



# **Operator Manual**

Version 5.7.0 - Oct-24



This documentation refers to the development status of Oct-2024. The texts and images were assembled with greatest care. Yet there can be minor discrepancies in program sequences or displayed texts that might occur as this product advances

We will appreciate suggestions for improvement or error reports.

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9.4.1 Ger 9.4.1.1 9.4.1.1.1 9.4.1.1.2 9.4.1.2 9.4.1.2 9.4.1.2 9.4.1.2 9.4.1.2 9.4.1.2 9.4.1.2 9.4.1.2 9.4.1.4 9.4.1.4 9.4.1.4.1 9.4.1.4.2 9.4.1.4.2 9.4.1.4.5 9.4.1.4.6 9.4.1.4.1 9.4.1.8 9.4.1.9	Instructions & Configuration         Instruction to set up Toshiba e-BRIDGE Next devices         Instruction to set up Toshiba eSF devices         Instruction to set up Windows PopUp         Database / Support         Backup database         Backup User-Transactions         Support service         License Information         Application         Logfile         General         Login settings         Card assign         Print         Notifications         Toshiba         Print         Notifications         Toshiba         Print         Notifications         Toshiba         Drinter drivers         O         Mobile App         1         Other settings         Use Radius Authentication         Auto configuration         Data protection         Custom formats         SMTP / E-mail	128 128 129 129 129 130 131 132 133 133 135 135 135 135 135 137 138 139 139 139 139 140 141 143 145 145 149 151

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### 1 Introduction

Thank you for subscribing to e-FOLLOW.cloud, the SaaS version of the well-known PrintManagement solution e-FOLLOW Professional for Toshiba e-BRIDGE Next and TOSHIBA eSF multifunctional printers providing features like

- △ Authenticated printing, copying, scanning and faxing
- △ Secure print release
- △ End-to-end encrypted printing
- color, print, copy, scan and fax quota management

- △ mobile print release

The advantage of the SaaS approach is

- △ Avoid to install any server software on customer site
- $\bigcirc$  Avoid to install any software on the user PCs
- △ Securely route all print jobs from any user device via the cloud to unlimited number of sites
- △ Support unlimited number of MFPs, users and sites per customer

This manual will guide the administrator through the setup of MFP devices, the onboarding to the SaaS application and the custom configuration.

### 1.1 Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before changing any configuration.



Indicates information to which you should pay attention



Warning:

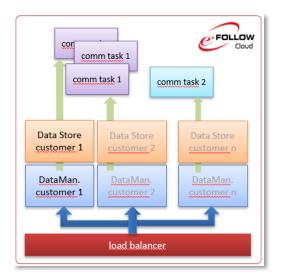
Indicates a situation where modification of the settings may have impact on correct operation.

### 2 General setup of e-FOLLOW.cloud

A core element of e-FOLLOW.cloud are the embedded Applications available for both, eBridge and eSF platform.

These once need to be installed on the device. The application will connect to the corresponding tenant instance and self-register the device.

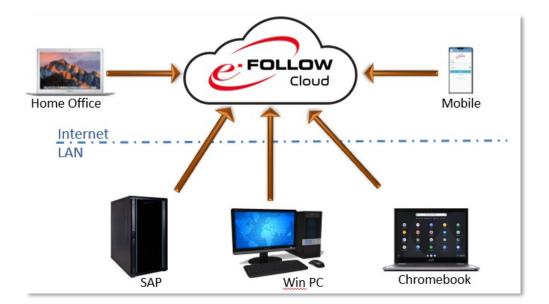




For security and GDPR-compliance reasons each customer is running an isolated DataManager and DataStore instance.

Resources consuming common tasks will be shared between the tenants and can - due to the cloud technology - be scaled up and down depending the actual workload.

All printing traffic from any client is securely sent from anywhere inside or outside your local network and securely held in e-FOLLOW.cloud until the jobs are requested by the user after authentication at the MFP.



### 3 Concept of queues and devices

e-FOLLOW.cloud is designed to manage, track and route print jobs from the users clients (PCs, mobile devices etc.) to Toshiba multifunctional printers (MFPs).

Thanks to its advanced design, e-FOLLOW.cloud does not need to install any additional local serverand client software. Print jobs are sent via SSL secured IPPS protocol from the client workstations to the e-FOLLOW.cloud virtual queues.

### 3.1 Virtual Queues

The concept of virtual Queues in e-FOLLOW.cloud is used to keep print jobs spooled on the server for a later release to a MFP when the user is in front of it.

### Virtual IPP queue

A virtual IPP queue is an URL offered by e-FOLLOW.cloud IPP server. HTTPS is used to securely send jobs SSL encrypted from any clients to e-FOLLOW.cloud server. Print jobs that are sent to a virtual IPP queue will be spooled encrypted on the e-FOLLOW.cloud server until they are requested for printout at any device/printer or deleted (by user/admin intervention or due to a rule).

### 4 End-to-End encryption

e-FOLLOW.cloud offers highest security level by providing 100% end-to-end encryption of print job data.



The built in IPP Server allows clients to transmit print job data via secure socket connection HTTPs/IPPs to the e-FOLLOW.cloud server. The jobs held in a virtual queue for a later release are stored fully encrypted on the e-FOLLOW.cloud server's storage.

The jobs requested by the MFPs for printout are also sent SSL/TLS encrypted.

#### 5 Requirements

- $\bigcirc$  Internet connection
- Toshiba e-BRDIGE Next MFP (Embedded Platform Framework Version 2.1.2 or higher)
   eSF-based MFP (V4.x or higher)
- Supported printer drivers:
   Toshiba V4 Printer Driver

  - 0 Toshiba Universal 2
  - Toshiba Universal PS3
  - Toshiba Generic PS3
  - o Toshiba Generic XL

#### 5.1 Supported MFPs

• Supported Toshiba e-BRIDGE eSF devices

A4 Monochrome	A4 Color
e-STUDIO448S, e-STUDIO478S, e-STUDIO528P	e-STUDIO338CS, e-STUDIO388CS/CP
	e-STUDIO389CS, e-STUDIO479CS

Supported Toshiba e-BRIDGE Next devices ٠

A3 Monochrome MFP	
e-STUDIO2508A/3008A/3508A/4508A/5008A	e-STUDIO5508A/6508A/7508A/8508A
e-STUDIO2518A/3018A/3518A/4518A/5018A	e-STUDIO5518A/6518A/7518A/8518A
e-STUDIO2528A/3028A/3528A/4528A/5528A/	e-STUDIO6529A/7529A/9029A
6528A	
A3 Eco Hybrid MFP - Monochrome	
e-STUDIO3508LP/4508LP/5008LP	
A3 Full Color MFP	e-STUDIO5506AC/6506AC/7506AC
e-STUDIO2000AC/2500AC e-STUDIO2010AC/2510AC	e-STUDIO2515AC/3015AC/3515AC/4515AC/ 5015AC
e-STUDIO2505AC/3005AC/3505AC/4505AC/	e-STUDIO5516AC/6516AC/7516AC
5005AC	e-STUDIO2525AC/3025AC/3525AC/4525AC/
e-STUDIO2020AC /2520AC	5525AC/6525AC
e-STUDIO6526AC/6527AC/7527AC	
A4 Full Color MFP	
e-STUDIO330/400AC	

### 6 Prepare e-Bridge Next devices

Before the e-Bridge device can connect to e-FOLLOW.cloud some preparations have to be done.

Make sure you have access to the following files and data

- △ Your Client-ID
- One-Time-Password

## A

Hint

You find the embedded App and Server-URL in e-FOLLOW.cloud management → SETTINGS → General → Instructions & Configuration

During the onboarding process your reseller creates an account for you in e-FOLLOW.cloud. This will generate some custom specific data

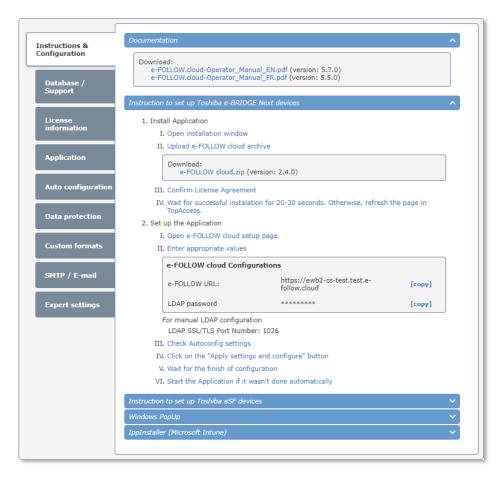
- ☐ Client-ID
- △ Client specific ports
- One-time password

On behalf of your client-ID the custom specific URLs hostnames (and ports) are created.

General	
Customer	Customer name
Client ID	xxxx-yyyy your custom specific Client-ID
One Time Password	1234567890abc – a one-time password for your first
	login
HTTPS URLs	
for MANAGEMENT	https://management-xxxx-yyyy.e-follow.cloud
for USERPORTAL	https://userportal-xxxx-yyyy.e-follow.cloud
for IPP printing	https://ipp- xxxx-yyyy.e-follow.cloud
for EWB2	https://ewb2-xxxx-yyyy.e-follow.cloud
for ESF	https://esf-xxxx-yyyy.e-follow.cloud
for Client	https://client-xxxx-yyyy.e-follow.cloud
TCP hostnames & ports	
for LDAP-SSL	xxxx-yyyy.e-follow.cloud:aaaaa
Your client specific port for LDAP-SSL	ааааа
for MOBILE	mobile-xxxx-yyyy.e-follow.cloud:443

### 6.1 Instructions & Configuration

To ease the setup procedures for your MFPs e-FOLLOW.coud provides a page giving all required Instructions, downloads, etc..



Pls. follow the instructions step by step.

### 6.2 Install the embedded App

The e-FOLLOW Instructions & Configuration page offers the latest version of the e-FOLLOW embedded App.

```
Download:
e-FOLLOW cloud.zip (version: 2.1.0)
```

To install login to TopAccess of the desired device. Change to  $\rightarrow$  Administration  $\rightarrow$  Application and click to Install Application

Device	Job Status	Logs		Registration	C	Counter	User Mana	igement	Administration		
etup I	Security	Maintenance	Registra	tion I	AirPrint	Applic	ation	License			
oplication											
plication List	Settings										
plication List	Settings										
plication List	<u>Settings</u>										
		s your acceptance of te	erms and c	anditions. If vo	u do not accent	nt those terms a	ind conditions	you may not	nstall or use applicat	ion(s) and	
alling or using a	pplication(s) constitute	s your acceptance of te						you may not	nstall or use applicat	ion(s), and	
alling or using a	pplication(s) constitute							you may not	install or use applicat	ion(s), and	
alling or using a	pplication(s) constitute	(s). Terms and condition			s available throu		details link.	you may not Uninsta		ion(s), and Special Function	Detail
alling or using a must promptly r	pplication(s) constitute uninstall the applicatio Application N	ame	ons for eac	h application is Manual Op	s available throu peration	ough application Start Ty	i details link.	Uninsta	I License	Special Function	
alling or using a must promptly i	pplication(s) constitute uninstall the applicatio	ame	ons for eac	h application is	s available throu peration	ough application Start Ty	details link.		I License		Det

Select the e-FOLLOW application package file (e-FOLLOW cloud x.y.z.zip) and click to **Import**.

After confirming the EULA the package will be transferred and installed.

192.168.1.112 says	
Application Install Succeeded!	
ОК	

The e-FOLLOW.cloud application now appears in the application list.

Application									
Application List Settings User Extended Information									
Embedded /	Application								
Installing or upin application(s) constitutes your acceptance of terms and conditions. If you do not accept those terms and conditions, you may not install or use application(s), and									
istalling or u	using application(s) constitutes your acceptance of terr	ms and conditi	ons. If you do not acce	pt those terms and cond	ditions, you may not install or	use application(s)	and		
	using application(s) constitutes your acceptance of terr mptly uninstall the application(s). Terms and condition					use application(s)	, and		
	mptly uninstall the application(s). Terms and condition	s for each app	blication is available thro	bugh application details	link.			Deteile	
						use application(s)	, and Special Function	Details	
ou must pror	mptly uninstall the application(s). Terms and condition	s for each app	blication is available thro	bugh application details	link.			Details Details	

Click to the Application Name to access the e-FOLLOW application settings.

### 6.2.1 General settings

Enter the required information into the General Settings page.

e-FOLLOW Settings C General settings   Log settings   Autoconfiguration   Counters   Update settings Reset   Apply settings and configure   Image: Configure   Imag								
e-FOLLOW cloud Settings								
e-FOLLOW URL	https://ewb2-c	s-test.test.e-follow.cloud						
LDAP password		• • • • • •						
Local Settings								
• MFP admin password 🕜		*****						
ODCA Port 📀			49629					
Use HTTPS for ODCA communication								
e-FOLLOW Workability								
Test Workability								

e-FOLLOW URL: the custom specific URL according the client-ID provided by TOSHIBA

### Attention This URL

This URL is custom specific and must not be mixed with URLs from other customers.



LDAP-Password: the LDAP-Password generated by e-FOLLOW.cloud.

**ODCA Port:** make sure to use the correct port for ODCA as configured in *TopAccess*. Enable **Use HTTPS for ODCA communication** if only SSL/TPS port is actived.

Device	Orders	Protocols	Registration	Numerator	User	Administration	My Acc
<u>Setup</u>	<u>Safety</u>	<u>Maintenance</u>	Registration	<u>AirPrint</u> I	Applikation	License	
Setup General   Network	<u>Copier</u>   <u>Save as a fi</u> l	<u>e   E-mail   InternetFax   [</u>	Drucker/e-Filing   Drucke	r   Druckdienste   ICC Pro	il   PDL Filter   EWB   <mark>O</mark>	DCA Version	
Save Abort	mization Architecture	Finstell					
Network		Linoton					
Enable Port		Aktiviert	~				
Port		49629	1				
SSL/TLS Port akti	ivieren	Aktiviert	~ _				
SSL/TLS Portnum	imer	49630					
Configuration							
Session Timeout(	60-99999)	00	Second Is				

MFP-Admin password: the MFP-Admin password.

You can leave it blank in case the default password for *TopAccess* is used

### 6.2.2 Run Auto-configuration

Clicking [ Apply settings and configure ] to save all settings and start the Auto-configuration.

e-FOLLOW Settings C				
General settings   Log settings   Autoconfiguration   Co	unters   <u>Update s</u>	ettings		
Reset Apply settings and configure ?				
e-FOLLOW cloud Settings				
e-FOLLOW URL	https://ewb2-	cs-prod.e-follow.cloud		
LDAP password		••••		
Local Settings				
MFP admin password				
ODCA Port			49629	
Use HTTPS for ODCA communication ?				
e-FOLLOW Workability				
Test Workability				

e-FOLLOW.cloud App is now fetching the current settings from e-FOLLOW and pushes the configuration

TopAcces Settings
 LDAP client
 LDAP Settings
 User Roles

to the MFP.



When finished, above success message will be displayed.

### 6.2.3 Autoconfiguration settings

Here you can check the configuration settings, which are fetch from e-FOLLOW.cloud server.

e-FOLLOW Settings C General settings Log settings Autoconfiguration Counters Update settings	
Reset Apply settings and configure ?	
Fetch Settings 2	
Apply settings to TopAccess	
TopAccess Settings	
Auto change login user	2
Enable guidance screen	
Enable PIN code authentication	
Minimum PIN code length	2
Authentication failed print job/Raw Print Job	Delete 🗸
Default screen after login	e-FOLLOW 🗸
Assign function key 1 with	e-FOLLOW 🗸
Assign function key 2 with	Job Status 🗸
Auto clear time	Don't change 🗸
LDAP Settings	

If required you can modify settings and apply these individually to this specific device.

### 6.2.4 Update settings

The e-FOLLOW.cloud app will update itself when a new version is available on the server. Therefore the app checks every 1 hour if it is outdated. When no user is logged in the app update will be proceeded.

e-FOLLOW Settings C <u>General settings</u>   <u>Log settings</u>   <u>Autoconfiguration</u>   <u>Counters</u>   <mark>Update settings</mark> Reset Apply settings and configure 0		
Ignore outdated app version ⑦		
Try to perform self-update 7		
Count of consecutive failed updates ?	0	
Manual Update Update App		

To check manually for a new version it is also possible to press the **Test Workability** button. If an update is available the **Update App** button will appear.

e-FOLLOW Settings C General settings   Log settings   Autoconfiguration   Court	unters   Update settings	
Reset Apply settings and configure 🧷 🕄	Workability test has been failed	
e-FOLLOW cloud Settings		
• e-FOLLOW URL 🕜	https://ewb2-cs-test.test.e-follow.cloud	
LDAP password		
Local Settings		
MFP admin password	****	
ODCA Port	49629	
<ul> <li>Use HTTPS for ODCA communication (2)</li> </ul>		
e-FOLLOW Workability		
Test Workability		
App version test failed (Outdated version	ion of the app is used) Update App	

### 6.2.5 Self-Registration

After startup of the application, the device will self-register to the e-FOLLOW.cloud by its serial number.

i

The serial number is automatically entered as Name for Reports. For a better identification it is recommended to enter a name here.

Q Search device	(CNLH59919)	≡
CNLH59919	Low paper level for drawers: Large Capac	ity Feeder
	General	^
	Activated : Resolved IP address:	[resolve]
	Serial number: CNLH59	
	Description:	[change]
	Name for reports: ? CNLH59	919 [change]

### 7 Prepare eSF devices

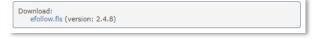
Before the eSF device can connect to e-FOLLOW.cloud some preparations have to be done.

Make sure you have access to the following files and data

- Client-ID
- One-Time-Password

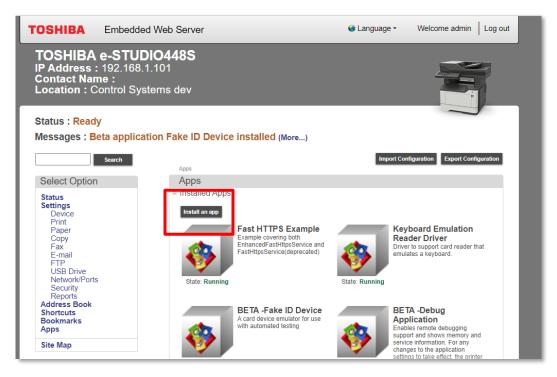
### 7.1 Install the embedded App

The e-FOLLOW Instructions & Configuration page offers the latest version of the e-FOLLOW embedded App.



To install login to the embedded Webserver of the desired device and change to

➔ Apps



Click to Install an app and select the efollow.fls file just downloaded from e-FOLLOW.cloud.

Once it is successfully installed, change to the application's configuration.

$\bigcirc$	<ul> <li>➢ Display Customizati</li> <li>◇ e-FOLLOW</li> </ul>	ion	
Installation successful.	Stop Configur	re View Log	Uninstall
ОК	Description Version	e-FOLLOW Toshiba App 2.4.5	

Enter the customer URL provided by Toshiba and click to Apply.

e-FOLLOW	
Server URL (has priority)	https://esf-c. 38.e-follow.cloud
Development Mode	
Deprecated Settings: 📀	
Server Hostname/IP	
Server Port	443
Import Export Restore Defaults Re	eset Apply
Status Click Apply to save settings.	



Make sure to enter the Server URL as indicated in the Configuration Instructions.

e-FOLLOW Configurations			
Server URL:	https://esf-c	:t.e-follow.cloud	[copy]

The Server Port 443 (SSL) must not be changed!

The login screen will appear on the device's panel.

If the version number does not end with \_C (like 2.4.8\_C) the app must be renewed by logging out or MFP restart.

e-FOLLOW	
lp	
Password	PIN
LOGIN	
	2.4.8_C

### 7.1.1 Self-Registration

After startup of the application, the device will self-register to the e-FOLLOW.cloud by its serial number.

i

The serial number is automatically entered as Name for Reports. For a better identification it is recommended to enter a name here.

Q Search device	(7017821101YKD)	≡
7017821101YKD	General	^
	Activated :	-
	Resolved IP address:	[resolve]
	Serial number: 7017821101YKD	
	Description:	[change]
	Name for reports: ?? 7017821101YKD	[change]

### 8 e-FOLLOW.cloud – Quick start

Before you can start using e-FOLLOW.cloud some minimum configuration needs to be done.

### 8.1 First login to e.FOLLOW.cloud Management

Enter the Management URL (HTTPS://management-custom-ID.e-follow.cloud) provided by Toshiba in any web-browser.

Cloud		
	First login	
	Please enter your One Time Password:	
	Set your Operator password:	
	Password (at least 8 characters):	
	Repeat password:	
	Log in	
		-
	Version: 4.8.0 aks_8	

You will be prompted with e-FOLLOW.cloud first-login page.

Enter the One-Time-Password provided by Toshiba and select an Operator-password of your choice.



This new Operator password must not be lost. If you forget your password ask your Support to reset the password.

### 8.2 Virtual queue(s)

Generally, all print jobs are sent to one or several virtual queue(s) provided by the e-FOLLOW.cloud instance. The jobs are held until they are requested to be printed by the e-FOLLOW.cloud APP installed on each MFP.

Once a job is requested to be printed it will be downloaded by the App from e-FOLLOW.cloud storage.



i

All communication, data storage and data transfers are SSL encrypted.

To create a virtual queue login to your instance of e-FOLLOW.cloud using:

https://management-YOUR\_CUSTOM\_ID.e-follow.cloud

#### 8.2.1 Adding virtual IPP queue

To add a virtual queue, click to ADD and select the virtual queue type you wish to add.

	\# 💭 🕻 Log
e-FOLLOW cloud	ADD REMOVE SELECT
IANAGEMENT	Q Search queue (
User list	Auto-delete jobs that have not been printed after 14 days 🗸
Departments	C c-follow.cloud SELECT REFRESH: ON FILTER: OFF MODIFY
Permissions	□ pros_test protection (0 Jobs) Name ⇔ User ⇔ Pages ⇔ Time ⇔
Projects Domains	IPP-Queue         Testseite         ingo.pfeiffer@contr         1         5/22/2024 5:12:09
	e-FOLLOW - Q ingo.pfeiffer@contr 2 5/22/2024 5:10:32
VICES Virtual Queues	IPP         (0 7005)           Microsoft Word         ingo.pfeiffer@contr         198 5/22/2024 5:10:31           Imp         (0 7005)         Microsoft Word         ingo.pfeiffer@contr

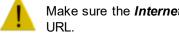
To add a virtual IPP queue simply enter a name for the queue. The URL prefix is fix and cannot be changed.

Add IPP queue	2	×
Queue name	e-follow.ipp	
[Cancel]	add	

Clicking to [ IPP URL ] will show the IPPS URL for this virtual queue.

Q Search queue	Virtual IPP queue [IPP URLs] [Drawer and paper preconfiguration]	
e-follow.cloud	Auto-delete jobs that have not been printed after 14 days  SELECT REFRESH: ON FILTER: OFF MODIFY	
<pre>ipp_cs_test    (0 Jobs)</pre>	Name     ⇔     User     ⇔     Pages     ⇔     Time     ⇔	
IPP URLs for s	elected queue	
External IPPS	URL https://ipp-cs-3nmy.test.e-follow.cloud/e-follow.cloud [copy url]	[ 2 ]
	ок	

Share the full URL [2] to the users so they can create an IPP port on their clients that points to this e-FOLLOW virtual IPP queue.



Make sure the Internet printing client is installed on the client PC. Else users cannot connect to the

Use the lppInstaller-package for a more convenient way to install a IPPS printer queue on windows client PCs

### 8.3 **Users**

8.3.1 ADD (internal user) Click to Add to adding a new internal user. Login name, Username and password are mandatory.

If available, select a department the user is belonging to and enter his/her email address and home directory.

_	

The user's email address is registered to the Toshiba device when the user logs in and can be used according the <u>email address settings</u>.

If you allow 'unknown users to print' ( $\rightarrow$  SETTINGS  $\rightarrow$  General  $\rightarrow$  Application  $\rightarrow$  Print)

e-FOLLOW.cloud will automatically add users to it's internal-user database when they send their first print job to the server.

### 8.3.2 LDAP Import /Synch

e-FOLLOW can synchronize users from multiple LDAP Servers. Clicking to [ADD] will allow entering the hostname/IP and credentials for an additional Server.

e-FOLLOW also supports **Microsoft Entra ID (Azure Active Directory)** and **Active Directory** for user synchronization. This will be explained later.

Add an additional do	main	
Name	my LDAP *	
Hostname/IP Address	my.ldapserver.domain.com *	
Port	636 *	
SSL		
Base DN	*	
	Example: DC=domain,DC=local	
Admin DN	CN=admin,DC=local *	
	Example: CN=admin,DC=domain,DC=local Active Directory: CN=Administrator,CN=Users,DC=domain,DC=loca	a j
Password	*	
	[Cancel] add	



LDAP import can only be performed if the LDAP Server supports **SSL** and *paged search*.

Professional	AD	D SELECT	FILTER: OFF	
MANAGEMENT	Q	Search user	▼ ↓A	
User list				
Departments Permissions Projects Domains		Login name Username	pclarc Peter Clark (Fore- and surnar	* * me)
	_	Password	•••••	*
		Confirm password	•••••	*
iba device when the address settings.	•	Department Email address Homedirectory	pclarc@domain.com	-
		[Cancel]	add	

### 8.3.2.1 Domains – User import

Here the synchronization options are configured.

	ldap.forumsys.com (LDAP)	
User import	Name: Idap.forumsys.com	
Attribute names / Test		
- ( )	Order (with multiple domains)	4
Default user	OU filter	
Projects	(if at least one OU is set only users from that OU will be imported)	
Ouotas		[+] [-]
(course	Replace internal users	
	Delete unknown users - else they (?)	
	get deactivated	
	Generate random PIN	
	PIN length	5
	Send PIN by email to user	

### **OU** filter

This allows you to import users only from specific OUs. Enter any part of the distiguishedName of the OUs you will like to import. This will also import users of any sub-OUs of the selected OUs.

 e-FOLLOW allows to deal with filters containing only the relevant part of the OU/group name.
 e.g. your domain structure contains sub-OUs "users" in each "branch"-OU like: OU=users,OU=branch-north,DC=domain,DC=com OU=users,OU=branch-south,DC=domain,DC=com OU=users,OU=branch-west,DC=domain,DC=com
 In this case you do not need to enter 3 filters but only
 OU=users or

OU=users,OU=branch

to avoid to import users from the common OU "users"

Replace internal users	If enabled, internal users will be replaces by the domain users in case of identical user names (Login name / samAccountName)
Delete unknown users	Domain users that are present in the e-FOLLOW database will be removed if the corresponding account in Active Directory does not exist anymore.
Generate random PIN	If enabled this will assign a random PIN to each user account
PIN length	Defines the number of digits for new PINs
Send PIN by email to user	Each user will receive an email containing the new PIN

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### 8.3.2.2 Domains - Attribute names

The database fields in e-FOLLOW are retrieved from specific attributes in AD. By default, the attribute names are set to common values. Here you can change/ add the attribute names holding the data for the specific database fields.

User import		Idap.forumsys.com (LDA Name: Idap.forumsys.com	P)
Attribute names / Test		Name: luap.forumsys.com	
		UID:	uid
Default user		(Active Dired	tory: sAMAccountName)
Projects		User Filter: (&	(objectClass=person)
Queter			)
Quotas		Display name:	cn
		Alias:	cn
		Limit and shorten alias to allowed characters for windows login:	-
		Remove existing aliases before Import:	
	Ш	Email address:	mail
		Home directory:	homeDirectory
		Custom home directory Will be used if no home directory is found. (Wildcard for username is ::username):	
		Department:	department
		Card ID:	
		Login-PIN:	
		Test	
		Username / ID:	[Test]

The **'custom home directory'** can be used to define a user's homeDirectory even if it can't be retrieved from the directory service. Enter the SERVER & PATH and if required "::username" as a wildcard for the user login name (sAMAccountName)

### 8.3.2.3 Domains - Default user

Here you can define the user settings for newly imported users from this domain.

User import Attribute names / Test Default user	Idap.forumsys.com (LDAP) Name: Idap.forumsys.com Activated	-
Projects Quotas	Accounting Popup profile	Log V None V
	Print settings         Print all jobs         immediately after         login ("Quickprint")         Notify user if         "Quickprint" failed         Keep print jobs after         printing for reprint         Show "Keep print         jobs" option in job list         Show print and keep         button         Force duplex printing         Enable duplex         printing by default         Force mono printing         Enable black & white         printing by default         Force erasable         plue	

Deactivated	New users can be imported in 'deactivated' mode. In this case they cannot print or login to any device.
Accounting	Select the accounting mode for new users.
Popup profile	Select a popup profile for new users
Print settings	Select the print settings for new users
EWB settings	Select if the print job list shall be shown immediately and the sort order of the job list.
As your e-FOLLOW clo	ud instance is not a domain-member you will see a message "No domains

As your e-FOLLOW.cloud instance is not a domain-member you will see a message "No domains available".

Click to ADD and enter the hostname of the LDAP server and the credentials of an administrative user as described above.

### 8.3.3 Self-register @ User Portal

### If enabled in Management Allow self-registration

If enabled users can self-register an internal account to e-FOLLOW. An appropriate link will be shown on the User Portal login page.

e.FOLLOW			*) <b>) (</b>
	Username:		
	Password:		۲
		[Microsoft login] [Create account]  Remember log	in Log in
Version: 5.6.0 RC05			EN V

Attention Make sure the SMTP settings are correct, as e-FOLLOW.cloud will send out a confirmation email to the user.

### 8.3.4 USER - CSV Import

User data can be easily added or modified via .csv file. This function allows to add new (internal) users to the e-FOLLOW database and to modify or add data to existing user accounts.

U	ort file: Jpload new CSV i	mport file			[1]
User name (Valid valu	ues for Accountin r already exists r	word,Pin,Alias,Card ID, Ig type: None, Protocol, new values for Alias, Ca erwritten. In general, en	Balance, Quota, Qu rd ID and Email Add	uotaAndBalance) dress will be added.	
Separato	or:		Com	ma 🗸	[3]
	uring import, if pi ady assigned to a	in, alias, card ID or e-m n existing user.:	ail address 🛑		[4]

### [1] Import file:

Here you can upload a .csv file containing user data.

Valid values for Accounting type are

- None
- Protocol
- Quota

You can easily upload/replace the user\_import.csv file by pressing the button Upload new CSV file.

### [2] Syntax

Make sure the structure of the .csv file is correct. The first line will be imported too.

### [3] Separators

Here you can define the field separators (comma, semicolon or tab stop).

### [4] Check during import

Here you can define if all fields should be imported as they are or if pin, alias, card-id and e-mail address should be only imported if not used by any existing user.



If the user already exists new values for Alias, Card ID and Email Address will be added. All other values will be overwritten. In general, empty values from the CSV file are ignored. All informations about import status and errors can be found in the dashboard.

### 8.4 Windows Client setup

For security reasons e-FOLLOW.cloud does only accept print jobs sent via IPPS.

### 8.4.1 Adding a Windows IPP printer

In the add-printer dialog select "a shared printer by name"

	×
	Add Printer
	Find a printer by other options
Enter the IPPS-printer URL	○ My printer is a little older. Help me find it.
generated by e-FOLLOW.cloud	Find a printer in the directory, based on location or feature
	Select a shared printer by name
	Browse
	Example: \\computername\printername or http://computername/printers/printername/.printer
	○ Add a printer using a TCP/IP address or hostname
	○ Add a Bluetooth, wireless or network discoverable printer
	Add a local printer or network printer with manual settings
	Next Cancel
	IVEAL CONCE

You'll find the URL for a given virtual queue in Management.

click to [ IPP URL ]		* 🕥 🕻 Logout
	Cloud	ADD REMOVE SELECT
copy the URL and enter into above "select printer by	MANAGEMENT User list Departments	Q Search queue       Virtual IPP queue [IPP URLs]       [Drawer and paper preconfiguration]         Auto-delete jobs that have not been printed after 14 days       v         IPP URLs for selected queue       x
name" field.	Permissions Projects Domains	External IPPS URL         https://ipp-cs-test.test.e-follow.cloud:443/e-follow.cloud         [copy url]         Time         I           5/22/2024         5:12:09          2         5/22/2024         5:10:32
	DEVICES Virtual Queues	OK 8 5/22/2024 5:10:31

Finish the add-

printer dialog by selecting the desired printer-driver (TOSHIBA V4 Printer Driver is recommended).

### 8.4.2 IPP printer Installer

e-FOLLOW provides a convenient Installer to easily setup IPP-Queues on any Windows-Client.

€ e-FOLLOW IPP Printer Installer v2.0.0 ×			
Printer name:	e-follow.cloud		
IPP server URL:	https://ipp-toge-woaw.t	est.e-follow.cloud:44	
Printer driver:	TOSHIBA V4 Printer		
Install certificate			
✓ Install printer driver			
	Install Printer		

Users can download a lppInstaller package with configuration at the user-portal. At the Userportal configuration in Management you can choose the type of package, silent installation, printer driver and printer configuration.

	Туре	Name	In	staller 🕊		Details
Ingo Pfeiffer	(PP)	e-follow.cloud	IppInstaller.exe (preconfigured)	Archive (.zip)	Windows Installer (.msi)	Show details
History Print jobs Upload TOOLS Install Printers						

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IppInstaller.exe must be executed as Administrator.

It is also possible to create an individual lppInstaller-packages, suitable for your current requirements. Therefore you can download lppInstaller.zip from the Instructions & Configuration page at e-FOLLOW.cloud Management.

### 8.4.3 e-FOLLOW client PopUp

The Windows clients in your network can be configured to have a window pop up after each print job, allowing the user to add additional information to the print job. e-FOLLOW provides different PopUp types according the custom requirements.

PopUp type	purpose
Confirmation	Provides a PopUp message containing the current print job information (number of pages, document name, etc.)
Username	This allows the user to enter / change the username (owner) of the current print job. (delegate job)
Username & Password	This type is intended for 'anonymous' workstations running under a guest account and requests to enter the username and password for assigning the current print job to a specific user.
Project selection	This PopUp provides a list of project codes to the user for assigning the print job to a specific project / sub-project.
Project selection & User credentials	This is a combination of the project selection PopUp and the Username & Password PopUp.

Q Search user	Peter Clark (pc)	=
Peter Clark	Authentication	*
Test user	Advanced Settings	~
U test	Email address: pc@domain.com [+] [-]	
	Department: Softwaresupport  Homedirectory:	
	Popup profile: None	
	[Permissions] Confirmation Username Username with password Project selection	
	Project selection with credentials	~
	EWB/Print settings	~
	Projects	~
	Teamprint	~

The PopUp type can be selected individually for each user.

The Client PopUp does not need to be restarted if the PopUp type has changed.

### 8.4.4 Default PopUp type

e-FOLLOW allows to define a default PopUp type that will be assigned to the user accounts while they are imported from the domain.

Attribute names / Test	Activated	
Default user		
Projects	Accounting	Log 🗸
Balance	Popup profile	Confirmation 🗸
Quotas	Print settings Force duplex	Confirmation Username Username with password Project selection
	Force mono	Project selection with credentials

### 8.4.5 Executing the e-FOLLOW client PopUp

The e-FOLLOW PopUp executable can be downloaded from e-FOLLOW.cloud Management  $\rightarrow$  SETTINGS  $\rightarrow$  General  $\rightarrow$  Popup.

Application	Download: e-FDLLOW PopUp.exe (version: 2.6.0)
Userportal	e-FOLLOW PopUp Configuration (from version 2.6.0 this configuration will automatically be integrated into to file e-FOLLOW PopUp.exe. For more configuration options, see the documentation.)
Рорир	Configuration: -ip=popup-cs-test.test.e-follow.cloud -port=443

A good way to distribute e-FOLLOW PopUp would be to copy the executable to a shared network folder and copy it to the workstations via login or startup script.

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If you download e-FOLLOW PopUp.exe from the management the .exe file will contain its configuration.

Configuration options can be overwritten by command line or via e-FOLLOW PopUp.ini file.

allow_closing	This option allows to quit e-FOLLOW PopUp by right clicking to the tray icon
lang=	This option forces e-FOLLOW PopUp to use the language specified. (e.g. lang=nl)
ip=	Enter the URL provided by Toshiba- This setting is mandatory!
port=	Enter the Port number provided by Toshiba. This setting is mandatory!
debug	This option will create debug messages in case of connection issues. The messages can be seen when right clicking to the tray icon -> INFO

To run e-FOLLOW PopUp automatically when a user logs on, create a shortcut in Startup menu or add e-FOLLOW PopUp.exe to a login script.

Above options can also be used as command line options. In this case they need to be started with a dash '-'. e.g.

### \e-FOLLOW PopUp.exe -allow\_closing -ip=cutomer.e-follow.cloud -port=12345 -lang=nl

e-FOLLOW PopUp will place a icon to the system tray. Right clicking the icon will give you the Info option and - if enabled - the option to exit the e-FOLLOW PopUp.



### 8.5 e-FOLLOW Web-PopUp

Beside the Windows-PopUp executable, e-FOLLOW provides a platform independent PopUp based on Web-Browser technologies.

To enable it, first you have to activate the PopUp for the UserPortal.

Instructions &	Popup activated for Userportal
Configuration	Unknown users
DataBase /	Unknown users's profile Username 🗸
Support	Create unknown users automatically, when they log in by PopUp for the first time
License information	Download: e-FOLLOW PopUp.exe (version: 2.6.0)
Application	e-FOLLOW PopUp Configuration (from version 2.6.0 this configuration will automatically be integrated into to file e-FOLLOW PopUp.exe. For more configuration options, see the documentation.)
Userportal	Configuration: -ip=popup-cs-test.test.e-follow.cloud -port=443
орир	
	7

Then you will see the green Web-PopUp if you start e-FOLLOW UserPortal with your URL:

https://userportal-custom-ID.e-follow.cloud

FOLLOW		*)	C Popup A
	Username: Password:	ingo.pfeiffer	۲
		oft login] [Create account] 🗌 Remember login	
Version: 5.6.0 RC05			🕀 EN 🖵



For each print job the PopUp will now show up with the PopUp-type according the user's configuration.

Microsoft Word - e-FOLLOW-Operator_Manual_EN_4.6.docx - Profil 1 – Microsoft Edge	-	
③ about:blank		
Microsoft Word - e-FOLLOW-Operator_Manual_EN_4.6.docx 9 Pages	é	FOLLOW
Skip popup for the next       print jobs.         Skip popup for the next       minutes.		
Cancel	C	Confirm

### 8.6 IPP printing from MAC

e-FOLLOW.cloud can not only receive print jobs from Windows clients but also from Mac and Linux.

To print to a virtual queue configure your Mac as follows.

Visit <u>http://business.toshiba.com/support/index.jsp</u> to download an appropriate driver for your MFP.

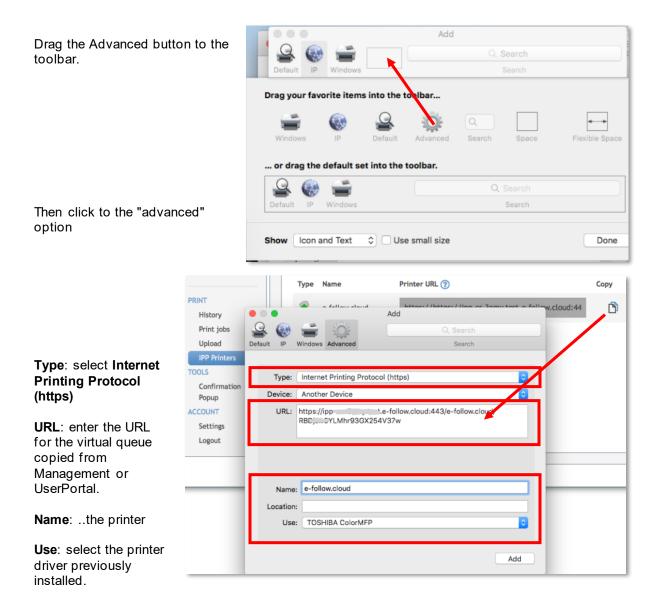
Follow the installation instructions of the driver package...

	TOSHIBA e-STUDIO Color MFP" installieren	8
TOSHIBA	Wilkommen bei: TOSHIBA e-STUDIO Color MFP	
Einführung     Uzenz     Züftedume     auwählen     Installationstryt     Installationstryt     Zusenmenfassung	Sie werden durch alle Schritte geführt, die für die Installation dieser Software erforderlich sind.	
C-STUDIO	Zurlick Fortfahren	

Add and Configure New Printer Open 'System Preferences' → 'Print & Fax'	••• • • •	Drucker & Scanner		Q, Suchen	
	Shutker 102.106.1.2222 Sudda, 2.44(r) Sound 1 CLX-3300 CLX-3300 Samsung CLX-3300 S		teliste dfinen Füllstände		
Klick '+' Sign to add a new printer	+-	Diesen Drucker im Netzwerk freigeben	Systemainateilun	g freigebert	
<b>č</b>		Standarddrucker:	Zuletzt verwendeter Druci	ar 🔁	
		Standard-Pagierformat:	DIN A4		2

Customize the view of the "Add" dialog to access the "Advanced" entry. Right-click on the toolbar and enter "Customize toolbar..."

ault IP V	Vindows	✓ Icon and Text Icon Only Text Only	Search Search	
Address:	_	Use Small Size		
Address:	Enter host nam	Customize Toolbar		
Protocol:	Internet Prin	ting Protocol - IPP		0
Queue:				
Name:				
Name: Location:				
Name:				0
Name: Location:				¢



Click Add to finish the installation of the virtual queue on your MAC.

#### 8.7 **Printing from Chromebooks**

With the e-FOLLOW Print Chrome Extension you can easily distribute e-FOLLOW queue to users which are using Google Chrome browser or working on a Chrome Book.

It can be retrieved from the Chrome Web Store or directly from this URL: <u>https://chromewebstore.google.com/detail/e-follow-print/fjpnapffembidnjnpnicglbfadococcp</u> Or click on the link at SETTINGS→User portal & User tools→Chrome Extension.



After installing the extension it will show it's options dialog. When you are using it outside a Google Workspace or the admin hasn't set the policy for the extension you have to enter the UID (for e-FOLLOW.cloud) or Hostname (for e-FOLLOW).

At the Main page of the extension you can access you PIN-Code for login at Toshiba devices.

* e D	* * • 1
e-FOLLOW Print Options v0.9.3	e-FOLLOW Print v0.9.3 ingo.pfffr@googlemail.com
UID/Hostname cs-test Submit	PIN-Code for login at Toshiba's device ***
Send notifications?	Options
Reload extension (can fix some issues)	
Main page	

The e-FOLLOW queues then will be shown additional to the other available printers when the user selects a printer.



#### 8.8 **Printing from mobile devices**

e-FOLLOW provides a mobile application for iOS and Android that allows users to upload documents to the e-FOLLOW.cloud server.



The Apps are already prepared to also perform release of print jobs. Therefore, the e-FOLLOW.gateway service is required that is currently not available.

Get the App from iTunes or Playstore by searching for "e-FOLLOW" or simply scanning below QR-code:



09:01							ul	-	
	e-FOLLOW								
			Serve	er Ein	stellu	ingen		-	
Be	enu	mo	bile-cs			ollow.cl	oud		h
Pa	9551	_		Port	[443]			-	ĥ
Zu	ugang	Abt gsdate	en me		S	peicn	ern	0	
			1	Anm	elde	n			
				Server					
				'bindu					
1	2	3	4	5	6	7	8	9	0
-	1	:	;	(	)	€	&	@	"
#+=		•	,	1	?	!	'		$\propto$
A	ABC	Г		Leerz	eicher	n		Ļ	
	Q								
			_	_	_	_			
	Online								
	Online Erfolgreich verbunden								

OK

To connect the app enter the correct server settings provided by Toshiba.

Server: mobile-customID.e-follow.coud Port: 443



Make sure to enter the Server Hostname **without https://** The Server **Port 443** (SSL) must not be changed!

Clicking to 'Test connection' to make sure the App is properly connected and online.

#### 9 e-FOLLOW.cloud reference

This chapter describes the sequence of menus, functions, parameters and it's dependencies.

#### 9.1 MANAGEMENT

The user menu contains all data and settings related to users. The e-FOLLOW.cloud database can hold user data imported from the local domain (Active Directory) as well as 'internal' users (users that do not have an AD-account)

#### 9.1.1 User list

The user list table shows all users (domain & internal) stored in the e-FOLLOW.cloud database.

			🕸 🔵 🕻 Logout
cloud	ADD SELECT FILTER: ON EXPORT USERDATA	MANAGE MOD	IFY CSV IMPORT [2]
MANAGEMENT	Q Search user	Robert Boyle (boyle)	
User list			= [[ <sup>1</sup>
Departments	Robert Boyle	Authentication	^
Permissions	Marie Curie	Login name:	boyle
Projects	L curie	DistinguishedName:	uid=boyle,dc=example,dc=com
Domains	Albert Einstein	Login type:	LDAP (Idap.forumsys.com)
EVICES		Activated:	
Virtual Queues	Leonhard Euler	Login-PIN:	
Toshiba	euler	Aliases:	
Toshiba eSF	Galileo Galilei	Alldses:	RobertBoyle
Mobile print	Carl Friedrich Gauss		[+] [-]
PORT	Isaac Newton	Card IDs:	[+]
Reports	Alfred Nobel	Advanced Settings	
ETTINGS	No Group	Email address:	boyle@ldap.forumsys.com
General	Louis Pasteur		
User portal & User tools	Bernhard Riemann		[+] [-]
Dashboard	Nikola Tesla		
Schedules	La tesla	Department:	~
Rules		Homedirectory:	
Reader profiles			
Version: 5.5.0 RC01	Page: 1 V	Popup profile: 	None V

The List shows the users Username and Login name.

[1] On the right you see the user details sections to modify the

- User's Authentication settings
- Advanced settings
- User role
- Accounting settings
- EWB/Print settings
- User's Projects
- Teamprint

[2] Above the list you find the options to

- Add internal users
- Select users
- Setting filters for the user list
- Manage user accounts
- Modify user accounts
- CSV Import
- Export userdata

#### 9.1.1.1 Search user

To search for a specific user e-FOLLOW.cloud provides a convenient search engine.

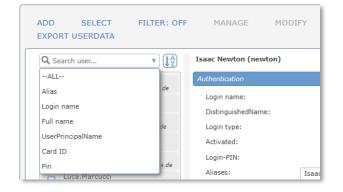
	ADD EXPORT U	SELECT SERDATA	FILTER: OFF	= r
$\left[ \right]$	Q Search	user	▼ ↓AZ	Isaac
	- Test	0001		Authe

Enter any phrase into the search window. e-FOLLOW.cloud will query all relevant fields

- Alias
- Login Name
- Full Name
- UserPrincipalName
- Card- ID
- PIN

for that phrase.

The search can be narrowed down by selecting a specific field to be searched.



Use the 🔔 symbol to change the sort order of the search results.

9.1.1.2 ADD (internal user)

Click to Add to adding a new internal user. Login name, Username and password are mandatory.

If available, select a department the user is belonging to and enter his/her email address and home directory.

The user's email address is registered to the Toshiba device when the user logs in and can be used according the <u>email</u> <u>address settings</u>.

		×
Login name Username	pclarc Peter Clark (Fore- and surname	* *
Password Confirm password		*
Department Email address Homedirectory	pclarc@domain.com	
[Cancel]	add	

#### 9.1.1.3 SELECT (users)

Using this option will help you to select/unselect multiple users.

[1] checking [v] will move the user to the selected users box [2]

Clicking to x will unselect the user and remove him from the selected user box

ADD EXPORT	SELECT USERDATA	FILTER: OFF	MANAGE	MOD
ີ [1]ª	ci user	▼ ↓A	Selected users:	[2]
	lansjoerg Zucker alsjoerg.zucker@con	trol-systems.de	× Ingo Pfeiffer	
	n 10 Pfeiffer 1 <u>9</u> 0.pfeiffer@control-s	systems.de	× Hansjoerg Zu	cker
	ü Kö <i>Hannen knehler®cont</i>	ml-systems de		

#### 9.1.1.4 FILTER

The filter option allows setting a filter to the list of users by different criteria.

Configure list filter			
ilter all users accord	ing the following criteria:		
General			
Login type	Microsoft Entra ID (Azure AD) users only 💙	Domain	~
User status	•	Department	~
Aliases	<b>~</b>	Card IDs	with Card IDs only
Login-PIN	×		
Accounting			
Accounting mode	~		
			[reset]
		[Cancel]	filter

When a filter is active (set) this is indicated by a highlighted **FILTER: ON** in the function bar.

#### 9.1.1.5 MANAGE

Use the manage function to disable/enable or delete a single or a number of selected users.

ADD	SELECT	FILTER: OFF		MANAGE	MODIFY	0
EXPO	RT USERDATA			Disable sel	ected users	
<b>Q</b> 56	earch user	▼ ↓A Se	е	Enable sele	ected users	
	Robert Boyle		>	Delete sele	cted users	
	CloudPrint cp@control-systems.de		×	Robert Boyle		

Before the execution of a management function, you are requested to confirm this action.

	\$				
You have selected 2 users. Are you sure to disable them?					
Tou have selected 2 users. Are you s					
[Cancel]	disable				

#### 9.1.1.6 MODIFY

The modify function allows a couple of modifications to the accounts of the selected users.

	SELECT	FILTER: ON	MANAGE	MODIFY	CSV IMPORT
				Change de	epartment
Q Se	earch user	▼ ↓AZ	Selected users:	Change po	opup profile
	Robert Boyle		× Galileo Galilei	Change ad	counting mode
	Marie Curie curie		× Carl Friedrich (	Change pr	int settings
	Albert Einstein einstein			Change pr	oject settings
	Euclid euclid			Set quota	S
	Leonhard Euler euler			' Change us	
	Galileo Galilei galieleo				
	Carl Friedrich Gauss	5			

#### Change department

Assign a department to the selected user/s.



ers:

Change accounting mode	Change accounting mode		
Change accounting mode Select the accounting mode for the selected user/s.	Use this accounting mode for 2 selected us		
Attention	<ul> <li>No accounting</li> <li>All activities are logged only</li> <li>Use quotas</li> </ul>		
If you change the accounting mode to "Use quotas" you must make sure that quotas are set correctly. Else the users may not perform any printouts or copies.	[Cancel] apply		

#### Change print settings

Here you can change the general print setting used on Toshiba devices for the selected users.

The settings can be

- enabled, overwriting any settings done for departments or devices
- unchanged. Settings will be taken as defined by departments or devices
- disabled, overwriting any settings done for departments or devices

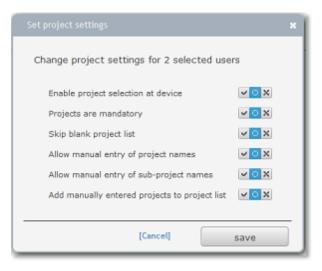
Set print settings		×
Change print settings for 2 selected users		
Print all jobs immediately after login ("Quickprint")	V O X	
Notify user if "QuickPrint" failed	V O X	
Keep print jobs after printing for reprint	V O X	
Show "Keep print jobs" option in job list	V O X	
Show print and keep button	V O X	
Force duplex printing	V O X	
Enable duplex printing by default	V O X	
Enable simplex printing by default	V O X	
Force black & white printing	V O X	
Enable black & white printing by default	V O X	
Force erasable blue printing	V O X	
Do not print if the device displays the warning "Low Paper"	V O X	
Print job list sorted by	· · · · · · · · · · · · · · · · · · ·	/
Show print job list immediately	V O X	
Automatic deletion of jobs		
At logout	V O X	
Cancel running jobs	V O X	
Delete on error after		seconds
	[Cancel]	save

#### Set project settings

Her you can change the project settings for the selected users.

The settings can be

- Setting will be set to enabled
- vill be taken as defined previously
- Setting will be set to disabled



#### Set quotas

Here you can set quotas for the selected users. If you do not wish to use quotas for a certain function - e.g. faxing, scanning - you can disable the use of quotas by clicking to [disable].

The page quota field gets grayed out and the link changes to **[enable]**.

This will make the selected function 'unlimited'.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

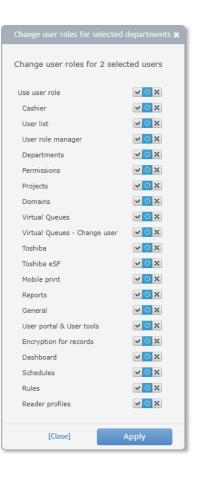
Set quotas			×
Set quotas for the	e selected u	iser	
Total quota:	[disable]	5000	Pages
Color quota:	[disable]	350	Pages
Print quota:	[disable]		Pages
Copy quota:	[disable]		Pages
Scan quota:	[disable]		Pages
Fax quota:	[disable]		Pages
[ <u>Ca</u>	ncel]	safe	

#### **Change User Roles**

Here you can modify the Roles assigned to the selected users.

The settings for roles can be

- role will be enabled
- Ieft unchanged. Settings will be taken as defined previously
- Image: second seco



#### 9.1.1.7 USER - CSV Import

User data can be easily added or modified via .csv file. This function allows to add new (internal) users to the e-FOLLOW database and to modify or add data to existing user accounts.

	Upload new CSV i	mport file			[1]
User nam (Valid val If the use	lues for Accountin er already exists r	word,Pin,Alias,Card ID,I g type: None, Protocol, new values for Alias, Ca rwritten. In general, en	Balance, Quota, Qu rd ID and Email Add	otaAndBalance) ress will be added	
Separat	or:		Comn	na 🗸	[3]
			ail address 👝		

#### [1] Import file:

Here you can upload a .csv file containing user data.

You can easily upload/replace the user\_import.csv file by pressing the button Upload new CSV file.

#### [2] Syntax

Make sure the structure of the .csv file is correct. The first line will be imported too.

Valid values for Accounting type are

- None
- Protocol
- Quota

#### [3] Separators

Here you can define the field separators (comma, semicolon or tab stop).

#### [4] Check during import

Here you can define if all fields should be imported as they are or if pin, alias, card-id and e-mail address should be only imported if not used by any existing user.



If the user already exists new values for Alias, Card ID and Email Address will be added. All other values will be overwritten. In general, empty values from the CSV file are ignored. All informations about import status and errors can be found in the dashboard.

#### 9.1.1.8 User details / Authentication

To view or modify the user details just click to the name of the desired user.

$\times$ ingo $\mathbf{v}$	1	ingo Pfeiffer (ingo.pfeiffer	r@control-systems.de)
Ingo Pfeiffer ingo.pfeiffer@control-systems.de		Authentication	▲
ingo.premer e concro-systems.ce		Login name:	ingo.pfeiffer@control-systems.de1]
		Login type:	Azure Active Directory (CS_AAD)
		Activated:	<b>1</b> 2]
		Login-PIN:	31[3]
		Aliases:	ip IngoPfeiffer [4]
			[+] [-]
		Card IDs:	31 [5]
	"		[+] [-]
		Advanced Settings	~) 
		User role	✓
		Accounting	*
		EWB/Print settings	~
		Projects	^
	J	Enable project selection	Assigned projects:
[«] [<] [>] [»] Page: 1 V		Projects are mandatory	

[1] user details

- △ Login name: This is also known as 'User Principal Name' It needs to be entered when logging in with username and password
- △ Login type: Here you can see from which type of directory the user was imported and what its name is.

f

Domain user's passwords are always authenticated against the domain controller

- [2] use this switch to disable/enable the user account.
- [3] Login-PIN: If the login type "PIN Code" is enabled at the MFP, the user's PIN can be assigned here
- [4] Aliases: here you can enter additional login names for the user. This can be useful, if e.g. the Login names are complex or very long. Aliases can also be used to map print jobs from other environments (e.g. SAP), where they use different user names. Users may have multiple (unlimited) aliases.
- [5] Card IDs: If the users are allowed to login by card the card IDs can be entered here. Users may have multiple (unlimited) card IDs.

#### 9.1.1.9 User Details / Advanced

Here you can define add advances user settings.

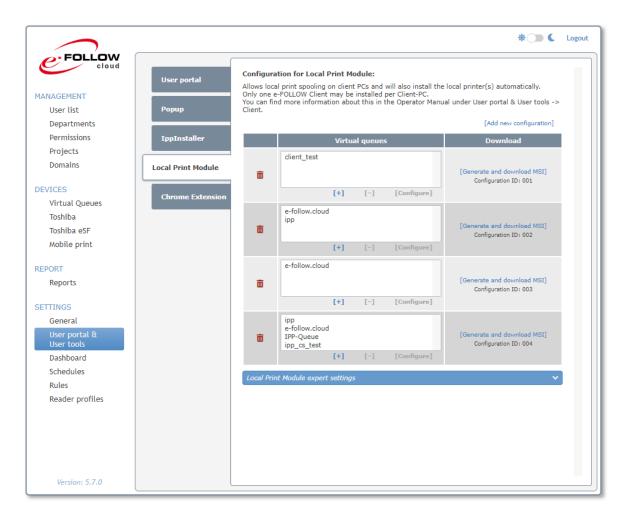
$\frown$		🕸 🔵 🕻 Logou
e. Follow cloud	ADD SELECT FILTER: OFF MANAGE MODIFY CSV EXPORT USERDATA	IMPORT
MANAGEMENT	Q Search user. TA multi@control-systems.dev (multi@control-	systems.dev)
User list	Q Search user v LA multi@control-systems.dev (multi@control-	systems.dev)
Departments Permissions	Kersten Schmieder kersten schmieder@control-systems.de	<b>`</b>
Projects	Luca.Marcucci     Email address:	^
Domains	mailer-daemon@googlemail.c mailer-daemon@googlemail.com	lti@control-systems.dev [1]
EVICES	Marie-Jeanne CACCIATORE Marie-Jeanne.CACCIATORE@control-s	[+] [-]
Virtual Queues Toshiba	mfa2 mfa2@control-systems.de Department: De	mo <b>~ [ 2 ]</b>
Toshiba eSF	mfa3 mfa3@control-systems.de Homedirectory:	
Mobile print	mfa mfa@control-systems.de	
EPORT	michael.mueller7730@gmail.c Popup profile: No	ne 🗸 [ 3 ]
Reports	multi@control-systems.dev     Allow PIN login in Mobile App:	<b></b> [4]
ETTINGS	multi@control-systems.dev           multi@control-systems.dev_r71855           [Permissions]	<b>1</b> → 1
General	multi@control-systems.dev multi@control-systems.dev_zn237g	<b>[</b> 5]
User portal & User tools	Is a Multi-User template for Chrome Extension:	2 Users
Dashboard	no-reply@accounts.google.com	2 Users
Schedules	Alfred Nobel	× )
Rules	L nobel Accounting	~
Reader profiles	[«] [*] [»] EWB/Print settings	~
Version: 5.5.0 RC02	Page: 3 V	~

[1] Email addresses: here you can enter one or more email-addresses for this user.

Multiple Email-addresses may be useful for Email-to-print when sending jobs from different accounts.

- [2] Department/Home directory: select a department from the list the user is belonging to
  - By default, these values are synchronized from a directory service. If these items are not available or in case of internal (non-domain) users you can add this here.
- [3] Popup profile: in case PopUps are required you can select the popup type for the specific user. In case the **Mandatory** flag is enabled all jobs must be processed by the popup, else they are refused by the server.
- [4] If enabled the user can login to the mobile App by just entering his PIN.
- [5] Sets this users as Multi-User template for Chrome Extension. If there already copies of this Multi-User template you can access the copies by clicking on the link. (See **0**
- The e-FOLLOW.cloud Local Print Module will enable local print spooling on Client-PCs. It also will automatically create the needed local printer(s).

# The Local Print Module is not enabled by default. It is an optional module, which can be purchased.



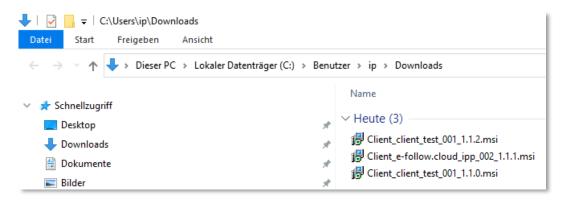
Many different configurations can be created by pressing [Add new configuration].

For each configuration a MSI installer can be downloaded. This MSI installer will be generated when you press download. It does contain the configuration, printer driver, printer properties and executable for the windows service.

Only one configuration can be installed on a Client-PC.

Everytime you make a change at the configuration settings and generate and download the MSI installer, the version number of the installer will be increased. This is necessary in order to carry out upgrades correctly.

On the Client-PC only a upgrade is allowed. Downgrade to a lower version number is not possible.



The MSI installer will install a windows service with the name: e-FOLLOW Local Print Module ... This windows service then will automatically install the local printer(s) with a raw printer port to IP address 127.0.0.1.

When the user prints one job to this printer, the print job will be stored encrypted on his PC and the job informations will be sent to the e-FOLLOW.cloud instance.

The windows service also starts polling to the e-FOLLOW.cloud instance for the next operations (delete job/release job).

These print jobs will now have the same functionality as every job in e-FOLLOW. In the management you only see the difference if you check the print job details:



Before releasing one Job (IPPS is used for this) the Client-PC checks if he can reach the MFP by IPPS. If there are any errors an message will be displayed on the MFP display. More details can be found at the dashboard of the management.

For the detailed settings you can select one or more queues and click on configure:

VICES	Local Print M Chrome Ex		<b>Č</b> [+]	[-] [Configure	[Generate and downlo Configuration ID: ]		
Virtual Queues Toshiba	_	_	e-follow.cloud				_
							8
Queue	Local printer name		Printer driver	_	Include printer properti	es Local print port	*
Queue e-follow.cloud	Local printer name e-follow.cloud	TOSHIBA V4 Prin	Printer driver nter Driver v10.70 x64	~		es Local print port	

There you can set up the Local printer name. This will be the name of the printer which will be automatically installed on the Client-PC.

You can also select one of the default printer drivers. The printer properties are containing the printer settings for the TOSHIBA V4 printer driver.

New printer drivers and the printer properties are currently only configurable at SETTINGSàUser portal & User toolsàUserportal.

Because the windows service starts a local TCP listener for each printer the local printer port has to be unique.

The MSI installer is not signed with a digital signature. The digital signature is needed to deploy the MSI installer in a Windows Active Directory environment.

To digitally sign the installer, send a request to support@control-systems.de with a download link (e.g. wetransfer.com) to the MSI installer.

Alternatively, you can check this setting in the properties of the downloaded MSI installer:

🖟 Client_ipp_	local-ipp_d0c3b13d-4a49-4638-b98a-bb690	×
Custom General	Details Previous Versions Compatibility Security	
1 <del>0</del>	c3b13d-4a49-4638-b98a-bb690318a904_0.9.2.msi	
Type of file:	Windows Installer Package (.msi)	
Opens with:	Windows® installer Change	
Location:	C:\Users\ds\Desktop	
Size:	73.3 MB (76,894,208 bytes)	
Size on disk:	73.3 MB (76,898,304 bytes)	
Created:	Friday, November 3, 2023, 11:44:21 AM	
Modified:	Friday, November 3, 2023, 11:44:22 AM	
Accessed:	Today, November 3, 2023, 11:44:22 AM	
Attributes:	<u>R</u> ead-only <u>H</u> idden <u>Advanced</u>	
Security:	This file came from another computer and might be blocked to help protect this computer.	
	OK Cancel Apply	

The Local Print Module Expert Settings are the same settings as the Expert Settings for the Printer Manager. These settings may only be changed in consultation with the support team.

These parameters may only be changed in comm default value is in the brackets.	unication with support. The
ClientAnalysePostScript (true)	
ClientAnalysePostScriptBytesRead (1048576)	1048576
ClientAnalyzePdfAfterConvert (true)	
ClientDebugIppPrint (false)	0
ClientDebugParse (0)	0
ClientDebugPrintJobAnalysis (false)	0
ClientDebugRawPrint (false)	0
ClientHttpTimeout (240000)	240000
ClientIppsPrintingTimeout (1800000)	1800000
ClientIppsTestTimeout (10000)	10000
IppsUrlTemplate (https://{0}/print)	https://{0}/print
IppUrlTemplate (http://{0}/print)	http://{0}/print
ClientLocalPrinterPortStart (9100)	9100
ClientOnlyAllowPclAndPS (false)	0
ClientParseBufferSize (262144)	262144
ClientParseTimeLimit (300000)	300000
ClientPclXIDeepAnalysis (true)	•
ClientPclXlFastAnalysis (true)	
ClientPrintingType	IPPS
ClientPrintingUseHostname (true)	
ClientProjectCodeFromPjl	
ClientRawPrintBufferSize (524288)	524288

Chrome Extension)

#### 9.1.1.10 User Details / User role

e-FOLLOW.cloud provides a user role concept, allowing individual users to get access to certain management options.

cloud	ADD SELECT FILTER: OFF	MANAGE MODIFY CSV IMP	ORT
NAGEMENT			
User list	Q Search user V	Robert Boyle (boyle)	
Departments	Robert Boyle	User role	11
Permissions	boyle	Use user role	
Projects	CloudPrint cp@control-systems.de	Use user fore	
Domains	Marie Curie	Select all	[2]
VICES	Denis Hannig denis.hannig@control-systems.de	Select none Cashier	
Virtual Queues	Denis Staritin	User list	
Toshiba	denis.staritin@control-systems.de		
Toshiba eSF	ds ds	User role manager	
Mobile print	Albert Einstein	Departments Permissions	
ORT	Euclid euclid	Projects	
Reports	Leonhard Euler	Domains	<b>O</b>
	fidendum@control-systems.de	Virtual Queues	
TINGS	fidendum@control-systems.de	Virtual Queues - Change user	
General	Galileo Galilei	Toshiba	
User portal & User tools	Carl Friedrich Gauss	Toshiba eSF	
Dashboard	Hans Jürgen Test	Mobile print	
Schedules	h.test@control-systems.de	Reports	
Rules	Hansjoerg Zucker hansjoerg.zucker@control-systems.de	General	
Reader profiles	Ingo Pfeiffer ingo.pfeiffer@control-systems.de	User portal & User tools	
		Encryption for records	
	Jü Kö juergen_koehler@control-systems.de	Dashboard	
		Schedules	
	[«] [<] [>] [»]	Rules	

- [1] Use user role: If enabled the user can login to e-FOLLOW.cloud management
- [2] Here you can select the user's access permissions. All e-FOLLOW.cloud menu items can be selected individually.

		Configuration help	Logout
FOLLOW	FILTER: ON CHANGE BALA	NCE	
MANAGEMENT	Q Search user V	Guest User (guest)	
User list	al_	Accounting	<u>^</u> ^
	aa 22	Charge the user's balance	
	aaa	Current balance: 50.00 €	
	Alexander.Wagner@control Alexander.Wagner@control-syst	Add balance [+] Charge balance [-]	
	Anonymous print anonymous		
	Dorothy Williams		

After login, the user can only see the options enabled for his role.

#### 9.1.1.11 User Details / Accounting

Here you can define the accounting type of the user.

<b>Q</b> Se	arch user	▼ ↓AZ	Robert Boyle (boy	yle)	
	Robert Boyle		Authentication		~
	CloudPrint cp@control-systems.de	Change acc	Advanced Settings	×	~
	Marie Curie curie	O No accou	inting		^
	Denis Hannig denis.hannig@control-sys	O All activit	ties are logged only	nly	[change]
	Denis Staritin denis.staritin@control-sy:	○ Use quot	as		~
	ds ds	[Cancel]	change		~
	Albert Einstein		reamprinc		~

To select a new accounting type, click to [change] and select the desired accounting mode.

No accounting: nothing will be tracked and logged for this user

**Only log activities:** All activities (print, copy, scan, fax) are logged in the e-FOLLOW.cloud transaction database. But the user is not restricted/limited.

Use Quotas:

The user account is limited by quotas.

-	
Use quotas ?	[change]
Total quota:	200 Pages
Color quota:	50 Pages
Print quota:	Pages
Copy quota:	Pages
Scan quota:	Pages
Fax quota:	Pages

Beside a total 'over all' quota you can define additional quotas for color usage, prints, copies, scans and faxes.



#### Attention

Quotas can also be set for Departments and Devices. So it might happen that even if the user still has e.g. color quota available he can't do color prints or copies if the color quota of his department or the color quota of the device is used up.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

### 9.1.1.12 User details / EWB/Print settings

Here you can define basic EWB and print settings on e-BRIDGE for this user.

EWB/Print settings	
Note: The priority of the print settings is User->Department->Device	
Print all jobs immediately after login (?) ("QuickPrint")	
Notify user if "QuickPrint" failed	
Keep print jobs after printing for reprint	
Show "Keep print jobs" option in job list	
Show print and keep button	
Force duplex printing	
Enable duplex printing by default	
Enable simplex printing by default	
Force black & white printing	
Enable black & white printing by default	
Force erasable blue printing 🕜	
Do not print if the device displays the warning "Low Paper"	
Print job list sorted by Date (new -	> old) 🗸 🗸
Show print job list immediately	
Automatic deletion of jobs (This will activate single prin	nt)
At logout 🕜	
Cancel running jobs	
Delete on error after 120 seconds	

Print all jobs immediately after logging in (QuickPrint):	If enabled all pending jobs for this user will be released immediately after login (print selection screen is not shown)
Notify user if "QuickPrint" failed	If there was an error while printing jobs immediately after login the user will receive a notification by email or popup.
Keep print jobs after printing for reprint	The checkbox "Keep job after printing" is checked by default.
Show "Keep print jobs" option in job list	Selects if the checkbox "Keep job after printing" is visible or not.
Show print and keep button	Will enable an extra button with "print & keep" next to the print button.
Force Duplex printing:	all printouts on e-BRIDGE devices will be converted to duplex
Force Duplex printing: Enable duplex printing by default	
	duplex In case the Force duplex is set to off, you can configure if
Enable duplex printing by default Enable simplex printing by	duplex In case the Force duplex is set to off, you can configure if the Duplex setting is enabled by default. In case the Force duplex is set to off, you can configure if
Enable duplex printing by default Enable simplex printing by default:	duplex In case the Force duplex is set to off, you can configure if the Duplex setting is enabled by default. In case the Force duplex is set to off, you can configure if the Simplex setting is enabled by default.

Do not print on"Low Paper":	If enabled printing cannot be started if the device has low paper or no paper warning
Print job list sorted by:	Select the default sort order for the print job list
Show print job list immediately:	if enabled, the welcome screen will be skipped

#### Automatic deletion of jobs

The Automatic deletion of pending jobs on Toshiba / Toshiba eSF devices settings defines the treatment of jobs that have already been selected for printing in case of an error, user log out or user login.

This will ensure that documents will only be retrieved by the authorized user.

At Logout
-----------

As soon as the user is pressing the logout button, e-FOLLOW.cloud removes all jobs form the device's job list.

To prevent removing the current job list due to auto-logout it is recommended to set the **Autoclear** function on the device to **'No limit'** 

Cancel running jobs	If enabled the currently running job is stopped and removed
	additionally. Else the running job will be finished.
Delete on error after	This will delete the current job that caused an error (e.g. paper jam) and the pending job list after xx seconds. If the error gets fixed in between the xx seconds, the device will continue to print and to process the user's current job list.

Once, one of the 'Automatic deletion of jobs' option is enabled, the printing system will change to single-print-mode. This means that a next job of a selected list of jobs will not be sent to the device before the prior job has been completely finished.

#### 9.1.1.13 User details / Projects

Click to [+] to add one or multiple projects to the list of user assigned projects.

Global project can't be assigned to

a user as they are available by



You can define the handling of Project Codes in e-FOLLOW.cloud.

default.

i

Enable project selection.	This enables the project selection for jobs on e-BRIDGE devices (EWB client) for the current user.
Project are mandatory	If enabled the selection of a project code is mandatory. Jobs without a project code will be cancelled.
Skip blank project list	If a user does not have any project codes assigned (and there are no global projects available) the user will not be prompted to select a project code when this option is enabled.
Allow manual entry of project names	In addition to select project codes from a list, the user can be allowed to manually enter a project code.
Allow manual entry of sub- project names	same for sub-project codes.
Add manually entered projects to list	If enabled, the manually entered project code will be added to the user's project code list.

Global projects (projects that are available to all users) cannot be added to the list.

#### 9.1.1.14 User details / TeamPrint

Here you can allow this user to release jobs originally printed/owned by other users.

× ingo	Ingo Pfeiffer (ingo.pfeiffer@control-systems.de)	≡
Ingo Pfeiffer	Authentication	~
ingo.pfeiffer@control-systems.de	Advanced Settings	~
	User role	~
	Accounting	~
	EWB/Print settings	~
	Projects	~
	Teamprint	^[1]
	The user has access to print jobs of following users, departments and security groups	
	Users Departments	
	boyle Verwaltung	
	[+] [-] [+] [-] Groups (Entra ID) Entwicklung	
	Tel Tel	[2]
	User can create jobs, which don't appear in teamprint 🤍 🛒	[4]

[1] Select individual users or departments or groups.

#### [2] Privacy setting

This option allows the user to flag individual print jobs as 'private' jobs. These jobs will not be seen in the print job list on the MFP or mobile device by any other users, even if they have been granted the right to release his jobs.

Δ

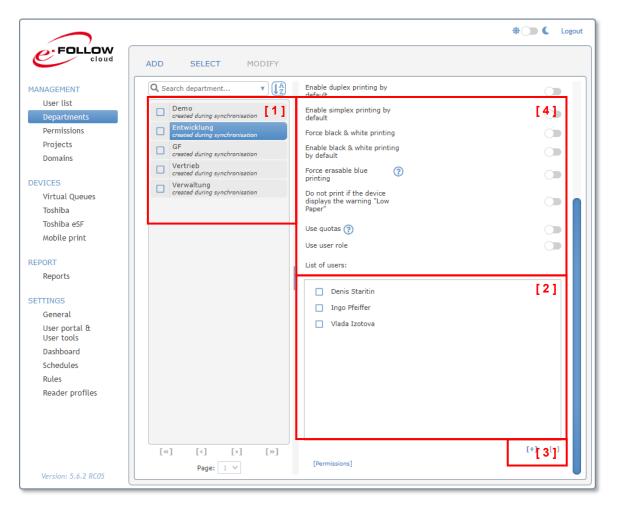
To flag print jobs being private the client PopUp must be executed on the users Workstation.

C Invoice-3324-03-2014.rtf	
Invoice-3324-03-2014.tf 1 Page	e.Follow
Hide popup for the next         jobs.           Hide popup for the next         minutes.	
Make this job private	Cancel Send

#### 9.1.2 Departments

Departments are organizational units. Each user may belong to only one department. Usually the association of users to departments is done in Active Directory.

When synchronizing the domain e-FOLLOW.cloud automatically imports all departments and the association of users.



- 1. List of departments
- 2. List of users belonging to the selected department
- 3. press ADD to manually add a department
- press [+] to manually add users to the selected department
- 4. enable QuickPrint; enable/show keep print jobs; enable/force duplex printing; enable simplex by default; enable/force black&white printing; force erasable blue printing; enable prevent printing at low paper; set quotas and user roles for the selected department.

#### 9.1.2.1 Use Quotas

Similar to user's quotas you can define quotas for departments as well.

Beside a total 'over all' quota you can define additional quotas for color usage, prints, copies, scans and faxes.



#### Attention

Quotas can also be set for Users and Devices. So it might occur that even if the Department still has color quota available a user can't do color prints or copies if his personal color quota or the color quota of the device is used up.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

Q Se	earch department 🔻		Description:		created during synchronisation	[change]
	Demo		Force duplex printing			
	created during synchronisation Entwicklung		Enable duplex printing by default	,		
	created during synchronisation GF created during synchronisation		Enable simplex printing t default	y		
	Test_5000 created during synchronisation		Force black & white print	ng:		
	Vertrieb created during synchronisation		Enable black & white prir by default	ting		
	Verwaltung created during synchronisation		Force erasable blue printing:	?		
			Use quotas: 🕜			
			Total quota:			Pages
			Color quota:			500 Pages
			Print quota:			Pages
			Copy quota:			Pages
			Scan quota:			Pages
			Fax quota:			Pages
			Use user role			
			List of users:			
			Ingo Pfeiffer			
			🔲 Vlada Izotova			
[«	a (4 (5) (	[»]				[+] [-]
	Page: 1 💙		[Permissions]			

#### 9.1.2.2 Use user role

e-FOLLOW.cloud user roles can also be assigned by department. This means that a specific role can easily be assigned (or revoked) to all users belonging to the same department.

<b>Q</b> Se	earch department 🔻 📭	)	Use user role	
	Demo		Cashier	
-	created during synchronisation		User list	
	Entwicklung created during synchronisation		User role manager	
	GF created during synchronisation		Departments	
	Vertrieb created during synchronisation		Permissions	
	Verwaltung		Projects	
	created during synchronisation		Domains	
			Virtual Queues	
			Virtual Queues - Change user	
			Toshiba	
			Toshiba eSF	
			Mobile print	
			Reports	
			General	
			User portal & User tools	
			Encryption for records	
			Dashboard	
			Schedules	
			Rules	
			Reader profiles	
			List of users:	
			Denis Staritin	
[«	] [<] [>] [»]		Ingo Pfeiffer	
	Page: 1 💙			

**Use user role**: If enabled, user roles get enabled for all users belonging to the selected department and you now can assign the desired roles to all users.



#### Attention

Disabling a user role will revoke the role from all users of that department.

#### 9.1.2.3 Search for departments

To search for a specific department e-FOLLOW.cloud provides a convenient search engine.

ADD	SELECT	MODIFY		
× ent		▼ ↓AZ		
Entwicklung created during synchronisation				

Enter any phrase into the search window. e-FOLLOW.cloud will query all relevant fields

- Name
- Description

for that phrase.

The search can be narrowed down by selecting a specific field to be searched or by departments that are configured with **Quota in use** or **with Quota disabled**.

ADD	SELECT	MODIFY
Q Searc	h department	▼ (IAZ)
ALL		
Name		
Descripti	on	
Quota in	use	
Quota di		
- cn	eated during synchro	onisation

Use the given symbol to change the sort order of the search results.

#### 9.1.3 Permissions

The concept of permissions in e-FOLLOW.cloud describes what functions & features users are allowed or denied when printing to a direct queue or using a Toshiba e-BRIDGE X device.



- 1. Permission settings are set for Toshiba or eSF devices.
- Device list: First of all permissions are globally set for All devices. By default all features are 'allowed'. Volume To deny a feature change its status to 'denied VON

By pressing **[ + ]** you can add single Toshiba devices (or direct queues). By default permissions are derived from the global settings for all devices. This is indicated by the status **vox** 

3. The list of users shows whom the permissions are applied to. By default the settings are applied to **All users**. Similar to the devices you can add individual users, departments, AD security groups and Entra ID groups by pressing the corresponding link.

This allows to individually apply permissions for each combination of user, department, groups and devices.

- 4. To adjust permissions e-FOLLOW.cloud offers a tri-state setting switch for each feature.
  - **MON** The permission for this feature is passed through
  - ✓○区 This feature is denied

The Priority of permissions is organized hierarchically:

- 1. Toshiba device / direct queue
- 2. User
- 3. Department

#### 9.1.4 Projects

In e-FOLLOW.cloud print and copy transactions can - in addition to user and departments - optionally be assigned to a Project code. Projects can be used. e.g. to charge back cost to projects or clients. Each project can have an unlimited number of sub-projects allowing the administrator to realize a fine grained accounting structure.

FOLLOW		🕸 🗇 🕻 Logout
cloud	ADD REMOVE SELECT IMPORT	
MANAGEMENT	Q. Search project 78050	
User list Departments	78048     Villingen-Schwenningen	: Villingen-Schwenningen [Change]
Permissions	78050 Available for	
Projects	Villingen-Schwenningen	sers:
Domains	78052 Villingen-Schwenningen Rob	ert Boyle
	78054 Villingen-Schwenningen	
DEVICES	78056 Villingen-Schwenningen	
Virtual Queues	78073	
Toshiba	Bad Dürrheim	[+] [-]
Toshiba eSF	78078 Niedereschach	
Mobile print	78083       Dauchingen	
REPORT	□ 78086 Brigachtal □ Sch	
Reports	78087 Mönchweiler	uu
SETTINGS	78089 Unterkimach	
General	78098 Triberg	
User portal & User tools	78112	
Dashboard	Sankt Georgen im Schwarzwald	
Schedules	78120 Furtwangen im Schwarzwald	
Rules		[+] [-]
Reader profiles	[«] [<] [>]	
Version: 5.5.0 RC01	[≪] [<] [>] [≫] Page: 392 ♥	

e-FOLLOW.cloud knows two types of projects:

#### global projects

these projects (and sub-projects) are available to all users.

#### personal assigned projects

these projects must be assigned to specific users. Only the assignees are able to select these projects and their sub-projects.

Each project code can be specified as a 'personal' project or 'global' project by enabling or disabling the **Available for all users** option.



Projects can either be selected at the e-BRIDGE embedded client, the workstation client popup or the mobile print release App.

#### 9.1.4.1 Import Projects from .csv

ADD REMOVE SELECT IMPORT			
Import projects from CSV file			
Import file: alle_plz_e-FOLLOW.csv	[1]		
Upload new Project Import File	L		
Structure of the CSV file:	[2]		
project,subproject,username Subproject and username are optional. Username must always be in third place.	L		
IDROP_TABLE at the first line will delete all projects and user assignments.	1		
Syntax for global projects:	1		
e.g. project1,subproject1 project1,subproject2 project2 project3,subproject1			
Syntax for user assigned projects: e.g. project1,subproject1,username1 project2,username1 project2,username1 project1,username2			
Descriptions for project and subproject can be added with brackets: project1(description),subproject(description)			
For more information and examples see documenation.			
Separator: Comma 🗸	[3]		
Brackets for descriptions Round brackets (Description)			
CSV Import of 14316 lines finished at 10:28:49.	-		
[Cancel import] Start import			

The list of projects, sub-projects and user assignment in e-FOLLOW.cloud can be imported via a .csv file.

## [1] Import file:

Here You can easily upload / replace the project-csv file by pressing the button Upload new Project Import File.

#### [2] Syntax

Make sure the structure / syntax of the .csv file is correct. Please refer to the examples for global and user assigned projects.

Global:	project-name project-name, sub-project-name*
user assigned:	project-name,,username project-name,sub-project-name*,username

\*) sub-project name is optional. Make sure, that in case of user assigned projects the username is placed as third field.

#### [3] Separators

Here you can define the field separators (comma, semicolon or tab stop) and the type of brackets containing the descriptions.

[4] **!DROP\_TABLE** If you add the expression '!DROP\_TABLE' at the first line of the .csv file all project codes and user assignments will be deleted before importing the data from .csv. Else new data will be appended.

#### 9.1.5 Domains

e-FOLLOW.cloud supports the synchronization of users from the any directory service supporting a secure LDAP connection. Additionally, e-FOLLOW.cloud supports the synchronization of Microsoft Entra ID (Azure Active Directory (AAD)) and Windows Active Directory (not recommended for e-FOLLOW.cloud).

			🕸 🔵 🕻 Logout
FOLLOW	ADD REMOVE MOD	IFY USER IMPORT	
MANAGEMENT	Active Directory		
User list	1040	icrosoft Entra ID)	
Departments	LDAP	trol Systems GmbH & Co. KG (CS	SAAD)
Permissions	Microsoft Entra ID (Azure Activ		-
Projects	Default user		•• III
Domains			
	Projects	Accounting	Log 🗸
DEVICES	Quotas	Popup profile	None 🗸
Virtual Queues			
Toshiba		Print settings	
Toshiba eSF		Print all jobs immediately after	
Mobile print		login ("Quickprint")	
REPORT		Notify user if "QuickPrint" failed	
Reports		Keep print jobs after printing for reprint	
SETTINGS		Show "Keep print	
General		jobs" option in job list	
User portal & User tools		Show print and keep button	
Dashboard		Force duplex printing	
Schedules		Enable duplex printing by default	
Rules Reader profiles		Enable simplex printing by default	
		Force mono printing	
		Enable black & white printing by default	
		Force erasable 🕜 blue	
Version: 5.6.2 RC05		Do not print if the	

i

Synchronization will be performed immediately by clicking to [USER IMPORT] Users can also be synchronized automatically. Pease refer to the chapter **Schedules**.

ADD	REMOVE	MODIFY	USER IMPORT

#### 9.1.5.1 Domains - ADD LDAP Domain

e-FOLLOW.cloud Professional can synchronize users from multiple directory services (AAD or LDAP Servers). Clicking to [ ADD ] and selecting LDAP will allow entering the hostname/IP and credentials for an additional Server.

	a
Name	*
Hostname/IP Address	*
Port	389 *
SSL	
Base DN	*
Admin DN	Example: DC=domain,DC=local
Password	Example: CN=admin,DC=local Active Directory: CN=Administrator,CN=Users,DC=local
	[Cancel] add



LDAP import can only be performed if the LDAP Server supports SSL & paged search.

#### Attention

When 'Write new Cad-IDs to A.D.' is enabled, the user specified here must have write-permission.

#### 9.1.6 Domains – ADD Microsoft Entra ID (Azure Active Directory)

To synchronize your Microsoft Entra ID users with e-FOLLOW.cloud, you need to prepare it to obtain/generate the following data:

- 1. Your Tenant ID
- 2. An application (client) ID
- 3. Secret Key



The Secret Key will expire after a certain time. Be sure to recreate it regulary or some feature of the Azure Active Directory like synchronization will fail.

#### 9.1.6.1 Finding the Tenant-ID

Start the Azure portal and login with an Administrator account. Then select Microsoft Entra ID in Azure services.

Microsoft Azure		$\mathcal{P}$ -Search resources, services, and doc	s (G+/)			
Home >						
Control Systems ( Microsoft Entra ID	GmbH & Co. KG	Overview				
	« 🕂 Add 🗸 🍪 Mana	age tenants 🛛 What's new 🗔 Preview features	$\!$			
Overview						
Preview features	Azure Active Direct	Azure Active Directory is now Microsoft Entra ID. Learn more     Overview Monitoring Properties Recommendations Tutorials				
K Diagnose and solve problems	Overview Monitorin					
Manage	🔎 Search your tenant					
Subsers						
Groups	Basic information					
🖡 External Identities	Name	Control Systems GmbH & Co. KG	Users	5,075		
🗞 Roles and administrators	Tenant ID	#15e550-62e9-4225-e8e2-941e867v252a	Groups	15		
Administrative units	Delesso de secio		Applications	17		
Delegated admin partners	Primary domain	control-systems.de	Applications			

You will find your Tenant-ID in the basic information.

9.1.6.2 Create an application in Microsoft Entra ID (Azure Active Directory)

Start the Azure portal (<u>https://portal.azure.com</u>) and sign in with your Microsoft account and select "Microsoft Entra ID" in Azure services

Select "App registration" on the left and then click on "New registration"

	Microsoft Azure	✓ Search resources, services, and docs (G+/)
Hor	ne > Control Systems Gmb	H & Co. KG
	Control Systen Microsoft Entra ID	ns GmbH & Co. KG   App registrations 🛷 …
0	Overview	<ul> <li>← New registration     <li>⊕ Endpoints      <li>Proview     <li>▲     <li>■      <li>■      <li>■      <li>■      <li>■      <li>■      </li> <li>■       </li> <li>■      </li> <li>■       </li> <li>■      </li> <li>■      </li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></li></ul>
	Preview features Diagnose and solve problems	Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Libra need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. Learn more
Mar	nage	
2	Users	All applications Owned applications Deleted applications
24	Groups	f) If deleted for more than 30 days, app registrations cannot be restored and may be automatically permanent
Û	External Identities	
2,	Roles and administrators	P Start typing a display name or application (client) ID to filter these r
8	Administrative units	A concruit him a make a name of all homen and the set of the set o
٠	Delegated admin partners	Delete permanently   Restore app registration
Щ,	Enterprise applications	0 applications found
	Devices	Display name $\uparrow \downarrow$
115,	App registrations	No results.
۵	Identity Governance	
	Application proxy	
	Custom security attributes	

Give a name, select a Supported Account Type and click "Register"

≡ Microsoft Azure 🔎 s	earch resources, services, and docs (G+/)		Ŗ	0	) ()	ন্দ	ingo.pfeiffer@control-s 💮
Home > Control Systems GmbH &	Co. KG   App registrations >						
Register an applicati	on …						×
							_
* Name							
The user-facing display name for this a	pplication (this can be changed later).						
L							
Supported account types							
Who can use this application or access	this API?						
<ul> <li>Accounts in this organizational dir</li> </ul>	ectory only (Control Systems GmbH & Co. KG on	y - Single	tenant)				
Accounts in any organizational dir	ectory (Any Microsoft Entra ID tenant - Multitena	nt)					
<ul> <li>Accounts in any organizational dir Xbox)</li> </ul>	ectory (Any Microsoft Entra ID tenant - Multitena	nt) and pe	ersonal I	Microsoft a	accounts	(e.g. Sky	pe,
O Personal Microsoft accounts only							
Help me choose							
Redirect URI (optional)							
	e to this URI after successfully authenticating the or most authentication scenarios.	user. Prov	/iding th	nis now is o	optional	and it ca	n be
Select a platform $\checkmark$	e.g. https://example.com/auth						
Register an app you're working on here	e. Integrate gallery apps and other apps from out	side your o	organiza	ation by ac	dding fro	m Enterp	orise applications.
By proceeding, you agree to the Micro	soft Platform Policies 🗗						
Register							

### Copy the Application (client) ID, you'll need it for agent configuration

$\equiv$ Microsoft Azure		$\mathcal P$ Search resources, services, and docs (G+/)
Home > Control Systems GmbH & Co. KG	App registrations >	
🜉 e-F-App 🖈 …		
₽ Search «	📋 Delete 🌐 Endpoint	s 💀 Preview features
Overview	Got a second? We wou	Id love your feedback on Microsoft identity platform (previously Azure AD for developer). $ ightarrow$
👛 Quickstart		
🚀 Integration assistant	∧ Essentials	
Manage	Display name	: <u>e-F-App</u>
Branding & properties	Application (client) ID	: 33a7ef05-f400-4c6c-9aaa-d1a1295c27d7
Authentication	Object ID	: f18c7566-7e06-4819-9b11-36d29a4dc36c
J Authentication	Directory (tenant) ID	: 013eb5f2-62e9-4228-a8c2-f41dd67c262a
📍 Certificates & secrets	Supported account type	es: <u>My organization only</u>
Token configuration		

Select "certificates and secrets" on the left and click on "New client secret"

Enter a Description and an expiration date

■ Microsoft Azure		℅ Search resources, serv		
Home > Control Systems GmbH & Co. KG   App registrations > e-F-App				
🔶 e-F-App   Certificate	s & secrets 👒 …			
₽ Search «	🔗 Got feedback?			
Overview				
🗳 Quickstart	Credentials enable confidential application scheme). For a higher level of assurance,			
🚀 Integration assistant	scheme, i of a higher level of assarance,	the recommend using a certificate		
Manage	<ol> <li>Application registration certificates,</li> </ol>			
Branding & properties	<ul> <li>Application registration certificates,</li> </ul>	secrets and rederated credentials can		
	Certificates (0) Client secrets (5)	Federated credentials (0)		
Certificates & secrets				
Token configuration	A secret string that the application uses	to prove its identity when request		
- API permissions	+ New client secret			

..and click "Add"

Copy the value of the client secret that you just added.



#### Attention

This is only shown once here. If you forget it, you can create another one

The Secret Key will expire after a certain time. Be sure to recreate it regulary or some feature of the Microsoft Entra ID (Azure Active Directory) like synchronization will fail.

Select "API permissions" on the left You must add the following rights

△ Application-type API

Therefore click +Add a permission

Microsoft Azure Show portal menu Home > Control Systems GmbH & Co. I e-F-App   API permi	
₽ Search «	🕐 Refresh 🔰 🖗 Got feedback?
Overview	
🗳 Quickstart	The "Admin consent required" column shows the default value for an or
🚀 Integration assistant	
Manage	Configured permissions
🚍 Branding & properties	Applications are authorized to call APIs when they are granted permission all the permissions the application needs. Learn more about permissions
Authentication	an the permissions the application needs, cean more about permissions.
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for Control Systems G
Token configuration	API / Permissions name Type Description
API permissions	✓ Microsoft Graph (8)

# Then select "Microsoft Graph"

■ Microsoft Azure	services, and docs (G+/) E 💀 🖓 🖓 Reference on the services and docs (G+/)
Home > Control Systems GmbH & Co. KG   App r 	Request API permissions
Search     «     O R	Microsoft APIs APIs my organization uses My APIs — Commonly used Microsoft APIs
Integration assistant     Manage     Config	Microsoft Graph Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Microsoft Entra ID, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endoorint.
Branding & properties   Applica     Authentication   permise	

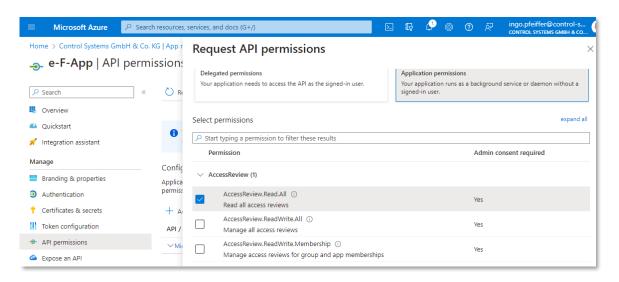
Select 'Application permissions'

■ Microsoft Azure	sources, services, and docs (G+/)		P	<b>_</b> 1	٢	?	ନ୍ଦି	ingo.pfeiffer@control-s CONTROL SYSTEMS GMBH & CO
Home > Control Systems GmbH & Co. Ki 	Request API permissions							×
P Search ≪ ₩ Overview	C All APIs           Ri         Microsoft Graph           https://graph.microsoft.com/         Docs 2*           What type of permissions does your application required							
<ul><li>Quickstart</li><li>Integration assistant</li></ul>	Delegated permissions     Your application needs to access the API as the signed-in user.		Your a	cation pe applicatio d-in user.	n runs		ackgroun	d service or daemon without a
Manage	- <i>c</i>	_	-		_	_		

## Select the following API permissions

- △ AccessReview.Read.All
- △ Directory.Read.All
- □ Group.Read.All
- ☐ GroupMember.Read.All
- △ User.Read.All
- User.ReadBasic.All (Delegated Permissions)

## Click "Add Permissions"



E Microsoft Azure	9 Search resources, services, and docs (G+/)	D & 🖓 🖉 🕸 Ø	Горования солосования солосов
Home > Control Systems GmbH	& Co. KG   App registrations > e-F-App		
<sub>ə</sub> e-F-App   API p	ermissions 🖈 …		
₽ Search	≪ 🕐 Refresh │ 🖗 Got feedback?		
Overview			
<ul> <li>Quickstart</li> <li>Integration assistant</li> </ul>	The "Admin consent required" column shows the default value for app. This column may not reflect the value in your organization, or		
Manage	Configured permissions		
Branding & properties	Applications are authorized to call APIs when they are granted permi	issions by users/admins as part of the con-	sent process. The list of configured
Authentication	permissions should include all the permissions the application needs.		
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for Control System	ms GmbH & Co. KG	
Token configuration	API / Permissions name Type Description	Admin consent req.	Status
<ul> <li>API permissions</li> </ul>	✓ Microsoft Graph (8)		
Expose an API	AccessReview.Read.All Application Read all access reviews	Yes	Granted for Control Syst ••
App roles	Directory.Read.All Application Read directory data	Yes	Granted for Control Syst **
Owners	Directory.ReadWrite.Al Application Read and write directory	data Yes	♂ Granted for Control Syst **
🔓 Roles and administrators	Group.Read.All Application Read all groups	Yes	🔮 Granted for Control Syst 🔹
0 Manifest	GroupMember.Read.Al Application Read all group members	hips Yes	♂ Granted for Control Syst,
Support + Troubleshooting	User.Read Delegated Sign in and read user pro	ofile No	⊘ Granted for Control Syst
7 Troubleshooting	User.Read.All Application Read all users' full profile	es Yes	
New support request	User.ReadWrite.All Application Read and write all users'	full profiles Yes	Granted for Control Syst

If you are not an administrator, you must ask your administrator for consent. He must then go to this page with his account and click on the button "grant administrator consent for YOUR.DOMAIN".

The status of all permissions should be green now.

# Allow public client flows:

To enable login by username & password public client flow has to be enabled.

	P Search resources, services, and docs (G+/)
Home > Control Systems GmbH & Co. K	(G   App registrations > e-F-App
e-F-App   Authentica	ation 🖈 …
₽ Search «	$\overline{\lambda^2}$ Got feedback?
<ul><li>Overview</li><li>Quickstart</li></ul>	Platform configurations
🚀 Integration assistant	Depending on the platform or device this application is targeting, additional configuration may be required such a redirect URIs, specific authentication settings, or fields specific to the platform.
Manage	+ Add a platform
🚍 Branding & properties	
Authentication	Supported account types
📍 Certificates & secrets	Who can use this application or access this API?
Token configuration	Accounts in this organizational directory only (Control Systems GmbH & Co. KG only - Single tenant)
->- API permissions	<ul> <li>Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)</li> </ul>
Expose an API	Help me decide
App roles	
A Owners	▲ Due to temporary differences in supported functionality, we don't recommend enabling personal Microsoft
& Roles and administrators	accounts for an existing registration. If you need to enable personal accounts, you can do so using the manifest editor. <u>Learn more about these restrictions.</u>
Manifest	
Support + Troubleshooting	Advanced settings
Troubleshooting	Allow public client flows ①
New support request	Enable the following mobile and desktop flows:
	<ul> <li>App collects plaintext password (Resource Owner Password Credential Flow) Learn more 2<sup>n</sup></li> <li>No keyboard (Device Code Flow) Learn more 2<sup>n</sup></li> <li>SSO for domain-joined Windows (Windows Integrated Auth Flow) Learn more 2<sup>n</sup></li> </ul>

This can also be enabled at the "Manifest" on the left

■ Microsoft Azure $P$ Search resources, services, and docs (G+/)					¢1	¢	
Home > Control Systems GmbH & Co.	G   App registrations > e-F-App						
e-F-App   Manifest	\$						
	🔚 Save 🗙 Discard  T	ipload 🛓 Download   🖓 Got feed	back?				
<ul> <li>Overview</li> <li>Ouickstart</li> </ul>	The editor below allows you to u Microsoft Entra ID application m	update this application by directly modifyin nanifest.	ng its JSC	ON repr	resentat	tion.	
<ul> <li>Integration assistant</li> </ul>		5-7e06-4819-9b11-36d29a4dc36c",					
Manage		laims": null, ceptedVersion": null,					
Branding & properties	5 <mark>"addIns": [],</mark> 6 "allowPublicCli	ient": true,					
Authentication	7 appin : 333/er05-1400-4C0C-9aaa-d1a1295c27d7", 8 "appRoles": [],						
📍 Certificates & secrets	9 "oauth2AllowUr]	PathMatching": false,					
Token configuration	10 "createdDateTim 11 "description":	ne": "2022-03-07T14:46:09Z", null,					
API permissions	12 "certification" 13 "disabledByMicr	': null, rosoftStatus": null,					
🔷 Expose an API	14 "groupMembershi	"groupMembershipClaims": null,					
App roles	15 "identifierUris": [ 16 "api://33a7ef05-f400-4c6c-9aaa-d1a1295c27d7"						
A Owners	17 ], 18 "informationall	In]s": {					
A Roles and administrators	19 "termsOfSer	vice": null,					
Manifest	20   "support":     21   "privacy":     22   "mankating"	null,					

Set "allowPublicClient" to 'true' and click save

In case e-FOLLOW.cloud shall be allowed to write back Card-ID or PINs to the AAD you need to grant **write-permission** to the registered App

PI / Permissions name	Туре	Description	Admin consent requ	. Status
<ul> <li>Microsoft Graph (8)</li> </ul>				
AccessReview.ReadWrite.All	Application	Manage all access reviews	Yes	🔮 Granted for Control Syst, 🚥
Directory.ReadWrite.All	Application	Read and write directory data	Yes	🔮 Granted for Control Syst, 🚥
Group.ReadWrite.All	Application	Read and write all groups	Yes	🔮 Granted for Control Syst, 🚥
GroupMember.ReadWrite.All	Application	Read and write all group memberships	Yes	🥑 Granted for Control Syst, 🚥
User.Read	Delegated	Sign in and read user profile	No	🥑 Granted for Control Syst, 🚥
User.ReadBasic.All	Delegated	Read all users' basic profiles	No	📀 Granted for Control Syst, 🚥
User.ReadWrite.All	Delegated	Read and write all users' full profiles	Yes	📀 Granted for Control Syst, 🚥
User.ReadWrite.All	Application	Read and write all users' full profiles	Yes	♂ Granted for Control Syst, ••



In order to get the permissions effective, it is recommended to create a new App and apply above permissions instead of modifying an existing app.

# 9.1.6.3 Configuring e-FOLLOW.cloud domain Microsoft Entra ID (Azure Active Directory) synchronization

# Click to ADD – Microsoft Entra ID (Azure Active Directory)

Name		*
Tenant ID		*
Client ID		*
Client Secret		*
@Domain (will be added to the username at printing at login if not present)	@your-azure-ad-domain-name.com	*
User self-enrollment 🕜	•	
	[Cancel] add	

Name	Enter a name of your choice for the directory service
Tenant ID	Enter the Tenant ID of your AAD
Client ID	Enter the Client ID of the service you just created
Client Secret	Enter the Client Secret for the service you just created
@domain	To simplify the login, this domain-addon will be added automatically to
	the username at login, so the users do not necessarily need to enter their
	full login name e.g. username.surname@my_domain.xxx
User self-enrollment	This option disables automatic synchronization with Microsoft Entra ID
	(Azure Active Directory)
	(Explained in chapter 9.1.7 Domains – ADD Microsoft Entra ID (Azure
	Active Directory) with User self-enrollment)

9.1.7 Domains - ADD Microsoft Entra ID (Azure Active Directory) with User self-enrollment

If you need a more secure and limited access to Microsoft Entra ID (Azure Active Directory) users then use the User selt-enrollment feature.

There you also have to register an API for Microsoft Entra ID (Azure Active Directory) but without the rights to read all user informations.

**Because of this synchronization of all users is no longer possible**. Users have to add themselves manually at the e-FOLLOW user portal by entering their email address. Then they will be redirected to the Microsoft login page.

9.1.7.1 Create an application in Microsoft Entra ID (Azure Active Directory) with User self-enrollment

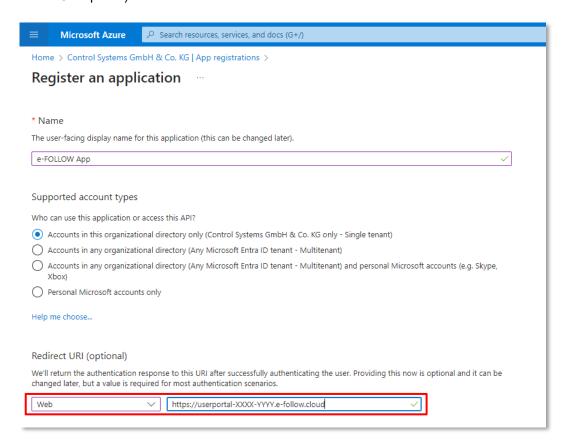
Start the Azure portal (<u>https://portal.azure.com</u>) and sign in with your Microsoft account and select "Microsoft Entra ID" in Azure services

Select "App registration" on the left and then click on "New registration"

Microsoft Azure	
Home > Control Systems GmbH & Co. KG	;
Control Systems Gm	bH & Co. KG   App registrations 🛷 …
Overview	+ New registration 🌐 Endpoints 🤌 Troubleshooting 🖒 Refresh 🞍 Download 🗔 Preview
<ul> <li>Preview features</li> <li>X Diagnose and solve problems</li> </ul>	Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Libra need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. Learn more
Manage	
🚨 Users	All applications Owned applications Deleted applications
🚨 Groups	1 If deleted for more than 30 days, app registrations cannot be restored and may be automatically permanenti
🏮 External Identities	If deleted for more than 50 days, app registrations cannot be restored and may be automatically permanenti
<ul> <li>Roles and administrators</li> <li>Administrative units</li> </ul>	ho Start typing a display name or application (client) ID to filter these r
🔶 Delegated admin partners	Delete permanently   Restore app registration
Enterprise applications	0 applications found
Devices	Display name $\uparrow_{\downarrow}$
III. App registrations	No results.
Identity Governance	
Application proxy	
Custom security attributes	

Give a name and select a Supported Account Type.

Choose at Redirect URI "Web" and enter the URL of the e-FOLLOW user portal: <u>https://userportal-XXXX-YYYY.e-follow.cloud</u> (Replace XXXX-YYYY with your Cloud-UID. You can also find the URL for the user portal in the e-FOLLOW Management at SETTINGS→User portal & User tools→User portal)



Copy the Application (client) ID, you'll need it for agent configuration

$\equiv$ Microsoft Azure		${\cal P}$ Search resources, services, and docs (G+/)
Home > Control Systems GmbH & Co. KG	App registrations >	
🜉 e-F-App 🖈 …		
✓ Search «	📋 Delete 🌐 Endpoints 🚦	Preview features
Overview	Got a second? We would lo	ve your feedback on Microsoft identity platform (previously Azure AD for developer). $ ightarrow$
🗳 Quickstart	-	
🚀 Integration assistant	↑ Essentials	
Manage	Display name :	<u>e-F-App</u>
Branding & properties	Application (client) ID :	33a7ef05-f400-4c6c-9aaa-d1a1295c27d7
Authentication	Object ID : 1	f18c7566-7e06-4819-9b11-36d29a4dc36c
	Directory (tenant) ID : (	013eb5f2-62e9-4228-a8c2-f41dd67c262a
📍 Certificates & secrets	Supported account types :	My organization only
Token configuration		

Select "certificates and secrets" on the left and click on "New client secret"

Enter a Description and an expiration date

■ Microsoft Azure		
Home > Control Systems GmbH &	Co. KG   App registrations > e-F-App	
🔶 e-F-App   Certifica	ates & secrets 👒 …	
✓ Search	« 🔊 Got feedback?	
Overview		
📣 Quickstart		plications to identify themselves to the au rance, we recommend using a certificate
💉 Integration assistant	Scheme, For a higher lever of asse	nance, we recommend using a certificate
Manage	Application registration certif	icates, secrets and federated credentials can
🔤 Branding & properties		
Authentication	Certificates (0) Client secre	ets (5) Federated credentials (0)
Certificates & secrets	· · · · · · · · · · · · · · · · · · ·	
Token configuration	A secret string that the application	on uses to prove its identity when request
API permissions	+ New client secret	

..and click "Add"

Copy the value of the client secret that you just added.



# Attention

This is only shown once here. If you forget it, you can create another one

The Secret Key will expire after a certain time. Be sure to recreate it regulary or some feature of the Microsoft Entra ID (Azure Active Directory) like synchronization will fail.

# Permissions:

- Remove User.Read permission
- Add Delegated permissions:

  - △ offline\_access

	resources, services, and docs (G+/)	Σ	<b>β</b>	2 🔅	0	ন্দ	denis.staritin@control-s CONTROL SYSTEMS GMBH & CO	
Home > e-FOLLOW App 	l permissions 👒 …						×	
	🕐 Refresh 🛛 🖗 Got feedback?							
<ul> <li>Overview</li> <li>Quickstart</li> </ul>	Configured permissions							
🚀 Integration assistant	Applications are authorized to call APIs when they are of configured permissions should include all the permis							
Manage	+ Add a permission 🗸 Grant admin consent for	Control S	ystems G	mbH & Co	. KG			
🚍 Branding & properties	API / Permissions n Type Description			Admin co	nsent re	q S	Status	
<ul> <li>Authentication</li> <li>Certificates &amp; secrets</li> </ul>	✓ Microsoft Graph (1)						•••	
Token configuration	User.Read Delegated Sign in and rea	id user pro	ofile	No			Remove permission	
<ul> <li>API permissions</li> </ul>	To view and manage consented permissions for individ	ual anns a	as well as	your ten	int's con	isent se	attings try Enterprise applications	
🙆 Expose an API	to view and manage consented permissions for marvia	uai apps, i	as well a.	your ten	int s con	isent se	tungs, uy cherphise applications.	
App roles								_

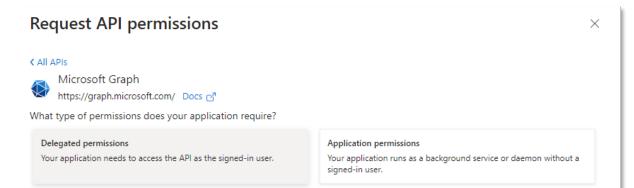
# Then click +Add a permission

$\equiv$ Microsoft Azure	P Search resources, services, and docs (G+/)			
Home > Control Systems GmbH & Co. KG   App registrations > e-FOLLOW Self-Enrollment@VI				
<sub> -</sub> e-FOLLOW Se	f-Enrollment@VI   API permissions 👒 🗠			
₽ Search	≪ 🕐 Refresh   🖗 Got feedback?			
Overview				
🍊 Quickstart	The "Admin consent required" column shows the default value for a	an o		
🚀 Integration assistant	your organization, or in organizations where this app will be used.			
Manage	Configured permissions			
Branding & properties	Applications are authorized to call APIs when they are granted permis	ssio		
Authentication	all the permissions the application needs. Learn more about permission	ons		
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for Control System	ns (		
Token configuration	API / Permissions name Type Description			
API permissions	No permissions added			

# Then select "Microsoft Graph"

■ Microsoft Azure	Search resources,	services, and docs (G+/) 🛛 😨 🕼 🖓 🖗 🔿 🖗 ingo.pfeiffer@co.
Home > Control Systems GmbH 8		Request API permissions
Search     Overview     Ouickstart	« 🕐 Ri	Select an API  Microsoft APIs My organization uses My APIs Commonly used Microsoft APIs
<ul> <li>Quickstart</li> <li>Integration assistant</li> <li>Manage</li> </ul>	Confic	Microsoft Graph Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Microsoft Entra ID, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more
<ul><li>Branding &amp; properties</li><li>Authentication</li></ul>	Applica permiss	through a single endpoint.

And then select delegated permissions



e-FOLLOW.cloud will only see this information about users (see screenshot below)

itt htt	https://graph.microsoft.com/oidc/userinfo						
GET	https://graph.microsoft.com/oidc/userinfo						
Params	Authorization • Headers (8) <b>Body</b> Pre-request Script Tests Settings						
🖲 none	e 🔵 form-data 🔵 x-www-form-urlencoded 🔵 raw 🔵 binary 🔵 GraphQL						
Body Co	ookies Headers (9) Test Results						
Pretty	Raw Preview Visualize JSON ~ =>						
1	1						
2	"sub": "mzKUN9qc9H4poMjo0ZgQmycaNrWqPUr48d5s5T4uVvE",						
3	"name": "Denis Staritin",						
4							
5	"given_name": "Denis",						
6	"picture": "https://graph.microsoft.com/v1.0/me/photo/\$value",						
7	"email": "denis.staritin@control-systems.de"						
8							

In Azure portal there is a possibility to track account logins.

Therefore click in your Microsoft Azure portal on Microsoft Entra ID  $\rightarrow$  Enterprise applications. Then select your created App in the list. At Activity you can then see the Sign-in logs:

	P Search resources, services, and docs (G+/)	
Home > Control Systems GmbH & Co. KG	Enterprise applications > Enterprise applications   All applications > e-FOLLOW App	
e-FOLLOW App   Sign Enterprise Application	n-in logs 🛷 …	
«	👱 Download 🗸 🐵 Export Data Settings 🗙 Troubleshoot 🕐 Refresh 🛛 🎫 Columns 🛛 🖗 Got feedback?	
<ul> <li>Overview</li> <li>Deployment Plan</li> </ul>	() Want to switch back to the default sign-ins experience? Click here to leave the preview. $ ightarrow$	
Diagnose and solve problems		
	Date : Last 7 days Show dates as : Local Application contains 7c3378a4-f80e-4acf-870c-0b6d3fa8b93e <sup>+</sup> Add filters	
Manage	User sign-ins (interactive) User sign-ins (non-interactive) Service principal sign-ins Managed identity sign-ins	
Properties	Date ↑↓ Request ID ↑↓ User ↑↓ Application ↑↓ Status	IP address
Owners Roles and administrators	9/6/2023, 1:25:49 PM db23ff1d-f588-42e3-b8f5-f Denis Staritin e-FOLLOW App Success	2.207.230.34
<ul> <li>Koles and administrators</li> <li>Users and groups</li> </ul>		
<ul> <li>Single sign-on</li> </ul>		
Provisioning		
Application proxy		
Self-service		
Custom security attributes		
Security		
🐁 Conditional Access		
🖧 Permissions		
🔋 Token encryption		
Activity		
Sign-in logs		
🕍 Usage & insights		
Audit logs		

You can also filter users which can perform self-enrollment. Therefore select Microsoft Entra ID→Enterprise applications.Then select your created App in the list. Then select Conditional Access and create a new policy.

■ Microsoft Azure	Jan State	O Search resources, services, and docs (G+/)
Home > e-F-App		
e-F-App   Conditio	onal Access	
Overview	How policy + New policy from template     A	$\overline{\uparrow}$ Upload policy file $\bigcirc$ What if $\bigcirc$
Deployment Plan	What is Conditional Access?	
🗙 Diagnose and solve problems	Conditional Access gives you the ability to enforce	access requirements when specific conditions of
Manage	Learn more 🖸	
Properties	Conditions	Controls
A Owners	When any user is outside the company network	They're required to sign in with
👃 Roles and administrators	When users in the 'Managers' group sign-in	They are required be on an Intu
Users and groups		incy are required be on an into
Single sign-on	Get Started	
Provisioning	1. Create your first policy by clicking "+ Create	e new policy"
Application proxy	<ol> <li>Specify policy Conditions and Controls</li> <li>When you are done, don't forget to Enable</li> </ol>	policy and Create
Self-service		
Custom security attributes	Interested in common scenarios?	
Security		
🗲 Conditional Access		
■ Microsoft Azure P Search reso	nurces, services, and docs (G+/)	다 🐵 ⑦ 🔊 denis.staritin@c control systems c
Home > Control Systems GmbH & Co. KG   B	Interprise applications > Enterprise applications   All application	ns > e-FOLLOW App   Conditional Access >
Block Login Conditional Access policy		
Control access based on Conditional Access policy to bring signals together, to make decisions, and enforce organizational policies. Learn more	Control access based on who the policy will apply to, such as users and groups, workload identities, directory roles, or external guests. Learn more	
Name *	Include Exclude	
Block Login 🗸		
Assignments	All users	
Users ① Specific users included	Select users and groups	
Target resources ①	Guest or external users ① Directory roles ①	
1 app included	Users and groups	
Conditions ①		
0 conditions selected	Select 1 user	
Access controls	Test Deactivate	
Grant 🛈	test_deactivate@control-syste	
Block access		
Session ① 0 controls selected		
Enable policy		
Report-only On Off		
Save		

# 9.1.7.2 Configuring e-FOLLOW.cloud domain Microsoft Entra ID (Azure Active Directory) synchronization with User self-enrollment

Click to ADD – Microsoft Entra ID (Azure Active Directory)

Name		*
Tenant ID		*
Client ID		*
Client Secret		*
©Domain (will be added to the username at printing at login if not present)	@your-azure-ad-domain-name.com	*
User self-enrollment 🕐		
	[Cancel] add	

Name	Enter a name of your choice for the directory service
Tenant ID	Enter the Tenant ID of your AAD
Client ID	Enter the Client ID of the service you just created
Client Secret	Enter the Client Secret for the service you just created
@domain	To simplify the login, this domain-addon will be added automatically to
	the username at login, so the users do not necessarily need to enter their
	full login name e.g. username.surname@my_domain.xxx
User self-enrollment	Switch on User self-enrollment

# 9.1.7.3 Domain - REMOVE

This will allow to remove a domain from e-FOLLOW.cloud.

#### Attention

When removing a domain all users, user settings and the jobs pending for these users will be deleted accordingly.

# 9.1.7.4 Domains – User import

Here the synchronization options are configured.

- Hanna Samana - Anna	1	CSAAD (Microsoft Entra ID)			
User import		Name: Control Systems GmbH & Co. KG	(CSAAD)		
Attribute names / Test		Order (with resulting descript)		_	
Default user		Order (with multiple domains)			1
Projects		Group filter (if at least one group is set only users from that groups will be imported)	Entwicklung All Company		
Quotas				[+]	[-]
		Ignore disabled AD user accounts			
		Ignore guest user accounts			
		Replace internal users			
		Delete unknown users - else they 👔			
		Generate random PIN			
		PIN length			5
		Send PIN by email to user			

Group filter	This allows you to import users only from specific Groups. Click to [+] to select a Group from your AAD.	Add group filter     X       Add additional filter:     control-systems.de       [Cancel]     Add		
Ignore disabled AD accounts	If enabled, accounts that are disab imported to the e-FOLLOW.cloud of			
Ignore guest user accounts	If enabled, only 'Member' type user accounts will be imported/synchronized to the e-FOLLOW.cloud database.			
Replace internal users	If enabled, internal users will be rep case of identical user names (Login			
Delete unknown users	Domain users that are present in the e-FOLLOW.cloud database will be removed if the corresponding account in Azure Active Directory does not exist anymore.			
Generate random PIN	If enabled this will assign a random	PIN to each user account		
PIN length	Defines the number of digits for ne	ew PINs		
Send PIN by email to user	Each user will receive an email cor	ntaining the new PIN		

## 9.1.7.5 Domains - Attribute names

The database fields in e-FOLLOW.cloud are retrieved from specific attributes in AAD. By default, the attribute names are set to common values. Here you can change/ add the attribute names holding the data for the specific database fields.

		CSAAD (Microsoft Entra	ID)
User import		Name: Control Systems Gn	nbH & Co. KG (CSAAD)
Attribute names / Test			
Default user		Display name:	displayName
Derault user		Alias:	displayName
Projects Quotas		Limit and shorten alias to allowed characters for windows login:	-
Quotas			
		Remove existing aliases before Import:	
		Email address:	mail
		Home directory:	homeDirectory
		Custom home directory Will be used if no home directory is found. (Wildcard for username is ::username):	
		Department:	department
		Card ID:	employeeId
		Login-PIN:	employeeId
		Test	
		Username / ID:	
		Password (optional):	[Test]



The Alias field is mandatory and essential for assigning print jobs. Opposite to local AD's **samAccountName**, Azure is generating the environment variable for USERNAME not according the user's Azure UPN but according the AAD **displayName**. This will be used in the print jobs PJL USERNAME=. To properly assign the print jobs the Alias must be set accordingly.

In case the displayName contains blank or special characters they must be removed. The displayName will also be shorten to 20 characters. e.g. displayName in AAD = John Smith Windows/PJL USERNAME = JohnSmith

The **'custom home directory'** can be used to define a user's homeDirectory even if it can't be retrieved from the directory service. Enter the SERVER & PATH and if required "::username" as a wildcard for the user login name (sAMAccountName)

# 9.1.7.6 Domains - Default user

Here you can define the user settings for newly imported users from this domain.

User import	CSAAD (Microsoft Entra ID)	
-	Name: Control Systems GmbH & Co	. KG (CSAAD)
Attribute names / Test	Activated	
Default user		-
Projects	Accounting	Log 🗸
Quotas	Popup profile	None 🗸
	Print settings	
	Print all jobs immediately after login ("Quickprint")	
	Notify user if "QuickPrint" failed	
	Keep print jobs after printing for reprint	
	Show "Keep print jobs" option in job list	•
	Show print and keep button	
	Force duplex printing	
	Enable duplex printing by default	
	Enable simplex printing by default	
	Force mono printing	
	Enable black & white printing by default	
	Force erasable 🕜	
	Do not print if the	

Activated	New users can be imported in 'deactivated' mode. In this case they cannot print or login to any device.
Accounting	Select the accounting mode for new users. Depending the selected mode <b>Quota</b> setting are getting active.
Popup profile	Select a popup profile for new users
Print settings	Select the print settings for new users
Automatic deletion of jobs	This defines the treatment of jobs that have already been selected for printing in case of an error, user log out or user login. This will ensure that documents will only be retrieved by the authorized user.

# Select the default user settings for **Projects**

User import	CSAAD (Microsoft Entra ID)	
·	Name: Control Systems GmbH & Co. KG (CSAAD)	
Attribute names / Test	Enable project selection	
Default user	Projects are mandatory	
Projects	Skip blank project list	
Quotas	Allow manual entry of project names	
	Allow manual entry of sub-project names	
	Add manually entered projects to project list	

# i

The Default User – Quotas options only gets available if the accounting mode for the default user is set to 'Quotas'.

User import	CSAAD (Microsoft	t Entra ID)	
User Import	Name: Control Syst	tems GmbH & Co. KG (CSAA	D)
Attribute names / Test	Total guota:		Pages
Default user	Color quota:		250 Pages
Projects	Print quota:		
Outles			Pages
Quotas	Copy quota:		Pages
	Scan quota:		Pages
	Fax quota:		Pages

## 9.2 DEVICES

The devices menu contains all data and settings related to printing hardware (Toshiba e-BRIDGE Next and e-BRIDGE eSF devices) and the settings for mobile printing.

#### 9.2.1 Virtual IPP-Queues

A virtual IPP-Queue in e-FOLLOW.cloud is used to receive print jobs from Client PCs or mobile devices and store these jobs for a later release.

There is No hardware (printer or MFP) assigned to a virtual queue.

If a client is printing to a virtual IPP-Queue

- △ The print jobs are held in e-FOLLOW.cloud internal spooling system
- $\bigcirc$  The spool files are transferred and stored encrypted
- △ Jobs can be released at any MFP

This icon indicates a **virtual IPP queue** in e-FOLLOW.cloud

#### 9.2.1.1 Adding virtual IPP-Queues

To add a virtual IPP queue simply enter a name for the queue. The URL prefix is fix and cannot be changed.

Add IPP queue	×
Queue name: VIPP	
[Cancel]	bbe

[1] Clicking to [IPP URLs] will show the IPPS URL for this virtual queue.

Q Se	arch queue $I_Z^A$	Virtual IPP queue [IPP URLs] [10] we rand paper preconfig	uration]
	e-follow.cloud	Auto-delete jobs that have not been printed after 14 days	~
	pp (3 Jobs)	SELECT REFRESH: ON FILTER: OFF MODIFY	
	IPP URLs for selected q		×
			<b>5:1.</b> :0
	External IPPS URL https: IPP (	s://ipp-cs-test.test.e-follow.cloud:443/e-follow.cloud [copy url]	
	F P		5:10:3
		ок	

Share the full URL [2] to the users so they can create an IPP port on their clients that points to this e-FOLLOW.cloud virtual IPP queue.



Make sure the *Internet printing client* is installed on the client PC. Else users cannot connect to the URL.

For Windows clients e-FOLLOW.cloud provides a convinient **IppInstaller** that allows users to simply install the IPP printer on their client – or Administrators to roll out the IPP printer to all clients.

# 9.2.1.2 Virtual queue properties

Virtual queues in e-FOLLOW.cloud are used to perform 'pull printing' or 'secure print release'. So instead of forwarding the job to the destination printer e-FOLLOW.cloud moves the jobs to an internal spooler and keeps the jobs until they are

- released by a user, or
- deleted due to a rule, by the user himself or by the administrator



The **Auto-delete** option will remove jobs that have not been released after the time defined by the administrator.

The virtual queue view shows all jobs that are currently spooled. Clicking to the job's row will show it's details.

Document name	Microsoft Word - e-FOLLOW.cloud-Operator Manual EN 5.5.0.docx
	NBG00001
User	Ingo Pfeiffer (ingo.pfeiffer@control-systems.de)
Associated project	
Paper-size	Α4
Pages	189
Monochrome / color	8 / 181
Copies	1
Color job	yes (AUTO)
Duplex	yes (DuplexBook)
File size	30,323,387 bytes
PopUp state	None
Print Job Language (PJL)	PCLXL
Printer driver	TOSHIBA V4 Printer
IPPS	Yes
Encrypted	Yes
Created by	Windows Spooler
Sent from '\\10.240.0.146' o	n 11/16/2023 at 12:02:16 PM

The **REFRESH** option will update the list every 10 seconds if enabled.

Use **FILTER** to only show jobs of one or multiple user/s.

## 9.2.1.3 Virtual Queue Drawer and paper preconfiguration

e-follow.cloud		hat have not beer		
Ipp (3 Jobs)	SELECT R	EFRESH: ON	FILTER: OFF	MODIFY
] 💊 ipp_cs_test				
Drawer and paper preconfigurati				
These preconfigurations are only val These preconfigurations cannot be c			al, Email Printi	ng, or Mobile Print
For IPP print jobs, please use the Ip				
Print settings for printing at Tos	shiba MFPs via the e-F	OLLOW.cloud a	рр	
Drawer		draw	er3	
Paper size		a3		
Faper Size		45		
Paper type		trans	parency	
Scaling type		fill		
Settings for converting images 1	to PDF print jobs			
	mages	A4		
Standard paper size for converting	iniages			

Virtual Queues can be used to receive print jobs by User Portal, Email Print or Mobile Print.

For these jobs the **drawer**, **paper size**, **paper type** and **scaling type** settings can be changed at printing by the e-FOLLOW cloud App.

In order to enable the user to print on specific drawers or with special settings, you can create several virtual queues with appropriate names.

If the user uploads images to a Virtual Queue it will be converted to a PDF print job. With the **setting for converting images to PDF print jobs** it can determined which paper format will be used for the PDF print job.

# General notes for Virtual Queues:



In case the PopUp status is different from 'None' or 'Closed' the job cannot be released because e-FOLLOW.cloud is waiting for the client PopUp to be confirmed.

Q Search queue	Virtual IPP queue       [IPP URLs]       [Drawer and paper preconfiguration]         Auto-delete jobs that have not been printed       after 24 hours       V	
D ipp (12 Jobs)	SELECT REFRESH: ON FILTER: OFF MODIFY	
	Name $\Leftrightarrow$ User $\Leftrightarrow$ Pages Move to queue	-
	✓ Testseite ip Change user	
	✓ Testseite ip Delete print jobs	
	Testseite ip	

If you have selected one or multiple print job/s, the **MODIFY** option gets available. You can now

- $\bigcirc$  move the selected jobs to another virtual queue
- △ change the user (job owner) for the selected print jobs
- $\bigcirc$  delete the selected print jobs

## 9.2.2 Toshiba

This menu shows the list of all Toshiba e-BRIDGE Next devices.



Add Toshiba devices here for secure print release or for pull printing from a central virtual queue and / or if you want to track- and control user activities for copying, scanning and faxing.

VANAGEMENT       User list       Departments         Permissions       Projects       000       100       Second       Concord       Concond       Concord       Concord						<b>⊕ (</b>	Logout
Privile   User list   Departments   Permissions   Projects   Domains     DEVICES   Virtual Queues   Toshiba   Toshiba   Toshiba   Toshiba eSF   Mobile print   REPORT   Reports   SETTINGS   General   User portal &		ADD SELECT	MANAGE	MODIFY			
Print settings	User list Departments Permissions Projects Domains DEVICES Virtual Queues Toshiba eSF Mobile print REPORT Reports SETTINGS General User portal & User tools Dashboard Schedules Rules	Q Search device		115 (CSCP40979) General Activated : Serial number: Description: Name for reports: (?) Location: App version: Last login: Locked until: Last transaction: Log Data Privacy Setting: Virtual queues: [Instructions to configure de [Permissions] Quotas Card login	STUDIO2525AC)         CSCP40979         116         eS116@dev         2.4.0         5/23/2024 2:58:24 PM         5/23/2024 2:58:59 PM (Work         Store         chrome_ipp         client_test         Drawer1	[change] [change] [change] dflow-Id: 189)	
[«]       [<]	V-1-5400007			Print settings Consumables		· · · · · · · · · · · · · · · · · · ·	

## 9.2.2.1 ADD Toshiba device

By default, Toshiba devices add themselves to the list after the embedded Application has properly been installed and started on the MFP.

Any way you can add devices manually (e.g. to prepare a customer setup and apply specific configuration)

To add a new e-BRIDGE Next device to the list click to ADD .

Enter the **serial number** and a unique name for report for the device

Select a virtual queue(s) for pull printing.

You can add a description to easily identify the device in the device list.

Select the Display mode – **dark** or **bright** 

Add a new Toshiba device		×
Serial number: Name for report: Name for reports has to be ur With each change, all records changed. Virtual queues:		*
efollow-cs-test-0\e-fo		
[Select all] [Cancel sele	ction]	
Description: Display mode (only e-	dark	
BRIDGE Next):	udik	*
	add	

## 9.2.2.2 Edit Toshiba e-BRIDGE X/Next device

To edit the settings for a Toshiba device click to the corresponding row in the device list.

Q Se	arch device	▼ ↓AZ	116 (CSCP40979)		=
	103 CNLH59919	Δ	General		^
	112 CFLE02008	Δ		(TOSHIBA e- STUDIO2525AC)	
	116 CSCP40979		Activated :		
	CFFG33116	Δ	Serial number:	CSCP40979	
	CFFG33116	-	Description:	116 [change]	
			Name for reports: 🕐	eS116@dev [change]	[3]
			Location:	[change]	
			Sender email:	[change]	[4]
			App version:	2.4.0	
			Last login:	10/16/2024 10:49:16 AM	
		1	Locked until:		
			Last transaction:	10/16/2024 10:50:53 AM (Workflow-Id: 376)	
			Log Data Privacy Setting:	Store	[2]
			Virtual queues:	chrome_ipp client_test Drawer1	[1]
				[+] [-]	

## 9.2.2.2.1 General Settings

The settings in the General-Tab allow modifying the description and the virtual queue settings.

## [1] Virtual queues:

Here you can add / remove virtual queues for that device.

When a user is logging in to that MFP e-

FOLLOW.cloud will check these virtual queues for print jobs for that user and add them to the print release list.



# [2] Log Data Privacy Setting

Here you can see the setting, which was set by the auto configuration (Settings  $\rightarrow$  General  $\rightarrow$  Auto configuration). It controlls if job data from the MFP should be stored for accounting or not. Beside from this there are additional settings at Settings  $\rightarrow$  General  $\rightarrow$  Data protection.

# • Store

Job accounting is enabled for e-BRIDGE devices.

• Not to Store No job accounting for e-BRIDGE devices.

## [3] Name for Report

Unique device name for all job records for reporting. When the **Name for reports** is changed, all records are automatically updated.

#### [4] Sender email

Has priority over the email address of the user. Is requested by the MFP at login.



## Hint

Checking the **Last Login / Last transaction** entries shows if the app and the subscriptions are working properly.

## 9.2.2.2.2 Quotas

e-FOLLOW.cloud allows to control the usage of devices by setting quotas for color, prints, copies, scans and faxes.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

103 CNLH59919	General	×
□ 112 CFLE02008	Quotas	^
□ 116 CSCP40979	Use quotas 🍞	
	Total quota:	Pages
	Color quota:	500 Pages
	Print quota:	Pages
	Copy quota:	Pages
	Scan quota:	Pages
	Fax quota:	Pages
	Card login	× .

To enable device quotas, check the "Use quotas" button.

You now can individually enable the different quotas and enter the appropriate page numbers. Quotas that are unchecked allow unlimited use.



#### Attention

Quotas can also be set for Departments and Users. So it might happen that even if the user still has e.g. color quota available he can't do color prints or copies if the color quota of his department or the color quota of the device is used up.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

# 9.2.2.2.3 Card login

Here you can modify the settings that are related to card reader usage.

## Card reader profile:

reader profiles are used to convert the strings read from a card. Reader Profiles can be created in -> SETTINGS -> Reader profiles

Card login	^
Card reader profile	8char 💙
Allow card self assignment	
Show unknown card IDs on the panel	
Allow card self assignment after login	
Show PIN field first	

## Show unknown card IDs on panel:

this defines if the IDs of unknown cards are shown in clear on the device panel.

## Allow card self-association:

if enabled this function will allow users to assign unknown card IDs to their account by entering their user credentials (username & password)

## Allow card self-association after login

This will enable the option to self-associate a card from the Selection screen or print job list after the user has logged in.

## Show PIN filed first

If enabled the user will be prompted with the PIN-Authentication first (instead of username & password) when associating a new card to his account.

## 9.2.2.2.4 EWB settings

Here you can modify the EWB appearance.

EWB mode	e-BRIDGE N (1024x600
Display mode (only e-BRIDGE Next)	dark 🗸

## EWB mode

Here you can check in which mode the websites for the device EWB is displayed.

## **Display mode**

For e-BRIDGE Next device the display mode of the e-FOLLOW.cloud application can be switched between dark-mode (default) and bright-mode.

page 33
---------

	Reload	•	Back	•		Logout 🕞	bri	ght-r	node	•		
Welcome Ulrich Maier! Balance: €13.97					To	otal: €0.00						
Document name	Date 🔶	User	Pages	Cost	Detai							
Microsoft Word - e-FOLLOW-Operator_Manu-	2022-02-08	um	2	€0.00	<u>*</u>							
*Unbenannt - Editor	2022-01-25	um	1	€0.00	<u></u>	1						
						1						
C.FC	LLOW		Info		, T	Reload	۰.	Back	Þ	Log	iout 🕨	
	me Ulrich I	Maier!	_		-			_	-	Total	l: €0.00	
Select all Delete Balan	ce: €13.97											dark-mode
	nent name					Date 🔶	User	Pages	Cost	Details		
Micros	oft Word - e	-FOLLO	W-Ope	rator_M		10:42:56			€0.00	<u>^</u>		
*Unbe	nannt - Edit	or				2022-01-25	um	1	€0.00		1	
											1	
Sele	ct all	Del						Print		Pr	rint	

## 9.2.2.2.5 Print settings

The settings in this section will have impact on the handling and release of print jobs.

## QuickPrint:

If this function is enabled all print jobs of the user (also TeamPrint jobs) will be sent to the device immediately after login.

## Attention

Users are not able to individually select jobs for printing when QuickPrint is enabled.

## Notify user if QuickPrint fails:

In case one or more jobs could not be printed -e.g. due to missing permission or quota - the user will be notified by email.

## Keep print jobs after printing for reprint:

Print settings	^
Note: The priority of the print settings is User->Department->Device	
Print all jobs immediately after login ("QuickPrint") 🝞	
Notify user if "QuickPrint" failed	
Keep print jobs after printing for reprint	
Show "Keep print jobs" option in job list	
Show print and keep button	
Force duplex printing	
Enable duplex printing by default	
Enable simplex printing by default	
Force black & white printing	
Enable black & white printing by default	
Hide color jobs if no color rights	
Show staple (Top left, 2 staples left). (Is set automatically)	

If enabled print jobs will not be deleted after printing. They will be kept in the virtual queue so they can be reprinted at a later time.

#### Show "Keep print jobs" option in job list:

If this option is enabled, the user can select for each job if it shall be kept for reprinting or immediately deleted after printing. A flag in the job list is accessible for each job.

#### Show print and keep button

If this option is enabled an additional print & keep button will be shown below the print job list. Releasing jobs by pressing this button will force the keep job for reprint option – independent of the individual print job settings.

#### Force duplex printing / black & white printing / erasable blue printing:

These options allow the administrator to force printing of each job in duplex and/or black & white / erasable blue.



#### Attention

If enabled it is impossible for users to print documents in simplex mode or in color on this device.

## Enable duplex / simplex / black & white printing by default

In case the Force duplex, Force black & white is set to off, you can configure if as default these settings (duplex, simplex, b&w / erasable blue) are enabled when the user is logging in. In contrast to the "Force" -settings, these can be changed by the users.

#### Show staple

When the device is equipped with a staple unit, stapling options (top left & 2 staples left) are added to the job details settings in EWB.



This is only an information and cannot be switched on/off. If none of the options is selected in job details, the original stapling settings as set via printer driver are valid.

#### Hide color jobs if no color rights

If enabled, color jobs will not appear in the job list if the user has no permission to print color on this device. Else color jobs will be printed in BW.

# 9.2.2.2.6 Consumables

Consumables			^		
Last update:	26.10.2015 10:41:20				
Toner levels					
Yellow		100%			
Magenta		100%	· · · ·		
Cyan		100%	Consumables		^
Black		100%	Last update:	13.11.2015 13:57:09	
Paper drawe	15		Toner levels		
Drawer 1		25%	Yellow		78%
Drawer 2		25%	Magenta		79%
Drawer 3		25%	Cyan		77%
Drawer 4		100%	Black		68%
			Paper drawers	5	
			Drawer 1		25%
			Drawer 2		50%

Here you can see the status of the device's toner and paper level.

# 9.2.2.3 MANAGE Toshiba devices

When selecting one or multiple Toshiba devices the MANAGE option gets available.

Delete selected devices

You now have the possibility to

 $\bigcirc$  remove the selected devices from the list

# 9.2.2.4 MODIFY Toshiba devices

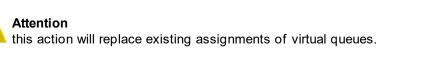
When selecting one or multiple Toshiba devices the **MODIFY** option gets available. These options are very helpful to perform modifications for multiple devices in one single step.

## Change queues

You now have the possibility to assign virtual queues to the selected devices or to remove all assigned virtual queues from the selected devices.

## Assign virtual queues

This option allows assigning one or multiple virtual queue/s to the selected Toshiba devices in one step.





Change queues

Change card settings

Change EWB settings

Change print settings

Set quotas

#### Remove assigned virtual queues

This option will remove all assigned virtual queues from the selected Toshiba devices.

Remove assignment of queues		×
Are you sure to remove the assignment of virtu	al queues form	the selected device?
	[Cancel]	remove

# Attention Make sure

Make sure to assign at least one virtual queue to each Toshiba device. Else it will not be possible to release print jobs.

ADD

Q Search device..

103 CNLH59919

□ 112 *CFLE02008* ■ 116 *CSCP40979* 

SELECT

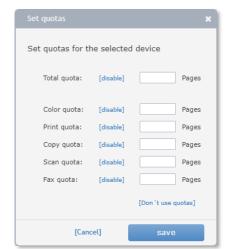
MANAGE

▼ LAZ

#### Set quotas

Here you can set quotas for the selected Toshiba devices. If you do not wish to use quotas for a certain function - e.g. faxing, scanning - you can disable the use of quotas by clicking to [disable].

This will make the selected function 'unlimited'.



#### Change settings

do not change 🗸

do not change 🗸

This is a powerful method to change the settings for multiple Toshiba devices.

You have quick access to all settings as per individual device

- Card login settings
- EWB settings
- Print settings

Generally, the pull downs offer three options:

- do not change the current status keeps valid
- **enable** enables the function
- disable disables the function

Change device settings	×
Change settings for the selected device	
Display mode (only e-BRIDGE Next) do not change 💙	
[Cancel] save	

			_
	[Cancel]	save	
			_
Change devic			
Change sett	ings for the selected device		
enange set			
Print all jobs	immediately after login ("QuickPrint")	do not change $\mathbf{v}$	
Notify user if	"QuickPrint" failed	do not change 💙	
Keep print jo	bs after printing for reprint	do not change 💙	
Show "Keep	print jobs" option in job list	do not change $\mathbf{v}$	
Show print a	nd keep button	do not change $\mathbf{v}$	
Force duplex	printing	do not change 🖌	
Enable duple	x printing by default	do not change 💙	
Enable simple	ex printing by default	do not change $\mathbf{v}$	
Force black 8	white printing	do not change 🖌	
Enable black	& white printing by default	do not change $\mathbf{v}$	
Hide color jol	bs if no color rights	do not change 🖌	
	[Cancel]	save	
			_

Change settings for the selected device

Show unknown card IDs on panel ~ do not change  $\checkmark$ 

Card reader profile

Enable card self assignment

## 9.2.3 Toshiba eSF

This menu shows the list of all Toshiba eSF.

6

Add Toshiba eSF devices here for secure print release or for pull printing from a central virtual queue and / or if you want to track and control user activities for copying, scanning and faxing.

			遼 🕥 🕻 🛛 Logout
cloud	ADD SELECT MANAGE MODIFY		
MANAGEMENT	Q Search device <b>v</b> (701782110)	1YKD)	=
User list	General		
Departments	7017821101YKD		
Permissions	Activated :	:	
Projects	Serial num	nber: 7017821101YKD	
Domains	Description	n:	[change]
DEVICES	Name for n	reports: ⑦ eS448S@dev_neu	[change]
Virtual Queues	Location:		[change]
Toshiba	Sender em	nail:	[change]
Toshiba eSF	App version	on: 2.4.10_C	
Mobile print	Last login:	: 10/26/2023 10:47:37 AM	
	Locked unt	til:	
REPORT	Last transa	action: 10/26/2023 10:48:14 AM	
Reports	Virtual que	eues: chrome_ipp	
SETTINGS		e-follow.cloud ipp	
General		.6.6	[+] [-]
User portal & User tools	Anonymous	ıs print:	•
Dashboard	[Permissio	ons]	
Schedules	Quotas		▼
Rules	Card login		 ~
Reader profiles	[«] [<] [>] [»] Guest login		Ū
	Page: 1 V		
Version: 5.5.0 RC01			¥J

#### 9.2.3.1 ADD Toshiba eSF device

By default, Toshiba devices add themselves to the list after the embedded Application has properly be installed and started on the MFP.

Any way you can add devices manually (e.g. to prepare a customer setup and apply specific configuration)	Serial number: Name for report: Name for reports has to be unique. With each change, all records for the reports are also changed.
To add a new Toshiba eSF device to the list click to <b>ADD</b> .	Virtual queues:
Enter the <b>serial number</b> and the <b>name for report</b> of the device.	<ul> <li>efollow-cs-test-0\ipp_cs_test</li> <li>efollow-cs-test-0\test@123</li> </ul>
Select a virtual queue for pull printing. You may add a description for the new device (e.g. place of location).	[Select all] [Cancel selection] Description: add

## 9.2.3.2 Edit Toshiba eSF device

To edit the settings for a Toshiba eSF device click to the corresponding row in the device list.

<b>Q</b> Search device <b>T</b> $\mathbf{I}_{\mathbf{Z}}^{\mathbf{A}}$		(7	7017821101YKD)				≡
7017821101YKD		6	General			^	
			Activated : Serial number:	70170311012//0			
			Description:	7017821101YKD		[change]	
			Name for reports: 🍞	eS448S@dev_neu		[change]	
			Location:			[change]	
			Sender email:			[change] 🚺	1
	h		App version:	2.4.7_C			
			Last login:	3/14/2023 4:11:21 PM			
	1		Locked until:				
			Last transaction:	12/15/2022 3:46:07 PM			
			Virtual queues:	e-follow.cloud ipp_cs_test		[2]	
					[+]	[-]	
			Anonymous print:				3]
			[Permissions]				
[«] [<] [>] [»]		Q	Quotas			~	
Page: 1 🗸		C	Card login			~	

## 9.2.3.2.1 General Settings

The settings in the General-Tab allow modifying the description, name for reports, location, sender email and the virtual queue settings.

## [1] Sender email:

Here you can define a sender email-address for this device. If left blank the current user's email address will be set as from-address.

## [2] Virtual queues:

Here you can add / remove virtual queues for that device.

## [3] Anonymous print:

This option allows printing of jobs that do not have a PJL header referring to the job owner. The printer will see this job as 'anonymous' and therefore cannot be accounted for the real job owner. By default, e-FOLLOW.cloud will deny printing these kind of jobs.



Attention

If you allow Anonymous print the jobs will not be accounted / charged to a user.

# [Permissions]

**Operator Manual** 

This leads you to the permission settings page as described above. (see Permissions)

## 9.2.3.2.2 Quotas

e-FOLLOW.cloud allows to control the usage of devices by setting quotas for color, prints, copies, scans and faxes.

To enable device quotas, check the "Use quotas" button.

You now can individually enable the different quotas and enter the appropriate page numbers. Quotas that are unchecked allow unlimited use.

Quotas	^
Use quotas 🕜	
Total quota:	200 Pages
Color quota:	50 Pages
Print quota:	Pages
Copy quota:	Pages
Scan quota:	Pages
Fax quota:	Pages



# Attention

Quotas can also be set for Departments and Users. So it might happen that even if the user still has e.g. color quota available he can't do color prints or copies if the color quota of his department or the color quota of the device is used up.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

## 9.2.3.2.3 Card login

Here you can modify the settings that are related to card reader usage.

#### Card reader profile:

reader profiles are used to convert the strings read from a card. Reader Profiles can be created in -> SETTINGS -> Reader profiles



#### Allow card self-association

if enabled this function will allow users to assign unknown card IDs to their account by entering their user credentials (e.g. username & password)

#### Show unknown card IDs in the panel

If enabled the card ID of a new unknown card is show in clear on the panel during the card selfassociation process. Else the card IDs are starred out.

#### Show PIN filed first

If enabled the user will be prompted with the PIN-Authentication first (instead of username & password) when associating a new card to his account.

#### 9.2.3.2.4 Guest login

e-FOLLOW.cloud allows users that do not have an account to use the eSF devices. Therefore, a special Guest Login can be enabled.

*Enable guest login:* here you can eneable / disable the guest login option

**User for guest login**: select a user that is used when a guest is logging in. To assign transaction and apply permission or quotas a specific user must be selected as 'guest user'.

Guest login		^
Enable guest login:		
User for guest login:	a	[change]
Guest screen first:		
Guest button text:	Guest	[change]
[Copy settings to all printers]		

e-FOLLOW

LOGIN

Print setting

**Free Access** 

LOGIN

Free Access

It is recommended to create an internal user (e.g. 'guest') that is used when logging in as guest. If required, you can assign individual guest users to each eSF device.

产 e-FOLLOW

*Guest screen first:* if enabled a large 'guest button' is shown at the login screen.

If users need/want to login to their account they simply swipe their card or press "LOGIN" to switch to the login screen,

*Guest button text*: here you can modify the text for the guest button (e.g. Free Access)

## [ Copy settings to all printers ]

Pressing this link will copy the current guest login settings to all Toshiba eSF devices.

## 9.2.3.2.5 Print settings

The settings in this section will have impact on the handling and release of print jobs.

#### QuickPrint:

If this function is enabled all print jobs of the user (also TeamPrint jobs) will be sent to the device immediately after login.



#### Attention

Users are not able to individually select jobs for printing when QuickPrint is enabled.

#### Notify user if QuickPrint fails:

In case one or more jobs could not be printed – e.g. due to missing permission or quota – the user will be notified by email.

Note: The priority of the print settings is User->Department->Device	
Print all jobs immediately after login ("QuickPrint") ?	
Notify user if "QuickPrint" failed	
Skip blank joblist	
Keep print jobs after printing for reprint	
Show "Keep print jobs" option in job list	
Force duplex printing	
Enable duplex printing by default	
Enable simplex printing by default	
Force black & white printing	
Enable black & white printing by default	
Hide color jobs if no color rights	

#### Skip blank job list

If enabled, the joblist will not be shown after login if there are not print jobs pending on the server. The user will be directly lead to the device home screen instead.

#### Keep print jobs after printing for reprint:

If enabled print jobs will not be deleted after printing. They will be kept in the virtual queue so they can be reprinted at a later time.

#### Show "Keep print jobs" option in job list:

If this option is enabled, the user can select for each job if it shall be kept for reprinting or immediately deleted after printing. A flag in the job list is accessible for each job.

#### Force duplex printing / black & white printing:

These options allow the administrator to force printing of each job in duplex and/or black & white / erasable blue.

#### Attention

If enabled it is impossible for users to print documents in simplex mode or in color on this device.

#### Enable duplex / simplex / black & white printing by default

In case the Force duplex, Force black & white option is set to off, you can configure if as default setting. So Duplex / Simplex / B&W is enabled when the user is logging in. In contrast to the "Force.." setting, this can be changed back to color by the users.

## Hide color jobs if no color rights

If enabled, color jobs will not appear in the job list if the user has no permission to print color on this device. Else color jobs will be printed in BW.

# 9.2.3.2.6 Consumables

Here you can see the status of the device's toner and consumables level.

Consumables	^
Last update:	09.07.2020 11:17:56
Black	77%
Imaging Unit	94%
Maintenance Kit	100%

# 9.2.3.3 MANAGE Toshiba eSF devices

When selecting one or multiple Toshiba devices the MANAGE option gets available.

ADD	SELECT	MANAGE	MODIFY
Q Searc	ch device	Delete sele	ected devices

You now have the possibility to

 $\bigcirc$  remove the selected devices from the list

# 9.2.3.4 MODIFY Toshiba eSF devices

When selecting one or multiple Toshiba devices the **MODIFY** option gets available. These options are very helpful to perform modifications for multiple devices in one single step.

#### Change queues

You now have the possibility to assign virtual queues to the selected devices



or to remove all assigned virtual queues from the selected devices.

## Assign virtual queues

This option allows assigning one or multiple virtual queue/s to the selected Toshiba devices in one step.



#### Attention

this action will replace existing assignments of virtual queues.



# Remove assigned virtual queues

This option will remove all assigned virtual queues from the selected Toshiba devices.

R	emove assignment of queues	×
	Are you sure to remove the assignment of virtual queues from 2 selected devices?	
-	[Cancel] remove	-



## Attention

Make sure to assign at least one virtual queue to each Toshiba device. Else it will not be possible to release print jobs.

## Set quotas

Here you can set quotas for the selected Toshiba devices. If you do not wish to use quotas for a certain function - e.g. faxing, scanning - you can disable the use of quotas by clicking to [disable].

This will make the selected function 'unlimited'.

Quotas are only checked at user login at the MFP. They are not used to interupt jobs. Therefore it is possible for users to have negative quotas.

	×
Set prices for 3 selected deivices	
One color page (small):	0,15 €
One color page (large):	0,29 €
One dual-color page (small):	0,10 €
One dual-color page (large):	0,15 €
One black & white page (small):	0,05 €
One black & white page (large):	0,08 €
One erasable blue page (small):	0,02 €
One erasable blue page (large):	0,05 €
One scan page in color:	0,03 €
One scan page in black & white:	0,02 €
(Cancel)	save

## Modify settings

This is a powerful method to change the settings for multiple Toshiba eSF devices.

You have quick access to all settings as per individual device

- Queue settings
- Quota settings
- Card login settings
- Print settings

Change device settings		×
Change settings for the select	ed device	
Card reader profile	do not change 🗸	
Show PIN field first	do not change 🗸	
Enable card self assignment	do not change 💙	
Show unknown card IDs on panel	do not change 💙	
[Cancel]	save	

Change settings for the selected device

Generally, the pull downs offer three options:

- do not change the current status keeps valid
- enable enables the function
- **disable** disables the function

Set quotas	×		Print all jobs immediately after login ("QuickPrint" Notify user if "QuickPrint" failed	do not change 🗸
Set quotas for the selected	l device		Skip blank joblist Keep print jobs after printing for reprint	do not change 💙 do not change 💙
Total quota: [disable]	Pages		Show "Keep print jobs" option in job list	do not change 💙
Color quota: [disable] Print quota: [disable] Copy quota: [disable] Scan quota: [disable]	Are y	ou sure to remove the assignment of virtual ing assignments will be replaced) efollow-cs-test-0\chrome_ipp	queues form the selected device?	do not change V do not change V do not change V do not change V do not change V
Fax quota: [disable]	[Don't use que	efollow-cs-test-0\Client_test efollow-cs-test-0\Drawer1 efollow-cs-test-0\Drawer3	=11	do not change 💙
[Cancel]	save	efollow-cs-test-0\DrawerDefault efollow-cs-test-0\e-follow.cloud efollow-cs-test-0\ipp follow-cs-test-0\ipp follow-cs-test-0\IPP-Queue ect all] [Cancel selection]		Save
			[Cancel] assign	

## 9.2.3.5 Updating eSF – App

By default, the e-FOLLOW.cloud instance contains the latest eSF-App in  $\rightarrow$  Settings  $\rightarrow$  General  $\rightarrow$  Instructions & Configuration

The current version of the installed App is shown on the login screen.



If the version number does not end with \_C (like 2.4.8\_C) the app must be renewed by logging out or MFP restart.

To guarantee unrestricted functionality it is mandatory that the latest eSF App version is installed on the devices. If a deprecated version of the e-FOLLOW.cloud eSF App is installed on the MFP the users are not allowed to login.

A corresponding message is shown on the device when trying to login.





In the e-FOLLOW.cloud Event Log you will also find a corresponding Warning.

## 9.2.4 Mobile print

e-FOLLOW.cloud allows users to send documents for printing via email from any (mobile) device. Most common office file formats, images and PDF are supported.

## 9.2.4.1 E-Mail printing

E-mail printing is very convenient way to send documents for printing as almost every device with an internet or WLAN connection is capable to send out emails.

FOLLOW				🕸 🕞 🕻 Logout
cloud ADD	REMOVE			
MANAGEMENT Mail printi	ing			
User list exchange	nge		Test [change]	
Departments Permissions 0365			Enabled	
			Protocol	Office 365 V
Projects print Domains			Tenant ID	
print_	gmail_imap		Client ID/App ID	
DEVICES			User	
Virtual Queues print_	gmail_pop3		Password	
Toshiba public	_pop		Mailbox URI	https://outlook.office365.com/EWS/Exchange.as
Toshiba eSF			[Test]	
Mobile print			Last error message	
REPORT				
Reports		п	Print to queue	ipp [change]
			Min. size for images	5 KB
SETTINGS			Max. mail size	20 MB
General			Validation token 🕥	
User portal & User tools			Additionally print mail text	
Dashboard			E-mail Notification	
Schedules			Send PIN with notification	
Rules			Send PIN with notification	
Reader profiles			Anonymous printing	
			Enabled	
			Lindbled	
Version: 5.6.0 RC07				

Therefore, e-FOLLOW.cloud can constantly check one or more email accounts of different type (IMAP, POP3, Exchange or Office 365).

e-FOLLOW.cloud separates the attachments and processes them into a print job. All common file formats are supported.

PDF	PDF
Words:	DOC, DOCX, XML, RTF, HTML, XHTML, MHTML, ODT, XPS, SWF, TXT, EPUB
Cells:	XLS, XLSX, XLSM, XLSB, ODS, CSV
Slides:	PPT, POT, PPS, PPTX, POTX, PPSX, ODP, PPTM
Images:	GIF, JPG, JPEG, PNG, TIFF, TIF, BMP, EMF, EXIF, ICO, ICON, WMF

If Anonymous mode is disabled e-FOLLOW.cloud accepts only emails from known senders. So the sender's email address must be identical to one of the email addresses stored in the user database. If a sender address is unknown the email will not be processed and deleted.

Click to **ADD** to add a new email account to be monitored by e-FOLLOW.cloud.

Enter a name for this account and d select the account type (IMAP, POP3, Exchange or Office 365).

Add new m	nail server configuration	×
Name:		
Protocol:	IMAP V	
[Cancel]	POP3 Exchange Office 365	

Depending the account type you need to enter the account credentials:

exchange O365 print print_gmail_imap print_gmail_pop3 public_pop Test Test_IMAP	Test_IMAP [change] Enabled Protocol User Password Hostname Port Use SSL [Test] Last error message	IMAP V imapuser@gmail.com imap.googlemail.com 993
	Print to queue Min. size for images Max. mail size Validation token ? Additionally print mail text E-mail Notification Send PIN with notification	е-follow.cloud [2] 5 КВ 20 МВ [ТОКЕN]
	Anonymous printing Enabled Use existing user account Create new user ⑦ PIN Length	

#### [1] - IMAP/POP3

User	Enter the username for this email account
Password	Enter the password to login to the account
Hostname	Enter the hostname or IP address of the email server
Port	Port number of the server (the default values for IMAP and POP3
	usually work fine)
Use SSL	Enable to connect via secure SSL connection
Last error message	If an error while retrieving email occurs, the error message is shown
	here.

## [3] - Exchange

The settings for an exchange account are different from the above.

exchange	exchange [change] Enabled	[3]
0365	Protocol	Exchange 💙
print	User	test
print_gmail_imap	Password	•••••
anish annali ann D	URL	https://XXXXXXXXXXXXXXXXX/EWS/Exchange.asm
print_gmail_pop3	Domain name (FQDN)	csvs.local
public_pop	[Test]	
Test	Last error message	-

User	Enter the username for this email account
Password	Enter the password to login to the account
URL	Enter the correct URL for the web access of your Exchange server
Domain	Enter the name of your exchange's domain

To determine the correct **URL for the Exchange Web Service** (EWS) of your server you may logon to your exchange server and enter below power-shell command.

# Get-WebServicesVirtualDirectory |Select name, \*url\* | fl

[2] - The following settings determine the processing and routing of the mails.

Print to queue	This is the queue the processed document will be sent to. By default the (first) virtual queue is pre-selected
Min. size for images Max. mail size	This value avoids print out of small images like logos or icons As processing of jobs needs some resources the size of emails can be limited.
Validation token	This is a security feature to avoid SPAM. If you enter any string here all emails' subject must begin with this string.
Additionally print text	If enabled not only the attachment will be processed but also the email (body) itself.
E-Mail notification	If enabled the sender will receive a confirmation email with the status of the transmitted job.
Send PIN with notification	If enabled the mail sent will contain the user's login PIN

Changing the output queue from a virtual queue to a direct queue will lead to an immediate printout of the documents.

9.2.4.2 Office 365 (modern Auth.)

e-FOLLOW.cloud supports fetching mails from an Office365 account. The high Office365 security level (modern Auth.) requires some additional configuration.

	0365 [change]	
exchange	Enabled	
0365	Protocol	Office 365 ¥
print	Tenant ID	[1] satella suore anno asse de silterarras
print_gmail_imap	Client ID/App ID	[2] million romani land arrowitation
print_gmail_pop3	User	processing materials
	Password	•••••
public_pop	Mailbox URI	https://outlook.office365.com/EWS/Exchange.as
Test	[Test]	
Test IMAP	Last error message	-

# [1] Finding the Tenant-ID

Start the Azure portal and login with an Administrator account. Then select Azure Active Directory in Azure services.

≡	Microsoft Azure		ources, services, and docs (G+/)									
Hon	ne >											
0	i control-systems.de   Overview Azure Active Directory											
0	Overview A	+ Add 🗸 🛞 N	/lanage tenants 🖄 What's new 💿 Preview feature	rs								
**	Preview features	Overview Moni	toring Tutorials									
×	Diagnose and solve problems	₽ Search your ter	nant									
Mar	age	Basic information										
2	Users	basic information										
24	Groups	Name	control-systems.de	Users	19							
0	External Identities	Tenant ID	14467-2623	Groups	5							
4	Roles and administrators	Primary domain	control-systems.de	Applications	6							
2	Administrative units		Azure AD Free	Devices	16							
щ,	Enterprise applications	License	Azure AD Free	Devices	10							
	Devices	Alerts										
щ,	App registrations											
۲	Identity Governance		g TLS 1.0, 1.1 and 3DES deprecation									
	Application proxy	Please en	able support for TLS 1.2 on plications/platform) to avoid any service									
	Custom security attributes (Preview)	impact. Learn moi	re 🖸									
, iii	Licenses											

You will find your Tenant-ID in the basic information of your AAD service.

# [2] Client ID/App ID

As Office365 does not allow direct access to a user mailbox, a specific client application needs to be defined granting the required permissions.

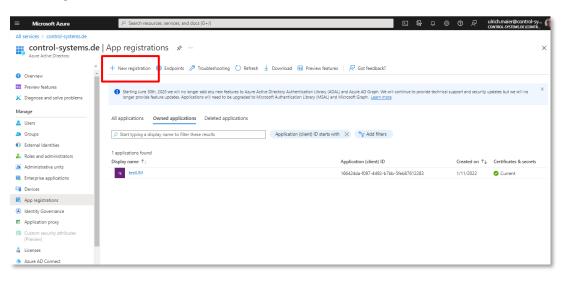
#### Create an application in Azure Active Directory

Start the Azure portal (<u>https://portal.azure.com</u>) and sign in with your Microsoft account and select "Azure Active Directory" in Azure services

Select "App	registration"	on the	left
-------------	---------------	--------	------

=	Microsoft Azure	, P Search resources, s	services, and docs (G+/)							
Home	•>									
i control-systems.de   Overview Azure Active Directory										
0 0	« verview	🕂 Add \vee  🔯 Manage t	tenants 🖄 What's new 🕞 Preview features	$\overleftarrow{\wp}$ Got feedback? $\lor$						
	eview features	Overview Monitoring	Tutorials							
🗙 Di	agnose and solve problems	Search your tenant								
Manag	ge	Basic information								
🚨 Us	sers	basic information								
🚨 Gr	roups	Name	control-systems.de	Users	19					
🌓 Ex	ternal Identities	Tenant ID	1-H67-262a	) Groups	5					
🦾 Ro	oles and administrators	Primary domain	control-systems.de	Applications	6					
🔊 Ac	dministrative units		Azure AD Free	Devices	16					
📕 En	terprise applications	License	Azure AD Free	Devices	10					
	avices	Alerts								
🔍 Ap	op registrations									
<li>(A) Id</li>	entity Governance		.0, 1.1 and 3DES deprecation							
🐯 Ap	oplication proxy	Please enable sup	port for TLS 1.2 on ns/platform) to avoid any service							
	ustom security attributes review)	impact. Learn more 🗹								
🔓 Lio	censes									

#### Click on "New registration"



Give a name, select a Supported Account Type and click "Register"

Microsoft Azure     P Search resources, services, and docs (G+/)	5 5 0 Ø P	ulrich.maier@control-sy
All services > control-systems.de >		
Register an application		×
* Name		
The user-facing display name for this application (this can be changed later).		
Supported account types		
Who can use this application or access this API?		
Accounts in this organizational directory only (control-systems.de only - Single tenant)		
Accounts in any organizational directory (Any Azure AD directory - Multitenant)     Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)		
Accounts in any organizational directory (Any Azure AL directory - Multitenant) and personal Microsoft accounts (e.g. skype, Abox)     Personal Microsoft accounts only		
Help me choose		
reprie citose.		
Redirect URI (optional)		
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.		
Web V e.g. https://example.com/auth V		
Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from Enterprise applications.		
By proceeding, you agree to the Microsoft Platform Policies 😅		
Register		

Copy the Application (client) ID, you'll need and enter it to the mobile print account configuration [2].

≡ Microsoft Azure	$\mathcal{P}^{-}$ Search resources, services, and docs (G+/)		E 🗣 🖉 🎯	© R	ulrich.maier@control-sy
All services $\geq$ control-systems.de $\geq$					
🔣 e-F-App 🛷 🗠					×
	🗴 Delete 🕀 Endpoints 🖾 Preview features				
Overview	Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for develop	iper). →			
📣 Quickstart					
💉 Integration assistant	↑ Essentials				
Manage	Display name : e-F-App	Client credentials	: Add a certificate or secret		
🗧 Branding & properties	Application (client) ID : 33a7ef05-f400-4c6c-9aaa-d1a1295c27d7	Redirect URIs	: Add a Redirect URI		
Authentication	Object ID : 118c/566-7e06-4819-9b11-36d29a4dc36c	Application ID URI	: Add an Application ID URI		
📍 Certificates & secrets	Directory (tenant) ID : 013eb5f2-62e9-4228-a8c2-f41dd67c262a Supported account types : <u>My organization only</u>	Managed application in	I : <u>e-F-App</u>		
Token configuration					
<ul> <li>API permissions</li> </ul>	Welcome to the new and improved App registrations. Looking to learn how it's changed from App regist	trations (Legacy)? Learn more			×
🛆 Expose an API					×
App roles	Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication will no longer provide feature updates. Applications will need to be upgraded to Microsoft Authenticatic	n Library (ADAL) and Azure AD Gray on Library (MSAL) and Microsoft Gra	ph. We will continue to provide technic aph. <u>Learn more</u>	al support and sec	curity updates but we
2 Owners					
8 Roles and administrators	Get Started Documentation				
Manifest					
Support + Troubleshooting	Build your application with	the Microsoft i	dentity platform		
Troubleshooting	The Microsoft identity platform is an authentication service, open-	source libraries, and application	management tools. You can create	modern,	
New support request	standards-based authentication solutions, access and prote	ct APIs, and add sign-in for your	users and customers. Learn more	3	

Select "API permissions" on the left You must add the following permission

△ EWS.AccessAsUser.All

## Therefore click +Add a permission

	$ \not \! \mathcal{O} $ Search resources, services, and docs (G+/)			d. P	P 🕸 🤅	) <i>R</i>	ulrich.maier@cont control.systems.de	tol-sy 🍈
All services > control-systems.de								
<sub>-</sub> e-F-App   API pe	missions 🖈 …							×
	« 🜔 Refresh 🛛 🖗 Got feedback?							
K Overview								
<ul> <li>Quickstart</li> <li>Integration assistant</li> </ul>	The "Admin consent required" column shows the de organizations where this app will be used. Learn mo	fault value for an organization. However, u rre	ser consent can be customized per permission, user, or a	pp. This column	may not reflect the	value in your	organization, or in	×
Manage	Configured permissions							
Branding & properties	Applications are authorized to call APIs when they are o	granted permissions by users/admins as	part of the consent process. The list of configured p	ermissions sho	uld include			
Authentication	all the permissions the application needs. Learn more a							
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for	control-systems.de						
In loken configuration	ATT Fernissions name Type De	scription	Admin consent requ Status					
<ul> <li>API permissions</li> </ul>	Microsoft Graph (1)							
Cipercent Ri	User.Read Delegated Sig	gn in and read user profile	No					
App roles								
A Owners	To view and manage permissions and user consent, try	Enterprise applications.						
Roles and administrators								
🔟 Manifest								
Support + Troubleshooting								
Troubleshooting								
New support request								

## Then select "Microsoft Graph"

	,P Search resources, services, and docs (G+/)		D 🕀 🗳	⑦ R ulrich.maier@control-sy control-systems.de (control.
All services > control-systems.de >		Request API permission	15	>
Search (Ctrl+/)      Overview     Ouickstart	≪ ◯ Refresh   𝒫 Got feedback?	Select an API <u>Microsoft APIs</u> APIs my organization <u>—</u> Commonly used Microsoft APIs	n uses My APIs	
<ul> <li>Quickstart</li> <li>Integration assistant</li> </ul>	The "Admin consent required" column shows the default value for an organizations where this app will be used. <u>Learn more</u>	Microsoft Graph	nendous amount of data in Office 365, Enterpris	Mahille - Carolin and Mindaus 10
Manage	- Configured permissions		tune, Outlook/Exchange, OneDrive, OneNote, Sh	
🔲 Branding & properties	Applications are authorized to call APIs when they are granted permissions by u	single endpoint.		
Authentication	all the permissions the application needs. Learn more about permissions and co			
📍 Certificates & secrets	+ Add a permission 🗸 Grant admin consent for control-systems.de	Azure Communication	4	
Token configuration	API / Permissions name Type Description	Services	Azure Cosmos DB	Azure Data Explorer
➔ API permissions	V Microsoft Graph (1)	Rich communication experiences with the same secure CPaaS platform used	Fast NoSQL database with open APIs for any scale.	Perform ad-hoc queries on terabytes of data to build near real-time and
🗠 Expose an API	User.Read Delegated Sign in and read user profi	by Microsoft Teams		complex analytics solutions
App roles				
A Owners	To view and manage permissions and user consent, try Enterprise applications.	Azure Data Lake	Azure DevOps	Azure Key Vault
Boles and administrators	· · · · · · · · · · · · · · · · · · ·	Access to storage and compute for big	Integrate with Azure DevOps	Manage your key vaults as well as the
I Manifest		data analytic scenarios	DevOps server	keys, secrets, and certificates within vour Key Vaults
Support + Troubleshooting				your key vauits
Troubleshooting				
New support request		Azure Maps	Azure Rights Management Services Allow validated users to read and write	Azure Service Management Programmatic access to much of the

## Select "Delegated permissions'

Microsoft Azure	∠P Search resources, services, a	and docs (G+/)				Ð	₽ ©	ନି <mark>u</mark>	lrich.maier@contro DNTROL-SYSTEMS.DE (CO	I-sy 🌔
All services > control-systems.de > 				Request API permissions						×
Search (Ctrl+/)      Overview	« 🜔 Refresh   🕂 Got feedback?			Microsoft Graph https://graph.microsoft.com/ Docs 📑 What type of permissions does your application require?						
<ul> <li>Quickstart</li> <li>Integration assistant</li> </ul>	The "Admin consent required" col organizations where this app will			Delegated permissions Your application needs to access the API as the signed-in user.				kground sen	vice or daemon withou	ut a
Manage	- Configured permissions				_	Jighto	in usen			
<ul> <li>Branding &amp; properties</li> <li>Authentication</li> </ul>	Applications are authorized to call API all the permissions the application nee									
🕈 Certificates & secrets	+ Add a permission 🗸 Grant ad	dmin consent for co	introl-systems.de							
Token configuration	API / Permissions name	Type Desc	cription							
<ul> <li>API permissions</li> </ul>	✓ Microsoft Graph (1)									
🗠 Expose an API	User.Read	Delegated Sign	in and read user profi							
🕕 App roles										
🎎 Owners	To view and manage permissions and	user consent. try En	terorise applications.							
Roles and administrators	5.									
Marifest										

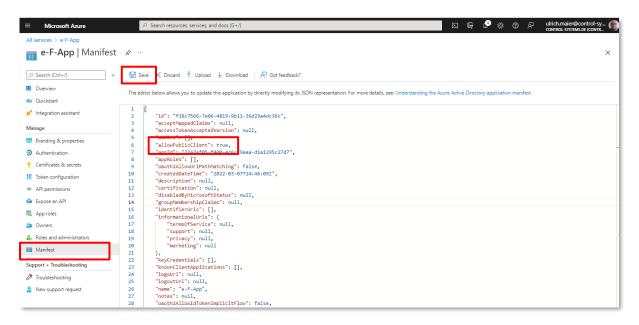
# Click "Add Permissions"

■ Microsoft Azure	$\mathcal P$ Search resources, services, and do	∞s (G+/)			D 🗣	🖉 🎯 🖗 R	ulrich.maier@control-sy control.systems gmbh & co
Home > Control Systems GmbH	& Co. KG > O365						
<sub>Ə</sub> - O365   API pern	nissions 🖈 …						
P Search (Ctrl+/)	« 🜔 Refresh 🛛 🕂 Got feedba	ck?					
Soverview							
Quickstart Integration assistant	The "Admin consent required organizations where this app	" column shows the will be used. <u>Learn r</u>	default value for an organization. However, user consent can be more	customized per permission,	user, or app. This	column may not reflect the	e value in your organization, or ir
Manage	Configured permissions						
Branding & properties		APIs when they are	e granted permissions by users/admins as part of the conse	ent process. The list of conf	iqured permiss	ions should include	
Authentication	all the permissions the application						
📍 Certificates & secrets	+ Add a permission 🗸 Grar	nt admin consent fo	or Control Systems GmbH & Co. KG				
Token configuration	API / Permissions name	Type	Description	Admin consent requ	Status		
API permissions	✓ Microsoft Graph (1)						
Expose an API	EWS.AccessAsUser.All	Delegated	Access mailboxes as the signed-in user via Exchange Web	No	Granted fo	or Control Syst_ ***	
App roles					-		
Moners	To view and manage permissions a	and user consent, tr	ry Enterprise applications.				

If you are not an administrator, you must ask your administrator for consent. He must then go to this page with his account and click on the button "grant administrator consent for YOUR.DOMAIN".

The status of all permissions should be green now.

#### Select "Manifest" on the left



Set "allowPublicClient" to 'true' and click save

The Manifest setting can also be modified via:

- ➔ Authentication
- ➔ Advanced Settings
- → Allow public client flows...

≡ Microsoft Azure	P Search resources, services, and docs (G+/)	Σ.	Ð	¢ =	) 0	~
Home > Control Systems GmbH & Co. )	KG > 0365					
🕤 0365   Authenticatio	on 🖈 …					
Search (Ctri+/) «  Verview  Cuckstart  Integration assistant  Manage  Franding & properties	Got feedback?  Platform configurations  Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.  + Add a platform  Supported account types					
Authentication						
📍 Certificates & secrets	Who can use this application or access this API? Accounts in this organizational directory only (Control Systems GmbH & Co. KG only - Single tenant)					
Token configuration	Accounts in any organizational directory (Any Azure AD directory - Multitenant)					
API permissions	Help me decide					
🛆 Expose an API	help me decide					
App roles	X					
A Owners	Due to temporary differences in supported functionality, we don't recommend enabling personal Microsoft accounts for an existing registration. If you need to enable personal accounts, you can do so using the manifest					
& Roles and administrators	editor. Learn more about these restrictions.					
🚥 Manifest	Advanced settings					
Support + Troubleshooting	Allow public client flows ①					
P Troubleshooting						
2 New support request	Enable the following mobile and desktop flows: • App collects plaintext password (Resource Owner Password Credential Flow) Learn more C* • No keyboard (Device Code Flow) Learn more C* • SSO for domain-joined Windows (Windows Integrated Auth Flow) Learn more C*					
	Save Discard					

## [3] User Account & Mailbox URI

User	Enter the username for this O365 email account
Password	Enter the pa ssword to login to the account
Mailbox URI	https://outlook.office365.com/EWS/Exchange.asmx

	0365 [change]			
exchange	Enabled			
0365	Protocol	Office 365 💙		
print	Tenant ID	in subdivision of the state of the state of the		
print_gmail_imap	Client ID/App ID	white results in a second second		
	User [3] Control and an and an			
print_gmail_pop3	Password	•••••		
public_pop	Mailbox URI	https://outlook.office365.com/EWS/Exchange.as		
Test	[Test]			
Test IMAP	Last error message	-		



Make sure the Email-Account is licensed

## 9.2.4.3 Anonymous printing

By default, e-FOLLOW.cloud discards emails from unknown senders. To allow emails from anonymous users being sent to this email account, e-FOLLOW.cloud offers two different methods of handling emails from unknown senders.

## Use a common user account

All emails from unknown senders will be assigned to a specific account.

If the jobs will be held in a virtual queue, print jobs from anonymous senders need to be assigned to a user account for a later release.

It is recommended to create a specific account for anonymous guest prints. This allows to disclose it's login credentials / PIN to guests and set a (daily?) limit to it.

Anonymous printing		
Enabled		
Use existing user account Account for printing	0001.test@control-systems.de	[change]
Create new user ?		

Of course, any other user account can be selected as well.

# Create new user account

This option will create a new 'internal' user account for each email received from an unknown sender.

Create new user 🍞	
PIN Length	4
Accounting type	None 🗸
Delete users automatically	
	after 0 days 1 hours
Allow PIN login in Mobile App	•

The account name (login name) and full name will be set to the **email address.** The account password and login PIN will be generated by e-FOLLOW.cloud according the PIN length setting.

You can also define the accounting mode for these new accounts and a limit or total quota. This might be useful to avoid unlimited use of your printers for guests.

The user will be informed about the creation of his new account be email.

Notification vor 1 Minute um 9:21 von e-FOLLOW>	
Betreff:Tickets 1234	[1]
and is assigned to you It will be processed in	Ily received from your E-Mail address: <u>u</u> :om in new account: <u>uli</u> <u>m</u> imediately and sent to this virtual queue: P005 ssigned to your account for print release: 7745
Sent by Toshiba e-FO	LLOW

Here the user can find his

- Username/login: email address
- Password / Login PIN: randomly created by e-FOLLOW.cloud
- Queue / Printer to where the job will be processed.



**[1]** It is recommended to secure the email account for anonymous users by using a validation token. This will ensure that e-FOLLOW.cloud will only accept emails when the subject contains this token.

Validation token ?	1234



To avoid uncontrolled number of 'anonymous' user accounts an expiry period can be defined for these accounts. Once expired the account and pending print jobs will be deleted automatically.



## 9.3 **REPORT**

e-FOLLOW.cloud provides a numerous number of standard reports. By simply selecting the desired report and it's parameters the Operator has quick access to all transaction data stored in the e-FOLLOW.cloud database.

# 9.3.1 Reports

This menu contains the powerful built in report generator. e-FOLLOW.cloud offers a row of predefined report templates for user-, department- and printer-based reports [1].

		衆 🗇 📞 Logout
MANAGEMENT User list Departments Permissions Projects	ADD REMOVE CP 2 1 • User reports [1] • Department reports • Printer reports	Description Details (transaction list) of the printer/device activities per user Group by Device V Username V - V
Domains DEVICES Virtual Queues Toshiba Toshiba eSF Mobile print	Summary Details by user - summary by user - details by department - summary by department - details	Sort by Time Filter Period This quarter: 10/1/2023 - 12/31/2023 [3] [change] [reset]
REPORT Reports	by project - summary by project - details	Create now: [5] [.html] [.pdf] [.csv]
SETTINGS General User portal & User tools Dashboard Schedules	by job type - summary by job type - details by color usage - summary by color usage - details Project reports	Enter password if encryption is enabled Password1 Password2
Rules Reader profiles	<ul> <li>Protocol reports</li> <li>Eco report</li> </ul>	

[2] The ADD – REMOVE – COPY options allow to manage customized Reports.

Enter a name for the new template				
Template name *				
[Cancel] add				

V USET TEPOTES	Description
• Department reports	Summary of the department activities Group by
Summary	Department V - V -
Details C	py report template 🗙
by user - summ	
by user - detail: Ei	nter a name for the new template
by printer - sun	mplate name 30/2024
by printer - det	
by project - sur	[Cancel] save
by project - det	Create now:
by job tupo _ cummo	

You can ADD a new template and configure it's settings or COPY the current 'active' template with all it's settings into a customized report template.

# [3] Filter

When you have selected the template you can specify the time period for the report, specific users, Departments, printers, projects etc. to filter the data for the report.

You can also filter on paper size (e.g. only jobs that contain A3) or on color-/duplex-usage, or job type.

Period	Template	
User	Last quarter ¥	
Department	01.04.2021	
Printer/device	То	
Project	30.06.2021	
Format		
Job type		
Color usage		
Duplex		
Columns		
	[Cancel]	Save

Columns allows to select / deselect the data/columns that are taken to create the reports.

		[Cancel]	Save
User name	🛃 Domain		
User login	Jepartment		
Sending host	User Email		
Printer	🛃 Job type		
Document name	Project		
Sub-project	Cost		
Total pages	🛃 Black & white		
Color pages	Crasable blue		
🛃 Job details	Recording time		

## [4] Grouped by / Sort order

According the selected template data can be grouped and the sort field and order can be selected. Click to 🏥 to select the sort order ascending or descending.

#### [5] Create now:

Confirm the template you have selected by clicking to one if the [.html][.pdf] or [.csv] buttons. The report will be generated according your selection, filters, etc.

rouped by Department and User	name.								
ried from 01.10.2013 to 31.10.2013. C	eated on 31.10.	2013.							
Department	User name	Device	Job type	Document name	Total pages	Black A white	Color pages	Job details	Recording time
Department: 'Financial Accounting	and Auditing'	Dorothy Williams							
Financial Accounting and Auditing	Dorothy Williams	192-168-1-102	Copy		1	1	0	1:44:	24.10.2013 16:30:52
Financial Accounting and Auditing	Corothy Villams	192.168.1.102	Copy		э	3	٥	3x44;	24.10.2013 16:43:52
							0		
Department: "Marketing" - Peter Cl	ark								
Marketing	Peter Clark	192-108-1-102	Copy		5	5	0	\$x84;	24.10.2013 16:30:52
					5	5	0		
					9	9	0		



Reports can also be exported to a PDF file by clicking to [.pdf] or to a comma separated file by clicking to [.csv].

Create now:

[.html] [adf] [.csv]

Enter password if encryption is enabled

In case usernames / document names are encrypted, you'll need to enter the passwords (1 + 2) to create the reports decrypted. Else the report will replace usernames and document names with the phrase 'encrypted'.

													Password		••••
Grouped by Department.													Password		
Period Stars 12.03.2010 to 1.5.81		_											Password	e [	
Department	Litter narra		an e	Anda Type	Discharteret Barris	•	ujecti	Gent	Tatal pages	Minch B rebiller	Color grappes	Bracable Max	NO DEADS	Racanding Circa	
Department: Support															
isport	encrypted		100-1	Print	encrypted			0.004		1	0		2.04	12:00:51	
Baport	encrypted		992-1	(Prior)	excypted			0.004	2	5			2-44	12-83-2858 12-06-00	
Exaport	encrypted	196	66.L.122	Print	anosphel			0.040		1	0		31,044	12.03.2600 32.06:58	
Reason .	ancounted.	180	AR 1 1111	mice	ancounted			0.134					2.14	12-93-2919	
						_									

## 9.3.1.1 Eco reports

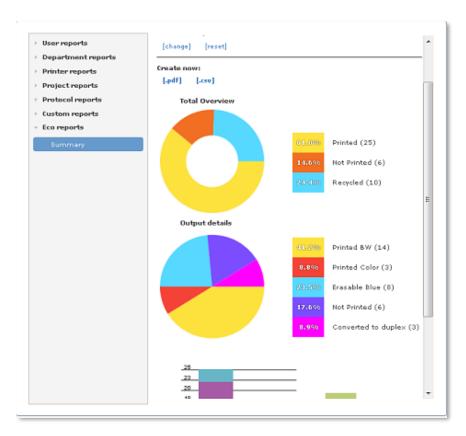
e-FOLLOW.cloud is not just tracking the number of pages printed, but also the sheets of paper that have been saved due to jobs not being printed or converted to duplex.

Reasons for 'saved' paper may be:

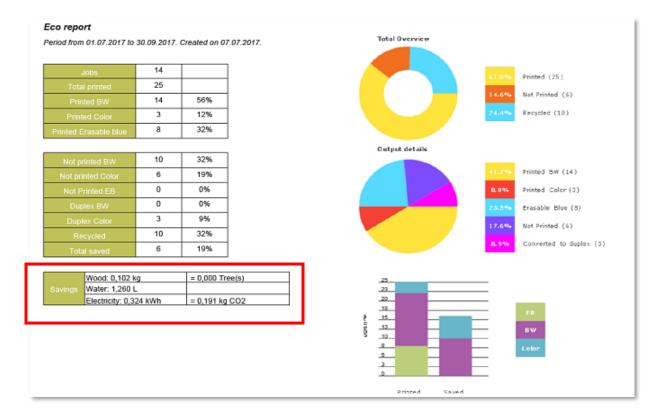
Job deleted by user	User don't need the job anymore and deletes it from the job list at
	the MFP
Job deleted by system	Job is timed out and automatically deleted from the virtual queue
Job deleted by rule	The job is deleted due to a rule set in e-FOLLOW.cloud – e.g. no
	jobs > 100 pages on this device
Job converted to duplex	Jobs that are converted to duplex by a rule or policy will save 50\% of
	the sheets

Additionally, e-FOLLOW.cloud is also tracking the number of sheets of paper that have been recycled (erased) for re-use by e-STUDIO3508LP/4508LP/5008 devices.

The report gives a brief overview of the pages printed, not printed, converted to duplex and recycled.



By clicking to the [.pdf] link a PDF file is generated containing the detailed eco-statistics and graphs.



Besides the paper saving it also shows the savings for wood, water, electricity and CO2.

i

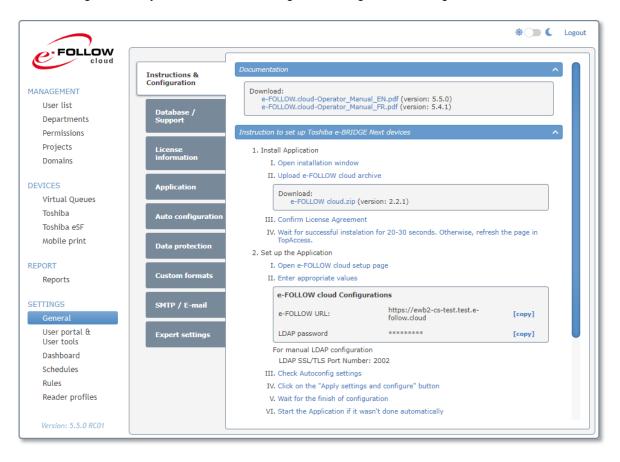
The calculation is based on below parameters and can easily be adjusted in SETTINGS  $\rightarrow$  General  $\rightarrow$  Expert Settings in terms the basic input values are different in your region.

	DirectPrintingCheckDeviceErrorCodes ()	
Expert settings	DirectPrintingCheckDeviceSnmp (false)	Φ
	EbxLargeFormats (A3,Tabloid,AnsiC,AnsiD,AnsiE)	A3,Tabloid,AnsiC,AnsiD,An
	EbxOnlyPrintDirectly (false)	Ο
	EbxSessionLifetimeHours (48)	48
	EbxSessionTimeout (3600000)	300000
	EcoValueElectricity (0,054)	0,054
	EcoValueKGC02 (0,0059)	0,59
	EcoValueWater (0,21)	0,21
	EcoValueWood (0,017)	0,017

name	default	description
EcoValueWood	0,017	Kg wood used to produce 1 sheet of paper (80g/sq.m size A4)
EcoValueWater	0,21	liter of water used to produce 1 sheet of paper (80g/sq.m size A4)
EcoValueElectricity	0,054	Kw/h electricity used to produce 1 sheet of paper (80g/sq.m size A4)
EcoValueKGC02	0,0059	Kg $CO_2$ emitted to produce 1 sheet of paper (80g/sq.m size A4)

# 9.4 SETTINGS

In the settings section you have access to all global configuration settings in e-FOLLOW.cloud.



#### 9.4.1 General

Here you find all configurations related to the application itself.

#### 9.4.1.1 Instructions & Configuration

Here you find all relevant data, settings and files to successfully connect your e-BRIDGE and eSFdevices to e-FOLLOW.cloud.

#### 9.4.1.1.1 Instruction to set up Toshiba e-BRIDGE Next devices

This section leads you step by step setting up your e-BRIDGE based devices. Screenshots will help you to find the menus in TopAccess

e-FOLLOW cloud Config	urations	
e-FOLLOW URL:	https://ewb2-cs-test.test.e- follow.cloud	[copy]
LDAP password	*******	[copy]

The e-FOLLOW cloud Configurations box shows your specific custom data required to configure the App in TopAccess.

## 9.4.1.1.2 Instruction to set up Toshiba eSF devices

This section leads you step by step setting up your eSF-based Toshiba devices. Screenshots will help you to find the menus in the device Web-Management.

	Instruction to set up Toshiba eSF devices	^
e-FOLLOW.cloud provides the latest version of the embedded eSF-application	1. Install e-FOLLOW App I. Open installation dialog II. Upload e-FOLLOW installation file	
and your custom specific server URL that is required to connect the devices to e- FOLLOW.cloud.	Download: efollow.fls (version: 2.4.8) 2. Configure e-FOLLOW App I. Open App configuration page II. Set up Application	
	e-FOLLOW Configurations	
	Server URL: https://esf-cs-test.test.e- follow.cloud [copy]	

# 9.4.1.1.3 Instruction to set up Windows PopUp Here you will find the download and configurations for the e-FOLLOW PopUp for Windows clients.

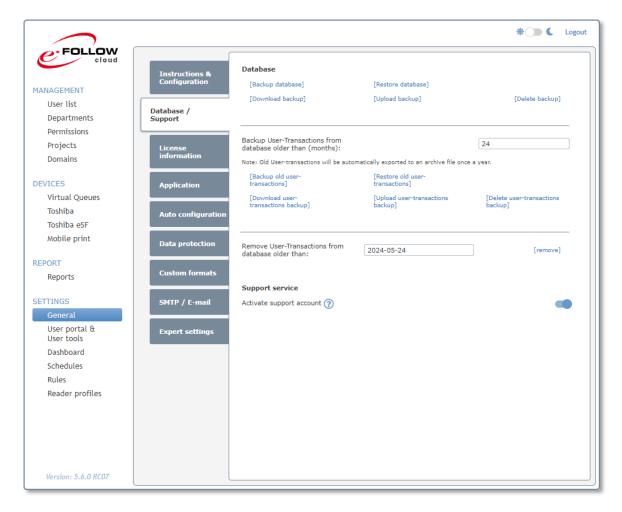
Download: e-FOLLOW PopUp.exe (version: 2.6.0) Windows PopUp configuration

i

The executable e-FOLLOW PopUp.exe comes with an integrated configuration. More configuration for the PopUp can be fould at the General  $\rightarrow$  Popup section.

## 9.4.1.2 Database / Support

Here you can backup and clean up the database.



#### 9.4.1.2.1 Backup database

## [Backup database]

Will create a backup archive. By default, the filename is e-FOLLOW \_TIMESTAMP. You can modify the filename before executing the backup.

Click to **OK** to start the backup process.

Please selec	t a name for the database backup.	
Filename:	e-follow_2024-05-24-09-46	
	[Cancel] Ok	
	[cancer] OK	

## [Restore database]

Here you can restore a backup of ye have access to all backup files - au backup-task or manualy generated b

Here you can restore a backup	5	TRESCOTE DO	atabase				
have access to all backup files backup-task or manualy genera	<b>e</b>	Please select the restore backup.					
Select the backup to be restore	Hint:         In this process, all unsaved data will be lost. To prevent data loss be su that you don't need the current content or create a database backup.         File:       dbbackup_2022-06-23-13-00 (1.53 MB)						
				[Cancel]	Ok		
[Download backup] [Upload backup]		Download database backup				×	
Here you can download a back e-FOLLOW.cloud to your local	PC or upload a backup	Please sel	ect the backup f	ile to download			
file that you have previously do	wnloaded.	File:	dbbackup_2022-	06-23-13-00 (1.53	3 MB)	~	
	Upload database backup		×	[Cancel]	Download		
	Please select the backup file to uploa	d.					
	File to Upload:						
	Choose file No file chosen						
	[Cancel]	L.	Jpload				

. . . . . .

#### [Delete backup]

This menu allows you to remove a backup file from your e-FOLLOW.cloud instance.

## 9.4.1.2.2 Backup User-Transactions

#### [Backup old user-transactions]

Will move old user-transactions (data records for reports) to a file. This can be used to clean up and reduce the amount of data at the user-

transactions. Note: These records will be removed from the database.



Backup User-Transactions from database older than (month): Here you can change the default period for the user-transaction backup of 24 month.

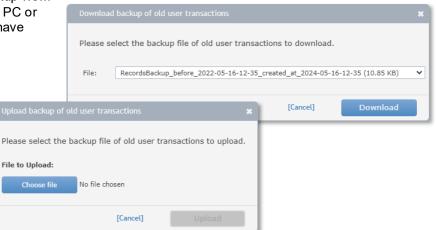
#### [Restore old user-transactions]

Will restore the deleted user-transaction from the selected file.

Please se	elect the restore user transactions backup.	
File:	RecordsBackup_before_2022-05-16-12-35_created_at_2024-05-16-12-35 (10.85 KB)	~
	[Cancel] Ok	

#### [Download user-transaction backup] [Upload user-transaction backup

Here you can download a backup from e-FOLLOW.cloud to your local PC or upload a backup file that you have previously downloaded.



## [Delete user-transaction backup]

This menu allows you to remove a backup file from your e-FOLLOW.cloud instance.

#### Remove records older than:

This allows to clean up your transaction database by removing records 'older than...'

[Backup database] [Restore database]							
Remove records older than:	2018-1	2-31				[ren	10ve]
	0	0	ecem	ber :	2018		0
Directory service		т.,		ть	E.	<b>C</b> -	c
Name [e-FOLLOW]	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
earch base [dc=e-follow]	3	4	5	6	7	8	9
Jser name [uid=admin,dc=e-follow]	10	11	12	13	14	15	16
Port [11389]	17	18	19	20	21	22	23
SL-Port [11636]	24	25	26	27	28	29	30
and for fragel	31						

## It is recommended to perform a

backup of the data before removing them from the database. Once the deletion is executed the data are gone.

Are you sure you want to remove records?		
In this process, all unsaved data will be lost. To prevent data loss be sure that you don't need the cu	rrent content or creat	e a database backup.
	[Cancel]	Remove

Depending the number of records that will be deleted the execution of this task may take some seconds or even minutes.

When finished a message showing the
number of records deleted is shown.

	×
30847 Records has been successfully removed	
	ок

## 9.4.1.2.3 Support service

Support service	
Activate support account (?)	

Enable this setting to allow the support-team access to your management. Else the support-team would need your operator password for accessing the management.

# 9.4.1.3 License Information

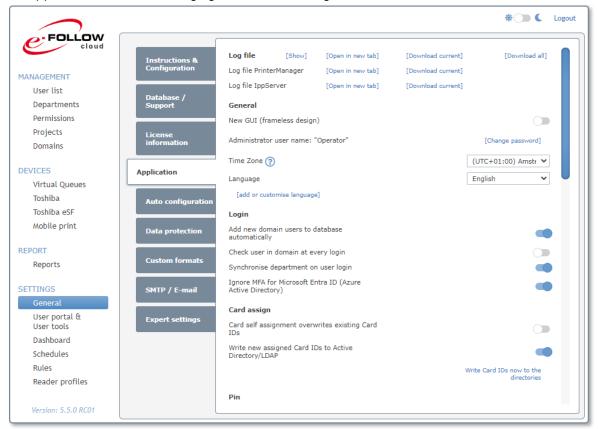
🕸 🔵 🌜 Logout e.FOLLOW e-FOLLOW Cloud Instructions & 5.5.0 Version MANAGEMENT Yearly Subscription license until 01.11.2024 User list License Departments Maximum number of Toshiba/Toshiba eSF device licenses 5 Permissions Projects Available Toshiba/Toshiba eSF device licenses 0 License information Domains DEVICES Application Virtual Queues Toshiba Auto configurati Toshiba eSF Mobile print REPORT Reports SMTP / E-mail SETTINGS General User portal & User tools Expert settings Dashboard Schedules Rules Reader profiles Version: 5.5.0 RC01

Under the license tab you will find the current license status of your e-FOLLOW.cloud server.

Version	e-FOLLOW.cloud version that is currently installed
License	Your current license status
Maximum number of	Number of supported Toshiba device licenses
Toshiba/Toshiba eSF	
device license	
Available Toshiba/Toshiba	Number of available Toshiba devices licenses
eSF device license	

## 9.4.1.4 Application

The application tab allows changing some basic configuration.



## 9.4.1.4.1 Logfile

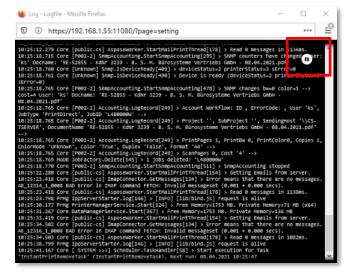
Here you can [ Show ] (live mode) the current log file, open it in a new window , [ Download current ] or

[Download all ] Logfiles.

Use the pause/play button to stop / start the live viewing.

The **[Download ]** options will allow to download the current or all available log files.

Additional you can also Open/Download the log files from PrinterManager and IppServer.



## 9.4.1.4.2 General

#### New GUI

Here you can switch the appearance of e-FOLLOW.cloud management between 'classic' and a newer frameless design.

#### 'Operator' password

Click to [Change password] to change the password for the user 'Operator'. Enter the current and the new password.

## Time Zone

Here you can select your current time zone. This has impact on the time stamp of print jobs, transactions and log files.

Time Zone 🕜	(UTC+01:00) Amste	~
Language	English	¥

## Language

Select the language from the pull-down.

e-FOLLOW.cloud is designed to support up to 36 languages. Use the link **[add or customize language]** to modify the text or add new language.

Add or customise l	anguage			×
			e file must be created. , edited and uploaded again.	
1. Select language	norsk - Norwegian	~	Create new language file	
2. Download languag	e file:			
lang_en.txt	[delete]			
lang_no.txt	[delete]			
3. Upload e	dited languages file			
J. Upload e	dited language file			
			Close	

Steps to create a new language file:

- 1. Select your prefered language and click on [Create new language file]
- 2. Then you can download the language file template and modify it. Make sure to remove the leading #-signs else the modified string will not get effective.

lang_no.txt - Editor	-		×	
<u>D</u> atei <u>B</u> earbeiten F <u>o</u> rmat <u>A</u> nsicht <u>H</u> ilfe				
### Norwegian			^	
### If you want to change a message remove # at the start of the	line.			
### Please use backslash to escape a special character:				
### \t Insert a tab in the text at this point.				
### \b Insert a backspace in the text at this point.				
### \n Insert a newline in the text at this point.				
### \r Insert a carriage return in the text at this point.				
### \f Insert a formfeed in the text at this point.				
###				
### The number between brackets (if set) represents the max. poss	ible le	ength d	of	
### EVENT LOGGER ##				
<pre>#event.cardserver.start.failed=Starting card server failed. {0}</pre>				
<pre>#event.card_server.unknown=Can't find NetCardReader with ip address {0} in datal</pre>				
#event.card_server.unknown.user=NetCardReader ( $\{0\}$ ). Couldn't find user for care				
$\sharp_{\rm event}$ can can a nninting=llcan '{0}' logged in hy cand {1} inho will be nale $\checkmark$				
Zeile 1, Spalte 1 100% Windows (CRLF)	UTF-8	8 mit BON	1	

3. Finally click on [Upload edited language file] and upload your new language file.

## 9.4.1.4.3 Login settings

## Add new domain users to database automatically

If enabled, users will be added immediately to the e-FOLLOW.cloud user database after successful authentication when printing or logging on to a Toshiba device. Else, new users will only be added while synchronizing.

## Check user in domain at every login

If enabled and login is performed by card or PIN, e-FOLLOW.cloud checks if the user is still available/valid in the domain.

## Synchronize department on user login

If enabled e-FOLLOW.cloud will check the user's department at each login. In case the user's department has changed it will be updated immediately in the e-FOLLOW.cloud database.

## Ignore MFA for Azure Active Directory

If enabled Multi Factory Authentication will ignored for Azure Active Directory. Else you have to add your public IP address range of your e-FOLLOW server to the trusted Ips at your Azure Active Directory (Microsoft Azure  $\rightarrow$  Azure Active Directory  $\rightarrow$  Security  $\rightarrow$  Conditional Access  $\rightarrow$  Named locations  $\rightarrow$  Configure multifactor authentication trusted IPs  $\rightarrow$  Skip multi-factor authentication for requests from federated users on my intranet).

## 9.4.1.4.4 Card assign

Card self-association overwrites existing Card Ids If enabled the user can associate a new card ID to his account. Any existing ID will be replaced by the new card ID.

# Attention

In case 'Write new Card-IDs to A.D'. is enabled, e-FOLLOW.cloud will not only replace existing Card-IDs in its own database, but also in the user's account in the directory service (A.D.).

## Write new Card-IDs to A.D.

If enabled, e-FOLLOW.cloud can write new card ID's that are self-assigned by users back to the user's account in the directory service.



# This presupposes following conditions

- The attribute for Card-ID is specified in domain settings
- The user specified in domain settings has the permission to write
- The user's Card-ID is not set in directory service (is blank) or
- the Above parameter "Card self-association overwrites existing Card IDs" must be switched ON.

## Write Card-IDs now to the directories



Clicking to this link/button will immediately start writing the current card-IDs to the corresponding directory services of each user.

Make sure writing card-IDs to directories is enabled.

# 9.4.1.4.5 PIN

Write generated Pin to Active Directory/LDAP Here you can define that if a new PIN is generated for a user (by Import, Synch., UserPortal or Administrator), the PIN is written to the directory service attribute defined in 'domains'.

When writing the generated Pin to Active Directory/LDAP, overwrite existing pin If enabled, e-FOLLOW will overwrite an existing PIN in the corresponding attribute when a new PIN is generated. Else an existing PIN in the directory service will be kept unchanged.



#### Attention

In case overwriting is disabled, the user's PIN in e-FOLLOW and the PIN stored in the directory service may not match.



## This presupposes following conditions

- The attribute for PIN is specified in domain settings
- The user specified in domain settings has the permission to write
- The user's PIN is not set in directory service (is blank) or
- the Above parameter "... overwrites existing PIN" must be switched ON.

#### Write PIN now to the directories

Pin Write generated Pin to Active Directory/LDAP When writing the generated Pin to Active Directory/LDAP, overwrite existing pin

Clicking to this link/button will immediately start writing the current PIN to the corresponding directory services of each user.



Make sure writing PINs to directories is enabled.

9.4.1.4.6 Print

#### Allow unknown users to print

IF enabled, users that do not exist in the domain or in the e-FOLLOW.cloud database can print anyway.

#### PJL user name has priority

This will force e-FOLLOW.cloud to check the print job's PJL header to extract the username (or alias) to map the job to the correct user account. This may be helpful if the printer is mapped under a different username or in SAP environments.

Show printed jobs which are waiting for accounting in the virtual queue job list (these jobs are displayed in blue)

10

If enabled jobs that are already printed will stay visible in the virtual queue list until e-FOLLOW.cloud receives the accounting information from the MFP

#### Don't create preview of print jobs

If enabled the preview images of the print jobs will not be created and cannot be viewed on the MFP panel or in Mobile App.

#### Prevent users to enable QuickPrint

If enabled the checkboxes "Print all jobs immediately after logging in." at Toshiba EWB screen and "Print all jobs immediately after login ("Quickprint")" at UserPortal→ACCOUNT→Settings screen will not be available for users.

#### 9.4.1.4.7 Notifications

#### Send Notifications by email

if enabled e-FOLLOW.cloud will send notifications to users via email.

#### Show notifications via PopUp

If enabled e-FOLLOW.cloud will use the PopUp to show notifications to the user.

#### 9.4.1.4.8 Toshiba

#### LDAP Password

Here you can modify the auto generated password for LDAP connections of the e-BRIDGE devices.

When changing the password, the LDAP settings at all e-BRIDGE MFPs needs to be updated acordingly.

#### Default display mode for new devices

Here you can select the display mode (dark or bright) that will be assigned to e-BRIDGE Next devices that are newly added to the device list.

#### User for accounting of system jobs / User for accounting of incoming faxes

Usually these types of jobs cannot be associated to a specific user and therefore do not appear in any reports.

If required, create an internal "system" user for assigning these job types.

Detect user from "Printope" print jobs and do accounting

In case the user is unknown (e.g. by an internal device error) the job will be printed as user 'Printope'. If 'Detect user...' is enabled these jobs can be accounted properly if the job's ID is known.

#### 9.4.1.4.9 Printer drivers

e-FOLLOW.cloud provides a convenient method to deploy Virtual Queues to the client PCs via UserPortal. Therefore, a personalized IPPinstaller package is created for each user containing

Operator Manual

 Printer Drivers

 Printer drivers list

 TOSHIBA V4 Printer Driver v10.70 x54

 TOSHIBA V4 Printer Driver v10.70 x32

 TOSHIBA Universal Printer Driver v10.70 x54

 TOSHIBA Universal Printer Driver v10.70 x54

 TOSHIBA Universal Printer Driver v10.70 x54

 TOSHIBA Universal Printer Driver v10.70 x52

 TOSHIBA Universal Printer Driver v10.70 x54

 Image: Toshiba Uni



☐ Driver

△ Driver properties

To provide different drivers that can be assigned to virtual queues, driver packages can be managed here. Clicking to [+] will open

the driver upload window.	Upload printer driver	
Enter the driver's name and optionally a 'simple name' displayed to the users.	Choose printer driver and enter its name. If it there is already one with the same name, it will be replaced. Name * Name that will be displayed to user Zip-archive with driver files (.inf-file should be in the root) * Date: auswählen Keine Date: ausgewählt	
Select the driver package (.zip file) containing all driver files and .inf file and press upload .	[Cancel] upload	

e-FOLLOW.cloud will check the archive and add the driver to the list.

## 9.4.1.4.10 Mobile App

#### Allow PIN login

If enabled the option to login to the mobile app by using only the user's PIN is generally enabled. A switch to enable PIN login will appear on the mobile app login screen.

10:30	<b>.</b> ⊪ ବ ∎)	10:30	,ıl ବ ■)
e.Foli	ow	e.Fol	Low
	PIN		
User		PIN Number	
Password			
Remember credentials		Remember credentials	
Log in		Log in	
Change server		Change server	
Test connection		Test connection	n

This feature then can be set individually for each user.

## 9.4.1.4.11 Other settings

#### **Reset all Azure Active Directory tokens**

Certain changes to Azure Active Directory will not take effect until a new token is issued. By default, tokens are automatically regenerated after 60 minutes. With the manual deletion of the token, you no longer have to wait for it.

## Also reduce Total Quota for scan and fax jobs

## **Custom Home Directory**

quotas will still be reduced)

Here you can enter / define the user's HomeDirectory. If – for example - scans shall be stored in a folder like <u>\\server\userData\scans\USERNAME</u> you can enter the path here. The wildcard **'::username'** will replace the actual user name logged in at the MFP.



In any case this Custom HomeDirectory will be used – even if it has been imported from A.D., LDAP or it has been entered manually.

## Web session timeout

The operator will be auto logged out after this time of inactivity.

#### Log level

Here you can define the level of details stored in the e-FOLLOW.cloud log file.

- Verbose: log will contain detailed information
- Error: only errors will be logged

#### Log Filter

Here expressions can be entered to filter the log content. A separate log file **e-FOLLOW.cloud-DATE.filter.log** will be created containing only messages matching the filter.



This should only be set on request by support.

## 9.4.1.5 Use Radius Authentication

e-FOLLOW.cloud supports user authentication against a RADIUS server.



RADIUS authentication typically is used in environments where several domains or authentication servers shall be merged to one single point of authentication.

If enabled in **General – Application** the RADIUS authentication options get available.



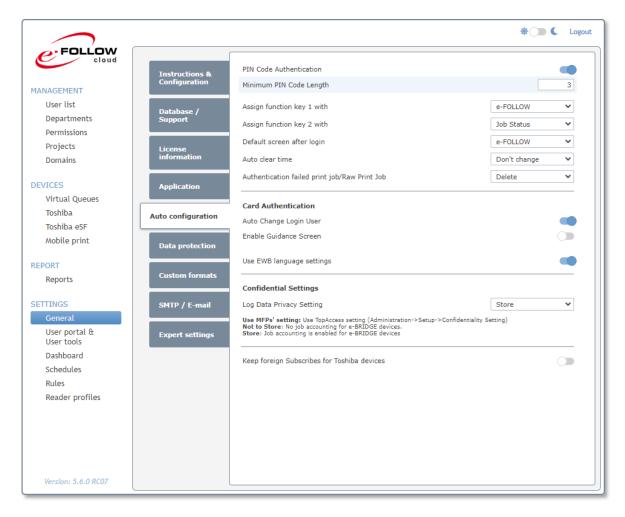
			遼 🕥 🕻 Logout
Cloud MANAGEMENT	Instructions & Configuration	Use RADIUS Authentication IP address of primary server	
User list Departments Permissions	Database / Support	IP address of secondary server Authentication Port [1812]	1812
Projects Domains	License information	Shared Secret Attribute (NAS Identifier)	
DEVICES Virtual Queues Toshiba	Application Auto configuration	[test RADIUS Login] Convert all domain names in RADIUS name [Add Domain alias]	
Toshiba eSF Mobile print	Data protection		
REPORT Reports SETTINGS	Custom formats		
General User portal & User tools	Expert settings		
Dashboard Schedules Rules	RADIUS Server		
Reader profiles			



Please request your administrator to obtain the details for the configuration of the RADIUS authentication service.

# 9.4.1.6 Auto configuration

At the auto configuration settings you can set up the configuration, which is downloaded and used at the e-FOLLOW.cloud App for e-BRIDGE devices.



## **PIN Code Authentication**

If enabled, the default login screen at the Toshiba e-BRIDGE device will be the PIN code entry screen.

#### Minimum PIN Code Length

The minimum length for a valid PIN code.

#### Assign function key 1/2 with

Here you can define, which MFP function should be called when the corresponding hardware key is pressed.

#### Auto clear time

Here you can set the time for the automatic user logout.

If you enable the feature at

User list  $\rightarrow$  EWB/Print settings  $\rightarrow$  Automatic deletion of jobs (This will activate single print)  $\rightarrow$  At logout then the auto clear time should be changed to No Limit

#### Authentication failed print job/Raw Print Job

This option defines, what the MFP should do with print jobs from an unknown user and domain name/LDAP server.



Set this setting to "Print" if users should be allowed to print directly to the device. But this setting is not recommended because these jobs won't be accounted correctly. The MFP will assign jobs for unknown user to "printope", which are not accounted by default.

## With the setting

General  $\rightarrow$  Application  $\rightarrow$  Toshiba  $\rightarrow$  User for accounting of system jobs you can set one user, to which these unknown jobs are assigned.

## Card Authentication - Auto Change Login User

If activated, a card login can be carried out even if a user is currently logged in.

## Card Authentication - Enable Guidance Screen

If enabled, at guidance screen is shown for card login.

## Use EWB language settings

If enabled, the language of the EWB is used.

## **Confidential Settings - Log Data Privacy Setting**

Here you can see the setting, which was set by the auto configuration (Settings  $\rightarrow$  General  $\rightarrow$  Auto configuration). It controlls if job data from the MFP should be stored for accounting or not. Beside from this there are additional settings at Settings  $\rightarrow$  General  $\rightarrow$  Data protection.

These settings are possible:

- Use MFPs' setting The setting from TopAccess→Administration→Setup→General→Confidentiality Setting is read and set at auto configuration.
- Not to Store

No job accounting for e-BRIDGE devices.

• Store Job accounting is enabled for e-BRIDGE devices.

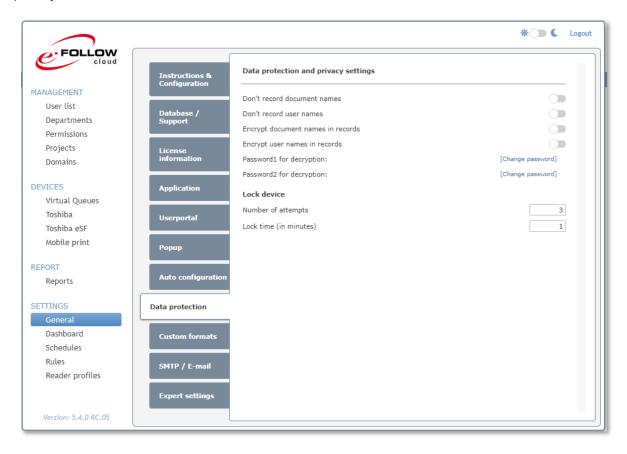
# Keep foreign Subscribes for Toshiba devices

By default other event subscribes are removed when the e-FOLLOW.cloud App adds its event subscribes to prevent timeout errors.

In case the event subscribes to other services are needed, this option has to be enabled.

## 9.4.1.7 Data protection

e-FOLLOW.cloud provides some unique functions to ensure a maximum level of data protection and privacy of user data.



#### Don't record document names

If enabled the document names will not be recorded in the transaction database.

## Don't record usernames

If enabled the usernames will not be recorded in the transaction database

#### Encrypt document names in records

If enabled, the document names will be stored encrypted in the transaction database

#### Encrypt user names in records

If enabled, the user names will be stored encrypted in the transaction database

#### Password1 for decryption:

Password 1 for the decryption of document names and user names when creating reports.

#### Password2 for decryption:

Password 2 for the decryption of document names and user names when creating reports.



#### Password 2 may be left blank.

The usage of two passwords allows performing a 2 factor authentication for the decryption of user names and document names.

#### Lock device

This will enable a security option against trying out credentials. If a user enters multiple invalid user credentials (username, username & password, PIN) reaching the *Number of attempts*, the device gets locked for the *Lock time*.



Locking of a device is also indicated in the device's General settings.

General		^
192.168.1.101	(TOSHIBA e-STUDIO448S)	
License:		
Serial number:	7017821101YKD	[change]
Description:		[change]
Location:	Control Systems dev	[change]
App version:	1.3.0	
Last login:	18 00 2010 08:58:40	
Locked until:	18.09.2019 09:43:32	
Last transaction:	Never	
Without automatic		

# 9.4.1.8 Custom formats

cloud	Instructions &	Date/Time	Pattern	Preview	Template
NAGEMENT	Configuration	Date	M/d/yyyy	6/15/2023	~
User list		Time	h:mm:ss tt	2:49:46 PM	~
Departments	Database / Support	Descent delimiter			
Permissions		Report delimiter	·		
Projects	License	Csv report delimiter	; 🗸 🗸		
Domains	information				
VICES	Application				
Virtual Queues					
Toshiba	Userportal				
Toshiba eSF					
Mobile print	Рорир				
PORT	Auto configuration				
Reports	rato comgaration				
TTINGS					
	Data protection				
General					
Dashboard	Custom formats				
Schedules					
Rules	SMTP / E-mail				
Reader profiles					
	Expert settings				

e-FOLLOW.cloud allows to customize the time and currency formats to your specific requirements.

### Date & Time

The Date/Time Pattern allows to specify your individual appearance of date and time inside e-FOLLOW.cloud and the reports. The most common patterns are available from the **Template** pull-down.

## **Report delimiter**

Here you can select the field delimiter that shall be used for the .csv export of reports.

# 9.4.1.9 SMTP / E-mail

			帝 🗇 📞 Logout
Cloud MANAGEMENT	Instructions & Configuration	SMTP settings Hostname / IP address:	mail.control-systems.de
User list Departments Permissions	Database / Support	SMTP port: SSL	25
Projects Domains	License information	SMTP authentication E-mail settings	[change credentials]
DEVICES Virtual Queues	Application	Admin e-mail: From address:	admin@control-systems.de
Toshiba Toshiba eSF	Userportal	Subject: Signature:	Notification from cs-3nmy Sent by Toshiba e-FOLLOW
Mobile print	Рорир	default e-mail address domain: If the user doesn't hav	@control-systems.de
Reports	Auto configuration	E-Mail Template-Edito	[test the SMTP and e-mail settings]
SETTINGS General Dashboard	Data protection	E-Mail Template:	<b>v</b>
Schedules Rules	SMTP / E-mail		
Reader profiles	Expert settings		
Version: 5.4.0 RC.05			

Enter the Hostname and port of your SMTP server.

In case SMTP authentication is required, enter the credentials of an account that is allowed to send emails via this server.

#### Use the E-mail settings to enter a From address: a Subject: an a signature.

Enter an **Admin e-mail address** that will receive administrator notifications e.g. in case of Maintenance is going to expire

The **default E-mail address domain** will be used if the user has no e-mail address assigned. e-FOLLOW.cloud will then try to send notifications to **'username'@'default\_E-mail\_address\_domain'** 

[test the SMTP and e-mail settings] Enter the sender and recipient and press Send test e-mail. e-FOLLOW.cloud	Test the SMTP and e-mail settings	×
embedded will try to send a test email.	Recipient address me@domain.com Example text This is a test e-mail.	
Check the in-box of the recipient to make sure, settings are correct.	[Cancel] send	

# 9.4.1.10 Sending mails via Microsoft 365

You can use Microsoft 365 as an SMTP server to send out mails to users.

It is recommended to add a specific user that is used for authenticating against MS365.

#### Login to Microsoft 365 admin center and select Active Users.

	Microsoft 365 admin ce	nter		,∽ Suchen				h 🐵		۲
≡			Start > Aktive Benutzer				১	Dunkler Moo	lus	^
ŵ	Start		Aktive Benutz	or						
R	Benutzer	^	ARtive benut							
1	Aktive Benutzer		F						$\sim$	- 1
	Kontakte		Empfohlene Aktionen (1)						~	
	Gastbenutzer									
	Gelöschte Benutzer		🞗 Benutzer hinzufügen	🗄 Benutzervorlagen 🕺 Me	hrere Benutzer hinzufügen	🝸 Filter 🔎	Durchsuchen der Liste	der akti	-	
<sup>9</sup> 2 <sup>6</sup>	Teams und Gruppen	$\sim$								
	Abrechnung	~	□ Anzeigename ↑		Benutzername	Lizenzen		🖽 Spi	ilten aus	wähle
Þ	Setup		Alain Danillard	:	a.uevinaio_cartaus.com 200 Quontrolsystemsde.onr	micrc Nicht lizenziert				
	Alle anzeigen		Alvanoon (196	ə :	Alvan Garrig - Hildree-casconmercing controlsyste	emsd Nicht lizenziert				
				:	Julium Caralle Cranticol-systems.de	Microsoft Teams Explore	atory			
			CloudPrint	:	cp@control-systems.de	Microsoft Teams Explore	atory			
			Commission and	:	contrologistemside_gmonicomment=@controlsystems	de.or Nicht lizenziert				

Add a new user for your domain.

It will take some minutes to create the user's mailbox.

Open the user settings and change to E-Mail – manage e-Mail apps.

Aktive Benutzer	NR no reply_2
Empfohlene Aktionen (1)	Foto andern         Second control of the second control
R Benutzer hinzufügen 👌 Mehrstufige Authentifizierung 💍 Aktualisieren \cdots	Konto Geräte Lizenzen und Aips <b>E-Mail</b> OneDrive
Anzeigename †     Benutzername	Mallbox storage 0% (9.764KB/50GB)
no reply noreply@control-systems.de	Learn more about mailbox storage guotas
no reply_2 🔍 : no_reply@controlsystemsde.onm	Postfachberechtigungen E-Mail-Apps
	"Lesen und Verwalten"-Berechtigungen Alle Apps zulässig
	(0) E-Mail-Apps verwalten "Senden als"-Berechtigungen (0)
	"Senden im Auftrag von"- Berechtigungen (0)
	In globaler Adressenliste anzeigen E-Mail-Weiterleitung
	Ja Keine
	Sichtbarkeit von globalen Adresslisten E-Mail-Weiterleitung verwalten

$\leftarrow$	$\times$
E-Mail-Apps verwalten	
Wählen Sie die Apps, in denen no reply_2 auf Microsoft 365 E-Mail zugreifen kann.	
✓ Outlook im Web	
Outlook Desktop (MAPI)	
Exchange-Webdienste	
Mobil (Exchange ActiveSync)	
IMAP IMAP	
	E-Mail-Apps verwalten Wahlen Sie die Apps. in denen no reply_2 auf Microsoft 365 E-Mail zugreifen kann. Outlook im Web Outlook Desktop (MAPI) Exchange-Webdienste Mobil (Exchange ActiveSync)

Authentifiziertes SMTP

You can now enter/edit the SMTP settings in e-FOLLOW

Hostname	smtp.office365.com
SMTP Port	587
SSL	ON
SMTP authentication	enter the username & password

SMTP settings			
Hostname / IP address:			smtp.office365.com
SMTP port:			587
SSL			
SMTP authentication			[change credentials]
E-mail settings			
Admin e-mail:			
From address:		no_reply@controlsystemsde.onmic	rosoft.com
Subject:		Notification from e-FOLLOW.cloud	
Signature:		Sent by Toshiba e-FOLLOW	
default e-mail address domain:		@control-systems.de	
If the user doesn't have an e-mail ad	dress, it will be created from login	name and this domain.	
		[test t	he SMTP and e-mail settings]
E-Mail Template-Editor			
E-Mail Template:			~



# Attention

Make sure the 'From address' is identical to the user credentials for logging in to MS365.

# 9.4.1.11 E-Mail Template-Editor

e-FOLLOW.cloud provides a convenient e-mail template editor that allows you to modify the e-mail content sent out to the users according your specific requirements.

Select the desired Template from the list.

$\frown$			⑦ € Logout
MANAGEMENT	Instructions & Configuration	SMTP settings Hostname / IP address:	mail.control-systems.de
User list Departments Permissions	Database / Support	SMTP port: SSL	25
Projects Domains	License information	SMTP authentication E-mail settings Admin e-mail:	[change credentials]
DEVICES Virtual Queues	Application	Admin e-maii: From address: Subject:	admin@control-systems.de
Toshiba Toshiba eSF Mobile print	Userportal	Signature: default e-mail	Sent by Toshiba e-FOLLOW
REPORT Reports	Popup Auto configuration	address domain: If the user doesn't have ar	@control-systems.de n e-mail address, it will be created from login name and this domain. [test the SMTP and e-mail settings]
SETTINGS	Data protection	E-Mail Template-Editor E-Mail Template:	
Dashboard Schedules	Custom formats	Ē*	*] User sync: PIN Notification *] Userportal: Complete registration *] Userportal: Changed user for job
Rules Reader profiles	SMTP / E-mail	Č. C*	"] Userportal: Reset password ] Mail print: Mail too large ] Mail print: Validation Token is missing in Subject ] Mail print: Mail received and moved to queue
Version: 5.4.0 RC.05	Expert settings	[*	] Mail print: Mail received and sent to printer ] Mail print: Mail received and moved to virtual queue ] Mail print: Mail received and sent to Toshiba device ] Mail print: Mail received and sent to Toshiba-eSF device ] Mail print: Mail received and moved to queue (existing account)
		"] ] ] ] ] ]	] Mail print: Mail received and sent to printer (existing account) <sup>1</sup> Mail print: Mail received and moved to virtual queue (existing account) ] Mail print: Mail received and sent to Toshiba device (existing account) ] Mail print: Mail received and sent to Toshiba-eSF device (existing account) ] Mail print: Mail received and moved to queue (new account + PIN) ] Mail print: Mail received and sent to printer (new account + PIN) <sup>1</sup> Mail print: Mail received and sent to printer (new account + PIN) <sup>1</sup> Mail print: Mail received and moved to virtual queue (new account + PIN)

You can now edit the default email content by using placeholders, images, links etc.

# [1] Placeholders

here you find the placeholders/variables that can be used for this template.

# [2] Delete template

This will delete the current content of the template and the default content will be used.

### [3] Enable/Disable template

If enabled the modified template will be used. Enabled templates are indicated by [\*].

Else the default content will be used.

		_	A		i	E.	• =	⊕ ⊒	3
Hello	::tulloar	ne defai	ult.						
YOUR	arint job *	flenam	e_default' h	as been m	oved to ques	e 'ouevenar	ne_defaulf.		
						clect the job t	tem the print .	job list	
The	ab will au	tomatical	ly be delete	g after 72	hours				
т	зні	RΔ							

# 9.4.1.12 Expert settings

This menu lists all advanced parameters of the e-FOLLOW.cloud system.



# ATTENTION!

These parameters MUST only be modified under the control of software support / development. Any change may lead to malfunction or make your site not working anymore. **Warranty may end at this point.** 

			遼 💭 🕻 Logout
Cloud MANAGEMENT	Instructions & Configuration	Expert settings. Change of values at your own risk! The default value is always in parentheses.	
User list Departments Permissions	Database / Support	DataManager efollow-cs-ip01-0 (127.0.0.1) AdminName (Operator)	Operator
Projects Domains	License information	AllowRedirectToDirectOrEbx (false) AsposeModuleExtraLogging (false) AutoConfigExtraLogging (false)	
DEVICES Virtual Queues	Application	AzureAdExtraLogging (false) AzureAdGraphApiMaxResults (999)	999
Toshiba Toshiba eSF	Auto configuration	BackupMaxDirSize (524288000) BalanceOverhead (0)	524288000
Mobile print REPORT	Data protection	CardServerTimeout (1500) CloudHealthStatusRequestTimeoutSeconds (15)	1500
Reports SETTINGS	Custom formats	ChromeExtensionId (fjpnapffembidnjnpnicglbfadococcp) ChromeGetPagesCountOnClient (true)	fjpnapffembidnjnpnicglbfa
General User portal &	Expert settings	ChromeGetPagesCountOnClientMaxChunkSize (104857600) ChromeMultiUsersSuffixLength (4)	104857600
User tools Dashboard Schedules Rules		DbWatchdog (false) DebugLdap (false) DebugLdapSsl (false)	
Reader profiles		DebugOutputManagement (false) DebugOutputManagementTimeout (300000) DebugPrintPreview (false)	300000
Version: 5.6.2 RC05		DebugPrintSelect (false) DebugProcessWorkflows (false) DefaultLanguageEnglish (false)	

## 9.4.2 User portal & User tools

#### 9.4.2.1 User Portal

e-FOLLOW.cloud provides an enhanced user portal. This allows users to maintain their account or upload documents. Here you have access to the settings that are related to the e-FOLLOW.cloud user portal.

				遼 🔵 🕻 🛛 Logo
Cloud	User portal	<b>User portal settings</b> Use User portal		
MANAGEMENT User list	Рорир	New GUI (frameless design)		
Departments	Горар	Address	https://userportal-cs-test.test.	e-follow.cloud
Permissions	IppInstaller	Allow file upload		
Projects		Upload queues:	Drawer1	
Domains	Local Print Module		Drawer3 DrawerDefault	U
			[+	-] [-]
DEVICES	Chrome Extension	Connection		
Virtual Queues				~
Toshiba		Session timeout	6 hours	~
Toshiba eSF		PIN self assignment		
Mobile print		Allow PIN self assignment		
REPORT		PIN length		5
Reports		IPP queues		
		Show personalized IPP-Printers		
ETTINGS		Show details of queues		
General				
User portal & User tools		Installation helper as IppInstaller.exe with integrated configuration		
Dashboard		Installation helper as ZIP archive		
Schedules		Installation helper as MSI installer		
Rules		Installation helper silent mode		
Reader profiles		Default printer driver	TOSHIBA V4 Printer Driver v10.70 x	(64 🗸
		Printer driver for particular queue	Select one queue from list below	~
		Select IPP queues:	e-follow.cloud IPP-Queue PropTEST	
Version: 5.7.0 RC01				

#### 9.4.2.1.1 User portal settings

#### Use User portal

This will enable/disable the general availability of the portal to the users

#### New GUI (framless)

This will enable/disable the new frameless design for the UserPortal.

#### Address

This shows the URL to access the UserPortal of your e-FOLLOW.cloud instance. Share this URL to all users that shall have access to the UserPortal.

#### Allow file upload

IF enabled the upload option gets available for the users.

#### **Upload queues**

Add one (or multiple) **upload queues** the users can select as destination. This can be virtual queues (for a later release) or direct queues (for instant print job release)

e-follow.cloud		
	[+]	[-]

9.4.2.1.2 Connection

#### Session Timeout

This defines the time after a user session is close automatically when there is no activity.

9.4.2.1.3 PIN self-assignment

#### Allow PIN self-assignment

If enabled the option to self-assign a PIN is available to the users.

#### PIN length

Defines the number of digits for the new PINs

Due to security reasons (trying/finding other user's PINs) the user cannot select a new PIN by himself. Instead the system will randomly create an available new PIN.

### 9.4.2.1.4 IPP queues

Туре	Name	h	nstaller 🗮		Details		
(A) IPP	e-follow.cloud	IppInstaller.exe (preconfigured)	Archive (.zip)	Windows Installer (.msi)	Show details		
Details * Use personalized URLs below to add IPP printers to your system.							
		ame e-follow. rinter URL https:/		st.e-follow. Ď			
				ок			

### Show personalized IPP-Printers

This option enables the download for personalized IPP-Installer package that contains the certificate, the personalized URL and the driver files.

#### Show details

If enabled the option to display the personalized URL for manual installation.

# Installation helper as IppInstaller.exe with integrated configuration

If enabled the button with lppInstaller.exe (preconfigured) will be show. When this executable is started it will automatically download all necessary files and install the IPP printer.

#### Installation helper as ZIP archive

If enabled the button with Archive (.zip) will be show. This archive will contain all necessary files to install the IPP printer.

#### Installation helper as MSI installer

If enabled the button with Windows Installer (.msi) will be show. This installer contains all necessary files and will install the IPP printer. When the user uninstalls it, also the IPP printer will be uninstalled.

#### Installation helper silent mode

This option will turn on silent mode for all installation helpers.

#### **Default Printer driver**

Here you can select the default printer driver that will be chosen for building the lppInstaller packages.

	Installation helper silent mode			
Userportal	Default printer driver	TOSHIBA V4 Printer Driver v10.70 x64	*	
Рорир	Printer driver for particular queue	Select one queue from list below	~	
Горар	Select IPP queues:	e-follow.cloud		
Auto configuration				
Data protection				
		[+]	[-]	

To assign a different driver to an IPP queue, simply select the queue in the list and assign the **Printer driver for particular queue** 

#### **Select IPP queues**

Click to [+] to add IPP queues that shall be published as personalized IPP-Installer packages via the user portal.

9.4.2.1.5 Include printer properties template with lppInstaller package This is a powerful method of configuring the capabilities and equipment of a virtual IPP queue.

A

This works only for Toshiba V4 printer driver!

Click to [ change ] to start the procedure for creating a printer property template.

Manage printer's properties template file	
How to export printer's properties Setup printer's properties. Enter printer's name in the field below. Copy the resulting command and execute it in powershell.	
<pre>\$(Get-PrinterProperty -PrinterName 'Printer's Name</pre>	
Upload printer's properties file           Datei auswählen         Keine ausgewählt         [Upload]	
Download current printer's properties template file [Download]	
Delete current printer's properties template file [Delete]	
Close	

On your workstation install a printer using the Toshiba V4 driver and modify it's configuration. All the settings stored at **Device Settings** will be included to the property file.

IntuneDistribut Print Preferences		×			
C g Quality Watermark Overlay	Others About 2	> <b>¢</b> ?			
Preview Device	User name (Alias) ds Device Settings	🖆 Toshiba Device Console	e - IntuneDistribut Drawer Custom Paper	Size SNMP Accoun .	×
		Model Selection		Drawers	
Toner Save		Universal	~	Drawer 1,2 & LCF	~
Do not Print Blank Pages				External LCF	
SNMP Communication in Printing				External LCF	~
			A4	Automatic Duplexing Unit	
			A4	Installed	~
		Update Auton	natically	Finisher Saddle Stitch Finisher (2 Tray	/s&1Fi ❤
		Upd	ate Now	Hole Punch Unit	
				2/3 Holes	~
				Inserter Unit	
Restore Defaults	OK Cancel			Not Installed	~
				Harddisk	
				Installed	~
		Restor	e Defaults	OK Cancel	Help

Then enter the printer name into the corresponding filed in the Manage printer properties template dialogue. This will generate the PS command line. Copy the PS command line to clipboard, run Power Shell and execute the command.

Manage printer's properties template file		
How to export printer's properties		L
Setup printer's properties. Enter printer's name in the field below. Copy the resulting command and execute it in powershell.		
<pre>\$(Get-PrinterProperty -PrinterName Printer's Name 'PropertyName "ToshibaPrinterProperties").Value &gt; printer_proper [copy to clipboard]</pre>	ties.txt	L
2 Windows PowerShell -		×
PS Z:\> \$(Get-PrinterProperty -PrinterName "Toshiba V4" -PropertyName "ToshibaPrinterProperties").Value > prin ties.txt	ter_prope	<u>م</u> ۲
		- ×

This will now generate the file printer\_properties.txt.

You can now upload this file to e-FOLLOW

Manage printer's properties template file         How to export printer's properties.         Setup printer's properties. Enter printer's name in the field below. Copy the resulting command and execute it in powershel         \$(Get-PrinterProperty -PrinterName "Printer's Name " -PropertyName "ToshibaPrinterProperties").value >	"AutoDuplexingUnit": "True", "BlackFreeMode": "False", "BoldValue": "0.017", "Bypass_Attribute": "None", "Bypass_PaperSize": "Automatic", "Bypass_PaperType": "Plain", "CakePassID": "", "CaspianAge": "None", "ConfigureTabSupport": "False", "ConfigureTabSupport": "False", "CustomDrawerl_PaperSize": "", "CustomDrawerl_PaperSize": "", "CustomDrawerl_PaperSizeHeight": "1", "CustomDrawerl_PaperSizeHeight": "1", "CustomDrawerl_PaperSizeHeight": "1", "CustomDrawerl_PaperSizeHeight": "1", "CustomDrawerl_PaperSizeHeight": "1", "CustomDrawer2_PaperSizeHeight": "1", "CustomDrawer2_PaperSizeHeight": "1", "CustomDrawer2_PaperSizeHeight": "1", "CustomDrawer2_PaperSizeHeight": "1", "CustomDrawer3_PaperSizeHeight": "1", "CustomDrawer3_PaperSize
[Delete]	Close

{

#### Include personalized token in URL

Use this option to add a user-specific token to the IPP-printer URLs.

It should only be disabled if multiple users are using the same PC and if you can make sure that the username of the currently logged in user is added correctly to the print job PJL-header.

#### 9.4.2.1.6 Self-assignment / registration

e-Follow cloud			*) <b>)</b> (
	Username:		
	Password:		٢
		[Microsoft login] [Create account]  Ren	nember login Log in
Version: 5.5.0 RC01			den EN ▼

#### Allow self-registration

If enabled users can self-register an internal account to e-FOLLOW.cloud. An appropriate link will be shown on the User Portal login page.

#### Allow E-Mail self-assignment

If enabled the users may add additional E-Mails to their account. This will allow the user to send print jobs by from other mail accounts.

#### Allow Alias self-assignment

If enabled the users may add additional Aliases to their account. This will allow the user to send print jobs under another user context (e.g. from SAP)

#### Accounting-Mode

Here you can define the accounting mode for users, that have self-registered to e-FOLLOW.cloud.

Self assignment		
Allow self-registration		Ð
Allow email self assignment		
Accounting	Quotas	~
Allow password reset for internal users		
Validity time of the password reset email (in minutes)		5

#### Allow to change password for internal users

If enabled internal users (not synchronized with a directory service) are allowed to change their password.

Gi

This can also be important for users that have been created automatically - e.g. by sending a job via email. In this case the password is initially blank and can be set by the user themselves.

#### Allow password reset for internal users

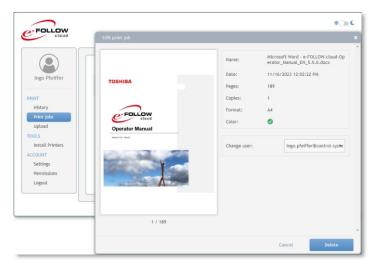
If enabled internal users will see a [Forgot Password?] link in case the password they entered was wrong.

An email to reset the password is sent to the user. The reset Link in this mail must be used before the **Validity time of the password reset** time expires.

#### 9.4.2.1.7 Print Job List

This option will enable/disable the print job list in the user portal.

Currently the user will have the option to preview the job, to delete the job or to reassign it to another user.



Allow users to reassign their jobs to other users If enabled users will see the option to change the ownership of their own jobs in the print job list.



To assign a job to another user the 'recipient' needs to allow that users can assign jobs to him.

If disabled he will not be selectable for other users.

	FOLLOW			<b>⊕ (</b>
	Ingo Pfeiffer	Pin: 31	Generate new pin	
		Other users can assign th	neir print jobs to me:	
Once a job has	PRINT History	Quota:		
been assigned	Print jobs	Total quota	981	
to another user	Upload	Color quota	100	
the 'original'	TOOLS	Print quota	Unlimited	
user has no	Install Printers	Copy quota	Unlimited	
access to this	ACCOUNT Settings	Scan quota	Unlimited	
job anymore.	Permissions	Fax quota	Unlimited	
	Logout	Print all jobs immediate	y after logging in (Quickprint)	
		Current language:	EN V	

# 9.4.2.1.8 Show permissions menu

This option will enable / disable the user's permission table in the UserPortal

History Print jobs Upload Internetfax sending ✓	FOLLOW				<b>₽</b> ◯ <b>■</b> (
PRINT       Print management       Imagement       Imagement <th>Ingo Pfeiffer</th> <th></th> <th></th> <th></th> <th></th>	Ingo Pfeiffer				
Print jobs     Internetfax sending     Image: Comparison of the server       Upload     Internetfax sending     Image: Comparison of the server       TOOLS     Fax transmission     Image: Comparison of the server       Install Printers     Fax transmission     Image: Comparison of the server       ACCOUNT     Fax received     Image: Comparison of the server       Settings     Image: Comparison of the server     Image: Comparison of the server	PRINT History	Print management	< ₽	Store to USB device	
ACCOUNT Fax received V D e-filing access V D	Upload TOOLS	Internetfax sending	< ₽	Store to remote server	<ul> <li>✓</li> <li>▲</li> </ul>
	ACCOUNT Settings				

# 9.4.2.2 PopUp settings

			遼〇〇 C Logout
cloud	User portal	Popup activated for User portal	
MANAGEMENT		Unknown users	
User list	Рорир	Unknown users's profile	None 🗸
Departments		Create unknown users automatically, when they log in by PopUp for	
Permissions	IppInstaller	the first time	
Projects			
Domains	Local Print Module	Download: e-FOLLOW PopUp.exe (version: 2.6.1)	
DEVICES		e-FOLLOW PopUp Configuration (from version 2.6.0 this configuration will automatically be integrated into	to file e-FOLLOW
Virtual Queues	Chrome Extension	PopUp.exe. For more configuration options, see the documentation.)	
Toshiba		Configuration:	
Toshiba eSF		-ip=popup-cs-test.test.e-follow.cloud -port=443	
Mobile print			
REPORT			
Reports			
SETTINGS			
General			
User portal & User tools			
Dashboard			
Schedules			
Rules			
Reader profiles			
Version: 5.7.0 RC01			

### Unknown users

Here you can define the behaviour of PopUp if a job from an unknown user is received by e-FOLLOW.cloud

#### Unknown users' profile

Here you can define what type of PopUp shall be used for unknown users.

## Create unknown users automatically when they login by PopUp for the first time

If enabled an unknown user that authenticates himself via e-FOLLOW.cloud PopUp will be automatically added to the e-FOLLOW.cloud database.

#### Download

At the download section you can download the e-FOLLOW PopUp.exe with integrated configuration. You can also see and modify the configuration. Every time when you download e-FOLLOW PopUp.exe the current configuration will be integrated.

More information about the configuration option can be fould at chapter:

# 8.4.5 Executing the e-FOLLOW client PopUp

### 9.4.2.3 IppInstaller

Here you can generated preconfigured lppInstallers for all Virtual queues.

					<b>∲ ● ●</b>	Logou
cloud	User portal		n of IppInstaller see Operate	nual's chapter <b>Roll out IPP printer</b> or Manual's chapter <b>Manual creatio</b>		
ANAGEMENT						
User list	Рорир	Download:	ip (version: 2.0.2)			
Departments		ippinotanene	p (reision zioiz)			
Permissions	IppInstaller	Configure and do	wnload queue specific IP	P-Printers		-
Projects		-				
Domains	Local Print Module	Queue name			Download	
			Installer type	EXE with configuration 🗸		
EVICES			Install mode	Silent V		
Virtual Queues	Chrome Extension		Install mode	Silenc +		
Toshiba		e-follow.cloud	Printer driver	UP2 x64 💙	[Download]	
Toshiba eSF			Printer properties	No 🗸		
Mobile print			User (for personalized installer)	[change]		
EPORT			(instance)			
Reports			Installer type	EXE with configuration 🗸		
hepores			Install mode	Silent ¥		
ETTINGS			Install mode	Silent		
General		ipp_cs_test	Printer driver	TOSHIBA V4 Printer Drive 💙	[Download]	
User portal &			Printer properties	No 💙		
User tools						
Dashboard			User (for personalized installer)	[change]		
Schedules						
Rules			Installer type	EXE with configuration		
Reader profiles			Install mode	Silent 🗸		
		IPP-Queue	Printer driver	TOSHIBA V4 Printer Drive 🗸	[Download]	
			Printer properties	No 🗸		
			User (for personalized installer)	[change]		

### Installation type EXE with configuration

If selected lppInstaller.exe with included configuration (metadata info of the file) can be downloaded. When this executable is started it will automatically download all necessary files and install the IPP printer.

#### Installation helper as ZIP archive

If selected a Archive (.zip) can be downloaded. This archive will contain all necessary files to install the IPP printer.

#### Installation helper as MSI installer

If selected a Windows Installer (.msi) can be downloaded. This installer contains all necessary files and will install the IPP printer. When the user uninstalls it, also the IPP printer will be uninstalled.

#### Installation helper silent mode

This option will turn on silent mode for all installation helpers.

#### Printer driver

Here you can select the default printer driver that will be chosen for building the lppInstaller packages.

#### **Printer properties**

Here you can select if the printer properties file should be included to the lppInstaller package. More informations about the printer properties can be found here: 9.4.2.1.5 Include printer properties template with lppInstaller package

#### User (for personalized installer)

If a user is selected, a personalized lppInstaller package for this user can be downloaded. In this case the IPP Url will contain informations about the user. When the field is empty the lppInstaller package with default IPP Url can be downloaded.

It is also possible to create an lppInstaller package mHere you will find an lppInstaller ZIP archive to create your own installer.

Download: IppInstaller.zip (version: 2.0.0)

# 9.4.2.4 Local Print Module

The e-FOLLOW.cloud Local Print Module will enable local print spooling on Client-PCs. It also will automatically create the needed local printer(s).



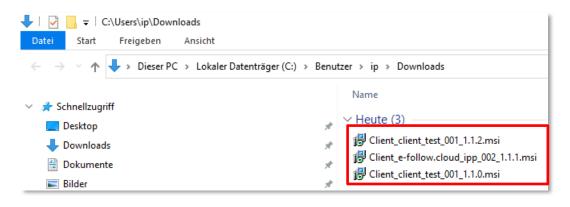
# The Local Print Module is not enabled by default. It is an optional module, which can be purchased.

							<b>∲ ● ●</b>
	User portal	Allows loca Only one e	-FOLLOW Client m	client ay be i	PCs and nstalled	per Client-PC.	= local printer(s) automatically. Jal under User portal & User tools ->
User list	Рорир	Client.			c uns in t	the operator manu	
Departments							[Add new configuration]
Permissions	IppInstaller			Virtua	l queues	5	Download
Projects Domains	Local Print Module	â	client_test				[Generate and download MSI]
DEVICES		w	L				Configuration ID: 001
Virtual Queues	Chrome Extension			+]	[-]	[Configure]	
Toshiba			e-follow.cloud				
Toshiba eSF		Ē	199				[Generate and download MSI] Configuration ID: 002
Mobile print			L	+1	[-]	[Configure]	Computation 1D: 002
			e-follow.cloud				
EPORT		-	e followieloud				[Generate and download MSI]
Reports		Ē					Configuration ID: 003
ETTINGS			I	+1	[-]	[Configure]	
General			ipp				
User portal &		â	e-follow.cloud IPP-Queue				[Generate and download MSI]
User tools			ipp_cs_test				Configuration ID: 004
Dashboard			l.	[+]	[-]	[Configure]	
Schedules		Local Prin	t Module expert se	ettings			×
Rules							
Reader profiles							
Version: 5.7.0							

Many different configurations can be created by pressing [Add new configuration]. For each configuration a MSI installer can be downloaded. This MSI installer will be generated when you press download. It does contain the configuration, printer driver, printer properties and executable for the windows service. Only one configuration can be installed on a Client-PC.

Everytime you make a change at the configuration settings and generate and download the MSI installer, the version number of the installer will be increased. This is necessary in order to carry out upgrades correctly.

On the Client-PC only a upgrade is allowed. Downgrade to a lower version number is not possible.

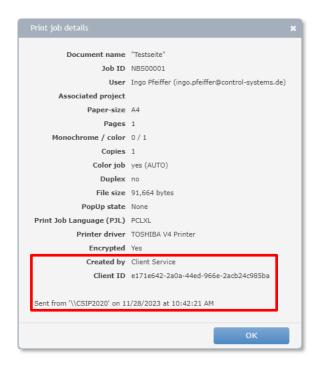


The MSI installer will install a windows service with the name: e-FOLLOW Local Print Module ... This windows service then will automatically install the local printer(s) with a raw printer port to IP address 127.0.0.1.

When the user prints one job to this printer, the print job will be stored encrypted on his PC and the job informations will be sent to the e-FOLLOW.cloud instance.

The windows service also starts polling to the e-FOLLOW.cloud instance for the next operations (delete job/release job).

These print jobs will now have the same functionality as every job in e-FOLLOW. In the management you only see the difference if you check the print job details:



Before releasing one Job (IPPS is used for this) the Client-PC checks if he can reach the MFP by IPPS. If there are any errors an message will be displayed on the MFP display. More details can be found at the dashboard of the management.

For the detailed settings you can select one or more queues and click on configure:

DEVICES Virtual Queues	Local Print M Chrome Ex	ne Extension [+] [-] [Configure]				[Generate and download Configuration ID: 001		
Toshiba	_		e-follow.cloud					×
Queue e-follow.cloud	Local printer name e-follow.cloud	TOSHIBA V4 Printe	Printer driver er Driver v10.70 x64		~	Include printer properties	Local print por 9101	t
						[Cancel]	ок	

There you can set up the Local printer name. This will be the name of the printer which will be automatically installed on the Client-PC.

You can also select one of the default printer drivers. The printer properties are containing the printer settings for the TOSHIBA V4 printer driver.

New printer drivers and the printer properties are currently only configurable at SETTINGS  $\rightarrow$  User portal & User tools  $\rightarrow$  Userportal.

Because the windows service starts a local TCP listener for each printer the local printer port has to be unique.

The MSI installer is not signed with a digital signature. The digital signature is needed to deploy the MSI installer in a Windows Active Directory environment.

To digitally sign the installer, send a request to support@control-systems.de with a download link (e.g. wetransfer.com) to the MSI installer.

Alternatively, you can check this setting in the properties of the downloaded MSI installer:

Client_ipp_	local-ipp_d0c3b13d-4a49-4638-b98a-bb690
Custom General	Details Previous Versions Compatibility Security
1 P	c3b13d-4a49-4638-b98a-bb690318a904_0.9.2.msi
Type of file:	Windows Installer Package (.msi)
Opens with:	Windows®installer Change
Location:	C:\Users\ds\Desktop
Size:	73.3 MB (76,894,208 bytes)
Size on disk:	73.3 MB (76,898,304 bytes)
Created:	Friday, November 3, 2023, 11:44:21 AM
Modified:	Friday, November 3, 2023, 11:44:22 AM
Accessed:	Today, November 3, 2023, 11:44:22 AM
Attributes:	<u>R</u> ead-only <u>H</u> idden <u>Ad</u> vanced
Security:	This file came from another computer and might be blocked to help protect this computer.
	OK Cancel Apply

The Local Print Module Expert Settings are the same settings as the Expert Settings for the Printer Manager. These settings may only be changed in consultation with the support team.

These parameters may only be changed in comm default value is in the brackets.	unication with support. The
ClientAnalysePostScript (true)	•
ClientAnalysePostScriptBytesRead (1048576)	1048576
ClientAnalyzePdfAfterConvert (true)	
ClientDebugIppPrint (false)	0
ClientDebugParse (0)	0
ClientDebugPrintJobAnalysis (false)	0
ClientDebugRawPrint (false)	0
ClientHttpTimeout (240000)	240000
ClientIppsPrintingTimeout (1800000)	1800000
ClientIppsTestTimeout (10000)	10000
IppsUrlTemplate (https://{0}/print)	https://{0}/print
IppUrlTemplate (http://{0}/print)	http://{0}/print
ClientLocalPrinterPortStart (9100)	9100
ClientOnlyAllowPclAndPS (false)	0
ClientParseBufferSize (262144)	262144
ClientParseTimeLimit (300000)	300000
ClientPclXIDeepAnalysis (true)	
ClientPclXlFastAnalysis (true)	
ClientPrintingType	IPPS
ClientPrintingUseHostname (true)	
ClientProjectCodeFromPjl	
ClientRawPrintBufferSize (524288)	524288

#### 9.4.2.5 Chrome Extension

With the e-FOLLOW Print Chrome Extension you can easily distribute e-FOLLOW queue to users which are using Google Chrome browser or working on a Chrome Book.

It can be retrieved from the Chrome Web Store or directly from this URL: <u>https://chromewebstore.google.com/detail/e-follow-print/fjpnapffembidnjnpnicglbfadococcp</u> Or click on the link at SETTINGS→User portal & User tools→Chrome Extension.

achrome web store	Q Erweiterungen und Designs suchen	
Discover Erweiterungen Designs		
C e-FOLLOW Print	Aus Chrome of	entfernen
Erweiterung Workflow & Planung 7 Nutzer		

After installing the extension it will show it's options dialog. When you are using it outside a Google Workspace or the admin hasn't set the policy for the extension you have to enter the UID (for e-FOLLOW.cloud) or Hostname (for e-FOLLOW).

At the Main page of the extension you can access you PIN-Code for login at Toshiba devices.

* 2	* • 5
e-FOLLOW Print Options v1.0.0	e-FOLLOW Print V1.0.0
UID/Hostname cs-test	PIN-Code for login at Toshiba devices *** ④
Send notifications?	Options
Reload extension (can fix some issues) Reload	
Main page	

The e-FOLLOW queues then will be shown additional to the other available printers when the user selects a printer.



# **Configuration:**

			帝 🔵 🕻 Logo
cloud	User portal	URL to e-FOLLOW Print Extension: https://chrome.google.com/webstore/detail/fipnapffembidninpn	in the decourse
MANAGEMENT			licgibiadococep
User list	Рорир	Configuration without Google Workspace	
Departments		<ol> <li>Install the extension</li> <li>Enter next value to "UID/Hostname" field:</li> </ol>	
Permissions	IppInstaller	cs-test.test	[copy]
Projects			
Domains	Local Print Module	Configuration for Google Workspace	
		<ol> <li>Sign in to your Google Workspace Admin Console</li> <li>From the Admin console Home page, go to Devices &gt; Chrom</li> </ol>	ne
DEVICES	Chrome Extension	3. Click Apps & extension, then Users & browsers 4. If the extension e-FOLLOW Print is not installed, then install	
Virtual Queues	Chrome Extension	Extension ID:	
Toshiba		fjpnapffembidnjnpnicglbfadococcp	[copy]
Toshiba eSF		<ol> <li>Choose e-FOLLOW Print extension</li> <li>The following permissions must be allowed: "Identity", "Notice</li> </ol>	fications" "Printers" "Storage"
Mobile print		"Web requests"	incations, Printers, Storage,
		7. Enter this JSON string as policy:	
EPORT		Policy for extension:	
Reports		{"token":{"Value":"b1bea4bb-30d6-46e9-8f82-	[copy]
		9d192458881c"},"uid":{"Value":"cs-test.test"}}	[save to file]
ETTINGS			[save as registry value]
General			
User portal &		IPP-Queues, which will be installed as printers:	e-follow.cloud
User tools			chrome_ipp
Dashboard			[+] [-]
Schedules		Default color mode:	Color 🗸
Rules		Default durlage and de	Park to
Reader profiles		Default duplex mode:	Book 🗸
		Additional print settings and restrictions are available in Google Workspace:	Google Workspace
		Default paper format:	A4 🗸
		Create users automatically from Google Workspace as internal user:	•
Version: 5.7.0			

# Configuration without Google Workspace

First the users have to install the extension and then they have to enter the shown value at UID/Hostname at the Options screen of the Chrome Extension.

Adminstrators in a Window Domain can also deploy the registry value from the "Policy for extension" to the users. Then they don't have to enter UID/Hostname at the Options screen of the Chrome Extension.

# Configuration for Google Workspace

When the users are organized in a Google Workspace the e-FOLLOW Print Chrome Extension can be installed and configured automatically.

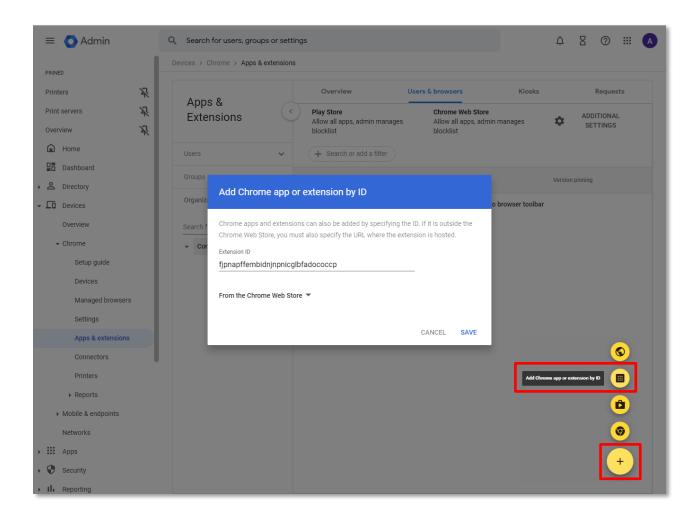
When you want to distribute the Extension to the users for your Google Workspace you need to execute the following steps.

Login to you Google Workspace Admin Console and go to Devices  $\rightarrow$  Chrome $\rightarrow$  Apps & extensions  $\rightarrow$  Users and Browsers

= 🔿 Admin	Q Search for users, groups or settings	
PINNED	Devices > Chrome > Apps & extensions	
Printers	Apps & Extensions	(
Overview	Users	~
Home	Groups	~
Directory	Organizational Units	^
✓ □ Devices	Search for organizational units	
Overview	Control Systems	
✓ Chrome		
Setup guide		
Devices		
Managed browsers		
Settings		
Apps & extensions		
Connectors		
Printers		

Then search for the Extension in the Google Web Store by name "e-FOLLOW Print"

# or add it by ID: fjpnapffembidnjnpnicglbfadococcp



= 🚫 Admin		Q Search for users, groups or s	setting	js				Ļ	8	?		
PINNED		Devices > Chrome > Apps & extens	sions									
Printers	72	Apps & Extensions		Overview	1		Users & browsers	Kiosks	Requests			
Print servers	矛	Apps & Extensions	(	Play Store Allow all	Chrome Web Store Allow all apps, admin manages blocklist		ADDITIONAL	e-FOLLOW Print	Î	(†)	×	
Overview	*	Users	~	apps, admin			SETTINGS	Installation policy				
<ul> <li>Home</li> <li>Dashboard</li> </ul>		Groups	~	manages blocklist				Force install + pin to browser toolbar 👻				
Directory		Organizational Units	^	+ Search o	r add a filter			Locally added				
- Devices		Search for organizational units		Арр			Installation p	Version pinning				
Overview		- Control Systems	-	a 5011.0	W Print			<ul> <li>The version pinning is not supported for this Chrome app or extension</li> </ul>				
- Chrome					offembidnjnpnic	gibfadoo	Force insta	Chrome Web Store options				
Setup guide Devices								Include in Chrome Web Store collection Inherited from Google default				
Managed browsers								Permissions and URL access				
Settings								Customize permissions for this app/exte	nsion 👻	CUST	OMIZE	
Anns & extensions								pointion of and upp/oxice		0001		

After adding the e-FOLLOW Print extension click on Customize permissions for this app/extension

Then select "If the extension uses a permission that is not selected, block users from installing or using it." and check Identity, Storage, Web requests, Notifications and Printers.

X	Block Extension			alocku	isers from installing or	using	it					
	If the extension uses one of the selected permissions, block users from installing or using it. If the extension uses a permission that is not selected, block users from installing or using it.											
	Alarms		Audio capture		Certificate provider		Clipboard read		Clipboard write		Context menus	
	Cookies		Desktop capture		Document scan		Enterprise device attributes		Experimental APIs		Fullscreen apps	
	File browser handler		File system		File system provider		HID		Override fullscreen escape		Detect idle	
	Identity		Google Cloud Messaging		Geo location		Media galleries		Native messaging		Captive portal authenticator	
	Power		Notifications	<b>~</b>	Printers		Serial		Set proxy		Platform keys	
	Storage		Sync file system		CPU metadata		Memory metadata		Network metadata		Display metadata	
	Storage metadata		Text to speech		Unlimited storage		USB		Video capture		VPN provider	
	Web requests		Block web requests									
												DONE

Then select the extension e-FOLLOW Print and set **the Installation policy** (e.g.: Force install + pin to browser toolbar). Also set the **Policy for the extension** with the JSON value from the e-FOLLOW management.

The token from the Policy will e-FOLLOW allow to detect, if the user is from the Google Workspace or not. The uid is used to select the correct e-FOLLOW.cloud instance.

Overview	Users & browsers		Kiosks	Requests		
Play Store Block all apps, admin manages allowlist	Chrome Web Store Allow all apps, admin manages blocklist	ADDITIONAL SETTINGS	e-FOLLOW Print	Î	ţ,	×
+ Search or add a filter			Installation policy			
Арр	Installation policy Version	pinning	Force install + pin to browser toolbar 👻 Locally added			
e-FOLLOW Print	Force install + pin to browser toolbar		Version pinning			
			The version pinning is not supported for this Cl	hrome app or extens	ion	
			Chrome Web Store options			
			Include in Chrome Web Store collection Inherited from Google default			
			Permissions and URL access			
			Customize permissions for this app/extensi	ion 👻 🛛 CL	ISTOMIZ	ZE
			Blocked hosts			
			One per line. Maximum of 100 URLs.			-
			Allowed hosts			
			One per line; allowed hosts override blocked hosts.	Maximum of 100 URL	S.	_
			Locally applied 🔻			_
			Policy for extensions {"uid":{"Value":"cs-ds00.test"),"token":{"\ d1ad-4db1-a020-ebdcfe51d43e"}}	Value":"16e2b24	•	

## e-FOLLOW Management Settings:

#### IPP-Queue, which will be installed as printers

Select here the queues, which should appear as printers in Google Chrome.

#### Default color mode

Choose here if "Color" or "Black and White" should be the default color mode.

#### Default duplex mode

Choose here the default duplex mode for printing.

#### Additional print settings and restrictions are available in Google Workspace

If you are using the Google Workspace you can set here additional settings and restrictions. For example you can here restrict color printing or restrict duplex mode. Just click on the setting to change it.

Admin Devices > Chrome > Sett		or users, groups or setti	ngs		Ţ	8	? ₩
Settings	<	User & browser settings Category: "Printing"	Device setti				on settings cent change
Organizational Units Search for organization	al units	Printing 👔	Configuration	Inheritance	Supp	oorted or	I
<ul> <li>Control Systems</li> </ul>		Printing	Enable printing	Google default		<b>9</b> 🔺	i05
		Print preview	Allow using print preview	Google default		<b>9</b> 🗡	i05
		Deprecated privet printing	Disable deprecated privet printing	Google default		<b>9</b> 🗡	i05
		Print preview default	4 sub settings	Google default		<b>9</b> 🗡	i05
		Printer management	Allow users to add new printers	Google default		<b>9</b> ×	i05
		Default color printing mode	Color	Google default		<b>9</b> 🔺	i05
		Restrict color printing mode	Do not restrict color printing mode	Google default		<b>9</b> 🗡	i05
		Default page sides	One-sided	Google default		<b>9</b> 🗡	i05
		Restrict page sides	Do not restrict duplex printing mode	Google default		<b>6 x</b>	i05

### Default paper format

Default paper format for the printers

Create users automatically from Google Workspace as internal user Create users automatically from outside Google Workspace as internal user Here you can allow or deny the automatical user creation for Google Workspace users or users outside the Google Workspace.

At the Default user settings or Default user settings outside Google Workspace you can set the default values for new users.

For more details about the default user values see: 9.1.7.6 Domains - Default user

Delete users automatically:

Additionally you can setup that users will be automatically deleted, when they have no print jobs in a virtual queue.

Delete users automatically even if they have jobs: Use this setting ff the users should be deleted even when they still have jobs in a virtual queue.

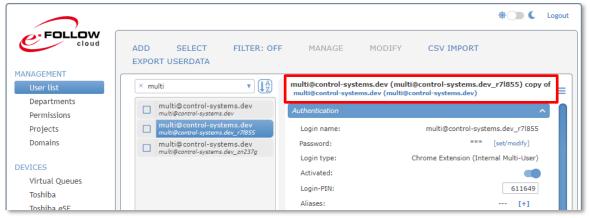
If the Google e-mail address of the user is not know at e-FOLLOW, printing with the Chrome Extension is not possible. Therefore the users autocreation has to be enabled or a user with the Google e-mail address as login name or e-mail address must already exist in e-FOLLOW.

### Multi-Users

Here you can set up users, which are usually used by many individuals like "guest or student".

When you now login with a Multi-User account on new Chromebook or Chrome browser a copy of the original Multi-User will be created. The copy of the Multi-User account will have "\_xxxxx" added to the login name, where "xxxxx" stands for random characters. Also the copied user will get a new random PIN.

At the user list these users are shown in this way:



# When you delete the original Multi-User account also the copied Multi-User accounts will be deleted.

PIN length: Set here the length of the PIN für copied Multi-Users.

Account jobs of the copied Multi-Users to the Multi-User template account: Use this setting if the job accounting should be assigned to the Multi-User template instead of the Mulit-User copy.

Delete users automatically:

Additionally you can setup that Multi-Users copies will be automatically deleted, when they have no print jobs in a virtual queue.

Delete users automatically even if they have jobs:

Use this setting ff the Multi-Users copies should be deleted even when they still have jobs in a virtual queue.

# 9.4.3 Dashboard

The e-FOLLOW.cloud Dashboard is the central point of information.

# 9.4.3.1 Event Log

The Event Log shows the current status of activities by showing a list of messages.

$\frown$		🕸 🔵 📞 Logou
cloud	Event Log	Info 📢 Warning 📢 Error 📢
MANAGEMENT		11/16/2023 1:22:39 PM New App version was installed on "CRLJ01017" (old: 2.1.0, new: 2.2.1)
User list	Device warnings	11/16/2023 1:15:11 PM Device "CRLJ01017" has outdated app version (v2.1.0).
Departments		
Permissions		11/16/2023 1:14:03 PM Device "CRLJ01017" has outdated app version (v2.1.0).
Projects		11/16/2023 1:03:38 PM Device "CRLJ01017" has outdated app version (v2.1.0).
Domains		11/16/2023 1:02:05 PM Device "CRLJ01017" has outdated app version (v2.1.0).
EVICES		11/16/2023 12:05:58 РМ Device "CFFG33116" has outdated app version (v2.0.0).
Virtual Queues		11/16/2023 12:05:58 PM Device "CSBN62375" has outdated app version (v2.1.0).
Toshiba		11/16/2023 12:05:58 PM Device "CRLJ01017" has outdated app version (v2.1.0).
Toshiba eSF		11/16/2023 9:14:09 AM Device "CFFG33116" has outdated app version (v2.0.0).
Mobile print		11/15/2023 11:07:20 PM Synchronisation was successful. Newly created or updated users: 13
EPORT		11/15/2023 7:51:55 PM Synchronisation was successful. Newly created or updated users: 14
Reports		11/15/2023 5:34:21 PM Couldn't process print job. Username ". Exception UserNotFound
TTINGS		11/15/2023 3:29:56 PM Device "CFFG33116" has outdated app version (v2.0.0).
General		11/15/2023 3:29:56 PM Device "CSBN62375" has outdated app version (v2.1.0).
User portal &		11/15/2023 3:29:56 PM Device "CRLJ01017" has outdated app version (v2.1.0).
User tools Dashboard		11/14/2023 7:51:22 PM Synchronisation was successful. Newly created or updated users: 14
Schedules		11/14/2023 2:00:12 PM Device "CRLJ01017" has outdated app version (v2.1.0).
Rules		11/14/2023 2:00:04 PM Device "CRLJ01017" has outdated app version (v2.1.0).
Reader profiles		[Refresh: Off] [remove all logs]
		Auto-delete old event logs after 1 week 💙
Version: 5.5.0 RC01		

Use the buttons on the top of the list to filter the list by message types [info], [warning] or [error].

If [Refresh:On] is active, the list will be auto-updated by new events.

[Clear log] will clear the current list.

# 9.4.3.2 Device Warnings

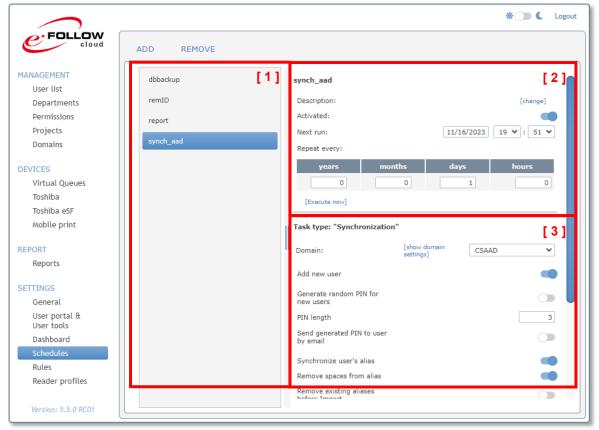
Here an overview of the devices that at current are unavailable (offline) or that show any errors or warnings.

				遼 🔵 🕻 🛛 La	ogout
MANAGEMENT User list Departments Permissions Projects	Event Log Device warnings	103 Offline (last online: 5/24/2024 9:03:13 AM) Empty drawers: Large Capacity Feeder (left) Low paper level for drawers: Drawer 1,Drawer 2,Large Capacity Feeder 112 Low paper level for drawers:	7017821101YKD Offline (last online: -)	<b>A</b>	
Domains DEVICES Virtual Queues Toshiba Toshiba eSF Mobile print REPORT		Drawer 2,Drawer 3			
Reports SETTINGS General User portal & User tools Dashboard Schedules Rules					
Reader profiles Version: 5.6.0 RC07					

Clicking to one device will directly switch to the corresponding device showing more details regarding the warning/errors.

## 9.4.4 Schedules

A lot of tasks In e-FOLLOW.cloud can be performed automatically. e-FOLLOW.cloud provides a powerful schedule tool for defining and planning the execution of these tasks.



# [1] Task list

The task list can hold an unlimited number of scheduled tasks. Click to **ADD** to create a new task or click to **DELETE** to remove an existing task from the list.

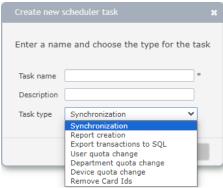
When adding a new task, you need to enter a task name and the type of the task. It is also recommended to enter a short description.

# [2] Schedule

The schedule section defines when a task is executed. Select the date and time for the next (fist) execution. Then select the repetition options.

## [3] Task details

This section describes the details of the scheduled task.



This will automatically synchronize the e-FOLLOW.cloud user database and the domain.

You can select if new users shall be added and/or what data shall be updated if they have changed in the domain.

If new users are added to the database a random Login PIN can be created and sent to the new users email address.

Task type: "Synchronization"			
Domain:	[show domain settings]	CSAAD	*
Add new user			
Generate random PIN for new users			
PIN length			3
Send generated PIN to user by email			
Synchronize user's alias			
Limit and shorten alias to allowed characters for windows login			
Remove existing aliases before Import			
Synchronize user's display name			
Synchronize user's e-mail address			
Synchronize user's home directory			
Synchronize user's department			
Synchronize user's card ID			
Synchronize user's login-PIN			

# 9.4.4.2 Report creation

This task will automatically create a report and send it as an attachment via e-mail.

Here you can select the type of the report that shall be scheduled. Select the sorting order and the file type.

Task type: "Repor	t creation"		
Send report to all users	(?		
Recipient e-mail address	?		[show details]
Report:		User - summary	[show report]
File type			●.pdf ○.csv

If you like to automatically receive reports like "last

month device summary" or "Ytd total of department X" it is recommended to create a custom report first and have this scheduled here.

9.4.4.3 Export transactions to MS SQL

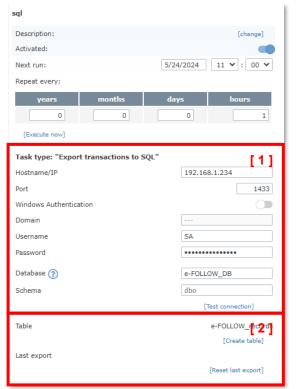
This task will export the transaction data (user's copy-, print-, scan- and fax-activities) to an external SQL database.

[1] Enter the database details and credentials.

If allowed by SQL Server, you can also use Windows Authentication.

[Execute now] will run the task immediately.

Use the **[Test connection ]** link to check if e-FOLLOW.cloud can establish a connect to the selected SQL-database.



[2] The table **e-FOLLOW.cloud\_records** will be created by clicking to the [Create table ] link.

If the table already exists it will be deleted (dropped) and created new.

Drop and create table?	×
Drop table 'e-FOLLOW_records' and create new table? This must be done before the first run, if table wasn't already created by another e-FOLLOW serv	er.
[Cancel] OK	

e-FOLLOW.cloud remembers the records already exported to the MS SQL database. In case you need to export again all data – e.g. after recreating the table – you can reset the last export by clicking to [Reset last export ]

6

In addition to the default reports the device's serial number, Model, Location and description are exported to the SQL database.



At current no other SQL databases than MS SQL are supported.

#### 9.4.4.4 Change quota (user, department, device)

This task will automatically add or set quotas. Depending the task type quotas will be set for users, departments or e-BRIDGE X devices.

Select the type of quota (total, color, copy, print, fax, etc.), if it shall be set to an amount of pages or added to the current quota and finally the amount of pages.

Then select if this task shall be applied to all users or to individual users / departments / devices.

Ignore missed tasks:	
Task type: "Quota change"	
Add total quota 💙 500 Pages	
For all users	
O For users from list:	

If you enable the switch **Ignore missed tasks** e-FOLLOW.cloud will not retry to execute tasks that could not be run at the scheduled time due to any reason.

## 9.4.4.5 Remove Card IDs

This task will remove the association of card IDs to user accounts. This may make sense if a set of 'one day' cards is emitted to users that have forgotten their personal card or if cards are replaced every X months/years.

Select if all card ID associations shall be removed or if only the card IDs from the below list shall be removed.

Task type: "Remove Card Ids"		
○ Remove all card Ids		
Card Ids from list:		
□ 1234		
	[+]	[-]

Use [+] and [-] to add or remove card IDs to / from the list.

## 9.4.5 Rules

e-FOLLOW.cloud provides a very convenient and powerful tool to apply rules for routing and converting of print jobs.

	衆 🕞 🐛 Logo
e FOLLOW cloud	ADD REMOVE ACTIVATED: ON FINALIZE CHANGES
MANAGEMENT User list Departments Permissions Projects Domains	Image       Search         Image       force BW         Image       Image         Image       Image
DEVICES Virtual Queues Toshiba Toshiba eSF Mobile print REPORT Reports SETTINGS General User portal & User tools Dashboard Schedules Rules	Users:       Departments:         ALL       GF         [+]       [-]         [+]       [-]         Queues/Printers:       Security groups:         e-follow.cloud       ALL         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]         [+]       [-]
Reader profiles Version: 5.7.0	[«] [<] [»] Page: 1 v [Switch to editor]

This enables you to setup a very sophisticated rule based print management system.

Based on several conditions

Conditions				
Document name	Contains			
	Ends with			
	Starts with			
Pages #	Greater than			
	Less than			
File size	Greater than			
	Less than			
Paper format	Unknown, A3, A4, A5,			
Color print	Y / N			
Duplex	Y / N			
Application				

	Change condition				*
	Pages#	~	greater than	~	
	Document name				_
	Pages#				
	File size		ancel]		
	Paper format				
-	Color print				_
	Duplex				
	Application				

A specific action can be executed.

Actions	
Delete	-
Convert to	Black & White
	Duplex
	B&W + Duplex
Move to queue	[virtual queue]
Change user	[username]

If the condition was r	met, following action wi	II be invoked for the job:
Convert to 🗸		
Black & White 💙		
Black & White		
Duplex	[Cancel]	ок
B&W + Duplex		
Erasable Blue		
EB + Duplex		

You can define as many rules as you like. Use the arrows behind the rule name to change the order of execution.



If enabled a Notification is sent to the user if the job has been processed / modified due to this rule.

For each rule you can define if it is a 'general' rule or if It shall apply to specific users, departments or groups.

Notification:		
Applies to:		
Users:		Departments:
ALL		GF
[+]	[-]	[+] [-]
Queues/Printers:		Security groups:
e-follow.cloud		ALL
[+]	[-]	[+] [-]
Entra ID groups:		
Entwicklung		
[+]	[-]	

To not disturb current printing of users you can switch off the e-FOLLOW.cloud rule system by clicking to the **ACTIVATED** button.

Once it's Off you can add or modify rules without taking effect on current printing.

When you have done any modifications on rules the FINALIZE CHANGES status changes to

# FINALIZE CHANGES (]

				遼 🗇 🕻 🛛 Log
Cloud	ADD REMOVE	ACTIVATED	: ON FINALIZE CHA	ANGES 🕕
MANAGEMENT User list	Q Search		force BW [change]	Document name contains [change]
Departments	Torce Dw			az22
Permissions	move large	▼ ▲	Action:	Convert to black&white [change]
Projects			Notification:	
Domains				
			Applies to:	
DEVICES Virtual Queues			Users:	Departments:
Toshiba			ALL	GF
Toshiba eSF				
Mobile print				
mobile princ			[+]	[-] [+] [-]
REPORT				
Reports				
			Queues/Printers:	Security groups:
SETTINGS			e-follow.cloud	ALL
General				
User portal &				
User tools			[+]	[-] [+] [-]
Dashboard				
Schedules			Entra ID groups:	
Rules			Entwicklung	
Reader profiles				
	[«] [<] [	>] [»]	[+]	[-]
	Page: 1	~		
	[Switch to editor]			
Version: 5.7.0				

Clicking to FINALIZE CHANGES (]

will generate the script and save it to the database.

The FINALIZE CHANGES status is changing to 🕢 .

e-FOLLOW.cloud is using the Python script language. By clicking to the [Switch to editor] link on the bottom you have direct access to the script editor.



#### Attention

any changes done inside the editor may lead to malfunction of the rules system. This editor is intended for administrators only being very familiar with the Python syntax.

i

<pre># coding=UTF-8 def runScript(job):</pre>
<pre>#Rule 1: force BW if "az22" in job.DocumentName.lower() and job.Department in ["GF"] and job.QueueName in ["e-follow.cloud"]: job.ConvertToBW("force BW", True)</pre>
<pre>#Rule 2: move large if job.Pages &gt; 100:     job.MoveTo("efollow-cs-test-0\\e-follow.cloud", "move large", False)</pre>
return job

Make sure to activate the rules system by clicking to the **ACTIVATED** button before leaving this page.

# 9.4.6 Reader Profiles

				₩ <b>) (</b> 1	Logout
e. FOLLOW	ADD REMOVE				
MANAGEMENT User list Departments Permissions Projects Domains DEVICES Virtual Queues Toshiba Toshiba eSF Mobile print REPORT Reports SETTINGS General User portal & User tools Dashboard Schedules	ADD REMOVE	Skip at front Skip at end Characters to use Revert byte-by-byte Convert Format Default profile for new devices	Test string		
Rules Reader profiles Version: 5.5.0 RC01					

Card reader profiles are used to modify the string read by a card reader.

This can be required if the UIDs of your cards are already stored in active directory. Depending how the IDs are read by the reader the IDs might need to be converted or reversed so they match.

To add a new profile click to [+].

You can enter a test string to directly check the impact of the current settings to the string.

You can use the *Test string* field to insert data and check if the conversion is working properly according the data that are required.

# 10 Using IppInstaller packages

From the UserPortal users have access to the Installer-packages of IPP queues.

FOLLOW					<b>≉</b> (]]
	Туре	Name	Installer 🕷	1	Details
Ingo Pfeiffer	IPP	e-follow.cloud	IppInstaller.exe Archiv (preconfigured) (.zip		Show details
History					
Print jobs					
Upload					
OOLS					
Install Printers					
CCOUNT					
Settings					
Permissions					
Logout					
					]

Any kind of lppInstaller must be run as administrator.

#### 10.1 IppInstaller.exe (preconfigured)

After executing lppInstaller.exe (preconfigured) it will download all necessary files to a directory with the same name as the executable. Also a log file is generated, which can be sent to the support in case of problems.

🖊   🖸 📙 🖛   Down	loads				
Datei Start Fre	igeben Ansicht				
$\leftarrow \rightarrow \checkmark \uparrow \checkmark$	Dieser PC > Downloads				~
<ul> <li>✤ Schnellzugriff</li> <li>Desktop</li> <li>Downloads</li> <li>Dokumente</li> <li>Bilder</li> </ul>	* * *	Name         ✓ Heute (3)         ④ IppInstaller_ingo.pfeiffer@control-systems.de_IPP-Queue_TOSHIBA V4 Printer Driver v10.70 x64.log         ④ IppInstaller_ingo.pfeiffer@control-systems.de_IPP-Queue_TOSHIBA V4 Printer Driver v10.70 x64.exe         ⑥ IppInstaller_ingo.pfeiffer@control-systems.de_IPP-Queue_TOSHIBA V4 Printer Driver v10.70 x64.exe	Änderungsdatum 15.06.2023 18:09 15.06.2023 18:09 15.06.2023 18:09	Typ LOG-Datei Anwendung Dateiordner	Größe 1 КВ 100 КВ
e-FOLLOW IPP P Printer name: IPP server URL: Printer driver:	rinter Installer v2.0.1 IPP-Queue https://pp-cs-test.test TOSHIBA V4 Printer	× .efollow.cloud:443/IP			
Install certificate Install printer driver	e-FOL	LOW IPP Printer Installer v2.0.1			
	Install Print	Printer with name "IPP-Queue" already exists. Please choose another printer name.			
		ОК			

It will also check if the printer name already exists and will force the user to user another printer name.

#### 10.2 **IppInstaller ZIP archive**

The lppInstaller ZIP archive contains all files which are needed. The configuration is included as the file config.cfg. The user has to extract the ZIP archive and run the lppInstaller.exe.

Name	Größe	Gepackte Größe
driver	38 873 729	18 932 419
config.cfg	165	170
📧 lppInstaller.exe	101 376	36 485
🍘 printer_properties.txt	14 270	2 990

The lppInstaller is the same as mentioned above. It will also check for existing printer name and will also write a log file.

# 10.3 IppInstaller MSI installer

The MSI installer will install the lppInstaller to the desired location and will then execute the same lppInstaller as mentioned abve.

e-FOLLOW IPP Printer installer ( FOLLOW W in the (e- Ca	e-FOLLOW IPP Printer installer (e- Destination Folder Click Next to install to the default f	follow.cloud) S older or click Cha	Setup —	(IPP-Queue) Setup		×
	C:\Program Files (x86)\e-FOLLOW 1	Ċ	Printer name: IPP server URL: Printer driver: Install certificate	IPP-Queue https://pp-cs-test.test.e-foll TOSHIBA V4 Printer		ter I
				Back	Finish	Cancel

After the installation it can be uninstalled with the windows control panel. While uninstallation also the IPP printer will be removed.

0	Systemsteuerung\Alle Systemsteuerungselemente\Programme und Features							
$\leftarrow$	He Systemsteuerung > Alle Systemsteuerungselemente > Programme und Features     Programme und Features     O     Programme und Features     Programme und Features     Co     Programme und Features     Programe und     Programme und     Programme und     Programme und							
	Startseite der Systemsteuerung Programm deinstallieren oder ändern							
-	Installierte Updates anzeigen	Wählen Sie ein Programm aus der Liste aus, und klicke	en Sie auf "Deinstallieren", "Ändern" o	oder "Reparierer	n", um es zu dei	nstallieren.		
V	Vindows-Features aktivieren oder deaktivieren							
	Programm vom Netzwerk Organisieren 🔻 Deinstallieren Ändern							
	installieren	Name	Herausgeber	Installiert am	Größe	Version		
		C e-FOLLOW IPP Printer installer (IPP-Queue)	Control Systems GmbH & Co.KG	15.06.2023	16,7 MB	2.0.1		
		e-FOLLOW IPP Printer installer (e-follow.cloud)	Control Systems GmbH & Co.KG	15.06.2023	16,7 MB	2.0.1		

# 11 Manual creation of IPP Printer-Installer

Beside of the autogenerated lppInstaller packages from the user-portal it is also possible to create an installer ZIP-archive manually. The package can be downloaded from the  $\rightarrow$  SETTINGS -> General  $\rightarrow$  Instructions & Configuration page.

Instructions &	Instruction to set up Toshiba e-BRIDGE Next devices	~
Configuration	Instruction to set up Toshiba eSF devices	
	Windows PopUp	~
Database / Support	IppInstaller	^
	Download:	
License information	IppInstaller.zip (version: 2.0.1)	



IppInstaller.exe must be executed as Administrator

There is also a silent version of lppInstaller, lppInstallerSilent.exe.

Before executing lppInstaller it needs to be customized for your specific needs.

€ e-FOLLOW IPP Printer Installer v2.0.1 ×						
Printer name:	IPP-Queue					
IPP server URL:	https://ipp-cs-test.test.e-follow.cloud:443/IP					
Printer driver:	TOSHIBA V4 Printer					
Install certificate						
Install printer driver						
	Install Printer					

IPP Installer consists of these components.

Name	Тур	Komprimierte Größe
driver	Dateiordner	
config.cfg	Configuration-Quelldatei	1 KB
📧 lppInstaller.exe	Anwendung	33 KB
📧 IppInstallerSilent.exe	Anwendung	33 KB
🎱 ReadMe.txt	TXT-Datei	1 KB

IppInstaller.exe	the installer program
IppInstallerSilent.exe	The same installer program but with build in silent parameter
config.cfg	the configuration file for lppInstaller
driver	Subdirectory holding the printer driver for the IPP/IPPS Queue

This allows you to create individual lppInstaller-packages, suitable for your current requirements.

e.g.

- packages for each IPP/IPPS queue
- packages for IPP/IPPS queues to be installed on PCs running inside your local network
- packages for IPP/IPPS queues to be installed on PCs running outside your local network

## 11.1 IppInstaller config.cfg

lppInstaller can get its configuration from command line parameters or config.cfg. If you download lppInstaller from the user-portal the configuration is included to the .exe file. The configuration from config.cfg has priority over the included to .exe file configuration. And configuration by command line parameters has priority over config.cfg.

E.g. the config.cfg file for lppInstaller can look like this:

```
config.cfg - Editor - C X
Datei Bearbeiten Format Ansicht Hilfe
server=https://
name=e-follow.cloud
forceinstalldriver
readonlyserver
lang=en
```

Parameters (for command line and config.cfg):

debug	This will add more detailed information to the installer-log. It can be disabled by # or by removing it from the config.cfg file.
server= *	This defines the full URL of the IPP/IPPS printer to be installed. Make sure to enter the correct URL.
name=	shown name of the printer
silent	If enabled the installer will run in silent mode. It can be disabled by # or by removing it from the config.cfg file.
forcecertificate	If there is an .cer file in the certificate directory it will be forced to be installed. Not needed for e-FOLLOW.cloud
forceinstalldriver	If there is an driver in the driver directory it will be forced to be installed.
download_driver=	Download driver as ZIP archive from the given URL. The ZIP archive will be extracted at the start of lppInstaller.exe.
download_cert=	Download certificate from the given URL.
download_printer_properties=	Download printer properties file from the give URL. Explanation to get this file can be found at the e-FOLLOW.cloud Management→Settings→General→User Portal
readonlyserver	IPP Server URL is read only
readonlyname	Printer name is read only
lang=	Lanuage of IPP Installer. Currently available: de en
uninstall	Uninstall IppInstaller
uninstallall	Uninstall lppInstaller and remove printer



#### \*) Make sure to use the correct URL.

[1] Select the IPP printer / virtual queue of your choice

[2] Click to 'Virtual IPP queue – IPP URLs'

[3] Copy the URL – external IPPS

MANAGEMENT User list Departments Permissions Projects Domains	efollow-vm-dev (172.16.0.4) Q Search queue P (105 Jobs) test (J Jobs)	[manage P	VinterManager] Virtual IPP queu Auto deloto jobo t SELECT R Name		[2]       after 3 hour       FILTER: OFF	s V DDIFY Time V		
DEVICES [1] Virtual Queues Toshiba	(socc) Hill		Testseite um 1 1/13/2022 7:19:1 Missere Word um 40 1/13/2022 7:29:0 IPP URLs for selected queue Printing via IPPS requires a client certificate.					
Toshiba eSF NetCardReader Mobile print		Click on th It only nee (Trusted	he link [IPP Server eds to be installed of Root Certification	Settings] above nce for all printer Authorities for	e to download the certifi rs on this print server local computer) anywestcentral.cloudap		[copy u[]]3 ]	
							ок	

#### 11.2 IppInstaller – driver

IppInstaller allows you to install any driver of your choice.

Copy the full content of the driver package to the driver folder.

Make sure the driver's .inf file is located in the root of	<ul> <li>IppInstaller &gt; driver</li> </ul>	~	G	2
the\driver folder	Name			Änder
	🤿 esfбu.cat			05.02.
	🗟 eSf6u.dll			05.02.
	eSf6u.gpd			05.02.
	👩 eSf6u.inf			05.02.
	🔊 eSf6u.ini			05.02.
	eSf6u.ver			05.02.
	eSf6u.xml			05.02.
	🗟 eSf6uaddprinter.dll			05.02.
	🚾 eSf6uaddprinter.zip			05.02.
	Cffubaca dll			05 02

If there is a ZIP archive with the name **driver.zip** in the lpp Installer root directory at start it will be extracted to the folder \**driver**.

You can also specifiy one URL with **downloaddriver=** where **driver.zip** can be downloaded.

a

IppInstaller is optimized for Toshiba V4 Printer Driver and Toshiba Universal 2 printer driver.

# 11.3 Roll out IPP printer with group policy

In case you like to roll out an IPP/IPPS queue to clients via policy it is recommended to

- roll out the certificate to client's Trusted Root Certification Authorities
- place the lppInstaller-package on a Server that all clients have access to
- create a .batch file executing lppInstallerSilent.exe
- Add the batch to clients GPO startup script

# 12 Roll out IPP printer with Intune

Create a new empty folder with any name.

File Home Share View				~ 😮
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This PC $\rightarrow$ De	sktop > Intune		✓ Ŏ Search Intune	
Name	Date modified	Туре	Size	
		This fold	r is empty.	

Download IntuneWinAppUtil.exe to the created folder from the official resource.

lame Date modified Type Size	54 КВ	→ * ↑ → This PC > De	esktop > Intune		~	Search Intune	
	54 KB	ame	Date modified	Туре	Size		
IntuneWinAppUtil.exe 14-Jun-23 2:51 PM Application 54 KB		IntuneWinAppUtil.exe	14-Jun-23 2:51 PM	Application	54 KB		

Create there new empty subfolders with name "Input" and "Output".

File Home Share View				· · · · · · · · · · · · · · · · · · ·
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This PC $\rightarrow$ De	sktop > Intune >		~	・ ひ Search Intune
Name	Date modified	Туре	Size	
Input	14-Jun-23 5:01 PM	File folder		
Output	14-Jun-23 5:01 PM	File folder		
📧 IntuneWinAppUtil.exe	14-Jun-23 2:51 PM	Application	54 KB	

Download **IppInstaller.zip** to any temporary place from e-FOLLOW Management -> Settings -> General -> Instructions & Configuration -> IppInstaller -> IppInstaller.zip.

Unpack the archive to "Input" folder.

$\leftrightarrow$ $\rightarrow$ $\uparrow$ $\land$ This PC $\rightarrow$	Desktop → Intune → Input →		ٽ ~	,○ Search Input	
Name	Date modified	Туре	Size		
driver	13-Oct-20 1:01 PM	File folder			
config.cfg	14-Jun-23 2:55 PM	CFG File	1 KB		
🚱 lppinstaller.exe	14-Jun-23 4:24 PM	Application	99 KB		
🚱 lppInstallerSilent.exe	14-Jun-23 4:24 PM	Application	99 KB		
ReadMe.txt	14-Jun-23 2:55 PM	TXT File	1 KB		

Delete files from "Input" folder to keep "driver" folder and "IppInstallerSilent.exe" file:

- config.cfg
- lppInstaller.exe
- ReadMe.txt

$\leftarrow \rightarrow \checkmark \uparrow \square$ > This PC > De	sktop → Intune → Input →		~	ට 🔎 Search Input
· · · · · · · · · · · · · · · · · · ·			-	
Name	Date modified	Туре	Size	
driver	13-Oct-20 1:01 PM	File folder		
😋 lppInstallerSilent.exe	14-Jun-23 4:24 PM	Application	99 KB	

Download printer driver (for example from e-FOLLOW Management -> Settings -> General -> Printer Drivers with help of Download button) and put driver files with .inf to the "driver" folder.

- → Y ↑ 📙 > This PC > Des	ktop → Intune → Input → driv	er >	~	C Search driver	
lame ^	Date modified	Туре	Size		
🦻 escбm.cat	19-May-22 8:29 AM	Security Catalog	67 KB		
🗟 eSc6m.dll	19-May-22 8:29 AM	Application exten	31 KB		
eSc6m.gpd	19-May-22 8:29 AM	GPD File	68 KB		
💼 eSc6m.inf	19-May-22 8:29 AM	Setup Information	24 KB		
🖹 eScбm.ini	19-May-22 8:29 AM	INI File	1 KB		
eSc6m.ver	19-May-22 8:29 AM	VER File	1 KB		
eSc6m.xml	19-May-22 8:29 AM	XML File	4 KB		
eSc6m-constraints.js	19-May-22 8:29 AM	JS File	24 KB		
eSc6mdefpr.xml	19-May-22 8:29 AM	XML File	1 KB		
Sc6m-devmode.xml	19-May-22 8:29 AM	XML File	1 KB		
eSc6mdevSettings.xml	19-May-22 8:29 AM	XML File	6 KB		
Sc6mfwdsdk.dll	19-May-22 8:29 AM	Application exten	1,085 KB		
eSc6mfwsdk.js	19-May-22 8:29 AM	JS File	2 KB		
E eSc6mHSP.exe	19-May-22 8:29 AM	Application	31 KB		
Sc6mifweb.dll	19-May-22 8:29 AM	Application exten	558 KB		
🗟 eSc6mimpl.dll	19-May-22 8:29 AM	Application exten	542 KB		
Sc6mjcore.dll	19-May-22 8:29 AM	Application exten	4,815 KB		
eSc6m-manifest.ini	19-May-22 8:29 AM	INI File	1 KB		
📧 eSc6mOVL.exe	19-May-22 8:29 AM	Application	26 KB		
📧 eSc6mpath.exe	19-May-22 8:29 AM	Application	37 KB		
Sc6mpclxI.dll	19-May-22 8:29 AM	Application exten	291 KB		
eSc6m-PipelineConfig.xml	19-May-22 8:29 AM	XML File	1 KB		

If you want to distribute "TOSHIBA V4 Printer Driver", you could include default printer properties (drawers, finishers etc.). See e-FOLLOW Management -> Settings -> General -> Userportal -> IPP queues -> Include printer properties template with lppInstaller package. There you can export printer properties from the template printer to a file with a command. This file should be placed in "Input" folder.

			☆○■ 🤇 Logout					
	Oud User portal	Printer driver for particular queue	Select one queue from list below					
MANAGEMENT User list	Popup	Select IPP queues:	e-follow.cloud IPP-Queue PropTEST					
Departments Permissions Projects	IppInstaller		[+] [-]					
Domains	Chrome Extension Include printer properties template with [ppInstaller package ?]							
DEVICES Virtual Queues	Virtual Queues Manage printer's properties template file 🗱							
Toshiba Toshiba eSF Mobile print	a eSF Setup printer's properties. Enter printer's name in the field below. Copy the resulting command and execute it in powershell.							
REPORT Reports	[copy to clipboard]							
SETTINGS	Datei auswählen Keine ausgewählt	[Upload]						
User portal & User tools Dashboard	Download current printer's propertie [Download]	s template file						
Schedules Rules Reader profile	Delete current printer's properties te [Delete]	emplate file						
Version: 5.5.0 R			Close					

Open IntuneWinAppUtil.exe file:

- source folder: Input
- setup file: lppInstallerSilent.exe
- output folder: Output
- file '.intunewin' already exists. Do you want to delete it (Y/N)? Y (Happens only by process repetition)
- specify catalog folder (Y/N)? N

File Home Share View Appl	ication Tools				~ 😮
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\Box$ $\rightarrow$ This PC $\rightarrow$ Desktop $\rightarrow$				ට ∕ Search Intune	
Name	Date modified	Туре	Size		
Input	14-Jun-23 5:07 PM	File folder			
Output	14-Jun-23 5:01 PM	File folder			
IntuneWinAppUtil.exe	14-Jun-23 2:51 PM	Application	54 KB		
C:\Users\ds\Desktop\Intune\Intune\IntuneWinApp Please specify the source folder Please specify the setup file: If Please specify the output folder Do you want to specify catalog for	: Input ppInstallerSilent. : Output	exe			×

You will get **IppInstallerSilent.intunewin** file in "Output" folder. This Intune app could be used to install any Virtual Queue as Printer on user's PC with the selected printer driver. For another printer driver please create another Intune app.

→ 👻 🛧 📙 → This PC → Deskt	top > Intune > Output		~	۹ 5	Search Output	
me	Date modified	Туре	Size			
IppInstallerSilent.intunewin	14-Jun-23 5:09 PM	INTUNEWIN File	18,534 KB			

# Open Intune portal.

Click on "Add new App".

Microsoft Intune admin center				Ģ	Q	¢ې	?	ন্দ
~	Home > Apps							
1 Home	Apps   All apps							
🖾 Dashboard		_						
⊟ All services		Add 🕐 Refresh	🍸 Filter 🞍 E	xport =	E Colu	umns		
Devices	(i) Overview	Search by name or p	aublisher					
Apps	All apps		Type	C+-	itus			Versior
퉋 Endpoint security	Monitor	ine '¥	туре	510	itus			version
<ul> <li>Reports</li> <li>Users</li> <li>Groups</li> </ul>	By platform Windows iOS/iPadOS							
<ul> <li>Tenant administration</li> <li>Troubleshooting + support</li> </ul>	macOS							
	Policy							
	App protection policies							
	App configuration policies							
	🍓 iOS app provisioning profiles							
	S mode supplemental policies							
	O Policies for Office apps							

Select "Windows app (Win32)" App type. Click on "Select".

Microsoft Intune admin center			· · · · · · · · · · · · · · · · · · ·
«	Home > Apps		Select app type
A Home	Apps   All apps		Create app
Dashboard		1 35	App type
All services		+ Add 🕐 F	Select app type
	(i) Overview	₽ Search by na	Windows 10 and later
Apps	All apps	Name	macOS
Endpoint security	Monitor		Microsoft Edge, version 77 and later
Reports	By platform		Windows 10 and later
Lusers	Windows		macOS
Groups	iOS/iPadOS	•	Microsoft Defender for Endpoint
X Troubleshooting + support	🖵 macOS		macOS
<ul> <li>Houbleshooting + support</li> </ul>	Android		Web Application
	Policy		iOS/iPadOS web clip
	App protection policies		Windows web link
	App configuration policies		Other
	🐁 iOS app provisioning profiles		Web link
	S mode supplemental policies		Built-In app
	Policies for Office apps		Line-of-business app
	Policy sets		Windows app (Win32)
	📀 Quiet time		macOS app (DMG)
	Other		Android Enterprise system app

# Select IppInstallerSilent.intunewin file.

Microsoft Intune admin center					G	Q	ŝ	?	ন্দ
<ul> <li>All services</li> <li>All services</li> <li>Apps</li> <li>See</li> </ul>	me > Apps   All apps > dd App kdows app (Win32) App information (applied to be applied to be		Requireme app packagı	App package file * "IppInstallerSilent. Name: IppInstallerS Platform: Windows Size: 18.1 Min MAM Enabled: No	intunewin"				
<ul> <li>€ Endpoint security</li> <li>ⓒ Open</li> <li>↔ → ∨ ↑  → This PC → Desktop</li> </ul>	> NewIntuneFolder > Outp	put		ٽ ×	,○ Search	Output		×	:
Organize ▼ New folder Name ☐ lppInstallerSilent.intunewin	Date modified 14-Jun-23 4:00 PM	Type INTUNEWIN File	Size 18,534 KB					0	
File name: IppInstallerSilent.intunewin				×	INTUNEWIN Open	File (*.in	tunewin) Cance	I	

# Fill in the fields as you wish.

Microsoft Intune admin center		<b>中</b> 4 参 0 冬
«	Home > Apps   All apps >	
숚 Home	Add App	
🖾 Dashboard	Windows app (Win32)	
E All services	Name * 🕡	IntuneQueue
🔲 Devices		
Apps	Description * 🕠	Installs IntuneQueue to your PC
🍕 Endpoint security		
🚰 Reports		Edit Description
💄 Users	Publisher * (i)	Control Systems GmbH & Co. KG
A Groups	-	
🈂 Tenant administration	App Version ①	1.0.0
🗙 Troubleshooting + support	Category 🛈	Other apps $\checkmark$
	Show this as a featured app in the Company Portal ①	Yes No
	Information URL ③	https://www.control-systems.de/software/e_follow_cloud
	Privacy URL 🕕	https://www.control-systems.de/unternehmen/datenschutz
	Developer (i)	Control Systems GmbH & Co. KG
	Owner 🕕	Control Systems GmbH & Co. KG
	Notes ①	
	Logo 🛈	Change image
		e-FOLLOW cloud
	Previous Next	

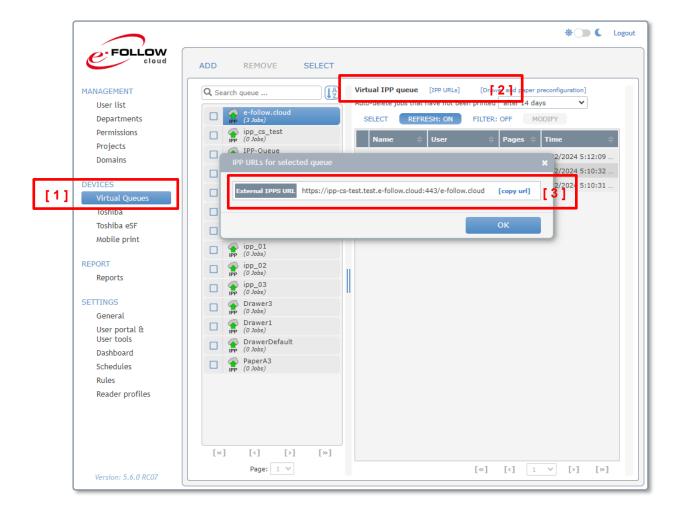
Choose a Virtual Queue you want to distribute from e-FOLLOW Management -> Devices -> Virtual Queues. Its name further will be referred as <QUEUE\_NAME>. Copy target queue's url from [IPP URLs] -> [copy url]. This url further will be referred as <IPP\_URL>.



## \*) Make sure to use the correct URL.

[1] Select the IPP printer / virtual queue of your choice

- [2] Click to 'Virtual IPP queue IPP URLs'
- [3] Copy the URL external IPPS



# Go to "Program" step

Microsoft Intune admin center				Ŗ	Q	÷	0	ন্দ
*	Home > Apps   All apps >							
숨 Home	Add App							
🖾 Dashboard	Windows app (Win32)							
All services								
Devices	App information 2 Program	3 Requirement	ts (4) Detection rules	5 [	Depen	dencies	6	) Super
Apps	Specify the commands to install and uninst	all this app:						
🌷 Endpoint security	Install command * 🕕	IppInstallerSilent.	exe "-Name=Intune" -Server=	https://in	op-cs-t	est.test.	e-follo	v
Reports								
🔒 Users	Uninstall command * 🛈	IppInstallerSilent.	exe "-Name=Intune" -Uninsta	IIAII				~
🏂 Groups	Install behavior ①	System User	$\supset$					
Tenant administration	Device restart behavior 🕕	No specific action						$\sim$
🗙 Troubleshooting + support	Specify return codes to indicate post-instal	lation behavior:						
	Return code		Code type					
	0		Success				~	∕ 📋
	+ Add							
	Previous Next							

- Install command: lppInstallerSilent.exe "-Name=<QUEUE\_NAME>" -Server=<IPP\_URL>
- Uninstall command: lppInstallerSilent.exe "-Name=<QUEUE\_NAME>" -UninstallAll
- Install behavior: System
- Device restart behavior: No specific action
- Keep only 0 return code.

# Go to "Requirements" step

Microsoft Intune admin center			Ŗ	Û	<u>نې</u>	?	ন্দ
*	Home > Apps   All apps >						
1 Home	Add App						
🖾 Dashboard	Windows app (Win32)						
E All services							
🖵 Devices	🔮 App information 🛛 🔮 Program	3 Requirements (4) Detection rules	5 [	)epenc	dencies	6	) Super
Apps	Specify the requirements that devices must	meet before the app is installed:					
퉋 Endpoint security	Operating system architecture * 🕕	2 selected					$\overline{}$
🕎 Reports		Windows 10 1803					
🚨 Users	Minimum operating system * 🕧	windows 10 1803					~
A Groups	Disk space required (MB) 🛈						
Tenant administration	Physical memory required (MB) ①						
X Troubleshooting + support	Minimum number of logical processors required ①						
	Minimum CPU speed required (MHz) 🕕						
	Configure additional requirement rules						
	Туре	Path/Script					
	No requirements are specified.						
	+ Add						
	Previous Next						

- Operating system architecture: 32-bit and 64-bit
- Minimum operating system: Windows 10 1803

# Go to "Detection rules" step

Microsoft Intune admin center		· · · · · · · · · · · · · · · · · · ·
Microsoft Intune admin center « Home Dashboard All services Devices Apps Endpoint security Reports	Home > Apps   All apps > Add App Windows app (Win32) App information Program Requirements Configure app specific rules used to detect the presence of the ap Rules format * ① Manually configure of	Detection rule         Create a rule that indicates the presence of the app.         Rule type * ①       Registry         Key path * ①       HKEY_LOCAL_MACHINE\SOFT
<ul> <li>Users</li> <li>Groups</li> <li>Tenant administration</li> <li>Troubleshooting + support</li> </ul>	Type       Path/Code         No rules are specified.       +         + Add ()       -	Detection method * ① String comparison Operator * ① Equals Value * ① Intune Associated with a 32-bit app on 64-bit clients ①
	Previous Next	ОК

Rules format: Manually configure detection rules

Add one rule:

- Rule type: Registry
- Registry key: HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Print\Printers\<QUEUE\_NAME>
- Value name: Name
- Detection method: String comparison
- Operator: Equals
- Value: <QUEUE\_NAME>
- Associated with a 32-bit app on 64-bit clients: Yes

# Go to "Assignments" step

Select needed user groups.

Microsoft Intune admin center					₽ Q 🕸	ଡ ନ
»	Home > Apps   All a	apps >				
1 Home	Add App					
🖾 Dashboard	Windows app (Win32)					
E All services						
Devices	🕑 Program 🛛 🔇	Requirements	Oetection rules	🔮 Dependencies 🛛 🔮	Supersedence	Assignm
Apps						
🅠 Endpoint security				emoved from the device when the end user will need to take e		
🚰 Reports			,			
🚨 Users	Required 🕠					
🎥 Groups	Group mode	Group	Filter mode	Filter	Enducer	notifications
🤌 Tenant administration		Group	Filter mode	Filter	End user i	louncations
🗙 Troubleshooting + support	No assignments					
	Available for en	rolled devices 🕕				
	Group mode	Group	Filter mode	Filter	End user r	notifications
	Included	Intune-enrolln	nent None	None	Show all to notificatio	
	•					
	+ Add group 🛈 + Ad	dd all users 🛈 + Add	all devices 🛈			
	Uninstall 🕕					
	Group mode	Group	Filter mode	Filter	End user r	notifications
	No assignments					
	•					
	Previous	Next				
https://endpoint.microsoft.com/#	Group mode No assignments		Filter mode	Filter	End user r	notifications

Finish app creation enrollment.

# 13 Printing from Mac

e-FOLLOW can not only receive print jobs from Windows clients but also from Mac (or Linux)

To print to a virtual queue configure your Mac as follows.

Visit <u>http://business.toshiba.com/support/index.jsp</u> to download an appropriate driver for your MFP.

	• • •	🤪 "TOSHIBA e-STUDIO Color MFP" installieren 🔒
	TOSHIBA	Willkommen bel: TOSHIBA e-STUDIO Color MFP
Follow the installation instructions of the driver		
package	Einführung	Sie werden durch alle Schritte geführt, die für die Installation dieser Software erforderlich sind.
F9	<ul> <li>Lizenz</li> </ul>	
	<ul> <li>Zielvolume auswählen</li> </ul>	
	<ul> <li>Installationstyp</li> </ul>	
	<ul> <li>Installation</li> </ul>	
	Zusammenfassur	1
		•
	C:STUDI	0
		Zurück Fortfahren
Add and Configure New Printer		Drucker & Scanner Q, Suchen
Open 'System Preferences' $\rightarrow$ 'Print & Fax'	-	
Open bystem references $\rightarrow$ r mit $\alpha$ r ax	192.168.1.222	192.968.1222
	CLX-3300	Drucker-Warteliste öffnen
	Samsung CLX-330	Optionen & Fülstände
	• Office	
		Orti Arti: Algemeiner PostScript-Drucker
		Status: Inaktiv
		Diesen Drucker im Bystemeinstellung "Freigsben"
	+ -	
Klick '+' Sign to add a new printer		Standarddrucker: Zuletzt verwendeter Drucker
		Standard-Papierformat: DIN A4
		Hinzufügen
Q	A -	O. Sushan
Select type 'IP' from the menu across	<b>•</b>	Q. Suchen
the top, then fill in following options Standard	IP Windows	Suchen
Address: IP-address of your		
e-FOLLOW server	dresse: 192.168.1.	.225
	Hostname o	der Adresse gültig und vollständig.
Protocol: 'Line Printer Daemon –	otokoll: Line Prin	ter Daemon - LPD
LPD' (default)	teliste: print2me	
		deistalista bitta laaz lassan
Queue name, optor the exact queue	Fur Standar	dwarteliste bitte leer lassen
Queue name: enter the exact queue		
name of the virtual printer		
	Name: e-FOLLO	DW print2me
	tandast.	0
5	tandort: virtuelle	Queue
Verv	wenden: Allgeme	einer PostScript-Drucker

Hinzufügen

<b>Printer driver:</b> here you can select the driver software as installed above.	Warteliste: print2me Für Standardwarteliste bitte leer lassen
	Name:       e-FOLLOW print2me         Standort:       virtuelle Queue         Verwenden:       Allgemeiner PostScript-Drucker
	Hinzufügen
Select the driver software and klick to OK.	C Filter Samsung SCX-0630_0630 Series P3 Samsung SCX-5835_5935X Series Samsung SCX-6545X Series PS Samsung SCX-6x22 Series PS Samsung SCX-6x55 Series PS Samsung SCX-6x55X Series PS Samsung SCX-8x55X Series PS Samsung SCX-8030 8040 Series PS Samsung SCX-8123 8128 Series PS Samsung SCX-8123 8128 Series PS Samsung SF-760 Series TOSHIBA ColorMFP Zebra CPCL Label Printer Zebra CPCL Label Printer Zebra EDI Label Printer

Now your Mac is ready to print to e-FOLLOW.

## 13.1 IPP printing from MAC

e-FOLLOW.cloud can not only receive print jobs from Windows clients but also from Mac and Linux.

To print to a virtual queue configure your Mac as follows.

Visit http://business.toshiba.com/support/index.jsp to download an appropriate driver for your MFP.

Follow the installation instructions of the driver package...



Add and Configure New Printer Open 'System Preferences' → 'Print & Fax'

•• <> =	Drucker & Scanner	Q, Suchen
Drucker 192.506.5322 1948/54, 23461, Benster 1948/54, 23461, Benster 1948/54, 23461, Benster 1948/54, 23461, Benster 1948/54, 23461, Benster 1948/54, 2346, 1346, Benster 1948/54, Benst		eliste öffnen
	Ont: Art: Algemeiner PoetS Status: InAdiv	icrigit-Drucker
+ [-]	Diesen Drucker im Netzwerk freigeben	Systemeinatellung "Freigaben" - )
	Standarddruckers	Zuletzt verwendeter Drucker
	Standard-Papierformat:	DN A4

Klick '+' Sign to add a new printer

Customize the view of the "Add" dialog to access the "Advanced" entry. Right-click on the toolbar and enter "Customize toolbar..."

•••		Add		
Default IP	Windows	✓ Icon and Text Icon Only	Search Search	
		Text Only	_	
Address		Use Small Size		
	Enter host na	Customize Toolbar		
Protocol	Internet Pri	nting Protocol - IPP	•	\$
Queue	:			
Name				
Location				
Use				0
030				
				Add

.

Drag the Advanced butto toolbar.	on to the	Add Add Q Search Default IP Windows Search	
		Drag your favorite items into the toolbar	
		Windows IP Default Advanced Search Space	Flexible Space
		or drag the default set into the toolbar.	
Then click to the "advan	ced"	Default IP Windows Search	
option		Show Icon and Text 😂 🗆 Use small size	Done
	PRINT History Print jobs Upload IPP Printers	Type     Name     Printer URL (?)       Image: Constraint of the set of the	Copy W.cloud:44
Type: select Internet Printing Protocol (https)	TOOLS Confirmation Popup	Type:         Internet Printing Protocol (https)         Image: Comparison	
<b>URL</b> : enter the URL for the virtual queue copied from	ACCOUNT Settings Logout	URL: https://ippe-follow.cloud:443/e-follow.cloud RBC,CYLMhr93GX254V37w	
Management or UserPortal.		Name: e-follow.cloud	-
Name:the printer		Use: TOSHIBA ColorMFP	
<b>Use</b> : select the printer driver previously installed.		Add	

Click Add to finish the installation of the virtual queue on your MAC.

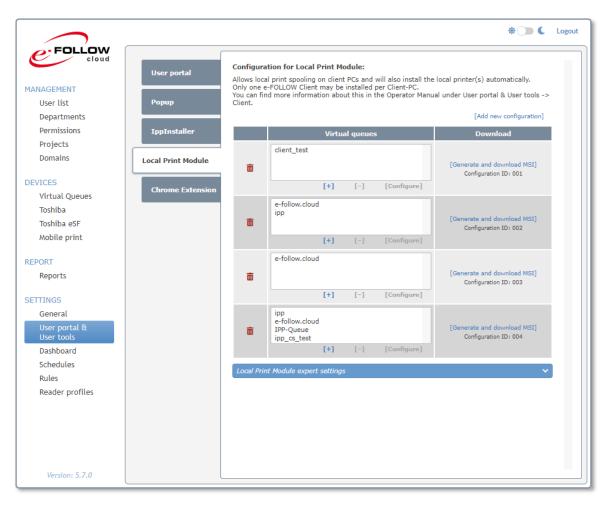
# 14 Printing from Chromebooks

i

# These steps are not needed any more when the e-FOLLOW Chrome Extension is used. See: $\ensuremath{\textbf{0}}$

The e-FOLLOW.cloud Local Print Module will enable local print spooling on Client-PCs. It also will automatically create the needed local printer(s).

The Local Print Module is not enabled by default. It is an optional module, which can be purchased.



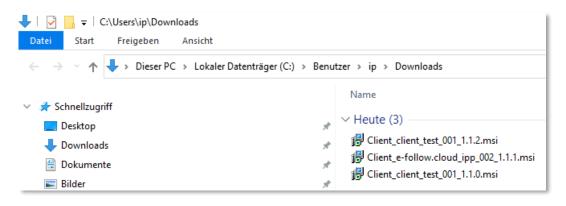
Many different configurations can be created by pressing [Add new configuration].

For each configuration a MSI installer can be downloaded. This MSI installer will be generated when you press download. It does contain the configuration, printer driver, printer properties and executable for the windows service.

Only one configuration can be installed on a Client-PC.

Everytime you make a change at the configuration settings and generate and download the MSI installer, the version number of the installer will be increased. This is necessary in order to carry out upgrades correctly.

On the Client-PC only a upgrade is allowed. Downgrade to a lower version number is not possible.



The MSI installer will install a windows service with the name: e-FOLLOW Local Print Module ... This windows service then will automatically install the local printer(s) with a raw printer port to IP address 127.0.0.1.

When the user prints one job to this printer, the print job will be stored encrypted on his PC and the job informations will be sent to the e-FOLLOW.cloud instance.

The windows service also starts polling to the e-FOLLOW.cloud instance for the next operations (delete job/release job).

These print jobs will now have the same functionality as every job in e-FOLLOW. In the management you only see the difference if you check the print job details:



Before releasing one Job (IPPS is used for this) the Client-PC checks if he can reach the MFP by IPPS. If there are any errors an message will be displayed on the MFP display. More details can be found at the dashboard of the management.

For the detailed settings you can select one or more queues and click on configure:

VICES Virtual Queues	Local Print Mo		[+]	[-] [Configure	[Generate and download Configuration ID: 001	
Toshiba		_	e-follow.cloud			
Queue	Local printer name		Printer driver	_	Include printer properties	Local print port
Queue e-follow.cloud		TOSHIBA V4 Pri	Printer driver	~	Include printer properties	Local print port 9101

There you can set up the Local printer name. This will be the name of the printer which will be automatically installed on the Client-PC.

You can also select one of the default printer drivers. The printer properties are containing the printer settings for the TOSHIBA V4 printer driver.

New printer drivers and the printer properties are currently only configurable at SETTINGSàUser portal & User toolsàUserportal.

Because the windows service starts a local TCP listener for each printer the local printer port has to be unique.

The MSI installer is not signed with a digital signature. The digital signature is needed to deploy the MSI installer in a Windows Active Directory environment.

To digitally sign the installer, send a request to support@control-systems.de with a download link (e.g. wetransfer.com) to the MSI installer.

Alternatively, you can check this setting in the properties of the downloaded MSI installer:

🖟 Client_ipp_	local-ipp_d0c3b13d-4a49-4638-b98a-bb690	×
Custom General	Details Previous Versions Compatibility Security	
1 <del>0</del>	c3b13d-4a49-4638-b98a-bb690318a904_0.9.2.msi	
Type of file:	Windows Installer Package (.msi)	
Opens with:	Windows® installer Change	
Location:	C:\Users\ds\Desktop	
Size:	73.3 MB (76,894,208 bytes)	
Size on disk:	73.3 MB (76,898,304 bytes)	
Created:	Friday, November 3, 2023, 11:44:21 AM	
Modified:	Friday, November 3, 2023, 11:44:22 AM	
Accessed:	Today, November 3, 2023, 11:44:22 AM	
Attributes:	<u>R</u> ead-only <u>H</u> idden <u>Advanced</u>	
Security:	This file came from another computer and might be blocked to help protect this computer.	
	OK Cancel Apply	

The Local Print Module Expert Settings are the same settings as the Expert Settings for the PrinterManager. These settings may only be changed in consultation with the support team.

These parameters may only be changed in comm default value is in the brackets.	unication with support. The
ClientAnalysePostScript (true)	
ClientAnalysePostScriptBytesRead (1048576)	1048576
ClientAnalyzePdfAfterConvert (true)	
ClientDebugIppPrint (false)	0
ClientDebugParse (0)	0
ClientDebugPrintJobAnalysis (false)	0
ClientDebugRawPrint (false)	0
ClientHttpTimeout (240000)	240000
ClientIppsPrintingTimeout (1800000)	1800000
ClientIppsTestTimeout (10000)	10000
IppsUrlTemplate (https://{0}/print)	https://{0}/print
IppUrlTemplate (http://{0}/print)	http://{0}/print
ClientLocalPrinterPortStart (9100)	9100
ClientOnlyAllowPclAndPS (false)	0
ClientParseBufferSize (262144)	262144
ClientParseTimeLimit (300000)	300000
ClientPclXlDeepAnalysis (true)	•
ClientPclXlFastAnalysis (true)	
ClientPrintingType	IPPS
ClientPrintingUseHostname (true)	•
ClientProjectCodeFromPjl	
ClientRawPrintBufferSize (524288)	524288

#### Chrome Extension

e-FOLLOW can not only receive print jobs from Windows clients but also from Chromebooks.

The challenge for printing from Chrome to e-FOLLOW server is the personalization of print jobs (assign a printjob to its owner). By default, all jobs are sent "anonymous".

e-FOLLOW can cover this by providing individual IPP URLs for each user. Once enabled in  $\rightarrow$  SETTINGS $\rightarrow$  General  $\rightarrow$  Userportal  $\rightarrow$ 



the IPP-Printer tab appears in the user portal.

Туре	Name	Installer 🕊 Details
IPP	IPP-Queue	IppInstaller.exe Archive Windows (preconfigured) (.zip) Installer Show details (.msi)
		Details     ×       Use personalized URLs below to add IPP printers to your system.     Name       Name     IPP-Queue       Printer URL     https://ipp-cs-test.test.e-follow.
		ОК

Here you will find the list of available IPP virtual queues and IPP printer queues followed by their personalized URLs.

To add a personalized queue to your Chromebook follow the steps as described below.

Personalized URLs may not only be used on Chrome but also on any other client that can print using the IPP protocol.

		×					
= Setting	gs	٩					
	← Printers	Q, Search printers	1				
4	Set up or manage CUPS printers. Learn more	Add Printer					
		← Printers	Q, Search printers				
		Add a nearby printer	Add				
		Unknown					
		Unknown TOSHIBA TOSHIBA e-STUDI0478P					
E		TOSHIBA TOSHIBA eSTUDIO448S					
-		TOSHEA e-STUDIO3510c Series PS					
12		Unknown					
		Ricoh Aficio MP 9000 - CUPS+Outenprint v5.2.9 Simplified					
		KONICA MINOLTA C554SeriesPS(P)					
		Generic PCL 6/PCL XL Printer - CUPS+Outenprint v5:2.9 Simplified					
		Generic PostScript Printer					
		Lengage 4926 - CUPS+Gutenprint v5.2.9 Simplified					
Then Selec	t Add Manually	Add Manually Cancel	Add				
		Add a printer manually					
Attention		Name					
	nown in User portal cannot be one step / filed.	e-FOLLOW virtual					
		Address					
It has to be	entered splitted in the fields:	192.168.1.31					
Name: any	printer name of your choice	Protocol					
5	. ,	Internet Printing Protocol (HTTPS)	-				
Address: S	Server IP	0.00					
Protocol: s	elect HTTPS	virtua[/VEMDBZw-eYo3Am1UhnR0igg					
Queue: prir	nter name + token						
		Add Nearby Printers	Cancel Add				

Change to the Printers section of Chrome Settings and click to Add Printer.

J

#### Click to Add

Then select the manufacturer & model or select an appropriate printer PPD file.

Advanced printer configuration	
e-FOLLOW virtual could not be configured automatically. Please spec printer details. Learn more	ify advanced
Manufacturer	
Toshiba	
Model	
Or specify your printer PPO Learn more	
eSh6p.ppd	Browse
Cancel	Add

Clicking to Add will finish the printer setup.

Sett	lings	Q Search settings	
Ŧ	Network	← Printers	Q. Search printers
*	Bluetooth		
	Connected devices	Set up or manage CUPS printers. Learn more	Add Printer
*	Media Plugins	e-FOLLOW virtual	1

Now the printer is available for printing from Chrome to e-FOLLOW and jobs will be assigned to your user name.

# 15 eSF Scan-to-Folder setup

Toshiba eSF devices come with a convenient Scanning-App called 'Scan Center'

This chapter describes the relevant settings for *Scan Center* Scanner App so users can easily scan to their HomeDirectory folder defined in A.D. or another LDAP-Server.

Open the device's website and run the Scan Center Configuration.

In <b>Network Folder</b> : Klick to Create Nework Fo	Scan Cente Scan C Scan C Scan C Scan Sc Scan Sc Network	Center t sttings	
	Create Network F	older	
	Name and Location		
	Allow user to edit on pr	rinter control panel.	
	Show network path		
	Display Name *	Scan2MyHome	
	Domain	may.domain	
Enter the Display Name for this target and your	Connection Type	SMB 💌	
local domain.	Folder Address *	Whomedir% Brown	E ample: \\computer\share
		Domain > %nomedir%	C
The Folder Address is %homedir%			
	Allow user to edit authority	entication options on printer control panel.	
	Authentication Options	Ask for user name and password	Prompt users to enter the credentials to access the shared folger.
	Username		
	Password		
	Test Connection		
	Advanced Options		

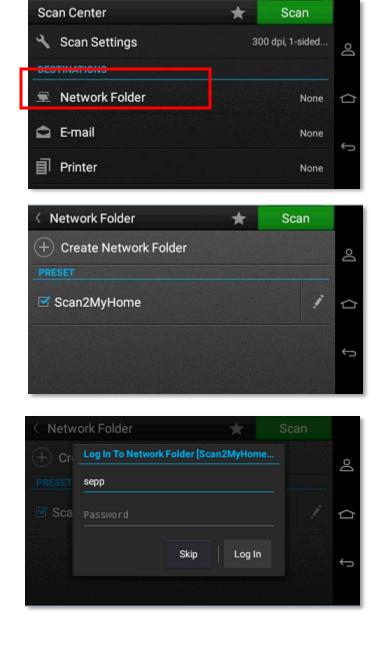
#### Authentication Options

**Ask for user name and password**: if the users login to e-FOLLOW.cloud by e.g. PIN or Card this option will request the user's credentials when scanning.

**Use static username and password:** this option allows to define a 'global user'. Make sure that this user has write permission to all user's HomeDirectories.

Select the ScantMyHome target

If required, the user gets prompted to enter his credentials



# 16 Advanced Settings

This chapter describes advanced Administrator settings that should only be done in case of malfunction or / and or if Toshiba support requested you to modify any of these settings.



Change of any of the following parameter may have severe impact on proper functionality of your e-FOLLOW.cloud setup.

## 16.1 Single Print Timeout

If deletion of jobs at user logout or after error is enabled e-FOLLOW.cloud printing mode is changed to single print. In case a the finish event of the current job is missing subsequent printing is blocked. The SinglePrintTimeout defines the time after the printing for this user will be reseted if there are no events from his print jobs.

Change to Expert settings – DataManager and search for SinglePrintTimeout

Default value [ms] 1.800.000 = 30 min.

## 16.2 Project Code from PJL

e-FOLLOW.cloud can extract the project code for a print job from its PJL header. In → SETTINGS -> General → Expert settings select the PrinterManager and find the parameter *ProjectCodeFromPjI*.

Here you can enter the PJL tag containing the Project Code. (e.g. @*PJL COMMENT DSSC PRINT ACCESSCODE*=)

## 16.3 HID Omnikey 5427 CK configuration

HID provides documentation for their readers that describes how to configure KBW mode. See Chapters 2 and 3 in this document.

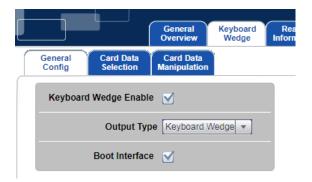
https://www.hidglobal.com/documents/omnikey-5x27ck-keyboard-wedge-configuration-user-guide

Keyboard mode configuration of this reader is complex and requires "boot interface" device

keyboard mode option enabled as well as [ENTER] post keystroke for each supported card type to work properly with our printers.

No extra apps or drivers are needed.

• 1) Enable Keyboard Wedge and Boot Interface



• 2) Configure all card types that are needed and set the Poststroke to [ENTER]

	General Overview	Keyboard Wedge	Reader Information	Contactless Config	Host Interfaces	System Config	System Consoles	About
General Config Selection	Card Data Manipulation							
Card Type MIFARE C	Classic	•						
Enable MIFAR	RE Classic 🥑	Card In	Event Keystre	okes [LED_BU	ZZ]			
Data Field Pres	strokes	Key	Key Se Type	ector Block	Offset	Length	Poststrol	kes
CSN 🗹						I	ENTER]	
PACS								

• 3) Configure Card Data Manipulation also for each type:

		General Overview	Keyboard Wedge	Reader nformation	Contactless Config	Hos Interfa		System Config	System Console		About
General Config	Card Data Selection	Card Data Manipulation									
Card Ty	pe MIFARE Cla	assic		PAC S Le	eading Byte			Hex Outpu	it Case	Lower	
Datafield		Filtering		Format	Reverse			Pa	adding		
CSN	Char 0	Direction	Leading 💌	HEX 💌			Char 0	Directio	on Leadi	ng 🔻	Length 0
PACS	Char 0	Direction	Leading -	HEX 💌			Char 0	Directio	on Leadi	ng 🔻	Length 0

• 4) To disable annoying Beeper go to Card Data Selection and remove content of Card In Event Keystrokes field.

	General Overview	Keyboard Wedge	Reader Information	Contactless Config	Host Interfaces	System Config	System Consoles	About
General Card Data Config Selection	Card Data Manipulation							
Card Type MIFARE	Classic RE Classic 🗹	Card In	Event Keystro	okes [LED_BU	IZZ]	]		
Data Field Pre	strokes	Key	Key Se Type	ctor Block	Offset	Length	Poststrok	es
CSN 🗹						(E	NTER]	

# 16.4 Toshiba eSF Admin access

In some cases, it may be necessary to locally log in to the device – e.g. for local device administrator.

Therefore, a local user need to be created via the device web interface.	Select Option Status Settings Device Print Paper Copy Fax E-mail FTP USB Drive Network/Ports Security Reports Address Book Shortcuts Bookmark Setup Apps Site Map	Security
By assigning it to a specific group you can define the permissions and functions the user has access to.	Settings - Security - User Name Edit User Name/Pa User Information Name User Name E-mail Password Confirm Password Permission Groups Admin Users Admin	Password Account  Delete User  User  User
So a local user can be Administrator or 'Guest' being allowed to do BW copies only.	Add New Group	Save Reset
To log in as local user/administrato press the <b>user icon</b> and enter the credentials. If the login was successful press th	-	LOG IN User Name/Password
home icon to access the device menu.		User Name Password Cancel Log In 2.0.0

id	GUID	(not null)
type	STRING	(not null)
username	STRING	(not null)
userfullname	STRING	
department	STRING	
domainname	STRING	
device	STRING	
device_type	STRING	
sending_host	STRING	
doc_name	STRING	
job_id	STRING	
submission_time	DATETIME	
finish_time	DATETIME	
workflow_id	STRING	
project	STRING	
subproject	STRING	
cost	INTEGER	
has_color	BOOLEAN	
accounted	INTEGER	
pages	INTEGER	
scan_pages	INTEGER	
fax_pages	INTEGER	
created	DATETIME	
Unknown_color_duplex	INTEGER	
Unknown_color_simplex	INTEGER	
Unknown_bw_duplex	INTEGER	
Unknown_bw_simplex	INTEGER	
A3_color_duplex	INTEGER	
A3_color_simplex	INTEGER	
A3_bw_duplex	INTEGER	
A3 bw simplex	INTEGER	
A4 color duplex	INTEGER	
A4_color_simplex	INTEGER	
A4_bw_duplex	INTEGER	
A4_bw_simplex	INTEGER	
A5_color_duplex	INTEGER	
A5 color simplex	INTEGER	
A5_bw_duplex	INTEGER	
A5 bw simplex	INTEGER	
A6_color_duplex	INTEGER	
A6_color_simplex	INTEGER	
A6_bw_duplex	INTEGER	
A6_bw_simplex		
B4_color_duplex	INTEGER	
B4_color_simplex	INTEGER	
B4_bw_duplex	INTEGER	

# 17 Appendix A – SQL structure for e-FOLLOW.cloud\_records table

B4 bw simplex	INTEGER
B5_color_duplex	INTEGER
B5_color_simplex	INTEGER
B5_bw_duplex	INTEGER
B5_bw_simplex	INTEGER
Postcard color duplex	INTEGER
Postcard color simplex	INTEGER
Postcard_bw_duplex	INTEGER
Postcard bw simplex	INTEGER
Invoice_color_duplex	INTEGER
Invoice_color_simplex	INTEGER
Invoice_bw_duplex	INTEGER
Invoice_bw_simplex	INTEGER
Executive_color_duplex	INTEGER
	INTEGER
Executive_color_simplex Executive bw duplex	INTEGER
Executive_bw_simplex	INTEGER
Legal_color_duplex	INTEGER
Legal_color_simplex	INTEGER
Legal_bw_duplex	INTEGER
Legal_bw_simplex	INTEGER
Letter_color_duplex	INTEGER
Letter_color_simplex	INTEGER
Letter_bw_duplex	INTEGER
Letter_bw_simplex	INTEGER
Tabloid_color_duplex	INTEGER
Tabloid_color_simplex	INTEGER
Tabloid_bw_duplex	INTEGER
Tabloid_bw_simplex	INTEGER
AnsiC_color_duplex	INTEGER
AnsiC_color_simplex	INTEGER
AnsiC_bw_duplex	INTEGER
AnsiC_bw_simplex	INTEGER
AnsiD_color_duplex	INTEGER
AnsiD_color_simplex	INTEGER
AnsiD_bw_duplex	INTEGER
AnsiD_bw_simplex	INTEGER
AnsiE_color_duplex	INTEGER
AnsiE_color_simplex	INTEGER
AnsiE_bw_duplex	INTEGER
AnsiE_bw_simplex	INTEGER
model	NVARCHAR(1024)
serial	NVARCHAR(1024)
location	NVARCHAR(1024)
description	NVARCHAR(1024)