![PrinterOn - PRINT SIMPLY ANYWHERE]

# PrinterOn Agent for HP Workpath

## Setup Guide for PrinterOn Public

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# Introduction

The PrinterOn Agent for HP Workpath lets you turn your HP printer into a cloud print solution. The HP Workpath platform (formerly HP JetAdvantage Link) provides SDKs that PrinterOn has used to create an app that, once installed on an HP Workpath-compatible printer, turns the printer into a Print Delivery Station, the software component that links the physical printer with PrinterOn's print infrastructure.

For a list of compatible printers, see Compatible Devices on the HP Developer portal.

By installing the PrinterOn Agent and registering the printer with you PrinterOn service, you can make your printer available to anybody, using just about any device, even if they are not connected to the same network as your printer.

Once the app is installed and configured, a user can submit a document to your HP printer in any of the following ways:

- through any web browser, by uploading it your PrinterOn web print portal.
- from their mobile device, through the PrinterOn Mobile App for iOS or Android.
- by emailing the document directly to a printer-specific email address, assigned to it by PrinterOn.

The PrinterOn solution balances access, convenience, and security. For example, you can create an Access Control List and restrict printer access to only authorized users. Or, you can require users to enter release codes at the printer before their documents are printed.

With a bit of configuration, you can have your printer ready to receive print jobs. This document will lead you through the steps you'll need to complete to get set up, and then show you how to print to your new cloud print printer.

The PrinterOn Agent supports both the PrinterOn Public and PrinterOn Enterprise solutions. **This guide is intended for PrinterOn Public users only**.  Enterprise Enterprise

## Overview: Setting up the HP Workpath App for PrinterOn

To enable the PrinterOn Workpath app for your Workpath printer, you'll need to complete the following tasks:

   •

1. Install the PrinterOn Agent for HP Workpath software on your HP printer.
2. Register the PrinterOn Workpath app with your PrinterOn service. Registering your printer associates the printer with your PrinterOn service.
3. Print using the PrinterOn service and your HP printer. With the PrinterOn Agent installed and your printer registered, you're ready to take the PrinterOn service for a test run.
4. Customize your printer settings and PrinterOn service. Control access to your printer. Define the authentication workflow. Use your HP printer to route print jobs to other printers. Add the printer to a Secure Release Anywhere printer pool. Or configure any of the many other settings to take advantage of other features offered by the PrinterOn Service.

## PrinterOn service prerequisites

To use the PrinterOn Agent for HP Workpath with your HP printer, you must meet the following prerequisites.

| Prerequisite | Description |
| --- | --- |
| **Printer compatibility** | Your printer must support the HP Workpath platform. For a full list of Workpath-compatible HP printers, please click here. |

| Prerequisite | Description |
| --- | --- |
| **PrinterOn license** | You must have a valid PrinterOn license and access to PrinterOn's Public Serviceto use with the HP printer. The PrinterOn Agent for HP Workpath is designed to work with a PrinterOn service that has already been installed and configured for use. Please note that the HP printer does not include or provide an additional PrinterOn license.<br><br>You must also have license for each printer you want to add to your site. The HP printer will be associated with an existing PrinterOn license. |
| **Network connectivity:** | The printer must be connected to the Internet, either directly or through a local proxy server. |
| **Administrator privileges** | You must be an administrator of the PrinterOn service to register the printer with PrinterOn. |

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# Purchasing the PrinterOn Service

To purchase the PrinterOn Service, please contact your local dealer or reseller, or contact PrinterOn directly at:

- Email: sales@printeron.com
- Website: www.printeron.com/company/contact-us.html

Once you have purchased the PrinterOn service, you will be provided the following information needed to enable your printer:

| Consideration | Description |
|---|---|
| **PrinterOn Service Account** | A PrinterOn Service Account allows you to register your printer, configure printer settings, and customize your PrinterOn service, including options such as secure release, web print portal customizations and more. <br><br> This account must be the administrator account for the service you wish to use. |
| **PrinterOn Service ID** | This identifies the PrinterOn service with which the Ricoh printer will be associated. |

Keep this information in a safe place. You will need this information later when you register your printer with your PrinterOn Service.

> **Note:** PrinterOn does not sell HP printers. To purchase a HP printer for use with your PrinterOn Service, please contact your local dealer.

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# Deploying the PrinterOn Agent for HP Workpath to the printer

The PrinterOn Agent for HP Workpath is deployed to the printer through HP Command Center, a cloud-based dashboard through which you can manage your HP devices and access a repository of Workpath apps that you can install on them. With HP Command Center, you can deploy one or more apps to one or more devices at once.

## Before you begin

Before deploying the PrinterOn Agent for HP Workpath, ensure that you have met the following prerequisites:

- You have an HP Command Center account and have created a password
- Your printer is compatible with the HP Workpath platform
- Your printer is running HP FutureSmart frmZDre version 4.9 or newer.

  **Note:** Printers running older frmZDre versions cannot access the HP Workpath Platform or use HP Workpath apps.

- Your printer has enough memory to run HP Workpath apps
- You ave set an Embedded Web Server (EWS) password (optional but required to perform some steps)
- You have set the necessary proxy settings for your printer, if your network environment uses a proxy server

- You are using genuine HP cartridges on the printer. If non-HP supplies are installed, HP Workpath Apps cannot be installed and/or used.

# Deploying the HP Workpath PrinterOn Agent through HP Command Center

To deploy an app using HP command center, you need to complete the following tasks:

1. Add the PrinterOn Agent to your Solution Portfolio.
2. Configure the printer to accept the PrinterOn Agent.
3. Add the printer to your HP Workpath account.
4. Deploy and install the PrinterOn Agent.

## Add the PrinterOn Agent to your Solution Portfolio

The first step in deploying the PrinterOn Agent to your printer is to add the agent to your solution portfolio. Only apps in the Solution Portfolio can be installed on the printer. By adding an app to the Solution Portfolio, you are in effect granting it permission to be installed.

To add the PrinterOn Agent to the Solution Portfolio.

1. Log in to HP Command Center.
2. On the main menu, click the **Solutions** tab.
3. In the Solutions Catalog (located just below the Solution Portfolio) select the PrinterOn Agent icon.
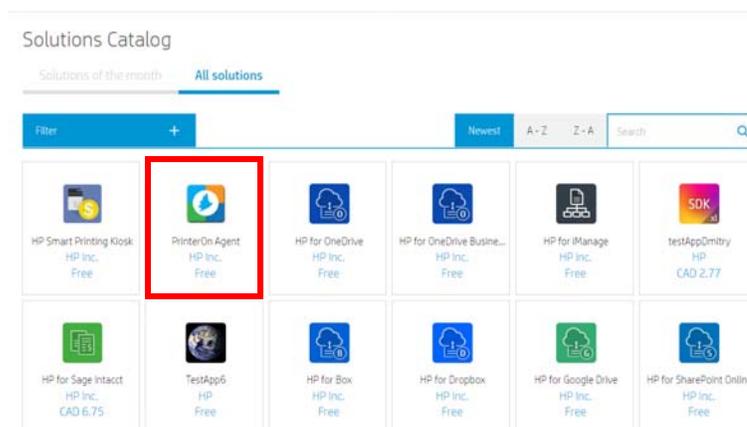
4. In the solutions detail dialog, select **Add**.

5. Accept the Terms and Conditions and Privacy Policy.

6. Select **Add**. The app is added to the Solution Portfolio.

With this stage complete, you can now configure the printer.

# Configuring the printer

To install HP Workpath apps on the printer, the printer must first be configured so that it can communicate with the HP Command Center and receive requests to install apps. This involves completing the following tasks:

1. Enabling the HP Web Services in the Embedded Web Service (EWS).

2. Enabling the HP Workpath (also known as JetAdvantage Link) platform on the printer.

3. Connecting the printer to the HP Command Center.

Unless you are installing the PrinterOn Agent on a brand new printer, it is likely that some or all of these tasks have already been completed.

> **Note:** If, after completing the tasks in this section, you have issues installing or running the PrinterOn Agent, you may need to complete some additional steps to ensure that your printer can successfully install and run HP Workpath apps. For example, you may need to update you printer firmware, configure network proxy information, or add additional memory to support the app. For more information, refer to the HP Workpath Apps - Deployment Guide using HP Command Center.

## Enabling the HP Web Services in the Embedded Web Service (EWS)

To enable HP Web Services on the printer, follow these steps:

1. Open the EWS in a web browser and log in using your Administrator credentials.

2. Select the **HP Web Services** tab.

3. Select the **Enable HP Web Services** check box.

4. Click the **Turn ON** button (if the services were turned off after activation).

## Enabling the HP Workpath (also known as JetAdvantage Link) platform on the printer

The HP Workpath platform is disabled by default, which means the printer cannot run Workpath apps until it is enabled.

To enable the HP Workpath platform on the printer, follow these steps:

> **Note:** After completing the printer set up process, these settings can also be adjusted from within the HP Command Center app.

1. In the EWS, select the Security tab and select **General Security** from the left pane.
2. Locate the **HP JetAdvantage Link Platform** section, select **Enable**. Once the platform is enabled, the printer must be rebooted to complete the setup.
3. Select **Restart** and then wait for the printer to reboot and return to Ready. Do not interrupt this process. It might take several minutes.

## Connecting the printer to the HP Command Center

To use HP Workpath Apps, the printer must connected to HP Command Center. If the printer has not already been connected to an HP Command Center account, then you'll need to initiate this connection by logging into HP Command Center from the printer's control panel.

> **Note:** While this first connection must be initiate from the printer, after the printer has been registered with one HP Command Center account, you can add it to additional accounts remotely from HP Command Center.

1. Check the network environment, make sure a proxy is set (if applicable), and make sure an administrator password is set in the EWS before performing these steps.
2. Check the printer control panel to make sure the HP Command Center app is visible.



HP Command Center

> **Note:** After installing the latest HP FutureSmart frmZDre version 4.9, the HP Command Center app should be available by default on the 3rd screen of the control panel.

3. If the app(s) is hidden from the printer control panel, unhide the app in the Embedded Web Server. For instructions, see section Customize the order in which apps display on the control panel in HP Workpath Apps - Deployment Guide using HP Command Center.

4. If prompted, click Web Proxy Setup to configure the Web Proxy. For more information, refer to HP Workpath Apps - Deployment Guide using HP Command Center.

5. If prompted, register with HP Web Services. This step is only required once. For more information, refer to HP Workpath Apps - Deployment Guide using HP Command Center.

6. Use a phone to scan the QR code. The HP Command Center claim screen opens.

> **Note:** You can also write down the claim code, open a web browser, and go to hpcommandcenter.com/claim.

7. Navigate to the HP Command Center at https://www.hpcommandcenter.com and log in with administrator credentials.

8. If not automatically populated, type the claim code and click **Verify**.

The printer is discovered by and connected to HP Command Center. You can now add the printer to your HP Workpath account.

## Assigning the printer to your HP Workpath account

You'll need to assign your printer to your HP Workpath account to make it available as a target for the PrinterOn Agent installation.

To assign your printer to your account.

1. Log into HP Command Center with administrator credentials.

2. From the **Accounts** menu, select your account.

3. In the Devices pane, select **Assign Devices**. HP Command Center searches the network and returns a list of devices.
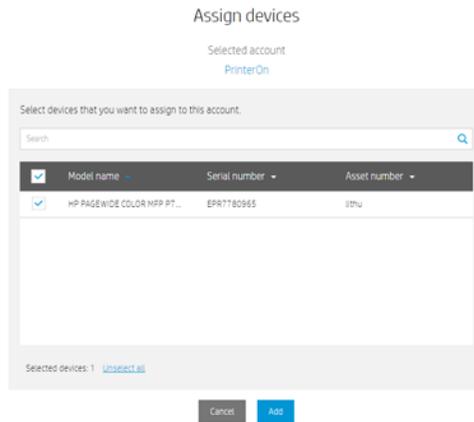


4. Select the printer you want to install the PrinterOn Agent on from the list and select **Add**.

Assuming the printer meets all the prerequisite conditions to support a Workpath app, you can now install the PrinterOn Agent onto the printer.

## Deploying and installing the PrinterOn Agent on the printer

You can install the PrinterOn Agent on one or more printers using HP Command Center.

To install the PrinterOn Agent:

1. Log into HP Command Center with administrator credentials.
2. From the **Accounts** menu, select an account.
3. In the Solutions pane, select **Add Solutions**. The list of available apps in the Solution Portfolio appears.
4. Locate and select the PrinterOn Agent app from the list and select **Add**. The PrinterOn Agent is added to the list of solutions.
5. Select the PrinterOn Agent in the Solutions to add it to the printer(s) and select **Manage**.

6. To configure the PrinterOn Agent, select **Configure**. The Configure screen appears:
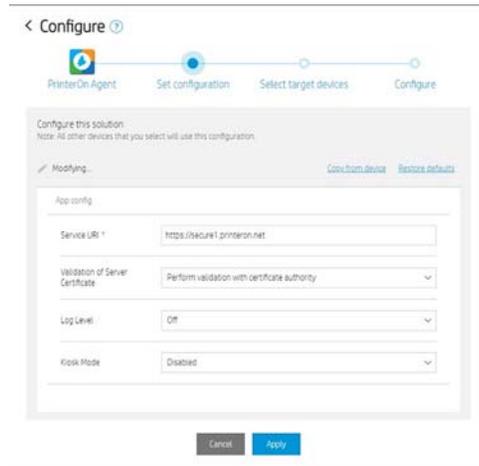


7. Configure the following settings, then click **Apply**:

| Setting | Description |
| --- | --- |
| Service URI | The IP address of your PrinterOn Service. For PrinterOn Public edition, set this value to https://secure1.printeron.net. |
| Validation of Server Certificate | Specifies how the server certificate will be validated. |
| Log Level | Specifies what information will be logged, if any. This setting can typically be set to **Disabled**, unless you are troubleshooting or have some other specific need to review PrinterOn service logs |
| Kiosk Mode | This setting should be set to **Disabled**. |

8. Select the printer(s) to which you want to add the app, then click **Next**.

9. Select **Install Now** or **Schedule Installation** to install later within 72 hours.

## Next steps

Once you have successfully installed the PrinterOn Agent, you can continue on to the following tasks:

1. Register the PrinterOn Agent software with your PrinterOn service. Registering your printer associates the printer with your PrinterOn account.

2. Print using the PrinterOn service and your HP printer. With your printer registered, you're ready to take the PrinterOn cloud print service for a test run.

3. Customize your printer settings and PrinterOn service. Control access to your printer. Define the authentication workflow. Use your HP printer to route print jobs to other printers. Add the printer to a Secure Release Anywhere printer pool. Or configure any of the many other settings to take advantage of other features offered by the PrinterOn Service.

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# Registering your HP printer with your PrinterOn service

The last step in the setup process before you can print is to register your printer with PrinterOn. The registration process associates your printer with your PrinterOn license file, which allows PrinterOn to communicate with your printer and to make your printer available in the PrinterOn Public directory. Once the printer is listed, users can select it as their destination printer when they print using one of the printing workflows you've enabled.

Registering your printer with your PrinterOn Public service is a manual process that you perform in the PrinterOn web admin portal.

Note:  Before registering your printer, ensure that you have the following information available:

- The **serial number** of your HP printer: This value is assigned to your printer by the manufacturer and is unique to your device. It allows PrinterOn to identify your printer on the network and associate it with your PrinterOn account.

- Your **PrinterOn credentials** and **Service ID**: These are the values you received when you purchased the PrinterOn service. Your credentials let you log in to the PrinterOn web portal to administer your service. The Service ID is a unique identifier for your PrinterOn service. It is associated with your service license file, which defines which service features you have subscribed to.

  To determine your PrinterOn Service ID, see Retrieving your PrinterOn Service ID.

To register your HP printer:

1. Log in to the PrinterOn.com web admin portal at www.printeron.com/administrators.

2. Complete the following tasks:

    a) Create the printer listing for the Ricoh printer.

    b) Enable the PrinterOn Agent with your PrinterOn service.

3. Once these steps are completed, restart your Ricoh printer. The configuration changes you made will be applied to the PrinterOn agent.

## Retrieving your PrinterOn Service ID

If you don't have your PrinterOn Service ID on hand, you can log in to the PrinterOn Web Portal to access your PrinterOn information:

1. Launch a web browser and log into the PrinterOn web admin portal at www.printeron.com/administrators.

2. On the Home Screen, in the PrintSpot Summary, locate the **Service ID** value.



```
PrintSpot Summary   ⓘ  About your PrintSpot Summary

http://www.printeron.net/my-business/my-business  Modify

Printspot Name:                    my-business/my-business
PrintSpot Type:                    PrintSpot Business
Theme :                            Library
Service ID :                       403926894
Annual Renewal Date:               Fri June 16, 2017
Production Status:                 NEW
```

## Creating the printer listing for the printer

The first step in the registration is to add a printer listing to your PrinterOn Enterprise service for your HP printer. This section show how to link your Printer with your PrinterOn service, as well as defining some additional useful configuration settings.

> **Note:** If you are installing the PrinterOn Agent on a printer that is already registered (that is, has a printer listing) with your PrinterOn service, you can skip this task and proceed directly to Enabling the PrinterOn Agent software.

To create a new PrinterOn printer listing for your printer:

1. In the PrinterOn web admin portal, click the **Printers** icon [icon].

2. Click **Add a Printer to your PrintSpot**.

**Manage your Printers for Infinite Lighting Corporate**

Here you will find the printers associated with your PrintSpot, listed as they would appear t availability of each printer. To change your printer settings, click the link in the printer sumr

Add a printer to your Printspot

> **Note:** If this link is not displayed, please review your license information. If you have already reached your permitted number of printers, you can not add any more without changing the terms of your license agreement.

The Printer Configuration page appears. In most cases, the default settings should be sufficient, but you should review the settings to confirm.

3. Configure the following Required settings:

| Setting | Description |
| --- | --- |
| Print driver | The printer driver used to process any jobs sent to the printer. |
| | Select **Hewlett Packard**, then select the HP driver that best suits your printer. |
| Manufacturer | The manufacturer of the printer, as shown to the user. |
| | Select **Hewlett Packard**. |
| Model | Printer driver information that is presented to the user when viewing printer details. This value does not need to match the actual printer model. |
| Descriptive Printer Label | A descriptive label that describes the printer to users. The value should be unique and descriptive. |
| | **Note:** PrinterOn does not enforce uniqueness on this value, but recommends that you set this value to a simple and easy-to-understand label for the printer. |
| Location | The physical location of this printer. This is presented to the user, and should be meaningful enough that users can use it to locate the printer. |
| External ID | The external ID for this printer. |

| Setting | Description |
| --- | --- |
| PrinterOn Name | A unique printer queue name used throughout the software to both identify and organize printers.<br><br>This value is combined with the email domain to create the email address for the printer, to which users can email print jobs. For example:<br><br>warehouse-printer-1@emailprint.com<br><br>PrinterOn recommends using your internal naming convention when available. |
| PrinterID | A unique QR code for the printer. Click the **QR Code** button to generate the QR code. |
| Web | Check this setting to enable Web printing for this printer. Users can go to the Web Print portal to upload and submit a document for printing. |
| PrintWhere | Check this setting to enable users to use mobile apps, GCP and iOS Native Print to submit print documents to the printer. |
| Document API | Check this setting to provide a value in the Document API URI. This value is the URL returned by the server to the Mobile Apps when searching for printers. It is used by the App to submit documents to the server. |
| Doc API URL | Specifies a Document API URI that is used when you enable the **Document API** setting. This value overrides the value configured on the PrinterOn Directory. |
| Email Domain | The email domain that should be appended to the printer name when advertising email print addresses to users. |
| Email Printing | Check this setting to enable email print for this printer. If disabled, users receive a message indicating the service is disabled.<br><br>**Print Body of Email**: When checked, the body of an email is printed when receiving email print jobs. If disabled, only attachments are printed. |
| Remote Job Release | Check this setting to allow users to release their documents for printing using the PrinterOn Mobile App. |

With the printer listing completed, you'll now add the PrinterOn Agent to your PrinterOn Enterprise service.

# Enabling the PrinterOn Agent software

By adding a printer listing for your HP printer, you have created a link between the printer and the PrinterOn service; you can now send print jobs to the printer through the PrinterOn service, but you can not yet access the added functionality of the agent software, such as the ability to manage print jobs at the printer.

To enable the PrinterOn Agent software, you must add the agent as a component to your PrinterOn service.

To integrate the PrinterOn Agent software with the PrinterOn service, you need to complete the following tasks in the web admin portal:

1. Add a new PDS component to your PrinterOn service.
2. Configure the PrinterOn Agent software.
3. Attach your printer listing to the PrinterOn Agent.

# Adding a new PDS to your PrinterOn Service

The PrinterOn Agent functions as a built-in Print-Delivery Station (PDS) that receives jobs for the printer on which it is installed, so you'll need to add a new PDS instance.

To add a PDS instance for your PrinterOn agent:

1. In the web admin portal, click the Software icon ⚙ .The Software page appears.

2. Locate the Add Another Print Delivery Station panel at the bottom of the page:.



3. In the **Description** field, enter a name for the PDS.
4. Click **Add PDS**.

You have now added a new PDS component to your PrinterOn service. Next, you'll configure the PrinterOn Agent software, to associate your new PDS instance with the PrinterOn agent.

## Configuring the PrinterOn Agent software

To configure your new Print Delivery Station:

1. In the Software page of the web admin portal, locate the Print Delivery Software pane at the top-left corner of the page. .



2. From the list of Print Deliver Stations, select the PDS that you just added.

3. In the *<PrinterName>* pane at the right of the page, configure the following settings:.

   - **PDS Type**: Select Embedded Printer.
   - **Machine ID**: The serial number of the printer.

   The remaining settings in this pane can be left as the defaults for now. If you choose, you can modify them at a later time. For more information, see Configuring and customizing the PrinterOn Agent for HP Workpath.



4. Click **Save** to save the PrinterOn Agent configuration.

Next, you'll attach the printer listing you created earlier to the PrinterOn Agent.

## Attaching the printer listing to the PrinterOn Agent

The last step of the registration process is to attach the PrinterOn printer listing for the HP printer to the PrinterOn Agent on the printer. Attaching the printer listing allows the PrinterOn Agent to manage all print jobs submitted to the PrinterOn printer listing.

To attach a printer to the PrinterOn Agent:

1. In the Software page of the web admin portal, locate the Manage Printers pane. .
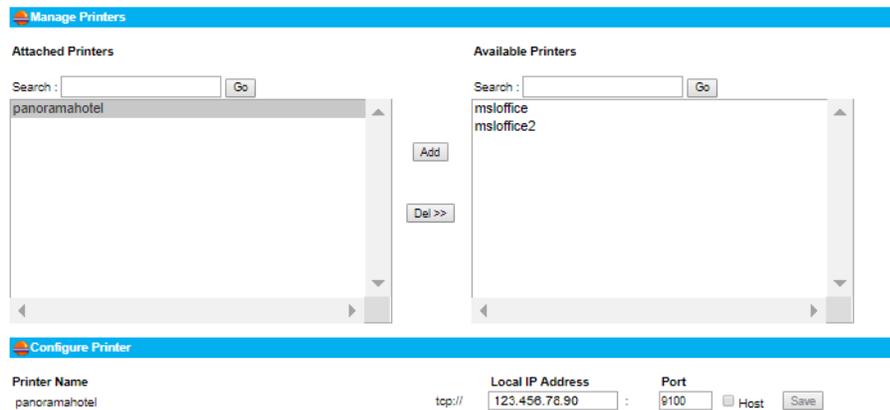


2. In the **Available Printers** list, locate the printer listing for your printer.

3. Select the printer listing in the **Available Printers** list and move it to the **Linked Printers** list.

4. In the Configure Printer pane, modify the **Local IP Address** value to point to the printer's IP address. Note that this value *should not* be configured to the default Localhost value (127.0.0.1).

5. Click **Save** to save your printer settings.

## Next steps

Once you have successfully registered your printer with PrinterOn, you can now complete the following tasks:

1. Print using the PrinterOn service and your Ricoh printer. With your printer registered, you're ready to take the PrinterOn cloud print service for a test run.

2. Customize and configure your printer settings and PrinterOn service. Configure which features users can access. Define printing fees for users. Control access to your printer. The PrinterOn Service offers you a lot of additional features that you can take advantage of.

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# Printing to your HP printer using the PrinterOn service

Now that your PrinterOn Agent is installed and enabled and your printer is registered with your PrinterOn service, you can use the PrinterOn service to print to your printer.

This chapter describes how to submit and release a print job using several printing workflows.

## Submitting a print job to your printer

PrinterOn supports a number of different document submission workflows. By default, when you register your printer with your PrinterOn service, the printer is configured to support the following print workflows:

- **Web printing**: Users submit print jobs using any connected web browser. Users upload their documents to the Web Print portal and can choose the printer to which to submit the job.
- **Mobile Printing**: Users locate printers and print via the PrinterOn service using the PrinterOn Mobile App on their smartphone or tablet. The PrinterOn Mobile App is available for both iOS and Android.
- **Email printing**: Users email the printer directly using the printer's email address (assigned by PrinterOn when you add a new printer to your service) to print email messages or attachments.

## Retrieving connection information

Before you begin printing, you'll need to make sure that you have the information required to connect to your Ricoh printer. Each workflow connects to the printer using a different method. You can find connection information from the Printers page of the PrinterOn Web Portal.

To retrieve connection information:

1. Launch a web browser and log into the PrinterOn web admin portal at www.printeron.com/administrators.

2. On the Home Screen, in the PrintSpot Summary, locate the Web Print Portal URL. You'll use this URL to print using the Web Print workflow.
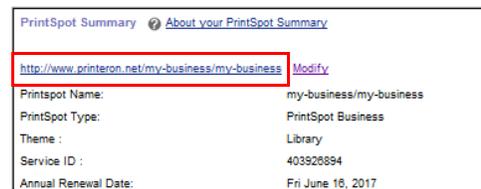
3. Click the **Printers** icon . The Printers page appears.

4. Locate your Ricoh printer listing on the Printers page, then, in the **Options** column, click **Show in Searches**.
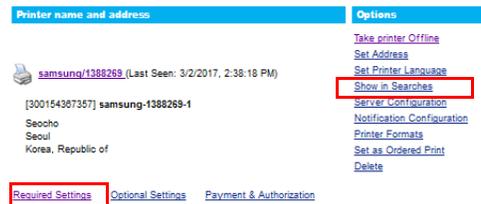
5. In the Ricoh printer listing, click **Required Settings**.

6. In the Required Settings tab, scroll down to the **Using your Printer with Web, PrintWhere, and Email Printing** section, then:

   - Click **QR Code** to display the QR code for the printer. You'll use this QR code to print using the Mobile Print workflow.

   - Locate the printer's email address. You'll use this address to print using the Email Print workflow.
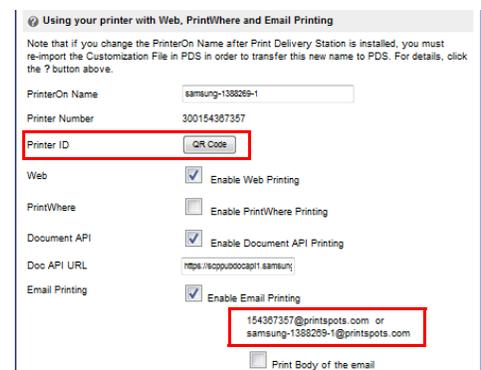
## Printing using the Web Print portal

Each PrinterOn-enabled printer has a unique URL assigned to it. Users can upload documents through the portal for printing.

To print using the Web Print portal:

1. Retrieve PrinterOn Web Print URL for the printer from the PrinterOn Administrator Portal.

2. In your browser, enter the URL of the Web Print Portal. The print portal specific to that printer appears.

3. Enter your user information, if required.

4. Select a file to print. You can choose a local document, or specify a URL.

5. Click ▶. The Print Options page appears.

6. Specify the print options as necessary.

7. Click to submit the print job.

8. Your results are displayed, and if release codes are enabled, a Secure Release Code is emailed to you.

9. If necessary, enter the Secure Release Code on the Ricoh printer to release your documents to the printer.
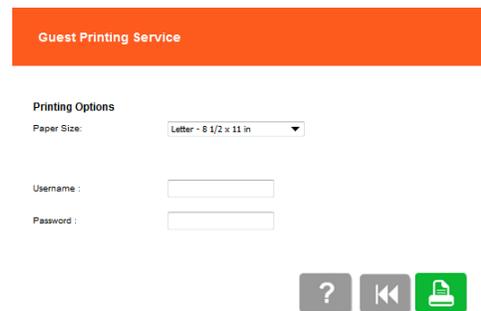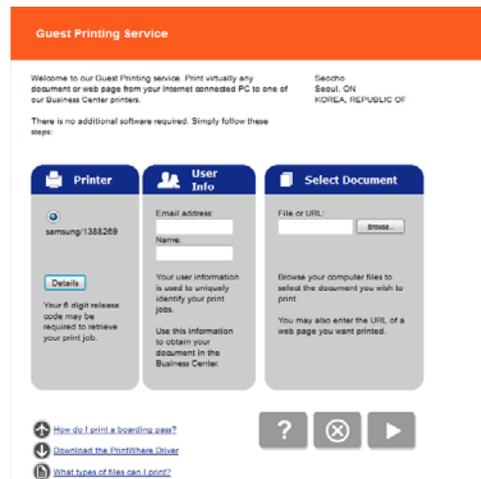
# Printing using the Mobile printing workflow

You can print directly to your printer using the PrinterOn Mobile App for iOS or Android.

To print using the mobile workflow:

1.  Download and install the PrinterOn Mobile app. There are two ways you can download the app onto your mobile device:

    *   On your device, search your app store for PrinterOn. The PrinterOn Mobile App is identified by the PrinterOn logo. Select the latest version and download the app.

    *   From the browser on your mobile device, browse to www.printeron.com/apps.html, then choose the app for your OS from there.

2.  Once it's installed, launch the PrinterOn Mobile App.

3.  In the Mobile app, select your Ricoh printer as the destination printer by scanning the printer's QR code, displayed in the PrinterOn Web Admin portal:

    a)  On the Mobile App Home screen, tap the QR code icon. Scanning a QR code generated by PrinterOn quickly configures the app with printer information.

    b)  Scan the QR code displayed in the PrinterOn Web Admin portal. The app is configured with the printer information.

4.  Print your document. For this example, we'll show how to print a photo.

    a)  On the Mobile App home screen, tap **Photos**.

    b)  Select the photo you want to print.

    c)  Tap the Printer icon in the top right corner. A preview of the job is displayed.

    d)  To select copies and page range where applicable, tap ⬚ in the top right corner.

    e)  Tap **Print** to submit your job.

    > **Note:** You can tap **Print History** to view the progress of your print job.

5.  If necessary, enter your credentials or the Secure Release Code on the printer to release your documents for printing.

## Printing using the email workflow

When you add a new printer to your PrinterOn service, the PrinterOn server automatically assigns the printer an email address. Users can add one or more documents to an email as attachments, then send the email to the printer to print the documents.

To print using the email print workflow:

1.  Retrieve the PrinterOn email address for the printer from the PrinterOn web admin portal.

    Each PrinterOn email address ends with "@printspots.com" (for example. myprinter@printspots.com).

2.  Forward an email with or without attachments to the printer's email address.

    An email will be returned with the results of the print and a Secure Release Code

3.  If necessary, enter the Secure Release Code on the printer to release your documents to the printer.

# Releasing print jobs

By default, the PrinterOn Service is configured for secure release. This means that users must either supply their user credentials or a release code before the printer is able to print the job.

If you are using release codes, after printing, users will be provided with a Secure Release Code. The user can release the job anytime within 72 hours of submission of the print request.

To release a print job:

1. On the HP printer display, tap the **PrinterOn** icon.

2. Enter your user credentials or the Secure Release Code you received after submitting your print job and tap **OK**.

   The Job List page appears, showing the print job associated with the given release code.

3. On the Job List page, select the print job, then tap **Print**.

   The print job is updated with a status of Printed.

4. Collect your print job.

# Next steps

Now that you have successfully tested the printer with your PrinterOn service, you can customize your printer settings and PrinterOn service.

# 6

# Configuring and customizing the PrinterOn Agent for HP Workpath

After completing the registration process, your PrinterOn service is automatically updated with a new PrinterOn printer and PrinterOn Print Delivery Station, which are both associated with your printer.

At this point, you can begin to configure and customize the printer settings and your PrinterOn service using the PrinterOn Web Admin portal, located at www.printeron.com/administrators.

When you install/activate the PrinterOn embedded agent, the default settings are sufficient for most situations. However, you may want to adjust some settings, if, for example, you want to charge users to use your printer, or you want to change release behavior.

There are also a number of more advanced features you may want to make use of with your embedded agent:
- Restricting printer access
- Using your HP printer as a job router
- Adding the printer to a Secure Release Anywhere pool

**Note:** Each time your configure the PrinterOn service in the PrinterOn web admin portal, you must restart your printer to apply the changes to the PrinterOn Agent.

# Restricting printer access

You can restrict access to your printer by enabling authentication on the Embedded Agent and creating an Access Control List of users who have permission to access the printer. Those users who have permission to access the printer must provide their credentials in order to access the PrinterOn Agent UI.

When authentication is supported and properly configured, you can also configure settings to control the authentication workflow.

To enable authentication, you need to complete the following tasks:

1. Creating an Access Control List (ACL).
2. Enabling authentication for the embedded agent.
3. Configuring the authentication workflow.
4. Restart the printer.

# Creating an Access Control List (ACL)

You can create an Access Control List through the PrinterOn web admin portal.

To create an ACL:

1. In the PrinterOn web admin portal, click the **Home** icon  . The Home page appears.

2. On the Home page, in the PrintSpot Summary, click **Manage Access Control Lists**. The Access Control List page appears.
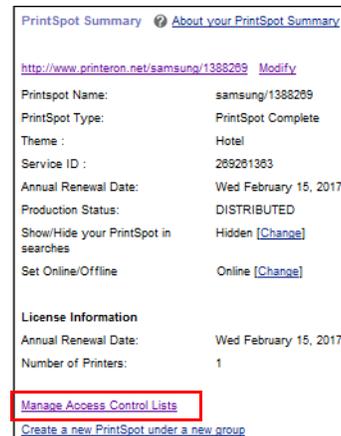
3. In the **New ACL Name** field, specify the name of your Access Control list, then click **New ACL**. The ACL is added to the list above.
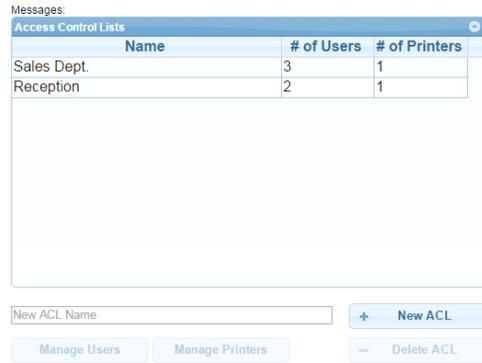
   Each printer can have a unique list of users. Users can be repeated to allow access to multiple printers, or you can choose to group printers by departments.

4. Select your ACL in the list, then click **Manage Printers**.

5. Group printers by user groups, if required, to allow similar users to all have access to the same printers.

6. Click **Save**.

7. Select your ACL in the list, then click **Manage Users**.

8. Add individual user email addresses. When users are added, they receive an automated message requesting them to create a password with PrinterOn. This password is used to authenticate print requests.
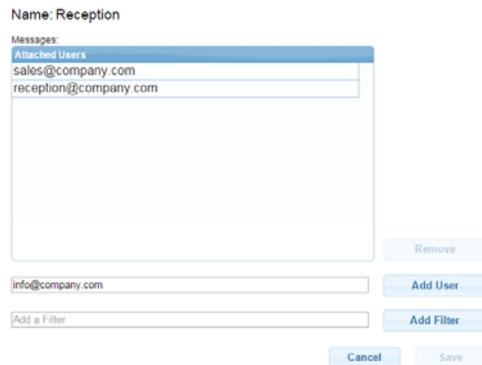
   > **Note:** Print jobs submitted via email must be sent from the address specified here.

9. Click **Save**.

# Enabling authentication for the embedded agent

To add security to your print solution, you can enable authentication for PrinterOn Embedded Agent. When Authentication is enabled, the user must enter their user credentials before they are permitted to access the printer.

You must also create an Access Control List (ACL) that defines which users have access to print to your printer.

To enable authentication:

1. In the PrinterOn web admin portal, click the **Printers** icon 🖨. The Printers page appears.

2. Locate your Samsung printer on the Printers page, then click **Payment and Authorization**. The Payment and Authorization tab appears.

3. In the **Authorizing Users** section, enable **Requires Authentication to Print**.

4. Click **Save**.
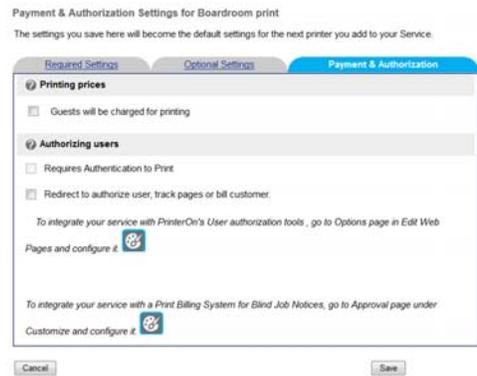
# Configuring the authentication workflow

To configure the authentication workflow for the embedded agent:

1. In the PrinterOn web admin portal, click the **Software** icon ⚙. The Software page appears.
2. In the Print Delivery Software panel at the left, select your HP printer with the PrinterOn Agent. The panel on the right is updated with the configuration details for the selected PDS.
3. In the right panel, Locate the User Authentication Workflow setting, then select a workflow option from the drop-down.
4. Click **Save**.
5. Restart the printer.

## Authentication workflow settings

The User Authentication Workflow settings lets you specify how the PrinterOn Agent determines what screen should initially be displayed to the user when they access the printer/MFP.

You can select one of the following four values:

| Setting | Description |
| --- | --- |
| **Automatically Choose Workflow** | The PrinterOn Agent determines the most appropriate screen to display, based on the other configuration settings. This is the default setting. |
| **Always Display Home Screen** | The PrinterOn Agent always displays two options to the user: User Login, which takes them to the User Login Page; and Release Code, which takes them to the Release Code Page. |
| **Always Display User Login** | The PrinterOn Agent displays the User Login Page. |
| **Always Display Release Code** | The PrinterOn Agent displays the Release Code Page. |

# Using your HP printer as a job router

If you have multiple printers licensed for your PrinterOn Service, you can attach them to the PrinterOn Agent on your printer and let the agent manage the distribution of print jobs to those printers.

**Note:** You must have a valid PrinterOn license for each printer that you attach to your printer. Your PrinterOn license specifies the number of printers that you can use with your PrinterOn service.

To attach a printer to the PrinterOn Agent:

1. In the PrinterOn web admin portal, click the **Software** icon 🔧 . The Software page appears.

2. On the Software page, locate the Manage Printers panel.
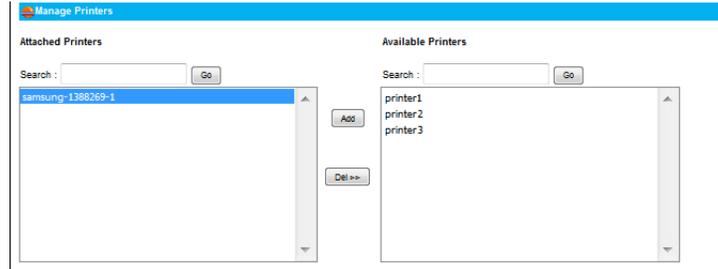


3. In the **Available Printers** list on the right, select the printer(s) that you want to attach, then click **Add** to move them to the Attached Printers list on the left.

4. Locate the Configure Printer panel.



5. Configure the following settings as necessary:

| Setting | Description |
| --- | --- |
| **Local IP Address** | The local IP address of the printer. |
| **Port** | The port the printer uses for communication. |
| **Host**<br>*(Embedded PDS only)* | When enabled, indicates that the device has an embedded PDS agent that serves other devices. |

6. Click **Save**.

7. Restart the printer.

# Adding the printer to a Secure Release Anywhere pool

Secure Release Anywhere pools are groups of PrinterOn printers. To the user, a printer pool appears as just another printer that they select when printing. However, instead of distributing jobs to a single output destination, a printer pool can distribute print jobs to any of its member printers. Users can go to the output destination of any member printer and pull the print job down using their credentials or a secure release code.

Note:  The Secure Release Anywhere functionality is included with your PrinterOn license but is disabled by default. To enable Secure Release Anywhere for your PrinterOn service, contact PrinterOn support.

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