

PrinterLogic
by VISION

Vasion Print

User Guide



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Vasion
432 S Tech Ridge Dr
St. George UT 84770
+1 435 652 1228
<https://vasion.com>

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Print User Guide

Welcome to Vasion Print!

Your print administrator uses Vasion Print to manage printers in your work environment. With Vasion Print you always have access to the printers you need, from any location, and have more control over your print jobs.

The information contained in this section and those that follow helps you understand how to use the print management system and its components. You can also learn about how to use some advanced features.

Components and Features

Here we provide a brief overview of the components and features available to you.



Not all of the components and features listed in this section may be available. For information on your system's print management capabilities contact your System Administrator.

Components

Vasion Print consists of three main components:

- The "[Vasion Print Client](#)" on the next page: Software installed on your computer that communicates with the print management system.
- The "[Self-service Portal](#)" on page 15: A web-based portal where you can quickly find and install printers.
- The "[Release Portal](#)" on page 19: A web-based portal that works with the Pull Print and Secure Release Print advanced features. The portal lists print jobs held in a queue until you release them to the printer.

Features

Your administrator determines which advanced features are available based on licensing and implementation.

- Identity Provider (IdP) support: Access to the Vasion Print components with your provider's credentials.
- Control Panel Application (CPA): An application installed on a printer you use to release print jobs and access other advanced features.
 - Badge and PIN authentication options.
 - Simplified Scanning: An advanced feature accessible through the CPA you can use to scan documents to store on a cloud location or to email.
 - Web Print: A way for guests to print documents without involvement from IT.
- PrinterLogic App: A mobile app that provides a secure, native mobile printing solution that supports you as you work from anywhere.
- ChromeOS Client: straight forward and simple way to manage your printing from Chromebooks.

Vasion Print Client

The Vasion Print Client is a software component that is installed on your computer to communicate with the print management system.

Client Capabilities

Depending on how your administrator implements Vasion Print, here are some options you may be able to perform from your workstation:

Print Job Management

- Quickly access the Release Portal to release print jobs.
- Quickly access Secure Release Print settings.
- Quickly access the Self-service Portal to set a default printer for email print jobs.

Printer Management

- Add new printers.
- Set a default printer.
- Delete printers.
- View printers installed on your system

System Management

- Identity Provider (IdP) log in / log out.
- Start or end printer port capture for legacy applications.
- Refresh print management configurations.



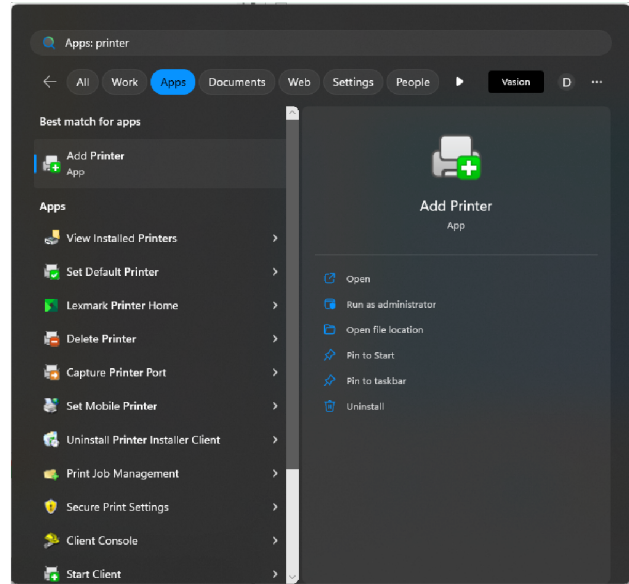
The options are defined by your system administrator.
Not all the options listed here may be available to you.

Access to the Vasion Print Client


There are several ways to access the Client, depending on how your administrator has implemented the Vasion Print solution. If you have any questions contact your system administrator.

Start Menu

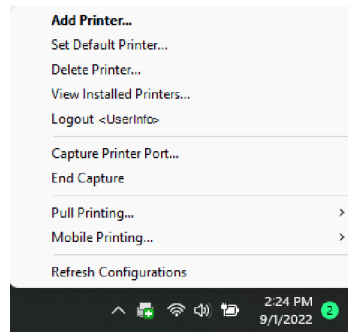
In the Windows **Start Menu**, search for `printer` or open the **Printer Installer** folder to view the print management options.




System Tray

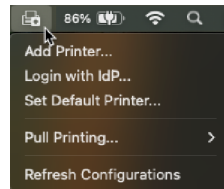
From the Windows **System Tray**, right-click on the Vasion Print icon  to view the enabled options.

A normal left-click on the icon opens the default web browser to the Self-service Portal where you can install printers.



Menu Bar

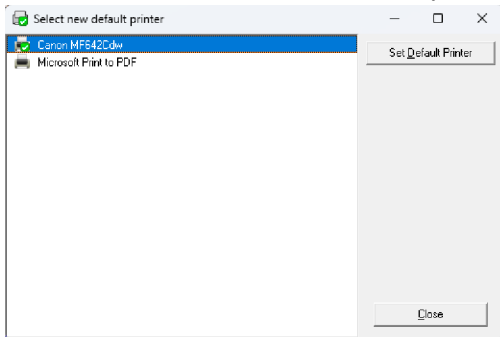
On macOS, select the Vasion Print icon  from the **Menu Bar** to view the enabled options.



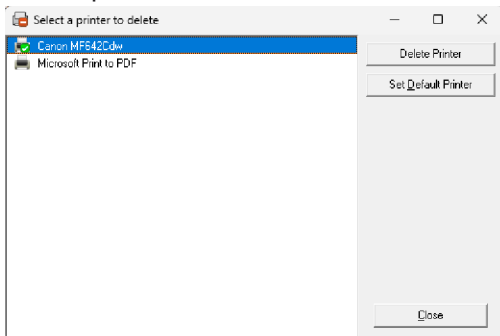
Client Options

Here are details on what each of the options work. Not all of these options may be visible on your system, depending on your print environment.

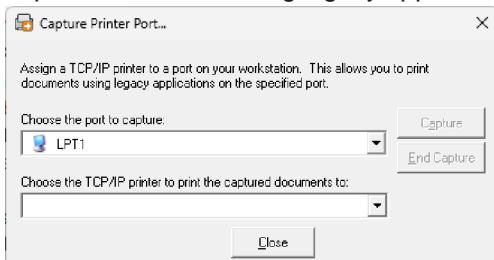
- **Add Printer:** Opens the default web browser and the Self-service Portal. For more details, refer to "[Self-service Portal](#)" on page 15.
- **Set Default Printer:** Shows a list of printers installed on your computer with an option to set a default printer.



- **Delete Printer:** Shows a list of printers installed on your computer with options to remove a printer or to set a default printer.

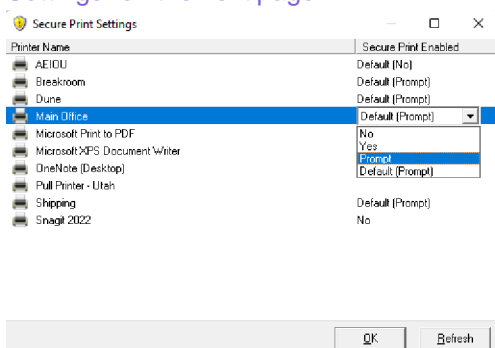


- **View Installed Printers:** Shows the operating system list of printers installed on your computer.
- **Login with / Logout:** If your administrator has set up Single Sign-On (SSO), you can use this option to quickly open a web browser and sign in to your identity provider.
- **Capture Printer Port / End Capture:** Assign a TCP / IP printer to a port on your workstation. This allows you to print documents using legacy applications on the specified port.

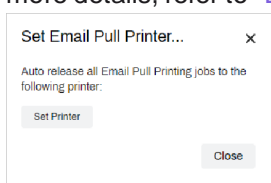


- **Refresh Configurations:** Triggers a manual Client check-in so you can access the latest changes and updates.

- **Print Job Management:** In the Windows **Start Menu**, this is a standalone option, but in the **System Tray** (Windows) / **Menu Bar** (macOS) it is a sub-option under the **Pull Printing** and **Mobile Printing** options. **Print Job Management** opens up the web-based Release Portal, where you can release held jobs. For more details, refer to "[Release Portal](#)" on page 19.
- **Secure Print Settings:** In the Windows **Start Menu**, this is a standalone option, but in the **System Tray** (Windows) / **Menu Bar** (macOS) it is a sub-option under the **Pull Printing** and **Mobile Printing** options. **Secure Print Settings** opens a window that displays installed printers and their secure print options. Use the **Secure Print Enabled** drop-down to override the default setting. For more details, refer to "[Secure Print Settings](#)" on the next page.



- **Set Mobile Printer:** In the Windows **Start Menu**, this is a standalone option, but in the **System Tray** (Windows) / **Menu Bar** (macOS) it is a sub option found under the **Mobile Printing** option. This option opens the Self-service Portal modal where you can select a default printer to use when you email print jobs. For more details, refer to "[Email Print Guide](#)" on page 30.

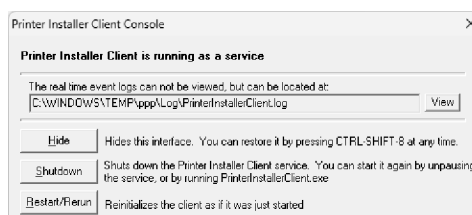


The Windows **Start Menu** also shows the options to start, shutdown, or uninstall the client.

Client Console

You can access the Client Console using a default keyboard shortcut. The options included are mostly used for troubleshooting and quick access to the Client logs. The default keyboard shortcut is **Ctrl+Shift+8**, but your administrator can change it to a different shortcut, or disable access altogether. If you have any questions, contact your administrator.

- **View:** Opens up the Client log for troubleshooting.
- **Hide:** Hides the console, which you can reopen using the shortcut.
- **Shutdown:** Shuts down the Printer Installer Client service.
- **Restart / Rerun:** Restarts the Client.



Secure Print Settings

The *Secure Print Settings* window displays installed printers and shows whether Secure Release Print is enabled. If your administrator has enabled you to override, you can adjust the secure print settings for your installed printers. To adjust settings, use the drop-down in the **Secure Print Enabled** column to select the desired option. If you can access the *Secure Print Settings* modal but cannot make adjustments, your administrator hasn't enabled the override option.

Default (No) / No

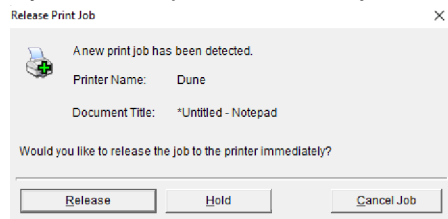
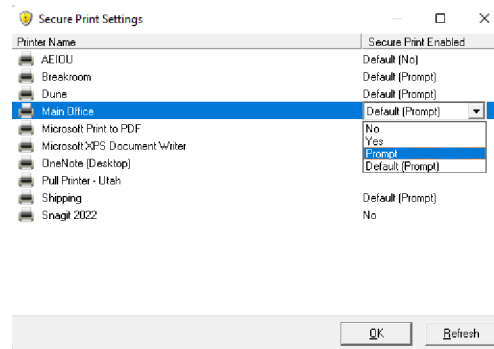
Secure Release Print is not enabled for this printer. Print jobs sent to this printer print immediately.

Default (Yes) / Yes

Secure Release Print is enabled. Print jobs sent to this printer hold the job for later release.

Default (Prompt) / Prompt

Secure Release Print is enabled. When you send a print job to this printer you receive a prompt asking if you want to print or hold the job for later release.



Log In

If your administrator implemented Single Sign-On (SSO), there may be a few ways you can sign in. Depending on the configuration, the Client may access your credentials and automatically sign you in. Signing in with your identity provider's credentials ensures that you are allowed to release pull and secure print jobs, access the Self-service Portal, and receive automatic printer deployments.

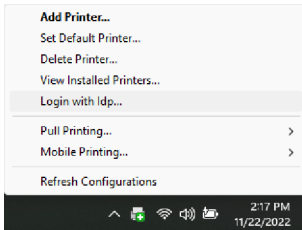
If you are not automatically signed in to the Client, the information below explains how to manually sign in and out.

Log In to the Client

1. Locate the Client icon  in your system tray.



2. Right-click on the icon to access the menu.
3. Select **Login with IdP**.



4. Enter your credentials in the browser window.
5. Close the browser window once the login flow has completed after successfully.

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Client Successfully Logged In
You may close this window

You should also see a modal letting you know it's refreshing all configuration. This is the Client checking in with the instance and updating any settings and printer deployments related to the signed in user.

Log In to the Self-service Portal

Some things you should know about the portal:

- If the Self-service Portal opens without the login prompt, you are already logged in.
- You can find options to log in or log out under **Menu**.

1. Navigate to the Self-service Portal.
2. If prompted, select the button for your configured provider.




3. Follow the identity provider sign in experience.
4. Once you're logged in, you can close the confirmation window.



Client Successfully Logged In
You may close this window

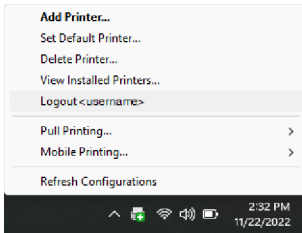
You should also see a modal letting you know it's refreshing all configuration. This is the Client checking in with the instance and updating any settings and printer deployments related to the signed in user.

Log Out of the Client

1. Locate the Client icon  in your system tray.

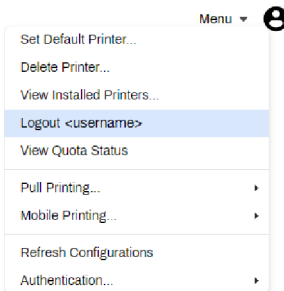


2. Right-click on the icon to access the menu.
3. Select **Logout <username>**.



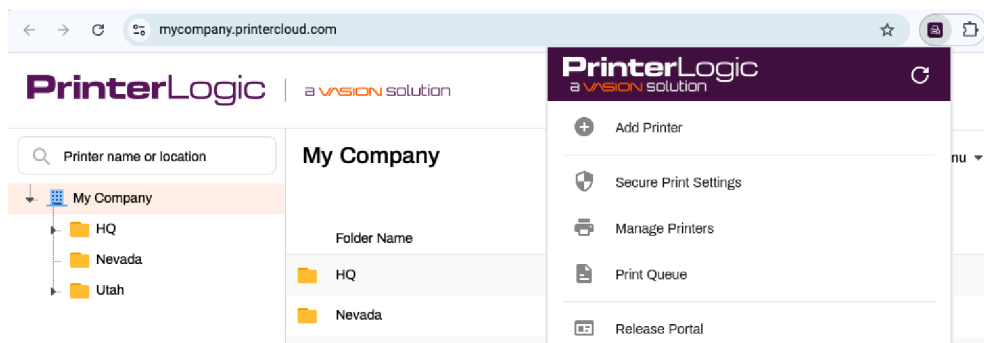
Log Out of the Self-service Portal

1. Navigate to the Self-service Portal.
2. Select **Menu**.
3. Select **Logout <username>**.




ChromeOS Client

The Vasion Print ChromeOS Client extension is a component required by your ChromeOS workstation to communicate with the print management system. Unlike the Client in other operating systems, you access the functionality using the Chrome browser extension.



Client Options Overview

- **Add Printer:** Opens the Self-service Portal web page so you can add a printer. For more details, refer to ["Add Printer" below](#).
- **Secure Print Settings:** Shows you the installed printers that are enabled for secure printing. For more details, refer to ["Secure Print Settings" on the next page](#).
- **Manage Printers:** Shows the list of printers installed on your Chromebook with the printer name, URL or IP address, and status. For more details, refer to ["Manage Printers" on page 11](#).
- **Print Queue:** Shows your active print jobs with the printer name, date and time the print job started, and status. For more details, refer to ["Print Queue" on page 12](#).
- **Release Portal:** Opens the Release Portal web page. For more details, refer to ["Release Portal" on page 12](#)
- **Refresh Configurations:** Use the Refresh icon  to trigger manual Client check-in so you can access the latest changes and updates.

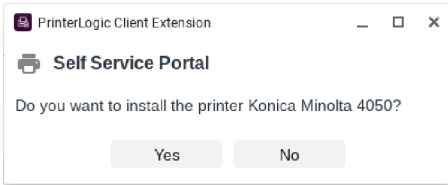
Option Details

Add Printer

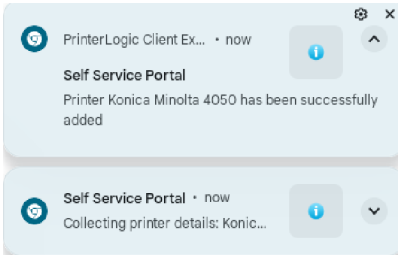
The **Add Printer** option opens the Self-service Portal, a browser-based tool where you can easily install printers on your computer. For complete details about the Self-service Portal, see the documentation about the ["Self-service Portal" on page 15](#). The following steps walk you through adding a new printer.

1. On the *Self-service Portal*, select the folder for your location.
2. There are two options for installing printers:
 - a. Hover over the printer icon on the map and select **Install Printer**.
 - b. Select the printer from the list.

- On the *Confirm Installation* modal, select **Yes**.



- It may take 10 seconds or more while it installs the printer and driver. ChromeOS notifications show when the printer is successfully installed.



Secure Print Settings

The *Secure Print Settings* modal displays installed printers and shows whether Secure Release Print is enabled. If your administrator has enabled you to override, you can adjust the secure print settings for your installed printers. To adjust settings, use the drop-down in the **Secure Print Enabled** column to select the desired option. If you can access the *Secure Print Settings* modal but cannot make adjustments, your administrator hasn't enabled the override option.

Default (No) / No

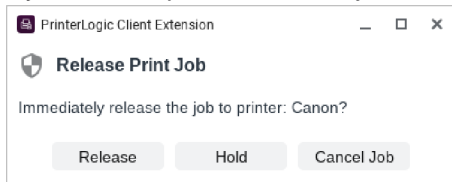
Secure Release Print is not enabled for this printer. Print jobs sent to this printer print immediately.

Default (Yes) / Yes

Secure Release Print is enabled. Print jobs sent to this printer hold the job for later release.

Default (Prompt) / Prompt

Secure Release Print is enabled. When you send a print job to this printer you receive a prompt asking if you want to print or hold the job for later release.



Manage Printers

View a list of the printers that are available to you. This list contains both printers that you have installed from the Self-service Portal and printers deployed by your system administrator. Here is an overview of status messages you may see.

Ready

The printer was added, contacted, found printer attributes, and it is ready to print. You can only print if a printer is in a **Ready** state.

Added

The Client extension received the printer details from Vasion Print and is ready to start searching for that printer.

Searching

The Client extension is trying to contact the printer.

Busy


The printer is busy (probably printing another job). You can still send print jobs to a printer in a busy status. When available, the printer will queue the print job and eventually print it.

Offline

At some point the printer was in a **Ready** status but is not responding. The Client extension will keep trying every 20 seconds.

Not Found

When the printer was added, the Client extension did a search for the printer but got no response. This could be that the printer was offline when the search was done, the Printing Protocol (IPP) is not enabled on the printer, or is not supported.

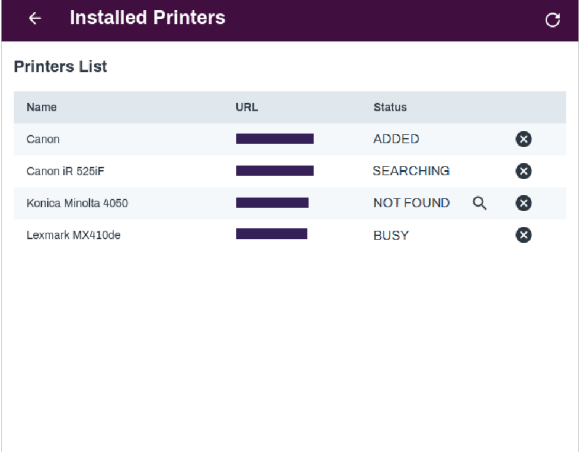
Select the **Search** icon  to trigger the Client to query the printer.






Warning


The printer is running low on supplies like paper or ink.

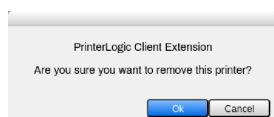
Error

The printer requires attention. Possible causes could be a paper jam or incorrect paper size.



Name	URL	Status	
Canon	[REDACTED]	ADDED	
Canon iR 525iF	[REDACTED]	SEARCHING	
Konica Minolta 4050	[REDACTED]	NOT FOUND	 
Lexmark MX410de	[REDACTED]	BUSY	

If configured by your administrator, you may be able to uninstall a printer. Select the **Remove** button  and select **Ok** on the confirmation modal to uninstall an installed printer from your Chromebook.



Print Queue

The Print Queue option shows your print jobs actively printing or on hold. The columns display the name of the printed item, the printer name, when the print job was created, and the print job status. Here's an overview of the print queue status.

Queued

The print job is being converted to a format the printer understands, and is being sent to the printer.

Queued by printer

The printer has received the print job and it's processing.

Held waiting for release (Pull Print)

The print job is held for secure release. A secure print job stays in this state until it is released at the printer.

Printing

The print job is actively printing at the selected printer.

If the **Printing** status displays longer than normal, there may be a problem at the printer, such as being out of paper, missing paper tray, or etc.

The screenshot shows a 'Print Queue' window with a title bar containing a back arrow, the text 'Print Queue', and a refresh icon. Below the title bar is a section titled 'Print Jobs List' containing a table with the following data:

Title	Printer	Created	Status
PrinterLogic	Canon	12/5/2024, 8:44:17 AM	Held waiting for Release
PrinterLogic	Canon	12/5/2024, 12:23:46 PM	Held waiting for Release

Release Portal

The Release Portal is web interface where you can see any held print jobs. When using features like Email Printing, Pull Print, and / or Direct Secure Release, held jobs remain in queue until you authenticate and release them to the printer. The Release Portal is only available if your administrator implemented any of these features. For more details, refer to the documentation about the ["Release Portal" on page 19](#).

Print Job Release Portal



Pull Printer

Title	Pages	Status	Job Type	Submitted	Size
<input type="checkbox"/> Untitled%20document.pdf(1).pdf	1	Held	Pull: Workstation	2024-11-21 05:11:01 PM	43 KB
<input type="checkbox"/> Output%20Automation%20Discovery%20Questions.pdf.pdf	2	Held	Pull: Workstation	2024-11-21 05:11:43 PM	416.4 KB
<input type="checkbox"/> ONP-Secure%20Release%20-%20Document%20Feedback.pdf.pdf	7	Held	Pull: Workstation	2024-11-21 05:12:26 PM	211.1 KB

Canon Image Class MF642cdw

Title	Pages	Status	Job Type	Submitted	Size
<input type="checkbox"/> PrinterLogic	1	Held	Secure: Workstation	2024-11-21 06:05:05 PM	42 KB

Refresh Configurations


The **Refresh** icon re-establishes the connection with the printers that are installed, and gets the most up to date status of the print environment.

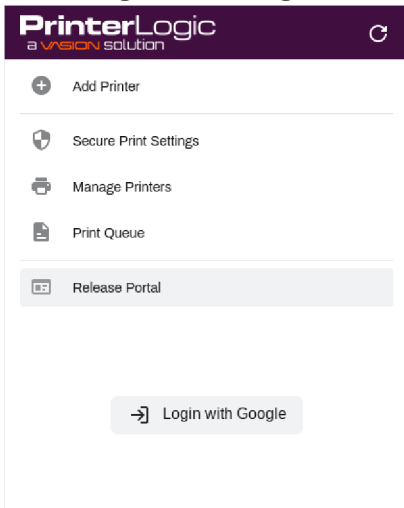
ChromeOS Log In

Depending on the configuration, the Client may access your credentials and automatically sign you in. Signing in with your Google account credentials ensures that you are allowed to release pull and secure print jobs, access the Self-service Portal, and receive automatic printer deployments.

If you are not automatically signed in to the Client, the information below explains how to manually sign in and out.

Log In to the Client

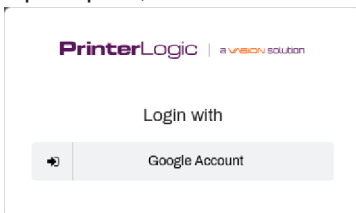
1. Open the web browser and select the Client extension. 
2. Select **Login with Google**.



3. Follow the sign in instructions.

Log In to the Self-service Portal


1. Navigate to the Self-service Portal.
2. If prompted, select the button for Google.

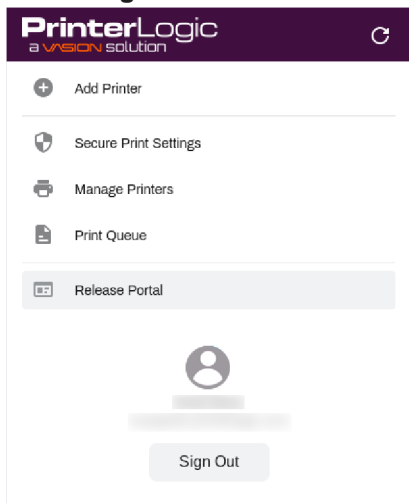


3. Follow the Google sign in experience.

You are now logged into the Self-service Portal with your Google credentials.

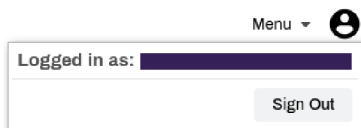
Log Out of the Client

1. Open the web browser and select the Client extension .
2. Select **Logout**.



Log Out of the Self-service Portal

1. Navigate to the Self-service Portal.
2. Select the avatar.
3. Select **Sign Out**.



Self-service Portal

The Self-service Portal is your resource where you can install printers and drivers you need, with a few clicks. The portal installs both the printer and the associated driver with a simple click, and you're ready to start printing.

Requirements

To use the Self-service Portal you need the following:

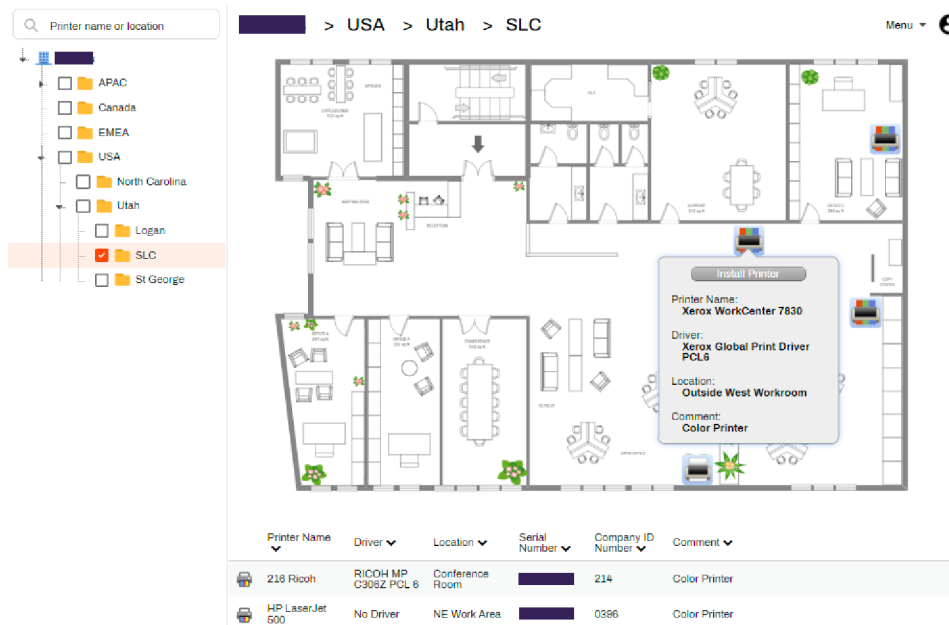
- The Vasion Print Client installed on your system.
- The Vasion Print web browser extension installed and enabled on your system.
- The Self-service Portal URL — if you don't have your company's Self-service Portal URL, and you can't access the **Add Printers** Client option in your system tray or Start menu, contact your IT admin.
- Name / Location of your printer — The Self-service Portal shows the folders and printers available for you to install and, if configured, a map with your office layout and printer locations. If the printer you want to install is not listed or is not on the map, contact your IT administrator.

Access the Self-service Portal

Admins provide you with the portal URL to bookmark and use, but there are other methods for accessing the portal once you have the Client installed.

- Open the Windows **Start Menu**, locate the **Printer Installer** options and select **Add Printer**).
- Select the Vasion Print icon  in the **System Tray** (Windows) / **Menu Bar** (macOS).

If the Client is installed, but you don't see these options or know the URL, contact your IT administrator.



The screenshot shows the Self-service Portal interface. On the left is a navigation tree with a search bar for 'Printer name or location'. The tree is expanded to show the path: USA > Utah > SLC. A floor plan map of the office is displayed, with a popup window for a printer. The popup contains the following information:

- Printer Name: Xerox WorkCenter 7830
- Driver: Xerox Global Print Driver PCL6
- Location: Outside West Workroom
- Comment: Color Printer

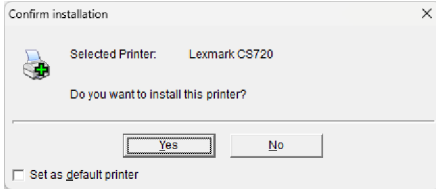
Below the map is a table listing available printers:

Printer Name	Driver	Location	Serial Number	Company ID Number	Comment
218 Ricoh	RICOH MP C308Z PCL 6	Conference Room	[Redacted]	214	Color Printer
HP LaserJet 600	No Driver	NE Work Area	[Redacted]	0386	Color Printer

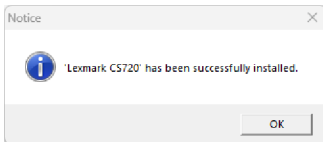
Install a Printer

Depending on how security is configured, you may only see specific folders or printers, but if there are multiple folders and you are unsure of where the printer is located, contact your IT administrator.

1. On the Self-service Portal, select the folder for your location.
2. There are two options for installing printers:
 - a. Hover over the printer icon on the map and select **Install Printer**.
 - b. Select the printer from the list.
3. If you want to set the new printer as your default printer, select the **Set as Default Printer** option.
4. On the *Confirm Installation* modal, select **Yes**.



5. It may take 10 seconds or more while it installs the printer and driver. Select **OK** to dismiss the installation notice.

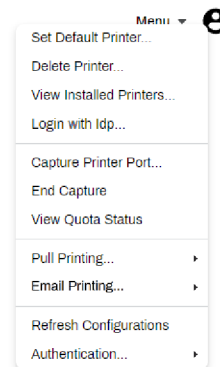
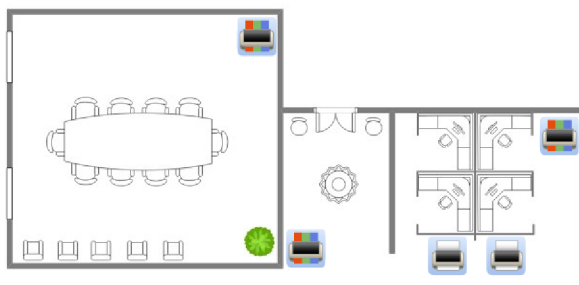


Once installed, the printer is ready for you to print.

The Self-service Portal Menu

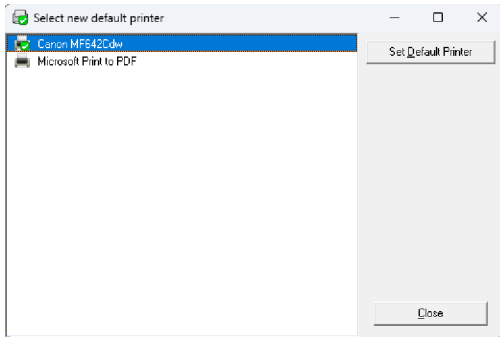
The **Menu** drop-down on the top-right provides access to other features. Not all of these options may be visible on your system, depending on your print environment.

USA > Utah > St George

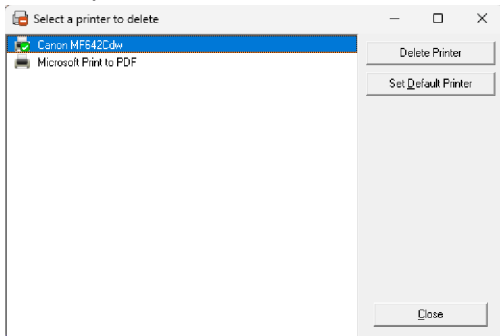


Menu Options

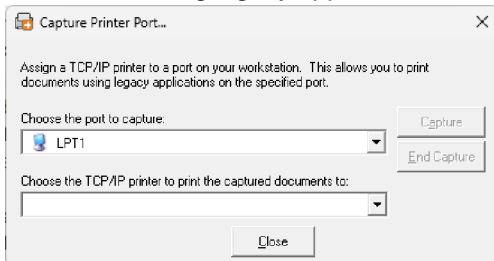
- **Set Default Printer:** Shows a list of printers installed on your computer with an option to set a default printer.



- **Delete Printer:** Shows a list of printers installed on your computer with options to remove a printer or to set a default printer.

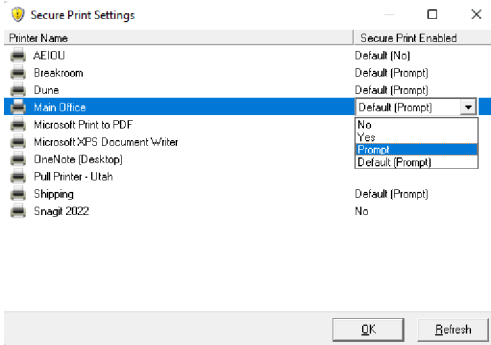


- **View Installed Printers:** Shows the operating system list of printers installed on your computer.
- **Login with / Logout:** If your administrator has set up Single Sign-On (SSO) you can use this option to quickly open a web browser and sign in to your identity provider.
- **Capture Printer Port / End Capture:** assign a TCP / IP to a port on your workstation. This allows you to print documents using legacy applications on the specified port.

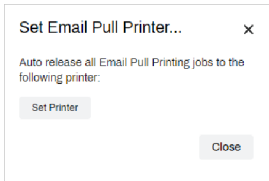


- **View Quota Status:** Shows the total print quota and remaining value for the period. Quota Management is optional and requires additional licensing.

- **Pull Print:** — select this option to access:
 - **Secure Print Settings:** — opens a window that displays installed printers and their secure print options. Use the **Secure Print Enabled** drop-down to override the default setting. For more details, refer to ["Secure Print Settings" on page 6.](#)



- **Print Job Management:** Opens the web-based Release Portal, where you can release held jobs. For more details, refer to ["Release Portal" on the facing page.](#)
- **Email Printing:** Select this option to access:
 - **Set Email Pull Printer:** Opens a modal where you can select a default printer to use when you email print jobs. To learn more, see ["Email Print Guide" on page 30.](#)



- **Print Job Management:** Opens the web-based Release Portal, where you can release held jobs. For more details, refer to ["Release Portal" on the facing page.](#)
- **Refresh Configurations:** Triggers a manual Client check-in so you can access the latest changes and updates.
- **Authentication:** For environments that use the Control Panel Application (CPA) or Simple Badge Release use this option to access:
 - **Manage PIN:** Use this option to create or manage you PIN. For more details, refer to ["Badge Self-registration" on page 54.](#)
 - **Manage Badge:** Use this option to self-register your badge. For more details, refer to ["PIN Self-registration" on page 56.](#)

Release Portal

The Release Portal is web interface where you can see your held print jobs. When using features like Email Printing, Pull Print, and / or Direct Secure Release, held jobs remain in queue until you authenticate and release them to the printer. The Release Portal is only available if your administrator implemented any of these features.

Access the Release Portal

If your company uses this feature, You can find the **Print Job Management** option in a few different areas:

- Open the **Printer Installer** folder from the Windows **Start Menu**.
- Right-click on the **System Tray** (Windows)/ **Menu Bar** (macOS) icon, and select **Pull Printing** or **Mobile Printing**.
- From the Self-service Portal, select the menu and then select **Pull Printing**, or **Email Printing**.
- Add `/release` to the end of the Self-service Portal URL.

Print Job Release Portal



Pull Printer

Title	Pages	Status	Job Type	Submitted	Size
<input type="checkbox"/> Untitled%20document.pdf(1).pdf	1	Held	Pull: Workstation	2024-11-21 05:11:01 PM	43 KB
<input type="checkbox"/> Output%20Automation%20Discovery%20Questions.pdf.pdf	2	Held	Pull: Workstation	2024-11-21 05:11:43 PM	416.4 KB
<input type="checkbox"/> ONP-Secure%20Release%20-%20Document%20Feedback.pdf.pdf	7	Held	Pull: Workstation	2024-11-21 05:12:26 PM	211.1 KB

Canon Image Class MF642cdw

Title	Pages	Status	Job Type	Submitted	Size
<input type="checkbox"/> PrinterLogic	1	Held	Secure: Workstation	2024-11-21 08:05:05 PM	42 KB

Release Portal Details

The Release Portal displays the following information on a table format.

Pull Printer Queue

If your print environment includes a Pull Printer, any print jobs send to it are listed in this section, with the following details:

- **Title:** The name of the document.
- **Page:** The number of pages to print.
- **Status:** The status of the print job.
- **Job Type:** The type of secure print method.
- **Submitted:** The date and time the job was sent to print.
- **Size:** The memory size of the print job.

Secure Print Queue

If your print environment includes Direct Secure Release or Offline Secure Release Print, any print jobs sent to a secure printer are listed in this section, with the following details:

- **Title:** The name of the document.
- **Page:** The number of pages to print.
- **Status:** The status of the print job.
- **Job Type:** The type of secure print method.
- **Submitted:** The date and time the job was sent to print.
- **Size:** The memory size of the print job.

Held Jobs

How the print job is held and released depends on the job type.

Pull Print

Pull Print is considered the one-to-many option. A pull printer object is a virtual print queue to hold the job. The pull printer object is installed on your system and appears like a regular printer. Jobs sent to it are automatically held, and these held jobs can be released to any printer object designated as a release printer.

Release a Pull Print Job

Pull Printer						
	Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/>	ABC Company-Invoice.pdf	1	Held	Pull: Workstation	2024-08-18 01:52:05 PM	170.4 KB
<input checked="" type="checkbox"/>	Simple Report.pages	1	Held	Pull: Workstation	2024-08-18 04:14:38 PM	13.3 KB
<input type="checkbox"/>	Thank you for attending Learn One New Thing - Timeline Tips.pdf	2	Held	Pull: Workstation	2024-08-18 04:17:30 PM	350.6 KB
<input type="checkbox"/>	You have no events scheduled today..pdf	1	Held	Pull: Workstation	2024-08-18 08:27:51 PM	73.3 KB
<input type="checkbox"/>	Your Fellow account now has access to AI credits 🚀.pdf	2	Held	Pull: Workstation	2024-08-19 11:45:18 AM	120.7 KB

1. Select the jobs you want to print.
2. Select **Release**.
3. On the *Select a printer* modal search or browse for a printer.

Select a printer to release print jobs to ×

Printer Name	In Folder
<input type="checkbox"/> Canon 525	USA > North Carolina
<input type="checkbox"/> Canon 525iF	USA > Utah > St George
<input type="checkbox"/> Canon 6575i	USA > Utah > Logan
<input type="checkbox"/> Canon Image Class MF642cdw	USA > Nevada

4. Select the printer you want to use.
5. Select **Release**.

Direct Secure Release

Direct Secure Release is also a method of holding a print job but is considered a one-to-one option. You can print from your system and then hold the job to release at a specific printer. To allow this function, the printer must be configured as a Secure Release printer. Jobs sent to that printer and held are displayed under the printer's name in the portal.

Release a Secure Job

Canon Image Class MF642cdw

Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/> PrinterLogic	1	Held	Secure: Workstation	2024-11-22 08:40:55 AM	78 KB

Release Delete

1. Navigate to the Release Portal.
2. Locate the printer and select the job you want to release.
3. Select **Release**.

Jobs can only be released to the printer you selected when you sent it to print.

You can also use the Release Portal to release jobs sent using Email Printing. For completed details see "[Email Print Guide](#)" on page 30.

Print Release Options

There are several options available to release print jobs, depending on how Secure Release Print is implemented on your environment. This section explains some alternate methods for printers that do not have a digital display.

Release Stations

If your printer does not have a digital display or a badge reader, your administrator may set up a device near the printer where you can log in to the Release Portal. The release portal only lists the printers linked to the release station. You can select the appropriate printer and release your print job.

Pull Printer						
	Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/>	ABC Company-Invoice.pdf	1	Held	Pull: Workstation	2024-08-18 01:52:05 PM	170.4 KB
<input checked="" type="checkbox"/>	Simple Report.pages	1	Held	Pull: Workstation	2024-08-18 04:14:38 PM	13.3 KB
<input type="checkbox"/>	Thank you for attending Learn One New Thing - Timeline Tips.pdf	2	Held	Pull: Workstation	2024-08-18 04:17:30 PM	359.6 KB
<input type="checkbox"/>	You have no events scheduled today..pdf	1	Held	Pull: Workstation	2024-08-18 08:27:51 PM	73.3 KB
<input type="checkbox"/>	Your Fellow account now has access to AI credits 🚀.pdf	2	Held	Pull: Workstation	2024-08-19 11:45:18 AM	120.7 KB

1. Select the jobs you want to print.
2. Select **Release**.
3. On the *Select a printer* modal search or browse for a printer.

Select a printer to release print jobs to x

	Printer Name	In Folder
<input type="checkbox"/>	Canon 525	USA > North Carolina

4. Select the printer you want to use.
5. Select **Release**.

Simple Badge Release

If your printer has a badge scanner but no interface, you can still release print jobs on the printer using Simple Badge Release. Simple Badge Release does not require a login. Instead, your administrator will have set up your badge to trigger the print job release, and generally uses a badge scanner attached to the printer via USB rather than a built-in badge scanner.

If you have Pull Print jobs held in the queue, when you scan your badge, all the print jobs are released automatically.

Direct Secure Release print jobs are released depending on how your administrator set up the feature. The badge scan may release either the last print job sent to the queue or all print jobs in the queue.

Delegated Release Guide

Delegated Release is a secure printing solution that empowers you to authorize delegates to release your print jobs using the Control Panel Application (CPA) without sharing passwords or credentials. Whether you're working remotely, in a meeting, or simply need someone else to collect your documents, Delegated Release ensures your sensitive information stays protected while maintaining security compliance.

Key Points

Delegated Release provides the following benefits:

- **Flexibility:** Authorize different people to release print jobs as needed.
- **Security:** No need to share passwords, PINs, or badges with others.
- **Efficiency:** Eliminates workarounds like forwarding documents or messaging.

How It Works

When you use Delegated Release, there are two key roles:

Initiator:

| The person who sends a print job to the print queue and can assign it to delegates for release.

Delegate:

| The person who releases the print job on behalf of the initiator using secure authentication methods.

The process works through a simple workflow:

1. Submit a print job and assign it to one or more delegates.
2. Delegates authenticate at the printer using their own credentials to release your job.

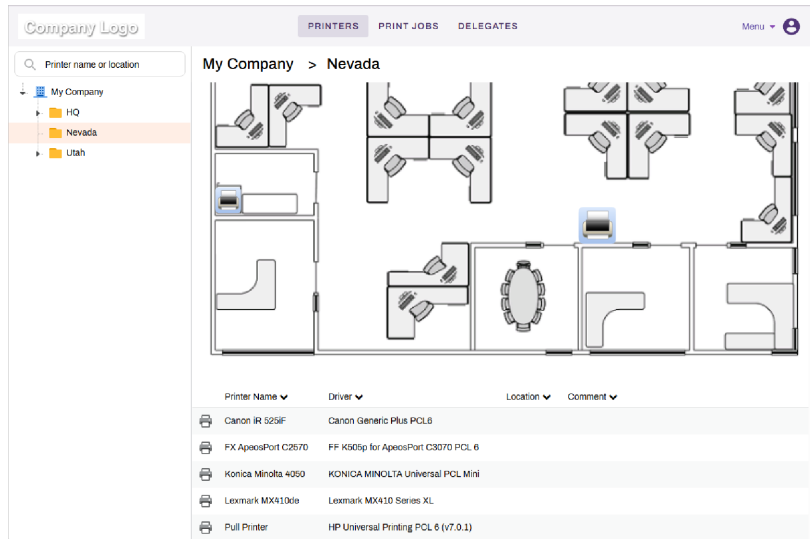
Every action is tracked and audited, so there's complete visibility into who initiated each job and who released it.

Updated Self-service Portal Overview

Delegated Release adds an enhanced navigation header to your Self-service Portal. The updated portal provides easy access to all print management tools through the following additional tabs.

Printers Tab

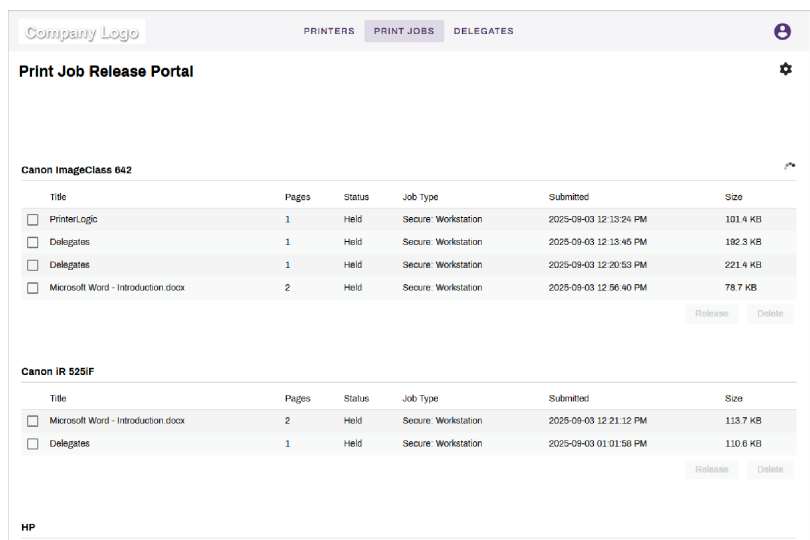
The **Printers** tab show the tree structure with the folders and printers available to you. If configured by your administrator, you can also see a map showing where the printers are located. You can self-install printers shown on the map or by selecting from the list.



Print Jobs Tab

Access your personal print queue from the **Print Jobs** tab:

- View held jobs waiting for release.
- Release jobs directly from the portal.
- Track which jobs are still pending.

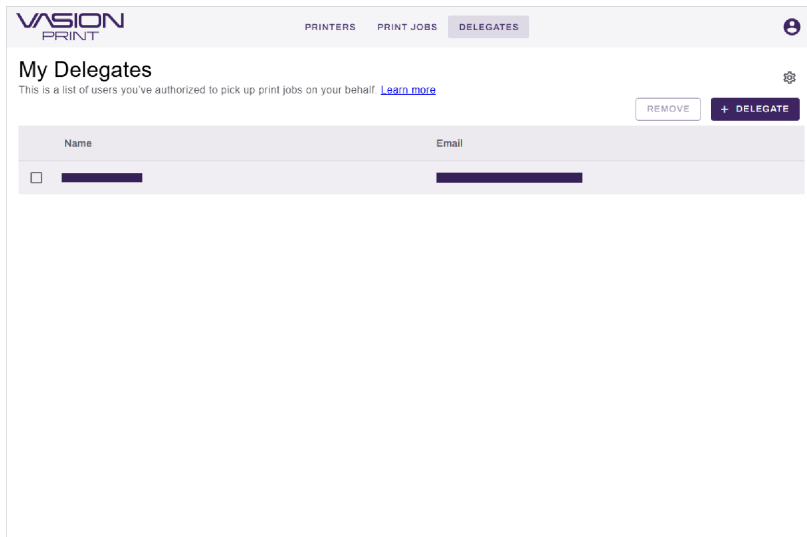


Delegates Tab

- Manage your delegation settings from the **Delegates** tab:
- View, add, and remove delegates. You can assign up to 25 delegates.
- Enable delegate selection prompts to choose which delegate can release each print job. You can still release your own print jobs after assigning delegates.



The header navigation eliminates the need to remember complex URL paths. Move between tabs to access the tools you need.



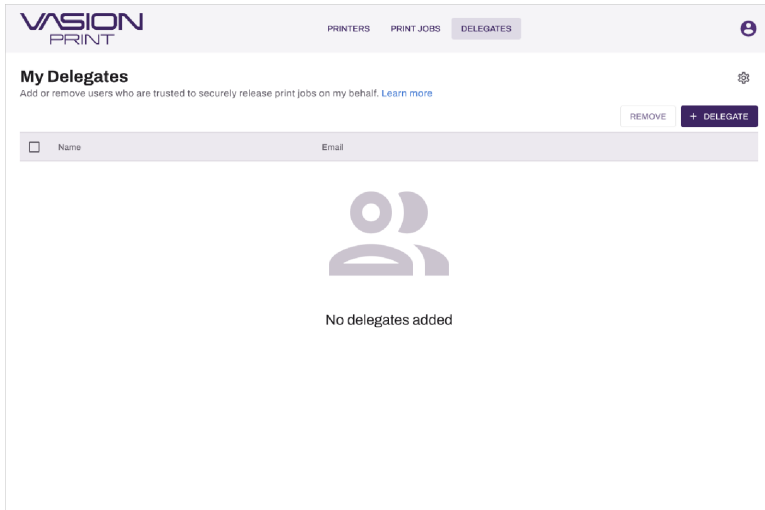
Add and Manage Delegates

Add and manage delegates who can release your secure print jobs. Delegates use their own credentials at the printer to release jobs on your behalf.



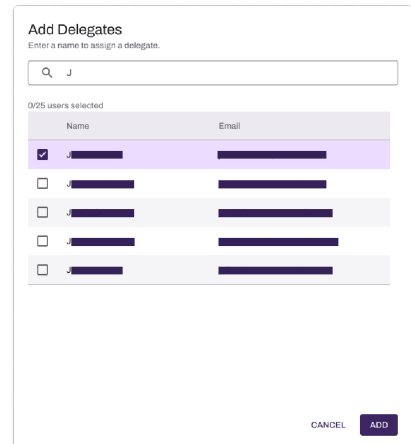
Make sure you're logged in with your IdP/LDAP credentials, not a domain-joined or local account. The user logged into the portal must match the user logged into your Vasion Print Client.

If your administrator has enabled Delegated Release, you can see the **Delegates** tab when you access the Self-service Portal. When your administrator allow you to manage your own delegates, you can see additional options to add and remove delegates on the top-right corner.



Add Delegates

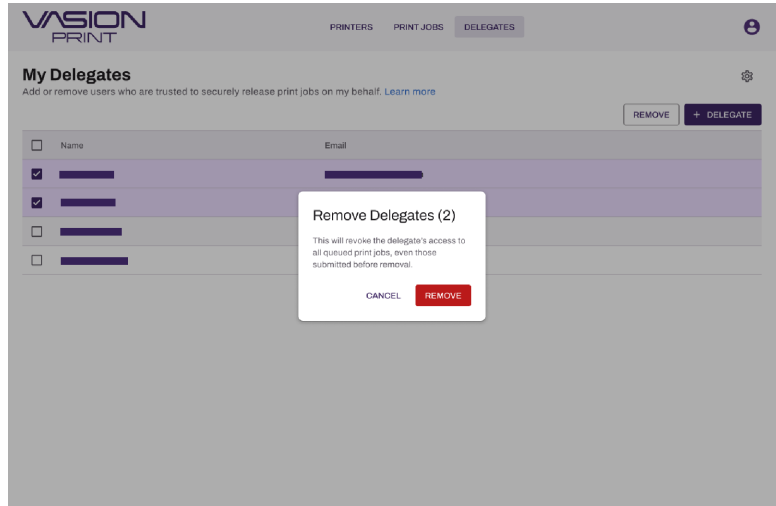
1. Access the Self-service Portal.
2. Log in to the portal using your authenticated user credentials.
3. Select the **Delegates** tab in the portal header.
4. Select **+ Delegates** on the top-right corner.
5. Search for and select the users you want to release your secure print jobs.
6. Select **Add**



Remove Delegates

1. Select the delegate you want to remove.
2. Select **Remove** on the top-right corner.
3. Select **Remove** on the confirmation modal.


This removes delegates from your list immediately and they no longer show up in the delegate selection prompt. The delegate cannot release any print jobs for the initiator, even if they were previously assigned to release a print job.

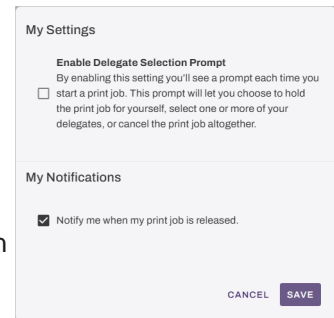


Configure Settings

You can configure the options you want when you send a secure print job. Configure your delegate selection and notification preferences from the *Delegates* page.

Enable Delegate Selection Prompts

1. Access the Self-service Portal.
2. Select the **Delegates** tab.
3. Select the **Settings** icon  on the top-right.
4. Select **Enable Delegate Selection Prompt** if you want to choose which delegates can release each print job. When disabled, all delegates are always allowed to release your print jobs.
5. Select **Notify me when my print job is released** to receive an email when the delegate has release the job at the printer.
6. Select **Save**.



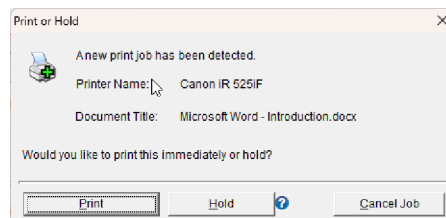
After configuring delegates, you'll see prompts when printing to secure or pull printers.

The Print Experience

Depending on how the printer is configured by your administrator and if you enabled the delegate selection prompt, here is what you can expect to see.

Print Job Options

Secure Release Print prompt modal with the options to **Print**, **Hold**, or **Cancel** the job. Refer to the [Secure Print Settings Guide](#) for more details.

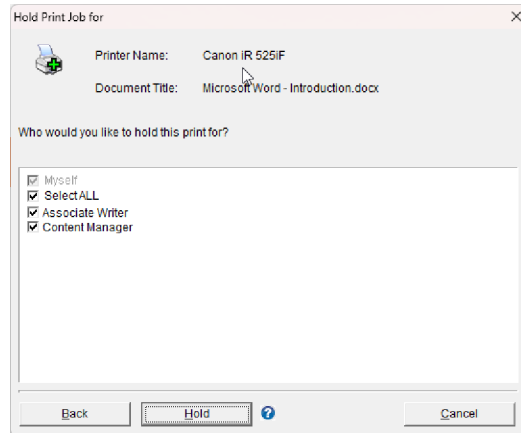


Delegate Selection

If you select **Hold**, choose which delegates can release your job:

- Myself is always selected and cannot be changed, since you always can release your own jobs.
- Select from the list of available delegates who you want to release your job.

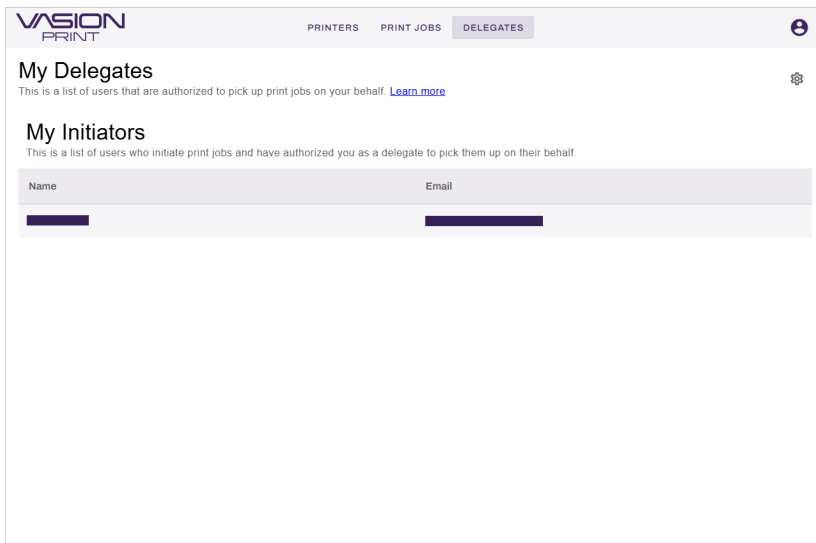
The system remembers your previous selections as defaults.



Release Delegated Print Jobs

When you're selected as a Delegate, you can securely release documents on behalf of Initiators who send a secure print job. Delegates use their own authentication credentials at the printer and release assigned print jobs by selecting them from the list, following the normal print release process.

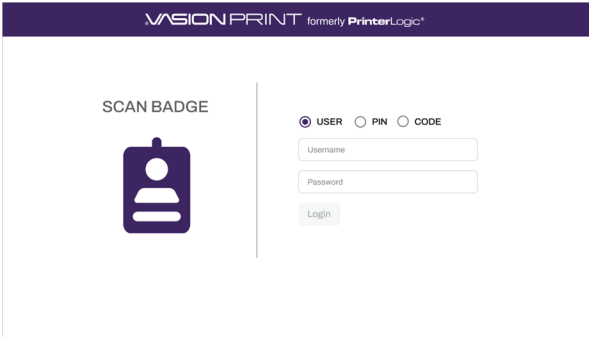
When configured by the administrator, delegates can access the **Print Jobs**, depending on admin configuration, and **Delegates** tabs to see any jobs held.



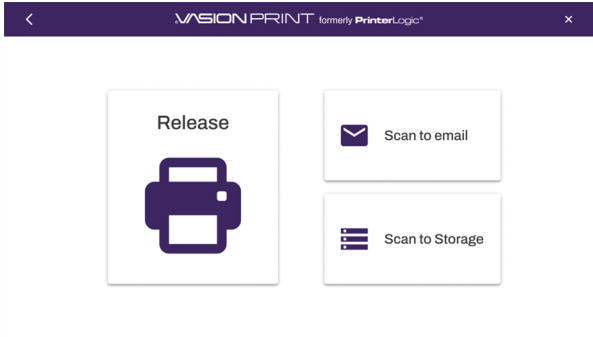
However, delegates can only release jobs directly at the printer using the Control Panel Application (CPA).

Release a Held Job

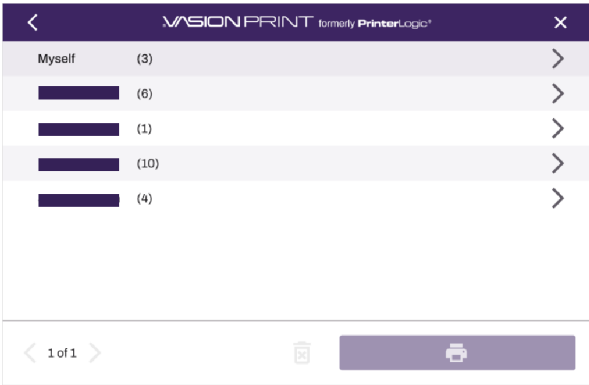
1. Login to the CPA.



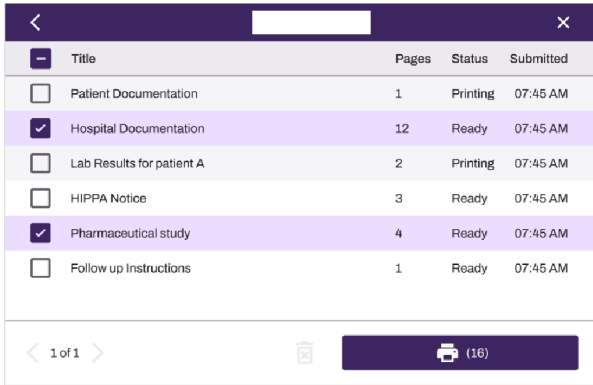
2. Select **Print Release**.



3. Select the desired initiator from the list.




4. Select the desired print jobs and use the **Print** button.

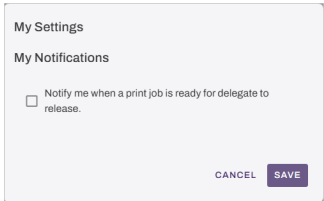


Configure Settings

You can enable notification preferences from the *Delegates* page.

Enable Notifications

1. Access the Self-service Portal.
2. Select the **Delegates** tab.
3. Select the **Settings** icon  on the top-right.
4. Select **Notify me when my print job is released** to receive an email when a print job is ready for release.
5. Select **Save**.



Email Print Guide

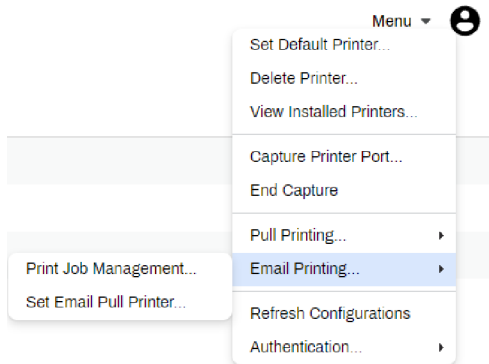
With Email Printing, you can send an email to the designated printer where the email and / or attachments print. Email Printing jobs sit in a universal print queue until you release them using the Release Portal, badge release, the PrinterLogic App, or any other mechanism set up by your administrator. If allowed, you can also define a printer in the Self-service Portal to release email jobs automatically.


The steps below guide you through releasing Email Printing jobs or setting up auto-release to a specific printer.

Release Portal

If you are new to the Release Portal, there are two ways to access it.

1. Navigate to your portal. The Release Portal is your Self-service Portal URL with /release after it.
2. Navigate to your Self-service Portal. For example: mycompany.printercloud.com.
 - a. Select **Menu**.
 - b. Hover over **Email Printing** and select **Print Job Management**.



 Depending on the configuration, if the **Email Printing** option does not display, hover over **Pull Printing** and select **Print Job Management**.

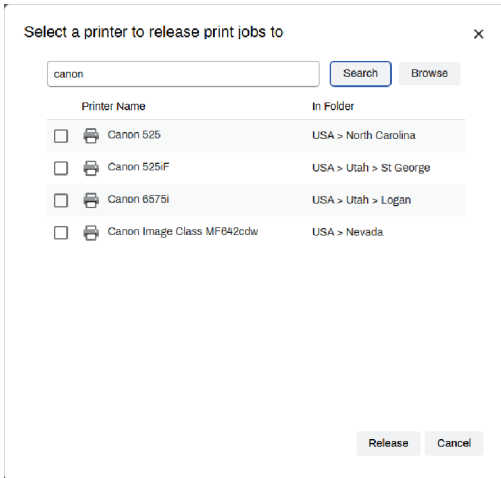
Print Job Release Portal

Logan - Pull Printer

Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/> ABC Company-Invoice.pdf	1	Held	Pull: Workstation	2024-08-18 01:52:05 PM	170.4 KB
<input checked="" type="checkbox"/> Simple Report pages	1	Held	Pull: Workstation	2024-08-18 04:14:38 PM	13.3 KB
<input type="checkbox"/> Thank you for attending Learn One New Thing - Timeline Tips.pdf	2	Held	Pull: Workstation	2024-08-18 04:17:30 PM	359.6 KB
<input type="checkbox"/> You have no events scheduled today..pdf	1	Held	Pull: Workstation	2024-08-18 08:27:51 PM	73.3 KB
<input type="checkbox"/> Your Fellow account now has access to AI credits 🚀.pdf	2	Held	Pull: Workstation	2024-08-19 11:45:18 AM	120.7 KB

To use the Release Portal, do the following:

1. Select the jobs you want to print.
2. Select **Release**.
3. On the *Select a printer* modal search or browse for a printer configured for Email Printing jobs.

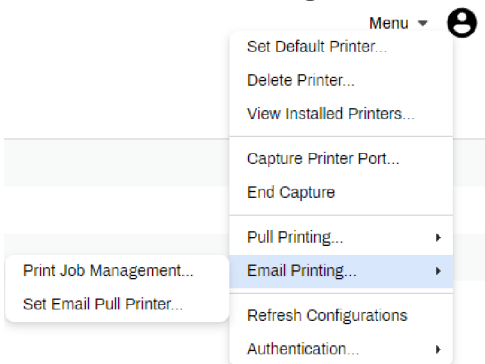


4. Check the box next to the printer you want to use.
5. Select **Release**.

Automatic Release

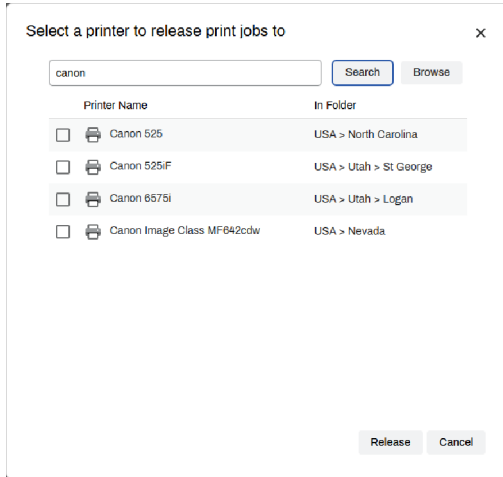
If your administrator enables the option, you can set a default printer to automatically release your email print jobs. Here are the steps to set up your default printer.

1. Navigate to your Self-service Portal.
2. Select **Menu**.
3. Hover over **Email Printing** and select the sub-option for **Set Email Pull Printer**.

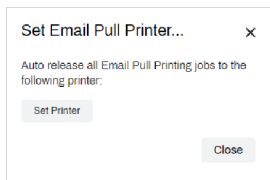


4. In the *Set Email Pull Printer* modal, select the **Set Printer** button.

- On the *Select a printer* modal to search or browse for a printer configured for Email Printing jobs and select it.



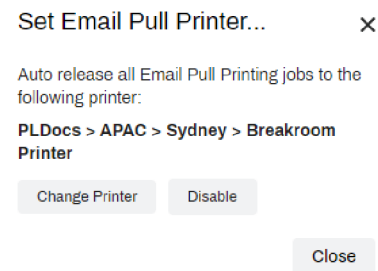
- Select **Close**.



Email Printing jobs auto-release to this printer for this user.

Change the Printer

- Navigate to your Self-service Portal.
- Select **Menu**.
- Hover over **Email Printing** and select **Set Email Pull Printer**.
- On the *Set Email Pull Printer* modal, select the **Change Printer** button.
- On the *Select a printer* modal to search or browse for a printer configured for Email Printing jobs.
- Select **Close**.



Disable Auto-Release

- Navigate to your Self-service Portal.
- Select **Menu**.
- Hover over **Email Printing** and select **Set Email Pull Printer**.
- In the modal, select the **Disable** button.
- Select **Close**.

When disabled, you must use the Release Portal to release Email Printing jobs. You can enable this option again by following the steps above.

Web Print Guide

Web Print ensures guests, students, or employees can print conveniently without compromising network security or downloading any software or drivers. Depending on how your administrator implemented this feature, all print jobs may be held for secure release, print immediately, or let you choose when to print.

When Web Print is enabled, your administrator provides you with a unique URL to your web portal. You simply visit the company's web portal link on your device, sign in with your credentials or continue as guest with your email address and upload your document for printing.

Access the Web Print Portal

If your company uses this feature, You can access the Web Print portal by using the URL provided by your administrator.

You can also add `/webprint` to the end of the Self-service Portal URL. For example: `mycompany.printercloud.com/webprint`. If you have any questions reach out to your administrator.

1. Sign In

Depending on how your environment is configured, you may sign in using your identity provider credentials, network credentials.

Network Credentials

1. Navigate to your Web Print Portal.
2. Enter your Username and Password.
3. Select **Log In**.

Your network credentials are the same credentials you use to sign into your system.

The screenshot shows a login interface with a purple header bar containing a button labeled "SIGN IN WITH AZURE AD". Below this are two input fields: "Email" and "Password". Underneath the fields are two buttons: a dark purple "LOG IN" button and a lighter purple "CONTINUE AS GUEST" button. A horizontal line with "OR" in the center separates the two buttons. At the bottom, there is a small blue link for "Privacy Policy".


Identity Provider

If Vasion Print is connected with an identity provider, the sign in screen displays the button you need to use to connect with the provider to enter your login credentials. The sign in experience varies depending on the provider.

1. Navigate to your Web Print Portal.
2. Select **Sign in with <Provider>**.
3. Follow the sign in instructions for your provider.

This screenshot is identical to the one above, showing the login form with the "SIGN IN WITH AZURE AD" button, email and password fields, and "LOG IN" and "CONTINUE AS GUEST" buttons.

2. Upload Documents

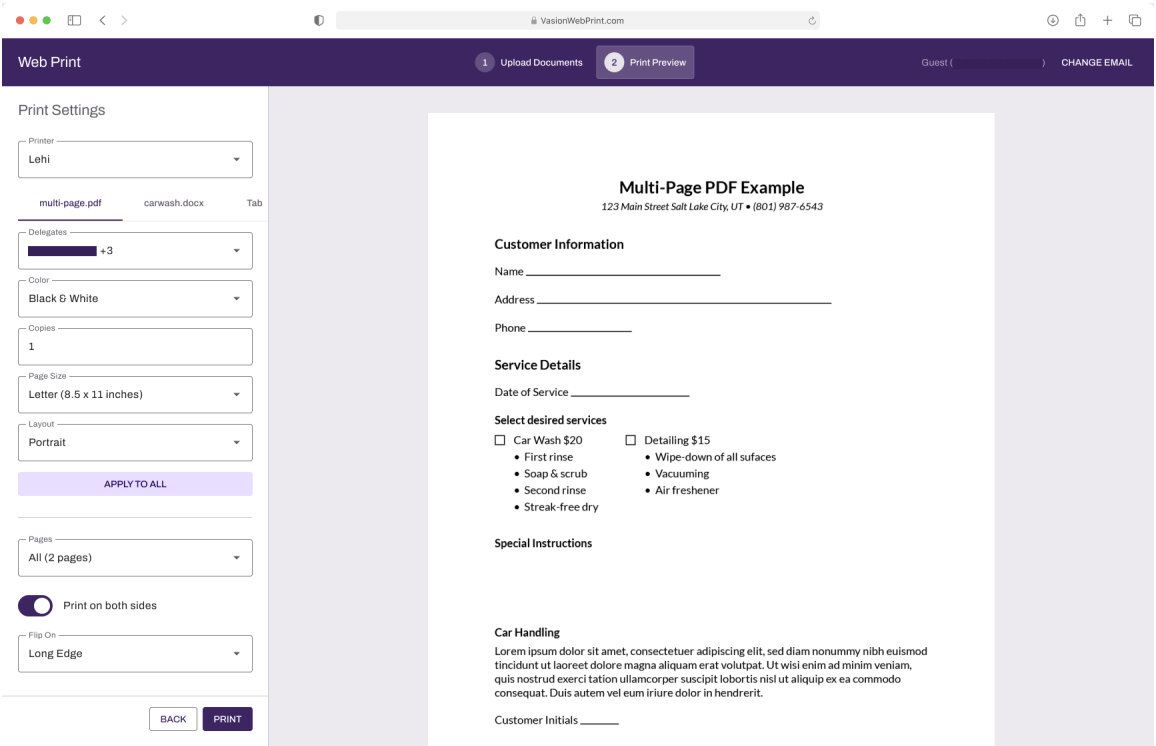
1. Do the following to add a document. You can upload up to 10.
 - a. Drag and drop the file(s) into the **Drag to Upload** field, or
 - b. Select the **Drag to Upload** field to navigate to the file(s).
 - c. You can remove a file by selecting the **Delete** button .
2. Select **Next**.

The screenshot shows the "Upload Documents" step of the web print portal. At the top, there is a navigation bar with "Web Print", "Sign In", "Upload Documents" (active), "Print Preview", and "SIGN OUT". The main content area features the "PrinterLogic a VASION solution" logo. Below the logo is a "Drag to Upload" area with a trash icon and the text "Or Click to Upload. 10 files maximum." Underneath, there is a list of 3/10 files uploaded: "saboteurs.pdf", "Precision-Writing-Training.pdf", and "Central-Security-Whitepaper.pdf". At the bottom, there are "BACK" and "NEXT" buttons.

3. Print Preview

On the *Print Preview* screen you can adjust any print settings and preview the document. If Delegated Release is enabled, you can use the **Delegates** dropdown to see which delegates can release your print job, and select which delegate can release the print job, when applicable.

When you have multiple documents to print, each document has its own tab so you can select each document and define different settings for each. You can use the **Apply to All** button to apply the settings to all files.



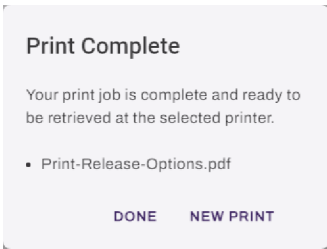
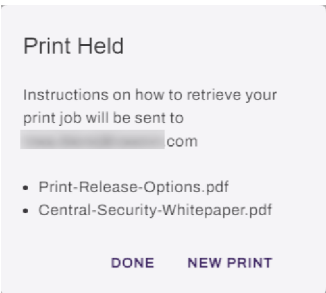
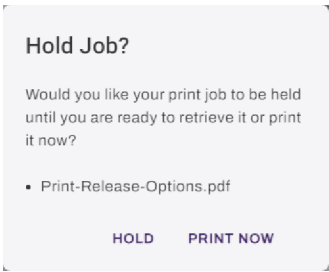
Print

Once you're ready, select the **Print** button. The modal displayed depends on how the Secure Release settings were configured by your administrator.

When configured to prompt to hold.

When configured to always hold.

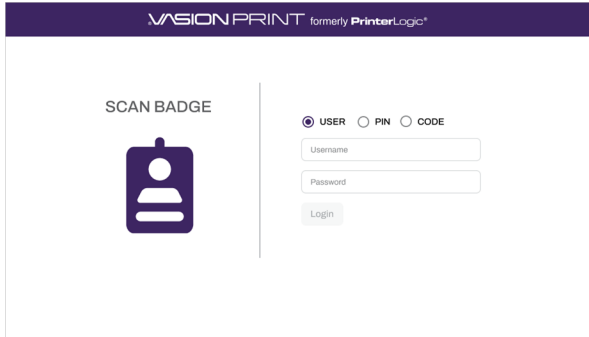
When configured to print immediately.



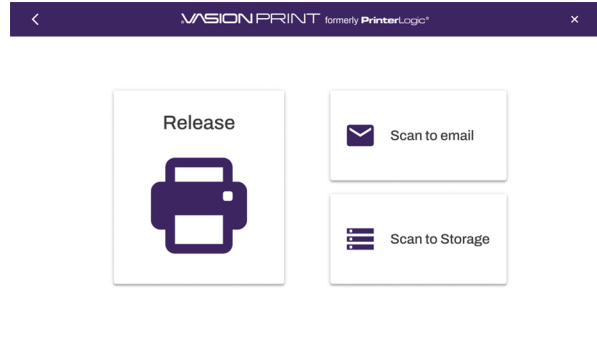
Release Held Jobs


If you selected **Hold** or were shown the *Print Held* modal in the previous step, your print job is waiting to be released.

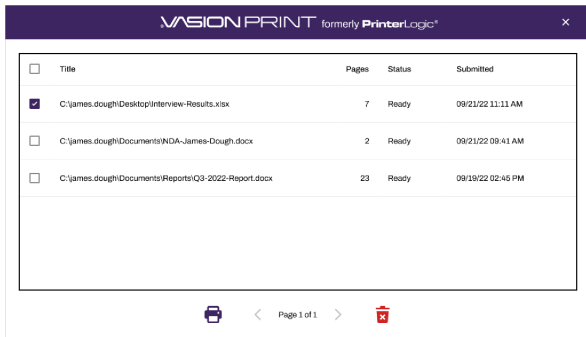
1. Login to the CPA.



2. Select **Print Release**.

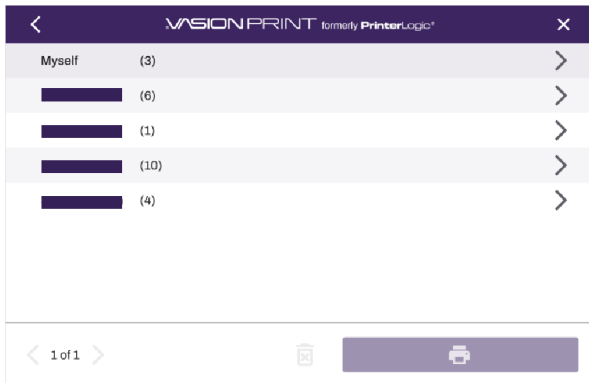


2. Select the print job(s) you want to print and select the **Print** icon .

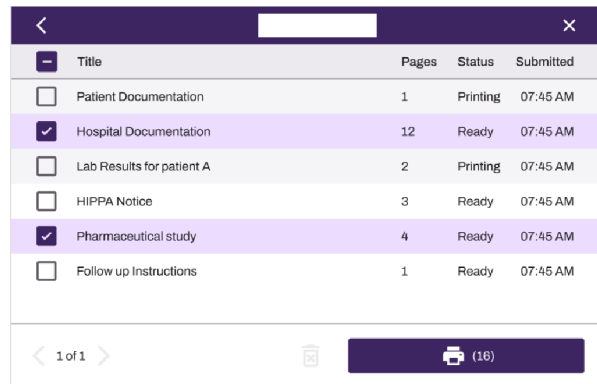


Release a Delegated Print Job

3. Select the desired initiator from the list.

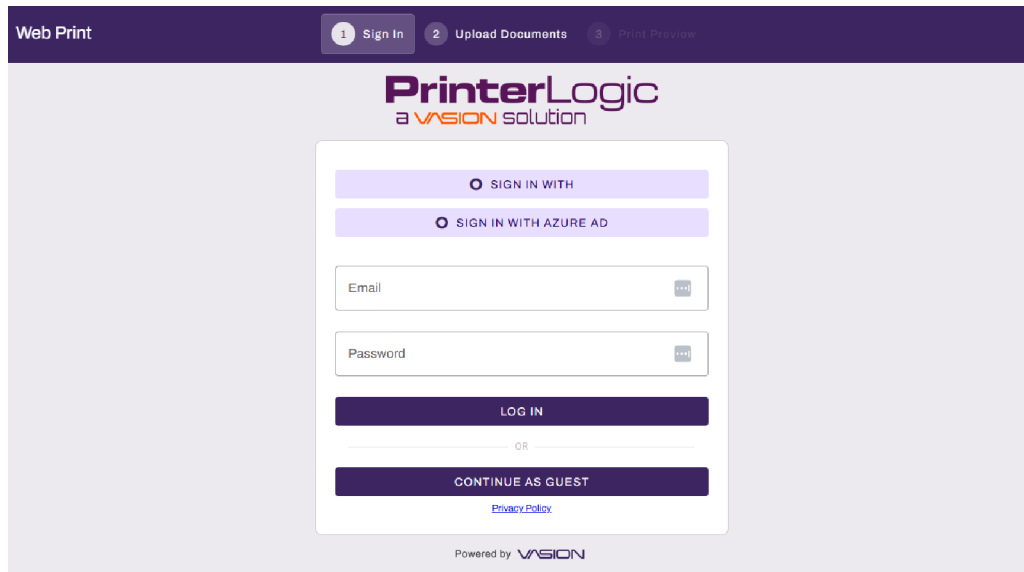


4. Select the desired print jobs and use the **Print** button.



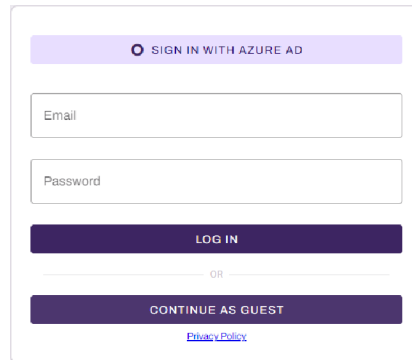
Guest Print

You can access the Web Print portal by using the URL provided to you.




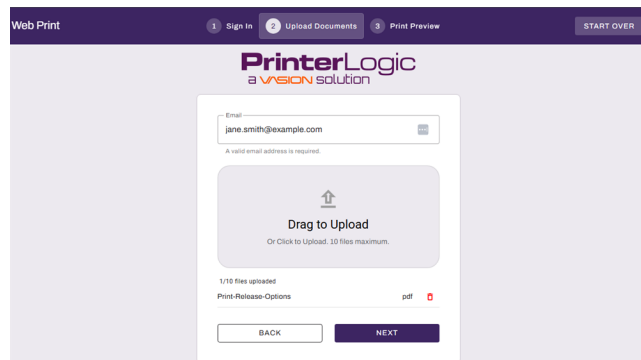
1. Continue as Guest

1. Navigate to the Web Print Portal.
2. Select **Continue as Guest**.



2. Upload Document

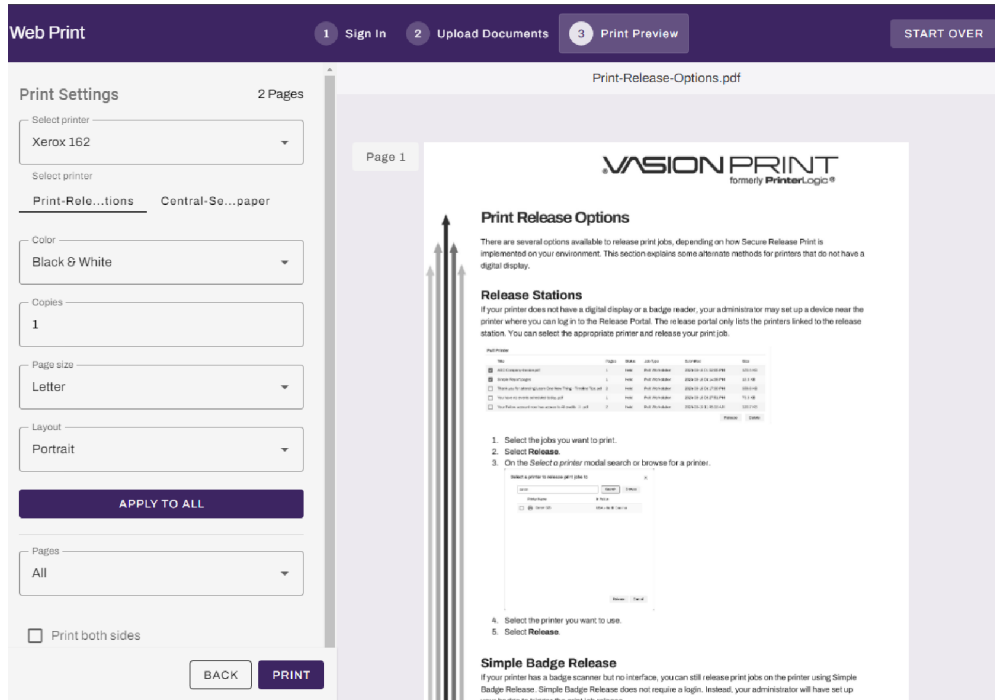
1. Enter your email in the **Email** field.
2. Do the following to add a document. You can upload up to 10.
 - a. Drag and drop the file(s) into the **Drag to Upload** field, or
 - b. Select the **Drag to Upload** field to navigate to the file(s).
 - c. You can remove a file by selecting the **Delete** button .
3. Select **Next**.



3. Print Preview

On the *Print Preview* screen you can adjust any print settings and preview the document.

When you have multiple documents to print, each document has its own tab so you can select each document and define different settings for each. You can use the **Apply to All** button to apply the settings to all files.



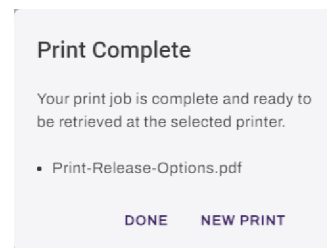
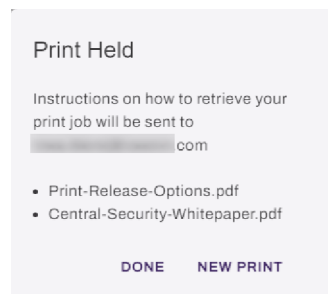
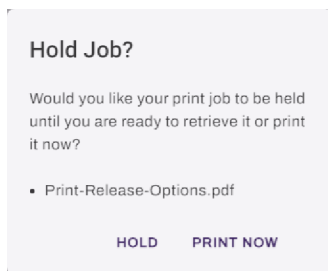
Print

Once you're ready, select the **Print** button. The modal displayed depends on how the Secure Release settings were configured.

When configured to Prompt to hold.

When configured to always hold.

When configured to print immediately.




Email Notification


The system sends an email to the email address you entered with instructions on how to release the print job when you're at the physical printer.

How to release your print job

Hello there!
Below are the instructions for releasing your print job.

1. Locate the physical printer designated for Web Printing.
2. On the device's control panel, select the *PrinterLogic* app. 
3. In the Release Code field, enter **467928**



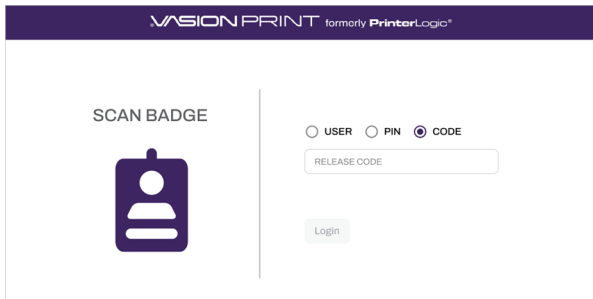
4. Select the *Log In* button.
5. After logging in, your print jobs will be displayed for release.
6. Check the box next to documents you want to print.
7. Select the Release icon near the bottom of the screen. 
8. Select the X icon on the top right to logout.


Remove all printed documents from the printer tray.

Release Held Jobs

If you selected **Hold** or were shown the *Print Held* modal in the previous step, your print job is waiting to be released.

At the *CPALogin* screen select **Code** and enter the release code you received.



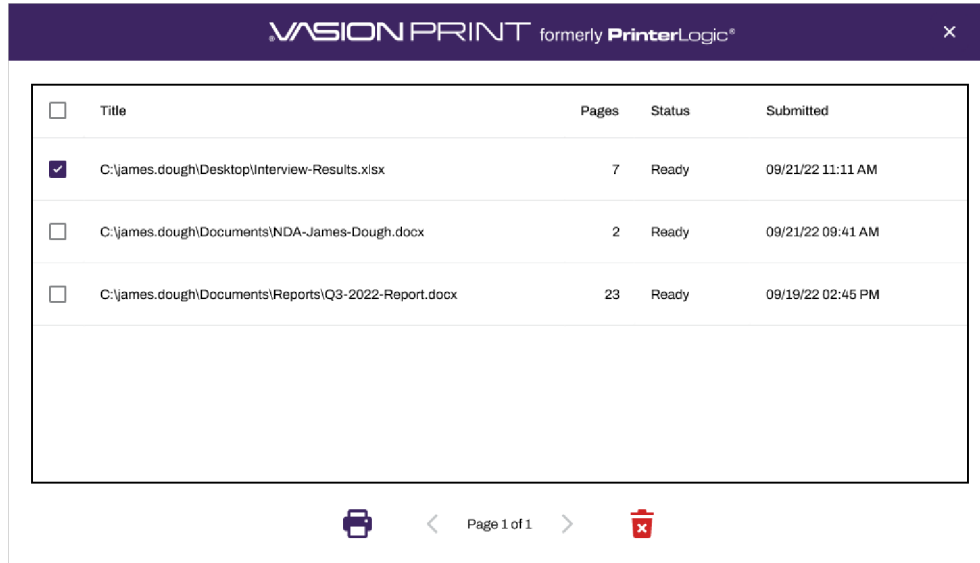
Select the print job(s) you want to print and select the **Print** icon .



<input type="checkbox"/>	Title	Pages	Status	Submitted
<input checked="" type="checkbox"/>	Print-Release-Options.pdf	2	Ready	09/21/22 11:11 AM
<input checked="" type="checkbox"/>	Central-Security-Whitepaper.pdf	7	Ready	09/21/22 09:41 AM

Control Panel Application (CPA)

The Control Panel Application (CPA) is a tool that lets you release pull printing jobs and secure release printing jobs directly from a printer's digital console. Like other Vasion Print features, your administrator installs the CPA on the printer.

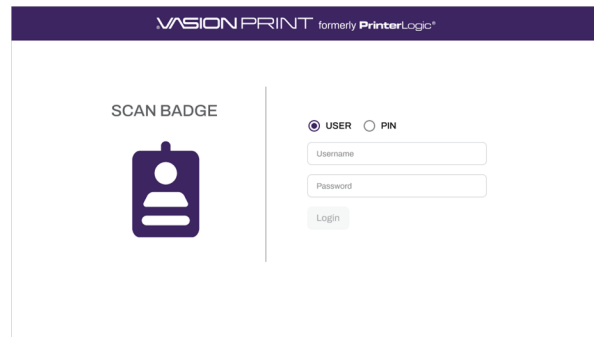


CPA Login Options

Username and Password

Depending on how your admin configures the CPA, you may see the interface when you first walk up to the printer's console or an app within the control panel.

By default, the login screen shows the username and password login fields, which are your network credentials or the same credentials you use to log into your system.



User ID and Pin

Another login feature available is PIN Authentication, which only displays if enabled by your admin. Enter your User ID and PIN to log in.

The screenshot shows the VISION PRINT login page with the 'SCAN BADGE' icon on the left. On the right, the 'PIN' authentication option is selected with a radio button. Below it are input fields for 'User ID' and 'PIN', and a 'Login' button.

Badge Scan

If you have a badge, card, or dongle for security purposes, such as entry to the building, many IT administrators also tie the badge, card, or dongle to printing.

If the CPA displays the badging option, look around the printer for a badge scanner. The first time you run your badge over the badge scanner, a prompt shows to enter your network credentials.

The screenshot shows the VISION PRINT login page with the 'SCAN BADGE' icon on the left. On the right, the 'USER' authentication option is selected with a radio button. Below it are input fields for 'Username' and 'Password', and a 'Login' button.

The benefit of this setup is that once your badge is validated against your credentials, the CPA opens immediately after the following badge scan, and the options to release print jobs or other CPA-enabled features display.

The CPA only shows the print jobs held by you. Within the interface, you can select one or more print jobs for release or release all print jobs associated with your user account.

The screenshot shows a table of print jobs with columns for Title, Pages, Status, and Submitted. The table contains three rows of data.

Title	Pages	Status	Submitted
C:\james.dough\Desktop\Interview-Results.xlsx	7	Ready	09/21/22 11:11 AM
C:\james.dough\Documents\NDA-James-Dough.docx	2	Ready	09/21/22 09:41 AM
C:\james.dough\Documents\Reports\Q3-2022-Report.docx	23	Ready	09/19/22 02:45 PM

Depending on how your administrator set up your print environment, your badge / PIN information may be managed by the identity provider and thus provided to you and already registered by your administrator. The next few pages provide an overview of CPA features.

If the badge / PIN information is managed using Vasion Print, you may be able to self-register your badge / PIN. For more details, refer to:

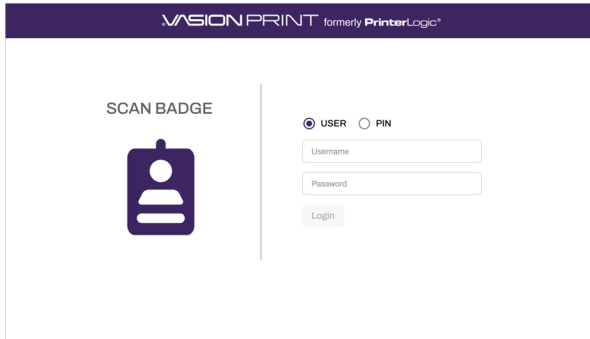
- ["Badge Self-registration" on page 54](#)
- ["PIN Self-registration" on page 56.](#)

Log In to the CPA

Here are basic instructions on how to sign in to the Control Panel Application (CPA). The method you use depends on how it is set up by your administrator.

User Credentials

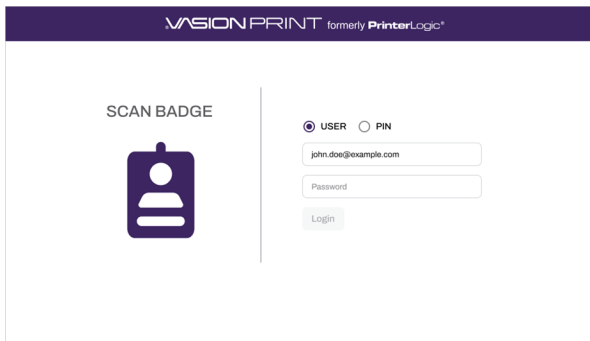
1. From the *Login* screen, select the **Username** field.



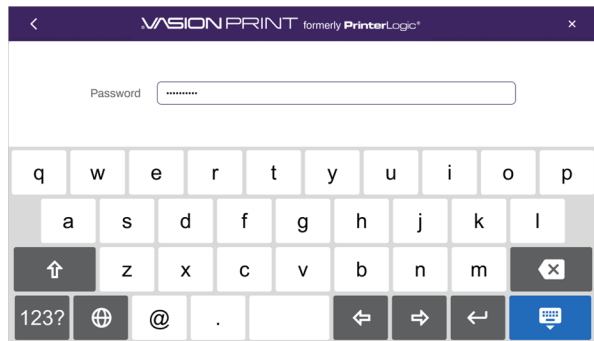
2. Use the on-screen keyboard to enter your username and select the **Hide Keyboard** key.



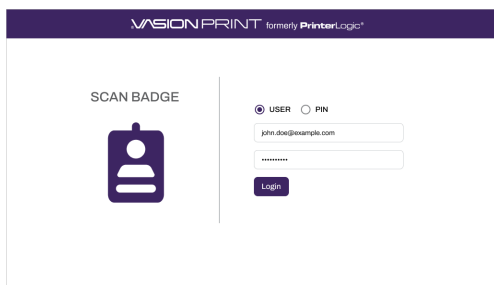
3. Select the **Password** field.



4. Use the on-screen keyboard to enter your password and select the **Hide Keyboard** key.

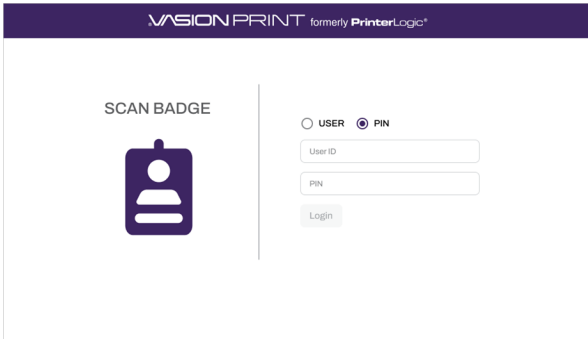


5. Select **Login**.

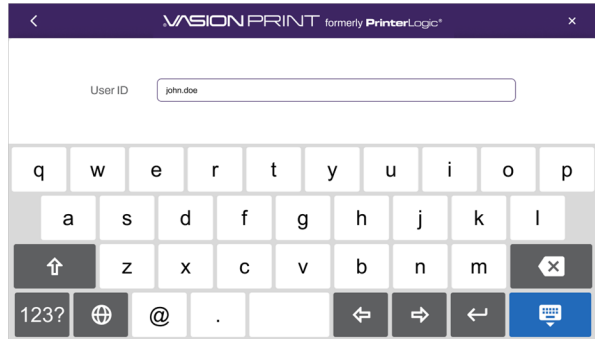


PIN

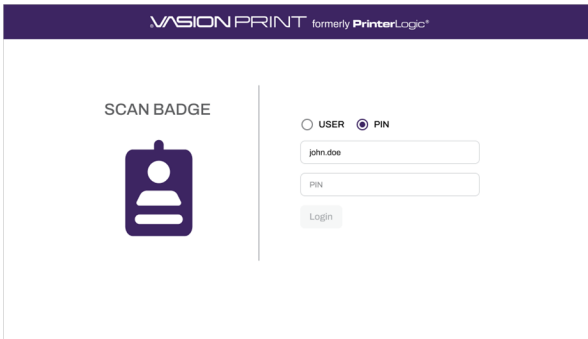
1. From the *Login* screen, select the **User ID** field.



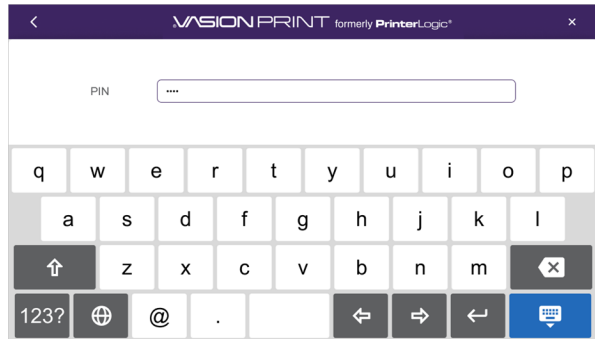
2. Use the on-screen keyboard to enter your User ID and select the **Hide Keyboard** key.



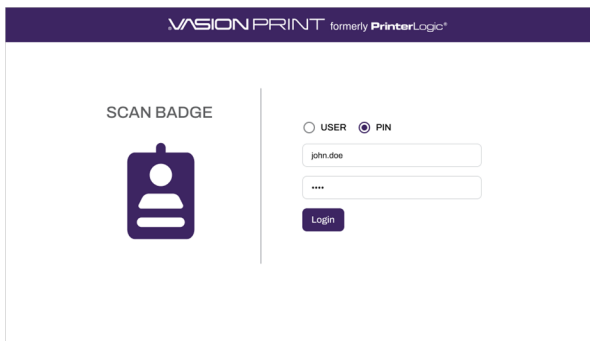
3. Select the **PIN** field.



4. Use the on-screen keyboard to enter your PIN and select the **Hide Keyboard** key.

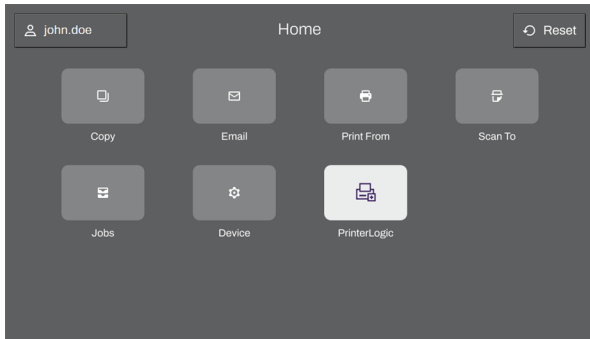


5. Select **Login**.



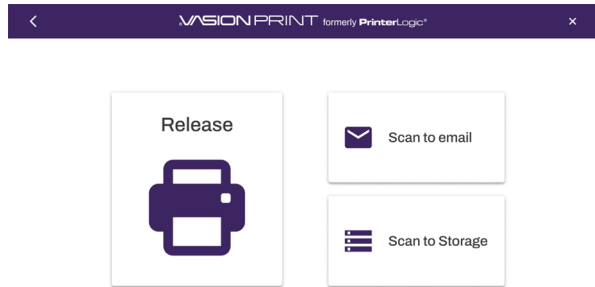
Depending on how the CPA is implemented, you may see the following:

Printer Home screen



Select **PrinterLogic** to access the enabled options.

CPA functions enabled.

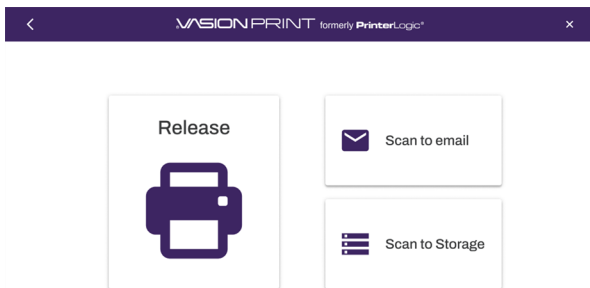



The options you see depend on what features were implemented.

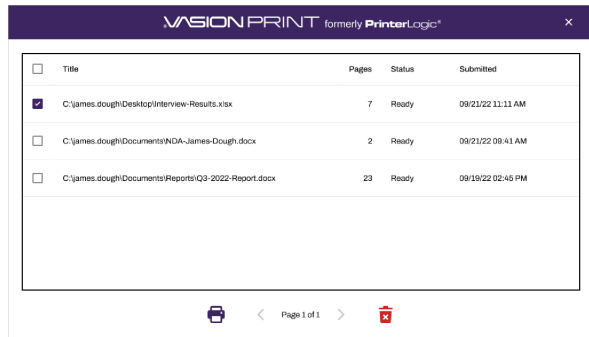
Print Release

Once you're signed in to the CPA, here is a quick overview on how to release print jobs.

1. Select **Print Release**.



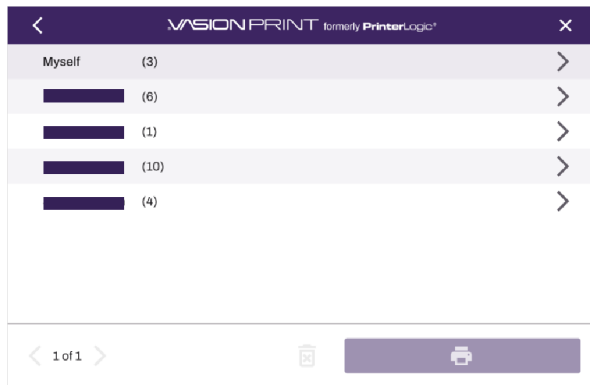
2. Select the print job(s) you want to print and select the **Print** icon .



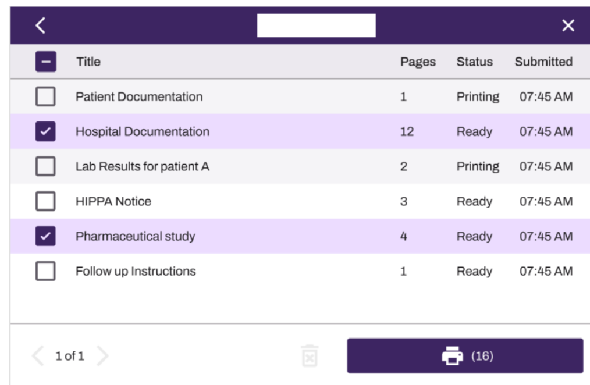
If you want to delete a held print job, select the job and use the **Delete** icon .

Release Delegated Jobs

3. Select the desired initiator from the list.



4. Select the desired print jobs and use the **Print** button.



Release Web Print Jobs


Email Notification

The system sends an email to the email address you entered with instructions on how to release the print job when you're at the physical printer.


How to release your print job

Hello there!

Below are the instructions for releasing your print job.

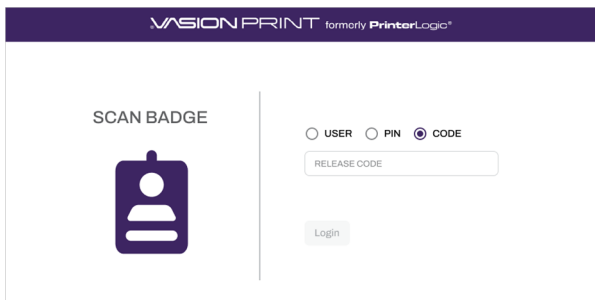
1. Locate the physical printer designated for Web Printing.
2. On the device's control panel, select the *PrinterLogic* app. 
3. In the Release Code field, enter **467928**




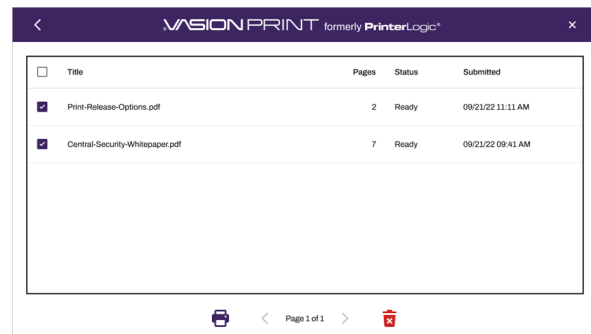
4. Select the *Log In* button.
5. After logging in, your print jobs will be displayed for release.
6. Check the box next to documents you want to print.
7. Select the Release icon near the bottom of the screen. 
8. Select the **X** icon on the top right to logout.

Remove all printed documents from the printer tray.

At the CPA *Login* screen select **Code** and enter the release code you received.



Select the print job(s) you want to print and select the **Print icon** .



<input type="checkbox"/>	Title	Pages	Status	Submitted
<input checked="" type="checkbox"/>	Print-Release-Options.pdf	2	Ready	09/21/22 11:11 AM
<input checked="" type="checkbox"/>	Central-Security-Whitepaper.pdf	7	Ready	09/21/22 09:41 AM

Scan To Email

You can scan documents or images and send the scanned files to an email address. You can access this functionality directly from the control panel on supported printers.

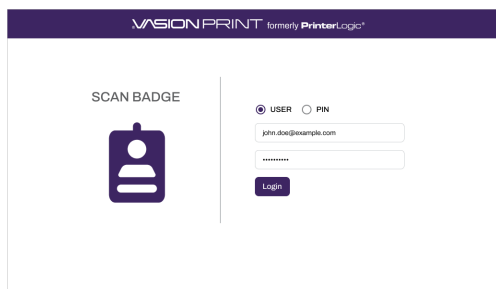
Scan to Email



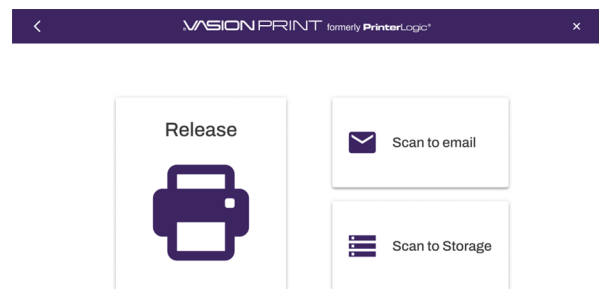
Scan To Email has a file size limitation of 30MB.

You can send one scan to one email address.

1. Sign in to the CPA.



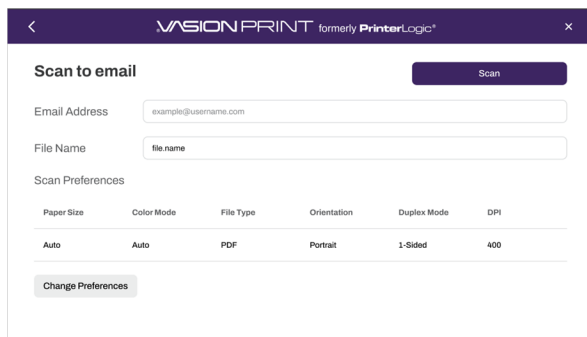
2. Select **Scan to Email**.



Depending on the options enabled by your administrator, you can enter the email address where you want to send the scan, or you can select the email address from the address book.

Enter Email

3a. On the *Scan to Email* screen, select the **Email Address** field.



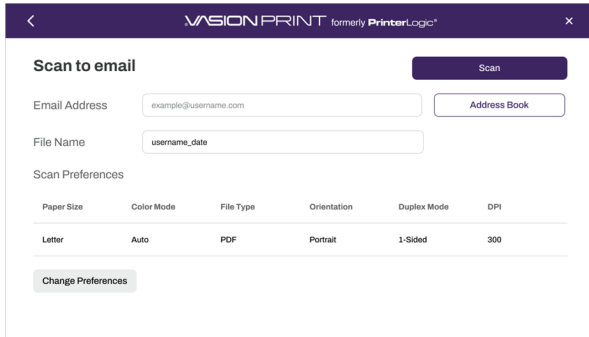
3b. Use the on-screen keyboard to enter the email address. Use the **Hide Keyboard** key.



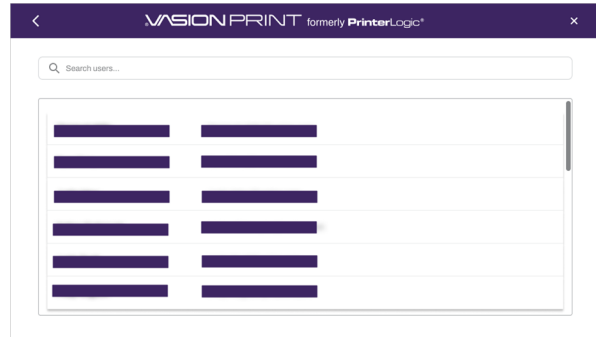
Your admin may have limited this field to a specific set of emails contained in the address book. If so, you must use the Address Book option.

Select Email from Address Book

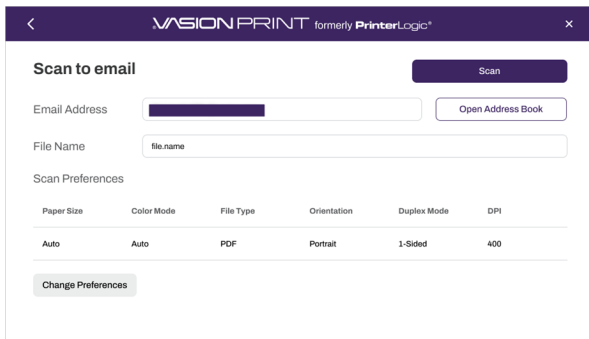
3a. On the *Scan to Email* screen, select the **Address Book** button.



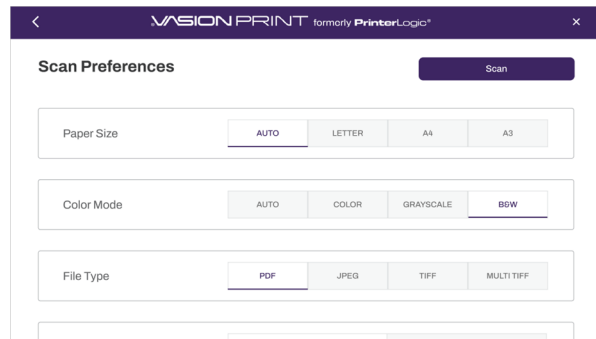
3b. Locate the email of the person you want to send the scanned document.



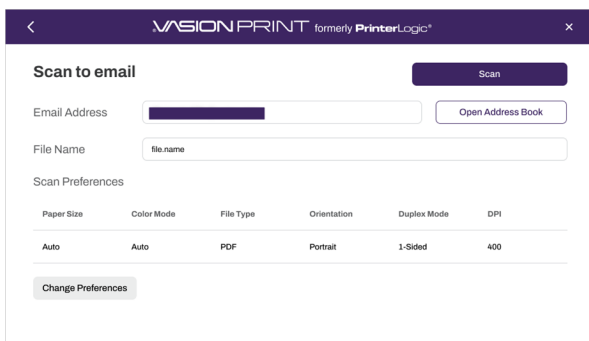
4. If you want to adjust any scan preferences, select **Change Preferences**.



4a. Make any adjustments as needed.



5. Select **Scan**.

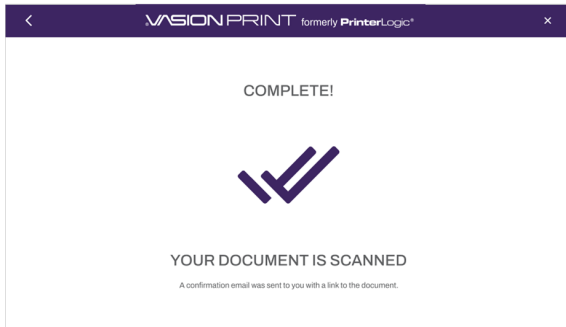


The *In Progress* screen displays while the document is scanned.

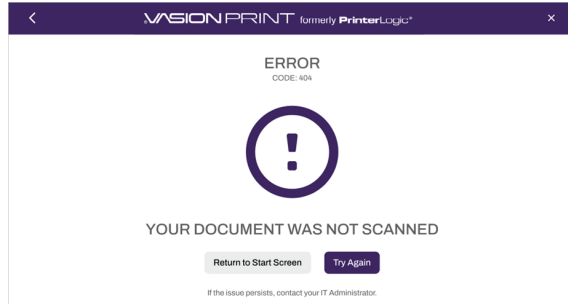


Scan Notifications

When a scan completes successfully you see the following:



When a scan completes with errors you see the following:



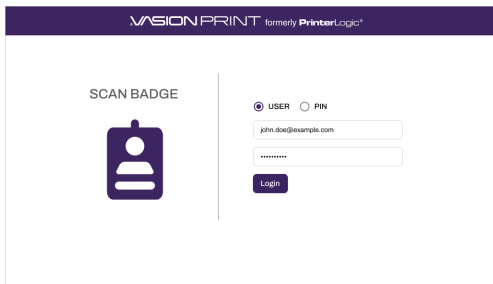
The email recipient receives an email with the document attached.

Scan To Storage Guide

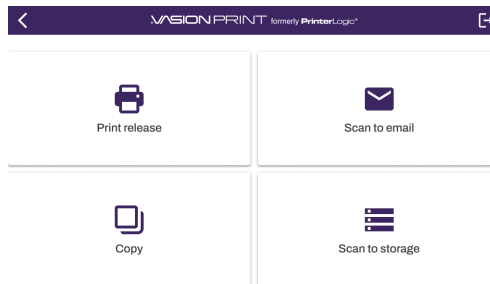
You can scan documents or images and send the scanned files to a cloud storage location. You can access this functionality directly from the control panel on supported printers.

Scan to Storage

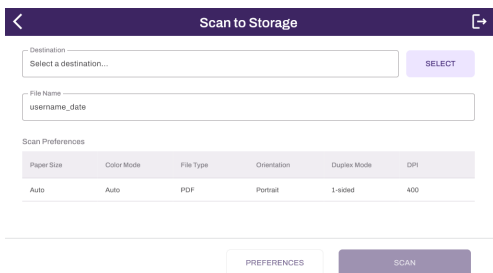
1. Sign in to the CPA.



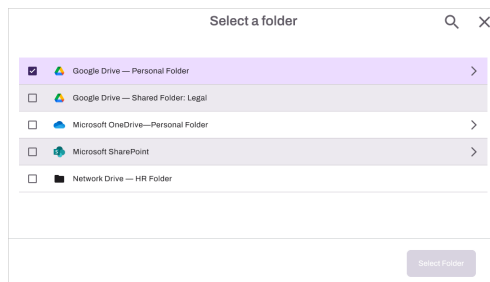
2. Select **Scan to Storage**.



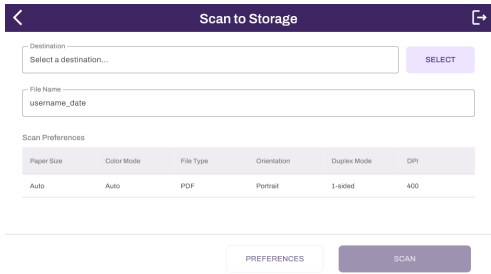
3. Press the **Select** button.



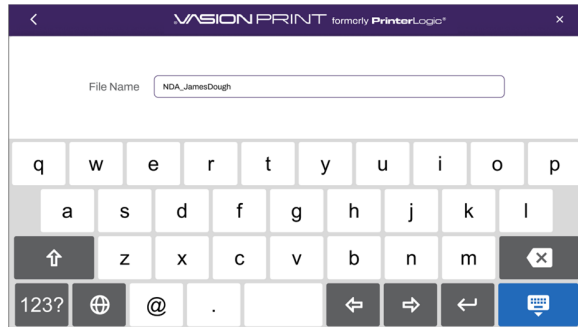
4. Select the desired location. A search bar is also available to narrow your selection options.



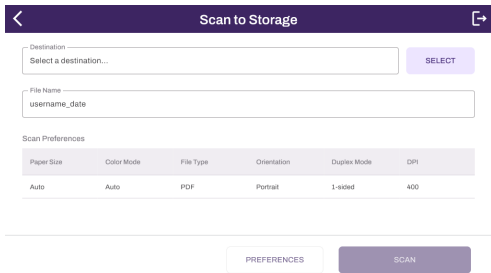
5. You can modify the file name if you select the **File Name** field.



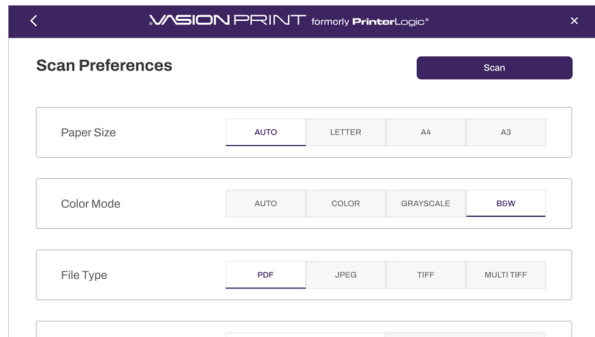
6. Use the on-screen keyboard to modify the file name. Use the **Hide Keyboard** key.



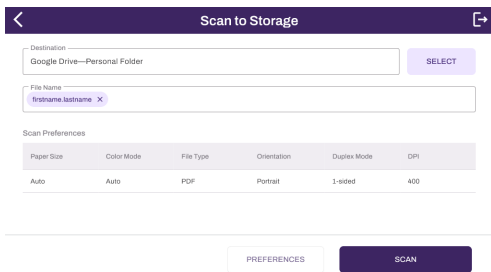
7. If you want to adjust any scan preferences, select **Preferences**.



7a. Make any adjustments as needed.



8. Select **Scan**.

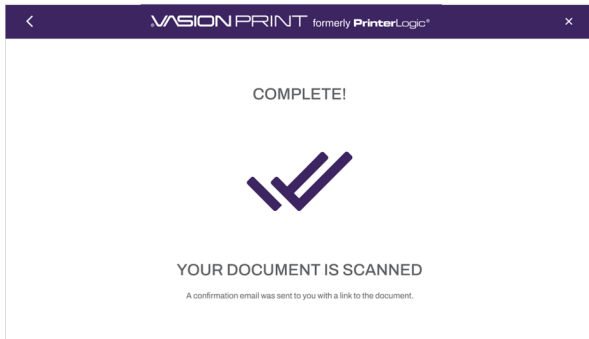


The *In Progress* screen displays while the document is scanned.

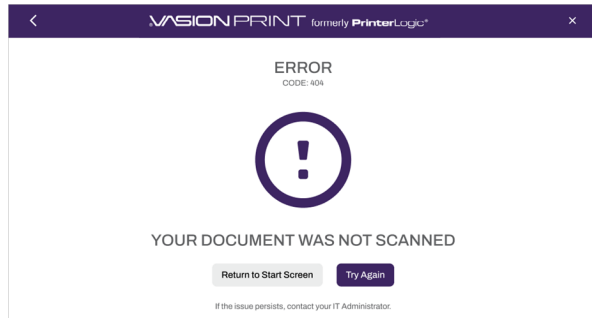


Scan Notifications

When a scan completes successfully you see the following:



When a scan completes with errors you see the following:



Connect To Personal Guide

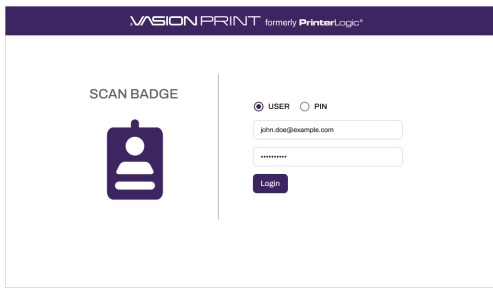
Scan to Personal (Cloud) lets you connect to personal storage locations on the Control Panel Application (CPA) through administrator-approved integrations.

Key Points

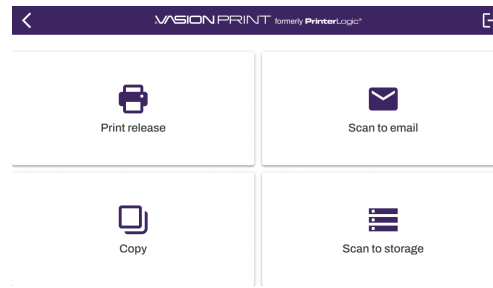
- Users only need to *Connect* to their drive once. Removing the integration requires connecting again.
- When connecting to personal drives, the QR Code option is recommended.
- The CPA *Connect* screen has a 20 second timeout. If the screen times out and you are returned to the login screen, go through the connection steps again.
- If the email *Connect* method in your environment, provide users with the steps in the ["Email" on page 53](#) section below.

Connect Your Drive

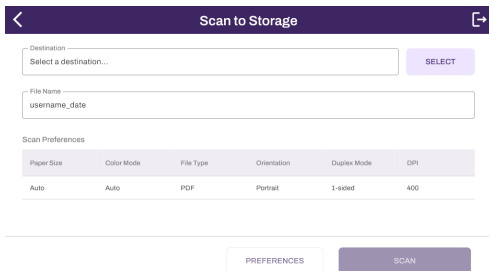
1. Sign in to the CPA.



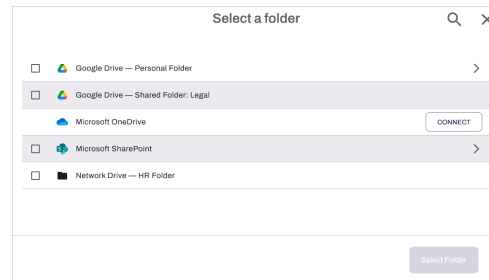
2. Select **Scan to Storage**.



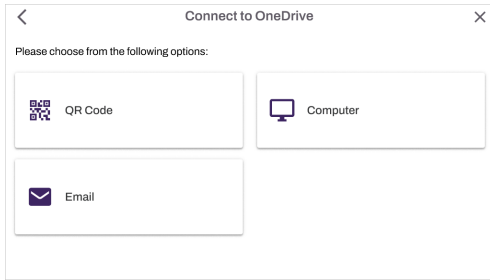
3. Press the **Select** button.



4. Select the **Connect** button to the right of the enabled integrations to connect your drive.



5. Select the desired connection option. QR Code, Computer, or Email.

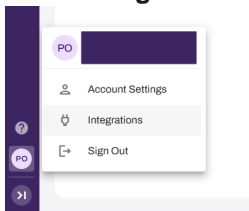


Connection Options

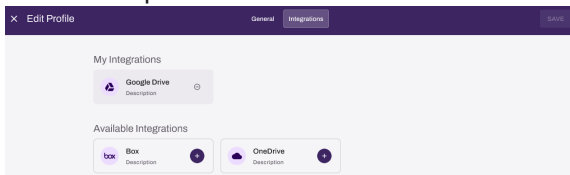
QR Code

If you selected the QR Code option:

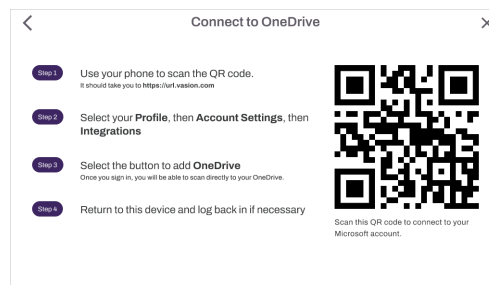
1. Use your phone to scan the QR Code.
2. Select your user profile.
3. Select **Integrations**.



4. Select the option for the desired drive.



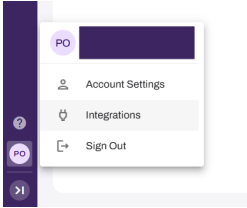
5. Follow the prompts to authenticate to your drive.
6. Select **Save** in the upper-right corner.



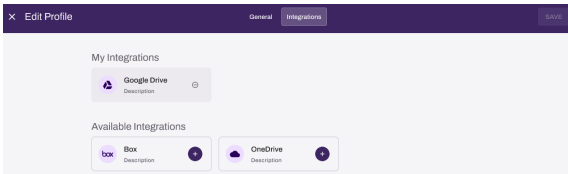
Computer

If you selected the Computer option:

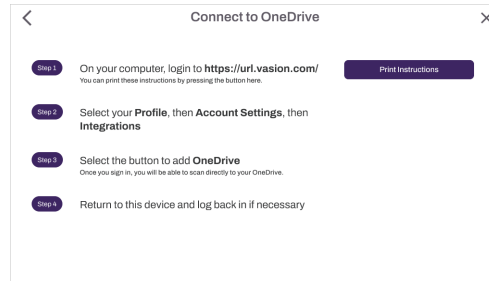
1. On your computer, go to <https://<yourinstance>.vasion.com>.
2. Select your user profile.
3. Select **Integrations**.



4. Select the option for the desired drive.



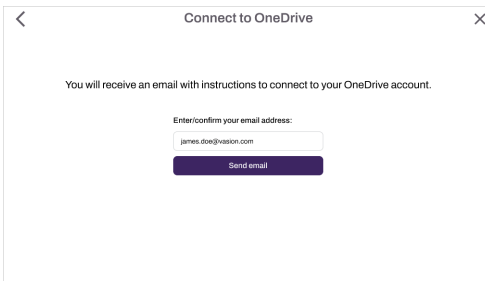
5. Follow the prompts to authenticate to your drive.
6. Select **Save** in the upper-right corner.



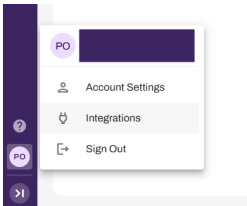
Email

If you selected the Email option:

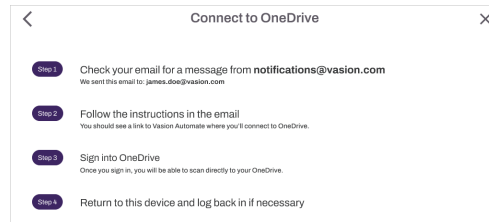
1. Enter your email address and select **Send Email**.



2. Access your email.
3. Follow the email link.
4. Select your user profile.
5. Select **Integrations**.




6. Follow the prompts to authenticate to your drive.
7. Select **Save** in the upper-right corner.



Badge Self-registration

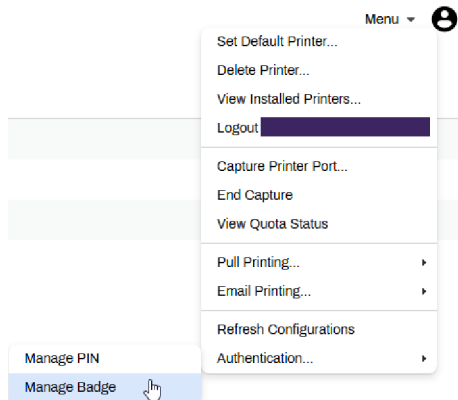
Last Updated: November 05, 2025

Based on how your administrator implemented Control Panel Application (CPA) to use Secure Release Print, or other functionality, you may have the option to self-register your badge using the Self-service Portal. There are two options based on whether you know your badge number or not. Both of these options are covered below.

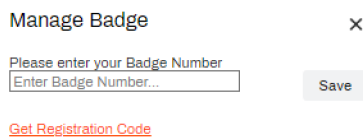
 If you don't see the option in the Self-service Portal, your print environment may not allow self-registration. Ask your administrator.

Badge Number Known

1. Log into the Vasion Print Self-service Portal.
2. Select **Menu** on the top-right, hover the pointer over **Authentication**, and select **Manage Badge**.



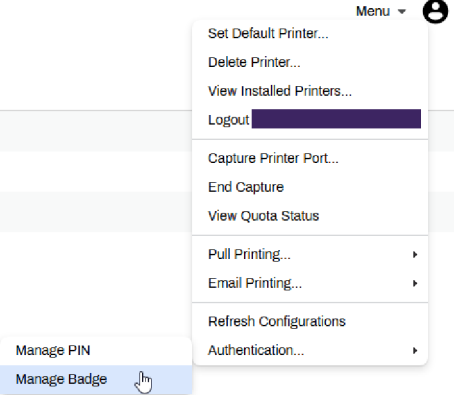
3. Enter your badge number into the field.
4. Select **Save**.



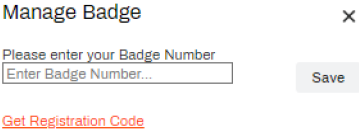
The badge is now registered and you can scan it to login to the CPA.

Badge Number Unknown

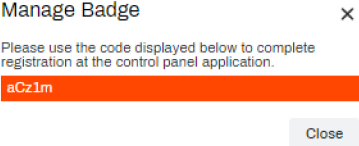
- 1. Log into the Vasion Print Self-service Portal.
- 2. Select **Menu** on the top-right, hover the pointer over **Authentication**, and select **Manage Badge**.



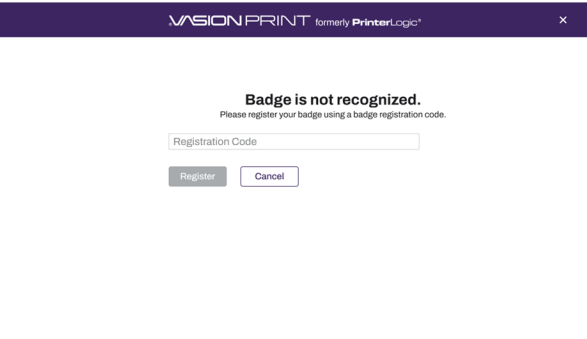
- 3. Select the **Get Registration Code** link.



- 4. Copy down the registration code and select **Close**.



- 5. Go to any badge reader printer with the CPA installed.
- 6. Scan your badge on the badge reader.
- 7. Enter in the code into the **Registration Code** field.
- 8. Select **Register**.



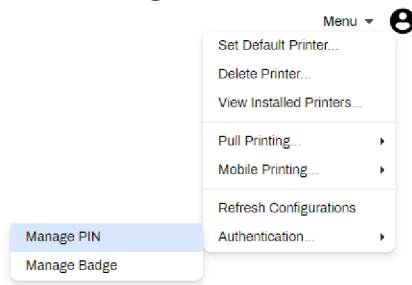
The badge is now registered and you can scan it to login to the CPA.

PIN Self-registration

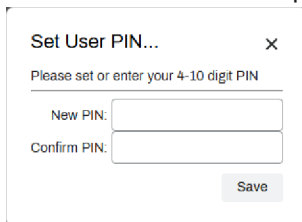
Based on how your administrator implemented Control Panel Application (CPA) to use Secure Release Print, or other functionality, you may have the option to set and manage your PIN using the Self-service Portal.

Set a PIN

1. Log in to the Self-service Portal.
2. Select **Menu** at the top-right corner.
3. Hover the pointer over **Authentication**, and select **Manage PIN**.



4. In the *Set User PIN* modal, enter your desired PIN and confirm it in the provided fields.



5. Select **Save**.

The PIN is now registered and you can use it to log in to the CPA.

Reset PIN

Follow the same steps listed above and replace the PIN in the provided fields.