YSoft SafeQ Terminal Professional v3.5

Administrator's Guide

Version 1.3

making the MFDs think™

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1 INTRODUCTION

1.1 PURPOSE OF DOCUMENT

This guide provides the essential information on the installation, configuration and usage of the YSoft SafeQ Terminal Professional v3.5 with color display.

You are expected to understand some networking and printing concepts: in particular, you should be familiar with the client/server paradigm, with IP addressing and TCP/UDP ports. Ideally, you should know something about LDAP and SNMP as well. It assumes a deeper understanding of YSoft SafeQ on the common administrator level and knowledge of the YSoft SafeQ Administrator Guide. This guide also assumes the ownership and/or access to articles, such as service cables.

1.2 GOALS AND OBJECTIVES

YSoft SafeQ® Terminal Professional provides user interface for authorization to printer and copier and workflow improvements such as follow me feature, print job management, self-serve printing and copying and scan workflow improvements.

1.3 VALIDITY OF DOCUMENT

The information in this guide applies to YSoft SafeQ Terminal Professional version 3.6.2 and newer.

The contents of this guide are up-to-date and apply to the following versions:

YSoft SafeQ® Instant Edition v 3.5

YSoft SafeQ® Professional Edition v 3.1.5

YSoft SafeQ® Enterprise Edition v 3.1.5

1.4 DISCLAIMER

The producer does not bear any responsibility for the use of any functions not specified here unless covered by a separate document.

The producer rejects any and all responsibility for the consequences of improper, negligent or incorrect installation or settings of optional operational system parameters.

Information to user:
The user that makes changes or modifications not expressly approved by the party responsible for compliance (Y Soft s.r.o.) could void the user's authority to operate the equipment.

2   OVERVIEW

The YSoft SafeQ Terminal Professional has a graphic touch-screen and is equipped with a four-port network adapter.

Picture 1: YSoft SafeQ Terminal Professional

It also features a microcomputer, flash ROM, network interface and a card reader. The card reader is optional, as PIN code can be used for authentication instead of cards. Terminal is supplied with an external power supply (included in the package).

The card reader is a replaceable module: there are many different standards and types of identification cards, both contactless and contact cards, and the reader must be compatible with them.

The terminals communicate with the YSoft SafeQ server over the network using a TCP channel and needs to be configured in order to work.

3   TECHNICAL SPECIFICATIONS

YSoft SafeQ Terminal Professional functionality:

- choice print / copying / scanning options
- supports follow-me functions, print, copying, scanning and displays information on accounting and credit
- authorization by PIN, card or a combination thereof
- one-time authorization by PUK code if the user has no active card
- job list (selection of jobs for print, of favourite jobs and printed jobs)
- deletion of job from queue
- favourite jobs (automatic print of documents directly from terminal)
- project accounting
- information on print/copying status and detailed price accounting on the terminal screen
- beeping of the touch-screen and warning that the copying timeout has expired
- blocks access to MFD – firewall and routing
- supports SSL and IP SEC communication encryption
- enables central configuration
- Supports remote administration – online terminal display
- data optimization between SafeQ and printer

YSoft SafeQ terminal is connected to the ethernet network. Any ethernet interface can be connected with RJ45 to the terminal ports. MFD, printers communicate with SafeQ "via" the terminal. Access rights may be set for each link.

The terminal has a MAC address allocated directly by the producer.

3.1   TERMINAL PROPERTIES AND TECHNICAL SPECIFICATIONS

Terminal el. power supply input:	**12V DC**
Maximum current input:	**1.0A**
Working temperature	**+10°C to +40°C**
Storage temperature:	**0°C to +50°C**
Maximum air humidity:	**80% without condensation**

Resistance to magnetic field:	no added resistance
Weight:	cca 900g (depends on used card reader)
Size (W x H x D)	165 x 99 x 52mm
Architecture:	Renesas SH7710/SH-3 200Mhz CPU, 64 MB SDRAM, 16 MB Flash (dedicated for Firmware) + 128 MB Flash (dedicated for data)
Screen:	480x272px, 16bit color, Maximum pressure: 250g
Internal readers:	RFID 125kHz, Mifare, Motorola, HID, IDTECK, TIRIS, Cotag, Unique, Smart card, magnetic three track, drafting bar codes, dual readers and many others For the complete list, please see the current price list.
External interface:	8pin miniDIN, RS 232 interface,

Item	YSoft SafeQ® Professional Terminal
Power/frequency	200MIPS
Data bus	32bit
Instruction set	RISC
RAM memory	64MB

FLASH memory	16MB
Blocking cables to MFD	YES
Internal operating system	LINUX
Customization option	YES/as required

4   TERMINAL SETTING

4.1   TERMINAL CONFIGURATION - COMMON

- If a DHCP server is to be used for configuring the terminal network settings, enable the use of DHCP;
- Otherwise, set the IP address of the terminal, the subnet mask and default gateway and check that DHCP is disabled;
- In both cases, set the SafeQ IP address of the server and the port number; note that this is not the port of the web interface that you were asked for during installation but the TCP port on which the SafeQ Server communicates with the terminals. By default its number is 4096

- When entering IP addresses in the various menu options, note that you must enter all three digits of all the four numeric fields of the address. For example, to enter 192.168.0.37, you press the 192168000037 buttons on the on-screen keypad and then confirm with OK.
- When the required parameters have been set (or changed), push the "Save" button and exit the settings. The terminal will restart and the new settings will take effect.

- When entering the data on screen manually, you should hear a beep with every registered touch. Press the screen only until your depression causes a beep. Do not use greater force than necessary. (The beeping may be turned off.)
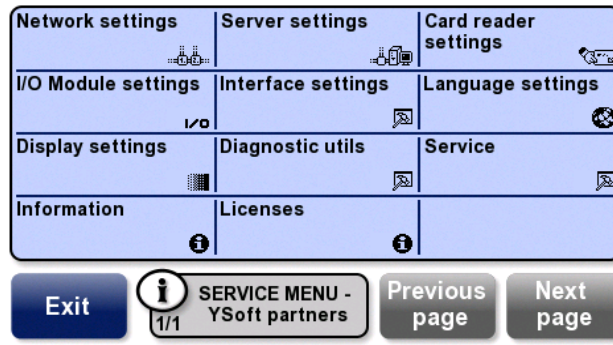
4.2   ENTERING SERVICE MENU

After the boot up of terminal, the main menu will display (with the "Place card" message). To enter service menu do the following:

1. touch the top left corner of the screen
2. touch the top right corner of the screen
3. touch the top left corner of the screen again
4. touch the top right corner of the screen again
5. a numerical keyboard should display. Press the 0 (zero) button four times and then press OK. A precondition is that the default access code for the service menu (0000) has not been changed
6. the terminal service menu should now be displayed

If the terminal is configured to use PIN authentication only (no cards), the main menu will NOT be displayed after the terminal boots up. In this case, enter 000000000 (nine zeroes) in the PIN entry screen, and then proceed with step 5 above.
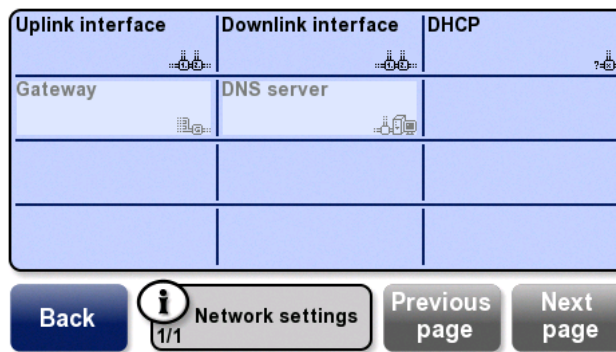
The administrator is advised to change the default access code to the service menu (0000) to prevent users from changing any of the settings.

Note: The procedure for entering into service menu described above corresponds to the service menu level 1 (site administrator level). Thereinafter in document there are screenshots relevant to service menu level 2 (all the menu options) and therefore some options may be hidden when entering into service menu level 1.

Picture 2 - Service menu

4.3 NETWORK SETTINGS

Picture 3 - Network settings

Uplink interface – set up IP address of terminal, netmask, ports speed and network adapter mode (for use of normal UTP cable or crossed UTP cable)

Downlink interface – define speed and network adapter mode for each port

DHCP – enable or disable DHCP

Gateway – define gateway for terminal (option is grayed if DHCP enabled)

DNS server – define DNS for the terminal (option is grayed if DHCP enabled)

4.4   SERVER SETTING

Picture 4 - Server settings

Server IP – fill in SafeQ server IP address

Server port – choose SafeQ server port for communication, default 4096

Find server – search for SafeQ server on the same network interface

Cluster support – allows cluster support for SafeQ server Enterprise

Copier locking – defines if device (un)locking is directed by terminal (when an user presses End button and is logged out of session) or by server (after the job is finished and device is in "ready status")

4.5   CARD READER SETTING

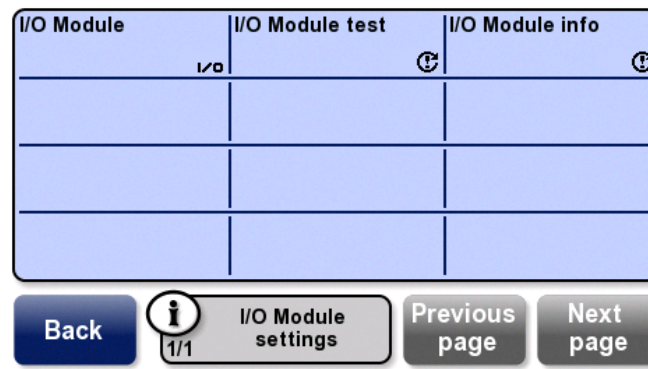
Picture 5 - Card reader settings

Card reader – choose the type of card reader installed

Card reader test – place a card and see card number on the terminal screen

Fingerprint reload – support for biometric login

Fingerprint clear – consult *Ysoft SafeQ Fingerprint technical specification* for more details

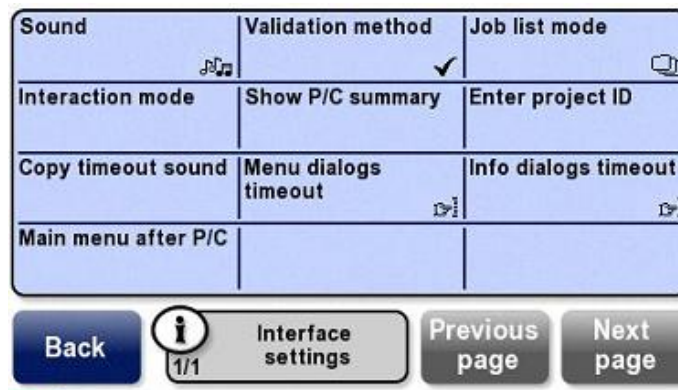## 4.6   I/O MODULE SETTINGS

Picture 6 - I/O Module settings

I/O Module – choose appropriate module for blocking cable interface (depends of machine)

I/O Module test – test functionality (block or unblock device interface)

I/O Module info – see summary of information about I/O Module

4.7   INTERFACE SETTINGS

Picture 7 - Interface settings

Sound – switch sound (beep) on/off

Validation method – four options:

- ✔ Card, – authorization possible only with card
- ✔ PIN – authorization possible only with PIN
- ✔ Card and PIN – authorization possible with card and PIN
- ✔ Card or PIN – user may choose between authorization with card or PIN

Job list mode – four options:

- ✔ No job list – no job list icon on terminal screen for an user
- ✔ Queue only – user may read only the print queue
- ✔ Queue/printed – user may read the print queue and also printed (and not deleted) jobs
- ✔ Queue/printed/favorites – user may read the entire print queue, including favourite jobs

Interaction mode

- ✔ normal
- ✔ simplified

If chosen simplified, the Terminal Professional will behave as a *Lite terminal*. User´s print job is automatically printed and the user is automatically logged off after his print is done.

Show P/C summary – information summary after print / copy operation:

- ✔ pages only – information about amount of pages (without price) is displayed to the user before the print / copy session ends
- ✔ pages and price – information about amount of pages and price is displayed to the user before the print / copy session ends
- ✔ disabled – the print / copy session ends immediately without any information about amount of pages or price.

Enter Project ID – enables filtering based on project ID.

Copy timeout sound – enable or disable sound when a time has elapsed for a copy session.

Menu dialog timeout – set timeout of menu dialogs:

- ✔ 30 seconds
- ✔ 60 seconds
- ✔ none

None is applicable only if terminal card reader is capable of ensuring card presence and user is logged in with a card. Currently only smartcard and HID with continuous mode are supported.
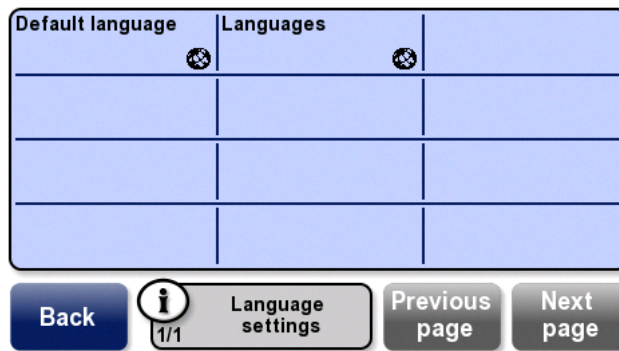
Info dialog timeout – set timeout for info dialogs:

- ✔ 2 seconds
- ✔ 5 seconds
- ✔ 10 seconds
- ✔ 20 seconds

Main menu after P/C – enabling of displaying Main menu after the the print / copy session is finished. Applicable only for terminals with readers, those are capable of ensuring card presence.

- ✔ enabled – re-login is forced to server after print / copy operation finished. Terminal returns to the Main menu (user´s card must be still present at the reader). Only way to end session is to click END button in the Main menu.
- ✔ disabled (default) – user logout appears after the print / copy session finished.
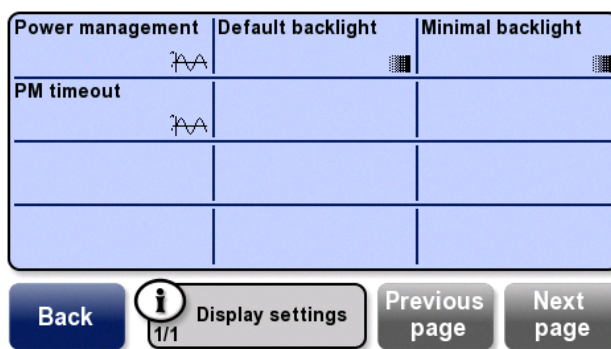
4.8 LANGUAGE SETTINGS

Picture 8 - Language settings

Default language – set specific language for your country

Language – choose languages that will be available for an user to choose on the main screen

4.9 DISPLAY SETTINGS
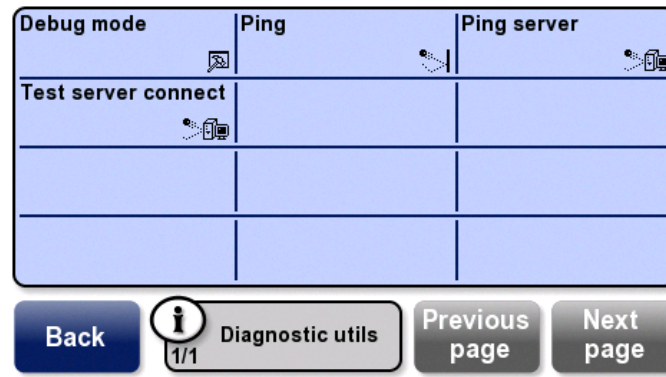

Picture 9 - Display settings

Power management – four option for touch-screen power management - Disable, Screen dimming, Backlight completely off, screen completely off

Default backlight – set up backlight intensity

Minimal backlight – set minimal backlight

PM Timeout – define timeout for power management (minutes)

4.10 DIAGNOSTIC UTILS

<div align="center">**Picture 10 - Diagnostic utils**</div>

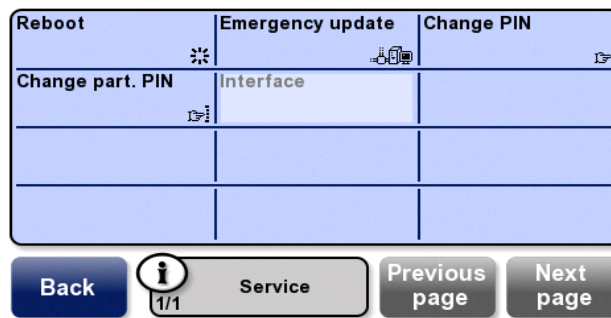**Debug mode** - enables the debug mode for the terminal (No log by default).
- No log – does not log any information
- Log errors – this option records only error messages in the log
- Log all messages – this option records all messages in the log

Ping – test connection with ping command

Ping server - test connection to the IP address of YSoft SafeQ server

Test server connect - test connection between terminal and YSoft SafeQ server

4.11 SERVICE

<div align="center">**Picture 11 - Service**</div>

Reboot – reboot the terminal

Emergency update – run an emergency firmware update from YSoft SafeQ server

Change PIN – change service menu access PIN code ("customer level" PIN)

Change part. PIN – change service menu access PIN code ("partners level" PIN)

5   CONCLUSION

In this document you got acquainted with the installation procedures of YSoft SafeQ Terminal Professional v3.5. For other information about setting up of terminal on SafeQ server consult SafeQ - Administrators Guide, which you can download along with other newest manuals on the Partner's Portal.

Partner's Portal web page: http://www.ysoft.com/partner-network/log-on-to-partner-portal/

6   RELATIONSHIP WITH OTHER DOCUMENTS

This section describes how this guide is related to other documentation:

Nr.	Document	Version	Author
1.	YSoft SafeQ Terminal Professional v3.5 – Service Guide [EN]	1.1	RMU
2.	YSoft SafeQ Terminal Professional v3.5 – User's Guide [EN]	1.3	RMU
3.			
4.			
5.			
6.			
7.			

7 VERSION HISTORY

Document author/owner: YSoft s.r.o.

Version	Date	Change	Status	Author
0.1	06/2009	Initial version	Accepted	RMU
1.0	06/2009	Creation 2 separates documents – Service Guide and Administrator's Guide	Final	PNE
1.1	09/2009	Chapter 1 update (disclaimer added)	Final	PNE
1.2	09/2009	Chapter 4.7 update (new menu options description)	Accepted	RMU
1.3	11/2009	Chapter 1 and Chapter 4.7 update	Final	PNE