

**Quick Reference Notes –
Local Authentication/Accounting**
簡易操作 – 本機驗證/總計管理

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1. INTRODUCTION 前言

In this note, you will be guided through the setting information on creating a local authentication and accounting system on multifunctional printer. This system will be useful when you want to:

1. Keep track of individual user/department usage
2. Restrict access to certain services (e.g. prohibit copying)
3. Generate a comprehensive usage report

This note is based on Apeos C7071 series and similar models. By chance of discrepancy, please seek advice from your local Fujifilm Business Innovation support.

The system requires the following three basic settings done - you must log in the printer as system administrator to start:

- ✓ Authentication/Accounting settings (Ch. 2.2.1 / 3.2.1)
- ✓ Access Control (Ch. 2.2.2 / 3.2.2)
- ✓ Create user account (Ch. 2.2.3 / 3.2.3)

Other settings are mentioned in other chapters.

Note

The instruction in this training note was captured on Windows 11 and macOS 12 using the following print driver versions:

Windows (PCL 6): 7.1.4
Mac (PPD): 1.02.003
Mac (PDF): 2.6

Any deviation may result in slight differences.

本說明解說如何設定打印機裝置驗證及總計系統，適合以下情況：

1. 隨時看到不同使用者 (或部門) 的用量
2. 限制使用者進入個別功能 (如：禁止複印)
3. 看到完整用量報告

本說明基於 Apeos C7071 系列及類似型號編寫；如與實際操作有別，請向您所屬富士膠片商業創新的支援渠道尋求建議。

本系統要求完成下列三項基本設定，請以系統管理員身份登入：

- ✓ 驗證/總計的設定 (第 2.2.1 / 3.2.1 章)
- ✓ 存取控制 (第 2.2.2 / 3.2.2 章)
- ✓ 新使用者登記 (第 2.2.3 / 3.2.3 章)

更多設定可以在本說明其他章節找到。

注意

本說明的內容以 Windows 11 及 macOS 12 為操作環境，使用以下列印驅動程式版本：

Windows (PCL 6): 7.1.4
Mac (PPD): 1.02.003
Mac (PDF): 2.6

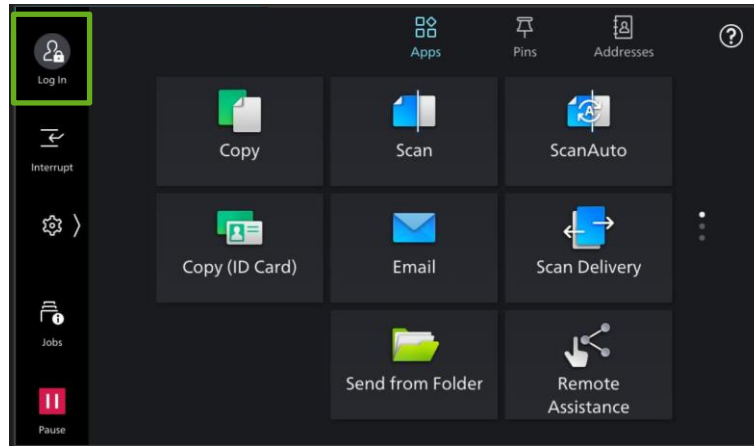
如有不同，或許會有些微差異。

2. SETTINGS ON PRINTER 在機面設定

2.1 LOG IN AS SYSTEM ADMINISTRATOR 以系統管理者身份登入

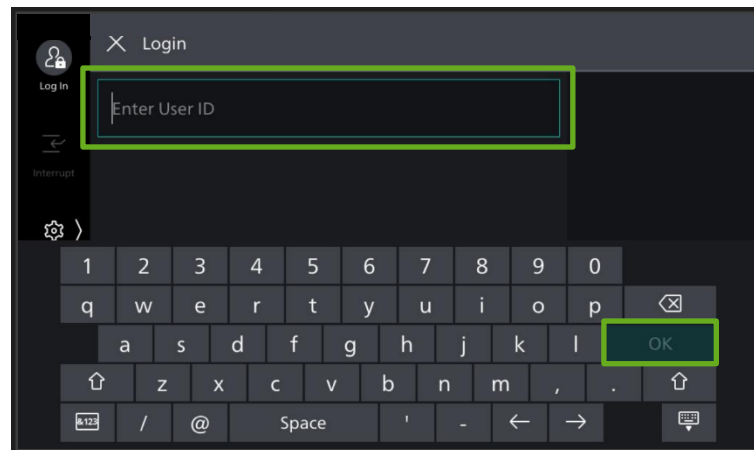
1. Tap the Log In icon.

1. 點選登入鍵。



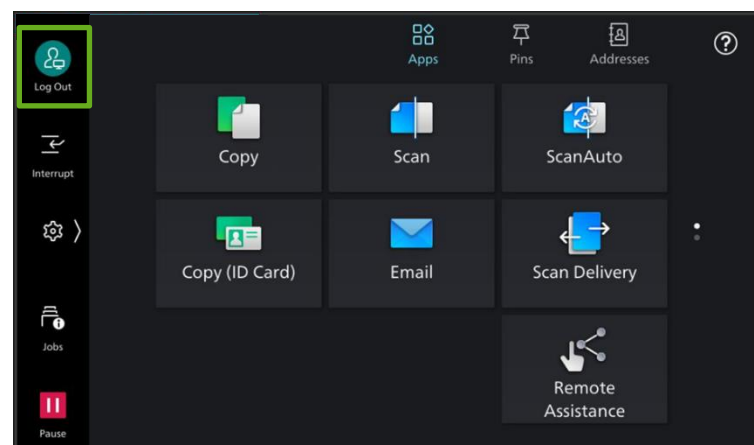
2. Enter the system administrator's ID and tap [OK]. When passcode is required, enter the password, then tap [OK].

2. 輸入機器管理者 ID，然後點選【OK】。需要輸入密碼時，輸入密碼後點選【OK】。



3. You are now logged in. To log out, tap the [Log Out] icon in the top left.

3. 登入成功。要登出，點選左上方【登出】。



2.2 BASIC SETTINGS 基本設定

Complete all steps in this section in order.

請順序完成本節所有步驟。

2.2.1 Authentication/Accounting Settings 驗證/總計的設定

Authentication/Accounting Settings: define how to authenticate user.

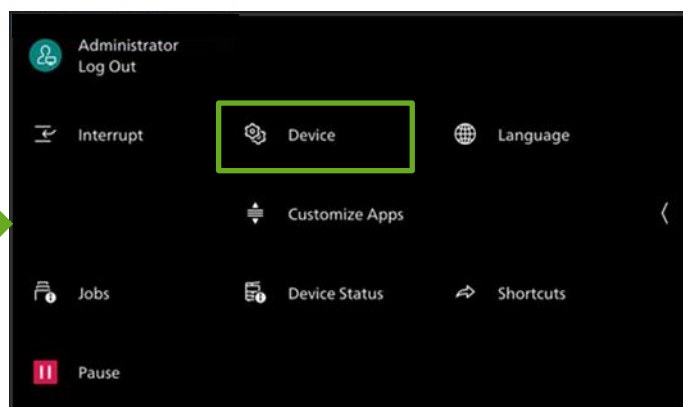
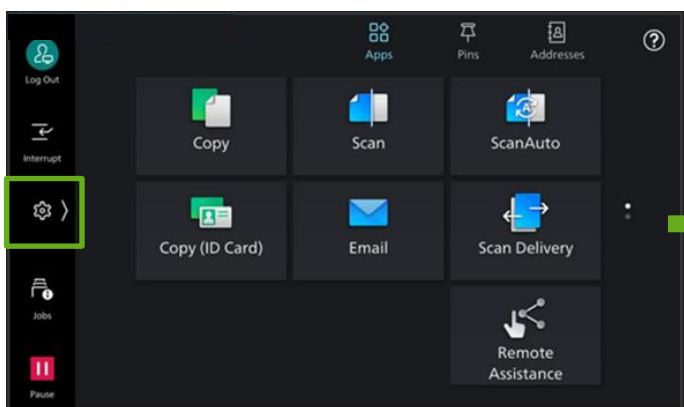
驗證/總計的設定：決定如何認證使用者的身份。

1. Tap  on Home screen.

1. 在主畫面點選一下 。

2. Tap [Device].

2. 點選【設定】。

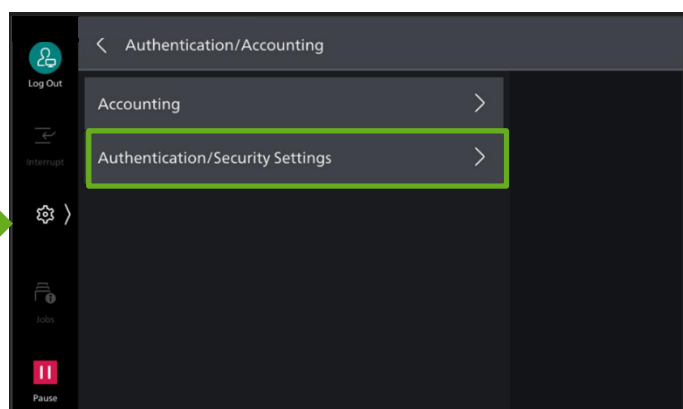
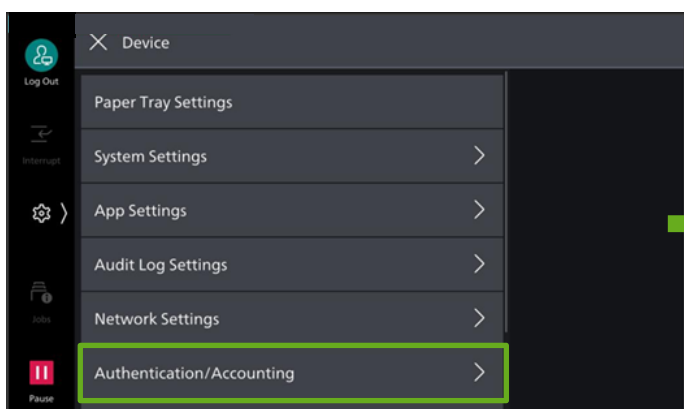


3. Select [Authentication/Accounting].

3. 選擇【驗證/總計管理】。

4. Select [Authentication/Security Settings].

4. 選擇【驗證/安全性設定】。

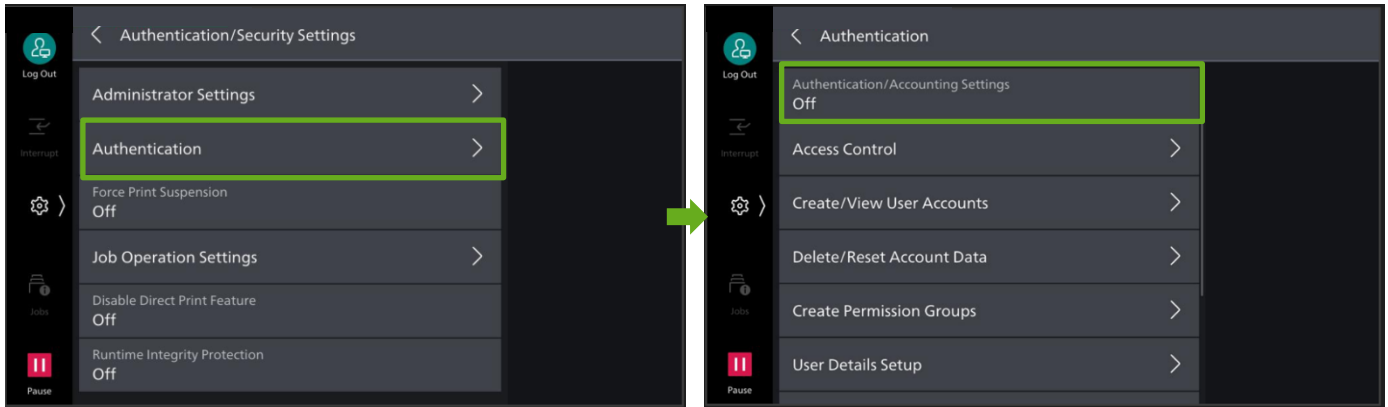


5. Select [Authentication].

5. 選擇【驗證設定】。

6. Select [Authentication/Accounting Settings].

6. 選擇【驗證/總計的設定】。

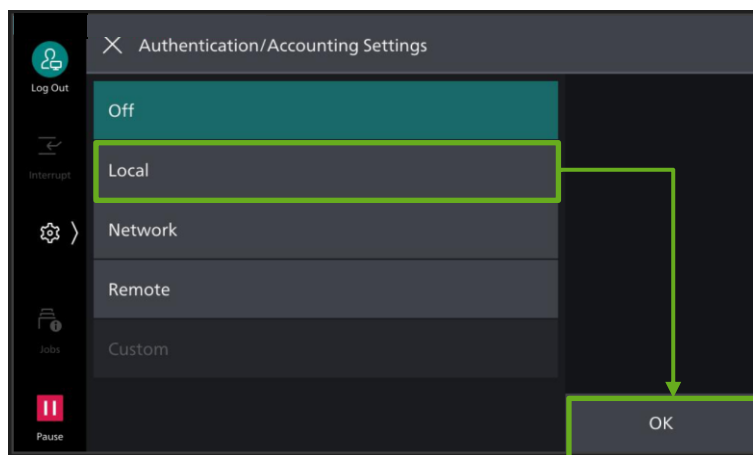


7. Select [Local].

7. 選擇【裝置驗證/總計】。

8. Tap [OK].

8. 點選【OK】。



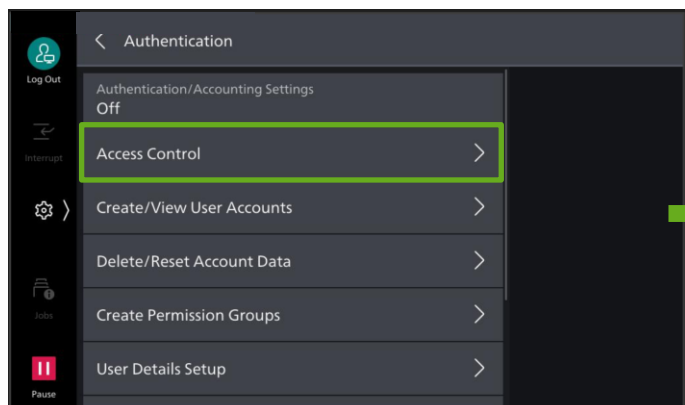
Continue to Chapter 2.2.2.

請到第 2.2.2 章繼續設定。

2.2.2 Access Control 存取控制

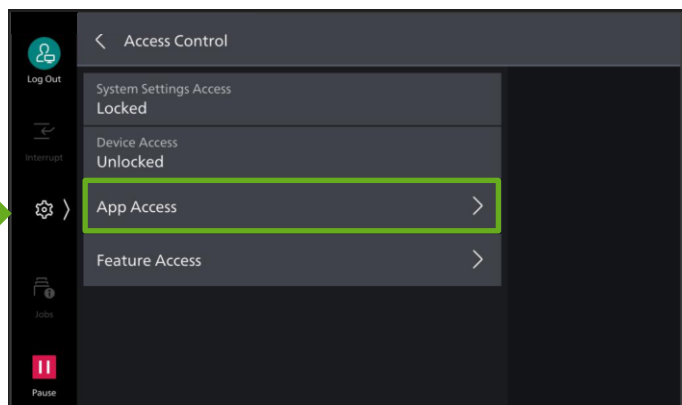
Access Control restricts access to the printer or its services.

1. Select [Access Control].
2. Select [App Access].



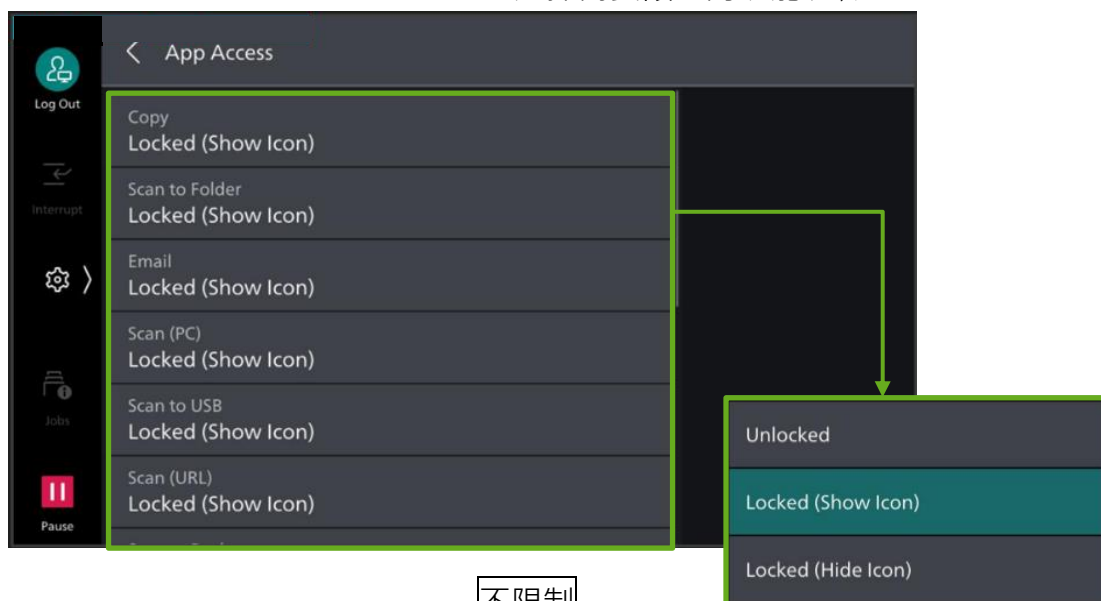
存取控制：限制使用者使用機器及其功能。

1. 選擇【存取控制】。
2. 選擇【功能項目的存取】。



3. Select an app which needs to be restricted.

3. 選擇需要限制的功能項目。



Unlocked

User is not required to log in to use this service.

Locked (Show Icon)

User is required to login to use this service. The app icon is displayed on Home screen but only accessible by authenticated user.

Locked (Hide Icon)

User is required to login to use this service. The app icon is not displayed on Home screen; it will be displayed after user logs in.

4. Tap the back arrow.

Continue to Chapter 2.2.3.

不限制

使用者不需登入，直接使用。

限制(顯示)

使用者需要登入才能使用。功能鍵顯示在主畫面，只有使用者成功登入才可。

限制(不顯示)

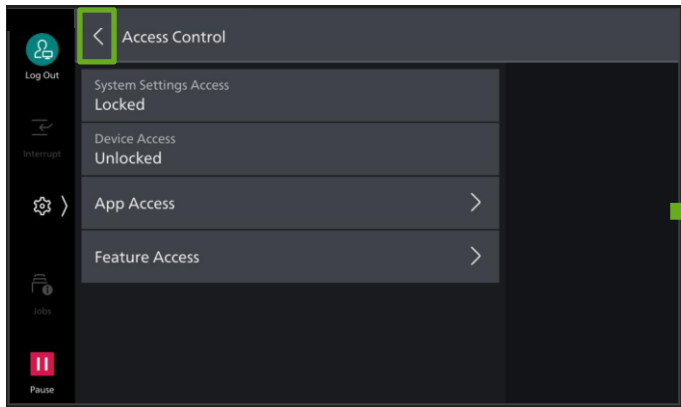
使用者需要登入才能使用。成功登入前，功能鍵不顯示在主畫面。

4. 點選左上角箭嘴。

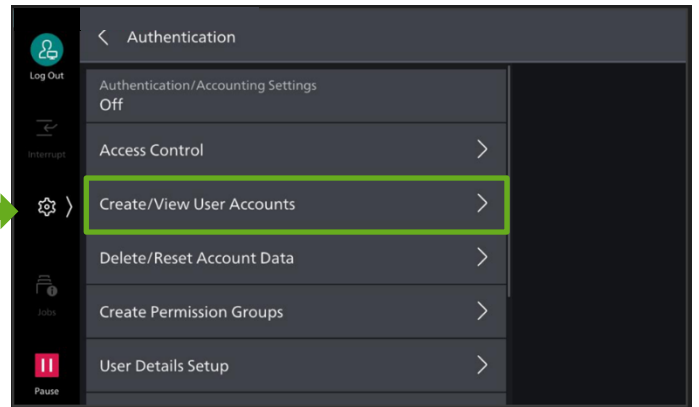
到第 2.2.3 章繼續設定。

2.2.3 Create User Account 登記新使用者

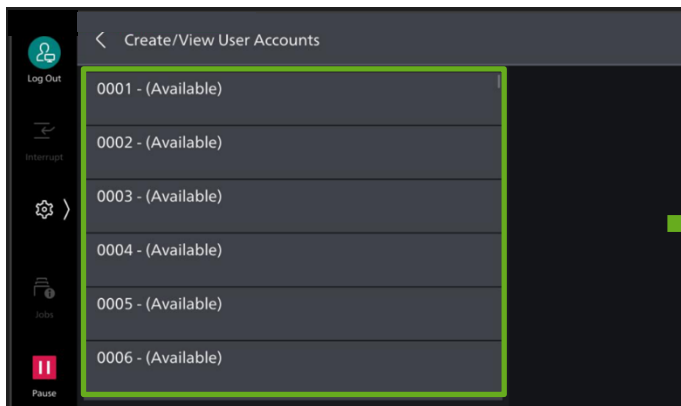
1. Tap the back arrow.
2. Select [Create/View User Accounts].



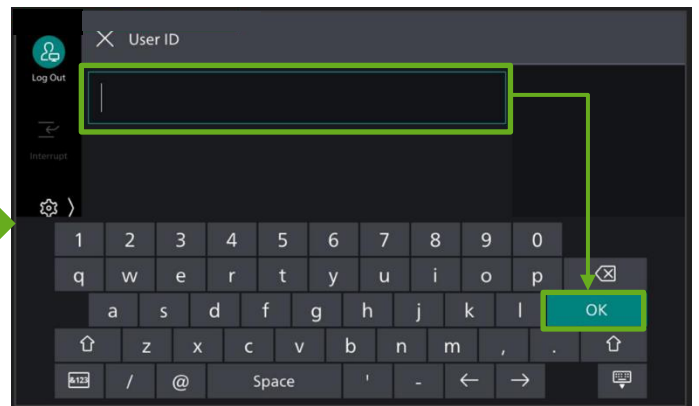
1. 點選左上角箭嘴。
2. 選擇【使用者登記/總計確認】。



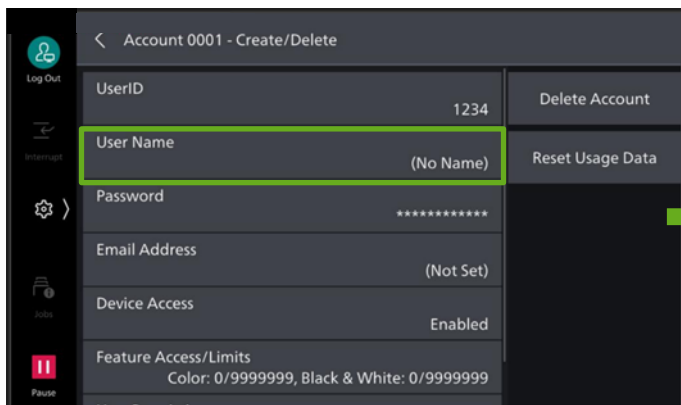
3. Select an available account.
4. Enter the value of "User ID". Tap [OK].



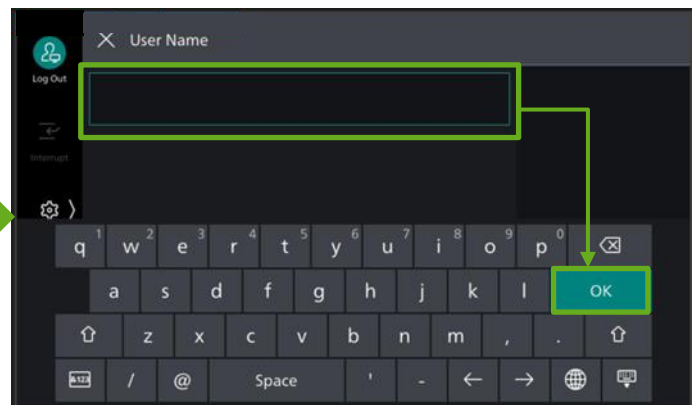
3. 選擇可用的使用者欄。
4. 輸入用作 User ID 的字串，然後點選【OK】。



5. Enter the user name. Tap [OK].

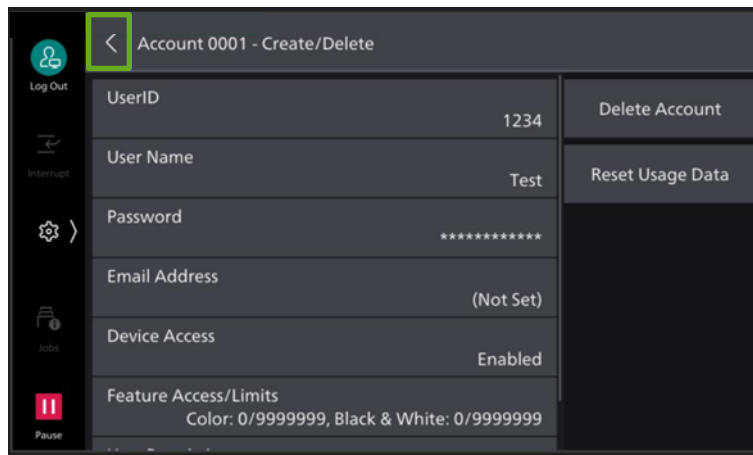


5. 輸入使用者名稱，然後點選【OK】。



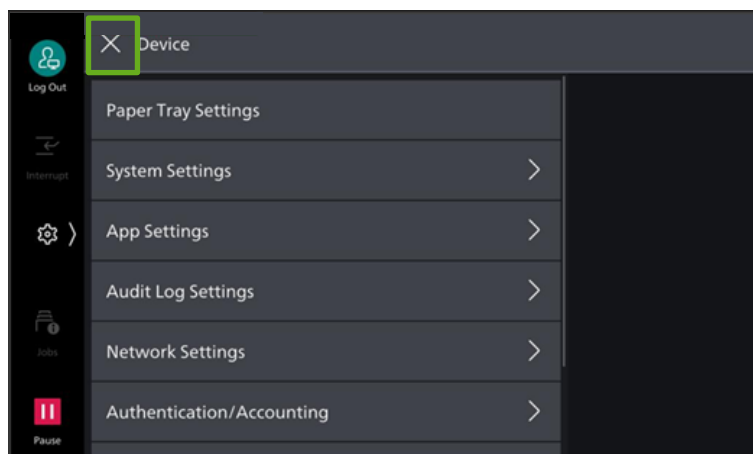
Now you have completed all basic steps. Tap the back arrow several times until you reach the screen of Step 3.

基本設定已完成，點選左上角箭嘴數下回到步驟 3 出現過的畫面。



Tap the cross icon. Tap [Restart Now]. The printer will restart. When it gets back on, the system is ready.

點選交叉，然後點選【立刻重新啟動】。機器重新啟動，然後裝置驗證及總計系統就生效。



2.3 MORE SETTINGS 更多設定

In this section, administrator should have tapped through the printer screens as instructed in Chapter 2.2.1 Steps (1)-(4).

每節開始前，管理員須先依照第 2.2.1 章完成第 1 至 4 個步驟。

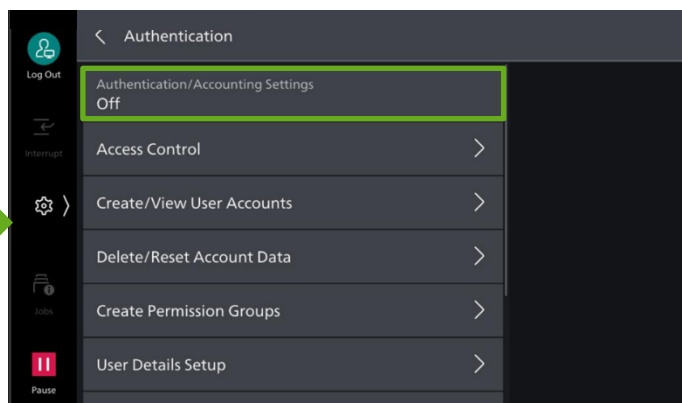
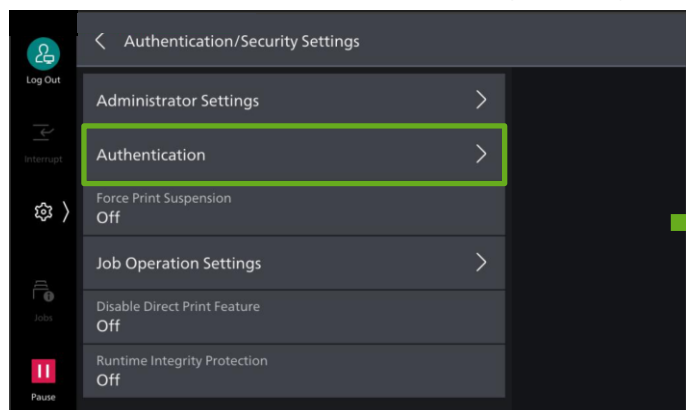
2.3.1 Lock Device Access 限制裝置的存取

Device Access controls the access to printer.

裝置的存取控制用到機器與否。

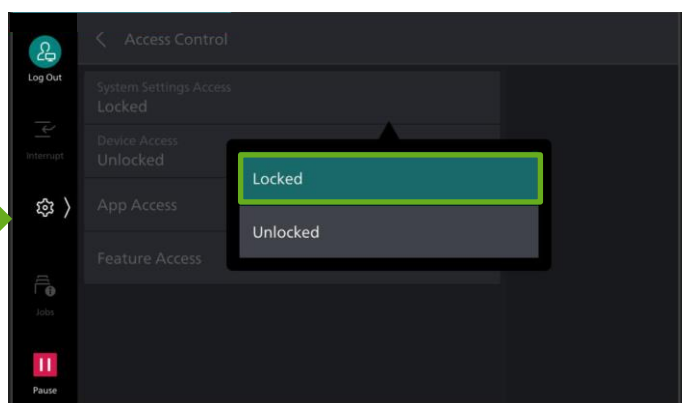
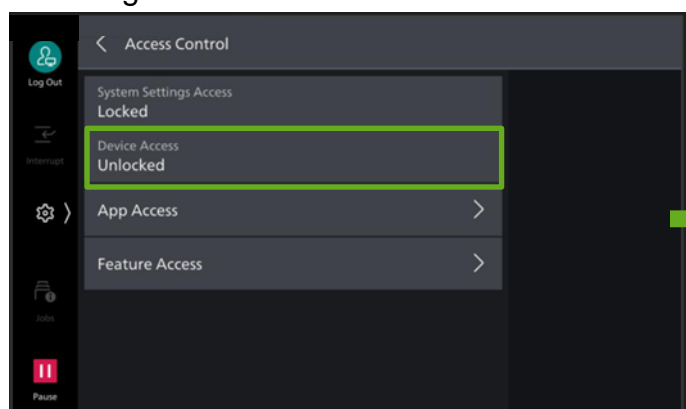
1. Select [Authentication].
2. Select [Authentication/Accounting Settings].

1. 選擇【驗證設定】。
2. 選擇【驗證/總計的設定】。



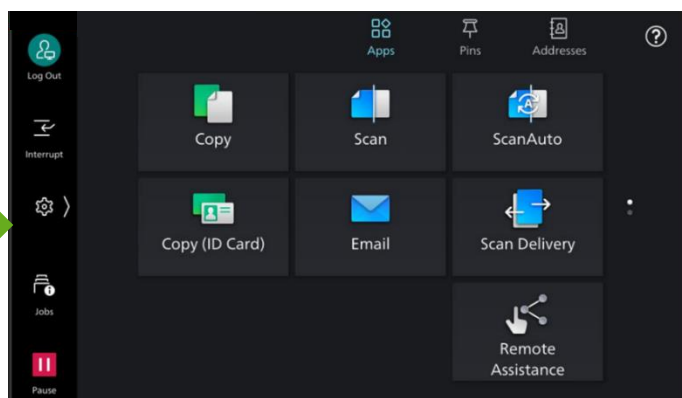
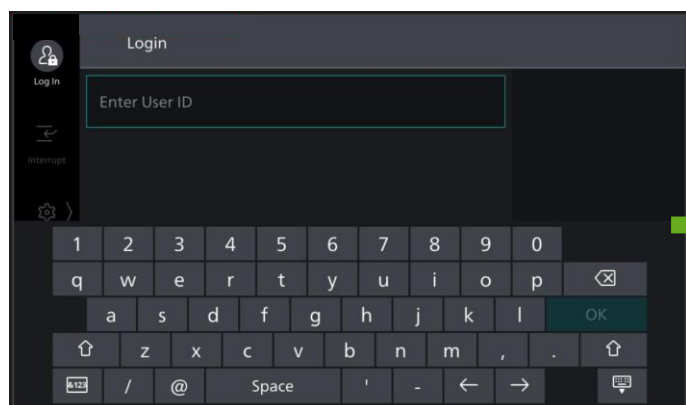
3. Tap [Device Access].
4. Select [Locked]. Tap back arrow continuously and then cross icon to save the setting.

3. 點選【裝置的存取】。
4. 點選【限制】。點選向後箭嘴數下最後點選交叉，儲存設定。



When the setting takes effect, user must log in to see the Home screen.

當設定生效，使用者必須登入成功才見到主畫面。



2.3.2 Set Feature Access / Limit 功能限制與變更頁數上限

Feature Access controls over user's access to output color in Copy, Print, Fax or Scan.

功能限制：限制使用者在複印、列印、傳真及掃描選擇顏色輸出。

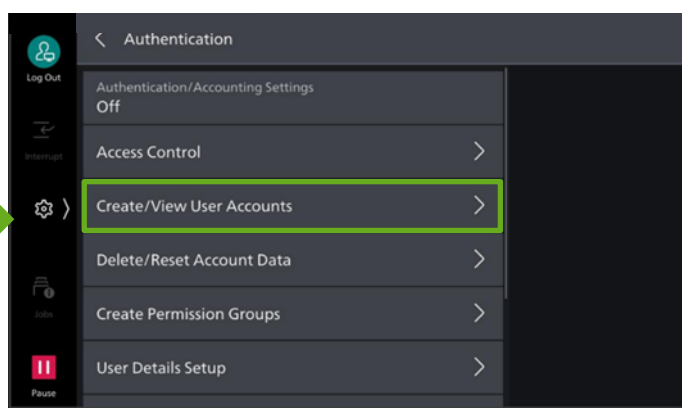
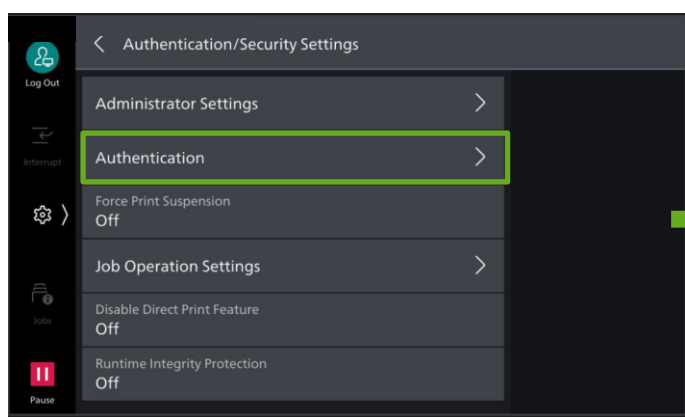
Feature Limit is the impression (number of pages) allowance in Copy, Print, Fax or Scan granted to user.

變更頁數：設定使用者在複印、列印、傳真及掃描最多容許使用張數。

Feature Limit 變更頁數上限

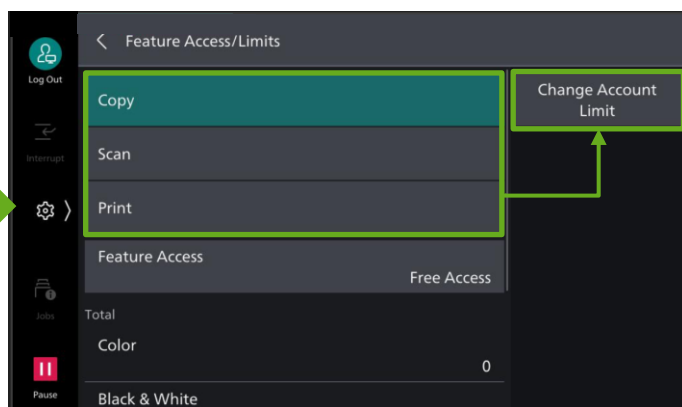
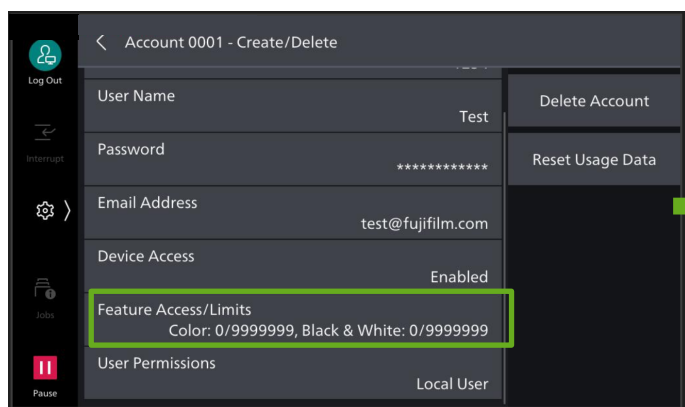
1. Tap [Authentication].
2. Tap [Create/View User Accounts].

1. 點選【驗證設定】。
2. 點選【使用者登記/總計確認】。



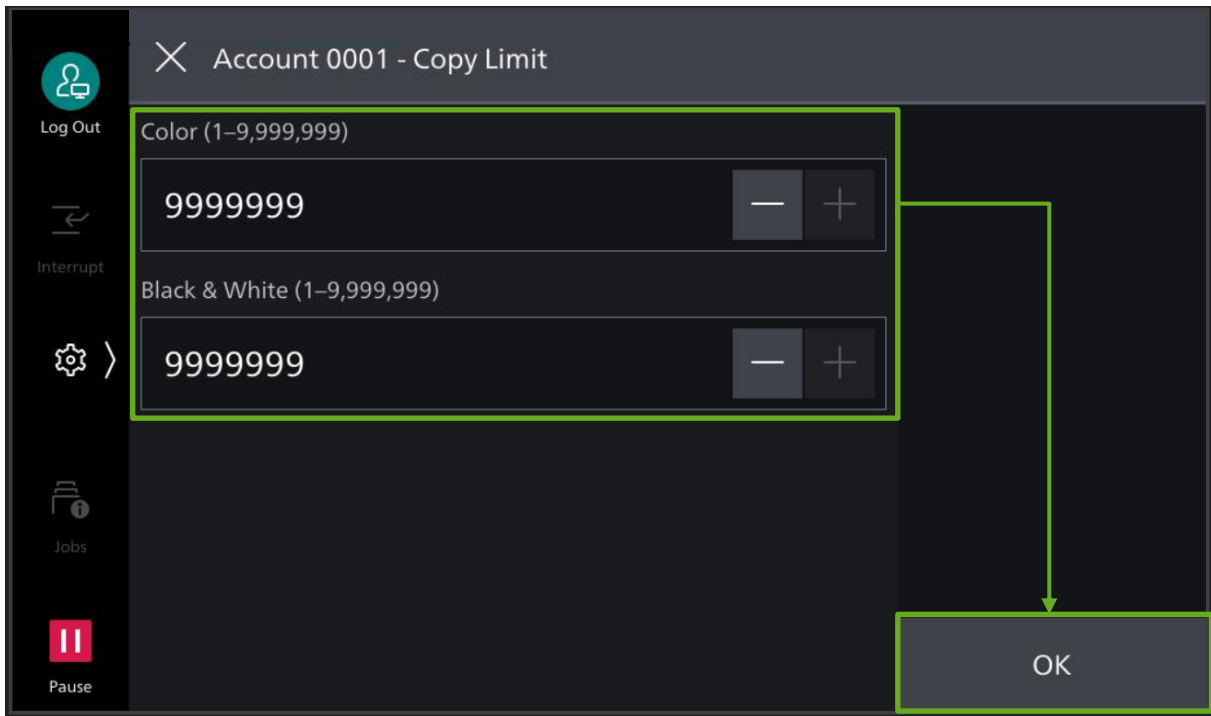
3. Tap the account you want to change. Tap [Feature Access/Limits].
4. Select feature. Tap [Change Account Limit].

3. 選擇要更改的使用者，點選【功能項目的使用限制】。
4. 選擇要更改的功能，然後點選【變更頁數上限】。



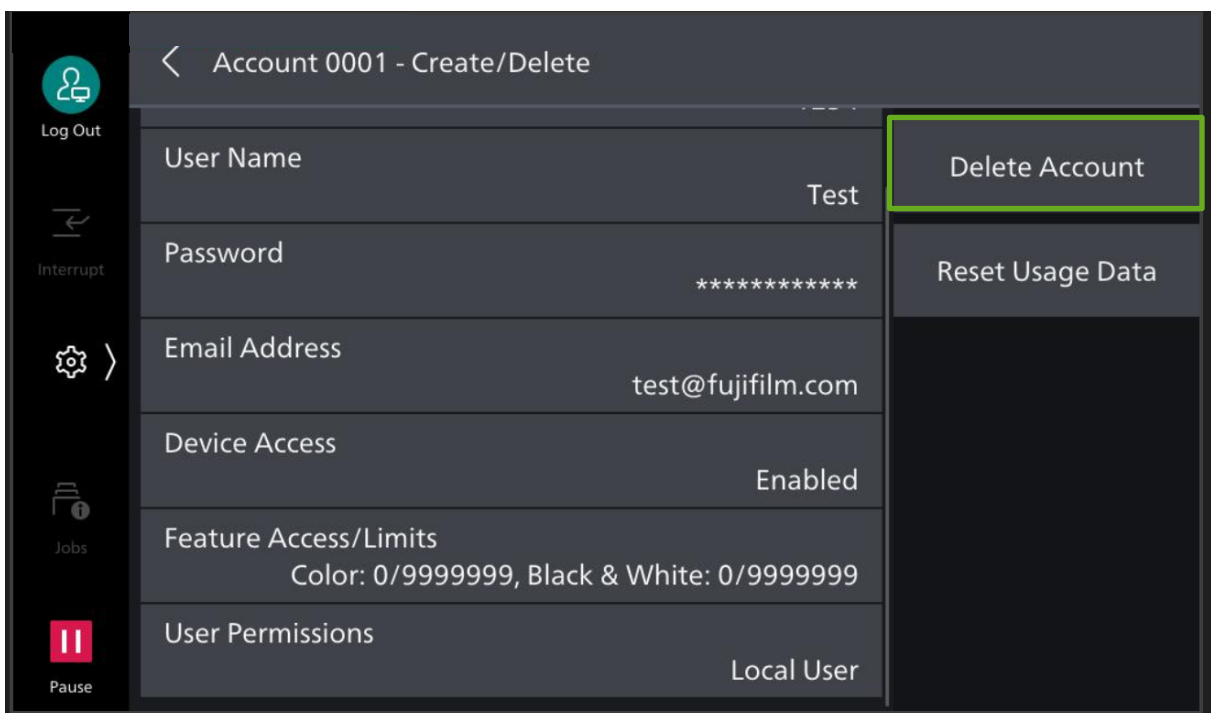
5. Enter the limit for Color and Black & White.
6. Tap [OK]. Tap back arrow continuously and then cross icon to save the setting.

5. 輸入彩色及黑白頁數上限。
6. 點選【OK】。點選向後箭嘴數下最後點選交叉，儲存設定。



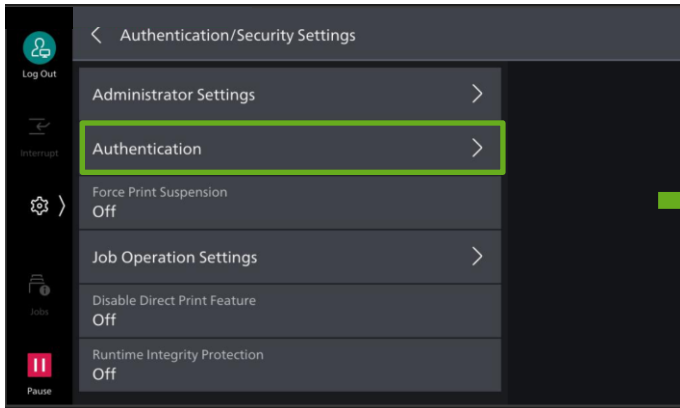
Remarks: when the usage reaches the limit, user will not be allowed to proceed. Administrator should confirm the usage and then reset the user's usage (Tap [Reset Usage Data] in the user's account).

留意：當用量到達上限，使用者不能繼續用。管理員宜先確認用量，再決定重設使用者用量（在使用者資料頁點選【重設累積頁數】）。

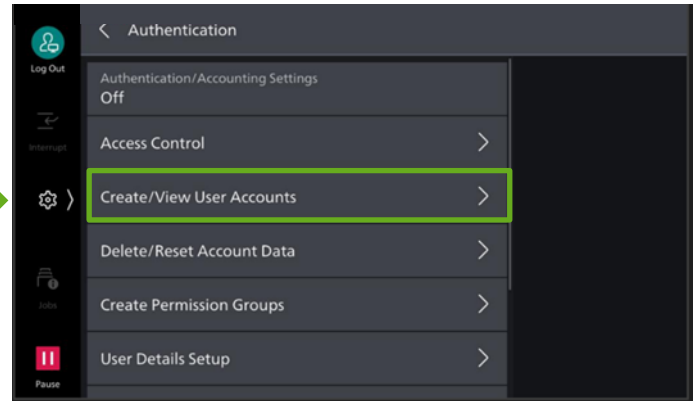


Feature Access 功能限制

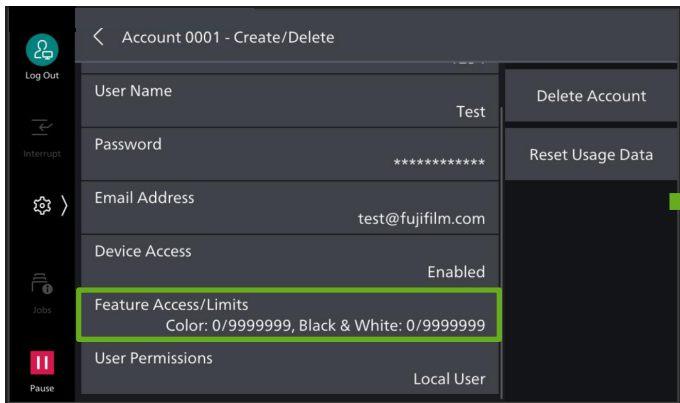
1. Tap [Authentication].
2. Tap [Create/View User Accounts].



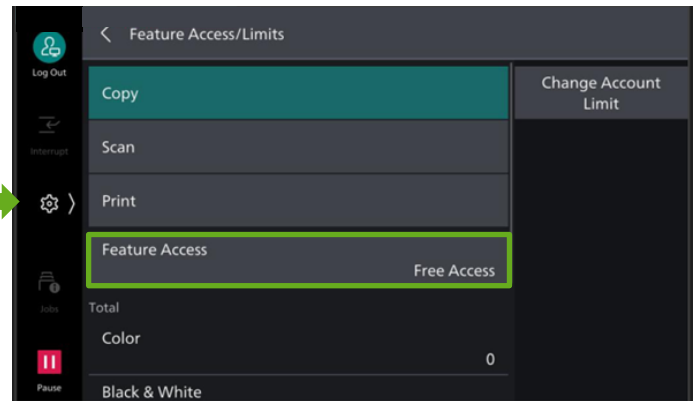
1. 點選【驗證設定】。
2. 點選【使用者登記/總計確認】。



3. Tap the account you want to change.
4. Tap [Feature Access/Limits].
5. Tap [Feature Access].

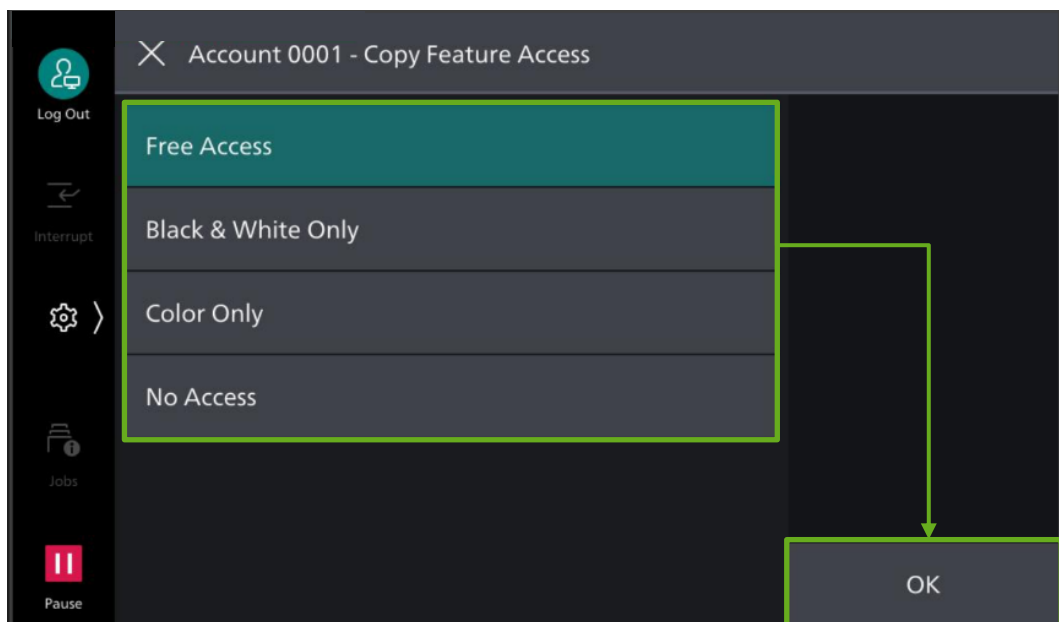


3. 點選要更改的使用者。
4. 點選【功能項目的使用限制】
5. 點選【功能限制】。



6. Select an access mode. Tap [OK]. Tap back arrow continuously and then cross icon to save the setting.

6. 選擇所需選項，然後點選【OK】。點選後箭嘴數下最後點選交叉，儲存設定。



2.3.3 Delete User Account 刪除使用者

Once an account is deleted, the usage cannot be retrieved.

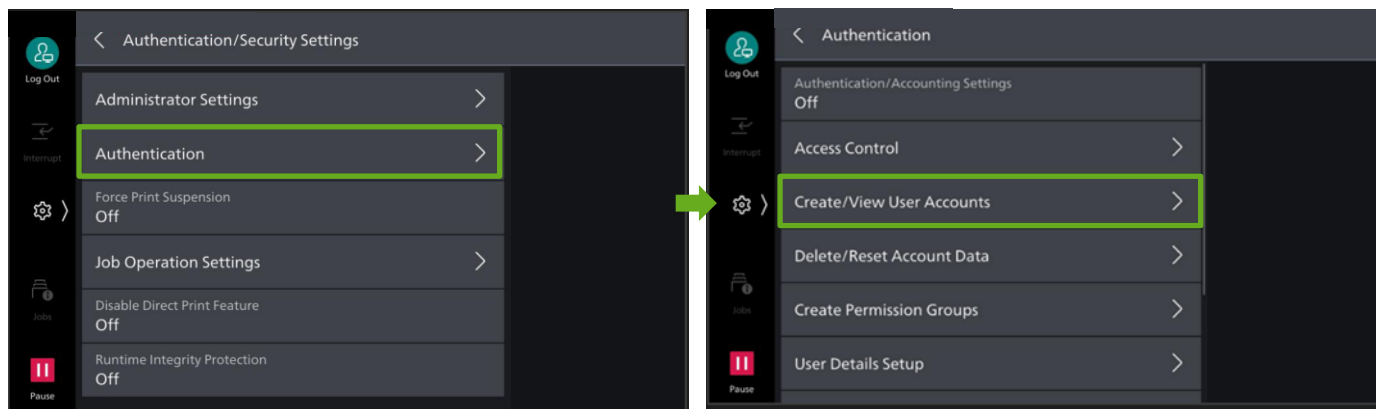
刪除使用者，將不再看到其用量。

Remember to read the usage first. (For usage report generation, go to Chapter 6.)

謹記在刪除前取得用量數值。(有關總計報表，請參閱第 6 章。)

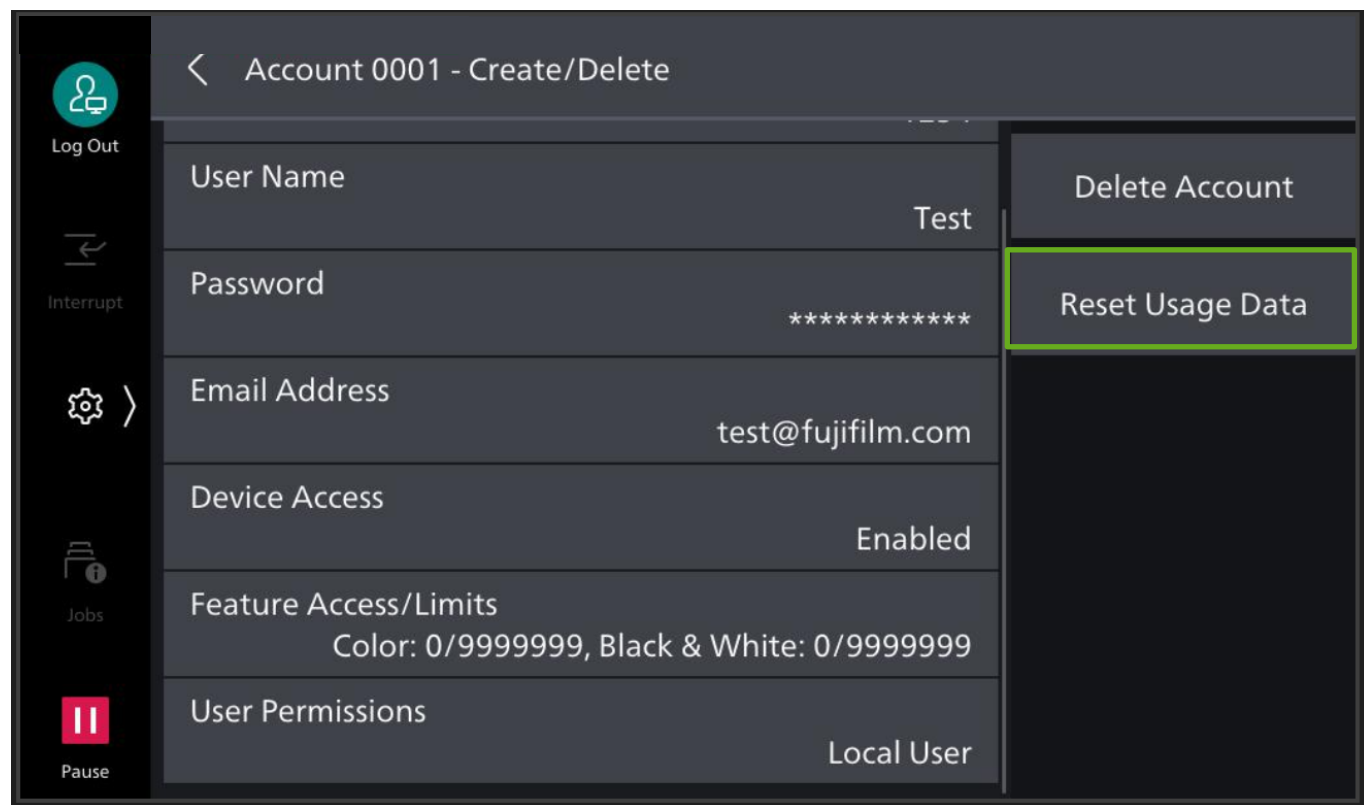
1. Tap [Authentication].
2. Tap [Create/View User Accounts].

1. 點選【驗證設定】。
2. 點選【使用者登記/總計確認】。



3. Select the account you want to change. Tap [Delete Account].

3. 選擇要更改的使用者。點選【刪除所有登記內容】。

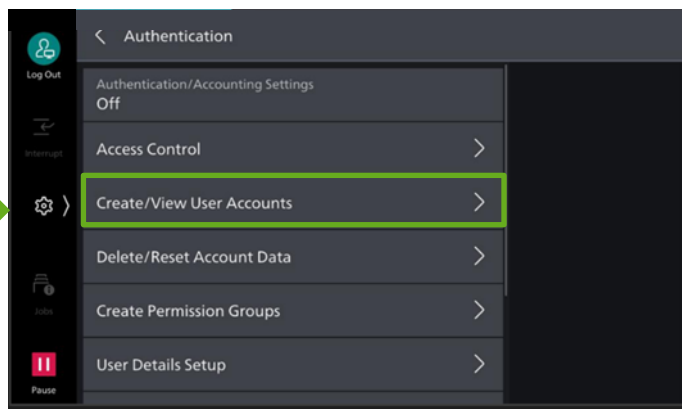
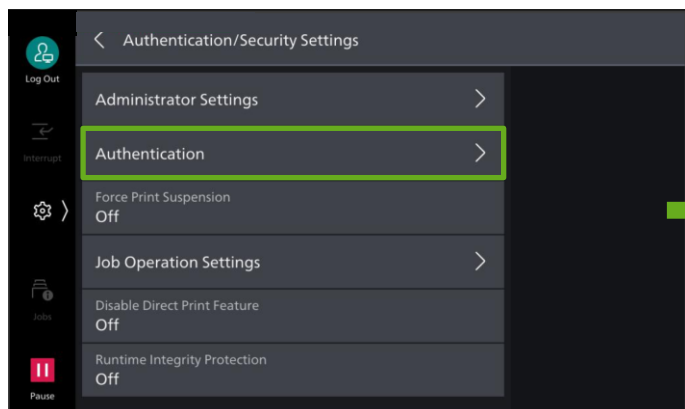


2.3.4 Assign User as Account Administrator 授權使用者為總計管理員

Account Administrator has permission to add user accounts and generate usage reports. 總計管理員有權登記新使用者及查看報表。

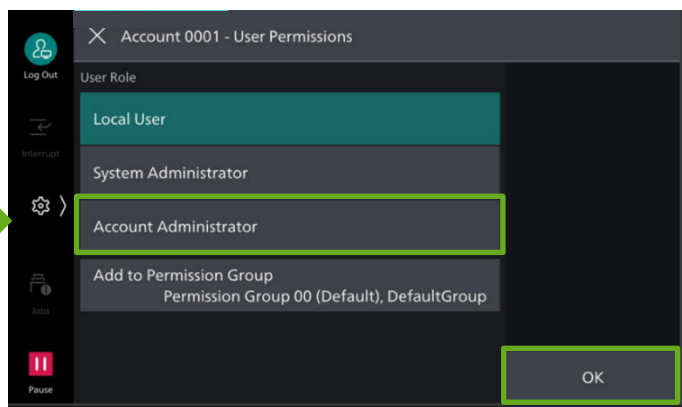
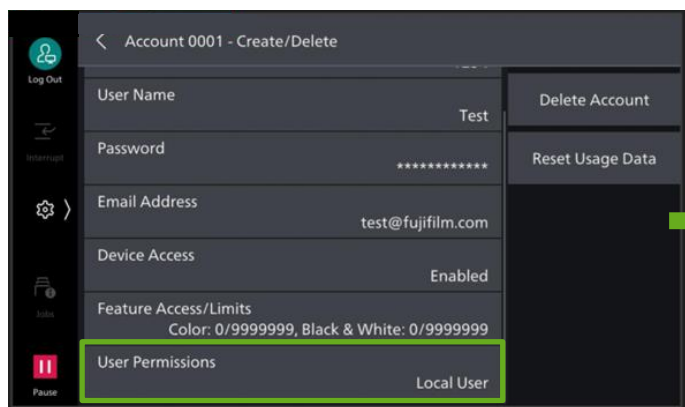
1. Tap [Authentication].
2. Tap [Create/View User Accounts].

1. 點選【驗證設定】。
2. 點選【使用者登記/總計確認】。



3. Select the user account. Tap [User Permissions].
4. Select [Account Administrator].

3. 點選使用者，然後點選【使用者的權限】。
4. 選擇【總計管理員的權限】，然後點選【OK】。



2.3.5 Job Operation 工作操作的設定

Job Operation enables restriction of display of active jobs. This protects privacy and prevents information leaks from unauthenticated users and users who are not job owners.

工作操作的設定限制顯示執行中或等待執行的工作和記錄。對於未驗證的使用者或非工作擁有者，可保護隱私權、防止資訊洩漏。

When the authentication system takes effect, operation is restricted. As a result, unauthenticated user may encounter the following situations:

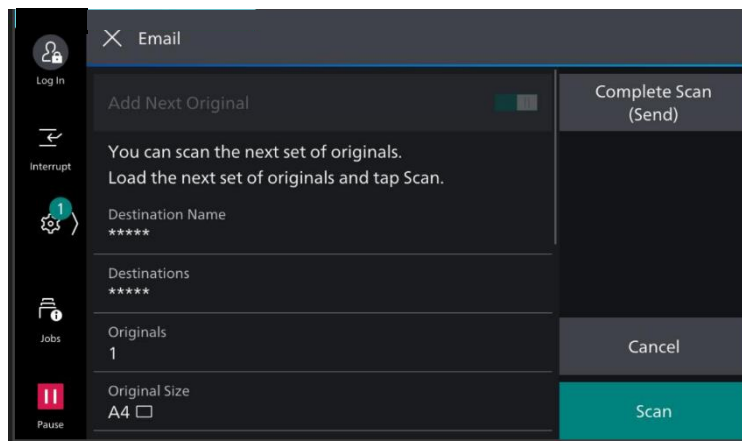
驗證系統生效，會限制操作，未登入的使用者或會遇到以下情況：

Situation (1)

[Preview] is turned on, but the scan image is not displayed on screen.

情況 (1)

使用【預覽】，但畫面不能顯示掃描影像。

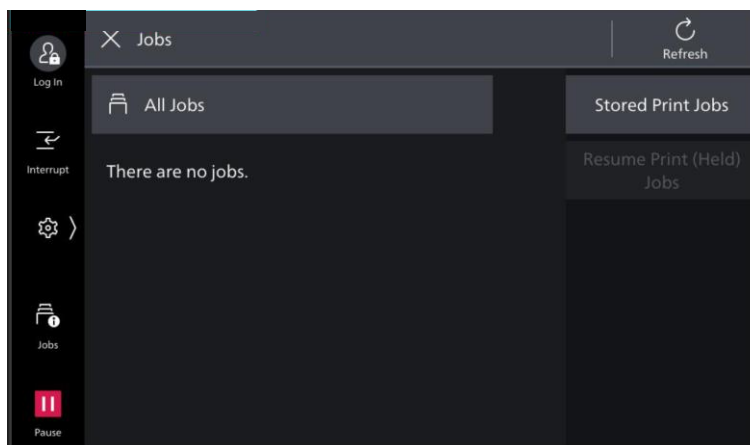


Situation (2)

Job history is not displayed

情況 (2)

沒有顯示工作紀錄。



Situation (3)

Job belonging to someone else stuck in the middle of process cannot be cancelled.

情況 (3)

其他使用者的工作在中途停頓，不能取消。

Below are the settings that turn the situations around, so that unauthenticated user can:

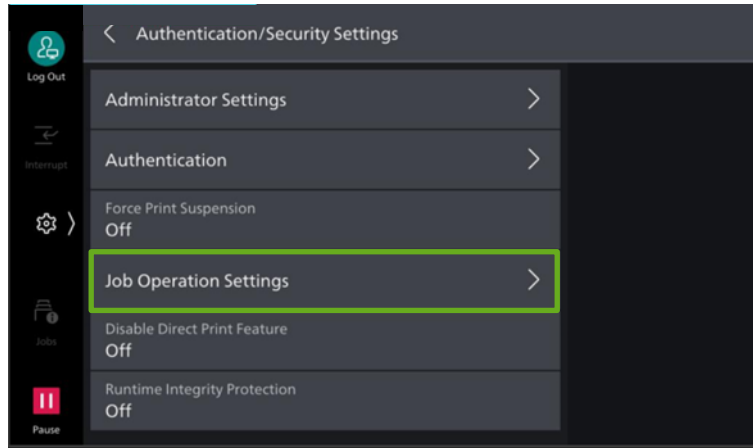
- ✓ see the scan image in preview
- ✓ read job history in Jobs
- ✓ cancel job (so that the stuck job would not obstruct the queue)

以下會示範如何透過設定，改變上述情況，令未登入的使用者：

- ✓ 在預覽看到掃描影像
- ✓ 看到工作紀錄
- ✓ 可以取消進行中工作，避免阻礙後面

1. Tap [Job Operation Settings].

1. 點選【工作操作的設定】。



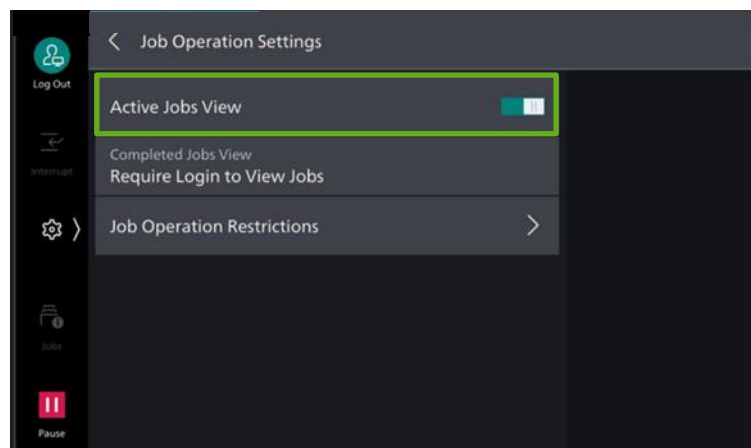
Solution for Situation (1):

應付情況 (1) :

2. Disable [Active Jobs View].

2. 關閉

【執行中/等待執行的工作的顯示設定】。

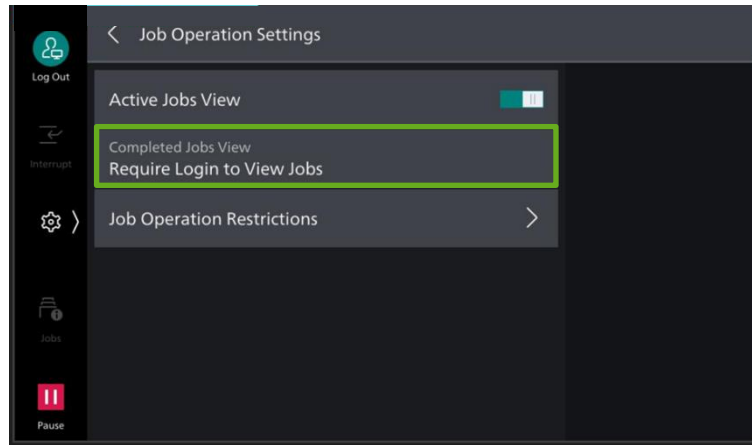


* When the setting is completed, tap back arrow continuously and then cross icon to save the setting.

* 完成以上設定後，點選向後箭嘴數下最後點選交叉，儲存設定。

Solution for Situation (2):

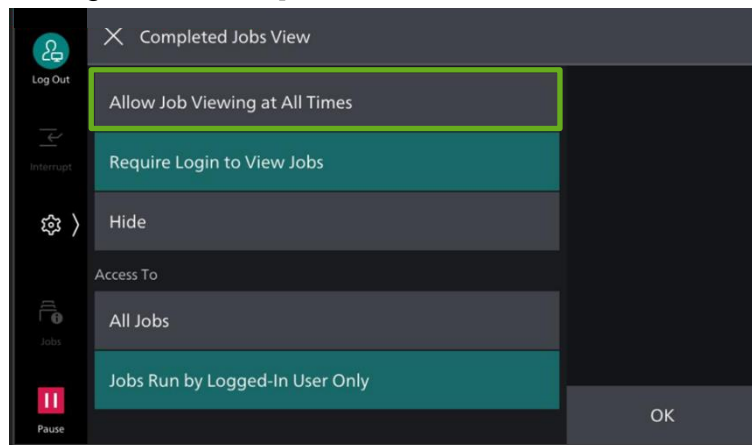
2. Tap [Completed Jobs View].



應付情況 (2) :

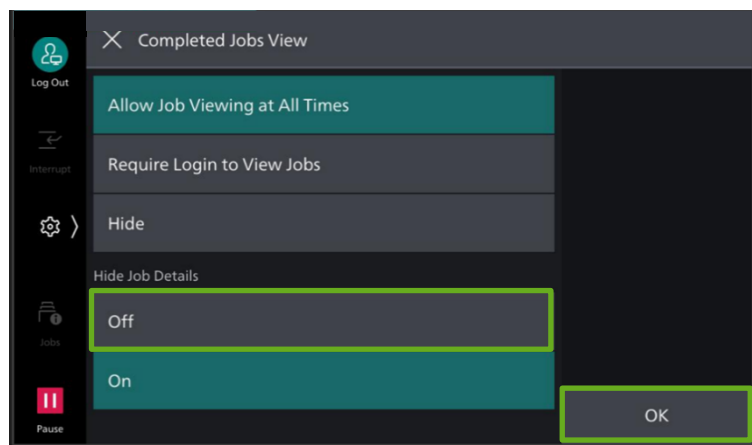
2. 點選【顯示收件人的工作】。

3. Select [Allow Job Viewing at All Times].



3. 點選【全部】。

4. Under “Hide Job Details”, select [Off]. Tap [OK].



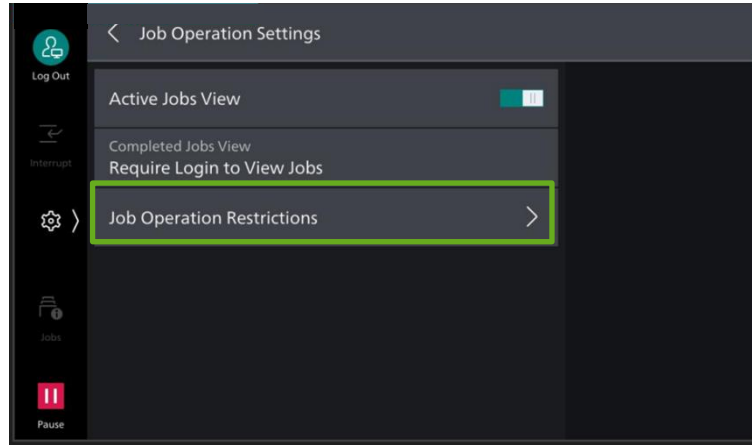
4. 在「資料的限制」，點選【無】。最後點選【OK】。

* When the setting is completed, tap back arrow continuously and then cross icon to save the setting.

* 完成以上設定後，點選向後箭嘴數下最後點選交叉，儲存設定。

Solution for Situation (3):

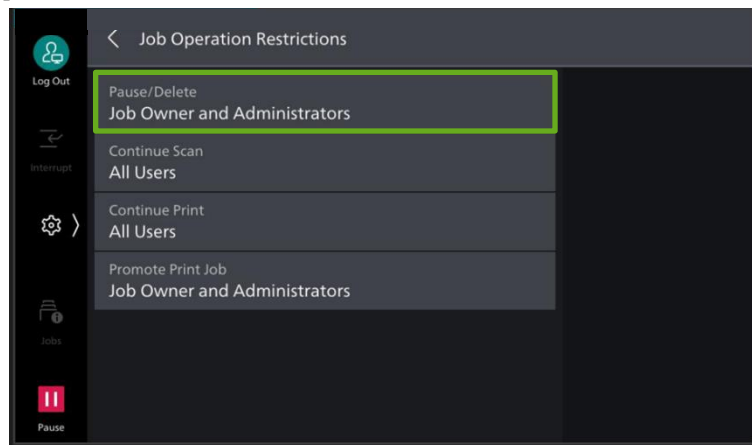
2. Tap [Job Operation Restrictions].



應付情況 (3) :

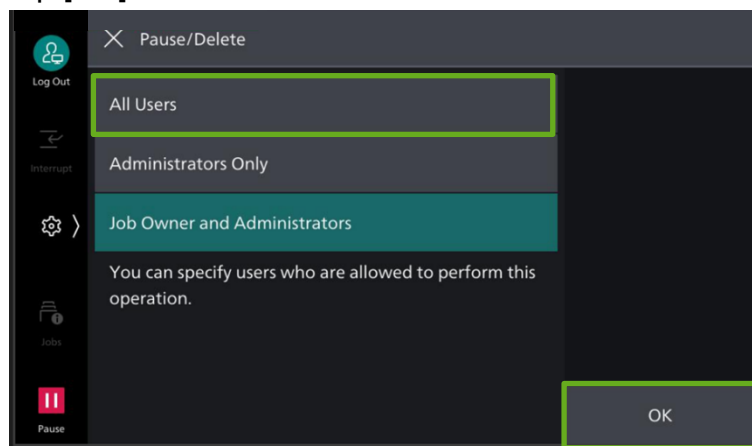
2. 點選【工作操作限制】。

3. Tap [Pause/Delete].



3. 點選【暫停/中止】。

4. Select [All Users]. Tap [OK].



4. 選擇【所有的使用者】，然後點選【OK】。

* When the setting is completed, tap back arrow continuously and then cross icon to save the setting.

* 完成以上設定後，點選向後箭嘴數下最後點選交叉，儲存設定。

3. SETTINGS ON INTERNET SERVICES 在 INTERNET SERVICES 設定

Internet Services (IS) provides an option for configuring printer operation and monitoring status. It is accessed via internet browser.

使用網頁瀏覽器進入 Internet Services (IS) 設定機器操作及監察狀態。

In this chapter, you will learn how to:

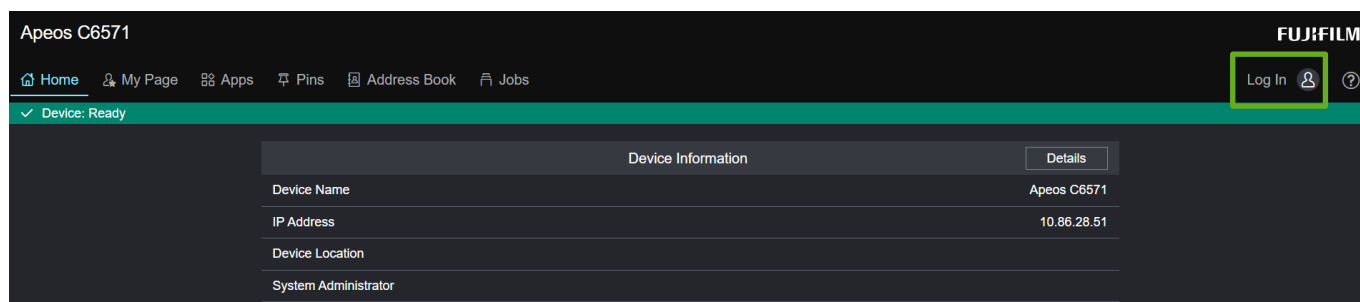
本章介紹以下部份：

- Set up authentication/accounting system
- Create/delete user account
- Set device access, feature access and feature limit
- Assign user as Account Administrator
- Generate Accounting Report
- 設定驗證/總計系統
- 登記使用者
- 設定裝置限制、功能限制與變更頁數上限
- 授權使用者為總計管理員
- 總計報表 (CSV 版本)

3.1 LOG IN AS ADMINISTRATOR 以系統管理者身份登入

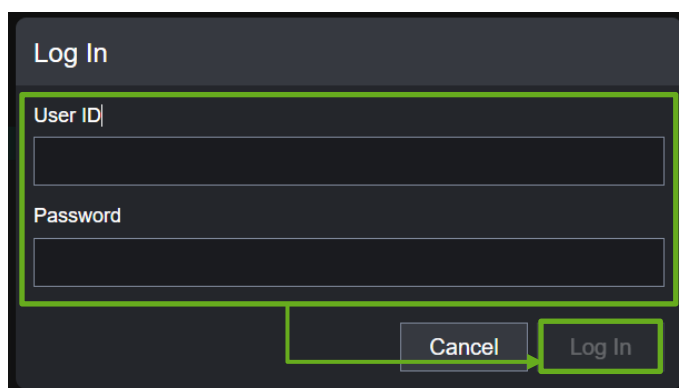
1. Enter the printer's IP address. Click [Log In].

1. 輸入打印機的 IP 地址，然後點選【登入】。



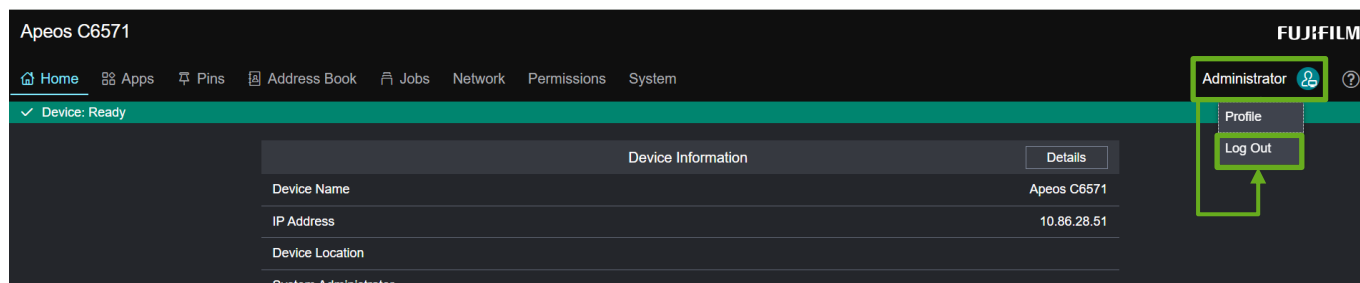
2. Enter administrator's User ID and Password. Click [Log In].

2. 輸入管理員 ID 及密碼，然後點選【登入】。



3. The name "Administrator" is displayed. To log out, click the name and then [Log Out].

3. 系統管理員的名字顯示出來。登出請點選名字，然後選擇【登出】。

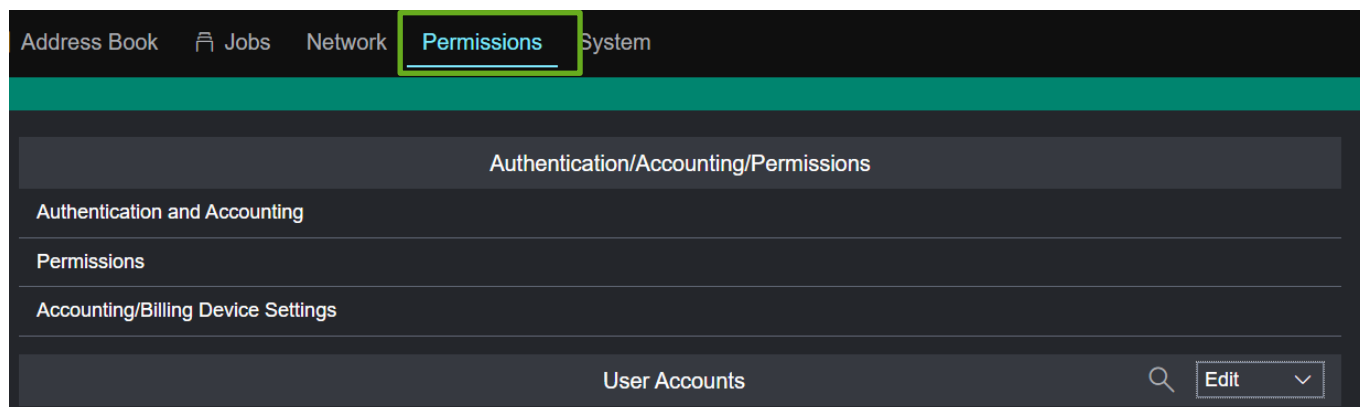


3.2 BASIC SETTINGS 基本設定

Complete all steps in this section in order.
In this section, all settings start with the
Permission page.

請順序完成本節所有步驟。

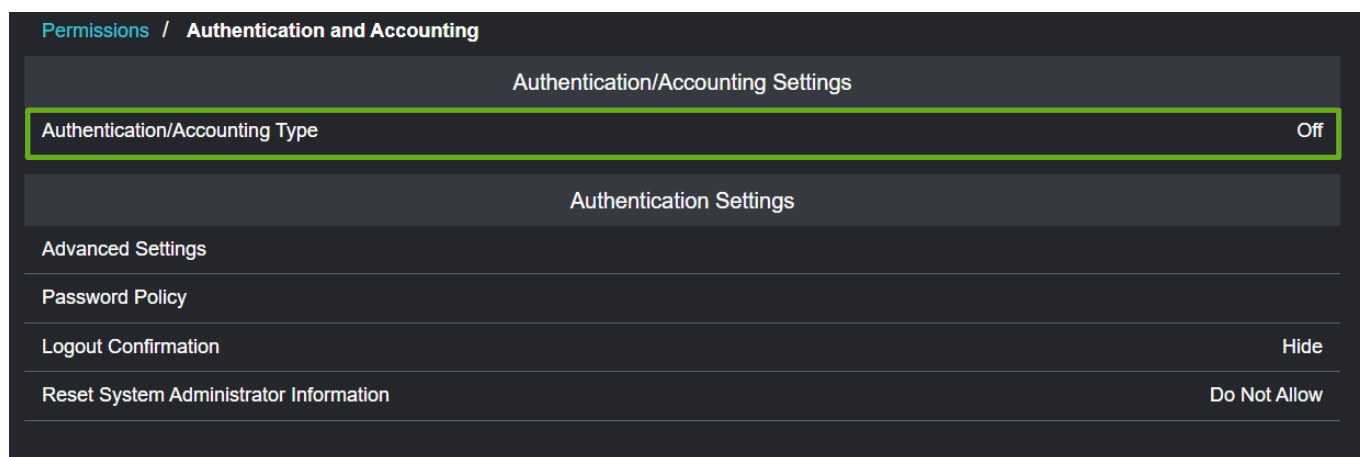
本節內所有設定以「驗證/總計/權限」頁開始。



3.2.1 Enable Authentication/Accounting System 啟動驗證/總計系統

1. Scroll down to
“Authentication/Accounting Settings”.
Click [Authentication/Accounting Type].

1. 拉到「驗證/總計的設定」，點選
【驗證/總計的運用】。

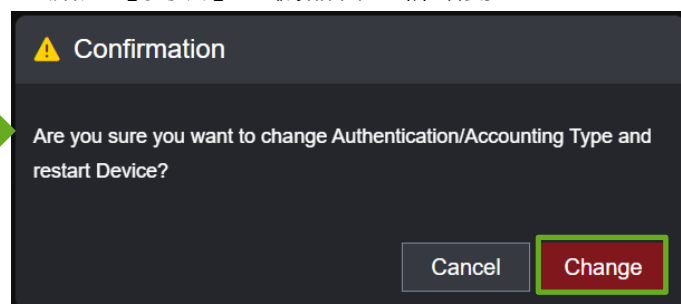
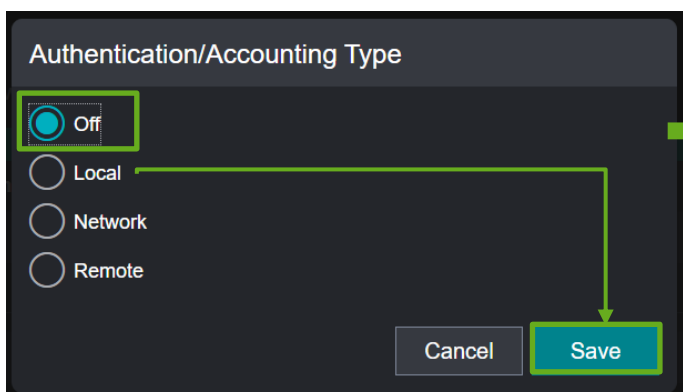


3. Select [Local]. Click [Save].

3. 選擇【裝置認證/總計】，然後點選
【儲存】。

4. Click [Change]. The printer will restart.

4. 點選【更改】，機器會重新啟動。

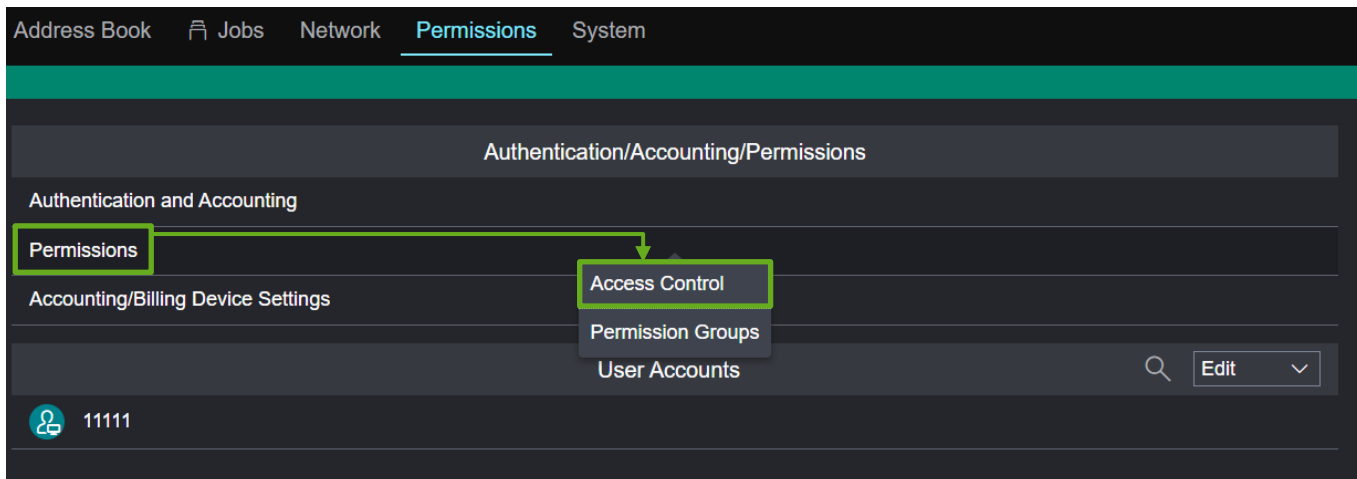


5. Carry out steps in Chapter 3.1 to log in
again.

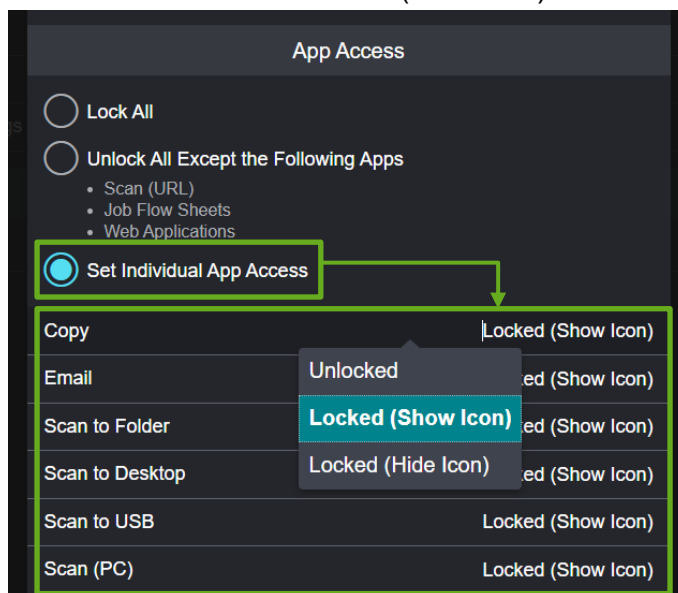
5. 做一第 3.1 章所述步驟，重新登入。

3.2.2 Access Control 存取控制

1. Click [Permissions]. Select [Access Control]. 1. 點選【權限設定】，選擇【存取控制設定】。



2. Scroll down to "App Access". Select [Set Individual App Access]. Click an app (e.g. Copy). Select an option. 2. 拉到「App 的限制」，選擇【依各 App 的限制】。點選所需服務(如：複印)，然後選擇項目。



Unlocked

User is not required to log in to use this service.

Locked (Show Icon)

User is required to login to use this service. The app icon is displayed on Home screen but only accessible by authenticated user.

Locked (Hide Icon)

User is required to login to use this service. The app icon is not displayed on Home screen; it will be displayed after user logs in.

不限制

使用者不需登入，直接使用。

限制(顯示)

使用者需要登入才能使用。功能鍵顯示在主畫面，只有使用者成功登入才可。

限制(不顯示)

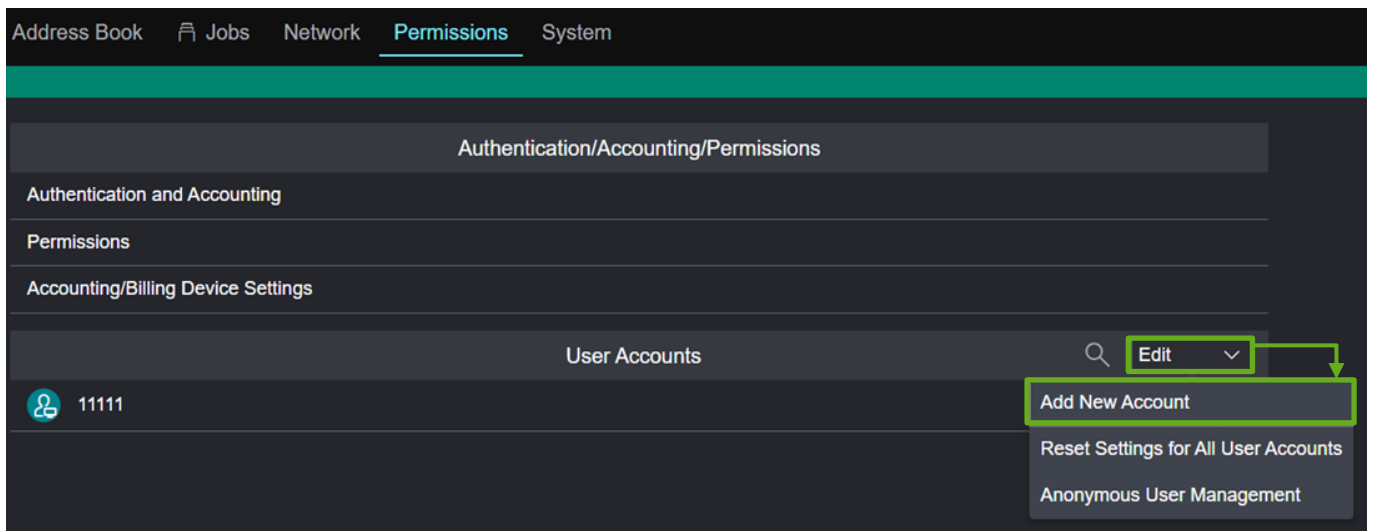
使用者需要登入才能使用。成功登入前，功能鍵不顯示在主畫面。

3. Scroll down to the bottom and click [Save]. 3. 拉到底，點選【儲存】。

3.2.3 Create User Account 登記新使用者

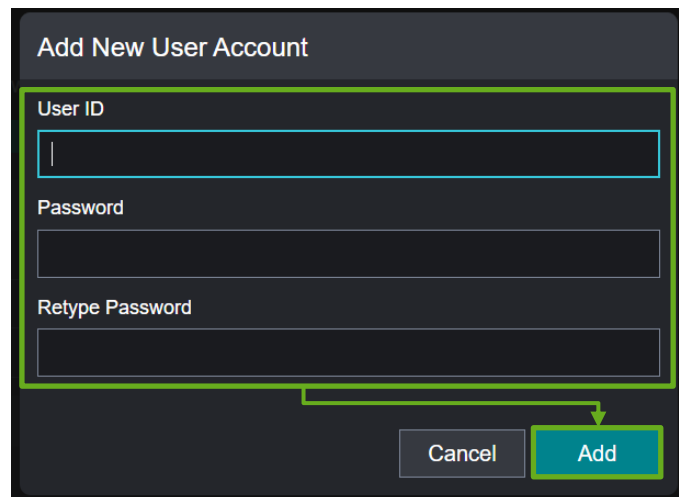
1. Click [Edit]. Select [Add New Account].

1. 點選【設定】，然後選擇【登記使用者】。



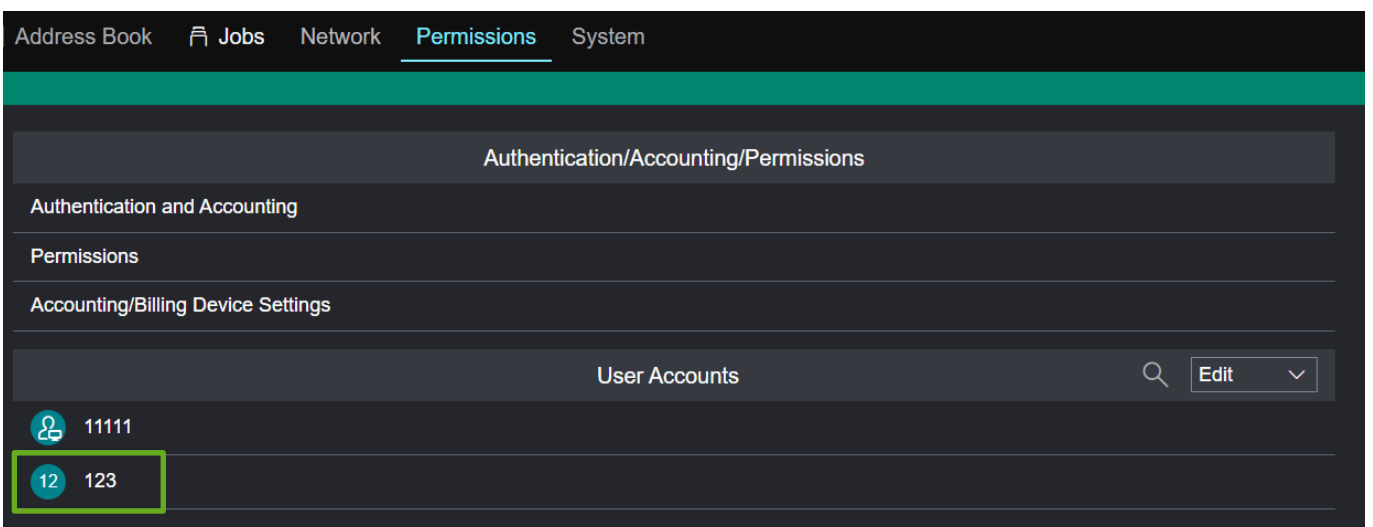
2. Fill in [User ID] (and [Password] if necessary). Click [Add].

2. 輸入【使用者 ID】(按需要輸入【密碼】)，然後點選【登記】。

A screenshot of a dialog box titled 'Add New User Account'. It contains three input fields: 'User ID', 'Password', and 'Retype Password'. The 'User ID' field is highlighted with a green box. At the bottom right, there are two buttons: 'Cancel' and 'Add'. The 'Add' button is highlighted with a green box. A green arrow points from the 'Add' button back to the 'Add New Account' option in the previous screenshot.

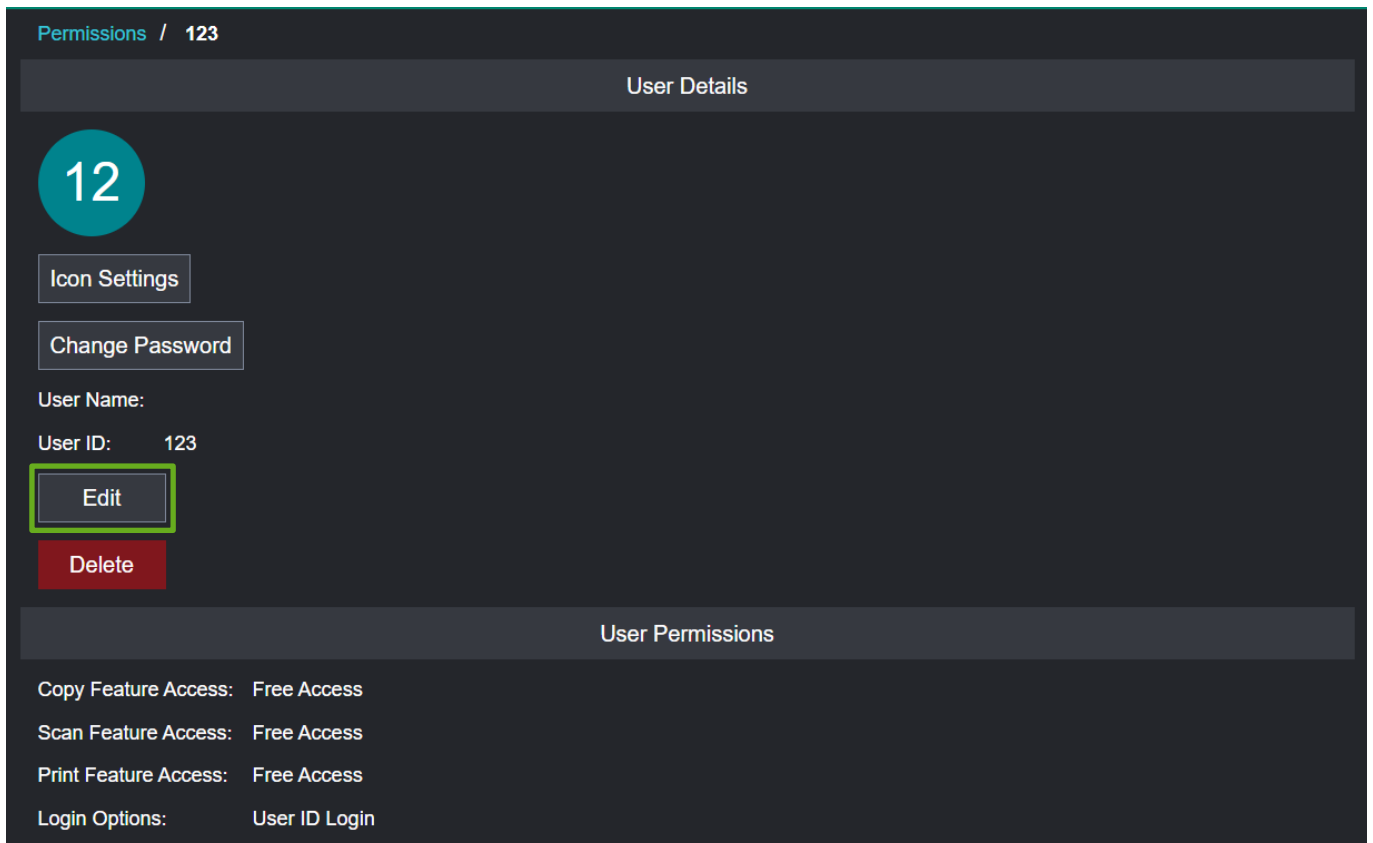
3. Click the newly created user account.

3. 點選新登記的使用者。



4. Click [Edit].

4. 點選【設定】。



Permissions / 123

User Details

12

Icon Settings

Change Password

User Name:

User ID: 123

Edit

Delete

User Permissions

Copy Feature Access: Free Access

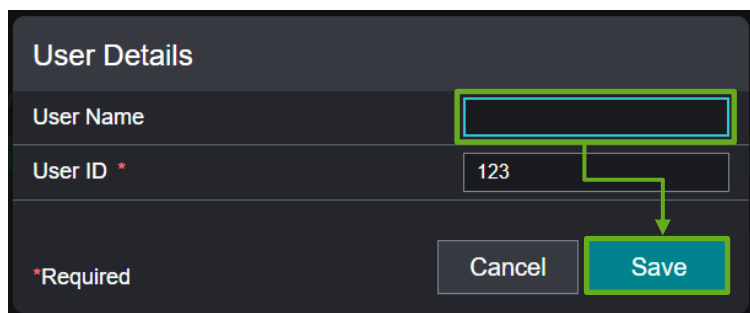
Scan Feature Access: Free Access

Print Feature Access: Free Access

Login Options: User ID Login

5. Enter the User Name. Click [Save].

5. 輸入使用者名稱，然後點選【儲存】。



User Details

User Name

User ID * 123

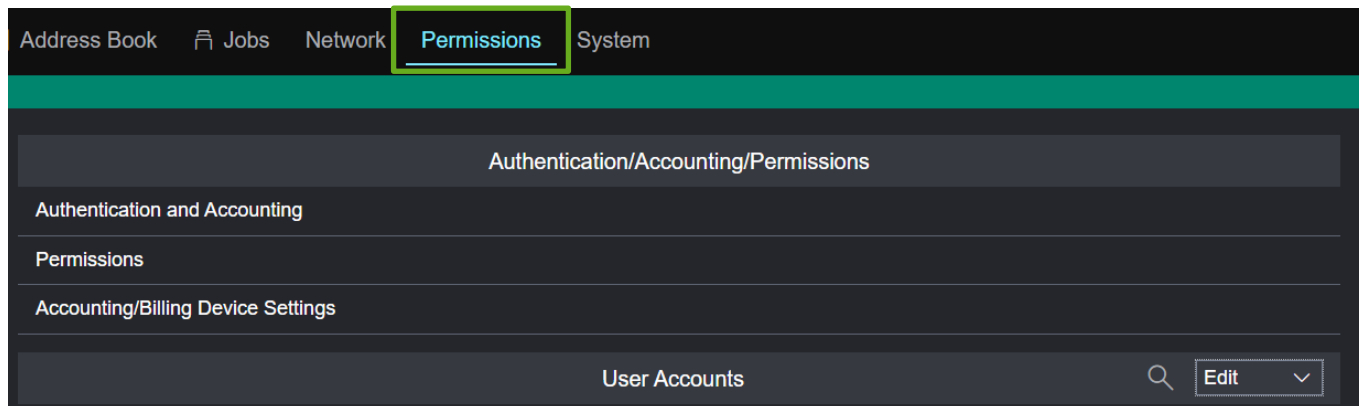
*Required

Cancel Save

3.3 MORE SETTINGS 更多設定

In this section, all settings start with the Permission page.

本節內所有設以「驗證/總計/權限」頁開始。



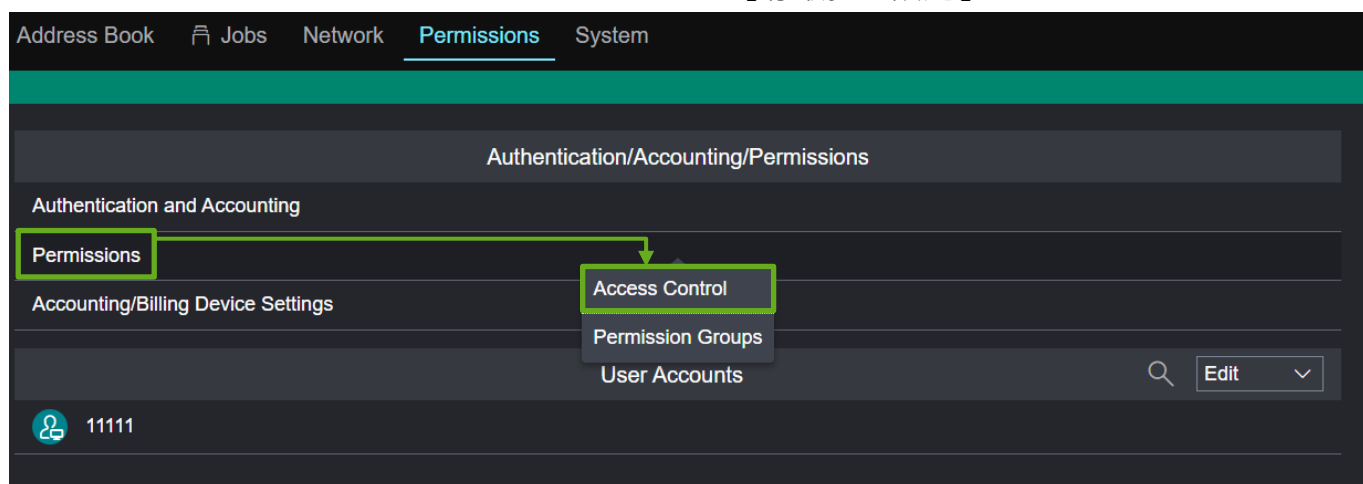
3.3.1 Lock Device Access 限制裝置的存取

Device Access controls the access to printer.

裝置的存取控制用到機器與否。

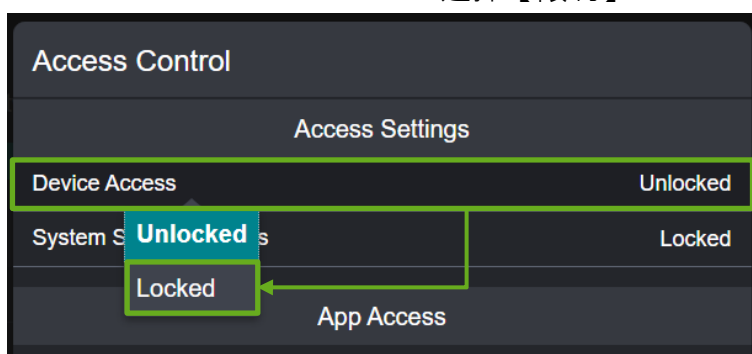
1. Click [Permissions]. Select [Access Control].

1. 點選【權限設定】，選擇【存取控制設定】。



2. Scroll down to "Access Settings".
Click [Device Access]. Select [Locked].

2. 拉到「存取限制」，點選【裝置的存取】，選擇【限制】。



3. Scroll down to the bottom and click [Save].

3. 拉到底，點選【儲存】。

3.3.2 Set Feature Access and Limit 總計報表及用量重設

Feature Access controls over user's access to output color in Copy, Print, Fax or Scan.

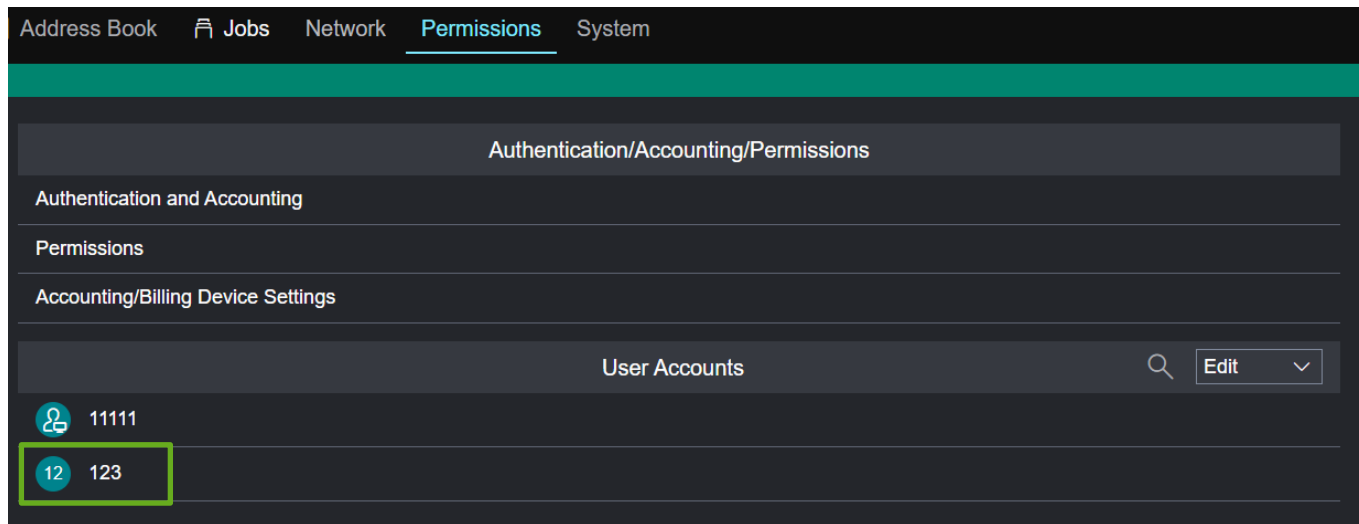
功能限制：限制使用者在複印、列印、傳真及掃描選擇顏色輸出。

Feature Limit is the impression (number of pages) allowance in Copy, Print, Fax or Scan granted to user.

變更頁數：設定使用者在複印、列印、傳真及掃描最多容許使用張數。

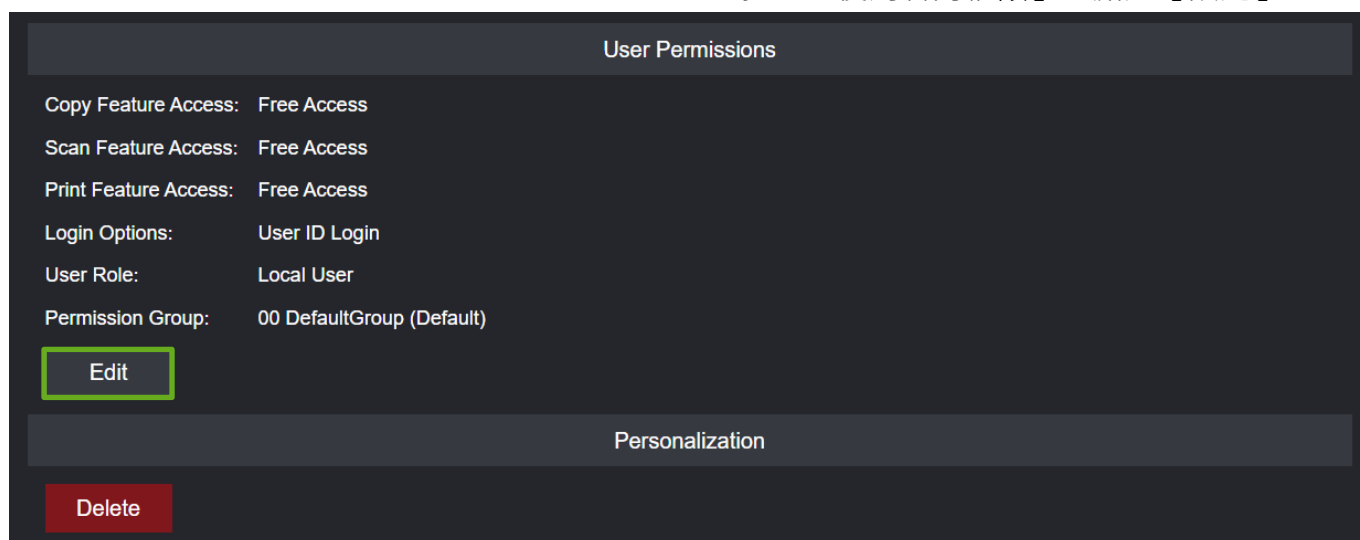
1. Click the newly created user account.

1. 點選新登記的使用者。



2. Scroll to “User Permissions”. Click [Edit].

2. 拉到「使用者的權限」，點選【設定】。



3. Click a permission option.
(e.g. [Copy Feature Access]).

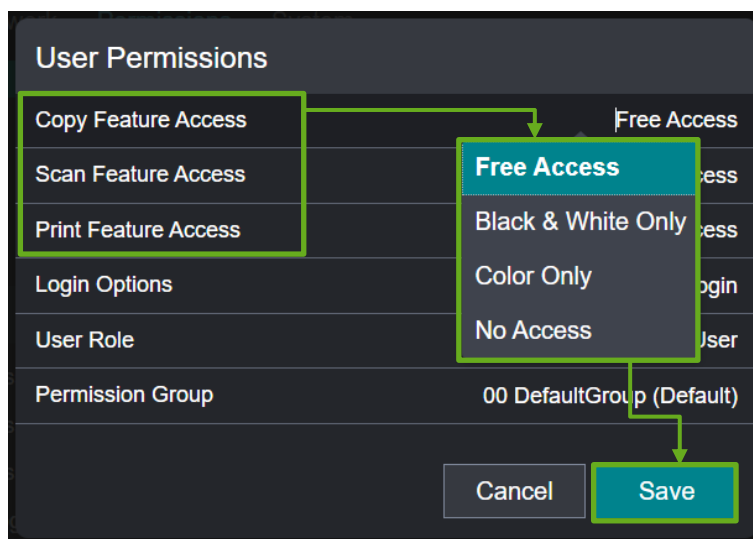
3. 點選所需權限項目 (如：
【複印功能權限】)。

4. Select an access mode.

4. 選擇限制模式。

5. Click [Save].

5. 點選【儲存】。



Feature Limit 功能限制

2. Scroll down to "Account Usage". Click [Edit]. 2. 拉到「總計資訊」，點選【確認/變更】。

Account Usage

Copy
Color 0/9999999
Black & White 0/9999999

Print
Color 0/9999999
Black & White 0/9999999

Scan
Color 0/9999999
Black & White 0/9999999

Edit

Email "From" Address

Email Address: (Not Set)

Edit

3. Change the limit.

3. 更改限制頁數。

4. Click [Save].

4. 點選【儲存】。

Account Usage

Account Usage Reset

Copy	Limit	Total
Color	9999999	0
Black & White	9999999	0

Print	Limit	Total
Color	9999999	0
Black & White	9999999	0

Scan	Limit	Total
Color	9999999	0
Black & White	9999999	0

Cancel Save

3.3.3 Delete User Account 刪除使用者

Once an account is deleted, the usage cannot be retrieved.

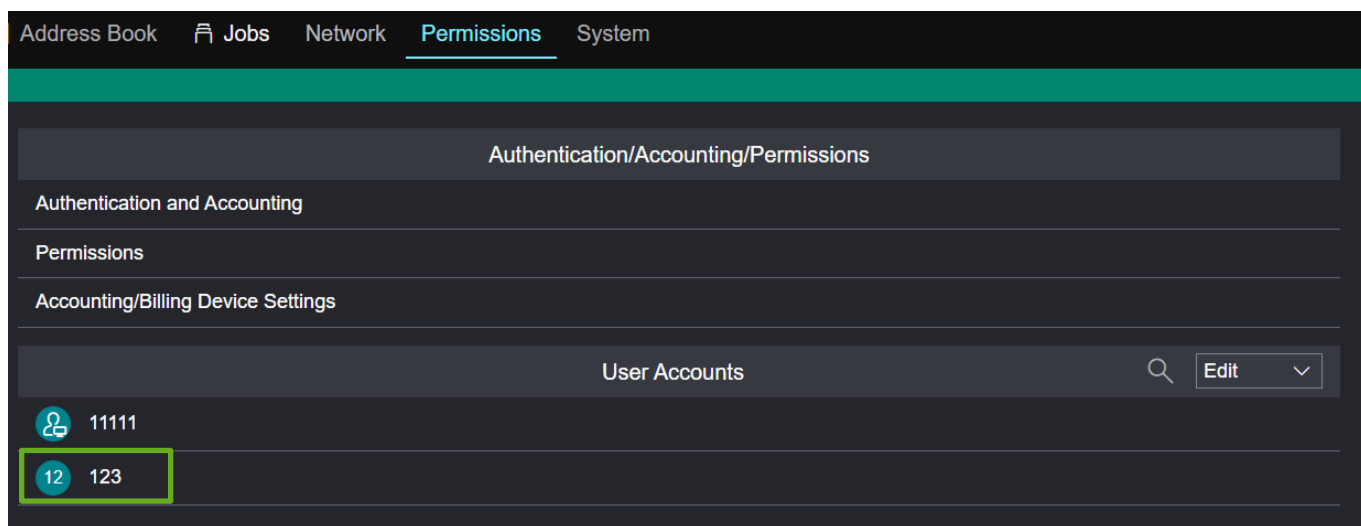
刪除使用者，將不再看到其用量。

Remember to read the usage first. (For usage report generation, go to Chapter 6.)

謹記在刪除前取得用量數值。(有關總計報表，請參閱第 6 章。)

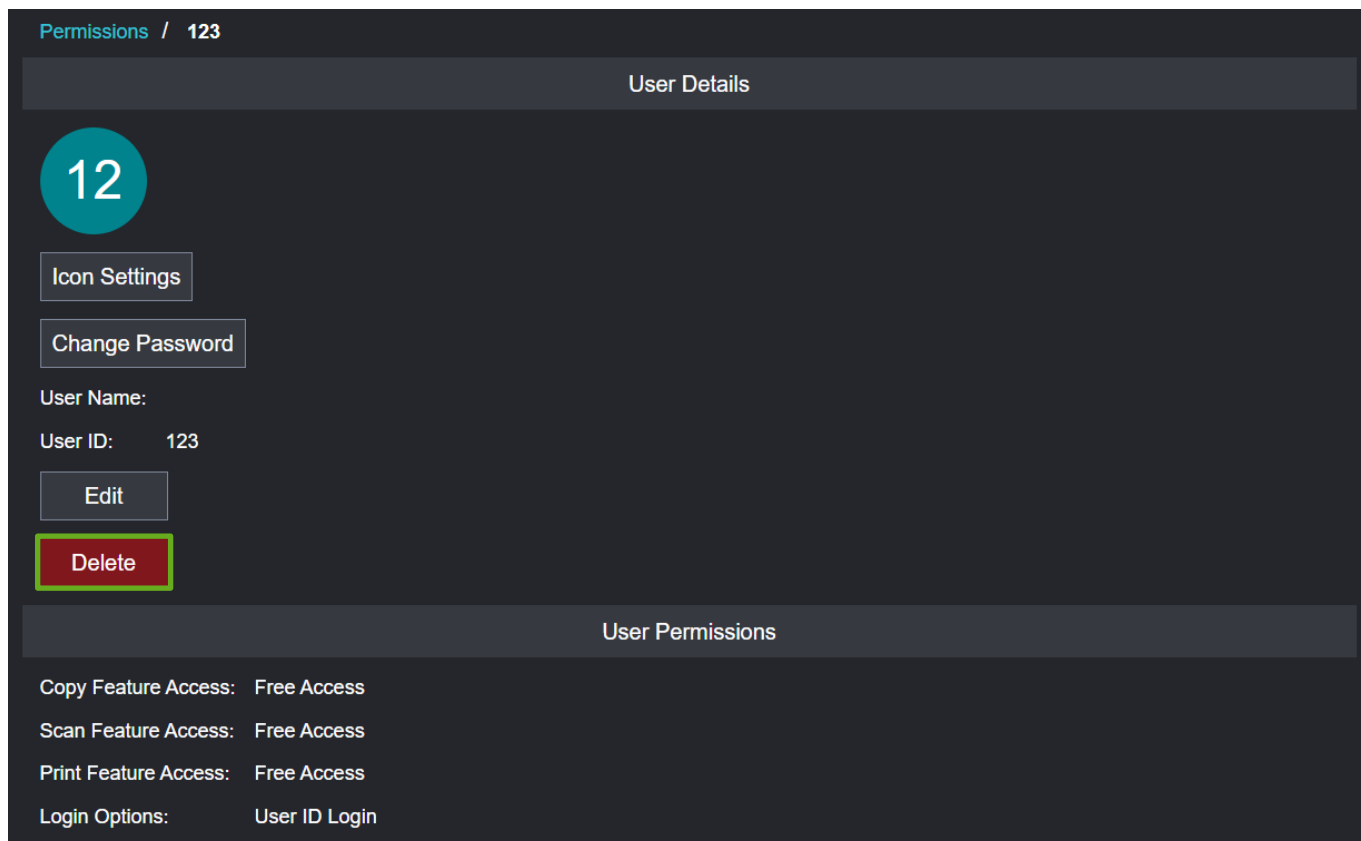
1. Click the user account.

1. 點選使用者。



2. Click [Delete].

2. 點選【刪除】。



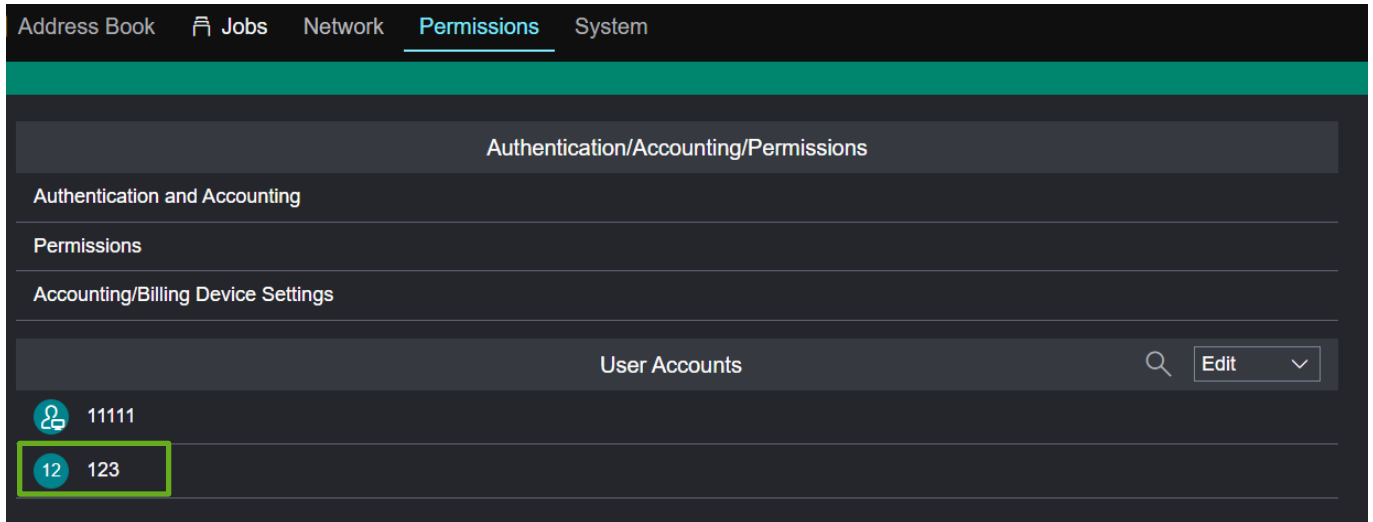
3.3.4 Assign User as Account Administrator 授權使用者為總計管理員

Account Administrator has permission to add user accounts and generate usage reports.

總計管理員有權登記新使用者及查看報表。

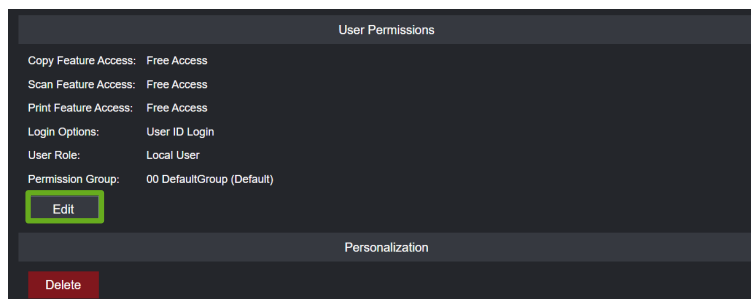
1. Click an user account.

1. 點選使用者。



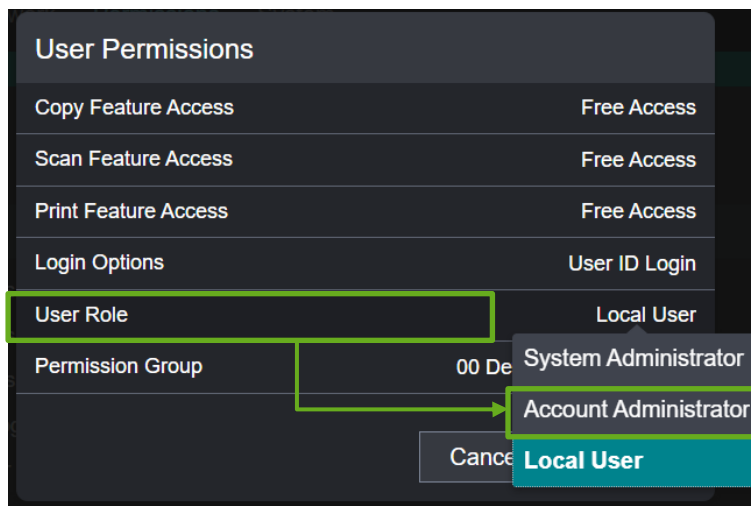
2. Scroll to "User Permissions". Click [Edit].

2. 拉到「使用者的權限」，點選【設定】。



3. Click [User Role]. Select [Account Administrator].

3. 點選【管理的權限】，選擇【總計管理員】。



4. Click [Save].

4. 點選【儲存】。

3.3.5 Job Operation 工作操作的設定

Job Operation enables restriction of display of active jobs. This protects privacy and prevents information leaks from unauthenticated users and users who are not job owners.

工作操作的設定限制顯示執行中或等待執行的工作和記錄。對於未驗證的使用者或非工作擁有者，可保護隱私權、防止資訊洩漏。

When the authentication system takes effect, operation is restricted. As a result, unauthenticated user may encounter the following situations:

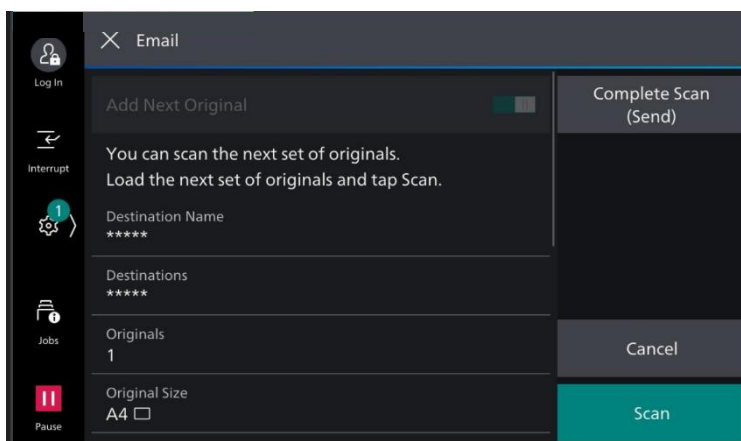
驗證系統生效，會限制操作，未登入的使用者或會遇到以下情況：

Situation (1)

[Preview] is turned on, but the scan image is not displayed on screen.

情況 (1)

使用【預覽】，但畫面不能顯示掃描影像。

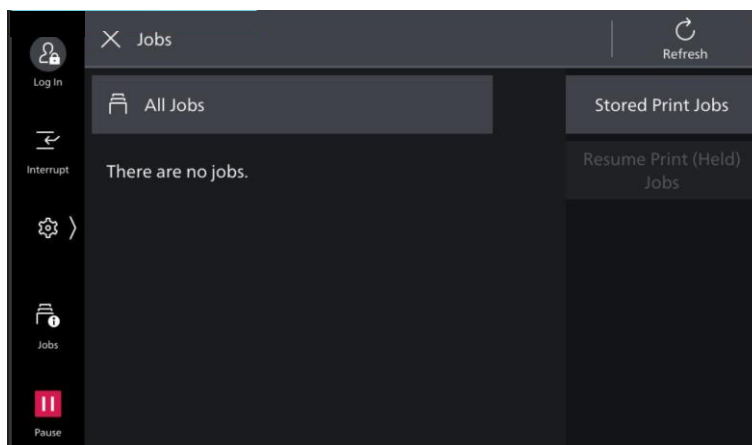


Situation (2)

Job history is not displayed.

情況 (2)

沒有顯示工作紀錄。



Situation (3)

Job belonging to someone else stuck in the middle of process cannot be cancelled.

情況 (3)

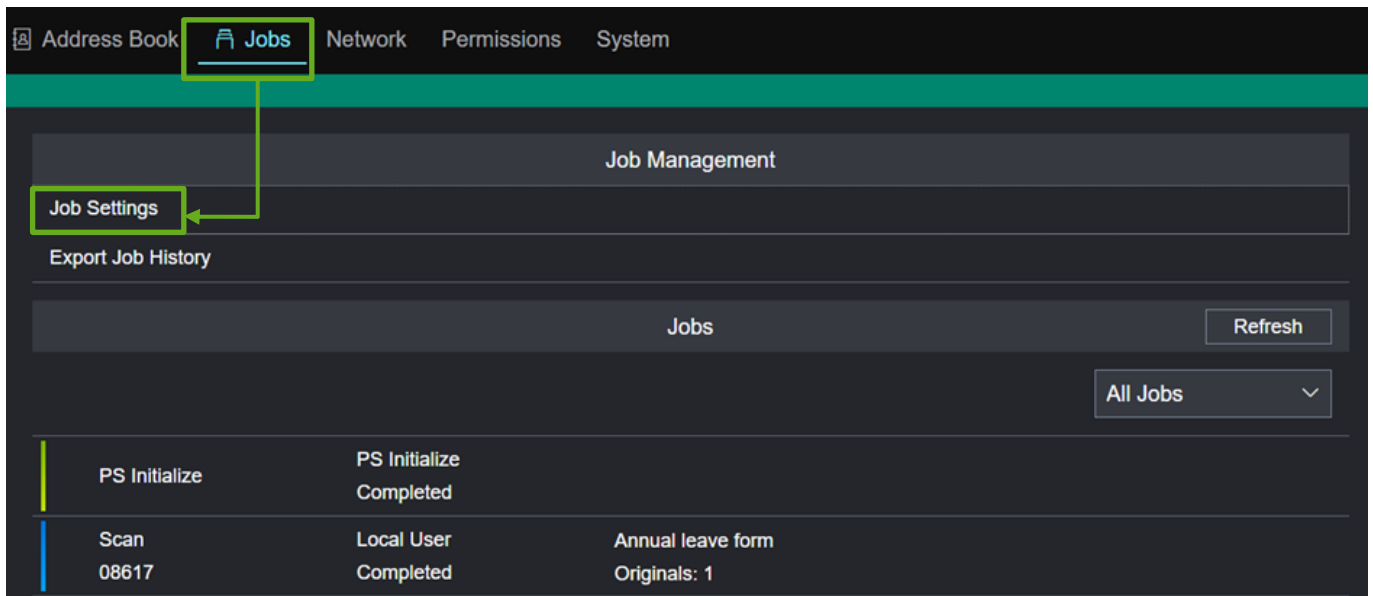
其他使用者的工作在中途停頓，不能取消。

Below are the settings that turn the situations around, so that unauthenticated user can:

- ✓ see the scan image in preview
- ✓ read job history in Jobs
- ✓ cancel job (so that the stuck job would not obstruct the queue)

Solution for Situation (1):

1. Click [Jobs]. Scroll to “Job Management”. Click [Job Settings].



2. Scroll to “Active Jobs View”. Click [Hide Job Details]. Select [No].

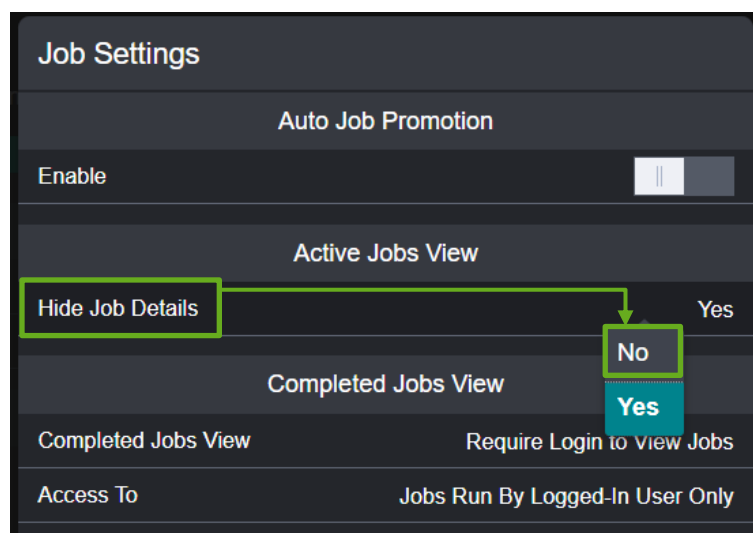
以下會示範如何透過設定，改變上述情況，令未登入的使用者：

- ✓ 在預覽看到掃描影像
- ✓ 看到工作紀錄
- ✓ 可以取消進行中工作，避免阻礙後面

應付情況 (1) :

1. 點選【工作】，拉到「工作設定」，然後點選【工作動作設定】。

2. 拉到【執行中/等待執行中的工作的顯示設定】，點選【顯示資料的限制】，然後選擇【無】。



3. Click [Save].

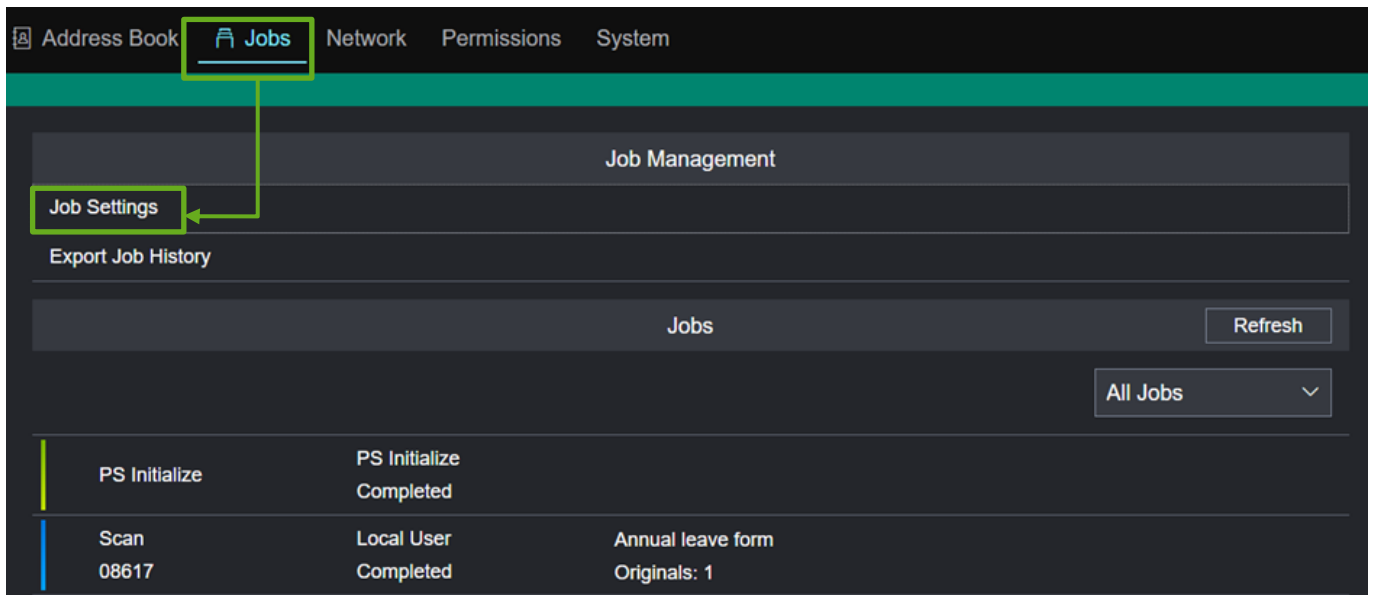
3. 點選【儲存】。

Solution for Situation (2):

1. Click [Jobs]. Scroll to “Job Management”. Click [Job Settings].

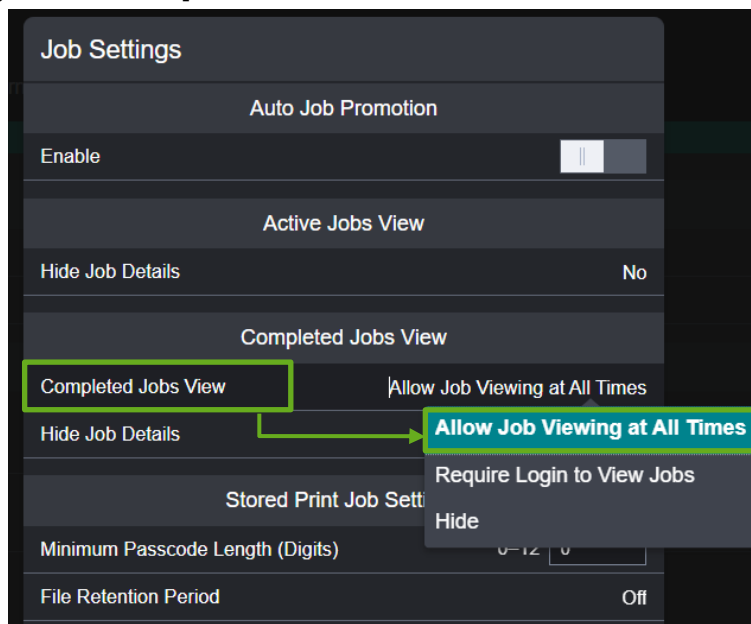
應付情況 (2) :

1. 點選【工作】，拉到「工作設定」，然後點選【工作動作設定】。



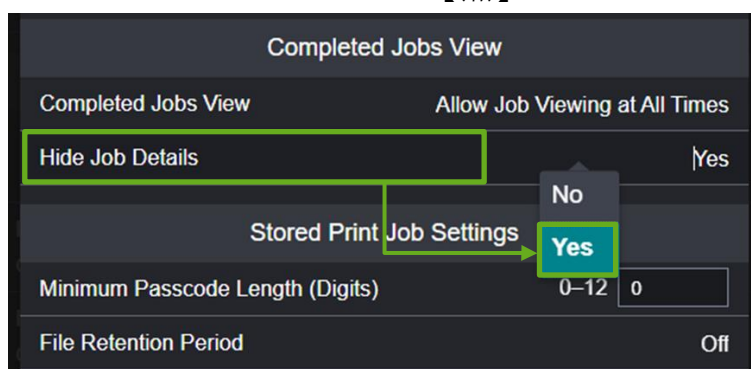
2. Scroll down to “Completed Jobs View”. Click [Completed Jobs View]. Select [Allow Job Viewing at All Times].

2. 拉到「執行完畢工作的顯示設定」，點選【工作的顯示】，然後選擇【常時顯示】。



3. Click [Hide Job Details]. Select [No].

3. 點選【顯示資料的限制】，然後選擇【無】。



4. Click [Save].

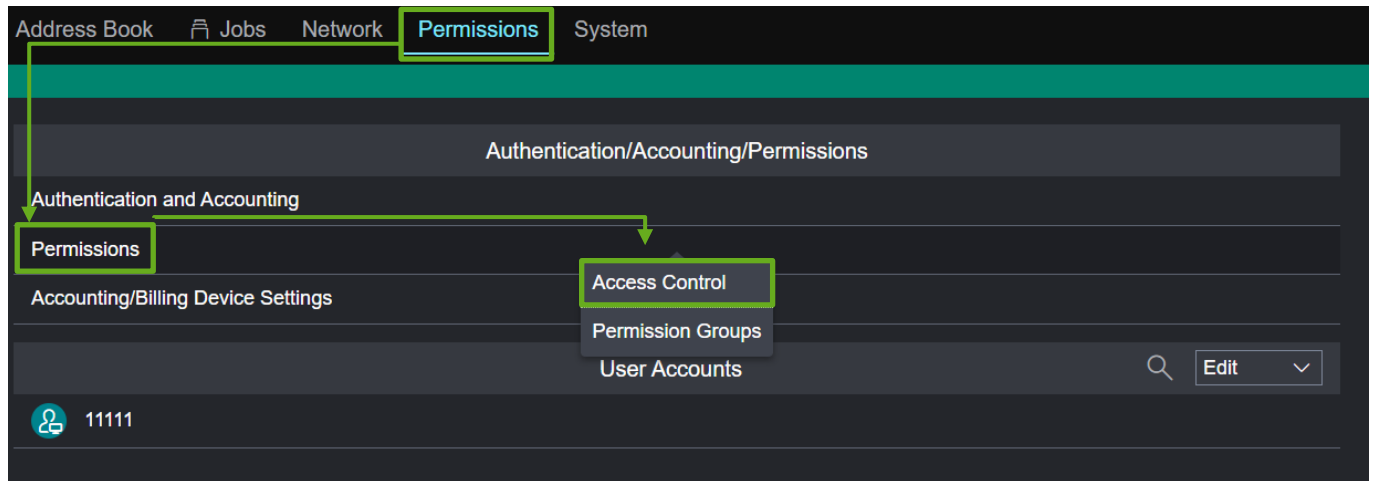
4. 點選【儲存】。

Solution for Situation (3):

1. Click [Permissions], and then [Permissions]. Select [Access Control].

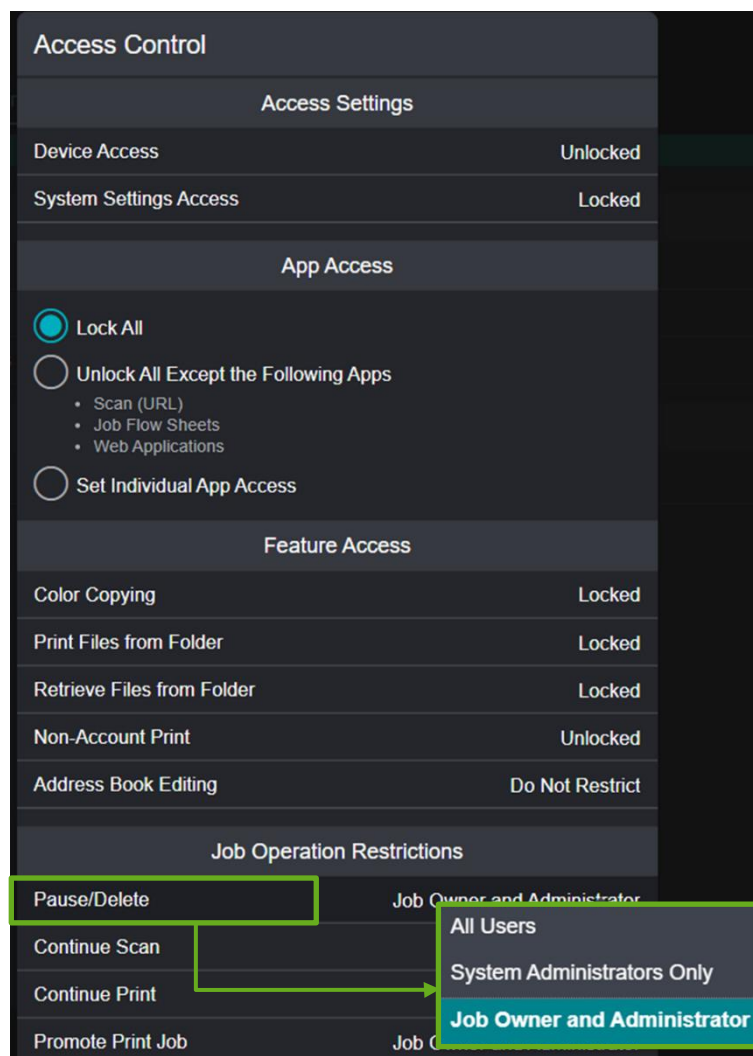
應付情況 (3) :

1. 點選【驗證/總計/權限】，點選【權限設定】，然後選擇【存取控制設定】。



2. Scroll down to [Job Operation Restrictions]. Click [Pause/Delete]. Select [All Users].

2. 拉到【工作操作限制】，點選【暫停/中止】，然後選擇【所有的使用者】。



3. Click [Save].

3. 點選【儲存】。

4. CONFIGURATION OF PRINT JOB SUBMISSION 準備列印配置

A basic authentication system only accepts print jobs submitted with authenticated account from computer. This chapter covers the essential information for preparing a print driver for this purpose.

Workspace with higher security requirement may require Private Charge Print – print job is received and saved temporarily until the user gets to the printer and authenticates to print.

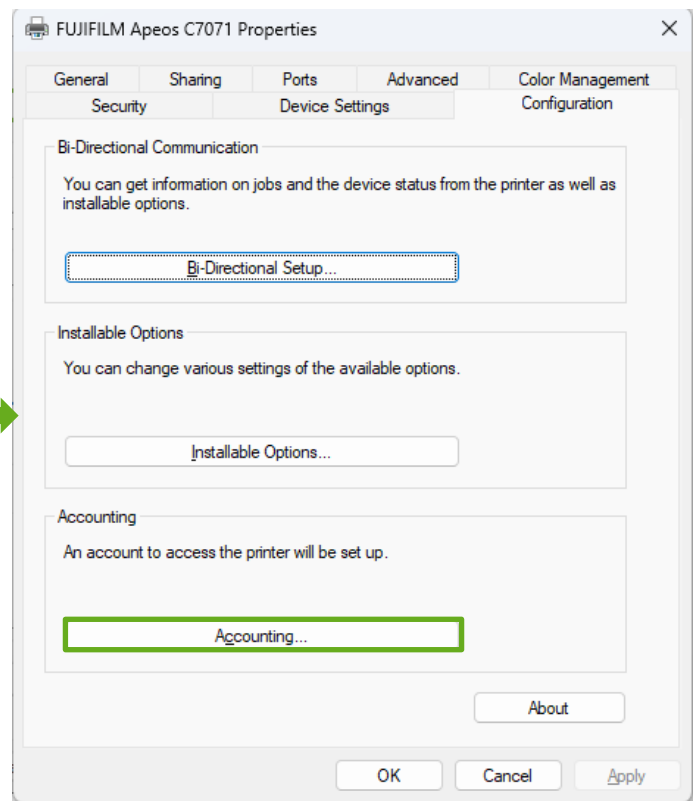
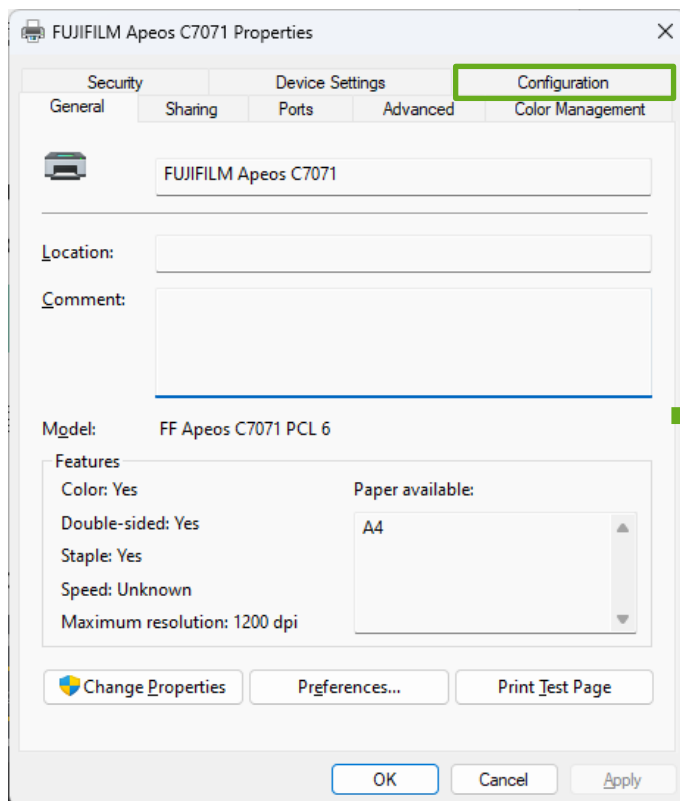
基本的驗證系統只接收從電腦列印已認證的工作。本章就此，講解如何設置列印驅動程式。

如工作上較重視機密，可以考慮設定「個人的列印」，文件不會直接印出，待使用者在機器認證才印出。

4.1 SET USER AUTHENTICATION ON PRINT DRIVER (WINDOWS) 在視窗系統列印驅動程式設置驗證

1. After installing the print driver, go to “Printer Properties”.
2. Click [Configuration].
3. Click [Accounting].

1. 安裝列印驅動程式後，進入「印表機內容」。
2. 點選【配置】。
3. 點選【認證管理】。



4.1.1 Set Prompt on Job Submission 列印前彈出輸入視窗

When user submits a job, a prompt will ask for authentication.

4. Select [Prompt User for Entry when Submitting Job].

5. When the box is checked:

Display Last Entered User Details

After a job is submitted, the user ID (and passcode if applicable) will be remembered. It will be displayed on the prompt during the next submission.

Mask User ID (***)

User ID is masked with asterisks.

Mask Account ID (***)

Account ID is masked with asterisks.

* Account ID is only applicable if the Login Type is "Network".

6. Click [OK].

The screenshot shows the 'Accounting' dialog box with the following settings: 'Accounting System' set to 'Enable Account Setup', 'Account Mode' set to 'User', and 'User Prompt' set to 'User ID and Account ID'. The 'Prompt User for Entry when Submitting Job' radio button is selected and highlighted with a green box. Below it, three checkboxes are checked: 'Display Last Entered User Details', 'Mask User ID (***)', and 'Mask Account ID (***)'. The 'Always Use Default User Details' radio button is unselected. The 'Specify Job Owner Name' dropdown is set to 'Use Login Name'. The 'User ID' field contains 'HKFongWKR' and the 'Passcode' field is empty. The 'Domain' and 'Account ID' fields are also empty. At the bottom, the 'OK' button is highlighted with a green box.

當使用者列印文件，視窗會彈出，要求輸入驗證資料。

4. 選擇【遞交工作時提示使用者進行輸入】。

5. 選擇各選項：

顯示之前的認證資料

送出列印工作後，程式會記下使用者 ID (有些情況亦包括密碼)，下次提交會自動顯示。

隱藏使用者 ID (***)

星號覆蓋 User ID。

隱藏部門 ID (***)

星號覆蓋部門 ID。

* 只會在驗證方式 ([驗證/總計的設定]) 為「網絡驗證/總計」，Account ID 才用得上。

6. 點選【OK】。

This screenshot is identical to the previous one, but with additional green highlights. The 'Always Use Default User Details' radio button is now selected. The 'Display Last Entered User Details', 'Mask User ID (***)', and 'Mask Account ID (***)' checkboxes are also checked. A green arrow points from the 'OK' button in this screenshot to the 'OK' button in the previous screenshot, indicating the final step of the process.

4.1.2 Embed Authentication Credentials 預設驗證資料

User will not be asked for authentication when submitting a job. It is already entered.

由於已預設好驗證資料，列印時使用者不需再輸入。

4. Select [Always Use Default User Details].

4. 選擇【使用預設認證資料】。

5. Under “Specify Job Owner Name”, select [Enter owner name].

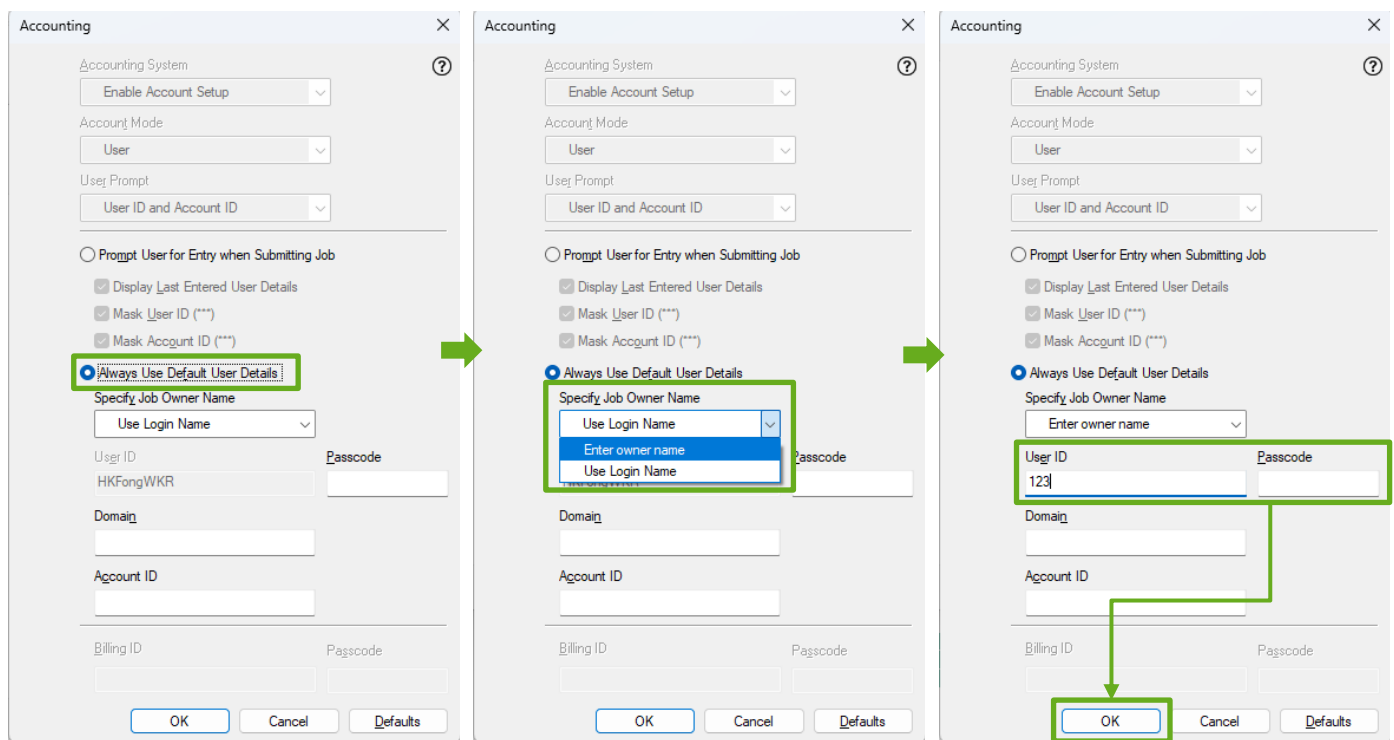
5. 在「指定使用者」選擇【Enter owner name】。

6. Enter User ID. (Some authentication systems requires Passcode as well.)

6. 輸入「User ID」(部份系統或須輸入密碼)。

7. Click [OK].

7. 點選【OK】。

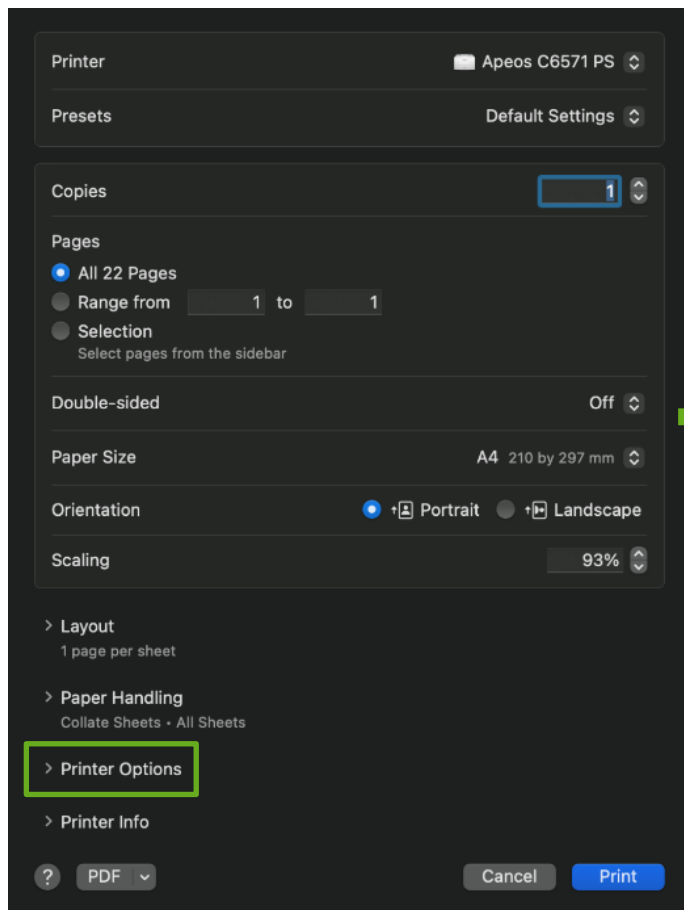


4.2 SET USER AUTHENTICATION ON PRINT DRIVER (MAC) 在 MAC 列印驅動程式設置驗證

The configuration applies to both PPD Driver (PostScript) and PDF Driver.

The configuration does not stay after closing the file. Consider saving it as a preset in the driver.

1. After installing the print driver, go to “Printer Properties”.
2. Select [Printer Options].
3. Click [Job Accounting].

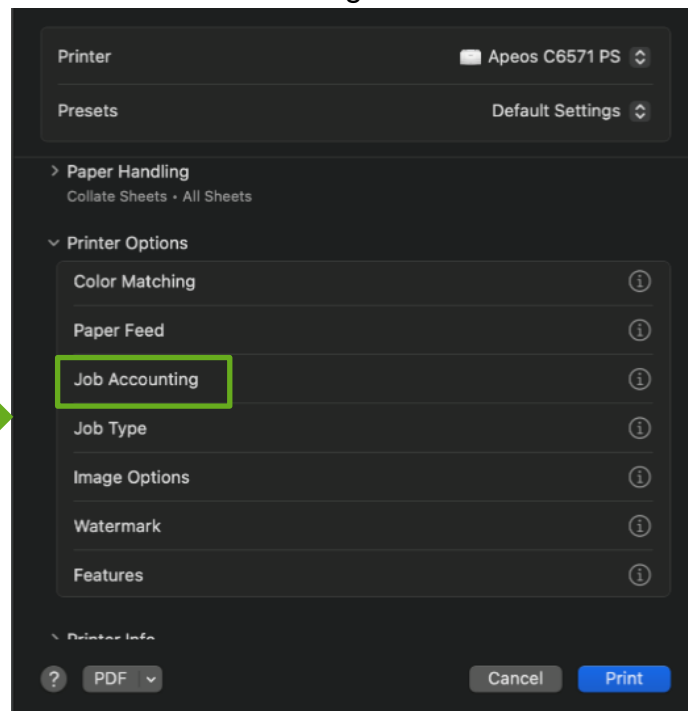


4. Click [User Details Setup].

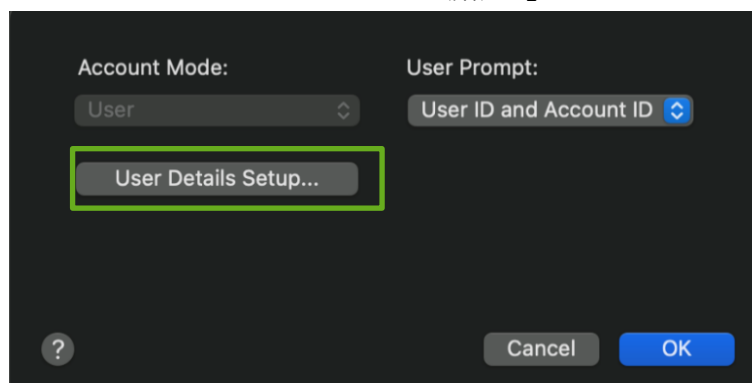
以下設置均適用於 PPD 列印驅動程式 (PostScript) 及 PDF 列印驅動程式。

此設置在關閉文件檔案後不會保留；如需保留，建議儲存為預設設定。

1. 安裝列印驅動程式後，進入「印表機內容」。
2. 點選【Printer Options】。
3. 點選【Job Accounting】。



4. 點選【User Details Setup】。



4.2.1 Set Prompt on Job Submission 列印前彈出輸入視窗

When user submits a job, a prompt will ask for authentication.

4. Select [Prompt User for Entry when Submitting Job].

5. When the box is checked -

Display Last Entered User Details

After a job is submitted, the user ID (and passcode if applicable) will be remembered. It will be displayed on the prompt during the next submission.

Mask User ID (***)

User ID is masked with asterisks.

Mask Account ID (***)

Account ID is masked with asterisks.

* Account ID is only applicable if the Login Type is "Network".

6. Click [OK].

當使用者列印文件，視窗會彈出，要求輸入驗證資料。

4. 選擇【Prompt User for Entry when Submitting Job】。

5. 選擇各選項：

Display Last Entered User Details

送出列印工作後，程式會記下 User ID (有些情況亦包括 passcode)，下次提交會自動顯示。

Mask User ID (***)

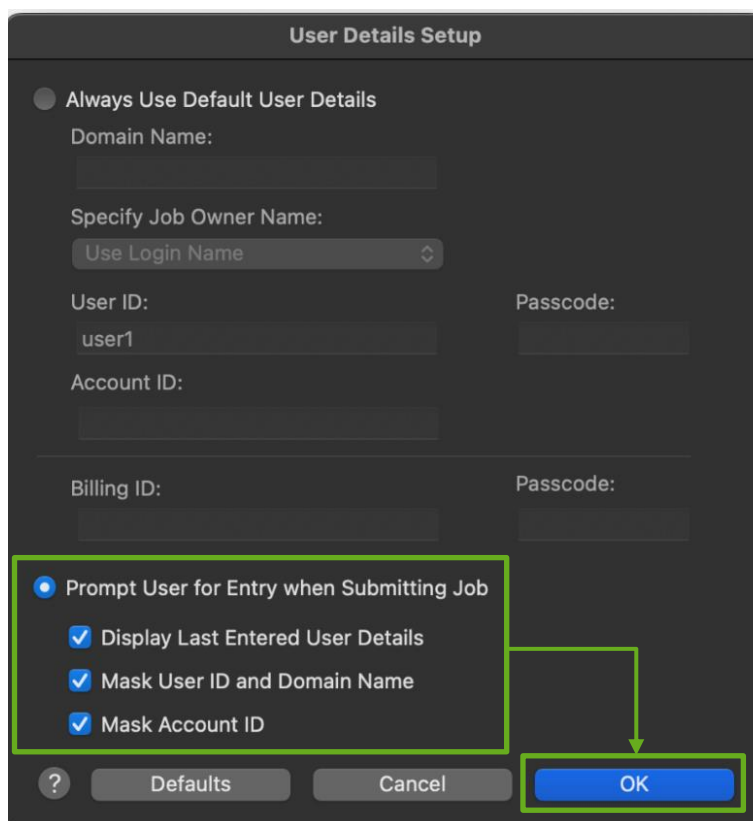
星號覆蓋 User ID。

Mask Account ID (***)

星號覆蓋 Account ID。

* 只會在驗證方式 ([驗證/總計的設定]) 為「網絡驗證/總計」，Account ID 才用得上。

6. 點選【OK】。



4.2.2 Embed Authentication Credentials 預置驗證資料

User will not be asked for authentication when submitting a job. It is already entered.

由於已預設好驗證資料，列印時使用者不需再輸入。

4. Select [Always Use Default User Details].

4. 選擇【Always Use Default User Details】。

5. Under “Specify Job Owner Name”, select [Enter owner name].

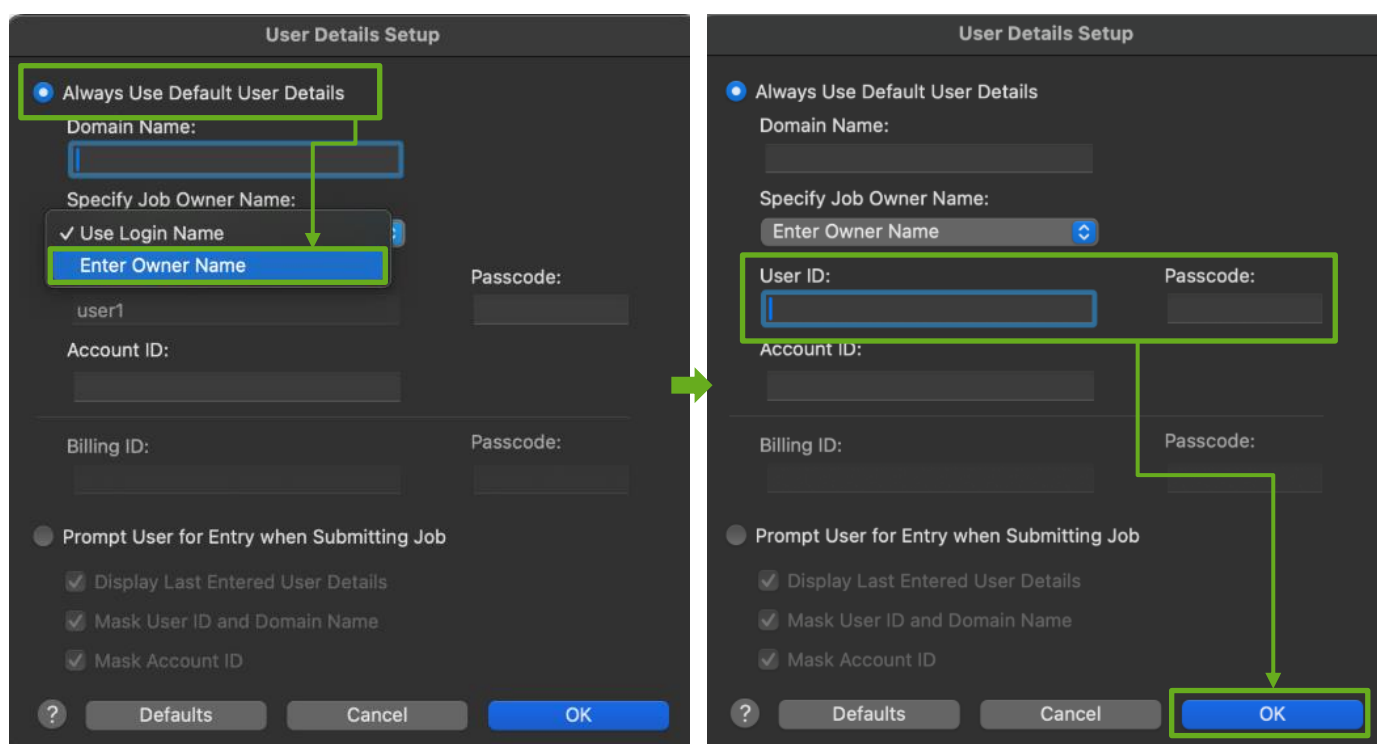
5. 在「Specify Job Owner Name」選擇【Enter owner name】。

6. Enter User ID. (Some authentication systems requires Passcode as well.)

6. 輸入【User ID】(部份系統或須輸入 Passcode)。

7. Click [OK].

7. 點選【OK】。



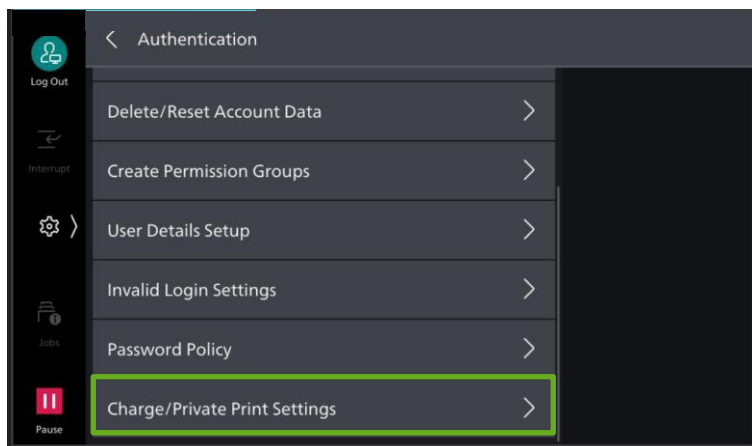
4.3 PRIVATE CHARGE PRINT 個人的列印

In this chapter, administrator should have tapped through the printer screens as instructed in Chapter 2.2.1 Steps (1)-(5).

本章每節開始前，管理員須先依照第 2.2.1 章完成第 1-5 個步驟。

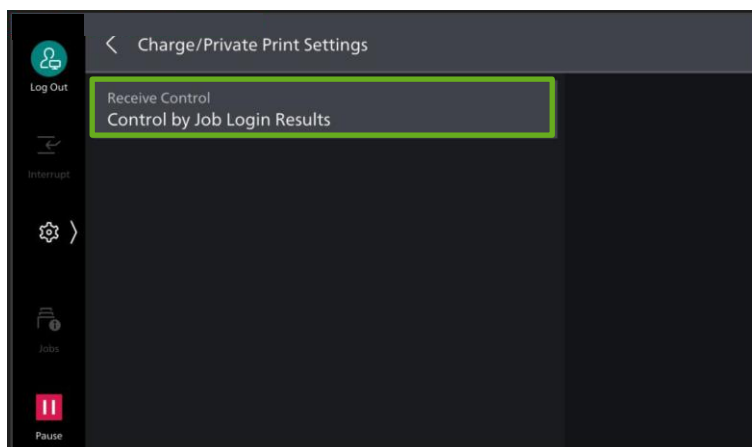
1. Select [Charge/Private Charge Print Settings].

1. 選擇【驗證/個人的列印的設定】。



2. Tap [Receive Control].

2. 點選【受信控制】。

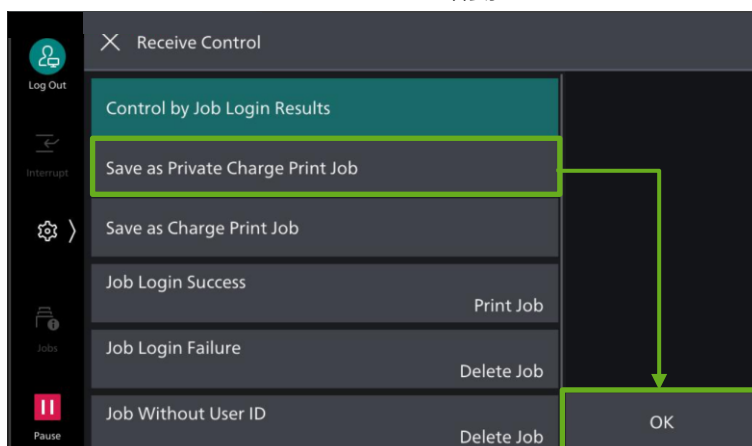


3. Select [Save as Private Charge Print Job].

3. 選擇【儲存至個人的列印】。

4. Tap [OK]. Tap the back arrow several times. Tap the cross icon. Tap [Restart Now]. The printer will restart.

4. 點選【OK】。點選左上角箭嘴數下，點選交叉，然後點選【立刻重新啟動】，機器重新啟動。

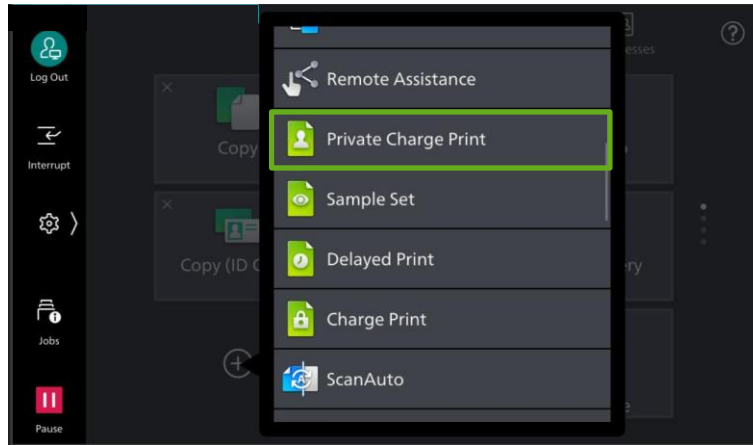


5. When the system gets back on, log in as system administrator.

5.系統重新啟動後，登入為系統管理員。

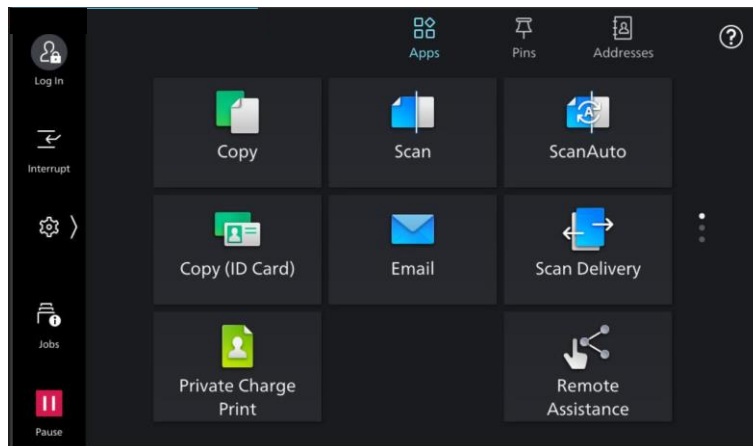
6. Hold down the app display area of Home screen. Tap the [+] icon when it appears. (If the current page is fully occupied, scroll down to the next page.) Select [Private Charge Print].

6. 按住主畫面的功能鍵顯示區域，顯示加號 (【+】) 即點選一下 (如所在頁面已放滿功能鍵，撥往下頁)，在清單選擇【個人的列印】。



7. The icon is added to Home screen. Tap the app display area again to confirm. Log out.

7. 此時新鍵已加入，輕按一下功能鍵顯示域確定擺位，完成後登出。



5. USER OPERATION 使用者操作


User logs in to the printer (i.e. authenticated) to access all permitted features. When Private Charge Print is set up, user will authenticate and give a couple of taps to print the document.

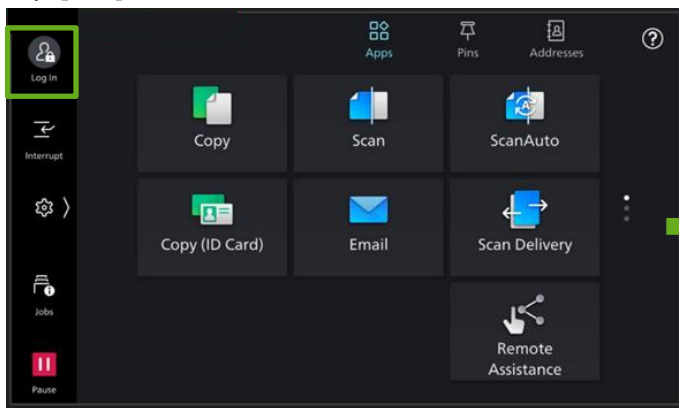
Non-authenticated user may access features that were unlocked by the system administrator (such as being able to read the job history or scan) without logging in to the printer, according to the administrator's configuration.

使用者登入機器後，可用上所有允許的功能。另外，當「個人的列印」設置好，使用者可登入，簡單幾下便可印出文件。

只要系統管理員耐量開放，使用者沒有登入亦能用某些功能 (例如閱覽工作紀錄、掃描文件等等)。

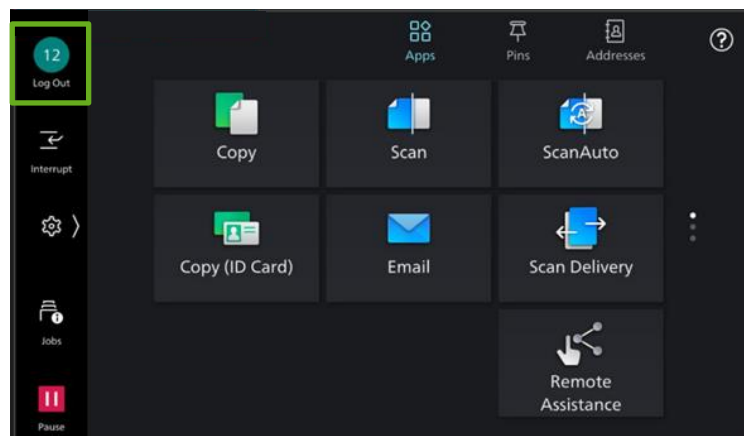
5.1 LOG IN / OUT 登入/登出

1. Tap .
2. Enter the User ID and tap [OK]. When passcode is required, enter the password, then tap [OK].

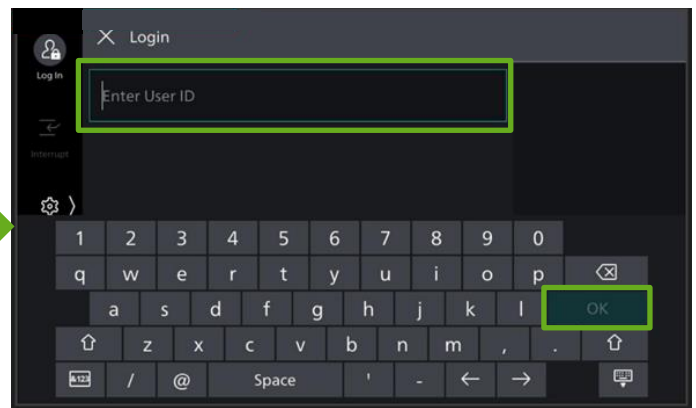


3. User identity (first two characters of the user ID) will be indicated in the top left when user has logged in.

Tap the same icon to log out.



1. 點選 .
2. 輸入機器管理者 ID，然後點選【OK】。需要輸入密碼時，輸入密碼後點選【OK】。



3. 使用者身份 (user ID 的首兩個字元) 會顯示畫面的左上角，代表登入成功。

點選此鍵可登出。

6. ACCOUNTING REPORT AND USAGE RESET 總計報表及用量重設

Accounting Report contains the accumulated usage of all user accounts. It can be generated in print copy and in CSV copy, each has different layout and data display:

總計報表展示所有使用者的累積用量，有列印版本及 CSV 格式版本，各有不同的排版和數據顯示方式。簡介如下：

Print copy (go to Chapter 6.1)

The report comes in A4 sheets with 2-sided image -

列印版本 (到第 6.1 章了解詳情)

報表以 A4 紙雙面打印出來。

(a) Each feature (Copy, Print, Scan and Fax) is displayed separately.

(a) 每款功能 (複印、列印、掃描及傳真) 分開展示。

(b) User Name & User ID

(b) 使用者名稱及使用者 ID

(c) Usage by Color and Black & White impression (number of pages)

(c) 分別顯示彩色及黑白用量 (以每版輸出計算)

(d) Sum total

(d) 用量總數

* User Name "System User": all types of reports

* 使用者名稱「System User」：列印報表

* User Name "KO": Key Operator (i.e. System Administrator)

* 使用者名稱「KO」：Key Operator，即系統管理員的用量

(On the actual report, other features (in this case, Copy, Scan & Fax Jobs) will be displayed on separate pages.)

(實際報表中，其他功能 (在此即是複印、掃描及傳真工作) 在其他頁面顯示。)

Apeos C3567 Accounting Report (Print Jobs)

Date of Initialization: 04/06/2025 17:44

Non-account Print

Off

#	User Name	User ID	Card Number	Account Limit		Total Impressions		Sheets Printed
				Black & White	Color	Black & White	Color	
000	user1	123	0	9999999	9999999	20	0	0
	Report					0	0	0
	KO					0	0	0
	Total					20	0	0

CSV copy (go to Chapter 6.2)

The report comes in one spreadsheet -

(a) User Name & User ID

(b) Usage by features (Print, Copy, Scan & Fax) in Color and Black & White impression (number of pages).

* User Name "System User": all types of Reports

* User Name "KO": Key Operator (i.e. System Administrator)

(This screenshot only shows part of the report.)

CSV 格式版本 (到第 6.2 章了解詳情)

報名以試算表方式展示。

(a) 使用者名稱及使用者 ID

(b) 分別顯示每款功能 (複印、列印、掃描及傳真) 的彩色及黑白用量(以每版輸出計算)

* 使用者名稱「System User」: 列印報表

* 使用者名稱「KO」: Key Operator, 即系統管理員的用量

(此截圖只顯示部份報表。)

	A	B	C	D	E	F	G	H	I
1	Serial Number								
2	Report Date	27/5/2025							
3	Report Time	8:35:17							
4									
5	Name	ID	Account Type	Color Print Limit	Color Print Usage	Black & White Print Limit	Black & White Print Usage	Color Copy Limit	Color Copy Usage
6	System User	-	0	0	0	0	0	0	0
7	KO		0	9999999	0	9999999	0	9999999	0
8	test1	123	1	9999999	0	9999999	0	9999999	0
9	test2	456	1	9999999	0	9999999	0	9999999	2
10									

a

b

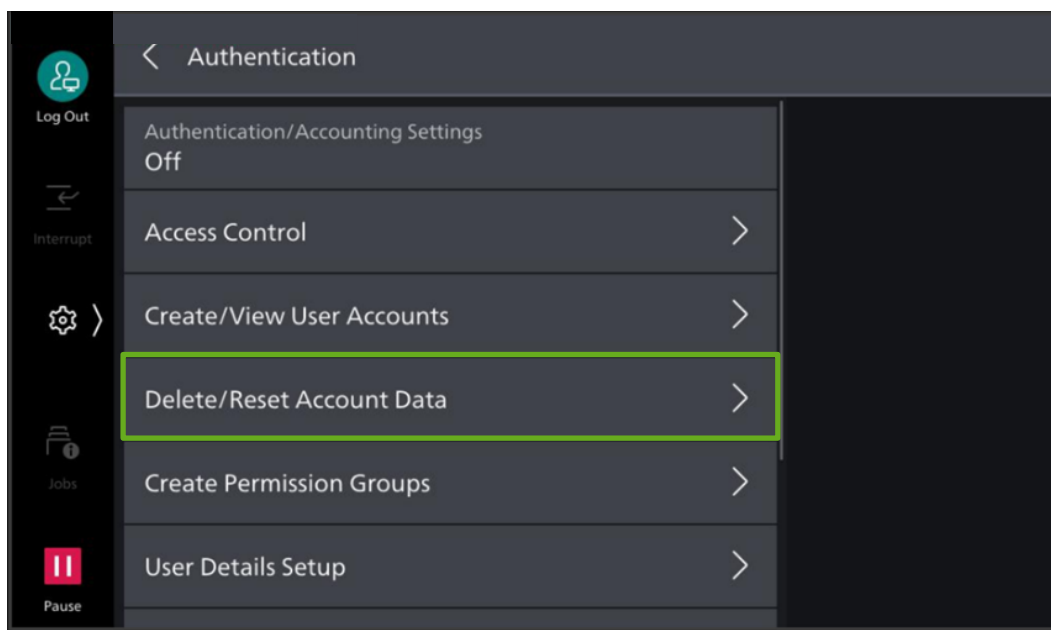
6.1 GENERATE ACCOUNTING REPORT (PRINT COPY) 列印總計報表

In this section, you will learn how to generate Print copy. 本節講解如何取得列印版本。

Administrator should have tapped through the printer screens as instructed in Chapter 2.2.1 Steps (1)-(5). 開始前，管理員須先依照第 2.2.1 章完成第 1 至 5 個步驟。

1. Select [Delete/Reset Account Data].

1. 選擇【刪除登記內容/重設總計】。

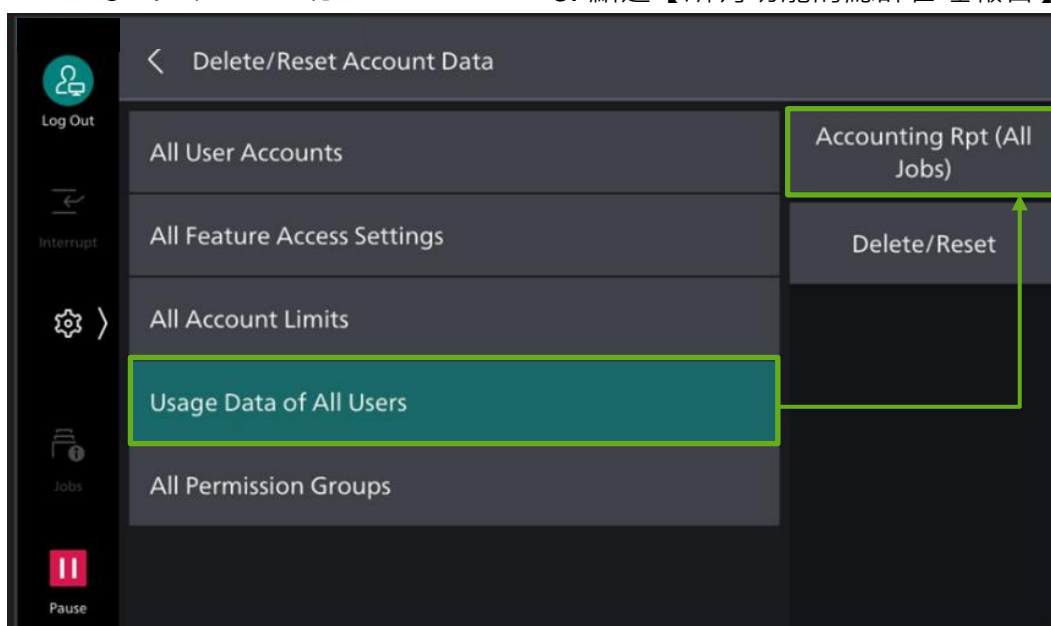


2. Select [Usage Data of All Users].

2. 選擇【所有使用者的總計管理資料】。

3. Tap [Accounting Rpt (All Jobs)].

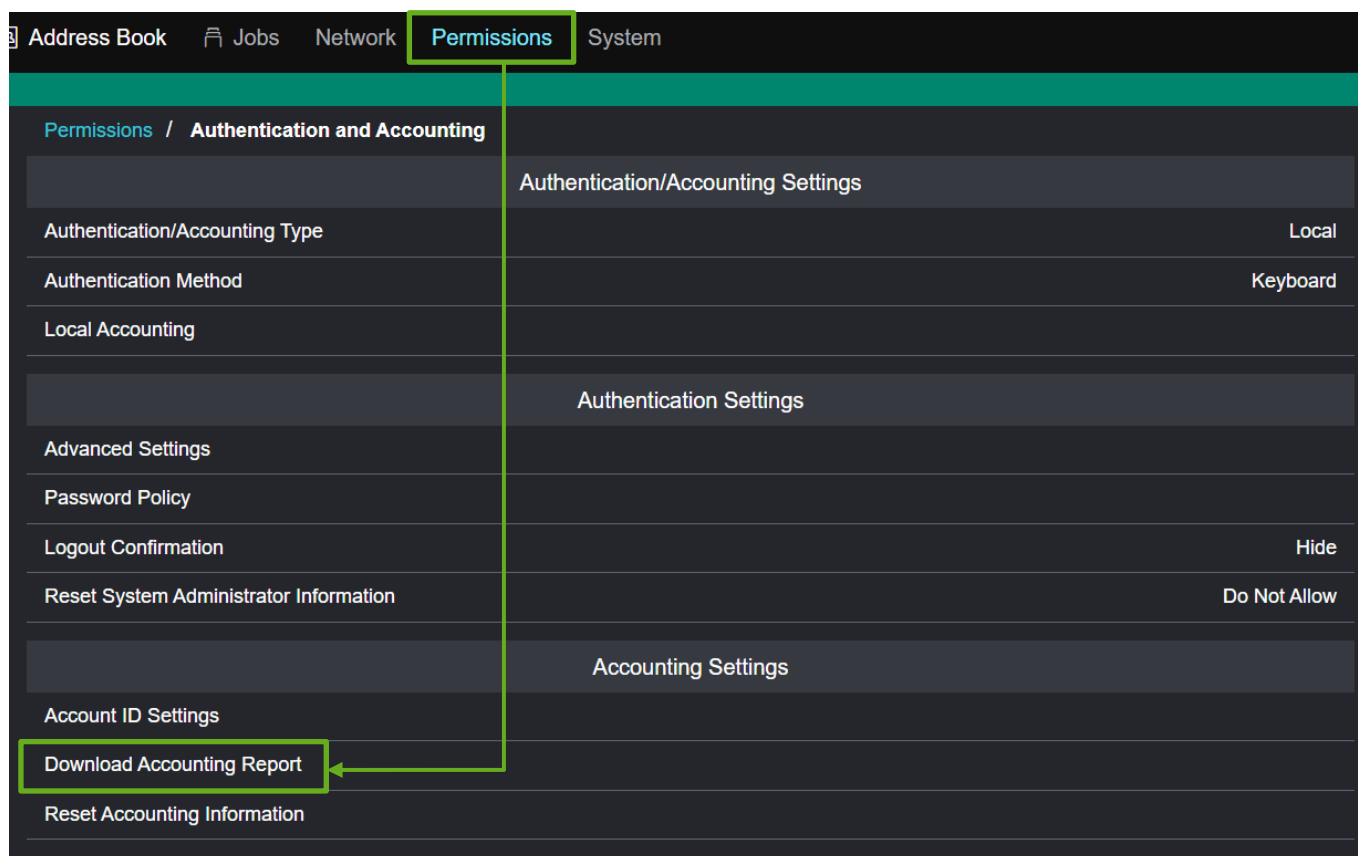
3. 點選【所有功能的總計管理報告】。



6.2 GENERATE ACCOUNTING REPORT 總計管理報表 (CSV 版本)

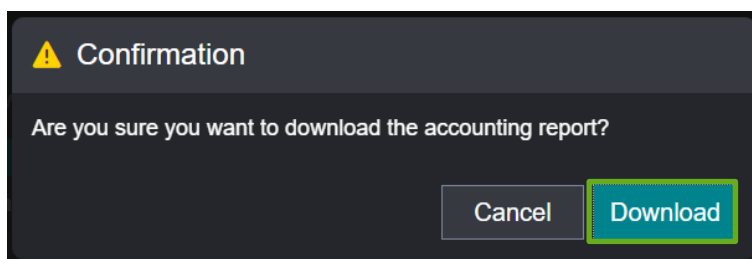
1. Click [Permissions].
2. Scroll down to “Accounting Settings”.
Click [Download Accounting Report].

1. 點選【驗證/總計/權限】。
2. 拉到「總計設定」，點選【總計管理報表下載】。



3. Click [Download].

3. 點選【是(下載)】。



6.3 RESET USAGE 重設用量

In this section, you will learn how to reset usage (i.e. revert the usage to zero) of all user accounts.

** Caution: this is an irreversible action. Make sure you have obtained the usage by generating the usage report.

本節講解如何重設所有使用者用量 (歸零)。

** 注意：開始前務必取得總計報表，用量一旦重設將不能還原。

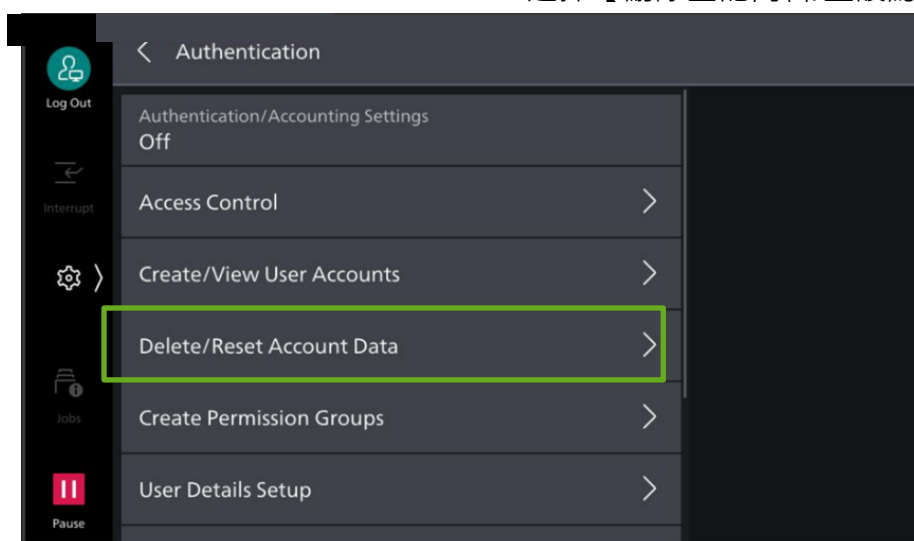
6.3.1 Reset Usage on Printer 在機面重設用量

Administrator should have tapped through the printer screens as instructed in Chapter 3.2.1 Steps (1)-(5).

開始前，管理員須先依照第 3.2.1 章完成第 1 至 5 步驟。

1. Select [Delete/Reset Account Data].

1. 選擇【刪除登記內容/重設總計】。

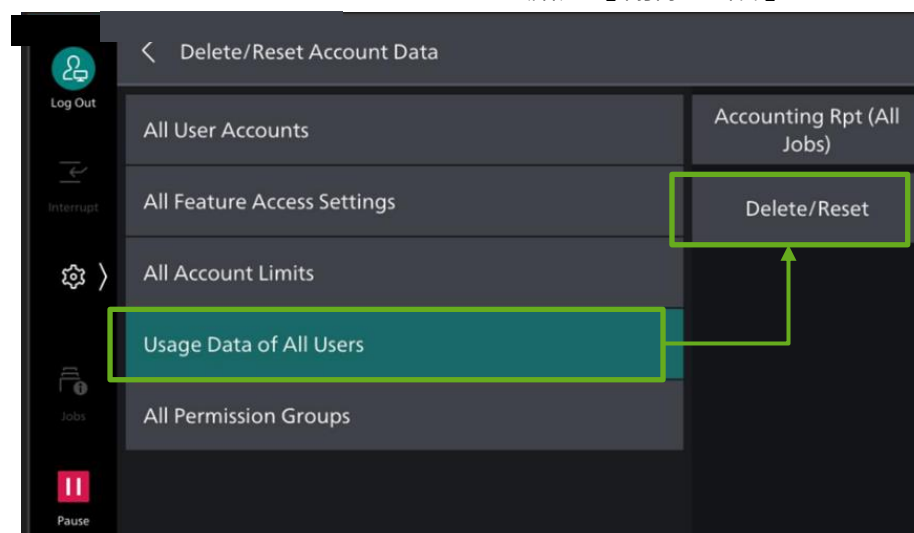


2. Select [Usage Data of All Users].

2. 選擇【所有使用者的總計管理資料】。

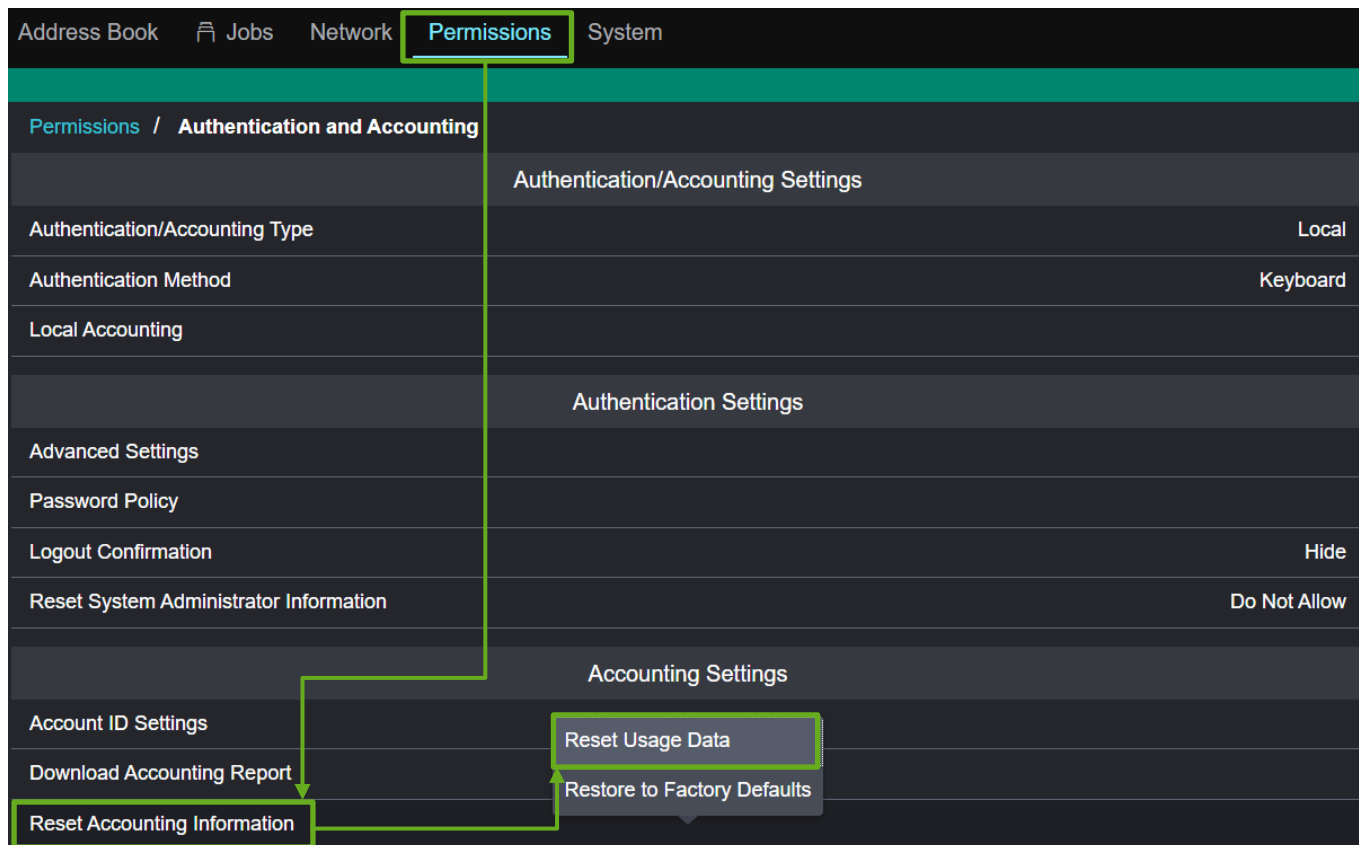
3. Tap [Delete/Reset].

3. 點選【刪除/重設】。

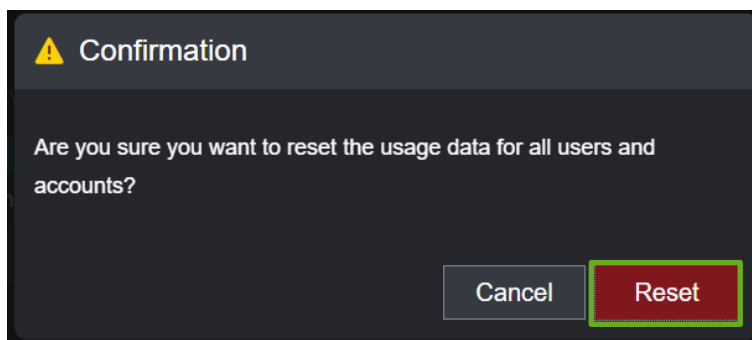


6.3.2 Reset Usage on Internet Services 在 Internet Services 重設用量

1. Click [Permissions].
 2. Click [Authentication and Accounting].
 3. Scroll down to “Accounting Settings”. Click [Reset Accounting Information]. Select [Reset User Account].
1. 點選【驗證/總計/權限】。
 2. 點選【驗證/總計設定】。
 3. 拉到「總計設定」，點選【總計資訊的重設】，選擇【總計資訊的重設】。



4. Click [Reset].
4. 點選【是(重設)】。



Customer Support Center

Telephone

Hong Kong (852) 2513-2513

Macau (853) 2855-8008

Email

shm-fbhc-csc@fujifilm.com

Live Chat

<https://www.fujifilm.com/fbhc/en>

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