



Configure Follow-You™ Printing

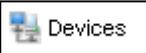
Instructor Led Training
Chapter 3 – Exercise N

Topics include:

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- [Define a Custom Group View](#)
- [Assign Printers to a Pull Group](#)
- [Create a Pull Group Using an e-Queue](#)

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  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**.

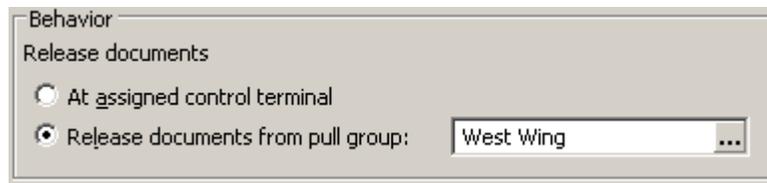


5. Click the  button.
6. Repeat the above steps to enable Secure printing on the **PrnSecFL** print queue.

Assign Printers to a Pull Group

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

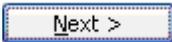
1. Start **Equitrac System Manager** and click  in the left pane.
2. Use the  and/or  keys to select each printer to be part of a pull group. (NOTE: Do not click the underlined blue name of the printer; the Properties dialog box will open. Click the entry in the ID or Type column). In this exercise, 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.

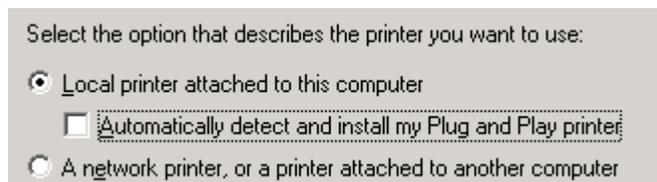


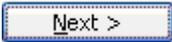
5. Click the  button when finished. **NOTE:** Nothing appears to change on the screen.

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.

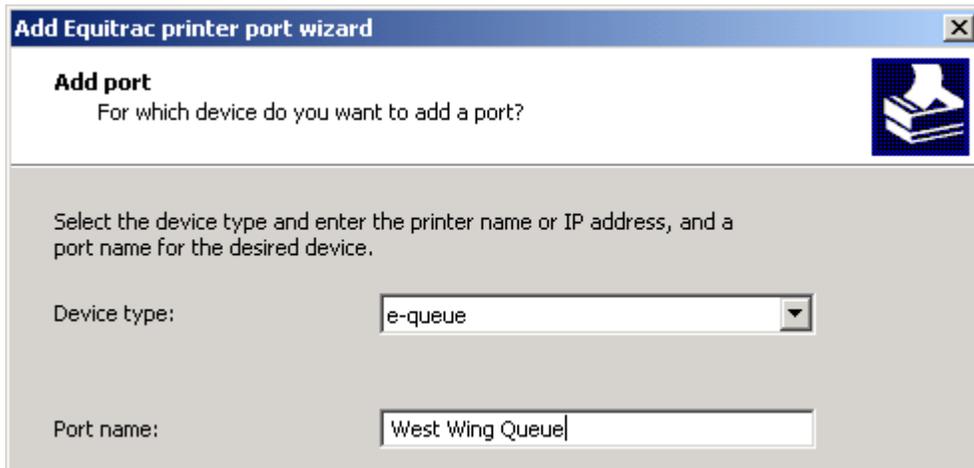


4. Click the  button.
5. In the Select a Printer Port dialog box, click the **Create a new Port** radio button.

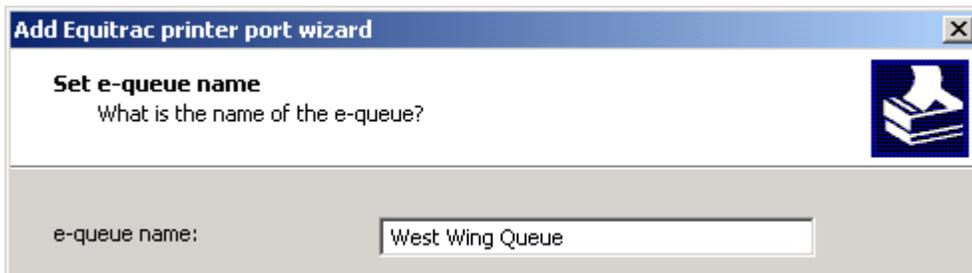
- Click the **Type of port** drop-down arrow, and select **Equitrac Port**.



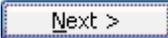
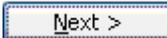
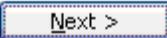
- Click the **Next >** button.
- In the Welcome to the Equitrac printer port wizard dialog box, click the **Next >** button.
- Click the **Device type** drop-down arrow and select **e-queue**.
- In the **Port name** field, type **West Wing Queue**, the name of the pull group.



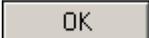
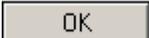
- Click the **Next >** button.
- In the Set the e-queue name dialog box, type **West Wing Queue** in the **e-queue name** field.



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

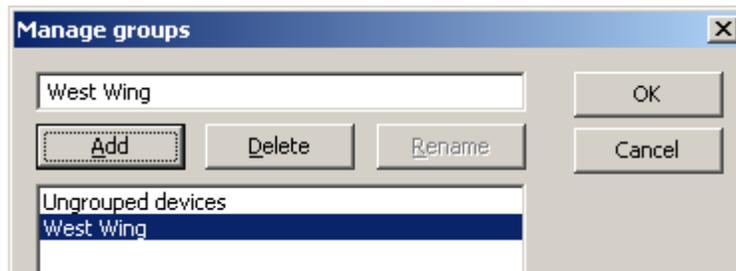
The process allows you to organize printers by pull groups in Equitrac System Manger.

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 Manage 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