FUJIFILM

ApeosWare®

ApeosWare Management Suite 2

Supplement Guide

Refer to "Setup Guide" for "About Manuals and Accessory Tools", "Conventions", and trademark.

Product information is provided at our Internet homepage. Visit https://www.fujifilm.com/fbglobal/eng/product/aw_manage_suite

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1 User Management

Overview

This section describes the features of User Management that are not part of the main guide.

> 📝 **Note**
>
> For more information, please refer to "User Management" chapter in the main guide.

Settings and Confirmation from the Web Browser

This section describes the additional features that are obtained after upgrading the ApeosWare Management Suite.

> 📝 **Note**
>
> For more information on user management, please refer to "User Management" chapter in the main guide.

- [Service Settings] > [User Management]

Page	Description
User Import List	
User Import	Import user information from the remote authentication server and files, and register it in ApeosWare Management Suite. 👓 **Refer** " User Import List [User Import] Tab"(P.4)
Account Import	Import account information from files and register it in ApeosWare Management Suite. 👓 **Refer** " User Import List [Account Import] Tab"(P.6)

User Import List [User Import] Tab

How to Display

Select [Service Settings] > [User Management] > [User Import List] in the administrator screen menu and [User Import List] tab is displayed.

Page Summary

Automatically imports user information managed with the remote authentication server, and the files into ApeosWare Management Suite by specifying a schedule.

You can specify one of the following for the inbound channel of user information:

- Active Directory/LDAP

Import user information from the Active Directory or the LDAP file.

- File Import

Import user information from the CSV file or the text file.

- Database

Import user information from an external database.

 Note

- For more information on creating a User Import Schedule, please refer to User Management chapter in main guide.
- Normally, attributes specified in an import will be added to attributes already registered.
- If relevant attributes are duplicated by an imported user and a registered user and [Overwrite Existing User] is selected, the value of the attribute of the registered user is deleted and assigned to the attribute of the imported user. If [Overwrite Existing User] is not selected, skip the import processing of the attribute-duplicating user and move onto the import of another user.

Added Function to Auto Importer

Creating a Parent Account

User Import done by either "Import File" or "Database" supports creation of parent account.

Click [Create Import] and go to Attribute Mapping tab after filling the details in select Inbound Channel and Inbound Channel Details Tabs.

[Attribute Mapping]

Parent Account to Associate

 Note

This section should be read in conjugation with the Main Guide.

On selecting [Create], an attribute can be selected to create Parent account name.

Select attributes from the [Parent Account] to correspond to parent account names from the drop-down list box or directly input an arbitrary character string.

If the account specified as the Parent Account name does not exist, create a Parent Account with the specified account name.

📝 Note

- If the new parent account name matches with the existing shared account in ApeosWare Management Suite, then existing account is updated with new inputs. Therefore to create new parent account through account import, Parent Account name(s) should be unique.
- If an individual account of the specified Parent Account name exists, skip the import processing of the relevant record. The import processing result will be error and the error reason will be stated on the log file and processing results CSV file.

User Import List [Account Import] Tab

How to Display

Select [Service Settings] > [User Management] > [User Import List] on the administrator screen menu, and click on the [Account Import] tab.

Page Summary

Automatically import account information managed with the files into ApeosWare Management Suite by specifying a schedule.

📝 Note

When Strict synchronization option is enabled, the import shall occur as follows:
- If external Data Base has a card linked to the User A and ApeosWare Management Suite has the same card already linked to another User B, then ApeosWare Management Suite will treat the external system (Data Base) as the source of truth for the user to card associations.
- If a User A exists in the external Data Base and ApeosWare Management Suite Data Base, any number of cards associated with User A in the external Data Base, will also be associated to User A in ApeosWare Management Suite, and any extra cards previously associated in ApeosWare Management Suite for User A will be removed. Any cards associated by an ApeosWare Management Suite user via "card self-registration" feature, will be removed, hence "card self-registration" option must be disabled for users in this scenario.
- If User A is associated with a card in external Data Base and the same user is associated with another card in ApeosWare Management Suite, then ApeosWare Management Suite will treat the external system (Data Base) as the source of truth for the user to card associations.

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- If a User A exists in ApeosWare Management Suite but not in the external Data Base, ApeosWare Management Suite will not do anything. ApeosWare Management Suite User A and any associated cards will remain as-is.

Note

For more information on the User Import List, please refer to "User Management" chapter from the main guide.

Creating a Parent Account

Click [Create Import] and go to Attribute Mapping tab after filling the details in select Inbound Channel and Inbound Channel Details Tabs.

[Attribute Mapping]

[Parent Account to Associate]

- On selecting [Existing], existing Parent accounts can be selected.

- On selecting [Create], an attribute can be selected to create Parent account name.

  Select attributes from the [Parent Account] to correspond to parent account names from the drop-down list box or directly input an arbitrary character string.

  Click + to specify more than one, the values specified are coupled with those are set.

- If the account specified as the Parent Account name does not exist, create a Parent Account with the specified account name.

Note

- If the new parent account name matches with the existing shared account in ApeosWare Management Suite, then existing account is updated with new inputs. Therefore to create new parent account through account import, Parent Account name(s) should be unique.
- If the account specified as the Parent Account name does not exist, create a shared account with the specified account name and connect it to the Parent Account of the account subject to import.

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- If an individual account of the specified Parent Account name exists, skip the import processing of the relevant record. The import processing result will be error and the error reason will be stated on the log file and processing results CSV file.

Notes for Times of Cost Management Operation

PayPal

Rollback processing is not performed on ApeosWare Management Suite for the transaction if a transaction or account balance replenishment does not end normally due to the unexpected shutdown of a sending or receiving device, or communications breakdown.

Avoid the following cases in operations.

(a)Cases where the PayPal payment is incomplete and the ApeosWare Management Suite account balance has not been replenished

Start again from replenishment of the user account.

(b) Cases where the PayPal payment is complete and the ApeosWare Management Suite account balance has not been replenished

The user will need to present their user transaction history obtained from the PayPal website to the administrator, who will then replenish their account manually after confirming the difference between that transaction history and the ApeosWare Management Suite history (report).

2 Device Management

Overview

This section describes about the additional features that are present in Device Management.

In this chapter, "Device" mainly refers to information on the device managed with ApeosWare Management Suite. However for the corresponding device, "Device" can be called to refer a "Device main body" separately from the information.

Note

- To register a device in ApeosWare Management Suite, you need to register device license with License Activator "{Number of device} Device license" in advance.
- This section should be read in conjunction with the main guide.

External Terminals

External Terminals, as the name suggests, are the terminals that you attach externally to Multi Function Devices. Following are the external terminals supported by ApeosWare Management Suite.

•Fast Release Terminals

Note

- When using a Fast Release Terminal, confirm in advance that communication using TCP port number 7778 is permitted between the ApeosWare Management Suite server and the Fast Release terminal.
- If the Fast Release Terminal port number is not 7778, find the port number in [System Settings] > [External Terminal Settings] and ensure it is a permitted port.

Fast Release Terminal

Fast Release Terminal is a type of elatec terminal that is connected to a network to release follow me print jobs of a user by a card swipe. Elatec terminals are the devices that enable the connection of RFID card readers through USB port and can be connected to LAN network through ethernet ports.

The network configuration of Fast Release Terminal is done through elatec terminal software. It is mandatory to go through the manual document (TCPConv: TH_TCPConv_DocRev5.pdf, TCP3: TCP3 Technical Manual DocRev4.pdf) to learn about how to configure the terminal.

Once a Fast Release Terminal is connected to a network, its IP Address can be mapped to a device in ApeosWare Management Suite on which you wish to release print jobs.

Settings and Confirmation from the Web Browser

This section describes what you can do in Device Cloning and Device List page.

- [Service Settings] > [Device Management]

Device List	Describes about how to configure Fast Release Terminal, External Terminals and SmartPay Console. **Note** For configuring Firmware Upgrade, admin should log in using engineer's credentials. **Refer** "Device List" (P.10)
Password Management	You can change administrator passwords in bulk in accordance with the schedule set for each Device Group. **Refer** "Password Management" (P.11)

Device List

How to Display

Select [Service Settings] > [Device Management] > [Device List] in the administrator screen menu.

Page Summary

Register a device you searched in ApeosWare Management Suite and add it to a device group.

You can register a device, change and delete properties of the device.

After registering the devices, user can update the device group by clicking on the icon and selecting [Update] option in the Device group setting context menu.

Note

For more information on Device Registration, please refer Device Registration topic under Device List section of Device Management chapter in the main guide.

Adding Fast Release Terminal to the Device

Click in the Device list, select [properties] and go to [others] tab. Main setting items are as follows:

[External Terminals]

Select [Fast Release] from the [External Terminal] drop-down list.

Note

For Fast Release Terminal to be displayed under [External Terminal] tab, proper license needs to be applied.

[IP Address]

Enter the IP address of the Fast Release Terminal to which you want to map and click [Save]. The terminal is mapped to that device.

Note

If an External Terminal is already mapped with any other device, an error message will be displayed.

Communication settings

When using the KJ Card Reader, the following settings in [Properties] > [Communication Settings] should be set to [No]:

- [Retrieve Device Job Status]
- [Retrieve Device Status]

Password Management

How to Display

Select [Service Settings] > [Device Management] > [Password Management] in the administrator screen menu.

Page Summary

You can change administrator passwords in bulk in accordance with the schedule set for each Device Group.

> **Note**
> - If an administrator password set in the "Communication Settings" of the device properties registered in a Device Group does not match the actual device password, processing will fail.
> - After setting the password change schedule for a Device Group, if a device is added to that Device Group, the password of the added device will not be changed. If you want to add a device with a changed password, please prepare a schedule again.

Set schedule for password change

[Specify Password Change Date/Time]

Select the check-box if setting a password change schedule.

[Scheduled Change Date/Time]

Select the date to start the password change schedule.

[Time]

Select the password change schedule.

Register the target devices and password for the password change schedule.

1. Click [Add] on the [Schedule] tab.

2. Specify the Device Groups that will change password on [Select Device Group] , and click [Next].

3. Enter password after change to Set Password and Confirm Password on [Set Password], and click [Save].

Delete the target devices of the password change schedule.

From the schedule list on the [Scheduled] tab, select the check-box for the devices you want to delete and click [Delete].

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Delete the history of devices whose schedule is completed.

Click [Delete All] on the [Completed] tab.

Operation of the Device's Control Panel

This section describes operation of the device's control panel.

Fast Release Control Panel

As briefly mentioned before, Fast Release Terminal is a terminal that is connected to a network to release print jobs of a user with a card swipe. Fast Release Terminal is a device that enables the connection of RFID card readers through USB port and can be connected to LAN network through ethernet ports.

The following are the two ways to connect card reader to the terminal:

- TCPConv: USB Pin x 1, RS232 Pin x 1
- TCP3: USB Pin x 2

After an elatec terminal is connected to the device, its network should be configured using elatec terminal software.

For setting up the elatec terminal software, it is mandatory to go through the manual document provided by vendor to learn on how to do configure this device. For more information please refer to the following Web link:

TCPConv URL - https://www.elatec-rfid.com/int/product-detail/tcpconv

TCP3 Authentication / Release Station URL - https://www.elatec-rfid.com/int/product-detail/tcp3-authentication-release-station

Registered user of ApeosWare Management Suite can go and release all pending print jobs on that device by swiping the card on reader. User will be notified via email if the jobs fail while releasing.

> **Note**
> - Allocating a fixed IP address to the IP address of a Fast Release Terminal is recommended.
> - If a job fails, notification is sent via email so ApeosWare Management Suite users should obtain an email address in advance.
> - Card swipes are not recognized while another user is executing release jobs. Swipe the card after all release jobs of other users are finished.
> - Print jobs can only be released if device is mapped to the ApeosWare Management Suite server. For more information on how to map the terminal:
> - Charging is not available with Fast Release.

> **Refer**
> "Adding Fast Release Terminal to the Device" (P.10)

3 Cost Management

Overview

This section describes the features of Cost Management that are not part of the main guide.

> **Note**
> This chapter should be read in conjunction with the main guide.

Payment Gateway

A Payment Gateway is an e-commerce application provider service that authorizes credit card payments for e-businesses, online retailers, bricks and clicks, or traditional brick and mortar. It facilitates the transfer of information between a payment portal (such as a Website, mobile phone or interactive voice response service) and the Front End Processor or acquiring bank. In ApeosWare Management Suite supports the following Payment Gateway:

- PayPal

> **Note**
> To recharge an account the account should be a personal account and also set balance option should be selected.

- Flexischools

PayPal

PayPal Holdings, Inc. is an American company operating a worldwide online payments system. Online money transfers serve as electronic alternatives to traditional paper methods such as checks and money orders. The company operates as an acquirer, performing payment processing for online vendors, auction sites and other commercial users, for which it charges a fee.

PayPal is a cloud-based payment service provided by PayPal Holdings, Inc. that uses e-mail accounts and the Internet.

Payments are settled between PayPal accounts from credit cards, debit cards and bank accounts.

Flexischools

Flexischools is Australia's leading online ordering, payments and communications platform for parents, schools and suppliers.

Settings and Confirmation from the Web Browser

You can set and check Cost Management in a web browser. This section describes what you can do in each page.

[Service Settings] > [Cost Management]

page	Description
Configure Payment Gateway	Create and manage Bank and PayPal accounts 👓 Refer "Configure Payment Gateway"(P.14)
Configure Flexischools	To link with Flexischools, the following procedure must be performed. 👓 Refer "Procedure to Link with Flexischools"(P.15)

Configure Payment Gateway

How to Display

Select [Service Settings] > [Cost Management] > [Configure Payment Gateway] in the administrator's screen menu.

Page Summary

Create and manage bank and PayPal accounts. You can add, edit or delete account.

Configuring PayPal Payment Gateway

Click [Add Payment Gateway]. The main setting items are as follows:

Adding Payment Gateway

Select PayPal option from [Select Gateway] dropdown list and enter the required fields and click [Save].

> 💬 Note
>
> The drop-down list in the [Select Gateway] field displays PayPal option only when the user owns a valid and activated license pertaining to PayPal gateway.

[End Point URL]

Provide the end point URL of the Payment Gateway you want to add. This field maps an account to the specified URL.

[Merchant Username]

Provide the username with which the user can access the Payment Gateway.

[Merchant Password]

Provide the password for the Merchant Username.

[Merchant Signature]

Provide the text that appears as signature of the merchant in the transactions. Merchant Signature is provided by the PayPal application.

[Allowed Denominations]

Provide the denominations that the user can use during transactions. Use comma to separate two different denominations. Do not add space between the characters.

[Business Name]

Provide a Business Name that appears in all transactions.

Editing PayPal Payment Gateway

Display the [Configure Payment Gateway] tab. Click ⚙ of the Payment Gateway list to be updated in the list and select [Properties]. Update the required fields and click [Save].

Deleting PayPal Payment Gateway

Click ⚙ in the Payment Gateway list and select [Delete].

Procedure to Link with Flexischools

To link with Flexischools, the following procedure must be performed.

Print Control Service Settings

1. Stop the Scotney Group Print Control.
   [How to stop the service]
   (1) On the Server Manager menu bar, click [Tool] and select [Services].
   (2) Double-click the service name listed above, and click [Stop].

2. Open the following settings file with notepad.exe.
   {installation folder}\\Settings.xml

   Ex: C:\Program Files (x86)\Scotney Group\Scotney Group Print Control Service\Settings.xml

   If Settings.xml does not exist, it will be created by running "Print_Control_Win_Service.exe" under {installation folder}\ once.

3. Change the values as follows:
   {Proxy_UseProxy}, {Proxy_Host}, {Proxy_Port}

   Configure the Proxy information according to your environment.

   {CurrentUsername},{CurrentPassword}

   Set the user and password that Print Control Service will use to retrieve Order information in Flexischools.

   {PrintControlServiceURL}

   Set the Flexischools Service URL of ApeosWare Management Suite.

   Ex: http(s)://[Host Name or IP]/application/FlexischoolsService

   {PrintControlServerPassword}

   Enter AWMS21FLEXISCHOOLS5B61B44C643745468C600A8BE4BB5B25.

4. Start the Scotney Group Print Control.
   [How to start the service]
   (1) On the Server Manager menu bar, click [Tool] and select [Services].
   (2) Double-click the above service name from the list of services, and click [Start].

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Payment Gateway Operation

Payment Gateway is an application that facilitates recharge options for the users. The users can recharge or update their accounts through the following gateway:

- PayPal

Recharging Accounts by Payment Gateway

How to Display

Login with user credentials and Select [User/Service Settings] > [Account] > [Account Settings] in the user's screen menu.

Page Summary

Users can recharge their personal account through payment gateway options.

Recharge Using PayPal

The main setting items are as follows:

(1) Account Settings

[Accounts]

Select an account you want to recharge from the drop-down.

> **Note**
> - The user must have a personal account and a balance plan to recharge the account. The drop-down list displays a list of accounts owned by the user.
> - Accounts are either personal accounts that only allow payments or business accounts for enterprises that allow payments and receipts.

[Select payment gateway]

Select [PayPal] from the drop-down list.

[Top up amount]

Select the denomination or recharge amount from the drop-down list, click [Recharge] and perform the following steps:

1. Select the [Pay with my PayPal account] option in the order summary page.

2. Enter [Email] and [PayPal password] details and click [Log In] to log in to PayPal account and complete the transaction. A screen with [Shipping Address] and [Payment Methods] details appears.

3. Review the details and click [Continue].

4. Click [Confirm]. The payment status and the transaction ID is displayed indicating the completion of the transaction.

5. Click [Continue] to perform another transaction or exit the application.

> **Note**
>
> - It is possible to confirm replenishment to ApeosWare Management Suite with an "Account usage and replenishment history" report using the report function after the replenishment processing operation is complete.
> - At times of payment, ApeosWare Management Suite will transfer to the external PayPal site. ApeosWare Management Suite never retains users' PayPal personal account information or card information to log into users' individual PayPal personal accounts and process payments.
> - ApeosWare Management Suite-linked PayPal business account information is retained.

What If?

This section describes the limitations of Cost Management.

What if account balance replenishment does not end normally?

If a transaction or account balance replenishment does not end normally due to the unexpected shutdown of a sending or receiving device, or communications breakdown, the following handling will be required.

(1) The PayPal payment is incomplete and the ApeosWare Management Suite account balance has not been replenished.

You will need to start again from replenishment of your user account.

(2) The PayPal payment is complete and the ApeosWare Management Suite account balance has not been replenished.

The user will need to present their user transaction history obtained from the PayPal website to the administrator, who will then replenish their account manually after confirming the difference between that transaction history and the ApeosWare Management Suite history (report).

4 Setting Scan and File Management Service

Overview

This section describes the overview of features in the Scan and File Management Service.

> 💬 **Note**
>
> This chapter should be read in conjunction with the main guide.

Link with File Management Service

Accessing a File Management Service from the control panel of the device or the mobile device allows storing the scanned document and printing the stored document.

Available File Management Service link and its features

Additional File Management Services and other available features available to link with ApeosWare Management Suite are as follows:

> 💬 **Note**
>
> It is required that each File Management Service be available in the environment using ApeosWare Management Suite as prerequisites. Refer to the information present in main guide on each service, which are required for setting up the environment.

Services to be Linked	Descriptions	Available Features
Content Manager Connector	The File Management Service provided by MicroFocus. Content Manager 9.4 and 10.0 are supported.	• To store scanned documents • To print stored documents • To delete stored documents • To preview stored documents
Xplan	An IRESS Product - Efficient integrated financial planning software for wealth management and financial planning professionals.	• To create notes in Xplan with attachments
Objective ECM	The file management service provided by Objective Corporation. Supported version is 10.5.2.1.	• To store scanned documents • To print stored documents • To delete stored documents • To preview stored documents
Kofax® TotalAgility	The Information capture and business process management system provided by Kofax Inc. Supported version is 7.10.	• To register the scanned document in the workflow set in Kofax Total Agility

> 💬 **Note**
>
> You can set whether the File Management Service is made available in the access profile. This enables you to restrict the File Management Service availability for user or user group.

Configuring Connectors

Connector endpoints should be configured under respective Connector's setting page, as part of ApeosWare Management Suite integration with Connectors.

> **Note**
>
> For more information on configuring connectors, please refer to "Setting Scan and File Management Service" chapter in main guide.

Settings from a Web Browser

The user with [System Management] permission can set scan settings from a web browser and settings to link with the file management service. The user moreover can confirm the scan job they have performed.

File management service user can set the authentication information to the file management service.

Describes the settings and management related file management service available on each page.

> **Note**
>
> The user with [System Management] permission includes an Apeos_Admin user.

Page	Description
Scan Settings	Set the Scan Settings that are required to use the simple flow feature. For Scan Settings please refer to the main guide.
Document Service Settings	Sets the settings to link with a File Management Service. **Note** You are required to contact the user for file management service and to retrieve the account required in advance. Refer to the guide provided by the file management service about the settings required and how to operate the File Management Service.
Content Manager Connector Settings	See the settings to link with Content Manager Connector. **Refer** "Content Manager Connector Settings"(P.20)
Xplan	Settings to link with Xplan **Refer** "Xplan Connector Settings"(P.21)
Objective ECM	Settings to link with Objective ECM **Refer** "Objective ECM Connector Settings"(P.22)
Kofax TotalAgility	Settings to link with Kofax TotalAgility **Refer** "Kofax TotalAgility Connector Settings"(P.23)

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Setting Items by the User with [System Management] Permission

Content Manager Connector Settings

Preparations

Follow the procedure below as a user with administrator permissions on the main server where ApeosWare Management Suite 2 is installed.

(1) Stop the following services in sequence.

1. Select [Start] > [Control Panel] > [Administrative Tools] > [Services].

2. Double-click the following service names from the list of services, and click [Stop].
Main Server

[ApeosWare Management Suite Monitoring Service]

[World Wide Web Publishing Service]

[ApeosWare Management Suite Email Print Service]

[ApeosWare Management Suite Printer Port Service]

[ApeosWare Management Suite Multi Task Service]

[ApeosWare Management Suite Core Service]

Mobile Server

[World Wide Web Publishing Service]

(2) If you use Content Manager, copy the following files from the Content Manager client to the main server.

Files to Copy

Under the Content Manager installation folder (e.g. C:\Program Files\Micro Focus\Content Manager).

tsjApi.dll

tsjBoost.dll

tsjCore.dll

tsjFrame.dll

tsjOcx.dll

tsjPoco.dll

tsjRc.dll

tsjRcf.dll

tsjSth.dll

tsjTem.dll

tsjTrim.dll

tsjZlib.dll

HP.HPTRIM.SDK.dll

Copy Destination Folder

{Installation folder}\WebSvc\PrivateServices\bin

(3) Resume the stopped services in sequence.

1. Select [Start] > [Control Panel] > [Administrative Tools] > [Services].

2. Double-click the following service names from the list of services, and click [Start].
Main Server

[ApeosWare Management Suite Core Service]

[ApeosWare Management Suite Multi Task Service]

[ApeosWare Management Suite Printer Port Service]

[ApeosWare Management Suite Email Print Service]

[World Wide Web Publishing Service]

[ApeosWare Management Suite Monitoring Service]

Mobile Server

[World Wide Web Publishing Service]

How to Display the Page

Select [Service Settings] > [File Management Service Settings] > [Content Manager Settings] on the administration screen.

Page Descriptions

The Content Manager server configured for ApeosWare Management Suite 2 is displayed.

Click [Setting] and the Set Authentication Information screen will be displayed.

For [User Name], [Password], and [Domain Name], set the user name, password, and domain name of the domain user.

For [Dataset ID], set the [Dataset Identifier] specified in Content Manager.

For [User Type], select "Domain User".

> **Note**
> - Only http is supported for communication with Content Manager.
> - ApeosWare Management Suite does not support Content Manager Connector if it is configured in a workgroup environment.

Xplan Connector Settings

Preparations

After license activation, there should be a valid server URL.

How to Display the Page
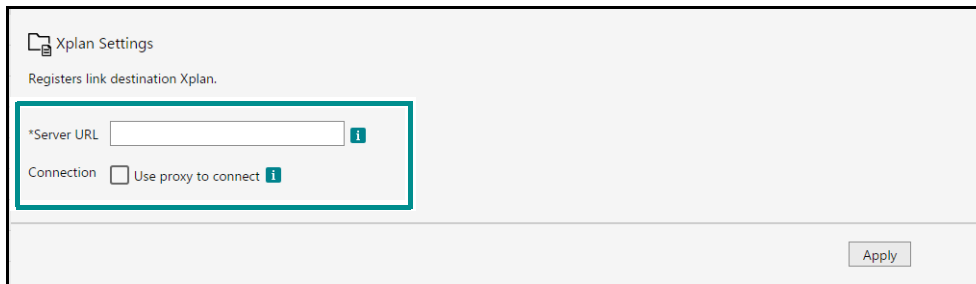
Select [Service Settings] > [File Management Service Settings] > [Xplan Settings] on the administration screen.

Page Descriptions

The Xplan settings are displayed.

(1) Xplan Server URL:

Xplan Server URL from which the resources (Sites and Document Libraries) will be accessed.
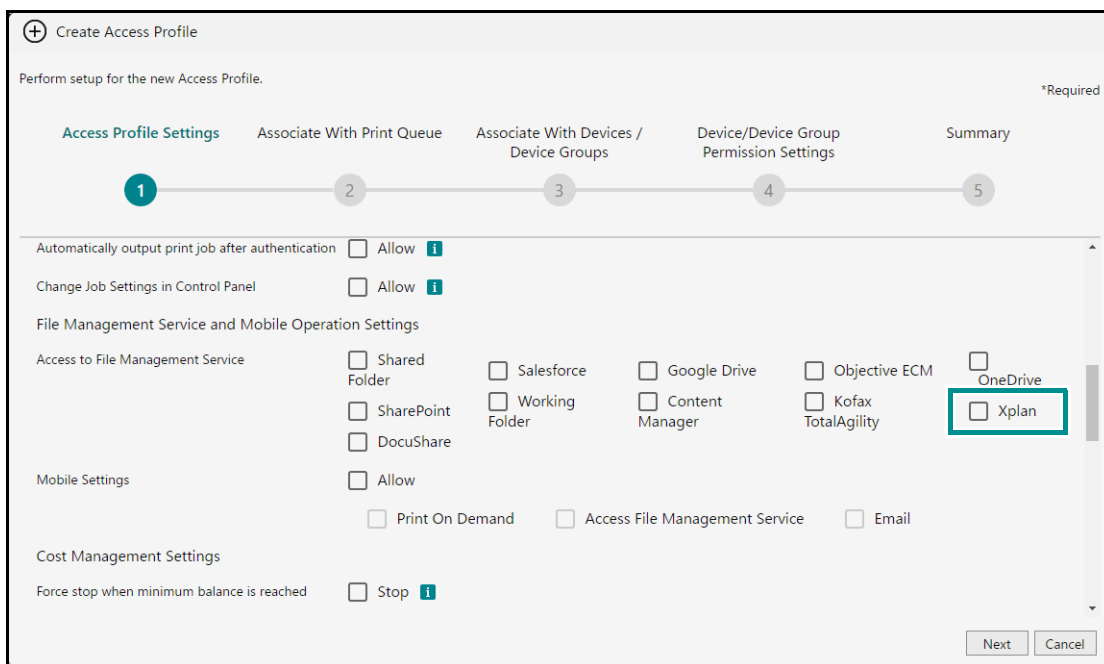

(2) Connection Use proxy to connect:

This option should be selected if internet proxy is enabled in your environment. It will use proxy details saved in ApeosWare Management Suite to connect to Xplan.

When internet proxy is enabled, you need to provide respective [Http - Proxy Server Name] and [HTTP Proxy - Port number] under HTTP tab in [system settings] > [Network Settings].

After providing the details in the provided fields, Click [Apply] to save the settings.

In order to access Xplan Connector, ApeosWare Management Suite Service users should have [Xplan] option selected in their "Access Profile Settings".

Objective ECM Connector Settings

To link with Objective ECM, the following procedure must be performed.

(1) Objective ECM Settings

Retrieve the Object ID and Object Type ID in Objective ECM.

1. Retrieve the Object ID.
   (1) Log in to the Objective ECM server with {Objective ECM server URL}.
   (2) Click [GLOBAL] and open [OBJECTIVE GLOBAL FOLDER].
   (3) Open the Details screen of any Global Folder, and retrieve the OBJECT ID.

2. Retrieve the Object Type ID.

    (1) Log in to the Objective ECM server with {Objective ECM server URL}.

    (2) Click [GLOBAL] and open [OBJECTIVE GLOBAL FOLDER].

    (3) Access any Global Folder, click the [Actions] button, and click [Upload Document].

    (4) On the [UPLOAD] screen, select a document, click [Next], and open the [METADATA] settings.

    (5) On the [METADATA] settings screen, select any type other than "document" for [Upload document as], and upload the document.

    (6) Retrieve the OBJECT ID of the uploaded document, and access "{Objective ECM server URL}/api/resources/documents/{OBJECT ID}".

    (7) Search for "object type" in the result of (1-6) to get the corresponding ID.

(2) Configure ApeosWare Management Suite (Administrator screen)

- How to Display

On the Administrator screen, select [Service Settings] > [File Management Service Settings] > [Objective ECM Settings].

- Page Summary

The Objective ECM server connection settings screen is displayed.

For [Objective ECM Server URL], set the connection URL of the Objective ECM server.

For [Object ID], set the Object ID retrieved from the Objective ECM settings.

For [Object Type ID], set the Object Type ID retrieved from the Objective ECM settings.

For [Objective ECM Server Name], set the server name to use when displaying the connection destination in ApeosWare Management Suite.

To use proxy, select the [Use proxy to connect] check box.

(3) Configure ApeosWare Management Suite (User screen)

- How to Display

On the User screen, select [User/Service Settings] > [File Management Service Settings] > [Objective ECM Settings].

- Page Summary

The Objective ECM server configured for ApeosWare Management Suite is displayed.

Click [Settings] and the authentication information setting screen will be displayed.

Set the user name and password of the Objective ECM user in [User Name] and [Password].

Notes on E-mail Notification for Link to Objective ECM

An e-mail containing the document name of the uploaded document and the ID in Objective ECM will be sent with the

E-mail Notification for Link to Objective ECM feature.

Kofax TotalAgility Connector Settings

To link with Kofax TotalAgility, the following procedure must be performed.

(1) Configure ApeosWare Management Suite (Administrator screen)

- How to Display

On the Administrator screen, select [Service Settings] > [File Management Service Settings] > [Kofax TotalAgility Settings].

- Page Summary

The Kofax TotalAgility server connection settings screen is displayed.

For [Kofax TotalAgility Server URL], set the connection URL of the Kofax TotalAgility server.

For [Display Name], set the Kofax TotalAgility server name.

For [User Name] and [Password], set the user name and password of the administrator who can access Kofax TotalAgility.

After setting the connection information to the Kofax TotalAgility server, open the form list screen, select the check box for the form

(2) Configure ApeosWare Management Suite (User screen)

- How to Display

  On the User screen, select [User/Service Settings] > [File Management Service Settings] > [Kofax TotalAgility Settings].

- Page Summary

  The Kofax TotalAgility server configured for ApeosWare Management Suite (Administrator screen) is displayed.

  Click [Settings] and the authentication information setting screen will be displayed.

  For [User Name] and [Password], set the user name and password of the Kofax TotalAgility domain user you want to link.

Custom Solutions Settings

Preparation

After the license is authenticated, a valid service address will be displayed.

How to Display the Page

Select [Service Settings] > [Connect Studio] > [Connect Studio] on the administrator screen.
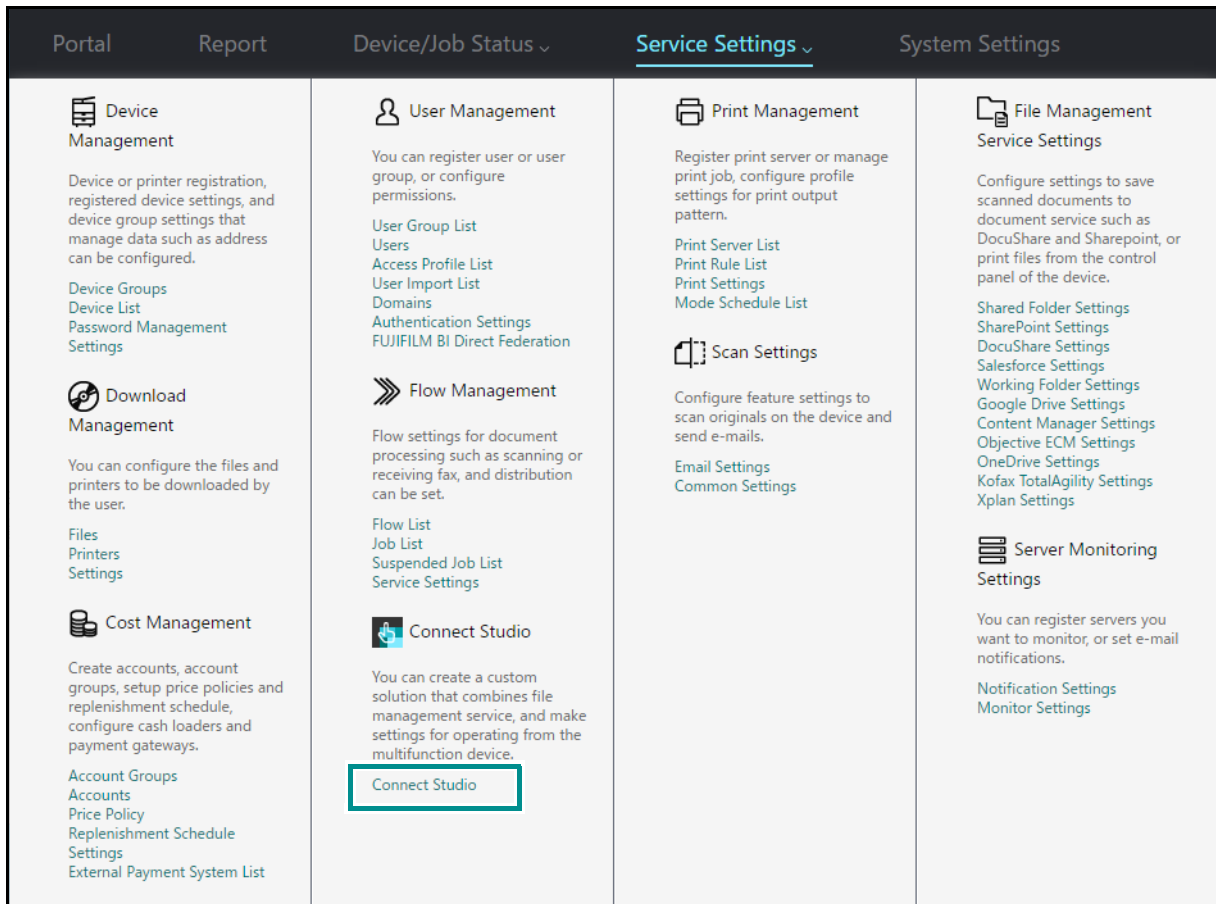
Page Summary

(1) The download screen for the tools used in Connect Studio is displayed.
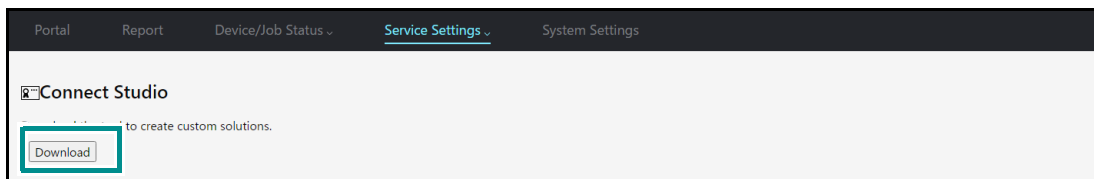
(2) Select [Service Settings] > [User Management] > [Access Profile List] > [Access Profile Settings] on the administrator screen for a list of Custom Solutions to be displayed.

Check the Custom Solutions to set as connected and click [Apply] to save the settings.

Note

- To add the Custom Solutions it will be necessary to log in to ApeosWare Management Suite from Connect Studio and make the settings.

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• Please refer to "Connect Studio User Service Settings" for the Connect Studio operating method.

Other Settings

This section describes additional settings required for File Management Connectors. For more information on the Other Settings:

Refer

Details of Other Settings → "Other Settings" under Setting Scan and File Management Service section in the main guide.

Web User Service Setting for Xplan
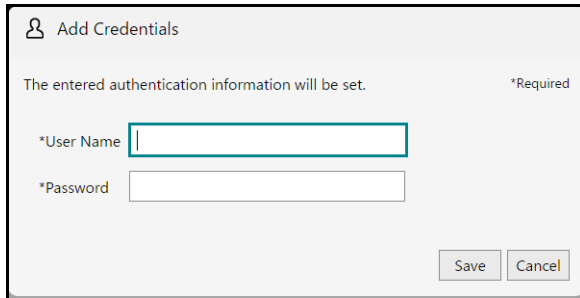
After configuring Xplan settings in ApeosWare Management Suite admin portal, user needs to authorize the Xplan through Xplan Settings on ApeosWare Management Suite user portal. Follow the steps to authorize Xplan:

Note

Access the user portal of ApeosWare Management Suite using HTTPS connection.

1. Go to ApeosWare Management Suite user portal.

2. Go to [User/Service Settings] > [File Management Service Settings] > [Xplan settings]. Click on "Add Credentials" tab.

3. Enter user name and password in the "Add Credentials" screen and click on save.
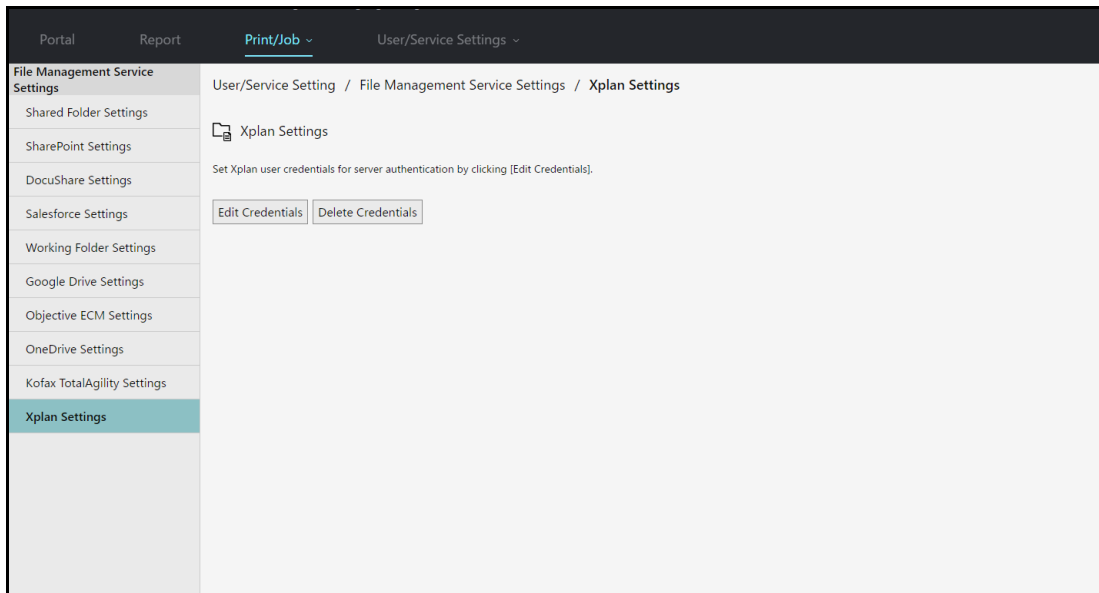
4. Once the credential is added, the user can edit and delete the details.

 Note

> While editing the credentials, user can only see the user name, which can be edited. The field for password will be blank and can be edited.

Connect Studio User Service Settings

Connect Studio administrator privileges are required to log in to Connect Studio. Go to [Service Settings] > [User Management] > [Access ProfileList] > [Access Profile Settings] to configure administrator privileges.

1. Enter your user name and password in Connect Studio to log in to the ApeosWare Management Suite server.
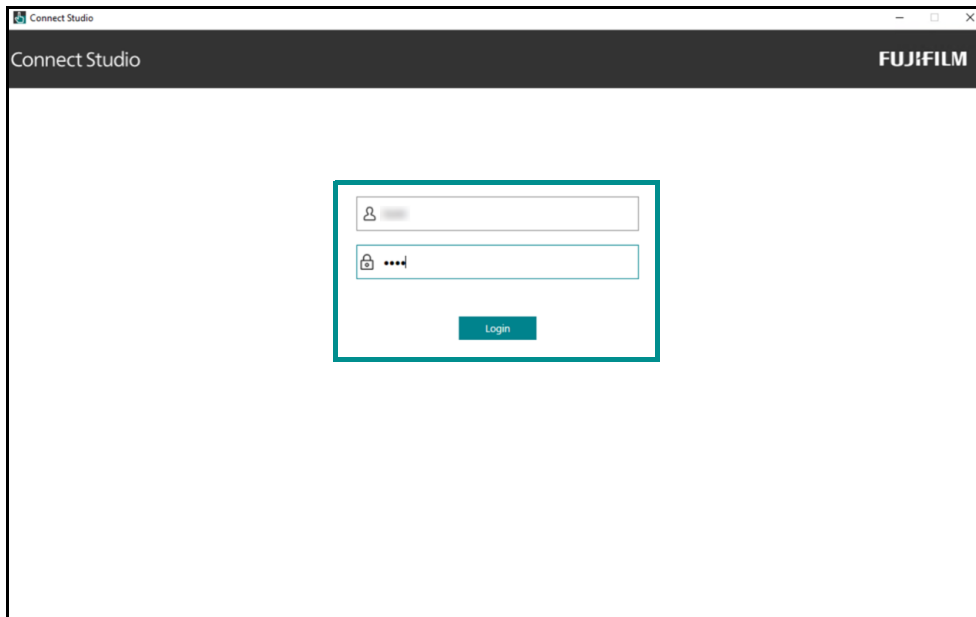
2. Click the [Create] tab.
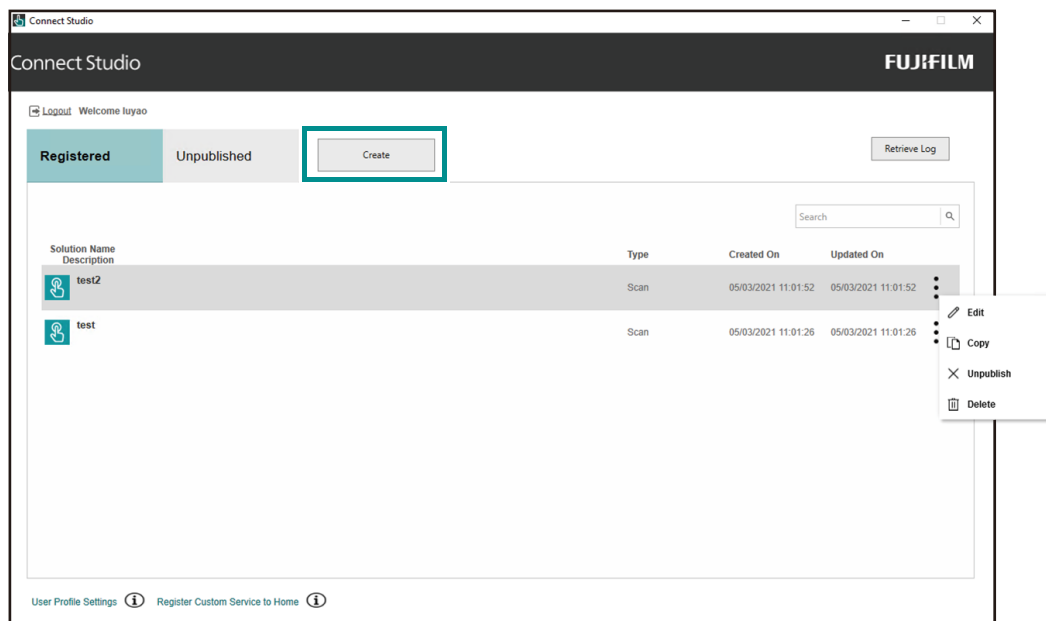
Note
Up to 20 Custom Solutions can be released.

3. After entering [Custom Service Name], select [Select Operation] and click [Next].
The [Page Processing Settings] screen will be displayed.

Note

- • [1-Touch Operation Custom Service]:
  Create a UI Custom Service executed just by pressing a button.
- • [Preset Operation Custom Service]:
  Create a UI Custom Service allowing a change of function when executed.
- • When the [Allow Metadata (XML) Creation] checkbox is checked, XML Metadata will be output whenever a scanned document is saved to the shared folder.
  Use the scanned document path shown in the XML Metadata file to link the document to the Metadata file.

4. Select the save location for the scanned document and click [Add].
The detailed settings screen for the selected save location will be displayed.

Note

- • The detailed settings screen differs depending on whether the selected save location was e-mail, folder or host.
- • An error screen will be displayed if the specified number of save locations exceeds the prescribed

value.
- Connect Studio supports the following Connecter:
    -Send E-mail
    -Shared Folder
    -DocuShare
    -SharePoint
    -SharePoint Online
    -Salesforce
    -Working Folder
    -Google Drive
    -OneDrive for Business

5. Set the details of the save location.

■E-mail Detailed Settings

Make the various settings and click [Save].

E-mail Detailed Settings

To ▼	[$EmailAddress]	✏ 🗑

Sender		
Specify the sender e-mail address. Select the e-mail address, or directly enter it below.	○ Use Login User E-mail Address ◉ Use Default E-mail Address	
	smtpaccount@yourdomain.com	Enter Form Field

Subject		
Specify the subject of e-mail.	This is a test subject	Enter Form Field

Content		
Specify the content of e-mail.	This is a test message	Enter Form Field

Document Name		
Specify the name of document to be attached to e-mail.	Test Scan	Enter Form Field

Cancel   Save

💬 Note

You can use the following procedure to create a Custom Solution that sends email messages only to users who are logged in to a device.
- Uncheck the [Allow Email Address Input] checkbox
- Add [$EmailAddress] then check the [Automatically Include This Email Address] checkbox

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■Folder Detailed Settings

Make the various settings and click [Add].

■Select Host

Select the host and click [Save].

6. Confirm that the save location for the scanned document has been added to the list and click [Next]. If [1-Touch Operation Custom Service] was selected at Step 3, the message [Specify the settings during scanning] and [Scan Processing Settings] screen will be displayed.

If [Preset Operation Custom Service] was selected at Step 3, the message [Select the features to be used during scanning] and [Scan Processing Settings] screen will be displayed.

7. Set the scan conditions.

■If [1-Touch Operation Custom Service] was selected at Step 3

Set the scan conditions and click [Next].

The [Publish] screen will be displayed.

■If [Preset Operation Custom Service] was selected at Step 3

Set the scan conditions and click [Next].

The [Publish] screen will be displayed.

> **Note**
> • You can add text boxes, drop-down lists, checkboxes and labels to the control panel.
> • Input details and selections made when scanning a file will be sent to the XML metadata file.

8. Set [Icon], [Last Updated By] and [Contact], and click [Publish].
The set details will be added to the Custom Solutions list and the [Scan Custom Service] screen will close.


> **Note**
> If [Save and Close] is clicked after making the respective settings for [Custom Service Information], [Page Processing Settings], [Scan Processing Settings] or [Publish], the settings will be added to unpublished services.

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How to Operate the Device

How to operate a simple flow feature is described as follows:

Menu Window

Setting the required configurations on the device causes the device control panel to display the ApeosWare Management Suite menu.
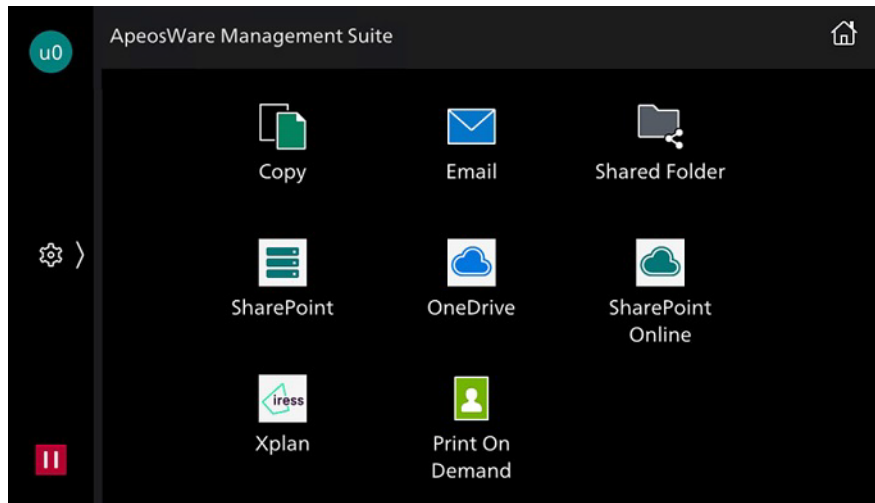
Description of the menu is given as follows:

- Icon with File Management Service Name

  This is the menu to access the File Management Service. The menu is displayed by each File Management Service set already.

The user setting used previously for the authentication information with a web browser is not required, when you provide the authentication information on the control panel of the device. Note that if the period of the authentication information has expired or changed, then the user will be requested to enter it again.

Link with File Management Service

Access File Management Service

1. Follow the settings and perform functions.

2. Select the icon of the File Management Service on the menu window.
The File Management Service folder and the file list are as follows:

> **Note**
>
> The following window is an example of the case that it has connected with a Shared Folder. The first figure displayed will vary depending on the File Management Service with which it is connected. The third figure is an example of the case that it is connected with an Xplan connector.
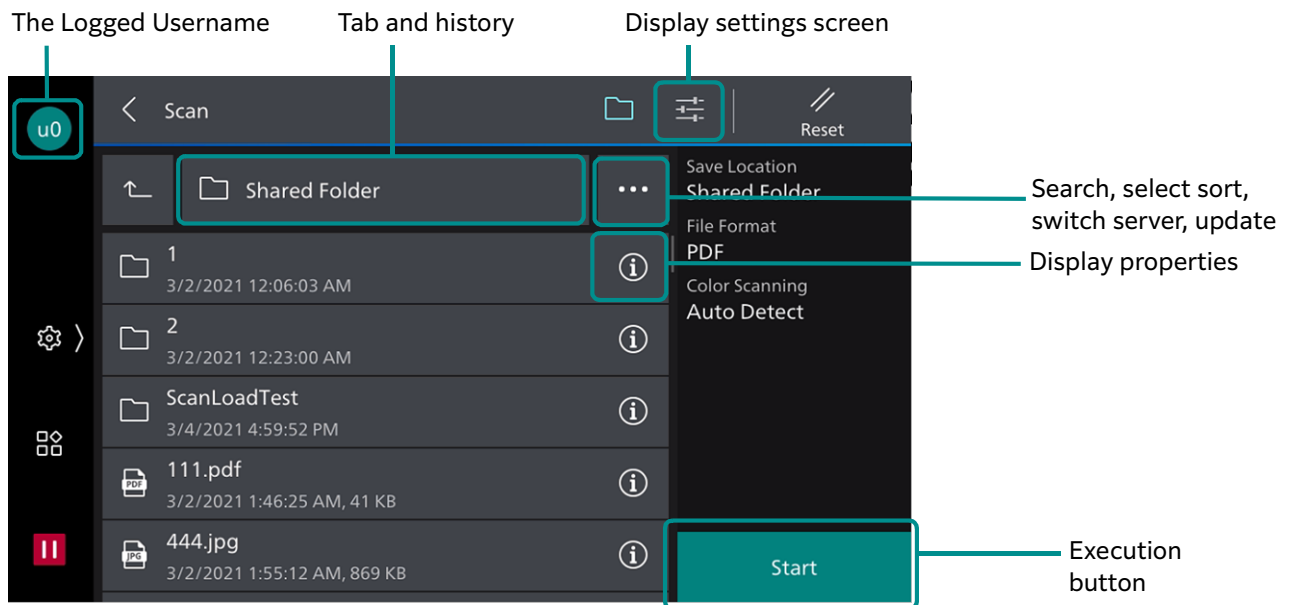
Accessing Xplan on MFD

1. The following screen appears after logging in Xplan from the Menu window.

2. After logging into Xplan, user can add notes and share with recipients, illustrated in the following images

Note

The figure illustrates an example when connected to Xplan.
• A user must have sufficient privileges to fetch categories and create a note with the categories.
• While creating a note, the attachment size limit is determined by admin settings in the Xplan application.

- For a user to create a note via ApeosWare Management Suite, the user should have capabilities in Xplan for "Create/Edit document" as well as permissions of at least "Set Document to Private". The necessary permissions must be granted by an Admin from within the Xplan application.
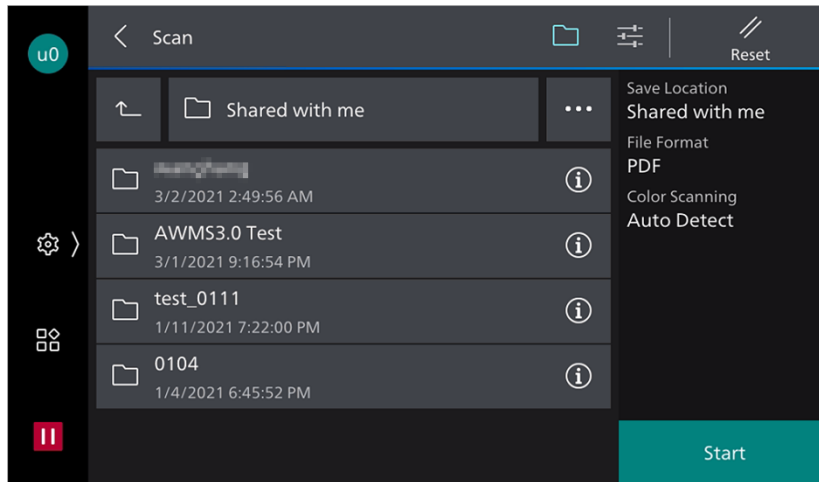
- Tab

    The sharing tab and the private tab are displayed. The tab name is assigned following the specifications on the file management service.

    The list of the folder and the folder file the login user has the access permissions is displayed on each tab. In the case of ApeosPort-VII or later, also the history of operations is displayed.

    > **Note**
    >
    > - The private tab may be displayed depending on the settings.
    > - When a shared folder is connected, the folder specified as [Storage Location] set on [User Properties] of the logged in user is displayed on the [My Folder] tag. Only UNC format of folder path can be set to [Storage Location].
    > - When connecting to DocuShare, ApeosWare Management Suite will be displayed in English even when the display language is set to Thai.

- Switch server

    When multiple servers are registered, switch the server to access. When "Select server" is selected from the menu that appears when the ⋯ icon is clicked, a list is displayed showing the servers that the logged in user can access.

- Select sort

    From the menu that appears when the ⋯ icon is clicked, you can select "Select sort", and choose a different sorting method from name, update date/time, and size by selecting from the displayed button.

- Search

    From the menu that appears when the ⋯ icon is clicked, selecting "Search" displays the search screen.

    You can search by entering the character string included in the file name or the folder name. Pushing [Advanced Search] enables you to search specifying multiple conditions, such as the file title and the owner. Advanced Search searches the folder and the subfolder displaying. Search conditions you can specify vary depending on the file management service.

    > **Note**
    >
    > When Working Folder connected, you can retrieve 100 files at most as search results even if the files to be searched by the conditions are stored 100 or more.

- Property Button

  The property window of the file is displayed.

  ⌐⌐ Refer

  "Confirm File Properties"(P.39)

- Execution button

  This executes a process.

  ⌐⌐ Refer

  - [New Scan], [Update Scan] → "Store Scanned Documents in File Management Service"(P.38)
  - [Print] → "Print a File in File Management Service"(P.39)

Store Scanned Documents in File Management Service

1. Select the file on the window of the File Management Service list and push [New Scan] or [Update scan].
   To perform [Update scan], select the file on the list. The selected file is overwritten on the scanned document. To confirm the file contents before beginning to overwrite, confirm it on the property window.

   For [New Scan], the scanned documents are stored in the folder being displayed.

   ▭ Note

   How to treat the original file varies depending on the linking File Management Service, such as "delete", "stored in the trash box" and "Being an old version file".
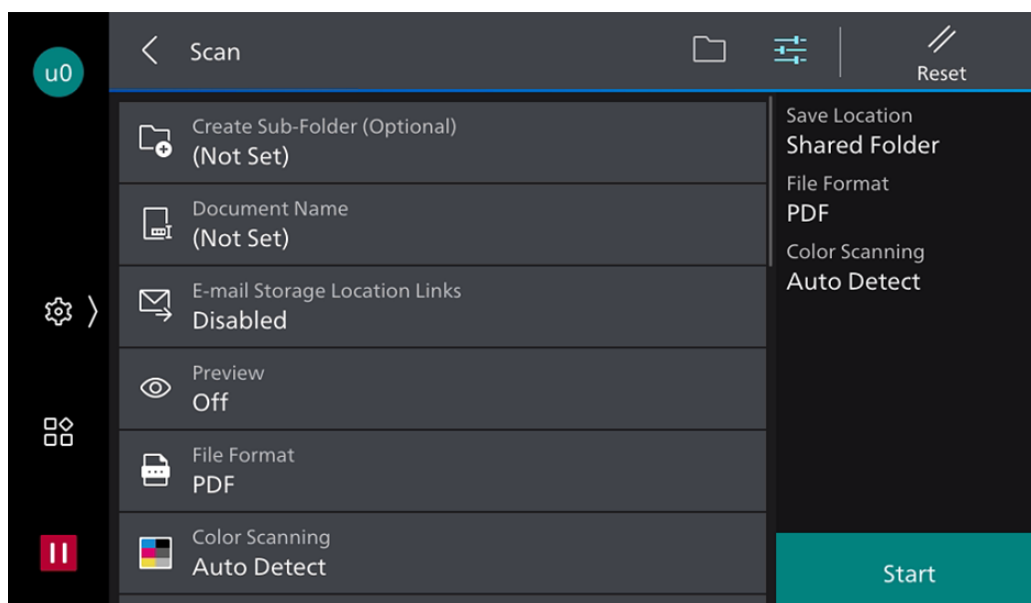
   ⌐⌐ Refer

   "Confirm File Properties"(P.39)

2. Change the setting values if necessary.

   ▭ Note

   You may not be able to change the value depending on the settings.

3. Set the document on the device and push [Start].
   The cost confirmation may be displayed depending on the settings after finishing the process.

> **Note**
>
> When there is a document whose name is the same as the scanned document in the storing location, the storage methods may vary depending on the File Management Service.

Print a File in File Management Service

1. Select the file on the window of the File Management Service list and push [Print].
   You can select multiple files.

   To confirm the file contents before printing, confirm it on the property window.

2. Change the print settings as necessary and push [Print].
   The cost confirmation display may be displayed depending on the settings after finishing the process.

Confirm File Properties

You can confirm the files properties before printing or resuming scanning.

1. Push the property button of the file you want to confirm on the File Management Service window.

2. The properties such as an updated date and size of the file are displayed.
   You may be able to confirm the details displayed on the preview window depending on the file format.
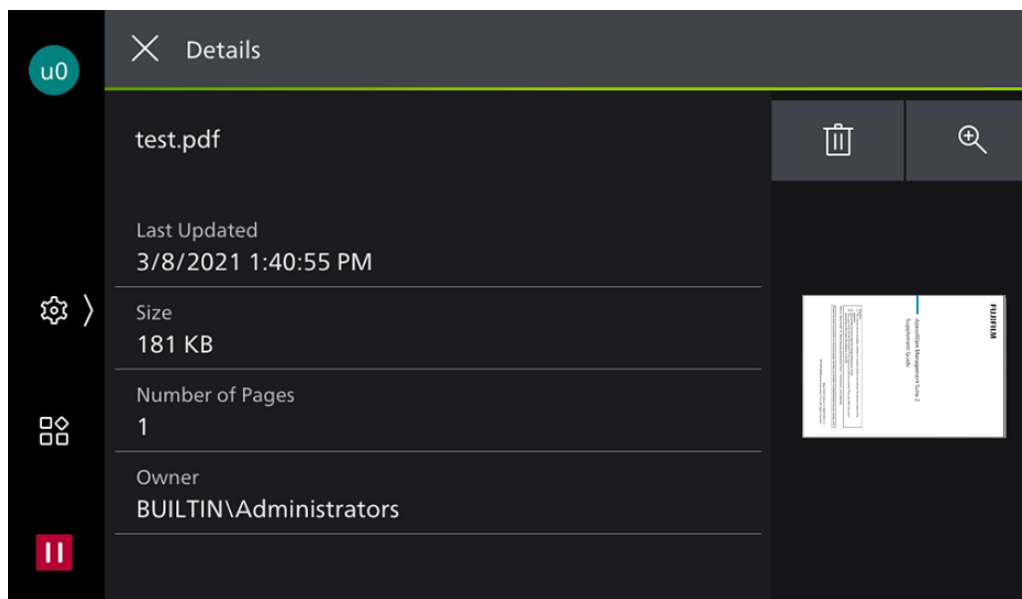
3. Perform the process as necessary.
   You can perform any of [Update Scan], [Print] and [Delete].

   > **Note**
   >
   > Once you execute [Delete], the file stored in the File Management Service will be deleted. The deleted file may move to the trash box depending on the File Management Service, but you cannot access the trash box from ApeosWare Management Suite. Access the File Management Service to restore the file moved to the trash box.

Appending Barcode Data to Metadata Fields

ApeosWare Management Suite provides an option to append barcode data to metadata fields such as Document Name field. When user provides a name for the file under [Document Name] field or any other metadata field, user should provide a "[$Barcode]" tag in the field to append the barcode data.

For example, provide the document name as "Sample Document_[$Barcode]" when you are scanning a document with barcode (Barcode contains a value "Data12"). After file is scanned, the document name appears as "Sample Document_Data12"

A "Feature Extension Option" license is required to use this function.

When using this function, select [Service Settings] > [Scan Settings] > [Common Settings] on the administrator screen and check [Scan Barcode].

If no barcode tag value has been set, the tag will be replaced with an empty string.

> **Note**
> - This feature works only if "OmniPage Barcode Reader" licence is applied in ApeosWare Management Suite.
> - This feature is supported for all connectors except Infiniti and RightFax.
> - Barcode data can be fetched from the following file formats:
>   TIFF, PDF/A, JPEG, PDF(OCR), Microsoft Word®, XPS(XML Paper Specification), Microsoft PowerPoint® and Microsoft Excel®.
> - ApeosWare Management Suite supports the following barcode types:
>   Codabar, Code 128, Code 39, EAN 8/13, ITF(2 of 5 interleaved), ITF(CheckDigit), Postnet, UPC and UCC Code 128.
> - If barcode type is selected with [Delimit the page with barcode and split the document] option disabled, then the document name will be saved wit the metadata value of the first barcode present in the first page.
> - If there are multiple barcodes on the page where a barcode is found initially, an error will occur.
> - You can also provide only the "[$Barcode]" tag while providing name to the document.

5 Mobile Device Settings and Operations

Overview

This section describes the features available with a mobile device using ApeosWare Management Suite.
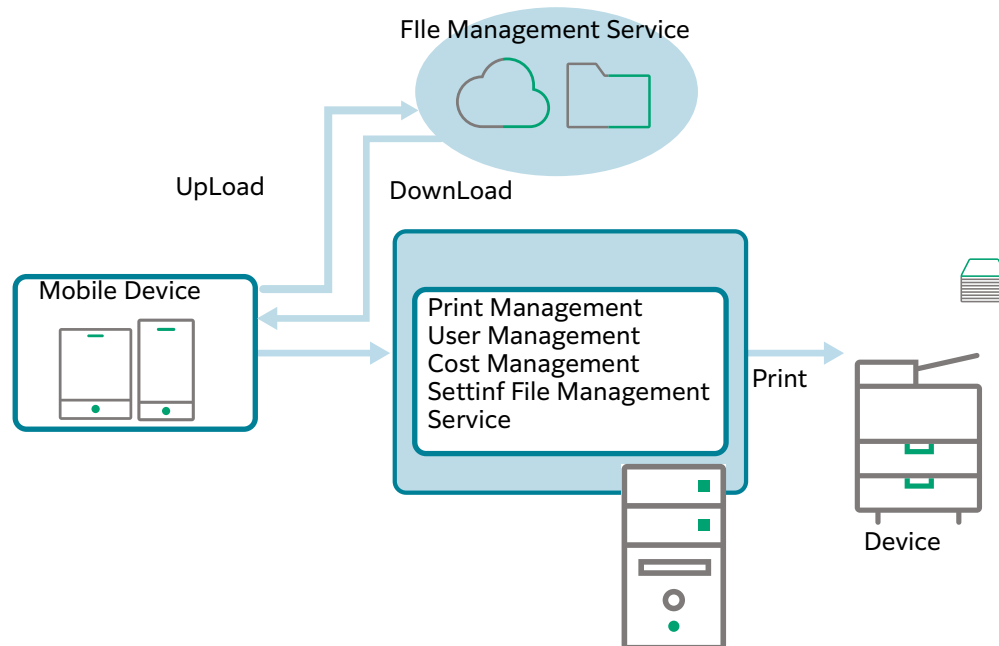
📋 Note

This chapter should be read in conjunction with the main guide.

ApeosWare MS Mobile

The user allowed to use a mobile device by the access profile can use the ApeosWare Management Suite feature with the mobile device. ApeosWare Management Suite provides the application, "ApeosWare MS Mobile", to use the features from the mobile device. Download a supported ApeosWare MS Mobile onto the mobile device you use and install it.

FIle Management Service

UpLoad   DownLoad

Mobile Device

Print Management
User Management
Cost Management
Settinf File Management
Service

Print

Device

Link with File Management Service

Accessing the file management service enables you to the upload the file in the mobile device and the pictures you have taken and download the file stored in the file management service. In addition, associating the mobile device with the device enables you to store the scanned document in the file management service.

The following file management services can be linked.

- Content Manager

Preparations

Please refer to "preparations" section under Mobile Device Settings and Operations chapter in main guide to know about the things to prepare before setting up ApeosWare MS Mobile.

Operating Mobile Device

Please refer to "Operating Mobile Device" section under Mobile Device Settings and Operations chapter in main guide to know how to operate ApeosWare MS Mobile.

6 Print Management

Overview

This section describes Print Features of ApeosWare Management Suite that are not part of the main guide.

🗨 Note

- This chapter should be read in conjunction with the main guide.
- To print from ApeosWare Management Suite Connector, creation of Print Queue is mandatory.

Popup Messenger

Popup Messenger executes print job on client PC. Printing a job using ApeosWare Management Suite causes the [Print Details] window to appear.

[Print Details] window enables you to confirm the cost of the process and change the print job settings.

🗨 Note

- For more information on how to install and uninstall Popup Messenger, and working of Popup Messenger, please refer to ApeosWare Management Suite Overview, Cost Management and Print Management and Operations chapters in main guide.
- Popup installation can be continued without any interruption while switching from Wi-Fi to LAN or vice versa.
- Popup Messenger can be displayed without any interruption while switching from Wi-Fi to LAN or vice versa.
- Print job can be released through Popup without any interruption while switching from Wi-Fi to LAN or vice versa.

Guest Print

Holds the print job in the print server as well as Print On Demand. Specifying the six-digit number (Guest Print ID) issued in submitting the print job allows the user to remove the hold.

Guest Print is available with Web Print and Print E-mail.

Print Type	How to Issue Guest Print ID
E-mail Print	Available when Print E-mail is enabled on the Guest Print settings. When the sender or the CC address is not registered in the ApeosWare Management Suite user information, it is Guest Print. The Guest Print ID is described on the email notifying that the print job has been executed.
Web Print	Available when Web Print is enabled on the Guest Print settings. When you log in to ApeosWare Management Suite with the user ID for Guest Print, it is Guest Print. After printing, the Guest Print ID is displayed on the web browser.

A user for Guest Print means the one who belongs the user group for Guest Print.

For Guest Print, you can specify whether authorization by the administrator is required before printing with the device.

In the settings that administrator approval is required to manage the cost of printing.

You can use Guest Print feature from the home screen of the MFD without launching ApeosWare Management Suite

> **Note**
>
> The following features are not available for Guest Print.
> • Changing an attribute of the print job on the device
> • Popup Notification

Settings and Operation from Web Browser

You can set print settings, confirm and execute a print job from a Web browser.

This section describes what you can do with the following page:

Type of Pages	Description
Print Queue List	Display the Print Queue List that is registered in the print server. Register and set the print queue. **Refer** " Create a Print Queue"(P.45)
Print Job List	Displays print job lists. You can confirm the print job properties, remove the hold and cancel the job, etc. **Refer** " Print Job List"(P.46)
Print Settings	Set print settings. **Refer** " Print Settings"(P.47)

Preparations

Device Settings and Registration

Confirm the LPD port is enabled on the device associated with the print queue.

To create the print queue associated with the device already registered to ApeosWare Management Suite, register the device information in advance.

> **Note**
>
> For more information on device registration please refer to the "Device Management" chapter in the main guide.

User Registration

Registering the user using printing features to ApeosWare Management Suite, set the access profile.

To use Guest Print, attaching the user to the user group for Guest Print, create the user for Guest Print.

To manage the cost, creating the account, associate it with the user or the user group.

Moreover, creating the price list, associate it with the device or the account.

> **Note**
>
> • The user group for Guest Print is automatically created as the name of "Guest User Group" in installing ApeosWare Management Suite. The group name may have been changed.
> • For more information, please refer to "User Management" and "Cost Management" chapters in the main guide.
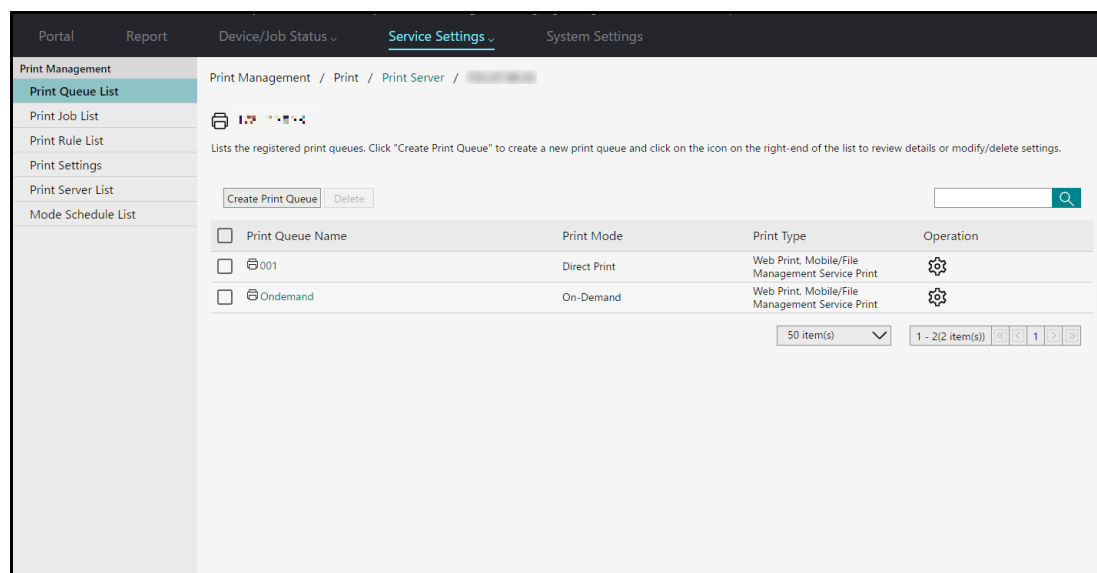
Print Queue List

How to Display the Page

Select [Service Settings] >[Print Management] >[Print Server List] on the administrator screen and then select [Print Queue List] from the side menu.

Page Summary

The print queue list, which is already created in the print server is displayed in this page. You can confirm the print mode and the print type of the print queue.

You can create a new print queue and change the settings of the print queue that is already been created.

Create a Print Queue

Click [Create Print Queue]. The main settings are as follows.

(1) Details of Print Queue

[Print Queue]

Select one of the Windows shared printers and set the print server or select [Create New Print Queue].

When selecting [Create New Print Queue], enter the new Print Queue name.

> **Note**
>
> The windows shared printer present in another print queue is not displayed on the list.

[Print Mode]

Select the print mode to be set to the print queue.

[Print Type]

Select a print type. You can select multiple print types from the following:

- [Print E-mail]

  You can set [Print E-mail] for only one print queue. But if [Print E-mail] has been already set to another print queue, then you cannot select it.

  When selecting this, set the email address to print the email received and the user ID and the password to access the POP3 server.

- [Web Print]
- [Mobile Print]

  When selecting this, you can set [Direct Print with IP Address/Host Name Specification]. These settings are enabled only when the following both the requirements are satisfied:

  - When the print mode is "Direct Print".

  - This feature is not enabled in another print queue.

  The print queue whose [Direct Print with IP Address/Host Name Specification] is checked is associated with all the devices.

  > **Note**
  >
  > Selecting "Mobile/File Management Service Print" and "Direct Print with IP Address/Host Name Specification" is mandatory for the ApeosWare Management Suite connector print and ApeosWare MS Mobile print to direct device to work.

[LPR Queue Name]

When using the print queue as a LPR queue, check [On] and set the queue name and the character set used. When setting multiple print queues, click the plus icon and then add the LPR queue.

> **Note**
>
> Creating multiple LPR queues with different character sets in one print queue, allows receiving the print jobs sent from various language environments in the same print queue.

Limitations

If the port of Windows printer is not updated as AWPM Port after creation of print queue in ApeosWare Management Suite, please restart Windows "Print Spooler" service of the print server.

Print Job List

How to Display the Page

Select [Device/Job Status] > [Print Job Status] > [Print Job Status] from the menu on the administrator screen.

> **Note**
>
> The list can be displayed by the following ways:
> - Select the menu displayed on [Service Settings] > [Print Management] on the administrator screen, and then select [Print Job List] from the side menu.
> - Select [Print/Job] > [My Jobs] > [Print Job List] on the use screen.

Page Summary

Displays print job lists.

On the administrator screen, the print jobs executed by all the users display.

On the administrator screen, the following print jobs are displayed.

- The print job submitted by the login user

- The print job executed with the alternate user ID for the login user

- The print job submitted by [Delegate Users] set to the login user

On Print Job List, you can perform the following operations to the print job.

- [Remove On Hold]

Removes the hold of the print job being held in Guest Print or waiting for the process in Popup Notification.

- [Cancel]

Stops the print job.

> **Note**
>
> On Print On Demand, when the user stops printing, the print job return to on-hold status. To resume printing, remove the hold.

You can remove the hold of the print job or cancel the job. | Select the job type to be displayed. | Select the job status to be displayed.

Click the link, and the print job properties will be displayed.

Click here, and the following menu will be displayed.
[Properties]
[Remove On Hold]
[Cancel]

[Guest Print ID]

The ID issued when the user executes Guest Print is displayed.

> **Note**
>
> If administrator's permissions are required on Guest Print, removing the hold on the job list by the administrator enables the user to print. Search the print job whose on-hold status is removed by Guest Print ID.

Print Settings

How to Display the Page

Select [Service Settings] > [Print Management] > [Print Settings] on the administrator screen.

You can set print settings.

[Guest Print] tab

[Web Print]

To use Guest Print feature using a web browser, check here.

- Display password input screen

  If you require the user executing the print job to enter the password, check here.

- Require administrator approval to print

  If administrator's permissions are required before printing, check here.

  If it has been set, administrator's permissions are required before the user removing the hold of the print job.

> **Note**
> - To manage the cost of Guest Print, administrator's permissions are required.
> - [Guest Print Password] is displayed only if [Display password input screen] is selected in the administrator print settings of the [Guest Print] tab.

[Print E-mail]

To print the email you sent with Guest Print, check here.

Set whether administrator's permissions are required, as well as Web Print.

[Print E-mail] tab

[Print Attachment Only]

To print only the attached file without printing the mail body, check [Enabled].

[E-mail Address of Sender]

Set the sender's email address of the result mail.

[Polling Interval]

Set the interval to receive an email from the POP3 server in minutes.

[Message Language]

Select the language of the subject or the body of the result mail.

> **Note**
> The default is the language selected on ApeosWare Management Suite. You can change only the language of the result mail to another language.

[E-mail Address of Spam Mail]

Enter the email address judged to be spam. To specify multiple email addresses, click + and add them.

If the sender's address of email to be printed partially matches the character string specified here, it is judged to be a spam. Not case sensitive.

For example, when you specify "sample.com" in [E-mail Address of Spam Mail], all the email addresses including "sample.com" are judged to be spam.

[Guest Print User]

To execute Guest Print using Print E-mail, set a user ID to be the print job owner. You can set only one user ID.

> **Note**
>
> For more information on Print Job and Print On Demand Tab, please refer to "Print Management" chapter in the main guide.

[Print Job] tab

[Job Validity Period]

You can set the validity period for the print job.

> **Note**
>
> The validity period for the print job is the period that the job status remains "StanData Basey". When "StanData Basey" time is longer than the validity period, the print job is cancelled.

[Job History Retention Period]

Specify the period until the print job history is automatically deleted after the print job is completed or canceled.

[Print Job Timeout]

When the print job receiving process is not completed, specify after how long time the job will be automatically cancelled.

[Select User Print Job]

On Print On Demand, the job sent by the user is searched and displayed on the list. At this time, select the information to decide that it is which user's print job.

Information	Descriptions
User Name	Is the user name used when the user executing the print job logs on to the client PC. When a Windows shared printer is used to print, it is the user name accessing the printer.
Job Owner Name	Specify this with a printer driver etc. in executing a print job.

When [Job Owner Name or User Name (By Job Owner Name)] is selected, the job is searched by the job owner name. If the job owner name is not set, it is searched by the user name.

To search the job by the user name, it is required to agree the ApeosWare Management Suite user ID with the logon name of the PC which executes the print job.

[Web Print Custom Message]

By enabling this option administrator can set a common help message which will be appeared on Web Print User Interface.
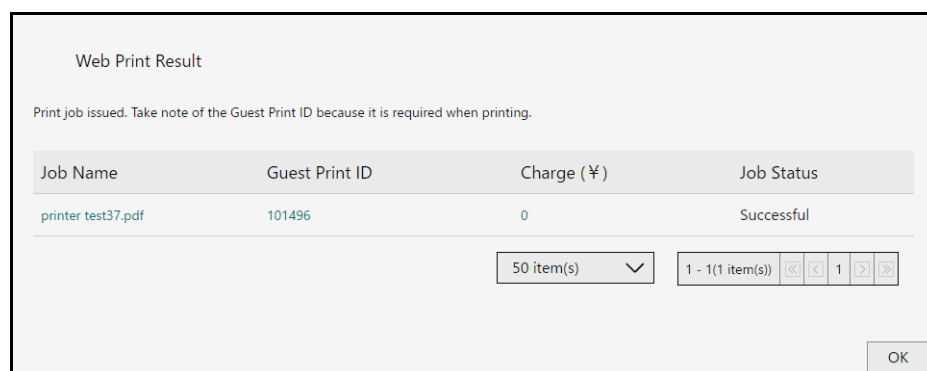
[Web Print Result message]

The Guest Print ID is displayed in a message in cases of Guest Print.

[Print On Demand] tab

Set Print On Demand settings.

[Information to be used for the Job Display Name]

When the display name for Print On Demand is generated, select which information you use.

> **Note**
>
> Charge Print Stored Document Name (ACNA) is required to set XPJL. When [Charge Print Stored Document Name (ACNA)] is selected on [Information to be used for the Job Display Name], if the information needed for XPJL isn't set, the print job name is used.

[Header Text to be Deleted]

When the display name for Print On Demand is generated, set the character string to be deleted. If the character string set here is included in the beginnings of the print job, it is deleted and the display name is generated.

> **Note**
>
> For example, if the application name is put on the beginning of the print job, specify the application name to be deleted. Deleting the application name allows being generated a display name identified easily on the control panel.

[Job Display Order (Date/Time Received)]

Select the order displayed on the print job list on Print With List.

On Print Without List, the print job is executed by the order selected here.

[Job Timeout]

When the print job is not executed even after removing the hold of the print job, specify after how long time the job will be automatically cancelled.

[Print With List Settings]

Set the maximum number of jobs displayed on the print job list.

[Print Without List Settings]

- [Delete Canceled Print Job]

  When the print job canceled, select whether to delete the front job (on printing job). When the job is not deleted, it becomes on hold status that you can resume the print job.

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- [Print Job With Restrictions]

  "Job With Restrictions" is a print job sent to the device not supporting the feature specified. (e.g., when the print job specified Folding or Punch Hole is sent to the device without a finisher.)

  When printing, the feature not supported is ignored.

- [Max Number of Jobs for Printing]

  Set the maximum number of jobs to print by one operation.

Print Operations

On ApeosWare Management Suite, the administrator set print network environments.

The user who submits the print job, selecting the print queue on ApeosWare Management Suite, executes the print job following the instructions by the administrator.

Overview of Print Operations

The print queue to be used determines which method is used, "Print On Demand" or "Direct Print".

Direct Print makes the print job to be printed directly.

On Print On Demand, authentication by the user on the device allows printing. On Print Without a List, all the print jobs sent are printed. Print With a List displaying the print job list, you can select a job from the list and print it. You can change the print job settings and cancel the job.

When the access profile of the user submitting the print job is set so as to display the popup notification window, the print job information is notified to the PC executing the print job with a popup screen. The user, receiving the notification, authenticate it on the device and can operate the print job.

> **Note**
>
> Popup Messenger is required to receive a popup notification.

Web Print

Accessing ApeosWare Management Suite with a web browser and uploading the file, you can print it.

You can use Guest Print on Web Print.

In the Usual Web Print

1. Access ApeosWare Management Suite with a web browser, and log in.

2. Select [Print/Job] > [Web Print] > [Web Print (Upload Print)] on the user screen.
   When administrator permission is set to the user, logging in will cause the administrator screen to appear. Select [User Portal] at the header to display the user screen.

3. Select the file to be printed and the print queue, and set the print settings on the [Web Print] screen.
   The print queue and the feature available are restricted depending on the access profile of the login user.

4. Click [Print].

   When the print mode is [Direct Print],

   >The print job is sent to the device associated with the print queue.

   When the print mode is [On-Demand], not Guest Print,

   >The print job is stored in the server.
   The job is authenticated on the device and printed in the same way as in the usual Print On Demand.

On Guest Print

When you perform Guest Print, confirm the following information to the administrator.

- The user ID and the password for Guest Print
- Whether administrator approval is required or not
- The print queue to be used

> **Note**
>
> The [Guest Print Password] is displayed only if [Display password input screen] is selected in the administrator print settings of the [Guest Print] tab.

1. Access ApeosWare Management Suite with a web browser, and log in.
   To log in, use the user ID for Guest Print.

2. Select [Print/Job] > [Web Print] > [Web Print (Upload Print)] on the user screen.

3. Select the file to be printed and the print queue, and set the print settings on the [Web Print] screen.
   The print queue and the feature available are restricted depending on the access profile set.

4. Click [Print].
   When a password input area appearing, set the password you will enter in printing.
   The print job sent, the guest print ID is displayed on the web browser.

5. If administrator approval is required, the administrator is notified of the guest print ID.
   The administrator will search the job corresponding to the guest print ID on the print job list.
   When the print is allowed, the administrator will remove the hold of the print job.

> **Note**
>
> In Cost Management, the price for the process is displayed on the print job list. Determine how to impose the guest print cost in the operation policy.

6. Select the guest print menu on the device associated with the print queue.

7. Enter the guest print ID to perform the print job.
   When you are required to enter a password, enter the password set in the step 4.
   How perform the print job is the same operations as those on Print On Demand.

Print E-mail

Print E-mail allows printing the mail body and the attached file sent to the specific email address or only the attached file. The administrator sets the email address for Print E-mail.

On Print E-mail, the print job is generated for the sender or the email address user set in CC.

When the print server receives an email and prints it, the result mail is sent to each mail address.

The name of the print queue which has sent the print job is described in the result mail.

The job status is confirmed on the job list, and the job is printed in the same way as on Web Print.

> **Note**
>
> Guest print users can print from email without giving [Guest Print Password] on native MFD screen.

On Guest Print

When the mail sender or the CC address is not registered in the ApeosWare Management Suite user information, it will be processed as Guest Print.

In this case, the guest print ID is described in the result mail.

If administrator approval is required, notifying the administrator of the guest print ID, request to remove the hold of the print job.

After that, print it using the guest print ID with the device associated with the print queue.

7 Update Installation

Updating from ApeosWare Management Suite 2.1.2

Updating from ApeosWare Management Suite 2.1.2 (where installed with AWMS2 Enterprise Edition (au) license) is supported. The update procedure is outlined in the "Migration Guide".

> **Note**
>
> Where used in conjunction with ApeosWare Flow Management Option, updating the Flow Management Option is not supported.
> You will need to migrate the environment as described in "Features Guide Flow Management Option".
> Download the Shared System ID File and flow, import the original Shared System ID File used during installation, then upload the flow.