

# KIP 3000

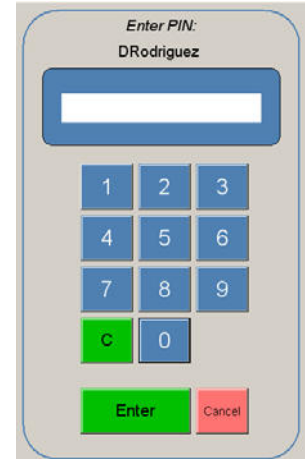
## Service Button – Help Screen

Use the “?” screen to press the KIP 3000 Service button. Before accessing the service functions, a keypad will appear for pass code entry. The pass code to access this area is on your KIP 3000 is:

**XXXXXXXX** (the actual number is supplied with system)

This section details the functions in this area as well as configurable items such as accounting and stamping in the KIP 3000.

The above code should only be distributed to those persons who should have access to the Service menus and the functions within.

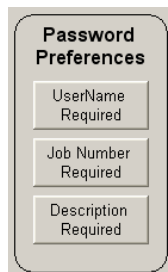


## Accounting

Accounting can be enabled on the KIP 3000 to account for all Copies, Scans and Prints. DO NOT CHANGE THE ACCOUNTING STATUS UNLESS FULLY UNDERSTOOD. PLEASE CONSULT DEVICE OWNER BEFORE ENABLING OR DISABLING THIS FUNCTION.

There are three parameters to the accounting information:

- a) User Name
- b) Job Number
- c) Description

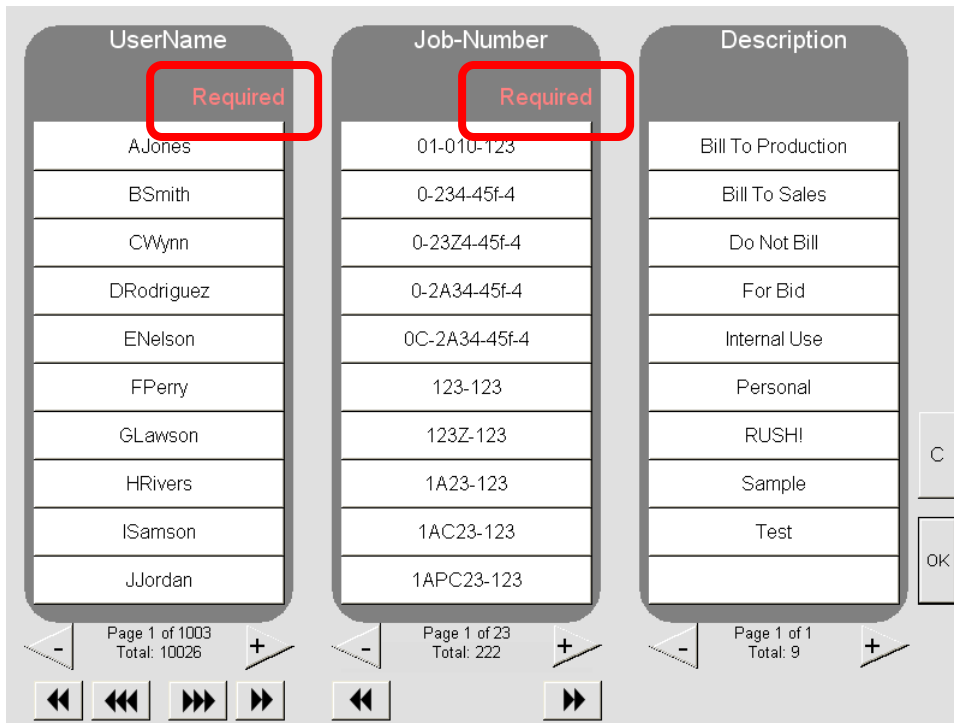


All or none of these can be recorded as accounting fields on the KIP 3000 as a Copier, Scanner or Printer. (Passwords Required). The accounting information affects both the Copy and Scan Modes in this screen. The three parameters can be labeled different than noted as the system is customizable.

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KIP Request software sets the list of names, jobs and passwords for Accounting and allows for customization of these settings. The “?” Screen simply enables the option(s) while KIP Request adds details regarding KIP 3000 authorized users.

The following screen is an example that will prompt the user to enter any required data prior to KIP 3000 copy or scan function.

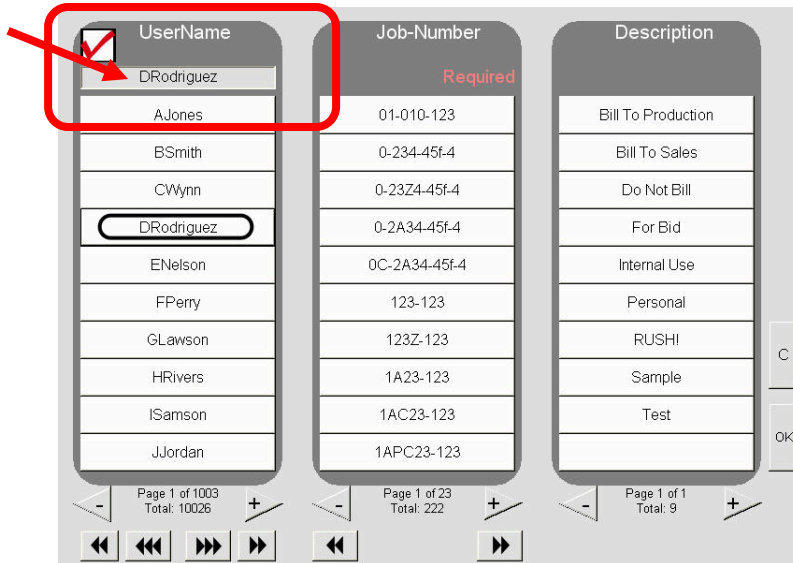


- Use the or to scroll through the list. Use the or buttons to advance by 10 entries per screen. Use the or to advance by 100 entries. All entries are listed in alphabetical order.
- Once an entry is selected, a key pad may appear to request the personal identification number for the selected entry. ( if enabled )
- Enter the numeric PIN associated with the name and press enter to enable the User Name.



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d) The Accounting screen will now display the User Name to confirm the selection.



e) Repeat the above steps to enable the Job Number and Description, if so required.

f) After all information is complete, the main screen will appear to allow KIP 3000 copy or scan functions.

## NOTE

Once the password requirements are satisfied, copies or scans can be made on the KIP 3000. These will be recorded. Please do not share individual access information, as other users may access the KIP 3000 without permission. This may also allow incorrect job costing and allocations within your organization or to the owner of the device.

It is the individual user's responsibility not to share or allow others knowledge of confidential PINs. Please contact your management if you feel PIN security has been breached.

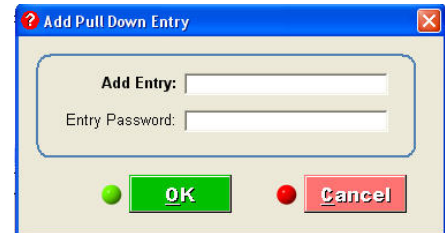
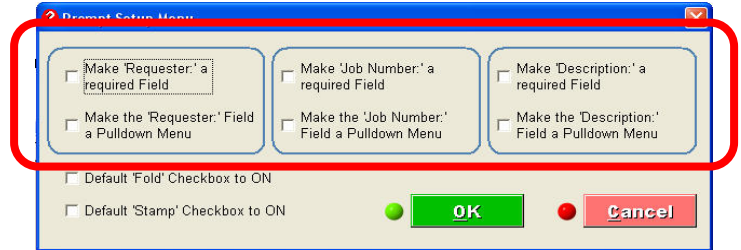
Reports can be run from the accounting information. Please see the Productivity Reports section for additional details.

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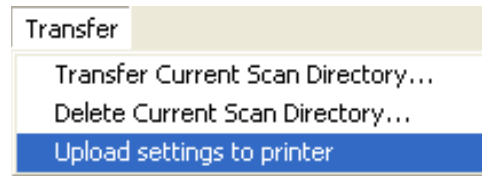
## Loading Accounts

All Accounting fields are enabled on the KIP 3000 as noted earlier. The actual names, jobs and passwords are configured and loaded utilizing the KIP Request software.

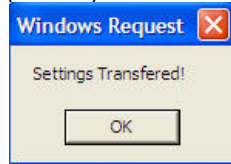
- a) In Request, enable the Prompt setup (found under Options). Select the fields that will be mandatory and select the Pull down associated with that field. Shut down and restart Request.
- b) Commence to 'Add Entry" for all Requester, Job Numbers, passwords etc. in the main screen of Request. Note the Pull down menu beside the accounting fields and leave the "Password" blank if not required.



- c) Create all accounting information required for the KIP 3000 copier system.
- d) After the accounting fields are fully created, transfer this information to the KIP 3000 using *Transfer*, and then *Upload settings to printer*. The accounting information will be placed into the KIP 3000.



- e) When settings are complete, you will receive the following message



- f) At the KIP 3000, select the "?" and then "Service". Once you are in the Service menu ( password required ) use the arrow keys at the bottom until "Import Settings" is displayed (this will appear greyed out at first) click the button labelled "Click". This will import any new settings that have been sent to the KIP 3000 IPS.