# CZ Print Release Station --- Step by Step Configuration


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## 1. Components

CZ Print Release Station includes the following components:

**Master Print Release Station (Required)** Master Print Release Station stores all configurations and holds all print jobs until they are released. It can be installed on any Windows 32-bit or 64-bit computer that has printers shared.

**CZ Popup (Optional Add-On)** CZ Popup is designed for print job notification, and it must be installed on the workstation. CZ Popup notifies users the print job information including document name, printer name, number of pages and total cost after they send a print job. It also allows users to change their print job name for their privacy, and (or) create a password that they can use to release their print jobs on the print release station, and (or) create a user id for their print jobs that they can use to show only their print jobs on the print release station (for some environments that students use their own laptops to print or environments that user id is not unique). CZ Popup can be installed and run on Windows, Mac OSX / Classic or Linux client computers.

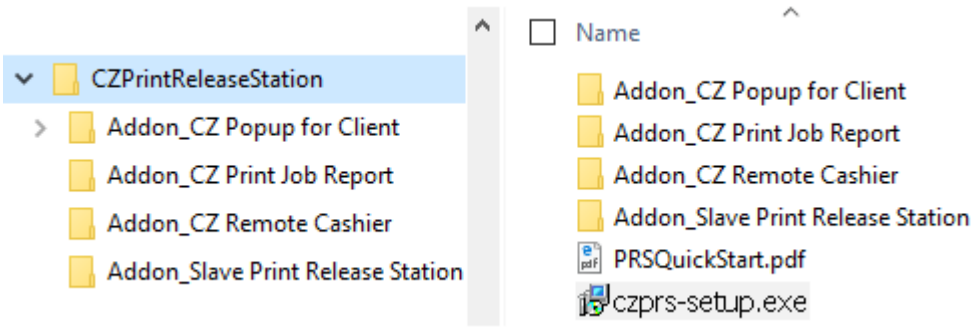
**CZ Print Job Report (Optional Add-On)** CZ Print Job Report is a Free Software allowing you to generate and view 94 reports including 54 default reports and 40 customized reports, and export these reports to Adobe-PDF, MS-Word, MS-Excel and Rich Text formats. These reports are designed for your print cost analysis. It can be installed on any Windows 32-bit or 64-bit computer.

**Slave Print Release Station (Optional Add-On)** The Slave Print Release Station can hold all print jobs or some of print jobs on the Master Print Release Station depending on the printer settings. Users can use either Master Print Release Station or Slave Print Release Station to release their print jobs. It can be installed on any Windows 32-bit or 64-bit computer.

**CZ Remote Cashier (Optional Add-On)** CZ Remote Cashier can be installed on any staff computer to manage prepaid account remotely. It can be installed on any Windows 32-bit or 64-bit computer.

## 2. Setup a Printer on Print Release Station to Control Printing

**Step 1**. Download and extract the 30-day trial version of CZ Print Release Station, then double click **czprs-setup.exe** to install Master Print Release Station.

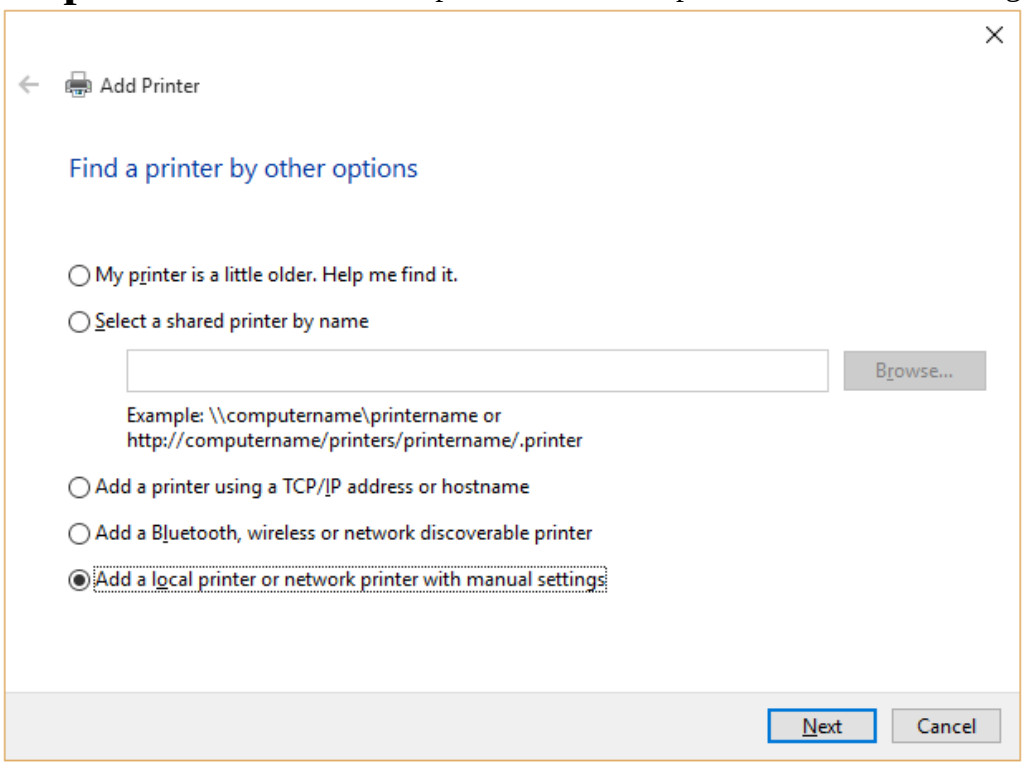



On the computer (e.g. \\PRS) where Master Print Release Station is installed:

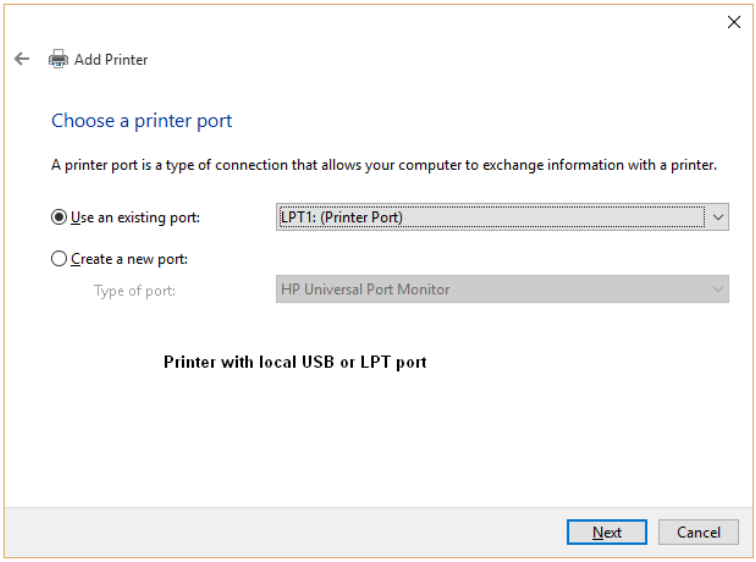
**Step 2**. Click Start --> Settings --> Devices and Printers.

**Step 3**. Click "Add a printer" button to start the Add Printer Wizard, and then click Next.

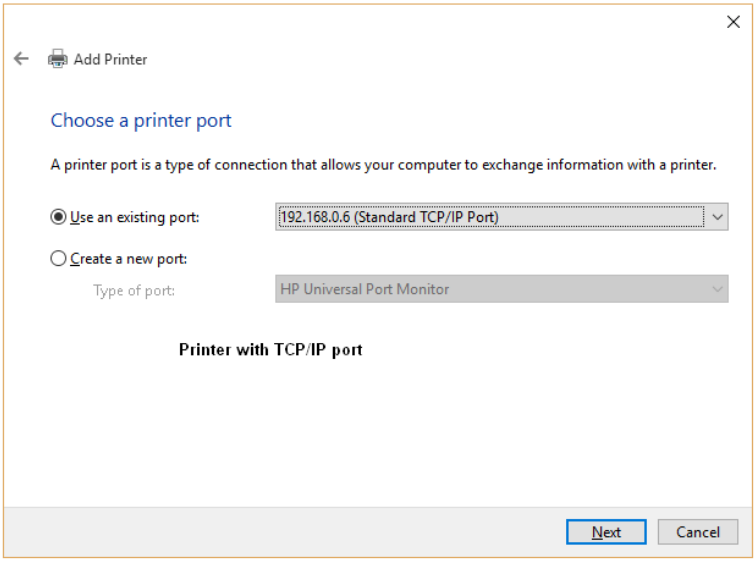
**Step 4**. Click the "Add a local printer or network printer with manual settings" option and then click Next.



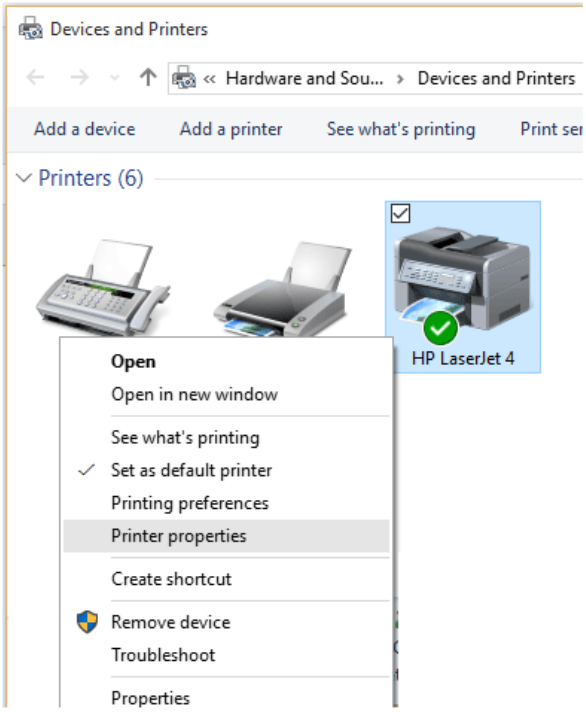

**Step 5**. Select a port, for example Standard TCP/IP Port, Parallel / USB port or LPR Port and follow the instructions on screen. If the port is not in the list, select "Create a new port" to add a new port.

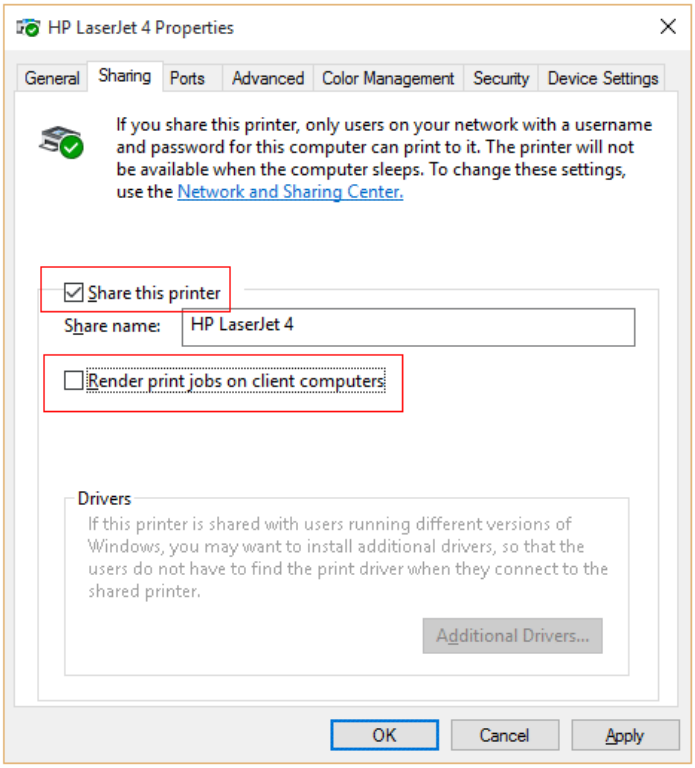



OR

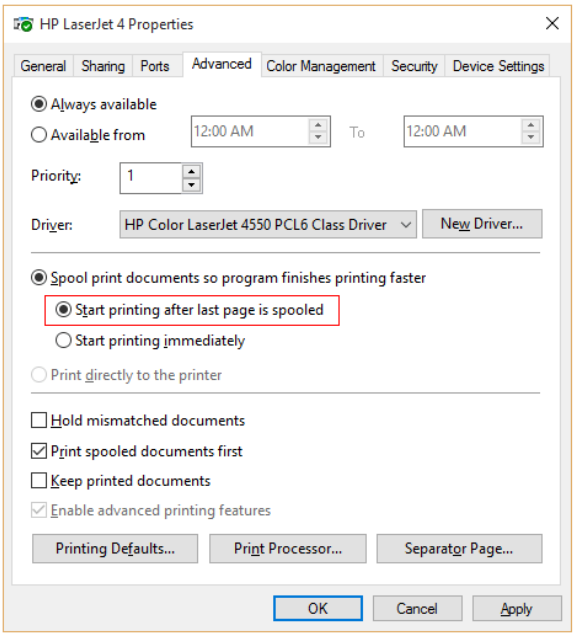


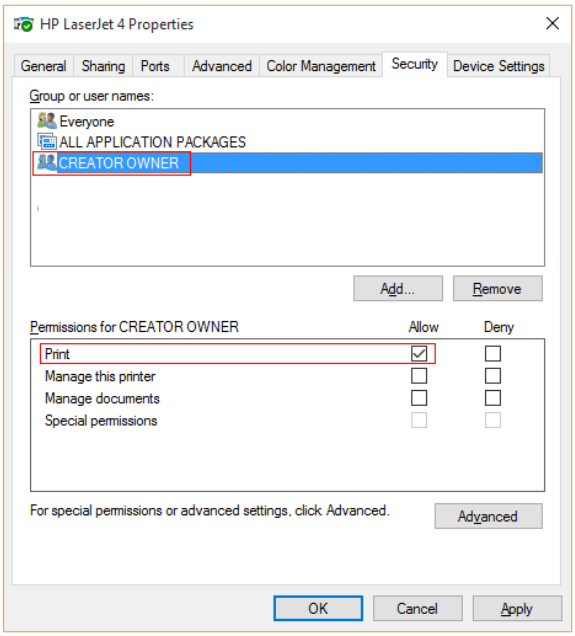

**Step 6**. The printer icon will be added to your Devices and Printers. Right click the printer icon and click Printer properties, share the printer and uncheck "Render print jobs on client computers".



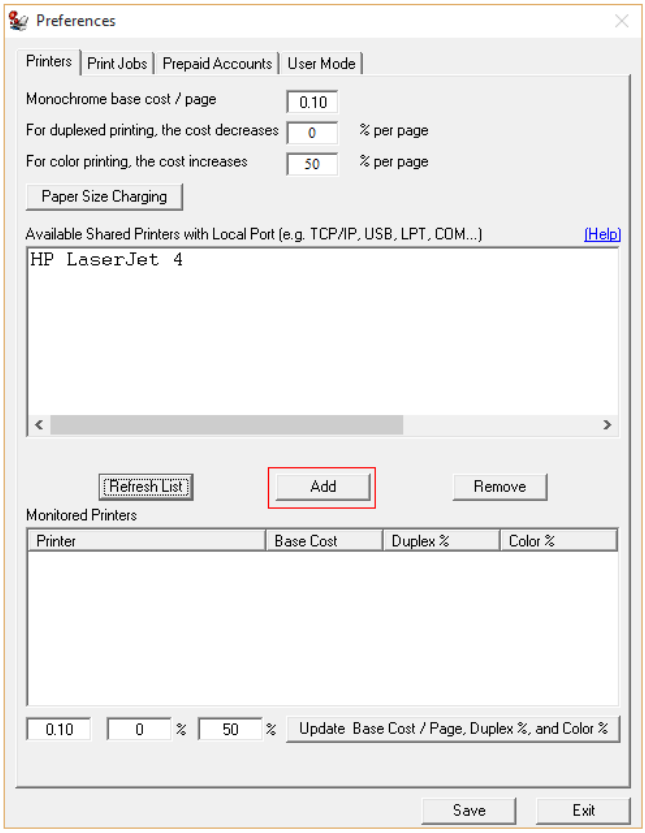

**Step 7**. Select "Start printing after last page is spooled" in "Advanced" tab and assign “CREATOR OWNER” only “Print” permission in the “Security” tab.

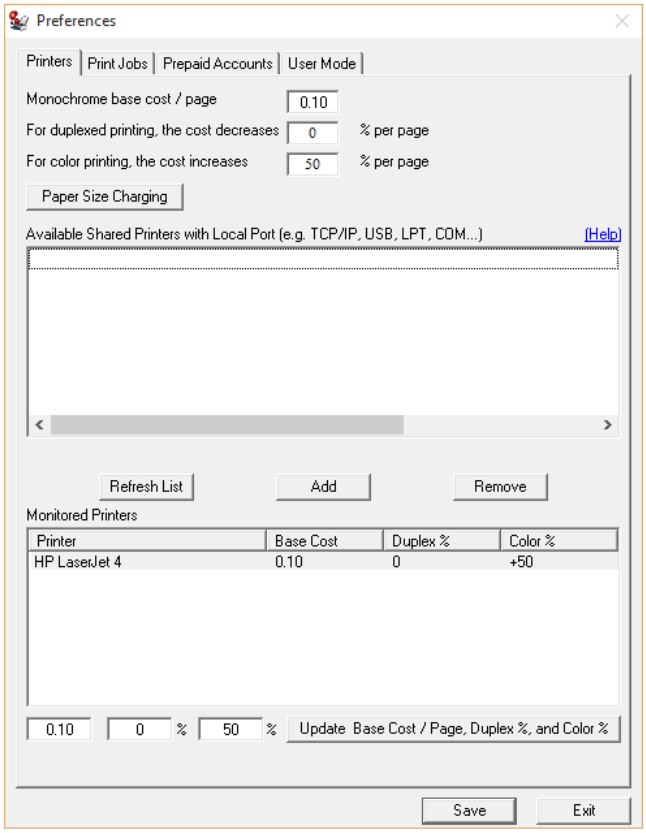


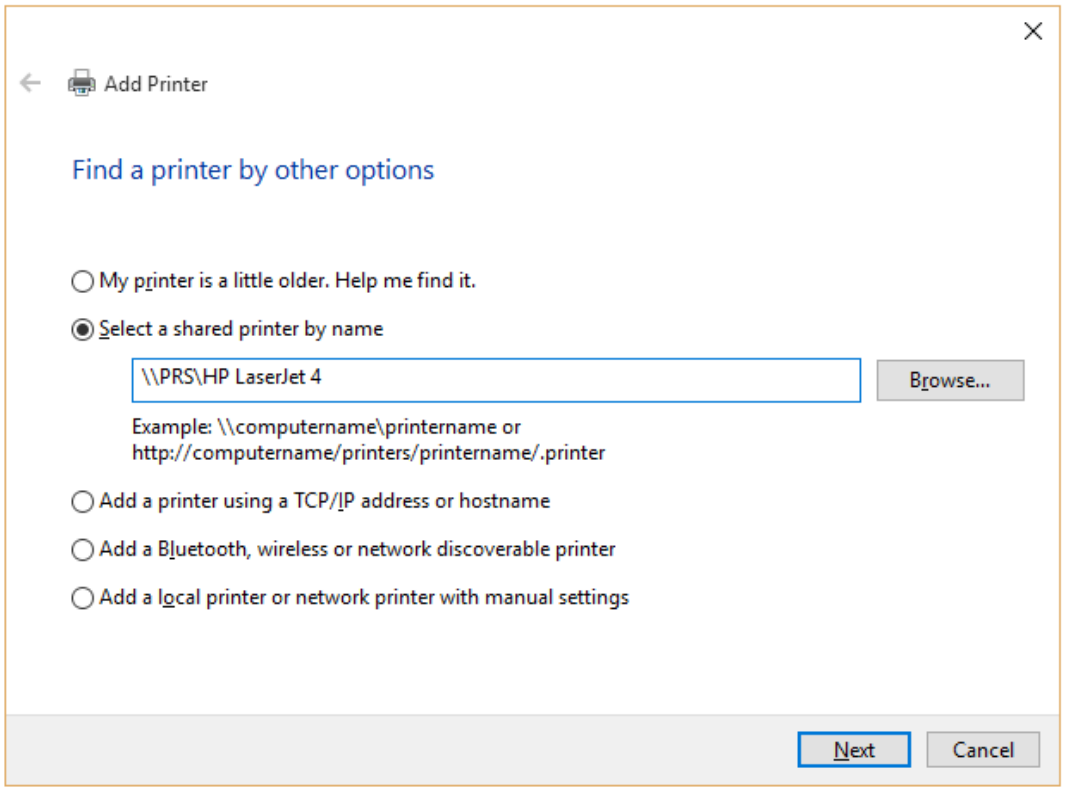

**Step 8**. Click Start -> All Programs -> CZ Solution -> CZ Print Release Station - Master to run CZ Print Release Station for the first time. If Preferences window doesn't appear, click menu Print Jobs -> Preferences.

**Step 9**. Click **Refresh List**, select the printers you want to control in the list of "Available Shared Printers" and click **Add** to add it to the list of "Monitored Printers", click **Save**, and then click **Exit**.

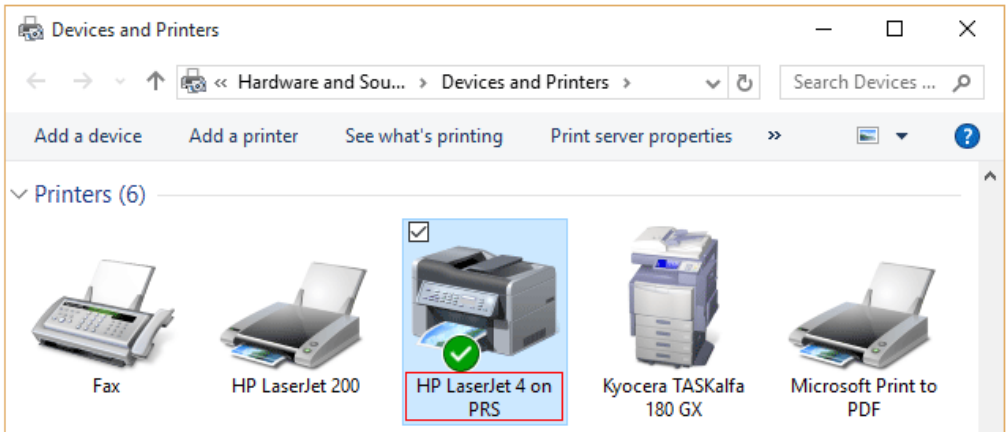


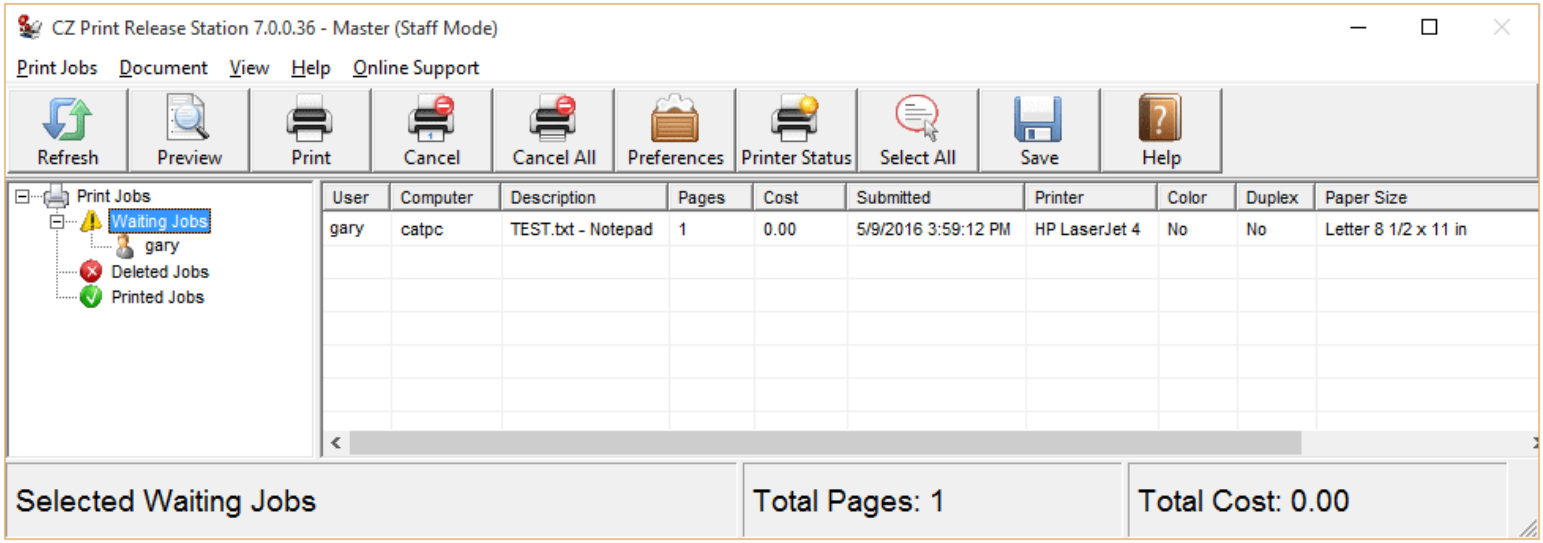
**Step 10**. On **each workstation that you want to control the print jobs, add shared printer \\PRS\HP LaserJet 4**:
10.1 Choose Start -> Devices and Printers.
10.2 Click "Add a printer" button to start the Add Printer Wizard, and then click Next.
10.3 Click the "Select a shared printer by name" option and follow the instructions on screen.




10.4. The printer icon will be added to the Devices and Printers. The network printer name is like "**Printer-Name on Print-Release-Station-Computer-Name**".




**Step 11**. Send a print job from a workstation. The print job is held in CZ Print Release Station -> Waiting Jobs. You can click Print button to release it. There are different ways to release print jobs. Please see Scenarios for more details.


CZ Print Release Station 7.0.0.36 - Master (Staff Mode)
Print Jobs
Document
View
Help
Online Support
Refresh
Preview
Print
Cancel
Cancel All
Preferences
Printer Status
Select All
Save
Help
Print Jobs
Waiting Jobs
gary
Deleted Jobs
Printed Jobs
User
Computer
Description
Pages
Cost
Submitted
Printer
Color
Duplex
Paper Size
gary
catpc
TEST.txt - Notepad
1
0.00
5/9/2016 3:59:12 PM
HP LaserJet 4
No
No
Letter 8 1/2 x 11 in
Selected Waiting Jobs
Total Pages: 1
Total Cost: 0.00

## 3. Scenarios

### 3.1 CZ Print Release Station Staff-Mode

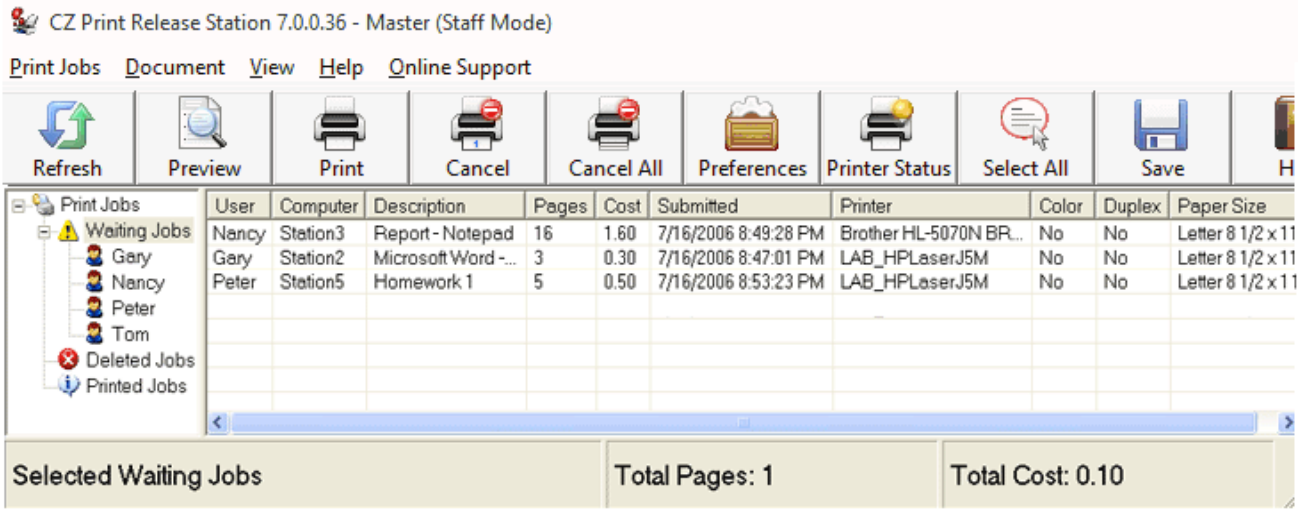
1. A user sends a print job from a workstation.

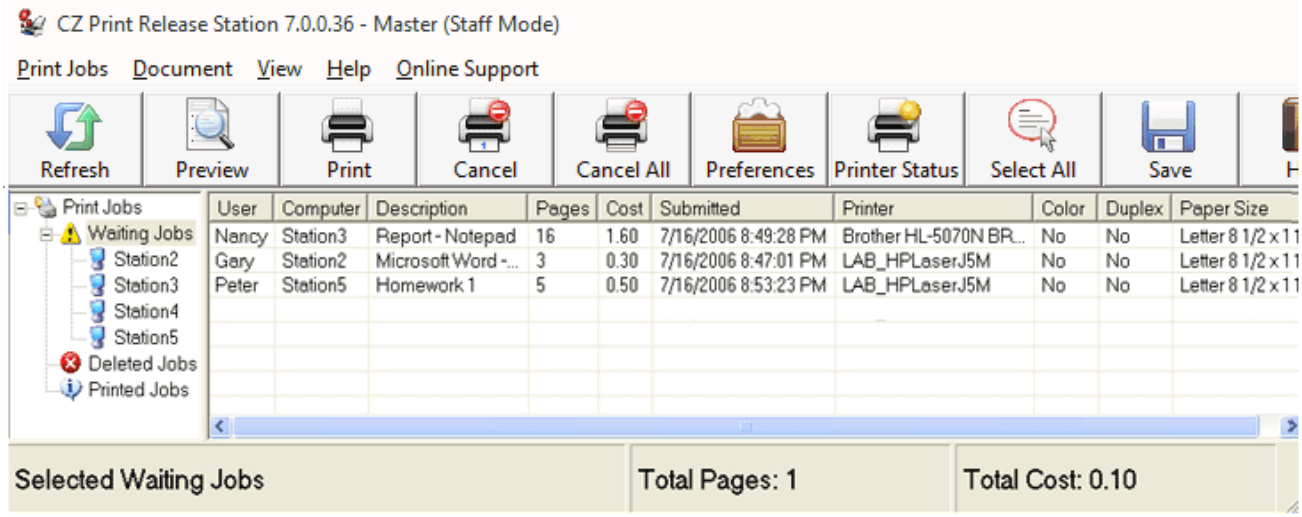
2. CZ Print Release Station holds the print job with detail print job information.

3. The staff collects the payment and releases the print job for the user. The printing activity is recorded in the database of CZ Print Release Station.

**Note**: All unclaimed waiting jobs can be deleted automatically at the defined time in Preferences --> Print Jobs.

**Note**: The Waiting Jobs can be showed either by workstation name or user name. This can be set in “Preferences --> Print Jobs”.

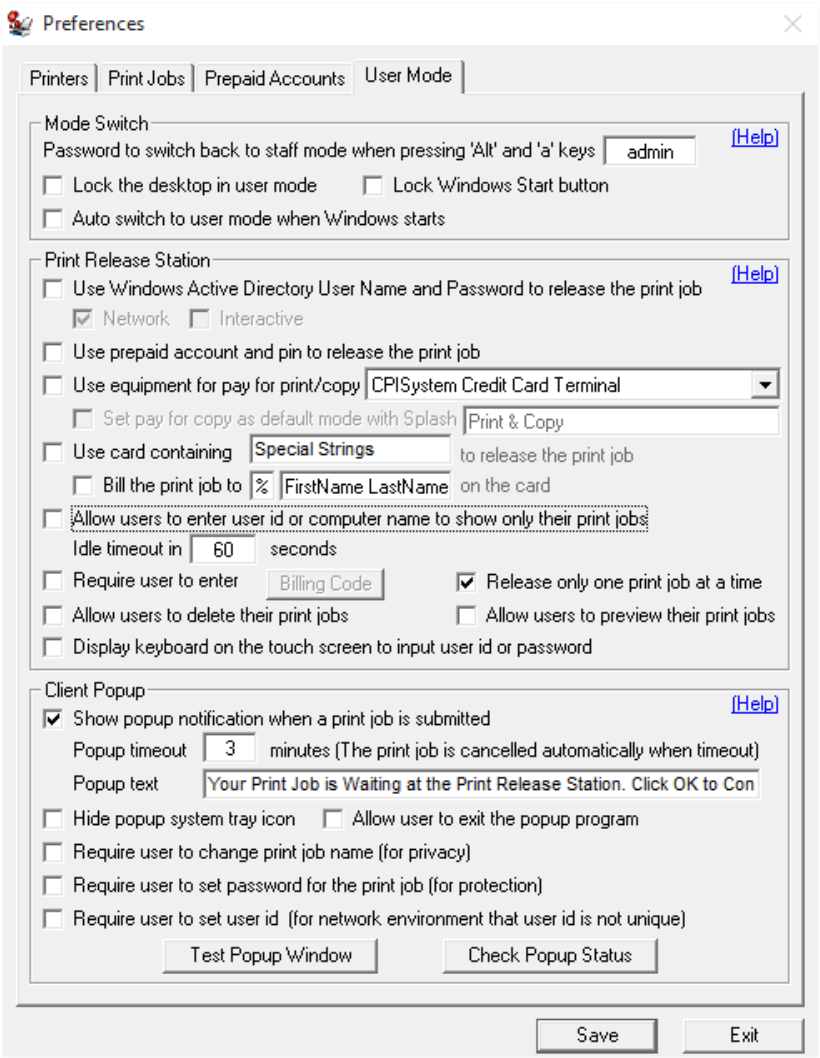


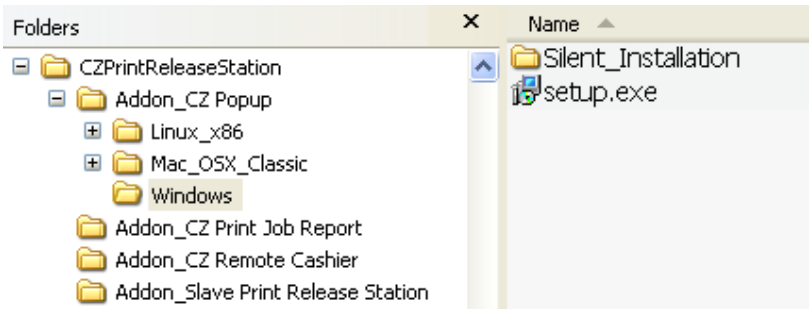

**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and staff can use either one to release the print jobs.

### 3.2 CZ Print Release Station Staff-Mode with Popup Notification

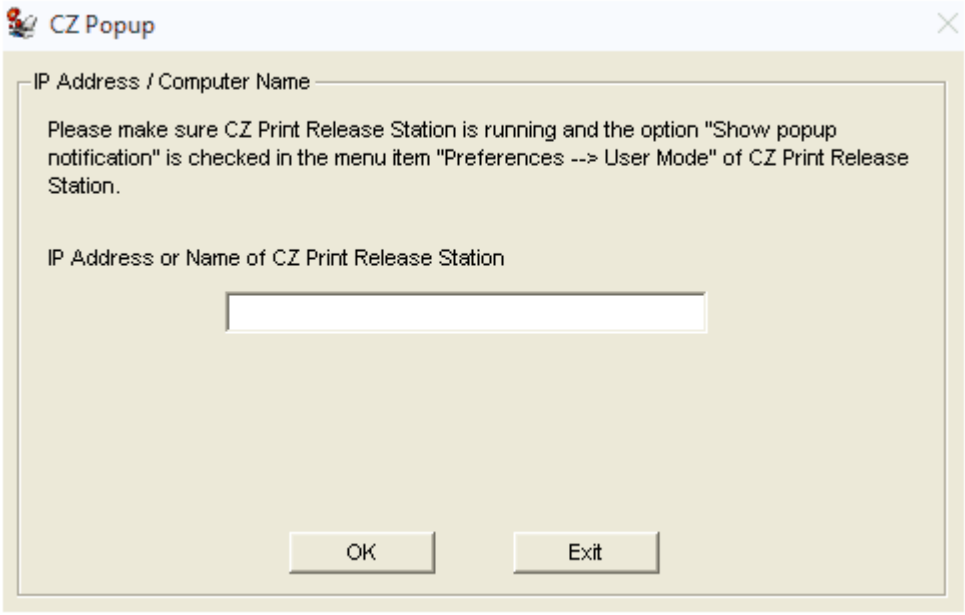
**Step 1**. In Preferences --> User Mode, select “Show popup notification when a print job is submitted on the workstation”.




**Step 2**. Copy "setup.exe" to each workstation, double click "setup.exe" to install the popup. The add-on CZ Popup can also be installed silently and remotely using [Windows Group Policy](Windows Group Policy).



**Step 4**. Click Start -> All Programs -> CZ Solution -> CZ Popup to run the popup. Enter the computer name or the IP Address of the computer that has Master Print Release Station - installed.




**Note:**

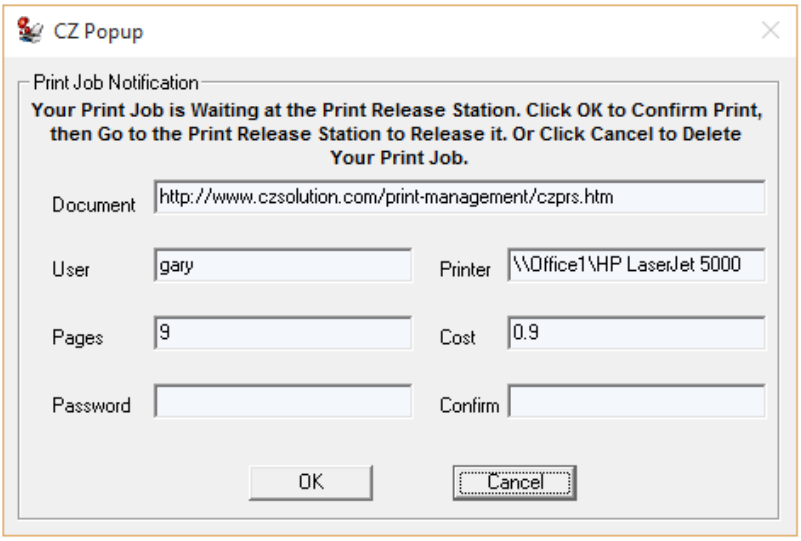
1. CZ Popup will be started automatically when user login next time.

2. Modify Silent_Installation\CZ Popup.msi package to include the name or IP address of the computer where you installed Master Print Release Station, so you don't have to enter it manually when you run CZ Print Job Agent the first time on each workstation. Visit Step 1 of Windows Group Policy how to use **Orca** to modify **CZ Popup.msi** .

## Scenario

1. A user sends a print job from a workstation.

2. A popup window appears on the workstation (Windows, Mac OSX / Classic, or Linux client computer) showing the document name, printer name, total number of pages, and cost.



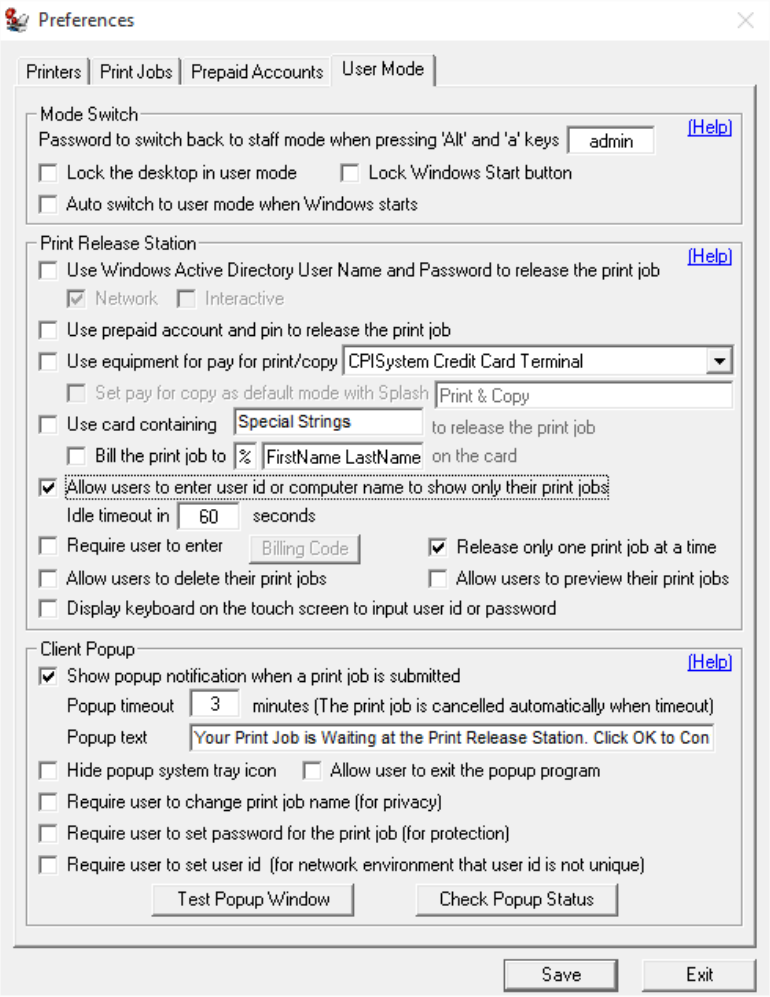

If the popup doesn't appear, see FAQ 3.

3. The staff collects the payment and releases the print job for the user. The printing activity is tracked and saved in the database.

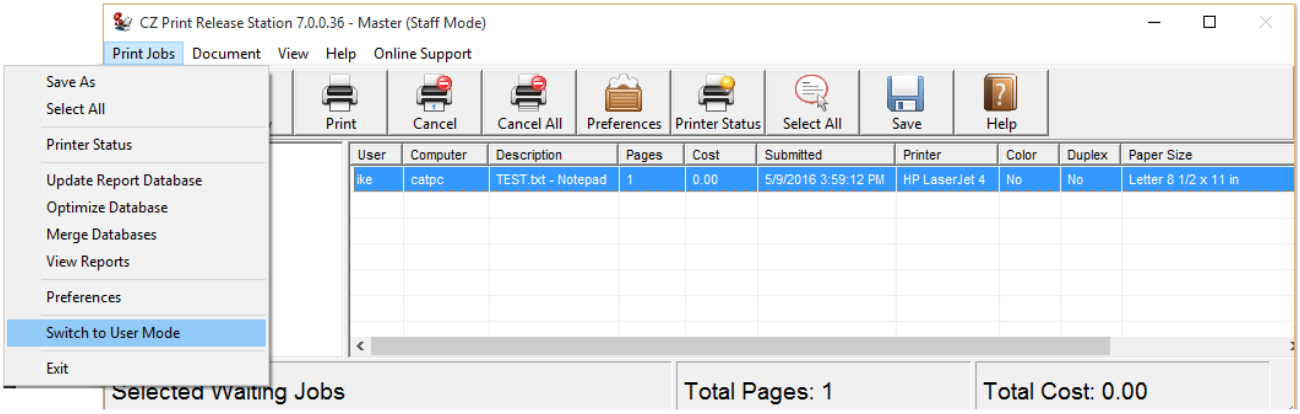
**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and staff can use either one to release the print jobs.  Check 3.9 Add a Slave Print Release Station.

### 3.3 CZ Print Release Station User-Mode with Login and Popup Notification

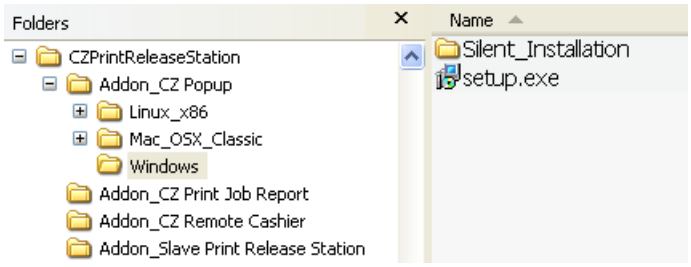
**Step 1**. In Preferences --> User Mode, select “Allow users to enter user id or computer name to show only their print jobs” and “Show popup notification when a print job is submitted on the workstation”.



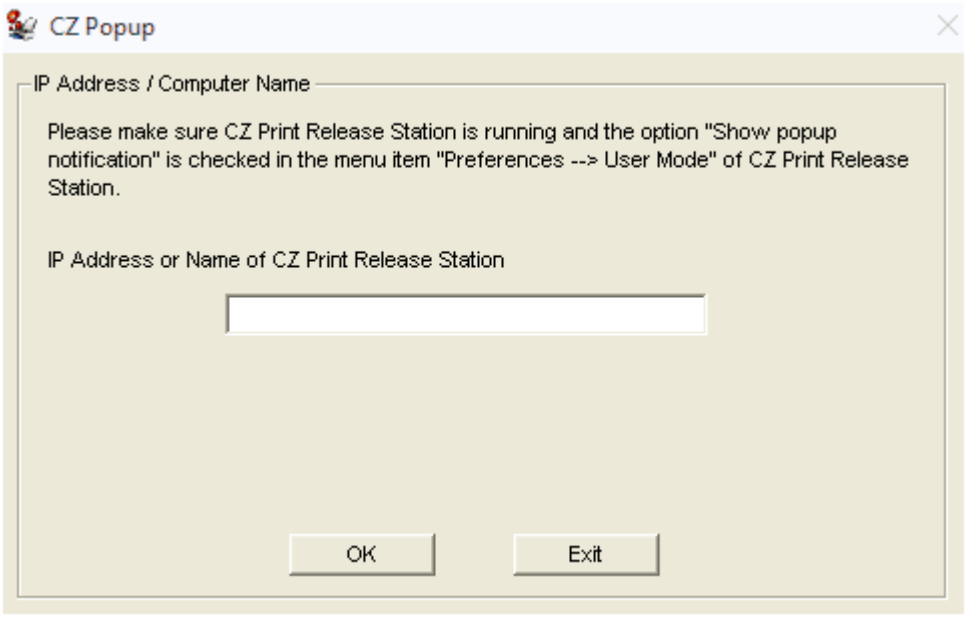

**Step 2**. In Menu Print Jobs, click "Switch to User Mode". You can switch back to Staff Mode by pressing "Alt" and "a" keys together, and then enter the password defined in Preferences --> User Mode.



**Step 3**. Copy "setup.exe" to the workstation, double click "setup.exe" to install the popup. The add-on CZ Popup can also be installed silently and remotely using Windows Group Policy.




**Step 4**. After the installation completes, launch CZ Popup or click Start -> All Programs -> CZ Solution -> CZ Popup to run the popup. Enter the computer name or the IP Address of the computer that has Master Print Release Station - installed.




**Note:**

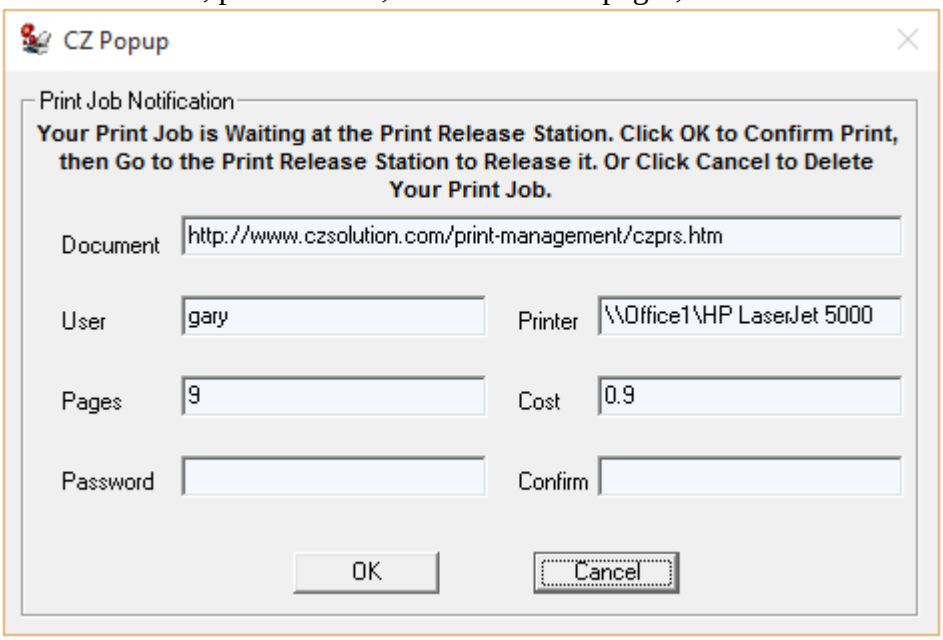
1. CZ Popup will be started automatically when user login next time.

2. Modify Silent_Installation\CZ Popup.msi package to include the name or IP address of the computer where you installed Master Print Release Station, so you don't have to enter it manually when you run CZ Print Job Agent the first time on each workstation. Visit Step 1 of Windows Group Policy how to use **Orca** to modify **CZ Popup.msi** .

## Scenario

1. A user sends a print job from a workstation.

2. A popup window appears on the workstation (Windows, Mac OSX / Classic, or Linux client computer) showing the document name, printer name, total number of pages, and cost.




If the popup doesn't appear, see FAQ 3.

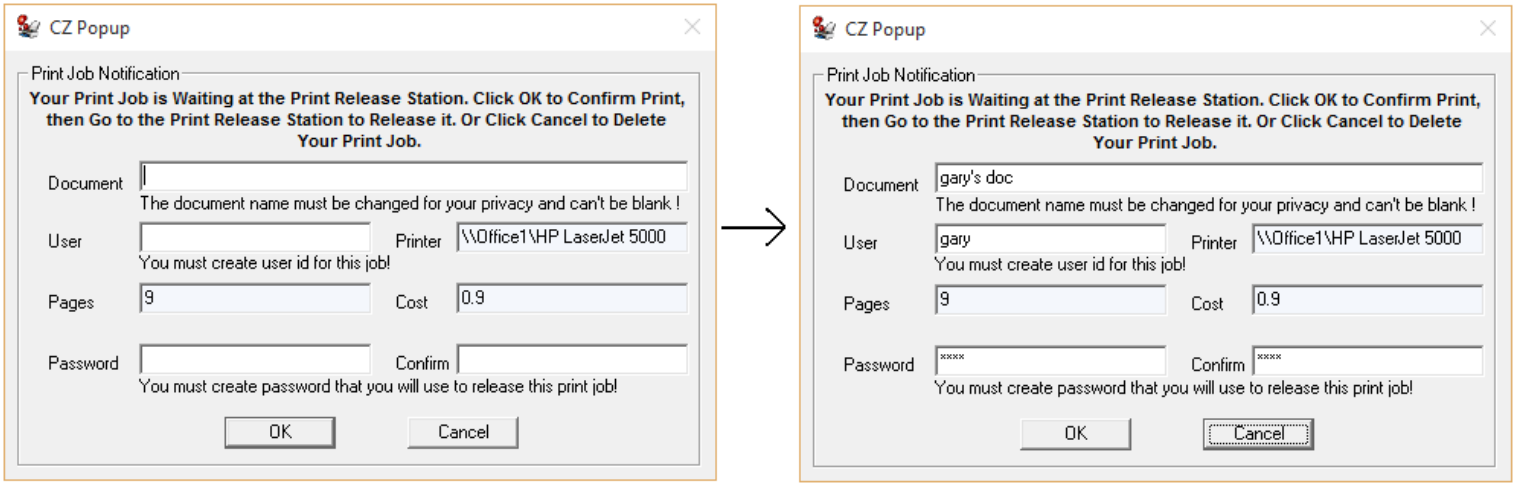
**Note**: The users are allowed to

(i) Change their print job names for the privacy, and (or)

(ii) Create a password that they can use to release their print jobs on the print release station, and (or)

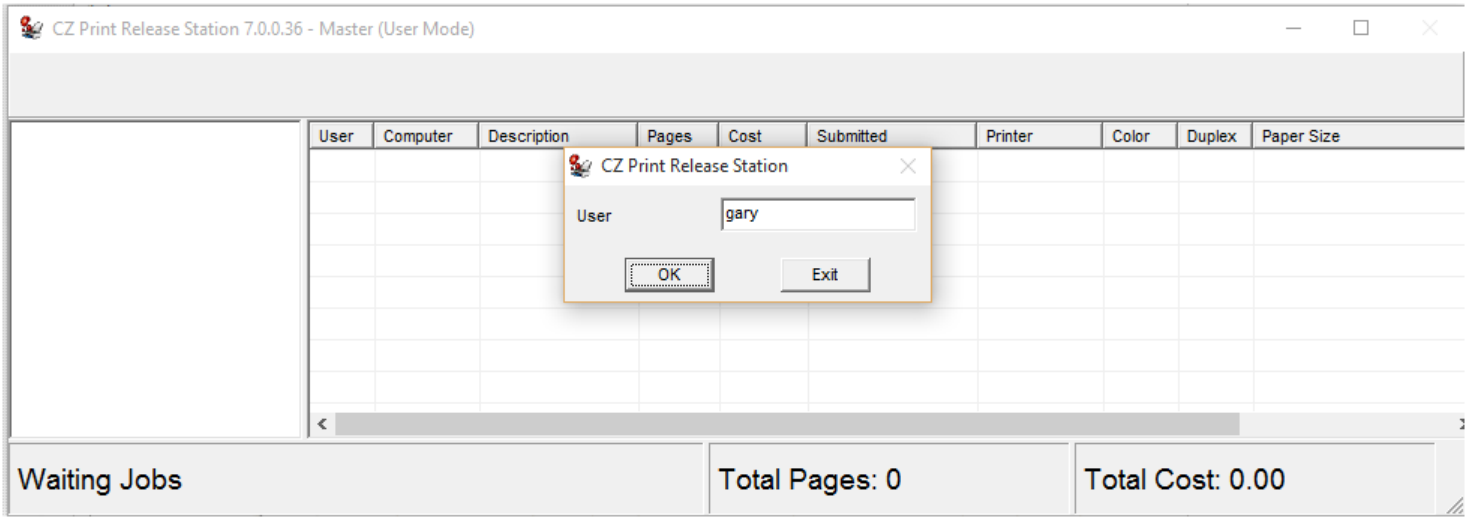
(iii) Create a user id for their print jobs that they can use to show only their print jobs on the print release station (for some environments that users are allowed to use their own laptops to print or environments that user id is not unique).

The options “Require user to change the document name”, “Require user to set password for the print job” and "Require user to set user id" can be selected in Preferences --> User Mode.

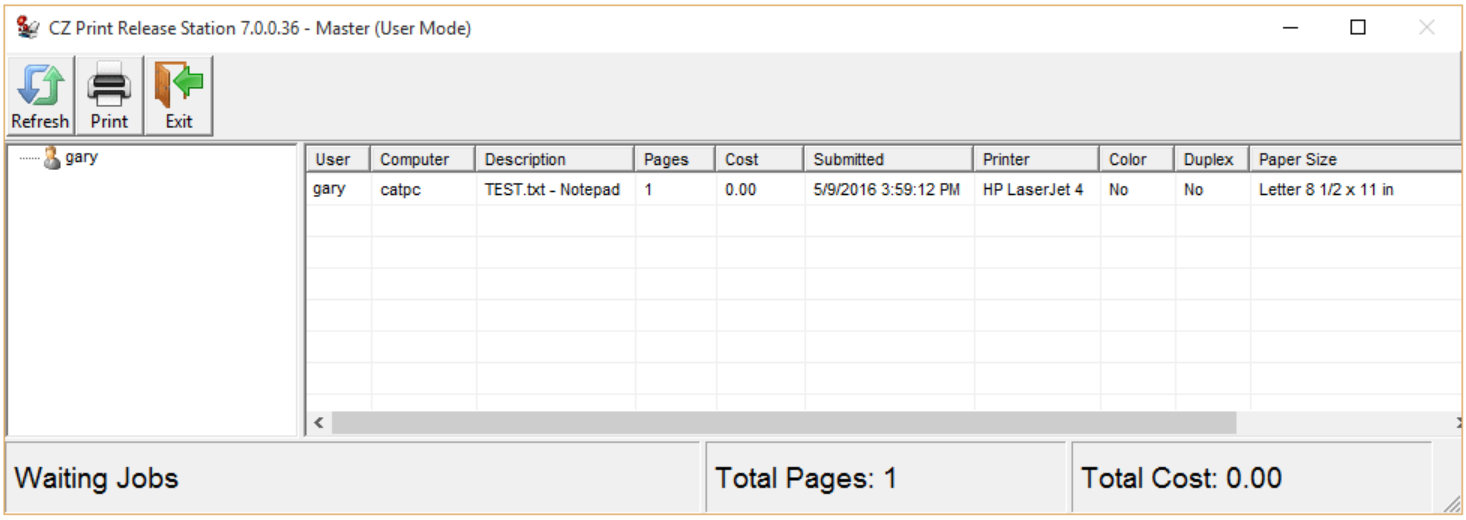


3. CZ Print Release Station holds the print job with detail print job information, but the job is not showed on the screen

4. The user goes to the Print Release Station and types the login id or workstation name to show only his / her print job.




5. The user either releases or deletes the print job. The printing activity is recorded in the database of CZ Print Release Station.



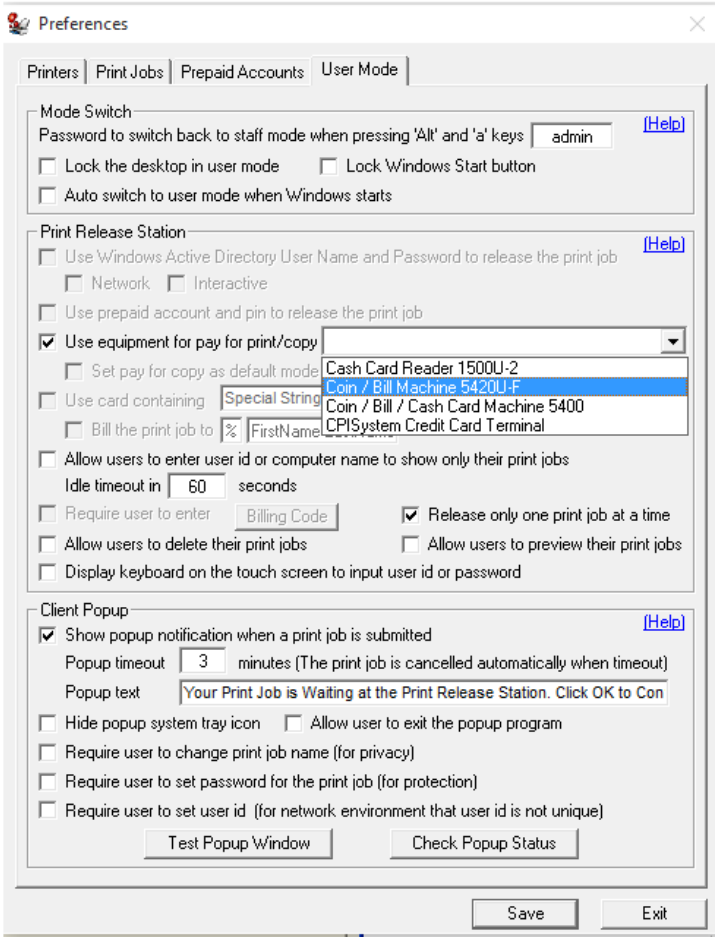

**Note**: The user needs to enter the password to release or delete the print job if the password on the Popup is enabled in step 2.

6. The user clicks the exit button to return the login window or the Print Release Station can return to login window automatically after 30 seconds of idle time.

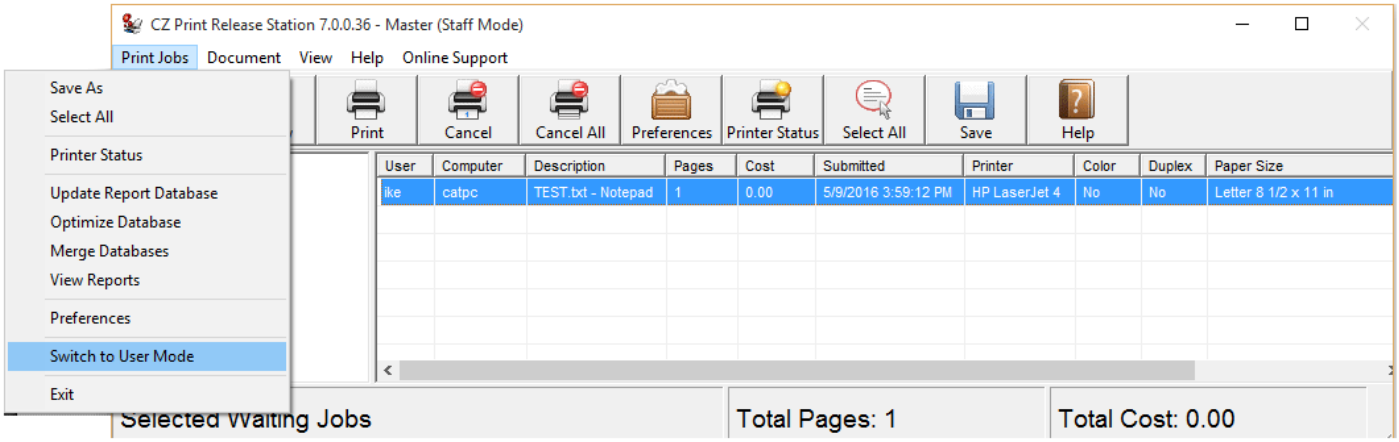
**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and users can use either one to release the print jobs.

### 3.4 CZ Print Release Station User-Mode with Self-Payment Equipment

**Step 1**. In Preferences --> User Mode, select “Use self payment equipment".




**Step 2**. In Menu Print Jobs, click "Switch to User Mode". You can switch back to Staff Mode by pressing "Alt" and "a" keys together, and then enter the password defined in Preferences --> User Mode.



## Scenario

1. A user sends a print job from a workstation.

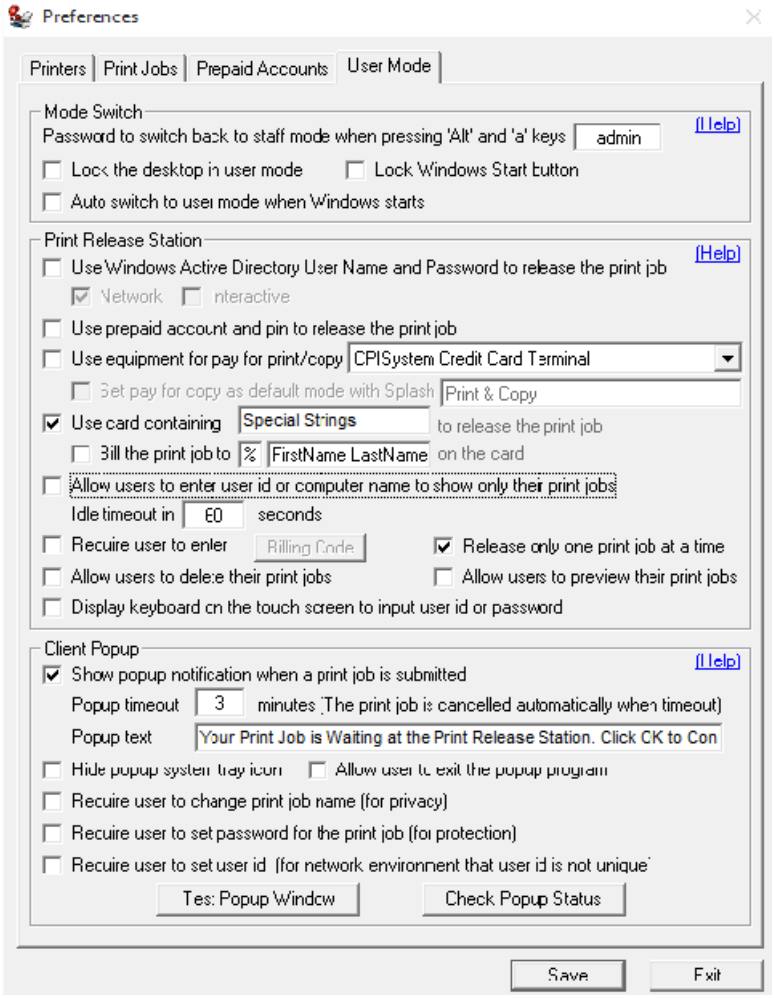
2. CZ Print Release Station holds the print job with detail print job information.

3. The user goes to the Print Release Station and makes payment using coins, bill, cash card or credit card to release the print job.

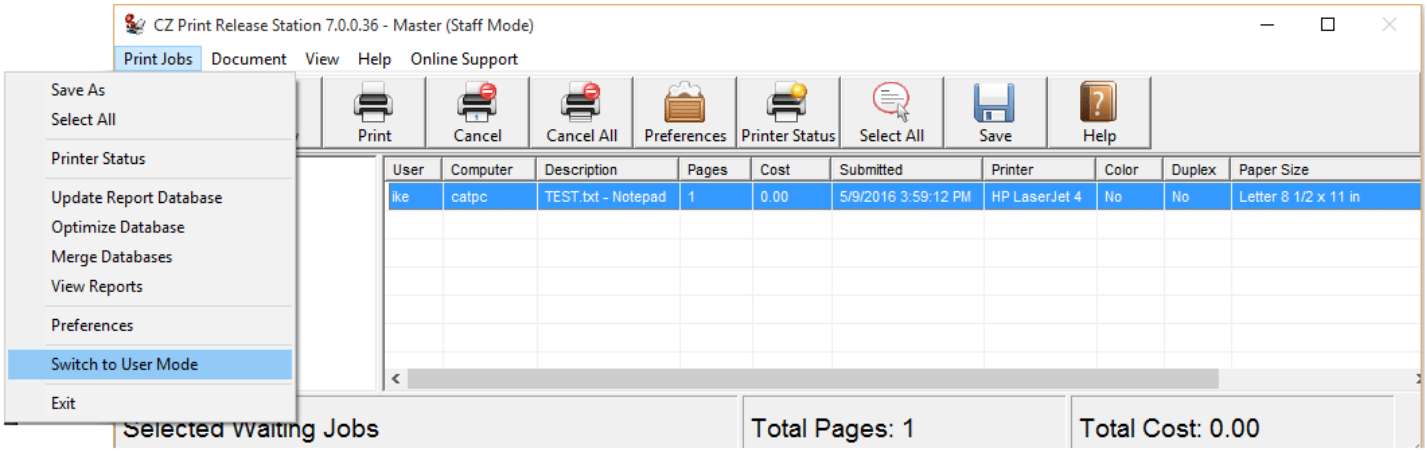
**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and users can use either one to release the print jobs.

### 3.5 CZ Print Release Station User-Mode with Secure Card Reader Authenticator

**Step 1**. In Preferences --> User Mode, select “Use card containing xxxxx to release the print job”.

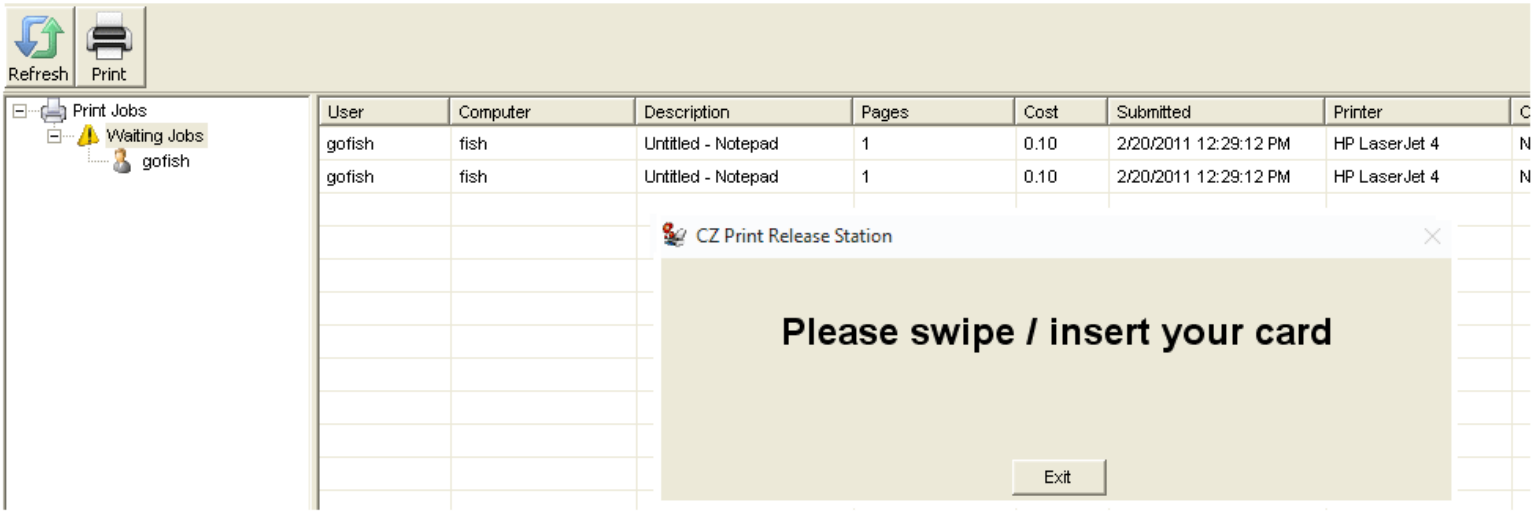



**Step 2**. In Menu Print Jobs, click "Switch to User Mode". You can switch back to Staff Mode by pressing "Alt" and "a" keys together, and then enter the password defined in Preferences --> User Mode.



## Scenario

1. A user sends a print job from a workstation.
2. CZ Print Release Station holds the print job with detail print job information.
3. The user clicks the Print button.
4. A popup "Please swipe / insert your card" appears.

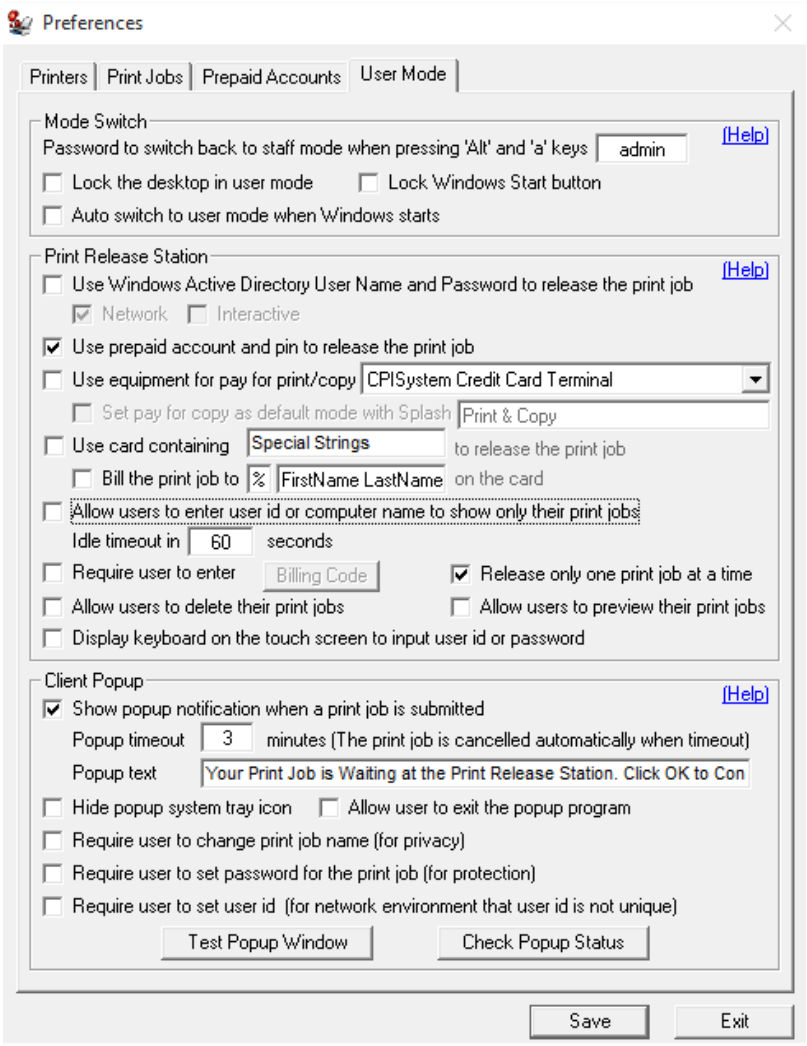



5. The user swipes or inserts the card to release the print job.

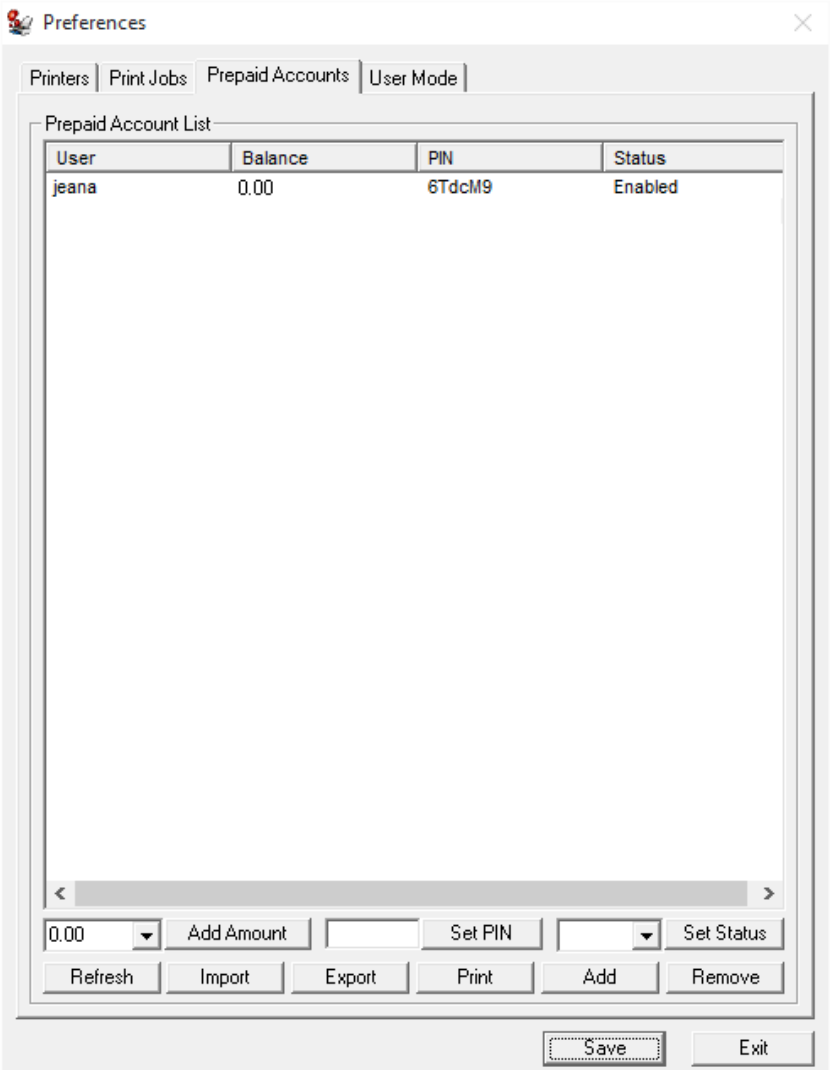
**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and users can use either one to release the print jobs.

### 3.6 CZ Print Release Station User-Mode with Prepaid Account

**Step 1**. In Preferences --> User Mode, select “Use prepaid account and pin to release the print job".

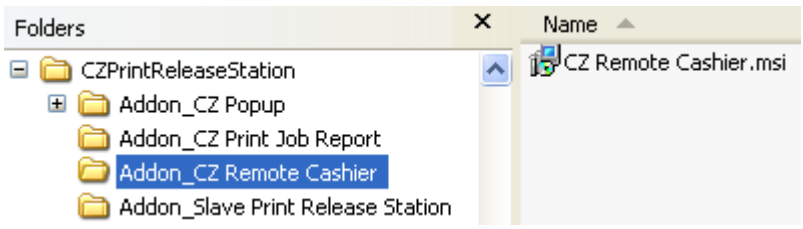



**Step 2**. In Preferences --> Prepaid Accounts", click "Add" button to add a new account. The user account can also be imported from Windows Active Directory or a CSV file (You can export the users to CSV file, add / update that CSV file, then import it back). If the cost of each page is 0.10 in Preferences --> Printers, then balance 1.00 means the user can print 10 pages.

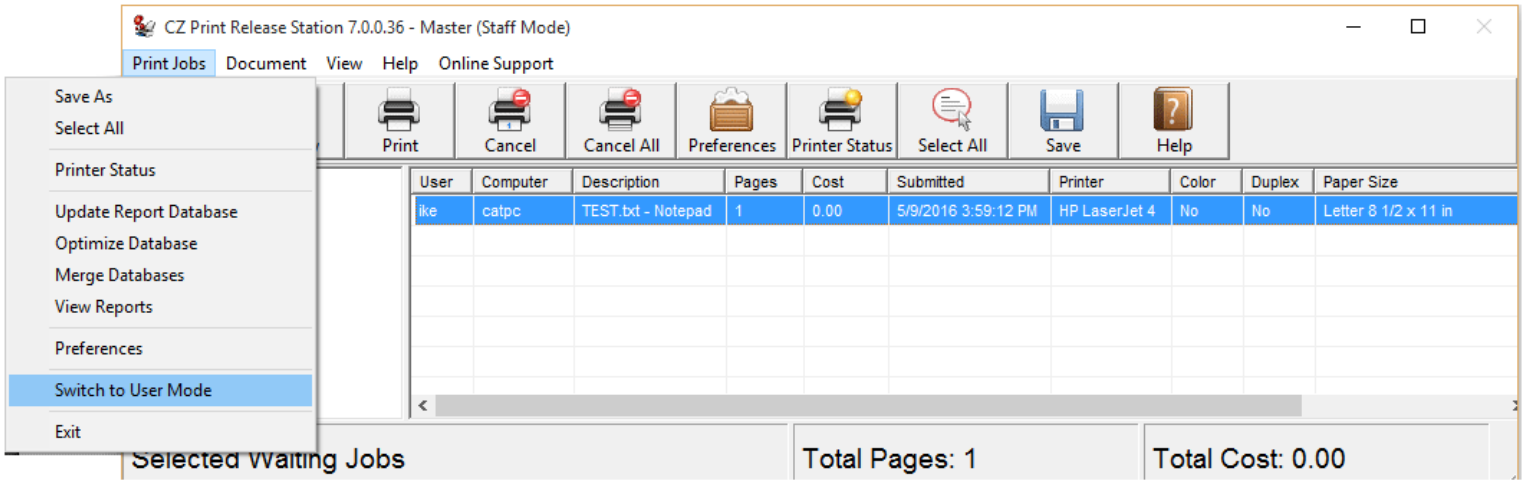



Note:

CZ Print Release Station has addon CZ Remote Cashier that can be installed on any staff computer to manage prepaid account remotely. The remote cashier account can be created in CZ Print Release Station Preferences -> Print Jobs.




**Step 3**. In Menu Print Jobs, click "Switch to User Mode". You can switch back to Staff Mode by pressing "Alt" and "a" keys together, and then enter the password defined in Preferences --> User Mode.

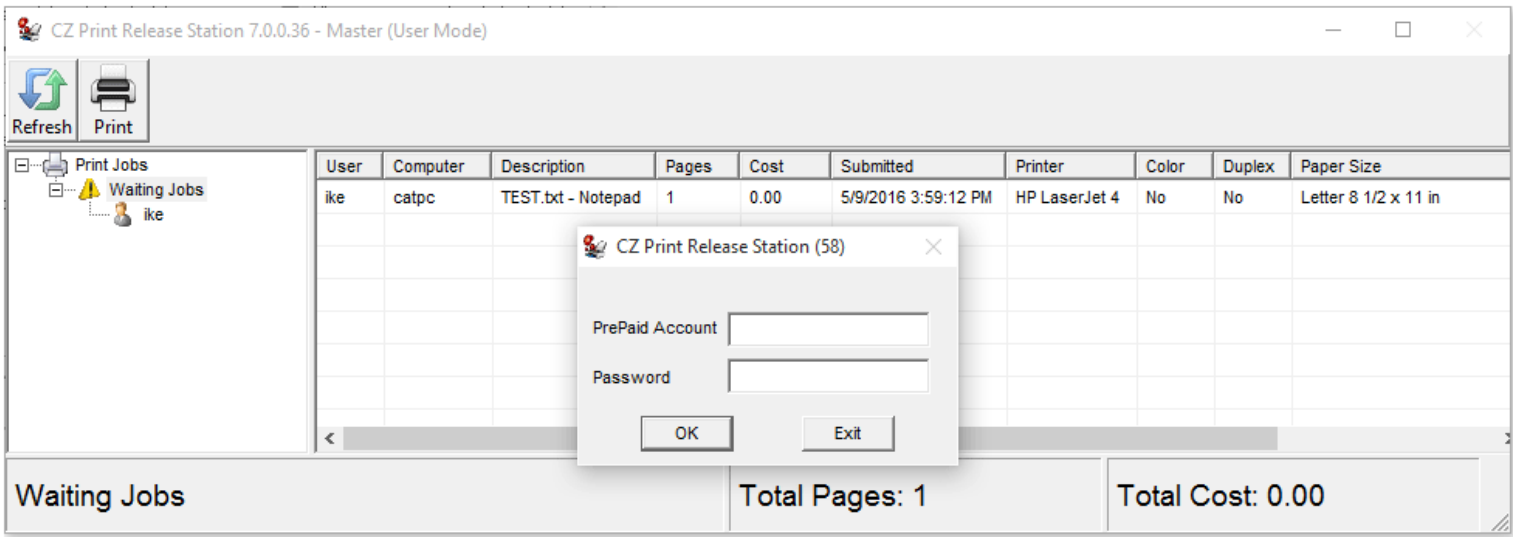



## Scenario

1. A user sends a print job from a workstation.

2. CZ Print Release Station holds the print job with detail print job information.

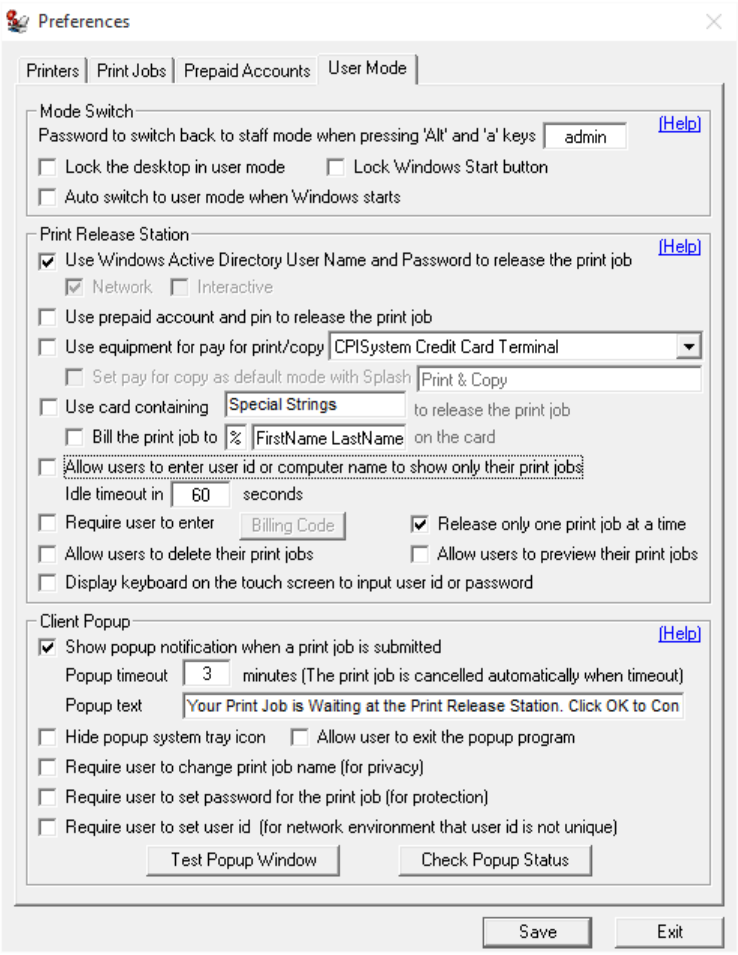
3. The user goes to the Print Release Station and types the prepaid account and pin to release the print job. The job can't be printed out if there is not enough balance left for that user.



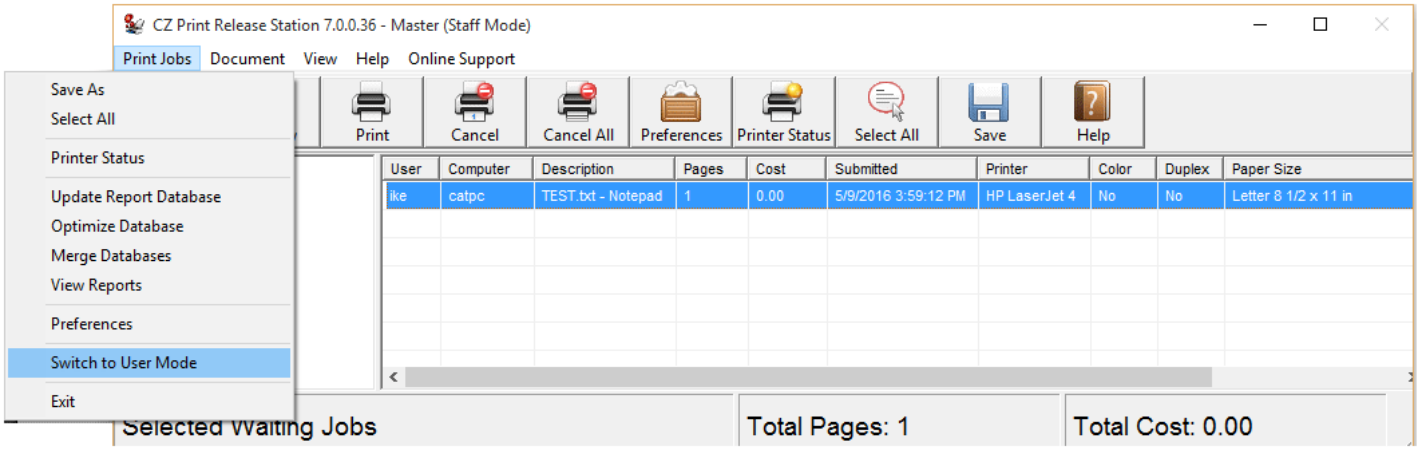

**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and users can use either one to release the print jobs.

### 3.7 CZ Print Release Station User-Mode with Windows Active Directory Authentication

**Step 1**. In Preferences --> User Mode, select T “Use Windows Active Directory User Name and Password to release the print job”.



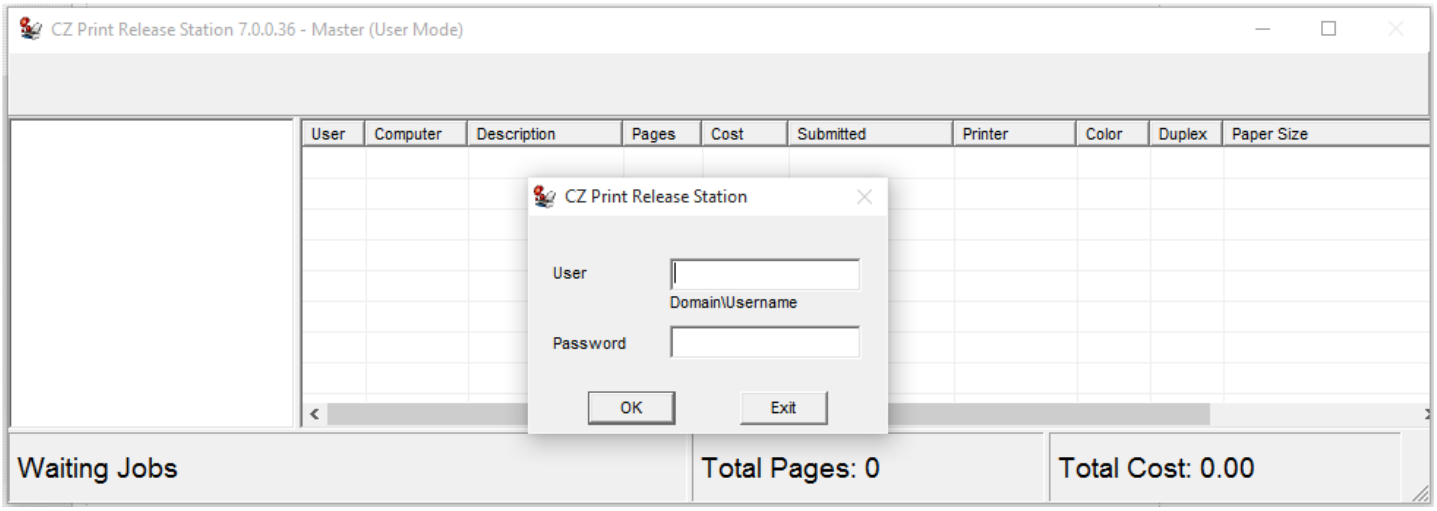

**Step 2**. In Menu Print Jobs, click "Switch to User Mode". You can switch back to Staff Mode by pressing "Alt" and "a" keys together, and then enter the password defined in Preferences --> User Mode.



## Scenario

1. A user sends a print job from a workstation.

2. CZ Print Release Station holds the print job with detail print job information, but the job is not showed on the screen.

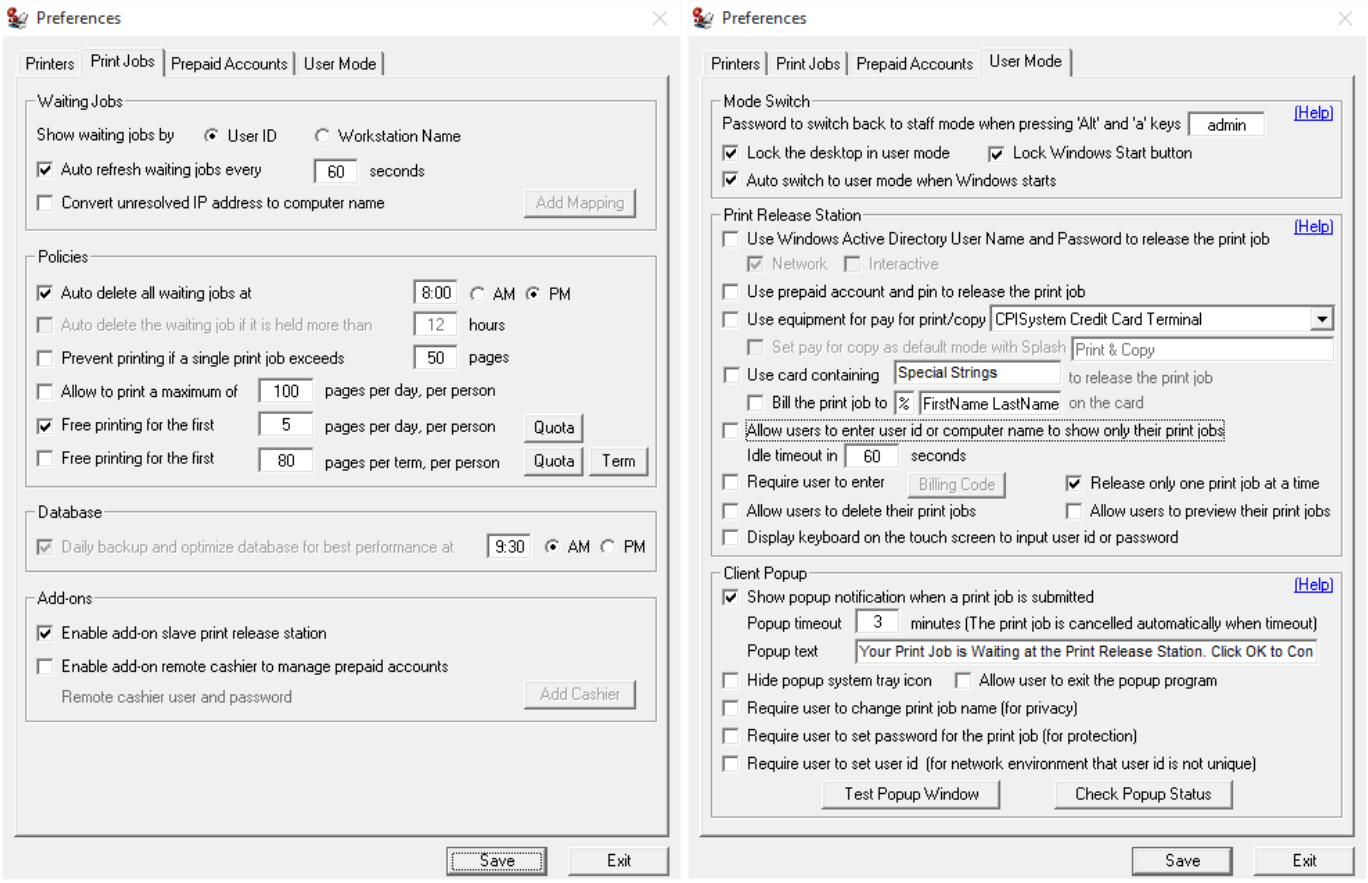



3. The user goes to the Print Release Station and enter the Windows Active Directory user name and password to show and release only his / her print job.

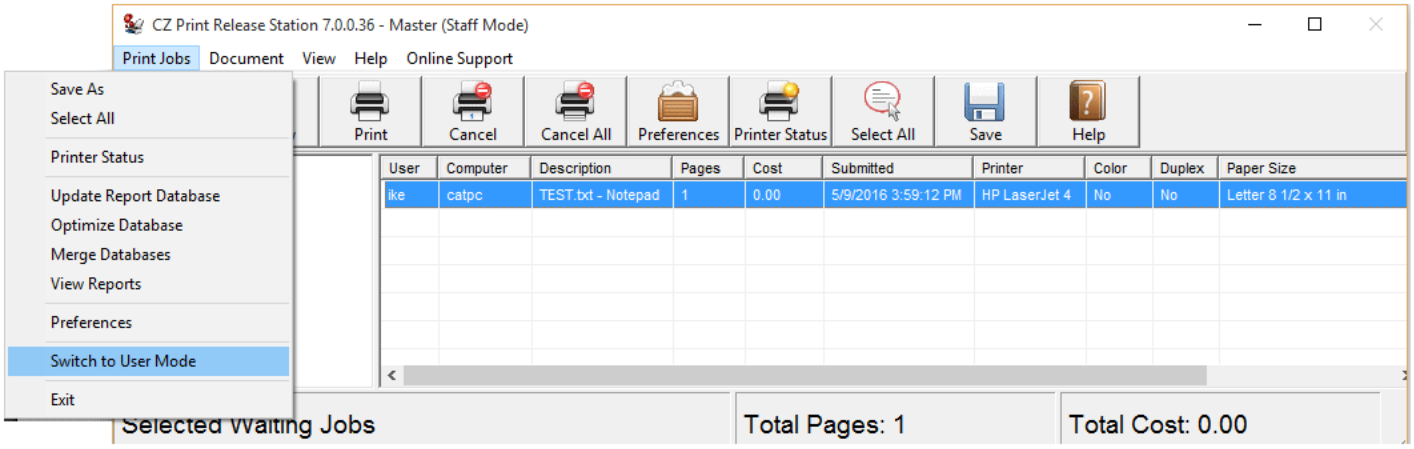
**Note**: If the Master – Slave infrastructure is used, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and users can use either one to release the print jobs.

### 3.8 CZ Print Release Station User-Mode with Free Print Quotas

**Step 1**. In Preferences --> Print Jobs, select either “Free printing for the first ## pages per day per person" or "Free printing for the first ## pages per term per person". In Preferences --> User Mode, select "Lock the desktop in user mode" to lock Print Release Station computer in user mode and select "Auto switch to user mode when starting the application" to switch to user mode automatically when Print Release Station starts.

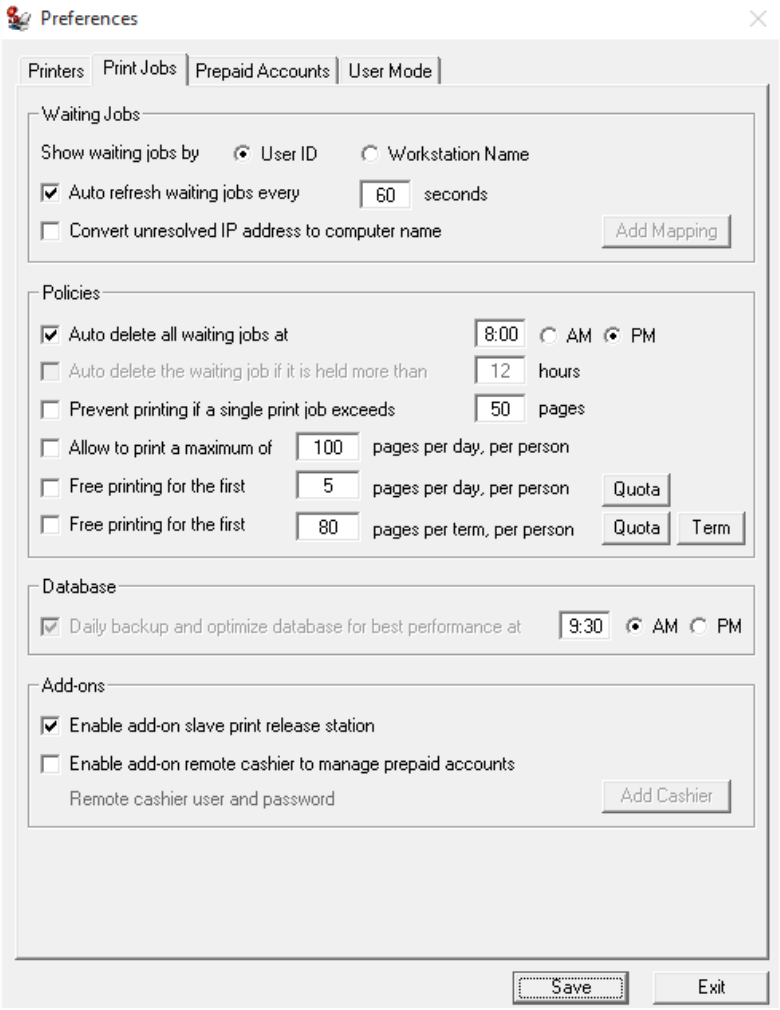



**Step 2**. In Menu Print Jobs, click "Switch to User Mode". You can switch back to Staff Mode by pressing "Alt" and "a" keys together, then enter the password defined in Preferences --> User Mode.



### 3.9 Add a Slave Print Release Station

**Step 1**. On Master Print Release Station, go to Preferences -> Print Jobs, select "Enable add-on slave print release station", click Save, and then click Exit.




**Note**:

Master Print Release Station can be run as Windows service on your current print server regardless of whether someone is logged on.

1.1. Exit Master Print Release Station if it is running.

1.2. Rename file C:\Program Files\CZ Solution\CZ Print Release Station\config\noservice to a different name.

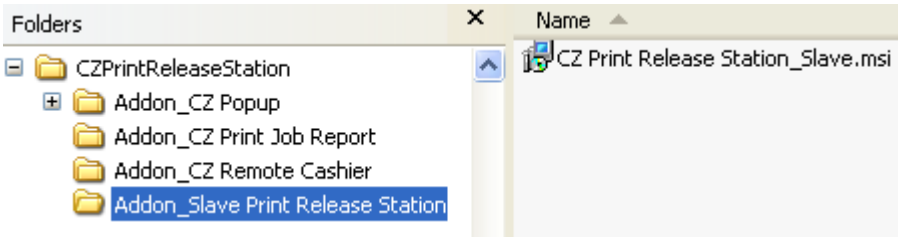
1.3. Start CZ Print Release Station and select the menu item "Tools-->Install CZ Print Release Station (Master) Service".

1.4. Restart the computer. When the Master Print Release Station service is running, the process "PrintSaverSetup.exe" is running in Task Manager.

If the Master Print Release Station is used by staff or users to release the print jobs, **don't install CZ Print Release Station (Master) Service**.

## **Step 2**. On a computer that will be Slave Print Release Station

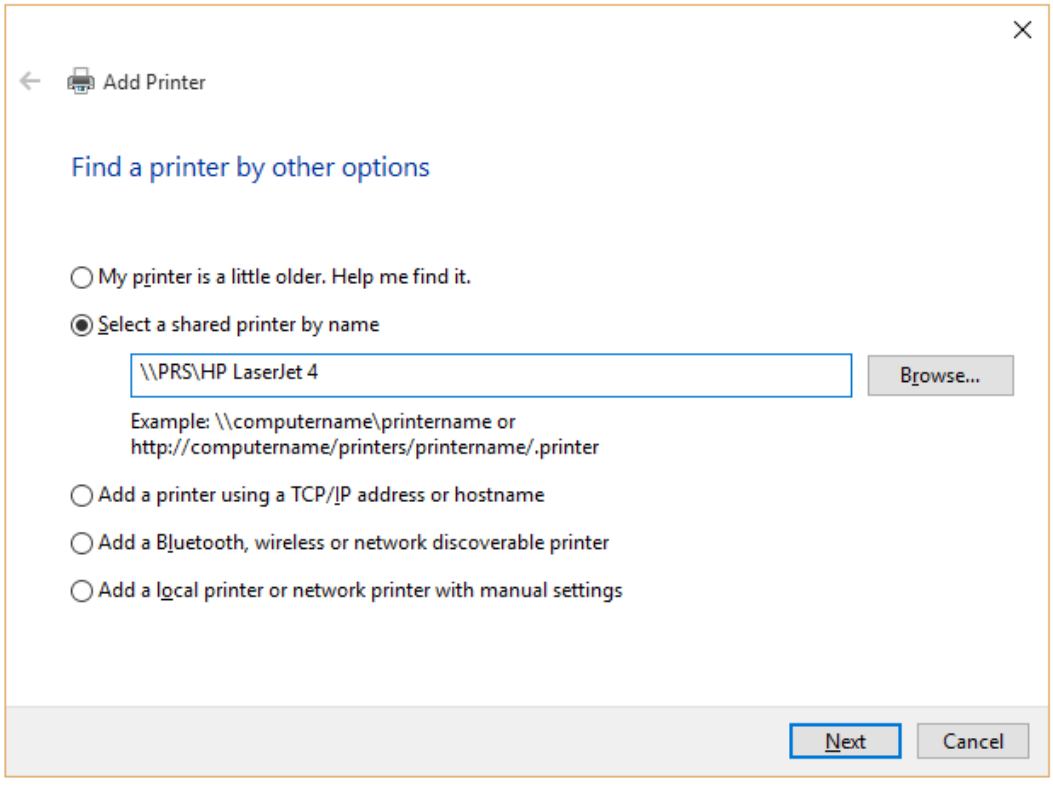
2.1 Double click **CZ Print Release Station_Slave.msi** to install Slave Print Release Station.



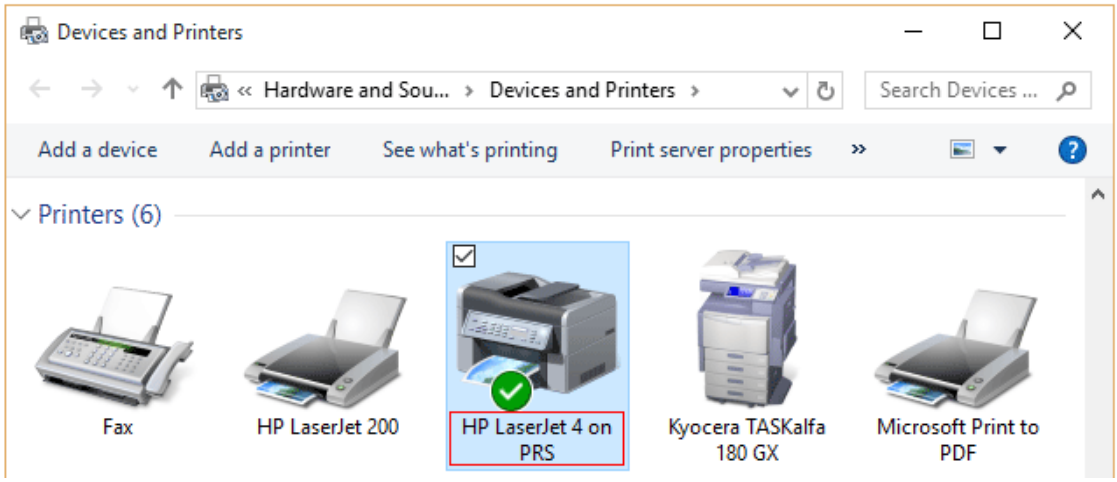

2.2 Choose Start -> Devices and Printers.

2.3 Click "Add a printer" button to start the Add Printer Wizard, and then click Next.

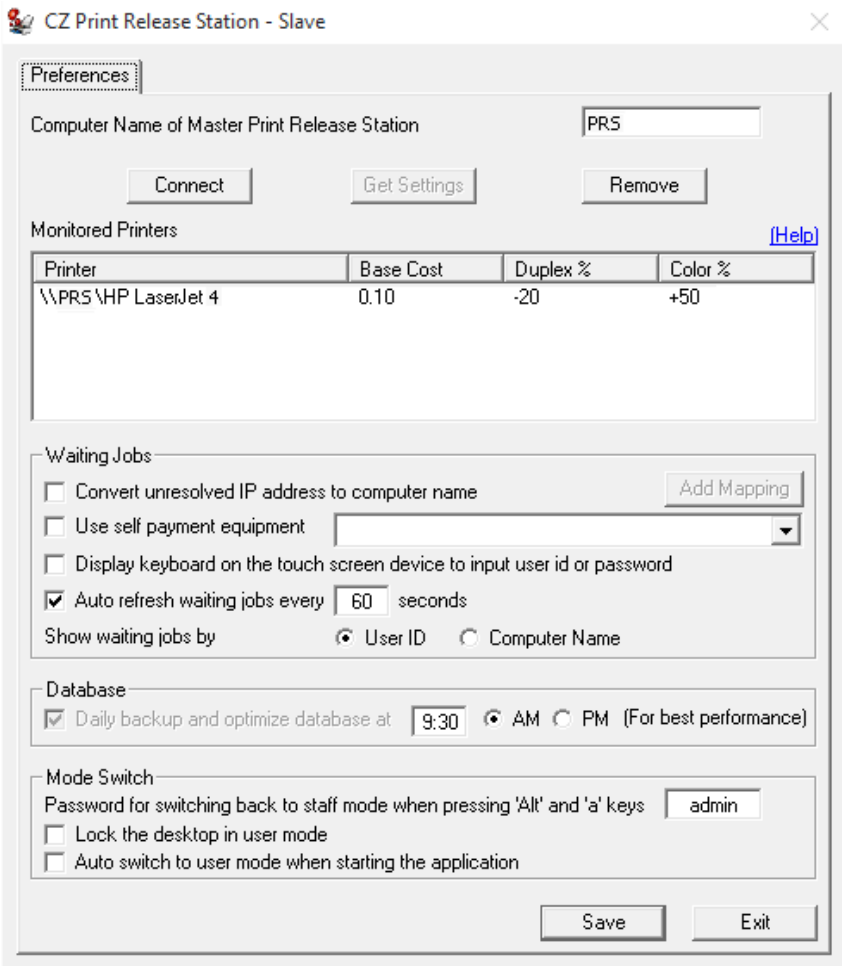
2.4 Click the "A network printer" option and follow the instructions on screen.



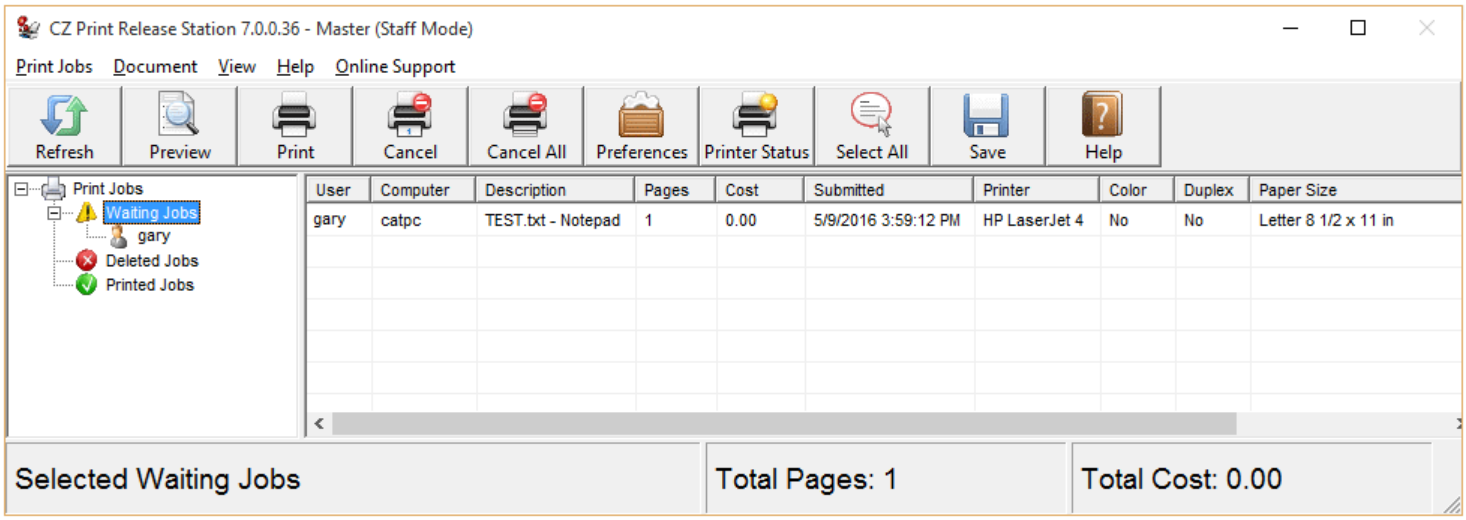
2.5 The printer icon will be added to the Printers and Faxes folder (or Devices and Printers folder). The network printer name is like "Printer-Name on Print-Server-Name".

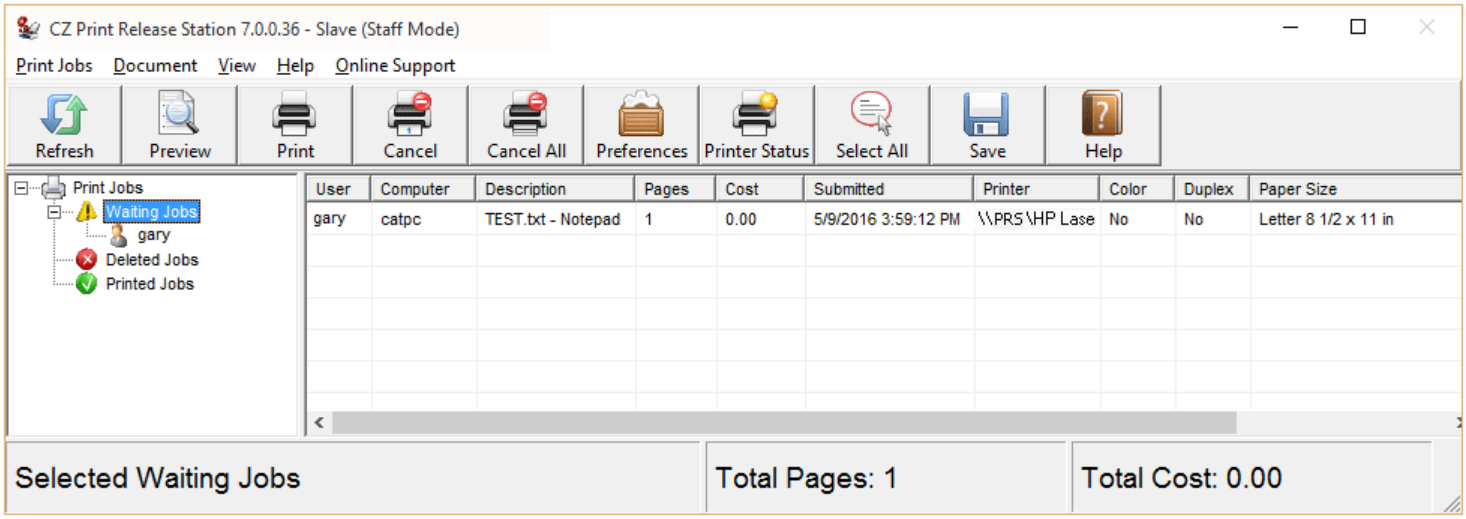



2.6 Select menu Print Jobs --> Preferences, enter the IP address or computer name of print server where Master Print Release Station is installed, then click "Connect" and "Get Settings" button.



Step 3. Send a print job from a workstation to the network printer (For exmaple \\PRS\HP LaserJet 4). The print job is held on both Master Print Release Station and Slave Print Release Station. You can click Print button to release it from either Master Print Release Station or Slave Print Release Station.



## 4. Use Windows Group Policy to remotely install CZ Popup

http://www.czsolution.com/popupsilentinstall.htm

## 5. Frequently Asked Questions

http://www.czsolution.com/prs_faq.htm