



Simplify User Assigned Printers Tool

Windows Client

Quick Start Guide

Version 6.8

Release Info

This version of the *Simplify User Assigned Printers Tool Quick Start Guide* is applicable for all software versions of Simplify User Assigned Printers Tool 6.8 and greater, and is current until replaced.

Copyright

© 2018. Tricerat, Inc. All rights reserved. The information contained herein is proprietary and confidential and is the exclusive property of Tricerat, Inc. It may not be copied, disclosed, used, distributed, modified, or reproduced, in whole or in part, without the express written permission of Tricerat, Inc.

Limit of Liability

Tricerat, Inc. has used their best effort in preparing this guide. Tricerat makes no representations or warranties with respect to the accuracy or completeness of the contents of this guide and specifically disclaims any implied warranties of merchantability or fitness for a particular purpose. Information in this document is subject to change without notice and does not represent a commitment on the part of Tricerat or any of its affiliates. The accuracy and completeness of the information contained herein and the opinions stated herein are not guaranteed or warranted to produce any particular results, and the advice and strategies contained herein may not be suitable for every user.

The software described herein is furnished under a license agreement or a non-disclosure agreement. The software may be copied or used only in accordance with the terms of the agreement. It is against the law to copy the software on any medium except as specifically allowed in the license or the non-disclosure agreement.

Trademarks

The name “*Tricerat*,” the Tricerat logo, *Simplify Suite*, *Simplify Driver Management*, *Simplify Printing*, and *Simplify User Assigned Printers Tool* are the exclusive property of Tricerat, Inc. Product or company names, logos, brands and other trademarks or service marks, both registered and unregistered, referred to within this guide are the property of their respective holders. These holders are not affiliated with Tricerat, Inc., or Tricerat’s products. Reference to these marks or the use of these marks does not indicate any type of relationship, endorsement, approval, sponsorship between Tricerat, Inc. and the holders of said trademarks.

Customer Support

Customer support is available to organizations that purchase Simplify User Assigned Printers Tool and that have an annual support agreement. Contact Tricerat at:

Tricerat, Inc.
11500 Cronridge Drive
Suite 100
Owing Mills, MD 21117
800-582-5167
410-715-3926
support@tricerat.com
www.tricerat.com

Table of Contents

Preface	4
Chapter 1: Using the Simplify User Assigned Printers Tool...	6
Opening the Simplify User Assigned Printers Tool	7
Managing the Printers List	9
To set the printer as your default printer	10
To remove the printer from your current session	10
To view information about the printer	11
To add a printer for your current Simplify Driver Management or Simplify Printing session	12
Managing UAP Settings	14
To specify the columns (information) that are shown in the Current and Available Printers lists	14
To hide maps in the Maps list	15
To refresh print queues	15
Working with a Printer Map in the UAP	17
To filter the Maps list	17
To view a printer location map	18
To add or remove a printer for a session	19
To add a user printer for your current session	19
To remove a user printer from your current session	20

Preface

Welcome to the *Simplify User Assigned Printers Tool Quick Start Guide*. The purpose of the *Simplify User Assigned Printers Tool Quick Start Guide* is to answer your questions and guide you through the procedures to use the Simplify User Assigned Printers Tool to manage your printers efficiently and effectively.

Using the manual

You will find the *Simplify User Assigned Printers Tool Quick Start 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 User Assigned Printers Tool Quick Start 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 User Assigned Printers Tool Quick Start 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 User Assigned Printers Tool Quick Start Guide* assumes that:

- You are familiar with Windows-based applications and basic Windows 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 Simplify Driver Management and Simplify Printing and might have already changed.

Organization of the manual

In addition to this Preface, the *Simplify User Assigned Printers Tool Quick Start Guide* contains the a single chapter:

- [Chapter 1, “Using the Simplify User Assigned Printers Tool,” on page 6](#) details the use of the Simplify User Assigned Printers Tool, which is a tool designed for the self-servicing of both Tricerat and non-Tricerat printers during a Simplify Driver Management or Simplify Printing session.

Chapter 1

Using the Simplify User Assigned Printers Tool

You use the Simplify User Assigned Printers Tool for the self-servicing of all printers during a Simplify Driver Management or Simplify Printing session, which includes specifying the printers that are to be built for a session, the printers that are to be removed for a session or removed permanently, and the printer that is to be your default printer.

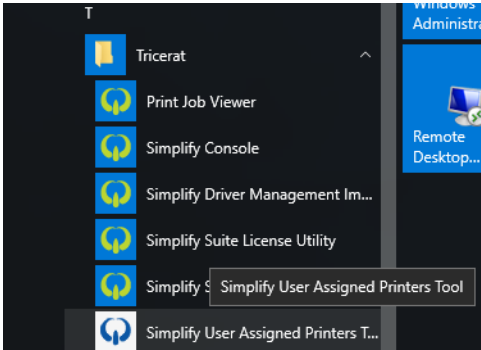
This chapter covers the following topics:

- [“Opening the Simplify User Assigned Printers Tool” on page 7.](#)
- [“Managing the Printers List” on page 9.](#)
- [“Managing UAP Settings” on page 14.](#)
- [“Working with a Printer Map in the UAP” on page 17.](#)

Opening the Simplify User Assigned Printers Tool

Because the Simplify User Assigned Printers Tool, or UAP, is a desktop application, you open it from the Start menu: Tricerat > Simplify User Assigned Printers Tool.

Figure 1-1: Opening Simplify User Assigned Printers Tool from the Start menu



The UAP main window, the Printers window, opens. The window displays a list of all Tricerat and non-Tricerat printers by name that are available for managing for your current Simplify Driver Management or Simplify Printing session. A checkmark denotes the printer that is currently specified as your default printer.


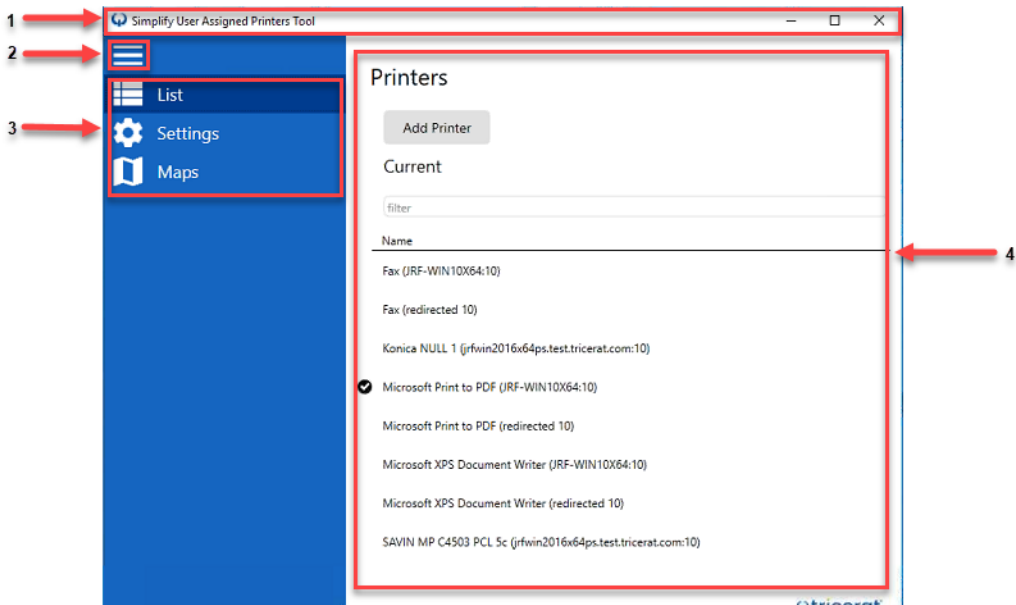
 The current printers view of the UAP should match the operating system's control panel view of local printers that are available to the user.

Figure 1-2: UAP main window with Printers list



The Simplify User Assigned Printers Tool main window has the following layout:

	Item	Description
1	Title bar	Displays the name of the application and the standard Windows options for Minimize, Maximize, and Close.
2	Menu toggle	A toggle that expands/collapses the main menu.
Note: Collectively, the options for Item #3 make up the main menu.		
3	List	Opens the Printers window, which displays a list of all Tricerat and non-Tricerat printers by name that have been assigned for your current Simplify Driver Management or Simplify Printing session. See "Managing the Printers List" on page 9.
	Settings	Opens the Settings window, which provides options for specifying the columns (information) that are to be displayed in the Printers List on the Printers window, hiding selected printer location maps, and refreshing the printer queues for Tricerat printers. See "Managing UAP Settings" on page 14.
	Maps List	A list of all printer maps that are currently stored in the Simplify database. The maps are ordered alphabetically by name, and the total number of printers that have been added to the map is displayed in parenthesis after the map name. See "Working with a Printer Map in the UAP" on page 17.
4	Work area	The Printers list or map with which you are working in the Simplify User Assigned Printers Tool is always displayed in the work area. You carry out all the necessary activities and tasks for working with printers and viewing maps in the work area.

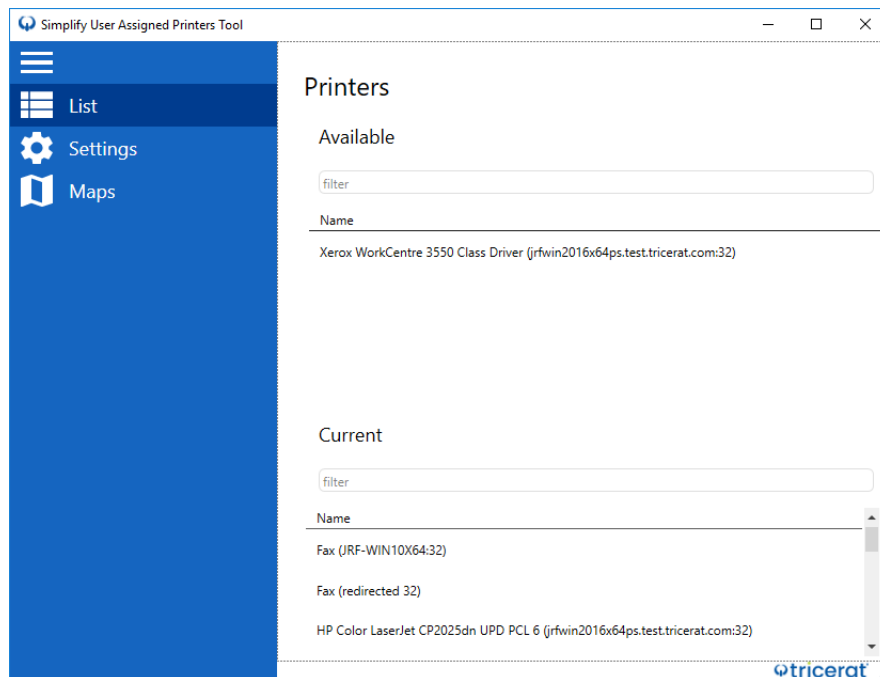
Managing the Printers List

When the UAP main window, the Printers window, first opens, the window displays two lists: The Available (top) list displays all the printers that are available for self-assignment for your current Simplify Driver Management or Simplify Printing session. The Current (bottom) list displays the all printers by name that have already been added for your current Simplify Driver Management or Simplify Printing session. A checkmark denotes the printer that is currently set as your default printer.



For information about changing the Printers List display, see [“Managing UAP Settings” on page 14.](#)

Figure 1-3: UAP main window



You can do the following for the Current Printers list:

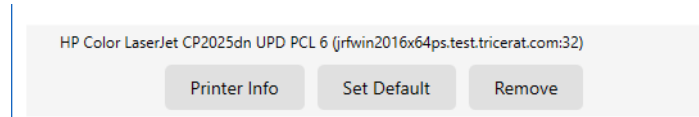
- Filter the Current Printers list: In the blank filter field above the Current Printers list, enter a filter string. As you enter the filter string, the list of printers that meet the criteria is dynamically updated.
 - The string is sensitive only to the columns that are visible. (For information about showing and/or hiding the columns (information) that are displayed in the Current Printers list, see [“Managing UAP Settings” on page 14.](#))
 - The string is limited to the exact order of the characters in the string, but the filter is not case-sensitive and the filter string can be found anywhere in the results. For example, a filter string of **JET** would return printers with names such as HP INK**JET**, **JETSON** MFC2121, and so on.

- Show options for a selected printer: If you hold your cursor over a printer in the Current Printers list, then the printer name is expanded to show the following three options for the printer: Printer Info, Set Default, and Remove.



Remove is enabled only for certain Tricerat printers as configured by your system administrator.

Figure 1-4: Printer options for a printer in the Current Printers list



The following options are available for the selected printer in the Current Printers List:

- Setting the printer as your default printer.
- Removing the printer from your current Simplify Driver Management or Simplify Printing session.
- Viewing information about the printer.

To set the printer as your default printer

To set the printer as your default printer, click Set Default.



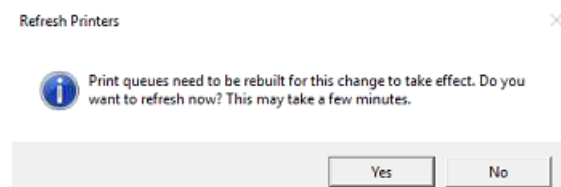
You can also set a printer as the default printer from the map on which the printer is located. See [“To remove a user printer from your current session” on page 20](#).

To remove the printer from your current session

1. To remove the printer, click Remove.

A message opens stating that print queues must be rebuilt for the Remove Printer action to take effect, and asking you if you want to refresh now.

Figure 1-5: Refresh Printers message

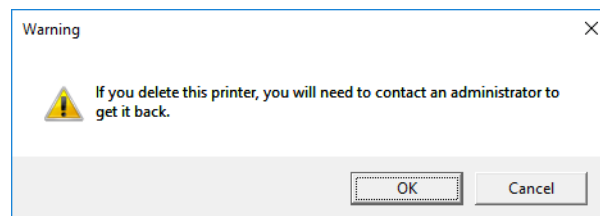


2. Click Yes.

Depending on how your administrator has configured the printer one of two results is possible:

- The Refresh Printers message closes and the printer is removed from the Current Printers list. You can always add this printer again. See [“To add a printer for your current Simplify Driver Management or Simplify Printing session” on page 12.](#)
- A Warning message opens, indicating that if you delete the printer, you must contact your administrator to add it back. Continue to [Step 3.](#)

Figure 1-6: Warning message about deleting a printer



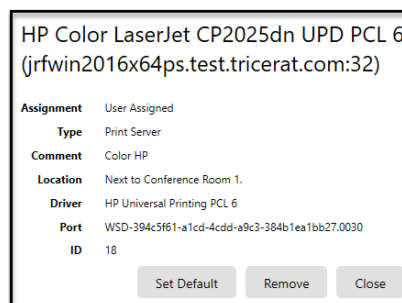
3. Do one of the following:

- To close the message *without* removing the printer, click Cancel.
- To close the message and remove the printer, click OK.

To view information about the printer

To view information about the printer, click Printer Info. A Printer Info dialog box opens. The dialog box displays information about the printer such as its Assignment, its driver, and so on. The dialog box also displays Set Default and Remove printer options. These options work identically to the Set Default and Remove options that are displayed when you hold your cursor over the printer in the Current Printers list.

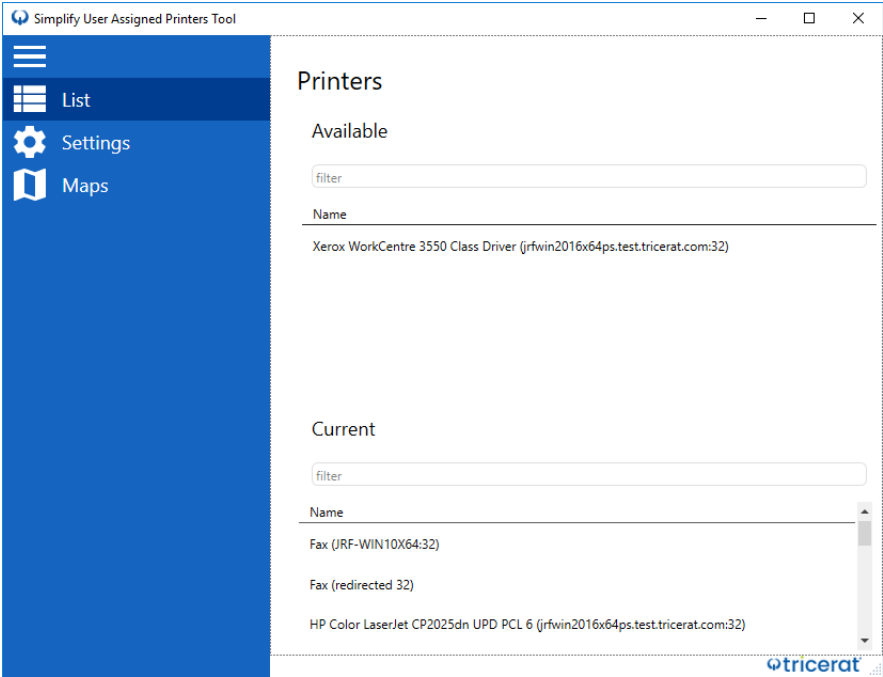
Figure 1-7: Printer Info dialog box



To add a printer for your current Simplify Driver Management or Simplify Printing session

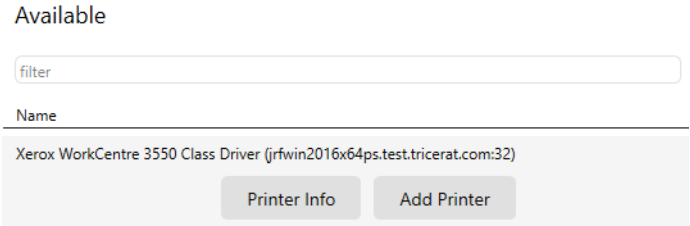
1. Click Add Printer.

Figure 1-8: Available and Current Printers list



2. In the Available Printers list, hold your cursor over the printer that you are adding. The printer name is expanded to show two options: Printer Info and Add Printer.

Figure 1-9:



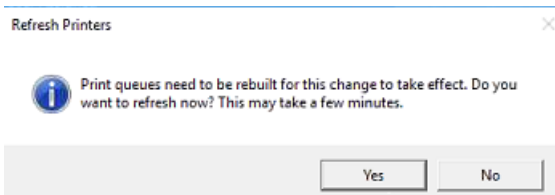
3. Click Add Printer.

The expanded information closes and a Refresh Printers message opens. The message states that print queues must be rebuilt for the Add Printer action to take effect, and asking you if you want to refresh now. See [Figure 1-10 on page 13](#).



You can also click Printer Info to open a Printer Info dialog box that contains an Add Printer option.

Figure 1-10: Refresh Printers message



4. Click Yes.

The Refresh Printers message closes and the printer is added to the Current Printers list.

Managing UAP Settings

The Settings window provides options for specifying the columns (information) that are to be displayed in the Printers lists on the Printers window, hiding selected maps without printers, and refreshing the printer queues for Tricerat printers. The Settings window also displays the read-only current UAP version information.

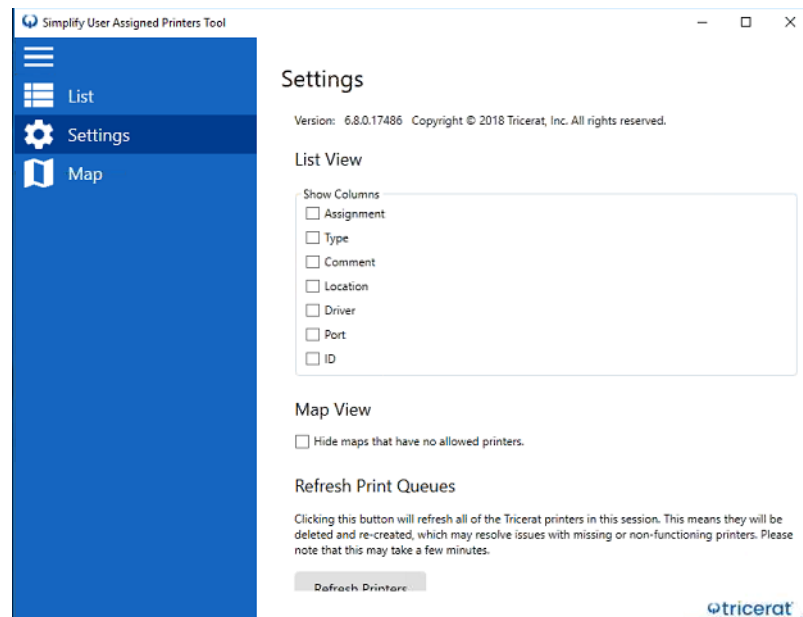
To specify the columns (information) that are shown in the Current and Available Printers lists

When the UAP main window, the Printers window, first opens, the window displays a list of all printers by name that are available for managing your current Simplify Driver Management or Simplify Printing session. (See [Figure 1-2 on page 7.](#)) To display additional information for the current or available printers, do the following:

1. In the UAP menu, click Settings.

The Settings window opens. The List View (top) section displays a list of columns (information) that you can select for display in the Current and Available Printers lists.

Figure 1-11: Settings window



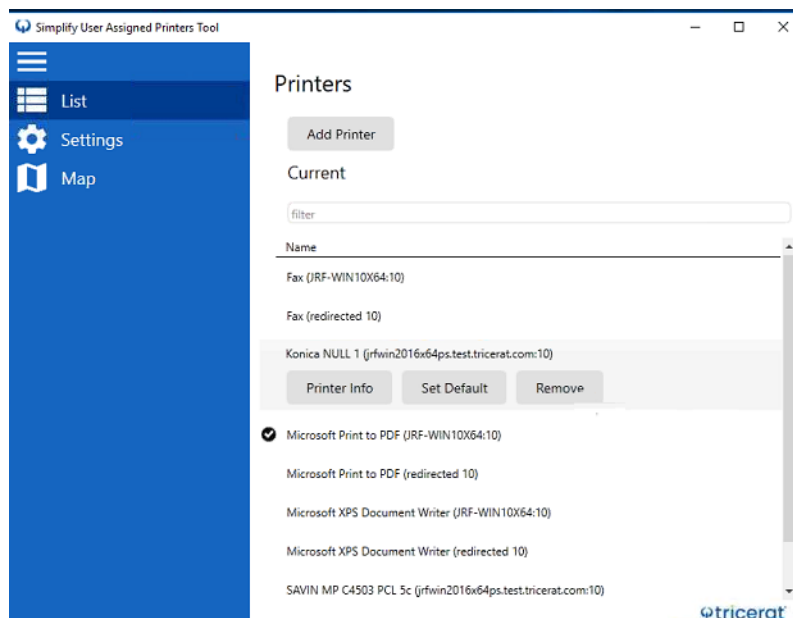
2. In the List View section, select the columns (information) that are to be displayed for the current and available printers, and clear the columns (information) that are not to be displayed.

The selections are applied immediately. On the main menu, you can click List to return to the Current Printers list and view the results. See [Figure 1-12 on page 15.](#)



These same columns are displayed for a printer in the Available Printers list after you click Add Printer.

Figure 1-12: Current Printers list with selected information displayed



3. Optionally, you can use standard Windows functions to reorder and/or resize the columns. Any changes that you make to column order and/or size are persistent across sessions.

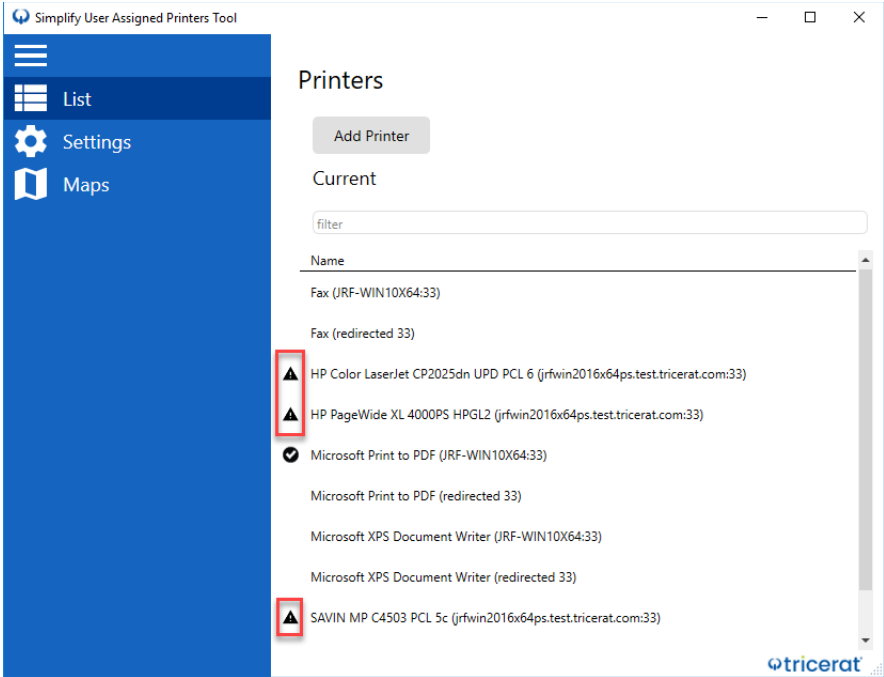
To hide maps in the Maps list

Your system administrator uses the Map Management Utility to assist you in locating the printers that are available for self-assignment. All the maps that your system administrator has made available to you are displayed in the Maps list. To hide the maps that have no printers available for self-assignment, click “Hide maps that do not have allowed printers.”

To refresh print queues

If you are experiencing problems with any Tricerat printers during your current Simplify Driver Management or Simplify Printing session (for example, expected Tricerat printers are missing from the list of available printers, or a Tricerat printer is simply not working), then you can click Refresh Printers to refresh the list of all Tricerat printers for the session. When you click Refresh Printers, the print queues for all Tricerat printers for the session are removed and then created again, which, depending on the number of print queues that are being rebuilt, can take a few minutes to complete. If a print queue fails to rebuild, then a Warning icon is displayed for the printer in the Printers list. See [Figure 1-13 on page 16](#).

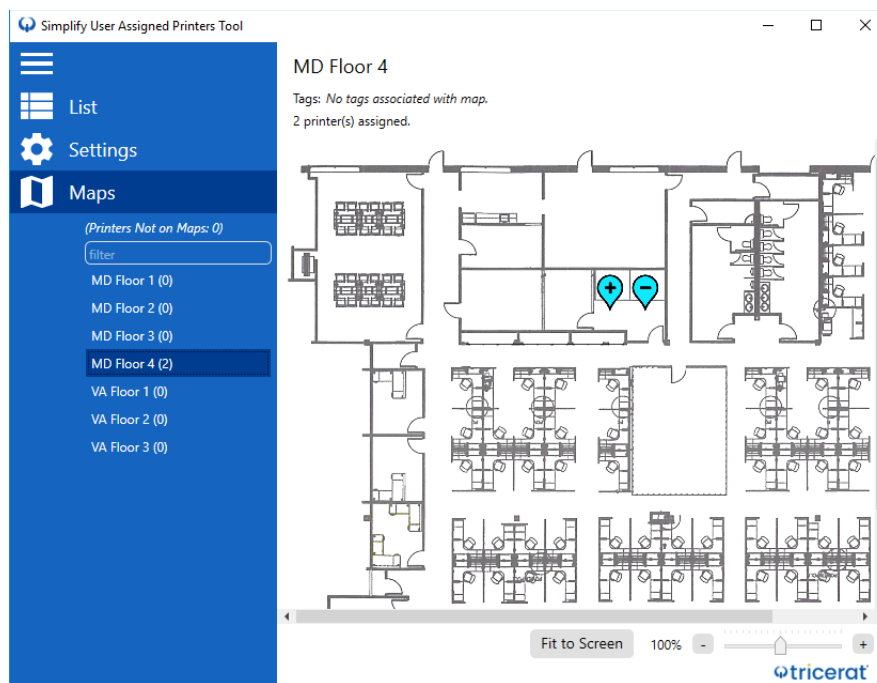
Figure 1-13: Warning displayed for Tricerat print queues that failed to rebuild



Working with a Printer Map in the UAP

A list of all printer locations maps that your system administrator had added to the Simplify database is displayed under Maps. (If your system administrator has not added any maps to the Simplify database, then the Maps option is not displayed on the UAP menu.) To view a list of the available maps, click Maps. The maps in the list are ordered alphabetically by name, and the number in parenthesis after each name indicates the number of printers that have been added to the map that you can self-assign. At the top of the Maps list, the message “Printers Not on Maps” is displayed. If there is a number in parenthesis that is displayed after the message, then this indicates the number of printers that your system administrator has assigned to you but has not shown their locations on any of the maps. As result, you must use the Printers window to manage *all* your assigned printers

Figure 1-14: Maps list



You can filter the maps list, you can view a map, and you can add user printers to or remove user printers from a map.

To filter the Maps list

You can filter the maps list. In the blank filter field above the list, enter a filter string.

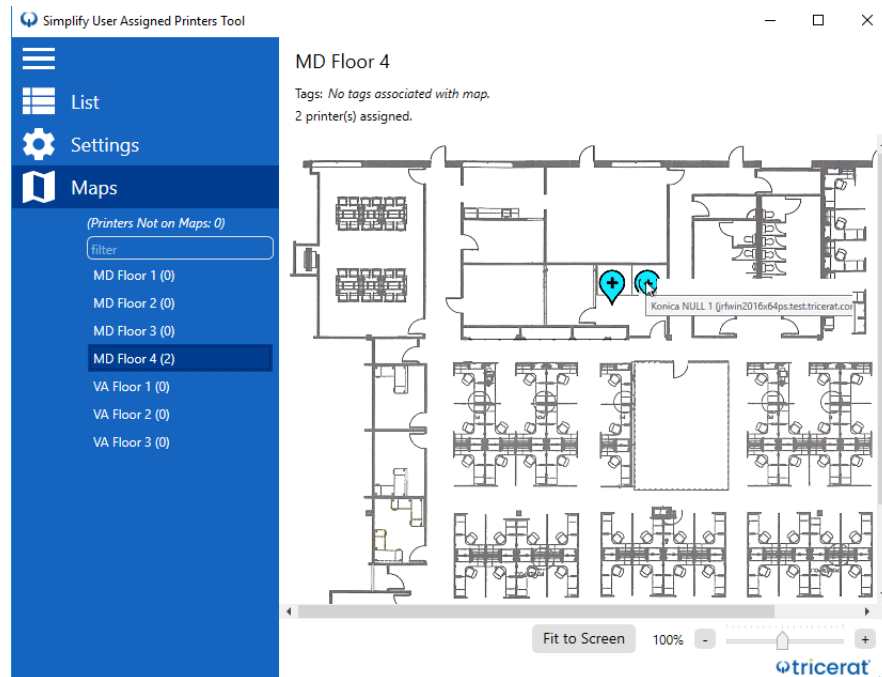
The filter string is sensitive to both the name of the map and any tags that have been specified for the map. As you enter the filter string, the list of maps that meet the criteria is dynamically updated. The string is limited to the exact order of the characters in the string, but the filter is not case-sensitive and the filter string can be found anywhere in the results. For example, a filter string of **PLAN** would return maps with names such as **PLANET INDUSTRIES**, Floor **Plan** #1, and so on.

To view a printer location map

You can view a read-only version of the map with its printer locations. In the Maps list, click the map name to display the map in the work area. From top to bottom, the following information is displayed for the map:

- The map name.
- Any tags that have been specified for the map.
- The number of printers assigned to the map.
- If printers have been added to the map, then their locations are shown as blue icons on the map. You can place your cursor over an icon to open a tooltip that displays the printer name. If the printer has not yet been assigned to you, then a plus (+) sign is displayed on the icon; otherwise, a minus (-) is displayed.

Figure 1-15: Printer location map



Standard Windows scroll and zoom features are available for viewing the displayed map.


To add or remove a printer for a session

If printers have been added to the map, then their locations are shown as blue icons on the map. If the printer has not yet been assigned to you, then a plus (+) sign is displayed on the icon; otherwise, a minus sign (-) is displayed. You can add and remove some printers as needed during a Simplify Driver Management or Simplify Printing session. Depending upon how your administrator has configured the printers, after you remove some printers, you cannot add them again.

To add a user printer for your current session

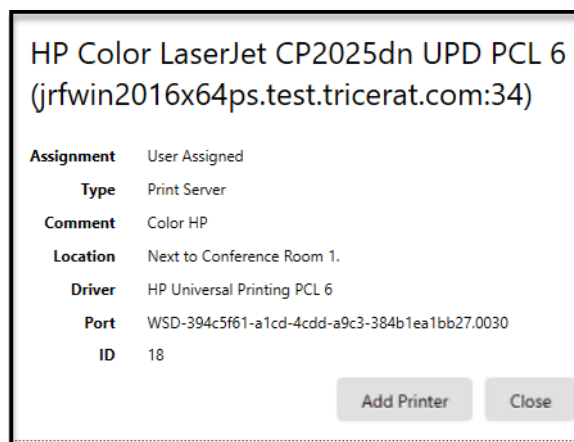
1. In the Maps list, click the name of the appropriate map.

The map is displayed in the work area.

2. For the printer that you are adding, click the plus (+) sign .

A Printer Info dialog box opens. The dialog box has an Add Printer option.

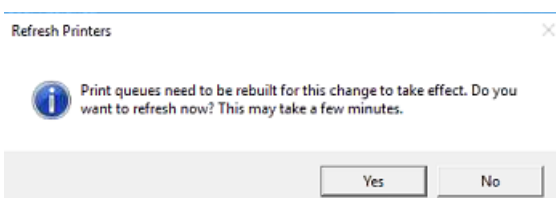
Figure 1-16: Printer Info dialog box with Add Printer option



3. Click Add Printer.

The Printer Info dialog box closes and a Refresh Printers message opens. The message states that print queues must be rebuilt for the Add Printer action to take effect, and asking you if you want to refresh now.

Figure 1-17: Refresh Printers message



4. Click Yes.

The Refresh Printers message closes. A minus (-) sign is now displayed on the Printer icon, indicating that the printer has been added.


To remove a user printer from your current session



You can set a printer that has already been added for the session as your default printer. See [Step 2](#) below.

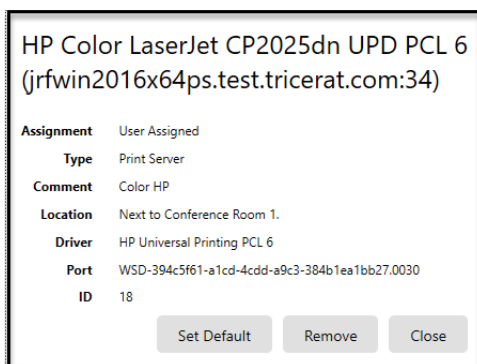
1. In the Maps list, click the name of the appropriate map.

The map is displayed in the work area.

2. For the printer that you are removing, click the minus (-) sign .

A Printer Info dialog box opens. The dialog box has Remove and Set Default options.

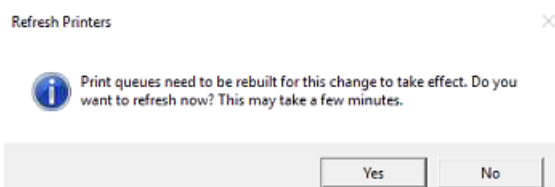
Figure 1-18: Printer Info dialog box with Remove option



3. Click Remove.

The Printer Info dialog box closes and a Refresh Printers message opens. The message states that print queues must be rebuilt for the Add Printer action to take effect, and asking you if you want to refresh now.

Figure 1-19: Refresh Printers message

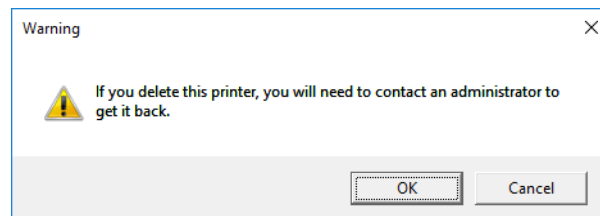


4. Click Yes.

The Refresh Printers message closes and you return to the map display. Depending on how your administrator has configured the printer, one of two results is possible:

- A plus (+) sign is now displayed on the Printer icon, indicating that the printer can be added.
- A Warning message opens indicating that if you delete the printer, you must contact your administrator to add it back. Continue to [Step 5](#).

Figure 1-20: Warning message about deleting a printer



5. Do one of the following:

- To close the message *without* removing the printer, click Cancel.
- To close the message and remove the printer, click OK.