



# PrinterOn USB PrintValet

## Setup Guide



mobile printing solutions | enterprise | education | public printing locations

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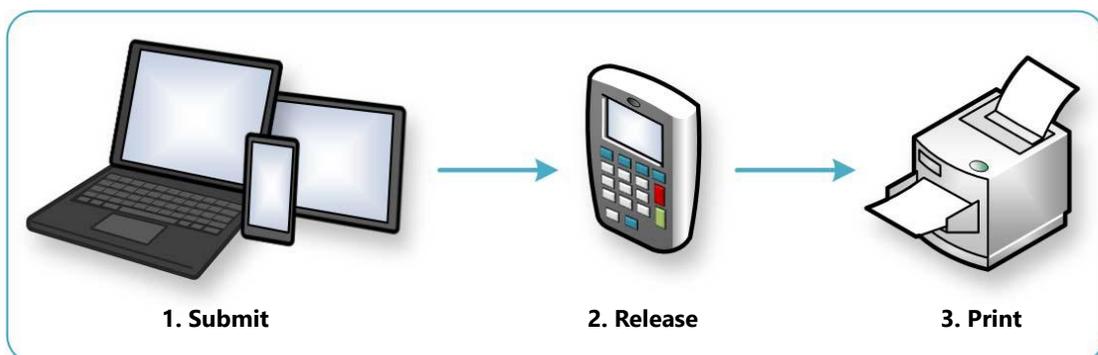
# 1

## Introduction

The PrintValet is a keypad device that provides users with a way to interact with printers that don't have their own means of securely entering print release codes

Using a PrintValet does not change the workflow for the user; it simply allows you to extend secure printing to less sophisticated printing devices, enabling them to support PrinterOn's Secure Release functionality. With or without a PrintValet, the printing workflow remains the same:

1. **Submit:** A user submits a document and receives a 4-10 digit Release Code from PrinterOn unique to that specific print job.
2. **Release:** Using the PrintValet keypad near the printer, the user enters their Release Code. This code ensures that the document is sent privately and securely to the printer and prevents unwanted documents from being printed.
3. **Print:** The document is released to the printer, queued, and printed.

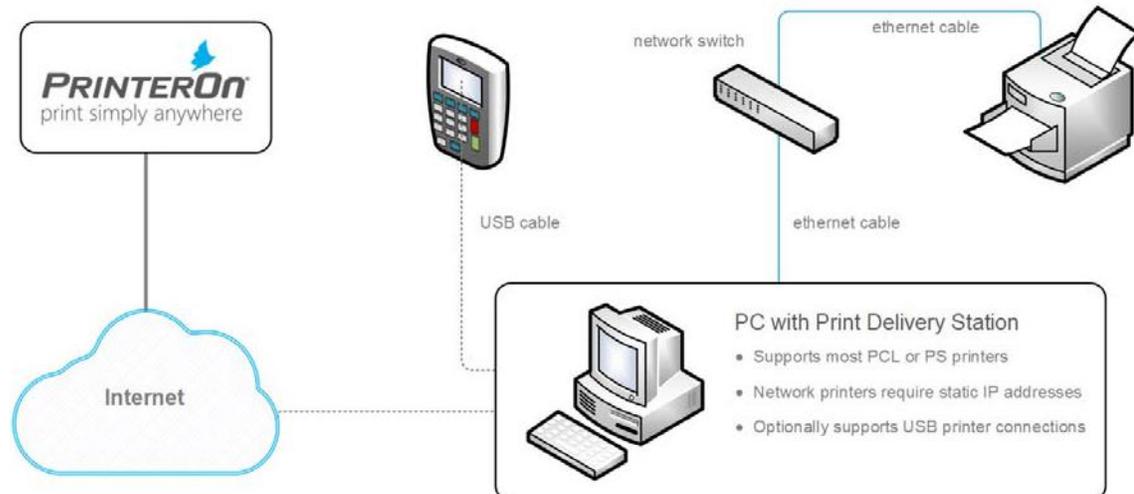


## 1.1 System requirements

The PrintValet is an external keypad unit with a USB interface. It has the following system requirements:

Requirement	Description
<b>PrinterOn service</b>	You must have an active licensed PrinterOn service to connect the PrintValet to the printer.
<b>Connectivity</b>	The PDS server must have an available USB port.
<b>Driver</b>	A USB-to-Serial device driver must be installed on the PDS server. Windows can connect to Windows Update to automatically search for the driver to install.
<b>Operating System</b>	The PDS server must be running one of the following Windows versions: <ul style="list-style-type: none"> <li>• Windows XP</li> <li>• Windows Vista</li> <li>• Windows 7</li> <li>• Windows 8</li> <li>• Windows 10</li> </ul>

## 1.2 PrintValet architecture



## 1.3 PrintValet keys



Key	Description
<b>MENU</b>	Allows you to access the job. Press MENU followed by one of the following keys: <b>1</b> - Print Job <b>2</b> - Delete Job <b>3</b> - Reprint Job (if permitted)
 <b>(Language)</b>	Allows you to set the language. Press the Language key, followed by one of the following keys: <b>1</b> - English <b>4</b> - Dutch <b>2</b> - French <b>5</b> - Italian <b>3</b> - Spanish <b>6</b> - German
 <b>(Back)</b>	Deletes one entered character.
<b>? (Help)</b>	Displays which version of the PrintValet software the unit is running.
<b>CANCEL</b>	Returns the user to the Home screen.
<b>CLEAR</b>	Clears all entered characters.

# 2

## Installing and configuring the PrintValet

The PrintValet must be connected via USB to the same computer that hosts the Print Delivery Station software.

The PrintValet installation is designed to be as simple as possible. Depending on your Windows software, installation can be as simple as plugging the PrintValet into an available USB port on the computer, and it is ready for use.

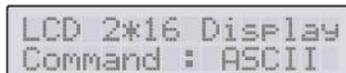
In other cases, you may need to perform some additional setup and configuration.

### 2.1 Connecting the PrintValet to the PDS server

To connect the PrintValet:

1. Connect the PrintValet to an available USB port on computer hosting your PDS software.

Once connected, the PrintValet LCD screen should display a blinking message:



```
LCD 2*16 Display
Command : ASCII
```



```
Press any Key
.....
```

Depending on the OS of the computer, the outcome after connecting the PrintValet may differ:

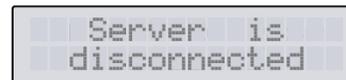
- If the required device driver is available on the computer and PDS is able to locate the PrintValet, the message displayed on the LCD should change to:



Print Release  
Press OK

In this case, the PrintValet is ready for use. No further set-up is required. Users can now use the PrintValet to enter their release codes and [release their print jobs to the printer](#).

- If the device driver is not available on the computer, Windows should display a system message indicating that the **Device driver was not successfully installed**. If this message appears, you'll need to manually install the necessary driver. For more information, see [Installing the USB-to-Serial device driver](#).
- If the device driver is available on the computer, but PDS is unable to locate the PrintValet, the message on the LCD may change to:



Server is  
disconnected

In this case, you'll need to [configure the PDS to communicate with the PrintValet](#) before it is operational.

## 2.1.1 Installing the USB-to-Serial device driver

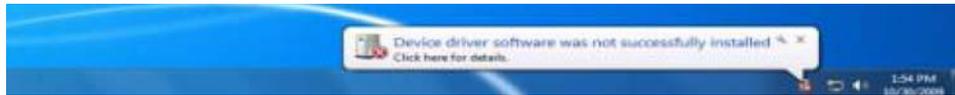
The USB PrintValet requires a USB-to-Serial device driver on the host computer. On most newer computers, this driver is already installed by default, and no additional steps are necessary.

However, if this driver is not already installed, you'll need to install it. This driver is available from Microsoft; Windows can connect to Windows Update to automatically search for the driver to install.

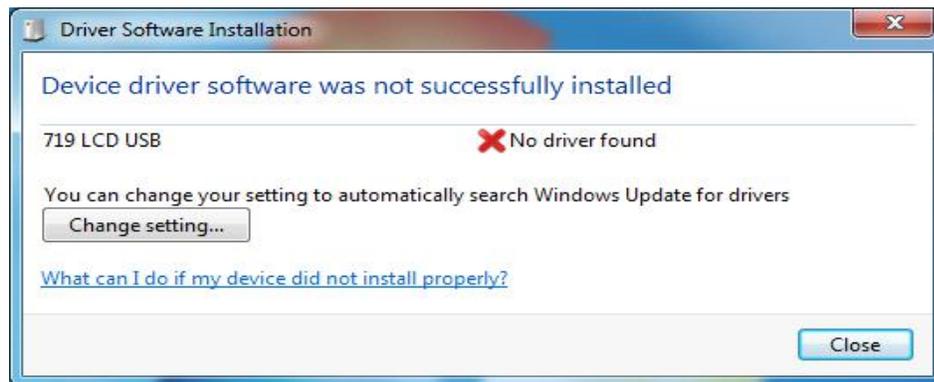
The following instructions describe how to install the USB-to-Serial device driver on a Windows 7 Windows 7 to change your Windows setting to automatically search for software and install.

To install the USB-to-Serial device driver:

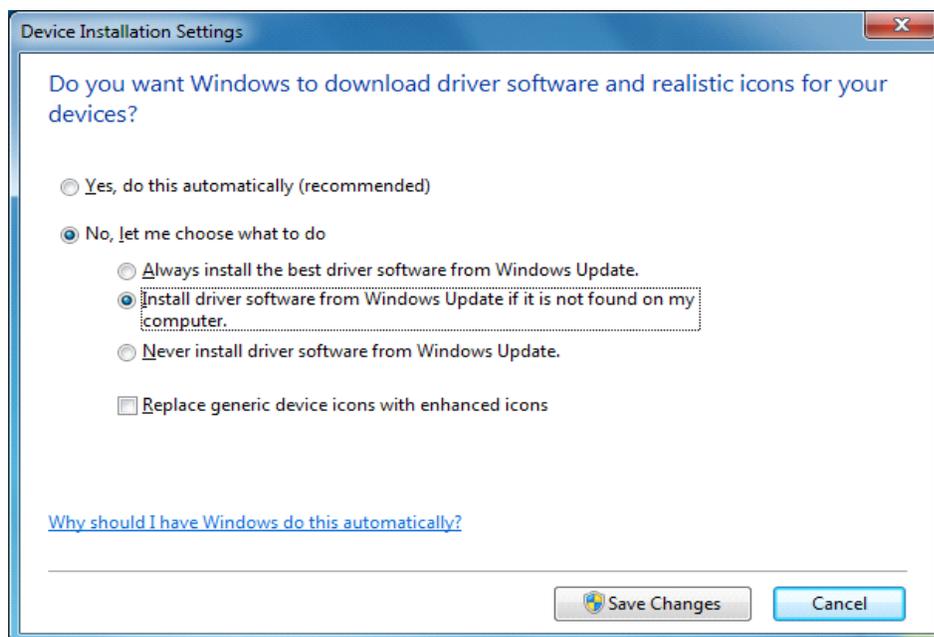
1. After connecting your PrintValet to the computer, in the lower-right corner of your computer screen, a Windows message should appear, indicating that the **Device driver was not successfully installed**.



2. Click the message. The Driver Software Installation dialog appears.



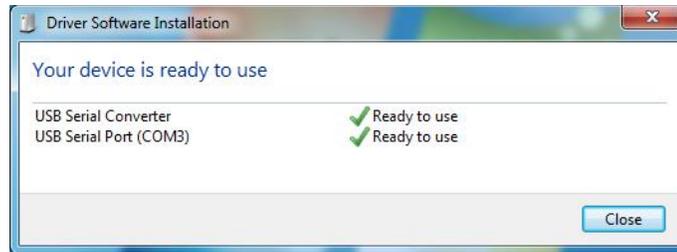
3. On the Driver Software Installation dialog, select **Change setting**. The Device Installation Settings dialog appears.



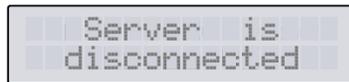
4. In the Device Installation Settings dialog, select Install driver software from Windows Update if it is not found on my computer, then click **Save Changes**.

After changing this setting, Windows should automatically search for and install the required driver. When the driver is installed:

- The Driver Software Installation should appear with the message **Your device is ready to use**.



- The PrintValet should display one of the following messages:



If this message appears, the PDS was unable to determine which COM port the PrintValet is connected to. You'll need to [configure the PDS to communicate with the PrintValet](#) before it is operational.



If this message appears, the PDS was successfully able to determine which port the PrintValet was connected to. The PrintValet is ready for use. Users can now use the PrintValet to enter their release codes and [release their print jobs to the printer](#).

## 2.1.2 Configuring PDS to communicate with the PrintValet

In most cases, when you connect the PrintValet to your PDS server, no additional configuration is needed. The PDS automatically scans the COM ports to locate the PrintValet and update the PDS configuration settings. However, if the PDS is unable to successfully locate the PrintValet, you may need to manually modify the PDS configuration to ensure that they can communicate.

This task must be performed from the Configuration Manager, either on the PrinterOn parent server, or on the remote server hosting the PDS software.

**Note:** This guide assumes that PDS' initial configuration and printer mapping have already been done. For complete details on installing and configuring PDS, see the *PrinterOn Print Delivery Station Administration Guide*.

To configure the PDS to communicate with a PrintValet:

1. In the Configuration Manager, click **Advanced > Components**.
2. Click the **Configure** button adjacent the **Print Delivery Station** component. The PDS component configuration appears.
3. Click **PrintValet**. The PrintValet tab appears.

The Print Delivery Station PrintValet panel of the PrintValet tab displays a list of all PrintValet devices that have previously been added to the PDS.

Enabled	Port Name	Default Language		
<input checked="" type="checkbox"/>	123.456.78.90:42	English	Edit	Delete
<input checked="" type="checkbox"/>	COM1	English	Edit	Delete

Add

**Print Valet Settings**

List Jobs on PrintValet

Apply Settings

4. To associate your new PrintValet with your PDS, click **Add**. The Add/Edit PrintValet page appears.

**Print Delivery Station Add/Edit PrintValet**

Enabled

Ethernet Connection

Serial/USB Connection   
 Refresh Serial Ports

Default Language

---

**Printer Association**

mycorp-boardroomprinter

Save Cancel

5. In the Add/Edit PrintValet panel, check **Enabled** to use the PrintValet to release print jobs.
6. Specify how the PDS connects to the PrintValet. For your PrintValet, check **Serial/USB Connection**, then specify the serial port used to connect to the device.

In general, you should select the highest COM port number available. To confirm that you have selected the correct COM port, your PrintValet LCD should read:



**Note:** You can click **Refresh Serial Ports** to update the COM port listings if any changes were made.

7. From the **Default Language** drop-down, specify the language the PrintValet will display information in.
8. In the **Printer Association** panel, select the printers for which the PrintValet will release print jobs.

**Note:** It is possible to configure different printers to different PrintValets when more than one printer is assigned to the PDS.

9. Click **Save**. The Add/Edit PrintValet screen closes, and the newly added PrintValet is added to the list of PrintValets associated with this PDS.
10. In the Print Valet Settings panel, check **List Jobs on PrintValet** to allow users to view their jobs directly on the PrintValet LCD.
11. Click **Apply Settings**.

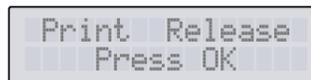
With the PrintValet connected and communicating with the server, users can now use the PrintValet to enter their release codes and [release their print jobs to the printer](#).

# 3

## Releasing print jobs using the USB PrintValet

To release print jobs using the USB PrintValet:

1. Display the Home screen then press the **OK** key.



**Note:** To return to Home screen, press **CANCEL**.

2. At the ID code prompt, enter the 4-10 digit release code that corresponds with the print job(s) you sent, then press **OK**.  
Once the release code is entered, the PrintValet searches for your print job and displays the number of jobs that match that release code with the total number of pages.
3. To print your jobs, press **OK**.

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