

CZ Print Release Station 6.0 – User Guide

If you have any questions, please send email to support@czsolution.com, or fill out the form at <http://www.czsolution.com/print-management/support.htm> or call us.

Part I Components, Requirements and Installation Instructions (Page 2 ~ 14)

CZ Print Release Station 6.0 includes the following components:

Master Print Release Station (Required) Master Print Release Station holds all print jobs until they are released. (Page 2 ~ 5)

CZ Popup (Optional Free Add-On) CZ Popup is designed for print job notification, and it must be installed on the workstation. CZ Popup notifies users the print job information including document name, printer name, number of pages and total cost after they send a print job. It also allows users to change their print job name for their privacy, and (or) create a password that they can use to release their print jobs on the print release station, and (or) create a user id for their print jobs that they can use to show only their print jobs on the print release station (for some environments that students use their own laptops to print or environments that user id is not unique). CZ Popup can be run on Windows, Mac OSX / Classic or Linux client computers. (Page 6 ~ 10)

CZ Print Job Report (Optional Free Add-On) CZ Print Job Report is a tool allowing you to generate and view 100 reports including 64 default reports and 36 customized reports, and export these reports to Adobe-PDF, MS-Word, MS-Excel and Rich Text formats. These reports are designed for your print cost analysis. (Page 11)

CZ Remote Cashier (Optional Free Add-On) CZ Remote Cashier allows you to add / remove / edit prepaid account remotely. (Page 12)

Slave Print Release Station (Optional) The Slave Print Release Station can hold all print jobs or part of print jobs. Users can use either Master Print Release Station or Slave Print Release Station to release their print jobs. (Page 13 ~ 14)

Part II Infrastructures (Page 15 ~ 16)

CZ Print Release Station 6.0 can be deployed as the following four infrastructures:

Master Only (Page 15)

Master – Master (Page 15)

Master – Slave (Page 16)

Hybrid (Page 16)

Part III Preferences (Page 17 ~ 23)

Part IV Step by Step Configuration and FAQ (Page 24)

Part I Components, Requirements and Installation Instructions

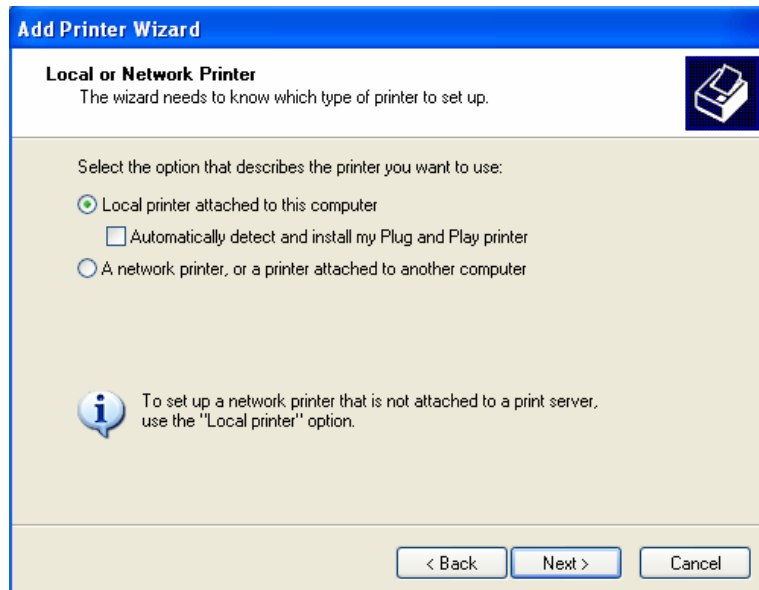
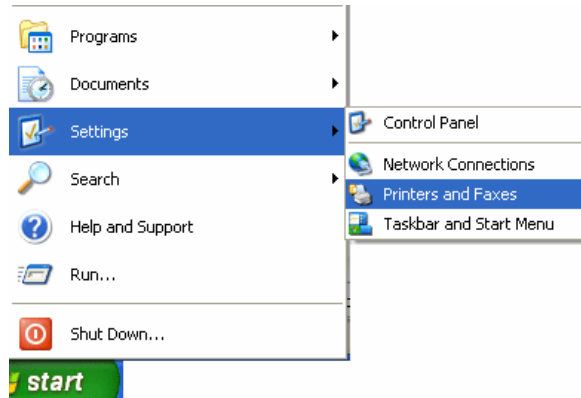
Master Print Release Station (Required)

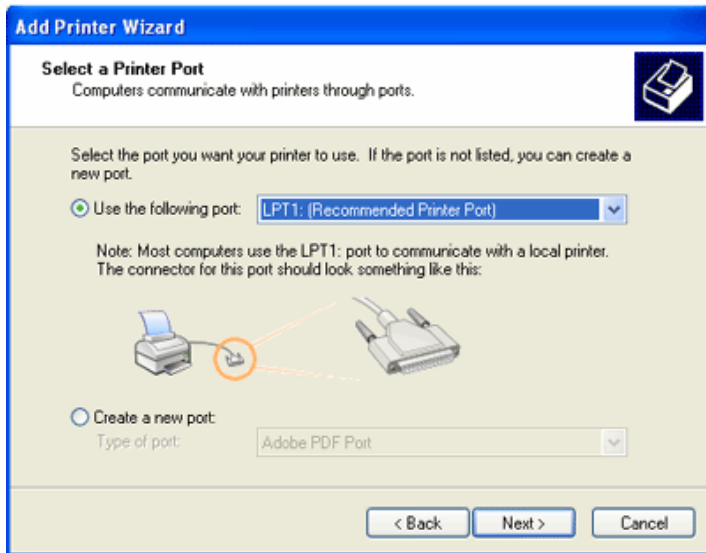
Master Print Release Station holds all print jobs until they are released.

Master Print Release Station System Requirements	
Operating System	Windows 2000/XP/2003/Vista/2008/Windows 7/Windows 8/Windows 2012
CPU	300 MH or higher
Memory	512 MB or more
Hard Disk Free Space	20M

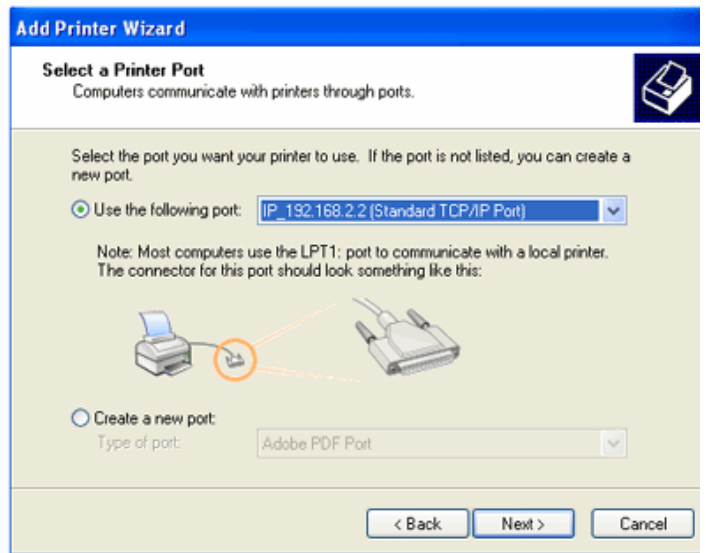
Note: If you are installing Master Print Release Station on your current print server that already has printer shared and will install Slave Print Release Station for users to release their print jobs, **skip step 1 and 2. The Master Print Release Station on your current print server can be run as Windows service in the backend. Please see the step by step configuration (<http://www.czsolution.com/print-management/printer-control.htm>)**.

1. Add printers to the computer where Master Print Release Station will be installed. The printers must be added as a local printer using the **local port** such as LPT1 port, Standard TCP/IP port or LPR port. (<http://www.czsolution.com/print-management/printer-control.htm>)

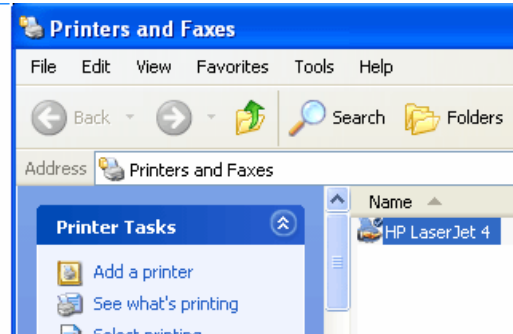
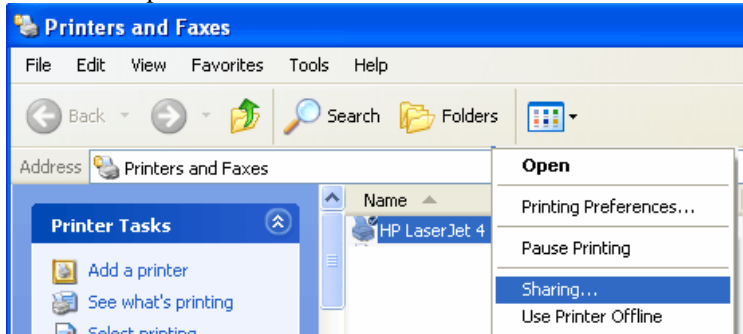




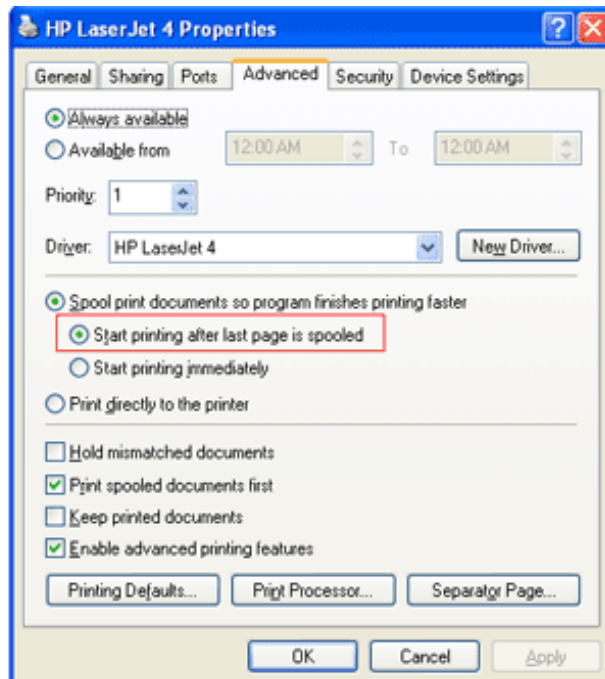
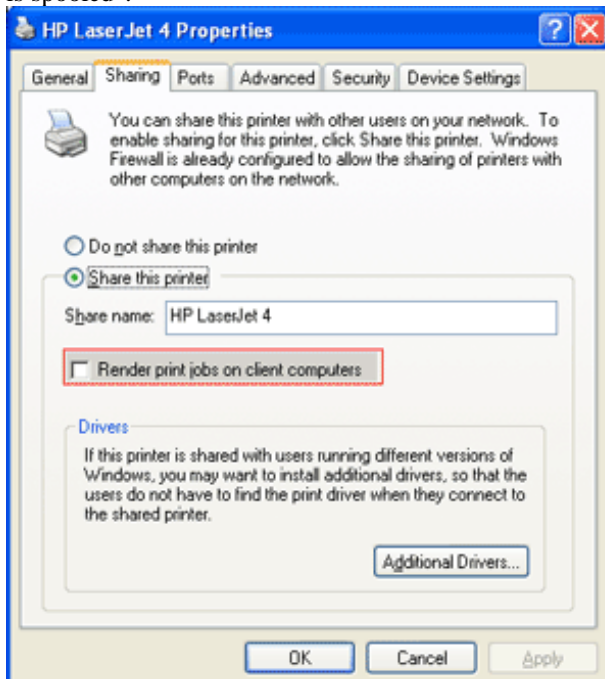
or



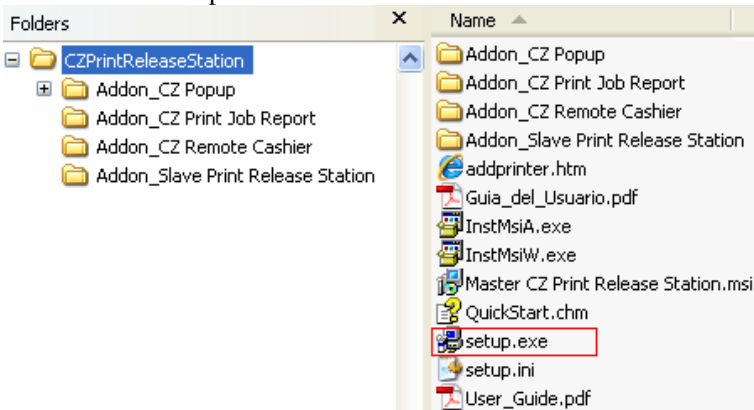
2. Share the printers.



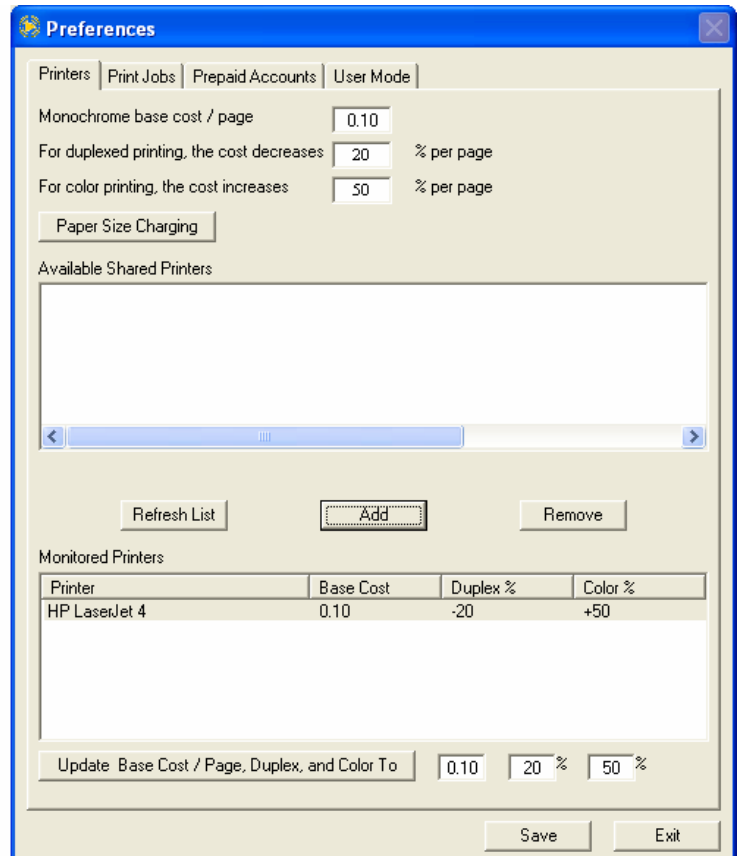
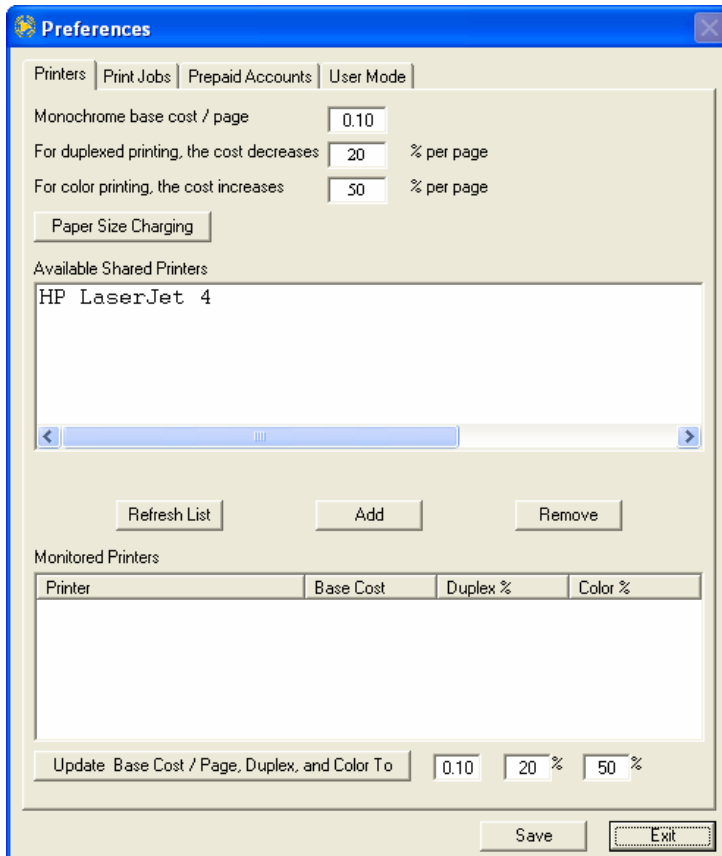
3. Right click the printer icon and click Properties. Uncheck "Render print jobs on client computers" and select "Start printing after last page is spooled".



4. Double-click “Setup.exe” in the folder Master Print Release Station.



5. Follow the on-screen instructions. After the installation completes, double-click the shortcut “CZ Print Release Station 6.0 - Master” on your desktop to run the program. A Preferences window appears. If not, click the menu item “Print Jobs --> Preferences” to open the Preferences window.
6. Click the “Refresh List” button; select the printer you just added in the list of Available Shared Printers, and click the “Add” button to add it to the list of Monitored Printers, then click “Save” button to close the Preferences window.



7. Configure all workstations to print to the shared printers you just added on the Master Print Release Station. (<http://www.czsolution.com/print-management/printer-control.htm>)

Add Printer Wizard


Local or Network Printer
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

☐ Local printer attached to this computer

☐ Automatically detect and install my Plug and Play printer

☒ A network printer, or a printer attached to another computer

 To set up a network printer that is not attached to a print server, use the "Local printer" option.

< Back Next > Cancel

Printers and Faxes

File Edit View Favorites Tools Help

Back Search Folders

Address Printers and Faxes Go

Name	Documents	Status
HP LaserJet 4 on PRS	0	Ready

Printer Tasks

- Add a printer
- Set up faxing

8. Perform a test. You can send a print job from a workstation and release it from the Master Print Release Station.

CZ Print Release Station 5.0.0.3 - Master (Staff Mode)

Print Jobs Document View Help Online Support

Refresh Preview Print Cancel Cancel All Preferences Printer Status Select All Save Help

	User	Computer	Description	Pages	Cost	Submitted	Printer	Color	Duplex	Paper Size	Size
Print Jobs	test	eaglepc	Test Page	1	0.10	1/5/2012 12:00:54 PM	HPC...	No	No	A4 210 x ...	90.00 KB
Waiting Jobs											
Deleted Jobs											
Printed Jobs											

Selected Waiting Jobs **Total Pages: 1** **Total Cost: 0.10**

CZ Popup for Windows, Mac OS X/Classic and Linux x86 (Optional Free Add-On)

CZ Popup for Windows

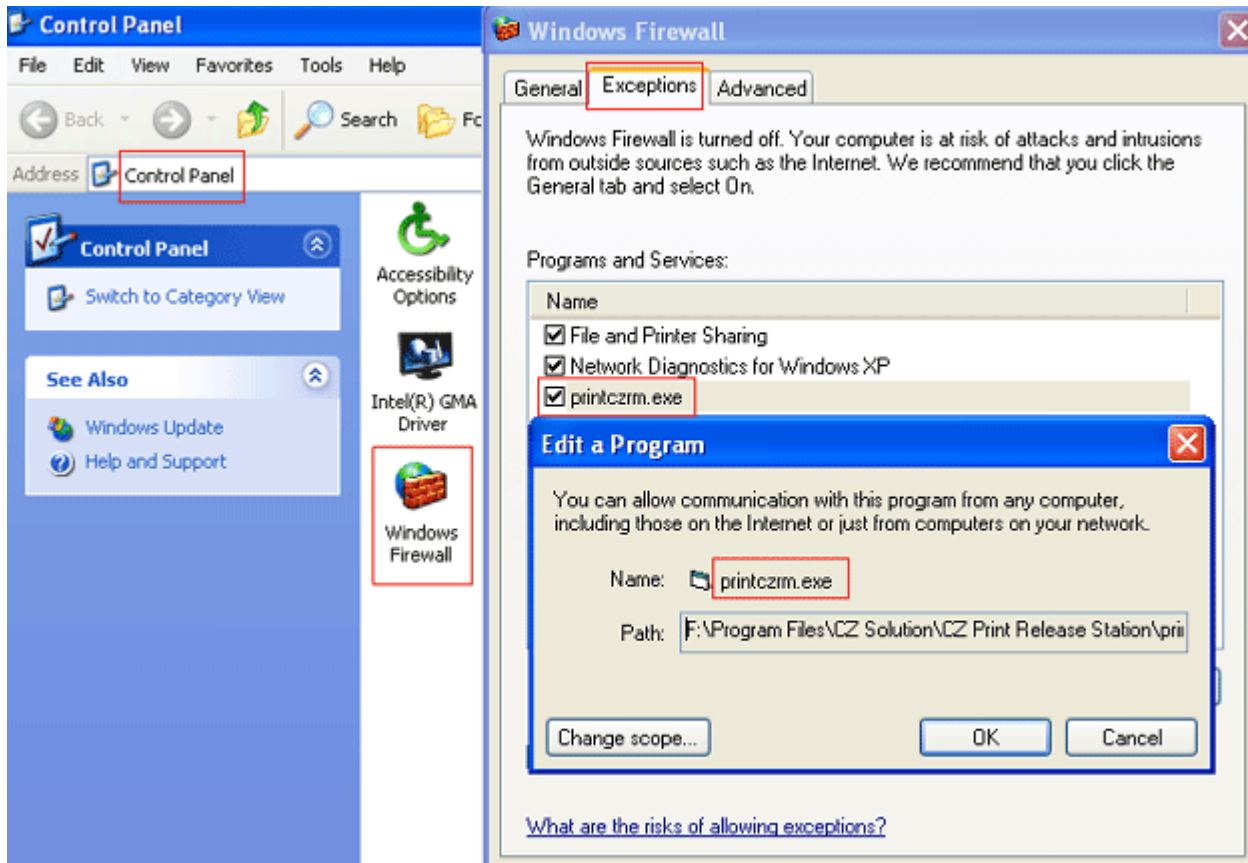
CZ Popup is designed for print job notification, and it must be installed on the workstation. CZ Popup notifies users the print job information including document name, printer name, number of pages and total cost after they send a print job. It also allows users to change their print job name (description) for their privacy, and (or) create a password that they can use to release their print jobs on the print release station, and (or) create a user id for their print jobs that they can use to show only their print jobs on the print release station (for some environments that students use their own laptops to print or environments that user id is not unique). CZ Popup can be run on Windows, Mac OSX / Classic or Linux client computers.

CZ Popup 1.0 System Requirements	
Operating System	Windows 95/98/NT/2000/XP/2003/Vista/Citrix Terminal/2008/Windows 7/Windows 8/Windows 2012
CPU	300 MH or higher
Memory	128 MB or more
Hard Disk Free Space	2M

Note: Before you run CZ Popup, make sure Master Print Release Station is running and the option “Show popup notification when a print job is submitted” is checked in the menu item “Print Jobs→Preferences→User Mode.”

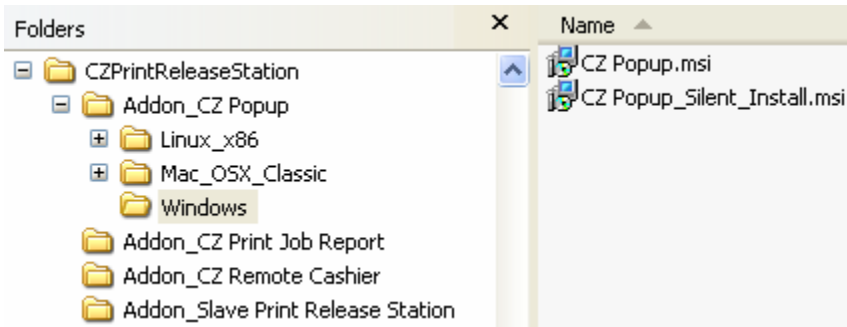
Note: You must have administrator rights to install CZ Popup on the workstations.

Note: If the firewall is enabled on the computer where Master Print Release Station is installed, please add an exception for printc2rm.exe that is in the installation folder of CZ Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station).

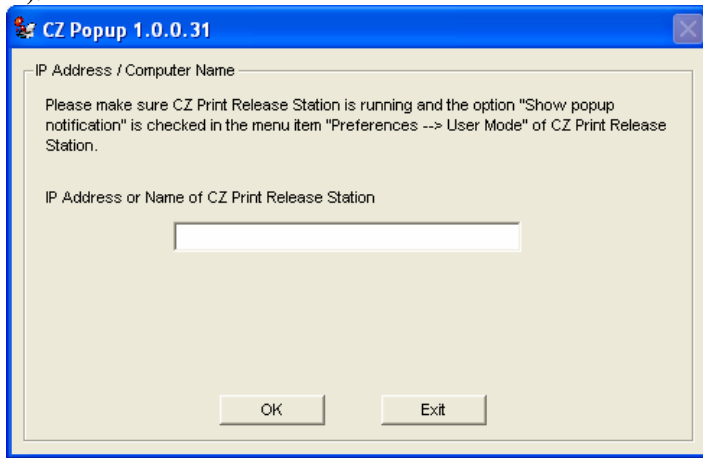


Local Installation

- 1, Double click CZ Popup.msi, then follow the on-screen instructions.

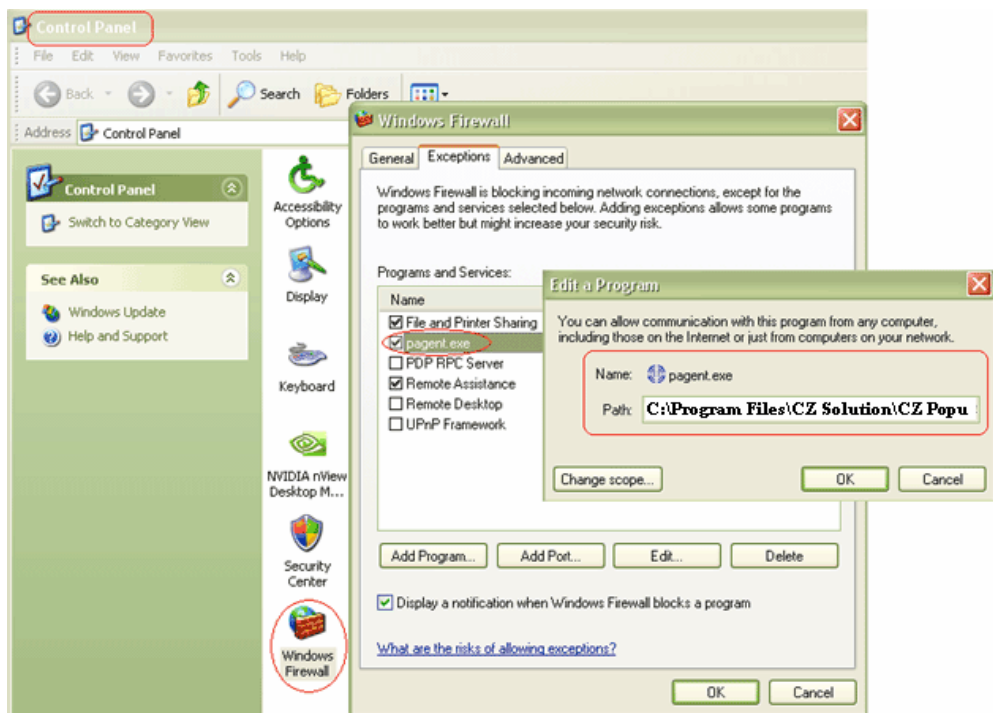


2. After the installation completes, select “Start-->Programs-->CZ Solution-->CZ Popup” to run the program. **Note:** CZ Popup can be started automatically when the user logins next time.
3. Enter the IP address or computer name of Master Print Release Station. This information is required when you run CZ Popup on the workstations the first time. The information is then saved in the file **release_ip.ini** located in the installation folder of CZ Popup and the value data of string **CZPRS** in the registry key **My Computer\HKEY_LOCAL_MACHINE\SOFTWARE\CZ Popup**. (**CZ Popup.msi can be modified to include the computer name or IP address of your Master Print Release Station by using Orca utility, and Step 3 can be skipped. Please check the following Silent installation Step 1).**



Note: If CZ Popup is installed on a Citrix / Terminal server, you must delete the file “terminal” in the installation folder of CZ Popup. (e.g. C:\Program Files\CZ Solution\CZ Popup)

Note: If the firewall is enabled on the computer where CZ Popup is installed, please add an exception for pagent.exe that is in the installation folder of CZ Popup (e.g. C:\Program Files\CZ Solution\CZ Popup).



Silent Installation

1. Modify CZ Popup_Silent_Install.msi package to include the name or IP address of the Master Print Release Station, so you don't have to enter the name manually when you run agent first time on each workstation.

We recommend using ORCA utility (part of the Windows Installer SDK) to do this.

1.1 Download the orca.msi from <http://www.czsolution.com/download/orca.msi>.

1.2 Double click it to install Orca.

1.3 Run Orca,

click the menu File → Open to open CZ Popup_Silent_Install.msi,

click menu Edit → Find, enter CZPRS_IP,

click the value of CZPRS_IP,

type the name or IP address of Master Print Release Station.

1.4 Click the menu File→Save, then exit Orca.

CZ Popup_Silent_Install.msi - Orca					
File Edit Tables Transform Tools View Help					
Tables	Registry	R...	Key	Name	Value
ActionText	_702B220F044643C8896852B...	2	SOFTWARE	+	
AdminExecute...	_8960F9390B11406BA286ED6...	2	SOFTWARE\CZ Po...	*	
AdminUISeque...	EA3BADAB0E7E495D8A6EBF...	2	SOFTWARE\CZ Po...	CZPRS_IP	192.168.145.23

2. Use the Windows group policy (<http://www.czsolution.com/print-management/popupsilentinstall.htm>) or third party installation software to remotely install CZ Popup Agent on the workstations.

Note: Orca can also be used to modify local installation package CZ Popup.msi package to include the name or IP address of the computer where you installed CZ Print Release Station, so you don't have to enter it manually when you run CZ Popup the first time on each workstation
(Local Installation Step 3)

Uninstall CZ Popup

Open Add/Remove Programs, and select CZ Popup, and click on the Remove button.

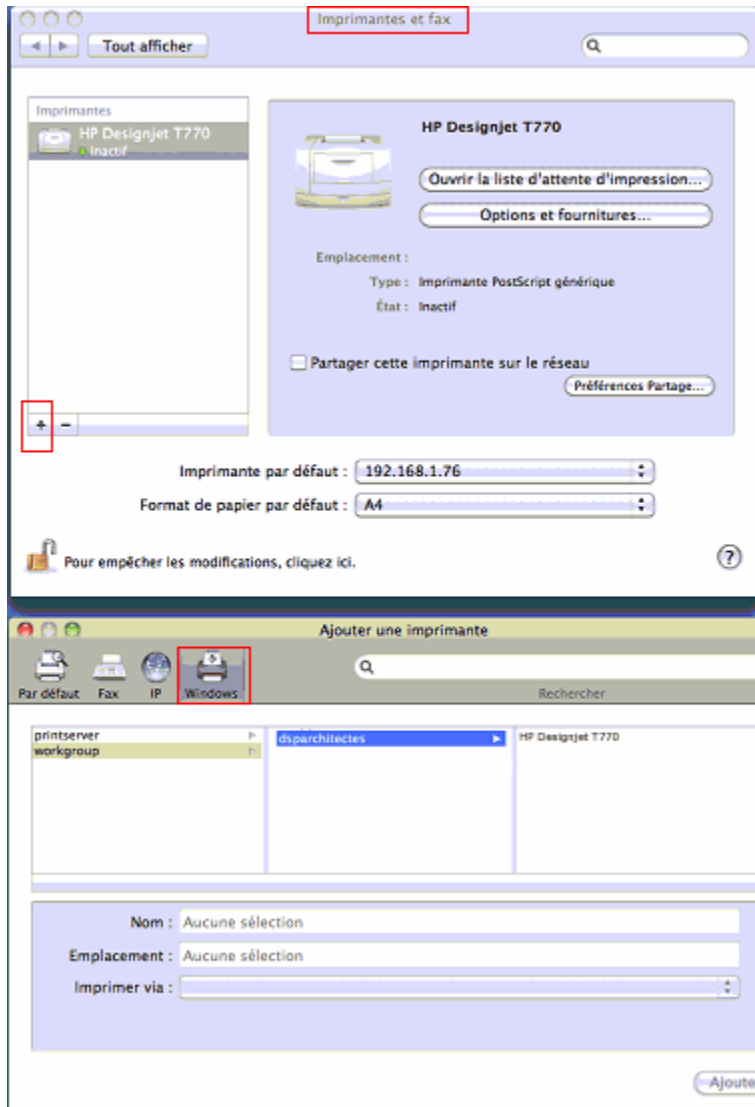
CZ Popup for Mac OS X/Classic and Linux x86

Mac or Linux workstations must print to the shared printer on Master Print Release Station in order for the Popup to work:

LPR printing

1. Start the “Print Services for Unix” on Master Print Release Station. If you can’t find this service, please add it from add /remove programs → add / remove windows components → Other Network Files and Print Services → Print Services for Unix.
2. On the Mac, add a LPR printer
3. Enter the Master Print Release Station computer name in Printer Address and the name of the shared printer in Queue Name.

Or you can click “+” button in Printers and Fax, then click “Windows” button to browse the shared printer on the Master Print Release Station.



SMB printing

Edit / etc » cups » printers.conf file

<DefaultPrinter printer>

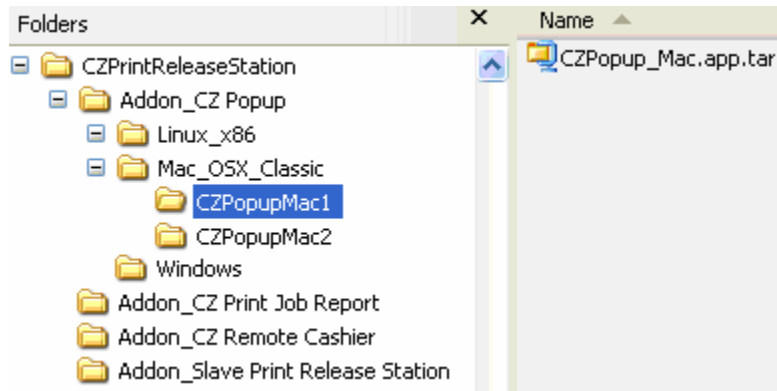
.....

Location yourdomain

```
DeviceURI smb://yourdomain_username:password@yourdomain/printserver/printer_share_name
State Idle
Accepting Yes
.....
</Printer>
```

To get the best result, please do the following:

1. In CZ Print Release Station Preferences -> Print Jobs, select "Track print job sent from Mac / Linux client.
2. In Control Panel -> Printers and Fax, right click the shared printer, open the properties of the printer --> Advanced, uncheck "Enable advanced printing".
3. Turn off spool file sharing for the shared printer. See question #8 at http://www.czsolution.com/print-management/prs_faq.htm for details.



Mac OS X/Classic: CZPopup_Mac.app.tar

1. Copy Addon_CZ Popup\Mac_OSX_Classic\CZPopup_Mac.app.tar to Mac computer.
2. Double click CZPopup_Mac.app.tar to run it. If it doesn't run, try a different agent. The host name of the Mac must be in the format of computerName.local (for example: m123.local where m123 is the computer name of the Mac). If not, the popup may not work. The HOSTNAME can be defined in /etc/hostconfig. Restarting the daemon, or rebooting, will result in the hostname command working as expected.
3. You can make Popup run automatically when Mac machine starts up:

Option 1:

Step 1: Find the CZPopup application icon and click on it.

Step 2: Click on the File menu and select Make Alias. Drag the alias to the desktop where you can get at it.

Step 3: Double-click to open the System Folder and locate the Startup Items folder.

Step 4: Drop the alias into the Startup Items folder. The next time you start up your Mac, the application will launch.

Option 2:

Go into the system preferences - accounts - login items, you can adjust what programs load and don't load at sign in.

Linux x86: CZPopup_Linux

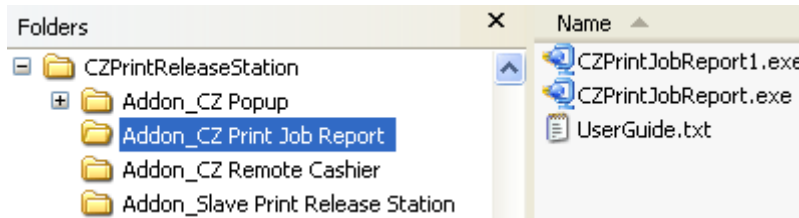
In terminal mode, run **./ CZPopup_Linux**

CZ Print Job Report (Optional Free Add-on)

CZ Print Job Report is a tool which allows you to generate and view 100 reports including 64 default reports and 36 customized reports, and provides the ability to export these reports to Adobe-PDF, MS-Word, MS-Excel and Rich Text formats. These reports are designed for your print cost analysis and client billing, and are originally written in English, but can be easily translated into any language which takes just a few minutes.

CZ Print Job Report 4.0 System Requirements	
Operating System	Windows 98/2000/XP/2003/Vista/2008/Windows 7/Windows 8/Windows 2012
CPU	300 MH or higher
Memory	128 MB or more
Hard Disk Free Space	40M

If CZ Print Job Report and CZ Print Release Station are installed on the same computer, the database file “printSaver.mdb” is located in the installation folder of CZ Print Release Station. (e.g. C:\Program Files\CZ Solution\CZ Print Release Station). If you install CZ Print Job Report and CZ Print Release Station on different computers, you can share the database folder from the computer where CZ Print Release Station is installed, CZ Print Job Report can connect to the shared database remotely (on the second computer) to generate reports. (e.g. \\CZ Print Release Station Computer Name\Shared Database Folder\printSaver.mdb).



1. Double click "CZPrintJobReport.exe" or "CZPrintJobReport1.exe" to install CZ Print Job Report. CZPrintJobReport.exe is based on NET Framework 2.0 or later. CZPrintJobReport1.exe is based on NET Framework 1.1. You can use either one to install CZ Print Job Report 4.0.
2. Follow the on-screen instructions.
3. After the installation completes, double-click the shortcut “CZ Print Job Report” on your desktop or select "Start → Programs → CZ Solution → CZ Print Job Report" to run the program.
4. Select the included sample databases to test how it works. The sample database named “printSaver_Sample.mdb” is located in the installation folder of CZ Print Job Report. (E.g. C:\Program Files\CZ Solution\CZ Print Job Report). The real database file “printSaver.mdb” is located in the installation folder of CZ Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station).

Note: If you install CZ Print Job Report on Windows 98, please Copy Dbghelp.dll from <http://www.czsolution.com/download/Dbghelp.dll> and place it in the Windows\System32 folder of the Windows 98 computer.

Check http://www.czsolution.com/print_management/czreport.htm for more information.

Uninstall CZ Print Job Report

Open Add/Remove Programs, select CZ Print Job Report, then click Remove button.

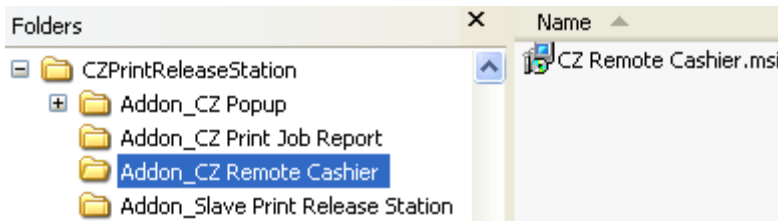
CZ Remote Cashier (Optional Free Add-On)

CZ Remote Cashier allows you to add / remove / edit prepaid account remotely from any computer.

CZ Remote Cashier 1.0 System Requirements	
Operating System	Windows 98/2000/XP/2003/Vista/2008/Windows 7/Windows 8/Windows 2012
CPU	300 MH or higher
Memory	128 MB or more
Hard Disk Free Space	2M

Before you run CZ Remote Cashier, please make sure Master Print Release Station is running on a central computer or print server and the option “Enable add-on remote cashier to manage prepaid account” is checked and cashier account is created in the menu item “Print Jobs → Preferences → Print Jobs.” You must also have administrator rights on the computer where you install CZ Remote Cashier.

1. Go to CZ Remote Cashier folder and double-click “CZ Remote Cashier.msi”.



2. Follow the on-screen instructions.
3. After the installation completes, double-click the shortcut “CZ Remote Cashier” on your desktop or select "Start → Programs → CZ Solution → CZ Remote Cashier " to run the program.
4. Enter the computer name or IP address of the Master Print Release Station computer.
Note: This information is required when you run CZ Remote Cashier on the workstations the first time and it will be saved in the file release_ip.ini located in the installation folder of CZ Remote Cashier.
5. Click the button “CZ Remote Cashier Password”. The user and password is defined in “Preferences → Print Jobs” of Master Print Release Station.

Uninstall CZ Remote Cashier 1.0

1. Open Add/Remove Programs.
2. Select CZ Remote Cashier.
3. Click on the Remove button.

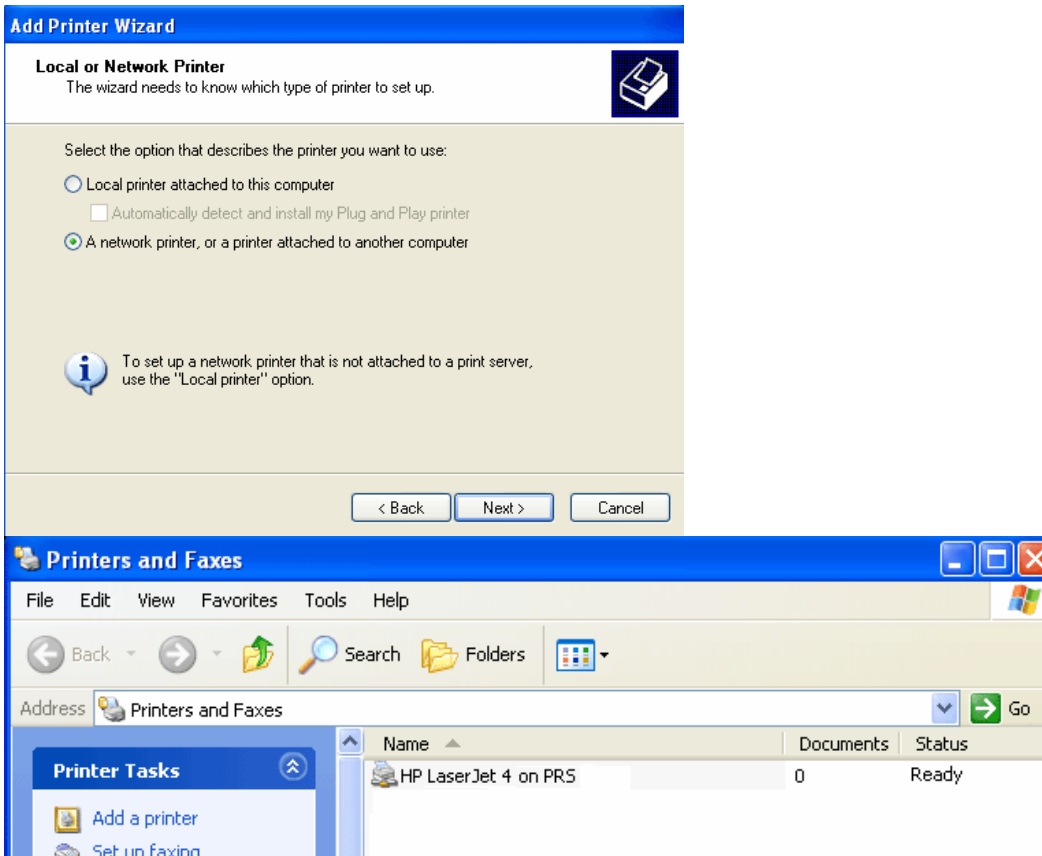
Slave Print Release Station (Optional)

The Slave Print Release Station can hold all print jobs or some of print jobs on the Master Print Release Station depending on the printer settings. Users can use either Master Print Release Station or Slave Print Release Station to release their print jobs

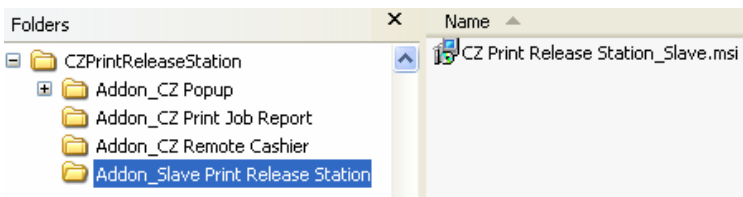
Slave Print Release Station System Requirements	
Operating System	Windows 2000/XP/2003/Vista/2008/Windows 7/Windows 8/Windows 2012
CPU	300 MH or higher
Memory	512 MB or more
Hard Disk Free Space	10M

Note: Before you run Slave Print Release Station, make sure Master Print Release Station is running and the option “Enable slave print release station” is checked in the menu item “Print Jobs→Preferences.” If the firewall is enabled on the Master Print Release Station computer, please add an exception for printczrm.exe that is in the installation folder of Master Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station). You must use the account that has administrator rights to install Slave Print Release Station.

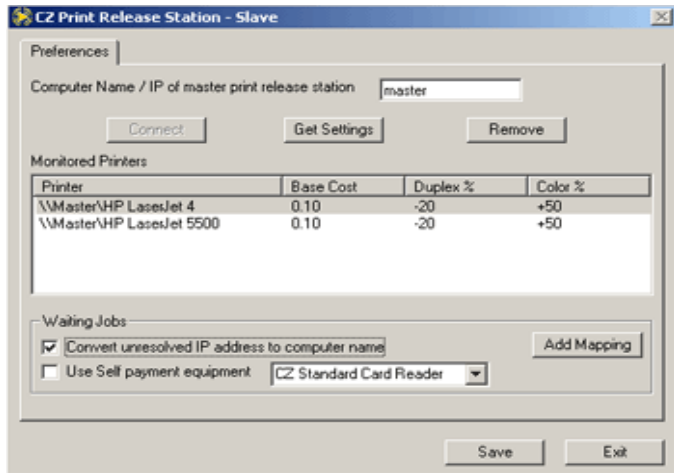
- 1. Add the shared network printers on Master Print Release Station to the Slave Print Release Station computer. (<http://www.czsolution.com/print-management/printer-control.htm>)



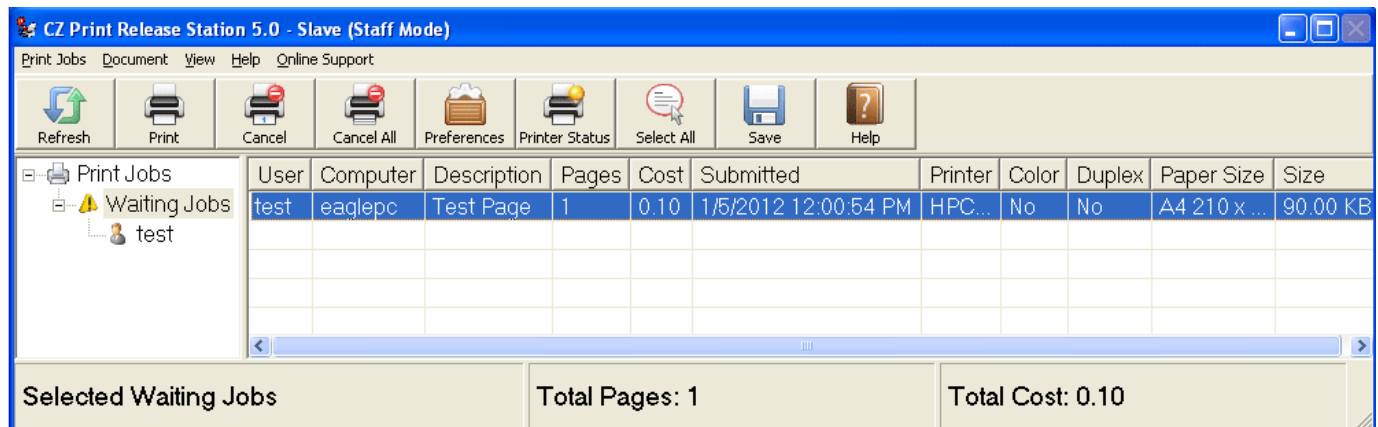
- 2. Double-click “CZ Print Release Station_Slave.msi” in the folder Slave Print Release Station. Follow the on-screen instructions.



- Double-click the shortcut “CZ Print Release Station 6.0” on your desktop or select “Start-->Programs —>CZ Solution-->CZ Print Release Station” to run the program.
- A Preferences window appears. If not, click the menu item “Print Jobs --> Preferences” to open the Preferences window. Enter the computer name or IP address of Master Print Release Station and click the “Connect” button. Click “Get Settings” button to get the settings from Master Print Release Station.



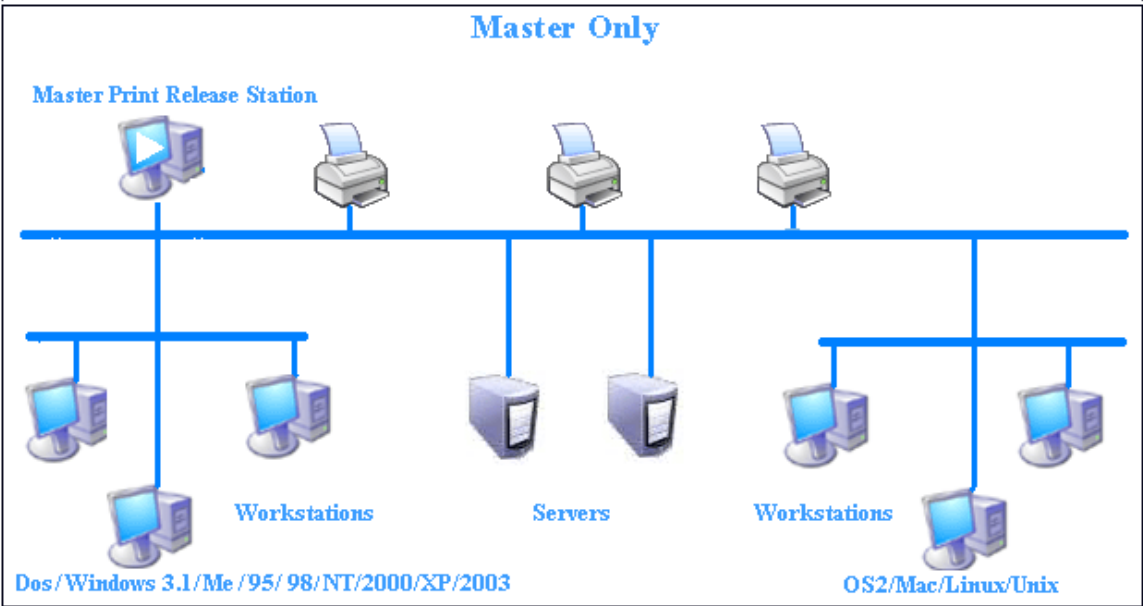
- Click the “Save” button to save the settings, then click the “Exit” button to close the Preferences window. Perform a test. You can print a test page from a workstation, and check if it is held in the “Waiting Jobs” on both Master and Slave Print Release Stations. If yes, click the “Release” button on the Slave Print Release Station to release the print job. If not, please recheck the above steps.



Part II Infrastructures

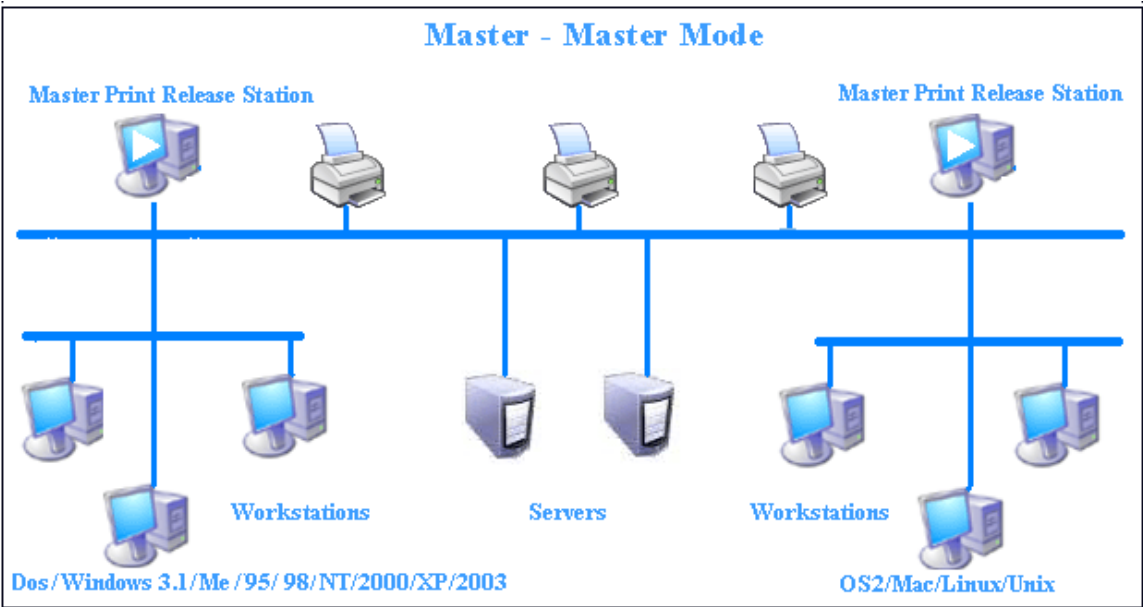
Master Only

Only Master Print Release Station is used to holds all print jobs. Users must use that Print Release Station to release their print jobs.



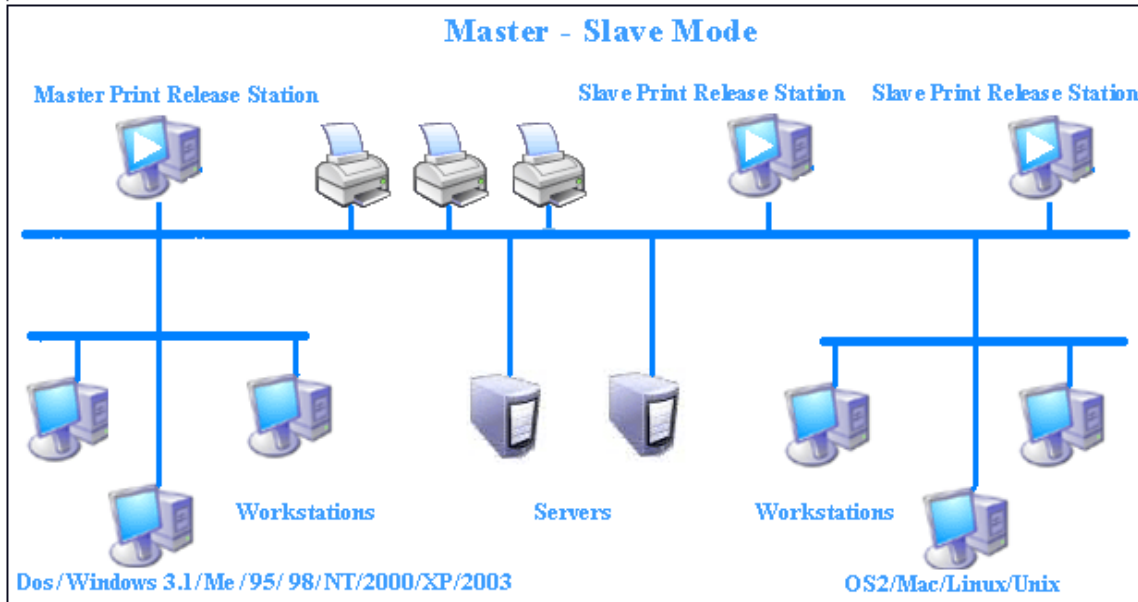
Master – Master

Each Master Print Release Station has it's own print job list, and users must use the specified Print Release Station to release their print jobs.



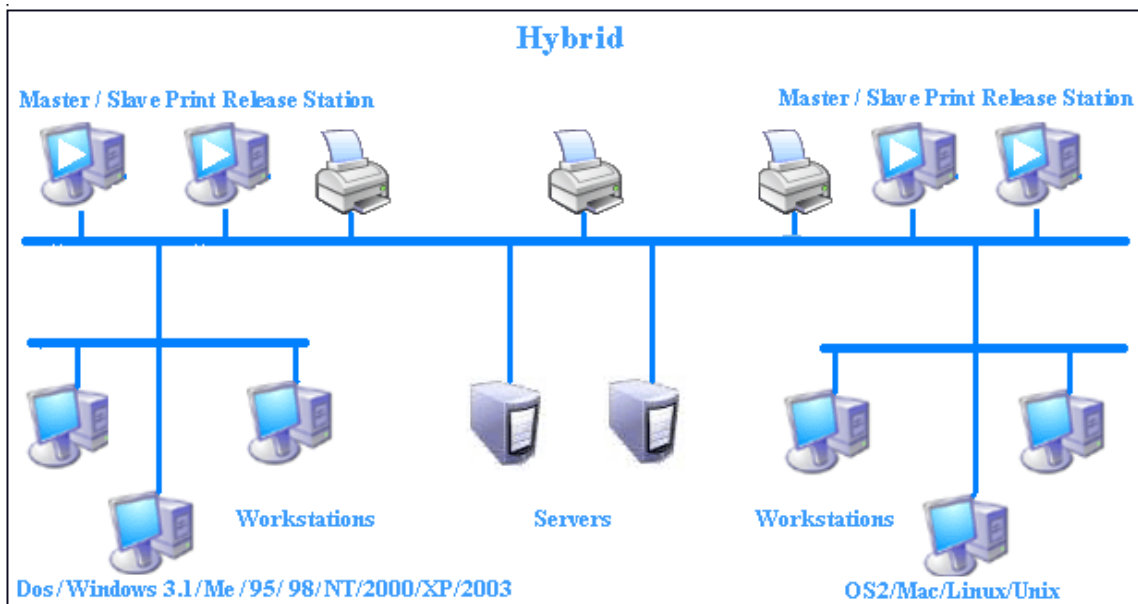
Master – Slave

The Master Print Release Station holds all print jobs. The Slave Print Release Station can hold all print jobs or parts of print jobs depending on the printer settings. One Master Print Release Station can have multiple Slave Print Release Stations. The users can use either the Master Print Release Station or the Slave Print Release Station to release their print jobs. When a print job is released, it is removed from the Master Print Release Station and the Slave Print Release Station.



Hybrid

Hybrid infrastructure is a combination of Master – Master and Master – Slave.



Part III Preferences

- Preferences --> Printers

Preferences

Printers | Print Jobs | Prepaid Accounts | User Mode

Monochrome base cost / page: 0.10

For duplexed printing, the cost decreases: 20 % per page

For color printing, the cost increases: 50 % per page

Paper Size Charging

Available Shared Printers with Local Port (e.g. TCP/IP, USB, LPT, COM...) [\[Help\]](#)

Printer

Refresh List Add Remove

Monitored Printers

Printer	Base Cost	Duplex %	Color %
HPColorL	0.10	-20	+50
Printer4	0.10	-20	+50

Update Base Cost / Page, Duplex, and Color To: 0.10 20 % 50 %

Save Exit

Default Base Cost / Page

The Cost / Page includes the base cost, discount for duplex printing (printing on both sides of the paper) and an extra costs for color printing.

Example:

Base cost: \$0.10 Duplex Discount / page: 20% Color cost / page: 50%

The total cost for 10 pages with duplex and color printing: $10 * (0.10 - 0.10 * 20\% + 0.10 * 50\%) = \1.30

The total cost for 10 pages with color printing: $10 * (0.10 + 0.10 * 50\%) = \1.50

Paper Size Charging

CZ Print Release Station

Paper Size Charging

	Increase by %		Increase by %		Increase by %
Letter 8 1/2 x 11 in	0	D size sheet	40	Legal Extra 9 1/2 x 15 in	20
Letter Small 8 1/2 x 11 in	0	E size sheet	50	Tabloid Extra 11.69 x 18 in	20
Tabloid 11 x 17 in	20	Envelope DL 110 x 220 mm	0	A4 Extra 9.27 x 12.69 in	20
Ledger 17 x 11 in	20	Envelope C5 162 x 229 mm	0	Letter Transverse 8 1/2 x 11 in	0
Legal 8 1/2 x 14 in	0	Envelope C3 324 x 458 mm	20	A4 Transverse 210 x 297 mm	0
Statement 5 1/2 x 8 1/2 in	0	Envelope C4 229 x 324 mm	0	Letter Extra Transverse 9 1/2 x 12 in	20
Executive 7 1/4 x 10 1/2 in	0	Envelope C6 114 x 162 mm	0	SuperA/SuperA/A4 227 x 356 mm	20
A3 297 x 420 mm	20	Envelope C65 114 x 229 mm	10	SuperB/SuperB/A3 305 x 487 mm	30
A4 210 x 297 mm	0	Envelope B4 250 x 353 mm	0	Letter Plus 8.5 x 12.69 in	0
A4 Small 210 x 297 mm	0	Envelope B5 176 x 250 mm	0	A4 Plus 210 x 330 mm	20
A5 148 x 210 mm	0	Envelope B6 176 x 125 mm	0	A5 Transverse 148 x 210 mm	0
B4 (JIS) 250 x 354	20	Envelope 110 x 230 mm	0	B5 (JIS) Transverse 182 x 257 mm	0
B5 (JIS) 182 x 257 mm	0	Envelope Monarch 3.875 x 7.5 in	10	A3 Extra 322 x 445 mm	30
Folio 8 1/2 x 13 in	0	6 3/4 Envelope 3 5/8 x 6 1/2 in	0	A5 Extra 174 x 235 mm	0
Quarto 215 x 275 mm	0	US Std Fanfold 14 7/8 x 11 in	20	B5 (ISO) Extra 201 x 276 mm	0
10x14 in	20	German Std Fanfold 8 1/2 x 12 in	0	A2 420 x 594 mm	30
11x17 in	20	German Legal Fanfold 8 1/2 x 13 in	0	A3 Transverse 297 x 420 mm	20
Note 8 1/2 x 11 in	0	B4 (ISO) 250 x 353 mm	20	A3 Extra Transverse 322 x 445 mm	30
Envelope #9 3 7/8 x 8 7/8	0	Japanese Postcard 100 x 148 mm	0	Japanese Double Post 148 x 200 mm	0
Envelope #10 4 1/8 x 9 1/2	0	9 x 11 in	0	A6 148 x 105 mm	10
Envelope #11 4 1/2 x 10 3/8	0	10 x 11 in	20	Arch E1 - 30"x42"	50
Envelope #12 4 3/4 x 11	10	15 x 11 in	20	Arch D - 24"x36"	50
Envelope #14 5 x 11 1/2	0	Envelope Invite 220 x 220 mm	0		
C size sheet	30	Letter Extra 9 1/2 x 12 in	20		

Undefined Paper Sizes

OK Cancel

Example:

Base cost: \$0.10 Duplex Discount / page: 20% Color cost / page: 50%

The total cost for 10 pages with duplex and color printing on A3 297 x 420 mm:

$$10 * (0.10 - 0.10 * 20\% + 0.10 * 50\% + 0.10 * 20\%) = \$1.50$$

The total cost for 10 pages with color printing on C size sheets:

$$10 * (0.10 + 0.10 * 50\% + 0.10 * 30\%) = \$1.80$$

Undefined Paper Sizes

CZ Print Release Station

Add Undefined Paper Sizes

	Paper Size	Increase by %		Paper Size	Increase by %
Undefined 1	27.00 x 39.00 in	0	Undefined 21		0
Undefined 2	26.00 x 38.00 in	0	Undefined 22		0
Undefined 3	30.00 x 42.00 in	20	Undefined 23		0
Undefined 4	24.00 x 36.00 in	30	Undefined 24		0
Undefined 5	18.00 x 24.00 in	0	Undefined 25		0
Undefined 6		0	Undefined 26		0
Undefined 7		0	Undefined 27		0
Undefined 8		0	Undefined 28		0
Undefined 9		0	Undefined 29		0
Undefined 10		0	Undefined 30		0
Undefined 11		0	Undefined 31		0
Undefined 12		0	Undefined 32		0
Undefined 13		0	Undefined 33		0
Undefined 14		0	Undefined 34		0
Undefined 15		0	Undefined 35		0
Undefined 16		0	Undefined 36		0
Undefined 17		0	Undefined 37		0
Undefined 18		0	Undefined 38		0
Undefined 19		0	Undefined 39		0
Undefined 20		0	Undefined 40		0

OK Cancel

If "Undefined #" is shown on the CZ Print Release Station monitor screen --> Waiting Jobs, then you can click the menu item "print jobs --> preferences-->paper size charging-->undefined paper sizes" to defined the "undefined #"

Available Printer List

The Available Printer List includes all the printers that are configured by using the local ports such as LPT port, Standard TCP/IP port or LPR port on the CZ Print Release Station. These printers must be shared and paused. You can select multiple printers by holding down the "Ctrl" key on the keyboard.

[Refresh Printer List](#)

Refresh the list of available printers. After you add a printer to your computer or remove a printer from your computer, you can click this button to refresh the list.

Monitored Printer List

The Monitor Printer List includes the printers to which you want to release the print jobs. You can select multiple printers by holding down the "Ctrl" key on the keyboard to remove those printers from the list of Monitored Printer.

Update Base Cost / Page, Duplex, and Color Charging

One or multiple printers in the list of monitored printers can be updated at one time.

- **Preferences --> Print Jobs**

Preferences

Printers | **Print Jobs** | Prepaid Accounts | User Mode

Waiting Jobs

Show waiting jobs by ☒ User ID ☐ Workstation Name

☒ Auto refresh waiting jobs every seconds

☐ Convert unresolved IP address to computer name Add Mapping

Policies

☒ Auto delete all waiting jobs at ☐ AM ☒ PM

☐ Auto delete the waiting job if it is held more than hours

☐ Prevent printing if a single print job exceeds pages

☐ Allow to print a maximum of pages per day, per person

☐ Free printing for the first pages per day, per person Quota

☐ Free printing for the first pages per term, per person Quota Term

Database

☒ Daily backup and optimize database for best performance at ☒ AM ☐ PM

Add-ons / Printer Driver / Miscellaneous accadmin

☐ Enable add-on slave print release station

☐ Enable add-on remote cashier to manage prepaid accounts Add Cashier

☐ Use PostScript driver for printer (for better performance)

☐ Track Print Jobs sent from Mac / Linux Client

Save Exit

Show Waiting Jobs

If the option "Require users to enter Login ID or Computer Name" is checked in the menu item "Preferences -> User Mode" and if "Show waiting jobs by User Name" is selected, then the User Name is required in the Login window. If "Show waiting jobs by Computer Name" is selected, then the Computer Name is required in the Login window.

Enable Slave Print Release Station

If you want to add Slave Print Release Station, this option must be checked. The Master Print Release Station holds all print jobs. The Slave Print Release Station can hold all print jobs or some of print jobs depending on the printer settings. One Master Print Release Station can have multiple Slave Print Release Stations. The users can use either the Master Print Release Station or the Slave Print Release Station to release their print jobs. When a print job is released, it is removed from the Master Print Release Station and the Slave Print Release Station.

- Preferences --> Prepaid Accounts

Preferences

Printers | Print Jobs | Prepaid Accounts | User Mode

Prepaid Account List

User	Balance	PIN	Status
jeann	25.00	S16psx	Enabled
mikes	10.00	5FQZ00	Enabled

100

Add Amount: 10.00 Set PIN: Set Status:

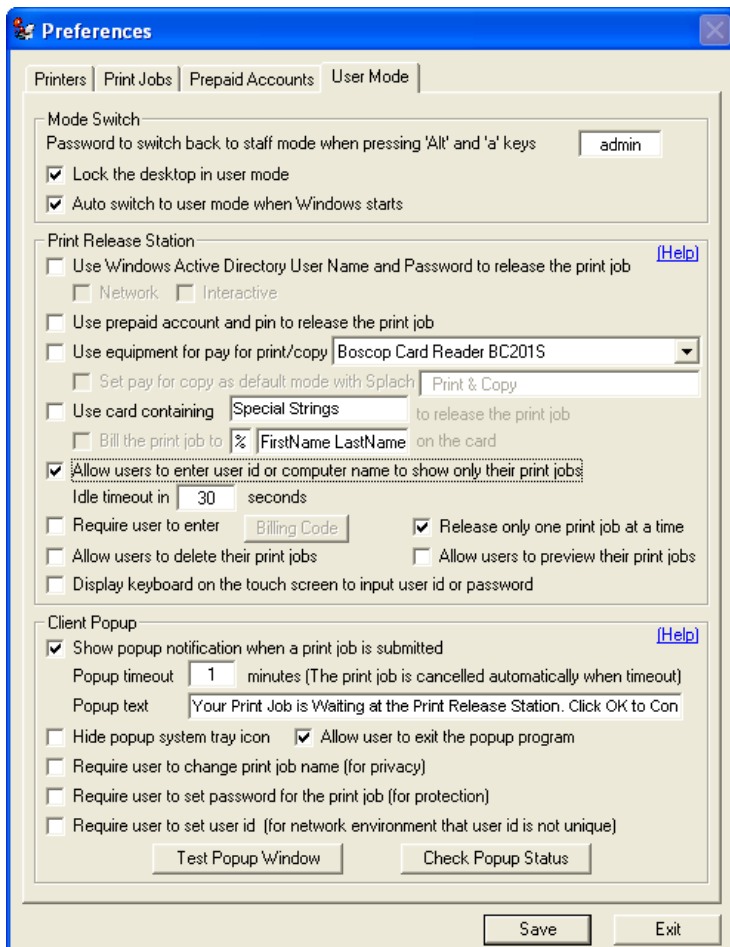
Refresh Import Export Print Add Remove

Save Exit

The print jobs can be released by prepaid account. (<http://www.czsolution.com/print-management/print-accounting.htm>)

You can create a few prepaid accounts, export them to a CSV file, update CSV file using MS Excel, Save it as CSV file, then import it to Preferences -> Prepaid Accounts.

- **Preferences --> User Mode**



Staff Mode Password

The password is needed to switch CZ Print Release Station from User Mode to Staff Mode.

Lock Desktop

The keyboard is locked out except the alt-a key. You can only use the mouse to delete or release the print jobs.

Auto Run User Mode

Start user mode automatically when you run CZ Print Release Station or when you start the computer.

Require Users to Login

Require users to login to show only their jobs. If the option "Show waiting jobs by User ID" is selected in the menu item "Preferences -> Print Jobs" then the User ID is required in the Login window. If "Show waiting jobs by Computer Name" is selected, then the Computer Name is required in the Login window.

Idle Timeout

Logout automatically in the user mode after some specified idle time if it is in login status.

Require Users to Enter Unique Codes

This feature is only applied to the network environment in which all users use the same login id on all workstations. The unique code is used to determine the owner of the print jobs.

Show Popup Notification

If it is enabled, then the printer name and printer share name must be the same for all the Monitored Printers. CZ Popup client software also needs to be installed on the workstations.

Require to change the print job name

The users must change their print job names that will be shown on the print release station.

Require to set the password

The users must set the password for their print jobs. When they go to the release station to either release or cancel the print job, a popup window appears for the required password.

- Slave Print Release Station Preferences**

CZ Print Release Station - Slave

Preferences

Computer Name / IP of master print release station:

Monitored Printers

Printer	Base Cost	Duplex %	Color %
\\Master\HP LaserJet 4	0.10	-20	+50
\\Master\HP LaserJet 5500	0.10	-20	+50

Waiting Jobs

☒ Convert unresolved IP address to computer name

☐ Use Self payment equipment

Enter Computer Name / IP of Master Print Release Station

Before you run Slave Print Release Station, make sure Master Print Release Station is running and the option “Enable slave print release station” is checked in the menu item “Print Jobs-->Preferences-->User Mode.”

Get Settings

After Slave Print Release Station is connected to the Master Print Release Station, click "Get Settings" button to get printer information and other information.

Remove Printer

Remove printers that you don't want to hold the print jobs on the Slave Print Release Station.

Part IV Step by Step Configuration and FAQ

Step by Step Configuration

http://www.czsolution.com/print-management/prs_knowledge.htm

<http://www.czsolution.com/print-management/userguide/PRSQuickStart.zip>

FAQ

http://www.czsolution.com/print-management/prs_faq.htm