

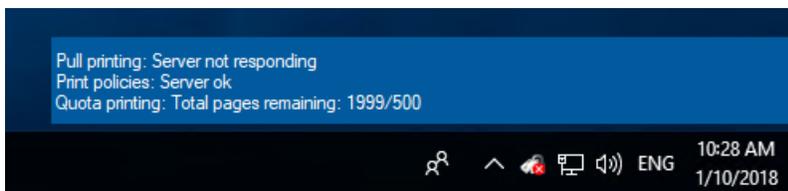
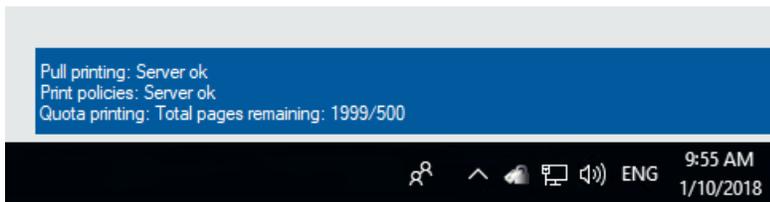
HP AC Client Help

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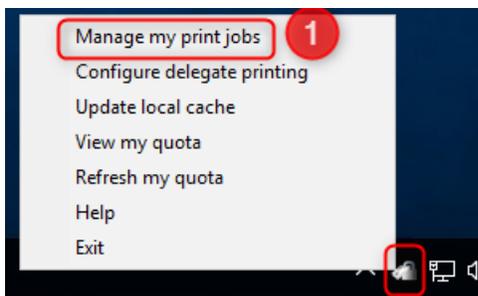
Check Status

To view the current status of the connection to servers you can left click the lock icon in the Systray to view.



Manage my Print Jobs

1. Open Manage my print jobs – Right Click the lock icon in the Systray & select Manage my print jobs. Only the documents for the User logged in will be displayed.



2. Enter the destination IP Address for the device
3. Select documents to print/delete
4. Select option:
 - a. Print – Document will Print – note that if the Delete checkbox is un-selected the document will be retained
 - b. Delete – Document will be Deleted
 - c. Refresh – Document list will be Refreshed

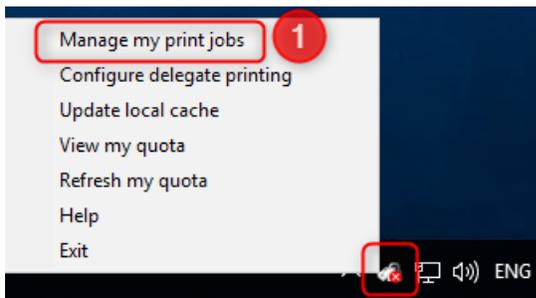
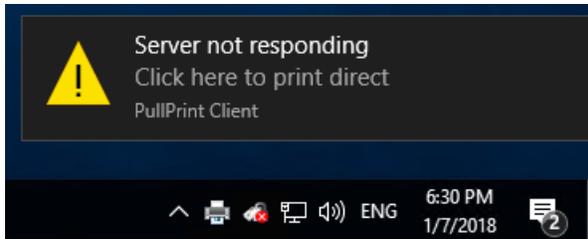
Number of documents:2

| <input type="checkbox"/> | Document name | Application | Pages | Size | Date |
|--------------------------|---------------|-------------------|-------|------|---------------------|
| <input type="checkbox"/> | Test Page | PULLSVC PULLPRINT | 1 | 45 | 1/4/2018 8:32:03 PM |
| <input type="checkbox"/> | Test Page | PULLSVC PULLPRINT | 1 | 45 | 1/4/2018 8:32:05 PM |

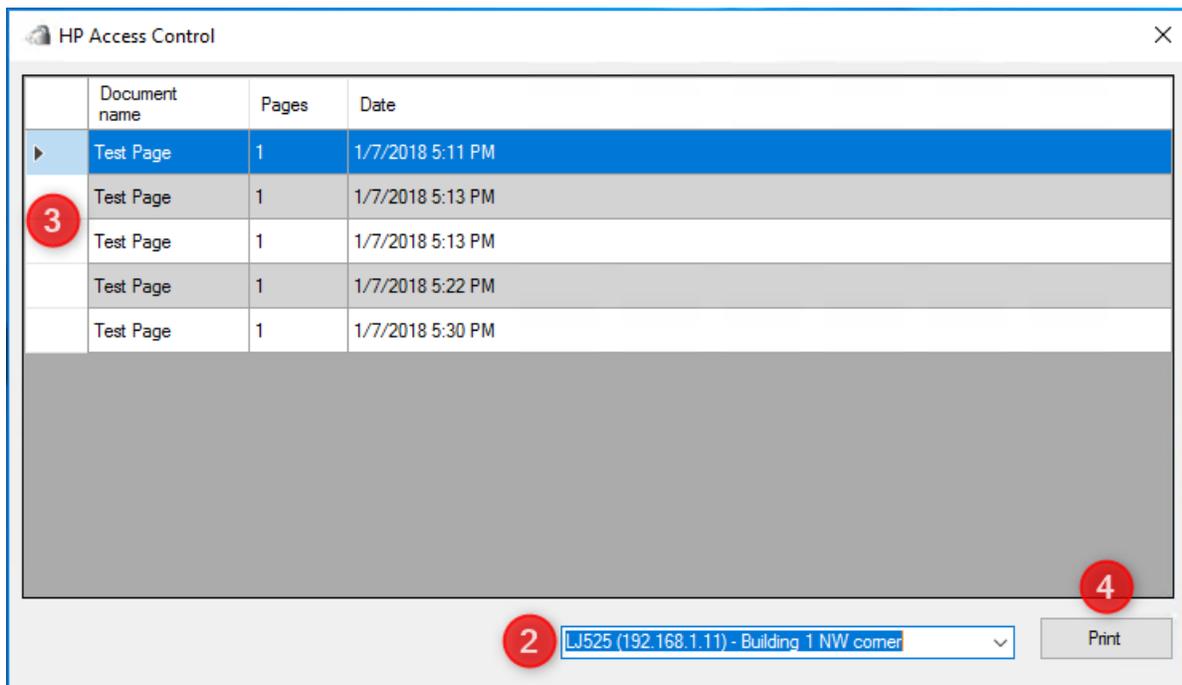
Delete
Print
Delete
Refresh

Direct Print Failover

1. When connection is lost to the server the Systray icon will show with an error – Click the Systray popup message or Right Click the lock icon -> Manage my print jobs

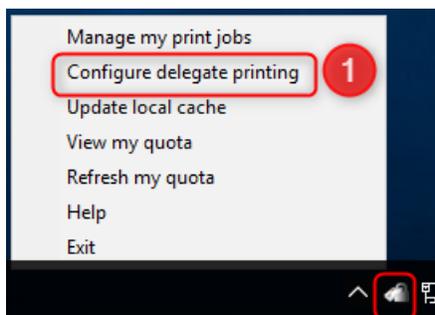


2. Select any previous printers that you have submitted a job to.
 - a. You can only choose a printer if you have printed to it in the past from the workstation or if you have release a pull print jobs at the printer in the past.
 - b. Hostname / IP Address / Location (if set by administrator) will represent the device
3. Select print job to submit
4. Click print
 - a. Note that this is a direct print job and no authentication will be required at the device.



Delegate

1. Open Delegate configuration – Right Click the lock icon in the Systray & select Configure delegate printing



2. Add a Group
 - a. A delegate group can consist of 1- many users and can be give any name and description.
3. Choose Distribution if required
 - a. A Distribution group means every user in the group will have their own document. If it is not a Distribution group the first user to print the job will receive it and all others will no longer have the job available to them.
4. Add Users
 - a. Select the Group and add Users to be a part of the Delegate Group

- b. Users must be valid Users in the Enrolment database.
- c. Users can be added to multiple Groups.

Groups

Group Add

Description

Distribution

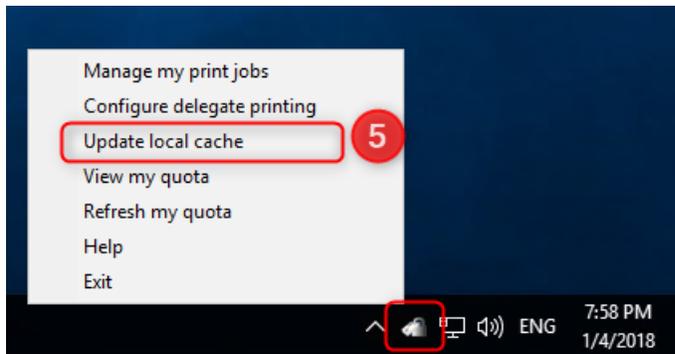
| Group | Description | Distribution | | |
|-----------------|-------------------|-------------------------------------|--|--|
| Human Resources | All HR Employees | <input checked="" type="checkbox"/> | | |
| Admin Assistant | AA delegate print | <input type="checkbox"/> | | |

Users

User / Email Test Add

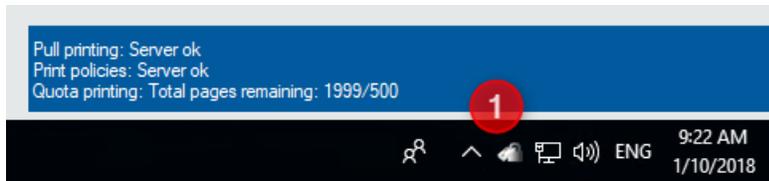
| Login | Name | Domain | Email | |
|-------|------|----------|-----------------|--|
| u1 | u1 | HPSOLSTR | u1@hpsolstr.com | |

- 5. Update local cache – this needs to be done after any changes.

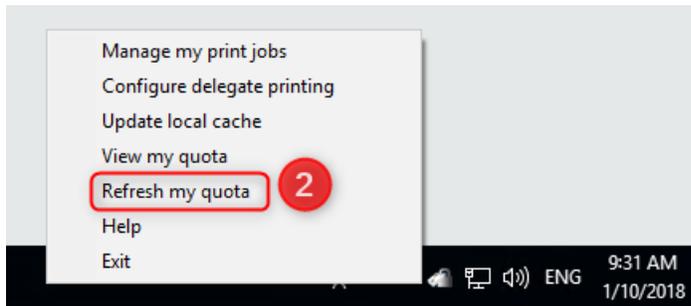


Quota

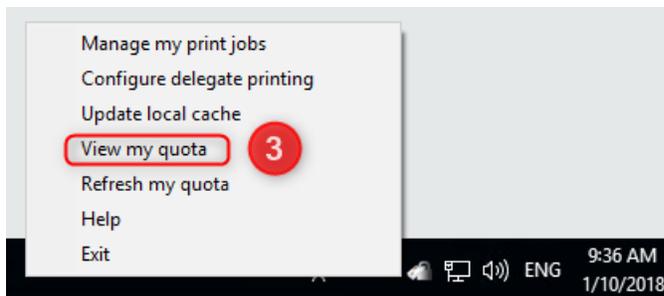
- 1. Check current quota -> Left click the lock icon to view current quota
 - a. Shows remaining Print pages mono/colour



2. Refresh my quota -> Right click lock icon -> Refresh Quota



3. View my quota -> Right click lock icon -> View my quota
a. Shows remaining Print / Copy / Digital Send quota remaining



Quota

| | Print | Copy | Digital Sending |
|-----------------------|-------|------|-----------------|
| User name u1 | | | |
| Total pages remaining | 1999 | 2000 | 2000 |
| Color pages remaining | 500 | 50 | |
| | | | |
| | | | |
| | | | |

IPM

When the IPM desktop notification is added to an IPM rule, a popup message will show from the Systray icon.

