



Simplify User Assigned Printers Tool
macOS Client
Quick Start Guide
Version 6.8

Release Info	This version of the <i>Simplify User Assigned Printers Tool Quick Start Guide</i> is applicable for all software versions of Simplify User Assigned Printers Tool 6.8 and greater, and is current until replaced.
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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 Mac-based applications and basic Mac 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:

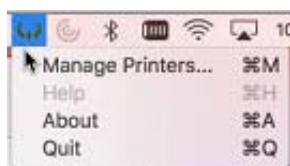
- [“Opening the Simplify User Assigned Printers Tool” on page 7.](#)
- [“Managing the Printers List” on page 10.](#)
- [“Managing the UAP Settings” on page 14.](#)
- [“Working with a Printer Map in the UAP” on page 17.](#)

Opening the Simplify User Assigned Printers Tool

Because the Simplify User Assigned Printers Tool, or UAP, is a desktop application, you can open it from the application launcher: Simplify User Assigned Printers Tool. After you open the Simplify User Assigned Printers Tool, its Tray icon is displayed. Click the icon to open a dropdown menu with the following options:

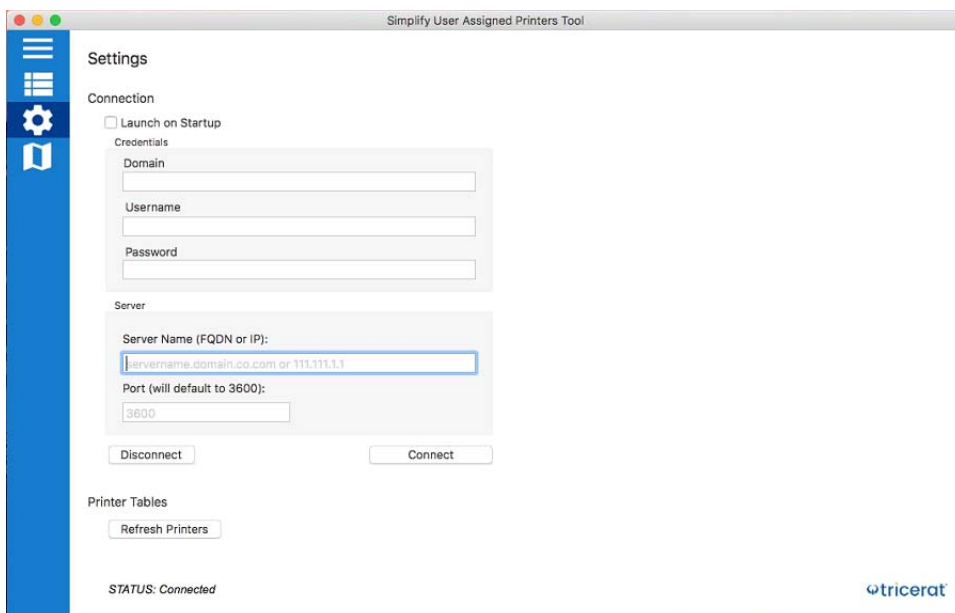
- Manage Printers - Provides access to all the Managing Printers functions that are available in the Simplify User Assigned Printers Tool.
- About - Opens the About window, which details information about the Simplify User Assigned Printers Tool such as version and copyright.
- Quit - Closes and exits the Simplify User Assigned Printers Tool.

Figure 1-1: Simplify User Assigned Printers Tool Tray icon



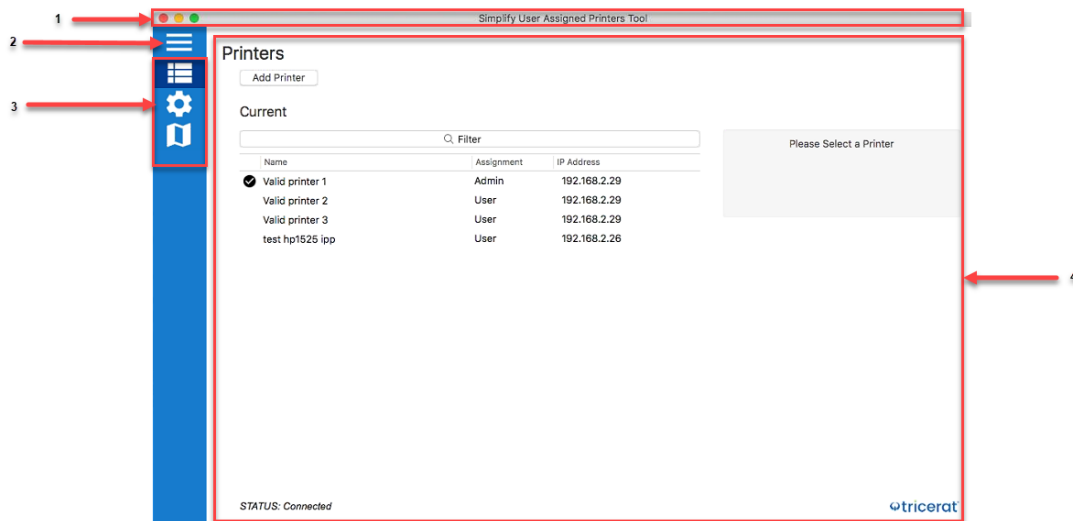
The first time that you log in to the Simplify User Assigned Printers Tool, the Settings window opens. You must enter the appropriate login credentials, including the server that you are connecting to, and then click Connect before the tool opens. You can enter the IP address or the Fully Qualified Domain Name (FQDN) for the server, and unless instructed otherwise by your administrator, leave the server port set to the default value of 3600.

Figure 1-2: Settings window



Upon subsequent logins, the UAP main window, the Printers window, opens. The window displays a list of all Tricerat and non-Tricerat printers by name that your system administrator has assigned to you and that are available for managing for your current Simplify Driver Management or Simplify Printing session.

Figure 1-3: 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 macOS options for Minimize, Maximize, and Close.
2	Menu toggle	A toggle that expands/collapses the main menu.
Note: Collectively, the options on Item #3 make up the main menu.		
3	List	Opens the Printers window, which displays a list of all 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 10.
	Settings	Opens the Settings window, which provides options for specifying the columns (information) that are to be displayed in the Printers lists on the Printers window, hiding selected printer location maps, and refreshing the printer queues for Tricerat printers. See “Managing the 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.

	Item	Description
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. The current connections status for the Simplify User Assigned Printers Tool is always displayed in the lower left corner of the work area.

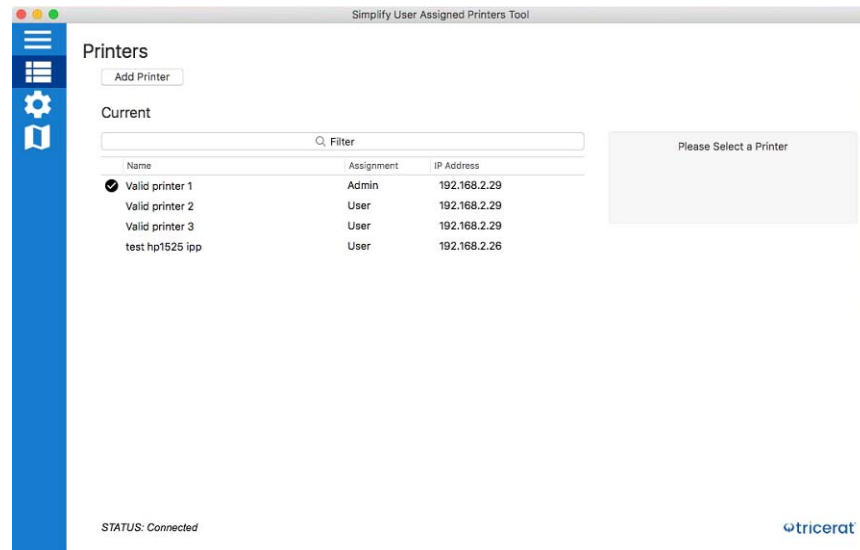
Managing the Printers List

When the UAP main window, the Printers window, first opens, the window displays a list of all Tricerat and non-Tricerat printers by name that are available for self-assignment during your current Simplify Driver Management or Simplify Printing session. A checkmark denotes the printer that has been specified as your default printer. An Add Printer option is displayed at the top of the window.



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

Figure 1-4: UAP main window



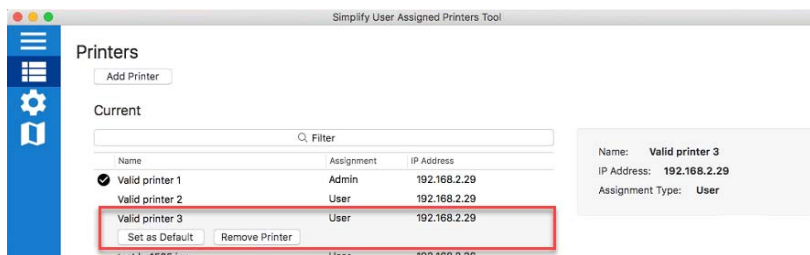
You can do the following for the Current Printers list:

- 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 the 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 INKJET, JETSON MFC2121, and so on.
- Show options for a selected printer. If you select a printer in the Current Printers list, then the printer name is expanded to show the following two options for the printer: Set as Default and Remove Printer, and information about the printer is displayed to the right of the printer.



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

Figure 1-5: Printers page with options and information displayed for a selected printer



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 as 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 19.](#)

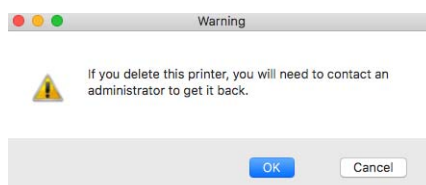
To remove the printer from your current session

1. To remove a printer, click Remove Printer.

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

- 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 2.](#)

Figure 1-6: Warning message



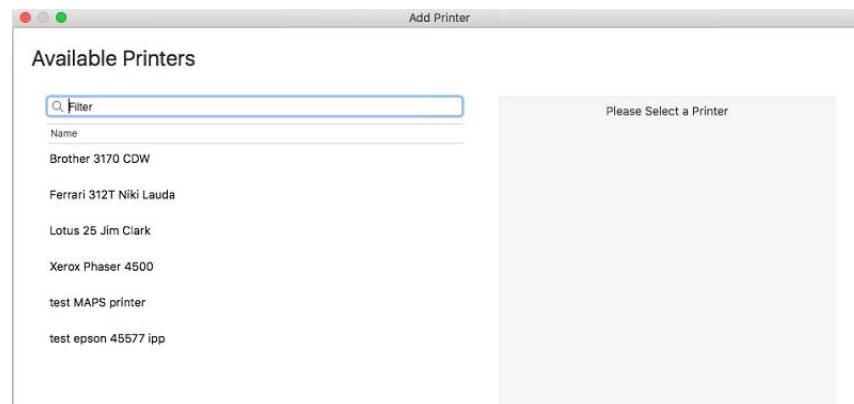
2. Do one of the following.
 - To close the message *without* removing the printer, click Cancel.
 - To close the message and remove the printer, click OK.

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

1. Click Add Printer.

The Available Printers window opens. The window lists all the printers that are available for adding for your current Simplify Driver Management or Simplify Printing session.

Figure 1-7: Available Printers dialog box



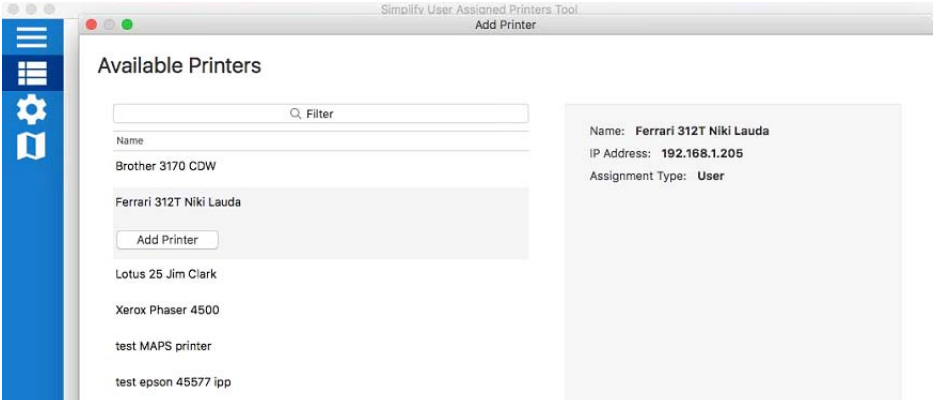
2. In the Available Printers list, select the printer that you are adding.

The printer name is expanded to show an Add Printer option and information about the printer is displayed to the right of the printer.



To assist you in locating the correct printer, you can always filter the list. See [“To add a printer for your current Simplify Driver Management or Simplify Printing session”](#) on page 12.

Figure 1-8: Available printer with Add option



- 3. Click Add Printer.

The Available Printers window closes and the printer is added to the Current Printers list.

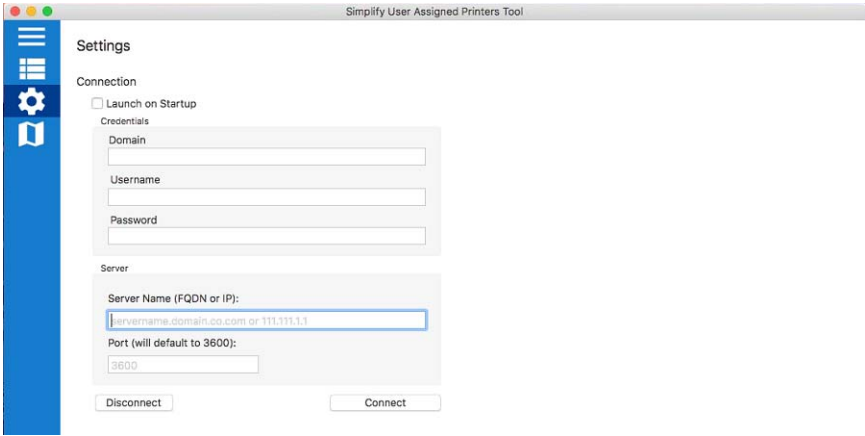
Managing the UAP Settings

You manage the settings for the Simplify User Assigned Printers Tool on the Settings window. The window provides options for specifying your login and connection settings, setting, 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 and the UAP connections status at the bottom of the window. You can manage the settings for the UAP tool whether you are logged in to the application or not.

To specify your login and connection credentials

The first time that you log on to the Simplify User Assigned Printers Tool, the Settings window opens. In the Connections section, you must enter the appropriate login credentials, including the server that you are connecting to, before the tool opens. For the vast majority of users, specifying the login credentials, including the server information, is a one time setup and for subsequent logins, the UAP main window, the Printers window, opens; however, in the event that you must edit your credentials, you can always click the Settings icon on the main menu to open the Settings window and in the Connections section, edit your credentials as appropriate.

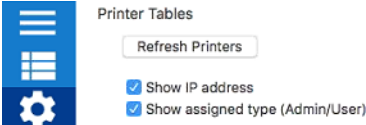
Figure 1-9: Settings window



To refresh print queues

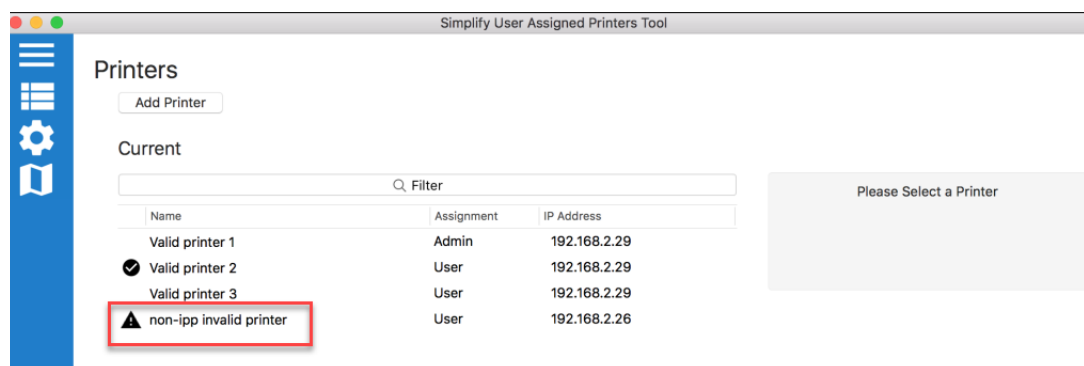
If you are experiencing problems with any Tricerat printers during your current Simplify Driver Management or Simplify Printing session (for example, expected Tricerat printers are missing from the list of available printers, or a Tricerat printer is simply not working), then you can open the Settings window and scroll to the Printer Tables section, which contains a Refresh Printers option.

Figure 1-10: Settings window, Printer Tables section



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 Current Printers list.

Figure 1-11: Warning displayed for Tricerat print queues that failed to rebuild

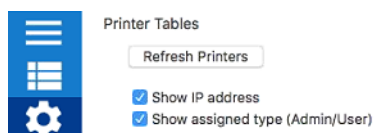


To specify the columns (information) that are shown in the Current and Available Printers lists

When the UAP main window, the Printers window, first opens, the window displays a list of all Tricerat and non-Tricerat printers by name that are available for managing for your current Simplify Driver Management or Simplify Printing session. By default, the IP address and the Assignment Type (Admin/User) is also displayed for each printer. To specify the information that is shown or hidden in the Current Printers list or Available Printers list, do the following:

1. Open the Settings window.
2. Scroll to the Printer Tables section.

Figure 1-12: Settings window, Printer Tables section



3. To hide all information other than the printer name in the Current Printers list, clear both default options (Show IP address and Show assigned type (Admin/User)); otherwise, leave one or both options selected to show the indicated information.

The selections are applied immediately. On the main menu, you can click List to return to the Current Printers list and view the results.



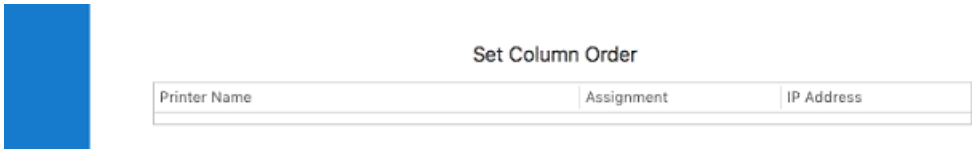
These same columns are displayed for a printer in the Available Printers window after you select a printer for adding.

To set the column order

After you specify the columns (information) that are to displayed for a printer, you can use standard table functions to reorder and/or resize the columns. Any changes that you make to column order and/or size are persistent across sessions.

1. Open the Settings window.
2. Scroll to the Set Column Order section.

Figure 1-13: Settings window, Set Column Order section

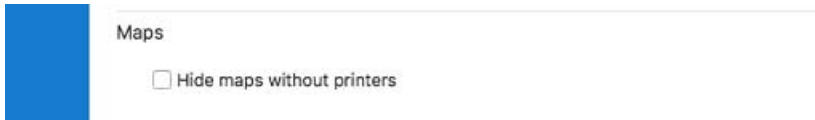


3. Use standard table functions to reorder and/or resize the columns

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, open the Settings window and scroll to the Maps section, and then click “Hide maps without printers.”

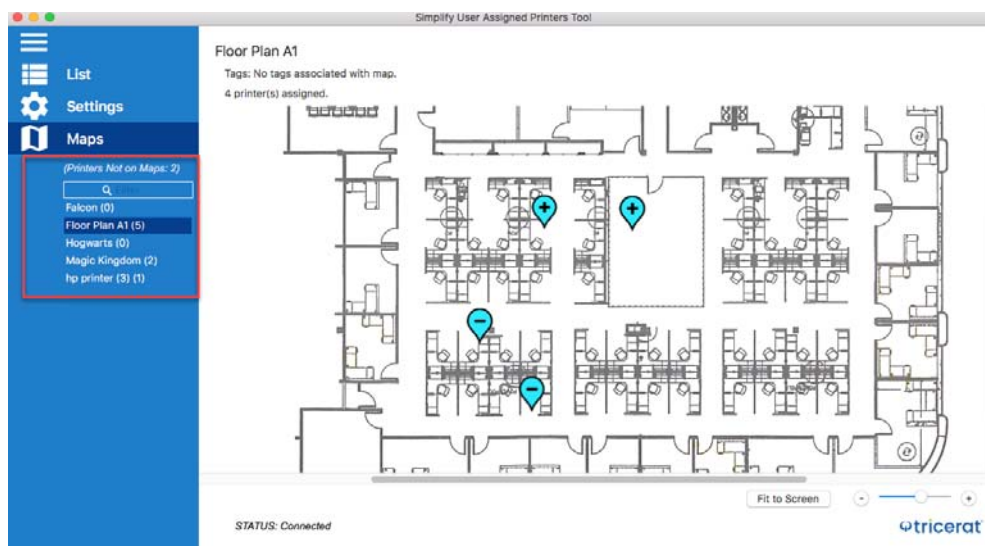
Figure 1-14: Settings window, Maps section



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 not has not shown their locations in any of the maps. As result, you must use the Printers window to manage *all* your assigned printers.

Figure 1-15: Maps list



You can filter the maps list, you can view a map, and you can add or delete user printers on 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.

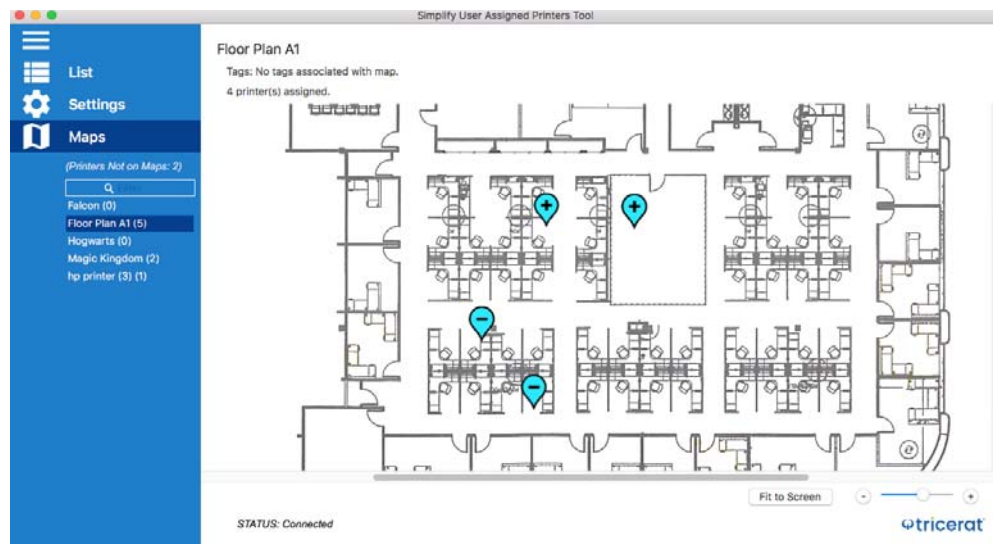
The filter string is sensitive to both the name of the map and any tags that have been specified for the map. As you enter the filter string, the list of maps that meet the criteria is dynamically updated. The string is limited to the exact order of the characters in the string, but the filter is not 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 1-16: Printer location map



Standard 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 1-17: Printer Info dialog box with Add Printer option



3. Click Add Printer.

The Printer Info dialog box 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.

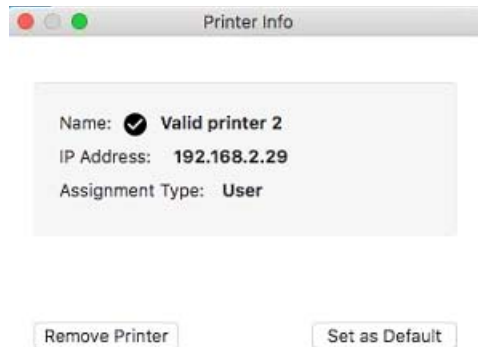
1. In the Maps list, click the name of the appropriate map.

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 a Remove Printer option and a Set as Default option. See [Figure 1-18 on page 20](#).

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

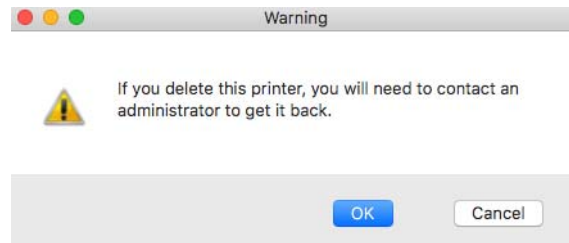


3. Click Remove Printer.

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

- The Printer Info dialog box closes and you return to the map display. A plus (+) sign is now displayed on the Printer icon, indicating that the printer can be added again
- A Warning message opens indicating that if you delete the printer, you must contact your administrator to add it back. Continue to [Step 4](#).

Figure 1-19: Warning message



4. 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.