EPSON®
EXCEED YOUR VISION

Epson® Print Admin

The affordable print management solution for enhanced productivity.

Print job security — securely access and release jobs from any registered printer

User authentication — via name/password, PIN number or card reader

Track costs — manage print costs based on billing code, groups or individuals

Customized settings — apply print rules based on cost or job type

Manage user rights — organize users by geographic location, organization and department

Print job retention — save jobs to certain printers for printing at a later time

Comprehensive reports — log and track usage and costs

Task tracker — built-in meter to count pages for print, copy, scan and fax

Usage alerts — sends notifications when budget threshold is approaching

Job modifications — use the printer's control panel for last-minute changes, such as number of copies

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Epson® Print Admin Software

General Features

Authentication
Card ID authentication
LDAP user login
Local user login
PIN code (4 to 8 digits)

User Management
Manage user list
Create user account via LDAP synchronization
Create user account via CSV file import
Create user account manually
Add/delete user account
Export user account
Assign group to users

Group Management
Manage group list
Add/delete user groups
Assign devices to user groups
Assign enabled function to user groups
Assign scan presets to user groups
Assign rule-based printing policy to user groups
Assign device allowed time to groups
Assign billing code to user groups
Assign credit recharge to user groups

Device Management
Manage device list
Add/delete devices
Enable/disable devices
Import device list via a CSV file
Export device list to a CSV file
Discovery by IP address, IP range, network address
Discover Epson devices
Test device connection

Rules/Policy Management

Add/Delete Scan Preset Policy
Set Scan Presets Rules
Add/delete scan preset list
Scan to email
Scan to network Folder/FTP
Set maximum file size (5 – 30MB)
Set scan settings (color/mono, resolution, etc.)
Set output file format (PDF, JPEG, TIFF)
Set document open password
Set printing/editing permissions

Set Rule-based Printing
Add/delete rule-based print list
Set applicable job type filter (Word, Excel®, PowerPoint®, PDF, etc.)
Set applicable job name filter
Set applicable print settings filter (color, simplex, etc.)
Set action (cancel, forced conversion, warning)
Set notification email message

Rules/Policy Management (continued)

Set Device Allowed Time
Add/delete allowed time list
Set time range
Set date range
Set day of the week range

Set Credit Recharge
Add/delete credit recharge list
Set duration (day, week, month, year)
Set reloading time
Add credit
Enable/disable remaining credit carry over to the next period

Set Cost Settings
Add/delete cost setting List
Set setup type (simple, standard, advanced)
Set print/copy/memory print fee schedule
Set scan fee schedule
Set fax sending fee schedule

Set Billing Code
Add/delete billing code list

Set Printer Driver Settings
Add/delete printer driver settings list
Set basic settings (paper size, quality, color, etc.)

Set Button Layout
Add/delete button layout list

Report Management

Set Report Output Format
User Report
Cost
Number of pages
Number of pages by paper size
Rule-based printing

Group Report
Cost
Number of pages
Number of pages by paper size
Rule-based printing

Device Report
Number of pages
Number of pages by paper size

Billing Code Report
Cost
Cost by group

System Report
Cost ranking report
Environment report
History report

Set Scheduled Reports
Set report settings (output format, date range, group, etc.)
Set report schedule (start/end date, frequency)
Set report destination (email, network folder)

Settings

System Settings
Set job settings (time limit for unreleased jobs, allow job retention for reprinting)
Set device panel display settings
Set credit status notification
Set SMTP server configuration
Set LDAP server configuration
Set driver and client tool download settings
License key registration
Set system email settings

Maintenance Settings
Manage pending job list
Download administrator and system log
System backup settings

System Requirements

Minimum Hardware Requirements
CPU: 2.0 GHz or faster processor
RAM: 2GB or more
Hard Disk Free Space: 50 GB or more (except for database capacity)
Display: 1024 x 768 or higher

Server Operating System Requirements
Standard/Enterprise/Datacenter edition of the following:
Windows Server 2008 (32bit/64bit) with Service Pack 2 or later
Windows Server 2008 R2 with Service Pack 1 or later
Windows Server 2012
Windows Server 2012 R2
Windows Server 2016

Ordering Information

EPA Server (up to 5 Devices, 1-year Standard M&S)	EPASRV1
EPA 1 Device Access	EPA0001
EPA 5 Device Access	EPA0005
EPA 10 Device Access	EPA0010
EPA 20 Device Access	EPA0020
EPA 50 Device Access	EPA0050
EPA Server 1-year Extended M&S	EPASRV1M1
EPA Server 2-year Extended M&S	EPASRV1M2
EPA Server 3-year Extended M&S	EPASRV1M3
EPA Server 4-year Extended M&S	EPASRV1M4
EPA Server 5-year Extended M&S	EPASRV1M5
EPA Server M&S True-up	EPASRV1MX

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