
Data Administrator Ver. 4

User's Guide

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About this Product

Data Administrator V4 is an administration tool as plug-in of Device Set-Up with which authentication data and addresses that are registered in the control panel of supported devices (multifunctional OA equipment) can be edited and changed from other computers on the network.

After importing and editing authentication lists and address lists from devices, it can be used to then export these lists to devices.

Data Administrator V4 can import address lists in formats such as XML, CSV, TAB, LDIF, and Lotus Notes Structured Text.

The LDAP protocol can be used to both search and browse destination data on directory servers such as Active Directory, and to import these addresses.

Trademarks

Active Directory, Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

All other product names are trademarks or registered trademarks of their respective companies.



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Note

The dialog boxes that appear in this document may differ from those that appear on your PC, depending on the installed devices, specified settings, and PC that you are using.



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Note

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1 Getting Started

1.1 System Requirements

Systems must have the following specifications in order to use this software.

Operating System	Windows Vista Enterprise (SP2 or later)* Windows Vista Business (SP2 or later)* Windows Vista Ultimate (SP2 or later)* Windows 7 Enterprise (SP1 or later)* Windows 7 Professional (SP1 or later)* Windows 7 Ultimate (SP1 or later)* Windows 8.1 Pro * Windows 8.1 Enterprise * Windows 10 Pro * Windows 10 Enterprise * Windows 10 Education * * 32-bit(x86) and 64-bit(x64) editions are supported.
Computer	According to the recommended system requirements of your operating system.
Memory (RAM)	According to the recommended system requirements of your operating system.
Unused hard drive capacity	600 MB or more
Display	800 × 600 pixel, 16 bit - color or better
Network	TCP/IP protocol
Web browser	Microsoft Internet Explorer The latest version supported by each OS.
Libraries	Microsoft .NET Framework: Both of the following versions are required. <ul style="list-style-type: none">• .NET Framework 3.5 (SP1 or later)• .NET Framework 4.5 or later * If you are using Windows 8.1 or Windows 10, install .NET Framework 3.5 separately with the following procedures. <ol style="list-style-type: none">1. Open [Control Panel], and then click [Programs] - [Programs and Features] - [Turn Windows features on or off].2. Select the “.NET Framework 3.5 (includes .NET 2.0 and 3.0)” check box, and click [OK].3. Complete the installation according to the instructions shown.
Supported Devices	Please refer to the Readme file.

Refer to the Readme file for the latest information about the operating environment.



Note

In order to use this software, it is necessary to enable OpenAPI from the device panel by selecting Administration Settings, then System.

1.2 Overview of Functions

Below is a functional overview of Data Administrator.

- Acquisition and configuration of management data, network data, authentication data, and address data registered on the device.
- Backup of management data, network data, authentication data, and address data registered on the device.
- Copying of authentication data and address data to another device.
- Bulk settings of user data, group data, and abbreviated address data.
- Setting of access restrictions on a per-function basis.
- Import of data (XML, CSV, LDIF, formats) saved in files.



...

Note

If multiple device screens are open, then address and other data can be copied and pasted to other devices.

For details of the following functions, refer to the user's guide of the Device Set-Up.

- Search/Registration of the supported device
- Network initial settings
- Import/export of the device list
- Auto protect function
- Function access restriction file settings
- Group settings
- LDAP server access settings
- Display option settings



...

Note

When the Data Administrator is being employed for operation, make sure that other administrators do not make any operation with the control panel or the Web Connection.

2 Software Installation

2.1 Data Administrator

Install and uninstall Data Administrator as follows:

Installation

- ✓ When the Device Set-Up is not installed, the Device Set-Up installer is activated. Be sure, first of all, to install the Device Set-Up.
- 1 Open the Data Administrator folder.
 - Confirm the location where you copied Data Administrator.
- 2 Double-click **Setup.exe**. The installer starts.
- 3 Proceed with the install as indicated on the screen.
- 4 When the **InstallShield Wizard Complete** screen is displayed, click **Finish**.

Uninstallation

- ✓ Please note that the use of the Data Administrator becomes unavailable if the Device Set-Up is uninstalled with the Data Administrator installed. On an occasion like this, reinstall it with the installer of the Data Administrator to install the Device Set-Up.

- 1 Click **Start — Control Panel**, to open the Control Panel.
- 2 Double-click **Programs and Features**.
- 3 In the **Currently installed programs** field, select **Data Admin V4**, and click **Uninstall**.
- 4 When the **Confirm Uninstall** screen is displayed, click **OK**. Uninstall commences.
- 5 When the **Maintenance Complete** screen is displayed, click **Finish**.

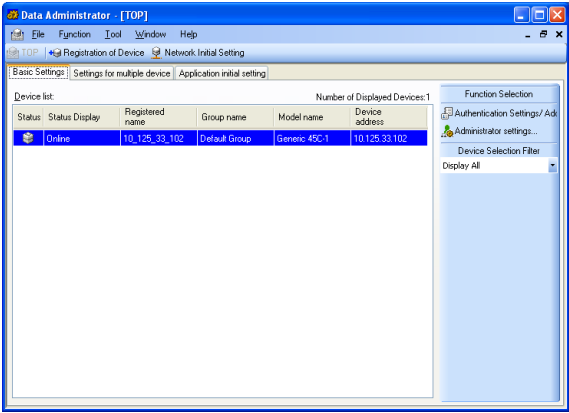
3 How to Use the Data Administrator

3.1 To Start

Start Data Administrator as follows.

To Start

- Select **Data Admin V4** from the **Start** menu.
Main window appears.



Note

At the time the application is first started, the **Application protect settings** screen is displayed. Refer to “Device Set-Up User’s Guide” about Application protect settings.

Refer to “Device Set-Up User’s Guide” for more information about the main window.

3.2 To Exit

Exit Data Administrator as follows.

To Exit

- From the **File** menu, select **Exit**.

3.3 Device Registration

When using the Data Administrator, it is necessary to make a search for a supported device on the network for registration.

As a method for the search/registration of a supported device, the following are available.

- Method for searching a supported device on the network
- Method for searching a supported device with the IP address specified.
- Method for registering a supported device from the Function access restriction file
- Method for registering a supported device from the local file



Detail

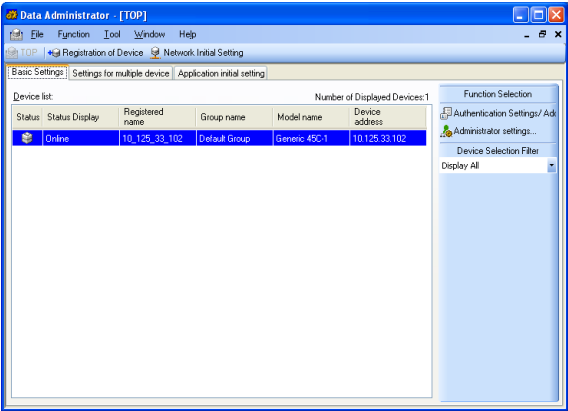
For details of the method for search/registration of the supported device, refer to the user's guide of the Device Set-up.

3.4 Administrator settings

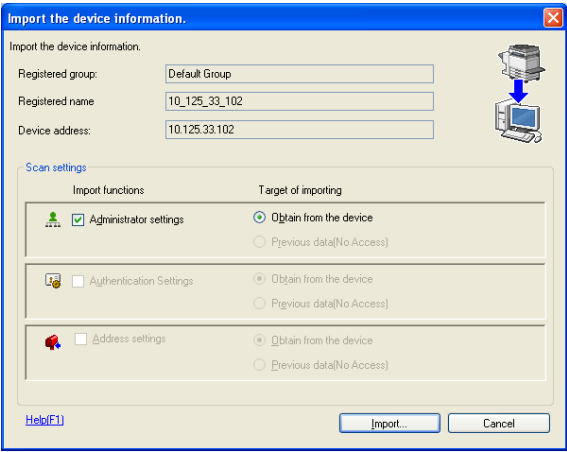
Make an administrator setting for the device registered with the Data Administrator.

Administrator settings

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Administrator settings] in Function Selection field.

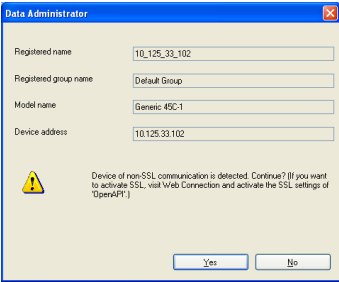


- 3 Set the method for reading the supported device and then click [Import].

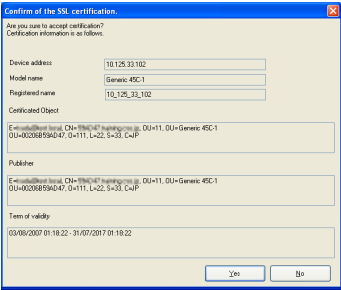


- Administrator settings:
Select this to read administrator settings from a device.
- Target of importing:
To connect devices and import the most recent data, select **Obtain from the device**, and to import data from the last access from a local file, click **Previous data**.
- **MEMO**
The following screen is displayed according to the settings of the SSL communication. In order to continue the operation, click [Yes] in either case.

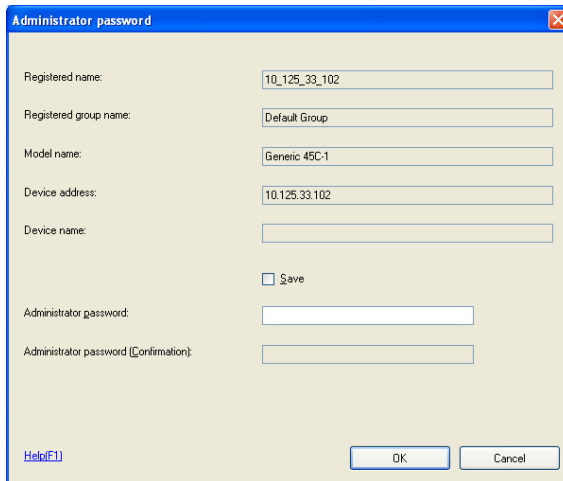
When the SSL communication is not yet set.



When the SSL communication is already set.



- 4 When the administrator password screen is displayed, enter the administrator password of the device and then click [OK].

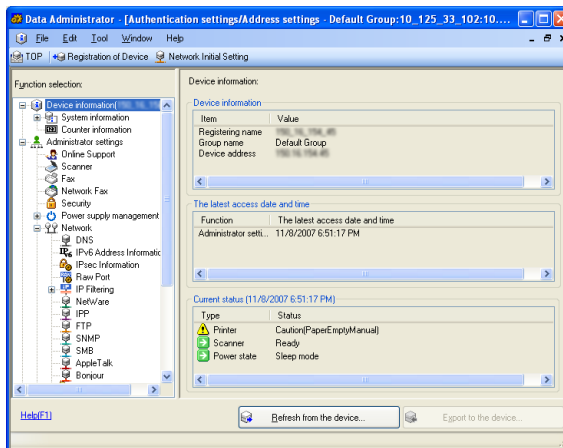


The 'Administrator password' dialog box contains the following fields and controls:

- Registered name: 10_125_33_102
- Registered group name: Default Group
- Model name: Generic 45C-1
- Device address: 10.125.33.102
- Device name: (empty)
- ☐ Save
- Administrator password: (empty)
- Administrator password (Confirmation): (empty)
- Buttons: Help(F1), OK, Cancel

- Putting a check mark at [Save] dispenses with the entry of the password on and after the next time.

- 5 When selecting an item you want to set from the “Function selection” provided on the left of the screen, make a change to the setting and then click [Export to the device].



The 'Data Administrator' window shows the following sections:

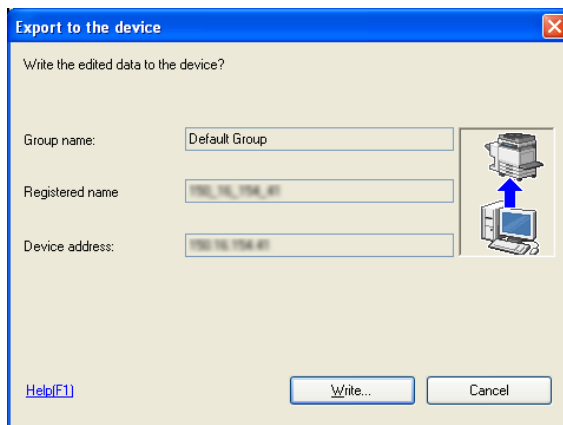
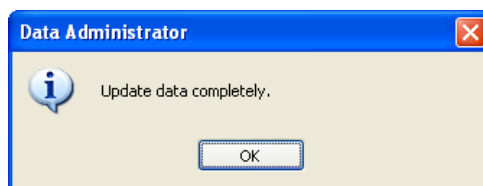
- Function selection:** A tree view on the left with categories like Device information, System information, Counter information, Administrator settings, Online Support, Scanner, Fax, Network Fax, Security, Power supply management, Network, DNS, IPv6 Address Information, IPsec Information, Raw Port, IP Filtering, NetWare, IPP, FTP, SNMP, SMB, AppleTalk, and Bonjour.
- Device information:** A table showing details for the selected device.

Item	Value
Registering name	10_125_33_102
Group name	Default Group
Device address	10.125.33.102
- The latest access date and time:** A table showing the last access details.

Function	The latest access date and time
Administrator sett...	11/8/2007 6:51:17 PM
- Current status (11/8/2007 6:51:17 PM):** A table showing the status of various services.

Type	Status
Printer	Caution(PaperEmpty/Manual)
Scanner	Ready
Power state	Sleep mode
- Buttons:** Help(F1), Refresh from the device..., Export to the device...

- For details on settings for each device item, refer to Help.

6 Click [Write].**7** Click [OK].

The administrator setting is written.

3.5 Single Device Settings

Set abbreviated addresses and other data registered with Data Administrator. Settings items and procedures may vary between devices.

This gives an example using the Generic 45C-1. For settings items and procedures for other devices, refer to Help.



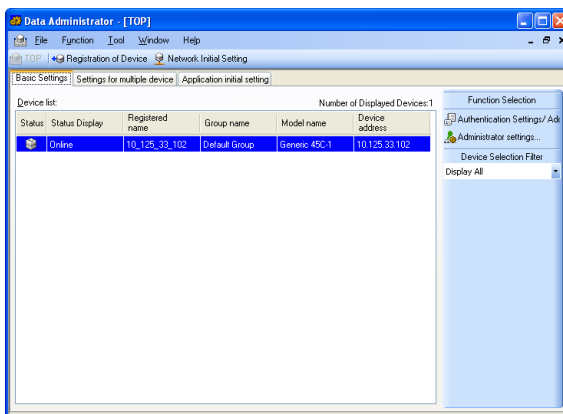
...

Note

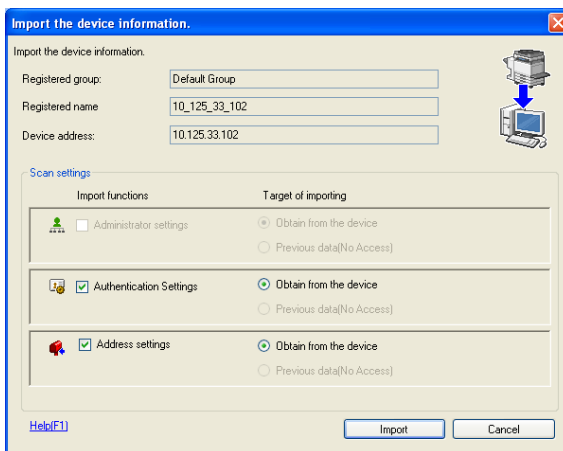
Settings items and procedures may vary between devices. Refer to Help for details.

Import Information from Device

- 1 Start the Data Administrator to display the main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] or [Administrator settings] in Function Selection field.

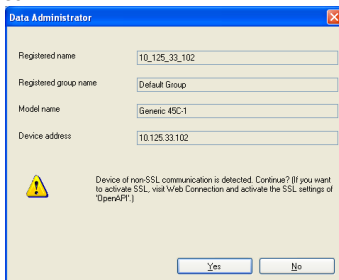


- 3 Set the method for reading the supported device and then click [Import].

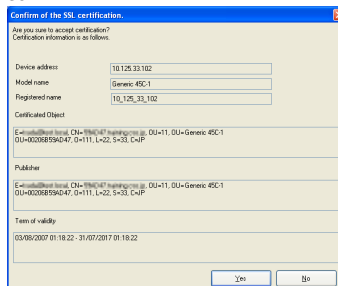


- Administrator settings:
Select this to read administrator settings from a device.
 - Authentication Settings:
Select this when importing authentication settings from devices.
 - Address settings:
Select this when importing address settings from devices.
 - Target of importing:
To connect devices and import the most recent data, select **Obtain from the device**, and to import data from the last access from a local file, click **Previous data**.
- MEMO***
- The following screen is displayed according to the settings of the SSL communication. In order to continue the operation, click [Yes] in either case.

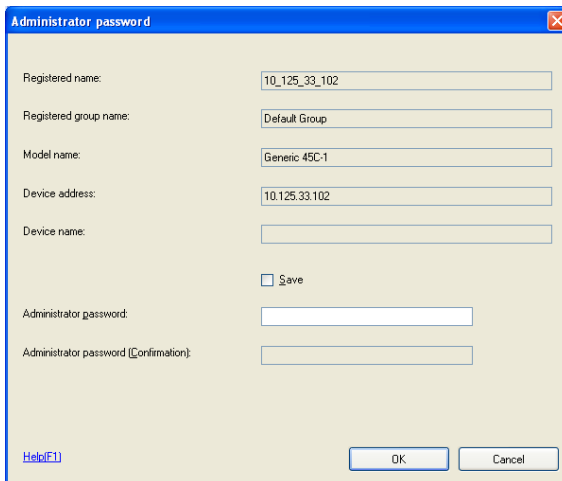
When the SSL communication is not yet set.



When the SSL communication is already set.



- 4 When the administrator password screen is displayed, enter the administrator password of the device and then click [OK].

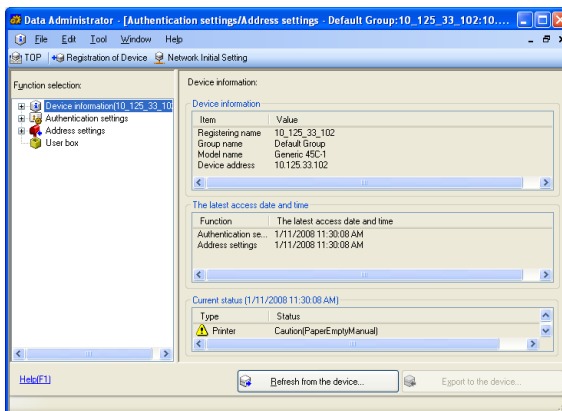


The 'Administrator password' dialog box contains the following fields and controls:

- Registered name: 10_125_33_102
- Registered group name: Default Group
- Model name: Generic 45C-1
- Device address: 10.125.33.102
- Device name: (empty)
- ☐ Save
- Administrator password: (empty)
- Administrator password (Confirmation): (empty)
- Buttons: Help(F1), OK, Cancel

- Putting a check mark at [Save] dispenses with the entry of the password on and after the next time.

- 5 Select a setting item from the Function Selection field.



The 'Data Administrator' window shows the following sections:

- Function selection:**
 - Device information(10_125_33_102)
 - Authentication settings
 - Address settings
 - User box
- Device information:**

Item	Value
Registering name	10_125_33_102
Group name	Default Group
Model name	Generic 45C-1
Device address	10.125.33.102
- The latest access date and time:**

Function	The latest access date and time
Authentication se...	1/11/2008 11:30:08 AM
Address settings	1/11/2008 11:30:08 AM
- Current status (1/11/2008 11:30:08 AM):**

Type	Status
Printer	Caution(PaperEmpty/Manual)
- Buttons: Help(F1), Refresh from the device..., Export to the device...

- For details on settings for each device item, refer to Help.



Note

*If the SNMP read community name has changed, the **Input SNMP read community name** will be displayed. Input the read community name, and click **OK**.*

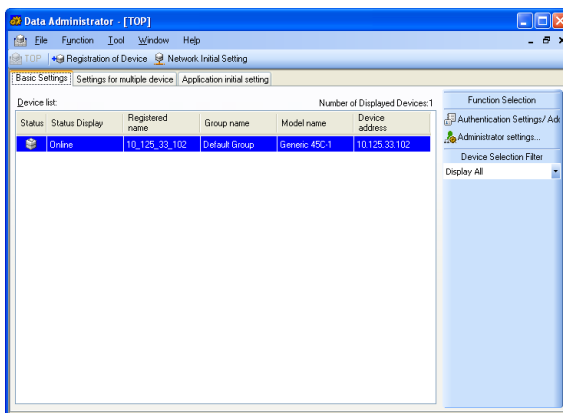
When the SNMP Read Community Name Is Displayed

→ Read community name : Input the SNMP Read community name.

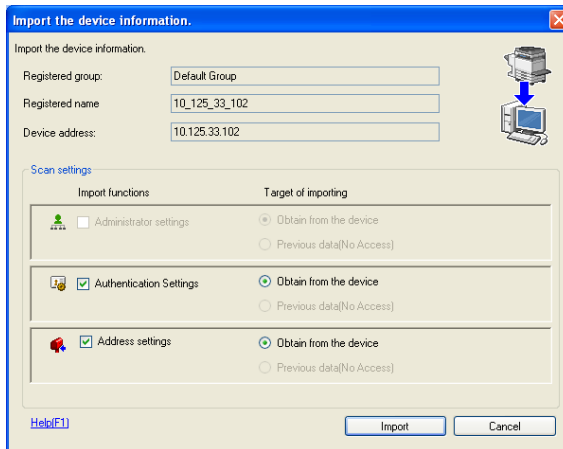
Import Abbreviated Address Data from CSV Files

Some destination types may not be supported by all devices. If a device does not support the desired destination type, import the BIN file (a file stored from the [Backup of Address and Authentication data] menu) first, then follow the procedure below to import the abbreviated addresses via a CSV file.

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] in Function Selection field.

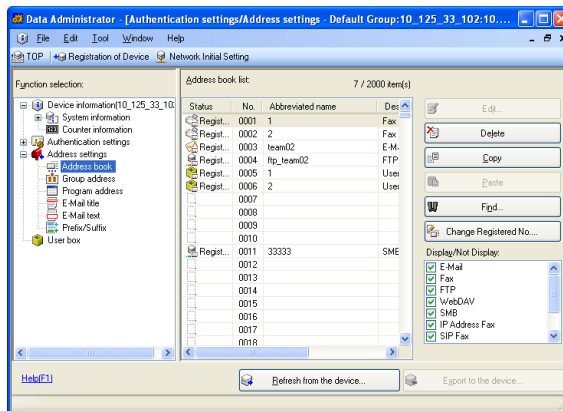


- 3 Set the method for reading the supported device and then click [Import].



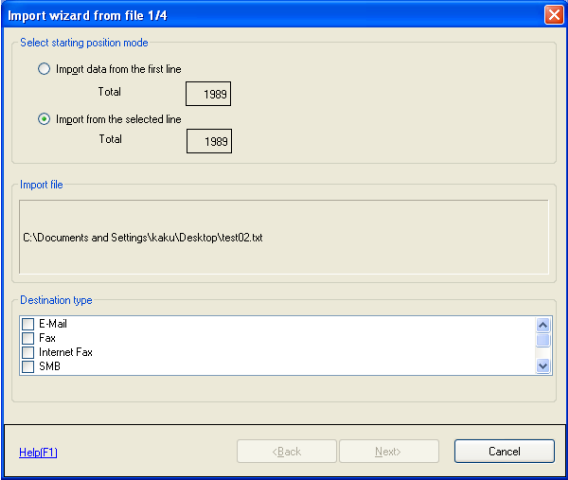
- For details of the operation for reading the supported device, refer to page 3-7.

- 4 Select [Address book] from the Function selection list.



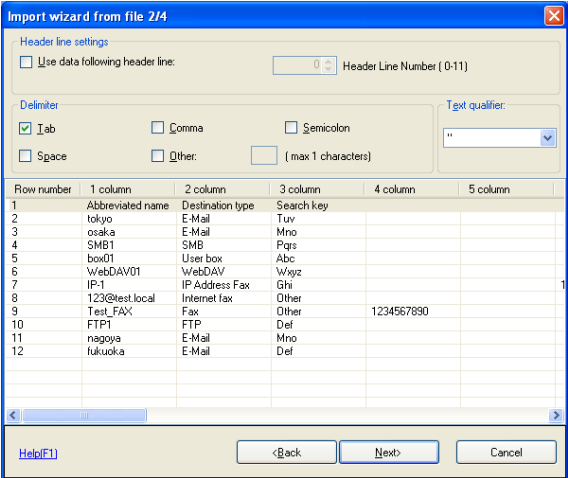
- 5 From the [File] menu, select [Import] — [Import each data from the file]. The Open screen appears.
- 6 Select the import file, and click [Open]. The Import wizard from file screen appears.

7 Set the starting position, and click [Next].



- Select starting position mode:
To start import from first line of the displayed file, select **Import data from the first line**, and to start import from a selected line of the displayed file, select **Import from the selected line**.
- Destination type:
Select the destination type. Items that can be selected may differ depending on the device type and options.

8 Set the import method, and click [Next].



- Use data following header line:
Select this to use data from following the header line.
- Header Line Number: Specify the header line.
- Tab: Select this when the data to import is delimited with a TAB.
- Comma:
Select this when the data to import is delimited with a comma.
- Semicolon:
Select this when the data to import is delimited with a semicolon.
- Space:
Select this when the data to import is delimited with a space.
- Other:
Select this when the data to import is delimited with a different delimiter.
- (max. 1 characters):
If Other is specified, specify the character to use as a delimiter.
- Text qualifier: Select the text qualifier.

9 Set Item names for data to import in each row, and click [Next].

Import wizard from file 3/4

Each data entry from the right side(Source data) may be mapped to a column on the left side(Destination data) to configure the import

Allocation of import field

Column name	Import item name
1 column	
2 column	
3 column	
4 column	
5 column	
6 column	
7 column	

Import field list

Item name
Address name
Search key

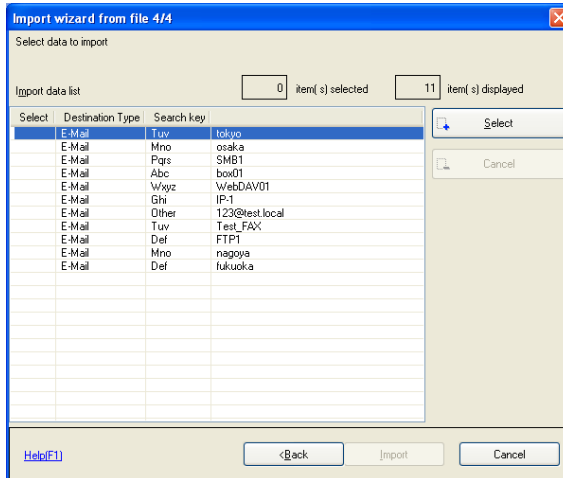
Cancel

1 column	2 column	3 column	4 column	5 column	6 column
Abbreviated name	Destination type	Search key			
tokyo	E-Mail	Tuv			
osaka	E-Mail	Mno			
SMB1	SMB	Pqrs			
box01	User box	Abc			
WebDAV01	WebDAV	Wxyz			
IP1	IP Address Fax	Ghi			192.168.1.20
123@test.local	Internet fax	Other			
Test_FAX	Fax		1234567890		
FTP1	FTP	Def			
nagoya	E-Mail	Mno			
fukuoka	E-Mail	Def			

Help(F1) <Back Next> Cancel

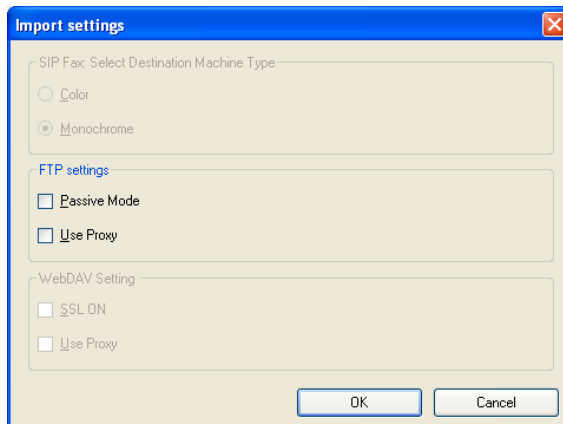
- Select: Select allocation of import field list items.
- Cancel: Deselect allocation of import field list items.

10 Set data to import, and click [Import].



- Select: Select data to import into the device. Select data to import from the list, and click [Select].
- Cancel: Cancel data selection. Select data to delete from the list, and click [Cancel].

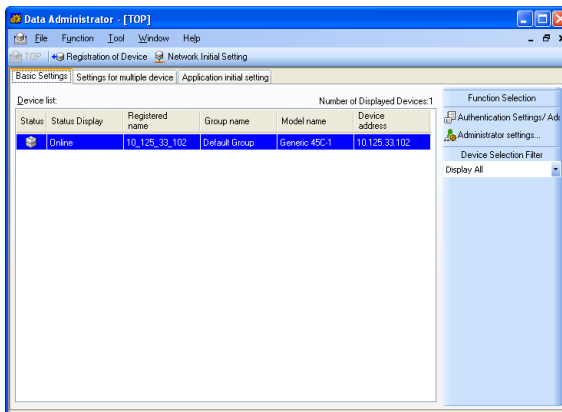
11 When FTP or SMB is selected for the Destination Type, specify the FTP settings and then click [OK].



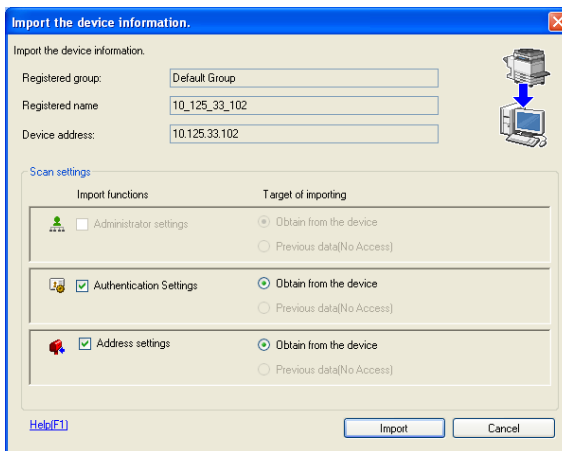
- Passive Mode:
Put a check on it when the Passive Mode is used.
- Use Proxy:
Put a check on it when the Proxy is used.

Import Abbreviated Address Data from an LDAP server

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] in Function Selection field.

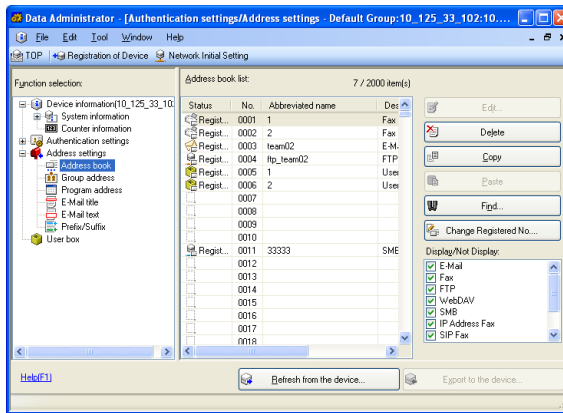


- 3 Set the method for reading the supported device and then click [Import].

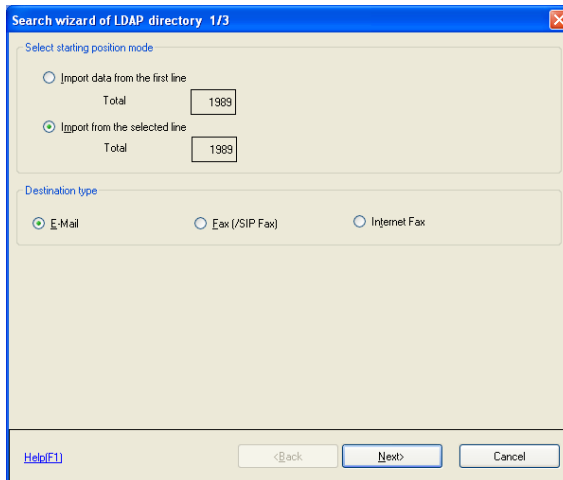


- For details of the operation for reading the supported device, refer to page 3-7.

- 4 Select [Address settings] - [Address book] from the Function selection list.



- 5 From the [File] menu, select [Import] — [Import (LDAP)]. The Search wizard of LDAP directory screen appears.
- 6 Set the starting position, and click [Next].



- Select starting position mode:
To start import from first line of the displayed file, select **Import data from the first line**, and to start import from a selected line of the displayed file, select **Import from the selected line**.

- Destination type:
Select the destination type. Items that can be selected may differ depending on the device type and options.

7 Set the search filters, and click [Find].

- Directory name:
Select the LDAP server to search.
- LDAP:
Configure LDAP server settings. Refer to “Device Set-Up User’s Guide” for details.
- Filter: Search filters include items, conditions, and search words.
- Find:
Searches the LDAP server using the conditions set in the filters.

8 Confirm search results, and click [Next].

Search wizard of LDAP directory 2/3

Find

Directory name: LDAP server

Filter

Name	Contains	
E-Mail address	Contains	
OU	Contains	
Last name	Contains	
First name	Contains	

Address name	E-Mail address	Phone Nu...	Fax Number
Eugene S. ...	Eugene.S...@OpenA...		

Find

Specify an Address

CN

<Back Next> Cancel

9 Set data to import, and click [Import].

Search wizard of LDAP directory 3/3

Highlight the row and click select

Import data list: 1 item(s) selected, 2 item(s) displayed

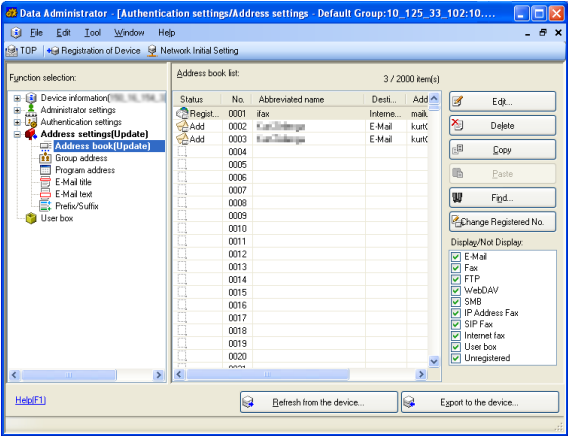
Select	Address name	E-Mail address	Generic.bt.psa.v4.Librarv
Select	Eugene S. ...	Eugene.S...@OpenA...	Generic.bt.psa.v4.Librarv

Select Cancel

<Back Import Cancel

- **Select:**
Select data to import into the device. Select data to import from the list, and click [Select].
- **Cancel:** Cancel data selection. Select data to delete from the list, and click [Cancel].

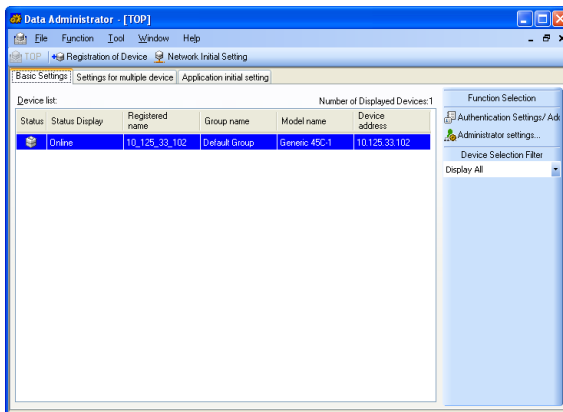
10 Select the data imported and then click [Export to the device].



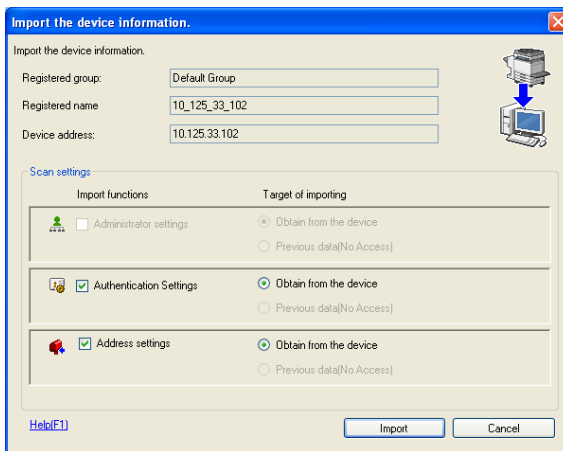
The device information is written.

Import Abbreviated Address Data from a Previous Device

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] in Function Selection field.

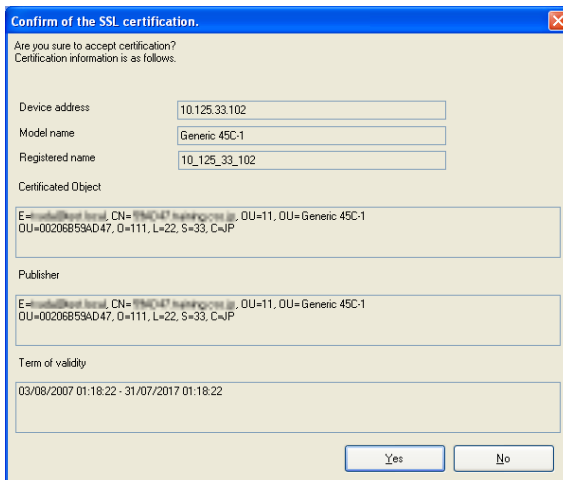


- 3 Set the method for reading the supported device and then click [Import].

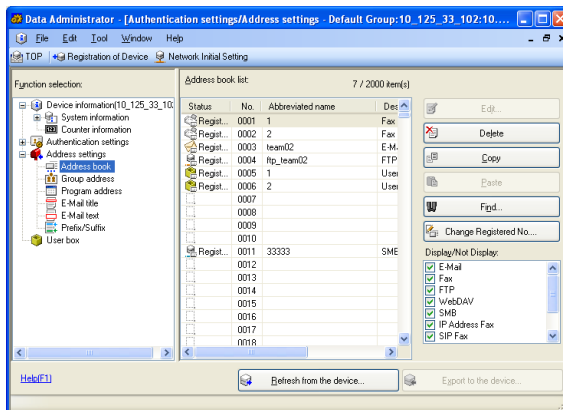


- For details of the operation for reading the supported device, refer to page 3-7.

- 4 When the administrator password screen is displayed, enter the administrator password of the device and then click [OK].
- 5 When the confirmation message of the SSL certificate is displayed, click [Yes].



- 6 Select [Address book] from the Function selection list.



- 7 From the [File] menu, select [Import] — [Import from the previous device].

The Import from a device screen appears.

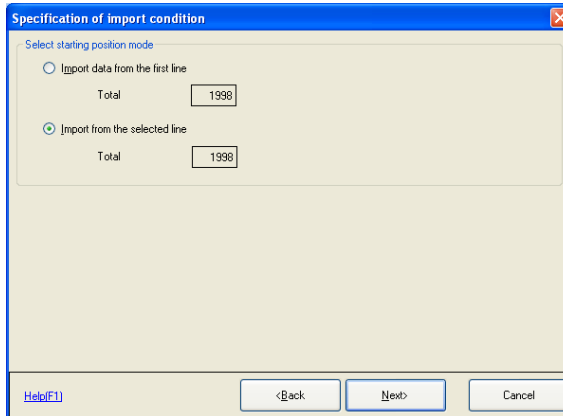
- 8 Set devices from which to import abbreviated address data, and click [Import data].

- Select a device:
To select devices from the automatically detected device list, choose [Select device], and to select connected devices by specifying their IP address or host name, select [Input a device address].
- Refresh: Re-search for devices within a specified search range.
- Search settings:
Set the search range for devices. Refer to “Set Search Range” on page 3-25 for details.
- Select Device: Select the device model.
- Device Address (max 126 characters):
Input the IP address or the host name of the device.
- For details of the supported device, see the Help.

- 9 Input the administrator password of the device, and click [OK].

- Depending on a device, the entry of the User ID is required.

10 Set the import conditions, and click [Next].



Specification of import condition

Select starting position mode

☐ Import data from the first line

Total

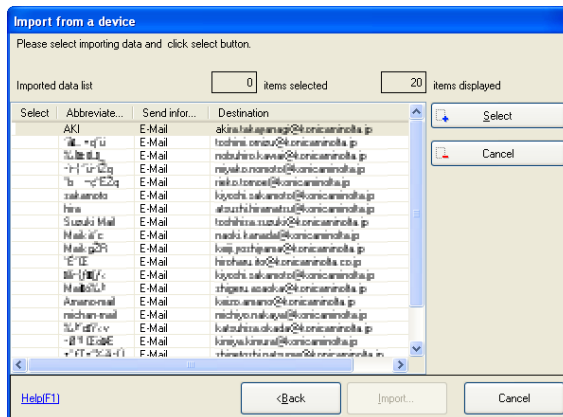
☒ Import from the selected line

Total

[Help\(F1\)](#)

- To start import from first line of the displayed file, select **Import data from the first line**, and to start import from a selected line of the displayed file, select **Import from the selected line**.

11 Select data to import, and click [Select].



Import from a device

Please select importing data and click select button.

Imported data list items selected items displayed

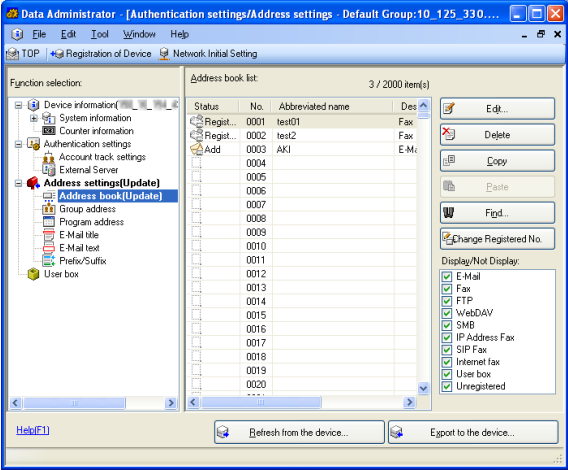
Select	Abbreviate...	Send info...	Destination
<input type="checkbox"/>	AKI	E-Mail	akira.takayanagi@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	toshimi.cinzu@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	nobuhito.kawara@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	riyako.nomoto@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	naoki.tonoe@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	kyoshi.sakamoto@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	atsushi.hiramatsu@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	toshitaka.suzuki@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	naoki.kanada@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	koji.pachyanagi@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	hirohisa.ito@conicaminolta.co.jp
<input type="checkbox"/>	AKI	E-Mail	kyoshi.sakamoto@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	shigena.sasaki@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	kyosuke.amano@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	nachyounakayama@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	katsuhisa.okada@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	kenya.kanai@conicaminolta.jp
<input type="checkbox"/>	AKI	E-Mail	shinobu.kishimoto@conicaminolta.jp

[Help\(F1\)](#)

- **Select:**
Select data to import into the device. Select data to import the list, and click [Select].
- **Cancel:**
Cancel data selection. Select data to delete from the list, and click [Cancel].

12 Click [Import].

13 Select data to be imported and click [Export to the device].



14 Click [Write].

15 Click [OK].

The information of the Address Book that has been read is written into the device.

Set Search Range

- 1 From the “Import from device screen,” click [Search settings].
The Device search settings screen is displayed.
- 2 Set the search range, click [Add].

Device search settings

Please set up device search configuration.

SNMP community name (max 255 characters):
public

Search range settings

Start IP: [Blue selection bar]

End IP: [Dropdown menu] 255 [Add button]

Search range: [Empty list box] [Delete button]

[Help\(F1\)](#) [OK] [Cancel]

- SNMP community name: Input the SNMP community name.
 - Start IP: Input the start IP address of the search range.
 - End IP: Input the end IP address of the search range.
 - Add: Add a search range for devices.
 - Delete:
Delete a search range for devices. Select the search range to delete from the list, and click [Delete].
- 3 Click [OK].

3.6 Bulk Copy of Settings

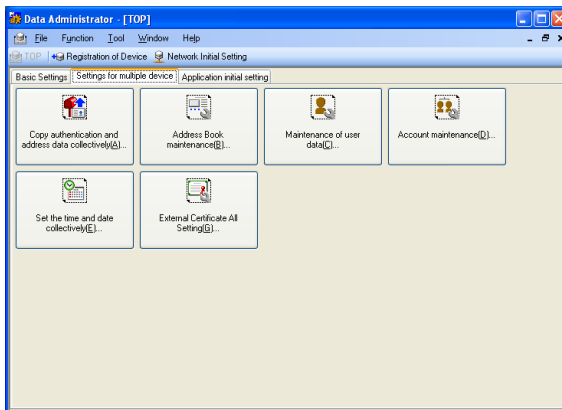
Bulk copy authentication settings and address settings from one device to multiple devices. Set by following the directions on the bulk copy wizard screen.

**Note**

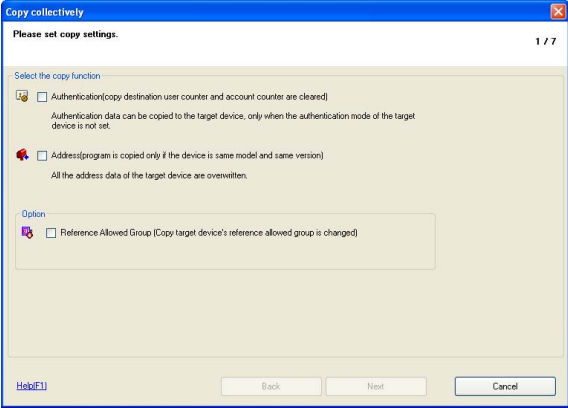
These functions may not be available depending on the device or firmware version.

Copy Settings from One Device to Another Device

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Click [Settings for multiple devices] tab and select [Copy authentication and address data collectively].

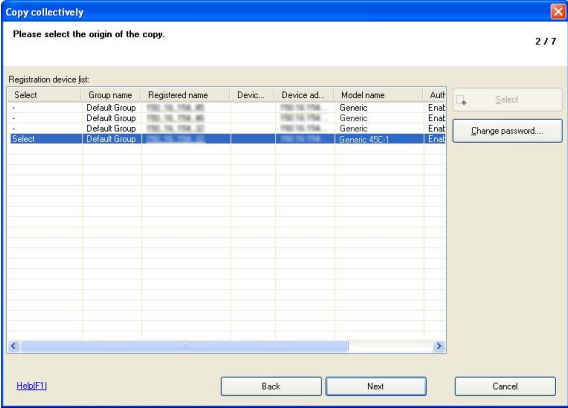


3 Select the functions to copy and click [Next].



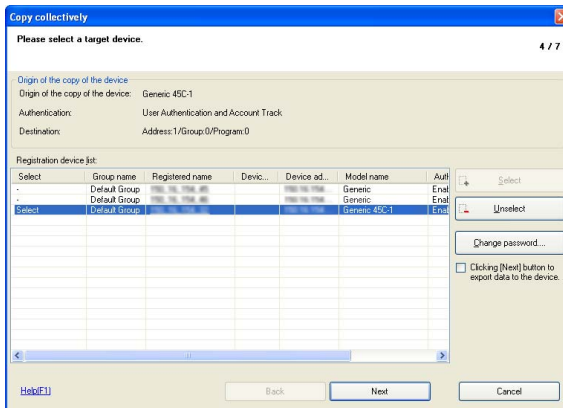
- **Authentication:**
Select this when copying authentication settings. This clears the user counter and group counter of the target device.
- **Address:**
Select this when copying address settings. The program can be copied if the model and version are the same. Additionally, if option configuration and destinations on the copy source and copy target devices differ, then this will be registered with import settings and communication settings turned OFF.
- **Reference Allowed Group:**
Select this when copying a group that can be referenced for the copy source device. The reference group for the copy target will be cleared.

4 Select the copy source device, and click [Next].



- **Select:** Select the copy source device. Select the copy source device from the list, and click **Select**.
A local file can also be selected as a copy source device.
- **Change password:** Change the administrator password for the registered device.

5 Select the copy target device, and click [Next].



- **Select:** Select the copy target device. Select the copy target device from the list, and click **Select**.
- **Unselect:** Cancel the selection of devices. Select devices to delete from the list, and click **Unselect**.
- **Change password:** Change the administrator password for the registered device.
- **Clicking [Next] button to export data to the device.:** Select this to start writing to the device without confirming details to copy. Selecting this and clicking **Next** will start writing to the device. In these cases, if the Administrator password specified for the device is wrong, then writing to that device will be aborted.
- For the information of the biometrics authentication and the IC card, its copy can be made only when the authentication device of the copy source coincides with that of the copy target. The information of these biometrics authentication and IC card can also be copied from the local files.

3.7 Address collective maintenance

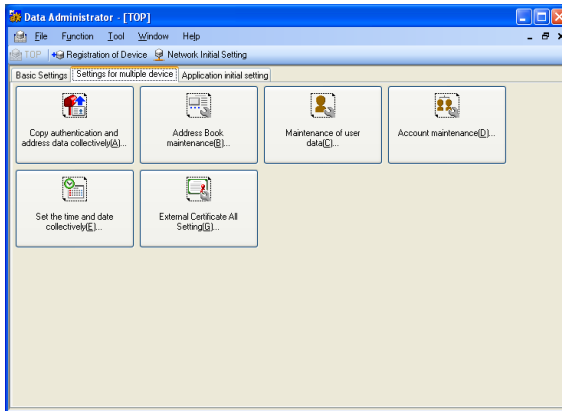
It is possible to maintain collectively the Address Book registered with the Device.

**Note**

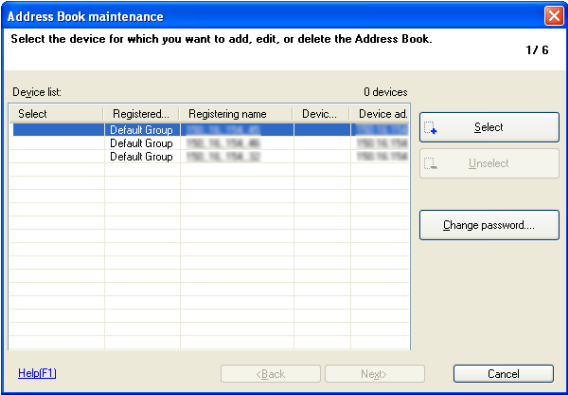
These functions may not be available depending on the device or firmware version.

Address collective maintenance

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Click [Settings for multiple devices] tab and select [Address Book maintenance].



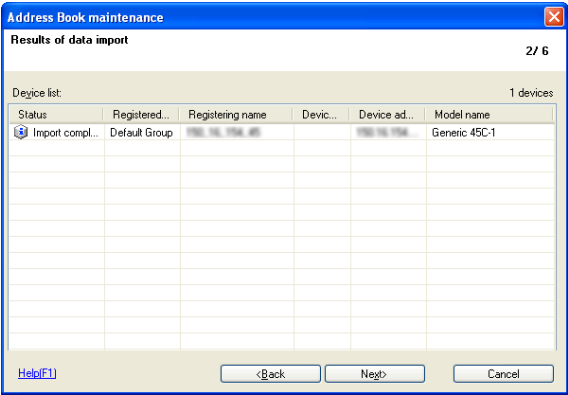
- 3 Select a device from the list that allows the maintenance of the Address Book, and then click [Select].



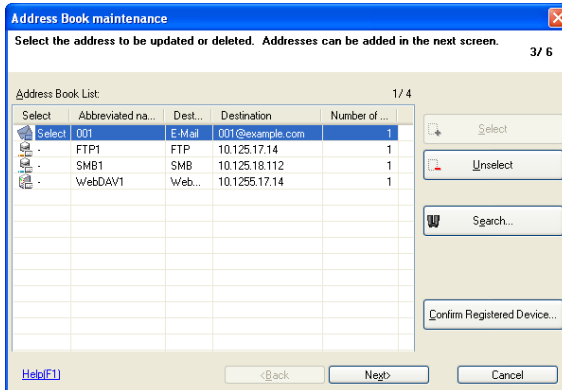
- Change password: Change the administrator password for the registered device.

- 4 Click [Next].

- 5 Click [Next].

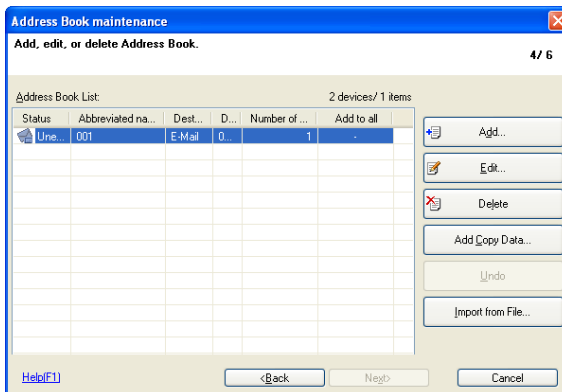


6 Click [Next].



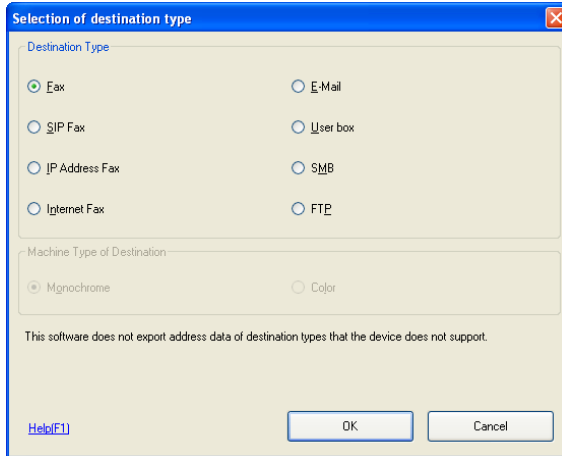
- When updating or deleting the information of the Address Book, click [Select].
- When searching a keyword, click [Search].
- When checking the information of the device, click [Confirm Registered Device].

7 Click [Add].



- When editing the information of the Address Book, click [Edit].
- When deleting the information of the Address Book, click [Delete].
- When copying the information of the Address Book, click [Add Copy Data].
- When reading the information of the Address Book from a file, click [Import from File] to specify the file.

8 Specify the destination type and click [OK].



The dialog box titled "Selection of destination type" has a blue title bar with a close button. It contains two sections: "Destination Type" and "Machine Type of Destination".

Destination Type:

- ☒ Fax
- ☐ SIP Fax
- ☐ IP Address Fax
- ☐ Internet Fax
- ☐ E-Mail
- ☐ User box
- ☐ SMB
- ☐ FTP

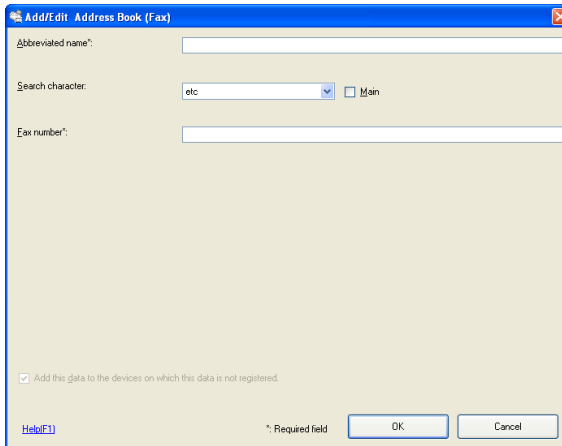
Machine Type of Destination:

- ☒ Monochrome
- ☐ Color

Below these sections is a message: "This software does not export address data of destination types that the device does not support."

At the bottom, there is a "Help(F1)" link, and "OK" and "Cancel" buttons.

9 Set the "Abbreviated name," "Search character," "Fax number" and click [OK].



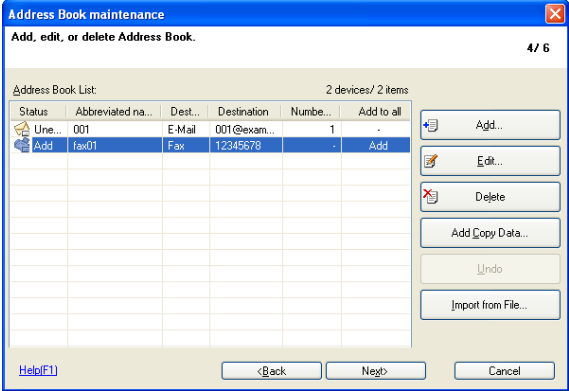
The dialog box titled "Add/Edit Address Book (Fax)" has a blue title bar with a close button. It contains three input fields:

- Abbreviated name:** A text input field.
- Search character:** A dropdown menu showing "etc" and a checkbox labeled "Main".
- Fax number:** A text input field.

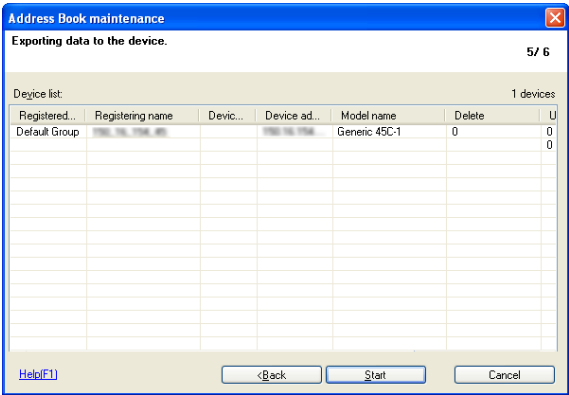
Below these fields is a checkbox labeled "Add this data to the devices on which this data is not registered." which is checked.

At the bottom, there is a "Help(F1)" link, a note "* Required field", and "OK" and "Cancel" buttons.

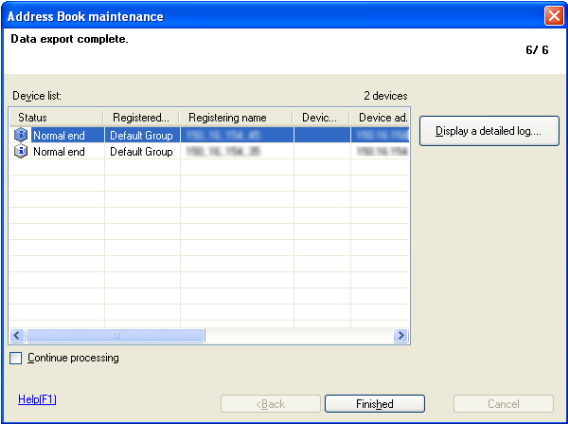
10 Click [Next].



11 Click [Start].



12 Click [Finished].



- When checking the details of the log, click [Display a detailed log]. The Address Book is written into the device.

3.8 Collective maintenance of user

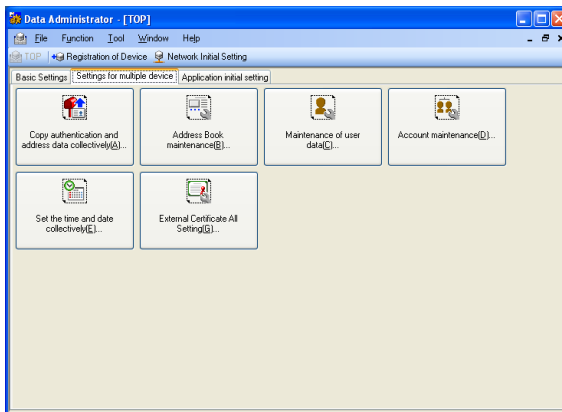
It is possible to maintain collectively the user information registered with the Device.

**Note**

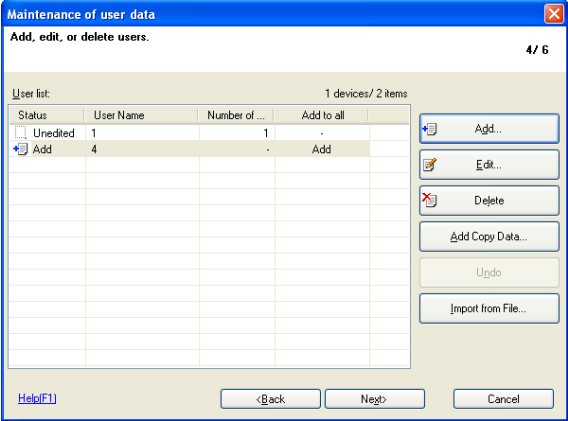
These functions may not be available depending on the device or firmware version.

Collective maintenance of user

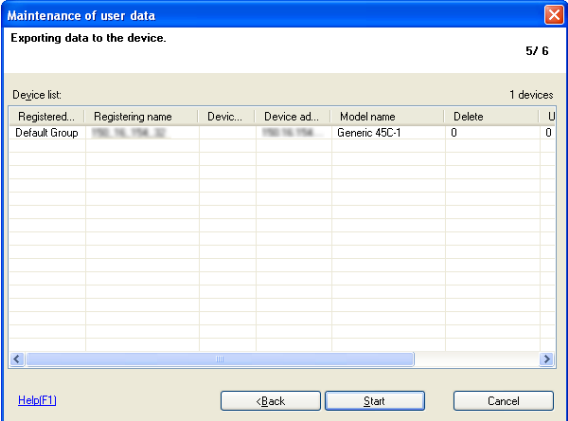
- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Click [Settings for multiple devices] tab and select [Maintenance of user data].



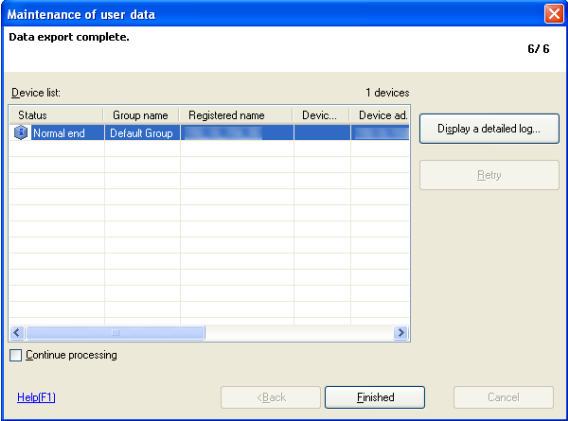
10 Click [Next].



11 Click [Start].



12 Click [Finished].



- When checking the details of the log, click [Display a detailed log]. The user information is written into the device.

3.9 Account maintenance

It is possible to maintain collectively the section registered with the Device.

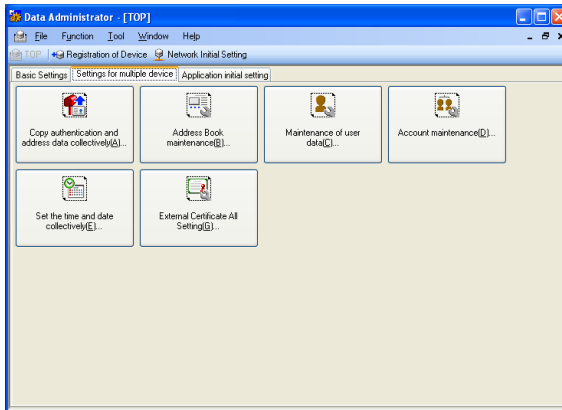


Note

These functions may not be available depending on the device or firmware version.

Account maintenance

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Click [Settings for multiple devices] tab and select [Account maintenance].



6 Click [Next].

The screenshot shows the 'Account maintenance' window with the title bar 'Account maintenance' and a close button. The main area is titled 'Results of data import' with a progress indicator '3 / 7'. Below this is a section labeled 'Device list:' with a sub-header '1 devices'. It contains a table with the following columns: Status, Registered..., Registering name, Devic..., Device ad..., and Model name. The first row shows 'Import compl...', 'Default Group', '1980.10.1984.32', '1980.10.1984', and 'Generic 45C-1'. At the bottom, there are buttons for '<Back', 'Next>', and 'Cancel', along with a 'Help(F1)' link.

Status	Registered...	Registering name	Devic...	Device ad...	Model name
Import compl...	Default Group	1980.10.1984.32		1980.10.1984	Generic 45C-1

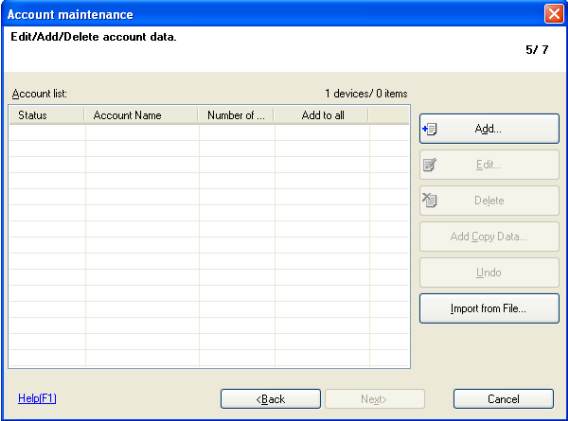
7 Click [Next].

The screenshot shows the 'Account maintenance' window with the title bar 'Account maintenance' and a close button. The main area is titled 'Select the Account to be updated or deleted. Accounts can be added in the next screen.' with a progress indicator '4 / 7'. Below this is a section labeled 'Account list:' with a sub-header '0 / 2'. It contains a table with the following columns: Select, Account Name, and Number of ... The first row shows '100' and '1'. The second row shows '200' and '1'. To the right of the table are buttons for 'Select' (with a plus icon), 'Unselect' (with a minus icon), 'Search...' (with a magnifying glass icon), and 'Confirm Registered Device...'. At the bottom, there are buttons for '<Back', 'Next>', and 'Cancel', along with a 'Help(F1)' link.

Select	Account Name	Number of ...
100		1
200		1

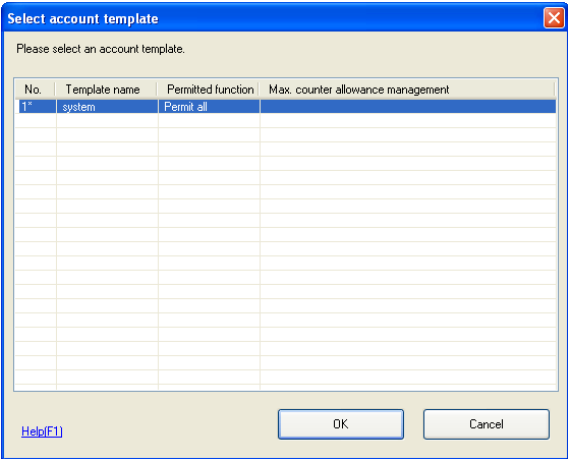
- When updating or deleting the section information, click [Select].
- When searching a keyword, click [Search].
- When checking the information of the device, click [Confirm Registered Device].

8 Click [Add].



- When editing the section information, click [Edit].
- When deleting the section information, click [Delete].
- When copying the section information, click [Add Copy Data].
- When reading the section information from a file, click [Import from File] to specify the file.

9 Specify the account template and click [OK].



- 10 Set the “Account Name”, “Password”, “Permitted function”, “Max Allowance of counter”, and click [OK].

Edit accounts

Account Name: (max 8 characters)

Password: (max 8 characters)

Permitted function:

- ☒ Output permission (Black)
- ☒ Output permission (Color)
- ☒ Permit color Send

Maximum counter settings:

	Current max allowance	Max Allowance
Total:	<input type="text" value="-"/> <input type="button" value="Set"/>	<input type="text" value="(1-99999999)"/>
Color:	<input type="text" value="-"/> <input type="button" value="Set"/>	<input type="text" value="(1-99999999)"/>
Black:	<input type="text" value="-"/> <input type="button" value="Set"/>	<input type="text" value="(1-99999999)"/>

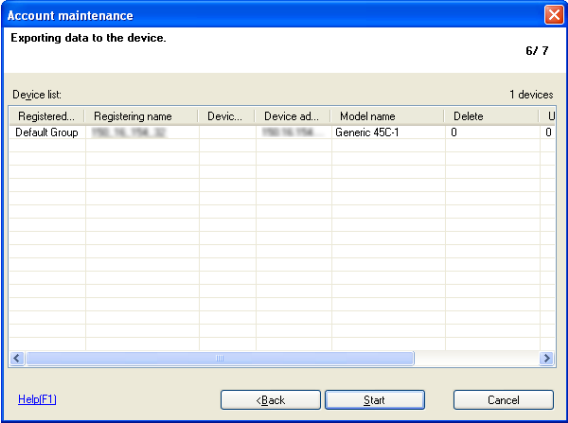
☒ Add this data to the devices on which this data is not registered.

[Help\(F1\)](#) * Required field

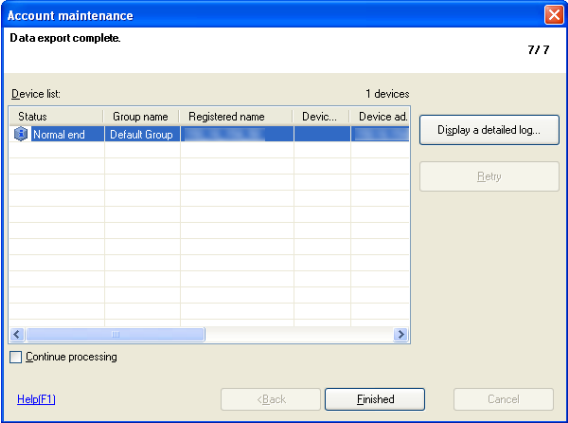
- 11** Click [Next].

[illegible]

12 Click [Start].



13 Click [Finished].



- When checking the details of the log, click [Display a detailed log]. The section information is written into the device.

3.10 Change Date and Time

Edit device date and time registered with Data Administrator.

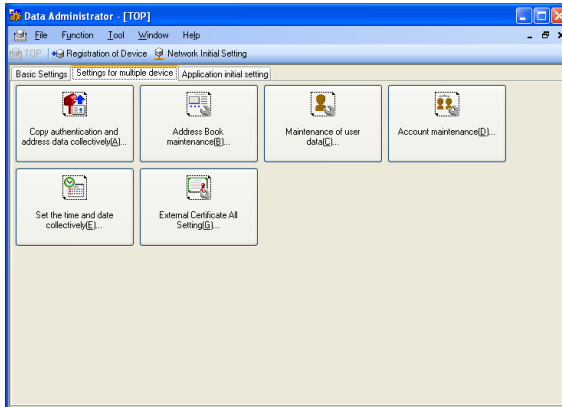


Note

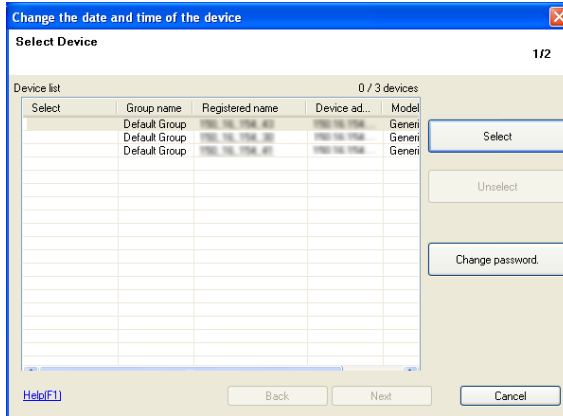
This may not be supported by all devices.

Change Device Date and Time

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Click [Settings for multiple devices] tab and select [Set the time and day collectively].



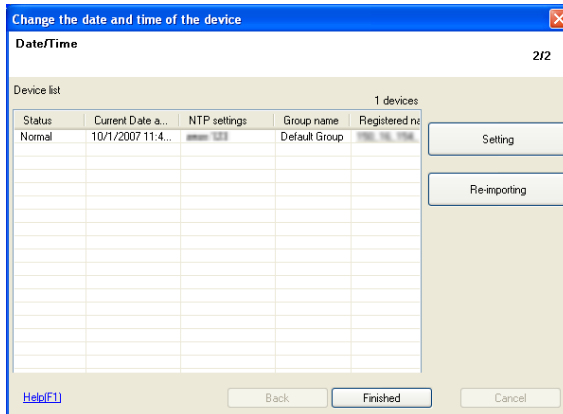
- 3 Select the device to change from the list, select [Select].



- The selection of two or more devices can be made.
- To change the administrator password for the device, click [Change password.] and then change the password.

- 4 Click [Next].

- 5 Click [Setting].



- If “Failure” is shown on the Status column of the Device list, click [Re-importing] to import the date and time settings of the device again.

6 Set the date and time, and click [Change settings].

The screenshot shows a window titled "Settings for Date and time of the device". It has a tab labeled "Set the time". Under this tab, there are three radio buttons: "Set to the date and time of the PC", "NTP Server setting", and "Manual Setting". The first option is selected. Below it, there is a text field for "Date and Time of PC" containing "12/15/2009 1:54:54 PM". The "NTP Server setting" option has fields for "NTP Server Address*" and "Port Number*" (with a default of 123). The "Manual Setting" option has a "Year/Month/Day" field set to "12/15/2009" and a "Time" field with "Hour(s)" set to 13 and "Minute(s)" set to 54. Below these, there is a checked checkbox for "Set up the time zone" with a "GMT" dropdown set to "0:00". At the bottom, there is an unchecked checkbox for "Set up daylight saving time". Under this, there is an "Enable" radio button and an "Invalidity" field set to "1:150 (min)". At the bottom of the window are buttons for "Help(F1)", "Change settings", and "Cancel".

- Set the time.
 Select this to set the date and time of the device.
 Set to the date and time of the PC:
 Select this to set the date and time to that of the PC upon which Data Administrator is being used.
 NTP Server setting:
 Selected when synchronized with the NTP server. Enter the NTP server address and the port No.
 Manual Setting:
 Select this to manually set the date and time.
 Year/Month/Day: Select the date.
 Time: Input the time (hours/minutes).
 Set up the time zone: Select this to set the time zone.
 Select the time difference between GMT (Greenwich Mean Time) and your place.
- Set up daylight saving time:
 Select this to change the daylight saving time setting of the device.
 Enable:
 Select this to enable the daylight saving time. Input the time (minutes).
 Invalidity:
 Select this to disable the daylight saving time.

7 Click [Finished].

The date and time are changed.

3.11 External Certificate All Setting

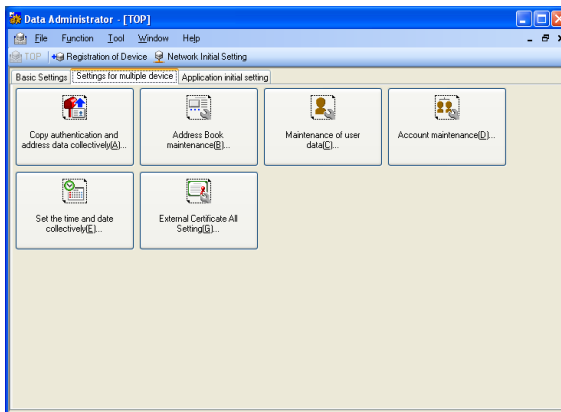
It is possible to set collectively an external certificate for the devices registered with the Data Administrator.

**Note**

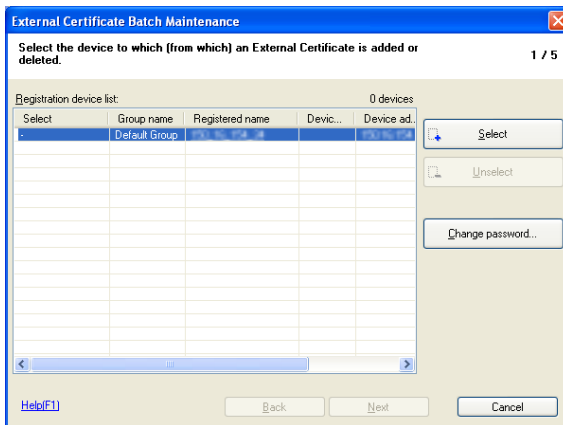
This function may not be available depending on the device or firmware version.

External Certificate All Setting

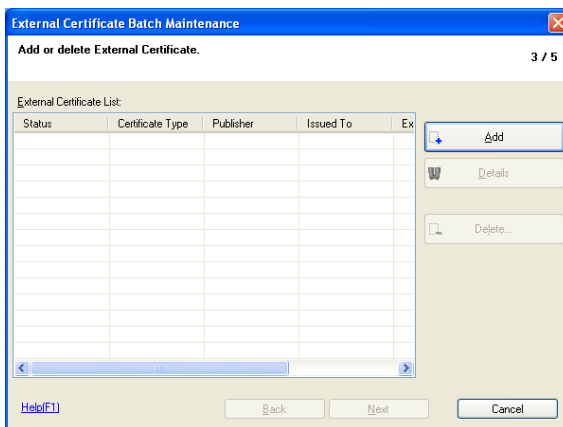
- 1 Start the Data Administrator to display the main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Click [Settings for multiple devices] tab and select [External Certificate All Setting].



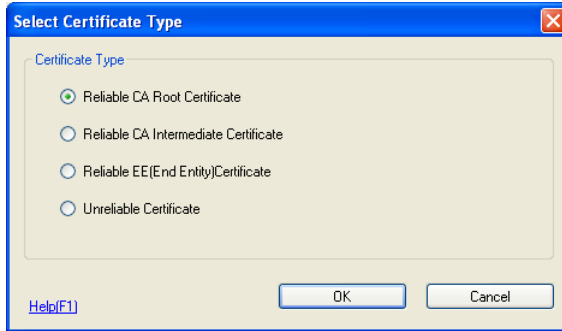
- 3 Select the device to which an external certificate is added from the list, and click [Select].



- The selection of two or more devices can be made.
 - When cancelling the selection of a device, click [Unselect].
 - When changing the administrator password for the device, click [Change password].
- 4 If the administrator password screen is displayed, enter the administrator password of the device and click [OK].
- 5 Click [Next].
- 6 Click [Add].

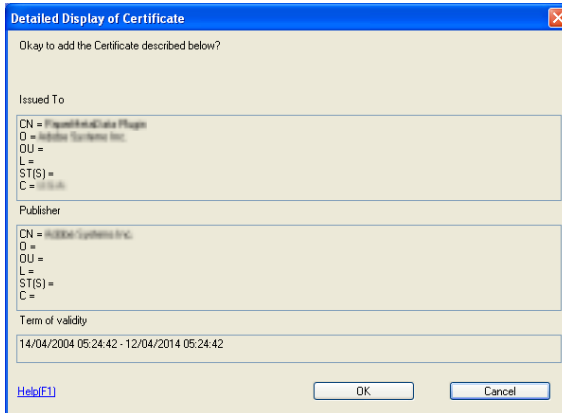


- 7 Select the certificate type, and click [OK].

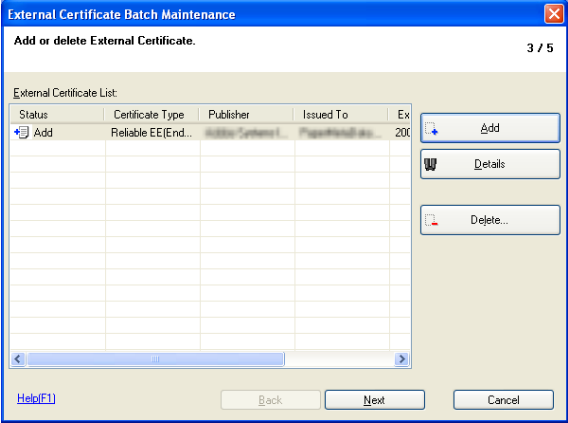


- 8 Specify the certificate file, and then click [Open].
The details of the external certificate are displayed.

- 9 Check the details, and then click [OK].



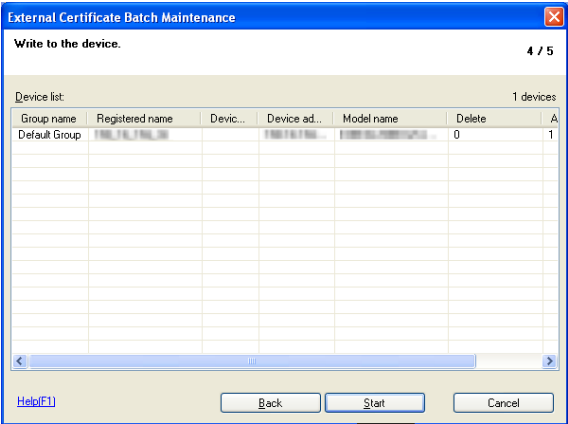
10 The external certificate is added to the list. Click [Next].



- When displaying the details of the selected external certificate, click [Details].
- When deleting the selected external certificate, click [Delete].

11 Click [Start].

The external certificate will be written to the device.

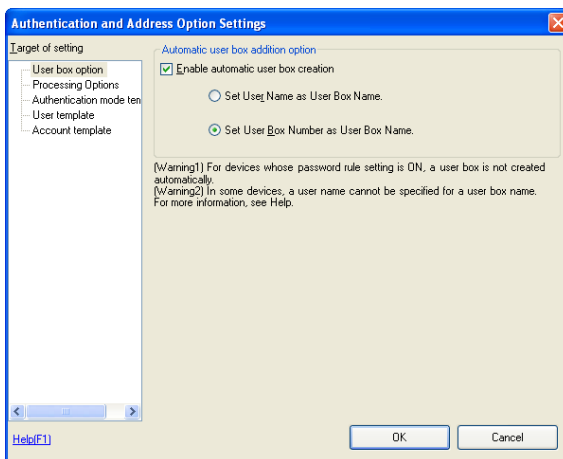


3.12 Automatic Creation of Boxes

Configure the automatic creation of boxes when users are added. This setting can be used for both single device settings and bulk copy.

Configure Automatic Box Creation

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Enable automatic user box creation], and click [OK].



- Enable automatic user box creation:
Select this to enable automatic creation of boxes when users are added. Enabling this function when very large numbers of users (for example several hundred) are added will make writing operations take a very long time. When large numbers of users are being written to the device, it is recommended that this function be disabled.
Box settings are configured.



...

Note

Box settings are automatically created with the following settings.

Password: Not set

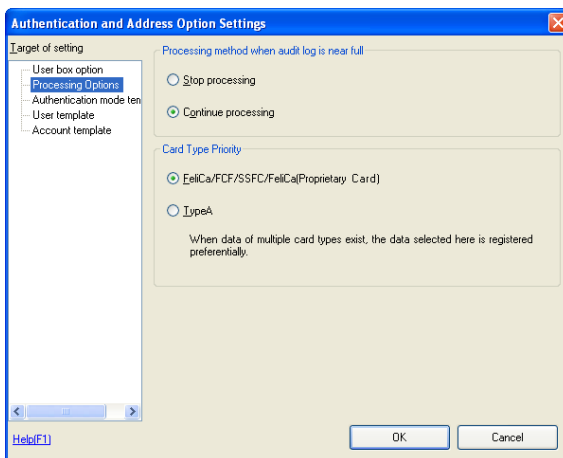
Search key: etc

3.13 Processing Options

While in use of the function of the collective handling, the handling method is specified when the checkup log of the device fills up near to the capacity. This option also allows you to specify a type of an IC card whose data is to be registered when registering data to a device that accepts two types of cards.

Set the Processing Options

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Processing Options], and click [OK].



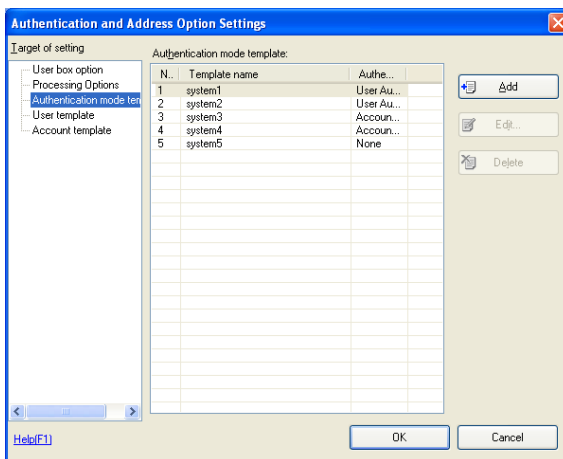
- Stop processing:
The handling is stopped when the checkup log of the device fills up near to the capacity.
 - Continue processing:
Even if the checkup log of the device is filled nearly up to capacity, proceed with the handling.
 - FeliCa/FCF/SSFC/FeliCa (Proprietary Card):
FeliCa/FCF/SSFC/FeliCa (Proprietary Card) data is registered preferentially.
 - TypeA:
TypeA data is registered preferentially.
- Processing Options are configured.

3.14 Authentication Mode Template Settings

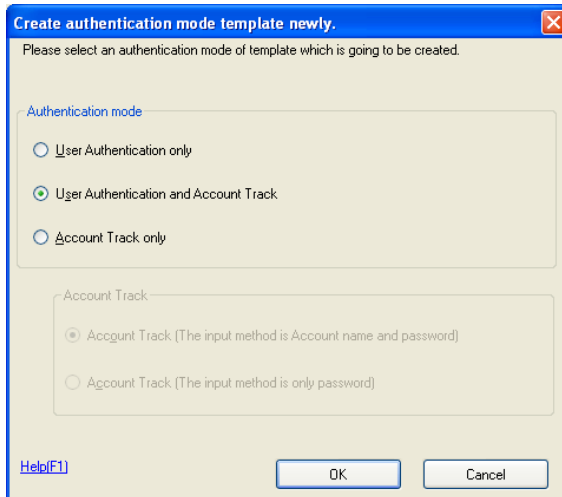
Create a template for when configuring the device authentication mode. Up to a maximum of 100 items can be registered in templates, and 5 system templates are pre-configured.

Create Authentication Mode Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Authentication mode template] from the Target of setting area.
- 4 Click [Add].

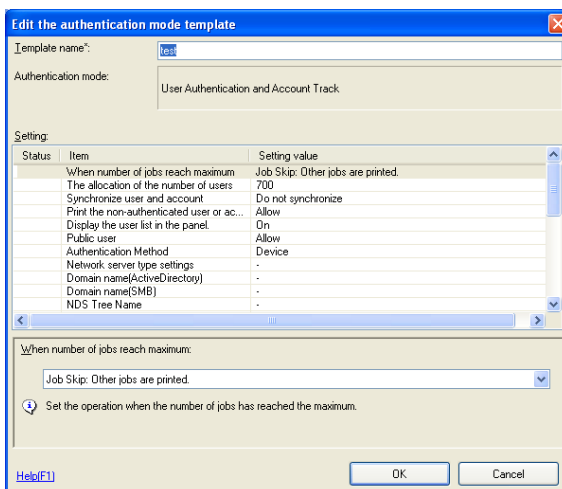


5 Set the Authentication mode, and click [OK].



- Authentication mode:
In Authentication mode, [User Authentication only], [User Authentication and Account Track], and [Account Track only] can be selected.
- Account Track:
If Account Track only is selected in Authentication mode, then [The input method is Account name and password], and [The input method is only password] can be selected.

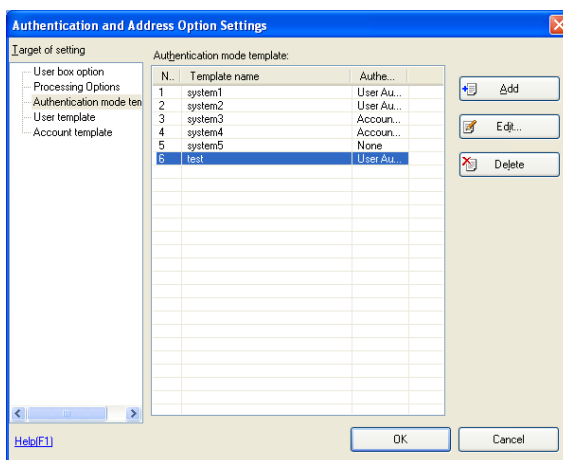
6 Configure the template, and click [OK].



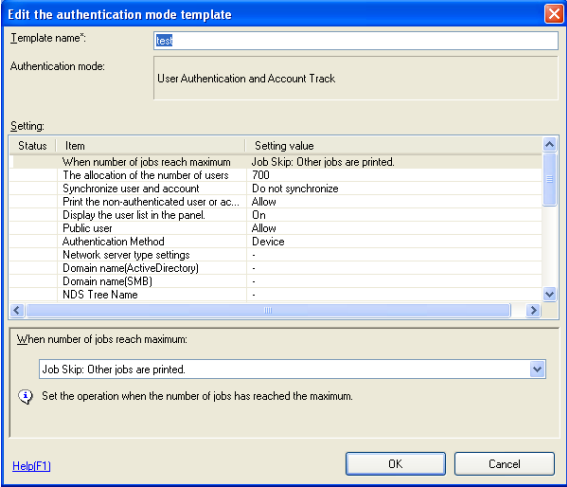
- Template name: Input the name of the template to create.
 - Setting:
Set the authentication mode. Refer to “Authentication Mode Template Setting Items” on page 4-1 for details.
- The template is created.

Edit Authentication Mode Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Authentication mode template] from the Target of setting area.
- 4 Select template to edit from the list and click [Edit].



5 Configure the template, and click [OK].



- Refer to p. 3-59 for more information about setting methods.
The template is edited.

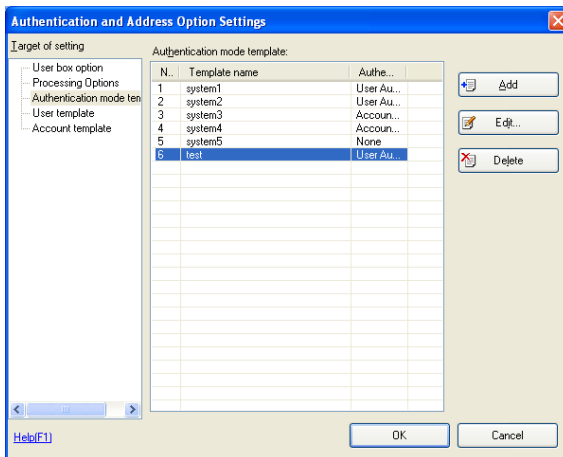


Note

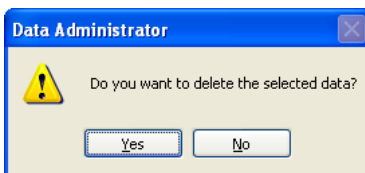
The names of the 5 system templates can not be changed.

Delete Authentication Mode Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Authentication mode template] from the Target of setting area.
- 4 Select template to delete from the list and click [Delete].



- 5 Click [Yes].



The Authentication mode template is deleted.



Note

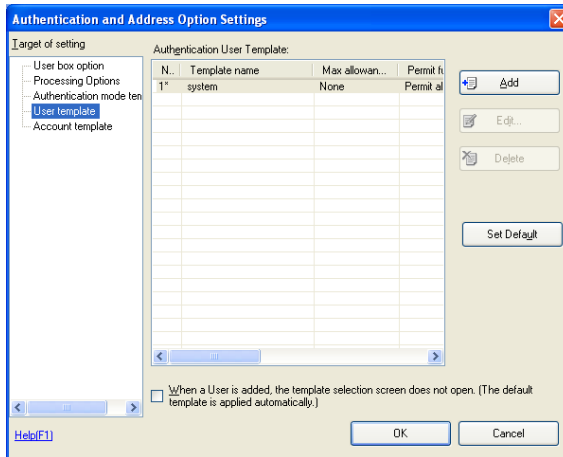
The 5 system templates can not be deleted.

3.15 User Template Settings

Create a template for when configuring users. Up to a maximum of 100 items can be registered in templates, and 1 system template is pre-configured.

Create User Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [User template] from the Target of setting area.
- 4 Click [Add].



5 Configure the template, and click [OK].

Edit user template

Template name:

Function restriction

Initial function restriction:

- ☒ Output permission (Color)
- ☒ Output permission (Black)
- ☒ Permit copy function
- ☒ Permit scan function
- ☒ Permit fax function
- ☒ Permit user box access
- ☒ Permit print function
- ☒ Print permission of the transmit function
- ☒ Permit color send

The max allowance settings of counter

		Max Allowance
Total:	<input checked="" type="checkbox"/> Select	<input type="text" value="0"/> (1-99999999)
Color:	<input type="checkbox"/> Select	<input type="text" value="0"/> (1-99999999)
Black:	<input type="checkbox"/> Select	<input type="text" value="0"/> (1-99999999)

[Help\(F1\)](#) *: Required field

- **Template name:**
Input the name of the template to create.
 - **Function restriction:**
Select permissions for each function restriction.
 - **Total:**
Select this to configure the total number of pages that can be printed by the user. Selecting this will deselect **Color** and **Black**.
 - **Color:**
Select this to configure the total number of color pages that can be printed by the user. Selecting this will deselect **Total**.
 - **Black:**
Select this to configure the total number of black pages that can be printed by the user. Selecting this will deselect **Total**.
 - **Max Allowance:**
Input the maximum allowance for each counter.
- The template is created.



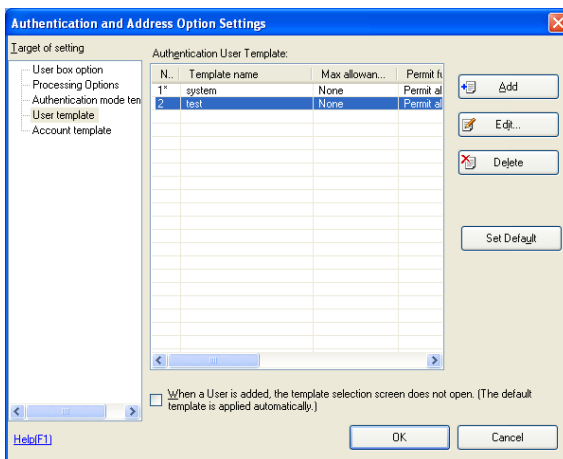
Note

The range of maximum values for maximum allowances may vary depending on the device.

An error may occur when selecting and adding a template in the Import device information screen. In these cases, ensure that the maximum allowance is within the maximum range for the device.

Edit User Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [User template] from the Target of setting area.
- 4 Select template to edit from the list and click [Edit].



5 Configure the template, and click [OK].

Template name: test

Function restriction

Initial function restriction:

- ☒ Output permission (Color)
- ☒ Output permission (Black)
- ☒ Permit copy function
- ☒ Permit scan function
- ☒ Permit fax function
- ☒ Permit user box access
- ☒ Permit print function
- ☒ Print permission of the transmit function
- ☒ Permit color send

The max allowance settings of counter

Max Allowance

Total: ☐ Select

Color: ☐ Select

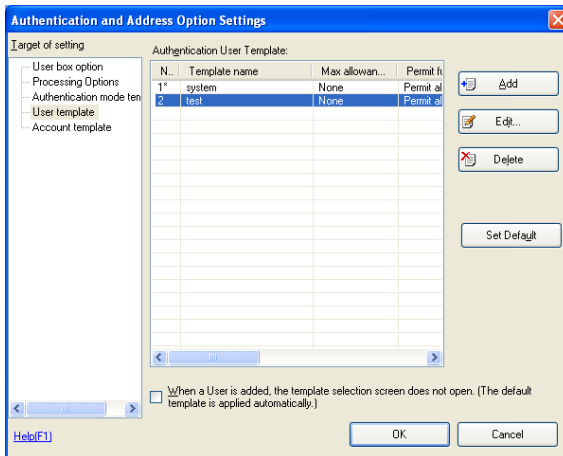
Black: ☐ Select

[Help\(F1\)](#) *: Required field

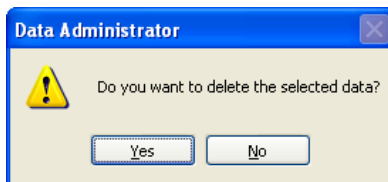
- Refer to p. 3-64 for more information about setting methods.
The template is edited.

Delete User Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [User template] from the Target of setting area.
- 4 Select template to delete from the list and click [Delete].



- 5 Click [Yes].



The template is deleted.

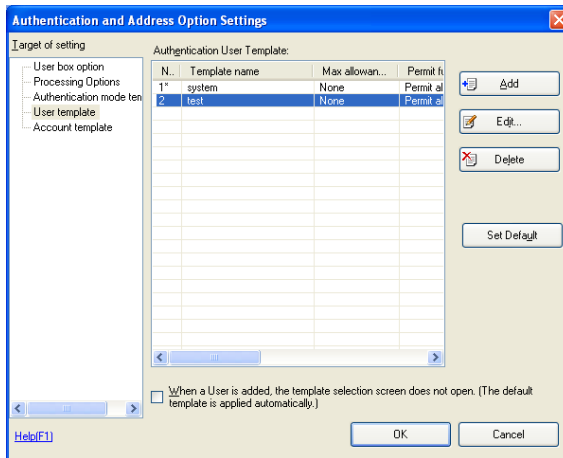


Note

System templates can not be deleted.

Set Default User Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [User template] from the Target of setting area.
- 4 Select template to make default from the list and click [Set Default].



The default template is set.



Note

The default template is indicated with a “”.*

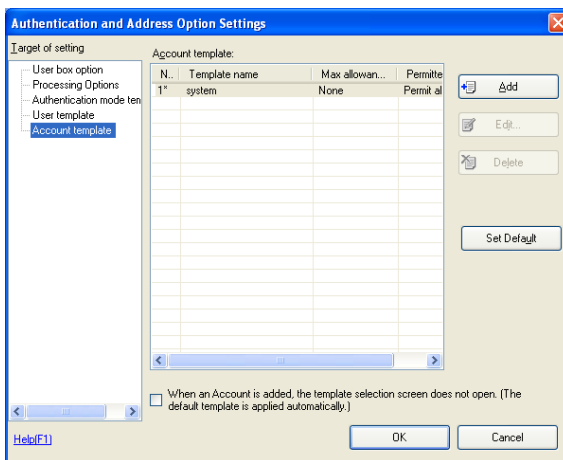
If When the user is added, a default template is automatically applied is selected, the default user template will be applied when creating a new user, and the screen for selecting a template will not be displayed.

3.16 Account Template Settings

Create a template for when configuring groups. Up to a maximum of 100 templates can be set.

Create Account Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Account template] from the Target of setting area.
- 4 Click [Add].



5 Configure the template, and click [OK].

Edit account template

Template name*:

Function restriction

Initial function restriction:

- ☒ Output permission (Color)
- ☒ Output permission (Black)
- ☒ Permit color send

The max allowance settings of counter

Max Allowance

Total:	<input type="checkbox"/> Select	<input type="text" value="0"/> (1-99999999)
Color:	<input type="checkbox"/> Select	<input type="text" value="0"/> (1-99999999)
Black:	<input type="checkbox"/> Select	<input type="text" value="0"/> (1-99999999)

[Help\(F1\)](#) *: Required field

- **Template name:**
Input the name of the template to create.
 - **Function restriction:**
Select permissions for each function restriction.
 - **Total:**
Select this to configure the total number of pages that can be printed by the account. Selecting this will deselect [Color] and [Black].
 - **Color:**
Select this to configure the total number of color pages that can be printed by the account. Selecting this will deselect [Total].
 - **Black:**
Select this to configure the total number of black pages that can be printed by the account. Selecting this will deselect [Total].
 - **Max Allowance:** Input the maximum allowance for each counter.
- The template is created.



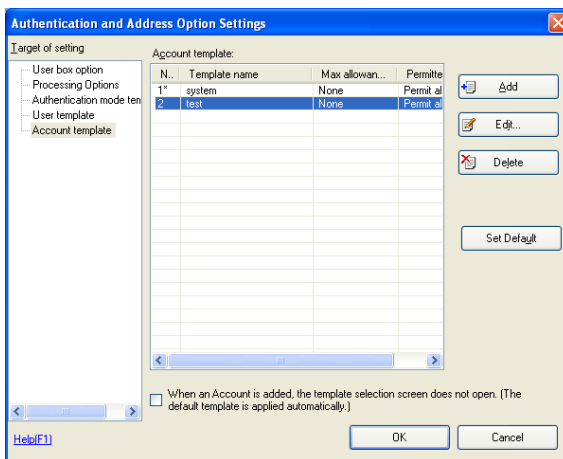
Note

The range of maximum values for maximum allowances may vary depending on the device.

An error may occur when selecting and adding a template in the Import device information screen. In these cases, ensure that the maximum allowance is within the maximum range for the device.

Edit Account Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Account template] from the Target of setting area.
- 4 Select template to edit from the list and click [Edit].



5 Configure the template, and click [OK].

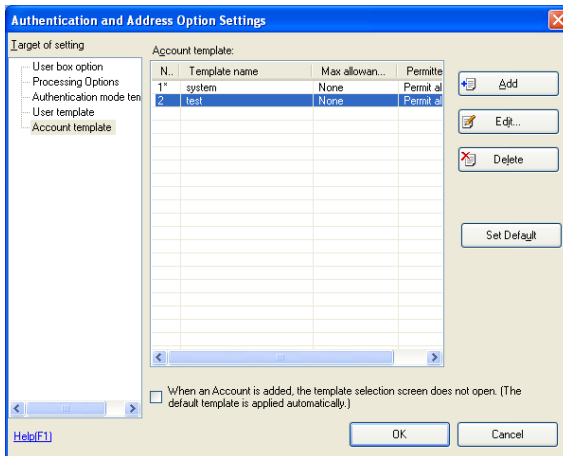
The screenshot shows the 'Edit account template' dialog box. It has a blue title bar with the text 'Edit account template' and a close button. The main area is divided into three sections. The first section, 'Function restriction', contains a text field for 'Template name' with the value 'test'. The second section, 'Initial function restriction', contains a list box with three items: 'Output permission (Color)', 'Output permission (Black)', and 'Permit color send', all of which are checked. The third section, 'The max allowance settings of counter', contains a table with three rows: 'Total', 'Color', and 'Black'. Each row has a 'Select' checkbox, a 'Max Allowance' text field with the value '0', and a '(1-99999999)' label. At the bottom left is a 'Help(F1)' link. At the bottom center is a '*' Required field label. At the bottom right are 'OK' and 'Cancel' buttons.

	Select	Max Allowance	
Total:	<input type="checkbox"/>	0	(1-99999999)
Color:	<input type="checkbox"/>	0	(1-99999999)
Black:	<input type="checkbox"/>	0	(1-99999999)

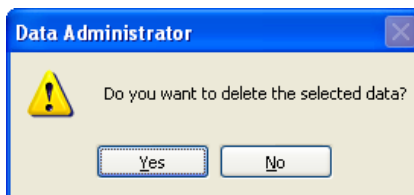
- Refer to p. 3-70 for more information about setting methods.
The template is edited.

Delete Account Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Account template] from the Target of setting area.
- 4 Select template to delete from the list and click [Delete].



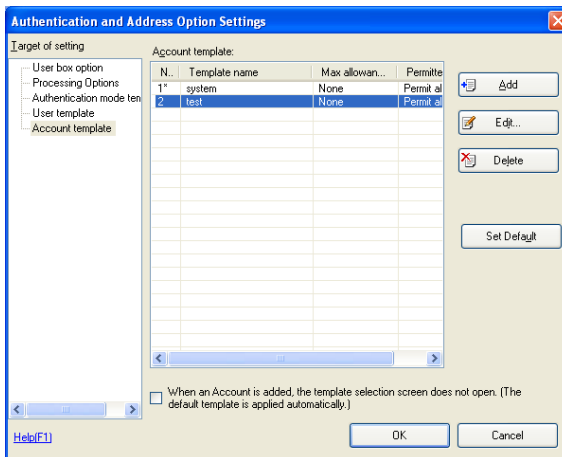
- 5 Click [Yes].



The Account template is deleted.

Set Default Account Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Authentication/Address setting option] from the [Tool] menu.
- 3 Select [Account template] from the Target of setting area.
- 4 Select template to make default from the list and click [Set Default].



The default template is set.



Note

The default template is indicated with a “”.*

If When the account is added, a default template is automatically applied is selected, the default group template will be applied when creating a new group, and the screen for selecting a template will not be displayed.

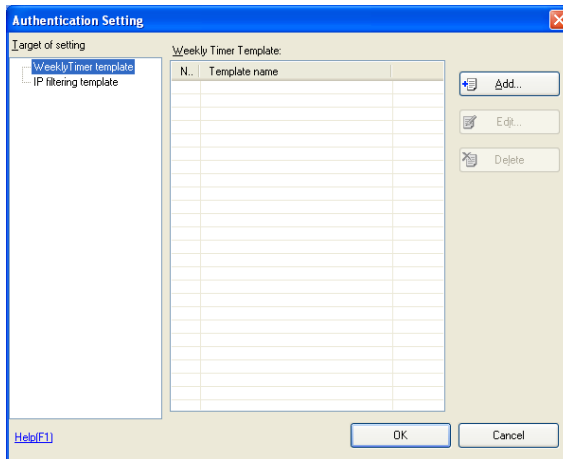
3.17 Weekly Timer Template Settings

Create a template for when configuring device weekly timers.

The Weekly timer template can be used for Administrator settings' Power supply management and for Weekly timer. Additionally, up to a maximum of 100 templates can be set.

Create Weekly Timer Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Administrator setting option] from the [Tool] menu.
- 3 Select [Weekly Timer template] from the Target of setting area.
- 4 Click [Add].



5 Configure the template, and click [OK].

Template name: test

Setting:

Status	Item	Setting value
	Monday	No authority
	Tuesday	No authority
	Wednesday	No authority
	Thursday	No authority
	Friday	No authority
	Saturday	No authority
	Sunday	No authority
	Df function settings at lunchtime	Continuous running
	Set a password for using during off-ho...	OFF

Monday: ☐ Limit the use time

Start time of day for using: 0:00 End time of day for using: 0:00

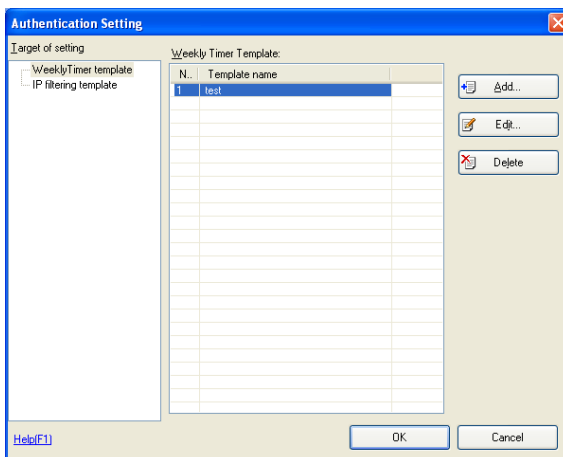
Please set the start and end of business hours

Help(F1) OK Cancel

- Template name: Input the name of the template to create.
 - Setting:
Configure the weekly timer. Refer to “Weekly Timer Template Setting Items” on page 4-3 for details on settings items.
- The template is created.

Edit Weekly Timer Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Administrator setting option] from the [Tool] menu.
- 3 Select [Weekly Timer template] from the Target of setting area.
- 4 Select template to edit from the list and click [Edit].



5 Configure the template, and click [OK].

Edit WeeklyTimer template

Template name:

Setting:

Status	Item	Setting value
	Monday	No authority
	Tuesday	No authority
	Wednesday	No authority
	Thursday	No authority
	Friday	No authority
	Saturday	No authority
	Sunday	No authority
	Off function settings at lunchtime	Continuous running
	Set a password for using during off-ho...	OFF

Monday: ☐ Limit the use time

Start time of day for using: End time of day for using:

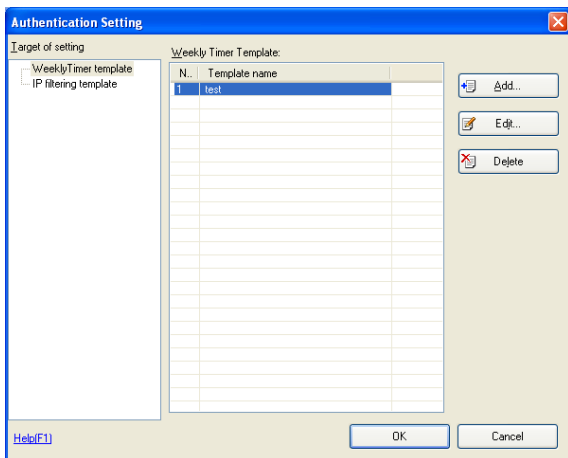
Please set the start and end of business hours

[Help\(F1\)](#) OK Cancel

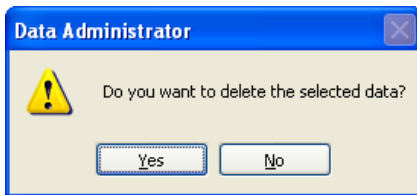
- Refer to p. 3-76 for more information about setting methods.
- The template is edited.

Delete Weekly Timer Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Administrator setting option] from the [Tool] menu.
- 3 Select [Weekly Timer template] from the Target of setting area.
- 4 Select template to delete from the list and click [Delete].



- 5** Click [Yes].



The template is deleted.

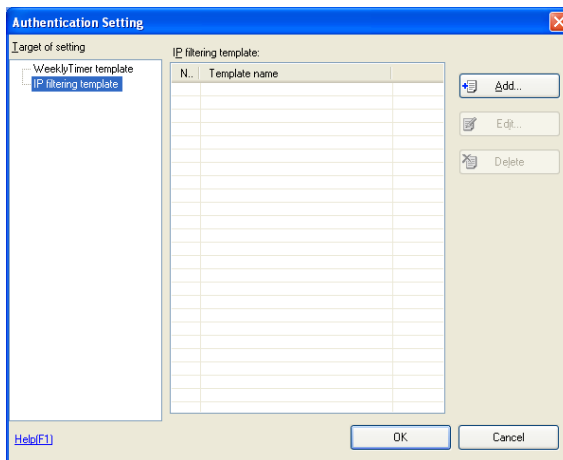
3.18 IP Filtering Template Settings

Create a template for when configuring device IP filtering.

The IP Filtering Templates can be used for Administrator settings' Network settings, TCP-IP settings, and IP filtering settings. Up to a maximum of 100 templates can be set.

Create IP Filtering Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Administrator setting option] from the [Tool] menu.
- 3 Select [IP filtering template] from the Target of setting area.
- 4 Click [Add].



5 Configure the template, and click [OK].

Edit IP filtering template

Template name:

Range of permission

☒ Enable IP address permission settings

N.	IP address range
1	0.0.0.0 - 0.0.0.0
2	0.0.0.0 - 0.0.0.0
3	0.0.0.0 - 0.0.0.0
4	0.0.0.0 - 0.0.0.0
5	0.0.0.0 - 0.0.0.0

Edit... Clear

Range of exclusion

☐ Enable the IP address exclusion settings

N.	IP address range
1	0.0.0.0 - 0.0.0.0
2	0.0.0.0 - 0.0.0.0
3	0.0.0.0 - 0.0.0.0
4	0.0.0.0 - 0.0.0.0
5	0.0.0.0 - 0.0.0.0

Edit... Clear

Help(F1) OK Cancel

- **Template name:**
Input the name of the template to create.
 - **Enable IP address permission settings:**
Select this to enable configuration of IP address filtering.
 - **Edit:**
Configure permitted IP address ranges.
The Edit IP address range screen is displayed. Input the start and end IP addresses, and click [OK].
 - **Clear:**
Clear the permitted IP address range. Select the permitted IP address range from the list, and click [Clear].
 - **Enable the IP address exclusion settings:**
Select this to enable exclusion settings for IP address filtering.
 - **Edit:**
Configure IP address exclusion ranges.
The Edit IP address range screen is displayed. Input the start and end IP addresses, and click [OK].
 - **Clear:**
Clear the IP address exclusion range. Select the IP address exclusion range from the list, and click [Clear].
- The template is created.

5 Configure the template, and click [OK].

Template name: test

Range of permission

☒ Enable IP address permission settings

N.	IP address range
1	0.0.0.0 - 0.0.0.0
2	0.0.0.0 - 0.0.0.0
3	0.0.0.0 - 0.0.0.0
4	0.0.0.0 - 0.0.0.0
5	0.0.0.0 - 0.0.0.0

Edit... Clear

Range of exclusion

☐ Enable the IP address exclusion settings

N.	IP address range
1	0.0.0.0 - 0.0.0.0
2	0.0.0.0 - 0.0.0.0
3	0.0.0.0 - 0.0.0.0
4	0.0.0.0 - 0.0.0.0
5	0.0.0.0 - 0.0.0.0

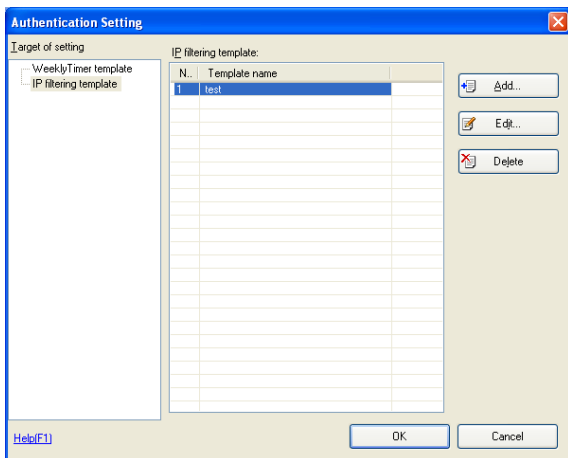
Edit... Clear

Help(F1) OK Cancel

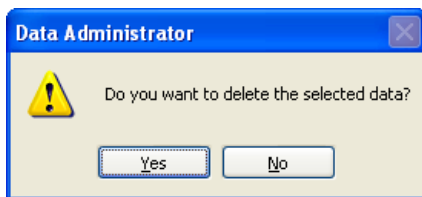
- Refer to p. 3-81 for more information about setting methods
- The template is edited.

Delete IP Filtering Templates

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select [Option] - [Administrator setting option] from the [Tool] menu.
- 3 Select [IP filtering template] from the Target of setting area.
- 4 Select template to delete from the list and click [Delete].



- 5** Click [Yes].



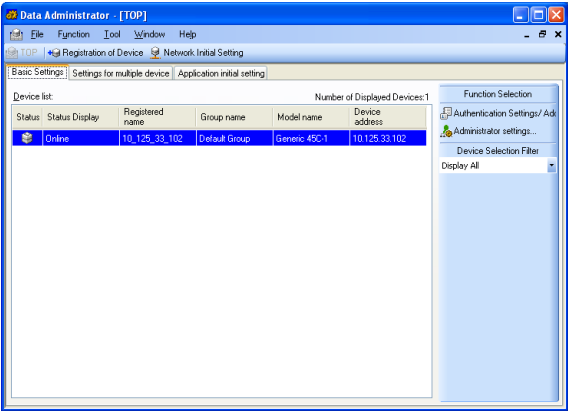
The template is deleted.

3.19 Backup / Restoration of Address and Authentication

It is possible to write the Address and the Authentication data that have been read from the device to restore them as backup files.

Backup of Address and Authentication data

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] in Function Selection field.



- 3 Set the method for reading the supported device and then click [Import].

Import the device information.

Import the device information.

Registered group:

Registered name:

Device address:

Scan settings

Import functions	Target of importing
<input type="checkbox"/> Administrator settings	<input checked="" type="radio"/> Obtain from the device <input type="radio"/> Previous data(No Access)
<input checked="" type="checkbox"/> Authentication Settings	<input checked="" type="radio"/> Obtain from the device <input type="radio"/> Previous data(No Access)
<input checked="" type="checkbox"/> Address settings	<input checked="" type="radio"/> Obtain from the device <input type="radio"/> Previous data(No Access)

[Help\[F1\]](#)

– **MEMO**

The following screen is displayed according to the settings of the SSL communication. In order to continue the operation, click [Yes] in either case.

When the SSL communication is not yet set.


Data Administrator

Registered name:

Registered group name:

Model name:

Device address:

 Device of non-SSL communication is detected. Continue? If you want to activate SSL, visit Web Connection and activate the SSL settings of "OpenAPI".

When the SSL communication is already set.

Confirm of the SSL certification.

Are you sure to accept certification?
Certification information is as follows.

Device address:

Model name:

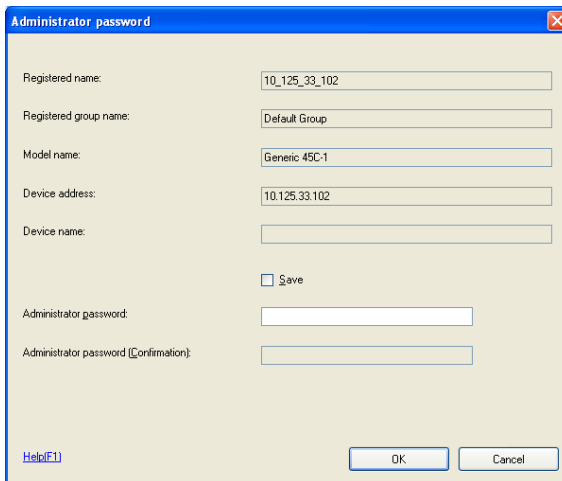
Registered name:

Certified Object:

Publisher:

Term of validity:

- 4 When the administrator password screen is displayed, enter the administrator password of the device and then click [OK].

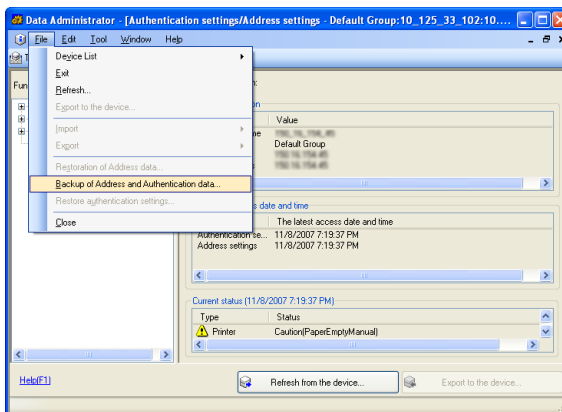


The 'Administrator password' dialog box contains the following fields and controls:

- Registered name: 10_125_33_102
- Registered group name: Default Group
- Model name: Generic 45C-1
- Device address: 10.125.33.102
- Device name: (empty)
- ☐ Save
- Administrator password: (empty)
- Administrator password (Confirmation): (empty)
- Buttons: Help(F1), OK, Cancel

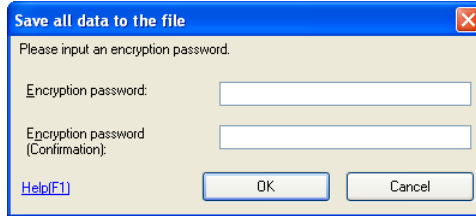
- Putting a check mark at [Save] dispenses with the entry of the password on and after the next time.

- 5 Select [Backup of Address and Authentication data] from the [File] menu.

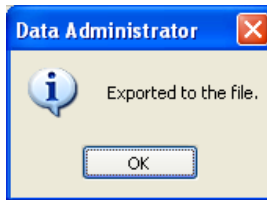


- 6 When the location is specified into which the backup files are saved, click [Save].

- 7 Enter the Encryption password of the backup file and then click [OK].



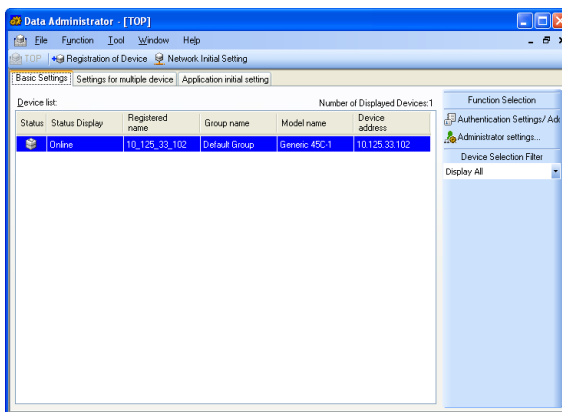
- 8 When the confirmation message is displayed, click [OK].



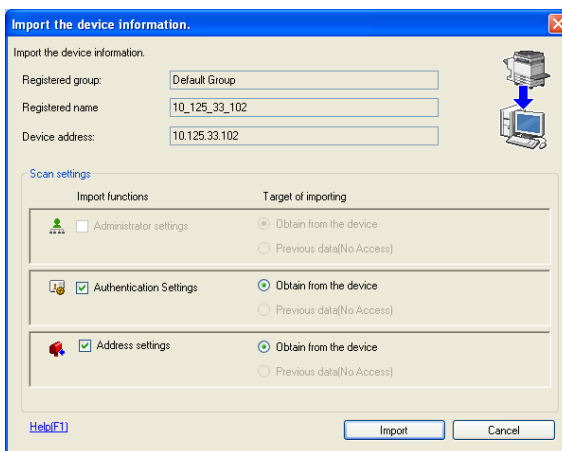
The backup file is written.

Restoration of Address data

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] in Function Selection field.



- 3 Set the method for reading the supported device and then click [Import].



- **MEMO**
The following screen is displayed according to the settings of the SSL communication. In order to continue the operation, click [Yes] in either case.

When the SSL communication is not yet set.

Data Administrator

Registered name: 10_125_33_102

Registered group name: Default Group

Model name: Generic 45C-1

Device address: 10.125.33.102

Device of non-SSL communication is detected. Continue? (If you want to activate SSL, visit Web Connection and activate the SSL settings of "ipanelP1".)

Yes No

When the SSL communication is already set.

Confirm of the SSL certification

Are you sure to accept certification?
Certification information is as follows.

Device address: 10.125.33.102

Model name: Generic 45C-1

Registered name: 10_125_33_102

Certified Object:
E=us@bellnet.intel, CN=10.125.33.102, OU=11, OU=Generic 45C-1, OU=0008899A047, O=111, L=22, S=23, C=JP

Publisher:
E=us@bellnet.intel, CN=10.125.33.102, OU=11, OU=Generic 45C-1, OU=0008899A047, O=111, L=22, S=23, C=JP

Term of validity:
03/05/2007 01:18:22 - 31/07/2017 01:18:22

Yes No

- 4 When the administrator password screen is displayed, enter the administrator password of the device and then click [OK].

Administrator password

Registered name: 10_125_33_102

Registered group name: Default Group

Model name: Generic 45C-1

Device address: 10.125.33.102

Device name:

☐ Save

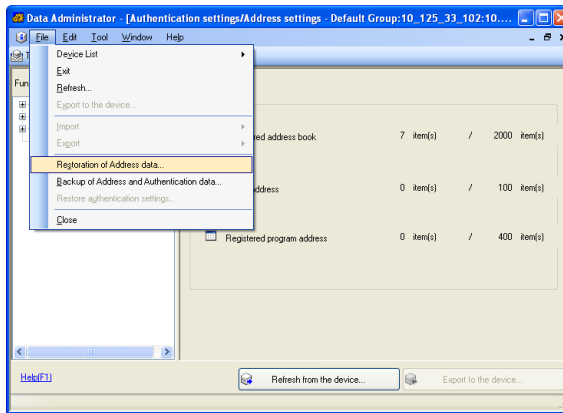
Administrator password:

Administrator password (Confirmation):

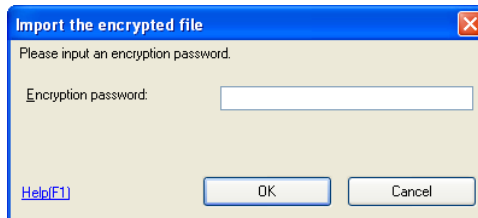
Help(F1) OK Cancel

- Putting a check mark at [Save] dispenses with the entry of the password on and after the next time.

- 5 Select [Address settings] from the Function selection field and then select [Restoration of Address data] from the [File] menu.



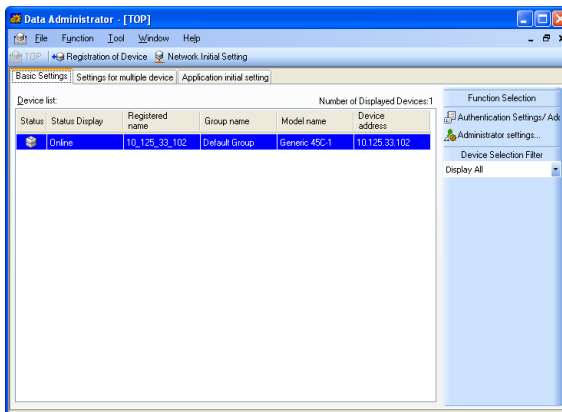
- 6 Specify the backup file to be restored and then click [Open].
- 7 Enter the Encryption password of the backup file and then click [OK].



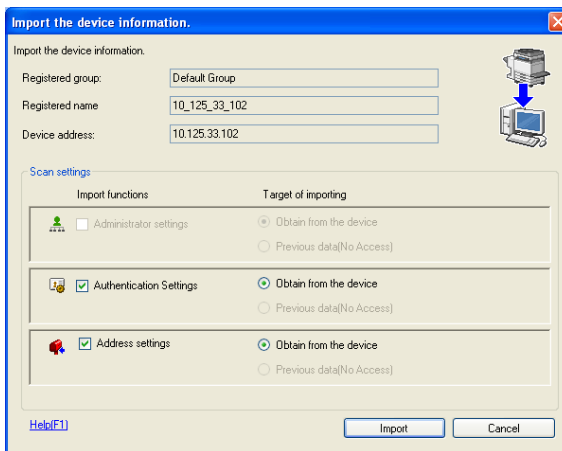
The Address data is restored.

Restoration of Authentication data

- 1 Start the Data Administrator to display main window.
 - For details of the method for displaying the main window, refer to page 3-1.
- 2 Select the device to import information from the list and click [Authentication Settings/Address settings] in Function Selection field.



- 3 Set the method for reading the supported device and then click [Import].



– **MEMO**

The following screen is displayed according to the settings of the SSL communication. In order to continue the operation, click [Yes] in either case.

When the SSL communication is not yet set.


Data Administrator ✖

Registered name

Registered group name

Model name

Device address



Device of non-SSL communication is detected. Continue? (If you want to activate SSL, visit Web Connection and activate the SSL settings of "Generic1")

Yes
No

When the SSL communication is already set.

Confirmation of the SSL certification

Are you sure to accept certification?
Certification information is as follows.

Device address	10.125.33.102
Model name	Generic ESC-1
Registered name	10_125_33_102
Certified Object	E=usdellnet, Inc. CN=100.0.0.0, http://www.usdellnet.com, O=DJI-1, OU=Generic ESC-1, OU=000000000000, 0=111, L=22, S=23, C=JP
Publisher	E=usdellnet, Inc. CN=100.0.0.0, http://www.usdellnet.com, O=DJI-1, OU=Generic ESC-1, OU=000000000000, 0=111, L=22, S=23, C=JP
Term of validity	03/09/2007 01:18:22 - 21/07/2017 01:18:22

- 4 When the administrator password screen is displayed, enter the administrator password of the device and then click [OK].

Administrator password

Registered name: 10_125_33_102

Registered group name: Default Group

Model name: Generic 45C-1

Device address: 10.125.33.102

Device name:

☐ Save

Administrator password:

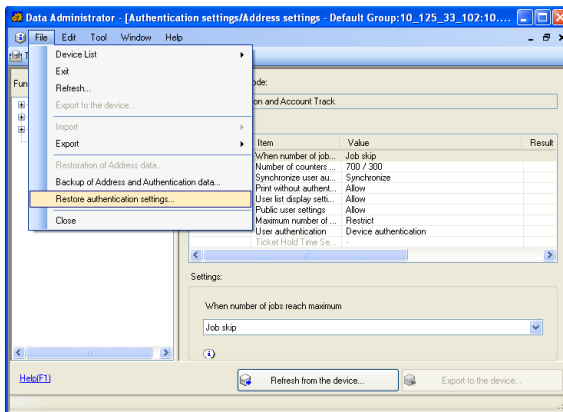
Administrator password (Confirmation):

[Help\(F1\)](#)

OK Cancel

- Putting a check mark at [Save] dispenses with the entry of the password on and after the next time.

- 5 Select [Authentication settings] from the Function selection field and then select [Restore authentication settings] from the [File] menu.



- 6 Specify the backup file to be restored and then click [Open].
- 7 Enter the Encryption password of the backup file and then click [OK].



8 Set the Authentication setting restore and then click [Next].

Wizard for restoring authentication settings

Set how to restore authentication settings. 1 / 4

Start to restore authentication settings

Account/User counters

☒ Set to backed up value.

☐ Set to zero.

Reference Allowed Group

☒ Restore

☐ Do not restore

Authentication Device Settings

☐ Yes

☒ Off

* Overwrite the existing reference allowed groups.

[Help\[F1\]](#) <Back Next > Cancel

- Set to backed up value:
Put a check on it when the Account and User counters are also re-stored.
- Set to zero:
Put a check on it when the Account and User counters are reset to 0.
- Reference Allowed Group - Restore:
The Reference Allowed Group of the Administrator setting is also restored.
- Reference Allowed Group - Do not restore:
The Reference Allowed Group is not restored.

9 Click [Start].

Wizard for restoring authentication settings

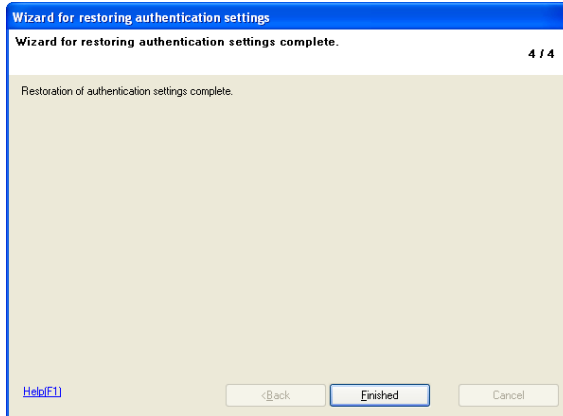
Start to restore authentication settings. 2 / 4

Restore the following saved data.

Item	Value
Authentication mode	User Authentication
When number of jobs reach maximum	Job skip
Print without authentication	Allow
User list display settings	Allow
Display setting of logout confirmation screen	No
Public user settings	Restrict
Maximum number of public boxes	Restrict
Mono Color/2 Color Setting	Color
User authentication	Device authentication
Number of registered users	Item(s)
HOME Address Setting	No
TX Address Restriction	Do Not Restrict
HDD	Installed
Authentication Device Settings	None

[Help\[F1\]](#) <Back Start > Cancel

10 Click [Finished].



The authentication settings is restored.

4 APPENDIX

4.1 Authentication Mode Template Setting Items

Settings item name	Details
When number of jobs reach maximum	Select Job skip to suspend only that job, and to continuing normal processing of other jobs when the number of jobs reaches the maximum.
	Select Stop to suspend all subsequent jobs when the number of jobs reaches the maximum.
The allocation of the number of users	Set the ratio of the number of users and the number of accounts between 1 and 999.
Synchronize user and account	To synchronize users and accounts, select Synchronize .
	To not synchronize users and accounts, select Do not synchronize .
Print the non-authenticated user or account	To synchronize printing of non-authenticated users or accounts, select Allow .
	To not synchronize printing of non-authenticated users or accounts, select Restrict .
Display the user list in the panel	To display the user list in the device panel, select On .
	To not display the user list in the device panel, select Off .
Public user	To permit public users, select Allow .
	To not permit public users, select Restrict .
Permit copy function of public user	To permit copy functions for public users, select Allow .
	To not permit copy functions for public users, select Restrict .
Permit scan function of public user	To permit scan functions for public users, select Allow .
	To not permit scan functions for public users, select Restrict .
Permit fax function of public user	To permit fax functions for public users, select Allow .
	To not permit fax functions for public users, select Restrict .
Permit user box access of public user	To permit box access for public users, select Allow .
	To not permit box access for public users, select Restrict .
Permit print function of public user	To permit print functions for public users, select Allow .
	To not permit print functions for public users, select Restrict .
Permit print of transmit function for public user	To permit print for transmit functions for public users, select Allow .
	To not permit print for transmit functions for public users, select Restrict .
Permit color function of public user	To permit color print functions for public users, select Allow .
	To not permit color print functions for public users, select Restrict .

Settings item name	Details
Permit black function of public user	To permit black print functions for public users, select Allow .
	To not permit black print functions for public users, select Restrict .
Permit Color transmit function of public user	To permit color image transmit functions for public users, select Allow .
	To not permit color image transmit functions for public users, select Restrict .
Authentic method	To authenticate on the device, select Device .
	To authenticate on a network server, select Server .
Network server type settings	To authenticate on the SMB server, select SMB .
	To authenticate on the NDS server, select NDS .
	To authenticate on the Active Directory server, select Active Directory .
Domain name (ActiveDirectory)	If "Active Directory" is selected as the external server type, then input the Active Directory domain name.
Domain name (SMB)	If "SMB" is selected as the external server type, then input the SMB domain name.
NDS tree name	If "NDS" is selected as the external server type, then input the NDS tree name.
NDS context name	If "NDS" is selected as the external server type, then input the NDS context name.
Copy permission of outside user.	To permit copy functions for public users authenticated on a network server, select Allow .
	To not permit copy functions for public users authenticated on a network server, select Restrict .
Scan permission for outside user.	To permit scan functions for public users authenticated on a network server, select Allow .
	To not permit scan functions for public users authenticated on a network server, select Restrict .
Fax permission of outside user.	To permit fax functions for public users authenticated on a network server, select Allow .
	To not permit fax functions for public users authenticated on a network server, select Restrict .
User box access permission for outside user.	To permit box functions for public users authenticated on a network server, select Allow .
	To not permit box functions for public users authenticated on a network server, select Restrict .
Print permission for outside user.	To permit printing by users authenticated on a network server, select Allow .
	To not permit printing by users authenticated on a network server, select Restrict .

Settings item name	Details
Permit print of transmit function for outside user	To permit print for transmit functions for public users authenticated on a network server, select Allow .
	To not permit print for transmit functions for public users authenticated on a network server, select Restrict .

4.2 Weekly Timer Template Setting Items

Settings item name	Details
Mon. ~ Sun.	Set timer individually for each day. <ul style="list-style-type: none">Restrict usage times: Select this to configure the timer for this day.Usage start: set from 00: 00 to 23: 59.Usage end: set from 00: 00 to 23: 59.
Off function settings at lunchtime	Specify whether or not to turn the device power off at the specified time. <ul style="list-style-type: none">Off at lunchtime: Select this in order to turn the device power off at the specified time.Lunchtime OFF: set from 00: 00 to 23: 59.Restart time: set from 00: 00 to 23: 59.
Set a password for using during off-hours	Set this in order to enable use of the device while the weekly timer has turned the device power off. <ul style="list-style-type: none">Use during off-hours: Select this in order to enable use of the device while the weekly timer has turned the device power off.Password: Input the password with a maximum of 8 characters.

4.3 What Do I Do If this Message Is Displayed?

Message	Details of Error
Please input appropriate IP address	Incorrect IP address range. Change the end IP value.
Duplication error	Identical data is already registered. Identical data can not be registered.
LDAP connection error	Confirm that LDAP server data in the LDAP server settings is correct.
Failed to update XXXXX	Failure in refreshing XXXXX device data. Confirm that the device is ready, and try again.
Failed to delete XXXXX	Failure in deleting XXXXX device data. Confirm that the device is ready, and try again.
Failed to set XXXXX	Failure in writing XXXXX device data. Confirm that the device is ready, and try again.
Failed to get XXXXX	Failure in acquiring XXXXX device data. Confirm that the device is ready, and try again.
A data is empty	Displayed if there is no data in the device to be read, when importing data from a device using the import from device function.
The password is different	The input password and that input for confirmation do not match. Input both passwords again.

Message	Details of Error
File format error	A file that can not be imported has been selected. This file format is not supported by this application.
A file format is not right	The file format is incorrect. Confirm that the backup data is for this device model, and that it is not data stored in a different location.
Log-in error	You can not log in to the device. Check the password (and user-name) and try again.
No searching data	The corresponding data does not exist. Select a different file (or change LDAP search filters).
Selected file format error	The selected file is invalid. Select another file.
Communication error	Communication error with the device. Confirm that network cables are connected, and that the device is switched on.
Failed to import data	Failure in importing data from the device. Confirm the connection with the device, and attempt import again.
Input error	Characters that can not be input have been used. Input characters that are permitted.
Data length error	The permissible input range is exceeded. Input the permitted number of characters.
A value is empty	Required input fields are missing. Ensure you input all required fields.
Multiple applications cannot be started simultaneously	More than one instance of this software can not be started on the same PC at the same time.
Error : Device locked: If any one of the following events occurs, it is not able to write in the device. Please confirm the situation and retry it. Job is suspended in the device. Log into the device by an administrator. Job is doing in the device.	If any of the circumstances at left apply, then resolve the issue, and then write to the device. (For example, if jobs are backed up on the device, then either remove these jobs, or wait for all jobs to complete before attempting to write to the device.)
Failed to change the user box owner	Failure in processing a change in the box owner. Reconfigure settings.
The change authentication mode wizard is not able to boot up because data are updated. Please retry after writing it to the device	If Change authentication mode and Change counter range functions are different to settings for the device and its applications, then the functions can not be run. Write data that is being updated or added, or refresh device information, then run the application.
Device data is changed from other application	Settings on the device were changed when editing with Data Administrator. In this state, writing to the device is not possible. Import from the device again, and edit.
Device of non-SSL communication is detected. Continue? (If you want to activate SSL, visit Web Connection and activate the SSL settings of 'OpenAPI'.)	With non-SSL transmission, data is transmitted across the network in a non-encrypted form. It is recommended that you enable SSL for devices in Web Connection, and then configure.

Message	Details of Error
Required field error	Required input fields are missing. Ensure you input all required fields.
Error: Input length over	The input text string exceeds permissible lengths. Input a text string that does not exceed these limits.
Error: unavailable character is used	Characters that can not be used have been used. Input characters that are permitted.
Error: the numerical value is not set	Input numerical values.
Error: range over	Input numerical values within the range.
The object is not chosen	Select a device from the list.
Duplicate device IP addresses exist	The same device is already in the list. The same device can not be displayed in the list.
Timeout error	Timeout error. Check the network connection, and that the device is switched on.
There is a possibility that the SNMP read community name is changed. Please input a correct community name.	This is displayed if the SNMP read community name has been changed. Input a correct SNMP community name for the device.
It is not able to be started up because the necessary DLL is not able to be loaded	Check that the application is correctly installed. Additionally, check that the supported plug-ins on the device that is being used to carry out settings are correctly installed.
There is no external application	In order to start HDD Backup Utility and other network tools, these tools need to be installed. Install these tools, and try again.
Fail to change IP address.	Try again, or configure using the device operations panel.
Model is different	To register a device in "Register from IP address", ensure that the device model is correct. In this case, delete the device from device registration, and carry out registration again.
Unknown error	An unknown error has occurred. Close the application, then reconfigure settings.
Since "Password Rule" of a device's administrator settings is "ON", please set up the password of eight or more characters. Moreover, it cannot set to the password of only the same character.	When password rules are turned ON in device administration settings, then passwords that have under 8 characters, or that have all the same characters may not be used. To use passwords such as these, ensure that password regulations are turned OFF.
When the device information dialog is opened, the maintenance function can not be used.	Close the device information dialog box, and then try again.

Message	Details of Error
Because no target device is registered in the device list, batch processing cannot be started.	Register a target device in the device list. Or check if the function is available for a target device.

