



PlanetPress® Virtual Stationery

OL™ Software

ADMINISTRATOR GUIDE CORPORATE & ENTERPRISE EDITION

Version 7.6

PlanetPress.
Virtual Stationery
ADMINISTRATOR GUIDE
CORPORATE & ENTERPRISE EDITION
Version 7.6

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Admin Guide – Corporate & Enterprise 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 – you should use one or the other.

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) Roll-out

1. Install, Activate & Configure PlanetPress Suite (Production & Imaging)

The Virtual Stationery application uses PlanetPress Suite 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 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 Suite 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

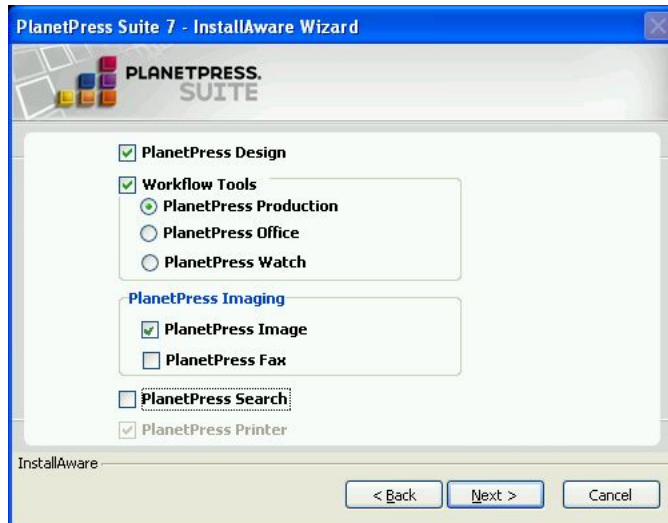
You can download the software by using the link below:

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

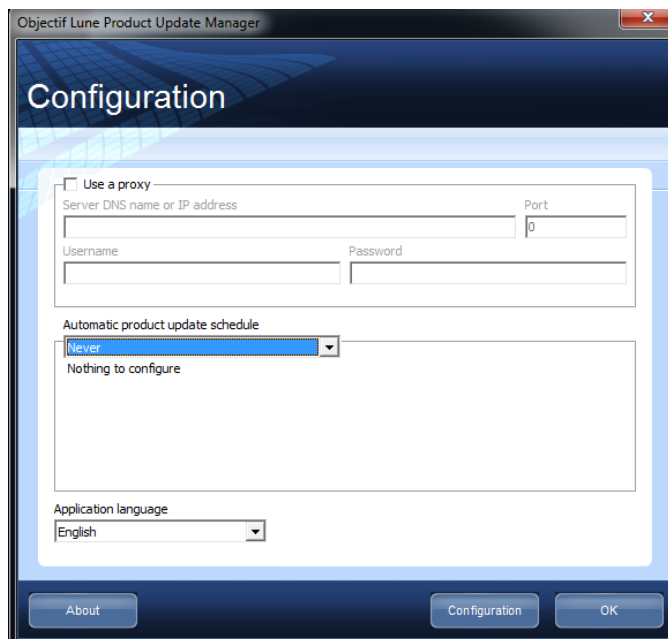
Installation of PlanetPress Suite is very simple, but once installed you will need a activation code in order to prepare it for use with the Virtual Stationery application. In order to obtain an activation code, you must use our web site www.objectiflune.com/activation

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.

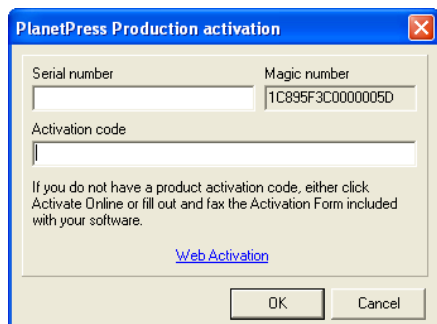


b) After installation set the PlanetPress Update Manager to NEVER update



c) Activate PlanetPress

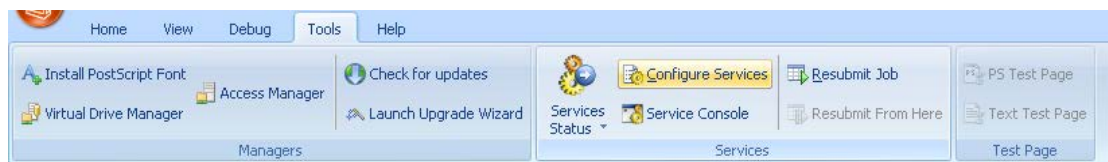
If you have received an email containing a .reg file, you can simply double click and activation will be complete. Otherwise, load PlanetPress Production and then select **Help** followed by **Software Activation – then do the same for PlanetPress Image**. Cut 'n' paste the serial numbers and activation 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.

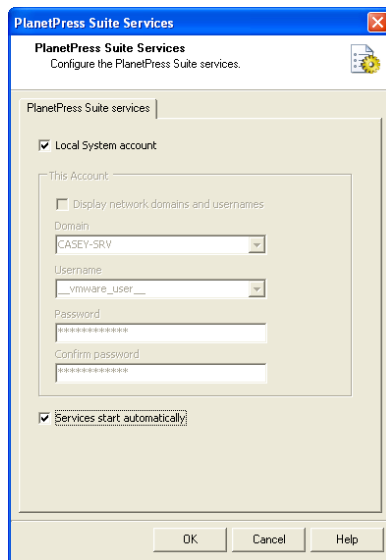


d) Configure PlanetPress

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

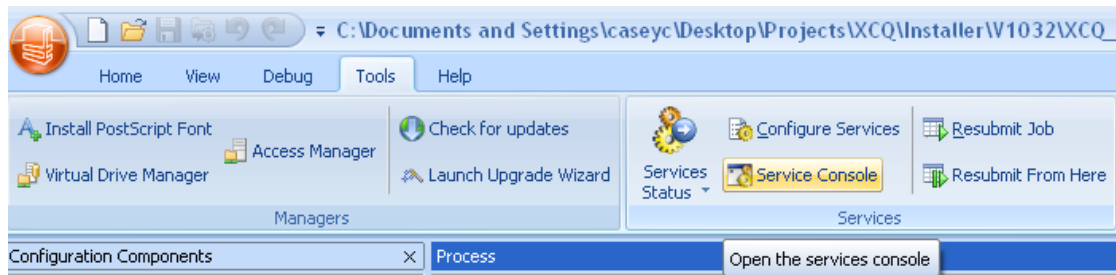
Select **Tools** | **Configure Services**, ..



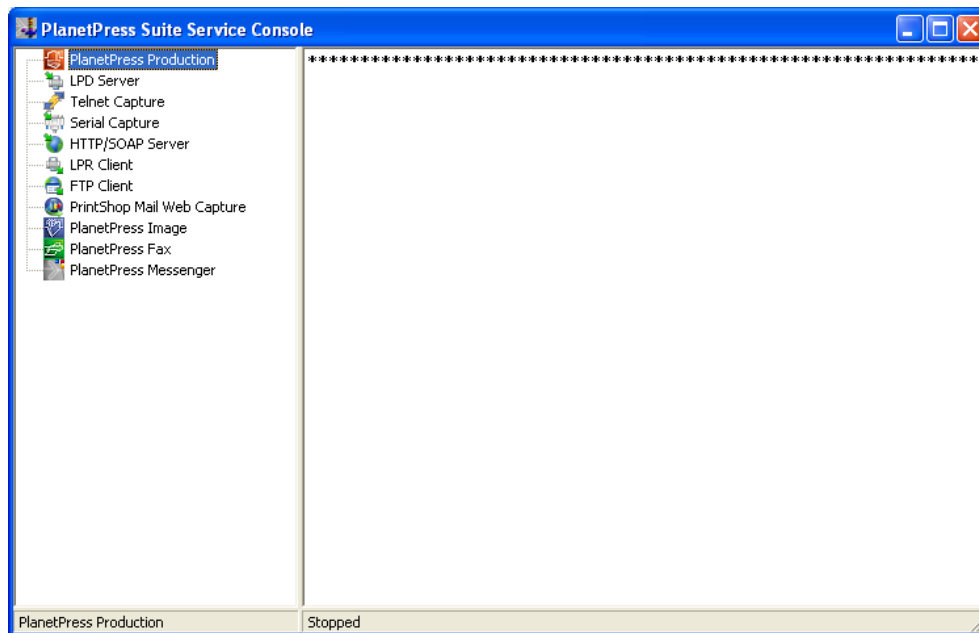


And check the **Services Start automatically** check box – and then click OK.

Now, Select the **Service Console**

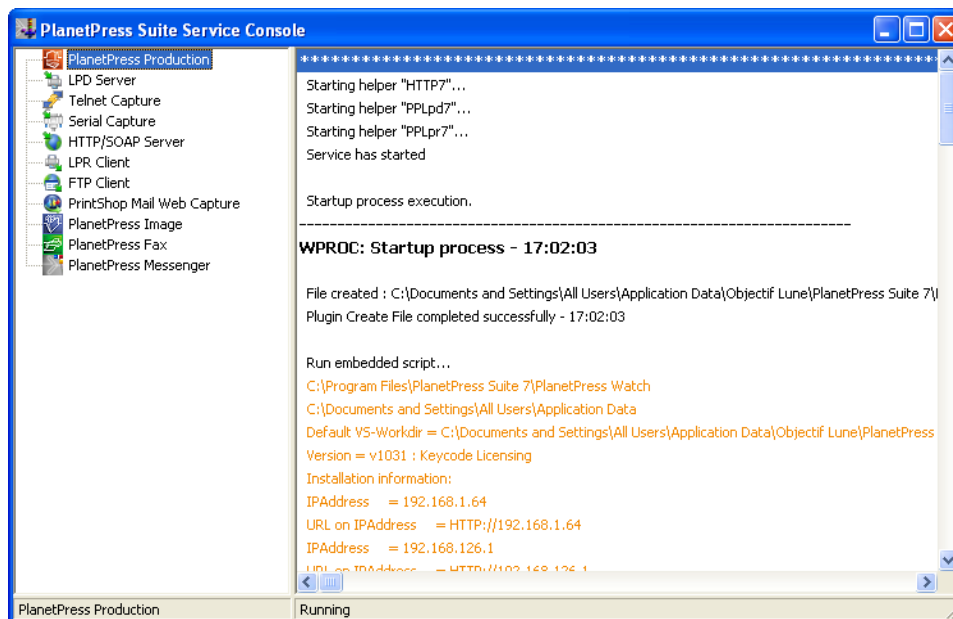


The Service Console will load and you will see the following screen

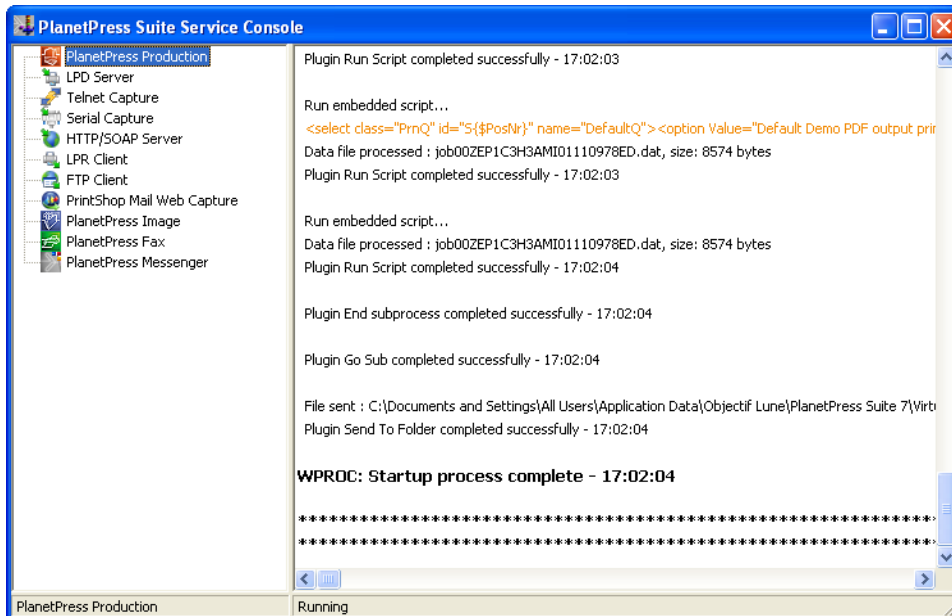


Select **PlanetPress Production** from the left panel and then right click and select - **Start**. At the bottom, **Stopped** will change to **Starting...** and when complete to **Running**

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 Groups, set Stationery
- d) Setup Advanced Users, set Stationery

a) Login & Configure System Settings

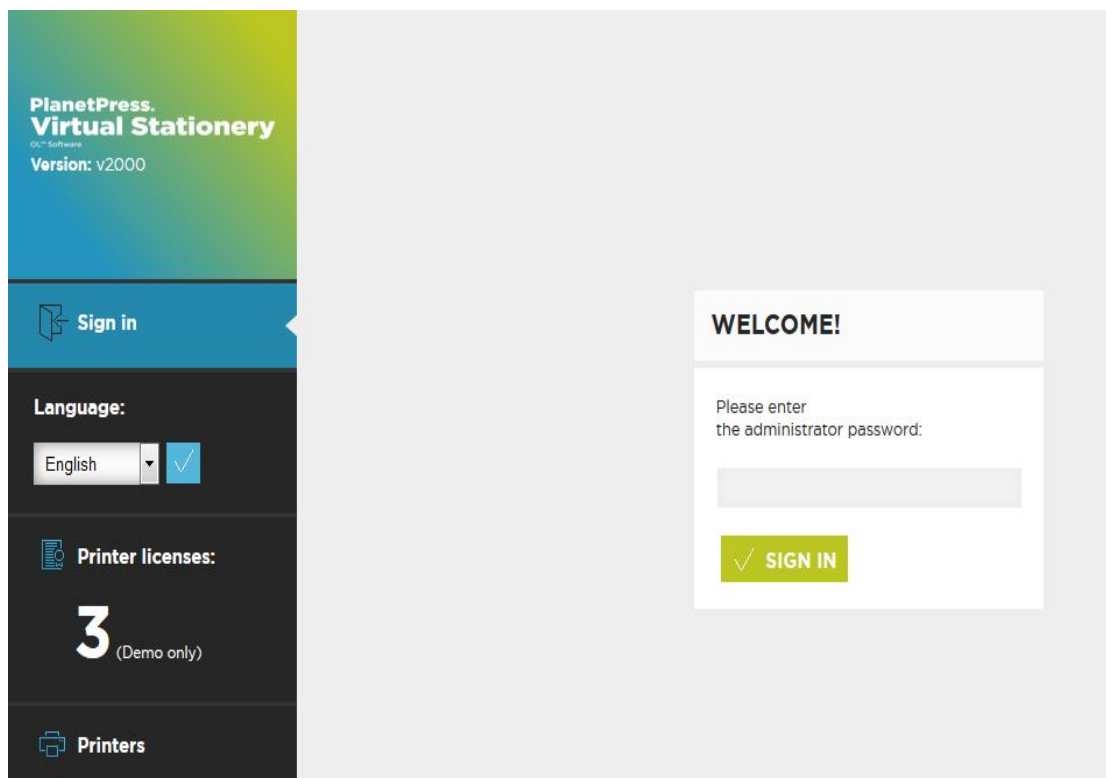
Enter the following URL <http://vsserver:port/ppsetting>

where:

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

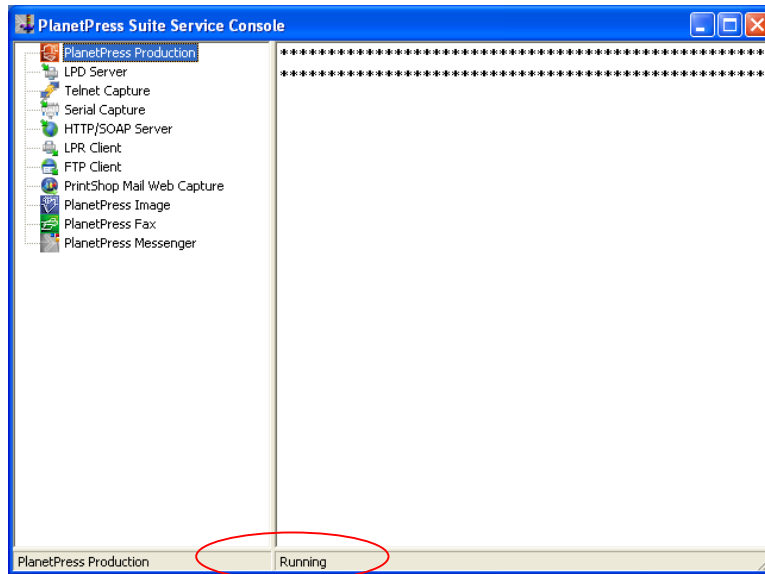
port is the port number used during installation of the Virtual Stationery Application (default 8181, but can be set to 8080 during installation)

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 | Programs | 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.

PlanetPress.
Virtual Stationery
v2000

Sign out

Language:
English

Printer licenses:
3 (Demo only)

Printers

Advanced Users

Group Admin Users

System Settings

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SYSTEM SETTINGS

SAVE

CATEGORY	
Administrator Password:
Follow Me:	<input type="checkbox"/>
Follow Me Printer (windows queue name):	VS - FollowMe
Keycode:	Demo
Ignore user settings for LPR input:	<input checked="" type="checkbox"/>
Use default tray settings for unknown user:	<input type="checkbox"/>
Force overlay instead of underlay:	<input type="checkbox"/>
Document type 1:	Type A
Document type 2:	Type B
Document type 3:	Type C
Document type 4:	Type D
Document type 5:	Type E
LDAP Server:	
LDAP User ID:	
LDAP Password

LPR QUEUE	OUTPUT PRINTER	TRAY SETTINGS
VS_DYNQ_01	Default Demo PDF output printer	Queue 1
VS_DYNQ_02	Default Demo PDF output printer	Queue 2
VS_DYNQ_03	Default Demo PDF output printer	Queue 3

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): When enabled causes all users to be treated as a single user on a specific LPR input queue. This removes the need for creating user & group names and assigning stationery to each. (see below in LPR Queue section)

Use default tray settings for unknown users: If user settings are being used, unknown users output will not have stationery applied. If you want to apply the default stationery for unknown users – enable this option.

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: When an LDAP server is configured, if a user does not exist as an advanced or group user, the LDAP server is consulted to see if the user printing is a member of a group. The user will then get the stationery applied that is configured for that group. The group name in VS has to be the same as in LDAP.

The LDAP server name has to include both the hostname of the LDAP server and the DC's that contain the users, e.g. "ldap.objectiflune.com/DC=ldap,DC=objectiflune,DC=com". The username should also have the domain name in front of it, separated by a backslash, e.g. "OL\ScriptUser".

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 and associated output printers and if **IUS** is enabled allows default queue settings to be configured.

By selecting the link to a specific queue: i.e. Queue 1, a tray assignment screen will appear, allowing you to set the default Virtual stationery settings to ALL users using LPR input queue VS_DYNQ_01.

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Version: v2000

Configuration

Language: English

Username: VSQ_DYNQ1

Target Printer: Default Demo PDF output

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VIRTUAL TRAY ASSIGNMENT SUBMIT/REFRESH

TRAY 1 PHYSICAL TRAY Default
LOOK REMOVE STATIONERY
SAMPLE
Browser...

TRAY 2 PHYSICAL TRAY Default
LOOK REMOVE STATIONERY
Browser...

TRAY 3 PHYSICAL TRAY Default
LOOK REMOVE STATIONERY
Browser...

TRAY 4 PHYSICAL TRAY Default
LOOK REMOVE STATIONERY

TRAY 5 PHYSICAL TRAY Default
LOOK REMOVE STATIONERY

This can be repeated for up to 32 input queues if you have purchased enough licenses.

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 drop down menu and then pressing the Select or Submit button

NAME	IP-ADDRESS	QUEUE	TYPE	
Default Demo PDF output printer	127.0.0.1	VS_Test	Type E	X
			Type A	X

Add Row...

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

c) Setup Groups

To setup groups of users, select Groups in the left-hand menu.

From this screen you can create a one of more groups, assign the user name who controls it and specify the default group target output printer. To add a new group select Add Row.

The screenshot shows the 'GROUPS' management page in the PlanetPress Virtual Stationery software. The left sidebar contains navigation links: Sign out, Language (set to English), Printer licenses (3 Demo only), Printers, Advanced Users, and Group Admin Users (selected). The main content area has a 'GROUPS' header with a 'SAVE' button. Below the header is a table with columns: GROUP NAME, GROUP ADMIN. LOG ON NAME, GROUP DEFAULT TARGET PRINTER, and LINK TO GROUP TRAY SETTING. The table contains two rows: 'User Test 1' with admin 'USER_TEST_1' and default printer 'Default Demo PDF output printer', and an empty row with a default printer. Below the table is a large box with a green plus icon and the text 'Add Row...'. The bottom of the page shows the PlanetPress Virtual Stationery logo.

GROUP NAME	GROUP ADMIN. LOG ON NAME	GROUP DEFAULT TARGET PRINTER	LINK TO GROUP TRAY SETTING
User Test 1	USER_TEST_1	Default Demo PDF output printer	Edit Stationery Edit Users X
		Default Demo PDF output printer	Only available after saved X

Add Row...

Once you Update the settings you have made, you can then setup the Tray mappings for each group and also add/review the users of each group by clicking on the active links. You can also change the target printer for each user.

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Virtual Stationery**
CLM Software
 Version: v2000

Sign out

Language:
 English

Printer licenses:
3
(Demo only)

GROUP USERS FOR User Test 1
 SAVE

NAME	PRINTER	LINK TO USER TRAY SETTINGS	
USER_TEST_1	Default Demo PDF output printer	Tray settings: USER_TEST_1	✕
	Default Demo PDF output printer	Only available after saved	✕

Add Row...

Set Stationery

**PlanetPress.
Virtual Stationery**
CLM Software
 Version: v2000

Configuration

Language:
 English

Username: USER_TEST_1

Target Printer
 Default Demo PDF output

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VIRTUAL TRAY ASSIGNMENT
 SUBMIT/REFRESH

TRAY 1 PHYSICAL TRAY Default

LOOK REMOVE STATIONERY

TRAY 2 PHYSICAL TRAY Default

LOOK REMOVE STATIONERY

TRAY 3 PHYSICAL TRAY Default

LOOK REMOVE STATIONERY

TRAY 4 PHYSICAL TRAY Default

LOOK REMOVE STATIONERY

TRAY 5 PHYSICAL TRAY Default

LOOK REMOVE STATIONERY

In order to assign a specific PDF to a tray the first user of the group can click on the Browse button and select their chosen stationery. When they select submit, the stationery will be used for all group 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

PlanetPress.
Virtual Stationery
Version: v2000

Sign out

Language:
English

Printer licenses:
3
(Demo only)

GROUP USERS FOR User Test 1

SAVE

NAME	PRINTER	LINK TO USER TRAY SETTINGS	
USER_TEST_1	Default Demo PDF output printer	Tray settings: USER_TEST_1	✕
	Default Demo PDF output printer	Only available after saved	✕
<div>Add Row...</div>			

All members of a group will print using tray settings defined by the first group user. The virtual stationery application will match their job owner name to their group and assign virtual stationery accordingly.

e) Setup Advanced Users

Advanced users do not belong to a specific group; they can be given the ability to control their own virtual stationery tray settings. To access the Advanced user menu, select Advanced users from the left-hand menu. You will see a list of users who do not form part of a group

PlanetPress.
Virtual Stationery
Version: v2000

Sign out

Language:
English

Printer licenses:
3
(Demo only)

Printers

Advanced Users

ADVANCED USERS

SAVE

NAME	PRINTER	LINK TO USER TRAY SETTINGS	
USER_TEST_1	Default Demo PDF output printer	Tray settings: USER_TEST_1	✕
	Default Demo PDF output printer	Only available after saved	✕
<div>Add Row...</div>			

From this screen you can view/modify their tray settings too.

If you want an advanced user to control their own settings, then they should use the following link

<http://vsserver:port/ppindex?user=<user>>

where:

vsserver is the name of the Virtual Stationery Server PC

port is the port number used during installation of the Virtual Stationery Application

<user> = user name for Windows login

They will see their own setup screen like this ...(in this case user = BOYLEA)

Set Stationery

PlanetPress. Virtual Stationery
Version: v2000

Configuration

Language: English

Username: USER_TEST_1

Target Printer: Default Demo PDF output

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VIRTUAL TRAY ASSIGNMENT [SUBMIT/REFRESH]

TRAY 1	TRAY 2	TRAY 3	TRAY 4	TRAY 5
PHYSICAL TRAY Default	PHYSICAL TRAY Default	PHYSICAL TRAY Default	PHYSICAL TRAY Default	PHYSICAL TRAY Default
LOOK REMOVE STATIONERY	LOOK REMOVE STATIONERY	LOOK REMOVE STATIONERY	LOOK REMOVE STATIONERY	LOOK REMOVE STATIONERY
PRINTSHOP HRAEL SAMPLE	Browser...	Browser...		

They can select the Add Page to my Favourites in order to create a shortcut to this page, which means they can make their own changes any time.

Unknown users (Corporate & Enterprise Edition only)

If a user forgets their user name and enters

<http://vsserver:port/ppindex>

or any invalid name, then they will see this screen below

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Version: v2000

Configuration

Language:
English

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USER REGISTRATION **SUBMIT/REFRESH**

The user entered is unknown or there is no user specified. The correct URL to access your stationery settings is:
HTTP://W7ENVAN:8080/SetVS?user=Username

The username is the same as the one used to log into Windows.

If you print a document to the Virtual Stationery printer, and your username is not known to Virtual Stationery, your username will be added to the unregistered user list below. By selecting a user and a group, you can add them to the group. If you select the "Advanced User"-option, the user is created as an advanced user. Press submit to finalise the changes.

If your username is not in the list, you can add it by sending a print to the Virtual Stationery printer, or you access our administrative pages to add a user manually. If you've already sent a print, and the user is not yet in the list, wait a minute and then refresh the page.

	User	Group
Unregistered User	<input type="text"/>	Advanced / Not a group member

It contains a prompt to enter the correct URL, by entering the correct URL, they should see their setup screen.

However if the user is **not yet registered** and wants to access the Virtual Stationery system, it is possible to do so.

First, print a Status page from the users' desktop using the PlanetPress driver and wait a few seconds. (the virtual stationery server will detect the new user)

Second, click the refresh button – their user name will appear in the list

The screenshot shows the 'GROUP USERS FOR User Test 1' interface. On the left is a sidebar with the PlanetPress Virtual Stationery logo (Version: v2000), a 'Sign out' button, a 'Language' dropdown set to 'English', and 'Printer licenses: 3 (Demo only)'. The main area has a title bar with a user icon and 'GROUP USERS FOR User Test 1', and a 'SAVE' button. Below is a table with columns: NAME, PRINTER, LINK TO USER TRAY SETTINGS, and an action column. The first row shows 'USER_TEST_1' with the printer 'Default Demo PDF output printer' and a link 'Tray settings: USER_TEST_1'. The second row is empty with the printer 'Default Demo PDF output printer' and the text 'Only available after saved'. Below the table is an 'Add Row...' button. A 'Refresh' button is in the top right corner.

NAME	PRINTER	LINK TO USER TRAY SETTINGS	
USER_TEST_1	Default Demo PDF output printer	Tray settings: USER_TEST_1	✕
	Default Demo PDF output printer	Only available after saved	✕

Add Row...

Third, click Submit user – they will be taken to their own setup screen.

The screenshot shows the 'VIRTUAL TRAY ASSIGNMENT' interface. The left sidebar is identical to the previous screen but includes a 'Configuration' section with 'Username: USER_TEST_1' and a 'Target Printer' dropdown set to 'Default Demo PDF output printer'. The main area has a title bar with a printer icon and 'VIRTUAL TRAY ASSIGNMENT', and a 'SUBMIT/REFRESH' button. Below are five tray configuration panels, each with a 'Default' dropdown, 'LOOK' and 'REMOVE STATIONERY' buttons, and a 'Browser...' button. Tray 1 shows a 'SAMPLE' watermark. Trays 2, 3, 4, and 5 are empty.

Configuration

Language: English

Username: USER_TEST_1

Target Printer: Default Demo PDF output printer

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TRAY 1 PHYSICAL TRAY Default

TRAY 2 PHYSICAL TRAY Default

TRAY 3 PHYSICAL TRAY Default

TRAY 4 PHYSICAL TRAY Default

TRAY 5 PHYSICAL TRAY Default

Notes: All such users will be added to the Advanced User list

If the user already exists, nothing will happen – they should enter the correct URL.

4. 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) **For Method 1:** From their desktop connect to one of the paused shared Virtual Stationery queues (PlanetPress printer)

For Method 2: From their desktop connect to one of the un-paused shared Virtual Stationery queues using LPR ports.

Or

Install a local printer queue and configure the LPR port accordingly

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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