PlanetPress®
Virtual Stationery

OL™ Software

ADMINISTRATOR GUIDE

BUSINESS EDITION

Version 7.6

OBJECTIF LUNE

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Virtual Stationery

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Admin Guide – Business Edition

Introduction

The Virtual Stationery application allows companies to use electronic PDFs instead of hardcopy pre-printed stationery, without having to change the way they currently print.

Whilst we have done everything possible to ensure that Virtual Stationery reliably replicates the expected behaviour of pre-printed stationery, the nature of the technology means that there are some considerations to be noted. We have therefore created a separate document called "**What to Expect"** which describes |the expected behaviour along with any related considerations.

Pre-requisites

In order to use PPVS, you need to have a PC running a supported **Windows operating system** (see 'What to Expect Guide'), you must install the software, configure the Virtual Stationery, make one or two special Shared Printer drivers available to your users and finally setup Target printer

Input Methods

Virtual Stationery supports two input methods – but for Business Edition it will only work with Windows input.

Method 1 – Windows

This method uses a special Windows queue which is paused and shared to your users. All print jobs submitted to the queue will be picked up by Virtual Stationery and then processed in line with the incoming job owner settings and so the printer port should be left as LPT1

PlanetPress printer: This queue is a generic PostScript driver which includes the Virtual Stationery with each job. It can therefore be used with almost any printer.

Method 2 – LPR (requires Corporate or Enterprise Edition)

This method allows you to setup up to 32 LPR input queues (depending on the number of licenses you have purchased). Each input queue has a special LPR name (**VS_DYNQ_XX**, where X is 1 to 32) and the IP address is that of the Virtual Stationery server.

When using LPR input, all users sending jobs to a queue will use the same stationery.

You can install your drivers on the clients PCs or you can install them on the server and then share them out to your users. For LPR spooling, the queue is **NOT paused**

Installation

There are four components to the installation of Virtual Stationery

1) Install & Activate & Configure PlanetPress Suite (Production and Imaging)
2) Install the Virtual Stationery Application (requires a reboot)
3) Virtual Stationery Configuration
4) Setup Stationery
5) Roll-out

1. Install, Activate & Configure PlanetPress

The Virtual Stationery application uses PlanetPress Suite (Production and Imaging) as the engine in **RESTRICTED** mode. PlanetPress must be installed and activated in **RESTRCITED** mode before the Virtual Stationery application can work.

To check that your software is activated correctly, you should make sure your **Production** Activation code (when you receive it) begins with four digits that are greater than ***0512.***

For example:

0776-542963-B996-626F-B8FC-7F02 is correct

0264-542963-EAB5-1FAA-0CCA-861E is incorrect

If your activation code is not correct, please contact Objectif Lune or your supplier and ask them to re-issue your serial number with **RESTRICTED mode enabled.**

Note: Once PlanetPress is **RESTRICTED** it will not be able to work with other PlanetPress configurations, so we STRONGLY recommend that you install it on a separate PC or VMWare image to any other PlanetPress installations.

To download and/or activate PlanetPress you will need a serial number.

For end users your **serial number** will be sent with your order

For resellers you will need to obtain a demonstration serial number from Objectif Lune or your distributor

You can download the software by using the link below:

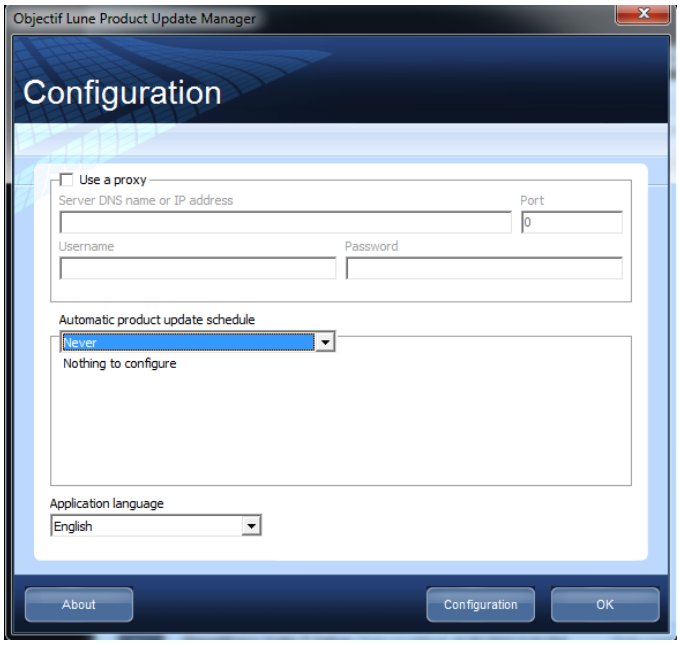
http://www.objectiflune.com/OL/en-GB/Download/Demo/PlanetPressSuite.aspx

Installation of PlanetPress Suite is very simple, but once installed you will need an activation code in order to prepare it for use with the Virtual Stationery application. In order to obtain an activation code, you must use our web site www.objectiflune.com/activation

Quick Steps

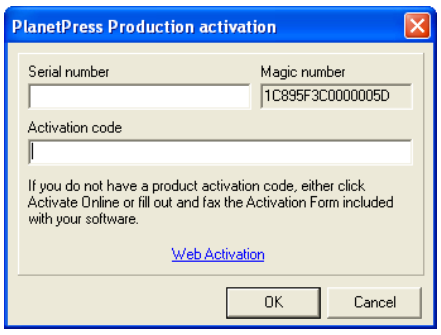
a) Please install ONLY PlanetPress Design and PlanetPress Production and PlanetPress Image – the other options are not required although it will not matter if you select them.

b) After installation set the PlanetPress Update Manager to NEVER update



c) Activate PlanetPress

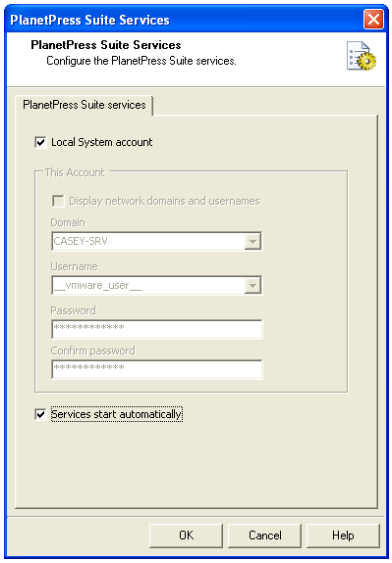
If you have received an email containing a .reg file, you can simply double click and activation will be complete. Otherwise, load PlanetPress Production and then select **Help** followed by **Software Activation – then do the same for PlanetPress Image.** Cut 'n' paste the serial numbers and activation codes you received via email into the relevant boxes (see below) and then click OK – you will get a message confirming that your software is activated.



d) Configure PlanetPress

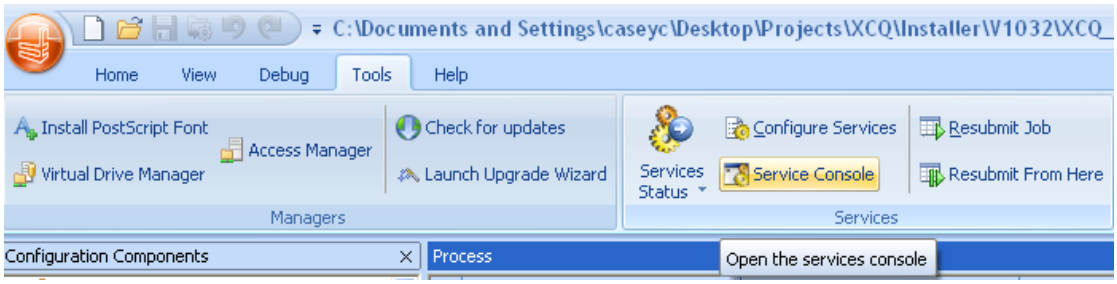
Click on Start | Programs | PlanetPress Suite v7 | PlanetPress Production 7 Configuration to load PlanetPress (only required for initial setup)

Select **Tools** | **Configure Services**, ..

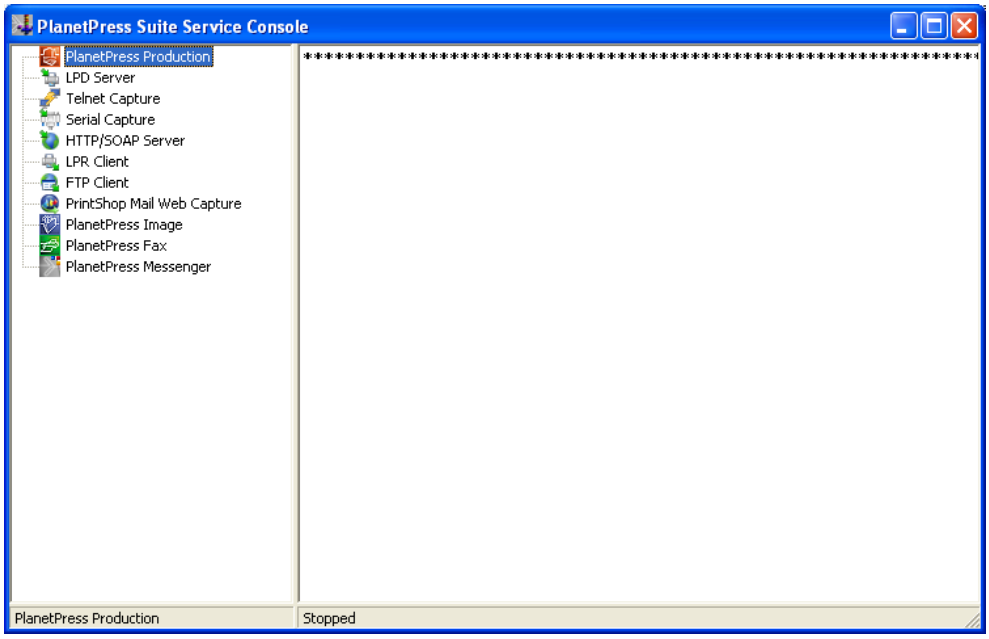


And check the **Services Start automatically** check box – and then click OK.

Now, Select the **Service Console**

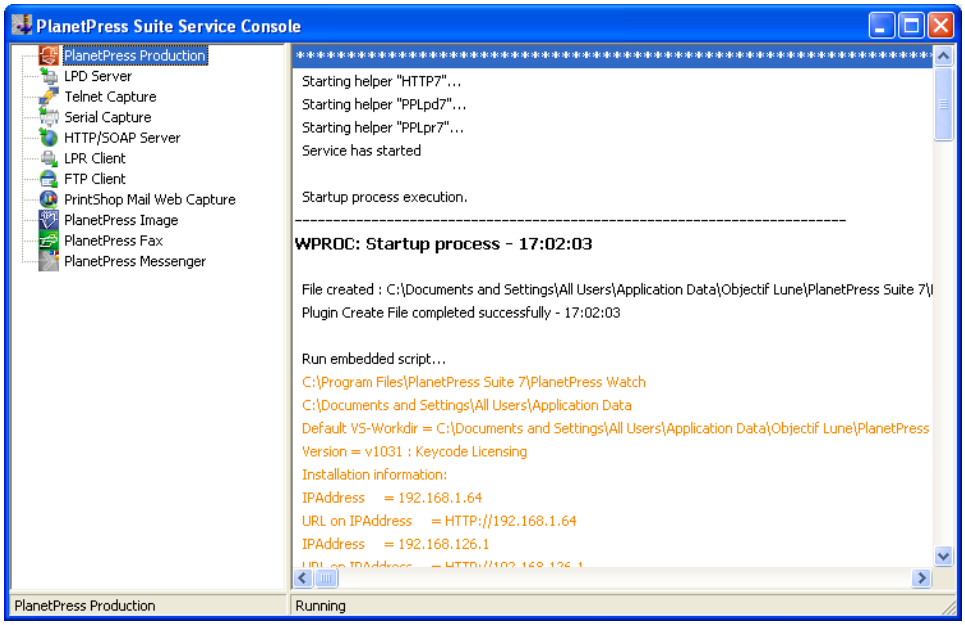


The Service Console will load and you will see the following screen

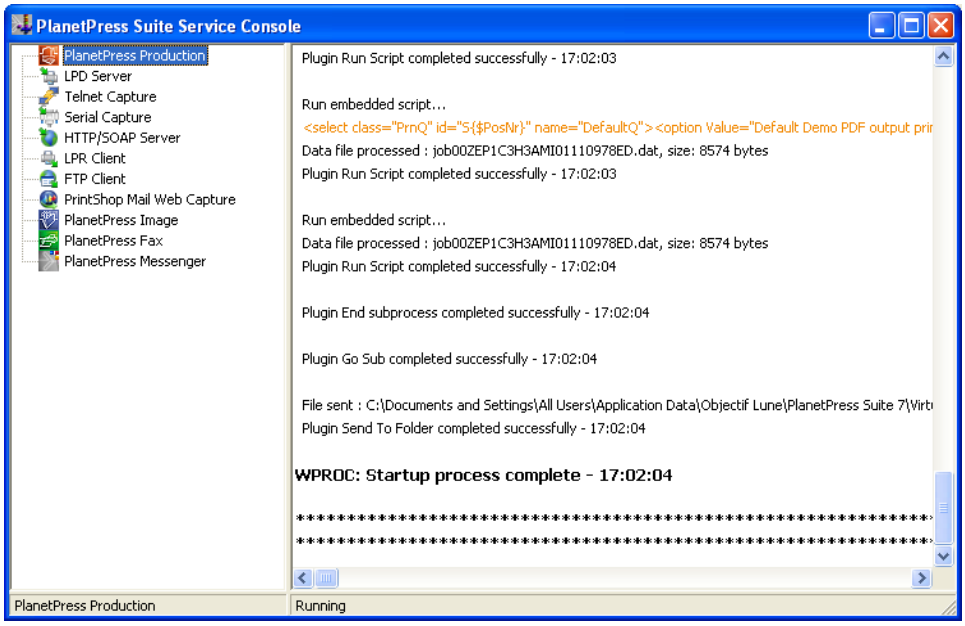


Select PlanetPress Production from the left panel and then right click and select **- Start.** At the bottom, **Stopped** will change to **Starting…** and when complete to **Running**

During this process you should see messages appearing on the screen starting with…



And Ending with …



IMPORTANT: If you do not see these messages, then Virtual Stationery is not activated in **RESTRICTED** mode. Please contact Objectif Lune or your supplier.

Close PlanetPress Service Console and PlanetPress Production

You are now ready to install the Virtual Stationery application

2. Install the Virtual Stationery Application

Install the Virtual Stationery components, by following the prompts.

You will be given the option to choose port 8080 or port 8181. You should select the port which is most likely to work on your system.

Port 8080: is an HTTP port which is normally left open by Firewalls but is often used by other web applications – such as Apache, Sharepoint etc.

Port 8181: Will allow you to run Virtual Stationery alongside other web applications, but may require you to modify your Firewall settings to open up the port.

After installation you should **reboot** your PC.

3. Configuration

The Virtual Stationery application is installed in **Demo** mode by default. In order to run it in any other mode, you will need to obtain a **Keycode** from your supplier. The Virtual Stationery **Keycode** is unique to your PlanetPress installation and will determine the mode that you are allowed to use.

Demo Mode: Allows you to test and demonstrate the application. It supports three outputs, the default output allows you to create PDFs, but two additional outputs can be added to demonstrate printing. (note: the output will contain watermarks and the quality will not be so high)

The main configuration steps are as follows:

a) Login & Configure system settings
b) Setup your printer(s)
c) Setup Stationery

a) Login & Configure System Settings

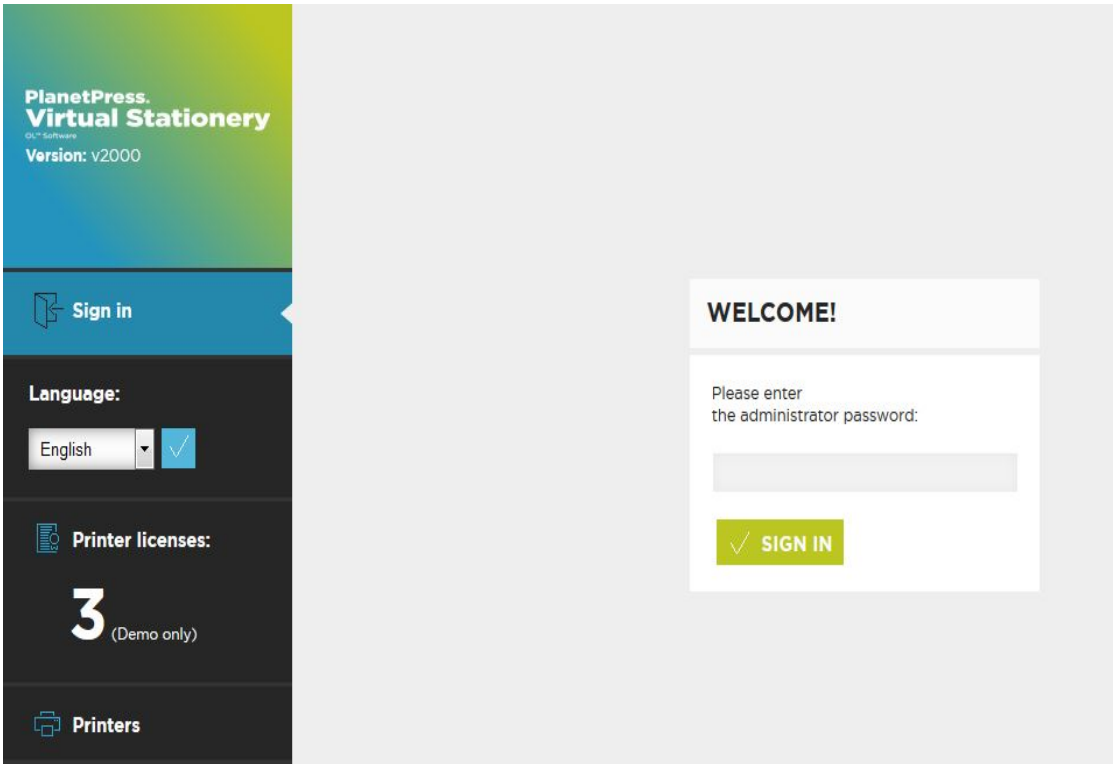
Enter the following URL http://vsserver:port/ppsetting

where:

vsserver is the name of your server or the IP address of the Virtual Stationery Server PC

port is the port number used during installation of the Virtual Stationery Application (default 8181, but can be set to 8080 during installation)

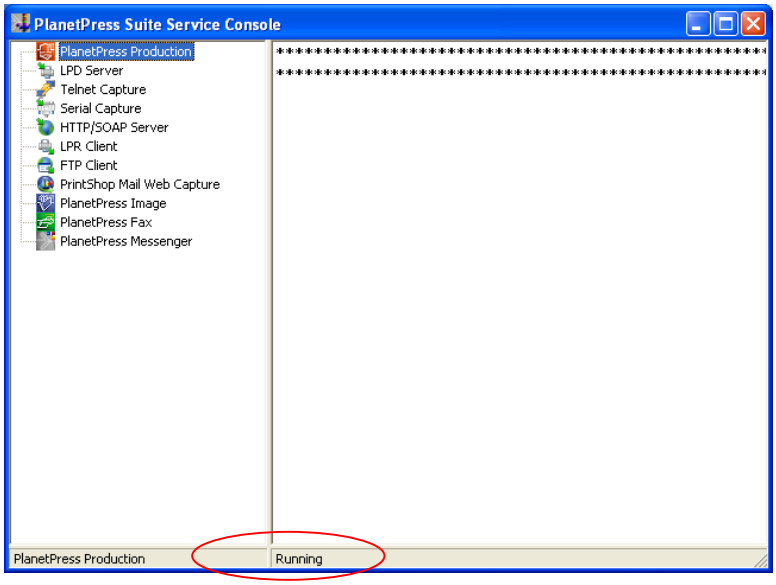
You should see a Virtual Stationery screen with a prompt to enter a password. The default password is ***default***



If this page does not appear there are a number of things to check

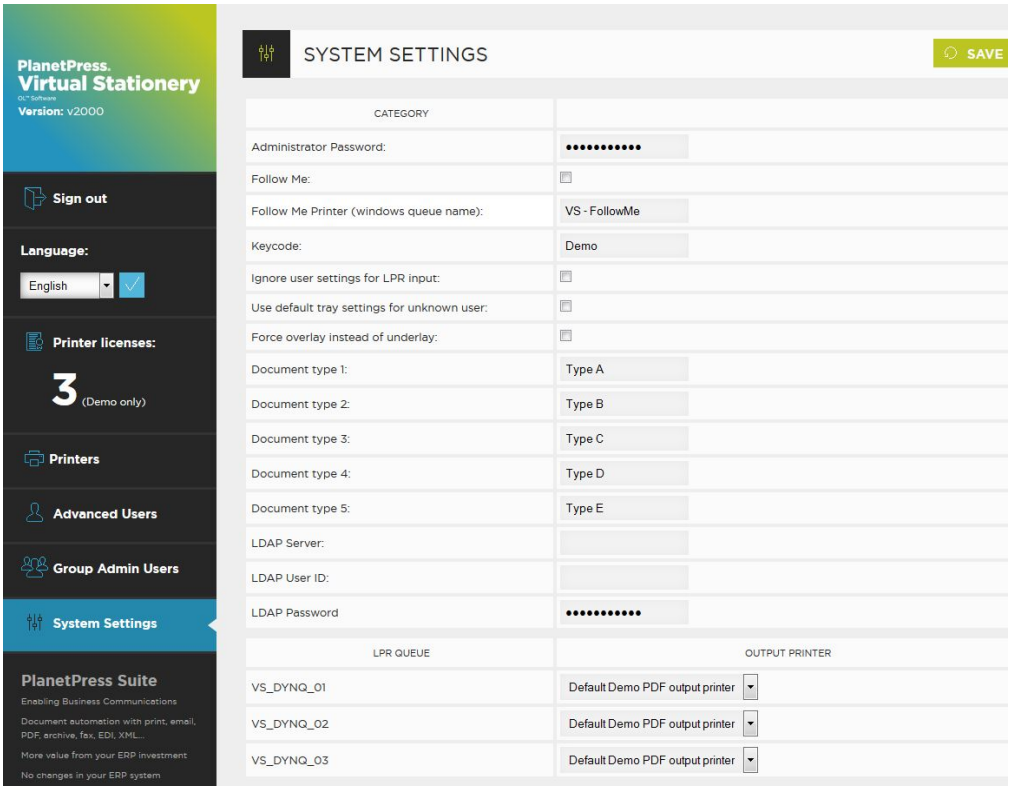
i) Is another application using the port? If so, re-install using the other port option (or uninstall the application)
ii) Is your firewall blocking the port? If so, open the port

iii) Are the PlanetPress services running? Load the PlanetPress Suite Service Console (Start | Progams | PlanetPress Suite 7 || PlanetPress Suite Service Console) to see if the services are running



If you cannot see the word running (above), select PlanetPress Production and then right click and select Start. You should see some messages and when the status says Running – try again.

Once you login correctly, you should see the system screen which will allow you to configure the system further.



You can now configure your system settings.

Administrator Password: If you want to change the password, type in your new password here.

Follow Me: If you want to direct ALL outgoing print jobs to a single local Windows queue for printing, check this box

Follow Me Printer (windows queue name): When you check the **Follow Me** option above, Virtual Stationery will send all outgoing jobs to an existing local Windows queue. To do this we need the EXACT name of the outgoing queue. Cut n paste it from your printer list into this box (remove spaces before and after)

Note: If you do not enter a valid name, the jobs will fail to print.

Keycode: Based on the license type purchased you will have (or need to get) a keycode from your supplier. The keycode will lock Virtual Stationery into the correct mode (default = Demo).

Ignore user settings for LPR input (IUS): Allows 32 x LPR queues to be used as well as the standard Windows queue.

Use default tray settings for unknown users: Not used

Force overlay instead of underlay: Virtual stationery is usually placed under the original document which ensures that the document may overwrite the stationery. If you want to force overlays instead of underlay – enable this option (note: document contents may be hidden by graphical elements).

LDAP Settings: Not used

Printer Types: Allows you to rename the printer types, to make it easy to remember when a certain type works well for a certain printer, for example renaming Type A to OL Printer X123. This will then be listed on the printer page.

LPR Queue: shows the LPR input queues names which can be used to balance input without having to use the single Windows input queue. All inputs will go to the same output. All users will use the same stationery settings.

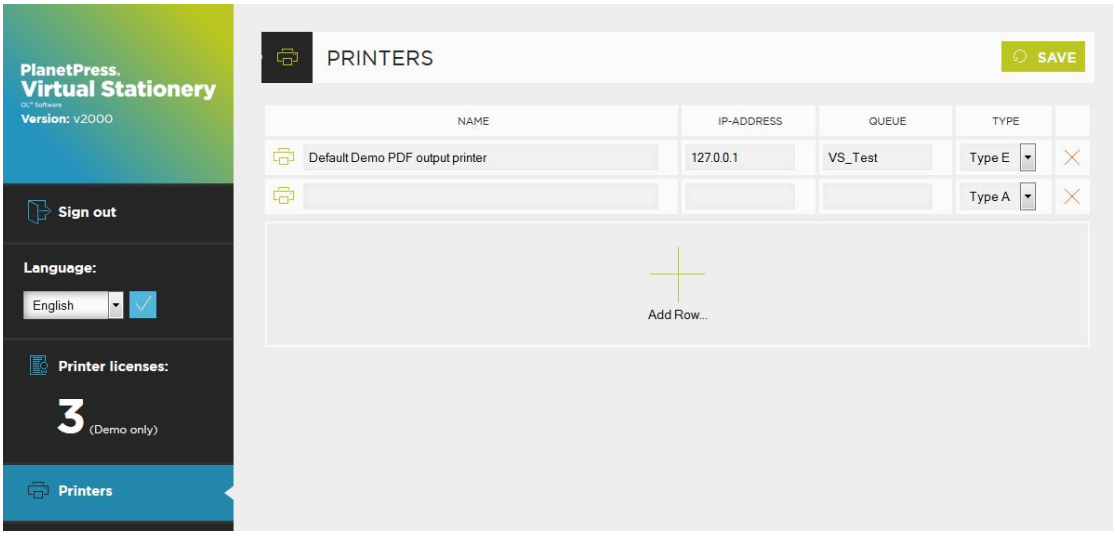
All jobs received by these input queues will be processed and sent to the corresponding output printer.

Output Printer: is any licensed printer setup in the **Printers** setup section.

When you have set these options click submit to apply.

b) Setup Printer(s)

First setup your output **printer(s)** by selecting Printers from the side menu.



Edit the printers there or Select **Add Row** to create a new row and the click **Update** to finish.

Name: Is the name by which a user will recognise the location of the printer

IP- address: is the IP address of the printer

Queue: is the LPR queue name – usually ***print***

Printer Type: Select the printer model (Type A, B, C, D, E or Other allows us to provide custom printer profiles if required)

You can add as many printers as you like, but users will only be able to select up to X printers from their setup screen, where X is the number of printer licenses purchased.

More printer licenses can be ordered with your supplier.

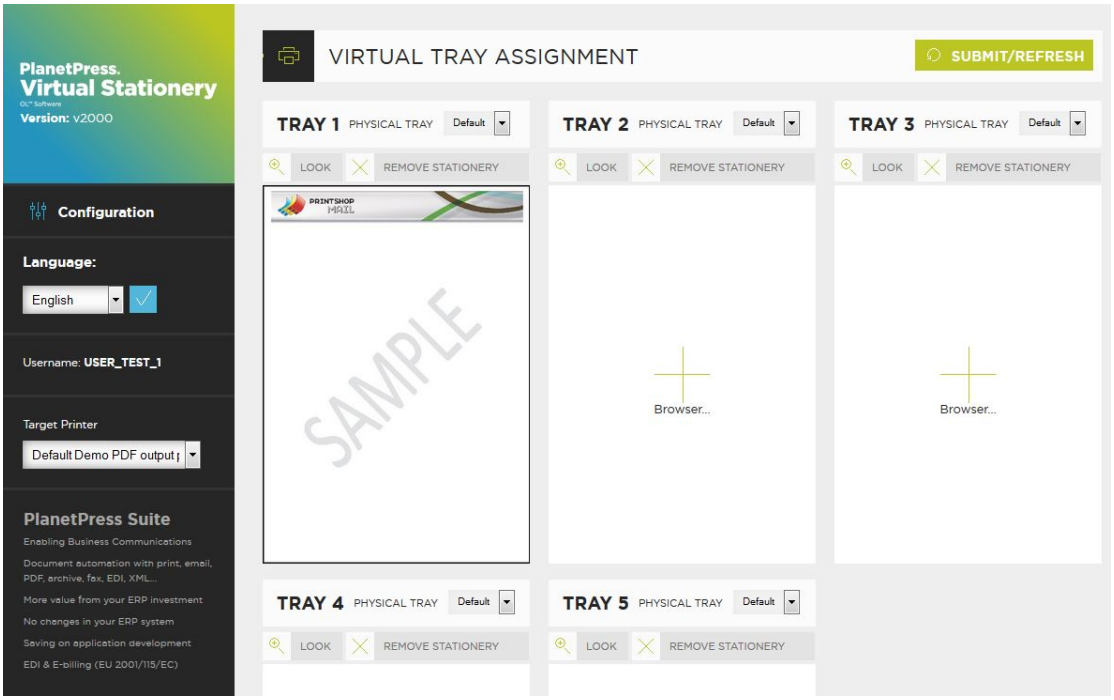
In order to remove a printer, press the red X at the end of the list and press save.

4. Setup Stationery

In order to setup the tray settings for ALL users, you need to enter the URL below

http://vsserver:port/ppindex

This will take you to the tray setting screen. The user name displayed will be **VSQ,** but the settings will apply to all users



In order to assign a specific PDF to a tray click on the Browse button and select your chosen stationery. When you select submit, the stationery will be used for all users printing via Virtual Stationery – you should see a preview when the web page refreshes

To remove the stationery, select the check box and click submit/refresh

5. Roll-out

In order give a user access to Virtual Stationery, follow these steps.

a) Setup the user, their stationery and their target printer
b) Send the a link to view the virtual stationery settings (optional)
c) From their desktop connect to the paused shared Virtual Stationery queue PlanetPress printer)

Note: If you are using shared queues, Virtual Stationery will need exclusive access to incoming print jobs. On some operating systems this may require a simple change to the registry – see **What to Expect Guide.**

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