



PrintSpots Quick Guide


This guide will help get your PrintSpot set up quickly and easily.

"As hotspot providers begin to move up the value chain, think about printing. If you're out there trying to enable a monthly subscription service for enterprise road warriors, how do you differentiate your service? Value-added services. We've previously talked about security functionality, but let's think about printing. A centrally located printer in hot spot zones in hotels or airport lounges could be one item to push you to the top of the list when enterprises look to select an 802.11 service provider".

— Network World Newsletter



This guide takes you through the 3 basic steps for creating your web page interface, and connecting it to your printers via Print Delivery Station (desktop software for releasing print jobs)

- 1** Enter or create your account log in name and password:
 - PrinterOn Members log in at <https://www.printeron.net/Page?PAGE=HotspotLogin>
 - Non-Members sign up to create PrinterOn Membership for log in name and password.
 - 2** Complete the form by providing your PrintSpot name and address.
 - 2** Set up your printer by specifying the make and model, then give your printer a name and specify if and how users will pay for and obtain print jobs.
 - 3** Download Print Delivery Station for releasing documents to printers and configure for use with your service by importing your printer settings. Optionally, you can add Print Valet to Print Delivery Station. Print Valet is a numeric keypad device that provides users with an alternative to using the Print Delivery Station web page interface.
-  To customize your web page interface as you follow this guide, go to www.printeron.net and click the Hotspot Printing image. On the Hotspot Printing page, click the **Get Started Now** button.

Step 1: Create your PrintSpot account

PrinterOn Membership

The PrintSpot Printing Service is a web service that requires unique and secure administrator credentials so that only you may log in and make changes to the service. If you are already a PrinterOn Member, your existing User ID and Password can be used to set up your service. For non-members, click the **Sign Up** link on the Log In page and get your free membership. Reply to the Membership email we send you in order to activate your account to assure us that the email address provided belongs to you.

Members log in:



Log in

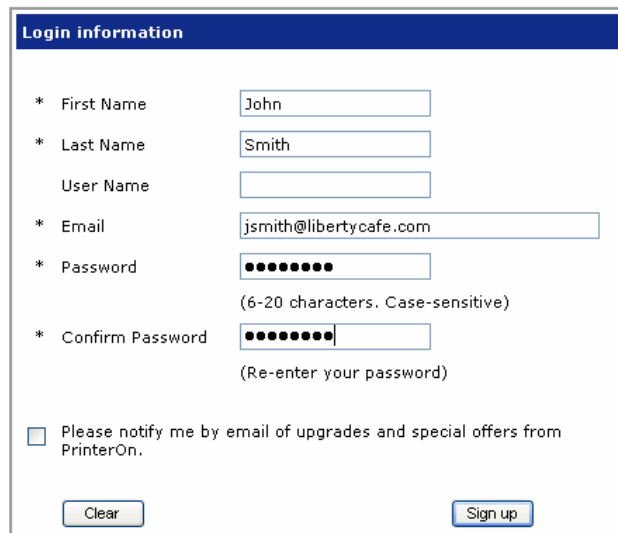
User ID
jsmith@libertycafe.com

Password (case-sensitive)
●●●●●●●●

Log In

[Forgot password?](#)

Non-Members sign up:



Login information

* First Name John

* Last Name Smith

User Name

* Email jsmith@libertycafe.com

* Password ●●●●●●●●
(6-20 characters. Case-sensitive)

* Confirm Password ●●●●●●●●
(Re-enter your password)

Please notify me by email of upgrades and special offers from PrinterOn.

Clear Sign up

Set up your PrintSpot Account

Referral Code	
If you have been provided with one, enter your referral or reseller code for custom pricing.	
Referral Code	<input type="text"/>
The web page address for your PrintSpot	
Select the type of PrintSpot from the list, then enter a Location name (for example <i>libertycafe-manhattan</i> to complete your URL). We will also create a short URL (printspots.com/xxxxxx) by assigning your PrintSpot a unique number.	
PrintSpot type*	<input type="text" value="Wireless Hotspot"/>
Location*	<input type="text" value="libertycafe-manhattan"/>
Your Printspot's web page address is: http://www.printspots.com/hotspot-libertycafe-manhattan	
The physical address of your PrintSpot	
Your Company Name is the unique name of your PrintSpot that is displayed to users in PrintSpot searches and on the first page of your PrintSpot (for example, <i>Liberty Cafe</i>).	
Company Name*	<input type="text" value="Liberty Cafe"/>
Address 1*	<input type="text" value="123 Main Street"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Manhattan"/>
Zip / Postal Code*	<input type="text" value="55555"/>
Country*	<input type="text" value="United States"/>
State / Province*	<input type="text" value="NY"/> <input type="text" value="New York"/>
Billing address	
Same as above	<input checked="" type="checkbox"/>
To whom should billing inquiries be addressed?	
First Name*	<input type="text" value="John"/>
Last Name*	<input type="text" value="Smith"/>
Phone*	<input type="text" value="555-5555"/>
Fax	<input type="text"/>
Email*	<input type="text" value="jsmith@libertycafe.com"/>
<input type="button" value="Next"/>	

1 If you have one, enter your referral code for custom pricing.

2 Select your type of PrintSpot from the list, then enter the Location of your business to create the home page address for users of your service.

3 Enter a company name and address for users to identify your PrintSpot.

4 Your contact information is used to invoice you for the cost of your service.

5 Click **Next**.

Step 2: Set up your first printer

Required Info Printing Options Pricing Options

Printer information

Manufacturer: Hewlett Packard
Model: Color LaserJet 8550
Type: Laser
Is this a color printer? Yes No
Location: hotspot-libertycafe-manhattan-color [Restore default](#)
PrinterOn ID: hotspot-libertycafe-manhattan-color
Printer Status: Online Offline

Payment options

Printing is free
 Users must pay attendant
 Printing is automatically charged to a payment system
 A print vending system is installed

Print Management Integration

The print job will be handed off to a third party print server.
Advanced integration: None

Authorization

Anyone may use this PrintSpot
 Only users with PrinterOn Memberships may use this PrintSpot
 Only authenticated web (browser) printing is supported
 Users must provide their network Login ID to pick up print jobs (eg. LDAP authentication).

Releasing print jobs

Documents are printed as soon as they are available.
 Documents are held on a computer until released.

Printer access

The printer (and release computer if applicable) are in a restricted area, with an operator or attendant.
 Users can obtain their own documents from a self-serve printer. If documents are held, users can access the release computer.

Printer location (optional)

IP address:

Your IP Address

Your IP Address is:
172.16.100.21

If your PrintSpot will be on this network, click the button below.
If your PrintSpot will be on a different network enter that IP Address in the field to the left.

1 Choose your printer's Manufacturer and Model from the list. Your printer names are prefixed by your PrintSpot name. If you are adding more than one printer to your PrintSpot, you can add a unique suffix (for example, *color*) to distinguish each printer.

If you do not want your printer accessed yet, set the Offline flag to notify your users.

2 Specify if and how users will pay for printing.

3 If your service is integrated with a third party print vending system, choose the Print Management Integration vendor from the list.

4 Specify if and how users will be authorized to print.

5 Indicate whether you want Print Delivery Station (the interface for releasing jobs to printers) to print jobs automatically, or hold jobs for manual release.

6 Indicate whether your users have access to your printer or Print Delivery Station for picking up their own jobs.

7 If your printer is on another network, enter its IP address.

8 Click the Printing or Pricing tabs to set additional options, or click **Save**.

Step 3: Install and configure Print Delivery Station

Print Delivery Station collects print jobs from the Print Delivery Hub at www.printeron.net (the Hub creates an IPP interface for your printers and provides a secure means of transferring print jobs through your firewall) and releases them to printers.

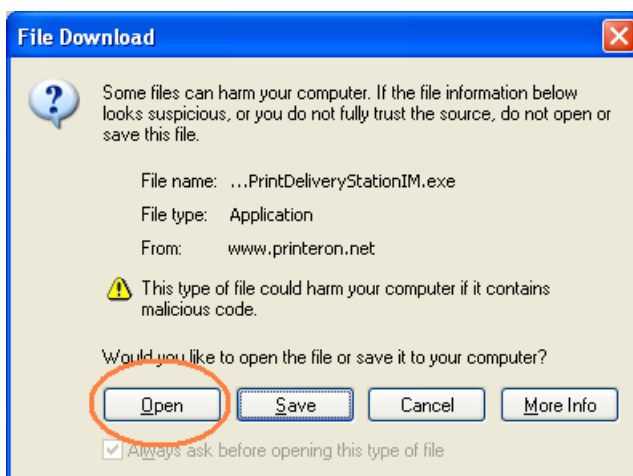
Note: the Print Delivery Station page also includes a link to download the optional **Print Valet** software and documentation. The Print Valet keypad offers users an alternative interface for releasing print jobs, and is particularly beneficial to public printing environments with busy computers. If you plan to download the Print Valet software, you can order your Print Valet keypad now by emailing or faxing us a completed PrinterOn Order Form (doc), available at www.printeron.net/solutions/products/pds/printeron_order_form.doc.

1. Click the link to **Download Print Delivery Station**.

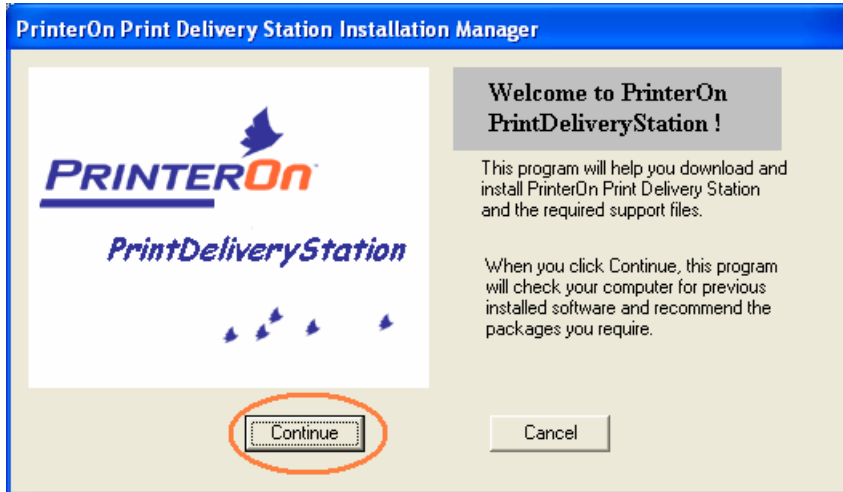
If you have closed your browser and are no longer logged in, go to www.printeron.net and under the Hotspot Printing menu, click **Manage my PrintSpot**. In the Log in box, enter the PrinterOn credentials you used to create your service and click **Log In**. On the PrintSpots page, click the link to download Print Delivery Station.



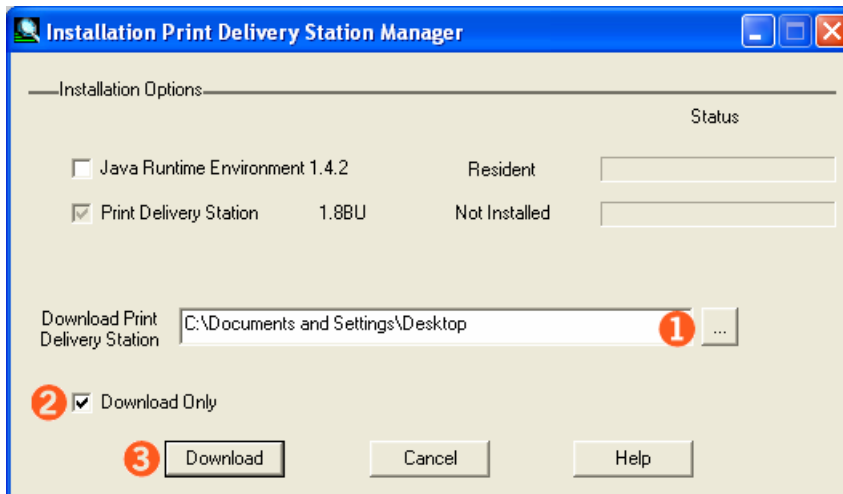
2. On the **Download Print Delivery Station** page, click the download link for your operating system. Do not close your browser.
3. In the File Download window, click **Open**.



4. In the Print Delivery Station, click **Continue** to start the installation.



5. In the Installation Manager, (1) select a location [...] for saving the installation files, (2) select the **Download Only** checkbox and (3) click **Download**.

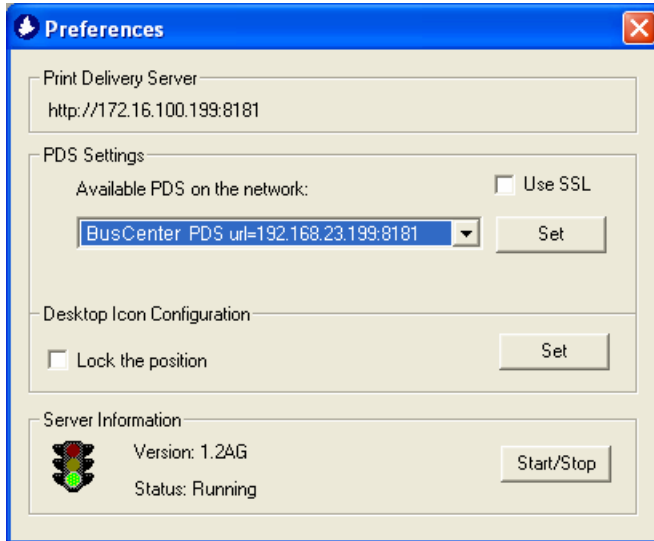


Java Runtime Environment (JRE) 1.4.2 is required. If you do not have it installed (if it is not Resident), check this box and the Install Manager will download it for you to install later (step 8).

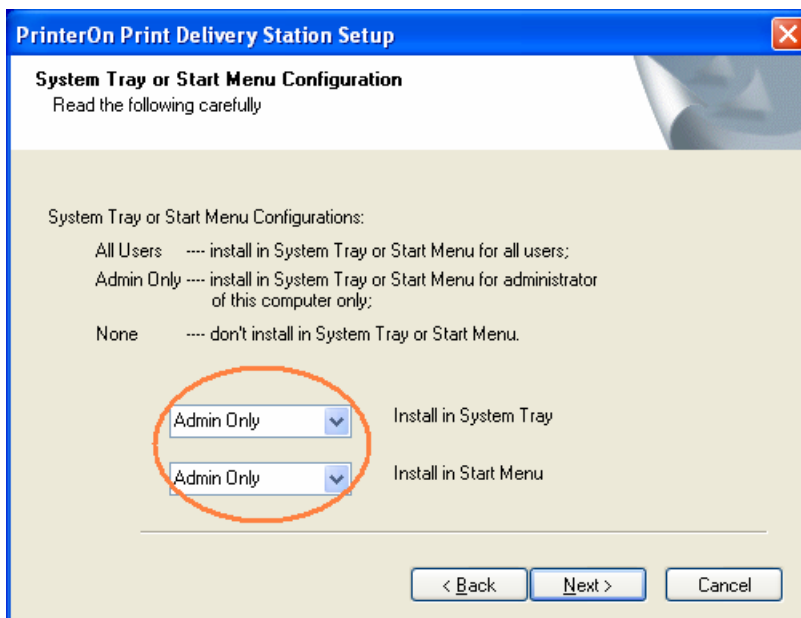
6. After the installation files have been downloaded, you can download the optional **PDS icon**. This places a button on the workstation where users will be going to release their print jobs. In your browser, click the link to download the icon (Windows NT/2000/XP only) and save it to your Desktop. When you are ready to install the icon, locate and double-click the **PDSDesktopIcon.exe** file and follow the installation instructions.



- In the Desktop icon Preferences window, click **Start** and close the window.

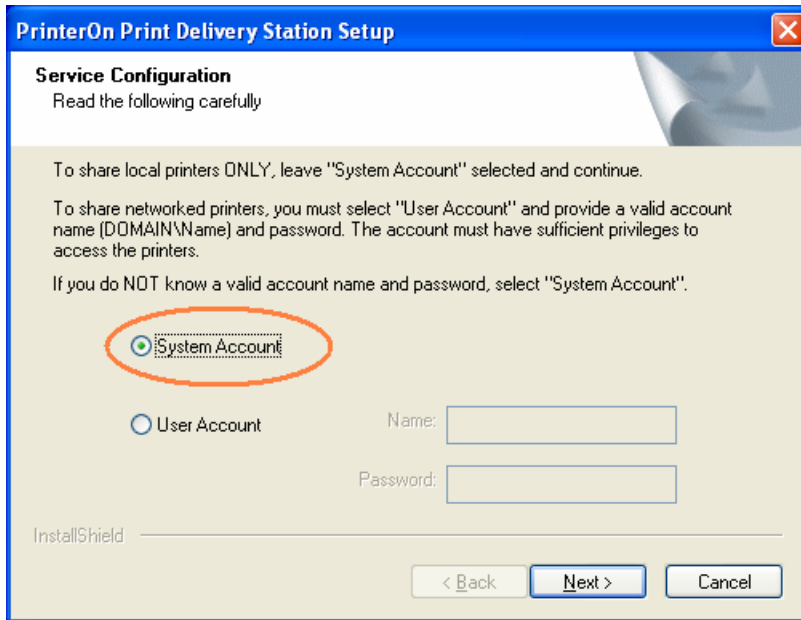



- If Print Delivery Station is installed on a different computer than the Desktop Icon, enter the URL of the PDS computer under PDS Settings.
 - As an Administrator, you can access the Preferences window from your Start menu (PDS Desktop Icon > Preferences) to change these settings.
- If you installed JRE above, double-click on **j2re-1_4_2-windows-i586.exe**.
 - Locate and double-click **PrintDeliveryStation.exe** where you saved it in step 5 above.
 - In the InstallShield window, click **Next**. (You must close all Windows applications).
 - On the License Agreement page, read the license agreement and click **Yes**.
 - On the Destination Location page, choose where to install PDS, then click **Next**.
 - On the System Tray or Start Menu page, change both drop down boxes to **Admin only** then click **Next**.



- On the Select Program Folder page, choose the **Program Folder** for PDS, then click **Next**.

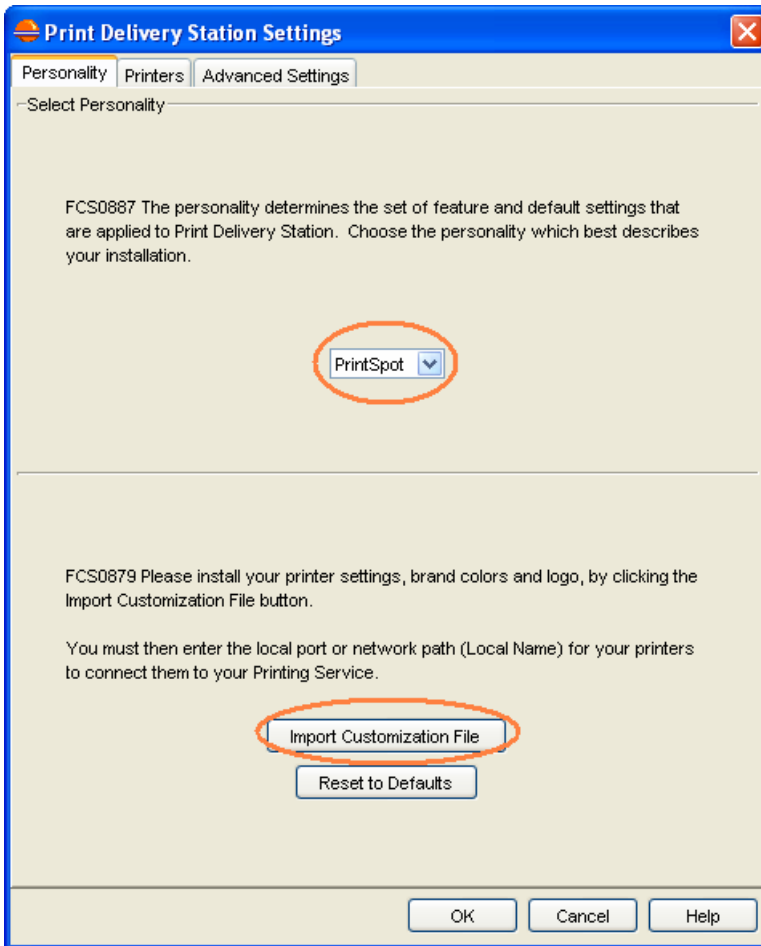
15. On the Service Configuration page, ensure that configuration is set to **System Account**, then click **Next**.



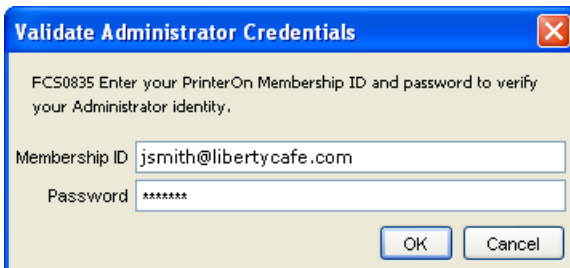
16. To complete the install process, click **Finish**. PDS is downloaded and installed on your computer.
17. To open the PDS console and enter your settings, double-click the PDS icon  in your system tray. If PDS does not appear in your system tray, select Print Delivery Station from your Start menu (Start>Programs>Print Delivery Station) to restore it. If PDS does not appear in either of these locations, click the PrintDeliveryStation.exe file in the Print Delivery Station program folder.
18. In the PDS console, click **Settings**.



19. In the Personality tab of the Settings window, select **PrintSpot** and click **Import Customization File** to add your printer settings and your PDS serial number.



20. In the Credentials window, enter the name and password you used to create your service to validate your changes.



21. In the **Advanced Settings>Listener Comm** tab, change the settings as described below.

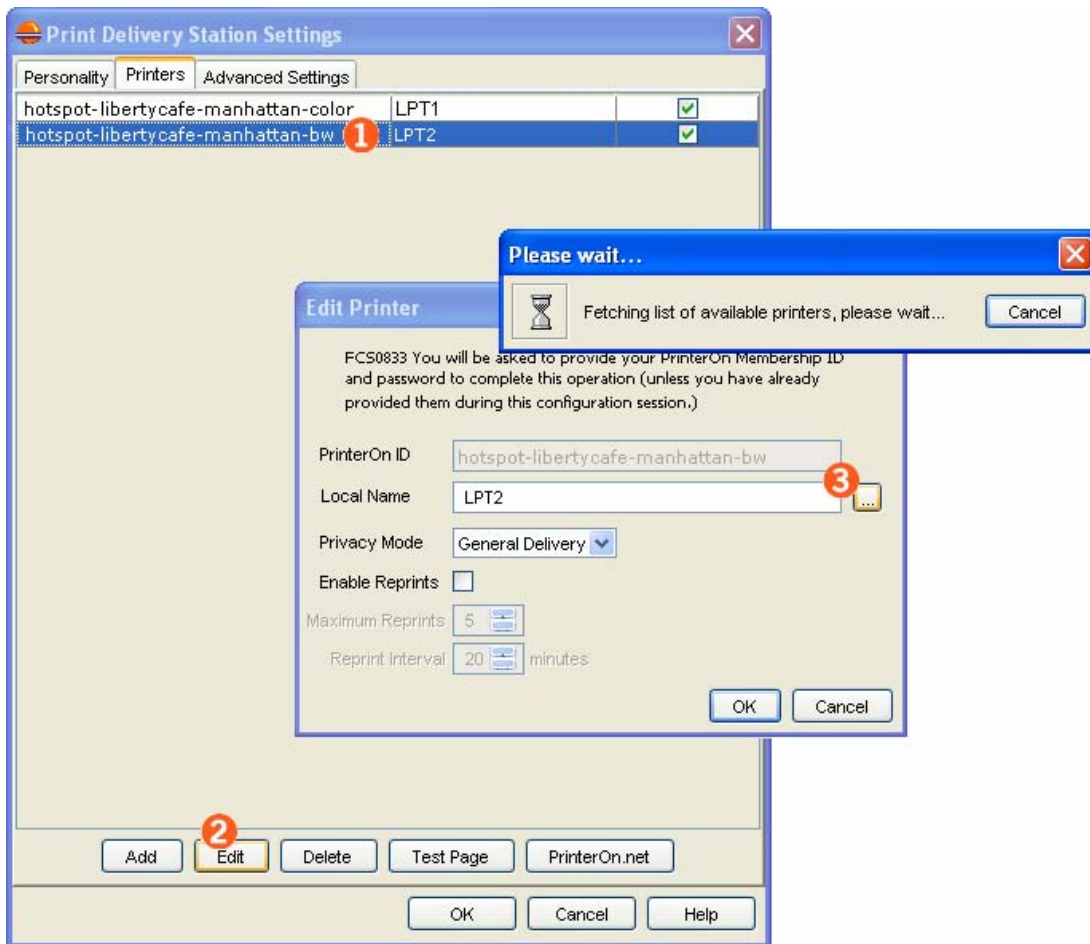
1 Clear this check box (it is checked by default).

2 Change this setting from the default to 1 minute.

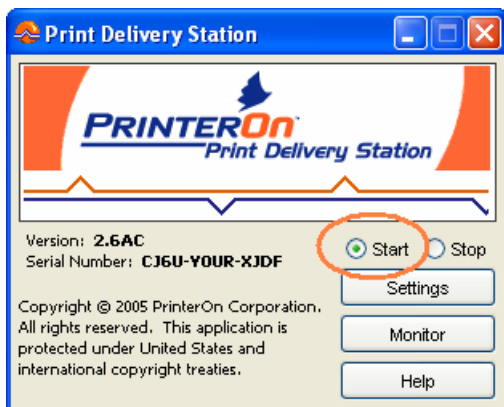
3 Clear this check box (it is checked by default).

4 Change this setting from the default to port 80.

22. Next, you will need to map your printers to their local names so that PDS can communicate with them. In the PDS **Printers** tab, (1) select a printer, (2) click the Edit button, and in the Edit Printer window, beside Local Name, (3) click [...] to scan your local and network printers.

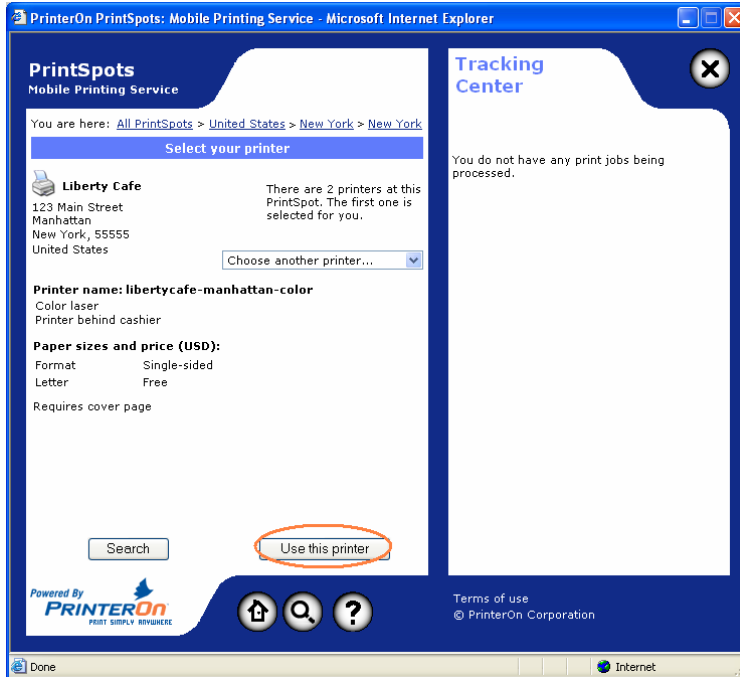


23. From the list of local and network printers, select a printer to map to and click **OK**. In the Edit Printer window, click **OK**.
24. In the PDS Printers tab, click **Test Page** to verify communication with the printer. A message will let you know whether or not the test print was successful. Then click **OK**.
25. In the PDS console, click **Start** to start the service (the blue and orange lines will become animated) for sending your first print job.

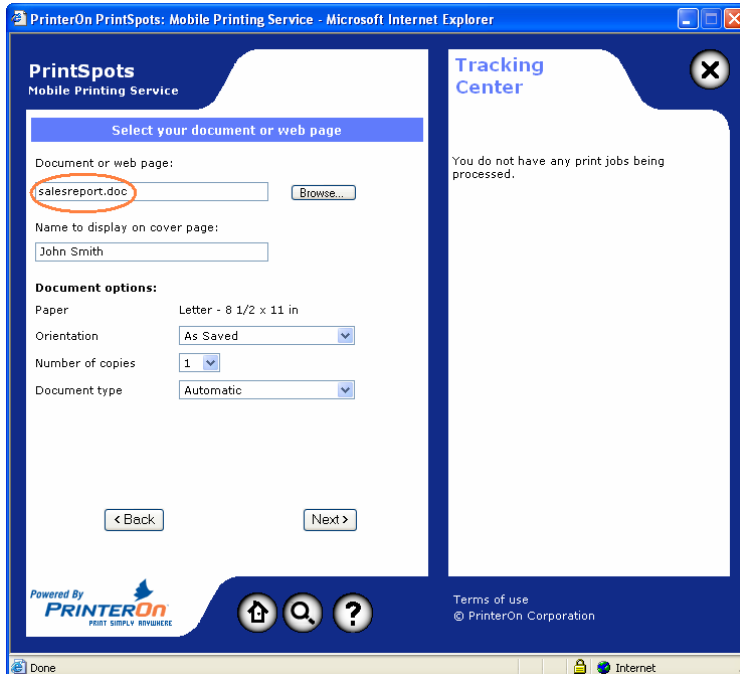


Printing from your PrintSpot

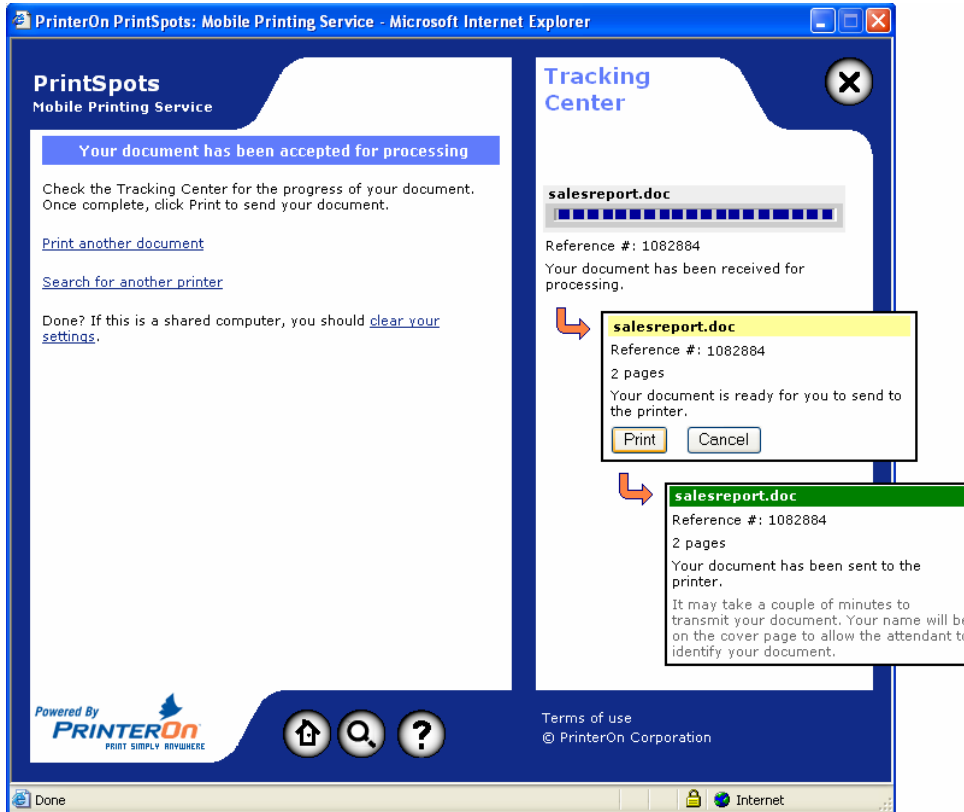
1. In a web browser, go to your PrintSpot web page (for example, <http://www.printeron.net/hotspot-libertycafe-manhattan>), or from your PrintSpot management page, click the link to print from your PrintSpot. Then, choose which printer you would like to use (if your PrintSpot has more than one) and click **Use this Printer**.



2. Click **Browse** to locate the file on your computer that you want to print, or enter the URL of the web page you want to print. If requested, enter a name for the cover page, then click **Next**.



3. When your document has finished processing, click **Print** to send it to the Print Delivery Station. Leave the PrintSpot window open and copy the print job's Reference Number to your clipboard.

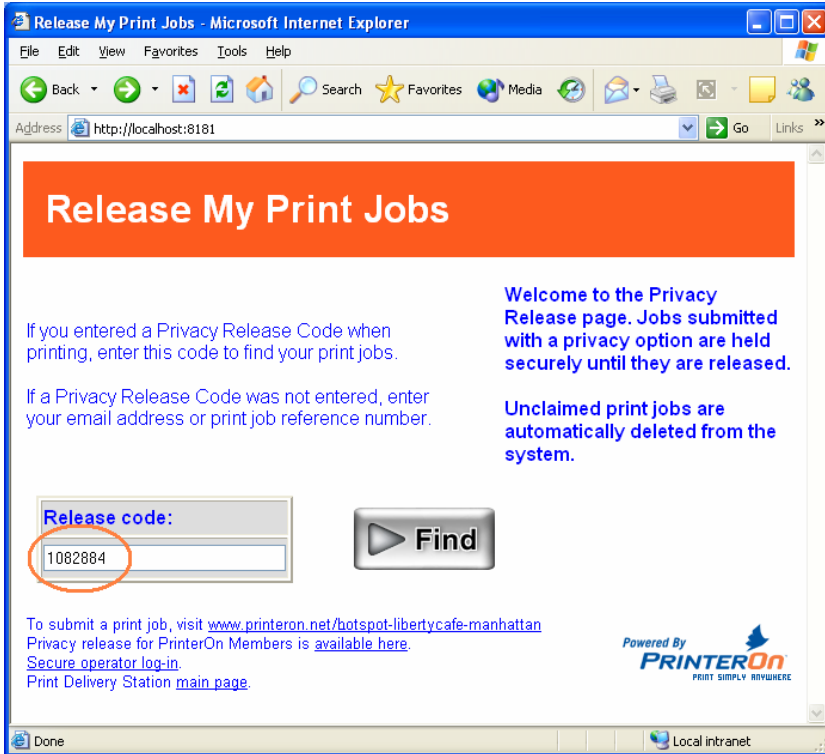


4. To release your document to the printer from Print Delivery Station, click the PDS Desktop icon to open the interface for releasing your print job.

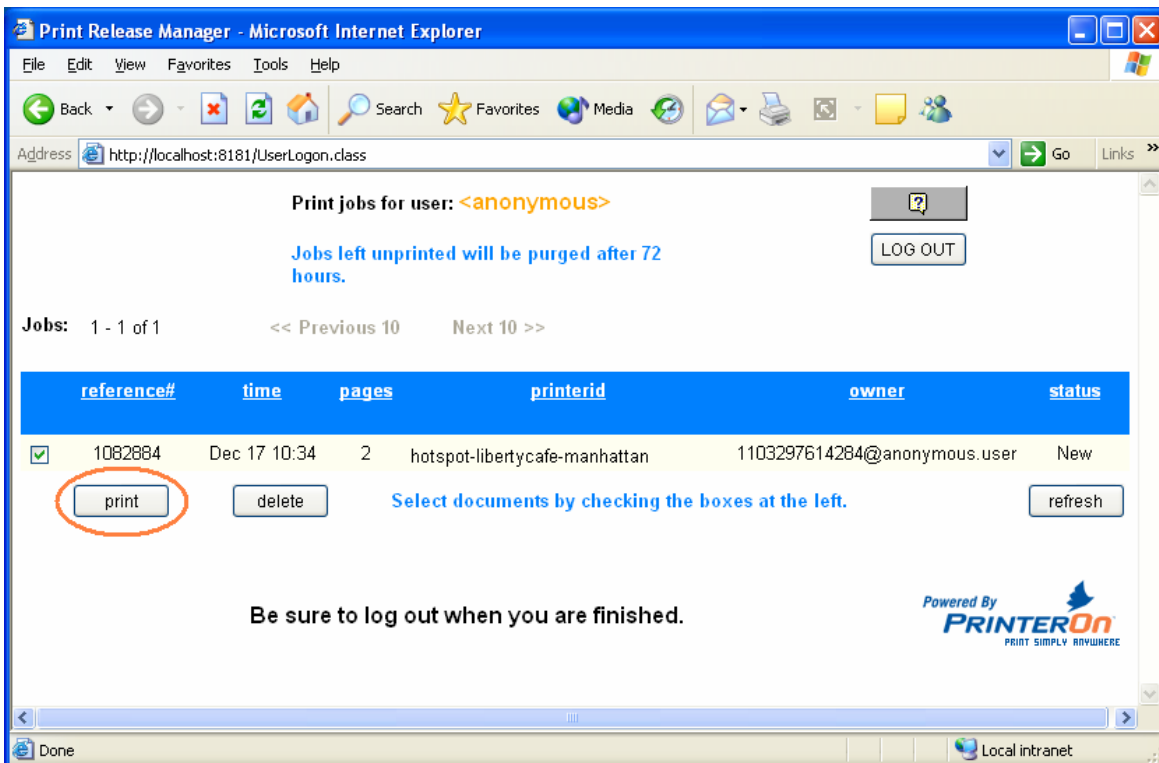


If you have not installed the PDS Desktop icon, open your web browser and go to **http://localhost:8181/** to open the job release interface:

5. In the Release Code field, enter the print job's Reference Number and click **Find**.




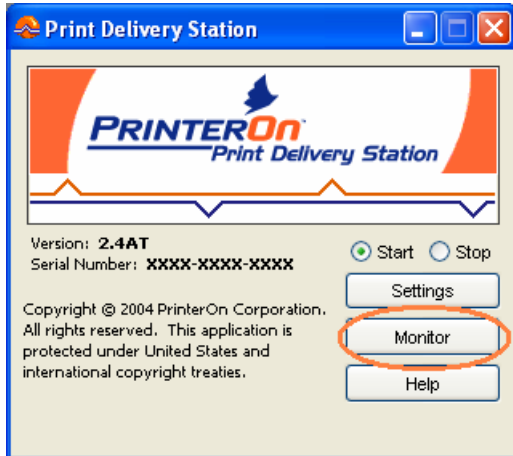
6. On the Print Release Manager screen, select the print job by clicking the checkbox, and click **print**. The document will be released to the printer.



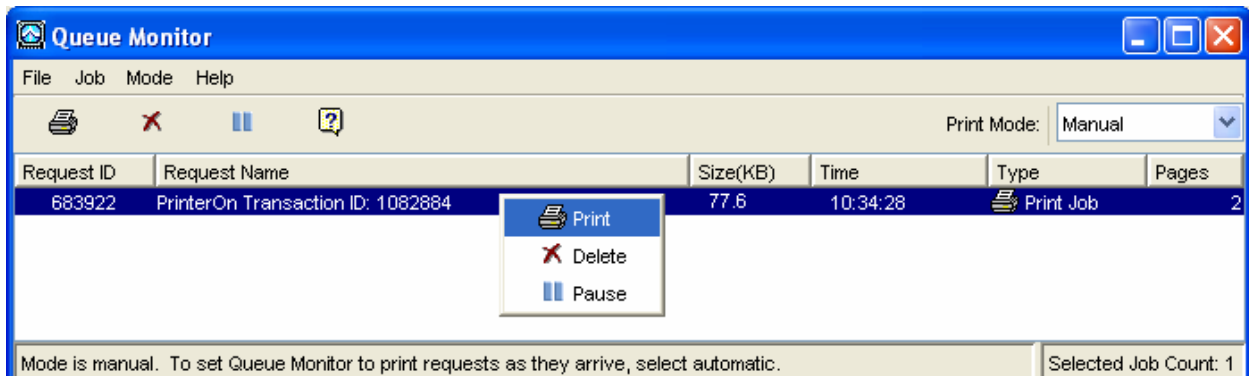
Using the local Queue Monitor

You can also use Print Delivery Station's local queue monitor to release your document to the printer:

1. Open the PDS console by double-clicking the PDS icon  in your system tray.
2. Click the **Monitor** button.



3. In the Queue Monitor screen, right-click on the print job and select **Print**.



Managing your PrintSpot

Go to www.printeron.net and under the Hotspot Printing menu, click **Manage my service**. On the log in page, enter the credentials you used to create your service:



Log in

User ID
jsmith@libertycafe.com

Password (case-sensitive)
●●●●●●●●

Log In

[Forget password?](#)

The **Manage your PrintSpot** page opens (see next page). Your PrintSpot (for example, *hotspot-libertycafe-manhattan*) is listed, as well as the annual expiry/renewal date (within 90 days of this renewal date, a link to renew your service will appear). Use the links beside the icons to edit and manage your service or your printer settings.

The printers you connect with your PrintSpot are given listings in PrinterOn's Directory, a searchable database that enables users to locate your printers and print to them according to your specifications from their browsers, desktops, and wireless devices. From the PrinterOn web site, the Directory can be searched at www.printeron.net/Page?PAGE=FindPrinter.

When you add your printers to your service, you supply the basic required information (such make and model, name) to get your service started. A detailed printer listing contains additional settings that specify what information to display to users in search results and what restrictions (number of pages, file size, paper sizes, color/bw, price) you have placed on printing. You can change your printer settings, and add or remove printers from your service, by clicking the Printers link on the PrintSpot Management page.

Remember to **Log out** of the Management pages (top right corner of screen) when you have finished.












Account Summary and Management Activities for your service:

? Account Summary

Account Number: 402803752595
Account Name: Liberty Cafe Manhattan
Annual Renewal Date: Thu October 6, 2005
Number of Printers: 2
Print Delivery Station Serial Number: XXXX-XXXX-XXXX
Your PrintSpot web page URLs:
<http://www.printspots.com/109157>
<http://www.printspots.com/hotspot-libertycafe-manhattan>

Management Activities

	Printers	Edit your printer settings, or add more printers.
	Administrators	Add or remove PrintSpot Administrators.
	Print Delivery Station	Download and manage Print Delivery Station, your PrintSpot server software.
	Reports	Generate printer activity reports.
	Update Account	Update your account information.
<hr/>		
	Hide PrintSpot	Your PrintSpot is currently shown in searches.
	Print from your PrintSpot	Go to your PrintSpot and print.
<hr/>		
	Create another PrintSpot	Create a PrintSpot for another location.
	More about PrintSpots	Links to features and benefits, how it works.

Customer Support

For more information about PrintSpots, including detailed documentation, FAQs, and support, see www.printeron.net/customer_service/product_service/printspots.html.