

## INTRODUCTION:

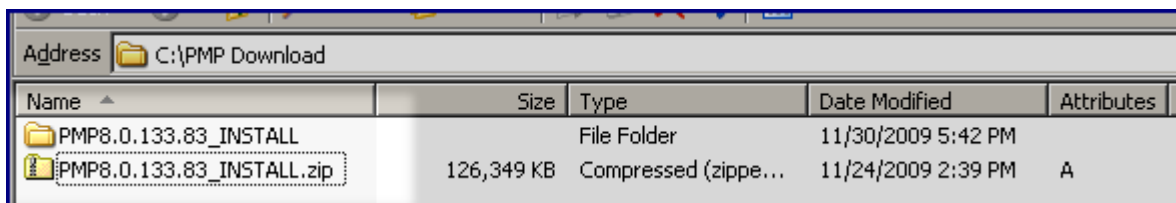
This Quick Start is intended to assist in the initial installation and/or evaluation of Print Manager Plus 2010, and covers the basic install and use of the product. It also covers enabling the software to prompt end users for a username and password on every print job. This is one of the primary features of the Client Billing and Authentication edition.

## SERVER INSTALLATION:

Print Manager Plus is designed to be installed on an established Windows print server running Windows 2000/2003/2008/XP/Vista/7.

### 1. Download:

Download the Print Manager Plus 2010 Installer. This should be saved and unzipped to your Print Server [http://downloads.softwareself.com/products/PMP2010/PMP2010\\_TRIALDOWNLOAD.asp](http://downloads.softwareself.com/products/PMP2010/PMP2010_TRIALDOWNLOAD.asp)



### 2. Unzip:

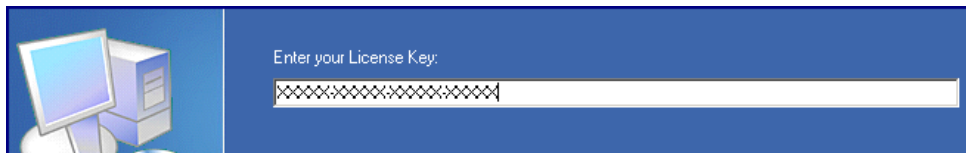
Once downloaded and unzipped, you will want to ensure you are logged in as an Administrator to your print server, and launch the **Setup.exe**

Name	Size	Type	Date Modified	Attributes
layout.bin	1 KB	BIN File	11/23/2009 7:04 PM	A
setup.exe	115 KB	Application	7/16/2004 1:09 AM	A
setup.ibt	342 KB	IBT File	11/23/2009 7:01 PM	A

**Note:** If your printing is a direct IP based setup (workstations printing directly to the printer) or a setup with locally attached printers where there is no windows print server, then please refer to our complete User and Installation Guides.

### 3. Launch Setup:

Launch the installer and follow the prompts to the point where a license key is required. Enter your full or trial license key.



**Trial Version:** If you do not currently own Print Manager Plus you can obtain an evaluation key at this site. <http://www.softwareself.com/files/downloads.asp?ID=121>

4. **License and Install Location:**

In the following two screens, you will be required to accept the license agreement, and verify the install location. Once this has been completed click **[Next]**.

5. **Database Selection:**

At the database selection screen, choose the database option that best fits your needs. Below are some guidelines on choosing this.

Database Option	Types of Setup
<b>Microsoft SQL 2005 Express:</b> Recommended for Most Installations	<ul style="list-style-type: none"><li>• Small to Medium sized networks, Labs and Libraries</li><li>• Printing up to 10,000 print jobs per a day.</li><li>• Used with up to 5 Print Servers</li><li>• Up to 100 Workstation Connected Printer Agents</li></ul>
<b>Microsoft SQL 7.0/2000/2005/2008</b> Recommended for Medium to Large installations or setups with an existing SQL Server	<ul style="list-style-type: none"><li>• Medium to Large networks</li><li>• Setups with an existing SQL Server</li><li>• Printing over 10,000 print jobs per day</li><li>• Single or Multiple Windows Print Servers</li><li>• Unlimited Workstation Connected Printer Agents</li></ul>
<b>Microsoft Access</b> Recommended for Small Office / Home Office Setups	<ul style="list-style-type: none"><li>• Small networks and workgroups</li><li>• Printing less than 1,000 print jobs per day.</li><li>• Used Single Server Install, with no Database sharing such as Remote Consoles or Workstation Agents.</li></ul>
<b>Connect to an Existing Database</b>	<ul style="list-style-type: none"><li>• Used if a Print Manager Plus 2010 database has been already setup.</li></ul>

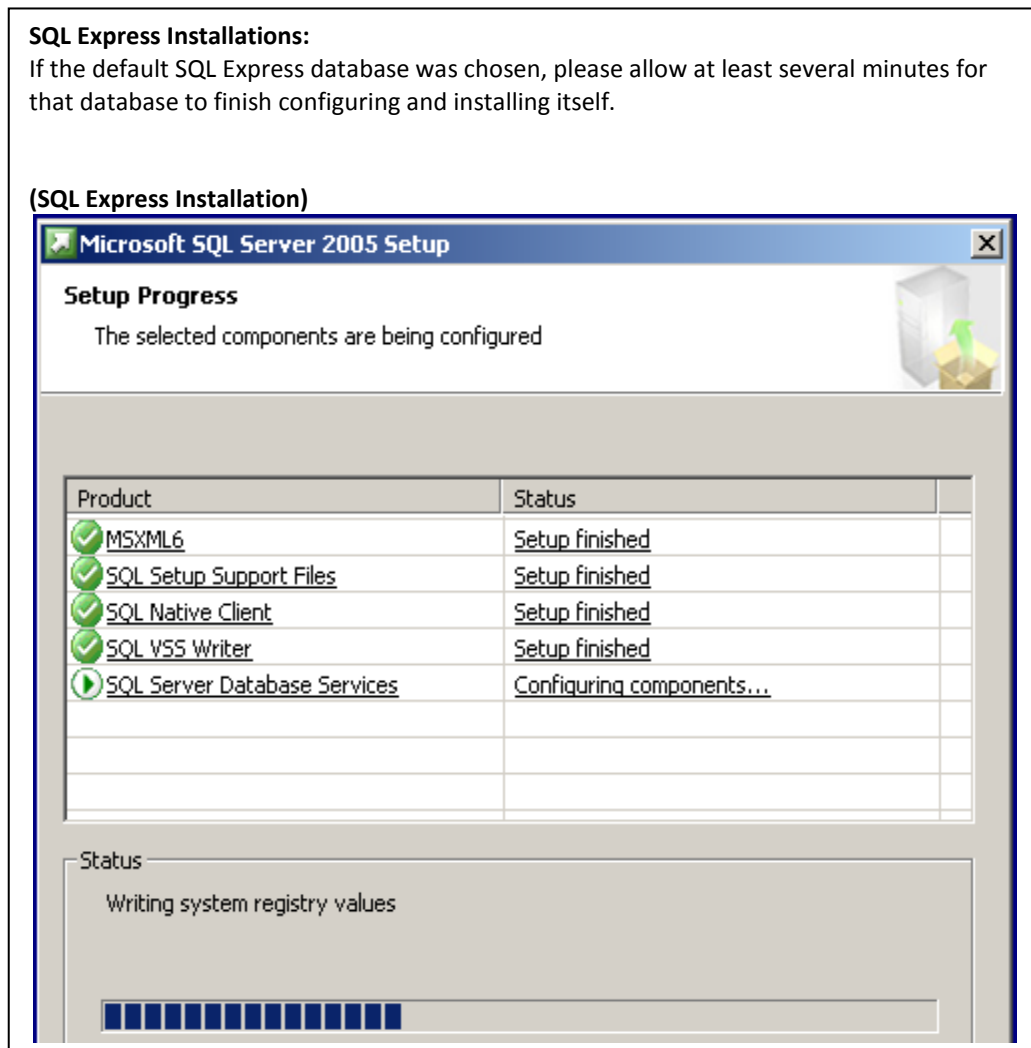
### Database Selection Screen:

The screenshot shows a blue window with four radio button options for database selection. Each option includes an icon and a brief description of its use case.

- Create a Local SQL 2005 Express Database - Typical Printing Loads**  
Recommended for sharing with up to 5 Print Servers and up to 100 Workstation Connected Printer Agents with up to 10,000 print jobs a day.
- Create a database on an existing SQL 7.0/2000/2005/2008 Server**  
Standard Enterprise SQL Servers are recommended for larger settings using more than 5 print servers or 100 workstations, or are printing more than 10,000 print jobs per a day.
- Create a Local Microsoft Access Database - Small Office Setup**  
Recommended for single print servers, with no remote workstation agents or administration consoles, and less than 1,000 print jobs per day.
- Connect to an existing Print Manager Plus Database.**

### 6. Finishing the Install

After the database setup has completed, you will be prompted to click **[Install]** which will install the remaining product components.



### 7. Restart:

It is highly recommended on all Operating Systems that a system restart is performed after the installation. Some operating systems and printers cannot have their print jobs properly tracked until this restart takes place.

## WORKSTATION INSTALLATION:

In order for Users to be prompted for a user name and password, a workstation agent must be running on each system. This provides the user the following abilities with each print job:

**Print Manager Plus - Authentication**

Print Job Information

Date: 12/3/2009  
Document Name: Test Page  
Printer Name: HP Business Inkjet 1200 Series  
Type: Color  
Total Pages: 1  
Job Cost: \$0.10

If no action is taken the print job will be deleted from the print queue in:  
**00:04:50 minutes**

Authentication

User account:

User account password:

Delete OK

### Authentication Module Features:

- View Print Job Details
- Verify a Job before it prints.
- Authenticate that job to a specific User
- Delete the print job

## MICROSOFT WINDOWS WORKSTATION DOWNLOAD:

**Windows Authentication Module Installer** – Windows XP/2000/2003/2008/Vista/7:

[http://downloads.softwareself.com/products/PMP2010/PMP8.0.133.85\\_AuthenticationModule.msi](http://downloads.softwareself.com/products/PMP2010/PMP8.0.133.85_AuthenticationModule.msi)

- This version installs the module locally to the workstation, and sets it to automatically start up on each system.

## APPLE MAC OSX MODULE DOWNLOAD:

**Macintosh OSX Authentication Executable** – MacOSX 10.1 and later:

<http://downloads.softwareself.com/products/PMP2010/AuthenticationModuleMacOSX.zip>

- For MacOSX, unzip the AuthenticationModule.app and double click to run it, once done the module will be running in the background.

## INTRODUCTION TO USING PRINT MANAGER PLUS

Once installed on the Print Server, Print Manager Plus will automatically be tracking all network printing spooling on that Print Server. The managing of the software is primarily composed of two components. They are:

### The Print Manager Plus Administrator:

This is the user interface of the program. This will also be installed with a full install on the Print Server. This component allows administrators to set the tracking settings, and enable client selection or authentication features.

### The Print Manager Plus Service:

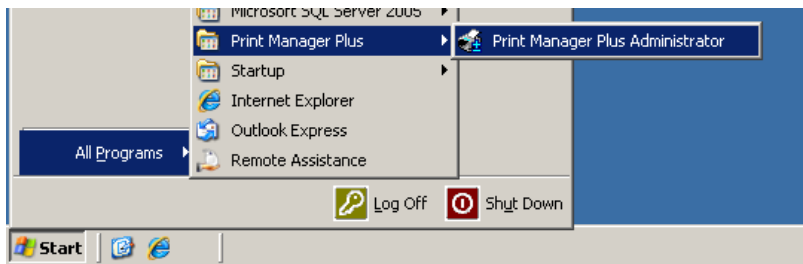
This component runs in the background on the Print Server it is installed on. This is the component that monitors the Print Spooler to track print jobs and log them to the Print Manager Plus database.

### The Client Authentication Module:

This component runs in the background on the workstations and will interact with Print Manager Plus to prompt users for various types of client selection or authentication.

## LAUNCHING PRINT MANAGER PLUS

After installation, the Print Manager Plus administrator can be launched from the **Start Menu > All Programs**. It is located under the Print Manager Plus folder.



Once launched, the program should provide several tabs, allowing you to view your Users, Groups, Organizational Units, Clients/Projects, Printers and Reports.

### Note:

Initially Print Manager Plus will load the users it finds in the network, or on that machine. This may take several minutes depending on the size and speed of your network.

### ENSURING PRINTERS ARE DETECTED AND ENABLED

Once installed, Print Manager Plus will automatically detect the printers that are installed locally on the Print Server. These printers will appear within the **[Printers]** tab. The printers listed should be the same printers that are installed as Local Printers within the **[Printers and Faxes]** folder of the operating system.

#### Server's Printers and Faxes Folder

Name	Documents	Status
Add Printer		
HP LaserJet 4050 Series PCL6	0	Ready
Kyocera Mita KM-4030 KX	0	Ready
Lexmark Optra T616 P5	0	Ready
Xerox Document Centre 230	0	Ready

#### Print Manager Plus Printers Tab

Printer	Windows Name
.Default Printer Settings	Default Printer
\\PRINTSERVER\4050	HP LaserJet 4050 Series PCL6
\\PRINTSERVER\Kyocera 4030	Kyocera Mita KM-4030 KX
\\PRINTSERVER\Lexmark	Lexmark Optra T616 P5
\\PRINTSERVER\Xerox	Xerox Document Centre 230

#### Small Business\* and SOHO\* Editions:

These editions allow enabling only a limited number of printers. Any printers that have been excluded due to licensing will be grayed out like below. Within each printers properties you can enable/disable which printers are enabled within the **[Advanced Attributes]** tab of each printer.

\*Small business editions are limited to 5 printer queues and 35 users

\*SOHO Editions are limited to 2 printer queues and 5 users

## SETTING UP THE USERS

With the product installed, there are now three basic types of User Authentication to choose from. Please follow the below steps based on your setup.

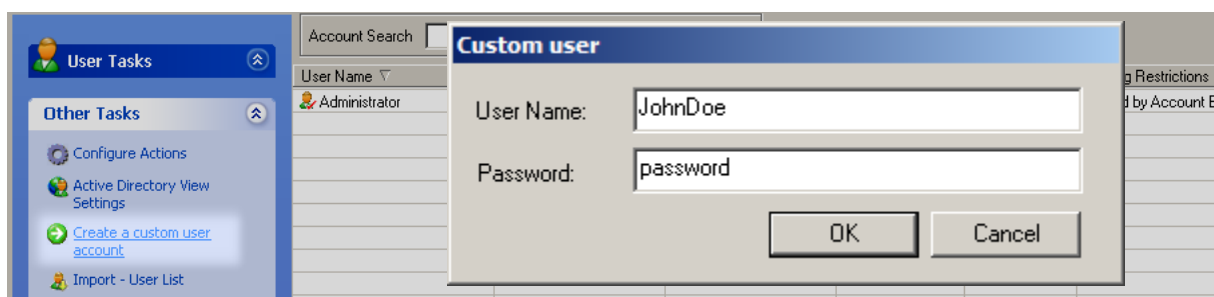
### Active Directory User Name and Password Authentication:

By default, no extra configuration is required to setup authentication against Active Directory; the product will automatically check passwords against the domain the Print Server belongs to.

### Custom User Name and Password Authentication:

Print Manager Plus can be setup to work off a customer username and password list. This option is popular in workgroups and other setups where there is no central directory.

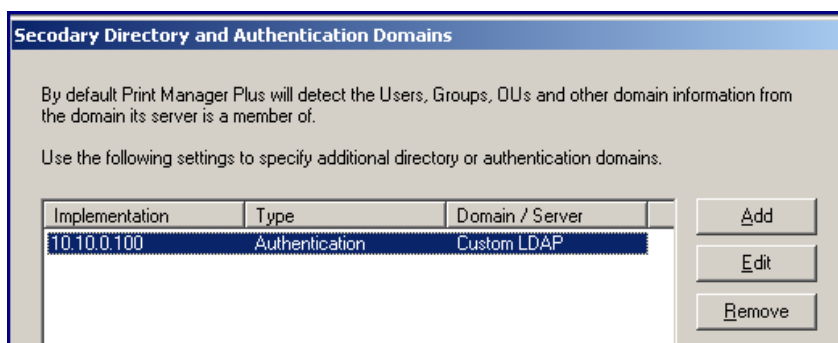
1. Open the Print Manager Plus program, and go to the User's tab. There choose **[Create Custom User]**.



2. Continue this process creating users until all the necessary user's are entered. For larger lists, please see our Full User Guide for information in Importing Username and Passwords.

### Authentication with External LDAP Domains:

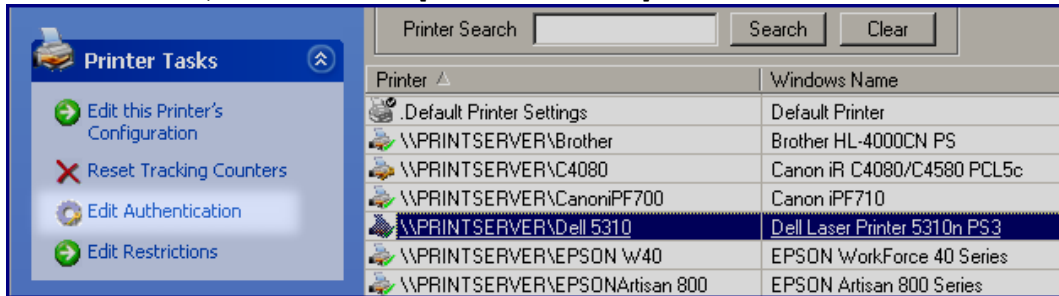
Additional Domains and LDAP directories can be specified by going to **Settings > Define Trusted Domains**. This will open a new dialog allowing you to specify these directories. Detailed documentation on this is covered within the Full User Guide.



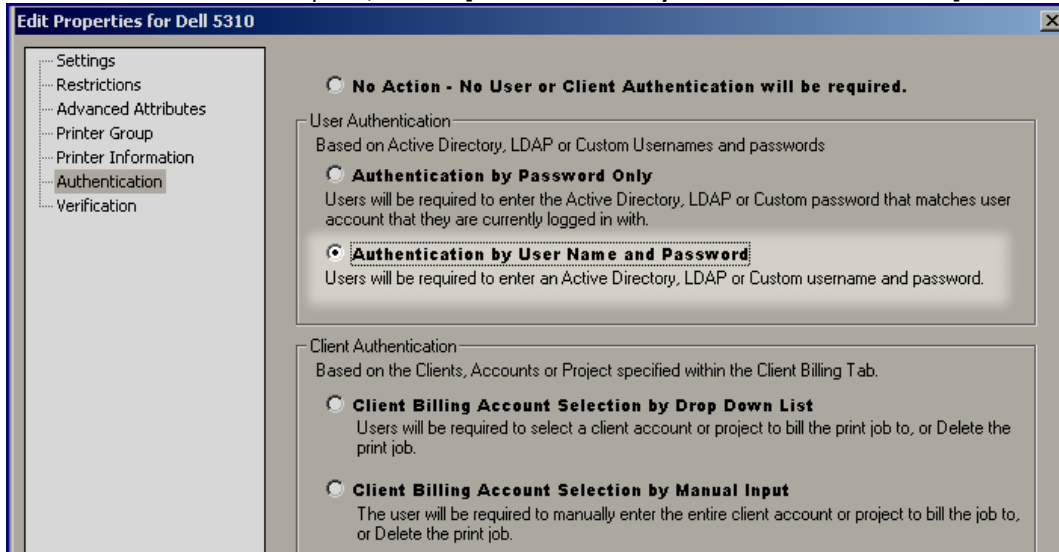
### TURNING ON AUTHENTICATION PER PRINTER:

To successfully prompt users you will need to enable User Name and Password Authentication on a per printer basis. Below are the steps for doing that.

1. Open the Print Manager Plus Administrator, and browse to the **[Printers]** tab. Select the printer you wish to turn on Client Selection for, and then click the **[Edit Authentication]** button on the left hand side.



2. Within the Authentication option, choose **[Authentication by Username and Password]** and then click **[OK]**.



3. After these items are setup, print jobs sent through the print server should prompt the user for a Username and Password on every job provided that user is running the Authentication Module.

If you are printing, and not receiving a popup please review the steps of this document, and also review the following FAQ: <http://www.softwareself.com/files/supportFAQView.asp?ID=2586>

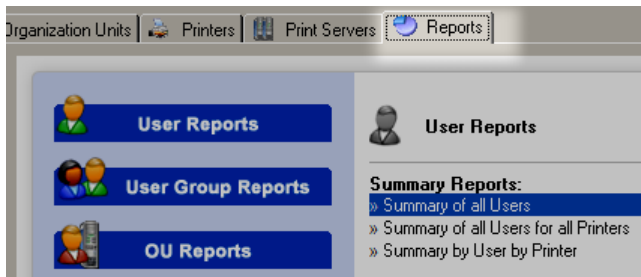
## RUNNING REPORTS TO VIEW SUMMARY AND DETAILED INFORMATION

The Print Manager Plus **[Reports]** tab allows Administrators to view summaries and detailed printing histories sorted by User, Groups, Workstations, Printers and many other categories.

### Summary Reports:

Summary reports provide basic totals of printing for **Users, Printers, User Groups** and many other categories. Below is an example of a **Summary for all Users** report from the **User Reports Category**. This report lists the total prints made by each user.

1. Open the Print Manager Plus administrator, and browse to the **[Reports]** tab.
2. Within User reports, click the **[Summary for all Users]** report.



3. A new dialog will load. This dialog will allow you to select the date range to report on; select the start and end ranges desired for reporting.

Enter Date Range (Required): Date Range

Please enter DateTime in format "yyyy-mm-dd hh:mm:ss".

**Start of Range:**  
Enter a Value: 2007-12-29 00:00:00  
 Include this value  No lower value

**End of Range:**  
Enter a Value: 2007-12-31 00:00:00  
 Include this value  No upper value

4. Clicking **[OK]** will display the desired summary report.

Summary of all Users							12/1/2009 12:00:00AM through 12/1/2009 11:59:59PM
<b>Users:</b>							
Guest	Full Name:	Total Jobs	Color	Mono	Sheets	Total Pages	Job Cost
Guest		2	1	8	9	9	\$ 0.50
Jane	Jane Doe	1	1	0	1	1	\$ 0.10
Jdoe	John Doe	3	0	19	19	19	\$ 0.95
PrintAdmin	Print Admin	1	4	0	4	4	\$ 0.40
<b>Summary of All Printing</b>							
	Total Jobs	Color	Mono	Sheets	Total Pages	Total Cost	
	7	6	27	33	33	\$ 1.95	

# Print Manager Plus<sup>®</sup> 2010

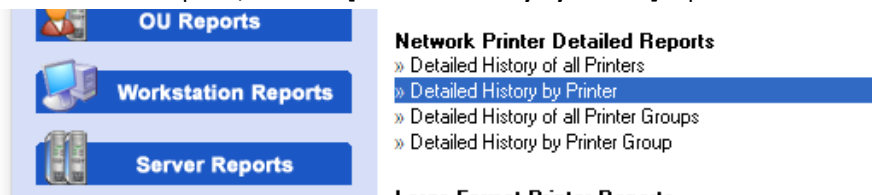
Client Billing and Authentication Edition

Quick Start  
User Authentication

## Detailed Reports:

Detailed history reports show the detailed information of each and every print job. Below is an example of running a **Detailed History by Printer** report.

1. Open the Print Manager Plus administrator, and browse to the Reports tab.
2. Within Printer reports, click the **[Detailed History by Printer]** report.



3. A new dialog will load. This dialog will allow you to select the printers to report on, as well as the start and end range of Printing.

Select the Printer(s) to report on: Printer

Select Printers:

Available Values:

- \\PRINTSERVER\Brother
- \\PRINTSERVER\C4080
- \\PRINTSERVER\CanonPF700
- \\PRINTSERVER\EPSONArtisan 800
- \\PRINTSERVER\HPDesign1050ps
- \\PRINTSERVER\KIP3000

Selected Values:

- \\PRINTSERVER\C4080
- \\PRINTSERVER\EPSONArtisan 800
- \\PRINTSERVER\KIP3000

Remove Remove All

Enter the Date Range you wish to Report On: Date Range

Please enter DateTime in format "yyyy-mm-dd hh:mm:ss".

Start of Range: Enter a Value: 2009-12-1 00:00:00  Include this value  No lower value

End of Range: Enter a Value: 2009-12-1 00:00:00  Include this value  No upper value

4. Clicking **[OK]** will display the desired detailed report.

Detailed History by Printer		12/1/2009 12:00:00AM through 12/1/2009 11:59:59PM						
Detailed History for \\PRINTSERVER\EPSONArtisan 800		EPSON Artisan 800 Series						
User:	Printer:	Duplex	Color	Page Size	Pages	Copies	Total	Job Cost
PrintAdmin	\\PRINTSERVER\EPSONArtisan 800	No	Yes	A6	4	1	4	\$0.40
12/1/2009 5:03:49PM	Job#: 7	Document:Untitled - Notepad						
Summary for \\PRINTSERVER\EPSONArtisan 800		Total Jobs	Color	Mono	Sheets	Total Pages	Total Cost	
		1	4	0	4	4	\$ 0.40	



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