



Flash Guide for Users



Just print.
When, where and how you want.

1. steadyPRINT on your Computer.

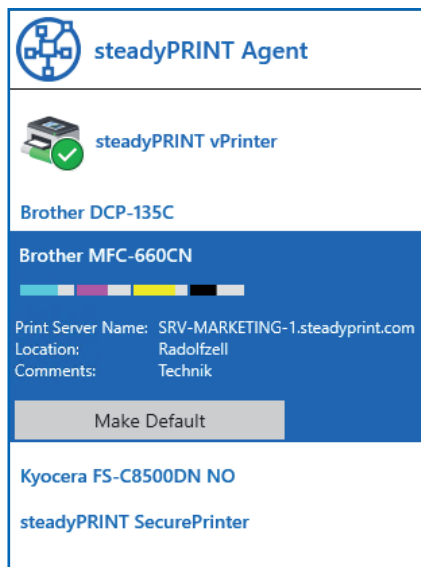
You will find the steadyPRINT Agent in the toolbar of your Windows-PC (see below).

With a simple click on the icon, you open the “integrated” Agent, a short overview of your currently connected printers.

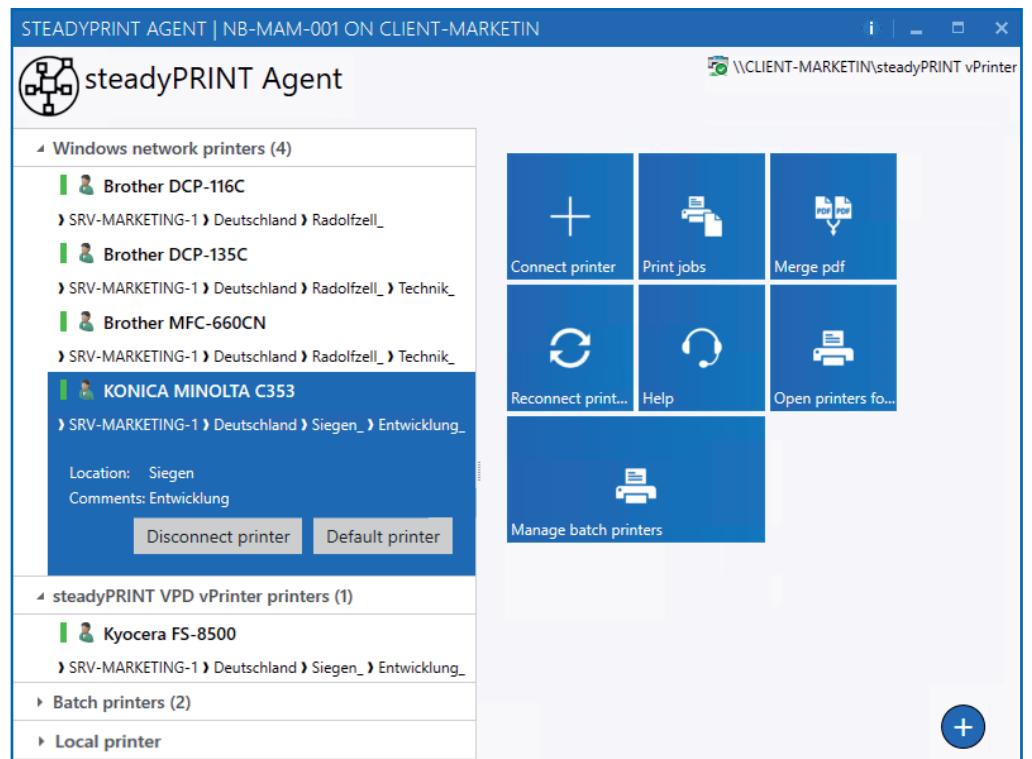
A double-click opens the main window of the Agent in which you can manage your printer connections and use further functions of steadyPRINT.



Note: If you miss your connected printers, you can also select the command “Reconnect printers” with a right click on this icon.



The integrated Agent shows all currently connected printers. A click on one of the printers will display additional information.



In addition to the printer view, the main window of the steadyPRINT Agent offers even more functions. For more information, please refer to point 2.



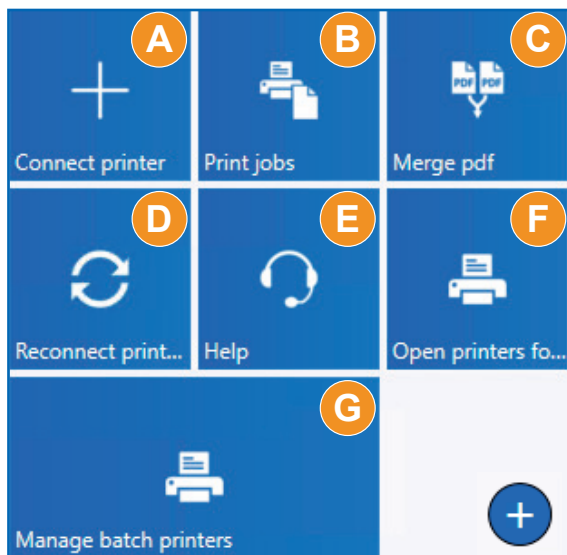


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2. Functions in the Main Window.

After opening the steadyPRINT Agent, the main window appears. On the left side, you will see all printers currently assigned to you. By clicking on one of the printers, you can specify this printer as default printer or disconnect the assignment.

The tiles on the right hand side will take you to various functions. If certain functions are not listed here, you can add further tiles by using the round Plus button (bottom right).



- A Connect printer:** Add a printer. More information under point 3.
- B Print jobs:** Have your past print jobs displayed and reprint them, if required.
- C PDF merge:** Merge several documents into one.
- D Reconnect printers:** If problems occur, refresh all your printer assignments with one click.
- E Help:** Fast help if problems occur.
- F Open printers folder:** Open the Windows printer directory.
- G Manage batch printers:** Manage your batch printers. Create, for example, a batch for invoices, collect your documents and print them at a later point in time.

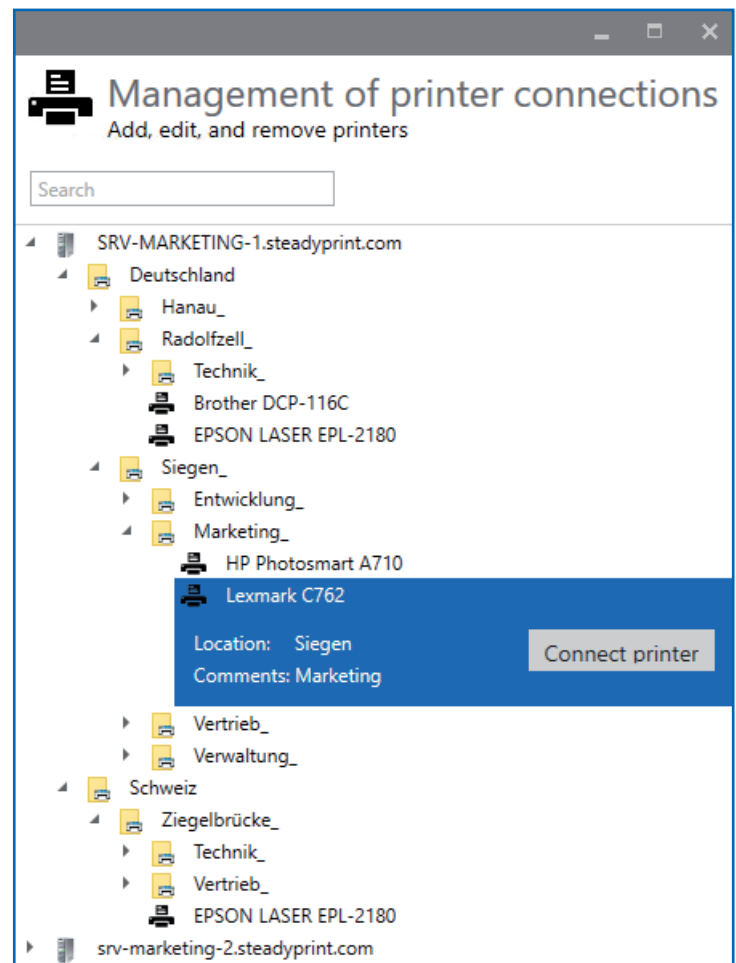
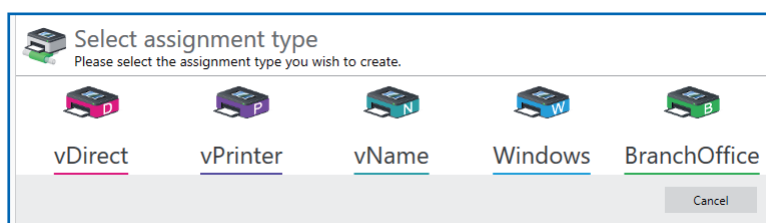
Note: For security reasons, your administrator can hide/disable adding or deleting certain printers as well as adding additional functions.

3. Adding printers.

The tile “Connect printer” (A) in the main window will take you to a new view (see right).

The tree view shows all printers provided by the administrator. Find the desired printer and add it by clicking the button “Connect printer”.

Depending on the configuration of your print environment, you can choose from different assignment types. In cases of doubt, please contact your administrator.





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steadyPRINT®

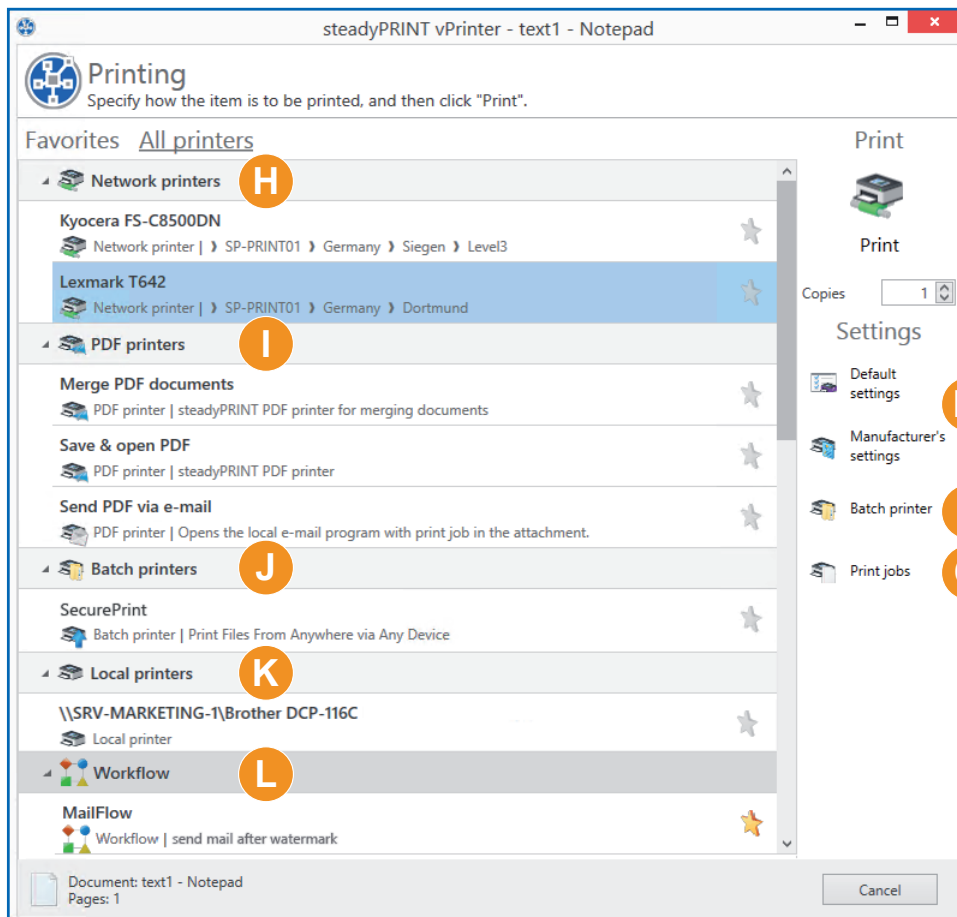
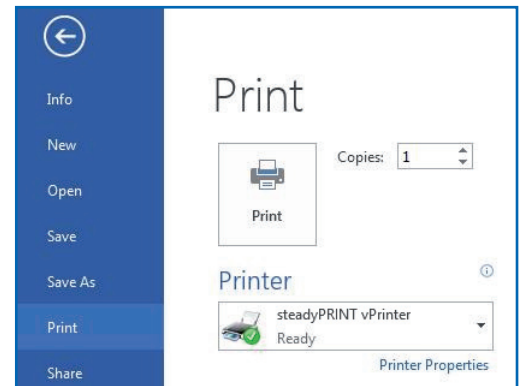
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4. steadyPRINT vPrinter.

Note: The functions described on this page might not be available to you as driverless printing with the steadyPRINT vPrinter is an additional module and not included in the normal range of steadyPRINT functions.

If you work with the steadyPRINT vPrinter, always select the same printer in all programs: steadyPRINT vPrinter.

An additional window opens and provides you with a wide variety of functions. Depending on the licensing, some functionalities might not be accessible or visible to you.



H Network printer: Directly print to a provided network printer.

I PDF printer: Create a PDF file from your document, which can then either be saved or directly sent as an e-mail attachment. As an alternative, several PDF documents can be merged.

J Batch printer: Print into a batch first (the print job is temporarily stored and not printed). You can print all jobs collected in the batch at any time. All jobs that are printed to the Secure-Print batch can be started via an app on your smartphone at the desired printer at a later time.

K Local printers: Directly print to a provided local printer.

L Workflow: Start a workflow so that different actions can be processed.

M Settings: Both buttons will take you to the settings of the selected printer.

N Batch printer: Here, you can create new batch printers and manage your own batch printers.

O Print jobs: Have your recently printed documents displayed and reprint them, if required. Or have all documents that have not yet been printed displayed in a batch and print them.