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1. Introduction

The KIP Accounting Center consolidates control of user account data and printing rules for all copy print and scan activities for KIP color and B&W systems. Account data is continuously accessed by KIP Touchscreen copy & scan systems as well as the variety of KIP printing applications and print drivers. Rules based printing and three customizable fields for password protected user accounts, project numbers, and department codes help administrators and IT managers control print costs or turn printing into billing revenue.

KIP Accounting Center Features

3 Customizable Fields | Import for User Data Using LDAP | Clear Fields After Each Job Submission | ASCII Import/Export | Easily Update User, Project and Department Data | Automated Update Via Scripting | Password Protect Any or All Data Entries | No Special Data Servers Required

1.1 System Requirements

Recommended PC Specifications:

- 3.0 GHz processor speed
- 1 GB RAM
- Hard disk of 100 GB or more
- DVD-ROM
- USB-connection
- Windows 7, Windows 8, Windows 10
- 32/64 bit OS compatible
1.2 Installation

The KIP Accounting Center can be installed in multiple ways. The first way is to install the software by using the Click once Technology installer location on the KIP printer itself. This can be accessed via KIP PrintPro.net. The second method for installing the KIP Accounting Center is by using the Installer that is on the KIP Software and Operation Guide DVD (ships with all KIP Printers). The third method would be to download the Installer from the KIP Web Site (www.kip.com) and then run the installer on the work station.

The first method using the Click Once Technology installer is the recommended method. This will allow automatic updates to take place at the workstation if the KIP Printer is updated.

1.2a. How to install KIP Accounting Center from PrintPro.net

<table>
<thead>
<tr>
<th>Step</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open Browser window (this example uses Chrome). Enter the KIP Printer Name on the address line.</td>
</tr>
<tr>
<td>2.</td>
<td>Once PrintPro.Net opens select the Home Icon.</td>
</tr>
</tbody>
</table>

Not Selected

Selected
### Step 3
Maximize the Download Software section and select the KIP Accounting Center link.

#### Software and Drivers
- Click Once Auto-Install Software Applications (Connect by DNS)
  - Please use the following link to install KIP ImagePro.
  - Please use the following link to install KIP Accounting Center.
  - Please use the following link to install KIP Status.
  - Please use the following link to install KIP PrintPro.

### Step 4
Select the Install Button

---

**KIP Accounting Center**

- **Name:** KIP Accounting Center
- **Version:**
- **Publisher:** KIP

The following prerequisites are required:
- Microsoft .NET Framework 4.5 (x86 and x64)
- NET Framework 3.5 SP1 Client Profile
- NET Framework 3.5 SP1
- Windows Installer 4.5

If these components are already installed, you can launch the application now. Otherwise, click the button below to install the prerequisites and run the application.
<table>
<thead>
<tr>
<th>Step</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Application Install window will open. Select Install to begin.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Application Install" /></td>
</tr>
<tr>
<td>6.</td>
<td>Installation will begin</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Installation Progress" /></td>
</tr>
<tr>
<td>7.</td>
<td>The Application will Auto Launch when installation is complete. For Username enter Service or Administrator and the password associated with each. If User names have already been created it is possible to log in as a specific user as well.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Auto Launch" /></td>
</tr>
</tbody>
</table>
### 1.3 Main Screen (Information Tab)

Once logged in, the Information Screen will be displayed.

<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Information</td>
<td>Displays overall information for the connected KIP printer.</td>
</tr>
<tr>
<td>2. Settings</td>
<td>Used to select the Language Preference.</td>
</tr>
<tr>
<td>3. Help</td>
<td>Displays the current Software Version</td>
</tr>
<tr>
<td>4. Exit</td>
<td>Closes the Application</td>
</tr>
<tr>
<td>5. Users (See sec. 1.4)</td>
<td>Used to create Users for accounting purposes.</td>
</tr>
<tr>
<td>6. Roles (See sec. 1.5)</td>
<td>Used to create Roles for accounting purposes.</td>
</tr>
<tr>
<td>7. Project (See sec. 1.6)</td>
<td>Used to create Projects for accounting purposes.</td>
</tr>
<tr>
<td>8. Department (See sec. 1.7)</td>
<td>Used to create Departments for accounting purposes.</td>
</tr>
<tr>
<td>9. Printer Information</td>
<td>Shows connected KIP Printer and allows for the addition of new printers.</td>
</tr>
<tr>
<td>10. LDAP Setup</td>
<td>Used to set up LDAP configuration to pull in Domain Users</td>
</tr>
<tr>
<td>11. Accounting Database Settings</td>
<td>Used to set requirements for the accounting fields.</td>
</tr>
<tr>
<td>12. Accounting Field 1/Accounting Field 2</td>
<td>Default Field for Project/Department (Field name can be changed)</td>
</tr>
</tbody>
</table>
1.4 Accounting Setup - User Name

<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List Actions</td>
<td>Allows for New User Entry, Delete, Export, Import and Save</td>
</tr>
<tr>
<td>2. User Name Details</td>
<td>Matrix used for new entries</td>
</tr>
<tr>
<td>3. Selection</td>
<td>Select All\Select None</td>
</tr>
<tr>
<td>4. Printer Information</td>
<td>Shows Printer information as well as Total User accounts and LDAP Status</td>
</tr>
</tbody>
</table>
1.5 Accounting Setup - Roles

<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List Actions</td>
<td>Allows for New User Entry, Delete, Export, Import and Save</td>
</tr>
<tr>
<td>2. User Name Details</td>
<td>Matrix used for new entries</td>
</tr>
<tr>
<td>3. LDAP Role Mapping</td>
<td>Used to set up LDAP</td>
</tr>
<tr>
<td>4. Selection</td>
<td>Select All/Select None</td>
</tr>
<tr>
<td>5. Printer Information</td>
<td>Shows Printer information as well as Total User accounts and LDAP Status</td>
</tr>
</tbody>
</table>

1.6
1.8 Accounting Setup - Project

<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List Actions</td>
<td>Allows for New User Entry, Delete, Export, Import and Save</td>
</tr>
<tr>
<td>2. User Name Details</td>
<td>Matrix used for new entries</td>
</tr>
<tr>
<td>3. Selection</td>
<td>Select All/Select None</td>
</tr>
<tr>
<td>4. Printer Information</td>
<td>Shows Printer information as well as Total User accounts and LDAP Status</td>
</tr>
</tbody>
</table>
1.9 **Accounting Setup - Department**

- **List Actions**
  - Allows for New User Entry, Delete, Export, Import and Save
- **User Name Details**
  - Matrix used for new entries
- **Selection**
  - Select All/Select None
- **Printer Information**
  - Shows Printer information as well as Total User accounts and LDAP Status

<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List Actions</td>
<td>Allows for New User Entry, Delete, Export, Import and Save</td>
</tr>
<tr>
<td>2. User Name Details</td>
<td>Matrix used for new entries</td>
</tr>
<tr>
<td>3. Selection</td>
<td>Select All/Select None</td>
</tr>
<tr>
<td>4. Printer Information</td>
<td>Shows Printer information as well as Total User accounts and LDAP Status</td>
</tr>
</tbody>
</table>
2. Using KIP Accounting Center

The KIP Accounting Center is used for entering in large amounts of accounting information in a quick and easy manner. Additional information/changes are made immediately on the KIP Printer no other steps are necessary.

### 2.1 Connecting to KIP Printer(s)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
</table>
| 1.   | If KIP Accounting center was pulled from the KIP Printer via KIP PrintNet it will auto launch connected to printer pulled from. If KIP Accounting center was loaded via the executable from the KIP Software and Operation Guide, it will be necessary to connect to the KIP Printer the Accounting Information will be pushed to.  
To create a new connection, click the “Add Connection” icon.  
To edit an existing connection, click the “Edit Connection” icon. | ![Connection Setting Window](connection.png) |
| 2.   | When Add Connection is selected the KIP Accounting Center application will search the Network for any installed KIP Printers and display them in a list. Select the desired printer and click Save.  
  - Printer – Display Name for the connection  
  - Refresh – Refreshes connections  
  - Connection – Shows IP Address or Hostname of the KIP Printer and Port  
  - Save – Saves settings | ![Connection Setting Window](connection.png) |
### Step 3: Logging In
The username of the currently logged on user is displayed in the bottom right corner of the screen.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
</table>
| 3.   | **Logging In:**  
The username of the currently logged on user is displayed in the bottom right corner of the screen. | ![Illustration](image1) |

### Step 4: To login/change user click the button (current logged in name) and the User logon screen will be displayed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>To login/change user click the button (current logged in name) and the User logon screen will be displayed.</td>
<td><img src="image2" alt="Illustration" /></td>
</tr>
</tbody>
</table>
2.3 Configuring Accounting

The KIP Accounting Center is used by an administrator to add/remove accounting information on the connected KIP Printer.

### User:

By default, there will be an Administrator Account and a Service account set up.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adding a user:</strong></td>
<td><img src="image" alt="Image of adding a user" /></td>
</tr>
<tr>
<td>• Click the New Button.</td>
<td><img src="image" alt="Image of clicking new button" /></td>
</tr>
<tr>
<td>• A new field will become active in the build area.</td>
<td><img src="image" alt="Image of new field active" /></td>
</tr>
<tr>
<td>• Available fields (use Tab button to move from one cell to another):</td>
<td><img src="image" alt="Image of available fields" /></td>
</tr>
<tr>
<td>o User Name – Enter the User Name</td>
<td><img src="image" alt="Image of user name" /></td>
</tr>
<tr>
<td>o First Name – Enter Users First Name</td>
<td><img src="image" alt="Image of first name" /></td>
</tr>
<tr>
<td>o Last Name – Enter Users Last Name</td>
<td><img src="image" alt="Image of last name" /></td>
</tr>
<tr>
<td>o Roles – Pick from list of available roles</td>
<td><img src="image" alt="Image of roles" /></td>
</tr>
<tr>
<td>o E-mail – Enter users E-mail (Optional - used for sending notification)</td>
<td><img src="image" alt="Image of e-mail" /></td>
</tr>
<tr>
<td>o Language – Choose the desired language for the user (Optional, defaults to English)</td>
<td><img src="image" alt="Image of language" /></td>
</tr>
<tr>
<td>o Allow Card Reader – When checked allows for the use of a Card reader.</td>
<td><img src="image" alt="Image of card reader" /></td>
</tr>
<tr>
<td>o Card Number - This field shows the Number of the Card being used.</td>
<td><img src="image" alt="Image of card number" /></td>
</tr>
<tr>
<td>o Read Card - This will read the number of the card for association to assigned Role.</td>
<td><img src="image" alt="Image of read card" /></td>
</tr>
<tr>
<td>o Password – Set the password for the use of the card. Box will open to allow password to be set (Required Field).</td>
<td><img src="image" alt="Image of setting password" /></td>
</tr>
<tr>
<td>• Export Data – Exports data to a .csv file</td>
<td><img src="image" alt="Image of export data" /></td>
</tr>
<tr>
<td>• Import Data – Imports data from a saved .csv file.</td>
<td><img src="image" alt="Image of import data" /></td>
</tr>
<tr>
<td>• Reset – clears fields</td>
<td><img src="image" alt="Image of reset" /></td>
</tr>
<tr>
<td>• Save /Save Activated – Saves entry/Saves and Activates entry</td>
<td><img src="image" alt="Image of save/activate" /></td>
</tr>
</tbody>
</table>

**Note:** to edit or remove the entry must not be active (box unchecked)
User Roles:

Three levels of permissions by Default:

- **Administrator** – All permissions set up of Users, Meters, and Reports etc. However, no Hardware related setup.

- **Anonymous** – Every day operation of print, copy, scan; creation of presets, job based notifications

- **User** – Every day operation of print, copy, scan; creation of presets, job based notifications

Roles:

The Roles section allows for the creation of specific settings (roles) that can be assigned to a specific user. Once a new role is created this will be added to the “Roles” list associated with the User creation (see User step above).

Note: The above Role “Black & White User” has been created with specific settings related to Black & White only. This role was assigned to Adam Smith when this user was created.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Roles:</td>
<td><img src="image" alt="User Roles Illustration" /></td>
</tr>
<tr>
<td>Roles:</td>
<td><img src="image" alt="Roles Illustration" /></td>
</tr>
<tr>
<td>Note: The above Role “Black &amp; White User” has been created with specific settings related to Black &amp; White only. This role was assigned to Adam Smith when this user was created.</td>
<td><img src="image" alt="Note Illustration" /></td>
</tr>
</tbody>
</table>
**Action**

**Project:**
Allows adding, editing or the removal of Project ID's

- Adding a Project – Click “New”
- A new field will become active in the build area.
- Enter project description
- Select the Lock to enter Password
- Select Save Activated

**Note:** To edit or remove, the entry must not be active (box unchecked)
<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
</table>
| **Department:** <br>Allows adding, editing or the removal of Department ID’s:  <br>• Adding a Department – Click “New”  <br>• A new field will become active in the build area.  <br>• Enter Department description  <br>• Select the Lock to enter Password  <br>• Select Save Activated  
| ![Department Illustration](image1) |
| **Note:** To edit or remove, the entry must not be active (box unchecked) |
| **Settings:** <br>Allows the Administrator to configure the language settings of the connected printer.  
| ![Settings Illustration](image2) |
2.4 Configuring LDAP Settings

The KIP Accounting Center is designed to use onsite LDAP settings if available. This section will show how this section can be set up. **This functionality will require onsite Administrator to configure.**

**Please Note:** LDAP Entries are not populated with the KIP Windows Driver and KIP AutoCAD Driver (HDI). Normal accounting data as well as logged in user will still be available.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LDAP Accounting Settings:</strong></td>
<td><img src="image1" alt="Connection Settings" /> <img src="image2" alt="Login Settings" /> <img src="image3" alt="Test LDAP connection" /> <img src="image4" alt="Reset/Save" /> <img src="image5" alt="LDAP Role Mapping" /></td>
</tr>
<tr>
<td>LDAP (Lightweight Directory Access Protocol) allows for the selection of users from a list gathered from the locally connected PC. All selected users can be added and activated with permission level “Administrator”, “Anonymous” or “User”.</td>
<td></td>
</tr>
<tr>
<td><strong>• Connection settings</strong> – This is used by the Administrator to enter the necessary “Server”, “Container” and “Card Number” as well as turn on Authentication by card if used.</td>
<td><img src="image6" alt="Connection Settings" /></td>
</tr>
<tr>
<td><strong>• Login Settings</strong> – Allows the administrator to enter the necessary credentials to access the desired location.</td>
<td><img src="image7" alt="Login Settings" /></td>
</tr>
<tr>
<td><strong>• Test LDAP connection</strong> – allows the administrator to test the connection. Could see the following indicators:</td>
<td><img src="image8" alt="Test LDAP connection" /></td>
</tr>
<tr>
<td>o Test LDAP Connection – becomes active when location and credentials are entered.</td>
<td><img src="image9" alt="Test LDAP connection" /></td>
</tr>
<tr>
<td>o LDAP Connection Error – occurs when something is incorrect in the information entered or the location is not accessible.</td>
<td><img src="image10" alt="Test LDAP connection" /></td>
</tr>
<tr>
<td>o LDAP Connected – When all information is correct and location is accessible.</td>
<td><img src="image11" alt="Test LDAP connection" /></td>
</tr>
<tr>
<td><strong>• Reset/Save</strong> – Once connection is established this becomes active so the information may be saved. Once saved the LDAP section will show connected.</td>
<td><img src="image12" alt="Reset/Save" /></td>
</tr>
<tr>
<td><strong>• LDAP Role Mapping</strong> – allows the administrator to assign roles to the LDAP users being added.</td>
<td><img src="image13" alt="LDAP Role Mapping" /></td>
</tr>
</tbody>
</table>

**Note:** When making changes to LDAP accounts there is a default 1-hour refresh before the changes will be seen. It is possible to bypass this 1-hour refresh by re-booting the KIP System Controller.
<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Global Accounting Settings:</strong>&lt;br&gt;&lt;ul&gt;&lt;li&gt;Hold Jobs for user login – When users are logging in prior to submitting jobs, this setting will hold their jobs in the queue until they log in at the touchscreen.&lt;/li&gt;&lt;li&gt;Allow Anonymous use – When active (blue) will not require any user login data to be entered. When not selected (not blue as shown), will require users to log in to use KIP Applications.&lt;/li&gt;&lt;/ul&gt;</td>
<td>![Global Accounting Settings](Hold jobs for user login) ![Allow anonymous use](Hold jobs for user login)</td>
</tr>
<tr>
<td><strong>Setting the requirement (Mode):</strong>&lt;br&gt;&lt;ul&gt;&lt;li&gt;None – No requirements for this field.&lt;/li&gt;&lt;li&gt;Required – Entering some information into this field is required to print.&lt;/li&gt;&lt;li&gt;Dropdown – Allows for the selection of data from a dropdown window.&lt;/li&gt;&lt;li&gt;Dropdown/Password Required – Requires a password in conjunction with the dropdown selection.&lt;/li&gt;&lt;/ul&gt;</td>
<td>![Accounting field 1](Setting the requirement (Mode)) ![Accounting field 2](Setting the requirement (Mode))</td>
</tr>
</tbody>
</table>
### Changing field designation (Name):

- This field can be re-named to whatever the customer would like it to say. Simply change this field to the desired description. This will automatically change the description/labels on the icons in all the KIP applications.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Changing field designation (Name):</strong></td>
<td><img src="image" alt="Illustration" /></td>
</tr>
</tbody>
</table>

#### Accounting field 1
- **Mode:** None
- **Name:** Billable

#### Accounting field 2
- **Mode:** None
- **Name:** Non-Billable

[Reset]  [Save]
3 How to use KIP Accounting Center Application

This section will show the basics for how to use the KIP Accounting Center application to set up Users, Projects and Departments. As well as how to use Role Based Access Controls that will allow management of print output and device usage easily and efficiently.

3.1 KIP Accounting Center Usage

The KIP Accounting Center Application is used to add multiple Users, Job Numbers and Job Descriptions to KIP Printers for accounting purposes. This tool is used by Administrators and is Password protected.

- Launch the KIP Accounting Center the bottom right corner shows "Login Required"
- Clicking the "login required!" text in the top right corner will connect to the KIP Printer. The logged in user name will display when the connection is established successfully.
- To login, enter a valid username and the corresponding password and click “Authenticate”.
- The application starts and is ready to be configured (or used, depending on the credentials used to login).
### 3.2 Creating Users

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To add Users, select the User Tab</td>
<td><img src="image" alt="Users" /></td>
</tr>
<tr>
<td>2. Click <strong>New</strong>.</td>
<td><img src="image" alt="New" /></td>
</tr>
</tbody>
</table>
| 3. Enter the desired information to be associated with the user being added.  
- Under Roles select the level for this user (see pg. 12 for descriptions).  
  - Administrator  
  - Anonymous  
  - User  
- Select the Lock to set the password | ![Roles](image)  
- ![Lock](image) |
| 4. Click **Save (activated)** when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time. | ![Save](image)  
- ![Save (activated)](image)  
- ![Save](image) |
| 5. User will be added as an active account (if Save (activated) was clicked). | ![User](image) |
### 3.3 Creating Roles

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
</table>
| 1. To add Create a new Role select the Role Tab | ![Roles](image)
| 2. Click **New**. | ![New](image)
| 3. Create a name for the new Role. | ![Black and White User](image)
| 4. Select the appropriate features that will be associated with this new Role. Selected are: | ![Features](image)
| o Mono Copy | ![Checkbox](image)
| o Mono Print | ![Checkbox](image)
| o Mono Print for Touch | ![Checkbox](image)
| o Mono Scan | ![Checkbox](image)
| o Template Setup | ![Checkbox](image)
| 5. Click **“Save (activated)”** when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time. | ![Save](image)
6. This new role will be added as an active account (if Save (activated) was clicked).

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. This new role will be added as an active account (if Save (activated) was clicked).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
</tr>
</tbody>
</table>

7. Create a new user and assign the role Black and White User to the User Name.

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>

8. When Alecia Moore Logs in the only available option for her is B&W Copy, B&W Scan and B&W Print as well as the ability to save templates. All other functions are greyed out.

Guides are always active, so the user can get to the manuals.

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3.png" alt="Image" /></td>
</tr>
</tbody>
</table>

Please the Section 4 Appendix for further examples of Role Based Accounting Control.
### 3.4 Creating Project Numbers

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To add Project information, select the Project Tab</td>
<td><img src="image1" alt="Projet" /></td>
</tr>
<tr>
<td>2. Click <strong>New</strong>.</td>
<td><img src="image2" alt="New" /></td>
</tr>
<tr>
<td>3. Enter the Project Information to be added with an associated Password (optional). Select OK to set the password.</td>
<td><img src="image3" alt="Password" /></td>
</tr>
<tr>
<td>4. Click &quot;Save (activated) when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.</td>
<td><img src="image4" alt="Save" /></td>
</tr>
<tr>
<td>5. Project Information will be added as an active Project (if &quot;Save (activated)&quot; was clicked)</td>
<td><img src="image5" alt="Project 001" /></td>
</tr>
</tbody>
</table>
### 3.5 Creating Department Numbers

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To add Department information select the Job Description Tab</td>
<td><img src="image1" alt="Department" /></td>
</tr>
<tr>
<td>2. Click <strong>New</strong>.</td>
<td><img src="image2" alt="New" /></td>
</tr>
<tr>
<td>3. Enter the Department information to be added with an associated Password (optional).</td>
<td><img src="image3" alt="Password" /></td>
</tr>
<tr>
<td>4. Click &quot;Save (activated)&quot; when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.</td>
<td><img src="image4" alt="Save" /></td>
</tr>
<tr>
<td>5. Department information will be added as an active Department (if “Save (activated)” was clicked)</td>
<td><img src="image5" alt="Active Department" /></td>
</tr>
</tbody>
</table>
### 3.6 Exporting Accounting information

The KIP Accounting Center has the ability to Export the entered data so that this can be backed up or manually edited. The steps below will show how this is done.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To Export the entered data, in this example the Departments. Select the Departments Tab.</td>
<td><img src="image" alt="Department" /></td>
</tr>
<tr>
<td>2. This will Display the entered departments.</td>
<td><img src="image" alt="Name" /></td>
</tr>
<tr>
<td>3. Select the Export Button at the bottom of the screen.</td>
<td><img src="image" alt="Export" /></td>
</tr>
<tr>
<td>4. Select the Desired Location to save the data to.</td>
<td><img src="image" alt="Save" /></td>
</tr>
<tr>
<td>5. Select Save</td>
<td></td>
</tr>
</tbody>
</table>

See Appendix for description of exported .csv and columns in spreadsheet.
### 3.7 Importing Accounting information

The KIP Accounting Center has the ability to Import the saved data. This can be used on the same KIP Printer or on multiple KIP Printers. This process makes it easy to set up on KIP Printer with all of the necessary accounting data and then use this (exported data) to quickly set up another KIP Printer (import data) the steps below will show how this is done.

**Please Note:** Roles MUST be imported FIRST before Users, Projects and Departments are imported.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To Import the saved data, in this example the Departments. Select the Departments Tab</td>
<td><img src="image" alt="Department Tab" /></td>
</tr>
<tr>
<td>2. This will Display the entered departments.</td>
<td><img src="image" alt="Entered Departments" /></td>
</tr>
</tbody>
</table>
| 3. Select the Import Button at the bottom of the screen. The Drop-down will give a second option of Import (Overwrite).  
  - Import – Appends current data with new data.  
  - Import Overwrite – Overwrites all data with the saved data. | ![Import Drop-down](image) |
| 4. Browse to the location of the saved data. Select the Correct .csv file. | ![Browse to location](image) |
| 5. Select Save | ![Select Save](image) |
### 3.8 How to Create a Black and White Only Role with Color Scan to File

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begin by unchecking the &quot;Allow Anonymous Use&quot; Check Box. This will force users to have to log in to the KIP Software.</td>
<td><img src="image" alt="Global Accounting Settings" /></td>
</tr>
<tr>
<td>2. To add a new Role for Black and White User with Color Scan only, select the Roles Tab</td>
<td><img src="image" alt="Roles" /></td>
</tr>
<tr>
<td>3. Click New</td>
<td><img src="image" alt="New" /></td>
</tr>
<tr>
<td>4. Create a name for the new Role.</td>
<td><img src="image" alt="B&amp;W User - Color Scan" /></td>
</tr>
<tr>
<td>5. Click the &quot;Select None&quot; button to clear the selected data.</td>
<td><img src="image" alt="Select All - Select None" /></td>
</tr>
<tr>
<td>6. Select the appropriate features that will be associated with this new Role.</td>
<td><img src="image" alt="Select All - Select None" /></td>
</tr>
<tr>
<td>7. Select Save Activated.</td>
<td><img src="image" alt="Save (activated)" /></td>
</tr>
</tbody>
</table>
8. This new role will now be available along with the default roles when creating a new user.

9. Create a new user and assign the role Black and White User - Color Scan, to the User Name.

Note: Multiple Roles can be assigned to the user being created.

10. When Paul Hewson Logs in the only available functions available for him are B&W Copy, B&W Scan B&W Print, Color Scan, Queue View and Template Set up. All other functions are greyed out.
### 3.9 How to Create a Role to Allow Preset Creation

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begin by unchecking the &quot;Allow Anonymous Use&quot; Check Box. This will force users to have to log in to the KIP Software.</td>
<td>![Global Accounting Settings]  ![Hold jobs for user login]  ![Allow anonymous use]</td>
</tr>
<tr>
<td>2. To add a new Role for Preset Creation, select the Roles Tab</td>
<td>![Roles]</td>
</tr>
<tr>
<td>3. Click New</td>
<td>![New]</td>
</tr>
<tr>
<td>4. Create a name for the new Role.</td>
<td>![Preset Creation]</td>
</tr>
<tr>
<td>5. Click the &quot;Select None&quot; button to clear the selected data.</td>
<td>![Select All]  ![Select None]</td>
</tr>
<tr>
<td>6. Select the appropriate features that will be associated with this new Role.</td>
<td>![Select All]  ![Select None]  ![Mailbox Setup]  ![Media Setup]  ![Mono Copy]  ![Mono Print]  ![Mono Print for Touch]  ![Mono Scan]  ![Output Setup]  ![Preset Setup]  ![Preset/Mailbox/Template Admin]</td>
</tr>
<tr>
<td>7. Select Save Activated.</td>
<td>![Save (activated)]</td>
</tr>
<tr>
<td>8. This new role will now be available along with the default roles when creating a new user.</td>
<td>![Name]  ![Administrator]  ![Anonymous]  ![B&amp;W User - Color Scan]  ![Black and White User]  ![Preset Creation]  ![User]</td>
</tr>
</tbody>
</table>
9. Create a new user and assign the role Preset Creation to the User Name.

Note: Multiple Roles can be assigned to the user being created.

10. When Marvin Aday Opens KIP ImagePro a login window will open and the application will say Login Required! Once logged in the only available functions for her are the ability to go to the Settings Tab and create System Presets.

11. System Presets/Notifications will be available.
<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. If someone without the Preset Creation role assigned to their name logs in they will not be able to use this section.</td>
<td>Logged in as Gary Moore all System Presets and Notifications are grayed out.</td>
</tr>
</tbody>
</table>

![Diagram showing Printer Information, System Preset Setup, and System Notification Setup]
Appendix 1: Exported .csv File Column Designations

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Creating a user - Field Designations</td>
<td><img src="image1.jpg" alt="User Illustration" /></td>
</tr>
<tr>
<td>2. Save the user (activated)</td>
<td><img src="image2.png" alt="Save (activated)" /></td>
</tr>
<tr>
<td>3. New user added to user list</td>
<td><img src="image3.png" alt="User List Illustration" /></td>
</tr>
<tr>
<td>4. Export the file to a .csv</td>
<td><img src="image4.png" alt="Export Illustration" /></td>
</tr>
<tr>
<td>5. Save the .csv</td>
<td><img src="image5.png" alt="Save Illustration" /></td>
</tr>
<tr>
<td>6. Open the saved .csv file.</td>
<td><img src="image6.png" alt="Open Illustration" /></td>
</tr>
</tbody>
</table>
8. Field Designations

- **A** User Name in this case “JohnDoe”
- **B** Hash value for the Server Authentication Secret. Internal used values, please do not edit.
- **C** Hash value for the Server Authentication Salt. Internal used values, please do not edit.
- **D** This field could be used for applying a new password.
- **E** Email address
- **F** First Name
- **G** Last Name
- **H** language
- **I** Card Number the number used for the authentication by card.
- **J** Allow authentication by card (True or False)
- **K** Hash value for the Client Authentication Secret. Internal used values, please do not edit.
- **L** Hash value for the Client Authentication Salt. Internal used values, please do not edit.
- **M** status if the user is active. (True or False)
- **N** Role of the user
Appendix 2: Using the KIP Accounting Package with 3rd party accounting.

In some instances, the customer will already have their own accounting package (example Argos). In these instances if the KIP Accounting Package is being utilized it may cause a double prompt for accounting (one from KIP and one from 3rd party app). Using the following settings, it is possible to set the KIP touchscreen to be locked down (users must log in to use the touchscreen) while still allowing the 3rd party application to prompt for information on the Client end.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Open KIP Accounting Center and Log in</strong></td>
<td><img src="image" alt="Open KIP Accounting Center and Log in" /></td>
</tr>
<tr>
<td>2. <strong>Open the Roles Tab and select the Anonymous user and then uncheck the box.</strong></td>
<td><img src="image" alt="Open the Roles Tab and select the Anonymous user and then uncheck the box." /></td>
</tr>
<tr>
<td>3. <strong>Features – Select the Select None option to clear all features.</strong></td>
<td><img src="image" alt="Features – Select the Select None option to clear all features." /></td>
</tr>
</tbody>
</table>
4. From the list of available features select the following:
   - Queue View – If users need to be able to see the queue.
   - Color Print – To allow Color Printing from the network
   - Mono Print – To allow Color Printing from the network

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. From the list of available features select the following:</td>
<td>![Select All, Select None, Accounting Admin, Basic Setup, Color Copy, Color Print, Color Print for Touch, Color Scan, Guest Printer Setup, Job Retrieval, Mailbox Setup, Media Setup, Mono Copy, Mono Print, Mono Print for Touch, Mono Scan, Output Setup, Preset Setup, Preset/Mailbox/Template Admin, Queue Admin, Queue Edit, Queue View, System Setup, Template Setup, User Admin]</td>
</tr>
</tbody>
</table>

5. Select Save (activated)

6. KIP Touchscreen Should look like this. All buttons grayed out except for:
   - Job Info
   - Log In
   - Guides

   **Note**: it will be necessary to have users created for walk up use as with this setup the Touchscreen can only be used by logging in.
<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Once the job hits the queue and prints the 3rd party application will prompt (this example uses Argos).</td>
<td><img src="image" alt="Print Queue - 800" /></td>
</tr>
<tr>
<td>8. Enter accounting information and select Record.</td>
<td><img src="image" alt="Argos - Activity Waiting to be Billed" /></td>
</tr>
</tbody>
</table>
Appendix 3: How to configure and use a Sony Card Reader

In some instances, the customer may want to use a card reader for the purpose of accountability for use of the KIP Printer. These steps will show how to program the cards and use them connected to the KIP.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Connect the NFC Reader to the workstation that will be programming the cards.</td>
<td><img src="image" alt="NFC Reader" /></td>
</tr>
<tr>
<td>For example: Sony Model RC-S380 used here.</td>
<td></td>
</tr>
<tr>
<td>2. It will be necessary to install the Drivers for the Sony Card Reader.</td>
<td><img src="image" alt="NFC Port With Driver" /></td>
</tr>
<tr>
<td>Double click the Necessary Drivers for the operating system on the PC being used and select Run or Yes.</td>
<td></td>
</tr>
<tr>
<td>3. Select &quot;Next&quot;, then accept the License Agreement to continue.</td>
<td><img src="image" alt="License Agreement" /></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Open KIP Accounting center and log in as Administrator or Service. Turn off “Allow anonymous use” (not active or blue).

6. Select the Roles Tab.
7. If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
</tr>
<tr>
<td>If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Illustration" /></td>
</tr>
</tbody>
</table>

8. Select the Users Tab

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
</tr>
<tr>
<td>Select the Users Tab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2" alt="Illustration" /></td>
</tr>
</tbody>
</table>

9. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first.

   Example: Alecia Moore has a role of Black and White User.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
</tr>
<tr>
<td>There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Illustration" /></td>
</tr>
</tbody>
</table>

10. Unselect the user to be able to program the card.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
</tr>
<tr>
<td>Unselect the user to be able to program the card.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image4" alt="Illustration" /></td>
</tr>
</tbody>
</table>

11. Put the card to be used on the Card Reader and click Read Card

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
</tr>
<tr>
<td>Put the card to be used on the Card Reader and click Read Card</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image5" alt="Illustration" /></td>
</tr>
</tbody>
</table>

12. Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for “Allow Authentication by card”.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
</tr>
<tr>
<td>Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for “Allow Authentication by card”.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image6" alt="Illustration" /></td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>13. Click Save Activated.</td>
</tr>
<tr>
<td>14. Programmed cards are now ready to be read by the KIP printer with the Card reader attached. Simply walk up to the KIP Printer and place the card on the reader.</td>
</tr>
<tr>
<td>15. The User Alecia will be logged in with the roles she has been assigned. From Step 8 above we can see the role assigned to Alecia is Black and White User. Here only the black and white buttons are active.</td>
</tr>
</tbody>
</table>
Appendix 4: How to configure and use a 3rd Party Card Reader

In some instances, the customer may way to use a card reader for the purpose of accountability for use of the KIP Printer. These steps will show how to read the cards and use them connected to the KIP. For this example, the OMNIKEY Card Reader is used.

It will be necessary to make a couple of config changes to the KIP so that it will recognize the Omnikey reader.

Follow these steps: to be done at KIP Printer.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Begin by closing the User interface on the KIP. This will show the KIP Desktop.</td>
<td><img src="image1.png" alt="Illustration" /></td>
</tr>
<tr>
<td>2. Open Diagnostics</td>
<td><img src="image2.png" alt="Illustration" /></td>
</tr>
<tr>
<td>3. Browse to the following location: F:\PrintManagementServiceCore and open the ScpServerService.exe.config files</td>
<td><img src="image3.png" alt="Illustration" /></td>
</tr>
</tbody>
</table>
4. Search for the following lines in this file:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- `<add Key="CardReaderName" value="Sony"/>
- `<add key="CardReaderIdentifierMode" value="0"/>
- `<add Key="SetSecurePrintingModeToRequireUserForUnauthenticatedUser" value="false"/>

5. Make the following changes to these lines:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- `<add Key="CardReaderName" value="OMNIKEY"/>
- `<add key="CardReaderIdentifierMode" value="2"/>
- `<add Key="SetSecurePrintingModeToRequireUserForUnauthenticatedUser" value="1"/>

Please note: for the CardReaderIdentifierMode value choose from the following:

- '0'=legacy (UID, default)
- '1'=Auto-CN (most likely not working)
- '2'=HID H10301
- '3'=HID H10302
- '4'=HID H10304
- '5'=HID Corp1000

Value selected will be connected with the HID format associated with the card(s) being used.
At the workstation that will be running KIP Accounting Center

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Open KIP Accounting center and log in as Administrator or Service. Turn off “Allow anonymous use” (not active or blue). This will force Users to enter a User name when using KIP Applications.</td>
<td>![Image of Accounting Database Settings]</td>
</tr>
<tr>
<td>7. Connect the NFC Reader to the workstation that will be Reading the cards. For example: OmniKey 5427CK used here.</td>
<td>![Image of NFC Reader]</td>
</tr>
<tr>
<td>8. Select the Roles Tab.</td>
<td>![Image of Roles]</td>
</tr>
<tr>
<td>9. If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.</td>
<td>![Image of List actions]</td>
</tr>
<tr>
<td>10. Select the Users Tab</td>
<td>![Image of Users]</td>
</tr>
</tbody>
</table>
### Action

11. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first.

   Example: Alecia Moore has a role of Black and White User.

<table>
<thead>
<tr>
<th>Action</th>
<th>Illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first. Example: Alecia Moore has a role of Black and White User.</td>
<td><img src="image1" alt="Illustration" /></td>
</tr>
<tr>
<td>12. Unselect the user to be able to read the card.</td>
<td><img src="image2" alt="Illustration" /></td>
</tr>
<tr>
<td>13. Put the card to be used on the Card Reader and click Read Card.</td>
<td><img src="image3" alt="Illustration" /></td>
</tr>
<tr>
<td>14. Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for “Allow Authentication by card”.</td>
<td><img src="image4" alt="Illustration" /></td>
</tr>
<tr>
<td>15. Click Save Activated.</td>
<td><img src="image5" alt="Illustration" /></td>
</tr>
<tr>
<td>16. Programmed cards are now ready to be read by the KIP printer with the Card reader attached.</td>
<td><img src="image6" alt="Illustration" /></td>
</tr>
</tbody>
</table>
17. When the system returns ready, simply walk up to the KIP Printer (with card reader attached) and scan the card.

The User Alecia will be logged in with the roles she has been assigned. From Step 8 above we can see the role assigned to Alecia is Black and White User.

Here only the black and white buttons are active.