Table of Contents

Introduction	. 1
Updates To InfinityCloud	. 3
July 20, 2021	. 3
Added: InfinitySend Mac Agent	. 3
May 31, 2021	. 4
Modified: Registering for InfinityCloud is now simplified	. 4
Modified: Additional SecurePrint settings have been added	. 4
Added: Additional functionality added to the Self serve portal	5
Added: The ability to override user login and the installation of the SecurePrint printer for kiosk machines	. 6
February 2, 2021	. 6
Added: Printing Defaults	. 6
Modified: General Settings	. 6
Added: Search Function for Printers and Connectors	. 7
Added: Google Maps	. 7
Modified: Self-serve Portal	. 8
December 10, 2020	. 8
Added: Support for Gateway Printers	. 8
Added: Cloning Printers	. 9
Added: Troubleshooting Login Issues With The InfinitySend Agent Through Azure AD	. 9
Removed: EMR Registration	. 9
November 10, 2020	. 9
Added: New General Settings - Disable Secondary Verification and Enable SecurePrint Access For All	. 9
Modified: General Settings has been re-organized	10
Modified: File2Print is now enabled by default	11
Modified: InfinitySend Agent icon has been updated	11
Added: More information has been added to vPad/Connector properties	12
Removed: CP-1 Registration is no longer done through InfinityCloud	12

September 15, 2020 13
Added: Complex SecurePrint Password Support13
Added: Support for Multiple Domains13
Added: Password Synchronization Support13
August 28, 2020
Modified: Reorganization of the Left Menu Bar13
Modified: The Downloads Page Has Been Reorganized14
Added: A New Chrome Extension for Enterprise Available For Download
Modified: The InfinityCloud Agent Has Been Renamed and Has A Few New Features Added
Added: Support for Print Stream Compression16
Added: Support for Direct PDF Printing16
Modified: vPad Device Assignment in Connectors
April 22, 2020
Moved: Proximity Devices Relocated to Under SecurePrint17
Removed: Generate QR Code Functionality Removed From Printers and Render Station. 17
Added: New E-mail Message For Administrators Registering With Azure Active Directory Identity Platform
Modified: The Release Station Is Now A Separate Download
Added: InfinityCloud Now Supports File2Print
February 19, 2020
Added: New Email2Print Feature
Added: Links to New Mobile Apps That Support SecurePrint - Mac Agent, iOS Share, Android Print Service & Chrome Extension21
Added: Support for HP and Xerox VPQ Connectors
Added: Support for Proximity Device Management21
Added: Administrators Can Now Disable InfinitySend Agent Login
Modified: Logins in the format of <username>@<domain> is now accepted</domain></username>
October 30, 2019
Moved: Uploaded Drivers From Printers Tab To The New Driver Management Tab22
Added: Support for G Suite and Azure AD Identity and Access Management Platforms 23

Added: User Self-Registration Using The InfinitySend Agent	23
Added: Support To Add New Printers From Either A Global Repository Or A Local Repository	23
Added: System Settings Tab	
Added: Support To Make Print Driver Package and SecurePrint Print Job Storage Configurable	25
Added: Support For Local Caching of Print Statistics In Case Of Network Failure	25
January 30, 2019	25
Added: Integration with CP-1 InfinitySend	25
Added: Statistics Module	
Registration	27
Registering For InfinityCloud	
Dashboard	
Dashboard	
Viewing Your Company Information	
Viewing the User Profile	
Changing Administrator's Password	
Recent Activities	
Recent Activities	
Filtering Recent Activities	
Removing the Recent Activity Filter	
Downloading the Activity Log	
Printer Management	
Printers	
Printers	
Migrating Printer Drivers From A Print Server	
Adding a Standard Printer Through Printer Management	
Adding Gateway Printers Through Printer Management	
Cloning a Printer	
Adding an Area	
Adding an Area Map	
	· · · · · / J

Adding Printers to an Area Map	
Searching for a Printer or Connector	81
Setting Up Print Stream Compression	
Drivers	
Drivers	
Uploading Locally Installed Printer Drivers To InfinityCloud	
Uploading Custom Printer Drivers To InfinityCloud	
Uploading Built-in Printer Drivers To InfinityCloud	
Associating Printer Models to Universal Printer Drivers	
Replacing Printer Drivers	
Mapping Utility	115
Mapping Utility - PrintPAL	115
Adding a Container	116
Adding Criteria or Filters	118
Mapping Printers	121
Creating a PrintPAL Map With the PrintPAL Wizard	123
Setting a Printer as the Default Printer in This Container	130
Testing PrintPAL Mappings	132
SecurePrint	135
SecurePrint	135
Users	135
SecurePrint Users	135
Render Stations	139
Render Stations	139
Associating Printers to a Render Station	140
Adding a Gateway Printer Through SecurePrint	142
Connectors	144
Connectors	144
Activating VPQ Connectors	145

Assigning a vPad to an Area	153
Adding Printers to a vPad	156
Proximity Devices	160
Proximity Devices	160
Adding Proximity Devices & Associating Printers	161
Programming NFC Tags	167
User Management	177
User Management	177
Users	177
Adding a User Manually Through the InfinityCloud Console	177
Assigning an Administrator Through The InfinityCloud Console	183
Connector User Cards	186
User Connector Cards	186
Tools & Utilities	187
Tools & Utilities	187
Email2Print	187
Email2Print	187
Setting Up Email2Print	187
Printing Using Email2Print	189
Printer Profiles	191
Printer Profiles	191
Creating a Printer Profile	192
Setting a Printer Profile as a Default	197
Printing Defaults	199
Printing Defaults	199
Statistics	203
Statistics	203
Print Logs	203
Print Logs	203
Filtering The Print Log	204

Filtering By Date Only	204
Filtering By User and Date	207
Filtering By Area and Date	209
Filtering By Printer and Date	211
Filtering By Column	213
Clearing All Filters	215
Exporting The Print Log As A Comma-delimited File	217
Charts	220
Charts	220
Viewing & Editing Pie Charts	220
Viewing & Editing Bar Charts	224
System Settings	227
System Settings	227
General	227
General	227
Enabling Use of Public IP Address for Printer Mapping	228
Disabling File2Print	230
Disabling InfinitySend Agent Auto-Login	233
Disabling Secondary Verification On The InfinityCloud Server	235
Enabling Complex SecurePrint Passwords	238
Enabling SecurePrint For All Users	240
Setting SecurePrint Print Job Expiry Limits	243
Enabling Automatic Print Job Release for Personal Render Stations	245
Setting How Long Activity Logs Are Kept	248
Setting How Driver Packages & Pull Printing Print Jobs Are Stored	251
Identity Provider	256
Identity Provider	256
Configuring Azure Active Directory for InfinityCloud	257
Configuring Google Workspace for InfinityCloud	
Setting an Identity Provider and Adding Domains	278

Downloads
Downloads
Installing InfinityCloud Components283
Installing the UniPrint InfinitySend Agent284
Installing the InfinitySend Mac Agent288
Installing the InfinityCloud Client293
Installing InfinityCloud Tools
Installing InfinityCloud Share For iOS297
Installing UniPrint InfinityCloud Print Service for Android
Installing UniPrint InfinityCloud For Chromebooks
Installing the Personal Render Station
Installing the Render Station
Installing the UniPrint Cloud Vault
Installing The Release Station
Installing File2Print
InfinitySend Agent
Using the InfinitySend Agent
Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory
Self-Registering Users Through The InfinitySend Agent
Adding Printers Using the Self Serve Portal
Adding Printers Using Maps in the Self Serve Portal
Setting a Default Printer in the Self Serve Portal
Releasing SecurePrint Jobs Using the Self Serve Portal
Adding Additional E-mail Addresses to Email2Print
Downloading InfinityCloud Tools & Utilites
Setting the InfinitySend Agent to Kiosk Mode
Overriding User Login and SecurePrint on Kiosk Machines
InfinitySend Mac Agent
Using the InfinitySend Mac Agent353
Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using Maps in the Self Serve Portal	358
Adding a Printer Using IP Address Filtering For Macs	
Setting a Default Printer in the Self Serve Portal on a Mac	373
Setting the SecurePrint Password on a Mac	
Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac	
Adding Additional E-mail Addresses to Email2Print on a Mac	
Printing Through InfinityCloud	
Printing Through UniPrint InfinityCloud	
SecurePrint Printing Through UniPrint InfinityCloud	
SecurePrint Printing Using the UniPrint InfinityCloud Print Service For Android	
SecurePrint Printing Using UniPrint InfinityCloud For Chromebooks	410
SecurePrint Printing Using InfinityCloud Share For iOS	414
SecurePrint Printing From a Mac	
Releasing a SecurePrint Print Job With The Release Station	
Releasing a SecurePrint Print Job With The Personal Render Station	431
Releasing a SecurePrint Print Job With File2Print	435
Previewing Your SecurePrint Print Job	435
Releasing Your SecurePrint Print Job	438
Deleting Your SecurePrint Print Job	
Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android	443
Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS	456
Support	473
Contact UniPrint Support	473
Americas	473
Europe, Middle East, Africa and Asia Pacific	473
E-mail	473

Introduction

UniPrint InfinityCloud is a printing service that relieves organizations of the burden of maintaining and supporting the printing function. With InfinityCloud, network printer instances on a corporate print server are converted into direct IP printers and there is no longer a need for print servers, since all printer drivers and instances are stored in a printer repository in the cloud.

InfinityCloud also includes several useful utilities and functions that can be implemented to further support cloud printing, such as the following:

- § PrintPAL Enables administrators to automatically map printers to a user session based on different filters. For example, printers can be assigned to all endpoints within a specified IP range, printers can be assigned by user name, user group, and printers can be assigned by client host name.
- § Printer Driver Migration Utility To assist in populating your organization's printer repository, UniPrint has provided a migration tool that can be used to migrate all the printer drivers on all of your print servers.
- § Printer Driver Upload Tool After migrating current printer drivers to the repository, the Printer Driver Upload Tool can be used to upload printer drivers of newly installed printers.
- S Printer Profiles Use printer profiles to group commonly used printer preferences. For example, an administrator can create a printer profile called "Presentation Notes" and stipulate printer preferences, such as double-sided, 4 pages to sheet and draft-quality resolution. By grouping printer preferences, the number of clicks that user needs is greatly reduced.
- SecurePrint Secure pull-printing reduces the possibility of information breaches and uncollected print jobs being left at the printer itself. With SecurePrint, users print to the UniPrint VPQ (Virtual Print Queue) where their print job is held until they are ready to collect their print jobs.
- **§** Release Station To release print jobs, users authenticate with their secure password on the provided Release Station and then select a printer that is in close proximity to which to print.

An alternative to the Release Station, is the **UniPrint Cloud Vault**. The Cloud Vault is not included with InfinityCloud, but is available as a separate download from the <u>Apple App Store</u> and <u>Google Play Store</u>. With the UniPrint Cloud Vault, users can release print jobs sent through InfinityCloud from their iOS or Android devices.

Before getting started, a Super User needs to be determined and this individual needs to first register on <u>https://infinitycloud.uniprint.net/</u>.

Related Links:

Updates to InfinityCloud

Registering For InfinityCloud

Installing InfinityCloud Components

Updates To InfinityCloud

The following is a list of features that have been updated or added to the InfinityCloud. Click the date to see what was updated.

July 20, 2021

Added: InfinitySend Mac Agent

Information and instructions on how to install and use the UniPrint InfinitySend Mac Agent has been added. Macintosh users can now print through InfinityCloud just like Windows users and they can also make use of the Self Serve Portal and the many features of SecurePrint.

Printer:	UniPrint SecurePrint
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Copies:	1 🗘 🗌 Black & White 🗹 Two-Sided
Pages:	All
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? PDF	Show Details Cancel Print

May 31, 2021

Modified: Registering for InfinityCloud is now simplified

To initially register for InfinityCloud the administrator no longer has to select an identity provider. Multiple identity providers and domains can be now to added through the InfinityCloud console. InfinityCloud is compatible with Azure Active Directory and Google Workspace (formerly known as G Suite). The Identity Providers screen as been added under System Settings.

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@ General							
E Identity Providers							
L Downloads							
© Help							
	Process Fusion Inc. © 2021						

Modified: Additional SecurePrint settings have been added

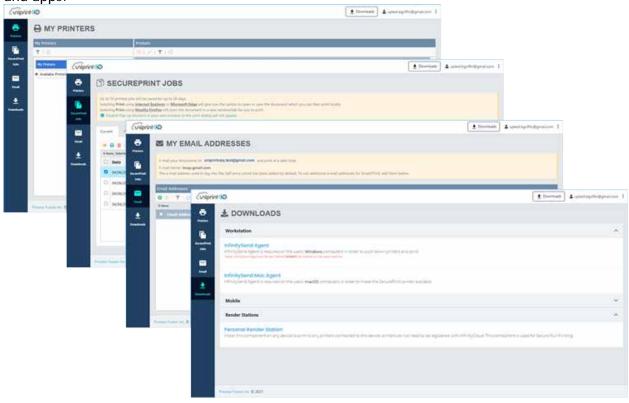
Under System Settings and General, when Access for All is set for SecurePrint, the administrator can also set the SecurePrint printer as the default printer. Also SecurePrint print job expiry dates and maximum number of print jobs that can be stored for each user can

also be set.

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Ω Dethoard	ର୍ଭ Home / General						0 23	
PRINTER MANAGEMENT	SecurePrint						~	
USER MANAGEMENT	Complex password	Inable Disable						
TOORS & UTILITIES	Access for all users	Involte Disable						
STATISTICS	Set printer as default	Enable Disable						
STORIM SETTINGS			spinted print jobs can be set below. The r	sumum number of print jobs retained pe	r war can also be set with the ok	test print job being deleted and		
Ø General	replaced by the indict recent pr	int job while maintaining the	limit of retained print jobs					
E Identity Providens	Current jobs expire in days	-365						
🛓 Downloads	Printed jobs expire in days	30						h
C) Help	Number of printed jobs per user	10						
	Personal Render Station						~	
	Auto-release print jobs	Inable Double						
	Process Fusion Inc. © 2021							

Added: Additional functionality added to the Self serve portal

The Self serve portal has been redesigned and now includes not only the ability to add the printers, but the user can also release documents sent to the SecurePrint printer, add additional e-mail addresses to use for Email2Print and download essential InfinityCloud tools and apps.



Added: The ability to override user login and the installation of the SecurePrint printer for kiosk machines

Registry keys can be manually created to allow the administrator to override user login and the installation of the SecurePrint printer on kiosk machines regardless of what is set globally through System Settings.

February 2, 2021

Added: Printing Defaults

Under TOOLS & UTILITIES, a new tool has been added that enables administrators to set printing preference defaults for UniPrint-based printers. These printers include SecurePrint, Gateway printers and CP-1 printers.

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Dashboard	A Home / Printing Defaults					23
PRINTER MANAGEMENT		;				
SECUREPRINT						
USER MANAGEMENT	Print Settings					
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TOOLS & UTILITIES	1 items, Filtered(0)	Print Quality	72 dpi			
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SYSTEM SETTINGS						
Help				1	Delete 🔒 Save	
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Modified: General Settings

Under SYSTEM SETTINGS, in General, the settings have been modified to reflect whether a setting is to be enabled or disabled. This makes it more clear as to what the setting toggle

does.

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Ω Deshboard	A Home / General 🕘 💥
PRINTER MANAGEMENT	SYSTEM SETTINGS
USER MANAGEMENT	🖉 Refresh 🔒 Save
TOOLS & UTILITIES	General
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@ General	Use External IP Address Enable Deuble
🛓 Downstants	End unen will be able to view and optionally saw print jobs in addition to printing.
🕲 нир	File2Print Enable Disable
	InfinitySend Agent
	Login Endels Disable
	SecurePrint
	Process Fallers Inc. © 2021

Added: Search Function for Printers and Connectors

Administrators can now search for printers under **PRINTER MANAGEMENT** or connectors under **SECUREPRINT**. The search function returns the Area that the printer or connector is located in

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WISTEM SETTINGS					
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Added: Google Maps

Administrators can now add a location map using Google Maps by entering an address. An office floor plan can also be added under the Google map and printers can then be mapped on

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9. Deshboard	@ Home / Pinters
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Chivett Chivett Chivett Chivett Constants Con	Map Satellite Map Area 51 Map Satellite M
	Process Fastern Inc. © 2021

the floor plan.

Modified: Self-serve Portal

The Self-serve portal has been reorganized and now it's easier to add printers and e-mail addresses for File2Print.

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My Protest	Range Rev Address Exection Gamment
- Available Printers	G HP Color Laser/et 5550 PCL6 Class Driver 192.0.2.201
III My Conservy III New York - 15th Roor + ⊕ Area 51	

December 10, 2020

Added: Support for Gateway Printers

Gateway printers in the UniPrint Infinity on-premise solution are enumerated printers that allowed users to print to physical printers across various remote access platforms such as Citrix XenApps and Microsoft Remote Desktop Services. In InfinityCloud however, Gateway

printers function a little differently in that the behave more like virtual printers to the standard printer definitions on the Render Station. These virtual printers allow mobile users to print directly to the printers on the Render Station without having to print through SecurePrint. For instructions on adding a Gateway printer, refer to <u>Adding Gateway Printers</u> <u>Through Printer Management</u> or <u>Adding Gateway Printers Through SecurePrint</u>.

Added: Cloning Printers

At times it may be necessary to create a copy of standard printer definition if more than one printer of the same model exists within your printing infrastructure. A copy of a standard printer definition can be added in Printer Management by cloning a particular printer. For instructions on cloning printers, refer to <u>Cloning a Printer</u>.

Added: Troubleshooting Login Issues With The InfinitySend Agent Through Azure AD

Organizations that log into InfinityCloud through Azure Active Directory may experience issues with logging into the InfinitySend Agent. This is due to a permissions issue in your organization's Azure Active Directory. To grant the appropriate permissions to all users within your Azure AD, refer to <u>Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory</u>.

Removed: EMR Registration

Registration for EMR module of InfinityCloud has been removed. Healthcare subscribers will get the same features and functions that all users enjoy.

November 10, 2020

Added: New General Settings - Disable Secondary Verification and Enable SecurePrint Access For All

Two new system settings have been added to General section - Disable Secondary Verification and Enable SecurePrint Access For All.

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Dashboard	ରି Home / General
PRINTER MANAGEMENT	InfinitySend Agent
SECUREPRINT	Disable login Yes No
USER MANAGEMENT	
TOOLS & UTILITIES	End users will still be required to login to the InfinitySend Agent but their accounts will no longer be verified by InfinityCloud server. Also, only the IP Range Filter will work in the Printer Mapping Utility.
STATISTICS	
SYSTEM SETTINGS	Disable secondary Yes No verification
🖉 General	
🛓 Downloads	SecurePrint
1 Help	Enable Complex Yes No Password
	Enable access for all Yes No users

When **Disable Secondary Verification** is enabled, once the user is logged in through the InfinitySend Agent, it is recommended that printers be mapped based on IP address ranged instead. When **Disable Secondary Verification** is disabled, the user logging in through the InfinitySend Agent is based on permissions set on Azure AD or G Suite. In Azure AD, if User.Read.All is delegated, users cannot log in when **Disable Secondary Verification** is disabled. User login will only be possible when **Disable Secondary Verification** is enabled. If User.Read.All is set as an application, then users will be able to login as they normally would through Azure.

NOTE: Disable Secondary Verification setting only applies to Azure AD and G Suite users.

When Enable SecurePrint Access For All is enabled, all users within your organization will be able to use SecurePrint pull printing.

Modified: General Settings has been re-organized

The General Settings has also been re-organized such that settings are grouped by the component they pertain to. Groups can be expanded or collapsed by clicking on the group

heading.

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C Dashboard	R Home / General	
PRINTER MANAGEMENT		-
SECUREPRINT		
USER MANAGEMENT	S Refresh 🗃 Save	
TOOLS & UTILITIES	General	
STATISTICS	InfinitySend Agent	Ĩ
SYSTEM SETTINGS		
🖉 General	Disable login Yes No	
🛓 Downloads		
🕑 нер	SecurePrint	
	Personal Render Station	
	Process Fusion Inc. © 2020	•

Modified: File2Print is now enabled by default

To facilitate File2Print, the File2Print setting has now be enabled by default. To disable File2Print, refer to <u>Disabling File2Print</u>.

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Dashboard	ରି Home / General 🕄	
PRINTER MANAGEMENT	A SYSTEM SETTINGS	-
SECUREPRINT		
USER MANAGEMENT	😂 Refresh 🗃 Save	
TOOLS & UTILITIES	General	
STATISTICS	1	
SYSTEM SETTINGS	External IP address is the address of your router and assigned to it by your ISP (Internet Service Provider). The IP address must be static in order for InfinityCloud PrintPAL filtering to work property.	
& General	Use external IP Address Yes No	
🛓 Downloads	voe okuernan in Poluriesa ingi ingi	
@ Help	End users will be able to view and optionally save print jobs in addition to printing.	
	Enable File2Print Ves No	
	Process Fusion Inc. © 2020	

Modified: InfinitySend Agent icon has been updated

To differentiate between the InfinitySend Agent and the Personal Render Station in the notification area, the InfinitySend Agent icon has been updated.



Added: More information has been added to vPad/Connector properties

Similar to our on-prem solutions UniPrint Infinity, vPads and VPQ Connectors will now display more information in their Properties dialog boxes.

Name				
Connector ID	Statistical			
Туре	Embedded	VPQ Connector		
Model	IM C2000	Connector Properties		
Serial Number	30000	- connector rroperaes		
Area		General Printers		
	Enabled O Disab	Name	192.0.2.133	
		Connector ID	based of the second sec	
		Туре	vPad	
		Model	vPad Pro	
		Area	My Company	Y
			Enabled Disabled	

Removed: CP-1 Registration is no longer done through InfinityCloud

Registration and adding CP-1 destination printers is now done directly through the CP-1 Web site. All information on CP-1 has been removed and will appear in a separate CP-1 document.

September 15, 2020

Added: Complex SecurePrint Password Support

The option to ensure that SecurePrint Passwords are more complex can now be enabled through the InfinityCloud console, under SYSTEM SETTINGS, in the General tab. Users will be prompted to ensure that their SecurePrint passwords contain at least one upper case character, one lower case character and one numerical digit.

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G Dashboard	R Home / General
PRINTER MANAGEMENT	InfinitySend Agent
SECUREPRINT	Disable login Yes No
USER MANAGEMENT	
TOOLS & UTILITIES	End users will still be required to login to the InfinitySend Agent but their accounts will no longer be verified by InfinityCloud server. Also, only the IP Range Filter will work in the Printer Mapping Utility.
STATISTICS	
SYSTEM SETTINGS	Disable secondary Yes No ventication
🖉 General	
A Downloads	SecurePrint
🗇 Нер	Enable Complex Yes No Password
	Enable access for all Yes No users

Added: Support for Multiple Domains

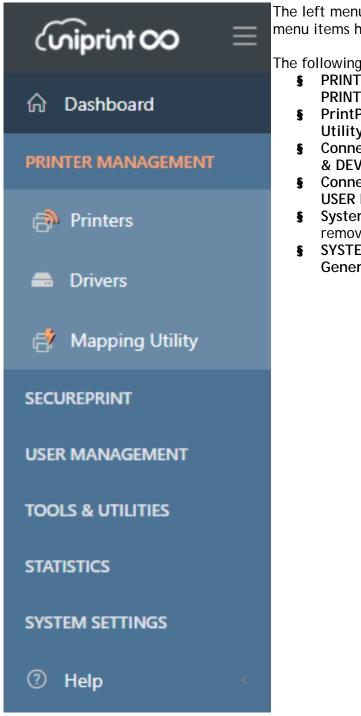
When adding resources such as users, user groups and devices, InfinityCloud can now query for such resources across multiple domains as long as those domains are assigned to their organization. InfinityCloud can also authorize users from multiple domains within a single organization as long as the users can be successfully authenticated by the organization's identity provider, for example, G-Suite or Azure Active Directory.

Added: Password Synchronization Support

If the SecurePrint or InfinityCloud password has been changed in one app, these changes will also be reflected in other apps. Password synchronization is currently only supported for the Chrome Extension (Enterprise) and the InfinitySend Agent for Windows.

August 28, 2020

Modified: Reorganization of the Left Menu Bar



The left menu bar has been reorganized and some menu items have been renamed.

The following changes have been made:

- **§ PRINTERS & DEVICES** has been renamed to **PRINTER MANAGEMENT**
- PrintPAL has been renamed to Mapping Utility.
- Connectors has been moved from PRINTERS & DEVICES to SECUREPRINT.
- **§** Connectors User Cards has been added to USER MANAGEMENT.
- **§** System Settings and Downloads have been removed from TOOLS & UTILITIES.
- **§** SYSTEM SETTINGS is now divided into General and Downloads.

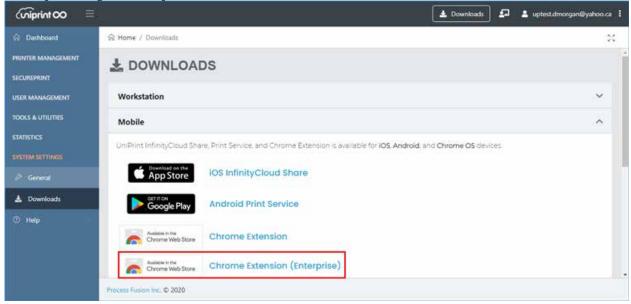
Modified: The Downloads Page Has Been Reorganized

The **Downloads** page has now been reorganized by either where to install a component or by its functionality.

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Image: A standard Image: A standard <th></th> <th>🛓 DOWNLOADS</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>		🛓 DOWNLOADS						
 Print to SecurePrint with mobile devices! <	TOOLS & LOTTING			en. File2Print 🚺 - Pres, view, or device print job	× Does not require	Render Station		
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			C Inter	From Factor Inc. © 2020				

Added: A New Chrome Extension for Enterprise Available For Download

For enterprise-size organizations, the new Chrome Extension is now available for download. This extension can be deployed through G-Suite Admin Console and passwords set by the InfinitySend Agent are synchronized with Chrome extensions.



Modified: The InfinityCloud Agent Has Been Renamed and Has A Few New Features Added

Changes to the InfinityCloud Agent are as follows:

- **§** The InfinityCloud Agent has been renamed to the InfinitySend Agent.
- S A complex password can be enforced when it is enabled in SYSTEM SETTINGS. To enable complex passwords, refer to <u>Enabling File2Print & Complex SecurePrint</u> <u>Passwords</u>.
- **§** Login with a different account has been replaced with Log out.
- **§** The Exit option is available when CTRL+right-click the InfinitySend agent icon in the notification.

	Self serve portal
	Refresh printers
	Log out
	Exit
	About InfinitySend Agent
	uptest.dmorgan@yahoo.ca
^	[말 및 디× ENG 2020-08-28 🕤

- S The InfinitySend Agent can be set to Kiosk Mode. In Kiosk Mode, the InfinitySend Agent will automatically log out of the InfinityCloud if no print jobs have been sent after a set number minutes. To set the InfinitySend Agent to Kiosk Mode, refer to <u>Setting the InfinitySend Agent to Kiosk Mode</u>.
- **§** An **About InfinitySend Agent** dialog box has been added which contains the version and build.

Added: Support for Print Stream Compression

Print Stream Compression can now be set when adding a printer or modifying its printer properties. For instructions on setting up print stream compression, refer to <u>Setting Up Print</u> <u>Stream Compression</u>.

Added: Support for Direct PDF Printing

Print jobs released to printers that can accept PDF files will not be sent to our rendering engine and will not use Windows Spooler. Instead, these print jobs will be sent directly to the printers.

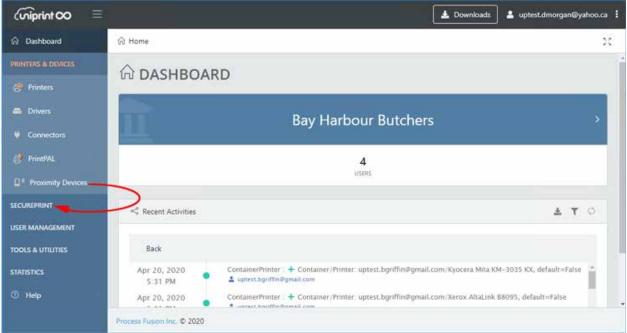
Modified: vPad Device Assignment in Connectors

Assignment of printers to vPad devices is no longer automatic. Administrators are responsible for assigning printers to vPad devices in **CONNECTORS**. Printers from multiple render stations can be mapped to a single vPad device.

April 22, 2020

Moved: Proximity Devices Relocated to Under SecurePrint

Since proximity devices, for example, QR codes, beacons, and NFC tags are only used for SecurePrint to identify printers to mobile devices, the functionality of managing them has been moved under **SecurePrint**.



Removed: Generate QR Code Functionality Removed From Printers and Render Station

Since QR code generation is only for proximity devices, QR code generation has been removed from both the **Printers Management** and **Render Station Management** screens.

(viprint 00 =			L Downloads	🛓 uptest.dmorgan@yahoo.ca 🚦	
Outboard	🛱 Home / Printers	35			
Printers					
 Drivers ✓ Connectors Ø PriverAL □* Provently Devices 	Avail O O E RM T O My Company E Roor 15 E Roor 14	Printers D D D D D D D D D D D D D D D D D D D	Heat Address Excedion Cit	environt.	🛓 Downicada 🔹 uptest.dmorgan@yahoo.ca 🕯
SUCUREMENT USER MANAGEMENT TOOLS & UTILITIES STATESTICS		E Debboost P Debboost Hererites & Devices SECUREMENT IE Users		ON MANAGEMENT	*
	Process Fusien Inc. © 2020	Render Stations	Titere, Selected() Harris PRINTWIK2019 [52083:59-732]	2 Herrs	Hont Address Location Comment 172.30.136.201 Accounting 172.30.136.72 Marketing
		© Hulp	+ + +		

QR code generation can now only be done through **Proximity Devices** when adding or editing the properties of a proximity device of type **QR Code**.

(viiprint∞ ≡				Downloads	morgan@yahoo.ca 🚦
C Dashboard	Rome / Proximity Devices				25
PRINTERS & DEVICES		/ICES			
19 Users	Devices	Printers			
Render Stations	○ ○ 📰 = I ▼ ○ 1 items, Selected(1)	O O I T O			
Proximity Devices	Description	 Name 		Comment.	
USER MANAGEMENT	* # QR Code - 1 Item(s) HP Color LaserJet 5550 Printer	E G HP Color LaserJet SS	550 PCL6 Class Driver		
TOOLS & UTILITIES					
C) Help			ま QR Code		×
			Device Type	QR Code	•
	Process Fusion Inc. © 2020		Description	HP Color Laseriet 555	0 Printer
			Device Data	HP Color LaserJet 555	0
				Generate QR Coo	le
					Close 🕒 Save

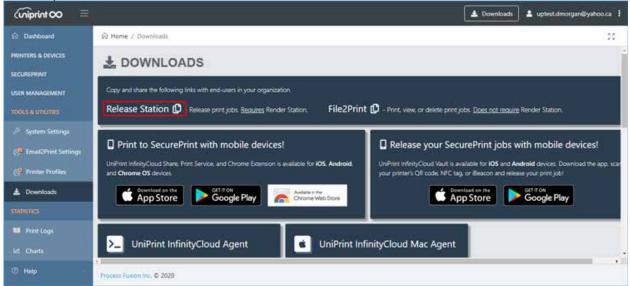
Added: New E-mail Message For Administrators Registering With Azure Active Directory Identity Platform

For an administrator registering for the first time, and who intends to access Azure Active Directory user, group and device resources, a new and more detailed e-mail message will be received. Follow the instructions in this e-mail to complete registration.

Confirm your email Index ×	ē	Ø
UniPrint InfinityCloud support@uniprint.net <u>via</u> sendgrid.me 4:03 PM (1 hour ago) ☆	4	:
In order for InfinityCloud to be able to read user, group, and device resources in your Azure Active Directory you need to register a proxy app with User.Read.All (delegated and application), Group.Read.All (application), and Device.Read.All (application) permissions.	lication	n
On the first login to InfinityCloud you will be asked to provide the following information about the proxy application:		
Application (client) ID Directory (tenant) ID Client secret		
Detailed steps to register applications in AAD can be found here.		
Steps to register a proxy application:		
 Sign in to the Azure portal Search for and select App registrations Select New registration Enter application name Select Register On the Overview page copy and save the following: Application (client) ID Directory (tenant) ID On the Certificates & secrets page select New client secret, enter a description, under Expires select Never, and select Add. Cersave value of the newly created client secret. On the API permissions page select Add a permission, select Microsoft Graph and then: Select Delegated permissions Search for and select User.Read.All and select Add permissions Search for and select User.Read.All and select Add permissions Repeat steps c and d to add Group.Read.All and Device.Read.All permissions On the API permissions page select Grant admin consent for <your aad="" directory=""></your> 	opy an	ıd
Confirm your email by clicking here.		
Alternatively, copy and paste the following url into your browser: https://infinity		
For your security, this link expires 24 hours after you receive this e-mail.		

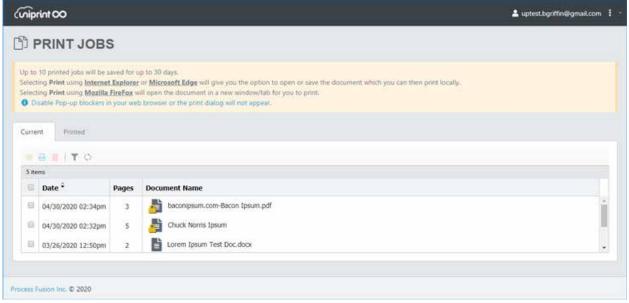
Modified: The Release Station Is Now A Separate Download

The Release Station can now be downloaded and installed separately. The Render Station is also required to be installed on the same machine as the Release Station.



Added: InfinityCloud Now Supports File2Print

To help support users who work from home, File2Print can be installed on the user's computer at home and can be used to preview or print a document sent to the UniPrint SecurePrint printer. After authenticating, the user can then release their document to a printer attached to their home computer.



February 19, 2020

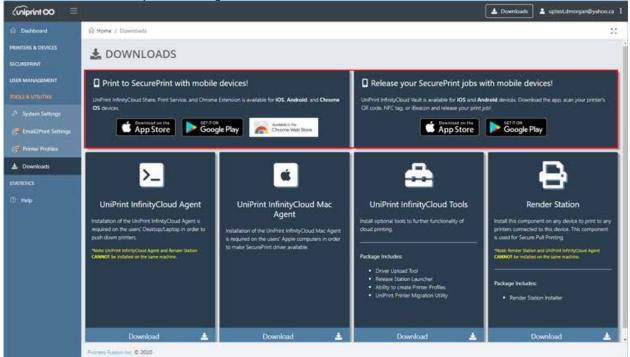
Added: New Email2Print Feature

Mobile users can now simply e-mail the document or file to be printed as an attachment to an e-mail address that has been specifically set up for a printer. InfinityCloud will then process the attachment and prepare it for printing. The user can release their print job through Cloud Vault or through a InfinityCloud render station.

Detailed configuration instructions can be found at Setting up Email2Print.

Added: Links to New Mobile Apps That Support SecurePrint - Mac Agent, iOS Share, Android Print Service & Chrome Extension

Additional links to mobile apps that are compatible with InfinityCloud have been added to the Downloads page. These apps enable Macintosh computers, Apple iOS devices, Android devices and Chromebooks to print through SecurePrint.



Added: Support for HP and Xerox VPQ Connectors

VPQ Connectors and the VPQ Connector Cloud can now be managed through the InfinityCloud console. An unique activation code is required to activate the connector on the multifunction printer. Connector activation and management can be done through the InfinityCloud console and detailed instructions can be found at <u>Managing VPQ Connectors</u>.

Added: Support for Proximity Device Management

Proximity devices, for example, QR codes, NFC tags and beacons are used to identify a printer to a mobile device. Mobile devices simply scan the proximity device and the printer will appear as an available printer. These proximity devices can be managed through the InfinityCloud console whereby printers are mapped to each proximity device. Detailed instructions can be found at <u>Managing Proximity Devices</u>.

Added: Administrators Can Now Disable InfinitySend Agent Login

There may be situations where the administrator does not want the InfinitySend Agent to launch and login at startup. To disable InfinitySend Agent login, refer to <u>Disabling InfinitySend</u> <u>Agent Auto-login</u>.

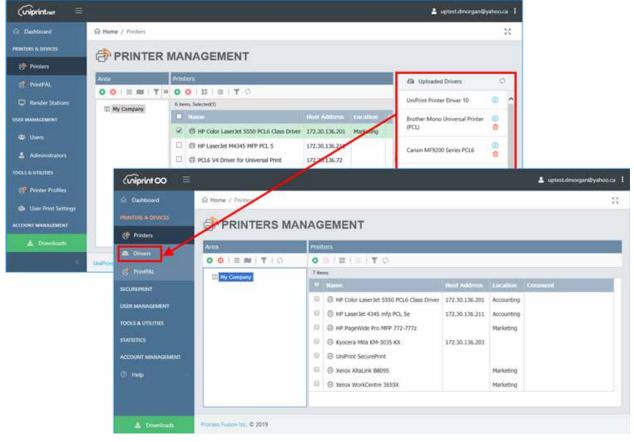
Modified: Logins in the format of <username>@<domain> is now accepted

Logging into the InfinitySend Agent is no longer limited to fully qualified domain names. User can now enter a workstation hostname, for example, dmorgan@marketing-pc.

October 30, 2019

Moved: Uploaded Drivers From Printers Tab To The New Driver Management Tab

The Printers tab was busy. Driver information and the functionality of uploading drivers was moved to its own tab. Locally installed drivers, custom drivers, and built-in drivers can be uploaded. The functionality to replace current drivers on one to many printers has also been added.



Added: Support for G Suite and Azure AD Identity and Access Management Platforms

End users are no longer limited to using UniPrint's identity provider. Organizations can choose from G Suite or Azure Active Directory. Smaller organizations can continue to use the InfinityCloud built-in identity provider. Administrators will continue to use the InfinityCloud built-in identity provider.

Giprintael			Process Fusion Inc. Overview	Pricing Login >
		Account/Cont	act Information	
		First Name	Brian	
		Last Name	Griffin	
		Phone Number	416-967-1111 ext	
		Email	uptest.bgriffin@gmail.com	
		Password	*******	
2000000	h	Confirm Password		
Cloud Print Manage	ement Made	Identity Provider	Select Identity Provider Azure Active Directory G Suite UniPrint InfinityCloud (built-in)	
Easy				<u> </u>
UniPrint InfinityCloud is a Sa	aS based print	1.2		

Added: User Self-Registration Using The InfinitySend Agent

Users can now register themselves through the InfinitySend Agent on their desktops. After installing the InfinitySend Agent, users will be prompted for login credentials on first use. Users also have the option to re-register or re-login by right-clicking the InfinitySend Agent icon in the notification agent and clicking Login. G Suite and Azure AD end users can only identify themselves using their own agent.

	Self Serve Portal	
	Refresh Printers	
	Login	
	Exit	
~ 4	p ҧ ╣ _ຌ ENG 2019-10-24 ∽	ן נ

Added: Support To Add New Printers From Either A Global Repository Or A Local Repository

Organizations can add new printer from either a global repository which is maintained by Process Fusion, or from their own local repository of drivers which has already been uploaded

by their administrator. The global repository will contain all possible printer drivers from all of the manufacturers and their models.

1 Host address	er Details	Printer Info 4 Create	Next 3
Printer Driver Selection			
Select driver from			
Global Repository Local Repository			-
Manufacturers		Models	1
Search	Q,	Search	Q
Generic		HP Color LaserJet 5550 PCL6 Class Driver	^
HP		HP LaserJet 4345 mfp PCL 5e	
Kyocera		HP LaserJet 4345 MFP PCL6 Class Driver	
		HP Officejet A3/11x17 PCL6 Class Driver	
Xerox		NO Developed - Dev MICD 272 222- DCI -C	- 1
Xerox ZDesigner		HP PageWide Pro MFP 772-777z PCL-6	

Added: System Settings Tab

To reduce the amount of storage that is consumed by activity logs and to set the storage location of print driver packages and temporary storage location of SecurePrint print jobs,

click on the System Settings tab under Tools & Utilities.

(iniprint∞ ≡		🛔 uptest.dmorgan@yahoo.ca 🚦
A Dashboard		×
PRINTERS & DEVICES	⊘ SYSTEM SETTINGS	
USER MANAGEMENT		😂 Refresh 🔒 Save
TOOLS & UTILITIES	Activity Logs	~
System Settings Printer Profiles	Note: All discarded activity logs will be deleted permanently when settings are saved. Leave empty for unlimited.	1
STATISTICS	Keep logs for 30 Days	
	Storage	^
	Driver Packages	^
	Storage Type Default	•
🛓 Downloads	Process Fution Inc. © 2019	

Added: Support To Make Print Driver Package and SecurePrint Print Job Storage Configurable

Organizations can store printer driver packages and SecurePrint print jobs in their own Azure blob or on-premise in their own RESTful Web architecture. By default, all driver packages and SecurePrint print jobs are stored in Process Fusion's Azure blob.

Added: Support For Local Caching of Print Statistics In Case Of Network Failure

With regards to the UniPrint InfinitySend Agent and the Render Station, if a network failure or issues with Internet connectivity occurs, all print statistics will be locally cached until connectivity is restored.

January 30, 2019

Added: Integration with CP-1 InfinitySend

Users can now register for CP-1 InfinitySend to print through CP-1 print queues. For more information on CP-1, visit <u>http://www.cp-1.io/</u>.

The following sections pertain to CP-1 InfinitySend:

Registering For CP-1

Installing the InfinitySend Agent

Adding A CP-1 Destination

Printing Through CP-1 InfinitySend

Added: Statistics Module

Print job statistics are now captured and can be exported to a comma-delimited file. Pie and Bar charts can also be viewed and manipulated to display various print information.

The following statistics are captured:

- S Date printed
- S User name
- § Machine name
- S Area name
- S Printer name
- **§** Number of pages printed
- S Color or Black & White
- **§** Simplex (Single-sided) or Duplex (Double-sided)
- S Collate enabled or disabled
- S Number of copies
- S Document file name

Administrators can manipulate and filter the data by following the instructions in these sections:

Filtering The Print Log

Exporting The Print Log As A Comma-delimited File

Viewing & Editing Pie Charts

Viewing & Editing Bar Charts

Registration

Registering For InfinityCloud

The initial registration on the UniPrint InfinityCloud system is for an administrator. This initial administrator will have access to the printing functionality for the entire company and will have super user permissions. Any administrator that is assigned afterwards can be given limited access to different parts of the UniPrint InfinityCloud system. For example, you can have an administrator that is only responsible for mapping printers through PrintPAL. This following procedure also creates a new customer account and must therefore only be done once.

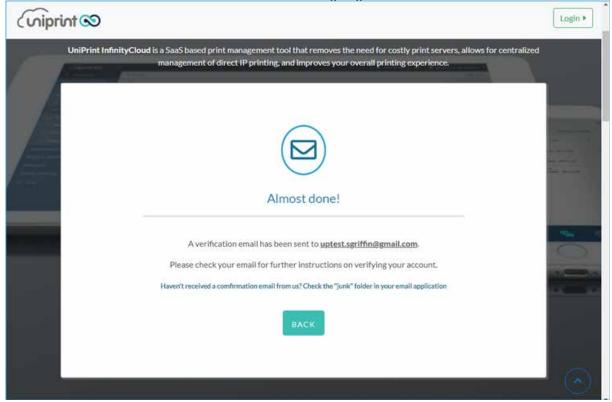
To register the initial administrator, do the following:

1) In a web browser, navigate to <u>https://infinitycloud.uniprint.net/</u> and enter the information for the initial administrator. This administrator will have super user capabilities.

(nipri	int®	Login 🕨
		Aanagement Made Easy Your Free Trial Account
u		ment tool that removes the need for costly print servers, allows for centralized inting, and improves your overall printing experience.
1 1	Brian	Dawgs 'R Us
	Griffin	416-967-1111
la de la compañía de	uptest.bgriffin@gmail.com	Canada 🗸
		Ontario ~
		Process Fusion Inc. terms & conditions not a robot

- 2) Select I agree to Process Fusion Inc. terms & conditions and then select I am not a robot.
- 3) Click TRY IT FREE.

4) Check the e-mail account that was entered during registration.



5) Click the link or copy and paste the link provided into the address bar.

🗲 Back 🦚 🐝 🔿	🖬 Archive 🖍 Move 🛅 Delete 🦁 Spam 🚥	÷ = X
Confirm your email		Yahoo/Inbox 🖈
UniPrint InfinityCloud Kuniprintin Ta: UniPrintInfinityCloud User	finitycloud@uniprint.net>	📑 Nov. 20 at 3:45 p.m. 🔅
😻 External images are now more s	secure, and shown by default. Change in Settings	
Please confirm your email by clicking here.		
Please confirm your email by clicking here Alternatively, copy and paste the following		

6) Login with the password provided above to complete the registration. This administrator is the "super" administrator and has access to the entire InfinityCloud infrastructure for your company.

Related Links:

Installing InfinityCloud Components

Dashboard

Dashboard

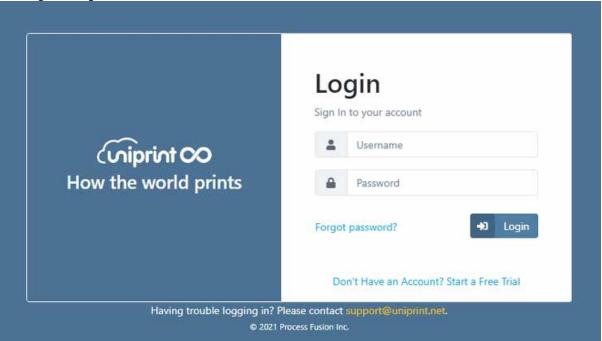
After logging in, the Dashboard is the first screen that is displayed to the administrator. From the Dashboard, the administrator can do the following:

- § View company information
- View logged-in user profile
- S Change administrator's password
- View Recent Activities to their InfinityCloud account
- § Filter Recent Activities
- **§** Remove Recent Activities Filter
- Download an Activity Log

Viewing Your Company Information

To double-check that Process Fusion has accurate company information on file, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Click your company name in the banner.

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Dashboard	A Home 30
PRINTER MANAGEMENT	🛱 DASHBOARD
🕐 Printers	
Convers	Bay Harbour Butchers
🛃 Mapping Utility	<u>出</u>
SECUREPRINT	3
USER MANAGEMENT	1
TOOLS & UTILITIES	< Recent Activities ▲ ▼ ○
STATISTICS	
SYSTEM SETTINGS	Back :
Help	Apr 27, 2020 RenderStationPrinter + RenderStation/Printer IDs: 8a9e2cb8-1839-4f2b-9cc5-57d4f8451c95:06af724f-0b4b-4b41-a862-bb481ad5228c *
	Apr 27, 2020 RenderStation/Printer 🔮 RenderStation/Printer IDs: 8x9x2cb8-1839-4f2b-9cc3-57d4f8451c95/674f7642-91b7-412c-x94a-89162ef5d928
	Process Fusion Inc. © 2020

3) If there are any discrepancies with the information that was originally provided, contact support@uniprint.net.

Licensed Printers	10000	
Licensea Frinters	10000	
Licensed Users	10000	
Customer	Bay Harbour Butchers	
	301 Front St. W.	
Address	Toronto.	
	M5V 2T6	1
Country	Canada	
State/Province	Ontario	
Phone Number	416-967-1111	
Customer Key		

4) Click Close.

Related Links:

Dashboard

Viewing the User Profile

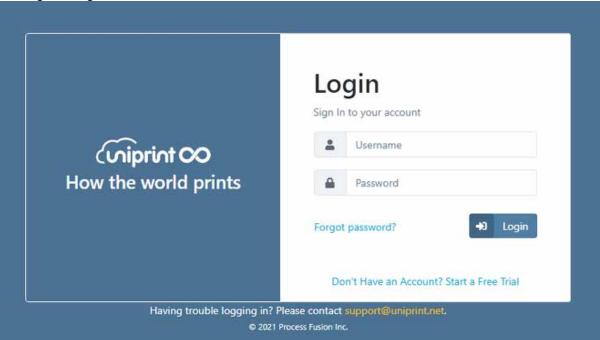
Changing Administrator's Password

Recent Activities

Viewing the User Profile

To view the currently logged-in user profile, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Click the e-mail address in the upper right corner and then click **Profile**.

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ଲି Dashboard	Account Account	ſ
PRINTER MANAGEMENT	C DASHBOARD	i
🔿 Printers	IL DASHBOARD	
a Drivers	Bay Harbour Butchers	
🛃 Mapping Utility		
SECUREPRINT	3	
USER MANAGEMENT	1000	
TOOLS & UTILITIES	< Recent Activities	
STATISTICS		
SYSTEM SETTINGS	Back	
Help	Apr 27, 2020 RenderStation/Printer : + RenderStation/Printer iDs: 8a9e2cb8-1839-4f2b-9cc3-57d4f8451c95/06af724f-0b4b-4b41-a862-bb481ad5228c \$.49 PM	
	Apr 27, 2020 5 44 PM RenderStation/Printer IDs: 8a9e2cb8-1839-4f2b-9cc5-57d4f8451c95/674f7642-91b7-412c-#94a-89162ef5d928 Luptest dmorgan@yaboo.ra	
	Process Fusion Inc. © 2020	

3) From here the password of the logged-in user can be changed and the user can view their roles.

User Profile	
Email	uptest.dmorgan@yahoo.ca Change Password
Quick Steps	
Show	Yes No
	C Reset Steps
Roles	
Administrator Operator	
	Close

Related Links:

Dashboard

Viewing Your Company information

Changing Administrator's Password

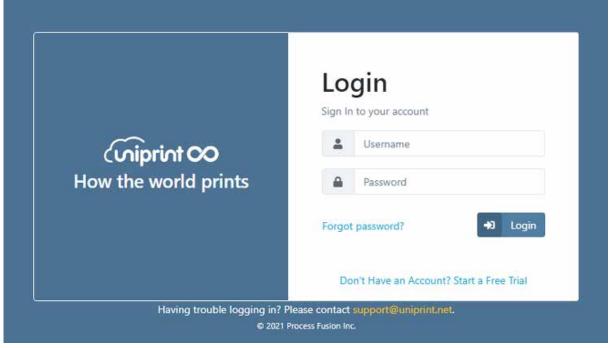
Recent Activities

Changing Administrator's Password

The administrator can also change their password through the Dashboard as well as view what permissions they have with InfinityCloud.

To change the administrative password, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Click the e-mail address in the upper right corner and then click Profile.

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ଲି Dashboard	Account Account	ſ
PRINTER MANAGEMENT	C DASHBOARD	-
🔿 Printers	IT DASHBOARD	ł
a Drivers	Bay Harbour Butchers	
👌 Mapping Utility		
SECUREPRINT	3	
USER MANAGEMENT	1285	
TOOLS & UTILITIES	< Recent Activities	
STATISTICS		
SYSTEM SETTINGS	Back	
Help	Apr 27, 2020 RenderStation/Printer + RenderStation/Printer IDs. 8a9e2cb8-1839-4f2b-9cc5-57d4f8451c95/06af724f-0b4b-4b41-a862-bb481ad5228c Statest dmongonPyshoo ia	
	Apr 27, 2020 5: 44 PM RenderStation/Printer 10: 8a9e2cb8-1839-4f2b-9cc5-5/d4f8451c95/674f7642-91b7-412c-a94a-89162ef5d928	
	Process Fution Inc. © 2020	

3) Under the e-mail address, click Change Password.

Email	uptest.dmor	gan@yahoo.ca
		Change Password
Quick Steps		
Show		Yes No
	C Reset St	eps
Roles		
AdministraOperator	tor	

4) Beside Current Password, enter the current password and then enter the new password twice to confirm. Click Save.

Current Password	
New Password	
Confirm Password	

Related Links:

Dashboard

Viewing Your Company information

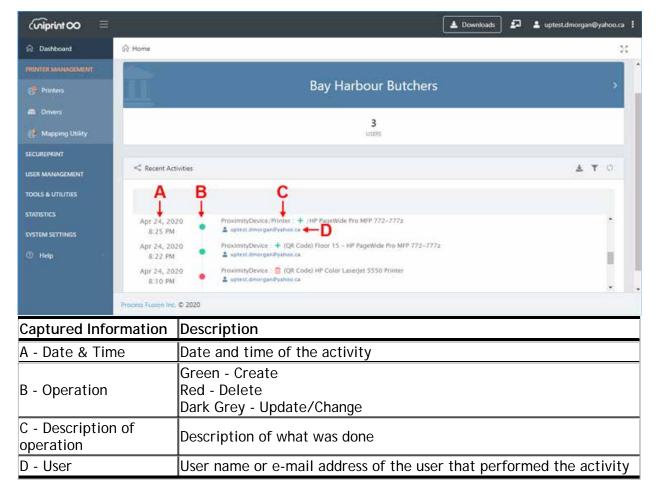
Viewing the User Profile

Recent Activities

Recent Activities

Recent Activities

All actions done through the InfinityCloud Management Console are logged and recorded on the Dashboard under Recent Activities. The information capture is useful for debugging purposes and can be used to trace when and what was done to InfinityCloud and by who.



Related Links:

Filtering Recent Activities

Removing the Recent Activity Filter

Downloading the Activity Log

Dashboard

Filtering Recent Activities

Since every single operation is captured under Recent Activities, the Activity log can become quite large. If debugging is required, the Activity log can be filtered in order to display only the pertinent activities that are related to the issue.

To filter the Recent Activities log, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.

	Login Sign In to your account
(viprint 00	Lusername
How the world prints	Password
	Forgot password? + Login
	Don't Have an Account? Start a Free Trial

Dashboard

(iniprint 00 =	L Downloads	🗗 🛔 uptest.dmorgan@yahoo.ca 🚦
û Dashboard		22
PRINTER MANAGEMENT	G DASHBOARD	
Printers		
Conversion Drivers	Bay Harbour Butchers	,
Apping Utility		
SECUREPRINT	3	
USER MANAGEMENT	USERS	
TOOLS & UTILITIES	Recent Activities	1 T O
STATISTICS		
SYSTEM SETTINGS	Back	
() Help	3 hours ago ContainerFilter - 🕂 Name: uptest.dmorgan@yahoo.ca 1 uptest.dmorgan@yahoo.ca May 19, 2020 3:26 PM Password - **** 1 uptest.dmorgan@yahoo.ca	
	Process Fusion Inc. © 2020	

3) Apply the appropriate filter(s). Filters can be applied to the activity ID number, the date and to a specific string of text such as a user name or the type of operation.

Starting ID F	ilter			
Most rec	ent ID (default)			
Start ID 30007				
Beginnin	9			
Date Filter				
No Date	Filter (default)			
Date	From	05/20/2020		
⇒ Date	To	05/20/2020		
Search Text				
No searc	h text (default)			
Search Te	ext			

4) For example, to set up a date filter, select **Date** and then click . Click to select a date range.

Starting ID Fill	ter							
Most recer	nt ID (default)							
Start ID	30061	<		Ap	ril 20	20		>
Beginning		Su	Мо	Tu	We	Th	Fr	Sa
		29	30	31	1	2	3	4
		5	б	7	8	9	10	11
Date Filter		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
No Date Fi	iter (default)	26	27	28	29	30	1	2
	From	з	4	5	6	7	8	9
🖲 Date	То	04/	04/24/2020					
Search Text								
No search	text (default)							
Search Tex	t							

5) Click Close.

Starting ID Fi	lter		
Most rece	nt ID (default)		
Start ID	30061		
Beginning	1		
Date Filter			
No Date F	ilter (default)		
Date	From	04/24/2020	
e pate	To	04/24/2020	
Search Text			
No search	n text (default)		
Search Te	kt.		

6) All activities that took place on April 24th will be displayed and the Recent Activities list will indicate that a filtered list is being displayed.

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Dashboard	ŵ Home №
PRINTER MANAGEMENT	☆ DASHBOARD
a Drivers	Bay Harbour Butchers
SECUREPRINT	3 users
TOOLS & UTILITIES	< Recent Activities There
😻 Print Logs	Back Next
let Charts SYSTEM SETTINGS	Apr 24, 2020 8:52 PM Apr 24, 2020 Apr 24, 2020 RenderStation/Frinter : + RenderStation/Printer IDs: 52083c59-7322-47dc-b65d-ebf74fc70663/cf01ac2c-875f-4084-997d- 6d75bb2397d4 L upitet dmorgan@vibio ca Container : + Container name=MyCompany, parent ID=-1 Process Fusion Inc. © 2020

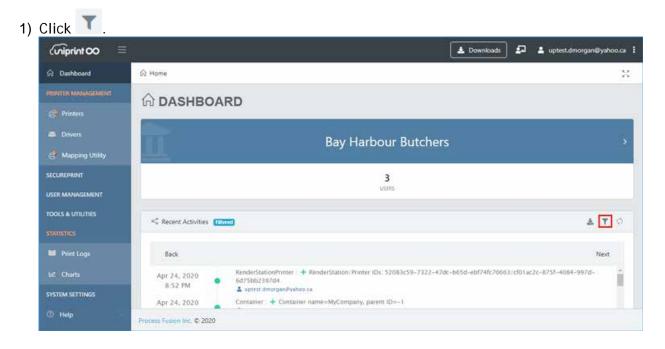
Related Links:

Recent Activities Removing the Recent Activity Filter Downloading the Activity Log Dashboard

Removing the Recent Activity Filter

Removing the filter from Recent Activities will result in all activities being displayed.

To remove the Recent Activities filter was applied, do the following:



2) Click Reset to Defaults.

Starting ID Fi	lter		
Most rece	nt ID (default)		
Start ID	30061		
Beginning	2		
Date Filter			
No Date F	ilter (default)		
Date	From	04/24/2020	
er Date	То	04/24/2020	
Search Text			
No search	text (default)		
Search Te	xt		

3) Since the date filter was applied in the previous example, it will be reset to the current date.

Starting ID Fi	lter		
Most rece	nt ID (default)		
Start ID	30007		
Beginning	1		
Date Filter			
No Date F	ilter (default)		
Date	From	05/20/2020	
e pale	То	05/20/2020	B
Search Text			
No search	n text (default)		
Search Te	xt		

4) Click Close.

Related Links:

Recent Activities

Filtering Recent Activities

Downloading the Activity Log

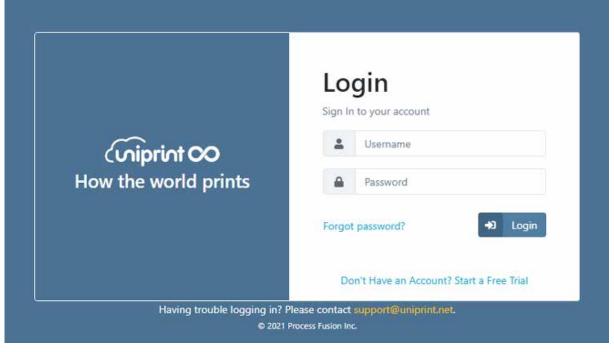
Dashboard

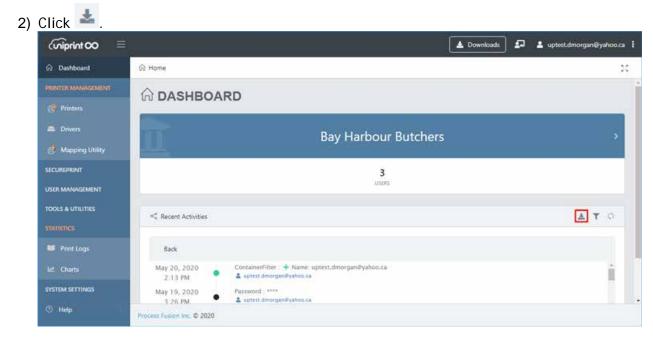
Downloading the Activity Log

A copy of Recent Activities can be downloaded as a CSV (comma-delimited) file. This file can then be opened using a spreadsheet program, for example, Excel.

To download the Activity log, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.





3) Beside File Name, change the name of the CSV file or keep the default.

File Name	ActivityLog	ThuMay212020	
Logs From	05/21/2020		
Logs To	05/21/2020		
Num log entries	100	 First entri Last entri 	12.0

4) Click , to change start and end dates for the activity logs.

File Name	Act	ivityL	ogTh	uMay	2120	20		
Logs From	04/	24/20	20					
Logs To	04/	24/20	20					
N	<		Ap	ril 20	20		>	
Num log entries	Su	Mo	Tu	We	Th	Fr	Sa	
	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	Downloa
	12	13	14	15	16	17		-
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	
	3	4	5	6	7	8	9	

5) Beside Num Log Entries, enter the number of log records to export and whether you want the first or last number of records for the stipulated date range set.

File Name	ActivityLogThu	JMay212020	
Logs From	04/24/2020		
Logs To	04/24/2020		
Num log entries	100	 First entrie Last entrie 	225

- 6) Click Download.
- 7) Open the downloaded file with a program that supports CSV files, for example, Excel.

(iniprint co =		🛓 Downloads	2	💄 uptest.dmorgan@yahoo.cz	a E
🙃 Dashboard	ିଲ Home			:	X
PRINTER MANAGEMENT					4
Printers					d
Crivers	Bay Harbour Butchers				
付 Mapping Utility	Щ.				
SECUREPRINT	3				
USER MANAGEMENT	1080-				
TOOLS & UTILITIES	< Recent Activities			± τ Ο	
STATISTICS					
SYSTEM SETTINGS	e sab				
(2) Help	Always open files of this type ContainerFilter + Name: uptest.dmorgan@yahoo.ca Show in folder			1	
	Gancel				
ActivityLogThuMay_cov				Show all	×

8) Here's an example of what is downloaded in Excel.

H	9.4					ictivityLogThuMay212020 - Exce	el i						Sign in		- 0	
	Hor	ne Insert Page La	yout Formul	as Data Review	New Help	Tell me what you want to	do								8	Share
Paste		Calibri √11 B I Q + 1 ⊞ + Font	✓ A* A* A* A*		Irap Text Ierge & Center 👻		ormatting =	Format an Table 7 Styles	Cell Styles -	Hann Hann Insert ∗	Delete Cells	Format	∑ AutoSum ↓ Fill • P Clear •	Z 7 Sort 8	P k Find & Select =	
A1	S	• · × · 6	Log Id													
1	A/	8	c	D	ε	F	G	н	1.1		5	ĸ	1	м	N	
Lo	gid	Log Timestamp	Log Operatio	on Log Category	Log Status	Activity By	Log Deta	ils								
		Sat Apr 25 2020 18:20:3	1 DELETE	Printer	Success	uptest.dmorgan@yahoo.ca	HP Pagev	Nide Pro	MFP 777:	2						
8	26151	Sat Apr 25 2020 18:20:3	1 DELETE	Printer	Success	uptest.dmorgan@yahoo.ca	Kyocera I	KM-3035	КΧ							
3	26152	Sat Apr 25 2020 18:20:4	8 DELETE	Area	Success	uptest.dmorgan@yahoo.ca	Floor 15,	Main flo	or of MyC	ompan	y2					
	26153	Sat Apr 25 2020 18:22:4	2 CREATE	Area	Success	uptest.dmorgan@yahoo.ca	Floor 15,	Main Flo	or of My	Compan	y2					
9	26154	Sat Apr 25 2020 18:28:0	8 CREATE	AreaMap	Success	uptest.dmorgan@yahoo.ca	646Floor	15_Sm								
1	26156	Sat Apr 25 2020 19:08:3	6 CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP Color	LaserJet	5550 PCL	6 Class I	Oriver					
2	26157	Sat Apr 25 2020 19:08:3	6 CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	HP Color	LaserJet	5550 PCL	6 Class (Driver/H	IP Color	LaserJet 5550	PCL6 Cla	ss Driver/	Wine
	26158	Sat Apr 25 2020 19:08:3	7 CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP PageV	Nide Pro	MFP 772-	7772						
0	26159	Sat Apr 25 2020 19:08:4	3 CREATE	DriverPackage	Success	uptest.dmorgan@yahoo.ca	Name: hp	plife114	x64.inf_a	md64_1	lfd60ee	f9af8d84	If, file: hplife	114_x64.	inf_amd6	4_1fd
1	26160	Sat Apr 25 2020 19:08:4	4 CREATE	Driver	Success	uptest.dmorgan@yahoo.ca	HP PageV	Nide Pro	MFP 772-	7772. PC	1-6, V4	Window	vs x64			
2	26161	Sat Apr 25 2020 19:08:4	4 CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	HP Pagev	Nide Pro	MFP 772-	777z/H	P PageV	Nide Pro	MFP 772-777	2 PCL-6/V	Vindows 8	8
3	26162	Sat Apr 25 2020 19:08:4	S CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	Kyocera 1	Mita KM-	3035 KX							
5	26163	Sat Apr 25 2020 19:08:4	5 CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	Kyocera I	Mita KM-	3035 KX/	Kyocera	Mita Ki	M-3035 K	X/Windows	8		
5	26164	Sat Apr 25 2020 19:08:4	6 CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	RICOH IN	1 C2000								
5	26165	Sat Apr 25 2020 19:08:5	3 CREATE	DriverPackage	Success	uptest.dmorgan@yahoo.ca	Name: r4	600.inf_	amd64_37	72fb7faa	19065d	If, file: r4	600.inf_amd	64_372fb	7faa19065	idf.zig
7	26166	Sat Apr 25 2020 19:08:5	4 CREATE	Driver	Success	uptest.dmorgan@yahoo.ca	PCL6 V4 D	Driver for	Universa	al Print,	V4, Wir	ndows xt	54			
8	26167	Sat Apr 25 2020 19:08:5	4 CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca					r Univer	rsal Print	/Windows 8			
2	26168	Sat Apr 25 2020 19:08:5	4 CREATE	Printer	Success	uptest.dmorgan@yahoo.ca										
2	26169	Sat Apr 25 2020 19:08:5	S CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	HP Lasers	let 4345	nfp PCL 5	e/HP La	seriet 4	4345 mfp	PCL Se/Wind	dows 8		
t l	26170	Sat Apr 25 2020 19:08:5	5 CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP Pagev	Nide Col	or MFP 58	36						
21	26171	Sat Aor 25 2020 19:08:5		Driver	Success	uptest.dmorean@vahoo.ca	HP Color	LaserJet	A3/11x17	PCL6 C	lass Dri	ver. V4.	Windows x64		1	
	- Prover	ActivityLogThuMay	212020	(+)				4								,

Related Links:

Recent Activities

Filtering Recent Activities

Removing the Recent Activity Filter

Dashboard

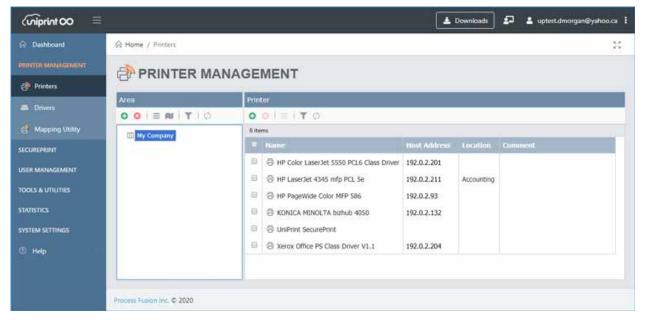
Printer Management

Printers

Printers

Printer Management is designed to help the administrator organize their company's printer fleet in a logical manner. Printers can be grouped into Areas. These areas can represent a floor of a building to just a section of a floor. It all depends on what makes logical sense for your organization.

Most organizations already have a print server with printer drivers and instances installed. These printer drivers and instances can easily be migrated into InfinityCloud using our Printer Migration utility. To use the Printer Migration utility, see <u>Migrating Printers From A Print</u> <u>Server</u>.



Other tasks that can be performed from this screen are the following:

- **S** Adding a Standard Printer
- **§** Adding Gateway Printers
- S Cloning a Printer
- **§** Adding an Area
- s Adding an Area Map
- § Adding Printers to an Area Map

Related Links:

Migrating Printers From a Print Server

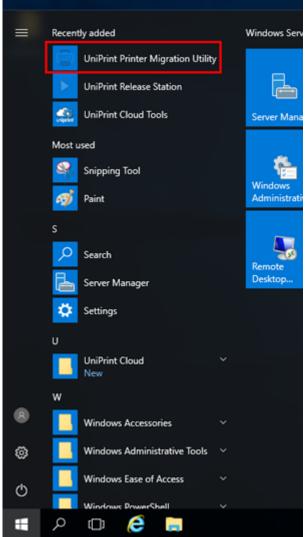
Adding a Standard Printer Through Printer Management Adding Gateway Printers Through Printer Management Cloning a Printer Adding an Area Adding an Area Adding an Area Map Adding Printers to an Area Map Searching for a Printer or Connector Setting Up Print Steam Compression Drivers Mapping Utility

Migrating Printer Drivers From A Print Server

In order to print to the printers on your network, it is necessary to migrate printer drivers that exist on your organization's print servers. To migrate printer drivers to the InfinityCloud, the InfinityCloud Tools must first be installed on the print servers. To install InfinityCloud Tools, refer to Installing InfinityCloud Tools.

To migrate printer drivers to the InfinityCloud, do the following:

1) On the print server that has the InfinityCloud Tools installed, click Start and then click UniPrint Printer Migration Utility.



2) In the Getting Started with Printer Migration dialog box, click Next.

3) Under Printer Repository, the URL should already be populated. If not, enter the URL for InfinityCloud. Enter administrative credentials and then click Next.

- UniPrint I	Printer Migration Utility
Printer re	apository
URL:	https://infinitycloudadmin.uniprint.net
User Name:	
Password:	
	Next Cancel

4) Under Printers, click to select a printer. Click either My Company or if an area has been

UniPrint Printer Migration Utility			
Choose printers you want to migrate and Printers Cognitive DLX 2 inch DT Cognitive EZLP 4 inch 300DPI DT Cognitive EZLP 4 inch 300DPI DT PR Color Laser 2et 5550 PCL6 Class Driver PP Laser 2et 4050 Series PCL6 PP Laser 2et 4050 Series PCL 5 PP Laser 2et 4050 Series PCL 5 PF Laser 2et M4345 MFP PCL6 Class Driver PF 5105D (HP PageWide Pro MFP 772-7772) Kyocera KM-3035 Lexmark T630 (MS) Compared to the series of the series	move them to the d	esignated areas My Company Areas	
Migrate drivers only			

Printers		8-1	My Company	
Cognitive EZLP 4 inch 3000PT DT			HP Color Laser Jet 5550 PCL	.6 Class Driver
HP LaserJet 4000 Series PCL6				
HP LaserJet 4050 Series PCL 5				
HP Laser Jet M4345 MFP PCL6 Class Driver				
HPF5105D (HP PageWide Pro MFP 772-777z)	24			
Kyocera KM-3035		10 A		
ZDesigner HC100 300 dpl				

5) To commence migration, click Next.

6) Click Finish.

Local Server Name:					
	iniprintsaas-stage.azurewebsites.net/				
	erJet 5550 PCL6 Class Driver				
Uploading printer to	epository				
Status: OK					
	erJet 5550 PCL6 Class Driver, Environment: W	indows x64			
Uploading driver					
Checking driver pad					
Creating driver pade		els public literations	Jan Strandster	and the second	
	ed successfully, file: C:\Users\ADMINI~1.MYC	L'Appluata (Local (Lemp (prinn	pd3.inf_amd64_ufd6/ffe682	(58164.2p	
Status: OK	kage to repository				
Uploading driver to Status: OK	2positor y				
Looking for depende	at easy debugs				
Status: None	it core drivers				
Associating driver w	lis printiar				
Status: OK	n presentes				
The operation comp	stad excessed du				
The operation comp	Neu successiony:				

7) The printer will appear in the printers section of the InfinityCloud Console.

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Dashboard	A Home / Printers					22
PRINTER MANAGEMENT		CEMENT				
Printers		ROEMENT				
Drivers	Area 0 0 = RI T 0	Printer				
付 Mapping Utility	III My Company	6 items				
SECUREPRINT		Rame	Host Address	Location	Comme	ant
USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS () Help		HP Color LaserJet SSS0 PCL6 Class Driver HP LaserJet 4345 mfp PCL Se HP PageWide Color MFP 586 HP PageWide Color MFP 586 KONICA MINOLTA bizbub 4050 UniPrint SecurePrint Xerox Office PS Class Driver V1.1	192.0.2.201 192.0.2.211 192.0.2.93 192.0.2.132 192.0.2.204	Accounting		
	Process Fusion Inc. © 2020	1				

Related Links:

Printers

Adding a Standard Printer Through Printer Management Adding Gateway Printers Through Printer Management Cloning a Printer Adding an Area Adding an Area Adding an Area Map Adding Printers to an Area Map Searching for a Printer or Connector Setting Up Print Steam Compression Drivers Mapping Utility

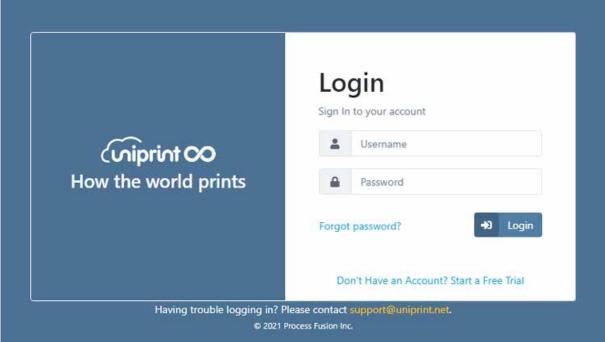
Adding a Standard Printer Through Printer Management

Printers can easily be added through Printer Management as long as a printer driver can be found for it. InfinityCloud has a comprehensive global repository of printer drivers that are used by many of our customers, however, it may not contain the more recently released drivers or drivers for printers that are intended for private home use.

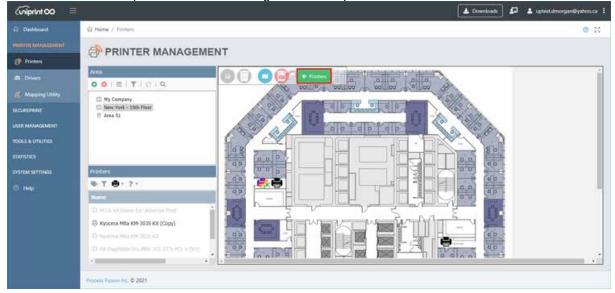
If a driver cannot be found in the global repository, then the driver will have to be uploaded to your local repository first before adding the printer. To upload a driver to your local repository, refer to <u>Uploading Locally Installed Printer Drivers To InfinityCloud</u> or <u>Uploading Custom Printer Drivers To InfinityCloud</u>.

To add a standard printer, do the following:

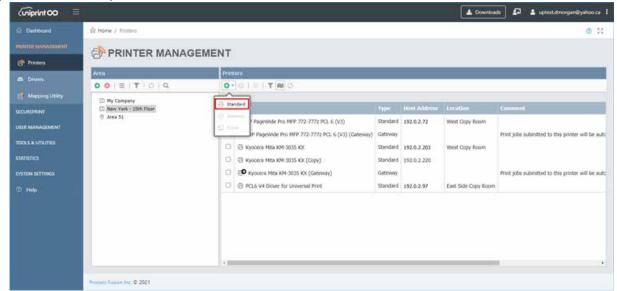
1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select an Area.
- 4) If an area has a map, click Printers to get a list of printers.



5) Under Printers, click ^O and then click Standard.



6) From the Select driver from list, select either Global Repository or Local Repository.

Driver Details 2 H	ost address 1	Printer Info 4 Create	Nex
Printer Driver Selection			
Management, click Drivers a Repository. The new printer o	and then click Upload Dri	e Global or Local Repository, under Printer Vers to upload the new printer driver to the L ne Local Repository.	ocal
Select driver from Global Repository			
Global Repository			
Local Repository Search	Q	Search_	Q
Stateme		Brother DCP-L5500DN XML Paper	
Brother		Drother DCP+LSSUUDIN AME Paper	
Brother		Brother HL-3170CDW BR-Script3	_
Canon		Brother HL-3170CDW BR-Script3	
Canon Dell		Brother HL-3170CDW BR-Script3 Brother HL-3170CDW series - V3	

7) Under Manufacturers, click to select the manufacturer and then under Models, click to select the model.

Driver Details 2 Hos	t address 1	Printer Info 4 Create	Next
Printer Driver Selection			
	I then click Upload Dr	e Global or Local Repository, under Printer ivers to upload the new printer driver to the he Local Repository.	ELOCAI
Global Repository			~
Manufacturers		Models	
Search-	Q	Search	Q
		Xerox 4110/4590/4595 - V4	i i
SAVIN			
SAVIN		Xerox 495/650/1300 - V4	
		Xerox 495/650/1300 - V4 Xerox 770 Digital Color - V4	
SHARP			
SHARP		Xerox 770 Digital Color - V4	

8) Click to select the driver based on the required architecture, minimum operating system, and driver type and then click Next.

Driver Detail	s 2 Host ad	idress	∃ Printer Info	4 Create Next
< Driver Sel	ection	"Xerox A	ltaLink B8045 - V3	3*
Architecture	Minimum OS	Version	Driver Version	Driver Name
x64	Windows XP	V3	5639.300.0.0	Xerox AltaLink 88045
ж64	Windows XP	V3	5639.300.0.0	Xerox AltaLink 88045 PCL6
x64	Windows XP	V3	5639.300.0.0	Xerox AltaLink 88045 PS
x64	Windows Vista	V3	5639.300.0.0	Xerox AltaLink 88045 XPS
x86	Windows XP	V3	5639.300.0.0	Xerox AltaLink 88045
x86	Windows XP	V3	5639.300.0.0	Xerox AltaLink 88045 PCL6
x86	Windows XP	V3	5639.300.0.0	Xerox AltaLink 88045 PS

9) Enter the Host Address of the printer and if necessary, the Port Number and then click Next. The default port number for a standard TCP/IP port is 9100.

Driver Details	Host address	3 Printer Info	4 Create	< Prev	Next >
Enter the host a	ddress and port infor	mation of the printer			
Host Address	192.0.2.56				
Port type	Standard TCP	Standard TCP/IP			
Port Number	9100				

10) Enter the Location and any comments and then click Next.

Printer Info	4 Create	< Prev	Next 2
	Printer Info	Printer Info 4 Create	Printer Info 4 Create

11) Review the printer information and then click Create.

Driver Details	2 Host address	Printer Info	Create	< Prev	Create
Printer Confirmati	on				
Name		Xerox AltaLink B804	5 - V3		
Location		East Copy Room			
Host Address		192.0.2.56			
Area		New York - 15th Flor	or		

- 12) After the printer has been successfully created, click Done.
- 13) The newly created printer will appear in the printer list.

	-			🛓 Downloa			
Dethornt	🛱 Home / Printers				(O) 20		
INDIVITED BRANADEMENT		CARALT					
Printers	PRINTER MANAG	EMENT					
Drivers	Acea	Printers					
	$\mathbf{O} \mathbf{O} \equiv \mathbf{T} \mathbf{O} \mathbf{Q}$	0 · 0 = T 0					
Mapping Utility	III My Company	7 Harris, Selecter(1)					
SECUREPRINT	I Mew York - 15th Fleer	E Mane	Type Host Address	Location	Comment		
USER MANAGEMENT	() Area SI	HP PageWide Pro MFP 772-777z PCL 6 (V3)	Standard 192.0.2.72	West Copy Room			
		HP PageWide Pro MFP 772-777z PCL 6 (V3) (Gateway)	Gateway		Print jobs submitted to this printer will be a		
TOOLS & UTILITIES		Kyscera Mita KM-3035 KK	Standard 192.0.2.203	West Copy Room			
STATISTICS		Kyocera Mita KM-3035 KK (Copy)	Standard 192.0.2.220				
SVSTEM SETTINGS		Kyocera Mita KM-3035 KX (Gateway)	Gateway		Print jobs submitted to this printer will be a		
C) Help		PCL6 V4 Driver for Universal Print	Standard 192.0.2.97	East Side Copy Room			
		Xerox AttaLink 89045 - V3	Standard 192.0.2.56	East Copy Room			

Related Links:

Printers

Migrating Printers From a Print Server Adding Gateway Printers Through Printer Management Cloning a Printer Adding an Area Adding an Area Map

Adding Printers to an Area Map

Searching for a Printer or Connector Setting Up Print Steam Compression Drivers Mapping Utility

Adding Gateway Printers Through Printer Management

Gateway printers are created from standard printer definitions and enables mobile users to print directly to the printer without having to go through SecurePrint. There are two places where Gateway printers can be created, under Printer Management/Printers and under SecurePrint/Render Stations. To add a Gateway printer through SecurePrint, refer to Adding a Gateway Printer Through SecurePrint.

To add a Gateway printer through Printer Management, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.

	Login Sign In to your account
(iniprint co	L Username
How the world prints	Password
	Forgot password? + Login
	Don't Have an Account? Start a Free Trial

- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select the area where the Gateway printer is to be created.
- 4) Under **Printers**, click to select the standard printer that is to be added as a Gateway printer.

(iniprint 00 =				🛓 Downloads	🔄 🞜 🛓 uptest.d	Imorgan@yahoo.ca
Dashboard	😡 Home / Printers					23
PRINTER MANAGEMENT	PRINTERS MA	NAGEMENT				
Printers						
Drivers	Area	Printers				
	0 Y BR = 0 0	○ - ○ ≡ Y ○				
Happing Utility	III My Company	ted(1)				
SECUREPRINT	E Floor 15	Gateway		Host Address	Location	Comment:
USER MANAGEMENT		Cione PageWide Pro MFP 772-777z PCL 6 (V3)	Standard	192.0.2.72	West Copy Room	
TOOLS & UTILITIES		ocera Mita KM-3035 KX	Standard	192.0.2.203	West Copy Room	
100G & CHUIRS		C CL6 V4 Driver for Universal Print	Standard	192.0.2.97	East Side Copy Room	
STATISTICS						
SYSTEM SETTINGS						
① Help						

6) The printer name will be appended with (Gateway). This differentiates the Gateway printer from the standard printer definition. Click Create to create the Gateway printer.

Host Address	192.0.2.72	
New Gateway Printer		
Name	HP PageWide Pro MFP 772-777z PCI, 6 (V3) (Gateway)	
Area	Floor 15	*
Location		
Comments	Print jobs submitted to this printer will be automatically sent to HP PageWide Pro MFP 772-7772 PCL 6 (V3)	

7) Both the standard and the Gateway version will appear in the printer list.

(iniprint 00 =			🛓 Down	aloads 🛃	💄 uptest.dmorgan@ya	ihoo.ca
Dashboard	🖓 Home / Printers					20
HENTER MANAGEMENT		NAGEMENT				
Printers						_
a Drivers	Area	Printers				
Contra Co	0 0 E RITIO	O-0 ≡ T 0				
😸 Mapping Utility	I My Company	4 items, Selected(2)				
SECUREPRINT	III Floor 15	Name Name		Host Address		Comm
		HP PageWide Pro MFP 772-777z PCL 6 (V3)	Standard	192.0.2.72	West Copy Room	
USER MANAGEMENT		HP PageWide Pro MFP 772-777z PCL 6 (V3) (Gateway)	Gateway			Print jo
TOOLS & UTILITIES		Kyocera Mita KM-3035 KX		192.0.2.203	West Copy Room	
and the second						
STATISTICS		O PCL6 V4 Driver for Universal Print	Standard	192.0.2.97	East Side Copy Room	
Frint Logs						
lat Charts		1	_			
SYSTEM SETTINGS						
statem settimas	Process Fusion Inc. © 2020					

Related Links:

Printers

Migrating Printers From a Print Server

Adding a Standard Printer Through Printer Management

Cloning a Printer

Adding an Area

Adding an Area Map

Adding Printers to an Area Map

Searching for a Printer or Connector

Setting Up Print Steam Compression

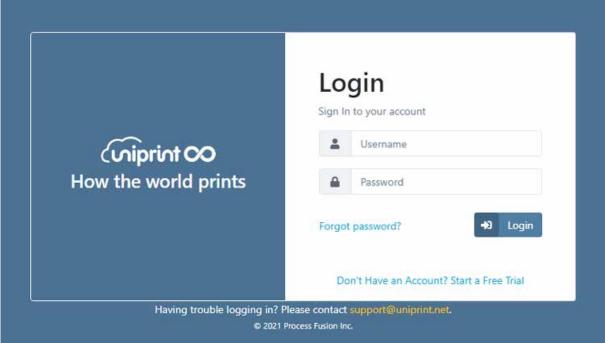
Drivers

Mapping Utility

Cloning a Printer

To create a copy of a printer based on a previously existing printer and driver, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select the area where the duplicate printer is to be created.
- 4) Under Printers, click to select the standard printer that is to be added as a cloned printer.

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A Dashboard	🛱 Home / Printers					20
	PRINTERS MA	NAGEMENT				
Printers		AGEMENT				
A Drivers	Area	Printers				
🛃 Mapping Utility						
SECUREPRINT	III Floor 15	G Gateway		Host Address	Location	Comm
USER MANAGEMENT		Cione PageWide Pro MFP 772-777z PCL 6 (V3) P PageWide Pro MFP 772-777z PCL 6 (V3) (Gateway)		172.30.136.72	West Copy Room	Print jo
TOOLS & UTILITIES		Kyocera Mita KM-3035 KX	Standard	172.30.136.203	West Copy Room	
STATISTICS		C 🕑 Kyocera Mita KM-3035 KX (Gateway)	Gateway			Print Jo
SYSTEM SETTINGS		PCL6 V4 Driver for Universal Print	Standard	172.30.136.97	East Side Copy Room	
① Help						

6) The printer name will be appended with (Copy). This differentiates the cloned printer from the original standard printer definition. Enter a location and any comments. Click

itecture	Minimum OS	Version	Driver Version	Driver Name	
	Windows 8	V3	6.1.1118.0	Kyocera Mita KM-3035 KX	
lew Printer					~
E	Kyoce	a Mita KM-303	35 KX (Copy)		
ion					
nents					
	d Port			A.	~
	d Port			*	

Host Address and Port to expand.

7) Enter the Host Address and then click Clone.

x64	Windows 8	V3	6.1.1118.0	Kyocera Mita KM-3035 KX	
Onew Printer					3
T Host Address	and Port				9
Host Address	192.0.	2.220			
Port type	Stand	lard TCP/IP		*	
Port Number	9100				

8) Both the original and the cloned printer will appear in the Printers list.

Dashboard	R Home / Printers					20
	PRINTERS MA	NAGEMENT				
Printers						
a Drivers	Area	Printers				
🦂 Mapping Utility	● ● = ■ ▼ ●	● • ● Ξ ▼ () 6 items, Selected(1)				
SECUREPRINT	III Floor 15	Name	Туре	Host Address		
USER MANAGEMENT TOOLS & UTILITIES		() HP PageWide Pro MFP 772-7772 PCL 6 (V3) (*********************************	Gateway	172.30.136.72	West Copy Room	Print jo
STATISTICS		S Kyocera Mita KM-3035 KX (Copy)	Standard	192.0.2.220		
SYSTEM SETTINGS		Kyocera Mita KM-3035 KX (Gateway)	Gateway			Print Jo
Help		G PCL6 V4 Driver for Universal Print	Standard	172.30.136.97	East Side Copy Room	
		(C)				

Related Links:

Printers

Migrating Printers From a Print Server

Adding a Standard Printer Through Printer Management

Adding Gateway Printers Through Printer Management

Adding an Area

Adding an Area Map

Adding Printers to an Area Map

Searching for a Printer or Connector

Setting Up Print Steam Compression

Drivers

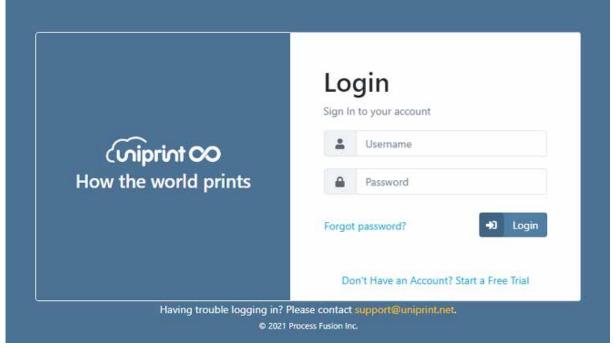
Mapping Utility

Adding an Area

Printers can be logically grouped into their physical areas by floor, location, campus, building or whichever logical grouping makes sense for your organization. A floor plan or Google map also can be uploaded to InfinityCloud such that the location of each printer can be pin pointed. An Area can be created without a map or floor plan and a map or floor can be added later, for instructions on adding an Area map after an Area has already been created, refer to Adding an Area Map.

To add an area, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click 🔮 to add a new area.

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USER MANAGEMENT HOOLS & UTILITIES STATISTICS SYSTEM SETTINGS (*) Help	Process Fusion Inc. © 2021	O HP Color LaterNet 5559 PCL6 Cleas Driver O HP LaterNet 4345 mfp PQL Se O HP PageWide Color MFP 585 Roch IM C2000 DuiPint SecurePint O Xerox Office PS Class Driver V1.1	Standard Standard Standard Standard Secure	192.0.2.201 192.0.2.211 192.0.2.93 192.0.2.132 192.0.2.297 192.0.2.204	Accounting		

4) An Area Map can be added when an Area is first created or an Area without a map can be created. To add just an Area without a map, enter an Area Name and a Description and

then	click	Save.

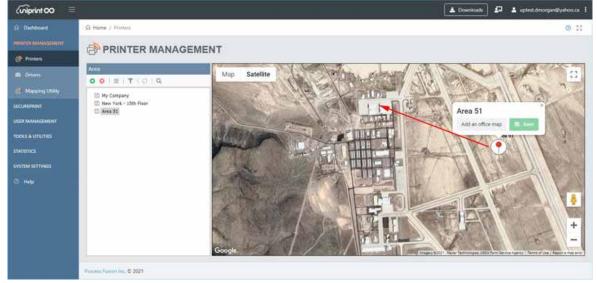
Area Name	New York - 15th	Floor
Area Type	O Location	Office Map
Description	New York office	- main floor
Parent Area	[root]	nt level
mage file	B	

5) To add an Area with a map, beside Area Type, click to select either Location or Office Map. The map could be either a Location (Google) map or an Office Map (floor plan).

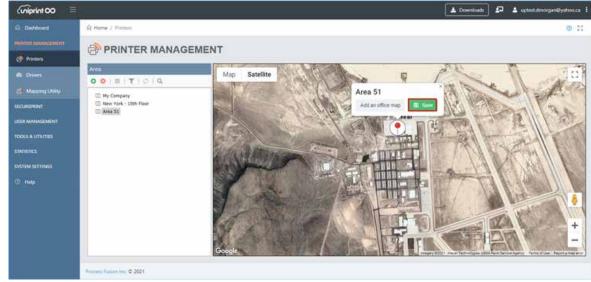
a) To add an Area location map, beside Area Type, select Location. Enter the address and then press TAB to complete the Latitude and Longitude. Click Save.

Area Name	Area 51		
Area Type	Location	○ Office Map	
Description	Location made famous by SA Mulder & Scull		
Address	Area 51, NV, USA		
Latitude	37.2430548		
ongitude	-115.7930198		
Parent Area	[root]		
and the second	Add area to root	t level	

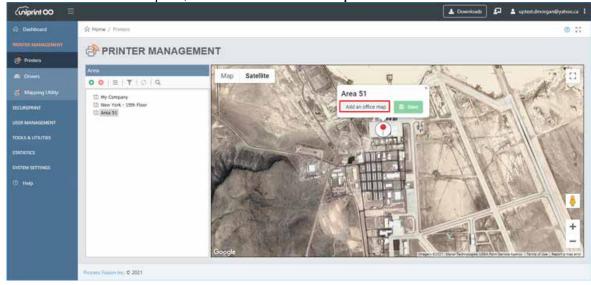
b) Drag the map pin to the exact location.



c) Click Save.



d) To add an office floor plan, click Add an office map.



e) For an office map, enter the Area name and description and then click by to upload an image file.

Area Name	Autopsy Lab	
Area Type	O Location	Office Map
Description	TOP SECRET! St	<u>əhbh</u> l
Parent Area	Area 51	ot level
lmage file	B	

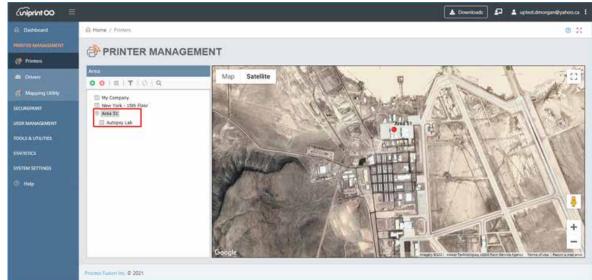
f) Click to select the office floor plan and then click Open.

🗊 Open						×
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Organize 👻 New folder				E.	• 🔳	0
 OneDrive This PC 3D Objects Desktop Documents Downloads Music Pictures 	rea-51-lg-wareh ouse					
Videos Local Disk (C:) DVD Drive (D:) 11						
File name:	area-51-Ig-warehouse		~	Image Files		~
				Open	Cance	l,

g) Click Save.

Area Name	Autopsy Lab	
Area Type	O Location	Office Map
Description	TOP SECRET! Shi	hhhl
Parent Area	Area 51	
lmage file		lend.

h) The new Area with the Google map and the office floor plan will be appear in the Area list.



Related Links:

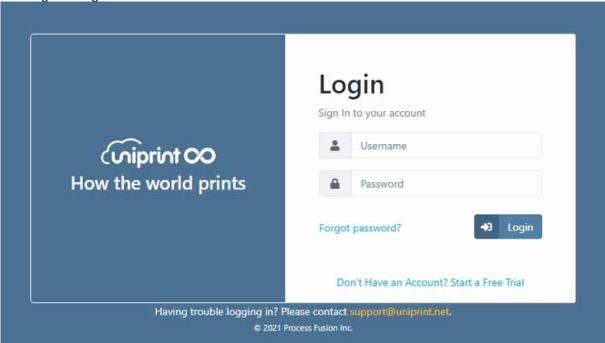
Printers Migrating Printers From a Print Server Adding a Standard Printer Through Printer Management Adding Gateway Printers Through Printer Management Cloning a Printer Adding an Area Map Adding Printers to an Area Map Searching for a Printer or Connector Setting Up Print Steam Compression Drivers Mapping Utility

Adding an Area Map

An Area map can be added even after an Area has been created.

To add a map or a floor plan for the area, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select an area and then under Printers, click 🔍.

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USER HAAAAGEMENT HOOKS & UTHLITIES STATISTICS SYSTEM SETTINGS (2) Help		HP PageWide Pro MPP 772-7772 PCL 6 (V3) P0 PageWide Pro MPP 772-7772 PCL 6 (V3) GP HP PageWide Pro MPP 772-7772 PCL 6 (V3) (Gateway) Kyocera Mta KM-3035 KX (Copy) P0 Kyocera Mta KM-3035 KX (Copy) P0 Kyocera Mta KM-3035 KX (Copy) P0 L6 V4 Driver for Universal Print Kerox AltaLink B8095	Standard 192.02.72 Gateway Standard 192.0.2.203 Standard 192.0.2.203 Gateway Standard 192.0.2.97 Standard 192.0.2.95	West Copy Room West Copy Room East Side Copy Room Marketing	Priot jobs submitted to this priviter will be au
	Process Fusien Inc. © 2021				

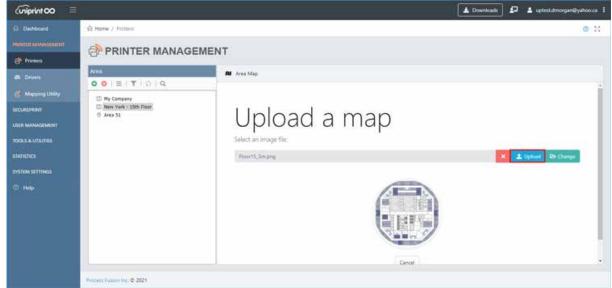
4) Under Upload a Map, click Browse to locate the floor plan.

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	Process Fasters Inc. © 2021	Cancel		•

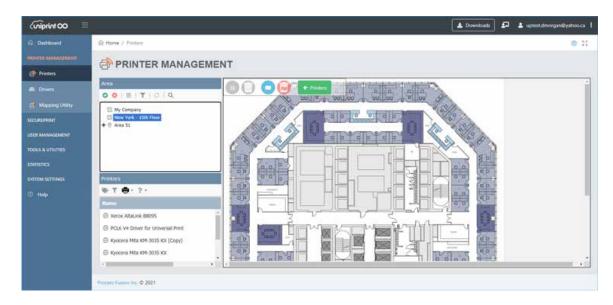
5) Click to select the floor plan and then click Open.

🗊 Open						>
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Organize 👻 New folder					- 🔳	0
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				Open	Cancel	_

6) A smaller version of the floor plan will appear. Confirm that this is correct image and then click Upload.



7) The floor plan will appear in its original size.



Related Links:

Printers

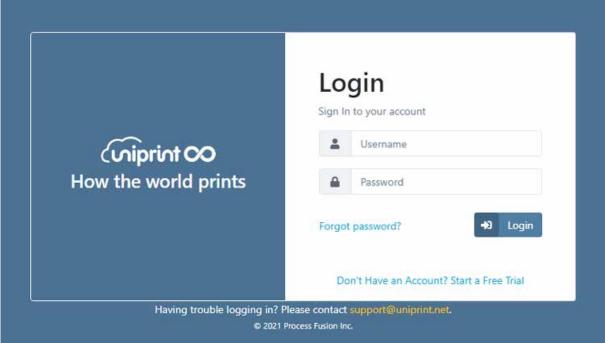
Migrating Printers From a Print Server Adding a Standard Printer Through Printer Management Adding Gateway Printers Through Printer Management Cloning a Printer Adding an Area Adding an Area Adding Printers to an Area Map Searching for a Printer or Connector Setting Up Print Steam Compression Drivers Mapping Utility

Adding Printers to an Area Map

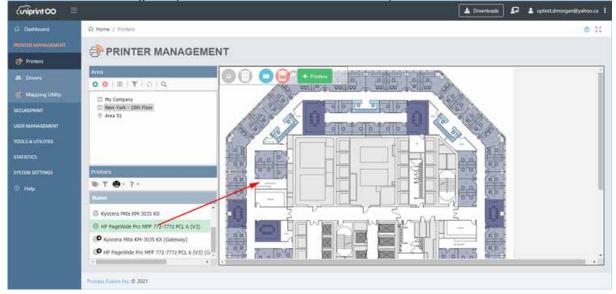
To help locate printers, their positions can be placed on the uploaded area map.

To add printers to an area map, do the following:

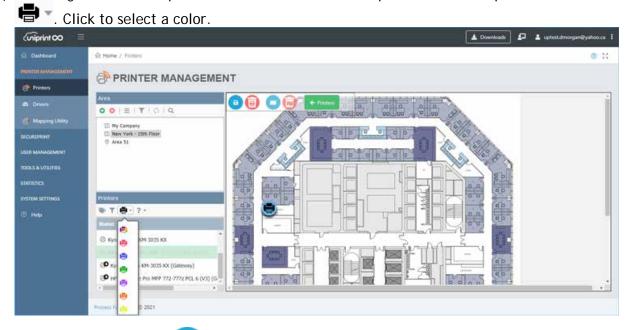
1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select an area.
- 4) Under Printers, drag the printer to its location on the map.



5) To change color of the printer icon, click to select the printer on the map and then click



6) To save the map, click

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Related Links:

Printers Migrating Printers From a Print Server Adding a Standard Printer Through Printer Management Adding Gateway Printers Through Printer Management

Cloning a Printer

Adding an Area

Adding an Area Map

Searching for a Printer or Connector

Setting Up Print Steam Compression

Drivers

Mapping Utility

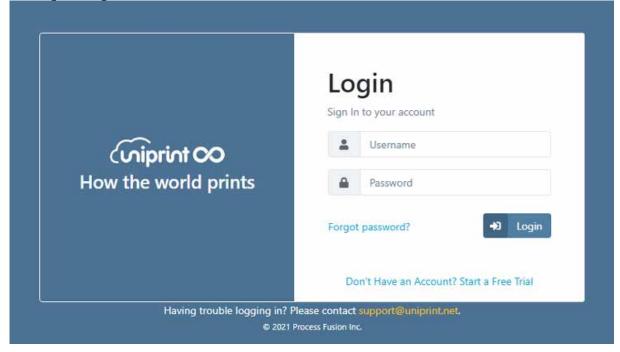
Searching for a Printer or Connector

A search for a specific printer can be done by toggling the search field. The search is done globally and will pinpoint the Area that printer is located in.

NOTE: This search function also works for locating specifics Connectors. To use the search function for Connectors, click **SECUREPRINT** and then click **Connectors**. Then follow the steps outlined below for printers except that you are in the Connectors page.

To conduct a search, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under PRINTER MANAGEMENT, click Printers.

3) Under Area, click <a> to toggle the search field.

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ECUREPRINT	10 New York - 15th Floor + © Area 51	- flame	Type: Most /	Address Location	Comment	
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Management of the second		O HP PageWide Color MFP 586	Standard 192.0.3	12.93		
TATISTICS		C 🗇 KONICA MINOLTA bizhub 4050	Standard 192.0.2	2.132		
NSTEM SETTINGS		C S Rooh IM C2000	Standard 192.0.3	2.97		
D Help		UniPrint SecurePrint	Secure			
		C Sterox Office PS Class Driver V1.1	Standard 192.0.2	2.204		

4) Enter the name of the printer that you are looking for and then press ENTER.

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5) The Area that the printer is located in will be appear. To confirm that printer is found in this Area, click to select the Area.

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Printers				
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6) The printer will appear in the printer list and if the printer has already been mapped, it will appear shaded. Hover over the printer icon to see the name and IP address of the printer.

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Ω Defected	⊕ Home / Printers
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Related Links:

Printers Migrating Printers From a Print Server Adding a Standard Printer Through Printer Management Adding Gateway Printers Through Printer Management Cloning a Printer Adding an Area Adding an Area Map Adding Printers to an Area Map Setting Up Print Steam Compression Drivers Mapping Utility

Setting Up Print Stream Compression

Print stream compression can be set when adding or modifying a printer. *Note:* Print stream compression is not compatible with Type 4 printer drivers. To utilize print stream compression, Type 3 printers drivers must be used and a vPad device must be set up first. To set up a vPad device, refer to <u>Setting Up the UniPrint vPad Device For InfinityCloud</u>.

Setting Up Print Stream Compression When Adding A New Printer

To set print stream compression when adding a new printer, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.

	Login
~	Sign In to your account
(iniprint co	Username
How the world prints	Password
	Forgot password?
	Don't Have an Account? Start a Free Trial

- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select an area to which to add a printer.

- 4) Under Printer, click ¹ to add a new printer.
- 5) From the Select driver from list, select either Global Repository or Local Repository. Under Manufacturers, click to select a manufacturer. Under Models, click to select the printer model.

Create New Printer					
Driver Details 2 Host addres	5 3	Printer Info	4 Create		Next
Printer Driver Selection					
If the printer to be added does not appea Management, click Drivers and then clic Repository. The new printer can then be a	k Upload D	rivers to upload	the new printer dr		Local
Select driver from					
Global Repository					
Manufacturers		Models			
Search_	Q	Search			Q,
Brother	î	Brother D	CP-L5500DN XML	Paper	
Canon					
EPSON					
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6) Click to select the appropriate printer driver based on the desired architecture and version and then click Next.

Driver Detai	ls 2 Host	address	3 Printer Ir	fo A Create	Next 2
C Driver Se	lection	"Brother [DCP-L5500DN X	ML Paper"	
Architecture	Minimum OS	Version	Driver Version	Driver Name	
Architecture x86	Minimum OS Windows Vista	Version V3	Driver Version 2.2.0.0	Driver Name Brother DCP-L5500DN XN	1L Paper

7) Beside Host Address, enter the IP address of the printer and from the Port type list, select Print Stream Compression.

1 Driver Details	Host address	3 Printer Info	4 Create	< Prev	Next >
Enter the host a	address and port inform	nation of the printer			
Host Address	192.0.2.201				
Port type	Standard TCP/	īΡ		÷	
	Standard TCP/	ne			

- 8) Beside Port Number, enter a port number if it is different from the default of 9100.
- 9) From the vPad Device list, select the vPad device and the use the slider to select the compression level. Click Next.

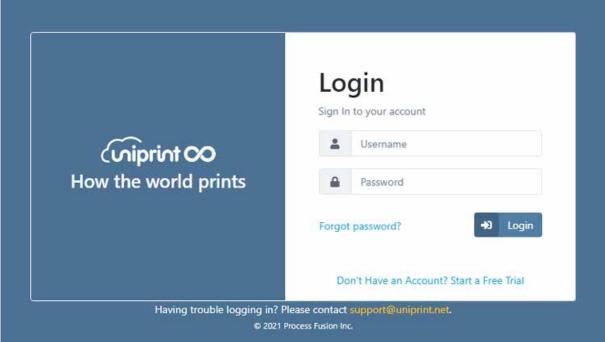
d port information of the printer	
192.0.2.201	
Print Stream Compression	•
9100	
No valid vPad Devices available	~
	192.0.2.201 Print Stream Compression 9100 No valid vPad Devices available

- 10) Enter the relevant information about the printer and then click Next.
- 11) Click Create and then click Done.

Setting Print Stream Compression When Editing Printer Properties

To set print stream compression when editing printer properties, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.
- 3) Under Area, click to select an area to which the printer belongs.
- 4) Under Printer, click to select the printer whose properties are to be changed and then click

Dashboard	G Home / Printers			25
PRINTER MANAGEMENT		AGEMENT		
 Printers Drivers 	Area	Printer		
d Mapping Utility	○ ○ Ξ № ▼ ○	O O T O 7 items, Selected(1)		
SECUREPRINT USER MANAGEMENT	I Floor 15	Itame AP Color LaserJet 5550 PCL6 Class Driver AP LaserJet 4345 mfp PCL 5e	Host Address 172.30.136.201 172.30.136.211	Comment
IDOLS & UTILITIES STATISTICS SYSTEM SETTINGS		HP PageWide Color MFP 586 SKONICA MINOLTA bizhub 4050 Ricoh IM C2000	172.30.136.93 172.30.136.132 172.30.136.97	
D. Help		G UniPrint SecurePrint G Xerox Office PS Class Driver V1.1	172.30.136.204	

5) Click the Port tab. From the Port type list, select Print Stream Compression.

Port type	Standard TCP/IP	
	Standard TCP/IP	
Port Name	Print Stream Compression	
Host Address	172.30.136.211	
₽ Protocol		~
🗹 < SNMP Statu	s Enabled	~

6) Enter the relevant IP address and then from the vPad Device list, select the appropriate vPad device. Use the slider to select the desired Compression Strength Level from 1 to 9.

Port type		
	Print Stream Compression	~
Port Name	UTP_ 172.30.136.211	
IP Address		
vPad Device	No valid vPad Devices available	v
Compression		
Strength Level (1)	•	
≓ Protocol		~
🗹 < SNMP Status E	nabled	~

7) Click Save.

Related Links:

Printers

Migrating Printers From a Print Server

Adding a Standard Printer Through Printer Management

Adding Gateway Printers Through Printer Management

Cloning a Printer

Adding an Area

Adding an Area Map

Adding Printers to an Area Map

Searching for a Printer or Connector

Drivers

Mapping Utility

Drivers

Drivers

Driver Management is designed to help the administrator organize the many printer drivers used within an organization. Drivers are uploaded and stored in the InfinityCloud repository. By storing these drivers in a repository client machines can be easily install or update with the latest drivers.

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Crivers	Manufacturers:	Select a manufacturer			_
🛃 Mapping Utility	6 items				
SECUREPRINT USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	Reacher Brother HP KONICA MINOLTA Kyocera RCOH Xerox				
	Process Fusion Inc. © 2020				

Tasks that can be performed from this screen are as follows:

- Uploading Locally Installed Printer Drivers to InfinityCloud
- Uploading Custom Printer Drivers to InfinityCloud
- Uploading Built-in Printer Drivers To InfinityCloud
- **§** Associating Printer Models to Universal Printer Drivers
- **§** <u>Replacing Printer Drivers</u>

Related Links:

Printers

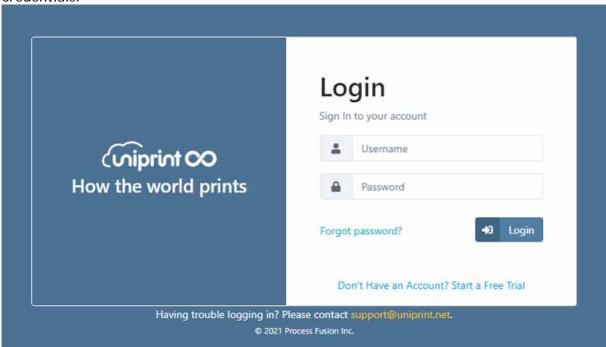
Mapping Utility

Uploading Locally Installed Printer Drivers To InfinityCloud

Printer drivers can be uploaded to the InfinityCloud manually from the local machine, by selecting an INF file, or by selecting a built-in driver through Windows. *Note: InfinityCloud Tools must be installed on running on the local machine.* For instructions on installing InfinityCloud Tools, refer to Installing InfinityCloud Tools.

To upload a print driver that has been installed on a local machine, do the following:

 On a local machine, open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative credentials.



2) Under PRINTER MANAGEMENT, click Drivers.

3) Under Manufacturers, click Upload Driver.

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Happing Utility	5 items				
SECUREPRINT	Name				
USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS () Help	 IP KONICA MINOLTA Kyocera RICOH Xerox 				
	Process Fusion Inc. © 2020				

- 4) In the Overview window, click Next.
- 5) Under Driver Location, click to select Install Printer.

1 Overview	2 Location	3 Model	4 Driver Info	< Prev	Next
Driver Location	n				
Installed P	rinter				
Printer driv	ers for locally instal	led printers			
Select Pr	inter				~
Custom					
Locate INF file	es manually.				
O Built-in Pr	inter Drivers				
	38578378378777	been approved for	installation on the comput	er.	
Device driver	packages that have	been approved for	installation on the comput	er.	

6) From the Select Printer list, click to select a printer and then click Next.

ocally installed printers			
MEP PCI 6 Class Driver			
o MFP 772-777z 8045			
'r Bi	IS MFP PCL6 Class Driver fro MFP 772-777z 88045 itre 3655X Privers	ro MFP 772-777z 88045 tre 3655X	ro MFP 772-777z 88045 .tre 3655X

7) Review the driver information and then click Upload.

1 Overview 2 Location	3 Model Criver Info Crev Upload >
Driver Confirmation	
Name	HP LaserJet 4345 MFP PCL6 Class Driver
Manufacturer	HP
Driver Date	2009-04-21T00:00:00
Driver Version	10.0.14393.0
Inf File Path	C:\Windows\System32 \DriverStore\FileRepository\prnhpcl3.inf_amd64_0fd67ffe68258f 84\prnhpcl3.inf
Supported Architectures	64
Min. Supported OS(es)	Windows 8

8) Click Done.

1 Overview 2 Location	3 Model Criver Info Crev Done
Driver "HP Lase	rJet 4345 MFP PCL6 Class Driver* Uploaded successfully
Driver Confirmation	
Name	HP LaserJet 4345 MFP PCL6 Class Driver
Manufacturer	HP
Driver Date	2009-04-21T00:00:00
Driver Version	10.0.14393.0
Inf File Path	C:\Windows\System32 \DriverStore\FileRepository\prnhpcl3.inf_amd64_0fd67ffe68258f 84\prnhpcl3.inf
Supported Architectures	64
Min. Supported OS(es)	Windows 8

Related Links:

Drivers

Uploading Custom Printer Drivers To InfinityCloud

Uploading Built-in Printer Drivers To InfinityCloud

Associating Printer Models To Universal Printer Drivers

Replacing Printer Drivers

Printers

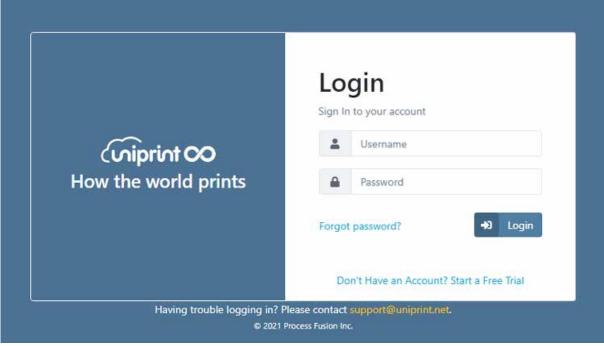
Mapping Utility

Uploading Custom Printer Drivers To InfinityCloud

Custom printers drivers, for example, specialty label printers, are usually not package-aware and do not come included with Windows.

To upload a custom print driver, do the following:

- 1) On a local machine, open a web browser and navigate to
 - https://infinitycloudadmin.uniprint.net/Console/login.html. Login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Drivers.
- 3) Under Manufacturers, click Upload Driver.

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Dashboard	A Home / Drivers				8
PRINTER MANAGEMENT	CRIVER MANAGEM	ENT			
🔗 Printers					
Drivers	Manufacturers T () Optional Settings * 🛃 Upload Driver	Select a manufacturer			_
👌 Mapping Utility	5 items				
SECUREPRINT	Name				
USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	HP KONICA MINOLTA Kyocera RICOH Xerox				
	Process Fusion Inc. © 2020				

4) In the Overview window, click Next.

5) Under Driver Location, click to select Custom and then click

1 Overview	Location	3 Model	4 Upload		< Prev	Next >
Driver Locati	on					
O Installed	Printer					
Printer d	ivers for locally insta	lled printers				
Custom	Teres de la contra de la					
Locate INF	iles manually.					
Select	NF file					
O Built-in	Printer Drivers					
Derive di	r nackages that have	heen approved for	installation on the co	mputer.		

6) Locate and then click the INF file.

C:	~
📴 Program Files (x86)	
Users	
Windows	
2D5-1-07-5682	
ZBRN	
Common Win32	
Win64	
ZBRN.inf	-
<	>

7) Click Next.

1 Overview	2 Location	3 Model	4 Upload		< Prev	Next >
Driver Locati	on					
O Installed	Printer					
Printer d	ivers for locally install	ed printers				
Custom	iles manually.					
C:/ZD5	-1-07-5682/ZBRN/ZBF	RN.inf				
O Built-in	Printer Drivers					
Deviles debu	r nackanes that have	heen approved for	installation on the co	mouter		

8) Click to select the Manufacturer and then click to select the printer model. Click Next.

1 Overview	2 Location 3 Model	4 Upload	C Prev Next
Choose printer n	nodel from list below		
Manufacturers		Printers	Select All
ZDesigner		ZDesigner GX420t (EPL)	^
		ZDesigner GX430t	
		ZDesigner GX430t (EPL)	
		ZDesigner HC100 300 dpi	
		ZDesigner iMZ220	
		ZDesigner iMZ220 (ZPL)	~
Search	Q	Search	Q

9) Click Upload.

1 Overview	2 Location	3 Model	Upload	2	< Prev	Upload 🕽
Drivers to upload						
ZDesigner HC10	00 300 dpi					
Driver details						

10) When the upload is complete, click Close.

1 Overview	2 Location	3 Model	Upload	Upioad 🕽
Drivers to upload	i			
ZDesigner HC1	00 300 dpi			
ZDesigner HC1		ccessfully		
1111111	00 300 dpi 100 300 dpi" Uploaded si	iccessfully		
1111111		rccessfully		

Related Links:

Drivers

Uploading Locally Installed Printers To InfinityCloud

Uploading Built-in Printer Drivers To InfinityCloud

Associating Printer Models To Universal Printer Drivers

Replacing Printer Drivers

Printers

Mapping Utility

Uploading Built-in Printer Drivers To InfinityCloud

Built-in printer drivers are typically package-aware drivers that are included with Windows. These drivers can be found in two different locations, the Driver Store, C:\Windows\system32\DriverStore\FileRepository, and in the Windows INF folder, C:\Windows\inf.

To upload a built-in print driver, do the following:

 On a local machine, open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative credentials.

How the world prints	Login Sign In to your account Username Username Password Forgot password? Login
----------------------	--

2) Under PRINTER MANAGEMENT, click Drivers.

3) Under Manufacturers, click Upload Driver.

(iniprint co =		🛓 Downloads 🛛 🛓 uptest.dmorgan@yahoo.ca	
Dashboard		×	
PRINTER MANAGEMENT	CRIVER MANAGEMENT		
🔗 Printers			
Drivers	Manufacturers Select a manufacturer		
👌 Mapping Utility	5 items		
SECUREPRINT USER MANAGEMENT TOOLS & UTILITIES STATISTICS			
SYSTEM SETTINGS	Process Fusion Inc. © 2020		

- 4) In the Overview window, click Next.
- 5) Under Driver Location, click to select Built-in Printer Drivers and then click to select from where the driver is coming from, either Driver Store or Inbox. Click Next. NOTE: If you're unsure of the location, select a location and then in the next screen check to see if

the printer driver is there. If not, click Prev and then select the other location.

Select Printer Driver	
Overview Z Location 3 Model 4 Upload <pre></pre>	Next >
Driver Location	
Installed Printer Printer drivers for locally installed printers Custom Locate INF files manually.	
Select INF file	
 Built-in Printer Drivers Device driver packages that have been approved for installation on the computer. Driver Store: Protected area of a computer that contains device driver packages that have b approved for installation on the computer. After a device driver package is in the driver store, a user on the computer can install its device without needing elevated user permissions. (e.g. C:\Windows\system32\DriverStore\FileRepository) 	
Inbox: Printer drivers included on the Windows distribution media and are automatically inst part of the operating system. The INF files related to the these drivers are located in the Window (e.g. C:\Windows\inf)	

6) Under Manufacturers, click to select the manufacturer and then under Printers, click to select the printer model. Click Next.

1 Overview	2 Location	🔋 Model	4 Upload	\geq	< Prev	Next >
Choose printer n	nodel from list below					
Manufacturers			Printers			Select All
Generic			Generic / Text Only	/		
Microsoft			Generic IBM Graph Generic IBM Graph MS Publisher Colo MS Publisher Imag	iics 9pin wide r Printer		
Search		Q	Search			Q

7) Click Upload.

Overview Decation	3 Model	Upload	< Prev	Upload >
Drivers to upload				
Generic / Text Only				
Driver details				

8) After the upload is complete, click Close.

1 Overview	2 Location	3 Model	🖉 Upload	2	Upload)
Drivers to upload	l.				
Generic / Text	Only				
annen					
Univer Generic / Text	Only" Uploaded successfu	ά χ			

Related Links:

Drivers

Uploading Locally Installed Printers To InfinityCloud

Uploading Custom Printer Drivers To InfinityCloud

Associating Printer Models To Universal Printer Drivers

Replacing Printer Drivers

Printers

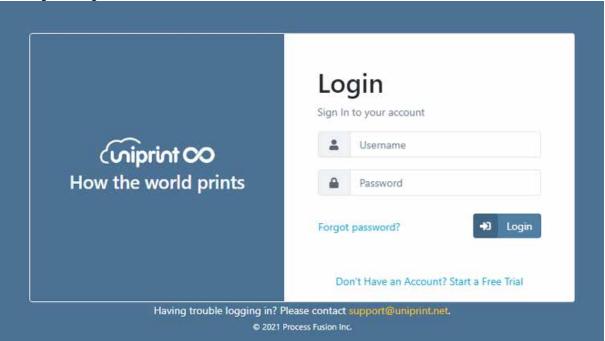
Mapping Utility

Associating Printer Models to Universal Printer Drivers

Some universal printer drivers use generic names and for the typical user these names are meaningless since they don't convey which printer models are compatible with it. Hence, it creates confusion whenever a user tries to add a printer. The solution to this is to associate printer models to universal printers on behalf of the user, such that when a user tries to add printer, it appears that they are adding a familiar printer and not a universal printer driver.

To associate printer models to universal printer drivers, do the following:

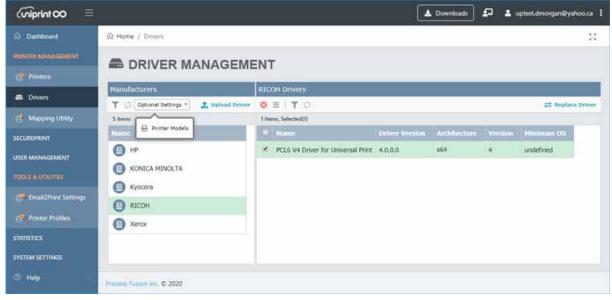
1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Drivers.
- 3) Under Manufacturers, click to select a manufacturer that has a universal print driver.

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Dashboard	Home / Drivers						×
PRINTER MANAGEMENT		NT					
Printers							_
Drivers	Manufacturers T Optional Settings * Lipload Driver	RICOH Drivers				22 Heptate	
🦸 Mapping Utility	5 items	Titems					
SECUREPRINT	Name	= Name	Driver Version	Architecture	Version	Minimum OS	
USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	HP KONICA MINOLTA Kyocera RICOH Xerox	PCL6 V4 Driver for Universal Print	4.0.0,0	x64	4	undefined	
	Process Fusion Inc. © 2020						

4) From the Optional Settings list, click Printer Models.



5) To create a printer model, click *

Printer Models	
RICOH	
Certain universal printer drivers use generic names instead of printer model names that they support. This makes it difficult for users to assign the correct driver to a printer. If this manufacturer provides universal printer drivers with generic names and you know printer models that such drivers support then you could add them here. Printer model names listed here will be available for selection in Optional Settings tab of driver properties.	
* ×] ≡ T Ø	
0 Rems	
E Name	
Clo	se

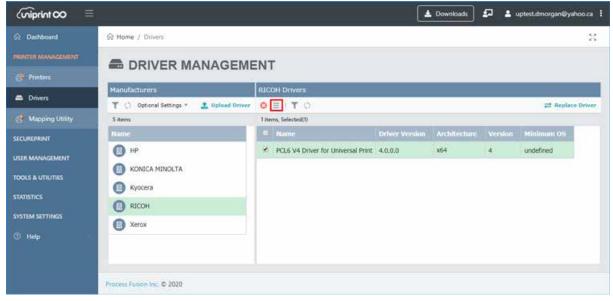
6) Enter a model name and then click Save.

Name	Ricoh IM C2000

7) Click Close.

RIC	ОН
it d wit	rtain universal printer drivers use generic names instead of printer model names that they support. This makes ifficult for users to assign the correct driver to a printer. If this manufacturer provides universal printer drivers In generic names and you know printer models that such drivers support then you could add them here, inter model names listed here will be available for selection in Optional Settings tab of driver properties.
*	* = T O
1 ite	nts
	Name
	Ricoh IM C2000

8) Click to select a universal driver and then click \equiv .



9) To associate a printer model to a universal driver, click +

Info	Printers	Optional Settings	
it dif supp Print	ficult for use orted printe er model na	printer drivers use generic names instead of printer mod s to assign a correct driver to a printer. If this driver uses models then you could add them here, nes listed here will be shown during printer creation and in this page, if present, will be available when the driver	a generic name and you know the update.
1001063	er Models		
+ Oitem	< T O		
SAL ST	• Names		

10) Click to select a printer model and then click Save.

RICO	он	
	T 0	
	s, Selected(1) Name	
लग.	Ricoh IM C2000	

11) Click Close.

Info	Printers	Optional Settings	
it di sup Prin	fficult for use ported printe ter model nar	printer drivers use generic names instead of printer model names that is to assign a correct driver to a printer. If this driver uses a generic na- models then you could add them here. mes listed here will be shown during printer creation and update. In this page, if present, will be available when the driver is selected du	me and you know the
Print	er Models		
+	×ito		
1 iter	ns		
1	Name		
8	Ricoh IM C2	000	

Related Links:

Drivers

Uploading Locally Installed Printers To InfinityCloud

Uploading Custom Printer Drivers To InfinityCloud

Uploading Built-in Printer Drivers To InfinityCloud

Replacing Printer Drivers

Printers

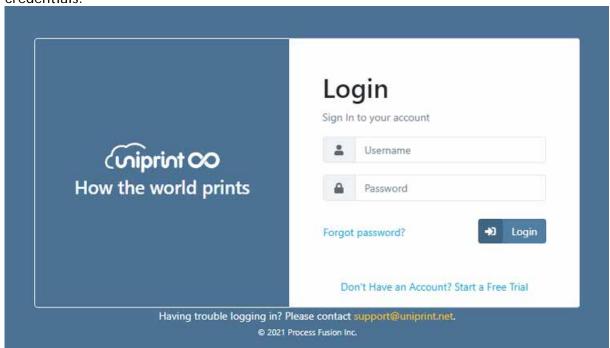
Mapping Utility

Replacing Printer Drivers

Printer drivers can be easily replaced for printers through this interface. There are any number of reasons to that printer drivers need to be replaced. One is to replace an older driver with an updated one; or a driver may need to be replace if it has become corrupt.

To replace a printer driver, do the following:

 On a local machine, open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Drivers.
- 3) Under Manufacturers, click to select a manufacturer and then select the driver to be replaced. Click Replace Driver.

Convers Manufacturers Manufacturers Manufacturers Mapping Ubity Shems Shems Shems Shems Shems Shems Shems Shems Shems Shems Shems Shems Shems Shems <		A Home / Drivers					25
Manufacturers HP Drivers Mapping Ubity Optional Settings * Upload Driver Image: Comparison of them, Selected(1) KELIREPRINT RECUREPRINT RECUREPRINT Name: Comparison of them, Selected(1) Driver Version Architecture Version Minimum Of them, Selected(1) KELIREPRINT Image: Comparison of them, Selected(1) HP Product LaserJet SS50 PCL6 Class Driver Driver Version Architecture Version Minimum Of them, Of them, Of them, Of them, Of them, Selected(1) KERMANAGE/MENT Image: Comparison of them, Selected(1) HP HP Color LaserJet SS50 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Comparison of them, Selected(1) HP Color LaserJet SS50 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Comparison of them, Selected(1) HP Color LaserJet 3435 mfp PCL Se 61.71.661.40 x64 3 undefined Image: Comparison of them, Selected(1) HP Color LaserJet 3435 mfp PCL Se 61.71.661.40 x64 3 undefined Image: Comparison of them, Selected(1) HP Color LaserJet 3435 mfp PCL Se 61.71.661.40 x64 3 undefined Image: Comparison of them, Selected(1) HP Com, LaserJet 3435			ENT				
Name Name Filme Driver Version Architecture Version Minimum of the second o	Drivers	- Reserverses and a construction of the constr	PARTY AND INC.			=	Replace Oriver
Image: Name of the product Laser Jet S550 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S550 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S550 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S350 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S350 PCL6 Class Driver 10.0.17119.1 x64 3 undefined Image: Name of the product Laser Jet S350 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S350 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S350 PCL6 Class Driver 10.0.17119.1 x64 4 undefined Image: Name of the product Laser Jet S350 PCL6 Class Driver 10.0.17119.1 x64 3 Windows XP Image: Name of the product Laser Jet S350 PCL6 Trans PCL S6 8.0.1329.4908 x64 3 Windows XP Image: Name of the product Laser Jet S350 PCL6 Trans PCL S6 8.0.1329.4904 x64 4 Windows XP <th></th> <th></th> <th></th> <th>Driver Version</th> <th>Architecture</th> <th>Version</th> <th>Minimum (</th>				Driver Version	Architecture	Version	Minimum (
	USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	KONICA MINOLTA Kyocera RICOH	 HP Color LaserJet A3/11x17 PCL6 Class Driver HP LaserJet 4345 mfp PCL 5e HP Officejet A3/11x17 PCL6 Class Driver HP PageWide Pro MFP 772-777z PCL 6 (V3) 	10.0.17119.1 61.71.661.40 10.0.17119.1 8.0.1329.4908	x64 x64 x64 x64	4 3 4 3	undefined undefined undefined Windows XP

4) Review the driver information to ensure that is correct. Click Next.

Driver Info 2 St	elect Printers	3 Select New D	river	4 Coi	< Prev	Next >
HP Color Lase	rJet 5550 P	CL6 Class Dr	iver			
Manufacturer		HP				
Driver Version		10.0.17119.1				
Architecture		x64				
Minimum OS(es)						

5) Click to select the printers on which to replace the printer driver and then click Next.

Driver Info 2 Select Pr	rinters 3 Select I	New Driver 4	Col < Prev	Next >
HP Color LaserJet	5550 PCI 6 Clas	c Drivor		
HF COIOI Laserset	5550 FCLO Clas	S Driver		
Manufacturer	HP			
Driver Version	10.0.17119.1			
Architecture	x64			

6) From the Select driver from list, click to select the location of the new driver. The new driver could either be stored in the Global Repository or the Local Repository.

Printer Management

Dr	iver Info) 3	Select New Driv	rer 4	Coi 🖌 Prev	Next
	played printers are currently using driv lect printers to assign to a new driver.	er: <u>HP Co</u>	lor LaserJet 5550	PCL6 Class D	river.	
	Name		Host Address	Location	Comment	-
	(×	×	×		×
۲	HP Color LaserJet 5550 PCL6 Clas	ss Driver	172.30.136.201	Accounting		

Global Repository: This repository contains all of the printer drivers stored by UniPrint.net on UniPrint's Azure account.

Local Repository: This repository contains all of the printer drivers uploaded by your company and is stored on your InfinityCloud account.

7) Under Manufacturers, click to select a printer manufacturer and then click to select the driver with which to replace the previously selected driver. Click Next.

2 Select Printers	elect New Driver	4 Confirmation	Next
Driver Selection			
Select driver from			
Global Repository			,
Manufacturers			
Search	Q	Search	Q
HP		HP Color LaserJet 5500 PS Class Driver	^
Samsung		HP Color LaserJet 5550 PCL6 Class Driver	r - 1
Xerox		HP Color LaserJet 5550 PS Class Driver	
		HP Color LaserJet 6030 MFP PS Class Dri	

8) Confirm that the selected driver is correct and then click Next.

2 Select Prin	nters 3 Select New Dr	iver 4 Confirm	ation	<pre></pre>
< Driver Select	ion HP Color Lase	erJet 5550 PCL6 Clas Driver	s	
Architecture	Min Supported OS	Driver Type	Driver Ve	ersion #
x64	Windows 8	4	10.0.1713	4.1

9) Confirm that current driver and the replacement driver are correct and then click Next.

Current Driver		New Driver	
HP Color Lase	rJet 5550 PCL6 Class	HP Color Las	erJet 5550 PCL6 Class
Driver		Driver	
Manufacturer	нр	Manufacturer	
Driver	10.0.17119.1	Driver	10.0.17134.1
Version		Version	
Architecture	хб4	Architecture	x64
Minimum		Minimum	Windows 8
OS(es)		OS(es)	

10) When driver replacement is successful, click Done.

2 Select Printers	3 Select New Driver	4 Confirmation	Done
	/ -		

Related Links:

Drivers

Uploading Locally Installed Printers To InfinityCloud

Uploading Custom Printer Drivers To InfinityCloud

Uploading Built-in Printer Drivers To InfinityCloud

Associating Printer Models To Universal Printer Drivers

Printers

Mapping Utility

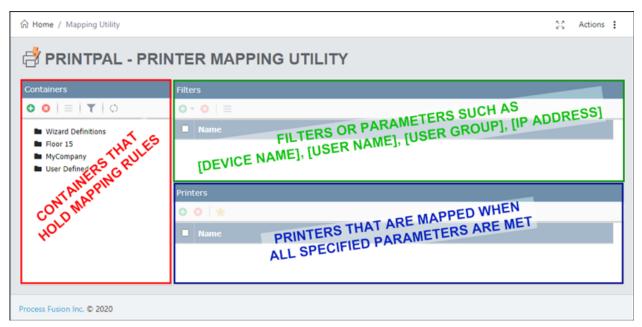
Mapping Utility

Mapping Utility - PrintPAL

PrintPAL is a mapping utility that is used to automatically map a set of printers to specific user sessions, based on an hierarchy of parameters (filters) that are combined to create a printer assignment rule. These parameters include User Name, User Group, Device Name and IP address range and are grouped inside a container. In order to assign a set of specified printers to a user session, the following condition must be met:

The specified [*Device Name*] AND [*User Name*] AND [*User Group*] AND [*IP Address Range*] must all match.

If more than one parameter type, for example, more than one user name is specified, than printers will only be assigned to a session, if the [Device Name] AND [User1 OR User2] AND [User Group] AND [IP Address Range] all match. If a parameter is not specified then PrintPAL will ignore that requirement. For example, if Device Name is not specified then the specified printers will assigned based on the user name, user group and IP range, regardless of the device that the user logs into.



The overall steps to creating a PrintPAL map is as follows:

- 1. Add a container. Any network objects that matches the filter criteria will be mapped to the specified printers in this container.
- 2. Add filter criteria that user sessions must match in order for printers to be mapped.

3. Assign printers to these containers.

Related Links:

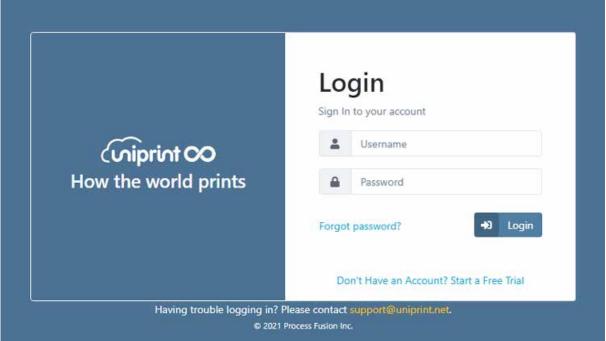
Adding a Container Adding Criteria or Filters Mapping Printers Creating a PrintPAL Map With The PrintPAL Wizard Setting a Printer as the Default Printer in this Container Testing PrintPAL Mappings Printers Drivers

Adding a Container

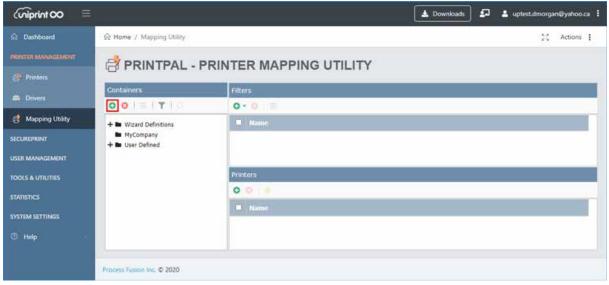
Before creating printer assignment rules, we need a place to store them in a logical order. In example below and throughout this section, we'll be organizing printer assignment rules by location, or in our case Floor 15 of a fictitious office building. How you organize your printer assignment rules is completely up to you and will depend on your organization.

To add a container, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTERS & DEVICES, click Mapping Utility.
- 3) Under Containers, click 🔮.



4) Enter the Container name and if necessary, specify the root.

	New Container	:	×
	-	ser sessions based on a hierarchy of rules. Each Itainer which may contains a list of filters and t.	
	Container Name	Floor 15	
	Parent Container	[root]	
		Add container to root level	
		Close Save	
5)	Click Save.		
Rela	ated Links:		
Ma	oping Utility		
<u>Ado</u>	ding Criteria or Filters		
Ma	oping Printers		
<u>Cre</u>	eating a PrintPAL Map With	The PrintPAL Wizard	
<u>Set</u>	ting a Printer as the Defau	It Printer in this Container	
Tes	ting PrintPAL Mappings		
<u>Pri</u>	<u>nters</u>		
Dri	vers		

Adding Criteria or Filters

After creating a container to hold the printer assignment rule, parameters or filters need to be added such that PrintPAL knows how to assign printers to a user's session. The filters could be by user name, device name, user group or IP address and rules can be set up to be as simple or as complicated as your want. PrintPAL assigns printers using the following logic:

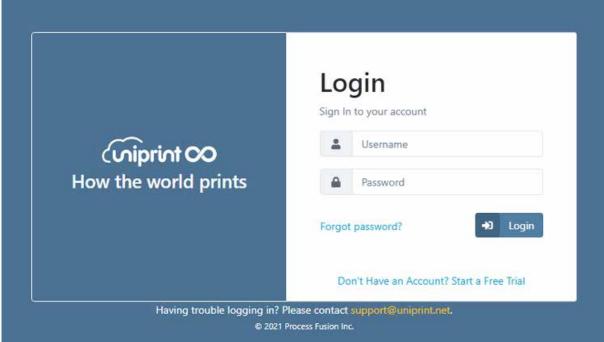
[User Name] AND [Device Name] AND [User Group] AND [IP Address]

If a filter is not specified, PrintPAL will simply ignore that filter. For example, if only a user name is specified, then when that user starts a session, the printers listed will be added to that user's session, regardless of which device, or IP address the user is using and which user group they belong to.

NOTE: IP address filtering does not work on Android or iOS devices.

To add filter, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTERS & DEVICES, click Mapping Utility.
- 3) Under Containers, click to select a container.

4) Under Filters, click ¹

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	A Home / Mapping Utility			🖓 Actions 🕽
	PRINTPAL -	PRINTER MAPPING UTILITY		
Printers				
Convers	Containers	Filters		
付 Mapping Utility		O Pesice		
SECUREPRINT USER MANAGEMENT	 MyCompany Floor 15 User Defined 	⊷ IP Range ≞ User		
TOOLS & UTILITIES		41 User Group		
STATISTICS		Name		
SYSTEM SETTINGS		Design and the second		
() Help				

- 5) Select to filter by Device name, IP Range, User, or User Group.
- 6) For example, to add an IP Range, click IP Range. Enter the name of the IP Range and then enter the lower IP address and the upper IP address.

↔ IP Range Propert	ies	×
IP address range of the	client computer.	
Range Name	15 Floor IP Range	
From	192.0.15.100	
То	192.0.15.200	
		Close Save

7) Click Save.

Related Links:

Mapping Utility

Adding a Container <u>Mapping Printers</u> <u>Creating a PrintPAL Map With The PrintPAL Wizard</u> <u>Setting a Printer as the Default Printer in this Container</u> <u>Testing PrintPAL Mappings</u> <u>Printers</u>

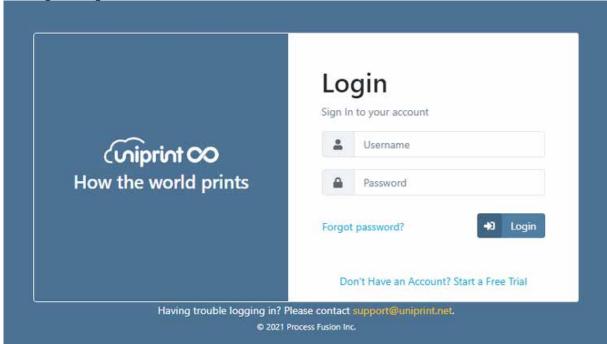
Drivers

Mapping Printers

After specifying the filters, we need to specify which printers will be added to the users' sessions once the parameters or filter conditions have been met.

To add printers, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTERS & DEVICES, click Mapping Utility.
- 3) Under Containers, click to select a container.

4) Under Printers, click •

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	A Home / Mapping Utility			💸 Actions]
PRINTER MANAGEMENT	PRINTPAL - P	RINTER MAPPING UTILITY		
 Printers Drivers 	Containers	Filters		
Contraction of a street	○ ○ ≡ T ○	0-0		
Mapping Utility	 Wizard Definitions MyCompany 	IP Range		
USER MANAGEMENT	 Floor 15 User Defined 	□ ↔ 15 Floor IP Range		
TOOLS & UTILITIES		Printers		
STATISTICS		O D I M		-
SYSTEM SETTINGS		Mar I Meansel		
Help				
	Process Fusion Inc. © 2020			

5) Click to select the area and then click to select the printers to add. Click Save.

Vrea	Print	ers		
N T O	٣	0		
III My Company	3 iter	ns, Selected(2)		
El Floor 15		Name	Location	Hos
	D	PCL6 V4 Driver for Universal Print	East Side Copy Room	172
		B HP PageWide Pro MFP 772-777z PCL 6 (V3)	West Copy Room	172
	•	🗟 Kyocera Mita KM-3035 KX	West Copy Room	172
	- C			

6) The selected printers will appear in the printer list.

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Dashboard	G Home / Mapping Utility				20 Actions I
PRINTER MANAGEMENT	PRINTPAL - P	RINTER MAPPING UTILITY			
C Drivers	Apping Utility	Filters			
	O O ≡ ▼ O	0 · 0 =			
d Mapping Utility	Wizard Definitions	Name			
SECUREPRINT	MyCompany Floor 15	▼ IP Range			
USER MANAGEMENT	User Defined	□			
TOOLS & UTILITIES		Printers			
STATISTICS		0014			
SYSTEM SETTINGS		Name			
-		HP PageWide Pro MFP 772-777z PCL 6 (V3)			
① Help		C 🕀 Kyocera Mita KM-3035 KX			
	Process Fusion Inc. © 2020				

7) Continue to add containers, filters, and printers as needed. Once completed you will have what we call a PrintPAL map.

NOTE: The above screen shot illustrates the "Floor 15" printer assignment rule, which is that any user who starts a session, from the specified IP range in "15 Floor IP Range" will have the HP PageWide Pro and Kyocera Mita printers added to their session. Since no other filter has been added, this is regardless of the user name, user group or device name.

Related Links:

Mapping Utility

Adding a Container

Adding Criteria or Filters

Creating a PrintPAL Map With The PrintPAL Wizard

Setting a Printer as the Default Printer in this Container

Testing PrintPAL Mappings

Printers

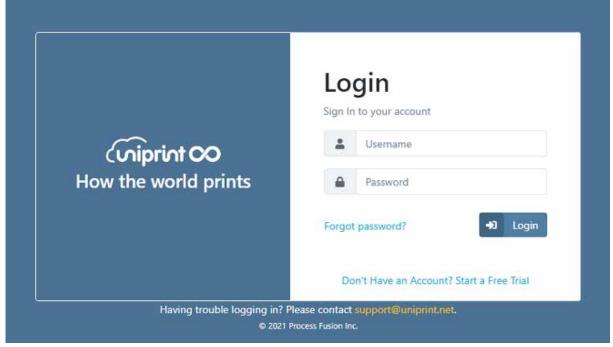
<u>Drivers</u>

Creating a PrintPAL Map With the PrintPAL Wizard

A simpler way to create a PrintPAL Map is by using the PrintPAL Wizard. The PrintPAI Wizard will take you through the process of creating a PrintPAL map from creating containers to adding printers.

To use the PrintPAL Wizard, do the following:

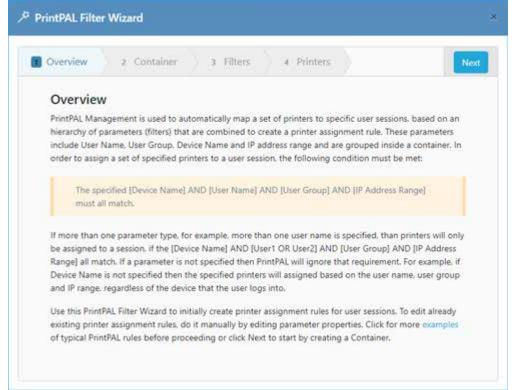
1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTERS & DEVICES, click Mapping Utility.
- 3) Click Actions and then click PrintPAL Wizard.

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Dashboard	A Home / Mapping Utility		00 Actions	TOOLS
PRINTER MANAGEMENT	PRINTPAL - P	RINTER MAPPING UTILITY		PrintPAL Wizard
Printers	-	in the second		Test Mappings
Convers	Containers	Filters		
	001=1710	0.0		
Mapping Utility	Wizard Definitions	Natio		
SECUREPRINT	MyCompany Floor 15			
USER MANAGEMENT	User Defined			
TOOLS & UTILITIES		Printers		
STATISTICS		00 *		
SYSTEM SETTINGS		Rame		
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	Frocess Fusion Inc. © 2020			

4) Carefully review the Overview and then click Next.



5) Beside New Container, enter a name for the container and then click Next.

 Overview 	Container	3 Filters	4 Printers		< Prev Next
New Cor	ntainer				
	Section States and State				
Enter a new C	ontainer Name to c	reate a new printer	assignment rule and	then click N	lext. If the Container
			200 - Contractory 2000		lext. If the Container r name and then click.
Name already		tPAL Filter Wizard	200 - Contractory 2000		

6) Under Create Filters, click Add and then select either Device, IP Range, User or User Group. Click Next.

Overview	2 Container	Filters	2.6	Printers		< Prev	Next
Create Fi	lters						
	ssignment Parameters	Add parameters.	for exam	ple. User Na	me. Device	Name and IP	
Address Rang	e, with which to match	n user sessions to.	Recall th	at in order t	o automati	cally assign printer	
	following rule applies	영거, 한 2017년 2017년 1월 19 1월		사람 3000년 7월 64.00		ss Range] Click the	
green plus sy	mbol to start adding p	arameters and th	en click N	lext when do	one.		
🔾 Add 🕶 🤇	Remove						
	ils Ident	ity Provider Na	ine.				
Device	and the second		and a				
++ IP Range							
🛔 User							
	2						
	·94 -						
📇 User Grou							

7) For example, if we select **User**, enter the user name and then click **Save**.

💄 User Propertie	5	*
Domain or local use	mame.	
Identity Provider	Built-in 💌	
Username	uptest.bgriffin@gmail.com	
	uptest.abatista@gmail.com	
	uptest.bgriffin@gmail.com	
	uptest.dmorgan@yahoo.ca	

8) The new filter will be added to the filter list. Click Next.

1 Overview	2 Container	Filters 4 Pri	nters	<pre> Nex</pre>
Create F	ilters			
	20년 20년 1월 1975년 1월 1977년 1월 1	dd parameters. for example.		
		ser sessions to. Recall that in Jser Name] AND (Device Nar		
	은 것은 것이 안 같은 것이 안 집에 집에 있는 것이 없다.	ameters and then click Next		Bat anne ann
😋 Add 👻	O Remove			
E Name		Details	Identity Provider Na	me
• User				
🗆 🛓 up	test.bgriffin@gmail.com	uptest.bgriffin@gmail.com	Built-In	

9) Under Assign Printers, click Add Printers.

Overview	2 Con	tainer	Filters	Printers	< Prev Next
Assign P	rinters				
1.50 2.50 7.50 2.50		ssianed to u	ser sessions that m	atch the previously spe	cified parameters. Click
					inter for that user session.
click to select	the printer a	ind then click	s Set as default.		
Add Print	ers X Ramo	ve Printers	Set au default		
Name	and in case of the	_		Description	
- Rame	. Area	Location	Host Address	Description	

10) Click to select printers to add and then click Save.

Area	Print	ers				
N T O	Ŧ	0				
1 My Company	4 items, Selected(I)					
E Floor 15		Name	Location	Host Address	Descri	
I Floor 14	0	HP PageWide Color MFP 586		172.30.136.93		
	8	G HP LaserJet 4345 mfp PCL 5e	Accounting	172.30.136.211		
		C Xerox WorkCentre 3655X	Marketing	172.30.136.204		
	•	C Xerox AltaLink B8095	Marketing	172.30.136.95		

11) The printers will be added to the printer list. Click Next.

1 Overvie	w 2 Con	tainer 🛛 🖪	Filters	Printers		< Prev	Nex
Assig	n Printers						
1.000	nters that will be as	signed to user se	ssions that mate	h the previously	specified	parameters. Click	
	nters and then to c select the printer a		Contraction of the second	ter as the defau	lt printer fo	or that user session	n.
Click to	select the printer a	nd then click Set	as default.				
O Ado	d Printers 💢 Remo	ve Fristen 🗌 🌰	Securidatesic				
-	Name	Area	Location	Host A	ddress	Description	
	HP LaserJet 43	My Company	Accounting	192.0	2.111		
							15

12) Review the new PrintPAL rule that will be created and then click Create.

Overview	2 Container	3 Filters	Printers	< Prev	Create
Confirm	New PrintPAL	Rule			
Review the	following rule and t	hen click Create			
A new set		teled these second and	logged in with the follow		
A new rule	e Accounting will be a	ded. User sessions	logged in with the followi	ng parameters	
• any	🛔 username uptest.	bgriffin@yahoo.ca			
Assigned	Printers				
	HP LaserJet 4345 mfp	PCL Se			

13) The new PrintPAL mapping will appear under Wizard Definitions.

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P Detboard	😥 Home / Mapping Utility		O 20 Atlant I
PROPERTY AND ADDRESS OF	PRINTPAL - PRIN	TER MAPPING UTILITY	
Printers	Containers	film	
a Crivers	00 = T 0.	0.015	
d Mapping Utility	Floor 15	Kame Identity Provider Name	
SECUREMENT	MyCompany Wizard Definitions	• User	
USER MANAGEMENT	Accounting Mer Defined	🗅 🔺 uptest.bgriffni@gmail.com Built-in	
TOOLS & UTILITIES		Printers	
STATISTICS		Dieses	
SYSTEM SETTINGS		B Rame	1
🗇 Help		🖸 🔮 MP LaserJet 4345 mfp PCL Se	
	Process Fusion Inc. © 2021		

Related Links:

Mapping Utility Adding a Container Adding Criteria or Filters Mapping Printers Setting a Printer as the Default Printer in this Container Testing PrintPAL Mappings

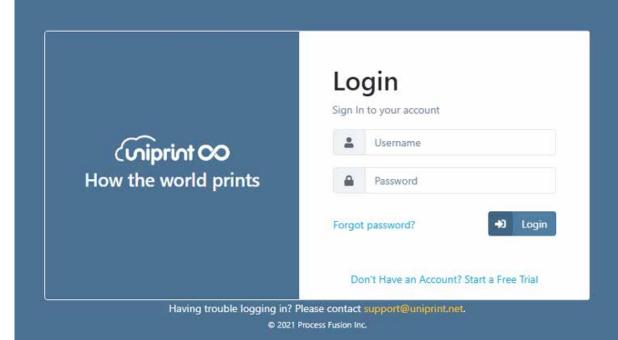
Printers

Drivers

Setting a Printer as the Default Printer in This Container

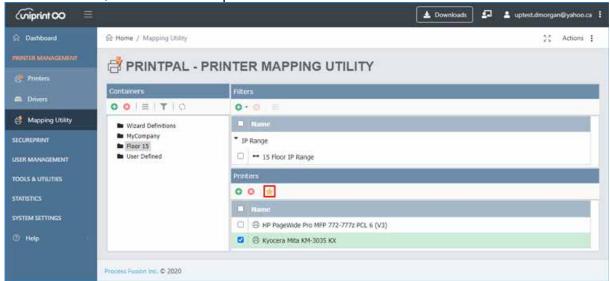
To set printer as the default printer, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under PRINTERS & DEVICES, click Mapping Utility.
- 3) Under Containers, click to select a container.

4) Under Printers, click to select a printer and then click ≍.



5) The default printer now has a blue check mark next to its icon.

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Dashboard	G Home / Mapping Utility				💱 Actions 🗄
PRINTER MANAGEMENT	PRINTPAL - P	RINTER MAPPING UTILITY			
Convers	Containers	Filters			
	○	0.0 =			
d Mapping Utility	Wizard Definitions	🔲 Name			
SECUREPRINT	 MyCompany Floor 15 	* IP Range			
USER MANAGEMENT	User Defined	🗆 😁 15 Floor IP Range			
TOOLS & UTILITIES		Printers			
STATISTICS		0014			
SYSTEM SETTINGS		Name:			
-		HP PageWide Pro MFP 772-777z PCL 6 (V3)			
O Help		Kyocera Mita KM-3035 KX			
	Process Fusion Inc. © 2020				

Related Links:

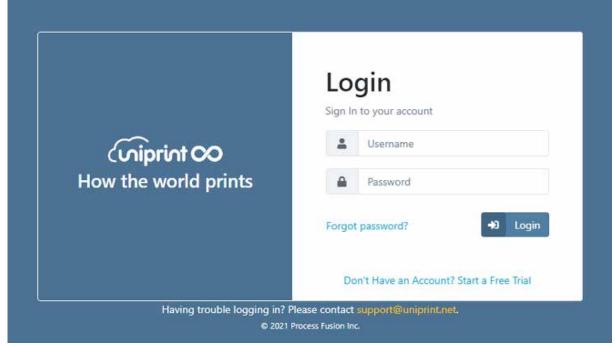
Mapping Utility Adding a Container Adding Criteria or Filters Mapping Printers Creating a PrintPAL Map With The PrintPAL Wizard Testing PrintPAL Mappings Printers **Drivers**

Testing PrintPAL Mappings

A tool has been included to test if your printer assignment rules, also known as PrintPAL mappings, are correct and will map printers as intended.

To test your PrintPAL Mappings, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under PRINTERS & DEVICES, click Mapping Utility.

3) Click Actions and then click Test Mappings.

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Deshboard	R Home / Mapping Utility		🕐 🔅 Actions 🖡	10013
		ER MAPPING UTILITY		P FrietRAL Waard
				Ø Test Mappings
Crivers	Containers	Filters		
EAG STATE	0 0 I E I T (0)	0.0		
Mapping Utility	Floor 15	E Home Islandty Provider Home		
SECUREMENT	MyCompany Wizard Definitions	 User 		
USER MANAGEMENT	Se User Defined	🗆 🛓 uptest.dmorgan@yahoo.ca Buit-in		
	 uptest ababsta@gmail.com uptest.bp:ffm@gmail.com 			
TOOLS & WITHING	 uptest.dmorgan@yahoo.ca 	Printers		
STATISTICS		S Rem		
SYSTEM SETTINGS		 Barrer 		
C) Help		HP Color Laserlet 5558 PCL6 Class Driver		
		HP PageWide Pro MIP 772-7772 PCL 6 (V3)		
		G Resh IM (2000		
		C 🖶 Xerox Office PS Class Driver V1.1		
	21.			
	Process Fusient Inc. © 2021			

- 4) Click a filter to test and then enter criteria. For example, enter a user name to see which printer(s) will be mapped to this user.
- 5) Click Start Testing.

Identity Provider	Built-in 🔻
Device Name	Start typing for suggestions
IP Address	
Username	uptest.dmorgan@yahoo.ca
User Group	Start typing for suggestions

6) If mapped correctly, you should see the assigned printers listed below Mapped Printers.

Identity Provider	Built-in 💌
Device Name	Start typing for suggestions
IP Address	
Username	uptest.dmorgan@yahoo.ca
User Group	Start typing for suggestions
Mapped Printe	ers:
Mapped Printe	
	rint
 UniPrint SecureP RICOH IM C2000 	rint
 UniPrint SecureP RICOH IM C2000 	rint 1 - V3

Related Links:

Mapping Utility

Adding a Container

Adding Criteria or Filters

Mapping Printers

Creating a PrintPAL Map With The PrintPAL Wizard

Setting a Printer as the Default Printer in this Container

- Printers
- **Drivers**

SecurePrint

SecurePrint

SecurePrint encompasses many technologies including 256-bit encryption which ensures secure printing from end to end. At the core of SecurePrint is pull printing, the SecurePrint virtual print queue, Render Stations, Proximity Devices, and the vPad authentication device or SecurePrint Connector for various printer manufacturers and models.

SecurePrint strives to not only secure print data transmission from end to end, but also change user behavior with regards to printing. When users print, they need only to select a single printer - the SecurePrint printer. They no longer need to worry about selecting the incorrect printer. User print jobs are then held temporarily in InfinityCloud. Later, when users have a spare moment, all they need to do is authenticate at a printer using the Connector, at a vPad device or by using the InfinityCloud on their mobile phones. After authentication users then select a printer to output their documents. Since documents are not released until the user has authenticated, unclaimed printed documents left on the printer no longer exist thus potential security breaches are avoided and paper waste is reduced.

Related Links:

Render Stations

Connectors

Proximity Devices

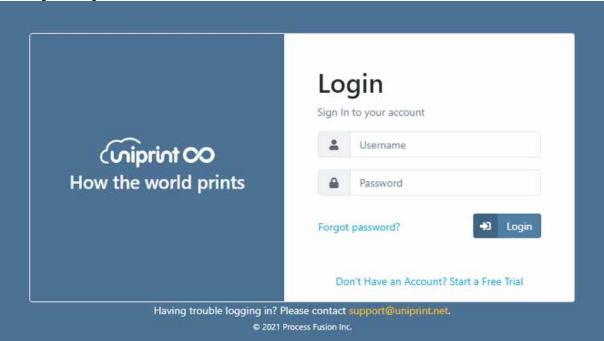
Users

SecurePrint Users

Before using SecurePrint, users must first be identified to InfinityCloud by adding them to the SecurePrint users list. After users are added, the SecurePrint printer will be automatically added to their session. Alternatively, if all users within your organization is required to use SecurePrint, simply enable the Enable SecurePrint For All Users setting in the General settings. Refer to Enable SecurePrint For All Users for more detailed instructions.

To add a SecurePrint user, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under SECUREPRINT, click Users.
- 3) Under Users, click ².

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© / Deshiosend	🔅 Home / SocurePrint Users				
PRINTER MANAGEMENT		USERS			
2 ^월 Users	Users				
Render Stations Concentions	2 items	Identify Provider Hame			
C ⁺ Previouity Deveces	O uptest.bgriffin@gmail.com O uptest.dmorgan@yahoo.ca	Buit-m Buit-in			
USER MANAGEMENT					
STATISTICS					
SYSTEM SETTINGS					
	Process Fusion Inc. © 2021				

4) Enter the domain or local user name and then click Save.

Domain or local use	mame.
Identity Provider	Built-in 👻
Username	uptest.abatista@gmail.com

5) The added user name will appear in the SecurePrint Users list and the UniPrint SecurePrint printer will be available to print to.

Cuniprint 00 =			🛦 Downloads 🞜	🛔 uptest.dmorgan@yahoo.ca 🚦
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PRINTER MANUAGEMENT		JSERS		
🖉 Usen	Users			
C Render Stations	3 dams, Selected(1)			
V Concentions	them term term	Identify Provider Name:		
* Proceeding Devices USER MANAGEMENT TOOUS & UTILITIES SUMDICS SYSTEM SETTINGS	uptest.dmorgan@yahoo.ca uptest.abatata@gmail.com	Bult-in		
(1) Help	Process Fusien Inc. © 2021			

- 6) To confirm that **UniPrint SecurePrint** printer has been added to the user's session, do one of the following:
 - a) Log into the user's session and open an application from which to print, for example Microsoft Word. When you try to print from this application the UniPrint SecurePrint

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G	Print	-
	Copies: 1	·
🗁 Open	Print	Lorem Ipsum Some lipse der ut annet, ensemtetater adjatistig ells. Maansens partitier songen mass. Fare manner, mager und produce dertons, para betan indexende lanes, af annet commade major anno
Info	Printer Canon MP250 series Prin	spannens. Nom inderen in openetier nomen, Fraien eine Visionens als folge. Pelleninnigue Haltiteit minist intellingen sometratien et ministe eine einen einen eit anst. Annen heis lanen Ib gentritte: Demen lanen inderen eine anges Stassenbellene die paras, sometringen ein, stagestate state, parleien einets, sowat, Maarin veget neuege ein einen versamstellt eräufteicht.
Save Save As	Canon MP250 series Printer Ready	may pade Strandmiss displus been performance and stranger major. In trager malo, Borney listed Parajio Eguida Dance bendrust, Ruis et al. Impaired for accuracing participants, and in trager malors, in basics and and one per partners. Destice at an in horizon consequent stranger actions approximate Adjustment and existings. Solid of borne in non- perturbative and approximate and approximate and approximate and approximate and approximate and perturbative and approximate and approximate and approximate and approximate and approximate and perturbative and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate and approximate approximate and approximate and approximate and approximate and approximate and approximate approximate approximate and approximate and approximate approximate and approximate appr
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b) From Mapping Utility, click Actions and then click Test Mappings. Enter the user name and then click Start Testing. The UniPrint SecurePrint printer should appear in the Mapped Printers list.

Identity Provider	Built-in 🔻	
Device Name	Start typing for suggestions	
IP Address		
Username	uptest.abatista@gmail.com	
User Group	Start typing for suggestions	
Mapped Printe	ers:	
UniPrint SecureP	rint	
Xerox Office PS 0	Class Driver V1.1	

printer will be available to print to.

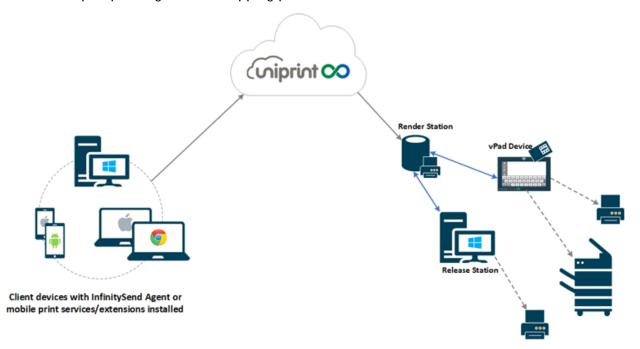
Related Links:

SecurePrint

Render Stations

Render Stations

The render station component should be installed on any computer that has printers installed. This will make these printers can be accessible through InfinityCloud. This computer could be a laptop at home, a workstation in the office, or a print server to access network printers. The render station is essential to the InfinityCloud infrastructure and is required for SecurePrint pull printing and for mapping printers and VPQ Connectors.



There are 2 versions of the render station, as follows:

- 1. The Render Station is the original version that requires printers to be registered with InfinityCloud by associating printers to the render station.
- 2. The Personal Render Station is installed on desktop computers and is designed to access desktop printers through InfinityCloud. With the Personal Render Station, desktop printers do not need to be registered with InfinityCloud in order to print to them.

Related Links:

Associating Printers to a Render Station

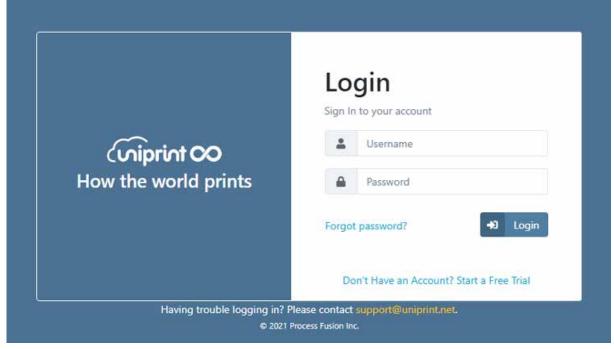
Adding a Gateway Printer Through SecurePrint

Associating Printers to a Render Station

The Render Station software is required before associating printers to it, see <u>Installing the</u> <u>Rendering Station</u>.

To associate Printers to a Render Station, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SECUREPRINT, click Render Stations.

3) Click to select a Render Station and then under Printers, click •

<pre>(viprint∞)</pre>				🛓 Downloads	5	💄 uptest.dmorgan@yahoo.ca
	Home / Render Station					
PRINTER MANAGEMENT		N MANAGEMENT				
J Users	Render Stations	Printers				
Render Stations	○ Ξ ▼ C) 2 items, Selected(I)	0 0 T C) 0 items				
# Connectors	Name	Name Host Address Location	Comment			
Proximity Devices	PRINTWIN2019 [52083c59-7322-476 DMORGAN-PC [8a9e2cb8-1839-4f2b-					
USER MANAGEMENT						
TOOLS & UTILITIES						
STATISTICS						
SYSTEM SETTINGS						
10 Help						
	Process Fusion Inc. © 2020					

4) Click to select an Area and then click to select printer(s) to add. Click Save.

Area	Print	ers		
N T 0	T	Ø.		
II) My Company	3 iter	ns, Selected(1)		
E Floor 15		Name	Location	Host Address
		HP PageWide Pro MFP 772-777z		172.30.136.72
	0	🗇 Kyocera Mita KM-3035 KX		172.30.136.203
		B HP Color LaserJet 5550 PCL6 Class Driver	Accounting	172.30.136.201

Related Links:

Render Stations

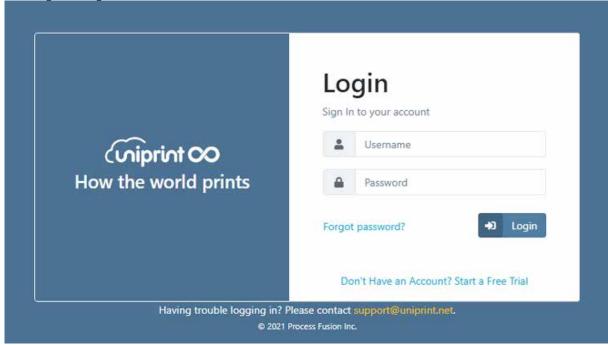
Adding a Gateway Printer Through SecurePrint

Adding a Gateway Printer Through SecurePrint

Gateway printers are created from standard printer definitions and enables mobile users to print directly to the printer without having to go through SecurePrint. There are two places where Gateway printers can be created, under Printer Management/Printers and under SecurePrint/Render Stations.

To add a Gateway printer through SecurePrint, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under SECUREPRINT, click Render Stations.
- 3) Under Render Stations, click to select the desired render station.

4) Under Printers, right-click the printer and then click Add Gateway Printer.

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Dashboard	🛱 Home / Render Station				25
PRINTER MANAGEMENT		N MANAGEMENT			
19 Users	Render Stations	Printers			
Render Stations	2 items, Selected(1)	3 items, Selected(1)			
V Connectors	Namelt	Name	Host Address	Location:	Commente
Proximity Devices	PRINTWIN2019 [52083c59-7322-47d: DMORGAN-PC [8a9e2cb8-1839-4f2b-5		192.0.2.97 192.0.2.72	East Side Copy Room West Copy Room	
USER MANAGEMENT		+ Add Printer 35 KX	192.0.2.203	West Copy Room	
TOOLS & UTILITIES		+ Add Gateway Printer			
STATISTICS		× Remove			
SYSTEM SETTINGS		C) Refresh			
① Help	Process Fusion Inc. © 2020				

5) The printer name will be appended with (Gateway). This differentiates the Gateway printer from the standard printer definition. Click Create to create the Gateway printer.

Location Comment	West Copy Room	
Host Address	192.0.2.203	
New Gateway Printer		~
Name	Kyocera Mita KM-3035 KX (Gateway)	
Area	Floor 15 🗸	
Location		
Comments	Print jobs submitted to this printer will be automatically sent to Kyocera Mita KM-3035 KX	
	Close 🖯 🕀	Creat

6) The Gateway printer will appear in Printer Management.

Dashboard	Rome / Printers					20
PRINTER MANAGEMENT	PRINTERS MA	NAGEMENT				
Printers						
Crivers	Area ○ ○ ≡ ₽ ▼ ○	Printers ○ - ○ = ▼ ○				
🛃 Mapping Utikty	III My Company	5 items, Selected(1)				
SECUREPRINT	I Floor 15	E Name	Туре	Host Address	Location	Comm
USER MANAGEMENT		HP PageWide Pro MFP 772-777z PCL 6 (V3) ProgeWide Pro MFP 772-777z PCL 6 (V3) (Gateway) Avyocera Mita KM-3035 KX		192.0.2.72	West Copy Room	Print jo
STATISTICS		😰 🥵 Kyocera Mita KM-3035 KX (Gateway)	Gateway			Print Jo
SYSTEM SETTINGS		PCL6 V4 Driver for Universal Print.	Standard	192.0.2.97	East Side Copy Room	
O Help		4	_			

Related Links:

Render Stations

Associating Printers to a Render Station

Connectors

Connectors

InfinityCloud users can release their SecurePrint print jobs directly by authenticating at the multifunction printer console or at a UniPrint vPad device.

VPQ Connectors are embedded apps that are installed on a multifunction printer (MFP). The installation instructions will differ depending on the printer manufacturer. For detailed installation instructions, refer to the guide that is associated with each printer manufacturer. As of this printing, Process Fusion has VPQ connectors for HP, Xerox and Ricoh with more VPQ connectors in the development pipeline. After installing many connectors, a search for a specific connector can be done. To locate a specific connector, follow the instructions at <u>Searching for a Printer or Connector</u>.

The UniPrint vPad is a touch pad device that can be purchased through Process Fusion or through an authorized reseller. It can be setup close to a group of network printers such that users can authenticate at the vPad in order to release their print job to a printer close by.

Related Links:

Activating VPQ Connectors

Setting up the UniPrint vPad Device for InfinityCloud

Assigning a vPad to an Area

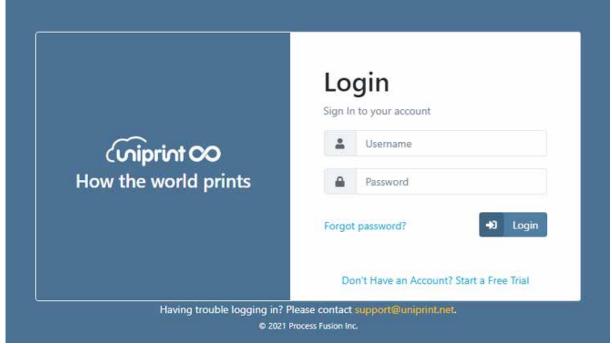
Adding Printers to a vPad

Activating VPQ Connectors

After installing the VPQ Connector Cloud, the connector will need to be activated at the MFP console. The screen shots below are used as an example and they will differ slightly depending on the printer model and manufacturer. However, the steps to activate the VPQ Connector Cloud will be similar.

To activate the connector, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SECUREPRINT, click Connectors.

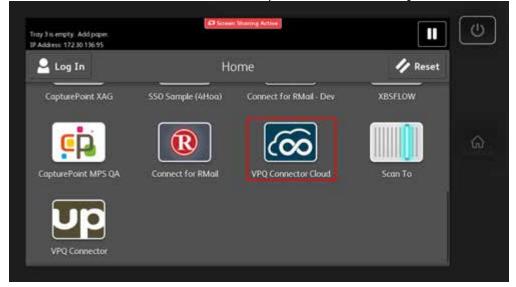
3) Click Activation Code.

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					35
PRINTER MANAGEMENT		IANAGEMENT			
j ë Users	Ares 0 0 Ξ RI T 0	Connector			Activation Code
Render Stations	My Company	0 items			
V Connectors	III Floor 15	Name Model Serial Number Status			
Proximity Devices	Unassigned				
USER MANAGEMENT					
TOOLS & UTILITIES					
STATISTICS					
SYSTEM SETTINGS					
🗇 Help	Process Fusion Inc. © 2020				

4) Take note of the activation code and then proceed to the MFP printer.

Connector	or Activation-Code	×
	2XX2YY	

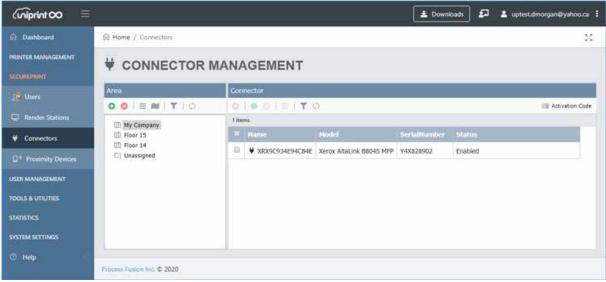
5) On the printer console, tap VPQ Connector Cloud. NOTE: There is also a VPQ Connector. However, this VPQ Connector is for on-prem UniPrint Infinity and not for InfinityCloud.



6) Tap to enter the activation code and then tap ENTER.

	w	e	2 Г 2	t	y	u	1	0	р	•
P						1				
q	5	d	f	g	h	J	k	L	En	iter
		d x	f c	g v	h b	J n	k m	1	En	iter

7) Return to the InfinityCloud console. The activated VPQ Connector Cloud will appear under Connectors.



Related Links:

Connectors

Setting up the UniPrint vPad Device for InfinityCloud

Assigning a vPad to an Area

Adding Printers to a vPad

Setting up the UniPrint vPad Device for InfinityCloud

As well as vPad Connectors, the UniPrint vPad device which is typically used in our on-prem solution, is also supported by InfinityCloud. By deploying a vPad device, InfinityCloud users can take advantage of Print Stream Compression. To add or edit a printer with print stream compression, refer to Setting Up Print Stream Compression.

To set up a vPad device, do the following:

- 1) Add a SecurePrint User. To add a SecurePrint User, see SecurePrint Users.
- Download and install the Render Station and the InfinityCloud Tools on a machine that has printers connected to it. For instructions, see <u>Installing the Render</u> Station and Installing InfinityCloud Tools.
- 3) Download and install the InfinitySend Agent on the user's client machine. For instructions, see Installing the UniPrint InfinitySend Agent.
- From the user's machine, open an application and print to the UniPrint SecurePrint printer. For instructions, see <u>SecurePrint Printing Through UniPrint</u> <u>InfinityCloud</u>.
- 5) Install and connect the UniPrint vPad device to your network. For instructions on installing a vPad device, see <u>Installing the UniPrint vPad Device</u>. After the vPad device has been installed and the power turned on, the following screen will be displayed indicating that the vPad needs to now be connected to the Render Station.

Enter your wse					
<u>.</u>		miprint			
	172 res	note server @ 2.030.136.082 is not ponding. empting to reconnect ⁄ Custom			
d M.	Device Name:				
	Comments:				
a	Location:		k	1	
	MAC address:	00:0C:29:9B:87:43			
A loss and	IP address:	172.30.136.93			1
11 11:43	Server Hostname/IP:	172.030.136.082		m	107

6) To connect the vPad to a render station, tap Customize.

7) <u>Tap to change the IP address to that of the Render Station that was installed in step 2.</u>

-			
ĥ.	Server connection mode:		
dist.	 Auto discover 		
138	Clear existing connection inform	ation and rediscover	
and a	Connect to server		
	Preferred:		
K.	Hostname / IP:	172.030.136.082	
52.3	Port:	10208	
	Alternate:		
1	Alternate: Hostname / IP:		
		10208	ŵ
	Hostname / IP:	10208	ŵ

8) To minimize the keyboard tap and then tap Apply.

		Advanced			
n û	Preferred: Hostname / IP:		172.030.136.0	93	
- 44	Port: Alternate:		102	08	
-	Hostname / IP: Port:		102	08	
1 2	3 4	5 6	7 8		0
!	@ # ?	*	()		
abo		: \$			+

9) Tap Yes to accept the change to the settings.



10) The vPad device will now need to be enabled through the InfinityCloud console.

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4 20			Miprint			
大阪日本	1	t can be configured in t	Constantion Service Information	le		
		ID:	66618540-3ff1-4a20-84bd-f9702855c322			
	w	Device Name:				<u> </u>
		Comments:				
3		Location:		k		13
		MAC address:	00:0C:29:98:87:43			
		IP address:	172.30.136.93		1000	1
		Server Hostname/IP:	172.030.136.093		m	404

11) Return to the InfinityCloud console and then under SECUREPRINT, click Connectors.

12) Under Area, click to select Unassigned. The vPad device should appear here with the status of Disabled.

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Connectors	III Floor 15	Name	Model	Serial Number	Status		
Proximity Devices	(II) Roor 14	□ ₩ 192.0.2.93	vPad Emulator		Disabled		
ISER MANAGEMENT							
TOOLS & UTILITIES							
STATISTICS							
SYSTEM SETTINGS							
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~	Process Fusion Inc. © 2020						

13) Under Connectors, click to select the disabled vPad device and then click

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JO Users	Area	Connector					
	001=111710	◎ ● ◎ =	T.O.				Activation Code
Render Stations	My Company	1 items, Selected(1)					
Connectors	III Floor 15	 Name 	Model	Serial Number	Shiftes		
Proximity Devices	III Floor 14	♥ 192.0.2.93	vPad Emulator		Desobled		
USER MANAGEMENT							
TOOLS & UTILITIES							
STATISTICS							
SYSTEM SETTINGS							
1 Help							
	Process Fusion Inc. © 2020						

14) The vPad device will now be enabled on the InfinityCloud console.

Dashboard .						22
PRINTER MANAGEMENT		ANAGEMEN	т			
j 🖉 Users	Area 0 0 = m T 0	Connector	* 6			Activation Code
Render Stations		1 items	1.57			TE Activation Code
V Connectors	My Company Floor 15	 Name 	Model	Serial Number	Status	l.
Proximity Devices	(1) Reor 14	□ ₩ 192.0.2.93	vPad Emulator		Enabled	
JSER MANAGEMENT						
IDOLS & UTILITIES						
STATISTICS						
SYSTEM SETTINGS						
10 Help	L					

15) The vPad device will also be enabled and ready for users to authenticate themselves in order to release their print jobs.

Enter y	our user na	ame:	_	_	_	_	_	_	up
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Related Links:

Connectors

Activating VPQ Connectors

Assigning a vPad to an Area

Adding Printers to a vPad

Assigning a vPad to an Area

After installing and enabling a vPad, it will appear under Unassigned in the Connector section of the Management Console. The vPad can be assigned to the Area that it is located in and if an Area has an Area map, it can be place on the Area map as well.

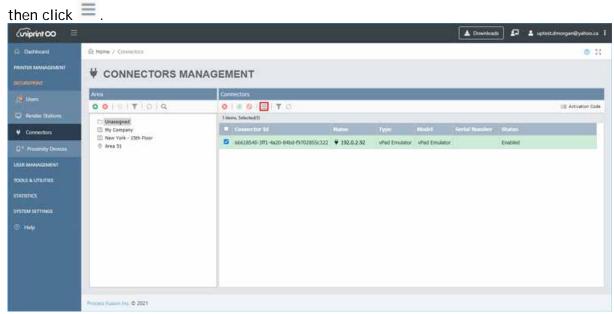
To assign a vPad to an Area, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.

Coniprint CO How the world prints	Login Sign In to your account Username Password Forgot password? Don't Have an Account? Start a Free Trial
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2) Under SECUREPRINT, click Connectors.

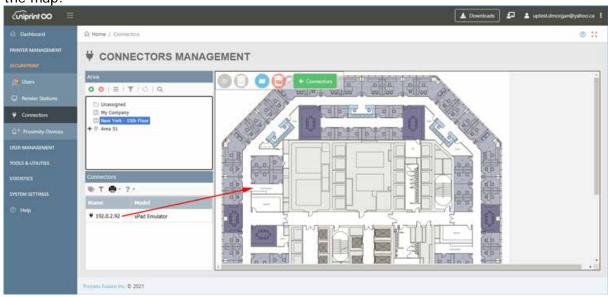
3) Under Areas, click to select Unassigned. Under Connectors, click to select the vPad and



4) From the Area list, click to select an Area and then click Save.

ieneral Printers	
Name	192.0.2.92
Connector ID	66618540-3ff1-4a20-84bd-f9702855c322
Туре	vPad Emulator
Model	vPad Emulator
Area	×
	My Company New York - 15th Floor Autopsy Lab

5) Under Areas, click to select the Area. Under Connectors, drag the vPad to its location on the map.



to save the map.

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Related Links:

<u>Connectors</u>

Activating VPQ Connectors

Setting up the UniPrint vPad Device for InfinityCloud

Adding Printers to a vPad

Adding Printers to a vPad

After a vPad has been assigned to an Area, printers in close proximity need to be added to the vPad. Users who authenticate through a particular vPad device will only be allowed to release to their print jobs to the printers associated with that vPad.

To add a printer to a vPad device, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.

Coniprint CO How the world prints	Login Sign In to your account Username Password
	Don't Have an Account? Start a Free Trial

- 2) Under SECUREPRINT, click Connectors.
- 3) Under Area, click to select an Area.

4) If the Area has a map, click Connectors.

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	CONNECTORS MANAGEMENT			
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STATISTICS System Settings (*) Theop				

5) Under Connectors, click to select a connector and then click =.

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Ω Detriboard	ରି Home / Connectors							(D) \$\$
PRINTER MANAGEMENT	₩ CONNECTORS MANA	GEMENT						
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2()##	0 0 = T 0 Q	0 0 0 0 0 T N 0						III Activation Code
Render Stations	C Unassigned	1 items, Selected(1)					_	
V Connectors	My Company Mew York - 15th Floor		Name	Type	Model	Serial Number	Station	
Q ⁺ Processity Devices © Area 51		e%c837d-705a-4ad9-b1b9-6ed4ab2d6daf	f ¥ 192.0.2.92 VPad Emulator	x VPad Emulator		Enabled		
USER MANAGEMENT								
TOOLS & UTILITIES								
STATISTICS								
SYSTEM SETTINGS								
() Help								
	24	J						
	Process Fusion Inc. © 2021							

6) Click the Printers tab.

Name	192.0.2.92
Connector ID	e9fc837d+705a-4ad9-b1b9-6ed4ab2d5daf
Туре	vPad Emulator
Model	vPad Emulator
Area	New York - 15th Floor
	💿 Enabled 🔿 Disabled

7) Click • to add printers.

Connector Properties	
Printers Printers	
0 0 T 0	
0 items	
Name Location Comment	

8) Under Area, click to select an Area. A list of printers that are in that Area will appear.

Area	Printers		
N T O	ΤΟ		
III My Company	4 items		
III New York - 15th Floor	Name	Туре	Location
- 💮 Area 51	Atrox AltaLink 88095	Standard	Marketing
	CL6 V4 Driver for Universal Print	t Standard	East Side Copy R
	Kyocera Mita KM-3035 KX	Standard	West Copy Roon
	HP PageWide Pro MFP 772-777z	PCL 6 (V3) Standard	West Copy Room
	(c)		

9) Under Printers, click to select the printer(s) to add to the vPad and then click Save.

Area	Print	ters				
N T 0	Ŧ	0				
 My Company New York - 15th Floor Area 51 Autopsy Lab 	4 items, Selected(2)					
		Name	Туре	Location		
	D	Xerox AltaLink B8095	Standard	Marketing		
	D	PCL6 V4 Driver for Universal Print	Standard	East Side Copy R		
		🗟 Kyocera Mita KM-3035 KX	Standard	West Copy Room		
		HP PageWide Pro MFP 772-777z PCL 6 (V3)	Standard	West Copy Room		
	1.0			,		

10) Click Save again.

0	0 T 0		
	ms, Filtered(0)		
P	Name	Location	Comment
0	Kyocera Mita KM-3035 KX	West Copy Room	
0	HP PageWide Pro MFP 772-777z PCL 6 (V3)	West Copy Room	

Related Links:

<u>Connectors</u>

Activating VPQ Connectors

Setting up the UniPrint vPad Device for InfinityCloud

Assigning a vPad to an Area

Proximity Devices

Proximity Devices

Proximity devices, for example, QR codes, NFC tags and beacons, can be managed through this area of the InfinityCloud console. Proximity devices are usually attached to and associated with a particular printer. By scanning a proximity device, a mobile device can then select that printer to print to. Before adding a proximity device, ensure that the QR code exists, or that the NFC tag or beacon has been programmed for a specific printer.

QR codes can be generated from **Proximity Devices** and then printed and attached as a sticker to the printer such that users can simply scan the QR code with their mobile device in

order to release their print jobs. UniPrint Cloud Vault must be installed on the mobile device in order for this feature to function. UniPrint Cloud Vault can be installed from the <u>Apple App</u> <u>Store</u> and from <u>Google Play Store</u>.

Although QR codes can be generated from **Proximity Devices**, only the QR code generated for printers which are mapped to a render station can be scanned by UniPrint Cloud Vault.

Related Links:

Adding Proximity Devices & Associating Printers

Programming NFC Tags

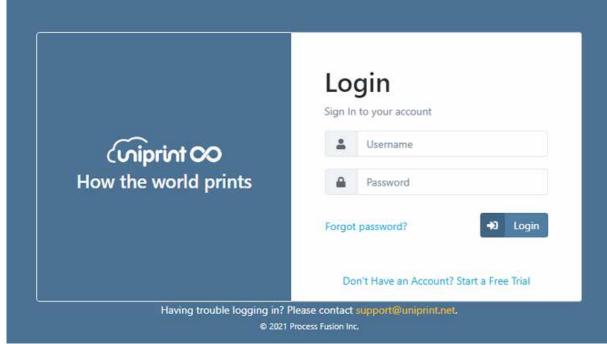
Releasing SecurePrint Print Jobs with the InfinityCloud Vault for Android

Releasing SecurePrint Print Jobs with the InfinityCloud Vault for iOS

Adding Proximity Devices & Associating Printers

To add a proximity device, to the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SECUREPRINT, click Proximity Devices.

3) Under Devices, click •.

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Dashboard	A Home / Proximity Devices			50
PRINTER MANAGEMENT		VICES		
🖉 Users	Devices ○ ○ □ = T ○	Printers		
Render Stations	0 items	0 items		
# Connectors	Description	Kame Location Comment		
Proximity Devices				
USER MANAGEMENT				
TOOLS & UTILITIES				
STATISTICS				
SYSTEM SETTINGS				
1 Help				
	Process Fusion Inc. © 2020			

4) From the Device Type list, click to select either OR Code, Beacon, or NFC.

QR Code		
Device Type	QR Code	•
	QR Code	
Description	Beacon NFC	
Device Data		
	Generate QR Code	
	Close	Save

5) If QR Code is selected, enter in a Description and the Device Data or the text used to generate the QR code, for example, printer name. Click Generate QR Code.

evice Type	QR Code
escription	Floor 15 - HP PageWide Pro MFP 772-777z
evice Data	HP PageWide Pro MFP 772-777z
	Generate QR Code

a) Enter the size of the QR code in pixels to be printed and then click **Print**.

🔡 Generate QR Code		×
Description	Floor 15 - HP PageWide Pro MFP 772-777z	
Device Data	HP PageWide Pro MFP 772-777z	
Size	200 x 200	
	Enter a number between 50 and 545 Generate QR Code	

b) Click Save.

Device Type	QR Code	*
Description	Floor 15 - HP PageWide Pro MFP 772-7	77z
Device Data	HP PageWide Pro MFP 772-777z	
	Generate QR Code	

6) If Beacon is selected, from the Manufacturer list, click to select a manufacturer or click , to add a beacon manufacturer.

Device Type	Beacon	
Manufacturer	Select a manufacturer	• +
Description		
Major		
Minor		

a) Enter the Name of the manufacturer and the UUID. Click Save.

Name	
UUID	00000000-0000-0000-0000-000000000000000

7) If NFC is selected, enter in a Description and the Device Data or the text record type content written on the NFC tag, for example, printer ID. Click Save.

Device Type	NFC	
Description		
Device Data		

8) To associate a printer to the proximity device, with the proximity device selected, under **Printers**, click •.

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Dashboard	Home / Proximity Devices			8
PRINTER MANAGEMENT		ES		
Users Users Connectors Connectors Connectors USER MANAGEMENT TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	Devices Oevices I Hems Selected(I) Description ✓ II QR Code - 1 Item(s) Floor 15 - HP PageWide Pro MFP 772-7772	Printers Printers Ditems Name Location Comment		
1 Help	Process Fusion Inc. © 2020			

9) Click to select the appropriate area and then click to select the printer. Click Save.

vrea	Printers				
N Y O	T	0			
My Company	3 items, Selected(1)				
		Name	Location	Host Address	
		HP PageWide Pro MFP 772-777z		172.30.136.72	
		🗇 Kyocera Mita KM-3035 KX		172.30.136.203	
		B HP Color LaserJet 5550 PCL6 Class Driver	Accounting	172.30.136.201	

10) Ensure that the printer is also associated with a render station. Click **OK** to clear the message.

	Info
Printers	mapped to proximity devices must be mapped to a render station that is turned on and active.
Navigat	e to SecurePrint > Render Stations to map printers.
	📄 Do not show this message again
	Ok

11) The printer is now mapped to a proximity device.

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Dashboard	Home / Proximity Devices				9C
PRINTER MANAGEMENT		s			
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0000000	$\circ \circ \equiv \equiv \top \circ$	0 0 T 0			
Render Stations	1 items, Selected(1)	Titems		_	
U Connectors	Description	Mame		Commen	ıt.
Proximity Devices	▼ III QR Code - 1 Item(s)	PageWide Pro MFP 772-777z PCL 6 (V3)	West Copy Room		
La Freaking Ocycles	Floor 1S - HP PageWide Pro MFP 772-777z				
USER MANAGEMENT					
TOOLS & UTILITIES					
STATISTICS					
SYSTEM SETTINGS					
① Help:					
	Process Fusion Inc. © 2020				

Related Links:

Proximity Devices

Programming NFC Tags

Releasing SecurePrint Print Jobs with the InfinityCloud Vault for Android

Releasing SecurePrint Print Jobs with the InfinityCloud Vault for iOS

Programming NFC Tags

NFC tags can be programmed to identify printers. When the NFC tag is scanned by a mobile device, the NFC tag identifies the printer and enables the device to print to that printer through InfinityCloud. Programming an NFC tag, requires a smartphone or tablet with NFC enabled and an NFC Tools app installed. The NFC Tools app can be installed from the Google Play store and the one that is used in the screen shots below can be found at https://play.google.com/store/apps/details?id=com.wakdev.wdnfc. Each app is slightly different so follow the instructions for writing to an NFC tag for your specific app.

To program an NFC tag, do the following:

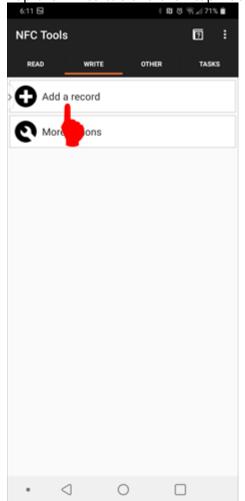


1) On a mobile device that has NFC Tools installed, tap **beside** to open the app.

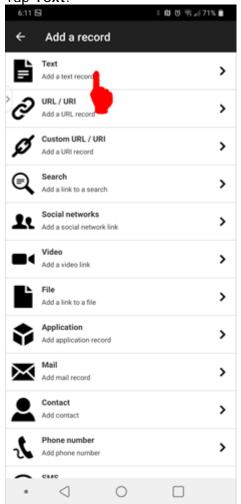
2) To ensure that the tag is empty, read the NFC tag by placing your mobile device over the NFC tag.

6:10 ⊡ ÷∎ 8 % ⊒ 71% ∎								
NFC To	pols			2	:			
READ	WR	ITE	OTHER	TASK	s			
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	Appro	ach an I	NFC Tag	g				
	■ We	elcome to NFC	Tools 🖷					
•	\triangleleft	0]				

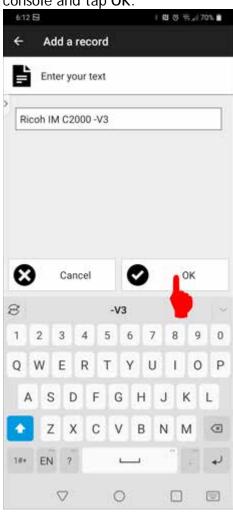
3) Tap the Write tab and then tap Add a record.



4) Tap Text.



5) Tap to enter the name of the printer or the device data that appears in the InfinityCloud console and tap OK.

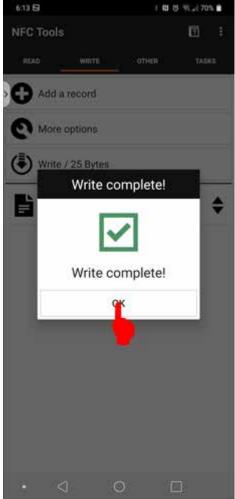




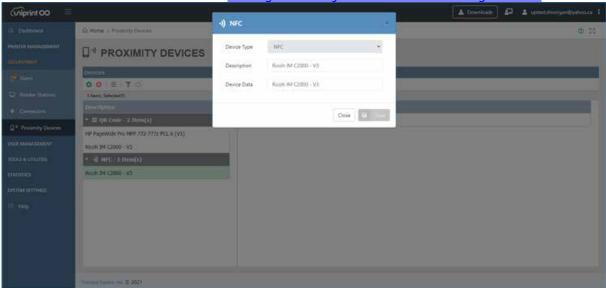
7) Place your mobile device over the NFC tag.



8) Tap OK. The NFC tag can now be placed on the printer for users to scan.



9) In the InfinityCloud console, ensure that the NFC tag has been added and that printers have been associated with it. See <u>Adding Proximity Devices & Associating Printers</u>.



Related Links:

Proximity Devices

Adding Proximity Devices & Associating Printers

Releasing SecurePrint Print Jobs with the InfinityCloud Vault for Android

Releasing SecurePrint Print Jobs with the InfinityCloud Vault for iOS

User Management

User Management

In the User Management snap-in, InfinityCloud users can be added and deleted and each user's role can be changed. Alternatively, users can also self-register through the InfinitySend Agent after installation and during logon.

Related Links:

Adding a User Manually Through the InfinityCloud Console Assigning an Administrator Through the InfinityCloud Console User Connector Cards

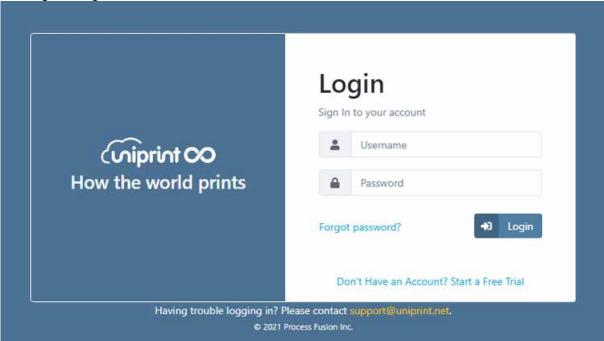
Users

Adding a User Manually Through the InfinityCloud Console

Users are automatically added whenever a user downloads and installs the UniPrint InfinitySend Agent. However, a user can also be added manually. *NOTE:* Google Workspace and Azure AD identity users cannot be added manually through the InfinityCloud management console.

To add a user manually, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under USER MANAGEMENT, click Users.

3) To add a user, click

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A Dashboard	R Home / Users			20
PRINTERS & DEVICES	SERS			
USER MANAGEMENT	Users		Assigned Roles	
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TOOLS & UTILITIES	User	Email Cont	E Role	
Statistics	uptest.bgriffin@gmail.com uptest.bgriffin@gmail.com uptest.dmorgan@yahoo.ca	· · · ·		
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4) Enter the user's e-mail address and then click Next.

🚺 User Info	2 Assign Roles	3 Confirm Info	Next 3
Fill Out l	Jser Informatio	n	
Email		uptest.abatista@gmail.com	

→

5) Under Roles, click to select a role and then click

1 User Info 💦 🛃 As	sign Roles	a Confirm Inf		< Prev	Next 3
Assign Roles to	User				
Agent Installer or End	<u>EUser</u> roles. If se	lected, can be the on	ly roles assigned.		
Roles			🖸 User's Rol	es	
Agent Installer		-			
Administrator		+			
End User					
Operator					

6) Click Next.

User Info	Assign Roles	1 Confirm Info		< Prev	Next
Assign R	oles to User				
Agent Inst	<u>aller</u> or <u>End User</u> roles, if sele	ected, can be the only r	oles assigned.		
Roles			User's Roles		
	taller	•	End User		
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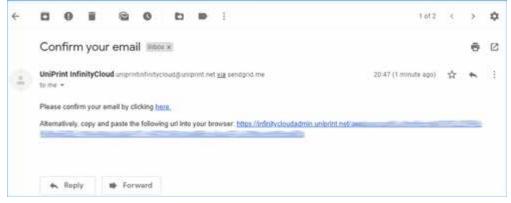
7) Click Create.

1 User Info	2 Assign Roles	Confirm Info	< Prev	Create
Confirm U	Iser Information			
uptest.abati	ista@gmail.com			
• End L				

8) The user is added to the list of users and will have a red X next to their name. This indicates that the user has yet to confirm their e-mail address.

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9) The user will receive an e-mail message. Click the hyperlink included in the message.



10) Enter a password twice and then click Submit to set it.

	Set Password
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	Submit 🛩

- <text><image><complex-block>
- 11) Enter the new password twice an then click Go to Login.

12) Enter your password and then click Login.

En O	nail Verified!
Login to complet	e the registration process
Coniprint ∞ How the world prints	Login Sign In to your account uptest.abatista@gmail.com forgot password?
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13) Once confirmed the red \mathbf{x} will turn into a green check mark.

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	Process Fusion Inc. © 2020				

Related Links:

User Management

Assigning an Administrator Through the InfinityCloud Console

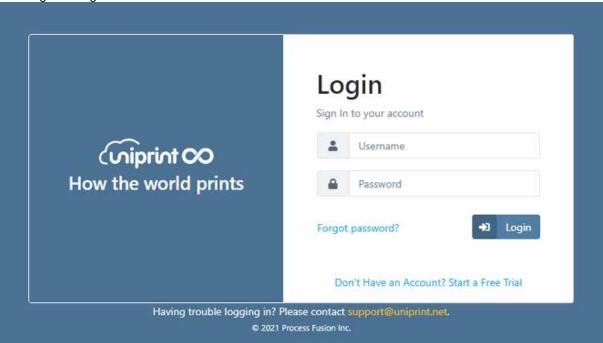
User Connector Cards

Assigning an Administrator Through The InfinityCloud Console

Users can be granted administrative privileges to assist the super administrator with their tasks.

To add an administrator, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under USER MANAGEMENT, click Users.
- 3) Under User, click to select the user that you want to grant administrative privileges to and then under Assigned Roles, click .

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19 Help	 uptest.rgivens@gmail.com uptest.bgriffin@gmail.com uptest.dmorgan@yahoo.ca 	* * *		
	+ III Process Fusion Inc. © 2020			

4) Click to select Administrator and then click Add Roles.

2 +	Available Roles ×	¢
	Role	
	Agent Installer	
	Administrator	
	Operator	
	Close Add Roles	

Agent Installer: Agent Installers only have permission to install the InfinitySend Agent on user client machines.

Administrator: Administrators have control over a company's entire InfinityCloud system and can add, modify and delete all components in the InfinityCloud system. Administrators can also download the UniPrint InfinitySend Agent.

Operator: Operators can only view most settings. They cannot add, modify and delete printers, PrintPAL mappings, render stations, users, administrators, printer profiles or subscriptions. Operators can however, add, modify and delete User Print Settings and they can also download the UniPrint InfinitySend Agent.

5) With the user still selected, under Role, click to select End User and then click

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NOTE: While that administrator is logged in, the administrator role cannot be removed and will appear disabled.

Related Links:

User Management

Adding a User Manually Through the InfinityCloud Console

User Connector Cards

Connector User Cards

User Connector Cards

As users register their smart cards at a printer, a list will appear consisting of card ID and

User ID here. Smart cards can be also be deleted by selecting the user and then clicking ⁶⁹. <u>To register user smart cards</u>, refer to the respective VPQ Connector Cloud Guides.

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STATISTICS				
SYSTEM SETTINGS				
@ Help				
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Related Links:

<u>User Management</u>

Adding a User Manually Through the InfinityCloud Console

Assigning an Administrator Through the InfinityCloud Console

Tools & Utilities

Tools & Utilities

The Tools & Utilities section includes snap-ins for Email2Print and Printer Profiles. Expand this section to set up and configure these features.

Email2Print

Printer Profiles

Printing Defaults

Email2Print

Email2Print

Email2Print is a utility that enables users to print by sending the document or file to be printed as an attachment to a e-mail address that has been designated specifically for a printer. For InfinityCloud, the designated e-mail address is specially for the UniPrint SecurePrint printer.

NOTE: When releasing a print job though Email2Print, the password that was used to log into the InfinitySend Agent is the password that is to be used when releasing an Email2Print print job though SecurePrint.

Related Links:

Tools & Utilities

Setting up Email2Print

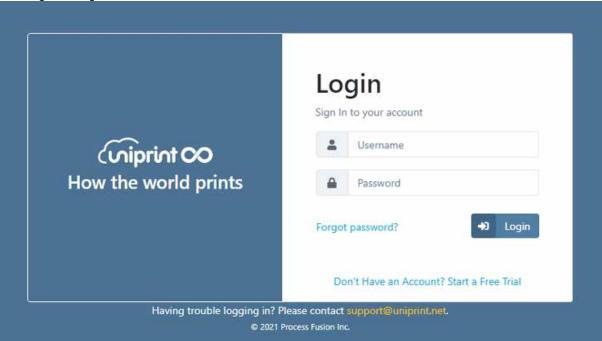
Printing using Email2Print

Setting Up Email2Print

Prior to setting up Email2Print for InfinityCloud, an e-mail address that is specially designated for the UniPrint SecurePrint printer must be first be set up on an e-mail server. For testing purposes, Gmail can be used and is shown as an example in the screen shots below.

To set up Email2Print, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under TOOLS & UTILITIES and then click Email2Print.
- 3) Under Incoming Mail, set the incoming mail parameters based on your e-mail server. As an example and only for testing purposes, GMail has been used below.

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USER MANAGEMENT						🖉 Refresh 🖬 Sa	Ve
TOOLS & UTILITIES	Incoming Mail						^
Email2Print	Account Type	IMAP O POP3					
🤔 Printer Profiles	Encryption	SSL					
STATISTICS	Mail Server		Port				
SYSTEM SETTINGS		imap.gmail.com		993			
🗇 Help	Mailbox Settings						^
		at be a dedicated account. inissages for this account will be deleted after being processed.					
	Process Fusion Inc. © 2021						

- a) Beside Account Type, click to select either IMAP or POP3.
- b) From the Encryption list, select either None or SSL.
- c) Beside Mail Server, enter either the host name or IP address of your mail server.
- d) Beside Port, enter the port number used. By default, IMAP with SSL uses port 993.

4) Under Mailbox Settings, set the mailbox settings for the UniPrint SecurePrint printer email account.

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O Dashboard	G Home / Email2Print Setting	5		25
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USER MANAGEMENT	E-mail Address	uniprint/pq.test@gmuil.com		
🛃 Email2Print	Usename	uniprintvpg.test@gmail.com		
Printer Profiles		Same as e-mail		
STATISTICS	Password			
SYSTEM SETTINGS	Confirm Password	[
© нер				-
				Verify e-mail account
	Process Fusion Inc. © 2021			

- a) Beside E-mail Address, enter the dedicated e-mail address that was set up by your administrator.
- b) Beside Username, enter the user name for that e-mail account. If the user name is the same as the e-mail address, as is the case for GMail accounts, click to select Same as e-mail.
- c) Beside Password, enter the password to access the e-mail account enter above. Beside Confirm Password, enter the password again.
- 5) To test that the Mailbox Settings are entered correctly, click Verify e-mail account.
- 6) Click Save.

Related Links:

Tools & Utilities

Email2Print

Printing using Email2Print

Printer Profiles

Printing Defaults

Printing Using Email2Print

Printing with Email2Print is as easy as sending an e-mail message and is an excellent tool to use when you're mobile. All you need to do is send the document to be printed as an

attachment to the UniPrint SecurePrint printer and then release it later when you're back in the office.

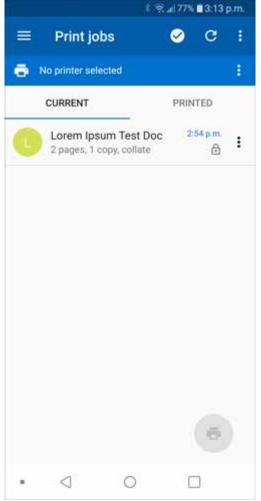
To print through Email2Print, do the following:

- 1) Open an e-mail application from which to print and log in using the e-mail address added to the E-mail Address list in <u>Setting Up Email2Print</u>.
- 2) Start a new e-mail message and in the To field, enter the e-mail address for the UniPrint SecurePrint printer, for example, uniprintvpq.test@gmail.com.

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- 3) Add the document to be printed as an attachment.
- 4) The subject line and message line can be left blank. Send the document.
- 5) The document will then be available to be released through the UniPrint InfinityCloud Vault or through a vPad device. *NOTE: When releasing an Email2Print print job, the password used to log into the InfinitySend Agent is the SecurePrint password required to release the print job.* Refer to one of the release methods below:
 - a) <u>Releasing a SecurePrint Print Job From the Release Station</u>

b) Releasing a SecurePrint Print Job With The UniPrint InfinityCloud Vault for Android



c) Releasing a SecurePrint Print Job With The UniPrint InfinityCloud Vault for iOS

Related Links:

Tools & Utilities

Email2Print

Setting up Email2Print

Printer Profiles

Printing Defaults

Printer Profiles

Printer Profiles

Printer Profiles enables users to print documents using a group of commonly used printer preferences. Printer profiles also enable users access to advanced printer preferences, for example, stapling and hole punching, if the printer is capable of such advanced functions.

Administrators can also enforce environmental initiatives to save on printing resources by creating a default printer profile. Default printer profiles will be applied to print jobs whenever a different printer profile is not selected.

Printer Profiles can only be created if the InfinityCloud Tools have been installed. For detailed instructions on installing the InfinityCloud Tools, see <u>Installing InfinityCloud Tools</u>.

NOTE: Printer profiles can be viewed without having to install the InfinityCloud Tools beforehand.

Related Links:

Tools & Utilities

Creating a Printer Profile

Setting a Printer Profile as a Default

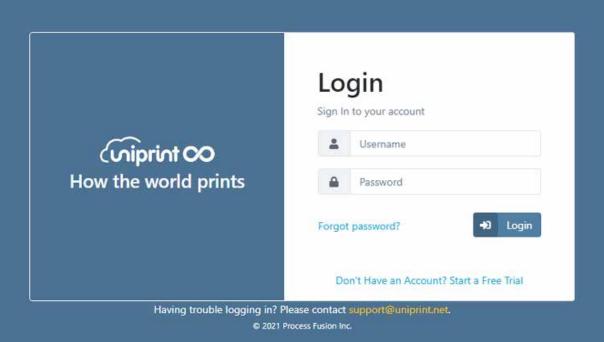
Email2Print

Printing Defaults

Creating a Printer Profile

To create a Printer Profile, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under TOOLS & UTILITIES, click Printer Profiles.
- 3) Under Drivers & Printers, click to select a printer either at the driver level or at the printer level. A driver-level profile will take effect when it is set as active and there are no printer-level profiles set.

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Printer Profiles	HP Colar LaserJet A3/11x17 PCL6 Class Driver (# HP PageWride Color MFP 586			
Printing Defaults	Ein HP LaserSet 4345 m/p PCL Se (x64)	Driver-level profile Printer-level profile		
STATISTICS	 Ea HP PageWide Pro MFP 772-777z PCL 6 (V3) (x64 HP PageWide Pro MFP 772-777z PCL 6 (V3) 			
SYSTEM SETTINGS	KONICA MINOLTA A4 Multi Model PS-PPD (x64) KONICA MINOLTA bithub 4950			
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4) Under Profiles, click ^①.

5) Enter a name for the profile and a helpful description. Click Preferences.

Printer	HP LaserJet 4345 mfp PCL 5e
Name	Double-sided printing
	Prints on both sides of a sheet of paper.
Description	

6) The native printer driver will appear. Select the desired printer preferences and then click OK.

dvanced	Printing Shortcuts	Paper/Quality	Effects	Finishing	Output	Job Storage	Services	
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	Factory Defaults				Staple:			
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					Letter			\sim
					Paper ty	pe:		
					Unspec	afied		\sim
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						both sides:		
					Yes, Fli	-		~
c	ave As	Delete	De	set		er sheet:		
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(P)								Help

7) Click Save.

Printer	HP LaserJet 4345 mfp PCL 5e	~
Name	Double-sided printing	
	Prints on both sides of a sheet of pap	er.
Description		

8) The new printer profile will appear in the **Profiles** list.

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Related Links:

Tools & Utilities

Printer Profiles

Setting a Printer Profile as a Default

Email2Print

Printing Defaults

Setting a Printer Profile as a Default

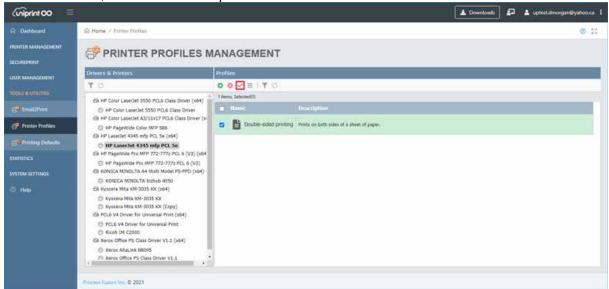
To set a printer profile as a default, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.

Coniprint CO How the world prints	Login Sign In to your account Username Password Forgot password?
	Don't Have an Account? Start a Free Trial

- 2) Under TOOLS & UTILITIES, click Printer Profiles.
- 3) Under Drivers & Printers, click to select a printer either at the driver level or at the printer level.

4) Under Profiles, click to select a profile and then click \leq .



5) The blue check mark indicates which profile is the default profile.

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STATISTICS	 E) HP PageWide Pro MFP 772-7772 PCL 6 (V3) (x64 HP PageWide Pro MFP 772-7772 PCL 6 (V3) 		
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Related Links:

Tools & Utilities

Printer Profiles

Creating a Printer Profile

Email2Print

Printing Defaults

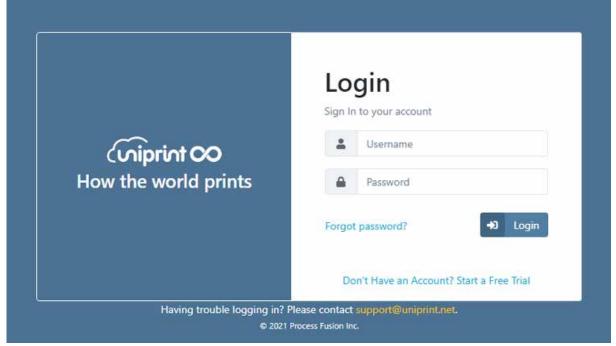
Printing Defaults

Printing Defaults

Printing defaults allows the administrator to set default print preferences for the UniPrint universal print driver and any printers that use the UniPrint driver. These printers include the SecurePrint VPQ, Gateway printers and CP-1 printers.

To create a printing default, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under TOOLS & UTILITIES, click Printer Defaults.

3) Under Print Settings, click 🔨.

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ි Dashboard	Home / Printing Defaults		25
PRINTER MAJUAGEMENT SECUREPRINT USER MANAGEMENT TOOLS IN UTILITIES Email/2Print Printer Profiles Printing Defaults STATISTICS	Print Settings		
SYSTIM SETTINGS	Process Fusion Inc. © 2021		

4) Enter a name for the print setting and then click Save.

Name	Black and White

5) Select the desired print settings and then click Save.

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Help			
	Process Fusion Inc. © 2021		

Related Links:

Tools & Utilities

Email2Print

Printer Profiles

Statistics

Statistics

The Statistics module captures print jobs statistics for print jobs sent through InfinityCloud. The Print Logs list out the raw data for each print job for 30 days at a time. This data can be displayed in couple of graphs - a pie chart and a bar graph.

To prevent the print log from becoming too large, a nightly purge is conducted globally which deletes all records that are a year or more old.

Print Logs

Charts

Print Logs

Print Logs

The statistics module captures the following print job related data:

- S Date printed
- S User name
- § Area
- S Client computer host name
- § Printer name,
- § Number of pages printed
- § Number of color pages printed
- § Number of double-sided pages
- § Whether or not print jobs collated
- § Document file name

With all of this data being collected the print logs can grow to be quite large and can therefore be cumbersome to look through. To alleviate that, filters can be applied to the print logs to assist users on finding the information they need.

To view the Print Log, click to expand STATISTICS and then click Print Logs.

Related Links:

Filtering the Print Log

Filtering By Date Only

Filtering By User and Date

Filtering by Area and DateFiltering by Printer and DateFiltering by ColumnClearing All FiltersExporting the Print Log as a Comma-delimited FileCharts

Filtering The Print Log

Depending on how frequently users print, the print log will grow to such a large size, that it will be necessary to apply a filter to it in order to view specific printing trends and behavior.

The print log can be filtered by date, user, area, and printer. User, area, and printer can be further refined by date as well.

Filtering By Date Only

Filtering By User and Date

Filtering by Area and Date

Filtering by Printer and Date

Filtering by Column

Clearing All Filters

Related Links:

Exporting The Print Log As A Comma-delimited File

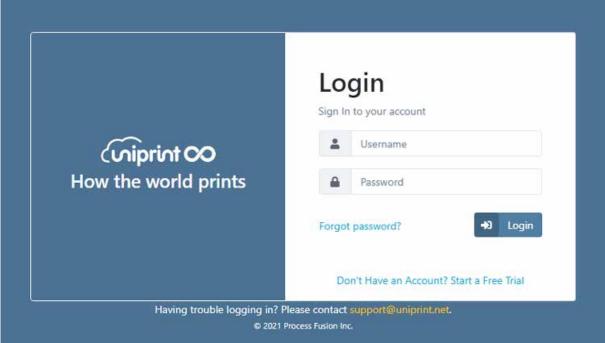
Viewing & Editing Pie Charts

Viewing & Editing Bar Charts

Filtering By Date Only

To filter by date only, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under STATISTICS, click Print Logs.
- 3) From the From box, select a start date. Ensure that All is selected.

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4) From the **To** box, select the last date to which to filter. *Note*: You can only filter up to a month's worth of data.

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Print Logs	04/21/2020	uptest. 13 14 15 16	17 18 19 G-P	C My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	No
🗠 Charts	04/21/2020	uptest. 20 21 22 23		C My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	N
	04/21/2020	uptest.c	G-P	C My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	Ye
D Help	04/21/2020	uptest.bgriffin@gmail.com	BGRJFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MEP 777z	5	Color	Simplex	No
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	No
	×								,

5) Click Apply.

Dashboard	🕅 Home / Pri	nt Logs							23
PRINTERS & DEVICES	PRI	NT LOGS							
JSER MANAGEMENT	From 03/21/2020 To 04/21/2020 🗹 All 🚊 User 🛛 Area 🖨 Printer 🗸 Apply							C ▼ ± csv	
TOOLS & UTILITIES			Machine		Printer	Pages Printed	Color	Duplex	c
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Y
Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	N
et Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	N
) Help	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	Ŷ
2 пер	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	N
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	N

Related Links:

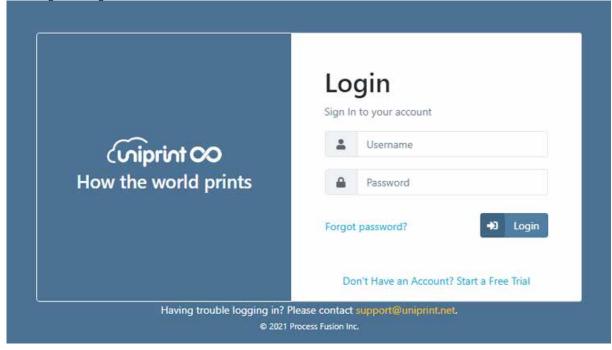
Filtering By User and DateFiltering by Area and DateFiltering by Printer and DateFiltering by ColumnClearing All FiltersExporting the Print Log as a Comma-delimited File

Charts

Filtering By User and Date

To filter by user and then by date, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under STATISTICS, click Print Logs.

3) Click User and then from the list, click to select the user.

Dashboard	🖓 Home / Pr	int Logs									23
PRINTERS & DEVICES	🔰 PRI	NT LOGS									
USER MANAGEMENT	From 03/21/2	020 76 04/21/2020	√ Al 🛔 User	🖗 Area 🔒 Pri	nter	Select User		Apula		C T ±	csv
TOOLS & UTILITIES	7 items Date	User	Machine	Area	Prie	uptest.abatista@gmail.com		Pages Printed	Color	Duplex	Co
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP	uptest.bgriffin@gmail.com		3	88W	Simplex	Ye
Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP	uptest.dmorgan@yahoo.ca	iver	1	Color	Simplex	No
Le Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP	uptest.rgivens@gmail.com		0	Color	Long-edge	No
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HPI	LaserJet 4345 mfp PCL 5e		0	Color	Long-edge	Ye
Help	04/21/2020	uptest.bgriffin@gmail.com	BGRJFFIN-PC	Floor 15	Kyo	cera KM-3035 KX		1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP F	PageWide Pro MFP 777z		5	Color	Simplex	No
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP	PageWide Pro MFP 777z		2	Color	Simplex	No
							-				,

- 4) To further refine by date, click and select **From** and **To**. The maximum number of days for the filter is 30 days.
- 5) Click Apply.

Dashboard	☆ Home / Pr	int Logs							23
PRINTERS & DEVICES	💵 PRI	NT LOGS							
USER MANAGEMENT	From 03/21/2	020 To 04/21/2020	🗸 All 🚨 User	Q Ares 🔒 Pro	nter uptest.bgriffin@gmail.com *	Apply		OTŁ	csv
TOOLS & UTILITIES	7 items Date	User	Nachine		Printer	Pages Printed	Color	Duplex	c
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	N
Le Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	N
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	Y
🕑 Help	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	N
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	N
	-								,

Related Links:

Filtering By Date Only Filtering by Area and Date Filtering by Printer and Date Filtering by Column

Clearing All Filters

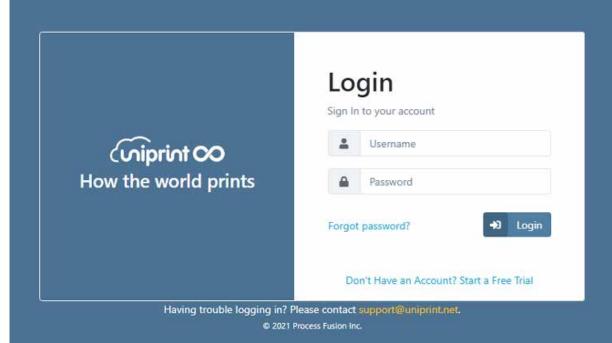
Exporting the Print Log as a Comma-delimited File

Charts

Filtering By Area and Date

To filter by area and then by date, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under STATISTICS, click Print Logs.

3) Click Area and then from the list, click to select an area.

Dashboard	🖓 Home / Pr	int Logs								$^{\circ}_{\circ}$
PRINTERS & DEVICES	M PRI	NT LOGS								
USER MANAGEMENT	From 03/21/2	020 To 04/21/2020	🗸 Al 🛔 User	🖗 Area 🕞 Pri	nter 5	elect Area	🖌 Abirr		CTŁ	csv
TOOLS & UTILITIES	7 items Date	User	Machine		Prir B	oor 15	Pages Printed	Color	Duplex	G
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HPEM	ly Company	3	B&W	Simplex	Ye
Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Colo	r LaserJet 5550 PCL6 Class Dri	ver 1	Color	Simplex	No
Let Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Lase	erJet 4345 mfp PCL 5e	0	Color	Long-edge	No
) Help	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company		erJet 4345 mfp PCL 5e	0	Color	Long-edge	
	04/21/2020	uptest.bgriffin@gmail.com uptest.bgriffin@gmail.com	BGRIFFIN-PC BGRIFFIN-PC	Floor 15 Floor 15	1929-2523	i KM-3035 KX eWide Pro MFP 777z	1 5	Color	Simplex Simplex	Ye No
	04/21/2020	uptest.bgnffin@gmail.com	BGRIFFIN-PC	Floor 15	HP Page	eWide Pro MFP 777z	2	Color	Simplex	No
	×									- +

- 4) To further refine by date, click and select **From** and **To**. The maximum number of days for the filter is 30 days.
- 5) Click Apply.

Dashboard	ᢙ Home / Pr	int Logs							23
PRINTERS & DEVICES	🔰 PRI	NT LOGS							
USER MANAGEMENT	From 03/21/2	020 To 04/21/2020	🗸 Ali 🚊 User 🗌	🛛 Area 🔒 Prio	nter Floor 15 🔹 🔽	Apply		0 T ±	csv
TOOLS & UTILITIES	7 items Date	User	Machine	Area	Printer	Pages Printed	Color	Duplex	c
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
📁 Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	No
Let Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	N
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	Y
D Help	04/21/2020	uptest.bgriffin@gmail.com	BGRJFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	N
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	N
	0				2				,

Related Links:

Filtering By Date Only Filtering By User and Date Filtering by Printer and Date Filtering by Column

Clearing All Filters

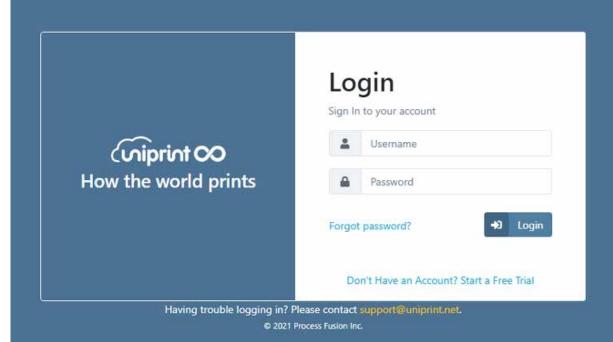
Exporting the Print Log as a Comma-delimited File

Charts

Filtering By Printer and Date

To filter by printer and then by date, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under STATISTICS, click Print Logs.

3) Click Printer and then from the list, click to select a printer.

Dashboard	G Home / Pr	int Logs									23
PRINTERS & DEVICES	💵 PRI	NT LOGS									
USER MANAGEMENT	From 03/21/2	020 76 04/21/2020	✓ All 🚊 User	🖗 Area 🔒 Pri	nter	Select Proter	-	r Appin		C T ±	csv
TOOLS & UTILITIES	7 items Date		Machine		Prin	HP Color Laserlet 5550		Pages Printed	Colar	Duplex	60
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP	PCL6 Class Driver		3	B&W	Simplex	Ye
💴 Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP	HP LaserJet 4345 mfp PCL Se	nver	1	Color	Simplex	No
Le Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HPI	HP PageWide Pro MFP		0	Color	Long-edge	No
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HPI	7772		0	Color	Long-edge	Ye
D Help	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Куо	Kyocera KM-3035 KX	-	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP	PageWide Pro MFP 777z		5	Color	Simplex	No
	04/21/2020	uptest.bgnffin@gmail.com	BGRIFFIN-PC	Floor 15	HP	PageWide Pro MFP 777z		2	Color	Simplex	No
							_				

4) To further refine by date, click and select **From** and **To**. The maximum number of days for the filter is 30 days.

5) Click Apply.

C Dashboard	G Home / Pr	int Logs							8
PRINTERS & DEVICES	💵 PRI	NT LOGS							
USER MANAGEMENT	From 03/21/2	020 Te 04/21/2020	🗸 Al 🛔 User	🖗 Area 🔒 Pri	HP PageWide Pro NFP 777z 🔹	Apply		C T 1	csv
TOOLS & UTILITIES	7 items Duite		Machine		Printer	Pages Printed		Duplex	6
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	N
🗠 Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	N
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	Y
3 Help	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	N
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	N
									,

Related Links:

Filtering By Date Only Filtering By User and Date Filtering by Area and Date Filtering by Column Clearing All Filters

Exporting the Print Log as a Comma-delimited File

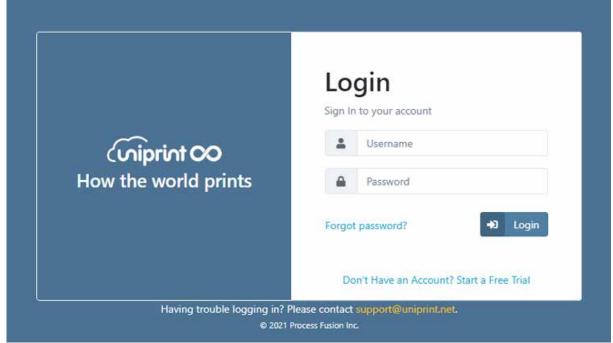
<u>Charts</u>

Filtering By Column

To filter by column, do the following:

NOTE: The **Date** column cannot be filtered. To filter by date, click to select the date from the **To** and **From** fields located above the column headings.

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under STATISTICS, click Print Logs.

		-
3)	Click	T.

Dashboard	⊖ Home / Pri	int Logs							20
PRINTERS & DEVICES		NT LOGS							
SECUREPRINT		IT LOOD							
USER MANAGEMENT	From 03/21/2	020 To 04/21/2020	🗸 Al 🚊 User	🛛 Area 🕀 Pri	nter 🛷 Augli			CTŁ	csv
	7 items								
TOOLS & UTILITIES	Date				Printer	Pages Printed	Colar	Duplex	
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
I Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	N
Le Otarta	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	N
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	Ye
10 Help	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	N
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	N
									,

- 4) Under a column heading, enter the desired filter.
- 5) To clear the filter click X beside the entry box.

C Dashboard	⊖ Home / Pr	int Logs							23
PRINTERS & DEVICES	PRI 03/21/2	NT LOGS	√ 45 <u>2</u> User (Q Area 🔒 Pri	ter (v Ann)			OYA	CSV
USER MANAGEMENT	7 items, Filtere	ed(4)							
IDOLS & UTILITIES	Date	User	Machine		Printer	Pages Printed	Color	Duplex	G
		×	marketing	x	*			×	r
🐸 Print Logs	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Y
🗠 Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Drive	5 1	Color	Simplex	N
3 Help	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	N
Sector Sector	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	Y

Related Links:

Filtering By Date Only Filtering By User and Date Filtering by Area and Date Filtering by Printer and Date Clearing All Filters

Exporting the Print Log as a Comma-delimited File

Charts

Clearing All Filters

To clear all filters, do the following:

1) If the column filter has been applied and the search boxes are not visible, click

බ Dashboard	💮 Home / Pr	int Logs							20
PRINTERS & DEVICES		NT LOGS					~ 5		
JSER MANAGEMENT	From 03/21/2 7 items, Filtere		🗸 AR 🚊 User	🛛 Area 😑 Prir	iter of Apply		2	Pland ±	CSV
TOOLS & UTILITIES	Date	User	Machine		Printer	Pages Printed		Duplex	6
	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
💴 Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	N
🗠 Charts	04/21/2020	uptest.dmorgan@yahoo.ca uptest.dmorgan@yahoo.ca		11.5.5.5.75	HP LaserJet 4345 mfp PCL Se HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	
D Help									
									,

2) Beside the search value, click **X** to clear it.

Dashboard	⊖ Home / Pa	int Logs							25
PRINTERS & DEVICES	💵 PRI	NT LOGS							
ISER MANAGEMENT	From 03/21/2	020 To 04/21/2020	🗸 All 🚊 User	🛛 Area 🔒 Pri	nter 🖓 kody		S 1	1800 ±	CSV
IDOLS & UTILITIES	7 items, Filtere Date	d(4) User	Machine		Printer	Pages Printed	Color	Duplex	6
		×	marketing	×	×		×	×	r
💵 Print Logs	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
🗠 Charta	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Drive	1	Color	Simplex	No
D Help	100000000000000000000000000000000000000				HP LaserJet 4345 mfp PCL Se HP LaserJet 4345 mfp PCL Se	0	Color Color	Long-edge Long-edge	
	-								

Statistics

3) To clear the search boxes, click

again.

(iniprint 00 =						Downloads	iptest.dimo	rgan@yahoo	a 1
	G Home / Pr	int Logs							×
PRINTERS & DEVICES	PRI	NT LOGS						2	
USER MANAGEMENT	From 03/21/2	020 To 04/21/2020	nter 👾 -bd/y		C 🝸	1001 ±	CSV		
TOOLS & UTILITIES	Date	User	Machine	Area	Printer	Pages Printed	Color	Duplex	64
		*	*	*		· · · · · · · · · · · · · · · · · · ·		× *	
Print Logs	04/21/2020	uptest.abatista@gmail.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ê.
let Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Drive	r 1	Color	Simplex	
① Help	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL Se	0	Color	Long-edge	
	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp POL 5e	0	Color	Long-edge	
	04/21/2020	uptest.bgriffin@gimail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	
		A CONTRACTOR OF A CONTRACT	1					6 j	
	Process Fusion	Inc. © 2020							

4) To clear all remaining filters, click All.

(vniprint∞ ≡						Downloads 💄	uptest.dmc	organ@yahoo.	ca I
Dathboard	ᢙ Home / Pr	int Logs							26
PRINTERS & DEVICES	PRI PRI	NT LOGS							
SECUREPRINT		111 2000							
USER MANAGEMENT	From 03/21/2	020 To 04/21/2020	√ All 🛔 User	🖗 Area 🔒 Pris	nter y hich			STF	csv
TOOLS & UTILITIES	7 items		Contract of the						
STATISTICS	Date 04/21/2020	User uptest.abatista@gmail.com	Machine MARKETING-PC	Area Floor 15	Printer HP PageWide Pro MFP 777z	Pages Printed	Color 88W	Duplex Simplex	Ye
😻 Print Logs	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC		HP Color LaserJet 5550 PCL6 Class Driv	er 1	Color	Simplex	No
Let Charts	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	No
() Help	04/21/2020	uptest.dmorgan@yahoo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	Ye
О нер	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	No
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pto MFP 777z	2	Color	Simplex	No
	0								*
	Process Fusion	Inc. © 2020							

Related Links:

Filtering By Date OnlyFiltering By User and DateFiltering by Area and DateFiltering by Printer and DateFiltering by ColumnExporting the Print Log as a Comma-delimited File

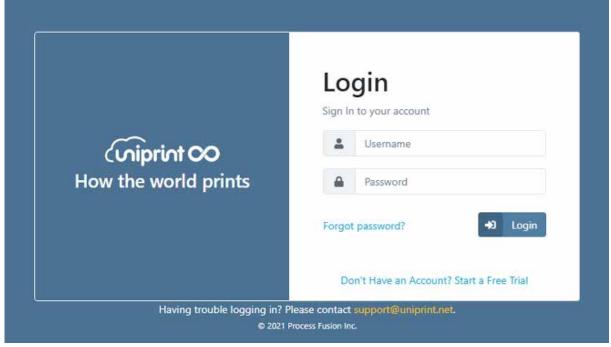
<u>Charts</u>

Exporting The Print Log As A Comma-delimited File

After the print log is filtered to reveal the desired information, the logs can then be exported as a comma-delimited file, *.CSV. This captures a snapshot of the print log.

To export the print log, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under STATISTICS, click Print Logs

3) Filter the print log as required and then click 📥 csv.

Dashboard	G Home / Pr	int Logs									00
PRINTERS & DEVICES	💵 PRI	NT LOGS									
SER MANAGEMENT	From 03/21/2	020 To 04/21/2020	🗸 Ali 🚊 Use	¢ Area	🔒 Printer 🛛 uptest.bgriffing	Igmail.com +	V ⁴ Apply			0 T 4	csv
DOLS & UTILITIES	Date		Nachine		Printer	Pages Printed	Color	Duplex	collate	Copies	Do
	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Yes	1	pdf
🖬 Print Logs	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	No	1	Mic
e Charta	04/21/2020	uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	No	1	Mic
Э Нер											

4) Double-click the saved *[ExportedFileName].csv* to open the file. This file is typically downloaded to the Downloads folder on a Windows 10 PC.

Dashboard		nt Logs									23
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5) This can be opened in a spreadsheet program, for example, Microsoft Excel.

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NOTE: For files exported with Unicode characters, for example, Chinese or Japanese, export the CSV file, but instead of opening the file directly through Excel, import the CSV file with the File origin 65001: Unicode (UTF-8).

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Related Links:

Filtering By Date Only Filtering By User and Date Filtering by Area and Date Filtering by Printer and Date Filtering by Column Clearing All Filters Charts

Charts

Charts

The raw print job data displayed in the print logs can be visualized into pie charts and bar graphs. The pie charts and bar graphs can be transformed to convey useful information.

Viewing & Editing Pie Charts

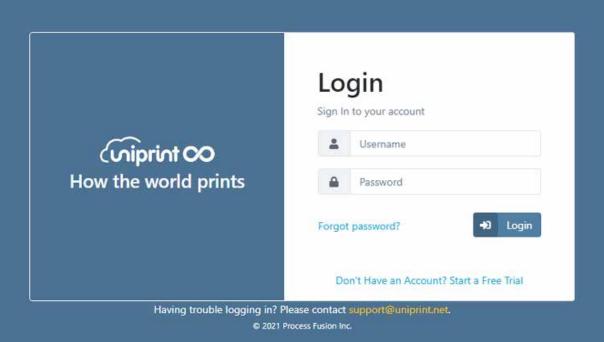
Viewing & Editing Bar Charts

Print Logs

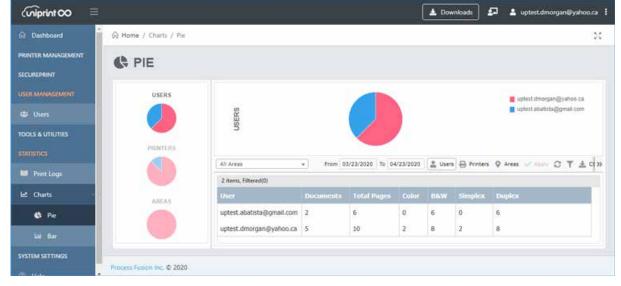
Viewing & Editing Pie Charts

To view pie charts, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under STATISTICS, click to expand Charts and then click Pie.
- 3) The initial pie chart shows the total pages printed by user for 30 days.



4) To change the date range, click to select the To and From dates and then click Apply.

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5) To view the total pages printed by printer, click Printers.

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SYSTEM SETTINGS		uptest.dmorgan@yahoo.ca	5	10	2	8	2	8	
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6) The date range can also be further refined.

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lat Ber		HP Color LaserJet 5550 PCL6 Class Driver	2	2	2	0	2	0
YSTEM SETTINGS		Xerox Office PS Class Driver V1.1	5	14	0	14	0	14

7) To view the total pages printed by area, click Areas.

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8) Again the date range can be further refined.

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Related Links:

Viewing & Editing Bar Charts

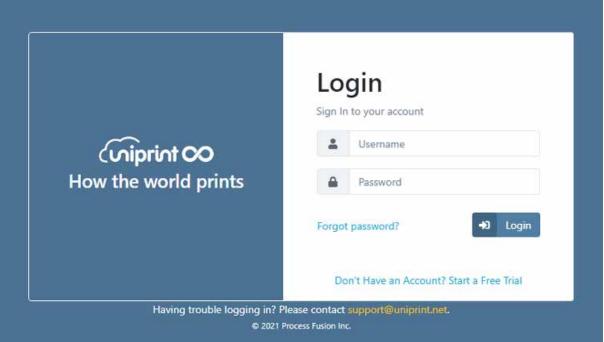
Print Logs

Viewing & Editing Bar Charts

Bar charts also display the total number of pages printed, but further breaks down the data to display the total number of black and white and color pages printed.

To view bar charts, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under STATISTICS, click to expand Charts and then click Bar.
- 3) The initial bar chart displays the total number black and white and color pages printed by date.

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4) To display the total number of black and white and color pages printed by day of the week, click **Day of Week** and then click **Apply**.

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Lat Bar	04/21/2020	1	1	1	0	1	0	ľ
YSTEM SETTINGS	04/22/2020	3	9	0	9	0	9	
3 Help	Process Fusion Inc. 6							

5) The bar chart can also be refined to display the total number of pages printed by month. The date range can also be refine.

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0 Help								

Related Links:

Viewing & Editing Pie Charts

Print Logs

System Settings

System Settings

Under System Settings, administrators can enable and disable various InfinityCloud features and set how long activity logs are kept and where driver packages and SecurePrint print jobs are stored. Identity providers for user authentication and set in the Identity Providers section. All InfinityCloud components, agents and utilities can be downloaded from the Downloads section.

<u>General</u>

Identity Provider

Downloads

General

General

The **General** tab is used to enable and disable various InfinityCloud features and the storage location of print job storage.

To set these settings, see the following:

Enabling Use of Public IP Address for Printer Mapping

Disabling File2Print

Disabling InfinitySend Agent Auto-Login

Disabling Secondary Verification On The InfinityCloud Server

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Setting SecurePrint Print Job Storage Expiry and Limits

Enabling Automatic Print Job Release for Personal Render Stations

Setting How Long Activity Logs Are Kept

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

Related Links:

Configuring System Settings

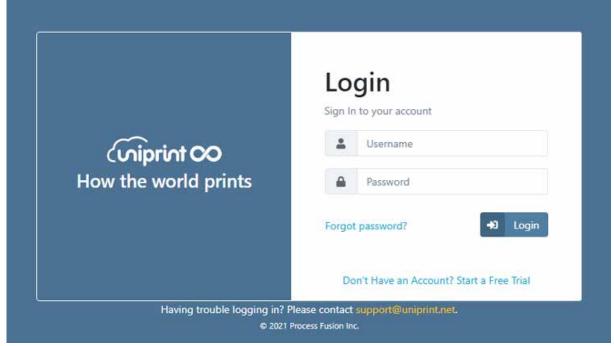
Downloads

Enabling Use of Public IP Address for Printer Mapping

In order for PrintPAL, our printer mapping utility to function and map printers accurately to user sessions, it is sometimes necessary to access the user's computer by their external (public) IP address as opposed to their internal (local) IP address. The external IP address is the IP address assigned to your router by your internet provider and is identified by PrintPAL on the back end.

To enable use of the external IP address, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SYSTEM SETTINGS, click General.

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	Process Ration Inc. © 2025	

3) Under General, beside Use external IP Address, click Enable.

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System Settings

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Related Links:

Disabling File2Print

Disabling InfinitySend Agent Auto-Login

Disabling Secondary Verification On The InfinityCloud Server

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Enabling Automatic Print Job Release for Personal Render Stations

Setting How Long Activity Logs Are Kept

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

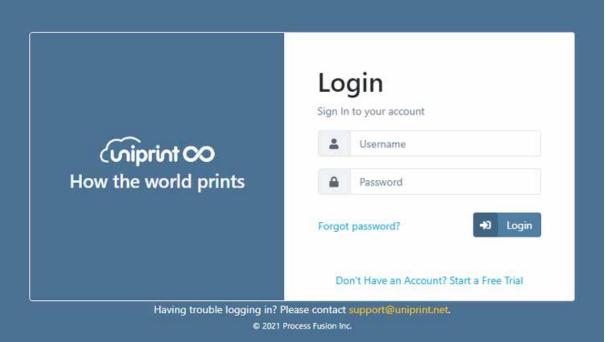
Downloads

Disabling File2Print

File2Print is enabled by default. File2Print enables users to print to SecurePrint through their ICA and/or RDP session and then release their print jobs to locally attached printers. File2Print does not require the Render Station to be installed.

To disable File2Print, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SYSTEM SETTINGS, click General.

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	Process Pusion Inc. © 2023	

3) Under General, beside File2Print, click Disable.

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	Process Fusion Inc. © 2021		•

Related Links:

Enabling Use of Public IP Address for Printer Mapping

Disabling InfinitySend Agent Auto-Login

Disabling Secondary Verification On The InfinityCloud Server

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Enabling Automatic Print Job Release for Personal Render Stations

Setting How Long Activity Logs Are Kept

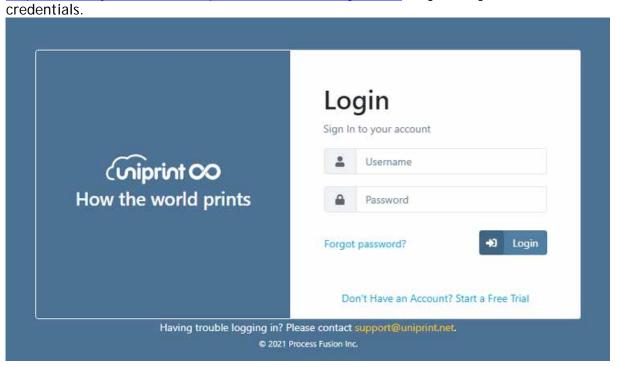
Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

Downloads

Disabling InfinitySend Agent Auto-Login

By default the InfinitySend Agent logs in when the client device is started and there may be times when an administrator wants to prevent this. To disable auto-login, do the following:

1) Open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative



System Settings

2) Under SYSTEM SETTINGS, click General.

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	Process Fusion Inc. © 2021		

3) Under InfinitySend Agent, beside Login, click Disable.

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Related Links:

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Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

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Disabling Secondary Verification On The InfinityCloud Server

Azure AD and Google Workspace users can still log into the InfinitySend Agent as they normally would, however, the administrator may want to prevent secondary verification by the InfinityCloud Server. By preventing the InfinityCloud Server from verifying user accounts, some features will cease to function fully, such as the Printer Mapping Utility, also known as PrintPAL. Printer-to-user mapping will be restricted to only filtering by IP address range.

To disable secondary verification on the InfinityCloud Server, do the following:

1) Open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative credentials.

	Login
	Sign In to your account
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How the world prints	Password
	Forgot password? +O Login
	Don't Have an Account? Start a Free Trial

2) Under SYSTEM SETTINGS, click General.

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3) Under InfinitySend Agent, beside Secondary Verification, click Disable.

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Related Links:

Enabling Use of Public IP Address for Printer Mapping

Disabling File2Print

Disabling InfinitySend Agent Auto-Login

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Enabling Automatic Print Job Release for Personal Render Stations

Setting How Long Activity Logs Are Kept

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

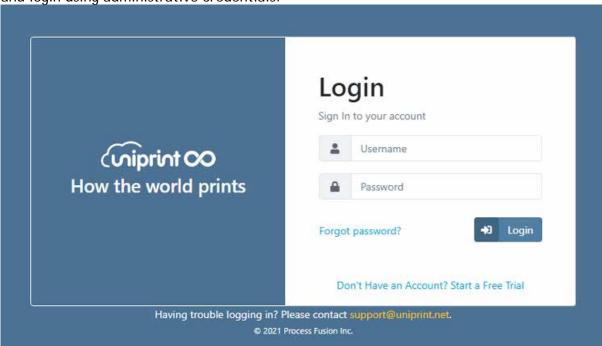
Downloads

Enabling Complex SecurePrint Passwords

The use of complex passwords for SecurePrint is disabled by default. This setting ensures that users will SecurePrint passwords that contains at least one upper case character, one lower case character and one numerical digit.

To enable complex SecurePrint passwords, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SYSTEM SETTINGS, click General.

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3) Under SecurePrint, beside Complex Password, click Enable.

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System Settings

4) Click Save.

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Related Links:

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Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

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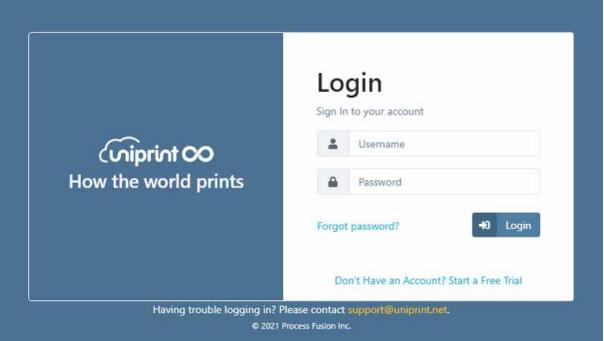
Enabling SecurePrint For All Users

Typically, to enable SecurePrint for a user, they need to be added to the SecurePrint Users list. Unfortunately, this only allows for users to be added one at a time.

However, now administrators can enable SecurePrint for all users without having to add their user names to the SecurePrint Users list, by simply enabling the **Enable access for all users** setting.

To the enable access to SecurePrint for all users, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SYSTEM SETTINGS, click General.

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System Settings

3) Under SecurePrint, beside Access For All Users, click Enable.

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- 4) The Set printer as default setting will appear. To set the SecurePrint printer as the default for all users, click Enable.
- 5) Click Save.

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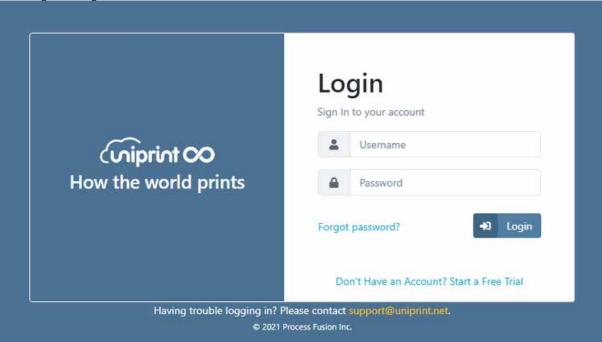
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Setting SecurePrint Print Job Expiry Limits

To keep the storage of SecurePrint print jobs tidy, InfinityCloud enables the administrator to set expiry dates and to limit of number of print jobs retained by each user. These limitations do not affect the number print jobs that a user can print, only the number of print jobs stored in InfinityCloud at any point in time.

To set the print job expiry date and the print job storage limits, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SYSTEM SETTINGS, click General.

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3) Under SecurePrint, beside Current job expires in days, enter the number of days that a print job, that has not been released by user, remains available to print before it is deleted from InfinityCloud.

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- 4) Beside **Printed job expires in days**, enter the number of days that a print job, that has been previously released by the user, remains available to print before it is deleted from InfinityCloud.
- 5) Beside Number of printed jobs per user, enter the maximum number of printed jobs that can be retained in InfinityCloud per user.

6) Click Save.

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Related Links:

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Disabling InfinitySend Agent Auto-Login

Disabling Secondary Verification On The InfinityCloud Server

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Enabling Automatic Print Job Release for Personal Render Stations

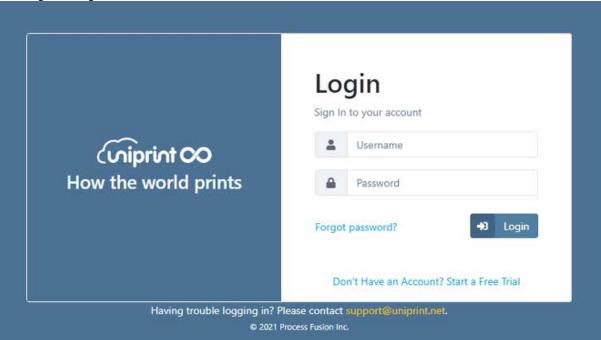
Setting How Long Activity Logs Are Kept

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

Enabling Automatic Print Job Release for Personal Render Stations

To enable automatic print job release for the personal render station:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Under SYSTEM SETTINGS, click General. Click the General heading to collapse it.

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3) Under Personal Render Station, beside Auto-release Print Jobs, click Enable.

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Setting How Long Activity Logs Are Kept

Recent activities such as creating an Area, uploading and assigning printers, adding users and render stations are all logged since different administrators can log in and change the InfinityCloud settings. The date, time and who made changes are all logged and are displayed on the Dashboard.

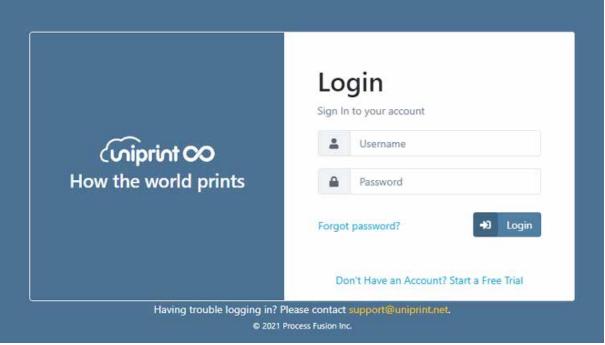
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To prevent these logs from consuming too much storage, the number of days that these logs are kept can be set.

To set how long activity logs are kept, do the following:

1) Open a web browser and navigate to https://infinitycloudadmin.uniprint.net/Console/login.html. Login using administrative

credentials.



2) Under SYSTEM SETTINGS, click General.

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3) Under Activity Logs, beside Keep logs for, enter the number of days for which to keep the log entries. To keep log entries forever, that is, without setting a time limit, leave the

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text box blank. By default, log entries will be deleted every 30 days.

4) Click Save.

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P. General	Use external IP address	Enable Deable	
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O Help	File2First	Trustile 20x401e	
	InfinitySend Agent		^
	Login	Evalute Ditable	
	End starts will still be ranged	red to login to the InfredySand Agent but their accounts will no longer be writhed by infretryCloud server. Also, only the III Range Filter will write in the Printer Mapping Utility.	
	Process Fighters (no. © 2021		

Related Links:

Enabling Use of Public IP Address for Printer Mapping

Disabling File2Print

Disabling InfinitySend Agent Auto-Login

Disabling Secondary Verification On The InfinityCloud Server

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Enabling Automatic Print Job Release for Personal Render Stations

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

Downloads

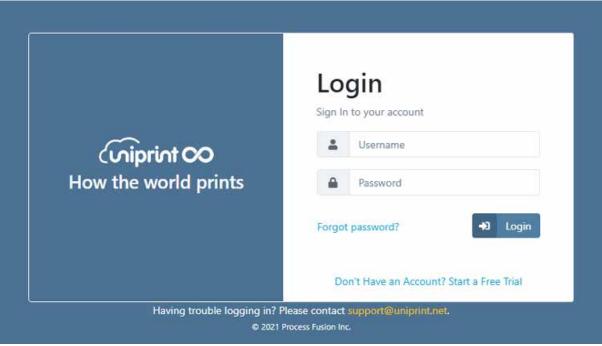
Setting How Driver Packages & Pull Printing Print Jobs Are Stored

By default, uploaded driver packages and SecurePrint print jobs waiting to be released are stored in UniPrint's Azure blob. However, depending on an organization's security requirements, the option to store drivers and print jobs in an organization's own Azure blob or on-premise non-Azure blob can be set.

For on-premise, non-Azure storage, organizations can provide their own RESTful Web services or Process Fusion can provide a RESTful application that will need to be hosted on-premise. For this storage option, contact <u>UniPrint Support</u>.

To set storage options, do the following:

 Open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative credentials.



2) Under SYSTEM SETTINGS, click General.

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Ωestionent	🕸 Home / General		0 22
PRINTER MANAGEMENT SECUREPRINT	D SYSTEM SE	ETTINGS	
USER MANAGEMENT		: Ø. Re	fresh 🔒 Sava
toous a ununes	General		~
STATISTICS STATISTICS	External IP address is the	address of your router and assigned to it by your ISP (Internet Service Provider). The IP address must be static in order for InfinityCloud PrintPM, filliaring to work property.	
Ø General	Use external IP address	Eristie Double	
13 Identity Providers	End users will be able to a	New and optionally save print jobs in addition to printing.	
C Help	File2Point	Inable Diable	
	InfinitySend Agent		~
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	End sizes will all be may	ired to legin to the InfinitySend Agent but their accounts will no langer be verified by InfinityCloud arows. Also, only the IR Range Filter will work in the Printer Mapping Old	9
	Process Fasion Inc. © 2021		

3) Under Storage, under either Driver Packages or Print Jobs, from the Storage Type list, select a storage type.

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A Deshboard	A Home / General		0 00
NUNTER MANAGEMENT	Storage		<u>^</u>
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Ø General	Connection string	IDefault Connection String!	
🗵 Identity Providers			
🛦 Downloads	Print Jobs.		^
2) etekp	Storage type	Default	*
	Base un	Statust East (r)	
	Connection string	(Default Connection String)	
	Process Fusion Inc. © 2021		

Default: Both driver packages and SecurePrint print jobs are stored in the UniPrint Azure blob by default.

Integrated: Driver packages and/or SecurePrint print jobs can be stored on premise without Azure. Storage RESTful Web services are required with about 4 - 5 REST APIs. Alternatively a RESTful application can be provided that must be hosted on premise. Contact <u>UniPrint Support</u> if this storage type is desired.

Azure: Driver packages and/or SecurePrint print jobs can be stored in an organization's own Azure blob.

4) If Integrated is selected, enter the Base URI of the RESTful Web service. Contact <u>UniPrint</u> <u>Support</u> before implementing this storage type.

Storage		^
Driver Packages		•
Storage type	Integrated	9
Base un		

5) If Azure is selected, enter the Connection String.

Storage		^
Driver Packages		*
Storage type	Azure	•
Connection string		

- a) To view and copy the Azure Connection String, do the following:
 - i) Log into the <u>Azure Portal</u>.
 - ii) In the Home panel, click Storage Accounts.

Microsoft Azure	A Search resources, services, and docs (0+)					
	Azure services					
	+ = 🗭	Image:	S	$\Leftrightarrow \rightarrow$		
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	Recent resources					
	Name	Туре		Last Viewed	_	
	usmansstorage904	Storage account		9 minuter ago		
	Navigate					
	🛉 Subscrations 🤅	Bendustan gebuena	ICH 🔤	Destrocerd		
	Tools					
	Microsoft Learn of Learn Acute with free online training from Microsoft	Azure Monitor Monitor visur alson and infrastructure	our apps and	Cost Management Analyze and certimize vicur cloud scient for the		
	Useful links		Azur	e mobile app		

iii) Open the Storage Account overview, double-click the storage account.

Microsoft Azure	sarch resources, services, and docs (G+/)			E E C @	? O uptest.rg/vers@g	SICURTY
^{ttome} ≫ Storage accounts						×
US-Menhal Security						
+ Add 🔘 Managerview 🗸 🕛 Refresh 🛓 Expor	t to CSV 😚 Open query 🛛 🦸 Adsign ta	gs 🖹 Delete 🗢 Feedback				
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Showing 1 to 2 of 2 records.				No grouping	V Litt view	Ŷ
hiame †	Type 1+	Kind 14	Resource group 11	Location 14	Subscription \uparrow_{\perp}	
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usmanstoragediag153	Storage account	storage	US Mars Sec Azure	East US	US Mars Security	
womanstoragediag153	Storage account	storage	US Mars Sec Azure	East US	US Mars Security	15

iv) Under Settings, click Access Keys.

Microsoft Azure	P Search resources, services, and docs (G+	ħ		日 レ @ ? @ uptest-rgivens@gmail.c Usawbows Hourry
Home > Storage accounts > Storage accounts = US Maniful Security + Add @ Manage view ~ ···	Usmarsstorage904	¢ ≧ Open in Eiplaner → Move ↔ 🔿 Ashe	oh 🖹 Delete 🕒 Feedback	>
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Page 1 v of 1 1	M Econemies A Looks	Gueues Effectively scale apps according to		

v) Under key1, beside the Connection string, click to copy the connection string.

Microsoft Azure	P Search resources, and does (54-)	ATY 💡
Home > Storage accounts > scimaristorage	004	
Storage accounts =	usmarsstorage904 Access keys through account	х
+ Add (() Manage view	Search (Cht+) Use access keys to authenticate your applications when making requests to this Abure storage account. Store your access keys sourcely - for example, using Abure Key Waith - and don't 3fore them. We recommend regenerating your access keys regularly too are provided two access keys so that you can maintain connections using know here regenerating the other. Author/clop when your access keys, you must update any Arure resources and applications that access the storage account to use the new keys. This action will interrupt access to disk from your initial machines. Keys and resources and applications that access the storage account to use the new keys. This action will interrupt access to disk from your initial machines.	g one
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6) Paste the connection string into the InfinityCloud console.

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		- 44		0 ::
SECURIPRINT	Storage			^
USER MANAGEMENT	Driver Packages			~
STATISTICS	Storage type	Алитр		j.
District Services	Connection string	DefaultEndpointsProtocol = 2)
E Identity Providers				
🛓 Downloads	Print Jobs		1	^
10 Hidp	Storage type	Default	,	
	Base un	(Default fam Urij		
	Connection string	(Default Connection String)		
	Process Fusien Inc. © 2021			

System Settings

7) Click Save.

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	& SYSTEM S	ETTINGS	
USER MANAGEMENT		(C). Ref	resh 🔒 Save
TOOLS & UTILITIES	General		~
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🖉 General	Use external IP address	Enable Deable	
Identity Providers	End avera will be able b	o view and outlonally save smit jobs in addition to printing.	
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	End uners will still be re	quired to login to the InfritySend Agent but their accounts will on longer be verified by InfrityCloud server. Also, only the III Range Filter will writ in the Printer Mapping Units	940 .
	Process Fusien Inc. © 2021		

Related Links:

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Disabling Secondary Verification On The InfinityCloud Server

Enabling Complex SecurePrint Passwords

Enabling SecurePrint For All Users

Enabling Automatic Print Job Release for Personal Render Stations

Setting How Long Activity Logs Are Kept

Downloads

Identity Provider

Identity Provider

When an administrator initially registers for InfinityCloud, that administrator becomes the super admin and they can login through the InfinityCloud built-in identity provider. This super admin can also set the identity provider that all their organization's users will use to log into InfinityCloud. InfinityCloud supports two common identity providers, Azure Active Directory, and Google Workspace (formerly known as Google G-Suite).

Prior to changing the identity provider in InfinityCloud, either Azure Active Directory or Google Workspace needs to be configured first. To configure your identity provider for InfinityCloud, see the following:

Configuring Azure Active Directory for InfinityCloud

Configuring Google Workspace for InfinityCloud

To change the identity provider see the following:

Setting an Identity Provider and Adding Domains

Related Links:

General

Downloads

Configuring Azure Active Directory for InfinityCloud

In order for InfinityCloud to be able to read user, group, and device resources in your Azure Active Directory you need to register a proxy application with User.Read.All (delegated and application), Group.Read.All (application), and Device.Read.All (application) permissions.

On the first login to InfinityCloud you will be asked to provide the following information about the proxy application:

- S Application (client) ID
- S Directory (tenant) ID
- S Client secret

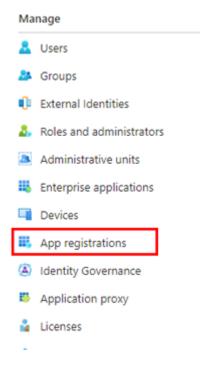
To register a proxy application in Azure AD, do the following:

1) Sign in to the Azure portal at https://portal.azure.com/.

2) Click Azure Active Directory.

Welcome to Azure!					
Don't have a subscription? Check out the following option	L.				
				>	
Start with an Azure free trial Get 500 free credit toward Azure products and services, plus 12 months of pepular free services.			s student benefits e schware. Azure credit, or access Azur thing after you werky your academic it	credit, or access Azure Day Tools	
Start Learn more D*	View Learn more Of	Exp	lore Lawn more Of		
Azure services					
+ 🚺 🌣	0 =	1	0	\rightarrow	
	ecurity Center Storage accounts	Quickstart Virtual Center mathines	App Services SQL databases	More services	
Navigate					

3) Search for and then click App registrations.



4) Click New registration.

	Microsoft Azure	,P Search resources, services, and docs (G+/)			
Но	me > Default Directory				
	Azure Active Directory	App registrations 🖈 …			
0	Overview (Preview)	* + New registration Endpoints Troubleshooting Download Preview features Got feedback?			
-	Preview features				
×	Diagnose and solve problems	① Try out the new App registrations search preview! Click to enable the preview. →			
Ма	nage	1 Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL) and Azure AL			
4	Users	provide feature updates. Applications will need to be upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. Lear			
24	Groups				
0	External Identities	All applications Owned applications Deleted applications (Preview)			
4.	Roles and administrators	P Start typing a name or Application ID to filter these results			
13	Administrative units				

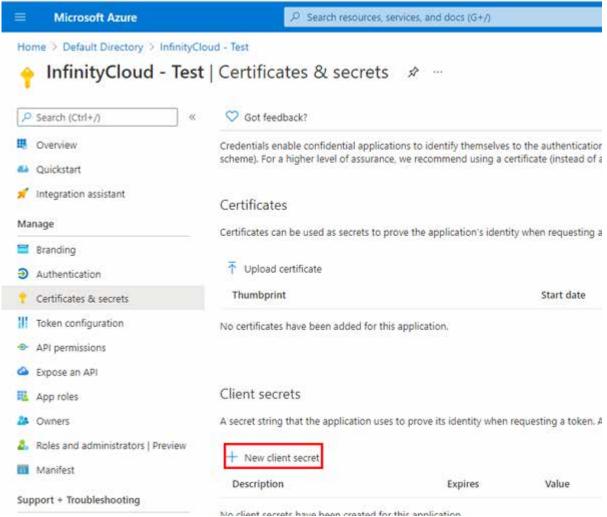
5) Enter an application name and then under Supported Accounts ensure that Accounts in this organizational directory (Default Directory only - Single tenant) is selected. Click Register.

■ Microsoft Azure	P Search resources, services, and docs (G+/)				
Home > Default Directory >					
Register an application					
2					
* Name					
The user-facing display name for this application (this can be	changed later).				
InfinityCloud - Test	✓				
Supported account types					
Who can use this application or access this API?					
Accounts in this organizational directory only (Default D	irectory only - Single tenant)				
O Accounts in any organizational directory (Any Azure AD	directory - Multitenant)				
 Accounts in any organizational directory (Any Azure AD 	directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)				
Personal Microsoft accounts only					
Help me choose					
Redirect URI (optional)					
	cessfully authenticating the user. Providing this now is optional and it can be				
changed later, but a value is required for most authentication	n scenarios.				
Web Ves. Https://example	.com/auth				
Register an app you're working on here. Integrate gallery apps and other apps from outside your organization by adding from Enterprise applications.					
By proceeding, you agree to the Microsoft Platform Policies 📑					
Register					

6) On the Overview page copy and save the Application (client) ID and the Directory (tenant) ID. Click Certificates & secrets.

■ Microsoft Azure	,P Search resources, services, and docs (G+/)
Home > Default Directory > InfinityCloud - Test	A
	📋 Delete 🜐 Endpoints 🐼 Preview features
Overview Quickstart	Essentials Display name : InfinityCloud - Test
Integration assistant	Application (client) ID : 6
Manage	Object ID : -
🚞 Branding	Directory (tenant) ID ::
Authentication	Supported account types : My organization only
📍 Certificates & secrets	Welcome to the new and improved App registrations. Looking to learn how it's chan
Token configuration	
API permissions Suppose an API	Starting June 30th, 2020 we will no longer add any new features to Azure Active Dire longer provide feature updates. Applications will need to be upgraded to Microsoft /

7) Under Client secrets, click New client secret.

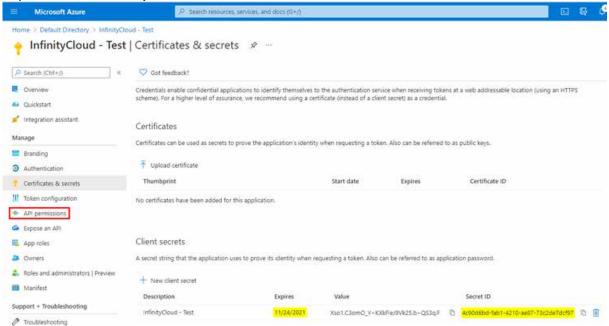


8) Enter a description and from the **Expires** list, select a duration. *NOTE:* For security reasons, Microsoft limits creation of client secrets longer than 24 months and strongly

Add a client secret		×
Description	InfinityCloud - Test	
Expires	Recommended: 6 months	^
	Recommended: 6 months	
	3 months	
	12 months	
	18 months	
	24 months	
	Custom	

recommends that you set the expiry value to less than 12 months. Click Add.

9) Copy and save value of the newly created client secret and remember the date of expiration. Click API permissions.



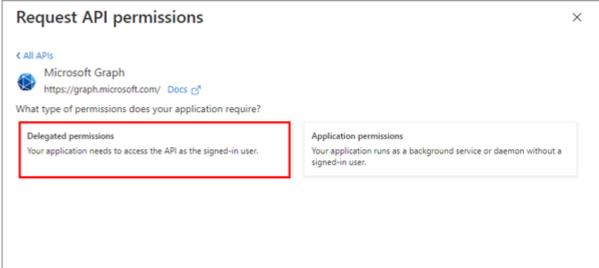
10) Click Add a permission.

Microsoft Azure	P Search resources	, services, and do	cs (G+/)
Home > Default Directory > Infinit InfinityCloud - Te	yCloud - Test st API permissions ≉		
P Search (Ctrl+/)	« 🕐 Refresh 🛛 🛇 Got feedback	2	
R Overview			
 Quickstart Integration assistant 	The "Admin consent required" of this app will be used. Learn mo		lefault value for an organization. However, u
Manage	Configured permissions		
 Branding Authentication 			granted permissions by users/admins as about permissions and consent
Y Certificates & secrets	+ Add a permission 🗸 Grant	admin consent fo	r Default Directory
Token configuration	API / Permissions name	Туре	Description
API permissions	✓ Microsoft Graph (1)		
Expose an API	User,Read	Delegated	Sign in and read user profile
App roles		-	
 Owners Rolec and administrators Preview 	To view and manage permissions and	d user consent, try	VEnterprise applications.

11) Click Microsoft Graph.

Request API permission	s		\times
Select an API			Â
Microsoft APIs APIs my organization	uses My APIs		- 1
Commonly used Microsoft APIs			
	endous amount of data in Office 365, Enterprise une, Outlook/Exchange, OneDrive, OneNote, Shi		
Azure DevOps Integrate with Azure DevOps and Azure DevOps server	Azure Service Management Programmatic access to much of the functionality available through the Azure portal	Secure, massively scalable object and data lake storage for unstructured and semi-structured data	
Office 365 Management APIs Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity logs			
More Microsoft APIs			
Azure Batch	🎉 Azure Cosmos DB	Rzure Data Catalog	

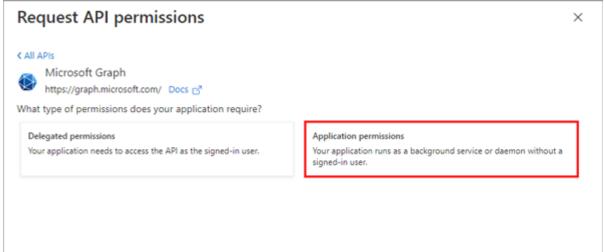
12) Click Delegated permissions.



13) Search for and then click to select User.Read.All. Click Add permissions.

Microsoft Graph	
https://graph.microsoft.com/ Docs of https://graph.microsoft.com/ Docs of https://graph.com/ Docs of https://	
Delegated permissions Your application needs to access the API as the signed-in user.	Application permissions Your application runs as a background service or daemon without a signed-in user.
ect permissions	expand all
User.Read.All	X
The "Admin consent required" column shows the default value f permission, user, or app. This column may not reflect the value i used. Learn more	
Permission	Admin consent required
Permission	Admin consent required
IdentityRiskyUser	Admin consent required
	Admin consent required Yes

14) Click Add permissions again and then click Microsoft Graph. This time, click Application permissions.



15) Search for and then click to select User.Read.All. Click Add permissions.

Request API permissions	×
All APIs Microsoft Graph https://graph.microsoft.com/ Docs 👩	
What type of permissions does your application require?	
Delegated permissions Your application needs to access the API as the signed-in user.	Application permissions Your application runs as a background service or daemon without a signed-in user.
Select permissions	expand a
P User.Read.All	
Permission	Admin consent required
> IdentityRiskyUser	
∨ User (1)	
User.Read.All Read all users' full profiles	Yes
Add permissions Discard	

16) Repeat steps 14 and 15 to add Group.Read.All and Device.Read.All application permissions.

17) Click Grant admin consent for Default Directory.

Authentication	Configured permissions				
Certificates & secrets	Applications are authorized to call As all the permissions the application ne		granted permissions by users/admins as part	of the consent process. The list of con	figured permissions should include
Token configuration					
API permissions	+ Add a permission V Grant i	admin consent for	Default Directory		
Expose an API	API / Permissions name	Туре	Description	Admin consent req	Status
App roles	Microsoft Graph (5)				
Owners	Device Read All	Application	Read all devices	Ves	A Not granted for Default _ +
Roles and administrators Preview	Group Read All	Application	Read all groups	Ves	A Not granted for Default _ •
Manifest	User-Read	Delegated	Sign in and read user profile	No	Granted for Default Dire, ++
Support + Troubleshooting	User,Read,All	Delegated	Read all users' full profiles	Yes	Granted for Default Dire_ ••
Troubleshooting	User.Read.All	Application	Read all users' full profiles	Yes	🔺 Not granted for Default 🚥
/ mouowsziooung					

18) Click Yes.

Home > Default Directory > Infinity 		\$)
P Search (Ctrl+/) «	🕐 Refresh 🛛 🛇 Got fee	dback?				
Overview Quickstart Integration assistant			uested permissions for all acc ready has to match what is lis		ory? This will update any exis	ting
Manage		mou communa		HERICIA FORCEST, OPER CON	ante entres representation per	
	permission, user, or app. used. Learn more	This column m	ay not reflect the value in your orga	anization, or in organization	is where this app will be	
an anna a bhanna	Configured permissions					
Branding Authentication Certificates & secrets If Token configuration			n they are granted permissions t e permissions the application ne			of
Authentication Certificates & secrets	Applications are authorized to	d include all th	e permissions the application ne			of
Authentication Certificates & secrets Token configuration API permissions	Applications are authorized to configured permissions should	d include all th Grant admin c	e permissions the application ne		ermissions and consent	of
Authentication Certificates & secrets Token configuration API permissions Expose an API	Applications are authorized to configured permissions should + Add a permission	d include all th Grant admin c	e permissions the application ne consent for Default Directory	eds, Learn more about p	ermissions and consent	of
Authentication Certificates & secrets Token configuration API permissions Expose an API App roles	Applications are authorized to configured permissions should + Add a permission API / Permissions n	d include all th Grant admin c	e permissions the application ne consent for Default Directory	eds, Learn more about p	ermissions and consent	
Authentication Certificates & secrets Token configuration API permissions Expose an API App roles	Applications are authorized to configured permissions should + Add a permission ~ API / Permissions n ~ Microsoft Graph (5)	d include all th Grant admin o Type	e permissions the application ne onsent for Default Directory Description	eds. Learn more about p Admin consent req	Status	
Authentication Certificates & secrets Token configuration API permissions Expose an API App roles Owners	Applications are authorized to configured permissions should + Add a permission ~ API / Permissions n ~ Microsoft Graph (5) Device Read.All	d include all th Grant admin o Type Application	e permissions the application ne onsent for Default Directory Description Read all devices	Admin consent req Yes	Status A Not granted for Default	
 Authentication Certificates & secrets Token configuration API permissions Expose an API App roles Owners Roles and administrators Pre 	Applications are authorized to configured permissions should + Add a permission API / Permissions n Microsoft Graph (5) Device Read.All Group Read.All	d include all th Grant admin o Type Application Application	e permissions the application ne onsent for Default Directory Description Read all devices Read all groups	Admin consent req Yes	Status Not granted for Default Not granted for Default	

Related Links:

Identity Provider

Configuring Google Workspace for InfinityCloud

Setting an Identity Provider and Adding Domains

Configuring Google Workspace for InfinityCloud

To set up your Google Workspace (Formerly G Suite) Identity Provider for UniPrint InfinityCloud, do the following:

1) Login into https://console.developers.google.com.

2) Click CREATE PROJECT. Enter a project name and the organization and then click Create.

=	Google Cloud Platform	Select a project 👻	Q Search products and resources	×	2.	0	•	1	9
API	APIs & Services	Dashboard							
۰	Dashboard	To view this participation	age, select a project.			CRE	ATEP	ROJECT	7
龃	Library	• To new uns pa	age, select a project.			- One	Alser	logen	
04	Credentials								
iy .	OAuth consent screen								
۵	Domain verification								
W ₀	Page usage agreements								
q									

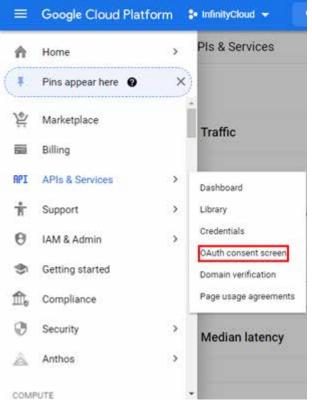
3) From the left side menu, click Library.

	Google Cloud Platform	\$• InfinityCloud - Q. Search products and	resources			5	0	۰		9	
RPI	APIs & Services	APIS & Services + ENABLE APIS AND SERV	/ICES								
٠	Deshboard		1 hour 6	hours 12 hours 1 day 2 days	4 days	7 days	14 d	lays	30 da	ays	Ĩ
***	Library										
04	Credentials	Traffic	ŧ	Errors					<u>+</u>	1	
ΒŸ	OAuth consent screen		1.0/8						10%		
	Domain verification		0.8/s						295		
≡o	Page usage agreements	▲ No data is available for the selected time frame.	0.6/5	A No data is available for t	he select	led time	frame	60	294		Ĩ
			0.4m					2			
			0					0			
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		Median latency	±								
			1.0								
a			0.5								

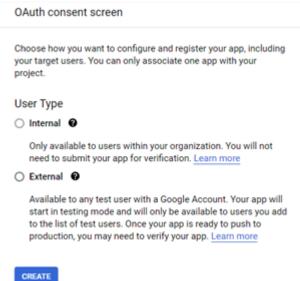
	Platform 🚦 Infin	ityCloud 👻	Q Search products and resources	~	۶.	0	٠	9
← Search		Q admin	sdk	×				
Filter by	2 results							
CATEGORY Developer tools (1) Google Workspace (1)	0	Admin SDK A Google Admin SDK lets	PI administrators of enterprise domains to view and manage resources like user,					
Security (1)	θ	Cloud Identity Google Easily manage	r users, devices, and apps from one console					

4) In the search box, type admin sdk, and then click Admin SDK API.

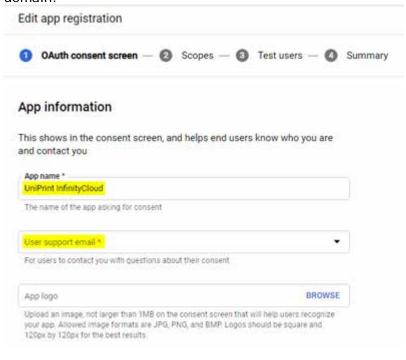
- 5) Click ENABLE.
- 6) From the left side menu, click APIs & Services and then click OAuth consent screen.



7) Click to select the User Type (Internal or External) that will have access to this application and click Create.



8) Under App information, enter an App name and the user support e-mail address from your domain.



9) Under Authorized domains, click ADD DOMAIN. App domain

To protect you and your users, Google only allows apps using OAuth to use Authorized Domains. The following information will be shown to your users on the consent screen.

Application home page	
Application nome page	
Provide users a link to your home page	
Application privacy policy link	
Provide users a link to your public privacy policy	
Application terms of service link	
Provide users a link to your public terms of service	
Authorized domains Authorized domains Authorized domains Authorized domain is used on the consent screen or in an OAuth client's configuration, it must be re-registered here. If your app needs to go through verification, please go to the <u>Google Searce</u> onsole to check if your domains are authorized. Learn more about the authorized domain lime	
Developer contact information	
Developer contact information Email addresses *	
Email addresses * ype to enter uniprint.net. Under Developer contact	• •
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Email addresses * ype to enter uniprint.net. Under Developer contact pport@uniprint.net and then click SAVE AND CON withorized domains @ Then a domain is used on the consent screen or in an OAuth client's configuration, it must be re-registered here. If your app needs to go through verification, please go to the <u>Google Search</u>	• •
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Email addresses * ype to enter uniprint.net. Under Developer contact pport@uniprint.net and then click SAVE AND CON withorized domains @ Then a domain is used on the consent screen or in an OAuth client's configuration, it must be re-registered here. If your app needs to go through verification, please go to the Google Search onsole to check if your domains are authorized. Learn more about the authorized domain limit uniprint.net.	• •
Email addresses * ype to enter uniprint.net. Under Developer contact pport@uniprint.net and then click SAVE AND CON withorized domains	• •

- 11) No scopes are required, click SAVE AND CONTINUE.
- 12) Review the information on the Summary page and click BACK TO DASHBOARD.
- 13) From the left side menu, click Credentials.
- 14) From the Create Credentials list, click OAuth client ID.

Name	Creation date 🔸	Гуре
OAuth 2.0 Client I	Help me choose Asks a few questions to help you decide which type of credent	ial to use
No API keys to displa	Service account Enables server-to-server, app-level authentication using robot a	iccounts
API Keys	OAuth client ID Requests user consent so your app can access the user's data	
Create credentials to ac	API key Identifies your project using a simple API key to check quota a	nd access
Credentials	+ CREATE CREDENTIALS	

15) From the Application type list, click Web application and then under Name, enter an application name. Click CREATE.

	eate OAuth client ID
informatio	
Applicati	on type *
Web app	Vication
Learn mo	ore about OAuth client types
Name *	
UniPrint	InfinityCloud
	e of your OAuth 2.0 client. This name is only used to identify the client in the and will not be shown to end users.
0	The domains of the URIs you add below will be automatically added to your OAuth consent screen as authorized domains.
	ed JavaScript origins @
Authoriz	ed redirect URIs
For use wit	In requests from a web server
Y Geo	URI
+ ADD	

16) Record the Client ID and the Client Secret. These will be required when you set the identity provider in the InfinityCloud console. Click OK.

OAuth client created

	t ID and secret can always be accessed from Credentials in APIs	8
Services		
0	OAuth is limited to 100 sensitive scope logins until the OAuth consent screen is verified. This may require a verification proce that can take several days.	iss
Your Cli		ñ
38915	3366234-7vcq8iapbbgnjpgokckfp92nti3ivhsk.apps.gc	U
Your Cli	ent Secret	
nDTvkt	F5gFkloIzbSM_WNtNWp	Ю

OK

17) Click the newly created OAuth Client ID.

Creder	ntials + cR	EATE CREDENTIALS	DELETE			
Create cr	edentials to access your	enabled APIs. Learn more				
API Ke	ys					
	Name	Creation date $ 4 $	Res	trictions	Key	
No AP	1 keys to display					
OAuth	2.0 Client IDs Name	Creation date 🕹	Туре	Client ID		
	UniPrint InfinityCloud	May 25, 2021	Web application	389150366234-7vcq	Ō	/# ±
Service	e Accounts				Manag	e service accounts
	Email		Name 🕇			
No set	vice accounts to display					

	Clien	t ID for Web application	👲 DOWNLOAD JSON	C RESET SEC
10.0	Name *			
		InfinityCloud re of your OAuth 2.0 client. This name is c	mly used to identify the client in ti	he
0	console	and will not be shown to end users.		
	0	The domains of the URIs you add be your OAuth consent screen as author	A MARKAN CONTRACTOR OF A CONTRACTOR OF	d to
A	uthoriz	ed JavaScript origins		
		th requests from a browser		
		th requests from a browser		
	r use wi	th requests from a browser		
Fo	r use wi	th requests from a browser		
Fo	r use wi <mark>+ ADD</mark> uthoriz	th requests from a browser		
Fo Au Fo	r use wi <mark>+ ADD</mark> uthoriz	th requests from a browser URI red redirect URIs O		
Fo Au Fo	r use wi + ADD uthoriz r use wi	th requests from a browser URI red redirect URIs O		

19) Under URI, type to enter https://infinitycloudadmin.uniprint.net.

	Client ID for Web application	2 DOWNLOAD JSON	G	RES
	Name *			
2	UniPrint InfinityCloud			
	The name of your OAuth 2.0 client. This name console and will not be shown to end users.	e is only used to identify the client in the		
	The domains of the URIs you ad your <u>OAuth consent screen</u> as a	dd below will be automatically added to authorized domains.		
	uthaniand lausCariat arisis - O			
A	uthorized JavaScript origins			
23				
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	RIs * https://infinitycloudadmin.uniprint.net		1	•
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LUI A	RIs * https://infinitycloudadmin.uniprint.net + ADD URI uthorized redirect URIs		1	ĩ
LUI A	RIs * https://infinitycloudadmin.uniprint.net ADD URI or use with requests from a web server		I	•
LUI A	RIs * https://infinitycloudadmin.uniprint.net ADD URI or use with requests from a web server		Ĩ	•

20) Under Authorized redirect URIs, click ADD URI and then type to enter https://infinitycloudadmin.uniprint.net/api/gwregistration/callback.

Click SAVE.

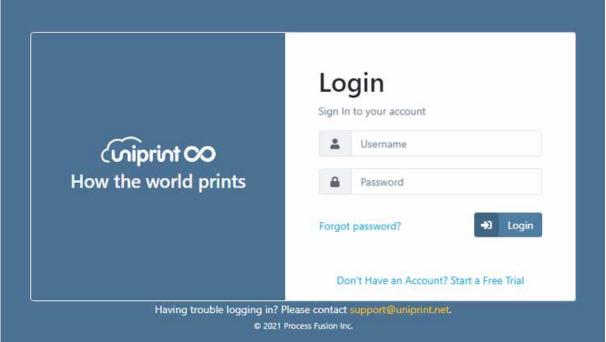
÷	Client ID for Web application	🛨 DOWNLOAD JSON	C RESET SECRET	DELETE
	The domains of the URIs you add below your <u>OAuth consent screen</u> as <u>author</u>		ed to	
	Authorized JavaScript origins 0			
I	For use with requests from a browser			
l	URIs * https://infinitycloudadmin.uniprint.net			
	+ ADD URI			
	Authorized redirect URIs			
1	For use with requests from a web server			
	URIs *		_	
	https://infinitycloudadmin.uniprint.net/api/gwre	egistration/callback	Î	
	+ ADD URI			
	SAVE CANCEL			
elated Li	inks:			
dentity	<u>/ Provider</u>			
onfigu	ring Azure Active Directory f	for InfinityCloud		
ottina	an Identity Provider and Add	ding Domains		

Setting an Identity Provider and Adding Domains

After configuring the identity provider, it can be added to InfinityCloud for user authentication. Domains can also be added using this snap-in.

To set the identity provider, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



- 2) Under SYSTEM SETTINGS, click Identity Providers.
- 3) Initially, the super admin is registered by default using the built-in identity provider, to add a new identity provider, click Add.

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G Deltocent	\mathbb{Q} . Here / identity Provides				26
PRINTER MANAGEMENT	IDENTITY P	ROVIDERS			
SECUREMENT			1000		
TOOLS & UTILITIES	fluthin *		2	🕂 Add 🗃 Delete 😟 Save 🔿 Refresh	
STATISTICS	Identity Provider	UniPoint InfinityClouit (Bull-in)			
SYSTEM SETTINGS	1				
Ø. General					
E Identity Providers					
L Downloads					
C Help					
	Process Fusion Inc. © 2021				

4) From the **Identity Provider** list, select an identity provider. *NOTE:* The selected identity provider needs to be configured first before adding it to InfinityCloud.

Identity Provider	Azure Active Directory *			
Instructions	Azure Active Directory			
	Google Workspace (formerly G Suite)			
Auto Register	0			
Client Id				
Set the Expires value to t	the date at least one week before the expiration of your secret s	et in y	your Azure Portal.	
Client Secret	Expire	es	05/30/2022	
Primary Domain Name				

5) If Azure Active Directory is selected, enter the Client ID, the Client Secret and the Primary Domain Name. To auto-register InfinityCloud through Azure Active Directory, select Auto Register and then click Add.

dentity Provider	Azure Active Directory 🔹			
Instructions				^
uto Register	0			
lient Id				
Set the Expires value to	the date at least one week before the expiration	of your secret set in	your Azure Portal.	
lient Secret		Expires	05/24/2022	Ċ
rimary Domain Name				

6) If Google Workspace is select, enter the Client ID, the Client Secret, the Domain Name and an administrator's user name. Click Add.

+ Identity Provider		
Identity Provider	Google Workspace (formerly G Suite) *	
Instructions		^
Client Id		
Client Secret		
Domain Name		
Admin Username		
		Close + Ada

7) Click Save.

Related Links:

Identity Provider
Configuring Azure Active Directory for InfinityCloud
Configuring Google Workspace for InfinityCloud

Downloads

Downloads

The Downloads section has been set up such that it's easy to know where to install which component or what the component function is. Not all components are required and it depends on which features are required and how users will be printing.

Downloads can be accessed in one of two ways, as follows:

§ By clicking the **Download** button on the top right.

§ By clicking to expand **System Settings** and then clicking **Downloads**.

(iniprint 00 =	🛓 Downloads 🗗 🛔	uptest.dmorgan@yahoo.ca
බ Dashboard	R Hame	25
PRINTER MANAGEMENT	A DASHBOARD	
USER MANAGEMENT	Bay Harbour Butchers	•
STATISTICS SYSTEM SETTINGS	3 uses	
🤌 General	<" Recent Activities	± ▼ 0
1 Help	Back	
	Jul 21, 2020 1:44 PM Default Print Profile : [3] HP Laserjet 4345 mfp PCL Se/Double-sided printing 1:44 PM Printer/Print Profile : + Printer ID=1748d005-6692-4a9f-813f-01f10537a806, print profile ID=104 1:30 PM Uniter/Print Profile : + Printer ID=1748d005-6692-4a9f-813f-01f10537a806, print profile ID=104	Î.
	Process Fusion Inc. © 2020	

The Downloads page is divided based on where each component is to be installed or its function.

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Dashboard	R Home / Downloads	20
PRINTER MANAGEMENT	L DOWNLOADS	
USER MANAGEMENT	Workstation	~
TOOLS & UTILITIES	Mobile	~
SYSTEM SETTINGS	Render Stations	×
🖉 General	Connectors	~
L Downloads	User Release URLs	~
🖲 нер		
	Process Fusion Inc. © 2020	

The following components can be downloaded and installed from the **Downloads** page:

- § InfinitySend Agent
- **§** InfinitySend Mac Agent
- **§** UniPrint InfinityCloud Tools
- **§** iOS InfinityCloud Share
- **§** Android Print Service
- S Chrome Extension
- S Chrome Extension (Enterprise)
- **§** iOS InfinityCloud Vault
- **§** Android InfinityCloud Vault
- S Render Station

- **§** VPQ Connector Cloud for HP
- **§** VPQ Connector Cloud for Xerox
- Release Station
- § File2Print

For installation instructions, refer to <u>Installing InfinityCloud Components</u>.

Related Links:

Configuring System Settings

General

Installing InfinityCloud Components

Since UniPrint InfinityCloud is a cloud product, the only components required for installation is an agent on the end user's PC. Although, there are three components shown on the download page of the InfinityCloud console, the only mandatory component required for printing is the InfinitySend Agent. The other two components are optional and can be downloaded to access additional features such as migrating printer drivers from a corporate print server, creating printer profiles, uploading printer drivers from a client device and enabling SecurePrint pull-printing.

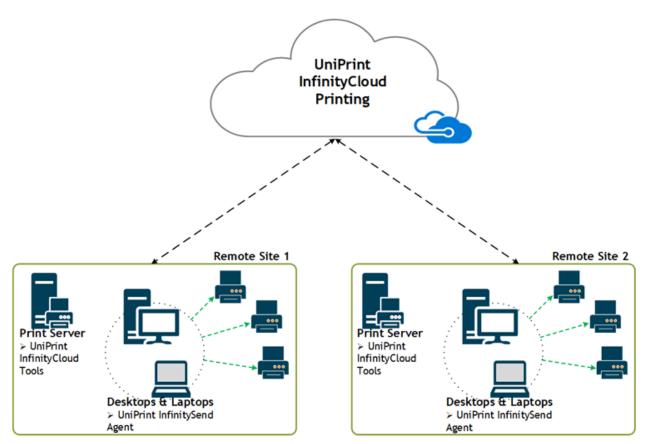
Recommended System Requirements

The InfinitySend Agent and InfinityCloud Tools requires Windows 7 or later (x86 or x64) with the latest updates applied. It is recommended that the Self-Serve Portal and Printer Migration Utility be accessed through Chrome. Errors could occur if they are accessed through Internet Explorer. This is a known issue.

The **Render Station** requires Windows 7 or later (x86 and x64) with the latest updates applied.

For **UniPrint Cloud Vault for Android** the recommended version of Android 4.4 (KitKat) or later.

For **UniPrint Cloud Vault for iOS** the recommended hardware is iPhone 5 or newer with iOS 8 or later.



Related Links:

Installing the InfinitySend Agent Installing InfinityCloud Tools Installing the Personal Render Station Installing the Rendering Station Installing the Release Station Installing File2Print Installing UniPrint InfinityCloud Print Service For Android Installing UniPrint InfinityCloud For Chromebooks Installing InfinityCloud Share for iOS Installing the UniPrint Cloud Vault

Installing the UniPrint InfinitySend Agent

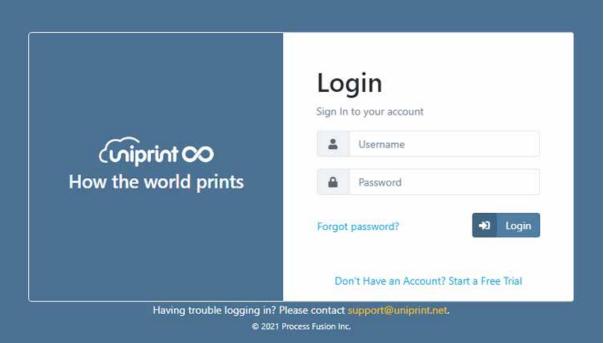
The InfinitySend Agent is required on all user PCs in order to print through InfinityCloud. To utilize the Self Serve Portal, to add printers to PCs, it is strongly recommended that the user not access the portal with Internet Explorer. The Self Serve Portal can be accessed using Edge, Chrome and Firefox. *NOTE: If a new version of the InfinitySend Agent is installed, PrintPAL and SecurePrint mappings will need to be recreated for end users. For Macintosh computers, see Installing the InfinitySend Mac Agent.*

NOTE: For operating systems Windows Server 2012 R2 and earlier, Windows Update KB2999226 must be installed. For more information and to download this update, see <u>https://support.microsoft.com/en-us/help/2999226/update-for-universal-c-runtime-in-windows.</u>No

NOTE: Logging in through Google Workspace (formerly known as G Suite) requires .NET 4.5 Framework which may not be installed on some Windows 7 workstations. Ensure that Windows 7 and Google Workspace users have .NET 4.5 Framework installed first before installing the UniPrint InfinitySend Agent.

NOTE: The Self Serve Portal is not available and does not apply to CP1 InfinitySend.

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative or operator credentials.



2) Click Downloads.

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Dashboard	6 Home			20
PRINTER MANAGEMENT	ି DASHBOARD			
USER MANAGEMENT	Bay Harbour Butchers			۰.
STATISTICS SYSTEM SETTINGS	3 uses			
 General Downloads 	< Recent Activities			5 ¥ 5
Нер	Back Jul 21, 2020 1:44 PM Default Print Profile: [2] HP Laserjet 4345 mfp PCL Se/Double-sided printing ± uptest.dmorgan@yahoo.ca Jul 21, 2020 1:30 PM Printer/Print Profile: + Printer ID=1748d005-6692-4a9f-813f-01f10537a806, print p ± uptest.dmorgan@yahoo.ca Process Fusion Inc: © 2020 Printers Fusion Inc: © 2020	rofile ID=1	04	i

3) Under Workstation and depending on the type of computer you are using to print from, click InfinitySend Agent for Windows.

€ Coniprint CO	🛓 Downloads 🛛 🛋 uptest.dmorgan@yahoo.ca	1
Dashboard		¢
PRINTER MANAGEMENT	& DOWNLOADS	1
SECUREPIUNT		
USER MANAGEMENT	Workstation	
TOOLS & UTILITIES	InfinitySend Agent	
STATISTICS	Installation of the InfinitySend Agent is required on the users' Windows Desktop/Laptop in order to push down printers. Note infinitySend Agent and Rander Sution CANNOT beingtailed on the Lame machine.	
Ø General	InfinitySend Mac Agent Installation of the InfinitySend Mac Agent is required on the users' Apple computers in order to make SecurePrint driver	
🛓 Downloads	available	
1 Help	UniPrint InfinityCloud Tools Install optional tools to further functionality of cloud printing	
	Process Fusion Inc. © 2020	

4) The InfinitySend Agent installation package will be downloaded to the default location set on the client machine, typically the **Downloads** folder. Double-click **UPCWebInstall.exe**.

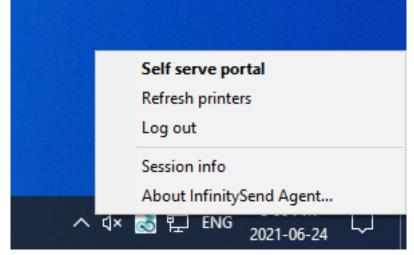
↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	s View	2 	- x
	s PC > Downloads v 0 Name ChromeSetup VPCWebInstall	Search Downloads Date modified 2018-12-10 10:02 2018-12-10 10:25	D Type Application Application
2 items	<		800

5) In Windows, if the UAC dialog box appears, click Yes.

User Account Control	×
Do you want to allow th changes to your device	
(UniPrint Client Dow	vnloader
Verified publisher: UniPrint.net File origin: Hard drive on this cor	nputer
Show more details	
Yes	No

- 6) The InfinitySend Agent will be installed on the client device.
- 7) Once installed, in Windows, the UniPrint icon, 3, will appear in the notification area. Printers can be added automatically to the user's session by using PrintPAL or by using the Self serve portal. To access the Self serve portal, right-click 3 to map printers to this

client device. Note: To use the Self serve portal, pop-up blockers should be disabled.



Related Links:

Installing InfinityCloud Components Installing InfinityCloud Tools Installing the Personal Render Station Installing the Rendering Station Installing the Release Station Installing File2Print Installing UniPrint InfinityCloud Print Service For Android Installing UniPrint InfinityCloud For Chromebooks Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

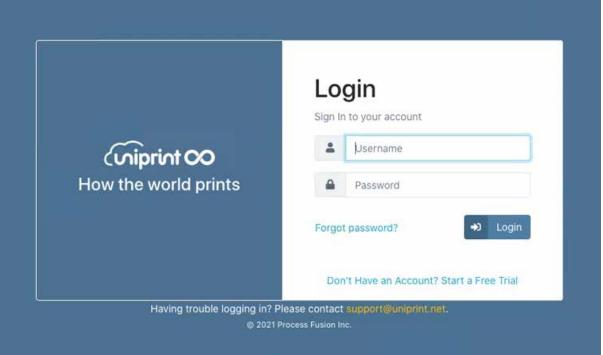
Disabling InfinityCloud Agent Auto-Login

Installing the InfinitySend Mac Agent

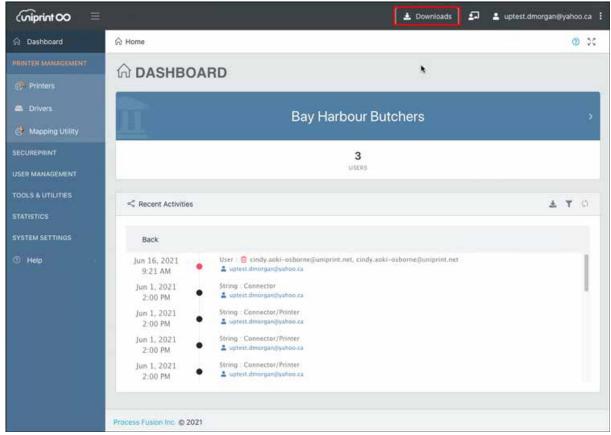
The InfinitySend Mac Agent functions in a similar way to the InfinitySend Agent for Windows, except that it is installed on a Macintosh computer. \

To install the InfinitySend Mac Agent, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative or operator credentials.



2) Click Downloads.



3) Under Workstation, click InfinitySend Mac Agent.

(vniprint∞ ≡	🛓 Downloads 🛛 🛔 uptest.dmorgan@yahoo.ca 🗄
Dashboard	A Home / Downloads
PRINTER MANAGEMENT	LOWNLOADS
USER MANAGEMENT	Workstation
TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	InfinitySend Agent InfinitySend Agent is required on the users: Windows computers in order to push down printers and print. "Note: InfinitySend Agent and Render Station CANNOT be installed on the same machine.
General Identity Providers	InfinitySend Mac Agent InfinitySend Agent is required on the users' macOS computers in order to make the SecurePrint printer available.
🛓 Downloads	UniPrint InfinityCloud Tools
 Help 	Install this in order to create Printer Profiles. This also includes the Printer Migration utility.
	Mobile
	Render Stations V
	Connectors v
	End User URLs
	Process Fusion Inc. © 2021

4) Open Finder and then click Downloads. Double-click UniPrintCloudAgent.pkg.

	Do	wnloads			
< >		0	Q Search		
Favorites	Name	Size	Kind	Date Added	×
Recents	UniPrintCloudAgent.pkg	6.1 MB	Installe_ackage	Today at 11:25 AM	
Applications	googlechrome.dmg	103 MB	Disk Image	Yesterday at 5:48 AM	
0.0110	UniPrint Agent_pkg	4.7 MB	Installeackage	Jun 22, 2021 at 7:39 AM	
C Desktop	😺 UniPrint Agente Installer.pkg	4.7 MB	Installeackage	Jun 18, 2021 at 1:06 PM	
Documents	UniPrint InfinitInstaller-2.pkg	6.1 MB	Installe_ackage	Jun 13, 2021 at 5:59 PM	
	UniPrint Infinitnt Installer.pkg	6.1 MB	Installeackage	Jun 10, 2021 at 12:51 PM	
O Downloads	ProperTree-master		Folder	May 19, 2021 at 1:51 PM	
Locations	Clover Configurator	13.2 MB	Application	May 19, 2021 at 1:38 PM	
acos Base					
Tags					
Red					
😑 Orange					
Yellow					
Green				۸.	
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5) The UniPrint InfinitySend Agent Installer will launch. Click Continue.

0.0	😺 Install UniPrint InfinitySend Agent	
	Welcome to the UniPrint InfinitySend Agent Installer	
Introduction License	You will be guided through the steps necessary to install t software.	his
 License Destination Select Installation Type Installation Summary 	I	
	Go Back Cor	ntinue

6) <u>Read the Software License Agreement and then click Continue.</u>

	🥪 Install UniPrint InfinitySend Agent 🔒
	Software License Agreement
Introduction	English
• License	UniPrint.net Corp. End-User License Agreement
Destination Select	This End-User License Agreement ("EULA") is a legal agreement between
Installation Type	you (either an individual or a single entity) ("Customer") and UniPrint.net Corp. ("UniPrint") whereby UniPrint, according to the terms and conditions
Installation	set forth herein, grants Customer a limited license to use the ePRINTit software products owned by UniPrint or its licensors (hereinafter referred to
Summary	as the Software), which includes modifications, corrections, improvements, enhancements and updates thereto provided now or later by UniPrint as well as any copies, parts, translations, alterations or derivative works thereof or therefrom. Any software provided along with the Software that is associated with a separate end-user license agreement is licensed to you under the terms of that license agreement. By installing, copying, downloading, accessing or otherwise using the Software, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the Software. 1. Limitation of Liability UniPrint and its affiliates, (collectively, the "Licensor") make no representations or warranties with respect to the Software and specifically disclaim any express or implied warranties of merchantability, title, or fitness for a particular purpose. Licensor will not be responsible for any data loss that might result from implementing the Software including but not limited to any special, indirect or consecuential damaces whatsoever resulting from
	Print Save Go Back Continue

7) Click Agree.

000	🤤 Install (JniPrint InfinitySer	nd Agent	1	A	
	To continue installing the software you must agree to the terms of the software license agreement.					
IntrLic	Click Agree to continue or click the Installer.	CDisagree to canc	el the installation	n and quit		
De De					f	
n Ins	Read License		Disagree	Agree		
n Sum	8. Disput This EULA si and the laws the benefit of be enforced pertaining to competent ju 9. Langu It is the expre documents b conferment le	all be governed by the of Canada applicable to Licensor and its succer directly by said entity, it or arising out of this EU risdiction selected by L	therein. This EULA i essors and assigns a ts successors and as ULA shall be settled i icensor. that the agreement a h language. Les part onvention de même	is intended to be and, therefore, m ssigns. Any disp by a Court of and all related ties aux présente que tous les	for ay sute	
	Print	Save	Gol	Back Co	ontinue	

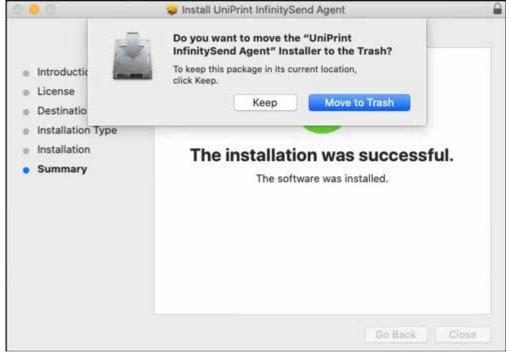
8) Click Install.

	🥪 Install UniPrint InfinitySend Agent	
	Standard Install on "macOS"	
 Introduction License Destination Select Installation Type Installation Summary 	This will take 19.5 MB of space on your computer. Click Install to perform a standard installation of this software on the disk "macOS". I	
	Change Install Location	
	Customize Go Back Install	

9) To proceed with the installation, enter your User Name and Password and then click Install Software.

	software.
I to allow this.	
	I to allow this.

- 10) Upon successful installation, click Close.
- 11) Decide what to do with the installation package. Click either Keep or Move to Trash.



Related Links:

Installing the InfinityCloud Client

Installing InfinityCloud Tools

InfinityCloud Tools are optional, but are used to extend the functionality of cloud printing. This tool pack contains the following utilities:

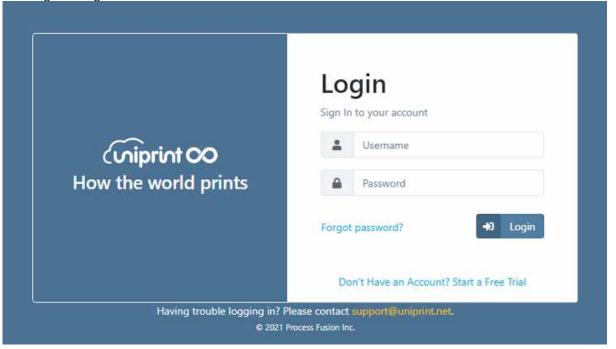
- **§ Driver Upload Tool** Enables the user to upload printer drivers installed on their PC to the InfinityCloud.
- **§** Ability to create Printer Profiles Enables the Printer Profile plug-in in the console.
- **§** UniPrint Printer Migration Utility Migrates printer drivers and print queues from a network print server to the InfinityCloud.

To utilize InfinityCloud Tools, it is recommended that Internet Explorer not used. All other browsers, for example, Chrome, Edge and Firefox are acceptable.

NOTE: For operating systems Windows Server 2012 R2 and earlier, Windows Update KB2999226 must be installed. For more information and to download this update, see <u>https://support.microsoft.com/en-us/help/2999226/update-for-universal-c-runtime-in-</u>windows.

To install the InfinityCloud Tools, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Click Downloads.

(iniprint ∞ ≡		🛓 Downloads	P	≗ uptest.dmorgan@yahoo.ca i
Dashboard	R Hame			22
PRINTER MANAGEMENT	A DASHBOARD			
USER MANAGEMENT	Bay Harbour Butchers			÷.
STATISTICS SYSTEM SETTINGS	3 uses			
🤌 General	<# Recent Activities			4 T 0
⊙ Help	Back: Jul 21, 2020 1:44 PM Default Print Profile [3]* HP Laserjet 4345 mfp PCL Se/Double-sided printing uptrat dmorgan@yahoo ca Printer/Print Profile + Printer ID=1748d005-6692-4a9f-813f-01f10537a806, p	reart confile (Pi=1)	M	
	Jul 21, 2020 Trinker Prinker De 17460003-0002-4829-0131-011103574800, 1 1:30 PM Uptest dmorgan@valveo ca	print provine ID=10		

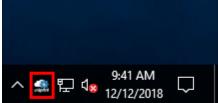
3) Under Workstation, click UniPrint InfinityCloud Tools.

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Dashboard	🛱 Home / Downloads	
PRINTER MANAGEMENT	LOWNLOADS	1
USER MANAGEMENT	Workstation	
TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	InfinitySend Agent Installation of the InfinitySend Agent is required on the users' Windows Desktop/Laptop in order to push down printers. Note infinitisend Agent and Aerder Station CANNOT be installed on the large machine.	
Ø General	InfinitySend Mac Agent Installation of the InfinitySend Mac Agent is required on the users' Ande computers in order to make SecurePrint driver	
🛓 Downloads	NT Arrow / Downloads Morkstation Morkstation InfinitySend Agent Installation of the InfinitySend Agent is required on the users' Windows Desktop/Laptop in order to push down printers. State infinitySend Agent and Render Status CANNOT is implained on the same matrixe.	
🗇 Нер	Install optional tools to further functionality of cloud printing.	
	Process Fusion Inc. © 2020	

4) The InfinityCloud Tools installation package will be downloaded to the default location set on the client machine, typically the **Downloads** folder. Double-click **UPCloudToolsInstall.exe**. 5) If the Open File - Security Warning dialog box appears, click Run.

Open File	- Security War	ning	×
Do you	want to run th	nis file?	
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	Publisher:	<u>UniPrint.net</u>	
	Type:	Application	
	From:	C:\Users\Administrator.MYCOMPANY2\Downloads\U	
		Run Cancel]
🗹 Alwa	ys ask before o	pening this file	
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?			Y

- 6) The InfinityCloud Tools will be installed.
- 7) Once installed the InfinityCloud Tools icon, and will appear in the notification area. Rightclick to exit InfinityCloud Tools or to view more information on the InfinityCloud Tools installed.



Related Links:

Installing InfinityCloud Components

Installing the InfinitySend Agent

Installing the Personal Render Station

Installing the Rendering Station

Installing the Release Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

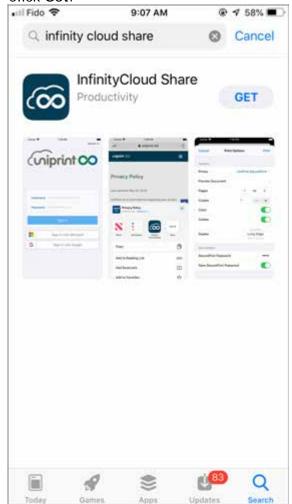
Installing the UniPrint Cloud Vault

Installing InfinityCloud Share For iOS

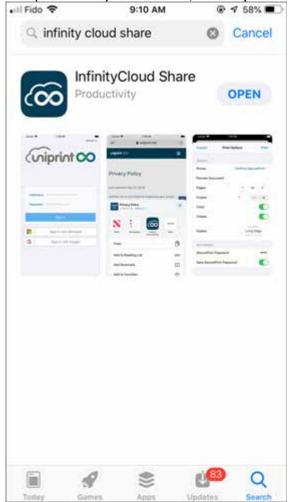
InfinityCloud Share is an app the enables iOS users to print to the UniPrint SecurePrint printer.

To install InfinityCloud Share on an iOS device, do the following:

- 1) Go to the Apple App Store and then search for InfinityCloud Share.
- 2) Click Get.



3) To open InfinityCloud Share, click Open.



Related Links:

Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Personal Render Station

Installing the Rendering Station

Installing the Release Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

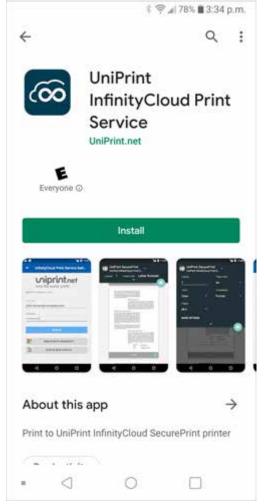
SecurePrint Printing Using InfinityCloud Share For iOS

Installing UniPrint InfinityCloud Print Service for Android

The InfinityCloud Print Service is an app that enables Android devices to print to the UniPrint SecurePrint printer. No configuration is necessary other than logging into InfinityCloud.

To install the InfinityCloud Print Service on an Android device, do the following:

- 1) Tap Google Play to go to the Google Play Store.
- 2) Search for UniPrint InfinityCloud Print Service and then click UniPrint InfinityCloud Print Service.
- 3) Click Install.



Related Links:

Installing the InfinitySend Agent

Installing InfinityCloud Tools Installing the Personal Render Station Installing the Rendering Station Installing the Release Station Installing File2Print Installing UniPrint InfinityCloud Print Service For Android Installing UniPrint InfinityCloud For Chromebooks Installing InfinityCloud Share for iOS Installing the UniPrint Cloud Vault SecurePrint Printing Using the UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

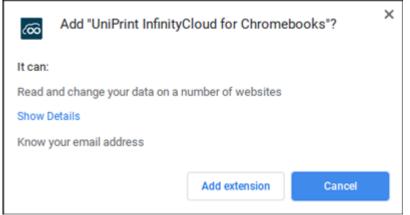
InfinityCloud for Chromebooks is an extension that enables Chromebook users to print to the UniPrint SecurePrint printer.

To install the UniPrint InfinityCloud extension for Chromebooks, do the following:

- 1) Sign into your Chromebook and then navigate to the Chrome Web Store.
- 2) Search for InfinityCloud and then click Add to Chrome.

🚡 chrome web store	e		\$ uptest.bgriffin@gmail.com ∽
<pre>InfinityCloud] ×</pre>	Extensions		1 of 1 extensions
 Extensions Themes Apps Features 	(iniprint 00	UniPrint InfinityCloud for Chromebooks Offered by: UniPrint.net Print to InfinityCloud SecurePrint Productivity	Add to Chrome
Runs Offline			
By Google			
Free Free			
Available for Android			
Works with Google Drive			
Ratings			
O ★★★★★ O ★★★★★ \$ UD			

3) Click Add extension.



4) The InfinityCloud icon will be added to extensions.

		has been adde	ensions by clicking Exte		× narks
			1 of 1 extension	IS	

Related Links:

Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Personal Render Station

Installing the Rendering Station

Installing the Release Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

SecurePrint Printing Using UniPrint InfinityCloud For Chromebooks

Installing the Personal Render Station

The Personal Render Station can be installed on any computer. Unlike the Release Station which requires the Render Station, it can also be installed on the same computer as the InfinitySend Agent. Install the Personal Render Station on any computer that has a printer attached and the user can release SecurePrint print jobs to that printer. This solution is perfect for work-at-home situations.

To install the Personal Render Station, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Click Downloads.

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PRINTER MANAGEMENT	A DASHBOARD	
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STATISTICS SYSTEM SETTINGS	3 USB35	54
 General Downloads 	< Recent Activities	
⊕ Help	Back: Jul 21, 2020 Default Print Profile: IS* HP Laserjet 4345 mfp PCL Se/Double-sided printing * 1:44 PM Luptest dmorgan@yaboo ca * Jul 21, 2020 Printer /Print Profile : + Printer ID=1748d005-6692-4a9f-813f-01f10537aB06, print profile ID=104 * 1:30 PM Luptest dmorgan@yaboo ca *	
	Process Fusion Inc. © 2020	

3) Under Render Stations, click to download the Render Personal Station.

(vniprint∞ ≡	🛓 Downloads 🛛 🖨 💄 uptest.dmorgan@yahoo.ca 🗧
	A Heme / Downloads
PRINTER MANAGEMENT	workstation
SECUREPRINT	Mobile
USER MANAGEMENT	Render Stations
TOOLS & UTILITIES	Personal Render Station
STATISTICS	Install this component on any device to print to any printers connected to this device, printers do not need to be registered with InfinityCloud. This component is used for Secure Pull Printing.
SYSTEM SETTINGS	
🖉 General	Render Station
🛓 Downloads	Install this component on any device to print to any printers connected to this device. This component is used for Secure Pull Printing.
1 Help	"Note: Bender Station and infinitySend Agent CANNOT be installed on the same maintime.
	Connectors
	Process Fusion Inc. © 2020

4) The Personal Render Station installation package will be downloaded to the default location set on the client machine, typically the **Downloads** folder. Double-click

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	ntPRSInstall	2020-10-08 11:57 AM	Application	1,672 KB	
> Documents					

UniPrintPRSInstall.exe to install the Personal Render Station.

5) If the Open File - Security Warning dialog box appears, click Run.

Open File	- Security War	ning	×			
Do you want to run this file?						
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	Publisher:	<u>UniPrint.net</u>				
	Type: Application					
	From: C:\Users\Administrator.MYCOMPANY2\Downloads\U					
		Run Cancel]			
Always ask before opening this file						
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?						

6) The Personal Render Station will be installed.

Related Links:

Installing InfinityCloud Components

Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Rendering Station

Installing the Release Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

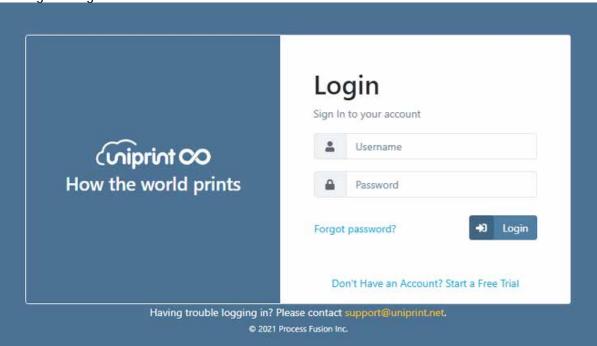
Installing the UniPrint Cloud Vault

Installing the Render Station

The render station is only required for SecurePrint pull printing. To print to printers attached to a client device through SecurePrint, install this component. The personal render station can be installed on home computers and enables the user to print through InfinityCloud to their personal desktop printers.

To install the Render Station, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



2) Click Downloads.

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PRINTER MANAGEMENT	A DASHBOARD			
USER MANAGEMENT	Bay Harbour Butchers			».
STATISTICS SYSTEM SETTINGS	3 uses			
 General Downloads 	<# Recent Activities			4 T 0
⊕ Help	Back Jul 21, 2020 Default Print Profile: IIP HP Laserjet 4345 mfp PCL Se/Double-sided printing uptest dimorgan@vahoo ca Jul 21, 2020 Printer/Print Profile: + Printer ID=1748d005-6692-4a9f-813f-01f10537a806, print 1 30. PM # uptest dimorgan@vahoo ca	profile ID=1	04	i
	Process Fusion Inc. © 2020			

3) Under Render Stations, click to download the Render Station.

(vniprint∞ ≡	🛓 Downloads 🚽 🛓 uptest.dmorgan@yahoo.ca 🕴
PRINTER MANAGEMENT	workstation Y
SECUREPRINT	Mobile
USER MANAGEMENT	Render Stations
TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS	Personal Render Station Install this component on any device to print to any printers connected to this device, printers do not need to be registered with InfinityCloud. This component is used for Secure Pull Printing.
🤌 General	Render Station
🛓 Downloads	Install this component on any device to print to any printers connected to this device. This component is used for Secure Pull Printing Wate teach Datase of Infractant Agent CANNOT be initiated on the same manife.
1 Help	Texts server source pro mining provident Learney per planets in the same powner.
	Connectors ^
	Process Fusion Inc. © 2020

4) The render station installation package will be downloaded to the default location set on the client machine, typically the **Downloads** folder. Double-click **UniPrintRSInstall.exe** to

install the Render Station.

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5) If the Open File - Security Warning dialog box appears, click Run.

Open File	- Security War	ning	×			
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	Publisher:	<u>UniPrint.net</u>				
	Type:	Application				
From: C:\Users\Administrator.MYCOMPANY2\Downloads\U						
		Run Cancel]			
🗹 Alwa	ys ask before o	pening this file				
۲		om the Internet can be useful, this file type can potentiall omputer. Only run software from publishers you trust. <u>sk?</u>	У			

- 6) The render station will be installed.
- 7) In the InfinityCloud console, under SECUREPRINT, click Render Stations. The host name of the machine where the render station was installed should appear with a hash appended to

Coniprint 👀 🗮	2		🛓 Downloads 🖉 🕰] 🚨 uptest.dmorgan@yahoo.ca
Dashboard	🔂 Home / Render Station			8
PRINTER MANAGEMENT	C RENDER STATIO	N MANAGEMENT		
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	0 = Y 0	00170		
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U * Proximity Devices	DMORGAN-PC [8a9e2cb8-1839-4f2b-			
USER MANAGEMENT				
TOOLS & UTILITIES				
STATETICS				
SYSTEM SETTINGS				
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NOTE: After installing the render station, *DO NOT CHANGE* its host name. Render stations are only registered once.

To delete a render station, remove it from the PC that it was installed on and then on the InfinityCloud console, click to select the render station to be removed and then click ³.

Click it delete it from the console.

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Dashboard	R Home / Render Station 20					
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USER MANAGEMENT						
TOOLS & UTILITIES						
STATISTICS						
SYSTEM SETTINGS						
💿 Help						
	Process Fusion Inc. © 2020 /					

Related Links:

Installing InfinityCloud Components Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Personal Render Station

Installing the Release Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

Installing the UniPrint Cloud Vault

UniPrint Cloud Vault is a mobile app that enables users who print through SecurePrint to release their print jobs by using their mobile devices. To install UniPrint Cloud Vault, click on one of the following links depending on your devices' operating system:

- **§** For Android, visit the <u>Google Play Store</u>.
- **§** For iOS, visit the <u>Apple App Store</u>.

NOTE: In order to use UniPrint Cloud Vault, a QR code must be generated for the printer to be used.

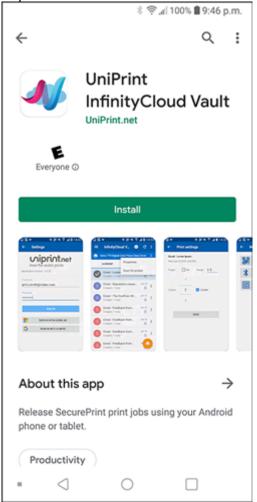
Installation instructions for both Android and iOS are detailed below.

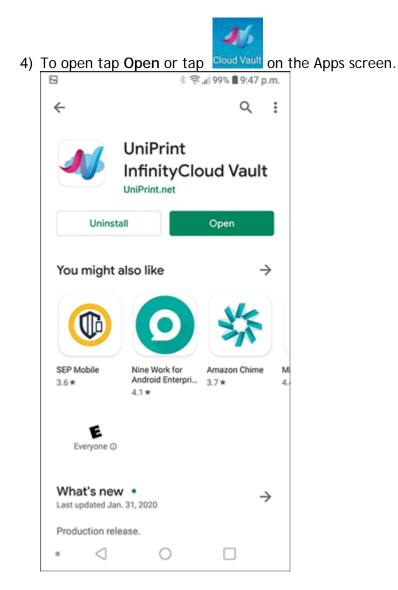
Installing on Android

For Android devices, do the following:

- 1) On the Android device, open a web browser and go to https://play.google.com/store/apps/details?id=net.uniprint.sassvault.
- 2) Search for UniPrint InfinityCloud Vault and then tap to select UniPrint InfinityCloud Vault.

3) Tap Install.



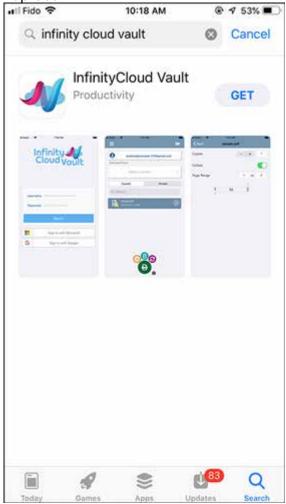


Installing on iOS

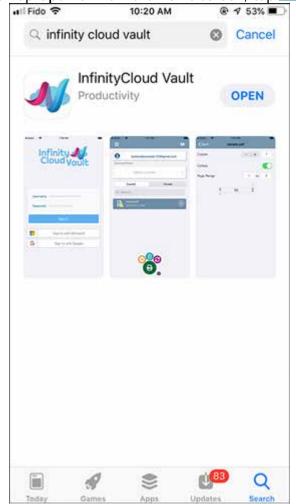
For iOS devices, do the following:

1) On the iOS device, open the Apple App Store and search for **InfinityCloud Vault** or in a web browser, go to <u>https://apps.apple.com/us/app/infinitycloud-vault/id1495602248</u>.

2) Tap Get.



3) Tap Open or from the Home screen, tap



Related Links:

Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Personal Render Station

Installing the Rendering Station

Installing the Release Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

SecurePrint Printing Through UniPrint InfinityCloud

Releasing a SecurePrint Print Job With The UniPrint Cloud Vault

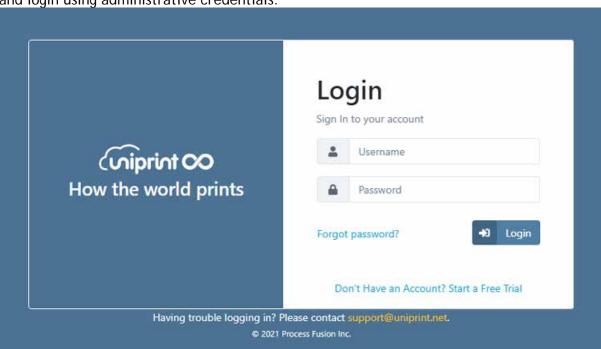
Installing The Release Station

The Release Station has been removed from the InfinityCloud Tools installation package and is now a separate installation package. The Release Station is used to authenticate and release SecurePrint documents for printing and can be installed on a Windows desktop.

A prerequisite is that the Render Station must also be installed.

To install the Release Station, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



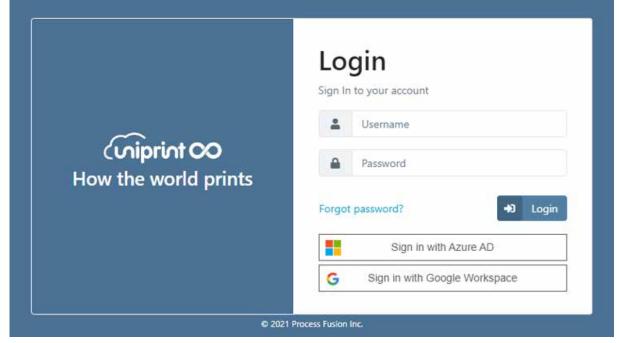
2) Click Downloads.

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PRINTER MANAGEMENT	A DASHBOARD		
USER MANAGEMENT	Bay Harbour Butchers		э.
STATISTICS SYSTEM SETTINGS	3 users		
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ී Help	Back Jul 21, 2020 Default Print Profile: []] HP Laserjet 4345 mfp PCL Se/Double-sided printing uptest dimorgan@velvoo ca Jul 21, 2020 Printer/Print Profile: + Printer ID=1748d005-6692-4a9f-813f-01110537a806, 1 s.0 PM. Substantinggan@velvoo ca	print profile ID=10	
	Process Fusion Inc. © 2020		

3) Under User Release URLs, click Release Station.

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😥 Dashboard				X
PRINTER MANAGEMENT	Connectors			~ `
SECUREPRINT				
USER MANAGEMENT	VPQ Connector Cloud for HP Run this to deploy the InfinityCloud connector to the HP Printer			
TOOLS & UTILITIES				
STATISTICS	VPQ Connector Cloud for Xerox			
	Run this to deploy the InfinityCloud connector to the Xerox Printer,			
🖉 General	User Release URLs			^
🛓 Downloads	Copy and share the following links with end-users in your organization.			
Help				
	Release Station (C			
	Release print jobs <u>Requires</u> Render Station			
	Process Fusion Inc. © 2020			

4) A new browser window will open. Log into InfinityCloud.



5) The Release Station will open.

hoo.ca 🚦	Criprint CO 🛓 uptest.dmorgan@yahoo.ca
	RELEASE STATION
xt Θ	Print Jobs 2 Printer 1 Result
	岱 Select print job(s)
	Current Printed
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_	
	Process Fusion Inc. © 2020

Related Links:

Installing InfinityCloud Components

Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Personal Render Station

Installing the Rendering Station

Installing File2Print

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

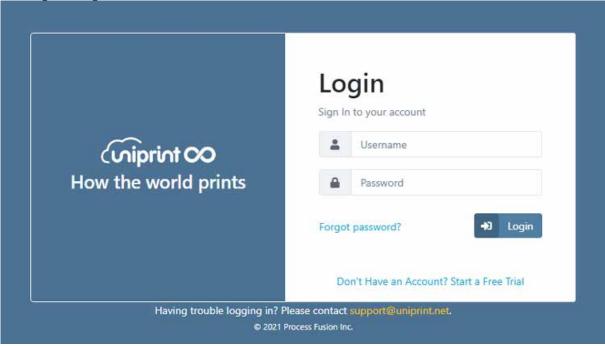
Releasing a SecurePrint Print Job With The Release Station

Installing File2Print

File2Print enables users to print to SecurePrint through their ICA and/or RDP session and then release their print jobs to locally attached printers. File2Print does not require the Render Station to be installed. File2Print is enabled by default. *Note: To use File2Print, ensure that your pop-up blocker is disabled.*

To install File2Print, do the following:

1) In a web browser, navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u> and login using administrative credentials.



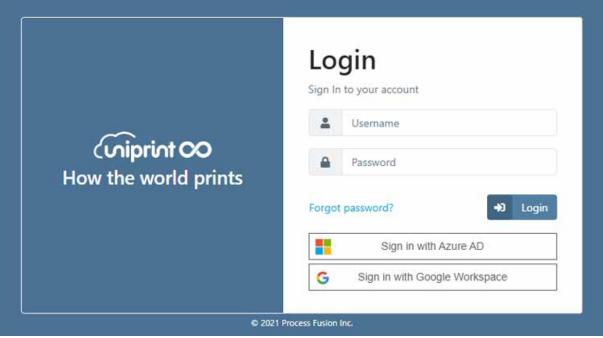
2) Click Downloads.

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	Process Fusion Inc. © 2020				

3) Under User Release URLs, click File2Print.

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බ Dashboard	ଭି Home / Downloads		20
PRINTER MANAGEMENT	Mobile		~
SECUREPRINT	Render Stations		
USER MANAGEMENT	Render Stations		
TOOLS & UTILITIES	Connectors		×
STATISTICS	User Release URLs		^
SYSTEM SETTINGS	Copy and share the following links with end-users in your organization		
P General			
🛓 Downloads	Release Station D Release print jobs <u>Reowies</u> Render Station		
① Help			
	File2Print 10 Print, view, or delete print jobs. <u>Does not require</u> Render Station.		
	HINK NEW OF GREEKE SHILL FORS ACCOUNT COVING HENDER STRUCT		
			-
	Process Fusion Inc. © 2020		

4) Log into your InfinityCloud account.



5) File2Print will open which will enable you to select, release and print to a local printer.

Ciniprir	100			💄 uptest.bgriffin@gmail.com 🚦 -
D PI		S		
Selecting Selecting	Print using Mozilla	t Explorer FireFox v	up to 30 days. or <u>Microsoft Edge</u> will give you the option to open or save the document which you can then print locally. Ill open the document in a new window/tab for you to print. b browser or the print dialog will not appear.	
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Process Fus	ion Inc. © 2020			

Related Links:

Installing InfinityCloud Components Installing the InfinitySend Agent

Installing InfinityCloud Tools

Installing the Personal Render Station

Installing the Rendering Station

Installing the Release Station

Installing UniPrint InfinityCloud Print Service For Android

Installing UniPrint InfinityCloud For Chromebooks

Installing InfinityCloud Share for iOS

Installing the UniPrint Cloud Vault

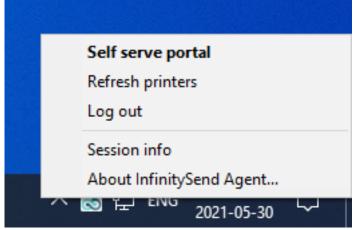
Releasing a SecurePrint Print Job With File2Print

InfinitySend Agent

Using the InfinitySend Agent

The InfinitySend Agent is required to be installed on all Windows computers printing through

InfinityCloud. To configure and access the InfinitySend Agent, right-click 🚳 in the notification area.



This allows the user to do the following:

- S Access the Self Serve Portal
- S Refresh printers
- **§** Log out of the InfinitySend Agent

The InfinitySend Agent can also be set to Kiosk Mode. In Kiosk Mode, the InfinitySend Agent will automatically log out of InfinityCloud after a specified number of minutes of inactivity passes. Kiosk Mode can only be set through the Registry Editor.

Related Links:

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Self-registering Users Through The InfinitySend Agent

Adding Printers Using the Self Serve Portal

Adding Printers Using Maps in the Self Serve Portal

Setting a Default Printer in the Self Serve Portal

Releasing SecurePrint Jobs Using the Self Serve Portal

Adding Additional E-mail Addresses to Email2Print

Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

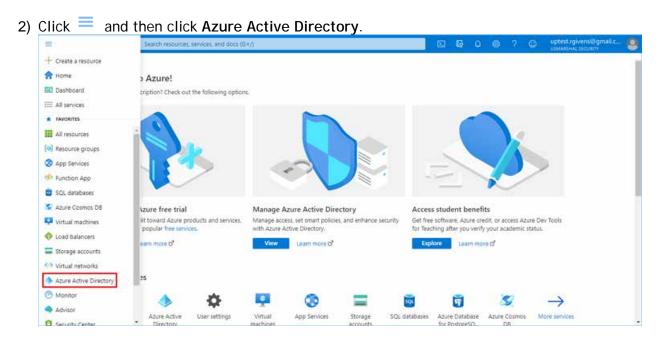
Overriding User Login and SecurePrint on Kiosk Machines

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Users who login through Azure Active Directory may experience issues with logging into the InfinitySend Agent if permissions are not set properly.

To set permissions in Azure Active Directory, do the following:

1) Log into the <u>Azure Portal</u>.



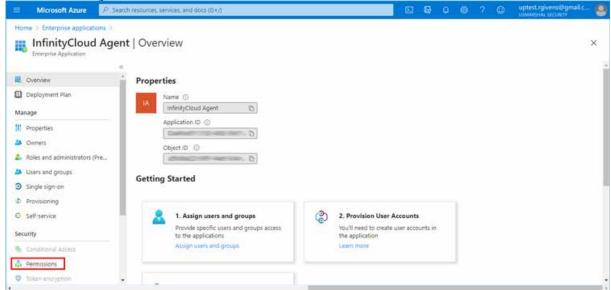
3) Click Enterprise Applications.

🗏 Microsoft Azure 🔎 Sei	arch resources, services, and docs (G+/)		D	8	۵	۲	?	۲	uptestingivens@gmail.c
Home > USMarshal Securi Abure Active Directory		- Create a tenant 📑 What's new 🗌 🖼 Pre	view features		Got	feedbac	k7		×
Overview									
Getting started Freview hub	Azure Active Directory can help you enab	ole remote work for your employees and partners. Lea	en more						×
X Diagnose and solve problems	USMarshal Security								
Manage	P Search your tenant								
A Groups	Tenant information	Se Azure AD Connect							
External identifies Action administrators Administrative units Enterprise applications Devices App registrations Job registrations Job registrations	Vour role User More info License Abure AD Free Tenant ID Primary domain USMarshatSecurity.com	Status Not enabled Last sync Sync has never run							
Application proxy									

4) From the applications list, click InfinityCloud Agent.

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Home > Enterprise applications Enterprise applicat USMarshall Security - Asure Active Dis	tions All applications	6						×
Overview Overview		umns B Preview features S						
X Diagnose and solve problems Manage	Application type Enterprise Applications	Applications status	Application visibility Any	~]	Apply	Reset		Ì
All applications	First 50 shown, to search all of yo	ur applications, enter a display name or	the application ID,					
Application proxy	Name	Homepage URL		Object ID		App	dication ID	
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Security	😨 Infinity Cloud Vault			-				
Senditional Access	InfinityCloud			-		-		
Consent and permissions	With InfinityCloud			1000	-	-		e.
Activity	M InfinityCloud Agent				-	-		-
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📸 Usage & insights (Preview)	InfinityCloud Klovia					-		e
Audif loga	 InfinityCloud Release St 	ation		-	-			-

5) Under Security, click Permissions.



6) Click Grant admin consent for [Company Name] to grant access for all users to the InfinitySend Agent.

Microsoft Azure	\mathcal{P} . Search resources, services, and docs (G+/)	🖸 🛱 Q 🐵 ? 😳 uptest.rgivens@gmail.c. 🧕						
	Enterprise applications > InfinityCloud Agent Agent Permissions C Refresh Review permissions C Got feedback?	×						
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Conditional Access	Microsoft Graph Access directory as the sign	ned in user Delegated Admin consent An administrator						
Permissions Token encryption	Microsoft Graph Read group memberships Permission Details	Delegated Admin consent An administrator						

Related Links:

<u>Using the InfinitySend Agent</u> <u>Self-registering Users Through The InfinitySend Agent</u> <u>Adding Printers Using the Self Serve Portal</u> <u>Adding Printers Using Maps in the Self Serve Portal</u> <u>Setting a Default Printer in the Self Serve Portal</u> <u>Releasing SecurePrint Jobs Using the Self Serve Portal</u>

Adding Additional E-mail Addresses to Email2Print

Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

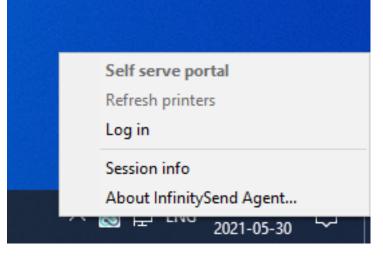
Overriding User Login and SecurePrint on Kiosk Machines

Self-Registering Users Through The InfinitySend Agent

Users who are not registered with InfinityCloud can self-register after installing the InfinitySend Agent on their desktop computers. This is the preferred method for adding users to InfinityCloud since it is less labor intensive for the administrator.

To self-register through the InfinitySend Agent, do the following:

1) In the notification area, right-click the InfinitySend Agent icon, 초, and then click Log in.



2) Click Register. There's no need to fill out your E-mail address and Password since this is only required for logging in.

🗟 InfinitySend Agent 🛛 🗙 🗙					
Log in to UniPrint InfinityCloud					
E-mail address or a fully qualified domain user name:					
Password:					
Register Log in Cancel					
Sign in with Azure AD					
G Sign in with Google Workspace					

3) Enter your E-mail address and Password twice. NOTE: The password must contain an uppercase character, lowercase character, a numerical digit and a non-alphanumeric character and it must be at least 6 characters long. Click Register.

🗟 InfinitySend Agent 🛛 🗙								
Register with UniPrint InfinityCloud								
E-mail address or a fully qualified domain user name:								
uptest.bgriffin@gmail.com								
Password:								
•••••								
Confirm password:								
•••••								
Register Cancel								

4) The user will then be added to the list of users and will automatically be assigned the role of End User.

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TOOLS & UTILITIES STATISTICS SYSTEM SETTINGS () Help	uptest.abatista@gmail.com uptest.bgriffin@gmail.com uptest.dmorgan@yahoo.ca	End User	
	Process Fusion Inc. © 2020		

Related Links:

Using the InfinitySend Agent

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Adding Printers Using the Self Serve Portal

Adding Printers Using Maps in the Self Serve Portal

Setting a Default Printer in the Self Serve Portal

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Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

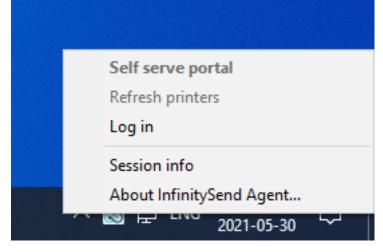
Overriding User Login and SecurePrint on Kiosk Machines

Adding Printers Using the Self Serve Portal

A user can add printers to their session on their own through the Self-Serve Portal. *Note: The UniPrint InfinitySend Agent must be installed first on the user's PC and pop-up blockers must be disabled.*

To add printers through the Self-Serve Portal, do the following:

1) In the notification area, right-click 🚳 . If the user is not logged in, click Log in.



2) Enter user credentials and then click Log in.

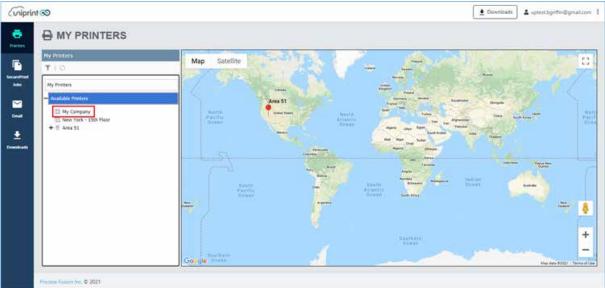
🗟 InfinitySend Agent 🛛 🗙
Log in to UniPrint InfinityCloud
E-mail address or a fully qualified domain user name:
Password:
Register Log in Cancel
Sign in with Azure AD
G Sign in with Google Workspace

3) Once logged, in the notification area, right-click 초 and then click Self serve portal.

4) Under My Printers, click Available Printers.

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My Printers	Printers			
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+ Available Printers	Image: Wide Pro MPP 772-7772 PCL 6 (V3) Image: Wide Pro MPP 772-7772 PCL 6 (V3) Image: Wide Pro MPP 772-7772 PCL 6 (V3) Image: Wide Pro MPP 772-7772 PCL 6 (V3)	192.0.2.72 West Copy Ro 192.0.2.97	20m	
±				

5) Click to select an Area.



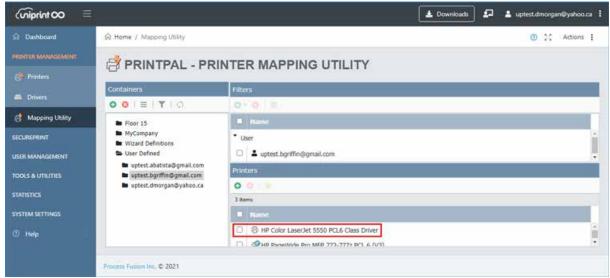
6) Under Printers, click to select a printer and then click • to map the selected printer to your session.

My Printers	Printers			
T 10	OTIO			
Ny Printers - Available Printers - My Company - Mit Company - Move York - 15th Floor + © Area 51	HAME HAME HARE HP Color LaserSet 5550 PCL6 Class Driver HP DeserVet 4345 mfp PCL 5e HP PageWide Color MFP 586 Home	Interaction of the state of the	Accounting	2 2

7) The newly added printer will be added to the printer list.

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	Proces Fusien Inc. © 2021						

8) In PrintPAL, these printers will appear under your user name in the User Defined container.



Related Links:

Using the InfinitySend Agent

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Self-registering Users Through The InfinitySend Agent

Adding Printers Using Maps in the Self Serve Portal

Setting a Default Printer in the Self Serve Portal

Releasing SecurePrint Jobs Using the Self Serve Portal

Adding Additional E-mail Addresses to Email2Print

Downloading InfinityCloud Tools & Utilities

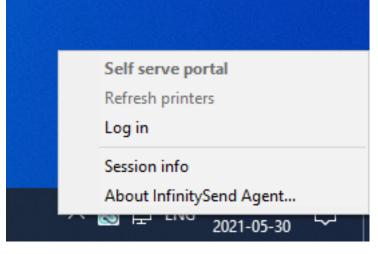
Setting the InfinitySend Agent to Kiosk Mode

Overriding User Login and SecurePrint on Kiosk Machines

Adding Printers Using Maps in the Self Serve Portal

To add printers by using a map, do the following:

1) In the notification area, right-click 🗟 . If the user is not logged in, click Log in.



2) Enter user credentials and then click Log in.

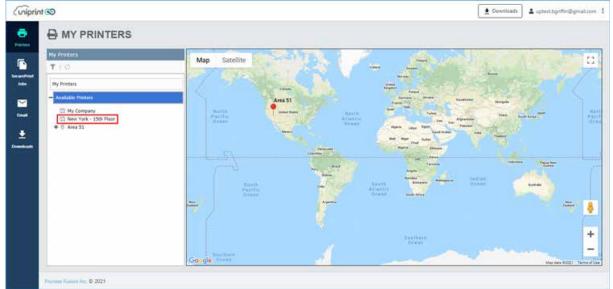
🗟 InfinitySend Agent 🛛 🗙	
Log in to UniPrint InfinityCloud	
E-mail address or a fully qualified domain user name:	
Password:	
Register Log in Cancel	
Sign in with Azure AD	
G Sign in with Google Workspace	

3) In the notification area, right-click signal and then click Self serve portal. Note: Before accessing the Self serve portal, ensure that pop-up blockers are disabled.

4) Under My Printers, click Available Printers.

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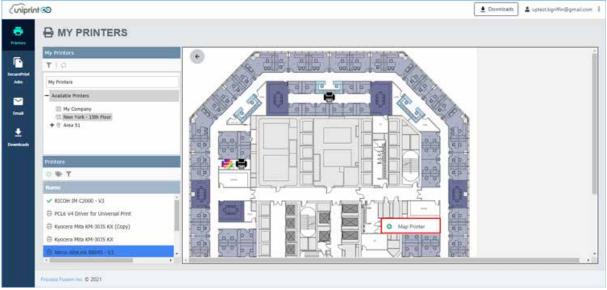
5) Under Available Printers, click to select an Area that has a map associated with it.



6) If you're not familiar with the name of the printer, but you know the location, then on the



7) Click Map Printer.



8) If the name of the printer is known, then under Printers, click to select the printer and then click ⁽¹⁾.



9) Click My Printers and the newly mapped will appear in the printer list.

(viprint®	👱 Downloads) 🚨 optest.bgriffin@gmal.com
My Printers	
Non Ny Printers - Available Printers	
Email III My Campany III Reve York - 15th Mase + © Area 51	
Printers	
Rimman ✓ RSCOH IM C2000 - V3	
PCL6 V4 Driver for Universal Print	
Kyocera Mita KN-3035 KX (Copy)	
🕀 Kysoera Mita KM-3035 KX	

Related Links:

Using the InfinitySend Agent

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Self-registering Users Through The InfinitySend Agent

Adding Printers Using the Self Serve Portal

Releasing SecurePrint Jobs Using the Self Serve Portal

Adding Additional E-mail Addresses to Email2Print

Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

Overriding User Login and SecurePrint on Kiosk Machines

Setting a Default Printer in the Self Serve Portal

The default printer can be set in PrintPAL by the administrator, however, the user can also set the default printer in the Self Serve Portal.

To set the default printer in the Self Serve Portal, do the following:

1) In the notification area, right-click 초 . If the user is not logged in, click Log in.

Self serve portal
Refresh printers
Log in
Session info
About InfinitySend Agent
2021-05-30

2) Enter user credentials and then click Log in.

🗟 InfinitySend Agent 🛛 🗙
Log in to UniPrint InfinityCloud
E-mail address or a fully qualified domain user name:
Password:
Register Log in Cancel
Sign in with Azure AD
G Sign in with Google Workspace

- 3) Once logged, in the notification area, right-click self serve portal. Note: Before accessing the Self serve portal, ensure that pop-up blockers are disabled.
- 4) Under Printers, click to select a printer and then click \checkmark .

My Printers	Printers				
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My Printers	 Hame 	Nost Address	kecation /)	Conservat	
- Available Printers	O HP Color LaserJet 5550 PCL6 Class Driver	192.0.2.201			
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5) A blue check mark will appear next to the printer to indicate that it is the default printer.

Printers I Maniec I Maniec I M IP Color LaserJet 5550 PCL6 Class Driver I M PogeWide Pro MEP 772-772 PCL 6 (V3) I S Agron AtlaUnik BB045 - V3 Xerox AtlaUnik BB045 - V3	Host Address 192.0.2.201 192.0.2.72 192.0.2.97 192.0.2.56	Location West Copy Room East Copy Room	-	-
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□ ⊕ HP Color Laser3et 5550 PCL6 Class Driver □ ⊡ HP PageWide Pro MIP 772-7772 PCL 6 (V3 □ ⊕ R3COH IM (2000 - V3	192.0.2.201) 192.0.2.72 192.0.2.97	West Copy Room		
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NOTE: If the administrator sets a different default printer in the InfinityCloud Console, but the user sets another default printer through the Self Serve portal, the user session will utilize the default printer set by administrator.

Related Links:

Using the InfinitySend Agent

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Self-registering Users Through The InfinitySend Agent

Adding Printers Using the Self Serve Portal

Adding Printers Using Maps in the Self Serve Portal

Releasing SecurePrint Jobs Using the Self Serve Portal

Adding Additional E-mail Addresses to Email2Print

Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

Overriding User Login and SecurePrint on Kiosk Machines

Releasing SecurePrint Jobs Using the Self Serve Portal

Not only can a SecurePrint print job be released from the Self Serve portal, but the user can also preview the print jobs and delete it.

To release SecurePrint print jobs through the Self Serve portal, do the following:

1) In the notification area, right-click 💰 . If the user is not logged in, click Log in.

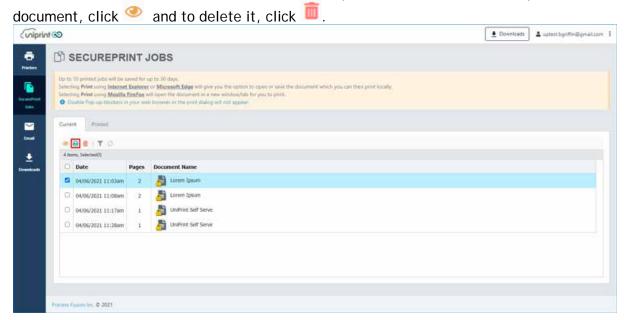
Self serve portal
Refresh printers
Log in
Session info
About InfinitySend Agent
2021-05-30

2) Enter user credentials and then click Log in.

🗟 InfinitySend Agent 🛛 🗙			
Log in to UniPrint InfinityCloud			
E-mail address or a fully qualified domain user name:			
Password:			
Register Log in Cancel			
Sign in with Azure AD			
G Sign in with Google Workspace			

- 3) Once logged, in the notification area, right-click Self serve portal. *NOTE:* Before accessing the Self serve portal, ensure that pop-up blockers are disabled.
- 4) From the left menu, click SecurePrint Jobs.

5) In the Current tab, click to select a document to print and then click 😑. To preview the

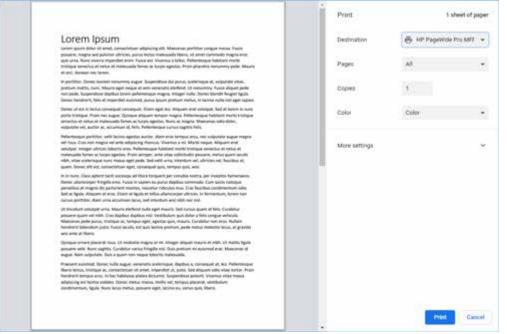


6) Enter the SecurePrint password that was used when this document was initially printed to the SecurePrint printer and then click OK.

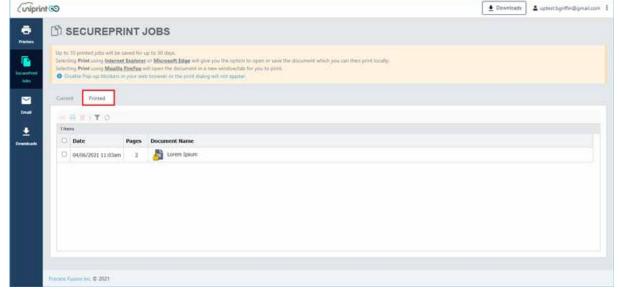
🔑 Se	cure P	ssword	×
	Тур	your secure password to u	unlock this document
			Close

7) The default web browser **Print** window will open. The example below is for Chrome. Other web browser print windows will look different. Change any printer preferences as needed

and then click Print.



8) To print the document again, click the **Printed** tab. Click to select the document and then click **Solution**. NOTE: You will need to enter the same SecurePrint password that is associated with this document.



Related Links:

Using the InfinitySend Agent

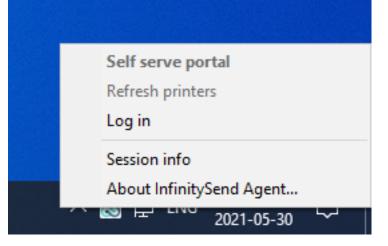
<u>Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory</u> <u>Self-registering Users Through The InfinitySend Agent</u> Adding Printers Using the Self Serve Portal Adding Printers Using Maps in the Self Serve Portal Setting a Default Printer in the Self Serve Portal Adding Additional E-mail Addresses to Email2Print Downloading InfinityCloud Tools & Utilities Setting the InfinitySend Agent to Kiosk Mode Overriding User Login and SecurePrint on Kiosk Machines

Adding Additional E-mail Addresses to Email2Print

After setting up mailbox settings through the InfinityCloud console, the user can add additional e-mail address to enable UniPrint SecurePrint through their session.

To do this, do the following:

- On the user's PC, ensure that the UniPrint InfinitySend Agent has been installed. If not, in a web browser, go to <u>https://infinitycloud.uniprint.net/</u> to login and then download and install the InfinitySend Agent. For more information, refer to <u>Installing the UniPrint</u> <u>InfinitySend Agent</u>.
- 2) In the notification area, right-click 초 . If the user is not logged in, click Log in.



3) Enter user credentials and then click Log in.

🗟 InfinitySend Agent 🛛 🗙 🗙		
Log in to UniPrint InfinityCloud		
E-mail address or a fully qualified domain user name:		
Password:		
Register Log in Cancel		
Sign in with Azure AD		
G Sign in with Google Workspace		

- 4) Once logged, in the notification area, right-click 🗟, and then click Self serve portal.
- 5) From the left menu, click Email.
- 6) Under Email Addresses, click 😌.

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	Process Resem Inc. © 2021		

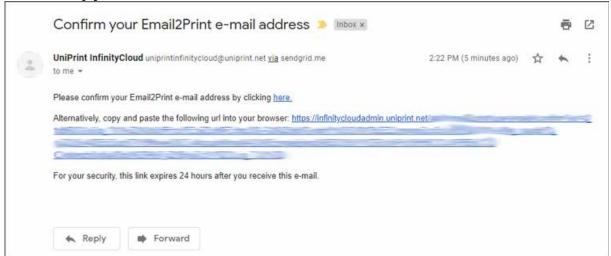
7) Enter an additional e-mail address. The e-mail address that was used to log into the Self Serve portal is added by default. Click Save and then click Close.

×
Save

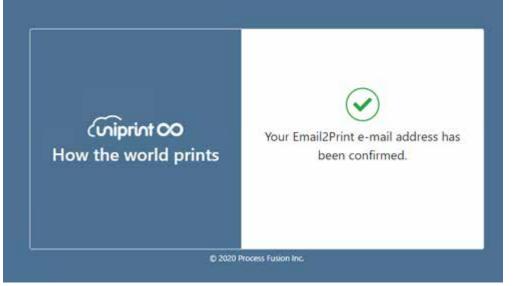
8) The address will be added to the list, but will not be verified.

Cunipriv	10	👲 Downloads	Loptest.bgriffin@gmail.com
e	MY EMAIL ADDRESSES		
Final Securitization	E-mail your documents to Uniprintypy testiggmail.com and print at a tater time. E-mail Server Imap genal.com The e-mail address used to log into this Self serve portal her been added by default. To use additional e-mail addresses for Email/Print, add them below.		
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	Email Address Verified		
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	Process Finance Inc. @ 2021		

9) An e-mail message will be sent to the entered e-mail address. Open and click the supplied link to verify your e-mail account.



10) A message will appear that the e-mail address has been verified for Email2Print.



InfinitySend Agent

11) This will also be reflected in the Self serve portal.

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	Email Addresses	
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	Process Fusion Inc. © 2021	

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Adding Printers Using the Self Serve Portal

Adding Printers Using Maps in the Self Serve Portal

Setting a Default Printer in the Self Serve Portal

Releasing SecurePrint Jobs Using the Self Serve Portal

Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

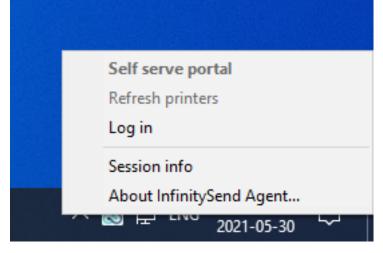
Overriding User Login and SecurePrint on Kiosk Machines

Downloading InfinityCloud Tools & Utilites

Other tools and utilities that might assist the user can be downloaded directly through the Self Serve portal. These include the InfinityCloud Agent for both Windows and Mac as well as the InfinityCloud Client which is used to release SecurePrint print jobs. For mobile apps, users will be redirected to the respective app stores for downloading.

To download from the Self Serve portal, do the following:

1) In the notification area, right-click 초 . If the user is not logged in, click Log in.



2) Enter user credentials and then click Log in.

🗟 InfinitySend Agent 🛛 🗙		
Log in to UniPrint InfinityCloud		
E-mail address or a fully qualified domain user name:		
Password:		
Register Log in Cancel		
Sign in with Azure AD		
G Sign in with Google Workspace		

- 3) Once logged, in the notification area, right-click Self serve portal. *NOTE:* Before accessing the Self serve portal, ensure that pop-up blockers are disabled.
- 4) From the left menu, click Downloads.
- 5) Click the desired tool or utility and follow the instructions in the download wizard.

Related Links:

Using the InfinitySend Agent

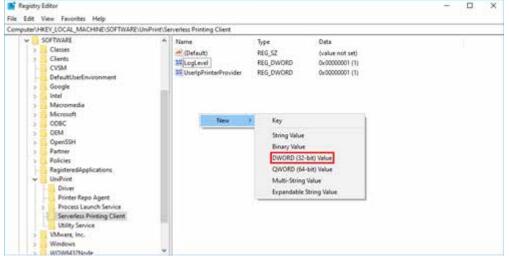
Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory Self-registering Users Through The InfinitySend Agent Adding Printers Using the Self Serve Portal Adding Printers Using Maps in the Self Serve Portal Setting a Default Printer in the Self Serve Portal Releasing SecurePrint Jobs Using the Self Serve Portal Adding Additional E-mail Addresses to Email2Print Setting the InfinitySend Agent to Kiosk Mode Overriding User Login and SecurePrint on Kiosk Machines

Setting the InfinitySend Agent to Kiosk Mode

When set to Kiosk Mode the InfinitySend Agent will automatically log out of the InfinityCloud after a specified number of minutes of inactivity.

To set the InfinitySend Agent to Kiosk Mode, do the following:

- 1) Open the Registry Editor. Click Start and then type Regedit. Click Registry Editor.
- 2) Under the registry key, HKEY_LOCAL_MACHINE\SOFTWARE\UniPrint\Serverless Printing Client, right-click to create a new DWORD (32-bit) Value called InactivityLogoutTimeout.



3) Right-click InactivityLogoutTimeout and select Modify.

File Edit View Favorites Help Computer/HKEY_LOCAL_MACHINE.SOFTWARE:UmPrint/Serveriess Printing Client v SofTWARE			×
Computer/HKEY_LOCAL_MACHINE/SOFTWARE/UniPrint/Serverless Printing Client			
V SOFTWARE A Name Time Data		_	
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4) Under Value data, enter the number of minutes of inactivity before the InfinitySend Agent logs out of InfinityCloud. Click OK.

Edit DWORD (32-bit) Value	×
Value name:	
InactivityLogoutTimeout	Para
Value data:	Base Hexadecimal
1-71	O Decimal
	OK Cancel

Related Links:

Using the InfinitySend Agent

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Self-registering Users Through The InfinitySend Agent

Adding Printers Using the Self Serve Portal

Adding Printers Using Maps in the Self Serve Portal

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Releasing SecurePrint Jobs Using the Self Serve Portal

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Overriding User Login and SecurePrint on Kiosk Machines

Overriding User Login and SecurePrint on Kiosk Machines

For machines that are set up specifically as kiosks, the choice to enforce user login or not and to install the SecurePrint printer or not can be set by the administrator regardless of the global settings set under General Settings. This can only be done through the Registry Editor on kiosk machines.

To override user login and the creation of the SecurePrinter, do the following:

- 1) On each kiosk machine, open the Registry Editor. Click Start and then type **Regedit**. Click Registry Editor.
- 2) Under the registry key, HKEY_LOCAL_MACHINE\SOFTWARE\UniPrint\Serverless Printing Client, right-click to create a new DWORD (32-bit) Value called OverrideLogin.
- 3) Right-click OverrideLogin and select Modify.
- 4) Under Value data, enter a 0 to disable user login regardless of the global settings or a 1 to enable user login regardless of global settings and then click OK.
- 5) Under the same registry key, right-click to create a new DWORD (32-bit) Value called OverrideSecurePrint.
- 6) Right-click OverrideSecurePrint and then select Modify.
- 7) Under Value data, enter 0 to prevent the SecurePrint printer to being installed regardless if it has been mapped to a user and/or if Access for All has been set in General Settings, or enter 1 to always install the SecurePrint printer regardless if it hasn't been mapped to a user and/or if Access for All has not been set in General Settings. Click OK.

Related Links:

Using the InfinitySend Agent

Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Self-registering Users Through The InfinitySend Agent

Adding Printers Using the Self Serve Portal

Adding Printers Using Maps in the Self Serve Portal

Setting a Default Printer in the Self Serve Portal

Releasing SecurePrint Jobs Using the Self Serve Portal

Adding Additional E-mail Addresses to Email2Print

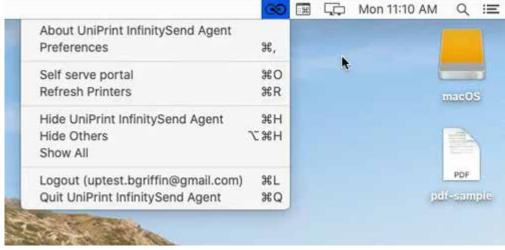
Downloading InfinityCloud Tools & Utilities

Setting the InfinitySend Agent to Kiosk Mode

InfinitySend Mac Agent

Using the InfinitySend Mac Agent

The InfinitySend Mac Agent is required to be installed on all Macintosh computers printing through InfinityCloud. To configure and access the InfinitySend Mac Agent, click in the Menu bar.



This allows the user to do the following:

- **§** Set and change the SecurePrint password through Preferences
- S Access the Self Serve Portal
- S Refresh printers
- **§** Log out of the InfinitySend Agent
- **§** Quit the InfinitySend Agent

Related Links:

Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using Maps in the Self Serve Portal on a Mac

Adding Printers Using IP Address Filtering on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Setting the SecurePrint Password on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

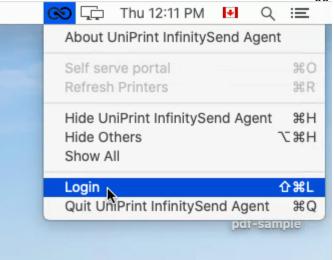
Adding Additional E-mail Addresses to Email2Print on a Mac

Adding Printers Using the Self Serve Portal on a Mac

A user can add printers to their session on their own through the Self-Serve Portal. *Note: The UniPrint InfinitySend Mac Agent must be installed first on the user's Macintosh computer.*

To add printers through the Self-Serve Portal, do the following:

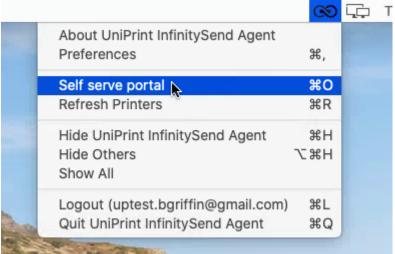
1) In the Menu bar, click 🥯 . If the user is not logged in, click Login.



2) Enter user credentials and then click either Login, Log in with Azure AD, or Log in with Google Workspace.

00	Login
Username	user@domain.local
Password	password 🔌
	Log In
Log in with Azure AD	G Log in with Google Workspace

3) Once logged, in the Menu bar, click Self serve portal.



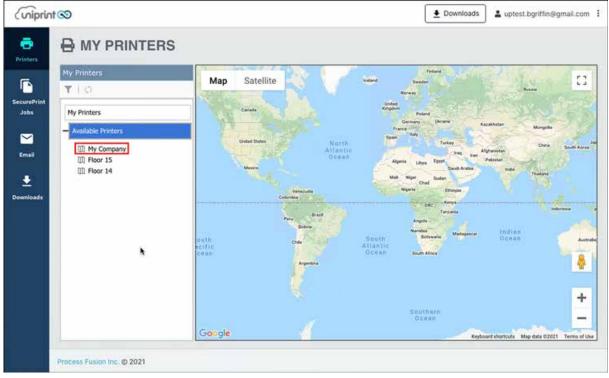
4) Enter your Username and Password and then click Login.

	Login
	Sign In to your account
(iniprint 00	Lusername
How the world prints	Password
	→) Logi

5) Under My Printers, click Available Printers.

(iniprin	160		Downloads 🛓 uptest.bgriffin@gmaii.com
Printers		ERS	
	My Printers	Printers	
	T 10	0 ~ T 0	
Jobs	My Printers	Name	Host Address Location Comment
Email	+ Available Printers	HP PageWide Pro MFP 772-777z PC S FICOH IM C2000 - V3 (Gateway)	CL 6 (V3) (Gateway) Print jobs submitted to this Print jobs submitted to this
±			
weloads			
		-	
	Process Fusion Inc. © 2021		

6) Click to select an Area.



7) Under Printers, click to select a Gateway printer and then click ^① to map the selected Gateway printer to your session.

	My Printers	Print				
D	Y Ø	0	Y) 0			
urePrint lobs	My Printers		Name	Host Address	Location	Comment
	- Available Printers	0	HP LaserJet 4345 mfp PCL 5e	192.0.2.211	Accounting	
≤	11 My Company		(HP LaserJet 4345 mfp PCL 5e (Gateway)			Print jobs submitted to this printer will be
mail .	III Floor 15 III Floor 14	0	HP PageWide Color MFP 586	192.0.2.93		
₽	CU PROF 14	0	D HP PageWide Color MFP 586 (Gateway)			Print jobs submitted to this printer will be
mloads		0	C Xerox AltaLink 88095	192.0.2.95	Marketing	
		0	D Xerox AltaLink B8095 (Gateway)			Print jobs submitted to this printer will be
		0	C Xerox WorkCentre 3655X	192.0.2.204	Marketing	
		0	D Xerox WorkCentre 3655X (Gateway)			Print jobs submitted to this printer will be

8) The newly added printer will be added to the printer list.

Printers My Printers T	Printers O V V			
SecurePrint Jobs Email Email Downloads	Name Provide Pro MFP 772-7772 PCL 6 (V3) (Gateway) ProgeWide Pro MFP 772-7772 PCL 6 (V3) (Gateway) Price Provide Pro MFP 772-7772 PCL 6 (V3) (Gateway)	Host Address	Location	Comment Print jobs submitted to this p Print jobs submitted to this p

9) In the InfinityCloud console, under Mapping Utility, these printers will appear under your user name in the User Defined container.

(iniprint 00			🛓 Downloads 🖉	🛔 uptest.dmorgan@yahoo.ca 1
Q Dationard	Home / Mapping Utility			O 11 Actions 1
		TER MAPPING UTILITY		
Si Piron	Teneted land			
	Containers ○ ○ ○ = 1 ¥ 1 ○	Piten 0 · Ø) =		
🔮 Mapping Utility	Floor 15	Rame Identity Provider Rame		
SECUREMENT USER MANAGEMENT TOOLS & VITATIES STATISTICS SYSTEM SETTINGS (1) Help	Waard Defined User Dufned votest.ab/dista@gmal.com votest.ab/dista@gmal.com votest.bytfin@prab.com votest.bytfin@prab.com votest.dytfin@prab.com votest.drinecjan@yaboo.ca	User Super. Built in Hender Super. Built in Hender Super. Built in Hender Super. Built in Hender Super. Built in S		
	Process Fusion Inc. © 2021			

Related Links:

Using the InfinitySend Mac Agent

Adding Printers Using Maps in the Self Serve Portal on a Mac

Adding Printers Using IP Address Filtering on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Setting the SecurePrint Password on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

Adding Additional E-mail Addresses to Email2Print on a Mac

Adding Printers Using Maps in the Self Serve Portal

To add printers by using a map, do the following:

1) In the Menu bar, click 🔊 . If the user is not logged in, click Login.



2) Enter user credentials and then click either Login, Log in with Azure AD, or Log in with Google Workspace.

000	Login
Cini	
Username	user@domain.local
Password	password 🔌
Log in with Azure AD	G Log in with Google Workspace

3) Once logged, in the Menu bar, click Self serve portal.

		S	Ģ	1
	About UniPrint InfinitySend Agent Preferences	ж,		
	Self serve portal 📡	жo		
_	Refresh Printers	ЖR		
	Hide UniPrint InfinitySend Agent	ЖΗ		
	Hide Others Show All	₹жн		
	Logout (uptest.bgriffin@gmail.com)	ЖL		
100	Quit UniPrint InfinitySend Agent	ЖQ		
Sec. Name				

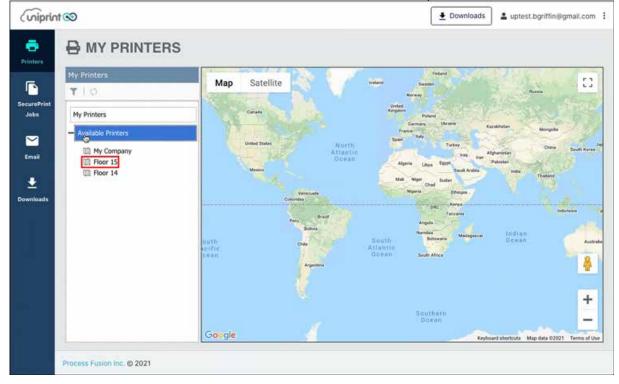
4) Enter your Username and Password and then click Login.

	Login
	Sign In to your account
(viprint 00	Lusername
How the world prints	Password
	→) Logi

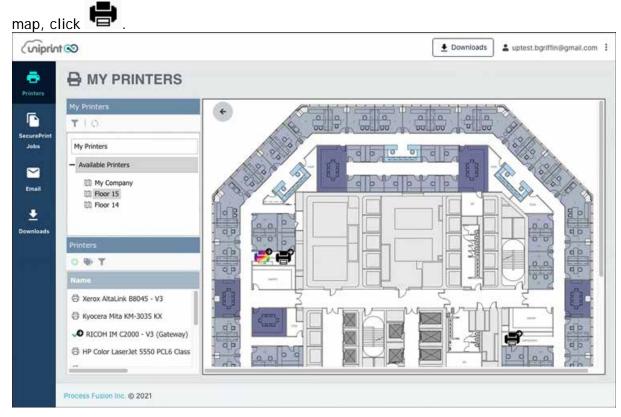
5) Under My Printers, click Available Printers.

erint 😒		± Dow	nloads	uptest.bgriffin@gmail.com
	RS .			
My Printers	Printers			
T 1.0	0 V T 0			
My Printers	Name Name	Host Address		
+ Available Printers	FP LaserJet 4345 mfp PCL 5e (Gateway) FP PageWide Pro MFP 772-777z PCL 6 (V3) (Gateway) FP RICOH IM C2000 - V3 (Gateway)			Print jobs submitted to this Print jobs submitted to this Print jobs submitted to this

6) Under Available Printers, click to select an Area that has a map associated with it.



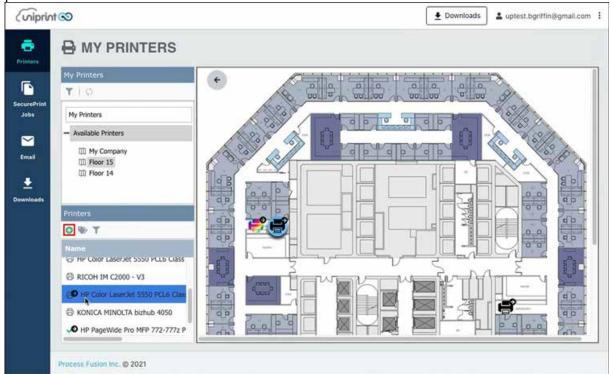
7) If you're not familiar with the name of the printer, but you know the location, then on the



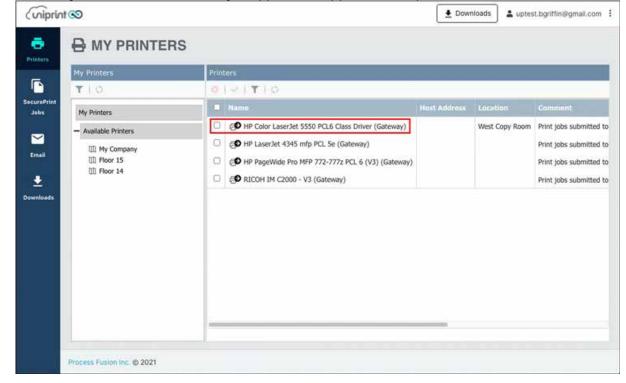
8) Click Map Printer.



9) If the name of the printer is known, then under **Printers**, click to select the Gateway printer and then click •.



10) Click My Printers and the newly mapped will appear in the printer list.



Related Links:

Using the InfinitySend Mac Agent

Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using IP Address Filtering on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Setting the SecurePrint Password on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

Adding Additional E-mail Addresses to Email2Print on a Mac

Adding a Printer Using IP Address Filtering For Macs

Gateway printers can also be added by using the Mapping Utility and using an IP address filter.

To add a Gateway printer using the Mapping Utility, do the following:

 On a local machine, open a web browser and navigate to <u>https://infinitycloudadmin.uniprint.net/Console/login.html</u>. Login using administrative credentials.

Coniprint CO How the world prints	Login Sign In to your account Username Password
	Forgot password? Login

2) Under PRINTER MANAGEMENT, click Mapping Utility.

3) <u>Click Actions and then click PrintPAL Wizard</u>.

(iniprint∞ ≡			🛓 Downloads 🛛 💭	🛓 uptest.dmorgan@yahoo.ca 🚦
🙃 Dashboard	A Home / Mapping Utility	0	💱 Actions 🚦	TOOLS
PRINTER MANADEMENT		PRINTER MAPPING UTILITY		PrintPAL Wizard
() Printers				호 Test Mappings
Drivers	Containers	Filters		
Mapping Utility	Floor 15	Name Identity Provider Name		
SECUREPRINT	 Wizard Definitions User Defined 			
USER MANAGEMENT				
TOOLS & UTILITIES		Printers		
STATISTICS		O C V		
SYSTEM SETTINGS		Name Name		
Help				
	Process Fusion Inc. © 2021			

- 4) Review the PrintPAL overview and then click Next.
- 5) Beside Container Name, enter a name for the new printer assignment rule. Click Next.

1 Overview	2 Container	3 Filters	4 Printers		Prev Next
New Con	tainer				
		create a new printe	r assignment rule and	then click	k Next. If the
BUILDI D'INTER					
Container Na	me already exists o		ilter Wizard first. Clic		

6) <u>Click Add and then click IP Range.</u>

Overview	2 Container	3 Filters	4 Printers		< Prev	Next
Create Fi	Iters					
Add Printer A	ssignment Parameters	s Add parameters, t	for example, User N	lame, Devi	ce Name and IP	
	ge, with which to matc session, the following				성상 영상 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전	
	the green plus symbol					
🔷 Add 🕆 🔇	Remove					
	ils Identi	ity Provider Name	15			
Device						
↔ IP Range	•					
Ser Grou	p					

7) Enter a Range Name, the starting IP address and the ending IP address. Click Save.

IP address range	of the client computer.
Range Name	Mac Machines
From	192.0.2.140
То	192.0.2.149

8) Click Next.

	rview	2 Container		Filters	4 Printe	ers	< Prev	Nex
Cr	eate Filter	s						
	그는 것을 많은 것은 것을 가지 않는 것을 것을 했다.		80.000.0000.000				vice Name and IP	•
prin	ters to a session	지수가 가지 않는 것이 아니는 것 같은 것이다.	g rule app	lies: [User l	Name] AND [D	evice Name]	AND (IP Address	
Ran	ge] Click the g	reen plus symb	ol to start	adding par	ameters and t	hen click Nex	t when done.	
0	Add 🔻 🥥 Ren	nove						
1	Name	Details			Identity	Provider Na	me	
-	IP Range							
C	Hac Mac	chines From 19	2.0.2.140	to 192.0.2.	149			

9) Click Add Printers.

1 Overview	2 Co	ontainer	3 Filters	Printers		< Prev	Next
Assign P	rinters						
		assigned to	user sessions that	match the previou	usly specified	parameters.	
				o set a printer as ti	ne default pri	nter for that u	user
session, click	to select t	he printer an	d then click Set a	s default.			
O Add Printe	ers O Rem	ove Printers	🗸 Set as default				
Name	Area	Location	Host Address	Description			
Control International							•
					22		
					*		

10) Under Area, click to select a printer and then under Printers, click to select a printer(s). Click Save.

rea	Print	ters		
N T O	Ŧ	0		
III My Company	9 ite	ms, Selected(2)	_	
III Floor 15		Name	Туре	Loc
III Floor 14	0	Atrox AltaLink B8045 - V3	Standard	Eas
	O	🗇 Kyocera Mita KM-3035 KX	Standard	
	•	P RICOH IM C2000 - V3 (Gateway)	Gateway	
	0	B HP Color LaserJet 5550 PCL6 Class Driver	Standard	Acc
	0	☐ RICOH IM C2000 - V3	Standard	
	•	HP Color LaserJet 5550 PCL6 Class Driver (Gateway)	Gateway	We
	0	C KONICA MINOLTA bizhub 4050	Standard	
	-			

11) Click Next to assign the selected printers to the IP range.

Over	view 2 Con	tainer	3 Filters	Printers	< Prev N
As	sign Printers				
	printers that will be a			생각 이 집에 집에 가 먹었다. 영향 것 같아.	
	Add Printers and the ion, click to select th				ault printer for that user
0	Add Printers 🔘 Remo	ve Printers	Set as default	Ere stors to	
	Name	Area	Location	Host Address	Description
0	RICOH IM C200	Floor 15			Print jobs submitte
0	HP Color Laser.	Floor 15	West Copy Roo	om	Print jobs submitte

12) Confirm that the rule is correct and then click Create.

1 Overview	2 Container	3 Filters	Printers	< Prev	Create
Confirm I	New PrintPAL R	ule			
Review the	following rule and	then click Crea	te.		
A new rule parameter	2.4	be added. User s	essions logged in with t	the following	
• any	↔ IP address From	192.0.2.140 to 192	2.0.2.149		
Assigned	Printers				
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	RICOH IM C2000 - V3 HP Color LaserJet 555	이야 한 것은 아이는 말 같은 것을 많으며 들었다.	ver (Gateway)		

13) The new printer assignment rule will appear under Wizard Definitions and whenever a user logs into a Mac that has an IP address within the stipulated IP range, those specified

printers will become available to them to print.

(vniprint∞ ≡		🛓 Downloads 🛛 よ uptest.dmorgan@yahoo.ca 🗄
Dashboard	A Home / Mapping Utility	③ DC Actions I
PRINTER MANAGEMENT	👌 PRINTPAL - F	PRINTER MAPPING UTILITY
	Containers	Filters
Crivers	○ ○ ≡ T ○	0.01 =
🛃 Mapping Utility	Floor 15	Name Identity Provider Name
SECUREPRINT	Wizard Definitions Accounting Mac Computers	TP Range Hac Machines
TOOLS & UTILITIES	Marketing + User Defined	Printers
		0.0 12
STATISTICS		2 items
SYSTEM SETTINGS		Name Name
Help		GP HP Color LaserJet 5550 PCL6 Class Driver (Gateway) GP RICOH IM C2000 - V3 (Gateway)
	Process Fusion Inc. @ 2021	

Related Links:

Using the InfinitySend Mac Agent

Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using Maps in the Self Serve Portal on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Setting the SecurePrint Password on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

Adding Additional E-mail Addresses to Email2Print on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

The default printer can be set under Mapping Utility by the administrator in the InfinityCloud console. However, the user can also set the default printer in the Self Serve Portal.

To set the default printer in the Self Serve Portal, do the following:

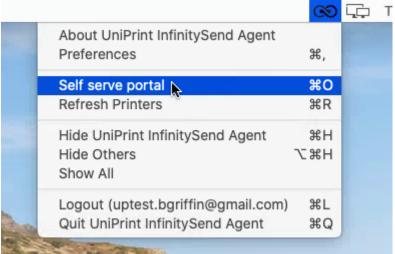
1) In the Menu bar, click 🕸 . If the user is not logged in, click Login.



2) Enter user credentials and then click either Login, Log in with Azure AD, or Log in with Google Workspace.

000	Login
Cip	
Username	user@domain.local
Password	password 🕸
	Log In
Log in with Azure AD	G Log in with Google Workspace

3) Once logged, in the Menu bar, click Self serve portal.



4) Enter your Username and Password and then click Login.

	Login
	Sign In to your account
(viprint co	Lusername
How the world prints	Password
	-> Logi

5) Under Printers, click to select a printer and then click \checkmark .

print ®			🛓 Downloads 🛔 optest.bgriffin@gmail.com
My Printers	Printers		
TIO	0 V T 0		
My Printers	Rame Host Address	Location Conservat	
- Available Printers	G HP Color LaserJet 5550 PCL6 Class Driver 192.0.2.201		
III Mr Company III New York - 12th Floor + ® Area 53	G HP Pagewole Pro MPP 772-7772 PCL 6 (V3) 192.0.2.72 G RJCCH 1M C2000 - V3 192.0.2.97 G RJCCH 1M C2000 - V3 192.0.2.56	West Copy Room East Copy Room	

6) A blue check mark will appear next to the printer to indicate that it is the default printer.

My Printers	Printers :				
TIO	01-11-10				
My Printers	 Mane 	Host Address	Location	Comment (
- Aradable Printers III My Congany III New York 15th Floar + @ Area 51	Alf Color LaserItet 5550 POLe Class Driver Mir Pagewide Pro MIP 772-7772 PCL 6 (V3) Alf Clove - V3 Alf Clove - V3 Alf Clove - V3 Alf Clove - V3	192.0.2.201 192.0.2.72 192.0.2.97 192.0.2.56	West Copy Room		

NOTE: If the administrator sets a different default printer in the InfinityCloud console, but the user sets another default printer through the Self Serve portal, the user session will utilize the default printer set by administrator.

Related Links:

Using the InfinitySend Mac Agent

Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using Maps in the Self Serve Portal on a Mac

Adding Printers Using IP Address Filtering on a Mac

Setting the SecurePrint Password on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

Adding Additional E-mail Addresses to Email2Print on a Mac

Setting the SecurePrint Password on a Mac

Unlike Windows print jobs, the SecurePrint password is not set at the time of printing. The SecurePrint password on a Macintosh computer is done separate from the Print dialog box and must be set prior to printing. It will also be applied to all SecurePrint print jobs going forward.

To the SecurePrint password, do the following:

1) In the Menu bar, click 🥯 . If the user is not logged in, click Login.



2) Enter user credentials and then click either Login, Log in with Azure AD, or Log in with Google Workspace.

• 0 0	Login
Cip	rint 00
Username	user@domain.local
Password	password 🕸
	Log In
Log in with Azure AD	G Log in with Google Workspace

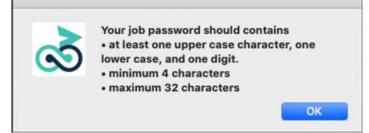
3) Once logged, in the Menu bar, click S and then click Preferences.

About UniPrint InfinitySe	end Agent
Preferences	Ж,
Self serve portal	жо
Refresh Printers	ЖR
Hide UniPrint InfinitySen	d Agent %H
Hide Others Show All	лжн
Logout (uptest.bgriffin@	gmail.com) #L
Quit UniPrint InfinitySen	d Agent %Q

4) Enter your new password twice and then click Save.

Job Password	
Current Password	*******
New Password	٥
Confirm Password	8

5) If set by your administrator, you may be required to use a more complex password. Click OK to clear the message and then proceed to enter your password again. Click Save.



Related Links:

Using the InfinitySend Mac Agent

Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using Maps in the Self Serve Portal on a Mac

Adding Printers Using IP Address Filtering on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

Adding Additional E-mail Addresses to Email2Print on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

Not only can a SecurePrint print job be released from the Self Serve portal, but the user can also preview the print jobs and delete it.

To release SecurePrint print jobs through the Self Serve portal, do the following:

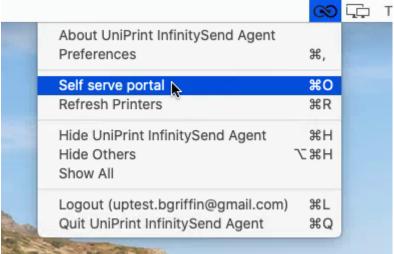
1) In the Menu bar, click 🕸 . If the user is not logged in, click Login.



2) Enter user credentials and then click either Login, Log in with Azure AD, or Log in with Google Workspace.

000	Login
Username	user@domain.local
Password	password 🔌
	Log In
Log in with Azure AD	G Log in with Google Workspace

3) Once logged, in the Menu bar, click Self serve portal.



4) Enter your Username and Password and then click Login.

	Login
	Sign In to your account
(iniprint co	Lusername
How the world prints	Password
	+) Log

5) From the left menu, click SecurePrint Jobs.

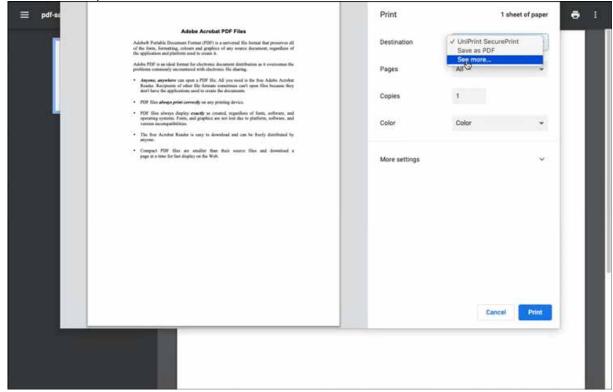
6) In the Current tab, click to select a document to print and then click 😑. To preview the

(viprint G	0				. ▲ Downloads	Luptest.bgriffin@gmail.com
Tinters	j) s	ECUREPR	INT J	OBS		
Concerning Jobs	Select Select	ing Print using Mozilla	et Explore a FireFox	up to 30 days. It or Microsoft Edge will give you the option to open or save the do will open the document in a new window/tab for you to print, to browser or the print dialog will not appear.	ocument which you can th	en print locally.
Email	_	e e i Y o				
±	9 ite	ms, Selected(1) Date		Document Name		
ownloads	0	06/01/2021 11:15am	Pages 1	pdf-sample.pdf		
	0	06/04/2021 04:19am	1	pdf-sample.pdf		
	D	06/04/2021 04:43am	1	pdf-sample.pdf		1
	D	06/04/2021 04:43am	1	pdf-sample.pdf		
	D	06/04/2021 05:03am	2	Lorem Ipsum On Android.pdf		
	0	06/14/2021 04:43am	2	Lorem Ipsum On Android.pdf		
		07/09/2021 02:03pm	1	15 - pdf-sample		

7) Enter the SecurePrint password that was used when this document was initially printed to the SecurePrint printer and then click **OK**.

🔑 Secure	Password	×
Тур	e your secure password to unlock this do	ocument
)
1		Close
		Close OK

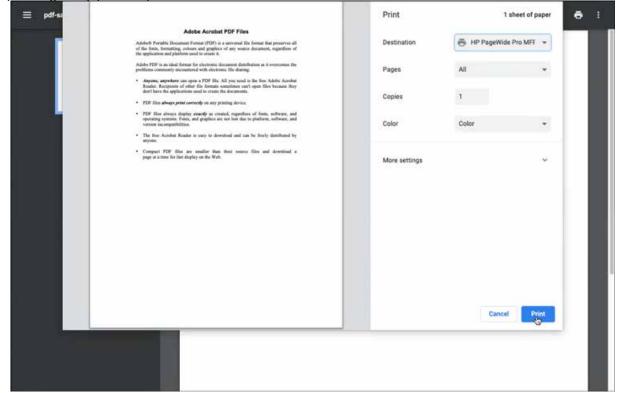
8) The default web browser **Print** window will open. The example below is for Chrome. Other web browser print windows will look different. From the Destination list, select **See more**.



9) Click to select a printer that has been identified with UniPrint AirPrint.

Select a destination Autor T
Save as PDF Save as PDF Save B PD
🗧 🖓 RICOH IM C2000 - V3 (Gateway) Unifient Adver
🗧 🖓 RICOH IM C2000 - V3 (Gateway) Unifient Adver
🖶 UniPrint SecurePrint Uniters Autors
• Ina UniPrint VPQ [PartnerDemo] University ArPlint
Manage 🔀 Cancel
Cancel Print
N

InfinitySend Mac Agent



10) Change any printer preferences as needed and then click Print.

11) To print the document again, click the **Printed** tab. Click to select the document and then click **S**. *NOTE: You will need to enter the same SecurePrint password that is associated*

with this document.

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Selecting Print using Internet Explorer or Microsoft Edge will give you the option to open or save the document which you can then print locally. Selecting Print using Mozilla FireFox will open the document in a new window/tab for you to print. Image:			INT J	IOBS
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Related Links:

Using the InfinitySend Mac Agent

Adding Printers Using the Self Serve Portal on a Mac

Adding Printers Using Maps in the Self Serve Portal on a Mac

Adding Printers Using IP Address Filtering on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Setting the SecurePrint Password on a Mac

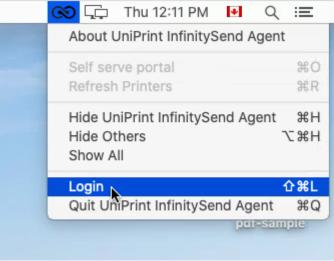
Adding Additional E-mail Addresses to Email2Print on a Mac

Adding Additional E-mail Addresses to Email2Print on a Mac

After setting up mailbox settings through the InfinityCloud console, the user can add additional e-mail address to enable UniPrint SecurePrint through their session.

To do this, do the following:

- On the user's Macintosh computer, ensure that the UniPrint InfinitySend Mac Agent has been installed. If not, in a web browser, go to <u>https://infinitycloud.uniprint.net/</u> to login and then download and install the InfinitySend Mac Agent. For more information, refer to <u>Installing the UniPrint InfinitySend Mac Agent</u>.
- 2) In the Menu bar, click 🥯 . If the user is not logged in, click Login.



3) Enter user credentials and then click either Login, Log in with Azure AD, or Log in with Google Workspace.

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4) Once logged, in the Menu bar, click Self serve portal.

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5) Enter your Username and Password and then click Login.

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6) From the left menu, click Email.

7) Under Email Addresses, click 💁.

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8) Enter an additional e-mail address. The e-mail address that was used to log into the Self Serve portal is added by default. Click Save and then click Close.

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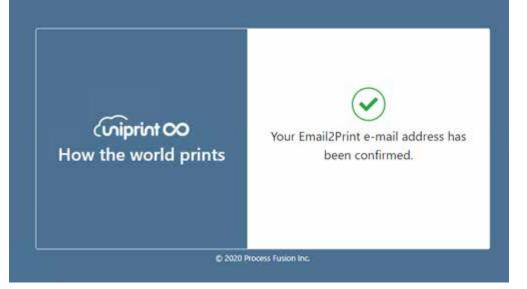
9) The address will be added to the list, but will not be verified.

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10) An e-mail message will be sent to the entered e-mail address. Open and click the supplied link to verify your e-mail account.

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	Please confirm your Email2Print e-mail address by clicking here.		
	Alternatively, copy and paste the following url into your browser: https://infinitycloudadmin.uniprint.net/		1
	For your security, this link expires 24 hours after you receive this e-mail.		
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11) A message will appear that the e-mail address has been verified for Email2Print.



12) This will also be reflected in the Self serve portal.

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Related Links:

Using the InfinitySend Mac Agent

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Adding Printers Using IP Address Filtering on a Mac

Setting a Default Printer in the Self Serve Portal on a Mac

Setting the SecurePrint Password on a Mac

Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

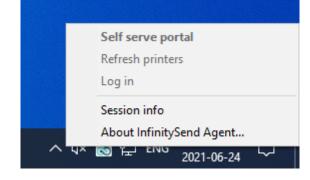
Printing Through InfinityCloud

Printing Through UniPrint InfinityCloud

Once configuration has been done. Printers will be automatically added to a user's session and the user should be able to see and use these printers.

To print through the InfinityCloud, do the following:

1) In the notification area, right-click 초 . If the user is not logged in, click Log in.

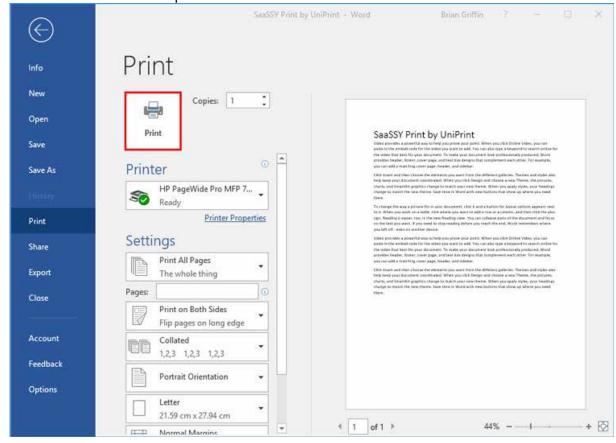


2) Enter user credentials and then click Log in.

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- 3) Open an application from which to print, for example, Microsoft Word.
- 4) From the File menu, click Print.

5) From the **Printer** list, select a printer and then click **Print**. The print job will be processed and sent to the selected printer.



NOTE: When printing a PDF from a Macintosh computer through Adobe Reader, click the **Printer** button to use the native printer dialog. Use the **Printer** button when printing to

UniPrint SecurePrint to set the SecurePrint password.

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Related Links:

SecurePrint Printing Through UniPrint InfinityCloud

Releasing a SecurePrint Print Job With the Release Station

Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android

Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS

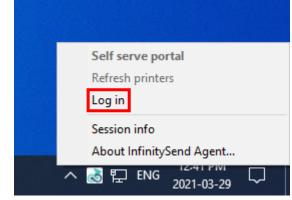
SecurePrint Printing Through UniPrint InfinityCloud

If secure printing is required in your organization, SecurePrint maybe the answer. With SecurePrint, print jobs are not released to the physical printer until the user who initiated printing, authenticates at a release station first. This prevents print jobs from being accidently viewed or taken from the printer before the initiating user can retrieve it.

To utilize SecurePrint, the Render Station and the InfinityCloud Tools must be installed.

To print through SecurePrint, do the following:

1) In the notification area, right-click 🗟 . If the user is not logged in, click Log in.



2) Enter user credentials and then click Log in.

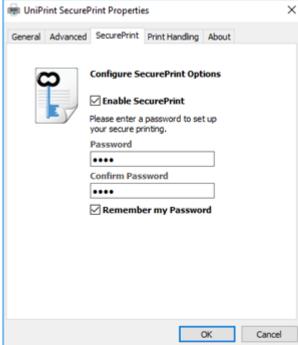
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- 3) Open an application from which to print, for example, Microsoft Word.
- 4) From the File menu, click Print.
- 5) From the Printer list, select UniPrint SecurePrint.

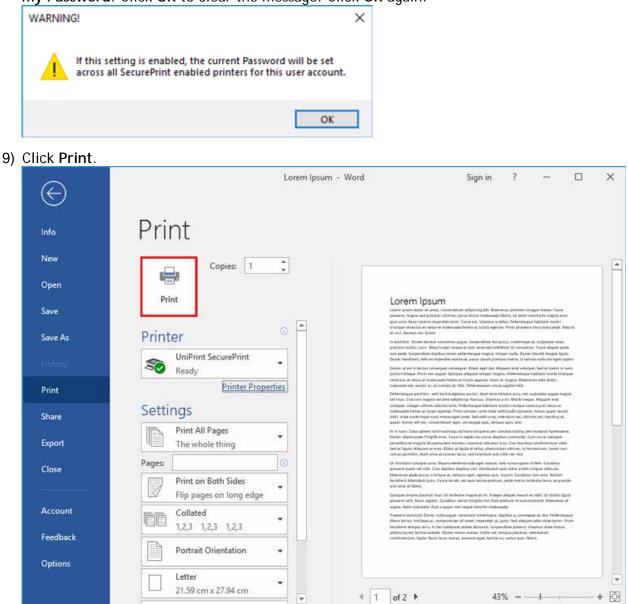
6) Click Printer Properties.

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7) Click the **SecurePrint** tab. Enter a SecurePrint password twice. *Warning: Do not forget this password. There is no way to retrieve forgotten passwords.*



8) To used the same SecurePrint password for all print jobs going forward, select **Remember** my Password. Click OK to clear the message. Click OK again.



10) The print job will be stored until it is released by the user through the Release Station or through the UniPrint Cloud Vault.

Related Links:

Printing Through UniPrint InfinityCloud Releasing a SecurePrint Print Job With The Release Station Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS

SecurePrint Printing Using the UniPrint InfinityCloud Print Service For Android

Pull printing through InfinityCloud for Android users is simple and user-friendly with the InfinityCloud Print Service. The installed InfinityCloud Print Service makes the UniPrint SecurePrint printer available to the user.

To print using the UniPrint InfinityCloud Print Service on an Android device, do the following:

1) Open a document to be printed and then tap the Menu Overflow button (three vertical dots).



2) Tap Print.

3) The InfinityCloud Print Service will launch. Tap in the upper left corner.



4) Tap the InfinityCloud notification to login.

5) Enter your InfinityCloud credentials and then tap SIGN IN.

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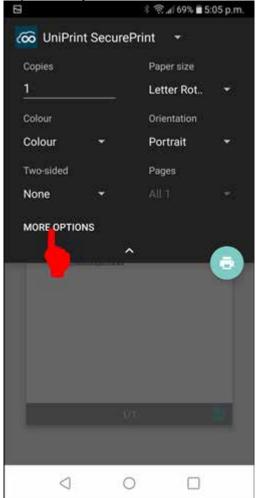
6) From the Printer list, tap UniPrint SecurePrint.



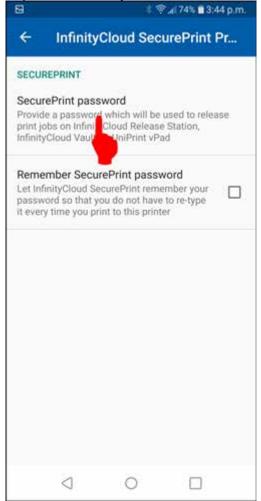
7) Tap to expand printer options.



8) Tap More Options.



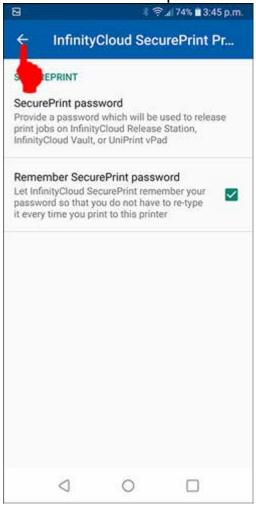
9) <u>Tap SecurePrint password</u>.

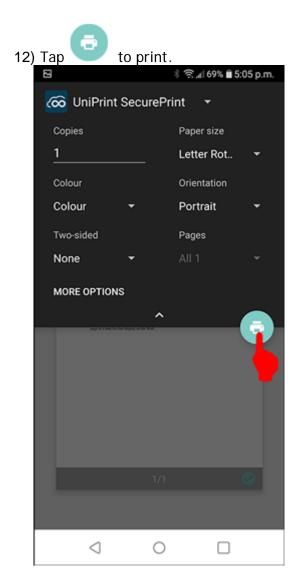


10) Tap to enter a SecurePrint password and then tap OK.

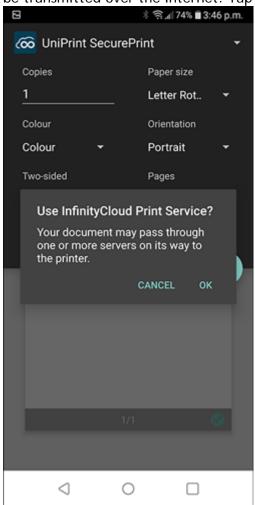
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11) To remember and apply this password to all print jobs going forward, tap to select **Remember SecurePrint password**. Tap the **Back** button.

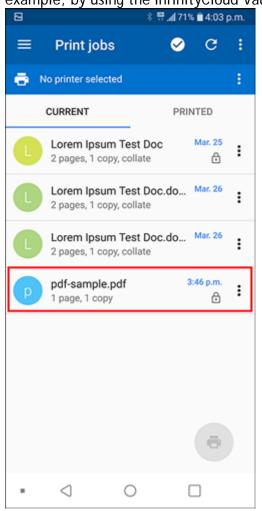




13) The first time you print, a message will appear letting you know that your print job will <u>be transmitted over the Internet. Tap</u> OK to clear the message.



14) The print job will now be available to be released and printed at a physical printer, for example, by using the InfinityCloud Vault Android app.



Related Links:

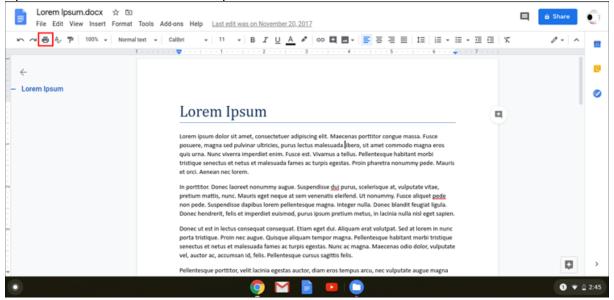
Installing UniPrint InfinityCloud Print Service for Android Releasing a SecurePrint Print Job With the Release Station Releasing a SecurePrint Print Job With the InfinityCloud Vault

SecurePrint Printing Using UniPrint InfinityCloud For Chromebooks

Printing securely through InfinityCloud for Chromebooks is done using the InfinityCloud extension. The InfinityCloud extension makes the UniPrint SecurePrint printer available to users.

To print from a Chromebook, do the following:

1) Open a document from which to print and then click



2) From the Destination list, if the UniPrint SecurePrint printer is not on the list, click See more.

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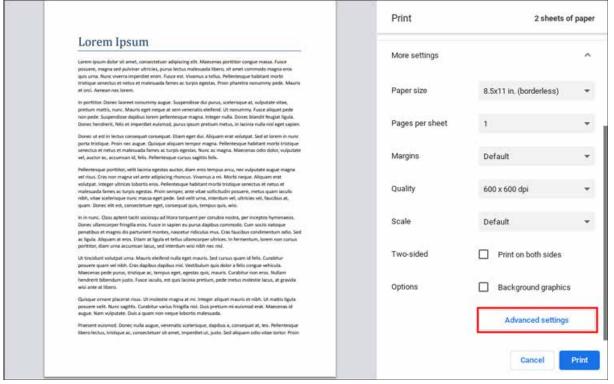
3) Click UniPrint SecurePrint.

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5) Click Advanced settings.



6) Enter a SecurePrint password and if you want to apply this password to all documents from now on, select Yes from the Remember password list. Click Apply.

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7) Click Print.

8) The print job can now be released using the Release Station or the InfinityCloud Vault.

Related Links:

Installing UniPrint InfinityCloud For Chromebooks

Releasing a SecurePrint Print Job With the Release Station

Releasing a SecurePrint Print Job With the UniPrint InfinityCloud Vault For Android

Releasing a SecurePrint Print Job With the UniPrint InfinityCloud Vault for iOS

SecurePrint Printing Using InfinityCloud Share For iOS

InfinityCloud Share is an iOS share extension that enables the user to print to the UniPrint SecurePrint printer for secure pull-printing.

To print using InfinityCloud Share on an iOS device, do the following:

1) On an iOS device, tap InfinityCloud Share.



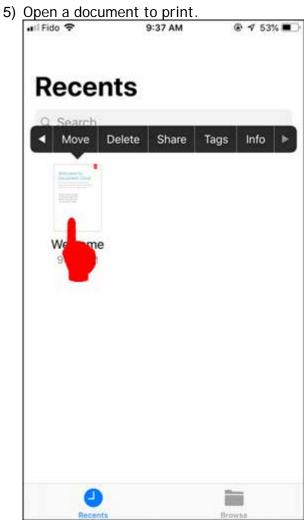
2) Enter your InfinityCloud credentials and then tap Sign in.

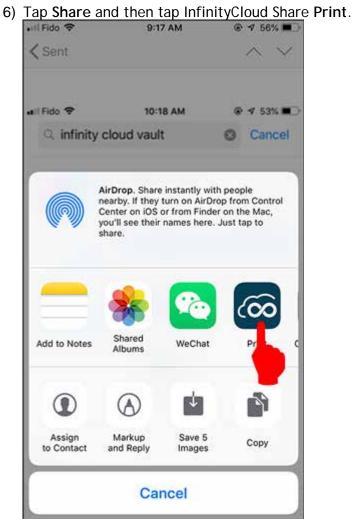
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4) Enable the InfinityCloud Share Print extension and then tap Done.







7) <u>Tap Select Printer and select UniPrint SecurePrint</u>.

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8) Under SecurePrint, tap to enter a SecurePrint password. To apply the same password to all print jobs from this point forwards, enable Save SecurePrint Password. Tap Print.

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9) A confirmation message will appear. Tap Ok to clear the message.

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10) The print job can now be released using the InfinityCloud Vault for iOS or Release Station.

Related Links:

Installing InfinityCloud Share for iOS

Releasing a SecurePrint Print Job With the Release Station

Releasing a SecurePrint Print Job With the InfinityCloud Vault for iOS

SecurePrint Printing From a Mac

Secure pull printing on a Macintosh computer is done through the InfinitySend Mac Agent. The InfinitySend Mac Agent makes the UniPrint SecurePrint printer available to Macintosh users.

To print from a Macintosh computer, do the following:

1)	Open	а	document	to	print.
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	Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.
	Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.
	 Anyone, anywhere can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they don't have the applications used to create the documents.
h	 PDF files always print correctly on any printing device.
	 PDF files always display <i>exactly</i> as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and version incompatibilities.
	 The free Acrobat Reader is easy to download and can be freely distributed by anyone.
2	 Compact PDF files are smaller than their source files and download a page at a time for fast display on the Web.

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2) From the File menu, click Print.

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3) From the Printer list, click UniPrint SecurePrint.

- 4) Click Print. Preview Ć File Edit View Go Tools Window Help a pdf-sample (1 page) 也 / · | a | (A) Q Search Printer: UniPrint SecurePrint \$ Presets: **Default Settings** ٢ 🗘 🗌 Black & White 🗹 Two-Sided Copies: 1 Pages: All \$ tal POP Plan column III for And in the Count RN file to tasks the first next the set desired of an end of the largest of the 1 of 1 ? PDF Show Details Cancel Print
- 5) The document will be sent to InfinityCloud where it will remain until it is released to a physical printer by an authenticated user.

Related Links:

Installing the InfinitySend Mac Agent

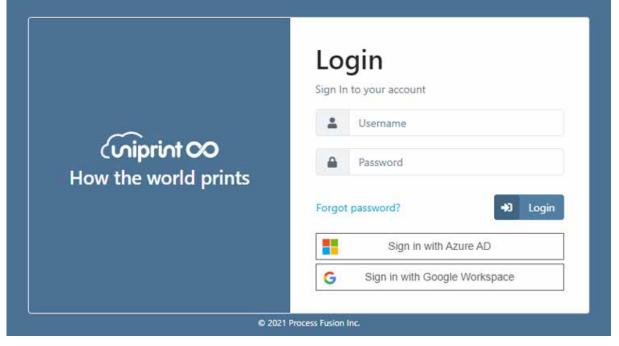
Using the InfinitySend Mac Agent

Releasing a SecurePrint Print Job With The Release Station

After printing to the UniPrint SecurePrint printer, the print job is held in the cloud until is it released by its owner. *Note: To use the Release Station, ensure that pop-up blockers have been disabled.*

To release the print job, do the following:

- 1) On the PC, install the Release Station. To install the Release Station, see <u>Installing the</u> <u>Release Station</u>.
- 2) If the Login screen does not appear, click Start and then click Release Station.
- 3) At the Login screen, enter your e-mail address and password and then click Login.



4) Under Current Jobs, click to select the print job to be printed and then click Next.

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5) Click to select an Area, and then click to select a printer to which to print. To change the print settings, for example, the number copies, click Print Settings.

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	HP PageWide Pro MFP 772-777z	172.30.136.72	Marketing					
Process Fusion Inc. © 2020								

6) Edit the print setting, printer profiles or trays, and then click **Print**.

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7) Enter the secure password that is associated with this print job and then click OK. Note: If Remember my Password was not selected, then it is possible to have different passwords for different print jobs.

Secure Password	×
Type your secure password to unlock this document	
Close	ОК

8) The print job will be printed at the selected printer. To print a different print job, click Start Over.

Start Over Q
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9) To the document again, click the **Printed** tab.

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Related Links:

Printing Through UniPrint InfinityCloud

SecurePrint Printing Through UniPrint InfinityCloud

Releasing a SecurePrint Print Job With The Personal Render Station

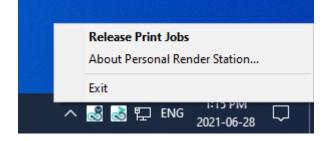
The Personal Render Station can be installed on any computer and unlike the Release Station, it can also be installed on the same computer as the InfinitySend Agent. Install the Personal Render Station on any computer that has a printer attached and the user can release SecurePrint print jobs to that printer. This solution is perfect for work-at-home situations.

NOTE: To use the Personal Render Station, ensure that pop-up blockers have been disabled.

After printing to the UniPrint SecurePrint printer, the print job is held in the cloud until is it released by its owner.

To release the print job, do the following:

- 1) On the PC, install the Personal Render Station. To install the Personal Render Station, see <u>Installing the Personal Render Station</u>.
- 2) In the notification area, right-click 💰 and then click Release Print Jobs.



3) At the Login screen, enter your e-mail address and password and then click Login.

	Login Sign In to your account
\sim	Lusername
Comprint CO How the world prints	Password
now the world prints	Forgot password?
	Sign in with Azure AD
	G Sign in with Google Workspace
	1 Process Fusion Inc.

4) In the Current tab, click to select the print job that you want to print and then click either $\stackrel{\bullet}{\hookrightarrow}$ (Quick Print) or $\stackrel{\bullet}{\ominus}$ (Print). Quick Print will send the print job directly to the default printer. Print will open a Print dialog box and enable the user to select a printer

and change printer properties.

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0	10/05/2020 01:53pm	2	Lorem Ipsum	
•	10/05/2020 02:05pm	2	Lorem Ipsum	
Process F	usion Inc. © 2020			

5) Enter the SecurePrint password for this file and then click OK.

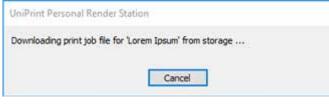
Тур	e your secure password to	unlock this document	
	- TOPAT		

6) If ^(Print) was clicked, in the **Print** dialog box, click to select the printer. Click **Preferences** to change any print preferences, for example, number of copies, and then

click Print.

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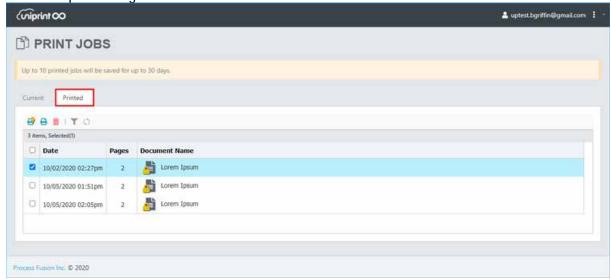
7) InfinityCloud will download the print job for printing.



8) A confirmation message will appear, click OK.

Print
Document Lorem Ipsum has been successfully submitted to HP LaserJet 4345 mfp PCL 5e.
Ok

9) The print job will be removed from the **Current** tab and moved to the **Printed** tab, where it can be printed again.



Related Links:

Installing the Personal Render Station

SecurePrint Printing Through UniPrint InfinityCloud

Releasing a SecurePrint Print Job With File2Print

After printing to the UniPrint SecurePrint printer, the document can released using several methods to network printers. However, to release the document to a desktop printer at home, File2Print would be the preferred method. File2Print will convert the document into a PDF format before displaying it in the default web browser.

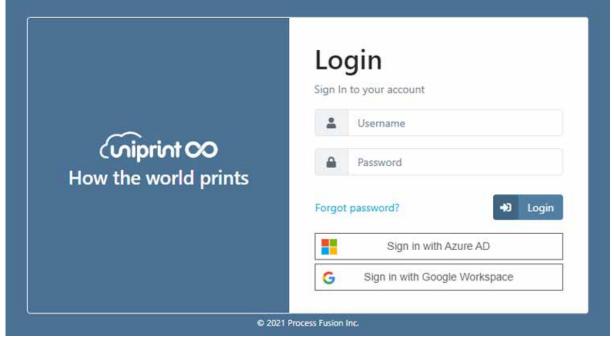
NOTE: To access File2Print, ensure that pop-up blockers have been disabled.

After installing File2Print, a new browser window will open, prompting for the InfinityCloud Sign in. File2Print will enable the user to preview, print and delete a SecurePrint print job.

Previewing Your SecurePrint Print Job

To preview your print job, do the following:

1) Sign into InfinityCloud.



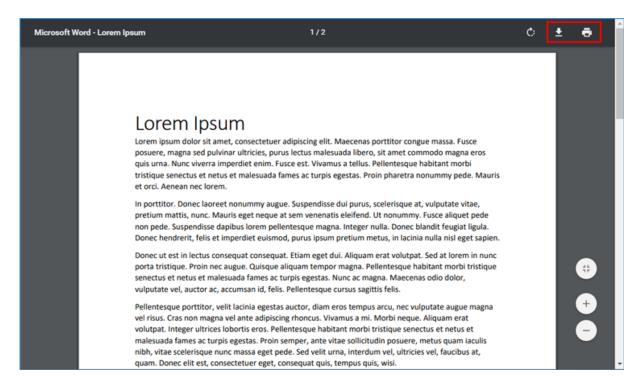
2) Click to select the print job to be viewed and then click .

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3) Enter the SecurePrint password and then click OK.

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4) A new browser tab will open with the print job. The print job can be downloaded and printed from the browser.



Releasing Your SecurePrint Print Job

1) Sign into InfinityCloud.

	Login Sign In to your account
How the world prints	Username Password Forgot password? Login
	Sign in with Azure AD
© 202	G Sign in with Google Workspace

2) Click to select the print job to be released and printed and then click Θ .

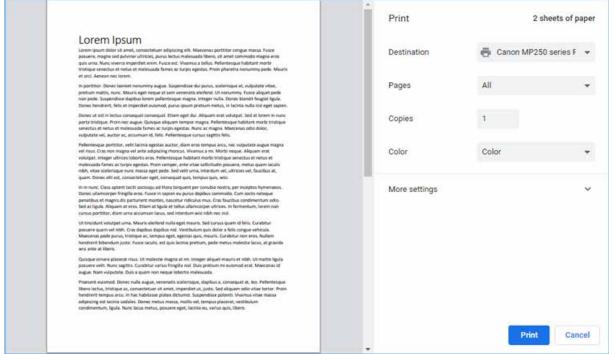
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3) Enter the SecurePrint password and then click OK.

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4) A new browser tab will open with the browser's Print dialog.

5) Select the destination printer (local printers will also be listed) and then click Print.

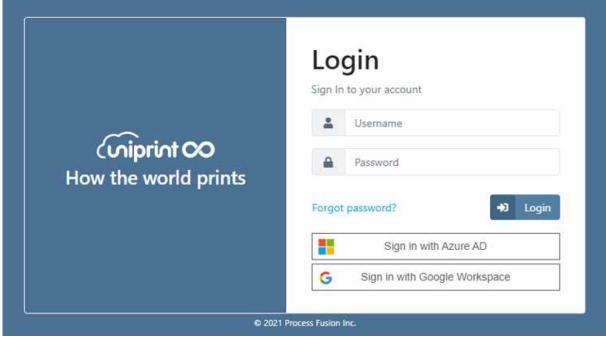


6) To print this print job again, click the **Printed** tab. *Note: You will need to enter the SecurePrint password again.*

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ng Print using <u>Internet</u> ng Print using <u>Mozilla</u> able Pop-up blockers in it Printed	Explorer FireFox w	or Microsoft Edge will give you the option to open or save the de ill open the document in a new window/tab for you to print.	ocument which you can then print locally.
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Deleting Your SecurePrint Print Job

1) Sign into InfinityCloud.



2) Click to select the print job to be deleted and then click 🛅.

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Seli Seli	ecting Print using Mozilla	Explorer FireFox w		pen or save the document which you can then print locally. you to print.	
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-	05/13/2020 04:33pm	2	Lorem Ipsum		
Proces	s Fusion Inc. © 2020				

3) Click Yes to confirm that you want to delete this print job.

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D PRINT JOBS		
Up to 10 printed jobs will be saved for u	Delete	
Selecting Print using Internet Explorer Selecting Print using Mozilla FireFox w O Disable Pop-up blockers in your web Current Printed	Are you sure you want to delete 1 print job(s)?	which you can then print locally.
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Process Fusion Inc. © 2020		

4) Enter the SecurePrint password and then click OK.

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5) The print job will be deleted.

PRINT JOBS Up to 10 printed jobs will be saved for up to 30 days. Selecting Print using Internet Explorer or Microsoft Edge will give you the option to open or save the document which you can then print locally. Selecting Print using Mozilla FireFox will open the document in a new window/tab for you to print. Disable Pop-up blockers in your web browser or the print dialog will not appear. Current Printed Disable To Disable.	wiprint 00	💄 uptest.bgriffin@gmail.com 🚦
Selecting Print using Internet Explorer or Microsoft Edge will give you the option to open or save the document which you can then print locally. Selecting Print using Mozilla FireFox will open the document in a new window/tab for you to print. © Disable Pop-up blockers in your web browser or the print dialog will not appear. Current Printed Printed	D PRINT JOBS	
• B = T O	Selecting Print using Internet Explorer or Microsoft Edge will give you the option to open or save the Selecting Print using Mozilla FireFox will open the document in a new window/tab for you to print.	e document which you can then print locally.

Related Links:

Installing File2Print

SecurePrint Printing Through UniPrint InfinityCloud

Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android

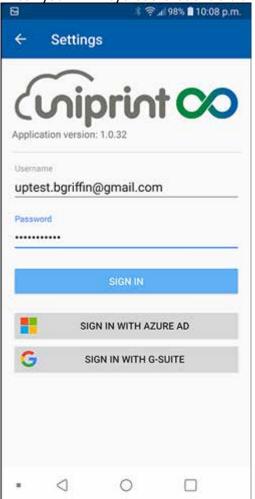
The UniPrint Cloud Vault can be installed Android and iOS devices. It enables users to release SecurePrint print jobs from their smart phones or tablets.

To release a SecurePrint print job, do the following:

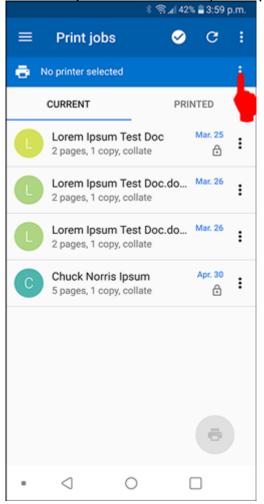


1) On an Android device, tap Cloud Vault

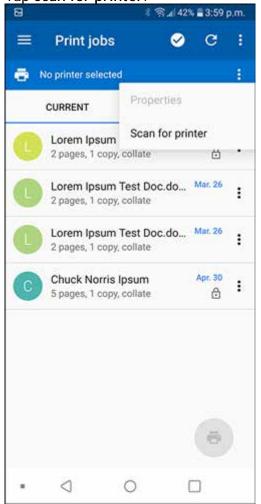
2) Enter your InfinityCloud credentials and then tap Sign in.



3) Beside No printer selected, tap the Options menu (three vertical dots).



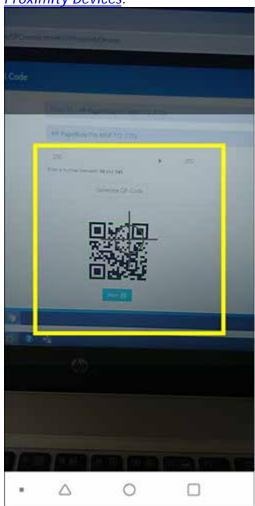
4) Tap Scan for printer.



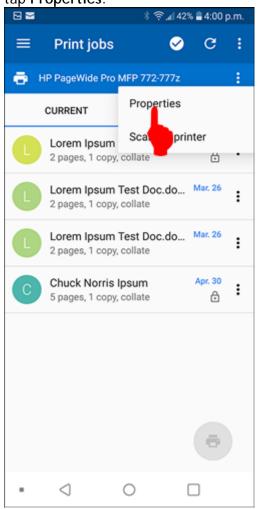
5) <u>Tap to select the proximity device, for example, QR Code</u>.

2		\$ 🔶 着 42% 🛱 4:00	p.m.
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2	2	QR CODE	
*	:	IBEACON	
ľ]	NFC TAG	
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6) Scan a printer specific QR code. *NOTE: To generate QR codes, refer to <u>Managing</u> <u>Proximity Devices</u>.*



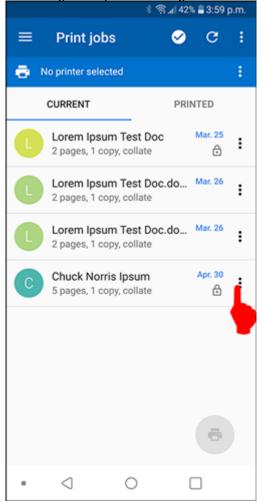
7) To change the printer properties, beside the printer name, tap the **Options** menu and then tap **Properties**.



8) If the administrator set up **Printer Profiles** for this printer, tap to select a printer profile. <u>From the Paper source list, tap to sel</u>ect a different paper tray. Tap **Save**.

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9) To change the print settings, beside the file name, tap the Options menu.

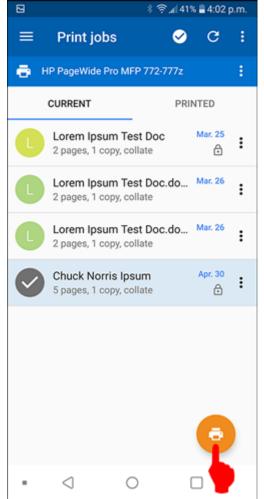


10) Change the print settings and then tap Save.

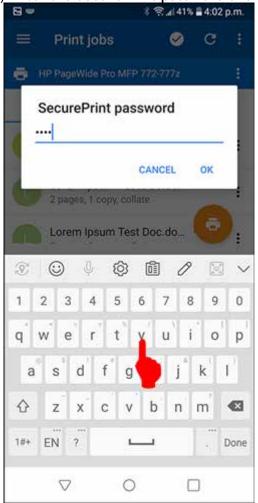
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11) Tap to select the print job and then tap

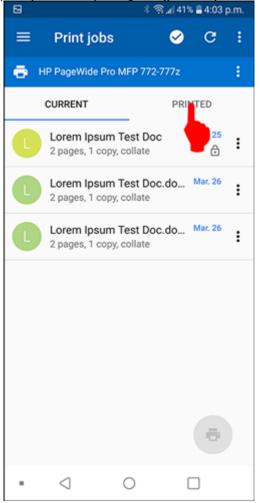


12) Enter the SecurePrint password and then tap OK.

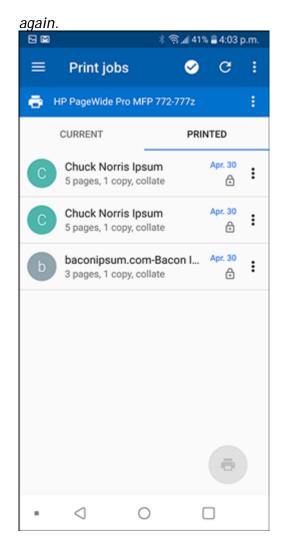


13) The print job will print out at the selected printer.

14) To print the print job again, tap the Printed tab.



15) To print these jobs again, tap to select a print job and then tap **. . NOTE**: The user needs to know the SecurePrint password for the print job selected in order to release it



Related Links:

Installing the UniPrint Cloud Vault

SecurePrint Printing Through UniPrint InfinityCloud

Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS

The UniPrint Cloud Vault can be installed Android and iOS devices. It enables users to release SecurePrint print jobs from their smart phones or tablets.

To release a SecurePrint print job, do the following:



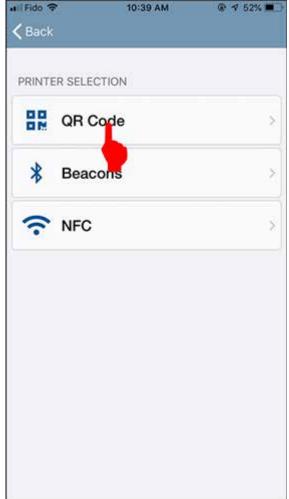
- 1) On an iOS device, tap
- 2) Enter your InfinityCloud credentials and then tap Sign in.

C	finity Moult
Username	e uptest.bgriffin@gmail.com
Password	•••••
	Sign in
	Sign In with Microsoft
The second secon	Sign In with Google

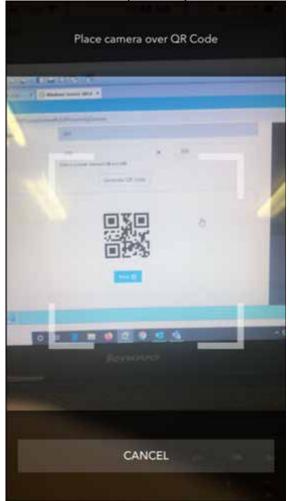
3) Tap to select a printer.



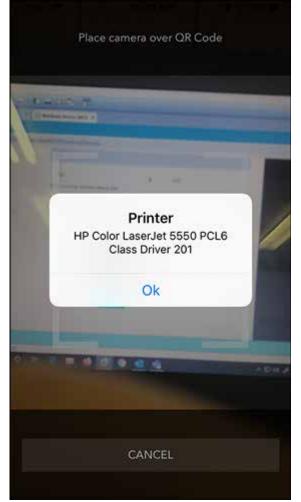
4) Tap to select the proximity device to scan.



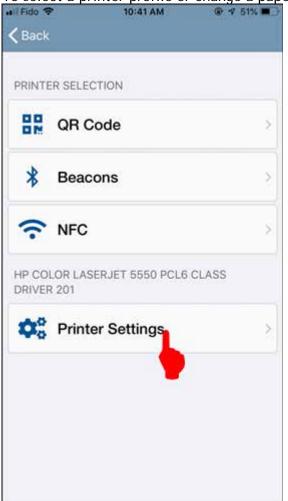
5) Scan the selected proximity device.



6) <u>The printer will be identified and made available to print to from the iOS device.</u> Tap Ok.



7) To select a printer profile or change a paper tray, tap Printer Settings.



8) If the administrator has any printer profiles, tap to select a printer profile. *NOTE: If a printer profile is not selected, the default printer profile will be applied.*

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9) To change the paper source tray, tap the Paper Source tab. Then tap to select the paper source. Tap Back.

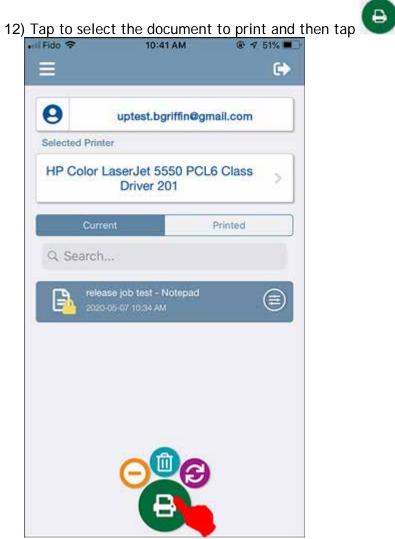
Ado 🗢 Back	10:41 AM	
Profiles		Paper Source
Automatic	ally Select	
First Availa	able Tray	
Manual Fe	ed (Tray 1)	
Tray 1		
Tray 2		
Tray 3		
Tray 4		

10) To change printer preferences, for example, number of copies or page range, beside the



11) Tap to change any printer preferences and then tap Back.

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13) Tap to enter the SecurePrint password and then tap OK.

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14) A message will appear to confirm the document has been printed. Click OK to clear the message.



15) To print the document again, tap the Printed tab.

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16) The SecurePrint password will be required again to release the print job. The SecurePrint password is associated with each print job, so if more than one print job has been printed and each one has a different SecurePrint password, the user is required to enter the

SecurePrint password for that particular print job.

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	E		

Related Links:

Installing The UniPrint Cloud Vault

SecurePrint Printing Using InfinityCloud Share For iOS

Support

Contact UniPrint Support

Need help with InfinityCloud? Feel free to contact us if you need help with InfinityCloud or any InfinityCloud apps that are downloaded from Google Play Store, Apple App Store or the Chrome Web Store. Our support hours differ depending on region. We have two offices based out of Canada and the United Kingdom. Our response time is one business day.

Americas

Hours of operation:	Monday to Friday (Not available on statutory holidays) 8:00 AM to 6:00 PM Central Time (UTC-6)
Toll-free number (North America only):	1-866-488-3188 option 3
Phone number (Worldwide):	+1 (416) 848-0329

Europe, Middle East, Africa and Asia Pacific

Hours of operation:	Monday to Friday (Not available on statutory holidays) 8:00 AM to 6:00 PM Coordinated Universal Time (Greenwich Mean Time)
Phone number:	+44 1344-206144

E-mail

support@uniprint.net