



# **Device Manager NX Accounting**

**Operating Instructions**

## **Simple Operation Guide**



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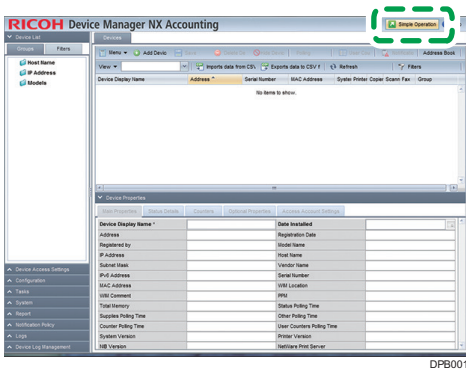
# 1. Simple Operation

Device Manager NX allows you to manage various devices over a network.

## The Simple Operation Menu Functions and How to Use Them

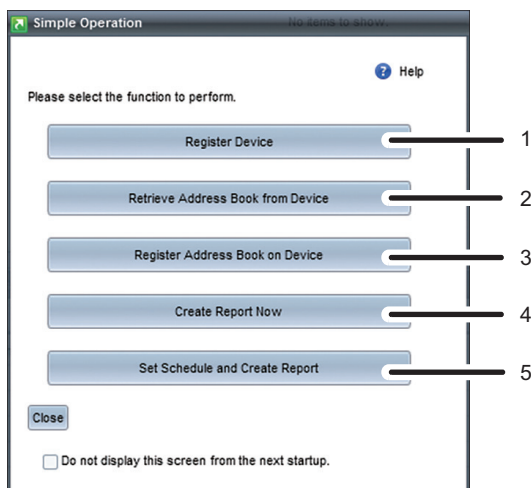
The Simple Operation menu is a collection of functions that are frequently used during the initial setup process of Device Manager NX. The menu is specially designed for first-time users or users not familiar with the software, and it enables simple operations for managing devices in the software.

If the Simple Operation screen is not displayed, click the [Simple Operation] button in the upper right corner of the screen.



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### The Functions on the Simple Operation Menu



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### **1. Register Device**

You can search for a device on a specific network, and register it to Device Manager NX.

Once registered to Device Manager NX, operations such as retrieving the address book and creating reports can be performed.

For the procedure to register devices, see page 7 "Register Device".

### **2. Retrieve Address Book from Device**

You can retrieve an address book from a registered device and save it to your computer. The retrieved data can then be edited in a spreadsheet application or other software to add or delete user information.

For the procedure to retrieve an address book, see page 9 "Retrieve Address Book from Device".

### **3. Register Address Book on Device**

You can edit the address book that has been retrieved from a device and register it to the device.

For the procedure to register an address book, see page 10 "Register Address Book on Device".

### **4. Create Report Now**

You can specify how frequently counter information is collected from devices, set the cycle to create reports as a schedule, and automatically create reports according to the set schedule.

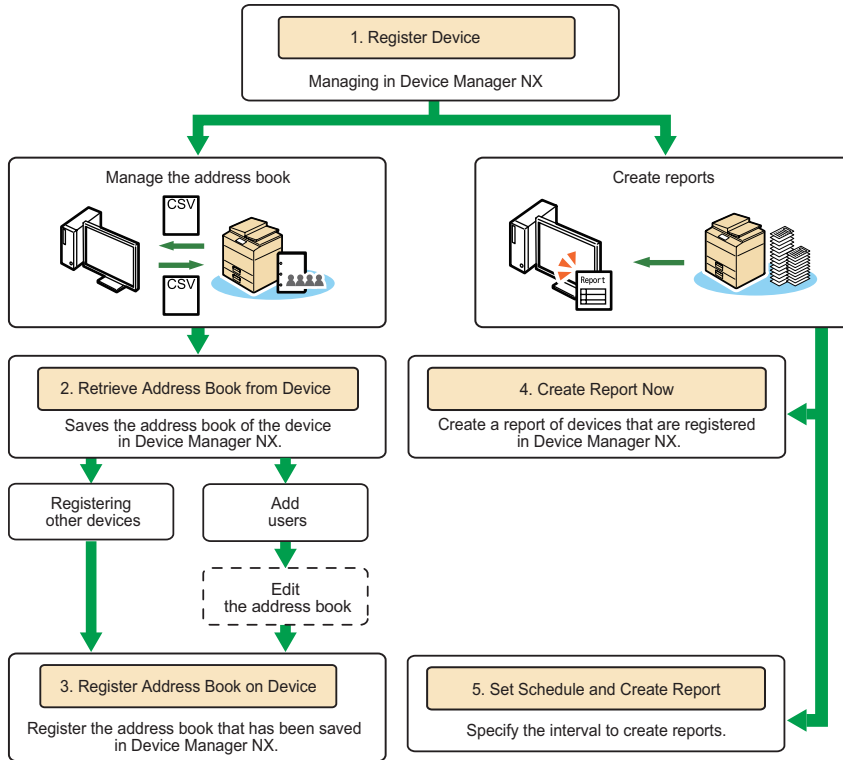
For the procedure to create a report, see page 13 "Create Report Now".

### **5. Set Schedule and Create Report**

Reports can be created on a specified schedule. You can specify an interval at which to collect the counter information from devices and specify when to create reports as a schedule.

For the procedure to set a schedule to create reports, see page 15 "Set Schedule and Create Report".

## Operation Work Flow



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## Terms Used in This Manual

The followings explain the terms used in this manual.

### Devices

This refers to printers and MFPs in a network in general.

### Address Book

An address book contains information such as the registration number, user and group names, and fax destinations that are registered to a device.

### Report

A report shows information, such as the number of prints made or pages transmitted or scanned on a device that is compiled for a certain period of time using a table.

### Schedule

A schedule determines the interval, frequency, and period to perform a task that is selected in the Simple Operation menu.

## IP Address

Each device is assigned with a unique IP address to communicate over a network.

An IP address is a combination of four numbers separated by a period (e.g., 198.51.100.24).

## Local Segment

A segment refers to one of the numbers of the IP address. Devices that have an IP address containing the same segment belong to the same group on a network. The same group on a network is called a "local network". For example, four devices with IP addresses of 198.51.100.21, 198.51.100.22, 198.51.100.23, and 198.51.100.24 belong to the same local network that is distinguished by segment "100".

## Counter

The counter on each device records the number of prints or copies made or pages transmitted via fax on the device.



# Register Device

You can search for a device to register and manage it in Device Manager NX.

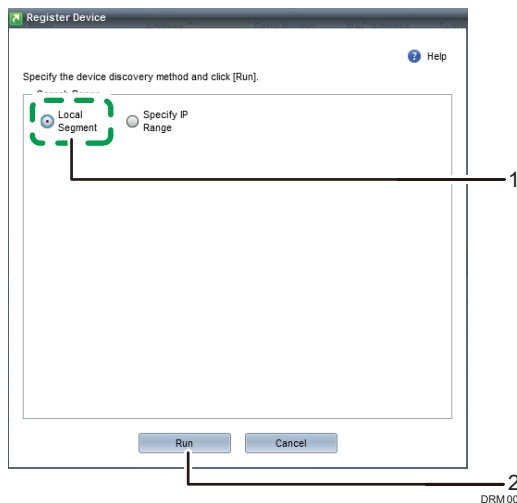
The following two search methods are available: searching in a specific network or within a specified range of IP addresses.

Perform this procedure before managing address books, creating reports and performing other operations.

## Register Device that Exists in the Local Segment

This method allows you to search for a device on the network where the Simple Operation menu is running on the computer and to register the device to Device Manager NX.

Operate as indicated by the numbers as follows:

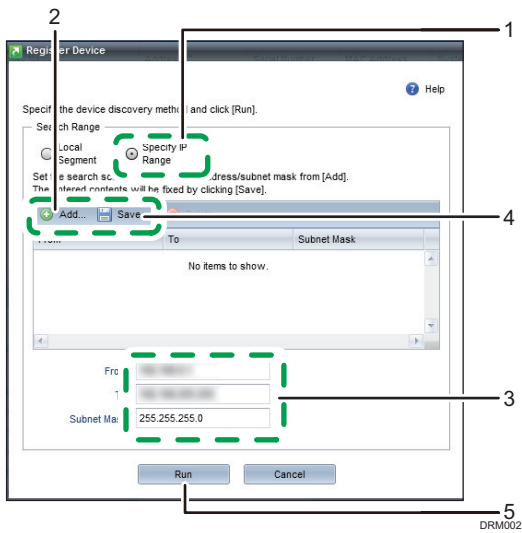




1. Select [Local Segment].
2. Click [Run].

## Specify a Range of IP Addresses to Search and Register Device

This method allows you to specify a range of IP addresses to search for a device and register it to Device Manager NX.


Operate as indicated by the numbers as follows:



1. Select [Specify IP Range].
2. Click  (Add).
3. Enter [From], [To], and [Subnet Mask].
4. Click  (Save).
5. Click [Run].

To specify more than one range of IP addresses, repeat Steps 2 through 4.

 **Note**

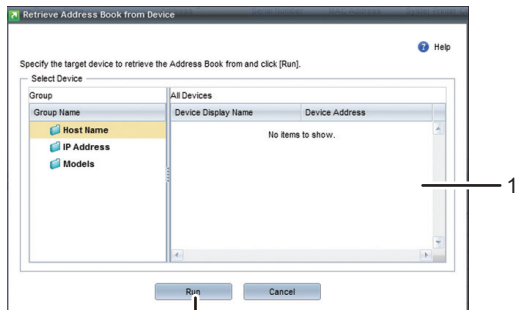
- Retrieving and registering the address book and creating reports are supported for the device models that have the following icon in front of its device name.
- The following icon must be displayed in front of the model name if you want to retrieve or register the address book or create reports on the model.: 

# Retrieve Address Book from Device

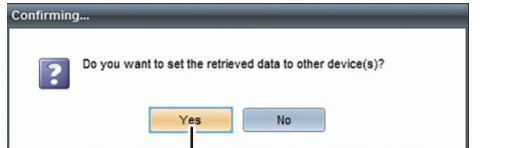
You can download the information contained in an address book of a device and save it on the hard disk of your computer.

The information such as the registration number, user name, and group name can be retrieved.

The device must be registered before this procedure is performed. If the device is not registered, its address book cannot be retrieved.



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1. Select the device from which to retrieve the address book.
2. Click [Run].
3. Specify the destination folder and the file name, and then click [Save].
4. To register the address book that has been retrieved to another device without making any changes, click [Yes].

For the procedure to register the address book unchanged, see page 10 "Register Address Book on Device".

# Register Address Book on Device

In Device Manager NX, you can save the address book file to your computer. The file can be edited using software such as a spreadsheet application and then downloaded to the device to create a new address book.\*

The registration number, user name, group name, fax destination, and other information can be registered.

\* You can also register the address book of SmartDeviceMonitor for Admin (Address Management Tool).

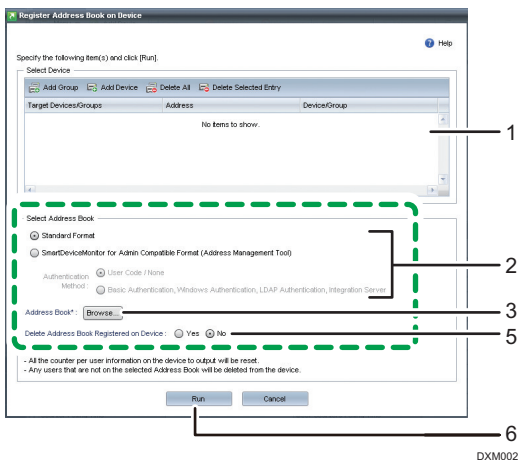
The device must be registered before this procedure is performed. If the device is not registered, its address book cannot be registered.

### ★ Important

- If [Yes] is selected in [Delete Address Book Registered on Device], any user information that is included in the present address book but not in a new address book will be deleted when editing the new address book is complete.
- The counter information of the deleted user will also be deleted. The number of prints made and the number of pages transmitted or scanned will be reset, and the counters will start again from zero.


### Edit the File to Be Registered

Operate as indicated by the numbers as follows:



#### 1. From [Select Device], select the device to which to register the address book.

- To display the [Target Groups] screen and select a device group, click (Add Group).
- To display the [Select Device] screen and select a device, click (Add Device).
- To delete all entries in the [Select Device(s)] list, click (Delete All).

- To delete only the selected entry in the [Select Device(s)] list, click  (Delete selected Entry).

## 2. Select the format type under [Select Address Book].

To register an address book obtained from a device and edited, select [Standard Format].

To register the address book of SmartDeviceMonitor for Admin (Address Management Tool), select [SmartDeviceMonitor for Admin Compatible Format (Address Management Tool)], and then select [User Code / None] or [Basic Authentication, Windows Authentication, LDAP Authentication, Integration Server] for the authentication method.

## 3. In [Select Address Book], click [Browse...].

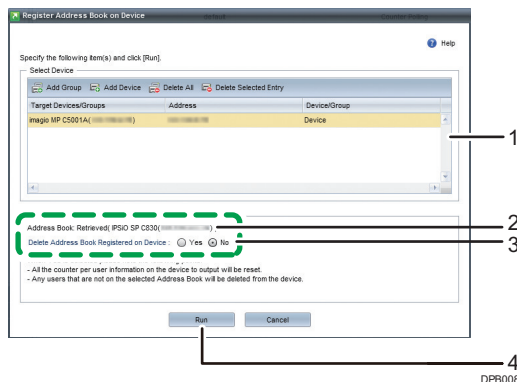
## 4. Specify the file of the address information you want to register, and click [Open].

## 5. To delete the existing address book on the device and register a new address book, select [Yes] in [Delete Address Book Registered on Device].

## 6. Click [Run].

### Register the File without Editing

Operate as indicated by the numbers as follows:



1. From [Select Device], select the device to which to register the address book.
2. Make sure that the address book that has been retrieved is displayed in [Select Address Book].
3. To delete the existing address book on the device and register a new address book, select [Yes] in [Delete Address Book Registered on Device].
4. Click [Run].

### Note

- For details about the details of the address information file, see "Format of an Address Book CSV File", Operation Guide.

- If an error is detected in the address information file while registration is performed, an error window will appear and display the error contents list. You can select the error content you need to copy to the clipboard.

# Create Report Now

Using the functions that are available on the Simple Operation menu, you can collect information such as the number of prints made or pages transmitted on a device that is registered to Device Manager NX. The collected information can then be used to create reports in the form of figures and tables. Created reports are saved on a computer or in the specified folder over a network.

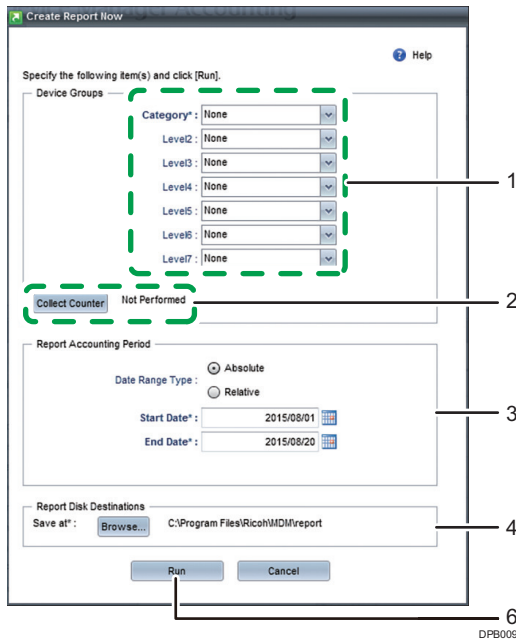
The device must be registered before this procedure is performed. If the device is not registered, its report cannot be created.

## Example Presentation of a Report

Data Accounting Period									
2015/07/01 00:00:00 - 2015/09/07 10:34:36									
Detailed Information									
Department 1	Department 2	Department 3	User Code	User Name	Copy				
					Large Size				
					Black & White	Single Color1	Two-Color	Full Color	
Office	Group2	Group2-1	0001	User0001	32	17	26	32	
			0002	User0002	20	26	32	46	
			0003	User0003	17	32	46	52	
			0004	User0004	26	46	52	12	
			0005	User0005	32	52	12	17	
			0006	User0006	46	12	17	26	

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Operate as indicated by the numbers as follows:



1. From [Device Groups], select the device group for which to create a report.

**2. Click [Collect Counter] when necessary.**

When you click the item, the counter information, such as the number of prints made, pages scanned or transmitted by fax, is collected from the specified device.

**3. In [Report Accounting Period], specify [Date Range Type].**

- When Specifying Specific Dates:  
Select [Absolute], and then specify [Start Date] and [End Date].
- When Specifying a Period:  
Specify the period to compile data in relation to the time the report is created such as "Last Week" or "Last Month".

**4. In [Report Disk Destinations], click [Browse].**

**5. Select the folder to which to save the report, and then click [OK].**

**6. Click [Run].**

**↓ Note**

- Various types of reports can be created in Device Manager NX. From the Simple Operation menu, you can create [SmartDeviceMonitor for Admin Compatible Count Report (Basic pattern 3)]. For other types of reports that can be created and how to create them, see "Creating Reports" and "Report Guide".
- The actual period indicated by "quarter" in Step 3 is as follows:
  - January 1st - March 31st, April 1st - June 30th, July 1st - September 30th, October 1st - December 31st.
- When you compile information of a month or quarter in the middle of the target period, the end date of the collection period becomes one day before the compilation task is executed.



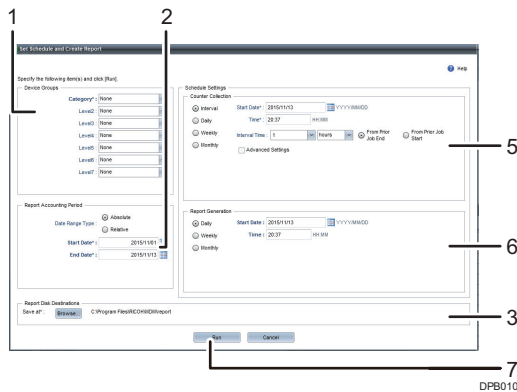
# Set Schedule and Create Report

You can set a schedule to create a report.

Specify the device to create a report, the period to collect data, and how frequently the information such as the number of prints made or pages transmitted or scanned is collected, and how frequently the report is created.

The device must be registered before performing this procedure. If the device is not registered, schedules cannot be set.

Operate as indicated by the numbers as follows:



1. From [Device Groups], select the group of printers, faxes, or scanners for which to create a report.
2. In [Report Accounting Period], specify [Date Range Type].
  - When Specifying Dates:
    1. Select [Absolute].
    2. Specify [Start Date] and [End Date].
  - When Specifying a Period:
 

Specify the period to compile data in relation to the time the report is created such as "Last Week" or "Last Month".
3. Click [Browse] in [Report Disk Destinations].
4. Select the folder to which to save the report, and then click [OK].
5. From [Counter Collection] under [Schedule Settings], select how frequently information such as the number of prints made or the number of pages transmitted or scanned is to be collected.
  - When Specifying an Interval:
    1. Specify [Start Date].

2. Select [Time].
3. Specify the interval of [From Prior Job End] or [From Prior Job Start].

- To Specify a Daily Interval:

1. Specify [Start Date].
2. Enter [Time].

The task begins on the specified date and is executed daily at the specified time.

Specify [Time] in 24-hour notation (e.g. 15:43).

- To Specify a Weekly Interval:

1. Specify [Start Date], and enter [Time].
2. Select the day of the week.

The task begins on the specified date and is executed weekly on the specified day of the week.

You can select multiple days of the week from Monday to Sunday.

- To Specify a Monthly Interval:

1. Specify [Start Date], and enter [Time].
2. Select the day of the month.

The task begins at the specified date and is executed monthly on the specified date.

When [Last Day of Month] is selected, the data is collected on the last day of the month, e.g., April 30th or May 31st. In February of a leap year, data is collected on the 29th.

To prohibit task execution of the specified schedule during a certain time period, select [Advanced Settings].

**6. From [Report Generation] in [Schedule Settings], select how frequently the report is created.**

- To Specify a Daily Interval:

1. Specify [Start Date].
2. Enter [Time].

The task begins on the specified date and is executed daily at the specified time.

Specify [Time] in 24-hour notation (e.g. 15:43).

- To Specify a Weekly Interval:

1. Specify [Start Date], and enter [Time].
2. Select the day of the week.

The task begins on the specified date and is executed weekly on the specified day of the week.

You can select multiple days of the week from Monday to Sunday.

- To Specify a Monthly Interval:
  1. Specify [Start Date], and enter [Time].
  2. Select the day of the month.

The task begins at the specified date, and it is executed monthly on the specified date.

When [Last Day of Month] is selected, the data is collected on the last day of the month, e.g., April 30th or May 31st. In February of a leap year, data is collected on the 29th.

## 7. Click [Run].

### Note

- The schedule for creating a report is registered to a report task in Device Manager NX. To change the schedule, edit the property of the report task. For the procedure to open the properties screen of a report task, see "Registering a Template to a Report Task" and "Report Guide".
- Creating reports may take longer if more than one task has been scheduled to be executed at the same time.
- The actual period indicated by "quarter" in Step 2 is as follows:
  - January 1st - March 31st, April 1st - June 30th, July 1st - September 30th, October 1st - December 31st
  - When you compile information of a month or quarter in the middle of the target period, the end date of the collection period becomes one day before the compilation task is executed.

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