

PrinterLogic
by VISION

Control Panel Application (CPA)

User Guide



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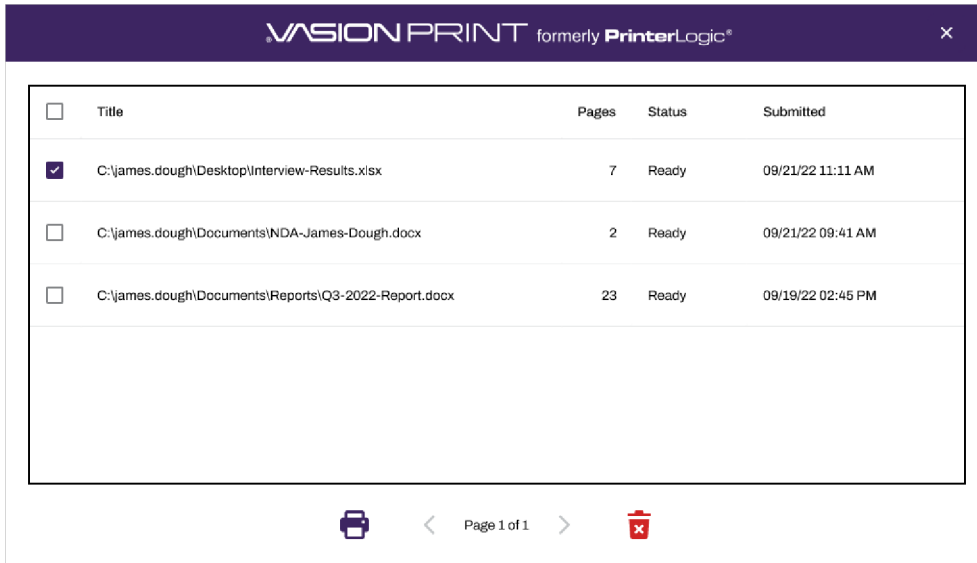
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Control Panel Application (CPA)

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.



The screenshot shows the Vasion Print interface with a table of print jobs. The table has columns for Title, Pages, Status, and Submitted. The first job is selected with a checkmark.

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

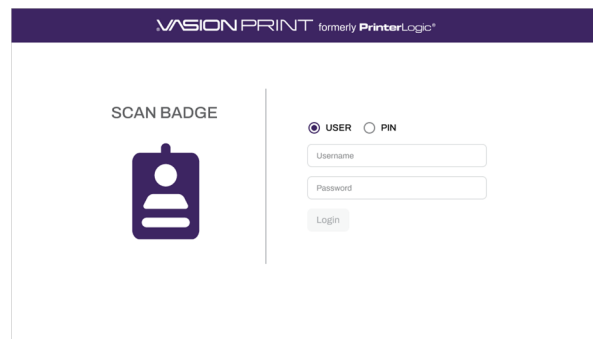
At the bottom of the interface, there is a printer icon, a navigation bar showing "Page 1 of 1", and a trash icon.

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.

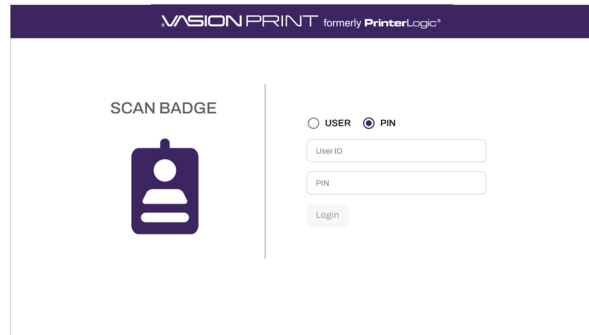
By default, the login screen shows the username and password login fields, which are your network credentials or the same credentials you use to log into your system.



The screenshot shows the Vasion Print login interface. On the left, there is a "SCAN BADGE" option with a badge icon. On the right, there are radio buttons for "USER" (selected) and "PIN". Below these are input fields for "Username" and "Password", and a "Login" button.

User ID and Pin

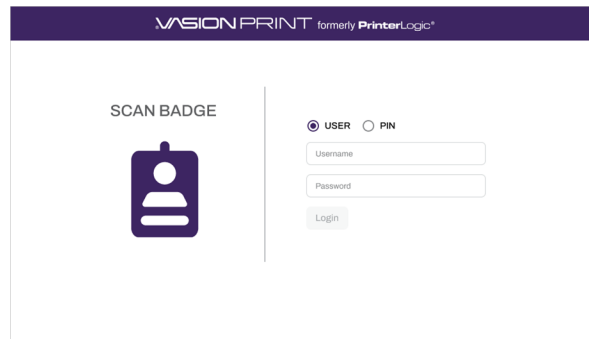
Another login feature available is PIN Authentication, which only displays if enabled by your admin. Enter your User ID and PIN to log in.



Badge Scan

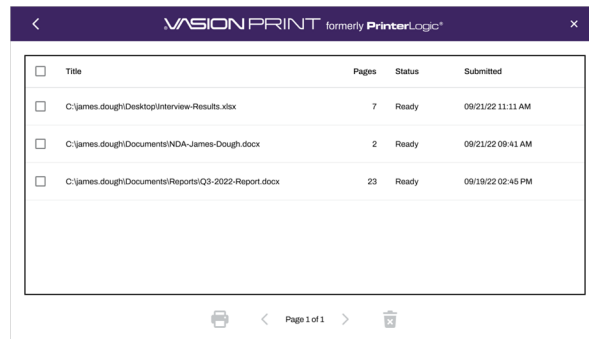
If you have a badge, card, or dongle for security purposes, such as entry to the building, many IT administrators also tie the badge, card, or dongle to printing.

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 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.



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:

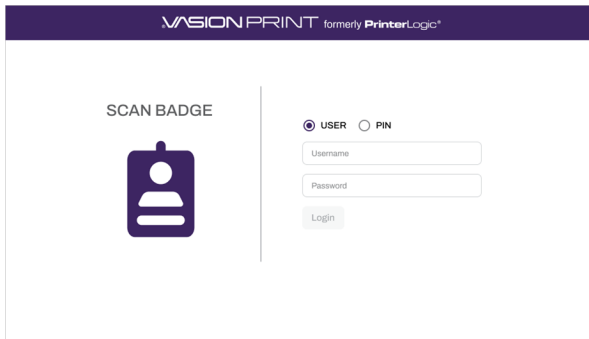
- [Badge Self-registration](#)
- [PIN Self-registration.](#)

Log In to the CPA

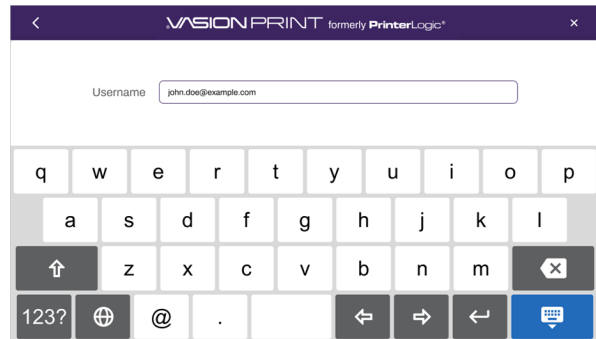
Here are basic instructions on how to sign in to the Control Panel Application (CPA). The method you use depends on how it is set up by your administrator.

User Credentials

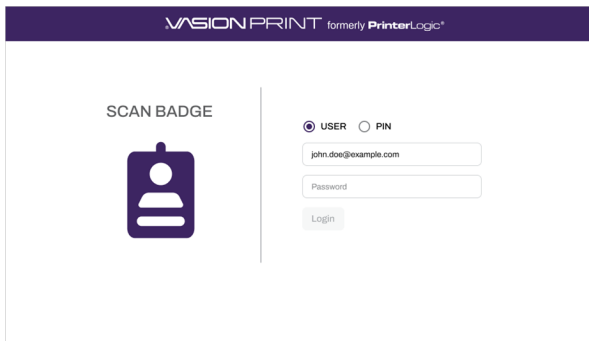
1. From the *Login* screen, select the **Username** field.



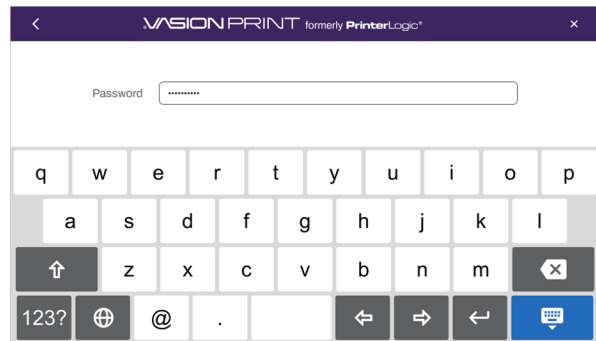
2. Use the on-screen keyboard to enter your username and select the **Hide Keyboard** key.



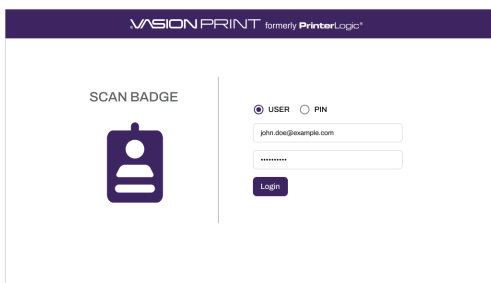
3. Select the **Password** field.



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

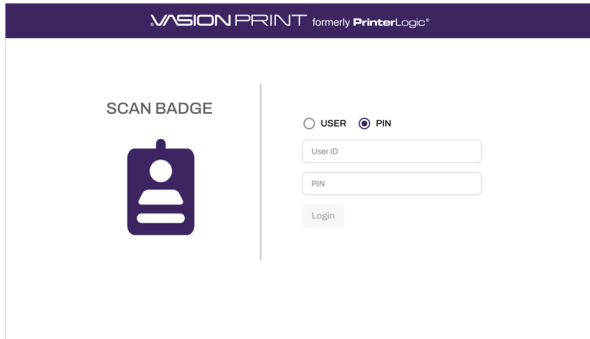


5. Select **Login**.

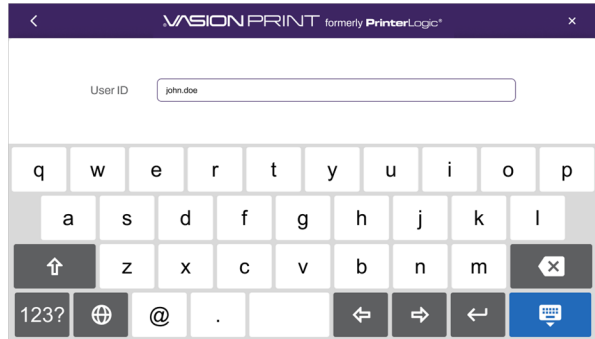


PIN

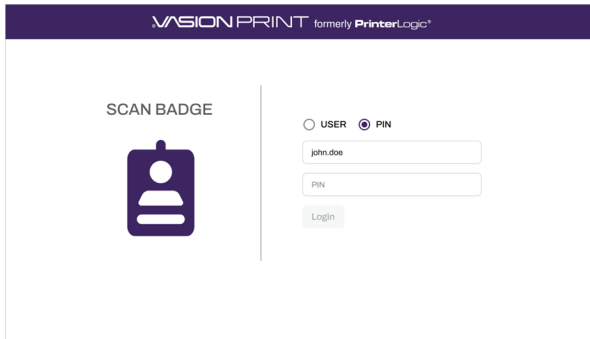
1. From the *Login* screen, select the **User ID** field.



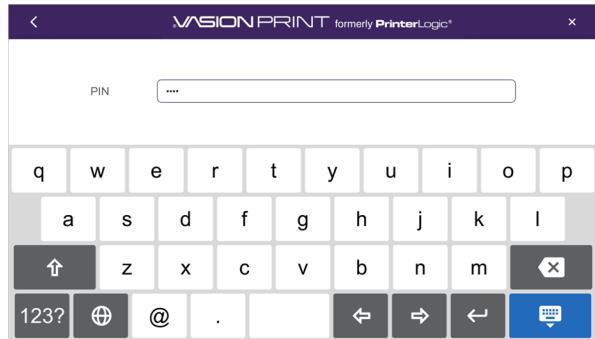
2. Use the on-screen keyboard to enter your User ID and select the **Hide Keyboard** key.



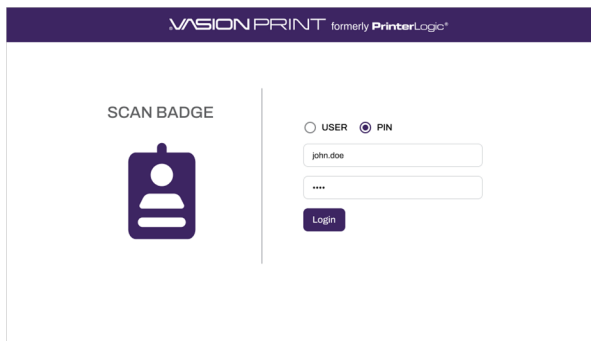
3. Select the **PIN** field.



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

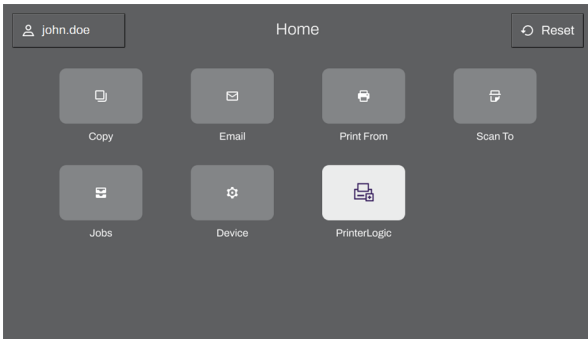


5. Select **Login**.



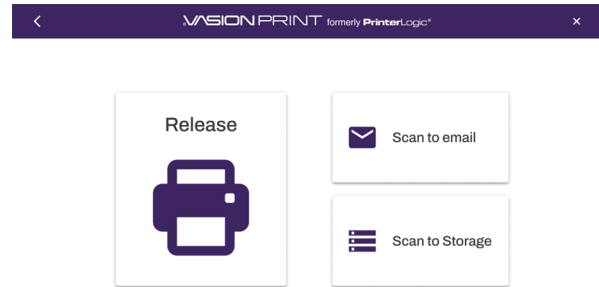
Depending on how the CPA is implemented, you may see the following:

Printer Home screen



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

CPA functions enabled.

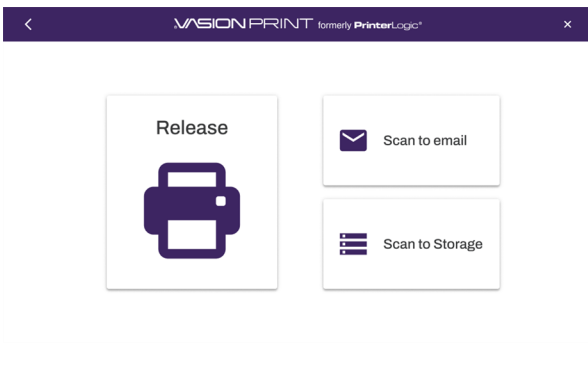



The options you see depend on what features were implemented.

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**.



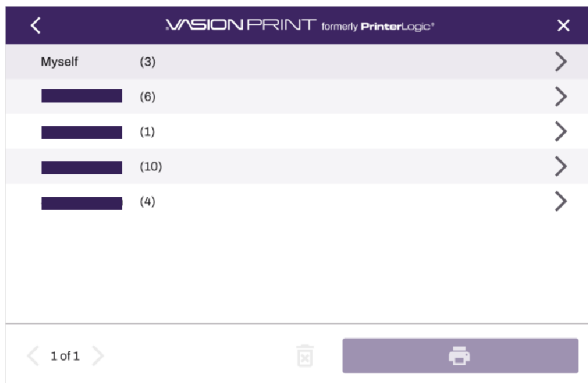
2. Select the print job(s) you want to print and select the **Print** icon .



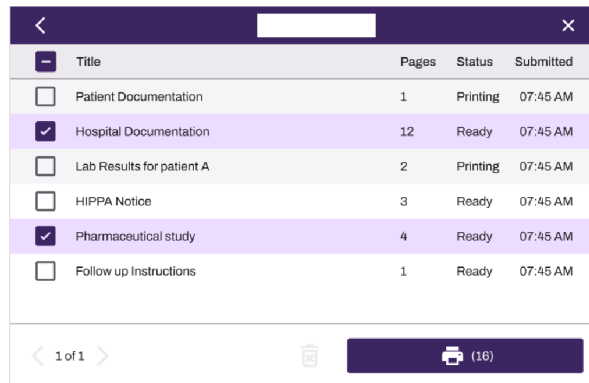
If you want to delete a held print job, select the job and use the **Delete** icon .

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.

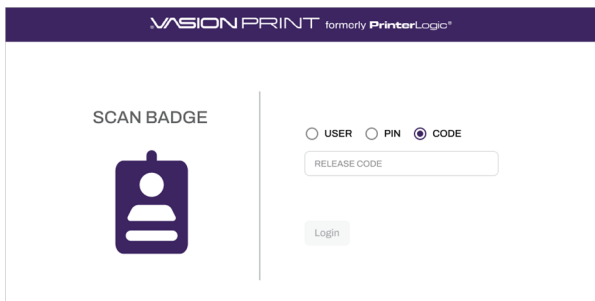
1. Locate the physical printer designated for Web Printing.
2. On the device's control panel, select the *PrinterLogic* app. 
3. In the Release Code field, enter **467928**




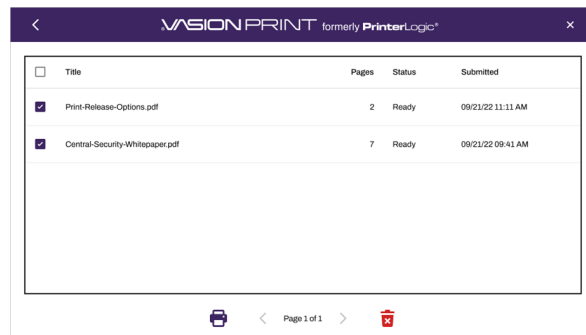
4. Select the *Log In* button.
5. After logging in, your print jobs will be displayed for release.
6. Check the box next to documents you want to print.
7. Select the Release icon near the bottom of the screen. 
8. Select the **X** icon on the top right to logout.

Remove all printed documents from the printer tray.

At the *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** .



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.

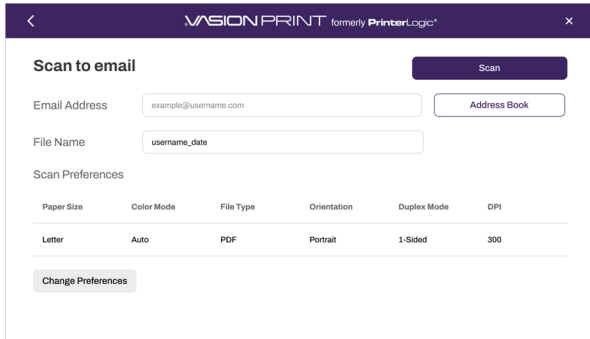
3b. Use the on-screen keyboard to enter the email address. Use the **Hide Keyboard** key.



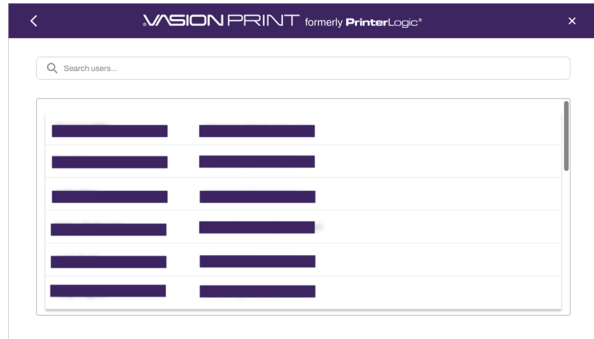
Your admin may have limited this field to a specific set of emails contained in the address book. If so, you must use the Address Book option.

Select Email from Address Book

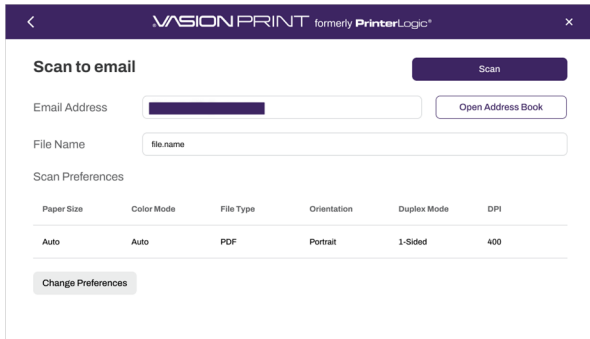
3a. On the *Scan to Email* screen, select the **Address Book** button.



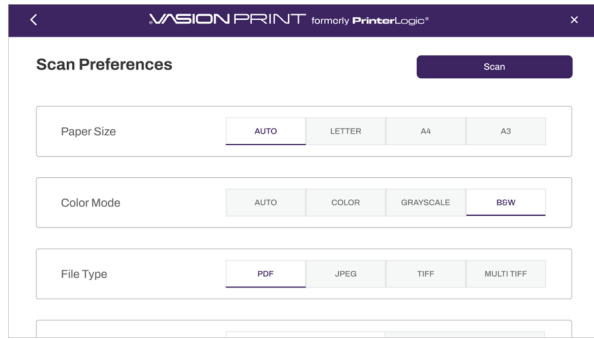
3b. Locate the email of the person you want to send the scanned document.



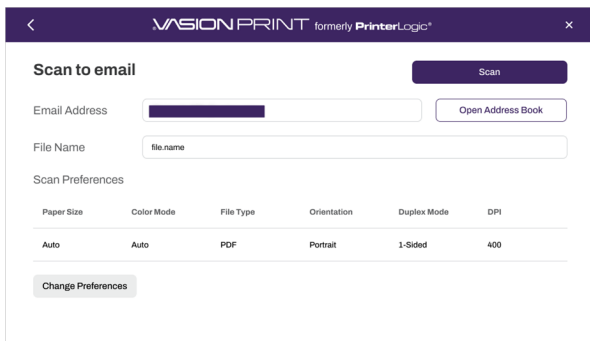
4. If you want to adjust any scan preferences, select **Change Preferences**.



4a. Make any adjustments as needed.



5. Select **Scan**.

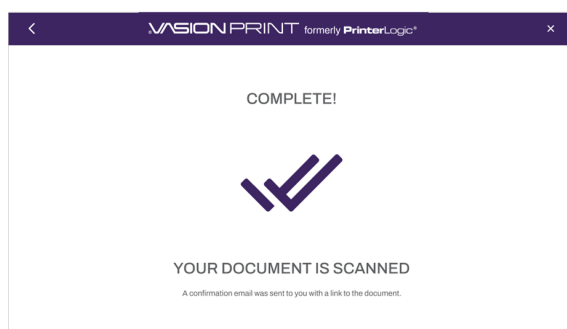


The *In Progress* screen displays while the document is scanned.

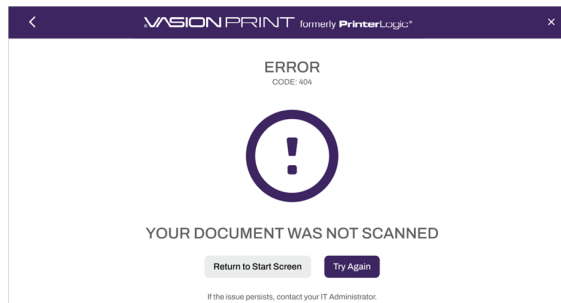


Scan Notifications

When a scan completes successfully you see the following:



When a scan completes with errors you see the following:



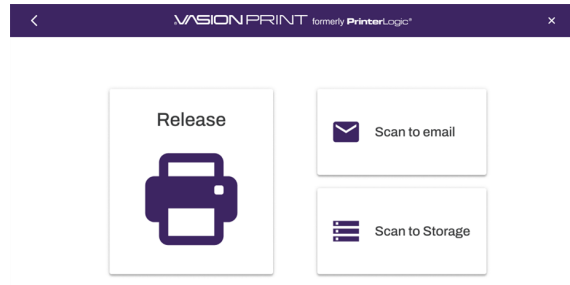
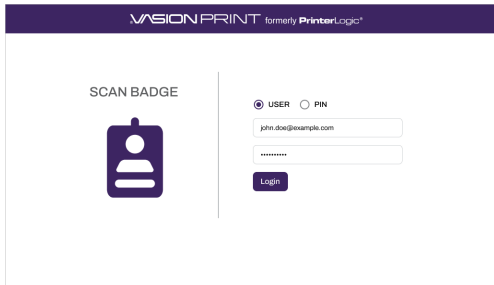
The email recipient receives an email with the document attached.

Scan To Cloud

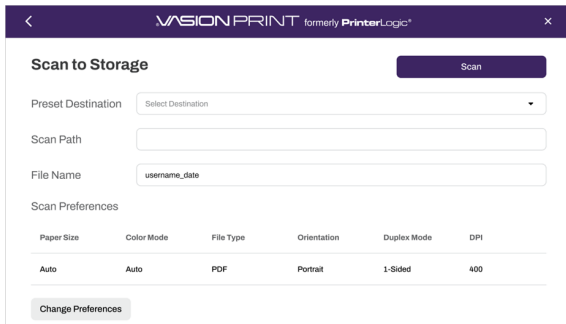
You can scan documents or images and send the scanned files to a cloud storage location. You can access this functionality directly from the control panel on supported printers.

Scan To Cloud

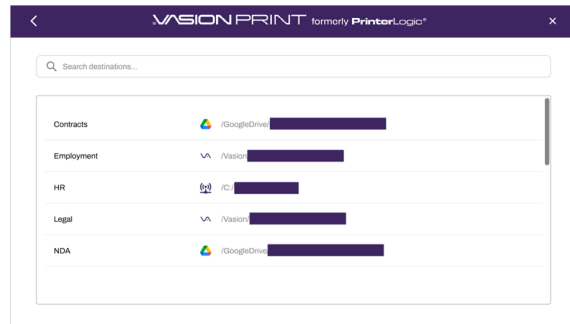
1. Sign in to the CPA.
2. Select **Scan to Storage**.



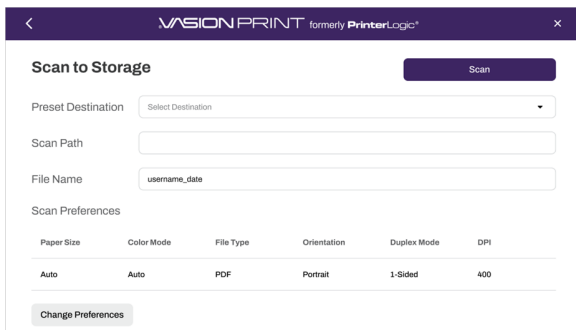
3. Select the **Preset Destination** field dropdown.



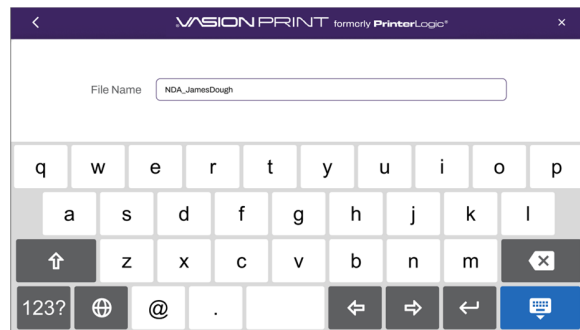
4. Select the desired location. A search bar is also available to narrow your selection options.



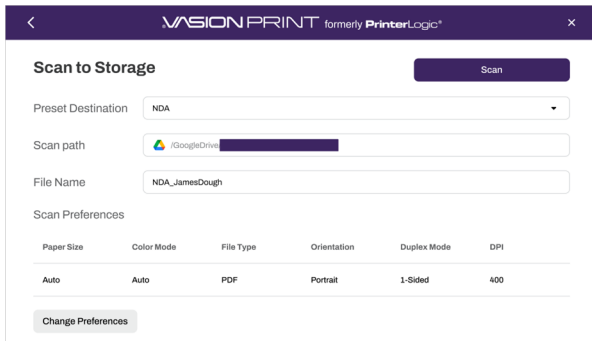
5. You can modify the file name if you select the **File Name** field.



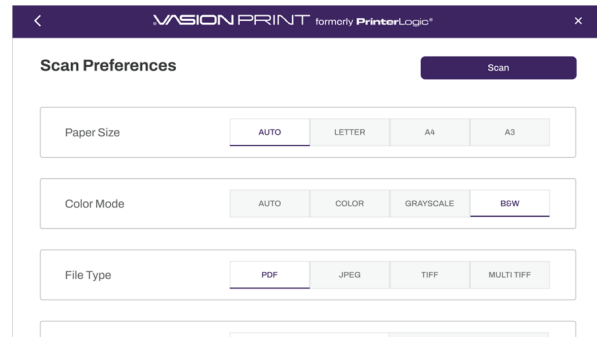
6. Use the on-screen keyboard to modify the file name. Use the **Hide Keyboard** key.



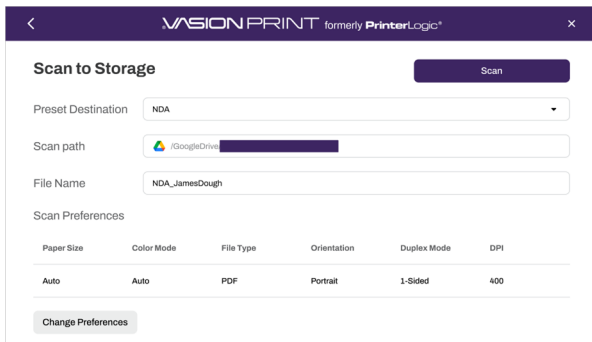
7. If you want to adjust any scan preferences, select **Change Preferences**.



7a. Make any adjustments as needed.



8. Select **Scan**.

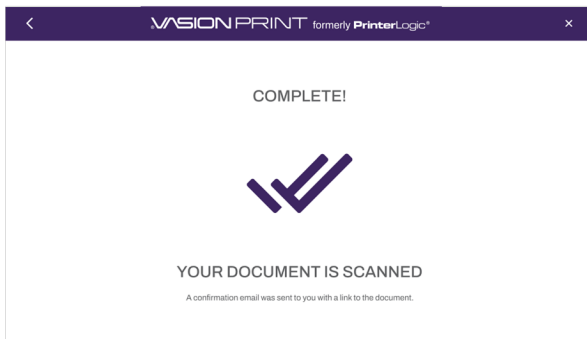


The *In Progress* screen displays while the document is scanned.

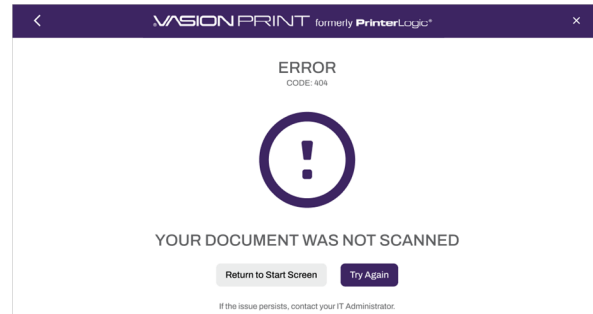


Scan Notifications

When a scan completes successfully you see the following:



When a scan completes with errors you see the following:



The email recipient receives an email with the document attached.

Connect To Personal Guide

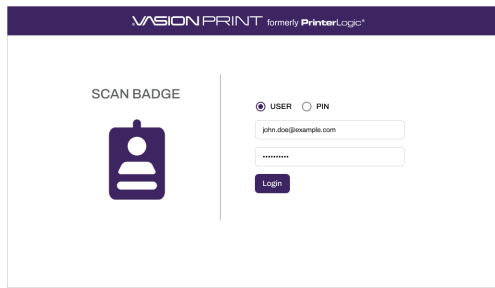
Scan to Personal (Cloud) lets you connect to personal storage locations on the Control Panel Application (CPA) through administrator-approved integrations.

Key Points

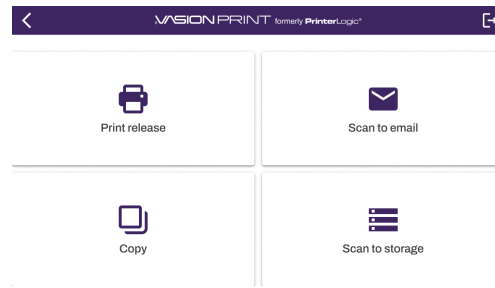
- Users only need to *Connect* to their drive once. Removing the integration requires connecting again.
- When connecting to personal drives, the QR Code option is recommended.
- The CPA *Connect* screen has a 20 second timeout. If the screen times out and you are returned to the login screen, go through the connection steps again.
- If the email *Connect* method in your environment, provide users with the steps in the "Email" on page 14 section below.

Connect Your Drive

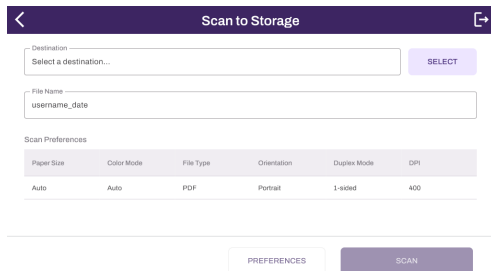
1. Sign in to the CPA.



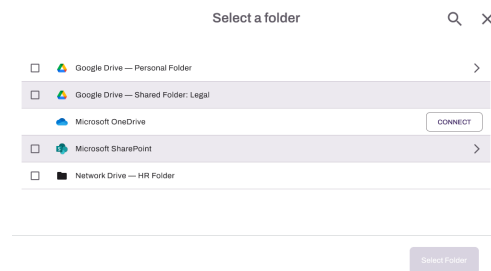
2. Select **Scan to Storage**.



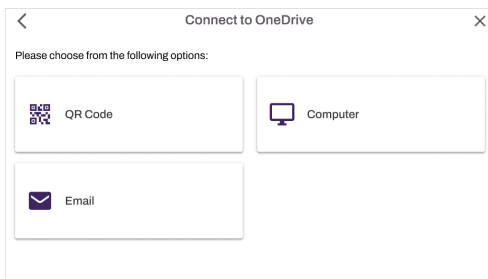
3. Press the **Select** button.



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.

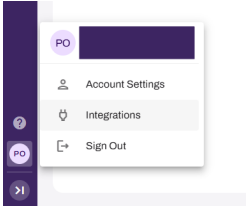


Connection Options

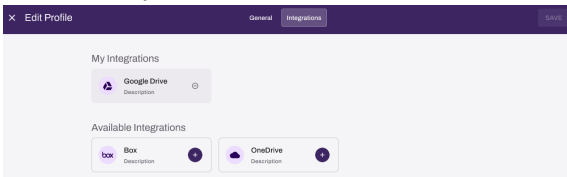
QR Code

If you selected the QR Code option:

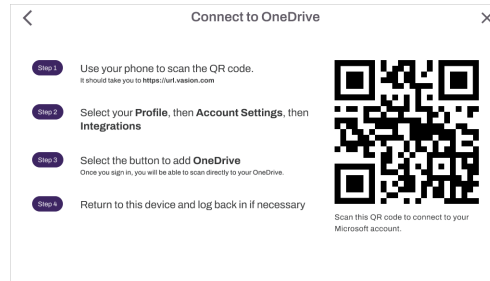
1. Use your phone to scan the QR Code.
2. Select your user profile.
3. Select **Integrations**.



4. Select the option for the desired drive.



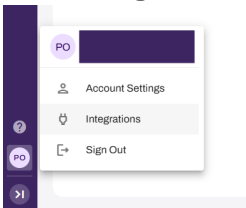
5. Follow the prompts to authenticate to your drive.
6. Select **Save** in the upper-right corner.



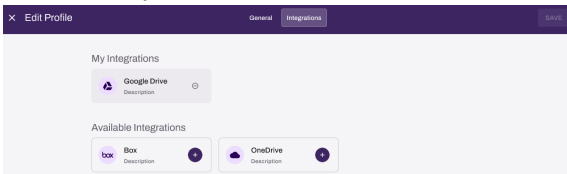
Computer

If you selected the Computer option:

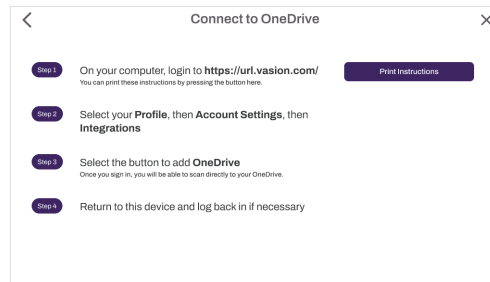
1. On your computer, go to <https://<yourinstance>.vasion.com>.
2. Select your user profile.
3. Select **Integrations**.



4. Select the option for the desired drive.



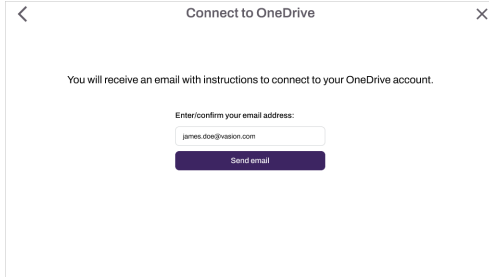
5. Follow the prompts to authenticate to your drive.
6. Select **Save** in the upper-right corner.



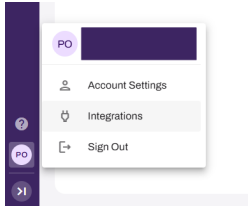
Email

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.

