

KATUN[®]

Easy Copy Account

The Copy Center Accounting Software by Katun[®]

Installation and user guide

KATUN P/N 48133

Easy Copy Account

Installation and user guide

Contents

- Overview 3
- Installation 4
- Licensing Easy Copy Account 7
 - Requesting a trial. 7
 - Entering a Serial Number 9
- Using Easy Copy Account 11
 - Detecting devices. 11
 - General Usage 12
 - Main Screen 12
 - Job Details Screen 13
 - Device Details Tab 13
- Setting up and Generating Invoices 16

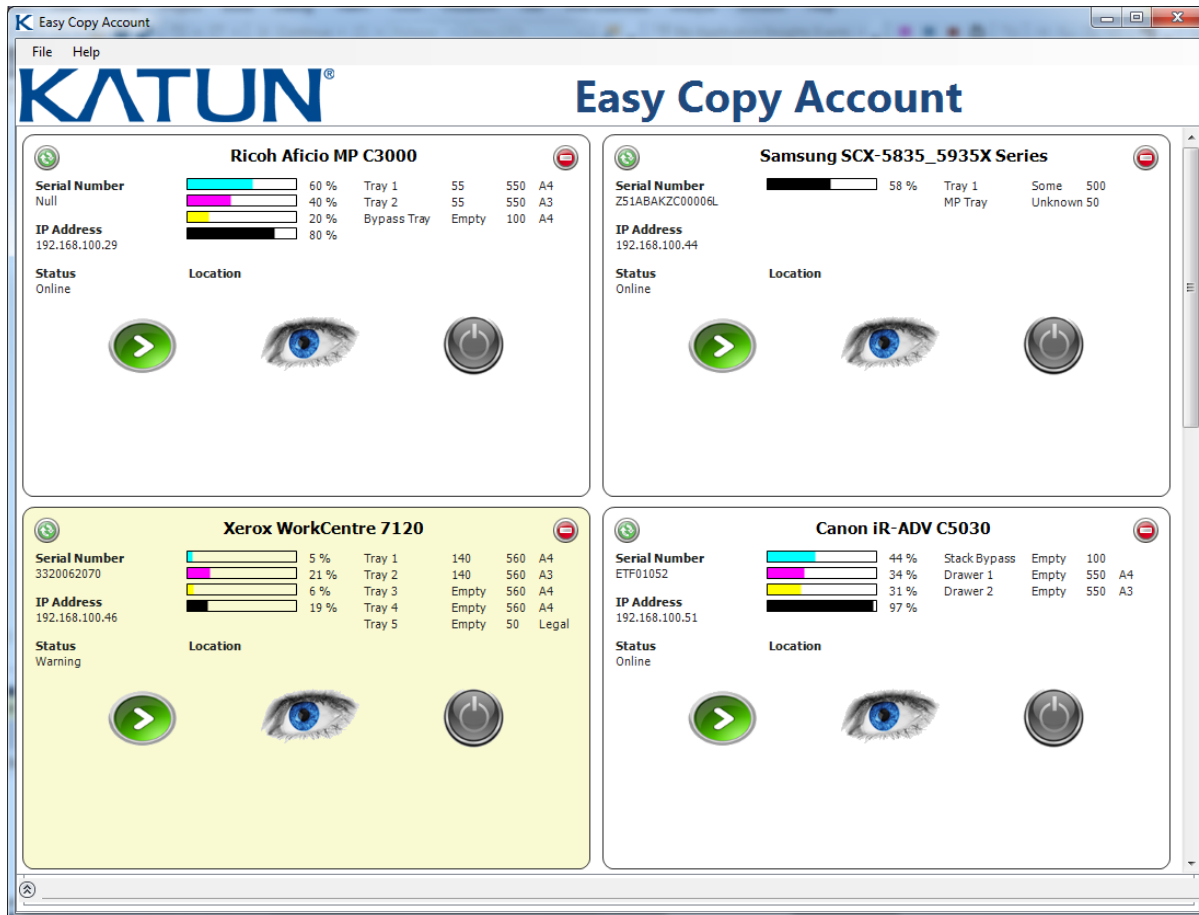
Easy Copy Account

Installation and user guide

Overview

Easy Copy Account has been design as an easy way to monitor and bill for usage of MFD's in any environment where devices are used in a 'walk up and pay' manner. The interface has been designed to be easy to set up and used with the minimum of training.

Once the software has been activated, devices on the local network are automatically detected and displayed, along with their current status. From the main screen meter collection can be started and stopped, and job details viewed.

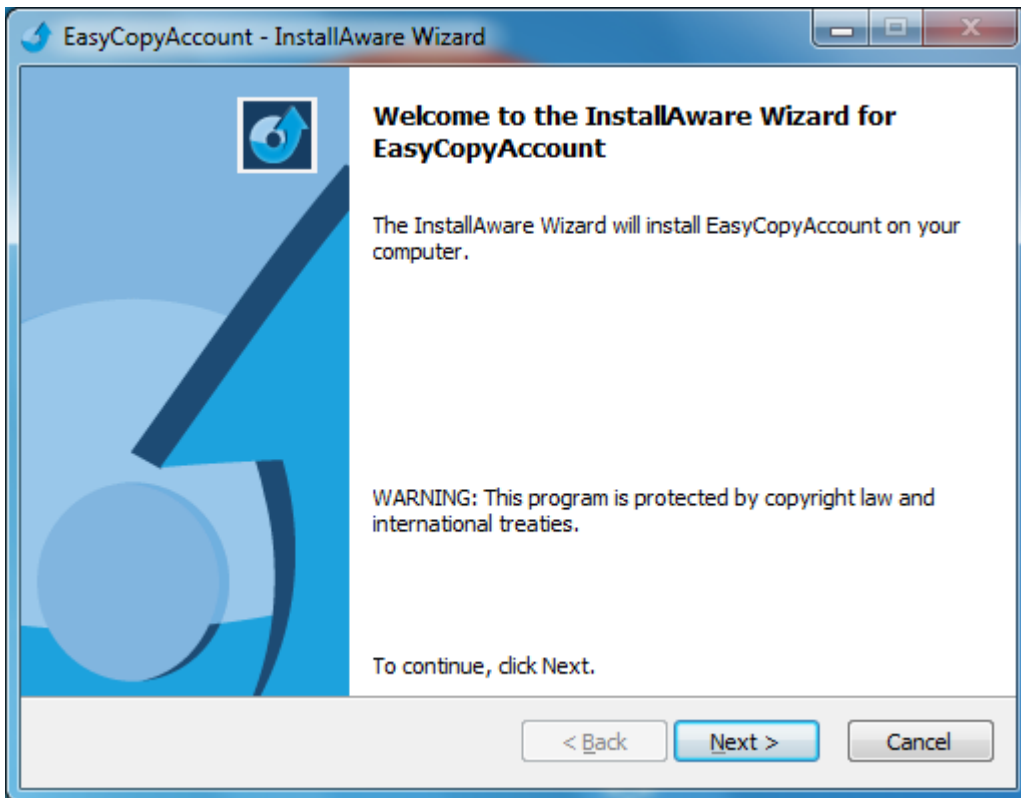


Easy Copy Account

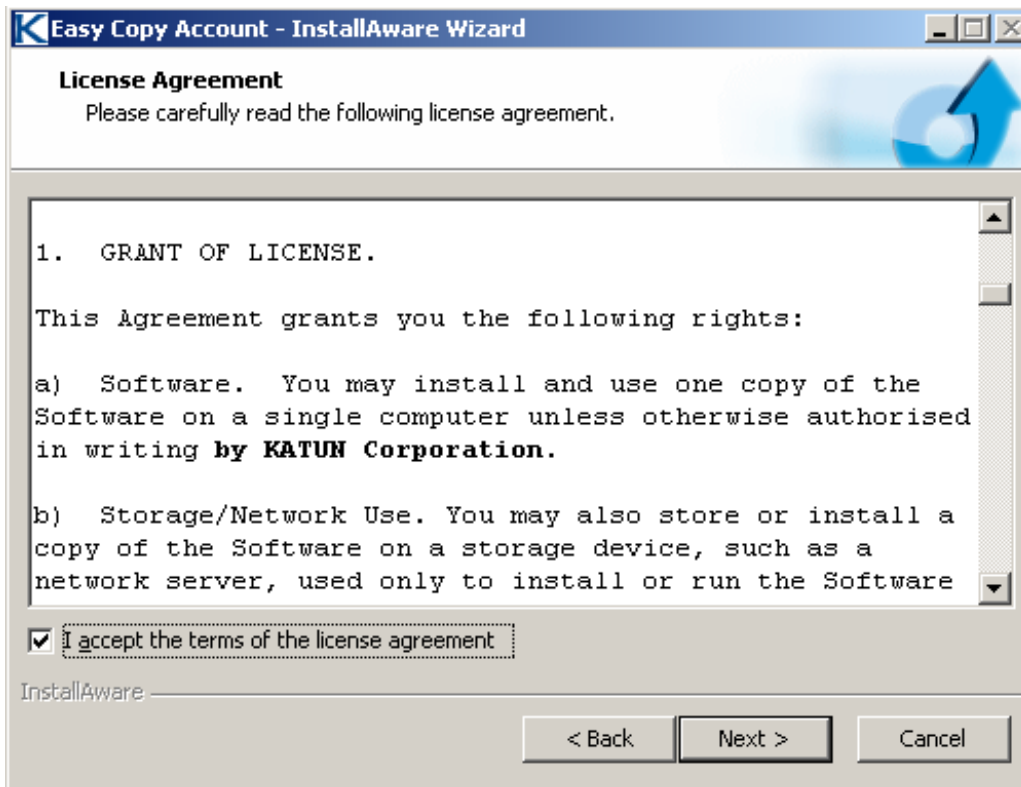
Installation and user guide

Installation

To install the software, locate the install file EasyCopyAccount.exe, and double-click. This will launch the installer.



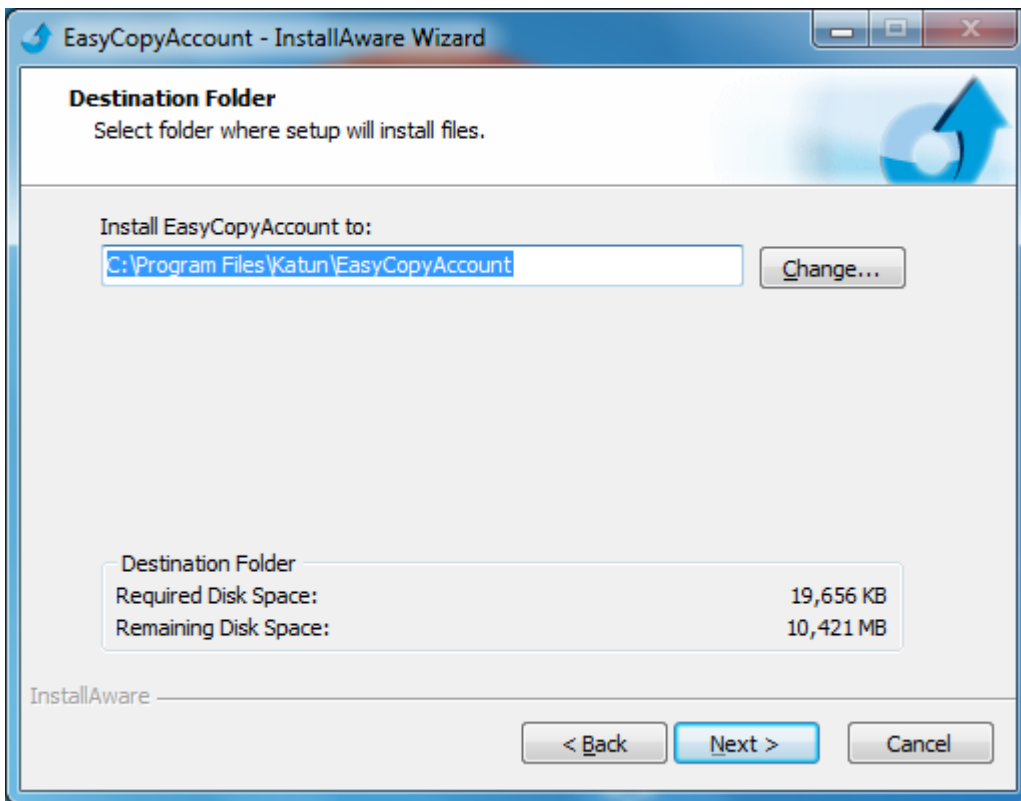
Click **Next**.



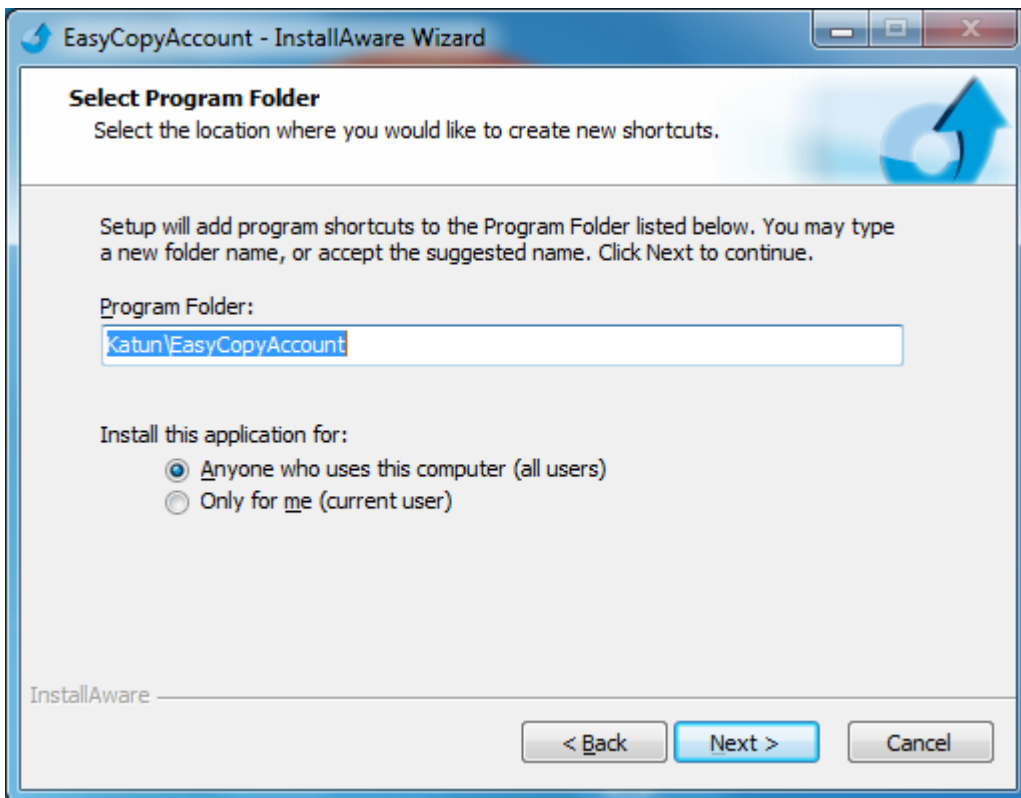
Confirm acceptance of the license agreement and click **Next** again

Easy Copy Account

Installation and user guide



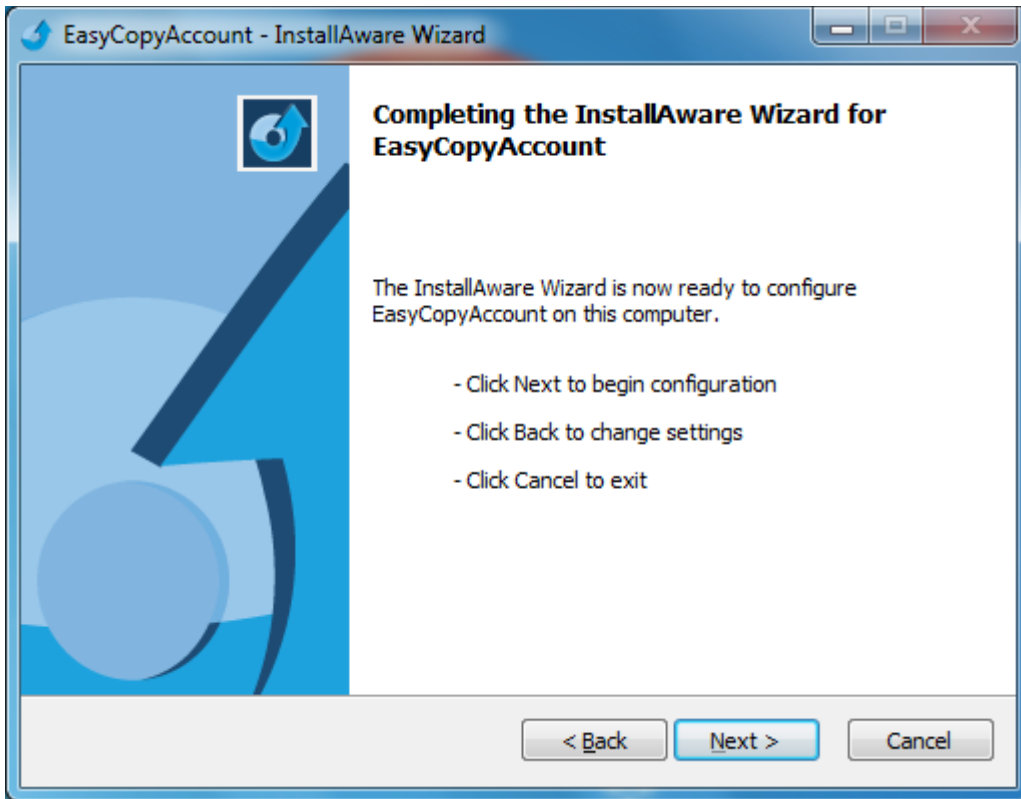
Confirm the Destination Folder and click **next**



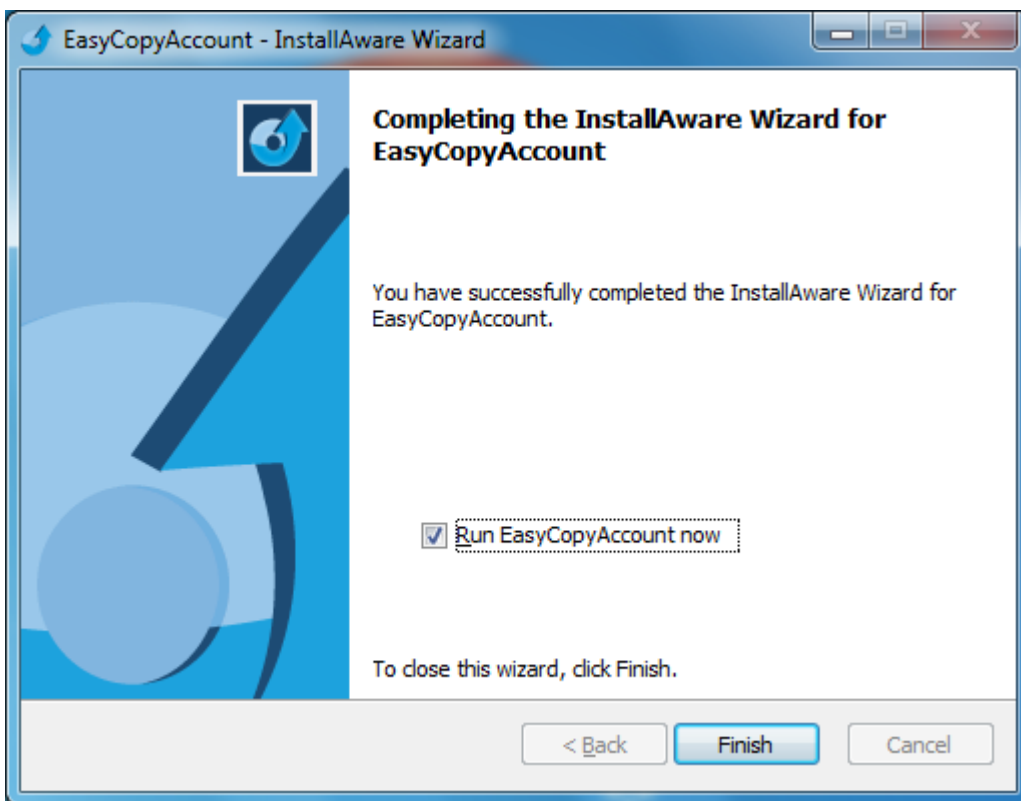
Confirm the Program Folder and click **Next**

Easy Copy Account

Installation and user guide



Click **Next** again to begin installation



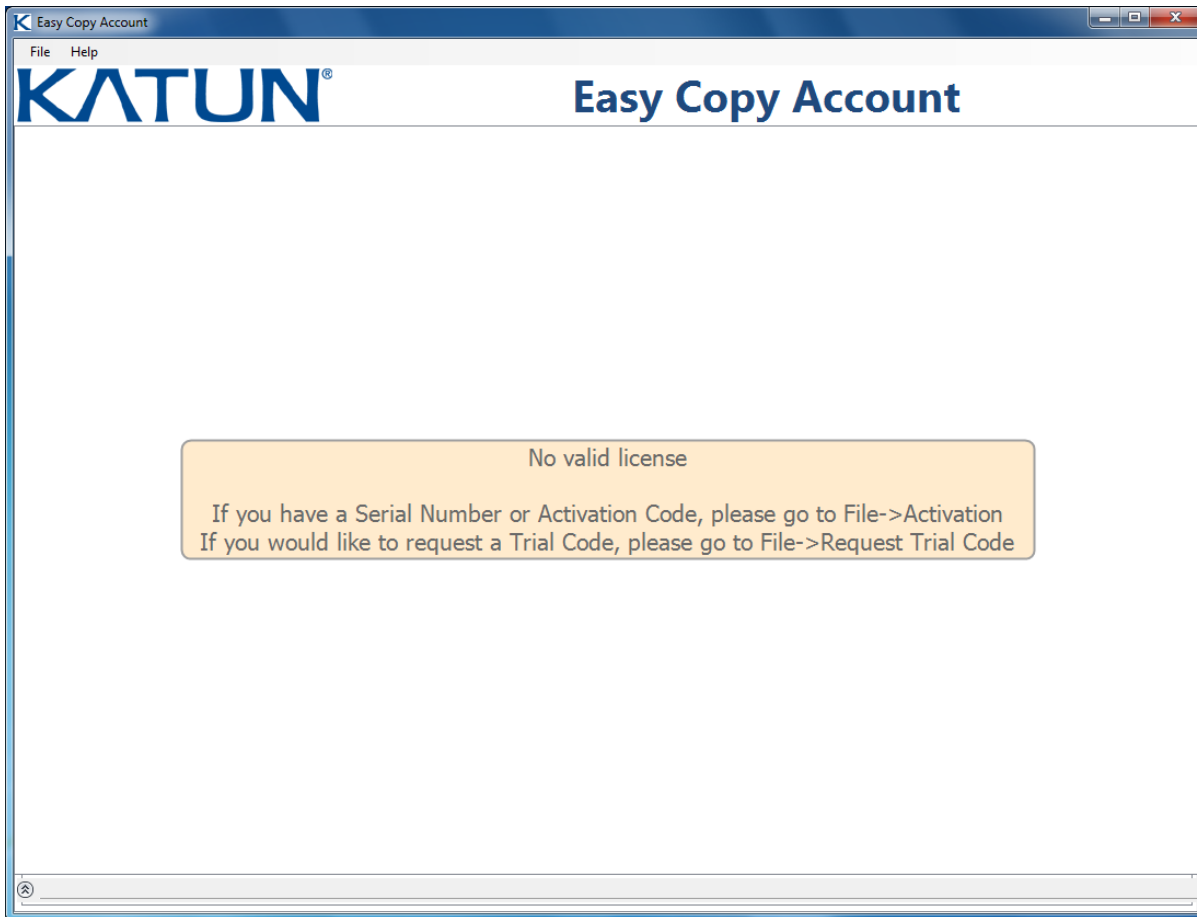
Once installation is complete, you will be given the option to launch Easy Copy Account. Click **Finish**

Easy Copy Account

Installation and user guide

Licensing Easy Copy Account

Upon launching Easy Copy Account for the first time a message will displayed stating that there is no valid license.



To use the software, you will either need to enter a purchased serial number, or request a trial activation code.

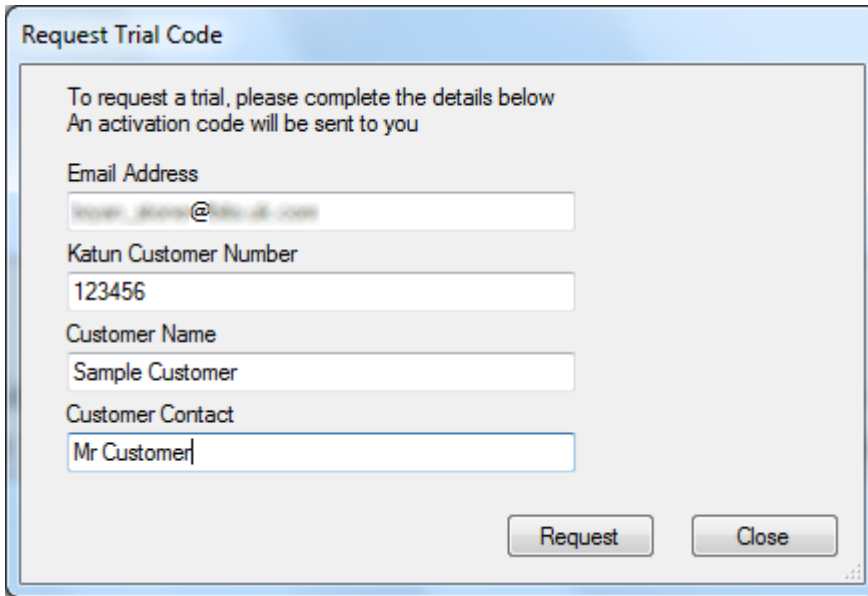
Requesting a trial.

Select **File -> Request Trial Code** from the main menu

This will display a **Request Trial Code** screen

Easy Copy Account

Installation and user guide



Request Trial Code

To request a trial, please complete the details below
An activation code will be sent to you

Email Address
xxxxxx@xxxx.com

Katun Customer Number
123456

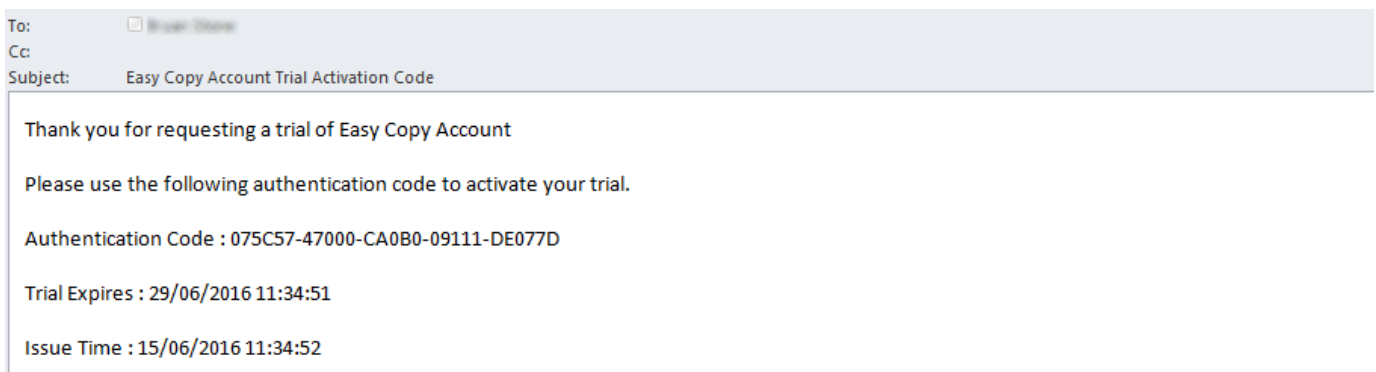
Customer Name
Sample Customer

Customer Contact
Mr Customer

Request Close

Complete the details, and click **Request**. A message will be displayed at the bottom of the screen, confirming that a code has been sent.

An email similar to the one below will be sent upon requesting a Trial Code. If you do not receive the email with 5 minutes, remember to check the spam / junk email folder.



To: Broken Icons

Cc:

Subject: Easy Copy Account Trial Activation Code

Thank you for requesting a trial of Easy Copy Account

Please use the following authentication code to activate your trial.

Authentication Code : 075C57-47000-CA0B0-09111-DE077D

Trial Expires : 29/06/2016 11:34:51

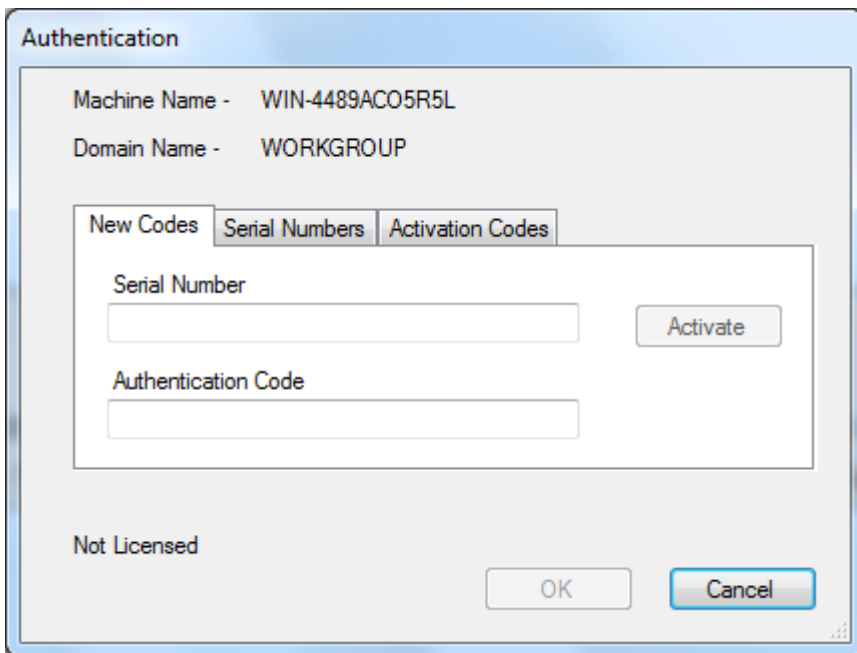
Issue Time : 15/06/2016 11:34:52

Once you have received your Trial Code, select **File -> Authentication** from the main menu.

This will display the **Authentication** screen

Easy Copy Account

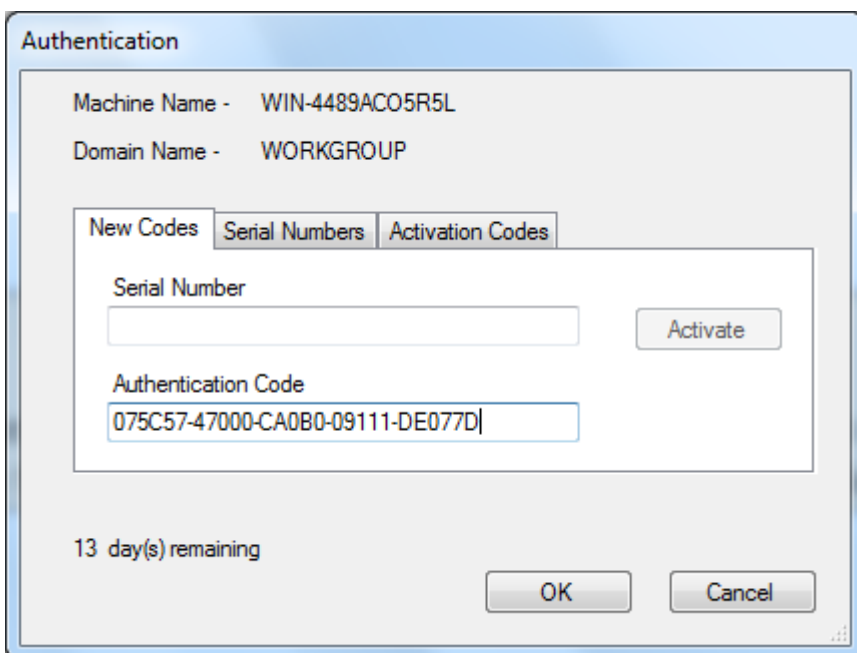
Installation and user guide



The screenshot shows the 'Authentication' dialog box. At the top, it displays 'Machine Name - WIN-4489ACO5R5L' and 'Domain Name - WORKGROUP'. Below this, there are three tabs: 'New Codes', 'Serial Numbers', and 'Activation Codes'. The 'New Codes' tab is selected. Inside this tab, there are two text input fields: 'Serial Number' and 'Authentication Code'. To the right of the 'Serial Number' field is an 'Activate' button. At the bottom left of the dialog, the text 'Not Licensed' is displayed. At the bottom right, there are 'OK' and 'Cancel' buttons.

Paste the Authentication Code from the email into the **Authentication Code** text box.

The message at the bottom of the screen will change to display how long the trial has left to run.



This screenshot shows the 'Authentication' dialog box after the authentication code has been entered. The 'Machine Name' and 'Domain Name' are the same as in the previous screenshot. The 'Authentication Code' field now contains the text '075C57-47000-CA0B0-09111-DE077D|'. The 'Not Licensed' message has been replaced with '13 day(s) remaining'. The 'Activate' button is still present next to the 'Serial Number' field. The 'OK' and 'Cancel' buttons are at the bottom.

Click **OK**

Entering a Serial Number

To continue to use the Easy Copy Account after the trial period, a license needs to be purchased. Upon doing so, a serial number will be issued. From the main menu select File -> Authentication

In the **Authentication** screen, enter the supplied serial number in the **Serial Number** box and click **Activate**. An Authentication Code will be issued from the Authentication Web Server, and the license extended, as shown below.

Easy Copy Account

Installation and user guide

The screenshot shows a Windows-style dialog box titled "Authentication". At the top, it displays the "Machine Name" as "WIN-4489ACO5R5L" and the "Domain Name" as "WORKGROUP". Below this, there are three tabs: "New Codes", "Serial Numbers", and "Activation Codes". The "Serial Numbers" tab is currently selected. Inside this tab, there are two text input fields. The first is labeled "Serial Number" and contains the text "GDH-APON-FIKD-SESA-FDNM-UDTY-SPI". To the right of this field is a blue "Activate" button. The second input field is labeled "Authentication Code" and contains the text "1B8CD8-0EEE4-A0707-57051-0108DF". At the bottom left of the dialog, it says "364 day(s) remaining". At the bottom right, there are two buttons: "OK" and "Cancel".

Easy Copy Account

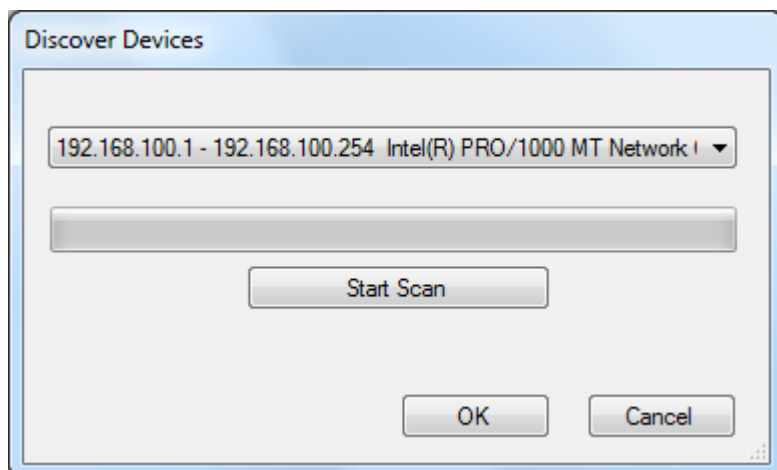
Installation and user guide

Using Easy Copy Account

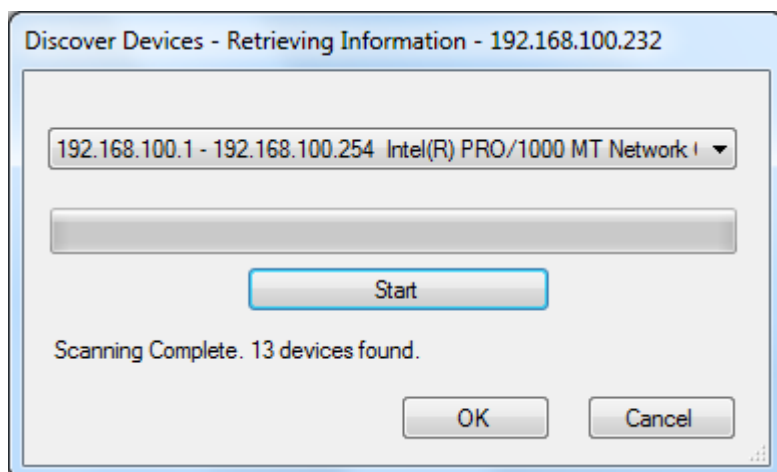
Detecting devices.

Once a valid authentication code or serial number has been entered, you can scan your network to discover connected MFDs and printers. If this is the first time run, or no devices have previously been detected, then the **Discover Devices** screen will be shown.

This process can also be run at any time by selecting **File -> Scan** from the main menu.



Confirm that the IP address range in the dropdown box is correct, then click **Start Scan**. The software will then attempt to detect and report all networked MFDs or printers. This process can take several minutes, depending on network size and number of discovered devices. Once this process has complete, the screen will update to show how many devices were detected.



Click **OK**. You are now ready to start using EasyCopyAccount

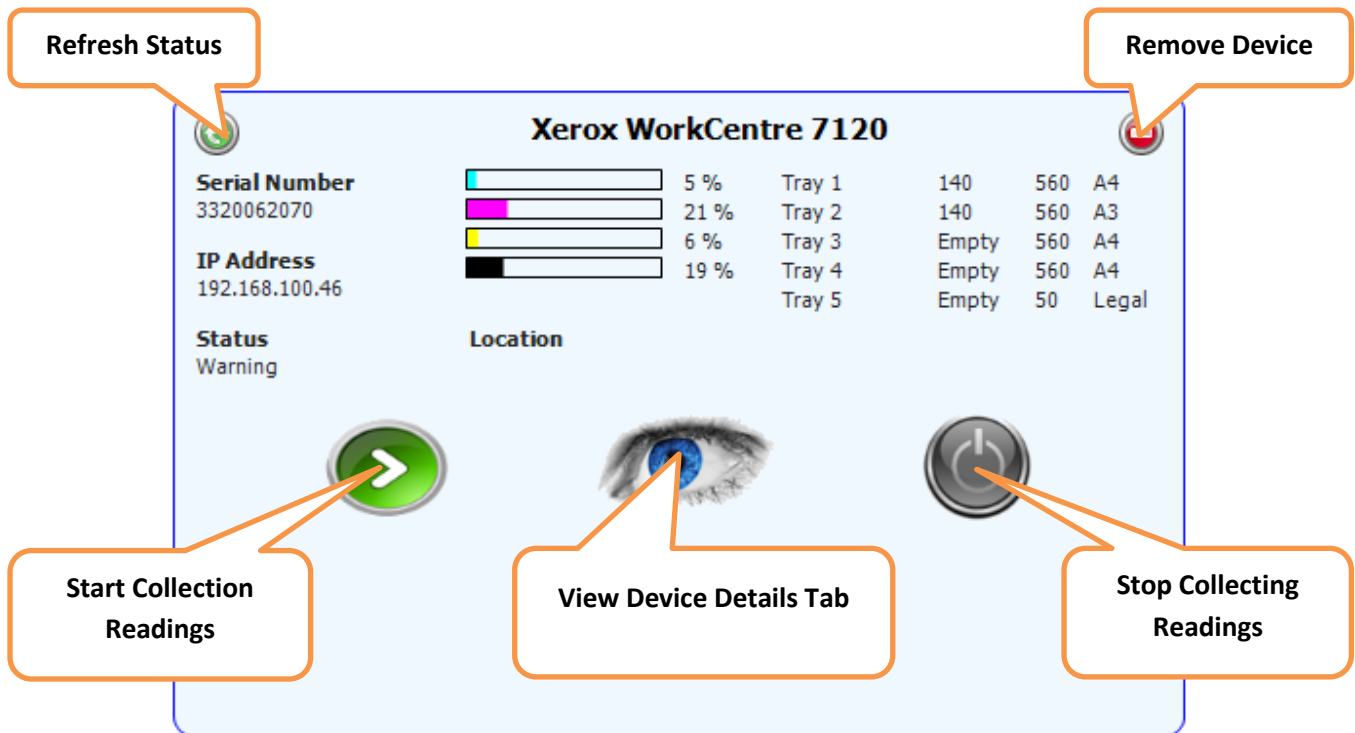
Easy Copy Account

Installation and user guide

General Usage

Main Screen

The main screen shows all discovered devices in a grid which can be scrolled through and resized. For each device a box similar to the one below will be displayed



The device screen show the following information :

- Make and model
- Serial number
- IP Address
- Status
- Location
- Toner levels
- Media information and levels

In addition to this information, there are five buttons, as indicated above :

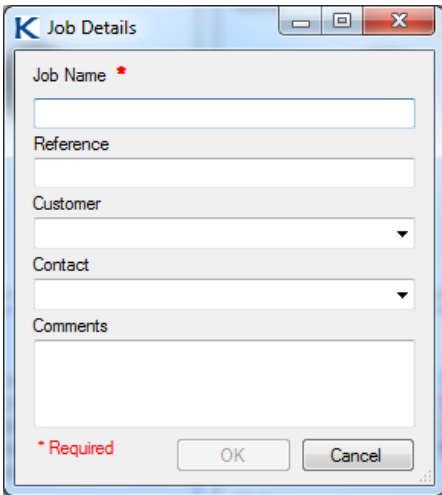
- Refresh Status. Refresh the device's status, including toner and media information.
- Remove Device. Remove a device from Easy Copy Account. Removing a device will also remove all job history. A confirmation dialog is displayed when this option is selected.
- Start Collection Meters. Takes a snapshot of the devices meters before printing / copying. A Job Details screen (detailed later) will be displayed at this point, unless the option to display this has been disabled.
- View Device Details Tab. Displays or hides the Device Details Tab at the bottom of the screen. Details on this follow.
- Stop Collecting Readings. Takes a second snapshot of the device meter readings, and creates a job entry using the job details provided and the difference in counter values.

Easy Copy Account

Installation and user guide

Job Details Screen

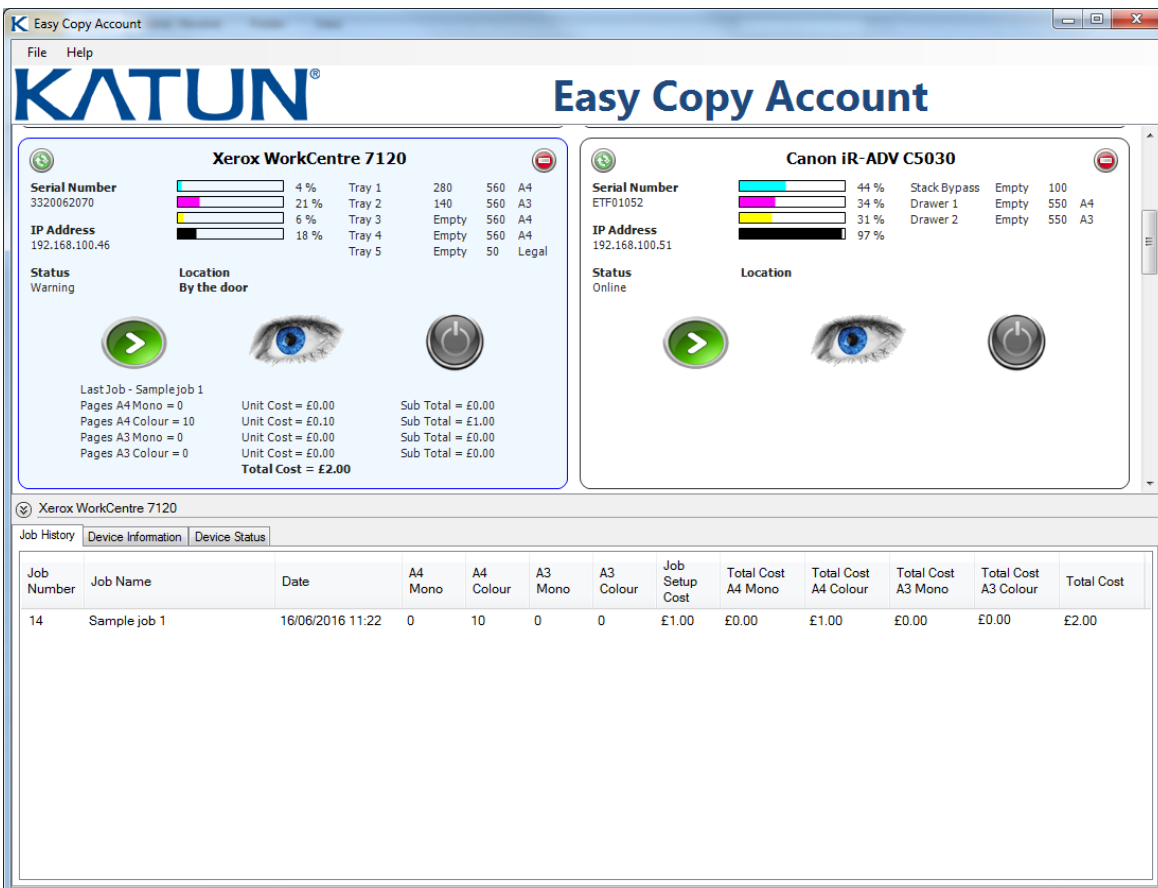
When Start Collection Meters is clicked, an option **Job Details** screen is displayed, as shown below.



Information entered into this screen is stored along with the job, and can be used when generating invoices or reports. The **Customer** and **Contact** fields will automatically store entered values, making it easy to re-enter regularly used values.

Device Details Tab

When selected, the **Device Details** tab shows in the bottom half of the screen



Job Number	Job Name	Date	A4 Mono	A4 Colour	A3 Mono	A3 Colour	Job Setup Cost	Total Cost A4 Mono	Total Cost A4 Colour	Total Cost A3 Mono	Total Cost A3 Colour	Total Cost
14	Sample job 1	16/06/2016 11:22	0	10	0	0	£1.00	£0.00	£1.00	£0.00	£0.00	£2.00

Easy Copy Account

Installation and user guide

The **Device Details** tab has three sections :

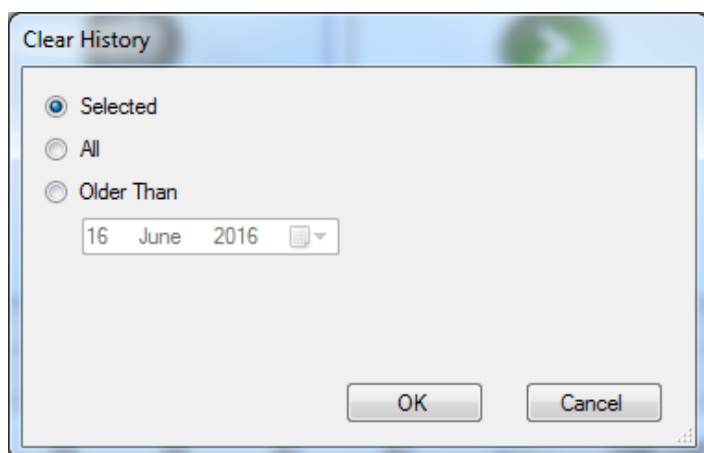
Job History

Xerox WorkCentre 7120													
Job History Device Information Device Status													
Job Number	Job Name	Date	A4 Mono	A4 Colour	A3 Mono	A3 Colour	Job Setup Cost	Total Cost A4 Mono	Total Cost A4 Colour	Total Cost A3 Mono	Total Cost A3 Colour	VAT	Total Cost
6	Job Number 3	28/06/2016 12:38	1	0	0	0	£1.00	£0.03	£0.00	£0.00	£0.00	£0.21	£1.24
5	Job 3	28/06/2016 12:11	1	0	0	0	£1.00	£0.03	£0.00	£0.00	£0.00	£0.21	£1.24
4	Job Number 3	28/06/2016 09:28	1	0	0	0	£1.00	£0.03	£0.00	£0.00	£0.00	£0.00	£1.03
3	Job Number 2	28/06/2016 09:26	0	0	0	0	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.00
2	Job Number 1	28/06/2016 09:25	0	0	0	0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

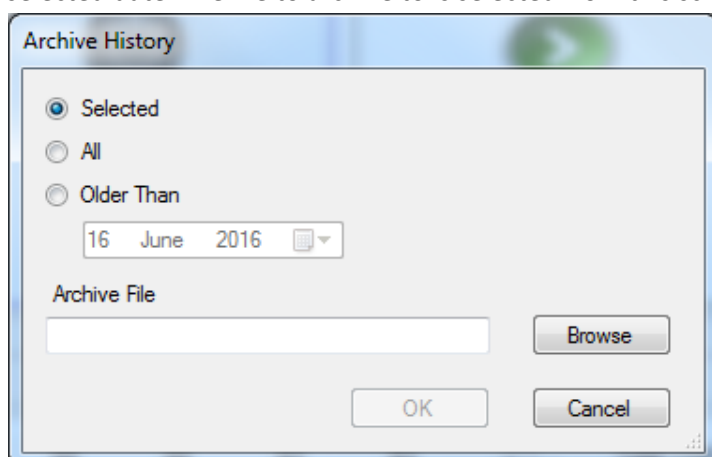
This tab lists all jobs that have been recorded against this device, and shows the job name, date and time, number of pages and cost.

Right clicking on a job will display a menu with three options :

- Print Invoice - discussed later
- Clear History – displays a dialog allowing the option to clear the selected jobs, all jobs or jobs older than a selected date



- Archive History – displays a dialog allowing the option to archive the selected jobs, all jobs, or older than a selected date. The file to archive to is selected from this screen. Jobs history is archived in CSV format.



Easy Copy Account

Installation and user guide

Device Information

⊙ Xerox WorkCentre 7120

Job History | **Device Information** | Device Status

Job Setup Cost: 1.00

Location: By the door

Comments: This machine is to be left on during the day.

Cost Per Page

A4 Mono			A4 Colour			A3 Mono			A3 Colour		
Start	End	Cost	Start	End	Cost	Start	End	Cost	Start	End	Cost
1	100	£0.05	1	150	£0.10	1	999	£0.08	1	999	£0.20
101	200	£0.04	151	200	£0.08						

Add Delete Add Delete Add Delete Add Delete

This tab can be used to view and set the following information :

- Job Setup Cost- a once off cost that is applied to each job, irrespective of the number of pages printed
- Location- the location of the device. This value is initially taken from the device if it has been set
- Comments – Any comments that may be relevant to the device
- Cost per Page – Costs are assigned in ranges of pages printed. To add a range, click **Add**. This will add a range starting at the next value (or 1 if the first). Select the End column, double click and choose a value, and select the Cost column, double click and select a value. If a range is deleted, then the next range start value will set to the deleted range's start value, ensuring no values are missed.

Device Status

⊙ Xerox WorkCentre 7120

Job History | Device Information | **Device Status**

Description	Level	Serial Number	Description	Level	Maximum	Size
Black Toner [K] Cartridge		18 % 2B6080E000041F	Tray 1	280	560	A4
Yellow Toner [Y] Cartridge		6 % 2FE880E000041D	Tray 2	140	560	A3
Magenta Toner [M] Cartridge		21 % 103380E000041F	Tray 3	0	560	A4
Cyan Toner [C] Cartridge		4 % 344980E000041F	Tray 4	0	560	A4
Waste Toner Container	Some		Tray 5	0	50	Legal
Black Drum Cartridge		58 %				
Yellow Drum Cartridge		59 %				
Magenta Drum Cartridge		59 %				
Cyan Drum Cartridge		59 %				
Bias Transfer Roll	Some					
Transfer Belt	Some					
Fuser Assembly	Some					

Message

- ⚠ 072-450 Tray 2 is Near empty. Add paper to Tray 2. Printing can continue.
- ⚠ 073-451 Tray 3 is empty. Add paper to Tray 3. Printing can continue.
- ⚠ 074-451 Tray 4 is empty. Add paper to Tray 4. Printing can continue.
- ⚠ 075-451 Tray 5 is empty. Add paper to Tray 5. Printing can continue.
- ⚠ 016-454 DNS server update error. Call your System Administrator to input a valid ...
- ⚠ 093-407 The Yellow Toner [Y] Cartridge needs to be replaced soon. Order a new Y...
- ⚠ 093-409 The Cyan Toner [C] is low. Cartridge needs to be replaced soon. Order a ...

This tab displays the status of consumables and media, as well as any error or warning messages.

Easy Copy Account

Installation and user guide

Setting up and Generating Invoices

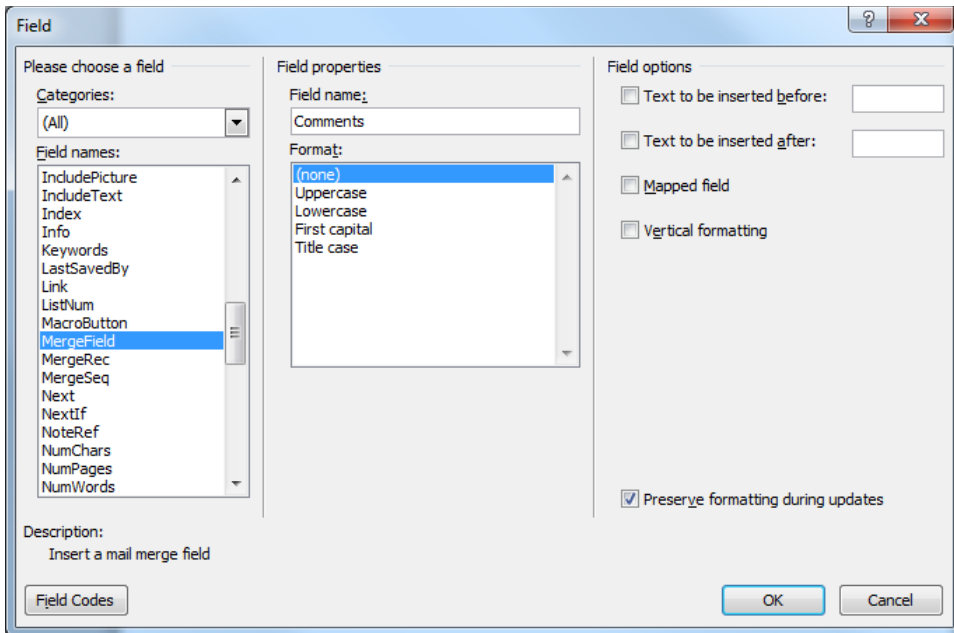
Easy Copy Account can generate invoices by automatically mail merging job history with a Microsoft Word document. The following fields are available to include in the mail-merge:

Date
Name
Comments
Reference
Customer
CustomerContact
TotalA4Mono
TotalA4Colour
TotalA3Mono
TotalA3Colour
SetupCost
A4MonoCost
A4ColourCost
A3MonoCost
A3ColourCost
TotalA4MonoCost
TotalA4ColourCost
TotalA3MonoCost
TotalA3ColourCost
TotalCost
SubTotalCost
VATRate
VATValue

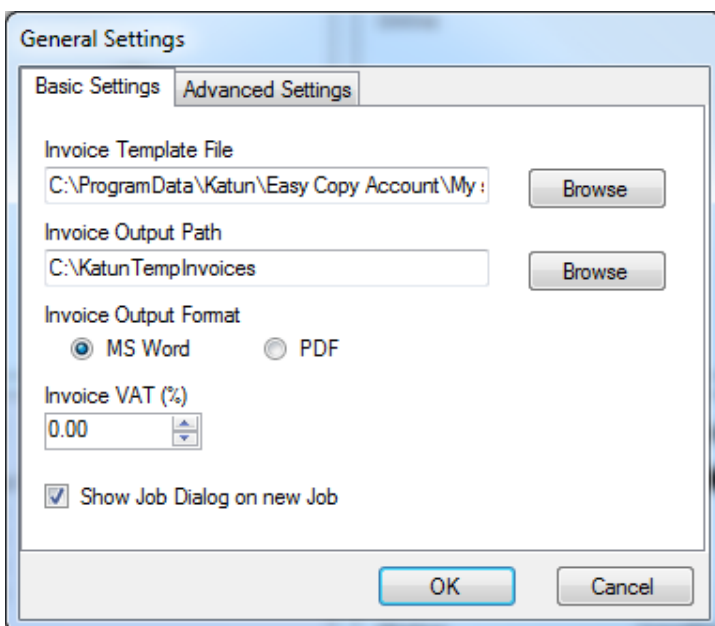
To add these fields to a new or existing document, open the file in Word. Select the location within the document that you wish to position the field, then go **to Insert -> Quick Parts -> Field**, then select **MergeField**. Enter the field name from the list above and click **OK**.

Easy Copy Account

Installation and user guide



Before printing invoices, a couple of options need to be set in the **General Settings** screen. From the main menu select **File -> Settings**. The following screen will be displayed.



In the **Invoice Template File** text box, enter the name of the Word document set up in the previous step. A sample file *My Sample Invoice.doc*, is included with the installation, and will be shown when the **Browse** button is clicked for the first time.

In the **Invoice Output Path**, select the location you want merged invoices to be saved

Select whether you want the invoices to be saved as Microsoft Word or PDF files.

If you want to include VAT on the invoice, set the Invoice VAT value.

Once these options have been set, invoices can be generated by right clicking a job in the **Job History** tab and selecting **Print**.