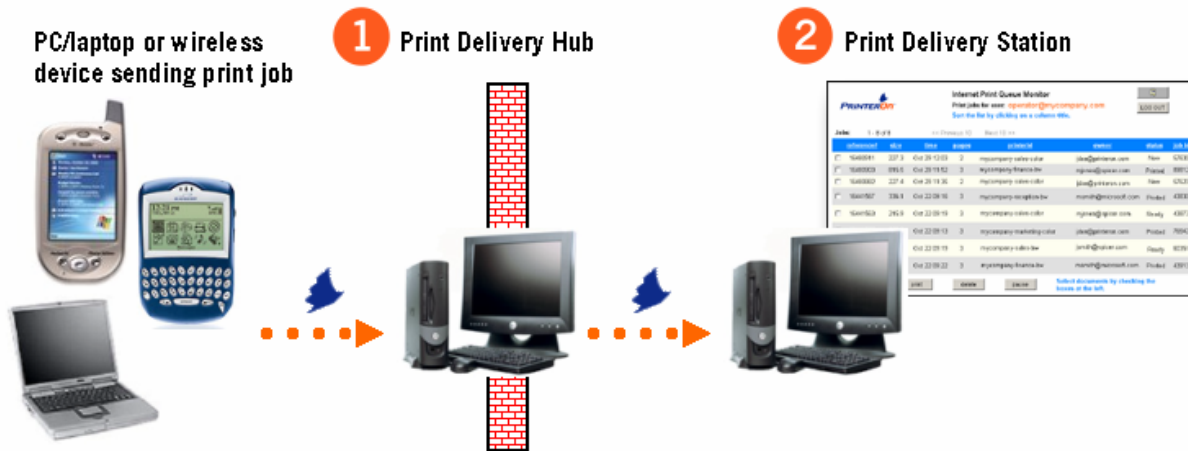


Print Delivery Station: Quick Guide

The Print Delivery Service has two components: Print Delivery Hub and Print Delivery Station.



1 – Print Delivery Hub - This software is either hosted at PrinterOn or installed in your organization. This is an optional component that you may decide to use if printing from a PC/laptop outside the office to a company printer. The Hub creates an IPP interface for your printers and provides a secure means of transferring print jobs through your firewall. This component is hosted at PrinterOn when you are using Print Delivery Station in conjunction with Hotel Guest Printing services or PrintSpots (hotspot printing services).

2 – Print Delivery Station - This software is installed in your organization. It collects print jobs from the Hub and releases them to printers. Data is pulled securely through your firewall so that no inbound ports need be opened. Documents are secure and encrypted and held at the Station until they are released by the Administrator or user from the web page interface.

► Before you use Print Delivery Station

Print Delivery Station is intended to be used in conjunction with one of PrinterOn printing services, which must be created prior to using Print Delivery Station.


- To create a Guest Printing Service, go to <http://www.printeron.net/solutions/services/portals.html>
- To create a PrintSpot service, go to <http://www.printeron.net/solutions/services/hotspots.html>
- To create a Campus Printing Service, go to <http://www.printeron.net/solutions/services/campus.html>
- To create an Enterprise Service, go to <http://www.printeron.net/solutions/services/enterprise.html>

If you have a **firewall or router** between Print Delivery Station and the Internet, it must be set to allow requests from Station to reach the Hub at PrinterOn.net over port 443. You can optionally use ports 631 or 80 by setting the port in Print Delivery Station (see the Install Guide or online Help).

If you are using **network printers**, you may require the User Account name and password of an administrator. The account must have sufficient privileges to access the printers. For details about specific settings or procedures, click the Help button in Print Delivery Station.

► To configure Print Delivery Station

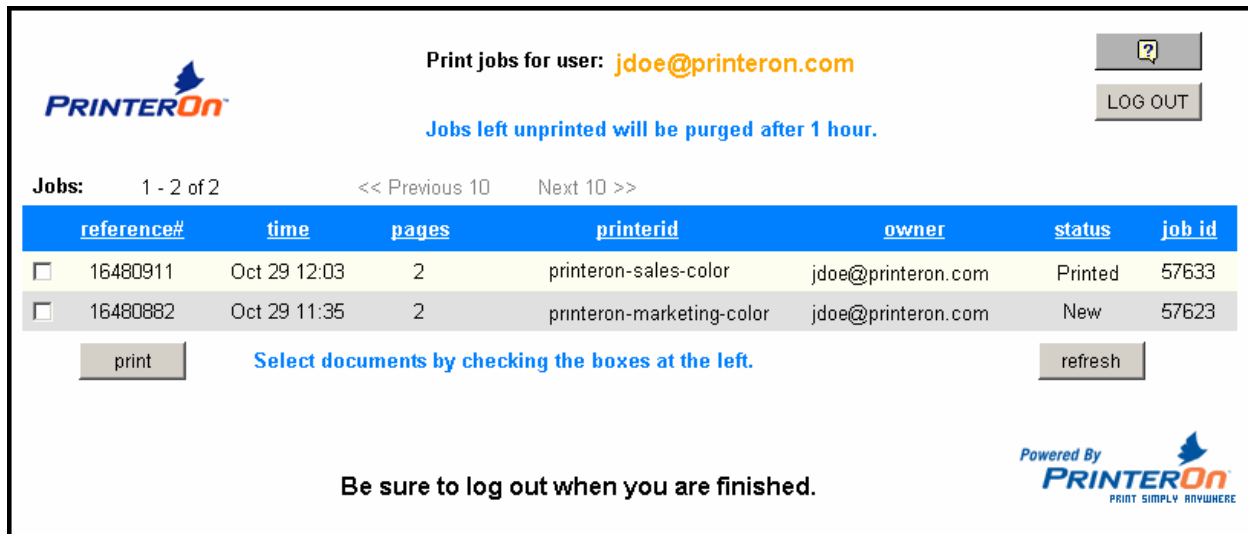
Once you've installed the software, you must specify which printing service you are using, as this will determine how PDS is configured.

1. Open the Station console window by double-clicking the  PDS icon and click the **Settings** button. If the Station icon does not appear in your system tray, select Print Delivery Station from your Start menu.
2. In the **Personality** tab, choose the Personality for your installation.
3. Click the **Import Customization File** button to configure PDS with your printer names and serial number (and, for hotels, your brand information). If you have more than one printing service, PDS will display the names and serial numbers for all of your services and allow you to choose which file to import.
4. In the **Printers** tab, your PrinterOn IDs will be listed. You will need to ensure that the Local Names are correct. Select a printer and click **Edit**.
5. In the **Local Name** field, enter the local port or network printer path for the printer (such as LPT1 or COM1).
 - To find the port for a printer, select Start>Settings>Control Panel>Printers. Right-click the printer, select Properties then the Ports tab.
 - For printers connected via a network or print spooler, click the browse button (...) next to the field, then select the printer from the returned list. Or, enter the full path for the printer (Netbios names, IP addresses, or DNS structure for the network path).
 - If you are using Windows XP/2000 with printers connected via LPT/COM ports, you must enable Legacy Plug and Play Detection for the ports (for details, click help in the Printers tab).
6. For **Privacy Mode**, select General Delivery*.
7. If you wish to allow your users to reprint their documents, click the **Enable Reprints** check box and set the maximum number of reprints and time interval (for details, click help in the Printers tab).
8. To exit the Settings window and save your changes, click **OK**.
9. In the Console, click the **Start** button. Print Delivery Station is ready to be used.

**General Delivery allows users who send print jobs to access and release their jobs using the Privacy Release. For unattended printing locations, you can set Print Delivery Station to automatically print documents without offering the Privacy Release.*

► To release documents using Print Delivery Station

The Privacy Release web pages allow users to release their documents when they are present at the printer. This provides privacy for the user and prevents unwanted print jobs from printing.



Print jobs for user: **jdoe@printeron.com**

Jobs left unprinted will be purged after 1 hour.

Jobs: 1 - 2 of 2 << Previous 10 Next 10 >>

reference#	time	pages	printerid	owner	status	job id
<input type="checkbox"/> 16480911	Oct 29 12:03	2	printeron-sales-color	jdoe@printeron.com	Printed	57633
<input type="checkbox"/> 16480882	Oct 29 11:35	2	printeron-marketing-color	jdoe@printeron.com	New	57623

[Select documents by checking the boxes at the left.](#)

Be sure to log out when you are finished.

Powered By **PRINTERON**
PRINT SIMPLY ANYWHERE

1. Open the Privacy Release web pages in a browser. You can use:

- The Station's IP address, followed by 8181 (the default Remote Queue Monitor port) - eg. <http://127.0.0.1:8181>
- The Station's DNS name, followed by 8181 - eg. <http://test.comp:8181>
- localhost, followed by 8181 - eg. <http://localhost:8181>

For ease of use, we recommend making the Privacy Release the default web page for the computer's browser, or making it available from a link on the desktop.

2. To access a print job, a user can enter the Privacy Release Code for the print job on the main page, then click Find. This code may be the code or email address used when printing, or the print job reference number. There are also options to log in as a PrinterOn Member or Operator/Administrator.