



PrintValet

Installation and Administration Guide

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NOTE: DO NOT CONNECT the Print Valet keypad until STEP 3

IMPORTANT: You must be logged onto your computer as an “Administrator” to successfully install the following applications.

Before proceeding, reboot your computer and when prompted, login as “Administrator” (not as “Guest”). A windows password may be required to login as “Administrator”.

PrinterOn does not know or retain your Windows password. Contact your IT personnel to obtain that information.

Print Valet Administration Guide

Print Valet is a keypad for use with the PrinterOn PrintSpots mobile printing service. This enables users to release print jobs that have been securely queued on Print Delivery Station software.



- 1 When you submit your document or web page from your Hotel Guest Printing or PrintSpot service, you will receive a 4-10 digit **Release Code** to identify your print job.
- 2 On the Print Valet keypad near the printer, enter your **Release Code** and press OK. This ensures that the document is sent privately and securely to the printer, and prevents unwanted documents from being printed.
- 3 Your document is released to the printer.


Installation requirements

- Active PrinterOn PrintSpots Printing Service.
- Version 2.6AX or higher of the PrinterOn Print Delivery Station software.
- An available USB port.
- Print Valet keypad hardware.
- Operating System: Windows XP, 2003, Vista®, 7.


Before you connect your Print Valet keypad

1 Configure your existing PrintSpots service for Print Valet release codes

The web interface for this service is configured to request a Privacy Release Code when users supply their documents or web pages. If you are adding Print Valet to a service that has previously been configured to request the user's email address or some other security credential, complete the following steps to edit your web page:

1. Go to your service management page at www.printeron.net, click the *Web pages* icon , and then click the link to edit the *Select File* page.
2. On the *Select File* edit page, under *Enter User Info*, click the green *Edit* button.
3. In the *Edit* popup window, make sure both the *Email address* checkbox and the *Other* checkbox are selected, and provide a name for this *Privacy Release Code* field.
4. Click *Save* to apply the change and close the *Edit* popup window.
5. On the web page template, click the link at the top to go *Back to main page*.

To ensure that your printer settings restrict the *Release Code* to the 4-10 digits required by Print Valet:

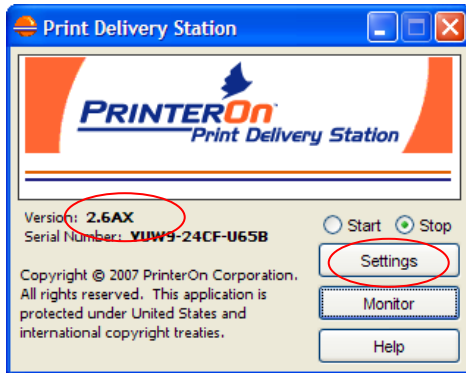
1. On the Management page, click the *Printers* icon .
2. On the Printers page, click the link for the printer for which you wish to modify settings.
3. On the Printer Settings page, click the *Printing Options* tab.
4. Under *Releasing print jobs* section, select the option for holding documents, then click the checkbox for the Print Valet keypad and Auto-generate Release codes.
5. Click *Save* at the bottom of the page to update your settings.

Note:
Effective Nov 2009 the configuration described in these steps is the default. If your service was effective prior to Nov 2009 you can follow the steps described here to configure appropriately.

2 Install and pre-configure Print Delivery Station for use with Print Valet

You must install Print Delivery Station (PDS) and set the following options prior to starting the Print Valet software, which runs as a service. For complete details on installing and configuring PDS, see your PDS Install Guide.

1. Login to a Windows computer with Local Administrator rights (not as a "Guest").
IMPORTANT: Before proceeding, reboot your computer and when prompted, login as "**Administrator**" (not as "Guest"). A windows password may be required to login as "Administrator".
2. Install Print Delivery Station and import the customization file containing your service settings.
3. Ensure that the PDS service is stopped and click the **Settings** button. (illustration follows)



Note: Please verify that your Print Delivery Station software version is 2.6AX or higher before proceeding.

4. Start the PDS service.

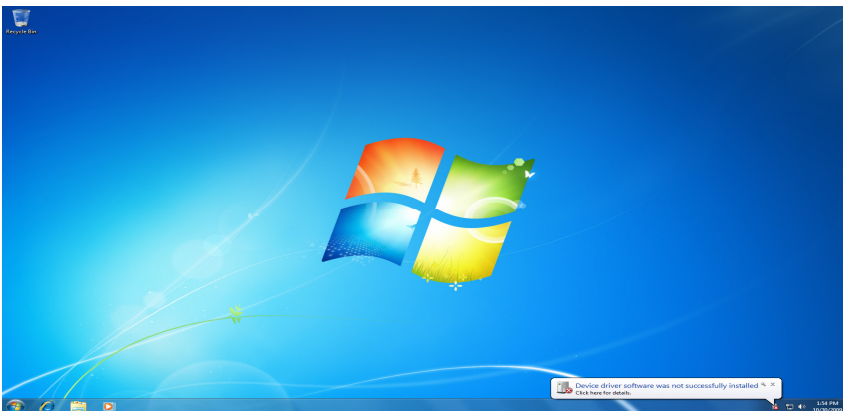
Note: Make sure PDS starts and works correctly at this point. DO NOT continue until the service starts and this application can successfully retrieve print jobs. See [PDS install document](#) for more details and how to send test prints.

Installing Print Valet

3 Install the Print Valet USB-to-Serial device driver

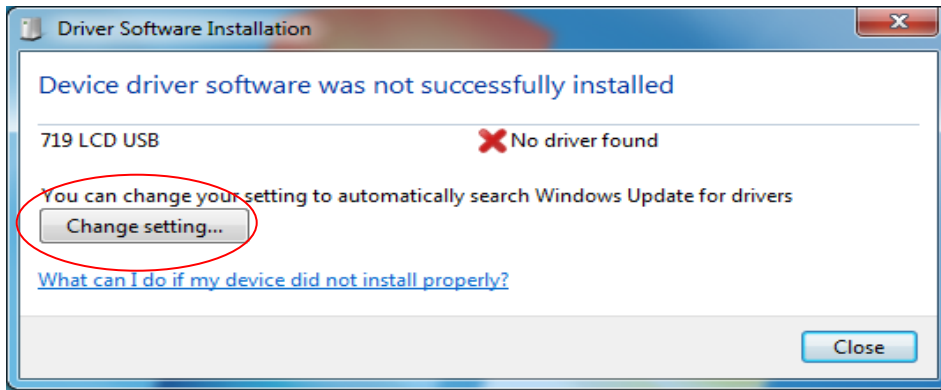
Print Valet must be installed on the same computer as Print Delivery Station software. Print Valet USB keypads require a USB-to-Serial device driver to be installed. This driver is available from Microsoft. Windows can connect to Windows Update to automatically search for the driver to install. When prompted, after Step 1 below, change your Windows settings to automatically search for software and install the driver after download from Windows Update. Instructions below illustrate the steps for Windows 7 to change your Windows setting to automatically search for software and install.

1. Connect the Print Valet to a USB port on your computer. **Note:** Once connected, the Print Valet Keypad LCD screen should display some text. You should see a blinking message on the keypad device similar to "Press Any Key LCD 2*16 Display Command: ASCII". This is normal, and should change to "Print Release Press OK" once installation and configuration is complete.
2. On your lower right computer screen, a Windows balloon message should immediately indicate "Device driver was not successfully installed".



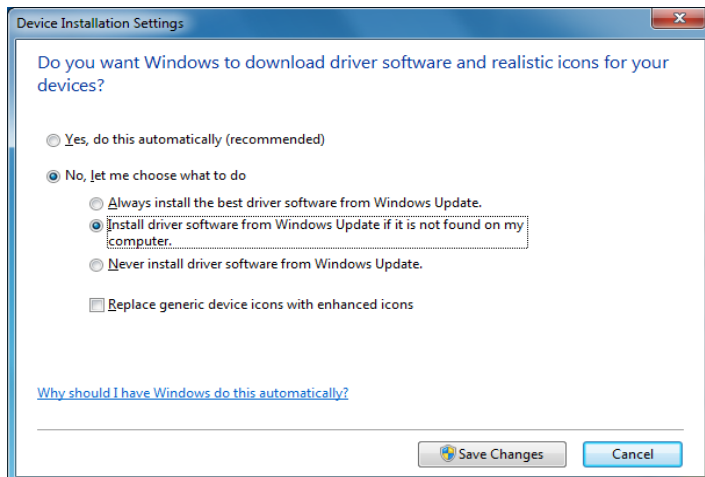
Click the message balloon to bring up the Driver Software Installation pop-up.

3. On the Driver Software Installation pop-up, Select "Change setting"

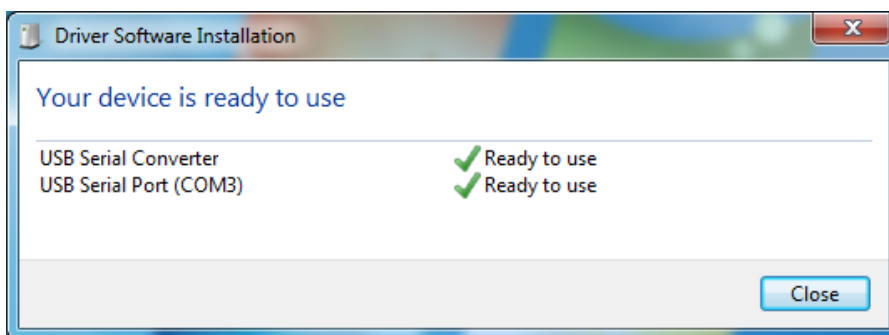


- 4.
5. This will activate the Device Installations Settings pop-up:

Select “Install driver software from Windows Update if it is not found on my computer” and “Save Changes”:



6. The Driver Software Installation Pop-up should indicate “Your device is ready to use” and the Print Valet keypad LCD screen should read “Print Release Press OK”



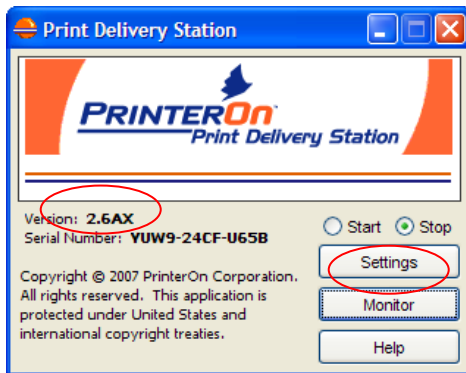
- 7.

Note: If you encounter any problems during the installation of the USB-to-Serial drivers, please review http://printeron.com/solutions/products/pds/usb_serial_download.html

4 Finalize configuration of Print Delivery Station for use with Print Valet keypad

You must now finalize the configuration Print Delivery Station (PDS) to work with the newly installed Print Valet keypad and USB-to-Serial device driver. For complete details on installing and configuring PDS, see your [PDS Installation Guide](#).

1. Login to a Windows computer with Local Administrator rights (not as a “Guest”).
IMPORTANT: Before proceeding, reboot your computer and when prompted, login as “**Administrator**” (not as “Guest”). A windows password may be required to login as “Administrator”.
2. From system tray double-click on the PDS icon and ensure that the PDS service is stopped and click the **Settings** button.



Note: Please verify that your Print Delivery Station software version is 2.6AX or higher before proceeding.

3. In the PDS Advanced Settings > Print Valet tab, check the Print Valet Enable box (See below).

From the Comm. Port drop-down box select the COM port corresponding to the USB-to-Serial driver. This can be determined by examining the COM ports entries listed in the Windows Device Manager (typically it will be the COM port entry with the highest port number).



- 4.
5. Click OK and Start the PDS Service.
6. Reboot your computer.
7. Your installation and configuration should now be complete. Once your computer has rebooted and the PDS service starts up, the Print Valet Keypad LCD screen display should change from "Press Any Key LCD 2*16 Display Command: ASCII" to "Print Release Press OK"

Note: If you have any difficulties, please call PrinterOn Customer Service at +1.519.748.4992 or email at support@printeron.com.

Print Valet Operation

Using the Print Valet

To print jobs:

1. At the first screen, press OK.
 - To return to first screen, press Cancel
2. At the ID code prompt, enter the 4-10 character release code that corresponds with the print job(s) you sent and press OK.
3. Print Valet will then search for your print job and display the number of jobs that match that release code, and the total number of pages. To print your jobs, press OK.

Menu:

- 1 Print job
- 2 Delete job
- 3 Reprint job, if permitted
- 4 Operator mode (for processing jobs for all users)

Languages:

- 1 English
- 2 French
- 3 Spanish
- 4 Dutch
- 5 Italian
- 6 German

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Displays the version number of the Print Valet software.

