Configure Printer Ports

Instructor Led Training
Chapter 2 – Exercise I

Topics Include:
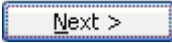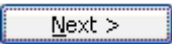
▪ Automatically Convert Printer Ports
▪ Test Page Tracking
▪ Configure Equitrac to Read the Correct Device Print Language

Appendix A:

▪ Manually Back Up Your Current Windows Printer Ports
▪ Manually Convert Printer Ports
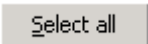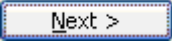▪ Restore the Registry and Windows Printer Ports

Automatically Convert Printer Ports

<u>HINT</u>: Always verify that a printer is working properly BEFORE converting it to an Equitrac port. This can be accomplished by printing a test page.

1. Start **Microsoft Windows Explorer** and navigate to the following location:

   C:\Program Files\Equitrac\[Express or Office]\Tools

2. Double-click the **EQPrinterConversionWizard.exe** file.

3. In the Add Equitrac Printer Conversion Wizard dialog box, click the [Next >] button.

4. In the Convert Printers dialog box, leave **Local machine** and **Convert printers to Equitrac ports** the radio buttons selected and click the [Next >] button.

Printer	Port
☑ PrnSecFL	SecondFloor:Temp
☑ PrnFrsFL	FirstFloor:Temp
☑ PrnColor	ColorPrinter:Temp
☑ PrnBW	BWPrinter:Temp

5. In the next Convert Printers dialog box, click the [Select all] button.

6. Click the [Next >] button.

7. In the Completing the Equitrac Printer Conversion Wizard dialog box, click the [Finish] button.

8. Close the Windows Explorer window.

9. Click the [start] button and then click **Printers and Faxes**.

10. Right-click the **PrnBW** printer and click **Properties**.

11. Click the **Ports** tab.

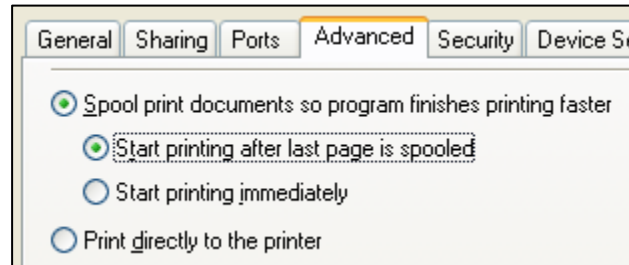12. Locate the printer on the list; the printer has been converted to an Equitrac port.

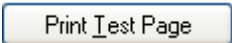|		
☑ EQ_192....	Equitrac Port	PrnBW

NOTE: To convert the printer back to a regular printer, run the **Add Equitrac Printer Conversion Wizard** and select the **Move Converted Equitrac printers to their original ports** option.

Test Page Tracking

1. Click the **start** button and then click **Printers and Faxes**.

2. Right-click **PrnBW** and then click **Properties**.

3. Click the **Advanced** tab.

4. Ensure that the radio button beside **Spool print document so program finishes printing faster** is selected.

NOTE: If the **Print directly to the printer** option is selected, all print track activity on this device is charged to the user under which the service is running instead of to the user generating the print job.

5. Click the **Start printing after last page is spooled** radio button.

6. Click the **Apply** button.

7. Click the **General** tab and then click the **Print Test Page** button.

8. Click the **OK** button to confirm that the test page printed.

*NOTE***:** Do **NOT** proceed until you successfully print a test page without error.

9. Click the **OK** button to close the Printer Properties dialog box.

10. Start **Equitrac System Manager** and connect to your accounting server.

11. In the left pane, click **Reporting**; a list of report groups appears in the right pane.

12. In the right pane, double-click **Detailed Activity** and then click **Detailed activity by network user**.

13. In the Select Report Criteria dialog box, click the **OK** button to generate the report using the default values.

The generated report includes the test print transactions charged to the automatically-generated account of the user who initiated the test print. The successful generation of this report indicates that the Equitrac server is correctly installed and is ready for further configuration.

14. Close all windows and exit **Equitrac System Manager**.

NOTE: Do **<u>NOT</u>** proceed until you have successfully created a report.

15. Repeat the above steps for each of the printers.

Configure Equitrac to Read the Correct Device Print Language

1. In **Equitrac System Manager** and connect to the accounting server.

2. In the left pane, click .

3. Click a physical device (for example, BWPrinter); the Physical Device Summary dialog box appears.

4. Click the **Printer language** link; the Page Counters dialog box appears.

5. Clear the check mark from all print drivers except **PCL3, PCL4, PCL5** and **Text**.

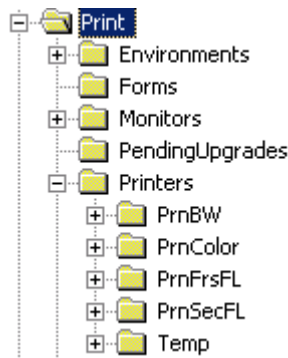*NOTE*: Selecting **Text** provides additional information when logging for troubleshooting.

6. Click the [OK] button to close the Page Counter dialog box.

7. Click the [OK] button to close the Physical Device Summary dialog box.

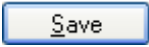8. Repeat the above steps on each physical printer device.

Appendix A

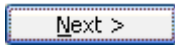### *Manually Back Up Your Current Windows Printer Ports*

NOTE: This is a classroom environment using a virtual server. Do not attempt to make any changes to the registry on a LIVE server or computer without having a full backup of your hard drive.
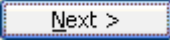
1. Click the ![start] button and then click **Run.**

2. In the Run dialog box, type **Regedit**, and then click the ![OK] button.

3. Navigate to the following registry subkey:

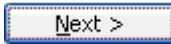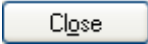   HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\Print

4. Right-click **Printers** and then click **Export**.

5. Save the file to your Windows Desktop, using the file name **PrinterPorts**; click the ![Save] button.

6. Close the registry window.

Manually Convert Printer Ports

1. Click the ![start] button and then click **Printers and Faxes**.

2. Right-click **ClassMFP** and then click **Properties**.

3. Click the **Ports** tab.

4. Click the ![Add Port...] button.

5. In the Printer Ports dialog box, click **Equitrac Port** and then click the ![New Port...] button.

6. In the Add Equitrac Printer Conversion Wizard dialog box, click the ![Next >] button.

7. In the Add Port dialog box, leave the **Device type** drop-down field set to **Physical Printer**.

8. In the **Printer name or IP address** field, type the actual **IP address** of the MFP in the classroom.

9. Leave the **Port name** field as it is populated by default.
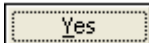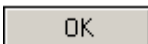
10. Click the [Next >] button.

NOTE: If a dialog box appears referencing **Custom settings**, leave all values as displayed and click the [Next >] button.

11. Leave the **Physical device name** field as displayed; click the [Next >] button.

12. In the Completing the Equitrac Printer Conversion Wizard dialog box, click the [Finish] button.

13. In the Printer Ports dialog box, click the [Close] button.

14. Click the [Apply] button and then click the [OK] button.

15. Right-click **ClassMFP** icon and click **Properties**.

16. Print a test page.

*NOTE***: Do __NOT__ proceed until you have successfully printed a test page.**

17. Repeat the above steps to convert any other Windows printer ports to Equitrac printer ports.

Restore the Registry and Windows Printer Ports

1. Double-click the backup registry file (created at the beginning of Appendix A) on your Windows Desktop that contains the original Windows printer ports.

2. In the Registry Editor Confirmation prompt, click the [Yes] button; this restores the original registry values.

3. When the process is complete, click the [OK] button.

4. Open a Command Prompt window and type the following command to stop the print spooler and then press the [◄┘Enter] key:

       net stop spooler

5. At the Continuation prompt, type the letter **Y** and press the [◄┘Enter] key.

6. When the prompt appears that indicates that the spooler is stopped, type the following command to restart the spooler and then press the [⏎Enter] key:

   net start spooler

7. When the prompt appears that indicates that the spooler has restarted, type **exit** and then press the [⏎Enter] key; the Command Prompt window closes.

8. Click the [🏁 start] button and then click **Printers and Faxes**.

9. Right-click one of the printers that you restored and click **Properties**.

10. Click the **Ports** tab; the converted ports have reverted to Standard TCP/IP ports.

11. Close the Printers and Faxes properties dialog box.

NOTE: If you restore the Windows registry and Windows Printer Ports, all printers that were backed up are restored to their original settings. Any modifications made after the back up was taken are lost.