EPSON

EM-C800 Series
Epson Print Admin Serverless

# Setup & Administration Guide

NPD7883-00 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 printer, see the manual for your printer.

## 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

➡ A link to a related section.

### Screenshots Used in This Guide

- ❏ Screenshots of the printer driver are from Windows 10 or macOS High Sierra. The content displayed on the screens varies depending on the model and situation.
- ❏ 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 10.9.5 or later as well as macOS 11 or later.

# Terms

### Epson Print Admin Serverless

The system provided by Epson that can authenticate the users who use printers with only the printer 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 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 Windows server Active Directory, etc.

### Print job

The print data sent to the printer from client computers.

### Unicode (UTF-8)

An international standard code, covering 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)

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 - 0x7E (hex number) 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.

# Overview for the Authentication Method

When using Epson Print Admin Serverless, the authentication function can be used only with the printer on the network.

## Device Authentication (Local DB)

This is the authentication method that checks the user information registered to the printer and the user who uses the printing or 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 1,000 users, including users who are entered directly, imported by a CSV file, and imported from the LDAP server.

You need to register the user information to the printer in advance.

## LDAP Server Authentication

This is the authentication method that checks the user information of the LDAP server synchronized with the printer. Because the user information is temporarily stored to the printer as a cache for up to 1,000 users, it is available to authenticate using the cache even when the LDAP server goes down.

You need to set up the LDAP server in advance.

## Device Authentication and LDAP Server Authentication (Local DB and LDAP)

This is the authentication method that checks the user information registered both in the printer and in the LDAP server synchronized with the printer. When checking for user information, the first search is performed on user information registered to the printer, and then it searches the LDAP server if the relevant information is not found. User information can be registered for up to 1,000 users. The vacant portion is used as a cache for the LDAP server, and the user information of the LDAP server is registered to the printer temporarily. If the LDAP server goes down, this cache can be used to authenticate users.

You need to register the user information to the printer and set up the LDAP server in advance.

# System Requirements

## Printer

### Web Browser for Web Config

- ❏ Microsoft Edge
- ❏ Google Chrome (latest edition)
- ❏ Mozilla Firefox (latest edition)
- ❏ Safari (latest edition)

## Client Computer

### Operation System

- ❏ Windows
  Windows 7, Windows 8/8.1, Windows 10, Windows 11 or later
  Windows Server 2008 or later
- ❏ Mac OS
  Mac OS X 10.9.5 or later, macOS 11 or later

### Printer Driver

- ❏ Windows: Standard driver
- ❏ Mac OS: Standard driver

# Setting Overview

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

***Important:***

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

## Using Software for Setting

Explain the software to set up.

### Web Config

Web Config is a built-in web page of the printer for configuring the printer's settings. Since it operates by directly accessing the printer through the network, you can set up printers one by one.

❏ **Supported operating systems**

Web Config supports the following operating systems.

- ❏ Windows

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

  Windows Server 2008 or later

- ❏ Mac OS

  Mac OS X 10.10 or later, macOS 11 or later

❏ **Supported web browsers**

See the following for the supported web browsers for Web Config.

"System Requirements" on page 8

#### Accessing Web Config

Enter the printer's IP address into a web browser. When accessing Web Config via HTTPS, a warning message will appear in the browser since a self-signed certificate, stored in the printer, is used but there is no problem.

❏ Accessing via HTTPS

IPv4: https://<printer IP address> (without the < >)

IPv6: https://[printer IP address]/ (with the [ ])

❏ Accessing via HTTP

IPv4: http://<printer IP address> (without the < >)

IPv6: http://[printer IP address]/ (with the [ ])

**Examples**

❏ IPv4:

https://192.0.2.111/

http://192.0.2.111/

❏ IPv6:

https://[2001:db8::1000:1]/

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

***Note:***
*If the printer name is registered with the DNS server, you can use the printer name instead of the printer's IP address.*

## Logging in to Web Config

Log in as an administrator to set up.

1. Enter the printer's IP address into a browser to run Web Config.
2. Click **Log in**.
3. Enter the user name and administrator password in **User Name** and **Current password**.
4. Click **OK**.

# Epson Device Admin

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

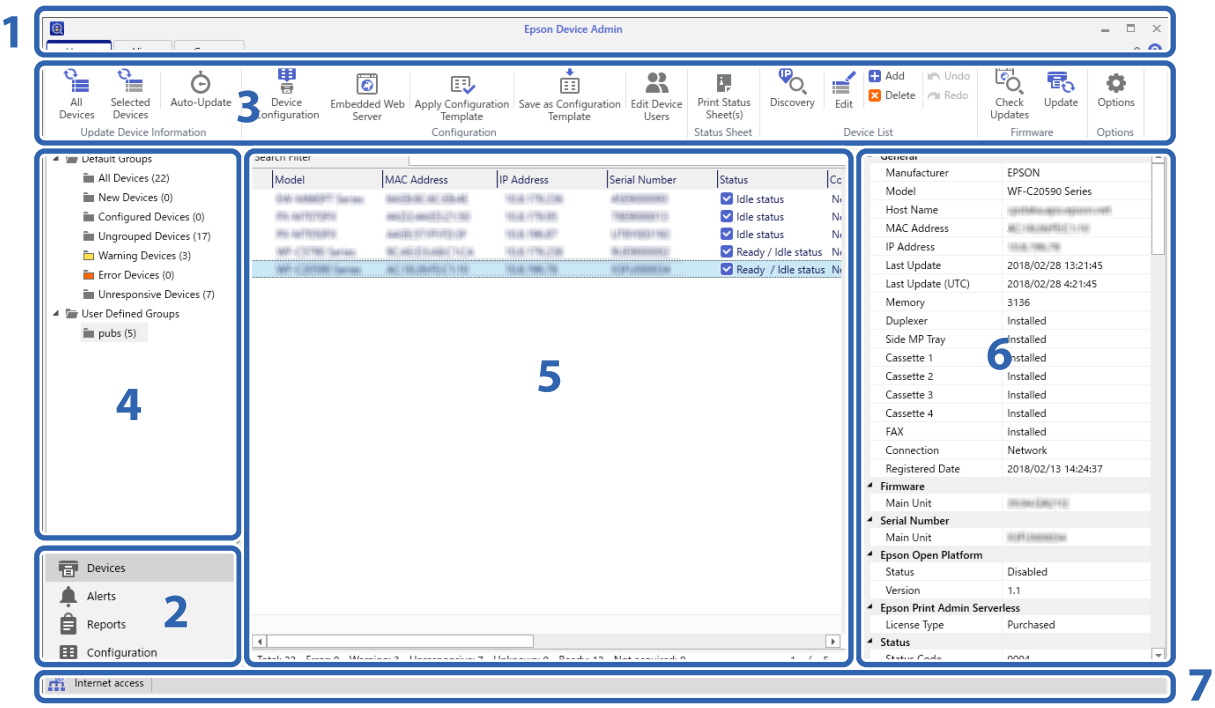
The following functions are available, so it is useful when you install and manage the multiple printers.

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

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

You can download Epson Device Admin from Epson support website. For information on the supported operating systems for Epson Device Admin, see the 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. |
| 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 printer's administrator password in Epson Device Admin

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

***Note:***
*If you change the printer'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 target printer, 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 printer by referring below.

| Settings | Local DB | LDAP | Local DB and LDAP |
|---|---|---|---|
| Registering the license key | ✓ | ✓ | ✓ |
| Connecting and setting the authentication device | ✓*1 | ✓*1 | ✓*1 |
| User authentication setting | ✓ | ✓ | ✓ |
| Print job setting | ✓ | ✓ | ✓ |
| Access control setting | ✓ | ✓ | ✓ |
| Available function setting using without an authentication | ✓ *2 | ✓ *2 | ✓ *2 |
| LDAP server setting | - | ✓ | ✓ |
| Registration for user information | ✓ | - | ✓ |
| Mail server setting | ✓*3*4 | ✓*3*4 | ✓*3*4 |
| Scan to My Folder setting | ✓*5 | ✓*5 | ✓*5 |
| Pull Printing | ✓*6 | ✓*6 | ✓*6 |
| Page count management setting | ✓*7 | - | ✓*7 |

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

*2 : When you use the standalone function without authentication.

*3 : When you use the notification email function.

*4 : When you use the **Scan to My Email** function.

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

*6 : When you use the authenticated printing function.

*7 : When you use the **Manage page count** function.

# Flow to Set Up Printers Individually

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

***Important:***

*Before starting the setup, check that the time setting for the printer 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****.*
- ❏ *Printer's control panel:* ***Settings*** *>* ***General Settings*** *>* ***Basic Settings*** *>* ***Date/Time Settings***

| Procedure | | Operations | Details |
|---|---|---|---|
| 1 | Connecting the authentication device*1 | Connecting the authentication device to the printer and checking the operation | Connect the authentication device to the printer. |
| 2 | Date/Time setting | Setting the date and time | Set the correct date and time in the printer. |
| 3 | Registering the license key*2 | Entering the license key | Activate Epson Print Admin Serverless to the printer by using Web Config. |
| 4 | Setting Epson Print Admin Serverless | Setting for authenticated printing | Set authentication method and how to authenticate user. |
| | | Setting the print job | Set up for saving or deleting the print job. |
| | | Registering the user information | Register the user information.<br>Set the following depending on the authentication method.<br>❏ Set the LDAP server synchronizing setting.<br>❏ Import from the files. |
| | | Setting for arbitrary function | Set arbitrary function settings as necessary, such as authentication device settings, mail server settings, and scan to my folder function settings depending on the authentication method and how to authenticate the user you selected.<br>To use the authenticated printing function, configure the Pull Printing function. |
| 5 | Setting the client computer | Installing the printer driver, setting the user ID to the printer driver | On the printer driver that is installed on the client computer, set the user ID to authenticate the users. |

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

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

### Related Information

➡ “Set the Printer Individually Using Web Config” on page 33

➡ “Client Computer Setting” on page 85

# Flow to Set Up Printers in Bulk

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

***Important:***

*Before starting the setup, check that the time setting for the printer 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****.*
- ❏ *Printer's control panel:* ***Settings*** *>* ***General Settings*** *>* ***Basic Settings*** *>* ***Date/Time Settings***

| Procedure | | Operations | Details |
|---|---|---|---|
| 1 | Connecting the authentication device[*1] | Connecting the authentication device to the printer and checking the operation | Connect the authentication device to the printer. |
| 2 | Date/Time setting | Setting the date and time | Set the correct date and time in the printer. |
| 3 | Registering the license key[*2] | Creating the configuration template | Activate Epson Print Admin Serverless to the multiple printers by using configuration template. |
| | | Importing the license key | |
| | | Applying the configuration template | |

**Setting Overview**

| Procedure | | Operations | Details |
|---|---|---|---|
| 4 | Setting Epson Print Admin Serverless | Editing or creating the configuration template | Edit or create the configuration template. |
| | | Setting for authenticated printing | Set authentication method and how to authenticate user. |
| | | Setting the print job | Set up for saving or deleting the print job. |
| | | Setting for arbitrary function | Set arbitrary function settings as necessary, such as authentication device settings, mail server settings, and scan to my folder function settings depending on the authentication method and how to authenticate the user you selected.<br>To use the authenticated printing function, configure the Pull Printing function in the tamplate. |
| | | Registering the user information | Register the user information.<br>Set the following depending on the authentication method.<br>❏ Set the LDAP server synchronizing setting.<br>❏ Import from the files or LDAP server. |
| | | Applying the configuration template | Apply the configuration template to each printer. |
| 5 | Setting the client computer | Installing the printer driver, setting the user ID to the printer driver | On the printer driver that is installed on the client computer, set the user ID to authenticate the users. |

*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 56

➡ "Client Computer Setting" on page 85

# 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 |
|---|---|---|
| Epson Open Platform Version | ✓ | ✓ |
| Product Key or License Key | ✓ | ✓ |

Authentication Settings

**Setting Overview**

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Authentication Method | ✓ | ✓ |
| How to Authenticate User | ✓ | ✓ |
| Allow users to register authentication cards | ✓ | ✓ |
| The Minimum Digit Number of ID Number | ✓ | ✓ |
| Caching for LDAP authenticated users | ✓ | ✓ |
| Use user information in SMTP authentication | ✓ | ✓ |
| Sender's Email Address | ✓ | ✓ |

Print Jobs

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Maximum time limit for unreleased job (0 to 720 hours) | ✓ | ✓ |
| Retain printed jobs | ✓ | ✓ |
| Set the print jobs to the selected state | ✓ | ✓ |
| User name in Epson Device Admin log | ✓ | ✓ |
| Direct Print setting for the printer driver | ✓ | ✓ |
| Auto release jobs upon device login | ✓ | ✓ |
| Delete All Print Jobs | ✓ | - |
| Delete retain jobs | ✓ | - |

User Settings

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

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Auto release jobs upon device login | ✓ | ✓ |
| Presets | ✓ | ✓ |
| Manage page count | ✓ | ✓ |

Access Control Settings

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Enables Access Control | ✓ | ✓ |
| Allow printing and scanning without authentication information from a computer | ✓ | ✓ |
| Select the check box to allow using from the printer's control panel when not logged in. | | |
| Copy | ✓ | ✓ |
| Scan | ✓ | ✓ |
| Fax | ✓ | ✓ |
| Print from Memory Device | ✓ | ✓ |
| Color Printing Restriction for Copy, Fax, and Print from Memory Device | ✓ | ✓ |

Card Reader

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Vendor ID | ✓ | ✓ |
| Product ID | ✓ | ✓ |
| Operational parameter | ✓ | ✓ |
| Card Reader | ✓ | ✓ |
| Authentication Card ID save format | ✓ | ✓ |
| Set card ID range | ✓ | ✓ |
| Text Start Position | ✓ | ✓ |
| Number of Characters | ✓ | ✓ |

User Default Settings (Scan to My Folder)

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Type | ✓ | ✓ |
| Save to | ✓ | ✓ |
| User Name | ✓ | ✓ |

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Password | ✓ | ✓ |

LDAP Server > Search Settings (Epson Print Admin Serverless)

| 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

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Prohibit manual entry of destination | ✓ | ✓ |

Scan to My Folder

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Save To Setting | ✓ | ✓ |
| Type | ✓ | ✓ |
| Save to | ✓ | ✓ |
| User Name | ✓ | ✓ |
| Password | ✓ | ✓ |

Customize One-touch Functions

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Enable/Disable | ✓ | ✓ |
| Maximum functions per screen | ✓ | ✓ |
| Screen(s) | ✓ | ✓ |
| Function Assignment | ✓ | ✓ |

Pull Printing Function

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Pull Printing | ✓ | ✓ |

Manage page count

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Manage page count | ✓ | ✓ |
| Operation if user page count insufficient | ✓ | ✓ |
| Post-login page | ✓ | ✓ |
| Update schedule settings | ✓ | ✓ |
| Set number of pages in batch | ✓ | ✓ |

Reports

| Item | Web Config | Epson Device Admin |
|---|---|---|
| Usage Per User | - | ✓ |
| Usage Per Department*1 | - | ✓ |
| Job History | - | ✓ |

*1 : If you print a job without storing it in the printer, a report for Usage Per Department is not created.

### Related Information

➡ "Set the Printer Individually Using Web Config" on page 33

➡ "Batch Setting Using Epson Device Admin (Configuration Template)" on page 56

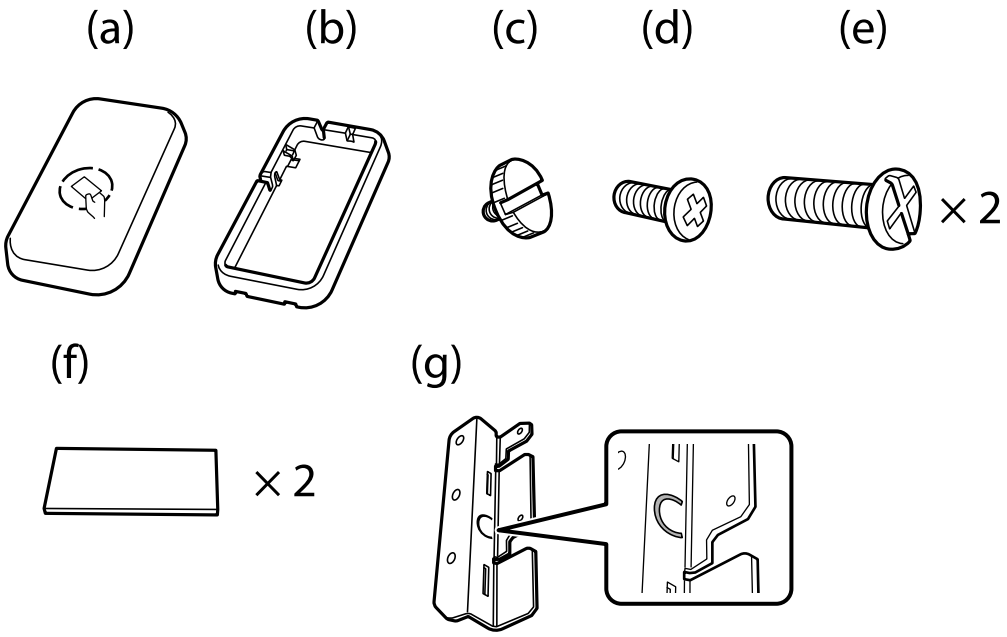
# Authentication Device Connection

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.*

## Mounting the Authentication Device Table (Optional)

This section explains how to install the optional authentication device table.

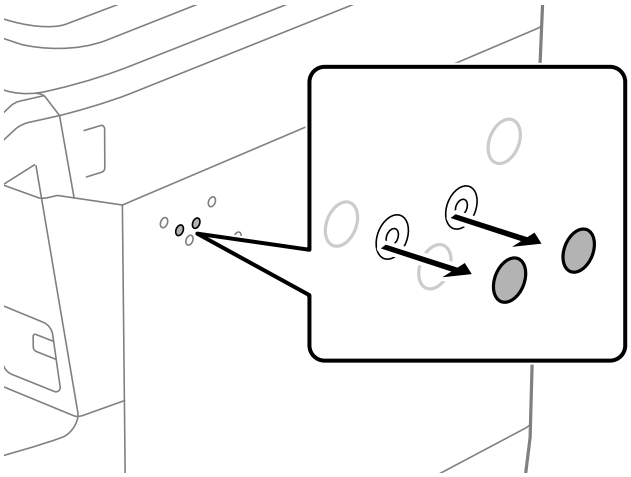



***Note:***

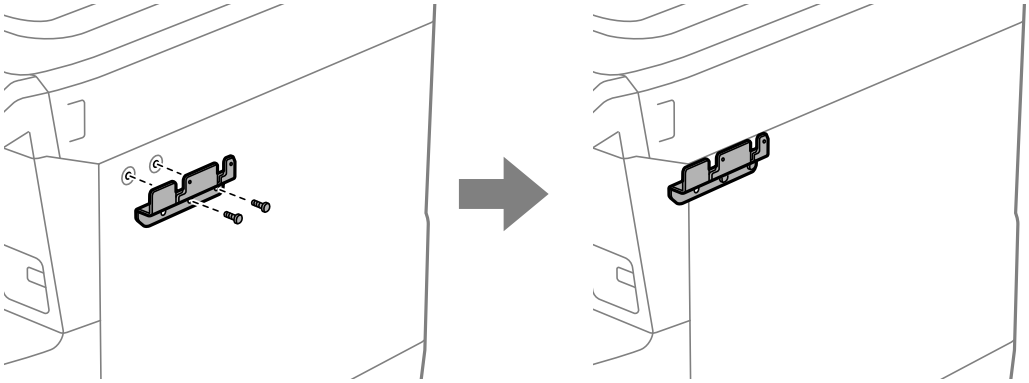
- ❏ *The authentication device can be used when using an authentication system.*
- ❏ *Connect an authentication device with the same model number as the authentication device that was used to confirm the authentication card.*

**Authentication Device Connection**

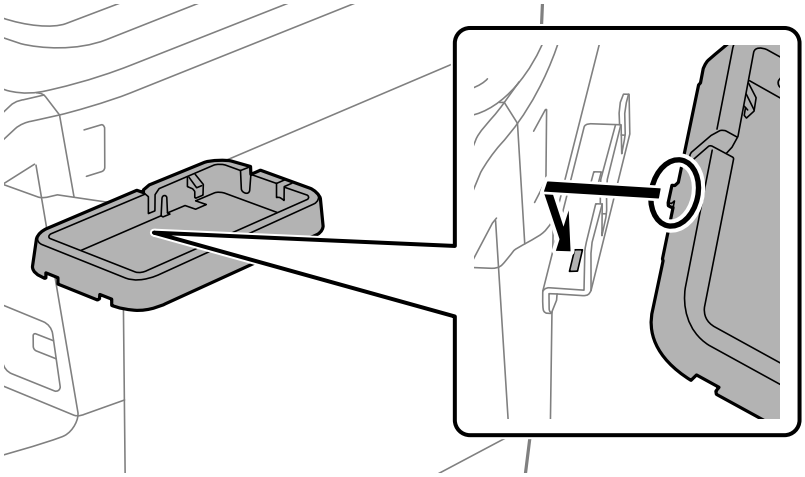
1. Peel off the seal covering the screw holes on the side of the printer.



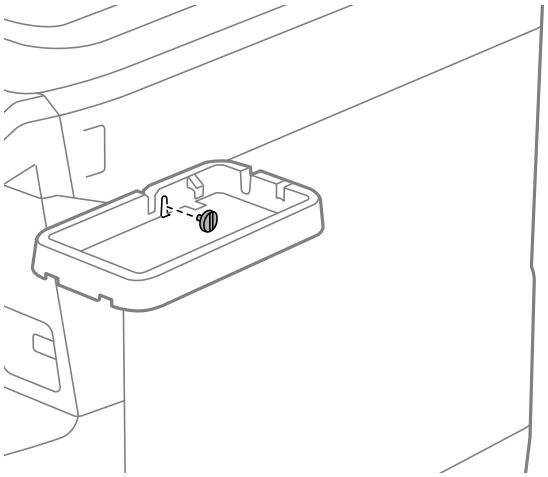
2. Using a Phillips screwdriver, secure the metal plate (g) with the two screws (e).



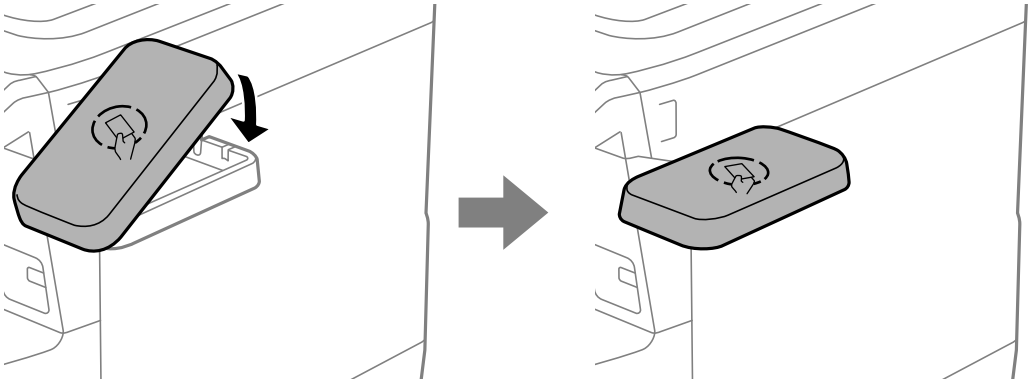
3. Place the bottom part (b) of the authentication device stand on to the metal plate (g).



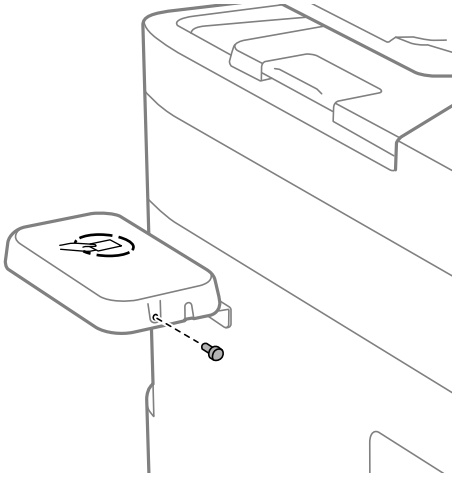
4. Secure the bottom part (b) of the authentication device stand with the screws (c). Turn the screw (c) by hand.



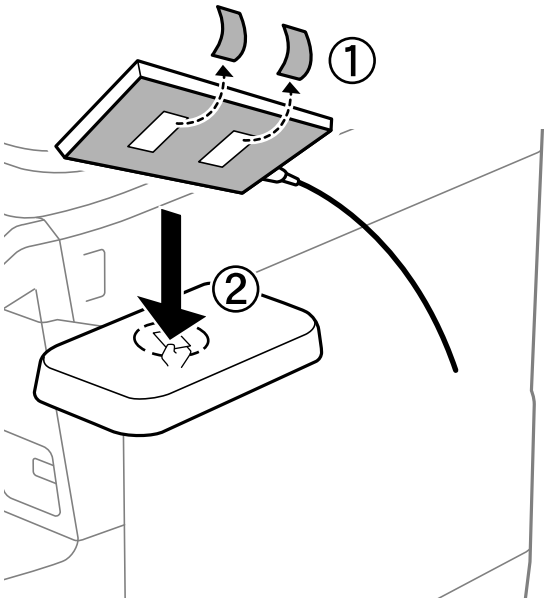
5. Place the upper part (a) on to the authentication device stand as shown in the illustration.



6. Use a Phillips screwdriver to secure the authentication device stand with the screws (d).



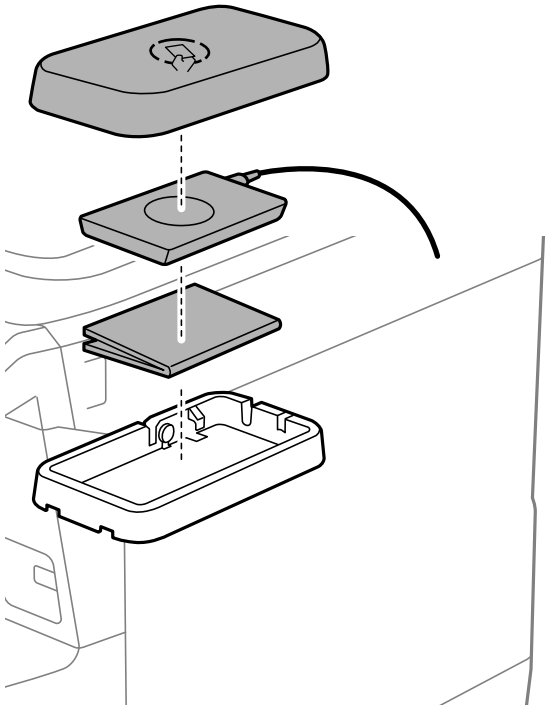
7. Fix the authentication device to the top of the stand with the two pieces of double-sided tape (f) supplied.



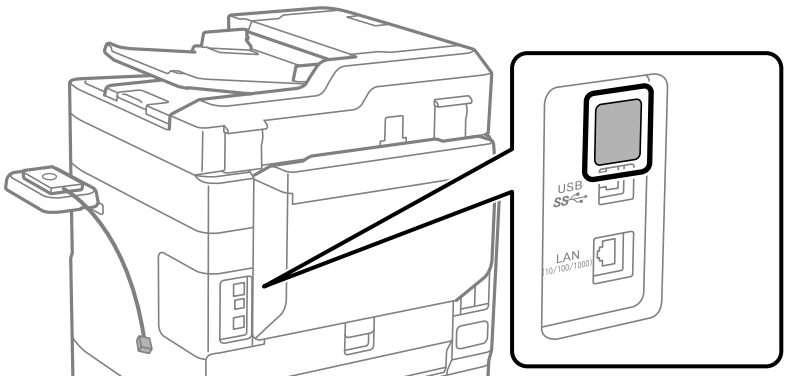

> ***Caution:***
>
> *Do not lean on the authentication device table or place heavy objects on it.*
>
> *There is a risk of injury if it falls or breaks.*

***Note:***
*If you want to leave the authentication device in the stand, place something thick (such as folded paper) under the authentication device to raise the device. However, do not use a metal object or anything that generates electromagnetic waves.*

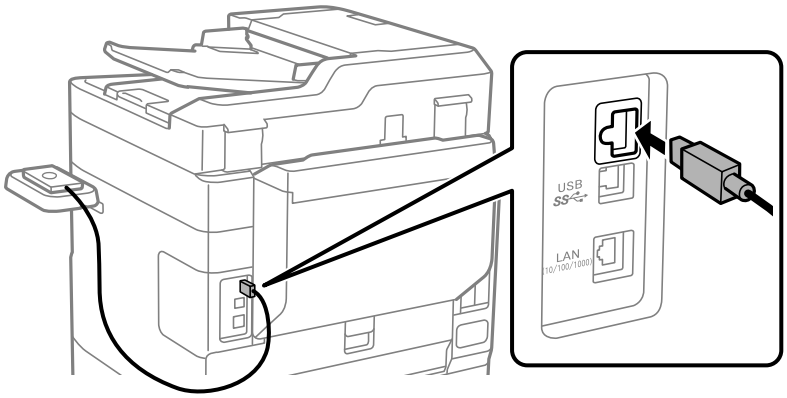
*If the authentication device is not raised, authentication cards may not be read due to the usage environment or the authentication device's specifications, such as the communication distance specifications.*



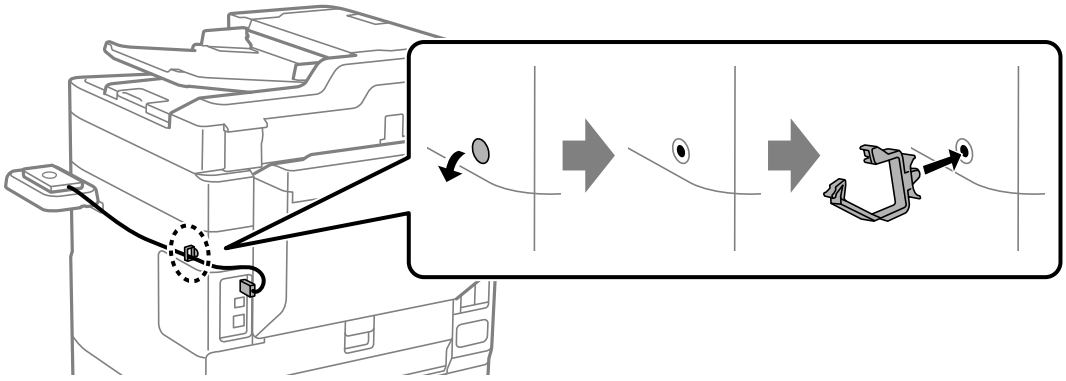
8. Peel off the seal from the printer's service port.




9. Connect the cable for the authentication device to the service port.




10. Remove the seal, attach the clamp, and connect the cable, as shown below.



# Operation Check for Authentication device

The following procedures explain how to check the connection status and authentication card recognition for the authentication device.

❏ Printer's control panel

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

❏ Web Config

The status is displayed on the **Status** tab > **Product Status** > **Card Reader Status**.

# Available Reading Method for Authentication Information

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

You can set it to the printer 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 ID information such as the serial number.

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

In the U.S., Canada, and Latin America, ask Epson support.

***Note:***
*You can use two types of IC cards for authentication. Ask your dealer for details.*

*In the U.S., Canada, and Latin America, ask Epson support.*

***Note:***
*Using authentication cards from different manufacturers:*

*When using 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.*

## 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.<br>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.<br>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.<br>A~Z, a~z, 0~9, +, /, =,space, and line feed are available. |

**Authentication Device Connection**

| Item | | Explanation |
|---|---|---|
| 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.<br>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 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. |

### Related Information

➡ “Configuring Authentication Device Settings (Web Config)” on page 49

➡ “Configuring Authentication Device Settings (Configuration Template)” on page 60

# Information Registration and System Configuration

Set the necessary items to install Epson Print Admin Serverless.

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

### Related Information

➡ "Registering the License Key by Using Web Config" on page 27

➡ "Registering the License Key by Using Epson Device Admin" on page 28

➡ "Set the Printer Individually Using Web Config" on page 33

➡ "Batch Setting Using Epson Device Admin (Configuration Template)" on page 56

## 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.

In the U.S., Canada, and Latin America, contact Epson support.

## Registration for the License Key

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

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

## Registering the License Key by Using Web Config

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

1. Use one of the following methods to connect the printer 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 printer.

3. On a setup computer, open your web browser, and then open the printer's Web Config by entering "https://<epsondevice-IP>".

   When the printer's IP address is "192.168.111.10" : https://192.168.111.10

   You can check the IP address from the printer's control panel.

   See the manual for your printer for details.

   ***Note:***
   *When you access the administrator login page in SSL communication (https), the message "There is a problem with this website's security certificate" may be displayed.*

   *This happens when the browser attempts an SSL encrypted communication when the Web site is using a self-signed certificate. Click "Continue browsing of this site (not recommended)". To avoid displaying this warning, use a certificate issued by a trusted certification authority.*

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

5. Enter the license key to **Product Key or License Key**.

   When you enter the license key, **Epson Open Platform Version** is automatically set to the appropriate version.

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 printers.

1. Create a new configuration template.

2. Read the license key on the configuration template.

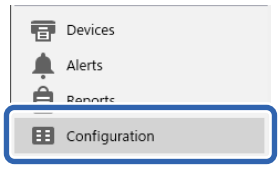
3. Apply it to the target printers.

## Creating the Configuration Template

Create the configuration template newly.

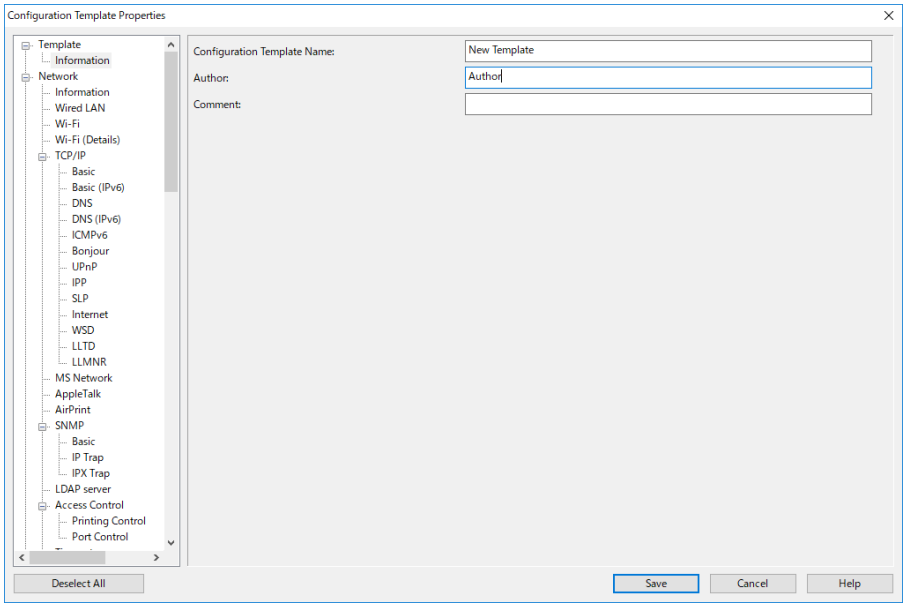
1. Start Epson Device Admin.

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.<br>Enter up to 1,024 characters in Unicode (UTF-8). |
| Author | Information on the creator of the template.<br>Enter up to 1,024 characters in Unicode (UTF-8). |
| Comment | Enter arbitrary information.<br>Enter up to 1,024 characters in Unicode (UTF-8). |

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

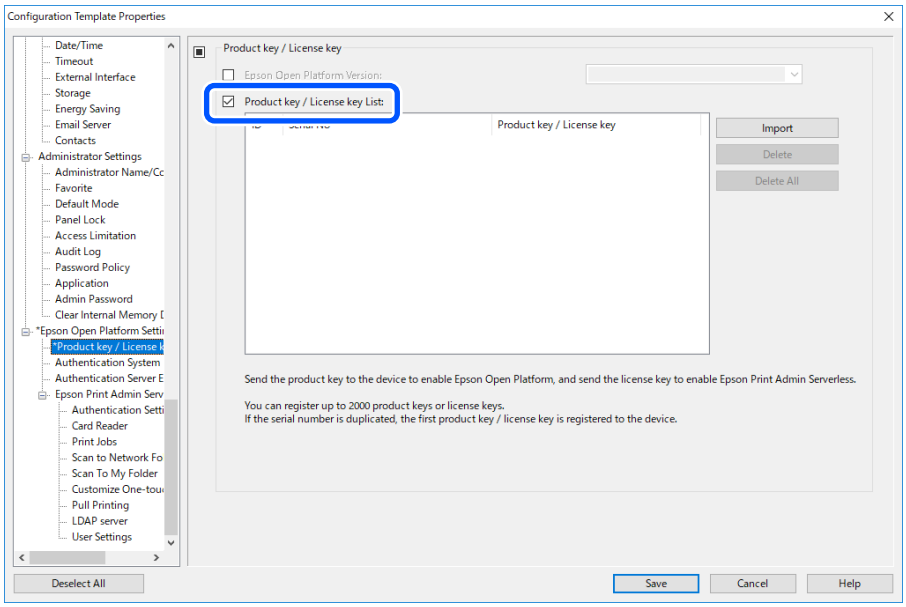
***Note:***
*Click the menu items on the left to switch to each screen. The set value is retained if you switch the screen, but not if you cancel the screen. When you have finished all the settings, click* ***Save****.*

# 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 printer 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.*

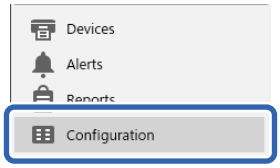
# Applying the Configuration Template

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

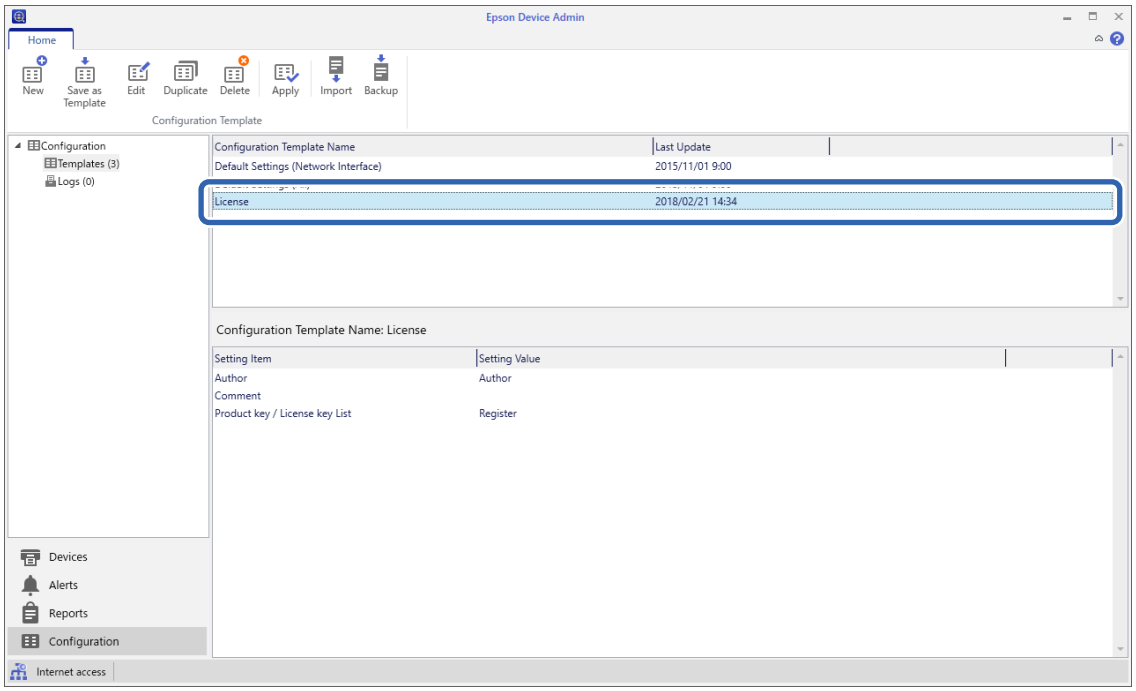
If you have not registered the printer's administrator password in Epson Device Admin, register the password first before performing this operation.

"Registering the printer's administrator password in Epson Device Admin" on page 11

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.

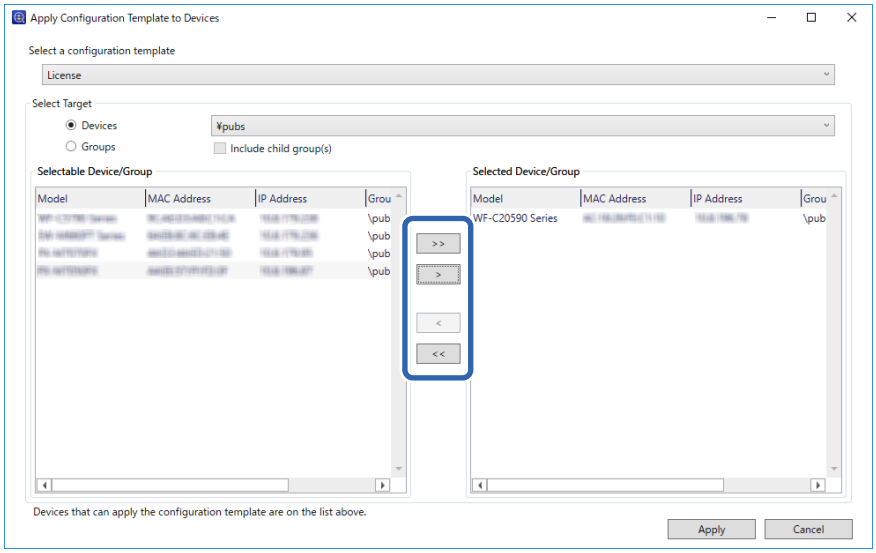
4. Select the target to apply the configuration template.

***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 devices or groups that you want to apply the template to **Selected Device/Group** by using [>], [>>], [<], [<<].

   Use [>] to move the selected device or group, and use [>>] to move all devices or groups. To make multiple selections, press Ctrl or Shift and click your mouse.

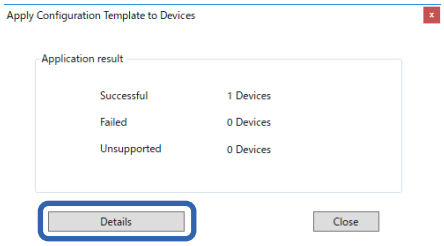



6. Click **Apply**.

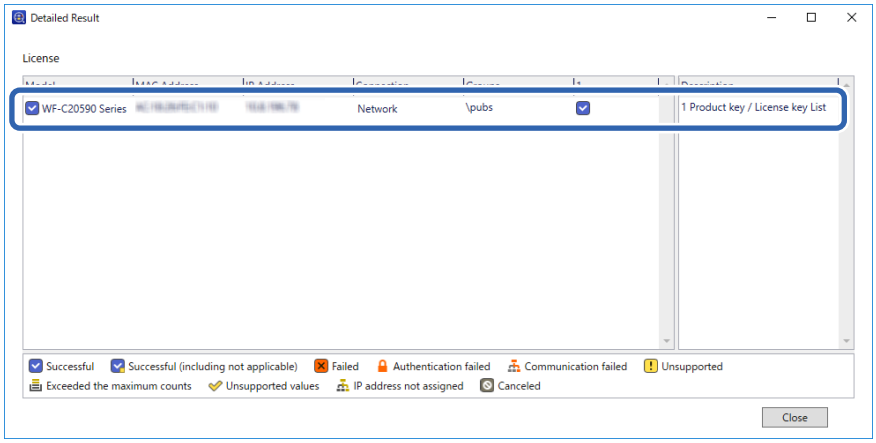
   A confirmation screen for the configuration template to be applied is displayed.

7. Click **OK**.

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




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



9. Click **Close**.

### Related Information

➡ "Epson Device Admin" on page 10

# Set the Printer Individually Using Web Config

Explains the procedure when you set up Epson Print Admin Serverless to the printer 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 12

## 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 configure 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**.

## Configuring 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 the authentication method.<br>***Important:***<br>*When using the Pull Printing function, make sure that settings for Epson Print Admin Serverless are the same, such as the authentication method for the linked printer, the user settings, and the maximum time limit for unreleased jobs.*<br>❏ Local DB<br>Authenticate using the user information registered to the printer. It is necessary to register the user information to the printer.<br>❏ LDAP<br>Authenticate using the user information of the LDAP server synchronized with the printer. It is necessary to set up the LDAP server.<br>❏ Local DB and LDAP<br>Authenticate using the user information registered to the printer or the LDAP server synchronized with the printer. It is necessary to register the user information to the printer and set up the LDAP server. |
| How to Authenticate User | Select how to authenticate a user.<br>❏ Card / User ID and Password<br>Use an ID card to authenticate users. You can also use a user ID and password to authenticate.<br>❏ User ID and Password<br>Use a user ID and password to authenticate users.<br>You cannot use an ID card to authenticate when you select this function.<br>❏ User ID<br>Use only a user ID to authenticate users. You do not need to set a password.<br>❏ Card / ID Number<br>Use an ID card to authenticate users. You can also use an ID Number.<br>❏ ID Number<br>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.<br>If you select **LDAP** for **Authentication Method**, you cannot set it. |
| 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.<br>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. |
| 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.<br>❏ User's email address<br>Use the email address of the user logged in to the printer. If the user's email address is not set, the sender's email address set in the printer is used.<br>❏ Product's email address<br>Use the sender's email address set in the printer. |

### Related Information

➡ "Overview for the Authentication Method" on page 7

# Configuring Print Job Settings (Web Config)

Configure settings related to the print job sent from the client computer.

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

## Print Jobs Setting Items

| Item | Explanation |
|---|---|
| Retain printed jobs | Permit the users to retain the print jobs. |
| Set the print jobs to the selected state | Set the selected status of the print jobs when the users log in to the printer. |
| User name in Epson Device Admin log | You can select the name to be recorded in [Print: user name] in the job history report output by Epson Device Admin.<br>❏ Login Name:<br>Records the user name logged in to Epson Print Admin Serverless.<br>❏ Computer Name:<br>Records the computer name that sent the print job to Epson Print Admin Serverless. |
| Auto release jobs upon device login | Sets whether or not to start printing automatically when a user with LDAP Server Authentication logs in to the printer. |

# Registration for the User Information (Web Config)

Register the user information that is used to user authentication.

When you select **LDAP** 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 LDAP** 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 to use authentication between 1 and 83 bytes in Unicode.<br>Since the User ID is not case sensitive, you can log in using upper or lower case letters. |
| User name Display | Enter the user name displayed on the printer's control panel within 32 characters in Unicode. You can leave this blank. |
| Password | Enter the password to use authentication within 32 characters in ASCII. The password is case sensitive.<br>Leave this blank if you select **User ID** for **How to Authenticate User**. |
| Authentication Card ID | 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.<br>Enter within 116 characters in ASCII. You can leave this blank. |
| ID Number | It is displayed when **Card / ID Number** or **ID Number** is selected on **Epson Open Platform** tab > **Authentication Settings** > **How to Authenticate User**.<br>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 | It is displayed when **Card / ID Number** or **ID Number** is selected on **Epson Open Platform** tab > **Authentication Settings** > **How to Authenticate User**.<br>Click to generate the ID number automatically that the digit is same as the **The Minimum Digit Number of ID Number** you set. |
| Department | Enter the department name arbitrary to distinguish the users.<br>You can leave this blank. |

| Item | Explanation |
|---|---|
| Email Address | Set the email address for the users. This is used as the destination of Scan to My Email.<br>You can leave this blank. |
| Restrictions | You can restrict functions for each user. Select the functions you want to allow in **Select the check box to enable or disable each function.** |
| Color Printing Restriction | You can restrict color printing for each user. Select the type of printing you want to allow from the drop-down menu. |
| Auto release jobs upon device login | Sets whether or not to start printing automatically when a user logs in to the printer. |
| Presets | You can specify which presets can be used by specific users. |
| Manage page count | You can set the page count management for each user.<br>This is displayed when you select **Enable** on the **Epson Open Platform** tab > **Manage page count** > **Manage page count**.<br>❏ Disable<br>Does not manage the number of pages for the selected user.<br>❏ Individual<br>Manages the number of pages for the selected user according to the **Individual** settings.<br>The schedule for updating the number of printable pages follows the settings on the **Epson Open Platform** tab > **Manage page count** > **Update schedule settings**.<br>❏ Shared<br>Manages the number of pages according to the setting on the **Epson Open Platform** tab > **Manage page count** > **Manage page count**. |

### Manage page count

| Item | | | Explanation |
|---|---|---|---|
| Check number of pages | | | You can check the number of printable pages for the selected user.<br>This item is displayed when you click **Edit** on the **Epson Open Platform** tab > **User Settings** to open the edit screen for user settings. |
| | Color | Enable/Disable | Shows whether or not the color printing page count is enabled or disabled. |
| | | Maximum Pages | Displays the number of pages that can be printed in color. |
| | Black and White | Enable/Disable | Shows whether or not the monochrome printing page count is enabled or disabled. |
| | | Maximum Pages | Displays the number of pages that can be printed in monochrome. |
| Individual | | | Configure settings to periodically update the number of printable pages for the selected user.<br>This can be set when **Individual** is selected in **Manage page count**. |

| Item | | | Explanation |
|---|---|---|---|
| | Color | Enable/Disable | When **Enable** is selected, the number of pages that can be printed in color is updated periodically along with the number of pages set in **Maximum Pages**. |
| | | Maximum Pages | Enter the number of pages that can be printed in color that is updated periodically. The number of pages that can be entered is 0 to 999,999. |
| | Black and White | Enable/Disable | When **Enable** is selected, the number of pages that can be printed in monochrome is updated periodically along with the number of pages set in **Maximum Pages**. |
| | | Maximum Pages | Enter the number of pages that can be printed in monochrome that is updated periodically. The number of pages that can be entered is 0 to 999,999. |
| Number of additional pages | | | Adds the number of printable pages to the selected user.<br>This can be set when a value other than **Disable** is selected in **Manage page count**.<br>This item is displayed when you click **Edit** on the **Epson Open Platform** tab > **User Settings** to open the edit screen for user settings. |
| | Color | Enable/Disable | When **Enable** is selected, the number of pages set in **Maximum Pages** is added to the number of pages that can be printed in color. |
| | | Maximum Pages | Enter the number of pages that can be printed in color. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in color by entering a negative number. |
| | Black and White | Enable/Disable | When **Enable** is selected, the number of pages set in **Maximum Pages** is added to the number of pages that can be printed in monochrome. |
| | | Maximum Pages | Enter the number of pages that can be printed in monochrome. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in monochrome by entering a negative number. |

### Related Information

➡ "Making Page Count Management Settings (Web Config)" on page 53

## 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 printer.

***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 set up presets.
2. Click **Presets** > **Select**.

   A list of presets registered in the printer is displayed.

3. Select the presets you want to register.

   ***Note:***
   *Click **Edit** to go to the printer'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.*

## 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. Enter the password if you have set a password for the selected file.

   In some regions, the password entry field is not displayed. In this case, go to the next step.

5. Click **Import**.

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

### Related Information

➡ "Creating the CSV File" on page 39

## Creating the CSV File

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

   Or access 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.<br>Each parameter is enclosed by "[ ]"(brackets). Enter the parameters in "[ ]".<br>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. Enter the password you want to set.

   In some regions, the password entry field is not displayed. In this case, go to the next step.

5. Click **Export**.

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

   The file is saved.

7. Edit the CSV file you saved in a spreadsheet application such as Microsoft Excel or in a text editor, and then save the information.

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

### *CSV File Setting Items*

| 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 printer's control panel within 32 characters in Unicode. You can leave this blank. |
| Password | Enter the password to use authentication within 32 characters in ASCII. When importing, this is set as the password instead of [EncPassword].<br>Leave this blank if you select **User ID** for **How to Authenticate User**.<br>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.<br>Enter within 116 characters in ASCII. You can leave this blank. |
| IDNumber | It is displayed when **Card / ID Number** or **ID Number** is selected on **Epson Open Platform** tab > **Authentication Settings** > **How to Authenticate User**.<br>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**.<br>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. |

**Information Registration and System Configuration**

| Item | Settings and Explanation |
|---|---|
| Department | Enter the department name arbitrary to distinguish the users.<br>Enter within 40 characters in Unicode (UTF-8). You can leave this blank. |
| MailAddress | Set the email address for the users. This is used as the destination of **Scan to My Email**.<br>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 20 ASCII characters.<br>When importing, this overwrites the password set in [EncFolderPassword]. When exporting, it 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. |
| Copy | Settings to enable or disable the Copy function. Enable: 1, Disable: 0 |
| Scan | Settings to enable or disable the Scan function. Enable: 1, Disable: 0 |
| Fax | Settings to enable or disable the fax function. Enable: 1, Disable: 0 |
| MemPrint | Settings to enable or disable the print from memory device function. Enable: 1, Disable: 0 |
| ComPrint | Settings to enable or disable the print from the computer function. Enable: 1, Disable: 0 |
| ColorPrint | Settings to allow or prohibit color printing. Allowed: 1, Not Allow: 0 |
| PresetIndex | Set the presets that you want to associate with the user. You can set up to five preset registration numbers separated by commas. |
| AutoPrint | Settings to enable or disable automatic printing after logging on. Enable: 1, Disable: 0 |
| ManagePageCount | Set the page count management method for each user. Shared: 2, Individual: 1, Disable: 0<br>❏ Shared: 2<br>Manages the number of pages according to the setting on the **Epson Open Platform** tab > **Manage page count** > **Manage page count**.<br>❏ Individual: 1<br>Set the page count management for each user.<br>The schedule for updating the number of printable pages follows the settings on the **Epson Open Platform** tab > **Manage page count** > **Update schedule settings**.<br>❏ Disable: 0<br>Does not manage the number of pages for the selected user. |

| Item | Settings and Explanation |
|---|---|
| ManageColorPage | Set whether or not to limit the number of printable pages in color. Limit: 1, No limit: 0<br>This item is enabled when **ManagePageCount** is set to 1 (Individual). |
| ColorPage | Enter the number of pages that can be printed in color that is updated periodically. The number of pages that can be entered is 0 to 999,999.<br>This item is enabled when **ManageColorPage** is set to 1 (Limit). |
| ColorPageRemain | Enter the number of pages that can be printed in color. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in color by entering a negative number.<br>This item is enabled when **ManagePageCount** is set to 2 (Shared) or 1 (Individual). |
| ManageBWPage | Set whether or not to limit the number of printable pages in monochrome. Limit: 1, No limit: 0<br>This item is enabled when **ManagePageCount** is set to 1 (Individual). |
| BWPage | Enter the number of pages that can be printed in monochrome that is updated periodically. The number of pages that can be entered is 0 to 999,999.<br>This item is enabled when **ManageBWPage** is set to 1 (Limit). |
| BWPageRemain | Enter the number of pages that can be printed in monochrome. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in monochrome by entering a negative number.<br>This item is enabled when **ManagePageCount** is set to 2 (Shared) or 1 (Individual). |
| EncPassword | When exporting, the parameter set for [Password] is encrypted using BASE64 and then output.<br>When importing and entering a new password in [Password], this is ignored.<br>If [Password] is blank, this value is used and the password remains as it was before exporting. |
| EncFolderPassword | When exporting, the parameter set for [FolderPassword] is encrypted, then the value is encoded by BASE64 and output.<br>When importing and entering a new password in [FolderPassword], this is ignored.<br>If [FolderPassword] is blank, this value is used and the password remains as it was before exporting. |

### Related Information

➡ "Making Page Count Management Settings (Web Config)" on page 53

➡ "Importing from CSV / ENE File" on page 70

## Synchronization with the LDAP Server (Web Config)

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

Set it when you select **LDAP** or **Local DB and LDAP** for **Authentication Method**.

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

### Related Information

➡ “LDAP Server Setting Items” on page 66

➡ “Kerberos Setting Items” on page 68

➡ “Search Setting Items for LDAP Server Authentication” on page 68

## Configuring 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 66

➡ “Kerberos Setting Items” on page 68

## 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**.

## Configuring 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 68

# Options Functions Setting (Web Config)

Set when you use functions other than authentication printing.

## Access Control Settings

Set the functions that are available to the user.

### *Configuring Available Function Settings (Web Config)*

Set the functions that are available to the registered user when logging in to Epson Print Admin Serverless.

***Note:***
*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 the related information below for details on the setting items.*

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

   Or access **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.**.

4. Click **Apply**.

### Related Information

➡ "User Information Setting Items" on page 36

### *Allow printer to be used from drivers and software*

Set permissions to allow scanning, sending faxes, printing forms, and other functions from the computer.

***Note:***
*You can use fax on printers equipped with the fax function.*

### Set Access Permission to the Driver (Web Config)

Create an account to use the printer from Epson Scan 2 or PC-FAX.

***Note:***
*You can use PC-FAX on printers equipped with the fax function.*

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

   Or access 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 and software authentication.*

4. Enable the functions that you want to allow 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 or PC-FAX.

### Related Information

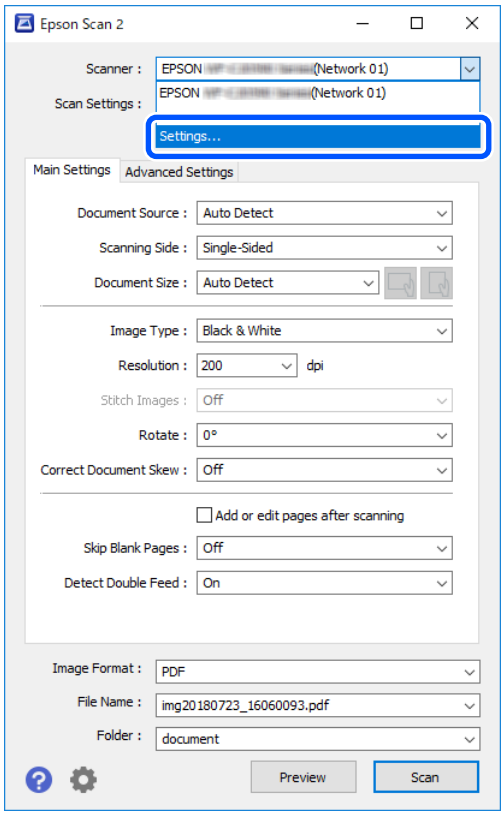
➡ "Scanning from the Computer" on page 45
➡ "Sending and Receiving Faxes Using PC-FAX" on page 47

### Scanning from the Computer

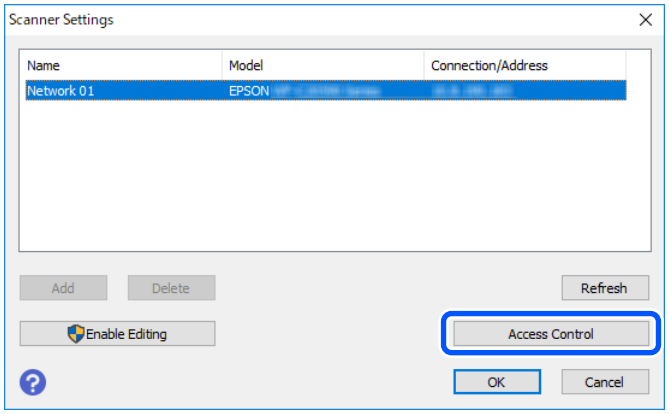
If you want to scan from the computer, set information for access limitations in Epson Scan 2.

1. Run Epson Scan 2.

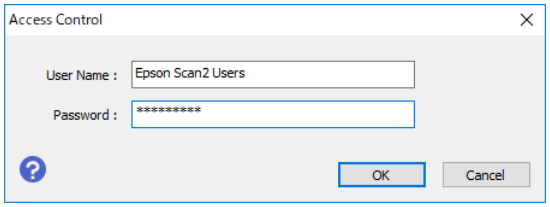
2. Select **Settings** from **Scanner**.




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




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




5. Click **OK**.

## Sending and Receiving Faxes Using PC-FAX

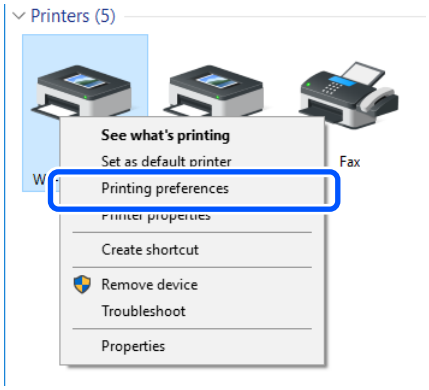
***Note:***
*You can use fax and use PC-FAX on printers equipped with the fax function.*

1. Install the printer driver again.

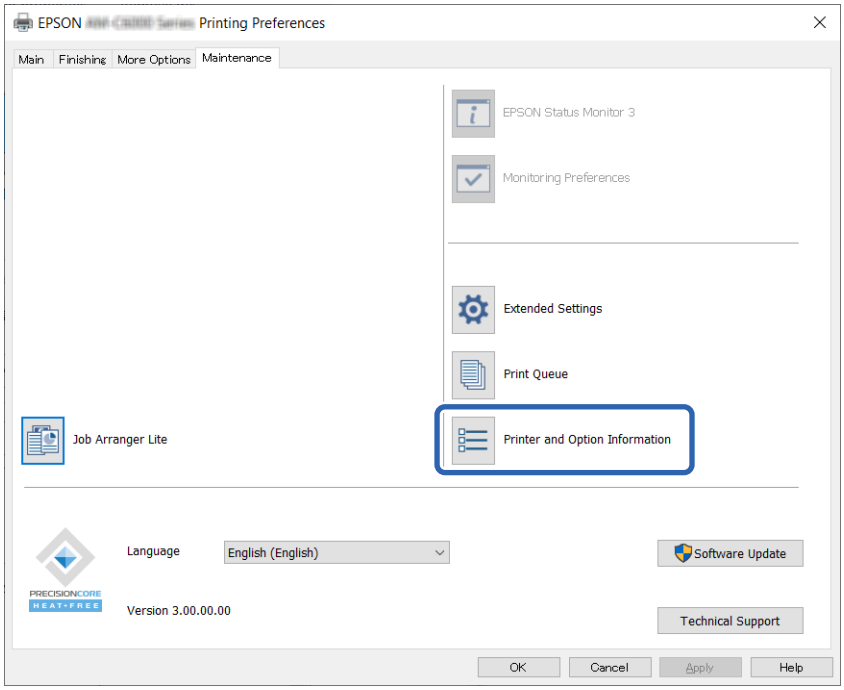
> ***Important:***
> *Do not set Epson Print Admin Serverless settings in the re-installed printer driver.*

2. Select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.

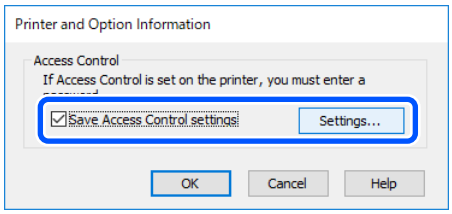
3. Right-click the printer queue that was created, and then select **Printing Preferences**.



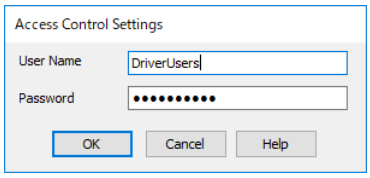

4. Click the **Maintenance** tab > **Printer and Option Information**.



5. Select **Save Access Control settings**, and then click **Settings**.




6. Set **User Name** and **Password**, and then click **OK**.




7. Click **OK**.

### Allow print jobs without authentication information (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 printing and scanning without authentication information from a computer**.

3. Click **OK**.

## Configuring the Function Settings for Use Without Authentication (Web Config)

When users log out, permit guest users to use the printer's standalone functions (copy, fax, scan, etc.). The icons for the available functions are displayed on the login screen.

***Note:***
***Fax** is only displayed on printers equipped with the fax function.*

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

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

2. Confirm that the **Enables Access Control** is selected.

3. Enable the functions that you want to permit to use without authentication in **Select the check box to allow using from the printer's control panel when not logged in.**.

4. Click **OK**.

### Related Information

➡ "Configuring the Function Settings for Use Without Authentication (Configuration Template)" on page 77

## Configuring Authentication Device Settings (Web Config)

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

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

   Or access **Device Management** tab > **Card Reader**.

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

   See the related information for the details of each item.

3. Click **Next**.

   The setting confirmation screen is displayed.

4. Click **OK**.

### Related Information

➡ "Available Reading Method for Authentication Information" on page 25

## Mail Server Settings (Web Config)

Set when you use the following functions to allow printers 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 printer. For the mail and scan setting, you can set from **Scan/Copy** > **User Default Settings** > **Scan to Email**.

❏ Email Notification

This is the function to receive alerts by email when events occur, such as your printer running out of paper.

See the manual for details on the settings.

### Related Information

➡ "Registration for the User Information (Web Config)" on page 35

➡ "About Email Notifications" on page 99

## Making 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 | Destination Path |
|---|---|---|---|
| User folder | Each user | Local DB, Local DB and LDAP | Contacts |
| User folder | Each user | LDAP, Local DB and LDAP | LDAP attribute |
| Shared folder* | All users | Local DB, Local DB and 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**<br>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.<br>❏ **Individual**:<br>Set the save destination for scan results for each user.<br>Device authenticated users can be set in the user settings.<br>Users authenticated by LDAP server can set the save location in the LDAP server's search attribute. |
| | Type | Select the transmission protocol.<br>When the scanning output destination is a network folder, select **Network Folder (SMB)**.<br>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.<br>When you select **FTP** in **Type**, specify the URL of the output destination of the scanned data.<br>Enter within 160 characters in Unicode (UTF-8). |
| | Connection Mode | Set when you select **FTP** in **Type**.<br>Select a connection mode to the FTP server. |
| | Port Number | Set when you select **FTP** in **Type**.<br>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**.<br>❏ **Shared**<br>The settings configured for **User Name** and **Password** are used for authentication regardless of the authentication method.<br>❏ **Individual**:<br>Device authenticated users can be set individually in the user settings.<br>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.<br>Enter within 30 characters in Unicode (UTF-8). |
| | Password | Enter the password to access the scan output destination folder.<br>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 access the **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Customize One-touch Functions**.

2. Select **Enable** from **Customize One-touch Functions**.

3. 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)*

4. Select the screen number from **Screen(s)**.
5. 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.
6. Click **OK**.

### Related Information

➡ "Editing the Home Screen (Configuration Template)" on page 78

## Configuring Pull Printing Settings (Web Config)

You can configure printing from any printer by linking to the printer using Epson Print Admin Serverless.

A storage-equipped printer that stores print data is required for linking. You can register up to 10 printers, with the storage-equipped printer acting as the primary unit.

Pull Printing uses encrypted communication (HTTPS), which may slow down printing speed. In Europe, the Middle East and Africa, you may be able to avoid the effects of encryption by allowing non-secure communication (HTTP). See the related information for details on how to allow non-secure communication.

***Important:***

*The following environment is necessary for linked printers.*

- ❏ *Epson Print Admin Serverless is available.*
- ❏ *Pull Printing is supported.*
- ❏ *Epson Print Admin Serverless settings are set to the same values.*

### *Linking the Printer (Web Config)*

1. Select **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **Pull Printing**.

   Or access the **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Pull Printing**.

2. Set the linked printer from **1:** to **10:**.

   ***Note:***
   *Be sure to include the printer that is currently set.*

   You can use the IPv4, IPv6, or FQDN format for configuration. You can use the following format for FQDN (<host name>. <domain name> format).

   - ❏ Host name: You can enter 2 to 63 bytes in US-ASCII numbers, letters, and hyphens (except leading and trailing).
   - ❏ Domain name: You can enter 2 to 249 bytes in US-ASCII numbers, letters, and hyphens (except at the start and end of the string). Periods can be used as a delimiter, but you cannot enter more than one period consecutively. Also, use periods to separate the strings so that each string is 63 bytes or less.

3. In Europe, the Middle East and Africa, you may be able to allow non-secure communication (HTTP). If **Security Settings** is not displayed, go to step 4.

   You may be able to avoid the effects of encryption by allowing non-secure communication. Change the settings based on the security risks in your environment.

To allow non-secure communication, select **Allowed** from **Allow Non-secure Communication**.

4. Click **OK**.

   The connection check starts. If the connection is successful, a connection confirmation page will be displayed.

## Making Page Count Management Settings (Web Config)

You can make a variety of settings for page count management.

You can set page count management for users with Device Authentication (Local DB).

When you select **LDAP** as the **Authentication Method**, **Manage page count** is not displayed in the list.

***Note:***
*You can change the page count management settings for each user on the **Epson Open Platform** tab > **User Settings**.*

1. Select **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **Manage page count**.

   Or access **Epson Open Platform** tab > **Manage page count**.

2. Set each item.

3. Click **OK**.

### Related Information

➡ "Registration for the User Information (Web Config)" on page 35

### *Page Count Management Setting Items (Web Config)*

| Item | Explanation |
|---|---|
| Manage page count | Select whether or not to manage the number of pages. |
| Operation if user page count insufficient | Select the operation to perform when the user runs out of printable pages while printing a job.<br>❏ Restrict after job ended<br>Even if the number of printable pages reaches 0 or less while printing a job, the job being printed is printed to the end. The next job to be printed cannot be printed because a message is displayed on the control panel informing the user that they do not have enough printable pages remaining.<br>❏ End job<br>If the number of printable pages reaches 0 or less while printing a job, printing stops and a message is displayed on the control panel informing the user that they do not have enough printable pages remaining. Any jobs that are canceled are not deleted, they are stored in the print job list.<br>***Important:***<br>*If the number of pages to be printed cannot be determined before printing, printing may be performed even if the number of pages that can be printed is exceeded.*<br>*The number of pages cannot be determined in the following cases.*<br>❏ *Copying using ADF* |

## Information Registration and System Configuration

| Item | Explanation |
|---|---|
| Post-login page | Select the screen that is displayed after you log in to the printer.<br>❏ List of print jobs<br>Displays the print job list.<br>If **Auto release jobs upon device login** is enabled in the user information settings, printing starts automatically when the user logs in to the printer and the print job list is not displayed.<br>❏ Home screen<br>Displays the home screen.<br>When **Home screen** is selected, even if **Auto release jobs upon device login** is enabled in the user information settings, printing does not start automatically when the user logs in to the printer. |
| Update schedule settings | Set to periodically update the number of printable pages. |
| Set number of pages in batch | Add the number of printable pages. |

❏ Update schedule settings

| Item | | Explanation |
|---|---|---|
| Color | Enable/Disable | When **Enable** is selected, the number of pages that can be printed in color is updated periodically along with the number of pages set in **Maximum Pages**. |
| | Functions | Displays the name of the function that is the target of page count management. |
| | Maximum Pages | Enter the number of pages that can be printed in color that is updated periodically. The number of pages that can be entered is 0 to 999,999. |
| Black and White | Enable/Disable | When **Enable** is selected, the number of pages that can be printed in monochrome is updated periodically along with the number of pages set in **Maximum Pages**. |
| | Functions | Displays the name of the function that is the target of page count management. |
| | Maximum Pages | Enter the number of pages that can be printed in monochrome that is updated periodically. The number of pages that can be entered is 0 to 999,999. |
| Update schedule settings | | Set a schedule to update the number of printable pages.<br>If you select **OFF**, the number of pages is not updated periodically. |
| Month | | Enter the month to add the number of pages as a number from 1 to 12.<br>This is available when you select **Year** in **Update schedule settings**. |
| Day | | Enter the day to add the number of pages as a number from 1 to 31.<br>This is available when you select **Year** or **Month** in **Update schedule settings**. |
| Week | | Select the day of the week to add the number of pages.<br>This is available when you select **Week** in **Update schedule settings**. |
| Hour | | Enter the time to add the number of pages as a number from 0 to 23.<br>This is available when you select anything other than **OFF** in **Update schedule settings**. |
| Retain number of pages before updating | | Set whether or not to maintain the number of pages before updating when updating the number of printable pages.<br>If you select **Enable**, the number of remaining pages is carried over and the number of pages set in **Maximum Pages** is added. If the number of remaining pages is negative, the number of pages will be added after subtracting the negative amount. |

❏ Set number of pages in batch

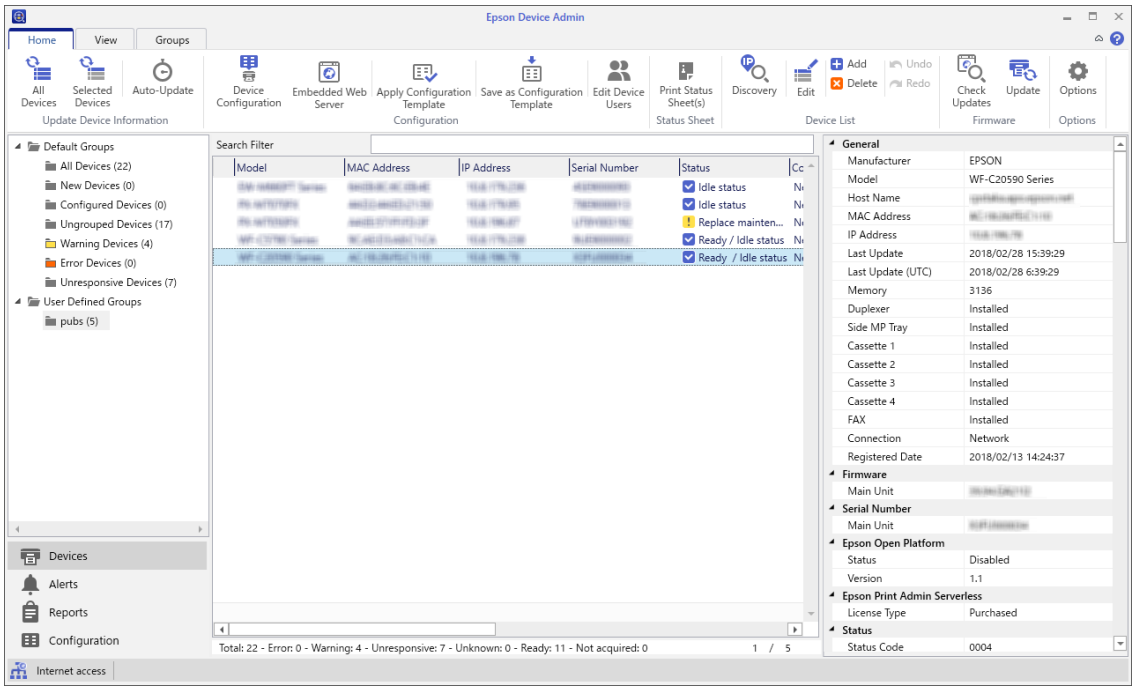
| Item | | Explanation |
|---|---|---|
| Color | Enable/Disable | When **Enable** is selected, the number of pages set in **Number of additional pages** is added to the number of pages that can be printed in color. |
| | Functions | Displays the name of the function that is the target of page count management. |
| | Number of additional pages | Enter the number of pages that can be printed in color. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in color by entering a negative number. |
| Black and White | Enable/Disable | When **Enable** is selected, the number of pages set in **Number of additional pages** is added to the number of pages that can be printed in monochrome. |
| | Functions | Displays the name of the function that is the target of page count management. |
| | Number of additional pages | Enter the number of pages that can be printed in monochrome. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in monochrome by entering a negative number. |

# Batch Setting Using Epson Device Admin (Configuration Template)

When using Epson Device Admin, you can set Epson Print Admin Serverless settings to multiple printers 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

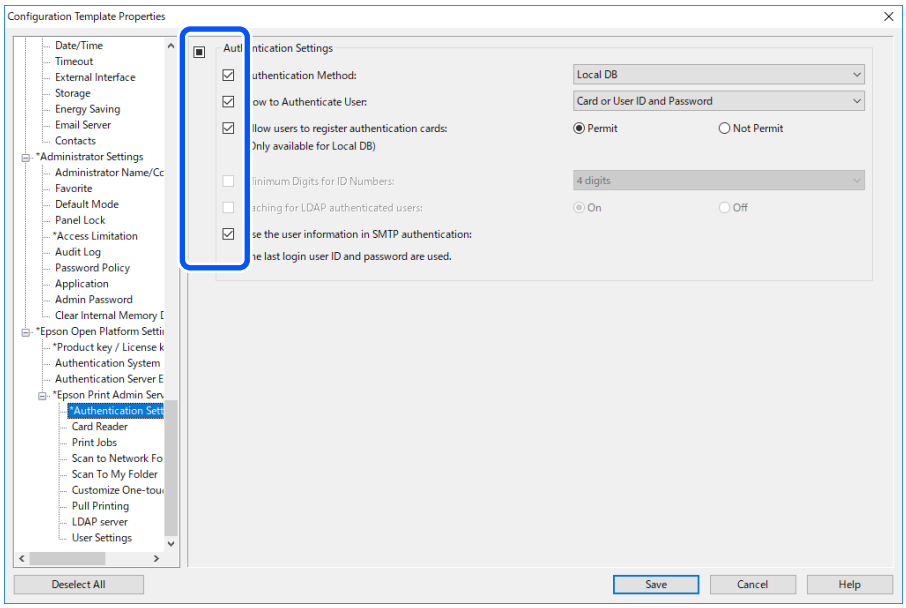
➡ “Required Settings for the Authentication Method” on page 12

## Operation Flow of Epson Device Admin

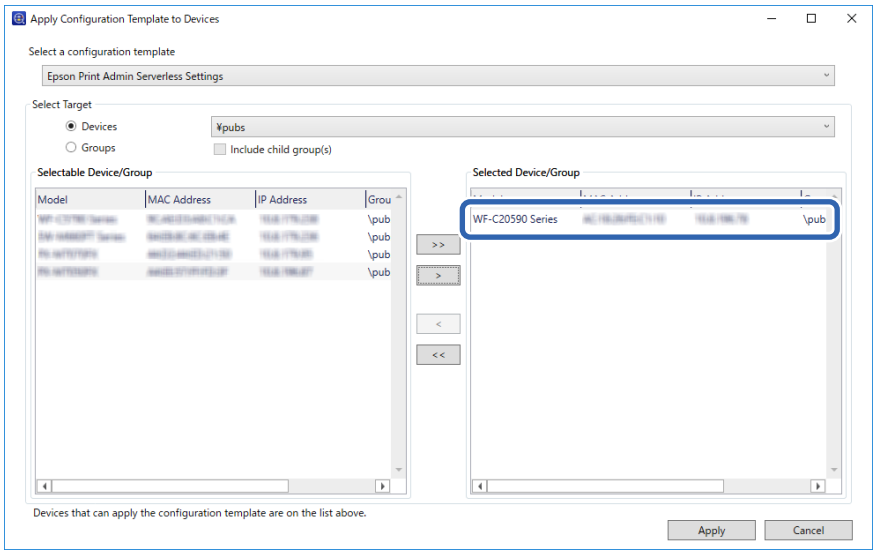
Make the Epson Print Admin Serverless settings by using the configuration template for Epson Device Admin. Apply the setting value to the printer by following the flow below.

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 printer 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

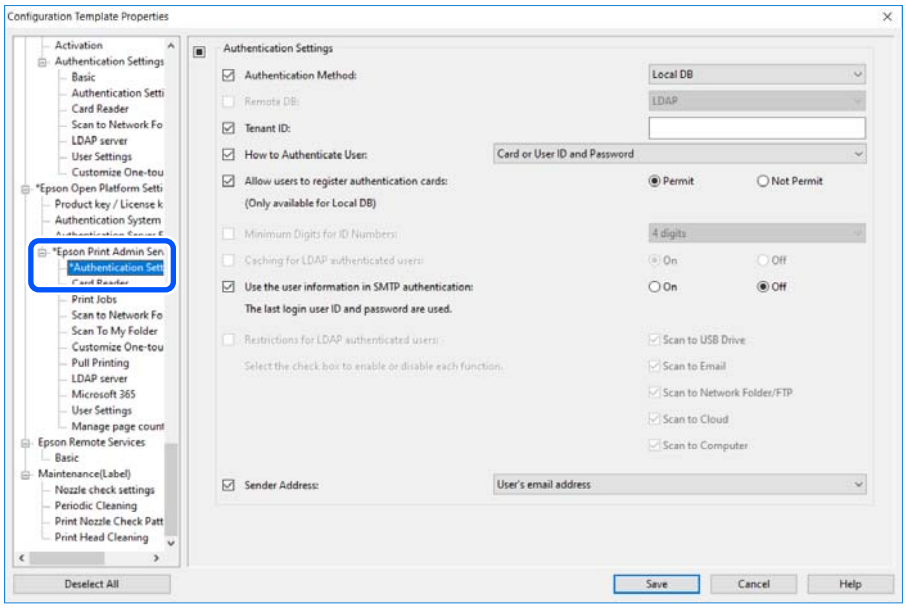
➡ “Creating the Configuration Template” on page 28

➡ “Applying the Configuration Template” on page 30

## 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 59

## Authentication Setting Items (Configuration Template)

| Item | Explanation |
|---|---|
| Authentication Method | Select the authentication method.<br>***Important:***<br>*When using the Pull Printing function, make sure that settings for Epson Print Admin Serverless are the same, such as the authentication method for the linked printer, the user settings, and the maximum time limit for unreleased jobs.*<br>❏ Local DB<br>Authenticate using the user information registered to the printer. It is necessary to register the user information to the printer.<br>❏ Remote DB<br>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.<br>❏ Local DB and Remote DB<br>Authenticate using the user information registered both in the printer and in the external authentication method synchronized with the printer. You need to register user information on the printer, and depending on the external authentication method used, you need to set up an LDAP server or Microsoft Entra ID authentication. |
| Remote DB | Select the type of external authentication method that will be used during user authentication.<br>❏ Microsoft Entra ID authentication<br>Authenticate using the user information registered in the synchronized Microsoft Entra ID.<br>This setting cannot be used with this printer.<br>❏ LDAP<br>Authenticate using the user information of the LDAP server synchronized with the printer. It is necessary to set up the LDAP server. |
| Tenant ID | Enter the tenant ID to access the Microsoft Entra ID.<br>This setting cannot be used with this printer. |
| How to Authenticate User | Select how to authenticate a user.<br>❏ Card or User ID and Password<br>Use an ID card to authenticate users. You can also use a user ID and password to authenticate.<br>❏ User ID and Password<br>Use a user ID and password to authenticate users.<br>You cannot use an ID card to authenticate when you select this function.<br>❏ User ID<br>Use only a user ID to authenticate users. You do not need to set a password.<br>❏ Card or ID Number<br>Use an ID card to authenticate users. You can also use an ID Number.<br>❏ ID Number<br>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.<br>This is unavailable if you select **Remote DB** as the **Authentication Method** and **LDAP** as the **Remote DB**. |

| Item | Explanation |
|---|---|
| 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.<br>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**. |
| 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 LDAP authenticated users | When using LDAP server authentication, you can set the scanning functions that are available to the user.<br>This setting cannot be used with this printer. |
| Sender Address | Select the sender's email address when using Scan to Email or Scan to My Email.<br>❏ User's email address<br>Use the email address of the user logged in to the printer. If the user's email address is not set, the sender's email address set in the printer is used.<br>❏ Product's email address<br>Use the sender's email address set in the printer. |

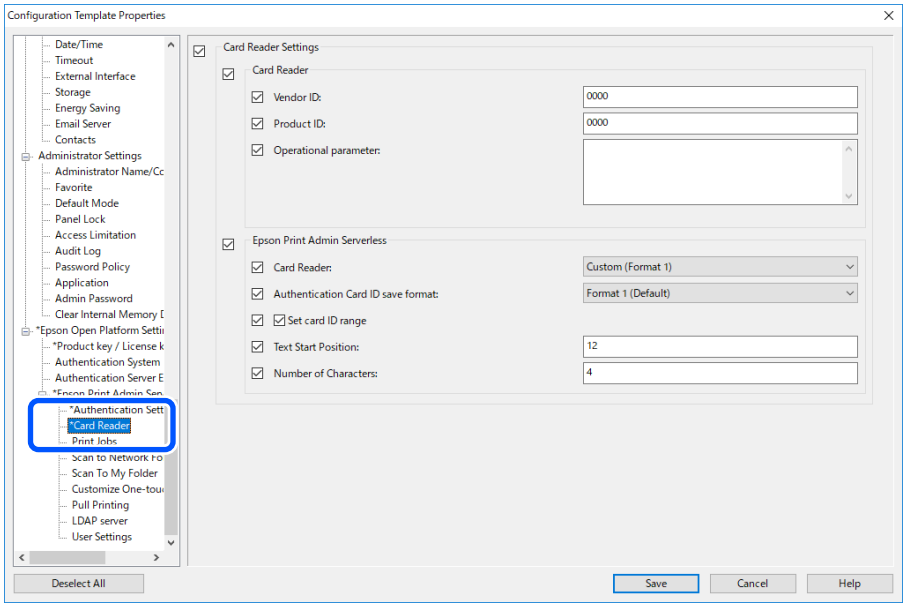
### Related Information

➡ "Overview for the Authentication Method" on page 7

# Configuring 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.

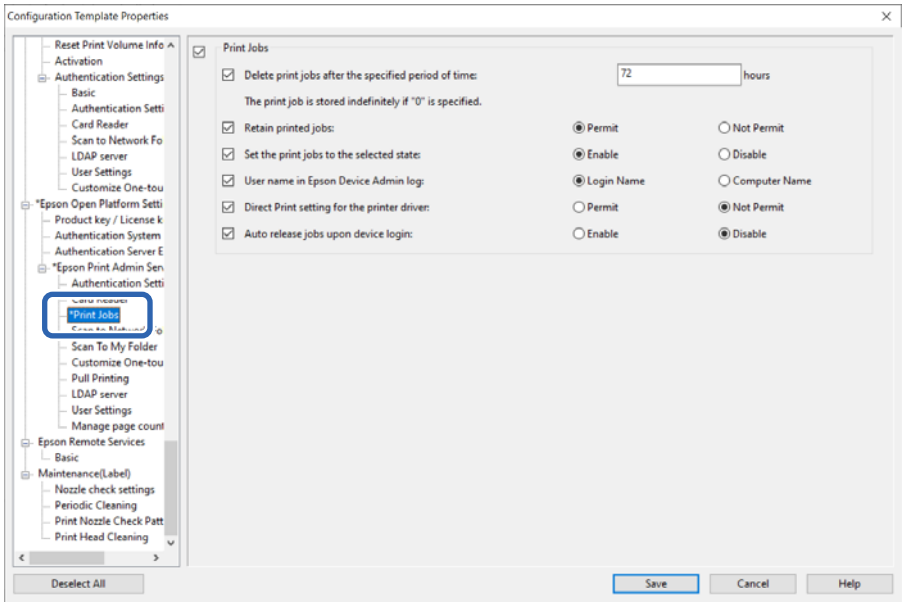
### Related Information

➡ "Available Reading Method for Authentication Information" on page 25

## Configuring Print Job Settings (Configuration Template)

Configure settings related to the print job sent from the client computer.

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




2. Set each item.

   See the related information for the items.

### Related Information

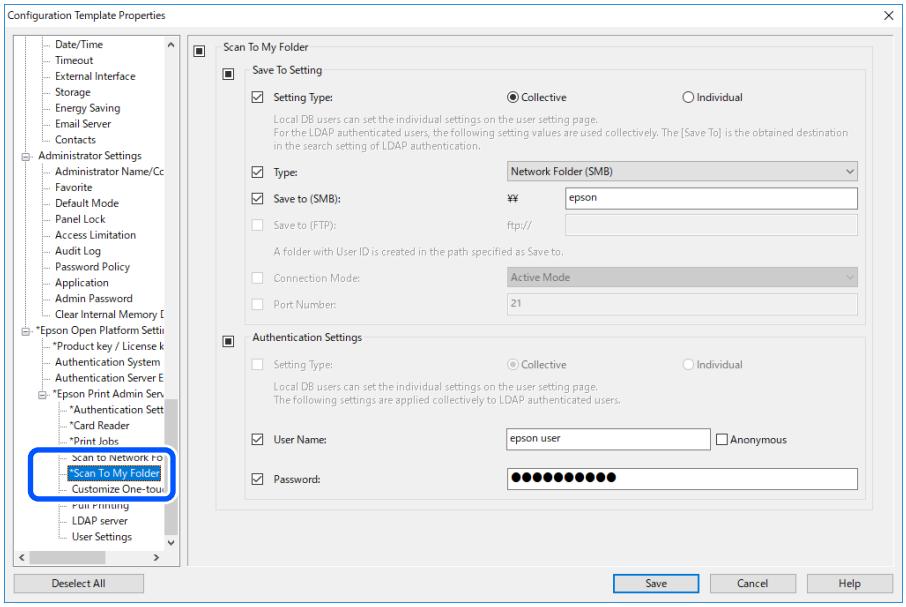
➡ "Print Jobs Setting Items" on page 35

## Configuring 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.

**Information Registration and System Configuration**

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**<br>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.<br>❏ **Individual**:<br>Set the save destination for scan results for each user.<br>Device authenticated users can be set in the user settings.<br>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)**.<br>For an FTP server, select **FTP**. |
| | Save to (SMB) | Set when you select **Network Folder (SMB)** in **Type**.<br>Specify the path of the output destination of the scanned data.<br>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.<br>Enter within 160 characters in Unicode (UTF-8). |
| | Connection Mode | Set when you select **FTP** in **Type**.<br>Select a connection mode to the FTP server. |
| | Port Number | Set when you select **FTP** in **Type**.<br>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**.<br>❏ **Shared**<br>The settings configured for **User Name** and **Password** are used for authentication regardless of the authentication method.<br>❏ **Individual**:<br>Device authenticated users can be set individually in the user settings.<br>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.<br>Enter within 255 characters in Unicode (UTF-8).<br>If you select **Anonymous**, the user name is fixed to "anonymous". |
| | Password | Enter the password to access the scan output destination folder.<br>Enter within 255 characters in ASCII. |

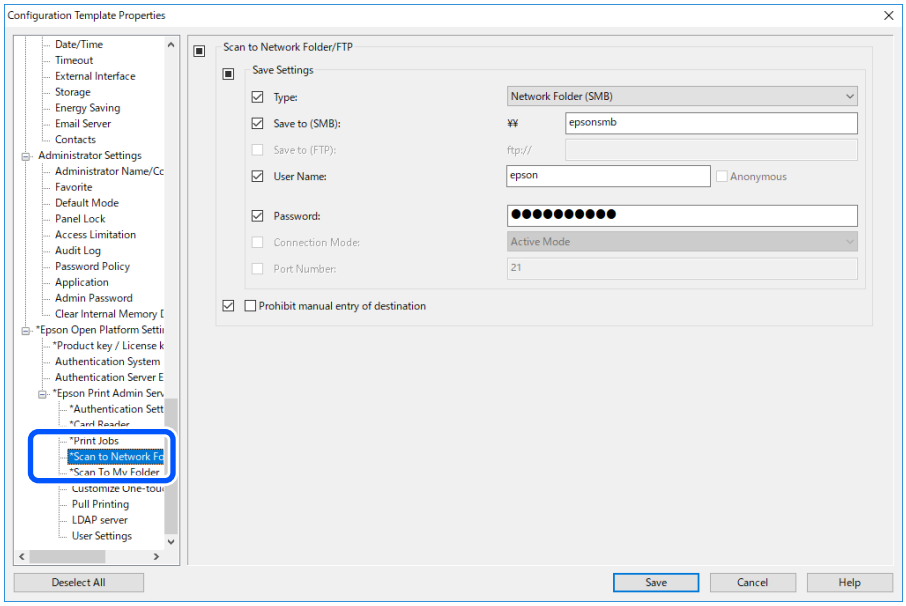
### Related Information

➡ "Making Scan to My Folder Settings (Web Config)" on page 49

# 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

# Synchronizing with the LDAP Server (Configuration Template)

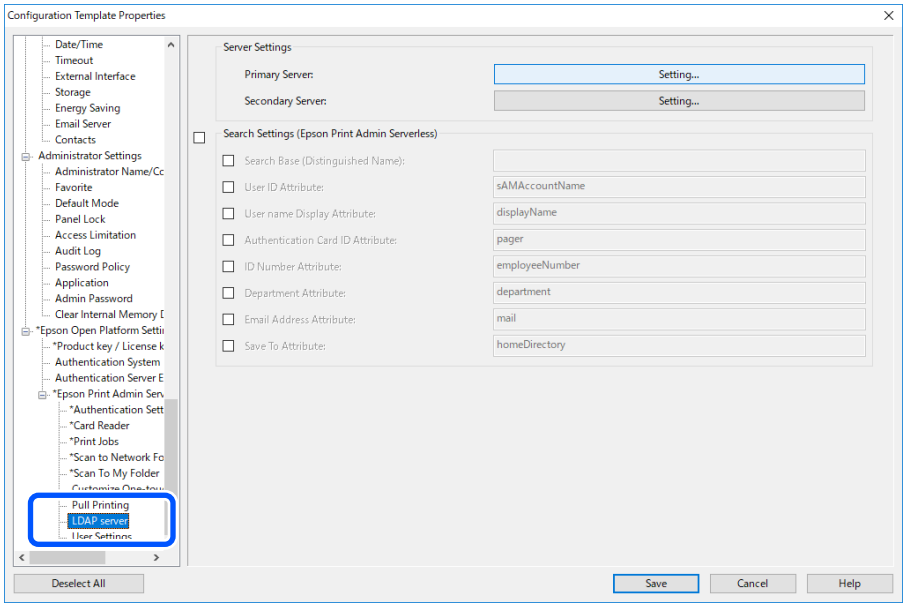
Set the LDAP server settings used for the authentication method and the search attributes used to identify the user information.

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 66

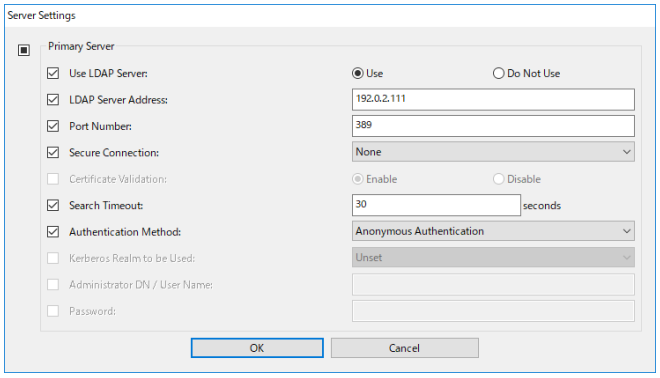
➡ “Kerberos Setting Items” on page 68

➡ “Search Setting Items for LDAP Server Authentication” on page 68

## 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**.



**Information Registration and System Configuration**

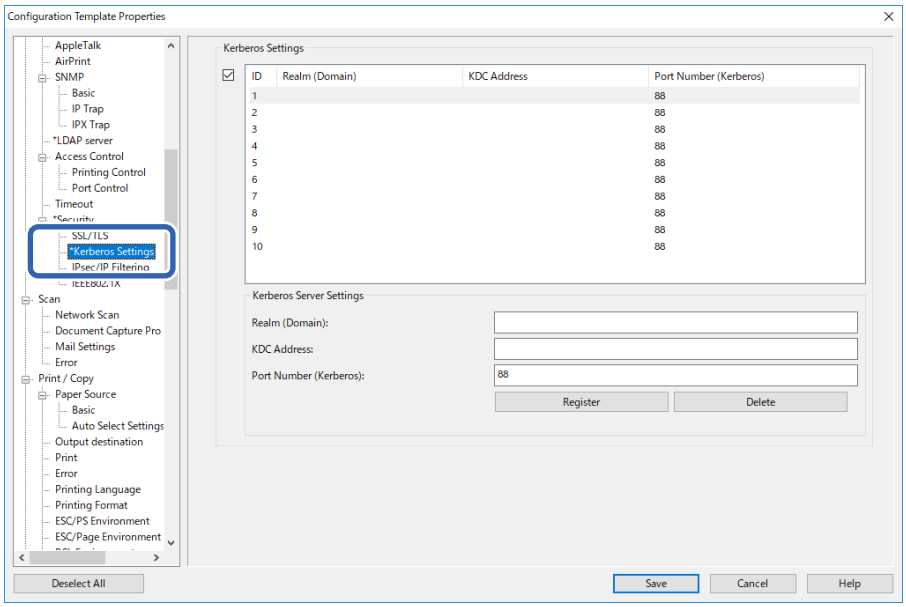
| Item | Settings and Explanation |
|---|---|
| Use LDAP Server | Select when you use LDAP server. |
| LDAP Server Address | Enter the address of the LDAP server. Enter between 1 and 1024 characters of either IPv4, IPv6, or FQDN format. For the FQDN format, you can use alphanumeric characters in ASCII (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 printer 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**.<br>To set up, the **CA Certificate** needs to be imported to the printer. |
| Search Timeout | Set the length of time for searching before timeout occurs between 0 and 99999. |
| Authentication Method | Select one of the methods.<br>If you select **Kerberos Authentication**, select **Kerberos Settings** to make Kerberos settings.<br>To perform Kerberos Authentication, the following environment is required.<br>❏ The printer and the DNS server can communicate.<br>❏ The time of the printer, KDC server, and the server that is required for authentication (LDAP server, SMTP server, File server) are synchronized.<br>❏ 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 72

## 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. |

## 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.<br>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.<br>Example: cn, uid |

| 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.<br>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.<br>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.<br>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.<br>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.<br>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.<br>Example: homeDirectory |

### Related Information

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

➡ “Importing from the LDAP Server” on page 72

# 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 printer 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 printer.

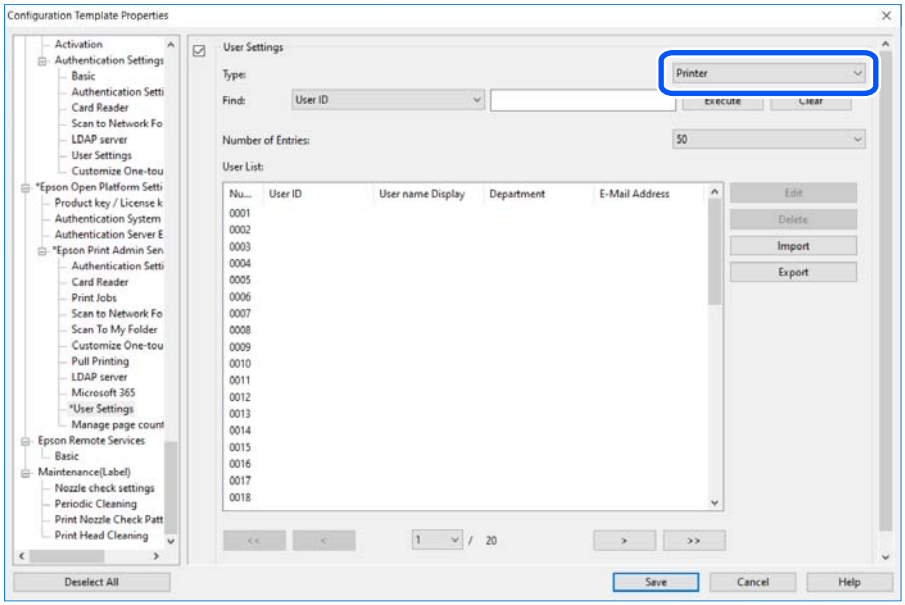
You can import user information up to the number of users that have not already been assigned in Contacts.

When exporting your user information from Epson Print Admin Serverless, you will be asked to set a password, which will be required when importing your user information.

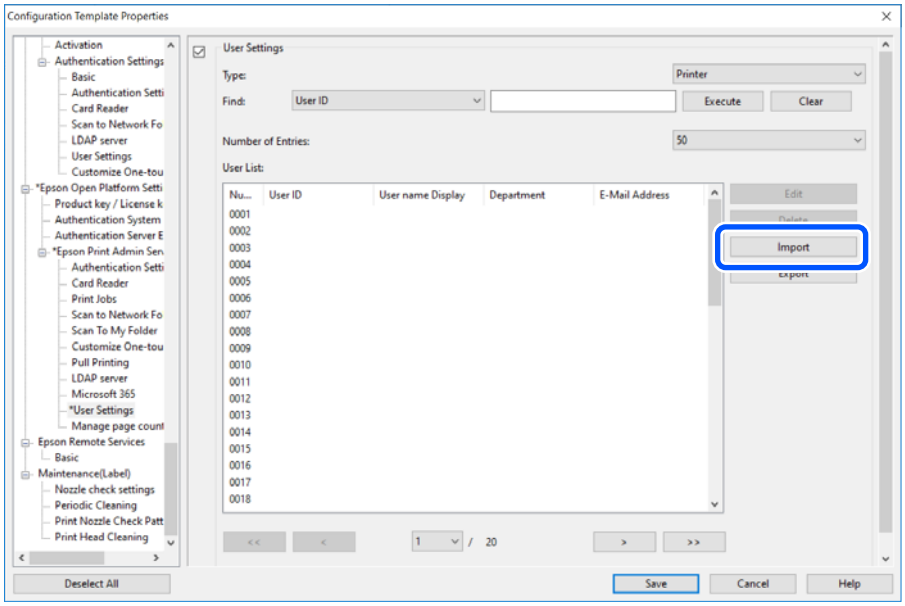
### *Importing from CSV / ENE File*

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

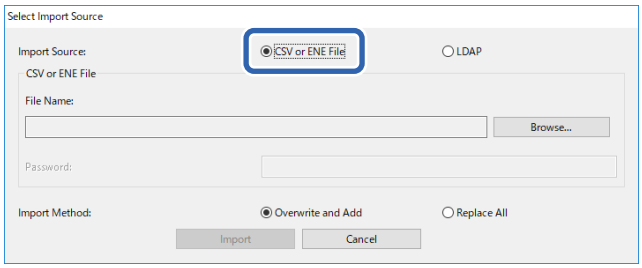
2. Select **Printer** for **Type**.




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. Enter the password set in the selected CSV/ENE file.

8. Select how to import the file.

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

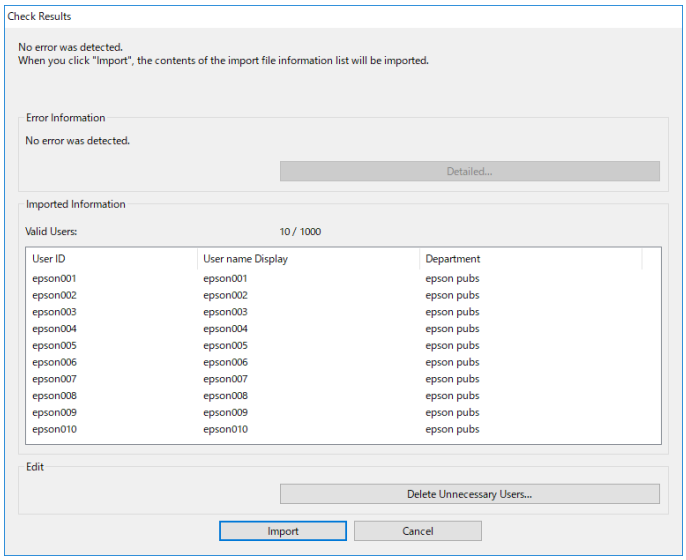
   ❏ Replace All: Replace the all user information to the new one.

9. Click **Import**.

   The confirmation screen is displayed.

10. Click **OK**.

    The validation result is displayed.




***Note:***

❏ *When 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.*

11. Click **Import**.

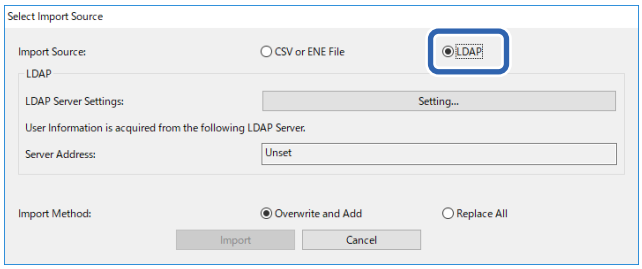
    The user information is imported to the configuration template.

### Related Information

➡ "Creating the CSV File" on page 39

## *Importing from the LDAP Server*

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless** > **User Settings**.
2. Click **Import**.
3. Select **LDAP** for **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 printer. The imported user information is used to authenticate users by the printer 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.*

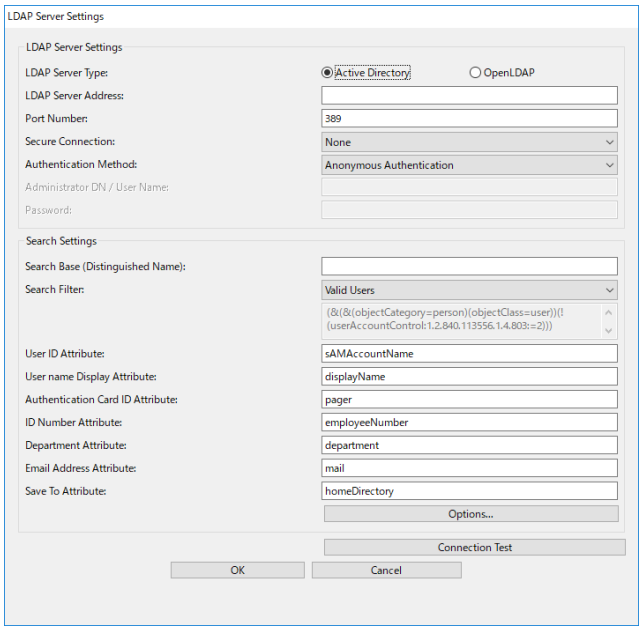
5. Set each item.

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

    See the related information below for other items.

| Items | | Explanation |
|---|---|---|
| LDAP Server Settings | LDAP Server Type | Select the type of LDAP server. |

| Items | | | Explanation |
|---|---|---|---|
| Search Settings | Search Filter | | Configure the search strings for the LDAP search filter. You can also edit the filters by selecting **Custom**. |
| | Options | Type | You can set the type of destination for Scan To My Folder. |
| | | 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 used. |




6. Perform a connection test if 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 the CSV File” on page 39
➡ “Synchronization with the LDAP Server (Web Config)” on page 42
➡ “User Maintenance” on page 95
➡ “LDAP Server Setting Items” on page 66
➡ “Search Setting Items for LDAP Server Authentication” on page 68

# Other Functions Setting (Configuration Template)

Set the other functions as necessary.

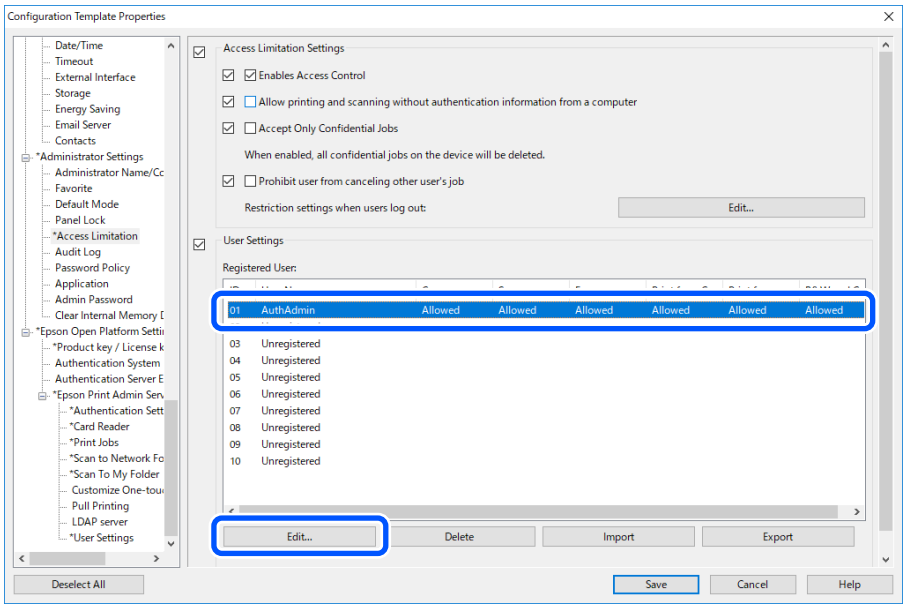
## Configuring Access Limitation Settings (Configuration Template)

Set the functions that are available to the registered user when logging in to Epson Print Admin Serverless.

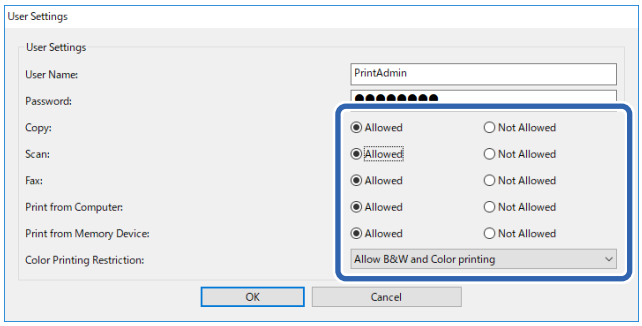
***Note:***
*When you use device authentication in Epson Print Admin Serverless, you can also set access restrictions for each user in User Settings for Web Config. See the related information below for details on the setting items.*

1. Select **Administrator Settings** > **Access Limitation** from the configuration template.

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



3. Select **Allowed** for the functions that you want to permit to use.




4. Click **OK**.

### Related Information

➡ "Configuring Available Function Settings (Web Config)" on page 44

➡ "User Information Setting Items" on page 36

## Allow printer to be used from drivers and software

Set permissions to allow scanning, sending faxes, printing forms, and other functions from the computer.

### *Set Access Permission to the Driver (Configuration Template)*

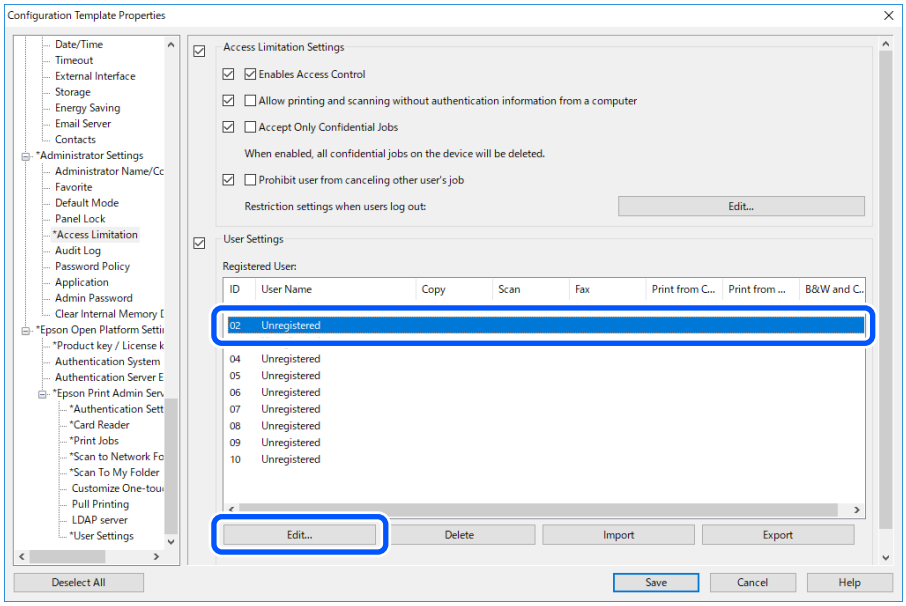
Create an account to use the printer from Epson Scan 2 or PC-FAX.

***Note:***
*You can use PC-FAX on printers equipped with the fax function.*

1. Select **Administrator Settings** > **Access Limitation** from the configuration template.

2. Select the ID of an unregistered line except for **01**, and then click **Edit**.

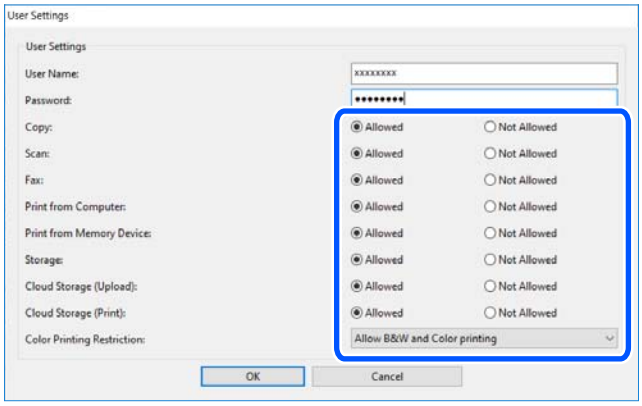
   ***Note:***
   ***01*** *is reserved for applications such as the authentication system.*




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

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

4. Select **Allowed** for the functions that you want to allow the driver and software to access.




5. Click **OK**.

Register the user name and password set in step 3 on the computer using Epson Scan 2 or PC-FAX.

## Related Information

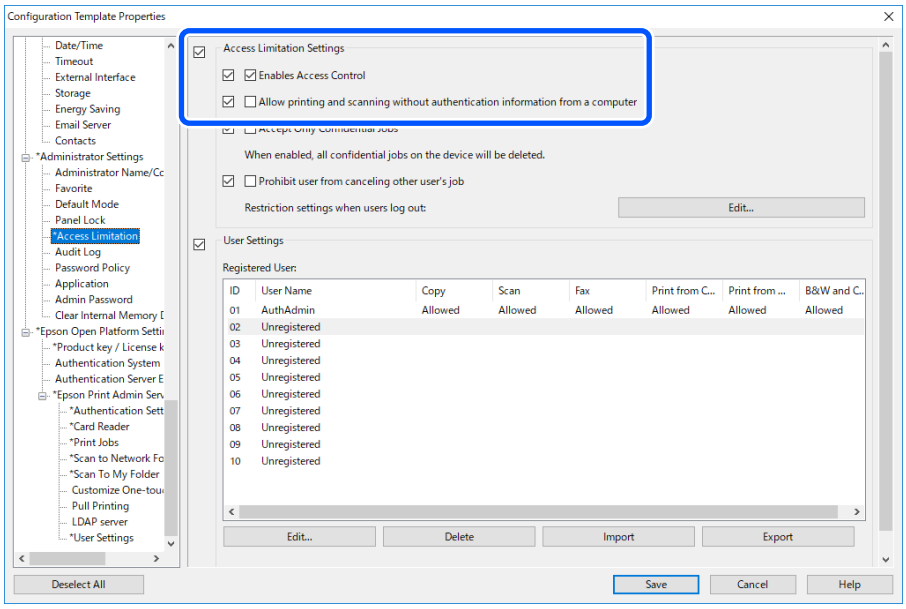
➡ "Scanning from the Computer" on page 45

➡ "Sending and Receiving Faxes Using PC-FAX" on page 47

### *Allow print jobs without authentication information (Configuration Template)*

1. Select **Administrator Settings** > **Access Limitation** from the configuration template.

2. Select **Enables Access Control** and **Allow printing and scanning without authentication information from a computer** in **Access Limitation Settings**.




## Configuring the Function Settings for Use Without Authentication (Configuration Template)

When users log out, permit guest users to use the printer's standalone functions (copy, fax, scan, etc.). The icons for the available functions are displayed on the log in screen.

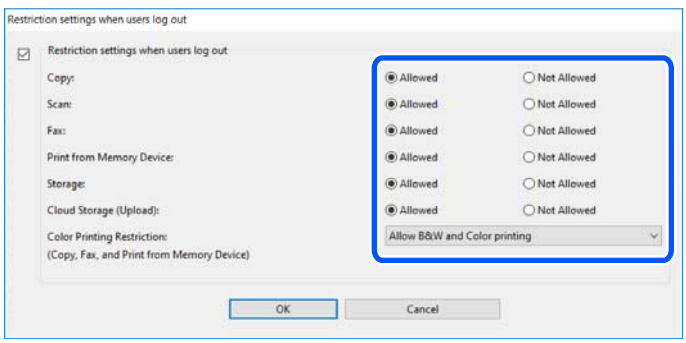
***Note:***
*You can use fax on printers equipped with the fax function.*

1. Select **Administrator Settings** > **Access Limitation** from the configuration template.

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

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

4. Select **Allowed** for the functions you want to permit to use.



5. Click **OK**.

### Related Information

➡ "Configuring the Function Settings for Use Without Authentication (Web Config)" on page 48

## Mail Server Settings (Configuration Template)

Set when you use the following functions to allow printers 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 printer.

❏ Email Notification

This is the function to receive alerts by email when events occur, such as your printer running out of paper.

See the manual for details on the settings.

### Related Information

➡ "Registration for the User Information (Web Config)" on page 35

➡ "About Email Notifications" on page 99

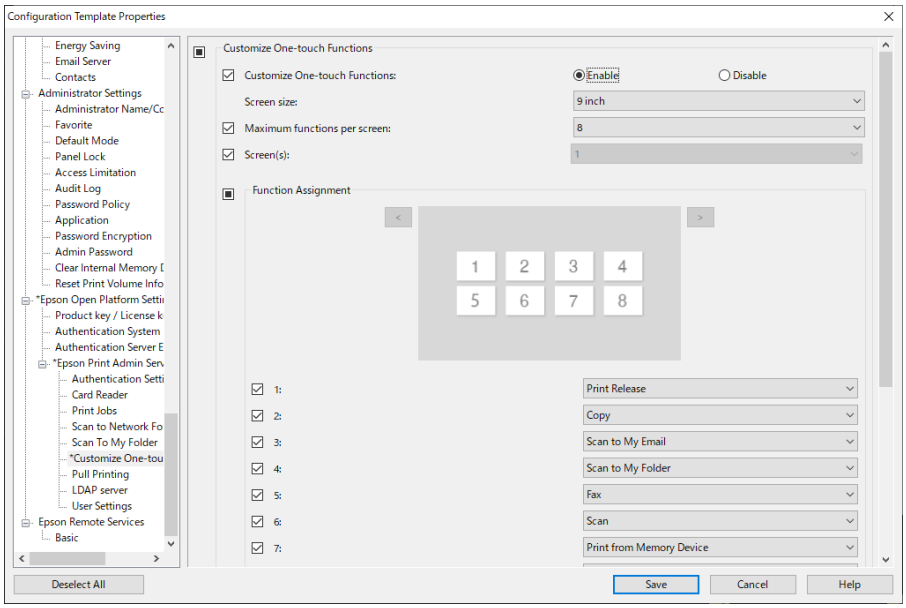
## Editing the Home Screen (Configuration Template)

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.

> ***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)*




### *Items of Customize One-touch Functions*

| Items | Description |
|---|---|
| Customize One-touch Functions | Select Enable / Disable for editing the home screen function. |
| Screen size | Select the screen size for the specified device. |
| Maximum functions per screen | Select the maximum number of functions displayed on one screen. |
| Screen(s) | Select the number of screens. |
| Function Assignment | Select the functions you want to assign to the numbers on the screen. |

## Configuring Pull Printing Settings (Configuration Template)

You can configure settings to print from any printer by linking to the printer using Epson Print Admin Serverless.

You can register up to four slave printers for a master printer that sends print data from the user's computer.

Pull Printing uses encrypted communication (HTTPS), which may slow down printing speed. In Europe, the Middle East and Africa, you may be able to avoid the effects of encryption by allowing unsecure communication (HTTP). See the related information for details on how to allow unsecure communication.

**Important:**

*The following environment is necessary for linked printers.*

- ❏ *Epson Print Admin Serverless is available.*
- ❏ *Pull Printing is supported.*
- ❏ *Epson Print Admin Serverless settings are set to the same values.*

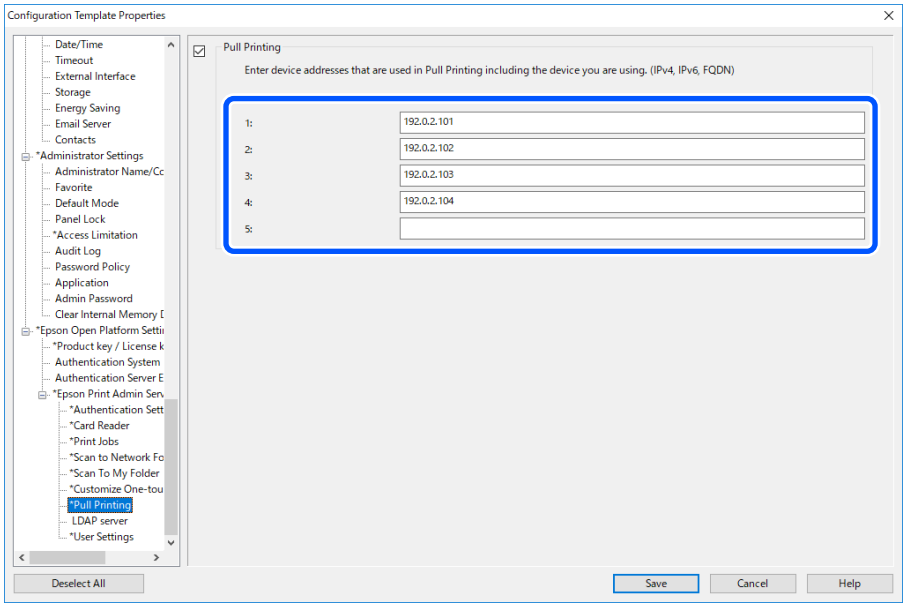
### *Linking the Printer (Configuration Template)*

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

2. Set the linked printer from **1:** to **5:**.

   You can use the IPv4, IPv6, or FQDN format for configuration. You can use the following format for FQDN (<host name>. <domain name> format).

   - ❏ Host name: You can enter 2 to 63 bytes in US-ASCII numbers, letters, and hyphens (except leading and trailing).
   - ❏ Domain name: You can enter 2 to 249 bytes in US-ASCII numbers, letters, and hyphens (except at the start and end of the string). Periods can be used as a delimiter, but you cannot enter more than one period consecutively. Also, use periods to separate the strings so that each string is 63 bytes or less.




3. In Europe, the Middle East and Africa, you may be able to allow unsecure communication (HTTP).

   You may be able to avoid the effects of encryption by allowing unsecure communication. Change the settings based on the security risks in your environment.

   To allow unsecure communication, select **Permit** from **Allow unsecure communication**.

## Configuring Page Count Management Settings (Configuration Template)

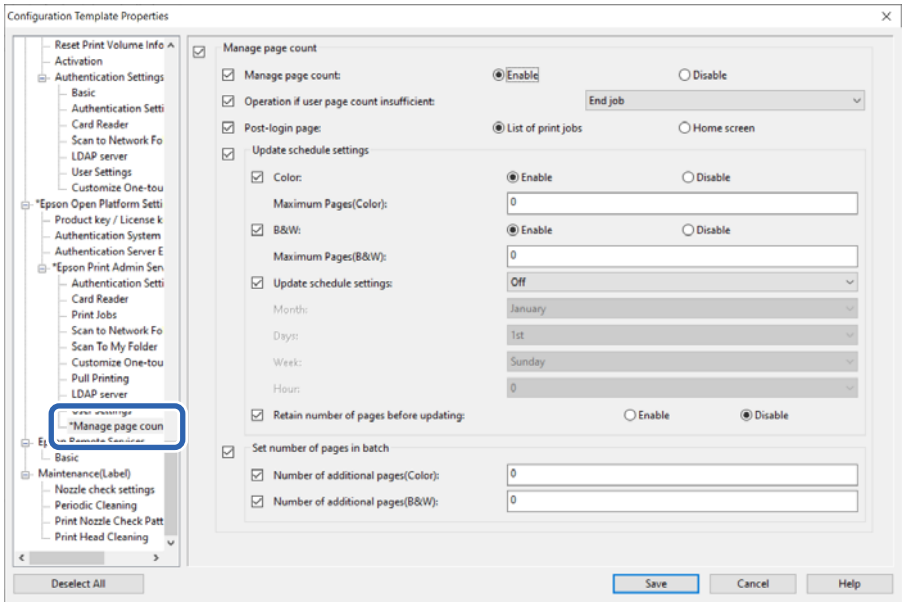
You can configure a variety of settings for page count management.

You can set page count management for users with Device Authentication (Local DB).

***Note:***
*You can change the page count management settings for each user on the* ***Epson Open Platform Settings*** *>* ***Epson Print Admin Serverless*** *>* ***User Settings****.*

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

2. Set each item.




### Related Information

➡ “Registration for the User Information (Configuration Template)” on page 69

## *Page Count Management Setting Items (Configuration Template)*

| Item | Explanation |
|---|---|
| Manage page count | Select whether or not to manage the number of pages. |

**Information Registration and System Configuration**

| Item | Explanation |
|---|---|
| Operation if user page count insufficient | Select the operation to perform when the user runs out of printable pages while printing a job.<br>❏ Restrict after job ended<br>Even if the number of printable pages reaches 0 or less while printing a job, the job being printed is printed to the end. The next job to be printed cannot be printed because a message is displayed on the control panel informing the user that they do not have enough printable pages remaining.<br>❏ End job<br>If the number of printable pages reaches 0 or less while printing a job, printing stops and a message is displayed on the control panel informing the user that they do not have enough printable pages remaining. Any jobs that are canceled are not deleted, they are stored in the print job list.<br>***Important:***<br>*If the number of pages to be printed cannot be determined before printing, printing may be performed even if the number of pages that can be printed is exceeded.*<br>*The number of pages cannot be determined in the following cases.*<br>❏ *Copying using ADF* |
| Post-login page | Select the screen that is displayed after you log in to the printer.<br>❏ List of print jobs<br>Displays the print job list.<br>If **Auto release jobs upon device login** is enabled in the user information settings, printing starts automatically when the user logs in to the printer.<br>❏ Home screen<br>Displays the home screen.<br>When **Home screen** is selected, even if **Auto release jobs upon device login** is enabled in the user information settings, printing does not start automatically when the user logs in to the printer. |
| Update schedule settings | Set to periodically update the number of printable pages. |
| Set number of pages in batch | Add the number of printable pages. |

❏ Update schedule settings

| Item | | Explanation |
|---|---|---|
| Color | Enable/Disable | When **Enable** is selected, the number of pages that can be printed in color is updated periodically along with the number of pages set in **Maximum Pages(Color)**. |
| | Maximum Pages(Color) | Enter the number of pages that can be printed in color that is updated periodically. The number of pages that can be entered is 0 to 999,999.<br>You can enter the number of pages if you select **Enable** in **Color**. |
| B&W | Enable/Disable | When **Enable** is selected, the number of pages that can be printed in monochrome is updated periodically along with the number of pages set in **Maximum Pages(B&W)**. |
| | Maximum Pages(B&W) | Enter the number of pages that can be printed in monochrome that is updated periodically. The number of pages that can be entered is 0 to 999,999.<br>You can enter the number of pages if you select **Enable** in **B&W**. |
| Update schedule settings | | Set a schedule to update the number of printable pages.<br>If you select **Off**, the number of pages is not updated periodically. |
| | Month | Select the month to add the number of pages.<br>This is available when you select **Year** in **Update schedule settings**. |
| | Days | Select the date to add the number of pages.<br>This is available when you select **Year** or **Month** in **Update schedule settings**. |
| | Week | Select the day of the week to add the number of pages.<br>This is available when you select **Week** in **Update schedule settings**. |
| | Hour | Select the time to add the number of pages.<br>This is available when you select anything other than **Off** in **Update schedule settings**. |
| Retain number of pages before updating | | Set whether or not to maintain the number of pages before updating when updating the number of printable pages.<br>If you select **Enable**, the number of remaining pages is carried over and the number of pages set in **Maximum Pages(Color)** or **Maximum Pages(B&W)** is added. If the number of remaining pages is negative, the number of pages will be added after subtracting the negative amount. |

❏ Set number of pages in batch

| Item | Explanation |
|---|---|
| Number of additional pages(Color) | Enter the number of pages that can be printed in color. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in color by entering a negative number. |
| Number of additional pages(B&W) | Enter the number of pages that can be printed in monochrome. The number of pages that can be entered is -999,999 to 999,999.<br>You can reduce the number of pages that can be printed in monochrome by entering a negative number. |

# Client Computer Setting

## Installation for the Printer Driver

To use authenticated printing, install the standard driver for the storage-equipped printer that stores print data on the client computer, not the driver for the printer you are currently using. If it has already been installed, update it to the latest one.

## Printer Driver Setting

To print as Epson Print Admin Serverless, it is necessary to send the user information to the printer together with the print job.

Register or set the user information to each client computer. When you set it, log in to the client computer using the administrator account.

For the settings or instructions on how to use it, see *Epson Print Admin Serverless How to Use > Printing from the Computer*.

### User Settings for Windows Printer Driver

For Windows, set the user ID for the printer driver. There are three settings for the user information settings, which are explained below.

❏ Set for all users

When you use authenticated printing from this computer, always use the user ID set in **User ID**. You do not need to set the user ID again when printing.

Select this setting when using the same user ID as the login name or when using a fixed user ID.

❏ Set manually by each user

On the **More Options** tab in the printer driver, select **Settings** under **Job Type**, and then set the user ID in the **User ID Setting** window. Once you have set the user ID, you do not need to set it again unless you change the user ID that you want to use. To change the user ID, change the user ID in the **User ID Setting** window.

❏ Prompt user at each print job

The **User ID Setting** window is displayed before printing, and then users can enter the user ID.

This setting is useful when multiple users use a computer with a single user account.

#### Print Methods

When printing from a computer, specify whether or not to print without storing print jobs. This function is available when it has been allowed in the print job settings.

❏ **Secure Print**

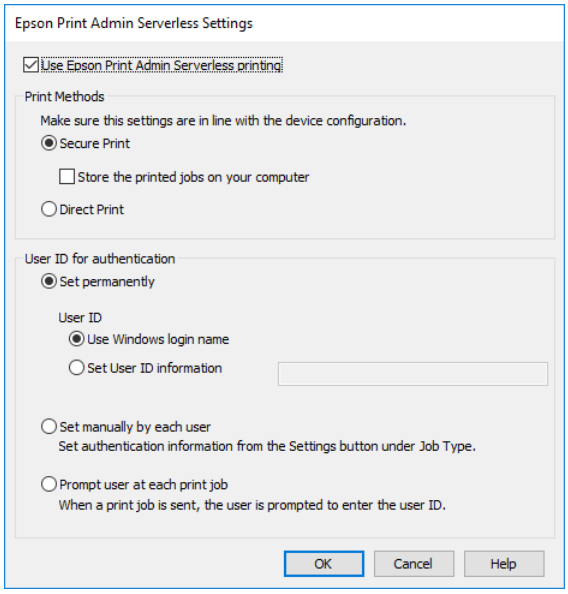
Sent print jobs are stored on the printer. Log in to the printer using an authentication card and so on, select the job, and then print it.

❏ **Store the printed jobs on your computer**

Select if printing is slow when using the Pull Printing function. Clear this if you are not using the Pull Printing function.

### ❏ Direct Print

Sent print jobs are printed directly. Print jobs are not stored on the printer.



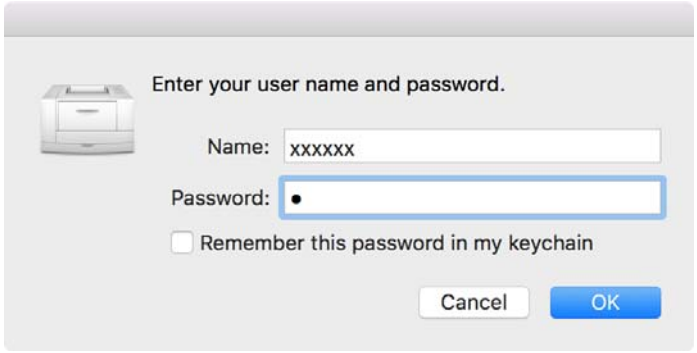

#### Related Information

➡ “Configuring Print Job Settings (Web Config)” on page 35

➡ “Configuring Print Job Settings (Configuration Template)” on page 61

## User Settings for Mac OS Printer Driver

For Mac OS, set the user ID for the printer driver when printing. You can skip entering your user ID by saving the information to your keychain.




***Important:***

*For Mac OS, you cannot authenticate the printer's IP connection. Connect the printer using Bonjour or IPP protocol.*

#### Related Information

➡ “Connect the printer by using Bonjour” on page 87

➡ "Connect the printer by using IPP protocol" on page 87

## Connect the printer by using Bonjour

1. Open **System Preferences** (or **System Settings**) > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**).
2. Click + (or **Add Printer, Scanner or Fax**).
   When the menus are displayed, click **Add Printer or Scanner**.
3. Make sure you select **Default**, and then select a storage-equipped printer that stores print data from **Name**.
4. Select **Select Software** (or **Select Printer Software**) from **Use** (or **Print Using**).
5. Select the storage-equipped printer that stores print data on the **Printer Software** screen, and then click **OK**.
6. Click **Add**.

## Connect the printer by using IPP protocol

1. Open **System Preferences** (or **System Settings**) > **Printers & Scanners** (or **Print & Scan**, **Print & Fax**).
2. Click + (or **Add Printer, Scanner or Fax**).
   When the menus are displayed, click **Add Printer or Scanner**.
3. Select **IP**.
4. Enter the host name or IP address of the storage-equipped printer that stores print data in **Address**.
5. Select **IPP (Internet Printing Protocol)** in **Protocol**.
6. Select **Select Software** (or **Select Printer Software**) from **Use** (or **Print Using**).
7. Select the printer specified in **Address** on the **Printer Software** screen, and then click **OK**.
8. Click **Add**.

# Connection Format for Authentication Information

When printing jobs from the printer driver, authentication information is required for USB connections and network connections. Print jobs without authentication information are discarded.

You can disable USB connections in the following way. In this situation, the print job is discarded.

❏ Web Config:
Set **PC connection via USB** in **Product Security** > **External Interface** to **Disable**.

❏ Epson Device Admin (Configuration Templates):
Set **USB Device Interface** in **Common** > **External Interface** to **Do Not Use**.

# 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.

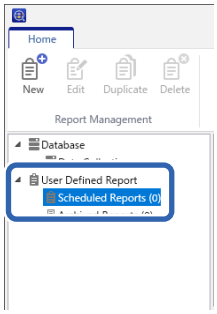
> ***Important:***
>
> *If you have not registered the printer's administrator password in Epson Device Admin, you cannot acquire job histories from the printer.*
>
> *Register the printer's administrator password in advance. See the following for the registration procedure.*
>
> *"Registering the printer's administrator password in Epson Device Admin" on page 11*

### Related Information

➡ "Displaying Epson Print Admin Serverless / Authentication Settings menu" on page 94

## Creating User Reports

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

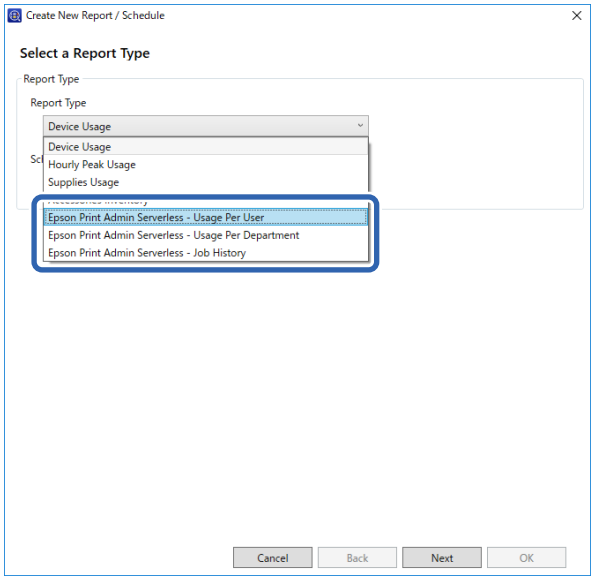



3. Click **New** on the ribbon menu.

   The report creation Wizard is displayed.

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

   **Epson Print Admin Serverless - Usage Per User / Epson Print Admin Serverless - Usage Per Department / Epson Print Admin Serverless - 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**.

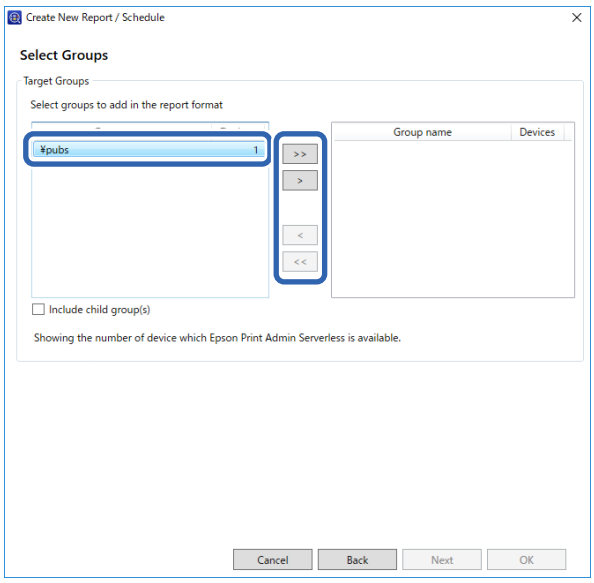
7. Select the target device group.

   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 >>, <<.

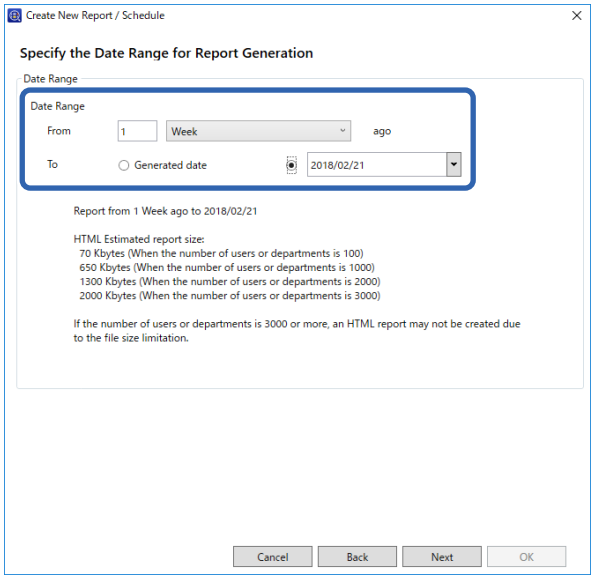
   Select **Include child group(s)** to automatically select child groups within the selected group.

***Note:***
*If you print a job without storing it in the printer, a report for Usage Per Department is not created.*




8. Click **Next**.

9. Specify the report range.

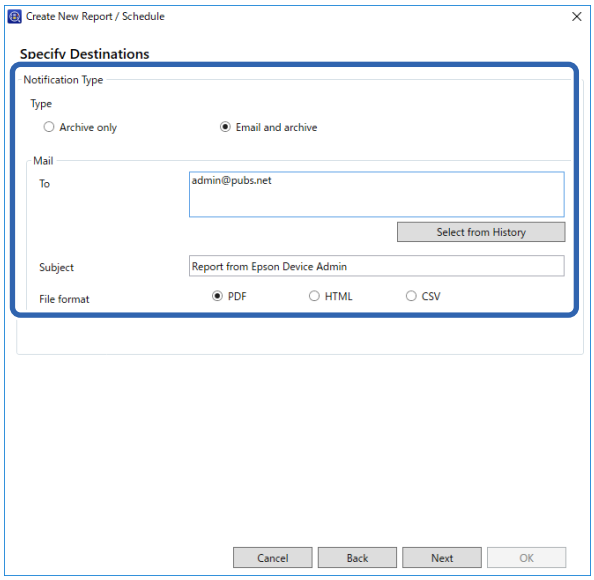



See the following to make the settings.

| 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 the report destinations.



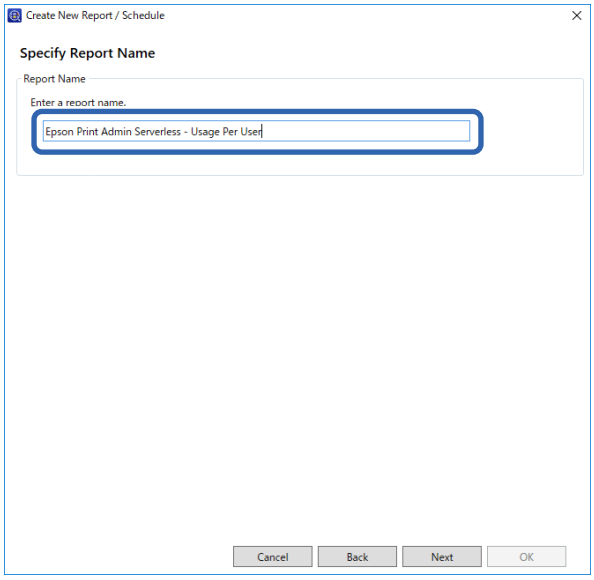

See the following to make the settings.

| Item | Explanation |
|---|---|
| Type | Specify whether or not to send a notification email. |
| To | Enter the address to which the alerts are sent.<br>When entering multiple addresses, separate the addresses with semi-colons (;).<br>You can enter up to 32,767 bytes including [;]. Enter all addresses in the [TO] field.<br>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.<br>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.



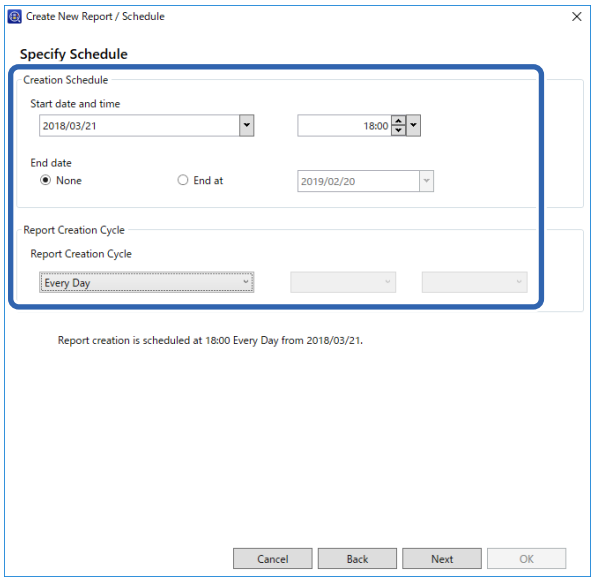

14. Click **Next**.

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.*



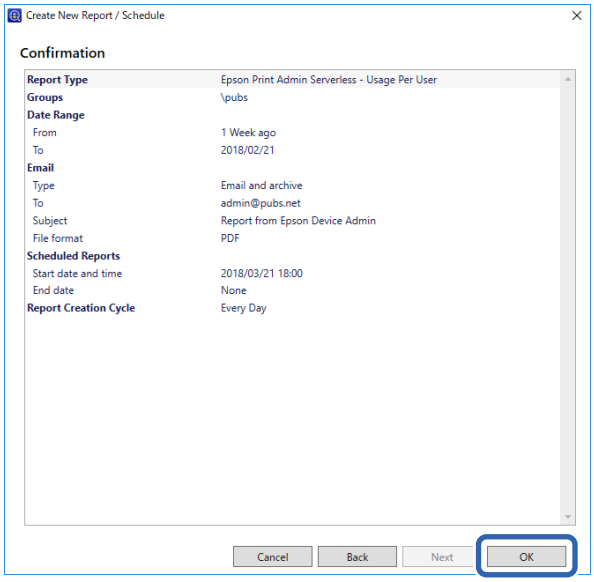

See the following to make the settings.

| Item | Explanation |
|---|---|
| Start date and time | Set the day to start the schedule. The units are intervals of one minute. |

| Item | Explanation |
|---|---|
| End date | Set the day to end the schedule.<br>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.

### Usage Per User

User ID/Department/Subtotal pages/PrintColor1-Sided/PrintColor2-Sided/PrintMono1-Sided/PrintMono2-Sided/CopyColor1-Sided/CopyColor2-Sided/CopyMono1-Sided/CopyMono2-Sided/Fax transmission/Scan/Fax receiving

### Usage Per Department

Department/Subtotal pages/PrintColor1-Sided/PrintColor2-Sided/PrintMono1-Sided/PrintMono2-Sided/CopyColor1-Sided/CopyColor2-Sided/CopyMono1-Sided/CopyMono2-Sided/Fax transmission/Scan/Fax receiving

***Note:***
*If you print a job without storing it in the printer, a report for Usage Per Department is not created.*

### Job History

Date/Job ID/Operation/User ID/Department/Result/Result details/Job Name/Print: User Name/Print: Paper Size/Print: 2-Sided/Print: Color/Print: Pages/Scan: Destination type/Scan: Destination/Scan: Paper Size/Scan: 2-Sided/

Scan: Color/Scan: Pages/Copy: Paper Size/Copy: 2-Sided/Copy: Color/Copy: Pages/Fax receiving: Paper Size/Fax receiving: 2-Sided/Fax receiving: Color/Fax receiving: Pages/Devices: Model/Devices: IP Address/Devices: Serial Number/Devices: Department/Devices: Location/Devices: Remark/Devices: Note

# Managing Printers by Using Epson Device Admin

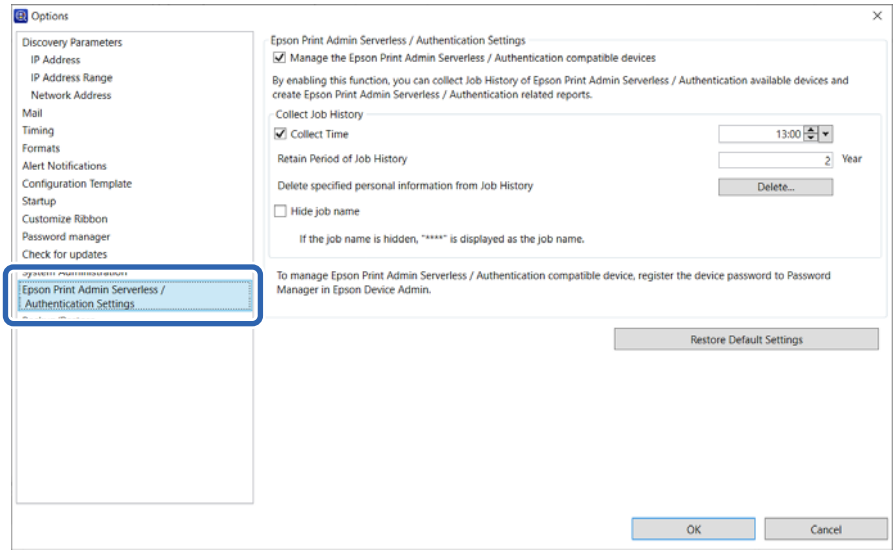
You can manage the printers by using Epson Device Admin.

## 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 printer's administrator password in Epson Device Admin, register the password first.*
>
> *See the following for the registration procedure.*
>
> *"Registering the printer's administrator password in Epson Device Admin" on page 11*

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

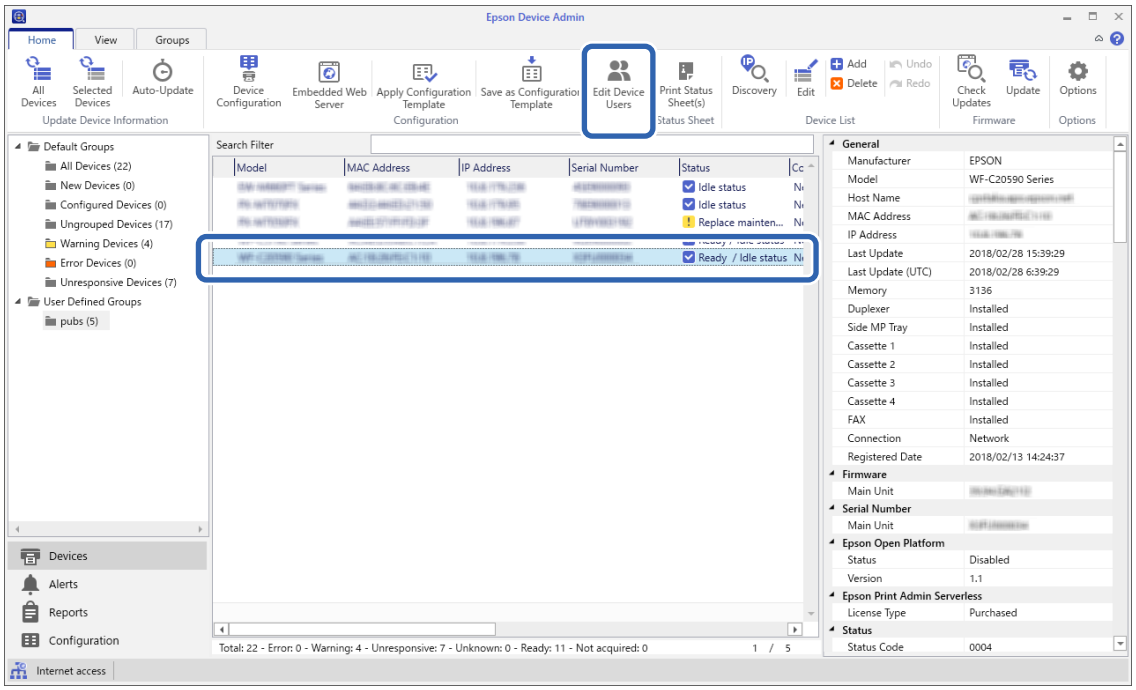
| Item | Explanation |
|---|---|
| Manage the Epson Print Admin Serverless / Authentication compatible devices | Select to enable settings for Epson Print Admin Serverless and perform the following operations and settings.<br>❏ Collect job history data for Epson Print Admin Serverless compatible printers<br>❏ Create Epson Print Admin Serverless related reports<br>❏ Display the **Edit Device Users** button on the ribbon menu |
| Collect Time | Select to set the collection time for the job history data of the Epson Print Admin Serverless compatible printers. |
| 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 | Select to hide the print job names recorded in the job history. Select when you do not want to display the print job names. |

# User Maintenance

You can maintain the user information registered on the printer.

## Editing Individually

1. Select the printer 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.

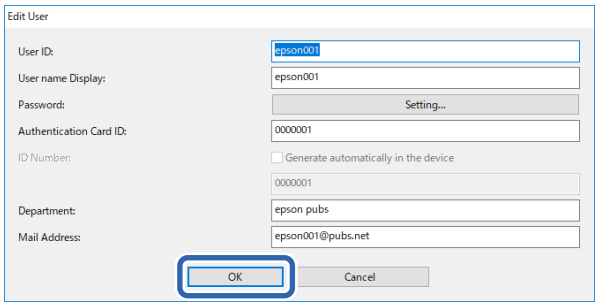
   ***Note:***
   *You can search the user list by selecting the item you want to find from **Find**, entering the keyword, and clicking **Execute**.*

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

4. Click **Edit**.

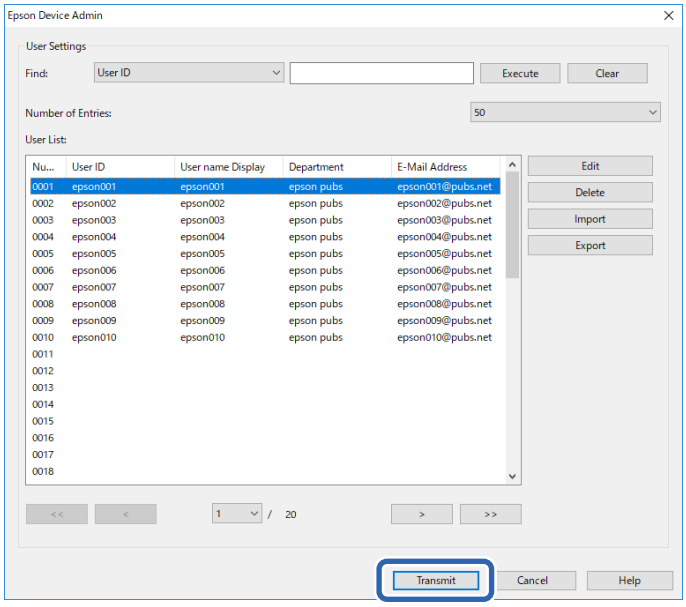
   The user information is displayed.

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.

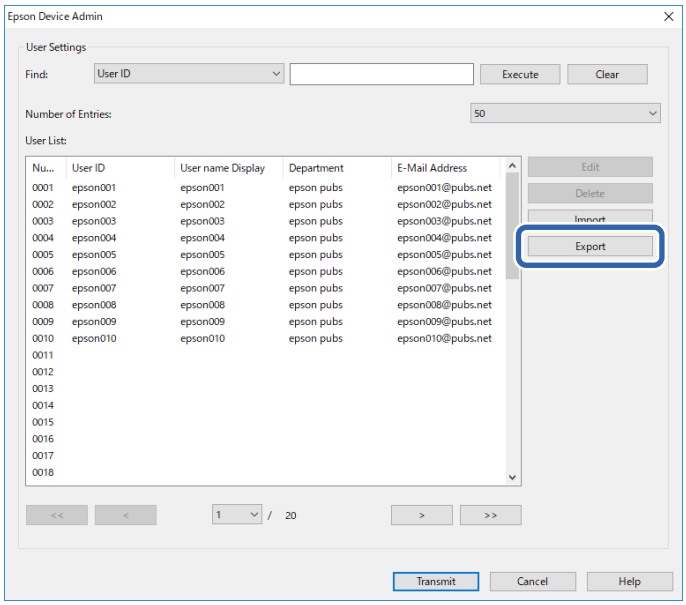
8. Click **OK** on the completion screen.

## Editing in Bulk

1. Select the printer whose user information you want to edit from the device list.
2. Select **Configuration** > **Edit Device Users** from the ribbon menu.

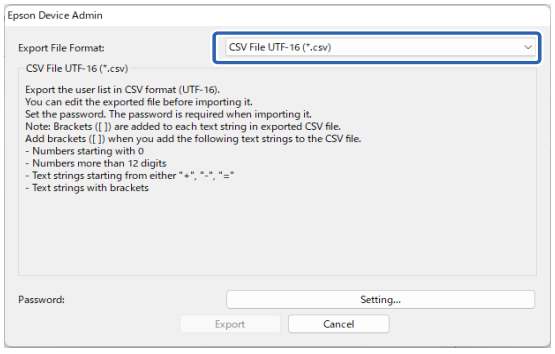
   The user list is displayed.
3. Click **Export**.

   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 related information below for more information on the file format.




5. Set a password for the CSV/ENE file.

   This password is required when importing the CSV/ENE file.
6. Click **Export**.
7. Select the location where you want to save the file, and then click **Save**.

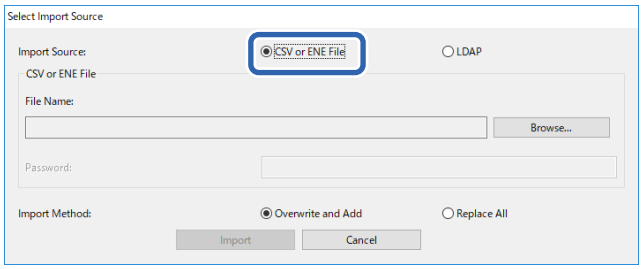
   The file is saved.

8. 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.*

9. Click **Import**.

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




11. Click **Browse**.

    The file selection screen is displayed.

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

13. Enter the password set in the selected CSV/ENE file.

14. 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.

15. Click **Import**.

    The confirmation screen is displayed.

16. Click **OK**.

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

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

17. Click **Import**.

### Related Information

➡ "Export Format" on page 98

## Export Format

| Item | Explanation |
|---|---|
| CSV File UTF-16 (*.csv) | Export to a tab-delimited CSV file encoded in Unicode (UTF-16). |

| Item | Explanation |
|---|---|
| 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 cannot edit the ENE file since it is an encrypted binary file. |

# Checking the Printer Information from Web Config

You can check the printer information by using Web Config.

## Email Notifications and Snapshots

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

### About Email Notifications

This is the notification function that, when events such as printing stop and printer error occur, send the email to the specified address.

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 manual for details on the settings.

### Checking the Panel Display of the Remote Printer

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

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

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

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

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

   To update, click **Refresh**.

#### Related Information

➡ "Accessing Web Config" on page 9

# 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 printer, 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 printer, etc. The exported file cannot be edited because it is exported as a binary file.

## Export the settings

Export the setting for the printer.

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 printer'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 printer.*

### Related Information

➡ "Accessing Web Config" on page 9

## Import the settings

Import the exported Web Config file to the printer.

***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 printer name or IP address, make sure the same IP address does not exist on the same network. If the IP address overlaps, the printer 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 printer.

### Related Information

➡ "Accessing Web Config" on page 9

# 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, printer info, etc..

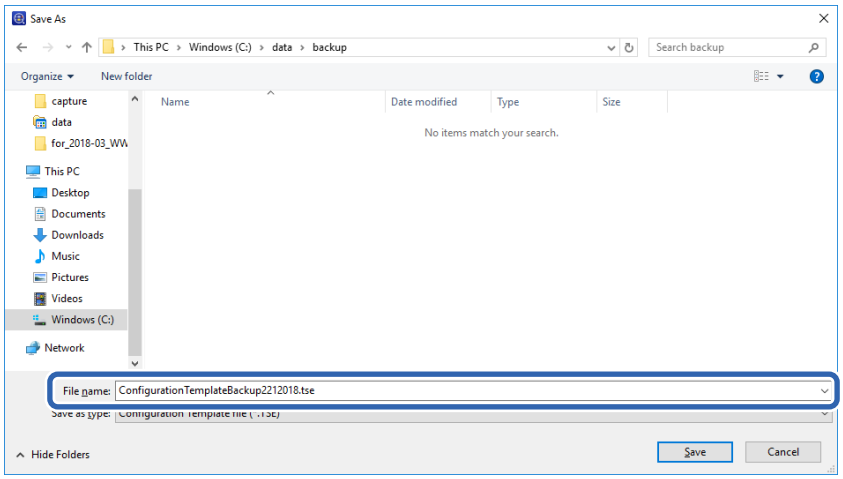
## Backing Up Configuration Templates

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**.

   TSE format template files are saved together in a Zip file.

## 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**.

# 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 99

## Disabling from Web Config

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

1. Access Web Config, and then 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 printer 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**.

   When **License Information (Epson Print Admin Serverless)** is displayed under the **Epson Open Platform Settings** hierarchy, Epson Print Admin Serverless is activated.

   ***Note:***

   ❏ *All print jobs stored in the printer are deleted. User information and logs are retained even if Epson Print Admin Serverless is disabled. They can be deleted when the printer settings are restored to their defaults.*

   ❏ *For Windows, set the following on the printer driver.*

   *Select **Control Panel** > **Devices and Printers**, right-click the printer icon, and then select **Printer properties**.*

   *Select the **Optional Settings** tab.*

   *Click **Get** in **Acquire from Printer** on **Printer Information**.*

   *Confirm that **Epson Print Admin Serverless** is changed to **Disable**.*

### Related Information

➡ "Accessing Web Config" on page 9

# Solving Problems

## Cannot Read the Authentication Card

Check the following.

❏ Make sure you connect the authentication device correctly to the service port of the printer.

❏ Make sure the authentication device and the authentication card are certified.

Contact Epson Support (U.S., Canada, and Latin America) or your dealer (other regions) for information on supported authentication devices and cards.

## Cannot Open Web Config

Check the following.

❏ Check that the IP address entered for the printer is correct.

You can check the IP address from the control panel, by running a network diagnosis, and from the status sheet. See the manual supplied with the printer for more details.

❏ Perform network diagnosis to check that the printer is connected to the network.

See the manual supplied with the printer for more details.

## 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 printer's date and time settings are correct.

Ask your dealer for the validity period of the license.

In the U.S., Canada, and Latin America, ask Epson support.

## 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 printer's administrator password in Epson Device Admin.

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

See the following for the registration procedure.

"Registering the printer's administrator password in Epson Device Admin" on page 11

❏ If you have changed the printer'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 printer on the device list.

2. Check the text displayed in **License Type** of **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.

❏ If you print a job without storing it in the printer, a report for Usage Per Department is not created.

# Problems with the Pull Printing Function

## Cannot Set Pull Printing

Check the following items.

❏ The printer you want to register is connected to the network.

❏ The IP address or FQDN of the printer you want to register is correct.

❏ Epson Print Admin Serverless is available.

❏ The printer you want to register supports Pull Printing.

❏ The linked printers include a storage-equipped printer that stores print data.

## Printing is not possible because the print job cannot be selected on the printer linked with pull printing.

When printing with a printer linked with pull printing, the message "You cannot select this function or paper because it is not supported." may be displayed when selecting a print job, and printing may not be possible.

### Checking supported print conditions

You cannot print if the print settings, paper types, or paper sizes are not supported by the printer linked with the Pull Printing function. Check the settings to make sure no unsupported settings are used.

If you are unsure whether the settings are supported, print using the storage-equipped printer that stores print data, or a printer of the same model.

# Appendix

## User Information Recorded in the Printer

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

| Information | Deleting method | Storage |
|---|---|---|
| Epson Print Admin Serverless User Settings<br>❏ User ID<br>❏ User name Display<br>❏ Password<br>❏ Authentication Card ID<br>❏ Department<br>❏ Email Address | Printer's control panel > **General Settings** > **System Administration** > **Restore Default Settings** > **Clear All Data and Settings** | Data storage:<br>Flash memory |
| | Web Config > **Epson Open Platform** tab > **Epson Print Admin Serverless** > **User Settings** > **Delete All** or **Delete** | |
| | Web Config > **Epson Open Platform** tab > **Product Key or License Key**<br>Enter the product key for Epson Open Platform. | |
| Epson Print Admin Serverless Logs | Printer's control panel > **General Settings** > **System Administration** > **Restore Default Settings** > **Clear All Data and Settings** | Data storage:<br>Flash memory |

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