



Configure Follow-You™ Printing


Instructor Led Training
Chapter 3 – Exercise N

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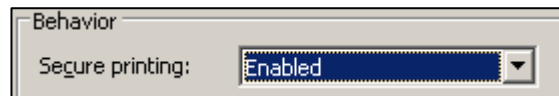
Configure Secure Printing


NOTE: In order to be able to complete future exercises, please use the information provided below exactly as shown; do not make any substitutions or skip any of the entries. You must configure the Secure Printing feature if you are using a PageCounter terminal or a Release station.

1. Start **Equitrac System Manager** and click  **Devices** in the left pane.
2. In the right pane, expand the physical devices FirstFloor and SecondFloor until the print queues (PrnFrsFL and PrnSecFL) appear.

Name	Server	Description	ID	Type
[-] SecondFloor			SecondFloor	Physical device
[-] EQ_SecondFloor:Temp	EQUITRACEE		Temp	Port
PrnSecFL	EQUITRACEE			Print queue
[-] FirstFloor			FirstFloor	Physical device
[-] EQ_FirstFloor:Temp	EQUITRACEE		Temp	Port
PrnFrsFL	EQUITRACEE			Print queue




3. Left-click **PrnFrsFL**, the Properties page appears.
4. Click the **Secure printing** drop-down arrow and select **Enabled**.

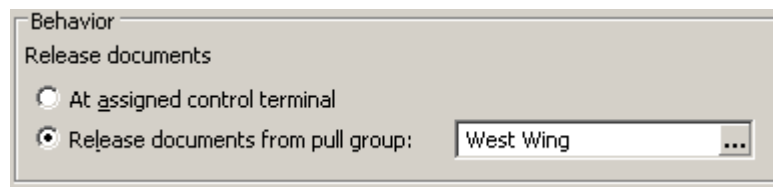



5. Click the  button.
6. Repeat the above steps to enable Secure printing on the **PrnSecFL** print queue.

Assign Printers to a Pull Group

The **Secure printing** option must be enabled on **each** printer within a pull group.


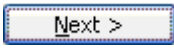
1. Start **Equitrac System Manager** and click  in the left pane.
2. Use the  and/or  keys to select each printer to be part of a pull group. (NOTE: Do not click the underlined blue name of the printer; the Properties dialog box will open. Click the entry in the ID or Type column). In this exercise, select the print queues PrnFirFL and PrnSecFL.
3. Right-click the selected printers and click **Edit**.
4. In the Physical Device Summary dialog box, click **Release documents from pull group** radio button and then type **West Wing** in the field.

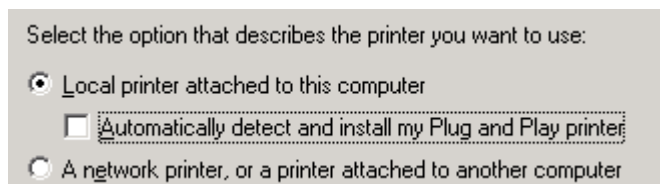


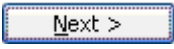
5. Click the  button when finished. **NOTE:** Nothing appears to change on the screen.

Create a Pull Group Using an e-Queue

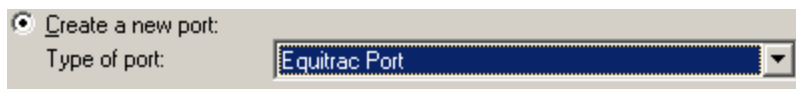
With this method, only one printer icon appears for users to select from in the Printer window when they are printing to a pull group.

1. Click the  button and then click **Printers and Faxes**.
1. Double-click the **Add Printer** icon.
2. In the Welcome to the Add Printer Wizard dialog box, click the  button.
3. Click the **Local printer attached to this computer** radio button and then click to clear the **Automatically detect and install** check box.

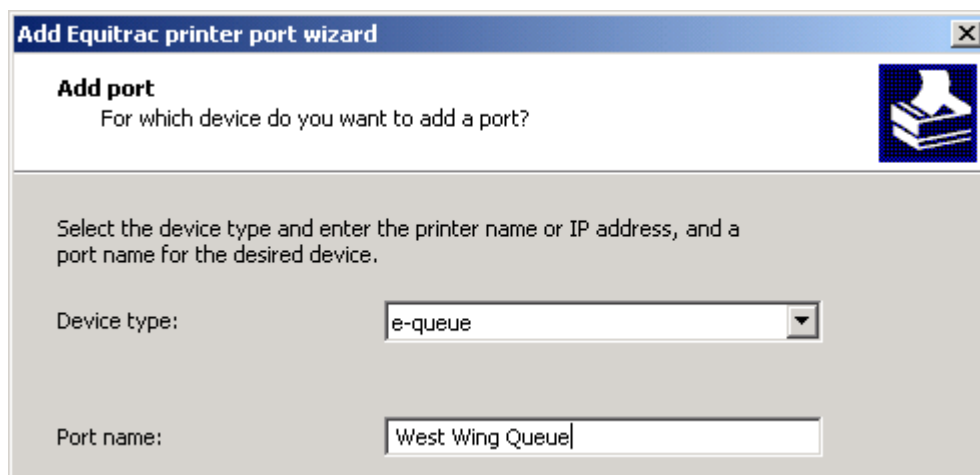


4. Click the  button.
5. In the Select a Printer Port dialog box, click the **Create a new Port** radio button.

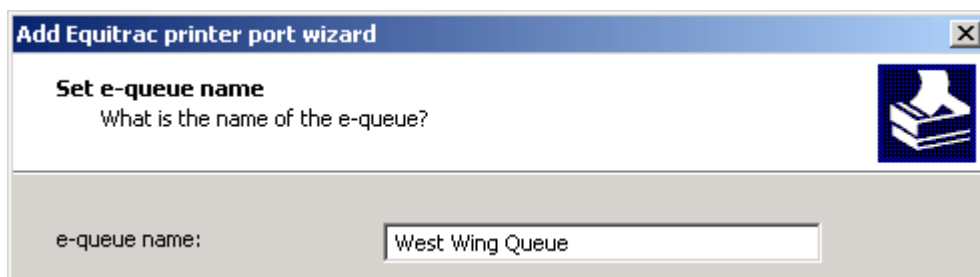
6. Click the **Type of port** drop-down arrow, and select **Equitrac Port**.



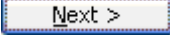
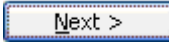

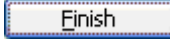


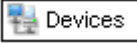

7. Click the **Next >** button.
8. In the Welcome to the Equitrac printer port wizard dialog box, click the **Next >** button.
9. Click the **Device type** drop-down arrow and select **e-queue**.
10. In the **Port name** field, type **West Wing Queue**, the name of the pull group.

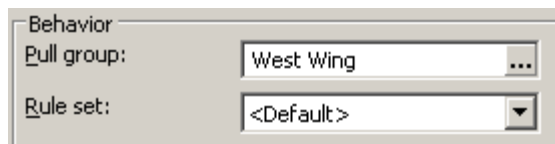


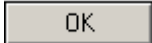
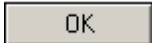
11. Click the **Next >** button.
12. In the Set the e-queue name dialog box, type **West Wing Queue** in the **e-queue name** field.



13. Click the **Next >** button.
14. In the Complete the Equitrac printer port wizard dialog box, click the **Finish** button.
15. In the Install Printer Software dialog box, select the same printer manufacturer and model as the printers in the pull group.
16. Click the **Next >** button.
17. In the Name your Printer dialog box, type **West Wing Queue**.
18. Click the **Next >** button.

19. Leave the share name as **West Wing Queue** and click the  button.
20. Leave the Location and Comment fields empty and click the  button.
21. In the Print Test page dialog box, click the **Yes** radio button and then click the  button.
22. In the Completing the Add Printer Wizard dialog box, click the  button.
23. In the <Printer Name> test page dialog box, click the  button.
24. Click the  button to close the **Printers and Faxes** window.
25. Start **Equitrac System Manager** and click in  the left pane.
26. Click the  button.
27. Click **West Wing Queue** of the Physical device; the Properties dialog box appears.
28. In the **Pull group** field, type or select **West Wing Queue**.


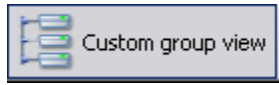


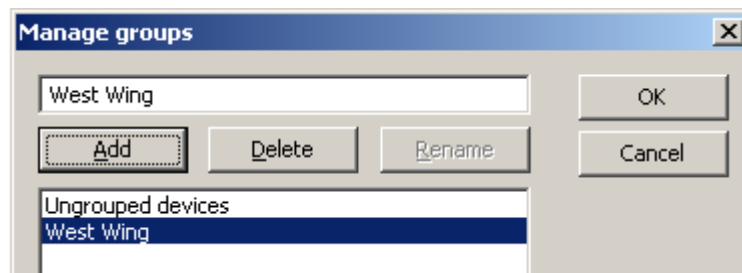
29. Click the  button.
30. Click the **West Wing Queue** of the Port queue; the Properties dialog box appears.
31. Under the Behavior section and beside **Secure printing** change it to **Enabled**.
32. Click the  button.

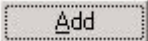
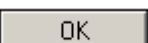

With this configuration, a printer named **West Wing Queue** appears on the workstation printer list. The user “prints” to the “e-queue” printer and then “pulls” the job to the desired physical device.

Define a Custom Group View

The process allows you to organize printers by pull groups in Equitrac System Manger.

1. In **Equitrac System Manager**, click  in the left pane.
2. In the right pane, click the  button at the top of the Devices page.
3. Right-click <Unassigned Control term...> and then click **Manage custom groups**.
4. In the Manage Groups dialog box, type **West Wing** in the available field.



5. Click the  button; **West Wing** appears in the list.
6. Click the  button; the Mange groups dialog box disappears.
7. Click the  button to move **West Wing** above <Unassigned Control term...>.
8. Expand <Unassigned Control term...> until the printers in the pull group (FirstFloor and SecondFloor) appear.
9. Drag each physical device name to the custom group **West Wing**.

Name	Server	Description	ID	Type
[-] Ungrouped devices				
+ ColorPrinter			ColorPrinter	Physical device
+ BWPrinter			BWPrinter	Physical device
[-] West Wing				
+ SecondFloor			SecondFloor	Physical device
+ FirstFloor			FirstFloor	Physical device
[-] <Unassigned control term...				
Auto-generated devic...	EQUITRACEE		0004b5002057	Control terminal