

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:

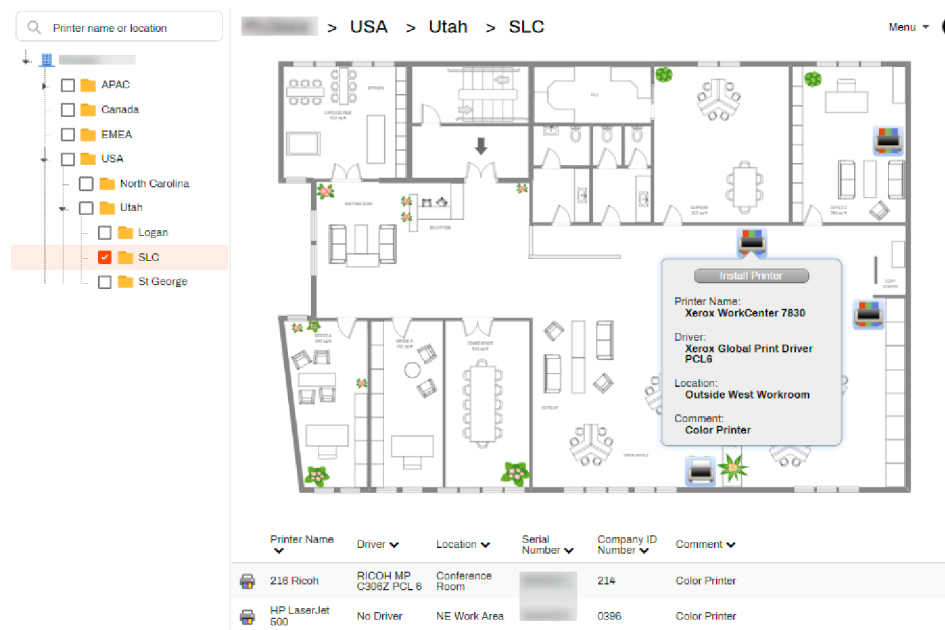
- The Vasion Print Client installed on your system.
- The Vasion Print web browser extension installed and enabled on your system.
- The Self-service Portal URL — if you don't have your company's Self-service Portal URL, and you can't access the **Add Printers** Client option in your system tray or Start 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 Vasion Print Client installed.

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

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

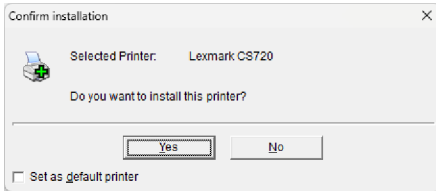


Printer Name	Driver	Location	Serial Number	Company ID Number	Comment
 218 Ricoh	RICOH MP C305Z PCL 6	Conference Room		214	Color Printer
 HP LaserJet 600	No Driver	NE Work Area		0586	Color Printer

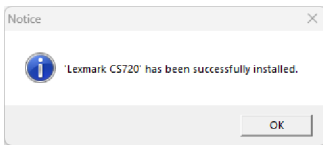
Install a Printer

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.

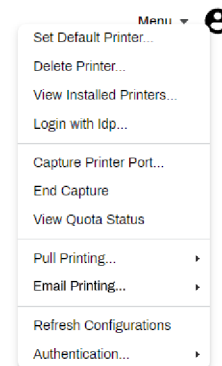
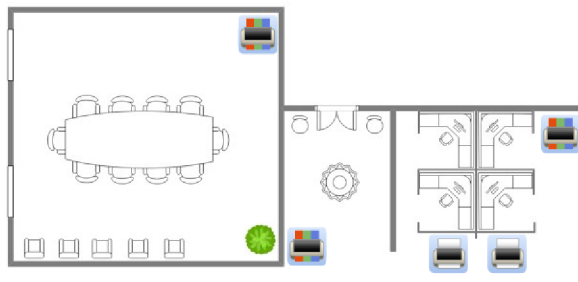


Once installed, the printer is ready for you to print.

The Self-service Portal Menu

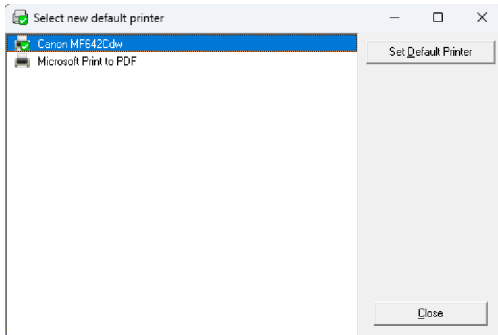
The **Menu** drop-down on the top-right provides access to other features. Not all of these options may be visible on your system, depending on your print environment.

USA > Utah > St George

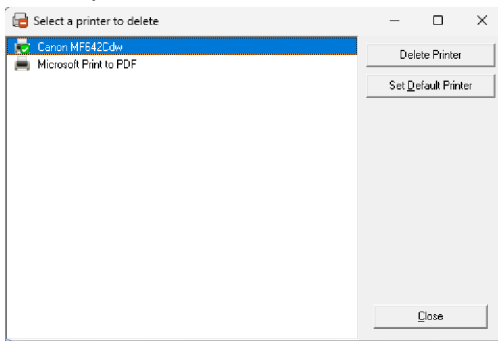


Menu Options

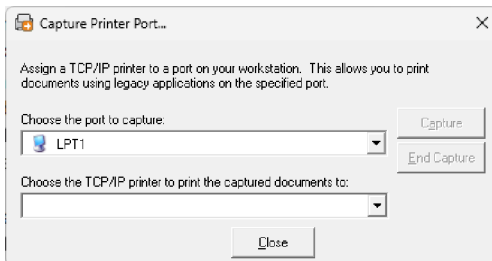
- **Set Default Printer** — shows a list of printers installed on your computer with an option to set a default printer.



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



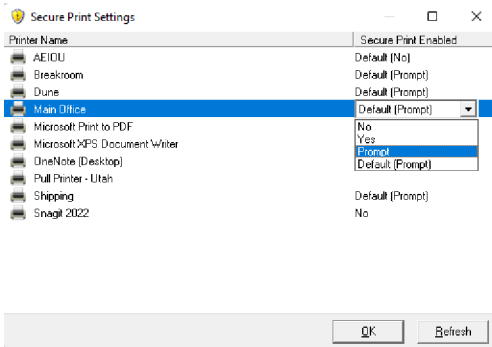
- **View Installed Printers** — shows the operating system list of printers installed on your computer.
- **Login with / Logout** — If your administrator has set up Single Sign-On (SSO) you can use this option to quickly open a web browser and sign in to your identity provider.
- **Capture Printer Port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



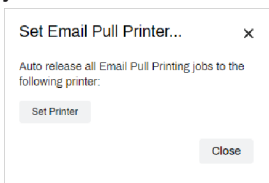
- **View Quota Status** — shows the total print quota and remaining value for the period. Quota management is optional and requires additional licensing.

- Pull Printing — 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.



- Print Job Management — opens the web-based Release Portal, where you can release held jobs.
- Email Printing — select this option to access:
 - Print Job Management — opens the web-based Release Portal, where you can release held jobs.
 - Set Email Pull Printer — opens a modal where you can select a default printer to use when you email print jobs.



- 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.
 - Manage Badge — use this option to self-register your badge.