



Flash Guide for Users



steady**PRINT**®

Just print.
When, where and how you want.

1. steadyPRINT on your computer.

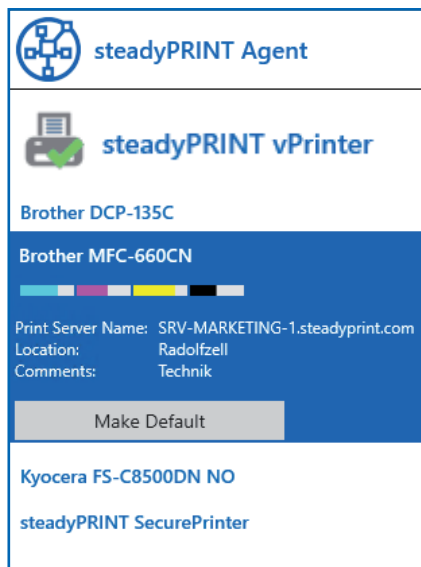
You will find the steadyPRINT Agent in the toolbar of your Windows-PC (see below).

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

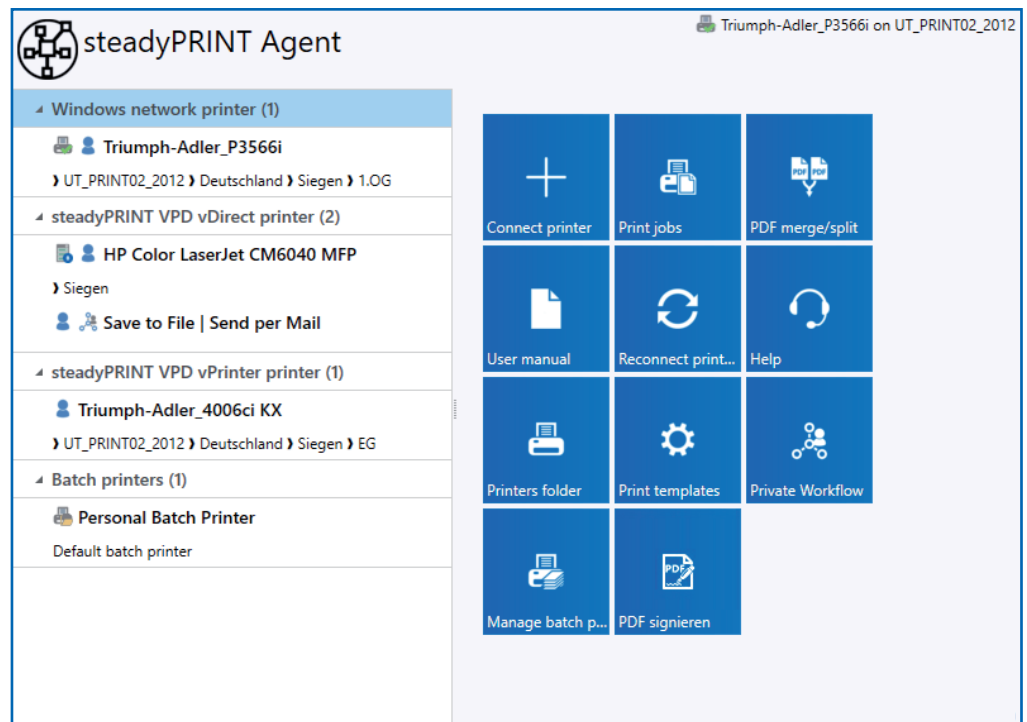
A double-click opens the main window of the Agent where you can manage your printer connections and use further functions of steadyPRINT.



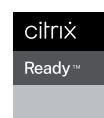
Note: If you miss your connected printers, you can also select the command “Reconnect printers” with a right click on this icon.



The integrated Agent shows all currently connected printers. With a click on one of the printers, further information will be displayed.



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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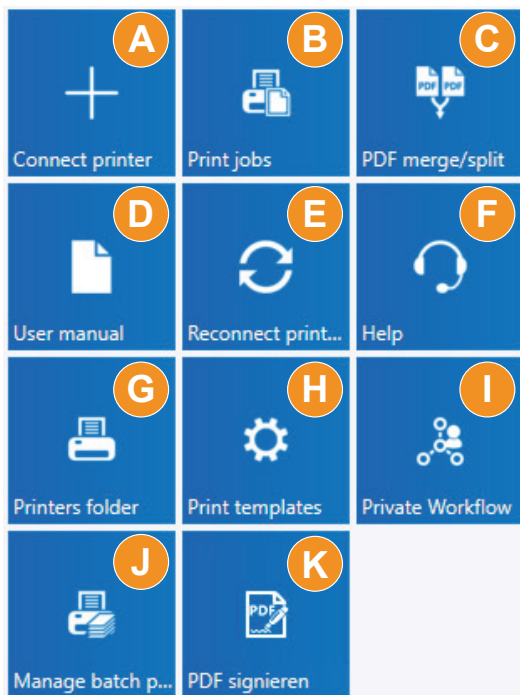


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2. Functions in the main window.

After opening the steadyPRINT Agent, the main window appears. On the left side, you see all printers currently assigned to you. By clicking on one of the printers, you can specify this printer as default 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 User Manual:** Directly access the steadyPRINT user manual.
- E Reconnect printers:** If problems occur, refresh all of your printer assignments with one click.
- F Help:** Fast help if problems occur.
- G Printer folder:** Open the Windows printer folder.
- H Print templates:** Store individual printer settings.
- I Private workflow:** Create individual workflows that are only accessible to you directly from the steadyPRINT Agent.
Shared Workflows: Share your workflows with other users or departments.
- J 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.
Group batches: Convert your individually created batches into a group batch and share it with an unlimited number of users.
- K Digital signature:** You can simply e-sign your PDF documents digitally or request signatures and insert them.

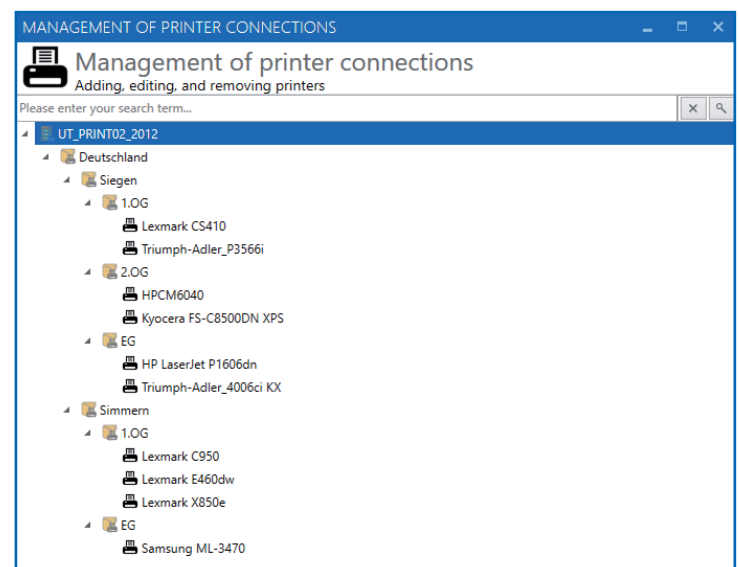
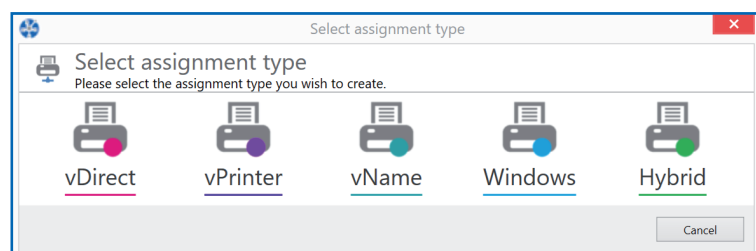
Note: For security reasons, your administrator can hide/disable the function of adding or deleting certain printers as well as adding additional functions.

3. Add 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. Select 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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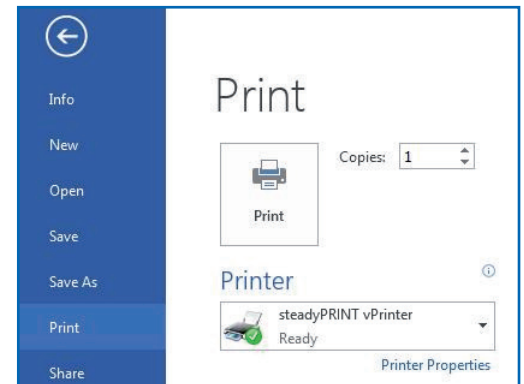
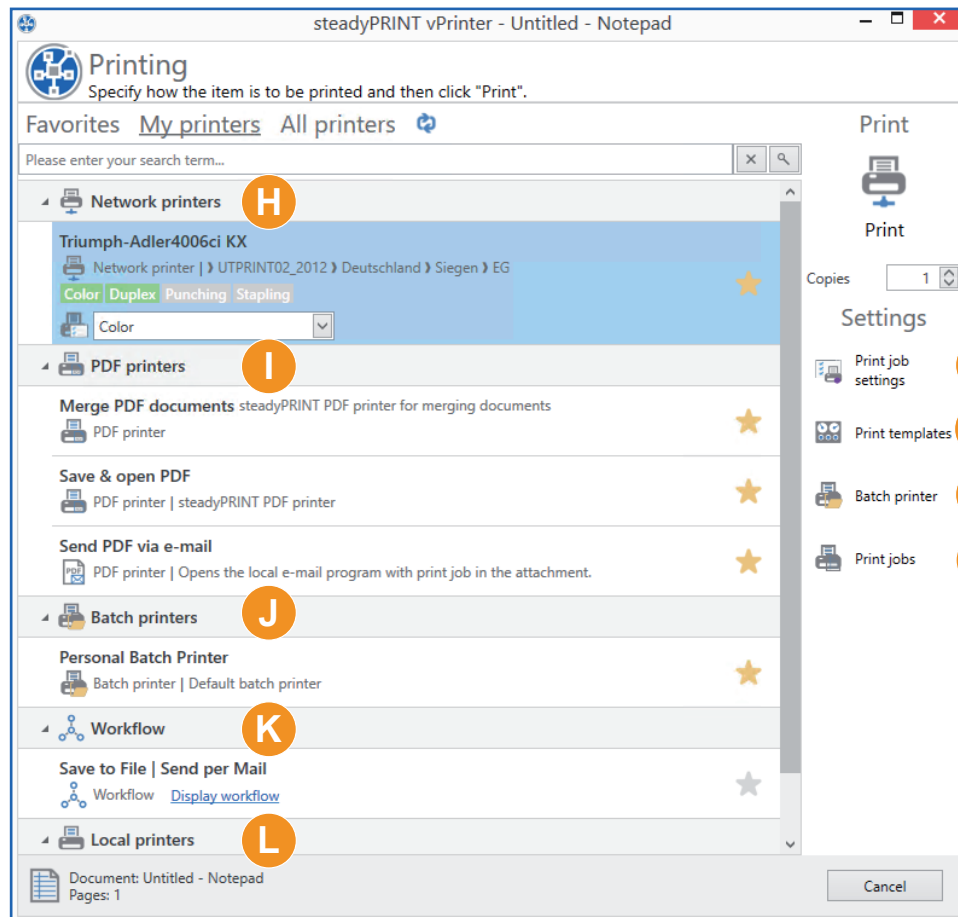
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4. steadyPRINT vPrinter.

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

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

M Settings: This button will take you to the settings of the selected printer.

N Print Templates: This button opens the print template management in order to create or edit templates.

O Batch printer: Create new or manage your own batch printers or convert your batches into group batches and share them with other users.

P 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.



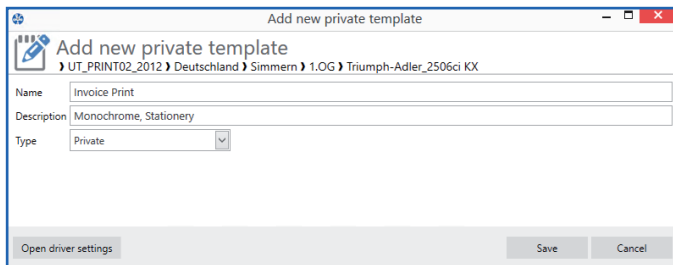
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5. Creation of Print Templates for users.

Note: Before creating a template, your administrator has to enable the function „Private Print Template“.

Click on the tile Print Templates and select the desired printer. Or select the „Print Templates“ by right-clicking on a printer. Then a window „Open Print Template“ opens.

5.1



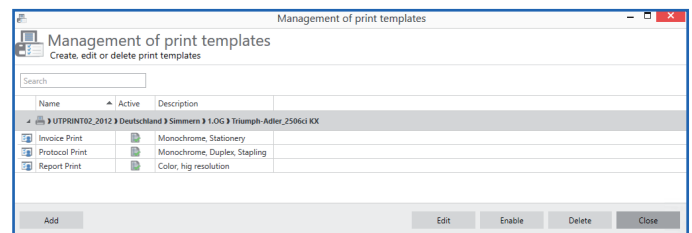
The dialog box titled 'Add new private template' shows the following fields:

- Name: Invoice Print
- Description: Monochrome, Stationery
- Type: Private (selected from a dropdown)

Buttons at the bottom: Open driver settings, Save, Cancel.

Click Add and enter a name and a description for the template to be created.

5.3



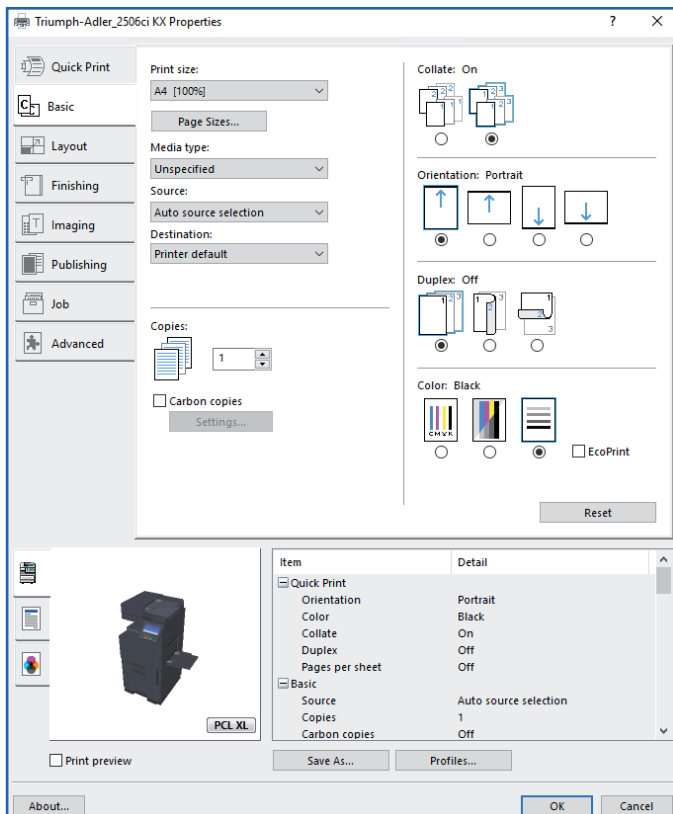
The window shows a list of templates:

| Name | Active | Description |
|----------------|-------------------------------------|------------------------------|
| Invoice Print | <input checked="" type="checkbox"/> | Monochrome, Stationery |
| Protocol Print | <input checked="" type="checkbox"/> | Monochrome, Duplex, Stapling |
| Report Print | <input checked="" type="checkbox"/> | Color, high resolution |

Buttons at the bottom: Add, Edit, Enable, Delete, Close.

The template has been created and can now be used for printing.

5.2



The dialog box shows various settings for the printer. The 'Basic' tab is selected. Settings include:

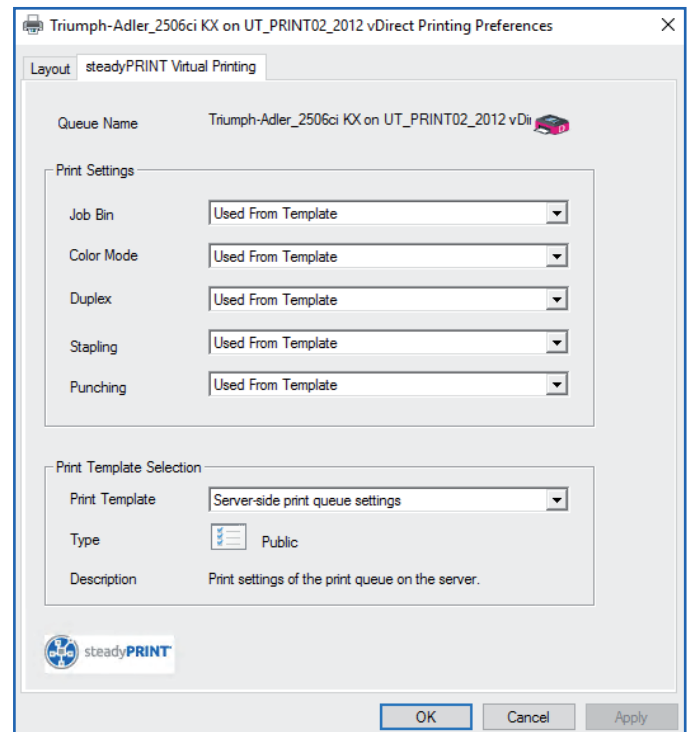
- Print size: A4 [100%]
- Media type: Unspecified
- Source: Auto source selection
- Destination: Printer default
- Copies: 1
- Carbon copies: Off
- Collate: On
- Orientation: Portrait
- Duplex: Off
- Color: Black
- EcoPrint: Off

Buttons at the bottom: OK, Cancel, Save As..., Profiles..., About...

Open the driver settings and enter the desired features to the native driver. When all settings are made click OK. The settings from the native driver will be accepted.

Click Save and the new template appears.

5.4



The dialog box shows the 'Layout' tab. Settings include:

- Queue Name: Triumph-Adler_2506ci KX on UT_PRINT02_2012 vDi
- Print Settings:
 - Job Bin: Used From Template
 - Color Mode: Used From Template
 - Duplex: Used From Template
 - Stapling: Used From Template
 - Punching: Used From Template
- Print Template Selection:
 - Print Template: Server-side print queue settings
 - Type: Public
 - Description: Print settings of the print queue on the server.

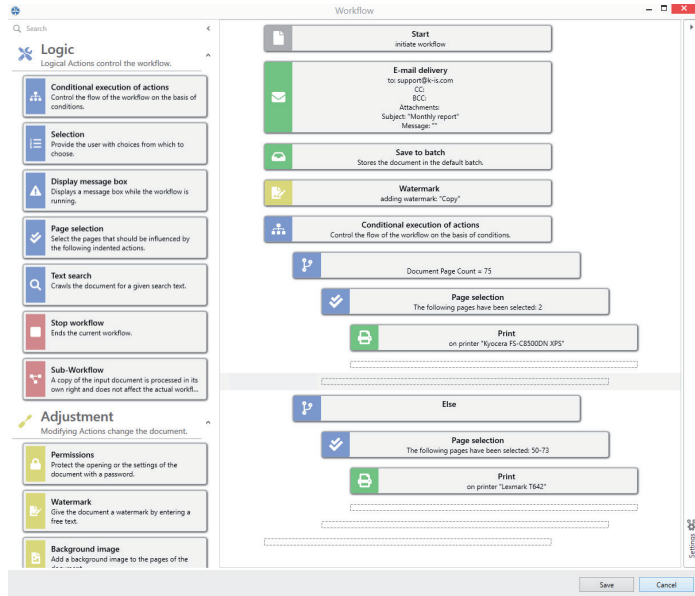
Buttons at the bottom: OK, Cancel, Apply.

Via the VPD Printer Driver the Private Print Template can now be used during the printing process or modified in the drop-down menu.



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6. Configuration of Private Workflows.



Click the tile Private Workflow and create your individual workflow by dragging and dropping actions from the left to the right hand side.

6.1 Logic

Logic
Actions to control the workflow process.

Conditional execution of actions
Control the flow of the workflow on the basis of conditions.

Selection
Provide the user with choices from which to choose one.

Display message box
Displays a message box while the workflow is running.

Page selection
Select the pages that should be affected by the following indented actions.

Stop workflow
Terminates the current workflow.

Text search
Browses the document for a search term.

Sub-Workflow
A copy of the incoming document is independently processed and does not affect the actual workflow.

Control the flow of the workflow on the basis of conditions.

Provide the user with choices from which to choose.

Have a message box displayed while the workflow is running.

Select the pages that should be influenced by the following intended actions.

End the current workflow.

Browse the document for a given search key.

A copy of the input document is processed.

6.2 Adjustment

Adjustment
Actions to modify the document.

Permissions
Protect the opening or the settings of the document with a password.

Watermark
Provide the document with a watermark by entering a free text.

Assign rights for the opening or the settings of a document.

Add a watermark to the document.

Fore- or background image
Add a fore- or background image to the pages of the document.

Merge documents
Merging individual pages into one document.

Archive document format
Convert to archive document format

Add a fore- or background image to the pages of the document.

Merge individual pages into one document.

Convert the document to Archive Document Format.

6.3 Output

Output
Sending Actions send the document.

Save to file system
Save the document to the file system.

E-mail delivery
Send the document attached to an e-mail.

SecurePrint
Sends the document to the Secure printer

Save to batch
Saves the document to the batch

Store in cloud
Allow the user to have the document stored in the cloud.

Save the document to your file system.

Send the document as an e-mail attachment.

Send the document to the secure printer.

Save the document to the default batch.

Save the document in the cloud.

6.4 Printing

Printing
Print the document on a printer.

vPrinter
Opens the vPrinter for further actions.
Note: To use the vPrinter, the vPrinter actions must be provided. By default, they are enabled.

vName
Print the document to an assigned and locally available vName printer.

Virtual printing
Print the document without assignment and without local printer availability with template.

User-defined printer
The user can freely choose the printer.

Default printer
Use default printer.

Print the document with the vPrinter.

Print the document with a vName printer.

Print the document with a virtual printer.

Print the document with a user-defined printer.

Print the document with the default printer.

6.5 Templates

Templates
A lot of predefined actions.

Workflow reference (select)
Reference an existing workflow.
Workflows

Fail-safe printing
Select a target printer and a backup printer.
Selection

Print or send by e-mail
Print or send mail if textsearch was successful.
Selection

Reference to an existing workflow.

Select a target and a backup printer.

Print or e-mail the document after successful text search.

6.6 Specials

Special
Special actions for very individual use cases.

Replace fonts
Replace all fonts in the document.

Replace all fonts in the document.