EPSON

DS-900WN DS-800WN

Epson Print Admin Serverless

Setup & Administration Guide

NPD7400-02 EN

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Introduction

The Content of This Document

This guide explains the procedures from the installation to daily management of Epson Print Admin Serverless.

For the standard function of the scanner, see the manual for your scanner.

Using this Guide

Marks and Symbols

> ⚠ ***Caution:***
> *Instructions that must be followed carefully to avoid bodily injury.*

> ***Important:***
> *Instructions that must be observed to avoid damage to your equipment.*

Note:
Provides complementary and reference information.

Related Information

➡ Links to related sections.

Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

Operating System References

Windows

In this manual, terms such as "Windows 11", "Windows 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Server 2022", "Windows Server 2019", "Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", and "Windows Server 2008" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

❏ Microsoft® Windows® 11 operating system

❏ Microsoft® Windows® 10 operating system

❏ Microsoft® Windows® 8.1 operating system

- ❏ Microsoft® Windows® 8 operating system
- ❏ Microsoft® Windows® 7 operating system
- ❏ Microsoft® Windows Server® 2022 operating system
- ❏ Microsoft® Windows Server® 2019 operating system
- ❏ Microsoft® Windows Server® 2016 operating system
- ❏ Microsoft® Windows Server® 2012 R2 operating system
- ❏ Microsoft® Windows Server® 2012 operating system
- ❏ Microsoft® Windows Server® 2008 R2 operating system
- ❏ Microsoft® Windows Server® 2008 operating system

Mac OS

In this manual, "Mac OS" is used to refer to Mac OS X 10.9 or later as well as macOS 11 or later.

Terms

Epson Print Admin Serverless

The system provided by Epson that allows you to authenticate users with only the scanner itself.

License Key

The key to activate Epson Print Admin Serverless.

User ID

The unique ID of authenticated users for Epson Print Admin Serverless.

ID Number

The 4 to 8 digit number that is associated with the user ID.

User information

The general term for user authentication-related information such as user ID, password, ID number, and email address.

Authentication device

The device to authenticate users by entering information, such as an IC card reader.

Administrator

The person in charge of installing and setting the device or the network at an office or organization. For small organizations, this person may be in charge of both device and network administration. For large organizations, administrators have authority over the network or devices on the group unit of a department or division, and network administrators are in charge of the communication settings for beyond the organization, such as the Internet.

Microsoft Entra ID

A cloud-based ID and access management service provided by Microsoft.

Microsoft 365

A cloud-based subscription service provided by Microsoft.

LDAP server

The server that provides a directory service that can communicate with LDAP. This includes Active Directory for Windows server, OpenLDAP for Linux, and so on.

Unicode (UTF-8)

This is one of the standard character codes. It covers the main characters used in the major global languages. When "UTF-8" is described in this guide, it indicates coding characters in UTF-8 format.

ASCII (American Standard Code for Information Interchange)

This is one of the standard character codes. 128 characters are defined, including such characters as the alphabet (a-z, A-Z), Arabic numbers (0--9), symbols, blank characters, and control characters. When "ASCII" is described in this guide, it indicates the 0x20 to 0x7E (hex numbers) listed below, and does not involve control characters.

	00	*01*	*02*	*03*	*04*	*05*	*06*	*07*	*08*	*09*	*0A*	*0B*	*0C*	*0D*	*0E*	*0F*
20	SP*	!	"	#	$	%	&	'	(	)	*	+	,	-	.	/
30	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
40	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
50	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
60	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
70	p	q	r	s	t	u	v	w	x	y	z	{	|	}	~	

* Space character.

Notes on the Administrator Password

Notes on the Administrator Password

This device allows you to set an administrator password to prevent unauthorized third parties from accessing or changing the device settings or the network settings stored in the device when it is connected to a network.

If you set an administrator password, you need to enter the password when changing settings in configuration software such as Web Config.

The initial administrator password is set on the scanner, but you can change it to any password.

Initial Administrator Password

The initial administrator password varies depending on the label attached to the product. If there is a "PASSWORD" label attached to the back, the password is the 8-digit number shown on the label. If there is no "PASSWORD" label attached, the password is the serial number on the label attached to the back of the product.

We recommend changing the initial administrator password from the default setting.

Note:
No user name is set as default.

Operations that Require the Administrator Password

If you are prompted, enter the administrator password during the following operations:

- ❏ When logging on to the advanced settings for Web Config
- ❏ When operating a menu on the control panel that has been locked by the administrator
- ❏ When changing the device settings in the application
- ❏ When updating the firmware for the device
- ❏ When changing or resetting the administrator password

Changing the Administrator Password

You can change from the product's control panel or in Web Config.

When changing the password, the new password must be 8 to 20 characters long and only contain single-byte alphanumeric characters and symbols.

Resetting the Administrator Password

You can reset the administrator password to the initial setting from the product's control panel or in Web Config.

Notes on the Administrator Password

If you have forgotten the password and cannot reset it to the default settings, the product needs to be repaired. Contact your local dealer.

Overview for the Authentication Method

Epson Print Admin Serverless allows you to authenticate from the scanner.

Device Authentication (Local DB)

This authentication method checks the user information registered to the scanner and compares it with the user who is using the scanning function. Because user information is associated with the job history, administrators can learn the usage status for each user.

User information can be registered for up to 300 users, including users who are entered directly, imported by a CSV file, and imported from the LDAP server.

It is necessary to register the user information to the scanner in advance.

External Authentication (Remote DB)

This is the authentication method that checks the user information of the external authentication method synchronized with the scanner. The following external authentication methods are available.

❏ Microsoft Entra ID authentication

❏ LDAP

Because the user information is temporarily stored to the scanner as a cache for up to 300 users, it is available to authenticate using the cache even when the external authentication method goes down.

You need to set up the external authentication method in advance.

Device Authentication and External Authentication (Local DB and Remote DB)

This is the authentication method that checks the user information registered both in the scanner and in the external authentication method synchronized with the scanner. The following external authentication methods are available.

❏ Microsoft Entra ID authentication

❏ LDAP

When checking for user information, the first search is performed on user information registered to the scanner, and then it searches the external authentication if the relevant information is not found. User information can be registered for up to 300 users. The vacant portion is used as a cache for the external authentication, and the user information of the external authentication is registered to the scanner temporarily. If the external authentication goes down, this cache can be used to authenticate users.

You need to register the user information to the scanner and set up the external authentication method in advance.

System Requirements

Client Computer

Operating System

❏ Windows

Windows 7, Windows 8/8.1, Windows 10, Windows 11 or later

Windows Server 2008 or later

❏ Mac OS

Mac OS X 10.9 or later, macOS 11 or later

Web Browser for Web Config

The following browsers are supported. Use the latest version.

Microsoft Edge, Firefox, Chrome, Safari

Scanner Driver

❏ Windows: Standard driver

❏ Mac OS: Standard driver

Setting Overview

You can choose the setup method depending on the number of scanners you install or your network environment.

When you set the scanner individually, use Web Config. When you set multiple scanners in bulk, use Epson Device Admin.

Important:

- ❏ *You need an administrator password to set up.*
- ❏ *When setting up Epson Print Admin Serverless, you may need to register personal information on the scanner, such as user account information and user password, as well as security settings. See the scanner's User's Guide for details on how the scanner handles personal information and security settings.*

Related Information

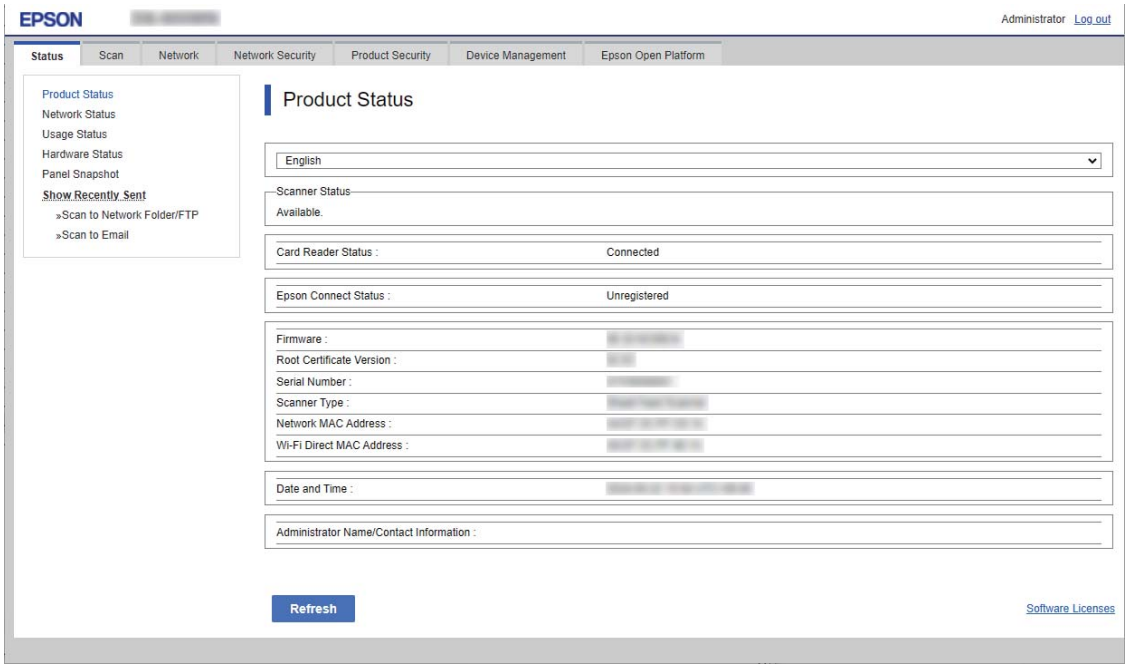
➡ "Notes on the Administrator Password" on page 7

Using Software for Setting

Explain the software to set up.

Web Config

Web Config is a built-in web page of the scanner for configuring the scanner's settings. Since it operates by directly accessing the scanner through the network, it is suitable for setup one by one.



How to Run Web Config in a Web Browser

The scanner comes with built-in software called Web Config (a Web page where you can configure settings). To access Web Config, simply enter the IP address of a network-connected scanner in your browser.

1. Check the scanner's IP address.

   Select **Settings** > **Network Settings** > **Network Status** on the scanner's control panel. Then select the active connection method (**Wired LAN/Wi-Fi Status** or **Wi-Fi Direct Status**) to confirm the scanner's IP address.

   Example IP address: 192.168.100.201

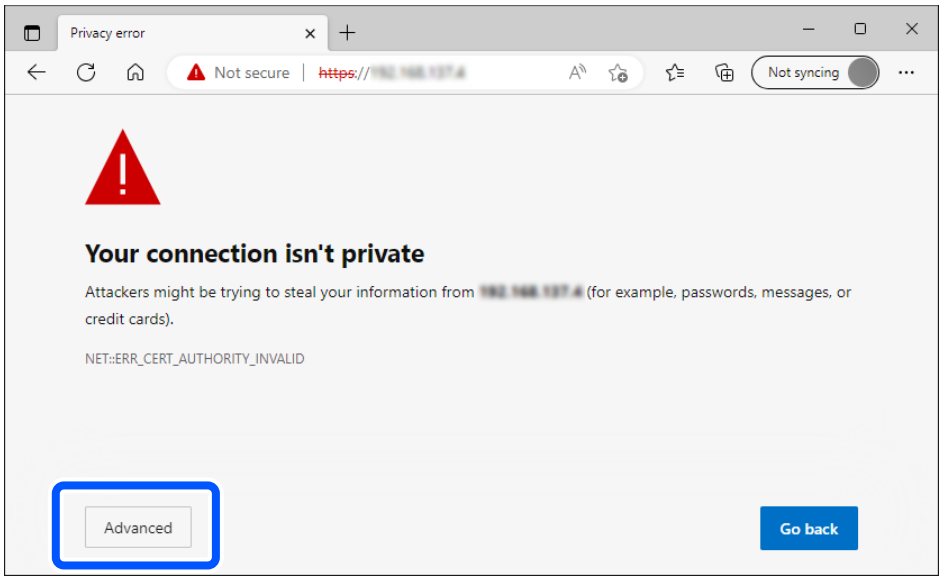
2. Launch a browser from a computer or a smart device, and then enter the scanner's IP address in the address bar.

   Format: http://scanner's IP address/

   Example: http://192.168.100.201/

   If a warning screen is displayed in your browser, you can safely ignore the warning and display the Web page (Web Config). Since the scanner uses a self-signed certificate when accessing HTTPS, a warning is displayed on the browser when you start Web Config; this does not indicate a problem and can be safely ignored. Depending on your browser, you may need to click on **Advanced Settings** to view the Web page.

   Example: For Microsoft Edge



   Note:

   ❏ *If a warning screen is not displayed, go to the next step.*

   ❏ *For IPv6 addresses, use the following format.*

   Format: http://[scanner's IP address]/

   Example: http://[2001:db8::1000:1]/

3. To change scanner settings, you need to log in as a Web Config administrator.

   Click **Log in** at the top-right of the screen. Enter the **User Name** and **Current password**, and then click **OK**.

   The following provides the initial values for the Web Config administrator information.

   ·User name: none (blank)

   ·Password: Depends on the label attached to product.

If there is a "PASSWORD" label attached to the back, enter the 8-digit number shown on the label. If there is no "PASSWORD" label attached, enter the serial number on the label attached to the back of the product for the initial administrator password.

Note:

❏ *If **Log out** is displayed at the top-right of the screen, you are already logged in as an administrator.*

❏ *You will be logged out automatically after approximately 20 minutes of inactivity.*

Epson Device Admin

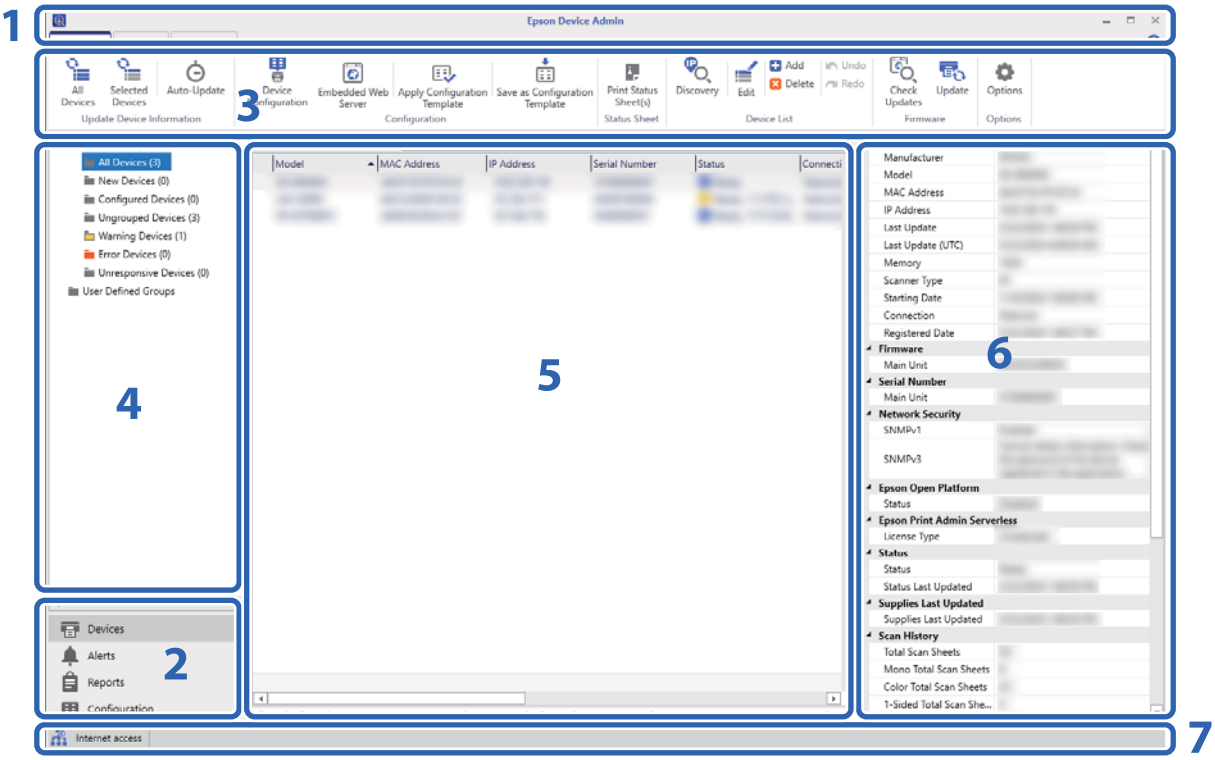
Epson Device Admin is multifunctional application software that manages the device on the network.

The following functions are available, so it is useful when you install and manage the multiple scanners.

❏ Apply the unified settings to multiple scanners over the segment .

❏ Make a detailed report, such as for the usage history.

You can download Epson Device Admin from Epson support website. For more information, see the documentation or help of Epson Device Admin.



The Epson Device Admin top screen is composed of the following panes.

The display changes depending on the item selected from the side bar task menu on the top screen.

No.	Pane	Explanation
1	Title bar	Click the to open the Help to view explanations of each item in Epson Device Admin.
2	Side bar task menu	Changes the feature being used. The screen switches depending on the item selected.
3	Ribbon menu	Displays the menu for the feature selected on the side bar task menu.

No.	Pane	Explanation
4	Side bar content	Displays the hierarchy for the feature selected on the side bar task menu.
5	Display view	Displays information and setting content depending on the feature selected in the side bar task menu or the side bar content.
6	Detailed device information	Displays details on the device selected from the Device List when you select **Devices** on the side bar task menu.
7	Status bar	Displays status information on the Device List when you select **Devices** on the side bar task menu.

Registering the Scanner's Administrator Password in Epson Device Admin

Before setting up the scanner using Epson Device Admin, you need to register the scanner's administrator password in Epson Device Admin.

Note:
If you change the scanner's administrator password, make sure you update the password registered in Epson Device Admin.

1. Start Epson Device Admin.
2. Select **Devices** on the side bar task menu.
3. Select **Options** > **Password manager**.
4. Select **Enable automatic password management** and then click **Password manager**.
5. Select the appropriate scanner, and then click **Edit**.
6. Set the password, and then click **OK**.

Required Settings for the Authentication Method

Depending on the authentication method you use, the required settings differ. Set up the scanner by referring below.

Settings	Local DB	LDAP	Local DB and LDAP
Connecting and setting the authentication device	✓ *1	✓ *1	✓ *1
Registering the license key	✓	✓	✓
Setting user authentication	✓	✓	✓
Registering user information	✓	–	✓
Settings for synchronizing with cloud directory services	✓ *2	✓ *2	✓ *2
Microsoft Entra ID authentication setting	–	✓ *3	✓ *3
Configuring the LDAP server	–	✓	✓

Setting Overview

Settings	Local DB	LDAP	Local DB and LDAP
Configuring the email server	✓ *4	✓ *4	✓ *4
Setting up Scan to My Folder	✓ *5	✓ *5	✓ *5
Setting access control	✓	✓	✓
Setting functions that can be used without authentication	✓ *6	✓ *6	✓ *6

*1 : When **Card / User ID and Password** or **Card / ID Number** is selected as the authentication method.

*2 : When you use cloud directory services synchronization.

*3 : When you use Microsoft Entra ID authentication.

*4 : When you use the **Scan to My Email**, **Scan to Email**, or notification email functions.

*5 : When you use the **Scan to My Folder** function.

*6 : When you use the scanner functions without authentication.

Note:
This guide explains the settings required to authenticate using Epson Print Admin Serverless. See the scanner's Administrator's Guide for more information on the scanner's security functions and other settings not included in this guide.

Flow to Set Up Scanners Individually

Explains the procedure to set up Epson Print Admin Serverless on an individual scanner. When using Web Config, you can set up the scanner only by using a web browser.

Important:

Before starting the setup, check that the time setting for the scanner is correct.

If the time setting is incorrect, the error message "License is expired" is displayed, which may lead to failure to set up Epson Print Admin Serverless. Also, in order to use a security function such as SSL/ TLS communication or IPsec, the correct time must be set. You can set the time as follows.

- ❏ *Web Config:* ***Device Management*** *tab >* ***Date and Time*** *>* ***Date and Time****.*
- ❏ *Scanner's control panel:* ***Settings*** *>* ***Basic Settings*** *>* ***Date/Time Settings***

Procedure		Operations	Details
1	Connecting the authentication device*1	Connecting the authentication device to the scanner and checking the operation	Connect the authentication device to the scanner.
2	Registering the license key*2	Entering the license key	Activate Epson Print Admin Serverless for the scanner by using Web Config.

Procedure		Operations	Details
3	Setting Epson Print Admin Serverless	Authentication Settings	Set authentication method and how to authenticate user.
		Registering the user information	Register the user information. Set the following depending on the authentication method. ❏ Import from the files. ❏ Set the external authentication (Microsoft Entra ID authentication, LDAP server authentication) synchronizing setting.
		Function Settings	Make settings for the authentication device, email server, Scan to My Folder, and so on, according to the set authentication method and means of authentication.

*1 : Set when you use an authentication device to authenticate users.

*2 : It may have been set by the dealer.

Related Information

➡ "Set the Scanner Individually Using Web Config" on page 30

Flow to Set Up Scanners in Bulk

Explains the procedure to set up Epson Print Admin Serverless on multiple scanners. When you use the configuration template for Epson Device Admin, you can set up the scanners efficiently.

Important:

Before starting the setup, check that the time setting for the scanner is correct.

If the time setting is incorrect, the collected time of the log or report will also be incorrect, so it will be difficult to trace unauthorized use or information leaks. Also, in order to use a security function such as SSL/ TLS communication or IPsec, the correct time must be set. You can set the time as follows.

❏ *Web Config:* ***Device Management*** *tab >* ***Date and Time*** *>* ***Date and Time****.*

❏ *Scanner's control panel:* ***Settings*** *>* ***Basic Settings*** *>* ***Date/Time Settings***

Procedure		Operations	Details
1	Connecting the authentication device*1	Connecting the authentication device to the scanner and checking the operation	Connect the authentication device to the scanner.
2	Registering the license key*2	Creating the configuration template	Activate Epson Print Admin Serverless for multiple scanners using the configuration template.
		Importing the license key	
		Applying the configuration template	

Procedure		Operations	Details
3	Setting Epson Print Admin Serverless	Editing or creating the configuration template	Edit or create the configuration template.
		Authentication Settings	Set authentication method and how to authenticate user.
		Function Settings	Make settings for the authentication device, email server, Scan to My Folder, and so on, according to the set authentication method and means of authentication.
		Registering the user information	Register the user information. Set the following depending on the authentication method. ❏ Set the external authentication (Microsoft Entra ID authentication, LDAP server authentication) synchronizing setting. ❏ Import from the files or LDAP server.
		Applying the configuration template	Apply the configuration template to the scanner.

*1 : Set when you use an authentication device to authenticate users.

*2 : It may have been set by the dealer.

Related Information

➡ "Batch Setting Using Epson Device Admin (Configuration Template)" on page 52

Application Configuration Comparison

These are the items that can be set by each application. (can be set = ✓, cannot be set = -)

Product Key or License Key

Item	Web Config	Epson Device Admin
Product Key or License Key	✓	✓

Authentication Settings

Item	Web Config	Epson Device Admin
Authentication Method	✓	✓
How to Authenticate User	✓	✓
Allow users to register authentication cards	✓	✓

Setting Overview

Item	Web Config	Epson Device Admin
The Minimum Digit Number of ID Number	✓	✓
Caching for LDAP authenticated users	✓	✓
Use user information in SMTP authentication	✓	✓
Sender's Email Address	✓	✓
Restrictions for Remote DB authenticated users	✓	✓

User Settings

Item	Web Config	Epson Device Admin
User ID	✓	✓
User name Display	✓	✓
Password	✓	✓
Authentication Card ID	✓	✓
ID Number	✓	✓
Department	✓	✓
Email Address	✓	✓
Functional Restriction	✓	✓
Presets	✓	✓

Access Control Settings

Item	Web Config	Epson Device Admin
Enables Access Control	✓	✓
Allow scanning without authentication from a computer	✓	✓
Allow use from panel when logged out	✓	✓

Card Reader

Item	Web Config	Epson Device Admin
Vendor ID	✓	✓
Product ID	✓	✓
Operational parameter	✓	✓
Card Reader	✓	✓

Setting Overview

Item	Web Config	Epson Device Admin
Authentication Card ID save format	✓	✓
Set card ID range	✓	✓
Text Start Position	✓	✓
Number of Characters	✓	✓

Microsoft 365 > Sign In

Item	Web Config	Epson Device Admin
Sign in with Microsoft	✓	-

Microsoft 365 > Search Settings for Microsoft Entra ID (Contacts)

Item	Web Config	Epson Device Admin
Search from Microsoft	✓	✓
Organization contacts		
Number of search entries	✓	✓
User name Attribute	✓	✓
User name Display Attribute	✓	✓
Email Address Attribute	✓	✓
Personal contacts		
Number of search entries	✓	✓
User name Attribute	✓	✓
User name Display Attribute	✓	✓
Email Address Attribute	✓	✓

Microsoft 365 > Search Settings for Microsoft Entra ID (Epson Print Admin Serverless)

Item	Web Config	Epson Device Admin
User ID Attribute	✓	✓
User name Display Attribute	✓	✓
Authentication Card ID Attribute	✓	✓
ID Number Attribute	✓	✓
Department Attribute	✓	✓
Email Address Attribute	✓	✓

LDAP Server > Search Settings (Epson Print Admin Serverless)

Setting Overview

Item	Web Config	Epson Device Admin
Search Base (Distinguished Name)	✓	✓
User ID Attribute	✓	✓
User name Display Attribute	✓	✓
Authentication Card ID Attribute	✓	✓
ID Number Attribute	✓	✓
Department Attribute	✓	✓
Email Address Attribute	✓	✓
Save To Attribute	✓	✓

Scan to Network Folder/FTP/Scan to My Folder

Item	Web Config	Epson Device Admin
Save To Setting	✓	✓
Type	✓	✓
Save to	✓	✓
User Name	✓	✓
Password	✓	✓
Connection Mode	✓	✓
Port Number	✓	✓
Prohibit manual entry of destination (Scan to Network Folder/FTP)	✓	✓

Customize One-touch Functions

Item	Web Config	Epson Device Admin
Maximum functions per screen	✓	✓
Screen(s)	✓	✓
Function Assignment	✓	✓

Reports

Item	Web Config	Epson Device Admin
Usage Per User	-	✓
Usage Per Department	-	✓
Job History	-	✓

Related Information

➡ “Set the Scanner Individually Using Web Config” on page 30

➡ “Batch Setting Using Epson Device Admin (Configuration Template)” on page 52

Authentication Device Connection

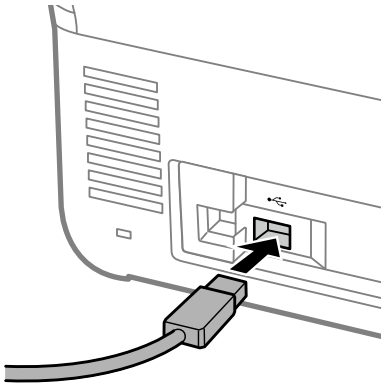
Connect and set up the authentication device to use user authentication. This is not necessary if you do not use an authentication device.

Note:
For an authentication device other than IC card reader, ask your dealer.

Connecting Authentication Device

> ***Important:***
> *When you connect the authentication device to multiple scanners, use a product with the same model number.*

Connect the card reader's USB cable to the external interface USB port on the scanner.



Operation Check for Authentication Device

You can check the connection status and authentication card recognition for the authentication device from the scanner's control panel.

Information is displayed if you select **Settings** > **Device Information** > **Authentication Device Status**.

Confirming the Authentication Card is Recognized

You can check that authentication cards can be recognized by using Web Config.

1. Access Web Config, and then select the **Device Management** tab > **Card Reader**.
2. Hold the authentication card over the authentication card reader.
3. Click **Check**.

   The result is displayed.

Available Reading Method for Authentication Information

You can set the following reading method for the authentication device.

You can set it to the scanner using Web Config or Epson Device Admin.

The settings are required in the following cases.

❏ Read the particular area of the authentication card, such as employee number and personal ID.

❏ Use the authentication card information except for UID (authentication card information such as serial number.)

You can generate the operational parameter by using a tool. Ask your dealer for details.

Note:
Using authentication cards from different manufacturers:

When using UID for card information (card ID information such as the serial number), you can use a mix of different types of authentication cards. This cannot be mixed when using other card information.

Related Information

➡ "Making Authentication Device Settings (Web Config)" on page 47

➡ "Making Authentication Device Settings (Configuration Template)" on page 56

Registration for the License Key

Activate Epson Print Admin Serverless by registering the license key to the scanner.

Note:
The license key may be registered to the scanner by dealer. In this case, skip this step and go to the settings for Epson Print Admin Serverless.

Related Information

➡ "Registering the License Key by Using Web Config" on page 24

➡ "Registering the License Key by Using Epson Device Admin" on page 25

About License Key Acquisition

You need a license key to use Epson Print Admin Serverless.

To find out how to acquire the license key or for more details, ask your dealer.

Registering the License Key by Using Web Config

Use Web Config when you want to register the license key to the scanners individually.

1. Use one of the following methods to connect the scanner to the setup computer.
   - ❏ Connect by wired or wireless LAN

     If you want to connect using a wired connection or wireless LAN, connect to the network in the same segment as the setup computer.
   - ❏ Connect directly using a LAN cable
2. Turn on the scanner.
3. Open a browser on the setup computer and enter the scanner's IP address to open the scanner's Web Config.

   "How to Run Web Config in a Web Browser" on page 12
4. Select the **Epson Open Platform** tab > **Product Key or License Key**.
5. Enter the license key to **Product Key or License Key**.
6. Click **Next**.
7. Click **OK**.

   After a moment, click **Refresh the menu** and reload the page for Web Config.

   If the license information is displayed, **Epson Print Admin Serverless** is activated.

Registering the License Key by Using Epson Device Admin

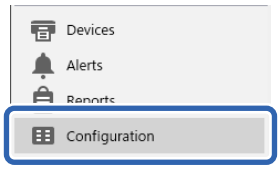
When you use a configuration template for Epson Device Admin, you can apply the license keys given in the CSV file to multiple scanners.

1. Create a new configuration template.
2. Read the license key on the configuration template.
3. Apply it to the target scanners.

Creating the Configuration Template

Create the configuration template newly.

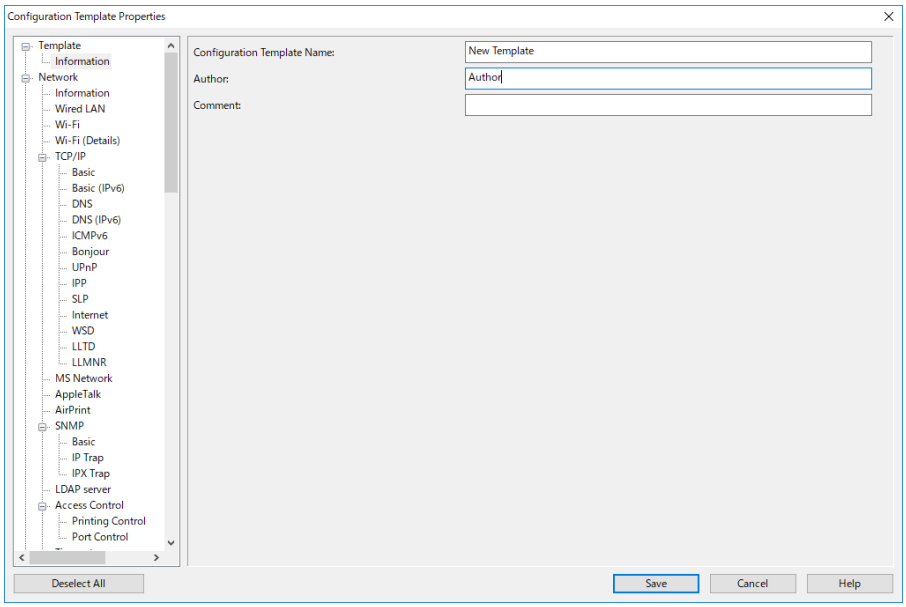
1. Start Epson Device Admin.
2. Select **Configuration** on the side bar task menu.



3. Select **New** on the ribbon menu.



4. Set each item.



Item	Explanation
Configuration Template Name	Name of the configuration template. Enter up to 1,024 characters in Unicode (UTF-8).
Author	Information on the creator of the template. Enter up to 1,024 characters in Unicode (UTF-8).
Comment	Enter arbitrary information. Enter up to 1,024 characters in Unicode (UTF-8).

5. Select the items you want to set on the left.

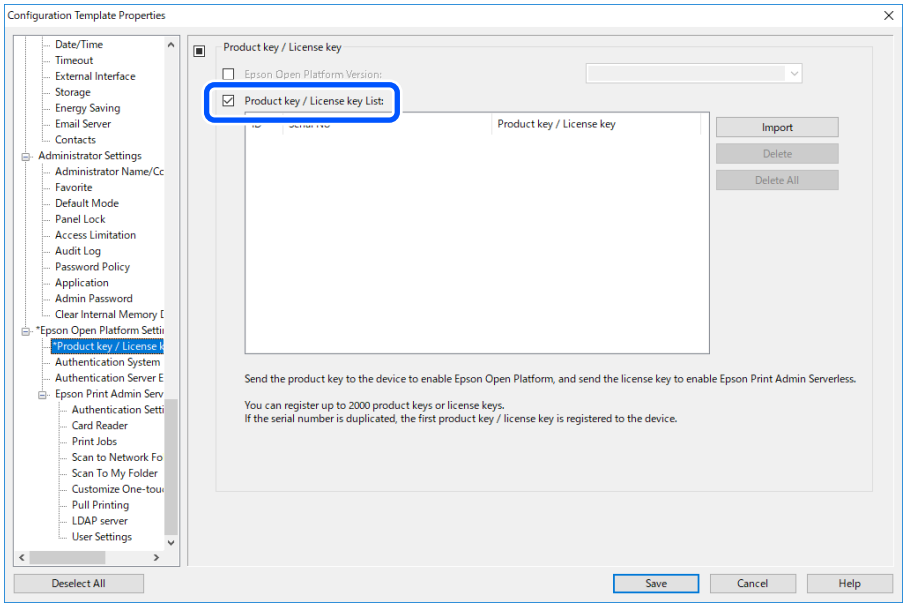
Note:
Click the menu items on the left to switch to each screen. The set value is retained if you switch the screen, but not if you cancel the screen. When you have finished all the settings, click ***Save****.*

Importing the License Key

1. Select **Epson Open Platform Settings** > **Product key / License key** from the configuration template.

2. Select the **Product key / License key List**.

   If the **Epson Open Platform Version** is selected, deselect it.



3. Click **Import**.

4. Select the CSV file for the license key and click **Open**.

   The file is read and the contents are displayed.

   Note:
   ❏ *When you select the license key on the list and click **Delete**, you can delete the license key from the list.*

   ❏ *When you click **Import** again, you can add the other CSV files.*

5. Click **Save**.

6. Click **OK**.

7. Click **OK** on the completion screen.

   Setting values are saved to the configuration template and then the screen is closed.

   Note:
   *To open the configuration template again, select the saved template from the **Configuration Template Name**, and then click **Edit** on the ribbon menu.*

Applying the Configuration Template

Apply the saved configuration template to the scanner. The items selected on the template are applied. If the target scanner does not have the appropriate function, it is not applied.

Registration for the License Key

Note:
When an administrator password is set to the scanner, configure the password in advance.

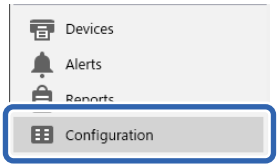
*1. In the ribbon menu of the Device List screen, select **Options** > **Password manager**.*

*2. Select **Enable automatic password management**, and then click **Password manager**.*

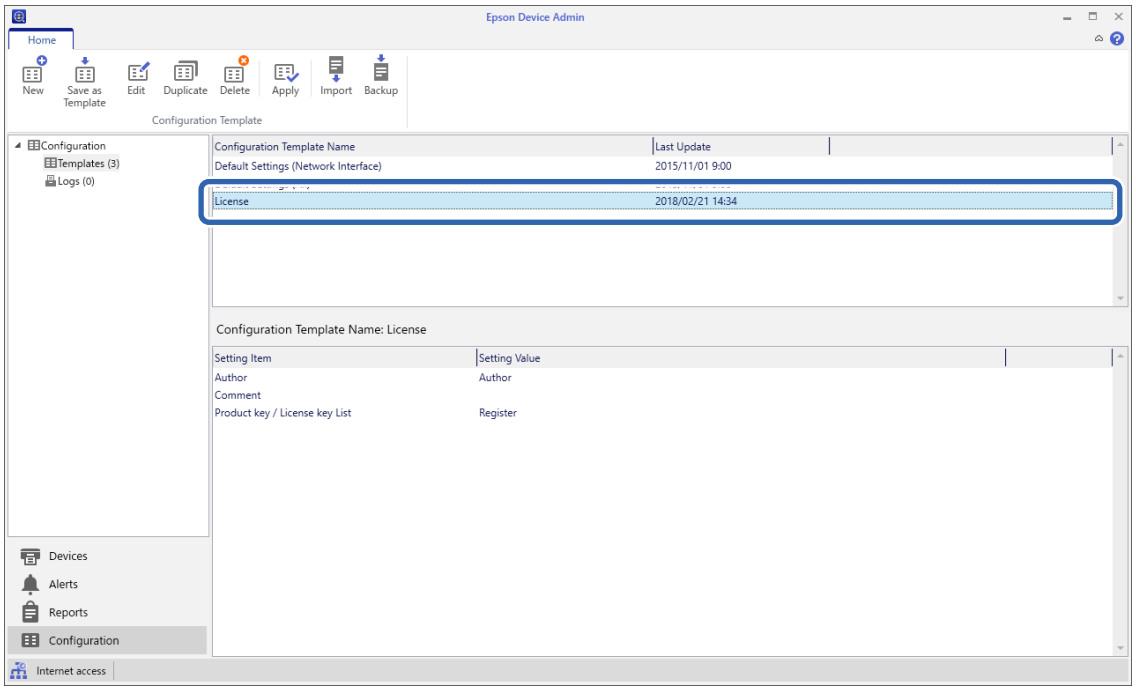
*3. Select the appropriate scanner, and then click **Edit**.*

*4. Set the password, and then click **OK**.*

1. Select **Configuration** on the side bar task menu.



2. Select the configuration template you want to apply from **Configuration Template Name**.



3. Click **Apply** on the ribbon menu.

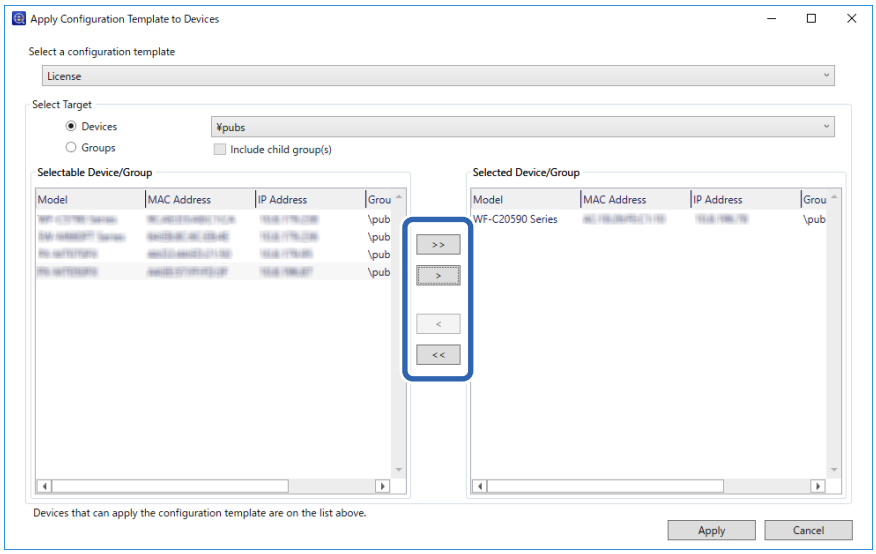
   The device selection screen is displayed.



4. Select the configuration template you want to apply.

   Note:
   - ❏ *When you select **Devices** and groups containing devices from the pull-down menu, each device is displayed.*
   - ❏ *Groups are displayed when you select **Groups**. Select **Include child group(s)** to automatically select child groups within the selected group.*

5. Move the scanner or groups to which you want to apply the template to **Selected Device/Group**.



6. Click **Apply**.

   A confirmation screen for the configuration template to be applied is displayed.

7. Click **OK** to apply the configuration template.

8. When a message is displayed informing you that the procedure is complete, click **OK**.

9. Click **Details** and check the information.

   When is displayed on the items you applied, the application was completed successfully.

10. Click **Close**.

Related Information

➡ "Epson Device Admin" on page 13

Information Registration and System Configuration

Set the necessary items to install Epson Print Admin Serverless.

When you set the scanner individually, use Web Config. When you set multiple scanners in bulk, use Epson Device Admin.

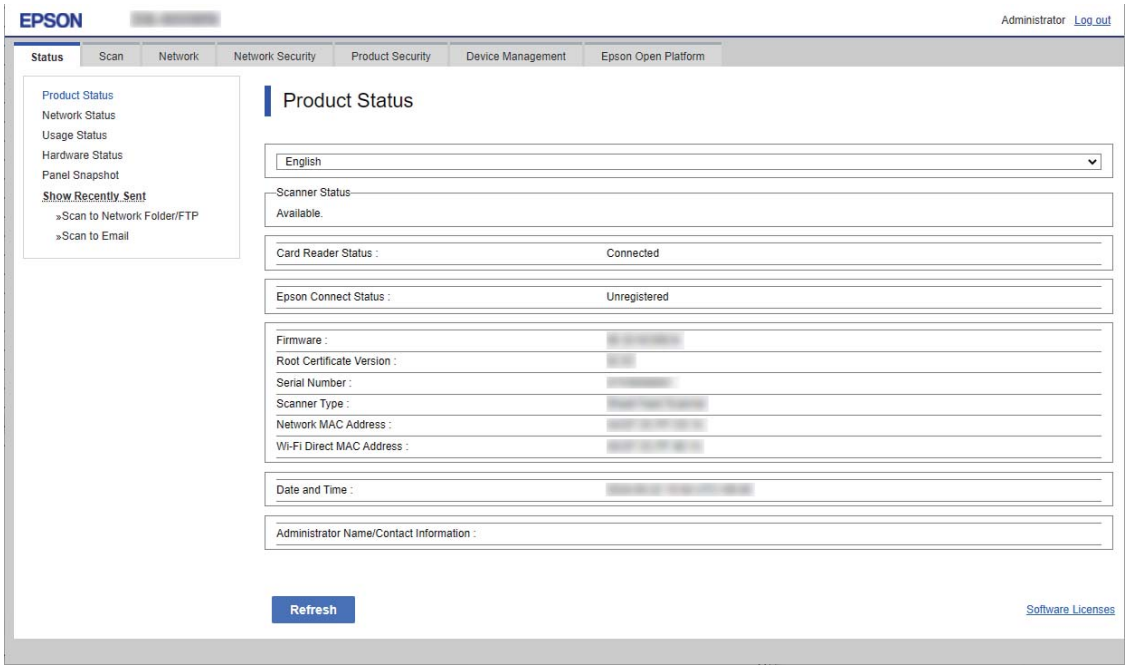
Related Information

➡ "Set the Scanner Individually Using Web Config" on page 30

➡ "Batch Setting Using Epson Device Admin (Configuration Template)" on page 52

Set the Scanner Individually Using Web Config

Explains the procedure when you set up Epson Print Admin Serverless to the scanner individually.



Make the necessary settings for Epson Print Admin Serverless depending on the authentication method you use. For details, see the related information.

Related Information

➡ "Required Settings for the Authentication Method" on page 14

Using Epson Print Admin Serverless Setting List

When registering the license key, the **Epson Print Admin Serverless Setting List** is displayed on the **Epson Open Platform** tab. Follow this list to make settings for Epson Print Admin Serverless.

1. Access Web Config and then select the **Epson Open Platform** tab > **Epson Print Admin Serverless Setting List**.

   Setting items are displayed according to the authentication settings you selected in the **Epson Open Platform** tab >**Authentication Settings** > **Authentication Method**.

2. Click the link for the items you want to set.

3. Set each item.

4. Click **Epson Print Admin Serverless Setting List**.

   Return to the **Epson Print Admin Serverless Setting List**.

Making User Authentication Settings (Web Config)

Set the authentication method and how to authenticate user.

1. Select **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless > Authentication Settings**.

   Or access **Epson Open Platform** tab > **Authentication Settings**.

2. Set each item.

3. Click **OK**.

Authentication Setting Items

Item	Explanation
Authentication Method	Select Authentication Method. ❏ Local DB Authenticate using the User Settings registered to the scanner. It is necessary to register the user to the scanner. ❏ Remote DB Authenticate using the user information of the synchronized external authentication method. Depending on the external authentication method used, you may need to set up an LDAP server or Microsoft Entra ID authentication. ❏ Local DB and Remote DB Authenticate using the user information registered both in the scanner and in the external authentication method synchronized with the scanner. You need to register user information on the scanner, and depending on the external authentication method used, you need to set up an LDAP server or Microsoft Entra ID authentication.

Information Registration and System Configuration

Item	Explanation
Remote DB	Select the type of external authentication method that will be used during user authentication. ❏ Microsoft Entra ID authentication Authenticate using the user information registered in the synchronized Microsoft Entra ID. To use Microsoft Entra ID authentication, you also need to synchronize with Microsoft 365 and set the search attributes for Microsoft Entra ID authentication. Microsoft Entra ID authentication requires an Internet connection. ❏ LDAP Authenticate using the user information on the LDAP server synchronized with the scanner. It is necessary to set up the LDAP server.
How to Authenticate User	Select how to authenticate a user. ❏ Card / User ID and Password Use an ID card to authenticate users. You can also use a user ID and password to authenticate. ❏ Card / ID Number Use an ID card to authenticate users. You can also use an ID Number. ❏ User ID and Password Use a user ID and password to authenticate users. You cannot use an ID card to authenticate when you select this function. ❏ User ID Use only a user ID to authenticate users. You do not need to set a password. ❏ ID Number Use only an ID Number to authenticate users.
Tenant ID	Enter the tenant ID to access the Microsoft Entra ID. This is necessary when using Microsoft Entra ID authentication. It is also necessary when you select **Cloud Storage for Individuals**, or **Personal contacts** in your contacts for Microsoft Entra ID on the scanner's control panel and use those functions.
Allow users to register authentication cards	Enable it if you allow users to register the authentication card to the system. This is unavailable if you select **Remote DB** as the **Authentication Method** and **LDAP** as the **Remote DB**.
The Minimum Digit Number of ID Number	Select the minimum number of digits for ID number.
Minimum Number of Bytes for User ID (UTF-8)	Select the minimum bytes for the User ID. Supported in Europe, the Middle East, and Africa only.
Caching for LDAP authenticated users	When using LDAP server authentication, you can set whether or not to use caching for user information. This is available when **LDAP** is set as the **Remote DB**. When **OFF** is selected, you will be prompted to sign in with your Microsoft account every time you select **Cloud Storage for Individuals**, or **Personal contacts** in your contacts for Microsoft Entra ID on the scanner's control panel and use those functions.
Use user information in SMTP authentication	When using a user ID and password for authentication, you can set whether or not to use user information for SMTP authentication. The system uses the last user ID and password that were logged in.

Item	Explanation
Sender's Email Address	Select the sender's email address when using Scan to Email or Scan to My Email. ❏ User's email address Use the email address of the user logged in to the scanner. If the user's email address is not set, the sender's email address set in the scanner is used. ❏ Product's email address Use the sender's email address set in the scanner.
Restrictions for Remote DB authenticated users	If you are using Remote DB (Microsoft Entra ID authentication orLDAP), you can set the functions available to users.

Related Information

➡ "Overview for the Authentication Method" on page 9

Checking the Tenant ID for Microsoft Entra

Access the Microsoft Entra admin center to check your tenant ID.

Follow the steps below.

Note:
The content of the Microsoft Entra admin center website is subject to change.

1. Access the Microsoft Entra admin center (https://entra.microsoft.com) using your organization account.
   Access using an account with cloud application administrator role privileges.
2. Select **Identity** > **Overview** > **Properties**.
3. Scroll down to the **Tenant ID** section and check the tenant ID displayed.

Registration for the User Information (Web Config)

Register the user information that is used to user authentication.

When you select **Remote DB** for **Authentication Method**, you do not need to register the users. In that case, **User Settings** is not displayed on the list.

When you select **Local DB and Remote DB** for **Authentication Method**, make the LDAP server setting together.

Registering the User Information Individually

Enter the user information one by one.

1. Select the **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **User Settings**.
   Or access **Epson Open Platform** tab > **User Settings**.
2. Click **Add**.
3. Set each item.

4. Click **Apply**.

5. Click **Close**.

User Information Setting Items

Item	Explanation
User ID	Enter the user ID you want to use for authentication within a range of 1 to 83 bytes that can be expressed in Unicode (UTF-8). Since the user ID is not case sensitive, you can login using upper or lower case letters.
User name Display	Enter the user name displayed on the scanner's control panel within 32 characters that can be expressed in Unicode (UTF-16). You can leave this blank.
Password	Enter the password you want to use for authentication within 32 characters in ASCII. The password is case sensitive. Leave this blank if you select **How to Authenticate User** for **User ID**.
Authentication Card ID	Enter the authentication card ID within 116 characters in ASCII. You can leave this blank. When you permit **Allow users to register authentication cards** for **Authentication Settings**, the result registered by users is reflected.
ID Number	This item is displayed when **Card / ID Number** or **ID Number** is selected on the **Epson Open Platform** tab > **Authentication Settings** > **How to Authenticate User**. Enter the number between 4 and 8 digits depending on the digits set on **Epson Open Platform** tab > **Authentication Settings** > **The Minimum Digit Number of ID Number**.
Auto Generate	This item is displayed when **Card / ID Number** or **ID Number** is selected on the **Epson Open Platform** tab > **Authentication Settings** > **How to Authenticate User**. Click to automatically generate an ID number with the same number of digits you selected in **The Minimum Digit Number of ID Number**.
Department	Enter the department name and so on that identifies the user within 40 characters that can be expressed in Unicode (UTF-16). You can leave this blank.
Email Address	Enter the user's email address within 200 characters in ASCII. This is used as the destination for **Scan to My Email**. You can leave this blank.
Scan to My Folder	Set the save destinations individually when you select **Individual** in **Scan to My Folder** > **Setting Type**. See the following for more information on the setting items. "Scan to My Folder Setting Items (Web Config)" on page 50
Restrictions	You can restrict the functions for each user. Select the function that you permit to use.

Item	Explanation
Presets	You can set up to five presets that are only available to the selected user from the Presets registered in the scanner. ❏ Presets that have been allocated to a user can only be used by that user. Presets that have not been allocated to any user can be used by all users. ❏ You cannot use Presets that include functions that have been restricted in **Restrictions**.

Configuring Presets for Each User

You can set up to five presets that are only available to the selected user from the presets registered in the scanner.

Note:
For Epson Device Admin, you can set presets by entering the Preset registration number. However, if the registration number is changed, only the number is used and the contents will not be updated.

1. Open the user setting for which you want to setup presets.
2. Click **Presets** > **Select**.

   A list of presets registered in the scanner is displayed.
3. Select the presets you want to register.

   Note:
   *Click **Edit** to go to the scanner's Presets registration screen.*
4. Click **Select**.

   You are returned to the user settings. Check that the selected presets are displayed.

   Note:
   ❏ *Presets that were registered by an authenticated user are available only for that user.*
   ❏ *Presets that were not registered by an authenticated user can be used by all users. However, you cannot use functions that have been restricted by the administrator.*

Creating a CSV File to Register User Information as a Batch

Create the CSV file to import the user information.

You can easily create the CSV file by using the user information registered individually. We recommend registering the user information individually in advance.

1. Select **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **User Settings**.

   Or select the **Epson Open Platform** tab > **User Settings**.
2. Click **Export**.
3. Select the file format for **File Format**.

   Select it by referring below.

Item	Explanation
CSV UTF-16 (Tab delimited)	Select when you edit the file using Microsoft Excel. Each parameter is enclosed by "[ ]"(brackets). Enter the parameters in "[ ]". When you update the file, we recommend overwriting the file. If you newly save the file, select Unicode text(*.txt) for the file format.
CSV UTF-8 (Comma delimited)	Select when you edit the file using a text editor or macro without Microsoft Excel.
CSV UTF-8 (Semicolon delimited)	

4. Click **Export** to save the file.

5. Edit and save this CSV file in a spreadsheet application such as Microsoft Excel or in a text editor.

> ***Important:***
> *When editing the file, do not change the encoding and header information.*

CSV File Setting Items

Note:
You cannot use CSV files from other models.

Item	Settings and Explanation
UserID	Enter the user ID to use authentication between 1 and 83 bytes in Unicode.
UserName	Enter the user name displayed on the scanner's control panel within 32 characters in Unicode. You can leave this blank.
Password	Enter the password to use for authentication within 32 characters in ASCII. When importing, this is set as the password instead of **EncPassword**. Leave this blank if you select **User ID** for **How to Authenticate User**. When exporting, this is always blank.
AuthenticationCardID	Set the reading result of ID card. When you permit the **Allow users to register authentication cards** for **Authentication Settings**, the result registered by users is reflected. Enter within 116 characters in ASCII. You can leave this blank.
IDNumber	This item is displayed when **Card / ID Number** or **ID Number** is selected in **Authentication Settings** > **How to Authenticate User**. Enter a number that falls somewhere between the number set in **Authentication Settings** > **The Minimum Digit Number of ID Number** and is up to 8 digits. An ID Number cannot be duplicated. If it is duplicated, you will be alerted to the error when importing the file. When left blank, it is automatically assigned a number.
Department	Enter the department name arbitrary to distinguish the users. Enter within 40 characters in Unicode. You can leave this blank.

Information Registration and System Configuration

Item	Settings and Explanation
MailAddress	Set the email address for the users. This is used as the destination of **Scan to My Email**. You can use A-Z, a-z, 0-9, !#'%&'*+-./=?^_{|}~@. Enter 200 characters or less. You cannot use "," (comma) for the first character. You can leave this blank.
FolderProtocol	Set the type of Scan to My Folder function. Network folder (SMB): 0, FTP: 1
FolderPath	Set the saving destination for the Scan to My Folder function.
FolderUserName	Set the user name for the Scan to My Folder function.
FolderPassword	Set a password to authenticate the destination folder for the Scan to My Folder function within 32 ASCII characters. When importing, this is set as the password instead of **EncPassword**. When exporting, this is always blank.
FtpPassive	Set the connection mode for the FTP server when **FTP** is selected as the **Type** for the Scan to My Folder function. Active mode: 0, Passive mode: 1
FtpPort	Set the port number for sending scanned data to the FTP server from 0 to 65535 when **FTP** is selected as the **Type** for the Scan to My Folder function.
ScanToMemory	Set the restrictions for Scan to USB Drive. Not Allowed: 0, Allowed: 1
ScanToMail	Set the restrictions for Scan to Email. You can set **Scan to My Email** only when **Scan to Email** has been enabled. Not Allowed: 0, Allowed: 1
ScanToFolder	Set the restrictions for Scan to Network Folder/FTP. You can set **Scan to My Folder** only when **Scan to Network Folder/FTP** has been enabled. Not Allowed: 0, Allowed: 1
ScanToCloud	Set the restrictions for Scan to Cloud. Not Allowed: 0, Allowed: 1
ScanToComputer	Set the restrictions for Scan to Computer. Not Allowed: 0, Allowed: 1
PresetIndex	Set the Presets that you want to associate with the user. You can set up to five preset registration numbers for the Presets separated by commas.
EncPassword	When exporting user settings, the parameter set for **Password** is encrypted, then the value is encoded by BASE64 and output. When importing with the new password for **Password**, this value is ignored. If **Password** is blank, this value is used and the password remains as it was before exporting.

Item	Settings and Explanation
EncFolderPassword	When exporting the parameter set for **FolderPassword** is encrypted, then the value is encoded by BASE64 and output. When importing with the new password for **FolderPassword**, this value is ignored. If **FolderPassword** is blank, this value is used and the password remains as it was before exporting.

Related Information

➡ "Importing from CSV / ENE File" on page 68

Registering the User Information in Bulk by Using CSV File

You can register users in bulk using a CSV file.

1. Select the **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **User Settings**.

   Or access **Epson Open Platform** tab > **User Settings**.

2. Click **Import**.

3. Click **Browse...** to select the file to import, and then click **Open**.

4. Click **Import**.

5. After checking the displayed information, click **OK**.

Related Information

➡ "Creating a CSV File to Register User Information as a Batch" on page 35

Settings for Synchronizing with Cloud Directory Services (Web Config)

Settings for Synchronizing with Microsoft 365 (Web Config)

Synchronizing with Microsoft 365

Sign in from the scanner with your organization account for Microsoft to synchronize the scanner to Microsoft 365. You need an Internet connection to synchronize with Microsoft 365.

The following functions are available when you synchronize your scanner to Microsoft 365.

❏ Saving scanned data to cloud storage (your organization's shared folder)

You can save scanned results to your organization's shared folder in cloud storage (OneDrive for Business, SharePoint Online, Microsoft Teams).

❏ Synchronizing your contacts with Microsoft Entra ID (Organization contacts)

Using Scan to Email, you can search for recipients from "Organization contacts" in the synchronized Microsoft Entra ID contacts to retrieve email addresses.

To use "Organization contacts", you also need to set the search attributes for "Organization contacts".

❏ Using Microsoft Entra ID to authenticate users

You can authenticate users by synchronizing existing accounts for Microsoft Entra ID. This saves you from having to prepare new user accounts.

To use Microsoft Entra ID authentication, you need to configure the authentication method, external authentication, and the search attributes for Microsoft Entra ID authentication.

Related Information

➡ "Signing in with a Microsoft Account from the Scanner (Web Config)" on page 39

Signing in with a Microsoft Account from the Scanner (Web Config)

To synchronize the scanner with Microsoft 365, sign in with your organization account for Microsoft from the scanner using Web Config.

1. Select **Microsoft 365 > Sign In** from **Epson Print Admin Serverless Setting List**.

   Or access **Network** tab > **Microsoft 365** > **Sign In**.

2. Click**Sign in with Microsoft**.

3. When the URL for the authentication page is displayed, copy the authentication code, and then click the URL.

   The Sign In screen opens.

4. Follow the on-screen instructions to sign in.

   When signing in for the first time, you need permission from the signing-in user to register the enterprise application to Entra ID. Use an account with a cloud application administrator role or higher to sign in.

5. If **Sign In** is displayed as the **Current Status** on the Web Config screen, you are signed in.

Setting Search Attributes for Contacts for Microsoft Entra ID (Web Config)

Using your Microsoft Entra ID contacts allows you to search for email addresses and other contact details for users registered in "Organization contacts" and "Personal contacts".

Setting Search Attributes for "Organization contacts" (Web Config)

Setting search attributes for "Organization contacts" in your Microsoft Entra ID contacts allows you to search for email addresses and other contact details for users registered in "Organization contacts" from the synchronized Microsoft Entra ID contacts.

1. Select the **Network** tab > **Microsoft 365 > Search Settings for Microsoft Entra ID (Contacts)**.

2. Select **Enable** from **Search from Microsoft**.

3. Set each item for **Organization contacts**.

   See the related information for details of each item.

4. Click**OK** .

Related Information

➡ “Search Setting Items for "Organization contacts" (Web Config)” on page 40

Search Setting Items for "Organization contacts" (Web Config)

Item	Settings and Explanation
Number of search entries	Specify the number of search entries between 5 and 500. The specified number of the search entries is saved and displayed temporarily. Even if the number of the search entries is over the specified number and an error message appears, the search can be completed.
User name Attribute	Specify the attribute name to be used when searching for a user name. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: userPrincipalName
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail

Setting Search Attributes for "Personal contacts" (Web Config)

Setting search attributes for "Personal contacts" in your Microsoft Entra ID contacts allows you to search for email addresses and other contact details for users registered in "Personal contacts" from the synchronized Microsoft Entra ID contacts. "Personal contacts" contains contacts registered by users in Microsoft Outlook and other similar services.

1. Select the **Network** tab > **Microsoft 365** > **Search Settings for Microsoft Entra ID (Contacts)**.

2. Select **Enable** from **Search from Microsoft**.

3. Set each item for **Personal contacts**.

   See the related information for details of each item.

4. Click**OK** .

Related Information

➡ “Search Setting Items for "Personal contacts" (Web Config)” on page 41

Search Setting Items for "Personal contacts" (Web Config)

Item	Settings and Explanation
Number of search entries	Specify the number of search entries between 5 and 500. The specified number of the search entries is saved and displayed temporarily. Even if the number of the search entries is over the specified number and an error message appears, the search can be completed.
User name Attribute	Specify the attribute name to be used when searching for a user name. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: userPrincipalName
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail

Setting Search Attributes for Microsoft Entra ID Authentication (Web Config)

You can set search attributes for users registered in Epson Print Admin Serverless from a synchronized Microsoft Entra ID.

1. Select **Epson Print Admin Serverless Setting List** > **Microsoft 365** > **Search Settings for Microsoft Entra ID (Epson Print Admin Serverless)**.

   Or access the **Network** tab > **Microsoft 365** > **Search Settings for Microsoft Entra ID (Epson Print Admin Serverless)**.

2. Set each item.

   See the related information for details on each item.

3. Click **OK**.

Related Information

➡ "Search Setting Items for Microsoft Entra ID Authentication (Web Config)" on page 41

Search Setting Items for Microsoft Entra ID Authentication (Web Config)

Item	Settings and Explanation
User ID Attribute	Specify the attribute name to be used when searching for a user ID. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: employeeId

Item	Settings and Explanation
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Authentication Card ID Attribute	Specify the attribute name to be used when searching for an authentication card ID. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: employeeId
ID Number Attribute	Specify the attribute name to be used when searching for an ID number. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: employeeId
Department Attribute	Specify the attribute name to be used when searching for a department name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: department
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail

Synchronization with the LDAP Server (Web Config)

Make the LDAP server settings for the scanner using Web Config.

Set this when you select **Remote DB** or **Local DB and Remote DB** as the **Authentication Method** and **LDAP** is selected as the **Remote DB**.

For details of setting items, see the same item for Epson Device Admin in this manual.

Related Information

➡ “LDAP Server Setting Items” on page 64

➡ “Kerberos Setting Items” on page 67

➡ “Search Setting Items for LDAP Server Authentication” on page 66

Available Services

The following directory services are supported.

Service Name	Version
Active Directory	Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019
OpenLDAP	Ver.2.3, Ver.2.4

Making the LDAP Server Setting (Web Config)

1. Select the **Epson Print Admin Serverless Setting List** > **LDAP Server** > **Basic (Primary Server)**.

   Or access **Network** tab > **LDAP Server** > **Basic (Primary Server)**.

2. Set each item.

   See the related information for details of each item.

3. Click **OK**.

4. When you select **Kerberos Authentication** for **Authentication Method**, make Kerberos settings from **Network** tab > **Kerberos Settings**, and then click **OK**.

   You can register up to 10 Kerberos settings. If you do not select it, go to the next step.

5. Set the secondary server for LDAP server as necessary on **Basic (Secondary Server)**, and then click **OK**.

   The setting items are same as the primary server settings.

6. Click **OK**.

Related Information

➡ "LDAP Server Setting Items" on page 64

➡ "Kerberos Setting Items" on page 67

Checking the LDAP Server Connection

Performs the connection test to the LDAP server by using the parameter set on **LDAP Server** > **Search Settings**.

1. Select the **Epson Print Admin Serverless Setting List** > **LDAP Server** > **Connection Test (Primary Server)**.

   Or access **Network** tab > **LDAP Server** > **Connection Test (Primary Server)**.

2. Click **Start**.

   The result is displayed.

3. Click **OK**.

Making the Search Attribute Setting

Set the search attribute of the user to register to Epson Print Admin Serverless from the LDAP server.

1. Select the **Epson Print Admin Serverless Setting List** > **LDAP Server** > **Search Settings (Epson Print Admin Serverless)**.

   Or access **Network** tab > **LDAP Server** > **Search Settings (Epson Print Admin Serverless)**.

2. Set each item.

3. Click **OK**.

Related Information

➡ "Search Setting Items for LDAP Server Authentication" on page 66

Optional Settings (Web Config)

Set the other functions as necessary.

Access Control Settings

Set the functions that are available to the user.

Setting Access Permissions for Authenticated Users (Web Config)

When you use device authentication in Epson Print Admin Serverless, you can also set access restrictions for each user in User Settings for Web Config. See related information for details on the setting items.

You can also restrict all scanning functions for all logged in users. Set this to prevent users from scanning. Follow the steps below.

1. Select **Epson Print Admin Serverless Setting List** > **Access Control Settings** > **User Settings**.

   Or select the **Product Security** tab > **Access Control Settings** > **User Settings**.

2. Click **Edit** next to **1**.

3. Enable the functions that you want to permit to use in **Select the check box to enable or disable each function.**.

   Note:
   You can restrict all scanning functions for all logged in users if you clear ***Scan****.*

4. Click **Apply**.

Related Information

➡ "User Information Setting Items" on page 34

Set Access Permission to the Driver (Web Config)

Set permissions to allow scanning from your computer.

If you do not want to restrict users, select **Epson Print Admin Serverless Setting List** > **Access Control Settings** > **Basic**, and then select **Allows printing and scanning without authentication information**.

To restrict users, follow the steps below to set up accounts to use the scanner from Epson Scan 2.

1. Select **Access Control Settings** > **User Settings** from **Epson Print Admin Serverless Setting List**.

   Or select the **Product Security** tab > **Access Control Settings** > **User Settings**.

2. Click **Add** for a line that has not been registered, except for **1**.

   Note:
   1 *is reserved for applications such as the authentication system.*

3. Enter the **User Name** and **Password**.

   Note:
   The user name and password set here are used for driver authentication.

4. Select **Scan** in **Select the check box to enable or disable each function.**.

5. Click **Apply**.

6. Register the User Name and Password set in step 3 on the computer using Epson Scan 2.

Related Information

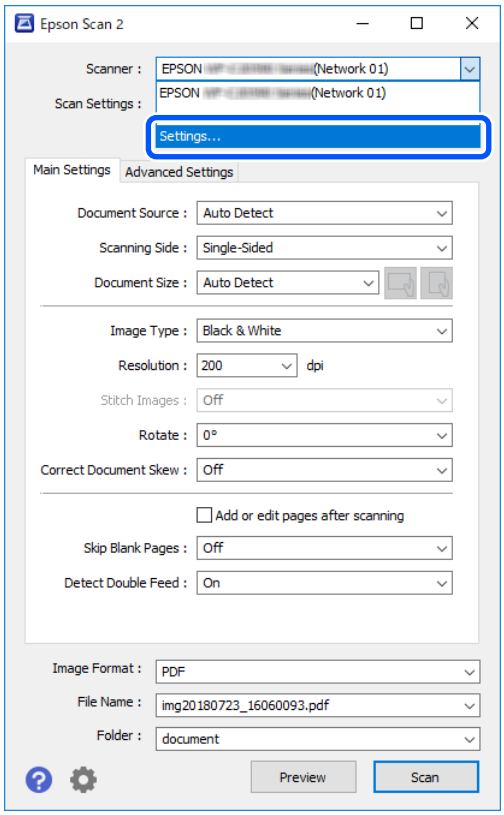
➡ "Scanning from the Computer" on page 45

Scanning from the Computer

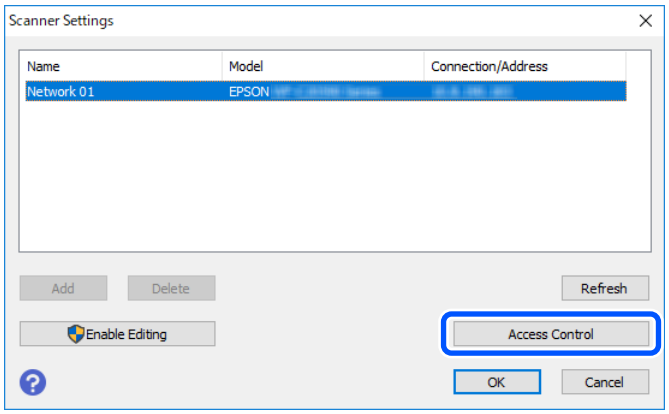
If you want to scan from the computer, set information for access limitations in Epson Scan 2.

1. Run Epson Scan 2.

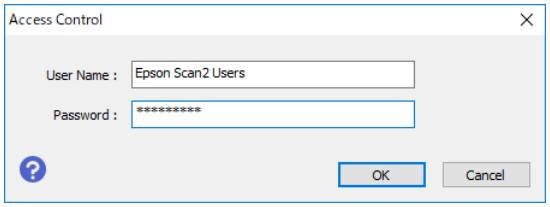
2. Select **Settings** from **Scanner**.



3. Select the scanner, and then click **Access Control**.



4. Set the **User Name** and **Password**, and then click **OK**.



5. Click **OK**.

Allow registered users to log in to Web Config (Web Config)

1. Select **Access Control Settings** > **Basic** from **Epson Print Admin Serverless Setting List**.

   Or access the **Product Security** tab > **Access Control Settings** > **Basic**.

2. Select **Allow registered users to log in to Web Config**.

3. Click **OK**.

Allowing Scanning Functions Without Authentication (Web Config)

This allows users to use the scanning functions even when they are logged out. The icons for the functions are displayed on the login screen.

1. Select **Access Control Settings** > **Basic** from **Epson Print Admin Serverless Setting List**.

   Or select the **Product Security** tab > **Access Control Settings** > **Basic**.

2. Enable the functions you want to allow users to access from the control panel when they are logged out.

3. Click**OK**.

Related Information

➡ “Allowing Scanning Functions Without Authentication (Configuration Template)” on page 73

Making Authentication Device Settings (Web Config)

Set the reading format for authentication information received from an ID card.

1. Select **Epson Print Admin Serverless Setting List** > **Card Reader**.

   Or select the **Device Management** tab > **Card Reader**.

2. Set the reading information of the authentication device and ID card.

3. Click **Next**.

   The setting confirmation screen is displayed.

4. Click **OK**.

Related Information

➡ "Available Reading Method for Authentication Information" on page 23

Authentication Device Setting Items

Item		Explanation
Vendor ID		Set the vendor ID of the authentication device that limits use from 0000 to FFFF by using 4 alphanumeric characters. If you do not want to limit it, set to 0000.
Product ID		Set the product ID of the authentication device that limits use from 0000 to FFFF by using 4 alphanumeric characters. If you do not want to limit it, set to 0000.
Operational parameter		Set the operation parameter of the authentication device between 0 and 8192 characters. A~Z, a~z, 0~9, +, /, =,space, and line feed are available.
Epson Print Admin Serverless	Card Reader	Select the conversion format for authentication device.
	Authentication Card ID save format	Select the conversion format for authentication information of an ID card.
	Set card ID range	Enable specification of the reading position.
	Text Start Position	Specify the text start position and the number of characters. You can specify between 1 and 4096.
	Number of Characters	Specify the number of characters of reading ID information. You can specify between 1 and 4096.

Authentication Device, Card ID Save Format Setting Items

Format	Description
Format 1 (Default)	Outputs the binary value as a hexadecimal.

Format	Description
Format 2	Outputs the value obtained by rearranging the Upper Lower byte binary value as a hexadecimal number.
Format 3	Outputs the value obtained by rearranging the Upper Lower bit by bit conversion as a hexadecimal number.
Format 4	Outputs a binary value as a decimal number.
Format 5	Outputs the value obtained by rearranging the Upper Lower byte binary value as a decimal number.
Format 6	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a decimal number.
Format 7	Outputs the binary value as a hexadecimal ASCII string.
Format 8	Outputs the value obtained by rearranging the Upper Lower byte of the binary value as a hexadecimal ASCII string.
Format 9	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a hexadecimal ASCII string.
Format 10	Outputs the binary value as a decimal ASCII string.
Format 11	Outputs the value obtained by rearranging the Upper Lower byte of the binary value as a decimal ASCII string.
Format 12	Outputs the value obtained by rearranging the Upper Lower bit by bit calculated as a decimal ASCII string.
Format 13	Outputs a binary value as an ASCII string.

Mail Server Settings (Web Config)

Set this when using the following functions to send email.

❏ Scan to My Email

This is the function to send the scanned data to the email address of the user who logged in to the scanner.

❏ Scan to Email

This is the function to send the scanned data to a specified email address.

❏ Email Notification

This is the function to receive alerts by email when events such as errors occur.

You can configure the mail server in **Epson Print Admin Serverless Setting List** > **Email Server** > **Basic**.

After configuring, you can check the connection to the mail server by selecting **Email Server** > **Connection Test**.

Note:
The setting items are the same as for ***Network*** *tab* > ***Email Server****.*

See the scanner's *User's Guide* for more information on the email server setting items.

Related Information

➡ "Registration for the User Information (Web Config)" on page 33

➡ "About Email Notifications" on page 86

OAuth 2.0 Authentication for Scan to My Email

If you are using Microsoft Exchange Online and you select **OAuth2** as the **Authentication Method** and **User's email address** as the **Sender's Email Address** in the Authentication Settings in Epson Print Admin Serverless, each user must sign in with their own email address.

First, the administrator must sign in using the scanner administrator's email address, select **Consent on behalf of organization**, and set the permission range.

Follow the steps below after setting up Epson Print Admin Serverless.

1. On the Epson Print Admin Serverless screen on the scanner's control panel, sign in as a user with administrator privileges for the scanner.
2. Select **Scan to My Email**.

   The sign-in screen is displayed.
3. Enter the email address, and then select **Next**.

   To sign in, the account must have a **cloud application administrator** role or higher.
4. Enter the password, and then click **Sign In**.
5. On the permission screen, select **Consent on behalf of organization**, and then select **Accept**.

   If you are successfully signed in, a message is displayed on the Epson Print Admin Serverless screen.

   After checking the message, close the screen.

Once the administrator has signed in, each user registered in Epson Print Admin Serverless can use the email sending function by signing in with their own account.

When each user selects **Scan to My Email** for the first time, the sign-in screen is displayed and they need to sign in.

When signing in, use your company's or organization's Microsoft account (email address and password).

Configuring Scan to My Folder Settings (Web Config)

Set the Scan to My Folder function by using Epson Print Admin Serverless. You can set the following save destinations using the Scan to My Folder function.

Set Destination	Target	Authentication Method (Remote DB)	Destination Path
User folder	Each user (device authentication user)	Local DB, Local DB and Remote DB (Microsoft Entra ID authentication, LDAP)	Contacts
User folder	Each user (LDAP authentication user)	Remote DB (LDAP), Local DB and Remote DB (LDAP)	LDAP attribute

Set Destination	Target	Authentication Method (Remote DB)	Destination Path
Shared folder*	All users	Local DB, Remote DB (Microsoft Entra ID authentication, LDAP), Local DB and Remote DB (Microsoft Entra ID authentication, LDAP)	Device (setting for the Scan to My Folder function)

* : A folder named after the user's ID is automatically created immediately below the specified folder path or URL

1. Select the **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **Scan to Network Folder/FTP**.

   Or access **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Scan to Network Folder/FTP**.

2. Set each item.

3. Click **OK**.

Scan to My Folder Setting Items (Web Config)

Item		Explanation
Save To Setting	Setting Type	❏ **Shared** Automatically creates a folder named after the user's ID below the folder path or URL specified in **Save to**, and saves the scan results to this folder. ❏ **Individual**: Set the save destination for scan results for each user. Device authenticated users can be set in the user settings. Users authenticated by LDAP server can set the save location in the LDAP server's search attribute.
	Type	Select the transmission protocol. When the scanning output destination is a network folder, select **Network Folder (SMB)**. For an FTP server, select **FTP**.
	Save to	When you select **Network Folder (SMB)** in **Type**, specify the path of the output destination of the scanned data. When you select **FTP** in **Type**, specify the URL of the output destination of the scanned data. Enter within 160 characters in Unicode (UTF-8).
	Connection Mode	Set when you select **FTP** in **Type**. Select a connection mode to the FTP server.
	Port Number	Set when you select **FTP** in **Type**. Enter the port number to send the scanned data to an FTP server between 0 and 655353.

Item		Explanation
Authentication Settings	Setting Type	This is displayed when **Individual** is selected as **Setting Type** in the **Save To Setting**. ❏ **Shared** The settings configured for **User Name** and **Password** are used for authentication regardless of the authentication method. ❏ **Individual**: Device authenticated users can be set individually in the user settings. For users authenticated by LDAP server, the settings for **User Name** and **Password** are used for authentication.
	User Name	Enter the user name to access the scan output destination folder. Enter within 30 characters in Unicode (UTF-8).
	Password	Enter the password to access the scan output destination folder. Enter within 20 characters in Unicode (UTF-8).

Prohibit Changing the Destination for Scan to Network Folder/FTP (Web Config)

The default destination for Scan to Network Folder/FTP can be set so that the user cannot change it.

You can set this from **Epson Print Admin Serverless > Scan to Network Folder/FTP** from **Epson Print Admin Serverless Setting List** or the **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Scan to Network Folder/FTP**.

Item	Explanation
Prohibit manual entry of destination	When enabled, the user cannot change the default destination.

Editing the Home Screen (Web Config)

You can display only necessary icons by editing the icon layout displayed on the home screen for the control panel.

1. Select **Epson Print Admin Serverless > Customize One-touch Functions** from **Epson Print Admin Serverless Setting List**.

   Or select the **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Customize One-touch Functions**.

2. Select the layout of the icons displayed on the control panel from **Maximum functions per screen**. The image changes according to the selected layout.

   > ***Important:***
   > *In the following cases, icons for the specified functions are not displayed on the home screen.*
   > ❏ *When you select functions that are not permitted due to user restrictions.*
   > ❏ *When the email address for a logged in user is not registered. (Scan to My Email)*
   > ❏ *When the destination folder is not set. (Scan to My Folder)*

3. Select the screen number from **Screen(s)**.

4. Select the function you want to display on the line with the same number as the number at the position where you want to display the icon.

5. Click **OK**.

Related Information

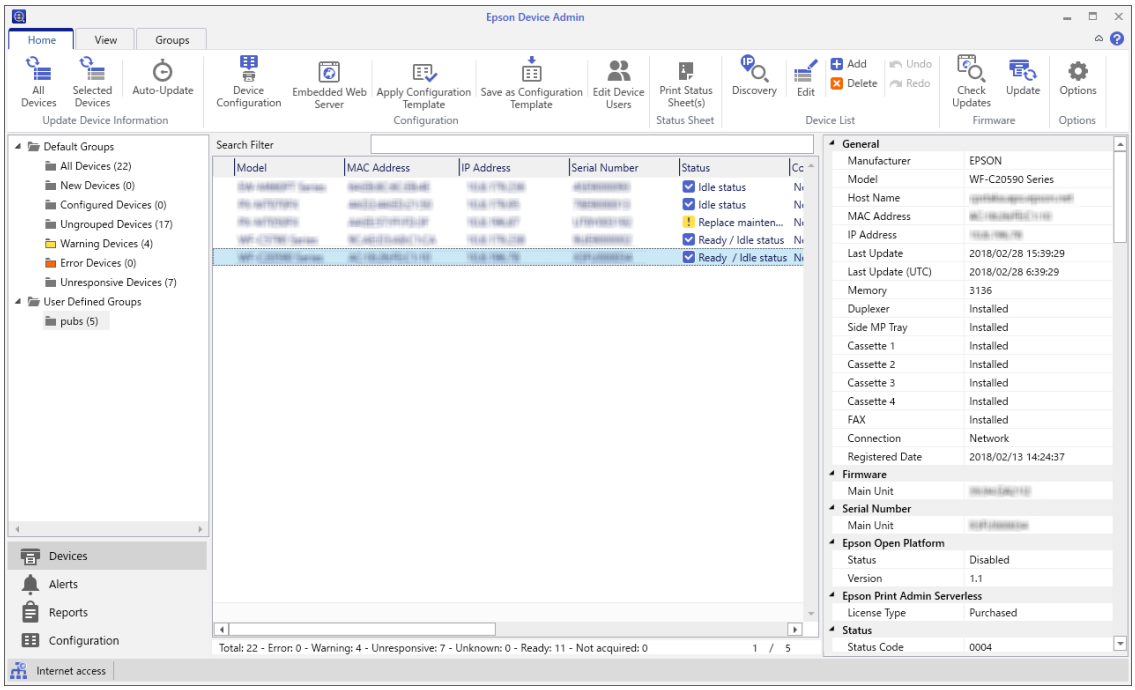
➡ "Editing the Home Screen (Configuration Template)" on page 74

Batch Setting Using Epson Device Admin (Configuration Template)

When using Epson Device Admin, you can set Epson Print Admin Serverless settings to multiple scanners in bulk.

For details, see the manual or help for Epson Device Admin.

Make the necessary settings for the Epson Print Admin Serverless depending on the authentication method you use. For details, see the related information.



Related Information

➡ "Required Settings for the Authentication Method" on page 14

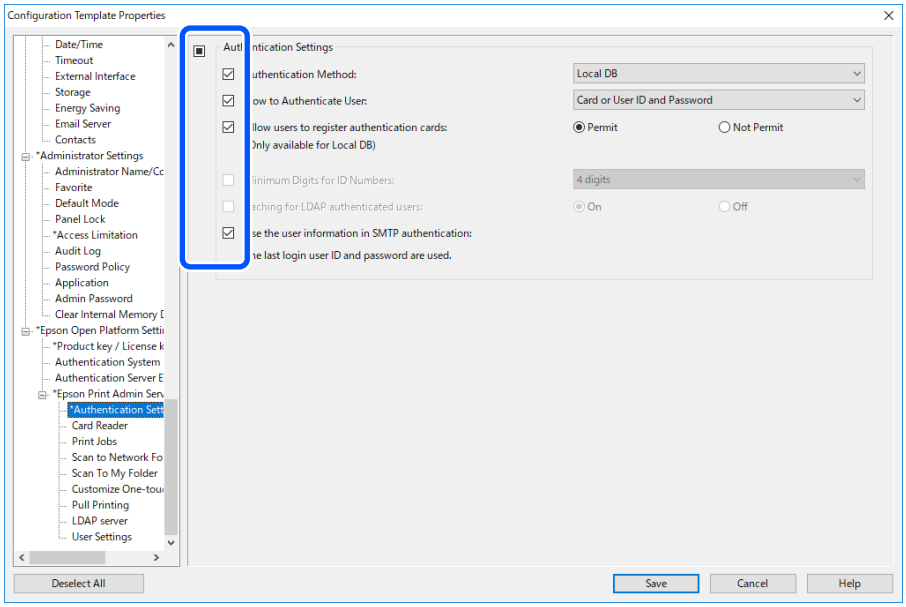
Operation Flow of Epson Device Admin

Make the Epson Print Admin Serverless settings by using the configuration template for Epson Device Admin. Apply the setting value to the scanner by following the flow below.

1. Create the configuration template.

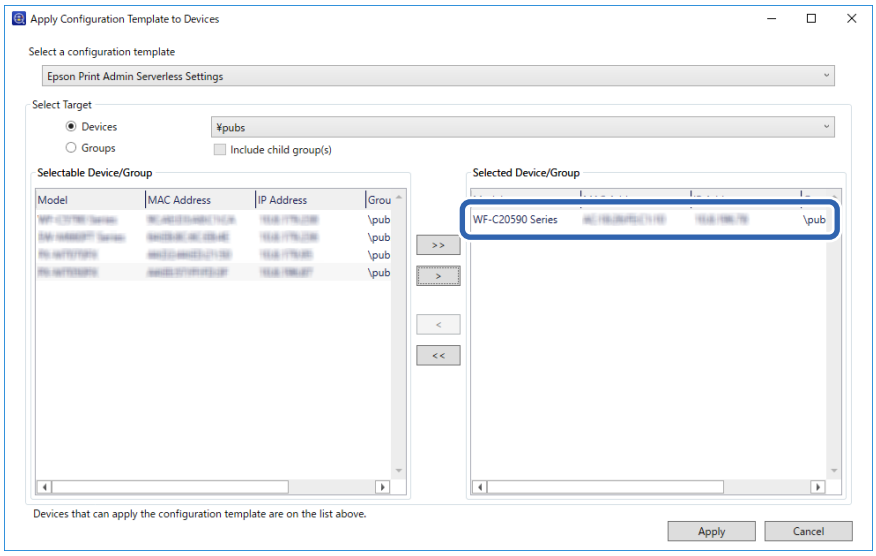
2. On the setting item screen, enter or select the value, and enable the item that you want to apply.

   The following is an example.



3. Save the configuration template.

4. Select the scanner you want to apply the setting value, and apply the configuration template.



For the basic operation of the configuration template, see the related information.

Related Information

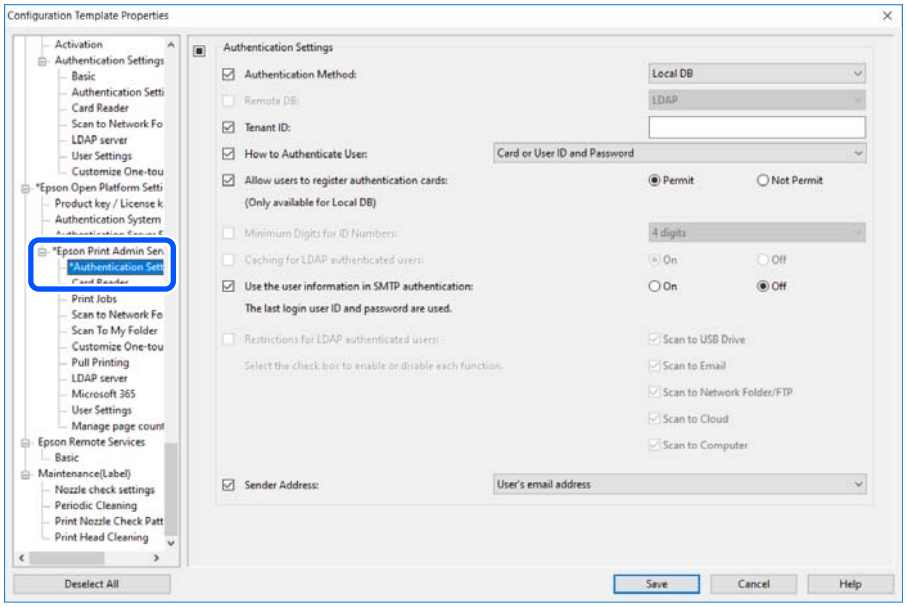
➡ “Creating the Configuration Template” on page 25

➡ “Applying the Configuration Template” on page 27

Configuring User Authentication Settings (Configuration Template)

Set the authentication method and how to authenticate user.

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **Authentication Settings** from the configuration template.



2. Set each item.

   See the related information for the items.

Related Information

➡ "Authentication Setting Items (Configuration Template)" on page 54

Authentication Setting Items (Configuration Template)

Item	Explanation
Authentication Method	Select the authentication method. ❏ Local DB Authenticate using the user Information registered to the scanner. It is necessary to register the user information to the scanner. ❏ Remote DB Authenticate using the user information of the synchronized external authentication method. Depending on the external authentication method used, you may need to set up an LDAP server or Microsoft Entra ID authentication. ❏ Local DB and Remote DB Authenticate using the user information registered both in the scanner and in the external authentication method synchronized with the scanner. You need to register user information on the scanner, and depending on the external authentication method used, you need to set up an LDAP server or Microsoft Entra ID authentication.

Information Registration and System Configuration

Item	Explanation
Remote DB	Select the type of external authentication method that will be used during user authentication. ❏ Microsoft Entra ID authentication Authenticate using the user information registered in the synchronized Microsoft Entra ID. To use Microsoft Entra ID authentication, you also need to synchronize with Microsoft 365 and set the search attributes for Microsoft Entra ID authentication. To synchronize the scanner with Microsoft 365, you need to sign in with your organization account for Microsoft from the scanner using Web Config. See the following for instructions on how to synchronize with Microsoft 365. "Synchronizing with Microsoft 365" on page 38 "Signing in with a Microsoft Account from the Scanner (Web Config)" on page 39 ❏ LDAP Authenticate using the user information on the LDAP server synchronized with the scanner. It is necessary to set up the LDAP server.
Tenant ID	Enter the tenant ID to access the Microsoft Entra ID. This is necessary when using Microsoft Entra ID authentication. It is also necessary when you select **Cloud Storage for Individuals**, or **Personal contacts** in your contacts for Microsoft Entra ID on the scanner's control panel and use those functions. ***Note:*** *See the following for information on how to check the tenant ID.* *"Checking the Tenant ID for Microsoft Entra" on page 33*
How to Authenticate User	Select how to authenticate a user. ❏ Card or User ID and Password Use an ID card to authenticate users. You can also use a user ID and password to authenticate. ❏ User ID and Password Use a user ID and password to authenticate users. You cannot use an ID card to authenticate when you select this function. ❏ User ID Use only a user ID to authenticate users. You do not need to set a password. ❏ Card or ID Number Use an ID card to authenticate users. You can also use an ID Number. ❏ ID Number Use only an ID Number to authenticate users.
Allow users to register authentication cards	Enable it if you allow users to register the authentication card to the system. This is unavailable if you select **Remote DB** as the **Authentication Method** and **LDAP** as the **Remote DB**.
Minimum Digits for ID Numbers	Select the minimum number of digits for ID number.
Minimum Number of Bytes for User ID (UTF-8)	Select the minimum bytes for the User ID. Supported in Europe, the Middle East, and Africa only.
Caching for LDAP authenticated users	When using LDAP server authentication, you can set whether or not to use caching for user information. This is available when **LDAP** is set as the **Remote DB**. When **OFF** is selected, you will be prompted to sign in with your Microsoft account every time you select **Cloud Storage for Individuals**, or **Personal contacts** in your contacts for Microsoft Entra ID on the scanner's control panel and use those functions.

Item	Explanation
Use user information in SMTP authentication	When using a user ID and password for authentication, you can set whether or not to use user information for SMTP authentication. The system uses the last user ID and password that were logged in.
Restrictions for Remote DB authenticated users	If you are using Remote DB (Microsoft Entra ID authentication or LDAP), you can set the functions available to users. This setting cannot be used with this scanner.
Sender Address	Select the sender's email address when using Scan to Email or Scan to My Email. ❏ User's email address Use the email address of the user logged in to the scanner. If the user's email address is not set, the sender's email address set in the scanner is used. ❏ Product's email address Use the sender's email address set in the scanner.

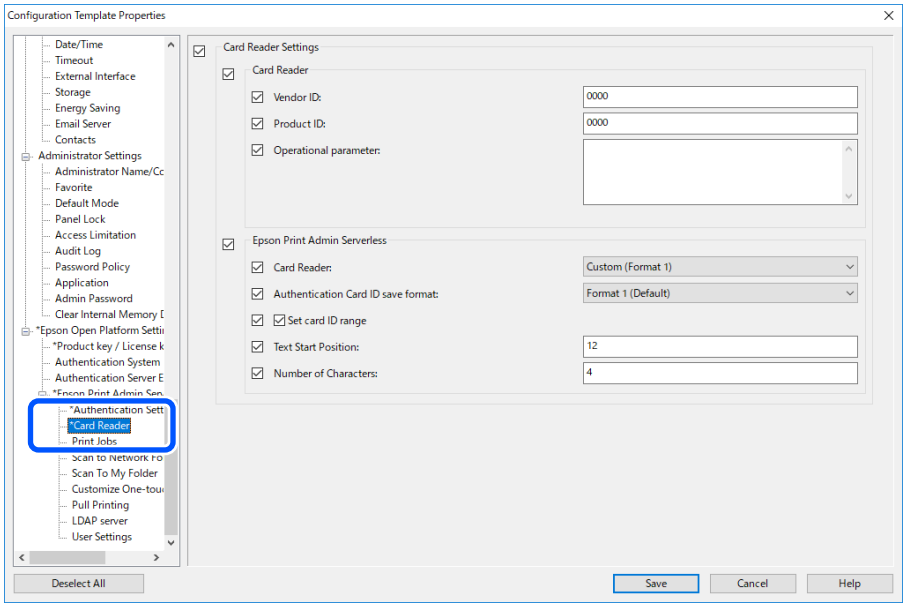
Related Information

➡ "Overview for the Authentication Method" on page 9

Making Authentication Device Settings (Configuration Template)

Set the reading format for authentication information received from an ID card.

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **Card Reader** from the configuration template.



2. Set the reading information of the authentication device and ID card.

   See the related information for the items.

Related Information

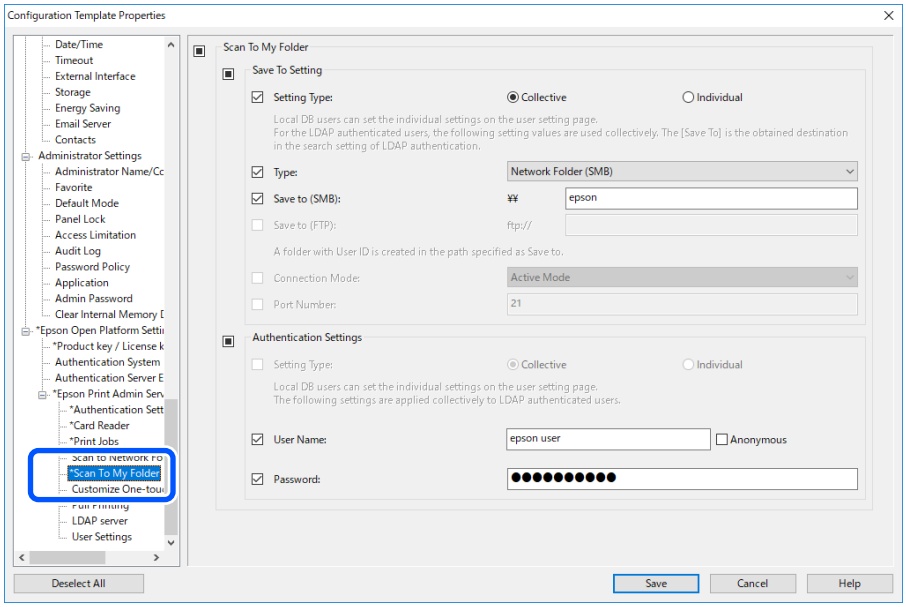
➡ “Authentication Device Setting Items” on page 47

➡ “Available Reading Method for Authentication Information” on page 23

Making Scan to My Folder Settings (Configuration Template)

Set the Scan to My Folder function using Epson Print Admin Serverless. For the scan to my folder function, the user ID name folder is automatically created under the folder path or URL that you assign here and the scanned data is saved there.

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **Scan To My Folder** from the configuration template.



2. Set each item.

Scan To My Folder Setting Items (Configuration Template)

Item		Explanation
Save To Setting	Setting Type	❏ **Shared** Automatically creates a folder named after the user's ID below the folder path or URL specified in **Save to**, and saves the scan results to this folder. ❏ **Individual**: Set the save destination for scan results for each user. Device authenticated users can be set in the user settings. Users authenticated by LDAP server can set the save location in the LDAP server's search attribute.
	Type	Select the transmission protocol. When the scanning output destination is a network folder, select **Network Folder (SMB)**. For an FTP server, select **FTP**.
	Save to (SMB)	Set when you select **Network Folder (SMB)** in **Type**. Specify the path of the output destination of the scanned data. Enter within 160 characters in Unicode (UTF-8).
	Save to (FTP)	Set when you select **FTP** in **Type**. Specify the URL of the output destination of the scanned data. Enter within 160 characters in Unicode (UTF-8).
	Connection Mode	Set when you select **FTP** in **Type**. Select a connection mode to the FTP server.
	Port Number	Set when you select **FTP** in **Type**. Enter the port number to send the scanned data to an FTP server between 1 and 655353.
Authentication Settings	Setting Type	This is displayed when **Individual** is selected as **Setting Type** in the **Save To Setting**. ❏ **Shared** The settings configured for **User Name** and **Password** are used for authentication regardless of the authentication method. ❏ **Individual**: Device authenticated users can be set individually in the user settings. For users authenticated by LDAP server, the settings for **User Name** and **Password** are used for authentication.
	User Name	Enter the user name to access the scan output destination folder. Enter within 255 characters in Unicode (UTF-8). If you select **Anonymous**, the user name is fixed to "anonymous".
	Password	Enter the password to access the scan output destination folder. Enter within 255 characters in ASCII.

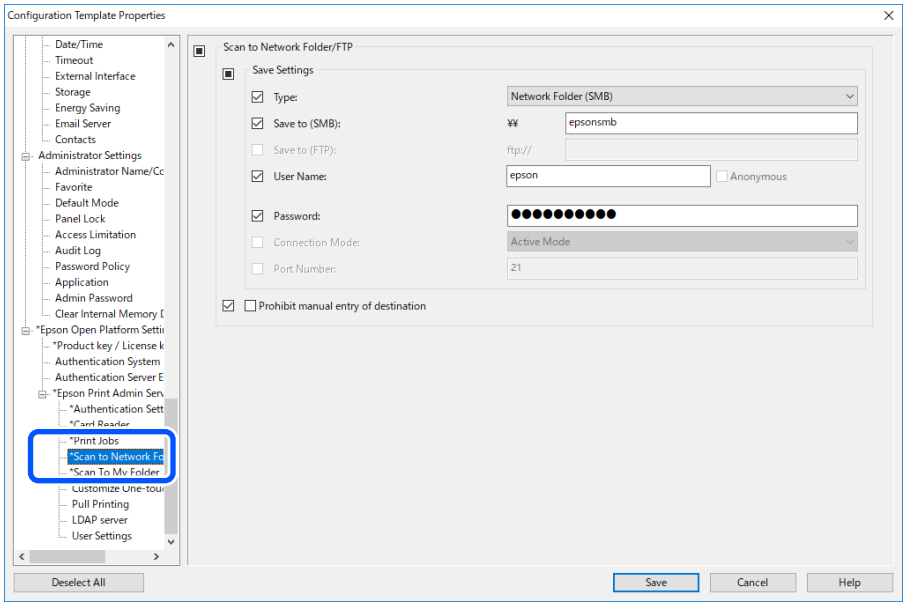
Related Information

➡ "Making Scan to My Folder Settings (Configuration Template)" on page 57

Prohibit Changing the Destination for Scan to Network Folder/FTP (Configuration Template)

The default destination for Scan to Network Folder/FTP can be set so that the user cannot change it.

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **Scan to Network Folder/FTP** from the configuration template.



2. Enable **Prohibit manual entry of destination**.

Related Information

➡ “Prohibit Changing the Destination for Scan to Network Folder/FTP (Web Config)” on page 51

Settings for Synchronizing with Cloud Directory Services (Configuration Template)

Setting Search Attributes for Contacts for Microsoft Entra ID (Configuration Template)

Using your Microsoft Entra ID contacts allows you to search for email addresses and other contact details for users registered in "Organization contacts" and "Personal contacts".

Related Information

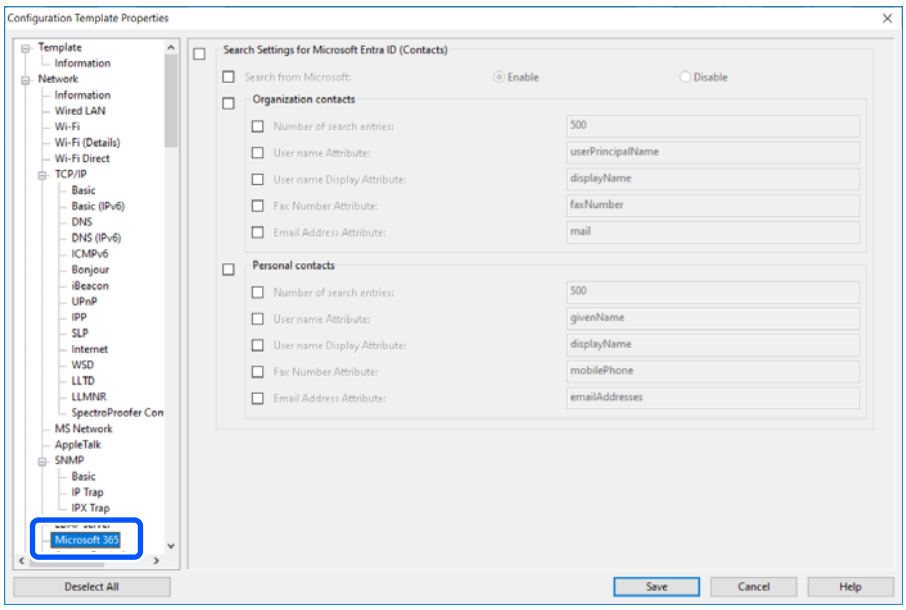
➡ “Setting Search Attributes for "Organization contacts" (Configuration Template)” on page 60

➡ “Setting Search Attributes for "Personal contacts" (Configuration Template)” on page 61

Setting Search Attributes for "Organization contacts" (Configuration Template)

Setting search attributes for "Organization contacts" in your Microsoft Entra ID contacts allows you to search for email addresses and other contact details for users registered in "Organization contacts" from the synchronized Microsoft Entra ID contacts.

1. Select **Network** > **Microsoft 365** from the configuration template.



2. Select **Search Settings for Microsoft Entra ID (Contacts)**.

3. Select **Enable** from **Search from Microsoft**.

4. Set each item for **Organization contacts**.

   See the related information for details of each item.

Related Information

➡ "Search Setting Items for "Organization contacts" (Configuration Template)" on page 60

Search Setting Items for "Organization contacts" (Configuration Template)

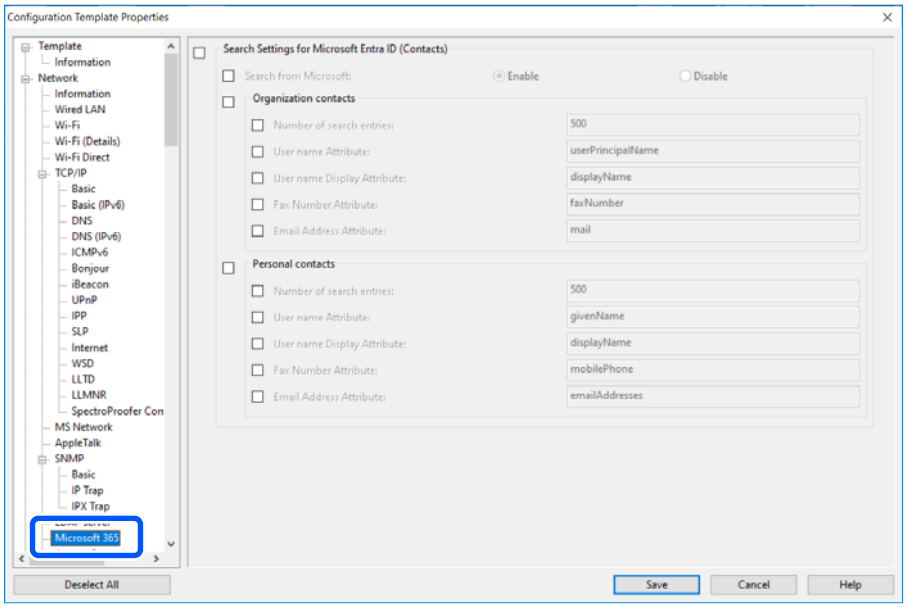
Item	Settings and Explanation
Number of search entries	Specify the number of search entries between 5 and 500. The specified number of the search entries is saved and displayed temporarily. Even if the number of the search entries is over the specified number and an error message appears, the search can be completed.
User name Attribute	Specify the attribute name to be used when searching for a user name. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: userPrincipalName

Item	Settings and Explanation
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail

Setting Search Attributes for "Personal contacts" (Configuration Template)

Setting search attributes for "Personal contacts" in your Microsoft Entra ID contacts allows you to search for email addresses and other contact details for users registered in "Personal contacts" from the synchronized Microsoft Entra ID contacts. "Personal contacts" contains contacts registered by users in Microsoft Outlook and other similar services.

1. Select **Network** > **Microsoft 365** from the configuration template.



2. Select **Search Settings for Microsoft Entra ID (Contacts)**.

3. Select **Enable** from **Search from Microsoft**.

4. Set each item for **Personal contacts**.

   See the related information for details of each item.

Related Information

➡ "Search Setting Items for "Personal contacts" (Configuration Template)" on page 62

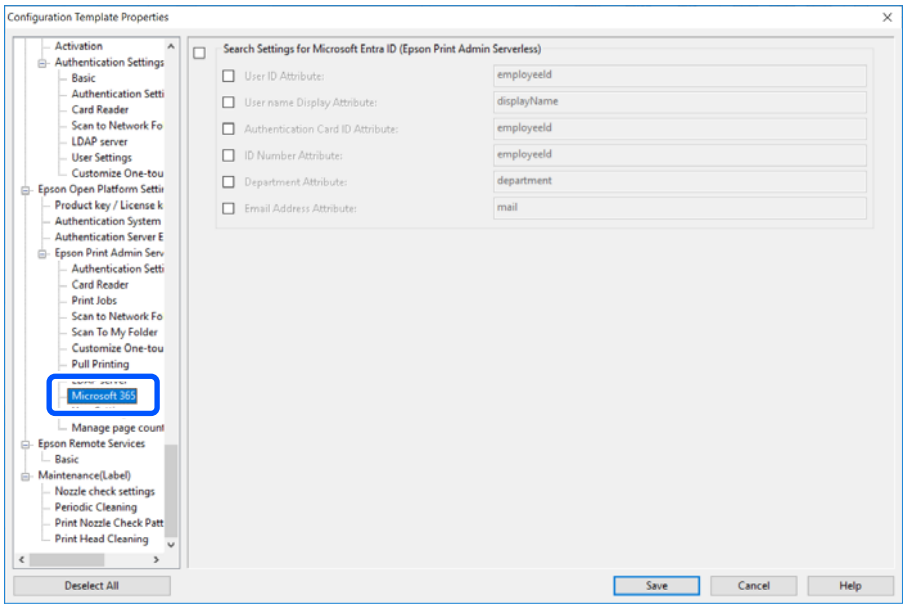
Search Setting Items for "Personal contacts" (Configuration Template)

Item	Settings and Explanation
Number of search entries	Specify the number of search entries between 5 and 500. The specified number of the search entries is saved and displayed temporarily. Even if the number of the search entries is over the specified number and an error message appears, the search can be completed.
User name Attribute	Specify the attribute name to be used when searching for a user name. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: userPrincipalName
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail

Setting Search Attributes for Microsoft Entra ID Authentication (Configuration Template)

You can set search attributes for users registered in Epson Print Admin Serverless from a synchronized Microsoft Entra ID.

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **Microsoft 365** from the configuration template.



2. Select **Search Settings for Microsoft Entra ID (Epson Print Admin Serverless)**.

3. Set each item.

   See the related information for details on each item.

Search Setting Items for Microsoft Entra ID Authentication (Configuration Template)

Item	Settings and Explanation
User ID Attribute	Specify the attribute name to be used when searching for a user ID. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: employeeId
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: displayName
Authentication Card ID Attribute	Specify the attribute name to be used when searching for an authentication card ID. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: employeeId
ID Number Attribute	Specify the attribute name to be used when searching for an ID number. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: employeeId
Department Attribute	Specify the attribute name to be used when searching for a department name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: department
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail

Synchronizing with the LDAP Server (Configuration Template)

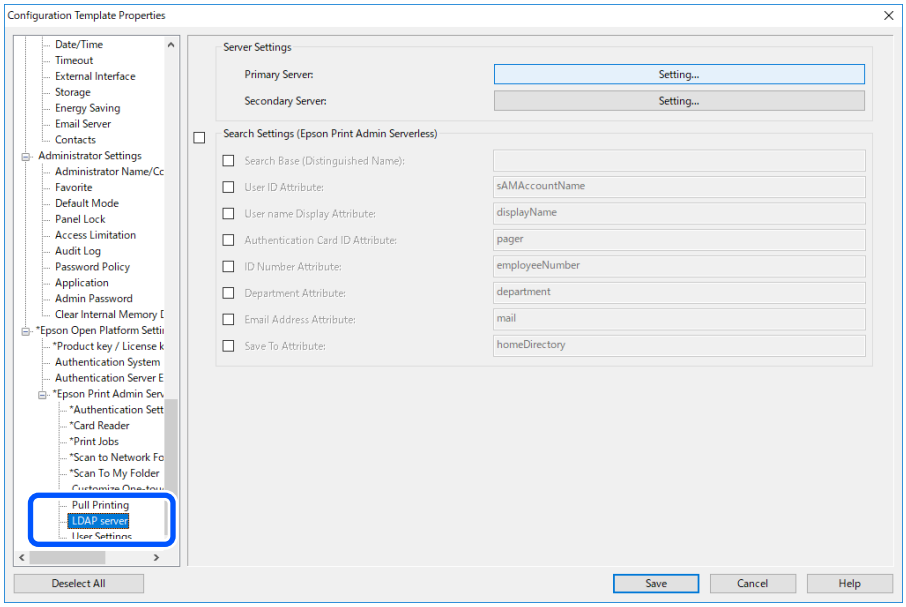
Set the LDAP server settings used for the authentication method and the search attributes used to identify the user information.

Set this when you select **Remote DB** or **Local DB and Remote DB** as the **Authentication Method** and **LDAP** is selected as the **Remote DB**.

It can be used as a redundant system of the LDAP server.

Note:
The LDAP server settings that are set here are shared with the settings for ***Network*** *>* ***LDAP server*** *>* ***Server Settings (Primary Server)*** *and* ***Server Settings (Secondary Server)*** *used by* ***Contacts****. When you change one value, it is reflected in the other.*

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **LDAP server** from the configuration template.



2. Set each item.

   See the related information for the items.

Related Information

➡ “LDAP Server Setting Items” on page 64

➡ “Kerberos Setting Items” on page 67

➡ “Search Setting Items for LDAP Server Authentication” on page 66

Available Services

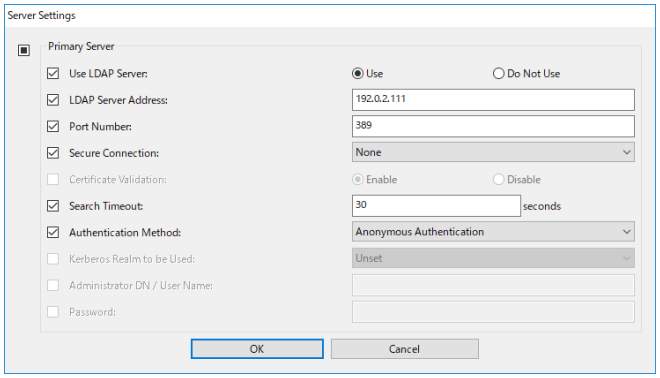
The following directory services are supported.

Service Name	Version
Active Directory	Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019
OpenLDAP	Ver.2.3, Ver.2.4

LDAP Server Setting Items

Click **Settings** for **Server Settings (Primary Server)**.

When you select **Kerberos Authentication** for **Authentication Method**, make Kerberos settings from **Network** > **Security** > **Kerberos Settings**.



Item	Settings and Explanation
Use LDAP Server	Select when you use LDAP server.
LDAP Server Address	Enter the address of the LDAP server. Enter between 1 and 1024 characters of either IPv4, IPv6, or FQDN format. For the FQDN format, you can use alphanumeric characters in ASCII (0x20-0x7E) and "-" except for the beginning and end of the address.
Port Number	Enter the LDAP server port number between 1 and 65535.
Secure Connection	Specify the authentication method when the scanner accesses the LDAP server.
Certificate Validation	When this is enabled, the certificate of the LDAP sever is validated. We recommend this is set to **Enabled**. To set up, the **CA Certificate** needs to be imported to the scanner.
Search Timeout	Set the length of time for searching before timeout occurs between 0 and 99999.
Authentication Method	Select one of the methods. If you select **Kerberos Authentication**, select **Kerberos Settings** to make Kerberos settings. To perform Kerberos Authentication, the following environment is required. ❏ The scanner and the DNS server can communicate. ❏ The time of the scanner, KDC server, and the server that is required for authentication (LDAP server, SMTP server, File server) are synchronized. ❏ When the service server is assigned as the IP address, the FQDN of the service server is registered on the DNS server reverse lookup zone.
Kerberos Realm to be Used	If you select **Kerberos Authentication** for **Authentication Method**, select the Kerberos realm that you want to use.
Administrator DN / User Name	Enter the user name for the LDAP server in 1024 characters or less in Unicode (UTF-8). You cannot use control characters, such as 0x00-0x1F and 0X7F. This setting is not used when **Anonymous Authentication** is selected as the **Authentication Method**. If you do not specify this, leave it blank.
Password	Enter the password for the LDAP server authentication in 1024 characters or less in Unicode (UTF-8). You cannot use control characters, such as 0x00- 0x1F and 0X7F. This setting is not used when **Anonymous Authentication** is selected as the **Authentication Method**. If you do not specify this, leave it blank.

Related Information

➡ "Importing from the LDAP Server" on page 69

Search Setting Items for LDAP Server Authentication

Set the search attribute of the users to synchronize with the LDAP server authentication.

Search Setting

Item	Settings and Explanation
Search Base (Distinguished Name)	Specify the start position for searching the user information when you search it from the LDAP server. Enter between 0 and 128 characters in Unicode (UTF-8). If you do not search for arbitrary attribute, leave this blank. Example for the local server directory: dc=server,dc=local
User ID Attribute	Specify the attribute name to be used when searching for a user ID. Enter a combination of between 1 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: cn, uid
User name Display Attribute	Specify the attribute name to be used when searching for a user display name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: cn, name
Authentication Card ID Attribute	Specify the attribute name to be used when searching for an authentication card ID. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: cn, sn
ID Number Attribute	Specify the attribute name to be used when searching for an ID number. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: cn, id
Department Attribute	Specify the attribute name to be used when searching for a department name. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: ou, ou-cl
Email Address Attribute	Specify the attribute name to be used when searching for an email address. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: mail
Save To Attribute	Specify the attribute name used to refer to the save destination for Scan To My Folder. Enter a combination of between 0 and 255 characters using A-Z, a-z, 0-9, hyphens (-), and semicolons (;). The first character should be a-z or A-Z. Example: homeDirectory

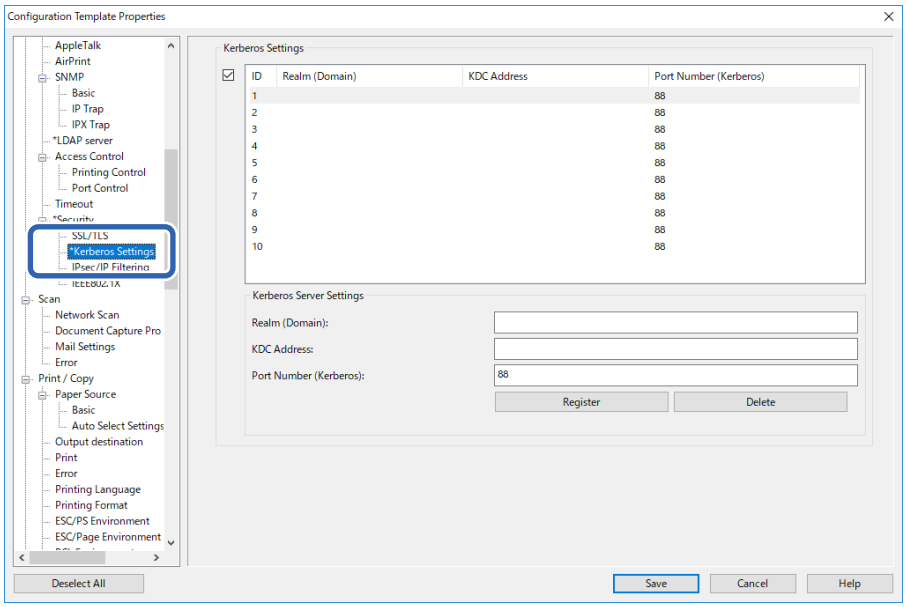
Related Information

➡ "Synchronization with the LDAP Server (Web Config)" on page 42

➡ "Importing from the LDAP Server" on page 69

Kerberos Setting Items

Select **Network** > **Security** > **Kerberos Settings**.



Item	Settings and Explanation
Realm (Domain)	Enter the realm of the Kerberos authentication in 1024 characters or less in ASCII. If you do not register this, leave it blank.
KDC Address	Enter the address of the Kerberos authentication server. Enter 1024 characters or less in either IPv4, IPv6 or FQDN format. If you do not register this, leave it blank.
Port Number (Kerberos)	Enter the Kerberos server port number between 1 and 65535.

Registration for the User Information (Configuration Template)

Register the user information that is used for user authentication.

When you select **Remote DB** as the **Authentication Method**, you do not need to register user information.

Import for the User Information (Configuration Template)

You can import user information to the scanner in bulk by using the LDAP server or CSV/ENE file.

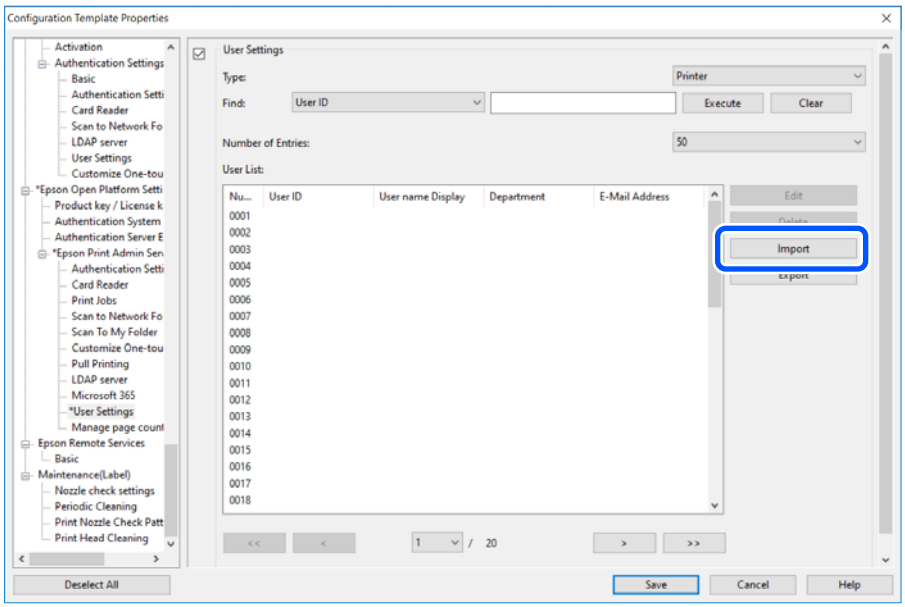
Search the user information from the LDAP server for Epson Print Admin Serverless, and then import it to the scanner.

You can import user information up to the number of users that have not already been assigned in Contacts.

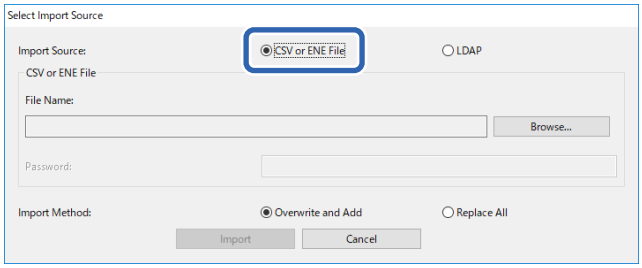
Note:
ENE file is the binary file provided by Epson that encrypts and saves the Contacts or user information. It can be exported from Epson Device Admin and a password can be set. It is useful when you want to import the user information from the backup file.

Importing from CSV / ENE File

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **User Settings**.
2. Select **Scanner** for **Type**.
3. Click **Import**.



4. Select **CSV or ENE File** for **Import Source**.



5. Click **Browse**.

   The file selection screen is displayed.

6. Select the file to import, and then click **Open**.
7. Select how to import the file.

   ❏ Overwrite and Add: If there is the same user ID, overwrite it, otherwise add it.

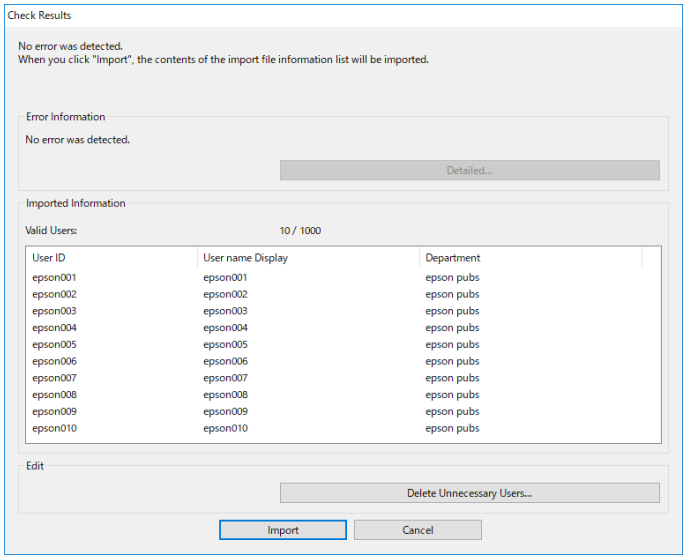
   ❏ Replace All: Replace the all user information to the new one.

8. Click **Import**.

   The confirmation screen is displayed.

9. Click **OK**.

   The validation result is displayed.



   Note:

   ❏ *When the user information exceeds the available number, an instruction to delete user information is displayed. Delete the user information that is exceeded before importing.*

   ❏ *When you click **Delete Unnecessary Users**, the user deletion screen is displayed. Select the user information and click **Delete**. You can delete the user information before importing.*

10. Click **Import**.

    The user information is imported to the configuration template.

Related Information

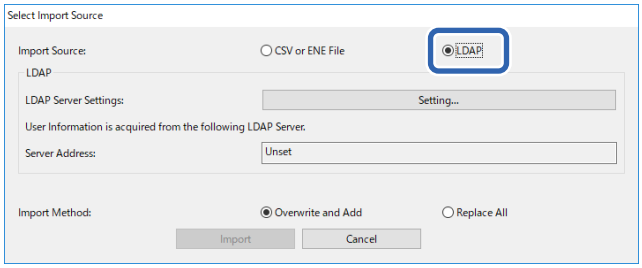
➡ "Creating a CSV File to Register User Information as a Batch" on page 35

Importing from the LDAP Server

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **User Settings**.

2. Click**Import** .

3. Select **LDAP** from **Import Source**.



4. Click**Settings** .

   LDAP server setting is displayed.

   Note:
   This LDAP server setting is the setting to import the user information from the LDAP server to the scanner. The imported user information is used to authenticate users by the scanner itself.

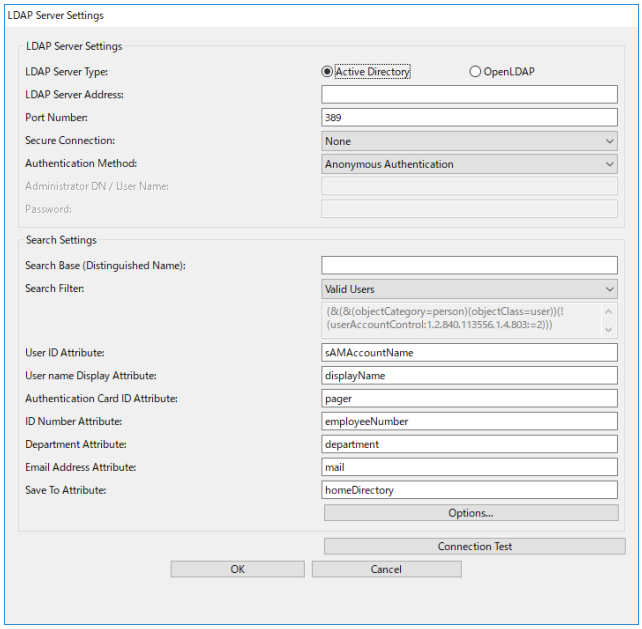
   *On the other hand, when you select **Remote DB** or **Local DB and Remote DB** for the authentication method, communicate with the LDAP server to authenticate users.*

5. Set each item.

   When importing user information from an LDAP server, you can make the following settings in addition to the items in the LDAP settings.

   See related information for other items.

Items			Explanation
LDAP Server Settings	LDAP Server Type		Select the type of LDAP server.
Search Settings	Search Filter		Configure the search strings for the LDAP search filter. You can also edit the filters by selecting **Custom**.
	Options	Type	Select the type of destination for the Scan To My Folder feature.
		Connection Mode	When you select **FTP** as the **Type** you can set the connection mode for the FTP.
		Port Number	When you select **FTP** as the **Type**, you can set the port number for the FTP.



6. Perform the connection test as necessary by clicking **Connection Test**.

   Display the 10 user information got from the LDAP server.

7. Click **OK** .

8. Select how to import the file.
   - ❏ Overwrite and Add: If there is the same user ID, overwrite it, otherwise add it.
   - ❏ Replace All: Replace the all user information to the new one.
9. Click **Import** .

   The confirmation screen is displayed.
10. Click **OK** .

    The validation result is displayed.

    Note:
    *When you click **Delete Unnecessary Users**, the user deletion screen is displayed. Select the user information and click **Delete**. You can delete the user information before importing.*
11. Click **Import** .

    The user information is imported to the configuration template.

Related Information

➡ "Creating a CSV File to Register User Information as a Batch" on page 35
➡ "Synchronization with the LDAP Server (Web Config)" on page 42
➡ "User Maintenance" on page 82
➡ "LDAP Server Setting Items" on page 64
➡ "Search Setting Items for LDAP Server Authentication" on page 66

Other Functions Setting (Configuration Template)

Set the other functions as necessary.

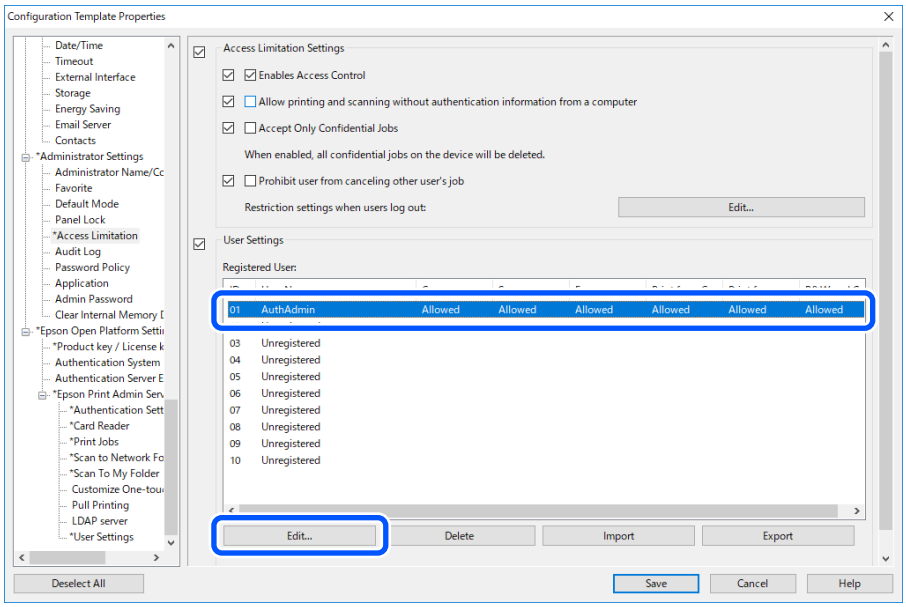
Setting Access Permissions for Authenticated Users (Configuration Template)

When using local authentication in Epson Print Admin Serverless, you can set user restrictions for each user when registering user information.

You can also restrict all scanning functions for all logged in users. Set this to prevent users from scanning. Follow the steps below.

1. Select **Administrator Settings** > **Access Limitation** from the configuration template, and then select **Enables Access Control**.
2. Select **User Settings**.

3. Select **01**, and then click **Edit**.



4. Change the **Scan** settings.

5. Click **OK**.

Related Information

➡ "Setting Access Permissions for Authenticated Users (Web Config)" on page 44

➡ "User Information Setting Items" on page 34

Set Access Permission to the Driver (Configuration Template)

Set permissions to allow scanning from your computer.

1. Select **Administrator Settings** > **Access Limitation** from the configuration template, and then select **Enables Access Control**.

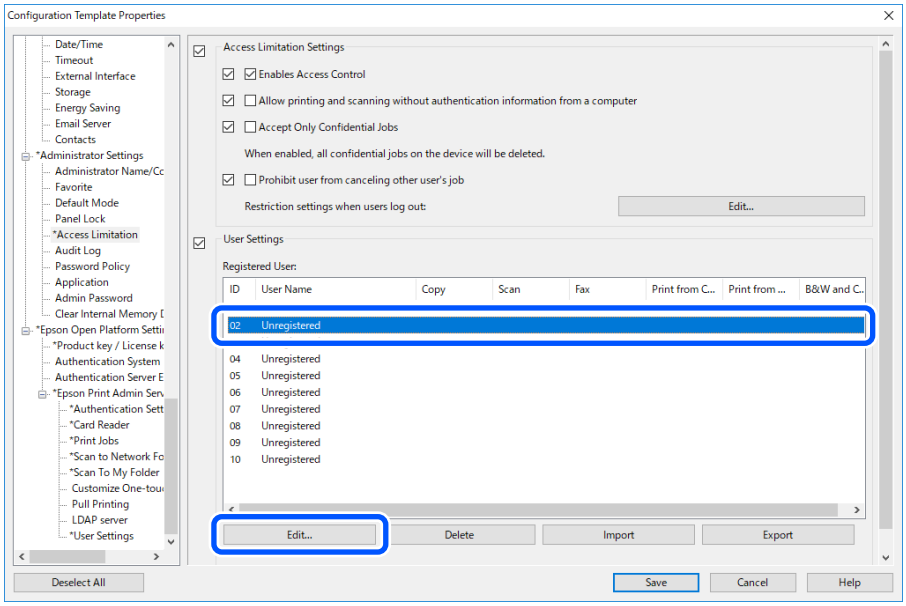
   ❏ If you do not want to restrict users, select **Allows printing and scanning without authentication information**, and then click **OK**.

   ❏ To restrict users, follow the steps below to set up accounts to use the scanner from Epson Scan 2.

2. Select **User Settings**.

3. Select the ID of an unregistered line except for **01**.

   Note:
   01 *is reserved for applications such as the authentication system.*



4. Enter the **User Name** and **Password**.

   Note:
   The user name and password set here are used for driver authentication.

5. Select **Scan** > **Allowed**.

6. Click **OK**.

Register the User Name and Password set in step 3 on the computer using Epson Scan 2.

Related Information

➡ "Scanning from the Computer" on page 45

Allowing Scanning Functions Without Authentication (Configuration Template)

This allows users to use the scanning functions even when they are logged out. The icons for the functions are displayed on the login screen.

1. Select **Administrator Settings** > **Access Limitation** from the configuration template, and then select **Enables Access Control**.

2. Click **Restriction settings when users log out** > **Edit**.

3. Select **Restriction settings when users log out**.

4. Select **Scan** > **Allowed**.

5. Click **OK**.

Related Information

➡ "Allowing Scanning Functions Without Authentication (Web Config)" on page 46

Mail Server Settings (Configuration Template)

Set this when using the following functions to send email.

❏ Scan to My Email

This is the function to send the scanned data to the email address of the user who logged in to the scanner.

❏ Scan to Email

This is the function to send the scanned data to a specified email address.

❏ Email Notification

This is the function to receive alerts by email when events such as errors occur.

You can configure the mail server using the configuration template in **Common** > **Email Server** > **Mail Server Settings**.

See the scanner's *User's Guide* for more information on the email server setting items.

Related Information

➡ "Registration for the User Information (Configuration Template)" on page 67

➡ "About Email Notifications" on page 86

Editing the Home Screen (Configuration Template)

You can display only necessary icons by editing the icon layout displayed on the home screen for the control panel.

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **Customize One-touch Functions** from the configuration template.

2. Set each item.

   Note:
   In the following cases, icons for the specified functions are not displayed on the home screen.

   ❏ *When you select functions that are not permitted due to user restrictions.*

   ❏ *When the email address for a logged in user is not registered. (Scan to My Email)*

   ❏ *When the destination folder is not set. (Scan to My Folder)*

Item	Explanation
Customize One-touch Functions	Select **Enable**.
Screen size	Select **5 inch**.
Maximum functions per screen	Select the layout of the icons displayed on the control panel. The image at the bottom changes according to the selected layout.
Screen(s)	Select the number of pages.
Function Assignment	Select the functions you want to display for each numbered position.

Operation and Management

User Reports Using Epson Device Admin

You can create an Epson Print Admin Serverless report for each group and each user by using Epson Device Admin. You can create the report by specifying a period or setting a regular schedule. Create device groups before creating reports.

These settings are displayed when you enable the Epson Print Admin Serverless / Authentication Settings menu.

Note:

- *If you have not registered the scanner's administrator password in Epson Device Admin, you cannot acquire job histories from the scanner.*

  Register the scanner's administrator password in advance. See the following for the registration procedure.

  "Registering the Scanner's Administrator Password in Epson Device Admin" on page 14

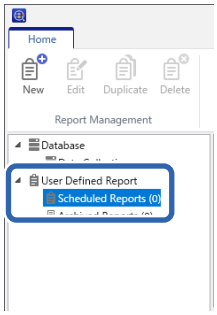
- *You can save up to 3,000 instances of usage histories to the scanner.*

Related Information

➡ "Displaying Epson Print Admin Serverless / Authentication Settings menu" on page 81

Creating User Reports

1. Select **Reports** on the side bar task menu.
2. Select **User Defined Report** > **Scheduled Reports** from the tree view.



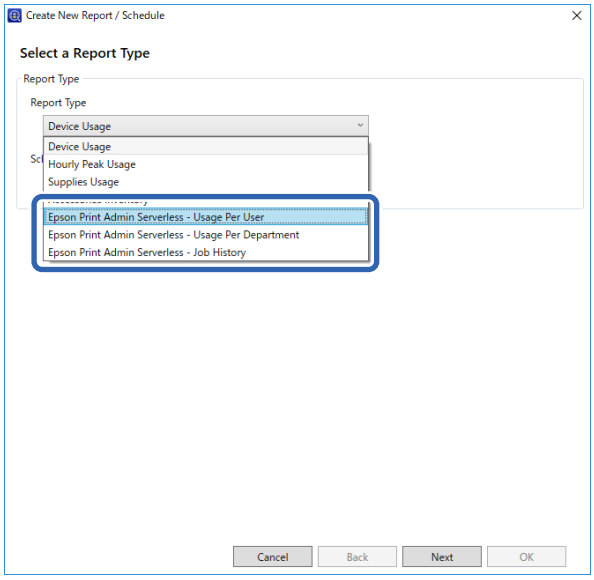
3. Click **New** on the ribbon menu.

   The report creation Wizard is displayed.



4. Select the condition when acquiring report data from the following items.

   Usage Per User / **Usage Per Department** / **Job History**



5. Select the conditions used to create a report by specifying the period or setting a schedule.

   Create report by specifying a period: Clear the **Create a Schedule** check box.

   Create report by setting the schedule: Select the **Create a Schedule** check box.

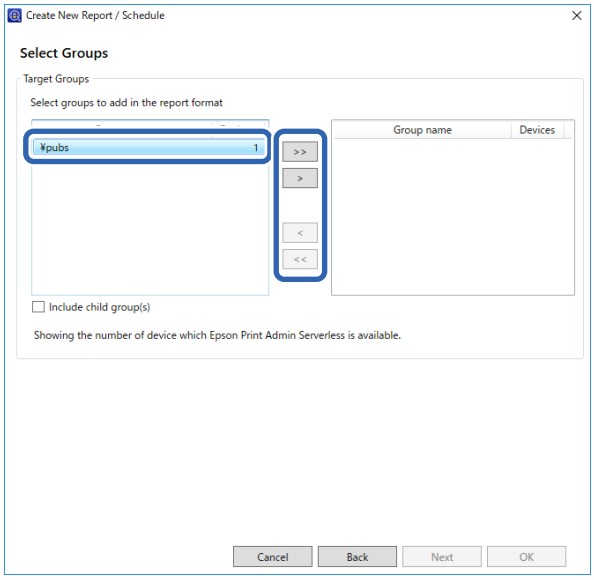
6. Click **Next**.

7. Select the target device group.

   Target groups are listed in the box on the right. To change these, move groups by using >, >>, <, and <<.

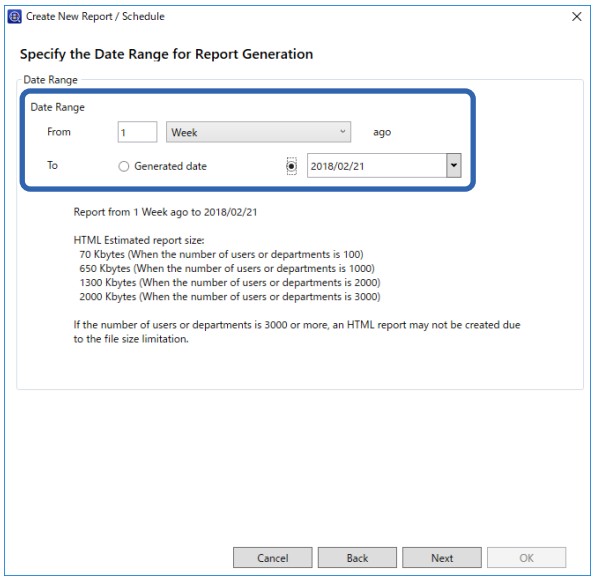
   You can move selected groups by using >, <, and all groups by using >>, <<.

   Select **Include child group(s)** to automatically select child groups within the selected group.



8. Click **Next**.

9. Specify the report range.

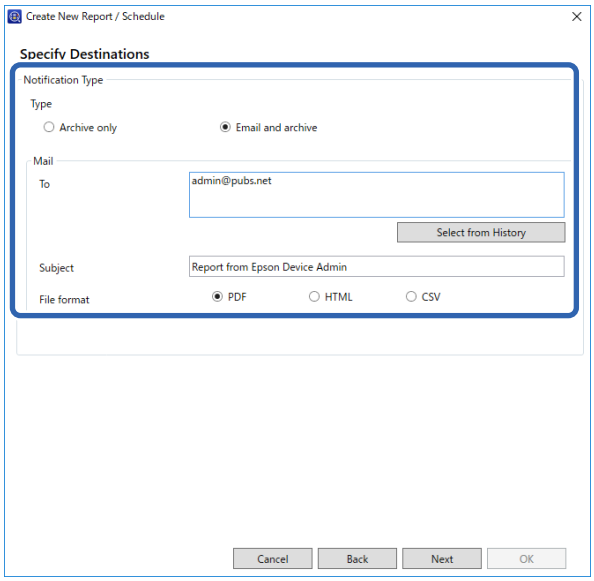


See the following to make the settings.

Item	Explanation
Date Range	Specify the report range from the date the report was created or by specifying a date on the calendar. Specify by using a combination of any number over 1 and a day/week/month/year.

10. Click **Next**.

11. Specify email destinations.



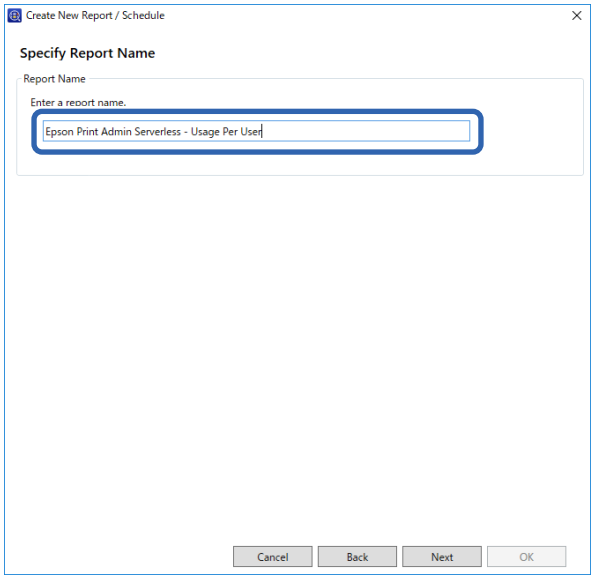
See the following to make the settings.

Item	Explanation
Type	Specify whether or not to send a notification email.
To	Enter the address to which the alerts are sent. When entering multiple addresses, separate the addresses with semi-colons (;). You can enter up to 32,767 bytes including [;]. Enter all addresses in the [TO] field. You cannot use the [CC] or [BCC] fields.
Subject	The subject of the alert notification email. You can enter up to 256 characters.
File format	Sets the file format. You can select from PDF, HTML, or CSV. You can select only CSV when **Job History** is selected in step 4.

12. Click **Next**.

13. Specify a report name.

    Enter up to 1024 characters in Unicode.



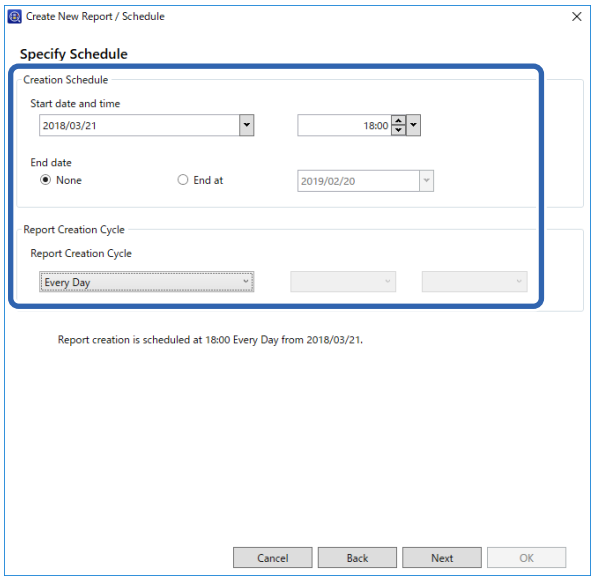
14. Click **Next**.

15. Specify a schedule.

Note:

❏ *If you clear the **Create a Schedule** check box in step 5, this screen is not displayed.*

❏ *Set the **Start date and time** for the **Creation Schedule** after the data collection time. If this is set to before the data collection time, the report is created before starting data collection on the last day in the report range.*

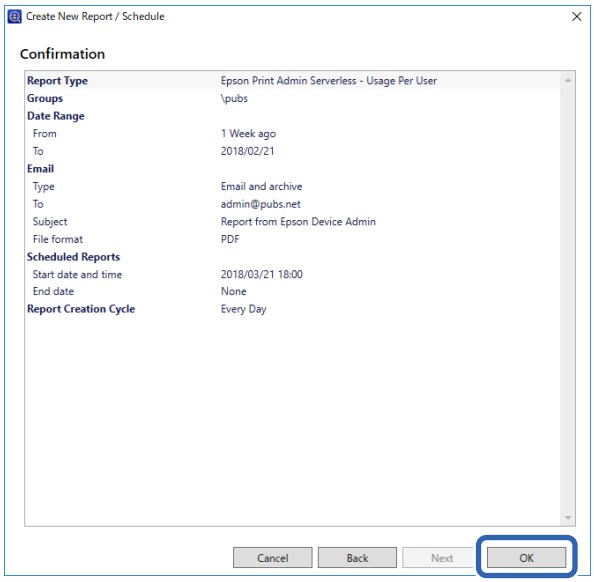


See the following to make the settings.

Item	Explanation
Start date and time	Set the day to start the schedule. The units are intervals of one minute.
End date	Set the day to end the schedule. Select **None** if you do not want to specify an end day.
Report Creation Cycle	Specify the interval for creating reports.

16. Click **Next**.

17. Click **OK**.



The report or schedule is created. The created report is saved as an archive report.

Report Output Items

The following items are output in the report.

Note:
Only items recorded by the scanner are shown. Functions not provided by the scanner, such as Print, are not recorded in the usage history.

Usage Per User

User ID/Department/Scan

Usage Per Department

Department/Scan

Note:

Job History

Date/Job ID/Operation/User ID/Department/Result/Result details/Scan: Destination type/Scan: Destination/Scan: Paper Size/Scan: 2-Sided/Scan: Color/Scan: Pages/Devices: Model/Devices: IP Address/Devices: Serial Number/ Devices: Department/Devices: Location/Devices: Remark/Devices: Note

Managing Scanners by Using Epson Device Admin

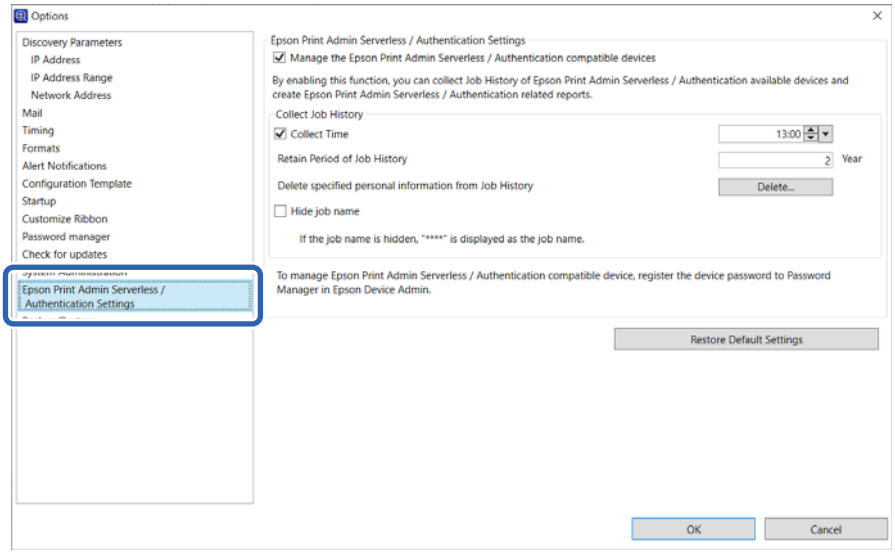
You can manage the scanners by using Epson Device Admin.

Displaying Epson Print Admin Serverless / Authentication Settings menu

Display the settings menu related to Epson Print Admin Serverless. They are set not to be displayed by default.

> ***Important:***
>
> *If you have not registered the scanner's administrator password in Epson Device Admin, register the password first.*
>
> *See the following for the registration procedure.*
>
> *"Registering the Scanner's Administrator Password in Epson Device Admin" on page 14*

1. Start Epson Device Admin.
2. Click **Options** on the ribbon menu, and then select **Epson Print Admin Serverless / Authentication Settings**.



3. Set each item.
4. Click **OK**.

Epson Print Admin Serverless Settings

Item	Explanation
Manage the Epson Print Admin Serverless / Authentication compatible devices	Select to enable settings for Epson Print Admin Serverless and perform the following operations and settings. ❏ Collect job history data for scanners with Epson Print Admin Serverless enabled ❏ Create Epson Print Admin Serverless related reports ❏ Display the **Edit Device Users** button on the ribbon menu
Collect Time	Select to set the collection time for the job history data for Epson Print Admin Serverless compatible scanners.

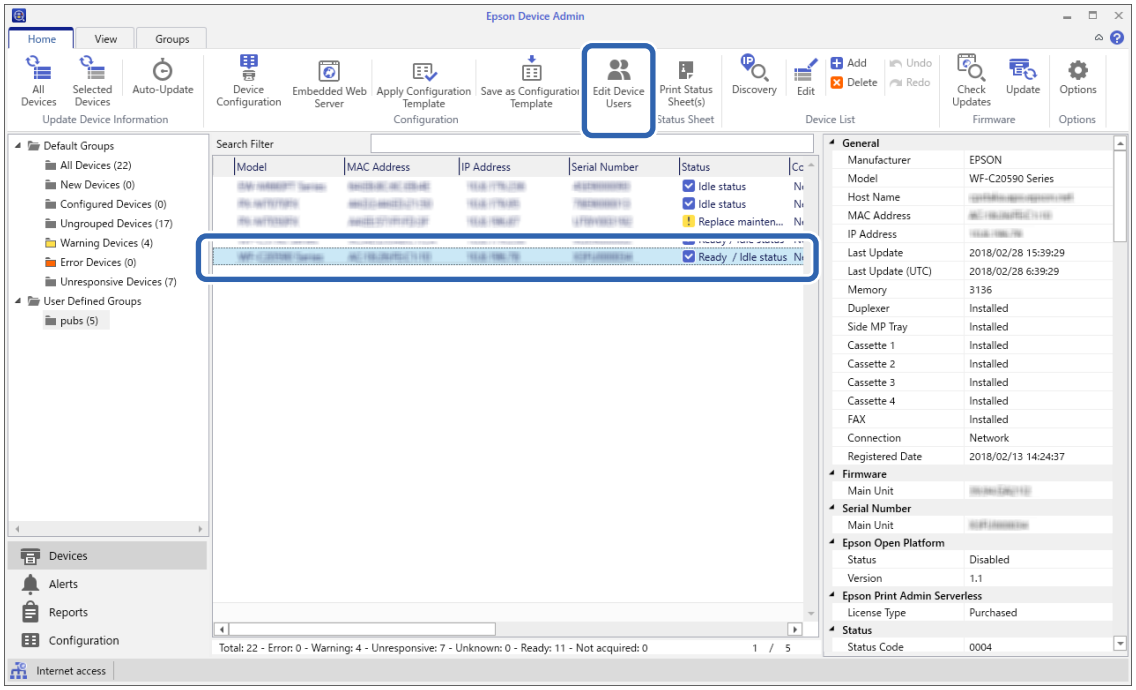
Item	Explanation
Retain Period of Job History	You can set the period to save the job history on Epson Device Admin up to five years. The expired job history is deleted.
Delete specified personal information from Job History	Click **Delete** to delete the specified personal information from the job history.
Hide job name	Not used for scanners.

User Maintenance

You can maintain the user information registered on the scanner.

Editing Individually

1. Select the scanner whose user information you want to edit from the device list.



2. Select **Configuration** - **Edit Device Users** from the ribbon menu.

   The user list is displayed.

3. Select the user you want to edit.

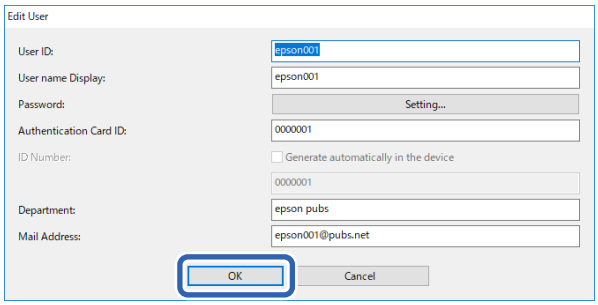
   Note:
   *You can search the user list by selecting the item you want to find from **Find**, entering the keyword, and clicking **Execute**.*

   *Click **Clear** to clear the value you entered.*

4. Click **Edit**.

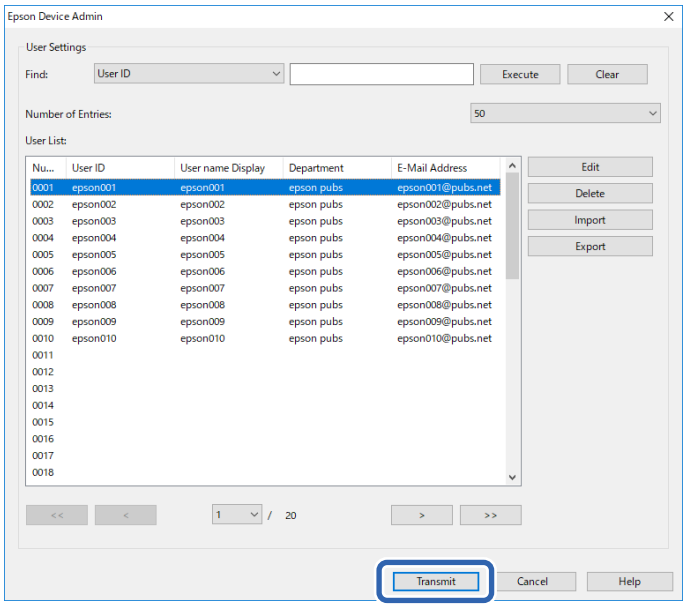
   The user information is displayed.

5. Edit each item, and then click **OK**.



6. Click **Transmit**.

   The send confirmation screen is displayed.



7. Click **OK** on the send confirmation screen.

8. Click **OK** on the completion screen.

Editing in Bulk

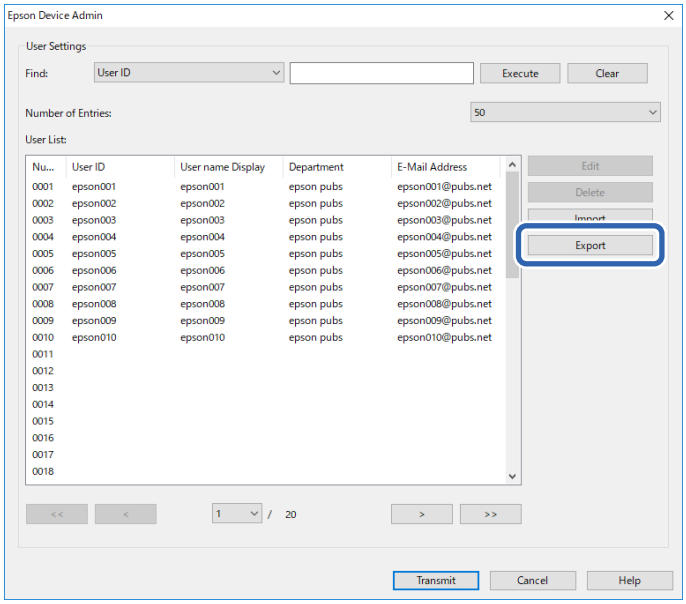
1. Select the scanner whose user information you want to edit from the device list.

2. Select **Configuration** > **Edit Device Users** from the ribbon menu.

   The user list is displayed.

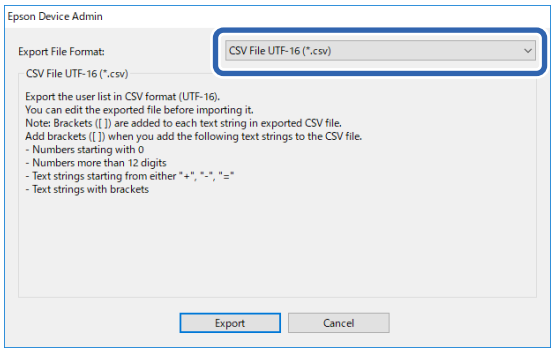
3. Click **Export**.

   The screen to select an export method is displayed.



4. Select an export method for the user information.

   Select **CSV File UTF-16 (*.csv)** when editing the CSV file using Microsoft Excel. See the next section for more information on the file format.



5. Click **Export**.

6. Select the location where you want to save the file, and then click **Save**.

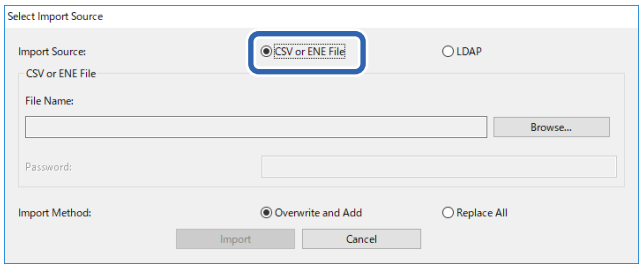
   The file is saved.

7. Edit and save this CSV file in a spreadsheet application such as Microsoft Excel or in a text editor.

> ***Important:***
>
> *Do not change the encoding or header information of the file. You may not be able to import the file.*

8. Click **Import**.

9. Select **CSV or ENE File** on **Import Source**.



10. Click **Browse**.

    The file selection screen is displayed.

11. Select the file you want to import, and then click **Open**.

12. Select an import method.

    ❏ Overwrite and Add : If there is the same user ID, overwrite it. Otherwise add it.

    ❏ Replace All : Replace all the user information with the new one.

13. Click **OK**.

    The confirmation screen is displayed.

14. Click **OK**.

    Verification of the imported file starts, and the result is displayed.

    Note:
    *Click **Valid Users** to open the user information deletion screen. You can delete the user information before importing by selecting it and clicking **Delete**.*

15. Click **Import**.

Export Format

Item	Explanation
CSV File UTF-16 (*.csv)	Export to a tab-delimited CSV file encoded in Unicode (UTF-16).
CSV File UTF-8 (*.csv)	Export to a comma-delimited or semicolon-delimited CSV file encoded in Unicode (UTF-8). The delimiter can be set in **CSV data delimiter** by selecting **Options** > **Formats**.
Binary file (*.ene)	Export to an ENE file. You can set the password to it for import. You cannot edit the ENE file since it is an encrypted binary file.

Checking the Scanner Information from Web Config

You can check the scanner information by using Web Config.

Email Notifications and Snapshots

You can check the status of the remote scanner by using email notifications and panel snapshots.

About Email Notifications

This notification function sends an email to the specified address when a scanner event occurs, such as a scanner error.

You can register up to five destinations and set the notification settings for each destination.

To use this function, you need to set up the mail server before setting up notifications.

See the scanner's *Administrator's Guide* for more information on the setting items.

Checking the Panel Display for a Remote Scanner

You can check the panel display of the remote scanner by using Web Config.

1. Run Web Config of the scanner that you want to check.

   When you receive the email notification, you can run Web Config from the URL on the email.

2. Select the **Status** tab > **Panel Snapshot**.

   The current panel of the scanner is displayed on Web Config.

   To update, click **Refresh**.

Related Information

➡ "How to Run Web Config in a Web Browser" on page 12

Backing Up the Settings

You can back up the settings on Web Config and the configuration templates on Epson Device Admin.

Important:

- *You cannot back up the license key. We recommend writing it down it in a text file or as a note.*
  When you replace the scanner, you cannot use the same license key. In this case, ask your dealer.
- *To back up Epson Print Admin Serverless settings, make sure that the license key is set before exporting.*

Settings in Web Config

You can export the setting value set from Web Config to the file. You can use it for backing up the contacts, setting values, replacing the scanner, etc. The exported file cannot be edited because it is exported as a binary file.

Export the settings

Export the setting for the scanner.

1. Access Web Config, and then select the **Device Management** tab > **Export and Import Setting Value** > **Export**.
2. Select the settings that you want to export.

   Select the settings you want to export. If you select the parent category, subcategories are also selected. However, subcategories that cause errors by duplicating within the same network (such as IP addresses and so on) cannot be selected.
3. Enter a password to encrypt the exported file.

   You need the password to import the file. Do not enter any characters if you do not want to encrypt the file.
4. Click **Export**.

> ***Important:***
>
> *If you want to export the scanner's network settings such as the device name and IPv6 address, select **Enable to select the individual settings of device** and select more items. Only use the selected values for the replacement scanner.*

Related Information

➡ "How to Run Web Config in a Web Browser" on page 12

Import the settings

Import the exported Web Config file to the scanner.

> ***Important:***
>
> ❏ *The exported Web Config file does not contain the license key. If Epson Print Admin Serverless is disabled, select the **Epson Open Platform** tab > **Product Key or License Key**, and then enter the license key before importing to enable Epson Print Admin Serverless.*
>
> ❏ *When importing values that include individual information such as a scanner name or IP address, make sure the same IP address does not exist on the same network. If the IP address overlaps, the scanner does not reflect the value.*

1. Access Web Config, and then select the **Epson Open Platform** tab > **Product Key or License Key**, and then enter the license key in **Product Key or License Key**.
2. Select the **Device Management** tab > **Export and Import Setting Value** > **Import**.
3. Select the exported file, and then enter the encrypted password.
4. Click **Next**.
5. Select the settings that you want to import, and then click **Next**.
6. Click **OK**.

The settings are applied to the scanner.

Related Information

➡ "How to Run Web Config in a Web Browser" on page 12

Configuration Templates in Epson Device Admin

You can save and restore configuration templates to a file.

See the Epson Device Admin manuals for information about backing up your device list, scanner info, etc..

Backing Up Configuration Templates

1. Select **Configuration** on the side bar task menu.
2. Select a configuration template to backup from the template list.

   You cannot select preset configuration templates.

   Note:
   *To make multiple selections, press **Ctrl** or **Shift** and click your mouse.*
3. Click **Backup** on the ribbon menu.



4. Select the destination to save the file and enter a file name.
5. Click **Save**.

   The template file is saved in TSE format.

Importing Configuration Templates

Unzip the Zip file containing configuration templates and retrieve the configuration template files (TSE format).

1. Select **Configuration** on the side bar task menu.
2. Click **Import** on the ribbon menu.

   The file import screen is displayed.



3. Select the configuration template file (TSE format) to be imported.

4. Click **Open**.

   The configuration template is imported and the results are displayed.

5. Click **OK**.

Logging in as an Administrator from the Control Panel

You can use any of the following methods to log in as an administrator from the scanner's control panel.

1. Press the button when the **Welcome** screen (the waiting for authentication screen) is displayed.

   The home screen is displayed.

2. Tap at the top right of the screen.

3. Select **Administrator**.

4. Enter the administrator's password.

   A login complete message is displayed, and then the Home screen on the control panel is displayed.

To log out, tap at the top right of the screen or press the button.

Disabling Epson Print Admin Serverless

Disable the Epson Print Admin Serverless setting.

> ***Important:***
>
> *When you re-enable Epson Print Admin Serverless after disabling, the setting values are restored to their defaults. We recommend that you back up the settings before disabling."*

Related Information

➡ "Backing Up the Settings" on page 86

Disabling from Web Config

You can disable the Epson Print Admin Serverless license by using Web Config.

1. Access Web Config and select the **Epson Open Platform** tab > **Product Key or License Key**.

2. Delete the product key in **Product Key or License Key**.

3. Click **Next**.

   The settings are displayed.

4. Click **OK**.

   The settings are transmitted to the scanner and the communication is interrupted. After a moment, reload the page for Web Config.

5. Select the **Epson Open Platform** tab > **Product Key or License Key**.

   If the **Epson Print Admin Serverless** menu is not displayed, Epson Print Admin Serverless is disabled.

   Note:
   User information and logs are retained even if Epson Print Admin Serverless is disabled. They can be deleted when the scanner settings are restored to their defaults.

Related Information

➡ "How to Run Web Config in a Web Browser" on page 12

Solving Problems

Cannot Read the Authentication Card

Check the following.

❏ Check if the authentication device is connected to the scanner correctly.
Connect the authentication device to the external interface USB port on the back of the scanner.

❏ Check that the authentication device and the authentication card are certified.
Contact your dealer for information on supported authentication devices and cards.

Cannot Access Web Config

The IP address is not assigned to the scanner.

A valid IP address may not be assigned to the scanner. Configure the IP address using the scanner's control panel. You can confirm the current setting information from the scanner's control panel.

Web browser does not support the Encryption Strength for SSL/TLS.

SSL/TLS has the Encryption Strength. You can open Web Config by using a web browser that supports bulk encryptions as indicated below. Check you are using a supported browser.

❏ 80bit: AES256/AES128/3DES

❏ 112bit: AES256/AES128/3DES

❏ 128bit: AES256/AES128

❏ 192bit: AES256

❏ 256bit: AES256

CA-signed Certificate is expired.

If there is a problem with the expiration date of the certificate, "The certificate has expired" is displayed when connecting to Web Config with SSL/TLS communication (https). If the message appears before its expiration date, make sure that the scanner's date is configured correctly.

The common name of the certificate and the scanner do not match.

If the common name of the certificate and the scanner do not match, the message "The name of the security certificate does not match···" is displayed when accessing Web Config using SSL/TLS communication (https). This happens because the following IP addresses do not match.

❏ The scanner's IP address entered to common name for creating a Self-signed Certificate or CSR

❏ IP address entered to web browser when running Web Config

For Self-signed Certificate, update the certificate.

For CA-signed Certificate, take the certificate again for the scanner.

The proxy server setting of local address is not set to web browser.

When the scanner is set to use a proxy server, configure the web browser not to connect to the local address via the proxy server.

❏ Windows:

Select **Control Panel** > **Network and Internet** > **Internet Options** > **Connections** > **LAN settings** > **Proxy server**, and then configure not to use the proxy server for LAN (local addresses).

❏ Mac OS:

Select **System Preferences** (or **System Settings**) > **Network** > **Advanced** > **Proxies**, and then register the local address for **Bypass proxy settings for these Hosts & Domains**.

Example:

192.168.1.*: Local address 192.168.1.XXX, subnet mask 255.255.255.0

192.168.*.*: Local address 192.168.XXX.XXX, subnet mask 255.255.0.0

DHCP is disabled in the computer's settings.

If the DHCP for obtaining an IP address automatically is disabled on the computer, you may not be able to access Web Config. Enable DHCP.

Example for Windows 10:

Open the Control Panel and then click **Network and Internet** > **Network and Sharing Center** > **Change adapter settings**. Open the Properties screen of the connection you are using, and then open the properties screen for **Internet Protocol Version 4 (TCP/IPv4)** or **Internet Protocol Version 6 (TCP/IPv6)**. Check that **Obtain an IP address automatically** is selected on the displayed screen.

Cannot Activate Epson Print Admin Serverless

Make sure you entered the correct license key in Web Config or Epson Device Admin.

The Message that Indicates the License Key Has Expired Is Displayed

When the message that indicates the license key has expired is displayed during the validity period, check that the scanner's date and time settings are correct.

Ask your dealer for the validity period of the license.

Epson Device Admin Report Has No Content

When there is no content in the report for Usage Per User Usage Per Department, and Job History in Epson Device Admin, check the following.

❏ Check that you have registered the scanner's administrator password in Epson Device Admin.

If you have not registered the scanner's administrator password in Epson Device Admin, you cannot acquire job histories from the scanner.

See the following for the registration procedure.

"Registering the Scanner's Administrator Password in Epson Device Admin" on page 14

❏ If you have changed the scanner's administrator password, check that you have also changed the registered password by selecting **Options** > **Password manager**.

❏ Check that the Epson Print Admin Serverless license key was recognized in Epson Device Admin.

Check the license status by the following method.

1. Run Epson Device Admin, and then select a target scanner on the device list.

2. Check the text displayed in **License Type** from **Epson Print Admin Serverless** on the detailed device information pane.

If license key is not recognized despite that you set it, acquire device information by clicking **All Devices** or **Selected Devices** on ribbon menu.

Appendix

User Information Recorded in the Scanner

The user information recorded in the scanner and the method to delete it are as follows.

Information	Deleting method
Epson Print Admin Serverless User Settings ❏ User ID ❏ User name Display ❏ Password ❏ Authentication Card ID ❏ Department ❏ Email Address	Access Web Config, and then select the **Epson Open Platform** tab > **Epson Print Admin Serverless** > **User Settings**, and then select **Delete All** or **Delete**.
Epson Print Admin Serverless Job history	Log in to the scanner's control panel as an administrator and select **Settings** > **System Administration** > **Restore Default Settings** > **All Settings**. ***Important:*** *All contacts and other network settings will also be deleted. Deleted settings cannot be restored.*

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