



SYSTEM **SOFTWARE K** KIP Cost Center User Guide



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1 Introduction

The KIP Cost Center application retrieves extensive log files directly from System K KIP systems and automatically generates production reports for user, project and department level accounting data. Print or email visually attractive graphical reports related to color and b&w print and scan production directly from the application. Generate reports anytime and anywhere when KIP systems are configured to automatically email tracking data at pre-determined intervals

KIP Cost Center Features:

Integrated with All KIP Apps and Touchscreen Systems | Track Color and B&W Copy, Scan and Print | Easy to Understand Graphical Reports | Average Toner Coverage by Percent | Daily Print and Scan Volume for Color and B&W | Reports by Date Range | Print Reports on Demand | Receive Reports by Email | User, Project and Department Categories | Access the Details of the Last 100 Jobs | KIP Toner Costs by Color and B&W | KIP Maintenance Costs | KIP Scanner Costs by Color and B&W

1.1 Requirements:

- 32 & 64 bit Windows 7, Windows 8, Windows 8.1 & Windows 10

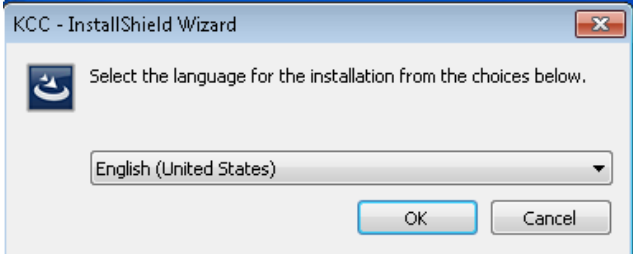
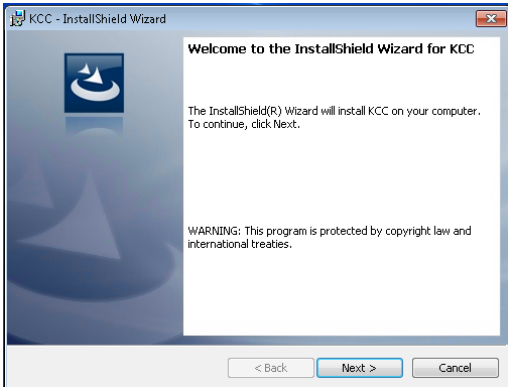
NOTE:


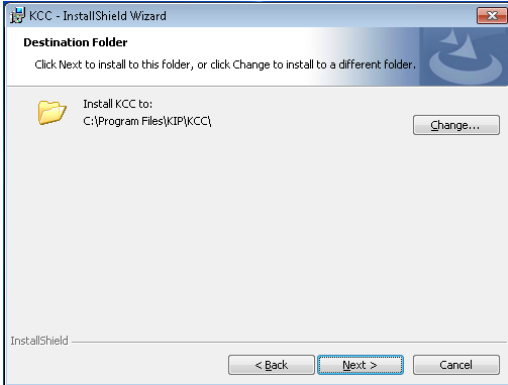
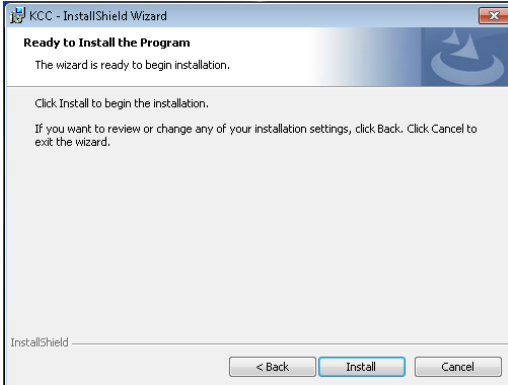
Microsoft .Net Framework 4.5 (and higher) is required on all operating systems to be included in the driver package (distributable).

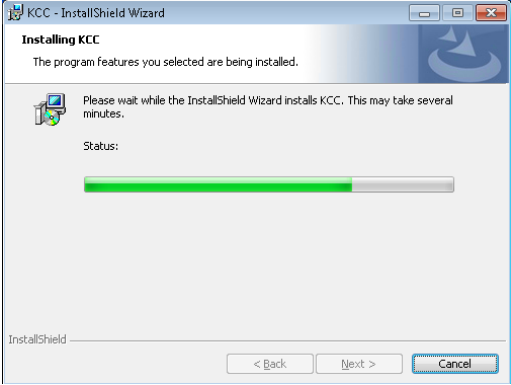
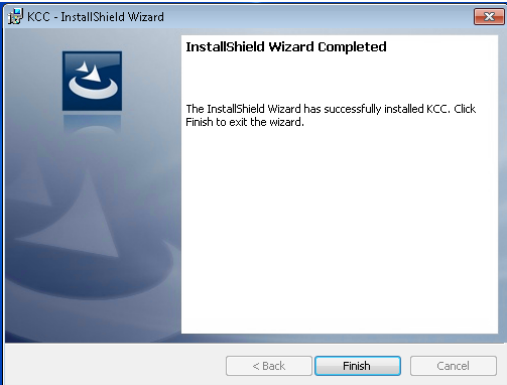

2 Installation

The following are general steps of the installation of the KIP Cost Center.

Please note that it is necessary to have the System K software installed on the KIP for KIP Cost Center to function on the KIP 770K, 7170K, 7570K, 7970K, 940 and 600/800/900 Series Printers.

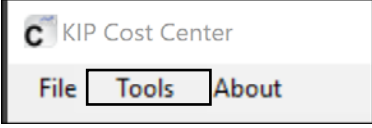
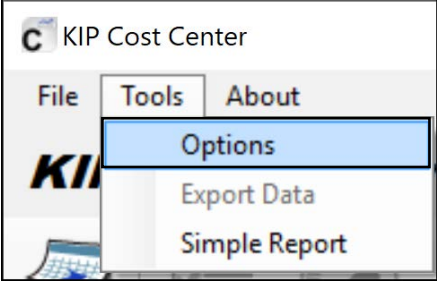
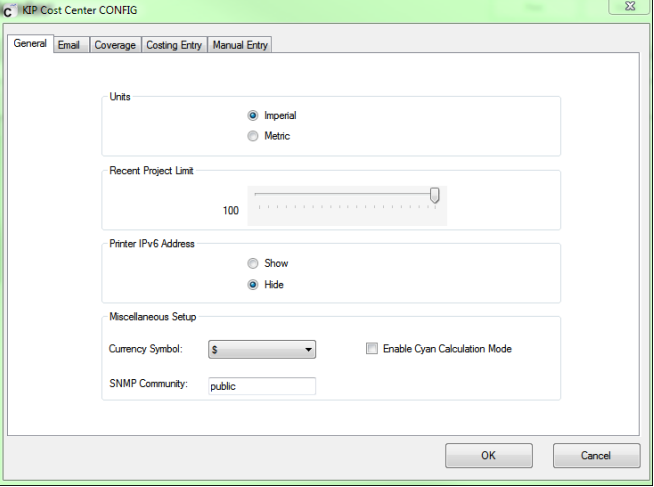
Step	Action	Illustration
1.	Double click the installer for the KIP Cost Center and set the desired language	 <p>Note: The language of the KIP System must be the same as the PC that the Cost Center is also installed on. As an example, if the KIP System is in the Japanese language then the PC with Cost Center must also be in Japanese.</p>
2.	When the Welcome screen opens select the “Next” button to continue.	

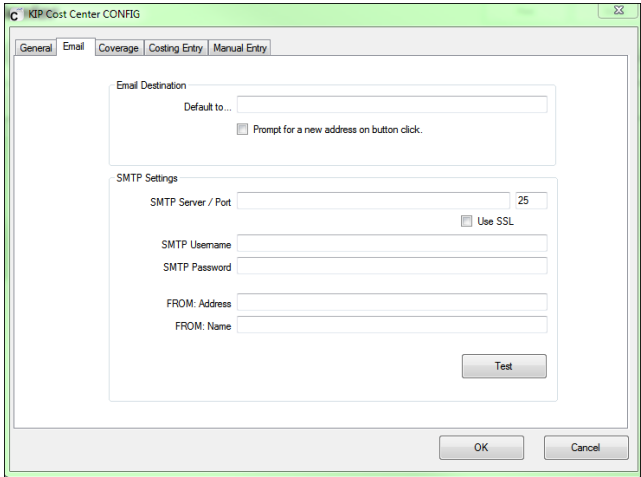
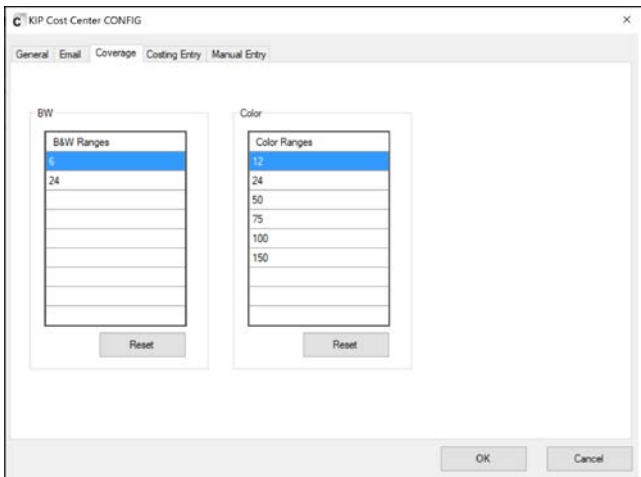
Step	Action	Illustration
3.	The installer will run installing the application. When prompted, accept the terms of the license agreement and select "Next".	
4.	Select the desired location of the install package or leave this as default (recommended) and select "Next" when prompted.	
5.	Select the "Install" button to begin install.	

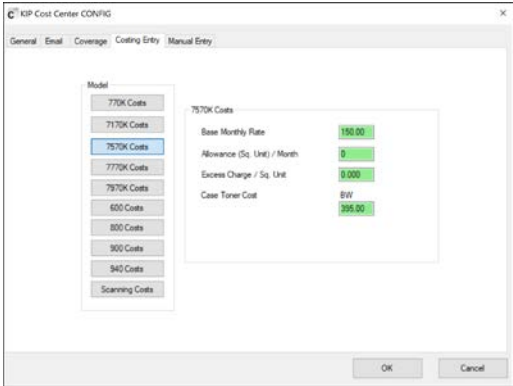
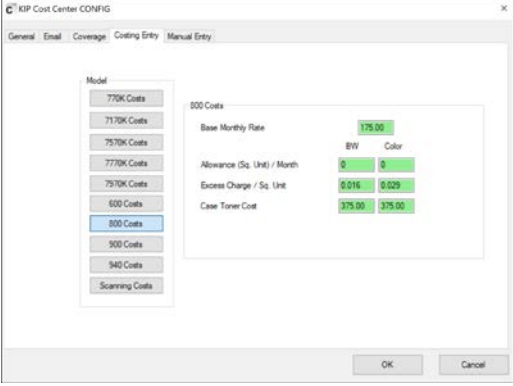
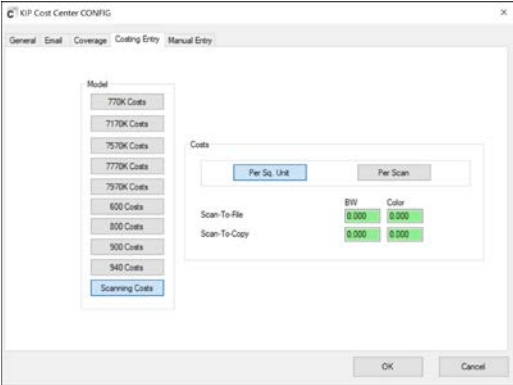
Step	Action	Illustration
6.	The install progress will be displayed.	
7.	When installation is finished select "Finish" to complete the installation.	
8.	The KIP Cost Center (KCC) shortcut will be placed on the desktop.	

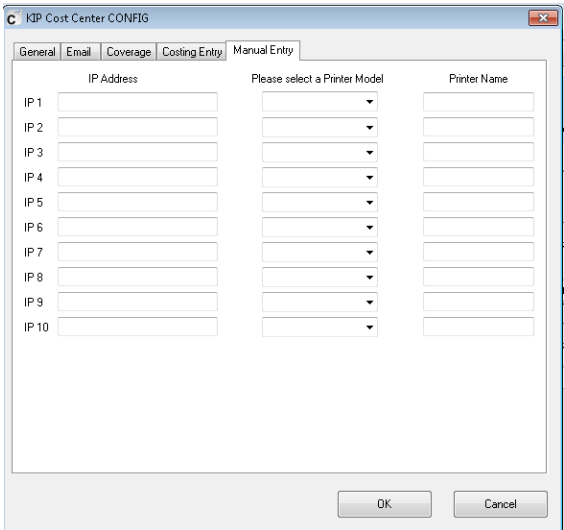

3 Setup

The Following steps are necessary for the KIP Cost Center to function properly and need to be done prior to first use.

Step	Action	Illustration
1.	Select the Tools Option from the top bar.	
2.	Select Options from the dropdown list.	
3.	<p>The General Tab will allow for the setting of the following:</p> <ul style="list-style-type: none"> • Units <ul style="list-style-type: none"> ○ Imperial or Metric • Recent Project Limit <ul style="list-style-type: none"> ○ Can be set to display the most recent Projects from 1 to 100 • Printer IPv6 Address <ul style="list-style-type: none"> ○ Can be hidden • Miscellaneous Setup <ul style="list-style-type: none"> ○ Choose the Currency Symbol ○ Enabe Cyan Calculatiion Mode. ○ SNMP Community (see Section 9 for details) 	 <p>Note: When enable Cyan Calculation is turned on this will add the ability to enter a value for Cyan Toner (under Tools\Options\Costing Entry) and will add a Cyan Entry under Toner and service Fees on the Summary Report.</p>

Step	Action	Illustration
<p>4.</p>	<p>E-mail Tab – If reports will be e-mailed out it will be necessary to configure these settings:</p> <ul style="list-style-type: none"> • E-mail Destination – Where will the e-mail be sent to. • SMTP Settings – This information is necessary and will need to be gathered from the I/T Administrator. <p>Select Test once the information is entered. This should return an OK message if SMTP settings are configured correctly.</p> <p>Select Ok to continue.</p>	
<p>5.</p>	<p>Coverage Tab – the coverage tab is used to set the desired ranges for the amount of coverage on the sheet. This is used in the billing of different outputs.</p> <p>Set these ranges for both mono and color (if applicable)</p> <p>Select OK to continue.</p>	

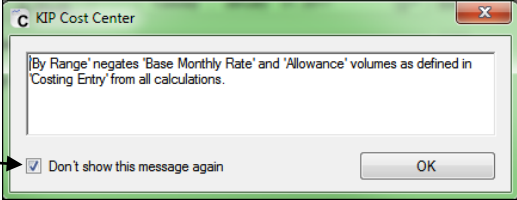
Step	Action	Illustration
<p>6.</p>	<p>Costing Entry</p> <p>These values will be used when calculating the reports.</p> <ul style="list-style-type: none"> • Base Monthly Rate – This is a Rate that is charged every month for the use of the printer. • Allowance (Sq. Unit)/Month – This is a value that is set by the Dealer and is the maximum Sq. Units allowed in one months time. • Excess Charge / Sq. Unit – This is a charge for exceeding the set monthly allowance. This is based on each Sq. Unit over the allowed amount. • Case Toner Cost – This is the value paid for the case of toner. <p>Please note: Any Values shown here are just sample values and will vary. Enter desired values for each Model Printer and select OK to save.</p>	<p>Black & White Printer</p>  <p>Color Printer</p>  <p>Scan</p> 

Step	Action	Illustration
<p>7.</p>	<p>Manual Entry – this is used to enter IP Addresses for Printers on the network that are not automatically detected (on a different subnet for example)</p> <p>Enter in the IP Address to search for, the Printer Model and the Printer name to be displayed.</p> <p>Select OK to continue.</p>	
<p>8.</p>	<p>Close the window when finished.</p>	

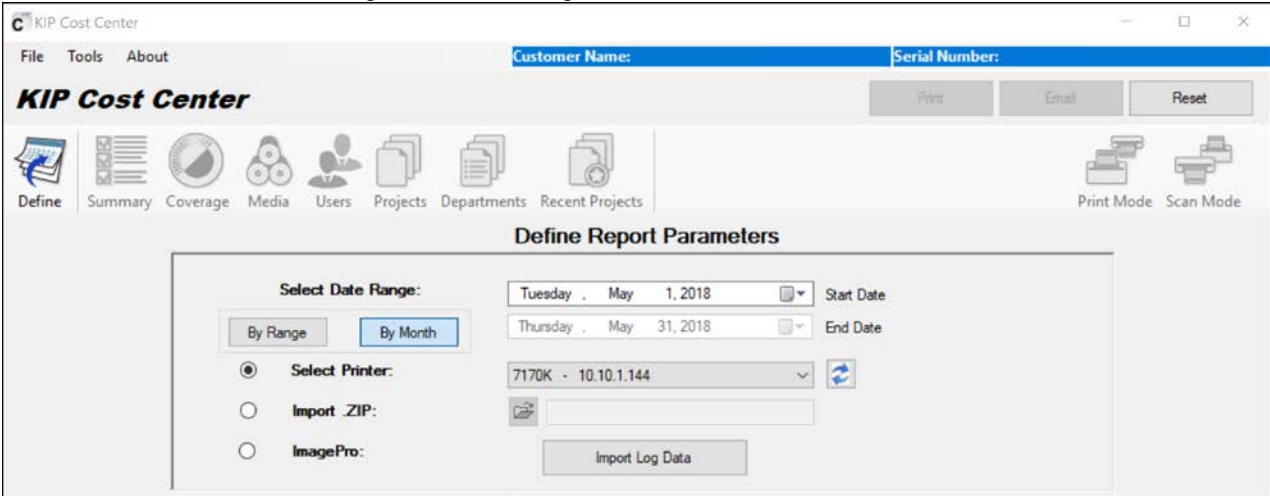
4 KIP Cost Center Main Screen – Print Mode

The Main Menu allows for entering the Report Parameters in two modes

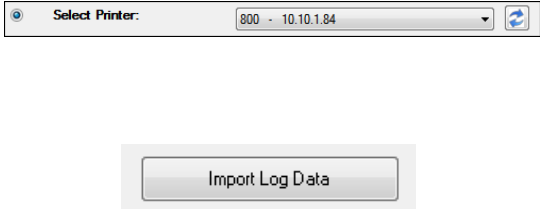
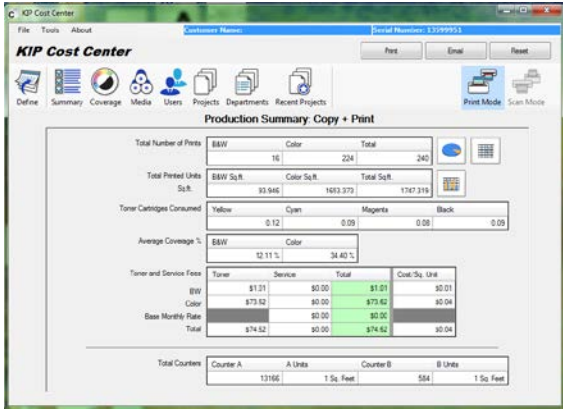
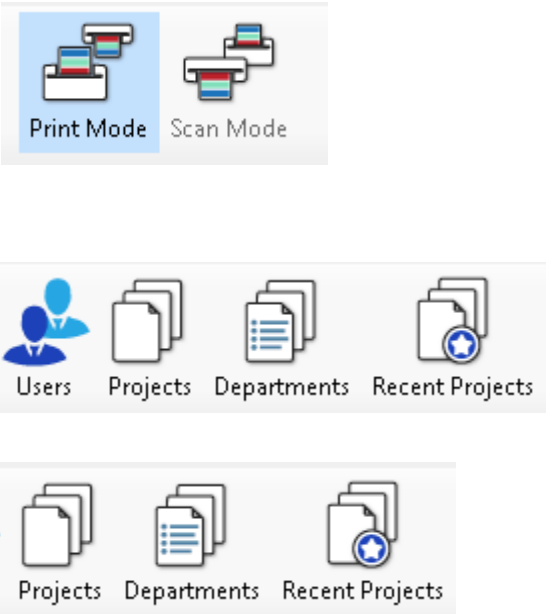
- 1. By Range – users have the ability to enter the Start and End dates to be generated for the Report. If By Range is selected the following warning will appear (this can be turned off after first time).



- 2. By Month – Report generated will begin at the start of the selected month and generate data for all days in the selected month.
- 3. Options for gathering data from KIP Printers:
 - a. Select Printer – From Dropdown list of printer names and IP Addresses
 - b. Import .ZIP – If a .ZIP file is available of accounting data (sent via PrintPro.Net) this can be used here.
 - c. ImagePro – If ImagePro is installed as a stand-alone printer, KIP Cost Center can be installed on the same PC and used to gather accounting data from the Stand-alone workstation.



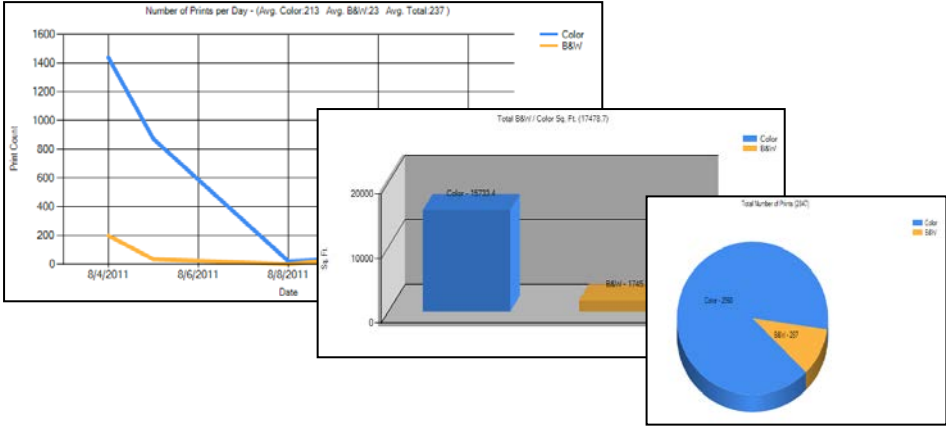
4.1 Loading data into the KIP Cost Center

Step	Action	Illustration
1.	<p>Browse to Printer Log Files:</p> <p>When the KCC launches it will search the network for available KIP System K Printers and add these to the Select Printer area. Use the drop down to select the correct printer.</p> <p>Select the Import Log Data button.</p>	
2.	<p>Once the data has been loaded the remainder of the buttons will become active and the “Summary” page will be loaded.</p> <ul style="list-style-type: none"> • Summary • Coverage • Media • Users • Projects • Departments • Recent Projects 	
3.	<p>Print Mode/Scan Mode – The KIP Cost Center has two modes:</p> <ul style="list-style-type: none"> • Print - has the following data <ul style="list-style-type: none"> ○ Coverage ○ Media ○ Users ○ Projects ○ Departments ○ Recent Projects • Scan – has the following data <ul style="list-style-type: none"> ○ Users ○ Projects ○ Departments ○ Recent Projects 	

4.2 Summary Tab

Step	Action	Illustration
1.	<p>Once the data has been loaded the remainder of the buttons will become active and the “Summary” page will be loaded.</p> <ul style="list-style-type: none"> • Summary • Coverage • Media • Users • Projects • Departments • Recent Projects 	

The Production Print Summary report contains information regarding the overall printing and toner usage of the specified printer. This report information is based on the Date Range provided on the Report Parameters menu. The Total Counters at the bottom of the report cover all printing for the life of the printer. The chart buttons on the right side allow for viewing charts that provide graphical information in the form of a Pie Chart for the Total Number of prints (Color vs B&W), a Bar Chart for the Total Square Units (Color vs B&W), and Line Graph that shows the Color vs. B&W printing over the range of the dates provided.

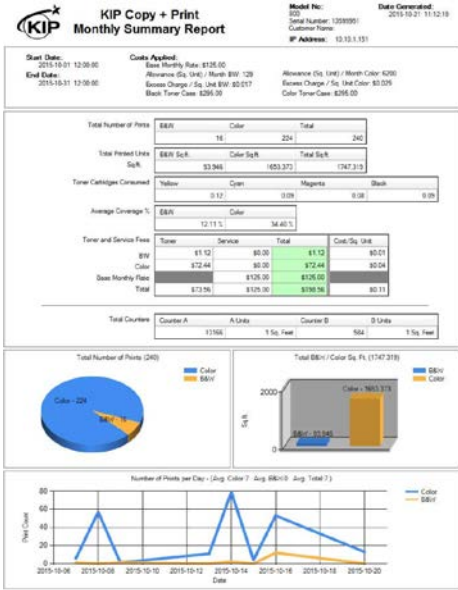


- **Total Number of Prints** – a page count of the Black and White and Color prints.
- **Total Printed Units Sq. Ft.** – accumulated totals in Linear or Square units (Meters or Feet) of Black and White and Color prints.
- **Toner Cartridges Consumed** – Approximated number of Toner Cartridges used during the reported Date Range. This is calculated based on the grams of toner used as calculated from the imported billing data.
- **Average Coverage %** – The reported coverage of individual Black and White and Color printing totals is averaged across the Total Number of Prints.
- **Toner and Service Fees** – Based on the entry data from the Pricing menu, the Total Printed Units are multiplied by the Toner and Service fees. Cost per Sq. Unit is also calculated and displayed.
 - **B&W**
 - **Color**
 - **Base Monthly Rate**
 - **Total**
- **Total Counters** – The Total Counters display the overall printing since the machine was installed.

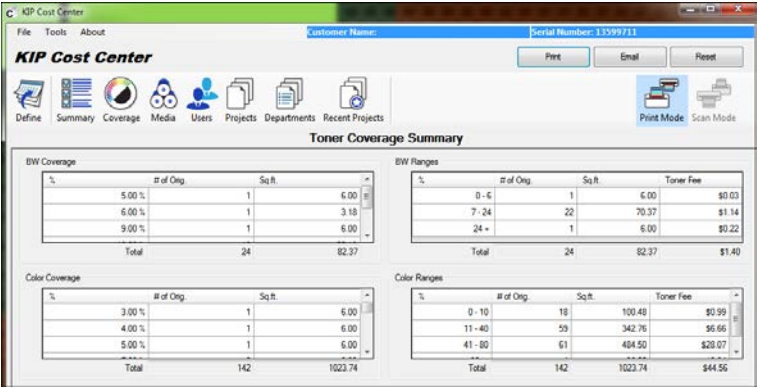
Printing the report (example)

When choosing PRINT, the following report will be generated. The title bar includes important information such as:

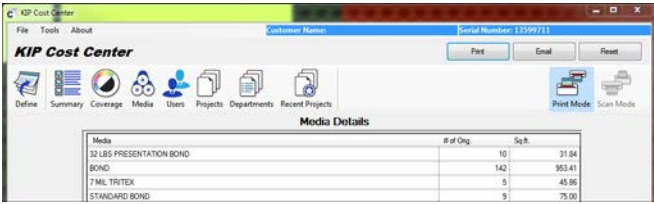
- Model Number/Serial Number
- Customer Name
- IP Address of the printer
- Date the report was generated
- Workstation Login and Name of the person generating the report.
- Start Date of report
- End Date of the report
- Costs Applied including whether the information was provided at the Printer menu or overridden by the person generating the report.



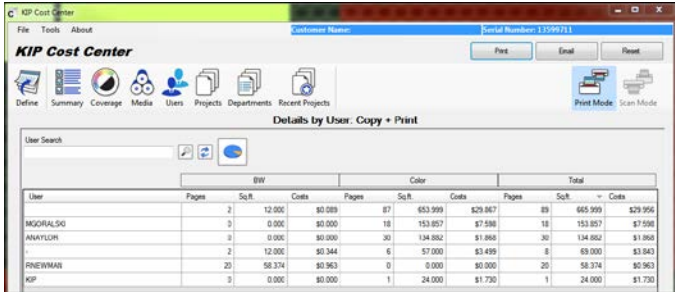
4.3 Coverage Tab – Print Mode

Step	Action	Illustration
1.	Coverage	
		<p>The Toner Coverage Details Report provides further details from the Usage Summary Report. Based on the individual percent of coverage the B&W Coverage Breakdown section indicates the number of Black and White prints and the square unit for those prints. The Coverage column is broken down in 1 percent increments but will not list the increments of which no prints were made. The B&W% Ranges section indicates the number of Black and White prints and square units used based on the specified Range set in the Usage Categories.</p> <p>Based on the individual percent of coverage the Color Coverage Breakdown section indicates the number of color prints and the square unit for those prints. The Coverage column is broken down in 1 percent increments but will not list the increments of which no prints were made. The Color% Ranges section indicates the number of color prints and square units used based on the specified Range set in the Usage Categories.</p>

4.4 Media Tab – Print Mode

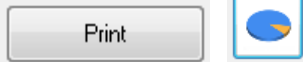
Step	Action	Illustration
1.	Media	
	The Media Details Report indicates the media Type utilized and the Print Count and Total Units (Sq Ft or Sq Meter) for that Media.	

4.5 Users Tab– Print Mode

Step	Action	Illustration
1.	Users	

The User Details Report consists of the Black and White and Color printing and fees for each individual User. This report is sortable by column by simply clicking on the column header.

The user can also Print the Users Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the top users and what was being printed by clicking the button for the Pie Chart

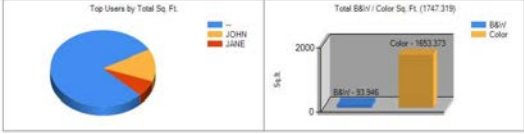


KIP Copy + Print Monthly User Report

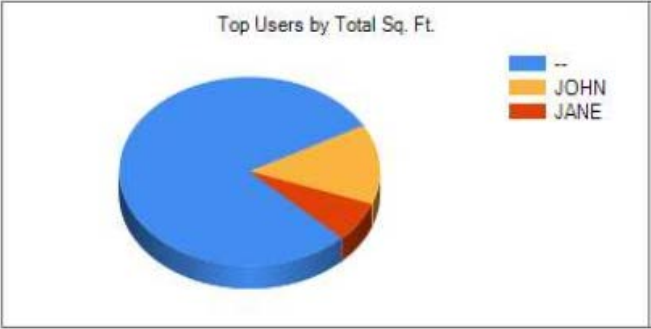
Model No: 500 Date Generated: 2015-10-31 11:05:14
 Serial Number: 1339951
 Customer Name:
 IP Address: 10.10.1.151

Start Date: 2015-10-01 12:00:00 Costs Applied: Base Monthly Rate: \$0.00
 End Date: 2015-10-31 12:00:00 Allowance (Sq. Unit) / Month BW: 0 Allowance (Sq. Unit) / Month Color: 0
 Excess Charge / Sq. Unit BW: \$0.000 Excess Charge / Sq. Unit Color: \$0.000
 Black Toner Cost: \$265.00 Color Toner Cost: \$370.00

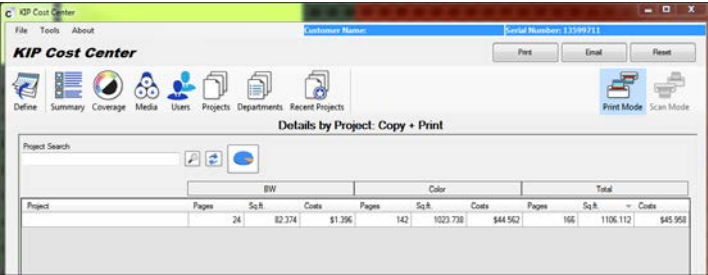


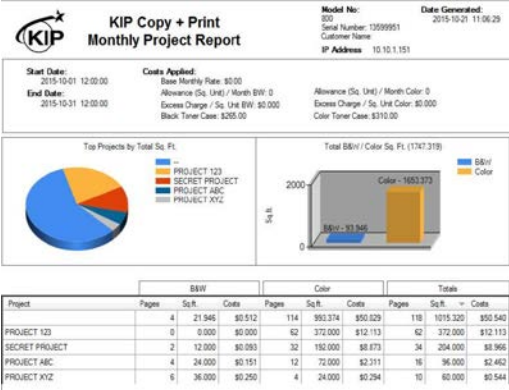
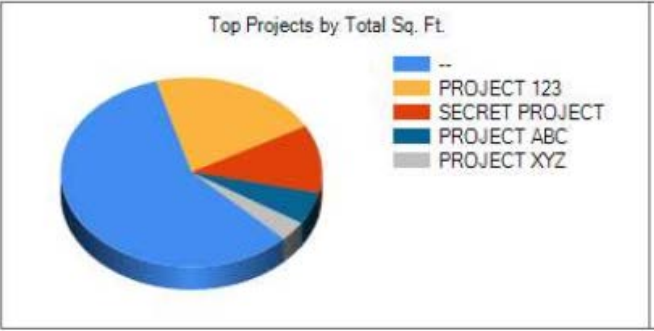
Top Users by Total Sq. Ft. Total BW/Color Sq. Ft. (1747,319)



User	BW			Color			Total		
	Pages	Sq. Ft.	Costs	Pages	Sq. Ft.	Costs	Pages	Sq. Ft.	Costs
JOHN	4	21,945	\$0,512	176	1365,274	\$62,141	180	1387,219	\$62,653
JANE	8	48,000	\$0,343	32	192,000	\$8,873	40	240,000	\$9,216
JANE	4	24,000	\$0,151	16	96,000	\$2,626	20	120,000	\$2,776



4.6 Projects Tab– Print Mode

Step	Action	Illustration																																																																																
1.	Projects	 <p>The screenshot shows the KIP Cost Center application window. The 'Projects' tab is active, displaying a 'Details by Project: Copy + Print' view. A table lists project details with columns for Project, Pages, Sq.Ft., Costs, and sub-totals for BW, Color, and Total. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Pages</th> <th>Sq.Ft.</th> <th>Costs</th> <th>BW</th> <th>Color</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>24</td> <td>82,374</td> <td>\$1,396</td> <td>142</td> <td>1023,738</td> <td>\$44,562</td> </tr> <tr> <td></td> <td>166</td> <td>1106,112</td> <td>\$45,958</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Project	Pages	Sq.Ft.	Costs	BW	Color	Total		24	82,374	\$1,396	142	1023,738	\$44,562		166	1106,112	\$45,958																																																														
Project	Pages	Sq.Ft.	Costs	BW	Color	Total																																																																												
	24	82,374	\$1,396	142	1023,738	\$44,562																																																																												
	166	1106,112	\$45,958																																																																															
<p>The Projects Report consists of the Black and White and Color printing and fees based on a Projects or Department number. Search for and print report of a specific job with the "Projects Name Search" Function.</p> <p>The user can also Print the Projects Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the top Projects and what was being printed by clicking the button for the Pie Chart</p> <div style="text-align: right; margin-bottom: 10px;">   </div>  <p>KIP Copy + Print Monthly Project Report</p> <p>Model No: 800 Serial Number: 13309951 Customer Name: IP Address: 10.10.1.151 Date Generated: 2015-10-21 11:06:29</p> <p>Start Date: 2015-10-01 12:00:00 End Date: 2015-10-31 12:00:00</p> <p>Costs Applied: Base Monthly Rate: \$0.00 Allowance (Sq. Unit) / Month BW: 0 Excess Charge / Sq. Unit BW: \$0.000 Black Toner Case: \$250.00</p> <p>Allowance (Sq. Unit) / Month Color: 0 Excess Charge / Sq. Unit Color: \$0.000 Color Toner Case: \$310.00</p> <p>Top Projects by Total Sq. Ft.</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Pages</th> <th>Sq.Ft.</th> <th>Costs</th> </tr> </thead> <tbody> <tr> <td>PROJECT 123</td> <td>0</td> <td>0.000</td> <td>\$0.000</td> </tr> <tr> <td>SECRET PROJECT</td> <td>2</td> <td>12.000</td> <td>\$0.083</td> </tr> <tr> <td>PROJECT ABC</td> <td>4</td> <td>24.000</td> <td>\$0.151</td> </tr> <tr> <td>PROJECT XYZ</td> <td>6</td> <td>36.000</td> <td>\$0.250</td> </tr> </tbody> </table> <p>Total BW/Color Sq. Ft. (1747319)</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Pages</th> <th>Sq.Ft.</th> <th>Costs</th> <th>Pages</th> <th>Sq.Ft.</th> <th>Costs</th> <th>Pages</th> <th>Sq.Ft.</th> <th>Costs</th> </tr> </thead> <tbody> <tr> <td></td> <td>4</td> <td>21,946</td> <td>\$0,512</td> <td>114</td> <td>393,374</td> <td>\$50,025</td> <td>118</td> <td>1015,320</td> <td>\$55,540</td> </tr> <tr> <td>PROJECT 123</td> <td>0</td> <td>0.000</td> <td>\$0.000</td> <td>62</td> <td>372,000</td> <td>\$12,113</td> <td>62</td> <td>372,000</td> <td>\$12,113</td> </tr> <tr> <td>SECRET PROJECT</td> <td>2</td> <td>12.000</td> <td>\$0.083</td> <td>32</td> <td>192,000</td> <td>\$8.673</td> <td>34</td> <td>204,000</td> <td>\$8.966</td> </tr> <tr> <td>PROJECT ABC</td> <td>4</td> <td>24.000</td> <td>\$0.151</td> <td>12</td> <td>72,000</td> <td>\$2.311</td> <td>16</td> <td>96,000</td> <td>\$2.462</td> </tr> <tr> <td>PROJECT XYZ</td> <td>6</td> <td>36.000</td> <td>\$0.250</td> <td>4</td> <td>24,000</td> <td>\$0.254</td> <td>10</td> <td>60,000</td> <td>\$0.544</td> </tr> </tbody> </table> <p>Top Projects by Total Sq. Ft.</p> 			Project	Pages	Sq.Ft.	Costs	PROJECT 123	0	0.000	\$0.000	SECRET PROJECT	2	12.000	\$0.083	PROJECT ABC	4	24.000	\$0.151	PROJECT XYZ	6	36.000	\$0.250	Project	Pages	Sq.Ft.	Costs	Pages	Sq.Ft.	Costs	Pages	Sq.Ft.	Costs		4	21,946	\$0,512	114	393,374	\$50,025	118	1015,320	\$55,540	PROJECT 123	0	0.000	\$0.000	62	372,000	\$12,113	62	372,000	\$12,113	SECRET PROJECT	2	12.000	\$0.083	32	192,000	\$8.673	34	204,000	\$8.966	PROJECT ABC	4	24.000	\$0.151	12	72,000	\$2.311	16	96,000	\$2.462	PROJECT XYZ	6	36.000	\$0.250	4	24,000	\$0.254	10	60,000	\$0.544
Project	Pages	Sq.Ft.	Costs																																																																															
PROJECT 123	0	0.000	\$0.000																																																																															
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4.7 Department Tab– Print Mode

Step	Action	Illustration
1.	Departments	

The Departments Report consists of the Black and White and Color printing and fees based on data entered into the Description field for accounting. Search for and print report of a specific Department with the “Department Search” Function.

The user can also Print the Departments Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the top jobs by Department and what was being printed by clicking the button for the Pie Chart

KIP Copy + Print
Monthly Department Report

Model No: 850
Serial Number: 13599711
Customer Name:
IP Address: 10.10.1.151

Date Generated: 2015-10-21 11:26:41

Print

Start Date: 2015-10-01 12:00:00
End Date: 2015-10-31 12:00:00

Costs Applied:
Base Monthly Rate: \$0.00
Allowance (Sq. Unit) / Month BW: 0
Excess Charge / Sq. Unit BW: \$0.000
Black Toner Cost: \$265.00

Allowance (Sq. Unit) / Month Color: 0
Excess Charge / Sq. Unit Color: \$0.000
Color Toner Cost: \$370.00

Top Departments by Total Sq. Ft.

Total BW/Color Sq. Ft. (1747,318)

Department	BW			Color			Totals		
	Pages	Sq.Ft.	Costs	Pages	Sq.Ft.	Costs	Pages	Sq.Ft.	Costs
Engineering	4	21,946	\$0,512	114	993,374	\$50,029	118	1015,320	\$50,540
Engineering	0	0,000	\$0,000	62	372,000	\$12,113	62	372,000	\$12,113
Parts Dept.	2	12,000	\$0,000	32	192,000	\$8,875	34	204,000	\$8,866
Engineering Dept.	4	24,000	\$0,151	12	72,000	\$2,311	16	96,000	\$2,462
Executive	6	36,000	\$0,250	4	24,000	\$0,254	10	60,000	\$0,504

Top Departments by Total Sq. Ft.

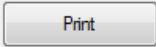
4.8 Recent Projects Tab– Print Mode

Step	Action	Illustration
1.	Recent Projects	

The Recent Projects Report provides a large amount of detail for the last 100 print jobs that are reported in the billing log. The individual detail includes:

- User and Project Name
- Individual Filename also shows individual Cyan, Magenta, Yellow, and Black toner usage and total printed along with the associated Toner and Service Fees.

The user can also Print the Recent Projects Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the Recent Projects and what was being printed by clicking the button for the Pie Chart



KIP Copy + Print
Recent Project Report

Model No: 800
Serial Number: 110000151
Customer Name:
IP Address: 10.10.1.151

Units Generated: 2015-10-21 11:07:03

Start Date: 2015-10-01 12:00:00
End Date: 2015-10-31 12:00:00

Credits Applied:
Base Monthly Rate: \$0.00
Allowance (Sq. Unit) / Month BW: 0
Excess Charge / Sq. Unit BW: \$0.000
Black Toner Case: \$295.00

Allowance (Sq. Unit) / Month Color: 0
Excess Charge / Sq. Unit Color: \$0.000
Color Toner Case: \$310.00

Total Number of Prints (12)

Total B&W / Color Sq. Ft. (72,000)

User	BW Print Count	BW Sq. Ft.	BW Costs / Sq. Ft.	BW Costs
_JOHN	2	12,000	\$0.01	\$0.05
Project: SECRET PROJECT	Color Print Count: 10	Color Sq. Ft.: 60,000	Color Costs / Sq. Ft.: \$0.04	Color Costs: \$2.51
	Total Print Count: 12	Total Sq. Ft.: 72,000		Total Costs: \$2.61

Filename	Y	M	C	K	Total	Sq. Ft.	BW	Color	\$/Sq. Ft.
01 - CAD Line - D Size - DE - Structural.pdf	1.12%	0.57%	0.88%	5.33%	7.89%	6.00	\$0.0000	\$0.078	\$0.001
02 - CAD Line - D Size - DE - Site Plan.pdf	0.46%	0.63%	0.62%	4.68%	6.39%	6.00	\$0.0000	\$0.069	\$0.001
03 - CAD GIS - D Size - FTI - Stone Treat.pdf	3.76%	3.23%	3.79%	2.55%	13.33%	6.00	\$0.0000	\$0.116	\$0.002
04 - CAD GIS - D Size - DE - 3D CAD.pdf	3.78%	3.01%	3.27%	4.13%	14.19%	6.00	\$0.0000	\$0.120	\$0.002
05 - CAD GIS - D Size - EN - 3D Wireframe C...	5.64%	5.63%	5.17%	4.21%	24.65%	6.00	\$0.0000	\$0.188	\$0.003
06 - CAD GIS - D Size - EN - Aerial Map CML...	23.89%	22.08%	23.26%	9.62%	78.84%	6.00	\$0.0000	\$0.536	\$0.009
08 - CAD GIS - U Size - EN - GIS Map.pdf	58.26%	11.11%	23.40%	4.94%	97.41%	6.00	\$0.0000	\$0.482	\$0.011
07 - CAD GIS - D Size - CAD Cover Page.pdf	17.36%	11.96%	14.15%	2.27%	45.75%	6.00	\$0.0000	\$0.327	\$0.005
09 - Graphics Photo - D Size - Favour Bottle.pdf	18.29%	13.97%	9.77%	3.06%	45.19%	6.00	\$0.0000	\$0.323	\$0.005
09 - B&W - CAD Line Color - U Size - EN - Sen...	0.00%	0.00%	0.00%	3.05%	3.05%	6.00	\$0.0000	\$0.000	\$0.000
10 - CAD Line Color - D Size - EN - Simple CA...	0.38%	0.57%	1.44%	8.56%	10.96%	6.00	\$0.0000	\$0.055	\$0.002
11 - B&W - CAD Line - D Size - DE - Site Plan...	0.00%	0.00%	0.00%	5.10%	5.10%	6.00	\$0.0000	\$0.000	\$0.000

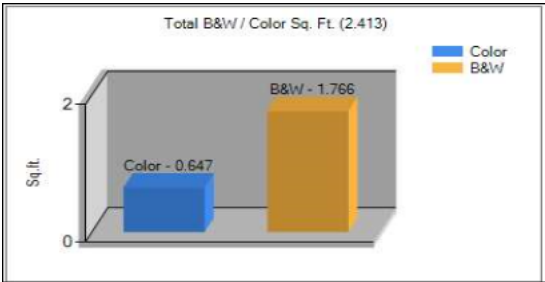
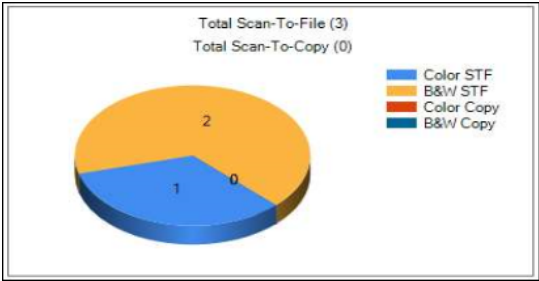
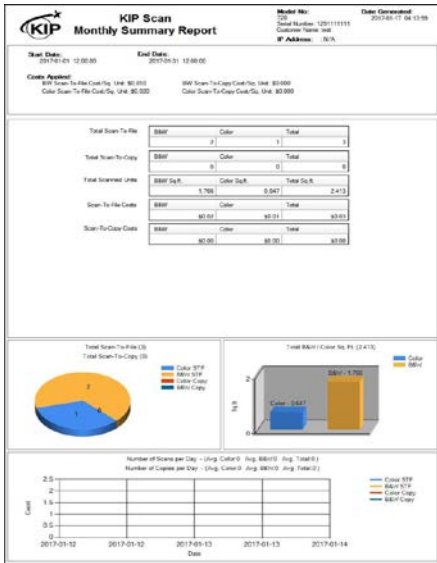
5 KIP Cost Center Main Screen – Scan Mode

Note: Scanner must be attached to a KIP system.

5.0 Summary Tab– Scan Mode

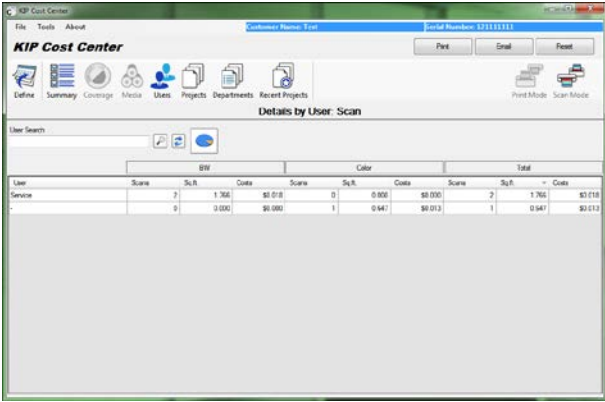
Step	Action	Illustration
1.	<p>Summary – Contains:</p> <ul style="list-style-type: none"> • Total Scan-To-File • Total Scan-To-Copy • Total Scanned Units • Scan-To-File Costs • Scan-To-Copy Costs 	

The Summary Report contains information regarding the overall information for Total Scan-To-File, Total Scan-To-Copy and Total Scanned Units as well as Scan-To-File Cost and Scan-To-Copy Costs for the usage of the specified scanner. This report information is based on the Date Range provided on the Report Parameters menu.



Note: When printing, the report will be sent to the default printer on the workstation the report is being sent from. The Summary report will print 8.5x11 Portrait and the detail reports (User, Projects etc...) will print Landscape. If the reports print incorrectly (oversized) confirm the following: Right click on desktop, select screen resolution, Select "Make text and other items larger or smaller", Set to "Smaller".

5.1 Users Tab– Scan Mode

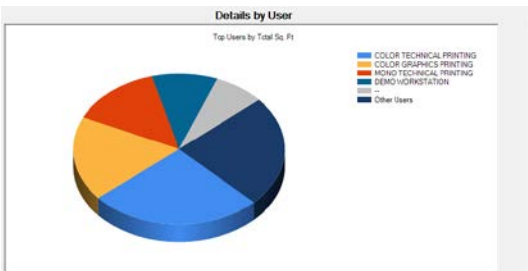
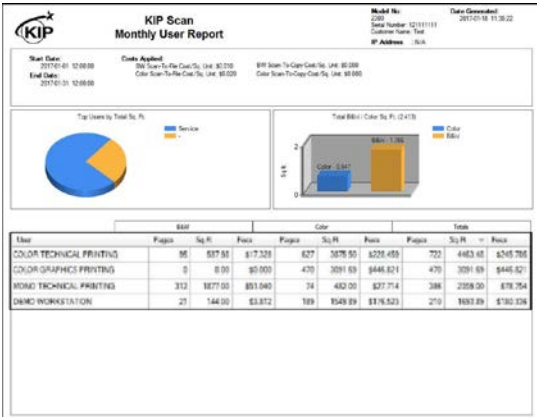
Step	Action	Illustration
1.	Users	

The User Details Report consists of the Black and White fees for each individual User. This report is sortable by clicking on the column header.



and Color Scanning and column by simply

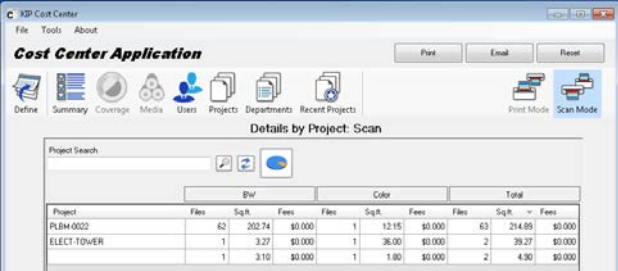
The user can also Print the Users Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the top users and what was being Scanned by clicking the button for the Pie Chart



Note: When printing, the report will be sent to the default printer on the workstation the report is being sent from. The Summary report will print 8.5x11 Portrait and the detail reports (User, Projects etc...) will print Landscape. If the reports print incorrectly (oversized) confirm the following: Right click on desktop, select screen resolution, Select "Make text and other items larger or smaller", Set to "Smaller".

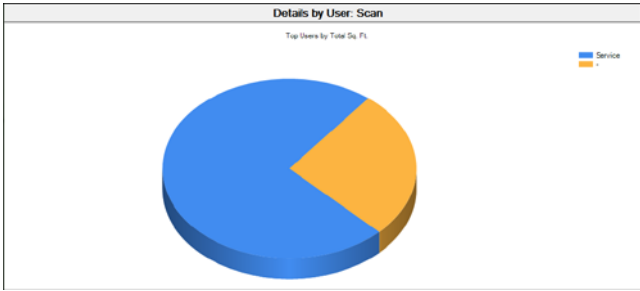
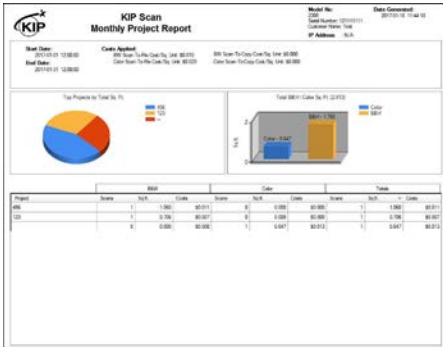
KIP Cost Center User Guide

5.2 Projects Tab– Scan Mode

Step	Action	Illustration
1.	Projects	

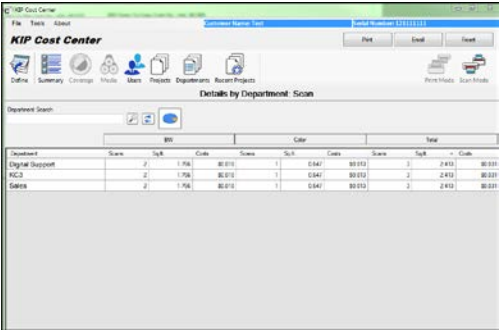
The Scan Projects Report consists of the Black and White and Color scanning and fees based on a Projects or Department number. Search for and print report of a specific job with the “Projects Search” Function.


The user can also Print the Scan Projects Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the top Projects and what was being scanned by clicking the button for the Pie Chart



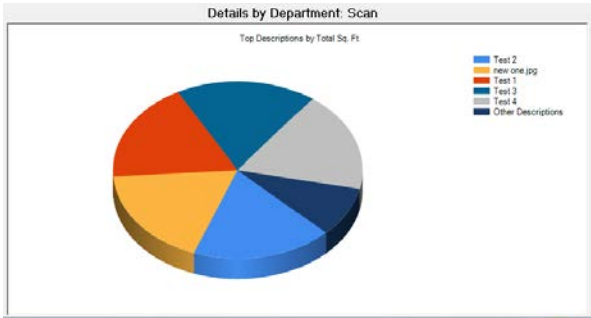
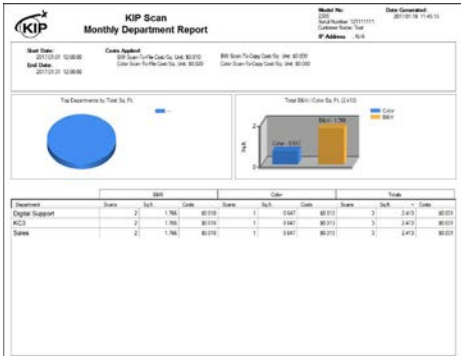
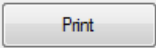
Note: When printing, the report will be sent to the default printer on the workstation the report is being sent from. The Summary report will print 8.5x11 Portrait and the detail reports (User, Projects etc...) will print Landscape. If the reports print incorrectly (oversized) confirm the following: Right click on desktop, select screen resolution, Select “Make text and other items larger or smaller”, Set to “Smaller”.

5.3 Department Tab– Scan Mode

Step	Action	Illustration
1.	Departments	

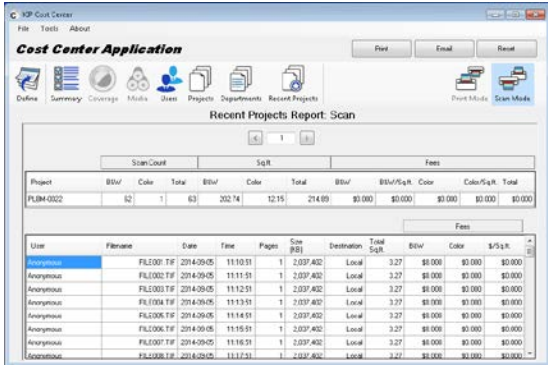
The Departments Report consists of the Black and White and fees based on data entered into the Description field for  Color printing and accounting. Search for and print report of a specific job Description with the “Description Search” Function.

The user can also Print the Departments Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the top Jobs by Department and what was being scanned by clicking the button for the Pie Chart



Note: When printing, the report will be sent to the default printer on the workstation the report is being sent from. The Summary report will print 8.5x11 Portrait and the detail reports (User, Projects etc...) will print Landscape. If the reports print incorrectly (oversized) confirm the following: Right click on desktop, select screen resolution, Select “Make text and other items larger or smaller”, Set to “Smaller”.


5.4 Recent Projects Tab– Scan Mode

Step	Action	Illustration
1.	Recent Projects	

The Recent Projects Report for Scan provides a large amount of detail for the last 100 Scan jobs that are reported in the billing log. The individual detail includes:

- User and File Name, Date and Time, Pages, Size, Destination, Total Sq. Ft., B&W and Color costs, Cost/Sq. Ft.

The user can also Print the Recent Jobs Report by selecting the Print Button in the top right corner as well as view a chart that shows details of the Recent Jobs and what was being scanned by clicking the button for the Pie Chart




KIP Scan
Monthly Department Report

Model No: 2300
Serial Number: 121111111
Customer Name: Test
IP Address : N/A


Date Generated: 2017/01/18 11:46:00

Start Date: 2017/01/01 12:00:00	Costs Applied: BW Scan-To-File Cost/Sq. Unit: \$0.010 Color Scan-To-File Cost/Sq. Unit: \$0.020	BW Scan-To-Copy Cost/Sq. Unit: \$0.000 Color Scan-To-Copy Cost/Sq. Unit: \$0.000
End Date: 2017/01/31 12:00:00		

Top Departments by Total Sq. Ft.



Total B&W / Color Sq. Ft. (2,413)



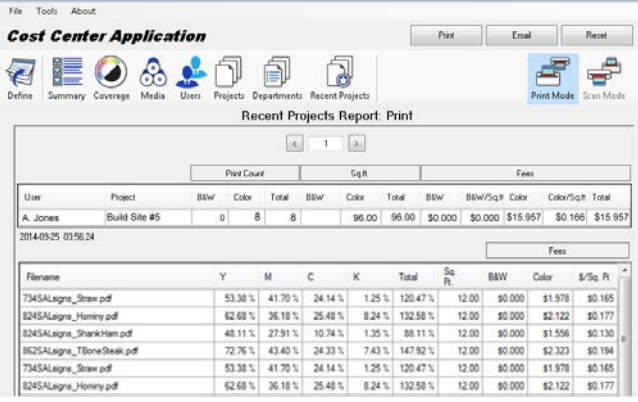
Department	B&W			Color			Totals		
	Scans	Sq.ft.	Costs	Scans	Sq.ft.	Costs	Scans	Sq.ft.	Costs
Digital Support	2	1,766	\$0.018	1	0,647	\$0.013	3	2,413	\$0.031
KC3	2	1,766	\$0.018	1	0,647	\$0.013	3	2,413	\$0.031
Sales	2	1,766	\$0.018	1	0,647	\$0.013	3	2,413	\$0.031

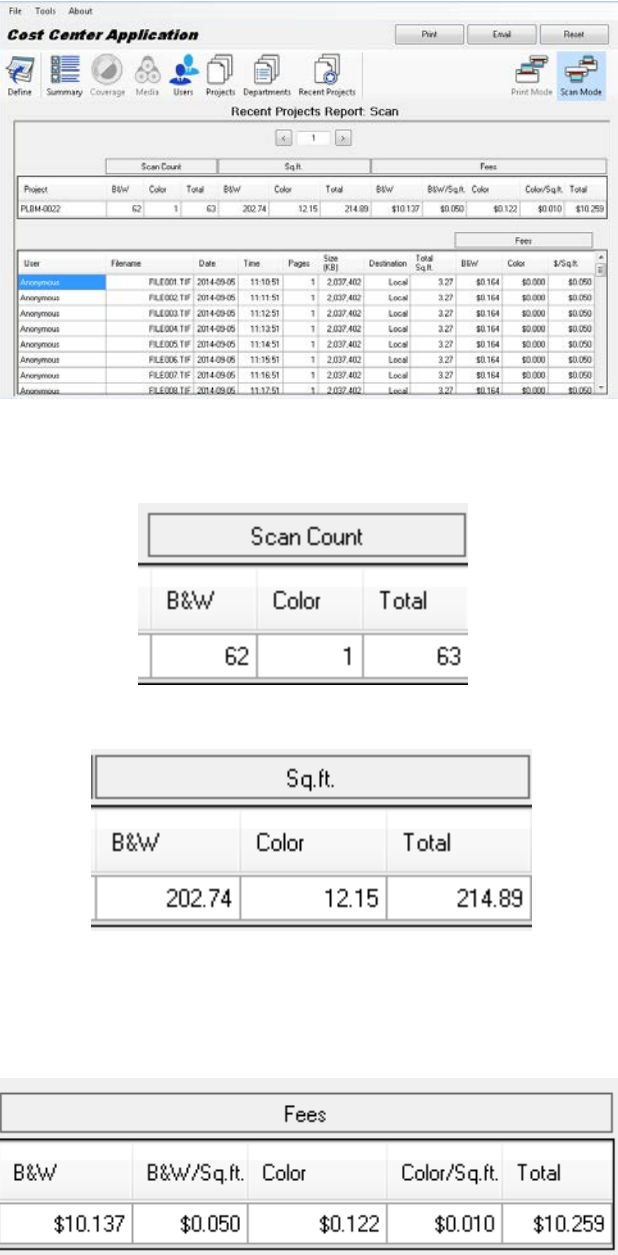

Note: When printing, the report will be sent to the default printer on the workstation the report is being sent from. The Summary report will print 8.5x11 Protrait and the detail reports (User, Projects etc...) will print Landscape. If the reports print incorrectly (oversized) confirm the following: Right click on desktop, select screen resolution, Select "Make text and other items larger or smaller", Set to "Smaller".

6 How to Use the KIP Cost Center Software

The Following section describes how to use the KIP Cost Center to pull the log data from the KIP Printer and then to gather the information.

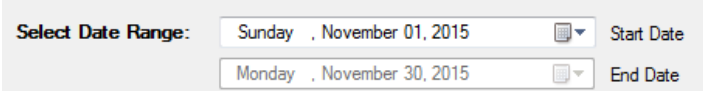
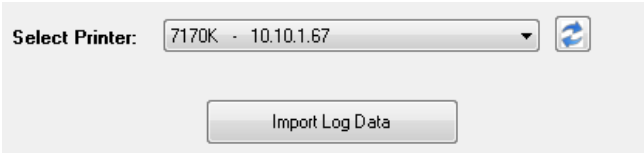
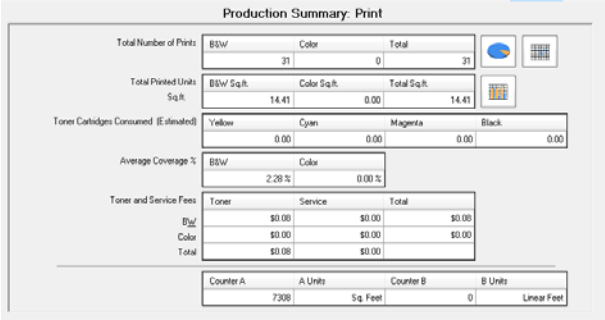
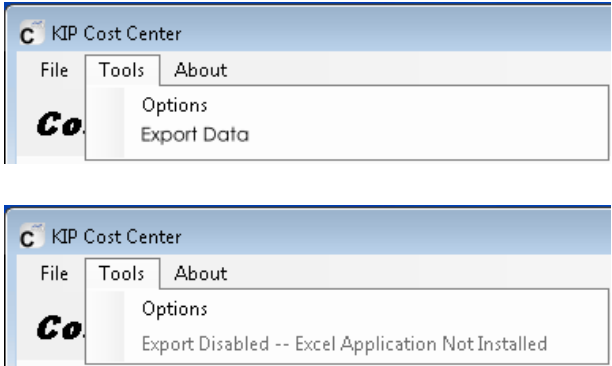
Step	Action	Illustration
1.	<p>Select the method of use for the application (By Range or By Month)</p> <p>Enter the desired date Range that the log will cover.</p> <p>Enter the desired month that the log will cover.</p>	
2.	<p>On the Main Screen all buttons will be grayed out until a KIP Printer has been selected. From the Dropdown window select the desired KIP Printer.</p> <p>Click "Import Log Data"</p>	
3.	<p>The Summary Tab is going to show all of the information in one convenient location, for the specific date range entered. This is specific for the Print or Scan mode depending on which is selected.</p> <p>Note: the data gathered in Counter A and Counter B are cumulative from date of installation.</p>	
4.	<p>Select any of the buttons across the top to see report details from that selection (see detailed information in the previous sections).</p>	
5.	<p>Select the Recent Projects Reports button.</p>	

Step	Action	Illustration																																				
6.	<p>The Recent Projects Report (Print Mode) will give all of the necessary information for the last job(s) printed (1 to 100) depending on how set during setup. Including:</p> <ul style="list-style-type: none"> • User – User name • Project – Project Number • Print Count <ul style="list-style-type: none"> ○ B&W – B&W printed ○ Color –Color printed ○ Total - Printed • Sq. Ft <ul style="list-style-type: none"> ○ B&W – B&W Sq. Ft. ○ Color -Color Sq. Ft. ○ Total – Total Sq. Ft • Costs <ul style="list-style-type: none"> ○ B&W – Total Toner and service ○ B&W Sq. Ft. - Total ○ Color - Total Toner and service ○ Color Sq. Ft. - Total ○ Total – Total Cost for Toner and service B&W and Color. <p>Note: Reports can also be printed or E-mailed.</p>	 <div style="margin-top: 20px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="4">Print Count</th> </tr> <tr> <th>B&W</th> <th>Color</th> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>8</td> <td colspan="2">8</td> </tr> </tbody> </table> </div> <div style="margin-top: 20px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="4">Sq.ft.</th> </tr> <tr> <th>B&W</th> <th>Color</th> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>96.00</td> <td colspan="2">96.00</td> </tr> </tbody> </table> </div> <div style="margin-top: 20px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="3">Costs</th> </tr> <tr> <th>B&W</th> <th>Color</th> <th>\$/Sq.ft.</th> </tr> </thead> <tbody> <tr> <td>\$0.000</td> <td>\$0.917</td> <td>\$0.044</td> </tr> <tr> <td>\$0.000</td> <td>\$0.588</td> <td>\$0.028</td> </tr> </tbody> </table> </div>	Print Count				B&W	Color	Total		0	8	8		Sq.ft.				B&W	Color	Total			96.00	96.00		Costs			B&W	Color	\$/Sq.ft.	\$0.000	\$0.917	\$0.044	\$0.000	\$0.588	\$0.028
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7.	<p>The Recent Projects Report (Scan Mode) will give all of the necessary information for the last job(s) Scanned (1 to 100) depending on how set during setup. Including:</p> <ul style="list-style-type: none"> • Project – Project Number • Scan Count <ul style="list-style-type: none"> ○ B&W – B&W Scanned ○ Color –Color Scanned ○ Total - Scanned • Sq. Ft <ul style="list-style-type: none"> ○ B&W – B&W Sq. Ft. ○ Color - Color Sq. Ft. ○ Total – Total Sq. Ft • Fees <ul style="list-style-type: none"> ○ B&W – Scanning Costs ○ B&W Sq. Ft. - Total ○ Color – Color Scanning costs ○ Color Sq. Ft. - Total • Total – Total Scanning Costs for B&W and Color. <p>Note: Reports can also be printed or E-mailed.</p>	 <p>The screenshot shows the 'Recent Projects Report: Scan' window in the 'Cost Center Application'. It features a menu bar (File, Tools, About) and buttons for Print, Email, and Reset. Below the menu are icons for Define, Summary, Coverage, Media, Users, Projects, Departments, and Recent Projects. The main area contains a table with the following data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project</th> <th>B&W</th> <th>Color</th> <th>Total</th> <th>B&W</th> <th>Color</th> <th>Total</th> <th>B&W</th> <th>B&W/Sq.ft.</th> <th>Color</th> <th>Color/Sq.ft.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PLBM-002</td> <td>62</td> <td>1</td> <td>63</td> <td>202.74</td> <td>12.15</td> <td>214.89</td> <td>\$10.137</td> <td>\$0.050</td> <td>\$0.122</td> <td>\$0.010</td> <td>\$10.259</td> </tr> </tbody> </table> <p>Below the screenshot are three summary tables:</p> <p>Scan Count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>B&W</th> <th>Color</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>62</td> <td>1</td> <td>63</td> </tr> </tbody> </table> <p>Sq.ft.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>B&W</th> <th>Color</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>202.74</td> <td>12.15</td> <td>214.89</td> </tr> </tbody> </table> <p>Fees</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>B&W</th> <th>B&W/Sq.ft.</th> <th>Color</th> <th>Color/Sq.ft.</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$10.137</td> <td>\$0.050</td> <td>\$0.122</td> <td>\$0.010</td> <td>\$10.259</td> </tr> </tbody> </table>	Project	B&W	Color	Total	B&W	Color	Total	B&W	B&W/Sq.ft.	Color	Color/Sq.ft.	Total	PLBM-002	62	1	63	202.74	12.15	214.89	\$10.137	\$0.050	\$0.122	\$0.010	\$10.259	B&W	Color	Total	62	1	63	B&W	Color	Total	202.74	12.15	214.89	B&W	B&W/Sq.ft.	Color	Color/Sq.ft.	Total	\$10.137	\$0.050	\$0.122	\$0.010	\$10.259
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8.	Close the application when finished.																																															

7 How to Export the Log Data into an MS Excel Spreadsheet

The Following section describes how to export the extracted log data into a Microsoft Excel Spreadsheet.

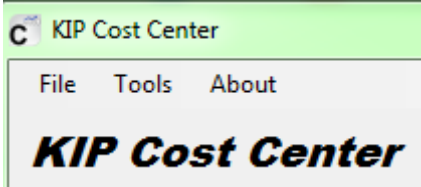
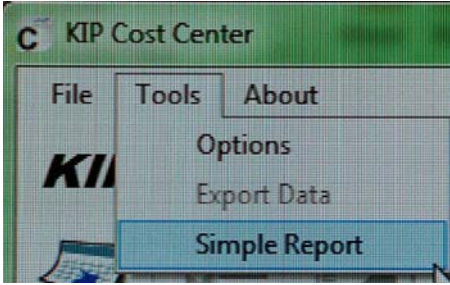
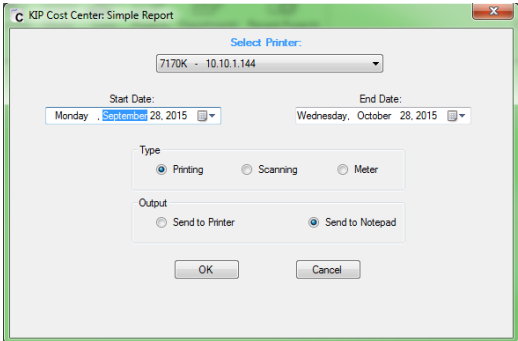
Step	Action	Illustration
1.	Enter the desired Date Range that the report will cover.	
2.	On the Main Screen all buttons will be grayed out until a KIP Printer has been selected. From the Dropdown window select the desired KIP Printer. Click "Import Data"	
3.	The Summary Tab is going to show all of the information in one convenient location, for the specific date range entered. This is specific for the Print or Scan mode depending on which is selected. Note: the data gathered in Counter A and Counter B are cumulative from date of installation.	
4.	Click Tools and then Export Data Note: Microsoft Excel will need to be installed at the workstation.	

5. MS Excel will automatically open displaying the exported log data. All headers will be put in place and the data will be formatted for use.

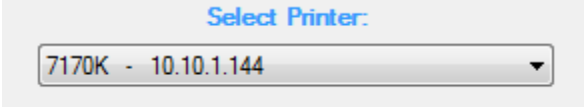
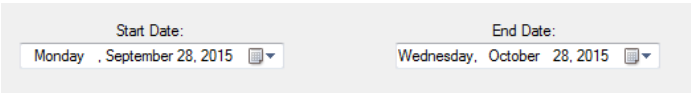
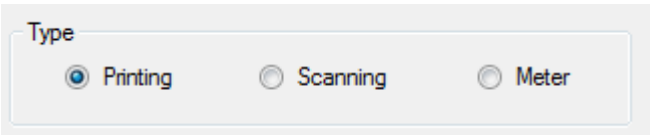
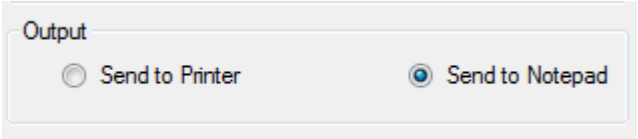
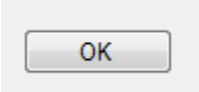
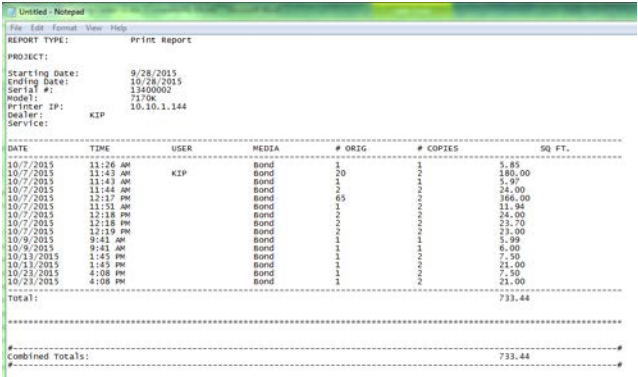
Job Name	Page Number	Total Page Number	Set Number	Total Set Number	User	Job Description	File Name
	2	5	1	1	1		Scan_0.pdf
	4	5	12	1	1		A-0 - Copy - Copy - Copy - Copy.PDF
	4	7	12	1	1		A-0 - Copy - Copy - Copy (2) - Copy.PDF
	4	2	12	1	1		A-0 - Copy - Copy - Copy (2).PDF
	4	10	12	1	1		A-0 - Copy - Copy - Copy (1).PDF
	4	1	12	1	1		A-0 - Copy - Copy - Copy.PDF
	4	12	12	1	1		A-0 - Copy - Copy (2) - Copy - Copy.PDF
	4	6	12	1	1		A-0 - Copy - Copy (2) - Copy - Copy.PDF
	4	4	12	1	1		A-0 - Copy - Copy (2) - Copy.PDF
	4	11	12	1	1		A-0 - Copy - Copy (2).PDF
	4	3	12	1	1		A-0 - Copy - Copy (3) - Copy - Copy.PDF
	4	8	12	1	1		A-0 - Copy - Copy - Copy - Copy.PDF
	4	9	12	1	1		A-0 - Copy - Copy - Copy - Copy (2).PDF

8 How to Create a Simple Report

The Following section describes how to create a simple report from the log file for a specific time frame. This simple report is gathered from the date range specified and is not an editable file. It can be printed to the default printer or to Notepad.

Step	Action	Illustration
1.	Select the Tools Tab	
2.	Select Simple Report	
3.	<p>This will open the following window.</p> <p>The following settings will need to be entered:</p> <p>Select Printer – If multiple printers are available select the printer to pull the report from.</p> <p>Start Date – Enter Start Date</p> <p>End Date – Enter End Date</p> <p>Type of Report – choose from:</p> <ul style="list-style-type: none"> • Printing – All items printed or copied • Scanning – All scan data • Meter – all meter data <p>Output – Select output location</p>	

KIP Cost Center User Guide

4.	Select the Printer to pull the report from.																																																																																																																															
5.	Enter the desired Date Range that the report will cover.																																																																																																																															
6.	Select the Type of report:																																																																																																																															
7.	Select the Output Type																																																																																																																															
8.	Select OK																																																																																																																															
9.	<p>The Simple Report will be generated and sent to Notepad or to the default printer depending on the output selection.</p> <p>Please Note this report is not editable.</p>	 <table border="1"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>USER</th> <th>MEDIA</th> <th># ORIG</th> <th># COPIES</th> <th>SQ. FT.</th> </tr> </thead> <tbody> <tr><td>10/7/2015</td><td>11:26 AM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>5.85</td></tr> <tr><td>10/7/2015</td><td>11:43 AM</td><td>KIP</td><td>Bond</td><td>20</td><td>2</td><td>180.00</td></tr> <tr><td>10/7/2015</td><td>11:43 AM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>5.97</td></tr> <tr><td>10/7/2015</td><td>11:44 AM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>24.00</td></tr> <tr><td>10/7/2015</td><td>12:17 PM</td><td></td><td>Bond</td><td>65</td><td>2</td><td>306.00</td></tr> <tr><td>10/7/2015</td><td>11:51 AM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>11.84</td></tr> <tr><td>10/7/2015</td><td>12:18 PM</td><td></td><td>Bond</td><td>2</td><td>2</td><td>24.00</td></tr> <tr><td>10/7/2015</td><td>12:18 PM</td><td></td><td>Bond</td><td>2</td><td>2</td><td>23.70</td></tr> <tr><td>10/7/2015</td><td>12:19 PM</td><td></td><td>Bond</td><td>2</td><td>2</td><td>23.00</td></tr> <tr><td>10/9/2015</td><td>9:41 AM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>5.98</td></tr> <tr><td>10/9/2015</td><td>9:41 AM</td><td></td><td>Bond</td><td>1</td><td>1</td><td>6.00</td></tr> <tr><td>10/13/2015</td><td>1:45 PM</td><td></td><td>Bond</td><td>1</td><td>1</td><td>7.50</td></tr> <tr><td>10/13/2015</td><td>1:45 PM</td><td></td><td>Bond</td><td>1</td><td>1</td><td>21.00</td></tr> <tr><td>10/23/2015</td><td>4:08 PM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>7.50</td></tr> <tr><td>10/23/2015</td><td>4:08 PM</td><td></td><td>Bond</td><td>1</td><td>2</td><td>21.00</td></tr> <tr><td colspan="6">Total:</td><td>733.44</td></tr> <tr><td colspan="6">Combined Totals:</td><td>733.44</td></tr> </tbody> </table>	DATE	TIME	USER	MEDIA	# ORIG	# COPIES	SQ. FT.	10/7/2015	11:26 AM		Bond	1	2	5.85	10/7/2015	11:43 AM	KIP	Bond	20	2	180.00	10/7/2015	11:43 AM		Bond	1	2	5.97	10/7/2015	11:44 AM		Bond	1	2	24.00	10/7/2015	12:17 PM		Bond	65	2	306.00	10/7/2015	11:51 AM		Bond	1	2	11.84	10/7/2015	12:18 PM		Bond	2	2	24.00	10/7/2015	12:18 PM		Bond	2	2	23.70	10/7/2015	12:19 PM		Bond	2	2	23.00	10/9/2015	9:41 AM		Bond	1	2	5.98	10/9/2015	9:41 AM		Bond	1	1	6.00	10/13/2015	1:45 PM		Bond	1	1	7.50	10/13/2015	1:45 PM		Bond	1	1	21.00	10/23/2015	4:08 PM		Bond	1	2	7.50	10/23/2015	4:08 PM		Bond	1	2	21.00	Total:						733.44	Combined Totals:						733.44
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9 How to set the SNMP Community String

The **SNMP** Read-Only **Community String** is like a password. It is sent along with each **SNMP** Get-Request and allows (or denies) access to device. The KIP Printer is shipped with a default password of "public". (This is the so-called "default public **community string**".) Starting with The KIP Cost Center version 1.4.0.8 the community string can be set to something other than "public".

Once the application is installed go to Tool/Options and on the General tab under Miscellaneous Setup there is a box for Community String. The user may enter a new community string here instead of the default "public". Once set, the application will remember the setting.

