


SIMPLIFY DRIVER MANAGEMENT TOOL QUICK REFERENCE GUIDE (MAC CLIENT)

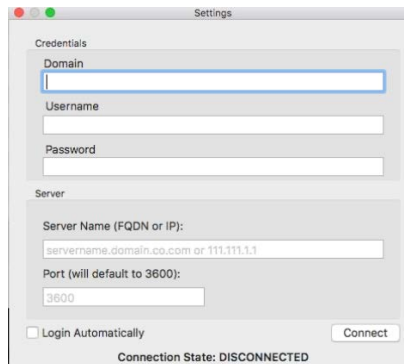
About Simplify Driver Management

Simplify Driver Management (SDM) is a “server-less” printer driver management solution that provides you full access to all the capabilities of every printer that your Administrator has assigned to you. The SDM application can run in the background without impacting the performance of your client and any of its applications.

Opening SDM


1. On the client on which SDM is installed, in the menu bar, click the Tricerat icon  and on the dropdown menu that opens, click Settings.

The Settings window opens. The window displays the options for logging in to the server that is communicating with Simplified Suite.



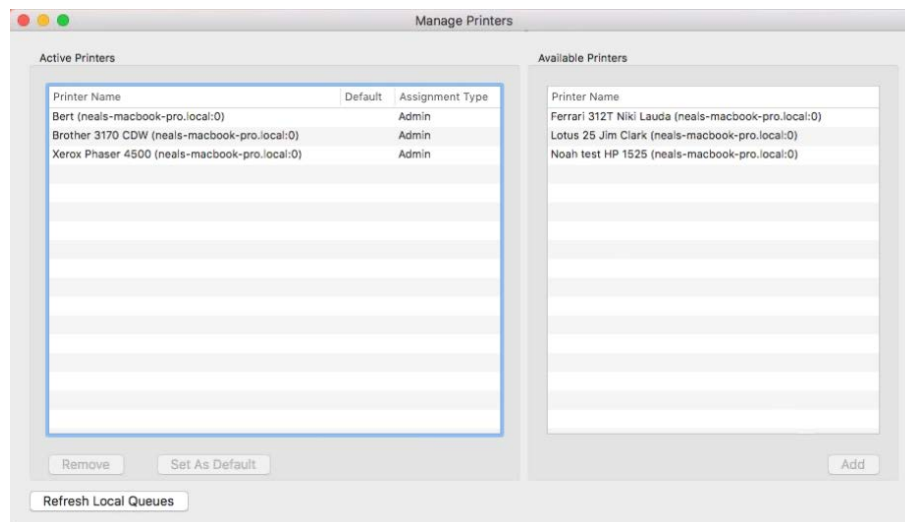
2. Enter your login credentials, and then click Connect.

Note: If you need assistance with your login credentials, contact your Administrator.

3. Click the Tricerat icon  again, and on the dropdown menu that opens, click Manage Printers.

The SDM Manage Printer window opens. The Active Printers pane displays a list of all print server printers and local printers that your Administrator has assigned to you and that are currently active and which any client application can use. The Available Printers pane displays a list of all print server printers and local printers that your Administrator has assigned to you but are not currently active on your client.

Note: For an explanation of the printer Assignment Types, see the User Allowed Printing Quick Reference Guide.

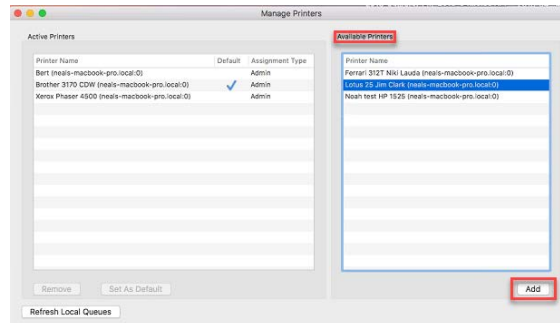


Managing your printers in SDM

In the SDM Manage Printers window, you can do any of the following on a per printer basis (multi-select of printers is not possible):

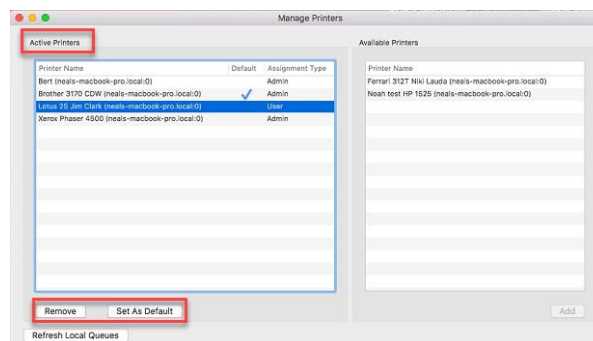
- To make an available printer an active printer: In the Available Printers pane, select the printer, and then click Add.

Note: If you do not see an expected printer in the Available Printers pane, contact your Administrator.



- To set an active printer as your default printer: In the Active Printers pane, select the printer, and then click Default. (A blue checkmark is displayed in the Default column for the selected printer.)

Note: You can set only a single printer as your default printer.




- To make an active User printer an available printer: In the Active Printers pane, select the User printer, and then click Remove.


Note: You cannot make an active Admin printer an available printer. Also, depending on whether a User printer is User Allowed or User Assigned, you might see a “removed” printer displayed again in the Active Printers list after you log out of SDM and then log back in. If you have questions about this, refer to the User Assigned Printer Quick Reference Guide or contact your Administrator.

- To carry out a real-time refresh of the data that is displayed in the Manage Printers window (based on the current printer data in the Simplify Suite database), click Refresh Local Queues.

Closing or Quitting SDM

- To close SDM, click the Close (x) button. The Manage Printers window closes, but SDM remains fully operational in the background. You do not need to log in back. Instead, click the Tricerat icon  again, and on the dropdown menu that opens, click Manage Printers.



- To fully exit SDM, click the Tricerat icon , and on the dropdown menu that opens, click Quit. You will now have to log back in to the server, and then open the application again.