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About this product

My Print Manager is an application that enables each user to spool print data to folders on the network. Spooled print data can be printed from any device that the user specifies.

My Print Manager runs on top of Device Manager. To install My Print Manager, you must also install Device Manager.

Product Names Used in This Manual

This manual describes product names with the following abbreviations.

Product Name	Abbreviation
KONICA MINOLTA PageScope Enterprise Suite	Enterprise Suite
KONICA MINOLTA PageScope Net Care Device Manager	Device Manager
KONICA MINOLTA PageScope Authentication Manager	Authentication Manager
KONICA MINOLTA PageScope My Print Manager	My Print Manager



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Dialog boxes

The dialog boxes shown in this manual are those that appear in Windows XP.



Detail

The dialog boxes that appear in this document may differ from those that appear on your computer, depending on the installed devices and specified settings.

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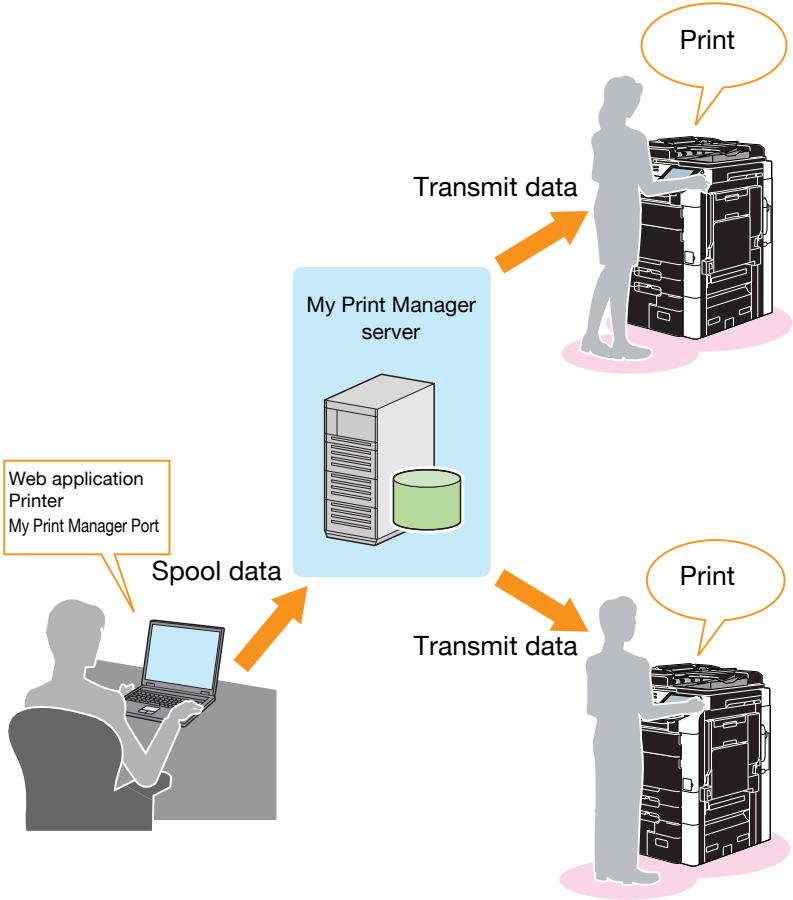
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1 Overview

1.1 My Print Manager

My Print Manager is an application that enables each user to spool print data to folders on the network. Spooled print data can be printed from any device that the user specifies.

This User's Guide covers how users can use My Print Manager to print documents and the features that users can use when they are logged in to My Print Manager. For details on how to configure My Print Manager when you are using print servers and the features that administrators can use, see the "My Print Manager Administrator's Guide".



System Configuration

The structure of the My Print Manager system is shown below.

- Enterprise Suite
This is used to manage all the device and user information.
- My Print Manager Server
This is used to spool the data that users want to print.
- Web Application
This is used to access the My Print Manager server from your PC's Web browser.
You can use the Web application to view the details of, delete, change the print settings of, and save to your favorites the data that you have spooled.
System administrators can use the Web application to perform such tasks as setting the devices that My Print Manager uses and setting print quotas for users.
- My Print Manager Port
This is used to spool the print data from your PC to the My Print Manager server.
- My Print Notifier
When you are using a print server, a message appears on the client PC. The message indicates whether data has been spooled.

1.1.1 The Features of My Print Manager

My Print Manager has the following features.

Follow Me Print

After you spool the data that you want to print to the My Print Manager server, you can print the data from any device that you specify. For example, depending on the situation, you can print the same data from devices that are on different floors or are in different departments. There are conditions that must be met to use this feature to print from devices. For details, consult your system administrator.

ID & Print

You can use an IC card authentication device or a biometric authentication device to log in to a print device. By logging in to the device, users can easily print data that they have spooled to the My Print Manager server. This saves the users the time that they would have used to specify the data that they want to print. There are conditions that must be met to use this feature to print from devices.

Web Application

You can access the My Print Manager server from your Web browser.

By using the Web application you can:

- Check the details of spooled data.
- Delete spooled data.
- Change the print settings of spooled data.
- Save spooled data to your favorites.
- Set the method for printing spooled data.

For details, see "Operating My Print Manager" on page 3-1.

My Print Notifier

When you are using a print server, install My Print Notifier on the client PC. After the print data is sent, a message about whether the data was spooled is sent from the My Print Manager server to the My Print Manager port, and the message then appears on the client computer.

For details, see "My Print Notifier Window" on page 3-12.

1.2 System Requirements

1.2.1 My Print Manager Port/My Print Notifier

The system requirements for My Print Manager Port and My Print Notifier are shown below.

OS	Windows 2000 Professional (SP4 or later) Windows XP Home Edition (SP3 or later) Windows XP Professional (SP3 or later) Windows XP Professional x64 Edition (SP2 or later) Windows Vista Home Basic (SP2 or later) Windows Vista Home Premium (SP2 or later) Windows Vista Ultimate (SP2 or later) Windows Vista Business (SP2 or later) Windows Vista Enterprise (SP2 or later) Windows Vista Home Basic x64 Edition (SP2 or later) Windows Vista Home Premium x64 Edition (SP2 or later) Windows Vista Ultimate x64 Edition (SP2 or later) Windows Vista Business x64 Edition (SP2 or later) Windows Vista Enterprise x64 Edition (SP2 or later) Windows 7 Home Premium Windows 7 Professional Windows 7 Enterprise Windows 7 Ultimate Windows 7 Home Premium x64 Edition Windows 7 Professional x64 Edition Windows 7 Enterprise x64 Edition Windows 7 Ultimate x64 Edition Windows Server 2003, Standard (SP2 or later) Windows Server 2003, Enterprise (SP2 or later) Windows Server 2003 R2, Standard (SP2 or later) Windows Server 2003 R2, Enterprise (SP2 or later) Windows Server 2003, Standard x64 (SP2 or later) Windows Server 2003, Enterprise x64 (SP2 or later) Windows Server 2003 R2, Standard x64 (SP2 or later) Windows Server 2003 R2, Enterprise x64 (SP2 or later) Windows Server 2008 Standard (SP2 or later) Windows Server 2008 Enterprise (SP2 or later) Windows Server 2008 Standard x64 (SP2 or later) Windows Server 2008 Enterprise x64 (SP2 or later) Windows Server 2008 R2 Standard Windows Server 2008 R2 Enterprise
Software	Microsoft .NET Framework 2.0
System	System requirements for the supported OS
Display	800 x 600 pixels or more with 16-bit color or higher



Reminder

When you are using a print server, you must install My Print Notifier on the client PC.

1.2.2 Web Application

The following environment is necessary to enable you to access the Enterprise Suite.

Web Browser

- Microsoft Internet Explorer 6.0 or later
- Mozilla Firefox 3.5 or later
- Apple Safari 2.0 or later (only on Mac OS)

Notes about Web Browser Operation

- You cannot use the [Back], [Forward], and [Refresh] buttons on your Web browser.
- If the security level of your intranet is set to medium or higher, you may have problems when you use the Web application.
If you cannot download exported files, check that the security level is set to medium-low or lower.
- Use UTF-8 for your Web browser's character encoding. If you specify a character encoding other than UTF-8, you may have problems when you use the Web application.
- If your Web browser is set to not display images and to not use style sheets, you may have problems when you use the Web application.
- If you are using a pop-up blocker, you may not be able to use a portion of the Web application's features.
- Do not log in to the Web application from multiple browsers on the same PC at the same time. If you do so, you may have problems when you use the Web application.
- Do not repeatedly click items on the interface such as buttons. If you do so, you may have problems when you use the Web application.

1.2.3 Limitations

There are the following limitations when you use My Print Manager.

- To enable detailed print settings, you have to use a printer driver that supports the device that you want to print from and spool the data that you want to print.
- Print data that you spool to the My Print Manager can have file names of up to 260 characters in length. Any characters over this 260-character limit are deleted.
- If you are using Windows 7/Vista/Server 2008, you cannot use the XPS driver with My Print Manager.
- In the print driver's Printing Preferences window, only set Output Method to [Print].

1.3 Installing and Configuring My Print Manager

To use My Print Manager, follow the procedure below to install and configure it.

1.3.1 Installing My Print Manager Port

Install My Print Manager Port on the print server or on a client PC.

For details, see "Installing My Print Manager Port" on page 2-1.

1.3.2 Configuring Client PCs

Configure My Print Manager Port, the printer drivers, and My Print Notifier on the client PC depending on how you install My Print Manager Port.

For details, see "Configuring My Print Manager Port" on page 2-4, "Downloading Printers (When using a print server)" on page 2-7 and "Installing My Print Notifier (When using a print server)" on page 2-8.

1.3.3 Spooling Print Data

Spool the data that you want to print to the My Print Manager server.

For details, see "Spooling Data" on page 3-2.

1.3.4 Printing from a Device

Print the spooled data from a device.

For details, see "Printing from a Device" on page 3-4.

2 Installing My Print Manager Port and Configuring Client PCs

To spool data to the My Print Manager server, you must install My Print Manager Port on your client PC or on the print server.

This chapter will explain how to install My Print Manager Port on a client PC and the settings that you have to configure on the client PC.

The settings that need to be configured on a client PC vary depending on whether you use a print server.

When a Print Server Is Not Used

- Install My Print Manager Port.
- Configure My Print Manager Port.

When a Print Server Is Used

- Download the printers that are shared on the print server.
- Install My Print Notifier.



Reminder

Depending on whether you use a print server or not, the PC that you install My Print Manager Port on and the tools differ. For details, consult your system administrator.

2.1 Installing My Print Manager Port

This section will explain how to install My Print Manager Port.



Note

If necessary, the Microsoft Visual C++ 2005 Redistributable Package will be installed.

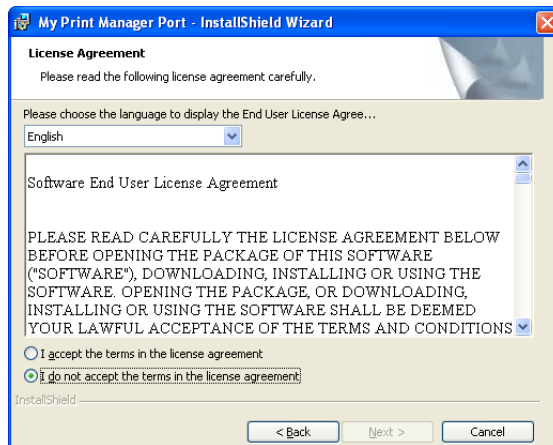
If the user name that you used to log on to the PC contains double-byte characters, the redistributable package will not be installed correctly, so you will have to change the user name that is used to log on as an administrator to one that only contains single-byte alphanumeric characters. Log on again using this new user name, and then install My Print Manager Port.

**Note**

You must be logged on to Windows as an administrator to install the application.

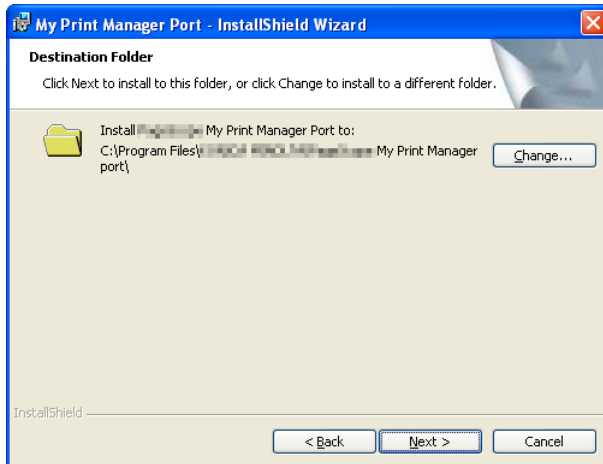
Installation Procedure

- 1 Insert the Enterprise Suite DVD in the DVD-ROM drive, and start the My Print Manager Port installation.
- 2 Click [Next].
- 3 Click [I accept the terms in the license agreement], and then click [Next].



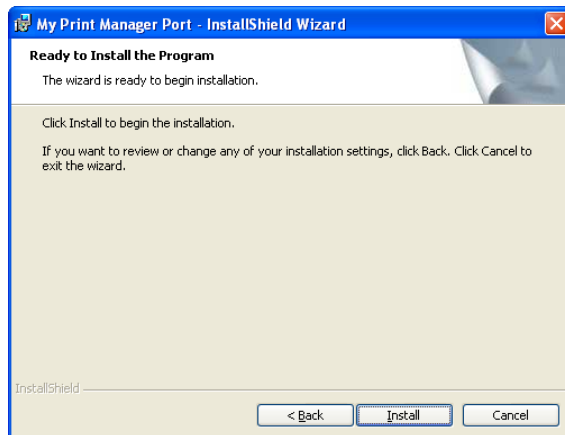
- 4 Check the destination folder for the installation.

- If you want to install My Print Manager Port to a different folder, click [Change], and then specify the destination folder.



5 Click [Next].

6 Click [Install].



The installer begins installing My Print Manager Port. When the installation completes, the installation completed window opens.

7 Click [Initialize].

The My Print Manager Port settings window opens. Continue by configuring the My Print Manager Port settings. For details, see "Configuring My Print Manager Port" on page 2-4.

2.2 Configuring Client PCs

This section will explain how to configure the necessary settings on client PCs.

The necessary settings are listed below.

When a Print Server Is Not Used

- "Configuring My Print Manager Port" on page 2-4

When a Print Server Is Used

- "Downloading Printers (When using a print server)" on page 2-7
- "Installing My Print Notifier (When using a print server)" on page 2-8

2.2.1 Configuring My Print Manager Port

If My Print Manager Port is installed on a client PC, you need to configure the client PC's port settings, login information that is used to carry out authentication, and information of the server that the client PC will connect to.

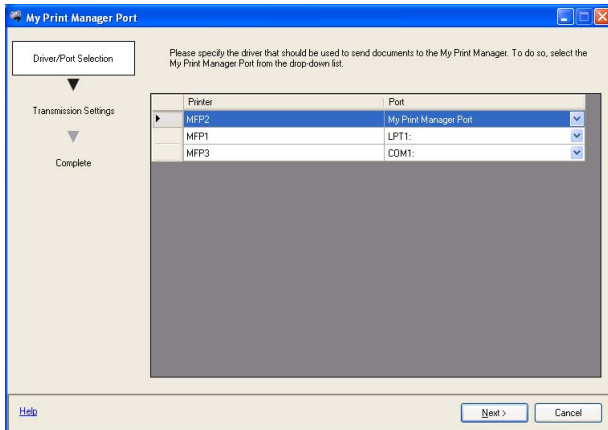
My Print Manager Port Configuration Procedure

- ✓ If you will configure My Print Manager Port immediately after you install it, begin from step 2.

1 On the taskbar, click [Start], [All Programs], [KONICA MINOLTA], [My Print Manager Port], and then click [My Print Manager Port Settings].

2 In the list for the printer driver that you want to select, click [My Print Manager Port], and click [Next].

- If you click [Cancel], the settings window closes.



- 3 Enter the information that you want to use, and then click [Next].
- Click [Back] to return to the Driver/Port Selection window.

- Save Log-in Information

Specify whether to save the entered login information.

If you do not select the Save Log-in Information check box, the user authentication window opens when a user attempts to print a document, and the user must enter their user name and password.

- User Name

Enter the user name.

- Password

Enter the password.

- Confirmation of Password

Reenter the password to confirm that you entered it correctly.

- URL

For the server name, enter the same URL that you use to log in to the Enterprise Suite server. http://[server name]/PSES/

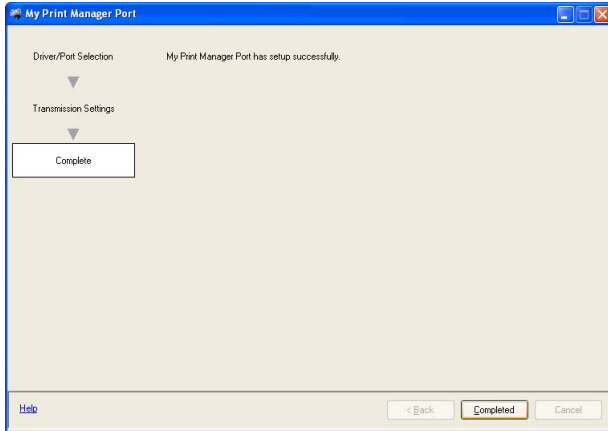
In the above URL, replace "server name" with the host name or IP address of the computer that the Enterprise Suite is operating from. If you use an IPv6 address for the server name, enclose the server in square brackets ([]).

If the Enterprise Suite is configured to send SSL-encrypted transmissions, enter "https" instead of "http".

- Port Number

Enter the port number of the Enterprise Suite server (IIS).

4 Click [Completed].

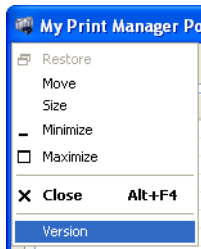


2.2.2 Viewing Version Information for My Print Manager Port

You can check the My Print Manager Port version.

Procedure to View Version Information

- 1 On the My Print Manager Port settings window, click the icon on the left edge of the title bar.



- 2 Click [Version].
The version information appears.

2.2.3 Downloading Printers (When using a print server)

If My Print Manager Port is installed on the print server, you can download printers that are shared through the print server to client computers.

**Note**

For details on the procedure to download printers, consult your system administrator.

**Note**

If the printer driver for the printer that you want to download is already installed on your client computer, uninstall and reinstall it. For details on how to uninstall the printer driver, see the applicable device's user's guide.

Download Procedure

- 1 Display the printer driver selection window.
 - On Windows 2000: On the taskbar, click [Start], [Settings], and then click [Printers].
 - On Windows XP/Server 2003: On the taskbar, click [Start], and then click [Printers and Faxes].
 - On Windows7/Vista/Server 2008: On the taskbar, click [Start], [Control Panel], [Hardware and Sound], and then click [Printers] (on Windows 7, click [View devices and printers]).
- 2 Access the print server. For details, consult your system administrator.
- 3 Select the printer that you want to download, and drag it to the printer driver selection window.
 - Alternatively, double-click the printer that you want to download.

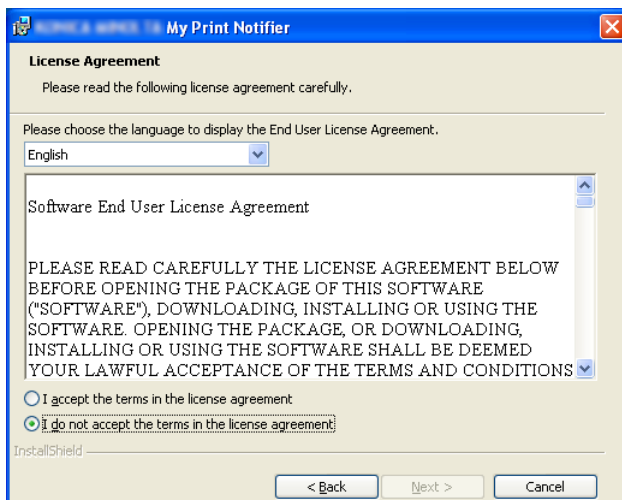
2.2.4 Installing My Print Notifier (When using a print server)

My Print Notifier displays a message on the client computer that indicates whether data has been spooled.

When you are using a print server, install My Print Notifier on the client computer.

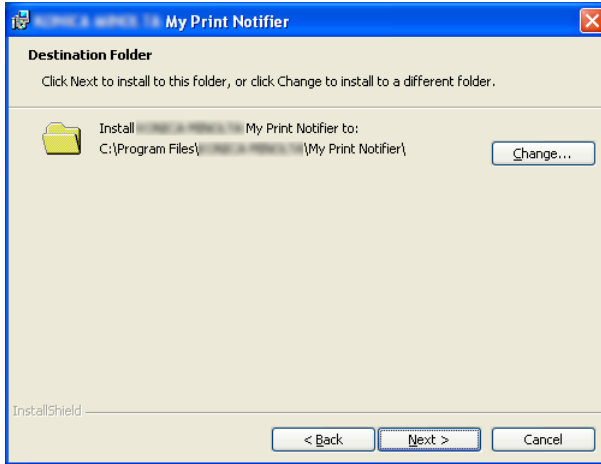
Installation Procedure

- 1 Insert the Enterprise Suite DVD in the DVD-ROM drive, and start the My Print Notifier installation.
- 2 Click [Next].
- 3 Click [I accept the terms in the license agreement], and then click [Next].



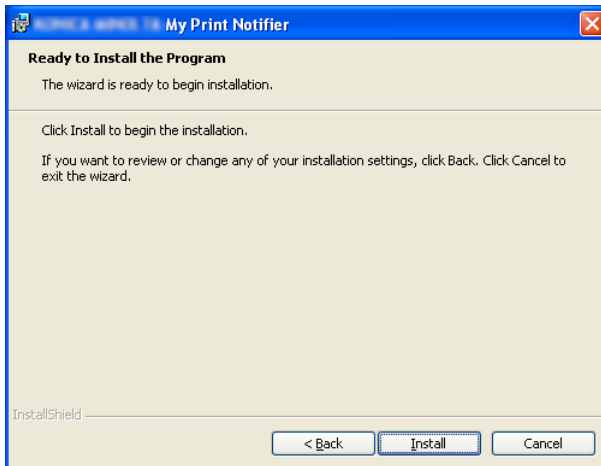
- 4 Check the destination folder for the installation.

- If you want to install My Print Notifier to a different folder, click [Change], and then specify the destination folder.



5 Click [Next].

6 Click [Install].



The installer begins installing My Print Notifier. When the installation completes, the installation completed window opens.

7 Click [Finish].

2.3 Uninstallation

Uninstalling My Print Manager Port

Before you uninstall My Print Manager Port, confirm that:

- ✓ You are logged on to Windows as an administrator.
- ✓ My Print Manager Port is not being used on the Driver/Port Selection window.

- 1 Display the uninstall programs window.
 - On Windows 2000: On the taskbar, click [Start], [Settings], [Control Panel], and then click [Add/Remove Programs].
 - On Windows XP/Server 2003: On the taskbar, click [Start], [Control Panel], and then click [Add or Remove Programs].
 - On Windows 7/Vista/Server 2008: On the taskbar, click [Start], [Control Panel], and then click [Programs and Features] or [Programs].
- 2 Click My Print Manager Port, and remove it from the PC.
- 3 Restart the PC.

Uninstalling My Print Notifier

Before you uninstall My Print Notifier, confirm that:

- ✓ You are logged on to Windows as an administrator.

- 1 Display the uninstall programs window.
 - On Windows 2000: On the taskbar, click [Start], [Settings], [Control Panel], and then click [Add/Remove Programs].
 - On Windows XP/Server 2003: On the taskbar, click [Start], [Control Panel], and then click [Add or Remove Programs].
 - On Windows 7/Vista/Server 2008: On the taskbar, click [Start], [Control Panel], and then click [Programs and Features] or [Programs].
- 2 Click My Print Notifier, and remove it from the PC.
- 3 Restart the PC.

3 Operating My Print Manager

3.1 What You Can Do with My Print Manager

With My Print Manager, you can:

- Spool data to the My Print Manager server.
- Print data from registered devices.
- Check the details of spooled data.
- Delete spooled data.
- Change the print settings of spooled data.
- Save spooled data to your favorites.
- Set the print methods of spooled data.

Preparations

Before you use My Print Manager, you have to:

When a Print Server Is Not Used

- Install My Print Manager Port.
- Configure My Print Manager Port.

When a Print Server Is Used

- Download the printers that are shared on the print server.
- Install My Print Notifier.

3.2 Using My Print Manager to Print Documents

This section will explain how to spool the data that you want to print to the My Print Manager server and how to print data from devices.

Procedure to print data:

1. "Spooling Data" on page 3-2
2. "Printing from a Device" on page 3-4

3.2.1 Spooling Data

This section will explain how to spool print data to the My Print Manager server.



Reminder

To enable detailed print settings, you have to use a printer driver that supports the device that you want to print from and spool the data that you want to print.

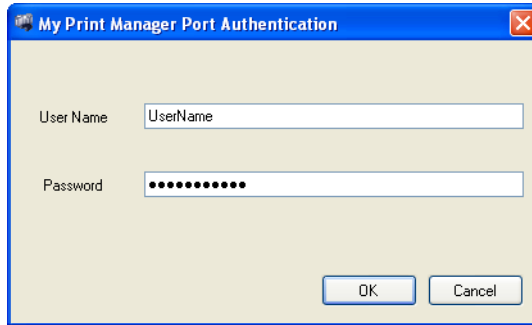
Spooling Data

Before you start spooling data, check that:

- ✓ My Print Manager Port is installed, and the My Print Manager Port and printer driver settings have been configured.

- 1 Open the data that you want to spool.

- 2 Print the data from the software application.
Select the printer whose port is set to My Print Manager Port, and then click [OK].
 - In the print driver's Printing Preferences window, only set Output Method to [Print].
 - If the My Print Manager Port Authentication window opens, enter the user name and password, and then click [OK].



The print data is transmitted to the My Print Manager server and is spooled.

**Reminder**

If you have selected the "Save Log-in Information" check box in the My Print Manager Port settings or if you are using a print server, the My Print Manager Port Authentication window does not open. For details, see "Configuring My Print Manager Port" on page 2-4.

**Reminder**

Depending on the administrator settings, when print data is transmitted, My Print Manager Port or My Print Notifier will display a message indicating whether the data has been spooled.

3.2.2 Printing from a Device

This section will explain how to print spooled data from a device that has been registered to My Print Manager. You can use either of the following methods to print data. The method can be changed through the ID & Print Setting.

- "Selecting Print Data and Then Printing It" on page 3-5
- "Using ID & Print to Print Data" on page 3-7

Spooled data that has been printed is deleted from the My Print Manager server. Even after it is printed, data that has been saved to your favorites is not deleted.



Reminder

For details on the ID & Print Setting, see "Configuring ID & Print Settings" on page 3-18.



Note

ID & Print can only be used to print data from a device that is managed by the Authentication Manager.



Note

Depending on a device's authentication settings, you may have to register users on the device. For details, consult your system administrator.



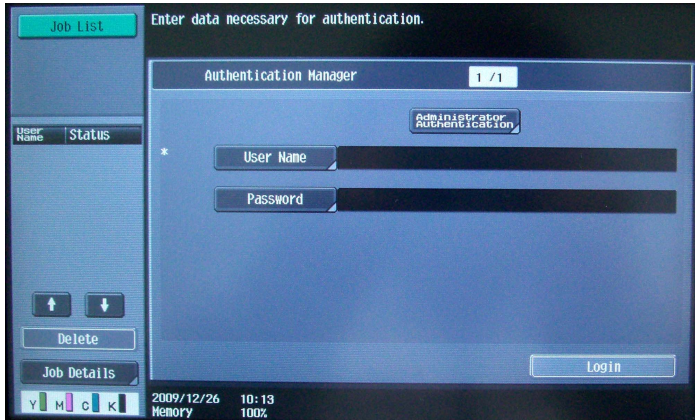
Reminder

The appearance of the login screen differs depending on the device's authentication method.

Selecting Print Data and Then Printing It

Follow the procedure below to use the device's control panel to select and print data.






- 1 When the device's login screen appears, enter your authentication information.



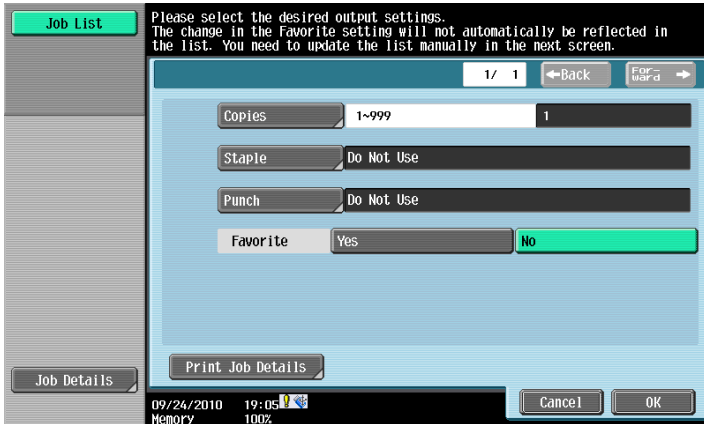
- You may not be able to log in to a device immediately after it turns on or returns from sleep mode. Wait some time before you log in to the device again.
- 2 Press [Login].
The basic settings screen appears.
 - 3 Press [APP].
 - If there are multiple applications registered on the device, press [My Print Manager].
The list of all the print data that has been spooled to the My Print Manager server is displayed.

4 Select the data that you want to print.



- The spooled data is displayed in descending order according to when the data was spooled, with unprinted documents shown first, followed by documents from your favorites that have already been printed.
- The icon that is displayed in front of the document name shows the status of the document.
 -  : Not printed
 -  : Printing failed
 -  : Saved as favorite
 -  : Saved as favorite and printed
 -  : Saved as favorite and printing failed

- To change the data's print settings, press [Print Settings]. The Print Settings screen differs depending on the device.
To display the details of the selected data, press [Print Job Details].



- "Favorite" does not appear for documents that have been added to your favorites. Also, you cannot remove a document from your favorites.
- Changes to the print settings are not updated automatically, so press [Update List] to update them manually.
- To update the list of print data, press [Update List].
- To clear all the selected print data entries, press [Reset].
- To select all the print data entries, press [Select All].
- To delete the selected print data entries, press [Delete].
- You can select up to 10 print data entries individually.
- If you have pressed [Select All] to select all the print data entries, you cannot select and cancel print data entries individually.

5 Press [Start] on the control panel.

Using ID & Print to Print Data

When you log in to a device, it prints all unprinted spooled data.

The following spooled data cannot be printed through ID & Print. To print the following data, log in to the device, select the print data, and start printing.

- ✓ Printed documents in your favorites
- ✓ Documents for which printing failed

- 1 When the device's login screen appears, enter your authentication information.

- You may not be able to log in to a device immediately after it turns on or returns from sleep mode. Wait some time before you log in to the device again.

2 Press [Login].

The device prints all the print data that has been spooled to it.



...

Reminder

When you are printing spooled data using ID & Print, the job that is currently being printed cannot be printed on other devices through the use of ID & Print until it is fully printed on the current device.



...

Reminder

To cancel a print job that is in progress, select the print job and press [Start Deleting].

If you cancel printing before it finishes, the print data will remain on the My Print Manager server as data for which printing failed. You will not be able to print this data using ID & Print. To print it, log in to the device, select the print data, and start printing.



...

Reminder

If the spooled data is printed with the stapling feature enabled but the device that does not have a finisher installed, the stapling feature is disabled, and the data is printed. Like in this case, if a portion of the print settings is disabled and then the spooled data is printed, the data will remain on the My Print Manager server as data for which printing failed. Delete this data manually.



...

Note

If an error occurs when you are printing from a device, and you do not correct the error, you will be logged out after a fixed length of time. While you are logged out, you cannot perform operations on jobs, such as deleting them. To log in to the device again, press "Next Copy Job" on the error screen to display the login screen.

3.3 Operating the My Print Manager Server

This section will explain how to access and operate the My Print Manager Server from your Web browser.

After you log in to the My Print Manager server, you can use the features listed below.

The features that you can use on the My Print Manager server are as follows:

- "Checking the Details of Spooled Data" on page 3-15
- "Changing the Print Settings of Spooled Data" on page 3-16
- "Saving Spooled Data to Your Favorites" on page 3-17
- "Deleting Spooled Data" on page 3-17
- "Configuring ID & Print Settings" on page 3-18
- "Viewing the My Print Manager Server Version" on page 3-18

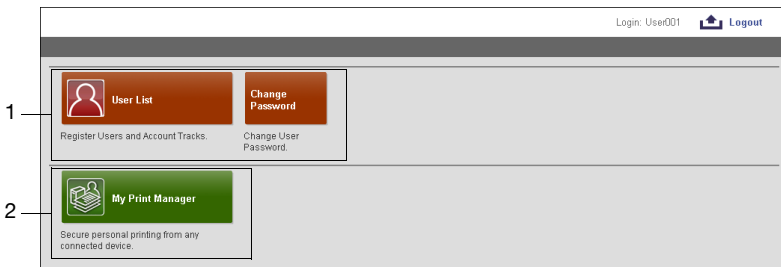
3.3.1 Logging In to the Enterprise Suite

For details on how to log in to the Enterprise Suite, see the "Device Manager User's Guide."


3.3.2 Basic Operation

This section will explain the basic operations of My Print Manager.

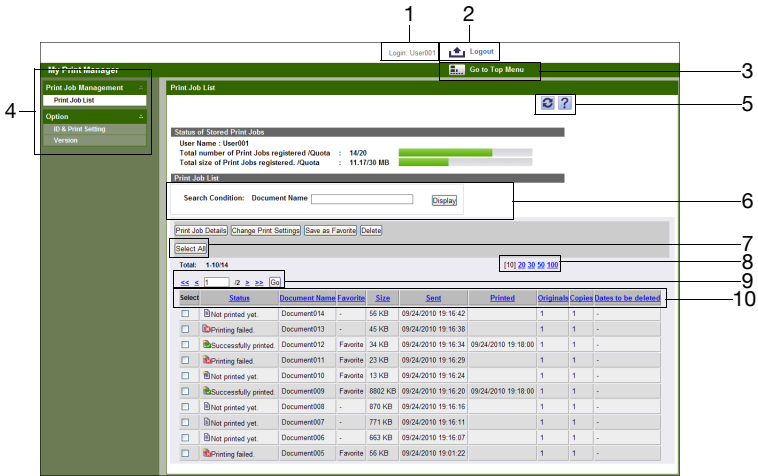
Top Menu














Number	Item	Description
1	User List	Use the User List to register and manage users. For details, see the chapter that discusses the User List in the Device Manager User's Guide.

Number	Item	Description
2	My Print Manager	Use the My Print Manager to perform tasks such as managing the print data that users have spooled and configuring settings on printer devices.  ... Reminder <i>When you log in as a regular user, you can manage the print data that you have spooled.</i>

Screen Components



Number	Item	Description
1	Logged in User Name	This displays the name of the user that is currently logged in.
2	Logout	Click this button to log out of the My Print Manager server and display the login window.
3	Go to Top Menu	Click this button to display the top menu.
4	Menu	The menu is displayed here. Click a command on the menu to show the corresponding details on the right side of the display.  ... Reminder <i>If  is displayed beside the menu title, click  to display the collapsed menu. Click  to close the menu. If  is displayed, there is no collapsed menu.</i>

Number	Item	Description
5		Click this button to return to the previous menu.  ... Note <i>Do not use your Web browser's "Back" button.</i>
		Click this button to update the screen with the most recent contents.  ... Note <i>Do not use your Web browser's "Refresh" button.</i>
		Click this button to display help for the current screen.
6	Search Condition	When a list is displayed on the screen, you can specify a search condition to narrow down what data is displayed. Type the search string in the text box.  ... Reminder <i>If you are logged in as a regular user, the list does not appear.</i>
7	Select All/Uncheck All	When a list is displayed on the screen, click this to select or clear all the settings.
8	Number of Lines to Display	When a list is displayed on the screen, click this to select the number of data entries that are displayed in the list. For example, if you click "10", 10 rows of data entries will be displayed on the screen.
9	Page Navigation	When a list that can not fit on a single screen is displayed, these buttons appear. <ul style="list-style-type: none"> • Click [<] to display the previous page. • Click [>] to display the next page. • Click [<<] to display the first page. • Click [>>] to display the last page. • You can also jump to a specified page by typing the page number that you want to jump to in the text box, and then clicking the [Go] button.
10	List Sorting	When a list is displayed on the screen, if you click one of the list headings, the whole list is sorted with that heading as the key.

My Print Notifier Window

My Print Notifier starts automatically when you log on to a PC that it is installed on, and its icon appears on the notification area. My Print Notifier closes automatically when you log off the computer. You can also close My Print Notifier by right-clicking the icon in the notification area and clicking [Exit].

To restart My Print Notifier after you close it, click [Start], [All Programs], [KONICA MINOLTA], [My Print Notifier], and then [My Print Notifier].

My Print Notifier Window

- If authentication succeeds, an information icon appears. Otherwise, an alarm icon appears.
- A message from the My Print Manager server indicates whether the sent print data has been spooled.



Reminder

Only one user can use My Print Notifier. If multiple users log on to the same computer, only the user who first started My Print Notifier can use it. You cannot switch between users.

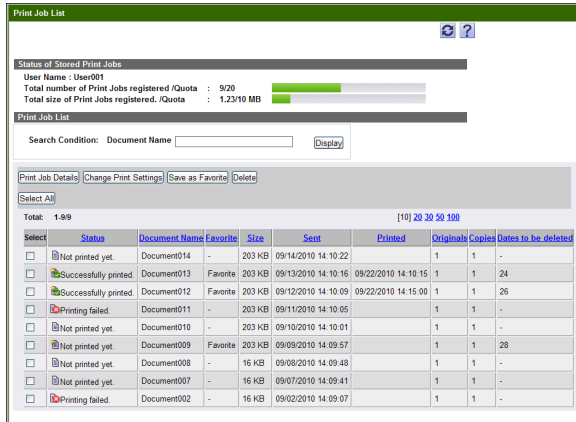



Note

Up to 10 messages appear indicating that spooling completed successfully. When 10 messages are displayed, additional messages that indicate successful completion are discarded.

3.3.3 Print Job List

This section will explain how to operate the Print Job List window.




Item	Description
Status of Stored Print Jobs	The total number of documents and the total document size for the currently logged in user are displayed. If the administrator has set print quotas, the quotas for the number of documents and the document size will appear, and you can check the storage status on a graph.
Search Condition	Type a condition that you will use to narrow down the list of spooled data. Click [Display] to apply the condition that you have specified and update the list.  ... Reminder <i>If you are logged in as a regular user, the list does not appear.</i>
Print Job Details	Click this button to display the details of the print data entry that you have selected in the list of spooled data. You cannot display the details of multiple print data entries at the same time.
Change Print Settings	Click this button to change the print settings of the print data entries that you have selected in the list of spooled data.
Save as Favorite	Click this button to save to your favorites the print data that is selected in the list of spooled data. You cannot remove a document from your favorites.
Delete	Click this button to delete the print data entries that you have selected in the list of spooled data.
Select All/Uncheck All	Click this button to select all the print data entries that are displayed in the list of spooled data. Click this button one more time to clear all the selected items.


Item	Description
Spooled Data List	The spooled data list displays a list of all the print data that has been spooled to the My Print Manager server. To select a print data entry, select its check box.




Reminder

The state of the spooled data is also indicated by icons.

 : *Not printed*

 : *Printing failed*

 : *Saved as favorite*

 : *Saved as favorite and printed*

 : *Saved as favorite and printing failed*



Reminder

The number of pages in the original may not be displayed correctly.



Reminder

The number of days until the spooled data is automatically deleted is displayed under "Dates to be deleted". If the data does not have an automatic deletion date, "-" appears.

3.3.4 Checking the Details of Spooled Data

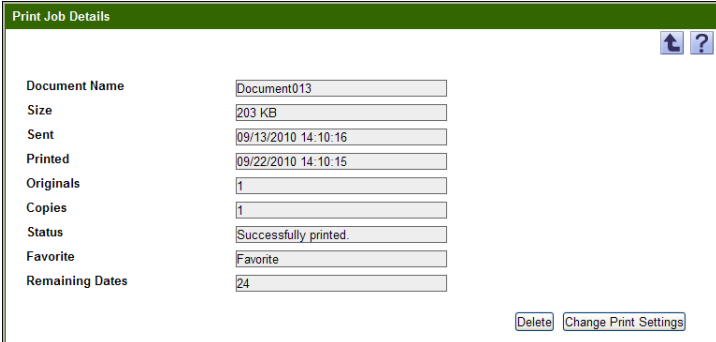
This section will explain how to check the details of data that you have spooled.

Checking the Details of Spooled Data

- 1 Type a search condition that will be used to retrieve the spooled data that you want to display.
- 2 Click [Display].
The list of spooled data is displayed.
- 3 Select the spooled data whose details you want to check.
- 4 Click [Print Job Details].

The selected spooled data details are displayed. To delete the selected spool data entries, press [Delete].

To change the selected spooled data's print settings, click [Change Print Settings].



The screenshot shows a dialog box titled "Print Job Details" with a green header bar. In the top right corner of the dialog, there are two icons: a blue square with a white upward-pointing arrow and a blue circle with a white question mark. The main area of the dialog contains a list of fields, each with a label on the left and a text input field on the right:

Document Name	Document013
Size	203 KB
Sent	09/13/2010 14:10:16
Printed	09/22/2010 14:10:15
Originals	1
Copies	1
Status	Successfully printed.
Favorite	Favorite
Remaining Dates	24

At the bottom right of the dialog, there are two buttons: "Delete" and "Change Print Settings".



Note

You cannot display the details of multiple print data entries at the same time.



Reminder

The number of pages in the original may not be displayed correctly.

3.3.5 Changing the Print Settings of Spooled Data

This section will explain how to change the print settings of data that you have spooled.

Changing the Print Settings of Spooled Data

- 1 Type a search condition that will be used to retrieve the spooled data that you want to display.
- 2 Click [Display].
The list of spooled data is displayed.
- 3 Select the spooled data whose print settings you want to change.
- 4 Click [Change Print Settings].
The Print Settings window opens.
- 5 Change the settings, and then click [Apply].
 - If you click [Clear], any changes that you have made are discarded.

The screenshot shows a 'Print Settings' dialog box with the following fields and options:

- Document Name:** TestFormat.ps
- Copies:** 2 (with a note: [Required] Only Number: 1-999)
- Duplex:** 1-Sided, 2-Sided
- Staple:** Do not use, Corner (Left), 2 Position (Left)
- Punch:** Do Not Use, 2-Hole (Left)

Buttons: [Apply] [Clear]

Item	Description
Document Name	This displays the selected print data's document name.
Copies	This displays the number of copies that is specified by the print driver. Enter the number of copies if you want to change this value.
Duplex	Select whether to print on one or both sides of the page.
Staple	Select the setting to use for stapling.
Punch	Select the setting to use for hole punching.

**Note**

Depending on the device, settings that can not be used will be ignored. Also, if data is printed with invalid settings, it will remain on the My Print Manager server as data for which printing failed. Delete this data manually.

3.3.6 Saving Spooled Data to Your Favorites

Save spooled data to your favorites. Even after they are printed, documents that have been saved to your favorites are not deleted from the My Print Manager server. Also, you cannot remove a document from your favorites.

- 1 Type a search condition that will be used to retrieve the spooled data that you want to display.
- 2 Click [Display].
The list of spooled data is displayed.
- 3 Select the check boxes next to the spooled data that you want to save to your favorites.
- 4 Click [Save as Favorite].
The spooled data that you selected is saved to your favorites.

3.3.7 Deleting Spooled Data

This section will explain how to delete data that you have spooled.

Deleting Spooled Data

- 1 Type a search condition that will be used to retrieve the spooled data that you want to display.
- 2 Click [Display].
The list of spooled data is displayed.
- 3 Select the spooled data that you want to delete.
- 4 Click [Delete].
The spooled data that you selected is deleted.

3.3.8 Configuring ID & Print Settings

Set the method for printing data from the device. For details on the print methods, see "Printing from a Device" on page 3-4.



Item		Description
ID & Print	Use	The ID & Print feature is enabled. When you log in to a device, it prints all unprinted spooled data. In the initial settings, ID & Print is set to "Use".
	Do Not Use	The ID & Print feature is disabled. To print data, you must log in to a device and select the data that you want to print.

3.3.9 Viewing the My Print Manager Server Version

You can view the version of the My Print Manager server.

4 Troubleshooting

4.1 Data Spooling Problems

Problem	Solution
When I try to start printing, the data is not spooled.	Display the My Print Manager Port communication settings window, and properly configure the server information.
Because of an authentication failure, the data isn't spooled when I try to start printing.	In the My Print Manager Port Authentication window that appears when you try to start printing, enter the correct user information. Display the My Print Manager Port settings window, and properly configure the user information. Check with an administrator to make sure that the account is being managed by the My Print Manager server.
I cannot start printing.	Display the My Print Manager Port communication settings window, and reconfigure the settings.

4.2 My Print Manager Server Access Problems

Problem	Solution
I cannot access Web service or log in to the My Print Manager server.	Display the My Print Manager Port communication settings window, and properly configure the server information. Check whether the network cabling is connected properly. Check whether your computer's TCP/IP settings are correct. Ask the system administrator about the current network communication status.