



# PrinterOn Network PrintValet

## Administration Guide



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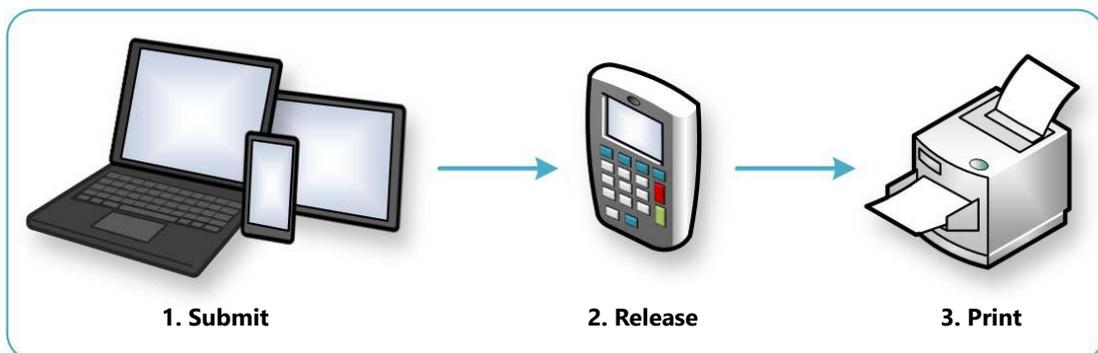
# 1

## Introduction

The Network PrintValet is a keypad device used in conjunction with your PrinterOn service that provides users with a way to interact with printers that don't have their own means of securely entering print release codes

Using a Network PrintValet does not change the workflow for the user. It simply allows you to extend secure printing to less sophisticated printing devices, enabling them to support PrinterOn's Secure Release functionality. With or without a Network PrintValet, the printing workflow remains the same:

1. **Submit:** A user submits a document and receives a 4-10 digit Release Code from PrinterOn unique to that specific print job.
2. **Release:** Using the Network PrintValet keypad near the printer, the user enters their Release Code. This code ensures that the document is sent privately and securely to the printer and prevents unwanted documents from being printed.
3. **Print:** The document is released to the printer, queued, and printed.



## 1.1 System requirements

The Network PrintValet is a unit with an ethernet (TCP) interface. It is a network device that requires an IP Address and associated settings in order to function.

### 1.1.1 Network requirements

The Network PrintValet has the following network requirements:

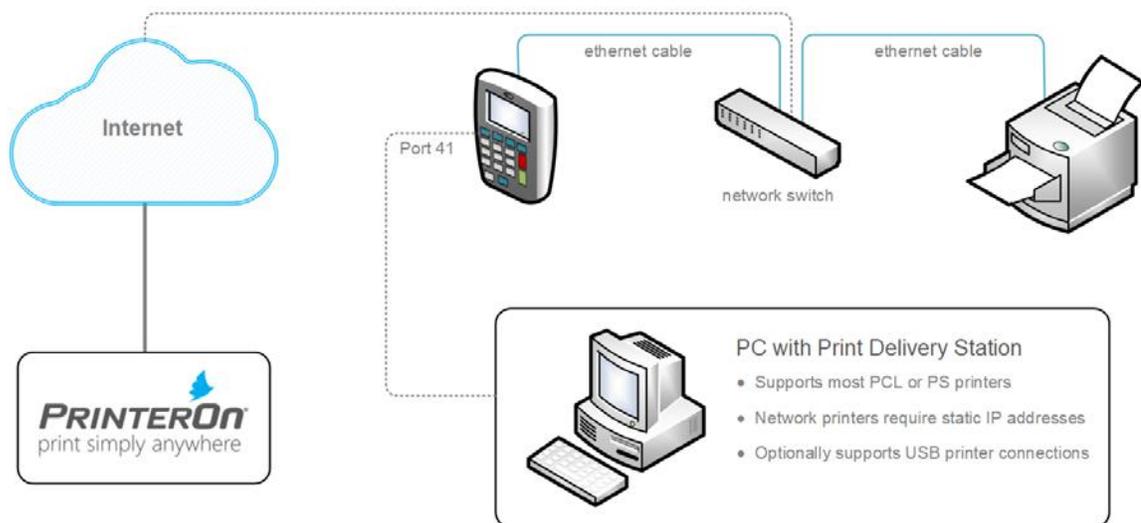
Requirement	Description
<b>Port availability</b>	The Network PrintValet requires the following ports to be open: <ul style="list-style-type: none"> <li>• Port 41 (required for Job release)</li> <li>• Port 23 (required for telnet access)</li> </ul>
<b>Hostname or static IP address</b>	It is recommended that you use a Hostname for the network address of the PrintValet. Alternatively, if you use an IP address, you should use a static IP address to avoid name clashes.
<b>Network connectivity</b>	The Network PrintValet must be able to communicate via IP with a PDS hosted within your network. You should ensure that your PDS server can ping the Network PrintValet's hostname.

### 1.1.2 Physical requirements

The Network PrintValet has the following physical requirements:

Requirement	Description
<b>Power outlet</b>	The PrintValet requires access to a power outlet.
<b>Network ports</b>	The PrintValet requires access to one or two network ports. Two ports is recommended. <p><b>Note:</b> If only one network port is available, you'll need to supply a standard ethernet cable in addition to the cross-over ethernet cable provided.</p>
<b>Printer</b>	The PrintValet works in conjunction with a network printer.

## 1.2 Network PrintValet architecture



## 1.3 Network PrintValet keys



Key	Description
<b>MENU</b>	Allows you to access the job. Press MENU followed by one of the following keys: <b>1</b> - Print Job <b>2</b> - Delete Job <b>3</b> - Reprint Job (if permitted)
 (Language)	Allows you to set the language. Press the LPrinterOn Enterprise/Expresslanguage key, followed by one of the following keys: <b>1</b> - English <b>4</b> - Dutch <b>2</b> - French <b>5</b> - Italian <b>3</b> - Spanish <b>6</b> - German
 (Back)	Deletes one entered character.
<b>?</b> (Help)	Displays which version of the Network PrintValet software the unit is running.
<b>CANCEL</b>	Returns the user to the Home screen.
<b>CLEAR</b>	Clears all entered characters.

# 2

## Deploying the Network PrintValet

You can deploy the Network PrintValet in one of two ways, depending on how many ports you have available to you at the installation location:

- [Deploying the Network PrintValet with two available ports](#)
- [Deploying the Network PrintValet with only one available port](#)

### Notes:

- Where possible, installing Network PrintValet with two available ports is preferred.
- If only one network port is available, you'll need to supply a standard ethernet cable in addition to the cross-over ethernet cable provided.

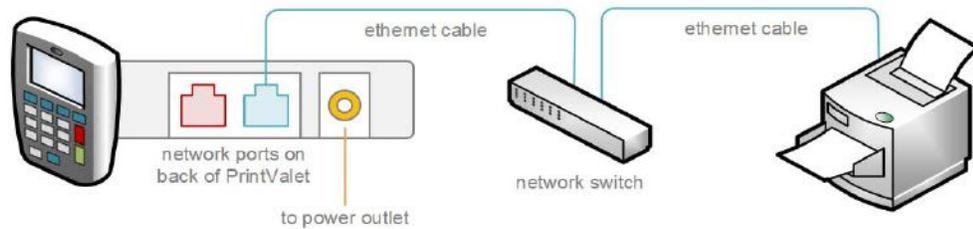
### 2.1 Deploying the Network PrintValet with two available ports

When two or more network ports are available where the Network PrintValet will be installed, both the Network PrintValet and the printer can be connected directly to the network ports.

To connect the components with two available network ports:

1. Connect the power supply to the Network PrintValet, then plug it into the power outlet.
2. Insert the supplied ethernet cable into the network port on the back of the Network PrintValet, then connect it to one of the free ports on the network switch.

3. Insert an ethernet cable into a second free port on the network switch, then plug it into the network printer.

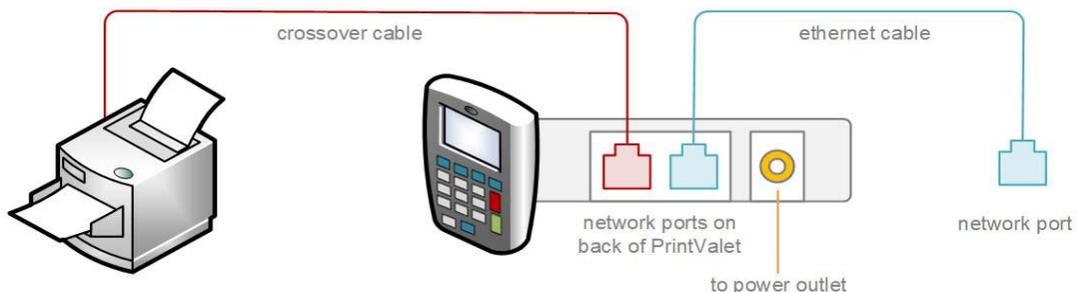


## 2.2 Deploying the Network PrintValet with only one available port

When only one network port is available where the Network PrintValet will be installed, you can use the second network port on the PrintValet to connect the printer to the network.

To connect the components with a single available network port:

1. Connect the power supply to the Network PrintValet, then plug it into the power outlet.
2. Insert the supplied ethernet cable into the network port on the back of the Network PrintValet, then connect it to one of the free ports on the network switch.
3. Insert a crossover ethernet cable into the second port on the Network PrintValet, then plug it into the network printer.



# 3

## Configuring your Network PrintValet

After connecting your Network PrintValet, you'll need to:

- [Configure the PrintValet.](#)
- [Add the PrintValet to the PDS that manages the printer.](#)

### 3.1 Configuring the Network PrintValet unit settings

There are two ways to configure the PrintValet:

- [Using Config Mode on the PrintValet unit.](#)
- [Using a Telnet client to connect to and configure the PrintValet remotely.](#)

#### 3.1.1 Configuring the PrintValet using Config Mode

The Network PrintValet has two modes:

- Operator Mode, which allows users to enter their release codes to release their documents to the printer. This is the default mode.
- Config Mode, which allows you to modify configuration settings for the PrintValet unit.

You can enter Config Mode on the Network PrintValet and use the keys on the keypad to configure the unit. The LCD Panel displays the current setting the unit has and provides a menu-driven interface for configuration.

To enter Config Mode on your Network PrintValet and access configuration settings:

1. With the power plug disconnected, simultaneously press and hold the **⏏** and **OK** keys, then connect the power plug.
2. Continue to press and hold the **⏏** and **OK** keys until the LCD displays:

```
CONFIG MODE
172.16.100.5
```

The first line shows that Config Mode is active; the second line shows the IP Address being used by the PrintValet unit.

3. Press the **MENU** key once to display the default hostname for the PrintValet.

```
HOSTNAME
PV-D27BE90B162D
```

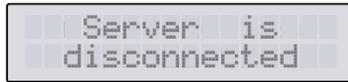
Record this value; you'll need it when you [add the PrintValet to the PDS that manages the printer](#).

4. To modify configuration settings, press the **MENU** key repeatedly to perform one of the following configuration tasks:
  - [Modify the IP Address](#).
  - [Enable or disable DHCP](#).
  - [Modify the subnet mask value](#).
  - [Modify the network gateway value](#).
  - [Modify the communication port](#).
  - [Enable or disable telnet access](#).
  - [Adjust the LCD display settings](#).
  - [Restore the default settings](#).

**Note:** Two configuration settings, **6: Change Dest IP** and **7: Change Mode**, should not be changed from their default values. These settings are used by PrinterOn support for diagnostic purposes only.

5. Press **OK** to select the option shown. The unit displays the current setting for that option.
  - To edit the value, press **OK**.
  - To go back to the main menu without making changes, press **Menu**.

6. [Save the configuration changes](#). The unit reboots and applies the new configuration settings. Once rebooted, the PrintValet restarts in Operator Mode. The LCD displays one of the following messages:



You must still [configure the PDS to communicate with the Network PrintValet](#) before it is operational.



The Network PrintValet is ready for use.

7. From your PDS server, ping the PrintValet's hostname to ensure that the PrintValet is available on the network.

### 3.1.1.1 Changing the IP Address

To change the IP address of the Network PrintValet:

1. [Enter Config Mode](#).
2. Press the **MENU** key repeatedly until the LCD displays **1: Change IP Addr**, then press **OK**.
3. Press **OK** to enter this option.
4. Press **OK** to edit this option.
5. Enter the IP address you'd like to set for this device.

**Note:** To enter a period character (.), press the **Clear** button.

6. Press **OK**. You will be returned to the Config Mode Main Menu.

### 3.1.1.2 Enabling and disabling DHCP

When enabled, you can use the Dynamic Host Configuration Protocol (DHCP) to generate configuration details (IP address, subnet mask, and gateway) for your Network PrintValet. From within Config Mode, you can toggle DHCP on or off as necessary.

**Note:** If you disable DHCP, you may need to manually configure static values for the IP address, subnet mask, and gateway.

By default, DHCP is enabled.

To enable or disable DHCP:

1. [Enter Config Mode](#).

2. Press the **MENU** key repeatedly until the LCD displays **2: Change DHCP**, then press **OK**.
3. Press **?** to toggle between **Yes** (DHCP is enabled) and **No** (DHCP is disabled).
4. Press **OK** to return to the Config Mode main menu.

### 3.1.1.3 Modifying the subnet mask

If you have disabled DHCP, or prefer to set a static subnet mask for your Network PrintValet, you can do so within Config Mode.

To modify the subnet mask:

1. [Enter Config Mode](#).
2. Press the **MENU** key repeatedly until the LCD displays **3: Change Mask**, then press **OK**.
3. Press **OK** to edit the subnet mask address.
4. Enter your subnet mask address. To enter a period (.), press the **CLEAR** key.
5. Press **OK** to return to the Config Mode main menu.

### 3.1.1.4 Modifying the network gateway

If you have disabled DHCP, or prefer to set a static network gateway for your Network PrintValet, you can do so within Config Mode.

To modify the network gateway:

1. [Enter Config Mode](#).
2. Press the **MENU** key repeatedly until the LCD displays **4: Change GW**, then press **OK**.
3. Press **OK** to edit the network gateway value.
4. Enter your network gateway address. To enter a period (.), press the **CLEAR** key.
5. Press **OK** to return to the Config Mode main menu.

### 3.1.1.5 Modifying the communication port

By default, the Network PrintValet uses Port 41 to communicate with PDS. If you want to choose an alternative communication port, you can do so within Config Mode.

To modify the communication port:

1. [Enter Config Mode](#).

2. Press the **MENU** key repeatedly until the LCD displays **5: Change Port**, then press **OK**.
3. Press **OK** to edit the port.
4. Enter the port you'd like to use in place of the default.
5. Press **OK** to return to the Config Mode main menu.

### 3.1.1.6 Enabling and disabling telnet

In addition to using Config Mode on the Network PrintValet unit to modify configuration settings, if enabled, you can also use telnet to remotely connect to and configure settings for the unit. From within Config Mode, you can toggle telnet access on or off as necessary.

By default, telnet access is enabled.

To enable or disable telnet access to the PrintValet unit.

1. [Enter Config Mode](#).
2. Press the **MENU** key repeatedly until the LCD displays **8: Change Telnet**, then press **OK**.
3. Press **?** to toggle between **Yes** (telnet is enabled) and **No** (telnet is disabled).
4. Press **OK** to return to the Config Mode main menu.

### 3.1.1.7 Adjusting the LCD display settings

To adjust the LCD display settings:

1. [Enter Config Mode](#).
2. Press the **MENU** key repeatedly until the LCD displays **9: Change Contrast**, then press **OK**.
3. Press **OK** to edit the display settings.
4. Use the **4** and **6** keys to increase or decrease the contrast as necessary.
5. When you have set the desired contrast, press **OK** to return to the Config Mode main menu.

### 3.1.1.8 Restoring the default settings

At any time, you can restore your Network PrintValet to the default configuration values.

To restore the default settings:

1. [Enter Config Mode](#).

2. Press the **MENU** key repeatedly until the LCD displays **R: Restore**.
3. Press **OK** to restore. The PrintValet unit reverts all settings to their default values and resets the telnet password to `admin`.

The unit reboots and applies the default configuration settings. Once rebooted, the PrintValet restarts in Operator Mode.

### 3.1.1.9 Saving changes and exiting Config Mode

To save your changes and exit Config Mode:

1. [Enter Config Mode](#).
2. Press the **MENU** key repeatedly until the LCD displays **Q: Save and Exit**.
3. Press **OK** to exit.

The unit reboots and applies the new configuration settings. Once rebooted, the PrintValet restarts in Operator Mode.

## 3.1.2 Configuring the Network PrintValet via telnet

When the Telnet interface is enabled, you can use any telnet client to access the Network PrintValet device.

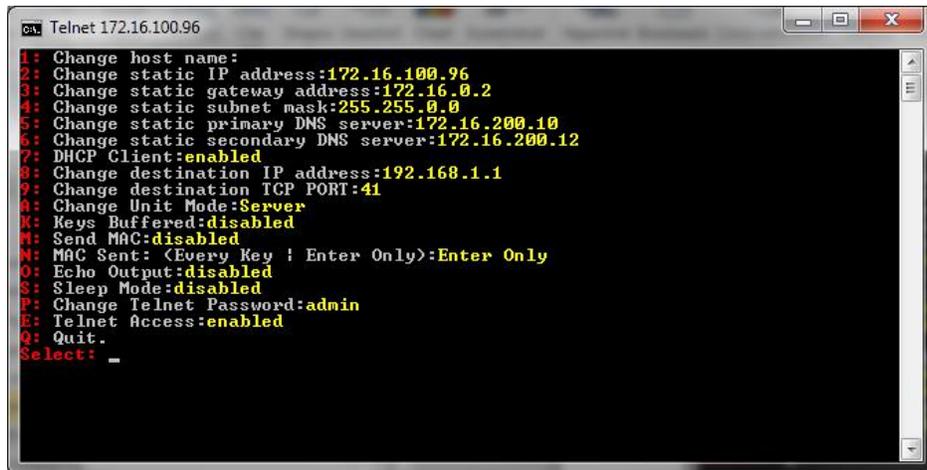
To configure the Network PrintValet via telnet:

1. Open your telnet client.  
For example, on Windows 7, open a command prompt and enter the command:  

```
telnet 172.16.100.5
```
2. Enter the Login ID and password. The username is `admin` and the default password is `admin`.

**Note:** After connecting with telnet for the first time, you can change the default telnet password.

3. Once logged in, the telnet client displays the list of available configuration options:



**Note:** This screen shot shows the default settings for the Network PrintValet, as connected in our network. Note that the IP Address, gateway, subnet mask, and DNS Server IP Addresses are obtained via DHCP and differ depending on the DHCP server that the keypad connects to.

- To modify a configuration setting, enter the number or letter associated with that option.

Option	Description
Change host name	Changes the host name of the Network PrintValet.
Change static IP address	Changes the IP address of the Network PrintValet.
Change static gateway address	Changes the Gateway settings
Change static subnet mask	Changes the Netmask settings
Change static primary DNS server	Changes the primary DNS server address
Change static Secondary DNS server	Changes the secondary DNS server address
DHCP Client	Enables or disables DHCP. By default, this setting is Enabled.
Change destination IP address	<b>Do not modify this setting.</b> For PrinterOn support use only.

Option	Description
<b>Change destination TCP Port</b>	Changes the port used by the Network PrintValet to communicate with PDS. By default, the Network PrintValet uses Port 41.
<b>Change Unit Mode</b>	<b>Do not modify this setting.</b> For PrinterOn support use only.
<b>Keys Buffered</b>	<b>Do not modify this setting.</b> Enabling this setting causes the keypad to be unresponsive. <b>Disabled</b> by default.
<b>Send MAC</b>	<b>Do not modify this setting.</b> Enabling this setting sends the MAC address to the PrinterOn software. <b>Disabled</b> by default.
<b>MAC Sent</b>	<b>Do not modify this setting.</b> This setting is used to specify when the MAC address is sent when <b>Send MAC</b> is enabled. <b>Send MAC</b> should never be enabled.
<b>Echo Output</b>	<b>Do not modify this setting.</b> Enabled by default.
<b>Sleep Mode</b>	<b>Do not modify this setting.</b> Sleep mode does not apply.
<b>Change Telnet Password</b>	Changes the telnet password.
<b>Telnet Access</b>	Enables or disables Telnet access on the network PrintValet. <b>Enabled</b> by default.
<b>Quit</b>	Exits and saves the modified configuration settings.

## 3.2 Configuring PDS to communicate with the Network PrintValet

The final step of configuration process is to configure the Print Delivery Station (PDS) to work with the newly installed Network PrintValet keypad. Printers managed by a particular PDS can be associated with a Network PrintValet on a per printer basis.

This task must be performed from the Configuration Manager, either on the PrinterOn parent server, or on the remote server hosting the PDS software.

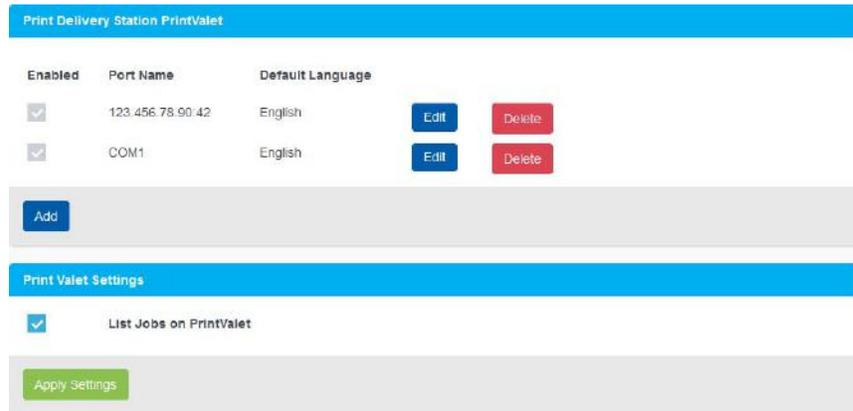
**Note:** This guide assumes that PDS' initial configuration and printer mapping have already been done. For complete details on installing and configuring PDS, see the PrinterOn Print Delivery Station Administration Guide.

To configure the PDS to communicate with a Network PrintValet:

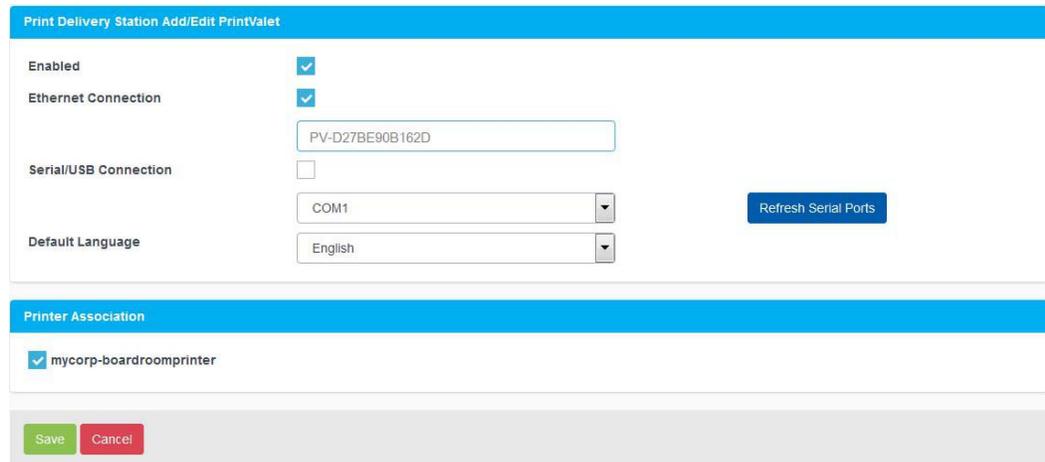
1. In the Configuration Manager, click **Advanced** > **Components**.

2. Click the **Configure** button adjacent the **Print Delivery Station** component. The PDS component configuration appears.
3. Click **PrintValet**. The PrintValet tab appears.

The Print Delivery Station PrintValet panel of the PrintValet tab displays a list of all PrintValet devices that have previously been added to the PDS.



4. To associate your new Network PrintValet with your PDS, click **Add**. The Add/Edit PrintValet page appears.



5. In the Add/Edit PrintValet panel, check **Enable** to use the PrintValet to release print jobs.
6. Specify how the PDS connects to the PrintValet. For your Network PrintValet, check **Ethernet Connection**, then specify the PrintValet **hostname** or IP address. If the PrintValet is not using the default port (port 41), then include the port in the URI. For example:

PV-D27BE90B162D

7. From the **Default Language** drop-down, specify the language the PrintValet will display information in.
8. In the **Printer Association** panel, select the printers for which the PrintValet will release print jobs.

**Note:** It is possible to configure different printers to different Network PrintValets when more than one printer is assigned to the PDS.

9. Click **Save**. The Add/Edit PrintValet screen closes, and the newly added PrintValet is added to the list of PrintValets associated with this PDS.
10. In the Print Valet Settings panel, check **List Jobs on PrintValet** to allow users to view their jobs directly on the PrintValet LCD.
11. Click **Apply Settings**.

**Note:** If the Network PrintValet does not successfully connect to the PDS, you may need to restart the PDS service for the configuration update to take effect.

# 4

## Releasing print jobs using Network PrintValet

To release print jobs using the Network PrintValet:

1. Display the Home screen then press the **OK** key.



**Note:** To return to Home screen, press **CANCEL**.

2. At the ID code prompt, enter the 4-10 digit release code that corresponds with the print job(s) you sent, then press **OK**.  
Once the release code is entered, the Network PrintValet searches for your print job and displays the number of jobs that match that release code with the total number of pages.
3. To print your jobs, press **OK**.

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