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Equitrac®
Integrated for Konica Minolta
Setup Guide
Version 1.2
Equitrac Integrated for Konica Minolta Setup Guide

Document Revision History

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Symbols Used In This Guide

The following symbols are used in the margins of this guide:

- **Note**: The accompanying text provides cross-reference links, tips, or general information that can add to your understanding of the topic.
- **Caution**: The accompanying text provides key information about a step or action that might produce unexpected results if not followed precisely.
- **Warning**: Read the accompanying text carefully. This text can help you avoid making errors that might negatively affect program behavior.
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Introduction

Equitrac Integrated for Konica Minolta is included with the Equitrac Office/Express server software. When you install Equitrac Office/Express, the integrated application functions for your Konica Minolta multifunction printers (MFP) can be enabled through a series of configuration tasks.

This document describes how to:

- Prepare your MFPs for the Equitrac Integrated application
- License and configure the Equitrac Integrated application for the server and MFPs
- Use the Equitrac Integrated application functions on the MFP screens

This guide assumes that you are installing the Equitrac products (servers and embedded applications) in a Windows network environment.
Product Overview

This product is an embedded application for select MFPs that enables secure document release and user access to MFP features through a user interface.

Each MFP communicates directly with the Equitrac Device Control Engine (DCE).

Equitrac Integrated for Konica Minolta provides the following functionality:

- Authentication against Equitrac's Core Accounting Server (CAS)
- Secure printing, including Follow-You Printing and multi-server Follow-You Printing
- Copy tracking
- Scan tracking
- Fax tracking
- Server-based licensing

Supported MFPs

This release of the Equitrac Integrated for Konica Minolta supports Open API 2.1 or higher MFPs.

For a list of supported MFP models, visit http://www.nuance.com/for-business/by-product/equitrac/supported-devices/konica-minolta/index.htm

See the Appendix for the MFP installation and configuration requirements needed to be set by a certified Konica Minolta technician.

WARNING: For Nuance I-Queue printing with Konica Minolta OpenAPI MFPs, special print drivers are required which configure the driver for Active Directory Users accounts. You must use this driver when setting up the system, and ensure that the system drivers are left in auto configuration mode. Failure to do so deletes all print jobs when sent, regardless of if they are sent through I-Queue or native drivers.

When a user logs into their computer, their user name is automatically configured (user name and password cannot be changed) in the print driver and tracking begins. Please contact your Konica Minolta support for more information. All drivers for supporting Nuance I-Queue printing are available for download from the SSD download selector.

Supported Card Readers

There are many different types of card readers as well as multiple card types. Not all card readers or card types are supported. Please contact your local Konica Minolta Sales Representative for more information.

When connecting a card reader to a Konica Minolta device, ensure that the correct card reader driver is installed on the device. Specific drivers are required for the card reader to run properly on each specific Konica Minolta model.

Card reader driver installation must be performed by a certified Konica Minolta technician.

For more details on supported card readers, please contact your local Konica Minolta reseller for the available card readers.
System Requirements

To review the system requirements for the machine or machines hosting the Equitrac server components (Core Accounting Server and Device Control Engine), see the Equitrac Office and Express Installation Guide.

List of Terms

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<th>Term</th>
<th>Description</th>
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<tr>
<td>Authentication</td>
<td>The process of entering a primary and optional secondary personal identification number to gain access to a controlled MFP. Users can authenticate via a card reader, or through the MFP control panel.</td>
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<tr>
<td>Core Accounting Server (CAS)</td>
<td>The Core Accounting Server is a core component of Equitrac Office/Express. This service controls the accounting database that stores all printer, user, department, transaction and balance information. CAS also verifies users, calculates printing charges and assigns charges to an appropriate user or department.</td>
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<tr>
<td>Device Control Engine (DCE)</td>
<td>A core component of Equitrac Office/Express, DCE communicates with terminals that control access to MFPs.</td>
</tr>
<tr>
<td>Device Routing Engine (DRE)</td>
<td>A core component of Equitrac Office/Express, DRE enables document flow from workstations to output devices. When a job is released, DRE captures the job characteristics and communicates the characteristics to CAS.</td>
</tr>
<tr>
<td>Integrated Application</td>
<td>The Equitrac software component that handles the transfer of user authentication and transaction details between the MFP and the accounting server database.</td>
</tr>
<tr>
<td>Embedded Device</td>
<td>Embedded is a generic term used by Equitrac for a device that allows access to the MFP.</td>
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<tr>
<td>Follow-You Printing</td>
<td>A secure printing feature that holds print jobs in a virtual print queue until the user “pulls” the print job to a selected device. A user can select a particular printer when they submit a print request, then walk to an entirely different compatible MFP and pull the job to that device.</td>
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<tr>
<td>Multi-server Follow-You Printing</td>
<td>A secure printing feature that extends the Equitrac Follow-You functionality to allow users to view and release secure print jobs from different print servers.</td>
</tr>
<tr>
<td>Print Tracking</td>
<td>The ability to track the attributes of a released network print job. For example, number of pages, page size, color, etc. You can configure Equitrac Integrated for Konica Minolta to track printing through the embedded device or through a printer port.</td>
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<tr>
<td>Primary PIN</td>
<td>A sequence of numbers that act as a user ID to uniquely identify a user who wants to release a print job. The primary PIN can be entered on the MFP keypad.</td>
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<tr>
<td>Secondary PIN</td>
<td>A sequence of numbers that act as a password when used in conjunction with a Primary PIN. After entering the Primary PIN, the user must enter the Secondary PIN code on a MFP keypad before the print job is released to a device. Secondary PINs are an optional configuration.</td>
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Chapter 1: Introduction

Additional Documentation

In addition to this guide, ensure that you have any documentation related to your Equitrac product suite and for your MFP. This guide does not provide any information for third-party software (including databases) or operating system support.

It may be necessary to refer to one of the following documents when performing some server-side configuration tasks. These documents are located on the Equitrac product CD’s, and are installed automatically with any server-side component in the Equitrac\Office or Express\Documentation folder.

<table>
<thead>
<tr>
<th>Guide</th>
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<tr>
<td>Equitrac Office and Express Planning Guide</td>
<td>Before installing Equitrac Office or Express, use this guide to select the appropriate combination of product variables to support the needs of your institution or organization.</td>
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<tr>
<td>Equitrac Office and Express Installation Guide</td>
<td>Use this guide to perform an initial installation or upgrade.</td>
</tr>
<tr>
<td>Equitrac Office and Express Administration Guide</td>
<td>After installing Equitrac Office or Express, use this guide to configure advanced options for use on your campus or in your organization.</td>
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**Term**  **Description**

Secure Document Release (SDR) An Equitrac Office/Express feature that holds network print jobs in a secure virtual print queue. Users must authenticate at an MFP to release jobs from the secure queue. The goal of secure printing is to ensure that proprietary information does not sit at an output device for public consumption.
MFP and Server Configuration

Topics
- Preparing to Configure MFPs
- Configuring the MFP through the Web Interface
- Licensing Embedded Devices
- Configuring Embedded Devices
- Configuring Print Tracking
- Configuring Copy, Scan and Fax Tracking
- Configuring Authentication Prompts
- Configuring Card Self-Registration
- Configuring Follow-You Printing
- Configuring Session Prompts
- Configuring Mixed Card Reader Environment

There are two levels of configuration required to enable the Equitrac Integrated application features on your Konica Minolta MFP; configuration at the MFP itself and on the Equitrac Office/Express server.

MFP configuration includes enabling SSL and Open API in order to initialize the device.

Server-side configuration for the Equitrac Integrated application involves specifying whether you want copy control only, print release only, or both print release and copy control. Server-side configuration occurs in Equitrac's System Manager.
Preparing to Configure MFPs

After installing the Equitrac Office/Express server software, you need to configure the Open API and SSL Settings on the Konica Minolta MFP for the integrated application. Before configuring the MFP, ensure that the time zone is configured correctly on the MFP. If the time zone is incorrect, Equitrac Embedded transaction times report incorrectly.

1. At the MFP, press the Utility/Counter hard key.
2. Press Administrator Settings and log in as administrator.
3. Navigate to Administrator Settings > System Connection > Open API Settings, and do the following:
   a. Set Access Settings to Allow.
   b. Press SSL/Port Settings, and set the following:
      - SSL Settings – SSL only
      - Port No – 5000
      - Port Number SSL – 50003
   c. Press OK to save the settings.
4 Navigate to **Administrator Settings > Network Settings > TCP Socket Setting > TCP Socket**, and set **Use SSL/TLS** to **ON**.

![Image of Administrator Settings screen](image)

5 Press **OK** to save the settings.

6 Manually restart the MFP if a message appears indicating that the main power must be turned Off and On again for the selection to be set.

   —Or—

   Press **Close** to logout of the Administrator Settings screens.
Configuring the MFP through the Web Interface

To configure the Konica Minolta MFP for the integrated application functionality through the MFPs web-based interface, do the following.

1. Start a web browser, and enter the IP address of the Konica Minolta device in the Address field. The Konica Minolta Web Connection page opens.

2. Select a Language from the drop-down list. OS Language is the default selection.

3. Select the Administrator option from the Login section.

4. Select Flash or HTML from the View Mode section, and then click Login.

**NOTE:** When logged on to Administrator mode, the MFP control panel is locked and cannot be used.

**NOTE:** If a user session is active, you may not be able to login using the Administrator mode. If login fails, cancel this process, wait a few minutes, and then try to login again.
5 Select the Administrator (Admin Mode) option from the Select Login section.

![Image of Web Connection page]

6 Enter your Admin Password, and click OK.

The Konica Minolta Web Connection page opens.
7 Click the Security tab and navigate to PKI Settings > Device Certificate Setting, and do the following:
   a Click the New Registration button to create a new certificate.
   b Select the Create and install a self-signed Certificate option, and click OK.
   c Fill in the necessary information, and click OK.
   d Click OK on the popup message stating the "Certificate has been created and installed. SSL/TLS can now be used". The newly created certificate now displays in the certificate list.
8 Select **SSL Setting**, and select **Admin Mode and User Mode** from the **Mode using SSL/TLS** drop-down list, and then click **OK**.

![SSL Setting](image1)

9 Select **Protocol Setting**, and ensure that **TCP Socket** and **OpenAPI** are set to use SSL by clicking the **Create** button beside the desired function.

![Protocol Setting](image2)

10 In the selected function's **Protocol Setting** window, select the appropriate certificate, and click **OK**.

![Protocol Setting](image3)
11 Click the **Network** tab and select **OpenAPI Setting**.

![Network tab with OpenAPI setting](image)

12 Set the following OpenAPI options:

- Use SSL/TLS – SSL Only
- Port Number – 50001
- Port No. (SSL) – 50003
- Client Certificates – Do not request

13 Click **OK** to save the settings.
14. Select **TCP Socket Setting** from the left menu and ensure that **Use SSL/TLS Port No. (SSL)** is selected and the port field is set to **59159**, and then click **OK**.

![TCP Socket Setting](image)

15. Click **Logout** to save the configuration settings.

16. Manually reboot the MFP to ensure the configuration settings are registered with the MFP when it powers up again.
Chapter 2: MFP and Server Configuration

Licensing Embedded Devices

You require one embedded device (Konica Minolta) license for each physical MFP hosting the Equitrac Integrated application.

Licensing requires a combination of a serial number and an activation code to enable each Equitrac Embedded device. Although the serial numbers are supplied with the software, you must also enter an activation code. You can enter this code automatically through an Internet connection or manually by requesting the codes by telephone or e-mail. Regardless of the method used, follow the instructions below to apply licenses and activate components.

1. Start System Manager by selecting Programs > Equitrac Office/Express > System Manager.
2. In the Select accounting server dialog box, click the Core Accounting Server (CAS) with which System Manager is associated, then click Connect.
3. Click the System Manager > Licensing link in the left pane.
4. Under Current tasks, click Add license.
5. When the product activation window opens, click Next to begin the activation process.
6. Enter the serial numbers for the components you want to activate. These serial numbers are supplied with your software. After you enter each number, click Add or Add multiple to add one or more serial numbers to the list.
7. When you have entered all the serial numbers, click Next.
8. Choose Automatic online activation or Manual activation, then click Next. Select Manual Activation if you do not have a connection to both the Internet and CAS.
9. For Manual activation, do the following:
   a. Contact Equitrac at www.nuance.com/for-business/by-product/equitrac/index.htm or by telephone to obtain the corresponding activation codes.
   b. After receiving the required activation codes, click Finish to continue.
   c. On the Add licensing Information dialog box, enter the Activation code, and click Add.
   The activated software license appears in System Manager.
10. For Automatic online activation, do the following:
    a. In the Embedded device licensing screen, select Konica Minolta from the Manufacturer list, then click Next.
    b. Follow the Activation wizard prompts to provide contact information. If you have already registered one or more Equitrac components, the Activation wizard fills the form with previously-collected data.
    c. The Activation wizard displays a Collecting information... message while retrieving system data. If you want to omit technical details about your system, click the Show technical details button and select the information you do not want to transmit. You must transmit the following:
        • Accounting server serial number
        • Domain-qualified print server name
        • Organization name as registered in Windows
        • Fully-qualified server DNS name
    d. When the Activation wizard is ready to transmit the information, review the collected data. Choose whether to send optional data with your activation request.
NOTE: The Activation wizard transmits the data using an HTTP connection to the Equitrac activation server. If the connection fails, the Activation wizard prompts to confirm that you have configured the default gateway correctly, and that the Internet is accessible from this machine. You can retry or cancel the activation request at this point. If you cancel, the Activation wizard prompts you to use manual activation instead.

Once the Activation wizard sends the activation data and Equitrac returns the activation code, the Wizard automatically records the license activation in System Manager, and displays a summary of the activation results:

- Activation code
- Description
- Serial number
- Status (either Success, Invalid; the serial number and activation code is an invalid combination, or Denied; the serial number was valid but not accepted).

If the License is Invalid

If the status is Invalid, ensure that you entered all serial numbers and activation codes precisely. Each component requires a separate license—unless you purchased a suite license. If the problem persists, contact the Equitrac Customer Support Center to resolve this problem.

If the Serial Number is Denied

If the status is Denied, the serial number may already be registered to a different system ID. Contact the Equitrac Customer Support Center to resolve this problem. Switch to the Assignment View in System Manager, to see the number of licenses purchased and the number of licenses used.
Configuring Embedded Devices

Use System Manager to manually add an embedded device that is associated with a single physical device. This configuration also includes enabling secure document release (SDR) and release behaviors, as well as copy, scan and fax access, on a per-MFP basis.

Before installing and registering each Konica Minolta MFP as an Equitrac Office/Express device, ensure that you have activated the appropriate Embedded license for the device on the Equitrac Core Accounting Server (CAS).

To register each Konica Minolta device with CAS, do the following:

1. Open System Manager and select Devices in the left pane.
2. Right-click on the physical device in the right pane and select Add embedded device from the menu.
3. The Type is set to automatically match the manufacturer of the physical device dialog. (e.g. Konica Minolta).
4. Enter a Name for the embedded device. This is a required field, and an error message appears prompting to specify a device name if you click OK without naming the device.
5. The Description for the embedded device is automatically populated with the physical printer's name. This can be changed as desired.
6. Select the Server hosting the DCE associated with this physical and embedded device from the drop-down list.
   The Hardware address and Version fields fill automatically.
7. Select the Card Reader HID decoding from the drop-down list.
   For details on HID decoding, see the Equitrac Office and Express Administration Guide.
8. Click Pricing to configure pricing at the controller interface level. You can apply a default price list or a price list for each applicable function on the MFP.
   To configure the Equitrac Integrated application to use the price list for that device, select the default price list. If an alternate price list for the Equitrac Integrated application is selected, the alternate price list overrides the default price list.

   NOTE: Advanced price lists for Tray or Col-type are not currently supported on Konica Minolta devices.
Chapter 2: MFP and Server Configuration

9 If you have defined **Rule sets** in System Manager, select one from the drop-down list to apply to this device.

For details on configuring price lists and creating rule sets, see the *Equitrac Office and Express Administration Guide*.

10 **Offline access** is not available for Konica Minolta. The only option available here is **None**.

11 Click the **Initialize** button to open the **Initialize Konica Minolta device** dialog box.

12 Select **Enable** and check one of the following authentication methods required for users to release print jobs:

- **Enable Follow-You Printing applet** – the print jobs are held in the secure print queue until the user releases them from the Follow-You Printing feature at the device.

- **Automatic release of all print jobs upon validation** – all print jobs for the user are released immediately after they successfully login at the device.

13 Select **Disable** if users do not require validation to release print jobs at the device.

14 Select a **Display language** from the drop-down list.

**NOTE:** The display language is only for the Equitrac Login screen on the MFP, and does not affect the MFP panel GUI. To change the display language on the MFP, follow the instructions in the local settings of the MFP itself.

15 Select **Enable reporting page sizes (where supported)** to detect and report the page size used for a print job.

This option **must** be enabled for the following:

- To initialize the Konica Minolta C35, 42 and 36 devices.

- To enforce account limits for Equitrac Express on OpenAPI 3.x supported devices.

- To access documents stored in private user boxes on OpenAPI 3.x supported devices. If this option is not enabled, then users cannot see the documents stored in their user box between sessions.

16 Enter the Konica Minolta MFP Admin **Password** in the **Administrator login credentials** section, and click the **Initialize** button. The **Administrator** field is automatically filled and is not editable.

17 Click **OK** to close the **Embedded device** dialog box. The Konica Minolta device appears the System Manager.
If a dialog box opens indicating that Initialization Failed, this may mean that a user session is active. Cancel this process, wait a few minutes, and then try to Initialize the device again. Attempting to initialize while a user session is active, will not interrupt or stop an active print job.

During the Initialization process in System Manager, the MFP control panel is locked, and cannot be accessed until initialization is complete. A message appears on the MFP control panel stating *Now remote operating. Please do not turn off the power.* When initialization is complete, the control panel returns to the main login screen.

After Initialization, log into a Konica Minolta MFP configuration page as the Administrator to verify that the Admin ID and Password entered in System Manager are configured properly. When login is successful, a web page opens displaying the Konica Minolta MFP model name and its settings.
Configuring Print Tracking

There are two methods to track printing: through printer ports or through a user workstation via a popup authentication dialog box. Read the descriptions below to determine the appropriate print tracking setup for your site or institution.

Print Tracking Through Printer Ports

When DRE is set to track printing, it gathers details when the user prints. When a job is released, DRE forwards these details to CAS based on the job characteristics determined by the port monitor.

Configure the Device Settings

1. Open System Manager and click **Devices** in the left pane.
2. In the right pane, click on the name of the physical device you want to configure for print tracking.
3. In the **Settings** section, select **Track and record print transactions on this device** from the **Tracking behavior** drop-down list.

4. Click **OK** to save the changes.
5. Navigate to **Configuration > Embedded devices**.
6. Select **Konica Minolta** from the Device type drop-down list.
7. Click on the link beside **Tracked activities** to open the **Embedded device configuration** dialog box.

8. Ensure that **Print** is NOT selected, and then click **OK**.
9. Click **OK** again to save the changes and close the Embedded device dialog box.
Configure User Authentication

1. Open the Printer window by selecting **Start > Devices and Printers**.
2. Right-click the Konica Minolta printer, and select **Printer Properties** to open the properties window.
3. Open the **Configure** tab and select **User Authentication** from the **Device Option** list.
4. Select **Disable** from the **Setting** drop-down list.
5. Click **Apply** to save the settings.

**NOTE:** If the **Setting** field is disabled (i.e. non-selectable), click the **Acquire Settings** button, and then deselect the **Auto** checkbox, and click **OK**. The User Authentication setting is now active.
Configure Print Authentication at the MFP

1. At the MFP, press the Utility/Counter hard key.
2. Press Administrator Settings and log in as administrator.
3. Navigate to Administrator Settings > User Authentication/Account Track > Print without Authentication, and select Allow to print without authentication.
4. Press OK to save the setting.

**NOTE:** The Allow printing without authentication option is only used when tracking print jobs through Equitrac ports. To track printing through the Konica Minolta device, you must restrict users from printing without authentication. See Print Tracking from the MFP on page 26 for setup details.
Print Tracking from the MFP

When tracking print jobs from the MFP via a user workstation, you must configure the physical device and its print drivers to accept only authenticated print jobs. Users are prompted to enter a user ID prior to printing. The user authentication data, embedded in a print job at print time by the Konica Minolta print driver, will be checked by the device when it receives the print job. The embedded device tracks printing and captures appropriate accounting information.

Print tracking at the device is required to track print jobs from a USB Flash drive attached to the MFP.

**NOTE:** Equitrac recommends configuring Konica Minolta print drivers for PCL5/PCL6, or another Equitrac supported page interpreter. See the *Equitrac Office and Express Administration Guide* for a list of supported data stream interpreters.

**CAUTION:** Some Konica Minolta print drivers may insert a blank page to an odd-numbered page duplex job in the print queue and change it to an even-numbered page job before releasing it.

Configure the Device Settings

1. Open System Manager and click **Devices** in the left pane.
2. In the right pane, click on the name of the physical device you want to configure for print tracking.
3. In the **Settings** section, select **Do not track or record print transactions on this device** from the **Tracking behavior** drop-down list.

4. Click **OK** to save the changes.
5. Navigate to **Configuration > Embedded devices**.
6. Select **Konica Minolta** from the Device type drop-down list.
7 Click on the link beside Tracked activities to open the Embedded device configuration dialog box.

8 Ensure that Print is selected, and then click OK.

9 Click OK again to save the changes and close the Embedded device dialog box.

**CAUTION:** When print tracking from the MFP you must select the Print checkbox on the Embedded device configuration dialog box, and set the Tracking behavior to Do not track or record print transactions on this device on the Physical device summary screen. Failure to set these options will result in double tracking or no tracking.

**Configure User Authentication**

1 Open the Printer window by selecting Start > Devices and Printers.

2 Right-click the Konica Minolta printer, and then click Properties to open the MFP properties window.

3 Open the Configure tab, and select User Authentication from the Device Option list.

4 Select ON (Relay Server) from the Setting drop-down list.

5 Click Apply to save the settings.

**NOTE:** If the Setting field is disabled (i.e. non-selectable), click the Acquire Settings button, and then deselect the Auto checkbox, and click OK. The User Authentication setting is now active.
6. Open the Settings tab and select the **Popup Authentication Dialog when printing** checkbox, and click **OK**.

![Screen shot of Konica Minolta Properties dialog box](image)

With this checkbox selected, the **Relay Server Settings** popup opens on the user workstation prompting the user to enter a User ID (and optionally a Password). The user should enter the same credentials they do when authenticating at the MFP.

7. Click **Apply** on the Properties window to save the settings.

**Configure User Authentication on 42/36 Devices**

1. When a user prints a document, the Print window opens.
2. On the Print window, click the **Preferences** button.
3. Select the **Basic** tab on the Printing Preferences window and click the **Authentication/Account Track...** button.
4. On the **Enhanced Authentication Server Settings** window, enter a **User ID** and **Password**, and then click **OK**.

![Screen shot of Enhanced Authentication Server Settings dialog box](image)

5. Click **Apply** on the Printing Preferences window to save the settings.
Configure Print Authentication at the MFP

1. At the MFP, press the **Utility/Counter** hard key.
2. Press **Administrator Settings** and log in as administrator.
3. Navigate to **Administrator Settings > User Authentication /Account Track > Print without Authentication**, and select **Restrict** to set print with authentication.
4. Press **OK** to save the setting.
Adobe PDF Print Tracking

When tracking PDF print jobs with both color and black & white pages, Adobe Reader must be configured to enable the printer to determine which pages are color and which are black & white. If this option is not set, the entire print job is billed as color.

1. Open the document to be printed.
2. Select File > Print.
3. On the Print dialog box, click Advanced.
4. On the Advanced Print Setup dialog box, select the Let printer determine colors checkbox under Color Management, and click OK.
5. Click Print.

The printer determines which pages are color or black & white, and then the user is billed accordingly.

Configuring Copy, Scan and Fax Tracking

All copy, scan and fax transactions are done at the MFP. In order for the MFP to track copies, scans and faxes, the physical device must be configured in System Manager.

Configure Device Settings

1. Open System Manager and navigate to Configuration > Embedded devices.
2. Select Konica Minolta from the Device type drop-down list.
3. Click on the link beside Tracked activities to open the Embedded device configuration dialog box.
4. Select the Copy, Scan, Received fax, and Send fax checkboxes, then click OK.
5. Click OK again to save the changes.

After configuring the tracking options in System Manager, DCE reports the transactions for the configured options to CAS. Transactions for tracking options that are not selected are not reported to CAS.

NOTE: Paper size and duplex attributes are not available for copying with Equitrac Integrated for Konica Minolta.

NOTE: Account limits are not enforced when scanning on a Konica Minolta device, however, scan tracking and cost are correctly accounted for in CAS.
Configuring Authentication Prompts

The user authentication prompts on the MFP login screen are determined by the configuration options set in System Manager.

1. Open **System Manager** and navigate to **Configuration > Security and authentication > User authentication**.

   ![Authentication Options](image)

2. Select the **Authentication options**:
   a. Set the **Input type** to determine how users are authenticated.
      - **Card swipe only** – Users authenticate with a swipe card.
      - **Card swipe or keypad entry** – Users authenticate with a swipe card or at the MFP front panel.
      - **Keypad only** – Users authenticate at the MFP front panel.
   b. Set the **Secondary prompt** to determine when users are prompted for a secondary PIN.
      - **Always** – User must enter a secondary PIN via the keyboard after they swipe their card.
      - **If PIN2 available** – This option does not apply to Konica Minolta devices.
      - **If PIN2 available or keyboard login** – This option does not apply to Konica Minolta devices.
      - **Never** – Secondary PIN is not required.
      - **Only with keyboard login** – User must enter a secondary PIN if they entered their primary PIN via the keyboard (rather than with a swipe card). This option prevents users from typing in someone else's primary PIN while still allowing valid users to login without a card.
c Uncheck the **Deny keyboard login with empty password** option to allow users to login at the device without entering a secondary PIN (password) for authentication. This feature is only available when **Always or Only with Keyboard Login** options are checked.

**NOTE:** If a change is made to the Prompt for secondary PIN option, then you must re-initialize the device in order to enable the new selection.

3 In the **Card setup** section, enter the data start and stop position in the **Use data from position** fields. For details on entering HID decoding parameters, refer to the *Using PageCounters* chapter in the *Equitrac Office and Express Administration Guide*.

4 Select the **Auto-register primary PINs** checkbox if you want users to self-register their swipe cards. Optionally, you can select **Register as alternate PIN** to record the PIN as the Alternate PIN instead of the Primary PIN. See *Configuring Card Self-Registration* on page 33 for details.

5 Click **OK** to save the changes.

For more details on configuring user authentication options refer to *Accounts System Configuration* in the *Equitrac Office and Express Administration Guide*. 
Configuring Card Self-Registration

If you want users to self-register their swipe cards, you must enable this option in System Manager. When a user swipes an unregistered card for the first time at an MFP, they are required to login with valid User ID and Password. The User ID must already exist in CAS, or in the External authority defined to allow self-registration. The Password comes from one of the defined external authorities. Two-level authentication is required to register new cards, and the user must manually enter both primary and secondary login credentials.

1. Open System Manager and navigate to Configuration > Security and authentication > User authentication.
2. Select Card swipe only from the Input type drop-down list.
3. Select Always or Only with keyboard login from the Secondary prompt drop-down list. The If PIN2 available and If PIN2 available or keyboard login options are not supported by Konica Minolta devices.
4. Select the Auto-register primary PINs checkbox. Optionally, you can select Register as alternate PIN to record the PIN as the alternate PIN instead of the primary PIN.
5. Select one or more Authentication mechanisms:
   - Equitrac Office/Express PINs – Select to connect an Equitrac print account with login information.
   - External user ID and password – Select to verify all user information outside of Equitrac.
   - Equitrac Office/Express PIN with external password – Select if users swipe their cards for identification, and must also enter their domain user account password. Equitrac cross-checks the database for the corresponding Equitrac account name, then verifies the credentials against the selected external authority for network logon.
6. Click OK to save the changes and close the User authentication dialog box.
7. Navigate to Configuration > Security and authentication > External authentication and select an External authority – Windows or LDAP.
   Refer to External User Authentication in the Equitrac Office and Express Administration Guide for more details on setting up an external user authentication method.

The next time the user swipes the card, their account information is automatically associated with the card, and they can login without manually entering their user credentials. However, if Secondary prompt is set to Always in System Manager, the user must enter a secondary PIN, or an external authority password after they swipe their card.
Configuring Follow-You Printing

Follow-You Printing extends the basic functionality of secure printing by allowing a user to release a print job to other compatible devices in the organization. Even if you deployed multiple DRE print servers—each of which manages a separate set of devices—you can configure Equitrac Office/Express to allow printing across multiple print servers.

For example, a user who works in two different buildings can submit a print job from their computer in Building A, and while on the way to a meeting in Building B, they can walk up to any predefined MFP (with the embedded application installed on it) and “pull” the job to the device which then prints the job.

If you want to deploy the Equitrac Embedded application in a single-server or a multi-server Follow-You Printing environment, do the following:

1. **Enable secure printing on each MFP.**
   Secure printing enables the Equitrac print queue that holds jobs until they are released at the embedded device by a valid user.

2. **Create and manage Pull groups.**
   To allow users to release print jobs to multiple compatible devices with the Equitrac Embedded application, you must create Pull groups, then add each physical device hosting the embedded application to a Pull group.

3. **Configure the Follow-You print settings.**
   Determine the site where you want Follow-You Printing to be accessible from, and choose whether the print job is priced based on its properties before or after it is released.

**NOTE:** See the Advanced Printing Configuration chapter in the Equitrac Office and Express Administration Guide for details on configuring secure printing, Follow-You Printing, and pull groups.
**Configuring Session Prompts**

Billing code prompts and session information are configured in System Manager. If Billing codes are enabled, the user is prompted for a billing code each time they attempt to print a document.

To configure session prompts for Konica Minolta devices, do the following:

1. In System Manager, navigate to **Configuration > User interaction > Session flow**.

2. Select **Prompt for billing code after user authentication (at copiers)** if the user needs to enter a billing code before they can access the MFP functions.

3. Select **Prompt for billing code at job release (at copiers)** – Does not apply to Konica Minolta devices.

4. Select the **Billing code prompt details** to be displayed at the copiers.
   - **Required field** – User must enter a billing code. If the user does not have an associated billing code, and Billing code access is set to *Only codes assigned to user*, then the Billing code prompt does not appear on the device, and the user can continue without a required code.
   - **Search** – Does not apply to Konica Minolta devices.
   - **Security mode** – Displays Billing code in asterisk characters.
   - **Show most recently used** – Does not apply to Konica Minolta devices.
   - **Default to the previous billing code** – Does not apply to Konica Minolta devices.

5. Click **OK** to save the settings.

The following features are global settings, and do not apply to Konica Minolta devices:

- **Billable options**
- **Validate billing codes**
- **Mobile session timeout**
- **Optional display fields**
- **Prompt for release key**
Configuring Mixed Card Reader Environment

Konica Minolta MFPs support a mixed swipe-card and card reader environment. In order to parse the card data from a third party card reader to provide the same value as from an Equitrac card reader, the applicable card parser DLL must be actively deployed in CAS.

To deploy a DLL, you must move that file into the C:\Program Files\Equitrac\Office or Express\Accounting Service\CardProcessors folder, and move the DLLs which are not deployed into the C:\Program Files\Equitrac \Office or Express\Accounting Service\CardProcessors\Inactive folder. After moving the DLLs into the appropriate folders, you must restart the CAS service.

**NOTE:** Only one card parser DLL can be in the CardProcessors folder at a time, otherwise unexpected card reading values may occur.

The following is a list of DLLs with the supported cards and card readers.

<table>
<thead>
<tr>
<th>DLL Name</th>
<th>Supported Cards and Card Readers</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQCardParserFormat1.dll</td>
<td>Mifare and iClass cards read from RFIDeas Mifare RDR-7581ak0</td>
</tr>
<tr>
<td>EQCardParserFormat2.dll</td>
<td>KM AU-201H reader HID Prox cards read</td>
</tr>
<tr>
<td></td>
<td>KM AU-205H HID J247CK Reader for &quot;single card mode&quot; Prox</td>
</tr>
<tr>
<td>EQCardParserFormat4.dll</td>
<td>AU-205H HID Global 5247CK Single Card Mode iClass</td>
</tr>
<tr>
<td>EQCardParserCustom1.dll</td>
<td>Default card processor for RFIDeas readers in an environment without Equitrac readers</td>
</tr>
</tbody>
</table>
User Workflow

This section describes the workflow for users who want to access the available Equitrac Integrated for Konica Minolta features at the MFP control panel. These features include:

- Follow-You Printing
- Secure document release
- Copying
- Scanning
- Faxing

The Equitrac Office/Express client Release Key prompt is currently unavailable on the Konica Minolta MFP control panel.
Using the MFP

This section provides end-user instructions for logging on to the Konica Minolta MFP at the control panel.

Starting a User Session

A user session begins with the user providing valid credentials at the MFP control panel. Once logged in, users can manage documents in the secure document release (SDR) print queue or access any of the other MFP features, such as copying, scanning, sending or receiving faxes.

Use one of the following login options to start a user session:

- Manual login
- Card swipe login

Manual Login

1. On the MFP Login screen, touch the User ID button and enter your Primary PIN using the on-screen keyboard or MFP panel hard keys.

2. Touch the Password button, and key in your Secondary PIN. The Password option appears only if System Manager is configured to display it.

3. Touch the Billing code button and enter the billing code associated with the job. The Billing code option appears only if System Manager is configured to display it. See Configuring Session Prompts on page 35 for configuration options.

4. Touch the Login button to access the MFP functions. To use Follow-You Printing, proceed to Using Follow-You Printing on page 41.
Card Swipe Login

Card swipe login depends on how User Authentication in System Manager is configured. The Password field is visible on the MFP control panel when both card and password login is required.

1. If the Password field is visible, touch the **Password** button and enter your Secondary PIN or password using the attached keypad.
2. If Billing code is required, touch the **Billing code** button and enter the billing code associated with the job.
3. Swipe your card on the attached card reader to validate User ID.
4. Once logged in, proceed with using the copy, scan, or other functions. To use Follow-You Printing, proceed to [Using Follow-You Printing](#) on page 41.

Registering Swipe Cards

Card registration enables a user to quickly and conveniently login to the MFP without manually entering user credentials before each session.

1. On the MFP Login screen, touch the **User ID** button and enter your ID using the attached keypad.
2. Touch the **Password** button, and key in your password.
3. Swipe your card on the attached card reader.

When the card is successfully registered, the main user screen on the MFP opens, and the user has access the MFP functions.

**NOTE:** The ID and password for card registration can be Equitrac Office/Express PINs or external user IDs and passwords, such as from Windows or LDAP.
Changing Color Copy Settings

When using the copy function on Konica Minolta MFPs with color quota enabled and account limit on, the user can make B&W copies after they have reached their color copy maximum as long as they have sufficient funds. If account limit is off and the user has reached their color quota allowance they can do unlimited B&W copies.

When color quota is reached, the user must change the color setting on the MFP from color to B&W to make any copies.

**NOTE:** When color quota is enabled, the funds displayed at the device may be inaccurate and indicate that the user cannot continue copying due to insufficient funds. The user may need to log off and log back in again to access their remaining balance. After login, the correct funds are displayed at the device.

**NOTE:** When color quota is enabled, the cost for color printing may be higher at the Konica Minolta device then in System Manager.

To change the copy setting from color to B&W, do the following:

1. On the MFP Login screen, swipe your card or touch the User ID button and enter your Primary PIN using the on-screen keyboard or MFP panel hard keys.
2. If configured, touch the Password button, and enter in your Secondary PIN. The Password option appears only if System Manager is configured to display it.
3. If configured, touch the Billing code button and enter the billing code associated with the job.
4. Touch the Login button to access the MFP functions.
5. On the main MFP screen, do the following:
   a. Select the Basic tab.
   b. Touch the Color box. By default, Auto Color is displayed in the Color box.
   c. Touch the B&W button and touch OK. The Color tab now displays B&W.
      The MFP is set to use the B&W copy price.
6. Select the number of copies to make, and then press the Start key on the MFP panel.
Using Follow-You Printing

If your account permissions include access to secure document release (SDR) printing features, touch the APP button on the left side of the control panel to access the Follow-You application.

The Follow-You Printing screen opens and displays a list of documents held in the secure print queue for your login credentials.

**NOTE:** The layout of the Follow-You Printing screen on the C35, 42 and 36 MFPs appears different. To return to the main page from the Follow-You Printing screen, press the Reset hardkey on the MFP front panel.
You can touch the **Details** button beside the document to view the job details, such as; page size, number of copies, and cost.

![Job Details Screen](image1)

**Printing Documents**

1. Select the document(s) from the print queue.
   - Press the **Select All** button if you want to print all jobs in the print queue.
2. Touch the **Print** button to open the Print screen.

![Print Screen](image2)

3. In the **# of sets** field, enter the number of copies using the keypad.
4. Touch the **OK** button and then press **Start** on the keypad.

The released secure document is automatically deleted from the print queue.
Managing the Secure Document List

From the secure document list of available documents, you can touch one or more documents in the list to select them. Then use the following integrated application functions with the selected documents:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>A configuration screen appears where the number of copies of the job can be set.</td>
</tr>
<tr>
<td>Select All</td>
<td>Selects all documents in the list, after which you can press <strong>Delete</strong> or the <strong>Start</strong> button.</td>
</tr>
<tr>
<td>Job End</td>
<td>Exits the print session and returns to the prompt screen, allowing access to other MFP features.</td>
</tr>
<tr>
<td>Delete</td>
<td>Removes the selected documents from the print queue without printing them.</td>
</tr>
<tr>
<td>The Start button</td>
<td>Prints the selected documents and deletes them from the list.</td>
</tr>
<tr>
<td>Details</td>
<td>Displays information about the print job.</td>
</tr>
</tbody>
</table>

Ending a Session

To logoff and end your user session, press the **Access** key on the device keypad.
Appendix

MFP Firmware Requirements

The following MFP configuration settings and installation options must be completed at each compatible MFP where applicable.

1. The Konica Minolta models listed must meet the following firmware requirements:

<table>
<thead>
<tr>
<th>Konica Minolta Models</th>
<th>Minimum firmware</th>
<th>Recommended firmware</th>
<th>Extended Memory Required for Page Size Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>bizhub 423 series (223, 283, 363, 423)</td>
<td>• G00-24</td>
<td>• G00-D1</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub 501 series (361, 421, 501)</td>
<td>• G00-20</td>
<td>• GJF-20 †</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub 652 series (652, 552)</td>
<td>• G00-F2</td>
<td>• G00-F9</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub 751 series (601, 751)</td>
<td>• G00-18</td>
<td>• G00-20</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub C353 series (C203, C253, C353)</td>
<td>• G00-R5</td>
<td>• GJ0-FA †</td>
<td>• Yes</td>
</tr>
<tr>
<td>bizhub C360 series (C220, C280, C360)</td>
<td>• G00-S4</td>
<td>• G00-D1</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub C650 series (C451, C550, C650)</td>
<td>• G00-R5</td>
<td>• GJ0-FA †</td>
<td>• Yes</td>
</tr>
<tr>
<td>bizhub C652 series (C452, C552, C652)</td>
<td>• G00-26</td>
<td>• G00-D1</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub C652DS series (C552DS, C652DS)</td>
<td>• G00-88</td>
<td>• G00-D1</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub C754 Series (C754, C654)</td>
<td>• G00-38</td>
<td>• G00-38</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub C35</td>
<td>• A12130G0064005</td>
<td>• A12130G0064005</td>
<td>• No</td>
</tr>
<tr>
<td>bizhub 42 series (42, 36)</td>
<td>• A3EW30G0022405</td>
<td>• A3EW30G0022405</td>
<td>• No</td>
</tr>
</tbody>
</table>

† This device requires a Special or Solution ROM to support Page Size Tracking.

**NOTE:** Hard drive is required for the Follow-You Application or Page Size Tracking.
SSL must be enabled. If the customer is currently using SSL the provided certificate must be installed. If they are not using SSL, a self signed certificate must be created. This process is completed via the Pagescope Web Connection.

To open the Pagescope Web Connection, start a web browser, and enter the IP address of the Konica Minolta device in the Address field.

- Select a Language from the drop-down list.
- Select the Administrator option from the Login section, and then click Login.
- Select the Administrator (Admin Mode) option from the Select Login section.
- Enter your Konica Minolta MFP Admin password in the Password field, and click OK.
- Click the Security tab, and select SSL/TLS Setting from the menu.
- Press the Setting button, select a certificate option, and then click OK.

**MFP Counter Settings**

To ensure accurate page counting and reporting when using large tabloid-size pages, adjust the following settings in the Konica Minolta firmware via the service mode at the MFP.

- For bizhub office MFPs that are limited to small paper sizes (Letter / A4 only), and for bizhub office MFPs that support large paper size, no setting changes are required.
- For bizhub Production Print MFPs (bizhub PRO 951, bizhub PRESS 1052 & 1250), the following DIP switch settings:
  - 4-7 : 0
  - 10-3 : 1
  - 10-4 : 0

**Hardware Installation For AU-201H HID Proximity Card Reader**

The following hardware needs to be installed if the AU-201H HID Proximity card reader is required.

**bizhub C451/C550/C650**
- WT-502 Work Table (A07EWW0)
- EK-602 Local Interface Kit (A07EWW0)

**bizhub C203/C253/C353**
- EK 603 Local Interface Kit (A0DPWW0)
- MK-711 Mount Kit (A0DCWY0)
- WT-502 Work Table (A07EWW0)
**bizhub 361/421/501**

- No additional hardware required

**MFP Loadable Driver**

1. Install the loadable driver for AU-201H (downloadable via SSD and installs the same as firmware).
2. AU-201H HID Card Authentication Unit.