EPSON
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WF-M20590 Series
Epson Print Admin Serverless

Setup & Administration Guide

NPD6514-00 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

➡ Links to related sections.

Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

Operating System References

Windows

In this manual, terms such as "Windows 10", "Windows 8.1", "Windows 8", "Windows 7", "Windows Vista", "Windows XP", "Windows Server 2019","Windows Server 2016", "Windows Server 2012 R2", "Windows Server 2012", "Windows Server 2008 R2", "Windows Server 2008", "Windows Server 2003 R2", and "Windows Server 2003" refer to the following operating systems. Additionally, "Windows" is used to refer to all versions.

❏ Microsoft® Windows® 10 operating system

❏ Microsoft® Windows® 8.1 operating system

❏ Microsoft® Windows® 8 operating system

- ❏ Microsoft® Windows® 7 operating system
- ❏ Microsoft® Windows Vista® operating system
- ❏ Microsoft® Windows® XP operating system
- ❏ Microsoft® Windows® XP Professional x64 Edition 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
- ❏ Microsoft® Windows Server® 2003 R2 operating system
- ❏ Microsoft® Windows Server® 2003 operating system

Mac OS

In this manual, "Mac OS" is used to refer to macOS Catalina, macOS Mojave, macOS High Sierra, macOS Sierra, OS X El Capitan, OS X Yosemite, OS X Mavericks, OS X Mountain Lion, and Mac OS X v10.7.x.

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.

LDAP server

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

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

LDAP Server Authentication

This is the authentication 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.

It is necessary to set up the LDAP server in advance.

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

This is the authentication 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.

It is necessary to register the user information to the printer and set up the LDAP server in advance.

System Requirements

Printer

Firmware

Firmware version : GD19K3 (April 1, 2020) or later

Web Browser for Web Config

- ❏ Internet Explorer 9 or later
- ❏ Microsoft Edge
- ❏ Google Chrome (latest edition)
- ❏ Mozilla Firefox (latest edition)
- ❏ Safari: Ver.6 or later

Client Computer

Operation System

- ❏ Windows :
  - ❏ Windows 10
  - ❏ Windows 8.1
  - ❏ Windows 8
  - ❏ Windows 7
  - ❏ Windows Vista
  - ❏ Windows XP
  - ❏ Windows XP Professional x64 Edition
  - ❏ Windows Server 2019
  - ❏ Windows Server 2016
  - ❏ Windows Server 2012 R2
  - ❏ Windows Server 2012
  - ❏ Windows Server 2008 R2
  - ❏ Windows Server 2008
  - ❏ Windows Server 2003 R2
  - ❏ Windows Server 2003

System Requirements

❏ Mac OS :

- ❏ macOS Catalina
- ❏ macOS Mojave
- ❏ macOS High Sierra
- ❏ macOS Sierra
- ❏ OS X El Capitan
- ❏ OS X Yosemite
- ❏ OS X Mavericks
- ❏ OS X Mountain Lion
- ❏ Mac OS X v10.7.x

Printer Driver

❏ Windows: Standard driver (version 3.04 or later)

❏ Mac OS: Standard printer driver for your mode with Mac OS X v10.7.x to macOS Catalina compatible

Setting Overview

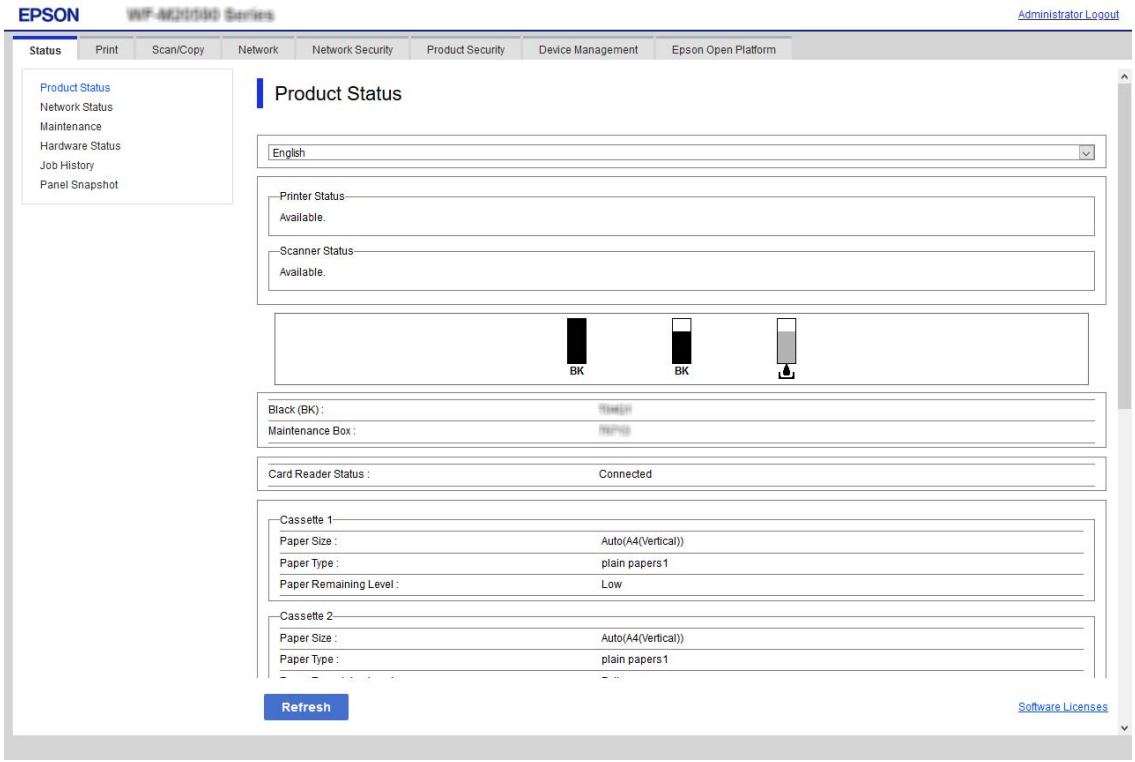
You can choose the setup method depending on the number of printers you install or your network environment.

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, it is suitable for setup one by one.



Accessing Web Config

Enter the printer's IP address into a web browser. JavaScript must be enabled. 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.

Epson Device Admin

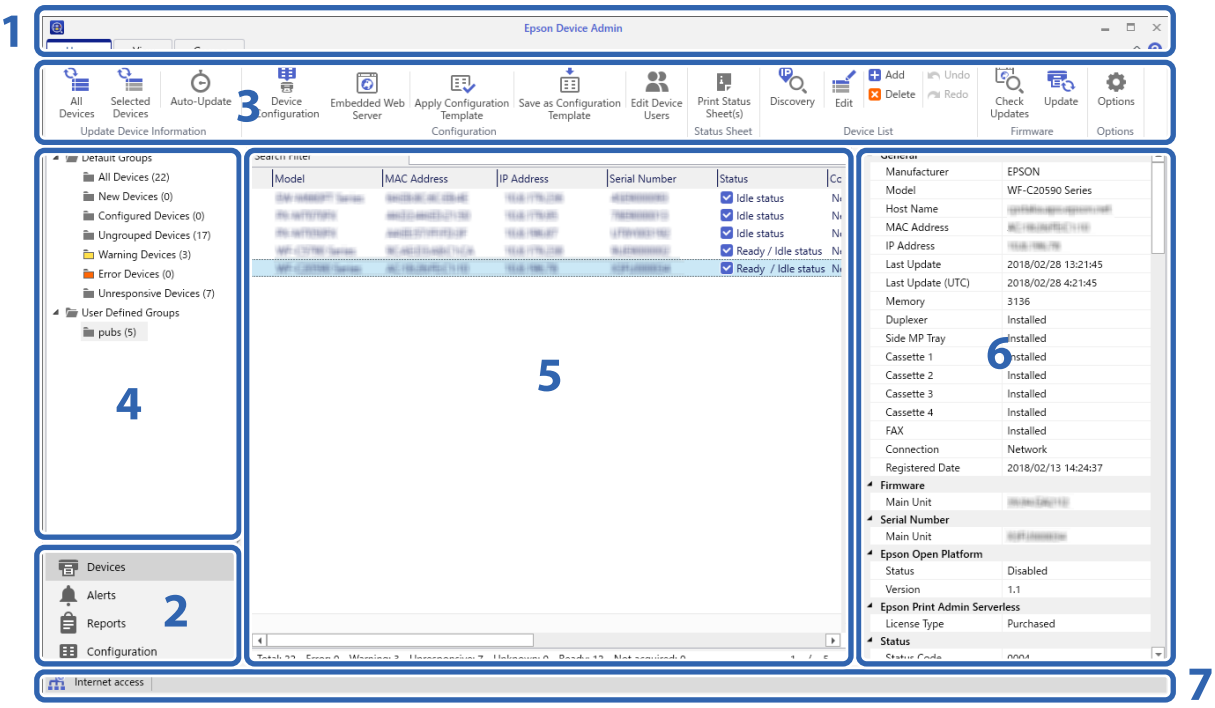
Epson Device Admin is multifunctional application software that manages the device on the network.

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 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.

Setting Overview

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.

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

*1 : When **Card or User ID and Password** or **Card or 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 **Pull Printing** 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****.*

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. Set the following depending on the authentication method. ❏ Set the LDAP server synchronizing setting. ❏ 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.
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 32

➡ “Client Computer Setting” on page 81

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****.*

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.
		Registering the user information	Register the user information. Set the following depending on the authentication method. ❏ Set the LDAP server synchronizing setting. ❏ 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 58

➡ "Client Computer Setting" on page 81

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	✓	✓

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	✓	✓
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	✓	✓
Presets	✓	✓

Access Control Settings

Setting Overview

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	✓	✓

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	✓	✓
Password	✓	✓

LDAP Server > Search Settings

Item	Web Config	Epson Device Admin
Search Base (Distinguished Name)	✓	✓
User ID Attribute	✓	✓
User name Display Attribute	✓	✓

Setting Overview

Item	Web Config	Epson Device Admin
Department Attribute	✓	✓
ID Number Attribute	✓	✓
Authentication Card ID 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	✓	✓
Function Assignment	✓	✓

Pull Printing Function

Item	Web Config	Epson Device Admin
Pull Printing	✓	✓

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 32

➡ “Batch Setting Using Epson Device Admin (Configuration Template)” on page 58

Authentication Device Connection

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

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

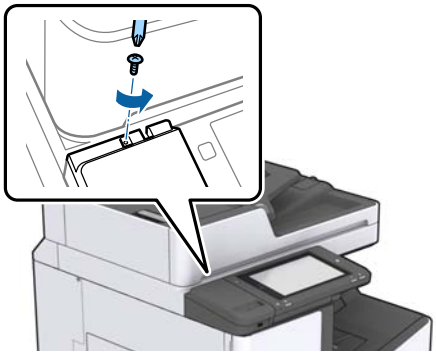
Connecting the Authentication Device

You can connect the authentication device by using a USB cable.

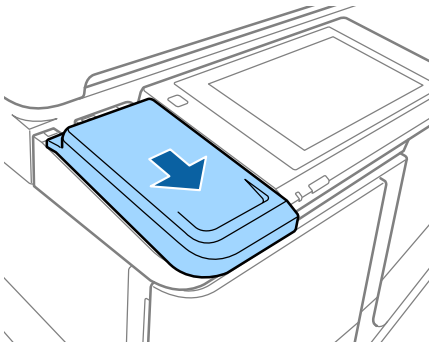
Important:

- ❏ *Use a product with the same model number as the authentication device that was used to confirm the authentication card for the authentication device connected to the printer.*
- ❏ *Make sure you connect the authentication device to the service port on the front of the printer. It will not work if it is connected to a different USB port.*

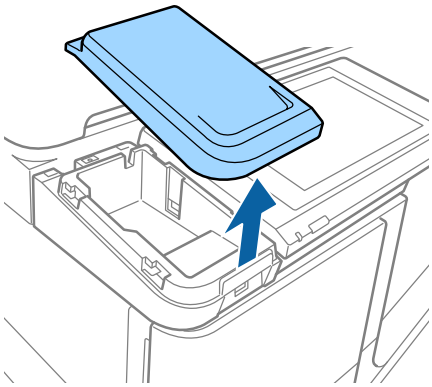
1. If the cover is secured by a screw, remove the screw using a cross-head screwdriver.



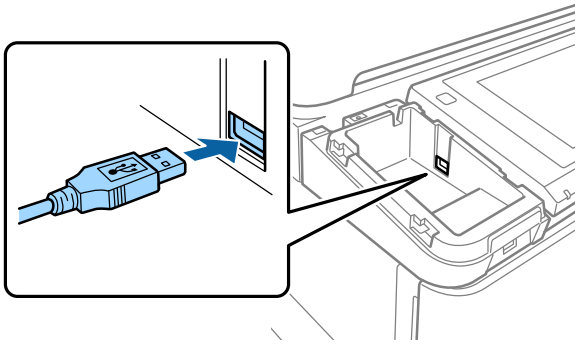
2. Slide the cover further to the front.



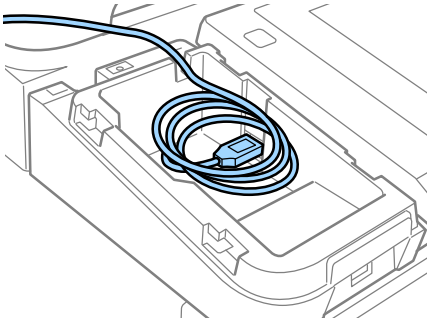
3. Raise the cover, and then remove it.



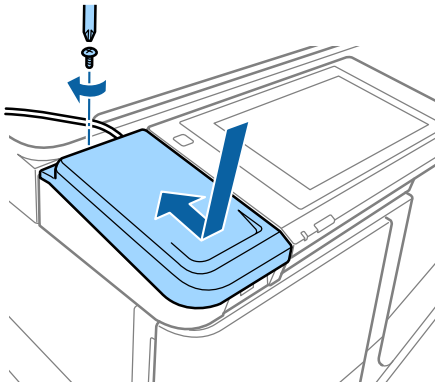
4. Connect the card reader's USB cable to internal USB slot.



5. Leave a suitable length of cable, and then connect the USB cable.

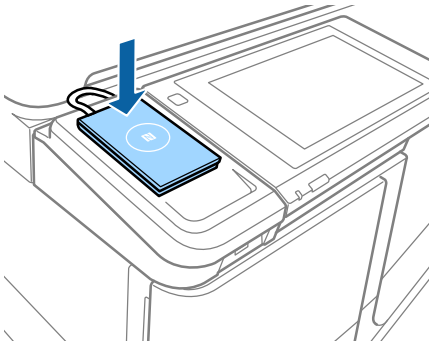


6. Put the cover back on. If the cover is secured by the screw, tighten the screw to secure it in place.



7. Place a card reader on the cover, and then secure it with double-sided tape if necessary.

> ***Important:***
> *Route the connection cable for the authentication device so that it does not interfere with the scanner unit and control panel.*



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 System** > **Authentication Device Status**.

❏ Configuration Status Sheet

Status is displayed in **Hardware Configuration** > **Hardware** > **Card Reader Status**.

See the manual provided with the printer how to print a Configuration Status Sheet.

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 UID (authentication card information such as serial number.)

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

Note:
Using authentication cards from different manufacturers:

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

Authentication Device Setting Items

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

Authentication Device, Card ID Save Format Setting Items

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

Authentication Device Connection

Format	Description
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

➡ “Making Authentication Device Settings (Web Config)” on page 51
➡ “Making Authentication Device Settings (Configuration Template)” on page 61

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 25

➡ "Registering the License Key by Using Epson Device Admin" on page 27

➡ "Set the Printer Individually Using Web Config" on page 32

➡ "Batch Setting Using Epson Device Admin (Configuration Template)" on page 58

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.

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.

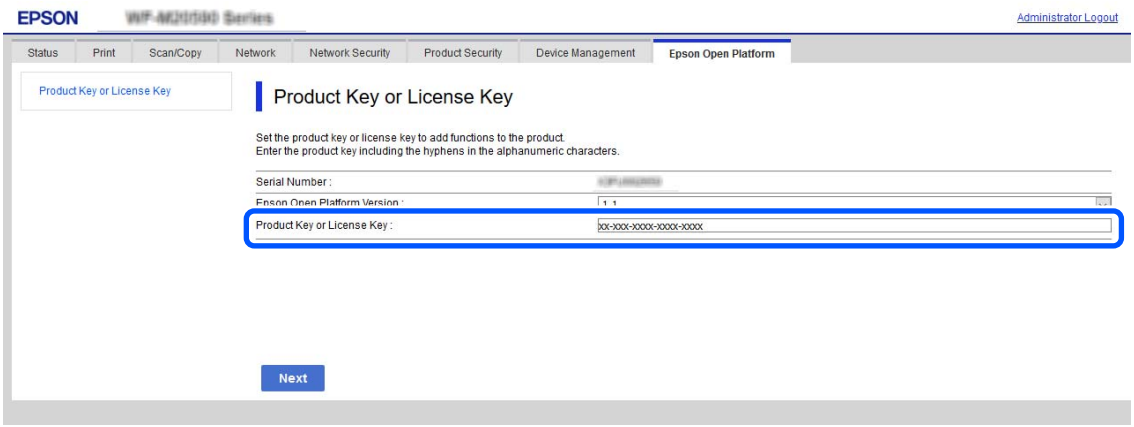
See the manual for your printer for details.

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**.

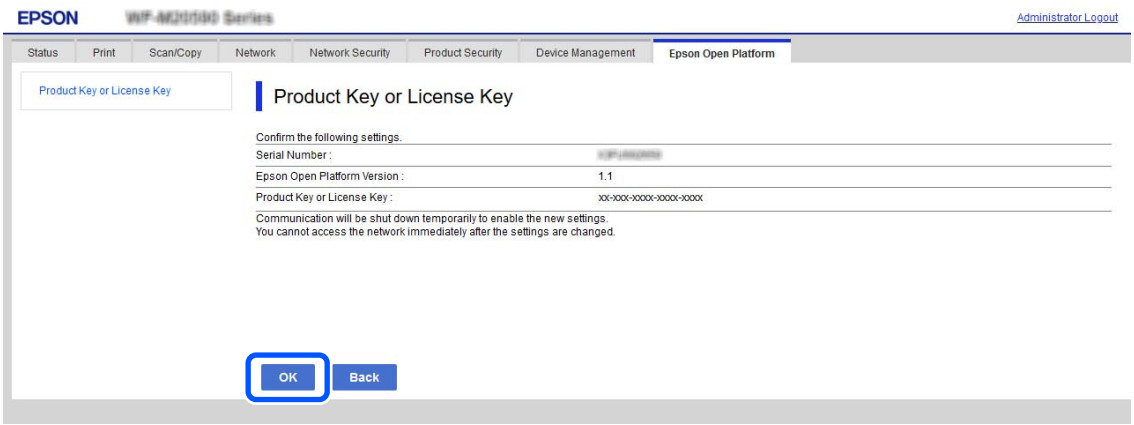


6. Click **Next**.

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

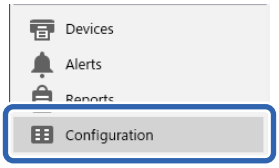
When you use a configuration template for Epson Device Admin, you can apply the license keys given in the CSV file to multiple printers.

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

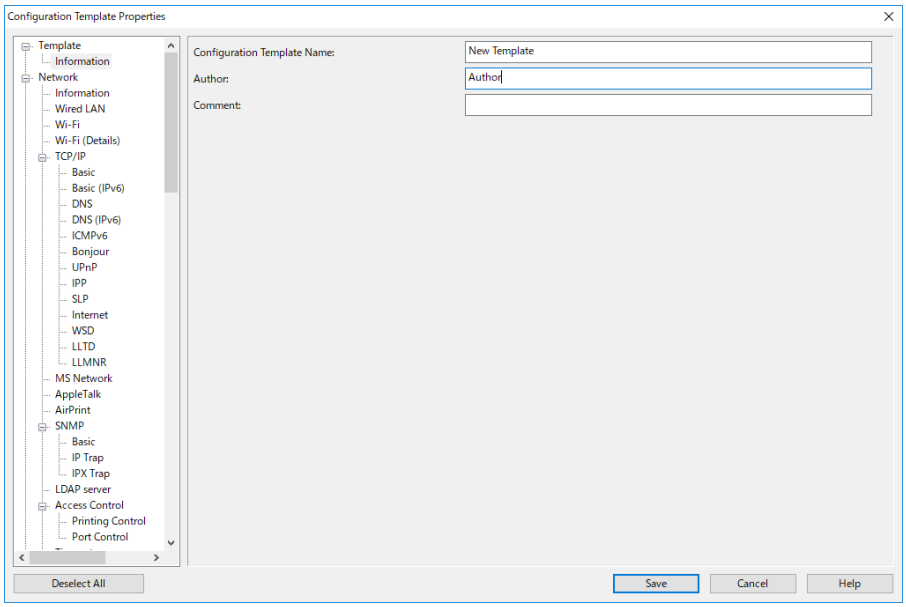
Create the configuration template newly.

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

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

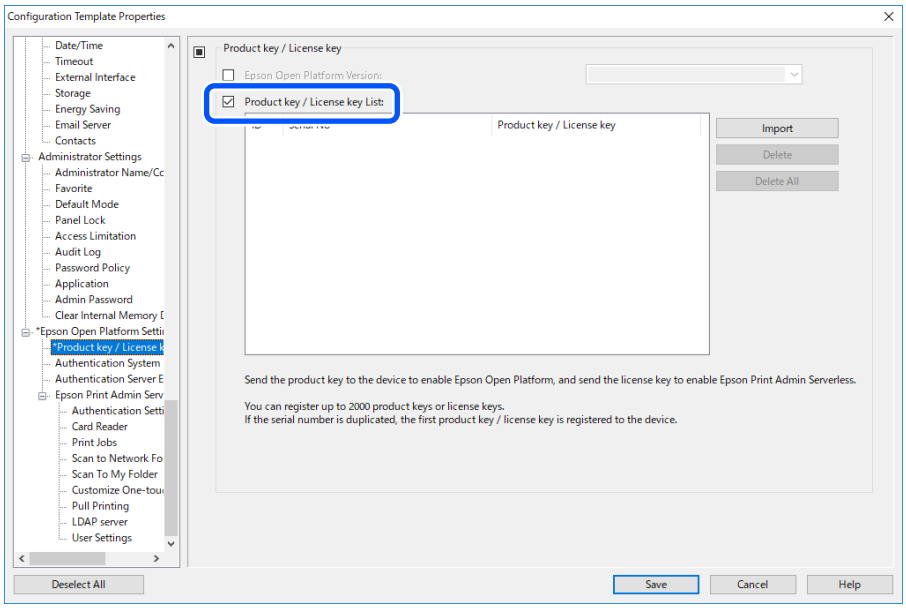
Note:
Click the menu items on the left to switch to each screen. The set value is retained if you switch the screen, but not if you cancel the screen. When you have finished all the settings, click ***Save****.*

Importing the License Key

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

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

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



3. Click **Import**.

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

   The file is read and the contents are displayed.

   Note:
   ❏ *When you select the 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.

Important:

If the administrator password has been set to the printer, make the password setting first.

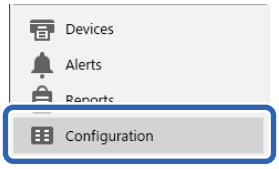
*1. Display the device list, and select **Options** > **Password manager**.*

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

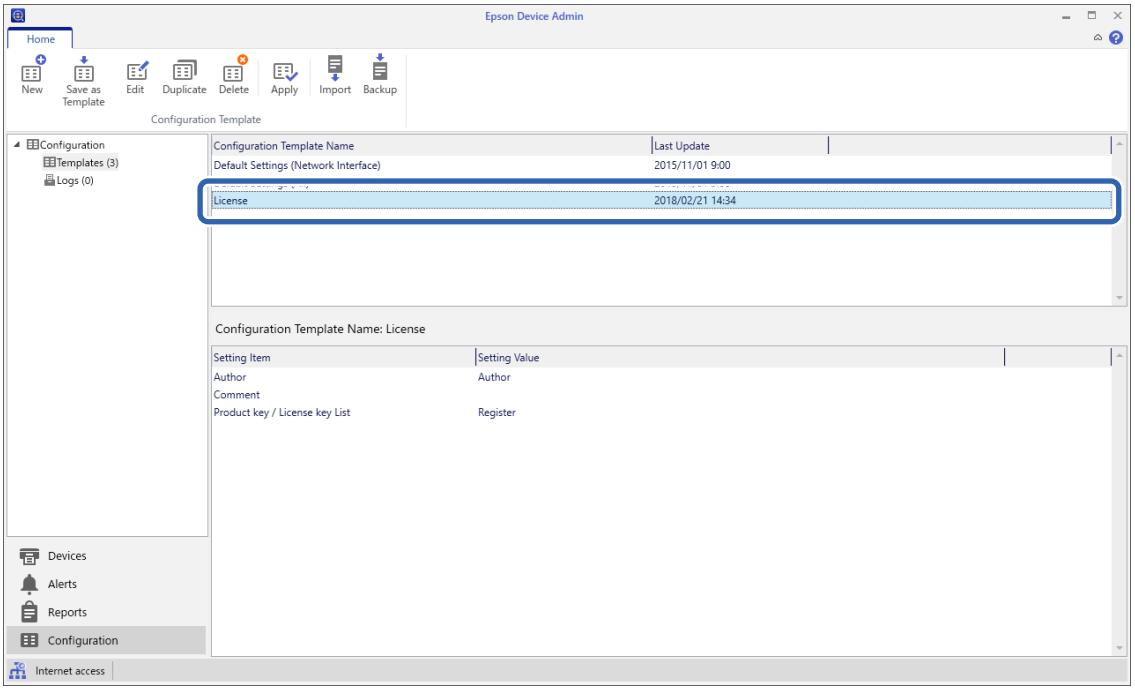
*3. Select the target printer, and then click **Edit**.*

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

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



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



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

The device selection screen is displayed.

4. Select the target to apply the configuration template.

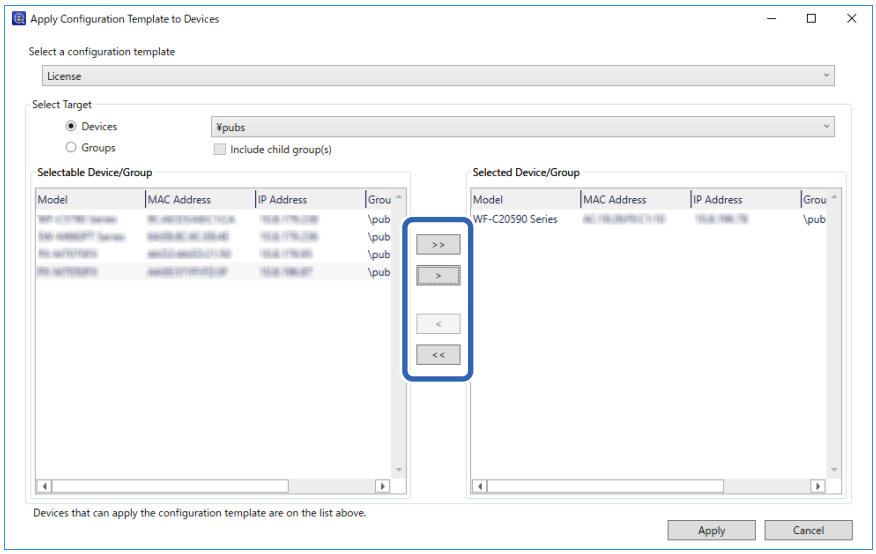
   Note:

   ❏ *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.

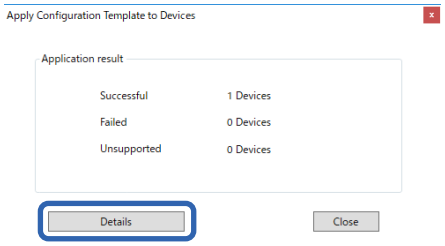


6. Click **Apply**.

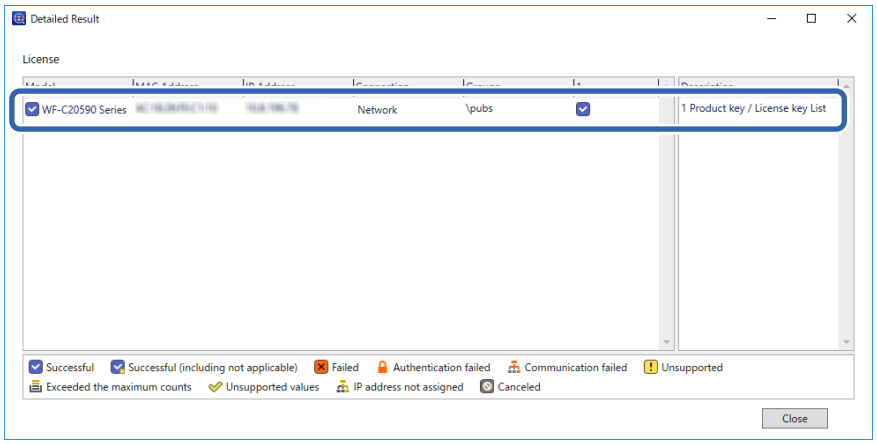
   A confirmation screen for the configuration template to be applied is displayed.

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 **OK**.

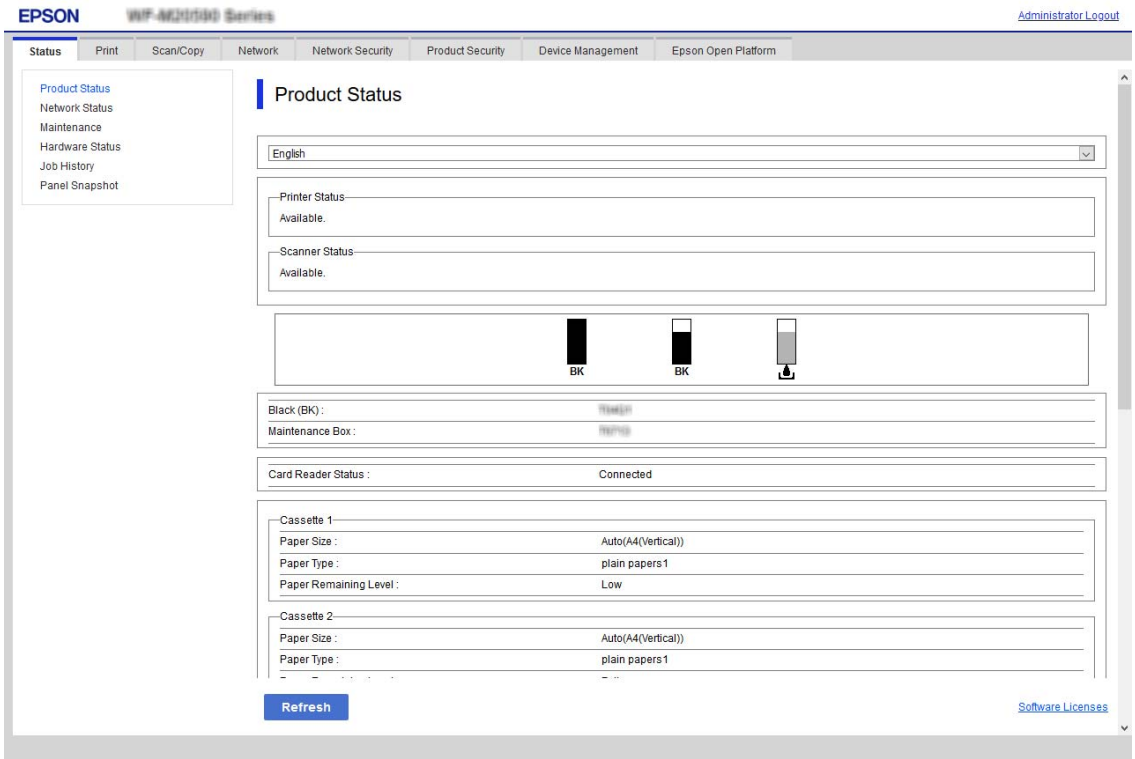
Note:
If you import the license key(s), check that the license was applied to the printer correctly by acquiring the device information.

Related Information

➡ "Epson Device Admin" on page 11

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 make settings for Epson Print Admin Serverless.

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

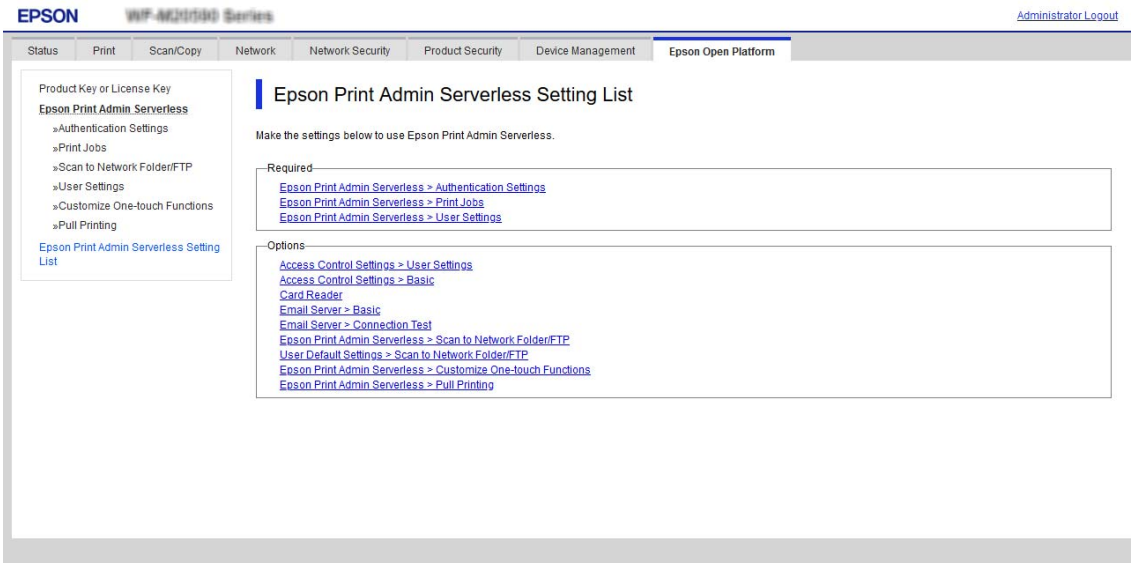
   Setting items are displayed according to the authentication settings you selected in the **Epson Open Platform** tab >**Authentication Settings** > **Authentication Method**.

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

3. Set each item.

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

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

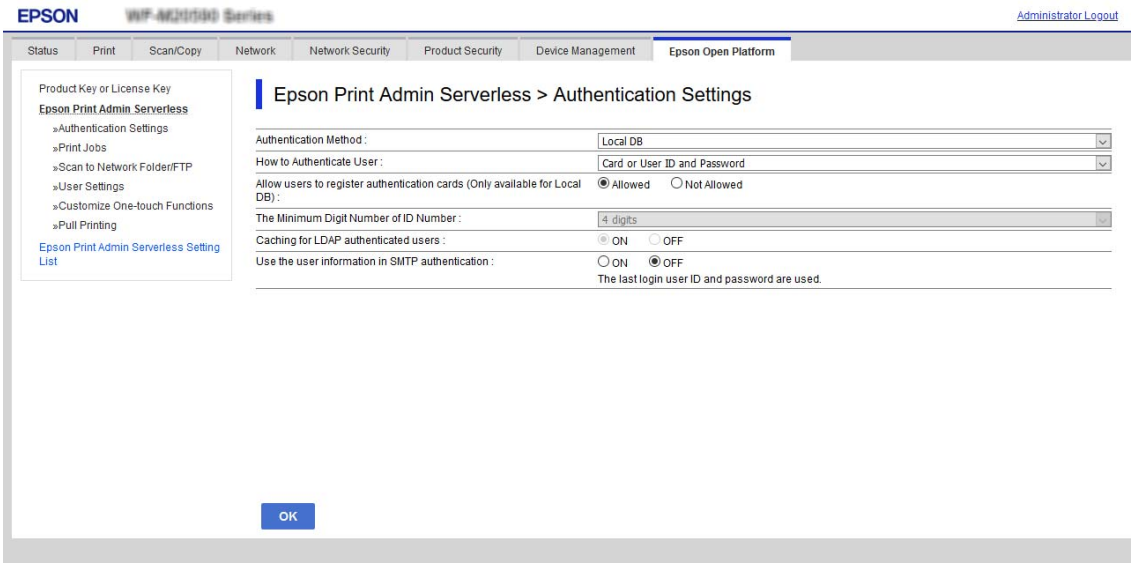


Making User Authentication Settings (Web Config)

Set the authentication method and how to authenticate user.

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

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



2. Set each item.

3. Click **OK**.

Authentication Setting Items

Item	Explanation
Authentication Method	Select the authentication method. ***Important:*** *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.* ❏ Local DB Authenticate using the user information registered to the printer. It is necessary to register the user information to the printer. ❏ LDAP Authenticate using the user information of the LDAP server synchronized with the printer. It is necessary to set up the LDAP server. ❏ Local DB and LDAP 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.

Item	Explanation
How to Authenticate User	Select how to authenticate a user. ❏ Card or User ID and Password Use an ID card to authenticate users. You can also use a user ID and password to authenticate. ❏ User ID and Password Use a user ID and password to authenticate users. You cannot use an ID card to authenticate when you select this function. ❏ User ID Use only a user ID to authenticate users. You do not need to set a password. ❏ Card or ID Number Use an ID card to authenticate users. You can also use an ID Number. ❏ ID Number Use only an ID Number to authenticate users.
Allow users to register authentication cards	Enable it if you allow users to register the authentication card to the system. 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.
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.

Related Information

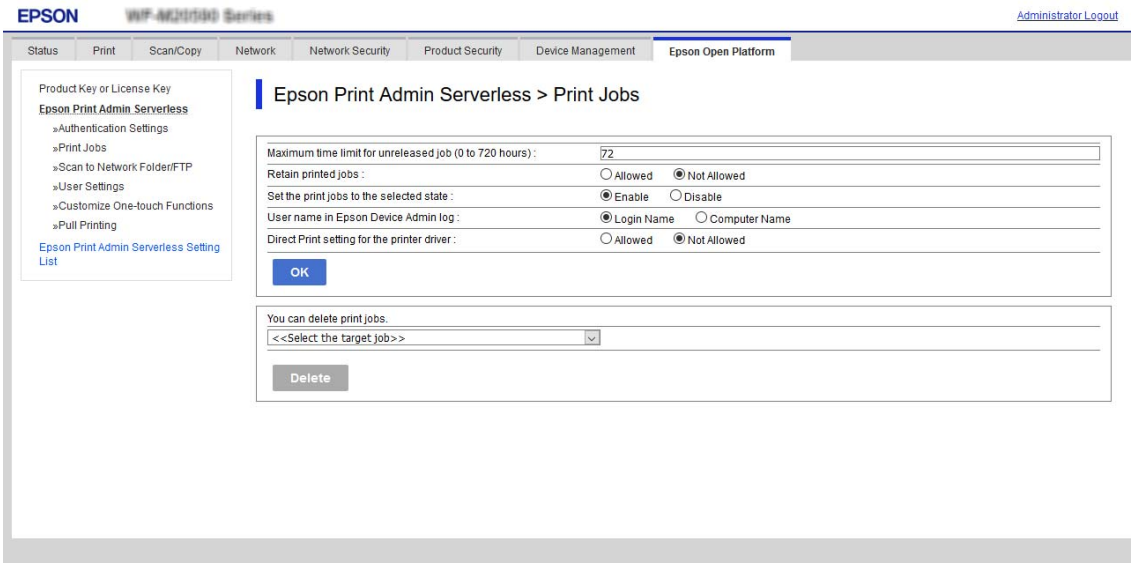
➡ "Overview for the Authentication Method" on page 7

Making Print Job Settings (Web Config)

Make 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**.

Related Information

➡ "Deleting the Print Jobs" on page 96

Print Jobs Setting Items

Item	Explanation
Maximum time limit for unreleased job (0 to 720 hours)	Set the time period to automatically delete all print jobs. When you set "0", the print jobs will not be deleted automatically.
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. ❏ Login Name: Records the user name logged in to Epson Print Admin Serverless. ❏ Computer Name: Records the computer name that sent the print job to Epson Print Admin Serverless.
Direct Print setting for the printer driver	Allows printing without storing print jobs when printing from a computer. When this is selected, the user can print directly without logging in to the printer if the print job's authentication information matches the authentication information for the device or the LDAP server. In the printer driver, the user sets whether or not to store print jobs.

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.

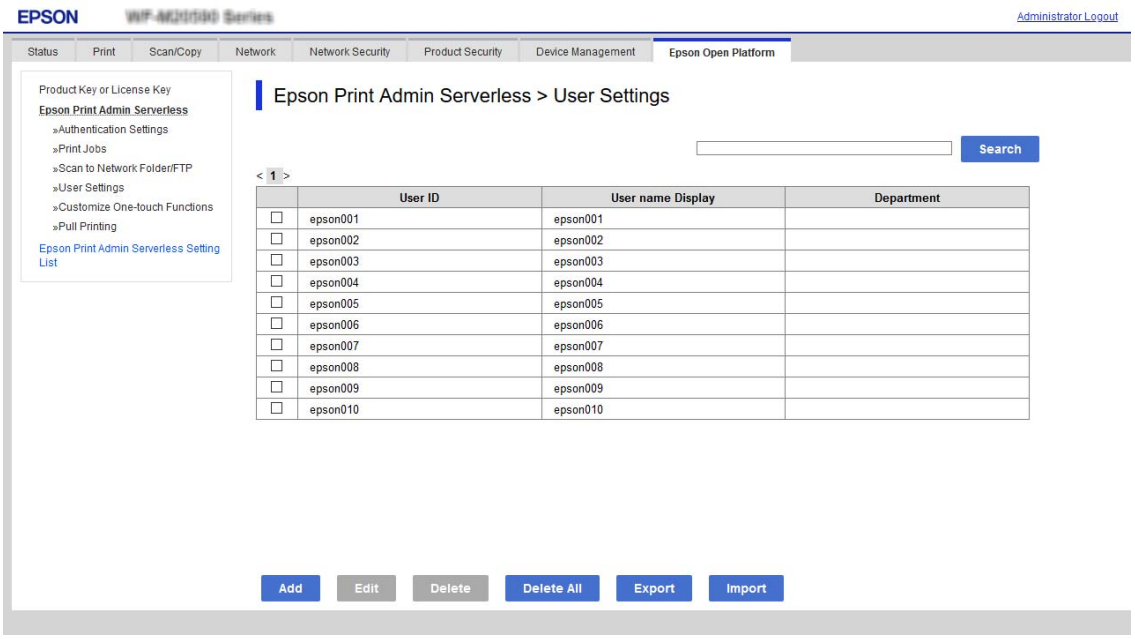
Registering the User Information Individually

Enter the user information one by one.

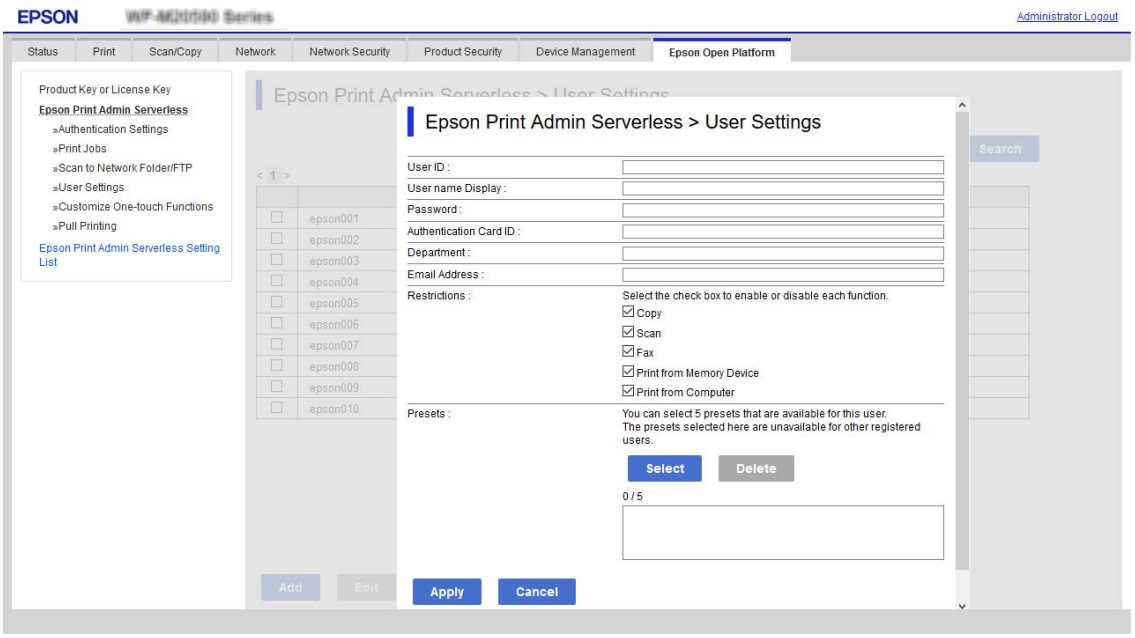
1. Select the **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **User Settings**.

   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. Since the User ID is not case sensitive, you can login using upper or lower case letters.
User name Display	Enter the user name displayed on the 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. Leave this blank if you select **How to Authenticate User** for **User ID**.
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. Enter within 116 characters in ASCII. You can leave this blank.
ID Number	It is displayed when **Epson Open Platform** or **Authentication Settings** is selected on **How to Authenticate User** tab > **Card or ID Number** > **ID Number**. 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**.

Item	Explanation
Auto Generate	It is displayed when **Epson Open Platform** or **Authentication Settings** is selected on **How to Authenticate User** tab > **Card or ID Number** > **ID Number**. 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. You can leave this blank.
Email Address	Set the email address for the users. This is used as the destination of Scan to My Email. 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.**
Presets	You can specify which presets can be used by specific users.

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 setup 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 **Presets** 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.*

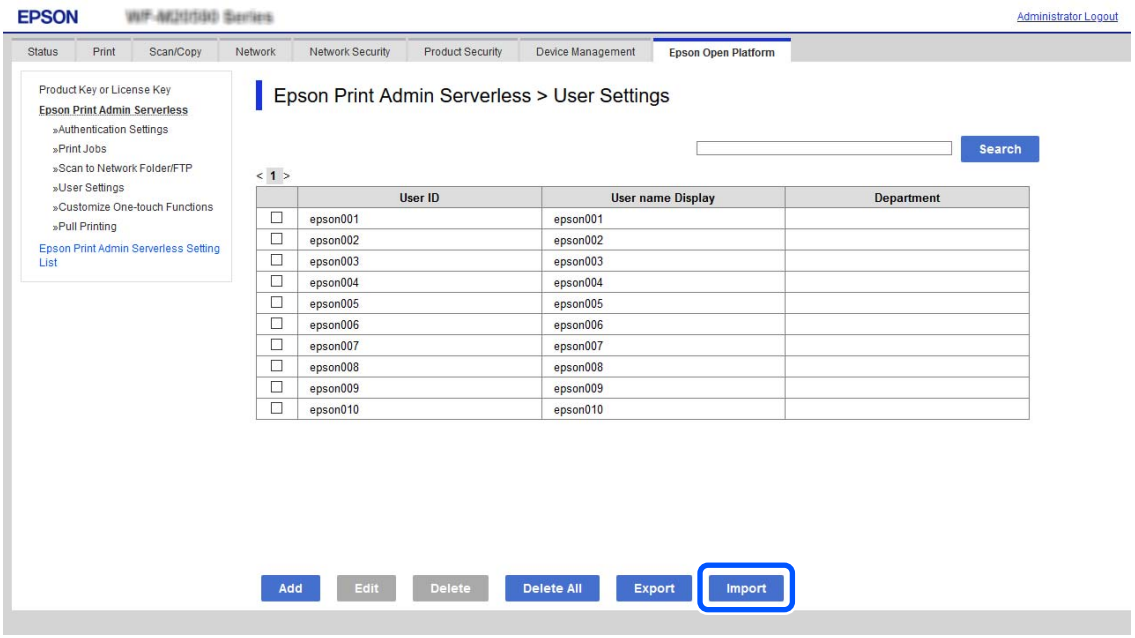
Registering the User Information in Bulk by Using CSV File

You can register users in bulk using a CSV file.

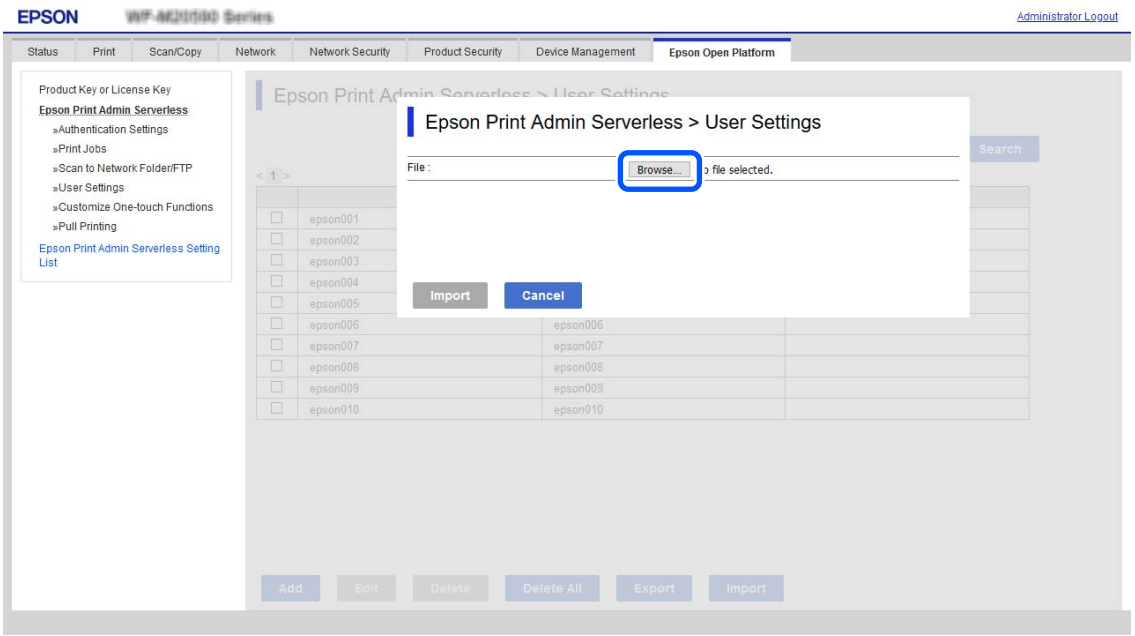
1. Select the **Epson Print Admin Serverless Setting List** > **Epson Print Admin Serverless** > **User Settings**.

   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. Click **Import**.

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

Related Information

➡ "Creating the CSV File" on page 41

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**.

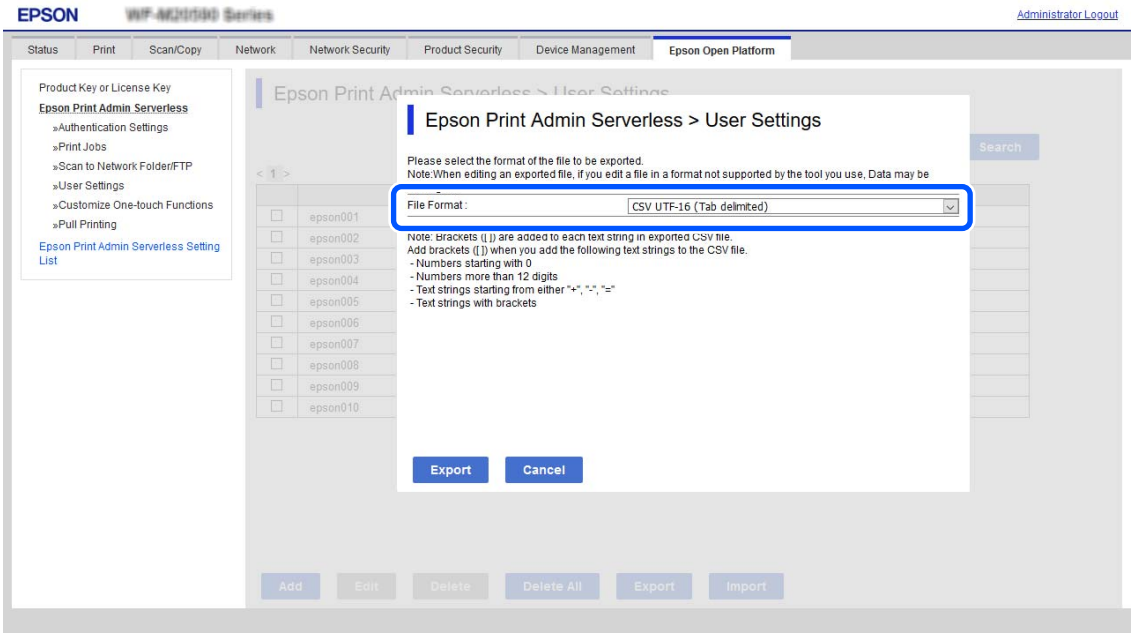
   Or access the **Epson Open Platform** tab > **User Settings**.

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



4. Click **Export**.

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

   The file is saved.

6. 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]. Leave this blank if you select **User ID** for **How to Authenticate User**. When exporting, this is always blank.
AuthenticationCardID	Set the reading result of ID card. When you permit the **Allow users to register authentication cards** for **Authentication Settings**, the result registered by users is reflected. Enter within 116 characters in ASCII. You can leave this blank.
IDNumber	It is displayed when **Card or ID Number** or **ID Number** is selected on **Epson Open Platform** tab > **Authentication Settings** > **How to Authenticate User**. Enter the number between 4 and 8 digits depending on the digits set on **Epson Open Platform** tab > **Authentication Settings** > **The Minimum Digit Number of ID Number**. An ID Number cannot be duplicated. If it is duplicated, you will be alerted to the error when importing the file. When left blank, it is automatically assigned a number.
Department	Enter the department name arbitrary to distinguish the users. Enter within 40 characters in Unicode (UTF-8). You can leave this blank.
MailAddress	Set the email address for the users. **Scan to My Email** This is used as the destination of Scan to My Email. You can use A-Z, a-z, 0-9, !#'%&'*+-./=?^_{|}~@. Enter 200 characters or less. You cannot use "," (comma) for the first character. You can leave this blank.
EncPassword	When exporting, the parameter set for [Password] is encrypted using BASE64 and then output. When importing and entering a new password in [Password], this is ignored. If [Password] is blank, this value is used and the password remains as it was before exporting.
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

Item	Settings and Explanation
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
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. 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.
EncFolderPassword	When exporting, the parameter set for [FolderPassword] is encrypted, then the value is encoded by BASE64 and output. When importing and entering a new password in [FolderPassword], this is ignored. If [FolderPassword] is blank, this value is used and the password remains as it was before exporting.
PresetIndex	Set the presets that you want to associate with the user. You can set up to five preset registration numbers separated by commas.

Related Information

➡ “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.

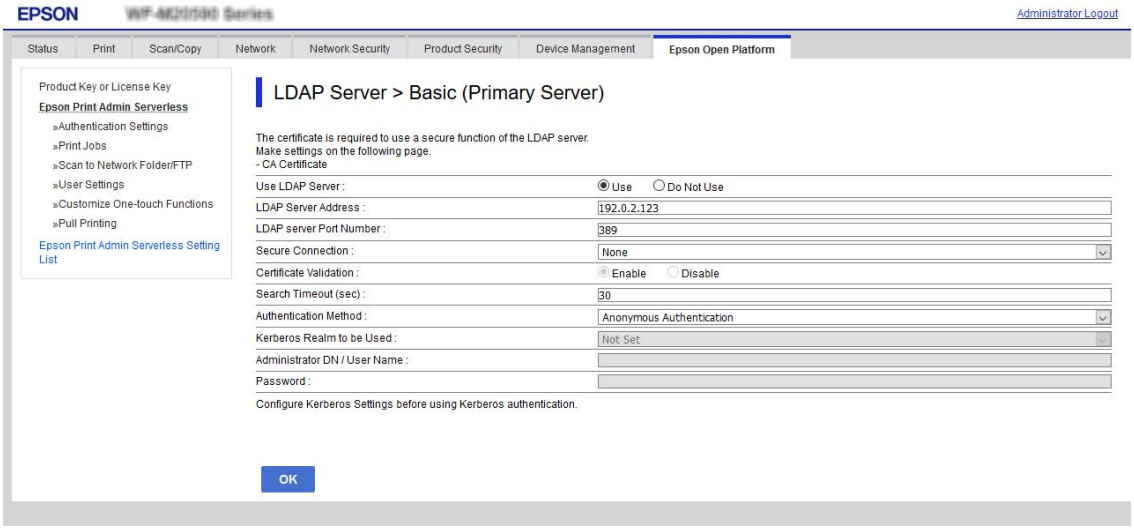
Related Information

➡ “LDAP Server Setting Items” on page 67
➡ “Kerberos Setting Items” on page 69
➡ “Search Setting Items” on page 69

Making the LDAP Server Setting (Web Config)

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

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



2. Set each item.

   See the related information for details of each item.

3. Click **OK**.

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

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

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

   The setting items are same as the primary server settings.

6. Click **OK**.

Related Information

➡ "LDAP Server Setting Items" on page 67

➡ "Kerberos Setting Items" on page 69

Checking the LDAP Server Connection

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

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

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

2. Click **Start**.

   The result is displayed.

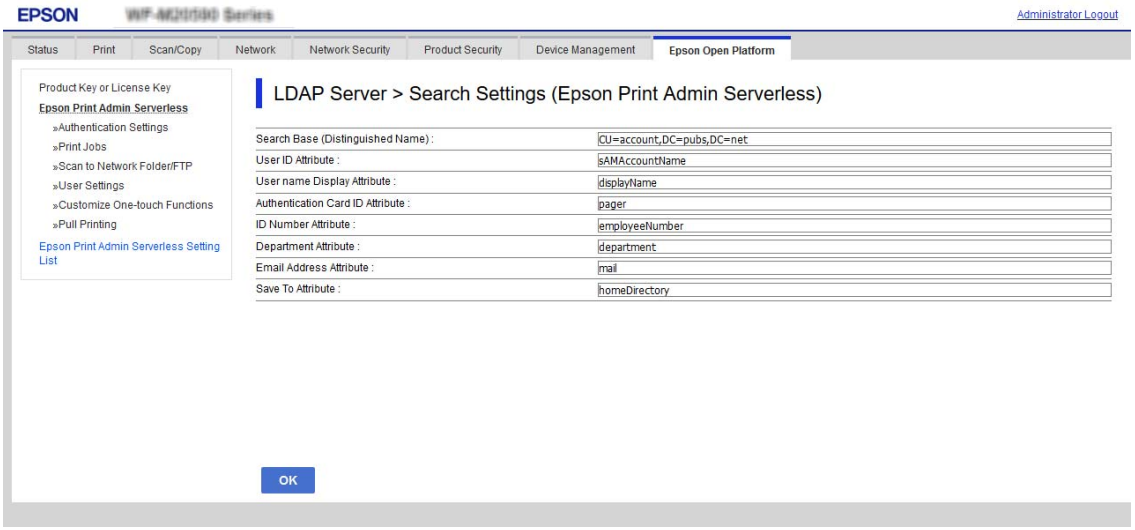
3. Click **OK**.

Making the Search Attribute Setting

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

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

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



2. Set each item.

3. Click **OK**.

Related Information

➡ "Search Setting Items" on page 69

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.

Making Available Function Settings (Web Config)

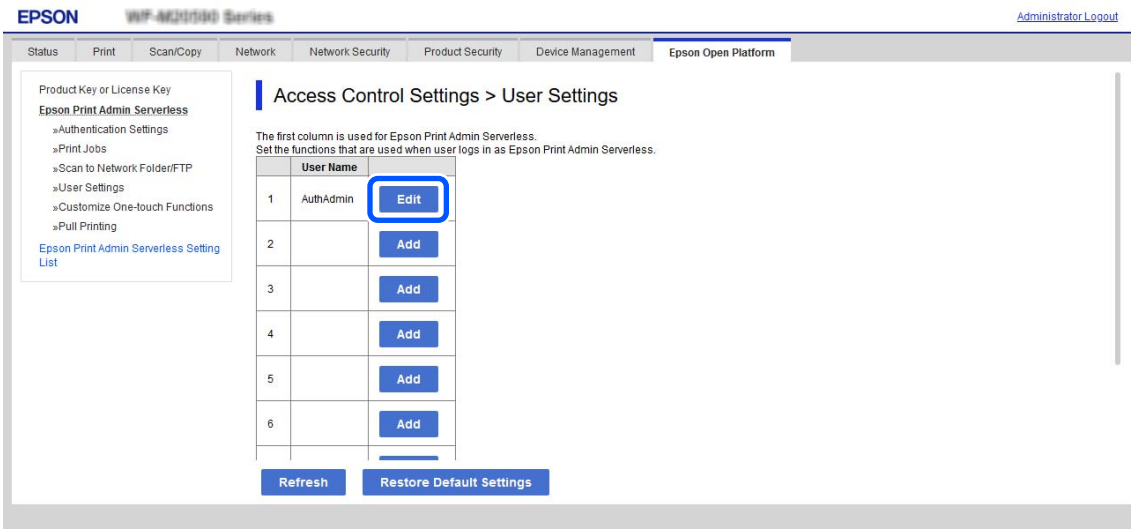
Set the functions that are available to the registered user when logging in to Epson Print Admin Serverless.

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 related information for details on the setting items.

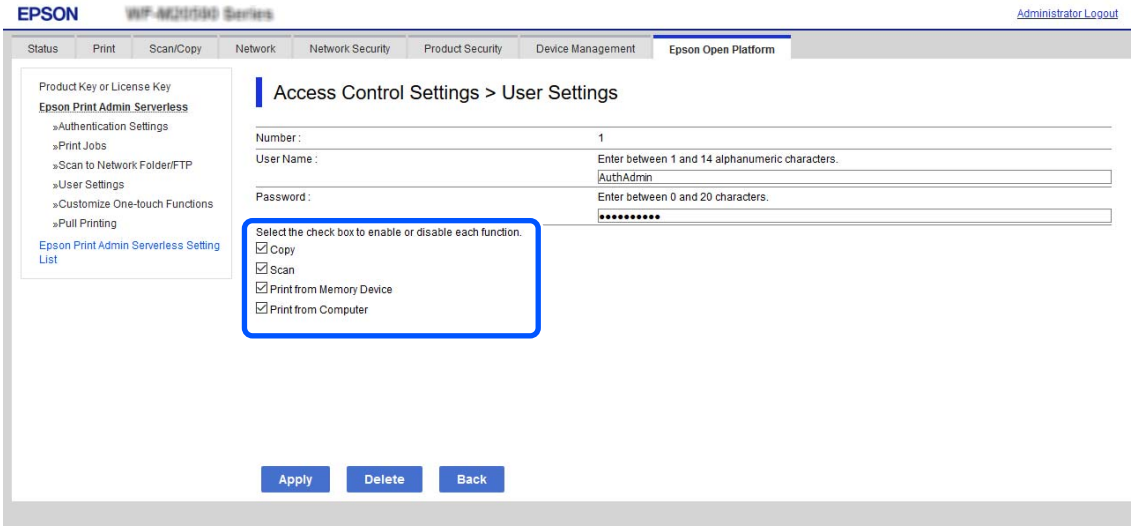
1. Select the **Epson Print Admin Serverless Setting List** > **Access Control Settings** > **User Settings**.

   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 38

Allow printer to be used from drivers and software

Set permissions to allow scanning, sending faxes, printing forms, and so on 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

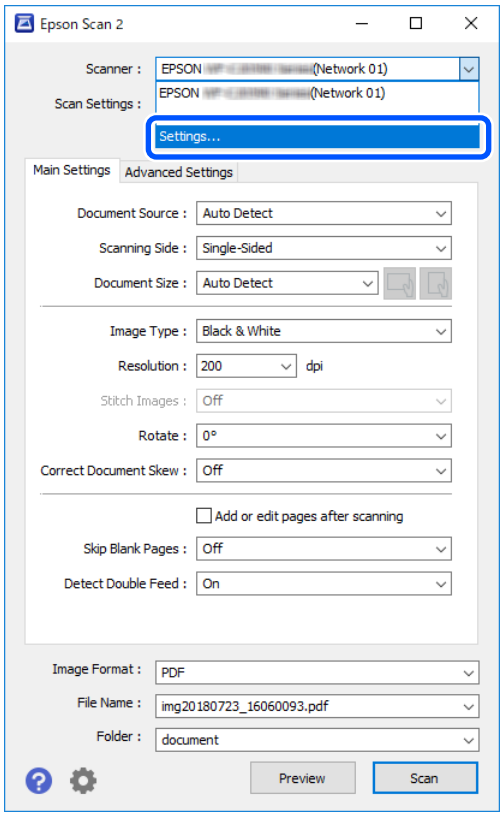
➡ "Scanning from the Computer" on page 47

Scanning from the Computer

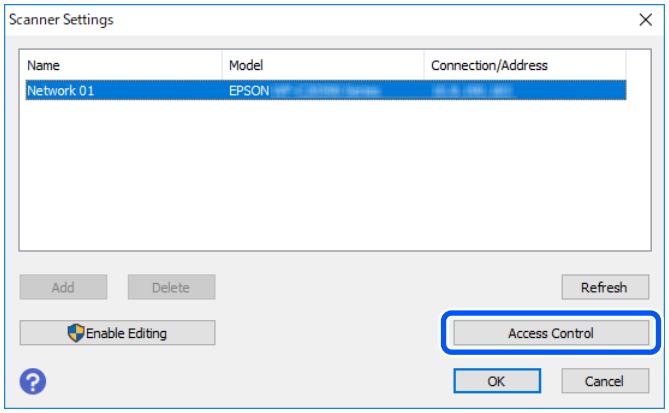
If you want to scan from the computer, set information for access limitations in Epson Scan 2.

1. Run Epson Scan 2.

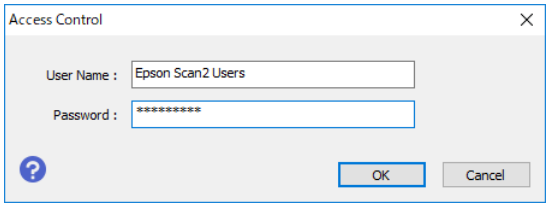
2. Select **Settings** from **Scanner**.



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

When you want to send or receive faxes from the computer, register information for access limitations in a different queue to Epson Print Admin Serverless.

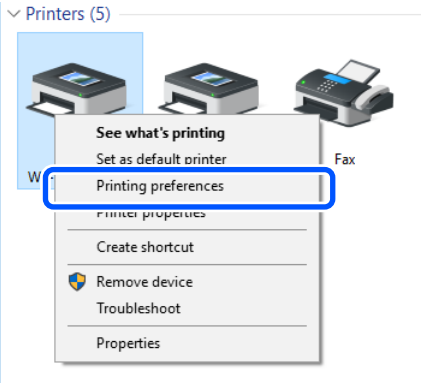
Note:
You can use fax and use PC-FAX on printers equipped with the fax function.

1. Install the printer driver again to the printer set Epson Print Admin Serverless.

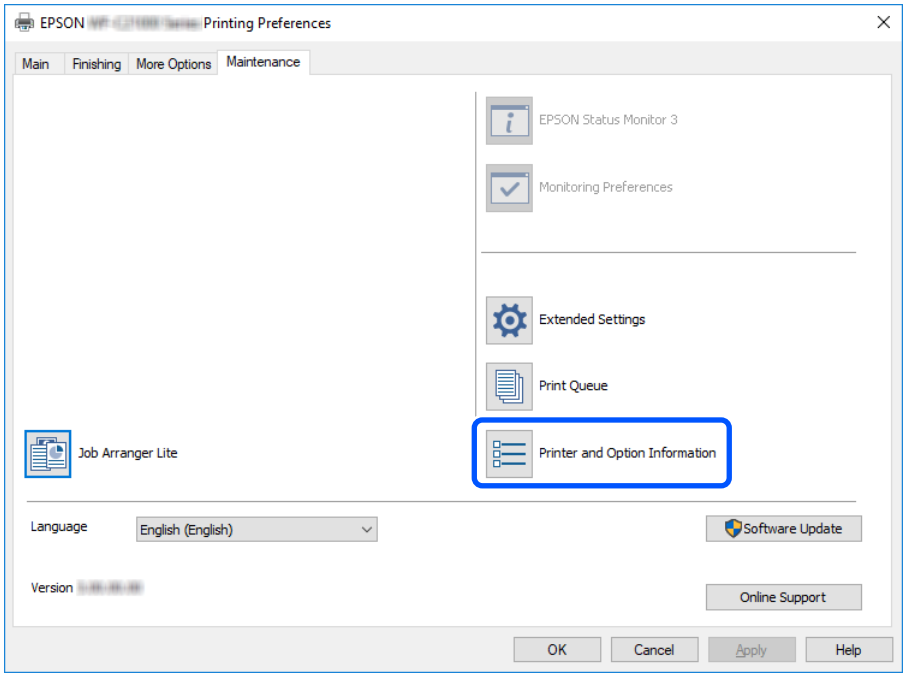
> ***Important:***
> *Do not set Epson Print Admin Serverless settings in the re-installed printer driver.*

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

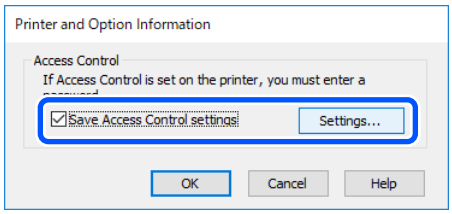
3. Right-click the printer queue that was created, and then select **Printing Preferences**.



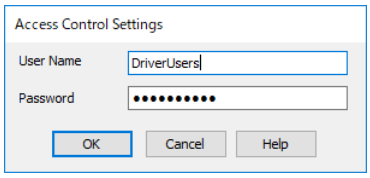
4. Click the **Maintenance** tab > **Printer and Option Information**.



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



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



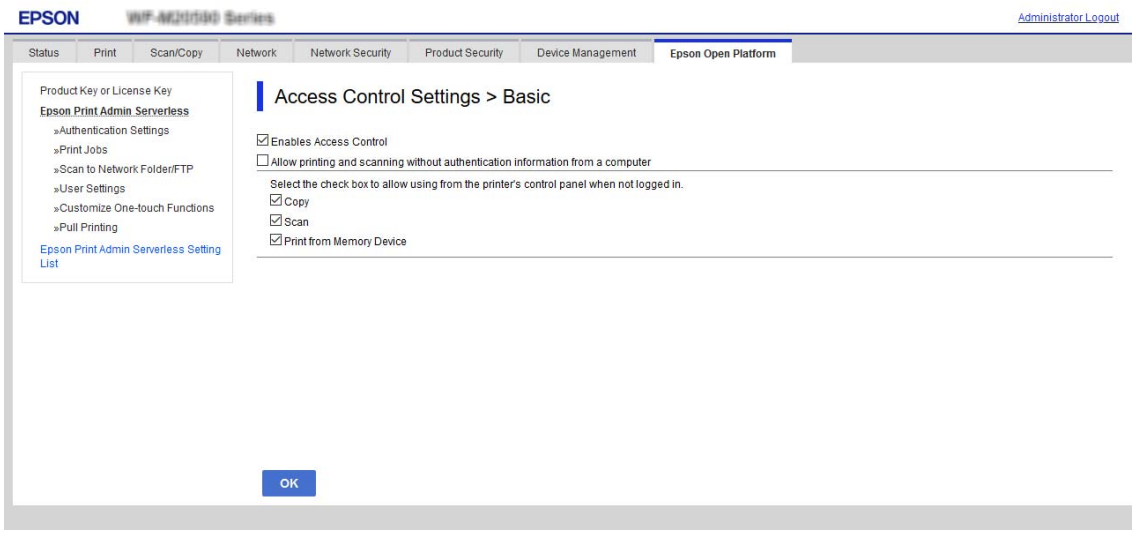
7. Click **OK**.

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**.

Making 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.

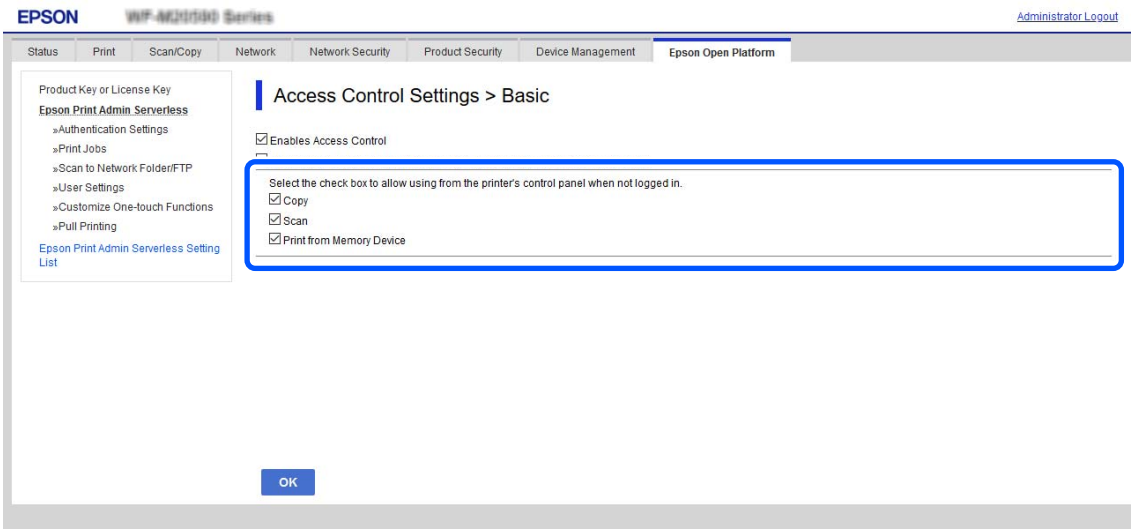
Note:
Fax *is only displayed on printers equipped with the fax function.*

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

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

Making Authentication Device Settings (Web Config)

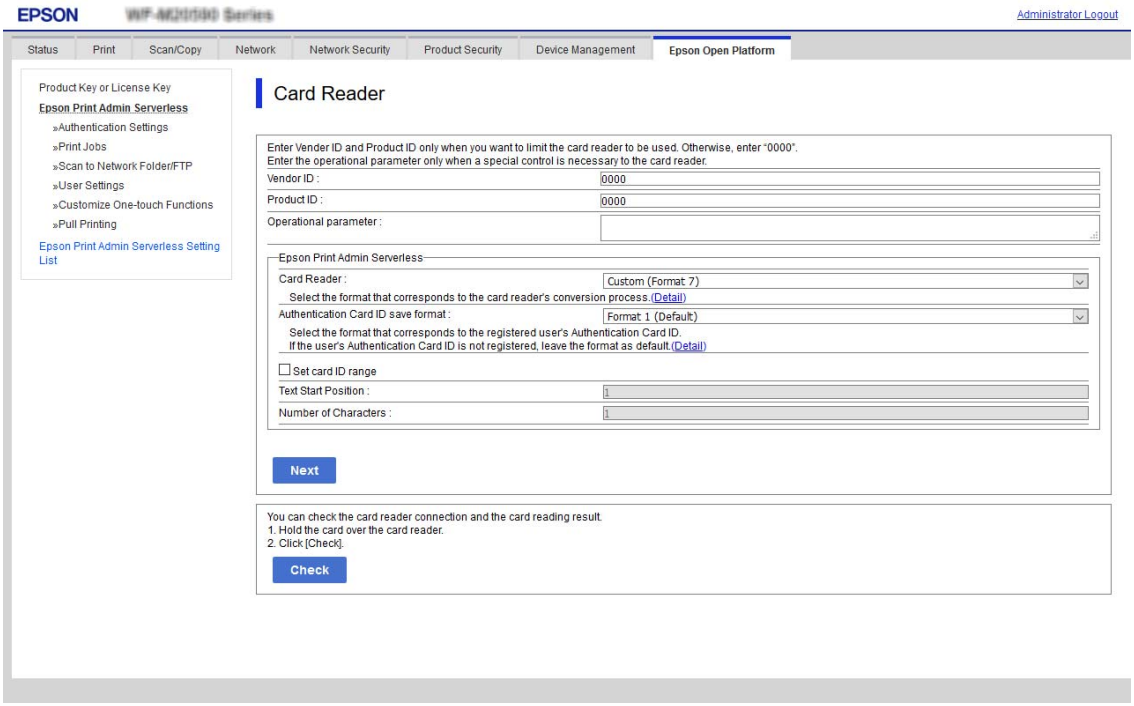
Set the reading format for authentication information received from an ID card.

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 22

Mail Server Settings (Web Config)

Set when you use the following functions to allow printers to send email.

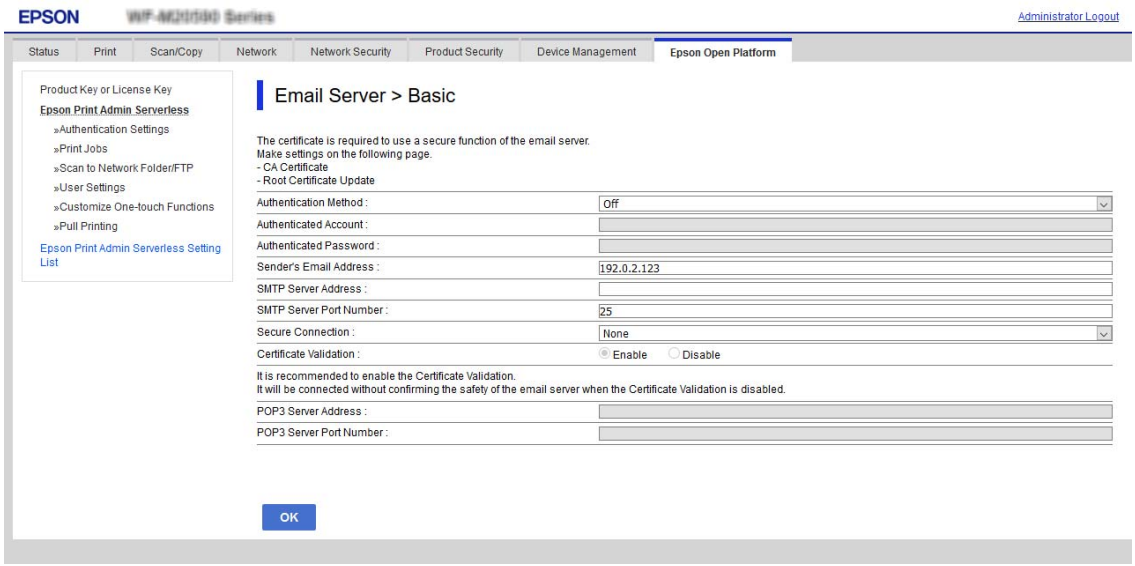
❏ Scan to My Email

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 37

➡ “About Email Notifications” on page 95

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.

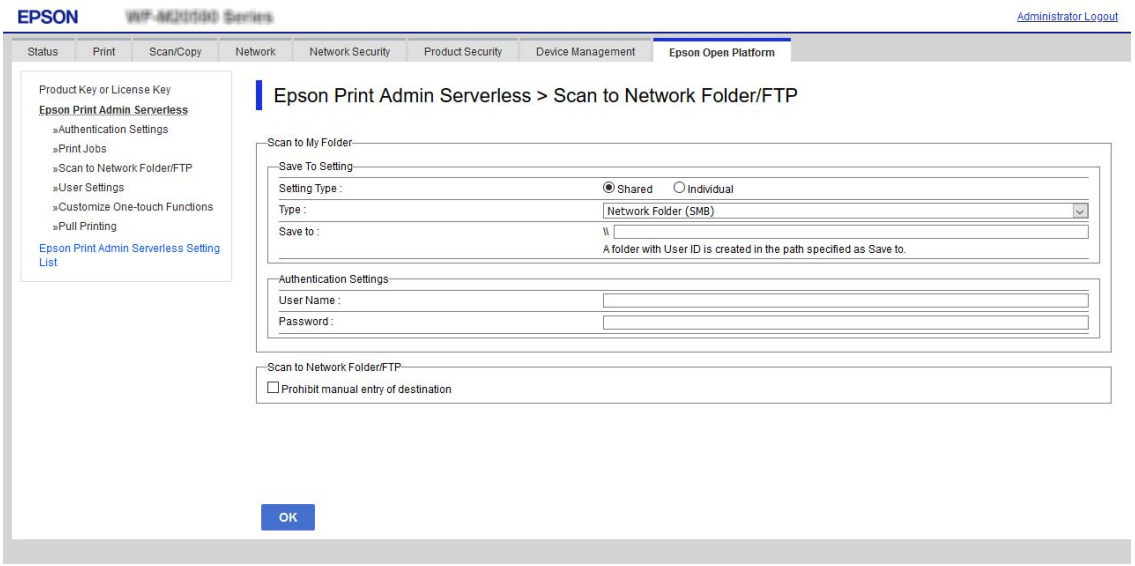
Set Destination	Target	Authentication Method	Destination Path
User folder	Each user	Local DB, Local DB and LDAP	Contacts
User folder	Each user	LDAP, Local DB and LDAP	LDAP attribute
Shared folder*	All users	Local DB, Local DB and LDAP	Device (setting for the Scan to My Folder function)

* : 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** Automatically creates a folder named after the user's ID below the folder path or URL specified in **Save to**, and saves the scan results to this folder. ❏ **Individual**： Set the save destination for scan results for each user. Device authenticated users can be set in the user settings. Users authenticated by LDAP server can set the save location in the LDAP server's search attribute.
	Type	Select the transmission protocol. When the scanning output destination is a network folder, select **Network Folder (SMB)**. For an FTP server, select **FTP**.
	Save to	When you select **Network Folder (SMB)** in **Type**, specify the path of the output destination of the scanned data. When you select **FTP** in **Type**, specify the URL of the output destination of the scanned data. Enter within 160 characters in Unicode (UTF-8).
	Connection Mode	Set when you select **FTP** in **Type**. Select a connection mode to the FTP server.
	Port Number	Set when you select **FTP** in **Type**. Enter the port number to send the scanned data to an FTP server between 0 and 655353.
Authentication Settings	Setting Type	This is displayed when **Individual** is selected as **Setting Type** in the **Save To Setting**. ❏ **Shared** The settings configured for **User Name** and **Password** are used for authentication regardless of the authentication method. ❏ **Individual**： Device authenticated users can be set individually in the user settings. For users authenticated by LDAP server, the settings for **User Name** and **Password** are used for authentication.
	User Name	Enter the user name to access the scan output destination folder. Enter within 30 characters in Unicode (UTF-8).
	Password	Enter the password to access the scan output destination folder. Enter within 20 characters in Unicode (UTF-8).

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

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

You can set it from the **Epson Print Admin Serverless Setting List** > **User Default Settings** > **Scan to Network Folder/FTP** or **Scan/Copy** > **User Default Settings** > **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.

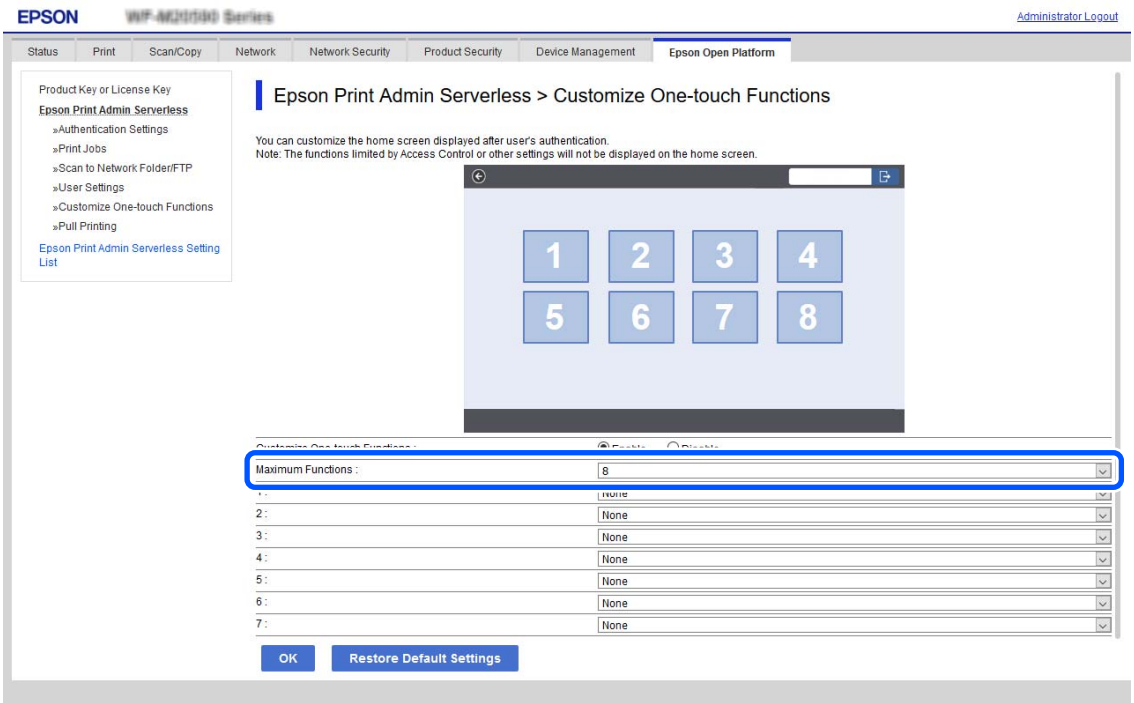
1. Select **Epson Print Admin Serverless** > **Customize One-touch Functions** from **Epson Print Admin Serverless Setting List**.

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

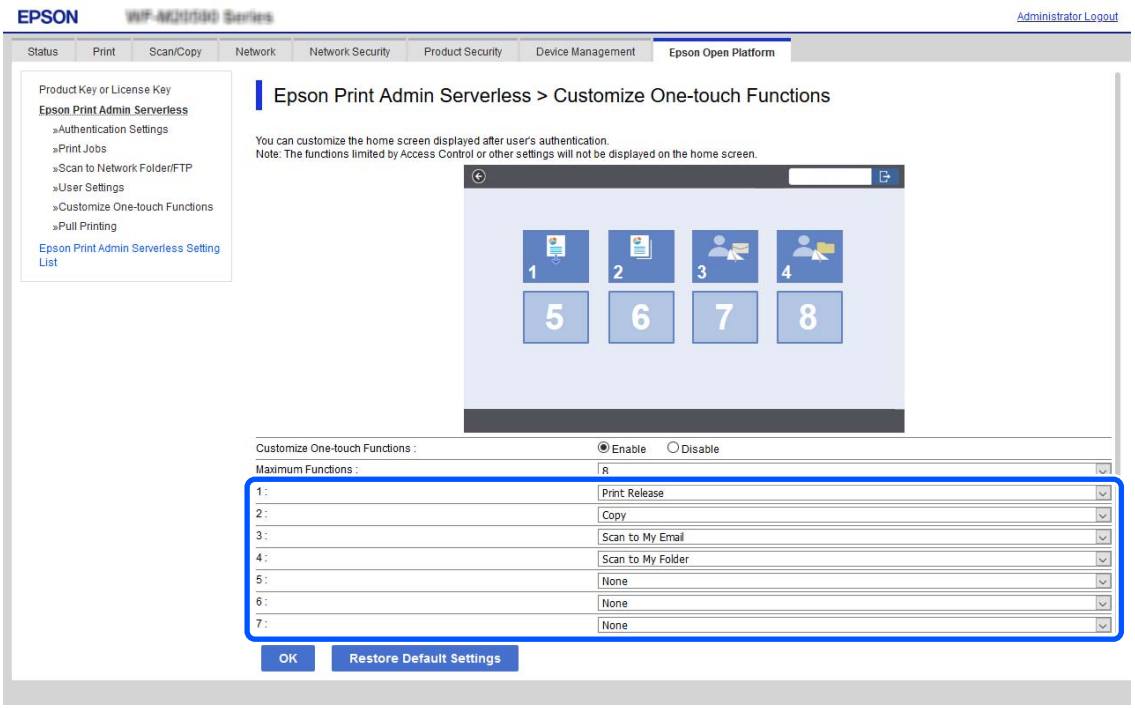
2. Select **Enable** from **Customize One-touch Functions**.

3. Select the layout of the icons displayed on the control panel from **Maximum Functions**. 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 function you want to display on the line with the same number as the number at the position where you want to display the icon.



5. Click **OK**.

Related Information

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

Making Pull Printing Settings (Web Config)

You can make 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. You cannot register additional slave printers from the slave printer.

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**.

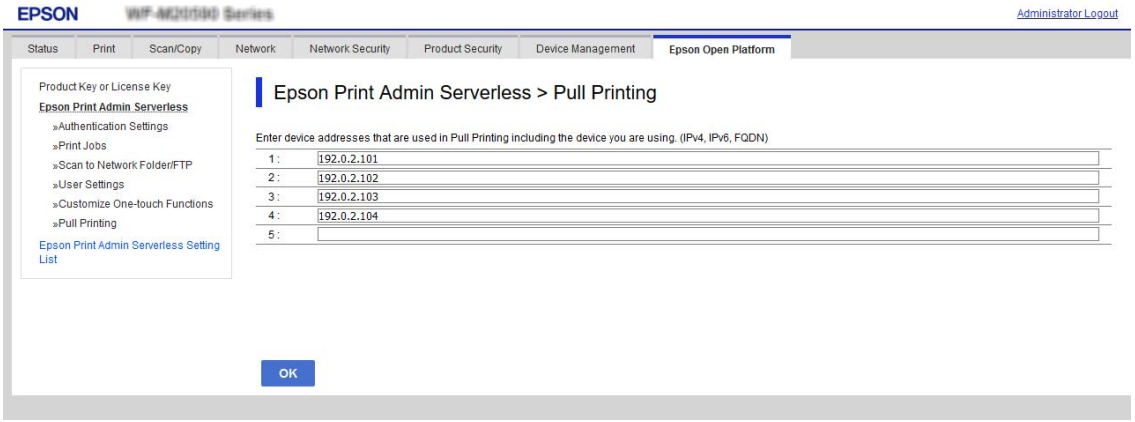
   Or access the **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Pull Printing**.

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

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

   You can use the Pv4, 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. Click **OK**.

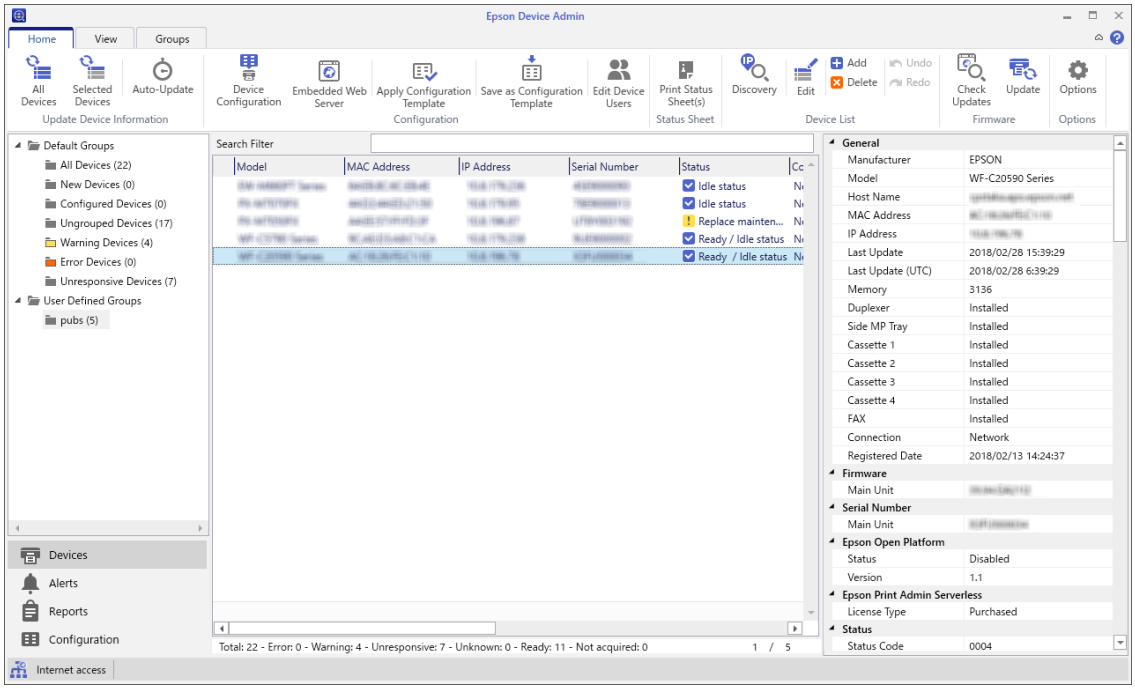
   The connection check starts. If the connection is successful, a connection confirmation page will be displayed.

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

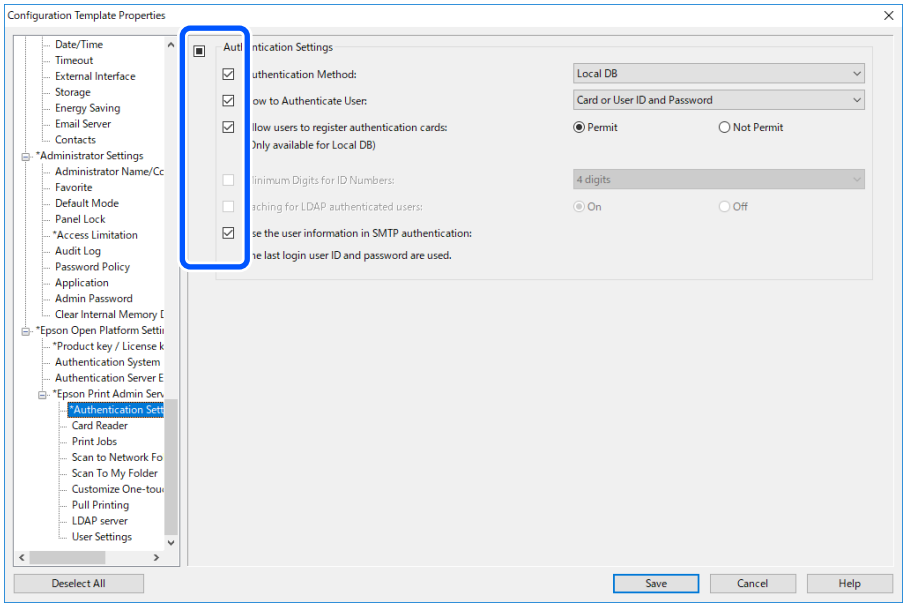
Operation Flow of Epson Device Admin

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.

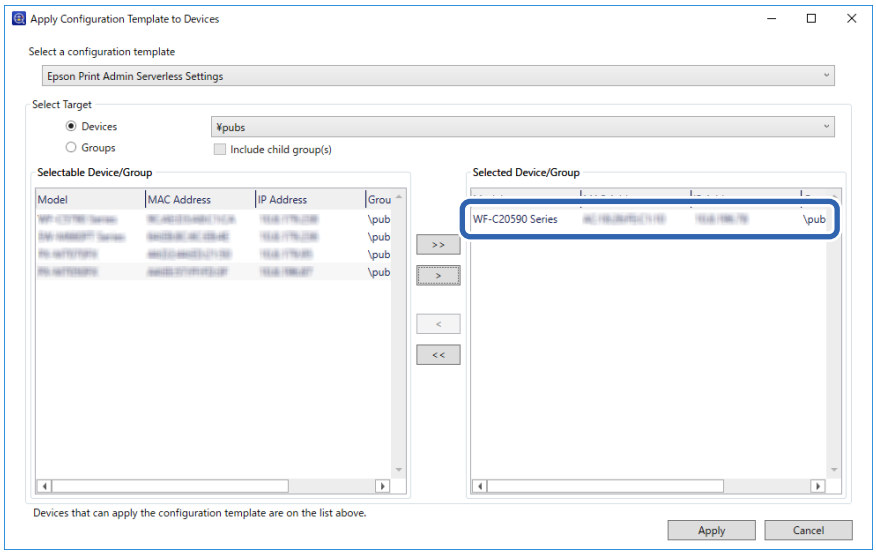
2. On the setting item screen, enter or select the value, and enable the item that you want to apply.

   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

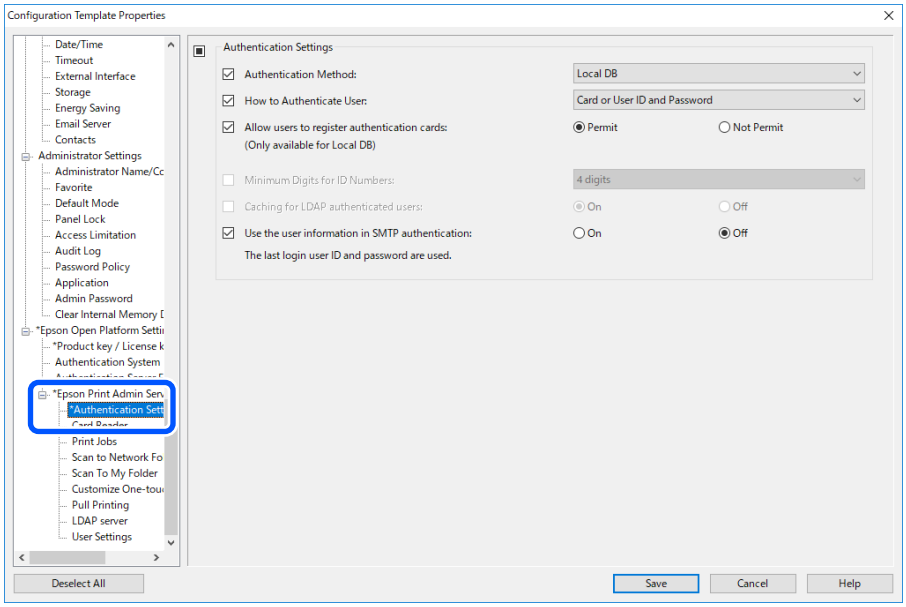
➡ “Creating the Configuration Template” on page 27

➡ “Applying the Configuration Template” on page 29

Making User Authentication Settings (Configuration Template)

Set the authentication method and how to authenticate user.

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



2. Set each item.

   See the related information for the items.

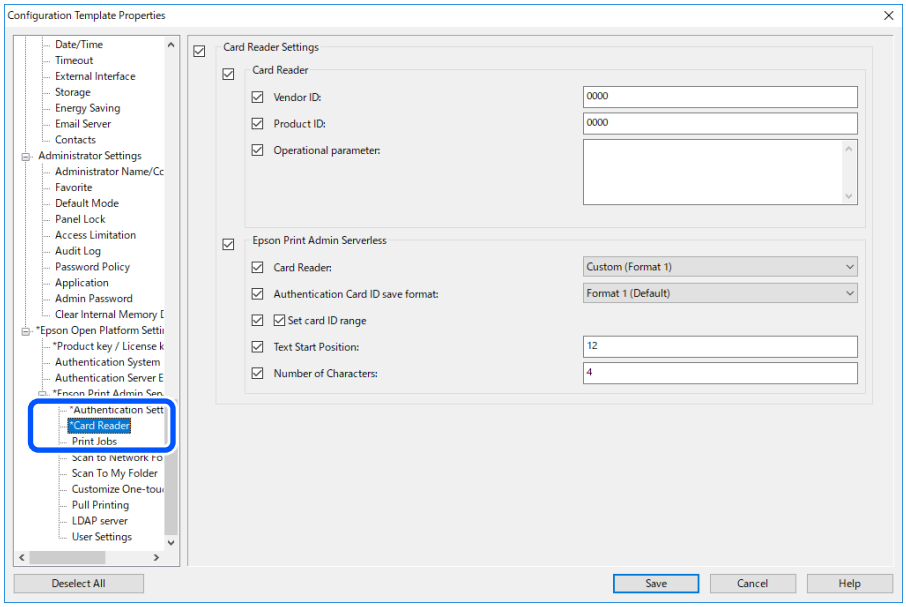
Related Information

➡ "Authentication Setting Items" on page 34

Making Authentication Device Settings (Configuration Template)

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

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

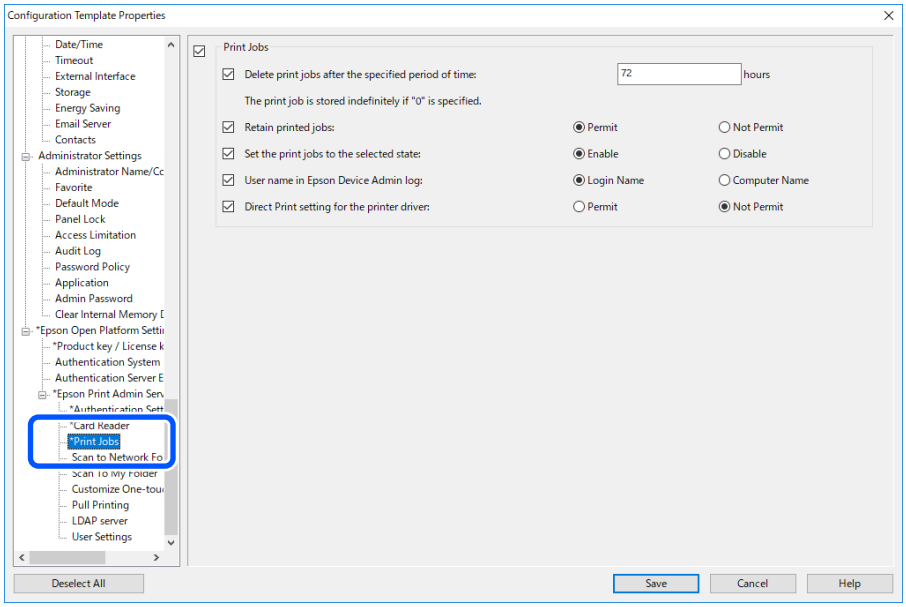
Related Information

➡ "Available Reading Method for Authentication Information" on page 22

Making Print Job Settings (Configuration Template)

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

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



2. Set each item.

   See the related information for the items.

Related Information

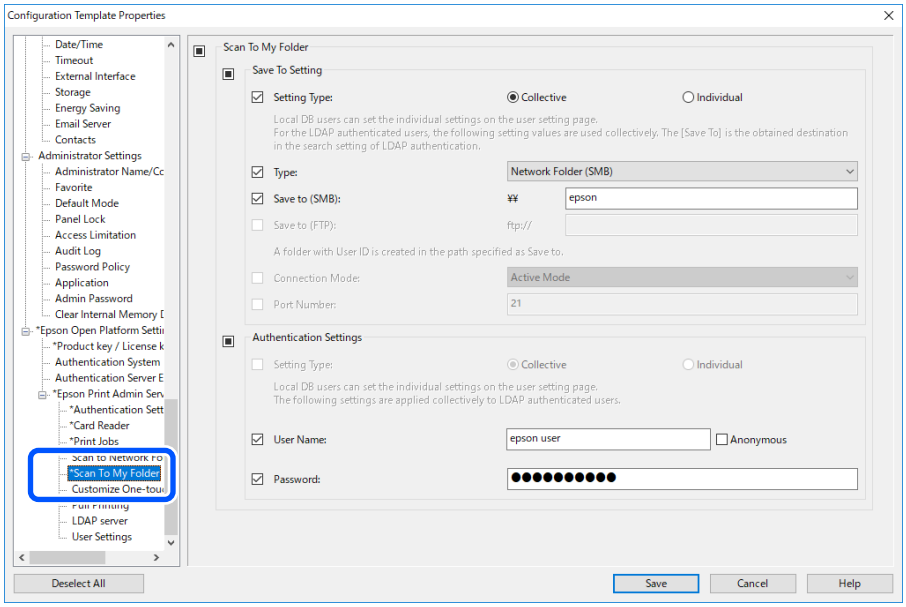
➡ "Print Jobs Setting Items" on page 36

Making Scan to My Folder Settings (Configuration Template)

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

Information Registration and System Configuration

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



2. Set each item.

Scan To My Folder Setting Items (Configuration Template)

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

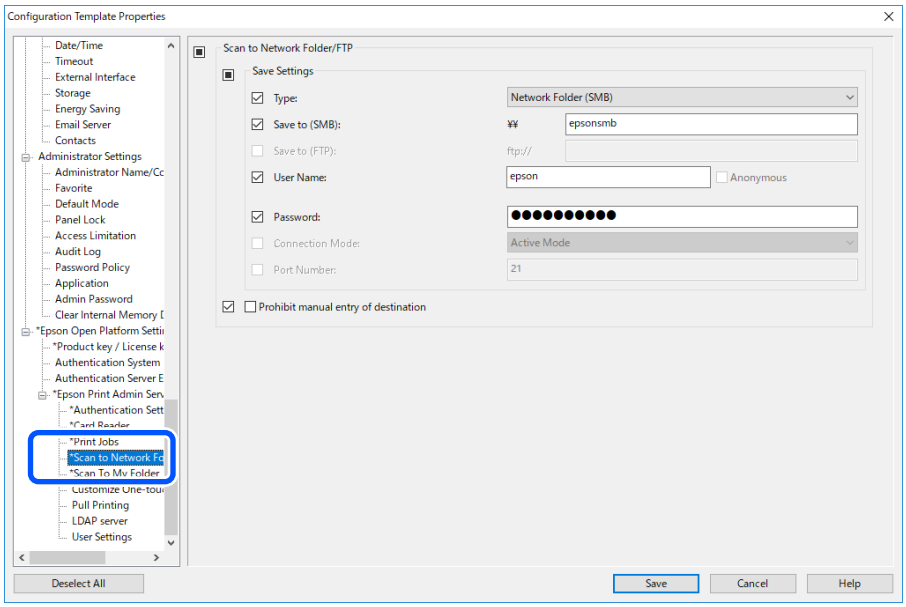
Related Information

➡ "Making Scan to My Folder Settings (Web Config)" on page 53

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 Settings** > **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 55

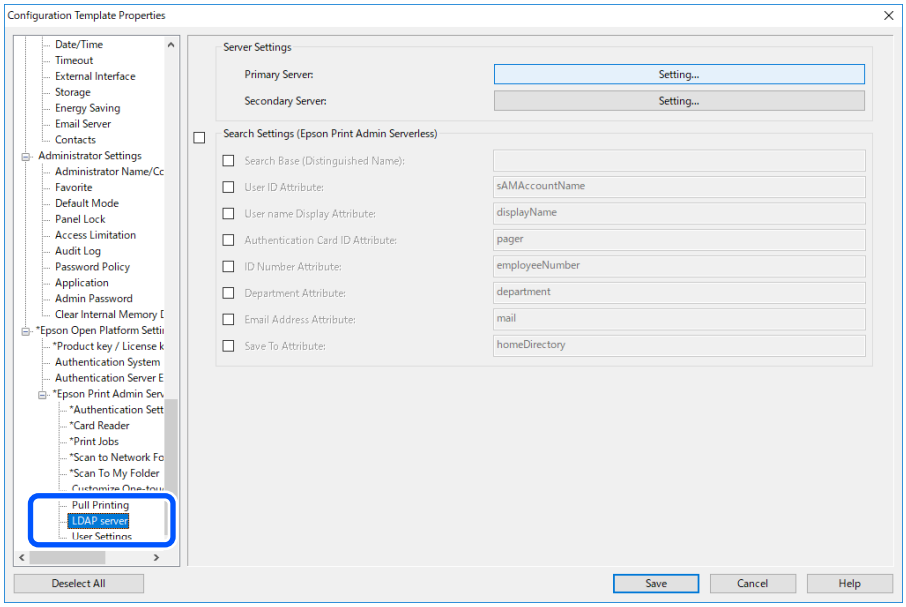
Synchronizing with the LDAP Server (Configuration Template)

Set the LDAP server setting used by the authentication method for **LDAP** or **Local DB and LDAP**, and search the attribute setting used to identify the user information.

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 Settings** > **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 67

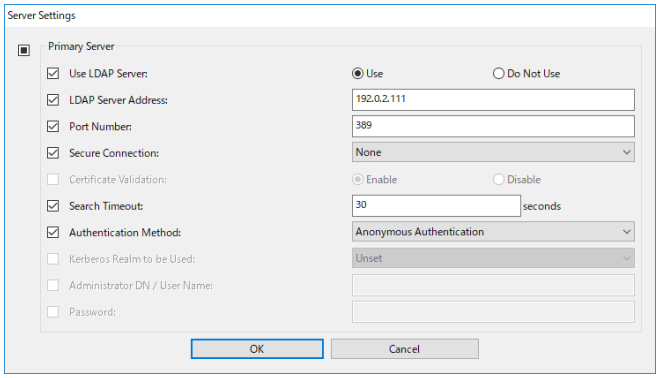
➡ “Kerberos Setting Items” on page 69

➡ “Search Setting Items” on page 69

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

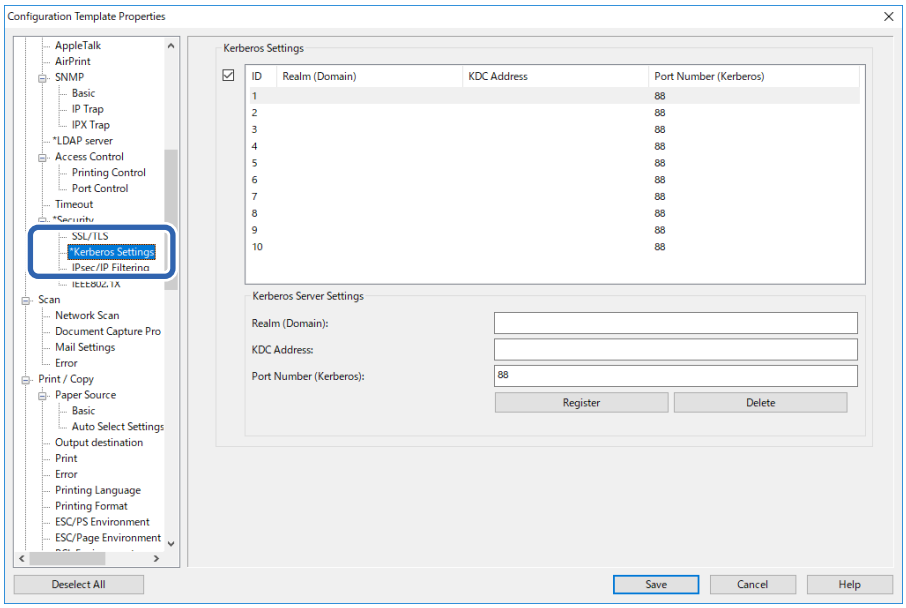
Item	Settings and Explanation
Use LDAP Server	Select when you use LDAP server.
LDAP Server Address	Enter the address of the LDAP server. Enter between 1 and 1024 characters of either IPv4, IPv6, or FQDN format. For the FQDN format, you can use alphanumeric characters in ASCII (0x20-0x7E) and "-" except 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**. 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. If you select **Kerberos Authentication**, select **Kerberos Settings** to make Kerberos settings. To perform Kerberos Authentication, the following environment is required. ❏ The printer and the DNS server can communicate. ❏ The time of the printer, KDC server, and the server that is required for authentication (LDAP server, SMTP server, File server) are synchronized. ❏ When the service server is assigned as the IP address, the FQDN of the service server is registered on the DNS server reverse lookup zone.
Kerberos Realm to be Used	If you select **Kerberos Authentication** for **Authentication Method**, select the Kerberos realm that you want to use.
Administrator DN / User Name	Enter the user name for the LDAP server in 1024 characters or less in Unicode (UTF-8). You cannot use control characters, such as 0x00-0x1F and 0X7F. This setting is not used when **Anonymous Authentication** is selected as the **Authentication Method**. If you do not specify this, leave it blank.
Password	Enter the password for the LDAP server authentication in 1024 characters or less in Unicode (UTF-8). You cannot use control characters, such as 0x00- 0x1F and 0X7F. This setting is not used when **Anonymous Authentication** is selected as the **Authentication Method**. If you do not specify this, leave it blank.

Related Information

➡ "Importing from the LDAP Server" on page 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

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

Search Setting

Item	Settings and Explanation
Search Base (Distinguished Name)	Specify the start position for searching the user information when you search it from the LDAP server. Enter between 0 and 128 characters in Unicode (UTF-8). If you do not search for arbitrary attribute, leave this blank. Example for the local server directory: dc=server,dc=local
User ID Attribute	Specify the attribute name to display when searching for the user ID. Enter between 1 and 255 characters in ASCII. The first character should be a-z or A-Z. Example: cn, uid
User name Display Attribute	Specify the attribute name to display as the user name. Enter between 0 and 255 characters in ASCII. The first character should be a-z or A-Z. You can leave this blank. Example: cn, name

Item	Settings and Explanation
Authentication Card ID Attribute	Specify the attribute name to display as the authentication card ID. Enter between 0 and 255 characters in ASCII. The first character should be a-z or A-Z. You can leave this blank. Example: cn, sn
ID Number Attribute	Specify the attribute name to display when searching for the ID number. Enter between 1 and 255 characters in ASCII. The first character should be a-z or A-Z. Example: cn, id
Department Attribute	Specify the attribute name to display as the department name. Enter between 0 and 255 characters in ASCII. The first character should be a-z or A-Z. You can leave this blank. Example: ou, ou-cl
Email Address Attribute	Specify the attribute name to display when searching for email addresses. Enter between 1 and 255 characters in ASCII. The first character should be a-z or A-Z. Example: mail
Save To Attribute	Specify the attribute name used to refer to the save destination for Scan To My Folder. Enter 0 to 255 characters in ASCII. Example: homeDirectory

Related Information

➡ "Synchronization with the LDAP Server (Web Config)" on page 43

➡ "Importing from the LDAP Server" on page 72

Registration for the User Information (Configuraiton Template)

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.

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.

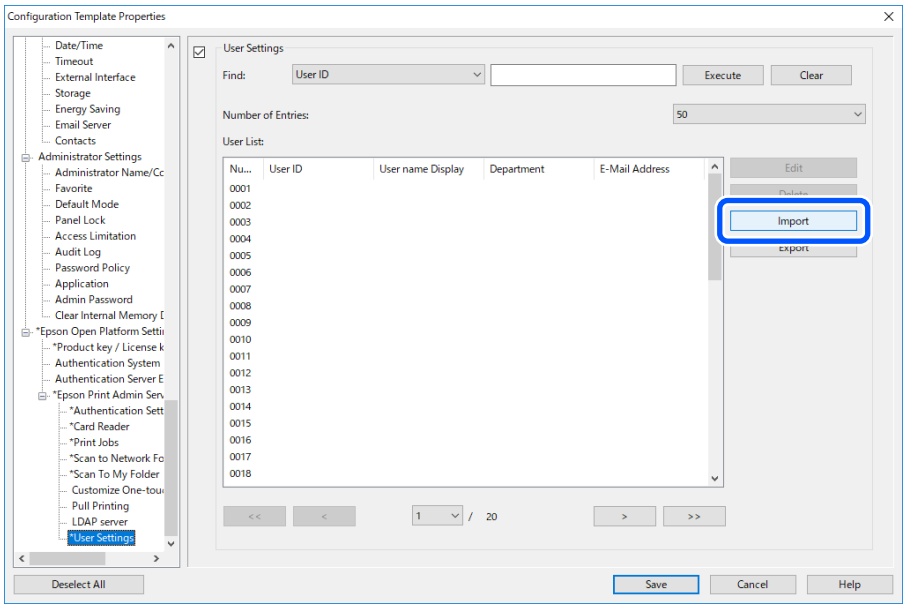
You can import user information up to the number of users that have not already been assigned in Contacts.

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

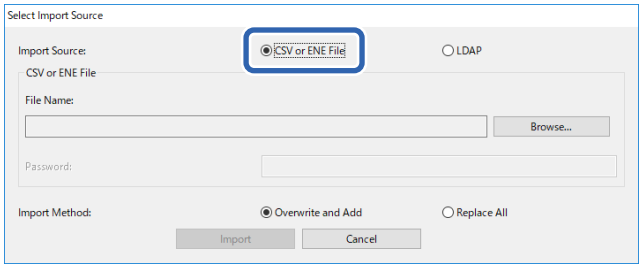
Importing from CSV / ENE File

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

2. Click **Import**.



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



4. Click **Browse**.

   The file selection screen is displayed.

5. Select the file to import, and then click **Open**.

6. Select how to import the file.

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

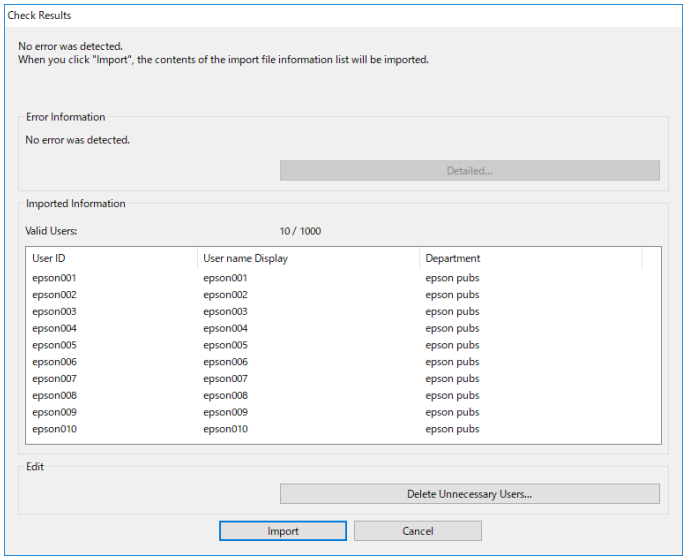
   ❏ Replace All: Replace the all user information to the new one.

7. Click **Import**.

   The confirmation screen is displayed.

8. 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.*

9. Click **Import**.

   The user information is imported to the configuration template.

Related Information

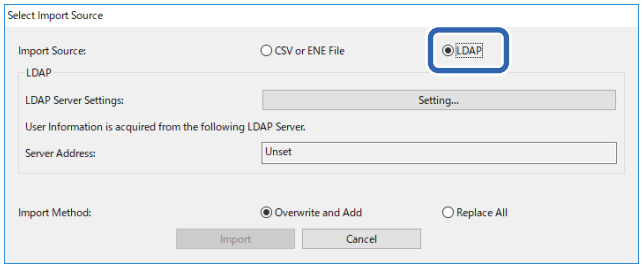
➡ "Creating the CSV File" on page 41

Importing from the LDAP Server

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

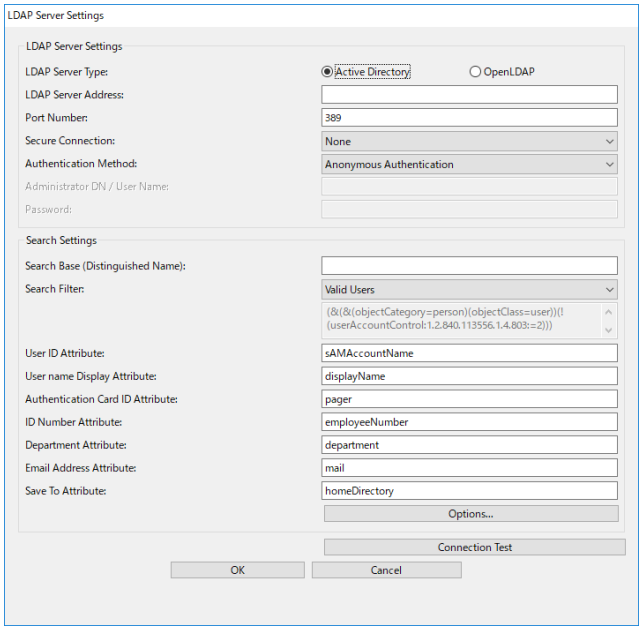
   *On the other hand, when you select **LDAP** or **Local DB and LDAP** for the authentication method, communicate with the LDAP server to authenticate users.*

5. Set each item.

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

   See related information for other items.

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



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

   Display the 10 user information got from the LDAP server.

7. Click **OK**.

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

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

    The validation result is displayed.

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

    The user information is imported to the configuration template.

Related Information

➡ "Creating the CSV File" on page 41
➡ "Synchronization with the LDAP Server (Web Config)" on page 43
➡ "User Maintenance" on page 91
➡ "LDAP Server Setting Items" on page 67
➡ "Search Setting Items" on page 69

Other Functions Setting (Configuration Template)

Set the other functions as necessary.

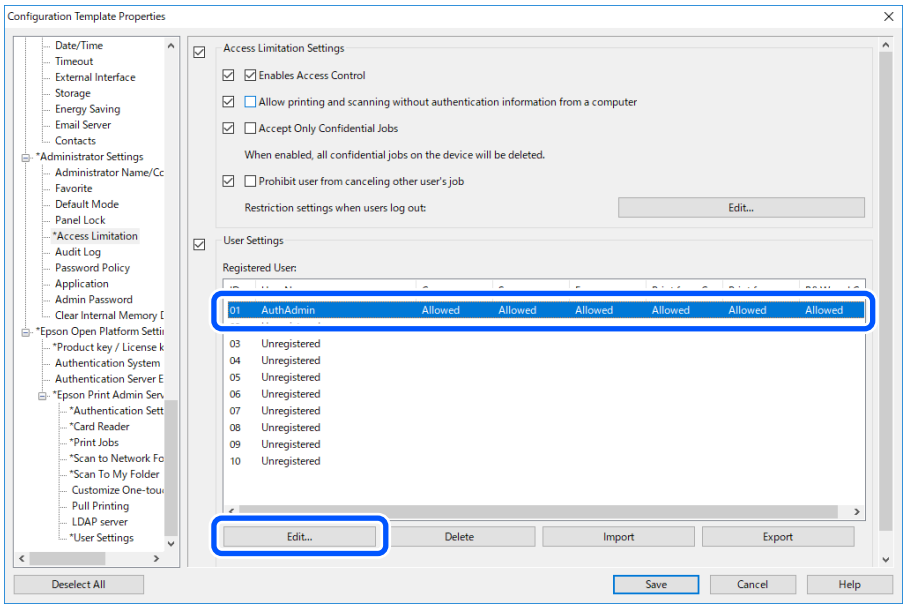
Making Access Limitation Settings (Configuration Template)

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

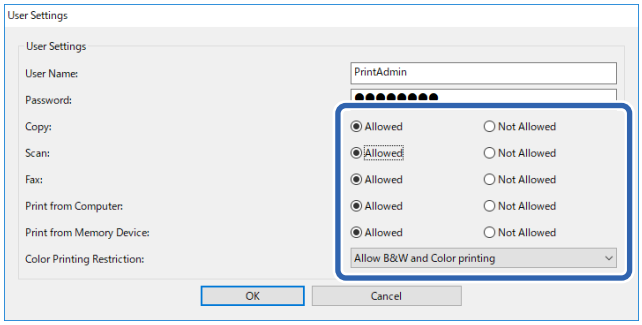
Note:
When you use device authentication in Epson Print Admin Serverless, you can also set access restrictions for each user in User Settings for Web Config. See related information for details on the setting items.

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

➡ “Making Available Function Settings (Web Config)” on page 45

➡ “User Information Setting Items” on page 38

Allow printer to be used from drivers and software

Set permissions to allow scanning, sending faxes, printing forms, and so on from the computer.

Set Access Permission to the Driver (Configuration Template)

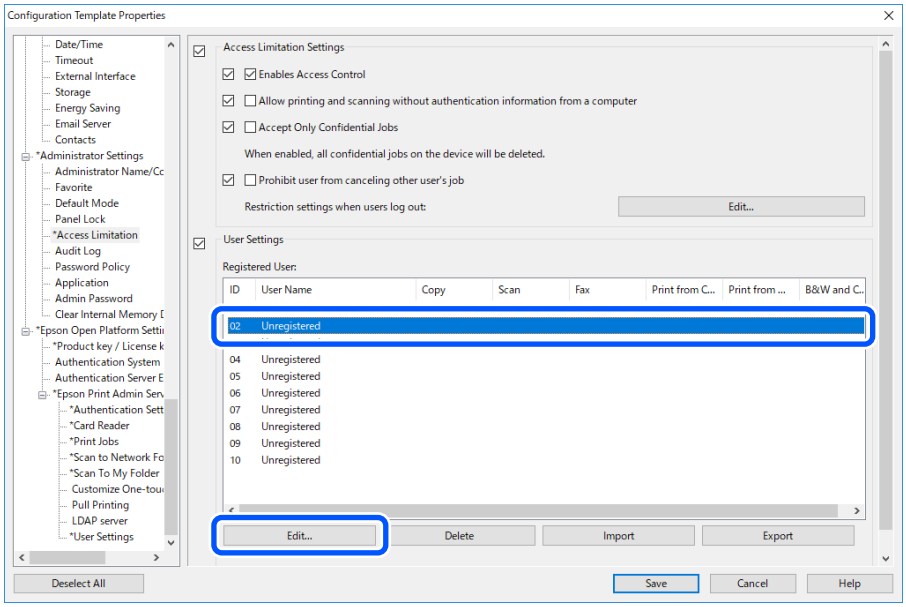
Create an account to use the printer from Epson Scan 2 or PC-FAX.

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**.

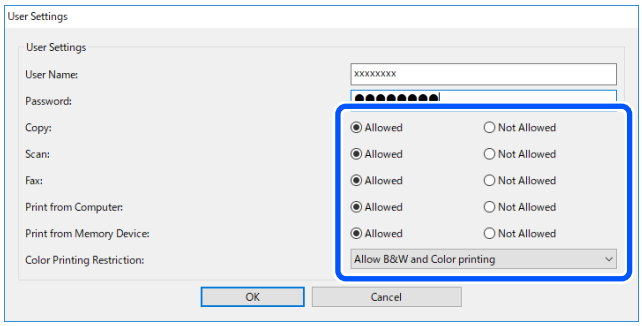
   Note:
   ***01** is reserved for applications such as the authentication system.*



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

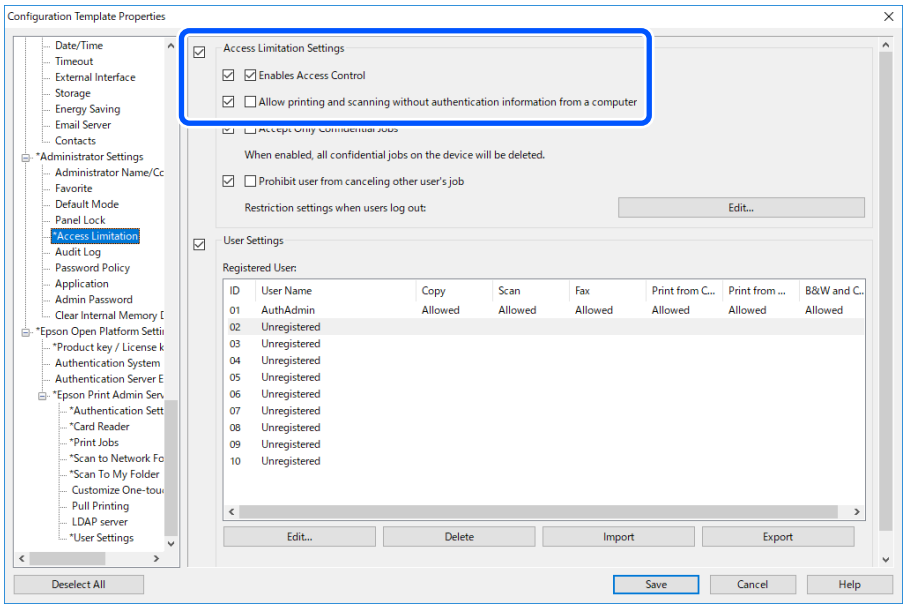
➡ "Scanning from the Computer" on page 47

➡ "Sending and Receiving Faxes Using PC-FAX" on page 49

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**.

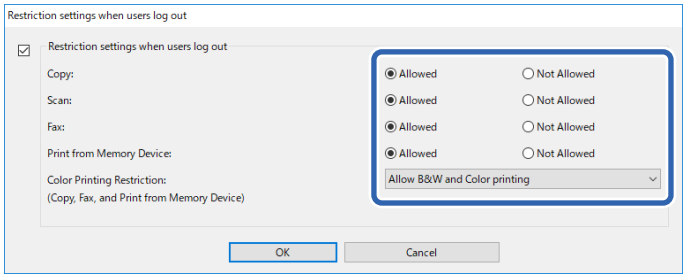


Making the Function Settings for Use Without Authentication (Configuration Template)

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

➡ "Making the Function Settings for Use Without Authentication (Web Config)" on page 50

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 37

➡ "About Email Notifications" on page 95

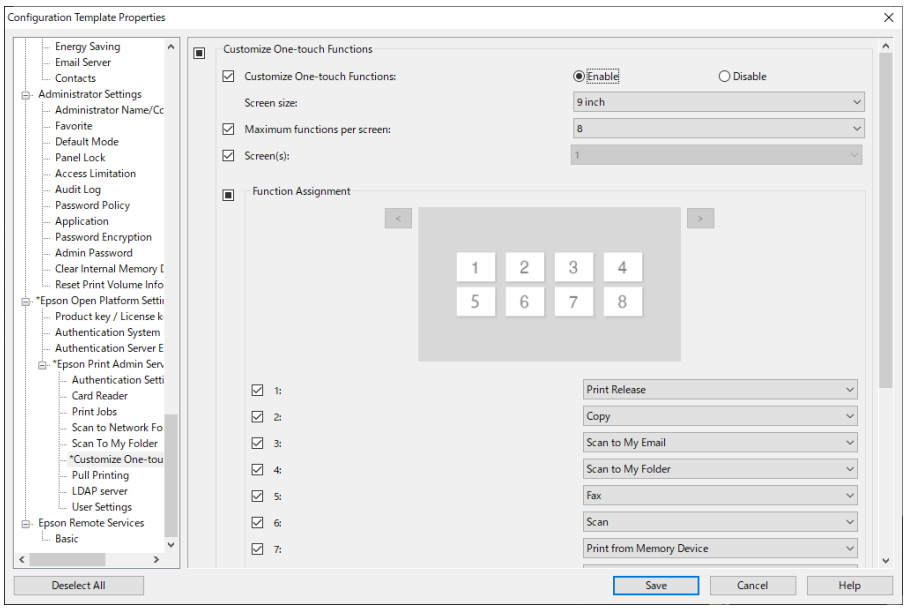
Editing the Home Screen (Configuration Template)

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 Settings > 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. This is fixed at **1**, when you select **9 inch** as the Screen size.
Function Assignment	Select the functions you want to assign to the numbers on the screen.

Making Pull Printing Settings (Configuration Template)

You can make 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.

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.*

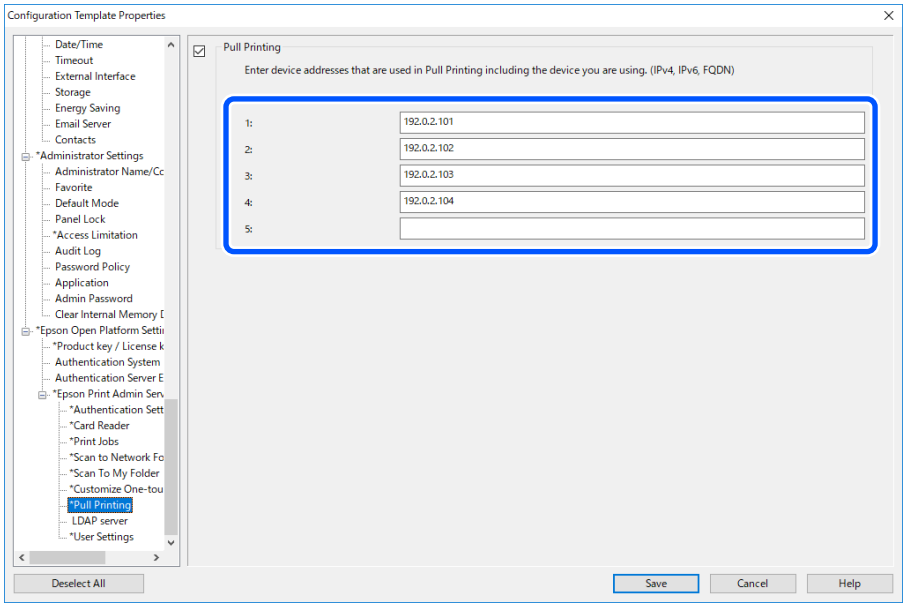
Linking the Printer (Configuration Template)

1. Select **Epson Open Platform Settings** > **Epson Print Admin Serverless Settings** > **Pull Printing** from the configuration template.
2. Set the linked printer from **1:** to **5:**.

   You can use the Pv4, 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.



Client Computer Setting

Installation for the Printer Driver

Install the standard printer driver for your printer on the client computer. 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 permanently

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 (or the **Finishing** 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**

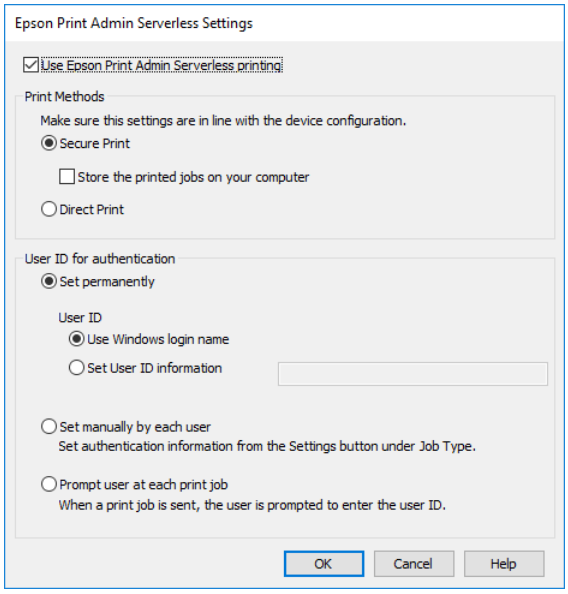
Sent print jobs are stored on the printer. Log in to the printer using an authentication card and so on, select the job, and then print it.

❏ **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.



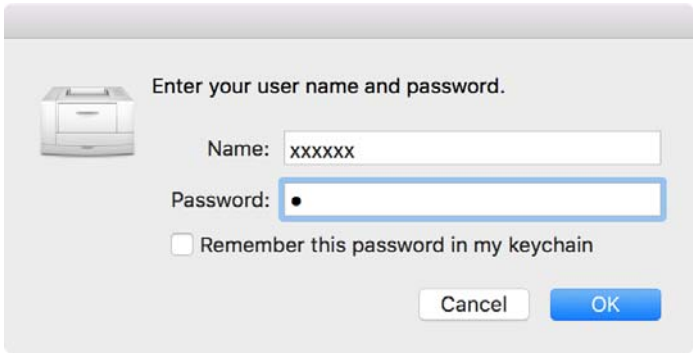
Related Information

➡ "Making Print Job Settings (Web Config)" on page 35

➡ "Making Print Job Settings (Configuration Template)" on page 62

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 83

➡ "Connect the printer by using IPP protcol" on page 83

Connect the printer by using Bonjour

1. Open **System Preferences** > **Printer and Scanner**.
2. Click +.
3. Make sure you select **Default**, and then select the printer you want to use from **Name**.
4. Select the printer you want to use from **Driver**, and then click **Add**.

Connect the printer by using IPP protcol

1. Open **System Preferences** > **Printer and Scanner**.
2. Click +.
3. Select **IP**.
4. Enter the printer's host name or IP address in **Address**.
5. Select **IPP (Internet Printing Protocol)** in **Protocol**.
6. Select the printer you want to use from **Driver**, and then 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

Setting an Administrator Password and Administrator Lock

You can use an administrator password and administrator lock to protect against the printer's user changing the system settings.

On Web Config and Epson Device Admin, when you set an administrator password, the printer is locked with an administrator lock. On the printer's control panel, set an administrator password, and then enable the administrator lock.

See the *Administrator's Guide* supplied with the printer for information about the administrator password and administrator lock.

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 Settings menu.

> ***Important:***
>
> *When you have set an administrator password for the printer, set the same password by selecting* ***Options*** *>* ***Password manager****.*
>
> *You cannot acquire job histories from the printer if the password is not set.*

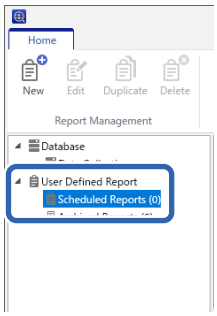
Related Information

➡ "Displaying Epson Print Admin Serverless Settings menu" on page 90

Creating User Reports

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

2. Select **User Defined Report** > **Scheduled Reports** from the tree view.

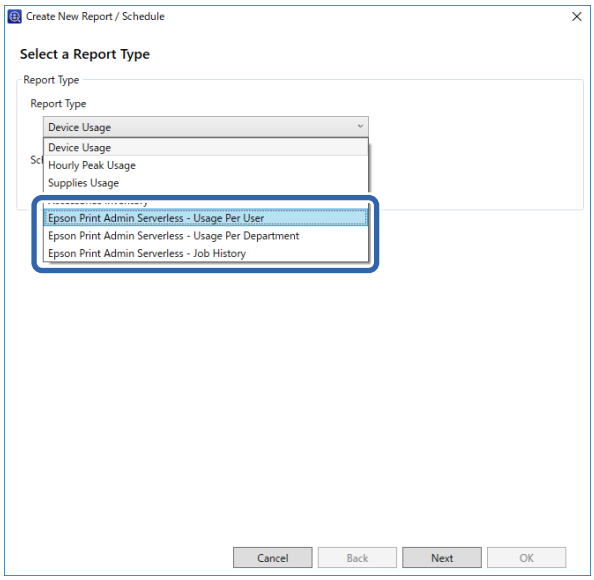


3. Click **New** on the ribbon menu.

   The report creation Wizard is displayed.

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

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



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

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

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

6. Click **Next**.

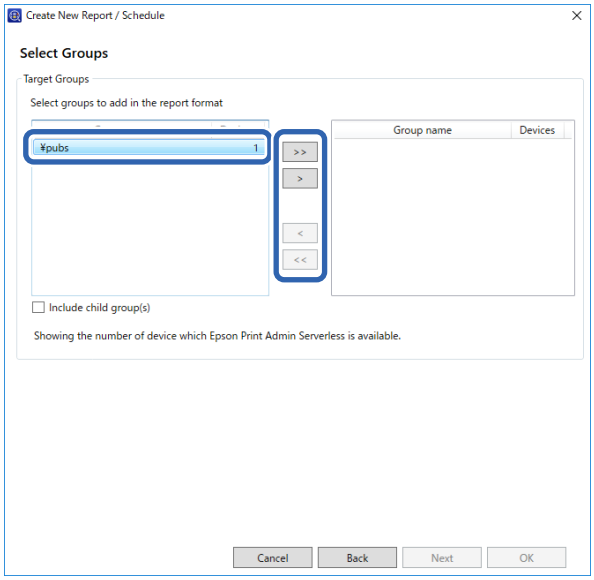
7. Select the target device group.

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

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

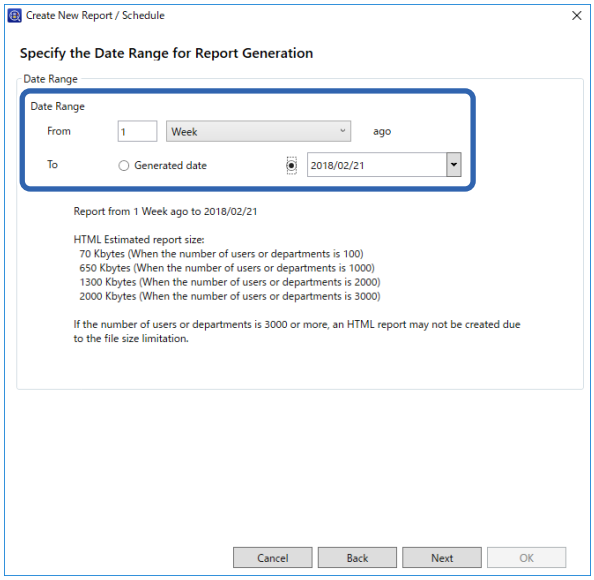
Select **Include child group(s)** to automatically select child groups within the selected group.

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.

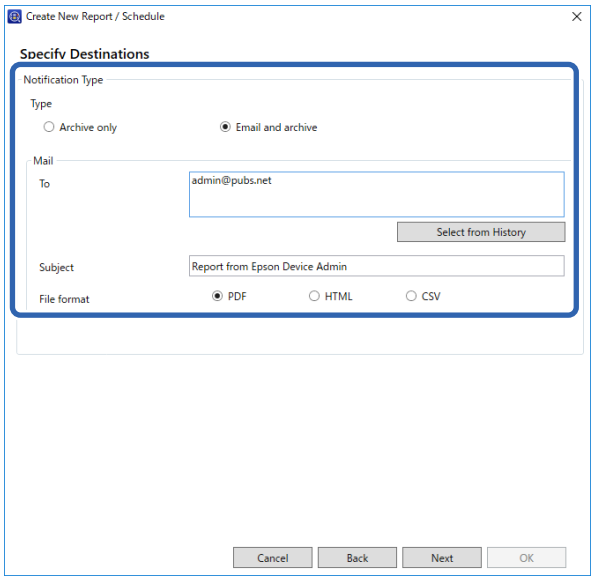


See the following to make the settings.

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 email destinations.



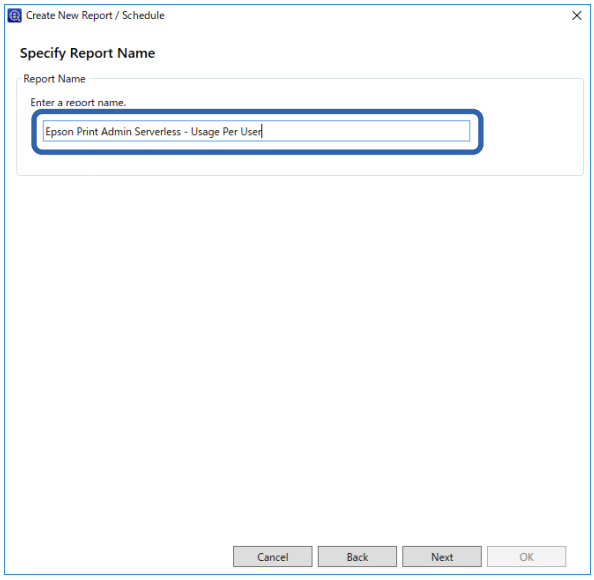
See the following to make the settings.

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

12. Click **Next**.

13. Specify a report name.

    Enter up to 1024 characters in Unicode.



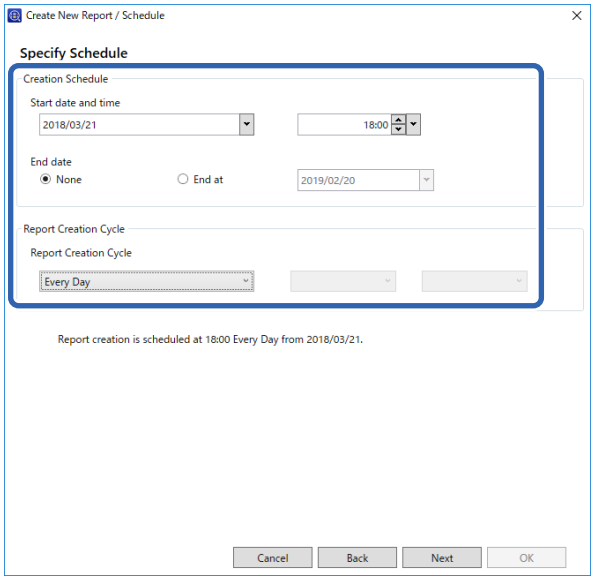
14. Click **Next**.

15. Specify a schedule.

    Note:

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

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



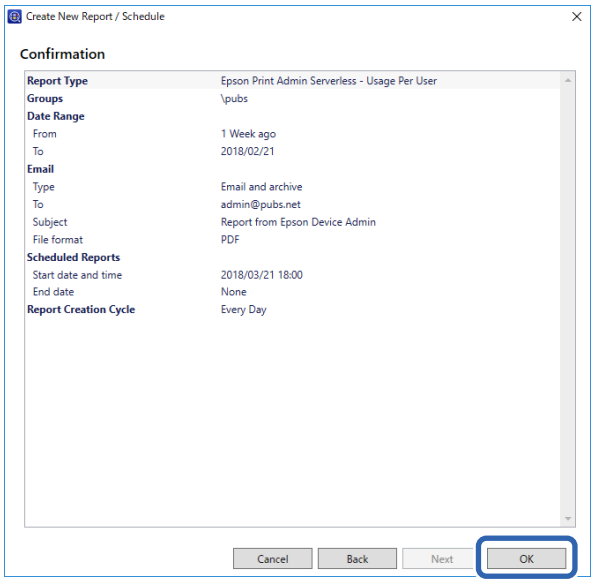
See the following to make the settings.

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

Item	Explanation
End date	Set the day to end the schedule. Select **None** if you do not want to specify an end day.
Report Creation Cycle	Specify the interval for creating reports.

16. Click **Next**.

17. Click **OK**.



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

Report Output Items

The following items are output in the report.

Usage Per User

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

Usage Per Department

Department/Subtotal pages/PrintColor1-Sided/PrintColor2-Sided/PrintBlack and White1-Sided/PrintBlack and White2-Sided/CopyColor1-SidedCopyColor2-Sided/CopyBlack and White1-Sided/CopyBlack and White2-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

User ID/Department/Subtotal pages/PrintColor1-Sided/PrintColor2-Sided/PrintBlack and White1-Sided/PrintBlack and White2-Sided/CopyColor1-Sided/CopyColor2-Sided/CopyBlack and White1-Sided/CopyBlack and White2-Sided/Fax transmission/Scan/Fax receiving

Managing Printers by Using Epson Device Admin

You can manage the printers by using Epson Device Admin.

Displaying Epson Print Admin Serverless Settings menu

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

Important:

When the administrator password is set to the printer, configure the password in advance.

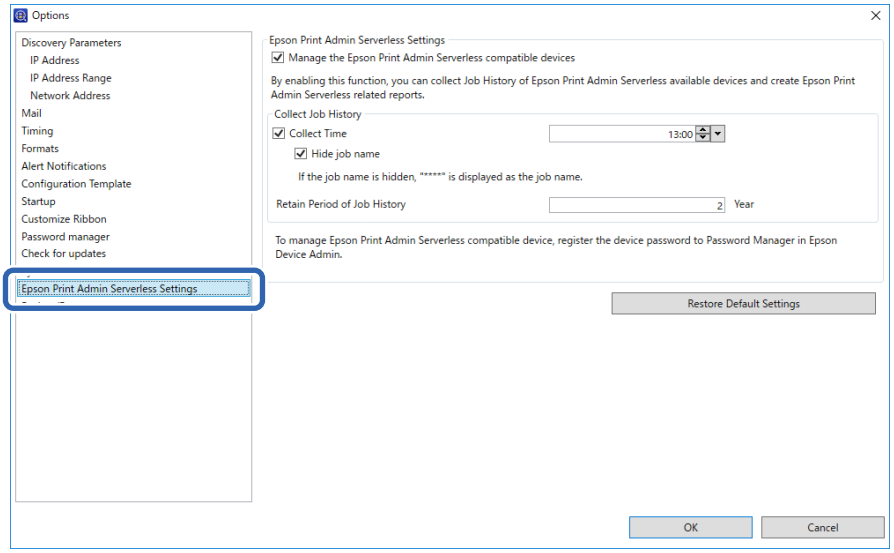
*1. Display the device list, and then select **Options** > **Password manager**.*

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

*3. Select the printer that you set the password to, and then click **Edit**.*

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

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



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

Epson Print Admin Serverless Settings

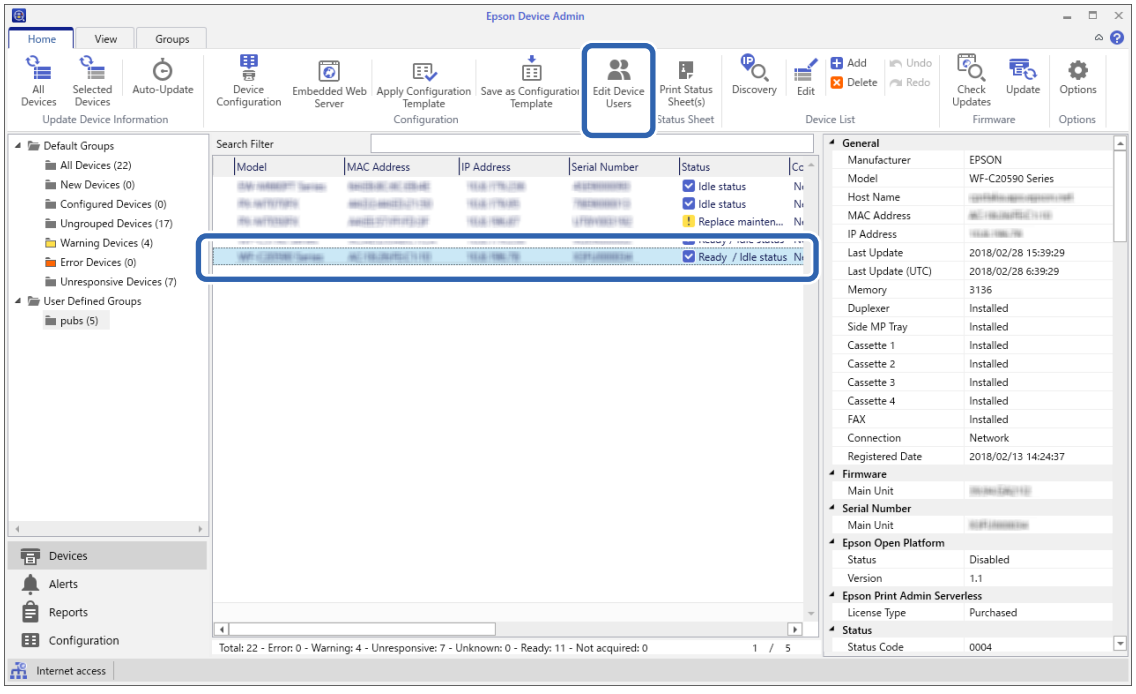
Item	Explanation
Manage the Epson Print Admin Serverless compatible devices	Select to enable settings for Epson Print Admin Serverless and perform the following operations and settings. ❏ Collect job history data for Epson Print Admin Serverless compatible printers ❏ Create Epson Print Admin Serverless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

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.

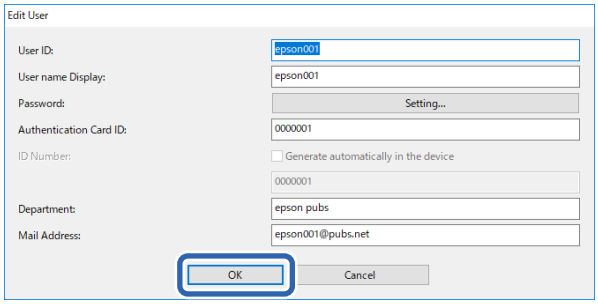
   Note:
   You can search the user list by selecting the item you want to find from ***Find****, entering the keyword, and clicking* ***Execute****.*

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

4. Click **Edit**.

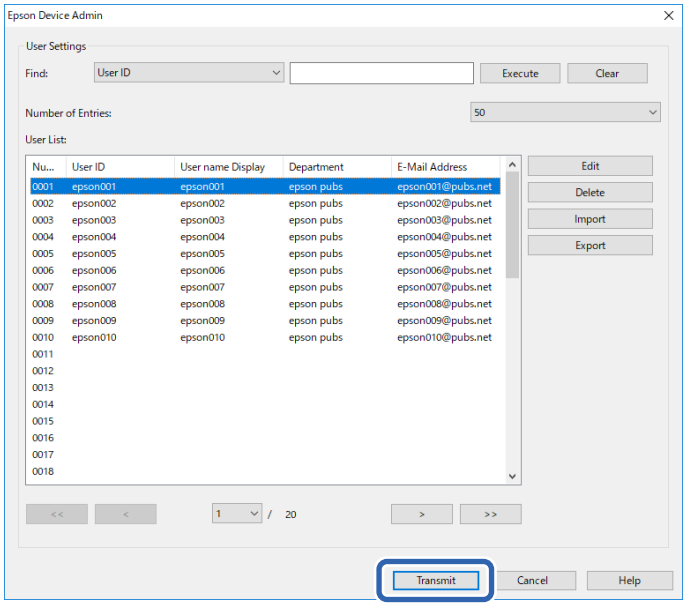
   The user information is displayed.

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

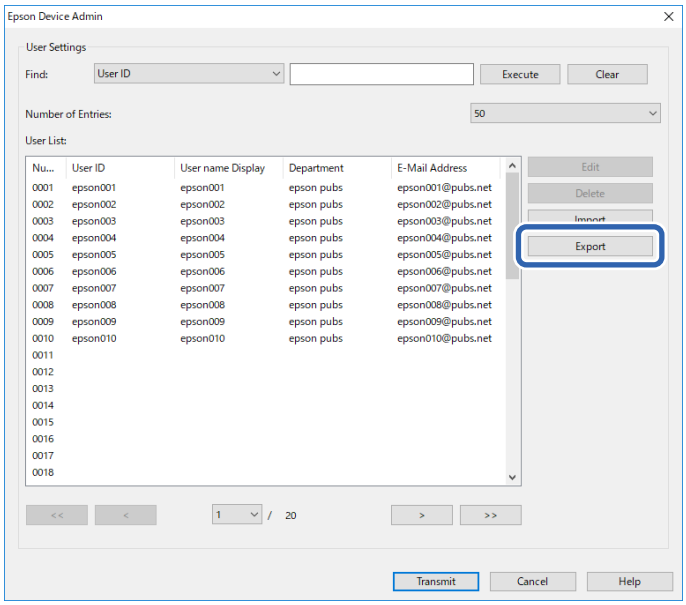
1. Select the printer whose user information you want to edit from the device list.

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

   The user list is displayed.

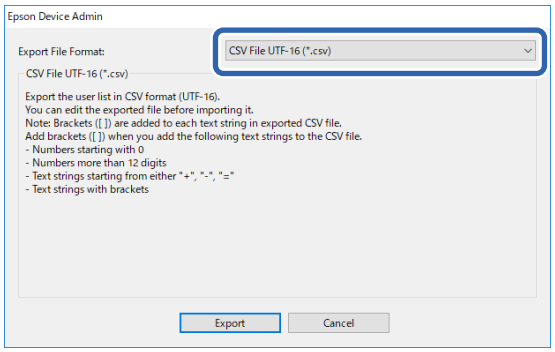
3. Click **Export**.

   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 next section for more information on the file format.



5. Click **Export**.

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

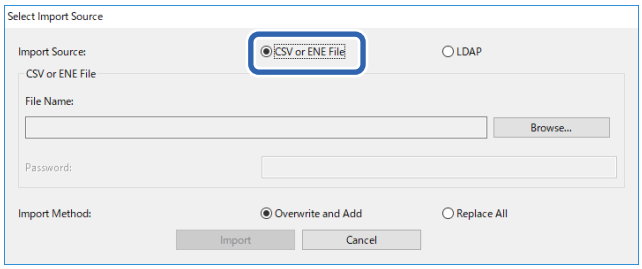
   The file is saved.

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

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

8. Click **Import**.

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



10. Click **Browse**.

    The file selection screen is displayed.

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

12. Select an import method.

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

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

13. Click **OK**.

    The confirmation screen is displayed.

14. Click **OK**.

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

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

15. Click **Import**.

Export Format

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

Checking the 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.

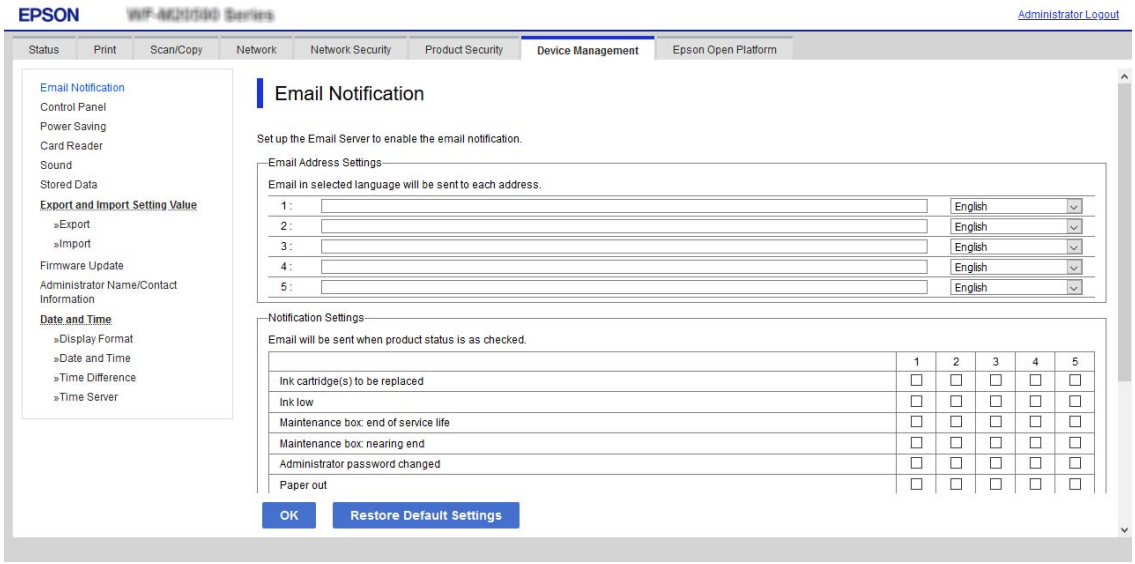
About Email Notifications

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.

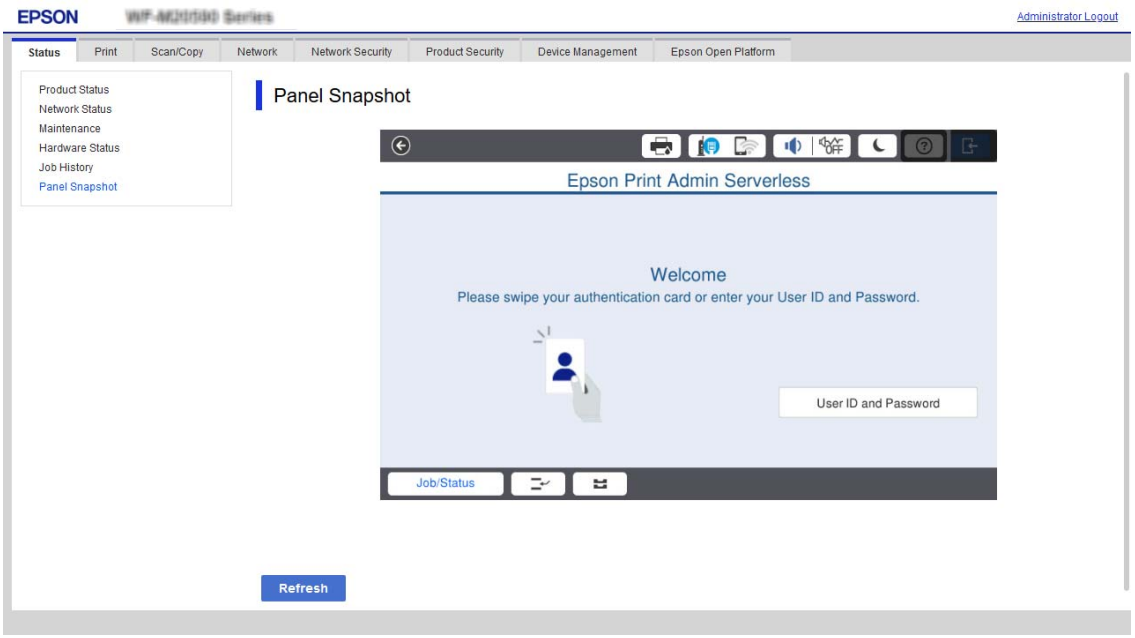
1. Run Web Config of the printer that you want to check.

   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**.



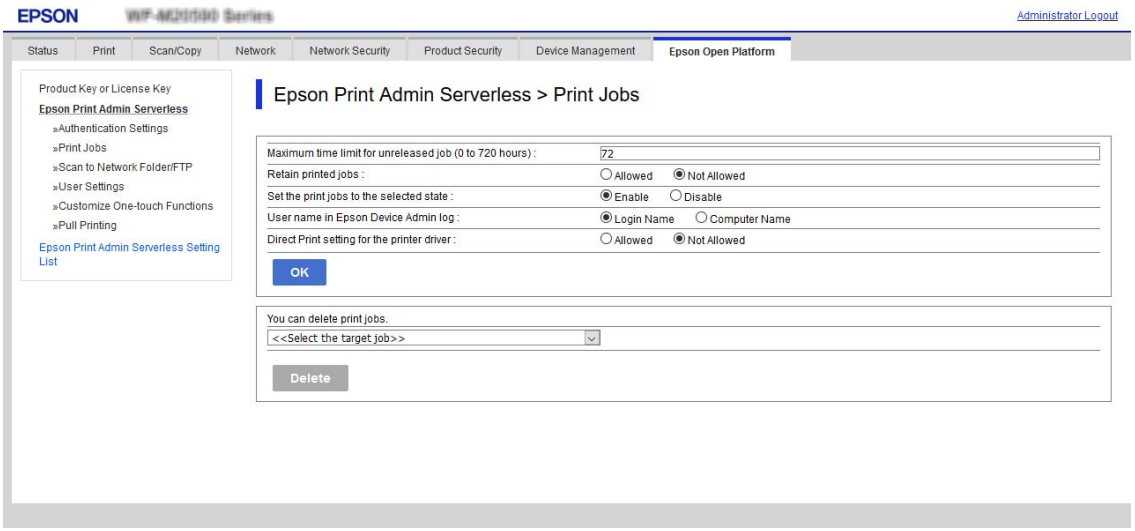
Related Information

➡ "Accessing Web Config" on page 10

Deleting the Print Jobs

You can delete the print jobs stored in the printer.

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



2. Select the print jobs that you want to delete in **You can delete print jobs.**.

Item	Explanation
Printed jobs	Delete all print jobs retained in the printer.
All	Delete all print jobs in the printer.

3. Click **Delete**.

Related Information

➡ "Accessing Web Config" on page 10

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.

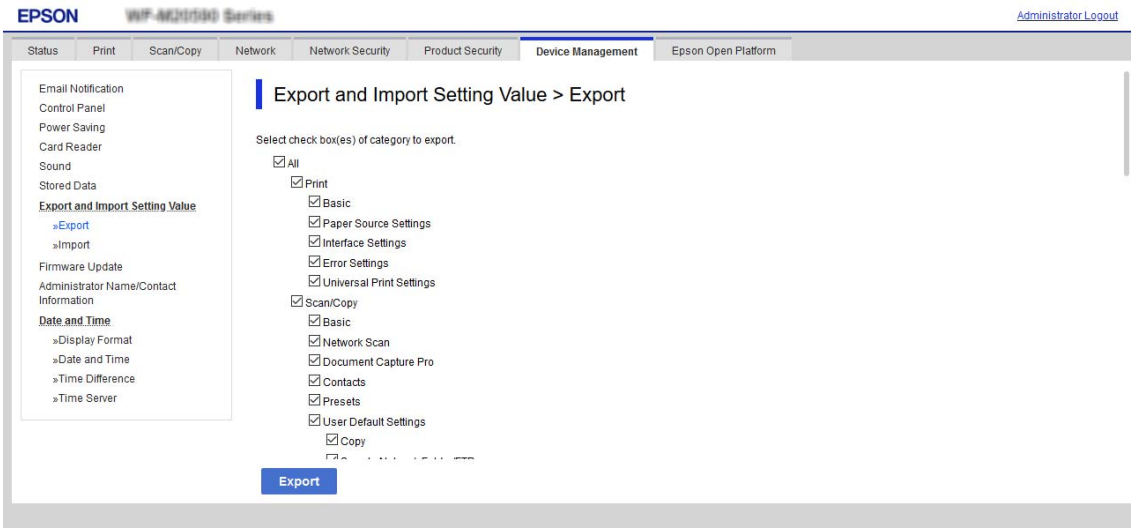
Export the settings

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 10

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 10

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..

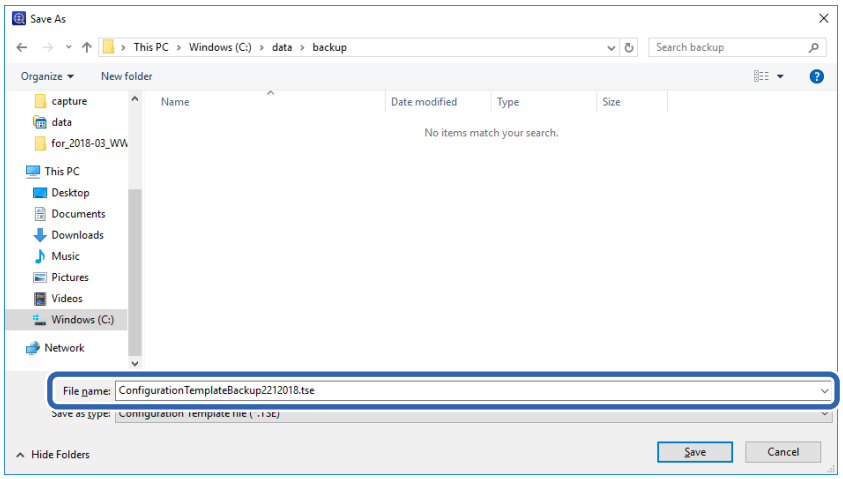
Backing Up Configuration Templates

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

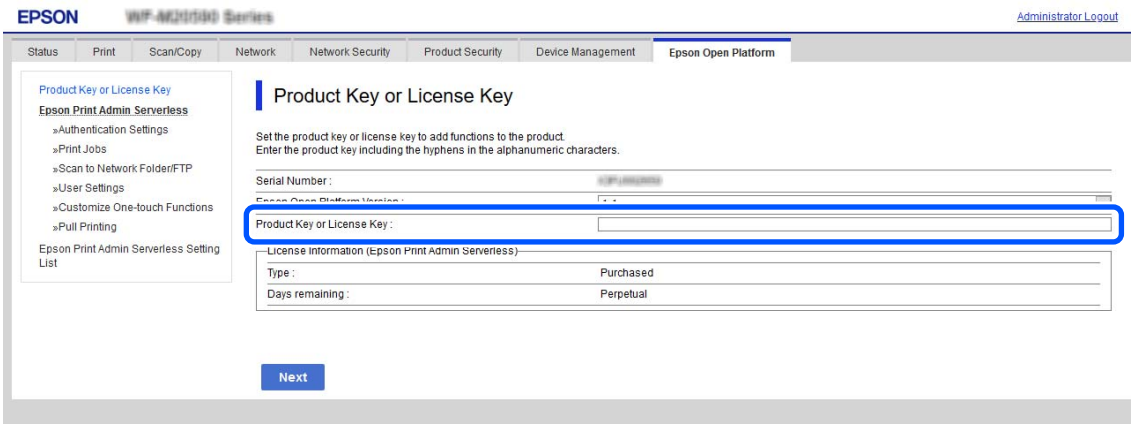
➡ "Backing Up the Settings" on page 97

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 10

Making Settings for Processing Saved Data

You can make settings for processing data stored in the internal hard disc.

Jobs for printing, copying, and scanning are temporarily saved to the hard disc in order to handle the data for authenticated printing and the large amount of copying, scanning, printing, etc. Make settings to safely erase this data.

Sequential Deletion from Hard Disk

When enabled, the target data is erased sequentially when it becomes unnecessary, such as when printing or scanning is completed. The target to be deleted is data written while this function is enabled.

Because access to the hard disc is necessary, the time to enter power saving mode will be delayed.

Erase All Memory

Erases all data on the hard disc. You cannot perform other operations or turn off the device during formatting.

❏ High Speed: Erases all data with a dedicated erase command.

❏ Overwrite: Erases all data with a dedicated erase command, and overwrites other data in all areas to erase all data.

Making Settings for Sequential Deletion

Note:
You can also make settings from the device's control panel.

1. Access Web Config and select the **Device Management** > **Stored Data**.
2. Select **ON** for **Sequential Deletion from Hard Disk**.
3. Click **OK**.

Formatting the Internal Hard Disc

1. Tap **Settings** on the home screen on the printer's control panel.
2. Tap **General Settings** > **System Administration** > **HDD Erase Settings**.
3. Tap **Erase All Memory**.
4. Tap **High Speed** or **Overwrite** according to the purpose.
5. Tap **Yes** on the confirmation screen.
6. Tap **OK** on the completion screen.

Solving Problems

Cannot Read the Authentication Card

Check the following.

❏ Check if the authentication device is connected to the printer correctly.

The authentication device should be connected to the service port in the front panel of the printer.

❏ Check that the authentication device and the authentication card are certified.

Contact your dealer 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.

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.

❏ When you set the administrator password to the printer

Check that you set the password by selecting **Options** > **Password manager**.

You cannot collect job histories from the printer if the password is not set.

❏ When you changed the administrator password using the printer

Check that you changed the set 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.

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.

Appendix

Functions that Enhance Printer Security

Epson printers have a variety of security technologies. Set the printer as necessary according to the environmental conditions that have been built with the customer's environment information. See the manual for details on the settings.

Name	Feature type	What to set	What to prevent
SSL/TLS communications	The communication content is encrypted with SSL/TLS communications when accessing to the Epson server on the Internet from the printer, such as communicating to the computer via web browser, using Epson Connect, and updating firmware.	Obtain a CA-signed certificate, and then import it to the printer.	Clearing an identification of the printer by the CA-signed certification prevents impersonation and unauthorized access. In addition, communication contents of SSL/TLS are protected, and it prevents the leakage of contents for printing data and setup information.
Control of protocol	Controls the protocols and services to be used for communication between printers and computers, and it enables and disables features.	A protocol or service that is applied to features allowed or prohibited separately.	Reducing security risks that may occur through unintended use by preventing users from using unnecessary functions.
IPsec/IP filtering	You can set to allow severing and cutting off of data that is from a certain client or is a particular type. Since IPsec protects the data by IP packet unit (encryption and authentication), you can safely communicate unsecured protocol.	Create a basic policy and individual policy to set the client or type of data that can access the printer.	Protect unauthorized access, and tampering and interception of communication data to the printer.
IEEE802.1X	Allows only a user who is authenticated to Wi-Fi and Ethernet to connect. Allows only a permitted user to use the printer.	Authentication setting to the RADIUS server (authentication sever).	Protect unauthorized access and use to the printer.

Note:
WSD printing is enabled by default. We recommend disabling WSD printing when performing authenticated printing.

You can disable WSD by managing the protocols. See the manual for details on the settings.

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 ❏ User ID ❏ User name Display ❏ Password ❏ Authentication Card ID ❏ Department ❏ Email Address	Printer's control panel > **General Settings** > **System Administration** > **Restore Default Settings** > **Clear All Data and Settings**	Data storage: 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** 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: ❏ Flash memory ❏ Hard disc
Epson Print Admin Serverless Stored print jobs	Printer's control panel > **General Settings** > **System Administration** > **Restore Default Settings** > **Clear All Data and Settings**	Data storage: Hard disc
	Printer's control panel > **General Settings** > **System Administration** > **HDD Erase Settings** > **Erase All Memory**	
	Printer's control panel > **General Settings** > **System Administration** > **Clear Internal Memory Data** > **Delete All Internal Memory Jobs**	
	Web Config > **Epson Open Platform** tab > **Epson Print Admin Serverless** > **Print Jobs** > **Delete All Print Jobs** or **Delete All**	

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