

INTRODUCTION:

The Release Station is a web-based add-on for the Print Manager Plus print tracking product. It requires a configured installation of Print Manager Plus 2008 or 2010 be in place. This tool will add on to the existing Print Manager Plus functionality the ability to view and release print jobs that are held for a release station.

Advanced features such as multiple and remote server management and integration features of Pay Pal are beyond the scope of this Quick Start guide; for information on this and other advanced setups, please consult the Release Station User Guide.

SUMMARY OF SETUP PROCEDURE:

The following is a summary of the steps to get a basic Web Based Release station add on setup so that jobs can be viewed and resumed.

1. **Prerequisites:** As the Release Station is a web based option for Windows, it requires that Internet Information Services 6.0 be installed with some configuration on your Windows 2003 Server.
2. **Release Station Install:** This section covers the actual install of the Release Station MSI.
3. **Virtual Directory Configuration:** This portion of the install covers the virtual directory configuration within Internet Information Services.
4. **Configuration Wizard:** The first time running the Release Station allows you to run a simple wizard to configure the basic settings that are most common.
5. **Basic Usage:** This final section covers basic usage of this add-on.

PREREQUISITES:

The following prerequisites are required before installing the Print Manager Plus Release Station.

Print Manager Plus Installation: An installation of Print Manager Plus 2008 or later is required on the same print server that you are installing the Release Station.

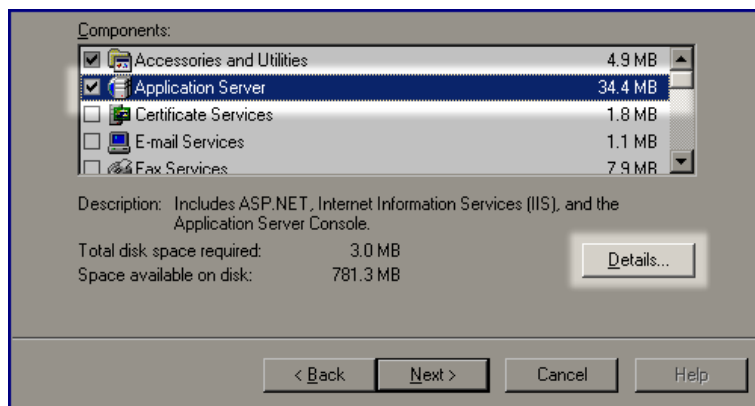
If needed an evaluation version is available at: <http://www.softwareself.com/>

Note: This tool does support being installed on remote servers running IIS, however this is an advanced topic that is covered in the full user guide.

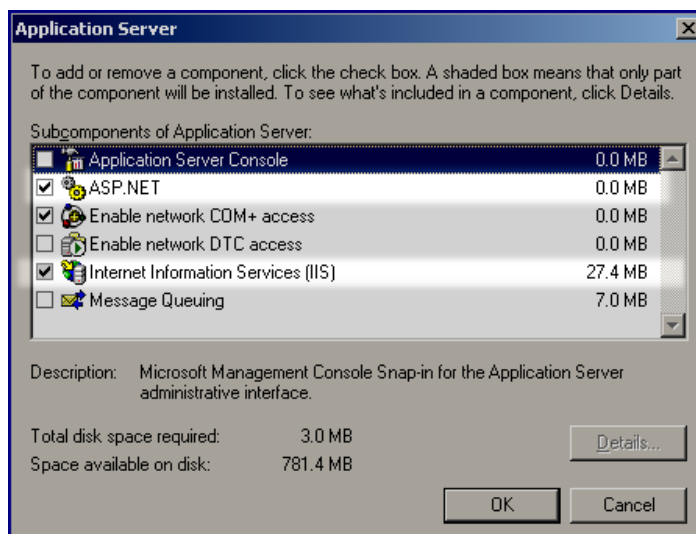


PREREQUISITES (CONTINUED):

- **Internet Information Services (IIS) 6.0:** This is a built in component of Windows Server 2003 that allows the server to host Intranet and Internet Websites. The following steps can be followed to enable IIS with the appropriate options.
 1. **Open Add/Remove Windows Components:**
Within Control Panel > Add Remove Programs, there is an option on the left hand side to Add/Remove Windows Components.
 2. **Edit Application Server Details:**
Within Add/Remove Windows Components, you will want to locate the item named Application Server. Select this and click the **[Details]** button.



3. **Enable ASP.NET and Internet Information Services (IIS)**
Within this list, ensure that both ASP.NET and Internet Information Services (IIS) have been checked and then click **[OK]**.



- **Install .Net Framework 2.0 Redistributable:** The .net Framework 2.0 is required. The following link includes downloads for each redistributable, (0x86) and (0x64). Please download and install the correct version for your server's infrastructure.

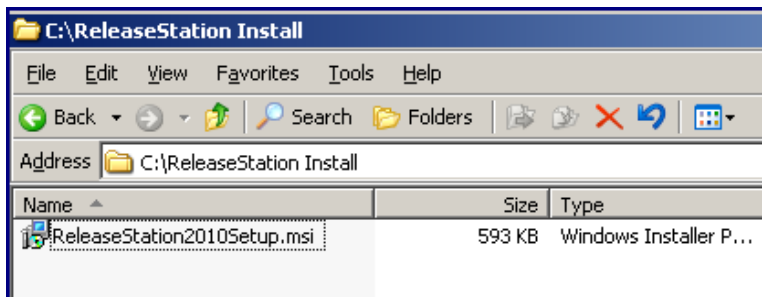
<http://msdn.microsoft.com/en-us/netframework/aa731542.aspx>

RELEASE STATION INSTALL:

The release station installation can be obtained from www.softwareself.com; its install is outlined below.

1. Download:

Download the Release Station Setup MSI and save it to the local hard drive of the Server you wish to install it on.

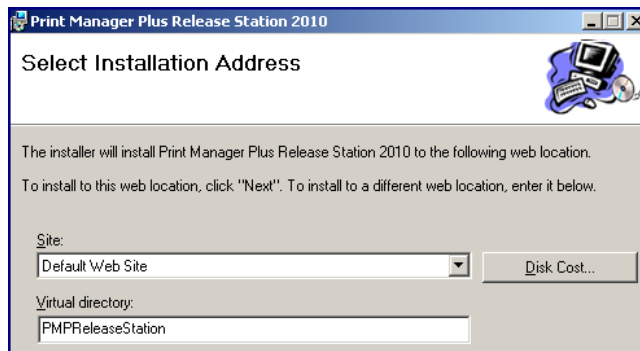


2. Start Setup:

Double click the installer to begin setup. A wizard will load that will take you through the install.

3. Installation Address:

The installation address screen allows you to specify the URL that release station will install to. Typically leave these options as default and click **[Next]**.



Advanced: If your IIS is configured with multiple websites, you should consult your IIS Administrator for which Virtual Directory to install to.

4. **License Agreement:**

You will then be required to accept the Release Station license agreement. From there you can click Next through to Finish.

5. **Finalized Install:**

Once the installation is finalized, a webpage for the release station will be created.

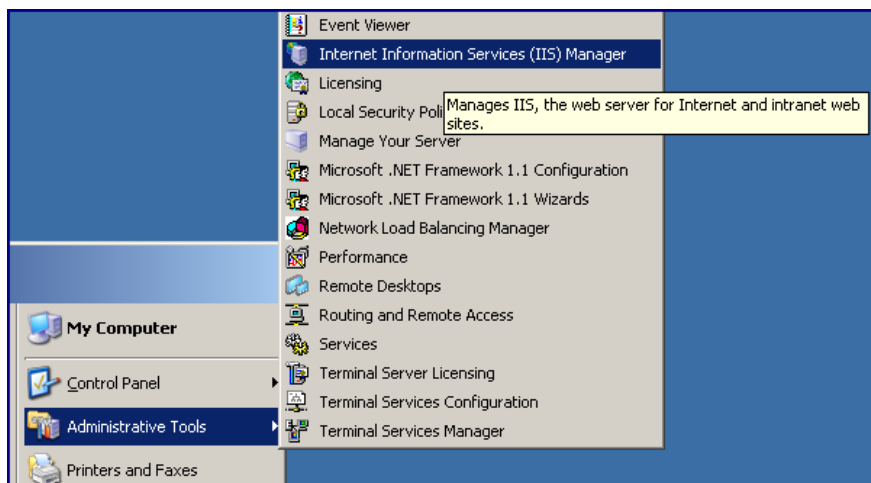
Setup Errors: Should any setup errors occur, it would most likely be due to one of the following conditions:

- A lack of Administrative rights to the Print Server or Print Manager Plus database.
- Print Manager Plus is not installed on this server.

VIRTUAL DIRECTORY CONFIGURATION:

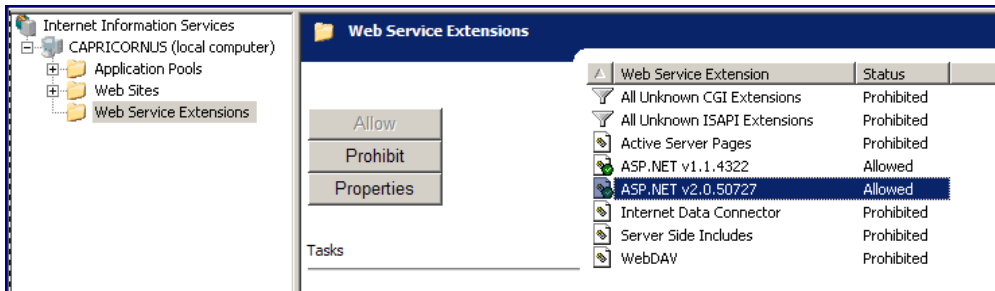
After installation, certain configuration within IIS must be done before the Release Station Virtual Directory (Web Page) will function.

All of the following items are checked and set within the IIS Manager. This tool can be found within Administrative Tools.



VIRTUAL DIRECTORY CONFIGURATION (CONTINUED):

- **Allow ASP.Net 2.0:**
Within IIS, you will need to go to the folder named **Web Service Extensions**. Within this folder you will need to find the item named **ASP.NET v2.0.50727** and ensure that it is allowed.



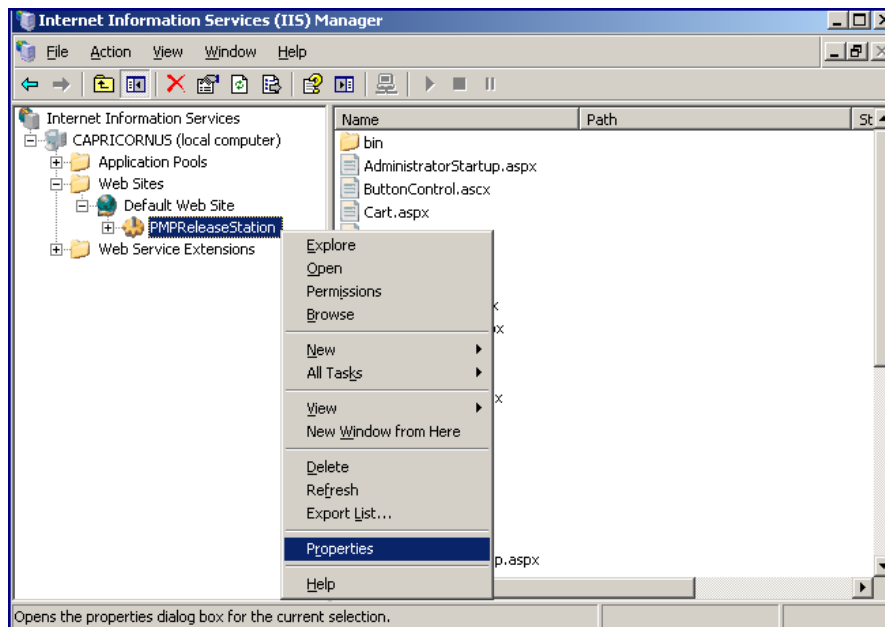
Troubleshooting: If ASP.NET 2.0 is not listed, then please run the following at a command prompt.

```
%systemroot%\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis -i
```

Important: Do not run this if it is already listed within Web Service Extensions, or you are running existing websites that are using the .net Framework version 2.0 and functioning properly.

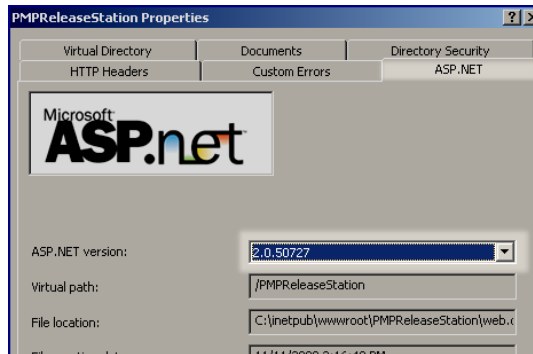
- **Set the PMP Release Station to use ASP.NET 2.0:**
The PMP Release Station will be installed. Typically it will be under Web Sites > Default Web Site. The following steps will enable this to use ASP.NET 2.0.

1. Locate the PMPReleaseStation website directory, and right click and choose Properties.



VIRTUAL DIRECTORY CONFIGURATION (CONTINUED):

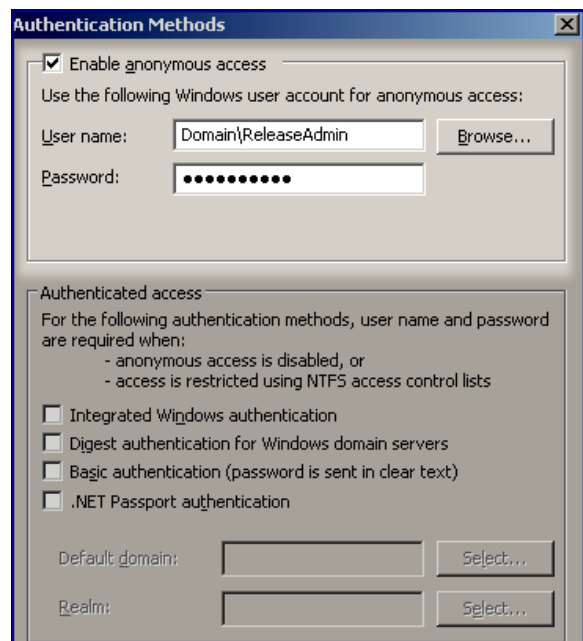
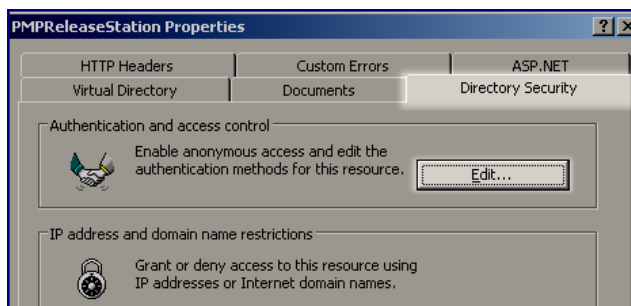
2. Within Properties, go to the ASP.NET Tab. On this tab select **2.0.50727** from the drop down list.



- **Set the PMPReleaseStation Directory Security:**

Finally, the PMP Release Station needs to have Directory security edited. This is also done in the properties of the PMPReleaseStation.

Within the Directory Security tab, click the first **[Edit]** button under Authentication and access control. This will open a new box of Authentication Methods. Here ensure that only anonymous access is enabled. Here you will need to specify a user with enough rights to run the web page.



User Rights

Domains: A domain user account should be used, that has local admin rights on the print server.

User Name Format Sample: **DomainUserName**

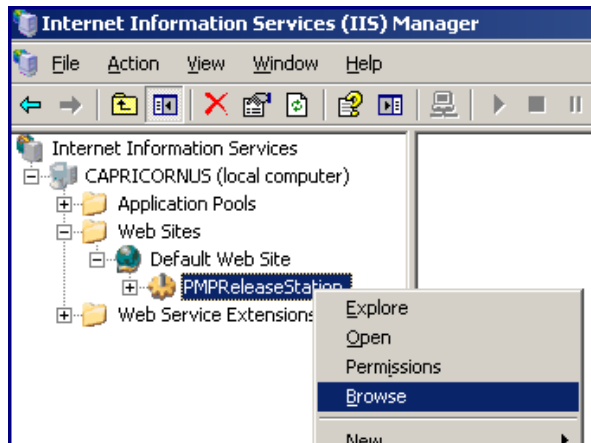
Workgroups: Workgroup Servers should typically use any Local Administrative Account.

Note: No other boxes other than Enable Anonymous Access should be checked.

CONFIGURATION WIZARD:

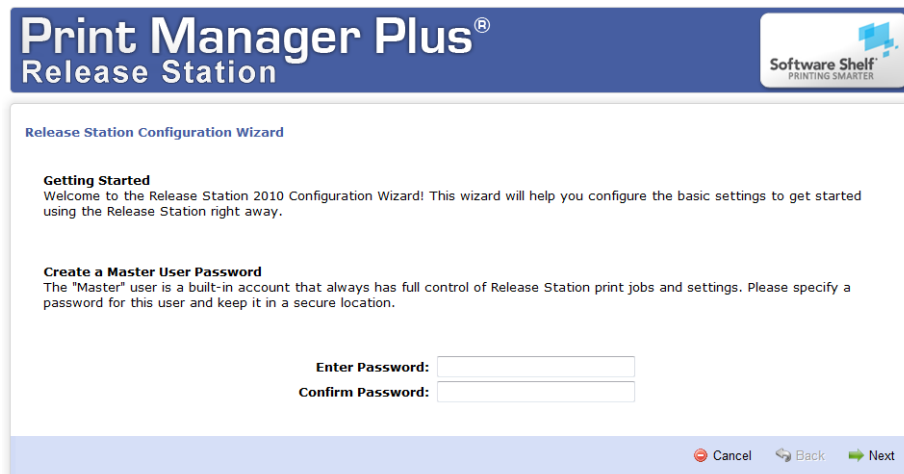
Now that IIS and Virtual directory are configured, you will be able to actually start using the Release Station. The first time launching this will start a configuration screen.

1. Launch the wizard by right clicking on the PMPReleaseStation in IIS, and choose Browse:



2. This will open the Release Station Configuration Wizard.

You will first be prompted for a Master password. This password belongs solely to the release station, and is unrelated to any existing Windows, Active Directory, LDAP or existing Print Manager Plus password.




Troubleshooting: If browsing fails the following command should be run.

```
%systemroot%\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis -i
```

Important: Do not run this if you are running existing websites that are using the .NET Framework version 2.0 and are functioning properly.

CONFIGURATION WIZARD (CONTINUED):

3. After setting a Master password, you will need to choose which type of Network Mode is appropriate for your setup. You can choose Domain Mode, or Workgroup Mode. The wizard will provide a brief explanation of the options.

Print Manager Plus[®] Release Station 

Release Station Configuration Wizard

Select a Network Mode
The network mode specifies whether the Release Station is run as part of a Workgroup or as part of a Microsoft Windows Domain that is running Active Directory.


Domain Mode:
In this mode, users will be prompted for their Active Directory username and password when logging in to the Release Station.

Enter Fully Qualified Domain Name:
Example: staff.mydomain.local

Workgroup Mode:
In this mode users and passwords will need to be setup within the Release Station user configuration.

4. **Domain Mode Only:** If domain mode was selected, then the next screen allows you to set which users in your Active Directory are Administrators of the release station.

You can also enable the option for end users to release their own jobs.

Print Manager Plus[®] Release Station 

Release Station Configuration Wizard

Specify Which Users Can Release All Print Jobs
This allows you to specify which domain accounts are Administrators of the Release Station. Administrators can view and control all jobs and Release Station settings. Additional roles and specific rights can be specified within the Release Station configuration page after the install.

New Administrator:

Administrators:

Allow End Users to Release Their Own Print Jobs
This setting allows end users to log in to the Release Station with their Active Directory credentials and view and release their own jobs. By default, end users will not have access to any other print jobs or Release Station settings.

CONFIGURATION WIZARD (CONTINUED):

5. **Finished:** The last screen will verify the settings. It is very important that the password is noted and saved in a secure location at this point. Clicking **[Finish]** will save the options you specified.

Intranet URL: The URL shown will be the web address that can be reached from any web browser in your network. This URL should be saved, and will be used from here on forward to reach the Release Station.

The screenshot shows the 'Release Station Configuration Wizard' window. The title bar reads 'Print Manager Plus[®] Release Station' and the Software Shelf logo is in the top right. The main content area is titled 'Release Station Configuration Wizard' and contains the following text:

Finished
The Release Station has not been fully configured. You may need to log in as an Administrator or as Master and specify additional settings based on your needs. For further information on setup, usage and implementation, please consult the Release Station User Guide.

Logging In
The following URL should be available Intranet-wide provided your Internet Information Services settings have been properly configured. Your Master account and password is shown below and is the primary administrator that will always have access to all Release Station features and settings.

Intranet URL: <http://SERVER-NAME/pmpReleaseStationSite/logon.aspx>

Master User: MASTER **Master Password:** ***** Show

At the bottom right, there are three buttons: 'Cancel' (with a red arrow), 'Back' (with a blue arrow), and 'Finish' (with a green checkmark).

Additional Configuration: All settings can be viewed and changed after the install by logging in as Master and clicking **[Configuration]**.

BASIC USAGE:

There are a variety of ways that the Release Station can be used to view and release print jobs held by Print Manager Plus. The below covers the basic usage.

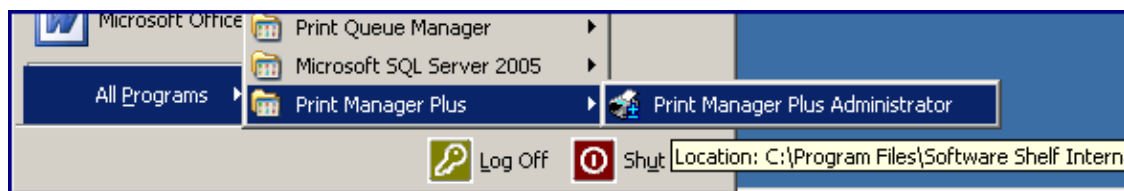
CONFIGURING PRINT MANAGER PLUS TO HOLD PRINT JOBS:

Typically, you will first set Print Manager Plus to hold all print job. This can be done one of a few ways:

- Pause all Print Jobs by Printer (Most Common)
- Pause all Print Jobs by User
- Pause all Print Jobs by User Group or Organizational Unit

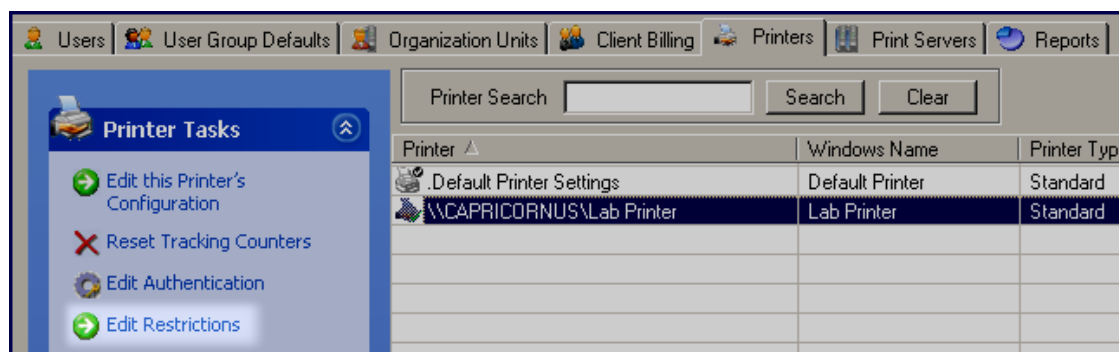
Example of Pausing by Printer:

1. Open the Print Manager Plus 2008 or 2010 Administrator



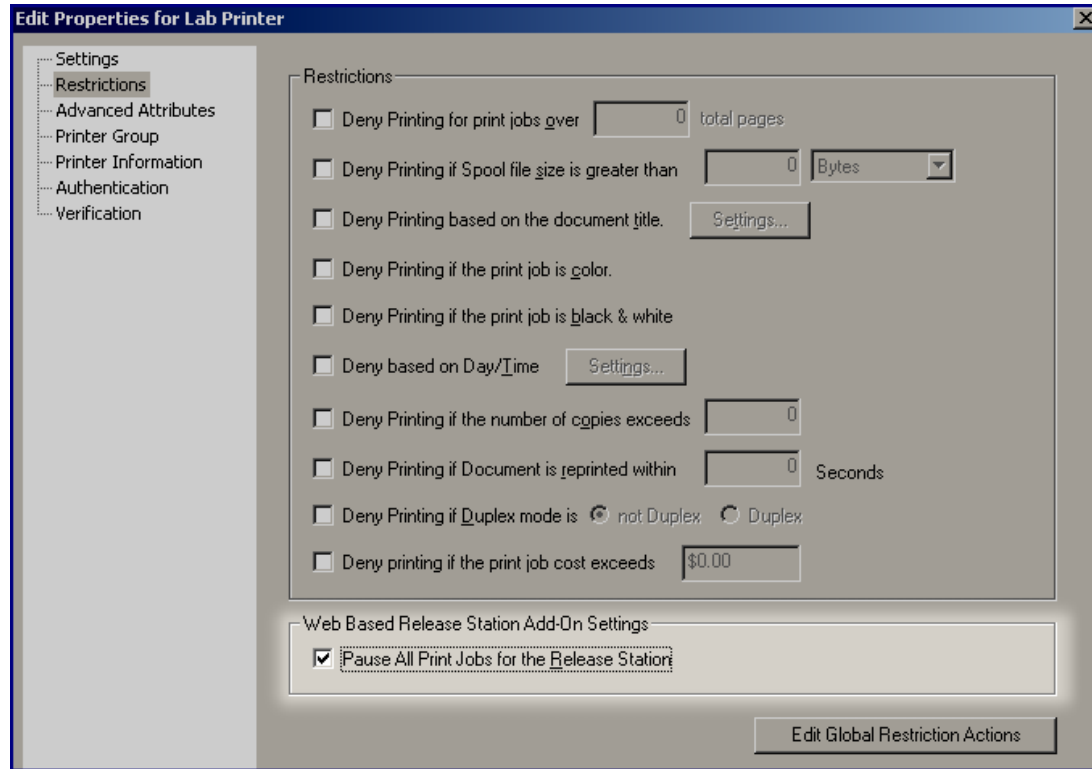
2. Within the Print Manager Plus Administrator, go to the Printers tab and select the Printer you wish to hold print jobs for.

Once done, click the **[Edit Restrictions]** button on the left hand side.



BASIC USAGE (CONTINUED):

3. Within Restrictions locate the setting for Pause All Print Jobs for the Release Station and then click OK.



4. After clicking OK, all print jobs sent to that printer will be paused until they are released. If users are running the End User Inquiry Tool or Client Billing module, they will receive a popup informing them that their print job has been held.

Restricting By User, Group or OU:

This restriction exists for each User, Group, and Organizational Unit within Print Manager Plus and can be used in the same manner.

BASIC USAGE (CONTINUED):

LOGGING IN TO VIEW AND RELEASE PRINT JOBS:

Once a job has been held for release station, you will need to log into the web page to view and release it. The URL to view print jobs is typically <http://NameOfPrintServer/PMPReleaseStation> where the NameOfPrintServer is replaced by the name of the Print Server that you installed it on.

Logon Page:

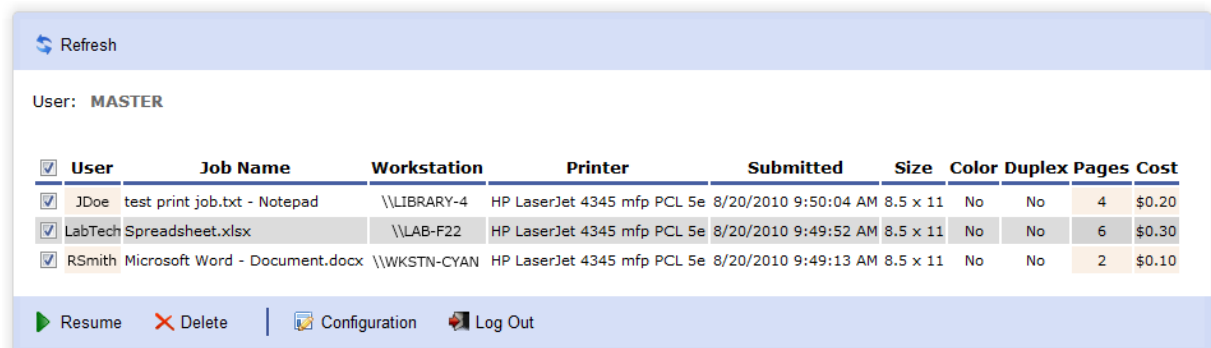
At the logon page you can login with Master, or any other account that has been setup.



Release Jobs Page:

Master, Administrator and Queue Managers of the Release Station will see print jobs for all users. Jobs can be deleted or released by selecting the print jobs and clicking **[Resume]** or **[Delete]** on the bottom right.

If logged in as a Master or Administrator, a **[Configuration]** button will be available allowing the configuration of additional settings.



<input checked="" type="checkbox"/>	User	Job Name	Workstation	Printer	Submitted	Size	Color	Duplex	Pages	Cost
<input checked="" type="checkbox"/>	JDoe	test print job.txt - Notepad	\\LIBRARY-4	HP LaserJet 4345 mfp PCL 5e	8/20/2010 9:50:04 AM	8.5 x 11	No	No	4	\$0.20
<input checked="" type="checkbox"/>	LabTech	Spreadsheet.xlsx	\\LAB-F22	HP LaserJet 4345 mfp PCL 5e	8/20/2010 9:49:52 AM	8.5 x 11	No	No	6	\$0.30
<input checked="" type="checkbox"/>	RSmith	Microsoft Word - Document.docx	\\WKSTN-CYAN	HP LaserJet 4345 mfp PCL 5e	8/20/2010 9:49:13 AM	8.5 x 11	No	No	2	\$0.10

Allowing Users to Release Their Own Jobs

Within configuration, you can enable end users to release their own jobs. This allows end users to login with their Active Directory credentials and see and release only the jobs that they own.