



Server-less Job Accounting (SJA) with Local Quotas

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Overview

This guide is designed to walk you through the setup and basic use of Server-less Job Accounting and Quota. This guide is based on FutureSmart v4.6.1 (Date Code 20180531) firmware and newer and the device listing below.

HP's version of Embedded Job Accounting is known as Server-less Job Accounting (SJA).

Compatible Device List

Enterprise	Managed
HP OfficeJet Enterprise Color X555	
HP PageWide Enterprise Color 556	HP PageWide Managed Color E55650 series
HP LaserJet Enterprise M607/608/M609	HP LaserJet Managed E60055/E60065/E60075
HP Color LaserJet Enterprise M651	HP Color LaserJet Managed M651 series
HP Color LaserJet Enterprise M652/653	HP Color LaserJet Managed E65050/E65060
HP PageWide Enterprise Color 765	HP PageWide Managed Color E75160
HP LaserJet Enterprise M806	
HP Color LaserJet Enterprise M855	
	HP PageWide Managed Color P75250
HP LaserJet Enterprise MFP M525	HP LaserJet Managed MFP M525 series
HP LaserJet Enterprise MFP M527	HP LaserJet Managed MFP M527 series
HP LaserJet Enterprise Color MFP M575	HP Color LaserJet Managed MFP M575 series
HP Color LaserJet Enterprise MFP M577	HP Color LaserJet Managed MFP M577 series
HP OfficeJet Enterprise Color MFP X585	
HP PageWide Enterprise Color MFP 586	HP PageWide Managed Color MFP E58650 series
HP LaserJet Enterprise MFP M630	HP LaserJet Managed MFP M630 series
HP LaserJet Enterprise MFP M631/632/633	HP LaserJet Managed MFP E62555/E62565/E62575
HP Color LaserJet Enterprise MFP M680	HP Color LaserJet Managed MFP M680 series
HP Color LaserJet Enterprise MFP M681/682	HP Color LaserJet Managed MFP E67550/E67560
HP LaserJet Enterprise MFP M725	HP LaserJet Managed MFP 725 series
HP LaserJet Enterprise Color MFP M775	HP Color LaserJet Managed MFP M775 series
HP PageWide Enterprise Color MFP 780/785	HP PageWide Managed Color MFP E77650/E77660
HP LaserJet Enterprise Flow MFP M830	HP LaserJet Managed MFP M830 series
HP Color LaserJet Enterprise Flow MFP M880	HP Color LaserJet Managed MFP M880 series
	HP LaserJet Managed MFP E72525/E72530/E72535
	HP LaserJet Managed MFP E82540/E82550/E82560
	HP Color LaserJet Managed MFP E77822/E77825/E77830
	HP Color LaserJet Managed MFP E87640/E87650/E87660
	HP PageWide Managed Color MFP P77440*
	HP PageWide Managed Color MFP P77940/P77950/P77960*

*Job Statistics capability only

What is it?

Server-less JA was designed for small businesses with fewer than 10 devices and is designed to only provide simple statistics and quota functionality.

SJA provides the ability to track and report mono and color copied sides, mono and color printed sides, scanned sides and sent fax sides. By design, there is no interaction with WJA, JAM, HP Security Manager, HP Roam, HP Smart App, HPAC, HPCR, Active Directory, proximity cards or any other server-based solution. SJA is only available to the device Administrator and the Administrator account must have a password set to see the configuration options.

SJA utilizes existing local device user account configurations to associate user accounts with User Access Codes. Administrators can utilize generated user access codes or set unique access codes (note: access codes can NOT be duplicated). Up to 2,000 local device users/accounts can be configured. Device User Account information can be exported and imported to other devices.

SJA can be configured with a local quota that can block guest printing, copying, and digital send. SJA with local quota does provide the ability to track and limit, allow, or deny users the ability print, copy, use digital send, and fax¹.

¹Outgoing Fax is tracked per User Access Code provided at the front panel. To require a User Access Code and block guest outgoing fax access use device permissions and remove guest access to Fax.

What's New?

Firmware Version Notes

Software Version Notes

Setting the Admin Password

Prerequisites



What's New with Server-less Job Accounting with Local Quotas

With the introduction of Future Smart v4.6.1 (Date Code 20180531) devices have the ability to apply Quotas to our Server-less Job Accounting feature. With this feature also comes a different way to control Color Restriction that is not based off of Network or Application Name. In addition, the new UPD 6.6.1 is more intuitive, and provides the option to prompt for the User Access Code.

Prerequisites

Below is the list of prerequisites required to enable Server-less Job Accounting with Local Quotas:

- FutureSmart v4.6.1 or newer (not available on hp.com) — To attain FS 4.6.1 talk to your Pre-Sales technical consultant
- Universal Print Driver (UPD) v6.6.1 (not available on hp.com) — To attain UPD 6.6.1 talk to your Pre-Sales technical consultant
- EWS Admin Password Set — The Admin password on the device must be set

FutureSmart 4 Firmware Version Notes:

(Recommended) v4.6.1 and newer: Server-less Job Accounting with Job Statistics and Local Quotas. Can be utilized to deny print jobs sent without a User Access Code (i.e. restricts Guest printing).

⇒ v4.5.1 to v4.6.0.1: Server-less Job Accounting with Job Statistics only. The devices will allow guest print jobs to print even if no code is entered into the print driver. To ensure proper tracking of all print jobs, it is recommended to upgrade to 4.6.1 or later or that the print driver's preferences are set with the User Access Code at the user's workstation.

Universal Print Driver (UPD) Version Notes:

(Recommended) UPD v6.6.1: Not available on hp.com, Job Accounting tab available (and enabled by default), will allow for a Prompt prior to each print to specify User Access Code, and more intuitive user experience

⇒ UPD v6.5: The driver will allow for Custom Name (for entry of User Access Code) without the need to enable Job Storage

⇒ Earlier than UPD v6.5: The driver will allow for prints to be captured via Custom Name (for entry of User Access Code) and Job Storage enabled as Personal or Stored Job

Setting the Admin Password

Server-less Job Accounting also requires the admin password to be set. If the admin password is not set, you will still be able to add Users and also lock down the device but the Job Statistics Log and Local Quota feature will not be available. If the admin password has not been set, you can do this in the EWS. By default, the password is blank out of the box.

To set the password, you will want to navigate to the "Security" tab, the "General Security" section should already be highlighted and here you can set the admin password.

If no password has been set, it will be indicating this by saying "Password is not set." under the "Old Password" field. Another indicator the password has not been set is if you a yellow exclamation next to "Access Control".

The screenshot shows the HP EWS interface with the 'Security' tab selected. The 'General Security' section is active, and the 'Set the Local Administrator Password' form is displayed. The 'Old Password' field is circled in red and contains the text 'Password is not set.'. The 'New Password' and 'Verify Password' fields are empty. A yellow exclamation mark is visible next to 'Access Control' in the left sidebar.

EWS Admin Password Notes:

⇒ If you need to change the password complexity, this can be found under the "Security" tab, "Account Policy" section. Here you can change required length, complexity and even lockout settings.

Enabling Job Statistics and Quota

Setting Up Device Users

Configuring Device Access

Design the Local Quotas

Install and Setup a Print Driver

Setup



Setting Up Server-less Job Accounting with Local Quotas

With the introduction of Future Smart v4.6.1 (Date Code 20180531), devices have the ability to apply Quotas to our Server-less Job Accounting feature. With this function also comes a different way to control Color Restriction that is not based off of Network or Application Name, instead is solely based off of User Access Code.

For Server-less Job Accounting with Local Quotas to function properly you must enable Device User Statistics, the Local Quota service, and setup all Device Users . If you are using Server-less Job Accounting with Local Quotas to restrict color, it is most often best to leave the default Permission Sets untouched.

Step 1 - Enabling Job Statistics

To enable Job Statistics for users, select the “General” tab and then navigate to the “Job Statistics Settings”. Scroll to the bottom of the page to “Device Users Statistics Log” header and click on “Enable Device User Statistics Log”. Click “Apply”.

The screenshot shows the 'Job Statistics Settings' page in the HP Control Panel. The 'General' tab is active. The left sidebar lists various settings, with 'Job Statistics Settings' highlighted. The main content area shows the 'Job Statistics Service' status as 'Not Connected'. Below this, the 'Device User Statistics Log' section is highlighted, showing the 'Enable Device User Statistics Log' checkbox checked. The 'Apply' button at the bottom right is also highlighted.

Step 2 - Enabling Quotas

To enable Local Quota will want to navigate to the “General” tab and then “Quota Settings”. On the screen, you will want to check off the box for “Enable local quota service” then hit “Apply”

The screenshot shows the 'Quota Settings' page in the HP Control Panel. The 'General' tab is active. The left sidebar lists various settings, with 'Quota Settings' highlighted. The main content area shows the 'Remote Quota Service' status as 'Not Connected'. Below this, the 'Local Quota Service' section is highlighted, showing the 'Enable local quota service' checkbox checked. The 'Apply' button at the bottom right is also highlighted.

Setting Up Server-less Job Accounting with Local Quotas (continued)

Device User Accounts are used to create User Access Codes that are required for Server-less Job Accounting, Quota, and locking down the control panel.

Step 3 - Adding Device User Accounts

To track new users, select the “Security” tab and then “Access Control” link. Scroll down to the “Device User Accounts” header and click the New button.

The screenshot shows the HP Web Services interface. The top navigation bar includes tabs for Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security (selected), HP Web Services, Networking, and HPEC Licensing Agreement. The left sidebar lists various security settings, with 'Access Control' highlighted. The main content area is titled 'Access Control' and contains a 'Device User Accounts' section. Below this section is a table of existing users. At the bottom of the table, the 'New...' button is circled in red.

Name	Email	User Access Code	Network User Name (fully qualified):	Permission Set
<input type="checkbox"/> Crook	crook@hp.com	1977	auth\crook	Device Administrator
<input type="checkbox"/> JC	cottle@hp.com	8459	Cottle	Device User
<input type="checkbox"/> MAnhouse	Mark@hp.com	7458	hplanhouse	Device User
<input type="checkbox"/> Marotta		4512	marotta	Device User
<input type="checkbox"/> Mr Anderson	neo@hp.com	8754		Device User
<input type="checkbox"/> Schoonmaker	jeremy@hp.com	8521	auth\js	Device User
<input type="checkbox"/> Zody		1598		Device User

When creating Device Users and utilizing Server-less Job Accounting with Local Quota the User Access Code is used to track usage, identify device permissions, limit, restrict, and allow access to color and mono prints, color and mono copies, digital send, and fax.

Setting Up Server-less Job Accounting with Local Quotas (continued)

Next it will ask you for the User information. Once you are done entering in the User information click on the “OK” button.

Display Name - This name will be shown in EWS, the Control Panel, the Job Log, and on the Server-less Job Accounting Job Statistics Log exports

Email Address - Email address for user, this field is not required

Network Name - Your Windows username that will be captured from the print stream, this field can be left blank

Access Code - This will be the code used to access the Control Panel and the code used in the Print driver if you are using Server-less Job Accounting with Local Quota, this field should be filled in, but is not required

Permission Set - This is the permission set the user can be connected to for custom access to the control panel. If no restrictions are being used or if restrictions are being applied to the “Device User” permission set this can be left on “Device User”.

The screenshot shows the 'Device User Accounts' configuration window. The 'Security' tab is active. Under 'New Device User Account', the following fields are visible:

- Display Name: [Empty text box]
- Email Address: [Empty text box]
- Network Name: [Empty text box]
- Access Code: 74469
- Permission Set: Device User (selected from a dropdown menu)

 At the bottom right, there are 'OK' and 'Cancel' buttons.

You may find it easier to create additional users in Excel and then Import your list. The easiest way is to create one or two users, then “Export” the list as a .csv then “Import” the list back in after adding all your users in Excel.

The screenshot shows the 'Export Contacts, Speed Dials, or Local User Accounts' section. The 'User Access Code List' checkbox is checked. Below this, a preview table shows the export format:

	A	B	C	D	E
1	name	emailaddress	pin	permissionset	networkname
2	John A Doe	JADoe@CompanyABC.co	40307	PinUser	CompanyABC\JAD
3	Sally B Still	SBStill@CompanyABC.co	57127	PinUser	CompanyABC\SBS
4					
5					

Setting Up Server-less Job Accounting with Local Quotas (continued)

Step 4 - Locking Down The Device using Access Control and Permission Sets (optional)

(Recommended) If you do not lock down the device, you can sign in via the “Sign In” button on the Control Panel with a User Access Code and all actions per the Local Quota Configuration are allowed. Without being signed in, all actions performed will be completed as “Guest” in Server-less Job Accounting with Local Quota. All Server-less Job Accounting Local Quota restrictions are still in place without locking the device down.

Optionally, you can lock down a device to prompt for User Access Code for every activity.

To lock down the device forcing a login using Device User Access Codes when walking up to a device, go to the “Security” tab, “Access Control” section. From here scroll down to the “Sign-In and Permission Policies” area. Here click on the box right below “Device Guest” so nothing but locks show up on all of the device options. Make sure “Sign-In Method” is also set to “Local Device”. Click on “Apply”.

The screenshot shows the HP printer's web interface. The top navigation bar includes tabs for Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security (highlighted), HP Web Services, Networking, and HPEC Licensing Agreement. On the left, a sidebar lists various security settings, with 'Access Control' highlighted. The main content area is titled 'Access Control' and contains a sub-section 'Sign-In and Permission Policies'. Below this, there is a table with the following columns: Control Panel, Device Guest, Device Administrator, Device User, and Sign-In Method. The 'Device Guest' column has a lock icon selected. The 'Sign-In Method' column is set to 'Local Device'. The table lists various functions like Job Log and Active Jobs, Settings, Support Tools, Reports, Supplies, App Gallery, Print from Job Storage, Copy, Trays, Print from USB Drive, Fax, and Email. At the bottom right, there are 'Apply' and 'Cancel' buttons.

Control Panel	Device Guest	Device Administrator	Device User	Sign-In Method
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Local Device
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default
+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Use Default

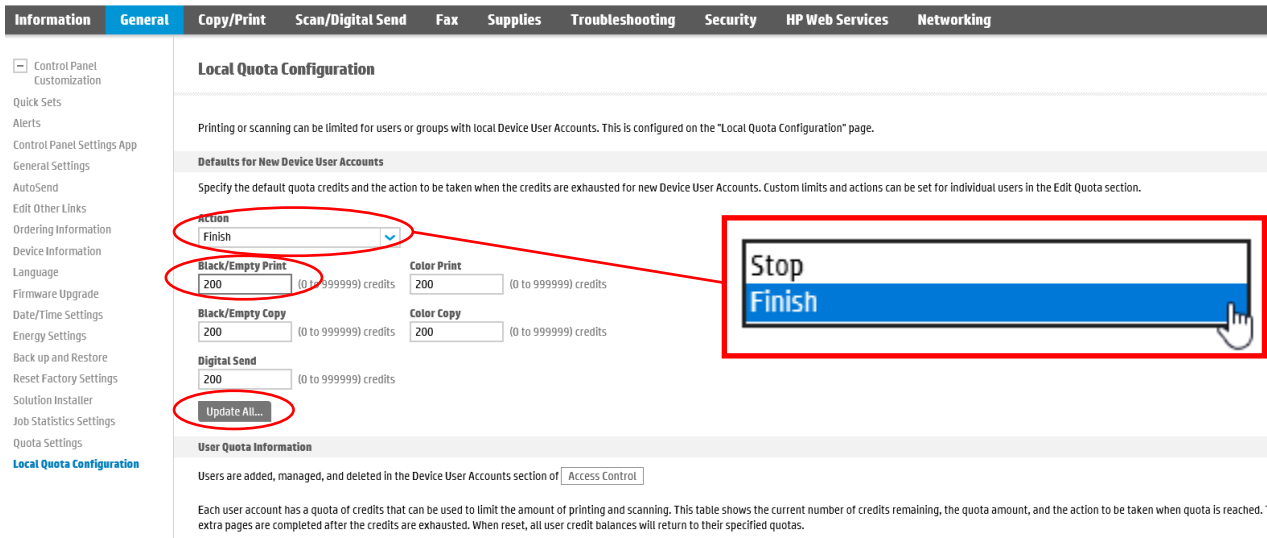
Restricting Outgoing Fax Notes::

- ⇒ If you want to restrict outgoing Guest faxes and track every outgoing fax to an account set “Device Guest” fax option to locked (sign-in required). Without this set the Guest account faxes and outgoing fax jobs created while a user is signed in via User Access Code are tracked.
- ⇒ Outbound faxes sent via the PC Send to Fax driver cannot be tracked currently.

Setting Up Server-less Job Accounting with Local Quotas (continued)

Step 5 – Setting up the Local Quota

Next, to configure Quotas you will want to navigate to the “Quota” tab and then “Local Quota Configuration”. In the top section of this page you can set default credits for new users and also a reset for all users to these default limits. To set these defaults, just enter in the number of credits available to the users and hit “Apply” at the bottom of the page. You can also set whether or not the device will Finish or Stop a job in progress if these limits have been met.



The next area lists all Device Users entered into the device. As new users are created, they will automatically show up here, with the default credits set at the top of the page. From here, you can set custom limits for individual users. There are three default users once Quotas are enabled. As features are enabled like Incoming Fax and ePrint, those names will appear here as well.

Name	Black/Empty Print	Color Print	Black/Empty Copy	Color Copy	Digital Send	Action
<input type="checkbox"/> Guest	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	Stop
<input type="checkbox"/> Others	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	Stop
<input type="checkbox"/> Administrator	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> Marketing	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> Sales	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> IT	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop

- Guest - This account is for any jobs done at the device that is requested by a non-authenticated user (a user without a User Access Code)
- Others - This is less common and is used when a user is authorized, but in a way not recognized by Server-less Job Accounting and Local Quota (Example: User logged in through third party solution, but no User Access Code provided)
- Administrator - This is for the device administrator account
- Incoming Fax - This is for tracking and possibly limiting any incoming faxes to the device
- ePrint - This is for tracking and possibly limiting the HP ePrint service

To make sure no copy or print job can be ran without a code, you must default the Guest and Others account to 0 credits. This will force the device to delete any job not having a user code. In the case of users that have no credits left, the device will receive the job, then delete it and it will show up as “Canceled” in the Job Log.

Setting Up Server-less Job Accounting with Local Quotas (continued)

To change the default amount of credits a user has, just click the “Check Box” next to the name and hit “Edit”. It will open a new window where you can change them. Once you have made the changes, click on “OK”.

Name	Black/Empty Print	Color Print	Black/Empty Copy	Color Copy	Digital Send	Action
<input type="checkbox"/> Guest	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	Stop
<input type="checkbox"/> Others	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	Stop
<input type="checkbox"/> Administrator	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> Marketing	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> Sales	999999 of 999999	99			99999	Stop
<input checked="" type="checkbox"/> IT	999999 of 999999	99			99999	Stop

Edit Quota

Use this page to change the quota or the action to be taken when the credits are exhausted. If no "Action" is set to "Stop" and the user's credits are exhausted, the job will stop and no new jobs can be submitted.

Display Name **Email Address** **Permission Set**
 Crook crook@hp.com deviceUser

Action
 Finish

Black/Empty Print **Color Print**
 (0 to 999999) credits (0 to 999999) credits

Black/Empty Copy **Color Copy**
 (0 to 999999) credits (0 to 999999) credits

Digital Send
 (0 to 999999) credits

From here, you can also reset the credits available for individual users. Just check off the user you want to change and click on “Reset”. It will open a new window asking you to confirm the credit reset. If this is correct, just hit “Reset”.

Name	Black/Empty Print	Color Print	Black/Empty Copy	Color Copy	Digital Send	Action
<input type="checkbox"/> Guest	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	Stop
<input type="checkbox"/> Others	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	Stop
<input type="checkbox"/> Administrator	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> Marketing	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input type="checkbox"/> Sales	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop
<input checked="" type="checkbox"/> IT	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Stop

Confirmation Page

Confirm Reset
 The credits for all selected users will be reset to their full quota amounts. If custom quota credits have been set for individual users, those will be applied.

Quota Credits Configuration

As stated before, Quotas work off credits. You can configure the number of credits each image will use. By default, each printed, scanned, or blank side uses (1) one credit. This can be adjusted at the bottom of this section as seen by the screenshot below. Once you make changes to the credits, you just hit “Apply” at the bottom.

Usage Charges

Use this area to specify the credit cost for each color printed side, black printed image color. If the printed side is color, the scan and print charges will be deducted because the Color/Black option is set to Black/Gray, the costs for scans and prints.

Charge Type	Cost in Credits (0 to 999999)
Color print side	<input type="text" value="1"/>
Black print side	<input type="text" value="1"/>
Empty print side	<input type="text" value="1"/>
Scanned side	<input type="text" value="1"/>

Local Quota Configuration Notes:

- ⇒ Digital Send is utilized for Scan to Folder, Scan to USB, and Scan to Email
- ⇒ Setting Empty Print side credit cost to 0 will not charge users for blank printed sides

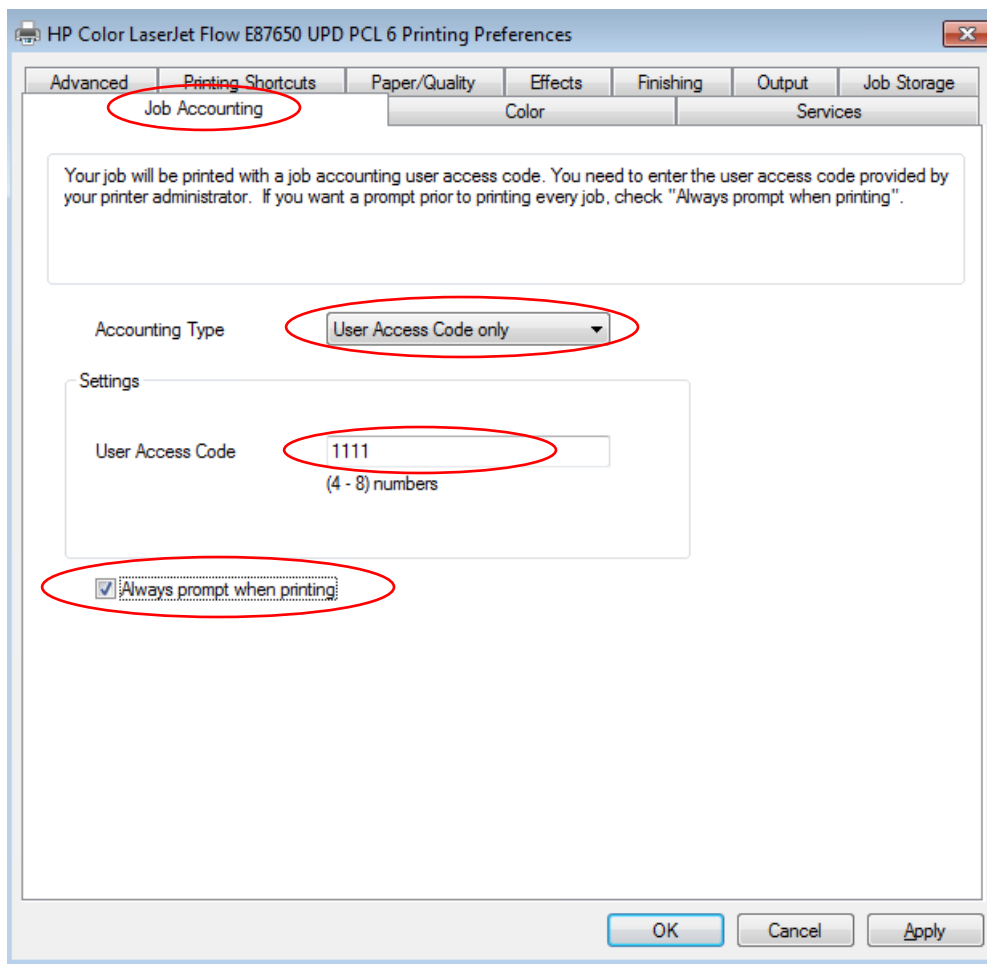
Setting Up Server-less Job Accounting with Local Quotas (continued)

Step 6 - Setting up Printing using Universal Print Driver v6.6.1 (recommended)

For Server-less Job Accounting with Local Quota, our Universal Print Driver (UPD) v6.6.1, is recommend for printing. This version of UPD is NOT available on hp.com and will only be available to partners and customers on as needed basis. To request this special version of UPD please contact your Pre-Sales Technical Consultant.

Install UPD v6.6.1, and open “Printing Preferences” and the “Job Accounting” tab, then change the “Accounting Type” from “Off” to “User Access Code only”.

- Enter your User Access Code to statically set the User Access Code to be used for this print queue
- Leave the User Access Code blank and check the box, “Always prompt when printing” to open a blank input box that will allow for a User Access Code to be entered for every print
- Or do both, and enter a User Access Code, and check the box, “Always prompt when printing” to open an input box with the User Access Code shown here set by default for every print, but still allowing for it to be deleted and another code entered before printing if needed



Universal Print Driver (UPD) Version Notes:

- ⇒ Earlier than UPD v6.5: The driver will allow for prints to be captured via Custom Name in Job Storage (entry point for User Access Code) and Job Storage enabled as Personal or Stored Job
- ⇒ UPD v6.5: The driver will allow for Custom Name in Job Storage (entry point of User Access Code) without the need to enable Job Storage
- ⇒ Currently there is no Mac PPD, Linux PPD, or PC Send to Fax driver for use with Server-less Job Accounting
- (Recommended) UPD v6.6.1: Not available on hp.com, Job Accounting tab available (and enabled by default), will allow for a Prompt prior to each print to specify User Access Code, if used in tandem with Job Storage the User Access Code will NOT show as the Job Storage folder name, and the user experience is more intuitive

Exporting and Printing Reports (EWS)

Resetting Counters (EWS)

Printing Reports (Control Panel)

Resetting Counters (Control Panel)

On Device Experience

Use



Exporting / Printing Reports and Resetting Counters from EWS

Exporting / Printing Reports from EWS

To export a report for tracked Users from EWS, navigate to the “General” tab and then to the “Job Statistics Settings” section. If you scroll to the bottom you will find the “Device User Statistics Log” area. Here you will find the “Export...” button. To print the counts, click on the “Print” button.

The screenshot shows the EWS interface with the following elements:

- Top navigation bar: Information, **General**, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security, HP Web Services, Networking.
- Left sidebar: Control Panel Customization, Display Settings, Home Screen Customization, Control Panel Language and Keyboard Layouts, Quick Sets, Alerts, Control Panel Settings App, General Settings, AutoSend, Edit Other Links, Ordering Information, Device Information, Language, Firmware Upgrade, Date/Time Settings, Energy Settings, Back up and Restore, Reset Factory Settings, Solution Installer, **Job Statistics Settings**, Quota Settings, Local Quota Configuration.
- Main content area: **Job Statistics Settings** (Help button).
 - Job Statistics Service**: If this product is connected to a job statistics service, and the service is unavailable due to network or service issues for an extended period, users might not be able to complete jobs. If this has occurred, first try reconfiguring the product via the job statistics service software. As a last resort, the job statistics service can be forcefully removed by clicking the Remove All button. Job Statistics Service: Not Connected (Remove All button). The product must be re-connected to the job statistics service at the application server.
 - Device User Statistics Log**: The Device User Statistics Log captures user data including name, print data including black and color pages printed, pages copied, pages faxed, and pages scanned. Enable Device User Statistics Log. Buttons: **Export...**, Reset..., Print.
- Bottom right: Apply, Cancel.

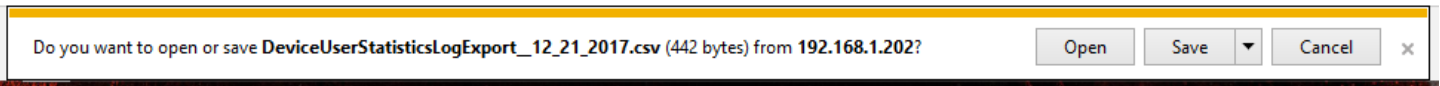
When you click on the “Export...” button this screen will appear. You can export out the report as either a .txt file or .csv file. You can also choose whether or not to include the User Access Codes as well. When you have made your selections, just hit “Export” at the bottom.

The screenshot shows the EWS interface with the following elements:

- Top navigation bar: Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security, HP Web Services, Networking, HPEC Licensing Agreement.
- Left sidebar: Control Panel Customization, Display Settings, Home Screen Customization, Control Panel Language and Keyboard Layouts, Quick Sets, Alerts, Control Panel Settings App, General Settings, AutoSend, Edit Other Links, Ordering Information, Device Information, Language, Firmware Upgrade, Date/Time Settings, Energy Settings, Back up and Restore, Reset Factory Settings, Solution Installer, **Quota and Statistics Services**.
- Main content area: **Export Device User Statistics Log**.
 - Export**: Include user access codes. Check to include user access codes (PINs) in the export file.
 - Save as type:** Text (tab delimited)(*.txt), CSV (comma delimited)(*.csv).
- Bottom right: **Export** (circled in red), Cancel.

Exporting / Printing Reports and Resetting Counts from EWS (continued)

Selecting the “Export” button will display the standard Windows download dialog box allowing you to open and/or save the file. Sample *.CSV file shown below:



Display Name	Network Name	Email	Black Printed Sides	Black Copied Sides	Color Printed Sides	Color Copied Sides	Blank Print or Copy Sides	Other Scanned Sides	Sent Fax Sides
Crook	auth\crook	crook@hp.com	9	5	41	0	0	0	0
Guest	guest	----	0	0	0	0	0	0	0
Others	others	----	17	0		0	0	0	0
Zody			145	2	126	0	0	0	0
Mr Anderson		neo@hp.com	21	3	49	0	0	0	0
Marotta	marotta		63	8	85	0	0	0	0
Schoonmaker	auth\js	jeremy@hp.com	3	19	74	0	0	0	0
JC	Cottle	cottle@hp.com	72	0	39	0	0	0	0
MAnhouse	hp\anhouse	Mark@hp.com	35	14	28	0	0	0	0

Resetting Counts from EWS

Once you have exported your counts, it is important to reset the counts back to zero. To do this you just need to hit the “Reset...” button after you have confirmed the export.

Job Statistics Settings

Job Statistics Service

If this product is connected to a job statistics service, and the service is unavailable due to network or service issues for an extended period, users might not be able to complete jobs. If this has occurred, first try reconfiguring the product via the job statistics service software. As a last resort, the job statistics service can be forcefully removed by clicking the Remove All button.

Job Statistics Service

Not Connected Remove All

The product must be re-connected to the job statistics service at the application server.

Device User Statistics Log

The Device User Statistics Log captures user data including name, print data including black and color pages printed, pages copied, pages faxed, and pages scanned.

Enable Device User Statistics Log

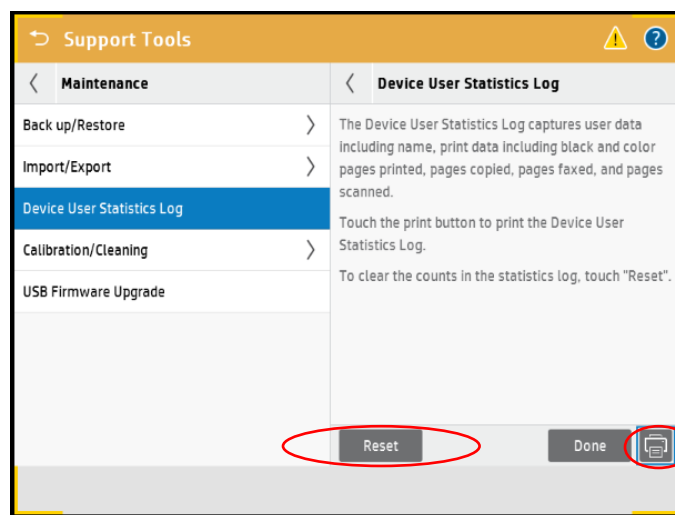
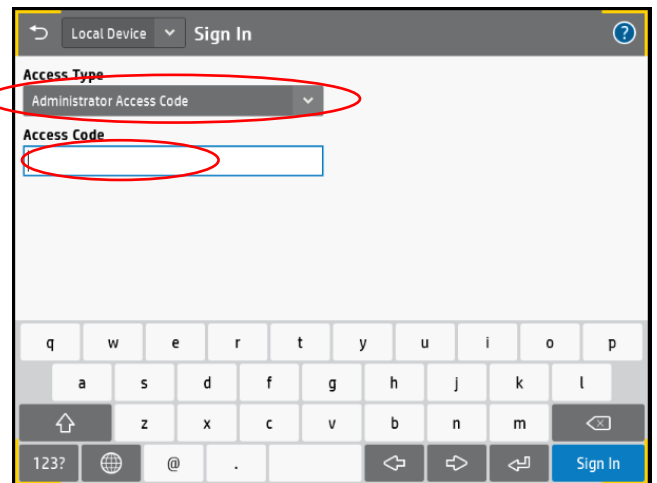
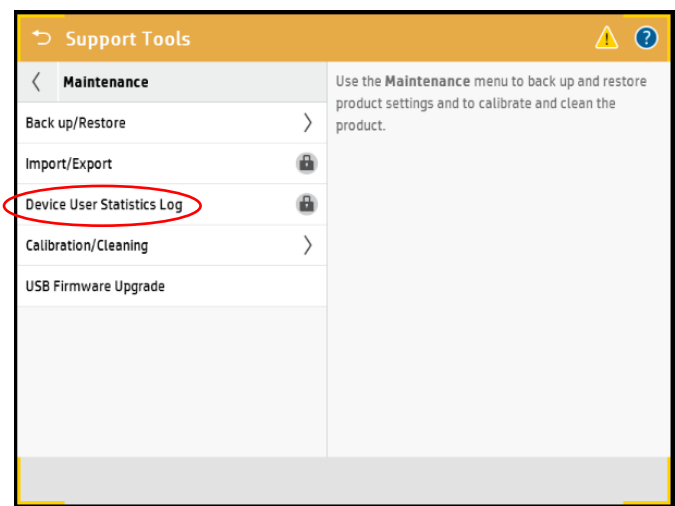
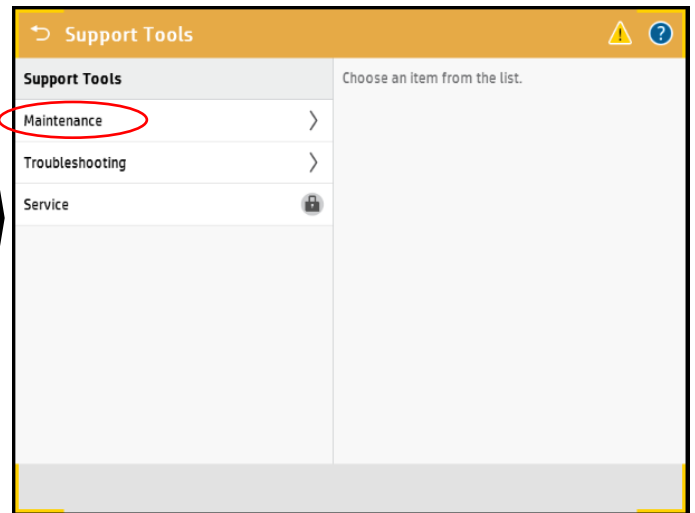
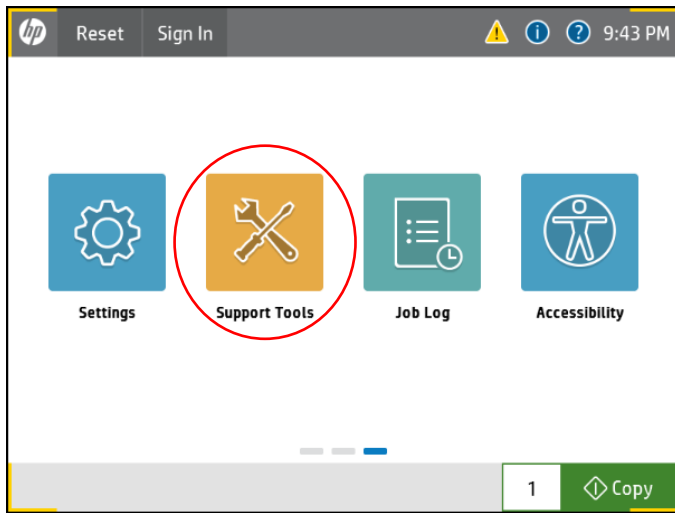
Export... **Reset...** Print

Apply Cancel

If counts are not reset after exporting a report, the next time a report is pulled, the counts will include all counts from the previous report and any new usage since that last report.

Resetting Counts and Printing Reports from the Control Panel

To print a report for tracked Users from the Control Panel, navigate to the “Support Tools”, then to the “Maintenance”, then to the “Device User Statistics Log” section. Enter device Admin credentials, then to use the print icon or “Reset” to print or reset counters.



If counts are not reset after exporting a report, the next time a report is pulled, the counts will include all counts from the previous report and any new usage since that last report.

Device Login Experience

Users must sign in using their User Access Code by using the “Sign In” button. Once they enter their Access Code and sign in, they will get access to their Local Quota. Once they are done, they can either click on the “Sign Out” button on the Home Page or the device will automatically log the user out on the determined device reset.

Device Login Notes::

- If a user does not sign in the Local Quota “Guest” account is used (which by default is blocked by local quota). To prompt for login via User Access Code for all control panel features you optionally can lock down the device (see Page 7).
- User Credits are shown after login and user actions, also they can be seen by looking to the Message Center at anytime a user is logged in

