SYSTEM
SOFTWARE K
KIP Accounting Center User Guide

Contents

1. Introduction

The KIP Accounting Center consolidates control of user account data and printing rules for all copy print and scan activities for KIP color and B&W systems. Account data is continuously accessed by KIP Touchscreen copy & scan systems as well as the variety of KIP printing applications and print drivers. Rules based printing and three customizable fields for password protected user accounts, project numbers, and department codes help administrators and IT managers control print costs or turn printing into billing revenue.

KIP Accounting Center Features

3 Customizable Fields | Import for User Data Using LDAP | Clear Fields After Each Job Submission | ASCII Import/Export | Easily Update User, Project and Department Data | Automated Update Via Scripting | Password Protect Any or All Data Entries | No Special Data Servers Required

1.1 System Requirements
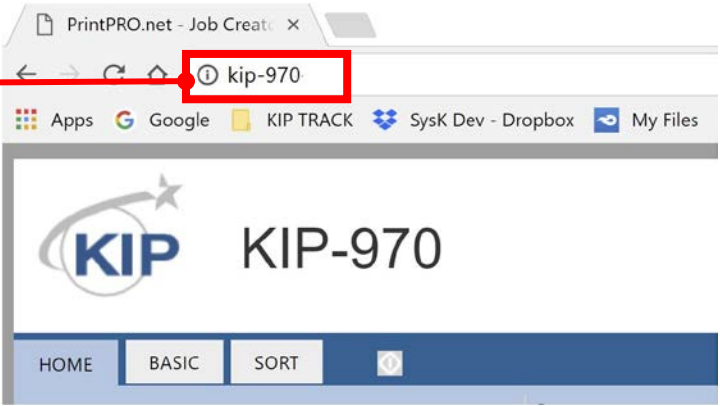
Recommended PC Specifications:

- 3.0 GHz processor speed
- 1 GB RAM
- Hard disk of 100 GB or more
- DVD-ROM
- USB-connection
- Windows 7, Windows 8, Windows 10
- 32/64 bit OS compatible
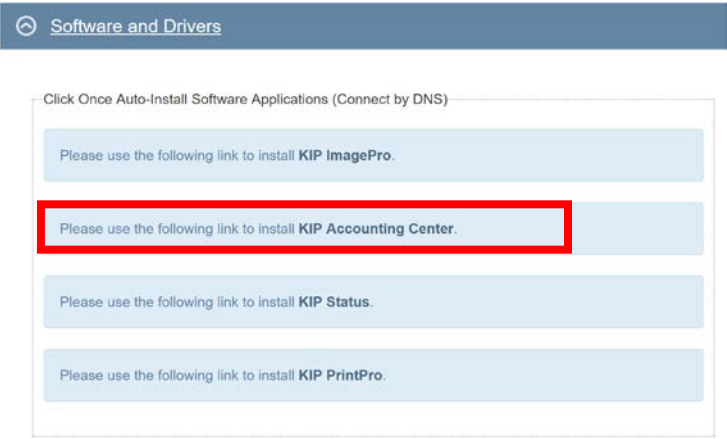
1.2 Installation

The KIP Accounting Center can be installed in multiple ways. The first way is to install the software by using the Click once Technology installer location on the KIP printer itself. This can be accessed via KIP PrintPro.net. The second method for installing the KIP Accounting Center is by using the Installer that is on the KIP Software and Operation Guide DVD (ships with all KIP Printers). The third method would be to download the Installer from the KIP Web Site (www.kip.com) and then run the installer on the work station.

The first method using the Click Once Technology installer is the recommended method. This will allow automatic updates to take place at the workstation if the KIP Printer is updated.
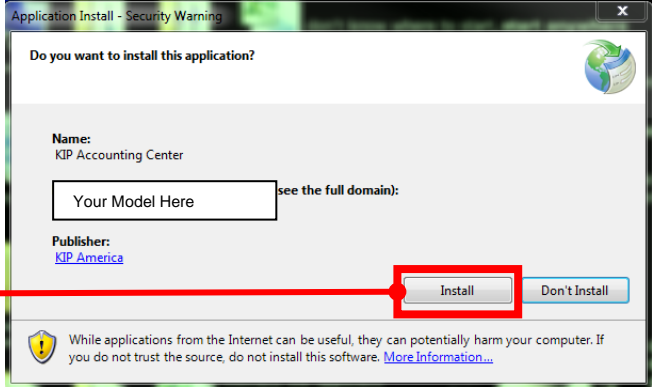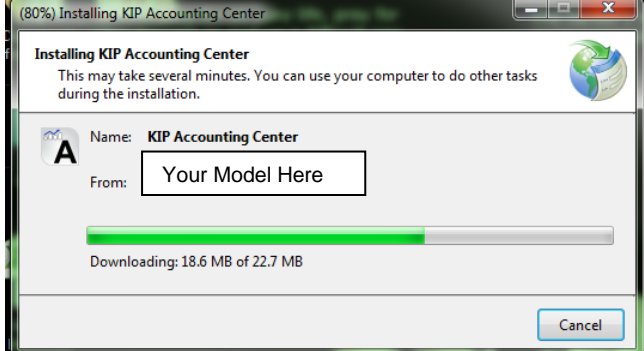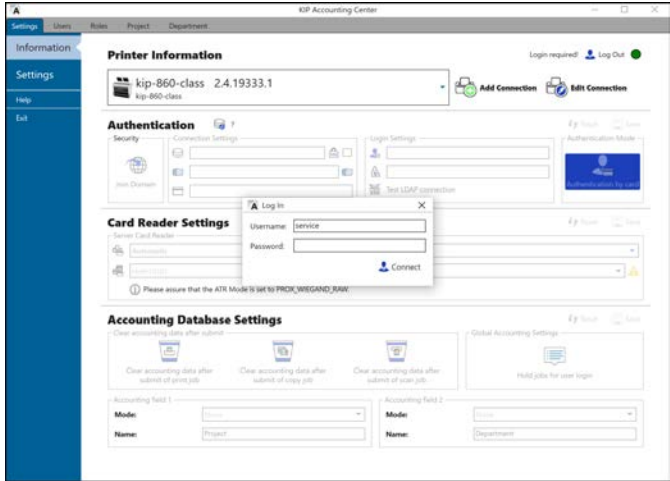
1.2a. How to install KIP Accounting Center from PrintPro.net

Step	Function
1. Open Browser window (this example uses Chrome). Enter the KIP Printer Name on the address line.	
2. Once PrintPro.Net opens select the Home Icon.	Not Selected Selected

Step	Function
3. Maximize the Download Software section and select the KIP Accounting Center link.	
4. Select the Install Button	

| Step	Function
5. Application Install window will open. Select Install to begin.	
6. Installation will begin	
7. The Application will Auto Launch when installation is complete. For Username enter Service or Administrator and the password associated with each. If User names have already been created it is possible to log in as a specific user as well.	

1.3 Main Screen (Information Tab)

Once Logged in the Information Screen will be displayed.
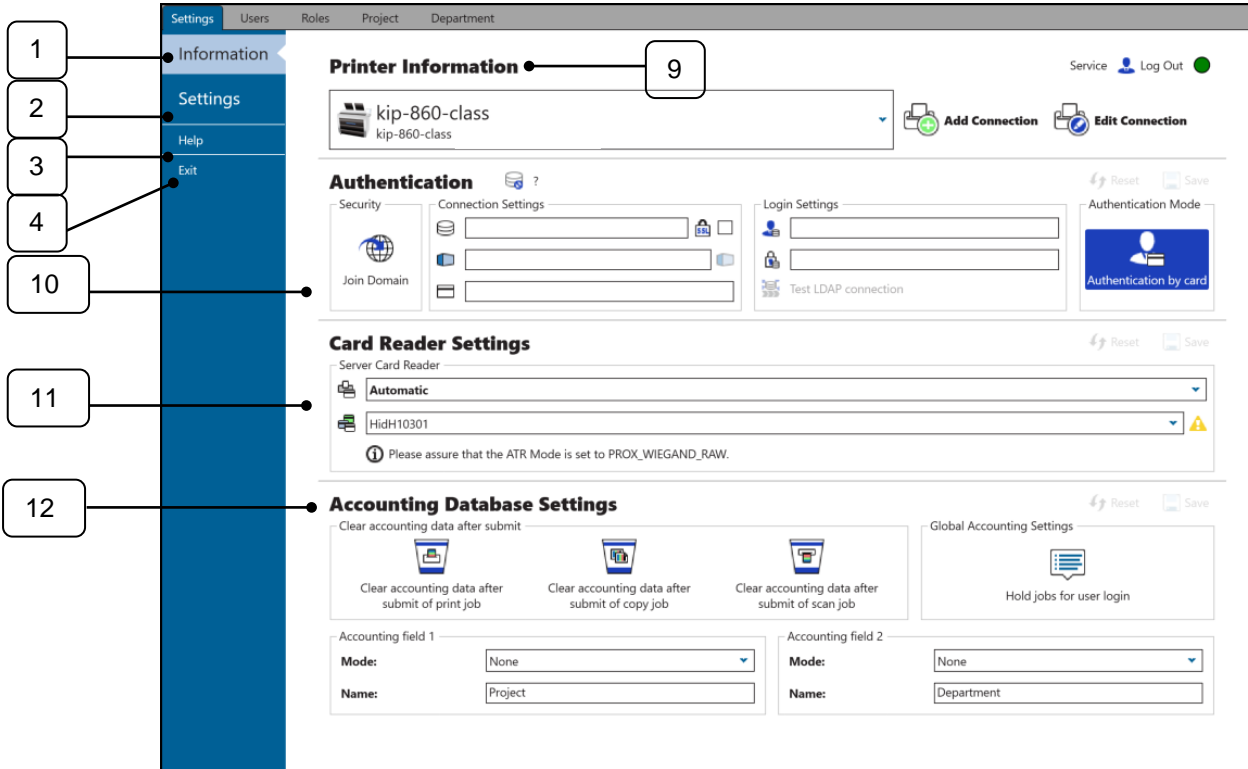
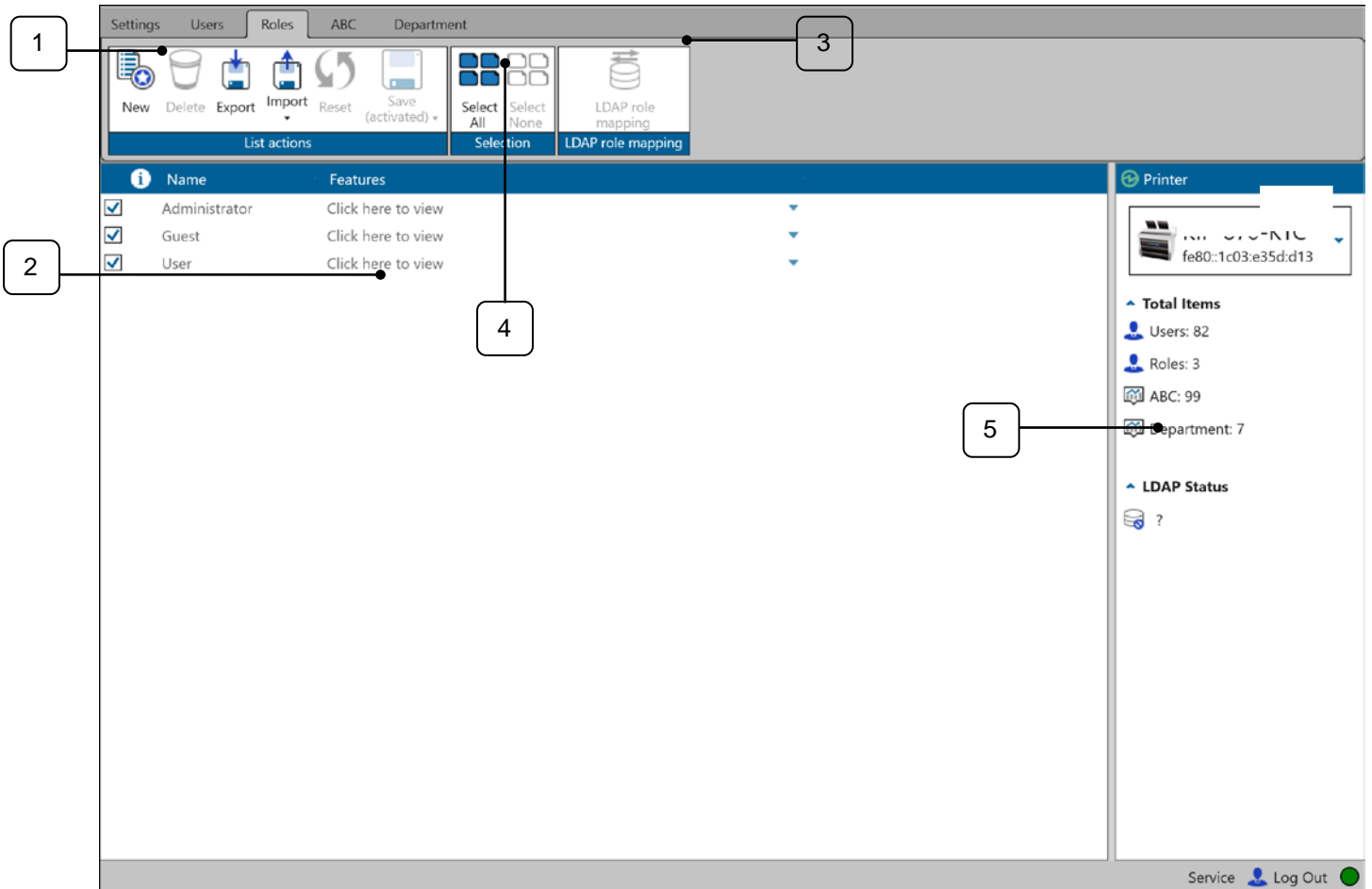| Component	Function
1. Information	Displays overall information for the connected KIP printer.
2. Settings	Used to select the Language Preference.
3. Help	Displays the current Software Version
4. Exit	Closes the Application
5. Users (See sec. 1.4)	Used to create Users for accounting purposes.
6. Roles (See sec. 1.5)	Used to create Roles for accounting purposes.
7. Project (See sec. 1.6)	Used to create Projects for accounting purposes.
8. Department (See sec. 1.7)	Used to create Departments for accounting purposes.
9. Printer Information	Shows connected KIP Printer and allows for the addition of new printers.
10. Authentication	Used to Join Domain and set up LADP configuration to pull in Domain Users
11. Card Reader Settings	Used to configure card readers on the KIP printer.
12. Accounting Database Settings	Used to set requirements for the accounting fields.

1.4   Accounting Setup - User Name
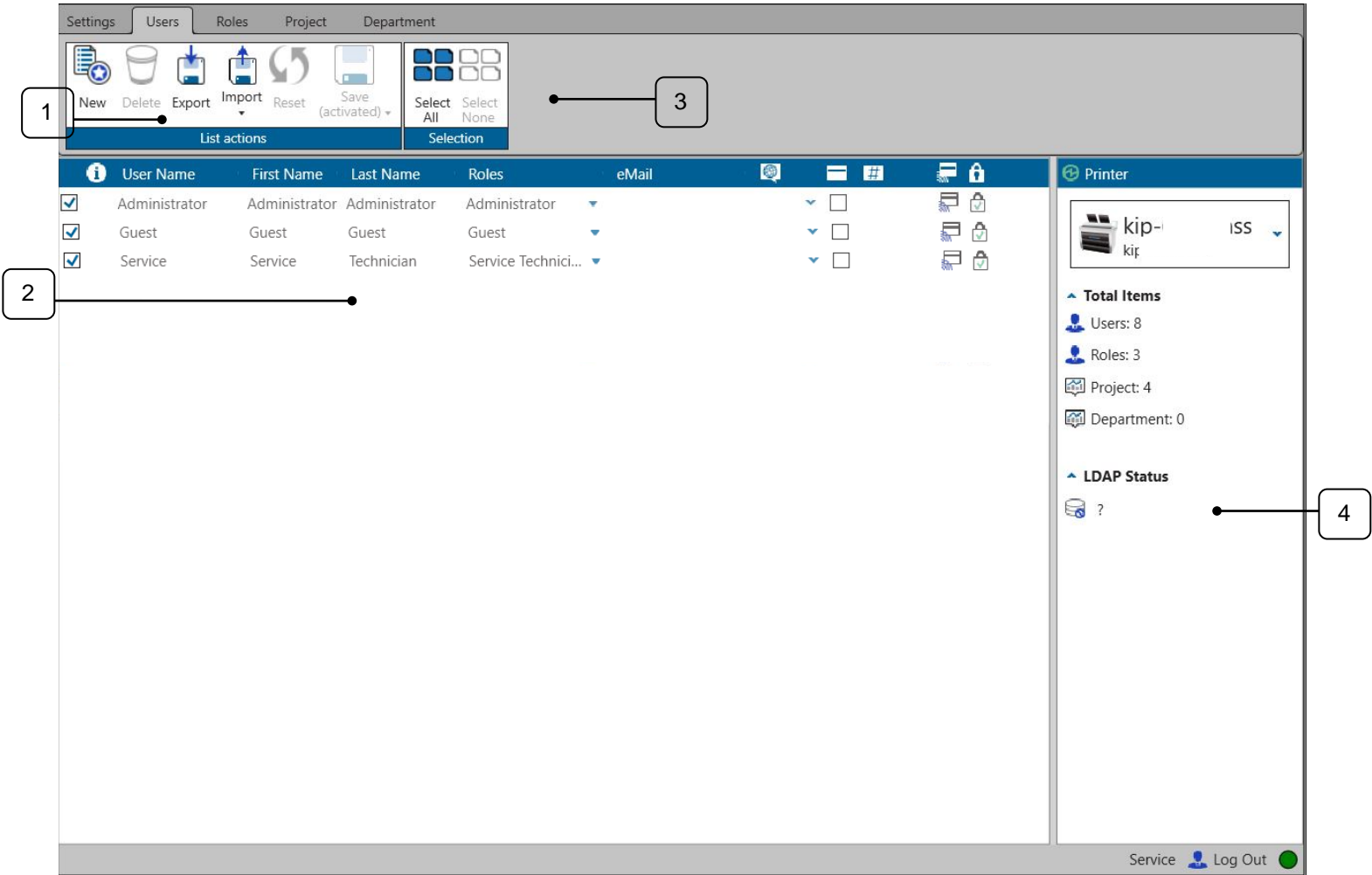
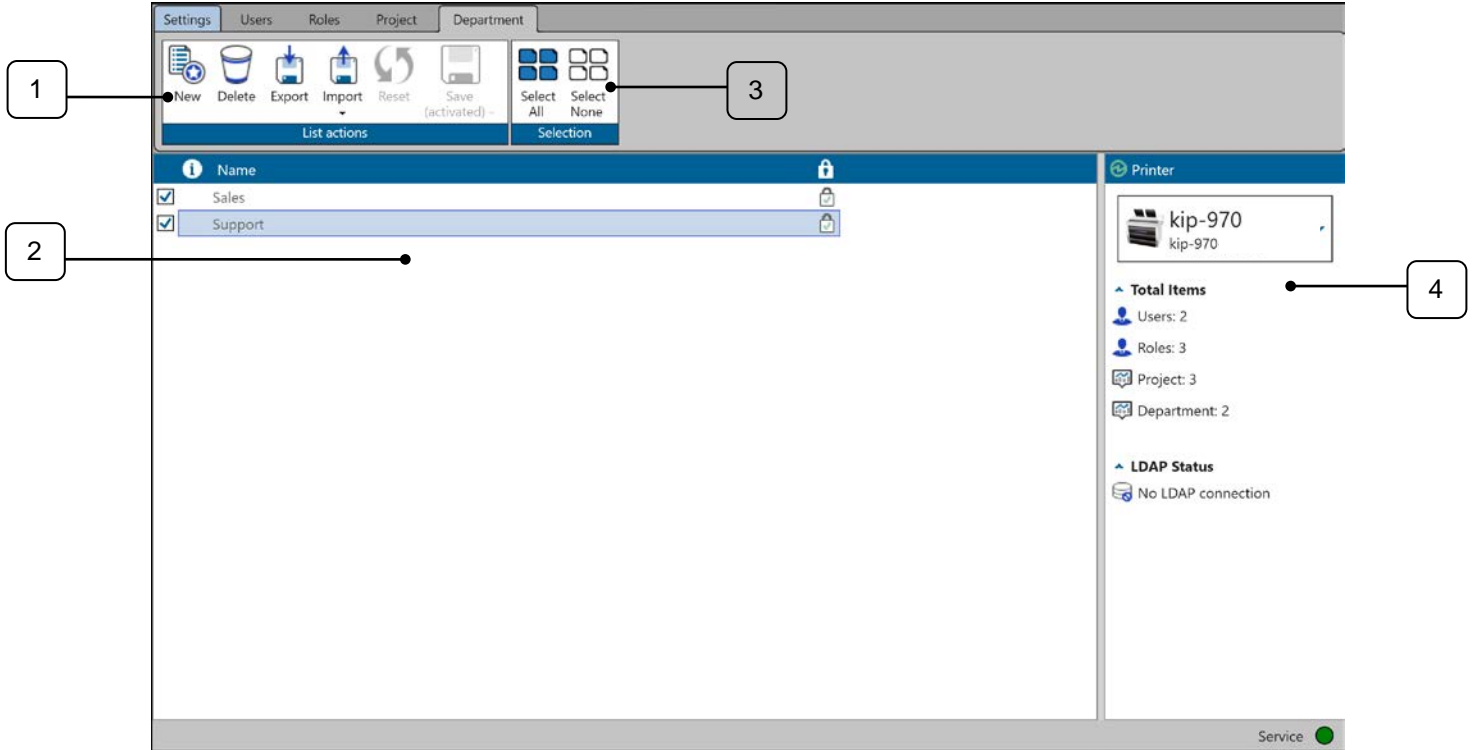| Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. Selection	Select All\Select None
4. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

Please Note: Beginning with version 2.4 Software the Anonymous User has been changed to "Guest". Disabling the Guest User will then force all users to log in to use the KIP Software.

Accounting Setup - Roles

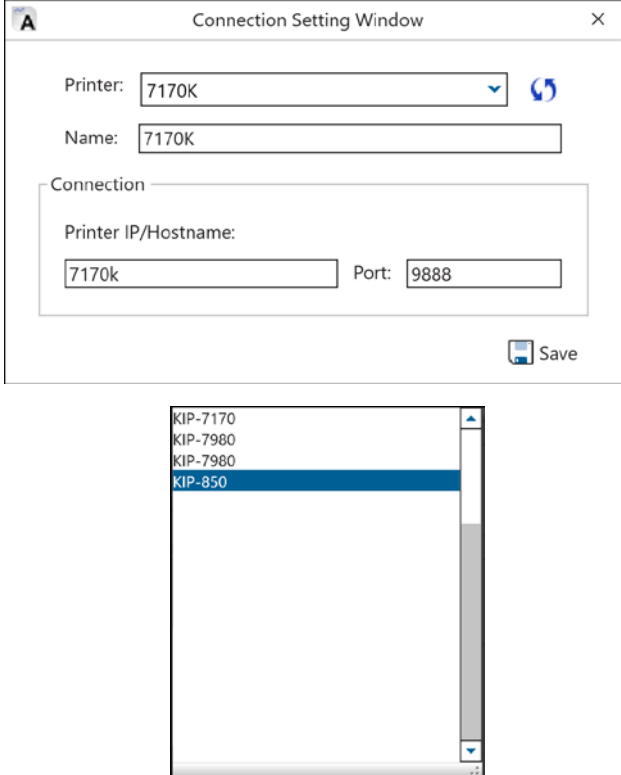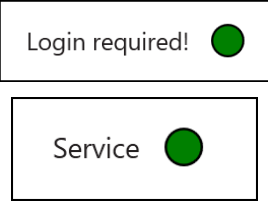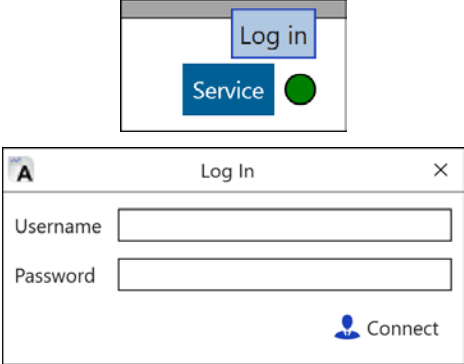| Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. LDAP Role Mapping	Used to set up LDAP
4. Selection	Select All\Select None
5. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

Pl*ease Note: Beginning with version 2.4 Software the Anonymous Role has been changed to "Guest". If "Guest" users will be allowed, the options selected under this role will dictate what "Guests" are capable of doing in the KIP Software.*

1.5   Accounting Setup - Project
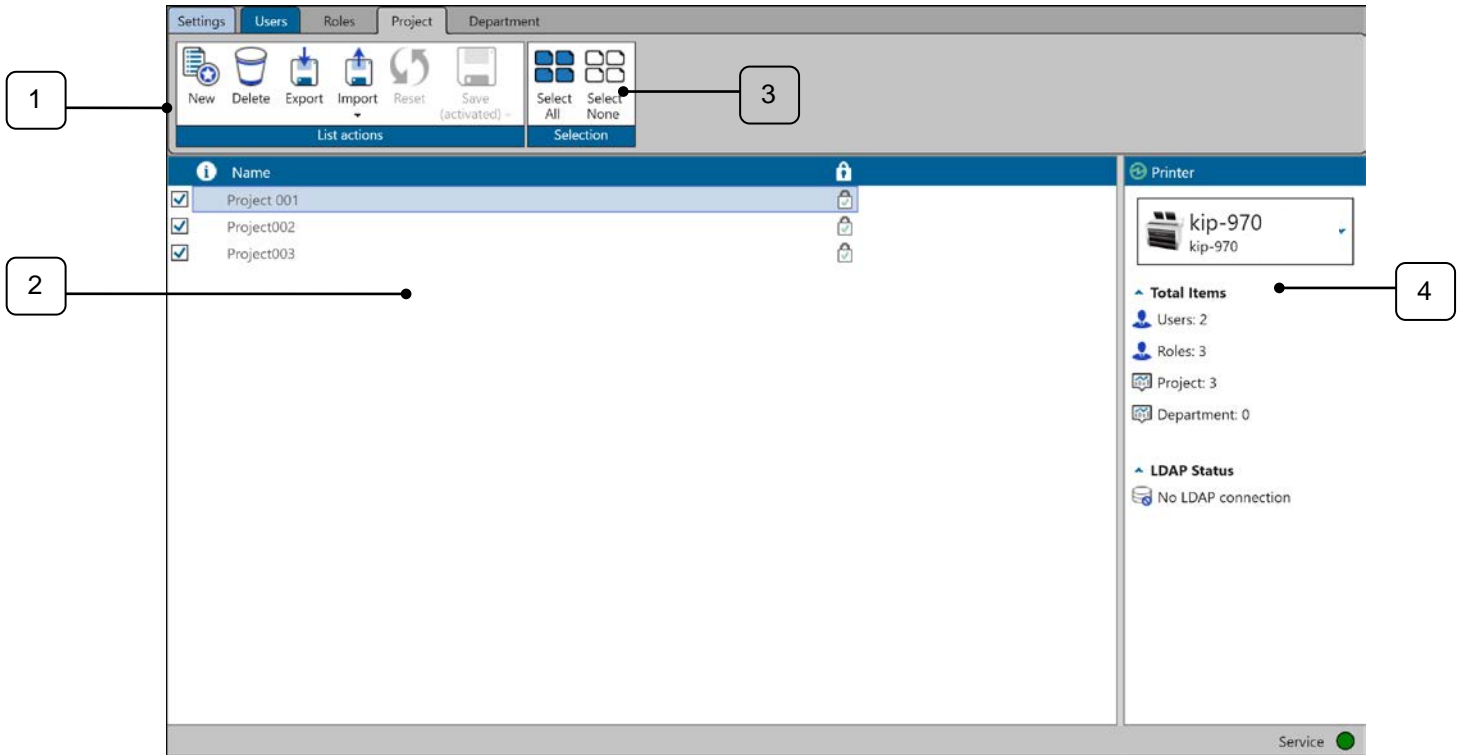
Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. Selection	Select All\Select None
4. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

1.6 Accounting Setup - Department

Component	Function
1. List Actions	Allows for New User Entry, Delete, Export, Import and Save
2. User Name Details	Matrix used for new entries
3. Selection	Select All\Select None
4. Printer Information	Shows Printer information as well as Total User accounts and LDAP Status

2. Using KIP Accounting Center

The KIP Accounting Center is used for entering in large amounts of accounting information in a quick and easy manner. Additional information/changes are made immediately on the KIP Printer no other steps are necessary.

2.1 Connecting to KIP Printer(s)
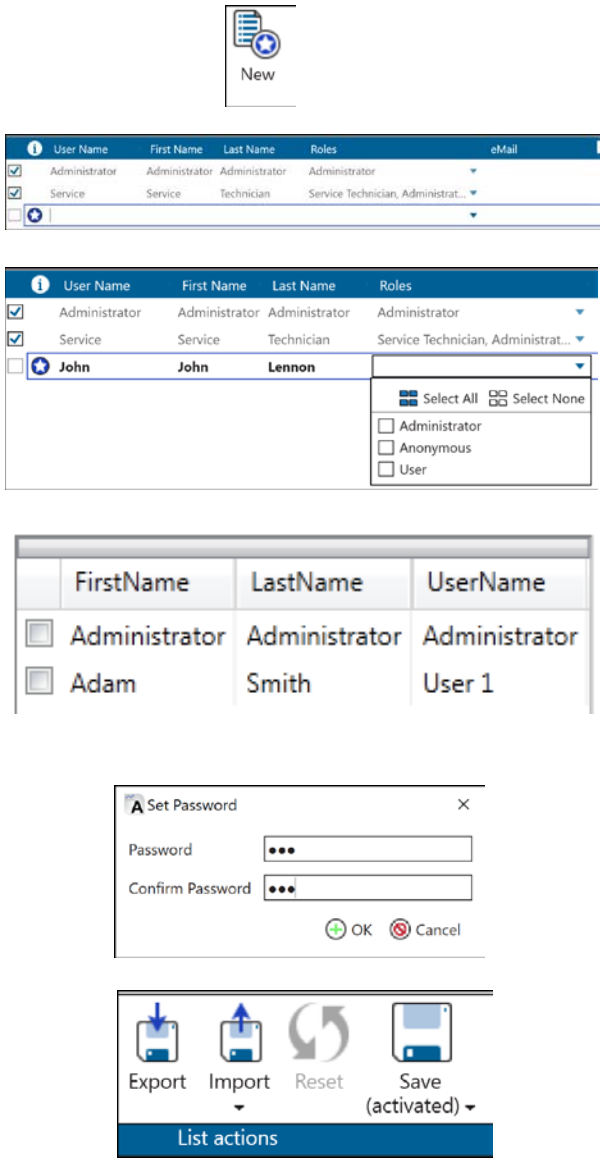
Step	Action	Illustration
1.	If KIP Accounting center was pulled from the KIP Printer via KIP PrintNet it will auto launch connected to printer pulled from. If KIP Accounting center was loaded via the exicuitable from the KIP Software and Operation Guide, it will be necessary to connect to the KIP Printer the Accounting Information will be pushed to. To create a new connection, click the "Add Connection" icon. To edit an existing connection, click the "Edit Connection" icon	
2.	When Add Connection is selected the KIP Accounting Center application will search the Network for any installed KIP Printers and display them in a list. Select the desired printer and click Save. • Printer – Display Name for the connection • Refresh – Refreshes connections • Connection – Shows IP Address or Hostname of the KIP Printer and Port • Save – Saves settings	

Step	Action	Illustration
3.	**Logging In**: The username of the currently logged on user is displayed in the bottom right corner of the screen.	Login required! ⬤ Service ⬤
4.	To login/change user click the button (current logged in name) and the User logon screen will be displayed.	Log in Service ⬤ A Log In ✕ Username [ ] Password [ ] 👤 Connect
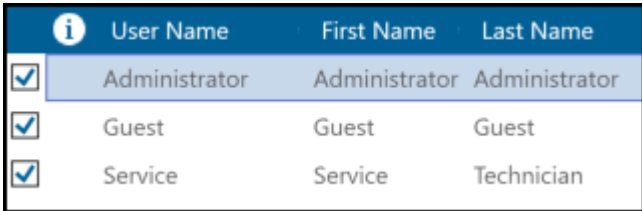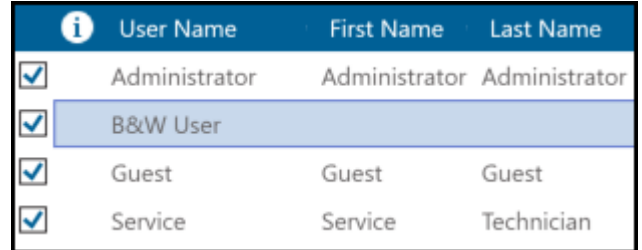
2.3 Configuring Accounting
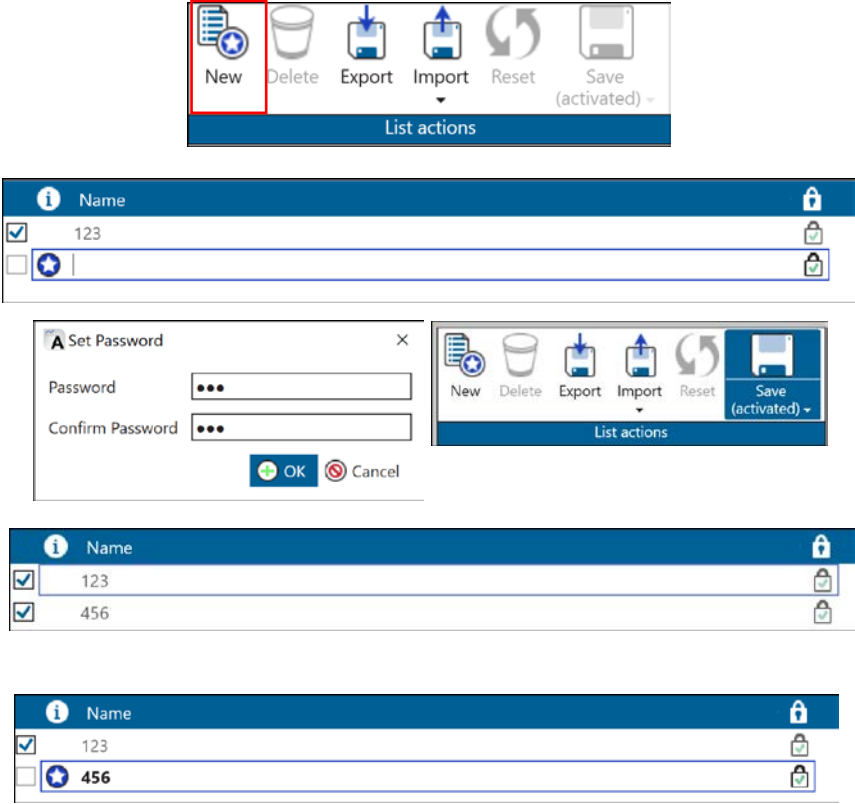
The KIP Accounting Center is used by an administrator to add/remove accounting information on the connected KIP Printer.
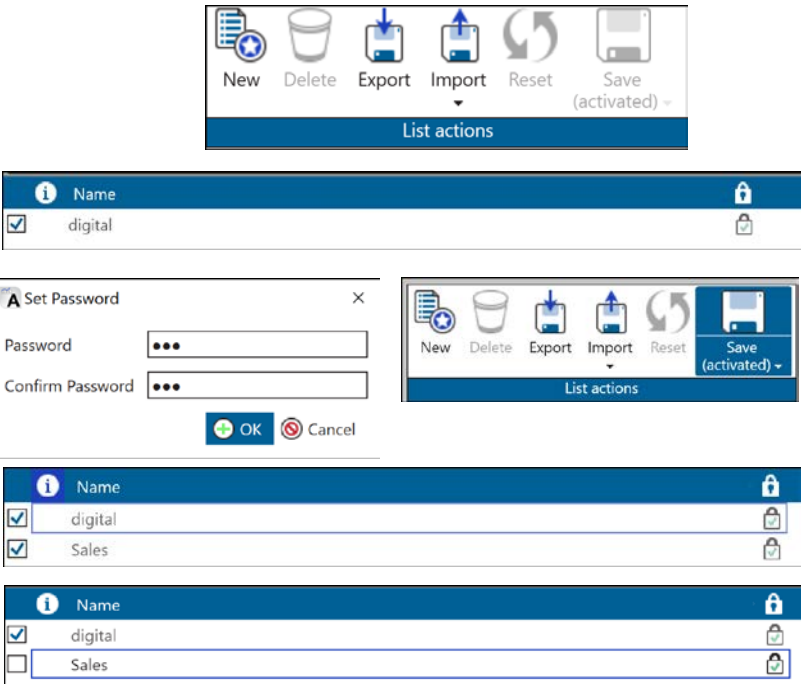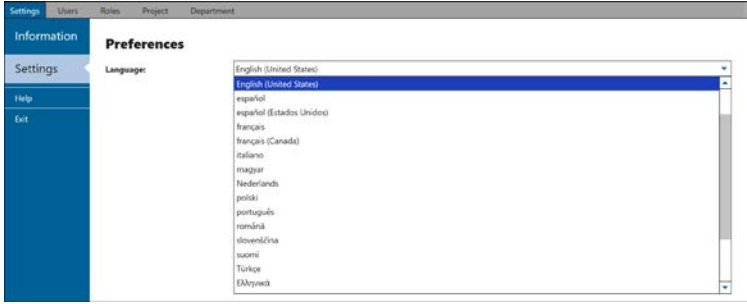
Action	Illustration
User: By default, there will be an Administrator Account, a Service account and a Guest Account set up. Disabling the Guest User will force all users to login to use the KIP Software.	

Adding a user:
 	
• Click the New Button.
 	
• A new field will become active in the build area.
 	
• Available fields (use Tab button to move from one cell to another):
 	
  o User Name – Enter the User Name
 	
  o First Name – Enter Users First Name
 	
  o Last Name – Enter Users Last Name
 	
  o Roles – Pick from list of available roles
 	
  o E-mail – Enter users E-mail (Optional - used for sending notification)
 	
  o Language – Choose the desired language for the user (Optional, defaults to English)
 	
  o Allow Card Reader – When checked allows for the use of a Card reader.
 	
  o Card Number - This field shows the Number of the Card being used.
 	
  o Read Card - This will read the number of the card for association to assigned Role.
 	
  o Password – Set the password for the use of the card. Box will open to allow password to be set **(Required Field).**
 	
• Export Data – Exports data to a .csv file
 	
• Import Data – Imports data from a saved .csv file.
 	
• Reset – clears fields
 	
• Save /Save Activated – Saves entry/Saves and Activates entry	

Note: to edit or remove, the entry must not be active (box unchecked)	

Action	Illustration
User Roles: Three levels of permissions by Default: • Administrator – All permissions set up of Users, Meters, and Reports etc. However, no Hardware related setup. • Guest – Every day operation of print, copy, scan; creation of presets, job-based notifications • User - Every day operation of print, copy, scan; creation of presets, job-based notifications	
Roles: **The Roles section allows for the creation of specific settings (roles) that can be assigned to a specific user. Once a new role is created this will be added to the "Roles" list associated with the User creation (see User step above).** Note: The above Role "Black & White User" has been created with specific settings related to Black & White only. This role was assigned to Adam Smith when this user was created.	All Roles No Roles B&W USER

Action	Illustration
Project: Allows adding, editing or the removal of Project ID's • Adding a Project – Click "New" • A new field will become active in the build area. • Enter project description • Select the Lock to enter Password • Select Save Activated **Note:** To edit or remove, the entry must not be active (box unchecked)	

Action	Illustration
Department: Allows adding, editing or the removal of Department ID's: • Adding a Department – Click "New" • A new field will become active in the build area. • Enter Department description • Select the Lock to enter Password • Select Save Activated **Note:** To edit or remove, the entry must not be active (box unchecked)	
Settings: Allows the Administrator to configure the language settings of the connected printer.	
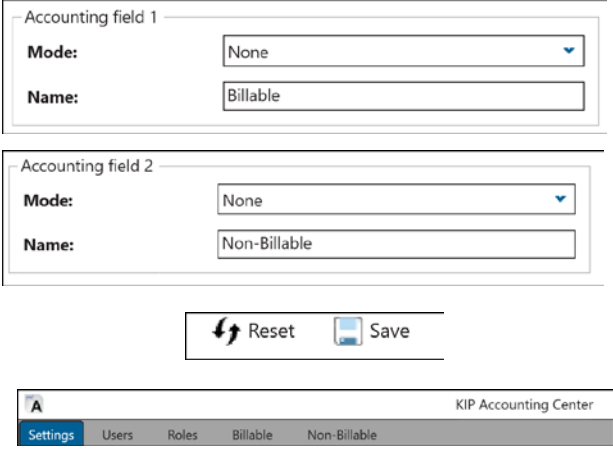
2.4 Configuring LDAP Settings

The KIP Accounting Center is designed to use onsite LDAP settings if available. This section will show how this section can be set up. **This functionality will require onsite Administrator to configure.**

Please Note: LDAP Entries are not populated with the KIP Windows Driver and KIP AutoCAD Driver (HDI). Normal accounting data as well as logged in user will still be available.

Action	Illustration

LDAP Accounting Settings:
 	
LDAP (Lightweight Directory Access Protocol) allows for the selection of users from a list gathered from the locally connected PC.
 	
All selected users can be added and activated with permission level "Administrator", "Guest" or "User".
 	
• Connection settings – This is used by the Administrator to enter the necessary "Server", "Container" and "Card Number" as well as turn on Authentication by card if used.
 	
• Login Settings – Allows the administrator to enter the necessary credentials to access the desired location.
 	
• Test LDAP connection – allows the administrator to test the connection. Could see the following indicators:
   o Test LDAP Connection – becomes active when location and credentials are entered.
   o LDAP Connection Error – occurs when something is incorrect in the information entered or the location is not accessible.
   o LDAP Connected – When all information is correct and location is accessible.
• Reset/Save – Once connection is established this becomes active so the information may be saved. Once saved the LDAP section will show connected.
 	
• LDAP Role Mapping – allows the administrator to assign roles to the LDAP users being added.
	
	Note: When making changes to LDAP accounts there is a default 1-hour refresh before the changes will be seen. It is possible to bypass this 1-hour refresh by re-booting the KIP System Controller.

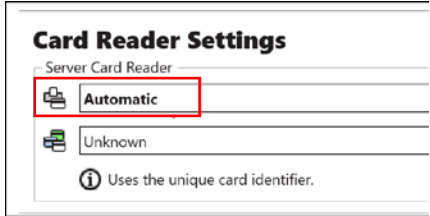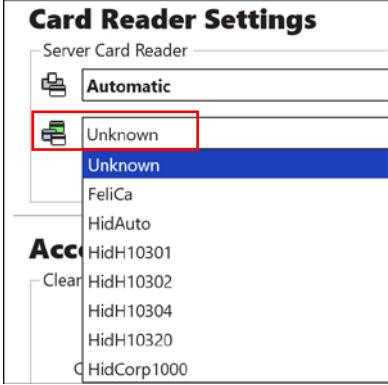| Action	Illustration
Accounting Database Settings: • Clear accounting data after submit of print job • Clear accounting data after submit of print job • Clear accounting data after submit of print job • Accounting field 1 • Accounting field 2	 Clear accounting data after submit of print job / Clear accounting data after submit of copy job / Clear accounting data after submit of scan job
	NOTE: • Clear accounting data after submit of print job – Selecting this will clear the entered accounting information after each submit. • Clear accounting data after submit of print job– Selecting this will clear the entered accounting information after each submit. • Clear accounting data after submit of print job– Selecting this will clear the entered accounting information after each submit.
Global Accounting Settings: • Hold Jobs for user login – When users are logging in prior to submitting jobs, this setting will hold their jobs in the queue until they log in at the touchscreen. **Note: when activating a warning message will appear "Enabling the "Hold jobs for user login" feature will disable the user "Guest". Do you want to proceed?**	
Setting the requirement (Mode): • None – No requirements for this field. • Required – Entering some information into this field is required to print. • Dropdown – Allows for the selection of data from a dropdown window. • Dropdown/Password Required – Requires a password in conjunction with the dropdown selection. **Please Note: in order for the requirements Dropdown and Dropdown/Password Required to be available there must be Accounting Information created. If no accounting information is created only None and Required will be available as options.**	 Same Dropdown for both fields

Action	Illustration
Changing field designation (Name): • This field can be re-named to whatever the customer would like it to say. Simply change this field to the desired description. This will automatically change the description/labels on the icons in all the KIP applications.	

2.5 Configuring Card Reader

The KIP Accounting Center is designed to use Card readers for quick authentication for walk up users.

Card Reader Settings

		Reset	Save
Server Card Reader			
Automatic			▼
Unknown			▼
ⓘ Uses the unique card identifier.			

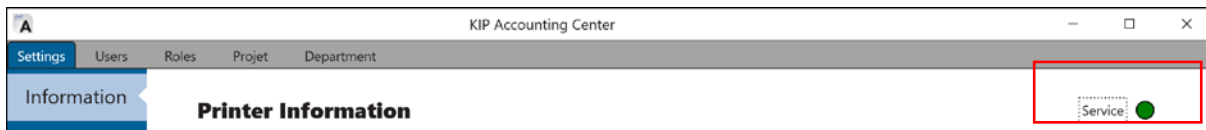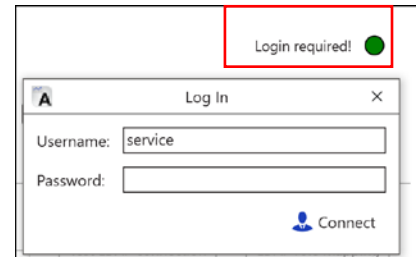| Action	Illustration

Server Card Reader:
 	
Card Reader on server
 	
The KIP Sysytem is set up to detect the two Card readers compatible with the system:
 	
   • Sony Card Reader RC-S380
 	
   • OmniKey C2457
	Card Reader Settings
	Server Card Reader
	Automatic
	Unknown
	ⓘ Uses the unique card identifier.

	Note: The driver for the two card readers are pre-loaded on the KIP System. Once the card reader is plugged in it will be autodetected and loaded. A renoot will be necessary.
Card Type on Server It is necessary to tell the system the card type that will be being detected. Select from the list of available card types.	**Card Reader Settings** Server Card Reader Automatic Unknown Unknown FeliCa HidAuto HidH10301 HidH10302 HidH10304 HidH10320 HidCorp1000

3 How to use KIP Accounting Center Application

This section will show the basics for how to use the KIP Accounting Center application to set up Users, Projects and Departments. As well as how to use Role Based Access Controls that will allow management of print output and device usage easily and efficiently.
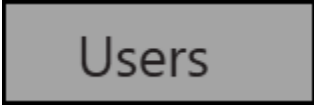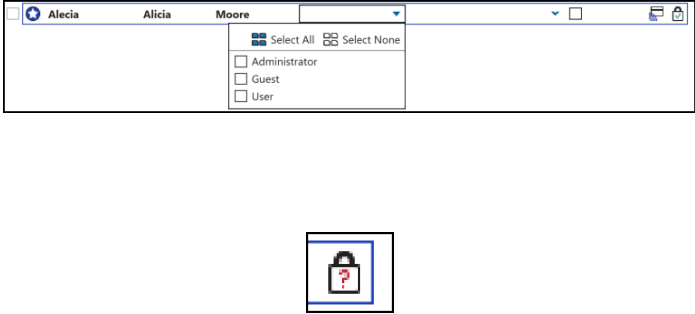
3.1 KIP Accounting Center Usage

The KIP Accounting Center Application is used to add multiple Users, Job Numbers and Job Descriptions to KIP Printers for accounting purposes. This tool is used by Administrators and is Password protected.
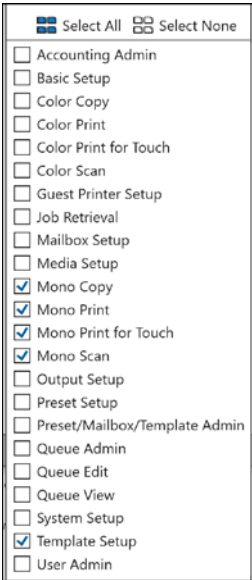
- Launch the KIP Accounting Center the bottom right corner shows "Login Required"

- Clicking the "login required!" text in the top right corner will connect to the KIP Printer. The logged in user name will display when the connection is established successfully.

- To login, enter a valid username and the corresponding password and click "Authenticate".

- The application starts and is ready to be configured (or used, depending on the credentials used to login).
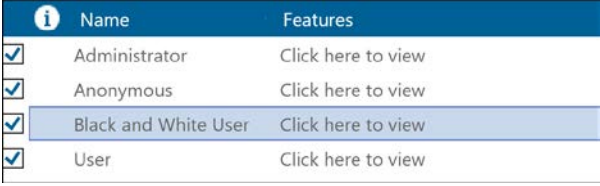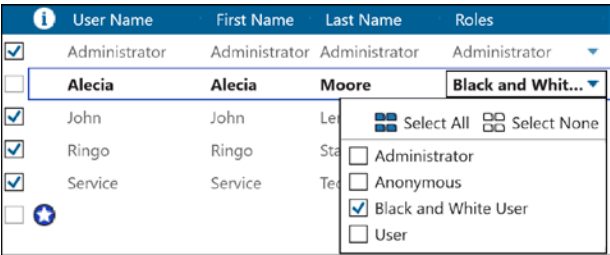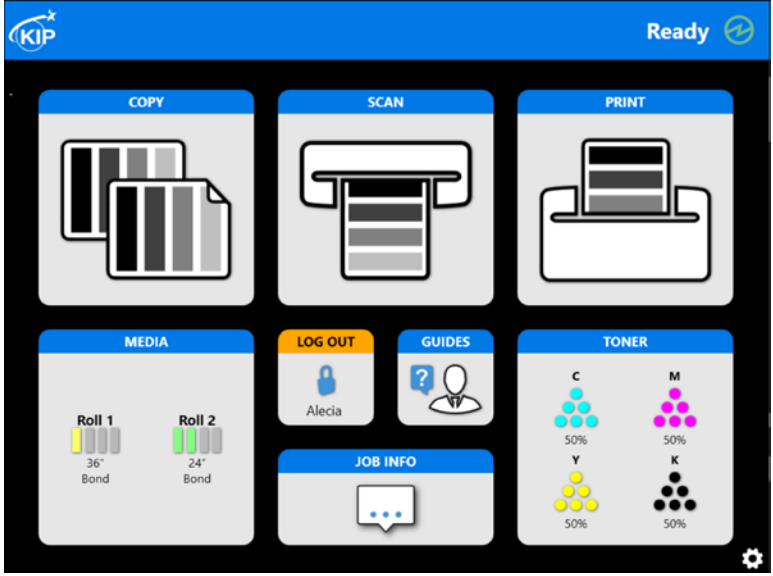
3.2 Creating Users

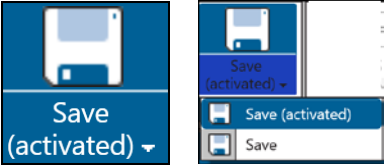| Action	Illustration
1. To add Users, select the User Tab	Users
2. Click **New**.	New

3. Enter the desired information to be associated with the user being added.
 	
• Under Roles select the level for this user (see pg. 12 for descriptions).
   o Administrator
   o Guest
   o User
 	
• Select the Lock to set the password
 	
Note: A Password is REQUIRED for all users.
	Alecia Alicia Moore
	Select All Select None
	☐ Administrator
	☐ Guest
	☐ User

4. Click **"Save (activated)** when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.	Save (activated) ▾ Save (activated) ▾ / Save (activated) / Save
5. User will be added as an active account (if Save (activated) was clicked).	User Name / First Name / Last Name / Roles / eMail ... Administrator, Alecia, John, Ringo, Service
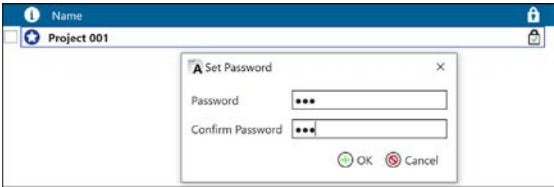
3.3 Creating Roles

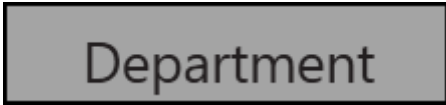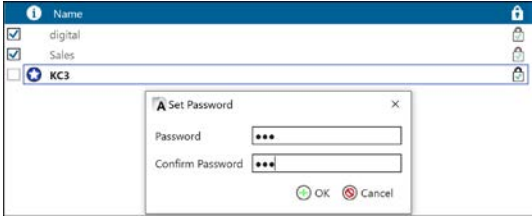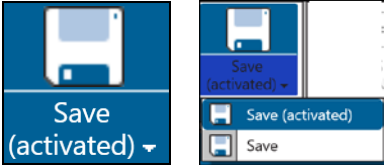| Action	Illustration
1. To add Create a new Role select the Role Tab	Roles
2. Click **New**.	New
3. Create a name for the new Role.	☐ ⊛ **Black and White User**

4. Select the appropriate features that will be associated with this new Role.
 	
Selected are:
 	
   o   Mono Copy
 	
   o   Mono Print
 	
   o   Mono Print for Touch
 	
   o   Mono Scan
 	
   o   Template Setup
	▦ Select All ▦ Select None
	☐ Accounting Admin
	☐ Basic Setup
	☐ Color Copy
	☐ Color Print
	☐ Color Print for Touch
	☐ Color Scan
	☐ Guest Printer Setup
	☐ Job Retrieval
	☐ Mailbox Setup
	☐ Media Setup
	☑ Mono Copy
	☑ Mono Print
	☑ Mono Print for Touch
	☑ Mono Scan
	☐ Output Setup
	☐ Preset Setup
	☐ Preset/Mailbox/Template Admin
	☐ Queue Admin
	☐ Queue Edit
	☐ Queue View
	☐ System Setup
	☑ Template Setup
	☐ User Admin

5. Click **"Save (activated)** when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.	Save (activated) ▾ Save (activated) ▾ / 🖫 Save (activated) / 🖫 Save
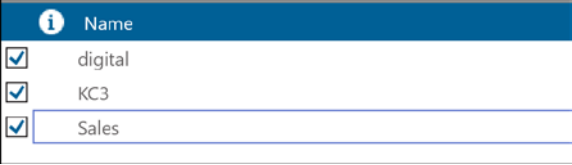
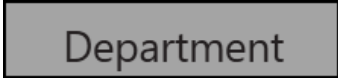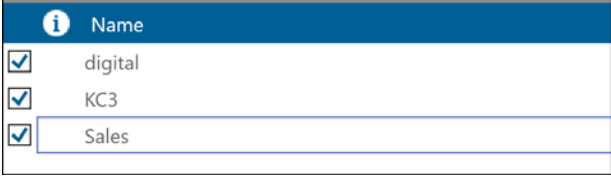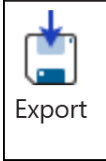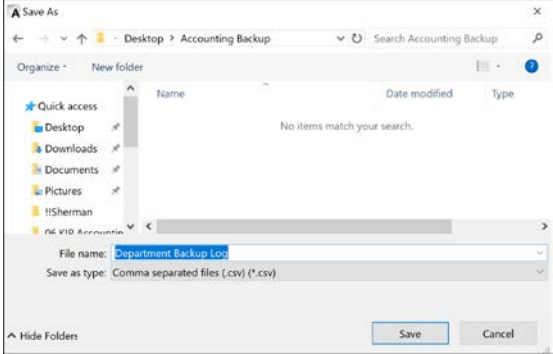| Action	Illustration
6. This new role will be added as an active account (if Save (activated) was clicked).	
7. Create a new user and assign the role Black and White User to the User Name.	
8. When Alecia Moore Logs in the only available option for her is B&W Copy, B&W Scan and B&W Print as well as the ability to save templates. Guides are always active, so the user can get to the manuals.	
Please the Section 4 Appendix for further examples of Role Based Accounting Control	

3.4 Creating Project Numbers
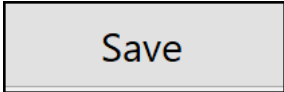
Action	Illustration
1. To add Project information, select the Project Tab	Projet
2. Click **New**.	New
3. Enter the Project Information to be added with an associated Password (optional). Select OK to set the password.	Name / Project 001 / Set Password / Password ••• / Confirm Password ••• / OK Cancel
4. Click "Save (activated) when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.	Save (activated) ▾ / Save (activated) / Save
5. Project Information will be added as an active Project (if "Save (activated) was clicked)	Name / ☑ Project 001

3.5 Creating Department Numbers

Action	Illustration
1. To add Department information select the Job Description Tab	**Department**
2. Click **New**.	New
3. Enter the Department information to be added with an associated Password (optional).	Name / digital / Sales / KC3 — Set Password / Password / Confirm Password / OK Cancel
4. Click "Save (activated) when finished. This will save the entry in an active (ready for use) state. Click the drop-down arrow for a Save option. This will save the entry but not make it active. This can be activated at a later time.	Save (activated) ▾ — Save (activated) / Save
5. Department information will be added as an active Department (if "Save (activated)" was clicked)	Name / digital / KC3 / Sales

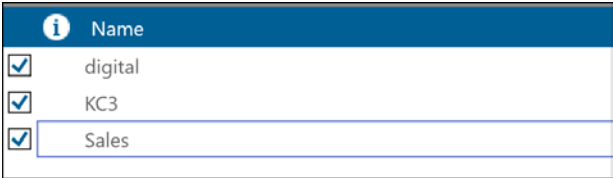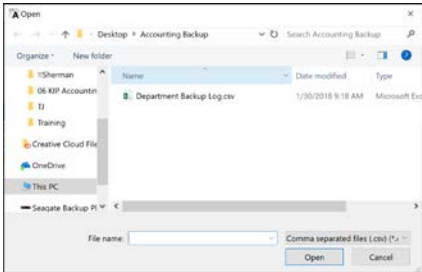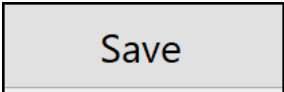## 3.6 Exporting Accounting information
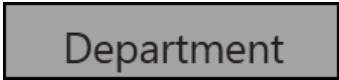
The KIP Accounting Center has the ability to Export the entered data so that this can be backed up or manually edited. The steps below will show how this is done.

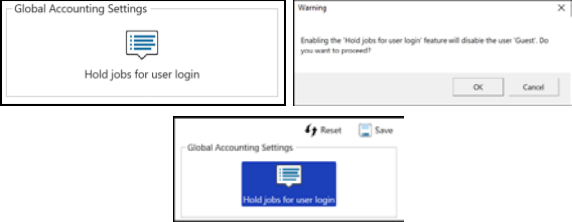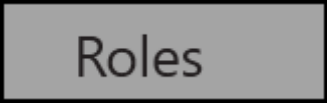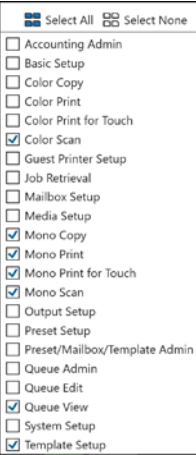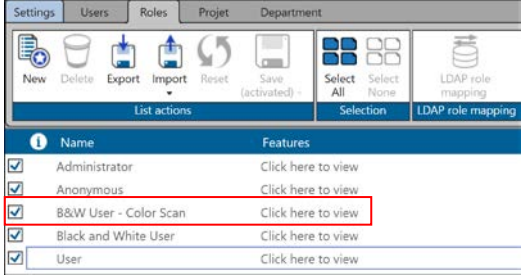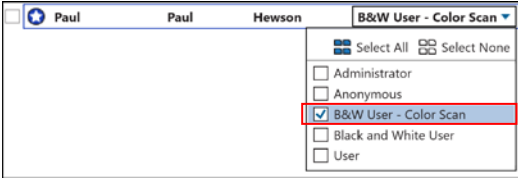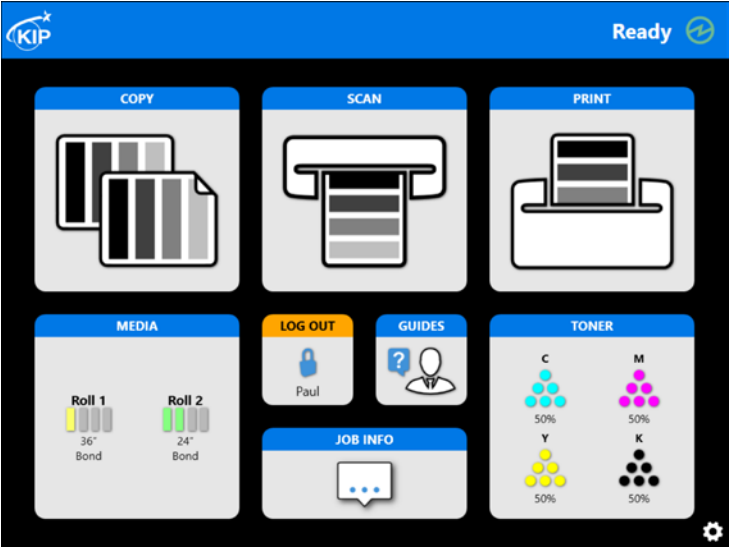| Action	Illustration
1. To Export the entered data, in this example the Departments. Select the Departments Tab.	
2. This will Display the entered departments.	
3. Select the Export Button at the bottom of the screen.	Export
4. Select the Desired Location to save the data to.	
5. Select Save	Save
See Appendix for description of exported .csv and collumns in spreadsheet.	

3.7 Importing Accounting information

The KIP Accounting Center has the ability to Import the saved data. This can be used on the same KIP Printer or on multiple KIP Printers. This process makes it easy to set up on KIP Printer with all of the necessary accounting data and then use this (exported data) to quickly set up another KIP Printer (import data) the steps below will show how this is done.

Please Note: Roles MUST be imported FIRST before Users, Projects and Departments are imported. If importing Usernames via a .csv and no password was entered it is highly recommended that a password be assigned to each user in KIP Accounting Center.
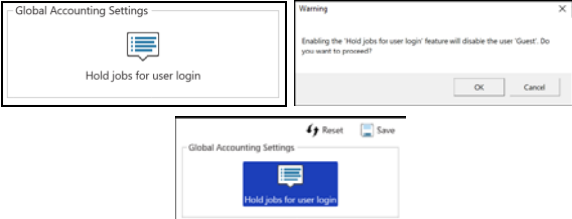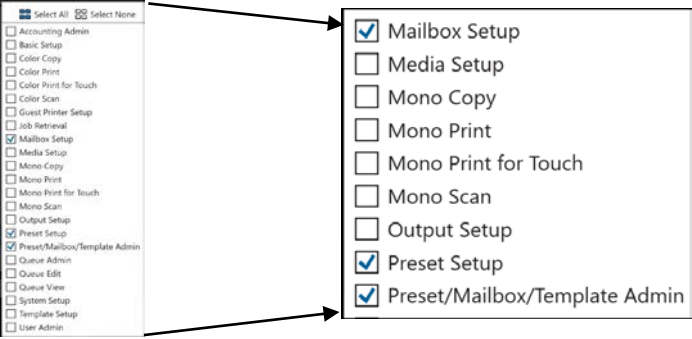
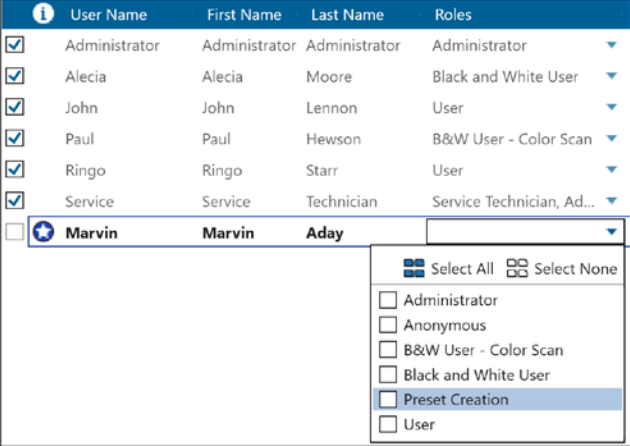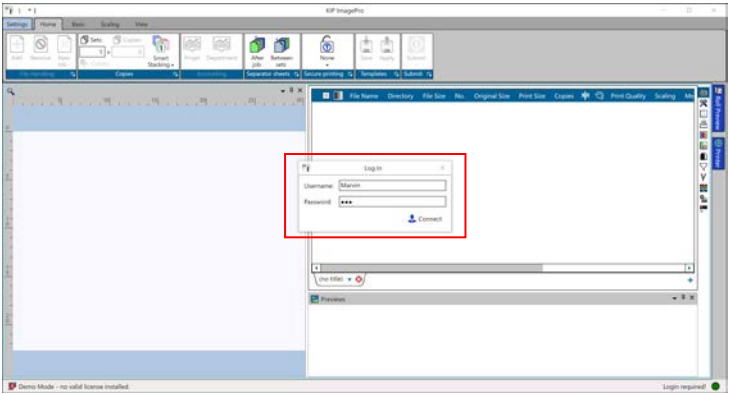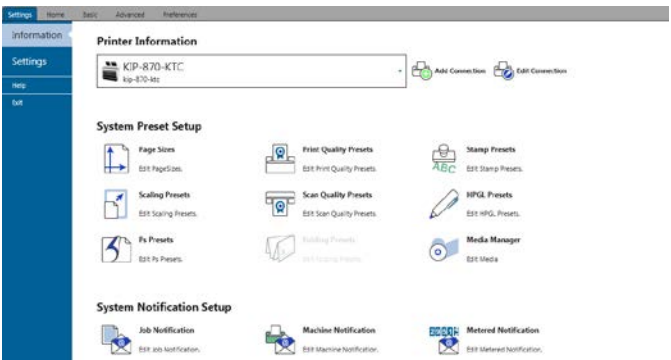| Action	Illustration
1. To Import the saved data, in this example the Departments. Select the Departments Tab	Department
2. This will Display the entered departments.	
3. Select the Import Button at the bottom of the screen. The Drop-down will give a second option of Import (Overwrite). • Import – Appends current data with new data. • Import Overwrite – Overwrites all data with the saved data.	Import
4. Browse to the location of the saved data. Select the Correct .csv file.	
5. Select Save	Save

3.8 How to Create a Black and White Only Role with Color Scan to File

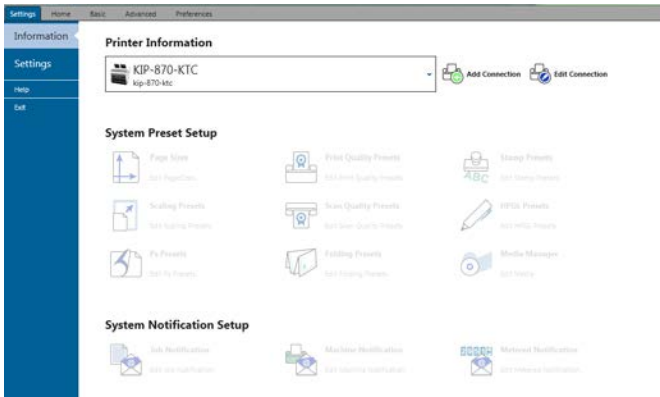| Action	Illustration
1. Begin by selecting the "Hold job for user login". This will force users to have to log in to the KIP Software.	
2. To add a new Role for Black and White User with Color Scan only, select the Roles Tab	Roles
3. Click New	New
4. Create a name for the new Role.	B&W User - Color Scan
5. Click the "Select None" button to clear the selected data.	Select All Select None
6. Select the appropriate features that will be associated with this new Role.	Select All Select None ☐ Accounting Admin ☐ Basic Setup ☐ Color Copy ☐ Color Print ☐ Color Print for Touch ☑ Color Scan ☐ Guest Printer Setup ☐ Job Retrieval ☐ Mailbox Setup ☐ Media Setup ☑ Mono Copy ☑ Mono Print ☑ Mono Print for Touch ☑ Mono Scan ☐ Output Setup ☐ Preset Setup ☐ Preset/Mailbox/Template Admin ☐ Queue Admin ☐ Queue Edit ☑ Queue View ☐ System Setup ☑ Template Setup
7. Select Save Activated.	Save (activated) ▾

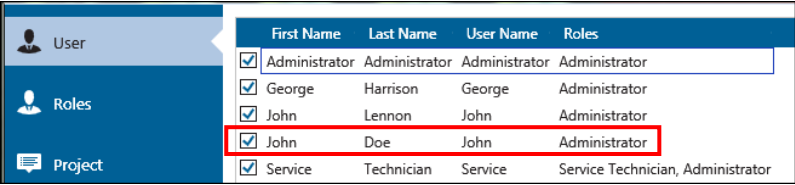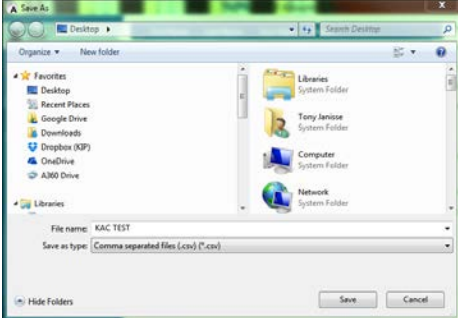| Action	Illustration
8. This new role will now be available along with the default roles when creating a new user.	
9. Create a new user and assign the role Black and White User - Color Scan, to the User Name.	 Note: Multiple Roles can be assigned to the user being created
10. When Paul Hewson Logs in the only available functions available for him are B&W Copy, B&W Scan B&W Print, Color Scan, Queue View and Template Set up. All other functions are greyed out.	
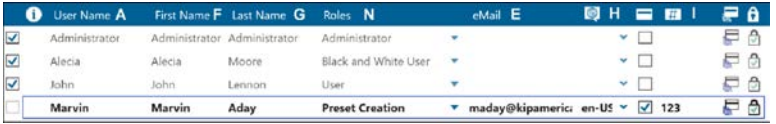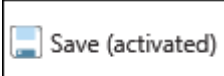
3.9 How to Create a Role to Allow Preset Creation

Action	Illustration
1. Begin by selecting the "Hold job for user login". This will force users to have to log in to the KIP Software.	
2. To add a new Role for Preset Creation, select the Roles Tab	
3. Click New	
4. Create a name for the new Role.	
5. Click the "Select None" button to clear the selected data.	
6. Select the appropriate features that will be associated with this new Role.	
7. Select Save Activated.	
8. This new role will now be available along with the default roles when creating a new user.	

Action	Illustration
9. Create a new user and assign the role Preset Creation to the User Name.	 Note: Multiple Roles can be assigned to the user being created.
10. When Marvin Aday Opens KIP ImagePro a login window will open and the application will say Login Required! Once logged in the only available functions for her are the ability to go to the Settings Tab and create System Presets.	
11. System Presets/Notifications will be available.	

Action	Illustration
12. If someone without the Preset Creation role assigned to their name logs in they will not be able to use this section.	Logged in as Gary Moore all System Presets and Notifications are grayed out.

Appendix 1: Exported .csv File Column Designations

Action	Illustration
1. Creating a user - Field Designations	
2. Save the user (activated)	
3. New user added to user list	
4. Export the file to a .csv	
5. Save the .csv	
6. Open the saved .csv file.	

7.
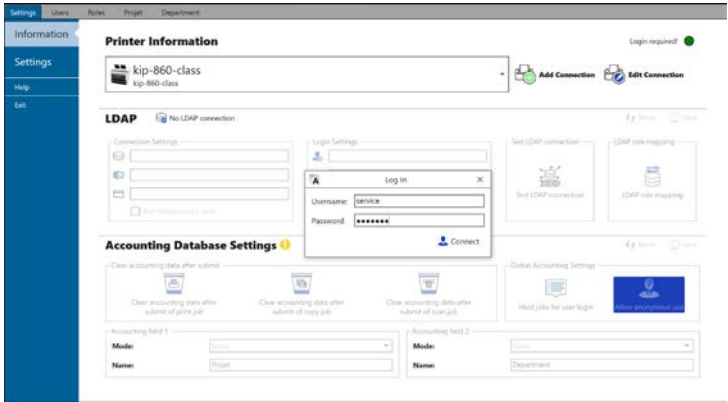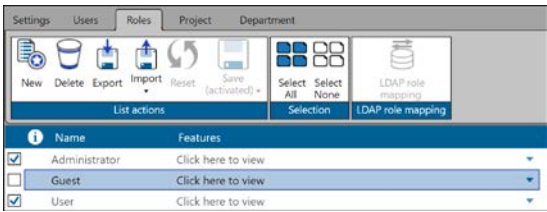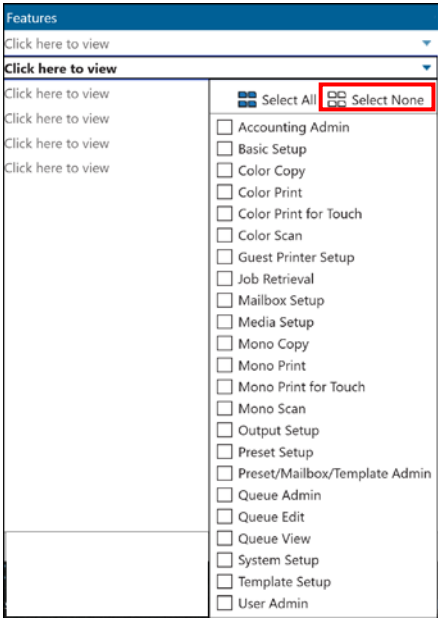
Columns as shown if the file is opened in Excel													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
JohnDoe	D6420...	7A....		JD@jd.com	John	Doe	En-US	123456	True	945D...	F51DB.	False	User
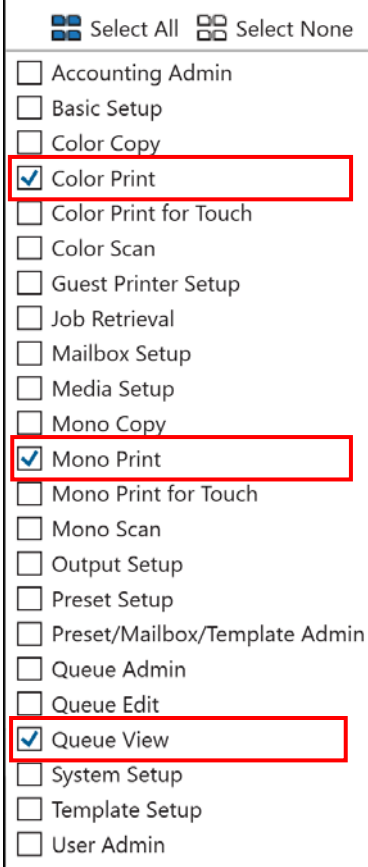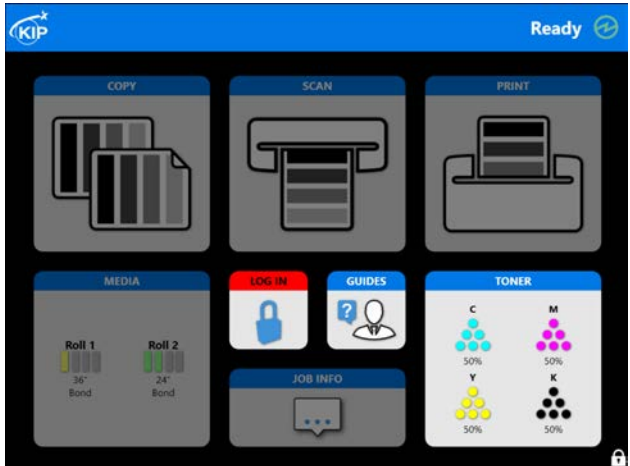
8. Field Designations

- **A** User Name in this case "JohnDoe"

- **B** Hash value for the Server Authentication Secret. Internal used values, please do not edit.

- **C** Hash value for the Server Authentication Salt. Internal used values, please do not edit.

- **D** This field could be used for applying a new password.

- **E** Email address

- **F** First Name

- **G** Last Name

- **H** language

- **I** Card Number the number used for the authentication by card.

- **J** Allow authentication by card (True or False)

- **K** Hash value for the Client Authentication Secret. Internal used values, please do not edit.

- **L H**ash value for the Client Authentication Salt. Internal used values, please do not edit.

- **M** status if the user is active. (True or False)

- **N** Role of the user
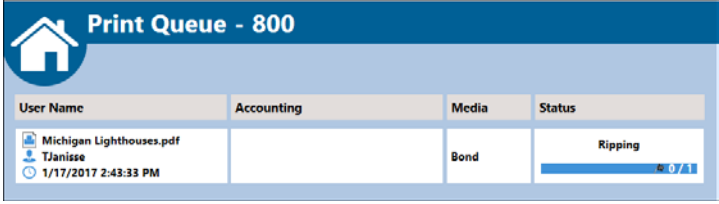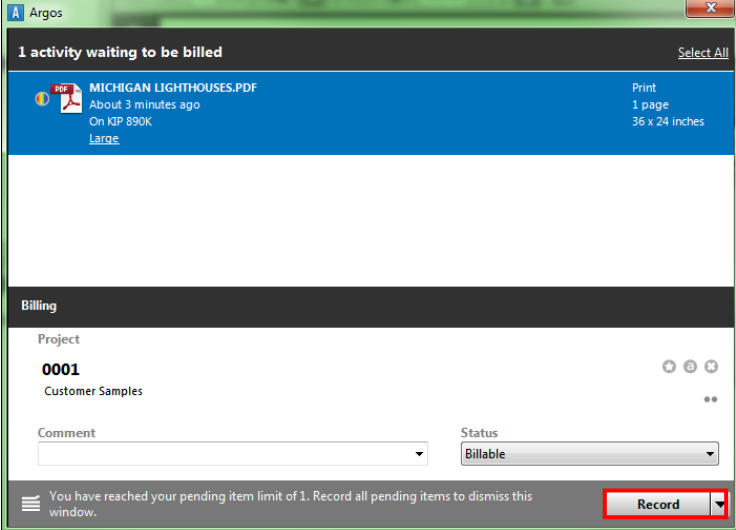
Appendix 2: Using the KIP Accounting Package with 3rd party accounting.

In some instances, the customer will already have their own accounting package (example Argos). In these instances if the KIP Accounting Package is being utilized it may cause a double prompt for accounting (one from KIP and one from 3rd party app). Using the following settings, it is possible to set the KIP touchscreen to be locked down (users must log in to use the touchscreen) while still allowing the 3rd party application to prompt for information on the Client end.

Action	Illustration
1. Open KIP Accounting Center and Log in	
2. Open the Roles Tab and select the Guest user and then uncheck the box.	
3. Features – Select the Select None option to clear all features.	

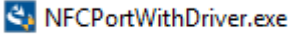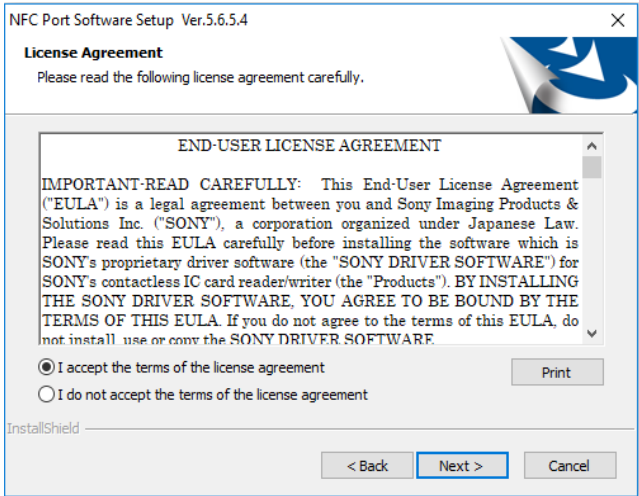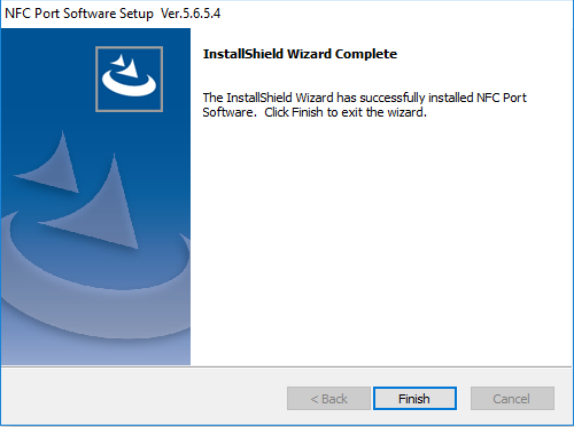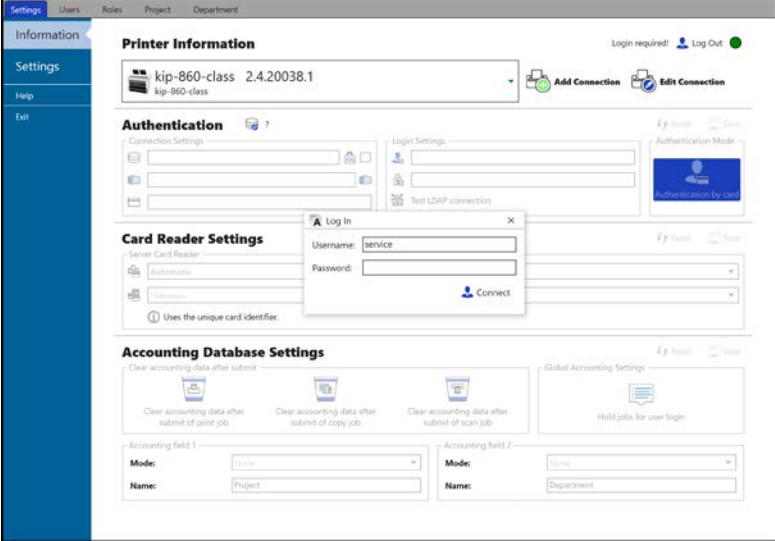| Action	Illustration
4. From the list of available features select the following: • Queue View – If users need to be able to see the queue. • Color Print – To allow Color Printing from the network • Mono Print – To allow Color Printing from the network	**Select All Select None** ☐ Accounting Admin ☐ Basic Setup ☐ Color Copy ☑ Color Print ☐ Color Print for Touch ☐ Color Scan ☐ Guest Printer Setup ☐ Job Retrieval ☐ Mailbox Setup ☐ Media Setup ☐ Mono Copy ☑ Mono Print ☐ Mono Print for Touch ☐ Mono Scan ☐ Output Setup ☐ Preset Setup ☐ Preset/Mailbox/Template Admin ☐ Queue Admin ☐ Queue Edit ☑ Queue View ☐ System Setup ☐ Template Setup ☐ User Admin
5. Select Save (activated)	Save (activated) ▾
6. KIP Touchscreen Should look like this. All buttons grayed out except for: • Toner • Log In • Guides **Note: it will be necessary to have users created for walk up use as with this setup the Touchscreen can only be used by logging in.**	
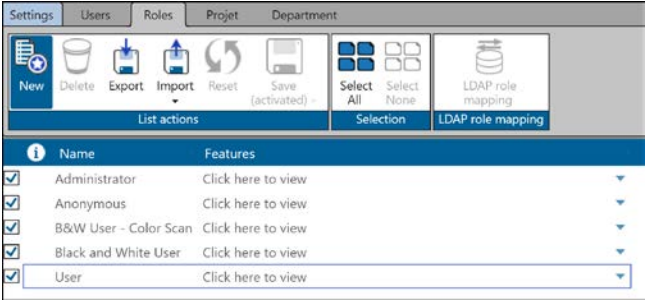
Action	Illustration
7. Once the job hits the queue and prints the 3rd party application will prompt (this example uses Argos).	
8. Enter accounting information and select Record.	

Appendix 3: How to configure and use a Sony Card Reader
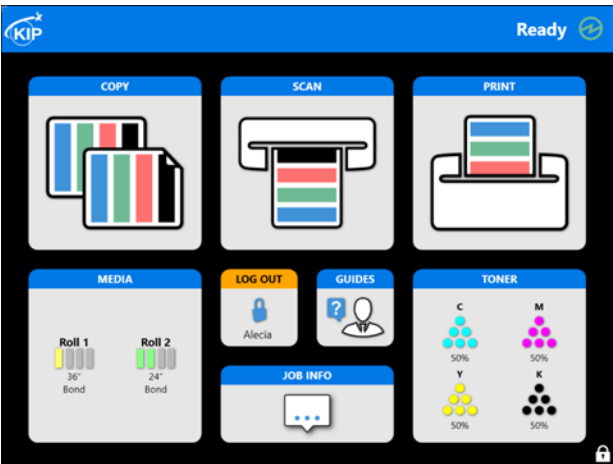
In some instances, the customer may way to use a card reader for the purpose of accountability for use of the KIP Printer. These steps will show how to program the cards and use them connected to the KIP.
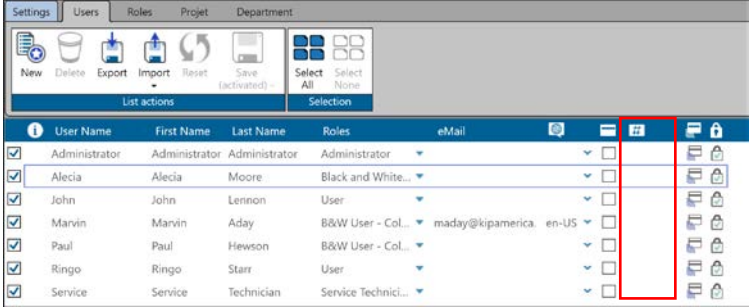
Action	Illustration
1. Connect the NFC Reader to the workstation that will be programming the cards. For example: Sony Model RC-S380 used here.	
2. It will be necessary to install the Drivers for the Sony Card Reader. Double click the Necessary Drivers for the operating system on the PC being used and select Run or Yes.	NFCPortWithDriver.exe
3. Select "Next", then accept the License Agreement to continue.	

Action	Illustration
4. When complete, select "Finish". Plug in Device.	
5. Open KIP Accounting center and log in as Administrator or Service. Turn on "Hold for user login".	
6. Select the Roles Tab.	

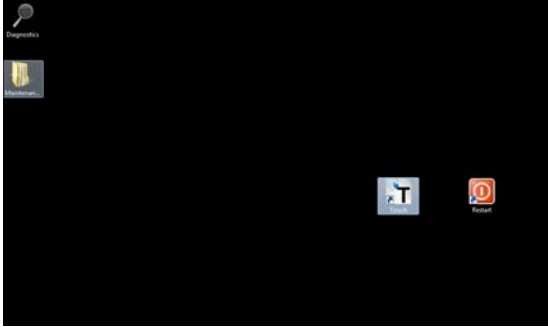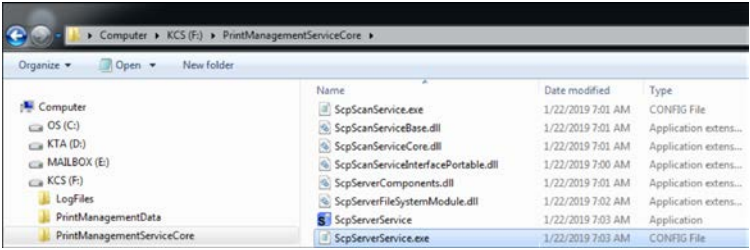| Action	Illustration
7. If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.	
8. Select the Users Tab	
9. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first. Example: Alecia Moore has a role of Black and White User.	
10. Unselect the user to be able to program the card.	
11. Put the card to be used on the Card Reader and click Read Card	
12. Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for "Allow Authentication by card".	

Action	Illustration
13. Click Save Activated.	Save (activated)
14. Programmed cards are now ready to be read by the KIP printer with the Card reader attached. Simply walk up to the KIP Printer and place the card on the reader.	
15. The User Alecia will be logged in with the roles she has been assigned. From Step 8 above we can see the role assigned to Alecia is Black and White User. Here only the black and white buttons are active.	

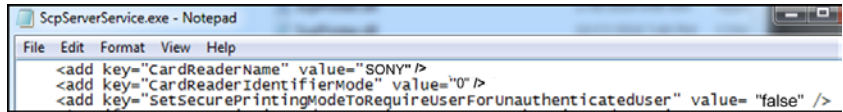# Appendix 4: How to configure and use a 3rd Party Card Reader (2.3 and below)

In some instances, the customer may way to use a card reader for the purpose of accountability for use of the KIP Printer. These steps will show how to read the cards and use them connected to the KIP. For this example, the OMNIKEY Card Reader is used.

It will be necessary to make a couple of config changes to the KIP so that it will recognize the Omnikey reader.

Follow these steps: to be done at KIP Printer.

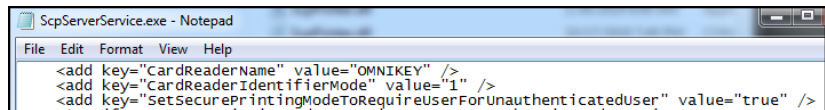| Action	Illustration
1. Begin by closing the User interface on the KIP. This will show the KIP Desktop.	
2. Open Diagnostics	
3. Browse to the following location: F:\PrintManagementServiceCore and open the ScpServerService.exe.config files	

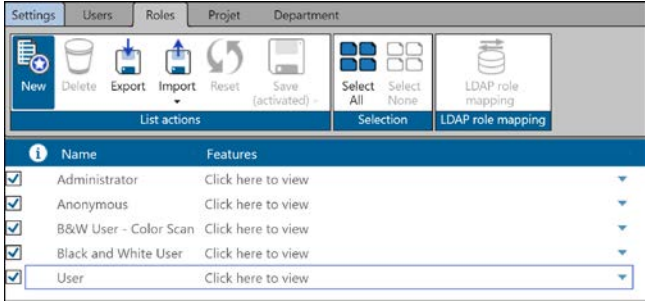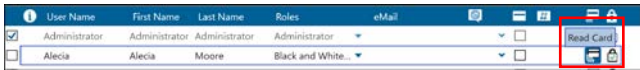|		
4.	Search for the following lines in this file:	
		• <add Key="CardReaderName" value="Sony" /> • <add key="CardReaderIdentifierMode" value="0" /> • <add Key="SetSecurePrintingModeToRequireUserForUnauthencticatedUser" value="false" />
5.	Make the following changes to these lines:	
		<add Key="CardReaderName" value="OMNIKEY" /> <add key="CardReaderIdentifierMode" value="2" /> <addKey="SetSecurePrintingModeToRequireUserForUnauthencticatedUser" value="1" /> Please note: for the CardReaderIdentifierMode value choose from the following: -'0'=legacy (UID, default) -'1'=Auto-CN (most likely not working) -'2'=HID H10301 -'3'=HID H10302 -'4'=HID H10304 -'5'=HID Corp1000 Value selected will be connected with the HID format associated with the card(s) being used.
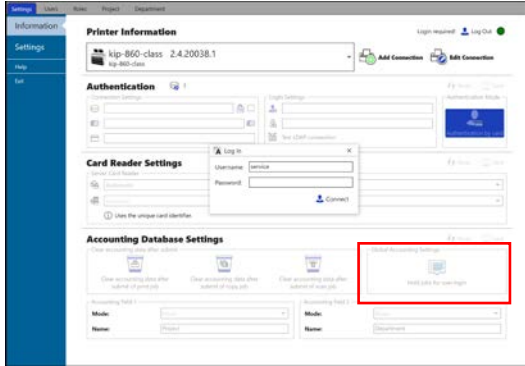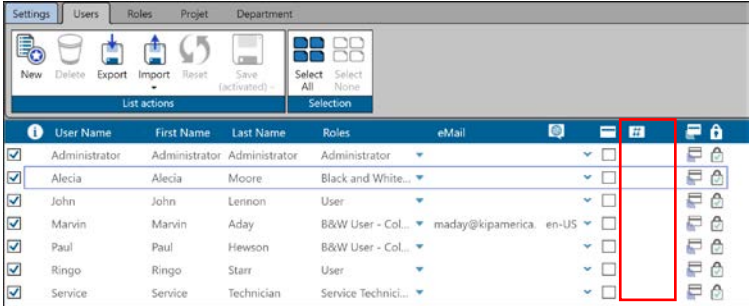
At the workstation that will be running KIP Accounting Center

Action	Illustration
6. Open KIP Accounting center and log in as Administrator or Service. Turn on "Hold for user login". This will force Users to enter a User name when using KIP Applications.	
7. Connect the NFC Reader to the workstation that will be Reading the cards. For example: OmniKey 5427CK used here.	
8. Select the Roles Tab.	Roles
9. If no roles are created, create the desired roles so that they can be assigned to users. Here we have roles that are created.	
10. Select the Users Tab	Users

Action	Illustration
11. There will be no data in the field for Card reader. If the users do not have roles assigned to them, do this first. Example: Alecia Moore has a role of Black and White User.	
12. Unselect the user to be able to read the card.	
13. Put the card to be used on the Card Reader and click Read Card	
14. Once the card is read, a number will be displayed showing the card has been set with the user and roles. Check the box for "Allow Authentication by card".	
15. Click Save Activated.	
16. Programmed cards are now ready to be read by the KIP printer with the Card reader attached.	

Action	Illustration
17. When the system returns ready. Simply walk up to the KIP Printer (with card reader attached) and scan the card. The User Alecia will be logged in with the roles she has been assigned. From Step 8 above we can see the role assigned to Alecia is Black and White User. Here only the black and white buttons are active.	