

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.



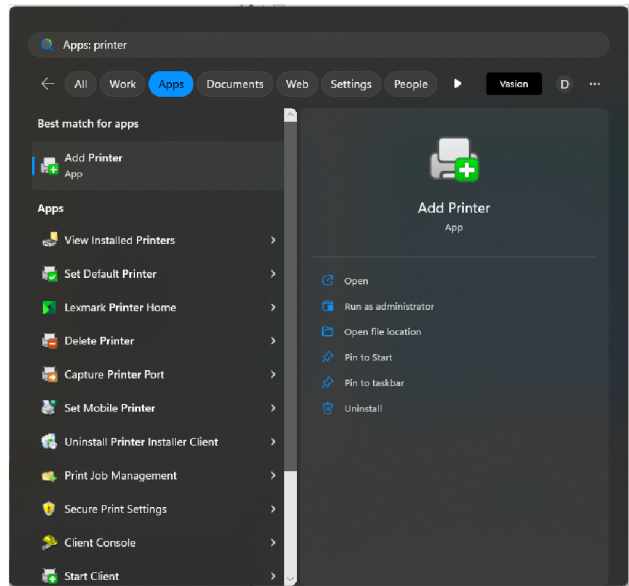
The options are defined by your system administrator. Not all the options listed here may be available to you.

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

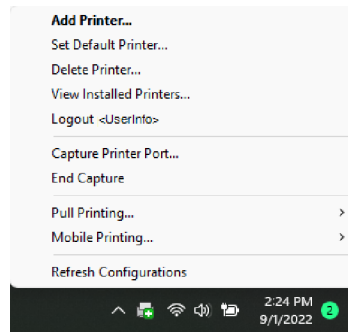
In the Start Menu (Windows), search for `printer` or open the **Printer Installer** folder to view the print management options.




System Tray

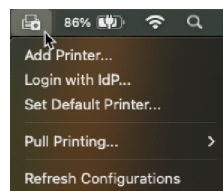
From the system tray, right-click on the Vasion Print icon  to view the enabled options.

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



Menu Bar

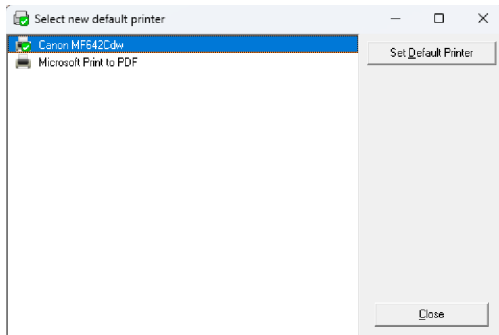
On MacOS, select the Vasion Print icon  from the menu bar to view the enabled options.



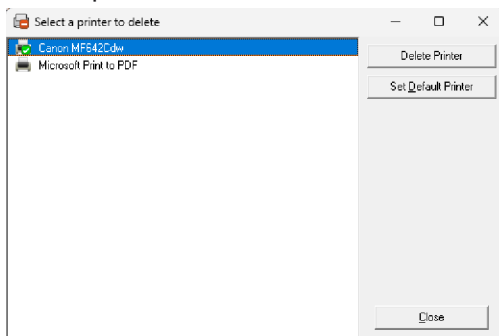
Client Options

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.

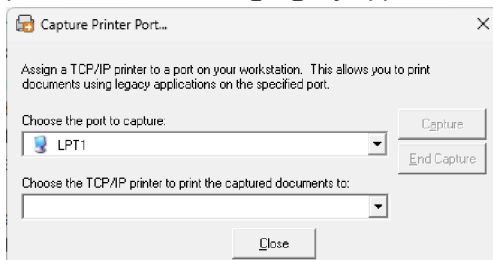
- Add Printer — opens the default web browser and the Self-service Portal.
- Set Default Printer — shows a list of printers installed on your computer with an option to set a default printer.



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

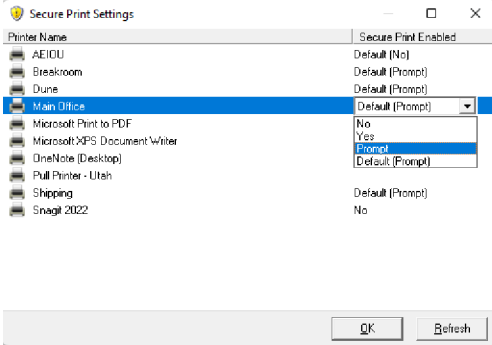


- View Installed Printers — shows the operating system list of printers installed on your computer.
- Login with / Logout — If your administrator has set up Single Sign-On (SSO) you can use this option to quickly open a web browser and sign in to your identity provider.
- Capture Printer Port / End Capture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

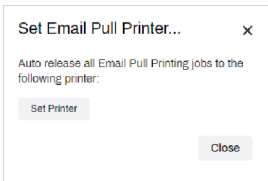


- Refresh Configurations — triggers manual Client check-in so you can access the latest changes and updates.

- **Print Job Management** — in the Start menu, this is a standalone option, but in the system tray / toolbar options 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.
- **Secure Print Settings** — in the Start menu, this is a standalone option, but in the system tray / toolbar options 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, see ["Secure Print Settings" on the facing page](#).



- **Set Mobile Printer** — in the Start menu, this is a standalone option, but in the system tray / toolbar options 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.

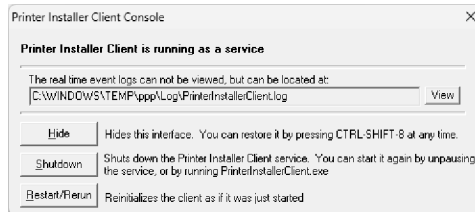


The Start menu also shows the options to start, shutdown, or uninstall the client.

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. By default, CTRL+Shift+8 opens the Client Console. 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

Secure Print Settings lets you designate your Secure Release printers and turn on / off "hold" prompts when sending print jobs to them. The steps below guide you through accessing the *Secure Print Settings* window and adjusting Secure Release printers.

The *Secure Print Settings* window displays installed printers and shows whether Secure Release Print is enabled. If your administrator has enabled the end user override, you can adjust the secure print settings for 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 end-user 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.

