1.   Registration

Create an account by clicking on link below and follow steps as prompted:

Note:

"subdomain" field will further determine your Princity domain.

https://registration.princity.cloud

Princity will automatically add a test license available for the period of **2 weeks** that allows add up to **100 printers.**

2.   Logging in

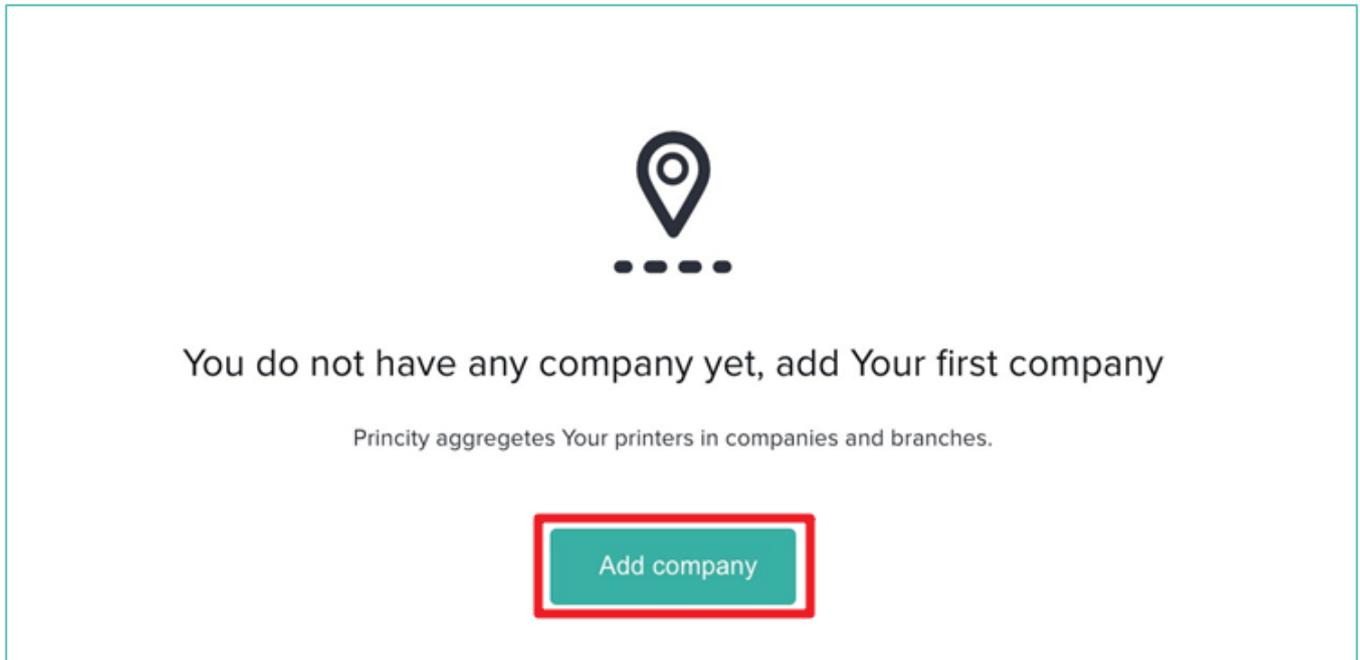In order to log in you have to use your domain name as in example below:

https://{partnerSubdomain}.princity.cloud

Example:
If you entered subdomain "acme" during the registration then your domain address is https://acme.princity.cloud.

1. Adding the first company

In order to start create a company. To do so press „Add company" button as marked below:

→ STEP 1 Filling out company details.

In the pop-up window you need to enter your company data.

Data entered can be edited later in the settings of each company.

Company ID

In this field enter abbreviation of company name. All devices in the company will receive IDs consisting of "*CompanyID-subsequentDeviceNumber*"
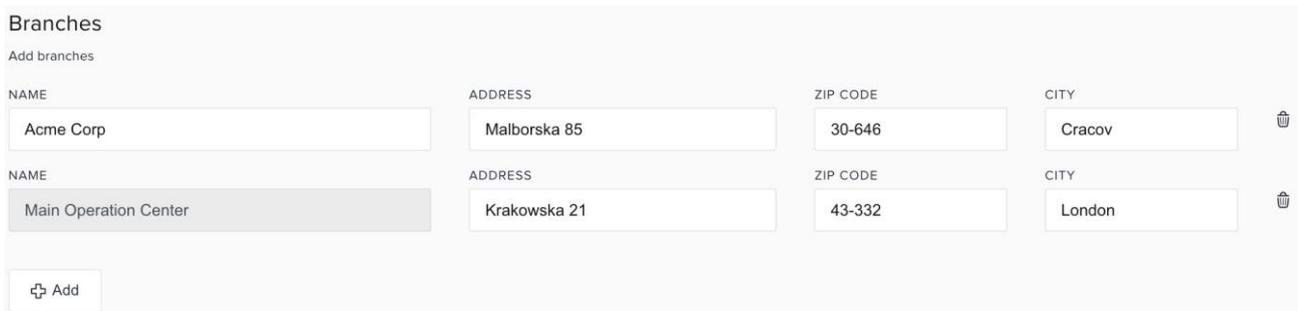
Example:
if you entered "acme" in Company ID field, then your devices will be named "ACME-0", "ACME-1" etc.

Employee's data on the client's side

Data of person responsible for devices on client's side needed for sending messages and notifications.

.

→ **STEP 2 Branches**

Princity allows to create multiple branches of the company. Later you can assign particular devices to each branch.

It is necessary to have at least one branch in the company. By default data of the first branch will be copied from company data.

To add a new branch simply click the [⊕ Add] button

→ **STEP 3 Prices**

Now choose one of two types of settlements.

Settlement per printed page.

Enter here standard prices for a page divided by mono, colour and scan.

More advanced options such as the number of pages in the subscription or subscription fee can be customized later.

Billing per toner.

Prices for individual toner models can be changed in the company options.
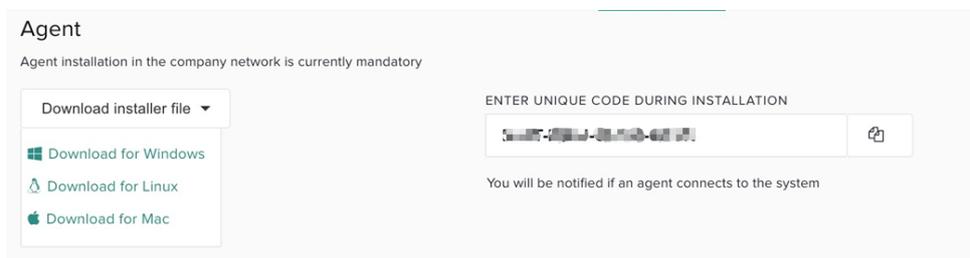
Note:
You can use both period or comma as the decimal separator.

After this step your company will be saved.

→ STEP 4 "Agent"

Its required to install software called "Agent". Download installer file suitable for your operating system. Before installation copy the code and paste it when prompted. One "Agent" allows to support all devices within his network

System requirements:

• Windows (XP PRO or newer), Linux or Mac OS X.

After installation "Agent" will automatically connect to the server. If not you will see message as portrayed below. In that case just make sure that you do everything right and click the "Check status" button.

2.   Adding printers

In order to search for devices "Agent" has to be connected to the system. To search for devices,click "Add printer" button portrayed below:
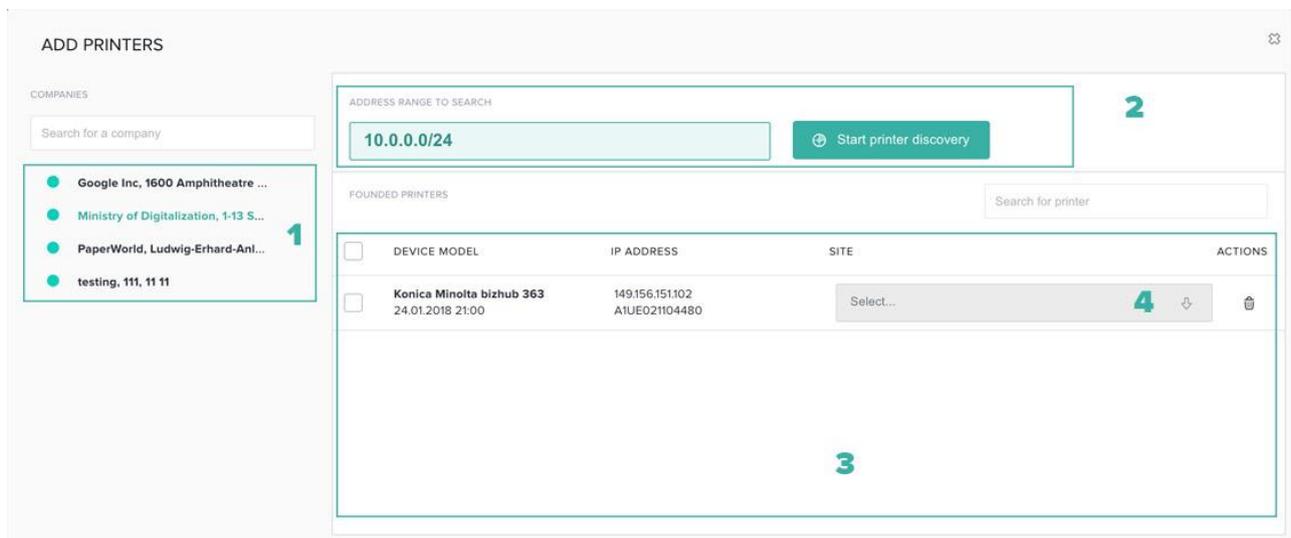

To get started with Princity, add your printers

Princity will automatically search for printers in your network

Add printer

A pop-up window for adding devices will be displayed after clicking the button.

In this window you can search for devices and assign them to a location. After assigning the device it will receive the „active" status.

1. List of companies

Princity allows searching for printers in any branch that have "Agent" connected. Select a branch from the list on the left side. A green dot next to its name informs whether the branch's "Agent" is connected.

2. Range of addresses to search

You must define the range of IP addresses to search for devices in the company. Princity suggests client's subnetwork by default. After defining the range click the scan button.

Scanning one subnetwork takes approximately 2 minutes. The list is refreshed automatically after detecting the device. There is no need to refresh the list.

3. Assigning location

In order to monitor devices you need to assign them to a branch. You can do so by selecting a location from the list next to each printer.

It is possible to assign multiple devices to one branch at the same time. Just tick as many checkboxes next to devices and then select proper branch in the header.

Note:
After all job done remember to click the „Save assigned printers" button.