



EPSON AL-C9500DN Print Amin Serverless Instruction Manual

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EPSON AL-C9500DN Print Amin Serverless



Introduction

The Contents of This Document

This guide describes how to perform the following for Epson Print Admin Serverless.

- Authenticated methods
- Registering an authentication card
- Authenticated printing

Marks and Symbols

Caution:

Instructions that must be followed carefully to avoid bodily injury.

Important:

Instructions that must be observed to avoid damage to your equipment.

Note:

Provides complementary and reference information.

Related Information

- Links to related sections.

Screenshots Used in This Guide

Setting items may vary depending on products and setting conditions.

Operating System References

Windows

In this manual, terms such as “Windows 10”, “Windows 8.1”, “Windows 8”, “Windows 7”, “Windows Vista”, “Windows XP”, “Windows Server 2019”, “Windows Server 2016”, “Windows Server 2012 R2”, “Windows Server 2012”, “Windows Server 2008 R2”, “Windows Server 2008”, “Windows Server 2003 R2”, and “Windows Server

2003” refer to the following operating systems. Additionally, “Windows” is used to refer to all versions.

- Microsoft® Windows® 10 operating system
- Microsoft® Windows® 8.1 operating system
- Microsoft® Windows® 8 operating system
- Microsoft® Windows® 7 operating system
- Microsoft® Windows Vista® operating system
- Microsoft® Windows® XP operating system
- Microsoft® Windows® XP Professional x64 Edition operating system
- Microsoft® Windows Server® 2019 operating system
- Microsoft® Windows Server® 2016 operating system
- Microsoft® Windows Server® 2012 R2 operating system
- Microsoft® Windows Server® 2012 operating system
- Microsoft® Windows Server® 2008 R2 operating system
- Microsoft® Windows Server® 2008 operating system
- Microsoft® Windows Server® 2003 R2 operating system
- Microsoft® Windows Server® 2003 operating system

Mac OS

In this manual, “Mac OS” is used to refer to Mac OS X v10.7.0 or later.

Overview

Epson Print Admin Serverless provides a safe and efficient environment for using printers on networks such as office or school networks. The following solutions are provided.

- **Enhanced Security**

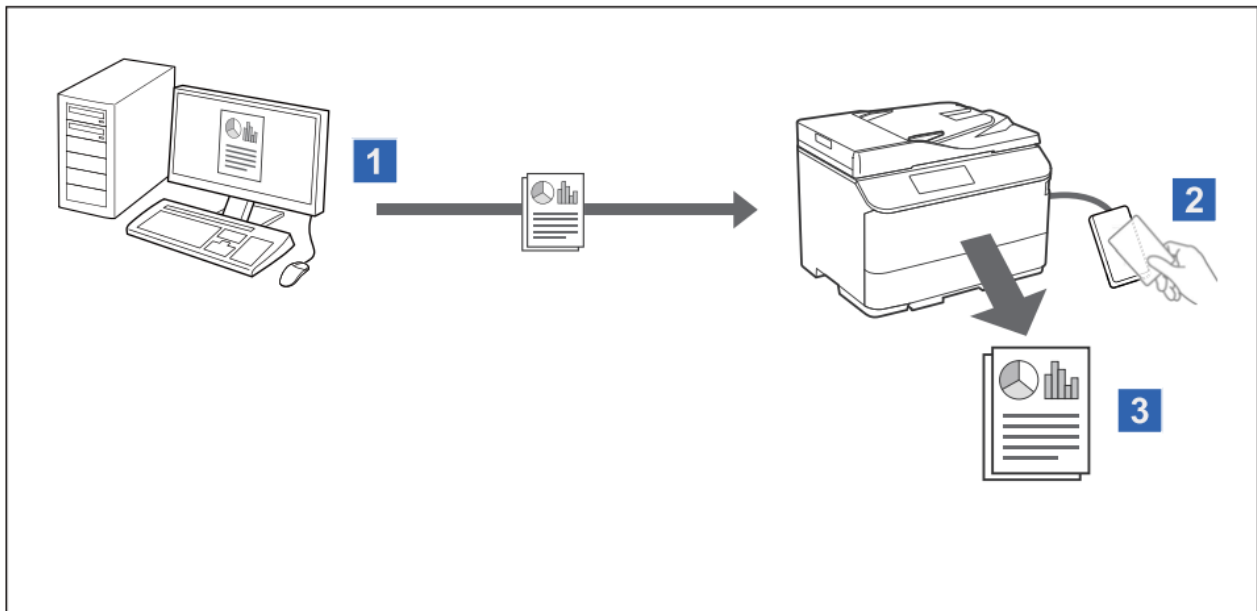
Only authenticated users can use the printer.

You can avoid confidential documents being taken away by unauthorized personnel, mixing documents with other user's, and so on since they are printed from an authenticated printer.

- **Cost Savings**

You can avoid unnecessary printing since printing can only be performed after logging in as an authenticated user.

About Authenticated Printing



You can store print jobs that are printed from the computer. Log in to the printer as an authenticated user, and then print the print job. If your system administrator allows this function, you can print jobs directly without storing them.

Authentication Methods

The authentication method is set up by the system administrator, and the screen on the control panel is displayed accordingly. The available authentication methods are as follows.

- user ID and password
- user ID
- ID number
- authentication card (if an authentication device is connected)

Preparing for Use

You need to prepare to use Epson Print Admin Serverless. Preparation is different depending on the authentication method and whether an authentication device is used.

Registering an Authentication Card

If you are using an authentication card for Epson Print Admin Serverless, you need to register the user authentication card.

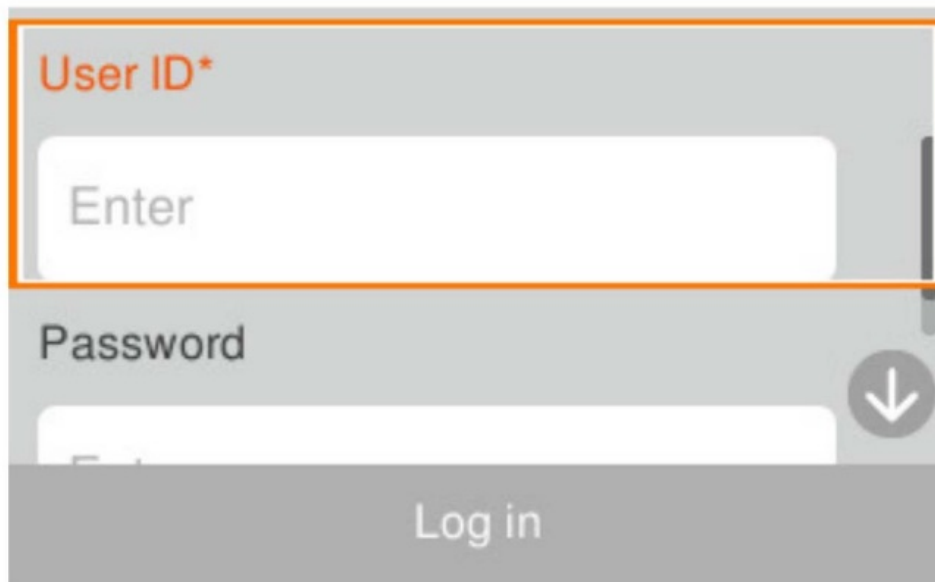
Note: The card may have been registered by your system administrator already. For more information, follow the instructions given by your system administrator.

1. Hold the authentication card over the authentication card reader. The confirmation screen is displayed.
2. Select Yes.

The screen for entering the user ID and password is displayed.

3. Enter the user ID and password on the control panel. If you do not know your user ID and password, contact your system administrator.

User ID and Password



The image shows a digital interface for printer authentication. At the top, the title 'User ID and Password' is centered. Below it, there are two input fields: 'User ID*' and 'Password'. The 'User ID*' field is highlighted with an orange rectangular border and contains the placeholder text 'Enter'. The 'Password' field is below it and also contains the placeholder text 'Enter'. To the right of the 'Password' field is a circular button with a downward-pointing arrow. At the bottom of the interface is a large, light gray button labeled 'Log in'.

4. Select Log in. The registration completion message is displayed. In the future, you will be authenticated only by holding the authentication card.

Checking the ID Number

For ID number authentication, a unique ID number is issued. You can log in to the printer by entering the ID number on its control panel. Contact your system administrator for your ID number.

Logging in to a Printer

You need to log in to the printer to use the authenticated printing.

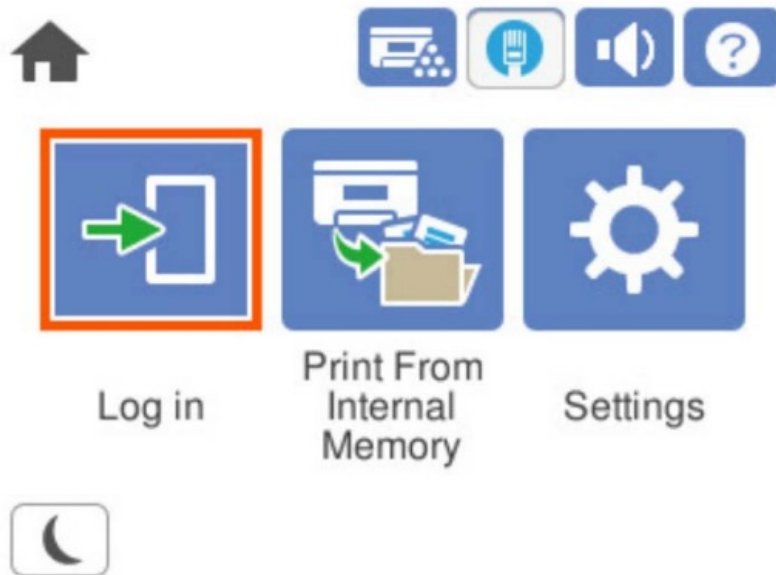
If the authentication device is not connected

You can log in by entering a user ID and password, a user ID, or an ID number.

1. Select Log in on the home screen of the printer's control panel.
2. Log in to the printer using one of the following methods.
 - When using a user ID and password Enter User ID and Password, and then select Log in.
 - When using a user ID or an ID number Enter User ID or ID Number.

If the authentication device is connected

You can log in by holding the authentication card over the authentication device.



Note: When User ID and Password or ID Number is displayed after selecting Log in on the control panel, you can also log in by entering your user information.

Related Information

- “Registering an Authentication Card”

Changing the User Information

Changing the Password

If the user information is registered in the printer and the administrator allows the registered user to log in to Web Config, you can change the password from Web Config. Contact your system administrator for more information. See the printer's User's Guide for details on how to use Web Config.

1. Enter the printer's IP address into a browser to run Web Config.
Note: You can check the IP address by selecting on the printer's control panel.
2. Click Log in.
3. Select Registered User for Type.
4. Enter the user ID and password in User Name/User ID and Current password.
5. Click OK.
6. Select the Epson Open Platform tab > Epson Print Admin Serverless > User Settings.
7. Enter the current password, the new password, and the confirmation of the new password.
8. Click OK.

The completion message is displayed.

Changing the ID Number

If the user information is registered in the printer and the administrator allows the registered user to log in to Web Config, you can change the ID number from Web Config. Contact your system administrator for more information. See the printer's User's Guide for details on how to use Web Config.

1. Enter the printer's IP address into a browser to run Web Config.

Note: You can check the IP address by selecting on the printer's control panel.

2. Click Log in.
3. Select Registered User for Type.
4. Enter the user ID and password in User Name/User ID and Current password.
5. Click OK.

Changing the User Information

6. Select the Epson Open Platform tab > Epson Print Admin Serverless > User Settings.
7. Enter the current ID number, the new ID number, and the confirmation of the new ID number from 4 to 8 digits.

Note:

Your system administrator sets the minimum number of digits for the ID number. Contact your system administrator for more information.

8. Click OK.

The completion message is displayed.

Authenticated Printing

The flow of authenticated printing is as follows:

1. Send print jobs to the printer by printing from the computer.
2. Log in to the printer, and then print.

Printing from the Computer

You will set up to use authenticated printing on the printer driver, and then print.

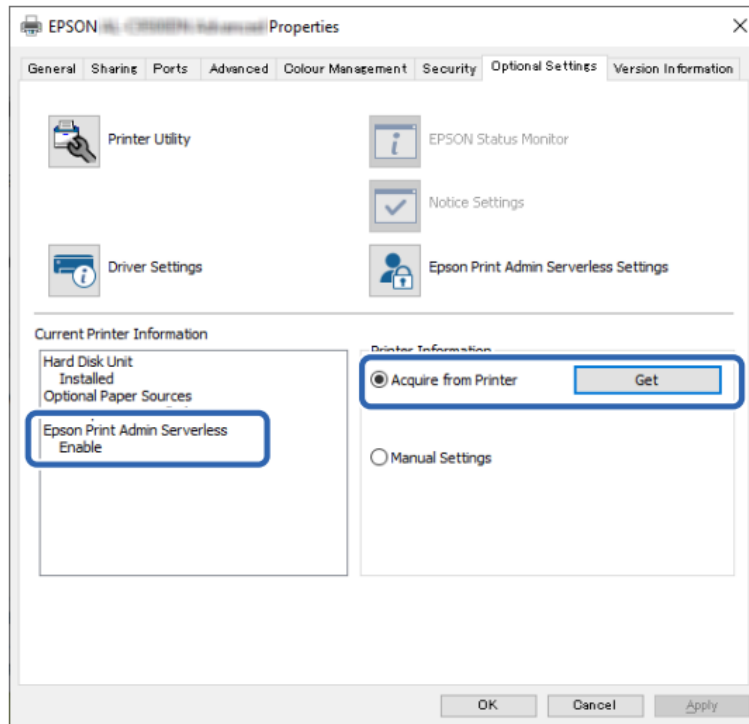
Setting Up the Printer Driver -Windows

Set up to use authenticated printing on a Windows printer driver. Log on to your computer as an administrator.

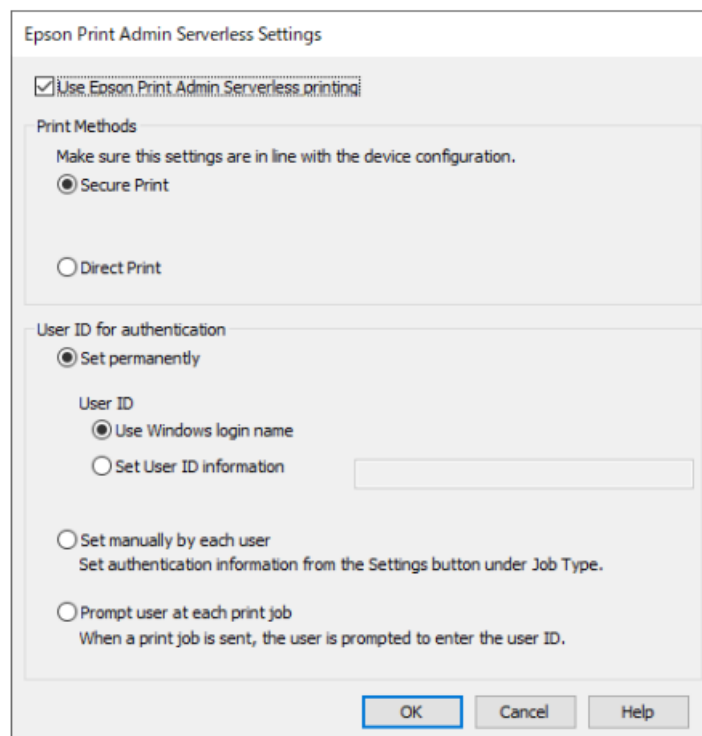
- Open the printer list on the computer.
 - Windows 10 Right-click on the start button, or press and hold it and then select Control Panel > View devices and printers in Hardware and Sound.
 - Windows 8.1/Windows 8/Windows Server 2012 R2/Windows Server 2012 Select Desktop > Settings > Control Panel > View devices and printers in Hardware and Sound.
 - Windows 7/Windows Server 2008 R2 Click the start button, and select Control Panel > Hardware and Sound > Scanner and Cameras, and then check if the printer is displayed.
 - Windows Vista/Windows Server 2008 Click the start button, and then select Control Panel > Printers in Hardware and Sound.
 - Windows XP Click the start button, and select Control Panel > Printers and Other Hardware > Scanner and Cameras, and then check if the printer is displayed.
- Right-click on your printer, or press and hold it, select Printer properties or Property, and then click the Optional Settings tab.
- Select Acquire from Printer, and then click Get. Make sure that Epson Print Admin Serverless is set to Enable in Current Printer Information.

How to Use

Note: If it is not set to Enable, the Epson Print Admin Serverless setting may not have been completed.



- Click Epson Print Admin Serverless Settings. The Epson Print Admin Serverless Settings window is displayed.
- Check that Use Epson Print Admin Serverless printing is selected, and then select how to set your user ID in User ID for authentication.



Items	Description
Use Epson Print Admin Serverless printing	Select when you use authenticated printing.

Items		Description
Print Methods		<p>You can use this if it has already been allowed by your system administrator.</p> <p>Secure Print: Sent print jobs are stored on the printer. Log in to the printer using an authentication card and so on, and then print the job.</p> <p>Direct Print: Sent print jobs are printed directly. Print jobs are not stored on the printer.</p>
User ID for authentication	Select how to set the user ID to use authenticated printing.	
	Set permanently	<p>When you use authenticated printing from this computer, always use the user ID set in User ID. You do not need to set the user ID again when printing.</p> <p>Select this setting when using the same user ID as the login name or when using a fixed user ID.</p>
	Set manually by each user	<p>On the More Options tab in the printer driver, select Settings under Job Type, and then set the user ID in the User ID Setting window. Once you have set the user ID, you do not need to set it again unless you change the user ID that you want to use. To change the user ID, change the user ID in the User ID Setting window.</p>
	Prompt user at each print job	<p>The User ID Setting window is displayed before printing, and then users can enter the user ID.</p> <p>This setting is useful when multiple users use a computer with a single user account.</p>

- Click OK.
- Click OK to close the Optional Settings window.

Related Information

- “When Set permanently is selected” on page 13
- “When Set manually by each user is selected” on page 14
- “When Prompt user at each print job is selected” on page 15

Printing from the Printer Driver -Windows

The printing procedure varies depending on the setting of User ID for authentication in the Epson Print Admin Serverless Settings window.

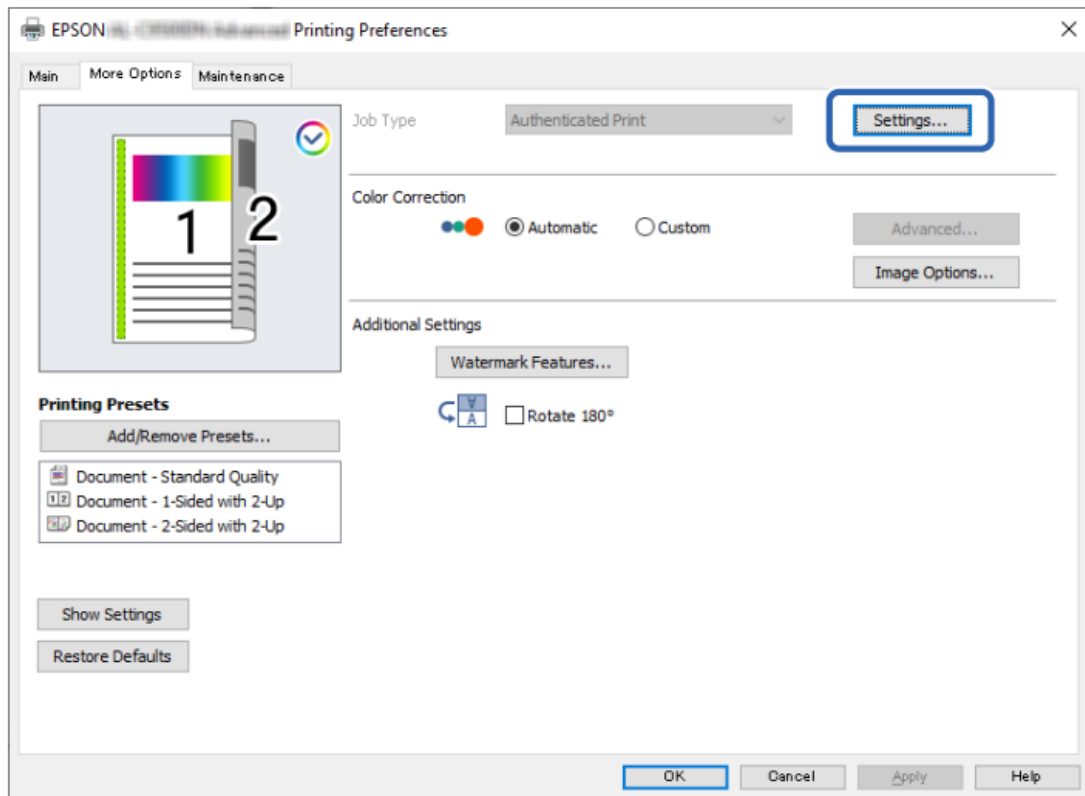
When Set permanently is selected

The printing procedure is the same as the normal printing procedure when you select Set permanently in the Epson Print Admin Serverless Settings window. For instructions on how to print from the Windows printer driver, see the printer’s User’s Guide.

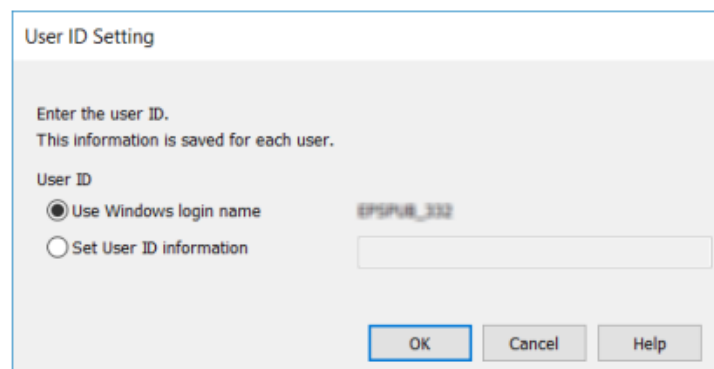
When Set manually by each user is selected

Operations may differ depending on the application. See the application's help for details.

1. Open the file you want to print.
2. Select Print or Page Setup from the File menu.
3. Select your printer.
4. Select Preferences or Properties to access the printer driver window.
5. Change the settings as necessary. See the menu options for the printer driver for details.
6. Click Settings under Job Type on the More Options tab to display the User ID Setting window.



7. Change the user ID as necessary, and then click OK.



8. Click OK to close the printer driver window.
9. Click Print. The print job is sent to the printer.

When Prompt user at each print job is selected

The printing procedure is the same as the normal printing procedure when you select Prompt user at each print job in the Epson Print Admin Serverless Settings window. For instructions on how to print from the Windows printer driver, see the printer's User's Guide.

The User ID Setting window is displayed after clicking Print. Enter the user ID, and then click OK.

User ID Setting

Enter the user ID.
This information is not saved.

User ID

☐ Use Windows login name
 ☒ Set User ID information

Printing from the Printer Driver -Mac OS

Note: Operations may differ depending on the application. See the application's help for details.

- Open the file you want to print.
- Select Print from the File menu or another command to access the print dialog. If necessary, click Show Details or d to expand the print window.
- Select your printer.
- Select Print Settings from the pop-up menu.

Printer: EPSON XXXX

Presets: Default Settings

Copies: 1

Pages: ☒ All

☐ From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation: ☒ Portrait ☐ Landscape

Print Settings

Paper Source: Auto Select

Media Type: Plain

☐ Back
 ☐ Grayscale

Print Quality: Super

Screen: Auto (Definition)

Output Direction: Standard

2-sided Printing: On

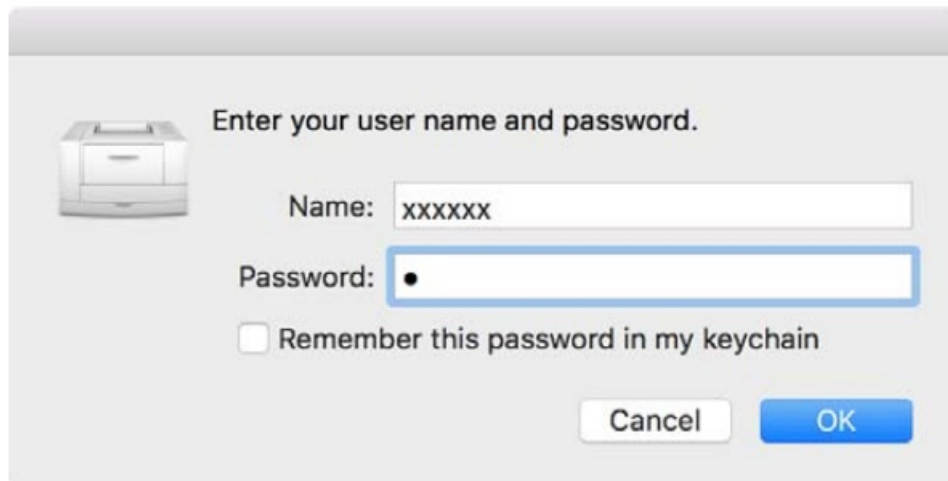
Binding edge: Left

Note:

On OS X Mountain Lion or later, if the Print Settings menu is not displayed, the Epson printer driver has not been installed correctly.

Select System Preferences from the menu > Printers & Scanners (or Print & Scan , Print & Fax), remove the printer, and then add the printer again. See the following to add a printer. <http://epson.sn>

- Change the settings as necessary. See the menu options for the printer driver for details.
- Click Print. The authentication information input dialog is displayed.
- Enter the user ID, enter 0 (zero) for the password, and then click OK. The print job is sent to the printer.



Note: If you select Remember this password in my keychain, you can skip entering the user ID and password in the future.

Operations on the Printer

You print or delete the print jobs sent to the printer.

Printing

When you log in to the printer, printing starts. You are automatically returned to the home screen when printing is complete.

Note:

- You can print directly by selecting Direct Print in Print Methods from Epson Print Admin Serverless Settings in the printer driver.
- When the number of print jobs stored in the printer reaches the maximum, no more print jobs can be accepted and a message is displayed. Print jobs remain in the spooler on the computer. When the stored print jobs are printed and space becomes available, these spooled jobs are stored and printed one after another.
- Unprinted jobs will be automatically deleted when the time expires. Time until a print job is eliminated is different depending on the setting. Contact your system administrator for more information.

Related Information

- “Logging in to a Printer”

Canceling Printing

You can cancel printing from the printer's control panel, or after sending a print job by using the Epson Open Platform tab > Epson Print Admin Serverless > Print Jobs in Web Config.

Canceling Printing from the Printer

- To cancel a job that is being printed, press on the printer's control panel.
- Printing is canceled and all of the print jobs stored in the printer are deleted.

Canceling Printing from Web Config

If the user information is registered in the printer and the administrator allows the registered user to log in to Web Config, you can delete the print jobs from Web Config. Contact your system administrator for more information. See the printer's User's Guide for details on how to use Web Config.

1. Enter the printer's IP address into a browser to run Web Config.

Note: You can check the IP address by selecting on the printer's control panel.

2. Click Log in.
3. Select Registered User for Type.
4. Enter the user ID and password in User Name/User ID and Current password.
5. Click OK.
6. Select the Epson Open Platform tab > Epson Print Admin Serverless > Print Jobs.
7. Click Delete.

Solving Problems

Forgot Your Password or ID Number

If you forget your password or ID number, contact your system administrator.

Printing Problems

Print Jobs Are not Displayed on the Control Panel

Checking the printer driver settings

The user ID you set on the printer driver may be different from the user ID registered for Epson Print Admin Serverless. Check the user ID you set on the printer driver. For details, see the setting on the Windows printer driver from related information link below. If the user ID you set on the printer driver is correct, contact your system administrator.

Checking the connection (network)

If you cannot connect to the network or cannot print over the network, contact your system administrator.

Checking the software and data

If you are printing a large data size image, the computer may run out of memory. Print the image at a lower resolution or a smaller size.

Checking the printer status from the computer (Windows)

Click Print Queue on the printer driver's Maintenance tab, and then check the following.

- Check if there are any paused print jobs. Cancel printing if necessary.
- Make sure the printer is not offline or pending. If the printer is offline or pending, clear the offline or pending setting from the Printer menu.

- Make sure the printer is selected as the default printer from the Printer menu (there should be a check mark on the menu item). If the printer is not selected as the default printer, set it as the default printer.

Checking the printer status from the computer (Mac OS)

- The printer may not print when the user feature restriction is enabled. Contact your printer administrator.
- Make sure the printer status is not Pause.

Select System Preferences from the menu > Printers & Scanners (or Print & Scan, Print & Fax), and then double-click the printer. If the printer is paused, click Resume (or Resume Printer).

Related Information

- “Setting Up the Printer Driver -Windows”

Appendix

System Requirements

- Windows 10 (32-bit, 64-bit) / Windows 8.1 (32-bit, 64-bit) / Windows 8 (32-bit, 64-bit) / Windows 7 (32-bit, 64-bit) / Windows Vista (32-bit, 64-bit) / Windows XP SP3 or later (32-bit) / Windows XP Professional x64 Edition / Windows Server 2019 / Windows Server 2016 / Windows Server 2012 R2 / Windows Server 2012 / Windows Server 2008 R2 / Windows Server 2008 / Windows Server 2003 R2 / Windows Server 2003 SP2 or later
 - Mac OS X v10.7.0 or later
- Note:
- Mac OS may not support some applications and features.
 - The UNIX File System (UFS) for Mac OS is not supported.

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Documents / Resources

 <p>EPSON AL-C9500DN, AL-C9400DN Print Amin Serverless How to Use</p>	<p>EPSON AL-C9500DN Print Amin Serverless [pdf] Instruction Manual AL-C9500DN, AL-C9400DN, Print Amin Serverless</p>
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