



## CZ Print Release Station 4.0 – User Guide

If you have any questions, please send email to [support@czsolution.com](mailto:support@czsolution.com), or fill out the form at <http://www.czsolution.com/print-management/support.htm> or call us. We also provide the free installation. Please contact [support@czsolution.com](mailto:support@czsolution.com) to schedule the installation.

### Part I Components, Requirements and Installation Instructions (Page 2 – 7)

CZ Print Release Station 4.0 includes the following four components:

**Master Print Release Station (Required)** Master Print Release Station holds all print jobs until they are released. (Page 2)

**CZ Popup (Optional Free 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 run on Windows, Mac OSX / Classic or Linux client computers. (Page 3 - 5)

**CZ Print Job Report (Optional Free Add-On)** CZ Print Job Report is a tool allowing you to generate and view 100 reports including 64 default reports and 36 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. (Page 6)

**CZ Remote Cashier 1.0 (Optional Free Add-On)** CZ Remote Cashier allows you to add / remove / edit prepaid account remotely. (Page 7)

**Slave Print Release Station (Optional)** 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. (Page 8)

### Part II Infrastructures & Scenarios (Page 9 – 15)

CZ Print Release Station 4.0 can be deployed as the following four infrastructures:

**Master Only** Only Master Print Release Station is used to hold all print jobs. Users must use that Print Release Station to release their print jobs. (Page 9)

**Master – Master** Each Master Print Release Station has its own print job list, and users must use the specified Print Release Station to release their print jobs. (Page 9)

**Master – Slave** The Master Print Release Station holds all print jobs. The Slave Print Release Station can hold all print jobs or parts of print jobs depending on the printer settings. One Master Print Release Station can have multiple Slave Print Release Stations. The users can use either the Master Print Release Station or the Slave Print Release Station to release their print jobs. When a print job is released, it is removed from the Master Print Release Station and the Slave Print Release Station. (Page 10)

**Hybrid** Hybrid infrastructure is a combination of Master – Master and Master – Slave. (Page 10)

### Part III Preferences & FAQ (Page 16 – 25)

## Part I Components, Requirements and Installation Instructions

**Master Print Release Station (Required)** Master Print Release Station holds all print jobs until they are released.

| Master Print Release Station System Requirements |  |
|--|--|
| Operating System                                 | Window 2000/XP/2003/Vista/2008/Windows 7 |
| CPU  | 300 MH or higher                         |
| Memory   | 512 MB or more                           |
| Hard Disk Free Space                             | 10M                                      |

**Note:** For Windows XP or Windows 2000 Professional, the maximum number of other computers that are permitted to simultaneously connect over the network is ten. If you have more than 40 workstations, we suggest to install Master PRS on other Windows OS.

**Note:** If you are installing Master Print Release Station on your current print server that already has printer shared and will install Slave Print Release Station for users to release their print jobs, **skip step 1 and 2. The Master Print Release Station on your current print server can be run as Windows service in the backend.**

1. Add printers to the computer where Master Print Release Station will be installed. The printers must be added as a local printer using the **local port** such as LPT1 port, Standard TCP/IP port or LPR port. (Note: The instructions **“How to add a printer locally on Master Print Release Station?”** can be found in <http://www.czsolution.com/print-management/addprinter.htm>)
2. Share the printers.
3. Double-click “Setup.exe” in the folder Master Print Release Station.
4. Follow the on-screen instructions. After the installation completes, double-click the shortcut “CZ Print Release Station 4.0” on your desktop or select “Start --> Programs --> CZ Solution --> CZ Print Release Station” to run the program. A Preferences window appears. If not, click the menu item “Print Jobs --> Preferences” to open the Preferences Window.
5. Click the “Refresh List” button; select the printers you just added in the list of Available Shared Printers, and click the “Add” button to add them to the list of Monitored Printers, then click “Save” button to close the Preferences window. **Note: If you install Print Release Station on Windows Vista / Windows 2008 / Windows 7, exit CZ Print Release Station, go to the installation folder (e.g. C:\Program Files\CZ Solution\CZ Print Release Station), right click “PrintSaver.exe”, then click “Properties”, select “Compatibility” tab, select “Run this program as an administrator” in Privilege Level and click OK button to save.**
6. If you plan to use CZ Popup and Slave Print Release Station, click the tab “Print Jobs” and “User Mode” and check the option **“Enable slave print release station”** and **“show popup notification when a print job is submitted.”**
7. Configure all workstations to print to the shared printers you just added on the Master Print Release Station. (Note: The instructions **“How to add a network printer on workstations?”** can be found in <http://www.czsolution.com/print-management/addprinter.htm>)
8. Perform a test. You can send a print job from a workstation and release it from the Master Print Release Station.

**Note:** To avoid users bypassing print release station and resuming the print jobs from the Windows Printer Folder on their workstations, assign “CREATOR OWNER” only “Print” permission in the “Security” of the properties of the printers (Right click the printer → Properties → Security) on the Master Print Release Station.

## CZ Popup for Windows, Mac OS X/Classic and Linux x86 (Optional Free Add-On)

### CZ Popup 1.0 for Windows

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 (description) 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 run on Windows, Mac OSX / Classic or Linux client computers.

| CZ Popup 1.0 System Requirements |   |
|----------------------------------|---|
| Operating System                 | Window 95/98/NT/2000/XP/2003/Vista/Citrix Terminal/2008/Windows 7 |
| CPU                              | 300 MH or higher  |
| Memory                           | 128 MB or more  |
| Hard Disk Free Space             | 2M  |

**Note:** Before you run CZ Popup, make sure Master Print Release Station is running and the option “Show popup notification on the workstation that includes print job information” is checked in the menu item “Print Jobs→Preferences→User Mode.” If the firewall is enabled on the Master Print Release Station computer, please add an exception for printcprm.exe that is in the installation folder of CZ Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station).

**Note:** You must have administrator rights to install CZ Popup on the workstations.

**Note:** If the firewall is enabled on the computer where CZ Print Release Station is installed, please add an exception for printcprm.exe that is in the installation folder of CZ Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station).

**Note:** For Windows Vista workstation, please use **Silent Installation** to install CZ Popup.

### Local Installation

1. Double click CZ Popup.msi, then follow the on-screen instructions.
2. After the installation completes, select “Start-->Programs-->CZ Solution-->CZ Popup” to run the program. **Note:** CZ Popup can be started automatically when the different users login to the same workstation.
3. Enter the IP address or computer name of Master Print Release Station. This information is required when you run CZ Popup on the workstations the first time. The information is then saved in the file **release\_ip.ini** located in the installation folder of CZ Popup and the value data of string **CZPRS** in the registry key **My Computer\HKEY\_LOCAL\_MACHINE\SOFTWARE\CZ Popup**. **(CZ Popup.msi can be modified to include the computer name or IP address of your Master Print Release Station by using Orca utility, and Step 3 can be skipped. Please check the following Silent installation Step 1).**

**Note:** If CZ Popup is installed on a Citrix / Terminal server, you must delete the file “terminal” in the installation folder of CZ Popup. (e.g. C:\Program Files\CZ Solution\CZ Popup\)

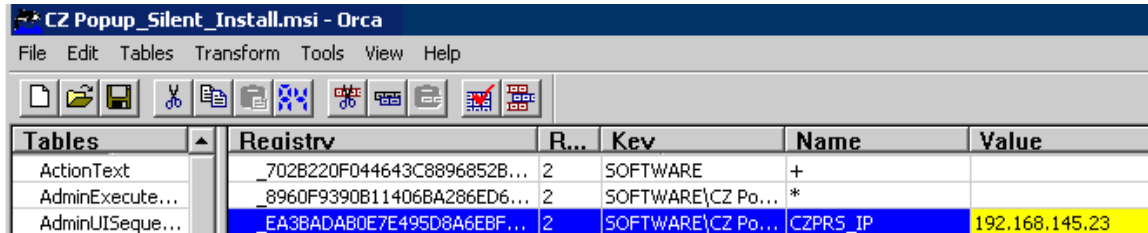
### Silent Installation

1. Modify CZ Popup\_Silent\_Install.msi package to include the name or IP address of the Master Print Release Station, so you don't have to enter the name manually when you run agent first time on each

workstation.

We recommend using ORCA utility (part of the Windows Installer SDK) to do this.

- 1.1 Download the orca.msi from <http://www.czsolution.com/download/orca.msi> .
- 1.2 Double click it to install Orca.
- 1.3 Run Orca,
  - click the menu File → Open to open CZ Popup\_Silent\_Install.msi,
  - click menu Edit → Find, enter CZPRS\_IP,
  - click the value of CZPRS\_IP,
  - type the name or IP address of Master Print Release Station.
- 1.4 Click the menu File→Save, then exit Orca.



| Tables          | Registry                    | R... | Key               | Name     | Value          |
|-----------------|-----------------------------|------|-------------------|----------|----------------|
| ActionText      | _702B220F044643C8896852B... | 2    | SOFTWARE          | +        |                |
| AdminExecute... | _8960F9390B11406BA286ED6... | 2    | SOFTWARE\CZ Po... | *        |                |
| AdminUISeque... | _EA3BADAB0E7E495D8A6EBF...  | 2    | SOFTWARE\CZ Po... | CZPRS_IP | 192.168.145.23 |

2. Use the Windows group policy (<http://support.microsoft.com/default.aspx?scid=kb:en-us:314934>) or third party installation software to remotely install CZ Popup Agent on the workstations.

**Note:** The IP Address or name of the CZ Print Release Station is saved in the registry key: My Computer\HKEY\_LOCAL\_MACHINE\SOFTWARE\CZ Popup\CZPRS\_IP. When running CZ Popup, it will get the value from the registry and connect to CZ Print Release Station. The value in the registry is overwritten if a value is defined in the file release\_ip.ini located in the installation folder of CZ Popup.

**Note:** A shortcut is created in the registry key HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Run, so CZ Popup can run automatically when users log on.

**Note:** Orca can also be used to modify local installation package CZ Popup.msi package to include the name or IP address of the computer where you installed CZ Print Release Station, so you don't have to enter it manually when you run CZ Popup the first time on each workstation  
(Local Installation Step 3)

## Uninstall CZ Popup 1.0

Open Add/Remove Programs, and select CZ Popup, and click on the Remove button.

**Note:** You can also use Windows group policy or third party installation software to remotely uninstall CZ Popup from the workstations.

## CZ Popup 1.0 for Mac OS X/Classic and Linux x86

**Mac OS X/Classic:** CZPopup\_Mac.app and release\_ip.ini

**Note:** If you can't open it by double-clicking it, try to use Stuffit Expander, then double click CZPopup\_Mac.app to run it. The CZPopup\_Mac and release\_ip.ini must be in the same folder. The host name of the Mac must be in the format of computerName.local (for example: m123.local where m123 is the computer name of the Mac). If not, the popup will not work. The HOSTNAME can be defined in /etc/hostconfig. Restarting the daemon, or rebooting, will result in the hostname command working as expected.

Mac workstations must print to the shared printer on windows print server in order for the Popup to work:

### LPR printing

1. Start the "Print Services for Unix" on your Windows Print server. If you can't find this service, please add it from add /remove programs → add / remove windows components → Other Network Files and Print Services → Print Services for Unix.
2. On the Mac, add a LPR printer
3. Enter the windows print server name in Printer Address and the name of the shared printer in Queue Name

### Or SMB printing

Edit / etc » cups » printers.conf file

<DefaultPrinter printer>

.....

Location yourdomain

DeviceURI smb://yourdomain\_username:password@yourdomain/printserver/printer\_share\_name

State Idle

Accepting Yes

.....

.....

</Printer>

You can make CZ Popup run automatically when Mac machine starts up:

#### Option 1:

Step 1: Find the CZPopup\_Mac.app application icon and click on it.

Step 2: Click on the File menu and select Make Alias.

Step 3: Drag the alias to the desktop where you can get at it.

Step 4: Double-click to open the System Folder and locate the Startup Items folder.

Step 5: Drop the alias into the Startup Items folder. The next time you start up your Mac, the application will launch.

#### Option 2:

Go into the system preferences - accounts - login items, you can adjust what programs load and don't load at sign in.

**Linux x86:** CZPopup and release\_ip.ini

**CZ Print Job Report (Optional Free Add-On)** CZ Print Job Report is a tool allowing you to generate and view 100 reports including 64 default reports and 36 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.

| CZ Print Job Report 4.0 System Requirements |   |
|---|---|
| Operating System                            | Window 98/2000/XP/2003/Vista/2008/Windows 7 |
| CPU   | 300 MH or higher                            |
| Memory                                      | 128 MB or more                              |
| Hard Disk Free Space                        | 40M   |

If CZ Print Job Report and Master Print Release Station are installed on the same computer, the database file 'printSaver.mdb' is located in the installation folder of Master Print Release Station. (E.g. C:\Program Files\CZ Solution\CZ Print Release Station) . If CZ Print Job Report and Master Print Release Station are installed on the different computers, you can share the database folder on Master Print Release Station computer, and make CZ Print Job Report connect to the shared database remotely to generate reports. (e.g. [\\CZ Print Release Station Computer Name\Shared Database Folder\printSaver.mdb](#))

**Note: You must use the account that has administrator rights to install CZ Print Job Report.**

1. Go to CZ Print Job Report folder and double-click 'CZPrintJobReport.exe'.
2. Follow the on-screen instructions. (Note: If your computer don't have Microsoft .NET Framework and Microsoft Data Access Components 2.6 SP2 or later installed, they will be installed first.)
3. After the installation, double-click the shortcut 'CZ Print Job Report' on your desktop or select "Start —>Programs-->CZ Solution-->CZ Print Job Report" to run the program.
4. Select the included sample databases to test how it works. The sample database named 'printSaver\_sample.mdb' is located in the installation folder of CZ Print Job Report. (e.g. C:\Program Files\CZ Solution\CZ Print Job Report). The real database file 'printSaver.mdb' is located in the installation folder of Master Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station).

Note: If you install CZ Print Job Report on Windows 98, please Copy Dbghelp.dll from <http://www.czsolution.com/download/Dbghelp.dll> and place it in the System32 folder of Windows 98 computer.

#### **Uninstall CZ Print Job Report 4.0**

1. Open Add/Remove Programs.
2. Select CZ Print Job Report.
3. Click on Remove button.

### **CZ Remote Cashier 1.0 (Optional Free Add-On)**

CZ Remote Cashier allows you to add / remove / edit prepaid account remotely from any computer.

| <b>CZ Remote Cashier 1.0 System Requirements</b> |   |
|--|---|
| <b>Operating System</b>                          | Window 98/2000/XP/2003/Vista/2008/Windows 7 |
| <b>CPU</b>                                       | 300 MH or higher                            |
| <b>Memory</b>                                    | 128 MB or more                              |
| <b>Hard Disk Free Space</b>                      | 2M  |

Before you run CZ Remote Cashier, please make sure Master Print Release Station is running on a central computer or print server and the option “Enable remote cashier to manage prepaid account” is checked in the menu item “Print Jobs → Preferences → Print Jobs.” You must also have administrator rights on the computer where you install CZ Remote Cashier.

1. Go to CZ Remote Cashier folder and double-click “CZ Remote Cashier.msi”.
2. Follow the on-screen instructions.
3. After the installation completes, double-click the shortcut “CZ Remote Cashier” on your desktop or select "Start → Programs → CZ Solution → CZ Remote Cashier " to run the program.
4. Enter the name or IP address of the Master Print Release Station computer.  
**Note:** This information is required when you run CZ Remote Cashier on the workstations the first time and it will be saved in the file release\_ip.ini located in the installation folder of CZ Remote Cashier.
5. Click the button “CZ Remote Cashier Password”. The password is defined in “Preferences → Print Jobs” of Master Print Release Station.

### **Uninstall CZ Remote Cashier 1.0**

1. Open Add/Remove Programs.
2. Select CZ Remote Cashier.
3. Click on the Remove button.

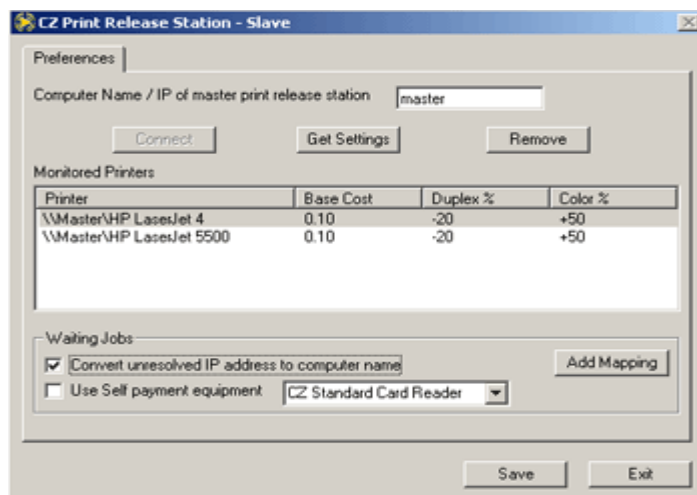
**Slave Print Release Station (Optional)** The Slave Print Release Station can hold all print jobs or some of print jobs on the Master Print Release Station depending on the printer settings. Users can use either Master Print Release Station or Slave Print Release Station to release their print jobs

| Slave Print Release Station System Requirements |  |
|---|--|
| Operating System                                | Window 2000/XP/2003/Vista/2008/Windows 7 |
| CPU   | 300 MH or higher                         |
| Memory  | 512 MB or more                           |
| Hard Disk Free Space                            | 10M                                      |

**Note:** Before you run Slave Print Release Station, make sure Master Print Release Station is running and the option “Enable slave print release station” is checked in the menu item “Print Jobs→Preferences.” If the firewall is enabled on the Master Print Release Station computer, please add an exception for printczrm.exe that is in the installation folder of Master Print Release Station (e.g. C:\Program Files\CZ Solution\CZ Print Release Station).

**Note:** You must use the account that has administrator rights to install Slave Print Release Station, but you don’t have to use the account that has administrator rights to run Slave Print Release Station. Please check the FAQ 3 in page 22.

1. Add the shared network printers on Master Print Release Station to the Slave Print Release Station computer. (Note: The instructions “**How to add a network printer on Slave Print Release Station?**” can be found <http://www.czsolution.com/print-management/addprinter.htm> )
2. Double-click “Setup.exe” in the folder Slave Print Release Station. Follow the on-screen instructions.
3. Double-click the shortcut “CZ Print Release Station 4.0” on your desktop or select “Start-->Programs -->CZ Solution-->CZ Print Release Station” to run the program.
4. A Preferences window appears. If not, click the menu item “Print Jobs --> Preferences” to open the Preferences Window. Enter the computer name or IP address of Master Print Release Station and click the “Connect” button. Click “Get Settings” button to get the settings from Master Print Release Station.

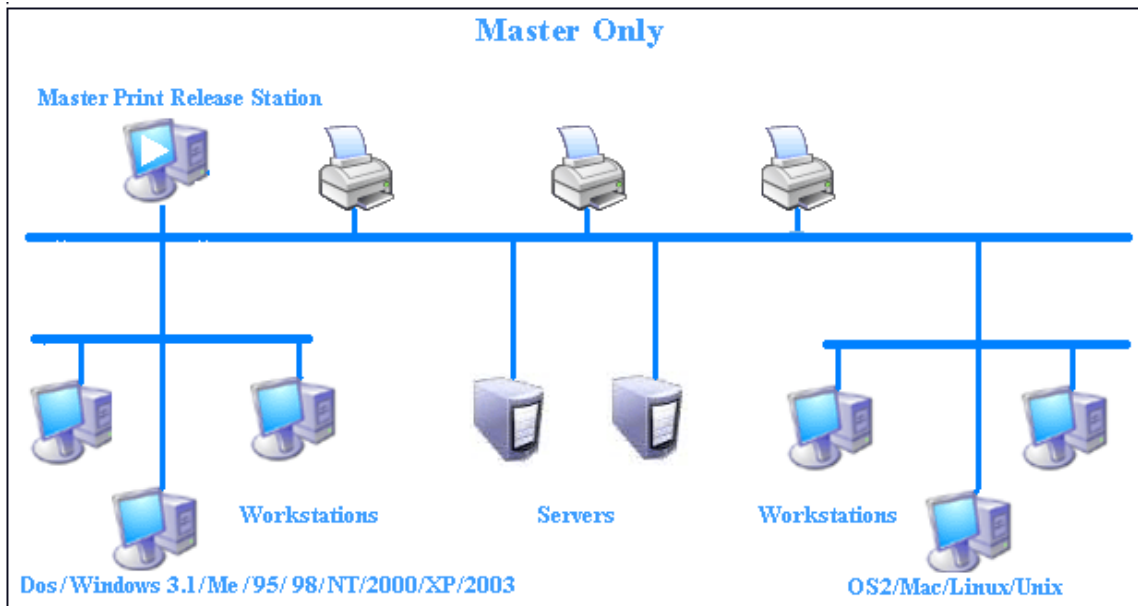


7. Click the “Save” button to save the settings, then click the “Exit” button to close the Preferences window.
8. Perform a test. You can print a test page from a workstation, and check if it is held in the “Waiting Jobs” on both Master and Slave Print Release Stations. If yes, click the “Release” button on the Slave Print Release Station to release the print job. If not, please recheck the above steps.

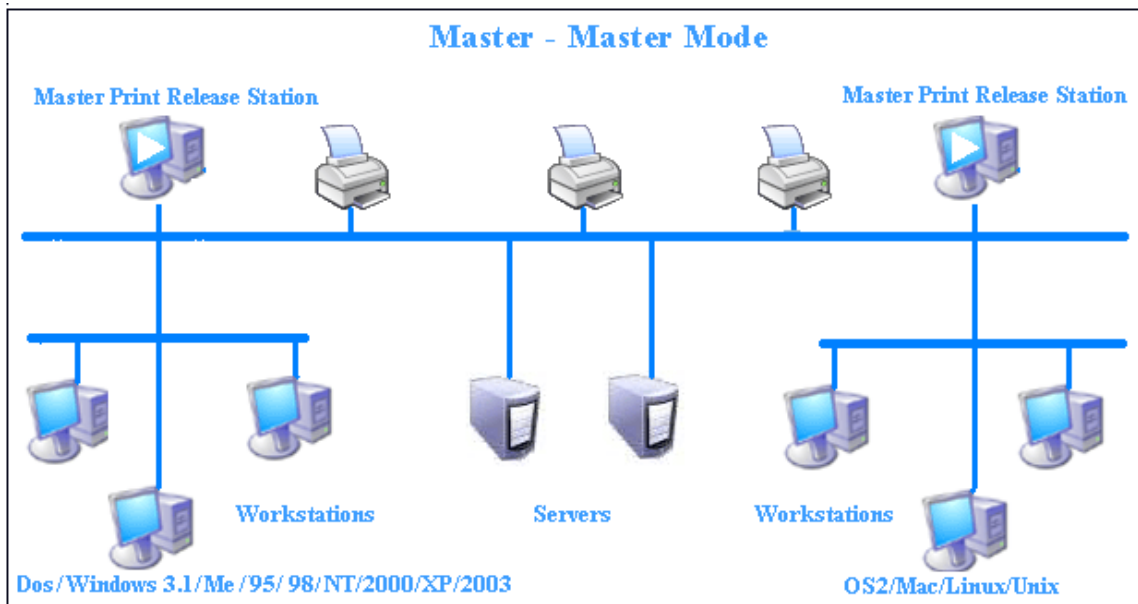


## Part II Infrastructures and Scenarios

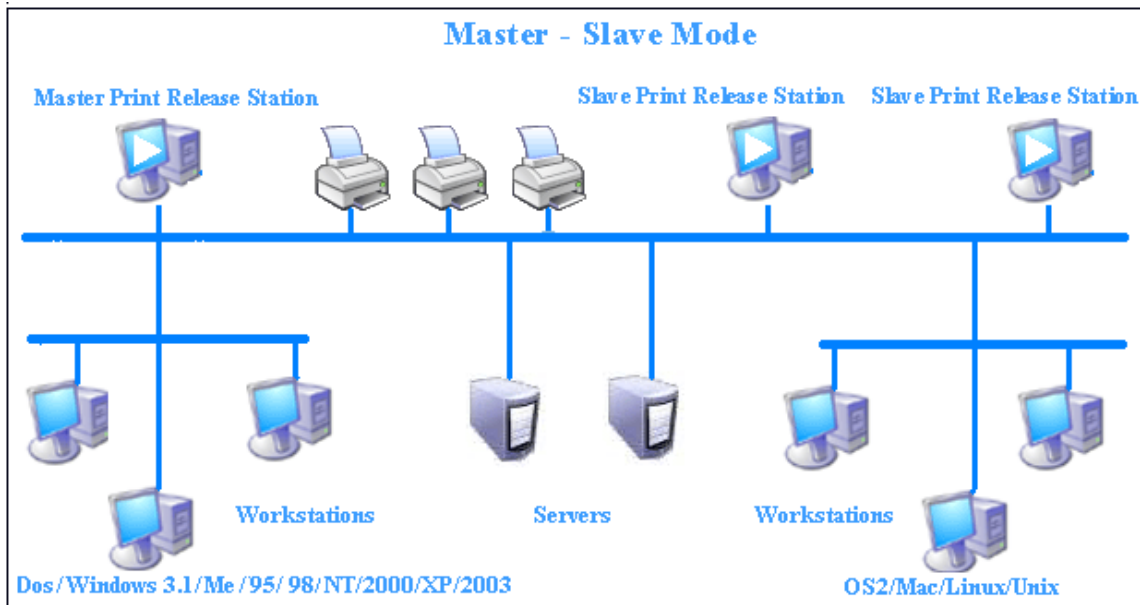
**Master Only** Only Master Print Release Station is used to holds all print jobs. Users must use that Print Release Station to release their print jobs.



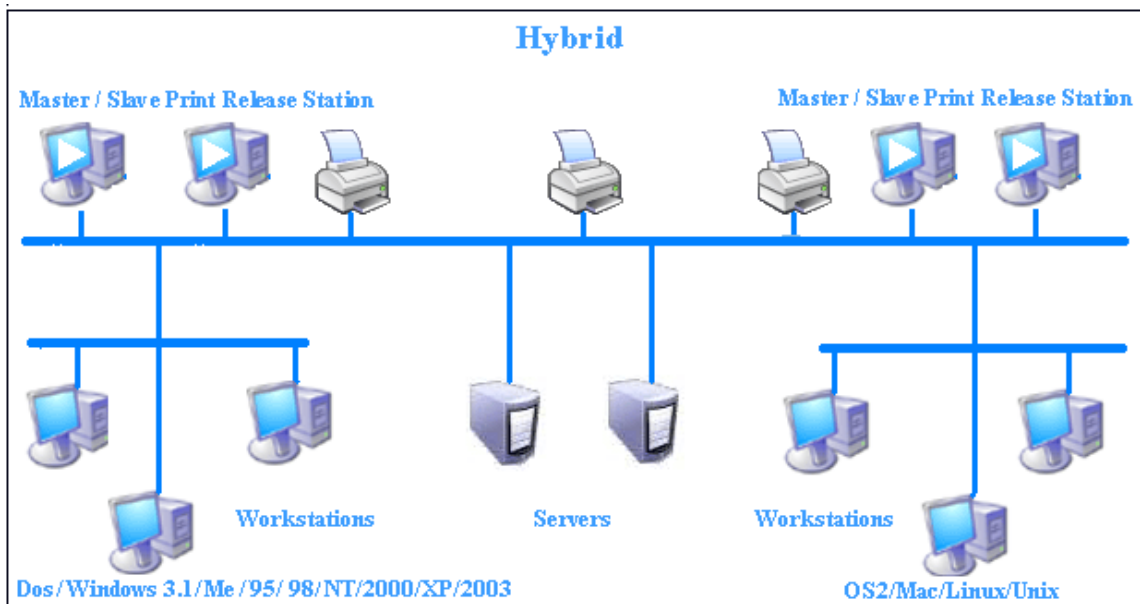
**Master – Master** Each Master Print Release Station has its own print job list, and users must use the specified Print Release Station to release their print jobs.



**Master – Slave** The Master Print Release Station holds all print jobs. The Slave Print Release Station can hold all print jobs or parts of print jobs depending on the printer settings. One Master Print Release Station can have multiple Slave Print Release Stations. The users can use either the Master Print Release Station or the Slave Print Release Station to release their print jobs. When a print job is released, it is removed from the Master Print Release Station and the Slave Print Release Station.



**Hybrid** Hybrid infrastructure is a combination of Master – Master and Master – Slave.

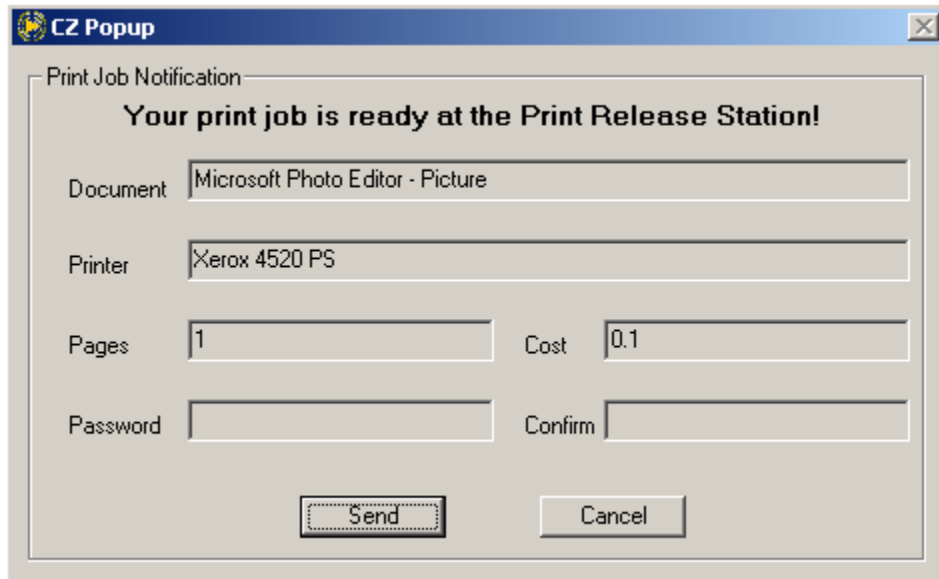


Please check <http://www.czsolution.com/print-management/czprs.htm> for updated scenarios.

**Scenario 1:** School / College / University computer labs (Running CZ Print Release Station User-Mode with Login and Popup Notification)

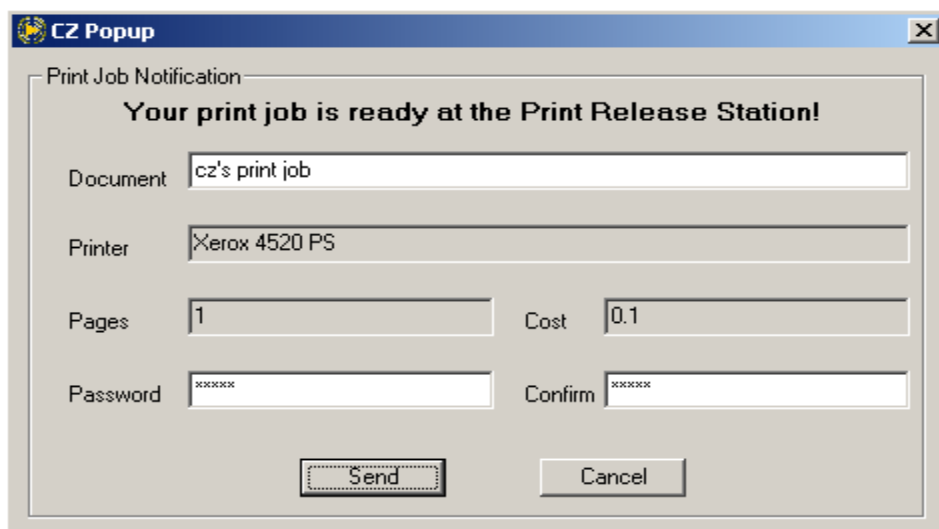
Note: The option “Require users to enter Login ID or Computer Name” and “Show popup notification” must be checked in the menu item “Preferences --> User Mode”.

- 1, A student sends a print job from a workstation.
- 2, A popup window appears on the student’s workstation (Windows, Mac OSX / Classic, or Linux client computer) showing the document name, printer name, total number of pages, and cost.



The image shows a Windows-style dialog box titled "CZ Popup". Inside, there is a section titled "Print Job Notification" with the message "Your print job is ready at the Print Release Station!". Below this, there are several input fields: "Document" with the text "Microsoft Photo Editor - Picture", "Printer" with "Xerox 4520 PS", "Pages" with "1", and "Cost" with "0.1". At the bottom, there are "Password" and "Confirm" fields, both currently empty. At the very bottom are two buttons: "Send" and "Cancel".

Note: The Popup Notification can be configured to require students to change the document 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). The option “Require users to change their document name” and “Require user password to protect their print jobs” and “Require user to set user id” are in “Preferences --> User Mode.”



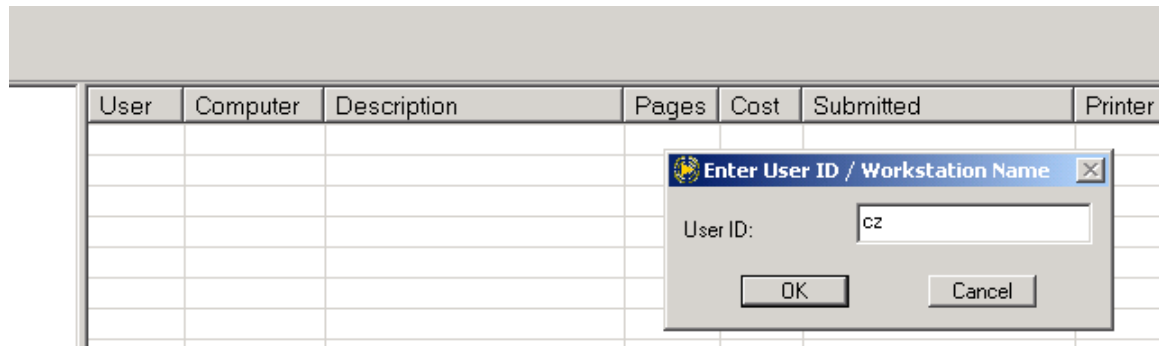
This image shows the same "CZ Popup" dialog box as above, but with user input. The "Document" field now contains "cz's print job". The "Pages" field still shows "1" and "Cost" shows "0.1". The "Printer" field remains "Xerox 4520 PS". The "Password" and "Confirm" fields now both contain a series of asterisks "\*\*\*\*\*", indicating a password has been entered and confirmed. The "Send" and "Cancel" buttons are still at the bottom.

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

Note: If you use the Master – Slave infrastructure, the print job can be listed on both the Master Print Release Station and the Slave Print Release Station and students can use either one to release the print job.

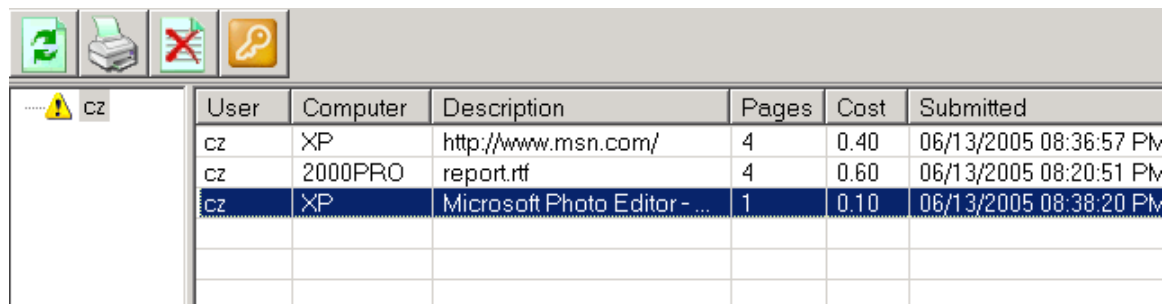
4, The student goes to the Print Release Station and types the login id or workstation name to show only his /her print jobs.

Note: If “Show waiting jobs by User ID” is selected in “Preferences --> Print Jobs” of CZ Print Release Station, then the User ID is required in the Login window. If “Show waiting jobs by Computer Name” is selected, then the Computer Name is required in the Login window.



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

Note: The student needs to enter the password to release or delete the print job if the password on the Popup window is required in step 2.



6, The student clicks the logout button to logout, or the system can logout automatically after 30 seconds of idle time.

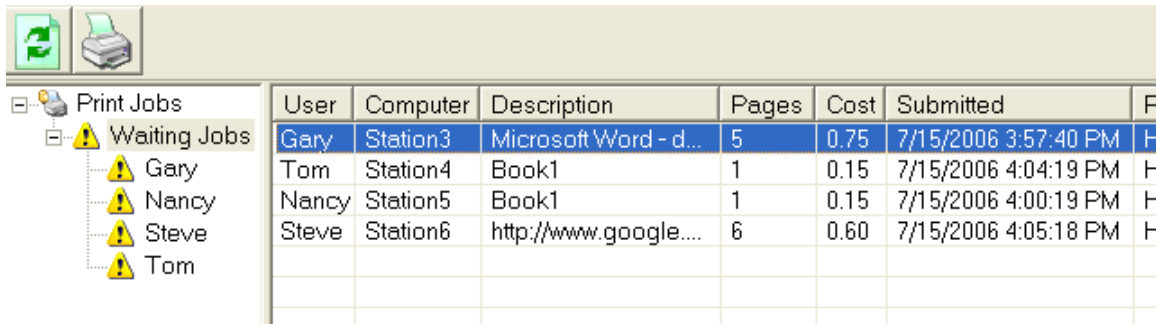
**Scenario 2:** School / College / University computer labs (Running CZ Print Release Station User-Mode without Login and Popup Notification.)

1, A student sends a print job from a workstation.

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

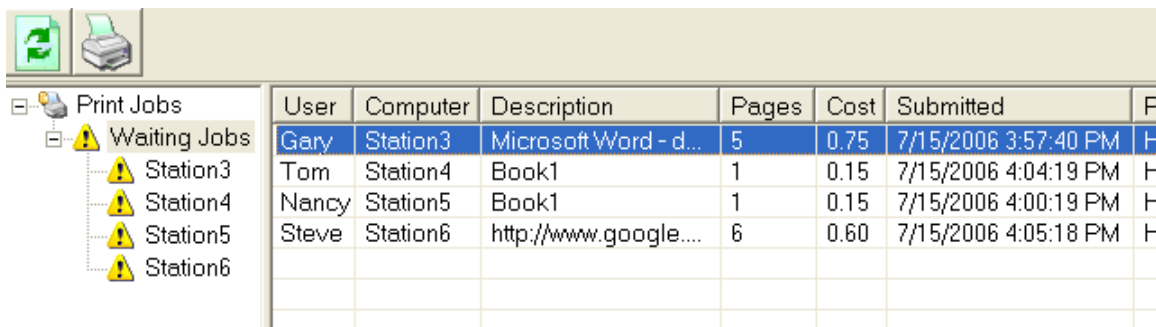
3, The student goes to the Print Release Station to release the print job. The printing activity is recorded in the database of CZ Print Release Station.

Note: The option “Show waiting jobs by User ID” is selected in “Preferences --> Print Jobs” of CZ Print Release Station.



| User  | Computer | Description           | Pages | Cost | Submitted            | P |
|-------|----------|-----------------------|-------|------|----------------------|---|
| Gary  | Station3 | Microsoft Word - d... | 5     | 0.75 | 7/15/2006 3:57:40 PM | H |
| Tom   | Station4 | Book1                 | 1     | 0.15 | 7/15/2006 4:04:19 PM | F |
| Nancy | Station5 | Book1                 | 1     | 0.15 | 7/15/2006 4:00:19 PM | F |
| Steve | Station6 | http://www.google.... | 6     | 0.60 | 7/15/2006 4:05:18 PM | F |

Note: The option “Show waiting jobs by Computer Name” is selected in “Preferences --> Print Jobs” of CZ Print Release Station.

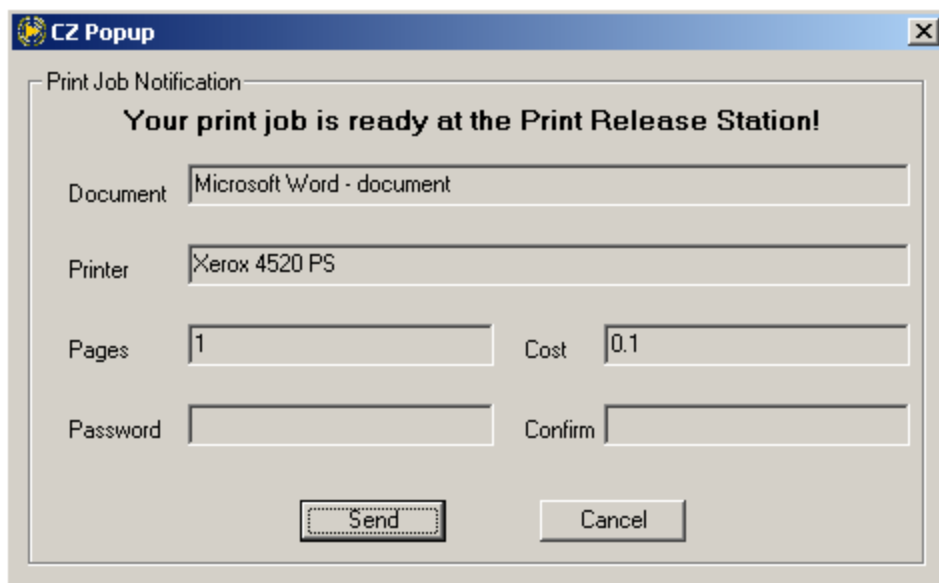


| User  | Computer | Description           | Pages | Cost | Submitted            | P |
|-------|----------|-----------------------|-------|------|----------------------|---|
| Gary  | Station3 | Microsoft Word - d... | 5     | 0.75 | 7/15/2006 3:57:40 PM | H |
| Tom   | Station4 | Book1                 | 1     | 0.15 | 7/15/2006 4:04:19 PM | F |
| Nancy | Station5 | Book1                 | 1     | 0.15 | 7/15/2006 4:00:19 PM | F |
| Steve | Station6 | http://www.google.... | 6     | 0.60 | 7/15/2006 4:05:18 PM | F |

### Scenario 3: Libraries (Running CZ Print Release Station User-Mode with Popup Notification enabled)

The option “Show popup notification” must be checked in the menu item “Preferences --> User Mode.”

- 1, A patron sends a print job from a workstation (Windows, Mac OSX / Classic, or Linux client computer).
- 2, A notification window shows the document name, printer name, total pages and cost.



**CZ Popup**

Print Job Notification

**Your print job is ready at the Print Release Station!**

Document: Microsoft Word - document

Printer: Xerox 4520 PS

Pages: 1 Cost: 0.1

Password: Confirm:

Send Cancel

Note: The Popup Notification can be configured to require the patron to change the document name for their privacy, and (or) require them to set a password to protect their print jobs (Only the print job owner

can either release or delete his/her print jobs after the correct password is entered on the Print Release Station). The option “Require users to change their document name” and “Require user password to protect their print jobs” are in “Preferences --> Advanced.”

**CZ Popup**

Print Job Notification

**Your print job is ready at the Print Release Station!**

Document: cz's print job

Printer: Xerox 4520 PS

Pages: 1 Cost: 0.1

Password: xxxxxx Confirm: xxxxxx

Send Cancel

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

Note: The option “Show waiting jobs by Computer Name” is selected in “Preferences --> Print Jobs” of CZ Print Release Station.

| User  | Computer | Description           | Pages | Cost | Submitted            | P |
|-------|----------|-----------------------|-------|------|----------------------|---|
| Gary  | Station3 | Microsoft Word - d... | 5     | 0.75 | 7/15/2006 3:57:40 PM | F |
| Tom   | Station4 | Book1                 | 1     | 0.15 | 7/15/2006 4:04:19 PM | F |
| Nancy | Station5 | Book1                 | 1     | 0.15 | 7/15/2006 4:00:19 PM | F |
| Steve | Station6 | http://www.google.... | 6     | 0.60 | 7/15/2006 4:05:18 PM | F |

Note: The option “Show waiting jobs by User ID” is selected in “Preferences --> Print Jobs” of CZ Print Release Station.

| User  | Computer | Description           | Pages | Cost | Submitted            | P |
|-------|----------|-----------------------|-------|------|----------------------|---|
| Gary  | Station3 | Microsoft Word - d... | 5     | 0.75 | 7/15/2006 3:57:40 PM | F |
| Tom   | Station4 | Book1                 | 1     | 0.15 | 7/15/2006 4:04:19 PM | F |
| Nancy | Station5 | Book1                 | 1     | 0.15 | 7/15/2006 4:00:19 PM | F |
| Steve | Station6 | http://www.google.... | 6     | 0.60 | 7/15/2006 4:05:18 PM | F |

4, The patron goes to the Print Release Station to release his / her print job.

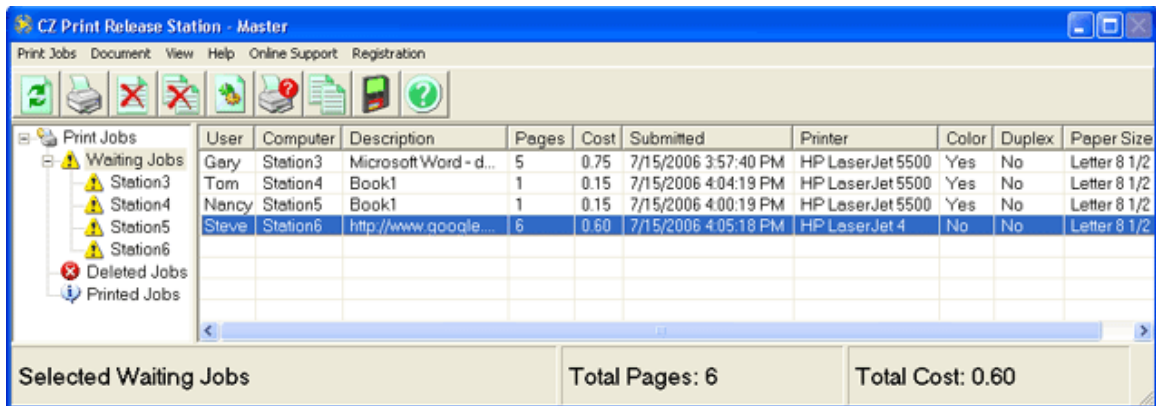
Note: If the Self-Payment option is enabled in “Preferences --> User Mode,” the patron must make payment (coin / bill / card) before the print job can be released. The patron also needs to enter the password if the password protection on Popup Notification is required in step 2)

**Scenario 4:** Libraries (Running CZ Print Release Station Staff-Mode)

1, A patron 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 patron. The printing activity is recorded in the database of CZ Print Release Station.



|              | User  | Computer | Description           | Pages | Cost | Submitted            | Printer          | Color | Duplex | Paper Size   |
|--------------|-------|----------|-----------------------|-------|------|----------------------|------------------|-------|--------|--------------|
| Waiting Jobs | Gary  | Station3 | Microsoft Word - d... | 5     | 0.75 | 7/15/2006 3:57:40 PM | HP LaserJet 5500 | Yes   | No     | Letter 8 1/2 |
| Station3     | Tom   | Station4 | Book1                 | 1     | 0.15 | 7/15/2006 4:04:19 PM | HP LaserJet 5500 | Yes   | No     | Letter 8 1/2 |
| Station4     | Nancy | Station5 | Book1                 | 1     | 0.15 | 7/15/2006 4:00:19 PM | HP LaserJet 5500 | Yes   | No     | Letter 8 1/2 |
| Station5     | Steve | Station6 | http://www.google...  | 6     | 0.60 | 7/15/2006 4:05:18 PM | HP LaserJet 4    | No    | No     | Letter 8 1/2 |
| Station6     |       |          |                       |       |      |                      |                  |       |        |              |
| Deleted Jobs |       |          |                       |       |      |                      |                  |       |        |              |
| Printed Jobs |       |          |                       |       |      |                      |                  |       |        |              |

Selected Waiting Jobs      Total Pages: 6      Total Cost: 0.60

## Part III Preferences & FAQ

- Preferences --> Printers

**Preferences**

Printers | Print Jobs | User Mode

Monochrome base cost / page: 0.10

For duplexed printing, the cost decrease: 20 % per page

For color printing, the cost increase: 50 % per page

Paper Size Charging

Available Shared Printers

- 192.152.164.22\_TCPIP\_Printer
- Brother HL-5070N BR-Script3\_PS
- Brother HL-5070N series\_PCL
- HP LaserJet 6P
- Office3\_CanonColor3200

Refresh List Add Remove

Monitored Printers

| Printer             | Base Cost | Duplex % | Color % |
|---------------------|-----------|----------|---------|
| LAB_HPLaserJ5M      | 0.10      | -20      | +50     |
| Office2_HPColor9500 | 0.10      | -20      | +50     |

Update Base Cost / Page, Duplex, and Color To: 0.10 20 % 50 %

Save Exit

### Default Base Cost / Page

The Cost / Page includes the base cost, discount for duplex printing (printing on both sides of the paper) and an extra costs for color printing.

Example:

Base cost: \$0.10 Duplex Discount / page: 20% Color cost / page: 50%

The total cost for 10 pages with duplex and color printing:  $10 * (0.10 - 0.10 * 20\% + 0.10 * 50\%) = \$1.30$

The total cost for 10 pages with color printing:  $10 * (0.10 + 0.10 * 50\%) = \$1.50$

### Paper Size Charging



**CZ Print Release Station**

Paper Size Charging

|                             | Increase by % |                                    | Increase by % |                                       | Increase by % |
|-----------------------------|---------------|------------------------------------|---------------|---------------------------------------|---------------|
| Letter 8 1/2 x 11 in        | 0             | D size sheet                       | 40            | Legal Extra 9 1/2 x 15 in             | 20            |
| Letter Small 8 1/2 x 11 in  | 0             | E size sheet                       | 50            | Tabloid Extra 11.69 x 18 in           | 20            |
| Tabloid 11 x 17 in          | 20            | Envelope DL 110 x 220 mm           | 0             | A4 Extra 9.27 x 12.69 in              | 20            |
| Ledger 17 x 11 in           | 20            | Envelope C5 162 x 229 mm           | 0             | Letter Transverse 8 1/2 x 11 in       | 0             |
| Legal 8 1/2 x 14 in         | 0             | Envelope C3 324 x 458 mm           | 20            | A4 Transverse 210 x 297 mm            | 0             |
| Statement 5 1/2 x 8 1/2 in  | 0             | Envelope C4 229 x 324 mm           | 0             | Letter Extra Transverse 9 1/2 x 12 in | 20            |
| Executive 7 1/4 x 10 1/2 in | 0             | Envelope C6 114 x 162 mm           | 0             | SuperA/SuperA/A4 227 x 356 mm         | 20            |
| A3 297 x 420 mm             | 20            | Envelope C65 114 x 229 mm          | 10            | SuperB/SuperB/A3 305 x 487 mm         | 30            |
| A4 210 x 297 mm             | 0             | Envelope B4 250 x 353 mm           | 0             | Letter Plus 8.5 x 12.69 in            | 0             |
| A4 Small 210 x 297 mm       | 0             | Envelope B5 176 x 250 mm           | 0             | A4 Plus 210 x 330 mm                  | 20            |
| A5 148 x 210 mm             | 0             | Envelope B6 176 x 125 mm           | 0             | A5 Transverse 148 x 210 mm            | 0             |
| B4 (JIS) 250 x 354          | 20            | Envelope 110 x 230 mm              | 0             | B5 (JIS) Transverse 182 x 257 mm      | 0             |
| B5 (JIS) 182 x 257 mm       | 0             | Envelope Monarch 3.875 x 7.5 in    | 10            | A3 Extra 322 x 445 mm                 | 30            |
| Folio 8 1/2 x 13 in         | 0             | 6 3/4 Envelope 3 5/8 x 6 1/2 in    | 0             | A5 Extra 174 x 235 mm                 | 0             |
| Quarto 215 x 275 mm         | 0             | US Std Fanfold 14 7/8 x 11 in      | 20            | B5 (ISO) Extra 201 x 276 mm           | 0             |
| 10x14 in                    | 20            | German Std Fanfold 8 1/2 x 12 in   | 0             | A2 420 x 594 mm                       | 30            |
| 11x17 in                    | 20            | German Legal Fanfold 8 1/2 x 13 in | 0             | A3 Transverse 297 x 420 mm            | 20            |
| Note 8 1/2 x 11 in          | 0             | B4 (ISO) 250 x 353 mm              | 20            | A3 Extra Transverse 322 x 445 mm      | 30            |
| Envelope #9 3 7/8 x 8 7/8   | 0             | Japanese Postcard 100 x 148 mm     | 0             | Japanese Double Post 148 x 200 mm     | 0             |
| Envelope #10 4 1/8 x 9 1/2  | 0             | 9 x 11 in                          | 0             | A6 148 x 105 mm                       | 10            |
| Envelope #11 4 1/2 x 10 3/8 | 0             | 10 x 11 in                         | 20            | Arch E1 - 30"x42"                     | 50            |
| Envelope #12 4 3/4 x 11     | 10            | 15 x 11 in                         | 20            | Arch D - 24"x36"                      | 50            |
| Envelope #14 5 x 11 1/2     | 0             | Envelope Invite 220 x 220 mm       | 0             |                                       |               |
| C size sheet                | 30            | Letter Extra 9 1/2 x 12 in         | 20            |                                       |               |

Undefined Paper Sizes

OK Cancel

Example:

Base cost: \$0.10 Duplex Discount / page: 20% Color cost / page: 50%

The total cost for 10 pages with duplex and color printing on A3 297 x 420 mm:

$$10 * (0.10 - 0.10 * 20\% + 0.10 * 50\% + 0.10 * 20\%) = \$1.50$$

The total cost for 10 pages with color printing on C size sheets:

$$10 * (0.10 + 0.10 * 50\% + 0.10 * 30\%) = \$1.80$$

## Undefined Paper Sizes

| Add Undefined Paper Sizes |                  |               |
|---------------------------|------------------|---------------|
| Undefined #               | Paper Size       | Increase by % |
| Undefined 1               | 27.00 x 39.00 in | 0             |
| Undefined 2               | 26.00 x 38.00 in | 0             |
| Undefined 3               | 30.00 x 42.00 in | 20            |
| Undefined 4               | 24.00 x 36.00 in | 30            |
| Undefined 5               | 18.00 x 24.00 in | 0             |
| Undefined 6               |                  | 0             |
| Undefined 7               |                  | 0             |
| Undefined 8               |                  | 0             |
| Undefined 9               |                  | 0             |
| Undefined 10              |                  | 0             |
| Undefined 11              |                  | 0             |
| Undefined 12              |                  | 0             |
| Undefined 13              |                  | 0             |
| Undefined 14              |                  | 0             |
| Undefined 15              |                  | 0             |
| Undefined 16              |                  | 0             |
| Undefined 17              |                  | 0             |
| Undefined 18              |                  | 0             |
| Undefined 19              |                  | 0             |
| Undefined 20              |                  | 0             |
| Undefined 21              |                  | 0             |
| Undefined 22              |                  | 0             |
| Undefined 23              |                  | 0             |
| Undefined 24              |                  | 0             |
| Undefined 25              |                  | 0             |
| Undefined 26              |                  | 0             |
| Undefined 27              |                  | 0             |
| Undefined 28              |                  | 0             |
| Undefined 29              |                  | 0             |
| Undefined 30              |                  | 0             |
| Undefined 31              |                  | 0             |
| Undefined 32              |                  | 0             |
| Undefined 33              |                  | 0             |
| Undefined 34              |                  | 0             |
| Undefined 35              |                  | 0             |
| Undefined 36              |                  | 0             |
| Undefined 37              |                  | 0             |
| Undefined 38              |                  | 0             |
| Undefined 39              |                  | 0             |
| Undefined 40              |                  | 0             |

If "Undefined #" is shown on the CZ Print Release Station monitor screen --> Waiting Jobs, then you can click the menu item "print jobs --> preferences-->paper size charging-->undefined paper sizes" to defined the "undefined #"

## Available Printer List

The Available Printer List includes all the printers that are configured by using the local ports such as LPT port, Standard TCP/IP port or LPR port on the CZ Print Release Station. These printers must be shared and paused. You can select multiple printers by holding down the "Ctrl" key on the keyboard.

## Refresh Printer List

Refresh the list of available printers. After you add a printer to your computer or remove a printer from your computer, you can click this button to refresh the list.

## Monitored Printer List

The Monitor Printer List includes the printers to which you want to release the print jobs. You can select multiple printers by holding down the "Ctrl" key on the keyboard to remove those printers from the list of Monitored Printer.

## Update Base Cost / Page, Duplex, and Color Charging

One or multiple printers in the list of monitored printers can be updated at one time.

- **Preferences --> Print Jobs**

**Preferences**

Printers | **Print Jobs** | User Mode

**Waiting Jobs**

Show waiting jobs by ☒ User ID ☐ Computer Name

☒ Auto refresh waiting jobs every  seconds

☐ Convert unresolved IP address to computer name Add Mapping

**Policies**

☒ Auto delete all waiting jobs at  ☒ AM ☐ PM

☐ Auto delete the waiting job if it is held more than  hours

☐ Prevent printing if a single print job exceeds  pages

☐ Allow to print a maximum of  pages per day, per person

☐ Free printing for the first  pages per day, per person Edit Quota

☐ Free printing for the first  pages per term, per person Define Term

**Slave Print Release Station**

☒ Enable slave print release station

**Database**

☒ Daily backup and optimize database at  ☒ AM ☐ PM

Save Exit

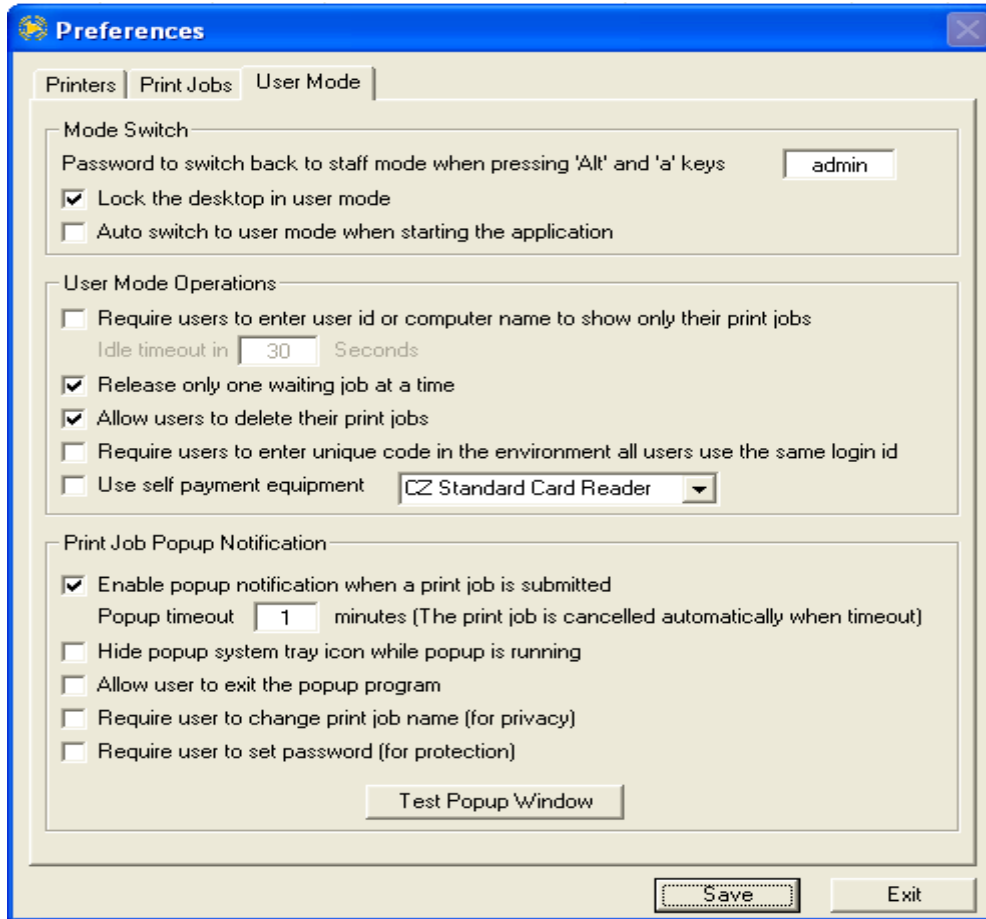
### Show Waiting Jobs

If the option "Require users to enter Login ID or Computer Name" is checked in the menu item "Preferences -> User Mode and if "Show waiting jobs by User Name" is selected, then the User Name is required in the Login window. If "Show waiting jobs by Computer Name" is selected, then the Computer Name is required in the Login window.

### Enable Slave Print Release Station

If you want to add Slave Print Release Station, this option must be checked. The Master Print Release Station holds all print jobs. The Slave Print Release Station can hold all print jobs or some of print jobs depending on the printer settings. One Master Print Release Station can have multiple Slave Print Release Stations. The users can use either the Master Print Release Station or the Slave Print Release Station to release their print jobs. When a print job is released, it is removed from the Master Print Release Station and the Slave Print Release Station.

- **Preferences --> User Mode**



#### Staff Mode Password

The password is needed to switch CZ Print Release Station from User Mode to Staff Mode.

#### Lock Desktop

The keyboard is locked out except the alt-a key. You can only use the mouse to delete or release the print jobs.

#### Auto Run User Mode

Start user mode automatically when you run CZ Print Release Station or when you start the computer.

#### Require Users to Login

Require users to login to show only their jobs. If the option "Show waiting jobs by User ID" is selected in the menu item "Preferences -> Print Jobs" then the User ID is required in the Login window. If "Show waiting jobs by Computer Name" is selected, then the Computer Name is required in the Login window.

#### Idle Timeout

Logout automatically in the user mode after some specified idle time if it is in login status.

#### Require Users to Enter Unique Codes

This feature is only applied to the network environment in which all users use the same login id on all workstations. The unique code is used to determine the owner of the print jobs.

#### Show Popup Notification

If it is enabled, then the printer name and printer share name must be the same for all the Monitored Printers. CZ Popup client software also needs to be installed on the workstations.

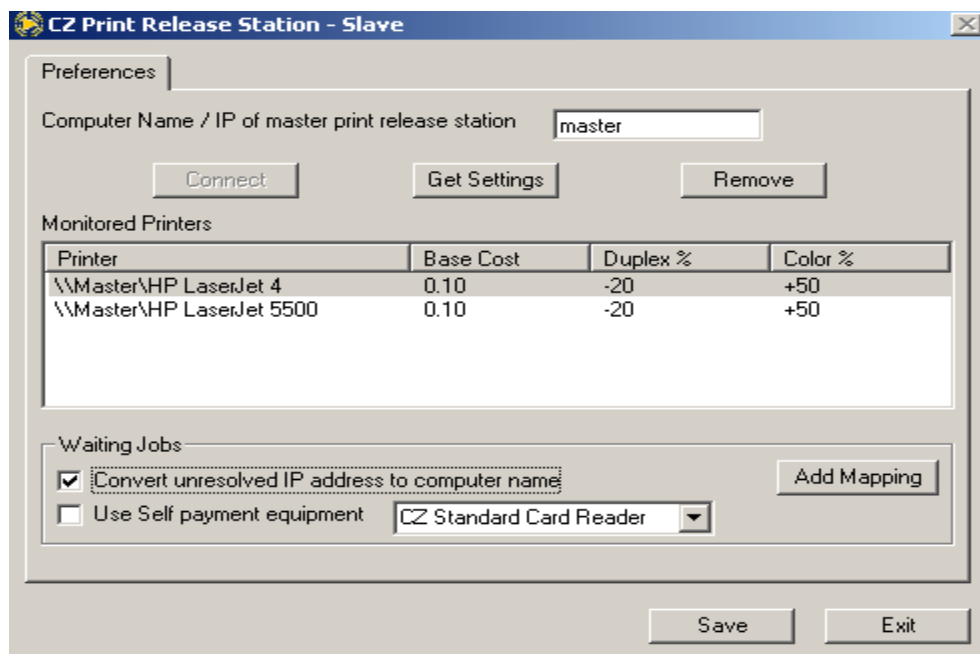
#### Require to change the print job name

The users must change their print job names that will be shown on the print release station.

#### Require to set the password

The users must set the password for their print jobs. When they go to the release station to either release or cancel the print job, a popup window appears for the required password.

#### • Slave Print Release Station Preferences



#### Enter Computer Name / IP of Master Print Release Station

Before you run Slave Print Release Station, make sure Master Print Release Station is running and the option "Enable slave print release station" is checked in the menu item "Print Jobs-->Preferences-->User Mode."

#### Get Settings

After Slave Print Release Station is connected to the Master Print Release Station, click "Get Settings" button to get printer information and other information.

#### Remove Printer

Remove printers that you don't want to hold the print jobs on the Slave Print Release Station.

## Frequently Asked Questions

### 1. Q. How can CZ Print Release Station 4.0 reduce my printing costs?

- CZ Print Release Station can hold all print jobs until they are released or cancelled (manually or automatically).
- CZ Print Release Station allows the user to preview the print job before it is printed.
- CZ Print Release Station can send notification to the users for them to either confirm or cancel the print jobs on their workstations.
- CZ Print Release Station supports payment collection by staff or cards / coins / bill self-service systems.
- CZ Print Release Station can cancel the print jobs automatically based on the policies.
- CZ Print Release Station can cancel all unclaimed print jobs automatically based on the timeout settings.

### 2. Q. How can I get the best performance of my CZ Print Release Station 4.0?

Please run “Daily backup and optimize the database” at the time you defined in Preferences → Print Jobs.

### 3. Q. Can I run CZ Print Release Station with the user account that doesn't have administrator permission on the Print Release Station computer?

Yes. The user account that runs CZ Print Release Station doesn't have to have administrator permission, but it needs the “full control” permission on the following folders: C:\czdata and C:\Program Files\CZ Solution (Right click the folder → Properties → Security). The user account must also have “full control” permission on the printers (Right click the printer → Properties → Security). If you allow the user account to change CZ Print Release Station settings (Preferences), it also needs the “full control” permission on registry HEKY\_LOCAL\_MACHINE\Software\CZ Print Release Station (Start → Run → regedt32 → Select HEKY\_LOCAL\_MACHINE\Software\CZ Print Release Station → Click Security)

### 4. Q. Can I release the same print job from any Print Release Station in my library/school?

Yes. You can use Master - Slave infrastructure to implement CZ Print Release Station.

### 5. Q. Can I install multiple copies of CZ Print Release Station 4.0 in my Library or Computer Lab?

Yes. You can install multiple copies of CZ Print Release Station 4.0 in your library or computer lab, but you need to get the license key to convert each evaluation version into the licensed version after your 20 day evaluation period.

### 6. Q. Can I cancel all waiting jobs on different monitored printers at one time?

Yes, you can click the menu “**Document → Cancel All**” to cancel all waiting jobs manually or you can specify the time you want to delete all waiting jobs in the menu item “**Print Jobs -> Preferences**”.

### 7. Q. How can I Turn off Spool File Pooling?

If you install CZ Print Release Station 4.0 on Windows 2000, you don't need to do anything for this.

If you install CZ Print Release Station 4.0 on Windows XP,

1. Click **Start**, click **Run**, type regedit in the **Open** box, and then click **OK**.

2. Locate the following registry subkey, where *<printrname>* is the name of your printer:  
**HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Print\Printers\<printrname>**
3. In the right pane, right-click **SpoolDirectory**, and then click **Modify**.
4. In the **Value data** box, copy the value from **DefaultSpoolDirectory** located in  
**HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Print\Printers)**
5. Repeat step2 to step 4 for the other printers.
6. Quit Registry Editor.
7. Restart the **Print Spooler** service. (Control Panel --> Administrative Tools --> Service)
8. Restart CZ Print Release Station 4.0.

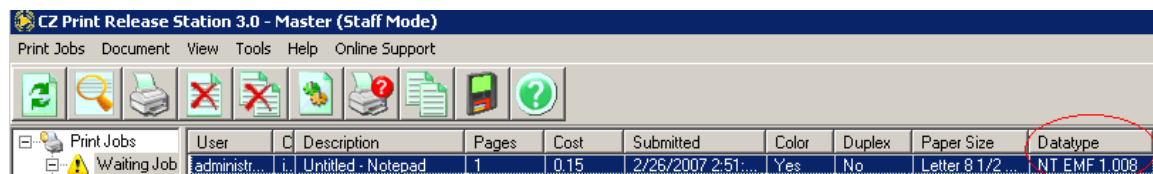
If you install CZ Print Release Station 4.0 on Windows 2003,

1. Click **Start**, click **Run**, type regedit in the **Open** box, and then click **OK**.
2. Locate the following registry subkey:  
**HKEY\_LOCAL\_MACHINE\System\CurrentControlSet\Control\Print**
3. On the **Edit** menu, point to **New**, and then click **DWORD Value**.
4. In the **New Value #1** box, type **DisableServerFilePooling**, and then press **ENTER**.
5. Right-click **DisableServerFilePooling**, and then click **Modify**.
6. In the **Value data** box, type **1** to turn off spool file pooling, and then click **OK**.
7. Quit Registry Editor.
8. Restart the **Print Spooler** service. (Control Panel --> Administrative Tools --> Service)
9. Restart CZ Print Release Station 4.0.

#### 8. Q. Can I preview the print job before I release it?

Yes. If your printer spooling format supports EMF, then you are able to preview the print job on the Master Print Release Station (Hold down the left key of the mouse and drag the right side of the column of Paper Size and you will see the column of Datatype).

1. Exit CZ Print Release Station if it is running.
2. Rename file C:\Program Files\CZ Solution\CZ Print Release Station\config\nopreview to a different name.
3. Start CZ Print Release Station and select the menu item "Document-->Preview".



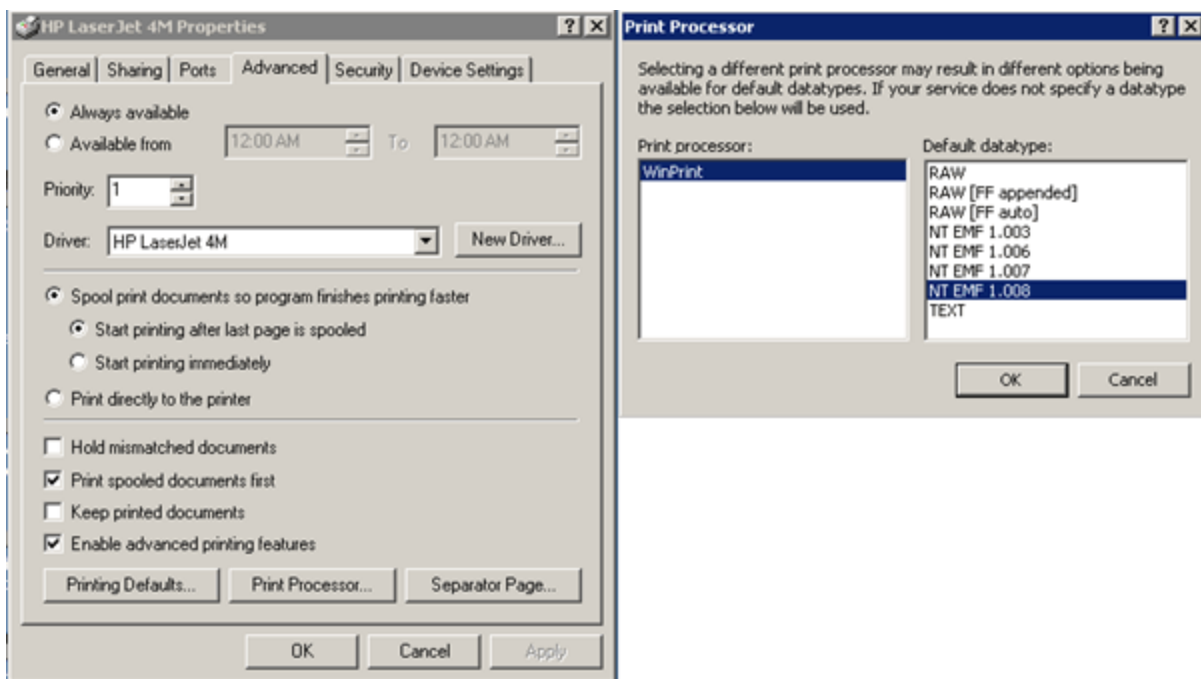
If you can't preview the print job, please follow the steps below:

Step 1: Pause the printer, send a print job, check if the spool file format is #####.spl where ##### is the number (for example 00002.spl) in the spool directory e.g. C:\Windows\System32\Spool\PRINTERS. If yes, unpause the printer and go to step 2. If no, please follow the instructions in Question 7 to turn off Spool File Pooling.

Step 2: Select the option "Enable advanced printing features" in the printer properties and click OK button, then send a print job and check if the above datatype is EMF. If yes, you should be able to preview the print job and you can ignore the Step 2.

Step 3: If the data type is not EMF, please select an EMF datatype in Print Processor, and click OK button to save. Then send a print job and check if the above datatype is EMF. If yes, you should be able to preview the print job and you can ignore the Step 3.

Step 4: Please check if your printer supports EMF datatype or your current printer driver support EMF datatype. You can also try a different printer driver such as Postscript driver.



#### 9. Q. Can I run Master Print Release Station as a windows service regardless of whether someone is logged on?

1. Exit CZ Print Release Station if it is running.
2. Rename file C:\Program Files\CZ Solution\CZ Print Release Station\config\noservice to a different name.
3. Start CZ Print Release Station and select the menu item "Tools-->Install CZ Print Release Station (Master) Service".
4. Restart the computer

Tip: CZ Print Release Station - Master can be run in either interactive mode or windows service. If you run CZ Print Release Station - Master in interactive mode with the monitor screen open, CZ Print Release Station - Master service is stopped automatically. When you exit CZ Print Release Station - Master interactive mode (The monitor screen is closed), CZ Print Release Station - Master service is started automatically. This is done by design to allow only one thread to be running at one time.



Tip: The default account to run CZ Print Release Station (Master) service is the Local System Account. If the CPU usage for "PrintSaver.exe" in the task manager is high, you will need to unregister msstdfmt.dll (Start-->Run-->regsvr32 /u msstdfmt.dll) and then register it again (Start-->Run-->regsvr32 msstdfmt.dll). If necessary, you can also change the Local System Account to a windows user account that has admin permission on all monitored printers (Control Panel-->Administrative Tools-->Services-->CZ Print Release Station - Master). The best account on which to run CZ Print Release Station (Master) service is the admin account that you used to log onto this computer and with which you installed the CZ Print Release Station (Master) software.

**10. Q. Can I generate reports in a language other than English?**

You can easily translate reports into your language by translating some strings in the menu item "Preferences --> Print Jobs --> Translate". This translation process takes just a few minutes.

**11. Q. How to avoid users bypassing print release station and resuming the print jobs from the Windows Printer Folder on their workstations?**

Assign "CREATOR OWNER" only "Print" permission in the "Security" of the properties of the printers (Right click the printer -> Properties -> Security) on the Master Print Release Station.