



Administrator Guide
v. 1.6.4

Release Info	This version of the <i>Simplify Printing TX Administrator Guide</i> is applicable for all software versions of Simplify Printing TX 1.6.4 and greater, and is current until replaced.
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Preface

Welcome to the *Simplify Printing TX Administrator Guide*. The purpose of the *Simplify Printing TX Administrator Guide* is to answer your questions and guide you through the procedures necessary to use the Simplify Printing TX Admin Console efficiently and effectively.

Using the manual

You will find the *Simplify Printing TX Administrator Guide* easy to use. You can simply look up the topic that you need in the Table of Contents. Later, in this Preface, you will find a brief discussion of each chapter to further assist you in locating the information that you need.

Special information about the manual

The *Simplify Printing TX Administrator Guide* has a dual purpose design. It can be distributed electronically and then printed on an as-needed basis, or it can be viewed online in its fully interactive capacity. If you view the document online, a standard set of bookmarks appears in a frame on the left side of the document window for navigation through the document.

Conventions used in the manual

The *Simplify Printing TX Administrator Guide* uses the following conventions:

- Information that can vary in a command–variable information—is indicated by alphanumeric characters enclosed in angle brackets; for example, <server address>. Do not type the angle brackets when you specify the variable information.
- A new term, or term that must be emphasized for clarity of procedures, is *italicized*.
- Page numbering is "online friendly." Pages are numbered from 1 to x, *starting with the cover*, and ending on the last page of the guide.



Although numbering begins on the cover page, this number is not visible on the cover page or front matter pages. Page numbers are visible beginning with the first page of the Table of Contents.

- This manual is intended for both print and online viewing.
 - If information appears in [blue](#), it is a hyperlink. Table of Contents entries are also hyperlinks. Click the hyperlink to advance to the referenced information.

Assumptions for the manual

The *Simplify Printing TX Administrator Guide* assumes that:

- You are familiar with web-based applications and basic web functions and navigational elements.
- References to any third-party standards or third-party software functions were current as of the release of this version of the Simplify Printing TX Admin Console, and might have already changed.

Organization of the manual

In addition to this Preface, the *Simplify Printing TX Administrator Guide* contains the following chapters and appendices:

- [Chapter 1, "Getting Started with the Simplify Printing TX Admin Console," on page 9](#) explains how to open and log in to the Simplify Printing TX Admin Console. It provides an overview of the Simplify Printing TX Admin Console Home page as well as the major navigational elements for the console.
- [Chapter 2, "Using the Simplify Printing TX Admin Console," on page 15](#) details all the functions and options that are available in the Simplify Printing TX Admin Console for administering and maintaining your Simplify Printing TX printers and users.
- [Appendix A, "Setting up ADSI Edit For Use With Simplify Printing TX Auth," on page 73](#) details the procedures for setting up Active Directory Service Interfaces Editor (ADSI Edit) with Simplify Printing TX Auth.

Chapter 1

Getting Started with the Simplify Printing TX Admin Console

Simplify Printing TX is a printing application that provides trouble-free enterprise printing from any desktop, virtual desktop, or mobile device to any printer whether users are in the office, at home, or on the road. IT administrators can feel confident knowing that their printing environments are under control without the hours associated with printer driver management and user configuration. This chapter provides an overview of the Simplify Printing TX Admin Console Home page as well as the major navigational elements for the page.

This chapter covers the following topics:

- ["Opening and Logging In to the Simplify Printing TX Admin Console" on page 10.](#)
- ["The Simplify Printing TX Admin Console Layout" on page 13.](#)

Opening and Logging In to the Simplify Printing TX Admin Console

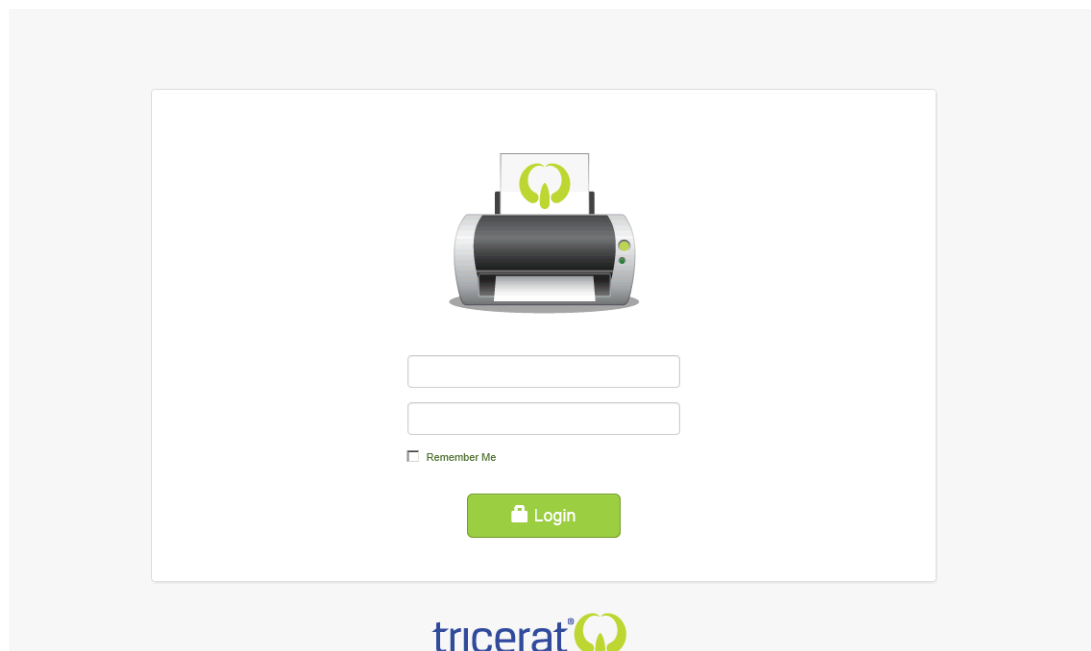
You can use any supported browser (Microsoft Edge, Mozilla Firefox, Google Chrome, or Microsoft Internet Explorer 10 or higher) to log in to the Simplify Printing TX Admin Console. By default, any Domain Administrator can log in to the Admin Console, but you can set security to limit access to only specific Domain Administrators. The URL for the console depends on whether you are accessing the Simplify Printing TX (SPTX) Server locally or remotely.

To open and log in to the Simplify Printing TX Admin Console

1. Open any supported browser.
2. In the Address field, enter the correct URL:
 - For local access to the TX server, enter `https://localhost:8080/`.
 - For remote access to the SPTX server, enter `https://<server address>:8080/`, where the server address is either the IP address or the fully qualified domain name for the SPTX Server.

The Simplify Printing TX Admin Console Login page opens.

Figure 1-1: Simplify Printing TX Admin Console Login page



3. Enter your user name and password.

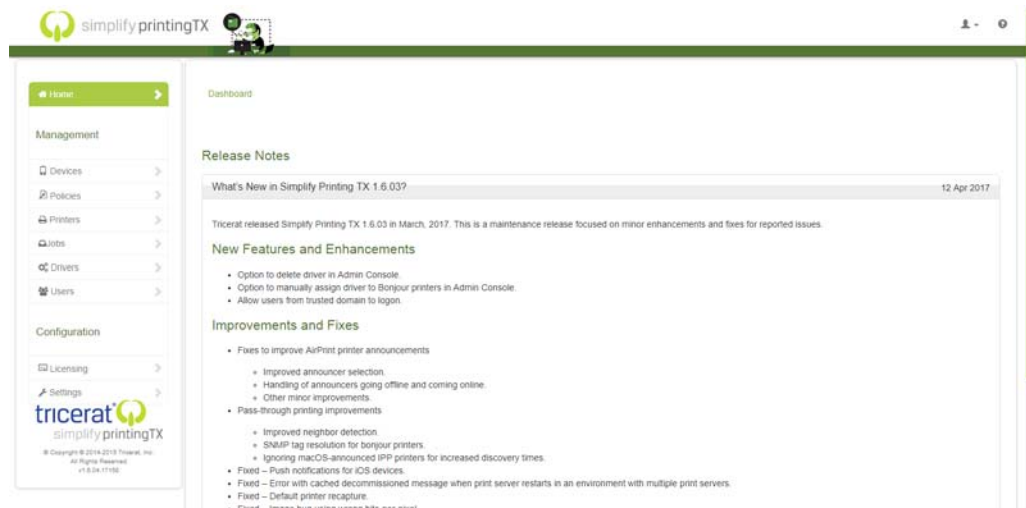


*If your organization has installed Simplify Printing TX Auth and you use Active Directory Lightweight Directory Services (AD LDS) credentials to log in to the Simplify Printing TX Admin Console, then only LDS users and groups are displayed for use in printer policies and printer security. Domain users or groups cannot be specified. If you use Active Directory Domain Services (AD DS) credentials to log in to the Simplify Printing TX Admin Console, then no limitations are placed on the users and groups that can be specified for printer policies and security. For detailed procedures about setting up Active Directory Service Interfaces Editor (ADSI Edit) with Simplify Printing TX Auth, see the *Simplify Printing TX Installation and Configuration Guide*.*

4. Optionally, click Remember Me to place a cookie for the Admin client so that going forward, the client can "remember" your credentials for logging you in to the console.
5. Click Log In.

The Simplify Printing TX Admin Console Home page opens.

Figure 1-2: Simplify Printing TX Admin Console, Home page



6. Continue to ["The Simplify Printing TX Admin Console Layout"](#) on page 13.

To log out of the Simplify Printing TX Admin Console

Tricerat Simplify Printing TX is displayed in the title bar at the top of every page in the Admin Console. Your user name is displayed in the right corner of the title bar.

1. Click your user name.

A Sign Out option is displayed.

2. Click Sign Out.

The Simplify Printing TX Admin Console closes. You return to the Login page.

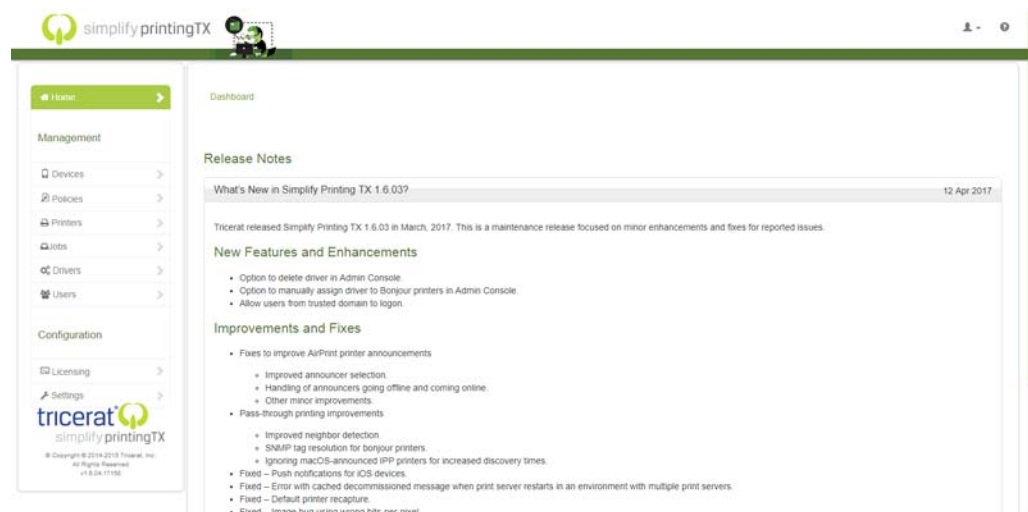
The Simplify Printing TX Admin Console Layout

The Simplify Printing TX Admin Console has three major components—the title bar, the Dashboard, and the work area.

See:

- "Title bar" below.
- "Dashboard" on page 14.
- "Work area" on page 14.

Figure 1-3: Simplify Printing TX Admin Console, Home page



Title bar

Tricerat Simplify Printing TX is displayed in left corner the title bar at the top of the Admin Console. Your user name is displayed in the right corner of the title bar. Click your user name to display a Sign Out option. A Help icon (a question mark) is displayed to the right of your user name. Click this icon to open the Online Help in a new window for the Simplify Printing TX Admin Console.

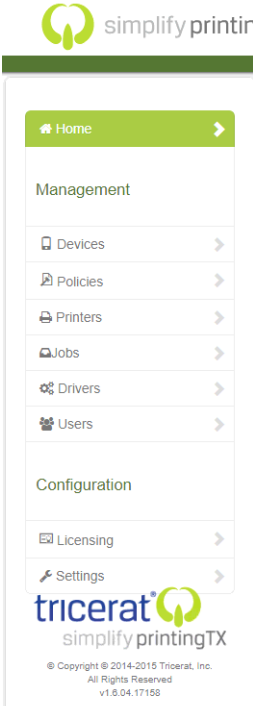
Figure 1-4: Simplify Printing TX Admin Console, title bar



Dashboard

The Dashboard is displayed on the left side of the Admin Console. The Dashboard displays the menu options that provide access to all the Admin Console functionality.

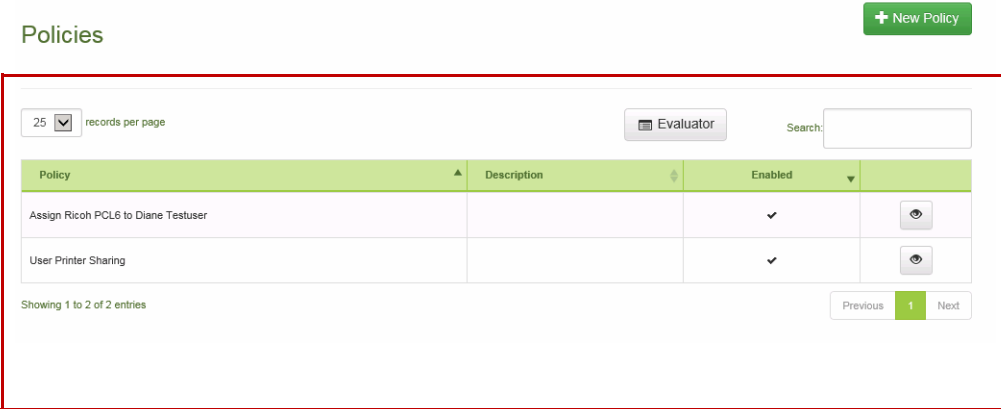
Figure 1-5: Simplify Printing TX Admin Console, Dashboard



Work area

A page in the Admin Console always opens in the work area. You carry out all the necessary activities and tasks for using the Simplify Printing TX Admin Console on a page in the work area.

Figure 1-6: Simplify Printing TX Admin Console, work area for the Policies page



Chapter 2

Using the Simplify Printing TX Admin Console

This chapter details all the functions and options that are available in the Simplify Printing TX Admin Console for administering and maintaining your Simplify Printing TX printers and users.

This chapter covers the following topics:

- ["Features of an Admin Console page" on page 16.](#)
- ["Viewing Devices" on page 20.](#)
- ["Managing Printer Policies" on page 22.](#)
- ["Managing Printers" on page 40.](#)
- ["Managing Print Jobs" on page 51.](#)
- ["Managing Printer Drivers" on page 54.](#)
- ["Managing Users" on page 59.](#)
- ["Managing Named Users Licenses" on page 62.](#)
- ["Managing the Google Cloud Print Registration for a Print Server Printer" on page 64.](#)
- ["Severing the Google Cloud Print Registration for Print Server Printers" on page 68.](#)
- ["Viewing Connection Settings" on page 70.](#)
- ["Configuring the Logging Level for the Simplify Printing TX Admin Console" on page 72.](#)

Features of an Admin Console page

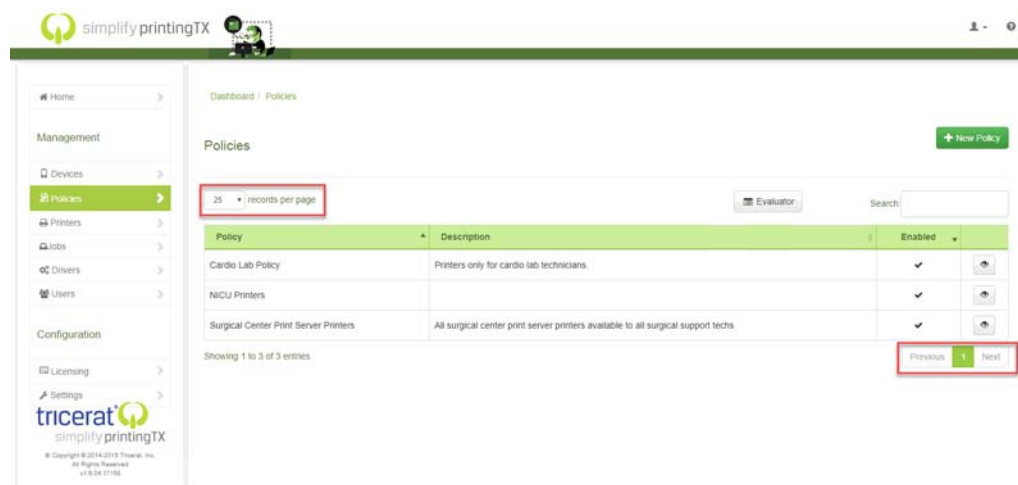
The Simplify Printing TX Admin Console has two distinct administration areas with different pages for carrying out all the tasks that are required to configure and manage your Simplify Printing TX printers and users. The Management area contains the following pages—Devices, Policies, Printers, Jobs, Drivers, and Users. The Configuration area contains the Licensing page and the Settings page. Click an option in the Dashboard to open the corresponding page. With a few exceptions for the Configuration area pages, all the Admin Console pages have the following features in common.

- A Number of records displayed per page feature. See "[Number of records displayed per page feature](#)" on page 16.
- A Search feature. See "[Search feature](#)" on page 17.
- A Sort feature. See "[Sort feature](#)" on page 17.
- A Breadcrumb trail. See "[Breadcrumb trail](#)" on page 17.
- A Details Hyperlink feature. See "[Details Hyperlink feature](#)" on page 18.
- A View Details feature. See "[View Details feature](#)" on page 18.

Number of records displayed per page feature

When an Admin Console page first opens, by default, it displays 25 records per page of the entity. For example, when the Policies page first opens, it displays all the policies that are currently defined for your Simplify Printing TX network, with 25 policy records per page. You can use the Previous and Next features at the bottom of each page to scroll through all the entity records. To change the number of records that are displayed per page, select a different value on the records per page dropdown list. Available values are 10, 25, 50, and 100.

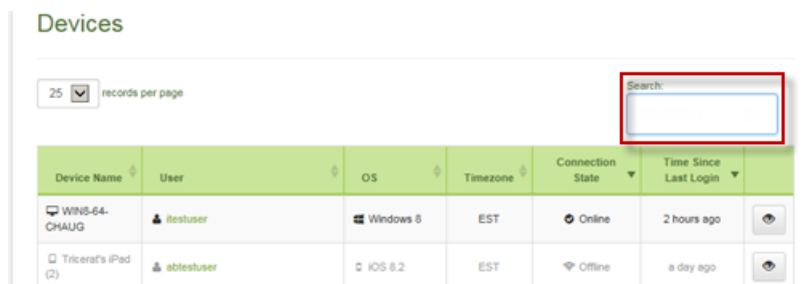
Figure 2-1: Policies per page dropdown list and Previous/Next options on an Admin Console page



Search feature

To search for a specific entity (for example, a specific device from the Devices page), in the blank Search field at the top of the page, enter a search string. As you enter the search string, the display of entities that match the search string is dynamically updated. Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive, and it can appear anywhere in your search results. The search is carried out across all columns on the page. For example, if you carry out a search from the Devices page, a search string of **stan** returns a device with a user of **Stanley** Morgan or a device with a time zone of Eastern **Standard** Time.

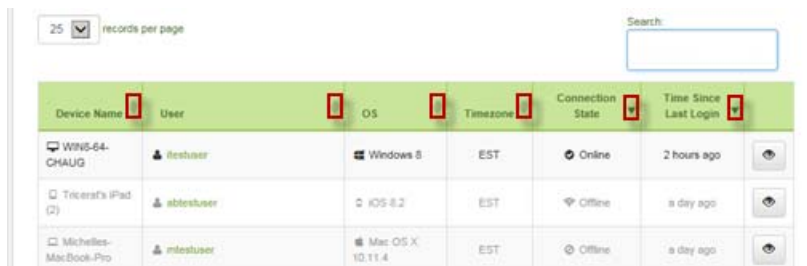
Figure 2-2: Search field at the top of an Admin Console page



Sort feature

You can sort the default display on an Admin Console page by any characteristic or property (column) of the entity. For example, to sort the device display on the Devices page by Time Zone, click the Time Zone column header. To reset the sort order, click the Time Zone column header again.

Figure 2-3: Sort by column header feature on an Admin Console page



Breadcrumb trail

The Breadcrumb trail is displayed at the top of each Admin Console page. Each breadcrumb in the trail is an active link to the indicated page, which provides for easy navigation through the console's hierarchy.

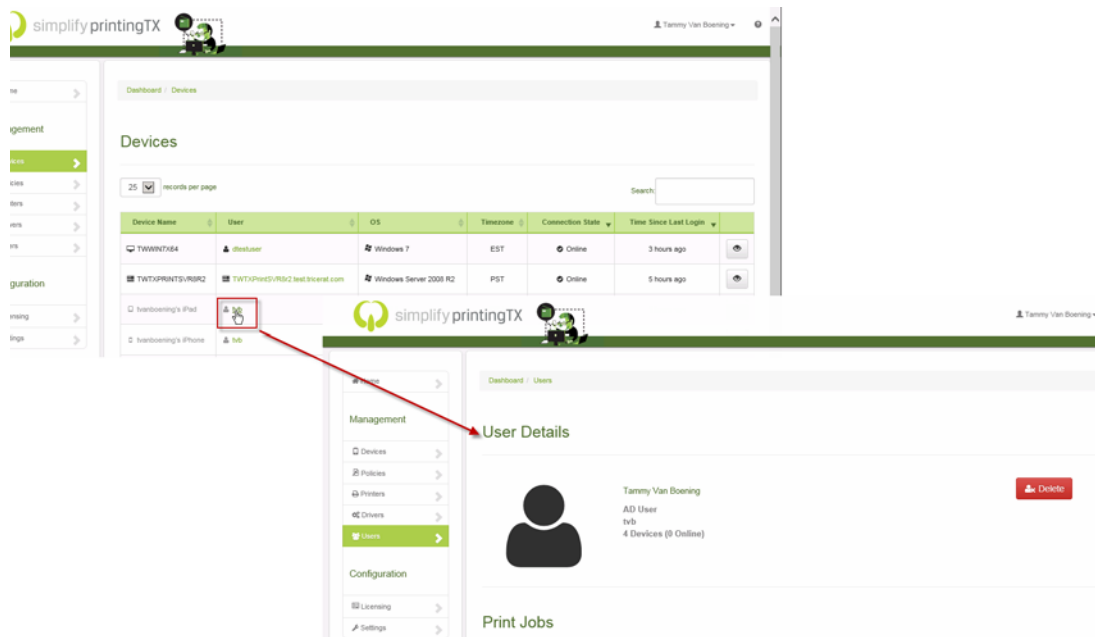
Figure 2-4: Breadcrumb trail on an Admin Console page




Details Hyperlink feature

If any entity on any page in the Admin Console is a hyperlink, then the entity is displayed in green. You can click this link to open the Entity Details page. For example, on the Printers page, the name of the user who last logged in to the device is displayed for each device and this name is a hyperlink. You can click the name of the user to open the User Details page and view the details for the user. The User Details page, in turn, displays the policies, alphabetically by name, that affect the user, and each policy name is a hyperlink. You can click a policy name to open the Policy Details page and view the details for the selected policy.

Figure 2-5: Viewing details using the Details hyperlink feature



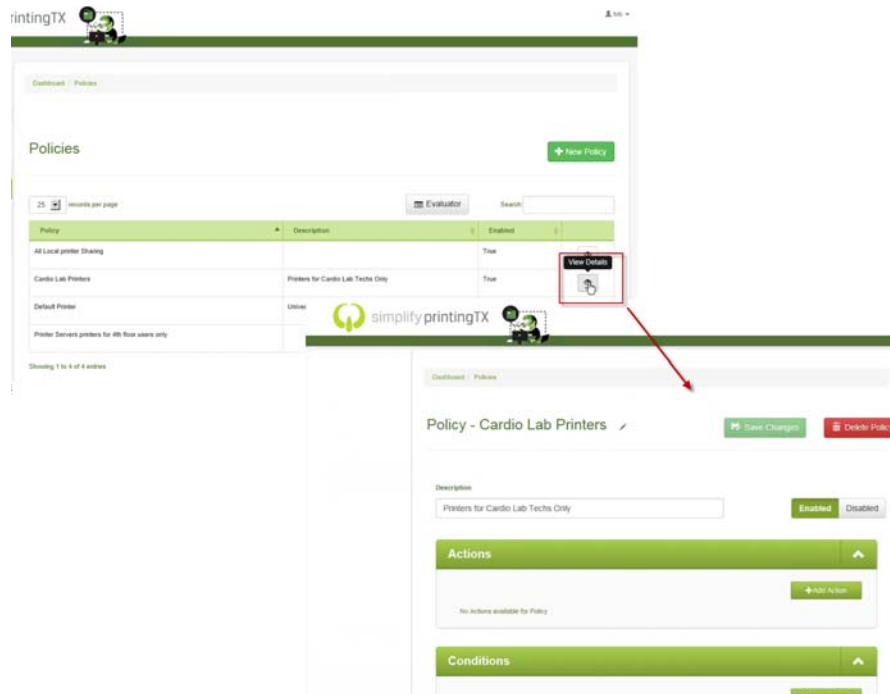
View Details feature

When an Admin Console page first opens, it displays limited information for a specific entity. For example, when the Policies page first opens, it displays limited information for all the policies that are currently available for your Simplify Printing TX instance with 25 policy records per page. To view the details for an individual entity, click the View Details icon  for the entity to open the Entity Details page. Different details are displayed for the different entities. (See Figure 2-6 on page 19.) After viewing the details for an entity, you can click any option in the Dashboard to return to the Simplify Printing TX Admin Console, or you can click a breadcrumb in the Breadcrumb trail at the top of the page. If applicable, you can also simply log out of the Simplify Printing TX Admin Console.



The Licensing page does not have a View Details feature. To view the details about a named user who has logged in to the Simplify Printing TX network, use the View Details feature for the user on the Users page. See "Managing Users" on page 59.

Figure 2-6: Viewing the details for a selected entity on an Admin Console page



Viewing Devices

You can [view](#) a list of all the devices that have been logged in to the Simplify Printing TX (SPTX) Server for your Simplify Printing TX network, and you can view the details for an individual device.

To view devices

1. On the Dashboard, click Devices.

The Devices page opens. The page lists the following limited information for all the devices that have ever logged in to the SPTX Server for your Simplify Printing TX network:

- Device Name
- User (The name that the user used to log into the device)
- OS (The operating system for the device)
- Timezone (The timezone for the logged in user)
- Connection State (Online or Offline)
- Time Since Last Login



A single user can be logged in to the Simplify Printing TX network from multiple devices, or multiple users can be logged in from a single device, for example, from a shared workstation. As a result, there is not a 1:1 correlation between the number of users who are currently logged in to the Simplify Printing TX network and the number of devices that are currently logged in.

Figure 2-7: Simplify Printing TX Admin Console, Devices page

Device Name	User	OS	Timezone	Connection State	Time Since Last Login
QA-SRV004	apart	Windows Server 2012 R2	EST	Online	a few seconds ago
TXSRV2	test@tricerat.com	Windows Server 2012	EST	Online	3 minutes ago
QA-SRV004	[36858c7-178a-4760-bb79-6e11a3f0b59f]	Windows Server 2012 R2	EST	Offline	2 days ago
AP-SURFACEBOOK	apart	Windows 10	EST	Offline	2 days ago
QA-SRV004	lvb	Windows Server 2012 R2	EST	Offline	2 days ago
ivanboening's iPad	lvb	iOS 9.1	MST	Offline	3 days ago
SWCLIENTBOX	lvb	Windows 7	MST	Offline	3 days ago
Andrew's iPad	apart@le	iOS 10.2.1	EST	Offline	3 days ago
Johns-MacBook-Pro	johndyme	Mac OS X 10.12.5	EST	Offline	3 days ago

2. Optionally, do any or all of the following as needed:



For information about working with an Admin Console page, see ["Features of an Admin Console page" on page 16](#).

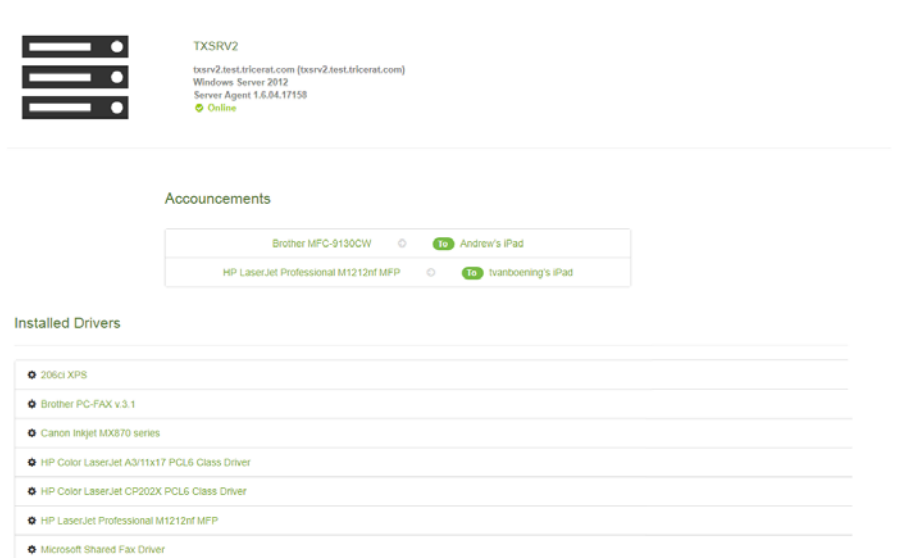
- Change the page view.
- Change the number of records that are displayed per page.
- Search for a specific device.



Although IP Address is not displayed on the Devices page, you can search for a specific device or a range of devices using a single IP address or a partial IP address. For example, 192.168.3.156 returns only the device with this specific IP address whereas 192. returns all devices with IP addresses that begin with 192.

- Change the sort order of the Devices list.
- View details for the user who last logged in to the device.
- View additional details for a specific device. This information includes the following: the device name, the name of the user who last logged in to the device, the agent version that is running on the device, the device status, any announcements for the device, a list of policies that are applicable for the device, and a list of installed drivers for the device.

Figure 2-8: Device Details page



3. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

Managing Printer Policies

A *printer policy* specifies the printers that are assigned and/or shared to selected users, or groups of users in your Simplify Printing TX network. A printer policy ensures that your users have access to all the necessary and appropriate devices that are required for their jobs. A printer policy has two variables: *actions*, which determine what happens to a specific device in your network (for example, a printer will be assigned) and *conditions*, which determine the users, groups of users, or devices for which the actions apply. Managing printer policies consists of [evaluating](#) policies, [creating](#) new policies, [editing](#) policies, and [deleting](#) policies.

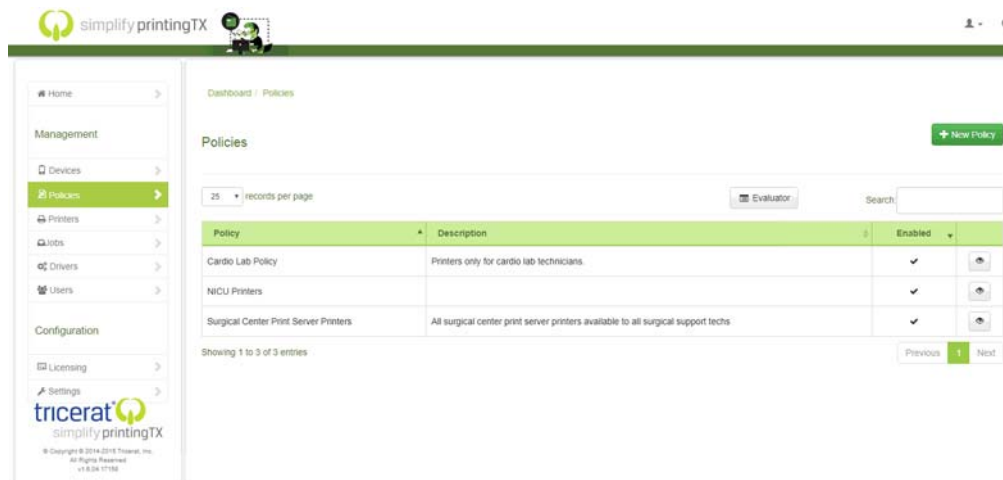
To evaluate a policy

A policy can have only actions assigned to it, or it can have both actions and conditions assigned to it. You use the Policy Evaluator function to view a list of all policies that are currently available for your Simplify Printing TX instance that have only actions assigned. You can also use the function to search for all policies that are currently available for your Simplify Printing TX instance that have both actions *and* conditions assigned. The assigned conditions reflect the policy context, which means that you can search based on the User/Group, Device, and/or IP address that the policy affects as well as its Remote Desktop status (True or False).

1. On the Dashboard, click Policies.

The Policies page opens. The page lists all the policies, sorted alphabetically by name, that are currently available for your Simplify Printing TX network. It also indicates which policies are currently enabled.

Figure 2-9: Simplify Printing TX Admin Console, Policies page



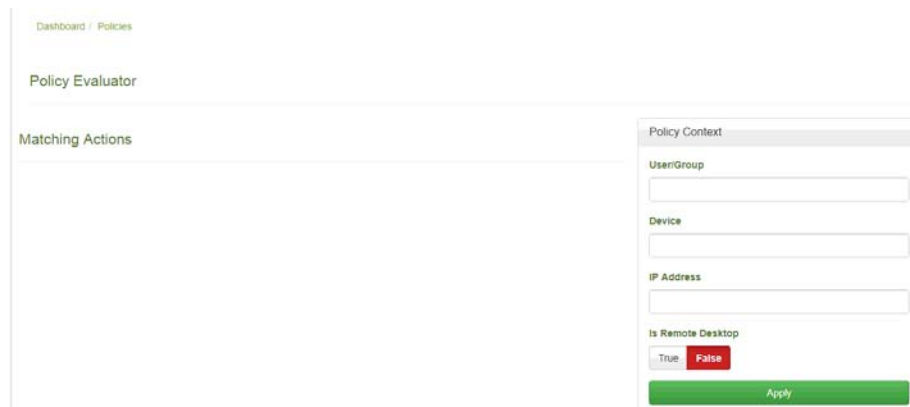
Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

2. Click Evaluator.

The Policy Evaluator page opens.

- The Matching Actions section displays a list of all policies, sorted alphabetically by name, that are currently available for your Simplify Printing TX instance that have only actions assigned. The name of each policy in the Matching Actions section is a hyperlink to the Edit Policy page for the policy. You can click this link to open the Edit Policy page, and edit or delete the policy as needed. See ["To edit a policy" on page 34](#) or ["To delete a policy" on page 38](#).
- The Policy Context section displays the search fields for searching for policies that have both actions *and* conditions assigned.

Figure 2-10: Policy Evaluator page



3. To search for a policy, enter the appropriate search strings, and then click Apply to display a list of all policies, sorted alphabetically by name, that meet your search criteria in the Matching Actions section. If the Matching Actions section also displays policies that have only actions assigned, then the search results are added to this list and the entire list is sorted alphabetically by name. Note the following about the search:

- For the User/Group search string: Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive, and it can appear anywhere in your search results. For example, a User/Group search string of **Stan** returns both Morgan **Stanley** and **Stanley** Group Foundation. As you enter a User/Group search string, a dropdown list of users/groups that match the search string opens and is dynamically updated.
- For the Device search string: Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive, and it can appear anywhere in your search results.
- The search mimics the conditions of the policy. If the conditions are "AND" for the policy, then the policy must meet all the search criteria to be retrieved. If the conditions are "OR" for the policy, then the policy must meet only one, not all the search criteria, to be retrieved.

To create a new policy

When you create a new policy, by default, it is automatically enabled after you save it. The policy is effective immediately after the next login of the affected user or group, or the affected device connects to the Simplify Printing TX network. At a minimum, a policy requires one action. Depending on how the selected action is to be implemented, a policy might also require at least one condition.

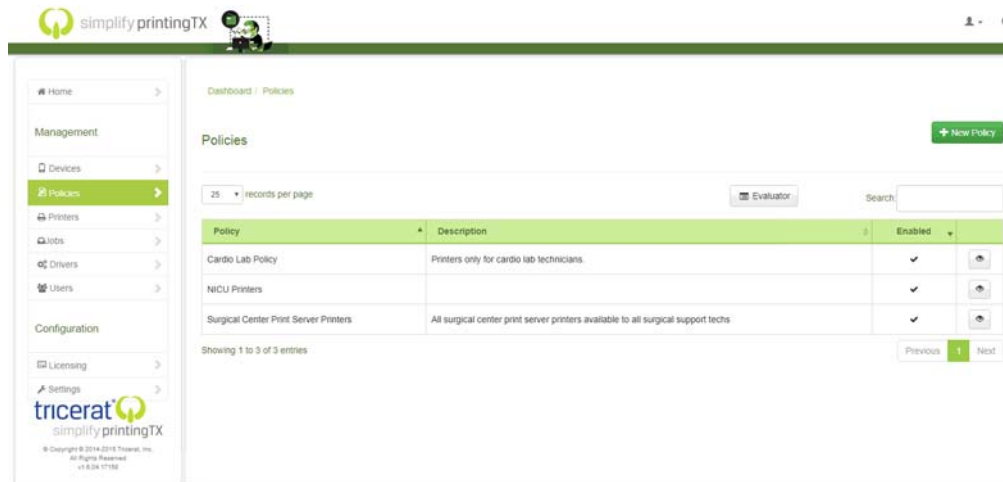


Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See "Features of an Admin Console page" on page 16.

1. On the Dashboard, click Policies.

The Policies page opens. The page lists all the policies, sorted alphabetically by name, that are currently available for your Simplify Printing TX network. It also indicates which policies are currently enabled.

Figure 2-11: Simplify Printing TX Admin Console, Policies page



2. At the top of the Policies page, click New Policy.

The New Policy popup opens.

Figure 2-12: New Policy popup

New Policy

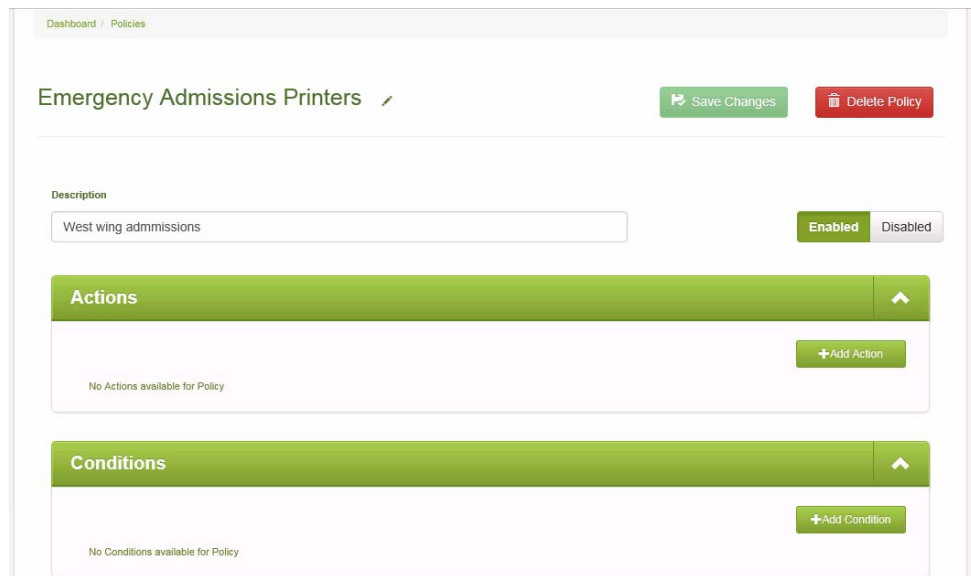
Name

Description

3. Enter the name for the new policy, and optionally, a description, and then click Create.

The Policy Details page opens with options for adding the necessary policy actions and conditions. The policy name is displayed at the top of the page.

Figure 2-13: Policy Details page for a new printer policy



4. Continue to ["To add actions for a policy"](#) below.

To add actions for a policy




An *action* determines what happens to a specific printer in your network. Two actions are available in the Simplify Printing TX Admin Console—Assign and Set.

- **Assign**—You use the Assign action to assign a printer to a selected user or group as specified in a condition. If you do not specify a user or group in a condition, then the assignment is universal (for all users and groups in your Simplify Printing TX network). You can limit any printer assignment based on the IP address or range of IP addresses for the device, a device value, or whether the device is a Remote Desktop session.
- **Set**—You use the Set action to enable local printer sharing by your users or groups, set the naming scheme for all printers (local printers and print server printers) in your Simplify Printing TX network, or set the default printer for a selected user or group as specified in a condition. If you do not specify a user or group in a condition, then the default printer assignment is universal (for all users and all groups in your Simplify Printing TX network). If you specify a naming scheme for the printers in your Simplify Printing TX network, then the scheme is applied universally to all printers (local printers and print server printers) in your Simplify Printing TX network. You cannot set the naming scheme on per printer basis. You can limit any default printer assignment based on the IP address or range of IP addresses for the device, a device value, or whether the device is applicable for a Remote Desktop session.



You can simply assign a printer, or, if the printer is to be available beyond those users or groups to whom you have assigned it, then you can assign and share the printer.

1. In the Actions section, click Add Action.

A blank row opens for adding an action. The row displays three icons, which from left to right, are the following: a Save Changes icon (), a Cancel Edit icon (), and a Remove Action icon ().

By default, Assign Printer is the selected action type, and the first printer that is displayed in the Objects list (the list of all the local printers and print server printers, sorted alphabetically by name, that are available for assignment in your Simplify Printing TX network) is selected.

Figure 2-14: New Action option




2. Leave Assign Printer as the selected action, or select a Set action (Set User Printer Sharing, Set Default Printer, or Set Printer Name Scheme).
3. Depending on the action that you select, you can do the following:



Action	Option
Assign Printer	<ul style="list-style-type: none"> • To universally assign a printer, see "To universally assign a printer" below. • To assign a printer to a specific user or group, see "To assign a printer to a specific user or group" on page 27.
Set User Printer Sharing	<ul style="list-style-type: none"> • To enable user printer sharing for local printers, see "To set user printer sharing for local printers" on page 28.
Set Default Printer	<ul style="list-style-type: none"> • To set the default printer for a user or group, see "To set the default printer for a user or group" on page 29.
Set Printer Name Scheme	<ul style="list-style-type: none"> • To set the printer naming scheme, see "To set a default printer naming scheme" on page 29.
<p>Note: Although not required, Tricerat recommends that Set User Printer Sharing be the first policy that you create for your Simplify Printing TX network for the immediate convenience of your users.</p>	

To universally assign a printer

You can universally assign a local printer or a print server printer. A Printer Assignment policy for a local printer ignores any other security settings for the printer. Even if a user

has not shared out a local printer, as the Simplify Printing TX administrator, you can still assign this printer to all users and groups in your Simplify Printing TX network.


1. Make sure that the action is set to Assign Printer.
2. On the Objects list, select the appropriate printer.
3. Click the Save Changes icon ().



The action is saved for the policy. Two icons are now displayed for the added action: an Edit Action icon (), and a Remove Action icon ().

4. To universally assign additional printers, do the following for each printer:
 - Click Add Action.
 - Repeat [Step 1](#) through [Step 3](#).
5. After you have assigned all the needed printers, click Save Changes.
A message is displayed at the top of the page that the policy was successfully updated.
6. Click Close (x) to close the message.
7. If this action is to have one or more conditions applied to it, then continue to ["To add conditions for a policy action" on page 31](#); otherwise, click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To assign a printer to a specific user or group

You can assign a local printer or a print server printer to specific users and/or groups in your Simplify Printing TX network. A Printer Assignment policy for a local printer ignores any other security settings for the printer. Even if a user has not shared out a local printer, as the Simplify Printing TX administrator, you can still assign this printer to specific users and/or groups in your Simplify Printing TX network.

1. Make sure that the action is set to Assign Printer.
2. On the Objects list, select the appropriate printer.
3. Click the Save Changes icon ().

The action is saved for the policy. Two icons are now displayed for the added action: an Edit Action icon (), and a Remove Action icon ().

4. Click Save Changes.
A message is displayed at the top of the page that the policy was successfully updated.
5. Click Close (x) to close the message.


6. You must now set the condition that specifies the users and/or groups to which the printer is to be assigned. Continue to ["To add conditions for a policy action" on page 31](#).

To set user printer sharing for local printers

As the Simplify Printing TX administrator, if you set Print Sharing, then your users can share out their *local* printers to other users on the network. If you set local printer sharing through a policy, then all users who meet all the specified conditions for the policy have the choice of sharing the local printers that they own with other users.




You cannot set print server printer sharing through a policy. Instead, you must set print server printer sharing from the Printers page. See ["Managing Printers" on page 40](#).

1. Make sure that Set User Printer Sharing is set for the action.
The value for the action is immediately set to Enabled.
2. Click the Save Changes icon ().
The action is saved for the policy.
3. Click Save Changes.
A message is displayed at the top of the page that the policy was successfully updated.
4. Click Close (x) to close the message.
5. If this action is to have one or more conditions applied to it, then continue to ["To add conditions for a policy action" on page 31](#); otherwise, click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To universally set a default printer


You can set a local printer or a print server printer as a default printer. A Default Printer policy for a local printer ignores any other security settings for the printer. Even if a user has not shared out a local printer, as the Simplify Printing TX administrator, you can still set this printer as the default printer for all users and groups in your Simplify Printing TX network.

1. Make sure that Set Default Printer is set for the action.
2. Select the appropriate printer.
3. Click the Save Changes icon ().
The action is saved for the policy.
4. Click Save Changes.
A message is displayed at the top of the page that the policy was successfully updated.

5. Click Close (x) to close the message.
6. If this action is to have one or more conditions applied to it, then continue to ["To add conditions for a policy action" on page 31](#); otherwise, click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To set the default printer for a user or group

You can set a local printer a print server printer as a default printer. A Default Printer policy for a local printer ignores any other security settings for the printer. Even if a user has not shared out a local printer, as the Simplify Printing TX administrator, you can still set this printer as the default printer for specific users and/or groups in your Simplify Printing TX network.

1. Make sure that Set Default Printer is set for the action.
2. Select the appropriate printer.
3. Click the Save Changes icon (),

The action is saved for the policy.

4. Click Save Changes.

A message is displayed at the top of the page that the policy was successfully updated.

5. Click Close (x) to close the message.
6. You must now set the condition that specifies the user or group to which the printer is to be assigned. Continue to ["To add conditions for a policy action" on page 31](#).

To set a default printer naming scheme

You might need to implement a printer naming convention to support legacy technologies in your particular environment. If you set a naming scheme for the printers in your Simplify Printing TX network, then the scheme is applied universally to all local printers and all print server printers. You cannot set the naming scheme on per printer basis. You can select from one of four default naming schemes, or you can create a custom naming scheme.

1. Make sure that Printer Naming Scheme Entity is set for the action.

By default, the value is set to Printer Name (MACHINE:SESSION).



2. Do one of the following:
 - Select one of the four default naming schemes.
 - Printer Name (MACHINE:SESSION)
 - MACHINE:SESSION (Printer Name)
 - Printer name (USER:SESSION)
 - USER:SESSION (Printer Name)

- To set up a custom printer naming scheme, select Custom.



After you select Custom, the display on the Naming Scheme dropdown list is reset to the default value of Printer Name (Machine:Session). Custom is not displayed as the naming scheme until AFTER you specify the first value/variable for the scheme.


3. Do one of the following:

Step	Action
If you are implementing a default printer naming scheme, but you want to edit the scheme.	Continue to "To edit a default printer naming scheme" below.
If you are implementing a default naming scheme as-is, and this scheme is to be universally applied to all users and groups in your Simplify Printing TX network.	Do the following in the order shown: <ul style="list-style-type: none"> • Click the Save Changes icon (). • Click Save Changes. A message is displayed at the top of the page that the policy was successfully updated. • Click Close (x) to close the message.
If you are implementing a default printer naming scheme as-is, and this scheme is to be applied to specific users and/or groups in your Simplify Printing TX network.	Do the following in the order shown: <ul style="list-style-type: none"> • Click the Save Changes icon (). • Click Save Changes. A message is displayed at the top of the page that the policy was successfully updated. • Click Close (x) to close the message. • Add the appropriate conditions for the action. Continue to "To add conditions for a policy action" on page 31.
If you are implementing a custom printer naming scheme, you must now define the components for the scheme. You do so by editing the action.	Continue to "To define a custom printer naming scheme" on page 33 .

To edit a default printer naming scheme

1. Do one or both of the following as needed:
 - Select "Limit name component lengths," and then set the maximum value for any or all of the indicated components (Printer, Machine, and/or User.) The default value is ten.
 - Select which options in the printer name are to be replaced, and then leave a default replacement value as-is, or modify it as needed. For example, if you select "Replace backslashes (\) in the printer name with," then, by default, an underscore replaces every backslash in the printer name. You can leave the underscore as-is,

or you change it to another value such as an asterisk (*).

2. Click the Save Changes icon ().

The action is saved for the policy.

3. Click Save Changes.

A message is displayed at the top of the page that the policy was successfully updated.

4. Click Close (x) to close the message.

5. Do one of the following:

- If this naming scheme is to apply universally for all printers for all users and groups, then click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.
- If this naming scheme is to apply to only those printers for specific users or groups, then continue to ["To add conditions for a policy action"](#) below.

To add conditions for a policy action

A *condition* determines the users, groups of users, or printers for which the selected action applies. A condition has four components:




- A boolean operator (AND or OR).
- An entity, which is the object to which the condition is being applied.
- The condition operator, for example, Is or Is Not.
- The condition value. This is a free text field that is dynamically updated based on the selected entity and condition operator.

Only specific combinations of an entity, a condition operator, and a value are allowed to ensure that a condition is correctly set for an action.



The credentials that you used to log in to the Simplify Printing TX Admin Console (LDS or AD) determines the users and groups that you can specify for printer policies.

1. Click Add Condition.

A blank row opens for adding a new condition. The row displays three icons, which from left to right, are the following: a Save Changes icon (), a Cancel Edit icon (), and a Remove Action icon ().

By default, the popup is populated with values for the boolean operator (AND), the entity (Agent IP), and the condition operator (Is).


2. Select the appropriate boolean operator.

- AND—Requires *all* the condition components (entity, condition operator, and value)

to be included for the condition to be applied.

- OR—Requires *only one* of the condition components (entity, condition operator, or value) to be included for the condition to be applied.
3. Select the appropriate condition entity and operator based on the goal of the action for example, assigning a specific printer to a group or user in your Simplify Printing TX network, and then enter the appropriate value.

Entity	Operator	Value and Comments
Device IP	<ul style="list-style-type: none"> • Is • Is Not • Is in Range • Is not in Range 	The IP address for the device. You can specify a single IP address or a range of addresses. If you select a Range condition, then the Value field is refreshed with To and From fields for entering the range.
Device	<ul style="list-style-type: none"> • Is • Is Not 	The complete device name, <i>not</i> the fully qualified domain name. The name is not case-sensitive, but it must be spelled exactly as it is in the Simplify Printing TX network, including spaces.
Group	<ul style="list-style-type: none"> • Is • Is Not 	The Active Directory group name, The name is not case-sensitive, and as you enter it, the list of groups that match the search string is dynamically updated. Note: Select this entity when you are assigning printers to a specific group.
Remote Desktop Session	<ul style="list-style-type: none"> • Is 	True or False. <ul style="list-style-type: none"> • Set to True if the selected printer is to be the default printer for a remote session. • Set to False if the selected printer is not to be the default printer for a remote session.
User	<ul style="list-style-type: none"> • Is • Is Not 	The Active Directory user name, You can enter a user first name and last name combination, just the user first name, or just the user last name. The name is not case-sensitive, and as you enter it, the list of users that match the search string is dynamically updated. Note: Select this entity when you are assigning printers to a specific user.

4. Click the Save Changes icon ().

The condition is saved for the policy.

5. Click Save Changes.

A message is displayed at the top of the page that the policy was successfully updated.

6. Click Close (x) to close the message.
7. Repeat [Step 1](#) through [Step 6](#) for each condition that you are adding for the action.
8. Click Save Changes.

A message is displayed at the top of the page that the policy was successfully updated.

9. Click Close (x) to close the message.
10. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To define a custom printer naming scheme

A custom printer naming scheme can be a universal scheme (for all users and groups in your Simplify Printing TX network), or it can be applicable only for specific users and/or groups.

Figure 2-15: Defining a custom printer naming scheme action

The screenshot shows the 'Set Printer Name Scheme' configuration interface. At the top, there are two dropdown menus: 'Set Printer Name Scheme' (set to 'Custom') and 'Custom' (set to 'Custom'). Below this is the 'Format' section, which contains a text input field with the value '{ Machine } : { Machine } : { Session }'. Underneath is the 'Name Modifications' section, which includes a checkbox for 'Limit name component lengths' and a table with columns for 'Printer:', 'Machine:', and 'User:', each with a value of '10'. There are also three checkboxes for replacing characters: 'For client's network printer name, replace "or" with:', 'Replace backslashes (\) in the printer name with:', and 'Replace spaces () in the printer name with:', each with a corresponding input field and a '+' button.

1. Set the format of the scheme using Session ID and one or more of the following: Printer, Machine Name, and User.


In addition to the Session ID, the name can have up to three components, but you can specify a single component (for example, Machine Name), two components (for example, Machine Name and Printer), or all three components (for example, Machine Name, Printer, and User).



Tricerat does not support a format without a Session ID. A user could log in to multiple sessions, which can result in a naming conflict.

2. Optionally, do any or all of the following as needed:
 - Select "Limit name component lengths," and then set the maximum value for any or all of the indicated components (Printer, Machine, and/or User.) The default value is ten.
 - Select which options in the printer name are to be replaced, and then leave a default replacement value as-is, or modify it as needed. For example, if you select "Replace backslashes (\) in the printer name with," then by default, an underscore

replaces every backslash in the printer name. You can leave the underscore as-is, or you change it to another value such as an asterisk (*).

3. Click the Save Changes icon ().
The action is saved for the policy.
4. Click Save Changes.
A message is displayed at the top of the page that the policy was successfully updated.
5. Click Close (x) to close the message.
6. Do one of the following:
 - If this naming scheme is to apply universally for all printers for all users and groups in your Simplify Printing TX network, then click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.
 - If this naming scheme is to apply to only those printers for specific users or groups in your Simplify Printing TX network, then continue to ["To add conditions for a policy action" on page 31.](#)

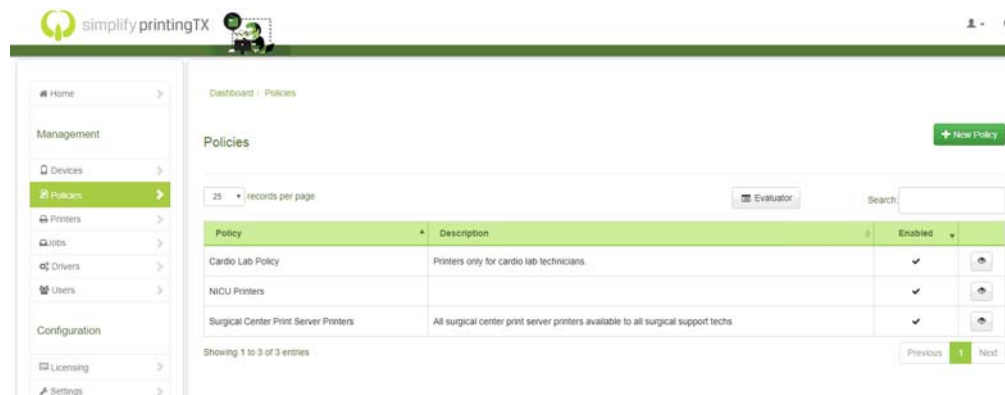
To edit a policy

You can edit the name of a policy, and you can edit both the actions and the conditions for a policy. You can also enable or disable a policy. After you edit the action and/or condition, or enable or disable a policy and save the changes, the modified policy is effective immediately *after* the next login of the affected user or group, or the affected device connects to the Simplify Printing TX network.

1. On the Dashboard, click Policies.

The Policies page opens. The page lists all the policies that are currently available for your Simplify Printing TX network by name. It also indicates which policies are currently enabled.

Figure 2-16: Simplify Printing TX Admin Console, Policies page





Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

2. Find the policy that is to be deleted.

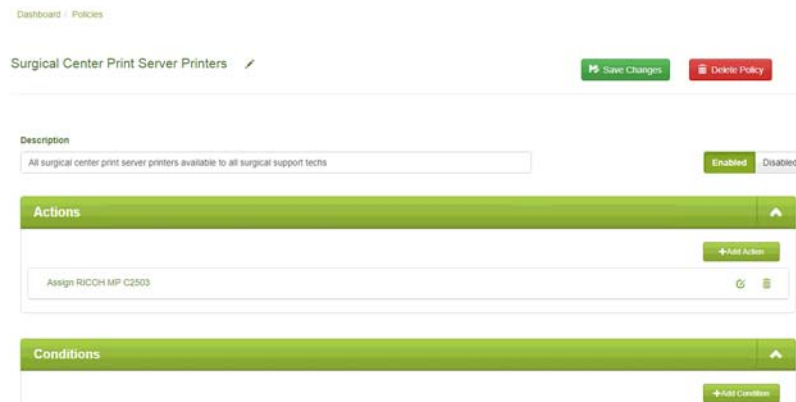


For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the policy.

The Policy Details page opens. The page displays the current status (Enabled or Disabled) for the policy. The page also displays all the actions and conditions for the selected policy.

Figure 2-17: Policies Details page



4. Continue to any of the following as needed:
 - ["To edit the name of a policy" on page 35](#).
 - ["To edit the actions and/or conditions for a policy" on page 36](#).
 - ["To enable/disable a policy" on page 37](#).

To edit the name of a policy

1. Click the Edit icon that is displayed next to the policy name.

The policy name is enabled for editing.

Figure 2-18: Edit icon displayed for a policy name



EA's Printers - Shared Only for 4th Floor EAs 

Edit icon

2. Edit the policy name as needed.

3. Do one of the following:
 - If you are done with editing the policy, click Save Changes to save the edits.
A message that the policy was successfully updated is displayed at the top of the page. Go to [Step 4](#).
 - Continue with any other editing of the policy as needed. See:
 - ["To edit the actions and/or conditions for a policy" on page 36](#).
 - ["To enable/disable a policy" on page 37](#).
4. Close the message.
The Policy Details page remains opens.
5. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To edit the actions and/or conditions for a policy

1. To edit an action, click its Edit Action icon(), or to edit a Condition, click its Edit Condition icon().

The action or condition is opened for editing. Two icons are displayed next to the opened action or condition—Save Changes and Cancel Edit.


2. Edit the action or condition as needed.
 - Action

Action	Option	Edit
Assign	<ul style="list-style-type: none"> • Universally assigned printer • Printer assigned to users or groups 	<ul style="list-style-type: none"> • Select a different printer. • Select a different printer.
Set	<ul style="list-style-type: none"> • Universally set default printer. • Default printer for users or groups. • Local Printer Sharing • Printer Naming Scheme 	<ul style="list-style-type: none"> • Select a different printer. • Select a different printer. • Enable or Disable. • Modify the scheme as necessary.

- Condition

Entity	Operator	Value and Comments
Device IP	<ul style="list-style-type: none"> • Is • Is Not • Is in Range • Is not in Range 	The IP address for the device. You can specify a single IP address or a range of addresses. If you specify a range, then the To and From fields for entering the range are displayed.

Entity	Operator	Value and Comments
Device	<ul style="list-style-type: none"> • Is • Is Not 	The complete device name, not the fully qualified domain name. The name is not case-sensitive, but it must be spelled exactly as it is in the Simplify Printing TX network, including spaces.
Group	<ul style="list-style-type: none"> • Is • Is Not 	The Active Directory group name, The name is not case-sensitive, and as you enter it, the list of groups that match the search string is dynamically updated.
User	<ul style="list-style-type: none"> • Is • Is Not 	The Active Directory user name, You can enter a user first name and last name combination, just the user first name, or just the last name. The name is not case-sensitive, and as you enter it, the list of users that match the search string is dynamically updated.
Remote Desktop Session	<ul style="list-style-type: none"> • Is 	True or False. <ul style="list-style-type: none"> • Set to True if the selected printer is to be the default printer for a remote session. • Set to False if the selected printer is not to be the default printer for a remote session.

3. Click the Save Changes icon ().

The action or condition is saved for the policy.

4. Click Save Changes.

A message is displayed at the top of the page that the policy was successfully updated.

5. Click Close (x) to close the message.
6. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To enable/disable a policy

If you disable a currently active policy, the policy remains in effect for the current session. It is disabled only after the next login of the affected user or group, or the affected device connects to the Simplify Printing TX network. Conversely, if you enable a policy, the policy is not effective immediately for the current session. It is enabled only after the next login of the affected user or group, or the affected device connects to the Simplify Printing TX network.

1. Do one of the following:
 - To enable a policy, click Enabled.
 - To disable a policy, click Disabled.

2. Click Save Changes.

A message that the policy was successfully updated is displayed at the top of the page.

3. Close the message.

The Policy Details page remains opens.

4. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

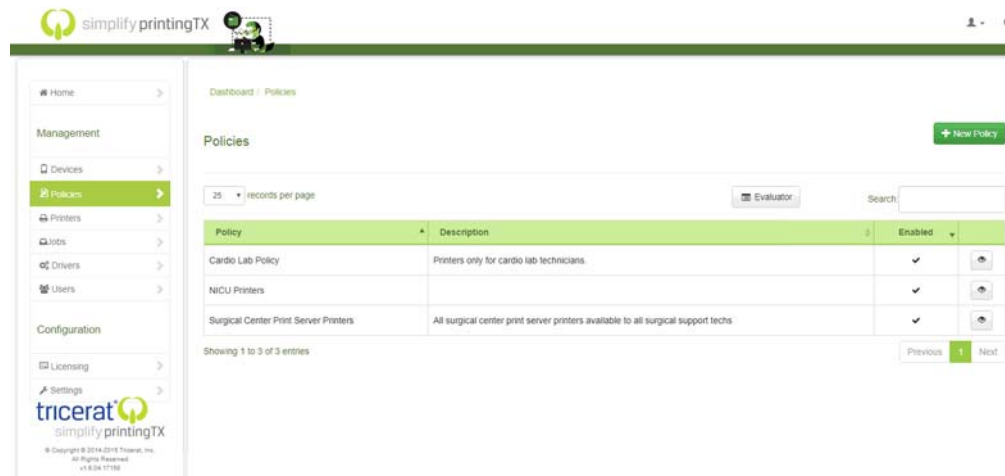
To delete a policy

If you delete a currently active policy, the policy remains in effect for the current session. It is no longer in effect (deleted) only after the next login of the affected user or group, or the affected device connects to the Simplify Printing TX network.

1. On the Dashboard, click Policies.

The Policies page opens. The page lists all the policies that are currently available for your Simplify Printing TX network by name. It also indicates which policies are currently enabled.

Figure 2-19: Simplify Printing TX Admin Console, Policies page



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16.](#)

2. Find the offline policy that is to be deleted.

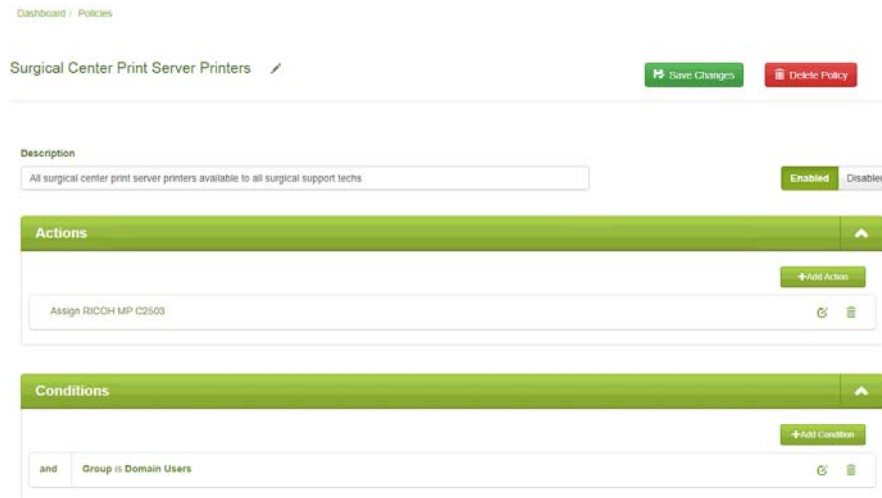


For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17.](#)

3. Click the View Details icon for the policy.

The Policy Details page opens. The page displays the current status (Enabled or Disabled) for the policy. The page also displays all the actions and conditions for the selected policy.

Figure 2-20: Policies Details page



4. Click Delete Policy.

A message opens, asking you if you are sure that you want to delete the selected policy.

5. Click OK.

The policy is deleted. A second message is then temporarily displayed, indicating that the policy was successfully deleted. The Policy Details page closes and you return to the Policies page. The deleted policy is no longer displayed on the Policies page.







6. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

Managing Printers

The Print page provides all the functions that are needed for administering and monitoring all the local printers and print server printers that are connected to your Simplify Printing TX Server. Managing print server printers in your Simplify Printing TX network consists of [viewing](#) the details for a printer, [setting](#) job management options for a print server printer, and [enabling/disabling](#) print server printer sharing. You can also [carry out](#) bulk actions (sharing, unsharing, or deleting) for both local and print server printers. Finally, you can [manage](#) the printer driver for a Bonjour printer from the Printers page, which includes assigning the correct driver to a Bonjour printer, changing the driver assignment for a Bonjour printer, and/or removing a driver assignment for a Bonjour printer.

To view the details for a printer

The Printers page lists the printers from all local printers that have ever logged in to your Simplify Printing TX network and all the print server printers that have ever connected to your Simplify Printing TX Server. The page displays the following limited details for each printer: the printer name, the printer type (print server printer or user printer), the name of the user who last logged in to the printer, the status (online or offline), and whether the printer is shared. If it is shared, then a checkmark is displayed; otherwise, an "x" is displayed. Icons indicate the following:

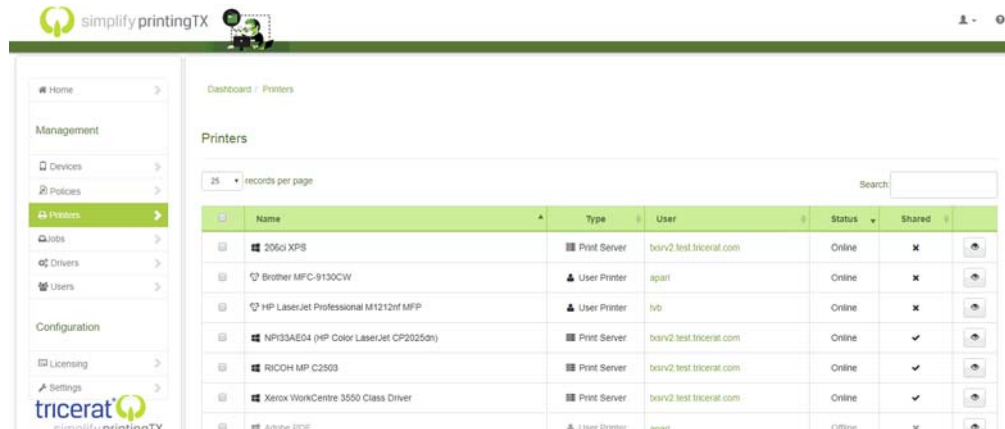
Icon	Definition
	Printer discovered on a Windows client. Displayed next to the printer name.
	A printer that an iOS device has discovered via Bonjour. Referred to as a Bonjour printer in this guide. Displayed next to the printer name. Note: For detailed information about managing print drivers for a Bonjour printer, see "To assign a printer manually to a printer driver" on page 55.
	Printer compatible with a macOS or iOS device. Displayed next to the printer name.
	Print server printer. Displayed next to the printer type.
	User-owned local printer. Displayed next to the printer type.
	Printer has been registered with Google Cloud Print. Applicable only for print server printers. Displayed next to the printer Shared status. Note: For detailed information about registering a print server printer with Google Cloud Print, see "Managing the Google Cloud Print Registration for a Print Server Printer" on page 64.



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16.](#)

1. On the Dashboard, click Printers.
The Printers page opens.

Figure 2-21: Printers page



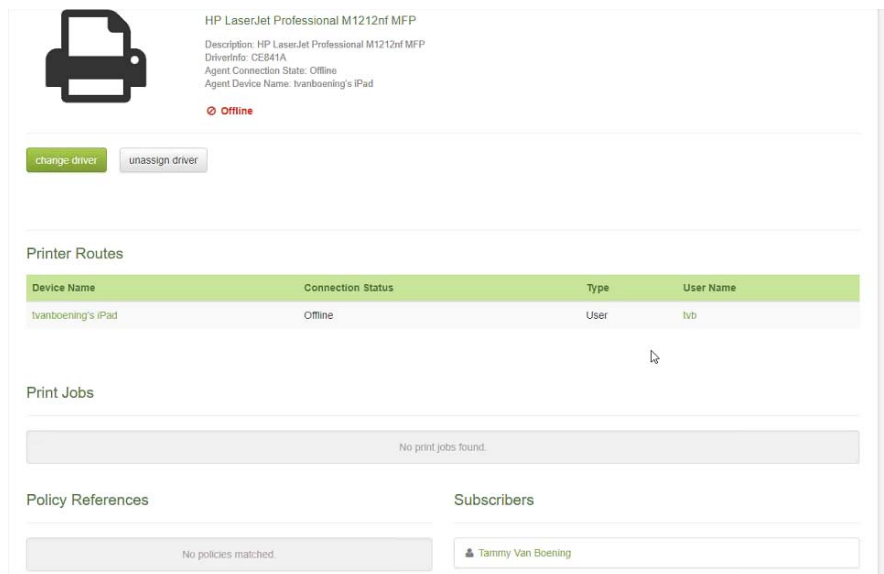
2. Find the printer for which the details are to be viewed.



For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the printer.
The Printer Details page opens.

Figure 2-22: Printer Details page



The Printer Details page displays the following information for any local printer or print server printer:

Option	Description
Printer Detail	The printer name, the printer driver, the printer connection status (Online or Offline), and the agent device name, which is the name of the agent device that last connected to the local printer or the name of the server to which a print server printer connected.
Printer Routes	The nodes that are connected to the printer. This information includes the agent device name, the printer connection status, the printer type, and the name of the user who last logged in to the printer. Tip: This information can be critical for troubleshooting. In the event that a node "goes down" and a user is unable to print to the indicated printer, then you might re-route the job to another node that is functional.
Print Jobs	Any jobs that are currently printing or queued for the printer.
Policy References	The policies, listed alphabetically by name, that affect the printer.
Subscribers	The names of the users who are subscribed to the printer.

In addition:

- If the printer is a print server printer, then the page also displays Job Management and Sharing options. See ["To set job management for a print server printer"](#) below and ["To enable/disable sharing for print server printers on a per printer basis"](#) on page 44.
 - If the printer is a Bonjour printer that an iOS device has discovered, then the page also displays a Change Driver/Unassign Driver option. See ["To manage the printer driver for a Bonjour printer"](#) on page 48.
4. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

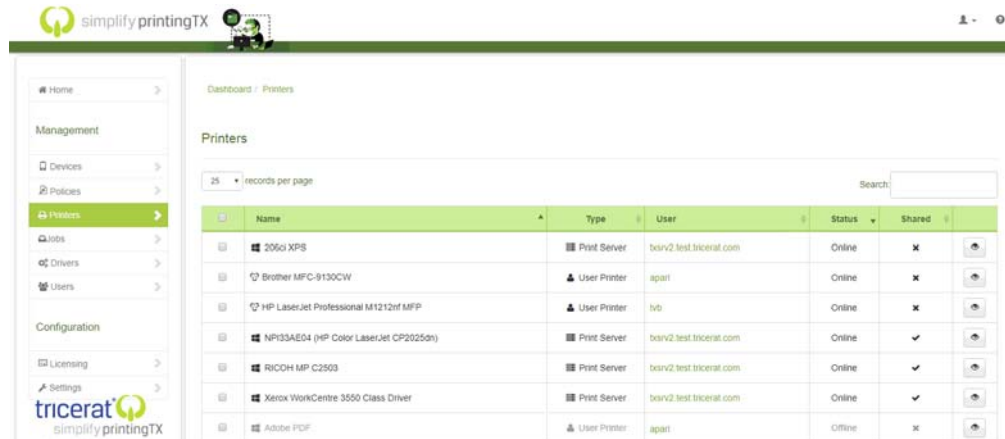
To set job management for a print server printer

Managing jobs for a printer consists of holding/releasing the printer and pausing/resuming printing from the printer. The owner of a local printer always has the option of holding/releasing the printer. Any user/group who is subscribed to a local printer always has the option of pausing/resuming printing from the printer. Job management, however, for a print server printer is not open. Instead, as the Simplify Printing TX administrator, you must specify which users and/or groups are allowed to manage jobs for a print server printer.

1. On the Dashboard, click Printers.

The Printers page opens. The Printers page lists the printers from all local printers that have ever logged in to your Simplify Printing TX network and all the print server printers that have ever connected to your Simplify Printing TX Server. See [Figure 2-23 on page 43](#).


Figure 2-23: Printers page



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

2. Find the print server printer for which the job management options are to be set.

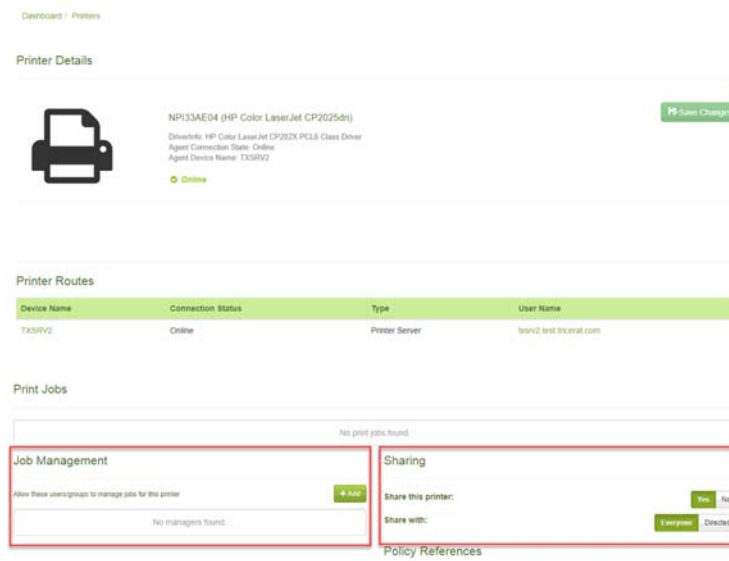


Remember, a print server printer has a print server printer icon () displayed in the Printer Type column. For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the printer.

The Printer Details page opens. The page displays not only the limited details for the printer, but also a Job Management option and a Sharing option.

Figure 2-24: Printer Details page for a print server printer



4. Under Job Management, click Add, and then in the blank field that opens below the Job Management heading, enter the name of the user or group that can manage jobs for the printer.



As you enter a User/Group search string, a dropdown list of users/groups that match the search string opens and is dynamically updated. Instead of entering the name in its entirety, you can simply select the appropriate user or group from this list.



To remove a user or group from the Job Management function, click the "x" next to the user or group name.

5. For each user or group that is to manage jobs for the printer, repeat [Step 4](#).
6. Click Save Changes.
A message is displayed at the top of the Printer Details page indicating that the printer was successfully updated.
7. Close the message.
The Printer Details page remains open.
8. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To enable/disable sharing for print server printers on a per printer basis

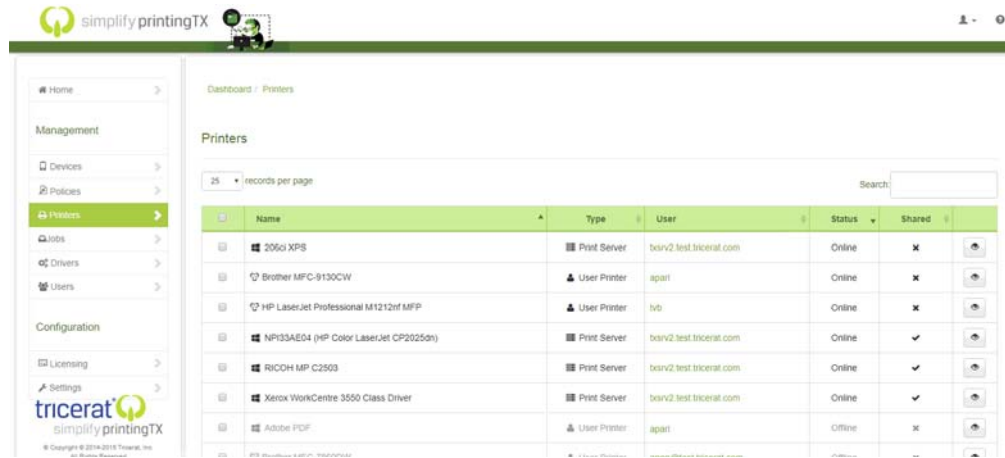
As the Simplify Printing TX administrator, you can enable/disable print server printer sharing *on a per printer basis* for all users and groups at once, or for only selected users and/or groups. When you unshare a print server printer, any user who is already subscribed to the printer continues to have access to the printer for the current session. The status is changed only after the user logs out of Simplify Printing TX and then logs back in. If you share a print server printer, then this option is immediate. Any user who has yet to subscribe to the print server printer can do so immediately for the current session. If you do not enable print server printer sharing for a specific print server printer, but you want users or groups to have access to this printer, then you must assign the print server printer to the users or groups through a policy. See ["To universally assign a printer" on page 26](#) or ["To assign a printer to a specific user or group" on page 27](#).



To enable/disable sharing for multiple print server printers for all users or groups at once, see ["To carry out bulk actions for local or print server printers" on page 46](#).

1. On the Dashboard, click Printers.
The Printers page opens. The Printers page lists the printers from all local printers that have ever logged in to your Simplify Printing TX network and all the print server printers that have ever connected to your Simplify Printing TX Server. See [Figure 2-25 on page 45](#).


Figure 2-25: Printers page



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

2. Find the print server printer for which sharing is to be enabled/disabled.

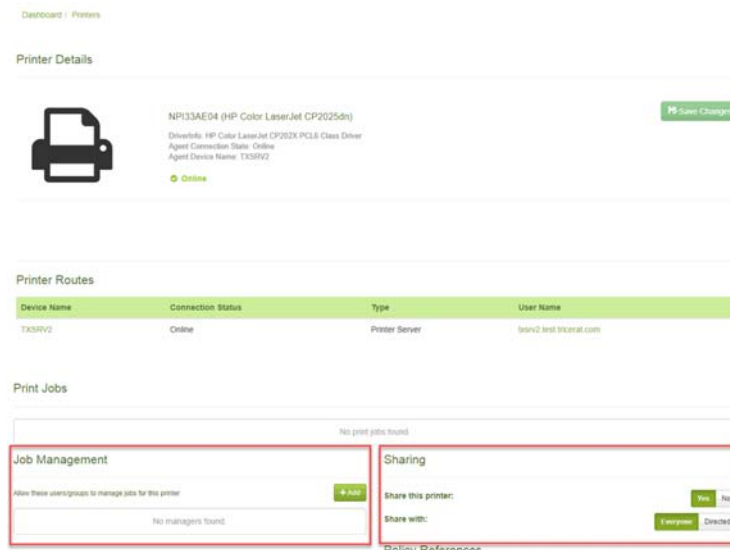


Remember, a print server printer has a print server printer icon () displayed next to in the Printer Type column. For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the printer.

The Printer Details page opens. The page displays not only the limited details for the printer, but also a Job Management option and a Sharing option.

Figure 2-26: Printer Details page for a print server printer



4. Under Sharing, next to Share this printer, click Yes to enable printer sharing or No to disable printer sharing. (No is the default value.)
5. Do one of the following:
 - If you clicked No, then click Save Changes, and continue to [Step 9](#).
 - If you clicked Yes, then A Share with option and an Add button are displayed. Continue to [Step 6](#).
6. Do one of the following:
 - To share the print server printer with all users and groups in your Simplify Printing TX network, click Everyone, and then continue to [Step 9](#).
 - To share the print server printer with only selected users or groups in your Simplify Printing TX network, click Directed, and then continue to [Step 7](#).
7. Click Add, and then in the blank Share this printer field that opens, enter the name of the user or group with which the printer is to be shared.



As you enter a User/Group search string, a dropdown list of users/groups that match the search string opens and is dynamically updated. Instead of entering the name in its entirety, you can simply select the appropriate user or group from this list.

8. For each user or group with which the printer is to be shared, repeat [Step 7](#).



To remove a user or group from the Sharing function, click the "x" next to the user or group name.

9. Click Save Changes.

A message is displayed at the top of the Printer Details page indicating that the printer was successfully updated.
10. Close the message.

The Printer Details page remains open.
11. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To carry out bulk actions for local or print server printers

You can delete multiple local printers in a single step, or you can share, unshare, or delete multiple print server printers for all users and groups in your Simplify Printing TX network in a single step. When you unshare a print server printer, any user who is already subscribed to the printer continues to have access to the printer for the current session. The status is changed only after the user logs out of Simplify Printing TX and then logs back in. If you share a print server printer, then this option is immediate. Any user who has yet to subscribe to the print server printer can do so immediately for the current session. If you delete a printer, the printer is removed immediately from the Simplify Printing TX network. Any jobs that were in progress before the printer was deleted are completed. Any

jobs that were still in the printer's queue at the time the printer was deleted cannot be completed. When carrying out bulk actions for a local or print server printer, note the following:

- When you share or unshare a print server printer through bulk actions, the action is universal. To share or unshare a print server printer for specific users and/or groups, you can use the Sharing option on the Printer Details page (see ["To enable/disable sharing for print server printers on a per printer basis" on page 44](#)), or you can assign the printer through a policy. See ["To assign a printer to a specific user or group" on page 27](#).
- You can also register print server printers with Google Cloud Print on the Printers page. For information about this feature, see ["Managing the Google Cloud Print Registration for a Print Server Printer" on page 64](#).

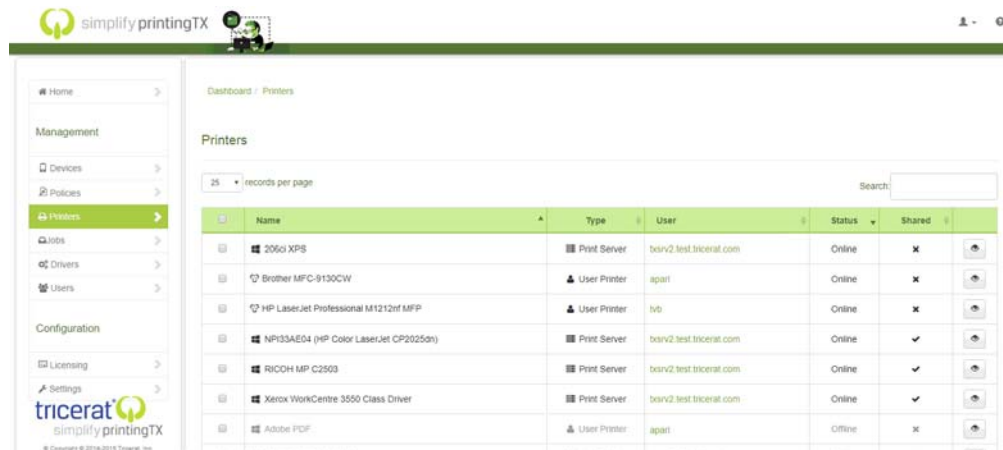


If you are carrying out bulk actions for printers that are spread across more than one page, then you must carry out the following procedure for each affected Printers page.

1. On the Dashboard, click Printers.

The Printers page opens. The Printers page lists the printers from all local printers that have ever logged in to your Simplify Printing TX network and all the print server printers that have ever connected to your Simplify Printing TX Server.

Figure 2-27: Printers page

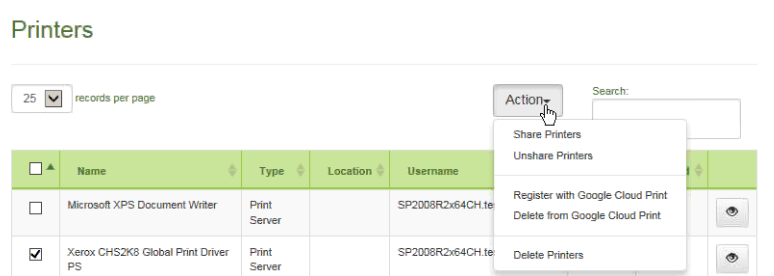


Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

2. Next to each printer for which you are carrying out the bulk action, select the blank check box, or to select all printers on the currently opened page in a single step, in the Header row at the top of the Printers list, select the blank check box.



An Action dropdown list is displayed above the Printers list. See [Figure 2-28 on page 48](#).

Figure 2-28: Action dropdown list



3. Click in the Action dropdown list, and then select the action that is to be carried out.



All the actions listed below are applicable for print server printers. Only the Delete Printers action is applicable for both print server printers and local printers. Remember, a print server printer has a print server printer icon () displayed in the Printer Type column and a user-owner local computer has a local computer icon () displayed in the Printer Type column.

- Share Printers
- Unshare Printers
- Register with Google Cloud Print. See ["Managing the Google Cloud Print Registration for a Print Server Printer"](#) on page 64.
- Delete from Google Cloud Print. See ["Managing the Google Cloud Print Registration for a Print Server Printer"](#) on page 64.
- Delete Printers

A message is displayed at the top of the Printers page indicating that the action was successfully carried out for the selected printers.

4. Close the message.
The Printers page remains open.
5. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To manage the printer driver for a Bonjour printer

The option to manage the drivers for a Bonjour printer is critical in the event that the correct driver has not been automatically matched to the printer, or the driver needs to be updated. Without the correct driver matched to a Bonjour printer, any users on your Simplify Printing TX network cannot print from an iOS application to the printer.

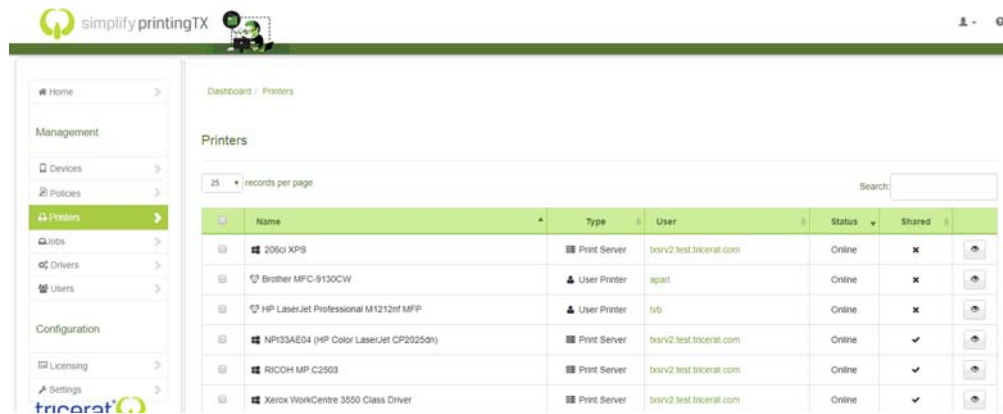


You can also manage the drivers for a Bonjour printer from the Drivers page. See ["To assign a printer manually to a printer driver"](#) on page 55.

1. On the Dashboard, click Printers.

The Printers page opens. The Printers page lists the printers from all local printers that have ever logged in to your Simplify Printing TX network and all the print server printers that have ever connected to your Simplify Printing TX Server.


Figure 2-29: Printers page



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

2. Find the Bonjour printer for which the driver is to be assigned or removed.

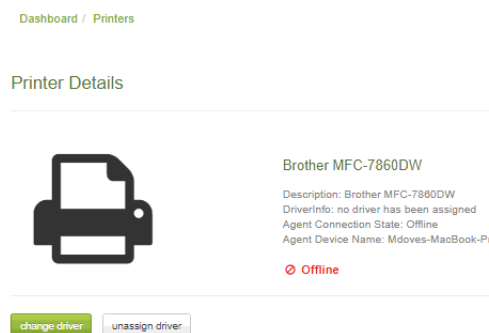


Remember, a Bonjour printer has a Bonjour printer icon () displayed next to its name. For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the printer.

The Printer Details page opens. The page displays limited details for the printer, including any current assigned printer driver. If no driver is assigned to the printer, then "none added" is displayed for Driver Info. A Change Driver option and an Unassign Driver option are displayed.

Figure 2-30: Bonjour Printer, Printer Details page



4. Continue to any of the following as needed:
 - ["To assign a driver to a Bonjour printer"](#) below.
 - ["To remove a driver assignment for a Bonjour printer"](#) below.

To assign a driver to a Bonjour printer

1. Click Change Driver.

The Printer Details page is refreshed with a list of all the drivers that have ever been uploaded to your Simplify Printing TX database from the local environment and a blank search field.

2. Select the driver, and then click Change Driver.



If you search for the driver, then as you enter the search string, a list of drivers that match the search string is dynamically updated. You can select the appropriate driver from this list.

The selected driver is assigned to the printer. The name of the driver is displayed for Driver Info.

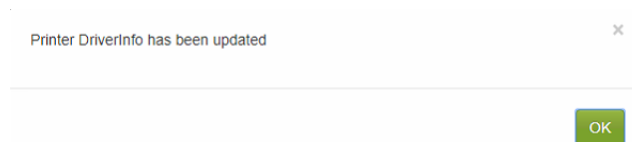
3. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To remove a driver assignment for a Bonjour printer

1. Click Unassign Driver.

A message opens, indicating that the Printer Driver Info has been updated.

Figure 2-31: Print Driver Info updated message



2. Click OK.

The message closes. The Printer Details page remains open. No driver is assigned to the printer.

3. To assign a new driver to the printer, click Change Driver, and then continue from [Step 2](#) of ["To assign a driver to a Bonjour printer."](#)

Managing Print Jobs

The Jobs page lists all the jobs that have ever been submitted by any device to a printer on your Simplify Printing TX network. [Managing](#) print jobs consists of viewing information for a selected print job, and if appropriate, deleting a print job. You can delete a single print job at a time, or you can delete multiple print jobs in a single step.

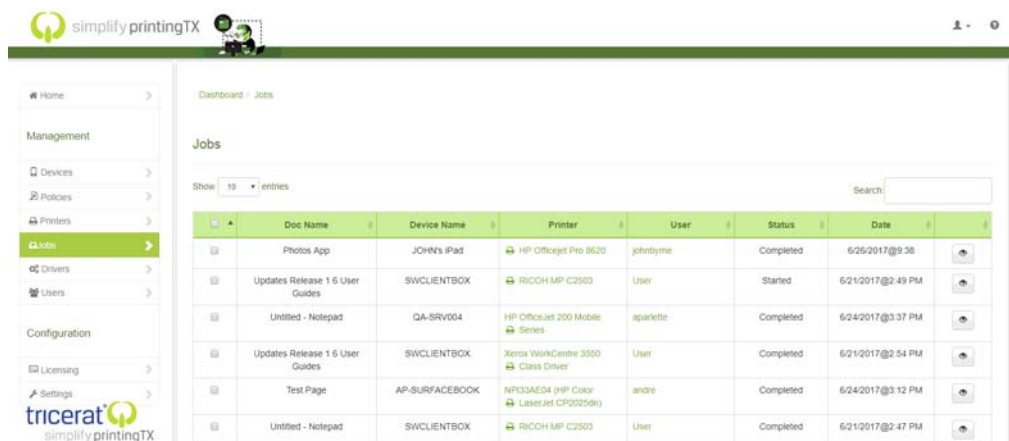
To manage a print job

1. On the Dashboard, click Jobs.

The Jobs page opens. The page displays all the jobs that have ever been submitted by any device to a printer on your Simplify Printing TX network. The following information is displayed for each job:

- Doc Name- The name of the document that was printed or the application from which the print job was submitted.
- Device name- The name of the agent device on the Simplify Printing TX network.
- Printer- The printer to which the print job was submitted.
- User- The name of the user in AD.
- Status- The document printing status. Valid statuses are the following:
 - Started - The print job has been initiated on the printer.
 - Completed - The print job has successfully completed.
 - Removed - The print job has successfully completed and has been removed from the Simplify Printing TX Server *or* the print job has been manually deleted from the server.
- Date- The date and time that the job was submitted for printing.

Figure 2-32: Simplify Printing TX Admin Console, Jobs page



Doc Name	Device Name	Printer	User	Status	Date
Photos App	JOHN's iPad	HP Officejet Pro 8620	johnnym	Completed	6/26/2017@9:38
Updates Release 1 6 User Guides	SWCLIENTBOX	RICOH MP C2503	User	Started	6/21/2017@2:49 PM
Untitled - Notepad	QA-SRV004	HP Officejet 200 Mobile Series	aparette	Completed	6/24/2017@3:37 PM
Updates Release 1 6 User Guides	SWCLIENTBOX	Xerox WorkCentre 3600 Class Driver	User	Completed	6/21/2017@2:54 PM
Test Page	AP-SURFACEBOOK	NP33AED4 (HP Color LaserJet CP0025DR)	andre	Completed	6/24/2017@3:12 PM
Untitled - Notepad	SWCLIENTBOX	RICOH MP C2503	User	Completed	6/21/2017@2:47 PM

2. Optionally, continue to either of the following as appropriate:
 - ["To delete a single print job"](#) below.
 - ["To delete multiple jobs in a single step"](#) on page 53.



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page"](#) on page 16.

To delete a single print job

1. Find the print job that is to be deleted.

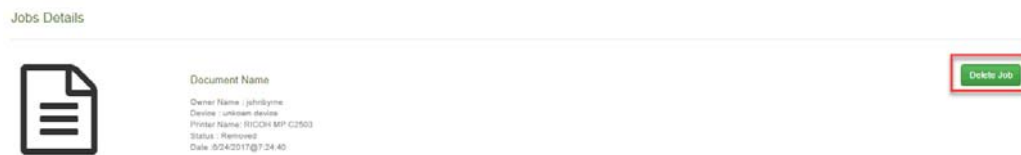


For information about searching for an entity on an Admin Console page, see ["Search feature"](#) on page 17.

2. Click the View Details icon for the print job.

The Job Details page opens. The page displays not only the limited details for the print job, but also a Delete Job option.

Figure 2-33: Print Job Details page



3. Click Delete Job.

If the job is currently printing, then the portion of the job that has been successfully sent through the print queue continues to print and the remainder of the job is cancelled; otherwise, the job is deleted immediately from the print queue. You are automatically returned to the Jobs page. The status of the job is set to Removed.

4. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To delete multiple jobs in a single step



If you are deleting multiple jobs that are spread across more than one page, then you must carry out the following procedure for each affected job page.

1. Next to each print job that is to be deleted, select the blank check box, or to select all print jobs on the currently opened page in a single step, in the Header row at the top of the Jobs list, select the blank check box.

A Delete Job option is displayed above the Jobs list.

Figure 2-34: Jobs page, Delete Job option

Doc Name	Device Name	Printer	User	Status	Date
Photos App	JOHN's iPad	HP Officejet Pro 8620	johnbyrne	Completed	6/26/2017@9:38
Updates Release 1 6 User Guides	SWCLIENTBOX	RICOH MP C2503	User	Completed	6/21/2017@2:49 PM
Untitled - Notepad	QA-SRV004	HP OfficeJet 200 Mobile Series	aparlette	Completed	6/24/2017@3:37 PM

2. Click Delete Job.

A message is displayed at the top of the Jobs page indicating that the print jobs were successfully deleted. If any of the selected print jobs were in progress, then the portions of the job that had been successfully sent through the print queue continue to print and the remainder of the job is cancelled; otherwise, the job is deleted immediately from the print queue.

3. Close the message.

The Jobs page remains opens. The status of each deleted job is set to Removed.

4. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

Managing Printer Drivers

You can [view](#) a list of all the drivers that have ever been uploaded to your Simplify Printing TX database from the local environment, and you can view the details for an individual driver. You can also manually [assign](#) a Bonjour printer to a driver, and [delete](#) a printer driver.



You can also manage the printer driver for a Bonjour printer from the Printer Details page. See ["To manage the printer driver for a Bonjour printer" on page 48.](#)



The Edit Tags function, although still available, has been replaced by the Printer Driver management function for Bonjour printers. If you still would like to use the function, contact support@Tricerat for assistance.

To view printer drivers

1. On the Dashboard, click Drivers.

The Printer Drivers page opens. The Printer Drivers page lists all the drivers that have ever been uploaded to your Simplify Printing TX database from the local environment. The following limited information is displayed for each driver: the name, the manufacturer, the OS, and the number of devices on which the driver is installed.

Figure 2-35: Simplify Printing TX Admin Console, Printer Drivers page

Name	Manufacturer	OS	Devices
ScreenDriverTX		Windows 10	11
Microsoft XPS Document Writer v4	Microsoft	Windows Server 2012	7
HP Color LaserJet CP302X PCL6 Class Driver	HP	Windows Server 2012 R2	6
Microsoft enhanced Print and Print compatibility driver	Microsoft	Windows Server 2012 R2	6
Microsoft enhanced Print and Print compatibility driver	Microsoft	Windows Server 2012 R2	6
Microsoft Shared Fax Driver	Microsoft	Windows Server 2012 R2	6
Remanite Desktop Easy Print	Microsoft	Windows Server 2012 R2	6
Brother MFC-9130CW Printer	Brother	Windows 10	2
Brother PC-FAX v3.1	Brother	Windows Server 2012	2
HP LaserJet Professional CP1520 Series PCL 6	HP	Windows 10	2
HP LaserJet Professional M1212of MFP		Windows 7	2
Microsoft enhanced Print and Print compatibility driver	Microsoft	Windows 10	2
Microsoft enhanced Print and Print compatibility driver	Microsoft	Windows 10	2
Microsoft Print To PDF	Microsoft	Windows 10	2

2. Optionally, do any or all of the following as needed:



For information about working with an Admin Console page, see ["Features of an Admin Console page" on page 16.](#)

- Change the page view.
- Change the number of records that are displayed per page.

- Search for a specific driver.
- Change the sort order of the Drivers list.
- View additional details for a specific driver. These details include the Driver ID, the OS version, the manufacturer, the printer tags, the devices on which the driver is installed, and the printers that have been manually assigned to the driver.

Figure 2-36: Driver Details page



- Manually assign printers to the driver. See ["To assign a printer manually to a printer driver"](#) below.
 - Delete a printer driver. See ["To delete a printer driver" on page 57](#).
3. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To assign a printer manually to a printer driver

The option to assign a printer manually to a printer driver is critical for a Bonjour printer in the event that the correct driver has not been automatically matched to a Bonjour printer, or the driver needs to be updated. Without the correct driver matched to a Bonjour printer, any users on your Simplify Printing TX network cannot print from an iOS application to the printer.



You can also manage the drivers for a Bonjour printer from the Drivers page. See ["To assign a printer manually to a printer driver" on page 55](#).

1. If you have not already done so, on the Dashboard, click Drivers.
The Printer Drivers page opens.
2. Find the printer driver to which a Bonjour printer is to be manually assigned.

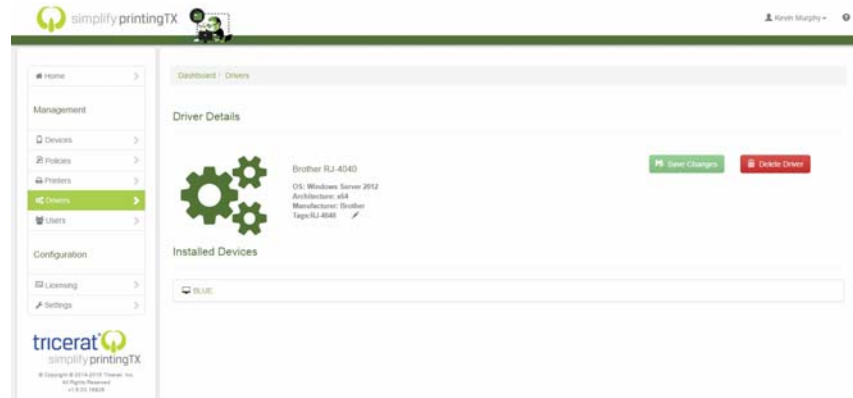


For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the printer driver.

The Driver Details page opens.

Figure 2-37: Driver Details page



4. Click Assign Printer.

The Driver Details page is refreshed with a list of all local printers that have ever logged in to your Simplify Printing TX network and all the print server printers that have ever connected to your Simplify Printing TX Server.

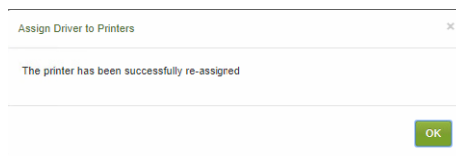
5. Scroll through the list, or search the list for the appropriate printer, select the printer, and then click Submit.



If you search for the appropriate driver, as you enter the search string, a list of drivers that match the search string is dynamically updated

A message opens indicating that the driver was successfully assigned to the printer.

Figure 2-38: Successful driver assignment message



6. Click OK.

The message closes. The selected driver is assigned to the printer. The printer is displayed by name in the Manually Assigned Printers list.

7. Click Save Changes.
8. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To delete a printer driver

Managing printer drivers includes deleting printer drivers that are outdated, or are no longer applicable for any of your organization's printers. After the next connection for the affected printer, the updated version of the driver is uploaded and automatically assigned. When you delete a printer driver, any queues that were created with the driver are also deleted. Any jobs that were in progress before the queue was deleted are completed. Any jobs that were still in the queue at the time the driver was deleted cannot be completed.



Under normal operating conditions, you should not have to delete printer drivers; however, the option to delete a printer driver affords you the opportunity to manage problem drivers and ensure that the most recent version of these drivers are available for assignment.

1. If you have not already done so, on the Dashboard, click Drivers.

The Printer Drivers page opens.

2. Find the printer driver that is to be deleted.



For information about searching for an entity on an Admin Console page, see ["Search feature"](#) on page 17.

3. Click the View Details icon for the printer driver.

The Driver Details page opens.

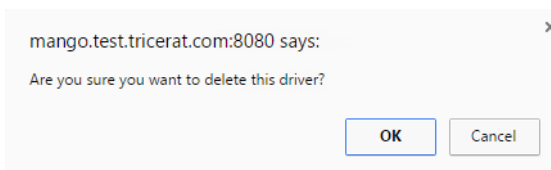
Figure 2-39: Driver Details page



4. Click Delete Driver.

A message opens, asking you if you are sure that you want to delete the selected driver.

Figure 2-40: Delete Driver message



5. Click OK.

The message closes and the printer driver is deleted. You return to the Printer Drivers page. The driver is no longer displayed on the page.

6. Click Save Changes.
7. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

Managing Users

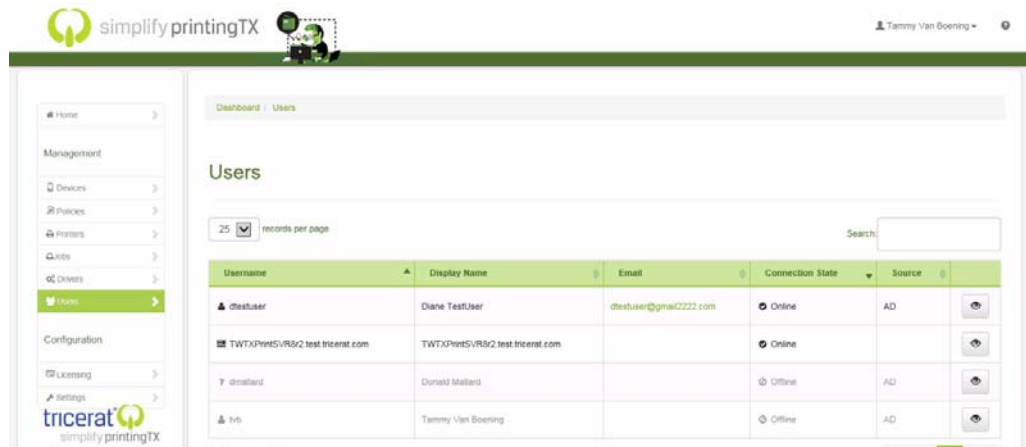
You can [view](#) a list of all the users who have ever logged in to your Simplify Printing TX network, and you can view the details for an individual user. You can also [delete](#) a user.

To view users

1. On the Dashboard, click Users.

The Users page opens. The Users page lists all the users who have ever logged in to your Simplify Printing TX network. The following limited information is displayed for each user: the username, the user's display name, the user's email address, the user's connection state (Online or Offline) and the user's source (AD or LDS). The Simplify Printing TX Print Server is always displayed on this page.

Figure 2-41: Simplify Printing TX Admin Console, Users page



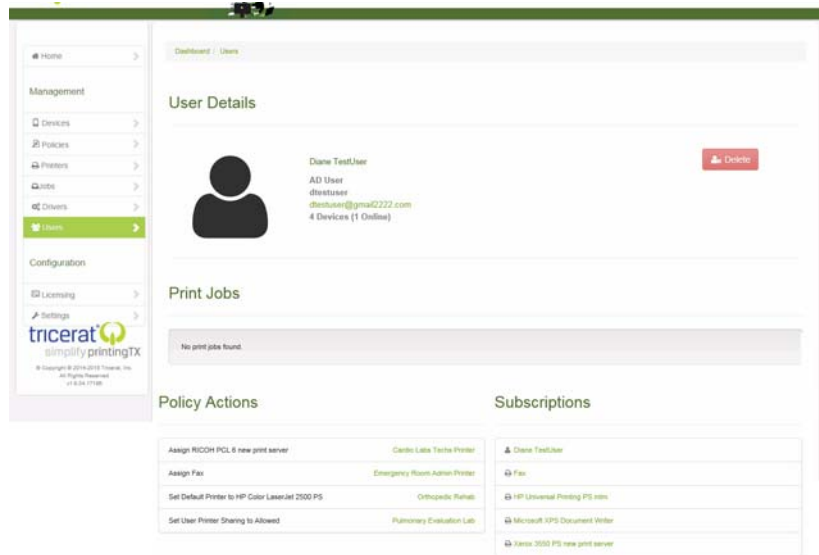
2. Optionally, do any or all of the following as needed:



For information about working with an Admin Console page, see ["Features of an Admin Console page" on page 16](#).

- Change the page view.
- Change the number of records that are displayed per page.
- Search for a specific user.
- Change the sort order of the Users list.
- View additional details for a specific user. These details, if available, include the following—the user's full name, the type of user (AD or LDS), the user's email, the number of devices that the user has logged into and the number of these devices that are currently online, any print jobs that are currently printing or queued for the user, a list of policies, sorted alphabetically by name, that affect the user, and list of all the devices to which the user is currently subscribed. See [Figure 2-42 on page 60](#).

Figure 2-42: User Details page



3. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

To delete a user

You cannot delete a user that is currently logged in to the Simplify Printing TX network from any device. You can delete only an offline user, and you can delete only one offline user at a time. When you delete a user, the entire user record (login information, assigned printers, subscriptions, and so on) is permanently removed from the user database; however, the named user license that has been assigned to the user is not removed. To delete the named user license for the user, after you delete the user, you must use the Remove option that is available on the Licensing page. See ["Managing Named Users Licenses" on page 62](#).

1. On the Dashboard, click Users.

The Users page opens. The Users page lists all the users who have ever logged in to your Simplify Printing TX network and their statuses (Online or Offline).

Figure 2-43: Simplify Printing TX Admin Console, Users page



2. Find the offline user that is to be deleted.

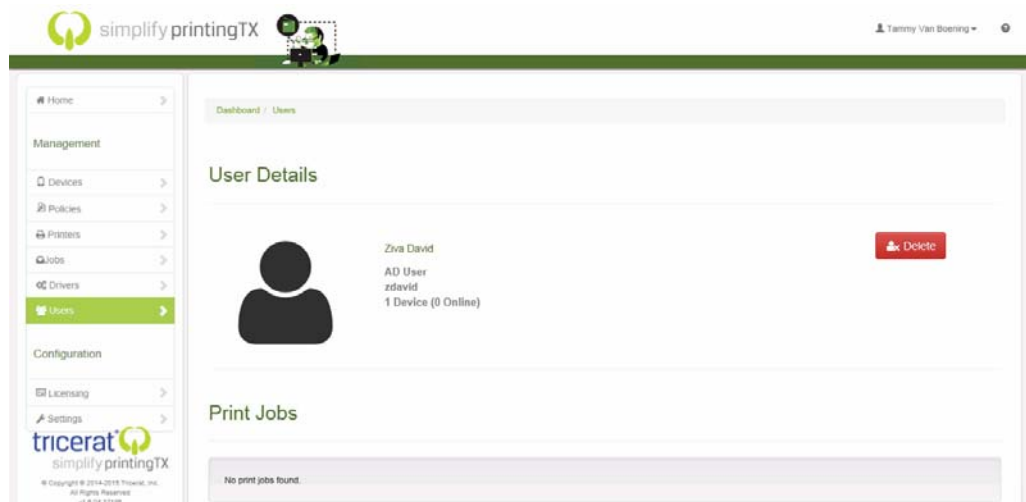


For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Click the View Details icon for the user.

The User Details page opens. The Delete option is enabled.

Figure 2-44: User Details page for an offline user



4. Click Delete.

A message opens, asking you if you are sure that you want to delete the selected user.

5. Click Yes.

The message closes. The user is deleted, and the User Details page closes. You return to the Users page. The user is no longer displayed on the page.

6. Repeat [Step 3](#) through [Step 5](#) for each offline user that is to be deleted.
7. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.



Remember, to delete the license for the named user, you must now use the Remove option on the Licensing page. See ["Managing Named Users Licenses" on page 62](#).

Managing Named Users Licenses

The list of users who can log in to and use the functionality of your Simplify Printing TX network is pulled from your organization's Active Directory. The first time that a user in your organization's Active Directory logs in to your Simplify Printing TX network, a named license is assigned to the user. This process of assigning a license to a user after the user's first login is repeated until the maximum number of named users as allowed by your Simplify Printing TX license is reached. After the maximum number of named users licenses have been assigned, no more users in your organization's Active Directory can log in to your Simplify Printing TX network. You must either buy more licenses, or you must remove current named users to make their licenses available for new users. You [manage](#) named user licenses for your Simplify Printing TX network on the Licenses page.



To permanently remove a user from your user database and make the named user license that has been assigned to the user immediately available for assignment to another user, you must delete the user. See ["To delete a user" on page 60](#).

To manage named user licenses

1. On the Dashboard, click Licensing.

The Licensing page opens. At the top of the page, the following information is displayed:

- In Use—The number of named user licenses are currently in use.
- Named—The number of named users who have been assigned a license.



A single named user can be logged into the Simplify Printing TX network from multiple devices, for example, from a tablet, an iPhone, or a Windows device. As a result, there is not a 1:1 correlation between the number of licenses in use (In Use) and the number of named users (Named).

- Count—The total number of named users that are allowed by your Simplify Printing TX license.
- Expires—The date that your organization's license for Simplify Printing TX expires.

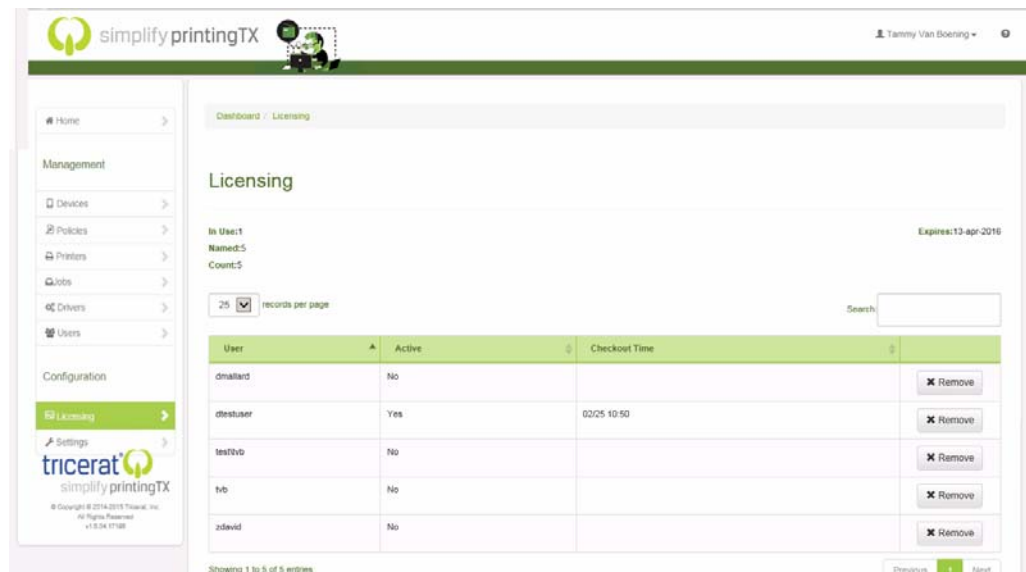
The work area for the page lists all your named users, whether they are currently logged in (Yes or No in the Active column), and the last time that they checked out a license (that is, logged in to Simplify Printing TX from any device).

See [Figure 2-45 on page 63](#).



Remember, before you start working with an Admin Console page, you always have the option of ensuring that the page layout best suits your working needs (such as sorting the display). See ["Features of an Admin Console page" on page 16](#).

Figure 2-45: Simplify Printing TX Admin console, Licensing page



2. Optionally, to remove a named user, click Remove for the user.
3. Click Confirm.

A message that the user was successfully removed is displayed at the top of the page.

4. Close the message.

The Licensing page remains opens, and if the user:

- Was not Active (logged in) at the time that you confirm the removal, then the license is immediately available for assignment to another user.



This means that a user whom you have deleted cannot log in to the Simplify Printing TX Admin Console.

- Was Active (logged in) at the time that you confirm the removal, then the user remains logged in for the current Simplify Printing TX session, and the license is not available for assignment to another user. Instead, after logging out of Simplify Printing TX, the user is not able to log in to Simplify Printing TX for 24 hours from the time of logging out. After 24 hours, the user can again log in to Simplify Printing TX using the same named user license.
5. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

Managing the Google Cloud Print Registration for a Print Server Printer

Google Cloud Print (GCP) is a technology that connects printers to the web. Using GCP, you can make your *print server printers* available to you and, if you share the printers, to anyone you choose from the applications that you use every day and eliminate the need for management of these printers through the Simplify Printing TX Print Server. All the Administrator users in your organization must know the login information for the common Google account that is to be used to [register](#) your organization's *first* print server printer with GCP. (Logging in to your Google account is not required for any print server printers that are subsequently registered.) Also, ideally, for the most efficient registration process, you should have pop-up blockers turned off; however, you can still complete the registration process with pop-up blockers turned on, but note that additional steps to register the print server printers are required as a result. You can also [delete](#) the GCP registration for a registered print server printer at any time.



Refer to Google support for information about setting up a Google account.

To register a print server printer with Google Cloud Print

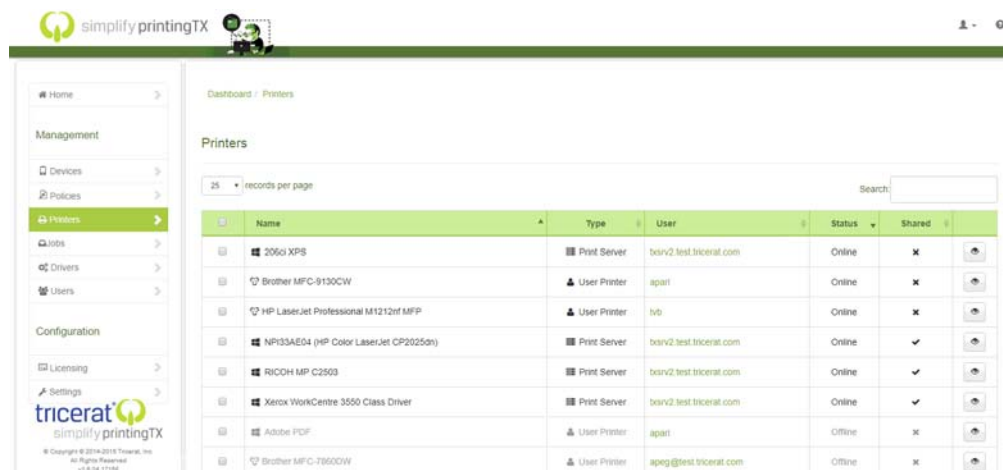


The following procedure is written based on the assumption that your pop-up blockers have been turned off. You can still complete the registration process with pop-up blockers turned on, but note that additional steps to register the print server printers are required as a result.

1. On the Dashboard, click Printers.


The Printers page opens.

Figure 2-46: Simplify Printing TX Admin Console, Printers page



2. Find the print server printer that is to be registered.

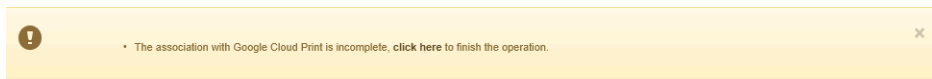


Remember, a print server printer has a print server printer icon () displayed in the Printer Type column. For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Select the print server printer, and then under Actions, click Register with Google Cloud Print.

A message opens indicating that the association with Google Cloud Print is incomplete and prompting you to click at an indicated location to complete the process.

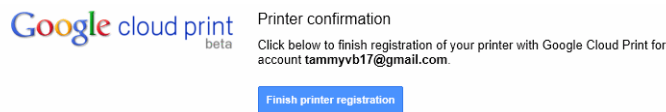
Figure 2-47: Incomplete association message for GCP



4. Click where indicated in the message.
Your Google Account login page opens.
5. Log into the Google account.

A Google Printer Confirmation message opens, with an option to finish the printer registration.

Figure 2-48: Finish printer registration message for GCP



6. Click Finish Printer Registration.

A message opens indicating that the printer registration has been successfully completed with GCP.

Figure 2-49: Finish printer registration message for GCP



7. Return to the Printers page.

A message is displayed at the top of the page indicating that the printer was successfully registered to your Google account.

Figure 2-50: Successful printer registration message for GCP



- Click "x" to close the successful registration message.

A Registered with Google Cloud Print icon is displayed next to the registered printer. You can now register multiple print server printers with Google Cloud Print and if needed, share out these registered printers. See ["To carry out bulk actions for local or print server printers"](#) on page 46.

Figure 2-51: Print Server printer registered with Google Cloud Print

Name	Type	User	Status	Shared
Xerox 3550 PS new print server	Print Server	TWTXPriest@Rb2.test.tricerat.com	Online	✓
RICOH PCL 5 new print server	Print Server	TWTXPriest@Rb2.test.tricerat.com	Online	✗
RICOH PS new print server	Print Server	TWTXPriest@Rb2.test.tricerat.com	Online	✓
RICOH PCL 6 new print server	Print Server	TWTXPriest@Rb2.test.tricerat.com	Online	✓
Microsoft XPS Document Writer	User Printer	dlc@user	Online	✗
HP Universal Printing P5 min	User Printer	dlc@user	Online	✗
HP Color LaserJet 2500 PS	Print Server	TWTXPriest@Rb2.test.tricerat.com	Online	✗

To delete the Google Cloud Print registration for a print server printer

You can delete the Google Cloud Print registration for one or more print server printers at any time from the Printers page. When you delete the GCP registration for a printer from the Printers page, the Google account association for the printers remains in the Simplify Printing TX database. As a result, you can always register these printers again with GCP without having to log into your Google account. Any jobs that are in the GCP queue are completed before the GCP registration is deleted for a printer.



You can also sever the GCP registrations for all registered printers in a single step. See ["Severing the Google Cloud Print Registration for Print Server Printers"](#) on page 68.

- On the Dashboard, click Printers.


The Printers page opens.

Figure 2-52: Simplify Printing TX Admin Console, Printers page

Name	Type	User	Status	Shared
2050 XPS	Print Server	tsur2.test.tricerat.com	Online	✗
Brother MFC-9130CW	User Printer	apar	Online	✗
HP LaserJet Professional M1212nf MFP	User Printer	lvb	Online	✗
NP03AE04 (HP Color LaserJet CP2025dn)	Print Server	tsur2.test.tricerat.com	Online	✓
RICOH MP C2503	Print Server	tsur2.test.tricerat.com	Online	✓
Xerox WorkCentre 3550 Class Driver	Print Server	tsur2.test.tricerat.com	Online	✓
Adobe PDF	User Printer	apar	Offline	✗
Brother MFC-7960CW	User Printer	apeq@test.tricerat.com	Offline	✗

2. Find the print server printer for which the registration is to be deleted.



Remember, a print server printer has a print server printer icon () displayed in the Printer Type column. For information about searching for an entity on an Admin Console page, see ["Search feature" on page 17](#).

3. Select the print server printer, and then under Actions, click Delete from Google Cloud Print.

A message opens, indicating that the printer(s) were successfully deleted from Google Cloud Print.

Figure 2-53: Google Cloud Print deletion successful message



4. Click "x" to close the message.

The Registered with Google Cloud Print icon is no longer displayed for the selected printers.

5. Click any option on the Dashboard as needed to return to the Simplify Printing TX Admin Console, or if applicable, log out of the Simplify Printing TX Admin Console.

Severing the Google Cloud Print Registration for Print Server Printers

When you [sever](#) the Google Cloud Print (GCP) registration for registered print server printers, the registration is severed for *all* registered printers in a single step. Severing the GCP account is a two step process. First, you delete the registration for all printers. Second, you then clear the association between the printers in Simplify Printing TX and GCP from the Settings page. These two steps together ensure that GCP does not have any printers shared from Simplify Printing TX and Simplify Printing TX no longer has any GCP authorization information retained in its database. As a result, before you can register these printers again with GCP, you must log into your Google account. Any jobs that are in the GCP queue are completed before the GCP registrations are deleted for a printer.



You can also simply delete the GCP registrations for one or more registered printers in a single step. See ["Managing the Google Cloud Print Registration for a Print Server Printer" on page 64](#).



To set up a different Google account for registering your print server printers, then you must sever, and not simply delete, the current GCP registration for your printers.

To sever the Google Cloud Print registrations for print server printers

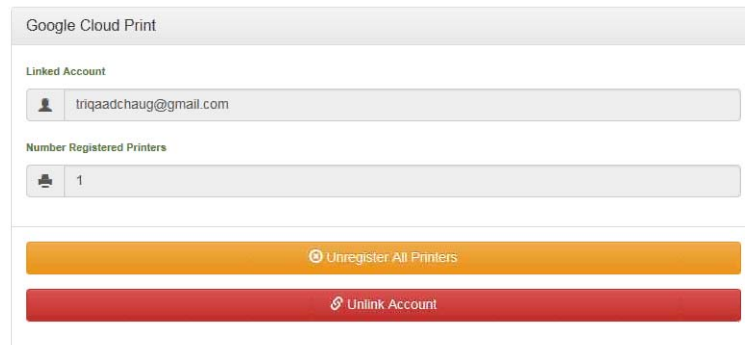
1. On the Dashboard, click Settings.

The Settings page opens. The email address for the Google account that is linked to the registered printers and the number of GCP registered printers are displayed in the Google Cloud Print section on the page.



You might have to scroll the Settings page to view this information.

Figure 2-54: Simplify Printing TX Admin Console, Settings page showing GCP options



2. Click Unregister All Printers.

A message opens indicating that the printers were successfully unregistered from Google Cloud Print.

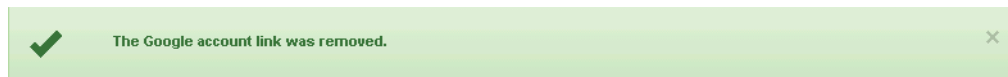
Figure 2-55: Successful unregister message



3. Click "x" to close the message.
4. Click Unlink Account.

A message opens indicating that the Google account link was removed.

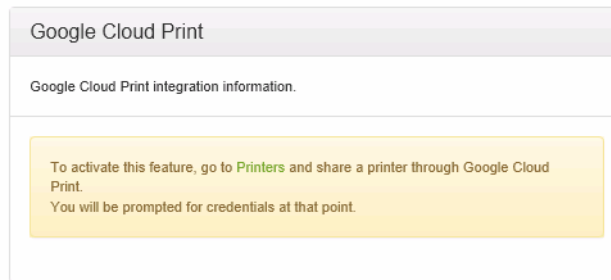
Figure 2-56: Google account link removed message



5. Click "x" to close the message.

The Settings page is refreshed. The GCP Google Administrator email address and Clear GCP option are no longer displayed on the page. Instead, a message is displayed that indicates that the GCP feature is no longer active. A link to the Printers page for activating the feature again is also displayed.

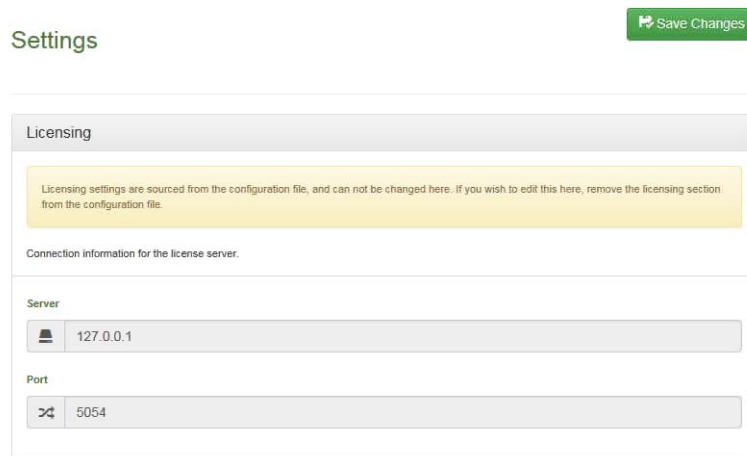
Figure 2-57: Simplify Printing TX Admin Console, Settings page, GCP disabled



Viewing Connection Settings

The connection information for the Simplify Printing TX License Server is displayed in the Licensing section on the Settings page. If you have installed Simplify Printing TX Auth for your Simplify Printing TX installation, then the connection information for the Lightweight Directory Services (LDS) is displayed in the Integrated Authentication section on the Settings page. The User Binding Information (LDS administrator name and password) is also displayed in this section.

Figure 2-58: Simplify Printing TX license server connection information section on the Settings page



Settings Save Changes

Licensing

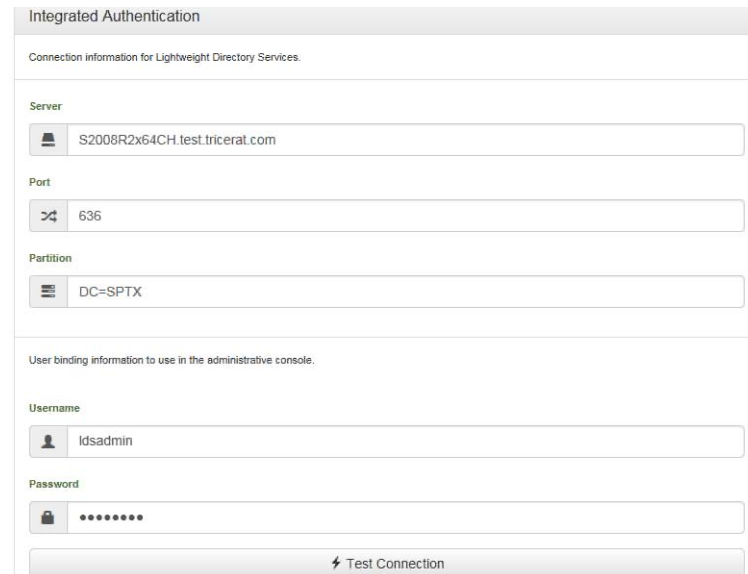
Licensing settings are sourced from the configuration file, and can not be changed here. If you wish to edit this here, remove the licensing section from the configuration file.

Connection information for the license server.

Server
127.0.0.1

Port
5054

Figure 2-59: LDS connection information section on the Settings page



Integrated Authentication

Connection information for Lightweight Directory Services.

Server
S2008R2x64CH.test.tricerat.com

Port
636

Partition
DC=SPTX

User binding information to use in the administrative console.

Username
ldsadmin

Password
.....

Test Connection



You might have to scroll the Settings page to view this information.

- Connection information for the license server is sourced from the Configuration file. If you need to edit the connection information, you can do so on the Settings page only if you first remove the licensing section from the Configuration file. For questions or assistance, contact [Tricerat support](#).
- Although you can edit the connection information and/or the user binding information for LDS on the Settings page, there are ramifications for doing so. Tricerat strongly recommends that you edit this information only with assistance from [Tricerat support](#).

Configuring the Logging Level for the Simplify Printing TX Admin Console

Logging settings for the Simplify Printing TX Admin console are sourced from the client registry. If you **modify** any of these settings, other installed Simplify Printing TX services and components that share the Simplify Printing TX Server are also affected.

To configure the logging level for the Simplify Printing TX Admin console

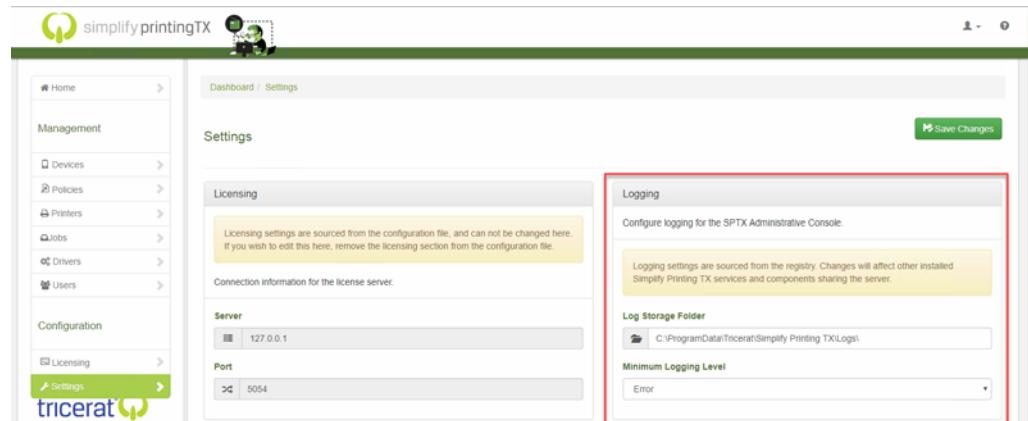
1. On the Dashboard, click Settings.

The Settings page opens. The current logging settings (Log Storage Folder and Minimum Logging Level) are displayed with their default values in the Logging section on the page.



You might have to scroll the Settings page to view this information.

Figure 2-60: Simplify Printing TX Admin Console, Settings page Logging section



2. Select a value for the minimum logging level.

The default value is Error, but you can switch the level to Debug to obtain the maximum amount of information for your log files. (Debug > Information > Warning > Error > Critical.)



You should set the logging level to Debug only at the direction of Tricerat as it can quickly result in a large number of log files and/or very large log files.



The default value for the Log File Storage folder is C:\ProgramData\Tricerat\Simplify Printing TX\Logs and Tricerat strongly recommends that you do not change this location.

3. Click Save Changes.

Appendix A

Setting up ADSI Edit For Use With Simplify Printing TX Auth

Active Directory Service Interfaces Editor (ADSI Edit) is a Lightweight Directory Access Protocol (LDAP) editor that you can use to manage objects and attributes in Active Directory. ADSI Edit (adsiedit.msc) provides a view of every object and attribute in an Active Directory forest. You can use ADSI Edit to query, view, and edit attributes that are not exposed through other Active Directory Microsoft Management Console (MMC) snap-ins: Active Directory Users and Computers, Active Directory Sites and Services, Active Directory Domains and Trusts, and Active Directory Schema. You can access ADSI Edit from Control Panel > Administrative tools.



For more information about ADSI Edit, see <https://technet.microsoft.com/en-us/library/ebca3324-5427-471a-bc19-9aa1decd3d40>.

This appendix covers the following topics:

- "Setting up ADSI Edit for Use with Simplify Printing TX Auth: For User Who Installed Simplify Printing TX Auth" on page 74.
- "Setting up ADSI Edit for Use with Simplify Printing TX Auth: For User Who Did Not Install Simplify Printing TX Auth" on page 78.
- "Adding a User to the SPTX Partition" on page 82.



The following instructions assume that the Simplify Printing TX Auth has been successfully installed for your Simplify Printing TX instance. If you cannot get ADSI Edit to work as described here, then review the `InitLDS` log file located in `C:\ProgramData\Tricerat\Simplify Printing TX\Logs` and contact support@Tricerat for assistance.

Setting up ADSI Edit for Use with Simplify Printing TX Auth: For User Who Installed Simplify Printing TX Auth

LDS supports the simultaneous use of both Windows users and LDS users—local or domain Windows users who are defined outside an LDS instance can be specified as security principals within the instance. During installation of the LDS instance, the user who is carrying out the installation is made a member of the Administrators group (CN=Administrators,CN=Roles,CN=Configuration,CN=<GUID>), which is located in the instance's Configuration partition. The Administrators group that is defined in the Configuration partition is made a member of the Administrators group in the SPTX application partition. This gives the user who runs the Simplify Printing TX Auth installer administrative access to the entire LDS instance. Because of this, the user who is installing Simplify Printing TX Auth can opt for an ADSI Edit setup that does not require the specification of credentials.

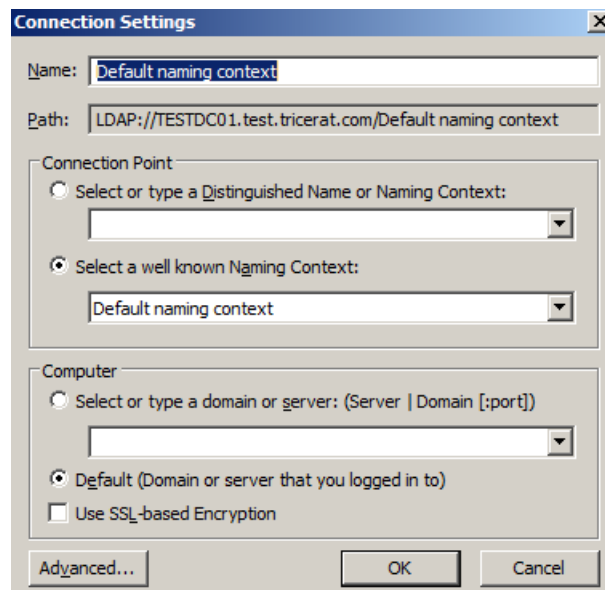
When ADSI Edit is launched for the first time, no connection to a directory service exists. You must take action to set up a connection, but after you set the connection, it persists. You can [set up](#) a connection without encryption, or you can [set up](#) a connection with encryption.

To set up ADSI Edit for the user who installed Simplify Printing TX Auth without encryption

1. On the ADSI Edit main menu, click Action > Connect to.

The Connection Settings dialog box opens.

Figure A-1: Connection Settings dialog box



2. Specify the following connection values:

Connection Setting	Value
Name	SPTX
Connection Point	Make sure that Select or type a Distinguished Name or Naming Context is selected, and then enter DC=SPTX.
Computer	<ul style="list-style-type: none"> Make sure that Select or type a domain or server is selected, and then enter the fully qualified domain name (FQDN) of the server on which the AD LDS instance is running. Do <i>not</i> select Use SSL-based encryption. <p>Note: Enter Localhost if ADSI Edit is running on the same server as the AD LDS instance.</p>

3. Click OK.

The Connection Settings dialog box closes. The connection is displayed in the left pane of the ADSI Edit dialog box.

Figure A-3 below and Figure A-3 on page 76 are examples of setting up a connection without encryption. In this example, **vm901.test.tricerat.com** is the FQDN of the server on which the AD LDS instance is running and the SSL port (636) is *not* being used.

Figure A-2: Connection settings for the user who installed Simplify Printing TX Auth without encryption

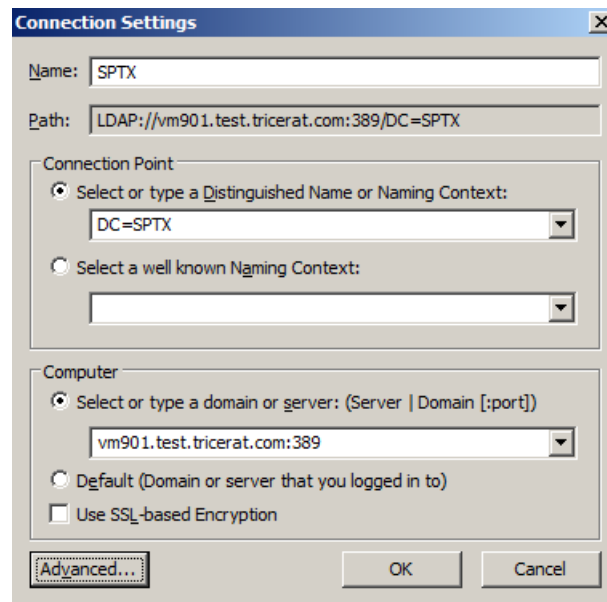
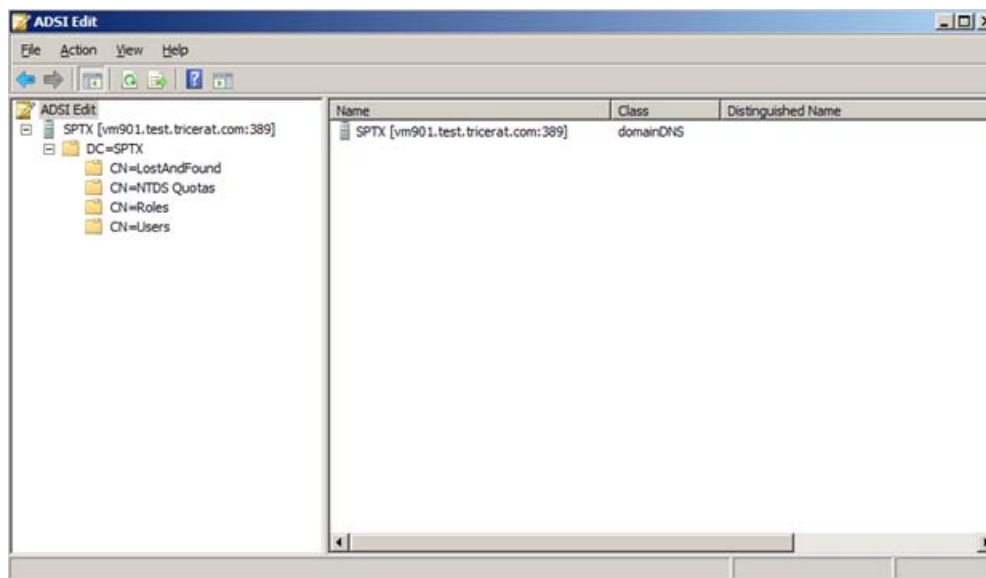


Figure A-3: Setting up ADSI Edit for the user who installed Simplify Printing TX Auth without encryption

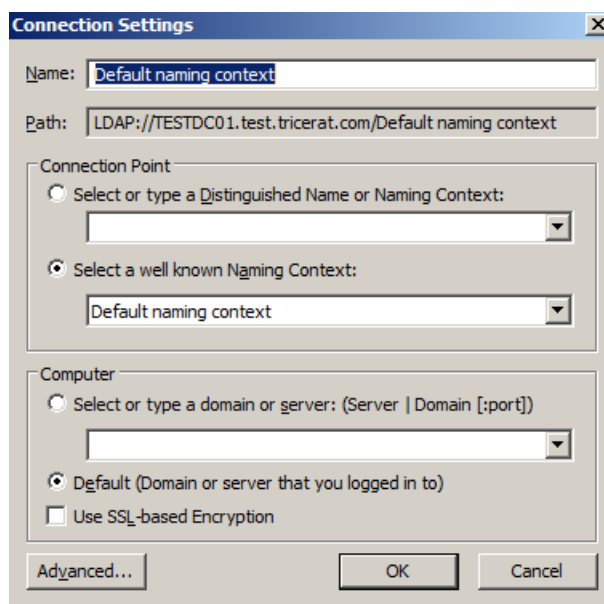


To set up ADSI Edit for the user who installed Simplify Printing TX Auth with encryption

1. On the ADSI Edit main menu, click Action > Connect to.

The Connection Settings dialog box opens.

Figure A-4: Connection Settings dialog box



2. Specify the following connection values:

Connection Setting	Value
Name	SPTX
Connection Point	Make sure that Select or type a Distinguished Name or Naming Context is selected, and then enter DC=SPTX.
Computer	<ul style="list-style-type: none">Make sure that Select or type a domain or server is selected, and then enter the fully qualified domain name (FQDN) of the server on which the AD LDS instance is running. Make sure to specify port 636, for example: vm901.test.tricerat.com:636. <p>Note: Enter Localhost if ADSI Edit is running on the same server as the AD LDS instance.</p> <ul style="list-style-type: none">Select Use SSL-based Encryption.

3. Click OK.

The Connection Settings dialog box closes. The connection is displayed in the left pane of the ADSI Edit dialog box.

Setting up ADSI Edit for Use with Simplify Printing TX Auth: For User Who Did Not Install Simplify Printing TX Auth

If you are not the user who installed Simplify Printing TX Auth, then your Windows account is not a member of the Administrators group in the Configuration partition, which gives you implicit administrator access to the instance. In this case, you must use credentials that are defined within the instance itself to set up ADSI Edit. You can [set up](#) a connection to ADSI Edit without encryption or you can [set up](#) a connection with encryption.



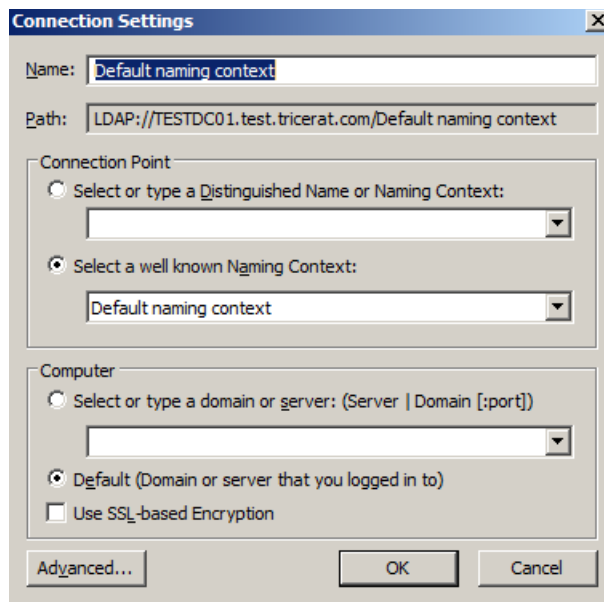
A single Administrator user is created when Simplify Printing TX Auth is installed. You can add more users at any time. See ["Adding a User to the SPTX Partition" on page 82](#).

To set up ADSI Edit for the user who did not install Simplify Printing TX Auth without encryption

1. On the ADSI Edit main menu, click Action > Connect to.

The Connection Settings dialog box opens.

Figure A-5: Connection Settings dialog box



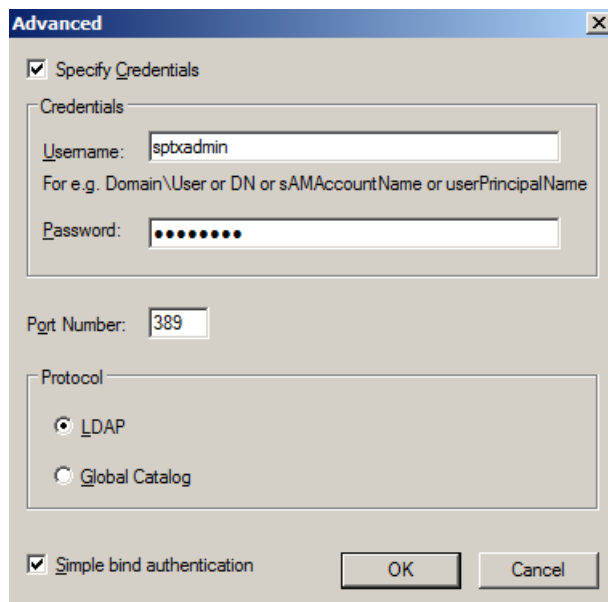
2. Specify the following connection values:

Connection Setting	Value
Name	SPTX
Connection Point	Make sure that Select or type a Distinguished Name or Naming Context is selected, and then enter DC=SPTX.
Computer	Make sure that Select or type a domain or server is selected, and then enter the fully qualified domain name (FQDN) of the server on which the AD LDS instance is running. Do not select Use SSL-based encryption. Note: Enter Localhost if ADSI Edit is running on the same server as the AD LDS instance.

3. Click Advanced.

The Advanced dialog box opens.

Figure A-6: Advanced dialog box



4. Specify the following advanced connection values:

Connection Setting	Value
Specify Credentials	Select this option.
Credentials	<ul style="list-style-type: none"> Enter a user name, for example, sptxadmin. Enter the administrator password. Note: Make sure that the password adheres to your organization's password rules.
Port Number	Enter any port number <i>other than</i> 636.

Connection Setting	Value
Protocol	Select LDAP.

- Click OK.

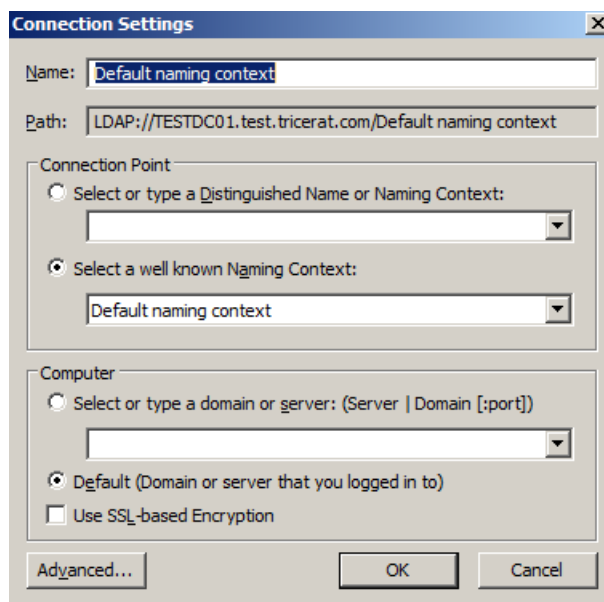
The Connection Settings dialog box closes. The connection is displayed in the left pane of the ADSI Edit dialog box.

To set up ADSI Edit for the user who did not install Simplify Printing TX Auth with encryption

- On the ADSI Edit main menu, click Action > Connect to.

The Connection Settings dialog box opens.

Figure A-7: Connection Settings dialog box



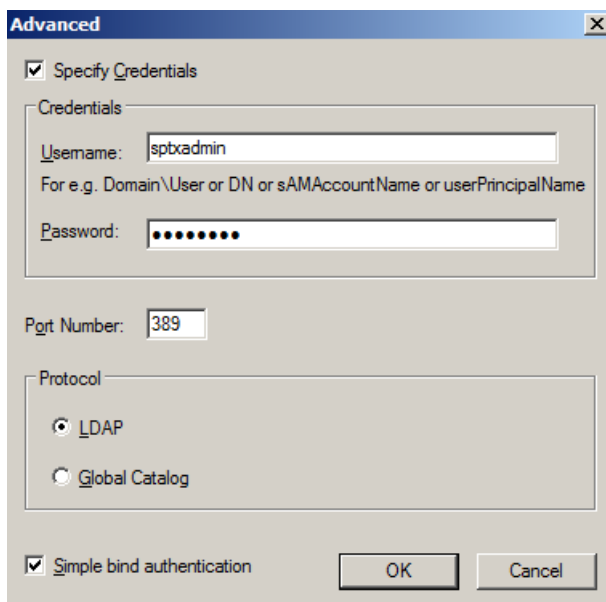
- Specify the following connection values:

Connection Setting	Value
Name	SPTX
Connection Point	Make sure that Select or type a Distinguished Name or Naming Context is selected, and then enter DC=SPTX.
Computer	<ul style="list-style-type: none"> Make sure that Select or type a domain or server is selected, and then enter the fully qualified domain name (FQDN) of the server on which the AD LDS instance is running. Select Use SSL-based encryption. <p>Note: Enter Localhost if ADSI Edit is running on the same server as the AD LDS instance.</p>

3. Click Advanced.

The Advanced dialog box opens.

Figure A-8: Advanced dialog box



4. Specify the following advanced connection values:

Connection Setting	Value
Specify Credentials	Select this option.
Credentials	<ul style="list-style-type: none"> • Enter a user name, for example, sptxadmin. • Enter the administrator password. <p>Note: Make sure that the password adheres to your organization's password rules.</p>
Port Number	Enter 636.
Protocol	Select LDAP.

5. Click OK.

The Connection Settings dialog box closes. The connection is displayed in the left pane of the ADSI Edit dialog box.

Adding a User to the SPTX Partition

After you set up a connection to the SPTX partition in ADSI Edit, you can view and modify its contents. Activities include creating new containers, creating new users and groups, and modifying group memberships. When you add a new user to the SPTX partition, the user must be a member of the Administrators group for the partition to authenticate successfully using credentials.



A user must be member of either the Readers group or the Administrators group to successfully authenticate using credentials

To add a user to the SPTX partition, you must do the following:

- [Create](#) the user.
- [Set](#) the password for the user.
- [Enable](#) the user account.
- [Add](#) the user to the Administrators group for the partition.

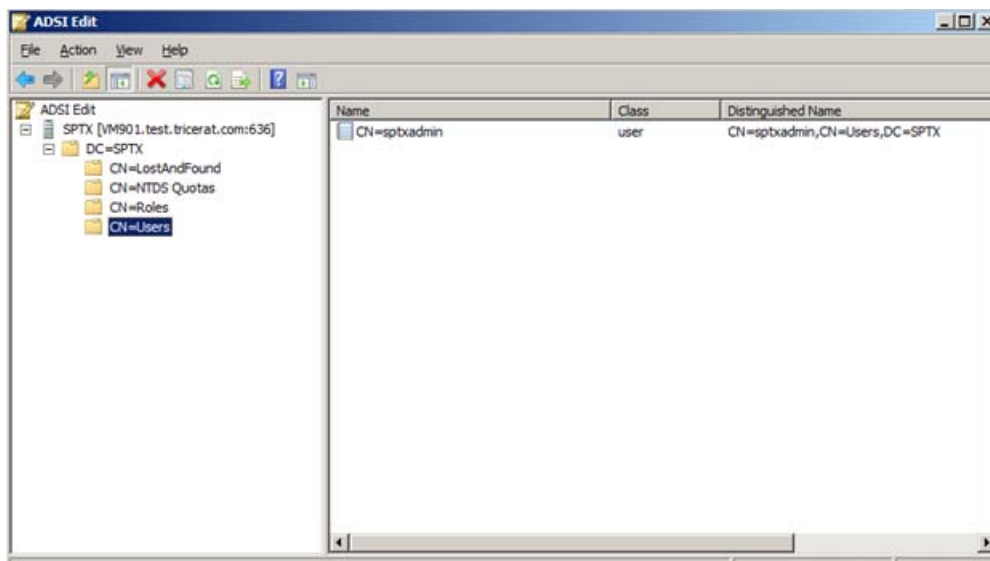
To create the user



The Users container is created during the Simplify Printing TX Auth installation process. Although not required, Tricerat strongly recommends that any new user be created within this container.

1. In the ADSI Edit dialog box, select the Users container.

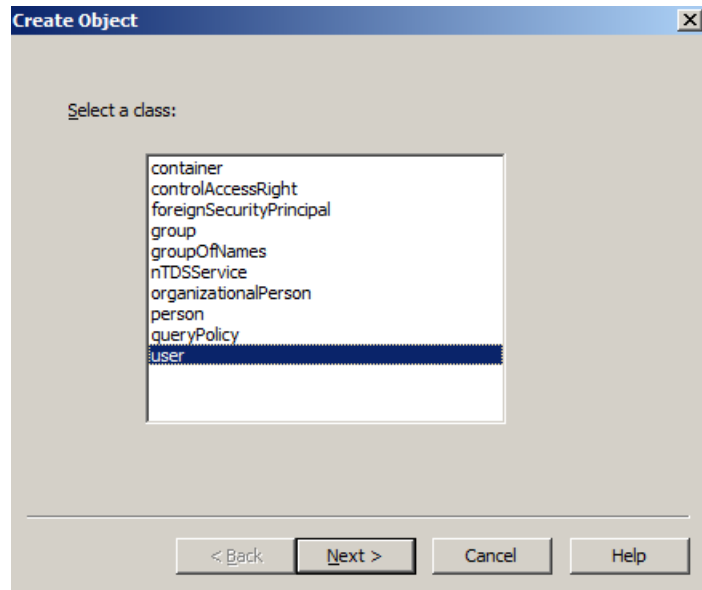
Figure A-9: ADSI Edit dialog box, Users container selected



2. On the ADSI Edit dialog box main menu, click Action > Object.

The Create Object wizard opens.

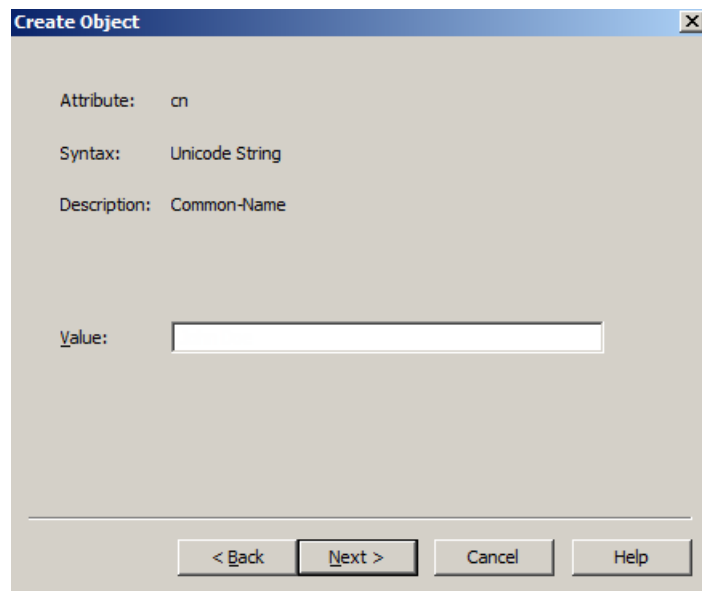
Figure A-10: Create Object wizard, Select a class page



3. Select user for the class, and then click Next.

The Create Object wizard, Value page opens.

Figure A-11: Create Object wizard, Value page



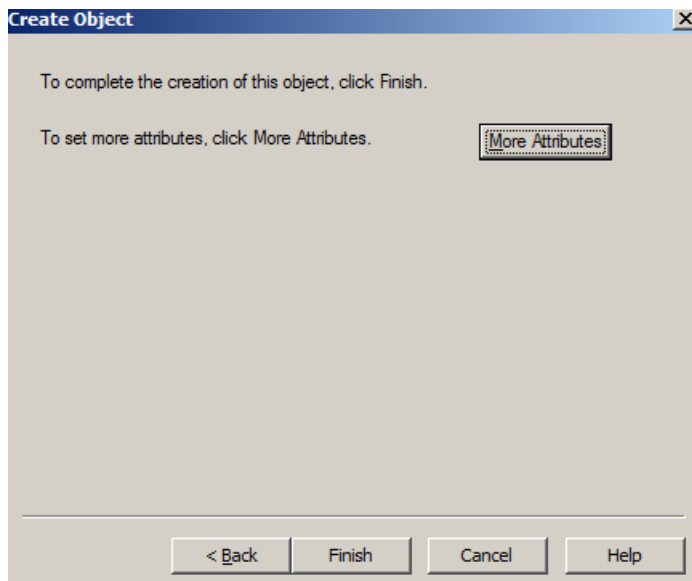
4. Enter the *full* name for the user, and then click Next.



The Common-Name (cn) attribute for a user is the full name. For example, if you are creating an account for John Doe, then you would enter John Doe.

The Create Object wizard, More Attributes page opens.

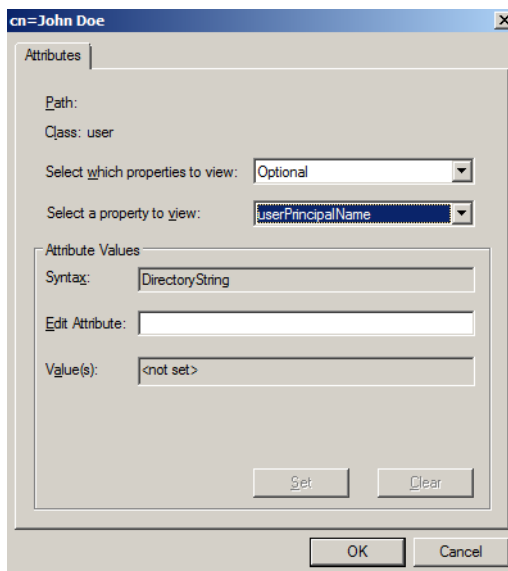
Figure A-12: Create Object wizard, More Attributes page



5. Click More Attributes.

The Attributes dialog box opens.

Figure A-13: Attributes dialog box



- Specify the following attribute values:

Attribute	Value
Select which properties to view	Optional
Select a property to view	UserPrincipalName

- In the Edit Attribute field, enter the login name for the user that you specified in [Step 4](#). (For example, if the user name is John Doe, then you might enter jdoe.)
- Click OK, and then click Finish.

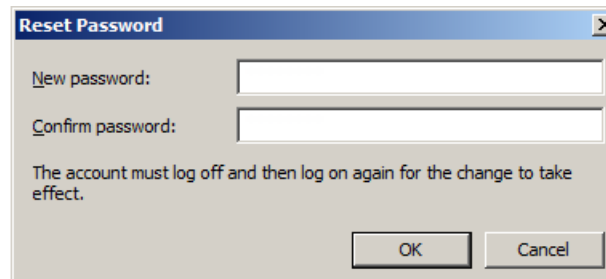
The Attributes dialog box and the Create Object wizard close. The ADSI Edit dialog box remains open. The user that you just created is displayed in the right pane of the dialog box.
- Continue to ["To set the password for the new user"](#) below.

To set the password for the new user

- Right-click the name of the user that you just created, and on the context menu that opens, click Reset Password.

The Reset Password dialog box opens.

Figure A-14: Reset Password dialog box



- In the New Password field, enter the password for the user, and then in the Confirm password field, enter it again exactly as you did in the New Password field.
- Click OK.

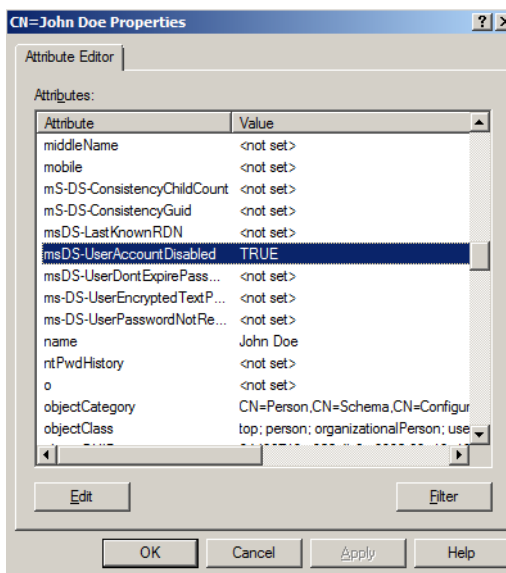
The Reset Password dialog box closes. The ADSI Edit dialog box remains open.
- Continue to ["To enable the user account" on page 86](#).

To enable the user account

1. In the ADSI Edit dialog box, double-click the entry that is displayed for the new user in the right pane.

The Attribute Editor dialog box opens.

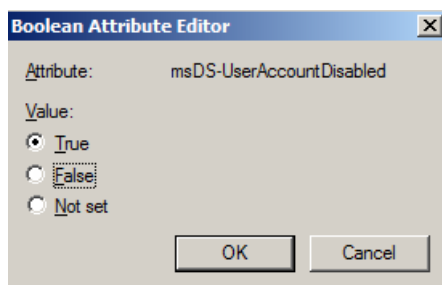
Figure A-15: Attribute Editor dialog box



2. Scroll to the msDS-UserAccountDisabled attribute, which has a current value of TRUE.
3. Double-click the msDS-UserAccountDisabled attribute.

The Boolean Attribute Editor dialog box opens.

Figure A-16: Boolean Attribute Editor dialog box



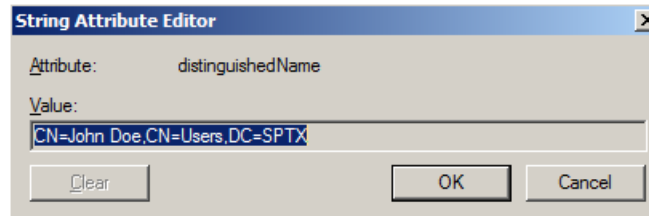
4. Select False, and then click OK.

The Boolean Attribute Editor dialog box closes. The Attribute Editor dialog box remains open.

5. Scroll to and double-click the distinguishedName attribute.

The String Attribute Editor dialog box is open. The selected attribute is highlighted in the dialog box.

Figure A-17: String Attribute Editor dialog box



6. Use CTRL-C to copy the selected string to your clipboard.

7. Click OK.

The String Attribute Editor dialog box closes. The ADSI Edit dialog box remains open. The user account is enabled.

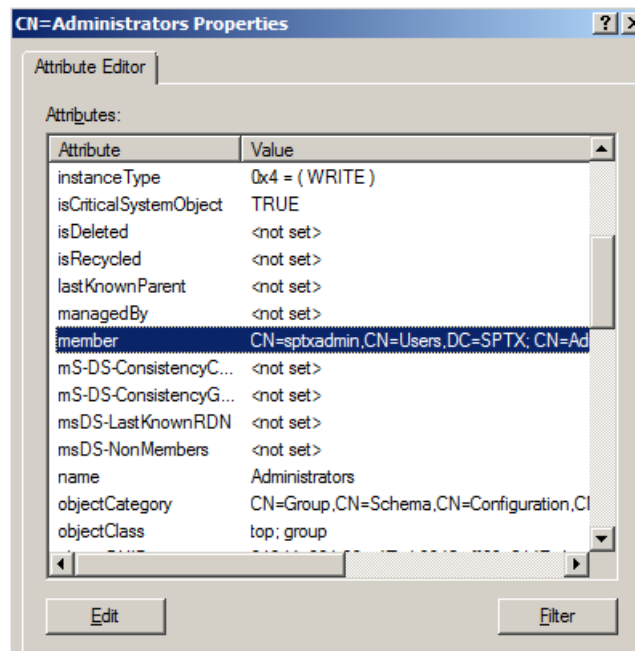
8. Continue to ["To add the user to the partition"](#) below.

To add the user to the partition

1. In the left pane of the ADSI Edit dialog box, select CN=Roles.
2. In the right pane of the ADSI Edit dialog box, double-click CN=Administrators.

The Attribute Editor dialog box opens.

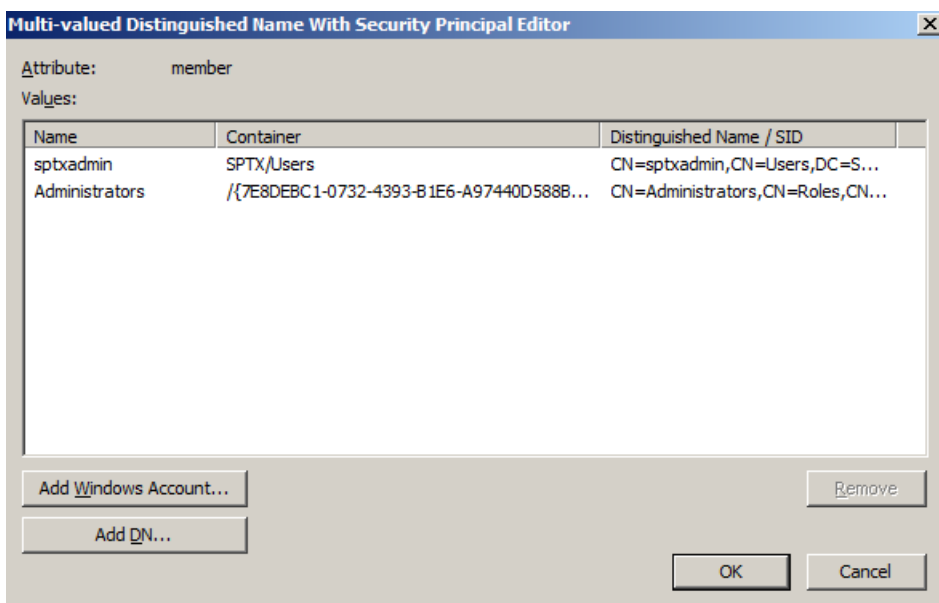
Figure A-18: Attribute Editor dialog box



3. Scroll to and double-click the member attribute.

An Editor dialog box opens. Entries are displayed for the Administrator user who was specified during the Simplify Printing TX Auth installation and the Administrators group from the Configuration partition.

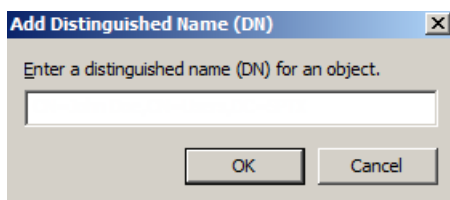
Figure A-19: Editor dialog box



4. Click Add DN.

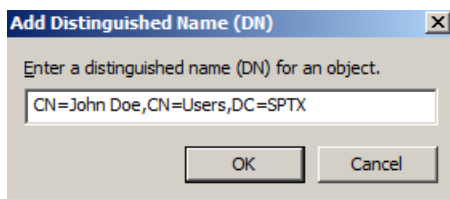
The Add Distinguished Name (DN) dialog box opens.

Figure A-20: Add Distinguished Name dialog box



5. Click in the blank field, and then use CTRL-V to paste the distinguishedName attribute value for the user. In this example, you would be pasting the distinguishedName attribute for John Doe as shown in Figure A-21 below.

Figure A-21: Add Distinguished Name dialog box with copied attribute

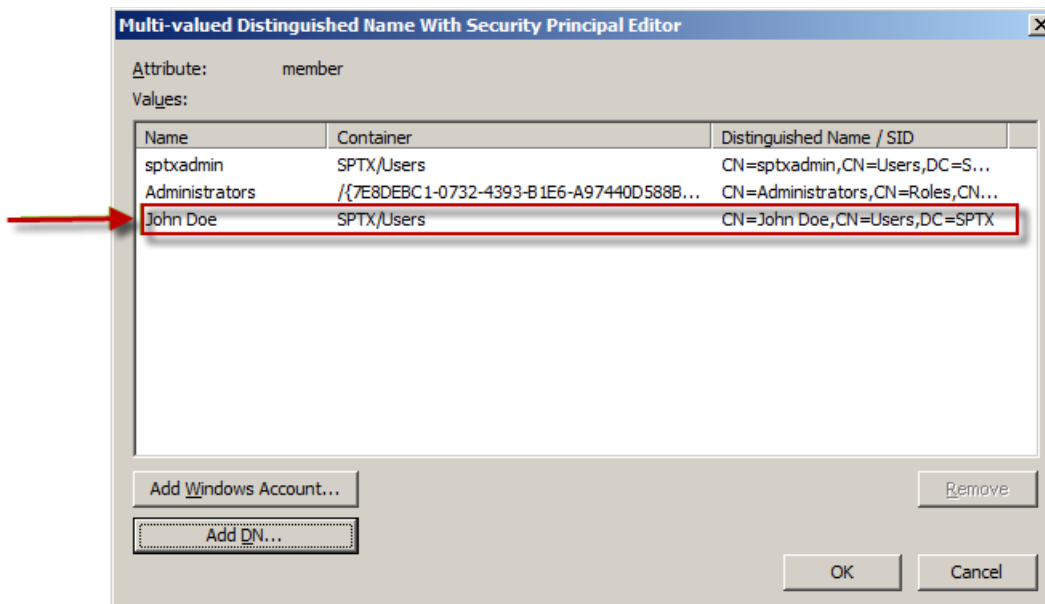


6. Click OK.

The Add Distinguished Name (DN) dialog box closes. The Editor dialog box remains open.

7. Verify that the user (John Doe in this example) was added to the Administrators group for the partition.

Figure A-22: Editor dialog box with added user



8. Click OK.

The Editor dialog box closes. The ADSI Edit dialog box remains open.

9. Click OK.

The ADSI Edit dialog box closes. The SPTX Administrator user has been successfully created.