

# UniPrint InfinityCloud Guide

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# Introduction

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UniPrint InfinityCloud is a printing service that relieves organizations of the burden of maintaining and supporting the printing function. With InfinityCloud, network printer instances on a corporate print server are converted into direct IP printers and there is no longer a need for print servers, since all printer drivers and instances are stored in a printer repository in the cloud.

InfinityCloud also includes several useful utilities and functions that can be implemented to further support cloud printing, such as the following:

- § **PrintPAL** - Enables administrators to automatically map printers to a user session based on different filters. For example, printers can be assigned to all endpoints within a specified IP range, printers can be assigned by user name, user group, and printers can be assigned by client host name.
- § **Printer Driver Migration Utility** - To assist in populating your organization's printer repository, UniPrint has provided a migration tool that can be used to migrate all the printer drivers on all of your print servers.
- § **Printer Driver Upload Tool** - After migrating current printer drivers to the repository, the Printer Driver Upload Tool can be used to upload printer drivers of newly installed printers.
- § **Printer Profiles** - Use printer profiles to group commonly used printer preferences. For example, an administrator can create a printer profile called "Presentation Notes" and stipulate printer preferences, such as double-sided, 4 pages to sheet and draft-quality resolution. By grouping printer preferences, the number of clicks that user needs is greatly reduced.
- § **SecurePrint** - Secure pull-printing reduces the possibility of information breaches and uncollected print jobs being left at the printer itself. With SecurePrint, users print to the UniPrint VPQ (Virtual Print Queue) where their print job is held until they are ready to collect their print jobs.
- § **Release Station** - To release print jobs, users authenticate with their secure password on the provided Release Station and then select a printer that is in close proximity to which to print.

An alternative to the Release Station, is the **UniPrint Cloud Vault**. The Cloud Vault is not included with InfinityCloud, but is available as a separate download from the [Apple App Store](#) and [Google Play Store](#). With the UniPrint Cloud Vault, users can release print jobs sent through InfinityCloud from their iOS or Android devices.

Before getting started, a Super User needs to be determined and this individual needs to first register on <https://infinitycloud.uniprint.net/>.

## Related Links:

[Updates to InfinityCloud](#)

[Registering For InfinityCloud](#)

[Installing InfinityCloud Components](#)

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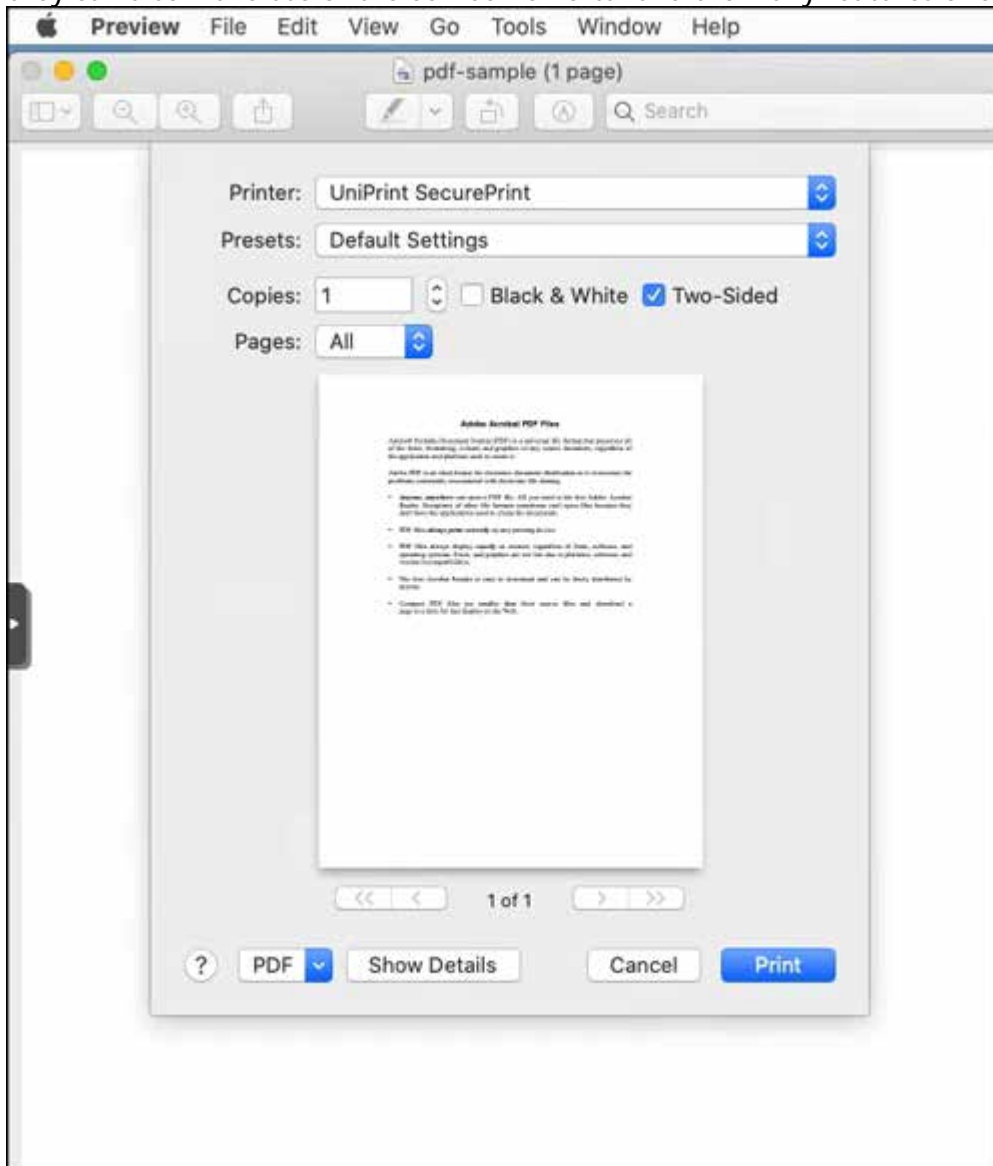
# Updates To InfinityCloud

The following is a list of features that have been updated or added to the InfinityCloud. Click the date to see what was updated.

## July 20, 2021

### Added: InfinitySend Mac Agent

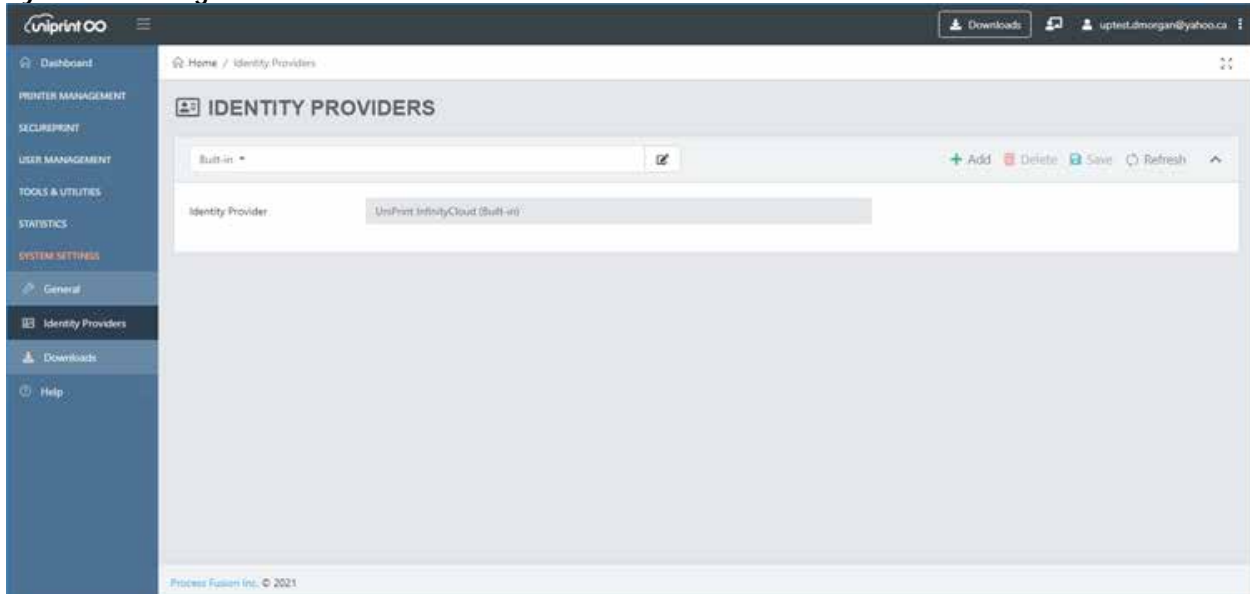
Information and instructions on how to install and use the UniPrint InfinitySend Mac Agent has been added. Macintosh users can now print through InfinityCloud just like Windows users and they can also make use of the Self Serve Portal and the many features of SecurePrint.



# May 31, 2021

## Modified: Registering for InfinityCloud is now simplified

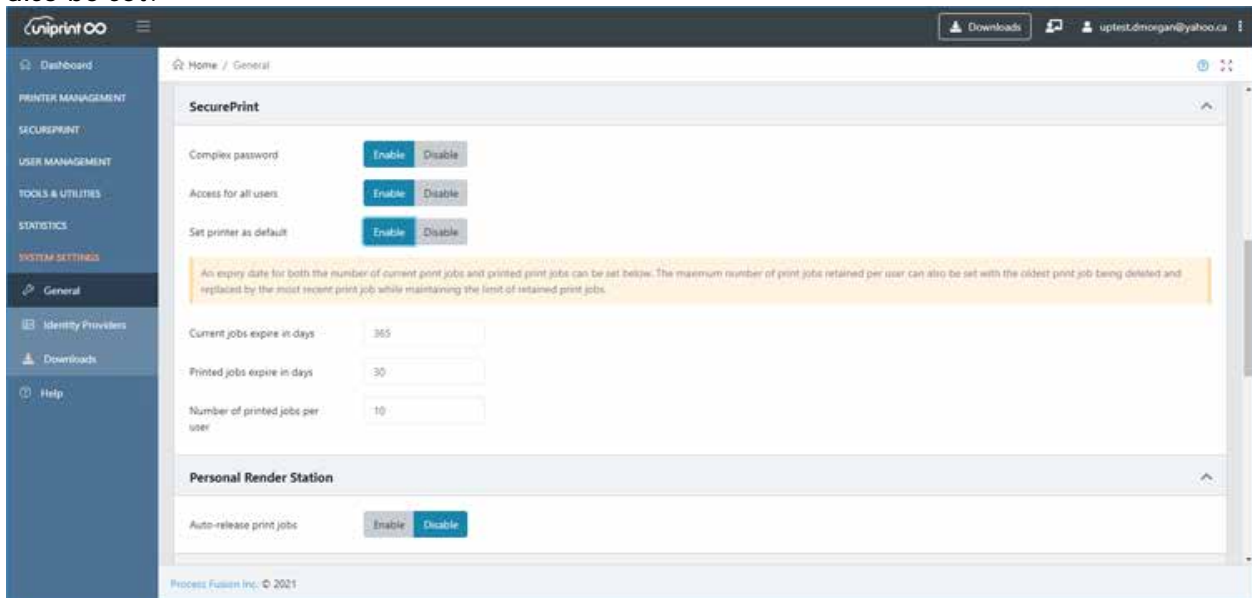
To initially register for InfinityCloud the administrator no longer has to select an identity provider. Multiple identity providers and domains can be now added through the InfinityCloud console. InfinityCloud is compatible with Azure Active Directory and Google Workspace (formerly known as G Suite). The Identity Providers screen has been added under System Settings.



## Modified: Additional SecurePrint settings have been added

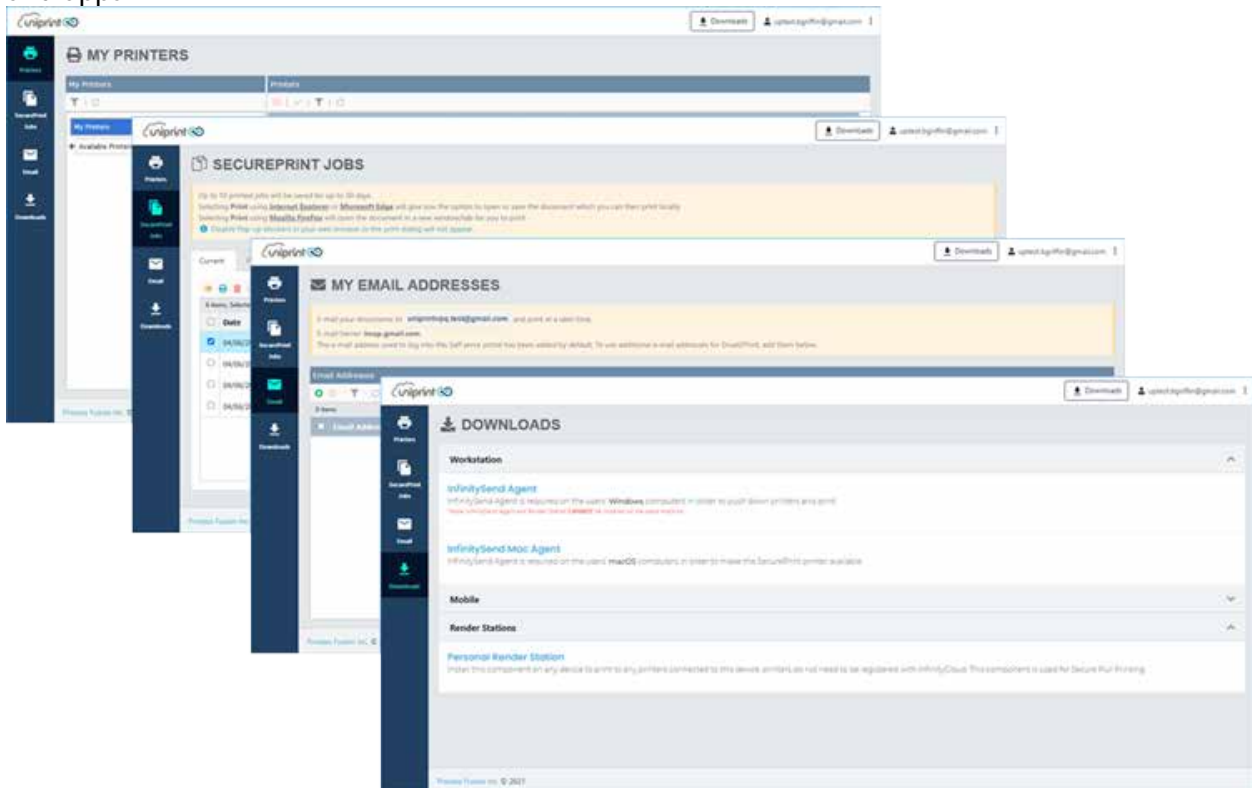
Under System Settings and General, when Access for All is set for SecurePrint, the administrator can also set the SecurePrint printer as the default printer. Also SecurePrint print job expiry dates and maximum number of print jobs that can be stored for each user can

also be set.



## Added: Additional functionality added to the Self serve portal

The Self serve portal has been redesigned and now includes not only the ability to add the printers, but the user can also release documents sent to the SecurePrint printer, add additional e-mail addresses to use for Email2Print and download essential InfinityCloud tools and apps.



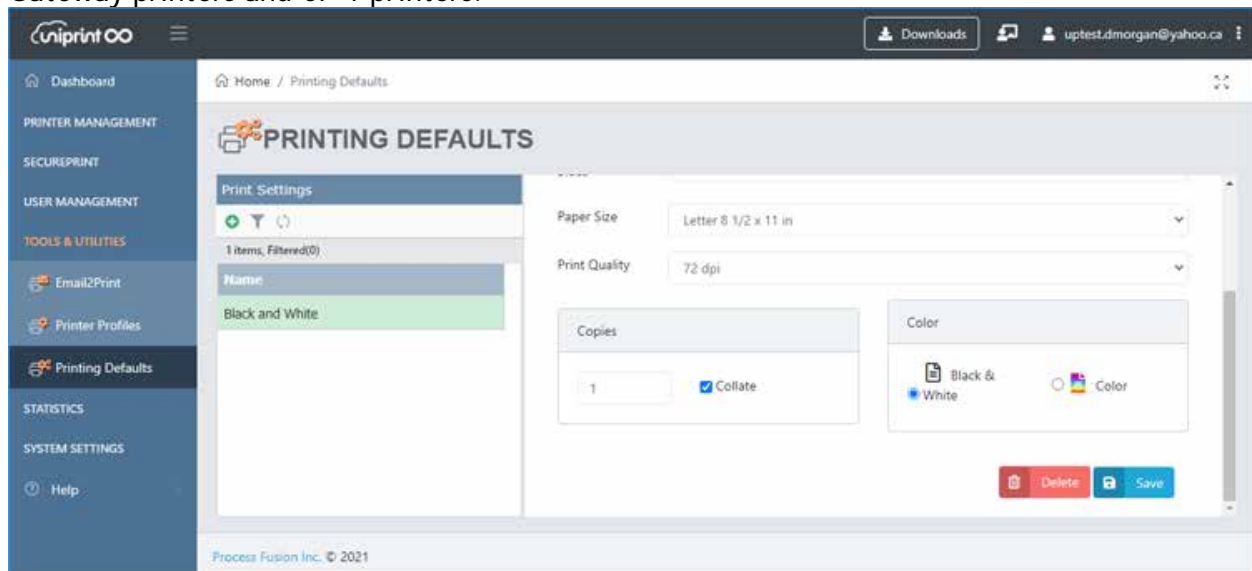
## Added: The ability to override user login and the installation of the SecurePrint printer for kiosk machines

Registry keys can be manually created to allow the administrator to override user login and the installation of the SecurePrint printer on kiosk machines regardless of what is set globally through System Settings.

## February 2, 2021

### Added: Printing Defaults

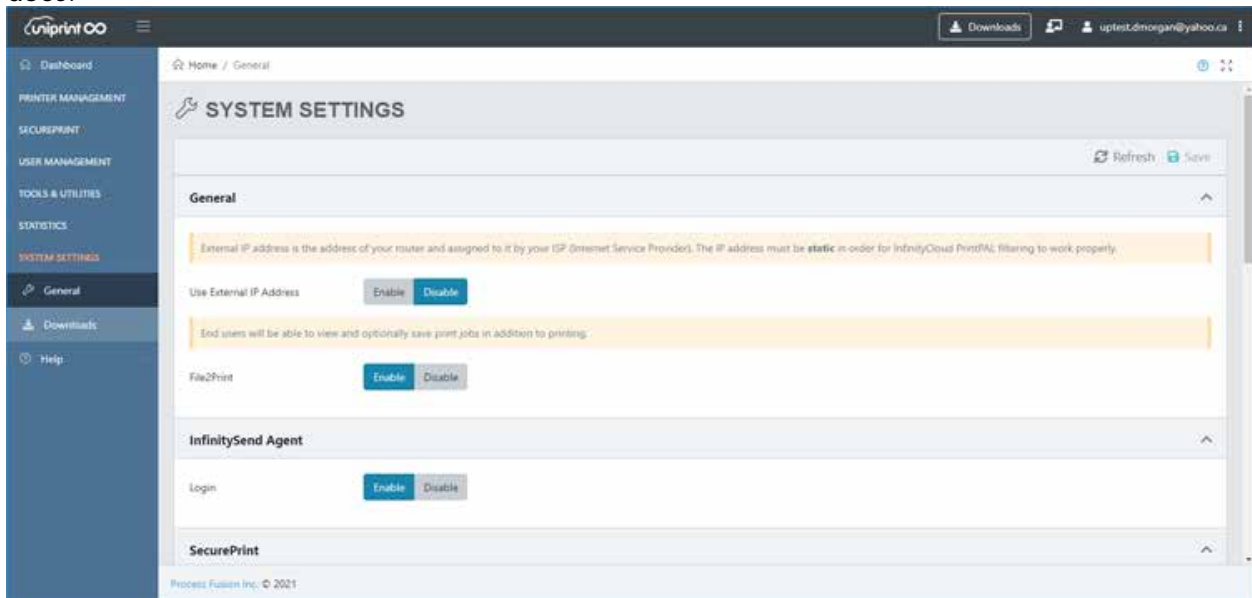
Under **TOOLS & UTILITIES**, a new tool has been added that enables administrators to set printing preference defaults for UniPrint-based printers. These printers include SecurePrint, Gateway printers and CP-1 printers.



### Modified: General Settings

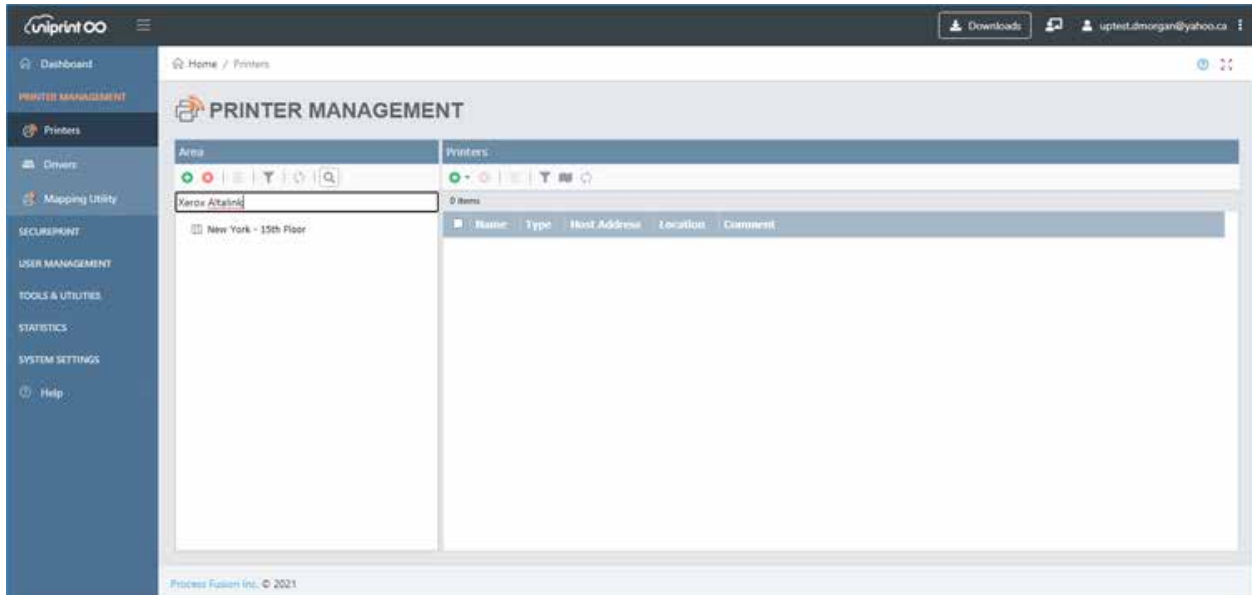
Under **SYSTEM SETTINGS**, in **General**, the settings have been modified to reflect whether a setting is to be enabled or disabled. This makes it more clear as to what the setting toggle

does.



## Added: Search Function for Printers and Connectors

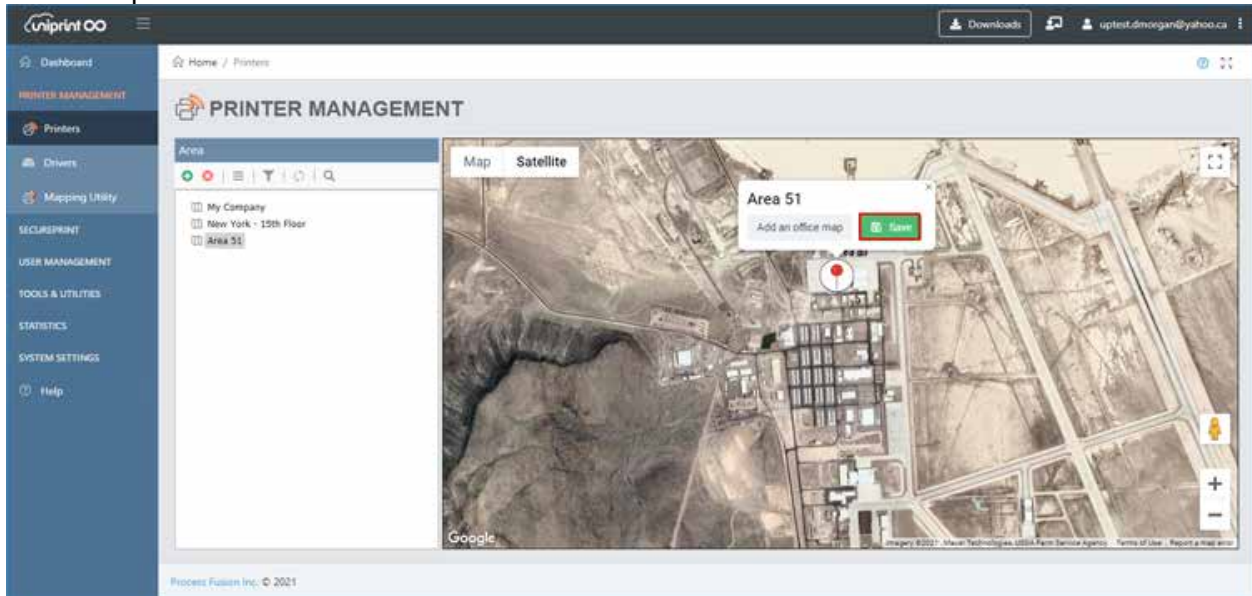
Administrators can now search for printers under **PRINTER MANAGEMENT** or connectors under **SECUREPRINT**. The search function returns the Area that the printer or connector is located in.



## Added: Google Maps

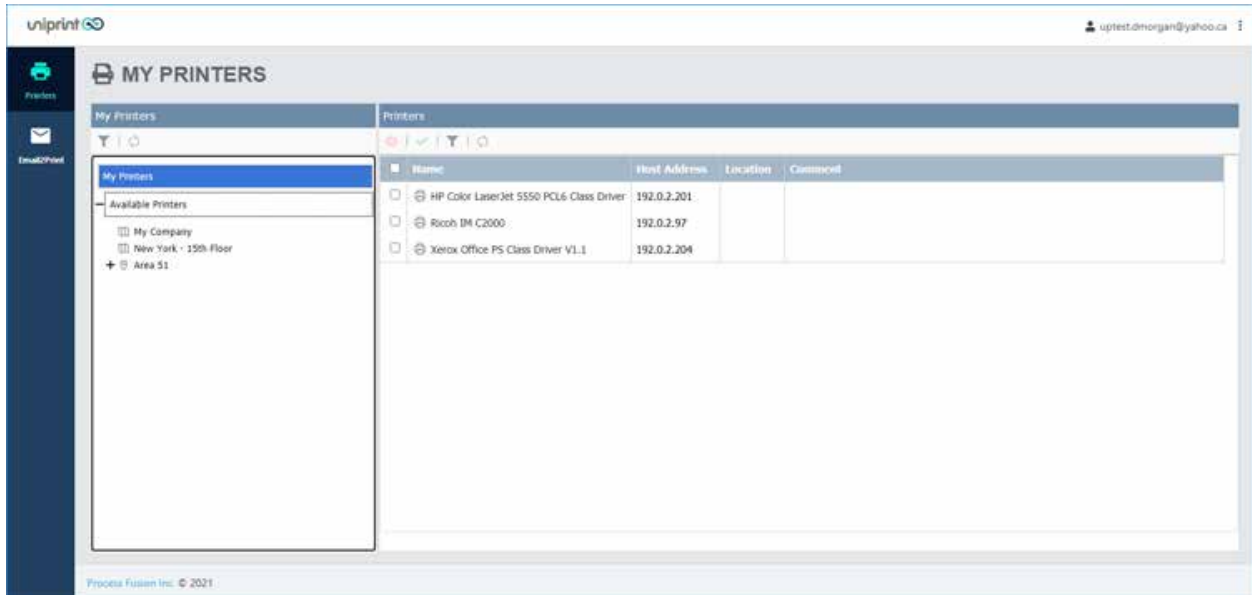
Administrators can now add a location map using Google Maps by entering an address. An office floor plan can also be added under the Google map and printers can then be mapped on

the floor plan.



## Modified: Self-serve Portal

The Self-serve portal has been reorganized and now it's easier to add printers and e-mail addresses for File2Print.



December 10, 2020

## Added: Support for Gateway Printers

Gateway printers in the UniPrint Infinity on-premise solution are enumerated printers that allowed users to print to physical printers across various remote access platforms such as Citrix XenApps and Microsoft Remote Desktop Services. In InfinityCloud however, Gateway

printers function a little differently in that they behave more like virtual printers to the standard printer definitions on the Render Station. These virtual printers allow mobile users to print directly to the printers on the Render Station without having to print through SecurePrint. For instructions on adding a Gateway printer, refer to [Adding Gateway Printers Through Printer Management](#) or [Adding Gateway Printers Through SecurePrint](#).

### **Added: Cloning Printers**

At times it may be necessary to create a copy of standard printer definition if more than one printer of the same model exists within your printing infrastructure. A copy of a standard printer definition can be added in Printer Management by cloning a particular printer. For instructions on cloning printers, refer to [Cloning a Printer](#).

### **Added: Troubleshooting Login Issues With The InfinitySend Agent Through Azure AD**

Organizations that log into InfinityCloud through Azure Active Directory may experience issues with logging into the InfinitySend Agent. This is due to a permissions issue in your organization's Azure Active Directory. To grant the appropriate permissions to all users within your Azure AD, refer to [Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#).

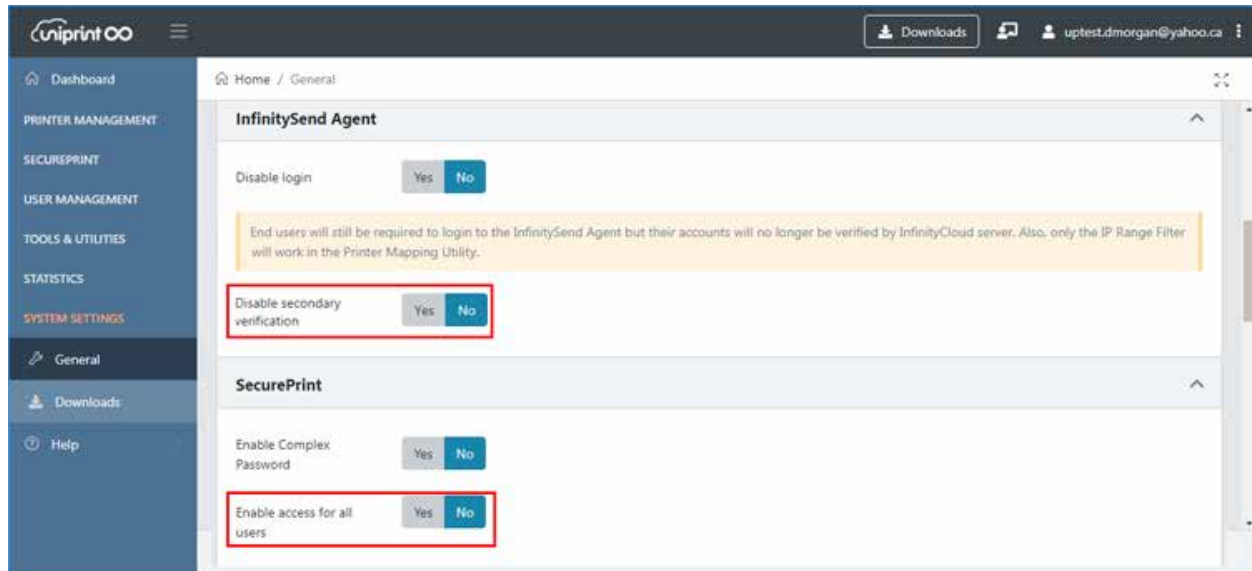
### **Removed: EMR Registration**

Registration for EMR module of InfinityCloud has been removed. Healthcare subscribers will get the same features and functions that all users enjoy.

## **November 10, 2020**

### **Added: New General Settings - Disable Secondary Verification and Enable SecurePrint Access For All**

Two new system settings have been added to **General** section - **Disable Secondary Verification** and **Enable SecurePrint Access For All**.



When **Disable Secondary Verification** is enabled, once the user is logged in through the InfinitySend Agent, it is recommended that printers be mapped based on IP address ranged instead. When **Disable Secondary Verification** is disabled, the user logging in through the InfinitySend Agent is based on permissions set on Azure AD or G Suite. In Azure AD, if User.Read.All is delegated, users cannot log in when **Disable Secondary Verification** is disabled. User login will only be possible when **Disable Secondary Verification** is enabled. If User.Read.All is set as an application, then users will be able to login as they normally would through Azure.

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**NOTE:** Disable Secondary Verification setting only applies to Azure AD and G Suite users.

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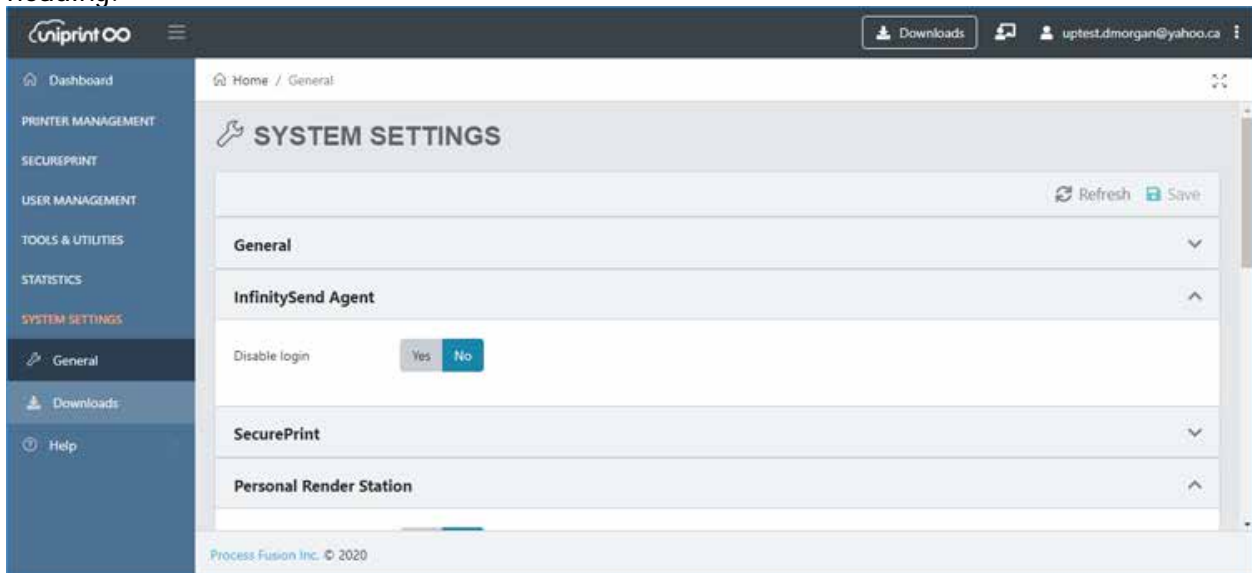
When **Enable SecurePrint Access For All** is enabled, all users within your organization will be able to use SecurePrint pull printing.

### Modified: General Settings has been re-organized

The General Settings has also been re-organized such that settings are grouped by the component they pertain to. Groups can be expanded or collapsed by clicking on the group

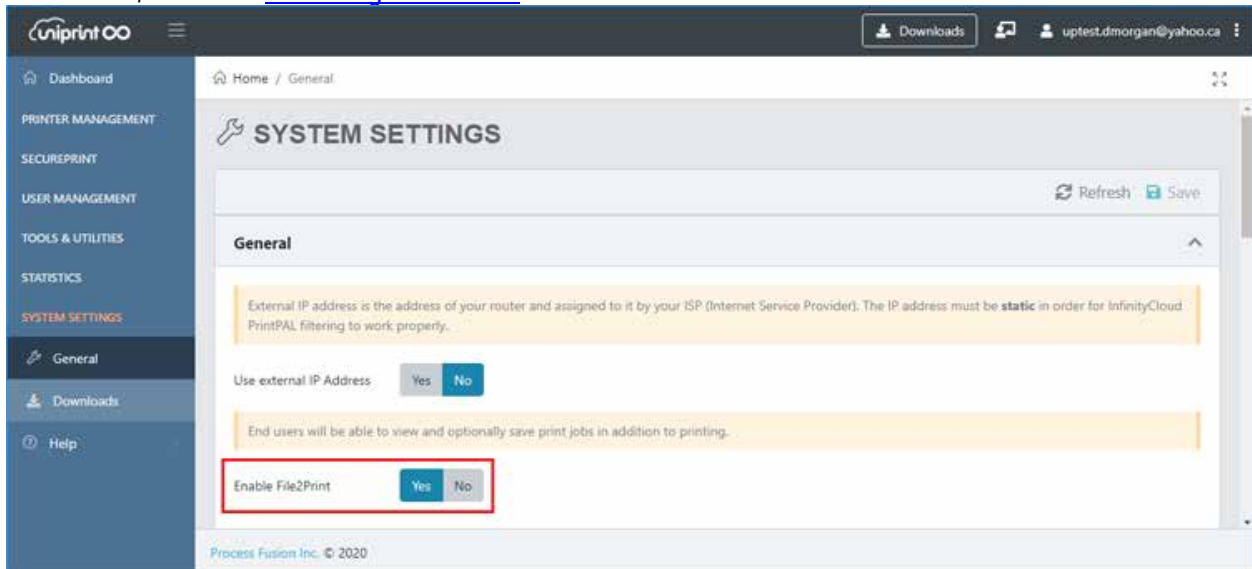


heading.



### Modified: File2Print is now enabled by default

To facilitate File2Print, the File2Print setting has now be enabled by default. To disable File2Print, refer to [Disabling File2Print](#).



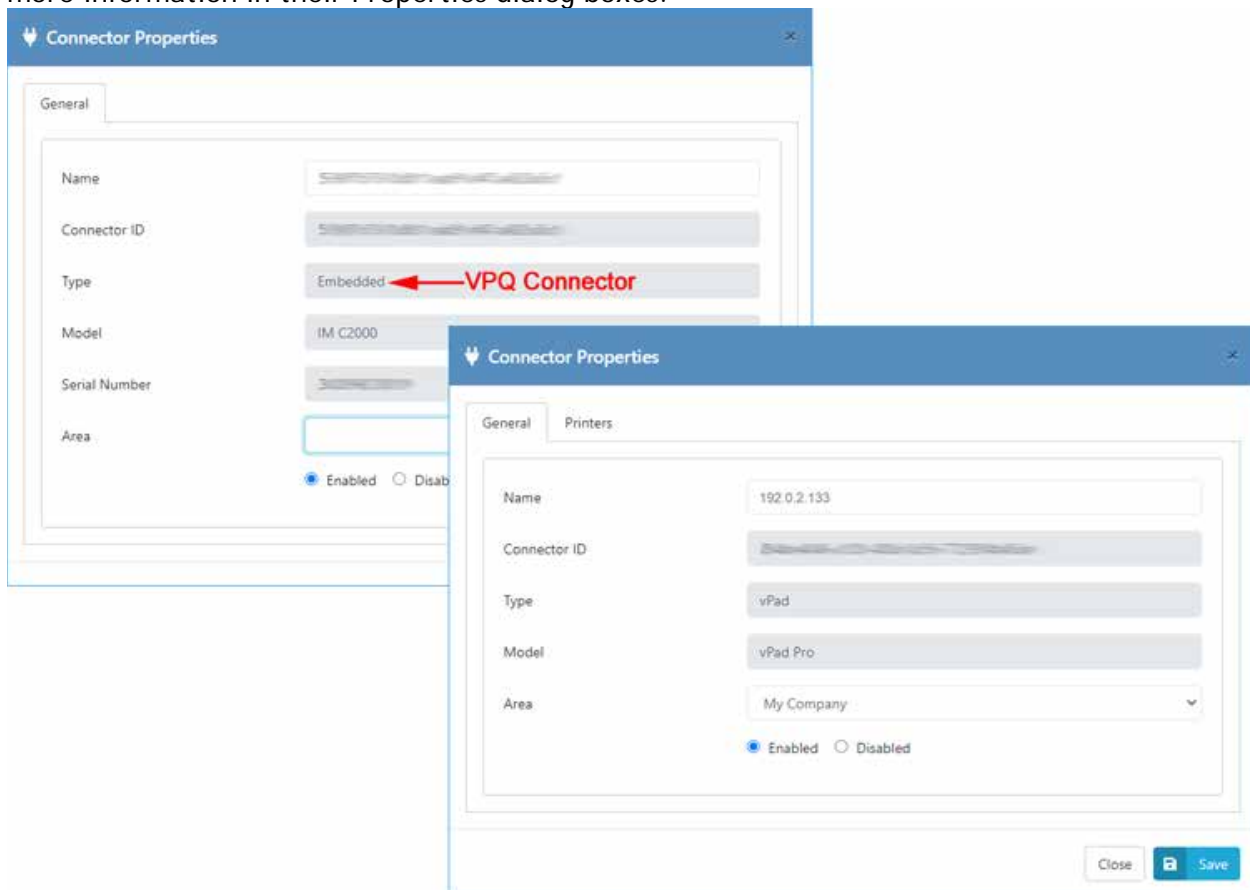
### Modified: InfinitySend Agent icon has been updated

To differentiate between the InfinitySend Agent and the Personal Render Station in the notification area, the InfinitySend Agent icon has been updated.



### Added: More information has been added to vPad/Connector properties

Similar to our on-prem solutions UniPrint Infinity, vPads and VPQ Connectors will now display more information in their Properties dialog boxes.



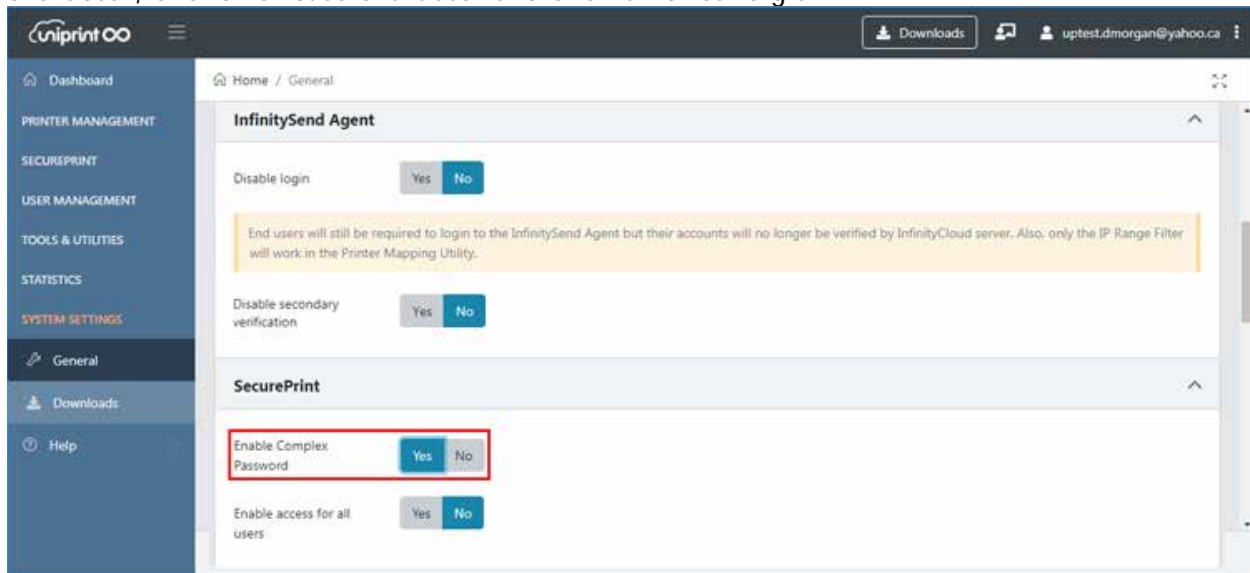
Removed: CP-1 Registration is no longer done through InfinityCloud

Registration and adding CP-1 destination printers is now done directly through the CP-1 Web site. All information on CP-1 has been removed and will appear in a separate CP-1 document.

## September 15, 2020

### Added: Complex SecurePrint Password Support

The option to ensure that SecurePrint Passwords are more complex can now be enabled through the InfinityCloud console, under **SYSTEM SETTINGS**, in the **General** tab. Users will be prompted to ensure that their SecurePrint passwords contain at least one upper case character, one lower case character and one numerical digit.



### Added: Support for Multiple Domains

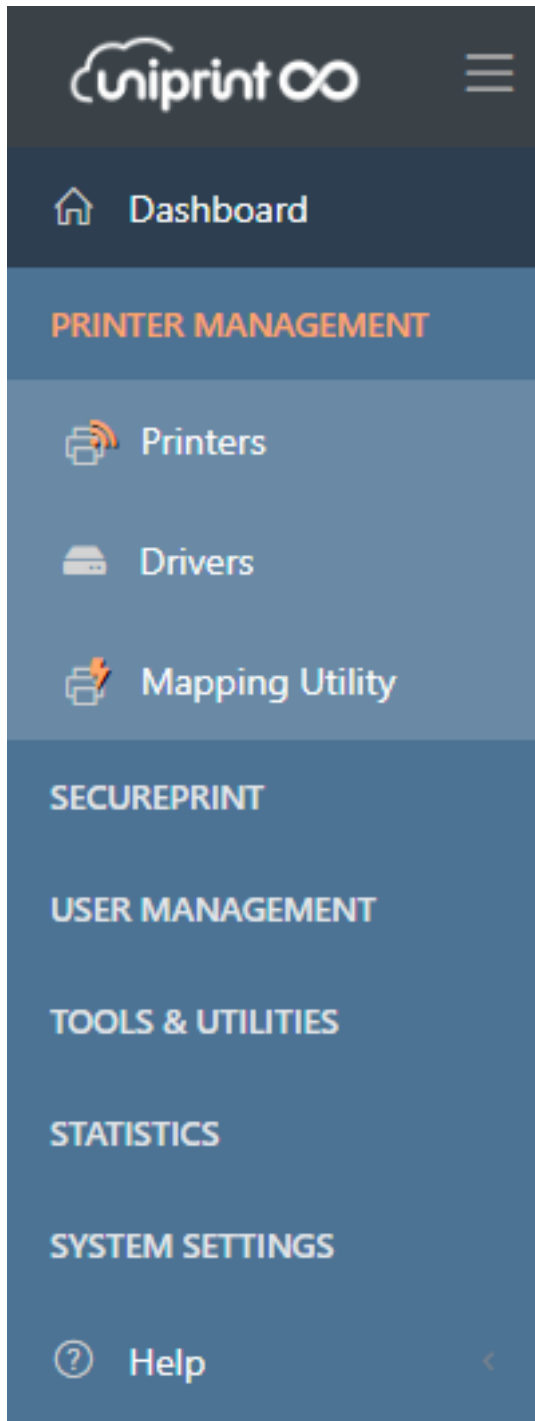
When adding resources such as users, user groups and devices, InfinityCloud can now query for such resources across multiple domains as long as those domains are assigned to their organization. InfinityCloud can also authorize users from multiple domains within a single organization as long as the users can be successfully authenticated by the organization's identity provider, for example, G-Suite or Azure Active Directory.

### Added: Password Synchronization Support

If the SecurePrint or InfinityCloud password has been changed in one app, these changes will also be reflected in other apps. Password synchronization is currently only supported for the Chrome Extension (Enterprise) and the InfinitySend Agent for Windows.

## August 28, 2020

### Modified: Reorganization of the Left Menu Bar



The left menu bar has been reorganized and some menu items have been renamed.

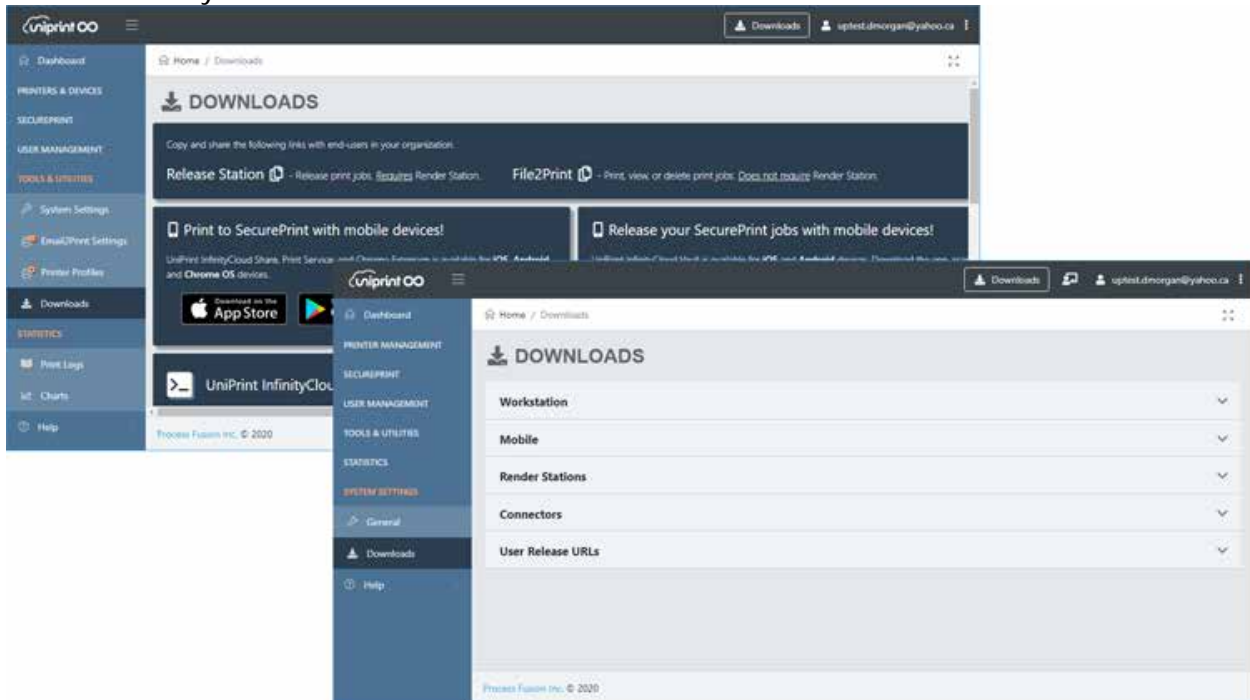
The following changes have been made:

- § **PRINTERS & DEVICES** has been renamed to **PRINTER MANAGEMENT**
- § **PrintPAL** has been renamed to **Mapping Utility**.
- § **Connectors** has been moved from **PRINTERS & DEVICES** to **SECUREPRINT**.
- § **Connectors User Cards** has been added to **USER MANAGEMENT**.
- § **System Settings** and **Downloads** have been removed from **TOOLS & UTILITIES**.
- § **SYSTEM SETTINGS** is now divided into **General** and **Downloads**.

**Modified: The Downloads Page Has Been Reorganized**

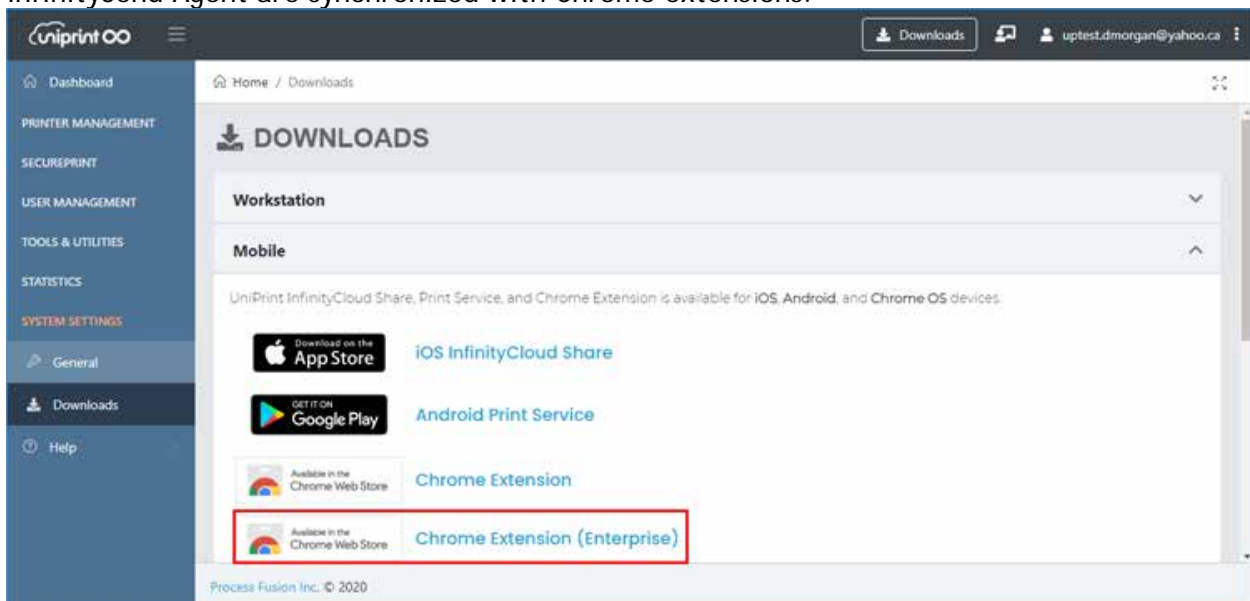
## UniPrint InfinityCloud Guide

The Downloads page has now been reorganized by either where to install a component or by its functionality.



## Added: A New Chrome Extension for Enterprise Available For Download

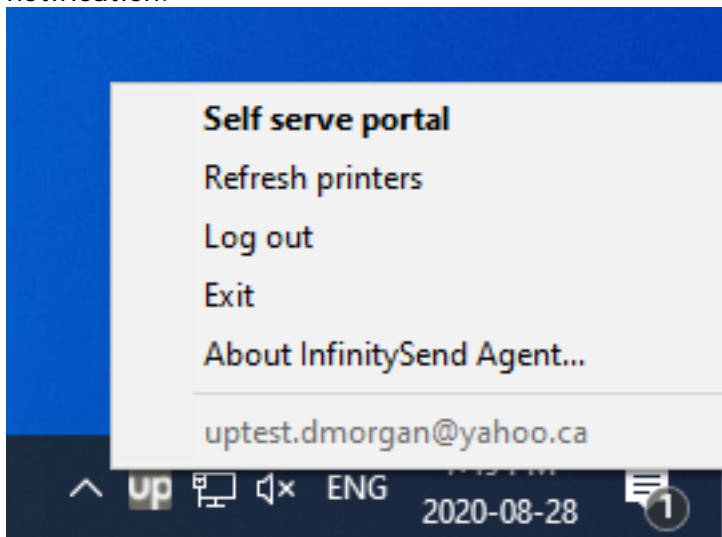
For enterprise-size organizations, the new Chrome Extension is now available for download. This extension can be deployed through G-Suite Admin Console and passwords set by the InfinitySend Agent are synchronized with Chrome extensions.



## Modified: The InfinityCloud Agent Has Been Renamed and Has A Few New Features Added

Changes to the InfinityCloud Agent are as follows:

- § The InfinityCloud Agent has been renamed to the **InfinitySend Agent**.
- § A complex password can be enforced when it is enabled in **SYSTEM SETTINGS**. To enable complex passwords, refer to [Enabling File2Print & Complex SecurePrint Passwords](#).
- § **Login with a different account** has been replaced with **Log out**.
- § The **Exit** option is available when CTRL+right-click the InfinitySend agent icon in the notification.



- § The InfinitySend Agent can be set to Kiosk Mode. In Kiosk Mode, the InfinitySend Agent will automatically log out of the InfinityCloud if no print jobs have been sent after a set number minutes. To set the InfinitySend Agent to Kiosk Mode, refer to [Setting the InfinitySend Agent to Kiosk Mode](#).
- § An **About InfinitySend Agent** dialog box has been added which contains the version and build.

## Added: Support for Print Stream Compression

Print Stream Compression can now be set when adding a printer or modifying its printer properties. For instructions on setting up print stream compression, refer to [Setting Up Print Stream Compression](#).

## Added: Support for Direct PDF Printing

Print jobs released to printers that can accept PDF files will not be sent to our rendering engine and will not use Windows Spooler. Instead, these print jobs will be sent directly to the printers.

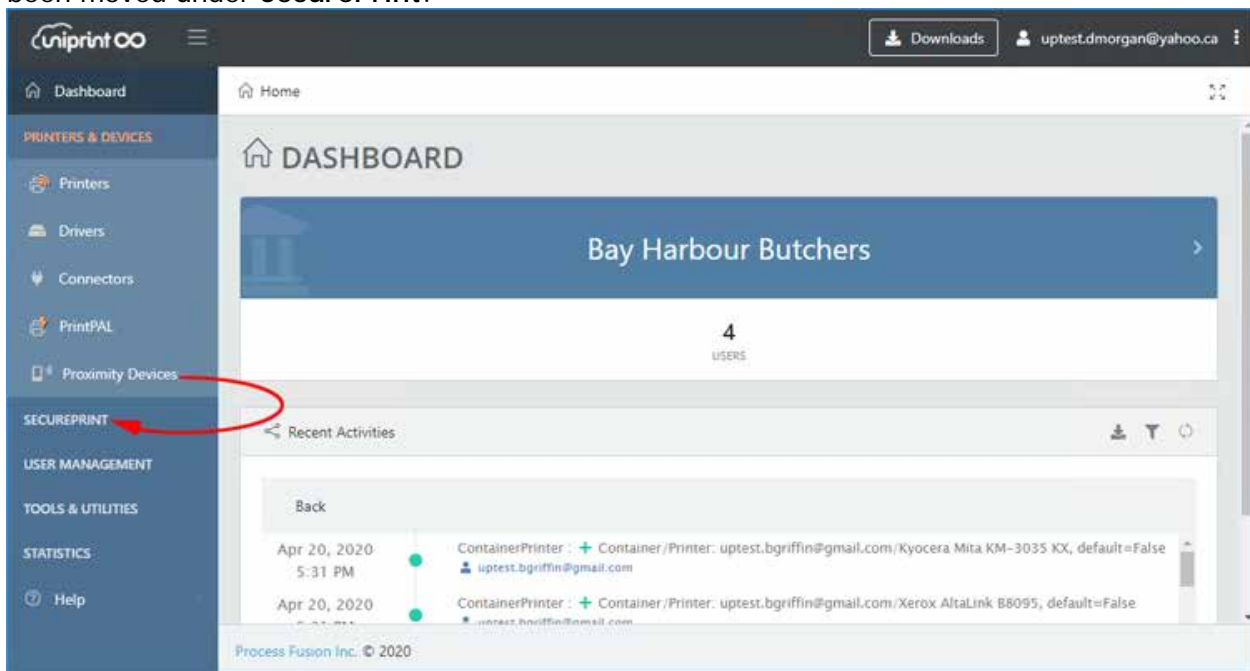
## Modified: vPad Device Assignment in Connectors

Assignment of printers to vPad devices is no longer automatic. Administrators are responsible for assigning printers to vPad devices in **CONNECTORS**. Printers from multiple render stations can be mapped to a single vPad device.

## April 22, 2020

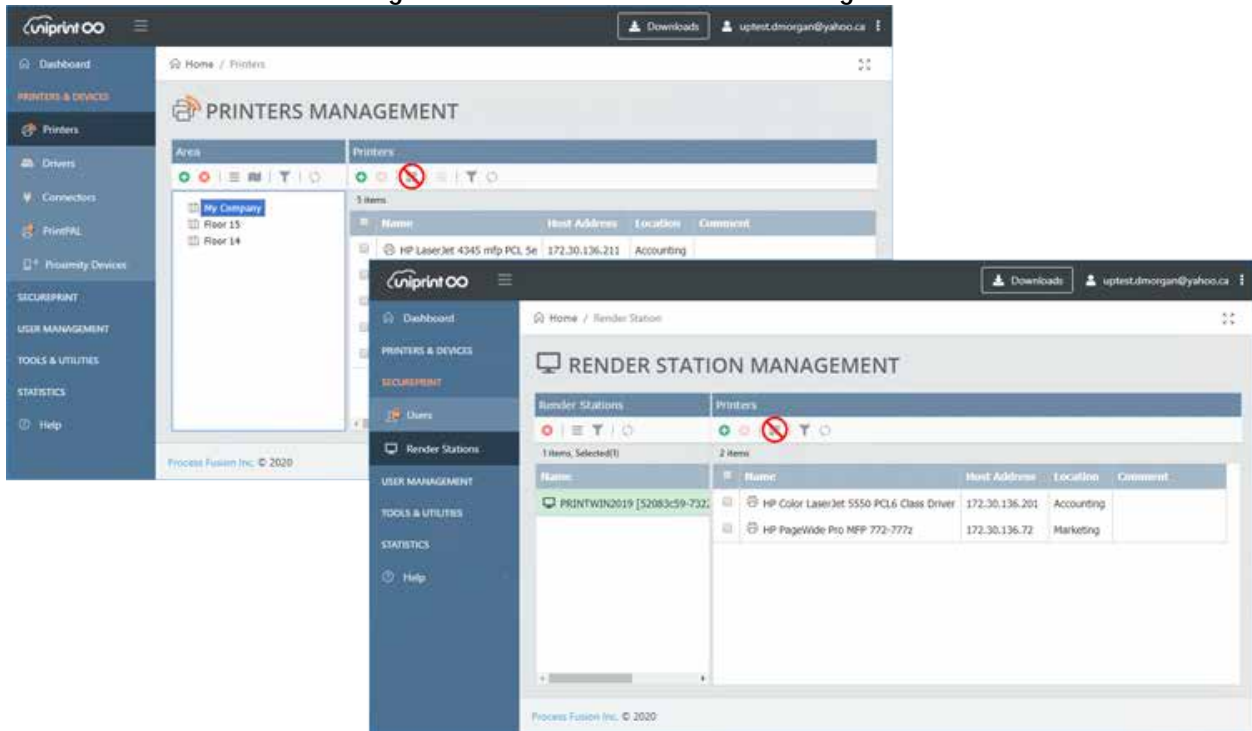
### Moved: Proximity Devices Relocated to Under SecurePrint

Since proximity devices, for example, QR codes, beacons, and NFC tags are only used for SecurePrint to identify printers to mobile devices, the functionality of managing them has been moved under **SecurePrint**.

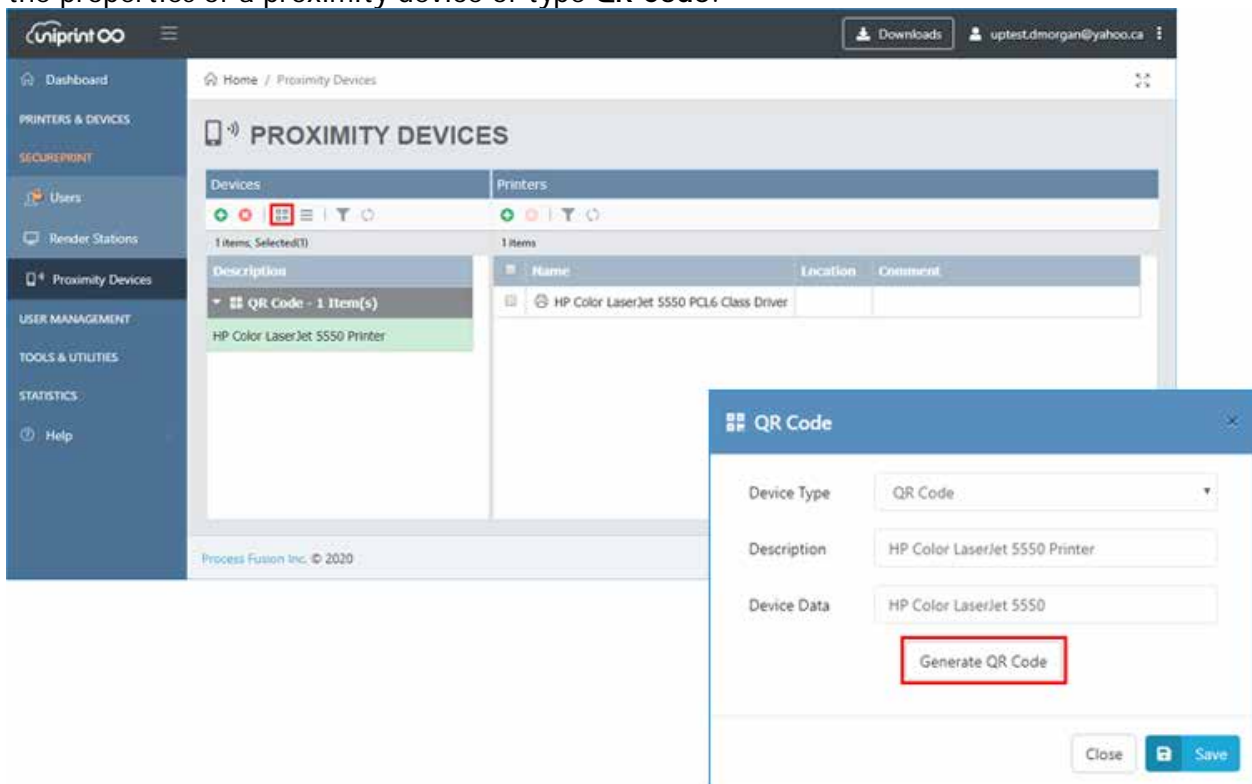


### Removed: Generate QR Code Functionality Removed From Printers and Render Station

Since QR code generation is only for proximity devices, QR code generation has been removed from both the **Printers Management** and **Render Station Management** screens.



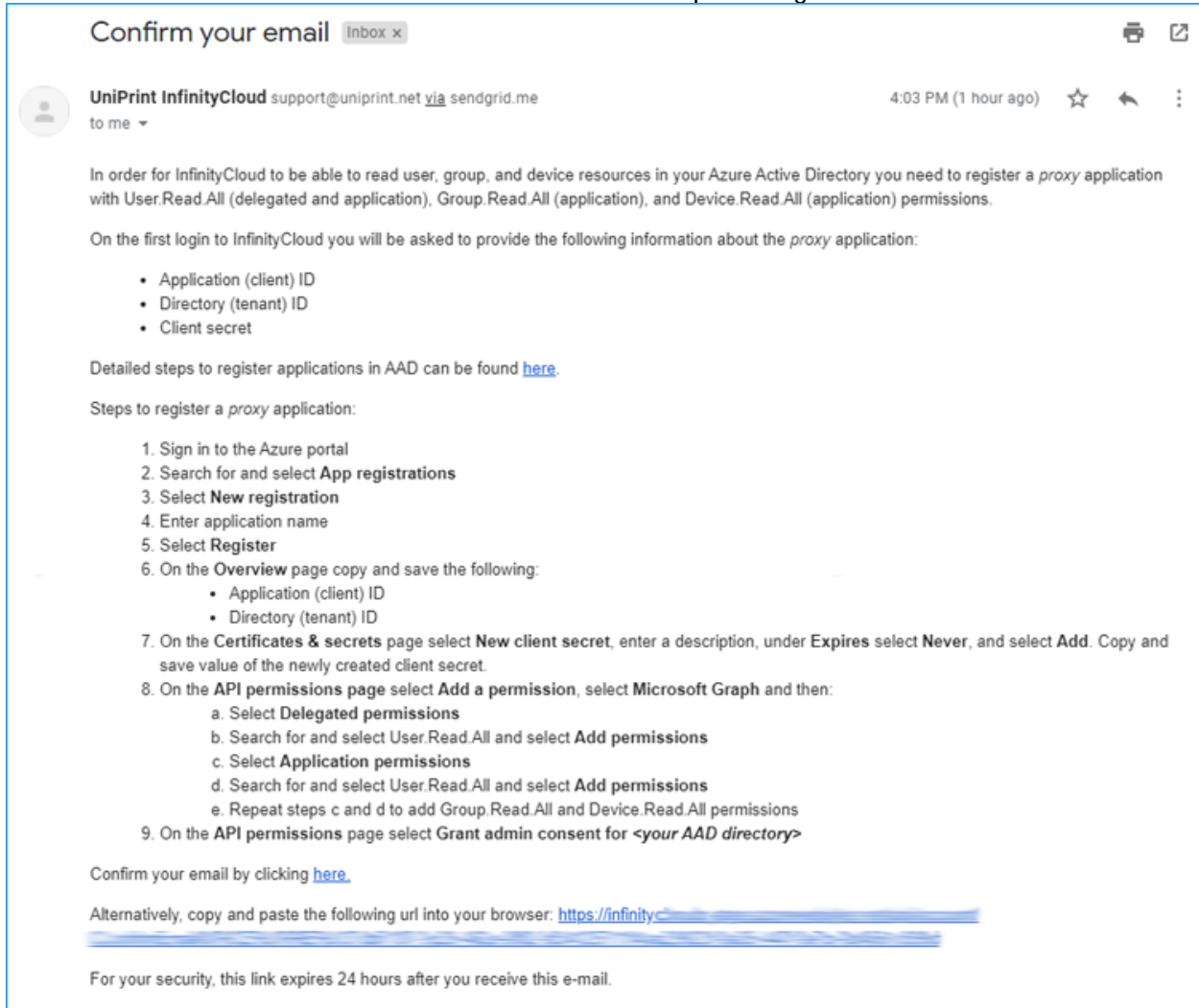
QR code generation can now only be done through Proximity Devices when adding or editing the properties of a proximity device of type QR Code.





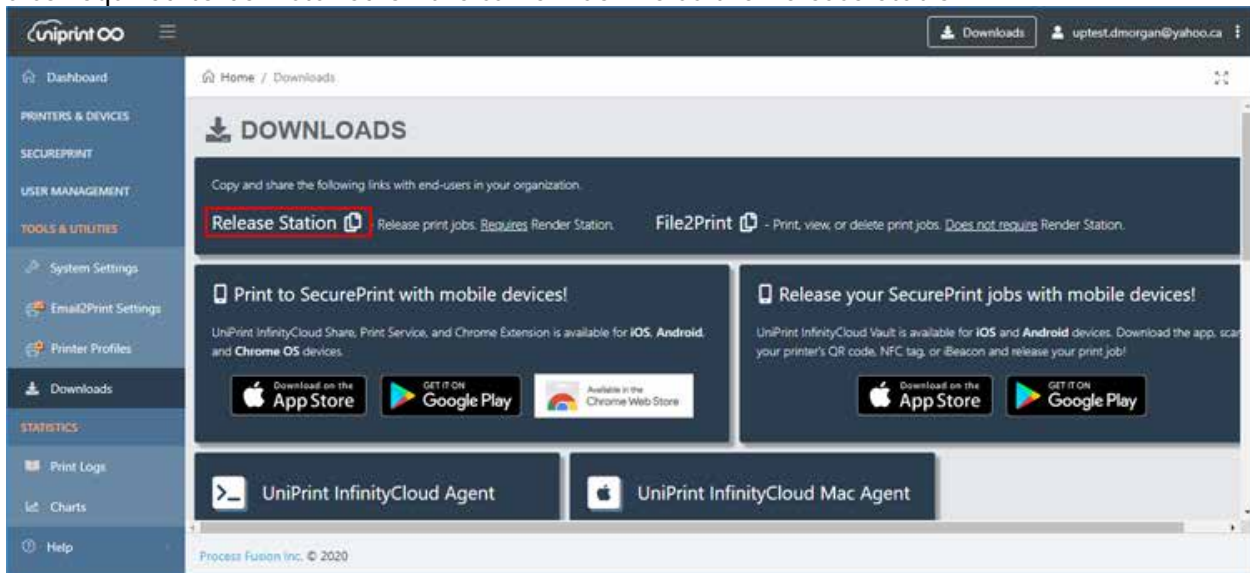
## Added: New E-mail Message For Administrators Registering With Azure Active Directory Identity Platform

For an administrator registering for the first time, and who intends to access Azure Active Directory user, group and device resources, a new and more detailed e-mail message will be received. Follow the instructions in this e-mail to complete registration.



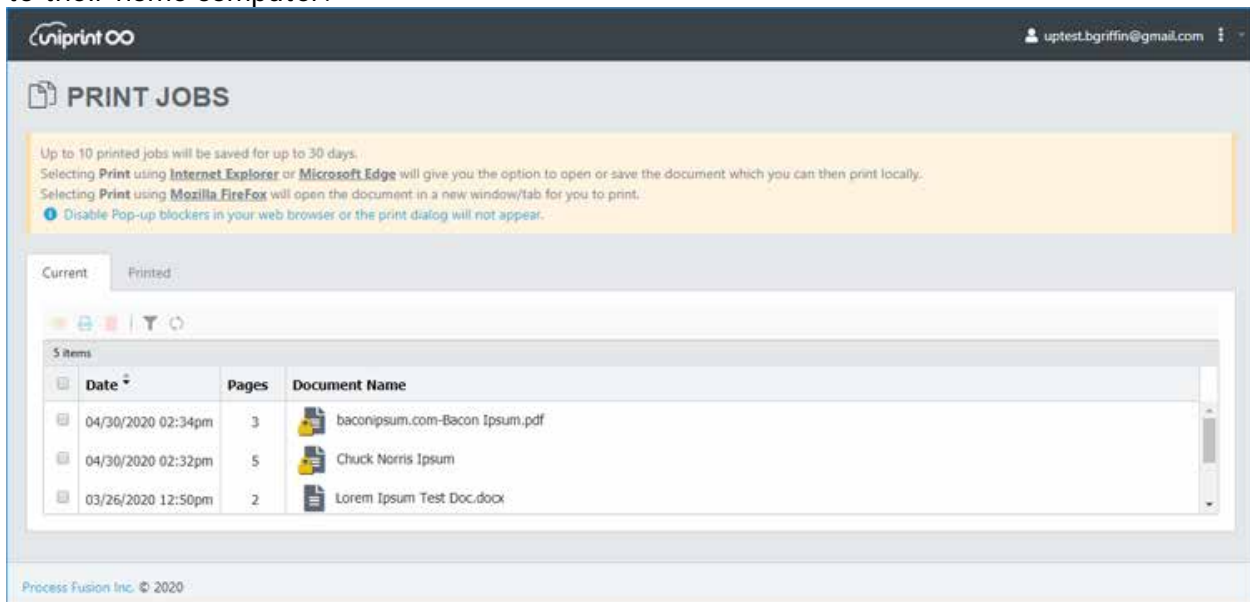
## Modified: The Release Station Is Now A Separate Download

The Release Station can now be downloaded and installed separately. The Render Station is also required to be installed on the same machine as the Release Station.



## Added: InfinityCloud Now Supports File2Print

To help support users who work from home, File2Print can be installed on the user's computer at home and can be used to preview or print a document sent to the UniPrint SecurePrint printer. After authenticating, the user can then release their document to a printer attached to their home computer.



February 19, 2020

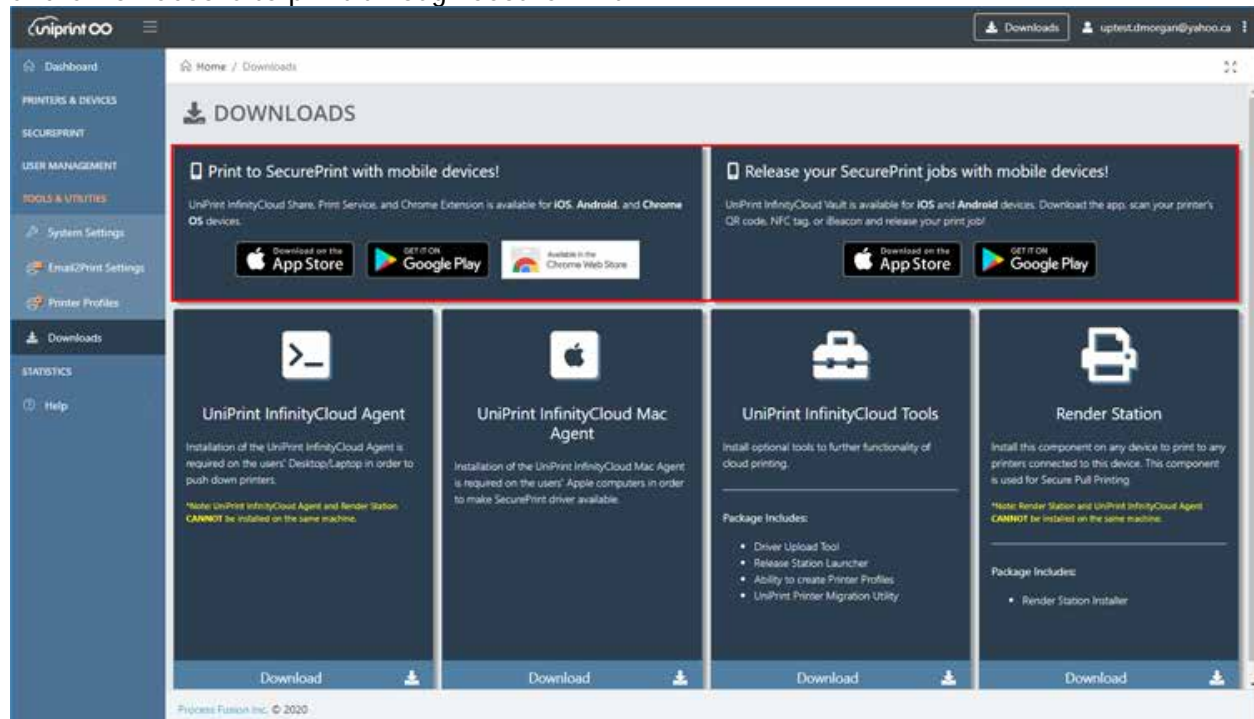
Added: New Email2Print Feature

Mobile users can now simply e-mail the document or file to be printed as an attachment to an e-mail address that has been specifically set up for a printer. InfinityCloud will then process the attachment and prepare it for printing. The user can release their print job through Cloud Vault or through a InfinityCloud render station.

Detailed configuration instructions can be found at [Setting up Email2Print](#).

### Added: Links to New Mobile Apps That Support SecurePrint - Mac Agent, iOS Share, Android Print Service & Chrome Extension

Additional links to mobile apps that are compatible with InfinityCloud have been added to the Downloads page. These apps enable Macintosh computers, Apple iOS devices, Android devices and Chromebooks to print through SecurePrint.



### Added: Support for HP and Xerox VPQ Connectors

VPQ Connectors and the VPQ Connector Cloud can now be managed through the InfinityCloud console. An unique activation code is required to activate the connector on the multifunction printer. Connector activation and management can be done through the InfinityCloud console and detailed instructions can be found at [Managing VPQ Connectors](#).

### Added: Support for Proximity Device Management

Proximity devices, for example, QR codes, NFC tags and beacons are used to identify a printer to a mobile device. Mobile devices simply scan the proximity device and the printer will appear as an available printer. These proximity devices can be managed through the InfinityCloud console whereby printers are mapped to each proximity device. Detailed instructions can be found at [Managing Proximity Devices](#).

## Added: Administrators Can Now Disable InfinitySend Agent Login

There may be situations where the administrator does not want the InfinitySend Agent to launch and login at startup. To disable InfinitySend Agent login, refer to [Disabling InfinitySend Agent Auto-login](#).

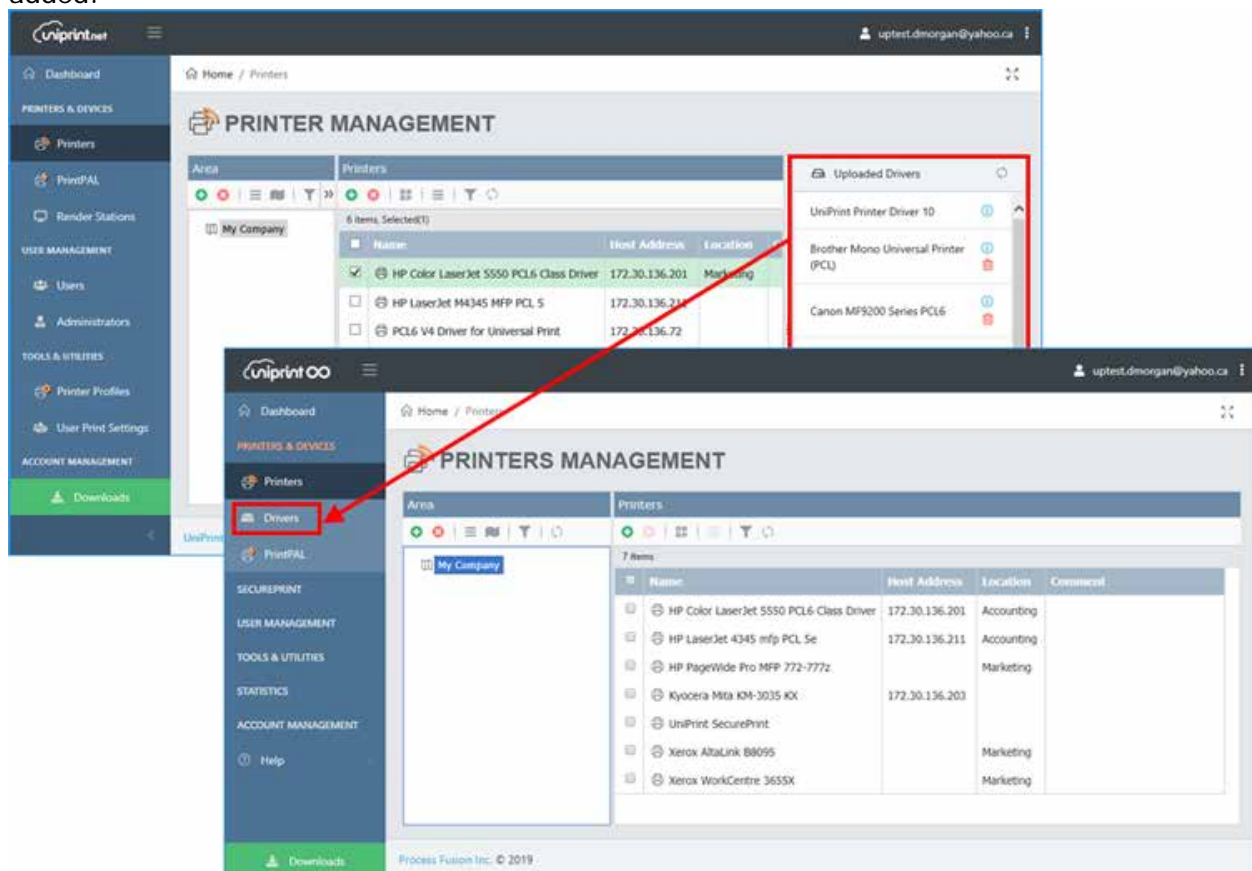
## Modified: Logins in the format of <username>@<domain> is now accepted

Logging into the InfinitySend Agent is no longer limited to fully qualified domain names. User can now enter a workstation hostname, for example, dmorgan@marketing-pc.

October 30, 2019

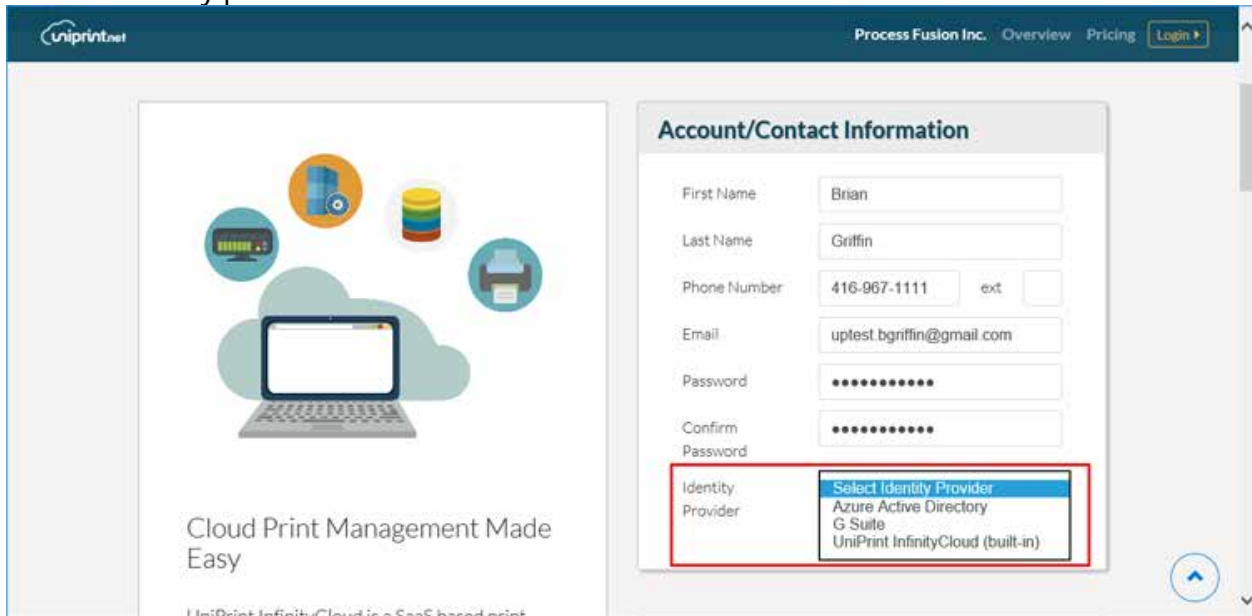
## Moved: Uploaded Drivers From Printers Tab To The New Driver Management Tab

The Printers tab was busy. Driver information and the functionality of uploading drivers was moved to its own tab. Locally installed drivers, custom drivers, and built-in drivers can be uploaded. The functionality to replace current drivers on one to many printers has also been added.



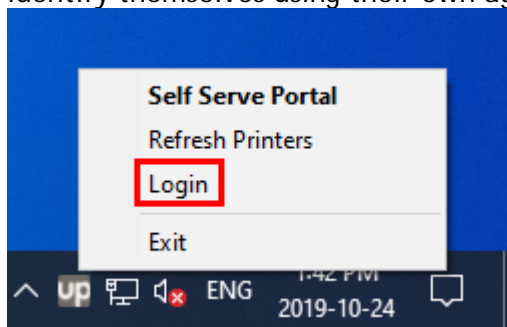
## Added: Support for G Suite and Azure AD Identity and Access Management Platforms

End users are no longer limited to using UniPrint's identity provider. Organizations can choose from G Suite or Azure Active Directory. Smaller organizations can continue to use the InfinityCloud built-in identity provider. Administrators will continue to use the InfinityCloud built-in identity provider.



## Added: User Self-Registration Using The InfinitySend Agent

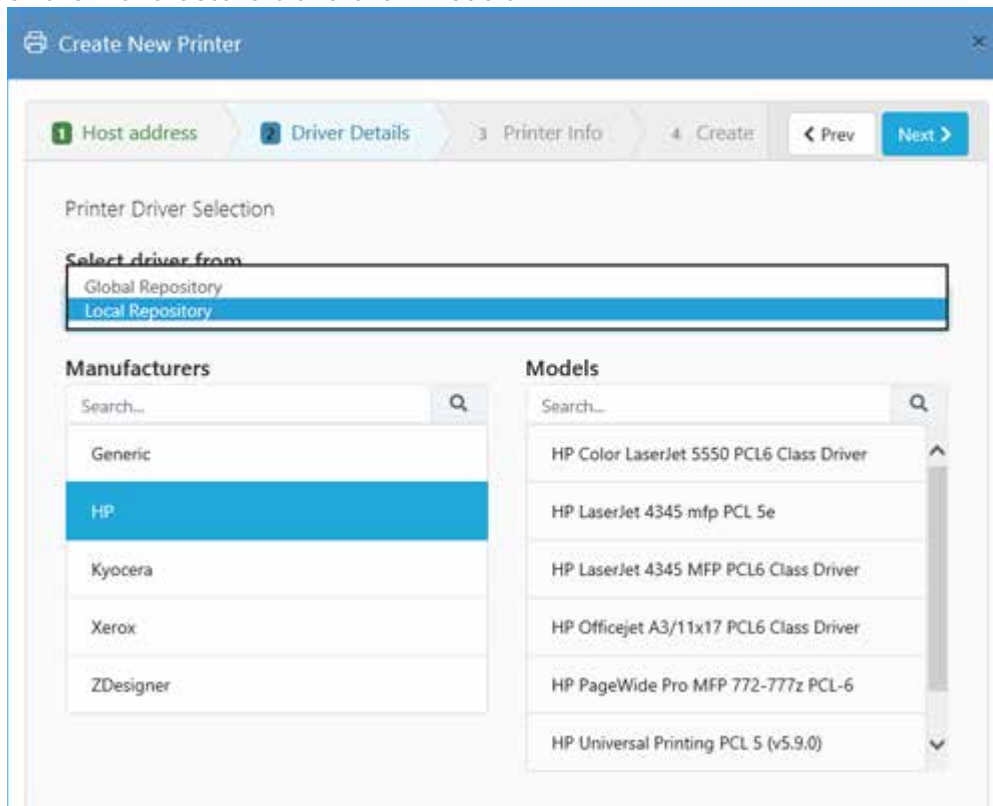
Users can now register themselves through the InfinitySend Agent on their desktops. After installing the InfinitySend Agent, users will be prompted for login credentials on first use. Users also have the option to re-register or re-login by right-clicking the InfinitySend Agent icon in the notification agent and clicking **Login**. G Suite and Azure AD end users can only identify themselves using their own agent.



## Added: Support To Add New Printers From Either A Global Repository Or A Local Repository

Organizations can add new printer from either a global repository which is maintained by Process Fusion, or from their own local repository of drivers which has already been uploaded

by their administrator. The global repository will contain all possible printer drivers from all of the manufacturers and their models.

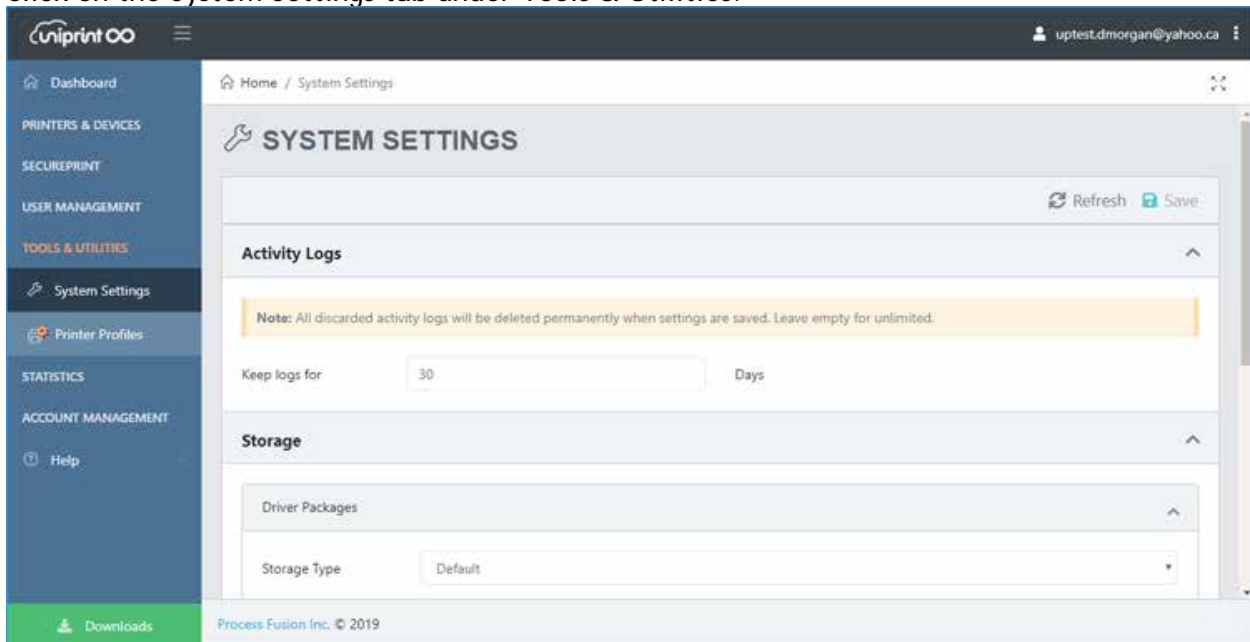


### Added: System Settings Tab

To reduce the amount of storage that is consumed by activity logs and to set the storage location of print driver packages and temporary storage location of SecurePrint print jobs,



click on the System Settings tab under Tools & Utilities.



## Added: Support To Make Print Driver Package and SecurePrint Print Job Storage Configurable

Organizations can store printer driver packages and SecurePrint print jobs in their own Azure blob or on-premise in their own RESTful Web architecture. By default, all driver packages and SecurePrint print jobs are stored in Process Fusion's Azure blob.

## Added: Support For Local Caching of Print Statistics In Case Of Network Failure

With regards to the UniPrint InfinitySend Agent and the Render Station, if a network failure or issues with Internet connectivity occurs, all print statistics will be locally cached until connectivity is restored.

## January 30, 2019

### Added: Integration with CP-1 InfinitySend

Users can now register for CP-1 InfinitySend to print through CP-1 print queues. For more information on CP-1, visit <http://www.cp-1.io/>.

The following sections pertain to CP-1 InfinitySend:

Registering For CP-1

[Installing the InfinitySend Agent](#)

Adding A CP-1 Destination

Printing Through CP-1 InfinitySend

## Added: Statistics Module

Print job statistics are now captured and can be exported to a comma-delimited file. Pie and Bar charts can also be viewed and manipulated to display various print information.

The following statistics are captured:

- § Date printed
- § User name
- § Machine name
- § Area name
- § Printer name
- § Number of pages printed
- § Color or Black & White
- § Simplex (Single-sided) or Duplex (Double-sided)
- § Collate enabled or disabled
- § Number of copies
- § Document file name

Administrators can manipulate and filter the data by following the instructions in these sections:

[Filtering The Print Log](#)

[Exporting The Print Log As A Comma-delimited File](#)

Viewing & Editing Pie Charts

Viewing & Editing Bar Charts

---




# Registration

## Registering For InfinityCloud

The initial registration on the UniPrint InfinityCloud system is for an administrator. This initial administrator will have access to the printing functionality for the entire company and will have super user permissions. Any administrator that is assigned afterwards can be given limited access to different parts of the UniPrint InfinityCloud system. For example, you can have an administrator that is only responsible for mapping printers through PrintPAL. This following procedure also creates a new customer account and must therefore only be done once.

To register the initial administrator, do the following:

- 1) In a web browser, navigate to <https://infinitycloud.uniprint.net/> and enter the information for the initial administrator. This administrator will have super user capabilities.

UniPrint  Login


### Cloud Print Management Made Easy

#### Sign Up For Your Free Trial Account

UniPrint InfinityCloud is a SaaS based print management tool that removes the need for costly print servers, allows for centralized management of direct IP printing, and improves your overall printing experience.

Brian Dawgs 'R Us  
Griffin 416-967-1111  
uptest.bgriffin@gmail.com  
.....  
.....  
Canada  
Ontario

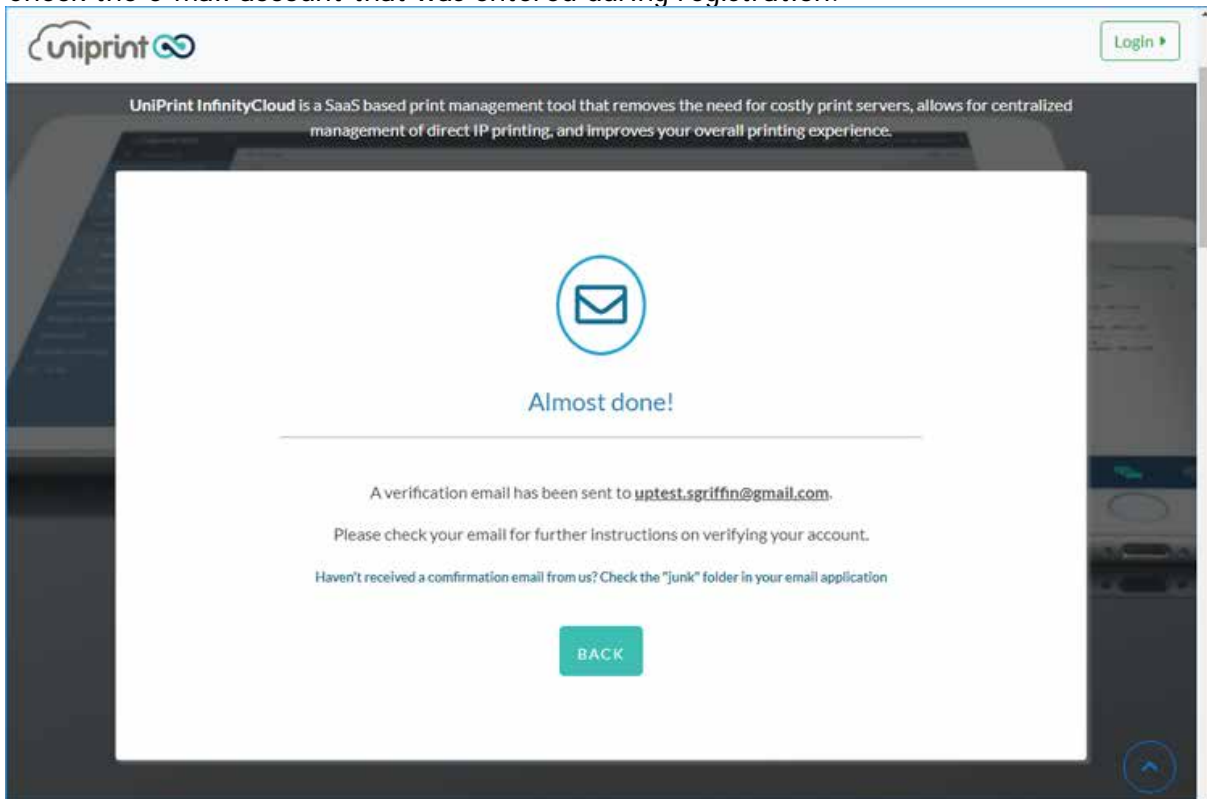
I agree to Process Fusion Inc. [terms & conditions](#)

I'm not a robot 

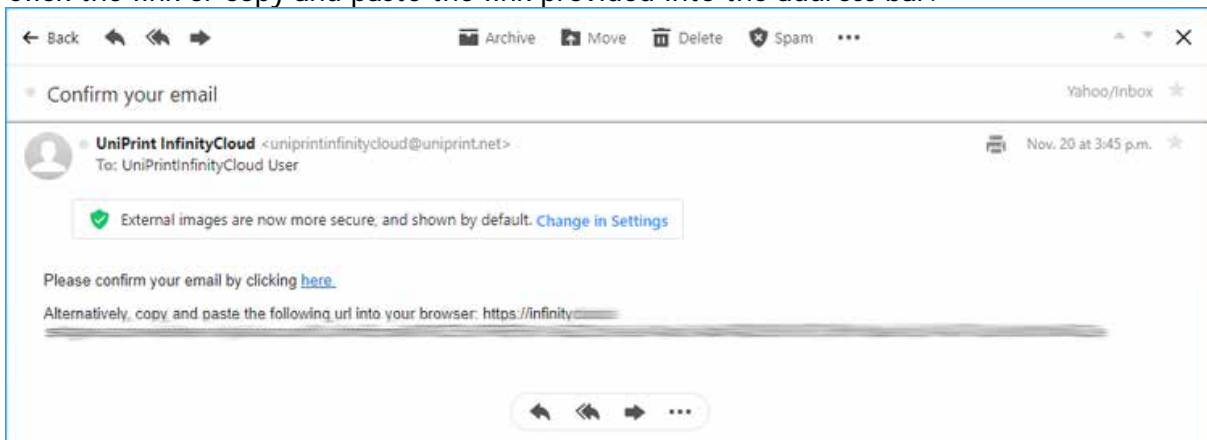
**TRY IT FREE**

- 2) Select I agree to Process Fusion Inc. terms & conditions and then select I am not a robot.
- 3) Click TRY IT FREE.

- 4) Check the e-mail account that was entered during registration.



- 5) Click the link or copy and paste the link provided into the address bar.



- 6) Login with the password provided above to complete the registration. This administrator is the "super" administrator and has access to the entire InfinityCloud infrastructure for your company.

Related Links:

[Installing InfinityCloud Components](#)

# Dashboard

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## Dashboard

After logging in, the Dashboard is the first screen that is displayed to the administrator. From the Dashboard, the administrator can do the following:

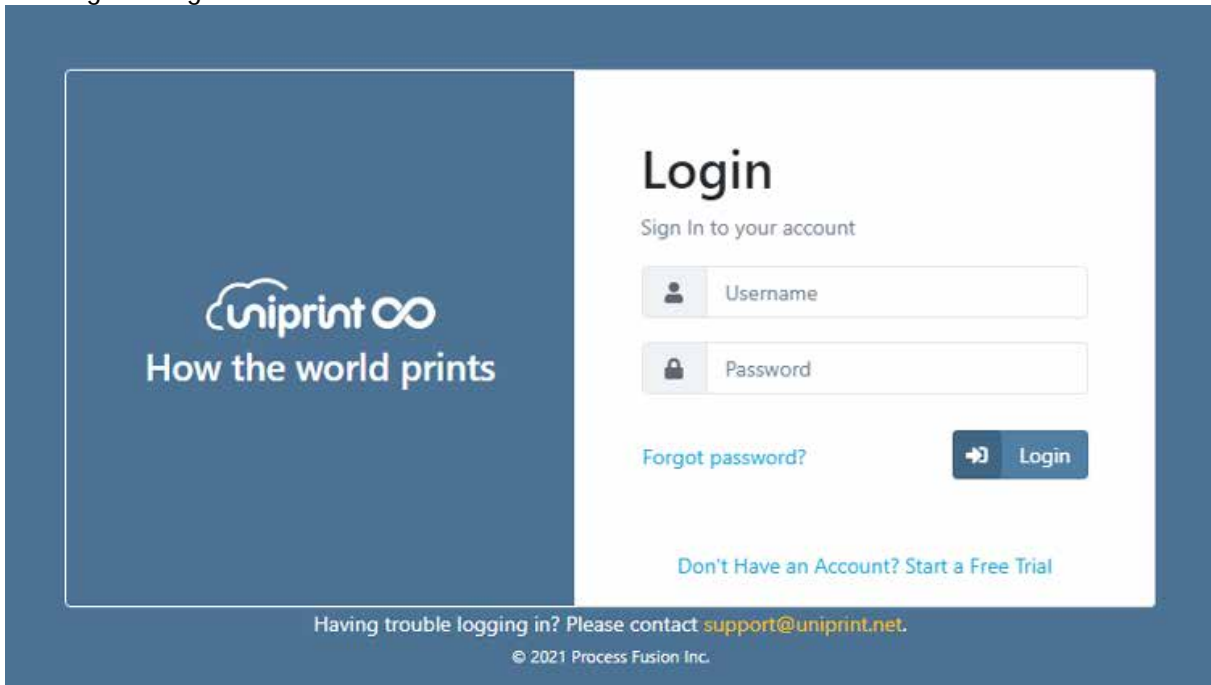
- § [View company information](#)
- § [View logged-in user profile](#)
- § [Change administrator's password](#)
- § [View Recent Activities to their InfinityCloud account](#)
- § [Filter Recent Activities](#)
- § [Remove Recent Activities Filter](#)
- § [Download an Activity Log](#)

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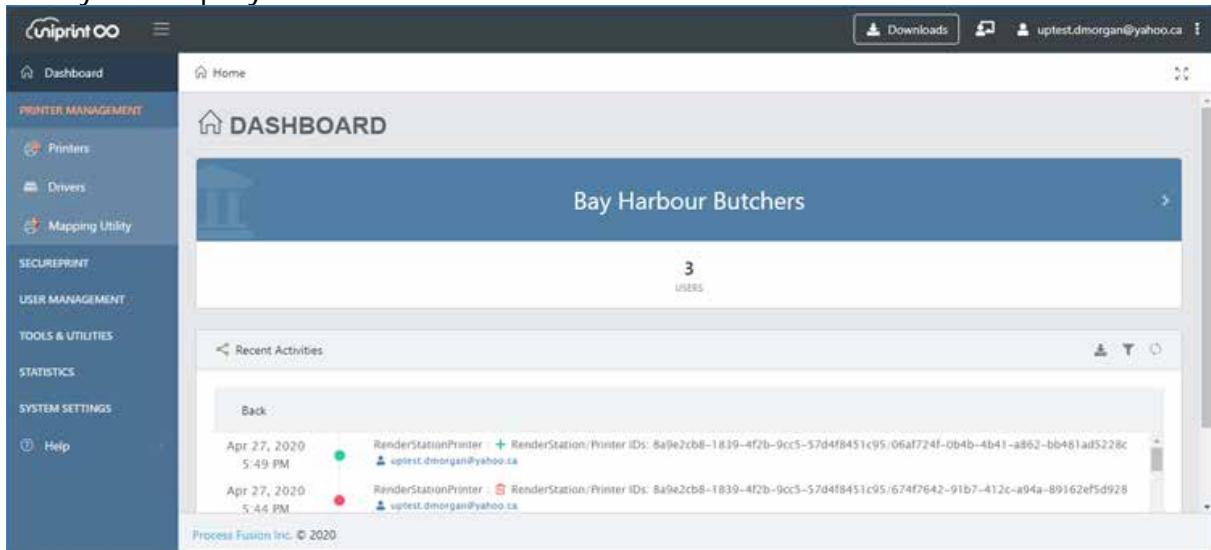
## Viewing Your Company Information

To double-check that Process Fusion has accurate company information on file, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Click your company name in the banner.



- 3) If there are any discrepancies with the information that was originally provided, contact [support@uniprint.net](mailto:support@uniprint.net).

Licensed Printers	10000
Licensed Users	10000
Customer	Bay Harbour Butchers
Address	301 Front St. W. Toronto, M5V 2T6
Country	Canada
State/Province	Ontario
Phone Number	416-967-1111
Customer Key	[Blurred]

Close

- 4) Click Close.

Related Links:

[Dashboard](#)

[Viewing the User Profile](#)

[Changing Administrator's Password](#)

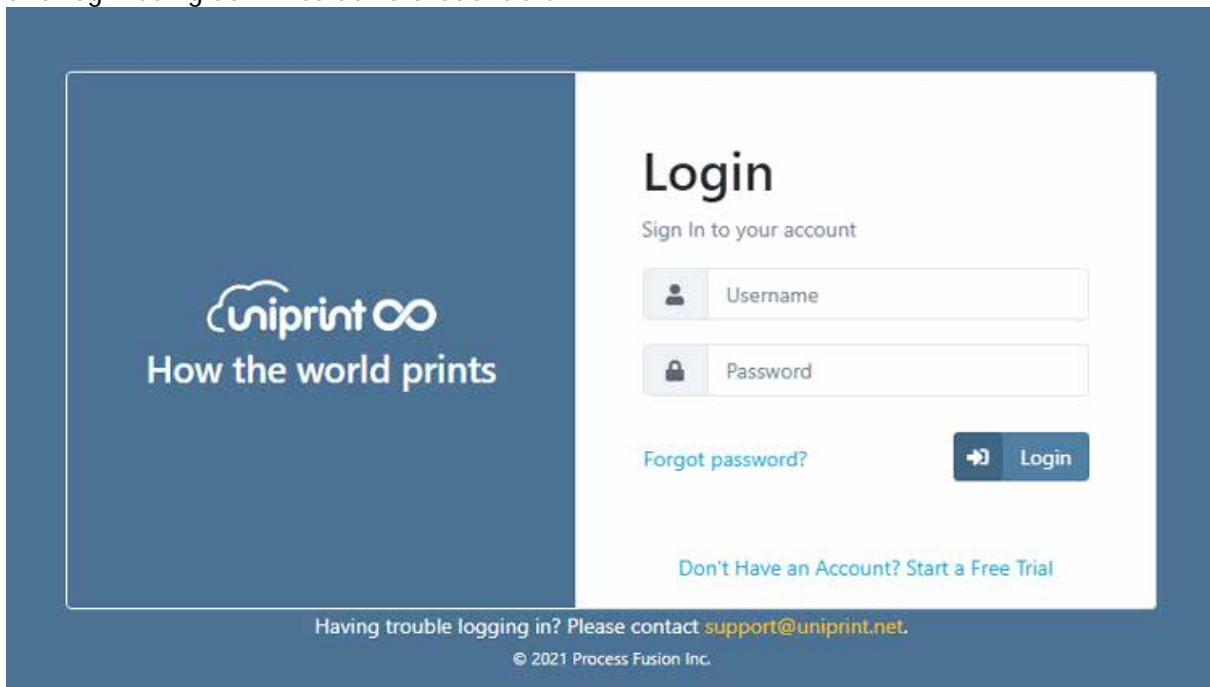
[Recent Activities](#)

---

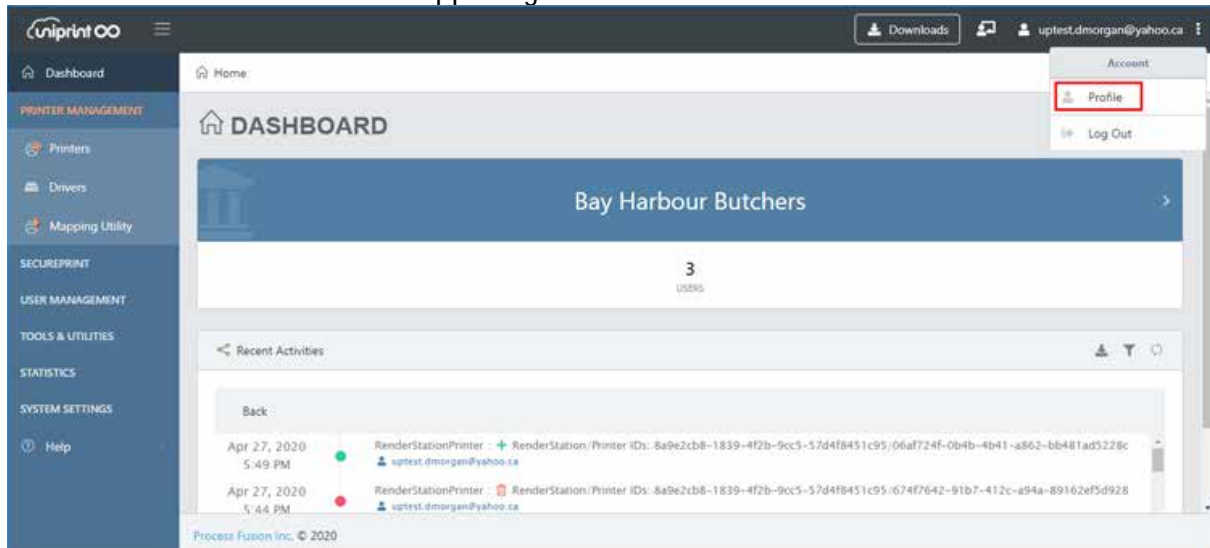
## Viewing the User Profile

To view the currently logged-in user profile, do the following:

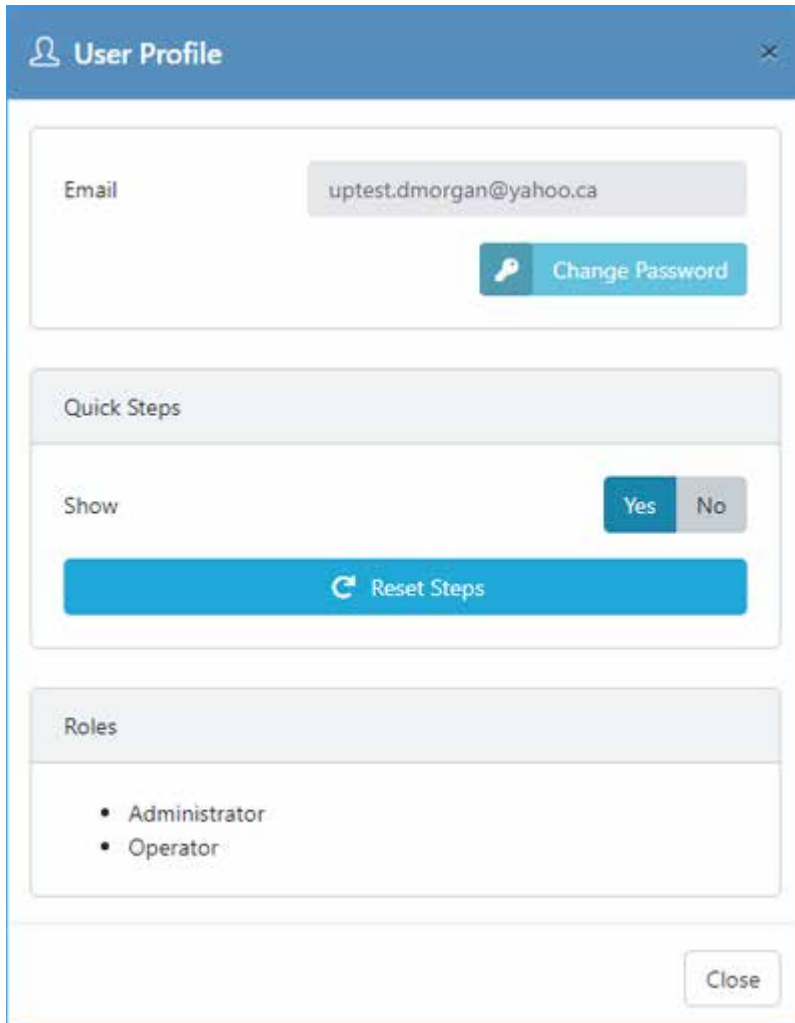
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Click the e-mail address in the upper right corner and then click **Profile**.



- 3) From here the password of the logged-in user can be changed and the user can view their roles.



Related Links:

[Dashboard](#)

[Viewing Your Company information](#)

[Changing Administrator's Password](#)

[Recent Activities](#)

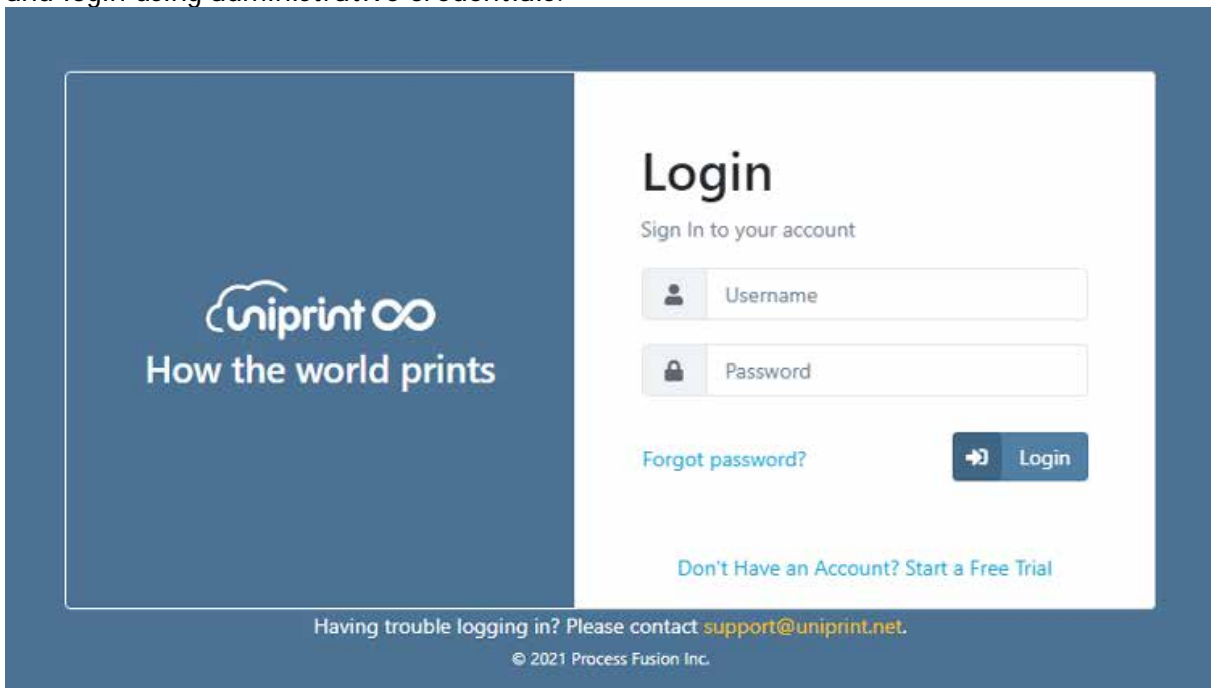
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## Changing Administrator's Password

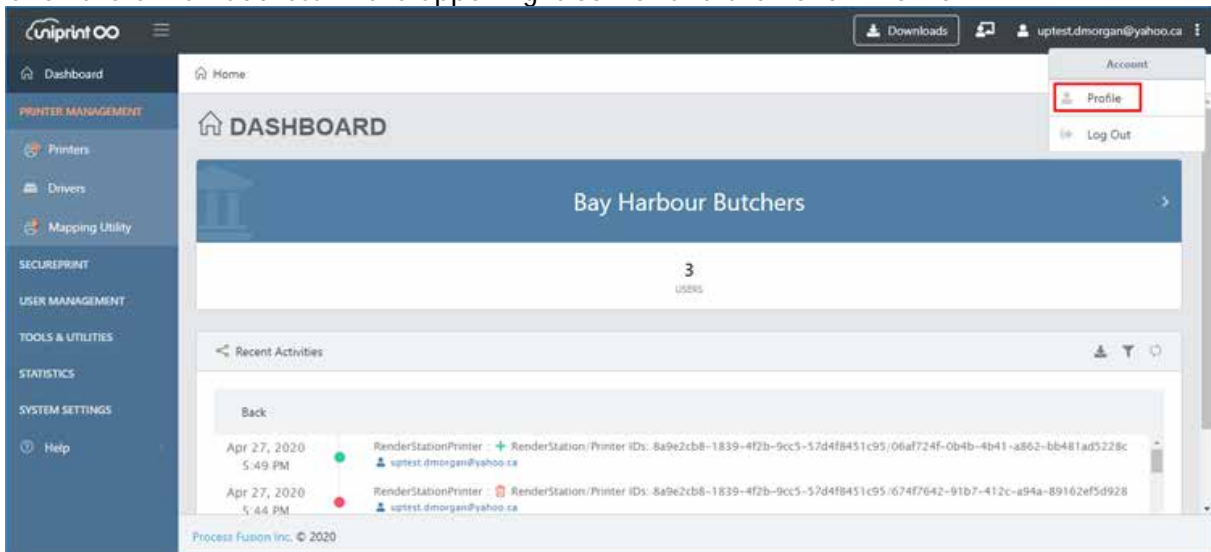
The administrator can also change their password through the Dashboard as well as view what permissions they have with InfinityCloud.

To change the administrative password, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

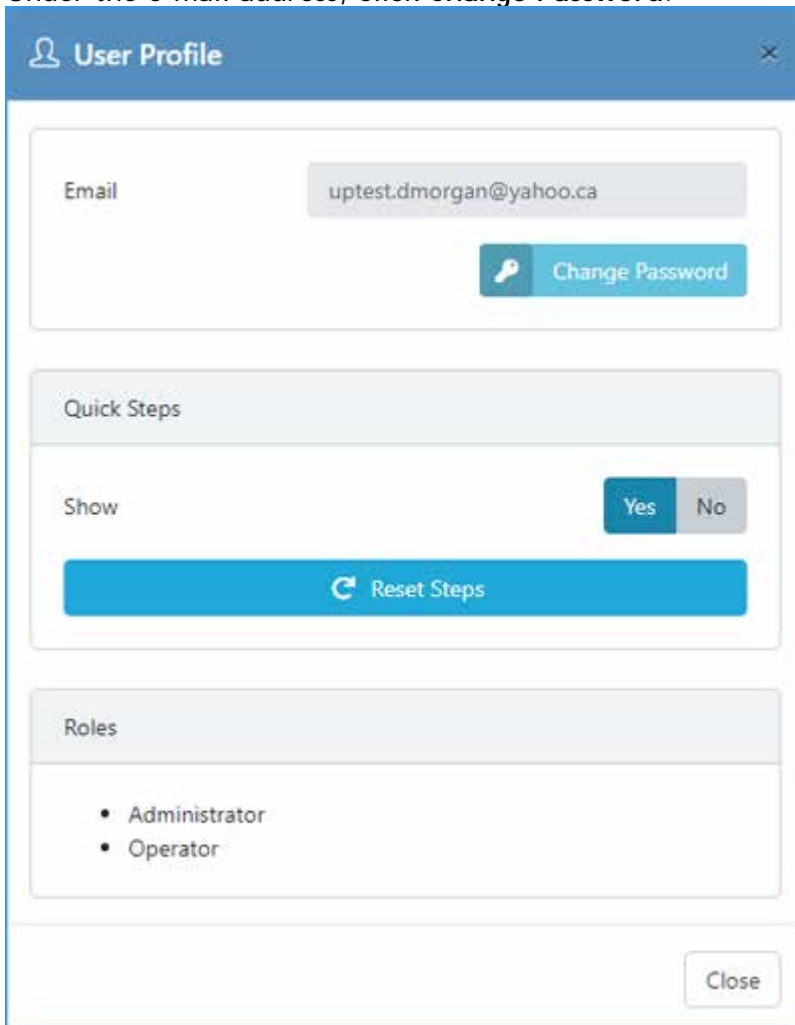


- 2) Click the e-mail address in the upper right corner and then click **Profile**.



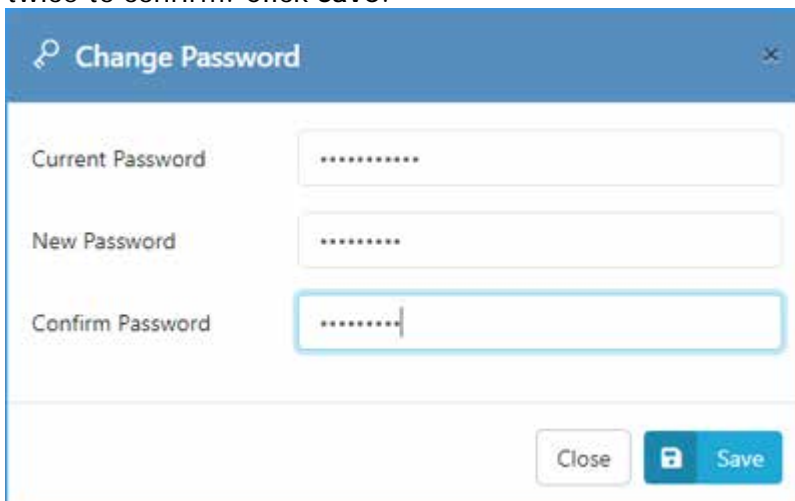


3) Under the e-mail address, click **Change Password**.



The screenshot shows a 'User Profile' dialog box with a blue header and a close button. The main content area is divided into three sections: 'Email', 'Quick Steps', and 'Roles'. The 'Email' section shows the email address 'uptest.dmorgan@yahoo.ca' and a blue 'Change Password' button with a key icon. The 'Quick Steps' section has a 'Show' label and two buttons, 'Yes' and 'No', with a blue 'Reset Steps' button below them. The 'Roles' section lists 'Administrator' and 'Operator' as bullet points. A 'Close' button is located at the bottom right of the dialog.

4) Beside **Current Password**, enter the current password and then enter the new password twice to confirm. Click **Save**.



The screenshot shows a 'Change Password' dialog box with a blue header and a close button. It contains three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field is filled with seven asterisks. At the bottom, there are two buttons: a 'Close' button and a blue 'Save' button with a lock icon.

Related Links:

[Dashboard](#)

[Viewing Your Company information](#)

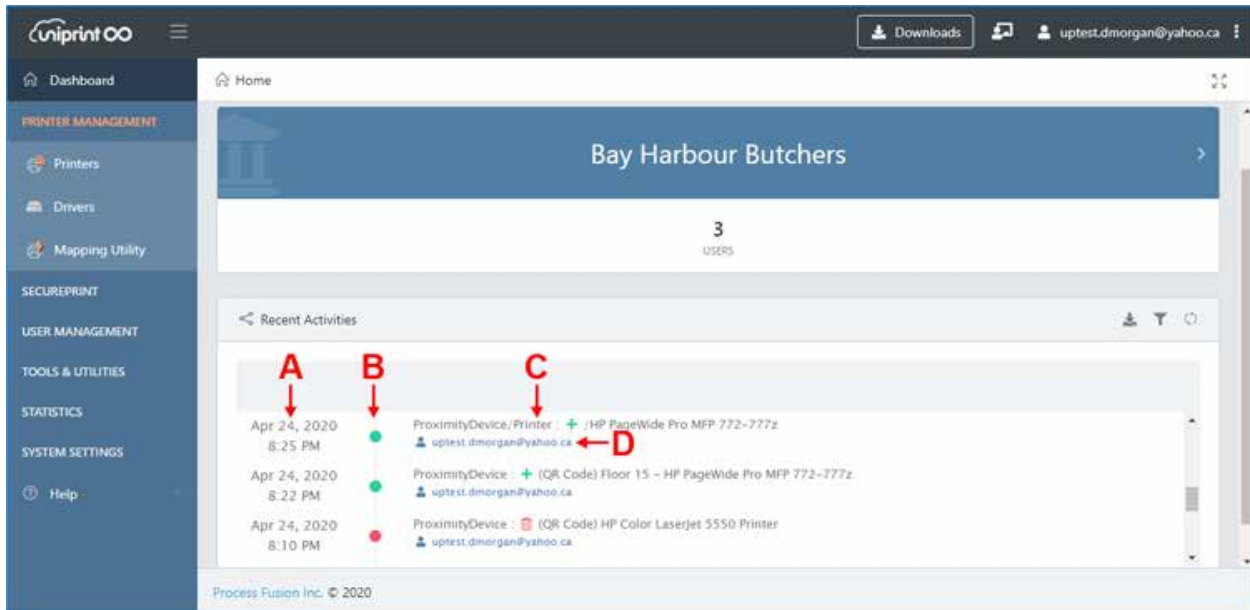
[Viewing the User Profile](#)

[Recent Activities](#)

## Recent Activities

### Recent Activities

All actions done through the InfinityCloud Management Console are logged and recorded on the Dashboard under Recent Activities. The information capture is useful for debugging purposes and can be used to trace when and what was done to InfinityCloud and by who.



Captured Information	Description
A - Date & Time	Date and time of the activity
B - Operation	Green - Create Red - Delete Dark Grey - Update/Change
C - Description of operation	Description of what was done
D - User	User name or e-mail address of the user that performed the activity

**Related Links:**

[Filtering Recent Activities](#)

[Removing the Recent Activity Filter](#)

[Downloading the Activity Log](#)

[Dashboard](#)

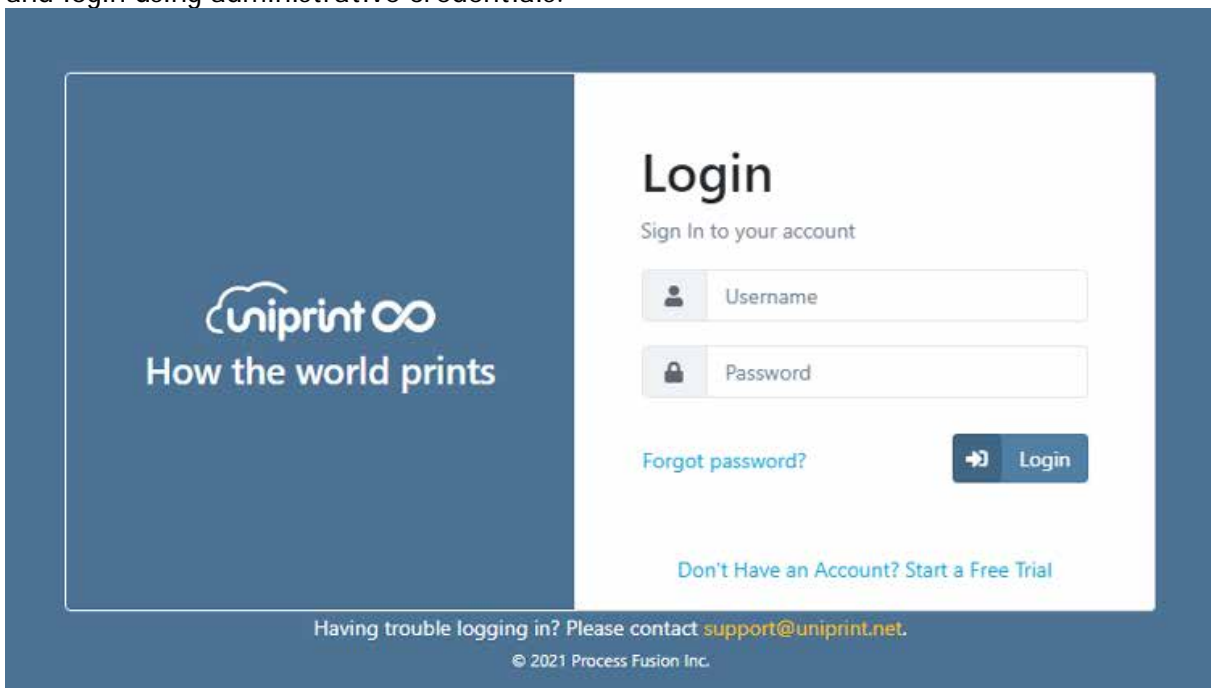
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## Filtering Recent Activities

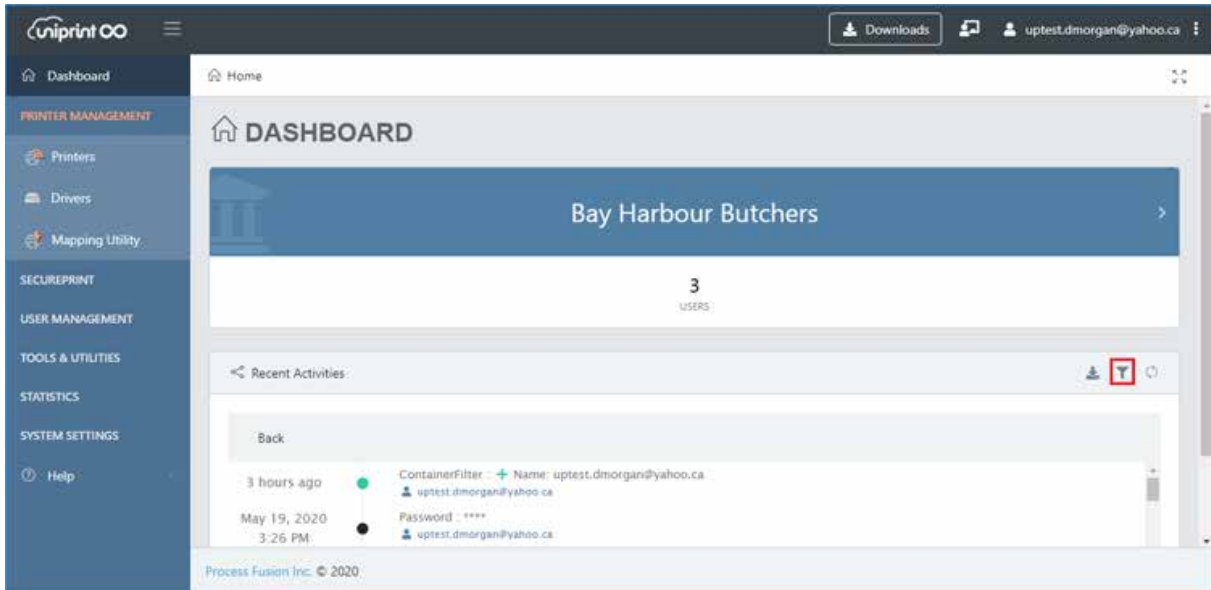
Since every single operation is captured under Recent Activities, the Activity log can become quite large. If debugging is required, the Activity log can be filtered in order to display only the pertinent activities that are related to the issue.

To filter the Recent Activities log, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



2) Click  .




- 3) Apply the appropriate filter(s). Filters can be applied to the activity ID number, the date and to a specific string of text such as a user name or the type of operation.

The screenshot shows a dialog box titled "Activity Log Filter" with a close button (X) in the top right corner. The dialog is divided into three main sections:

- Starting ID Filter:** Contains three radio button options: "Most recent ID (default)", "Start ID" (which is selected), and "Beginning". The "Start ID" option has a text input field containing the value "30007".
- Date Filter:** Contains two radio button options: "No Date Filter (default)" and "Date" (which is selected). The "Date" option is further divided into "From" and "To" fields, both of which contain the date "05/20/2020". Each date field has a small calendar icon to its right.
- Search Text:** Contains two radio button options: "No search text (default)" and "Search Text". The "Search Text" option has an empty text input field next to it.

At the bottom of the dialog, there are two buttons: a red "Reset to Defaults" button with a circular arrow icon, and a "Close" button.

- 4) For example, to set up a date filter, select **Date** and then click . Click to select a date range.

Activity Log Filter
✕

Starting ID Filter

Most recent ID (default)

Start ID

Beginning

< **April 2020** >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Date Filter

No Date Filter (default)

Date

From

To

Search Text

No search text (default)

Search Text

↺
Reset to Defaults

Close

5) Click Close.

The screenshot shows the 'Activity Log Filter' dialog box. It has a blue header with a close button. The dialog is divided into three sections: 'Starting ID Filter', 'Date Filter', and 'Search Text'.  
- 'Starting ID Filter': Includes radio buttons for 'Most recent ID (default)', 'Start ID' (with a text input field containing '30061'), and 'Beginning'.  
- 'Date Filter': Includes radio buttons for 'No Date Filter (default)' and 'Date'. The 'Date' section has 'From' and 'To' date pickers, both set to '04/24/2020'.  
- 'Search Text': Includes radio buttons for 'No search text (default)' and 'Search Text' (with an empty text input field).  
At the bottom, there is a red 'Reset to Defaults' button and a 'Close' button.

6) All activities that took place on April 24th will be displayed and the Recent Activities list will indicate that a filtered list is being displayed.

The screenshot shows the UniPrint dashboard. The top navigation bar includes the UniPrint logo, a menu icon, a 'Downloads' button, and a user profile for 'uptest.dmorgan@yahoo.ca'. The main content area is titled 'DASHBOARD' and features a card for 'Bay Harbour Butchers' with '3 USERS'. Below this is the 'Recent Activities' section, which has a 'Filtered' label in a red box. The activity list shows two entries for 'Apr 24, 2020':  
- Entry 1: '8:52 PM' with a green dot, 'RenderStationPrinter + RenderStation/Printer IDs: 52083c59-7322-47dc-b65d-ebf74fc70663/cf01ac2c-875f-4084-997d-6d75bb2397d4', and user 'uptest.dmorgan@yahoo.ca'.  
- Entry 2: 'Apr 24, 2020' with a green dot, 'Container + Container name=MyCompany, parent ID=-1'.  
The bottom of the dashboard shows 'Process Fusion Inc. © 2020'.

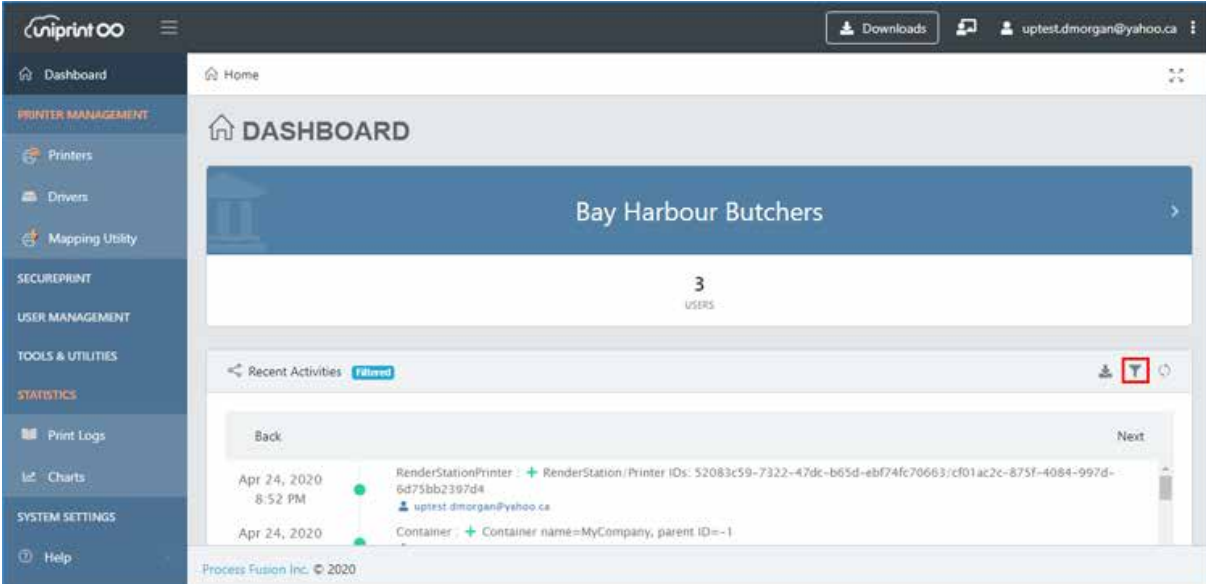
**Related Links:**[Recent Activities](#)[Removing the Recent Activity Filter](#)[Downloading the Activity Log](#)[Dashboard](#)

## Removing the Recent Activity Filter

Removing the filter from Recent Activities will result in all activities being displayed.

To remove the Recent Activities filter was applied, do the following:

- 1) Click .



The screenshot shows the Uniprint OO dashboard interface. The top navigation bar includes the Uniprint OO logo, a menu icon, a 'Downloads' button, and a user profile for 'uptest.dmorgan@yahoo.ca'. The left sidebar contains navigation options: Dashboard, PRINTER MANAGEMENT (Printers, Drivers, Mapping Utility), SECUREPRINT, USER MANAGEMENT, TOOLS & UTILITIES, STATISTICS (Print Logs, Charts), and SYSTEM SETTINGS (Help). The main content area displays the 'DASHBOARD' for 'Bay Harbour Butchers', showing '3 USERS'. Below this is the 'Recent Activities' section, which is currently filtered. A red box highlights the filter icon (a funnel) in the top right corner of the 'Recent Activities' section. The activity log shows two entries for 'Apr 24, 2020 8:52 PM' from user 'uptest.dmorgan@yahoo.ca', one for 'RenderStationPrinter' and one for 'Container'.



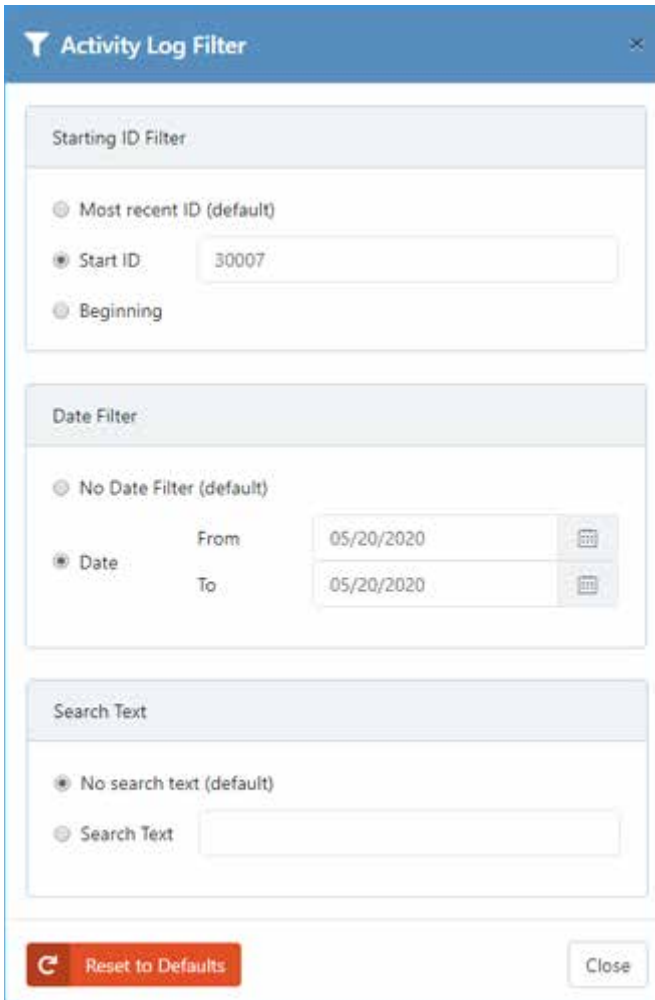
2) Click **Reset to Defaults**.

The screenshot shows a dialog box titled "Activity Log Filter" with a close button (X) in the top right corner. The dialog is divided into three sections: "Starting ID Filter", "Date Filter", and "Search Text".

- Starting ID Filter:** Contains three radio button options: "Most recent ID (default)" (selected), "Start ID" (with a text input field containing "30061"), and "Beginning".
- Date Filter:** Contains two radio button options: "No Date Filter (default)" and "Date" (selected). The "Date" option is further divided into "From" and "To" fields, both containing "04/24/2020" and featuring calendar icons.
- Search Text:** Contains two radio button options: "No search text (default)" (selected) and "Search Text" (with an empty text input field).

At the bottom of the dialog, there is a red button with a circular arrow icon labeled "Reset to Defaults" and a standard "Close" button.

- 3) Since the date filter was applied in the previous example, it will be reset to the current date.



The screenshot shows the 'Activity Log Filter' dialog box with the following settings:

- Starting ID Filter:**
  - Most recent ID (default)
  - Start ID: 30007
  - Beginning
- Date Filter:**
  - No Date Filter (default)
  - Date
    - From: 05/20/2020
    - To: 05/20/2020
- Search Text:**
  - No search text (default)
  - Search Text: [Empty field]

Buttons at the bottom: 'Reset to Defaults' (orange) and 'Close' (grey).

- 4) Click Close.

**Related Links:**

[Recent Activities](#)

[Filtering Recent Activities](#)

[Downloading the Activity Log](#)

[Dashboard](#)

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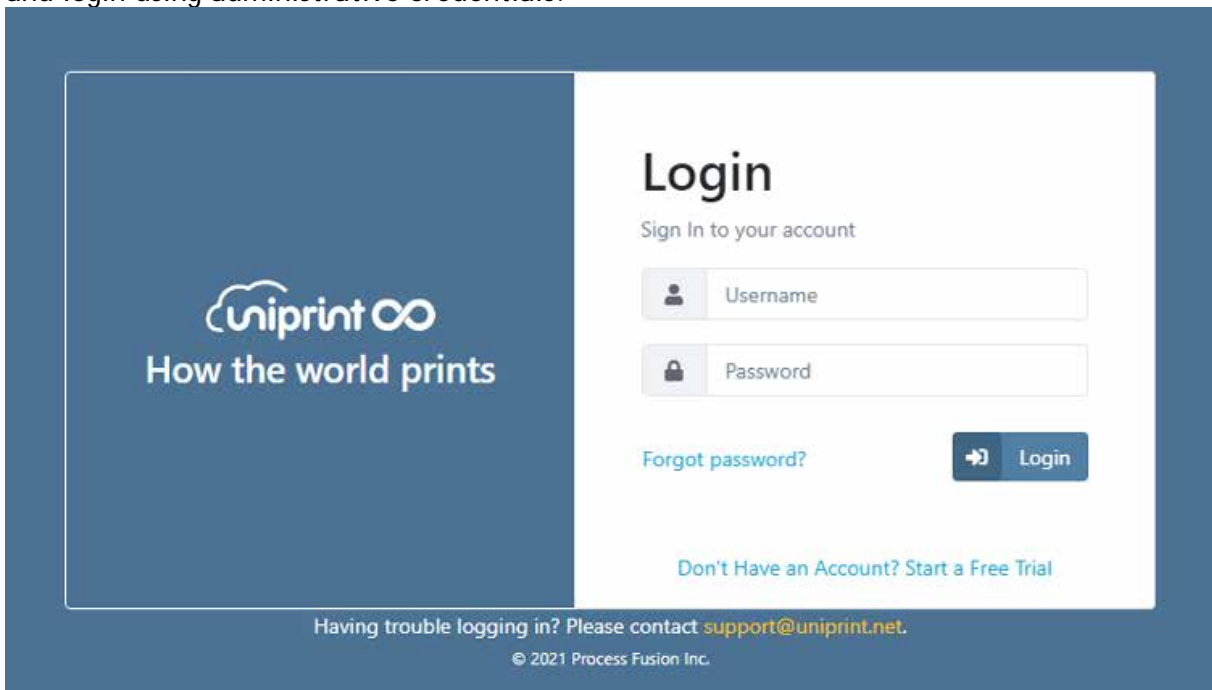
## Downloading the Activity Log

A copy of Recent Activities can be downloaded as a CSV (comma-delimited) file. This file can then be opened using a spreadsheet program, for example, Excel.

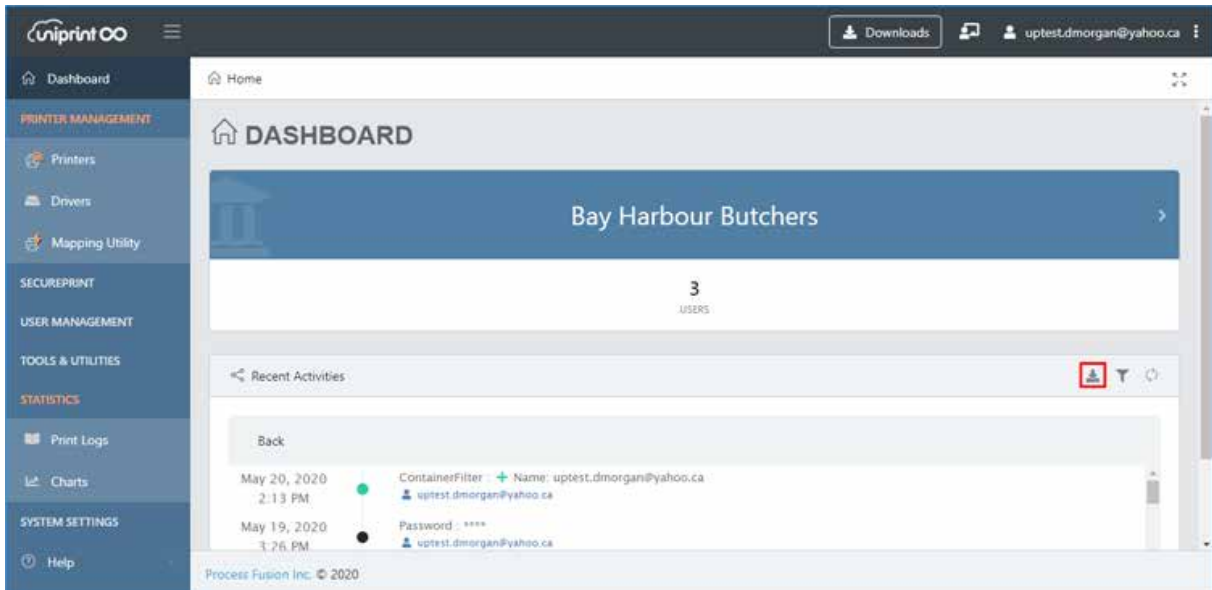
## UniPrint InfinityCloud Guide

To download the Activity log, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Click .



3) Beside **File Name**, change the name of the CSV file or keep the default.

**Download file as...**

File Name: ActivityLogThuMay212020


Logs From: 05/21/2020

Logs To: 05/21/2020

Num log entries: 100

First entries  
 Last entries

Close Download

4) Click , to change start and end dates for the activity logs.

**Download file as...**

File Name: ActivityLogThuMay212020

Logs From: 04/24/2020

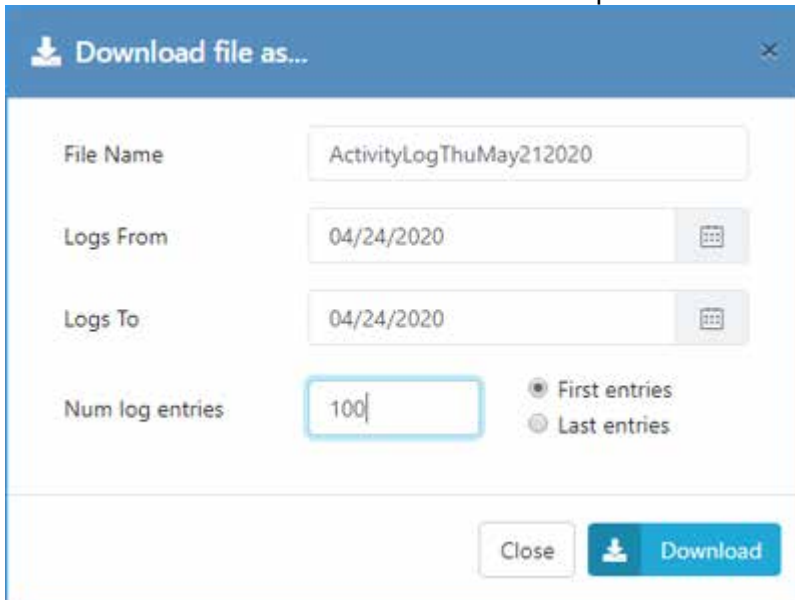
Logs To: 04/24/2020

Num log entries:

Download

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	<b>24</b>	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

- 5) Beside **Num Log Entries**, enter the number of log records to export and whether you want the first or last number of records for the stipulated date range set.

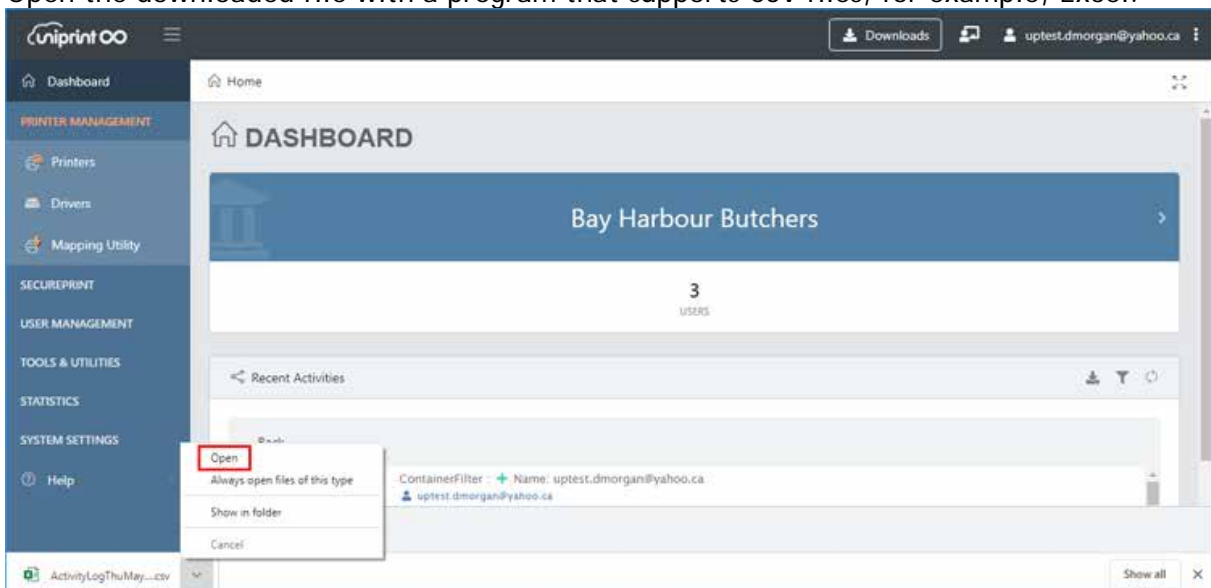


The screenshot shows a 'Download file as...' dialog box. It contains the following fields and options:

- File Name:** ActivityLogThuMay212020
- Logs From:** 04/24/2020
- Logs To:** 04/24/2020
- Num log entries:** 100
- Options:**  First entries,  Last entries
- Buttons:** Close, Download

- 6) Click **Download**.

- 7) Open the downloaded file with a program that supports CSV files, for example, Excel.



8) Here's an example of what is downloaded in Excel.

Log Id	Log Timestamp	Log Operation	Log Category	Log Status	Activity By	Log Details
26150	Sat Apr 25 2020 18:20:31	DELETE	Printer	Success	uptest.dmorgan@yahoo.ca	HP PageWide Pro MFP 777z
26151	Sat Apr 25 2020 18:20:31	DELETE	Printer	Success	uptest.dmorgan@yahoo.ca	Kyocera KM-3035 KX
26152	Sat Apr 25 2020 18:20:48	DELETE	Area	Success	uptest.dmorgan@yahoo.ca	Floor 15, Main floor of MyCompany2
26153	Sat Apr 25 2020 18:22:42	CREATE	Area	Success	uptest.dmorgan@yahoo.ca	Floor 15, Main Floor of MyCompany2
26154	Sat Apr 25 2020 18:28:08	CREATE	AreaMap	Success	uptest.dmorgan@yahoo.ca	646Floor15_Sm
26156	Sat Apr 25 2020 19:08:36	CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP Color LaserJet 5550 PCL6 Class Driver
26157	Sat Apr 25 2020 19:08:36	CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	HP Color LaserJet 5550 PCL6 Class Driver/HP Color LaserJet 5550 PCL6 Class Driver/Windows 8
26158	Sat Apr 25 2020 19:08:37	CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP PageWide Pro MFP 772-777z
26159	Sat Apr 25 2020 19:08:43	CREATE	DriverPackage	Success	uptest.dmorgan@yahoo.ca	Name: hplife114_x64.inf_amd64_1fd60eef9af8d84f, file: hplife114_x64.inf_amd64_1fd60eef9af8d84f
26160	Sat Apr 25 2020 19:08:44	CREATE	Driver	Success	uptest.dmorgan@yahoo.ca	HP PageWide Pro MFP 772-777z PCL-6, V4, Windows x64
26161	Sat Apr 25 2020 19:08:44	CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	HP PageWide Pro MFP 772-777z/HP PageWide Pro MFP 772-777z PCL-6/Windows 8
26162	Sat Apr 25 2020 19:08:45	CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	Kyocera Mita KM-3035 KX
26163	Sat Apr 25 2020 19:08:45	CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	Kyocera Mita KM-3035 KX/Kyocera Mita KM-3035 KX/Windows 8
26164	Sat Apr 25 2020 19:08:46	CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	RICOH IM C2000
26165	Sat Apr 25 2020 19:08:53	CREATE	DriverPackage	Success	uptest.dmorgan@yahoo.ca	Name: r4600.inf_amd64_372fb7faa19065df, file: r4600.inf_amd64_372fb7faa19065df.zip
26166	Sat Apr 25 2020 19:08:54	CREATE	Driver	Success	uptest.dmorgan@yahoo.ca	PCL6 V4 Driver for Universal Print, V4, Windows x64
26167	Sat Apr 25 2020 19:08:54	CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	RICOH IM C2000/PCL6 V4 Driver for Universal Print/Windows 8
26168	Sat Apr 25 2020 19:08:54	CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP LaserJet 4345 mfp PCL 5e
26169	Sat Apr 25 2020 19:08:55	CREATE	Printer/Driver	Success	uptest.dmorgan@yahoo.ca	HP LaserJet 4345 mfp PCL 5e/HP LaserJet 4345 mfp PCL 5e/Windows 8
26170	Sat Apr 25 2020 19:08:55	CREATE	Printer	Success	uptest.dmorgan@yahoo.ca	HP PageWide Color MFP 586
26171	Sat Apr 25 2020 19:08:56	CREATE	Driver	Success	uptest.dmorgan@yahoo.ca	HP Color LaserJet A3/11x17 PCL6 Class Driver, V4, Windows x64

**Related Links:**

[Recent Activities](#)

[Filtering Recent Activities](#)

[Removing the Recent Activity Filter](#)

[Dashboard](#)

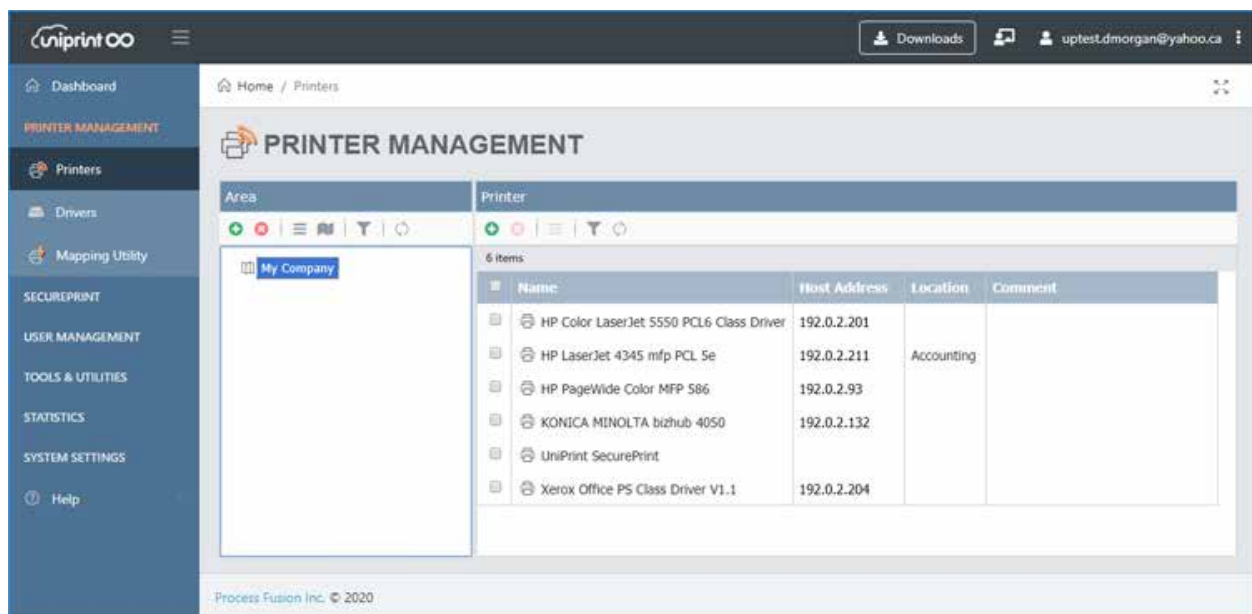
# Printer Management

## Printers

### Printers

Printer Management is designed to help the administrator organize their company's printer fleet in a logical manner. Printers can be grouped into Areas. These areas can represent a floor of a building to just a section of a floor. It all depends on what makes logical sense for your organization.

Most organizations already have a print server with printer drivers and instances installed. These printer drivers and instances can easily be migrated into InfinityCloud using our Printer Migration utility. To use the Printer Migration utility, see [Migrating Printers From A Print Server](#).



Name	Host Address	Location	Comment
HP Color LaserJet 5550 PCL6 Class Driver	192.0.2.201		
HP LaserJet 4345 mfp PCL 5e	192.0.2.211	Accounting	
HP PageWide Color MFP 586	192.0.2.93		
KONICA MINOLTA bizhub 4050	192.0.2.132		
UniPrint SecurePrint			
Xerox Office PS Class Driver V1.1	192.0.2.204		

Other tasks that can be performed from this screen are the following:

- § [Adding a Standard Printer](#)
- § [Adding Gateway Printers](#)
- § [Cloning a Printer](#)
- § [Adding an Area](#)
- § [Adding an Area Map](#)
- § [Adding Printers to an Area Map](#)

**Related Links:**

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

[Drivers](#)

[Mapping Utility](#)

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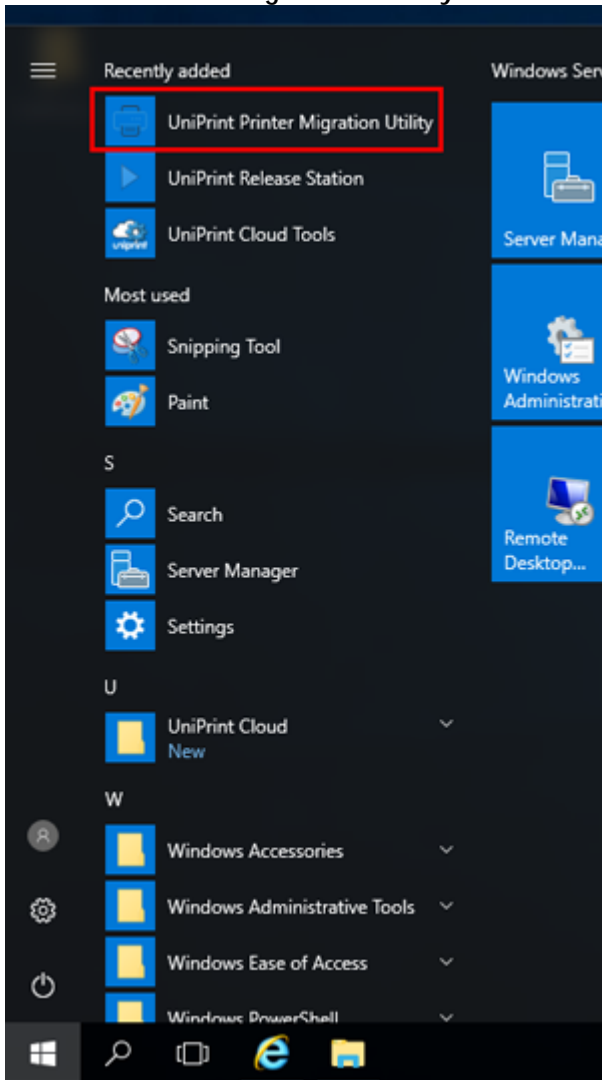
## Migrating Printer Drivers From A Print Server

In order to print to the printers on your network, it is necessary to migrate printer drivers that exist on your organization's print servers. To migrate printer drivers to the InfinityCloud, the InfinityCloud Tools must first be installed on the print servers. To install InfinityCloud Tools, refer to [Installing InfinityCloud Tools](#).

To migrate printer drivers to the InfinityCloud, do the following:

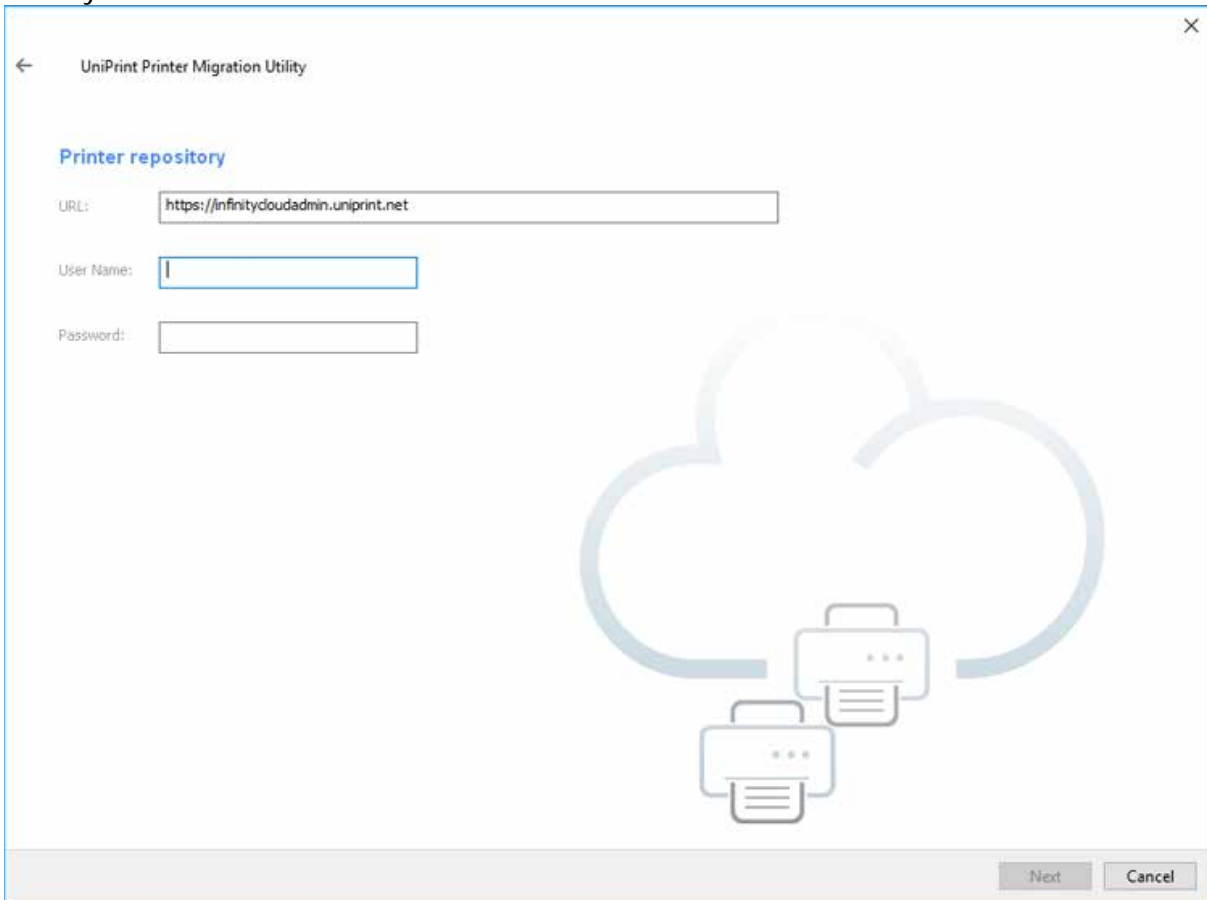


- 1) On the print server that has the **InfinityCloud Tools** installed, click **Start** and then click **UniPrint Printer Migration Utility**.

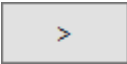


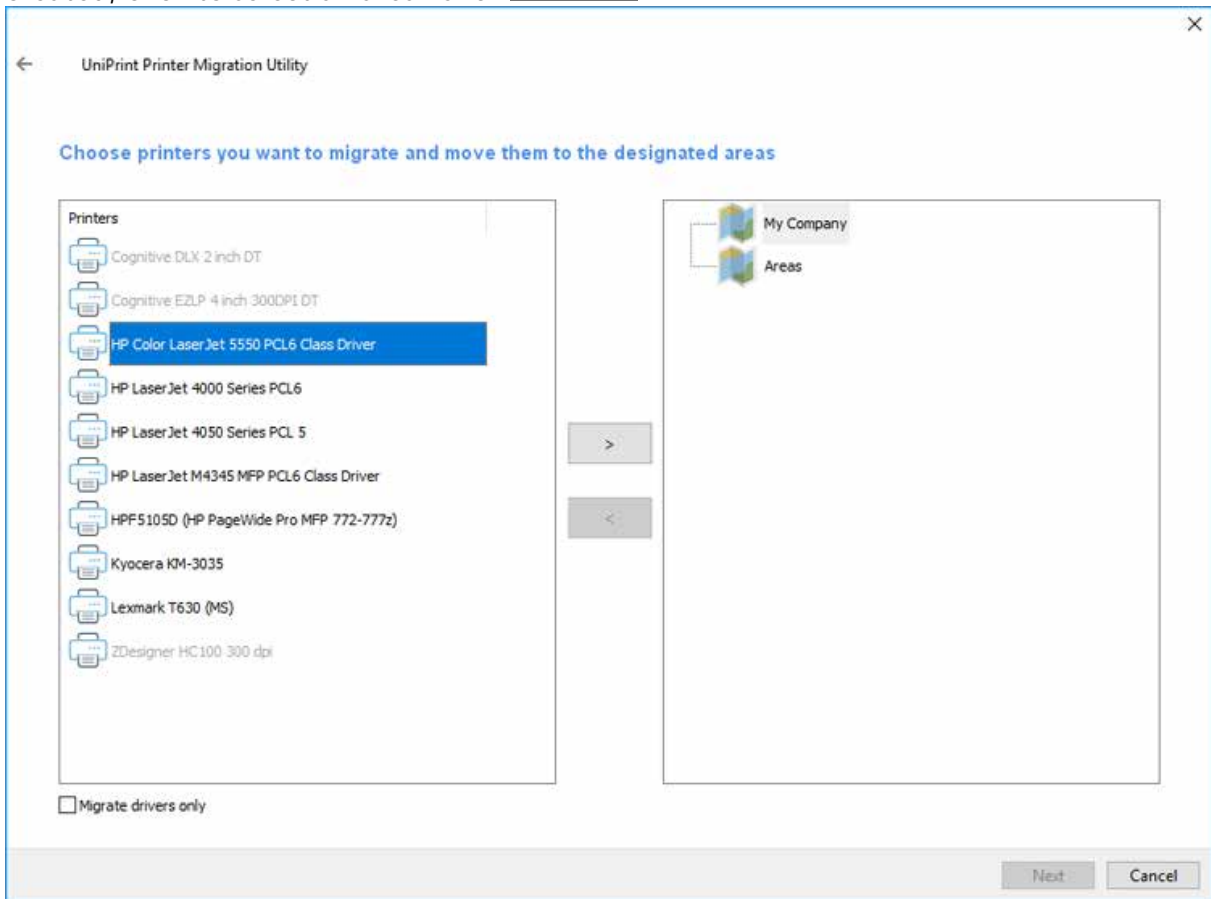
- 2) In the **Getting Started with Printer Migration** dialog box, click **Next**.

- 3) Under **Printer Repository**, the URL should already be populated. If not, enter the URL for InfinityCloud. Enter administrative credentials and then click **Next**.

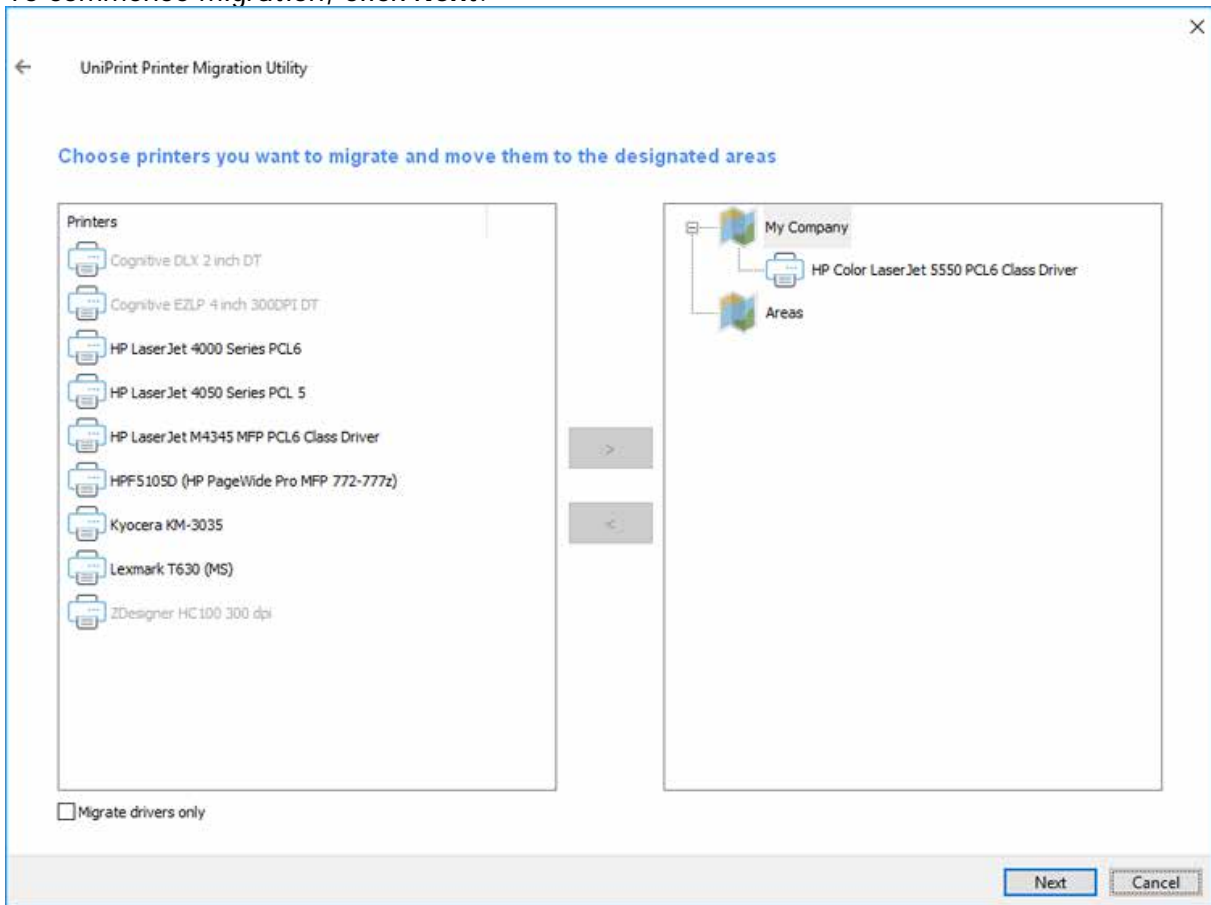


The screenshot shows a window titled "UniPrint Printer Migration Utility" with a back arrow on the left and a close button (X) on the right. The main heading is "Printer repository". Below this, there are three input fields: "URL:" with the text "https://infinitycloudadmin.uniprint.net", "User Name:" with a single vertical bar, and "Password:" which is empty. A large, light blue watermark graphic of a cloud with two printer icons is centered in the background. At the bottom right, there are two buttons: "Next" and "Cancel".

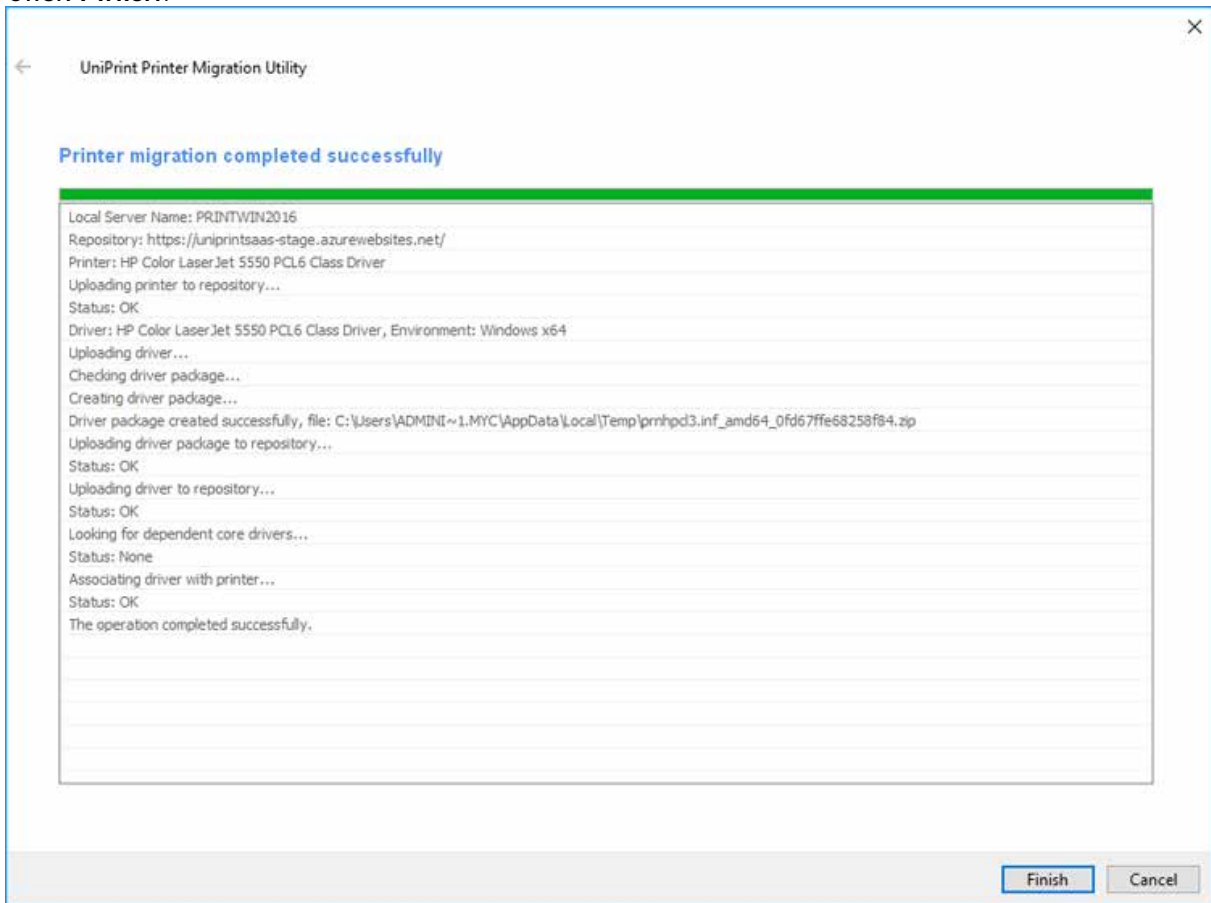
- 4) Under **Printers**, click to select a printer. Click either **My Company** or if an area has been created, click to select an area. Click .



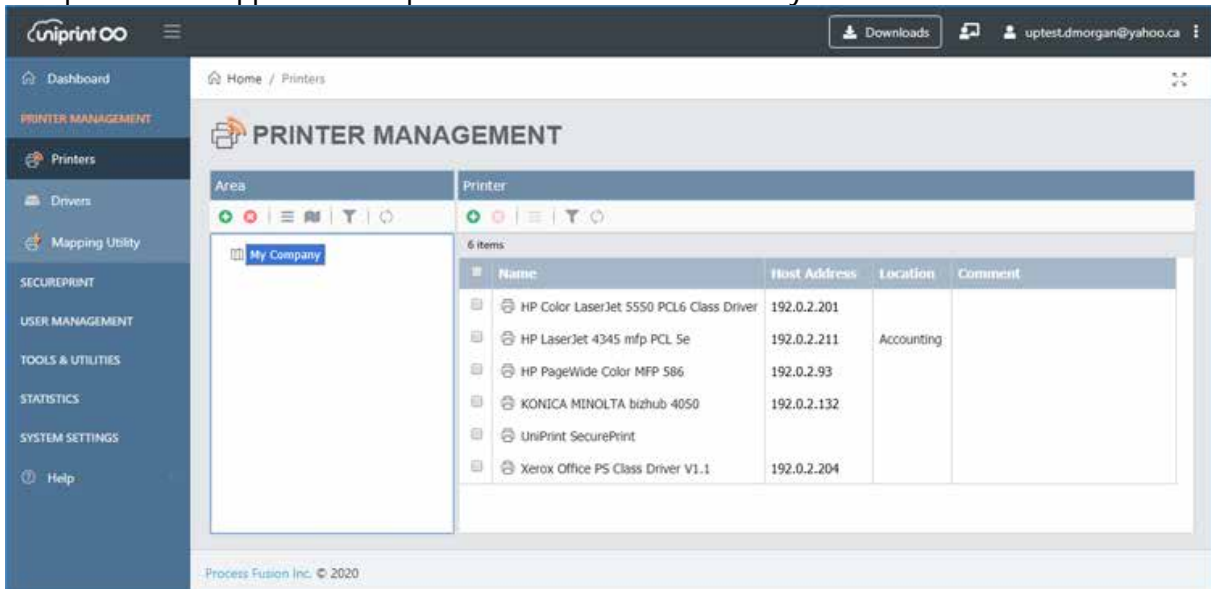
5) To commence migration, click Next.



6) Click Finish.



7) The printer will appear in the printers section of the InfinityCloud Console.



Related Links:

[Printers](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

[Drivers](#)

[Mapping Utility](#)

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## Adding a Standard Printer Through Printer Management

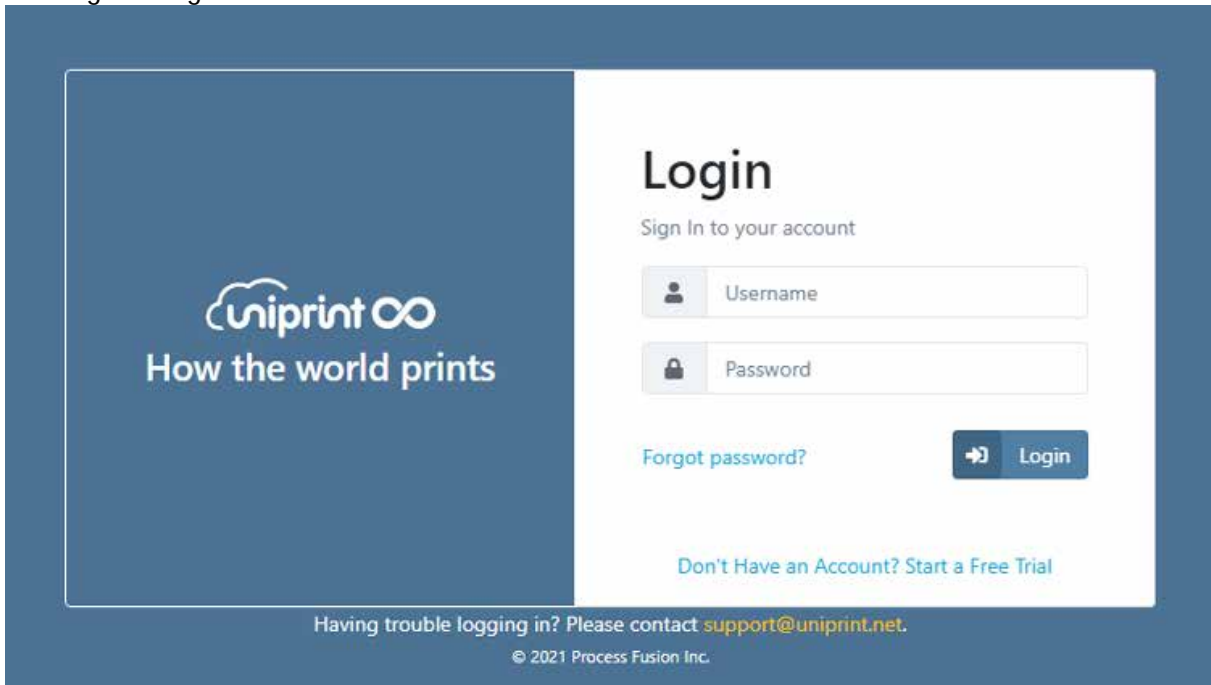
Printers can easily be added through Printer Management as long as a printer driver can be found for it. InfinityCloud has a comprehensive global repository of printer drivers that are used by many of our customers, however, it may not contain the more recently released drivers or drivers for printers that are intended for private home use.

If a driver cannot be found in the global repository, then the driver will have to be uploaded to your local repository first before adding the printer. To upload a driver to your local repository, refer to [Uploading Locally Installed Printer Drivers To InfinityCloud](#) or [Uploading Custom Printer Drivers To InfinityCloud](#).

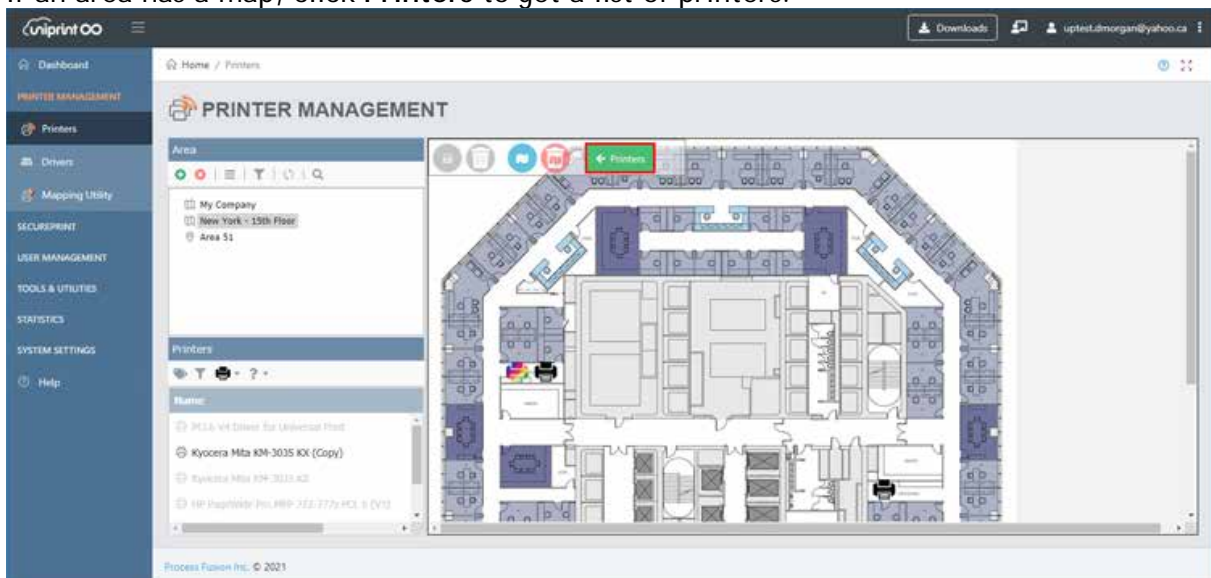
To add a standard printer, do the following:

## UniPrint InfinityCloud Guide

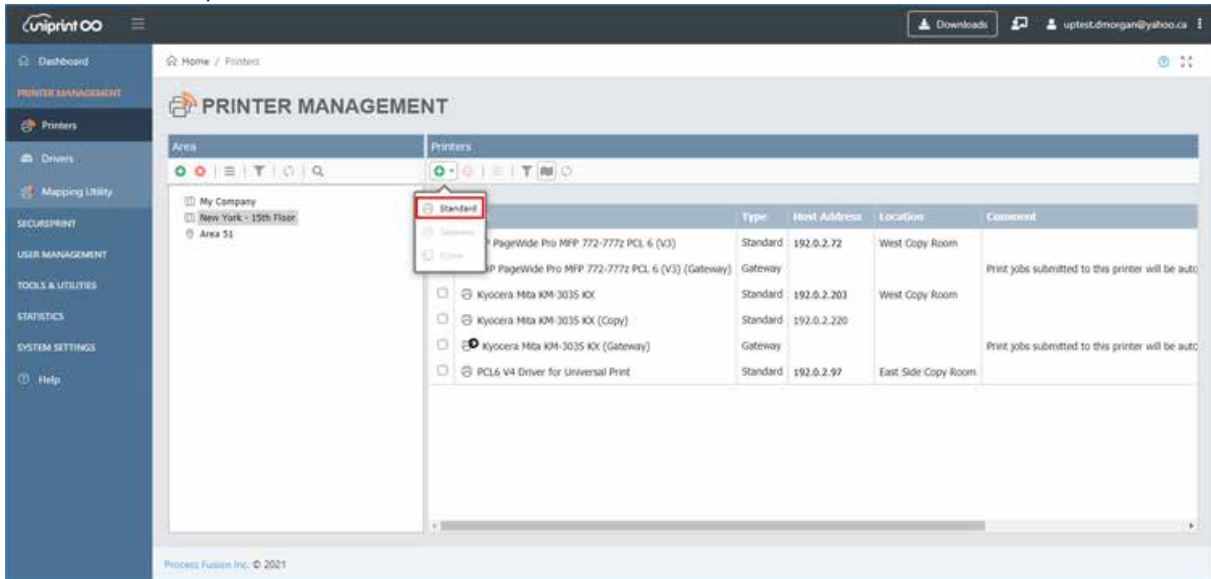
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



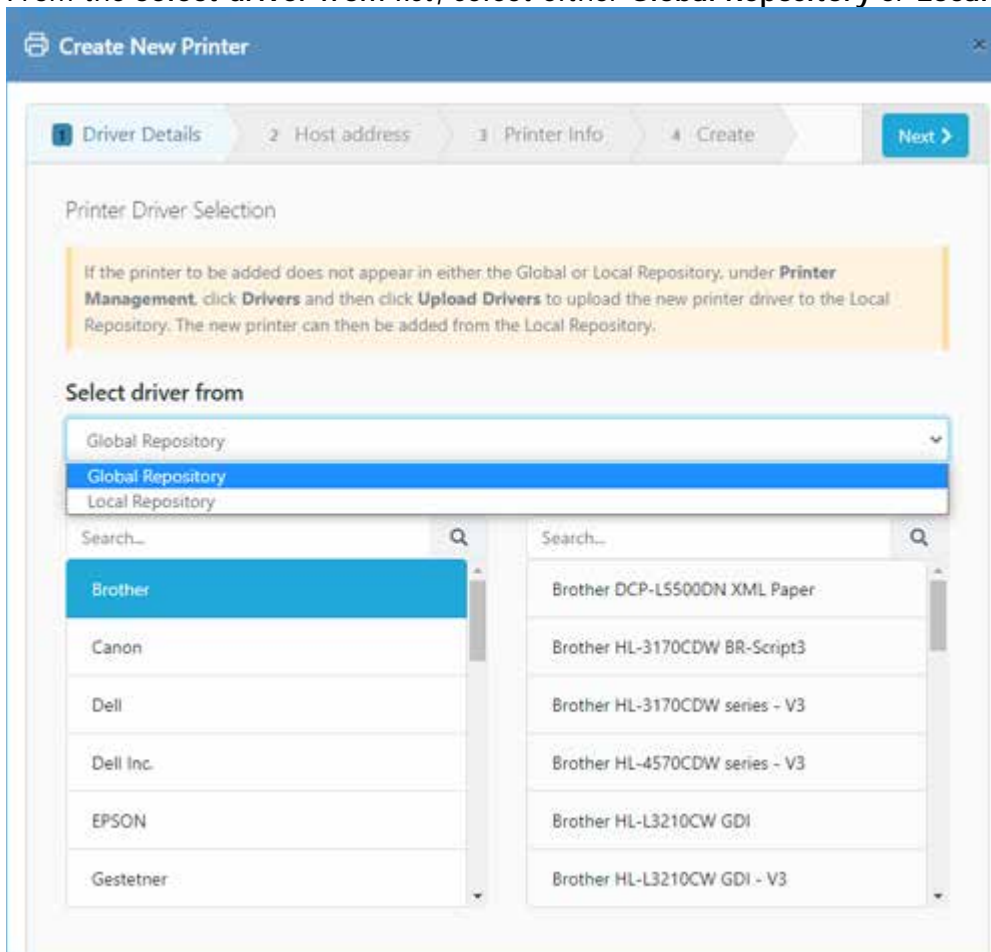
- 2) Under **PRINTER MANAGEMENT**, click Printers.
- 3) Under Area, click to select an Area.
- 4) If an area has a map, click Printers to get a list of printers.



5) Under Printers, click  and then click Standard.

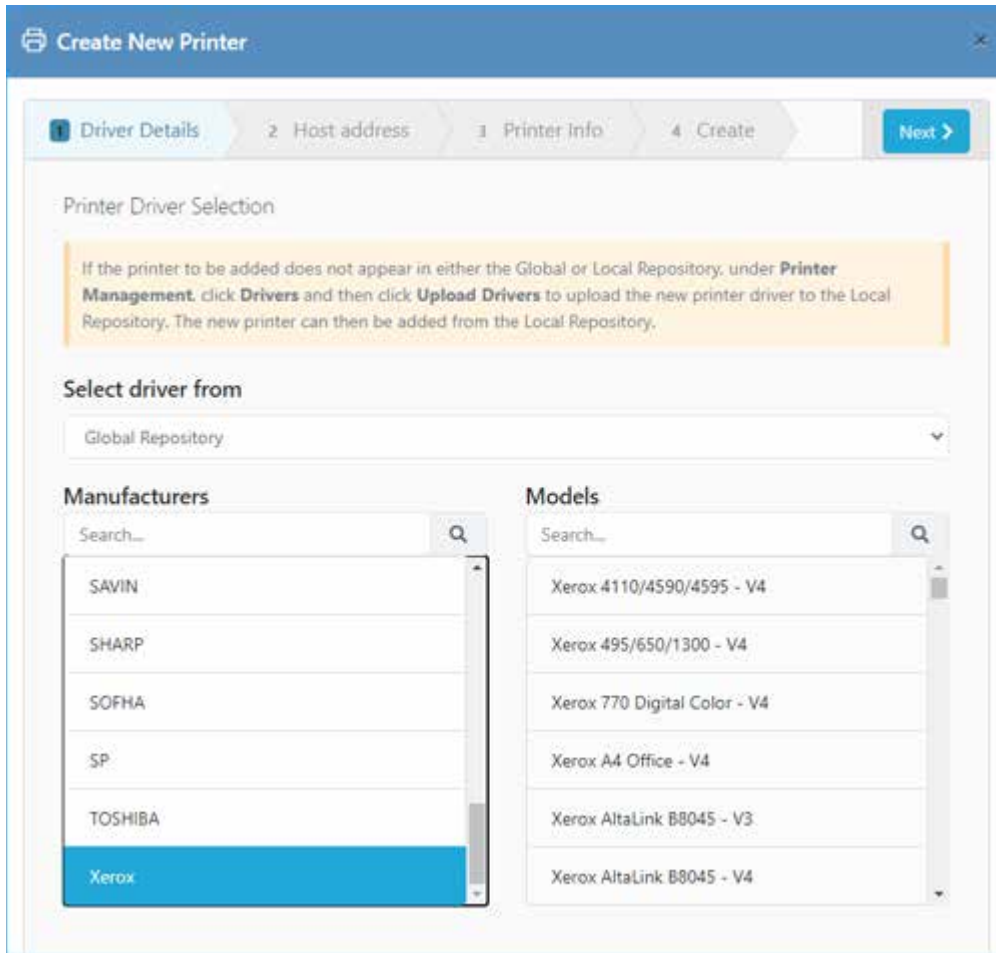


6) From the Select driver from list, select either Global Repository or Local Repository.

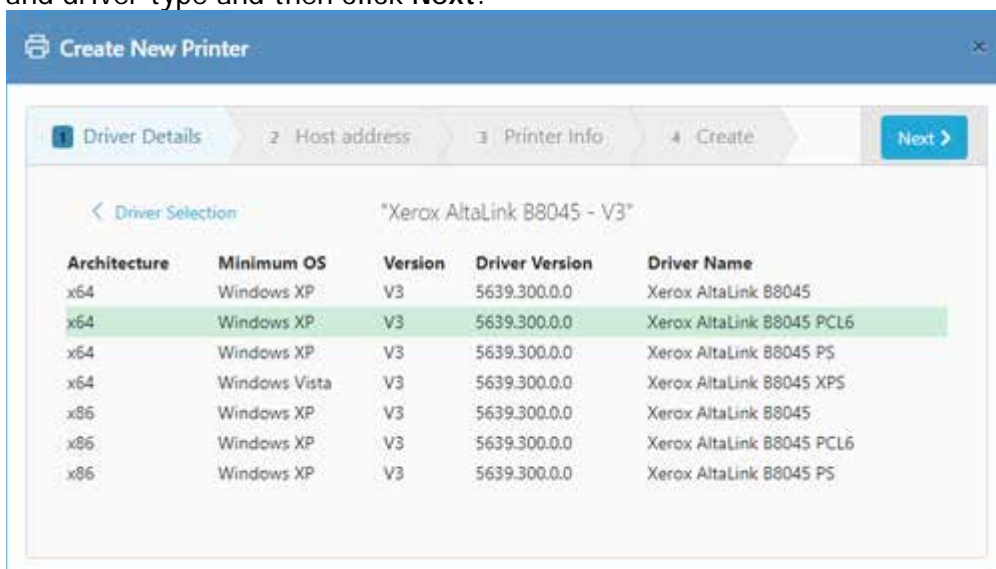




- 7) Under **Manufacturers**, click to select the manufacturer and then under **Models**, click to select the model.



- 8) Click to select the driver based on the required architecture, minimum operating system, and driver type and then click **Next**.



- 9) Enter the **Host Address** of the printer and if necessary, the **Port Number** and then click **Next**. The default port number for a standard TCP/IP port is 9100.

The screenshot shows the 'Create New Printer' wizard at step 2, 'Host address'. The progress bar at the top indicates the current step. The main content area contains the following fields:

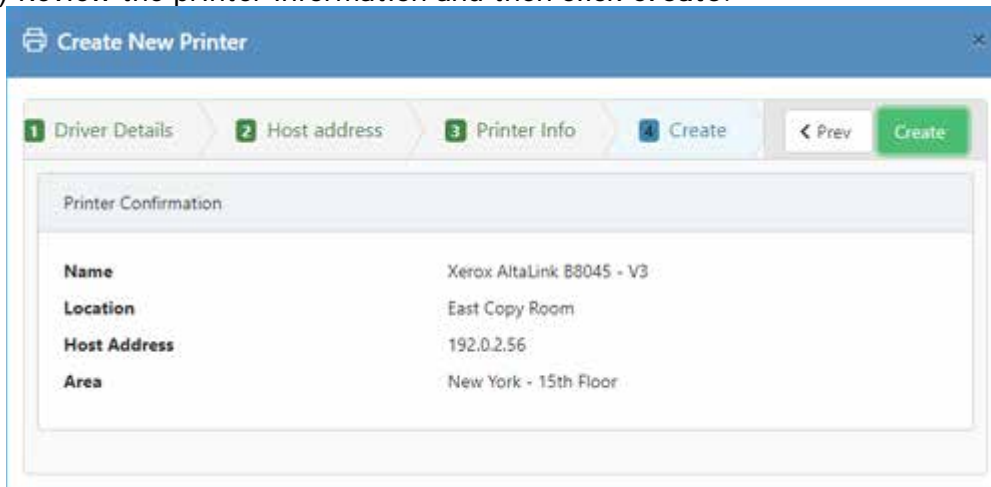
- Host Address:** 192.0.2.56
- Port type:** Standard TCP/IP
- Port Number:** 9100

- 10) Enter the **Location** and any comments and then click **Next**.

The screenshot shows the 'Create New Printer' wizard at step 3, 'Printer Info'. The progress bar at the top indicates the current step. The main content area contains the following fields:

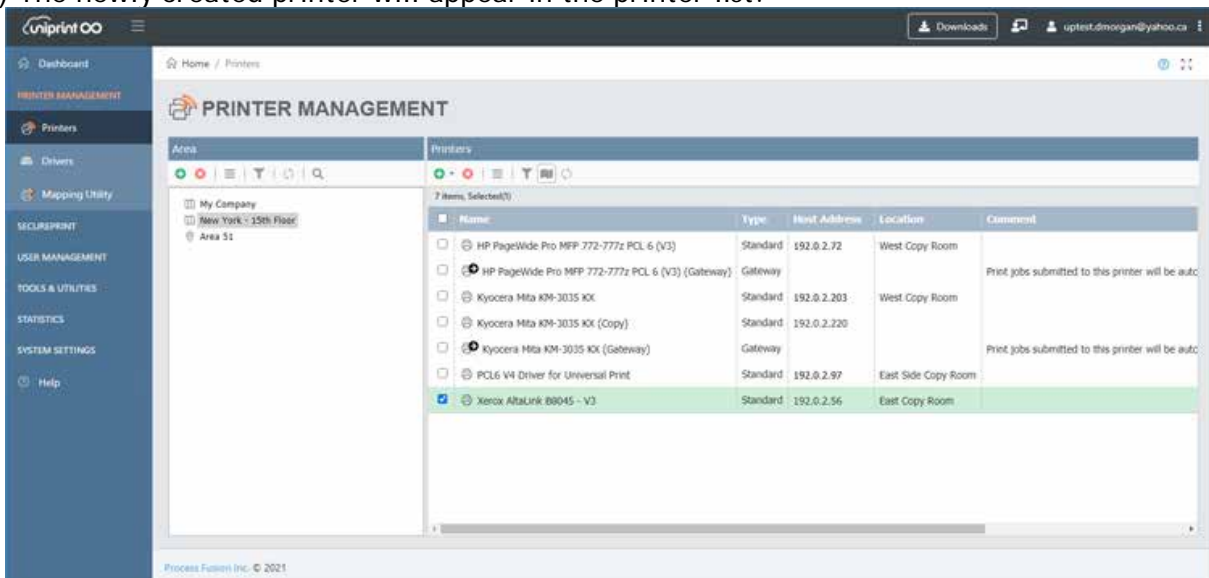
- Printer type:** Standard
- Name:** Xerox AltaLink 89045 - V3
- Location:** East Copy Room
- Area:** New York - 15th Floor
- Comments:** (Empty text area)

11) Review the printer information and then click Create.



12) After the printer has been successfully created, click Done.

13) The newly created printer will appear in the printer list.



**Related Links:**

[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

[Drivers](#)

[Mapping Utility](#)

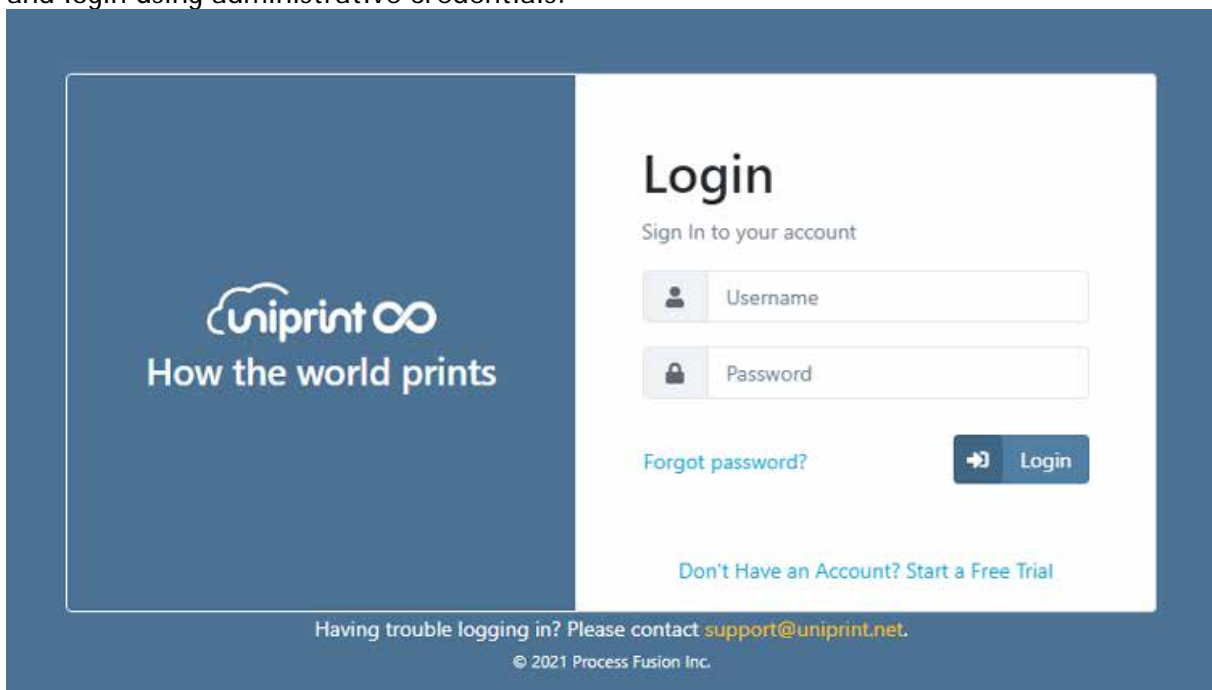
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## Adding Gateway Printers Through Printer Management


Gateway printers are created from standard printer definitions and enables mobile users to print directly to the printer without having to go through SecurePrint. There are two places where Gateway printers can be created, under Printer Management/Printers and under SecurePrint/Render Stations. To add a Gateway printer through SecurePrint, refer to [Adding a Gateway Printer Through SecurePrint](#).

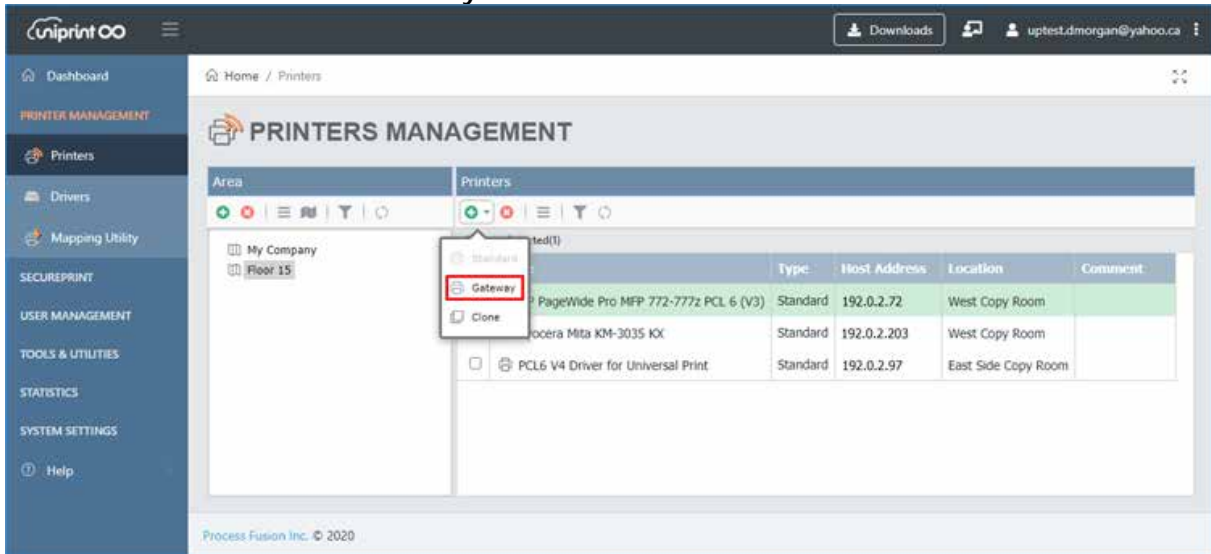
To add a Gateway printer through Printer Management, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

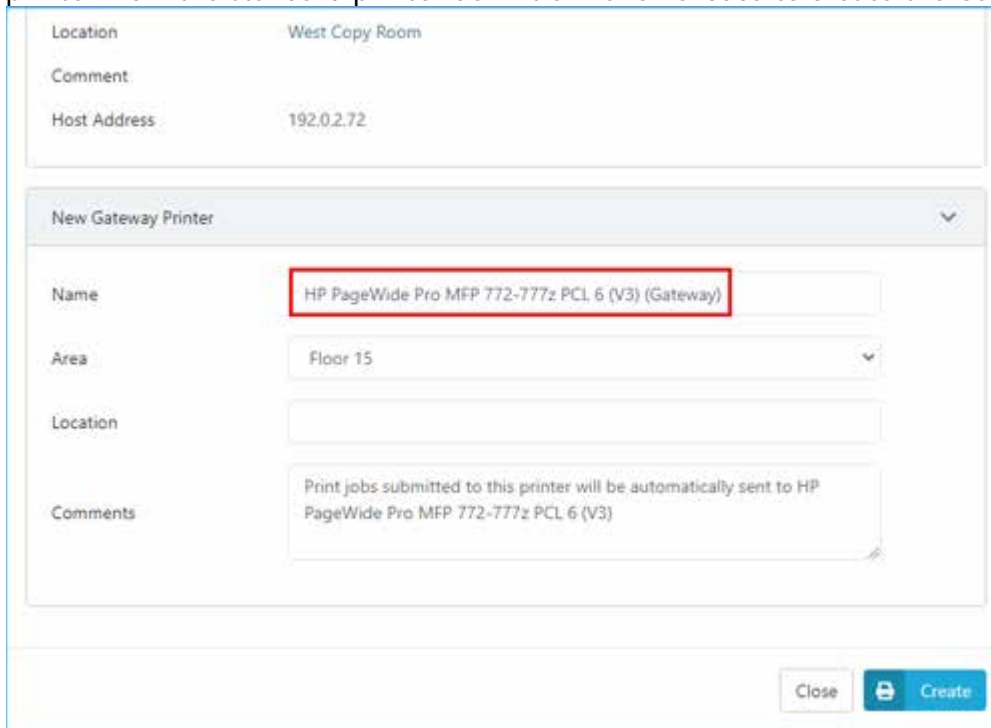


- 2) Under **PRINTER MANAGEMENT**, click **Printers**.
- 3) Under **Area**, click to select the area where the Gateway printer is to be created.
- 4) Under **Printers**, click to select the standard printer that is to be added as a Gateway printer.

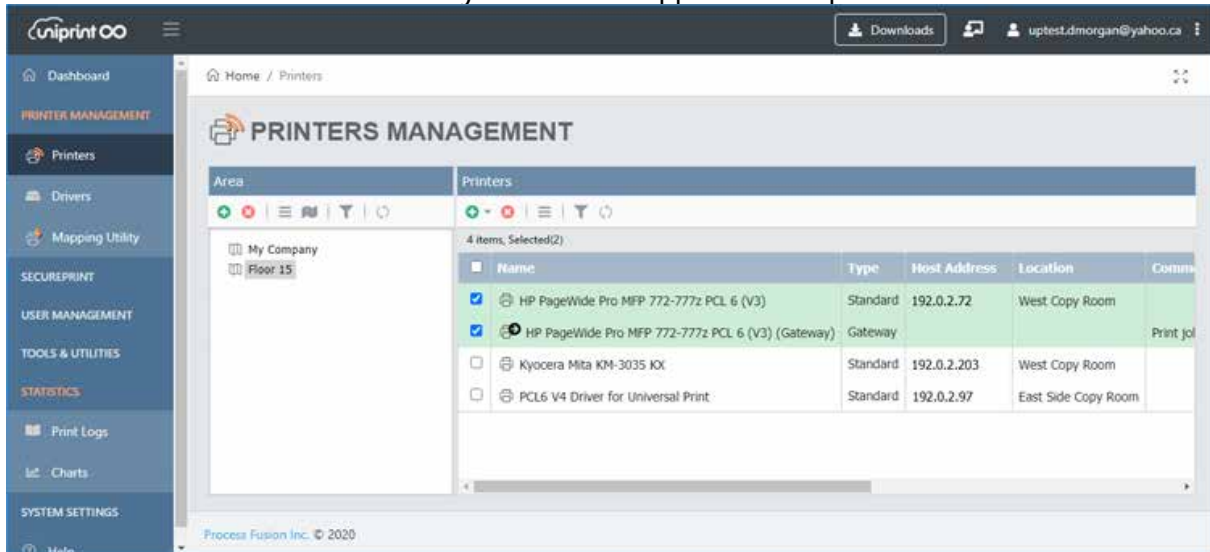
5) Click  and then click Gateway.



6) The printer name will be appended with (Gateway). This differentiates the Gateway printer from the standard printer definition. Click Create to create the Gateway printer.



7) Both the standard and the Gateway version will appear in the printer list.



#### Related Links:

[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

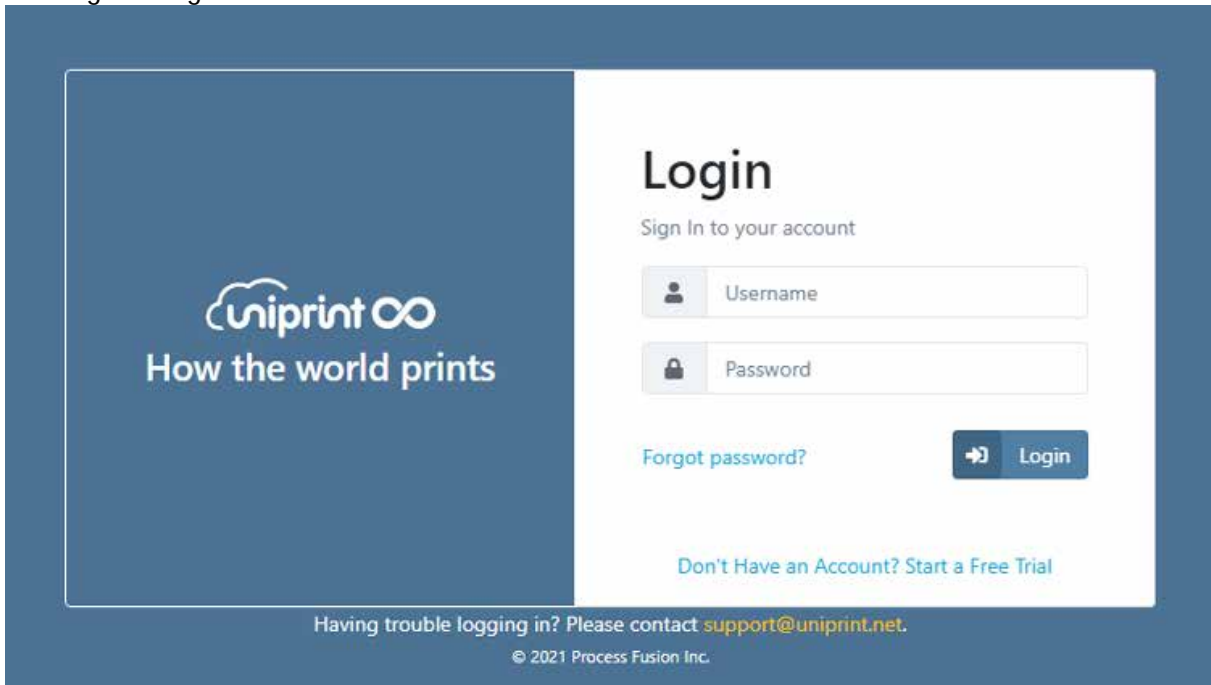
[Drivers](#)


[Mapping Utility](#)

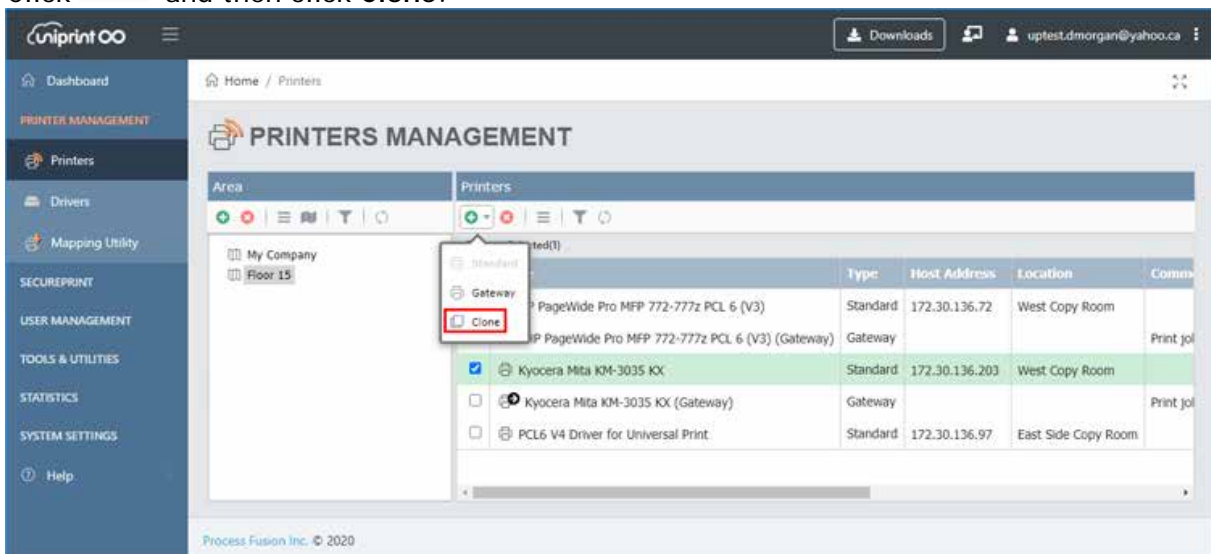
## Cloning a Printer

To create a copy of a printer based on a previously existing printer and driver, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **PRINTER MANAGEMENT**, click **Printers**.
- 3) Under **Area**, click to select the area where the duplicate printer is to be created.
- 4) Under **Printers**, click to select the standard printer that is to be added as a cloned printer.
- 5) Click  and then click **Clone**.



- 6) The printer name will be appended with **(Copy)**. This differentiates the cloned printer from the original standard printer definition. Enter a location and any comments. Click

Host Address and Port to expand.

Architecture	Minimum OS	Version	Driver Version	Driver Name
x64	Windows 8	V3	6.1.1118.0	Kyocera Mita KM-3035 KX

**New Printer**

Name:

Location:

Comments:

**Host Address and Port**

7) Enter the **Host Address** and then click **Clone**.

**Driver Information**

Architecture	Minimum OS	Version	Driver Version	Driver Name
x64	Windows 8	V3	6.1.1118.0	Kyocera Mita KM-3035 KX

**New Printer**

**Host Address and Port**

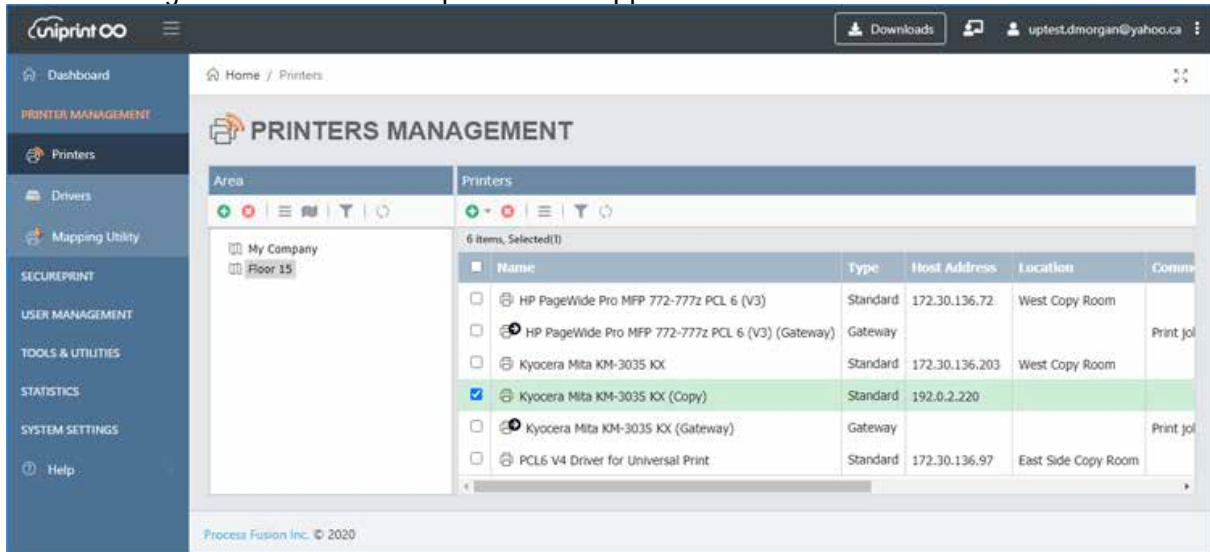
Host Address:

Port type:

Port Number:



8) Both the original and the cloned printer will appear in the **Printers** list.



**Related Links:**

[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Adding an Area](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

[Drivers](#)

[Mapping Utility](#)

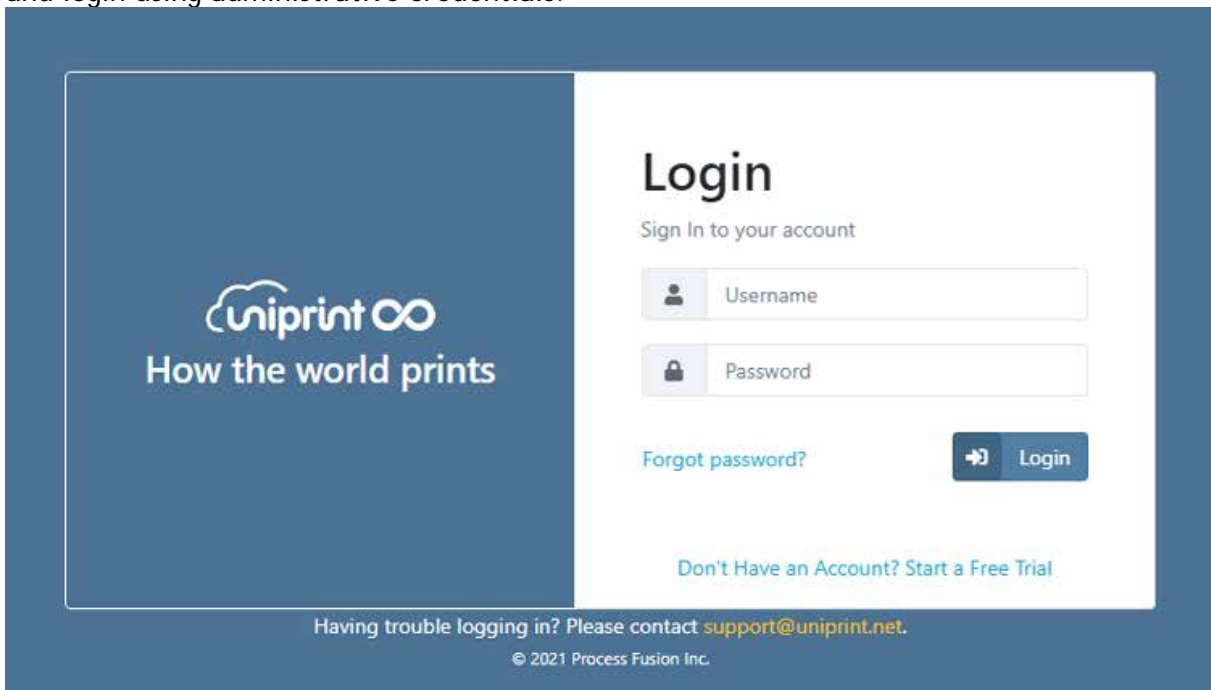
---

## Adding an Area

Printers can be logically grouped into their physical areas by floor, location, campus, building or whichever logical grouping makes sense for your organization. A floor plan or Google map also can be uploaded to InfinityCloud such that the location of each printer can be pin pointed. An Area can be created without a map or floor plan and a map or floor can be added later, for instructions on adding an Area map after an Area has already been created, refer to [Adding an Area Map](#).

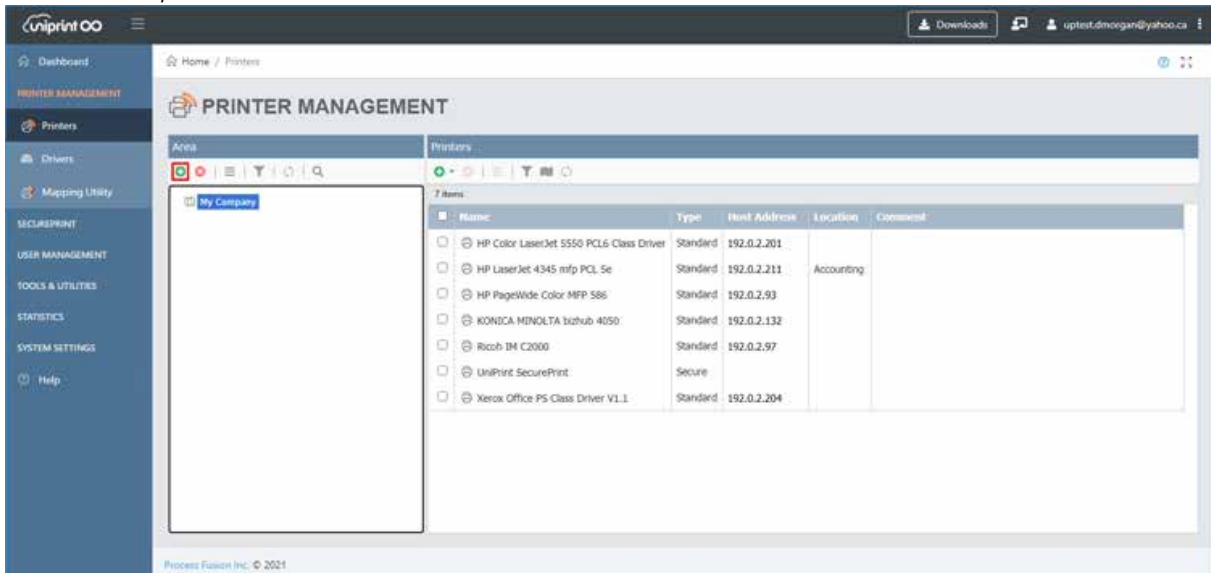
To add an area, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under PRINTER MANAGEMENT, click Printers.

- 3) Under Area, click  to add a new area.



- 4) An Area Map can be added when an Area is first created or an Area without a map can be created. To add just an Area without a map, enter an Area Name and a Description and

then click **Save**.

The screenshot shows a dialog box titled "Add Area" with a blue header. The dialog contains the following fields and controls:

- Area Name:** A text input field containing "New York - 15th Floor".
- Area Type:** Two radio buttons: "Location" (unselected) and "Office Map" (selected).
- Description:** A text input field containing "New York office - main floor".
- Parent Area:** A dropdown menu showing "[root]" and a checked checkbox labeled "Add area to root level".
- Image file:** A green button with a plus sign icon for uploading an image.
- Bottom right:** "Close" and "Save" buttons.

- 5) To add an Area with a map, beside **Area Type**, click to select either **Location** or **Office Map**. The map could be either a **Location** (Google) map or an **Office Map** (floor plan).

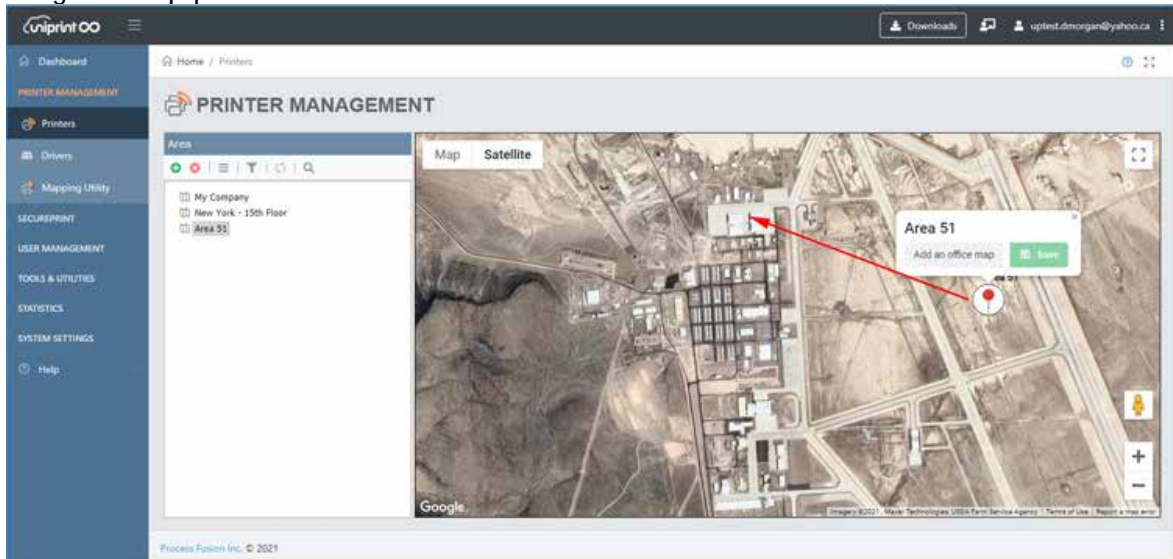
- a) To add an Area location map, beside **Area Type**, select **Location**. Enter the address and then press **TAB** to complete the **Latitude** and **Longitude**. Click **Save**.

The screenshot shows the 'Add Area' form with the following fields and values:

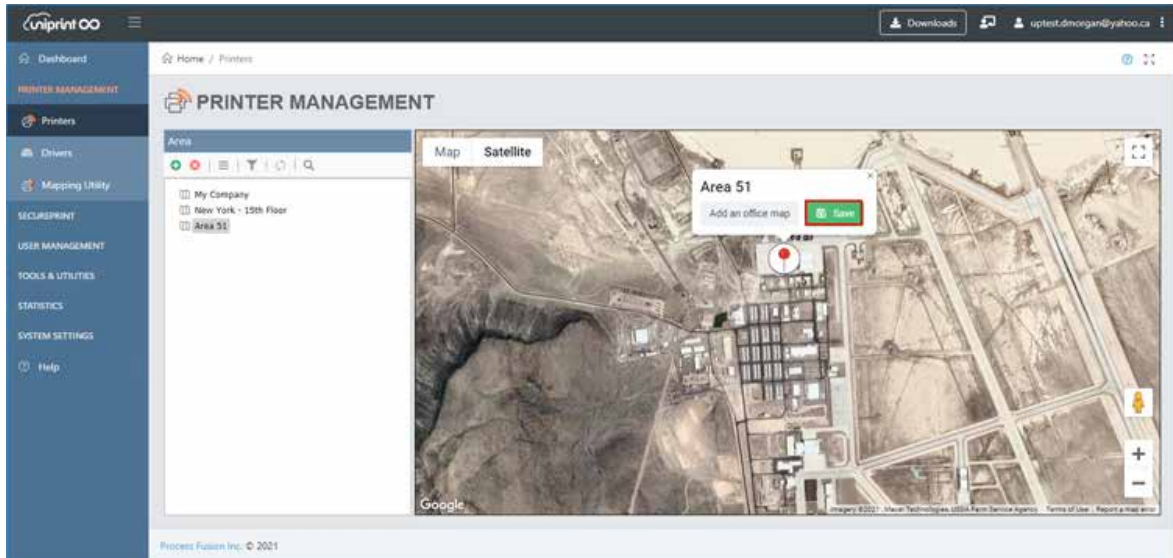
- Area Name:** Area 51
- Area Type:** Location (selected), Office Map
- Description:** Location made famous by SA Mulder & Scull
- Address:** Area 51, NV, USA
- Latitude:** 37.2430548
- Longitude:** -115.7930198
- Parent Area:** [root]
- Add area to root level

Buttons at the bottom: Close, Save

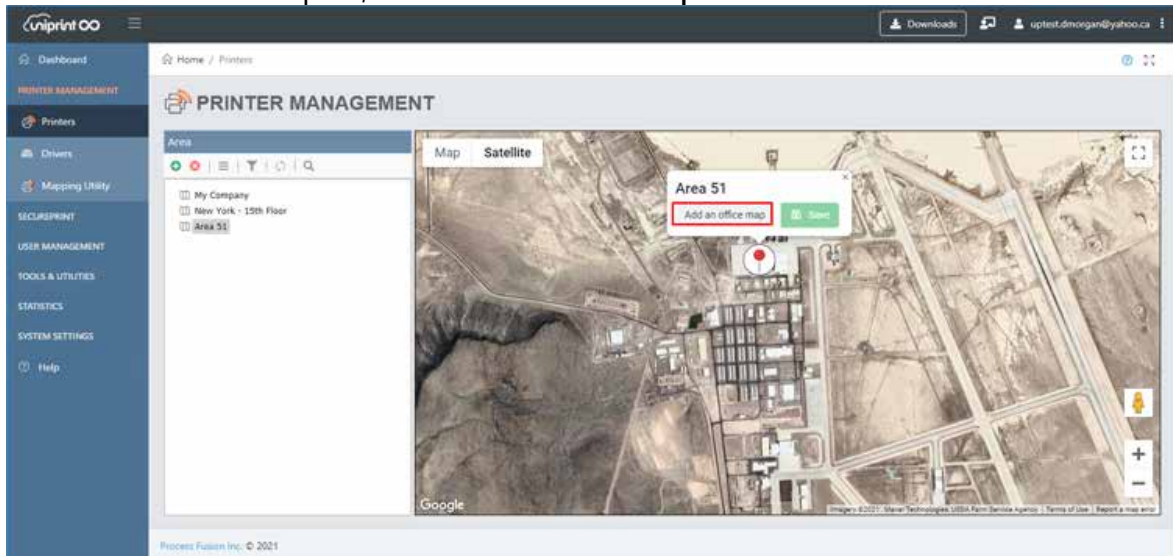
- b) Drag the map pin to the exact location.




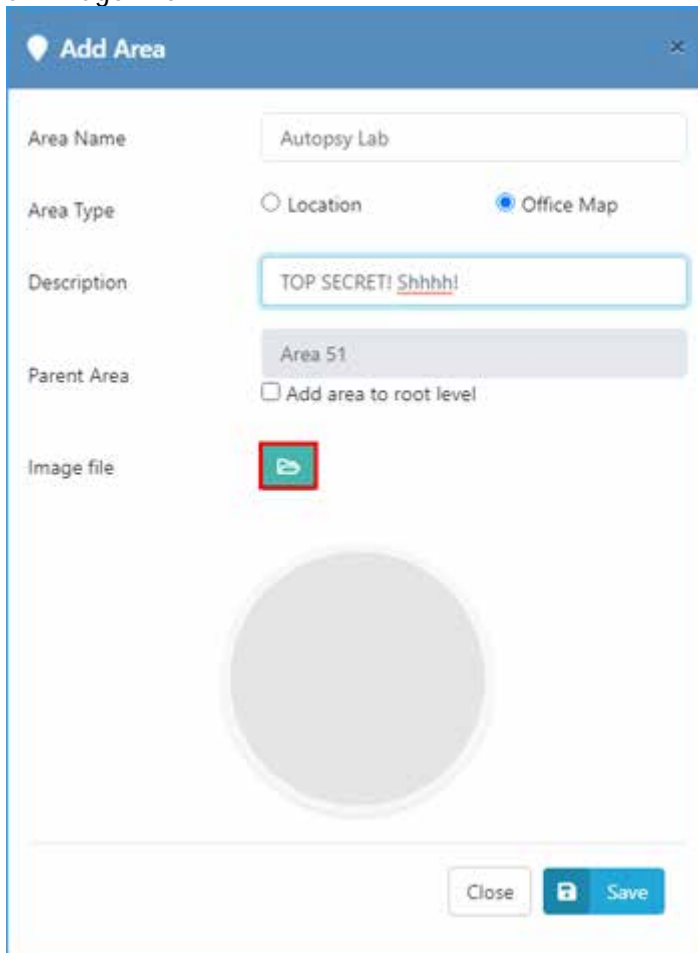
c) Click Save.



d) To add an office floor plan, click Add an office map.



- e) For an office map, enter the Area name and description and then click  to upload an image file.



**Add Area**


Area Name: Autopsy Lab

Area Type:  Location  Office Map

Description: TOP SECRET! Shhhh!

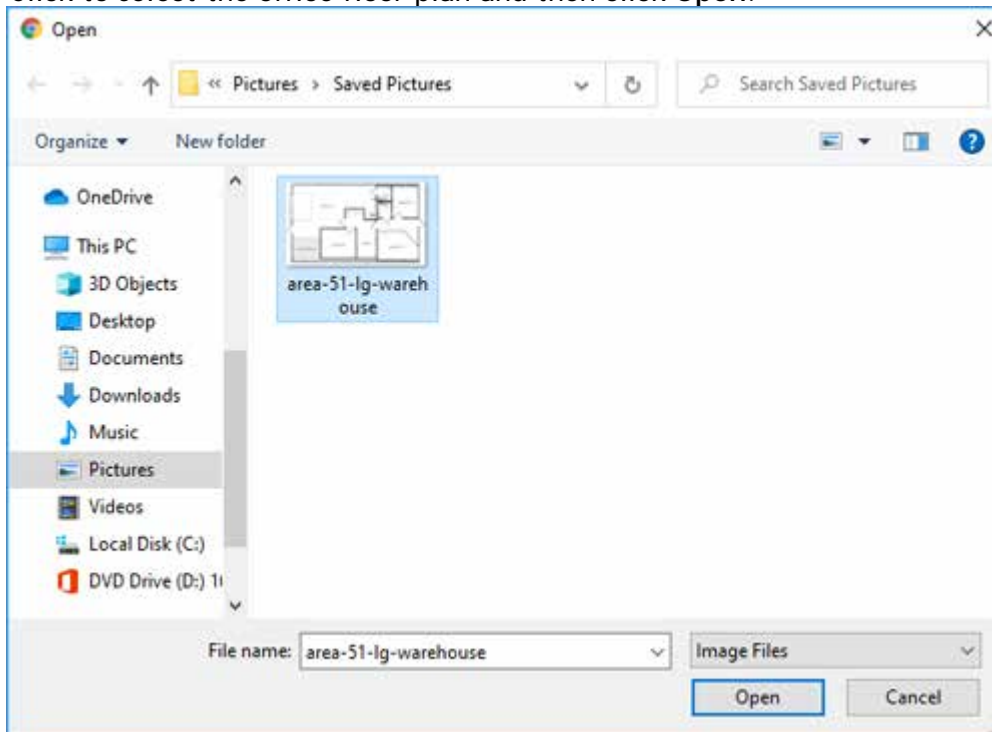
Parent Area: Area 51

Add area to root level

Image file: 

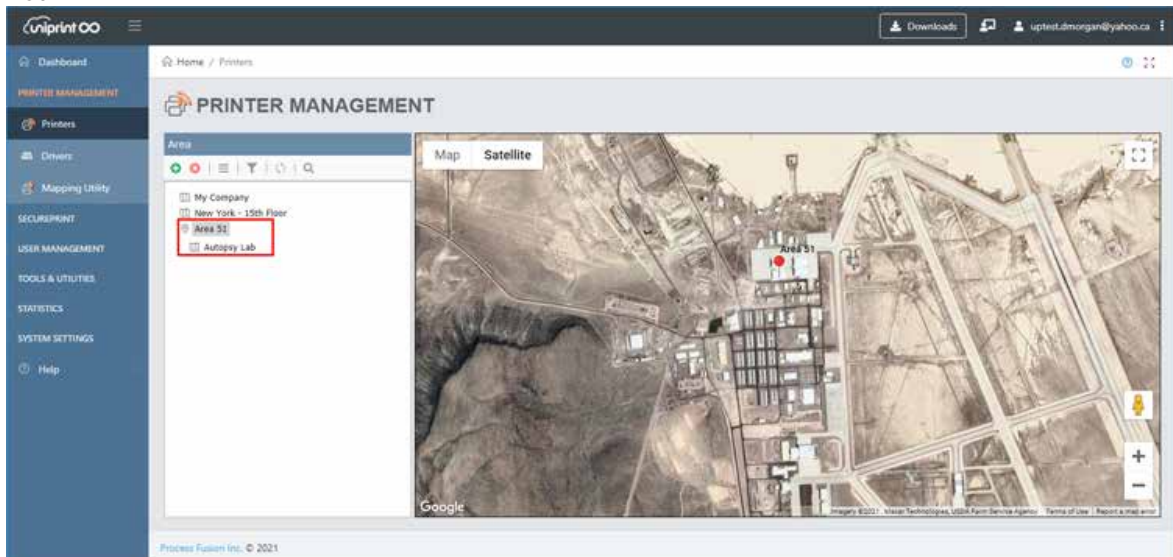
Close Save

f) Click to select the office floor plan and then click **Open**.



g) Click Save.

h) The new Area with the Google map and the office floor plan will be appear in the Area list.



Related Links:



[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

[Drivers](#)

[Mapping Utility](#)

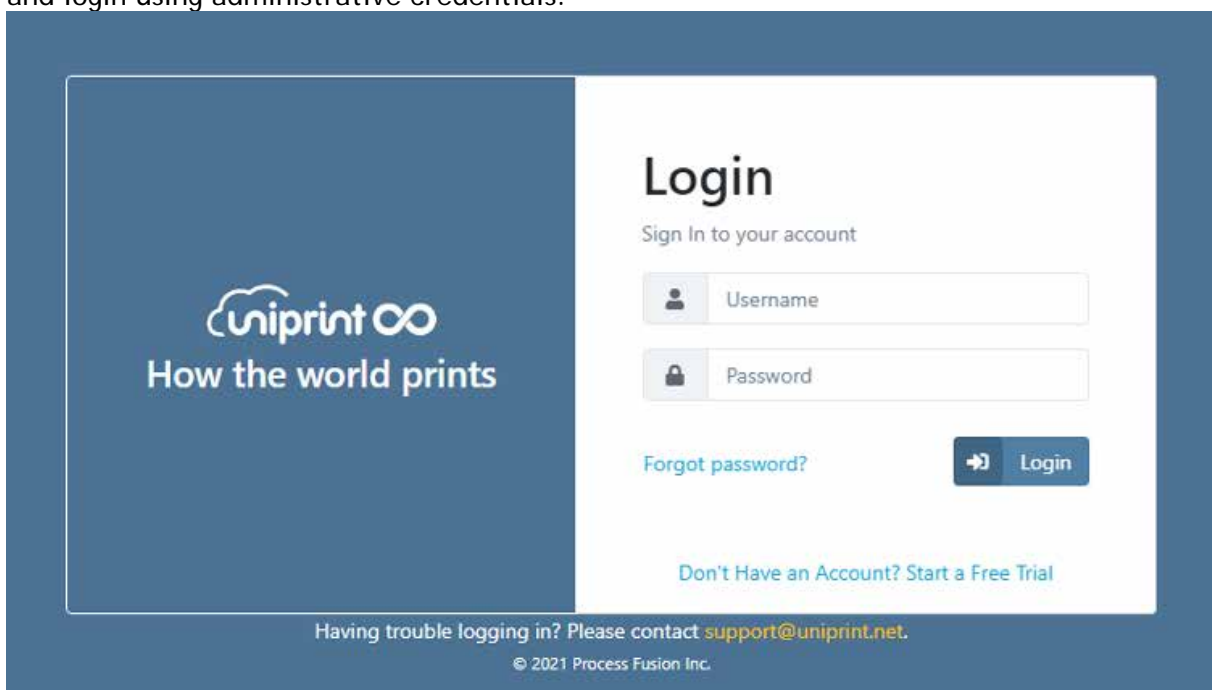
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## Adding an Area Map


An Area map can be added even after an Area has been created.

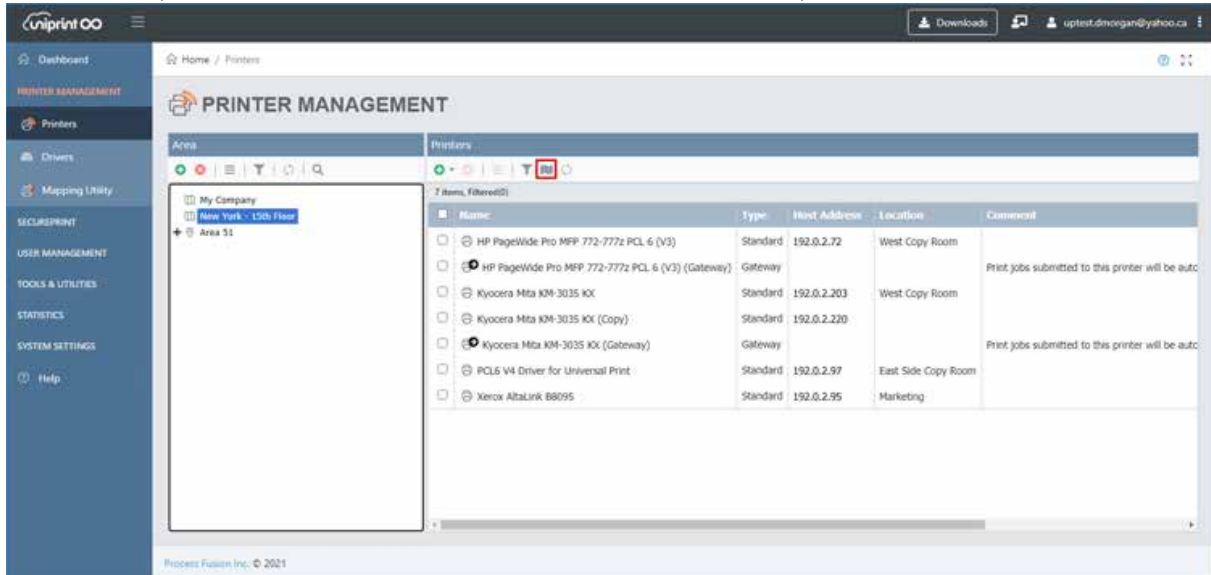
To add a map or a floor plan for the area, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

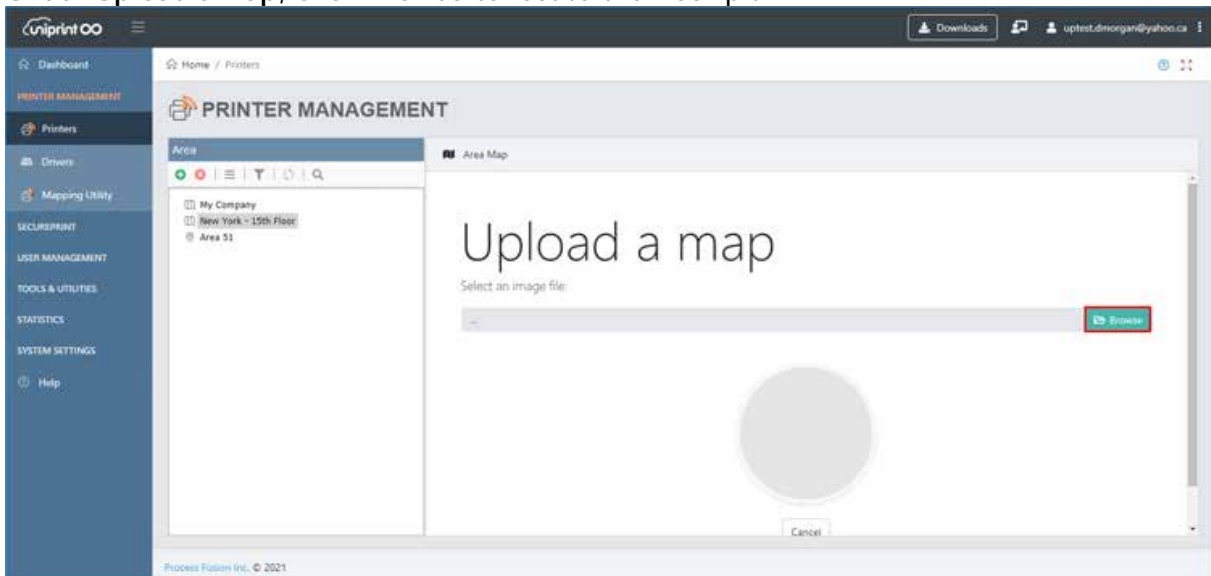


2) Under **PRINTER MANAGEMENT**, click **Printers**.

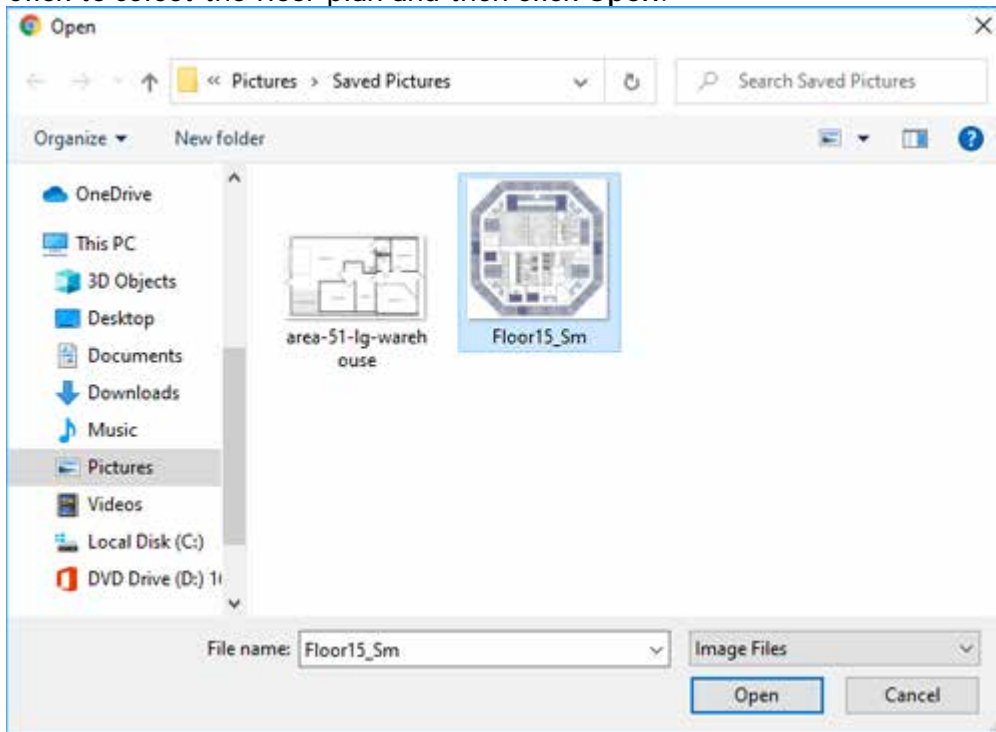
3) Under **Area**, click to select an area and then under **Printers**, click .



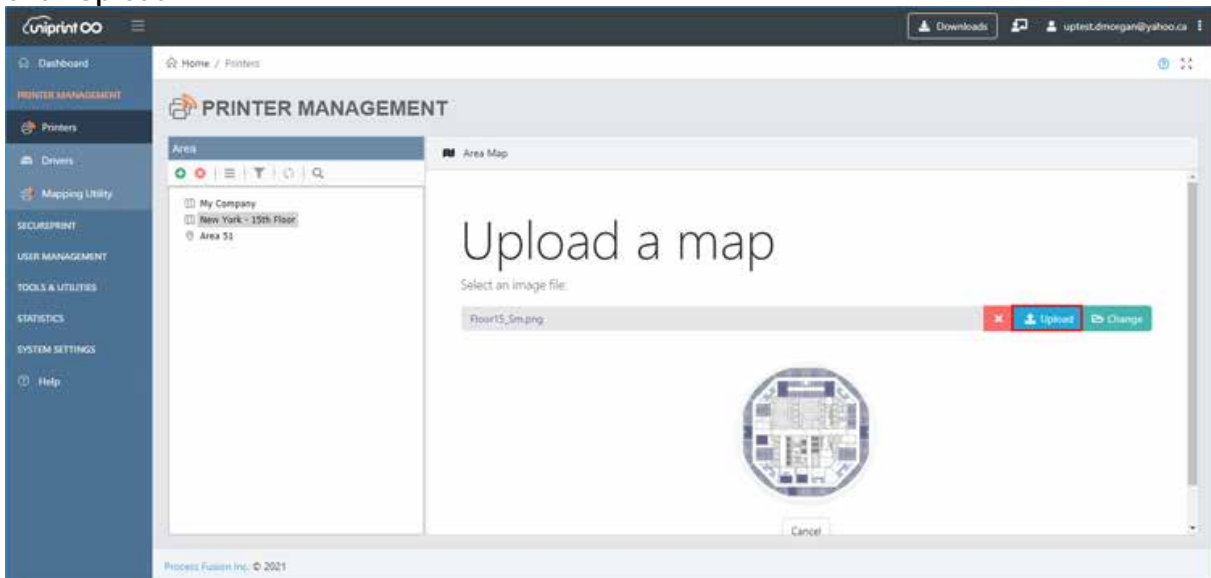
4) Under **Upload a Map**, click **Browse** to locate the floor plan.



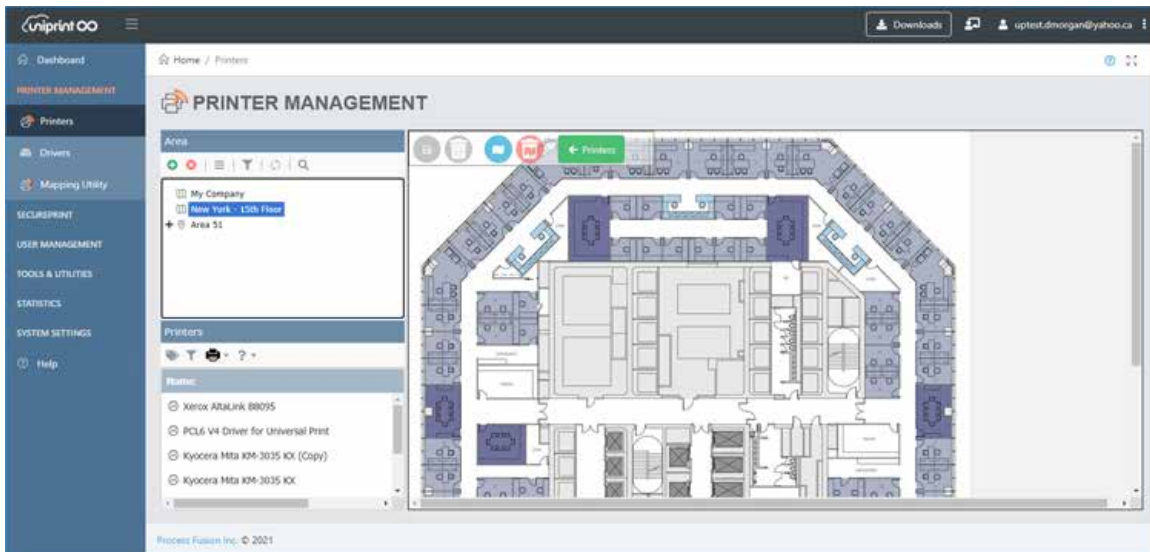
5) Click to select the floor plan and then click **Open**.



6) A smaller version of the floor plan will appear. Confirm that this is correct image and then click **Upload**.



7) The floor plan will appear in its original size.



#### Related Links:

[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

[Setting Up Print Steam Compression](#)

[Drivers](#)

[Mapping Utility](#)

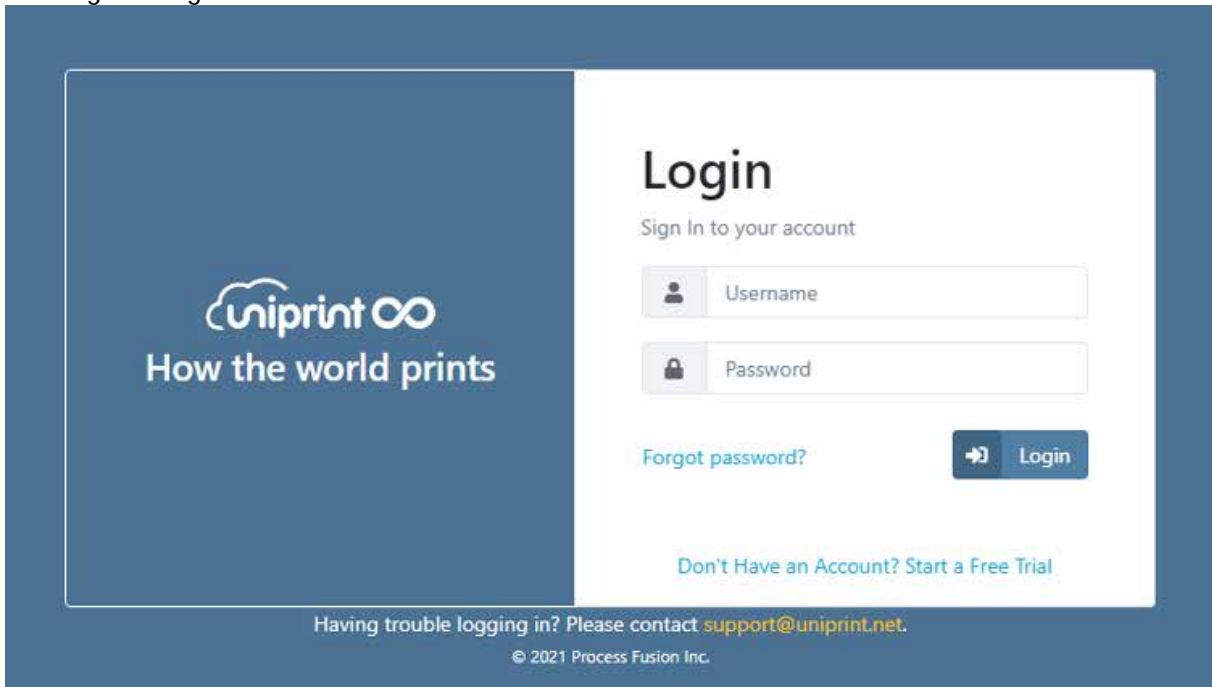
## Adding Printers to an Area Map

To help locate printers, their positions can be placed on the uploaded area map.

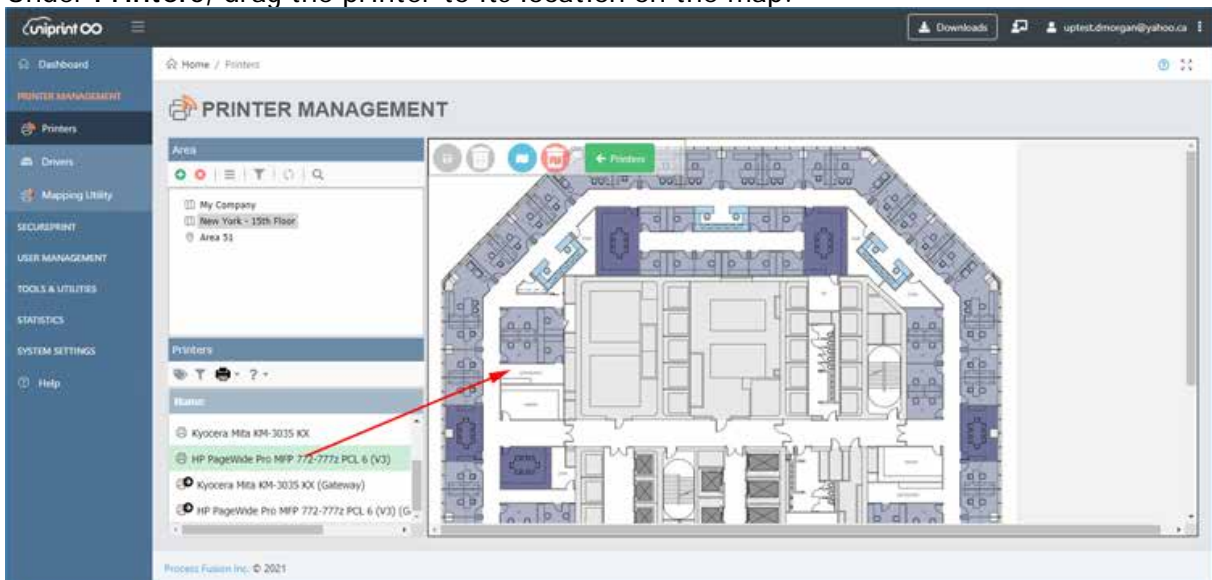
To add printers to an area map, do the following:


## UniPrint InfinityCloud Guide

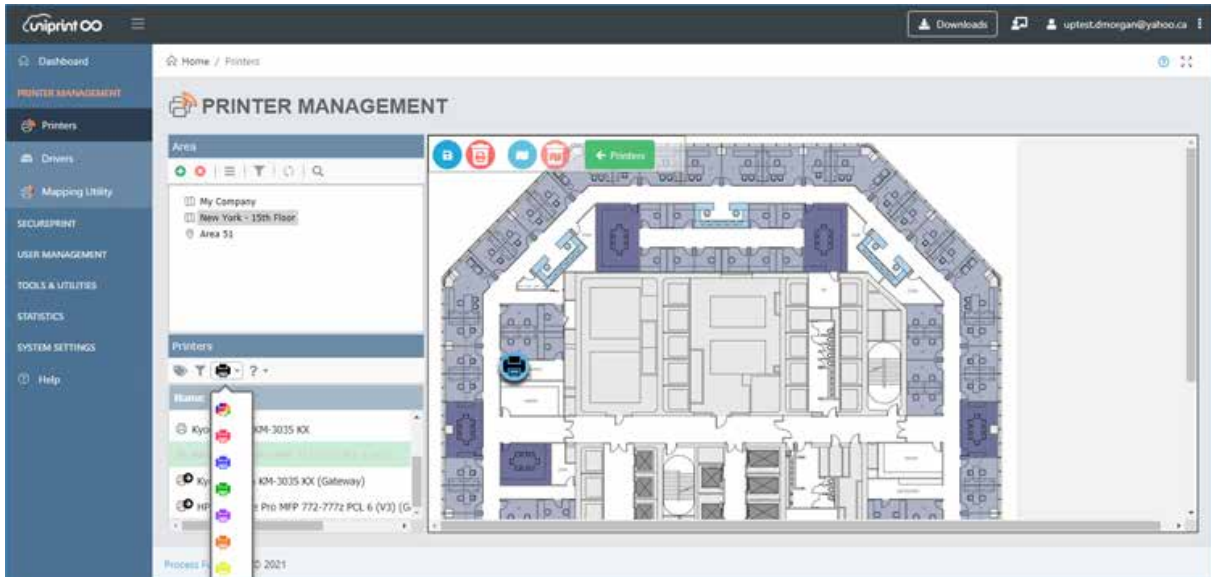
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



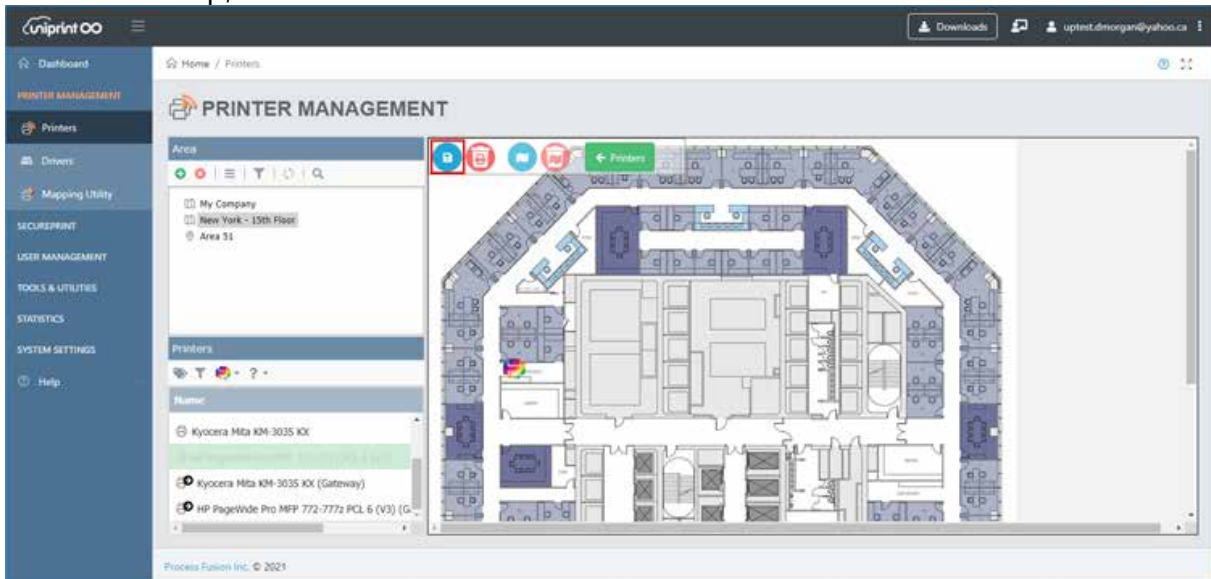
- 2) Under **PRINTER MANAGEMENT**, click Printers.
- 3) Under Area, click to select an area.
- 4) Under Printers, drag the printer to its location on the map.



- 5) To change color of the printer icon, click to select the printer on the map and then click . Click to select a color.



- 6) To save the map, click .



**Related Links:**

- [Printers](#)
- [Migrating Printers From a Print Server](#)
- [Adding a Standard Printer Through Printer Management](#)
- [Adding Gateway Printers Through Printer Management](#)
- [Cloning a Printer](#)

[Adding an Area](#)

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## Searching for a Printer or Connector

A search for a specific printer can be done by toggling the search field. The search is done globally and will pinpoint the Area that printer is located in.

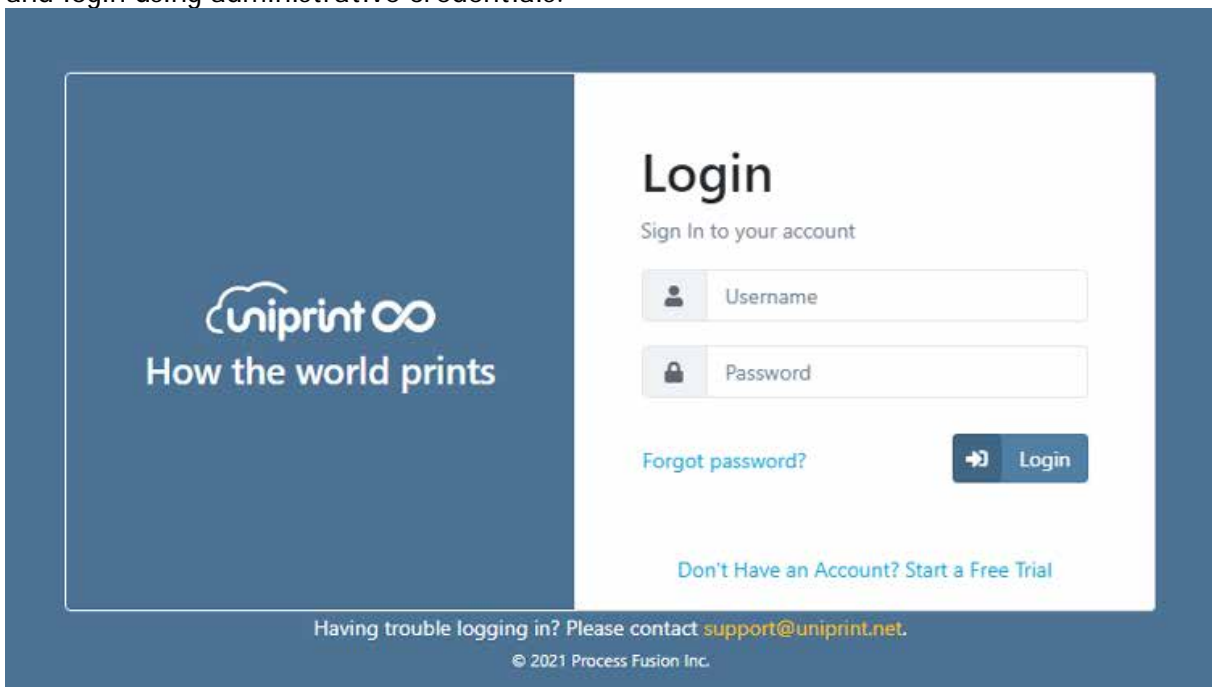
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**NOTE:** This search function also works for locating specific Connectors. To use the search function for Connectors, click **SECUREPRINT** and then click **Connectors**. Then follow the steps outlined below for printers except that you are in the Connectors page.

---


To conduct a search, do the following:

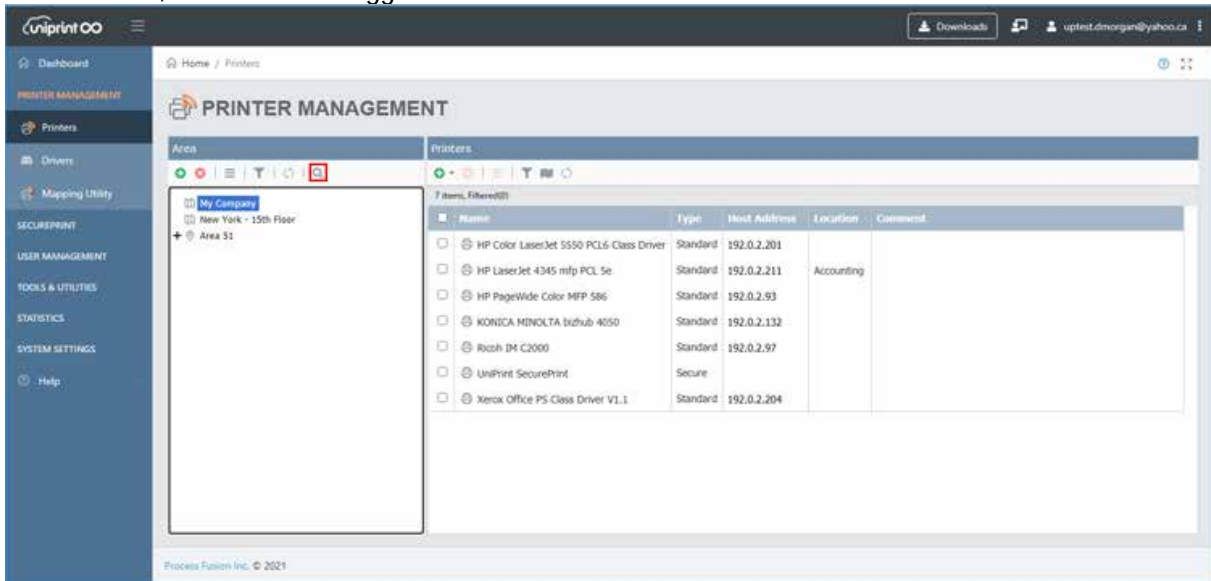
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



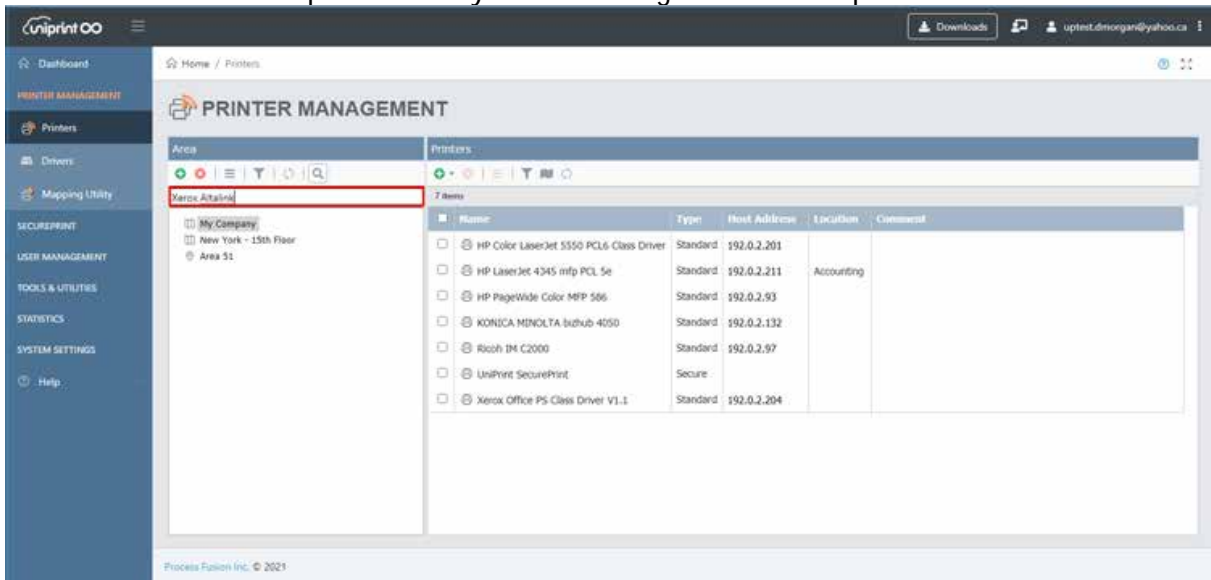
- 2) Under **PRINTER MANAGEMENT**, click **Printers**.



3) Under Area, click  to toggle the search field.



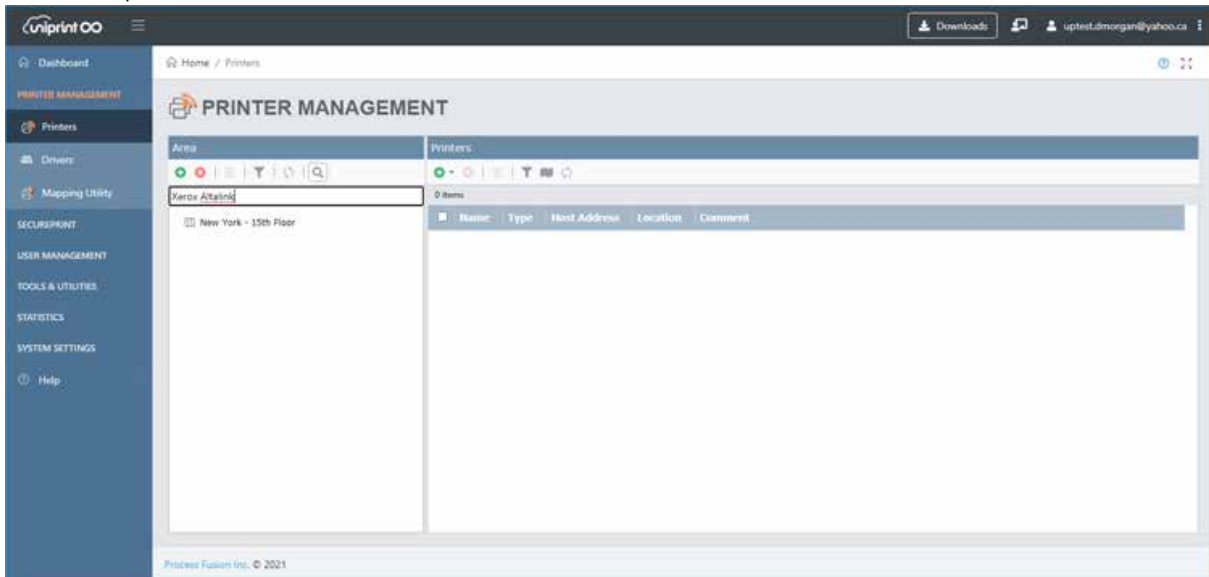
4) Enter the name of the printer that you are looking for and then press ENTER.



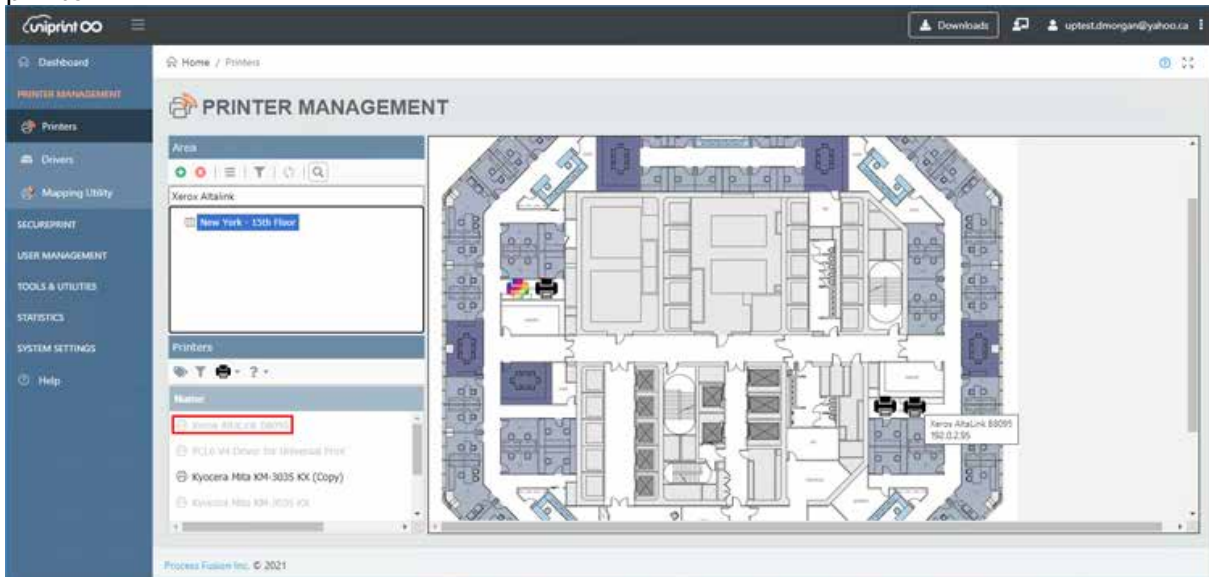


## UniPrint InfinityCloud Guide

- 5) The Area that the printer is located in will be appear. To confirm that printer is found in this Area, click to select the Area.



- 6) The printer will appear in the printer list and if the printer has already been mapped, it will appear shaded. Hover over the printer icon to see the name and IP address of the printer.



### Related Links:

[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

[Adding an Area Map](#)

[Adding Printers to an Area Map](#)

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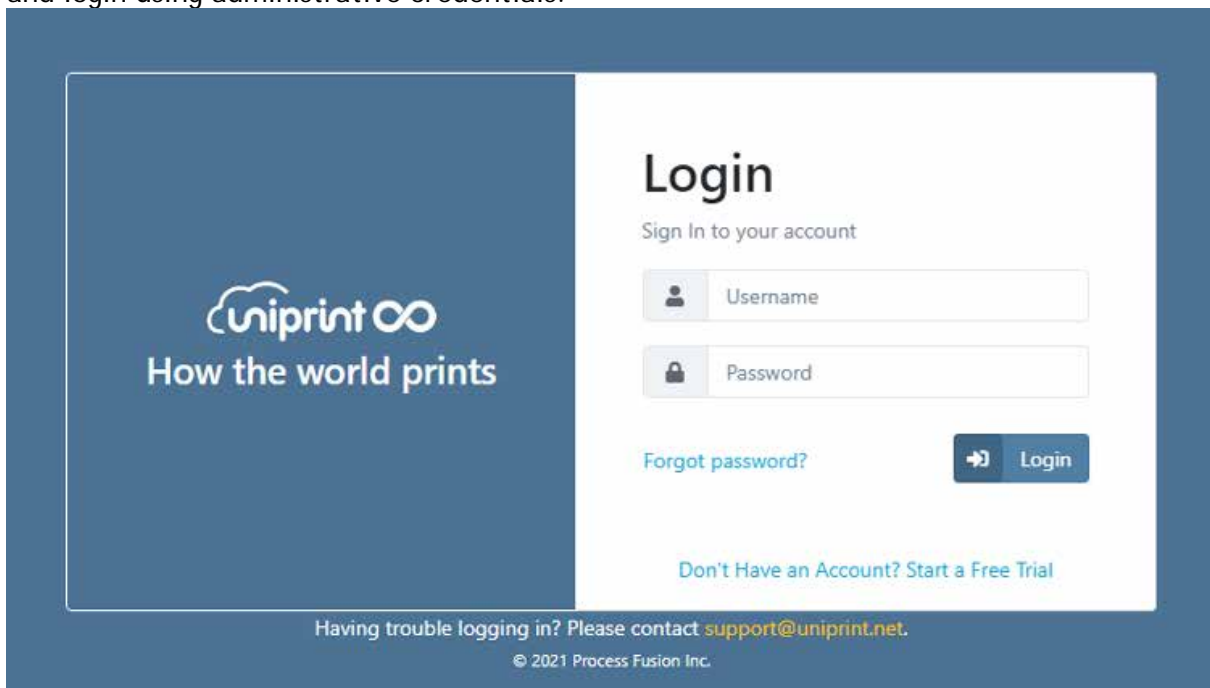
## Setting Up Print Stream Compression

Print stream compression can be set when adding or modifying a printer. *Note: Print stream compression is not compatible with Type 4 printer drivers. To utilize print stream compression, Type 3 printers drivers must be used and a vPad device must be set up first. To set up a vPad device, refer to [Setting Up the UniPrint vPad Device For InfinityCloud](#).*

### Setting Up Print Stream Compression When Adding A New Printer

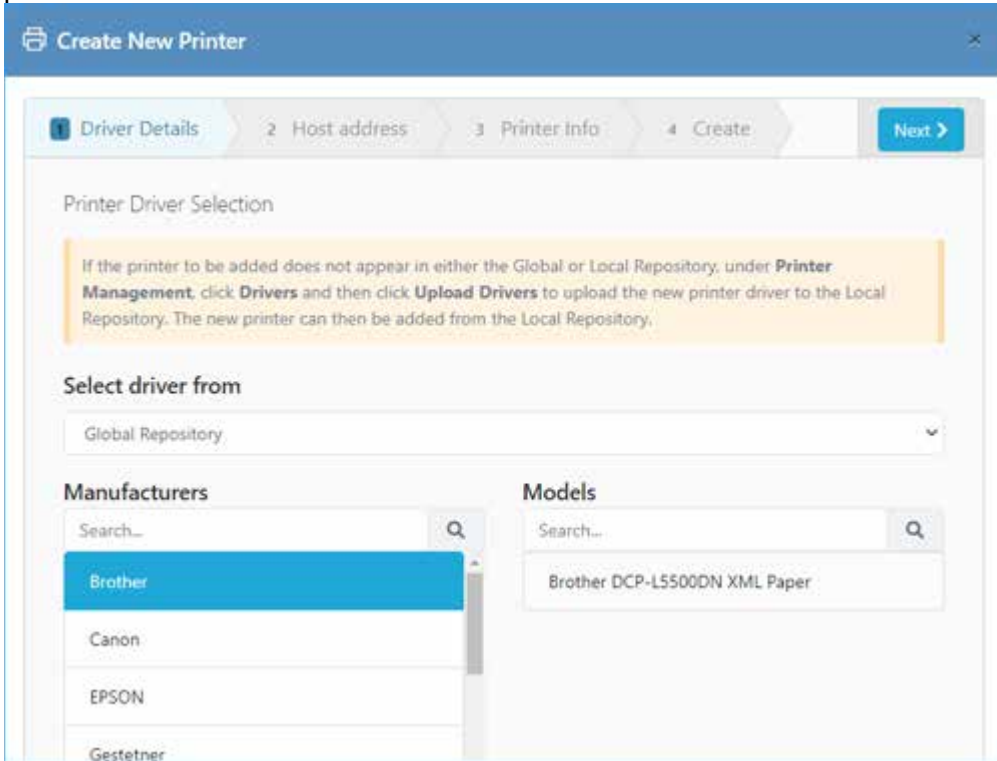
To set print stream compression when adding a new printer, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

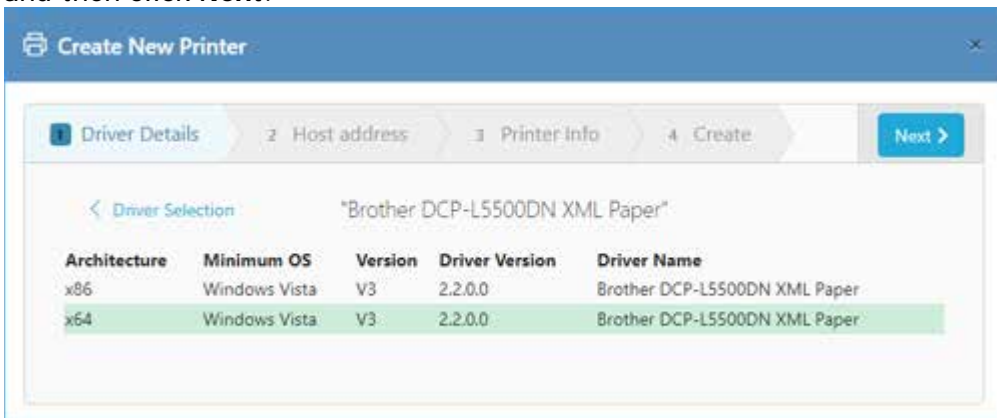


- 2) Under **PRINTER MANAGEMENT**, click **Printers**.
- 3) Under **Area**, click to select an area to which to add a printer.

- 4) Under **Printer**, click **+** to add a new printer.
- 5) From the **Select driver from** list, select either **Global Repository** or **Local Repository**. Under **Manufacturers**, click to select a manufacturer. Under **Models**, click to select the printer model.



- 6) Click to select the appropriate printer driver based on the desired architecture and version and then click **Next**.



- 7) Beside **Host Address**, enter the IP address of the printer and from the **Port type** list, select **Print Stream Compression**.

The screenshot shows the 'Create New Printer' dialog box with the 'Host address' step selected. The 'Host Address' field is filled with '192.0.2.201'. The 'Port type' dropdown menu is open, showing three options: 'Standard TCP/IP' (highlighted in blue), 'Standard TCP/IP', and 'Print Stream Compression'.

- 8) Beside **Port Number**, enter a port number if it is different from the default of 9100.
- 9) From the **vPad Device** list, select the vPad device and the use the slider to select the compression level. Click **Next**.

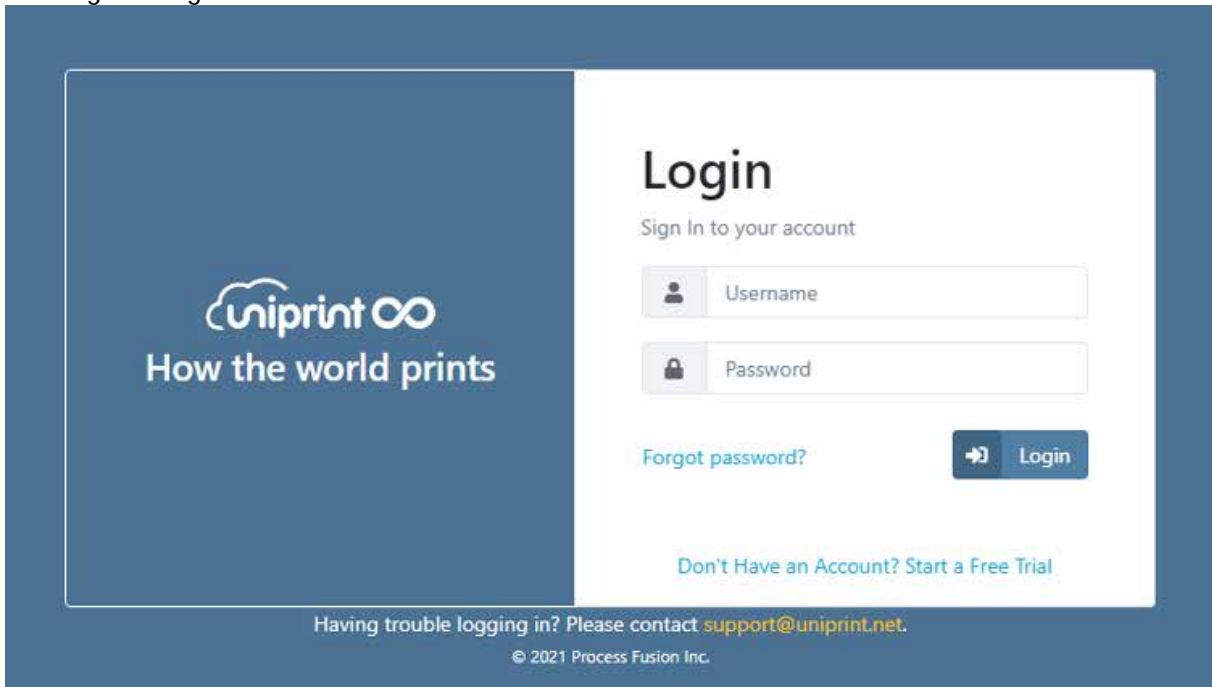
The screenshot shows the 'Create New Printer' dialog box with the 'Host address' step selected. The 'IP Address' field is filled with '192.0.2.201'. The 'Port type' dropdown menu is set to 'Print Stream Compression'. The 'Port Number' field is filled with '9100'. The 'vPad Device' dropdown menu is set to 'No valid vPad Devices available'. The 'Compression Strength Level (6)' slider is set to 6.


- 10) Enter the relevant information about the printer and then click **Next**.
- 11) Click **Create** and then click **Done**.

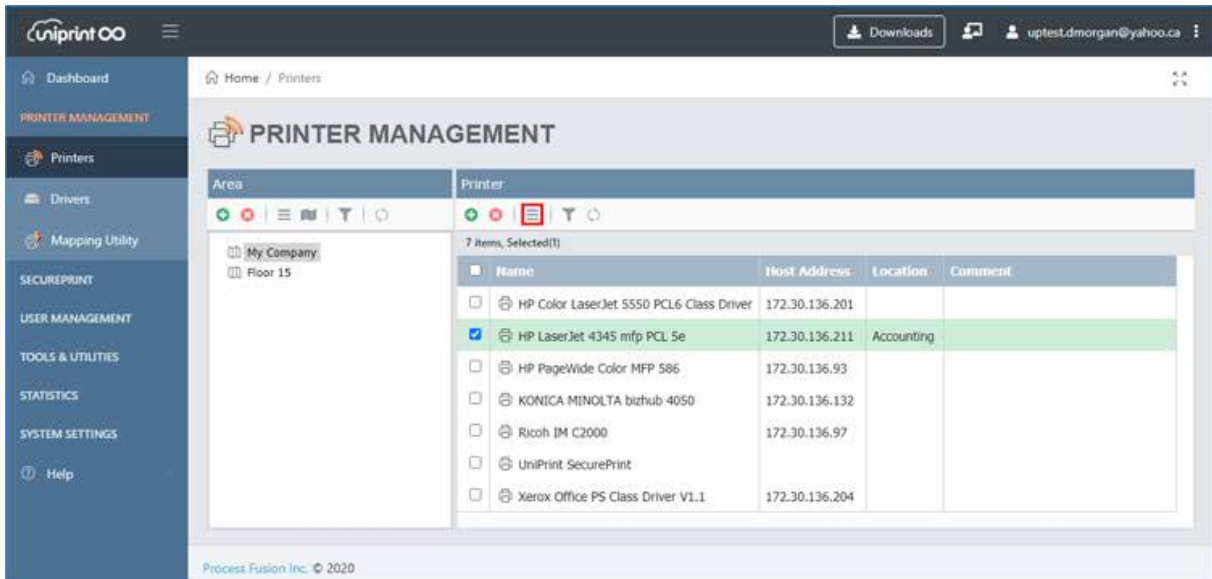
### Setting Print Stream Compression When Editing Printer Properties

To set print stream compression when editing printer properties, do the following:

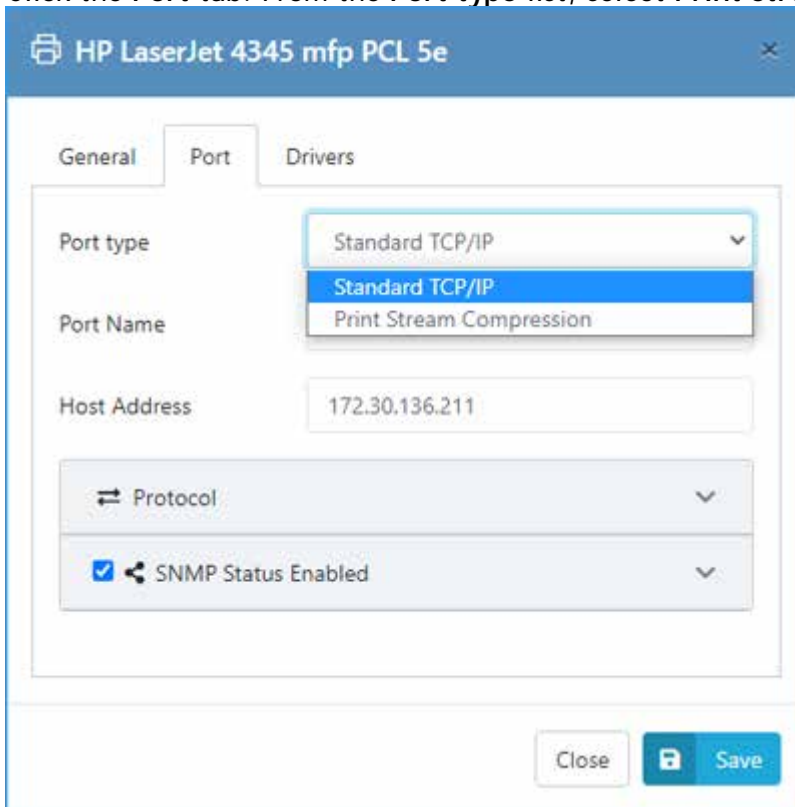
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



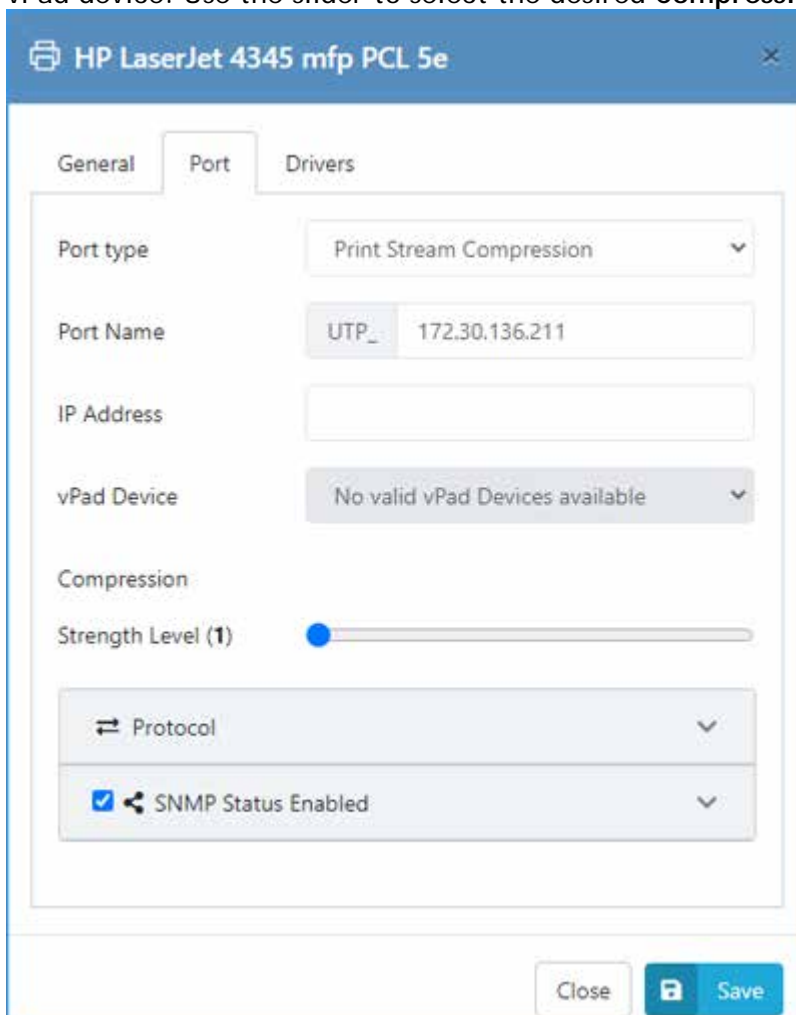
- 2) Under **PRINTER MANAGEMENT**, click **Printers**.
- 3) Under **Area**, click to select an area to which the printer belongs.
- 4) Under **Printer**, click to select the printer whose properties are to be changed and then click .



5) Click the **Port** tab. From the **Port type** list, select **Print Stream Compression**.



- 6) Enter the relevant **IP address** and then from the **vPad Device** list, select the appropriate vPad device. Use the slider to select the desired **Compression Strength Level** from 1 to 9.



The screenshot shows the configuration window for an HP LaserJet 4345 mfp PCL 5e printer. The window has three tabs: General, Port, and Drivers. The Port tab is active. The configuration options are as follows:

- Port type:** Print Stream Compression (dropdown menu)
- Port Name:** UTP\_ 172.30.136.211 (text field)
- IP Address:** (empty text field)
- vPad Device:** No valid vPad Devices available (dropdown menu)
- Compression Strength Level (1):** A slider control with a blue dot at the far left end.
- Protocol:** (dropdown menu)
- SNMP Status Enabled:** A checkbox that is checked.

At the bottom right of the window, there are two buttons: "Close" and "Save".

- 7) Click **Save**.

**Related Links:**

[Printers](#)

[Migrating Printers From a Print Server](#)

[Adding a Standard Printer Through Printer Management](#)

[Adding Gateway Printers Through Printer Management](#)

[Cloning a Printer](#)

[Adding an Area](#)

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[Adding Printers to an Area Map](#)

[Searching for a Printer or Connector](#)

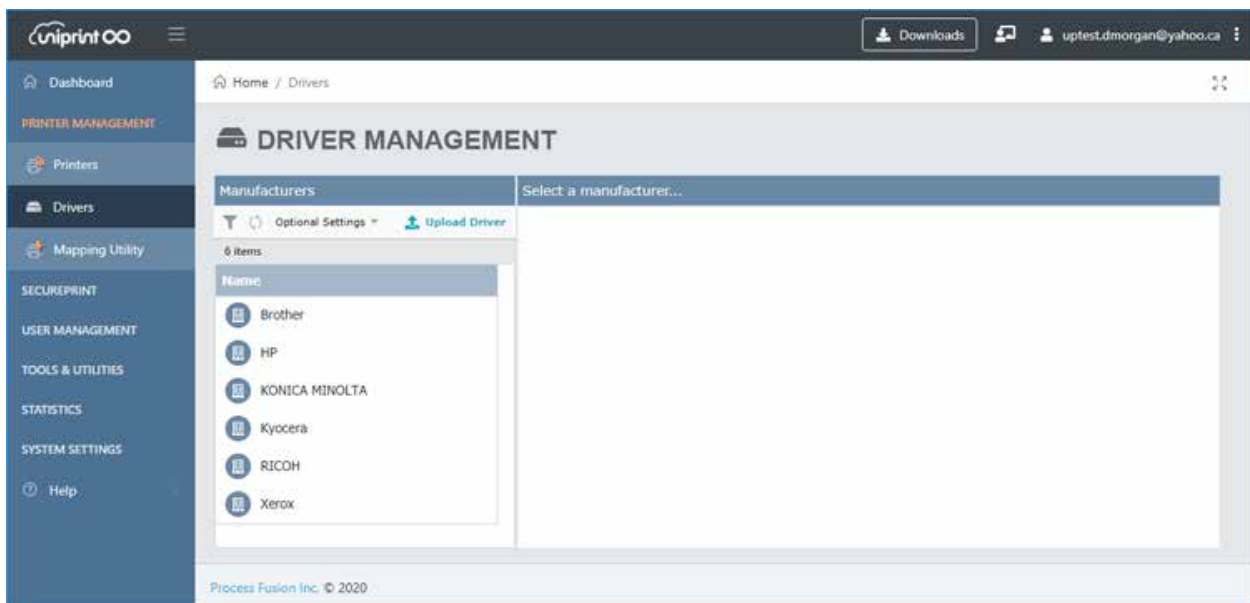
[Drivers](#)

[Mapping Utility](#)

## Drivers

### Drivers

Driver Management is designed to help the administrator organize the many printer drivers used within an organization. Drivers are uploaded and stored in the InfinityCloud repository. By storing these drivers in a repository client machines can be easily install or update with the latest drivers.



Tasks that can be performed from this screen are as follows:

- § [Uploading Locally Installed Printer Drivers to InfinityCloud](#)
- § [Uploading Custom Printer Drivers to InfinityCloud](#)
- § [Uploading Built-in Printer Drivers To InfinityCloud](#)
- § [Associating Printer Models to Universal Printer Drivers](#)
- § [Replacing Printer Drivers](#)

**Related Links:**

[Printers](#)

[Mapping Utility](#)

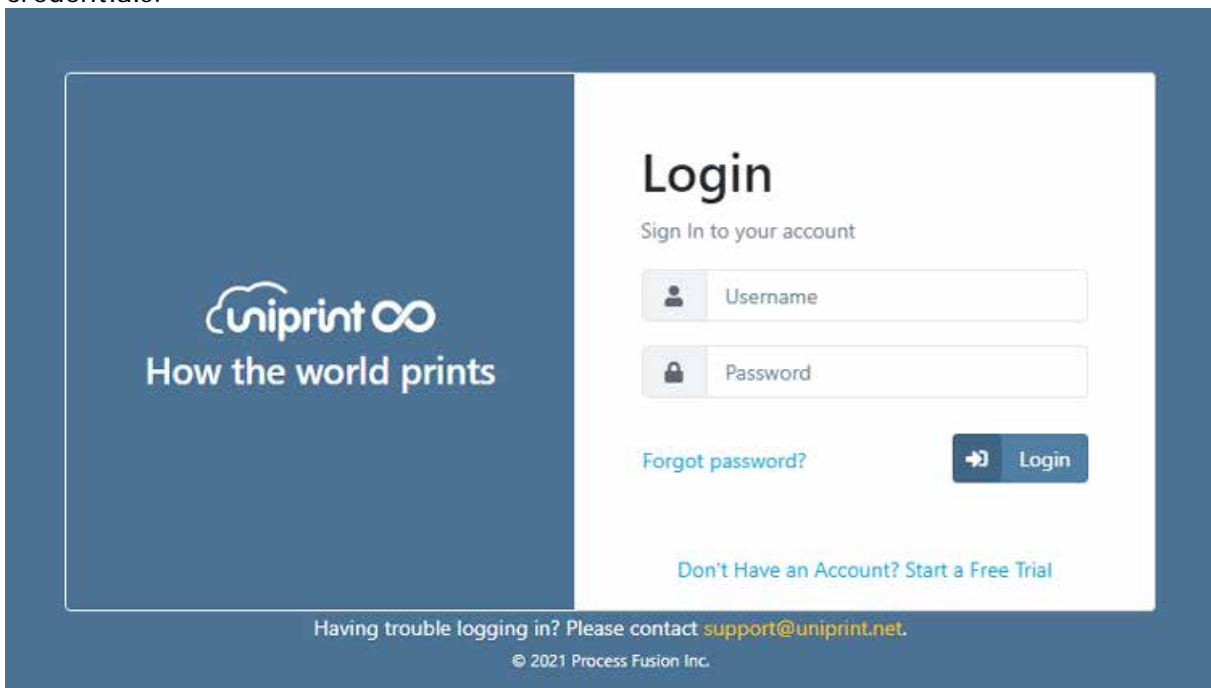


## Uploading Locally Installed Printer Drivers To InfinityCloud

Printer drivers can be uploaded to the InfinityCloud manually from the local machine, by selecting an INF file, or by selecting a built-in driver through Windows. *Note: InfinityCloud Tools must be installed on running on the local machine.* For instructions on installing InfinityCloud Tools, refer to [Installing InfinityCloud Tools](#).

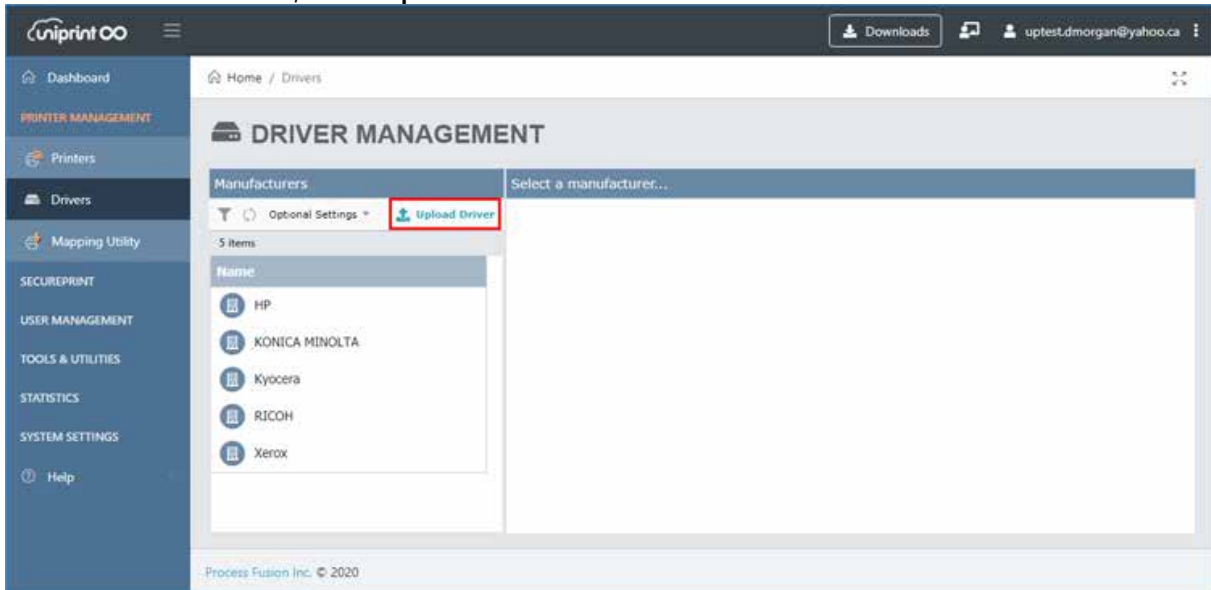
To upload a print driver that has been installed on a local machine, do the following:

- 1) On a local machine, open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.



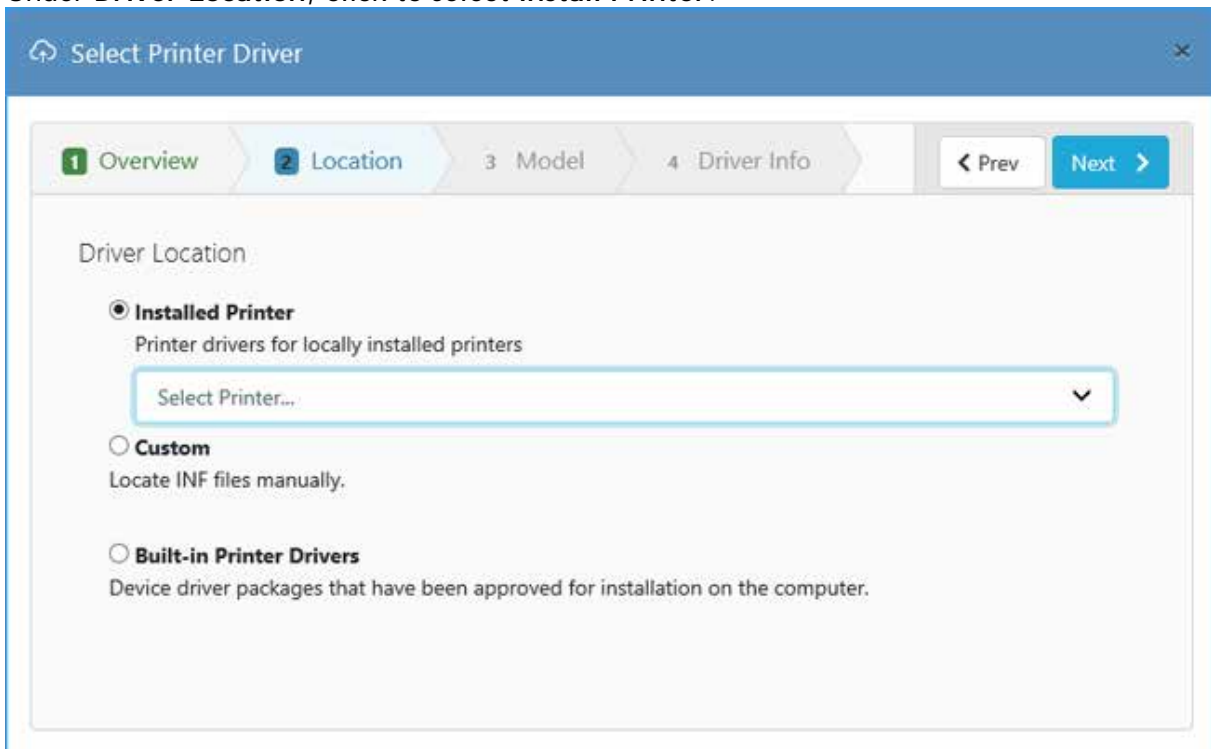
- 2) Under **PRINTER MANAGEMENT**, click **Drivers**.

3) Under Manufacturers, click Upload Driver.

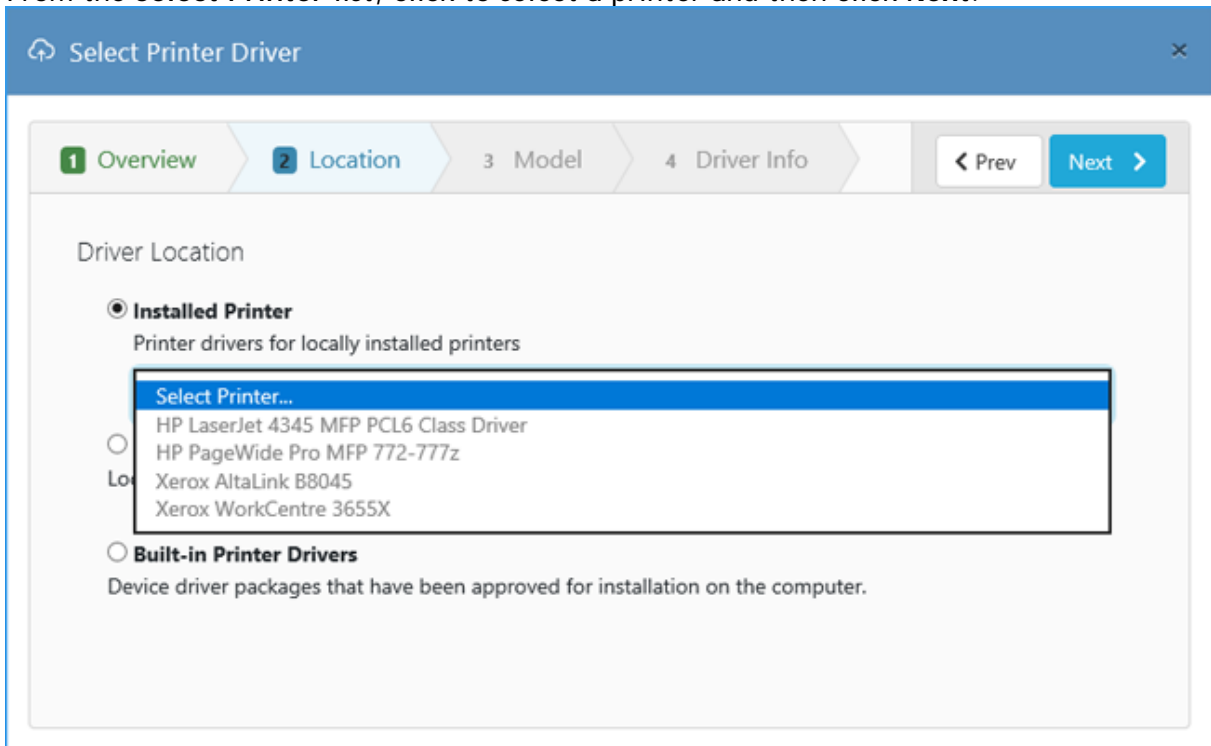


4) In the Overview window, click Next.

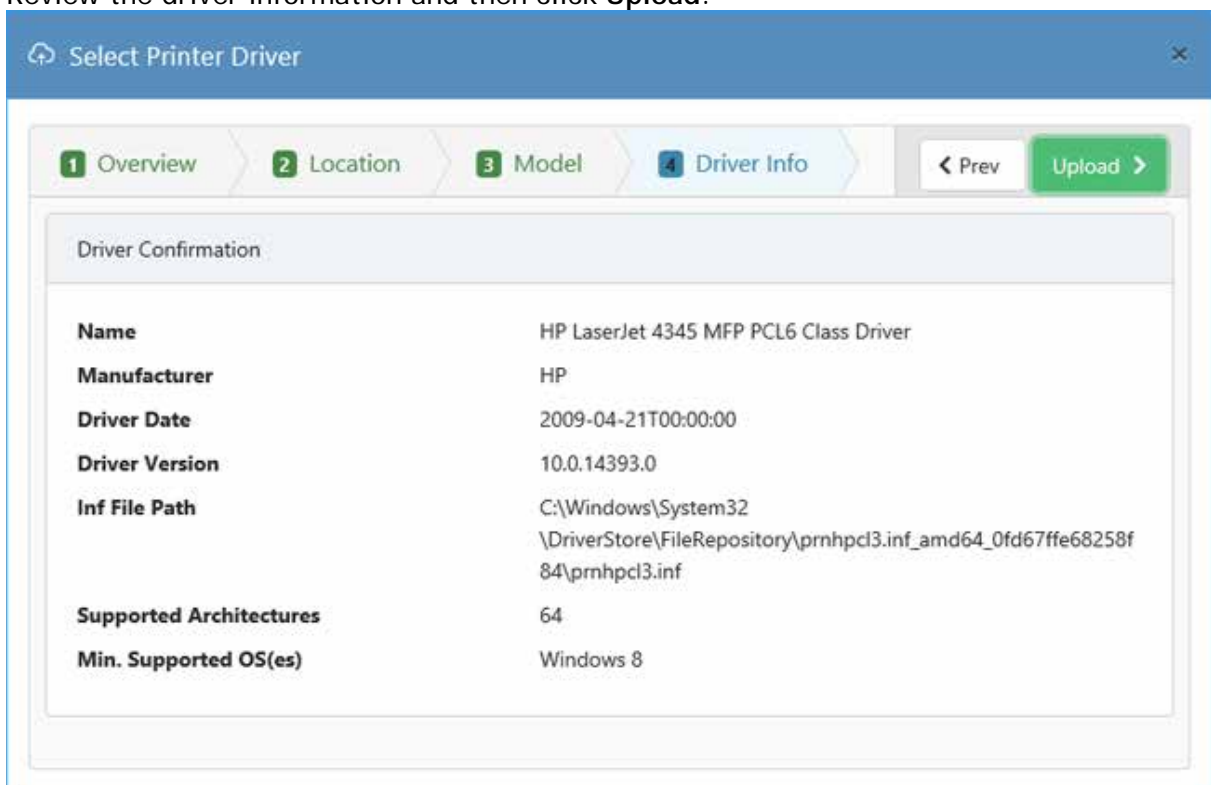
5) Under Driver Location, click to select Install Printer.



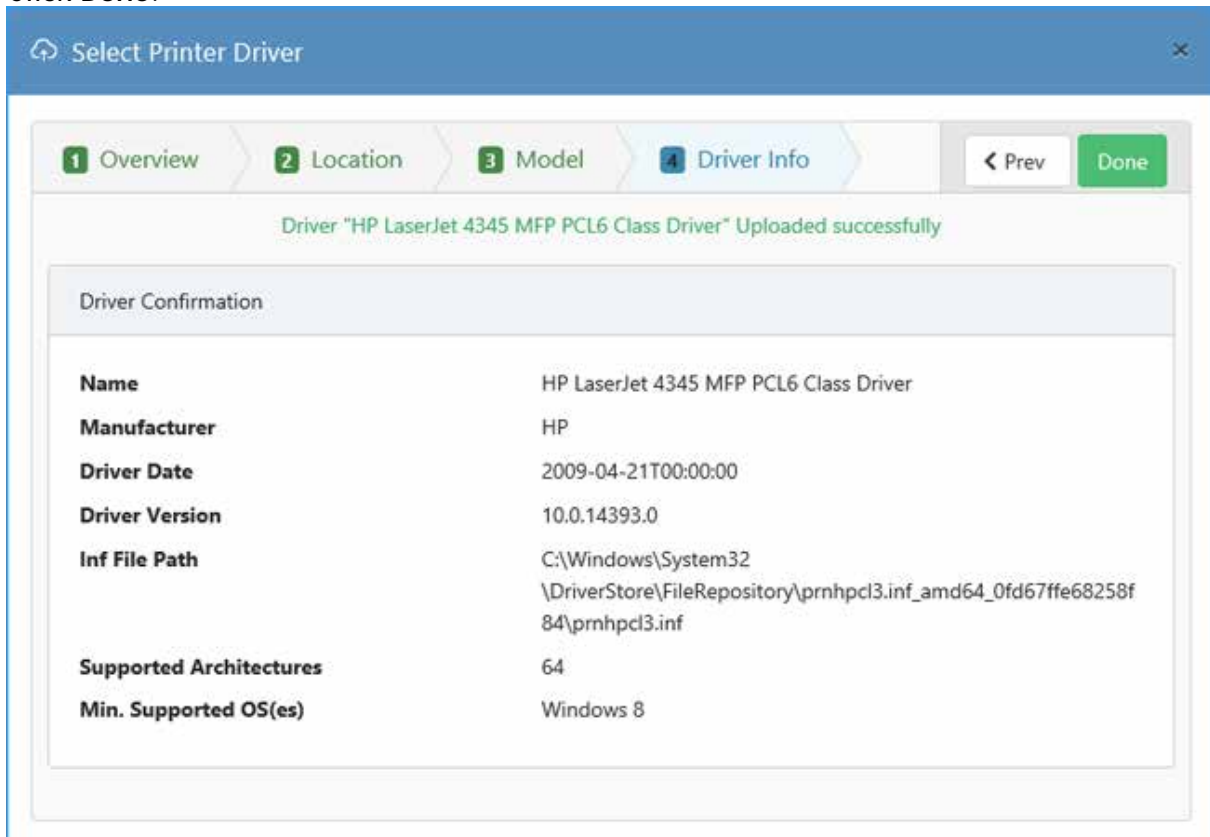
6) From the Select Printer list, click to select a printer and then click **Next**.



7) Review the driver information and then click **Upload**.



8) Click Done.



Related Links:

[Drivers](#)

[Uploading Custom Printer Drivers To InfinityCloud](#)

[Uploading Built-in Printer Drivers To InfinityCloud](#)

[Associating Printer Models To Universal Printer Drivers](#)

[Replacing Printer Drivers](#)

[Printers](#)

[Mapping Utility](#)

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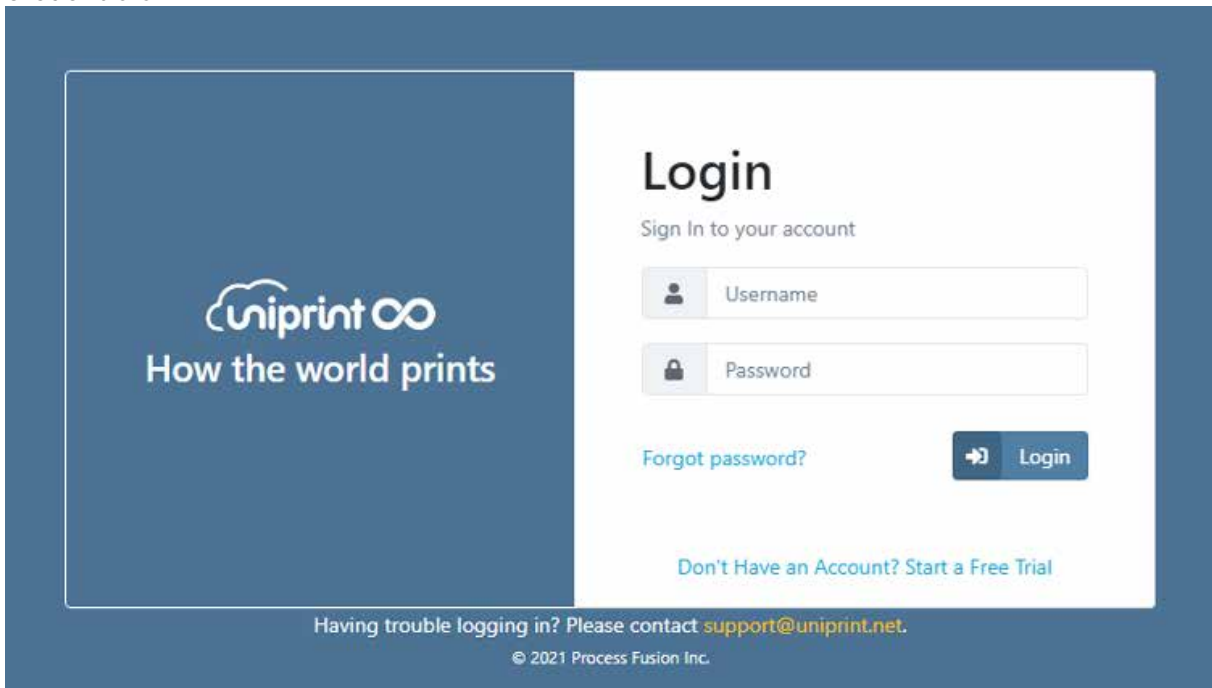
## Uploading Custom Printer Drivers To InfinityCloud

Custom printers drivers, for example, specialty label printers, are usually not package-aware and do not come included with Windows.

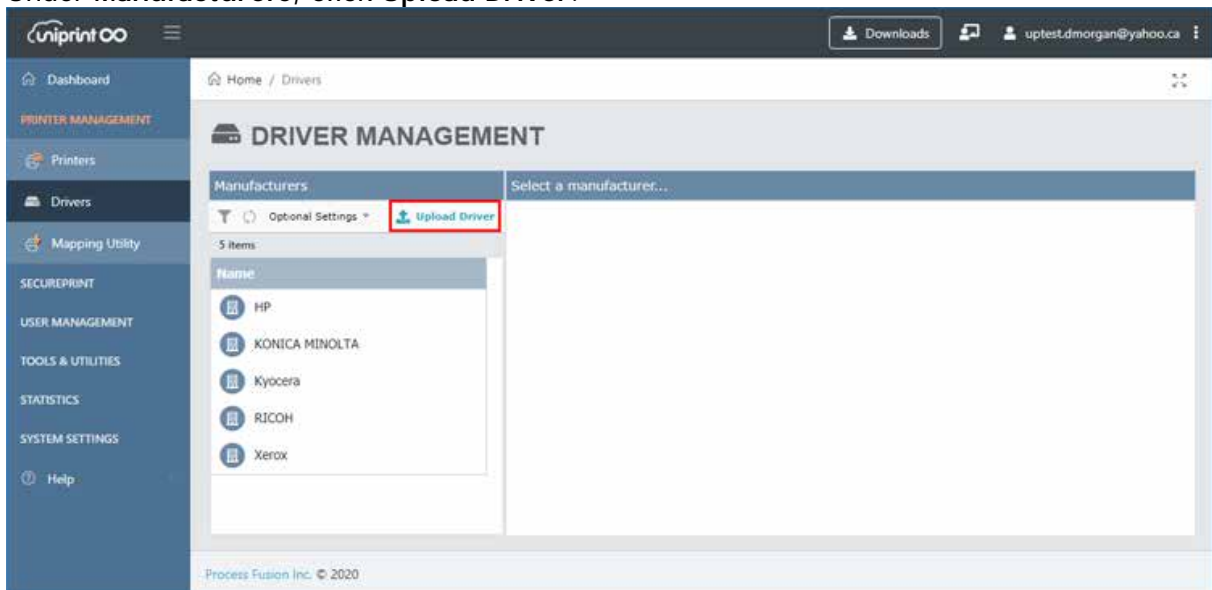
To upload a custom print driver, do the following:

## UniPrint InfinityCloud Guide

- 1) On a local machine, open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.

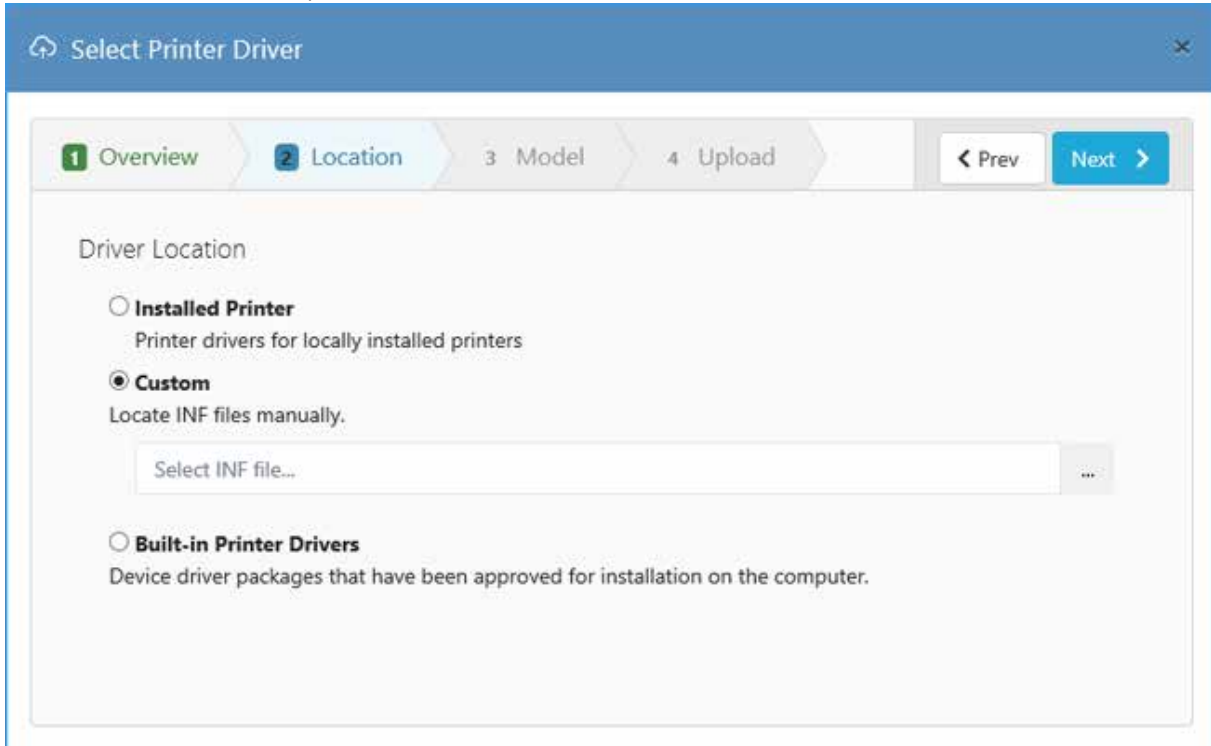


- 2) Under **PRINTER MANAGEMENT**, click Drivers.
- 3) Under Manufacturers, click Upload Driver.

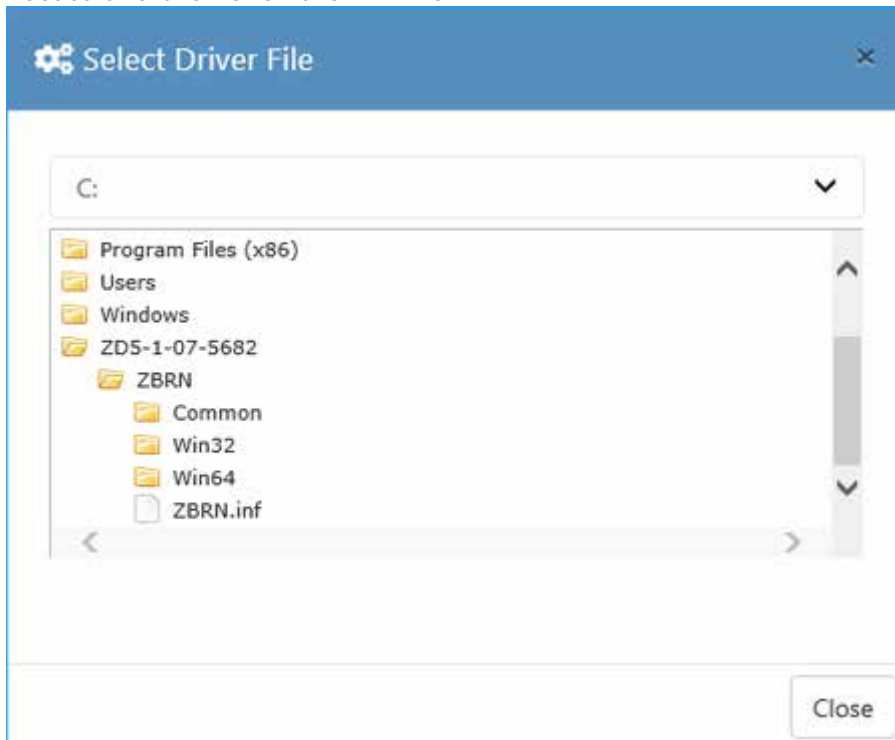


- 4) In the Overview window, click Next.

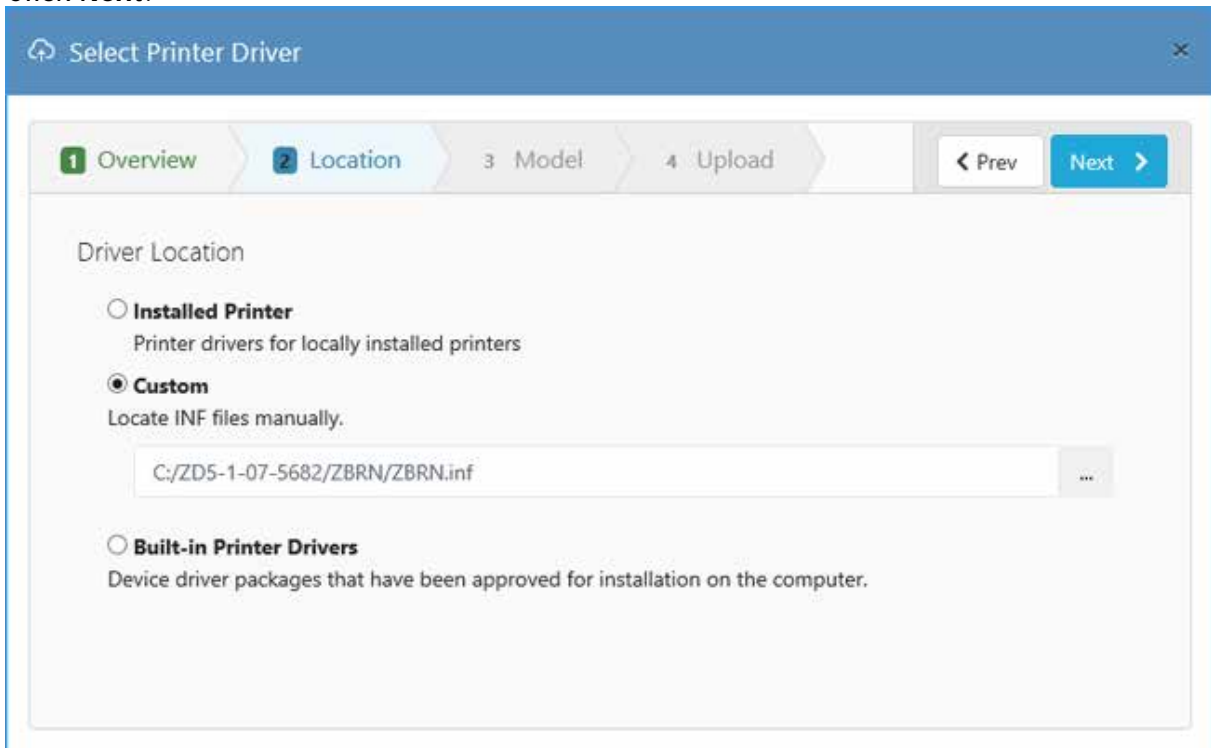
5) Under **Driver Location**, click to select **Custom** and then click .



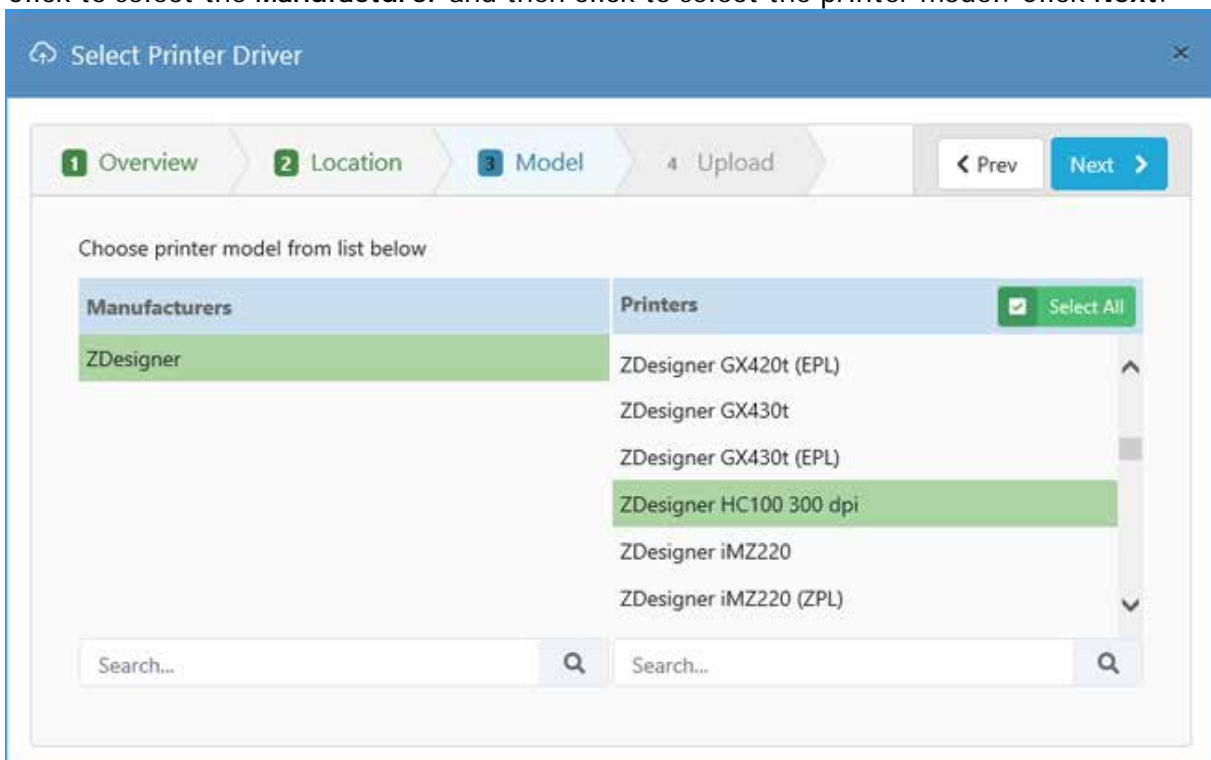
6) Locate and then click the INF file.



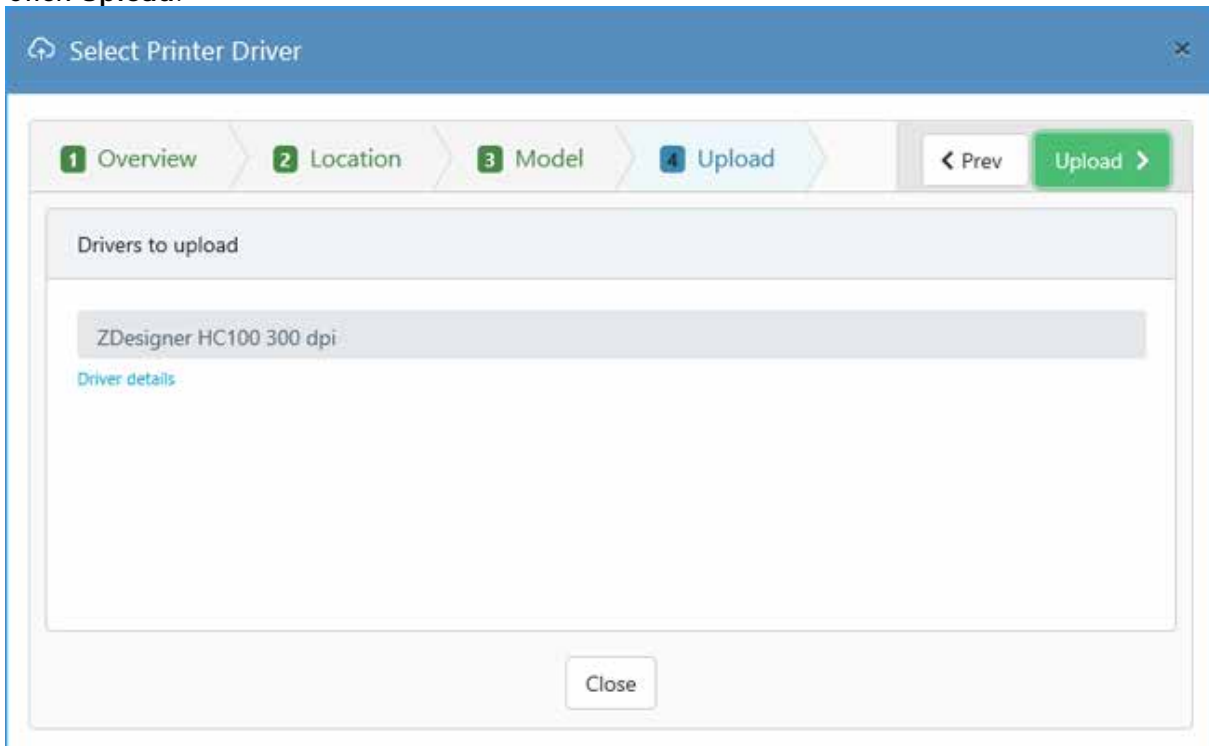
7) Click Next.



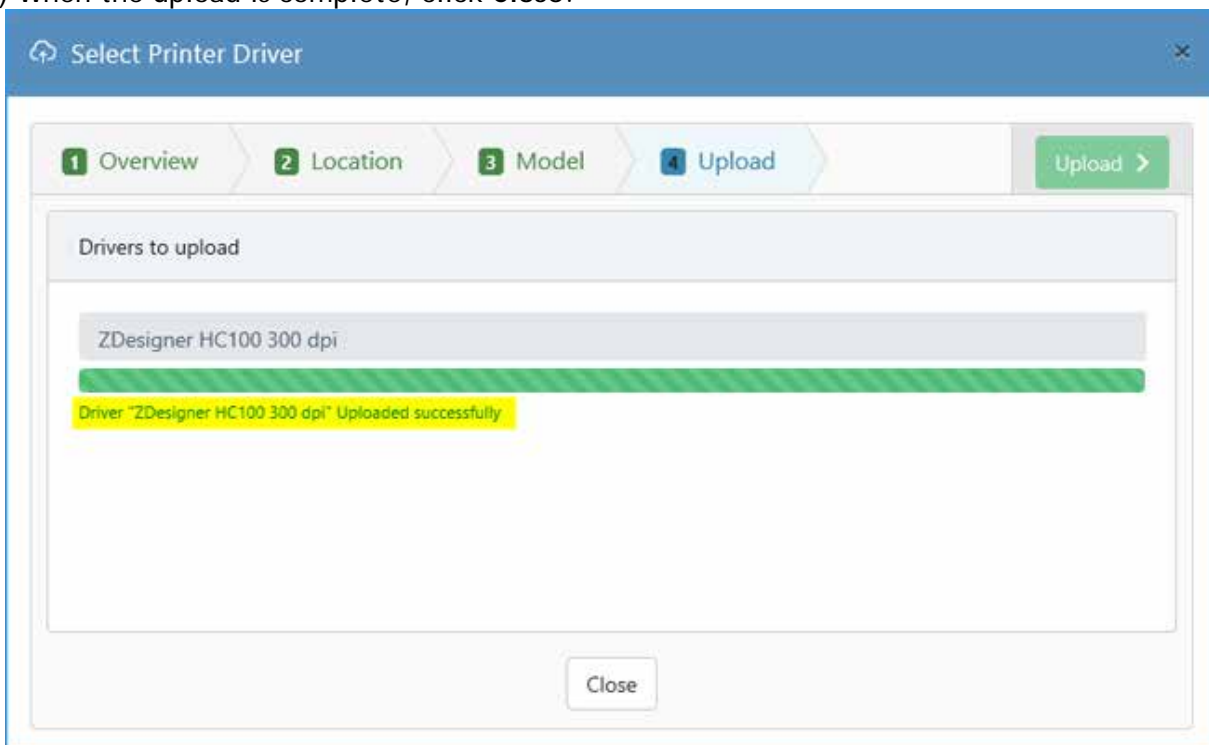
8) Click to select the Manufacturer and then click to select the printer model. Click Next.



9) Click **Upload**.



10) When the upload is complete, click **Close**.



**Related Links:**

[Drivers](#)



[Uploading Locally Installed Printers To InfinityCloud](#)

[Uploading Built-in Printer Drivers To InfinityCloud](#)

[Associating Printer Models To Universal Printer Drivers](#)

[Replacing Printer Drivers](#)

[Printers](#)

[Mapping Utility](#)

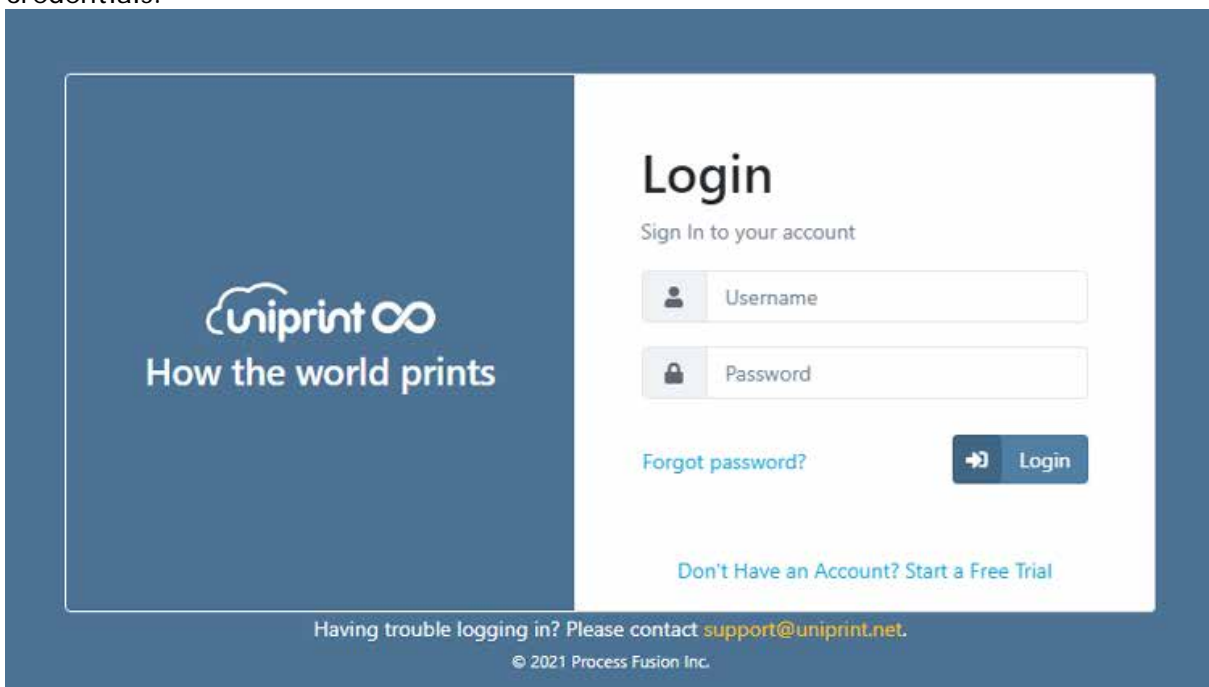
---

## Uploading Built-in Printer Drivers To InfinityCloud

Built-in printer drivers are typically package-aware drivers that are included with Windows. These drivers can be found in two different locations, the Driver Store, C:\Windows\system32\DriverStore\FileRepository, and in the Windows INF folder, C:\Windows\inf.

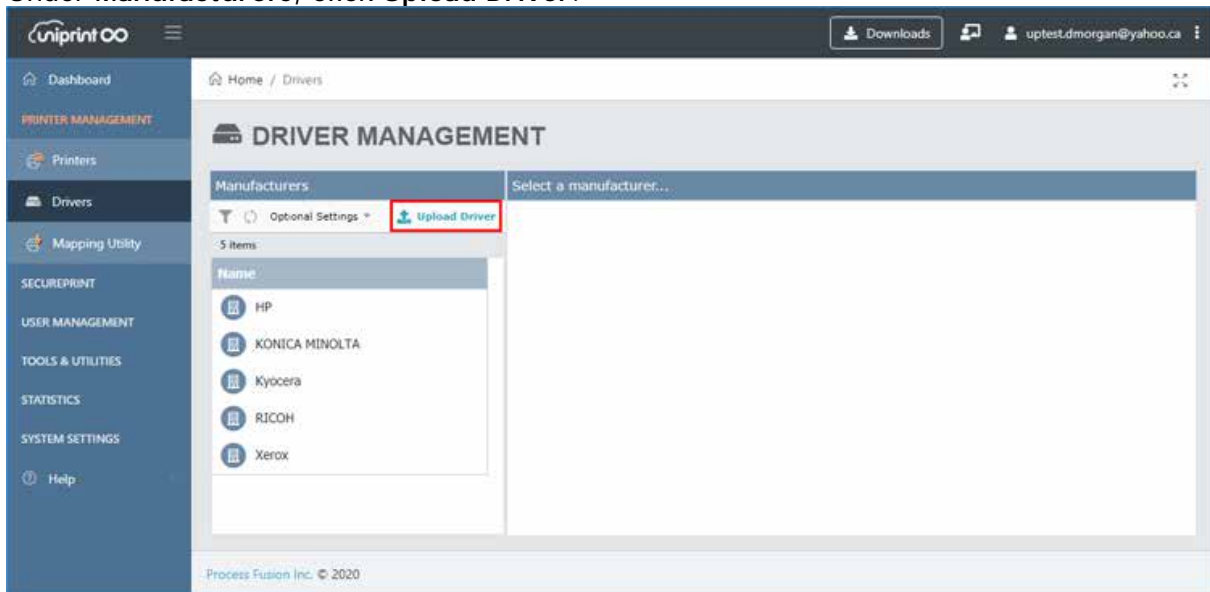
To upload a built-in print driver, do the following:

- 1) On a local machine, open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.



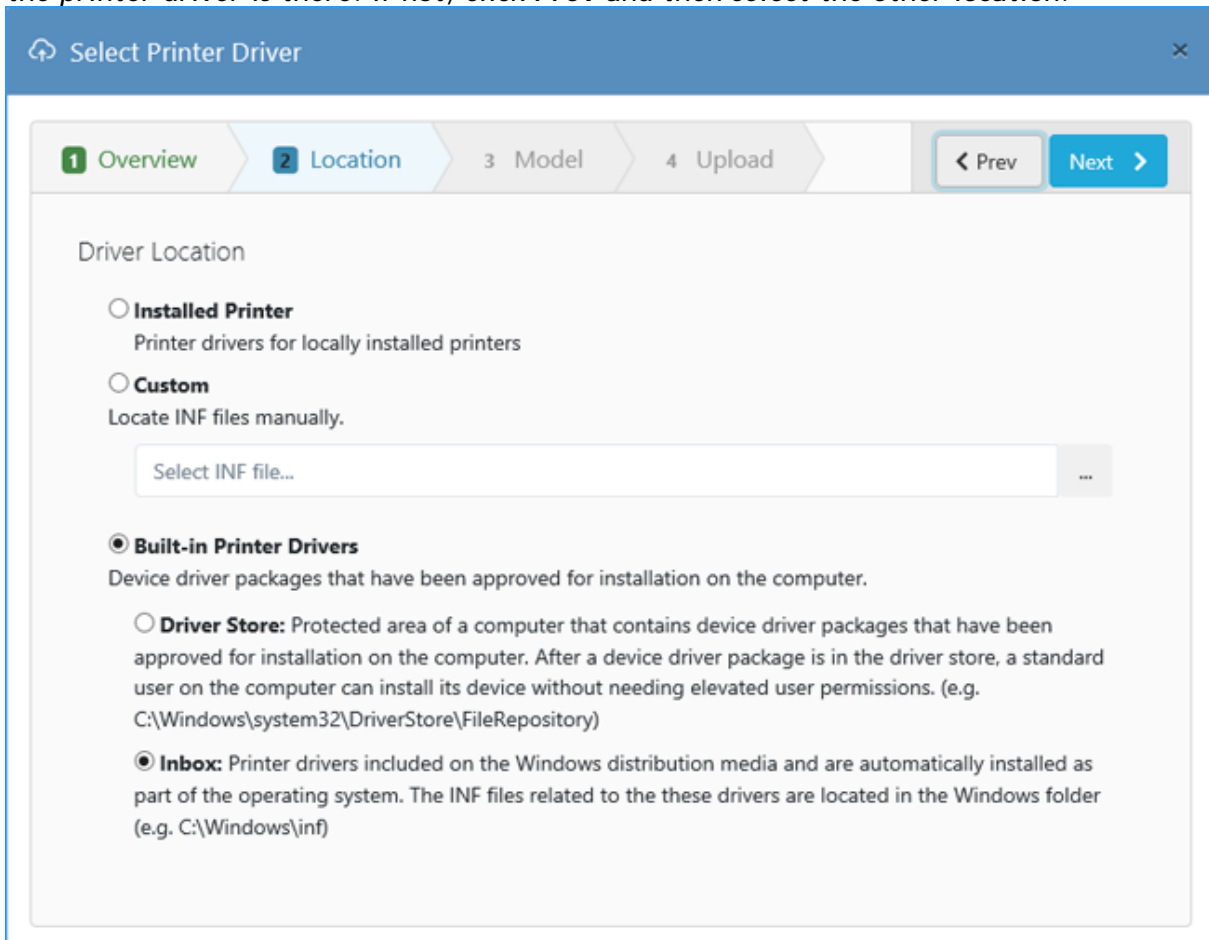
- 2) Under **PRINTER MANAGEMENT**, click **Drivers**.

- 3) Under **Manufacturers**, click **Upload Driver**.

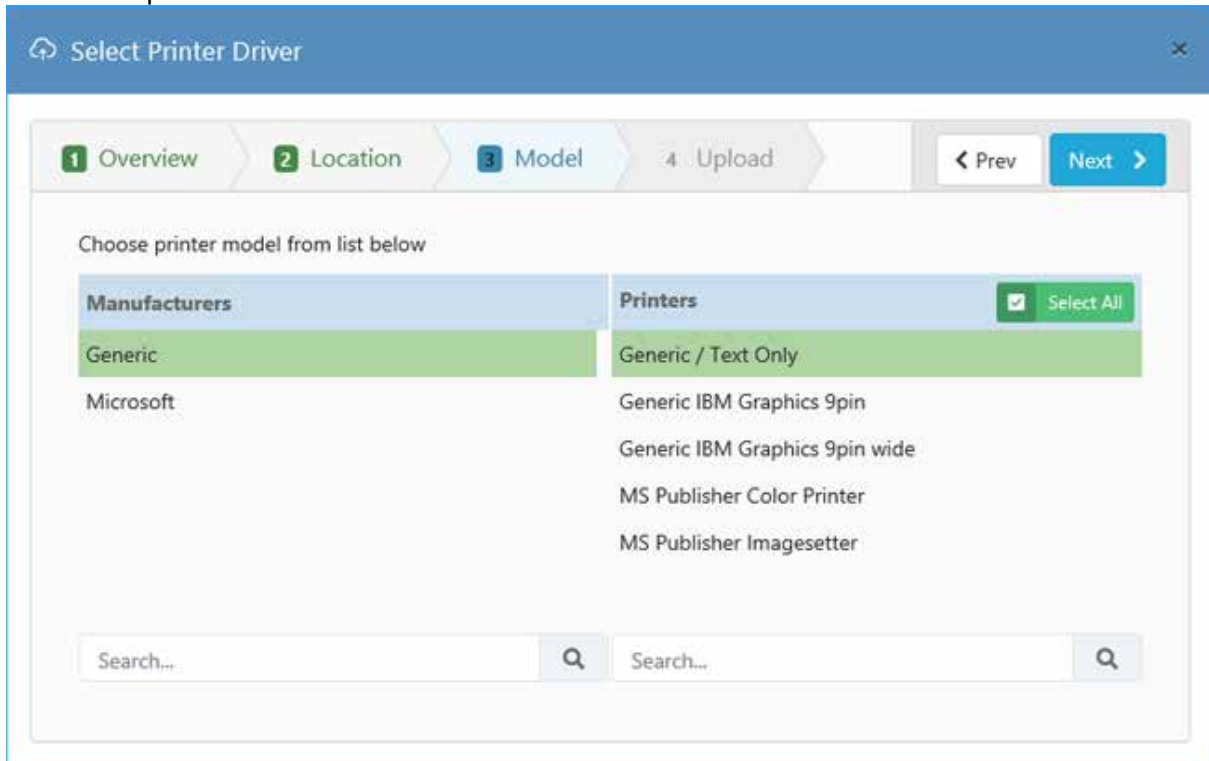


- 4) In the Overview window, click Next.
- 5) Under **Driver Location**, click to select **Built-in Printer Drivers** and then click to select from where the driver is coming from, either **Driver Store** or **Inbox**. Click **Next**. *NOTE: If you're unsure of the location, select a location and then in the next screen check to see if*

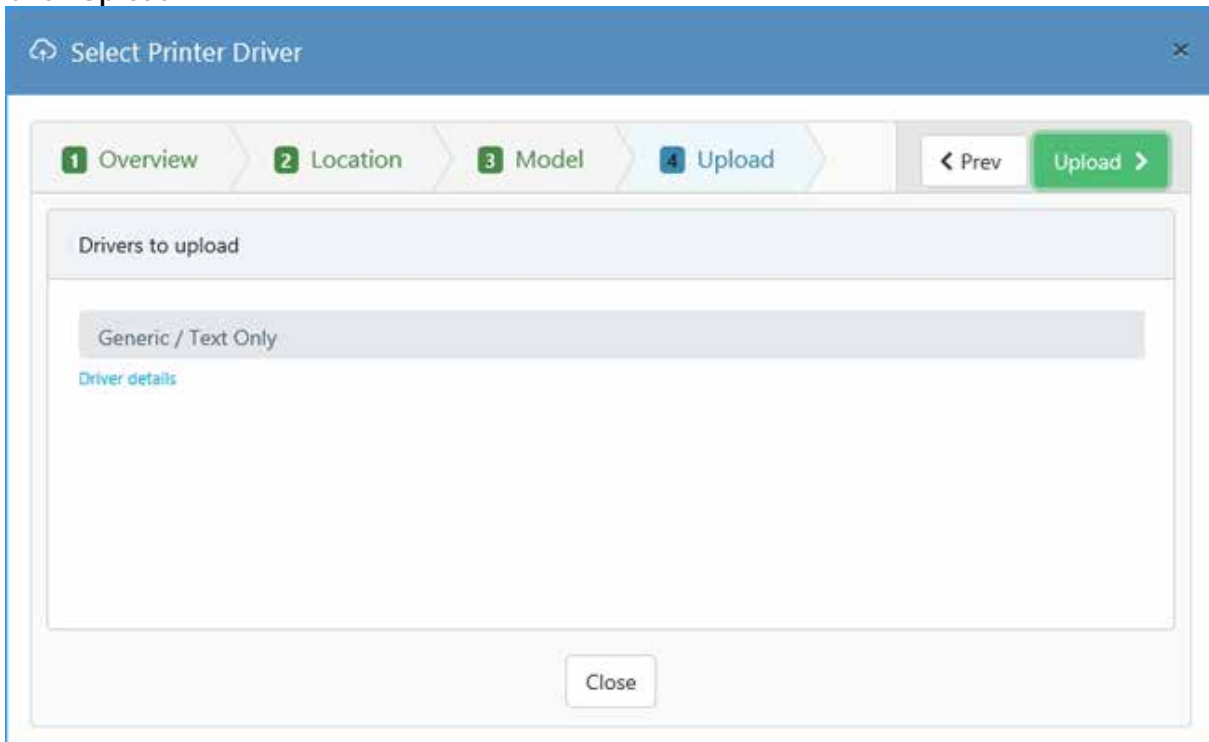
*the printer driver is there. If not, click Prev and then select the other location.*



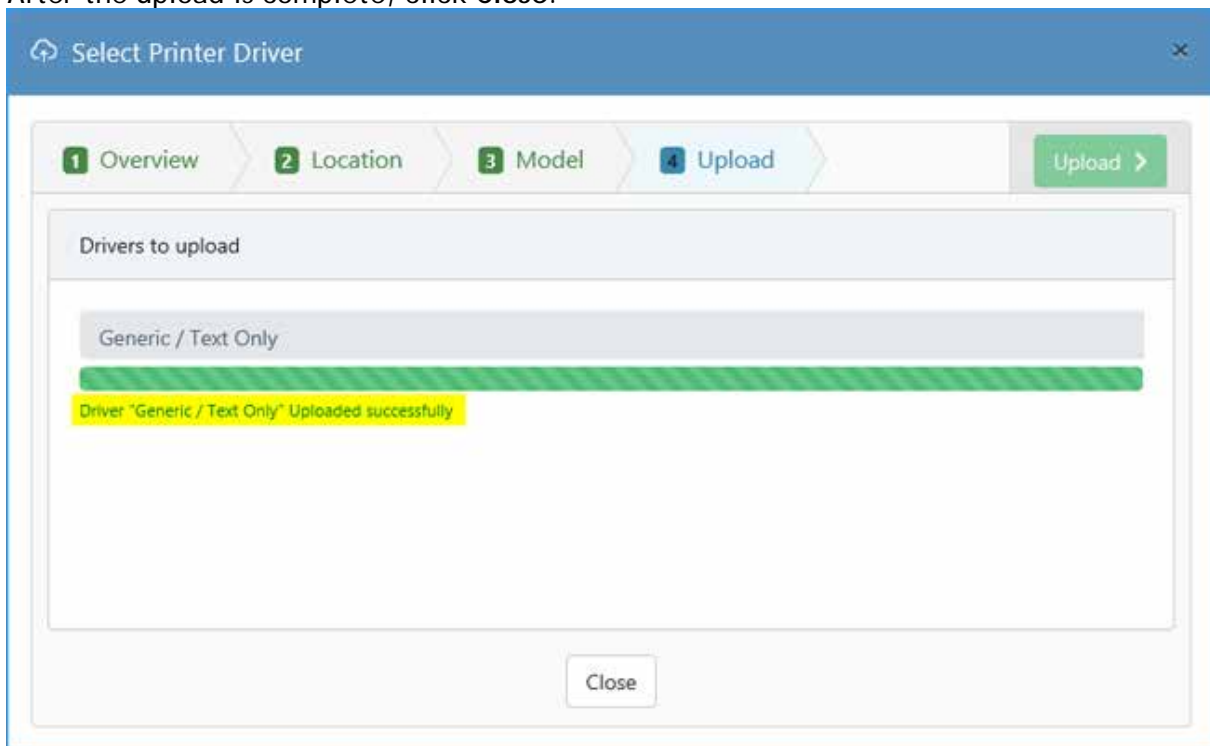
- 6) Under **Manufacturers**, click to select the manufacturer and then under **Printers**, click to select the printer model. Click **Next**.



- 7) Click **Upload**.



8) After the upload is complete, click Close.



**Related Links:**

[Drivers](#)

[Uploading Locally Installed Printers To InfinityCloud](#)

[Uploading Custom Printer Drivers To InfinityCloud](#)

[Associating Printer Models To Universal Printer Drivers](#)

[Replacing Printer Drivers](#)

[Printers](#)

[Mapping Utility](#)

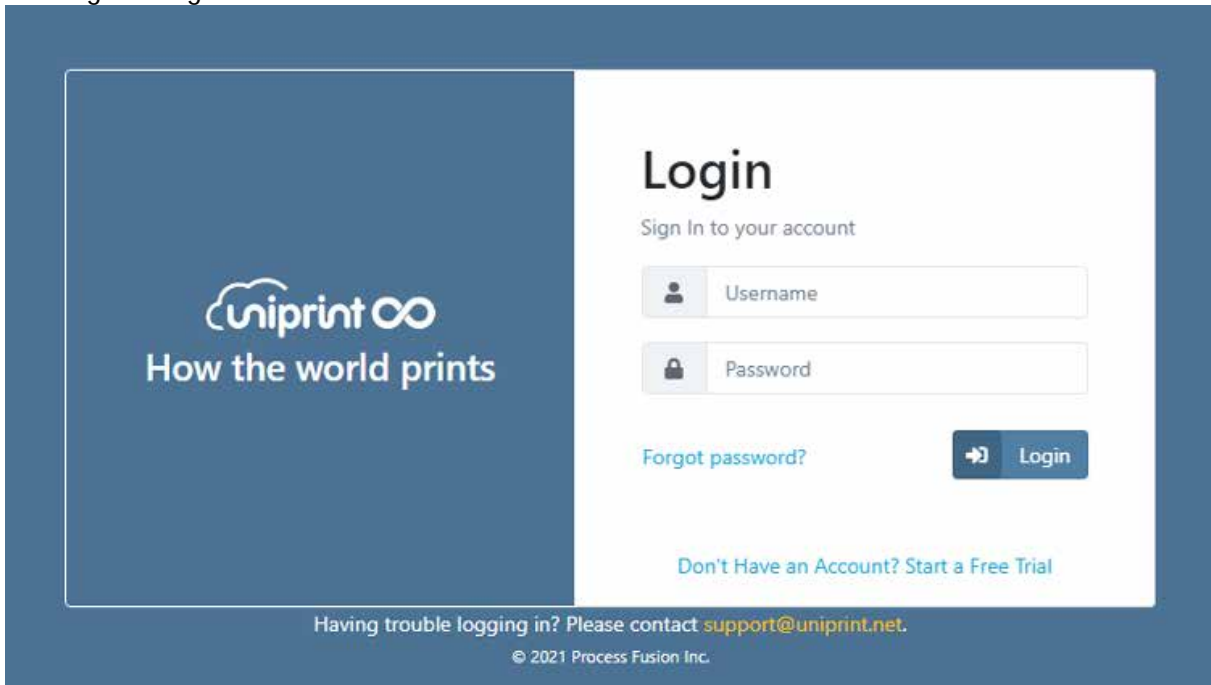
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## Associating Printer Models to Universal Printer Drivers

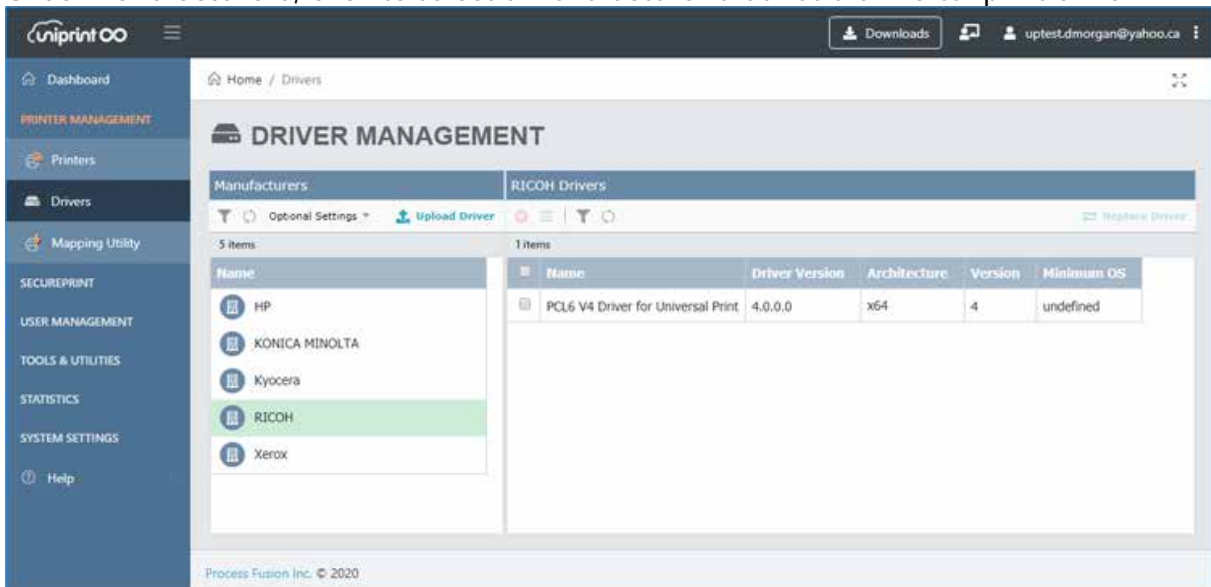
Some universal printer drivers use generic names and for the typical user these names are meaningless since they don't convey which printer models are compatible with it. Hence, it creates confusion whenever a user tries to add a printer. The solution to this is to associate printer models to universal printers on behalf of the user, such that when a user tries to add printer, it appears that they are adding a familiar printer and not a universal printer driver.

To associate printer models to universal printer drivers, do the following:

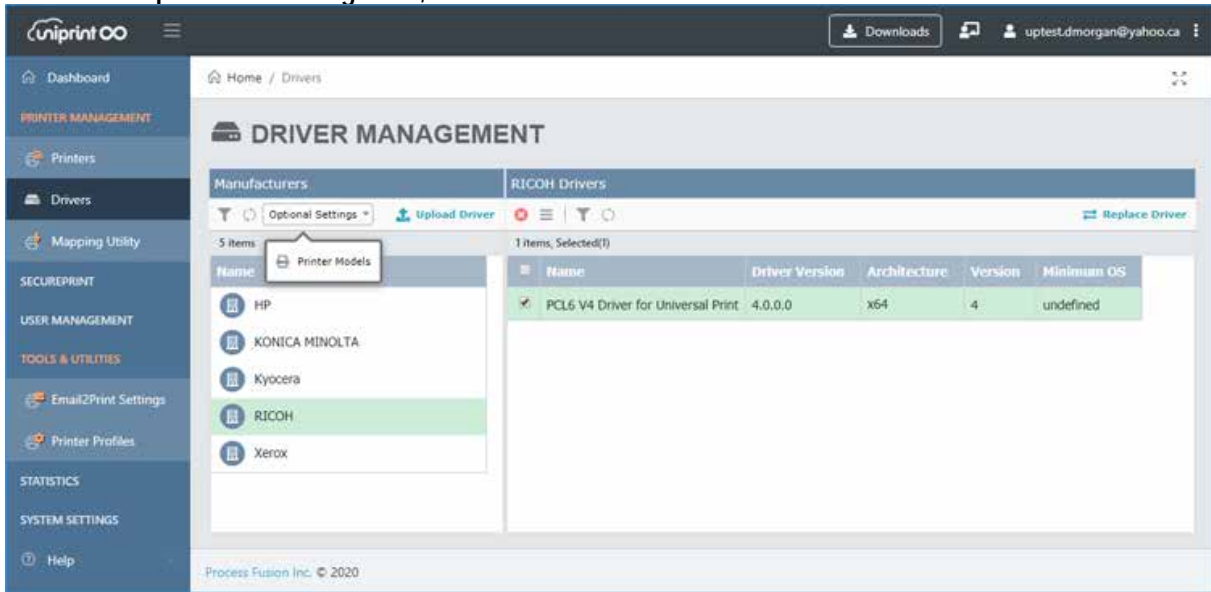
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



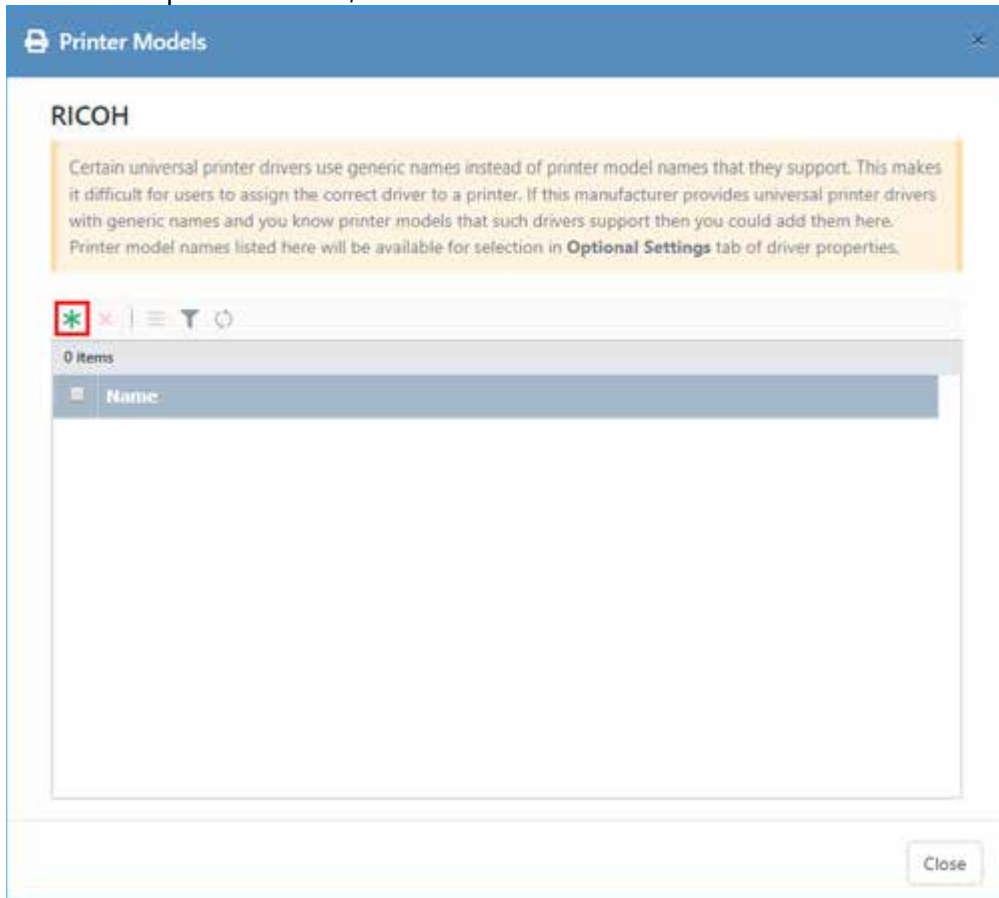
- 2) Under **PRINTER MANAGEMENT**, click Drivers.
- 3) Under Manufacturers, click to select a manufacturer that has a universal print driver.



4) From the **Optional Settings** list, click **Printer Models**.



5) To create a printer model, click .



6) Enter a model name and then click Save.

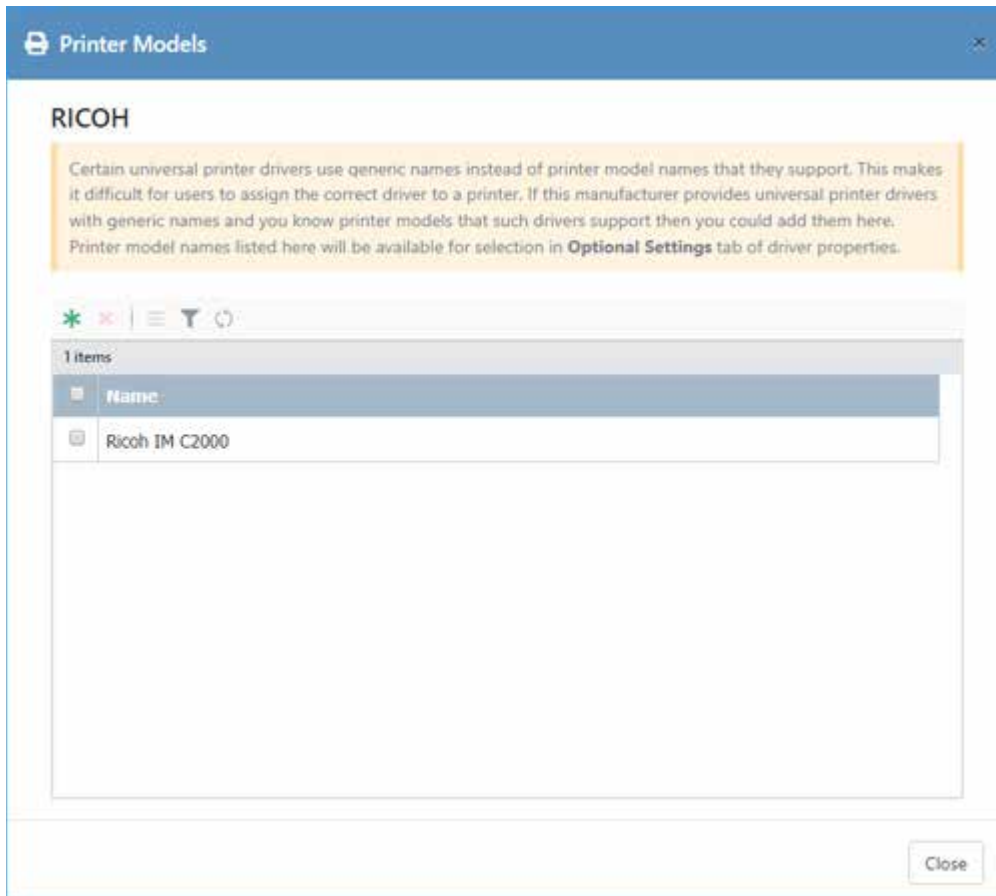


Printer Model

Name: Ricoh IM C2000

Close Save

7) Click Close.



Printer Models

**RICOH**

Certain universal printer drivers use generic names instead of printer model names that they support. This makes it difficult for users to assign the correct driver to a printer. If this manufacturer provides universal printer drivers with generic names and you know printer models that such drivers support then you could add them here. Printer model names listed here will be available for selection in **Optional Settings** tab of driver properties.

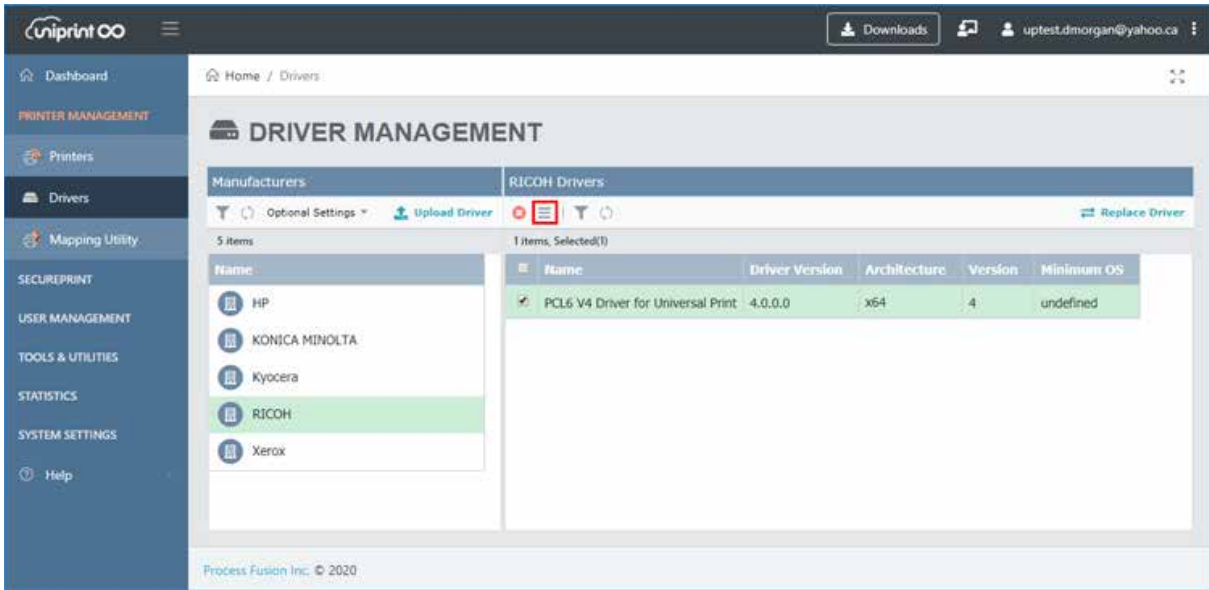
1 items

Name
Ricoh IM C2000

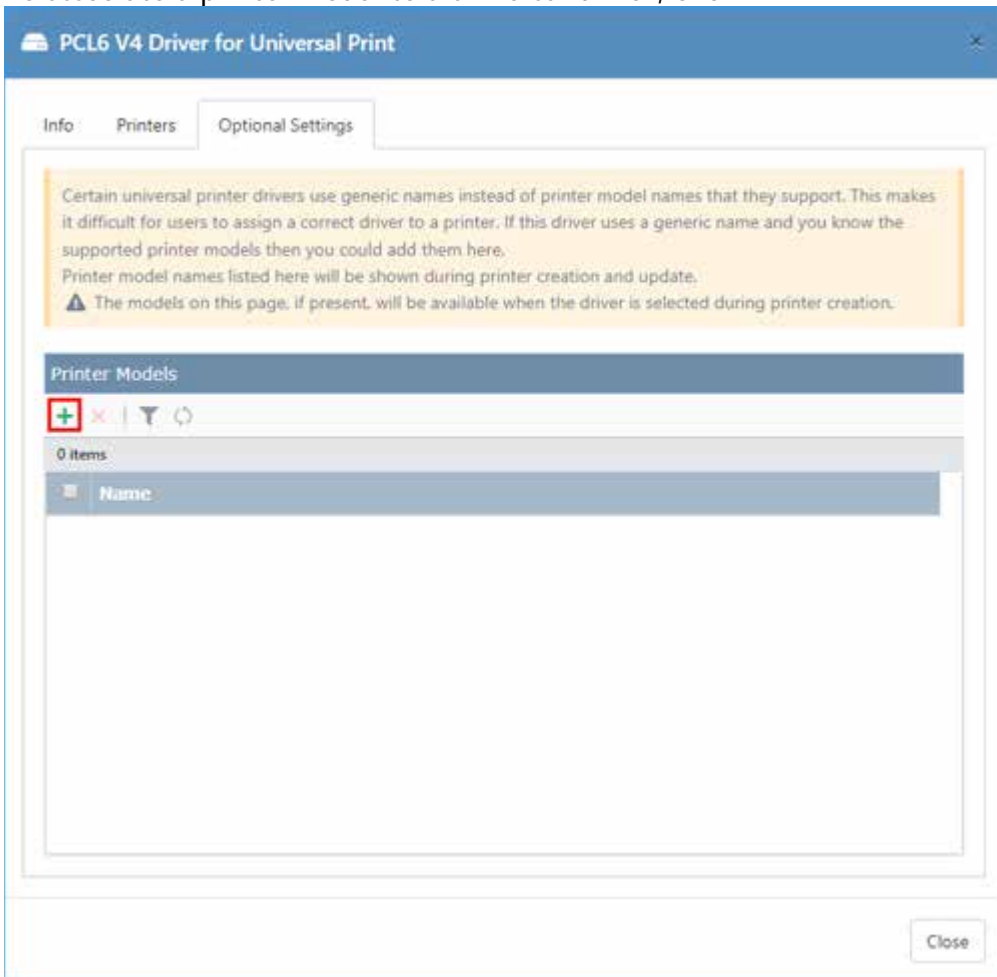
Close



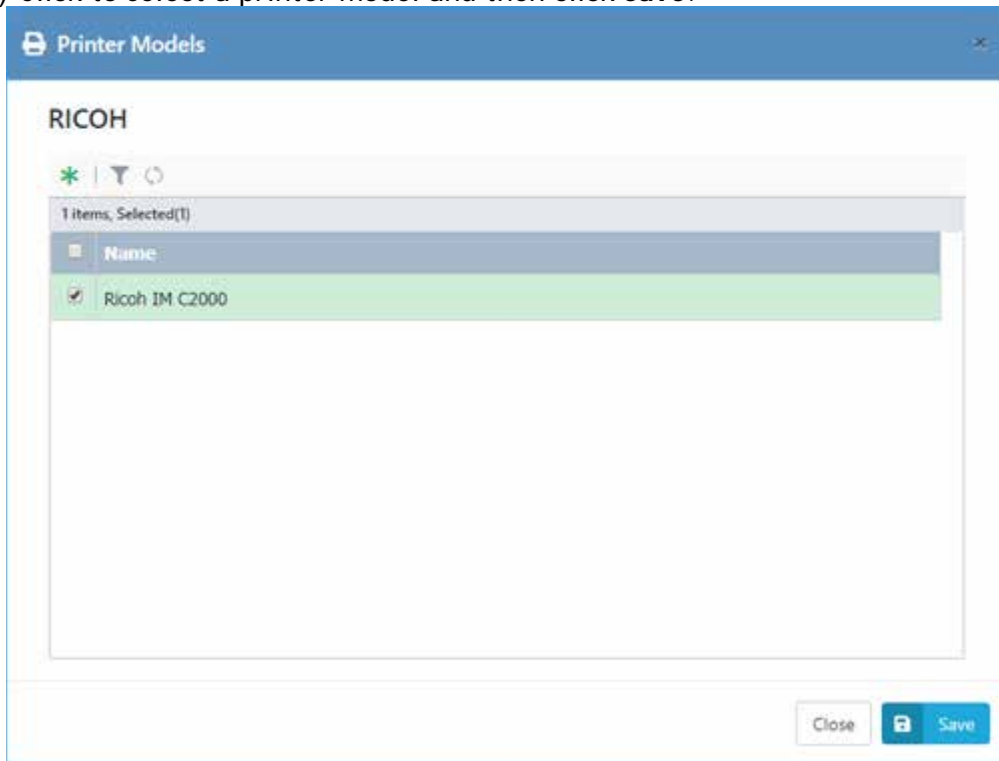
8) Click to select a universal driver and then click .



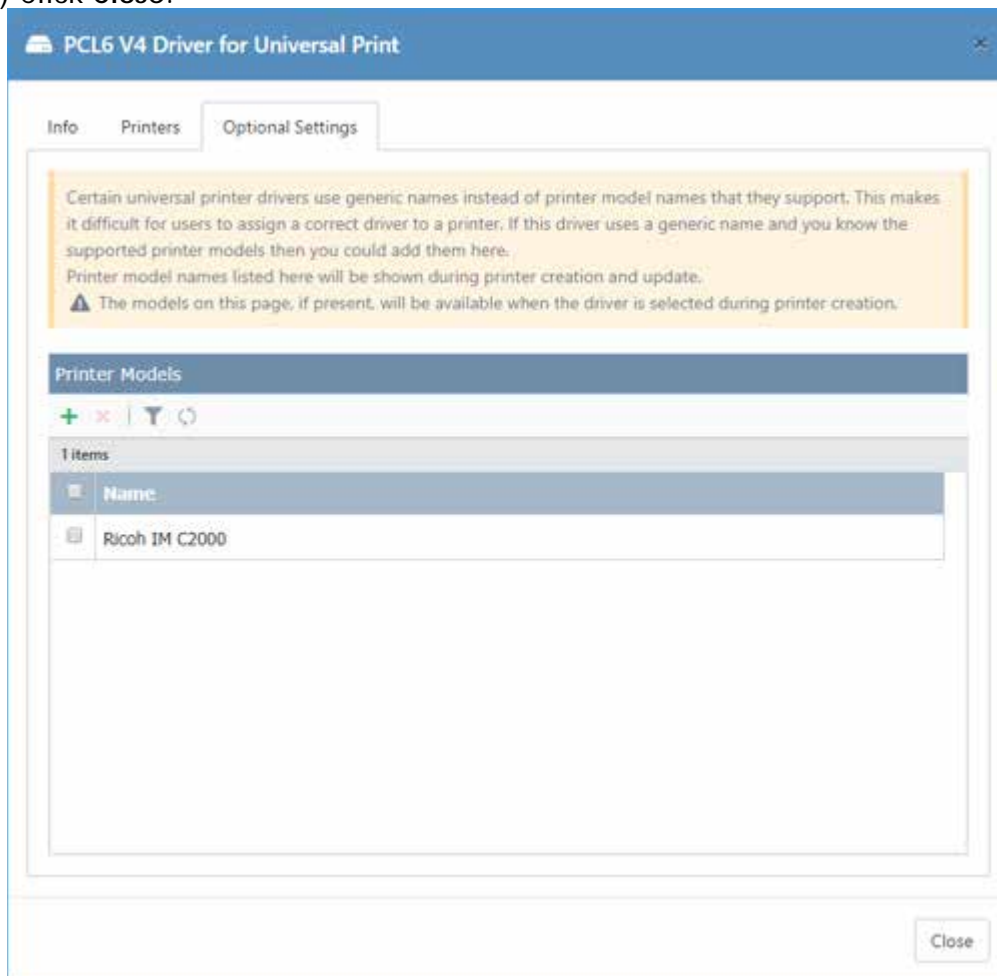
9) To associate a printer model to a universal driver, click .



10) Click to select a printer model and then click **Save**.



11) Click **Close**.



## Related Links:

[Drivers](#)

[Uploading Locally Installed Printers To InfinityCloud](#)

[Uploading Custom Printer Drivers To InfinityCloud](#)

[Uploading Built-in Printer Drivers To InfinityCloud](#)

[Replacing Printer Drivers](#)

[Printers](#)

[Mapping Utility](#)

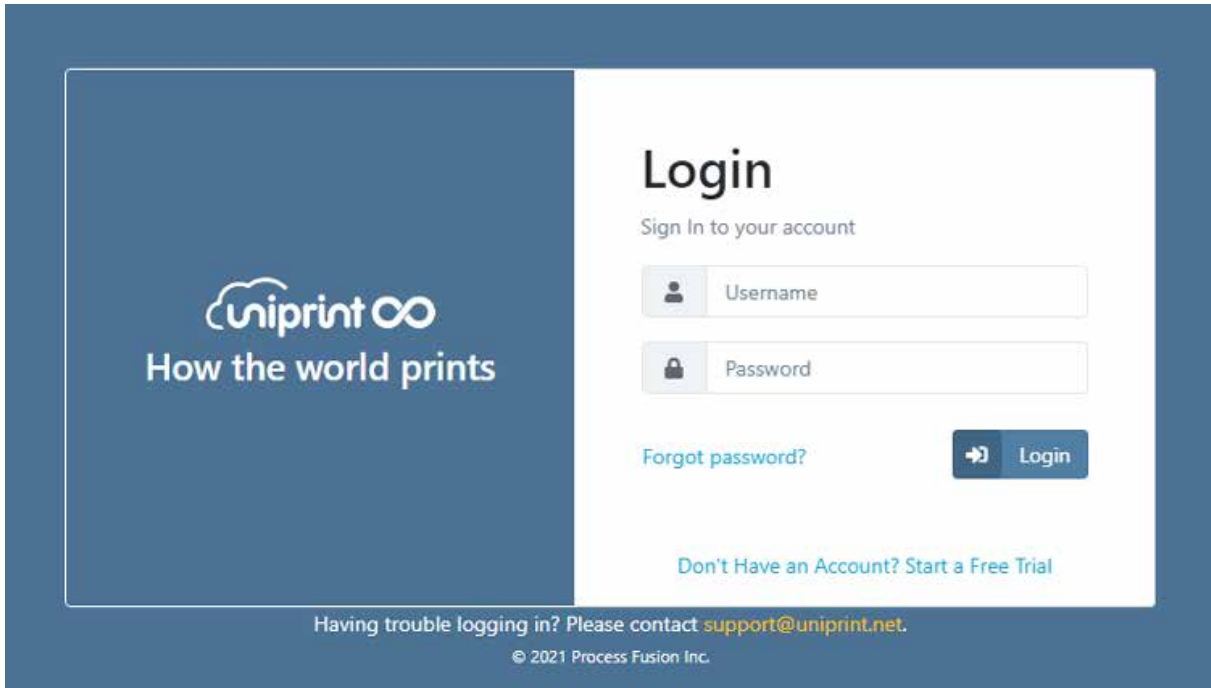
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## Replacing Printer Drivers

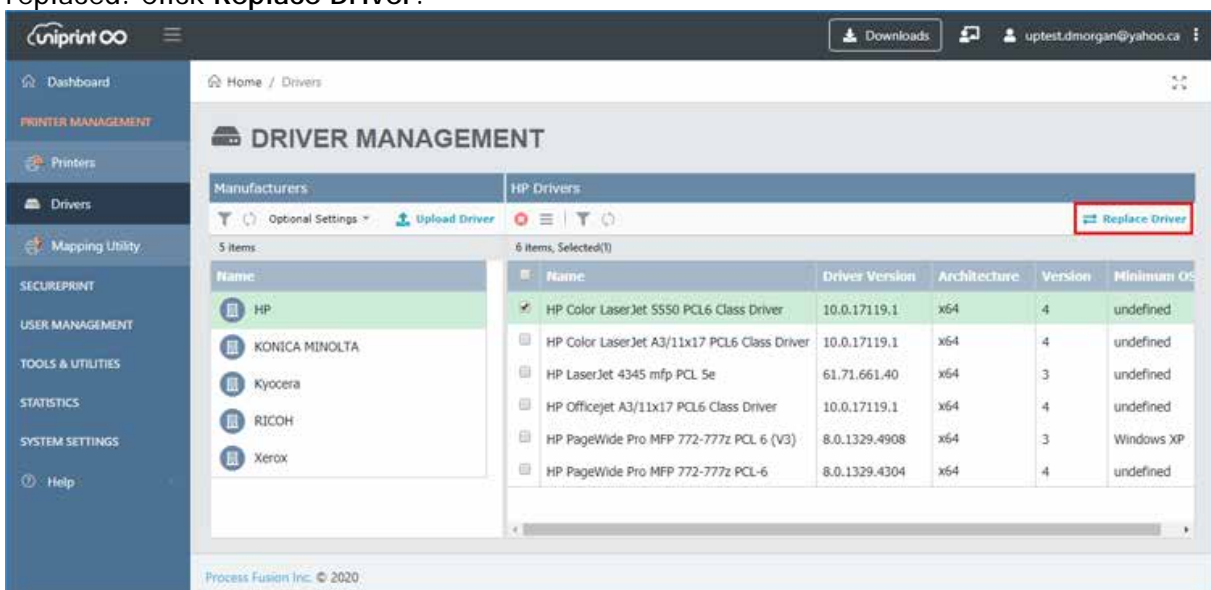
Printer drivers can be easily replaced for printers through this interface. There are any number of reasons to that printer drivers need to be replaced. One is to replace an older driver with an updated one; or a driver may need to be replace if it has become corrupt.

To replace a printer driver, do the following:

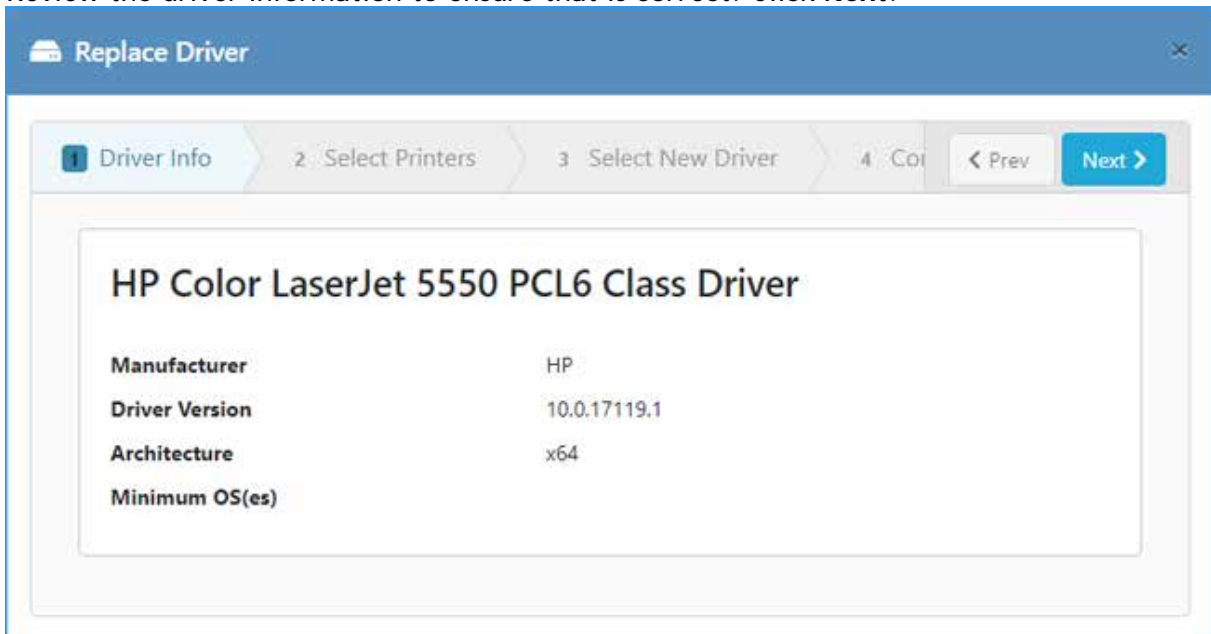
- 1) On a local machine, open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.



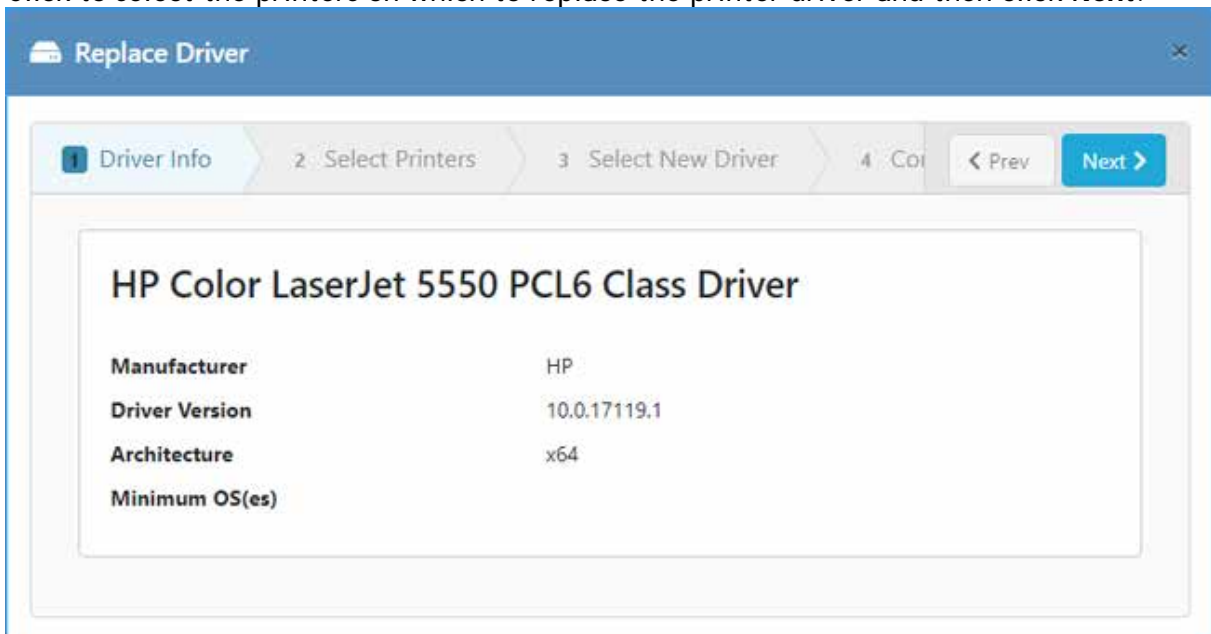
- 2) Under **PRINTER MANAGEMENT**, click **Drivers**.
- 3) Under **Manufacturers**, click to select a manufacturer and then select the driver to be replaced. Click **Replace Driver**.



- 4) Review the driver information to ensure that is correct. Click **Next**.



- 5) Click to select the printers on which to replace the printer driver and then click **Next**.



- 6) From the **Select driver from list**, click to select the location of the new driver. The new driver could either be stored in the **Global Repository** or the **Local Repository**.

1 Driver Info 2 Select Printers 3 Select New Driver 4 Co... < Prev Next >

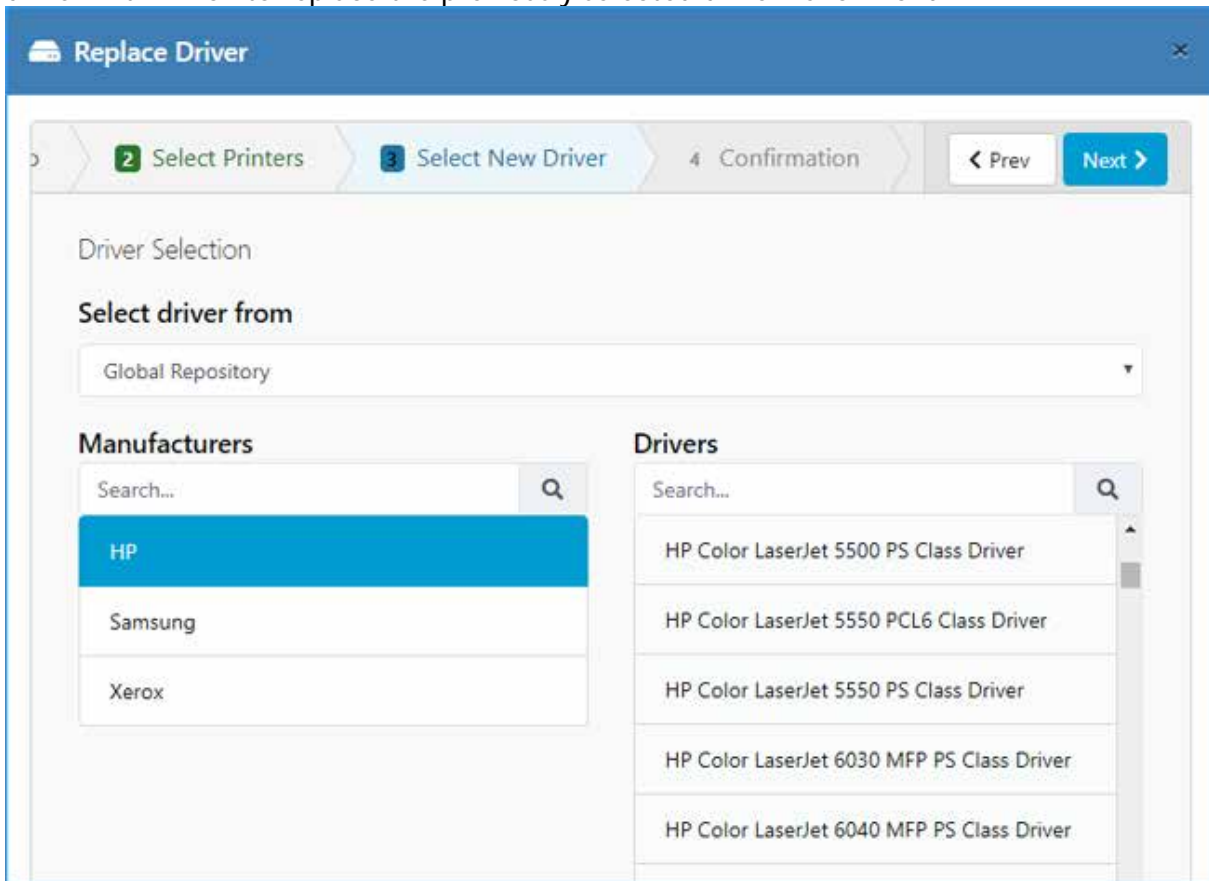
Displayed printers are currently using driver: [HP Color LaserJet 5550 PCL6 Class Driver](#).  
Select printers to assign to a new driver.

<input checked="" type="checkbox"/>	Name	Host Address	Location	Comment
<input checked="" type="checkbox"/>	HP Color LaserJet 5550 PCL6 Class Driver	172.30.136.201	Accounting	

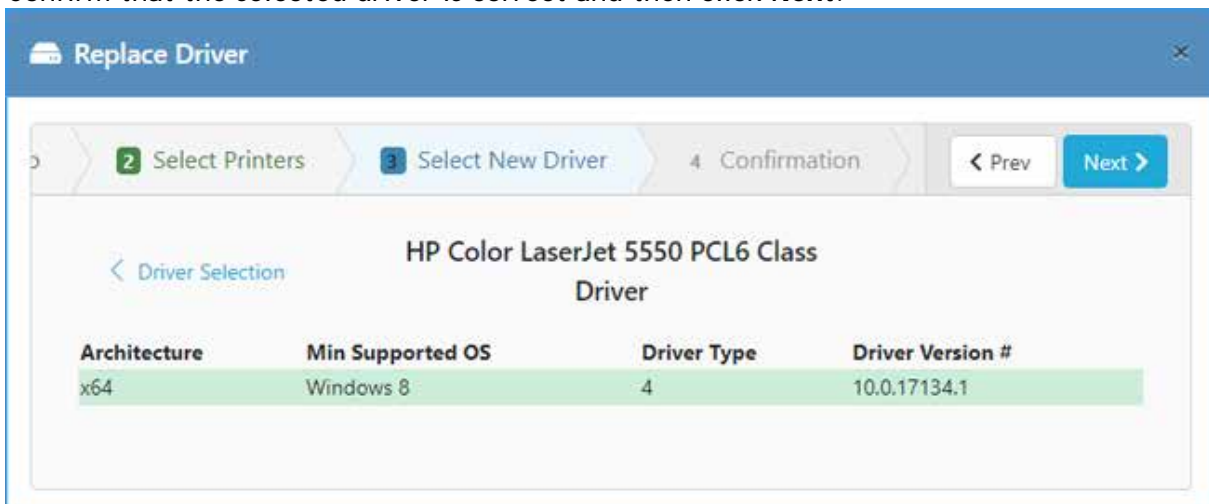
**Global Repository:** This repository contains all of the printer drivers stored by UniPrint.net on UniPrint's Azure account.

**Local Repository:** This repository contains all of the printer drivers uploaded by your company and is stored on your InfinityCloud account.

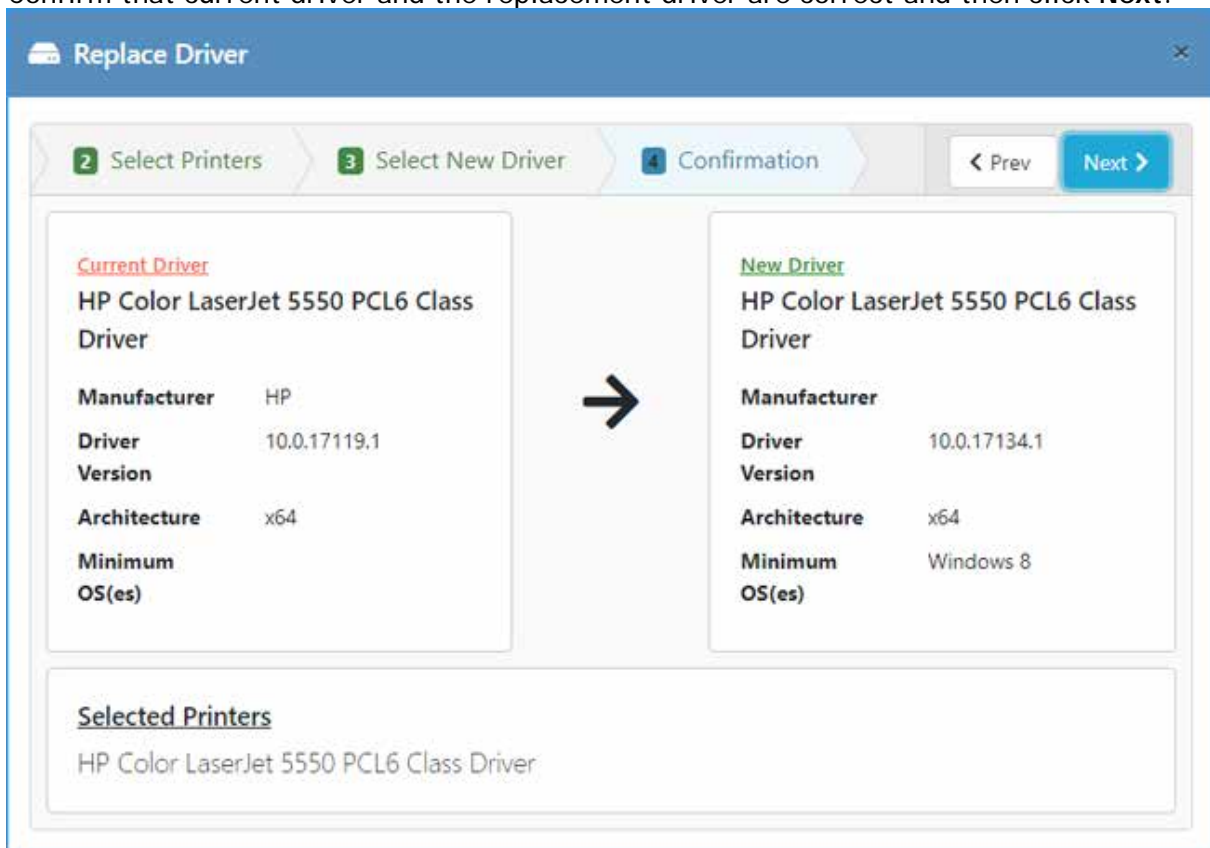
- 7) Under **Manufacturers**, click to select a printer manufacturer and then click to select the driver with which to replace the previously selected driver. Click **Next**.



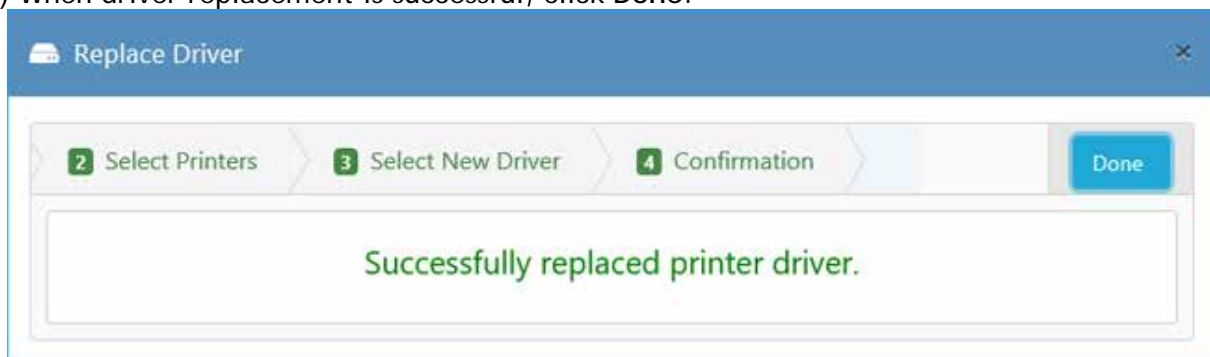
- 8) Confirm that the selected driver is correct and then click **Next**.



9) Confirm that current driver and the replacement driver are correct and then click **Next**.



10) When driver replacement is successful, click **Done**.



**Related Links:**

[Drivers](#)

[Uploading Locally Installed Printers To InfinityCloud](#)

[Uploading Custom Printer Drivers To InfinityCloud](#)

[Uploading Built-in Printer Drivers To InfinityCloud](#)

[Associating Printer Models To Universal Printer Drivers](#)

[Printers](#)



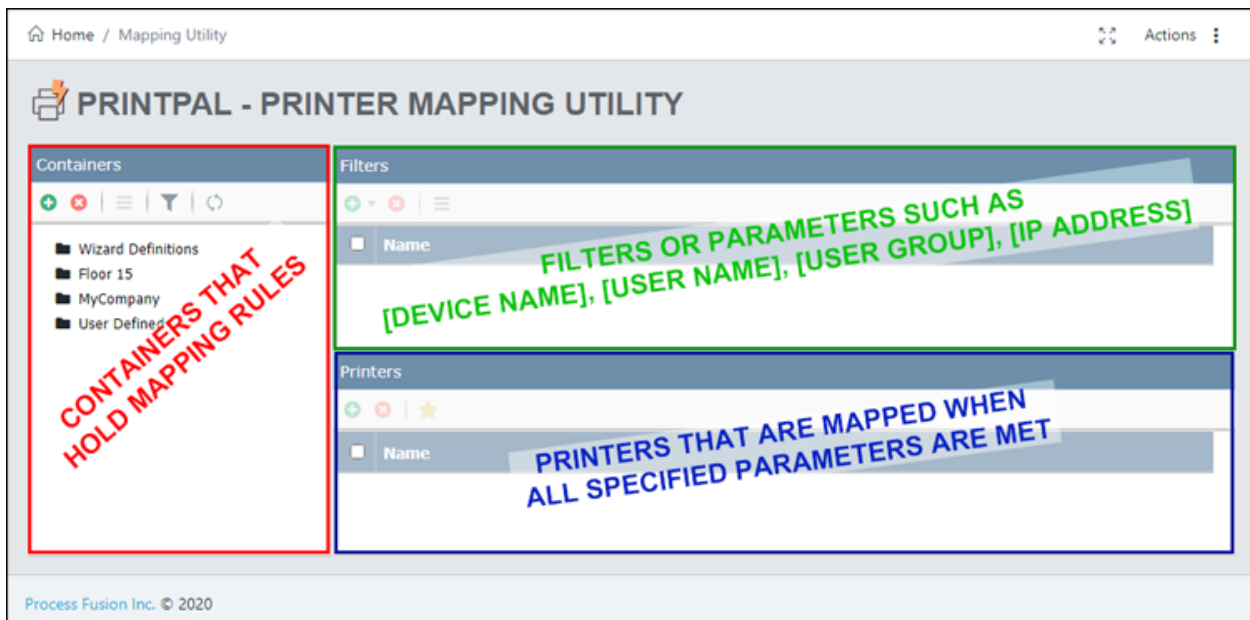
# Mapping Utility

## Mapping Utility - PrintPAL

PrintPAL is a mapping utility that is used to automatically map a set of printers to specific user sessions, based on an hierarchy of parameters (filters) that are combined to create a printer assignment rule. These parameters include User Name, User Group, Device Name and IP address range and are grouped inside a container. In order to assign a set of specified printers to a user session, the following condition must be met:

The specified [*Device Name*] AND [*User Name*] AND [*User Group*] AND [*IP Address Range*] must all match.

If more than one parameter type, for example, more than one user name is specified, than printers will only be assigned to a session, if the [*Device Name*] AND [*User1 OR User2*] AND [*User Group*] AND [*IP Address Range*] all match. If a parameter is not specified then PrintPAL will ignore that requirement. For example, if Device Name is not specified then the specified printers will assigned based on the user name, user group and IP range, regardless of the device that the user logs into.



The overall steps to creating a PrintPAL map is as follows:

1. Add a container. Any network objects that matches the filter criteria will be mapped to the specified printers in this container.
2. Add filter criteria that user sessions must match in order for printers to be mapped.

3. Assign printers to these containers.

**Related Links:**

[Adding a Container](#)

[Adding Criteria or Filters](#)

[Mapping Printers](#)

[Creating a PrintPAL Map With The PrintPAL Wizard](#)

[Setting a Printer as the Default Printer in this Container](#)

[Testing PrintPAL Mappings](#)

[Printers](#)

[Drivers](#)

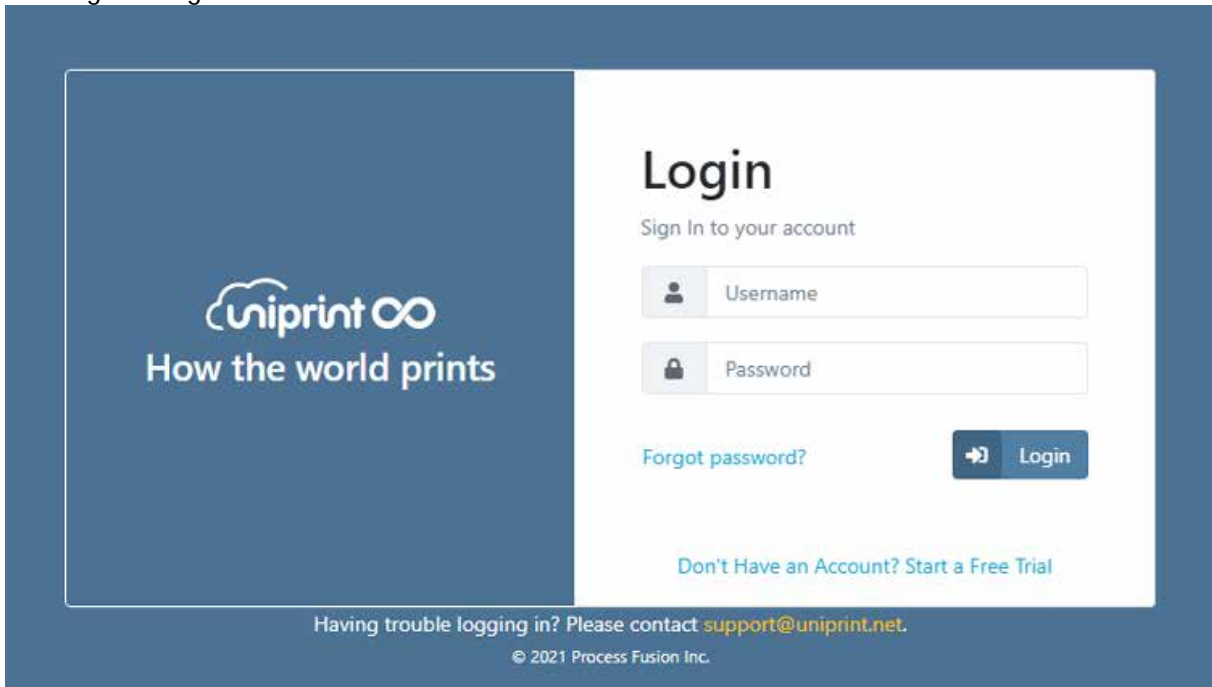
---

## Adding a Container

Before creating printer assignment rules, we need a place to store them in a logical order. In example below and throughout this section, we'll be organizing printer assignment rules by location, or in our case Floor 15 of a fictitious office building. How you organize your printer assignment rules is completely up to you and will depend on your organization.

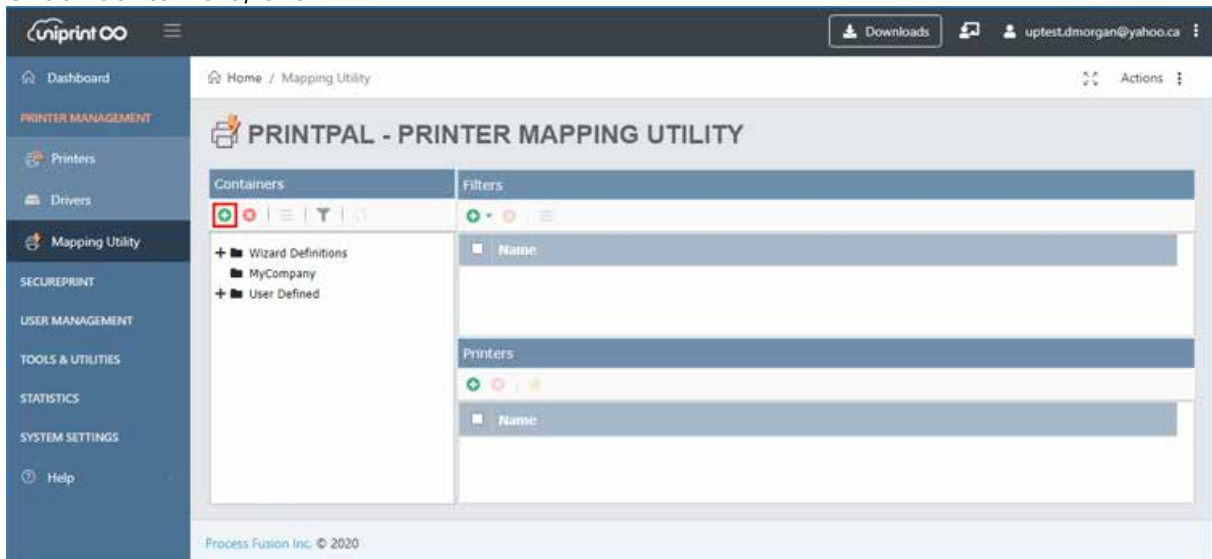
To add a container, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

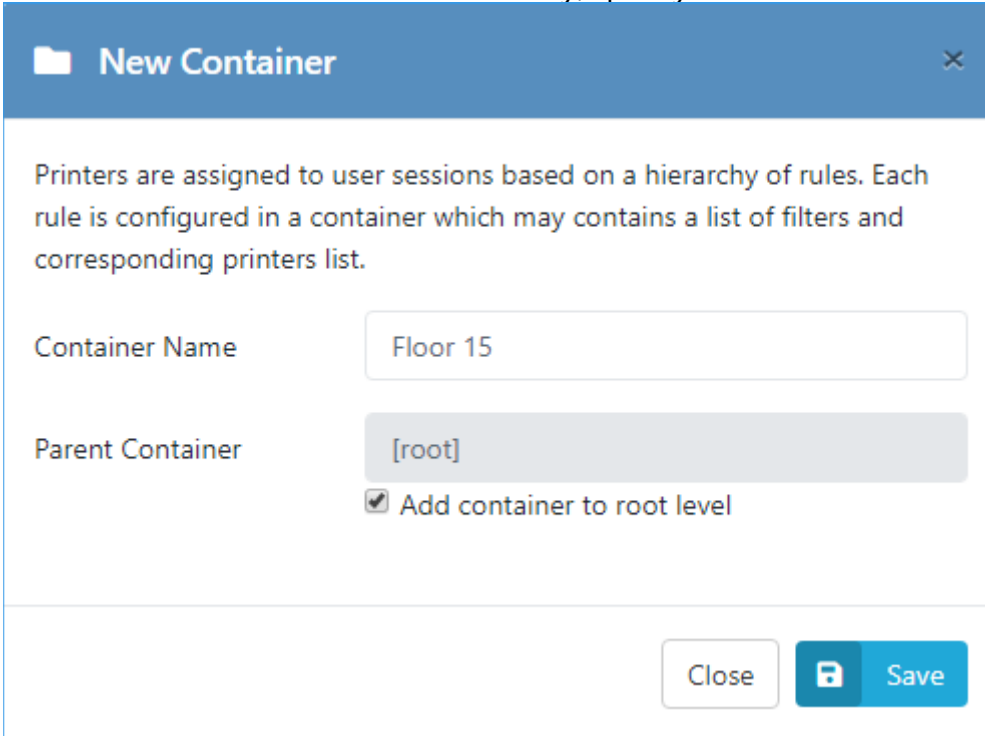


- 2) Under PRINTERS & DEVICES, click Mapping Utility.

- 3) Under Containers, click .



4) Enter the **Container name** and if necessary, specify the root.



Printers are assigned to user sessions based on a hierarchy of rules. Each rule is configured in a container which may contains a list of filters and corresponding printers list.

Container Name

Parent Container

Add container to root level

Close Save

5) Click **Save**.

**Related Links:**

[Mapping Utility](#)

[Adding Criteria or Filters](#)

[Mapping Printers](#)

[Creating a PrintPAL Map With The PrintPAL Wizard](#)

[Setting a Printer as the Default Printer in this Container](#)

[Testing PrintPAL Mappings](#)

[Printers](#)

[Drivers](#)

---

## Adding Criteria or Filters

After creating a container to hold the printer assignment rule, parameters or filters need to be added such that PrintPAL knows how to assign printers to a user's session. The filters could be by user name, device name, user group or IP address and rules can be set up to be as simple or as complicated as your want. PrintPAL assigns printers using the following logic:

[*User Name*] AND [*Device Name*] AND [*User Group*] AND [*IP Address*]

If a filter is not specified, PrintPAL will simply ignore that filter. For example, if only a user name is specified, then when that user starts a session, the printers listed will be added to that user's session, regardless of which device, or IP address the user is using and which user group they belong to.

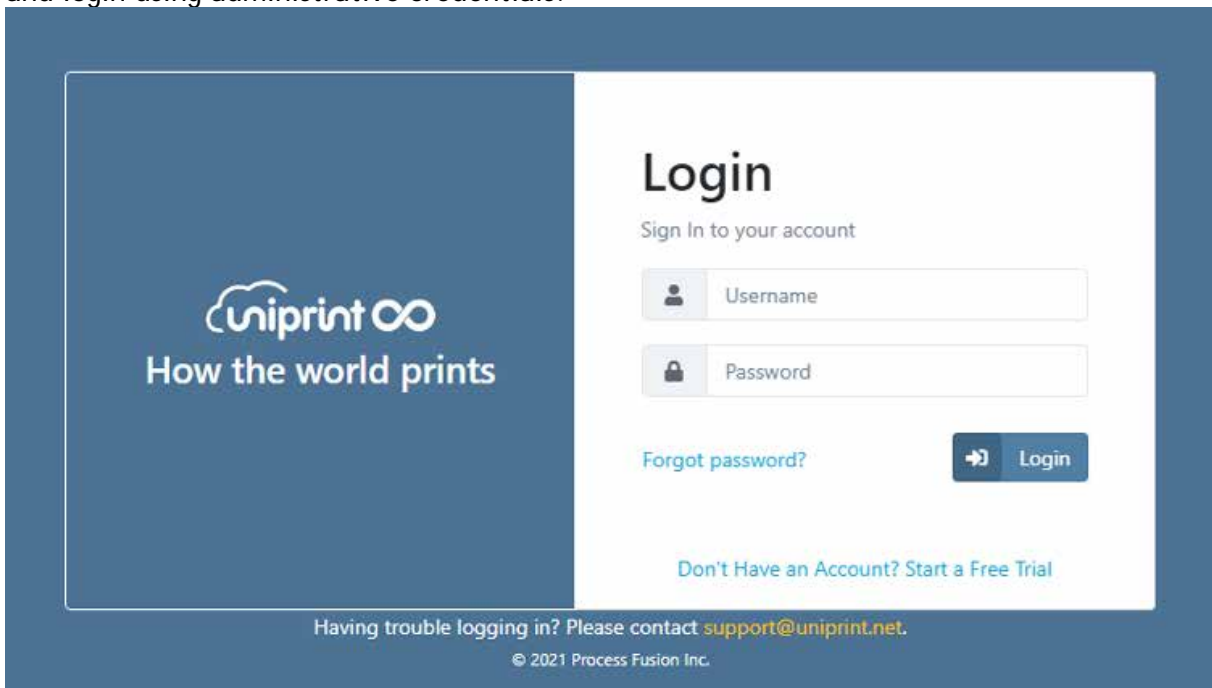
---

**NOTE:** IP address filtering does not work on Android or iOS devices.

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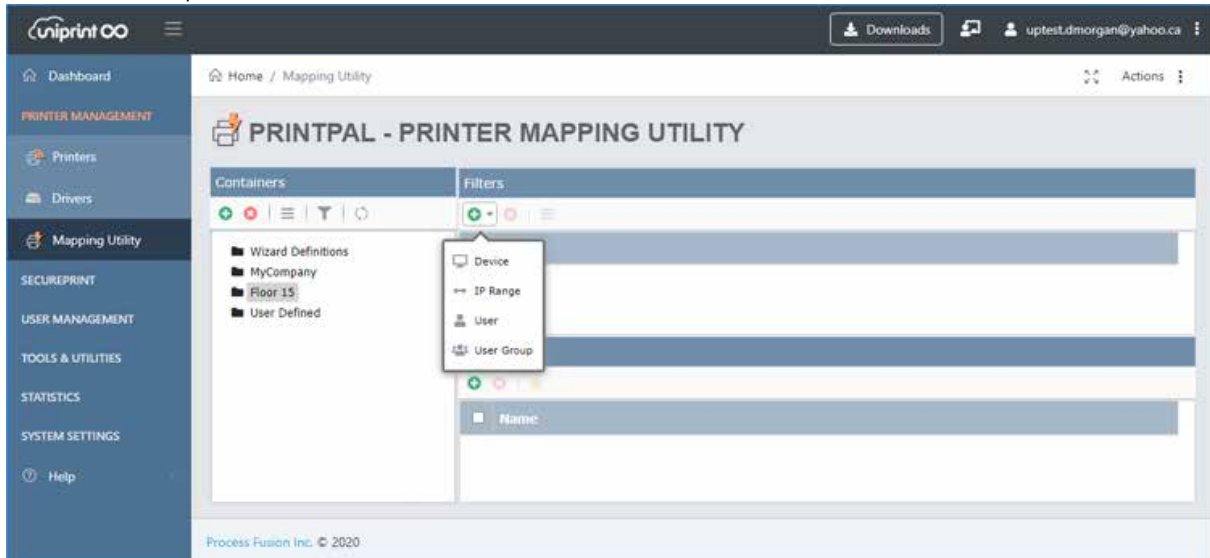
To add filter, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **PRINTERS & DEVICES**, click **Mapping Utility**.
- 3) Under **Containers**, click to select a container.

- 4) Under **Filters**, click **+**.



- 5) Select to filter by **Device name**, **IP Range**, **User**, or **User Group**.
- 6) For example, to add an IP Range, click **IP Range**. Enter the name of the IP Range and then enter the lower IP address and the upper IP address.

↔ IP Range Properties
✕

IP address range of the client computer.

Range Name

From

To

- 7) Click **Save**.

**Related Links:**

[Mapping Utility](#)

[Adding a Container](#)

[Mapping Printers](#)

[Creating a PrintPAL Map With The PrintPAL Wizard](#)

[Setting a Printer as the Default Printer in this Container](#)

[Testing PrintPAL Mappings](#)

[Printers](#)

[Drivers](#)

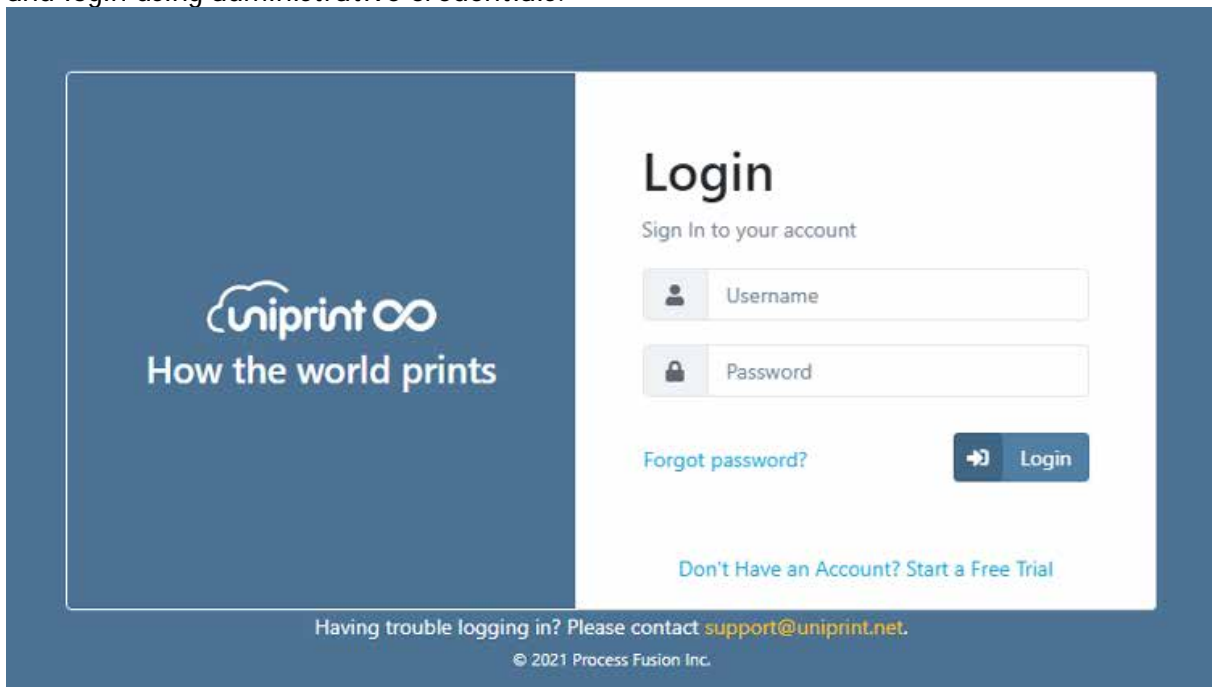
---

## Mapping Printers

After specifying the filters, we need to specify which printers will be added to the users' sessions once the parameters or filter conditions have been met.

To add printers, do the following:

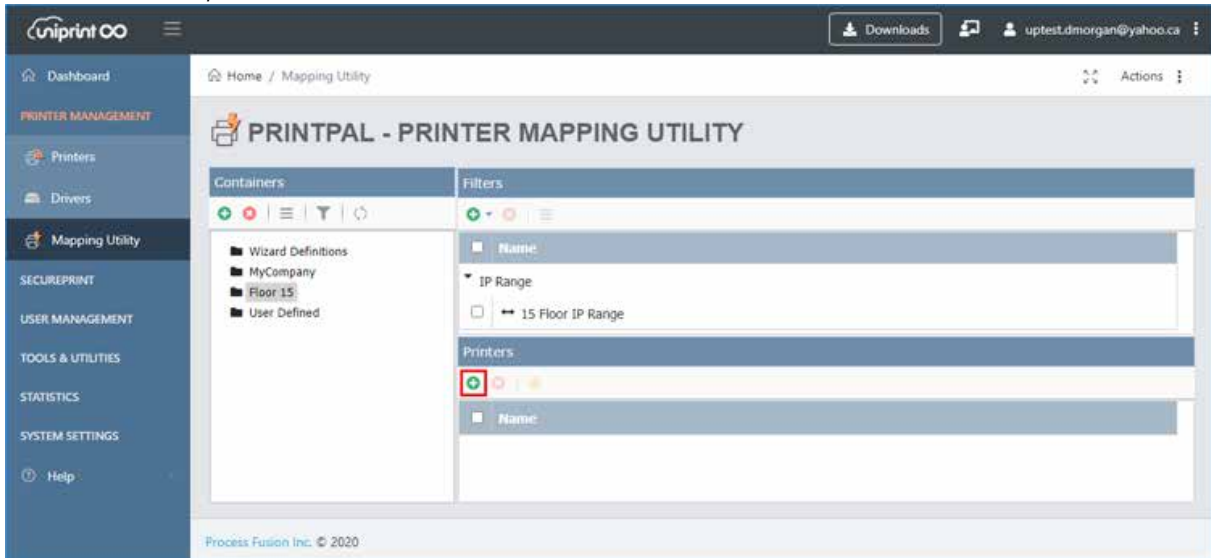
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



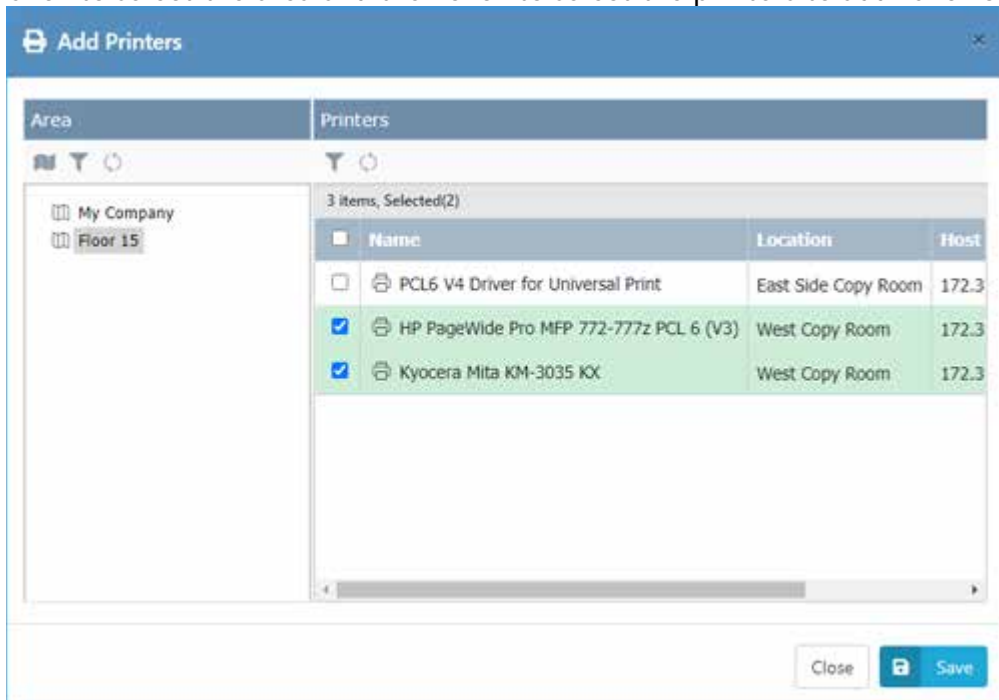
- 2) Under **PRINTERS & DEVICES**, click **Mapping Utility**.

- 3) Under **Containers**, click to select a container.

4) Under Printers, click .

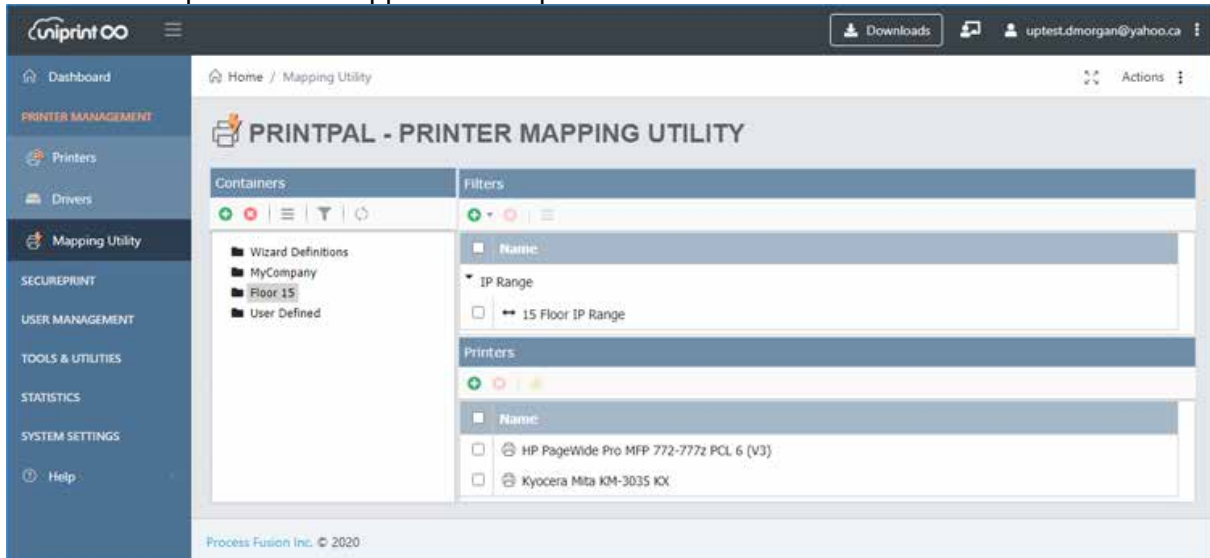


5) Click to select the area and then click to select the printers to add. Click Save.





6) The selected printers will appear in the printer list.



7) Continue to add containers, filters, and printers as needed. Once completed you will have what we call a PrintPAL map.

*NOTE: The above screen shot illustrates the "Floor 15" printer assignment rule, which is that any user who starts a session, from the specified IP range in "15 Floor IP Range" will have the HP PageWide Pro and Kyocera Mita printers added to their session. Since no other filter has been added, this is regardless of the user name, user group or device name.*

**Related Links:**

[Mapping Utility](#)

[Adding a Container](#)

[Adding Criteria or Filters](#)

[Creating a PrintPAL Map With The PrintPAL Wizard](#)

[Setting a Printer as the Default Printer in this Container](#)

[Testing PrintPAL Mappings](#)

[Printers](#)

[Drivers](#)

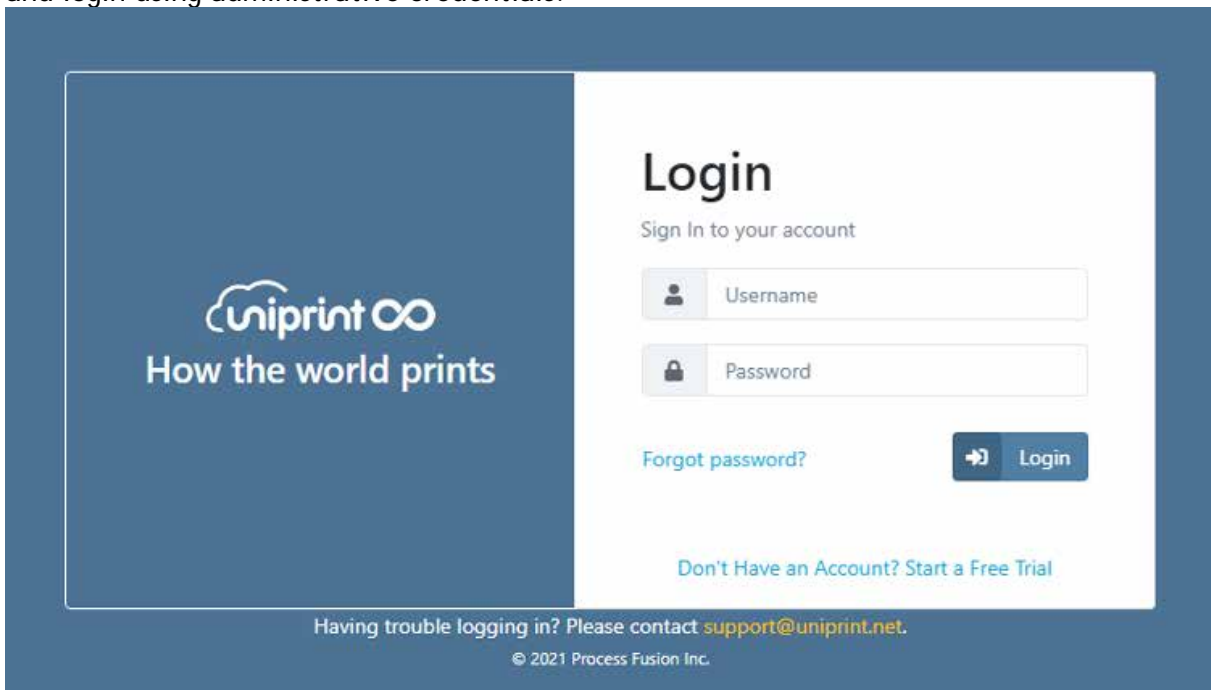
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## Creating a PrintPAL Map With the PrintPAL Wizard

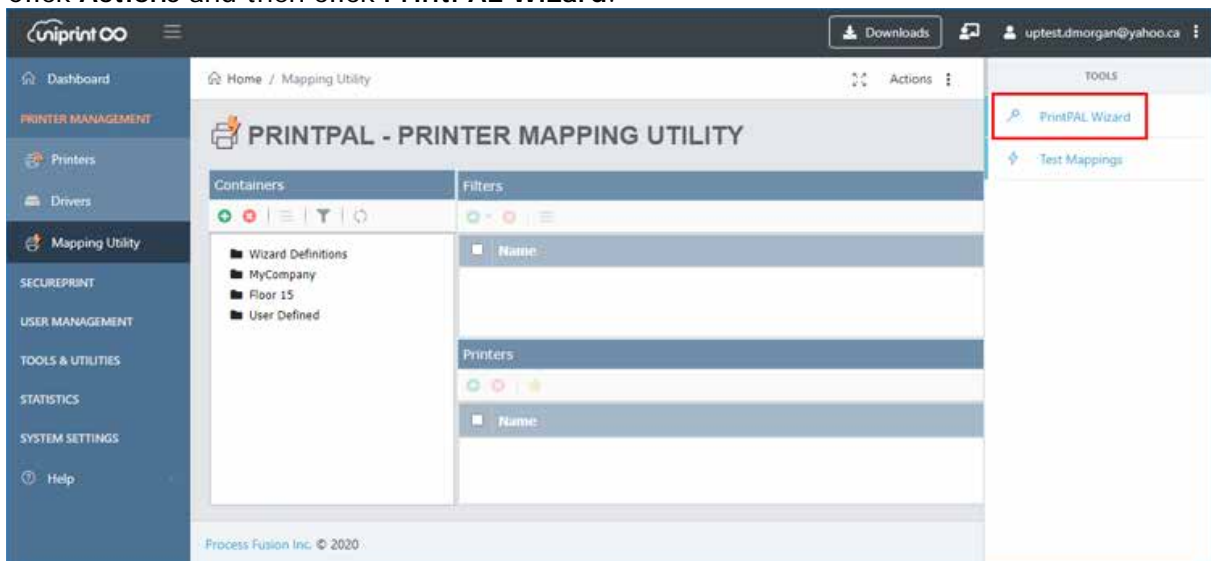
A simpler way to create a PrintPAL Map is by using the PrintPAL Wizard. The PrintPAL Wizard will take you through the process of creating a PrintPAL map from creating containers to adding printers.

To use the PrintPAL Wizard, do the following:

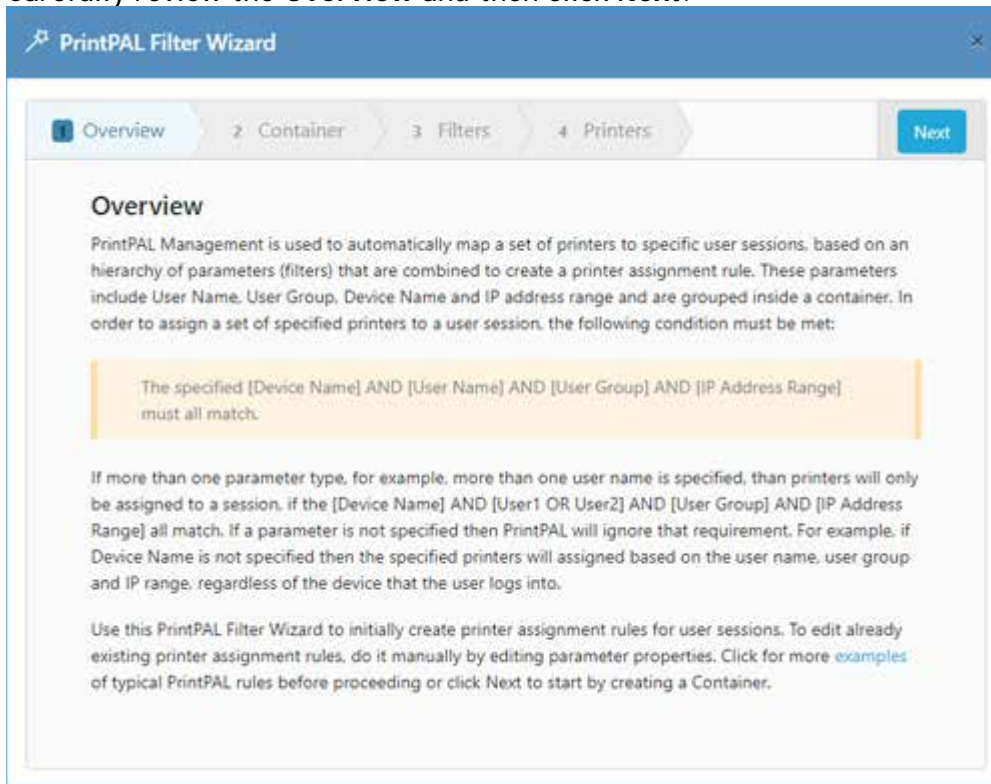
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



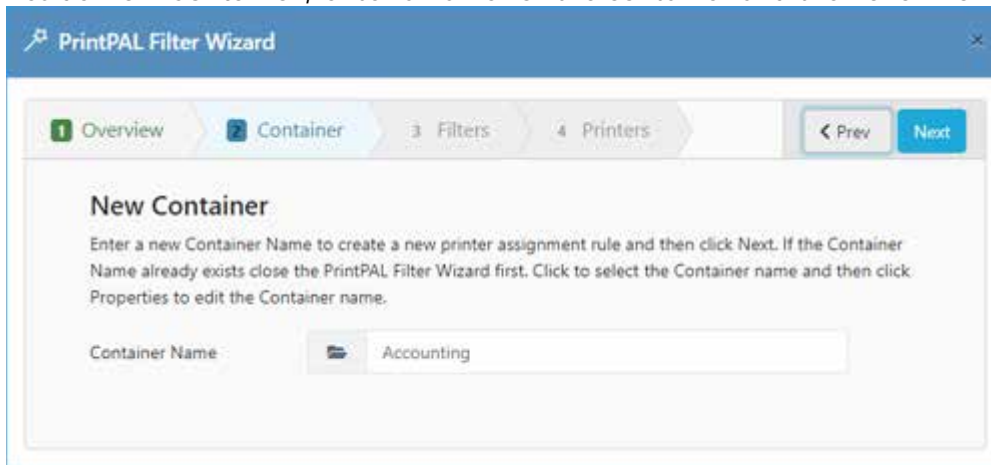
- 2) Under PRINTERS & DEVICES, click Mapping Utility.
- 3) Click Actions and then click PrintPAL Wizard.




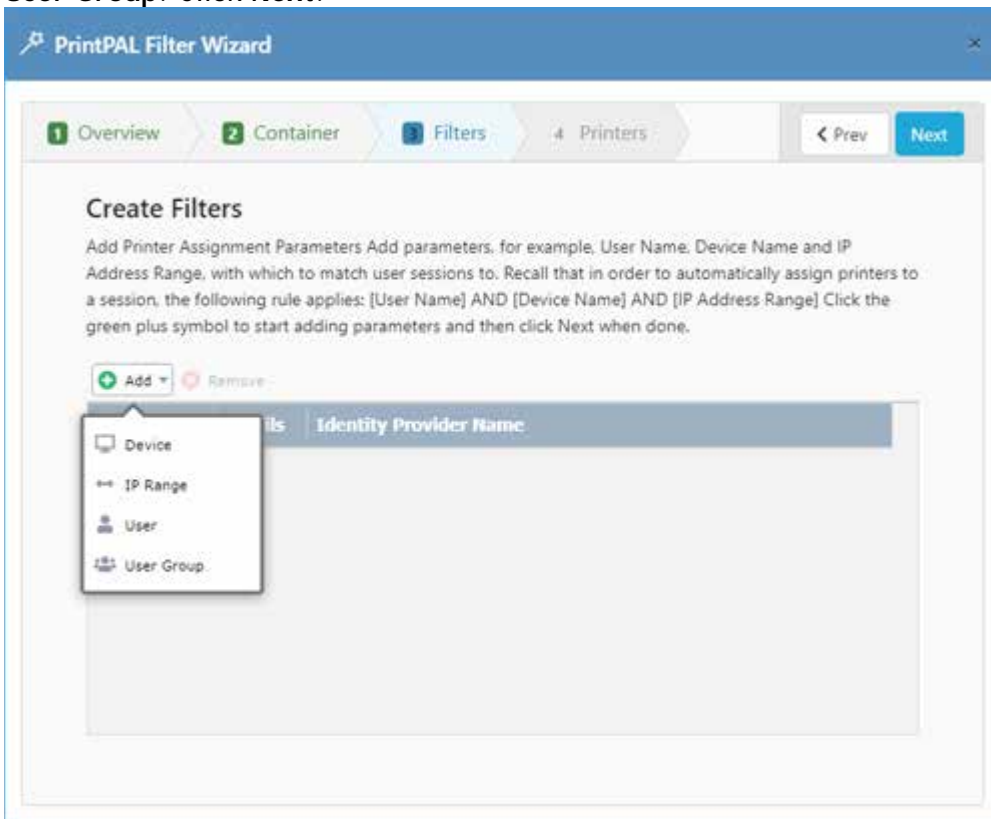
4) Carefully review the **Overview** and then click **Next**.



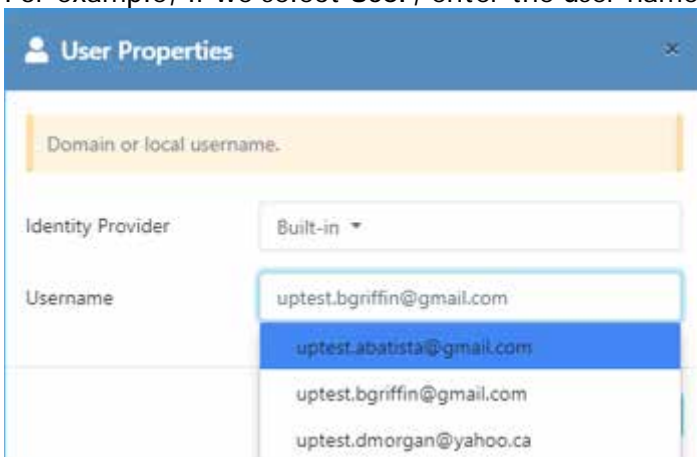
5) Beside **New Container**, enter a name for the container and then click **Next**.



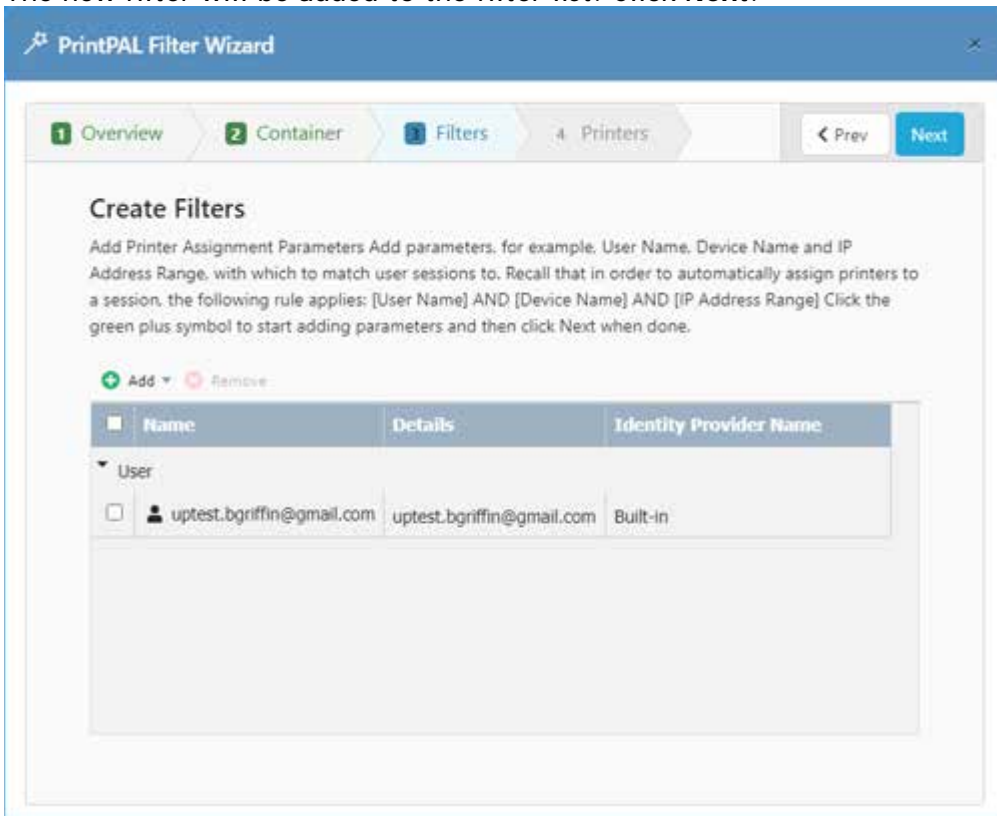
- 6) Under Create Filters, click  and then select either Device, IP Range, User or User Group. Click Next.



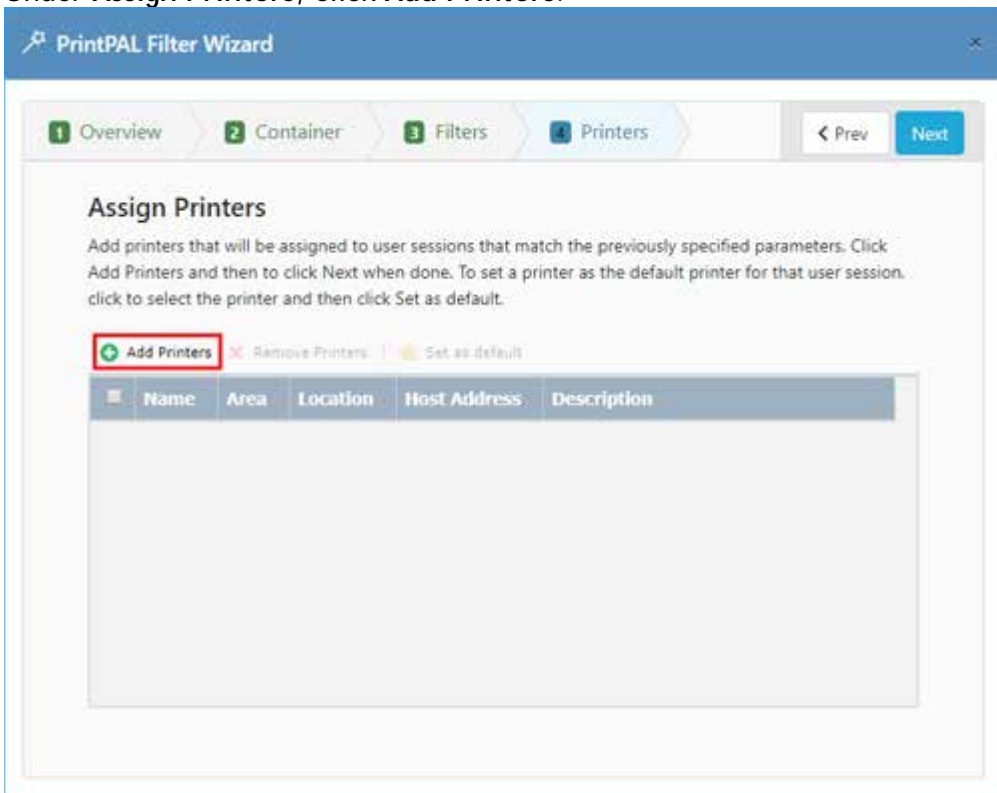
- 7) For example, if we select User, enter the user name and then click Save.



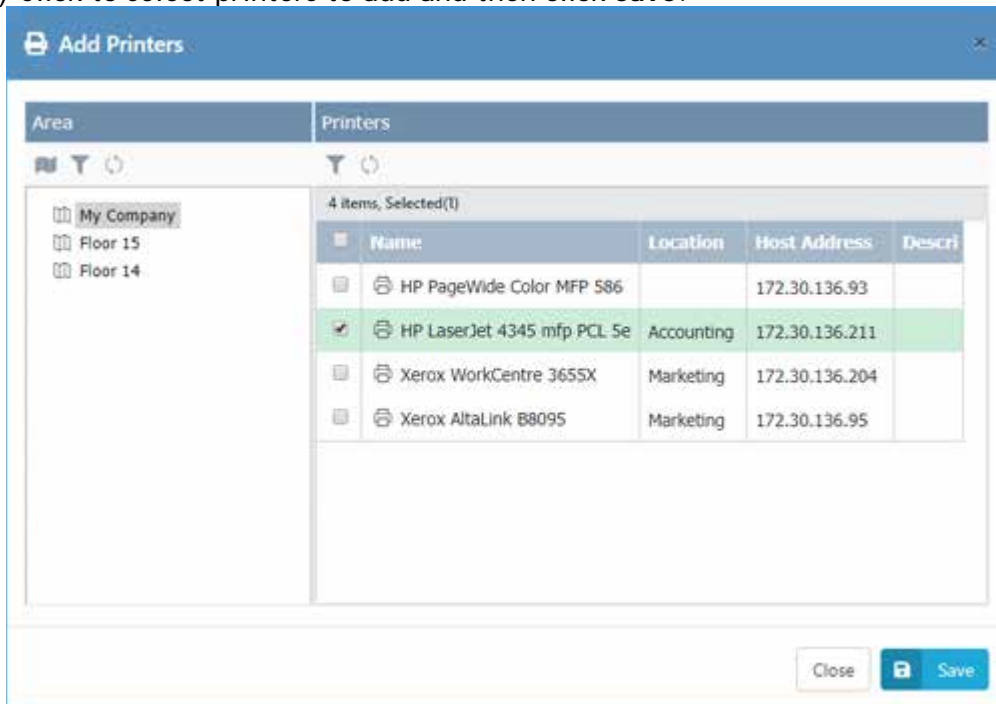
8) The new filter will be added to the filter list. Click Next.



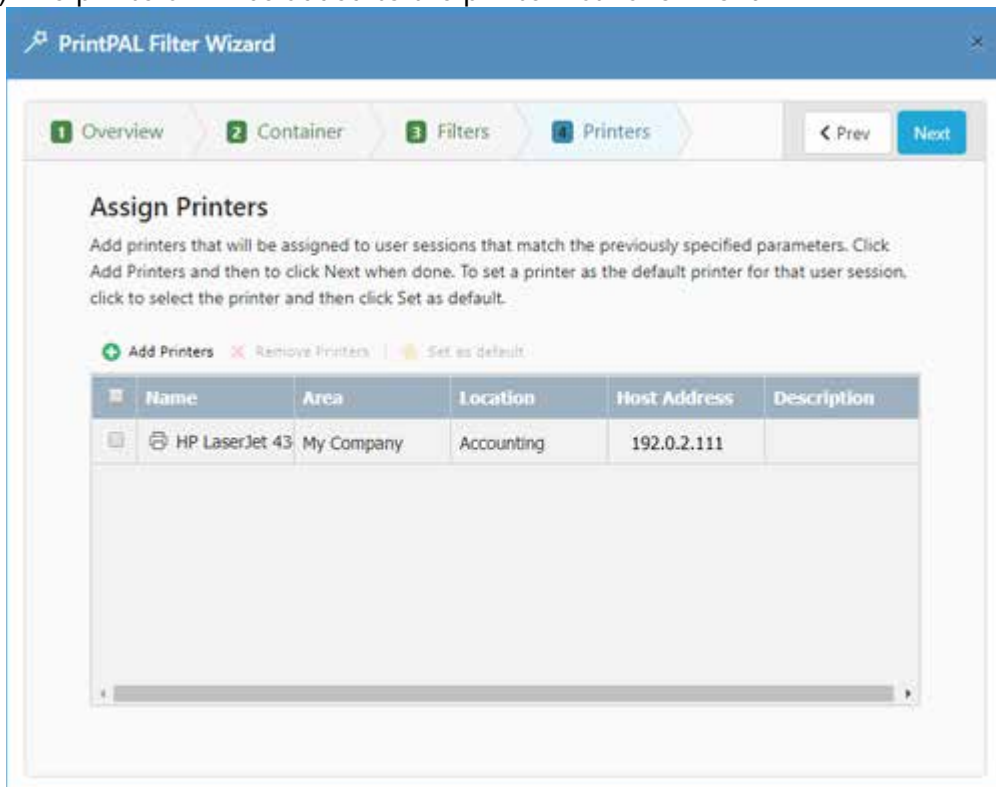
9) Under Assign Printers, click Add Printers.



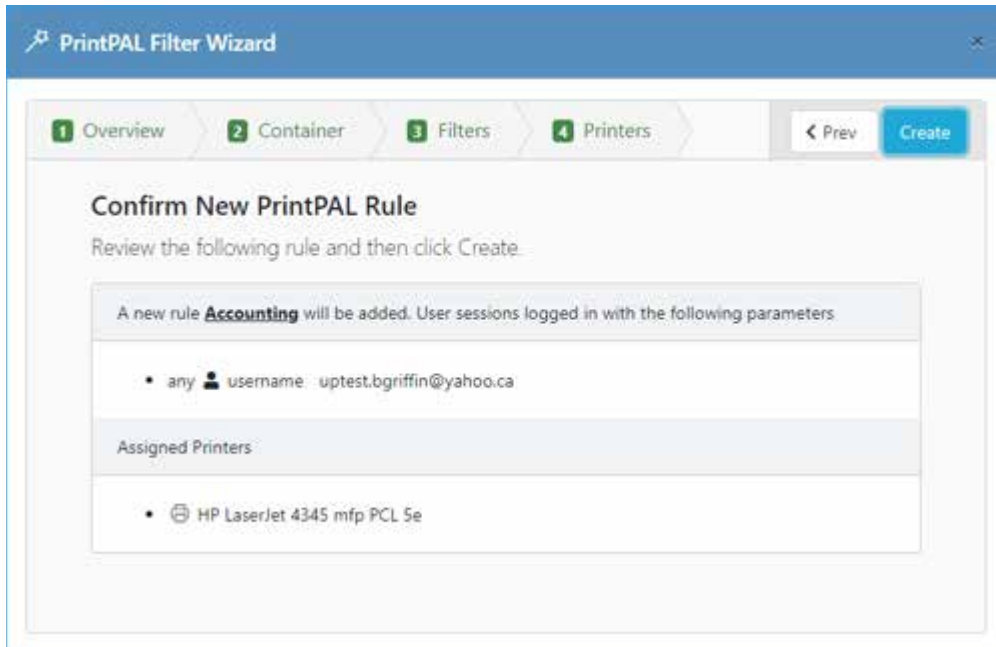
10) Click to select printers to add and then click **Save**.



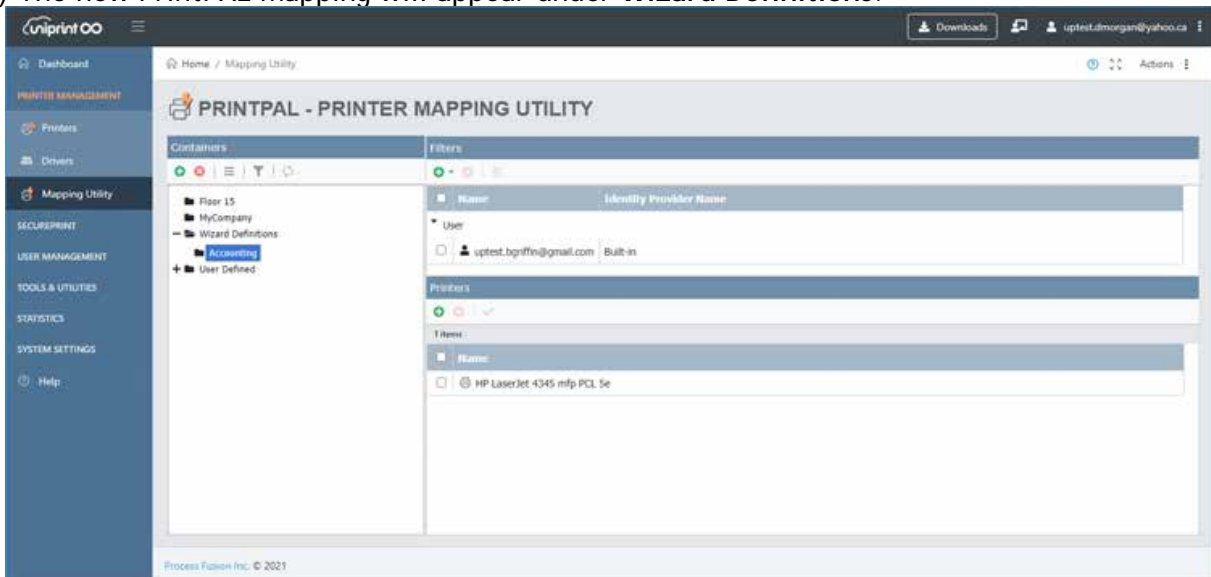
11) The printers will be added to the printer list. Click **Next**.



12) Review the new PrintPAL rule that will be created and then click **Create**.



13) The new PrintPAL mapping will appear under Wizard Definitions.



**Related Links:**

[Mapping Utility](#)

[Adding a Container](#)

[Adding Criteria or Filters](#)

[Mapping Printers](#)

[Setting a Printer as the Default Printer in this Container](#)

[Testing PrintPAL Mappings](#)

[Printers](#)

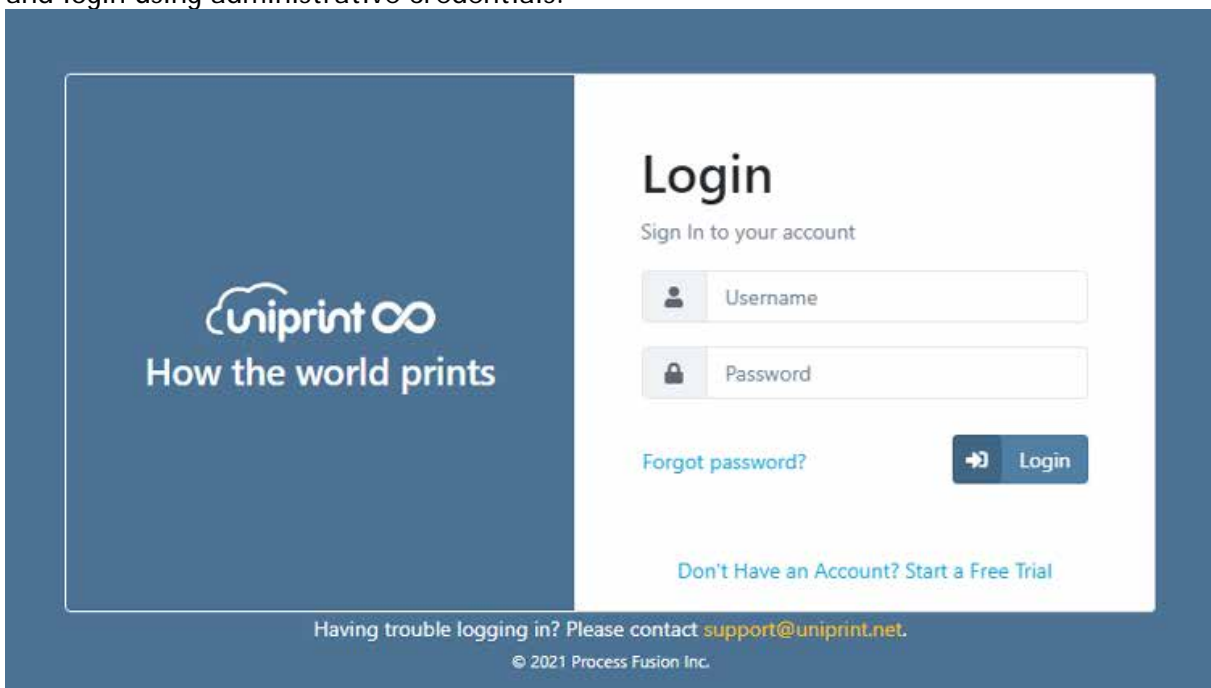
[Drivers](#)

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## Setting a Printer as the Default Printer in This Container

To set printer as the default printer, do the following:

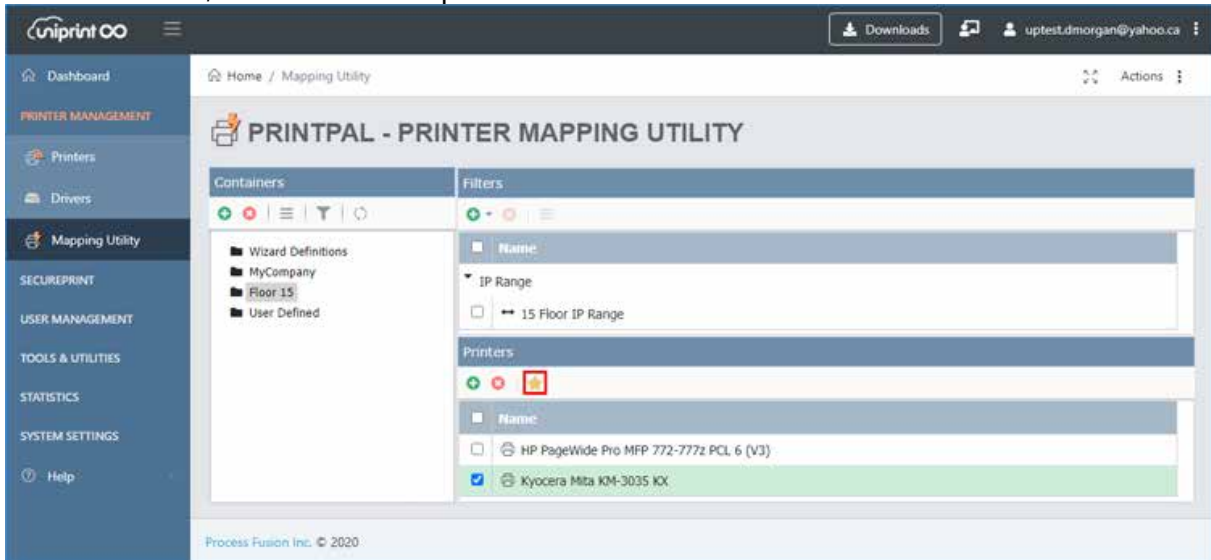
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



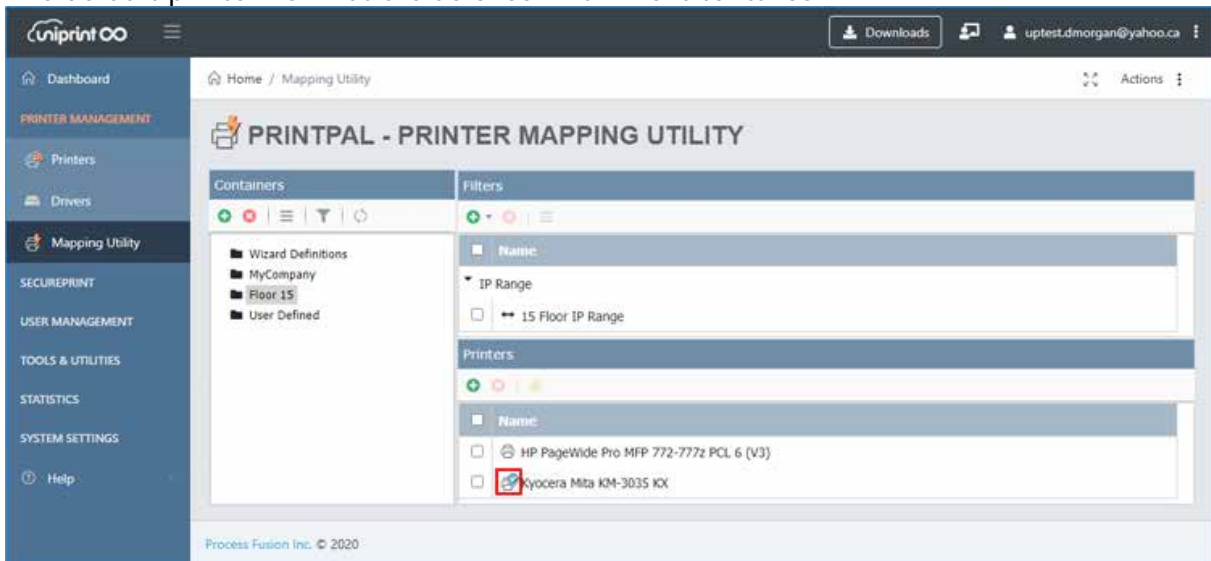
- 2) Under **PRINTERS & DEVICES**, click **Mapping Utility**.
- 3) Under **Containers**, click to select a container.



4) Under Printers, click to select a printer and then click .



5) The default printer now has a blue check mark next to its icon.



**Related Links:**

[Mapping Utility](#)

[Adding a Container](#)

[Adding Criteria or Filters](#)

[Mapping Printers](#)

[Creating a PrintPAL Map With The PrintPAL Wizard](#)

[Testing PrintPAL Mappings](#)

[Printers](#)

[Drivers](#)

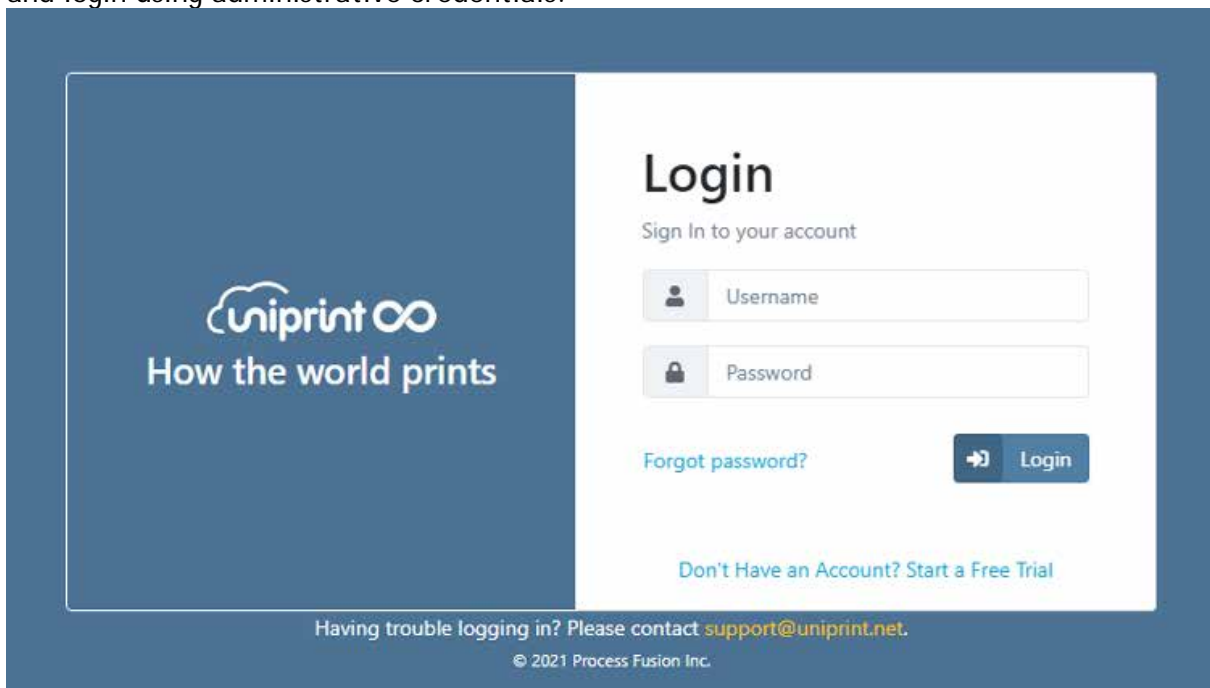
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## Testing PrintPAL Mappings

A tool has been included to test if your printer assignment rules, also known as PrintPAL mappings, are correct and will map printers as intended.

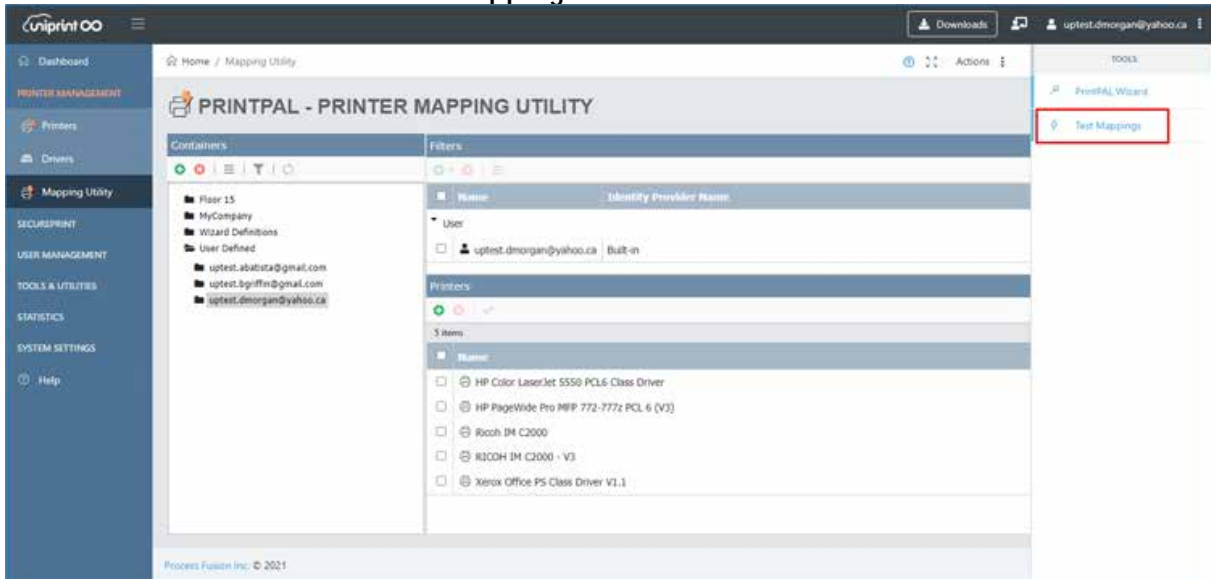
To test your PrintPAL Mappings, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



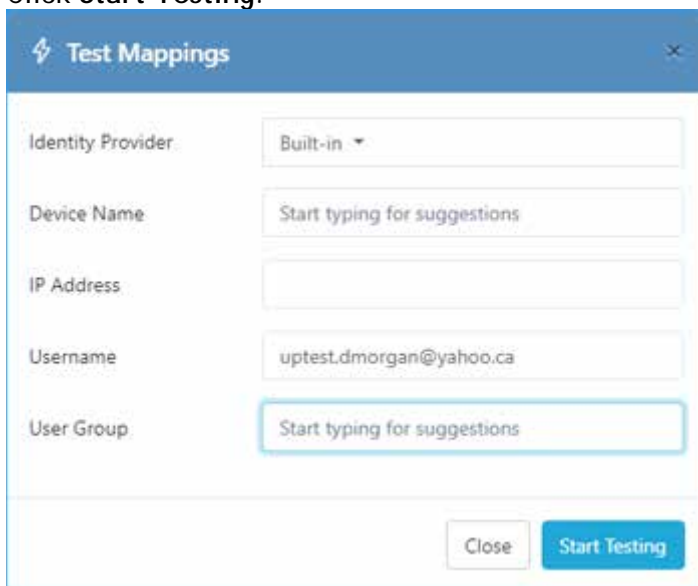
- 2) Under PRINTERS & DEVICES, click Mapping Utility.

3) Click Actions and then click Test Mappings.

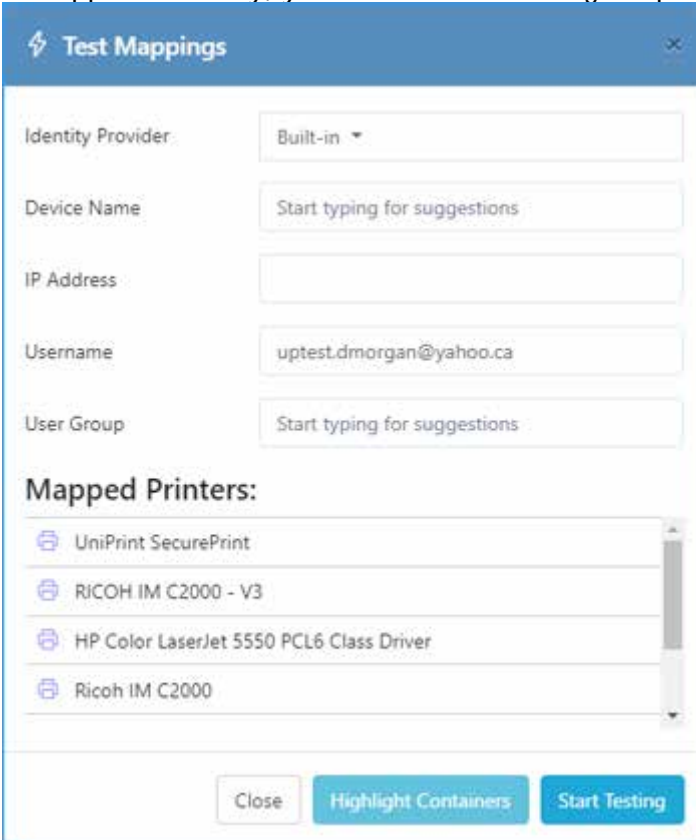


4) Click a filter to test and then enter criteria. For example, enter a user name to see which printer(s) will be mapped to this user.

5) Click Start Testing.



6) If mapped correctly, you should see the assigned printers listed below **Mapped Printers**.



The screenshot shows a dialog box titled "Test Mappings" with a close button (X) in the top right corner. The dialog contains several input fields:

- Identity Provider: Built-in (dropdown menu)
- Device Name: Start typing for suggestions (text input)
- IP Address: (empty text input)
- Username: uptest.dmorgan@yahoo.ca (text input)
- User Group: Start typing for suggestions (text input)

Below these fields is a section titled "Mapped Printers:" containing a scrollable list of printer names:

- UniPrint SecurePrint
- RICOH IM C2000 - V3
- HP Color LaserJet 5550 PCL6 Class Driver
- Ricoh IM C2000

At the bottom of the dialog are three buttons: "Close", "Highlight Containers", and "Start Testing".

**Related Links:**

[Mapping Utility](#)

[Adding a Container](#)

[Adding Criteria or Filters](#)

[Mapping Printers](#)

[Creating a PrintPAL Map With The PrintPAL Wizard](#)

[Setting a Printer as the Default Printer in this Container](#)

[Printers](#)

[Drivers](#)

# SecurePrint

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## SecurePrint

SecurePrint encompasses many technologies including 256-bit encryption which ensures secure printing from end to end. At the core of SecurePrint is pull printing, the SecurePrint virtual print queue, Render Stations, Proximity Devices, and the vPad authentication device or SecurePrint Connector for various printer manufacturers and models.

SecurePrint strives to not only secure print data transmission from end to end, but also change user behavior with regards to printing. When users print, they need only to select a single printer - the SecurePrint printer. They no longer need to worry about selecting the incorrect printer. User print jobs are then held temporarily in InfinityCloud. Later, when users have a spare moment, all they need to do is authenticate at a printer using the Connector, at a vPad device or by using the InfinityCloud on their mobile phones. After authentication users then select a printer to output their documents. Since documents are not released until the user has authenticated, unclaimed printed documents left on the printer no longer exist thus potential security breaches are avoided and paper waste is reduced.

Related Links:

[Render Stations](#)

[Connectors](#)

[Proximity Devices](#)

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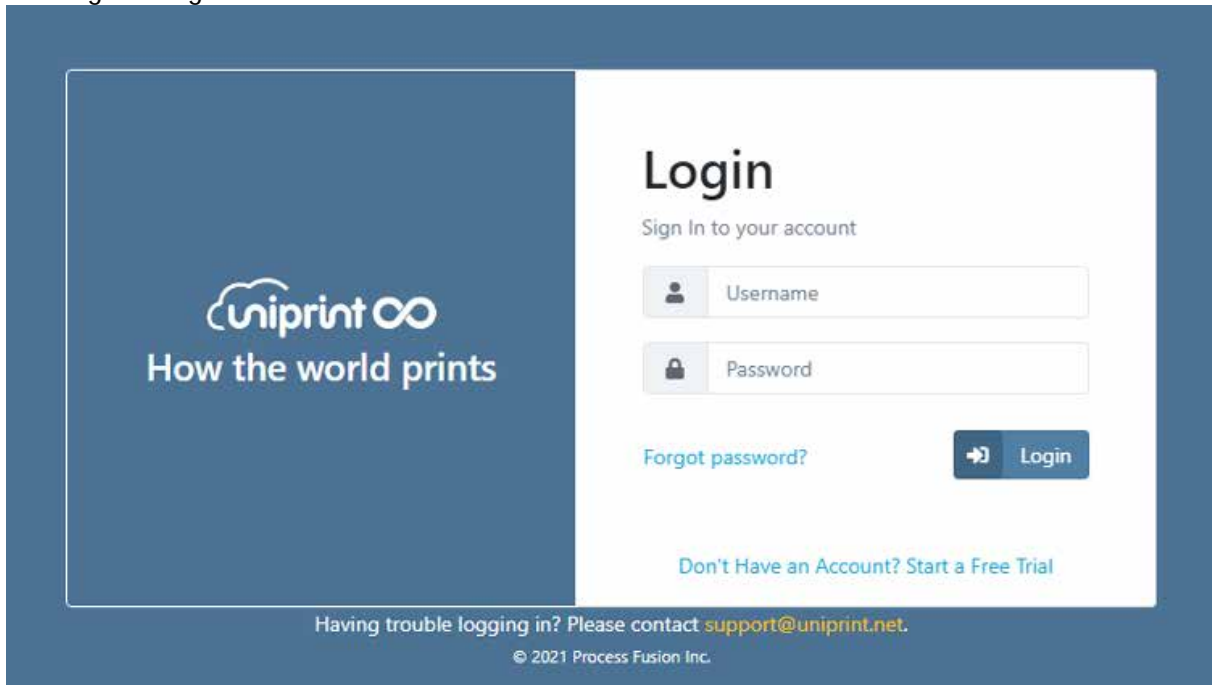
## Users

### SecurePrint Users

Before using SecurePrint, users must first be identified to InfinityCloud by adding them to the SecurePrint users list. After users are added, the SecurePrint printer will be automatically added to their session. Alternatively, if all users within your organization is required to use SecurePrint, simply enable the **Enable SecurePrint For All Users** setting in the **General** settings. Refer to [Enable SecurePrint For All Users](#) for more detailed instructions.

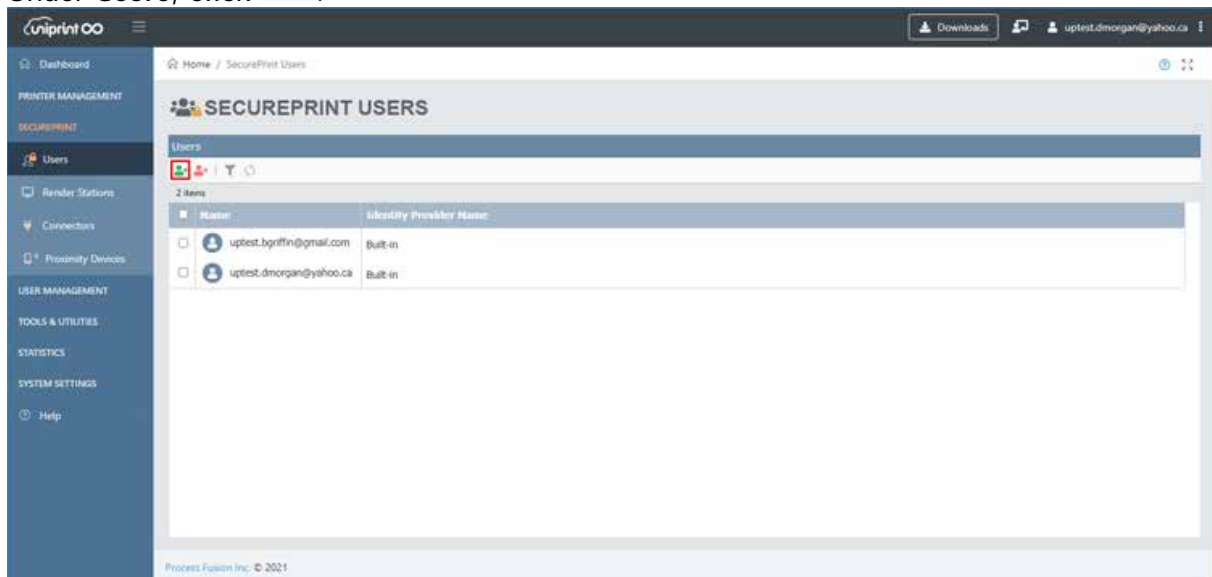
To add a SecurePrint user, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

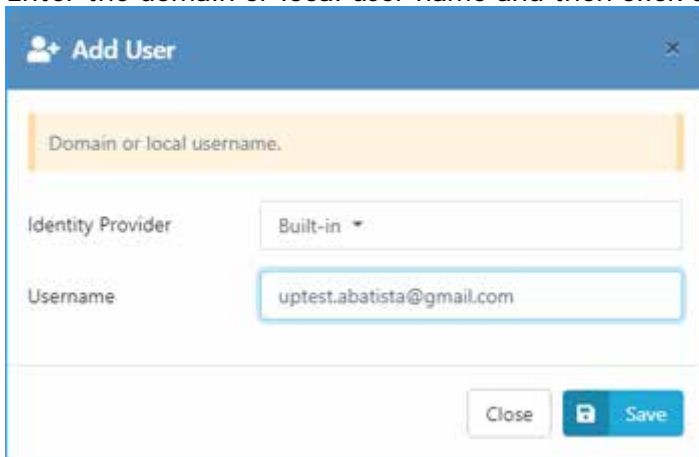


- 2) Under SECUREPRINT, click Users.

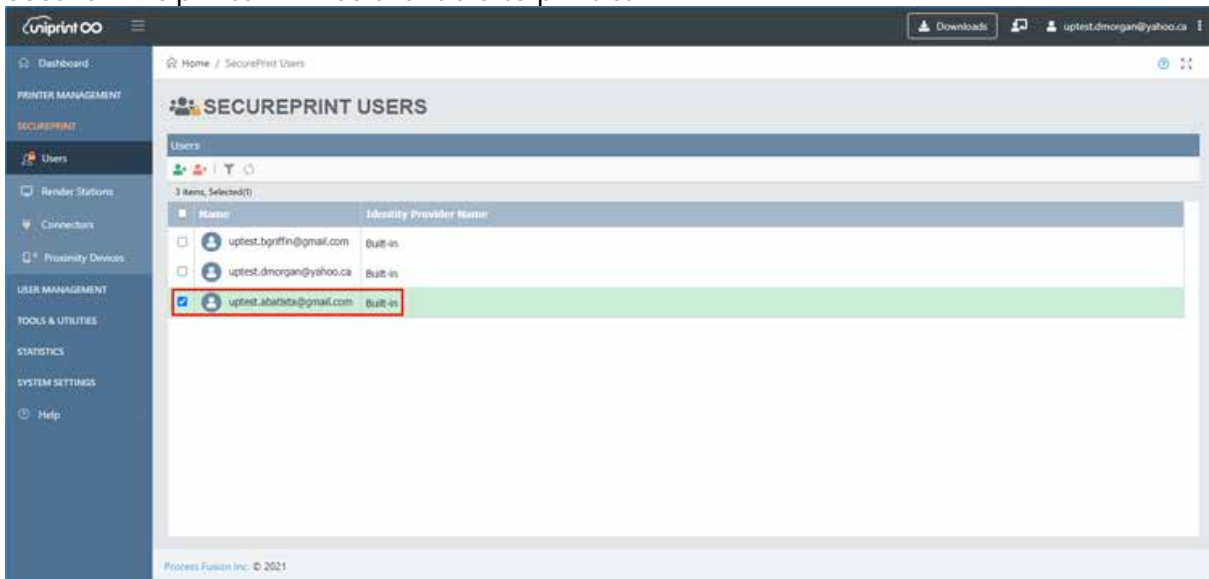
- 3) Under Users, click  .



- 4) Enter the domain or local user name and then click **Save**.



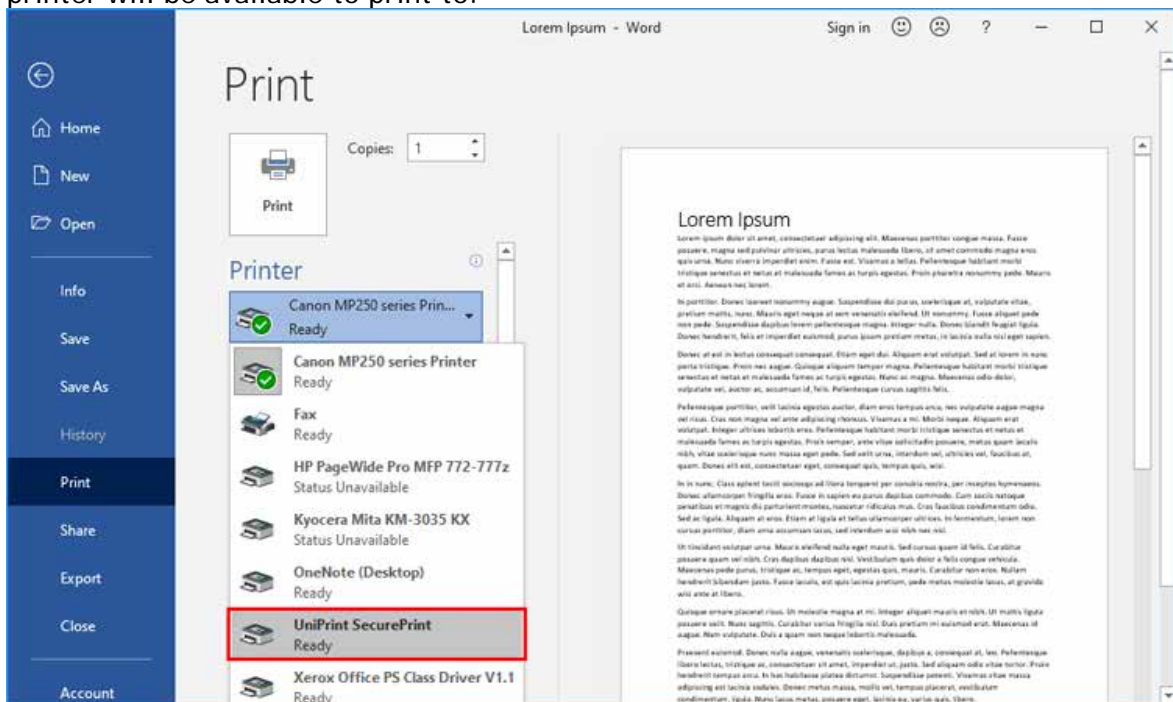
- 5) The added user name will appear in the **SecurePrint Users** list and the **UniPrint SecurePrint** printer will be available to print to.



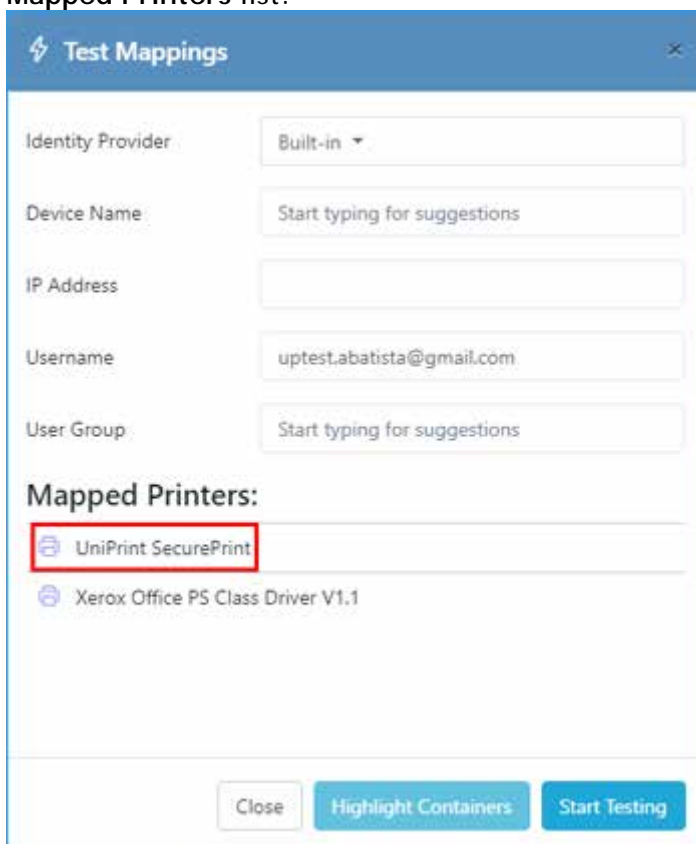
- 6) To confirm that **UniPrint SecurePrint** printer has been added to the user's session, do one of the following:

- a) Log into the user's session and open an application from which to print, for example Microsoft Word. When you try to print from this application the **UniPrint SecurePrint**

printer will be available to print to.



- b) From Mapping Utility, click **Actions** and then click **Test Mappings**. Enter the user name and then click **Start Testing**. The **UniPrint SecurePrint** printer should appear in the **Mapped Printers** list.





**Related Links:**

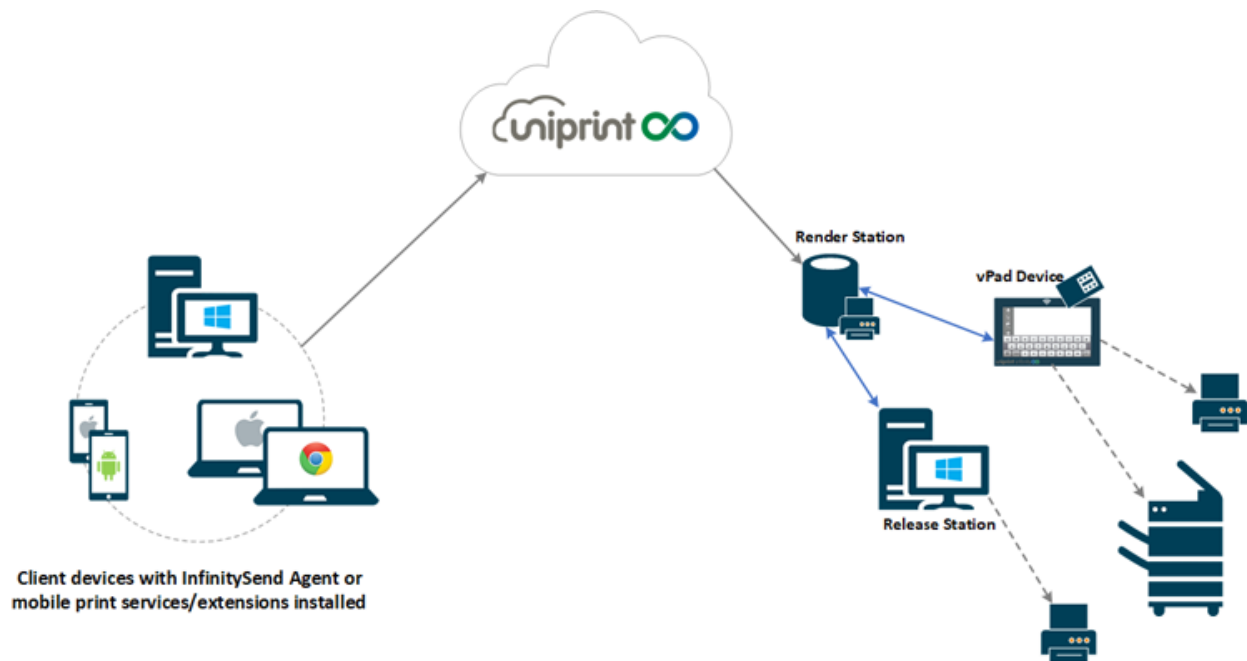
[SecurePrint](#)

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## Render Stations

### Render Stations

The render station component should be installed on any computer that has printers installed. This will make these printers can be accessible through InfinityCloud. This computer could be a laptop at home, a workstation in the office, or a print server to access network printers. The render station is essential to the InfinityCloud infrastructure and is required for SecurePrint pull printing and for mapping printers and VPO Connectors.



There are 2 versions of the render station, as follows:

1. The Render Station is the original version that requires printers to be registered with InfinityCloud by associating printers to the render station.
2. The Personal Render Station is installed on desktop computers and is designed to access desktop printers through InfinityCloud. With the Personal Render Station, desktop printers do not need to be registered with InfinityCloud in order to print to them.

**Related Links:**

[Associating Printers to a Render Station](#)

## [Adding a Gateway Printer Through SecurePrint](#)

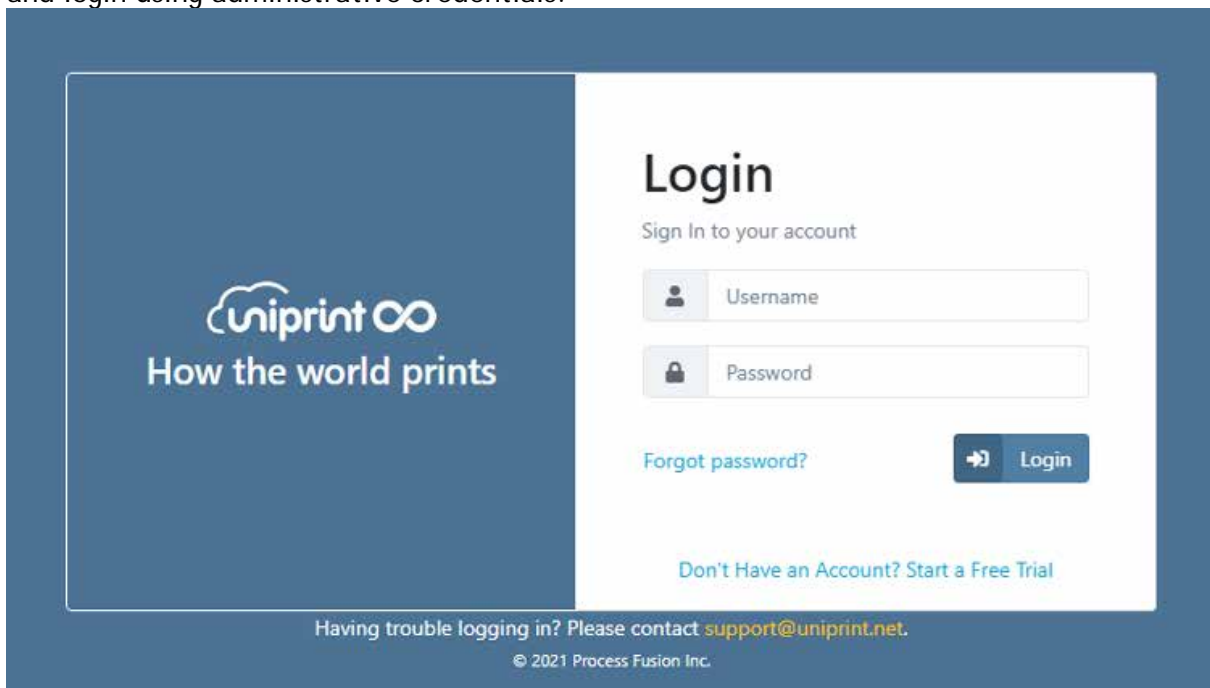
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### Associating Printers to a Render Station

The Render Station software is required before associating printers to it, see [Installing the Rendering Station](#).

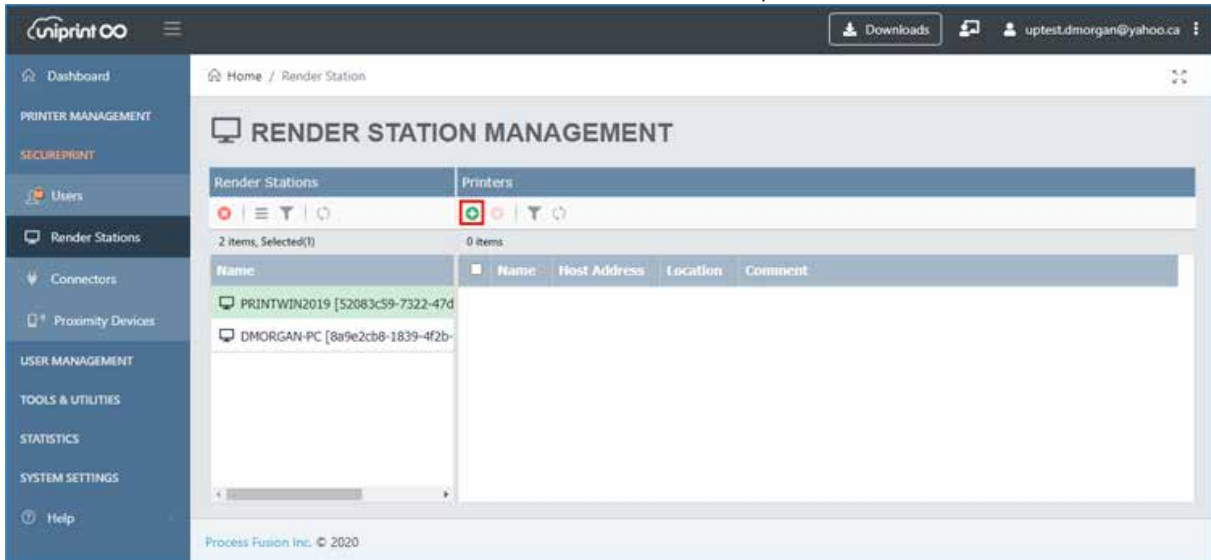
To associate Printers to a Render Station, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

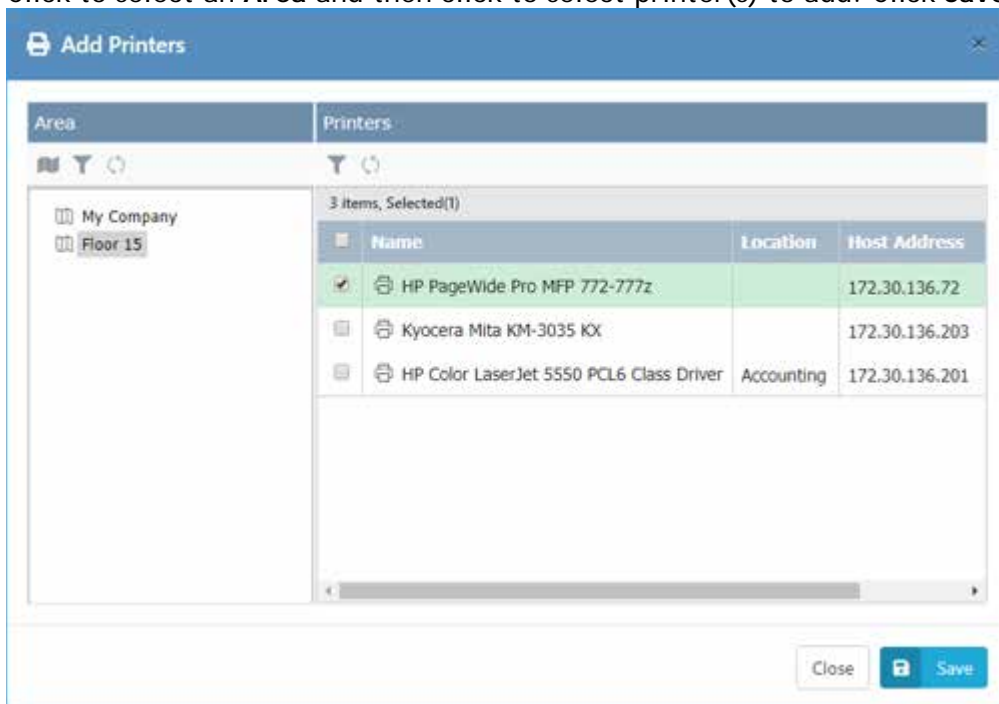


- 2) Under SECUREPRINT, click Render Stations.

3) Click to select a **Render Station** and then under **Printers**, click **+**.



4) Click to select an **Area** and then click to select printer(s) to add. Click **Save**.



**Related Links:**

[Render Stations](#)

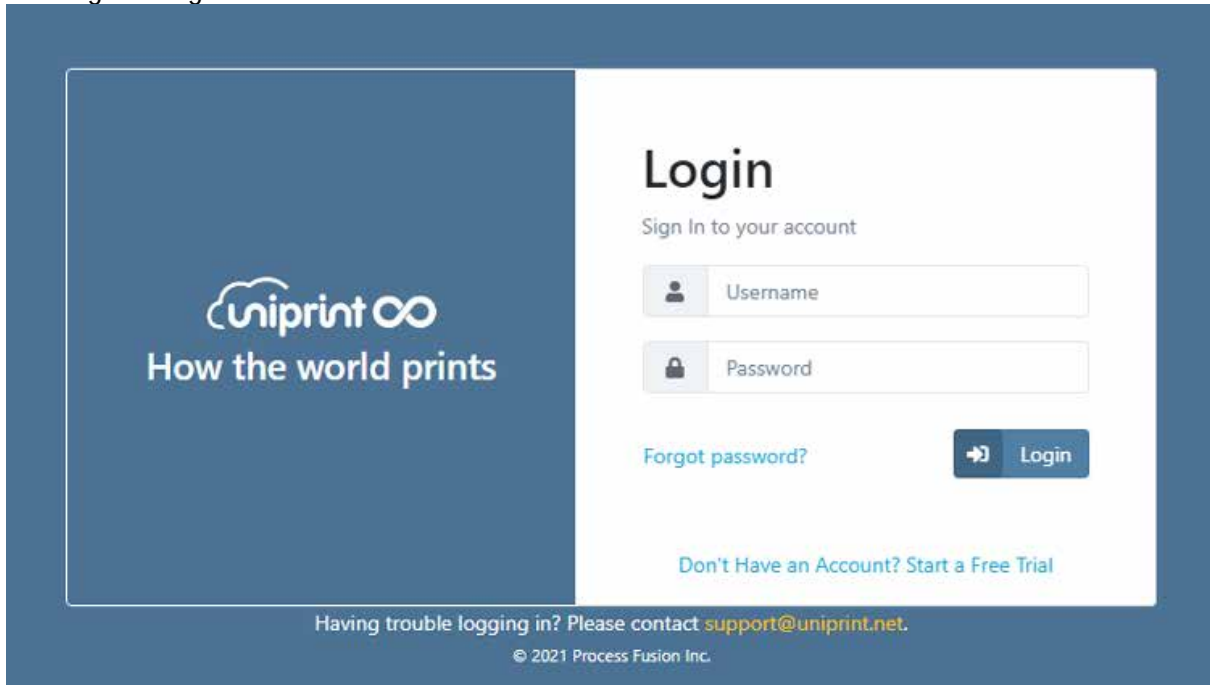
[Adding a Gateway Printer Through SecurePrint](#)

## Adding a Gateway Printer Through SecurePrint

Gateway printers are created from standard printer definitions and enables mobile users to print directly to the printer without having to go through SecurePrint. There are two places where Gateway printers can be created, under Printer Management/Printers and under SecurePrint/Render Stations.

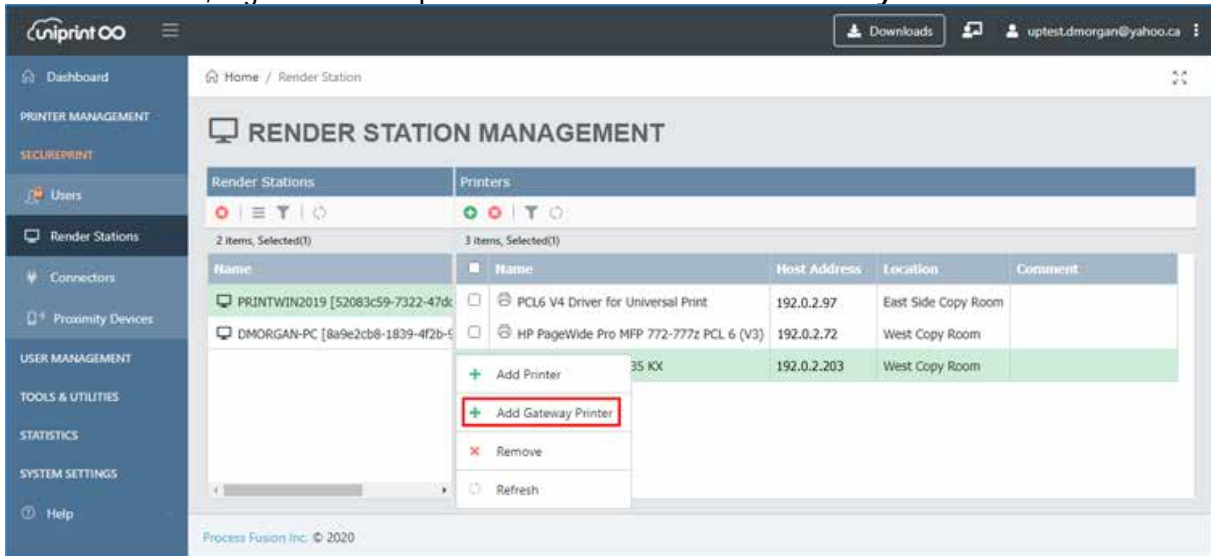
To add a Gateway printer through SecurePrint, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

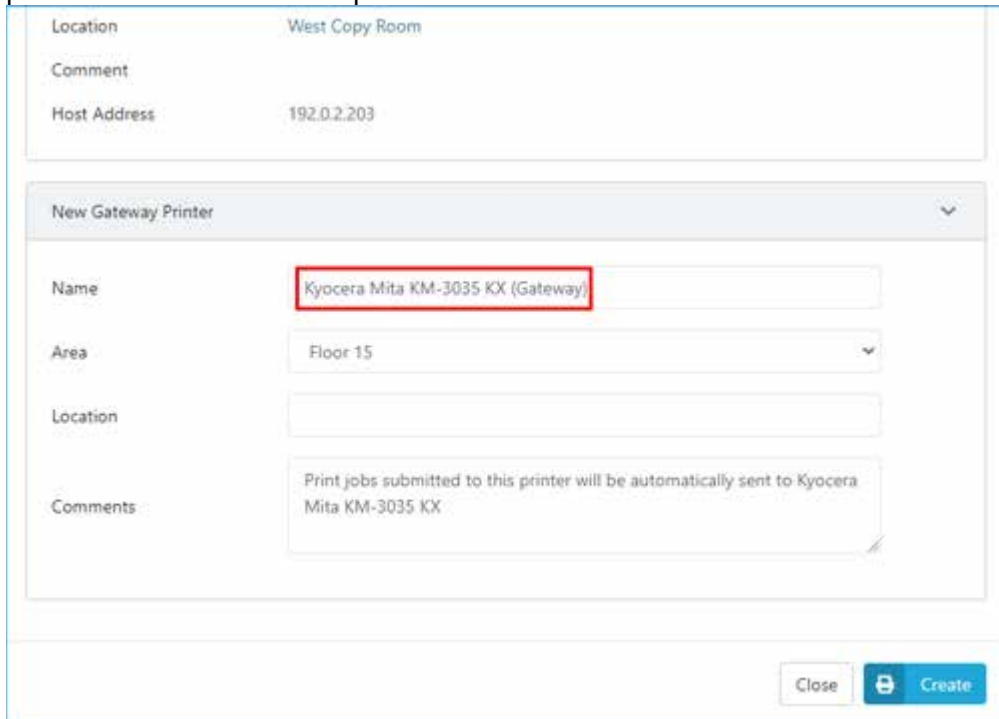


- 2) Under **SECUREPRINT**, click **Render Stations**.
- 3) Under **Render Stations**, click to select the desired render station.

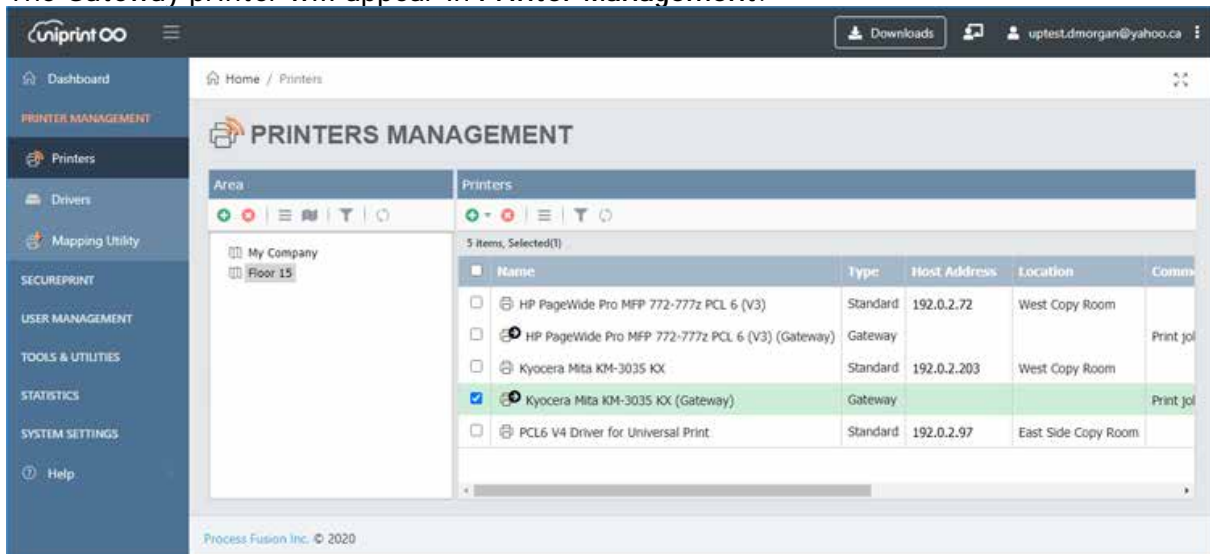
- 4) Under Printers, right-click the printer and then click **Add Gateway Printer**.



- 5) The printer name will be appended with **(Gateway)**. This differentiates the Gateway printer from the standard printer definition. Click **Create** to create the Gateway printer.



6) The Gateway printer will appear in Printer Management.



**Related Links:**

[Render Stations](#)

[Associating Printers to a Render Station](#)

## Connectors

### Connectors

InfinityCloud users can release their SecurePrint print jobs directly by authenticating at the multifunction printer console or at a UniPrint vPad device.

VPO Connectors are embedded apps that are installed on a multifunction printer (MFP). The installation instructions will differ depending on the printer manufacturer. For detailed installation instructions, refer to the guide that is associated with each printer manufacturer. As of this printing, Process Fusion has VPO connectors for HP, Xerox and Ricoh with more VPO connectors in the development pipeline. After installing many connectors, a search for a specific connector can be done. To locate a specific connector, follow the instructions at [Searching for a Printer or Connector](#).

The UniPrint vPad is a touch pad device that can be purchased through Process Fusion or through an authorized reseller. It can be setup close to a group of network printers such that users can authenticate at the vPad in order to release their print job to a printer close by.

**Related Links:**

[Activating VPO Connectors](#)

[Setting up the UniPrint vPad Device for InfinityCloud](#)

[Assigning a vPad to an Area](#)

[Adding Printers to a vPad](#)

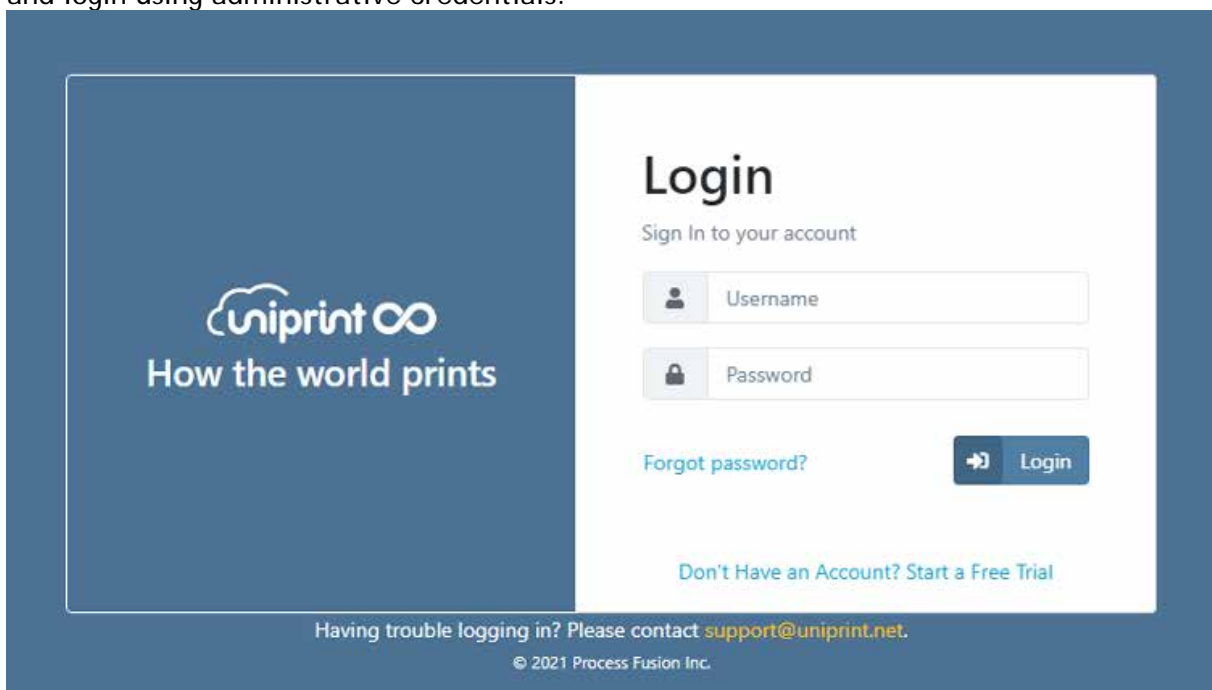
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## Activating VPQ Connectors

After installing the VPQ Connector Cloud, the connector will need to be activated at the MFP console. The screen shots below are used as an example and they will differ slightly depending on the printer model and manufacturer. However, the steps to activate the VPQ Connector Cloud will be similar.

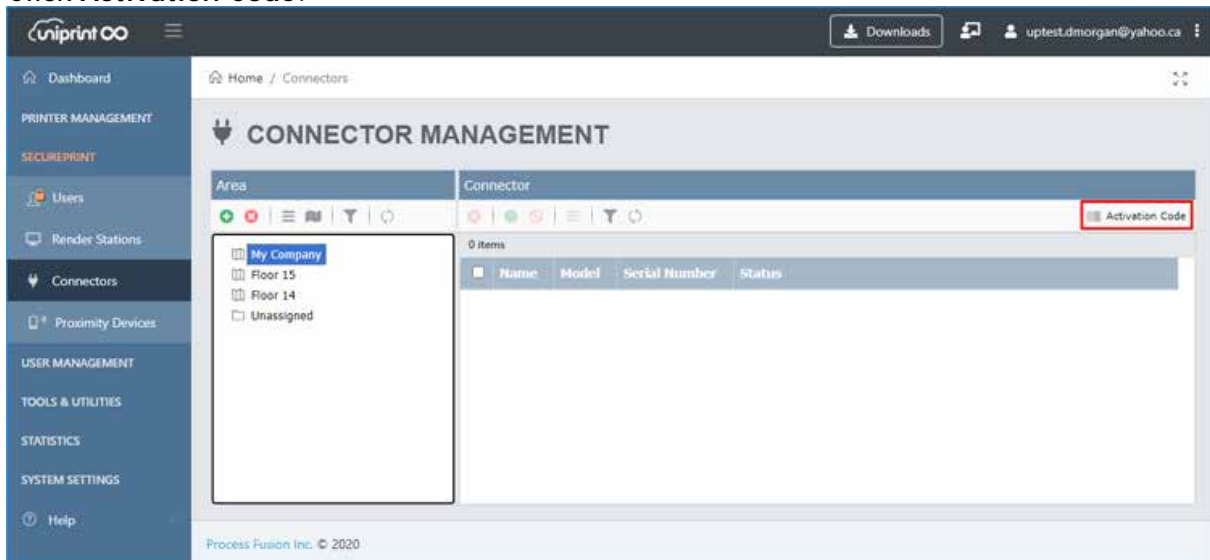
To activate the connector, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

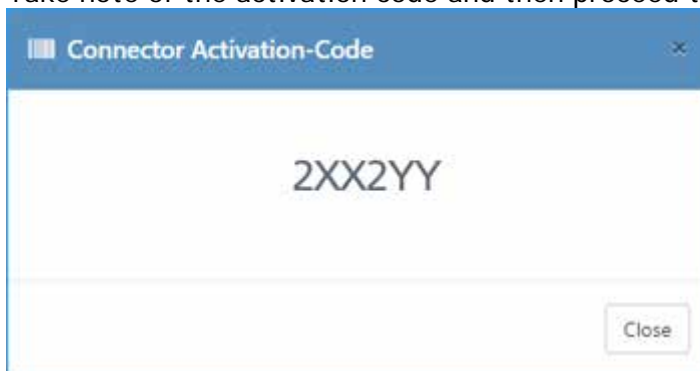


- 2) Under SECUREPRINT, click Connectors.

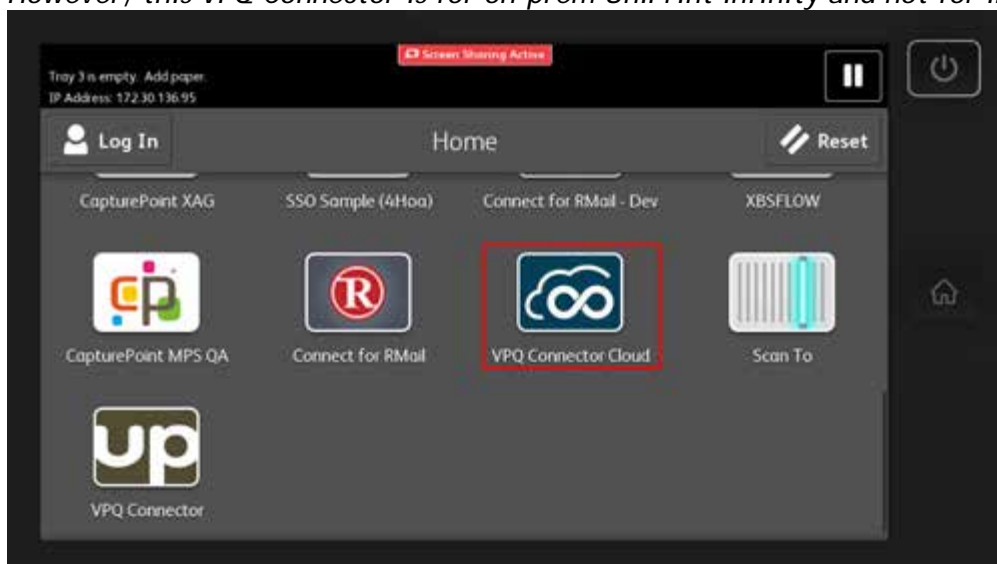
- 3) Click Activation Code.



- 4) Take note of the activation code and then proceed to the MFP printer.



- 5) On the printer console, tap VPO Connector Cloud. *NOTE: There is also a VPO Connector. However, this VPO Connector is for on-prem UniPrint Infinity and not for InfinityCloud.*

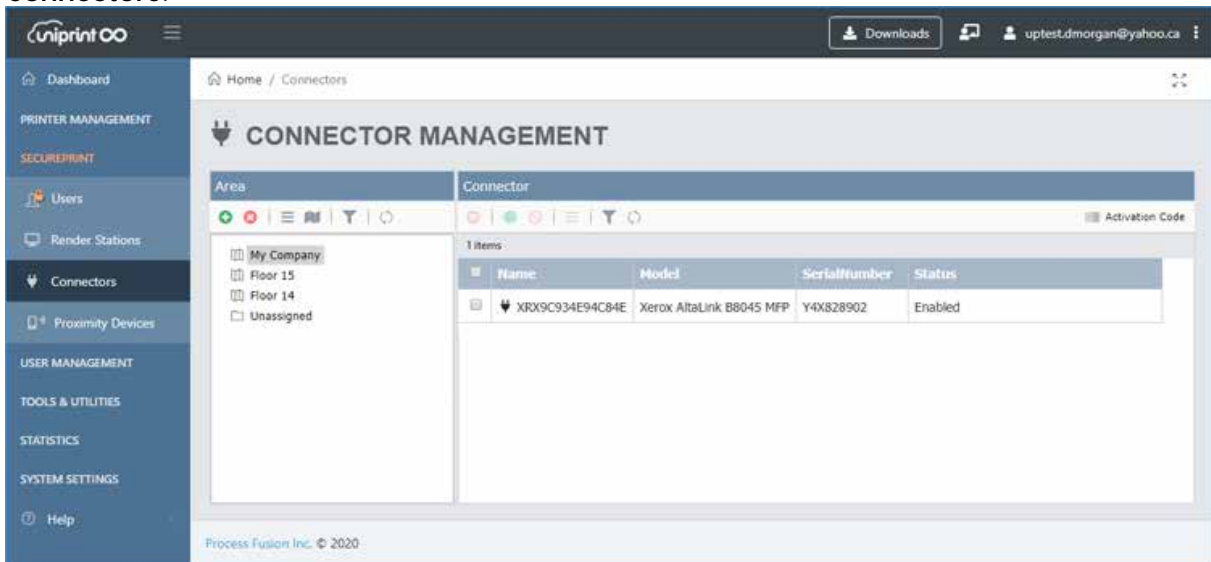




6) Tap to enter the activation code and then tap ENTER.



7) Return to the InfinityCloud console. The activated VPQ Connector Cloud will appear under Connectors.



**Related Links:**

[Connectors](#)

[Setting up the UniPrint vPad Device for InfinityCloud](#)

[Assigning a vPad to an Area](#)

[Adding Printers to a vPad](#)

## Setting up the UniPrint vPad Device for InfinityCloud

As well as vPad Connectors, the UniPrint vPad device which is typically used in our on-prem solution, is also supported by InfinityCloud. By deploying a vPad device, InfinityCloud users can take advantage of Print Stream Compression. To add or edit a printer with print stream compression, refer to [Setting Up Print Stream Compression](#).

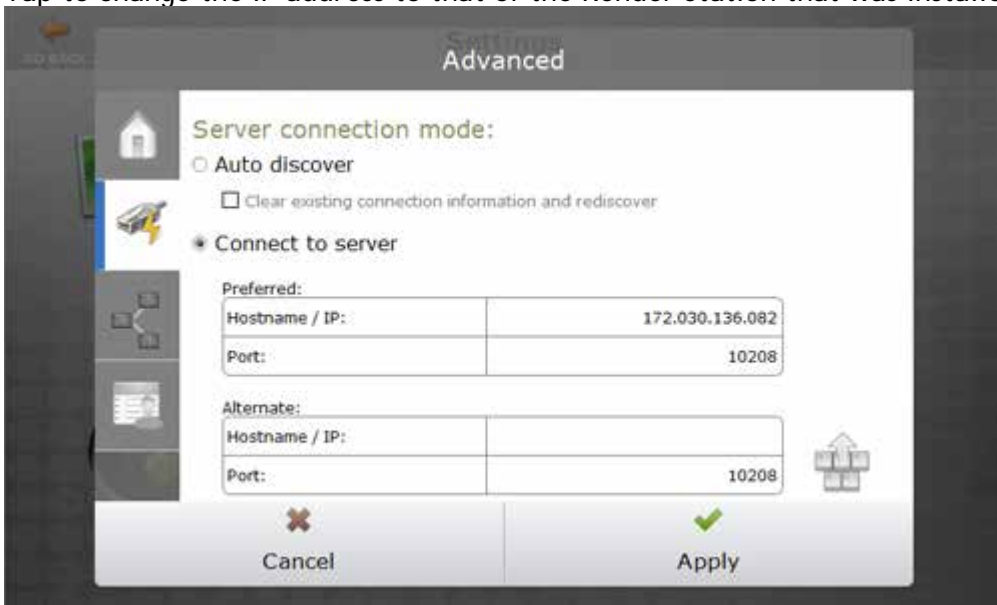
To set up a vPad device, do the following:

- 1) Add a SecurePrint User. To add a SecurePrint User, see [SecurePrint Users](#).
- 2) Download and install the **Render Station** and the **InfinityCloud Tools** on a machine that has printers connected to it. For instructions, see [Installing the Render Station](#) and [Installing InfinityCloud Tools](#).
- 3) Download and install the **InfinitySend Agent** on the user's client machine. For instructions, see [Installing the UniPrint InfinitySend Agent](#).
- 4) From the user's machine, open an application and print to the **UniPrint SecurePrint** printer. For instructions, see [SecurePrint Printing Through UniPrint InfinityCloud](#).
- 5) Install and connect the UniPrint vPad device to your network. For instructions on installing a vPad device, see [Installing the UniPrint vPad Device](#). After the vPad device has been installed and the power turned on, the following screen will be displayed indicating that the vPad needs to now be connected to the Render Station.



- 6) To connect the vPad to a render station, tap **Customize**.

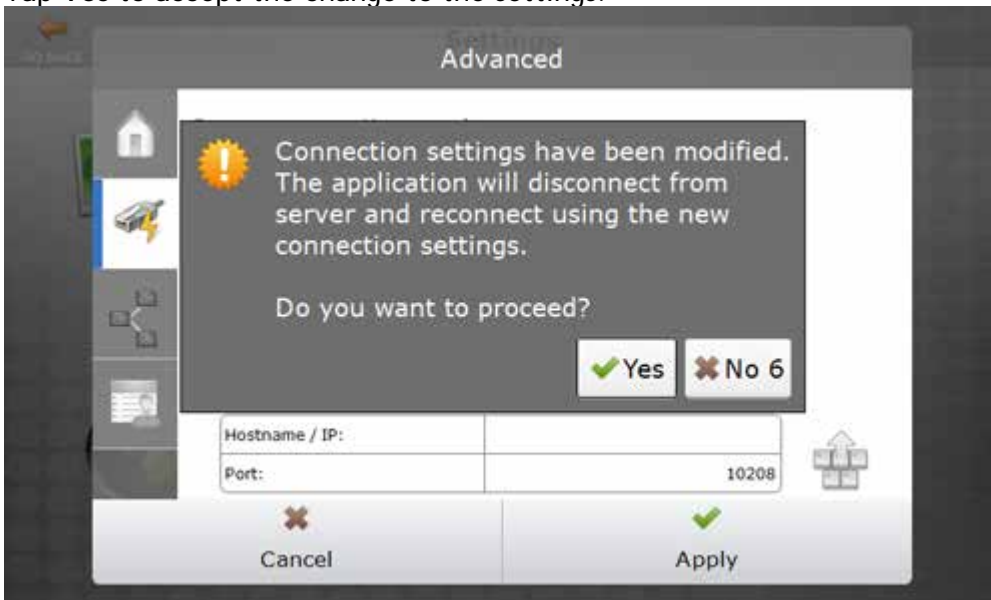
7) Tap to change the IP address to that of the Render Station that was installed in step 2.



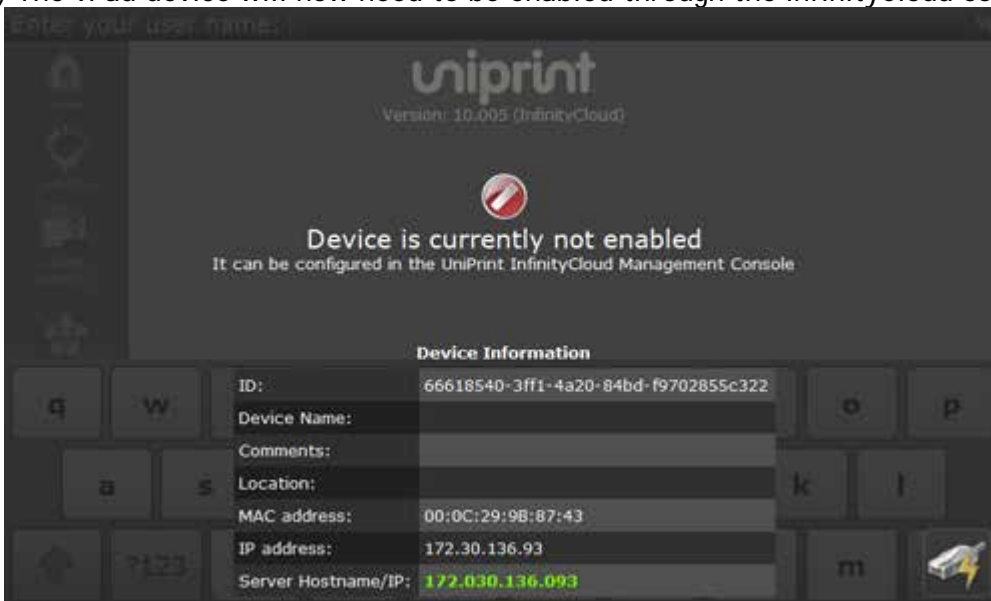
8) To minimize the keyboard tap  and then tap **Apply**.



9) Tap Yes to accept the change to the settings.

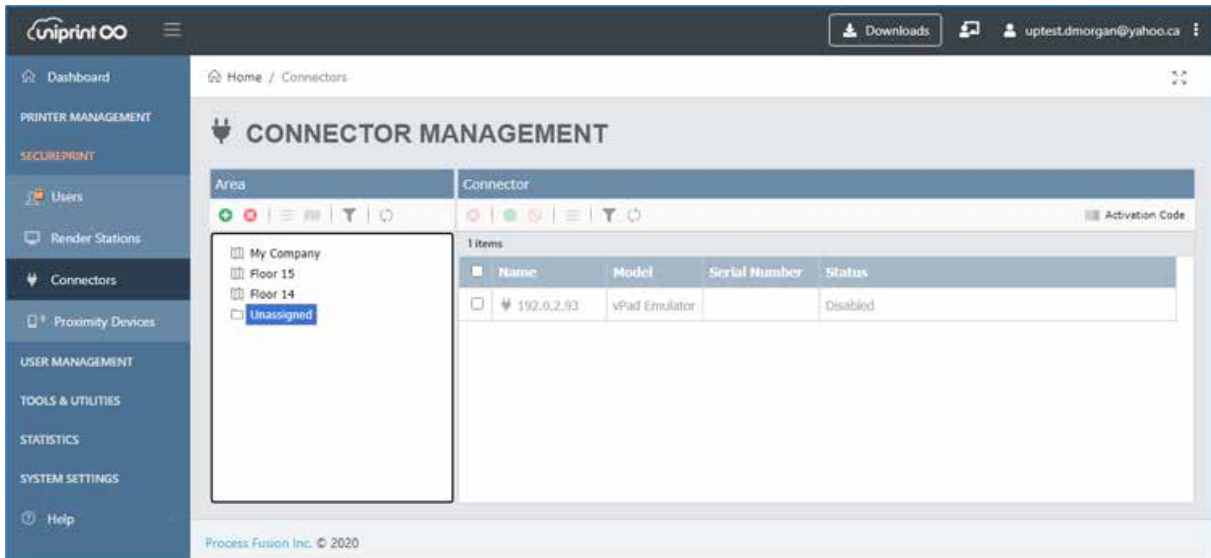



10) The vPad device will now need to be enabled through the InfinityCloud console.

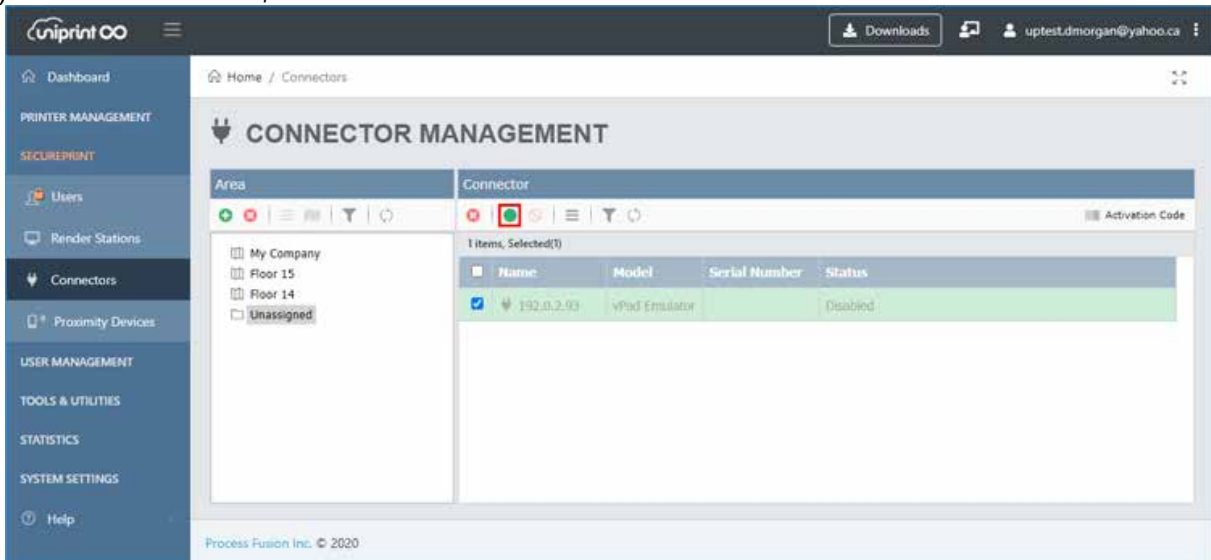


11) Return to the InfinityCloud console and then under SECUREPRINT, click Connectors.

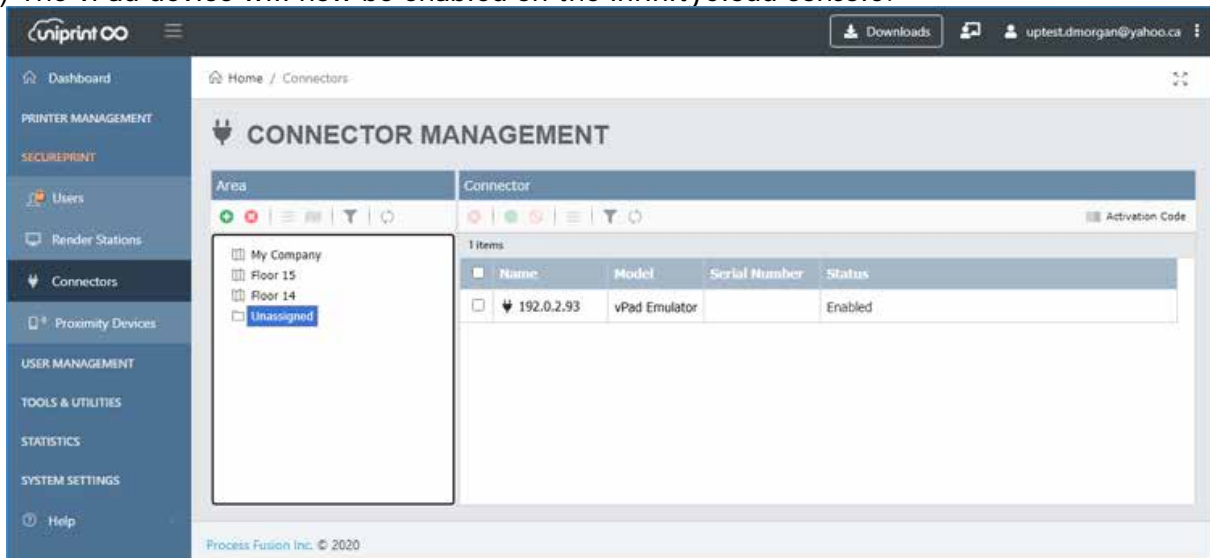
12) Under **Area**, click to select **Unassigned**. The vPad device should appear here with the status of **Disabled**.



13) Under **Connectors**, click to select the disabled vPad device and then click .



14) The vPad device will now be enabled on the InfinityCloud console.



15) The vPad device will also be enabled and ready for users to authenticate themselves in order to release their print jobs.



**Related Links:**

[Connectors](#)

[Activating VPO Connectors](#)

[Assigning a vPad to an Area](#)

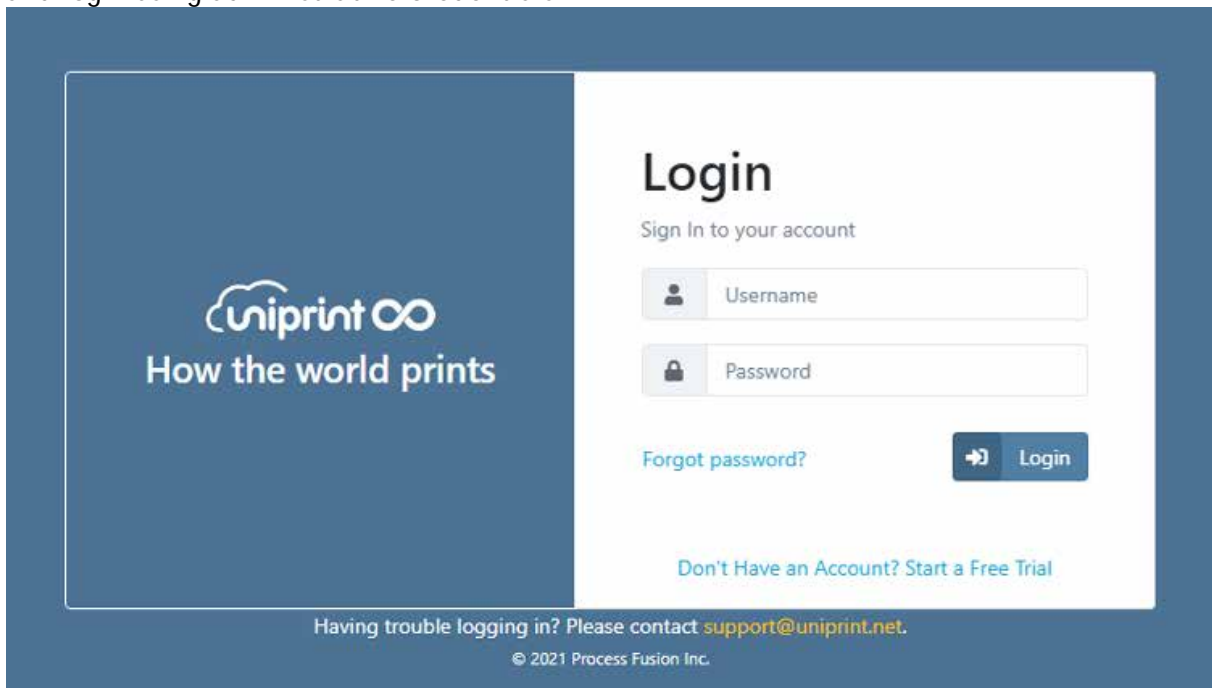
[Adding Printers to a vPad](#)

## Assigning a vPad to an Area


After installing and enabling a vPad, it will appear under Unassigned in the Connector section of the Management Console. The vPad can be assigned to the Area that it is located in and if an Area has an Area map, it can be placed on the Area map as well.

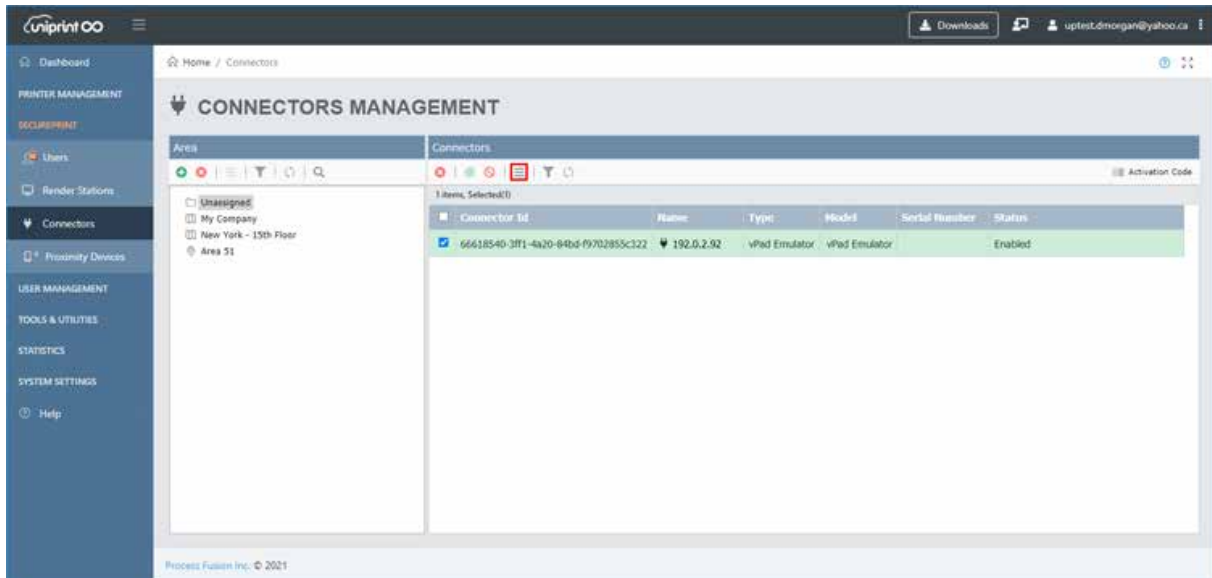
To assign a vPad to an Area, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

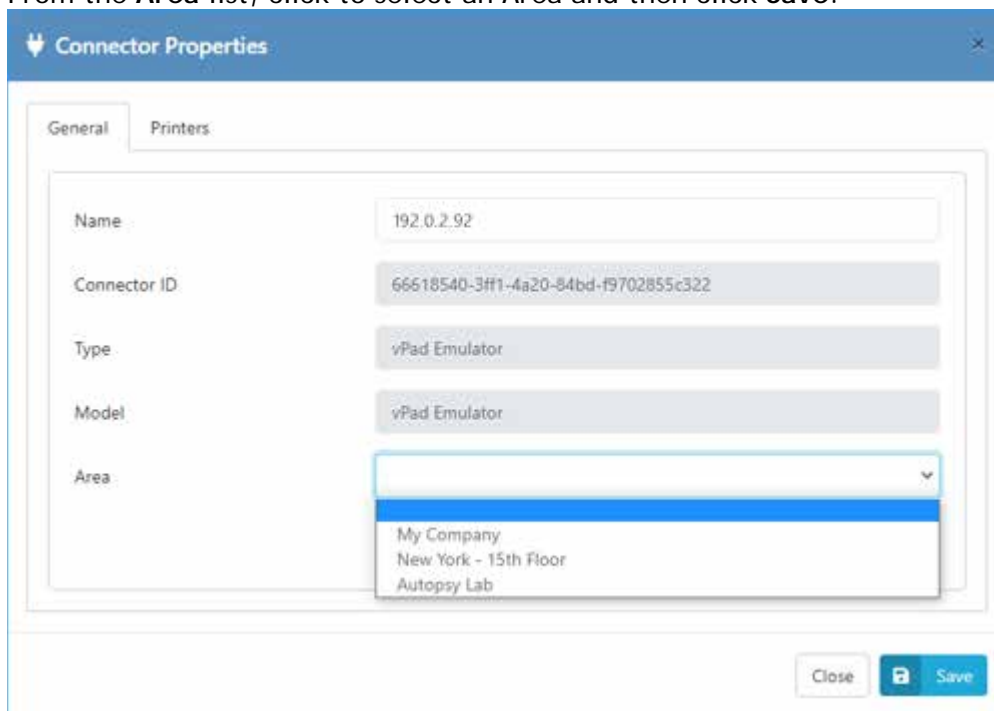


- 2) Under SECUREPRINT, click Connectors.

- 3) Under **Areas**, click to select **Unassigned**. Under **Connectors**, click to select the vPad and then click .



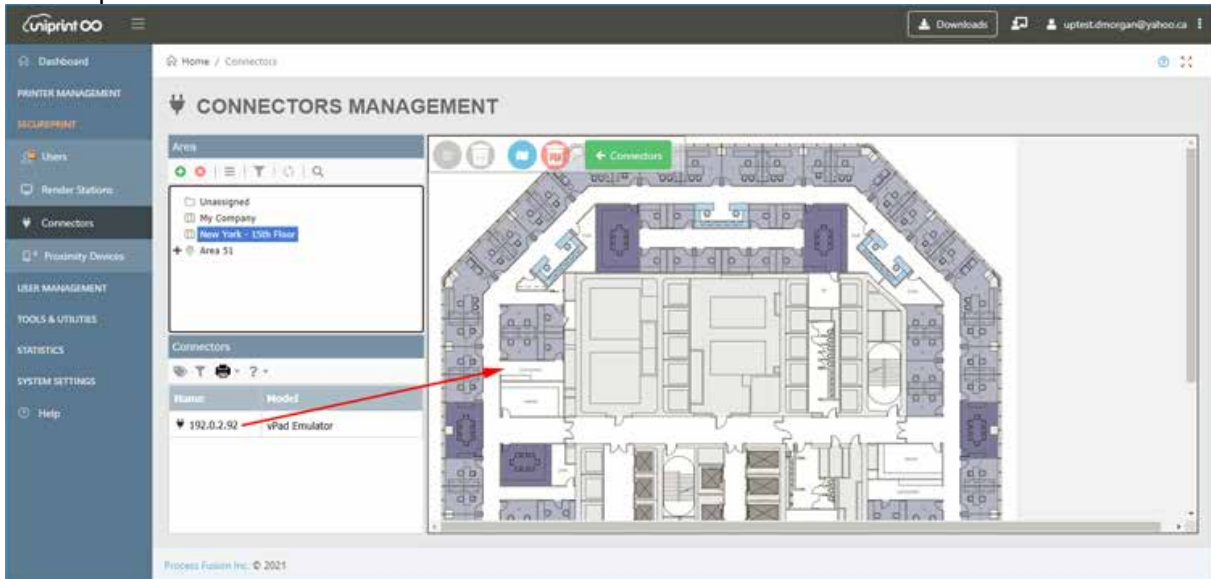
- 4) From the **Area** list, click to select an Area and then click **Save**.



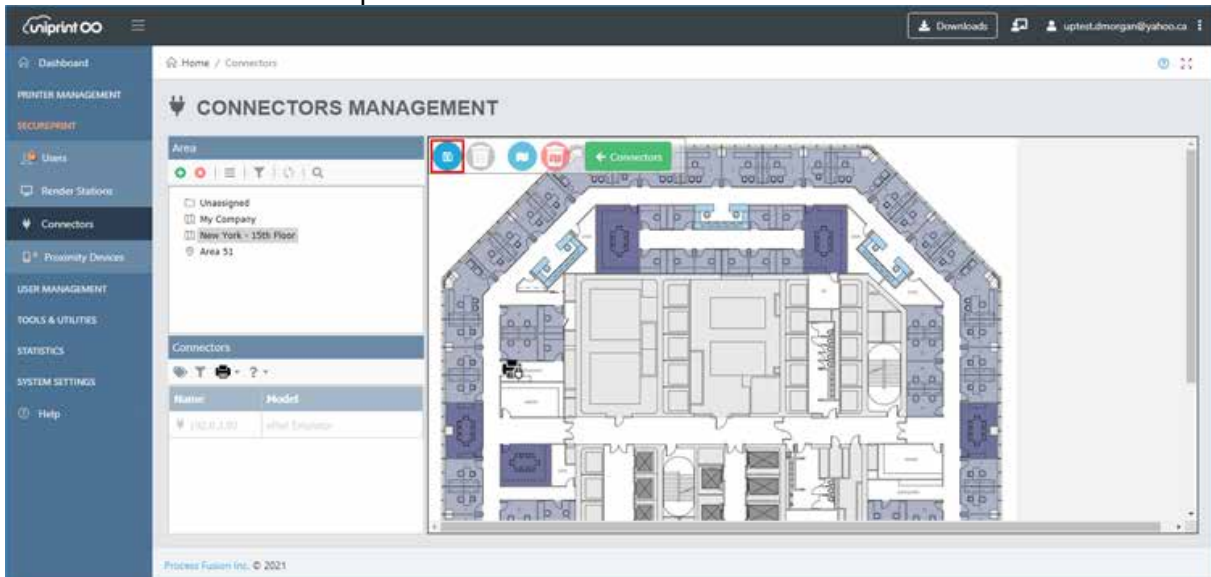


## UniPrint InfinityCloud Guide

- 5) Under **Areas**, click to select the Area. Under **Connectors**, drag the vPad to its location on the map.



- 6) Click  to save the map.



### Related Links:

[Connectors](#)

[Activating VPO Connectors](#)

[Setting up the UniPrint vPad Device for InfinityCloud](#)

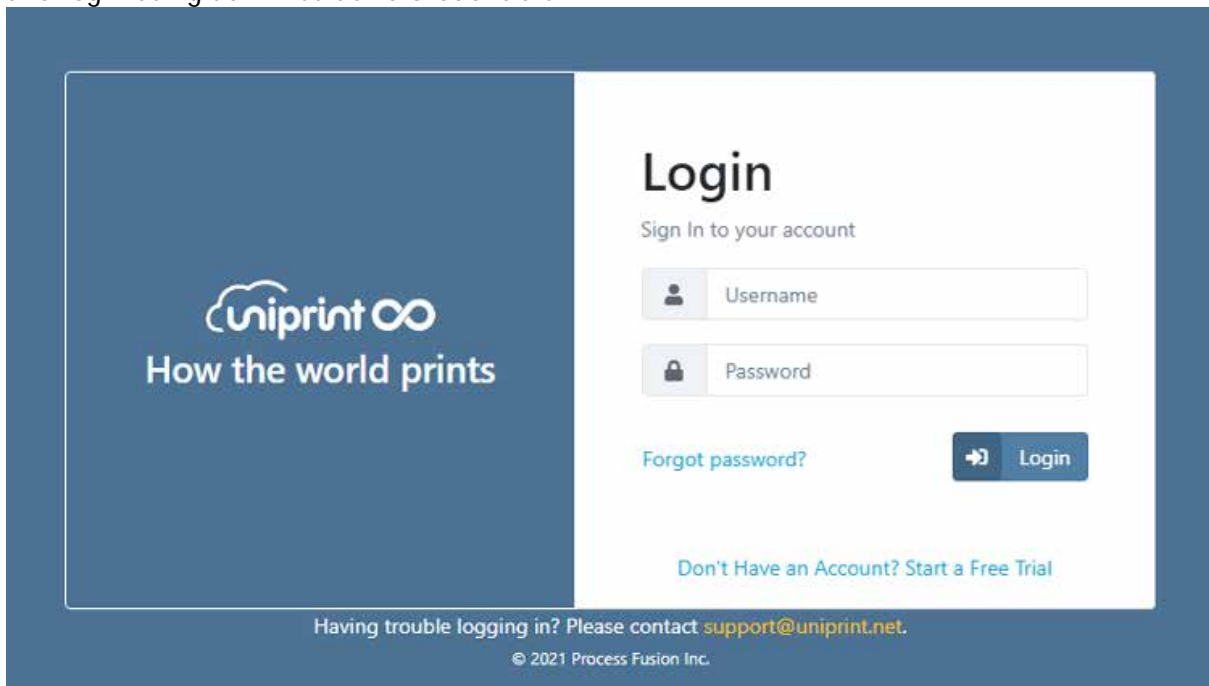
[Adding Printers to a vPad](#)

## Adding Printers to a vPad

After a vPad has been assigned to an Area, printers in close proximity need to be added to the vPad. Users who authenticate through a particular vPad device will only be allowed to release to their print jobs to the printers associated with that vPad.

To add a printer to a vPad device, do the following:

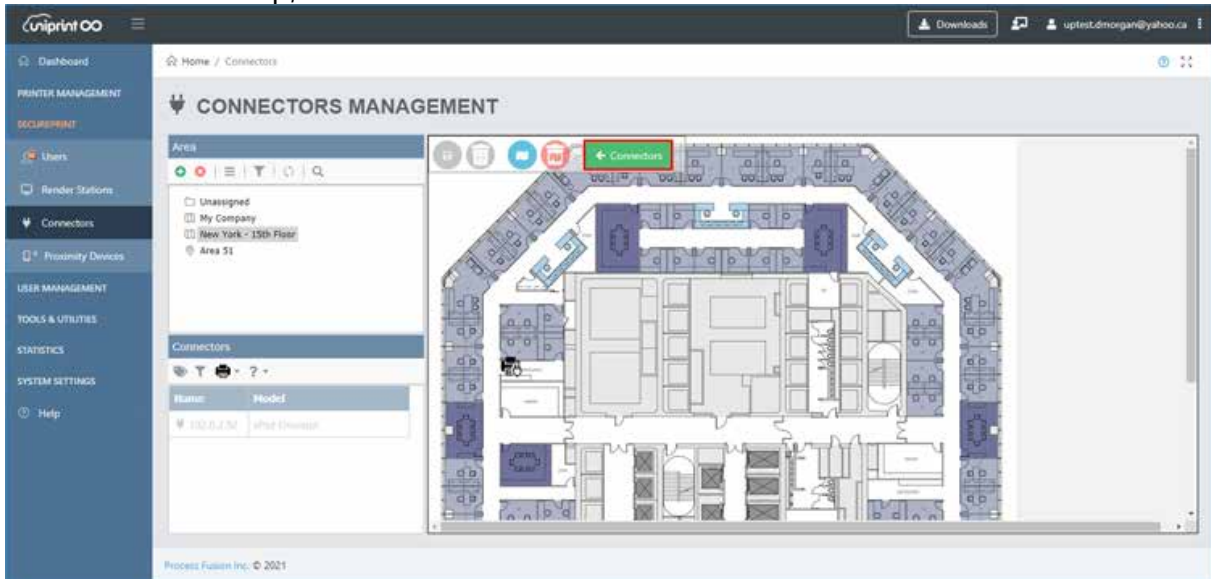
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



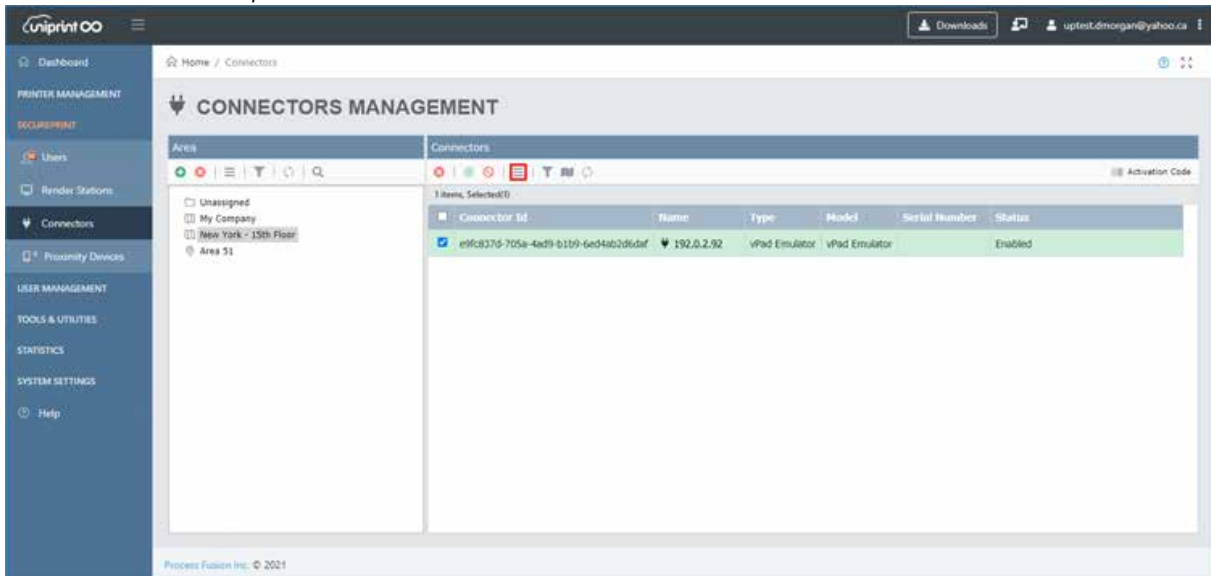
- 2) Under **SECUREPRINT**, click **Connectors**.
- 3) Under **Area**, click to select an Area.

# UniPrint InfinityCloud Guide

4) If the Area has a map, click **Connectors**.



5) Under **Connectors**, click to select a connector and then click .




6) Click the Printers tab.

The screenshot shows the 'Connector Properties' dialog box with the 'Printers' tab selected. The 'Printers' tab is highlighted with a red box. The dialog contains the following fields:

- Name: 192.0.2.92
- Connector ID: e9fc837d-705a-4ad9-b1b9-6ed4ab2d6daf
- Type: vPad Emulator
- Model: vPad Emulator
- Area: New York - 15th Floor
- Enabled:  Enabled  Disabled

At the bottom right, there are 'Close' and 'Save' buttons.

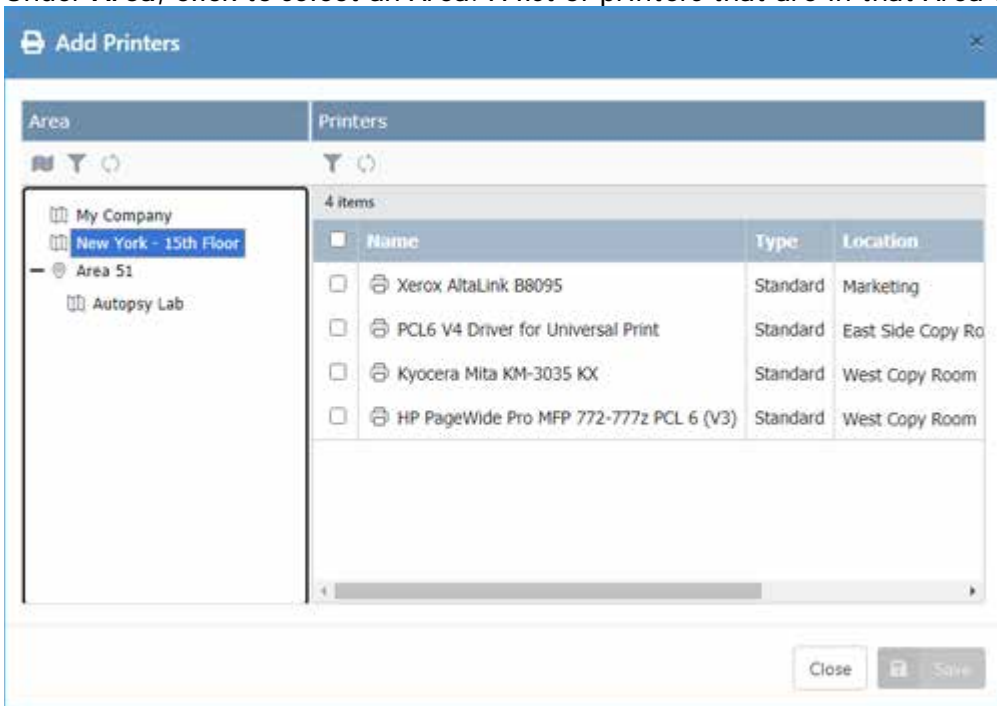
7) Click  to add printers.

The screenshot shows the 'Connector Properties' dialog box with the 'Printers' tab selected. The 'Printers' tab is highlighted with a red box. The dialog contains the following elements:

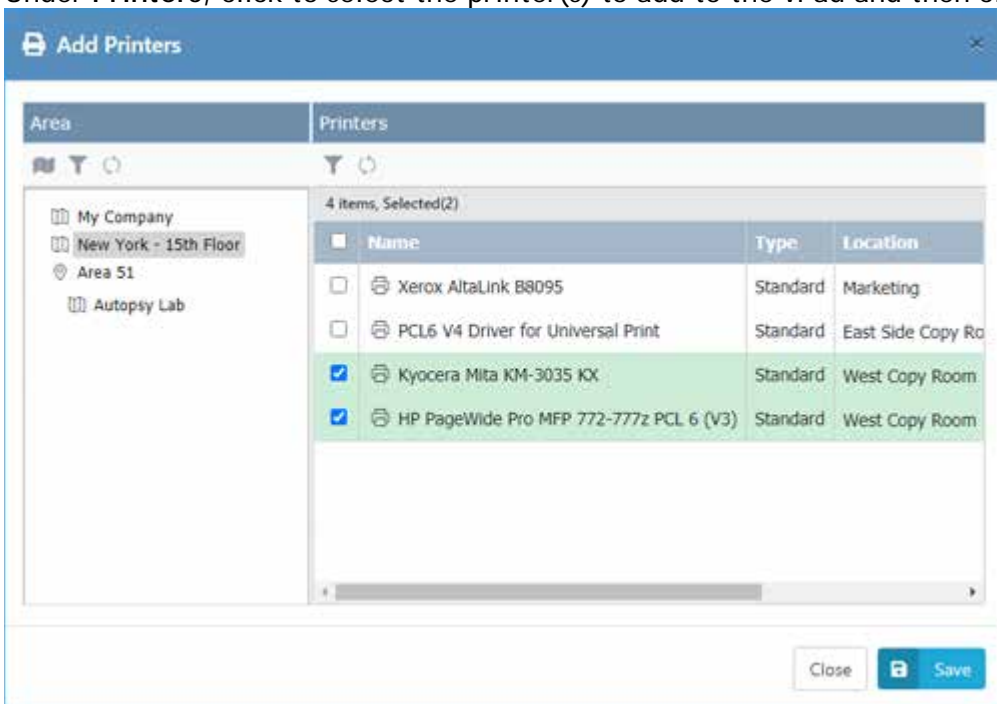
- Printers: A header bar with a plus icon (highlighted with a red box), a minus icon, a filter icon, and a refresh icon.
- 0 items: A message indicating no printers are currently listed.
- Table: A table with columns for Name, Location, and Comment.

At the bottom right, there are 'Close' and 'Save' buttons.

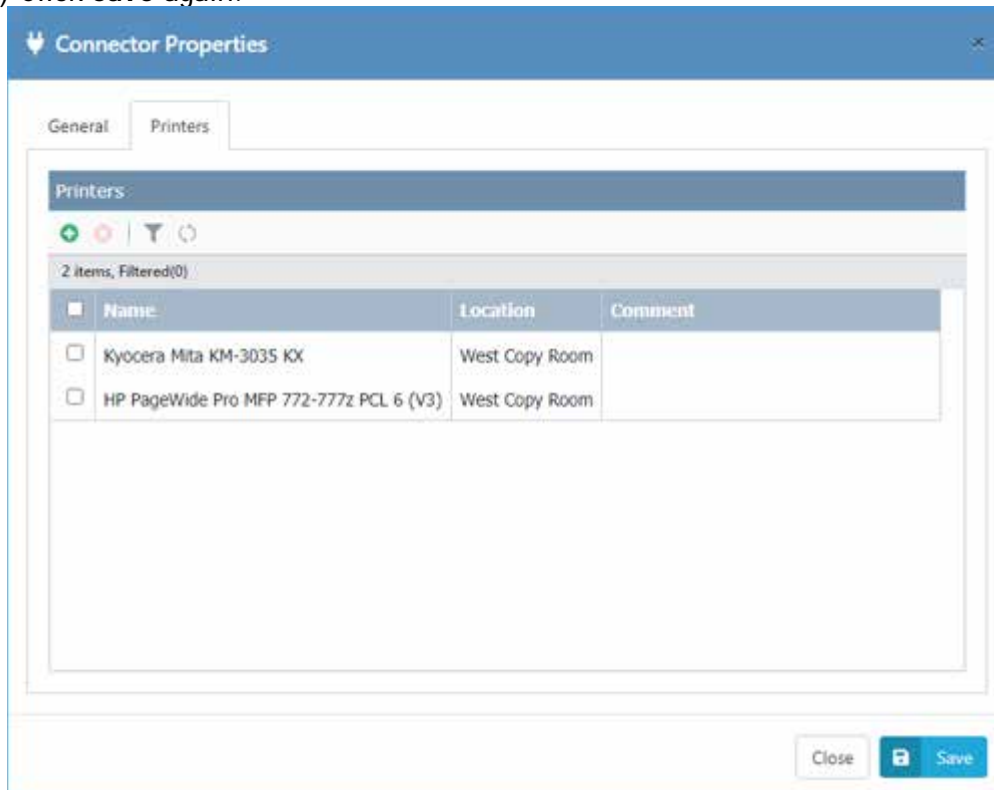
8) Under **Area**, click to select an Area. A list of printers that are in that Area will appear.



9) Under **Printers**, click to select the printer(s) to add to the vPad and then click Save.



10) Click **Save** again.



**Related Links:**

[Connectors](#)

[Activating VPO Connectors](#)

[Setting up the UniPrint vPad Device for InfinityCloud](#)

[Assigning a vPad to an Area](#)

## Proximity Devices

### Proximity Devices

Proximity devices, for example, QR codes, NFC tags and beacons, can be managed through this area of the InfinityCloud console. Proximity devices are usually attached to and associated with a particular printer. By scanning a proximity device, a mobile device can then select that printer to print to. Before adding a proximity device, ensure that the QR code exists, or that the NFC tag or beacon has been programmed for a specific printer.

QR codes can be generated from **Proximity Devices** and then printed and attached as a sticker to the printer such that users can simply scan the QR code with their mobile device in

order to release their print jobs. UniPrint Cloud Vault must be installed on the mobile device in order for this feature to function. UniPrint Cloud Vault can be installed from the [Apple App Store](#) and from [Google Play Store](#).

Although QR codes can be generated from **Proximity Devices**, only the QR code generated for printers which are mapped to a render station can be scanned by UniPrint Cloud Vault.

**Related Links:**

[Adding Proximity Devices & Associating Printers](#)

[Programming NFC Tags](#)

[Releasing SecurePrint Print Jobs with the InfinityCloud Vault for Android](#)

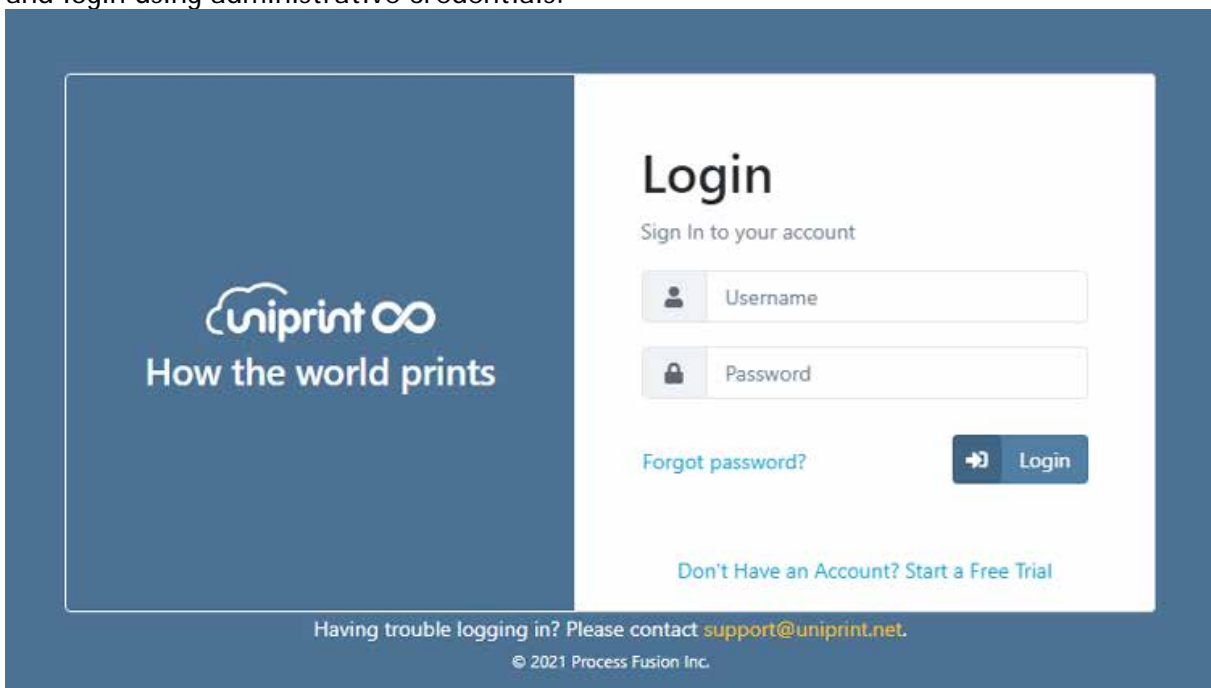
[Releasing SecurePrint Print Jobs with the InfinityCloud Vault for iOS](#)

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## Adding Proximity Devices & Associating Printers

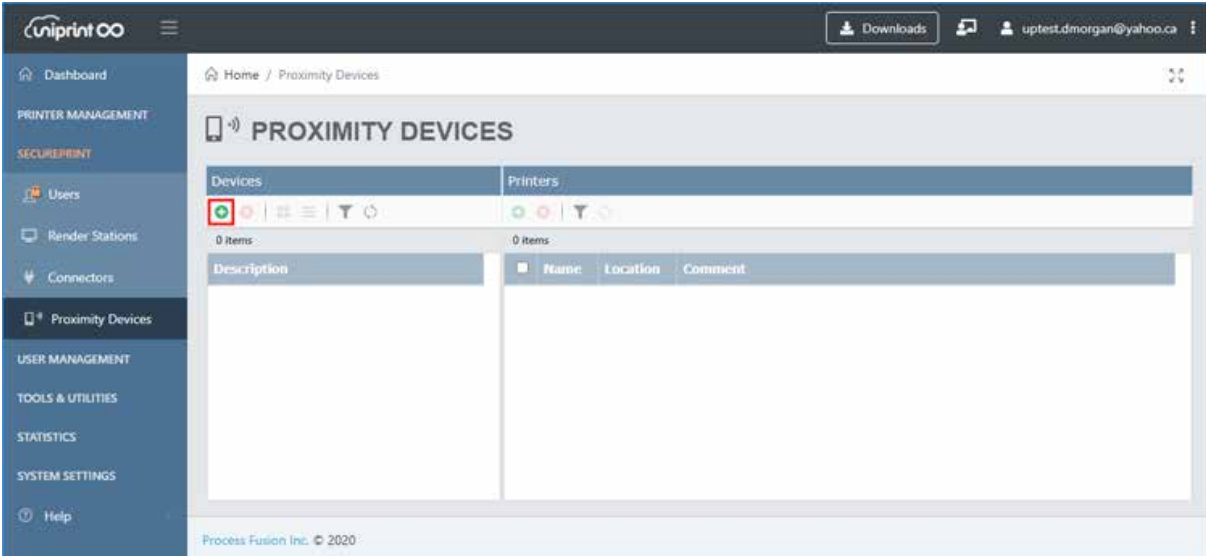
To add a proximity device, to the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



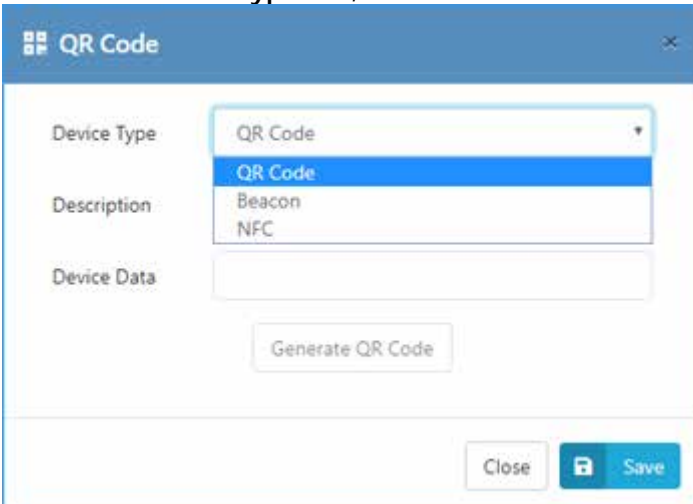
- 2) Under **SECUREPRINT**, click **Proximity Devices**.

3) Under Devices, click .



The screenshot shows the Uniprint OO web interface. The left sidebar contains navigation menus for Dashboard, PRINTER MANAGEMENT, SECUREPRINT, Users, Render Stations, Connectors, Proximity Devices (highlighted), USER MANAGEMENT, TOOLS & UTILITIES, STATISTICS, SYSTEM SETTINGS, and Help. The main content area is titled 'PROXIMITY DEVICES' and is split into two columns: 'Devices' and 'Printers'. The 'Devices' column has a red box around a plus icon in its toolbar. Below the toolbar, there are two empty tables: one with a 'Description' header and another with 'Name', 'Location', and 'Comment' headers. The footer of the interface reads 'Process Fusion Inc. © 2020'.

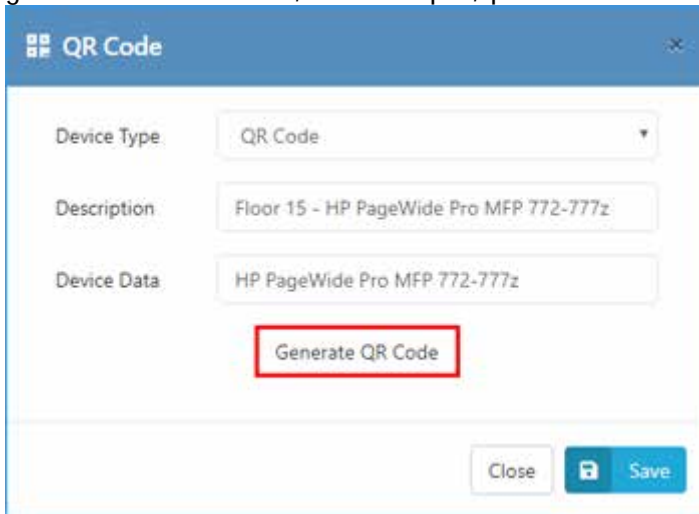
4) From the Device Type list, click to select either QR Code, Beacon, or NFC.



The screenshot shows a 'QR Code' dialog box with a blue header. It contains three input fields: 'Device Type' with a dropdown menu showing 'QR Code', 'Beacon', and 'NFC' (with 'QR Code' selected); 'Description'; and 'Device Data'. Below these fields is a 'Generate QR Code' button. At the bottom of the dialog are 'Close' and 'Save' buttons.

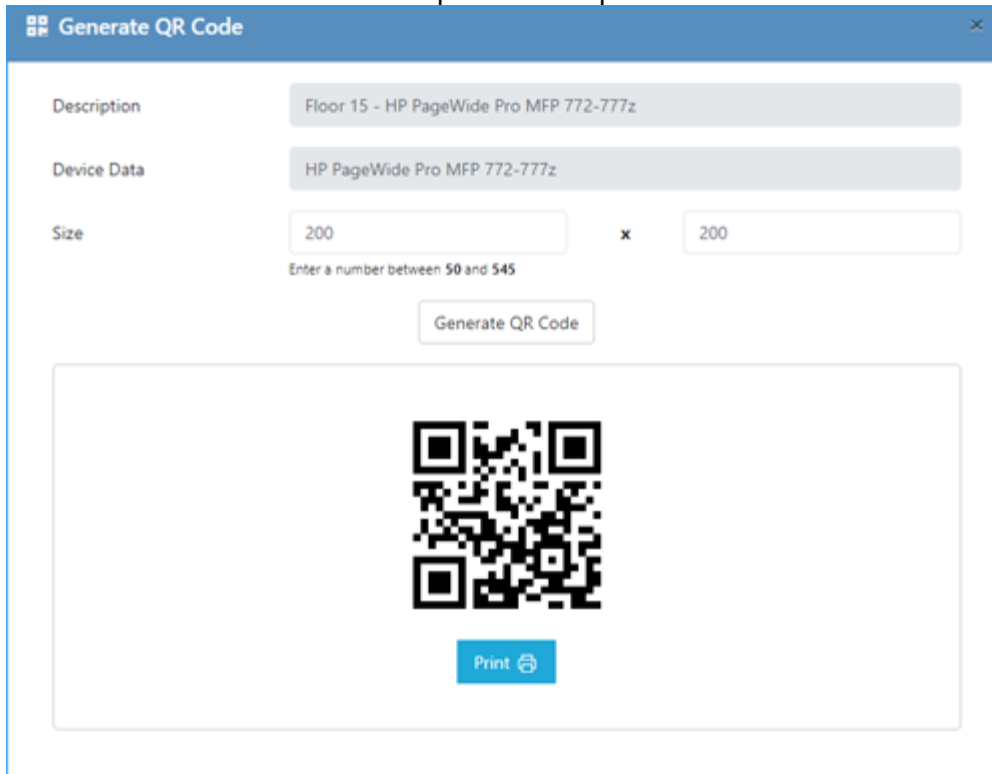


- 5) If QR Code is selected, enter in a **Description** and the **Device Data** or the text used to generate the QR code, for example, printer name. Click **Generate QR Code**.



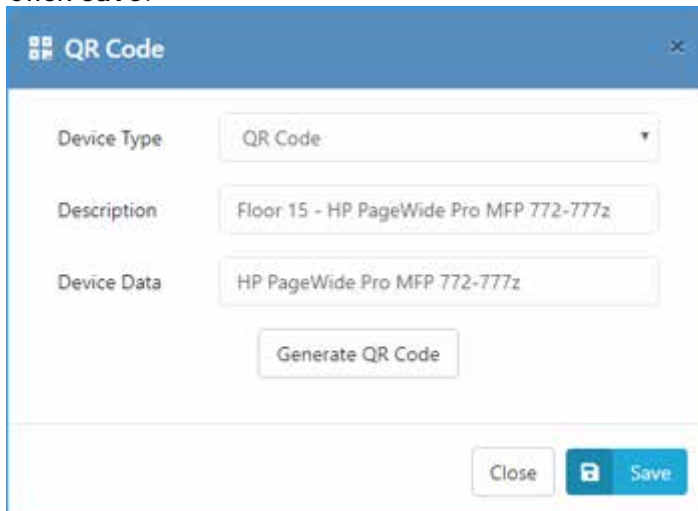
The screenshot shows a dialog box titled "QR Code". It has three input fields: "Device Type" with a dropdown menu showing "QR Code", "Description" with the text "Floor 15 - HP PageWide Pro MFP 772-777z", and "Device Data" with the text "HP PageWide Pro MFP 772-777z". Below these fields is a button labeled "Generate QR Code" which is highlighted with a red rectangular border. At the bottom right of the dialog are two buttons: "Close" and "Save".

- a) Enter the size of the QR code in pixels to be printed and then click **Print**.



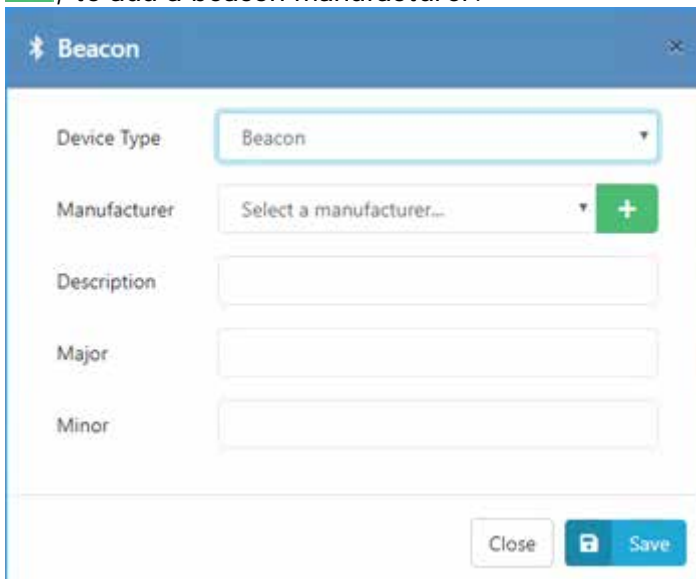
The screenshot shows a dialog box titled "Generate QR Code". It has two input fields: "Description" with the text "Floor 15 - HP PageWide Pro MFP 772-777z" and "Device Data" with the text "HP PageWide Pro MFP 772-777z". Below these is a "Size" field with two input boxes, both containing the number "200", separated by an "x" symbol. Below the size field is a small text note: "Enter a number between 50 and 545". Below the size field is a button labeled "Generate QR Code". Below that button is a large square area containing a QR code. Below the QR code is a blue button labeled "Print" with a printer icon.

b) Click **Save**.



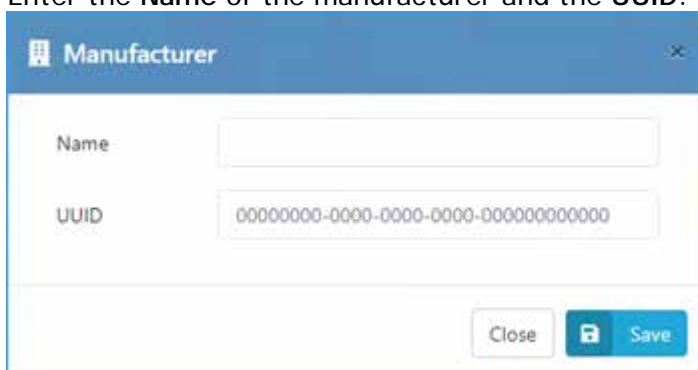
The screenshot shows a dialog box titled "QR Code" with a close button (X) in the top right corner. It contains three input fields: "Device Type" with a dropdown menu showing "QR Code", "Description" with the text "Floor 15 - HP PageWide Pro MFP 772-777z", and "Device Data" with the text "HP PageWide Pro MFP 772-777z". Below these fields is a "Generate QR Code" button. At the bottom right, there are "Close" and "Save" buttons.

6) If **Beacon** is selected, from the **Manufacturer** list, click to select a manufacturer or click **+**, to add a beacon manufacturer.



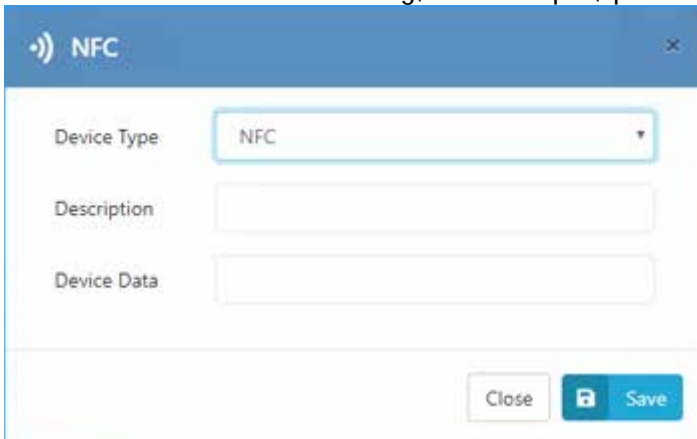
The screenshot shows a dialog box titled "Beacon" with a close button (X) in the top right corner. It contains five input fields: "Device Type" with a dropdown menu showing "Beacon", "Manufacturer" with a dropdown menu showing "Select a manufacturer..." and a green "+" button, "Description", "Major", and "Minor". At the bottom right, there are "Close" and "Save" buttons.

a) Enter the **Name** of the manufacturer and the **UUID**. Click **Save**.



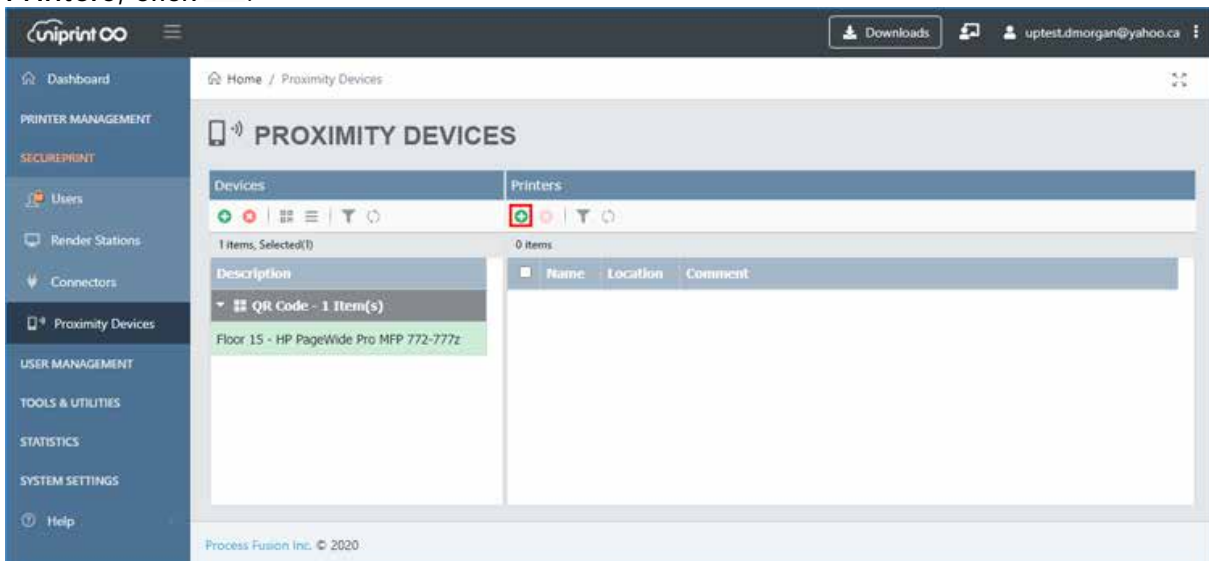
The screenshot shows a dialog box titled "Manufacturer" with a close button (X) in the top right corner. It contains two input fields: "Name" and "UUID" with the text "00000000-0000-0000-0000-000000000000". At the bottom right, there are "Close" and "Save" buttons.

- 7) If **NFC** is selected, enter in a **Description** and the **Device Data** or the text record type content written on the NFC tag, for example, printer ID. Click **Save**.



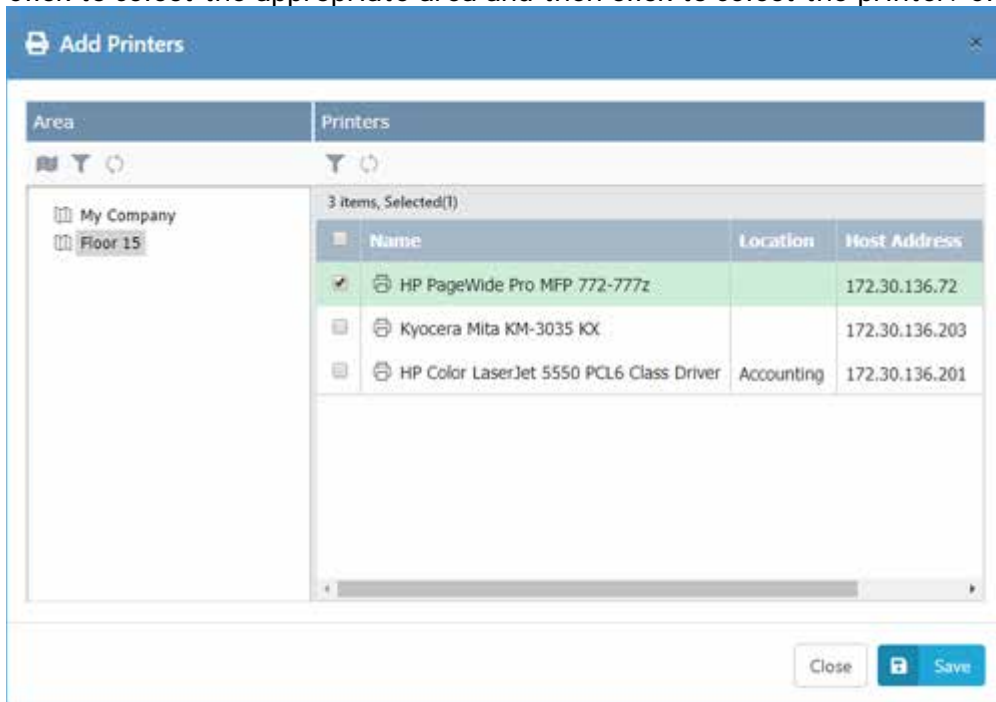
The screenshot shows a modal dialog box titled "NFC". It contains three input fields: "Device Type" (a dropdown menu with "NFC" selected), "Description", and "Device Data". At the bottom right, there are two buttons: "Close" and "Save".

- 8) To associate a printer to the proximity device, with the proximity device selected, under **Printers**, click **+**.

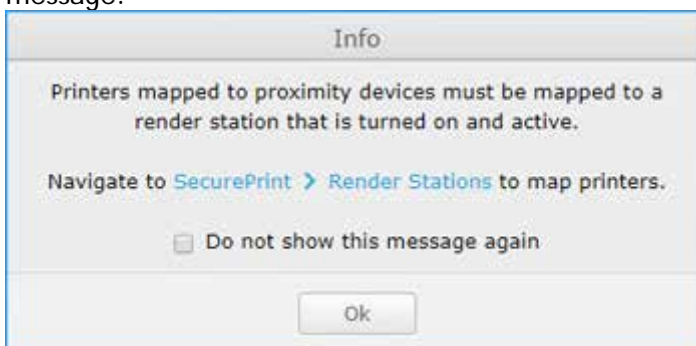


The screenshot displays the UniPrint web interface. The left sidebar has a menu with categories: PRINTER MANAGEMENT, SECUREPRINT, and USER MANAGEMENT. The main content area is titled "PROXIMITY DEVICES" and is divided into two columns: "Devices" and "Printers". The "Devices" column shows "1 Items, Selected(1)" and a table with one row: "Floor\_15 - HP PageWide Pro MFP 772-777z". The "Printers" column shows "0 Items" and an empty table with headers "Name", "Location", and "Comment".

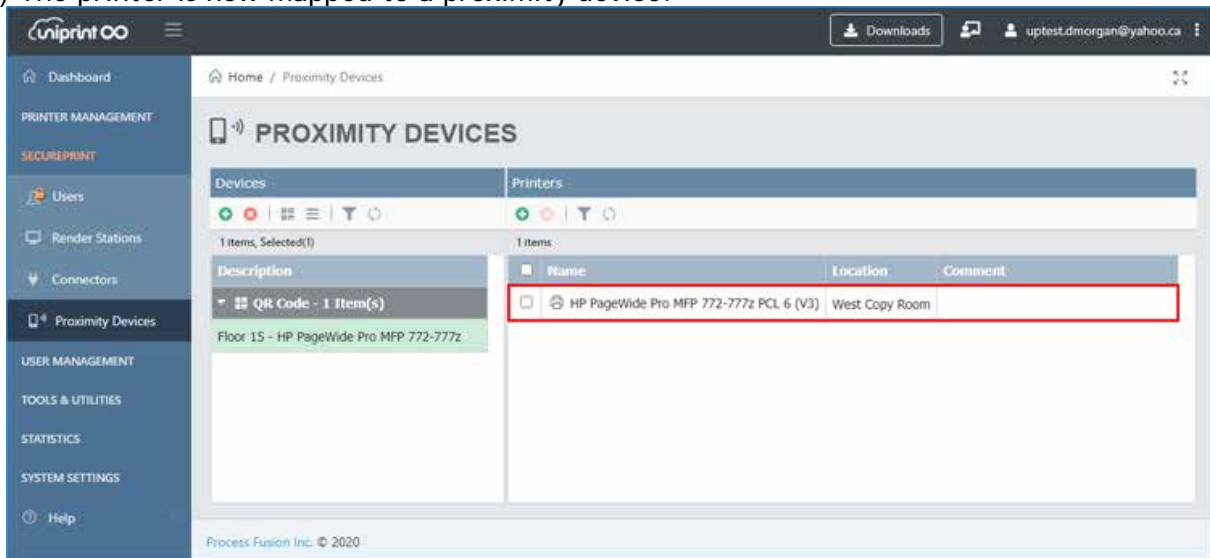
9) Click to select the appropriate area and then click to select the printer. Click **Save**.



10) Ensure that the printer is also associated with a render station. Click **OK** to clear the message.



11) The printer is now mapped to a proximity device.



**Related Links:**

[Proximity Devices](#)

[Programming NFC Tags](#)

[Releasing SecurePrint Print Jobs with the InfinityCloud Vault for Android](#)


[Releasing SecurePrint Print Jobs with the InfinityCloud Vault for iOS](#)

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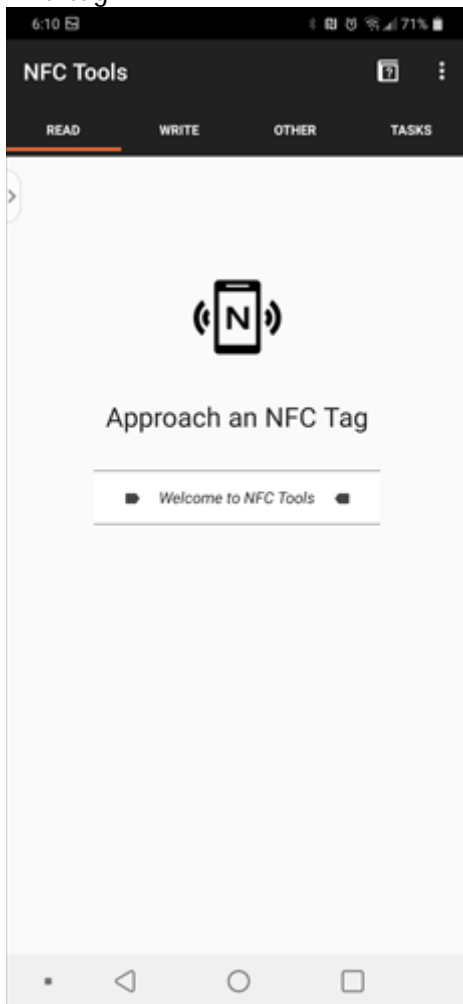
## Programming NFC Tags

NFC tags can be programmed to identify printers. When the NFC tag is scanned by a mobile device, the NFC tag identifies the printer and enables the device to print to that printer through InfinityCloud. Programming an NFC tag, requires a smartphone or tablet with NFC enabled and an NFC Tools app installed. The NFC Tools app can be installed from the Google Play store and the one that is used in the screen shots below can be found at <https://play.google.com/store/apps/details?id=com.wakdev.wdnfc>. Each app is slightly different so follow the instructions for writing to an NFC tag for your specific app.

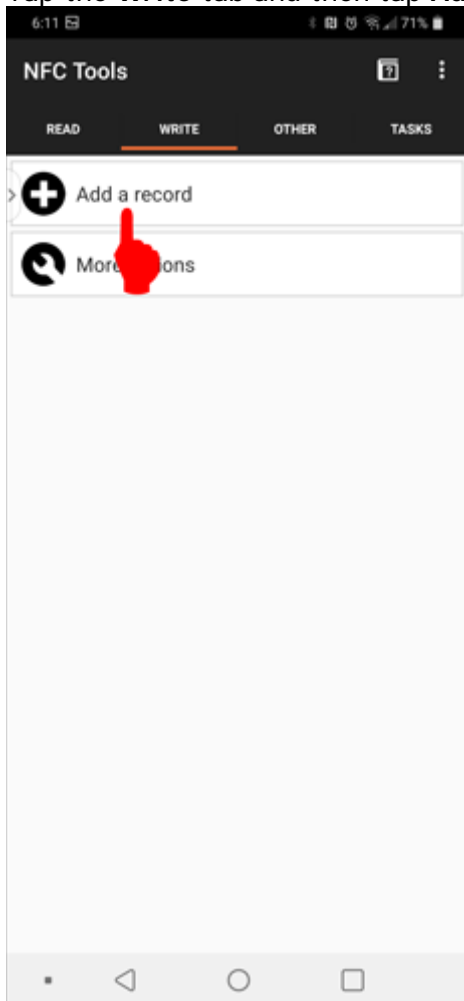
To program an NFC tag, do the following:

- 1) On a mobile device that has NFC Tools installed, tap  to open the app.

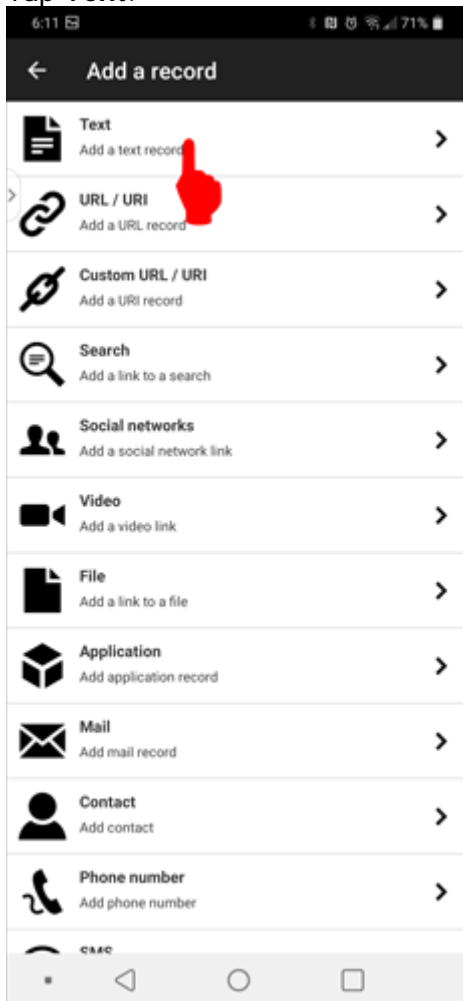
- 2) To ensure that the tag is empty, read the NFC tag by placing your mobile device over the NFC tag.



3) Tap the Write tab and then tap Add a record.

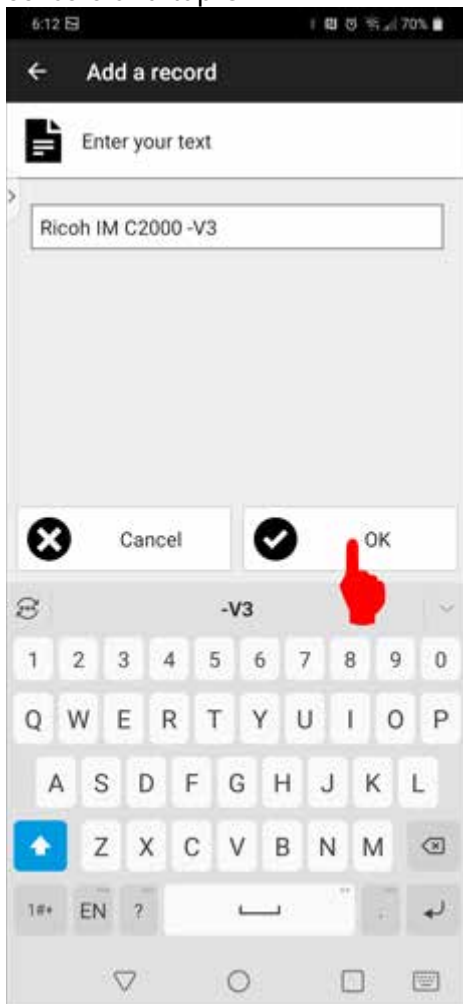


4) Tap Text.

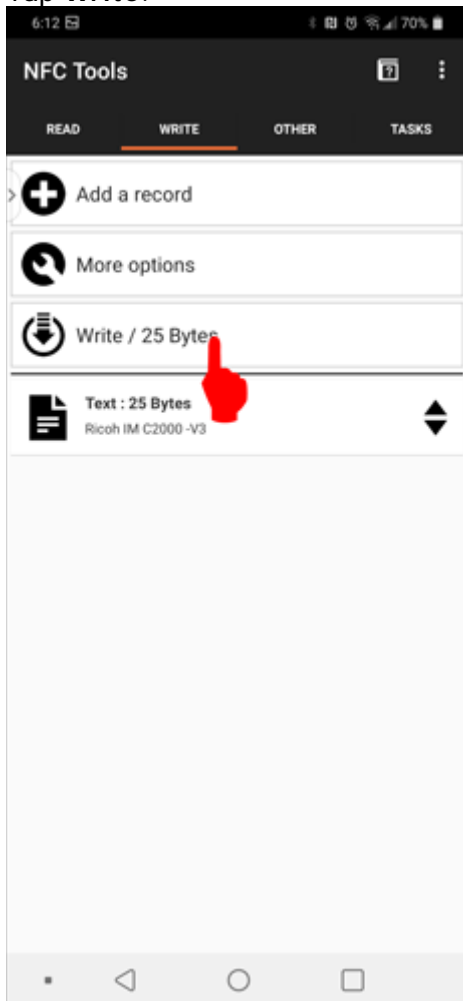




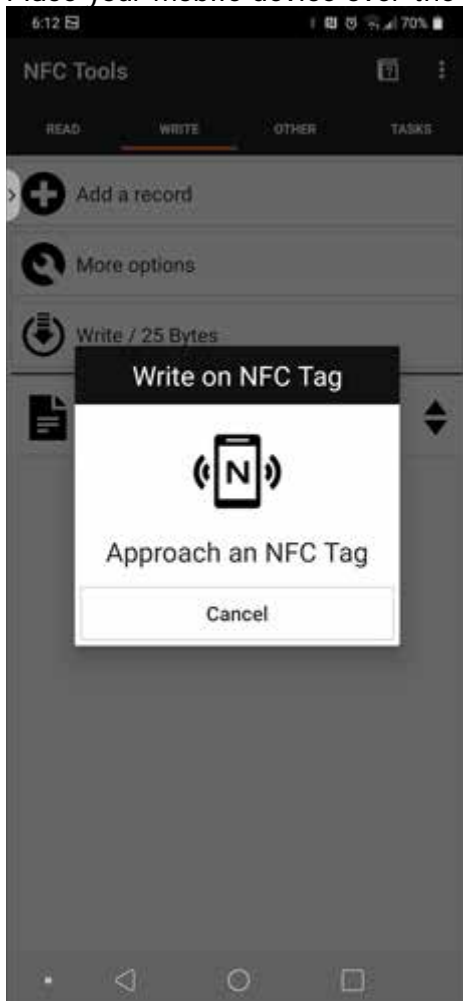
- 5) Tap to enter the name of the printer or the device data that appears in the InfinityCloud console and tap OK.



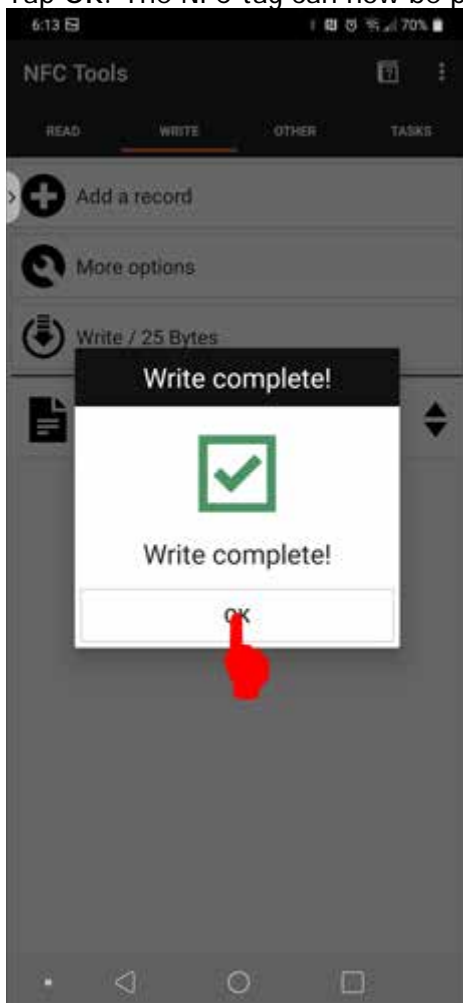
6) Tap Write.



7) Place your mobile device over the NFC tag.



- 8) Tap OK. The NFC tag can now be placed on the printer for users to scan.



- 9) In the InfinityCloud console, ensure that the NFC tag has been added and that printers have been associated with it. See [Adding Proximity Devices & Associating Printers](#).



## UniPrint InfinityCloud Guide

### **Related Links:**

[Proximity Devices](#)

[Adding Proximity Devices & Associating Printers](#)

[Releasing SecurePrint Print Jobs with the InfinityCloud Vault for Android](#)

[Releasing SecurePrint Print Jobs with the InfinityCloud Vault for iOS](#)

---



# User Management

---

## User Management

In the User Management snap-in, InfinityCloud users can be added and deleted and each user's role can be changed. Alternatively, users can also self-register through the InfinitySend Agent after installation and during logon.

Related Links:

[Adding a User Manually Through the InfinityCloud Console](#)

[Assigning an Administrator Through the InfinityCloud Console](#)

[User Connector Cards](#)

---

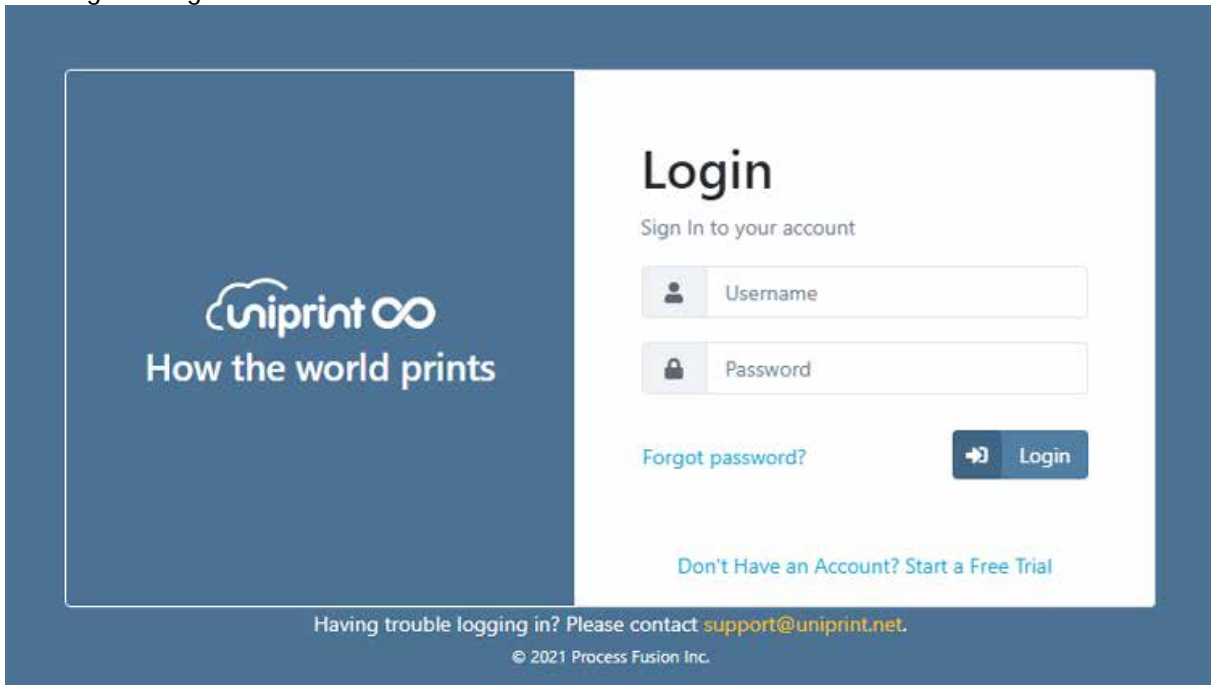
## Users

### Adding a User Manually Through the InfinityCloud Console


Users are automatically added whenever a user downloads and installs the UniPrint InfinitySend Agent. However, a user can also be added manually. *NOTE: Google Workspace and Azure AD identity users cannot be added manually through the InfinityCloud management console.*

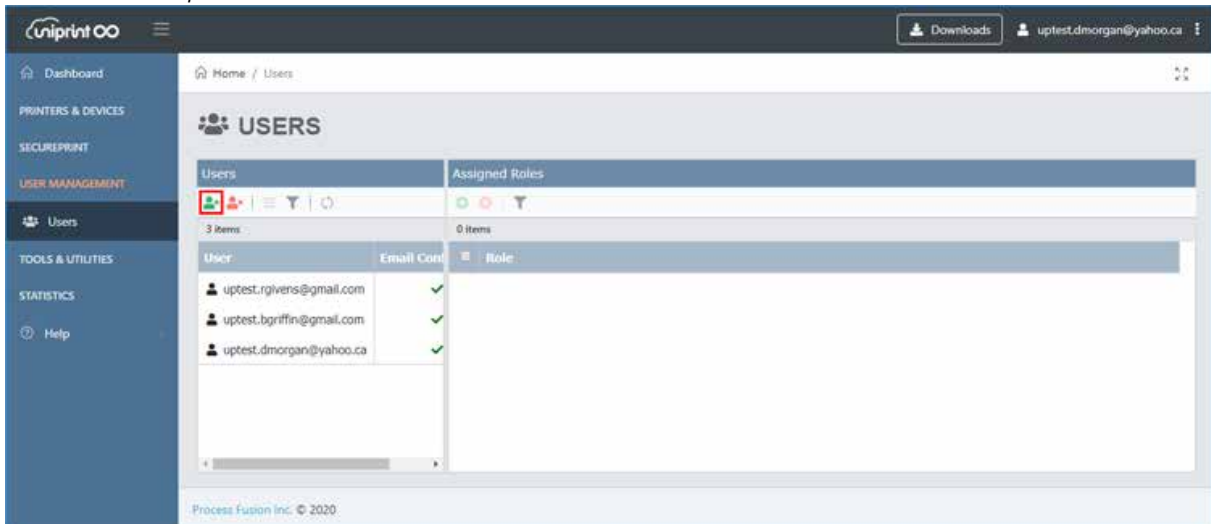
To add a user manually, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



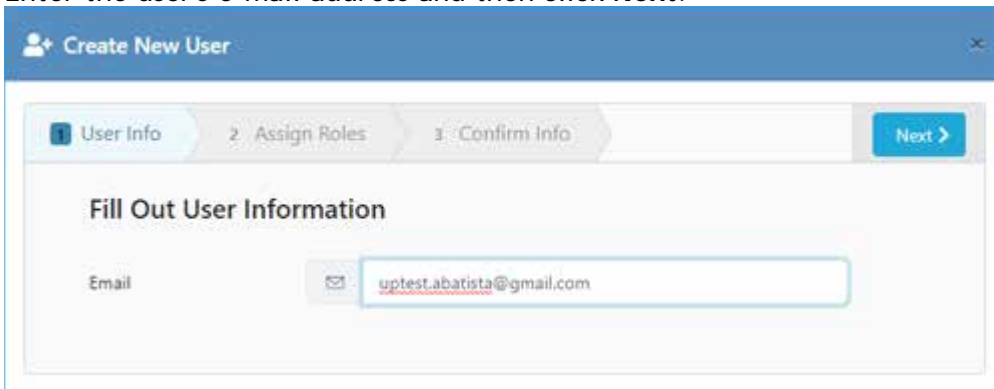
- 2) Under **USER MANAGEMENT**, click **Users**.

- 3) To add a user, click .



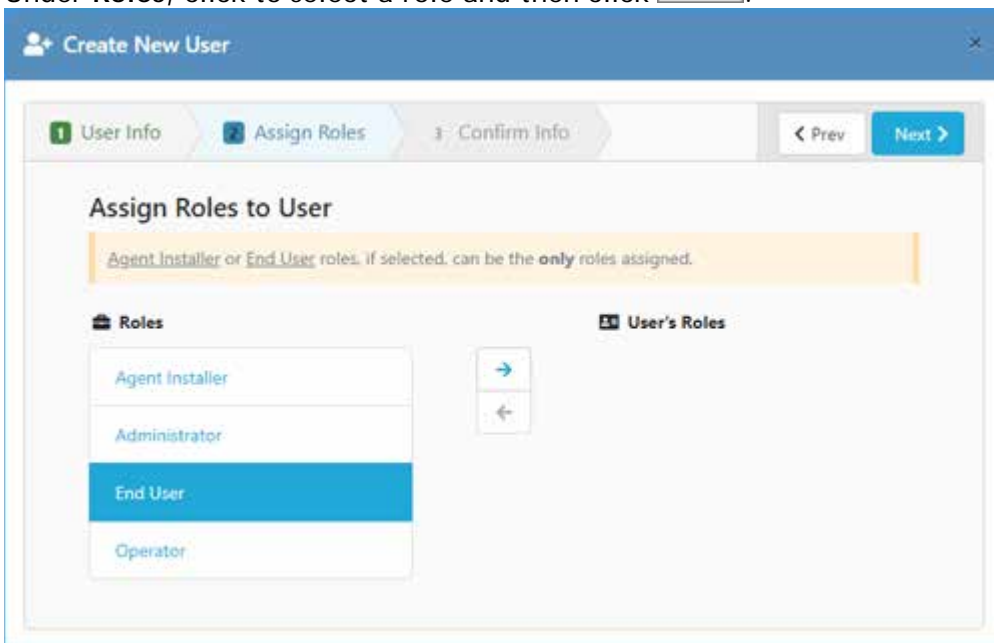


4) Enter the user's e-mail address and then click **Next**.



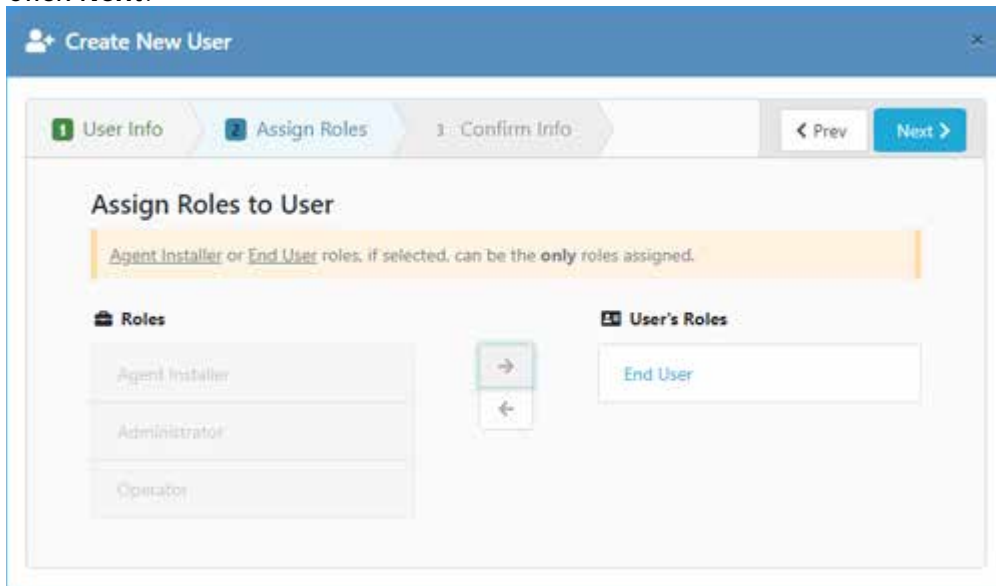
The screenshot shows the 'Create New User' interface. At the top, there is a blue header with a user icon and the text 'Create New User'. Below the header is a progress bar with three steps: '1 User Info', '2 Assign Roles', and '3 Confirm Info'. The 'User Info' step is active. To the right of the progress bar is a 'Next >' button. The main content area is titled 'Fill Out User Information'. It contains an 'Email' label and a text input field with the email address 'uptest.abatista@gmail.com' entered. The input field has a light blue border and a small envelope icon to its left.

5) Under **Roles**, click to select a role and then click

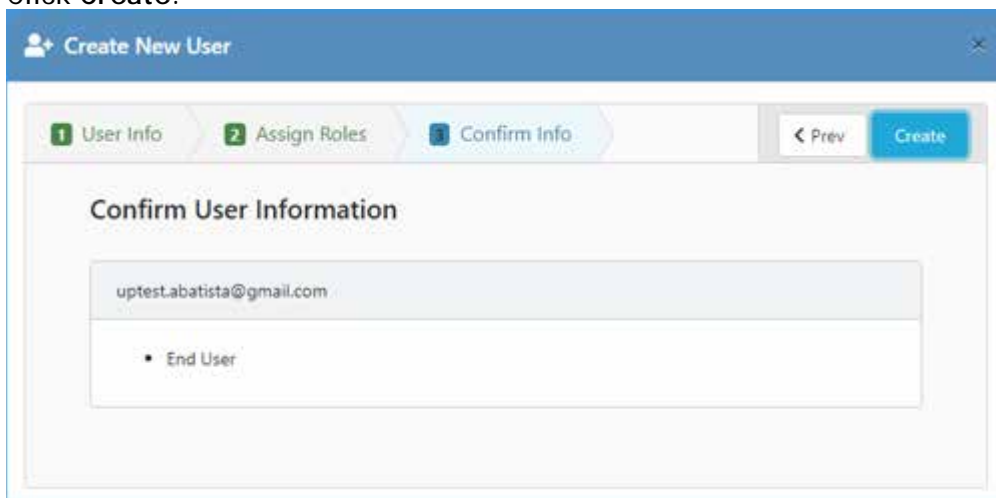


The screenshot shows the 'Create New User' interface at the 'Assign Roles' step. The progress bar now has '1 User Info' and '2 Assign Roles' highlighted, with '3 Confirm Info' to the right. The 'Next >' button is now disabled, and a '< Prev' button is visible. The main content area is titled 'Assign Roles to User'. A yellow warning box contains the text: 'Agent Installer or End User roles, if selected, can be the only roles assigned.' Below this, there are two columns: 'Roles' and 'User's Roles'. The 'Roles' column contains a list of roles: 'Agent Installer', 'Administrator', 'End User', and 'Operator'. The 'End User' role is highlighted with a blue background. Between the two columns are two arrow buttons: a right-pointing arrow (top) and a left-pointing arrow (bottom).

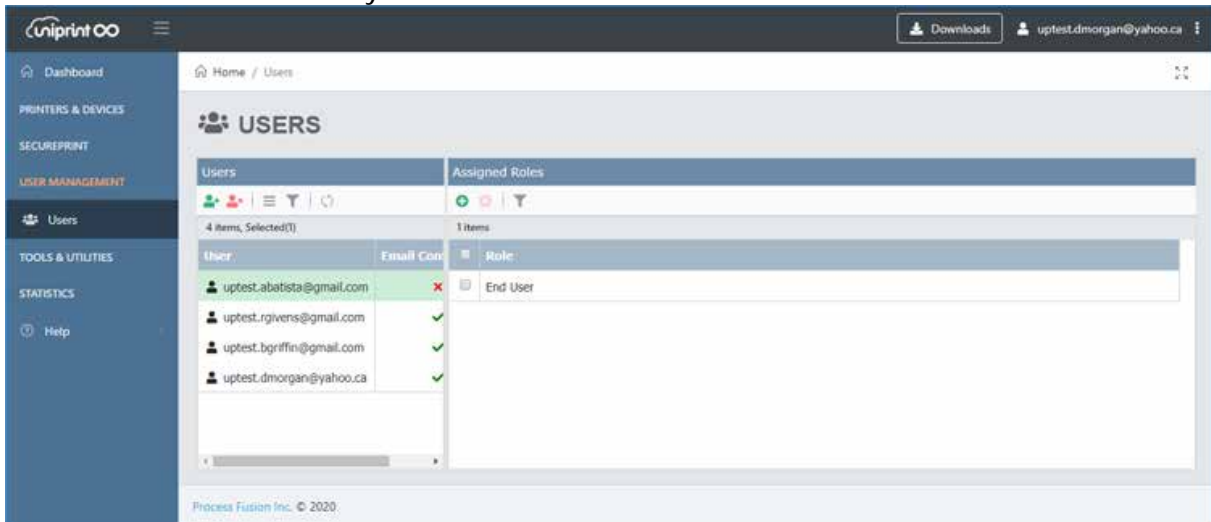
6) Click Next.



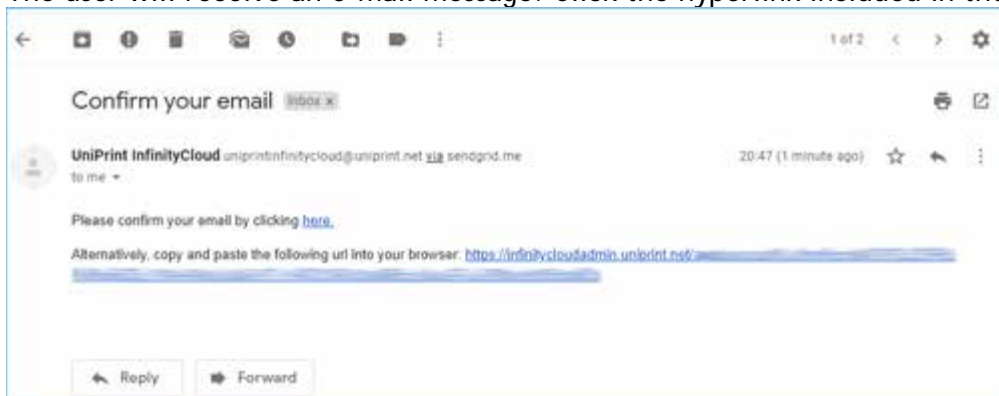
7) Click Create.



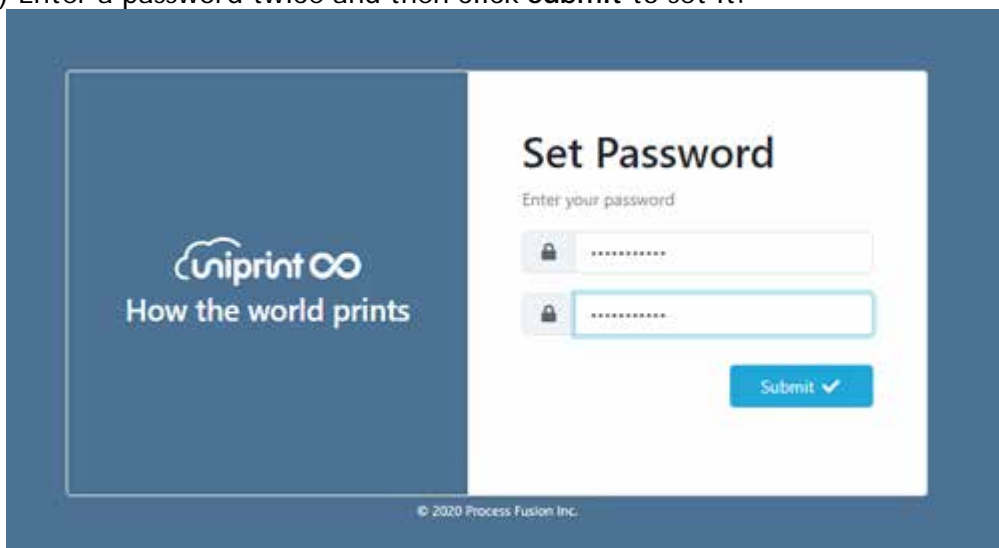
- 8) The user is added to the list of users and will have a red X next to their name. This indicates that the user has yet to confirm their e-mail address.



- 9) The user will receive an e-mail message. Click the hyperlink included in the message.



- 10) Enter a password twice and then click **Submit** to set it.



11) Enter the new password twice and then click **Go to Login**.

✓ Password successfully set. To complete the process, log in with your new password.

**Uniprint**  
How the world prints

## Set Password

Enter your password

.....

.....

[Go to Login](#)

© 2020 Process Fusion Inc.

12) Enter your password and then click **Login**.

✓ **Email Verified!**

Login to complete the registration process

**Uniprint**  
How the world prints

## Login

Sign in to your account

uptest.abatista@gmail.com

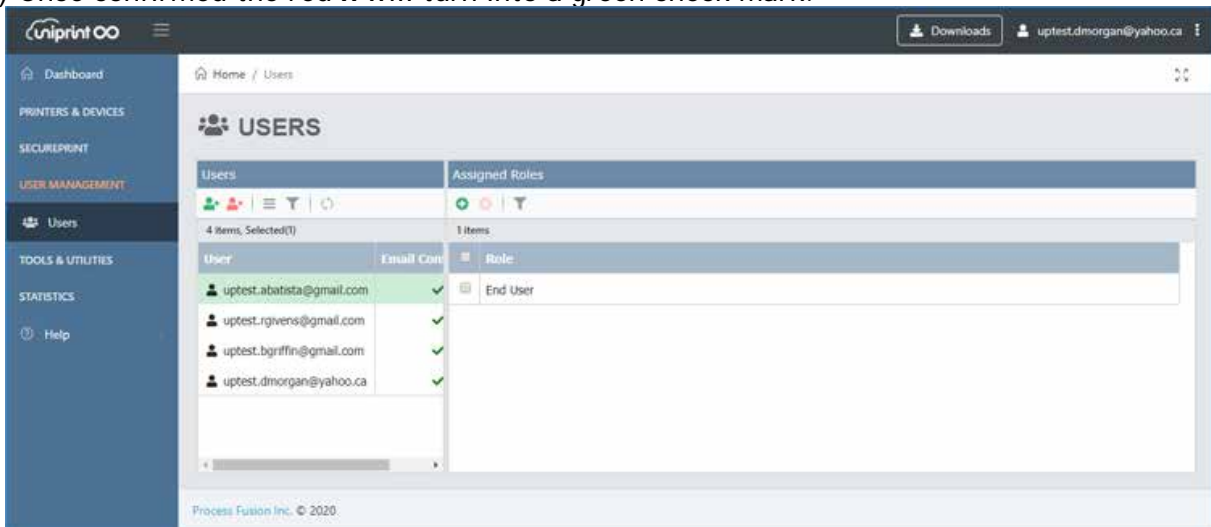
.....

[Forgot password?](#) [Login](#)

[Don't Have an Account? Start a Free Trial](#)

© 2020 Process Fusion Inc.

13) Once confirmed the red x will turn into a green check mark.



**Related Links:**

[User Management](#)

[Assigning an Administrator Through the InfinityCloud Console](#)

[User Connector Cards](#)

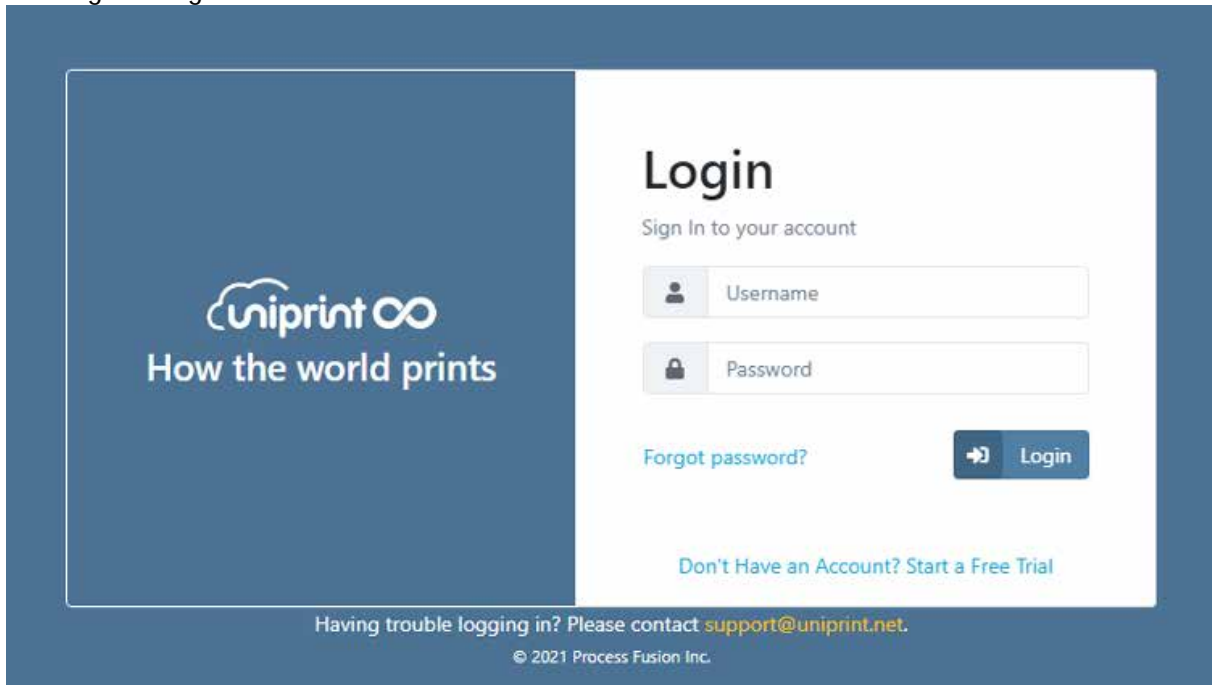
---


## Assigning an Administrator Through The InfinityCloud Console

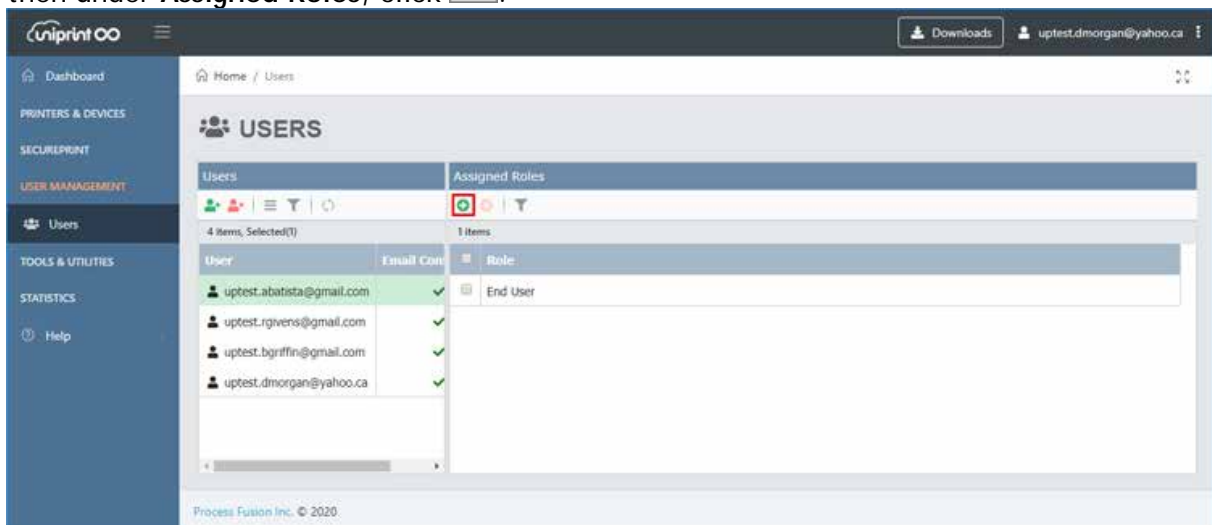
Users can be granted administrative privileges to assist the super administrator with their tasks.

To add an administrator, do the following:

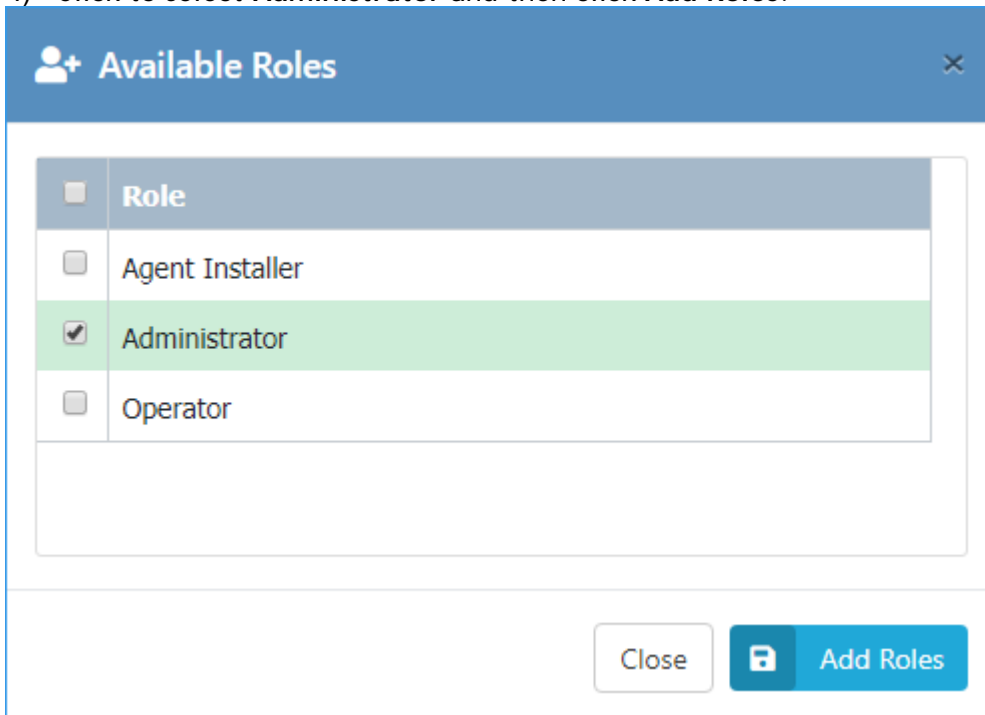
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **USER MANAGEMENT**, click **Users**.
- 3) Under **User**, click to select the user that you want to grant administrative privileges to and then under **Assigned Roles**, click .




- 4) Click to select **Administrator** and then click **Add Roles**.

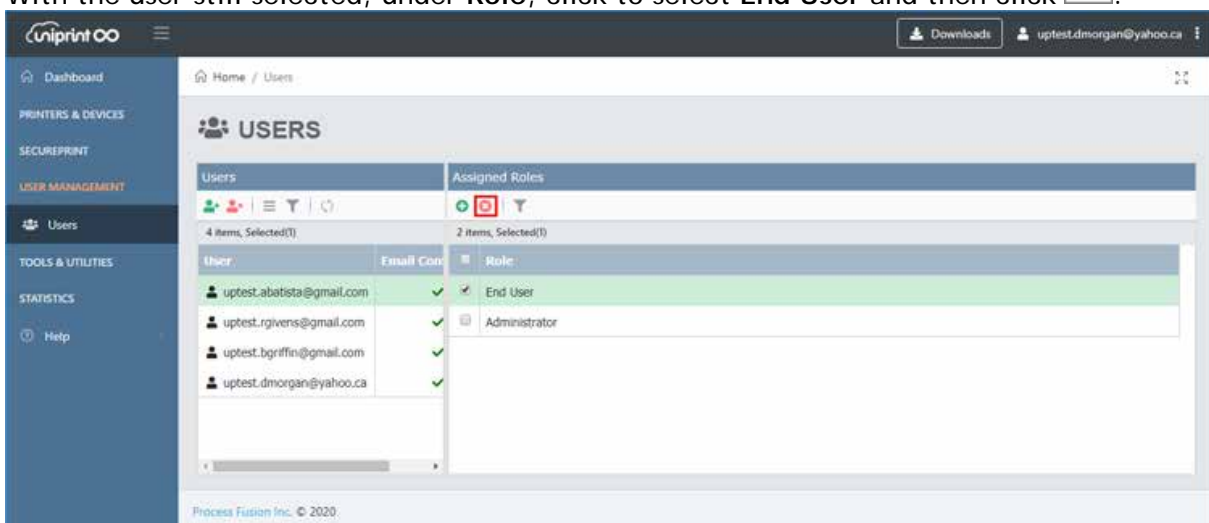


**Agent Installer:** Agent Installers only have permission to install the InfinitySend Agent on user client machines.

**Administrator:** Administrators have control over a company's entire InfinityCloud system and can add, modify and delete all components in the InfinityCloud system. Administrators can also download the UniPrint InfinitySend Agent.

**Operator:** Operators can only view most settings. They cannot add, modify and delete printers, PrintPAL mappings, render stations, users, administrators, printer profiles or subscriptions. Operators can however, add, modify and delete User Print Settings and they can also download the UniPrint InfinitySend Agent.

- 5) With the user still selected, under **Role**, click to select **End User** and then click .



---

**NOTE:** While that administrator is logged in, the administrator role cannot be removed and will appear disabled.

---

**Related Links:**

[User Management](#)


[Adding a User Manually Through the InfinityCloud Console](#)

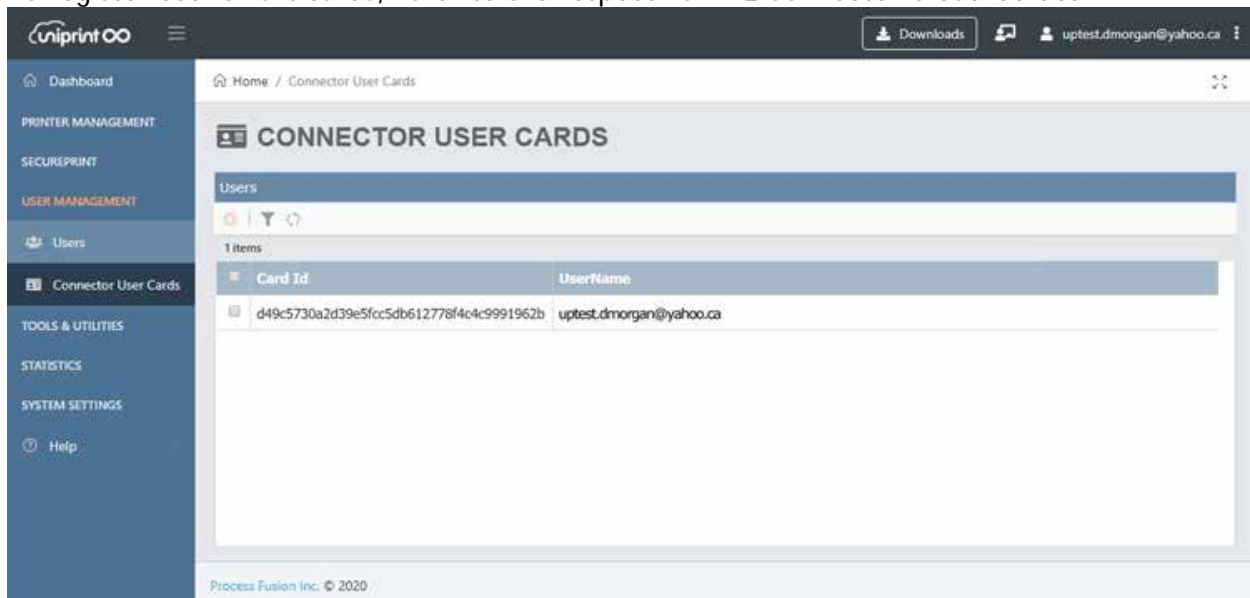
[User Connector Cards](#)

---

## Connector User Cards

### User Connector Cards

As users register their smart cards at a printer, a list will appear consisting of card ID and User ID here. Smart cards can be also be deleted by selecting the user and then clicking . To register user smart cards, refer to the respective VPQ Connector Cloud Guides.



The screenshot shows the Uniprint CO web interface. The left sidebar contains navigation options: Dashboard, PRINTER MANAGEMENT, SECUREPRINT, USER MANAGEMENT (highlighted), Users, Connector User Cards, TOOLS & UTILITIES, STATISTICS, SYSTEM SETTINGS, and Help. The main content area is titled 'CONNECTOR USER CARDS' and shows a 'Users' section with a table containing one item:

Card Id	UserName
d49c5730a2d39e5fcc5db612778f4c4c9991962b	uptest.dmorgan@yahoo.ca

At the bottom of the page, it says 'Process Fusion Inc. © 2020'.

**Related Links:**

[User Management](#)

[Adding a User Manually Through the InfinityCloud Console](#)

[Assigning an Administrator Through the InfinityCloud Console](#)

---



# Tools & Utilities

---

## Tools & Utilities

The Tools & Utilities section includes snap-ins for Email2Print and Printer Profiles. Expand this section to set up and configure these features.

[Email2Print](#)

[Printer Profiles](#)

[Printing Defaults](#)

---

## Email2Print

### Email2Print

Email2Print is a utility that enables users to print by sending the document or file to be printed as an attachment to a e-mail address that has been designated specifically for a printer. For InfinityCloud, the designated e-mail address is specially for the UniPrint SecurePrint printer.

---

**NOTE:** When releasing a print job though Email2Print, the password that was used to log into the InfinitySend Agent is the password that is to be used when releasing an Email2Print print job though SecurePrint.

---

#### Related Links:

Tools & Utilities

[Setting up Email2Print](#)

[Printing using Email2Print](#)

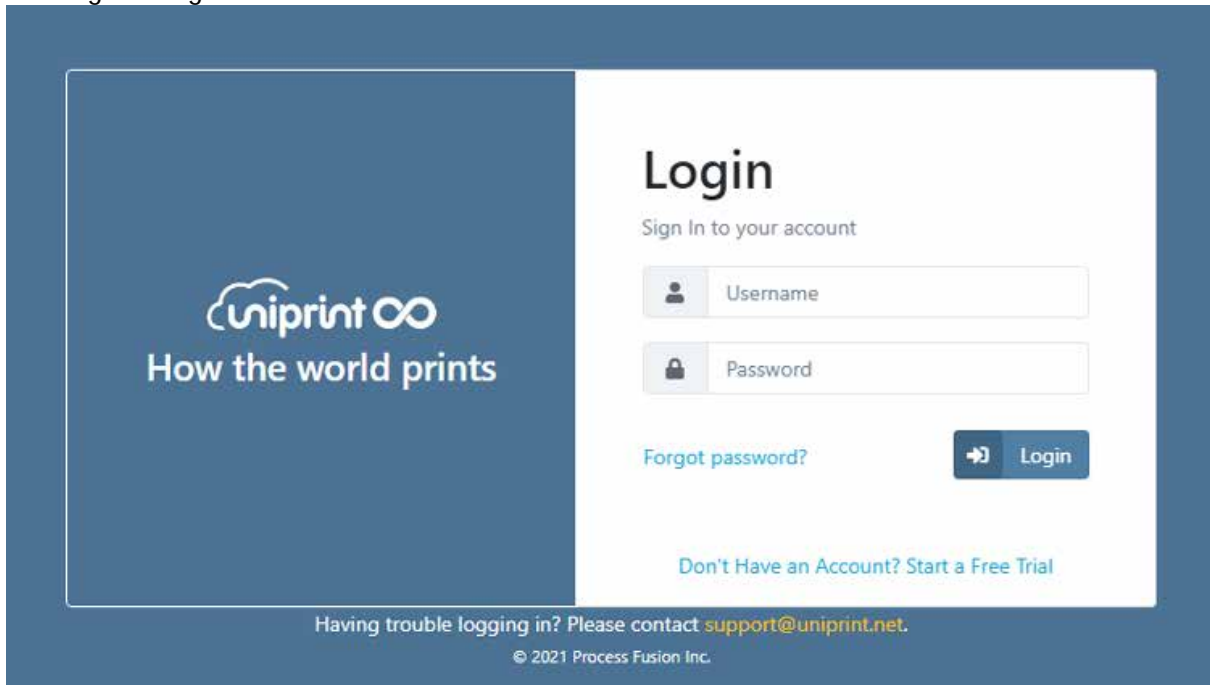
---

## Setting Up Email2Print

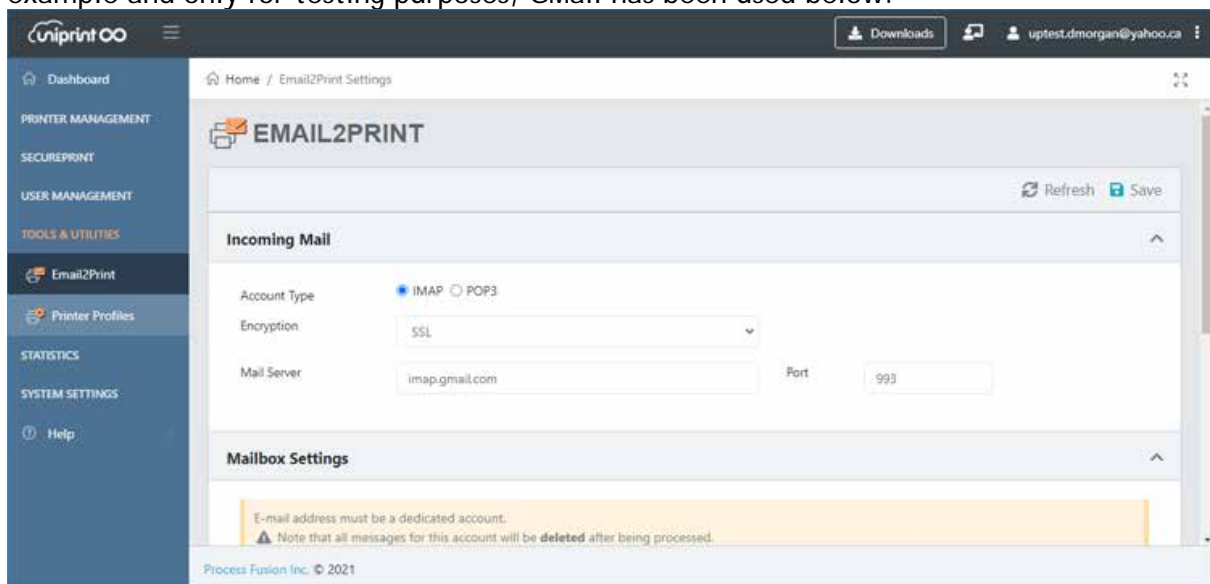
Prior to setting up Email2Print for InfinityCloud, an e-mail address that is specially designated for the UniPrint SecurePrint printer must be first be set up on an e-mail server. For testing purposes, Gmail can be used and is shown as an example in the screen shots below.

To set up Email2Print, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

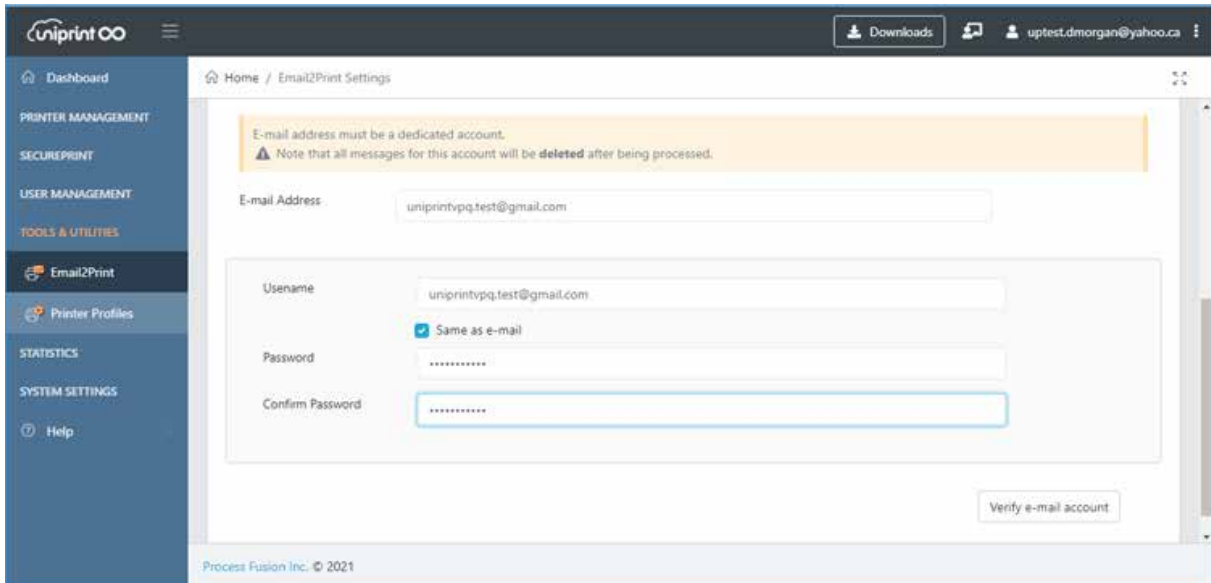


- 2) Under **TOOLS & UTILITIES** and then click **Email2Print**.
- 3) Under **Incoming Mail**, set the incoming mail parameters based on your e-mail server. As an example and only for testing purposes, Gmail has been used below.



- a) Beside **Account Type**, click to select either **IMAP** or **POP3**.
- b) From the **Encryption** list, select either **None** or **SSL**.
- c) Beside **Mail Server**, enter either the host name or IP address of your mail server.
- d) Beside **Port**, enter the port number used. By default, IMAP with SSL uses port 993.

- 4) Under **Mailbox Settings**, set the mailbox settings for the UniPrint SecurePrint printer e-mail account.



- a) Beside **E-mail Address**, enter the dedicated e-mail address that was set up by your administrator.
  - b) Beside **Username**, enter the user name for that e-mail account. If the user name is the same as the e-mail address, as is the case for GMail accounts, click to select **Same as e-mail**.
  - c) Beside **Password**, enter the password to access the e-mail account enter above. Beside **Confirm Password**, enter the password again.
- 5) To test that the **Mailbox Settings** are entered correctly, click **Verify e-mail account**.
  - 6) Click **Save**.

**Related Links:**

[Tools & Utilities](#)

[Email2Print](#)

[Printing using Email2Print](#)

[Printer Profiles](#)

[Printing Defaults](#)

---

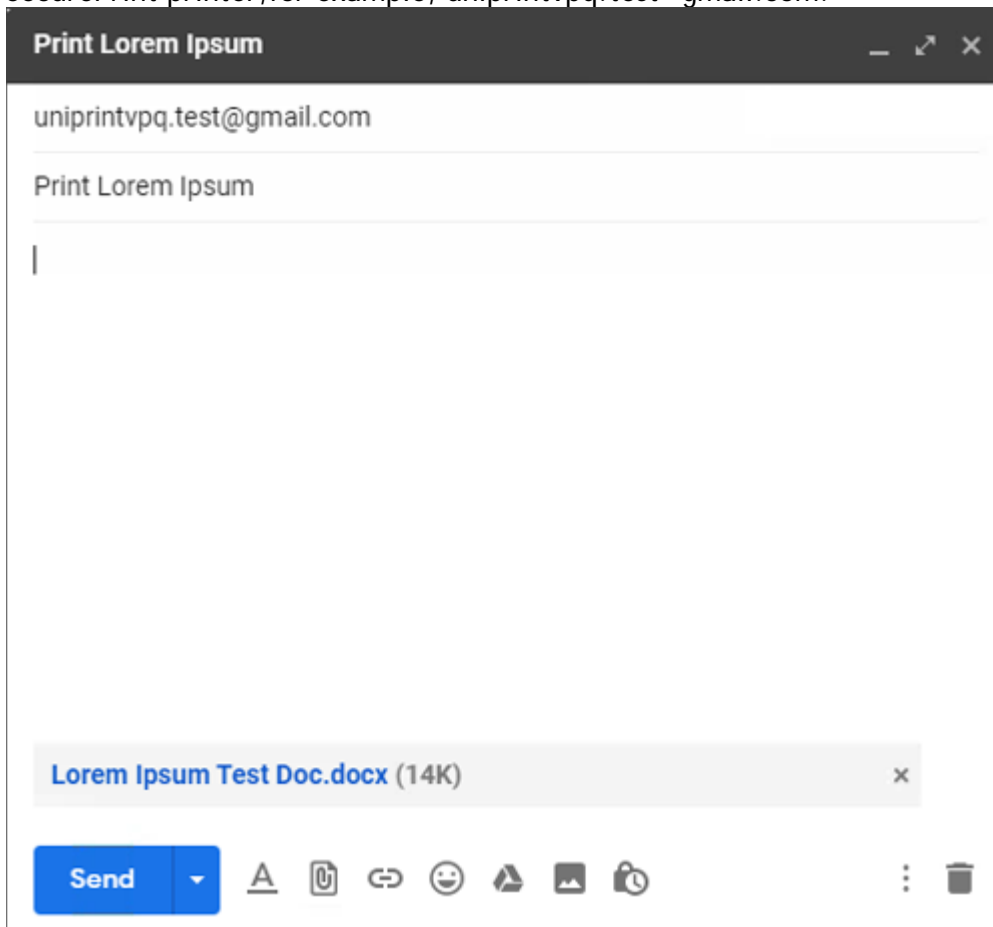
## Printing Using Email2Print

Printing with Email2Print is as easy as sending an e-mail message and is an excellent tool to use when you're mobile. All you need to do is send the document to be printed as an

attachment to the UniPrint SecurePrint printer and then release it later when you're back in the office.

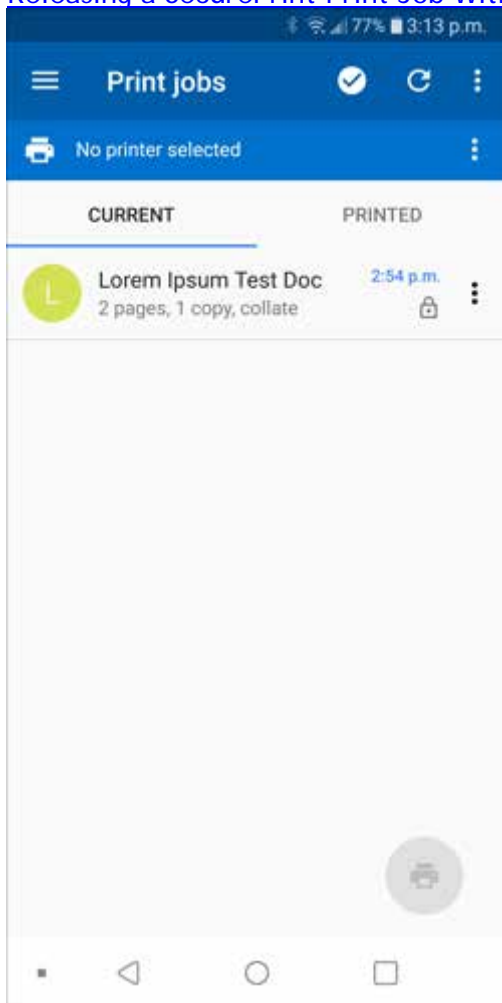
To print through Email2Print, do the following:

- 1) Open an e-mail application from which to print and log in using the e-mail address added to the E-mail Address list in [Setting Up Email2Print](#).
- 2) Start a new e-mail message and in the To field, enter the e-mail address for the UniPrint SecurePrint printer, for example, uniprintvpq.test@gmail.com.



- 3) Add the document to be printed as an attachment.
- 4) The subject line and message line can be left blank. Send the document.
- 5) The document will then be available to be released through the UniPrint InfinityCloud Vault or through a vPad device. **NOTE:** When releasing an Email2Print print job, the password used to log into the InfinitySend Agent is the SecurePrint password required to release the print job. Refer to one of the release methods below:
  - a) [Releasing a SecurePrint Print Job From the Release Station](#)

b) [Releasing a SecurePrint Print Job With The UniPrint InfinityCloud Vault for Android](#)



c) [Releasing a SecurePrint Print Job With The UniPrint InfinityCloud Vault for iOS](#)

**Related Links:**

Tools & Utilities

[Email2Print](#)

[Setting up Email2Print](#)

[Printer Profiles](#)

[Printing Defaults](#)

---

## Printer Profiles

### Printer Profiles

Printer Profiles enables users to print documents using a group of commonly used printer preferences. Printer profiles also enable users access to advanced printer preferences, for example, stapling and hole punching, if the printer is capable of such advanced functions.

Administrators can also enforce environmental initiatives to save on printing resources by creating a default printer profile. Default printer profiles will be applied to print jobs whenever a different printer profile is not selected.

Printer Profiles can only be created if the InfinityCloud Tools have been installed. For detailed instructions on installing the InfinityCloud Tools, see [Installing InfinityCloud Tools](#).

---

NOTE: Printer profiles can be viewed without having to install the InfinityCloud Tools beforehand.

---

**Related Links:**

Tools & Utilities

[Creating a Printer Profile](#)

[Setting a Printer Profile as a Default](#)

[Email2Print](#)

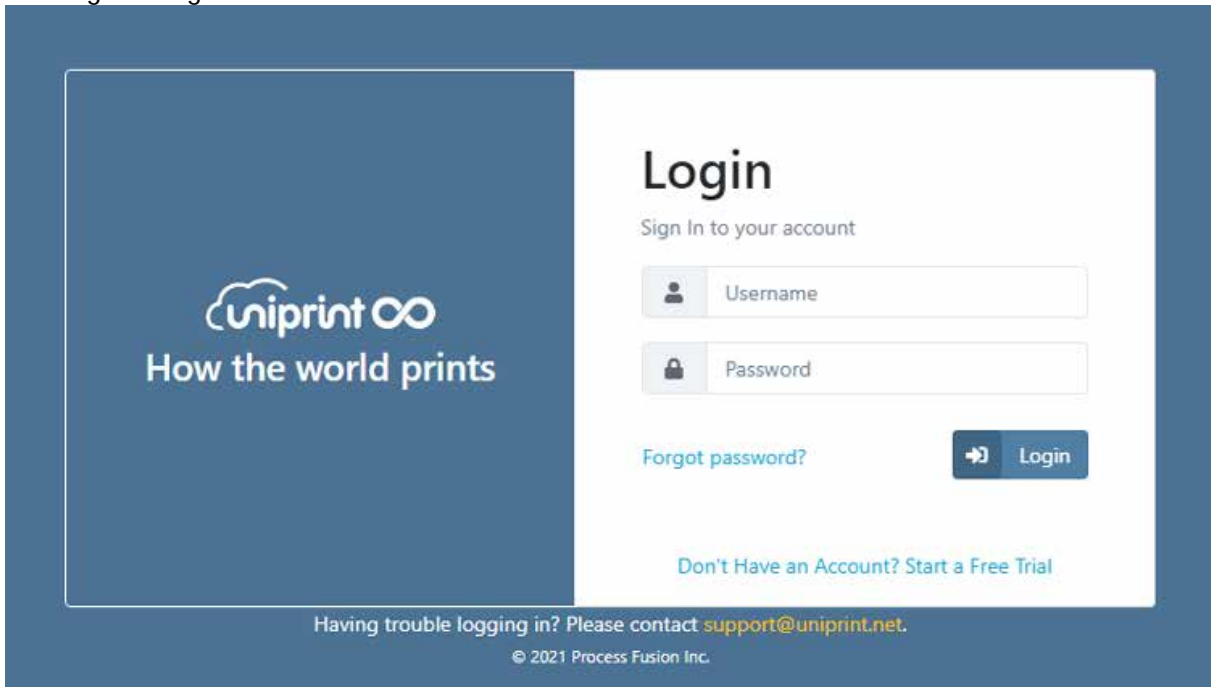
[Printing Defaults](#)

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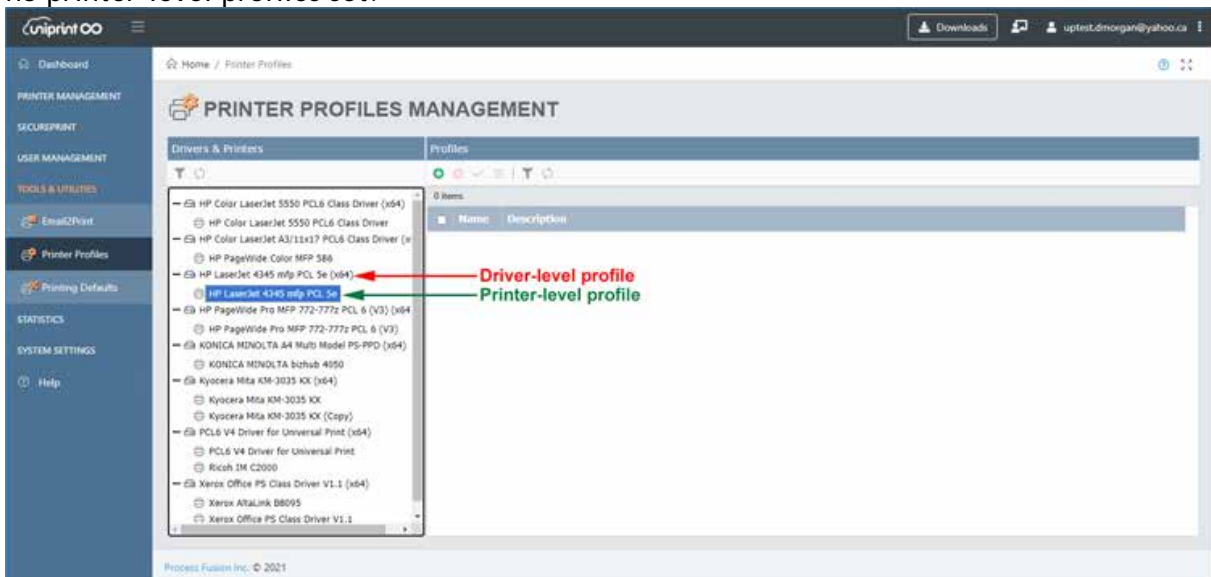
## Creating a Printer Profile

To create a Printer Profile, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under TOOLS & UTILITIES, click Printer Profiles.
- 3) Under Drivers & Printers, click to select a printer either at the driver level or at the printer level. A driver-level profile will take effect when it is set as active and there are no printer-level profiles set.



- 4) Under Profiles, click  .

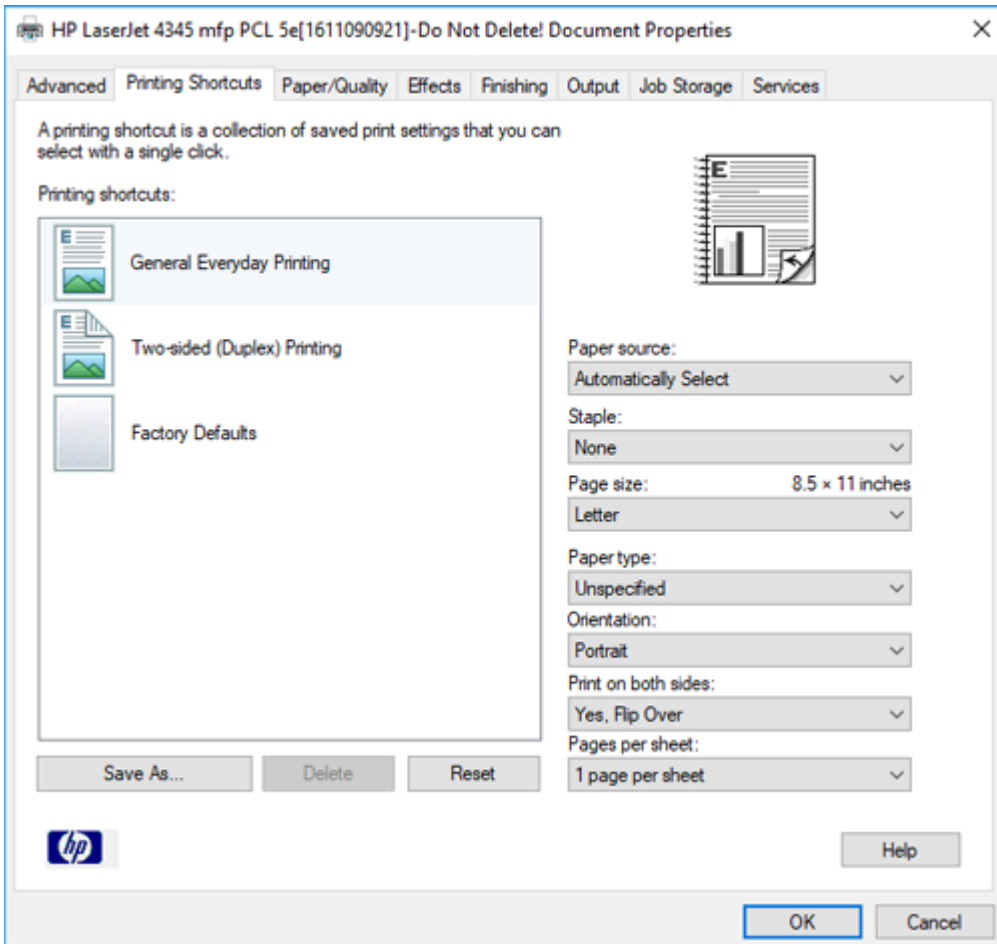
5) Enter a name for the profile and a helpful description. Click Preferences.

The image shows a 'New Profile' dialog box with the following fields and controls:

- Printer:** A dropdown menu currently displaying 'HP LaserJet 4345 mfp PCL 5e'.
- Name:** A text input field containing the text 'Double-sided printing'.
- Description:** A larger text area containing the text 'Prints on both sides of a sheet of paper.'.
- Buttons:** A blue 'Preferences' button is located to the right of the description field. At the bottom of the dialog are 'Close' and 'Save' buttons, with a lock icon next to the 'Save' button.



- 6) The native printer driver will appear. Select the desired printer preferences and then click OK.



7) Click Save.

**+ New Profile** [Close]

Printer: HP LaserJet 4345 mfp PCL 5e

Name: Double-sided printing

Description: Prints on both sides of a sheet of paper.

[Close] [Save] [Preferences]

8) The new printer profile will appear in the Profiles list.

uniPrint [Home / Printer Profiles] [Downloads] [uptest.dmorgan@yahoo.ca]

**PRINTER PROFILES MANAGEMENT**

Drivers & Printers	Profiles				
<ul style="list-style-type: none"> <li>HP Color LaserJet 5550 PCL6 Class Driver (x64)</li> <li>HP Color LaserJet A3/11x17 PCL6 Class Driver (x64)</li> <li>HP PageWide Color MFP 586</li> <li>HP LaserJet 4345 mfp PCL 5e (x64)</li> <li><b>HP LaserJet 4345 mfp PCL 5e</b></li> <li>HP PageWide Pro MFP 772-7772 PCL 6 (V3) (x64)</li> <li>HP PageWide Pro MFP 772-7772 PCL 6 (V3)</li> <li>KONICA MINOLTA 44 Multi Model PS-PPD (x64)</li> <li>KONICA MINOLTA bizhub 4550</li> <li>Kyocera Mita KM-3035 KX (x64)</li> <li>Kyocera Mita KM-3035 KX</li> <li>Kyocera Mita KM-3035 KX (Copy)</li> <li>PCL6 V4 Driver for Universal Print (x64)</li> <li>PCL6 V4 Driver for Universal Print</li> <li>Ricoh IM C2000</li> <li>Xerox Office PS Class Driver V1.1 (x64)</li> <li>Xerox ATALINK B8095</li> <li>Xerox Office PS Class Driver V1.1</li> </ul>	<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Double-sided printing</td> <td>Prints on both sides of a sheet of paper.</td> </tr> </tbody> </table>	Name	Description	Double-sided printing	Prints on both sides of a sheet of paper.
Name	Description				
Double-sided printing	Prints on both sides of a sheet of paper.				

Process Fusion Inc. © 2021

**Related Links:**

[Tools & Utilities](#)

[Printer Profiles](#)

[Setting a Printer Profile as a Default](#)

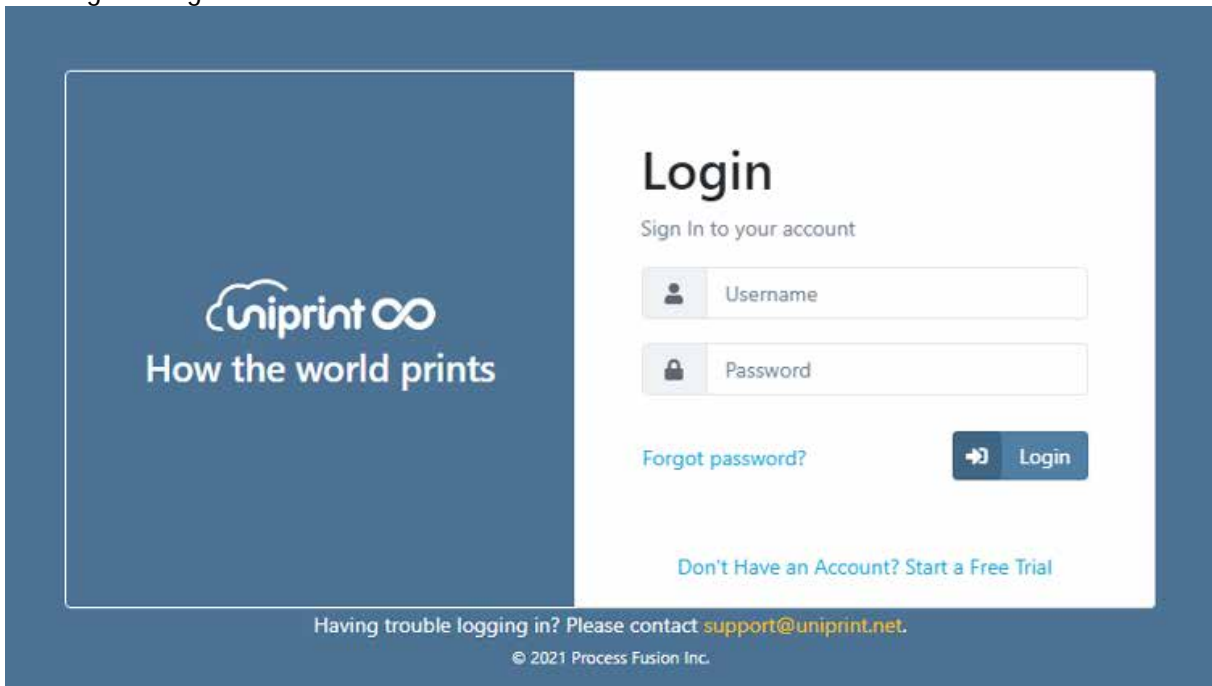
[Email2Print](#)

[Printing Defaults](#)

## Setting a Printer Profile as a Default

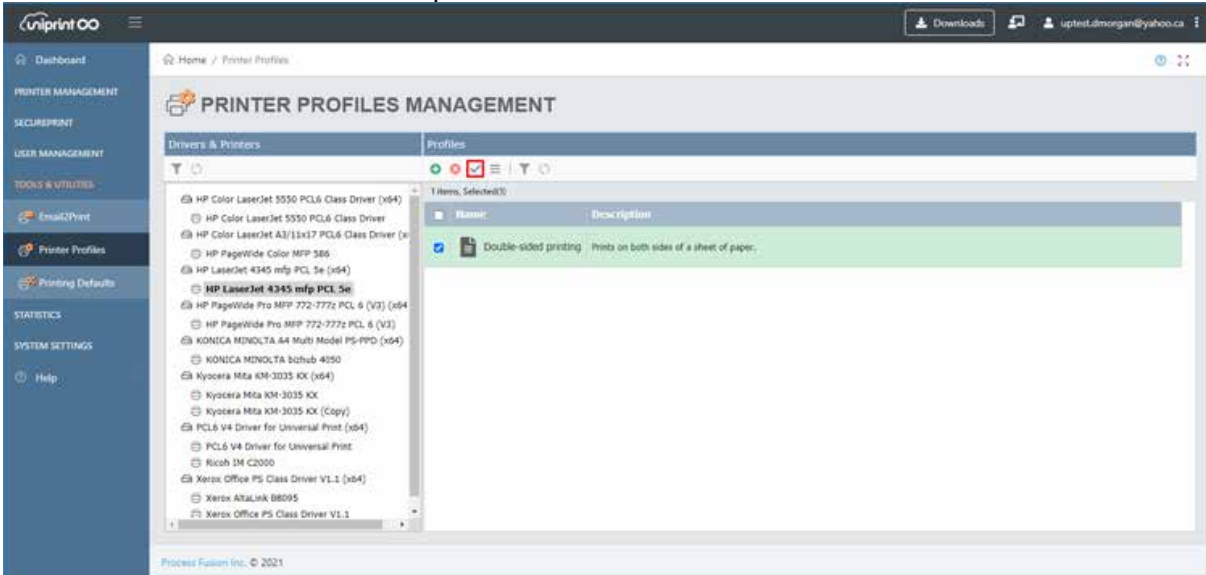
To set a printer profile as a default, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **TOOLS & UTILITIES**, click **Printer Profiles**.
- 3) Under **Drivers & Printers**, click to select a printer either at the driver level or at the printer level.

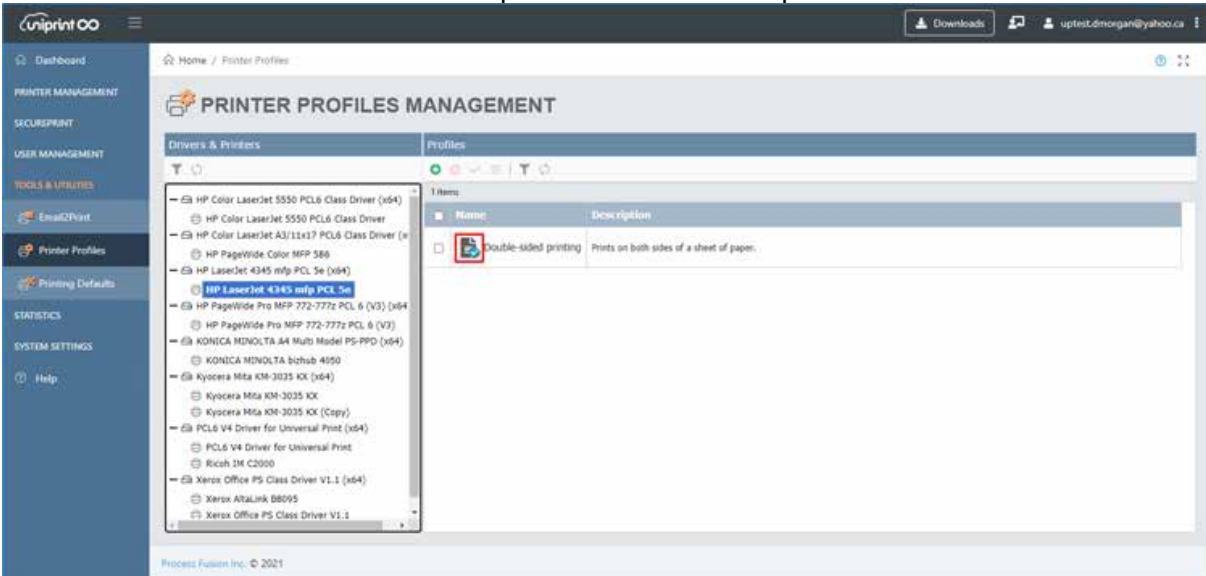
- 4) Under Profiles, click to select a profile and then click .



The screenshot shows the UniPrint web interface. The left sidebar contains navigation options: Dashboard, PRINTER MANAGEMENT, SECUREPRINT, USER MANAGEMENT, TOOLS & UTILITIES (with sub-items Email2Print, Printer Profiles, and Printing Defaults), STATISTICS, and SYSTEM SETTINGS. The main content area is titled 'PRINTER PROFILES MANAGEMENT' and is split into two panes. The left pane, 'Drivers & Printers', lists various printer models and drivers. The right pane, 'Profiles', shows a table with one row selected: 'Double-sided printing' with a blue checkmark in the 'Name' column. The table has columns for 'Name' and 'Description'.

Name	Description
<input checked="" type="checkbox"/> Double-sided printing	Prints on both sides of a sheet of paper.

- 5) The blue check mark indicates which profile is the default profile.



This screenshot is similar to the previous one, but the 'Double-sided printing' row is no longer selected. The 'Name' column now shows an unchecked checkbox. The 'Description' column remains the same.

Name	Description
<input type="checkbox"/> Double-sided printing	Prints on both sides of a sheet of paper.

#### Related Links:

[Tools & Utilities](#)

[Printer Profiles](#)

[Creating a Printer Profile](#)

[Email2Print](#)

[Printing Defaults](#)

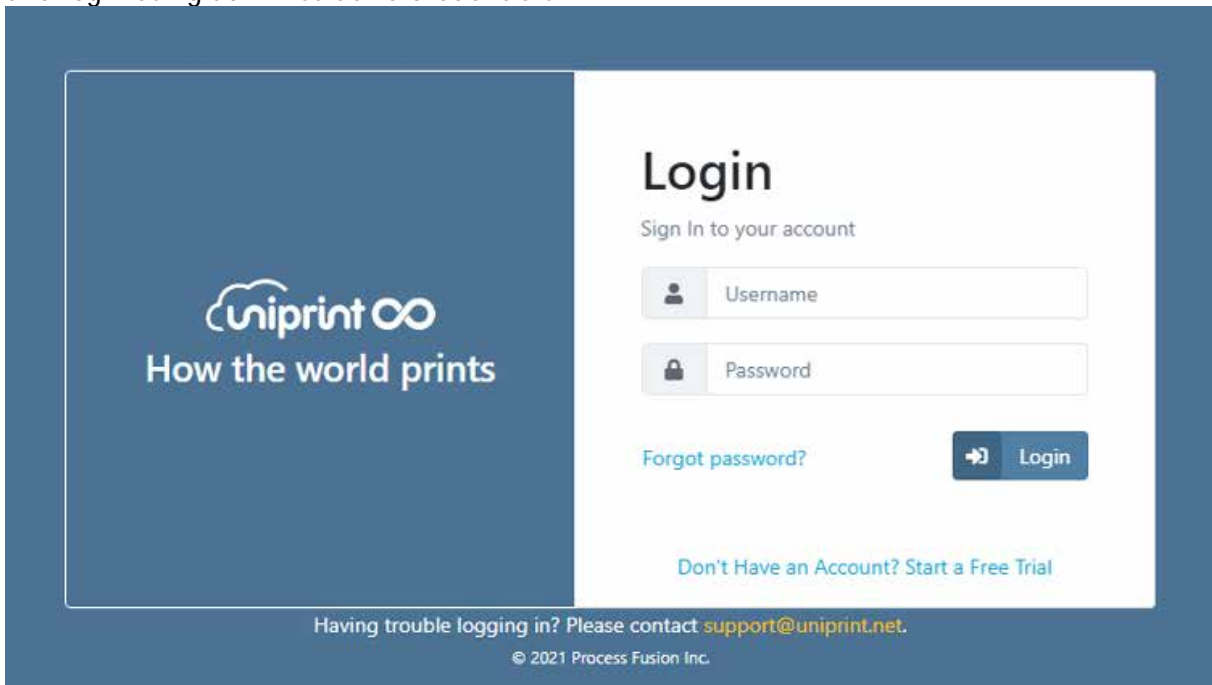
# Printing Defaults

## Printing Defaults

Printing defaults allows the administrator to set default print preferences for the UniPrint universal print driver and any printers that use the UniPrint driver. These printers include the SecurePrint VPQ, Gateway printers and CP-1 printers.

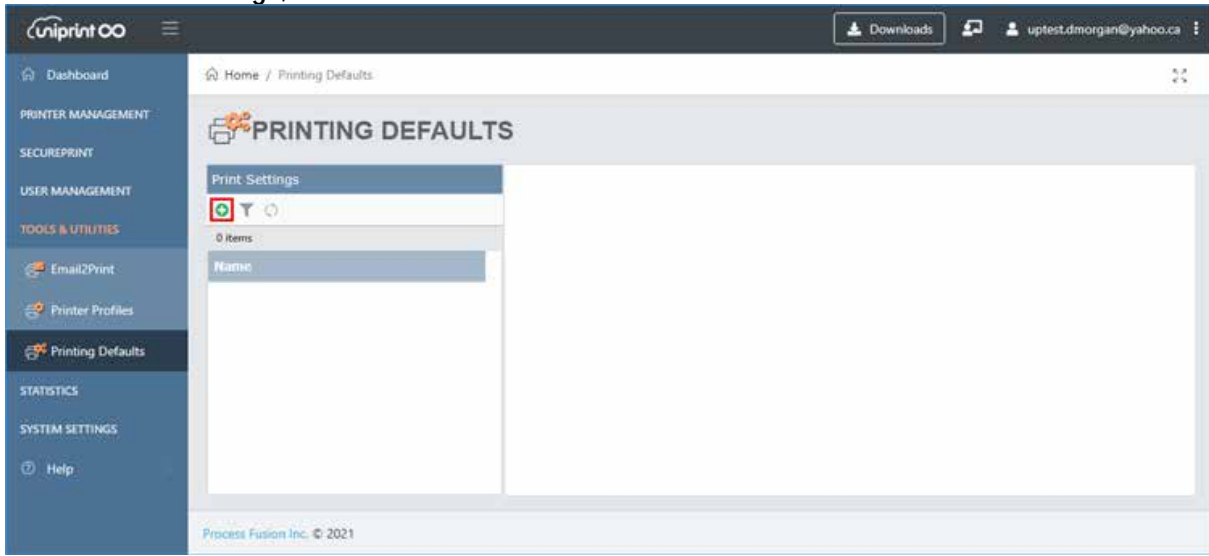
To create a printing default, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

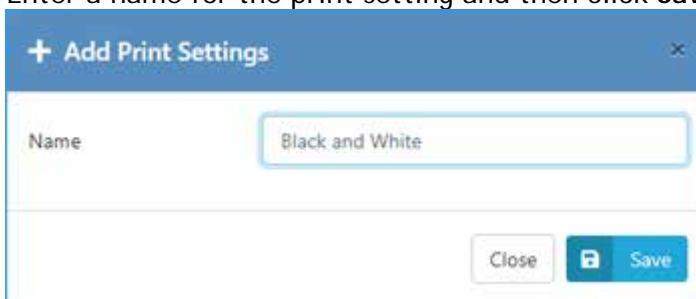


- 2) Under TOOLS & UTILITIES, click Printer Defaults.

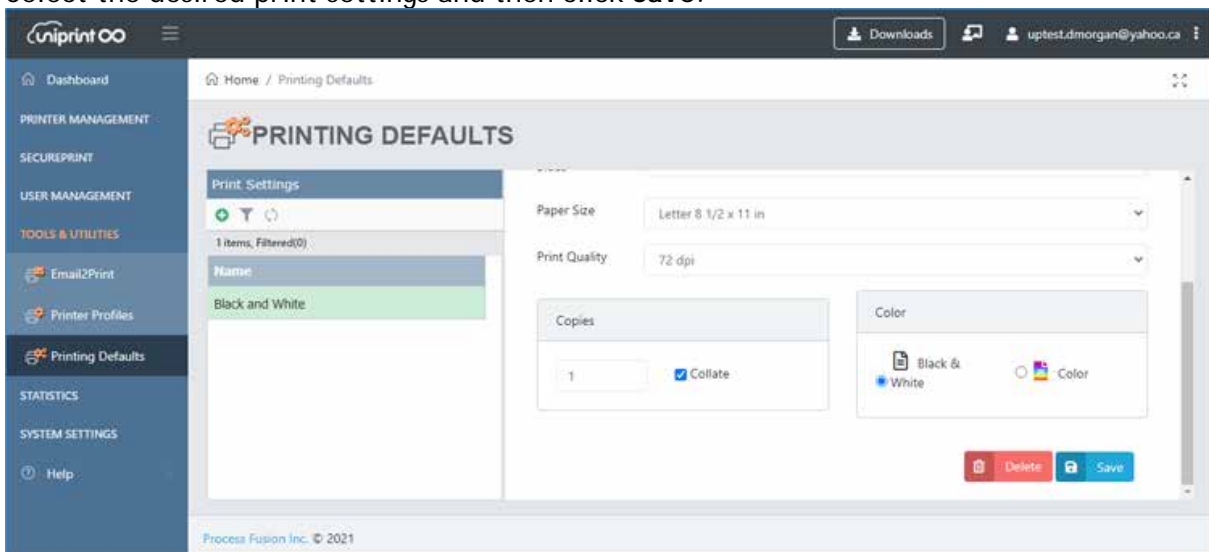
- 3) Under Print Settings, click .



- 4) Enter a name for the print setting and then click Save.



- 5) Select the desired print settings and then click Save.



#### Related Links:

Tools & Utilities

UniPrint InfinityCloud Guide

[Email2Print](#)

[Printer Profiles](#)

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# Statistics

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## Statistics

The Statistics module captures print jobs statistics for print jobs sent through InfinityCloud. The Print Logs list out the raw data for each print job for 30 days at a time. This data can be displayed in couple of graphs - a pie chart and a bar graph.

To prevent the print log from becoming too large, a nightly purge is conducted globally which deletes all records that are a year or more old.

[Print Logs](#)

[Charts](#)

---

## Print Logs

### Print Logs

The statistics module captures the following print job related data:

- § Date printed
- § User name
- § Area
- § Client computer host name
- § Printer name,
- § Number of pages printed
- § Number of color pages printed
- § Number of double-sided pages
- § Whether or not print jobs collated
- § Document file name

With all of this data being collected the print logs can grow to be quite large and can therefore be cumbersome to look through. To alleviate that, filters can be applied to the print logs to assist users on finding the information they need.

To view the Print Log, click to expand **STATISTICS** and then click **Print Logs**.

**Related Links:**

[Filtering the Print Log](#)

[Filtering By Date Only](#)

[Filtering By User and Date](#)

[Filtering by Area and Date](#)

[Filtering by Printer and Date](#)

[Filtering by Column](#)

[Clearing All Filters](#)

[Exporting the Print Log as a Comma-delimited File](#)

[Charts](#)

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## Filtering The Print Log

Depending on how frequently users print, the print log will grow to such a large size, that it will be necessary to apply a filter to it in order to view specific printing trends and behavior.

The print log can be filtered by date, user, area, and printer. User, area, and printer can be further refined by date as well.

[Filtering By Date Only](#)

[Filtering By User and Date](#)

[Filtering by Area and Date](#)

[Filtering by Printer and Date](#)

[Filtering by Column](#)

[Clearing All Filters](#)

### Related Links:

[Exporting The Print Log As A Comma-delimited File](#)

[Viewing & Editing Pie Charts](#)

[Viewing & Editing Bar Charts](#)

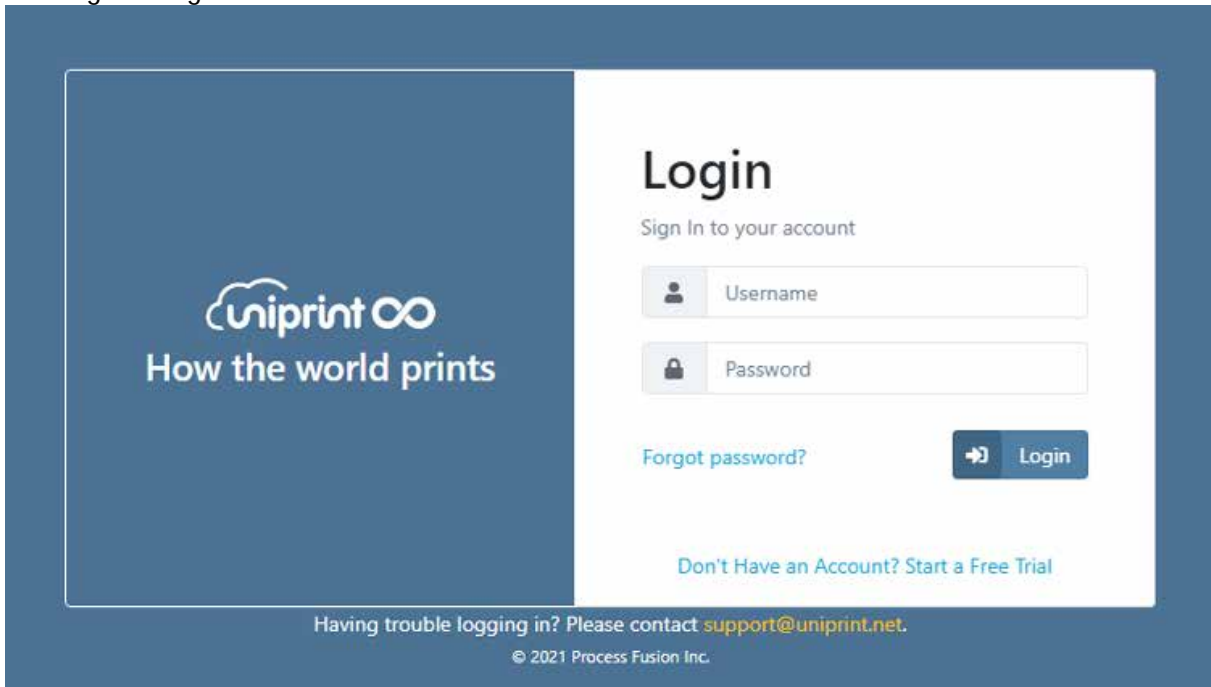
---

## Filtering By Date Only

To filter by date only, do the following:

## UniPrint InfinityCloud Guide

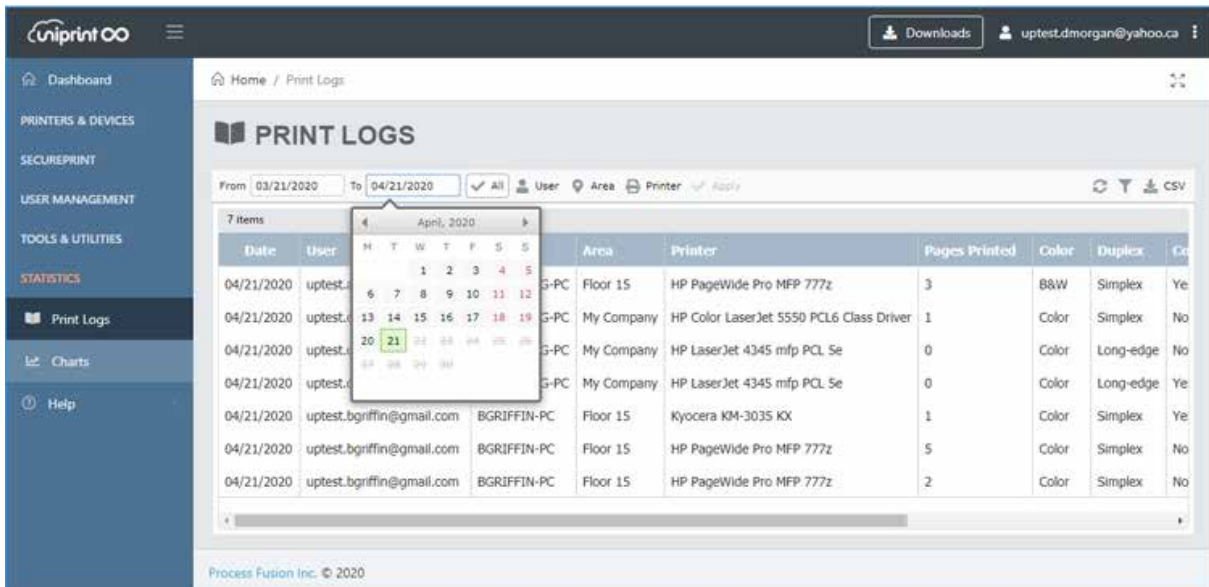
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



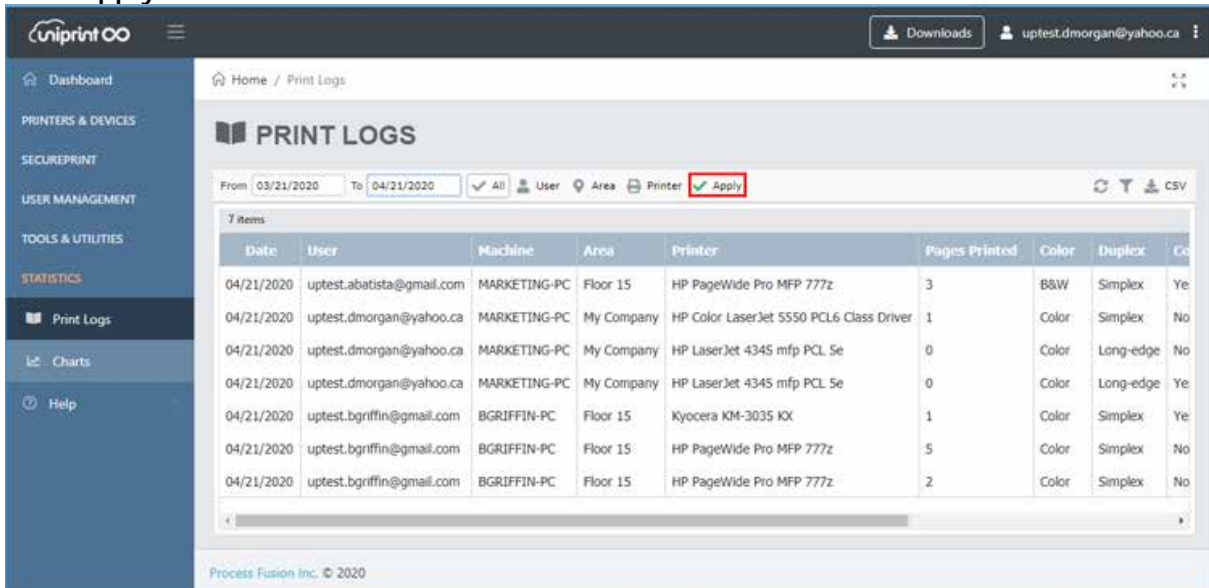
- 2) Under STATISTICS, click Print Logs.
- 3) From the From box, select a start date. Ensure that All is selected.

Machine	Area	Printer	Pages Printed	Color	Duplex	Cost	
hl.com	MARKETING-PC	Floor 15	HP PageWide Pro MFP 777z	3	B&W	Simplex	Ye
oo.ca	MARKETING-PC	My Company	HP Color LaserJet 5550 PCL6 Class Driver	1	Color	Simplex	No
oo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	No
oo.ca	MARKETING-PC	My Company	HP LaserJet 4345 mfp PCL 5e	0	Color	Long-edge	Ye
uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	Kyocera KM-3035 KX	1	Color	Simplex	Ye
uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	5	Color	Simplex	No
uptest.bgriffin@gmail.com	BGRIFFIN-PC	Floor 15	HP PageWide Pro MFP 777z	2	Color	Simplex	No

- 4) From the To box, select the last date to which to filter. *Note: You can only filter up to a month's worth of data.*



- 5) Click Apply.



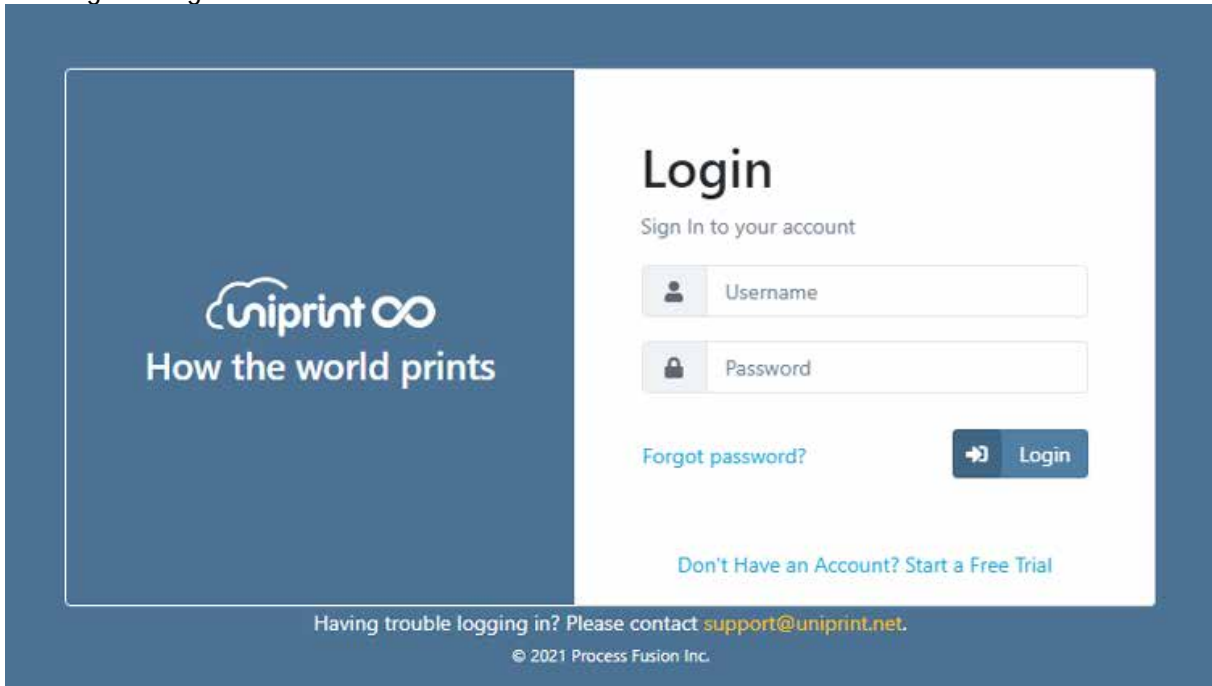
**Related Links:**

- [Filtering By User and Date](#)
- [Filtering by Area and Date](#)
- [Filtering by Printer and Date](#)
- [Filtering by Column](#)
- [Clearing All Filters](#)
- [Exporting the Print Log as a Comma-delimited File](#)

## Filtering By User and Date

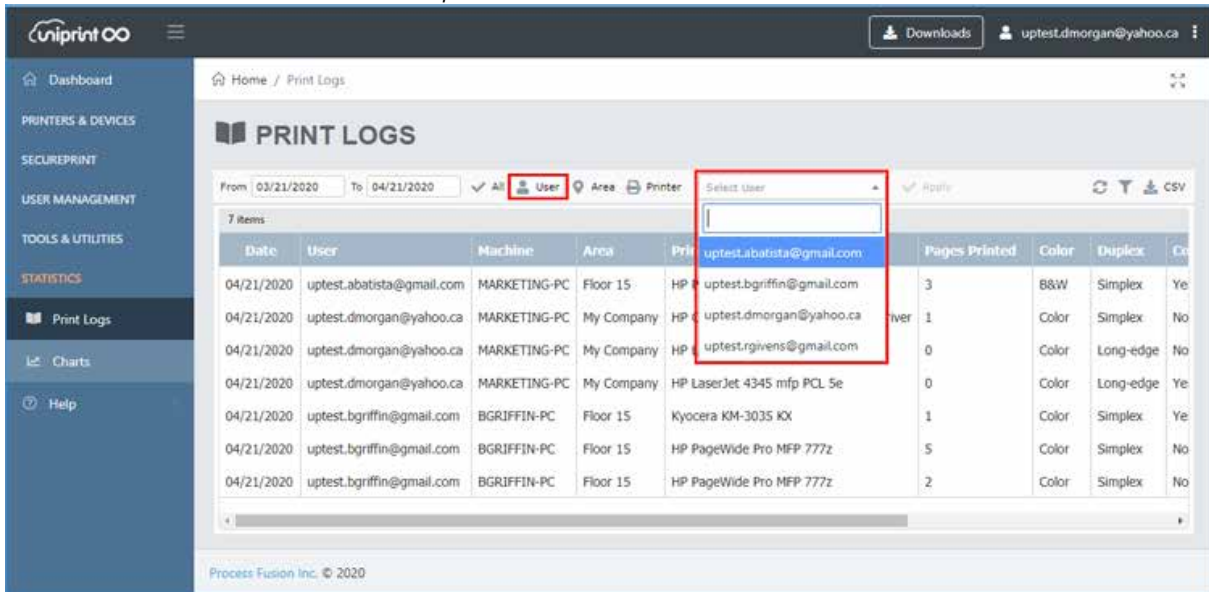
To filter by user and then by date, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



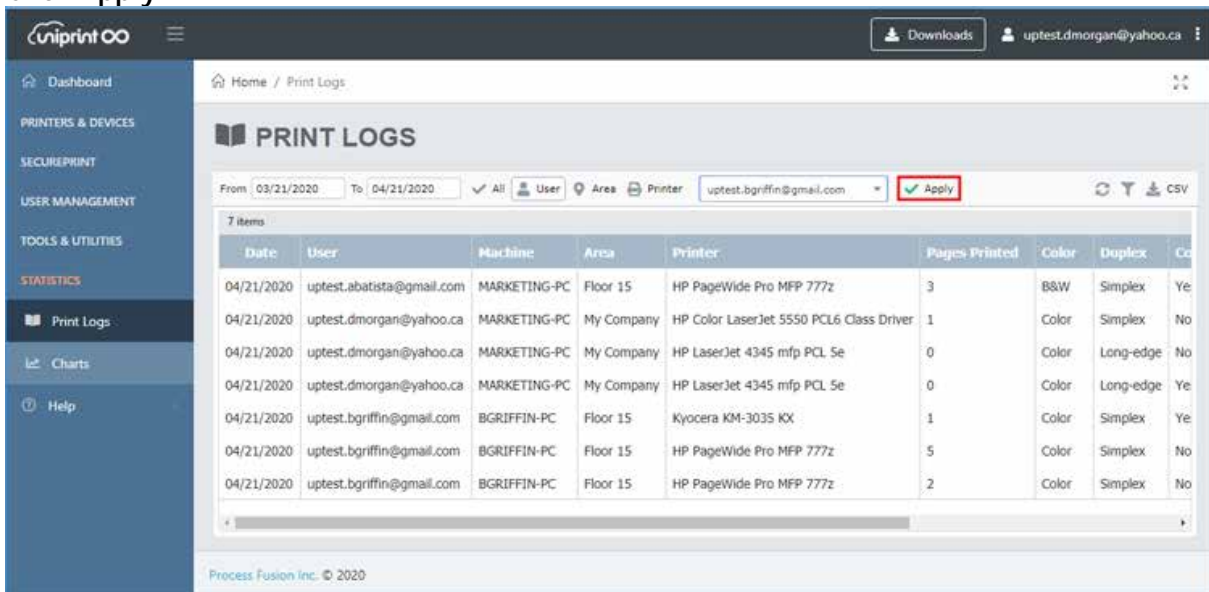
- 2) Under **STATISTICS**, click **Print Logs**.

3) Click User and then from the list, click to select the user.



4) To further refine by date, click and select From and To. The maximum number of days for the filter is 30 days.

5) Click Apply.



**Related Links:**

[Filtering By Date Only](#)

[Filtering by Area and Date](#)

[Filtering by Printer and Date](#)

[Filtering by Column](#)

[Clearing All Filters](#)

[Exporting the Print Log as a Comma-delimited File](#)

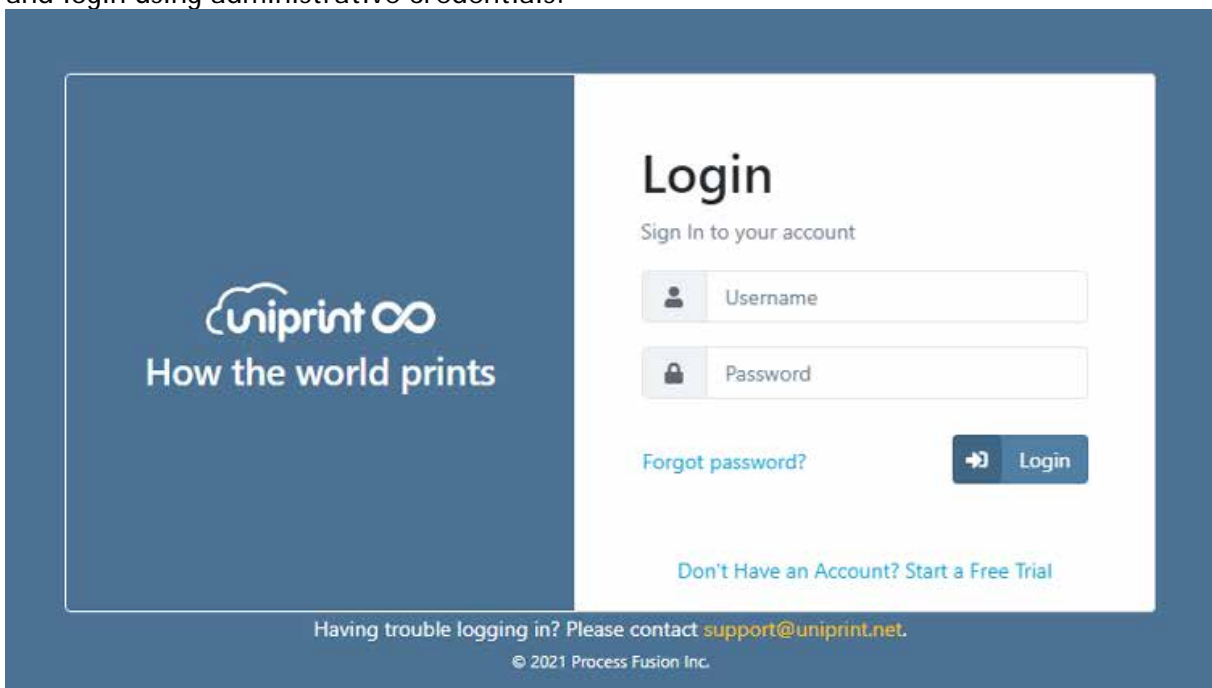
[Charts](#)

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## Filtering By Area and Date

To filter by area and then by date, do the following:

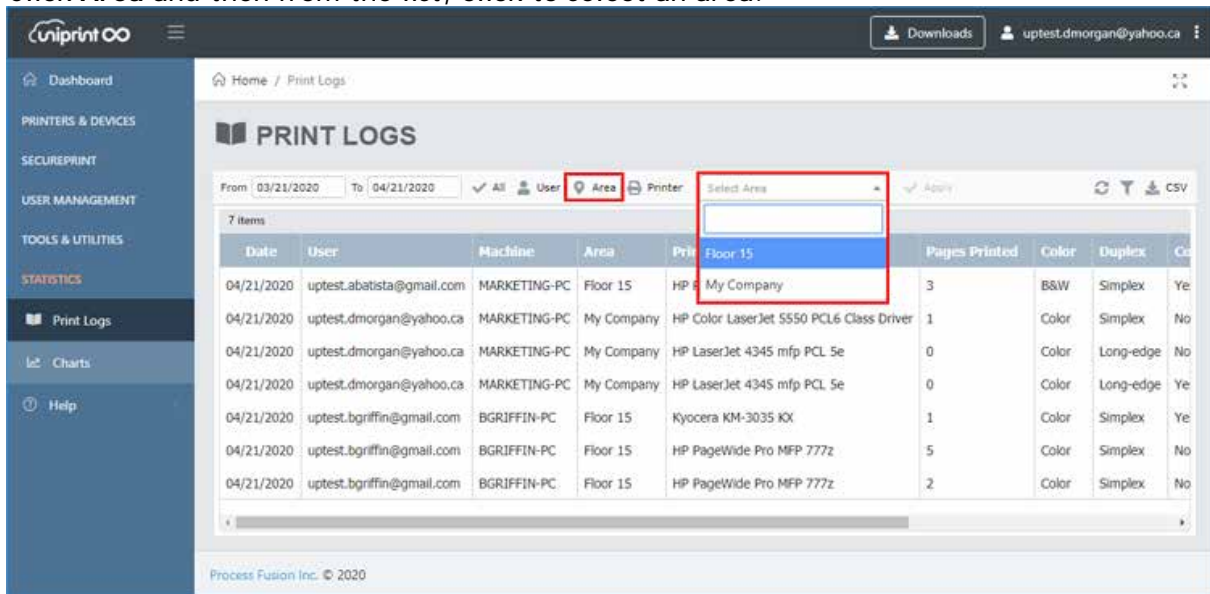
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under STATISTICS, click Print Logs.

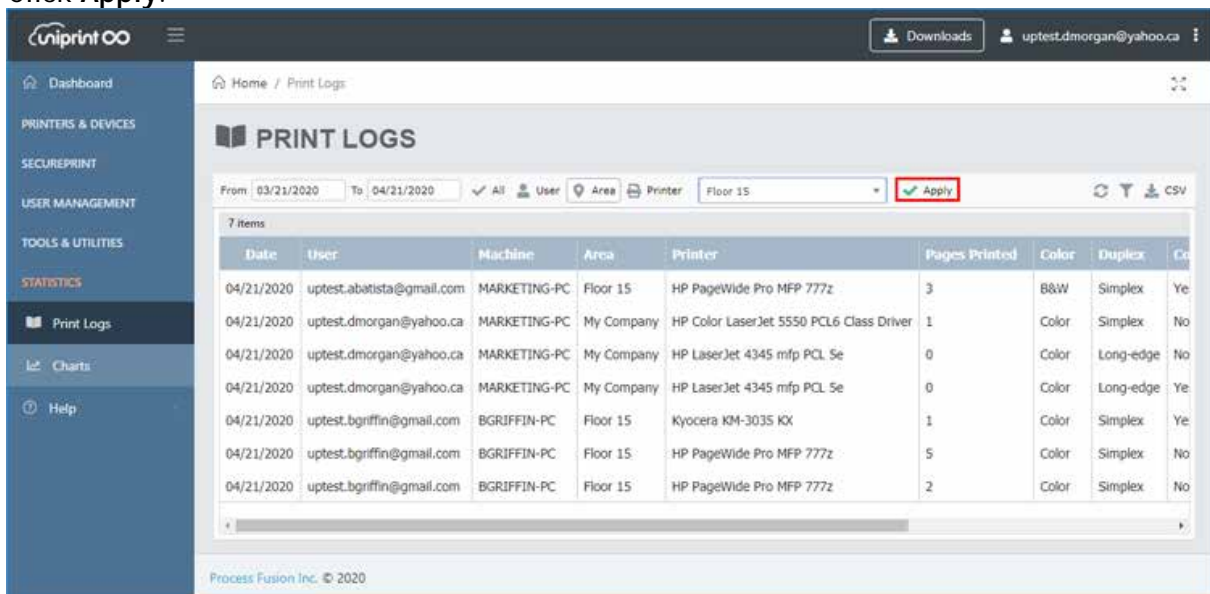


3) Click Area and then from the list, click to select an area.



4) To further refine by date, click and select From and To. The maximum number of days for the filter is 30 days.

5) Click Apply.



**Related Links:**

[Filtering By Date Only](#)

[Filtering By User and Date](#)

[Filtering by Printer and Date](#)

[Filtering by Column](#)



[Clearing All Filters](#)

[Exporting the Print Log as a Comma-delimited File](#)

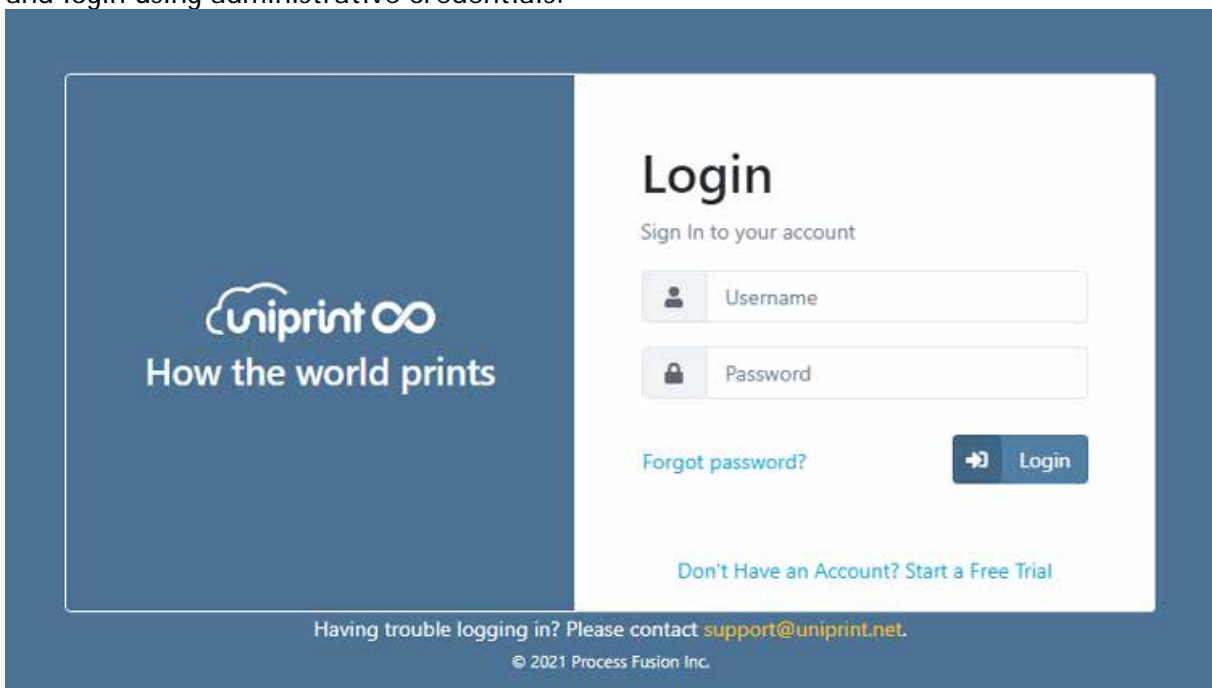
[Charts](#)

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## Filtering By Printer and Date

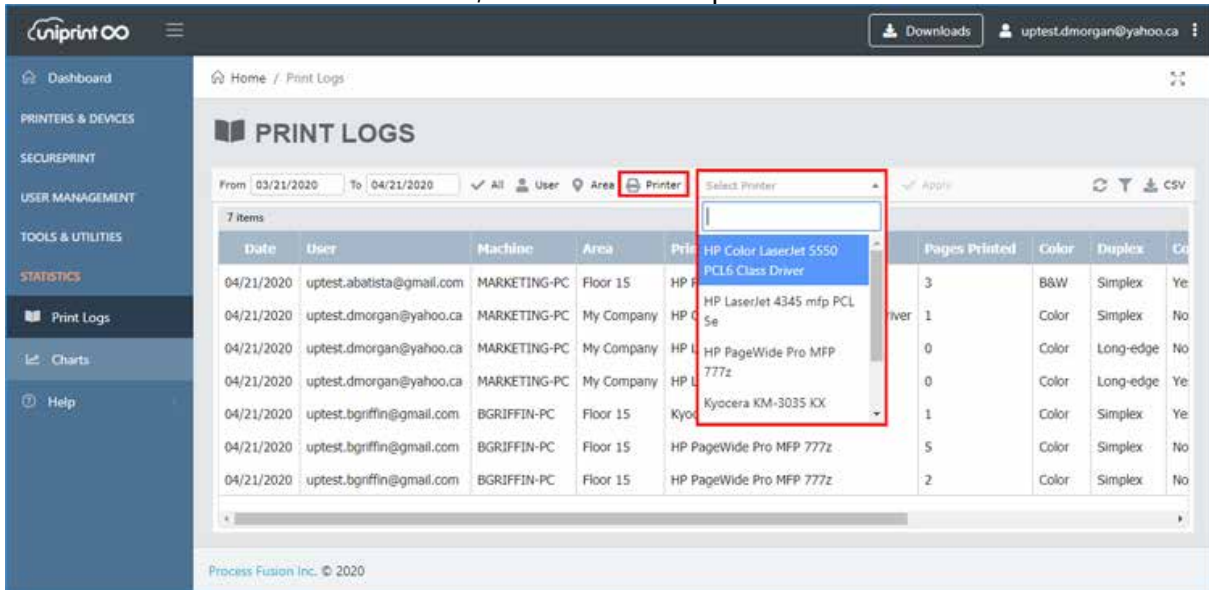
To filter by printer and then by date, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



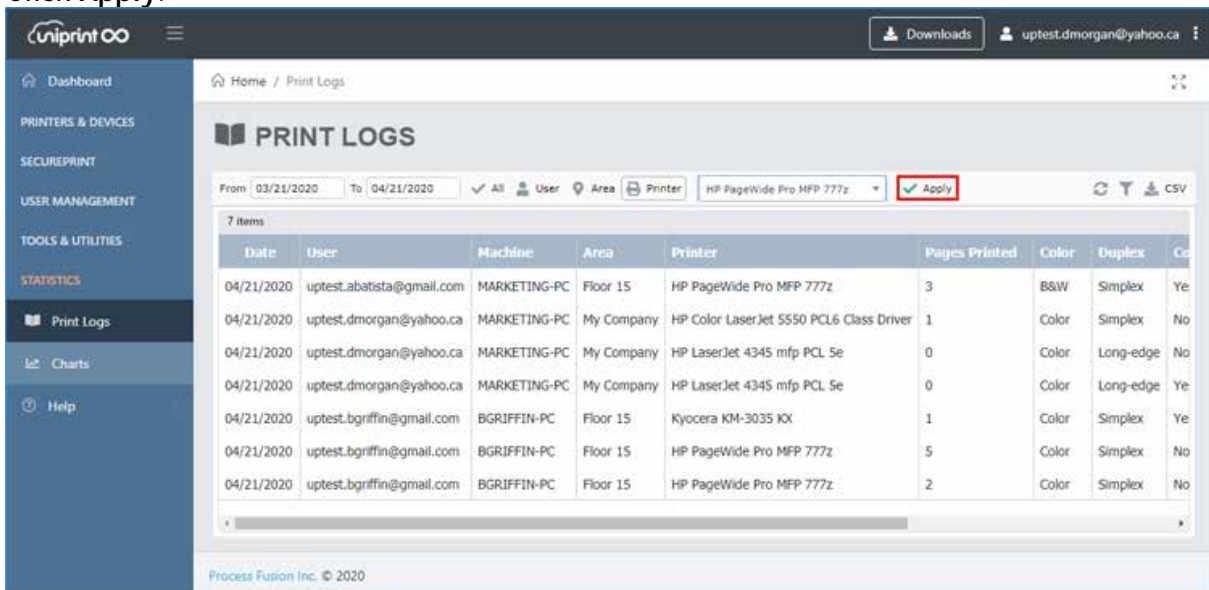
- 2) Under STATISTICS, click Print Logs.

- 3) Click Printer and then from the list, click to select a printer.



- 4) To further refine by date, click and select From and To. The maximum number of days for the filter is 30 days.

- 5) Click Apply.



**Related Links:**

- [Filtering By Date Only](#)
- [Filtering By User and Date](#)
- [Filtering by Area and Date](#)
- [Filtering by Column](#)
- [Clearing All Filters](#)

[Exporting the Print Log as a Comma-delimited File](#)

[Charts](#)

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## Filtering By Column

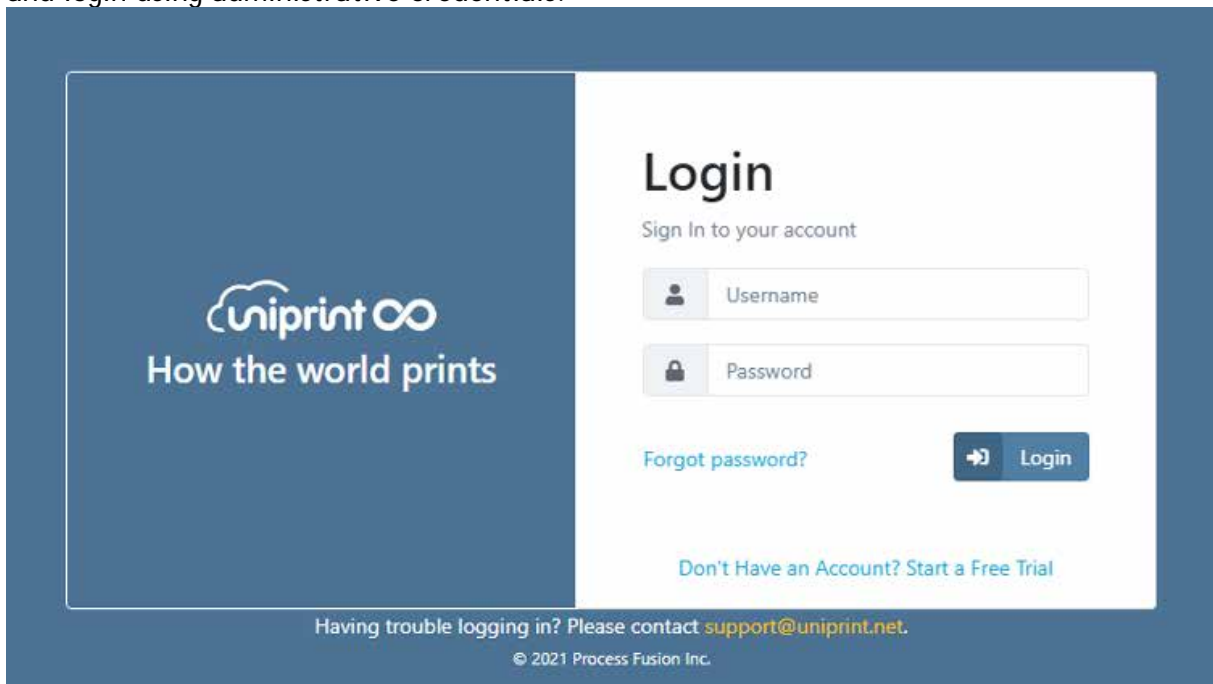
To filter by column, do the following:

---

**NOTE:** The **Date** column cannot be filtered. To filter by date, click to select the date from the **To** and **From** fields located above the column headings.

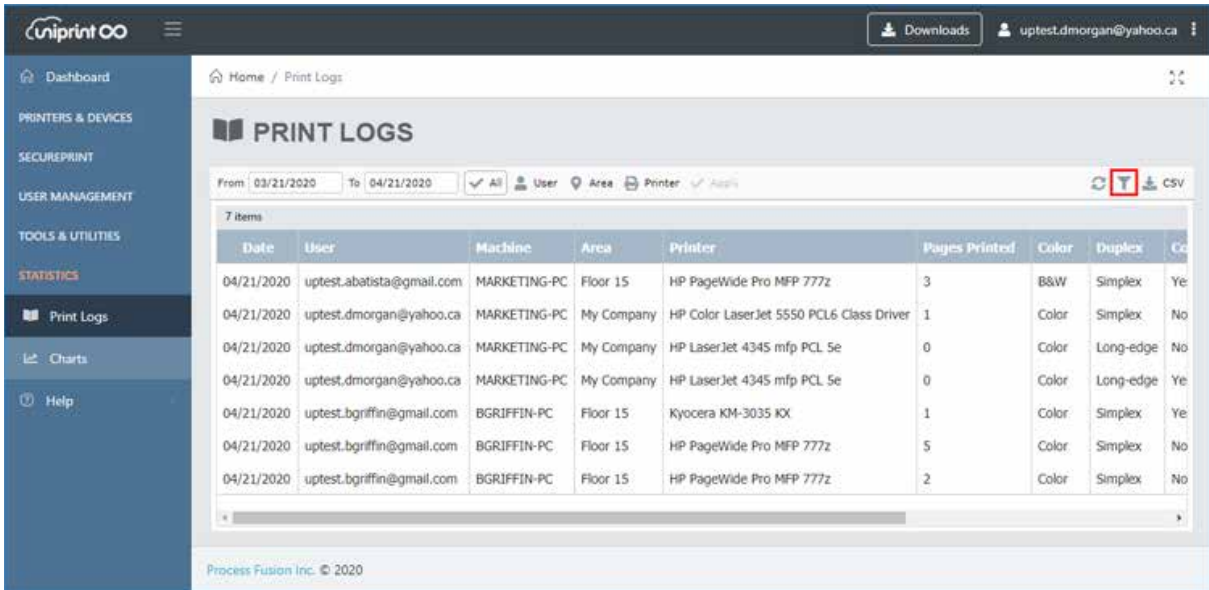
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- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



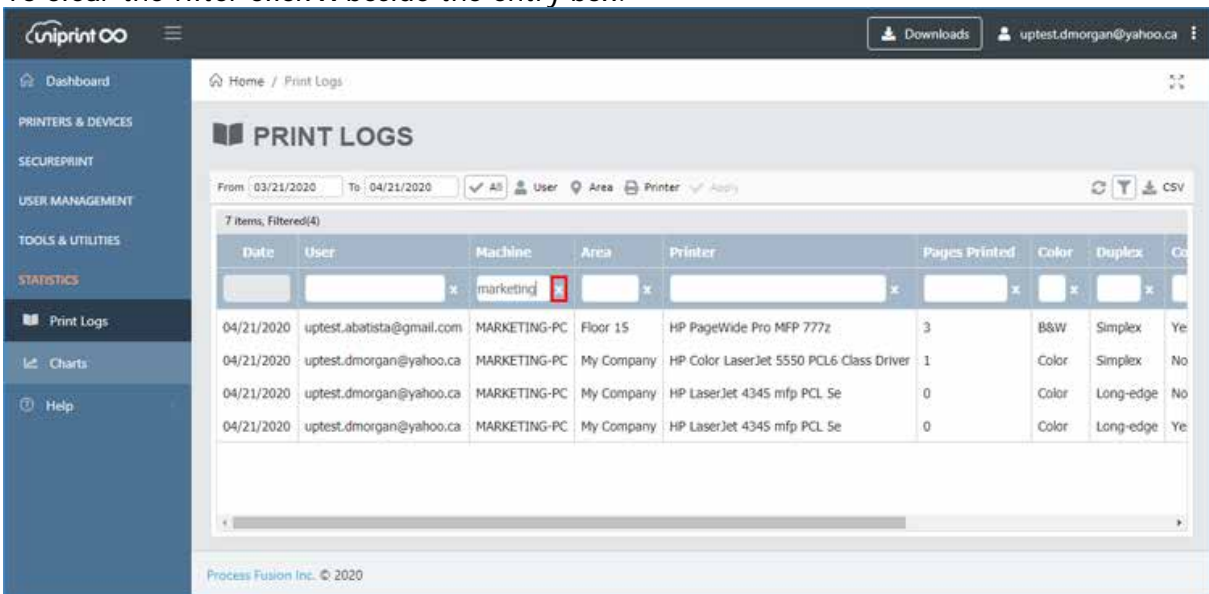
- 2) Under **STATISTICS**, click **Print Logs**.

3) Click  .



4) Under a column heading, enter the desired filter.

5) To clear the filter click X beside the entry box.



**Related Links:**

[Filtering By Date Only](#)

[Filtering By User and Date](#)

[Filtering by Area and Date](#)

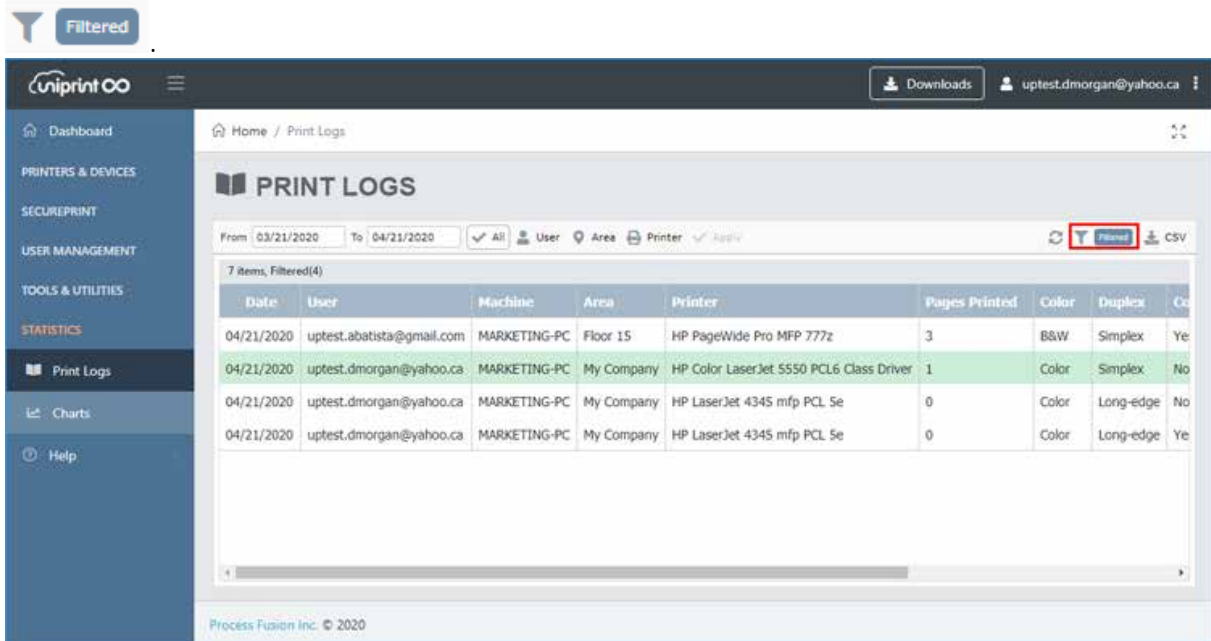
[Filtering by Printer and Date](#)

[Clearing All Filters](#)

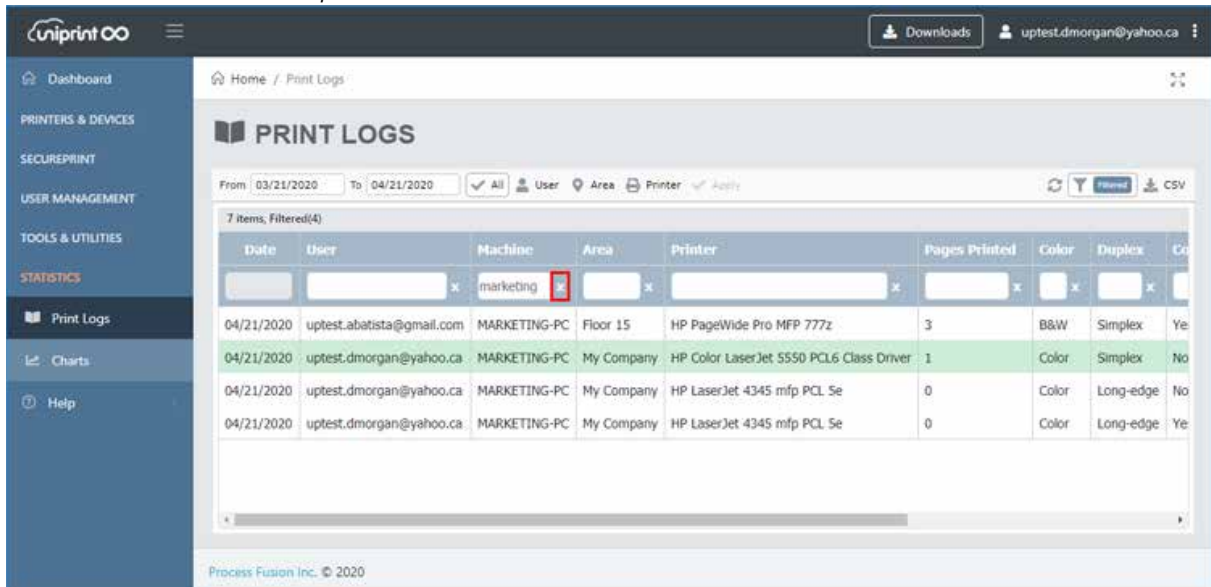
## Clearing All Filters

To clear all filters, do the following:

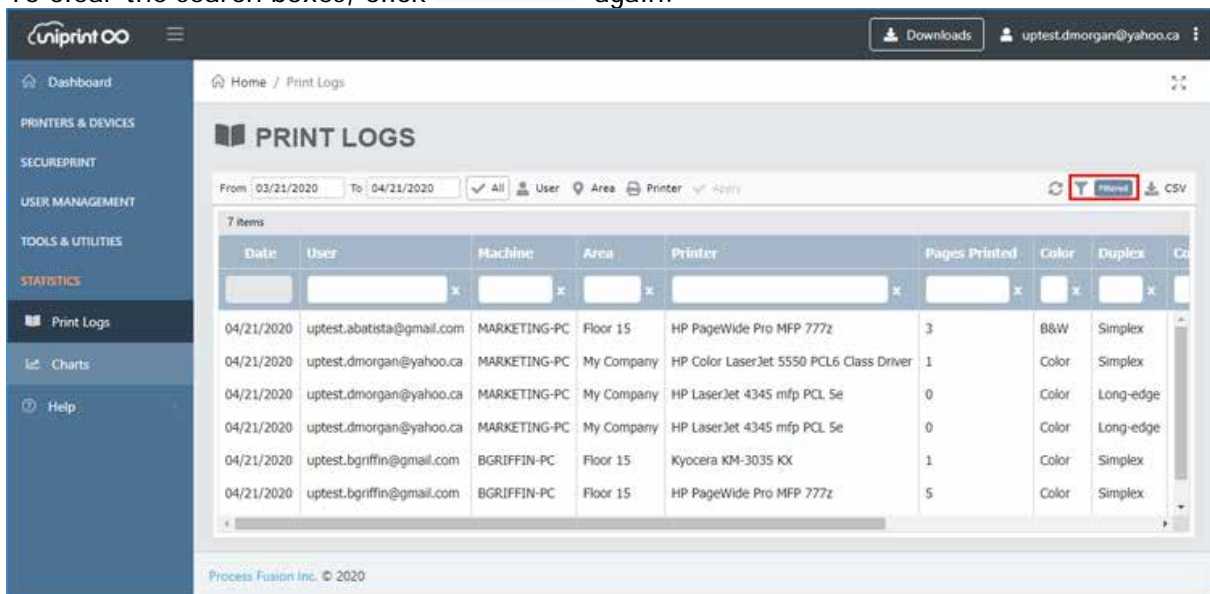
- 1) If the column filter has been applied and the search boxes are not visible, click



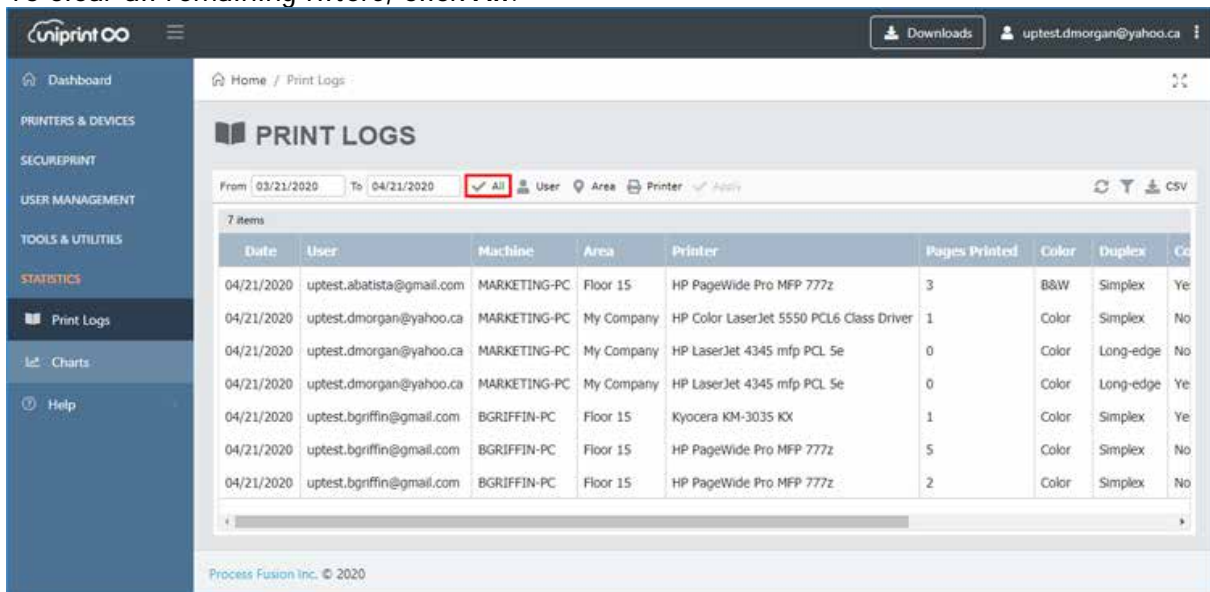
- 2) Beside the search value, click X to clear it.



3) To clear the search boxes, click  again.



4) To clear all remaining filters, click All.



**Related Links:**

[Filtering By Date Only](#)

[Filtering By User and Date](#)

[Filtering by Area and Date](#)

[Filtering by Printer and Date](#)

[Filtering by Column](#)

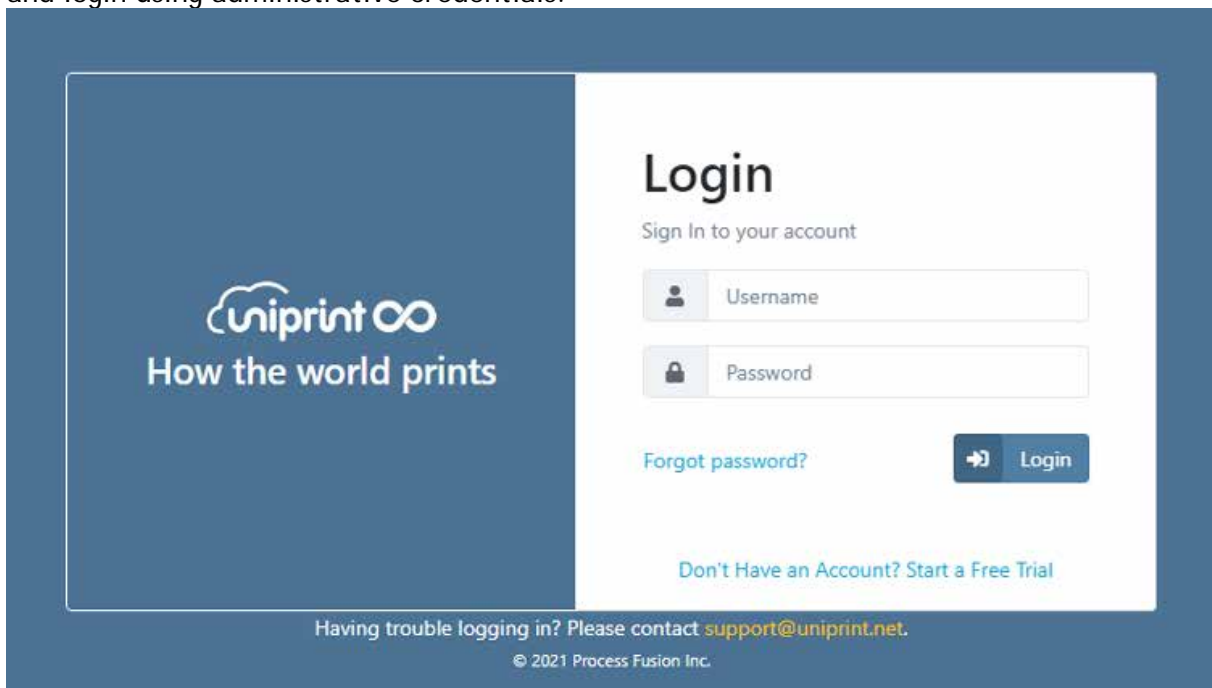
[Exporting the Print Log as a Comma-delimited File](#)

## Exporting The Print Log As A Comma-delimited File

After the print log is filtered to reveal the desired information, the logs can then be exported as a comma-delimited file, \*.CSV. This captures a snapshot of the print log.


To export the print log, do the following:

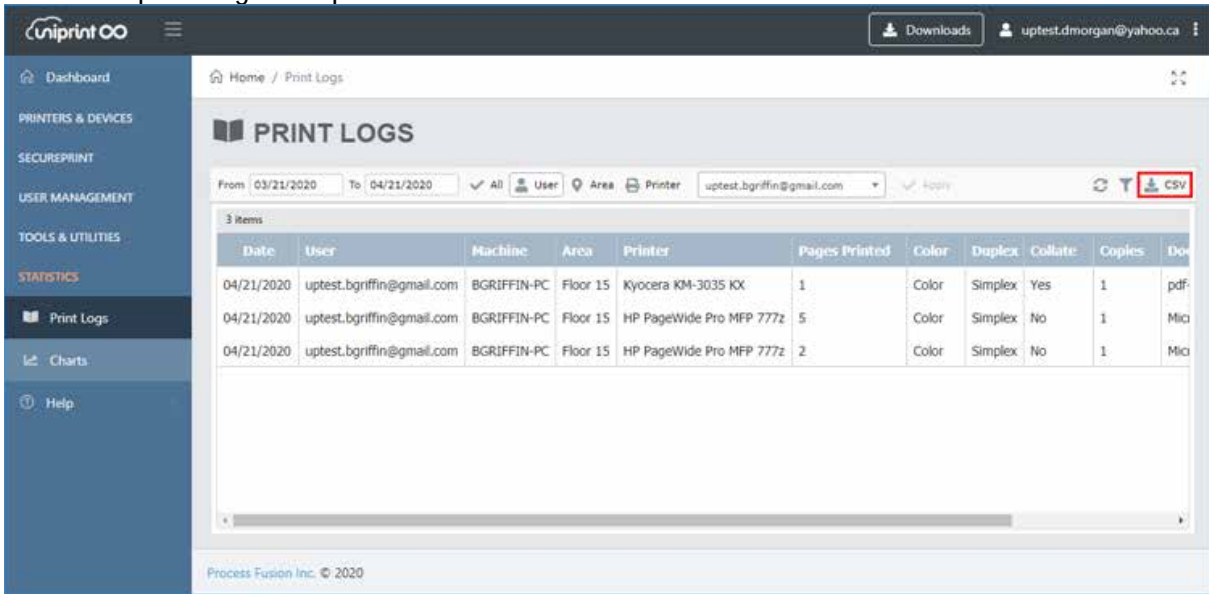
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



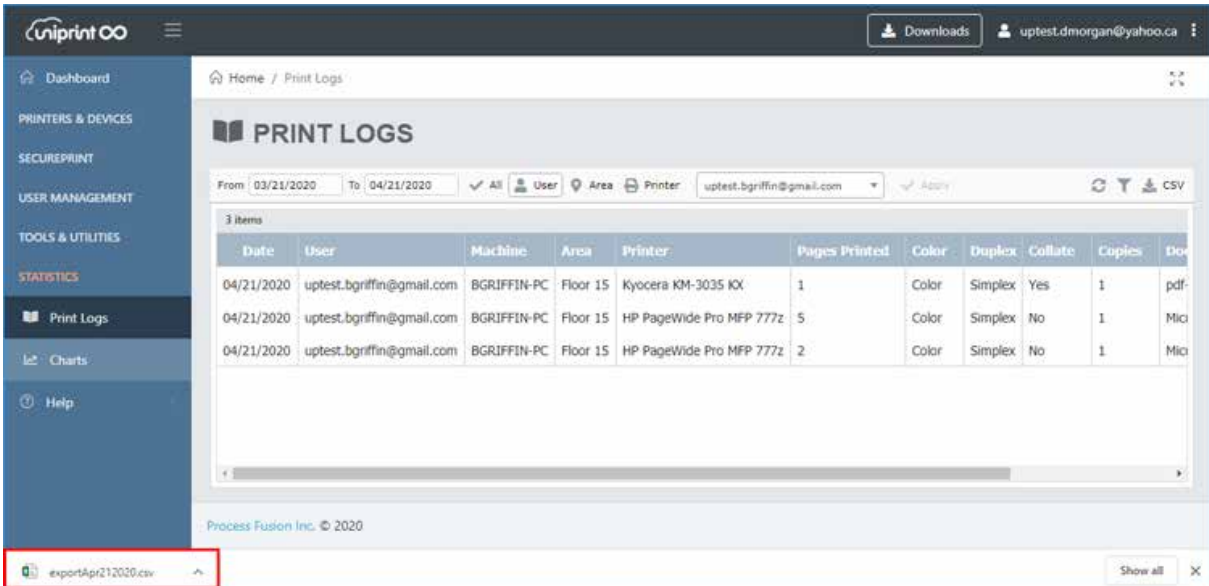
- 2) Under STATISTICS, click Print Logs



3) Filter the print log as required and then click  CSV.

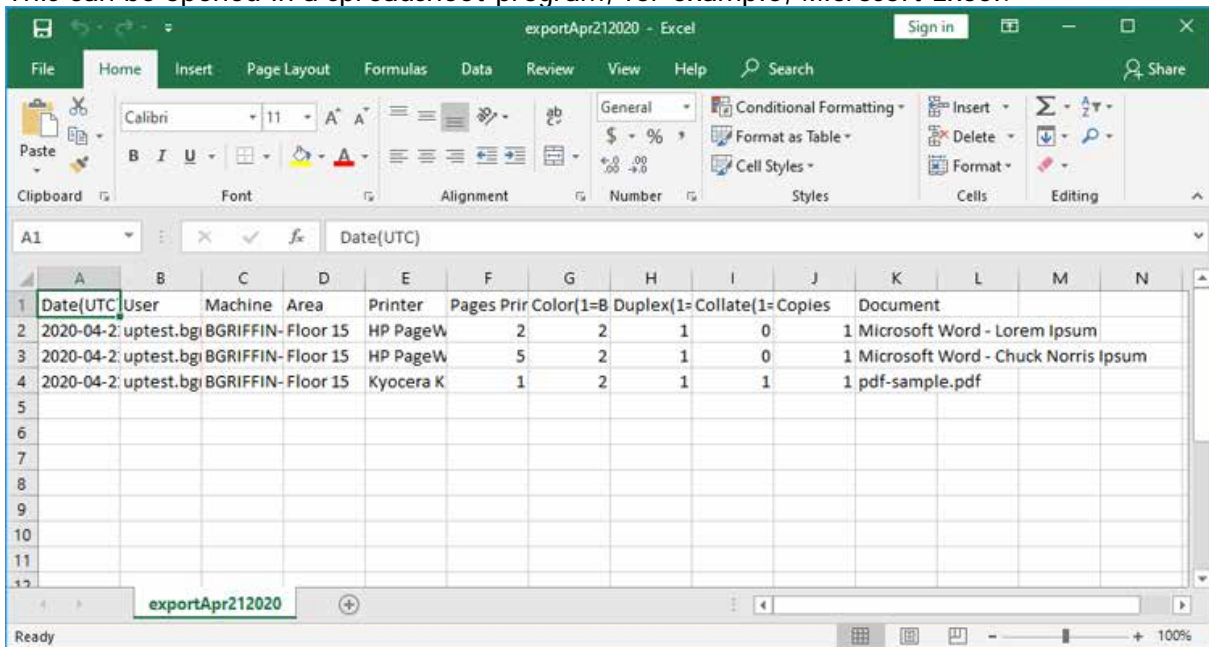


4) Double-click the saved *[ExportedFileName].csv* to open the file. This file is typically downloaded to the Downloads folder on a Windows 10 PC.

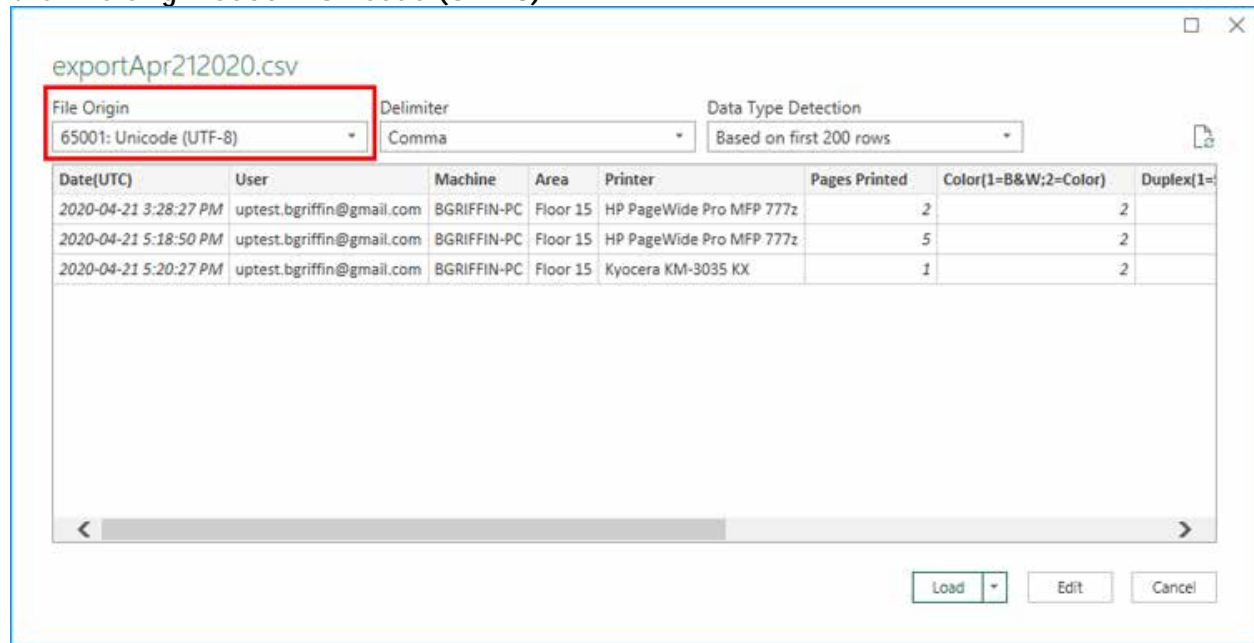




5) This can be opened in a spreadsheet program, for example, Microsoft Excel.



**NOTE:** For files exported with Unicode characters, for example, Chinese or Japanese, export the CSV file, but instead of opening the file directly through Excel, import the CSV file with the File origin 65001: Unicode (UTF-8).



**Related Links:**

[Filtering By Date Only](#)

[Filtering By User and Date](#)

[Filtering by Area and Date](#)

[Filtering by Printer and Date](#)

[Filtering by Column](#)

[Clearing All Filters](#)

[Charts](#)

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## Charts

### Charts

The raw print job data displayed in the print logs can be visualized into pie charts and bar graphs. The pie charts and bar graphs can be transformed to convey useful information.

[Viewing & Editing Pie Charts](#)

[Viewing & Editing Bar Charts](#)

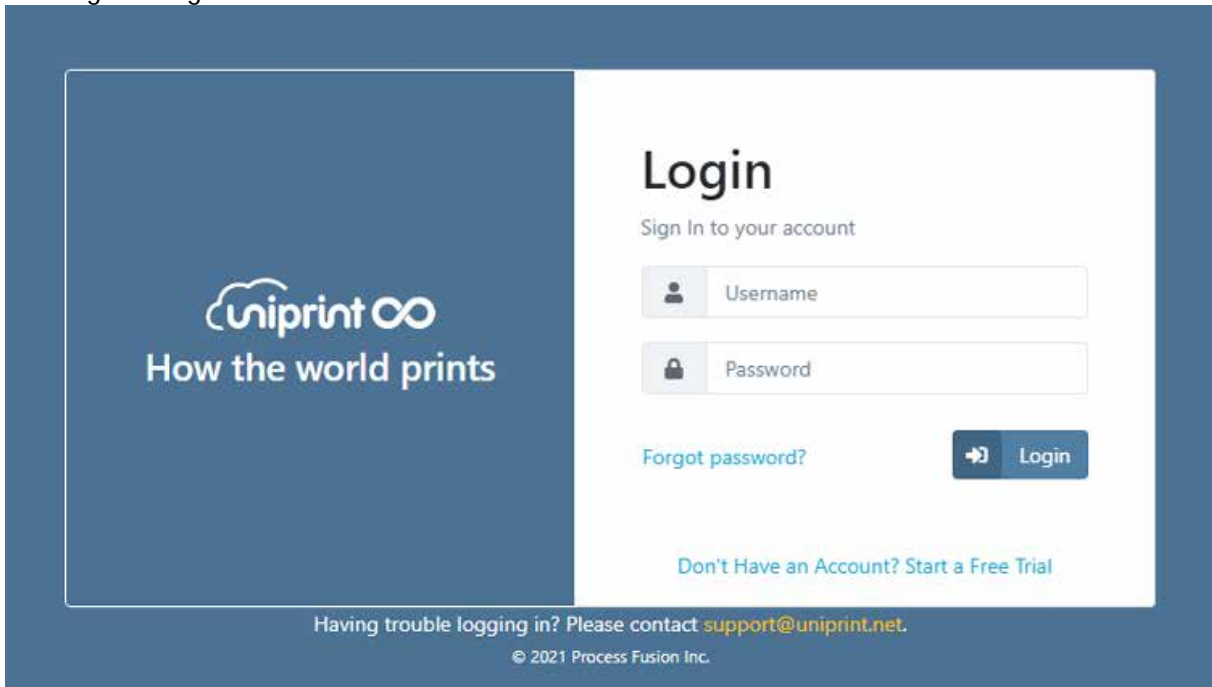
[Print Logs](#)

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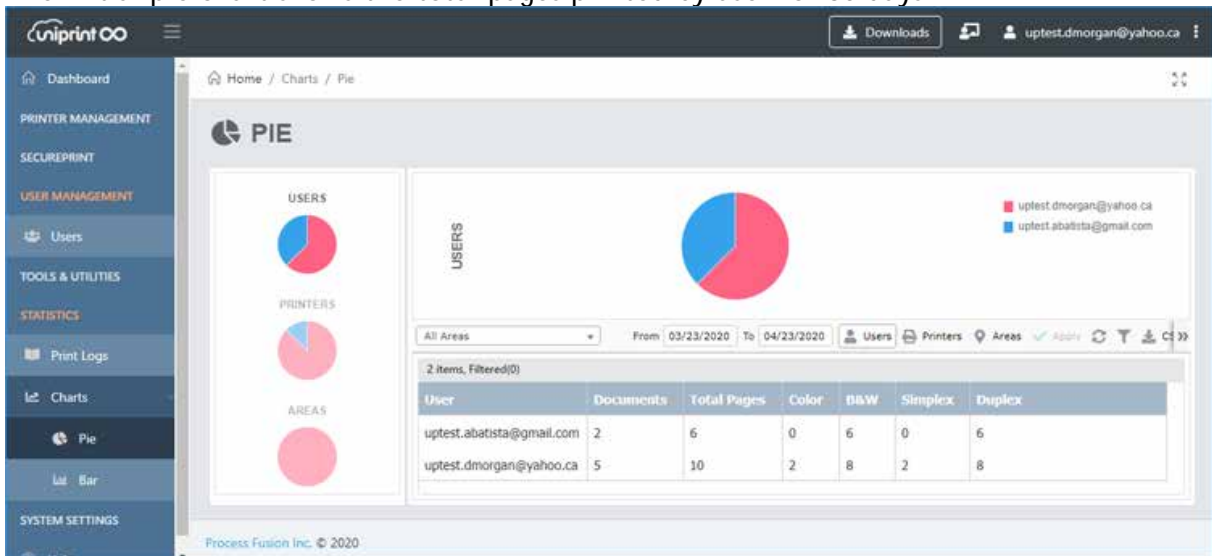
### Viewing & Editing Pie Charts

To view pie charts, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **STATISTICS**, click to expand **Charts** and then click **Pie**.
- 3) The initial pie chart shows the total pages printed by user for 30 days.



4) To change the date range, click to select the To and From dates and then click **Apply**.

The screenshot shows the Uniprint OO interface with the 'Pie' chart selected. The date range is set to 'From 03/23/2020 To 04/23/2020'. The 'Apply' button is highlighted with a red box. A calendar for March 2020 is open, showing the date range selection process.

User	Documents	B&W	Simplex	Duplex
uptest.abatista@gmail.com	2	6	0	6
uptest.dmorgan@yahoo.ca	5	8	2	8

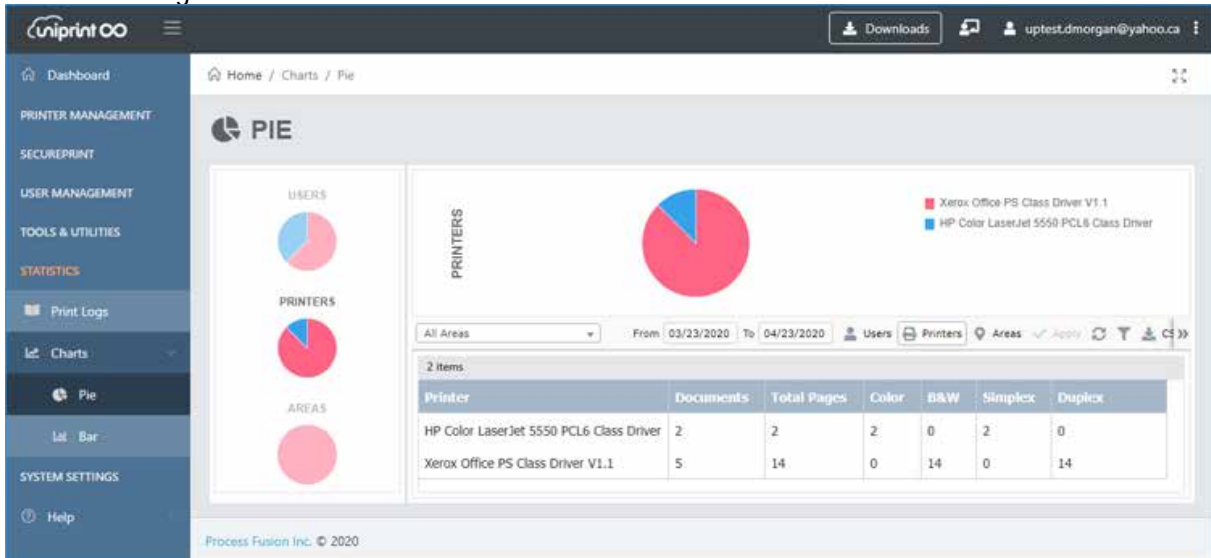
5) To view the total pages printed by printer, click **Printers**.

The screenshot shows the Uniprint OO interface with the 'Pie' chart selected. The 'Printers' button in the left sidebar is highlighted with a red box. The main chart area shows a table with columns for 'User', 'Documents', 'Total Pages', 'Color', 'B&W', 'Simplex', and 'Duplex'.

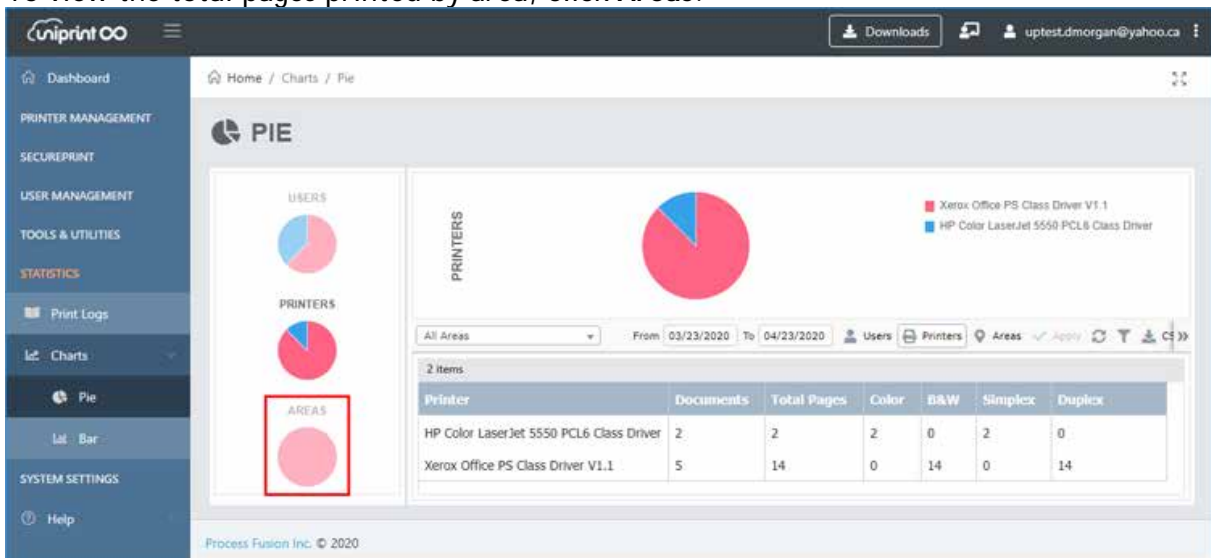
User	Documents	Total Pages	Color	B&W	Simplex	Duplex
uptest.abatista@gmail.com	2	6	0	6	0	6
uptest.dmorgan@yahoo.ca	5	10	2	8	2	8

# UniPrint InfinityCloud Guide

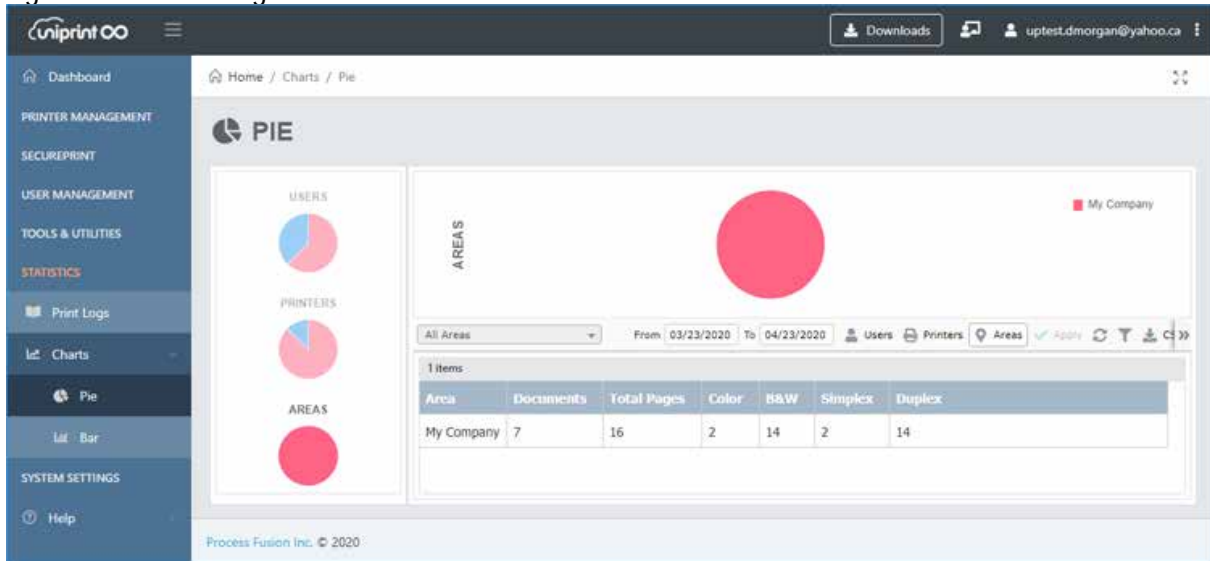
6) The date range can also be further refined.



7) To view the total pages printed by area, click **Areas**.



8) Again the date range can be further refined.



**Related Links:**

Viewing & Editing Bar Charts

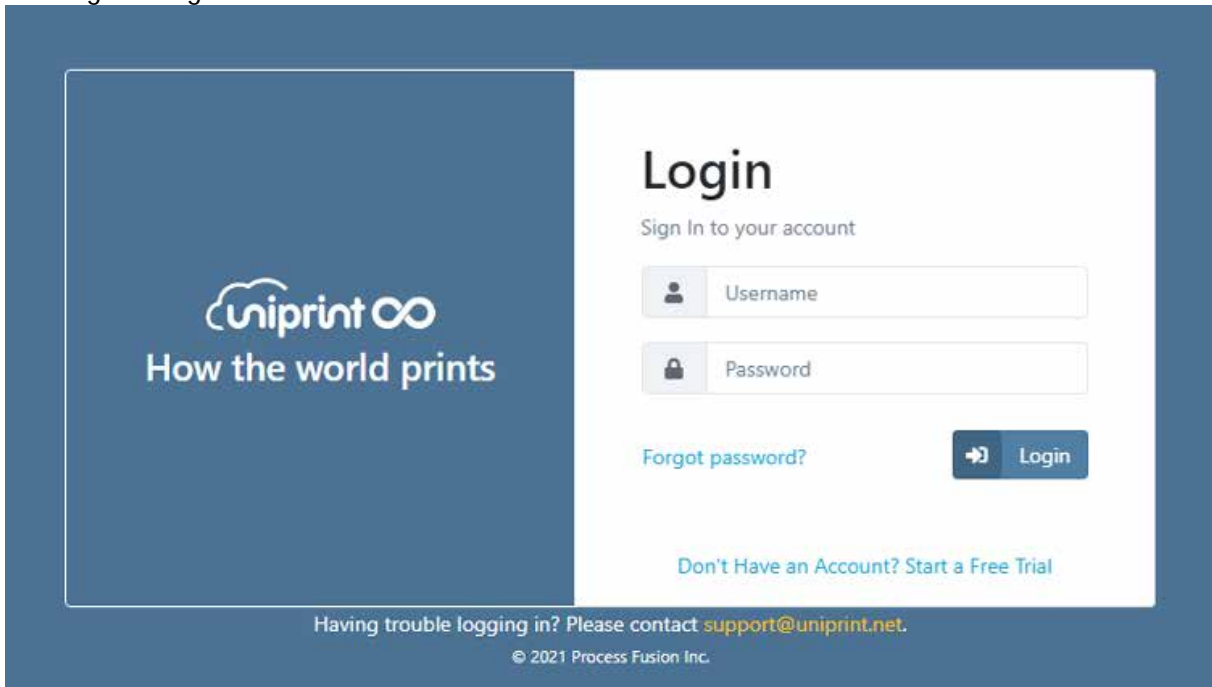
[Print Logs](#)

## Viewing & Editing Bar Charts

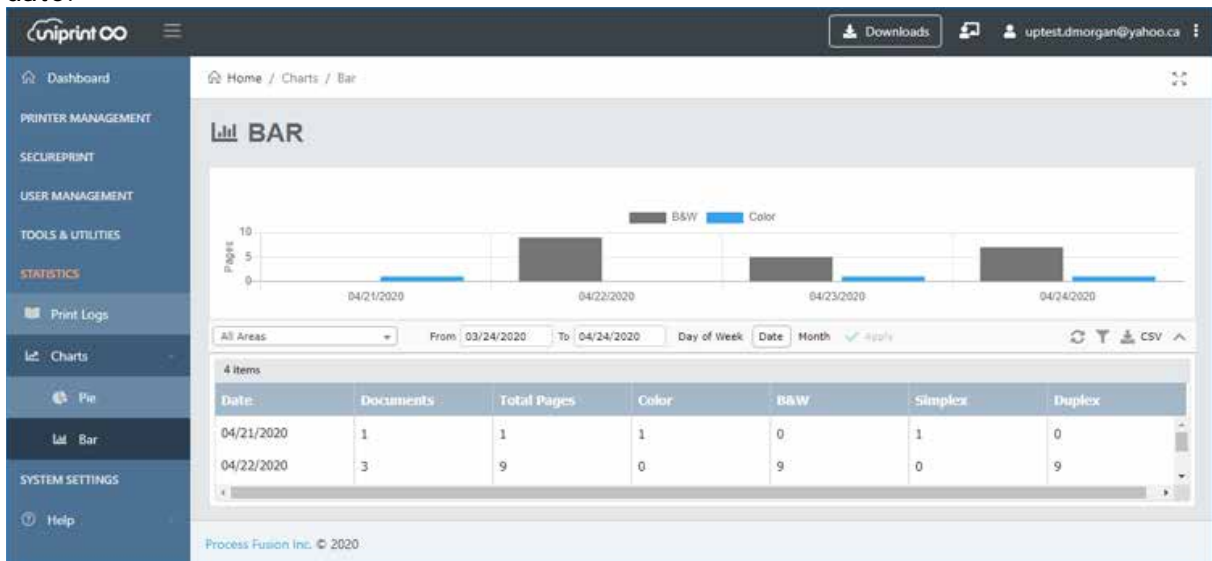
Bar charts also display the total number of pages printed, but further breaks down the data to display the total number of black and white and color pages printed.

To view bar charts, do the following:

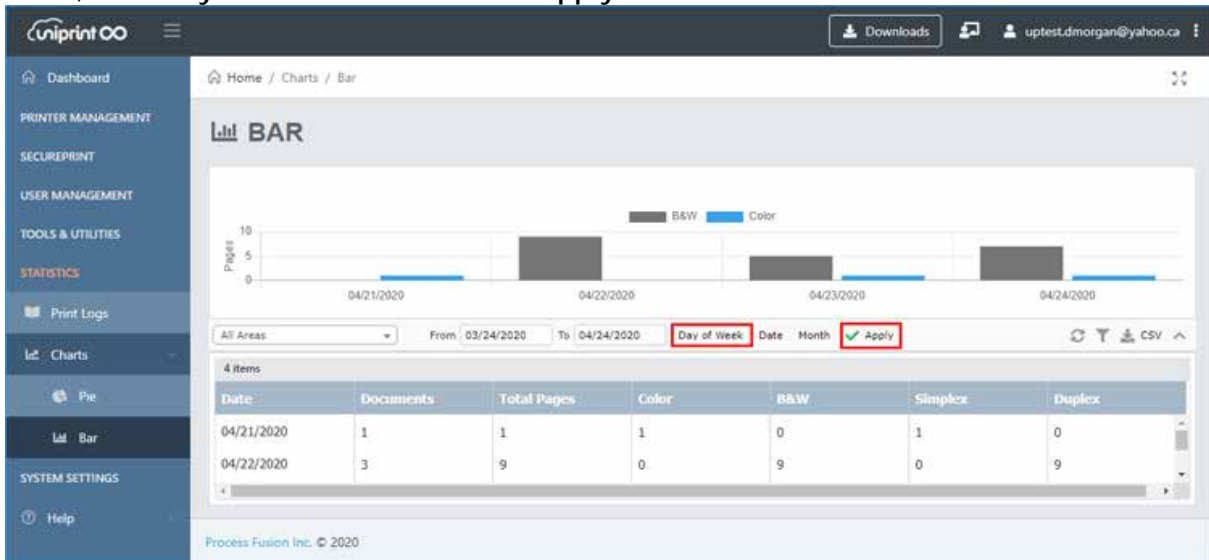
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



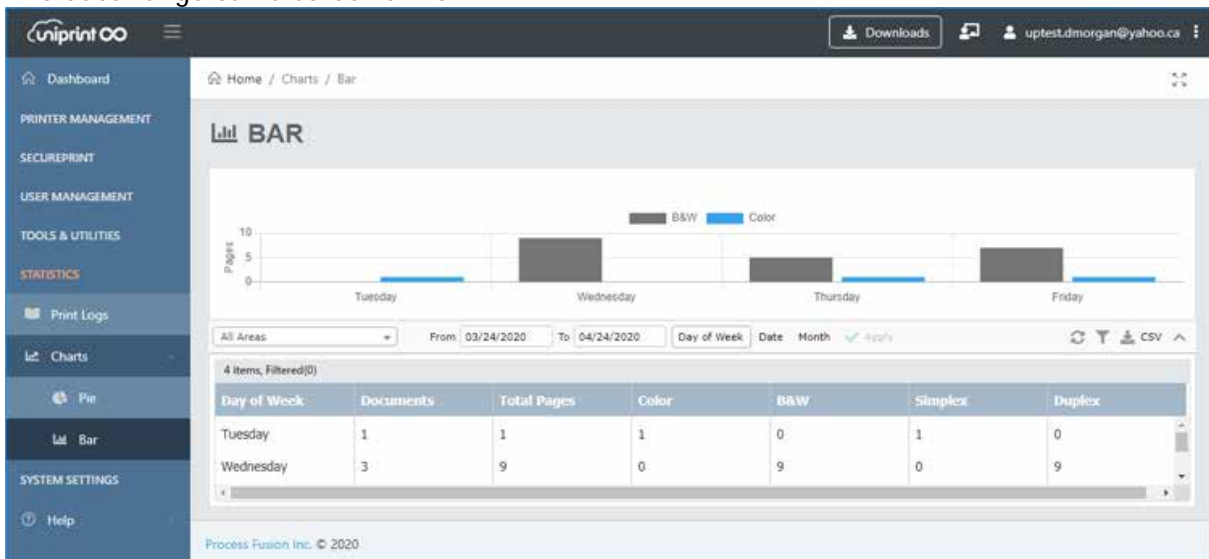
- 2) Under **STATISTICS**, click to expand **Charts** and then click **Bar**.
- 3) The initial bar chart displays the total number black and white and color pages printed by date.



- 4) To display the total number of black and white and color pages printed by day of the week, click **Day of Week** and then click **Apply**.



- 5) The bar chart can also be refined to display the total number of pages printed by month. The date range can also be refine.



**Related Links:**

Viewing & Editing Pie Charts

[Print Logs](#)



# System Settings

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## System Settings

Under **System Settings**, administrators can enable and disable various InfinityCloud features and set how long activity logs are kept and where driver packages and SecurePrint print jobs are stored. Identity providers for user authentication and set in the **Identity Providers** section. All InfinityCloud components, agents and utilities can be downloaded from the **Downloads** section.

[General](#)

[Identity Provider](#)

[Downloads](#)

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## General

### General

The **General** tab is used to enable and disable various InfinityCloud features and the storage location of print job storage.

To set these settings, see the following:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Setting SecurePrint Print Job Storage Expiry and Limits](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

**Related Links:**

[Configuring System Settings](#)

[Downloads](#)

---

## Enabling Use of Public IP Address for Printer Mapping

In order for PrintPAL, our printer mapping utility to function and map printers accurately to user sessions, it is sometimes necessary to access the user's computer by their external (public) IP address as opposed to their internal (local) IP address. The external IP address is the IP address assigned to your router by your internet provider and is identified by PrintPAL on the back end.

To enable use of the external IP address, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

**uniprint** ∞  
How the world prints

# Login

Sign In to your account

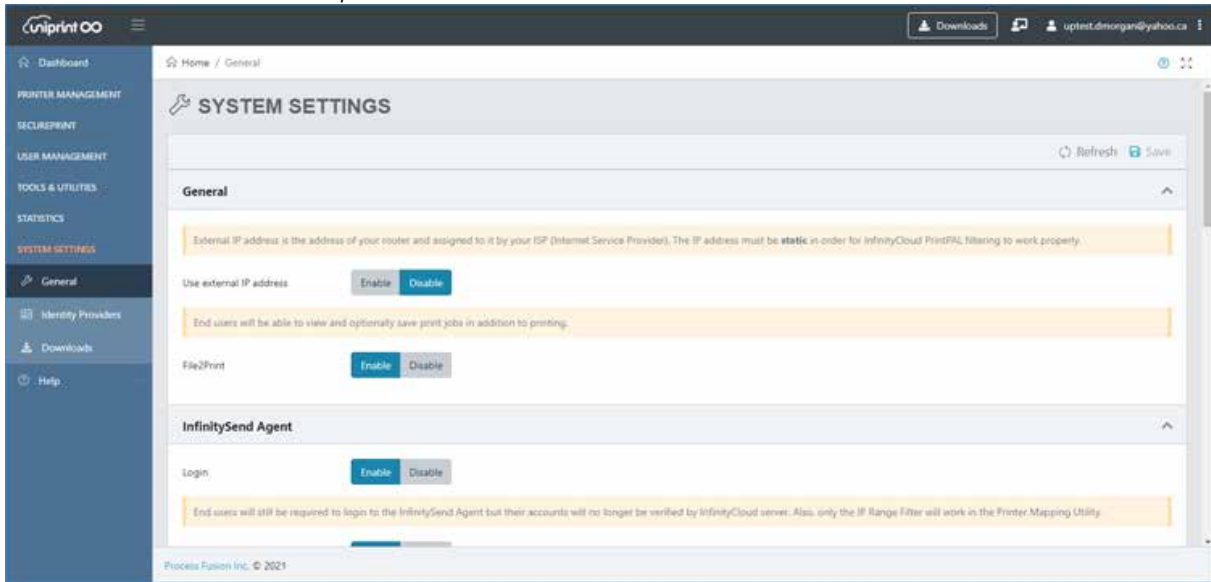
[Forgot password?](#)

[Don't Have an Account? Start a Free Trial](#)

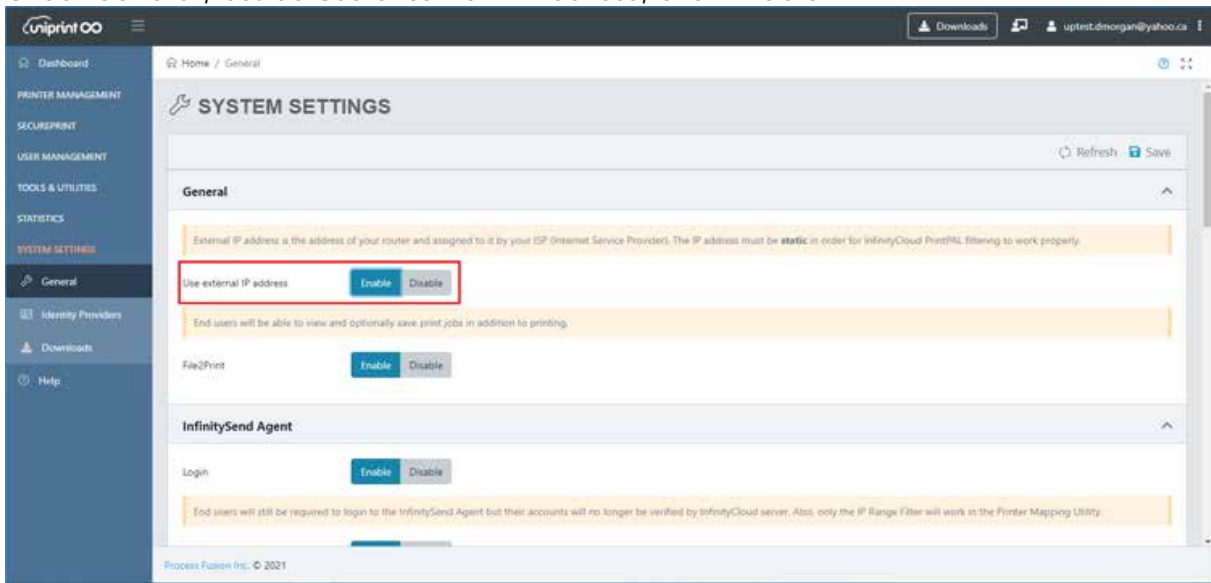
Having trouble logging in? Please contact [support@uniprint.net](mailto:support@uniprint.net).

© 2021 Process Fusion Inc.

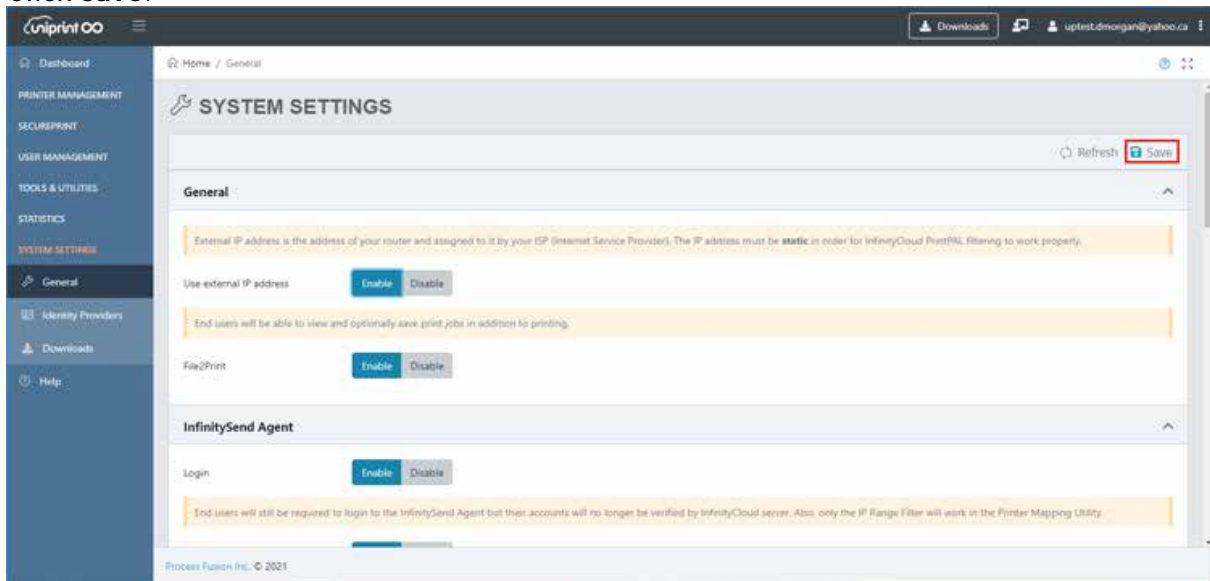
2) Under **SYSTEM SETTINGS**, click **General**.



3) Under **General**, beside **Use external IP Address**, click **Enable**.



## 4) Click Save.

**Related Links:**

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

[Setting Where Driver Packages & SecurePrint Print Jobs Are Stored](#)

[Downloads](#)

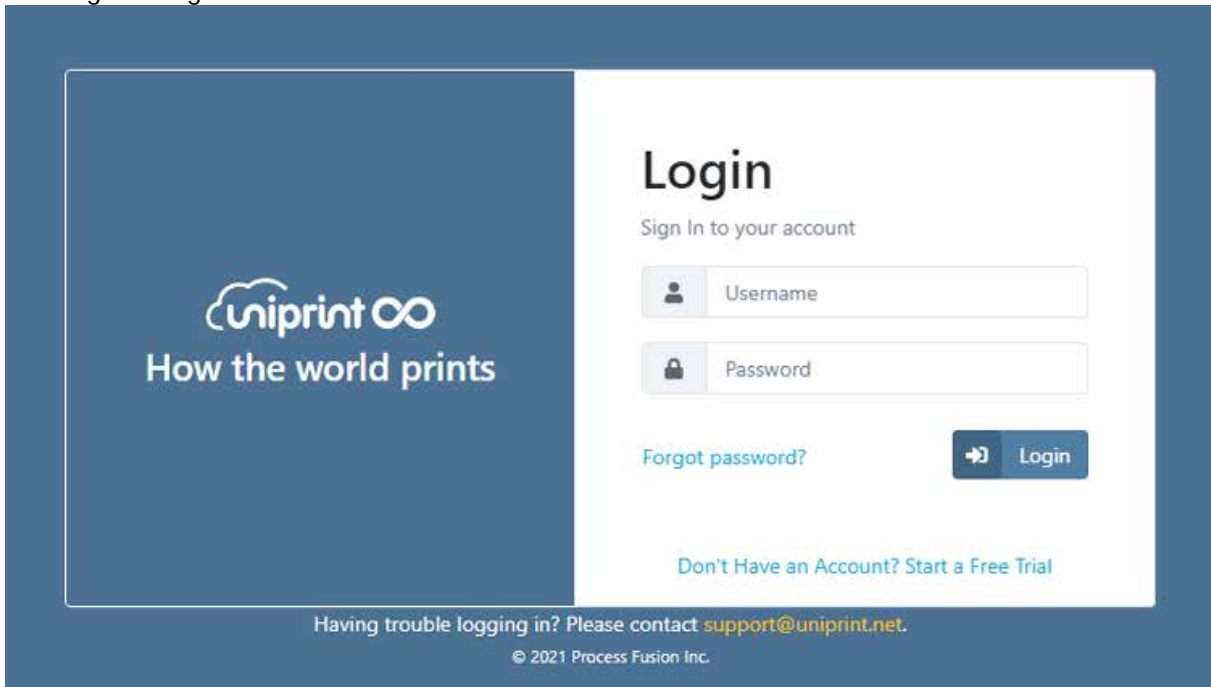
## Disabling File2Print

File2Print is enabled by default. File2Print enables users to print to SecurePrint through their ICA and/or RDP session and then release their print jobs to locally attached printers. File2Print does not require the Render Station to be installed.

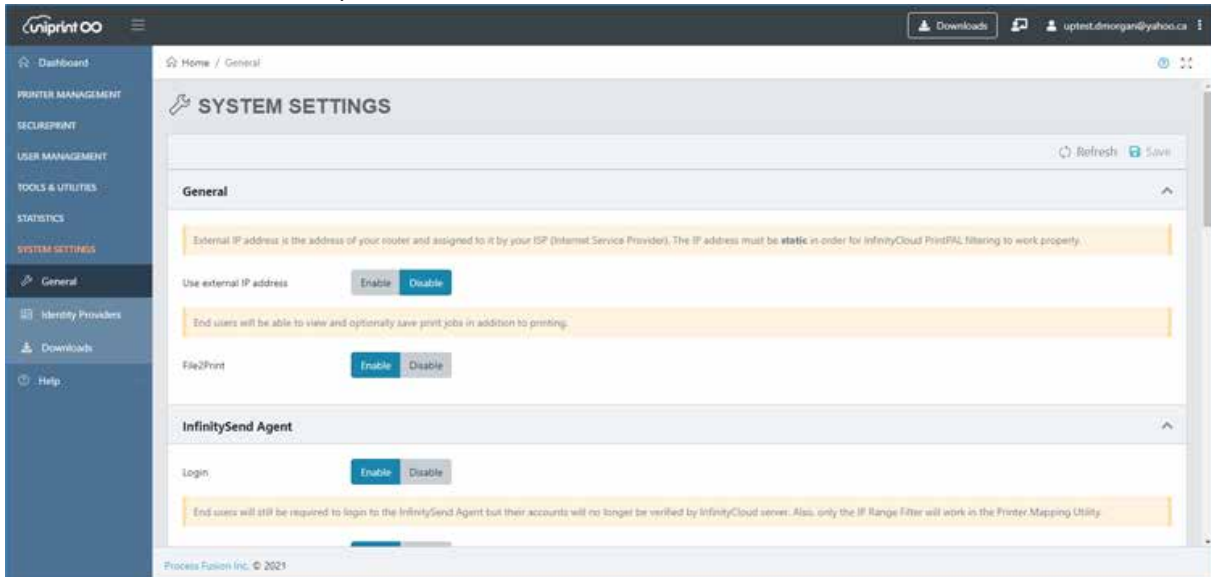
To disable File2Print, do the following:

## UniPrint InfinityCloud Guide

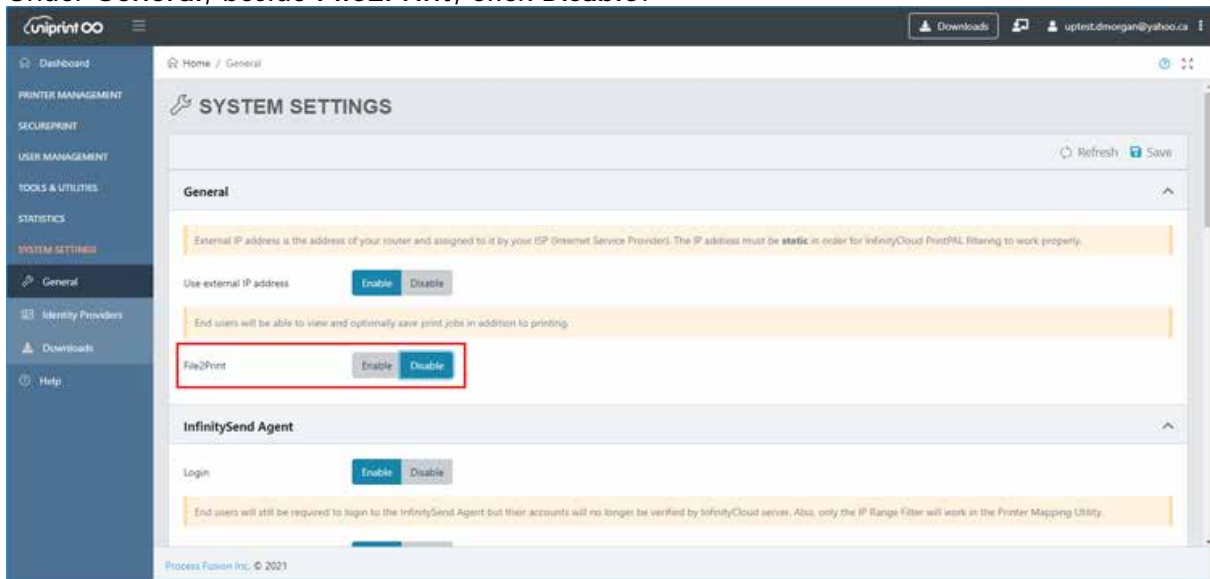
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



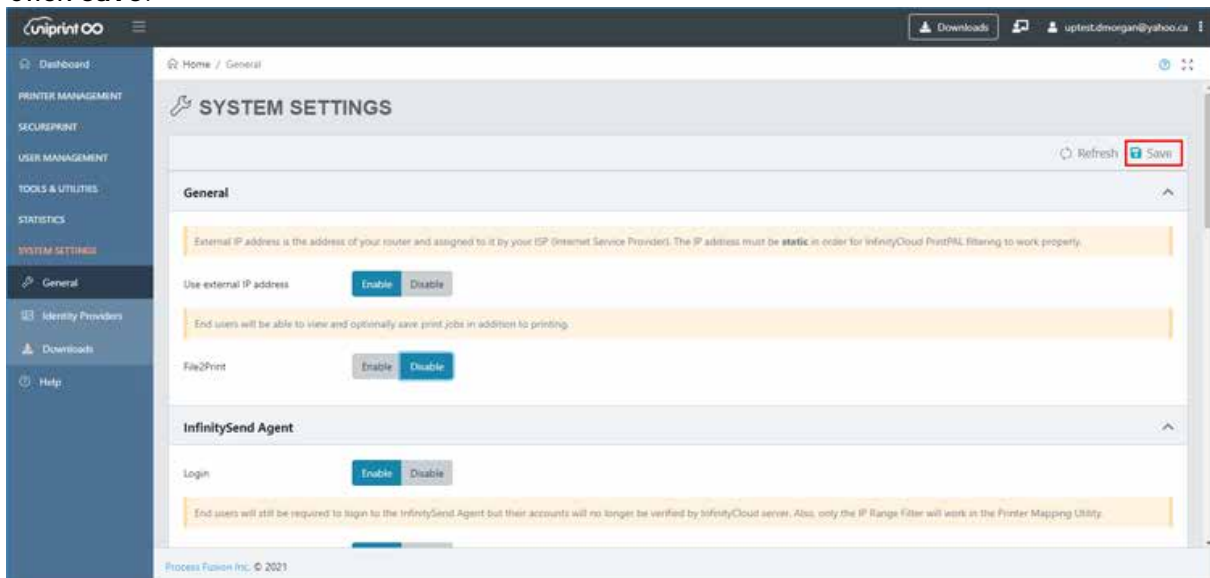
- 2) Under **SYSTEM SETTINGS**, click **General**.



3) Under General, beside File2Print, click Disable.



4) Click Save.



#### Related Links:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

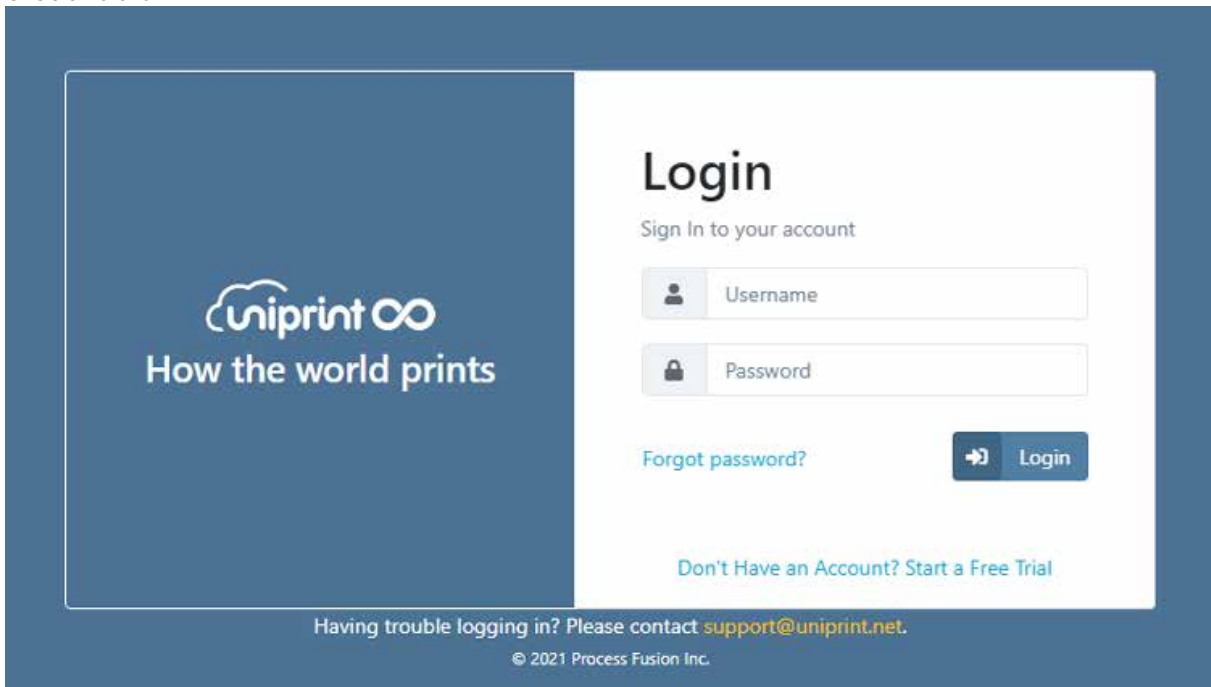
[Setting How Long Activity Logs Are Kept](#)

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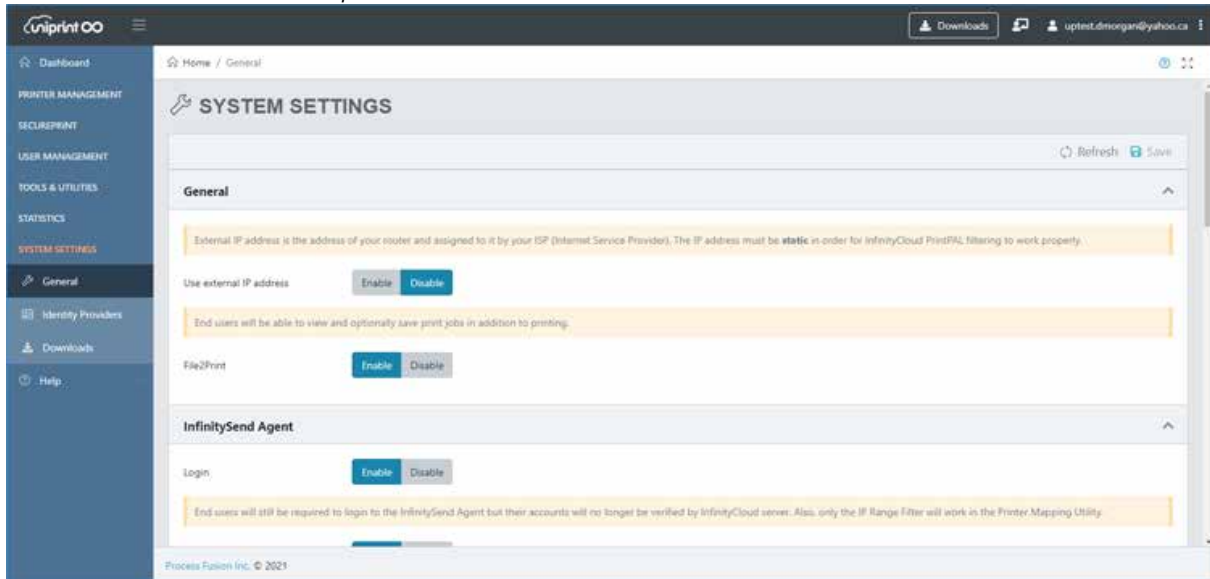
## Disabling InfinitySend Agent Auto-Login

By default the InfinitySend Agent logs in when the client device is started and there may be times when an administrator wants to prevent this. To disable auto-login, do the following:

- 1) Open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.

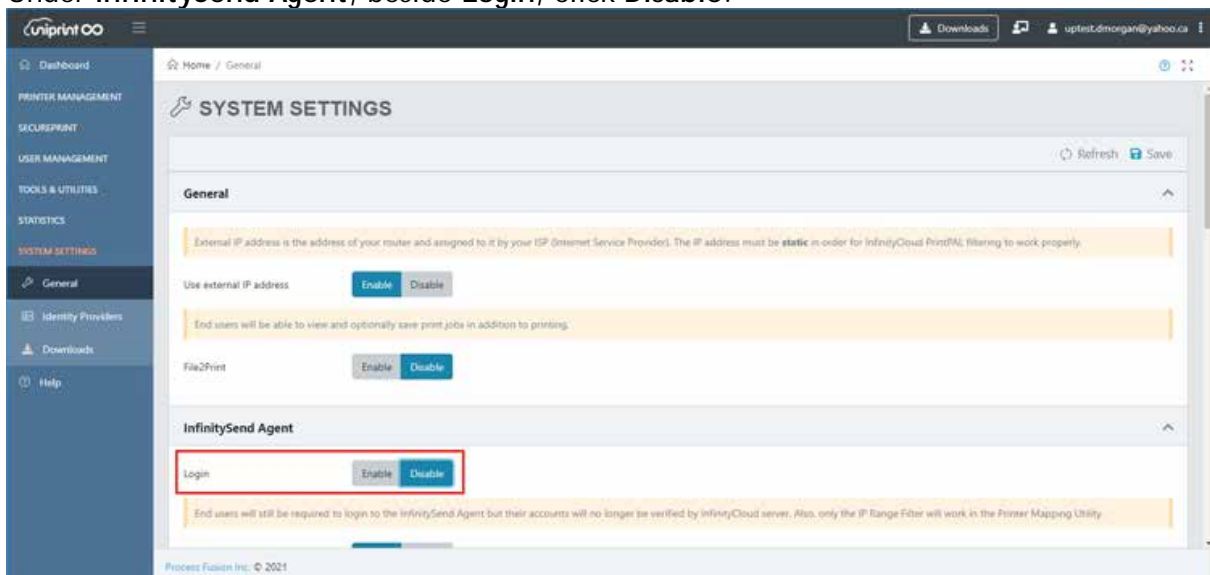


2) Under **SYSTEM SETTINGS**, click **General**.



The screenshot shows the uniprint OO SYSTEM SETTINGS page with the General tab selected. The page includes a sidebar with navigation options: Dashboard, PRINTER MANAGEMENT, SECUREPRINT, USER MANAGEMENT, TOOLS & UTILITIES, STATISTICS, SYSTEM SETTINGS (highlighted), General (selected), Identity Providers, Downloads, and Help. The main content area is titled 'SYSTEM SETTINGS' and contains three sections: General, File2Print, and InfinitySend Agent. The General section has a 'Use external IP address' toggle set to 'Enable'. The File2Print section has a toggle set to 'Enable'. The InfinitySend Agent section has a 'Login' toggle set to 'Enable'. A 'Save' button is visible in the top right corner of the settings area.

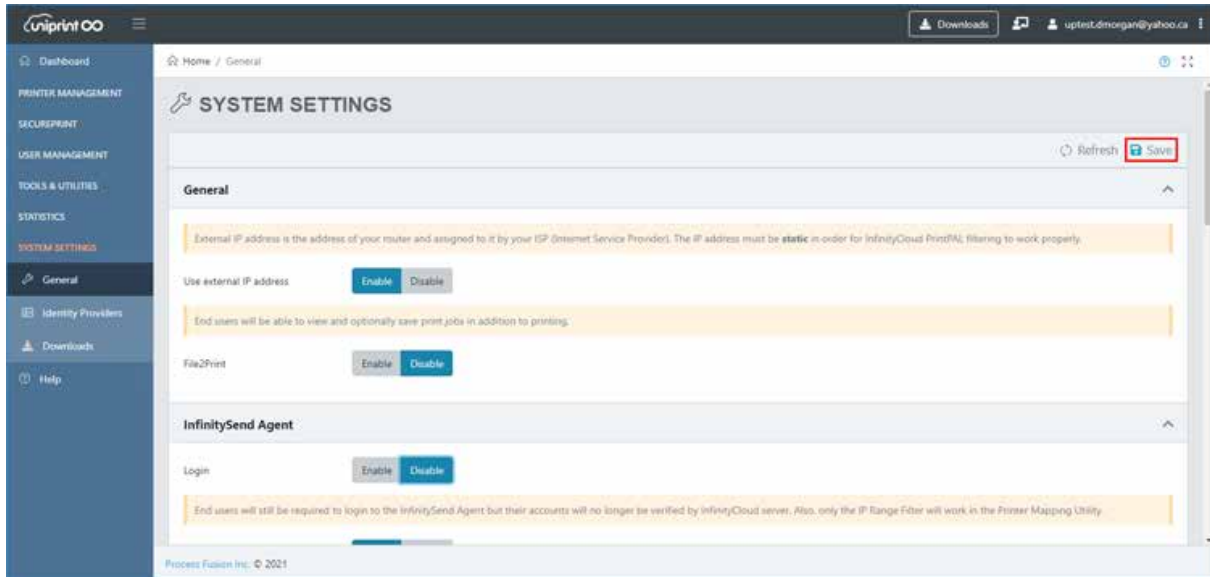
3) Under **InfinitySend Agent**, beside **Login**, click **Disable**.



This screenshot is identical to the previous one, but the 'Login' toggle in the InfinitySend Agent section is highlighted with a red rectangular box. The 'Disable' button is now the active state for the 'Login' toggle.



4) Click Save.



**Related Links:**

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

[Setting Where Driver Packages & SecurePrint Print Jobs Are Stored](#)

[Downloads](#)

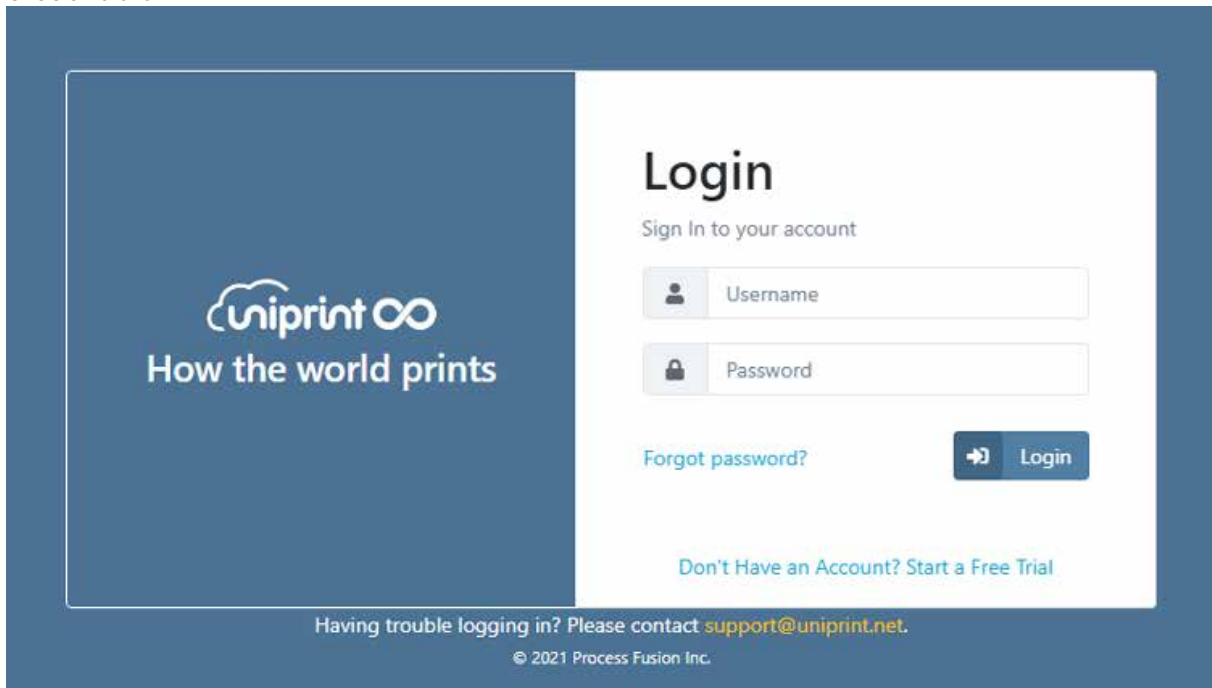
---

## Disabling Secondary Verification On The InfinityCloud Server

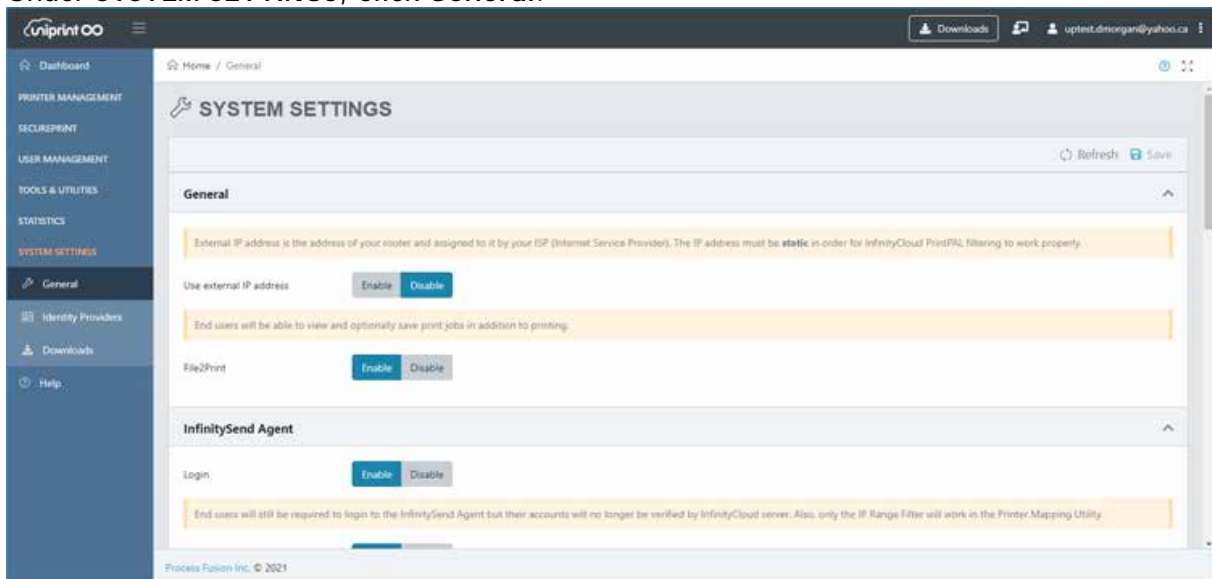
Azure AD and Google Workspace users can still log into the InfinitySend Agent as they normally would, however, the administrator may want to prevent secondary verification by the InfinityCloud Server. By preventing the InfinityCloud Server from verifying user accounts, some features will cease to function fully, such as the Printer Mapping Utility, also known as PrintPAL. Printer-to-user mapping will be restricted to only filtering by IP address range.

To disable secondary verification on the InfinityCloud Server, do the following:

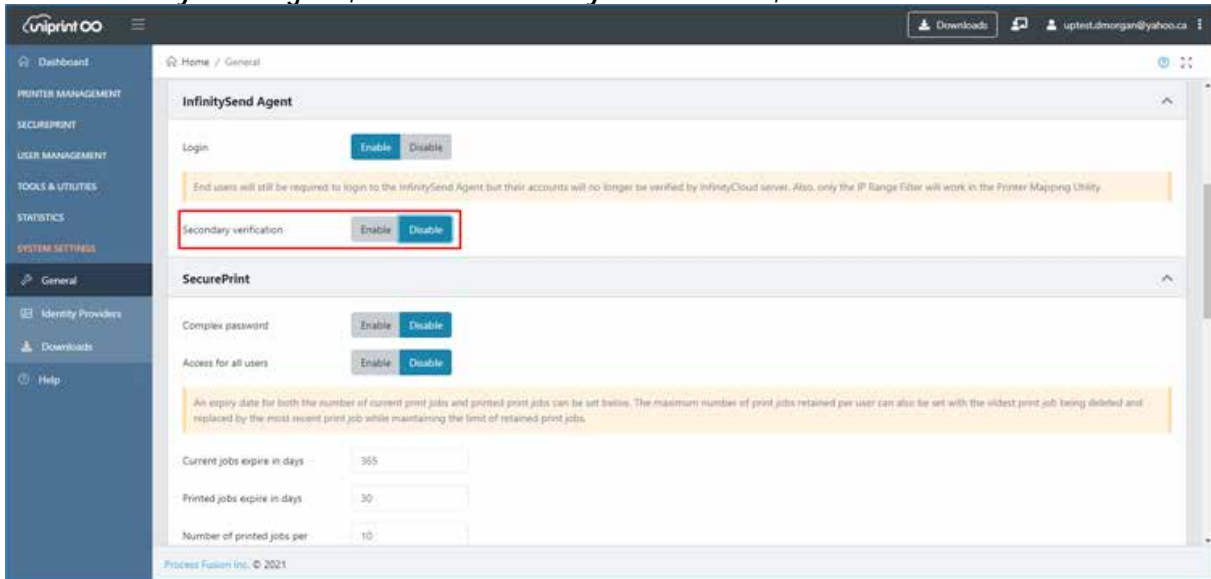
- 1) Open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.



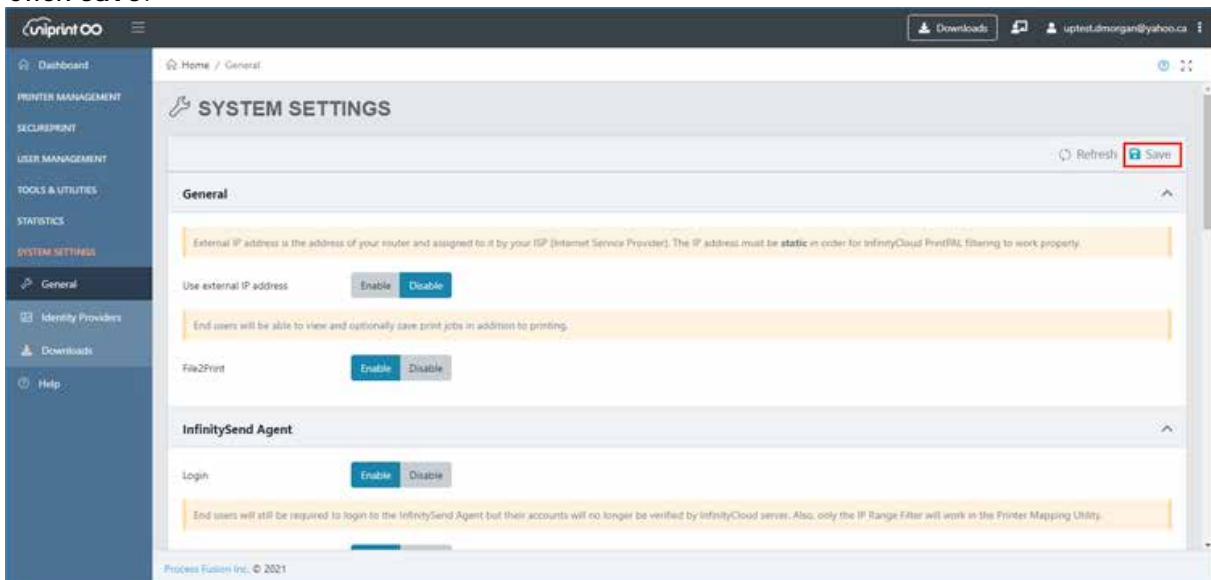
- 2) Under **SYSTEM SETTINGS**, click **General**.



3) Under **InfinitySend Agent**, beside **Secondary Verification**, click **Disable**.



4) Click **Save**.



**Related Links:**

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

## Setting Where Driver Packages &amp; SecurePrint Print Jobs Are Stored

[Downloads](#)

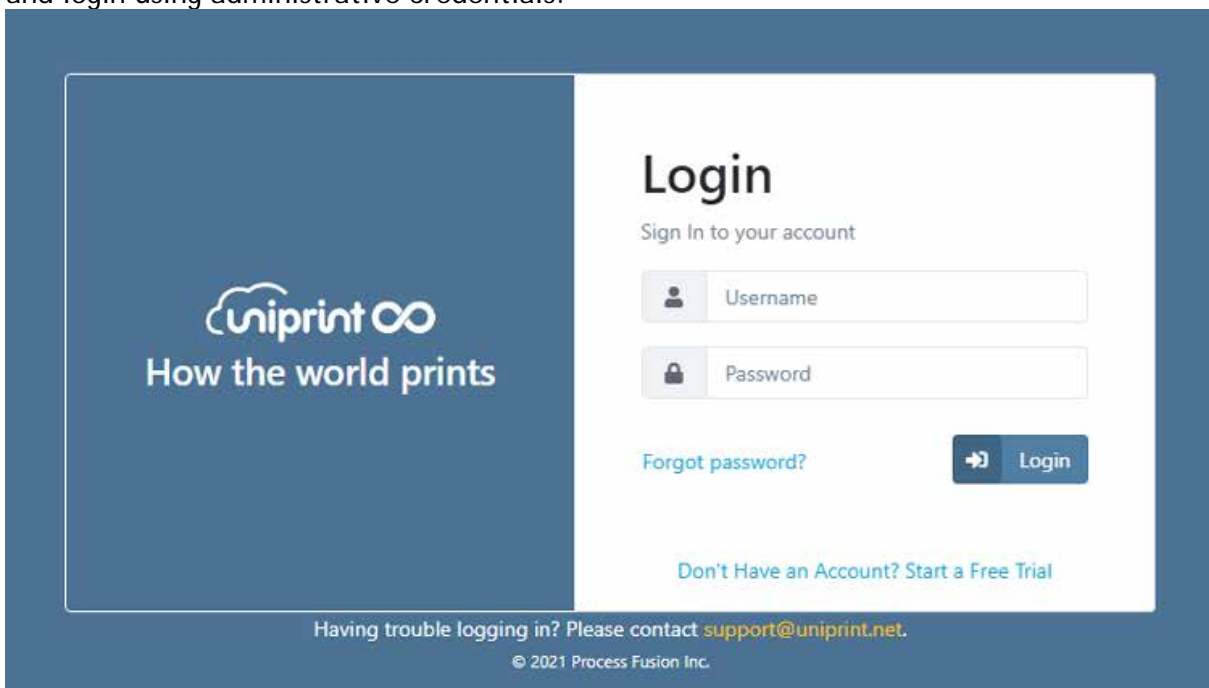
---

## Enabling Complex SecurePrint Passwords

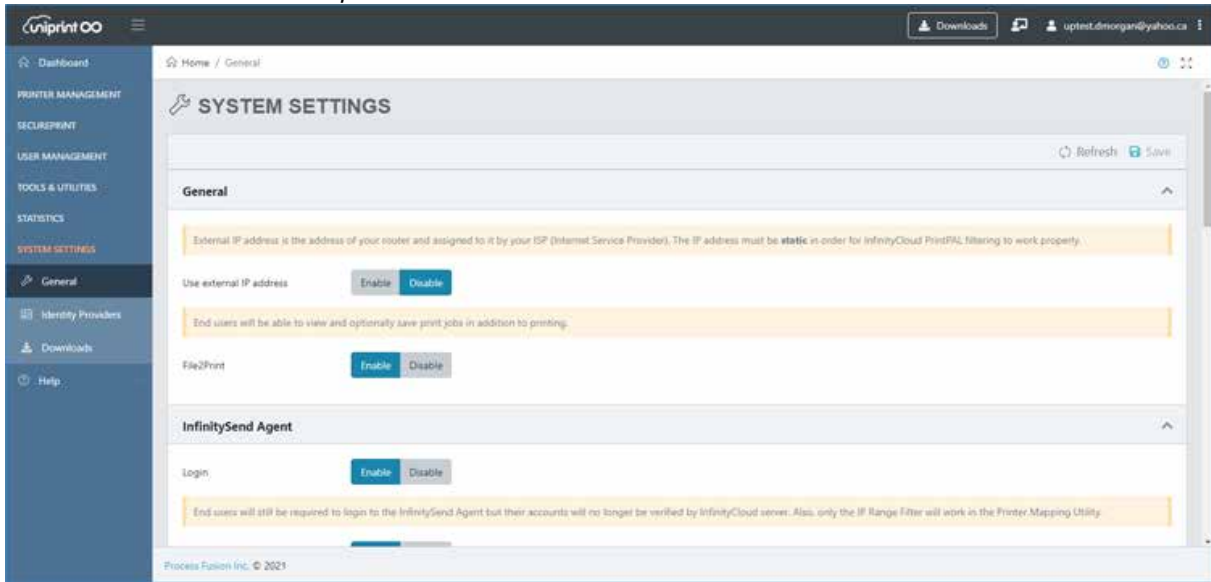
The use of complex passwords for SecurePrint is disabled by default. This setting ensures that users will SecurePrint passwords that contains at least one upper case character, one lower case character and one numerical digit.

To enable complex SecurePrint passwords, do the following:

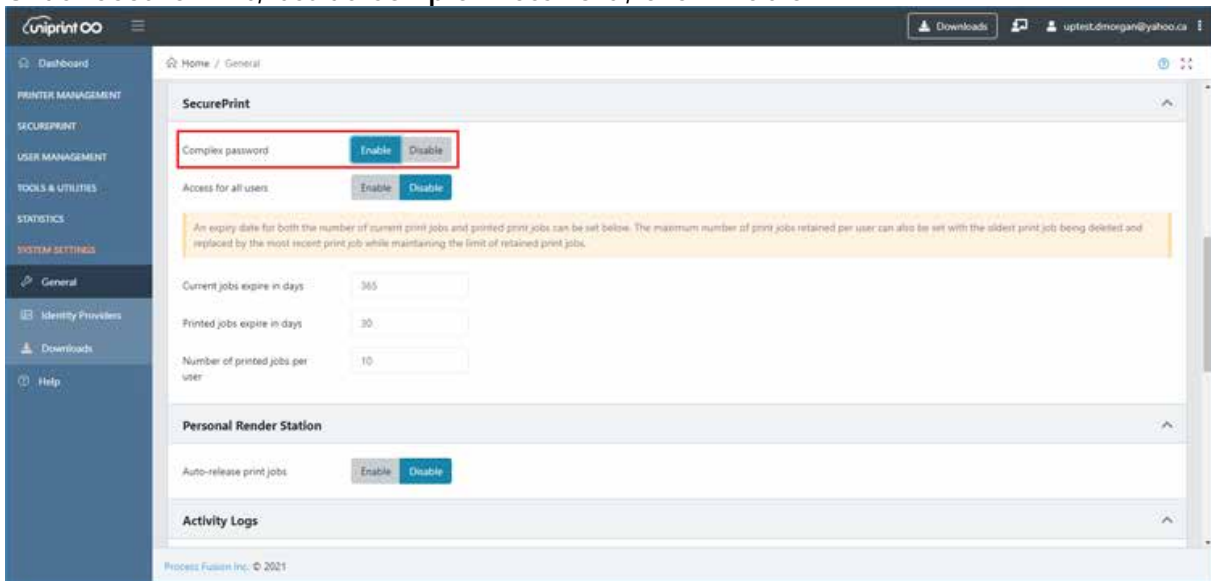
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



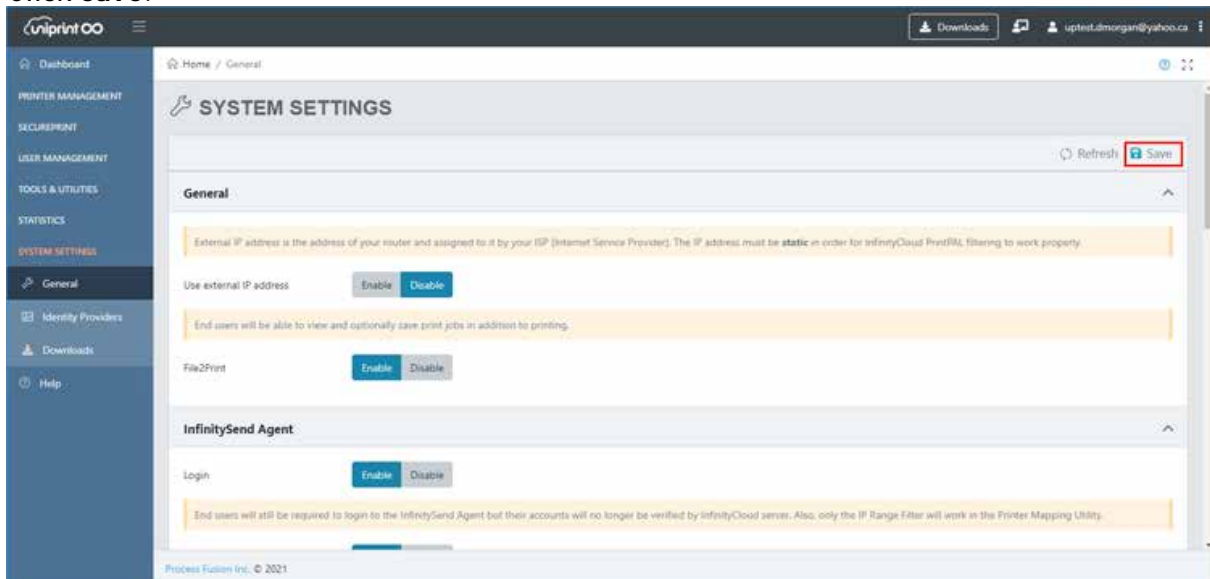
2) Under **SYSTEM SETTINGS**, click **General**.



3) Under **SecurePrint**, beside **Complex Password**, click **Enable**.



## 4) Click Save.



## Related Links:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

[Setting Where Driver Packages & SecurePrint Print Jobs Are Stored](#)

[Downloads](#)

## Enabling SecurePrint For All Users

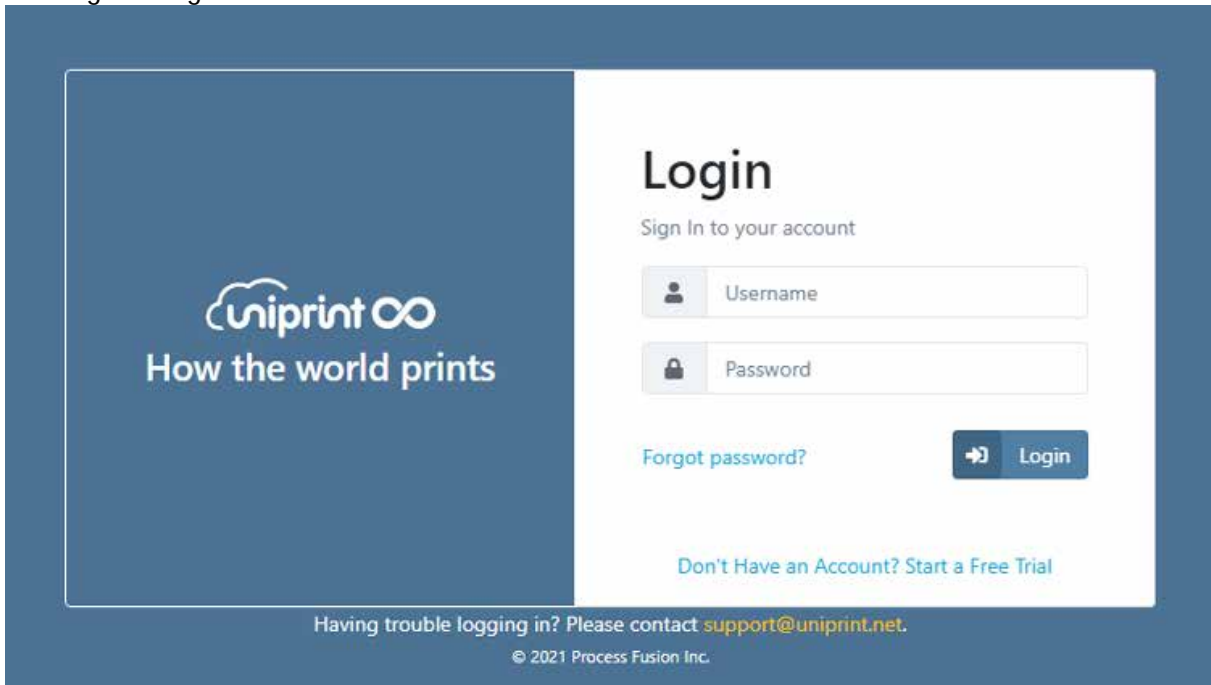
Typically, to enable SecurePrint for a user, they need to be added to the SecurePrint Users list. Unfortunately, this only allows for users to be added one at a time.

However, now administrators can enable SecurePrint for all users without having to add their user names to the SecurePrint Users list, by simply enabling the **Enable access for all users** setting.

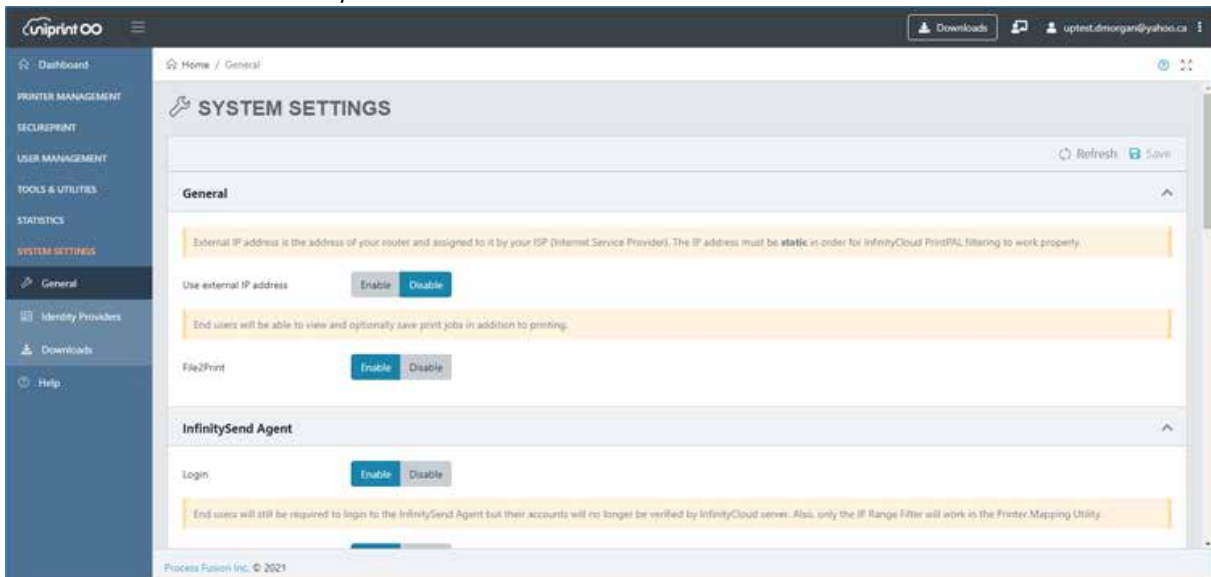
To the enable access to SecurePrint for all users, do the following:

## UniPrint InfinityCloud Guide

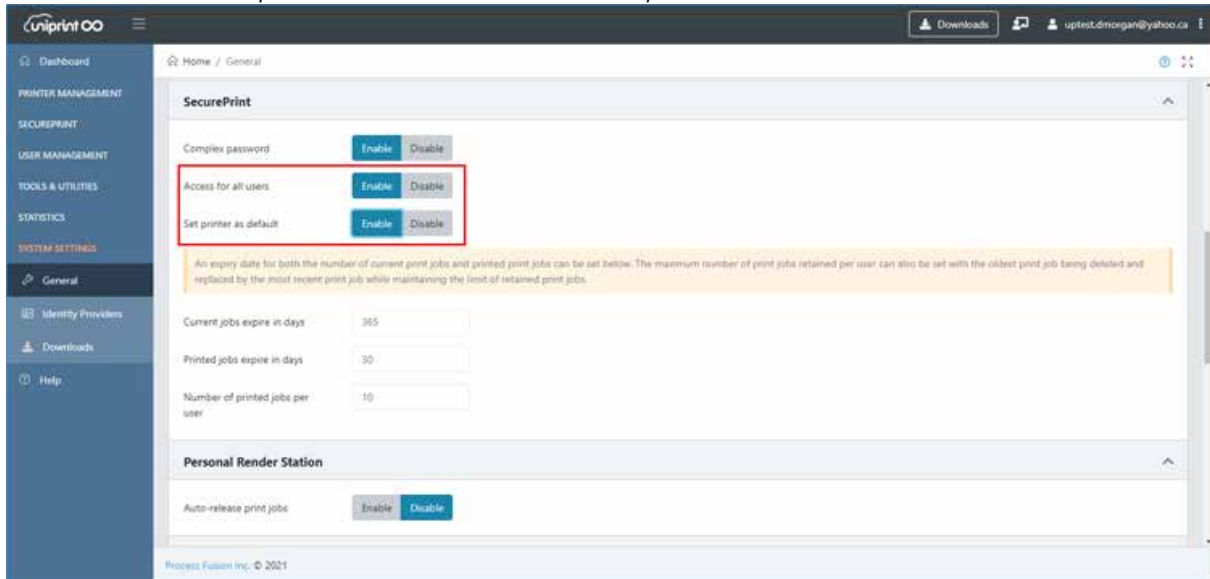
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **SYSTEM SETTINGS**, click **General**.

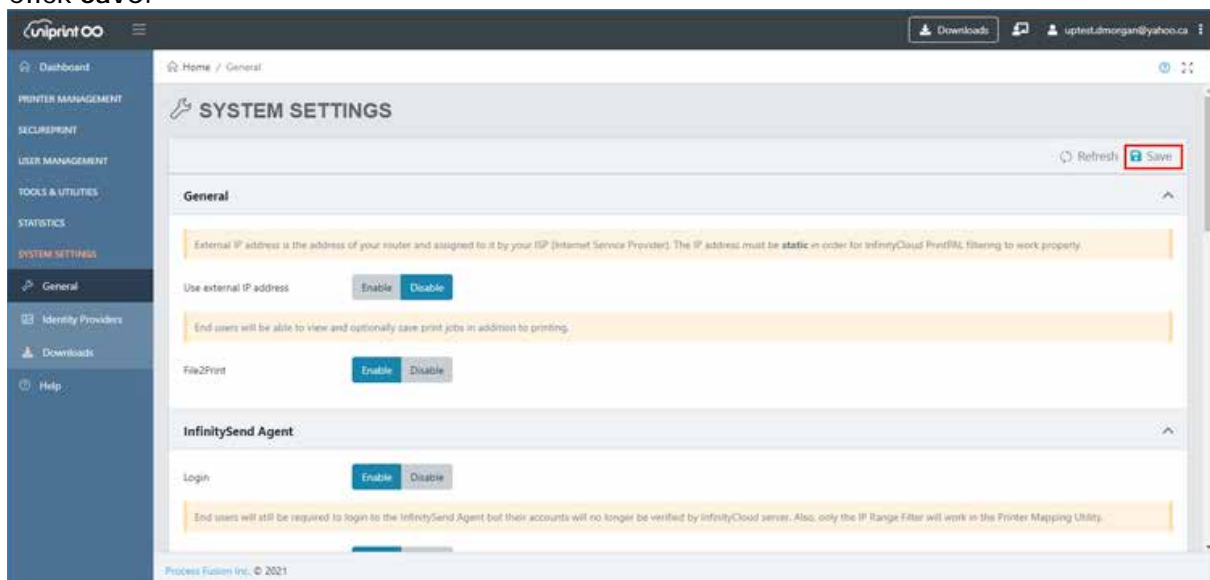


3) Under SecurePrint, beside Access For All Users, click **Enable**.



4) The **Set printer as default** setting will appear. To set the SecurePrint printer as the default for all users, click **Enable**.

5) Click **Save**.



#### Related Links:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)



[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

[Downloads](#)

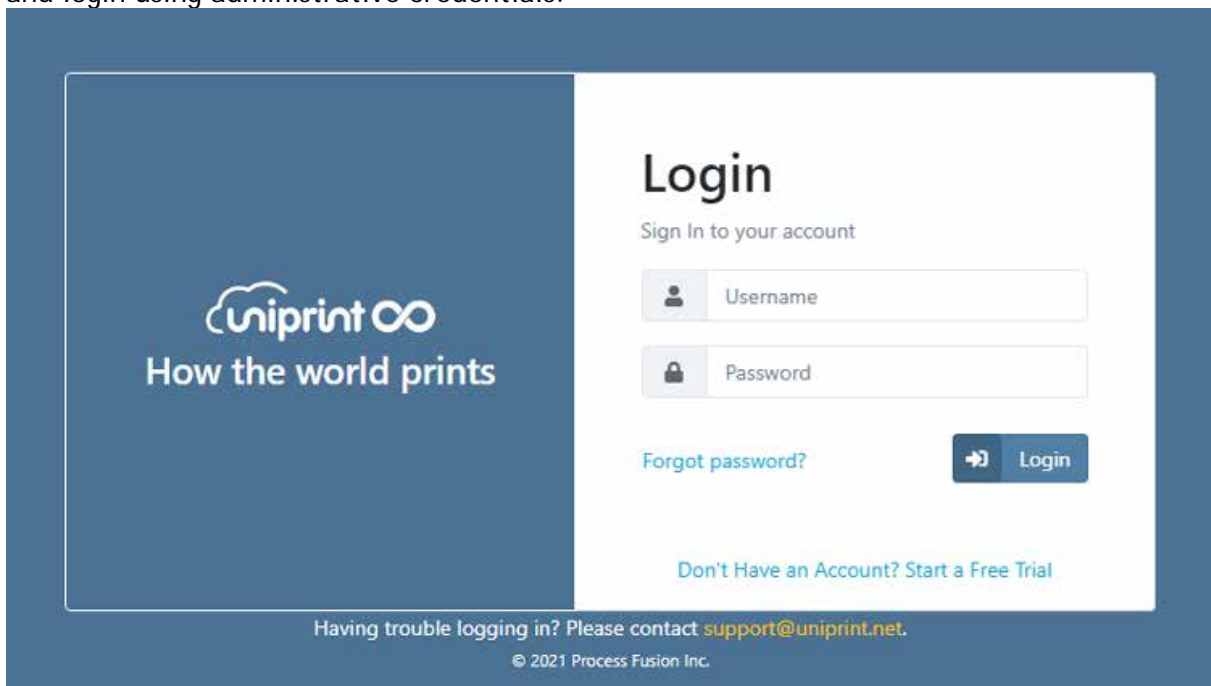
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## Setting SecurePrint Print Job Expiry Limits

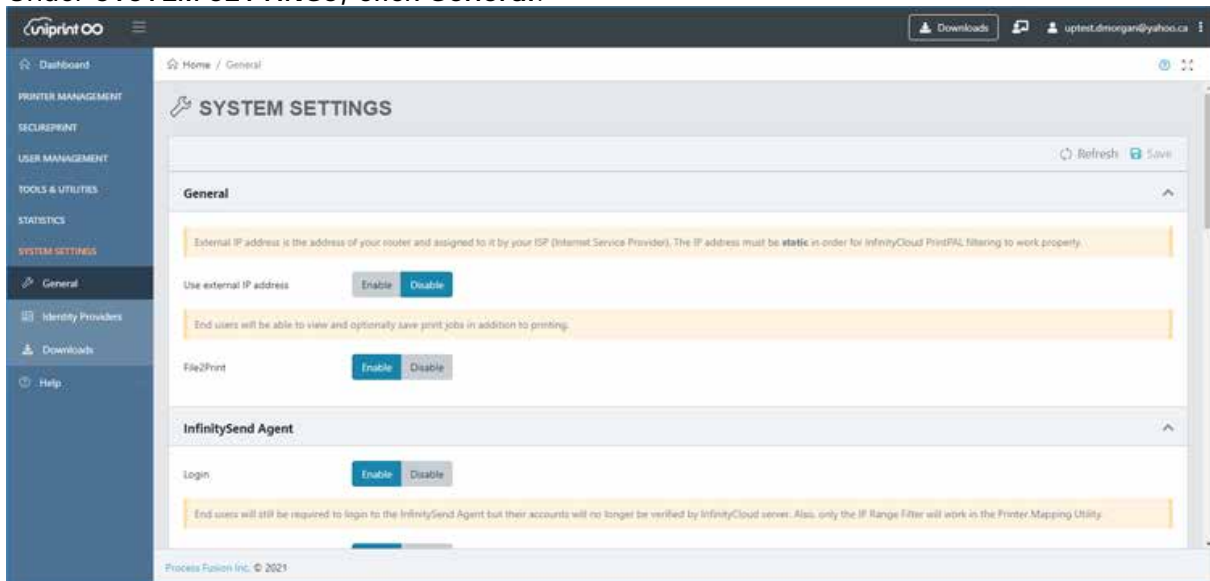
To keep the storage of SecurePrint print jobs tidy, InfinityCloud enables the administrator to set expiry dates and to limit of number of print jobs retained by each user. These limitations do not affect the number print jobs that a user can print, only the number of print jobs stored in InfinityCloud at any point in time.

To set the print job expiry date and the print job storage limits, do the following:

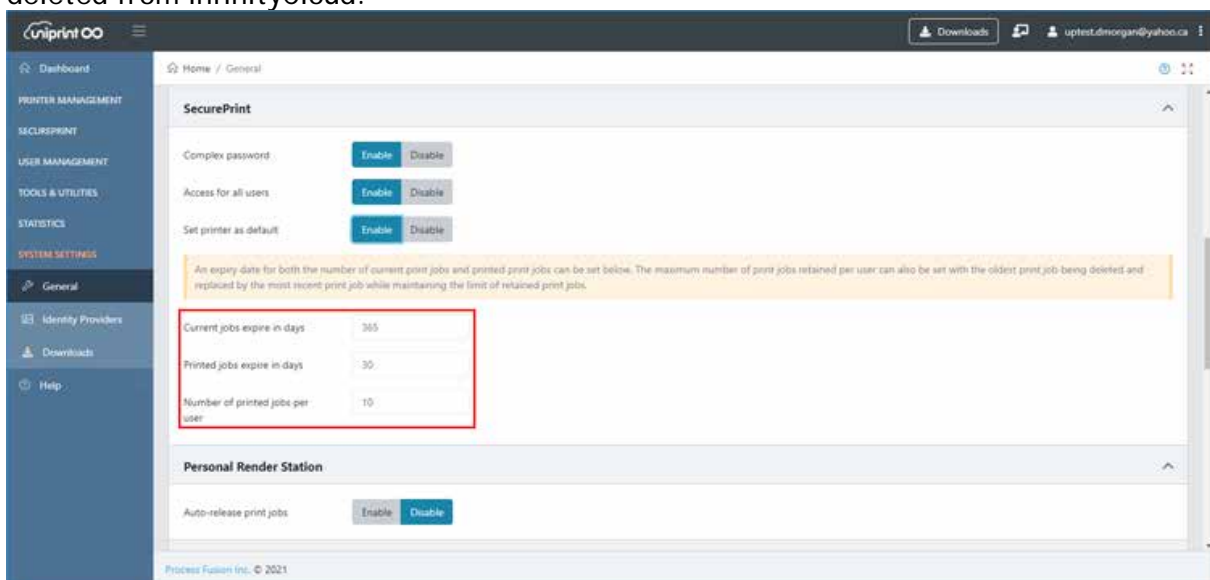
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **SYSTEM SETTINGS**, click **General**.

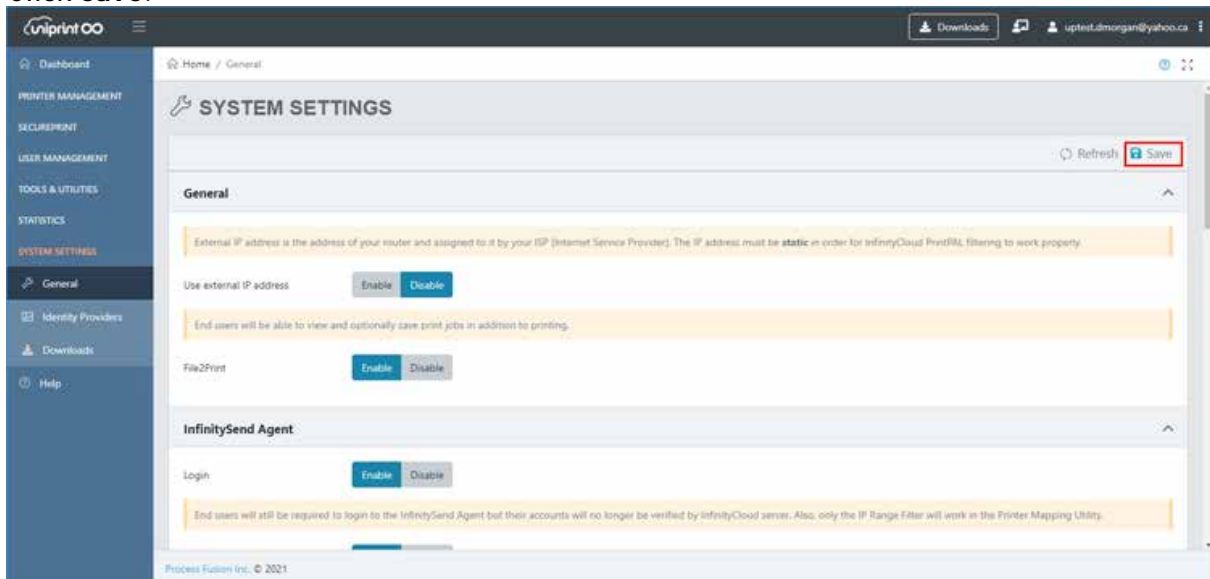


- 3) Under **SecurePrint**, beside **Current job expires in days**, enter the number of days that a print job, that has not been released by user, remains available to print before it is deleted from InfinityCloud.



- 4) Beside **Printed job expires in days**, enter the number of days that a print job, that has been previously released by the user, remains available to print before it is deleted from InfinityCloud.
- 5) Beside **Number of printed jobs per user**, enter the maximum number of printed jobs that can be retained in InfinityCloud per user.

6) Click Save.



**Related Links:**

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

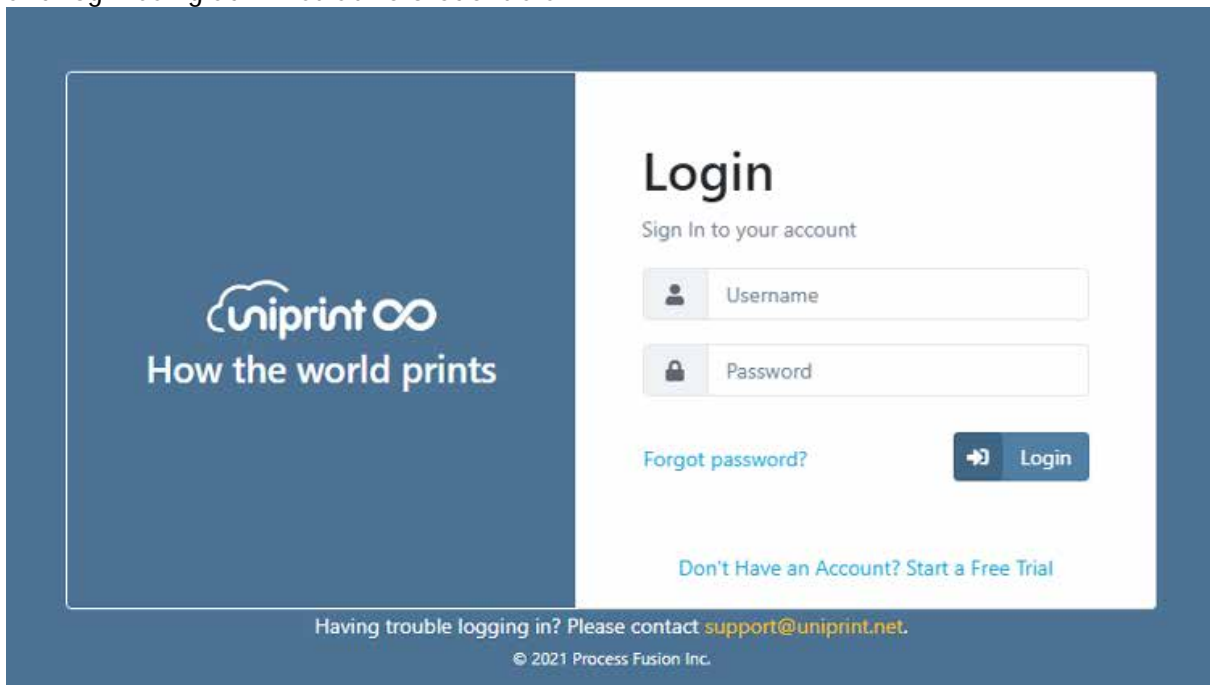
Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

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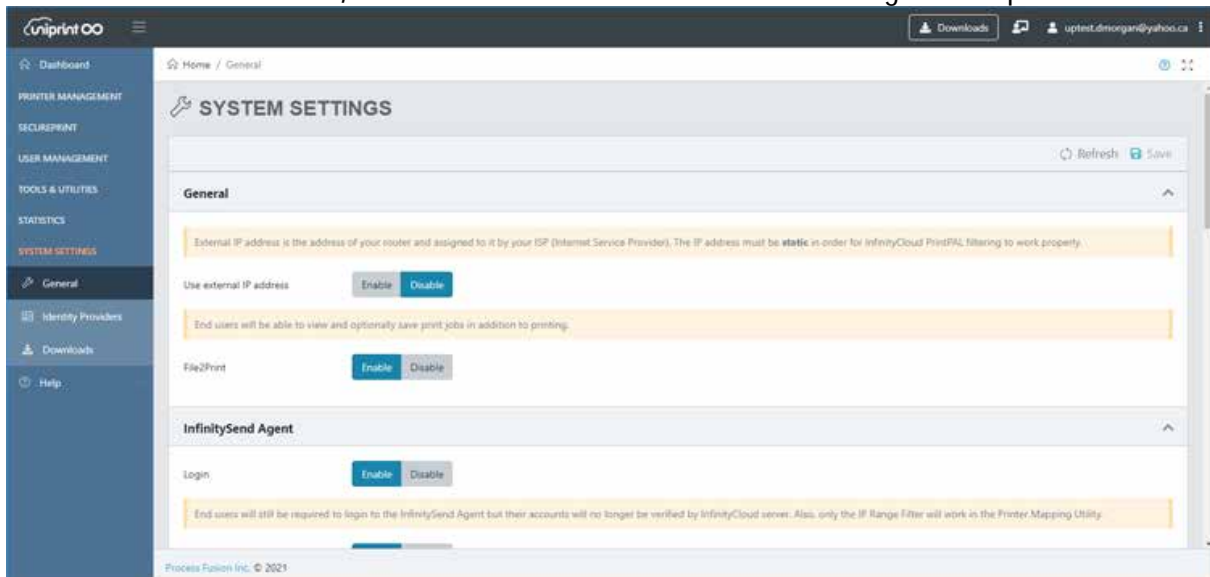
## Enabling Automatic Print Job Release for Personal Render Stations

To enable automatic print job release for the personal render station:

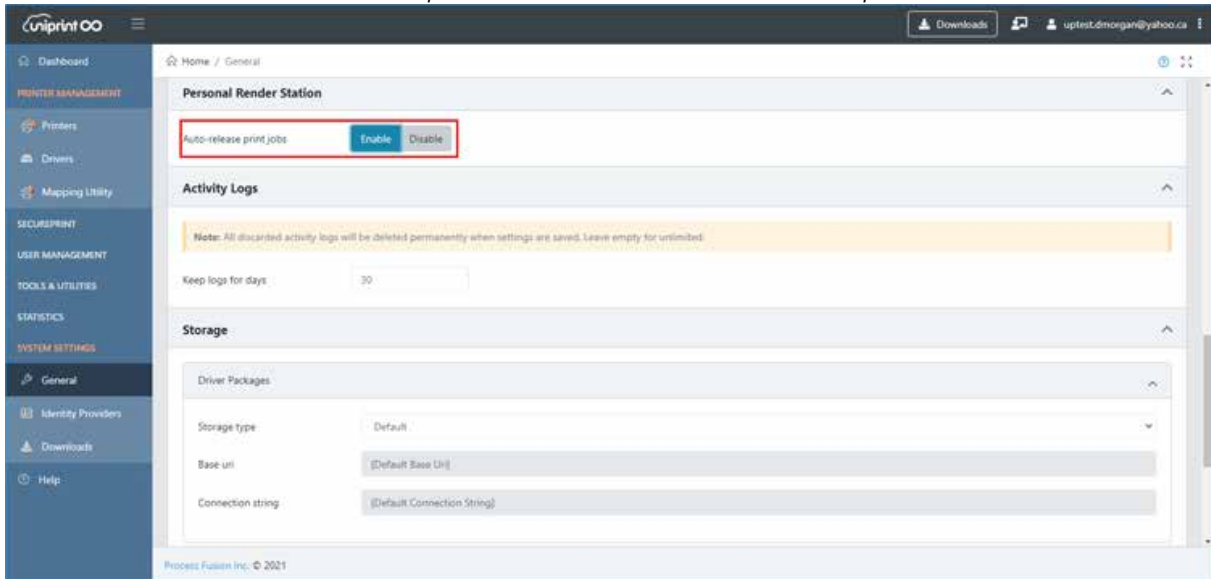
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



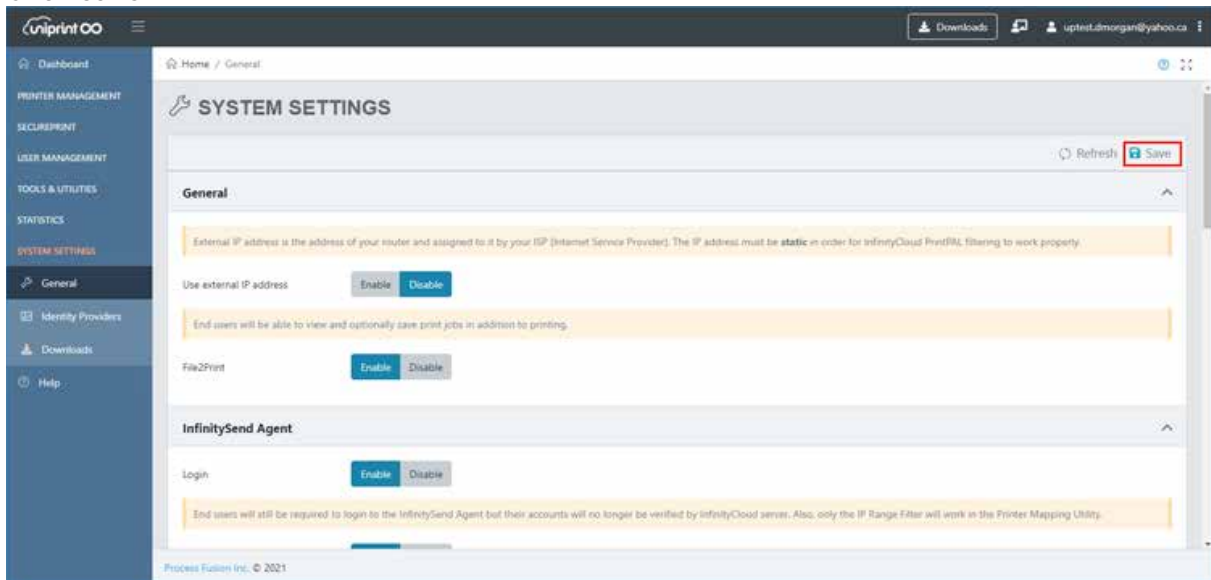
- 2) Under **SYSTEM SETTINGS**, click **General**. Click the **General** heading to collapse it.



3) Under Personal Render Station, beside Auto-release Print Jobs, click Enable.



4) Click Save.



Related Links:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

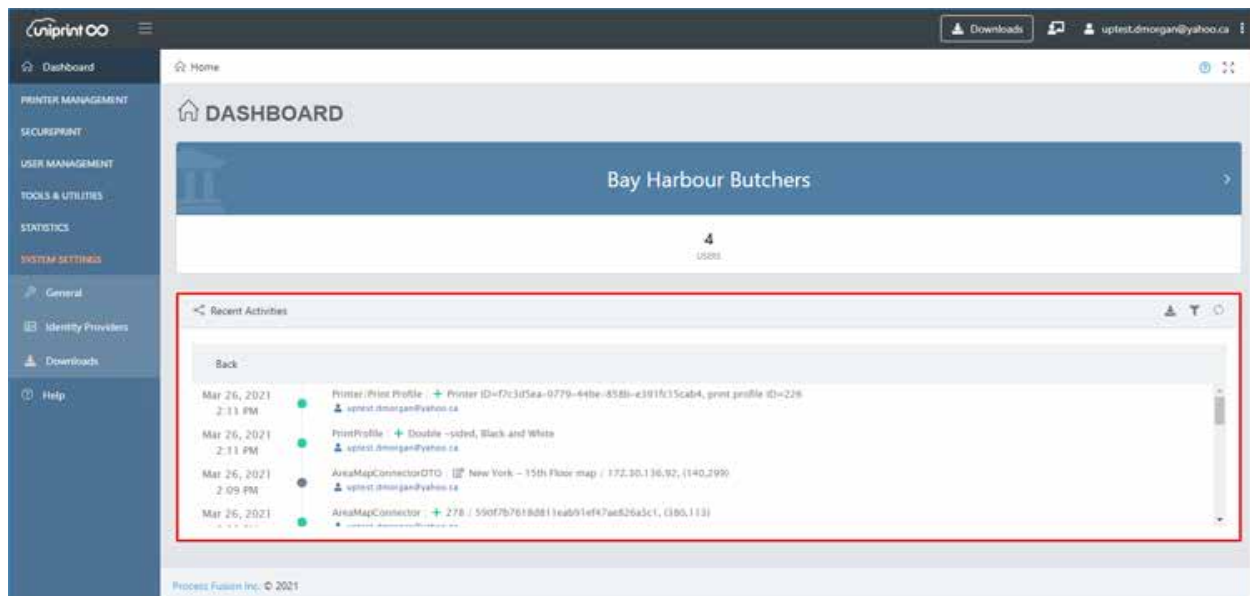
## [Setting How Long Activity Logs Are Kept](#)

Setting Where Driver Packages & SecurePrint Print Jobs Are Stored

## [Downloads](#)

## Setting How Long Activity Logs Are Kept

Recent activities such as creating an Area, uploading and assigning printers, adding users and render stations are all logged since different administrators can log in and change the InfinityCloud settings. The date, time and who made changes are all logged and are displayed on the Dashboard.

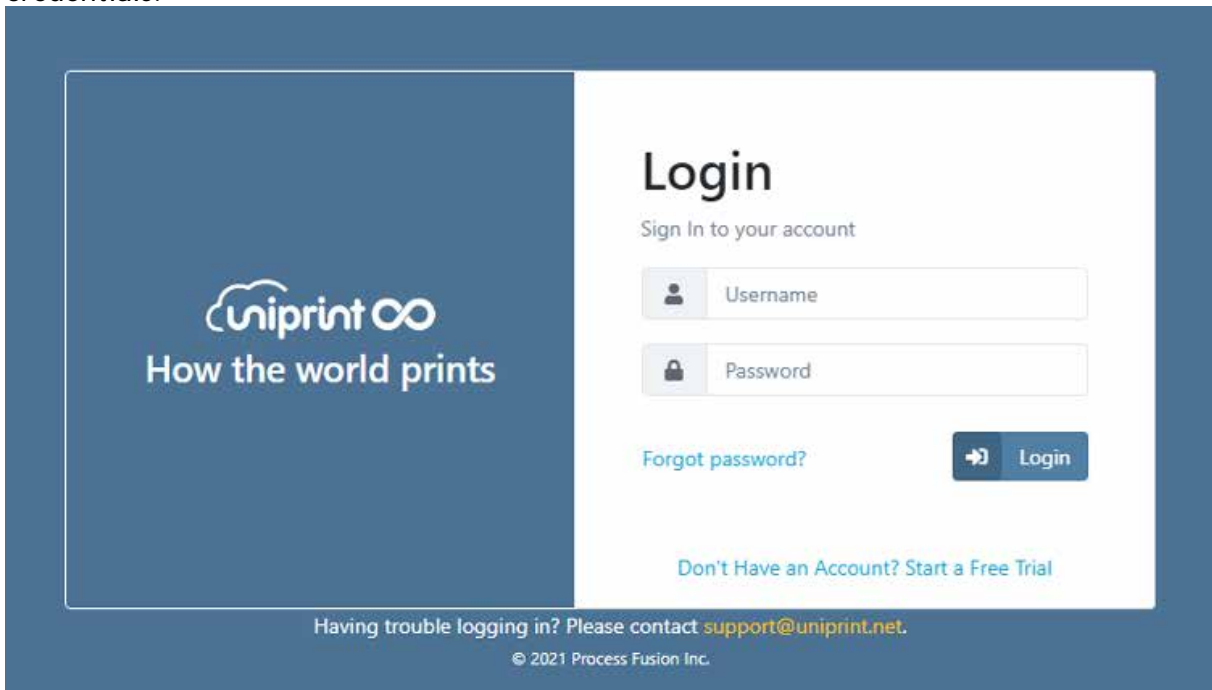


To prevent these logs from consuming too much storage, the number of days that these logs are kept can be set.

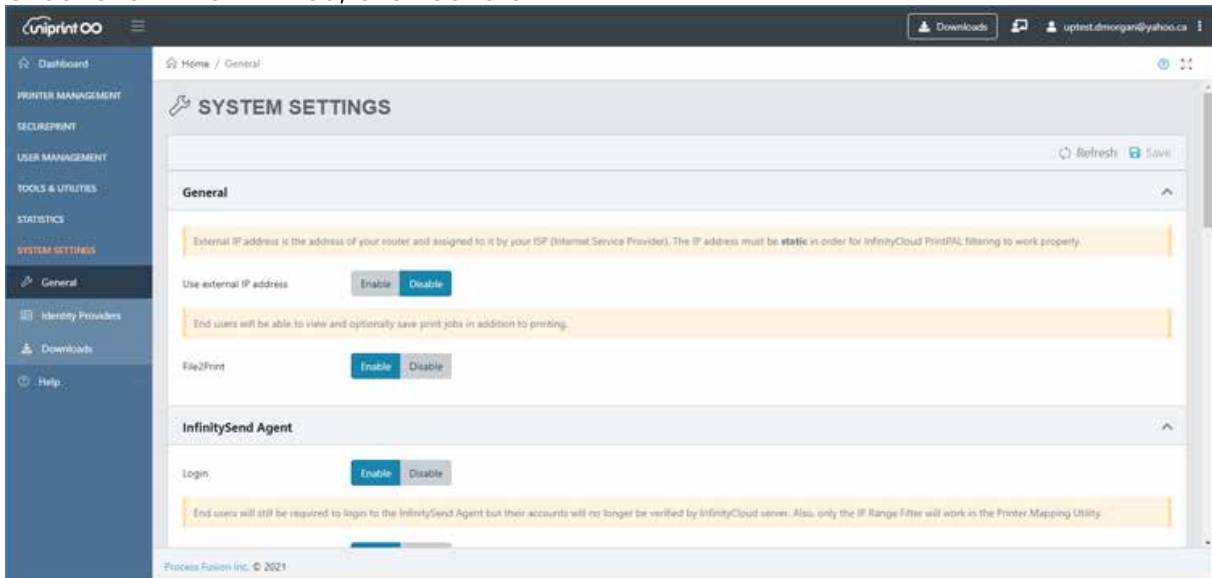
To set how long activity logs are kept, do the following:

- 1) Open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative

credentials.

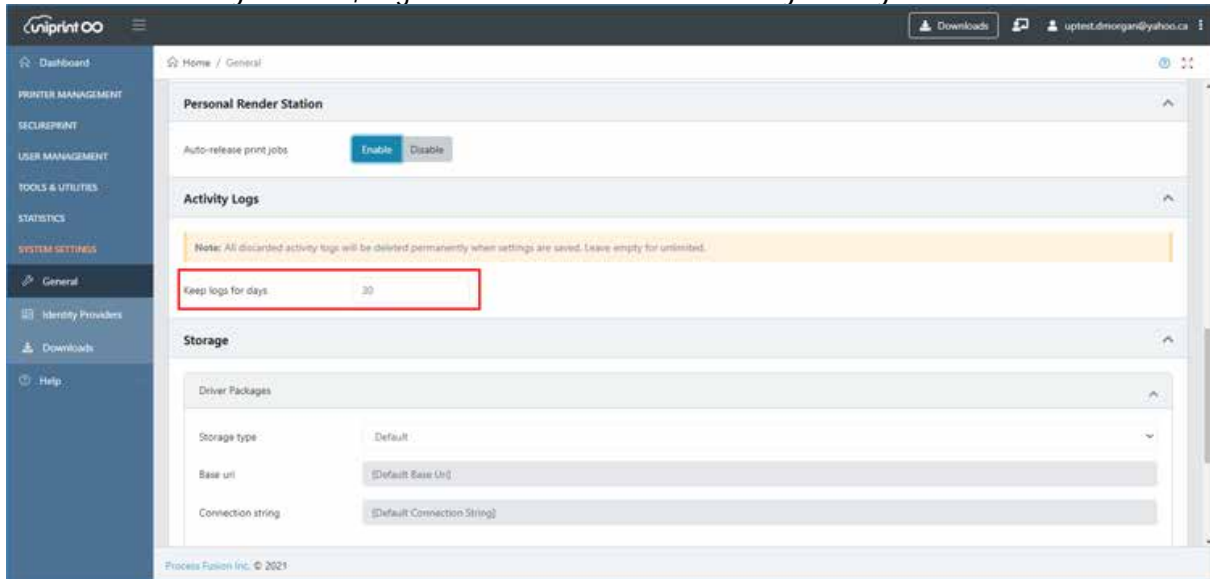


2) Under **SYSTEM SETTINGS**, click **General**.

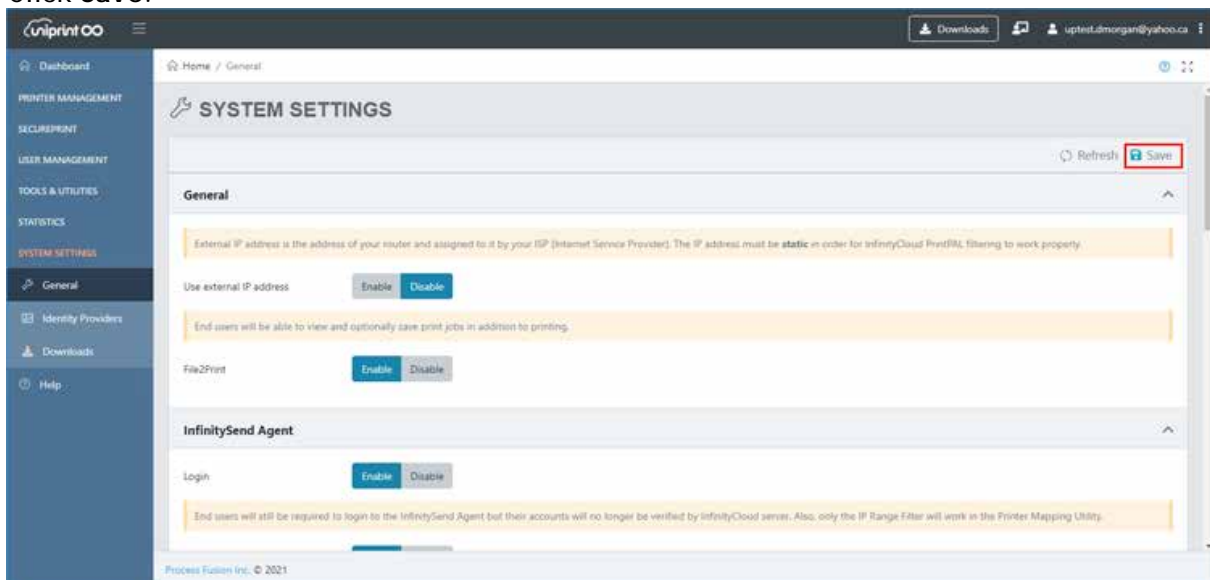


3) Under **Activity Logs**, beside **Keep logs for**, enter the number of days for which to keep the log entries. To keep log entries forever, that is, without setting a time limit, leave the

text box blank. By default, log entries will be deleted every 30 days.



4) Click Save.



#### Related Links:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)



[Downloads](#)

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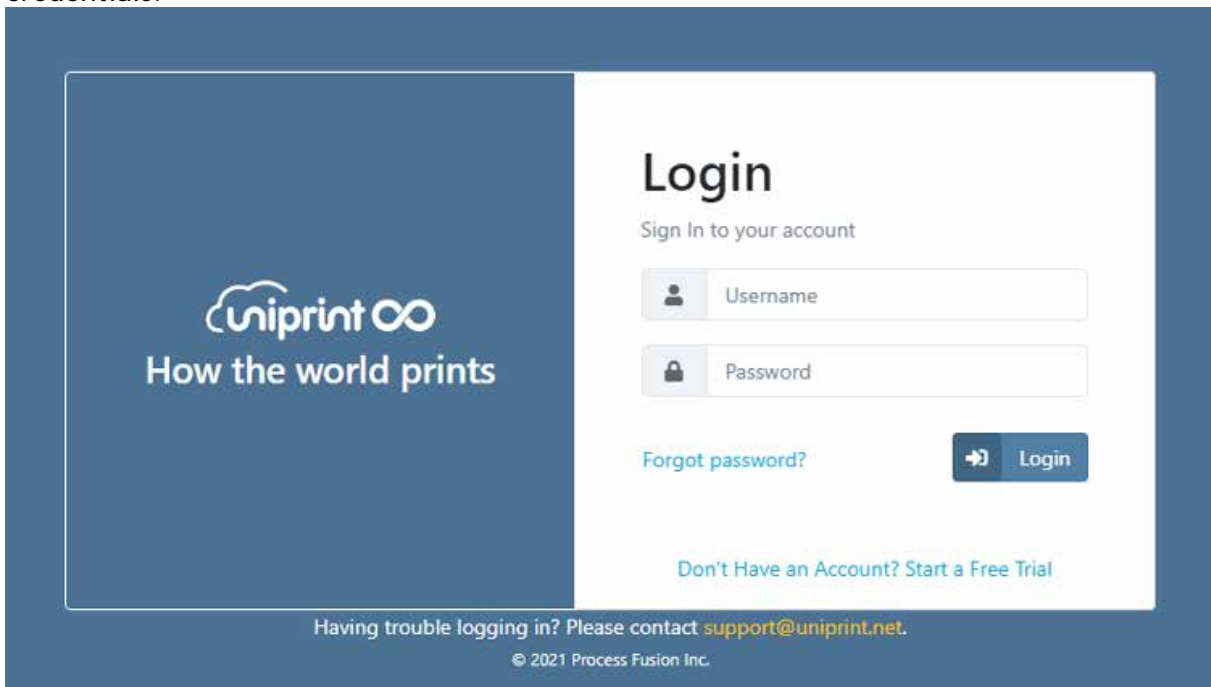
## Setting How Driver Packages & Pull Printing Print Jobs Are Stored

By default, uploaded driver packages and SecurePrint print jobs waiting to be released are stored in UniPrint's Azure blob. However, depending on an organization's security requirements, the option to store drivers and print jobs in an organization's own Azure blob or on-premise non-Azure blob can be set.

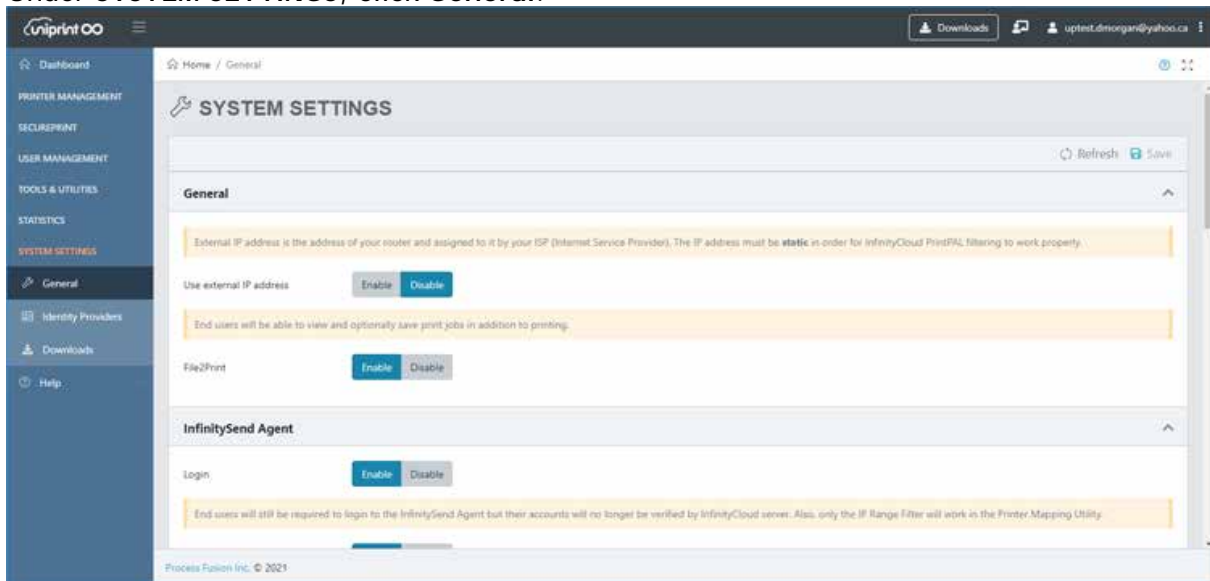
For on-premise, non-Azure storage, organizations can provide their own RESTful Web services or Process Fusion can provide a RESTful application that will need to be hosted on-premise. For this storage option, contact [UniPrint Support](#).

To set storage options, do the following:

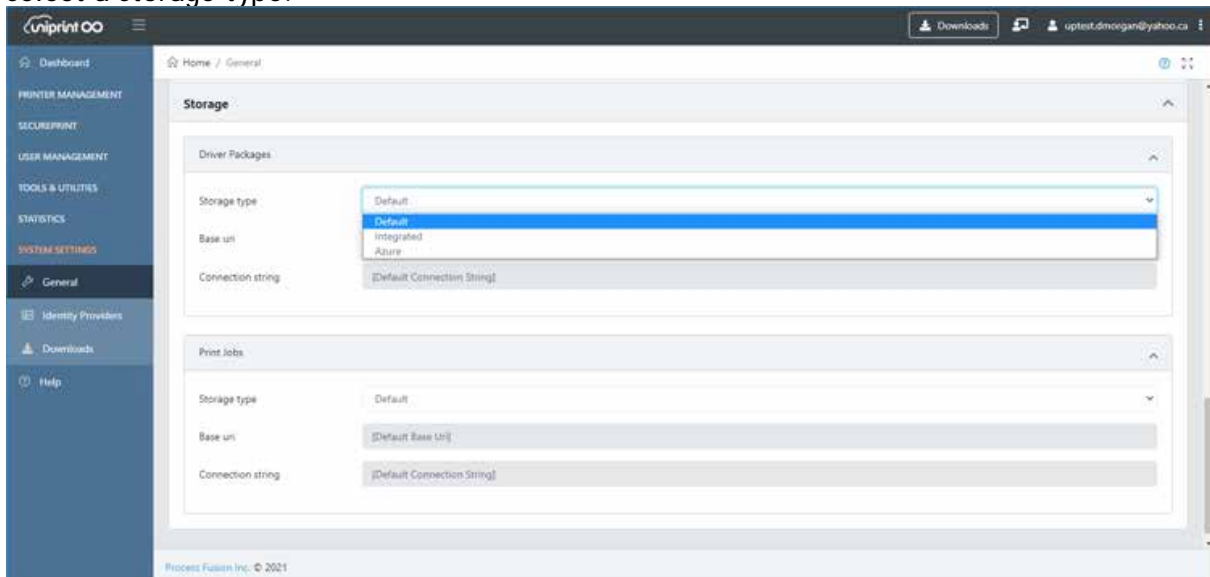
- 1) Open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.



- 2) Under **SYSTEM SETTINGS**, click **General**.



- 3) Under **Storage**, under either **Driver Packages** or **Print Jobs**, from the **Storage Type** list, select a storage type.

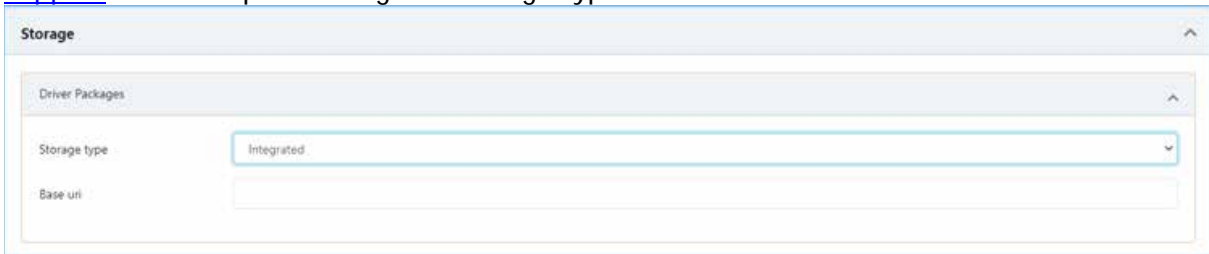


**Default:** Both driver packages and SecurePrint print jobs are stored in the UniPrint Azure blob by default.

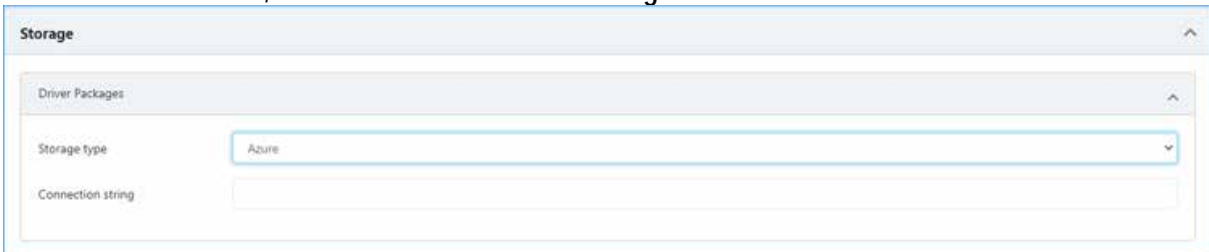
**Integrated:** Driver packages and/or SecurePrint print jobs can be stored on premise without Azure. Storage RESTful Web services are required with about 4 - 5 REST APIs. Alternatively a RESTful application can be provided that must be hosted on premise. Contact [UniPrint Support](#) if this storage type is desired.

**Azure:** Driver packages and/or SecurePrint print jobs can be stored in an organization's own Azure blob.

- 4) If **Integrated** is selected, enter the **Base URI** of the RESTful Web service. Contact [UniPrint Support](#) before implementing this storage type.

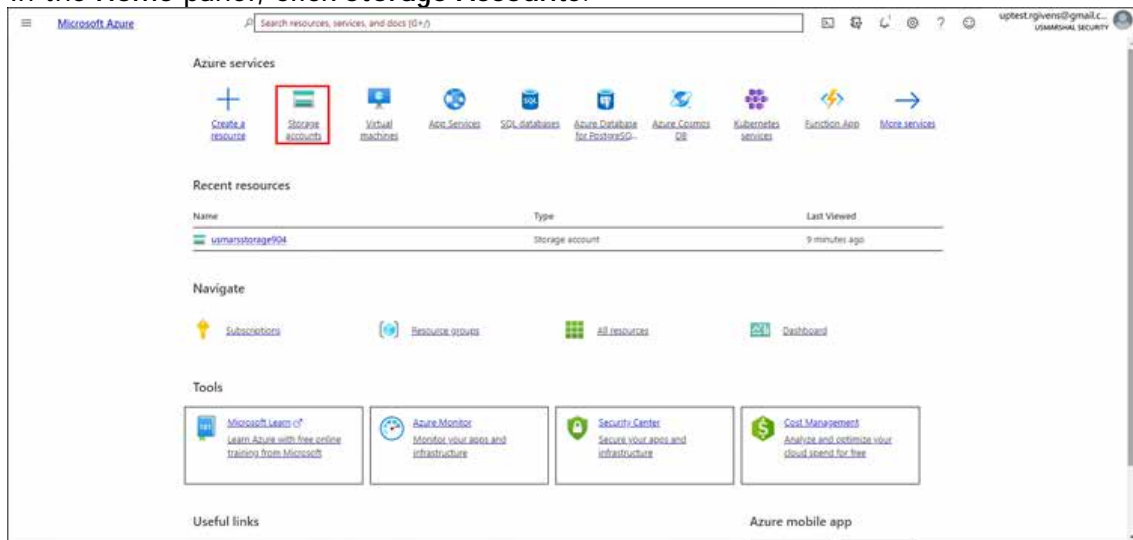


- 5) If **Azure** is selected, enter the **Connection String**.

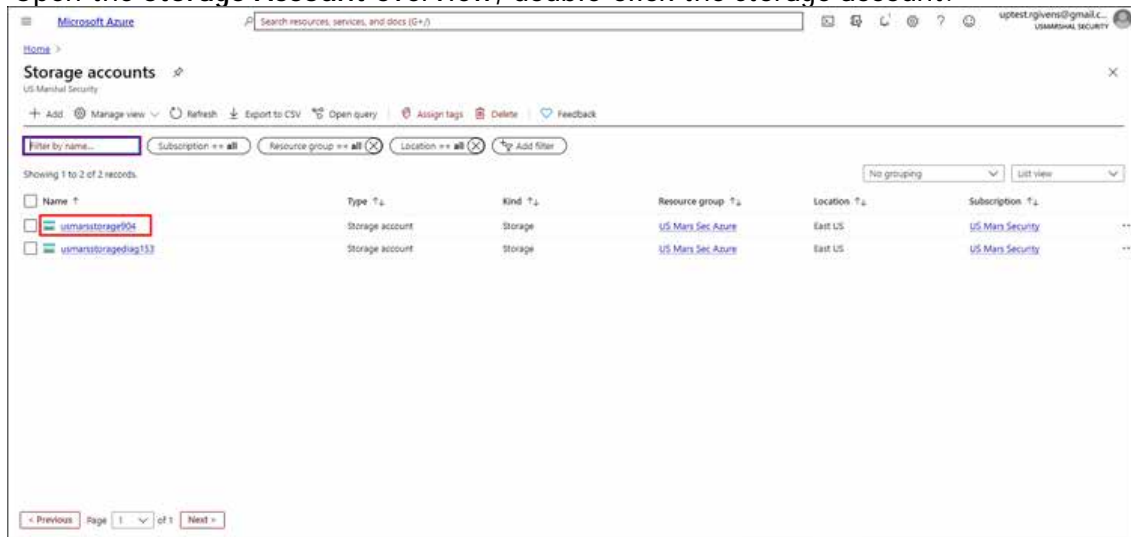


- a) To view and copy the Azure Connection String, do the following:

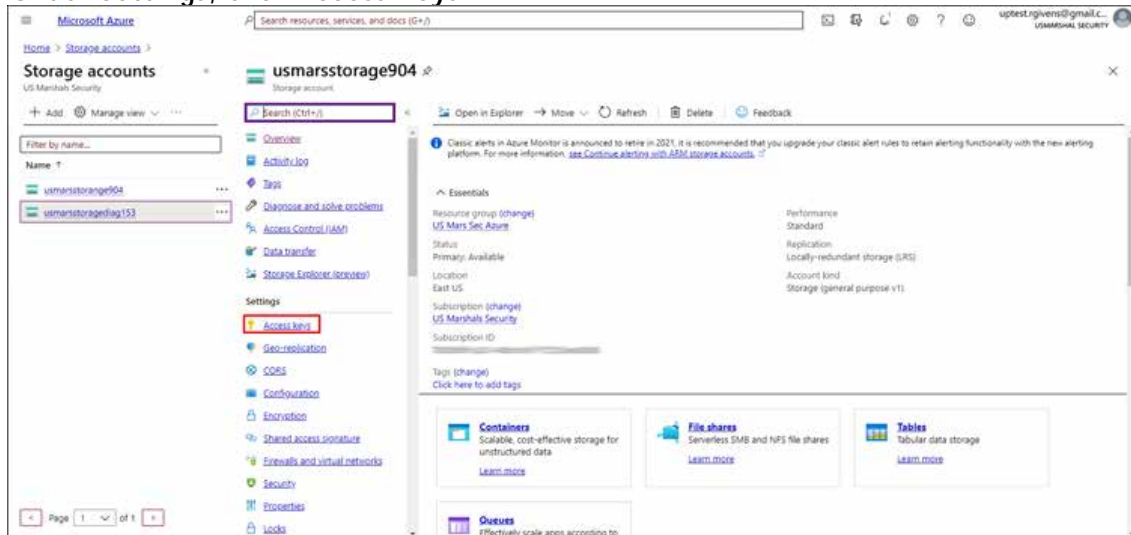
- i) Log into the [Azure Portal](#).
- ii) In the **Home** panel, click **Storage Accounts**.



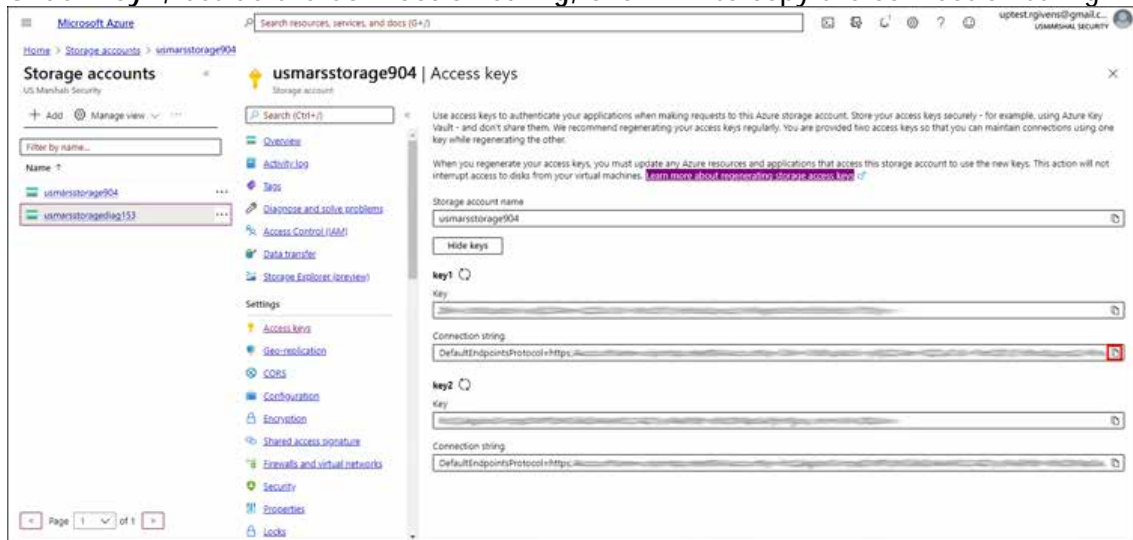
iii) Open the **Storage Account** overview, double-click the storage account.



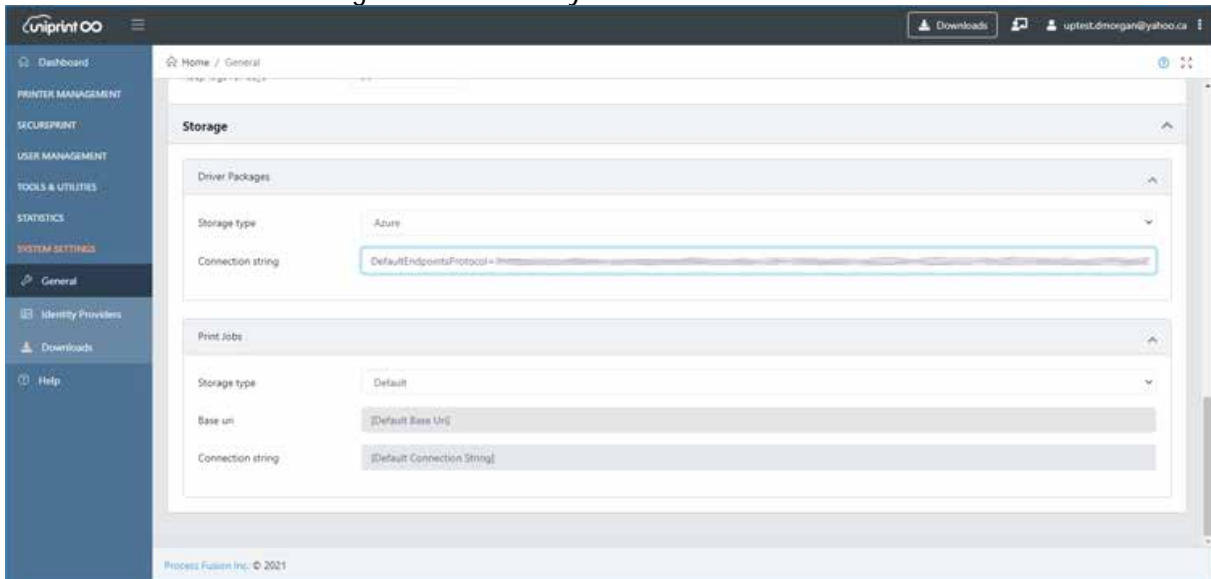
iv) Under **Settings**, click **Access Keys**.



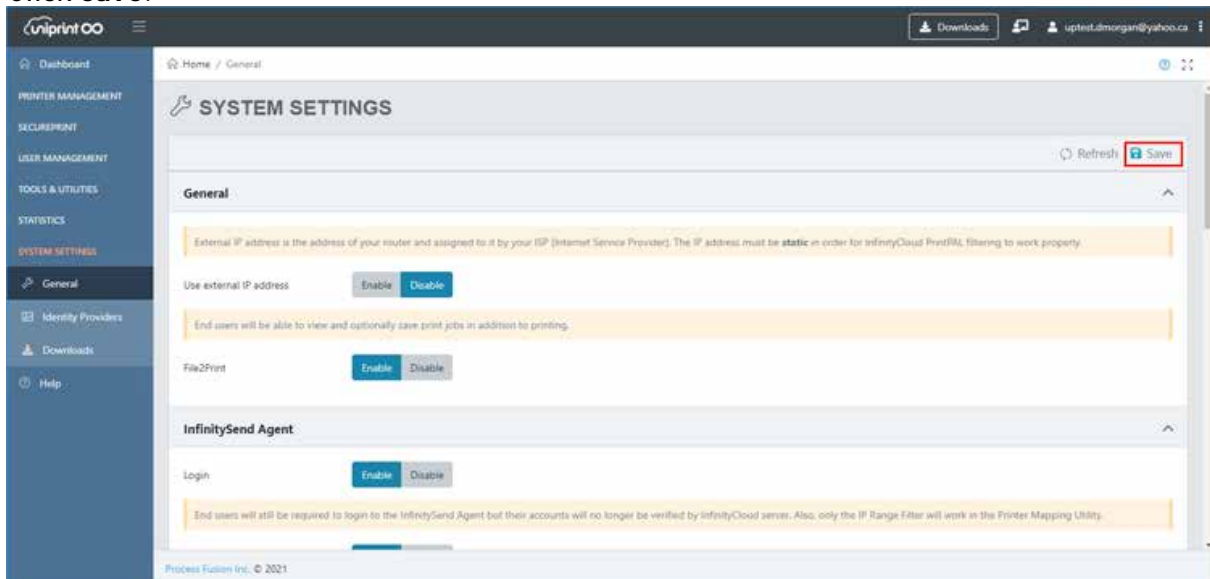
v) Under **key1**, beside the **Connection string**, click  to copy the connection string.



6) Paste the connection string into the InfinityCloud console.



7) Click Save.



#### Related Links:

[Enabling Use of Public IP Address for Printer Mapping](#)

[Disabling File2Print](#)

[Disabling InfinitySend Agent Auto-Login](#)

[Disabling Secondary Verification On The InfinityCloud Server](#)

[Enabling Complex SecurePrint Passwords](#)

[Enabling SecurePrint For All Users](#)

[Enabling Automatic Print Job Release for Personal Render Stations](#)

[Setting How Long Activity Logs Are Kept](#)

[Downloads](#)

## Identity Provider

### Identity Provider

When an administrator initially registers for InfinityCloud, that administrator becomes the super admin and they can login through the InfinityCloud built-in identity provider. This super admin can also set the identity provider that all their organization's users will use to log into InfinityCloud. InfinityCloud supports two common identity providers, Azure Active Directory, and Google Workspace (formerly known as Google G-Suite).

## UniPrint InfinityCloud Guide

Prior to changing the identity provider in InfinityCloud, either Azure Active Directory or Google Workspace needs to be configured first. To configure your identity provider for InfinityCloud, see the following:

[Configuring Azure Active Directory for InfinityCloud](#)

[Configuring Google Workspace for InfinityCloud](#)

To change the identity provider see the following:

[Setting an Identity Provider and Adding Domains](#)

### Related Links:

[General](#)

[Downloads](#)

---

## Configuring Azure Active Directory for InfinityCloud

In order for InfinityCloud to be able to read user, group, and device resources in your Azure Active Directory you need to register a proxy application with User.Read.All (delegated and application), Group.Read.All (application), and Device.Read.All (application) permissions.

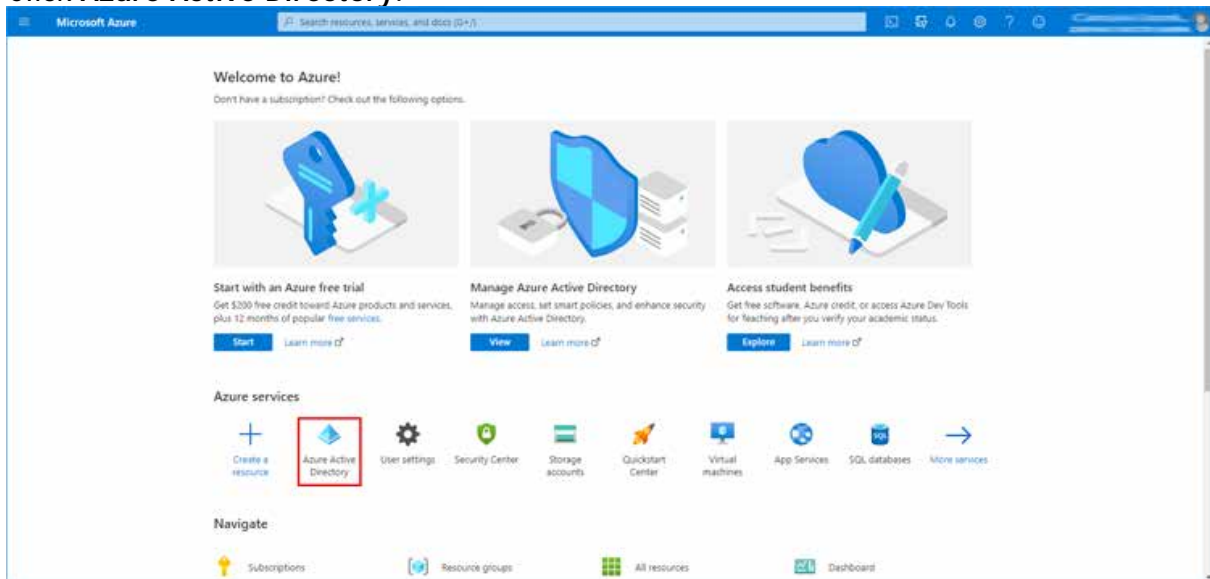
On the first login to InfinityCloud you will be asked to provide the following information about the proxy application:

- § Application (client) ID
- § Directory (tenant) ID
- § Client secret

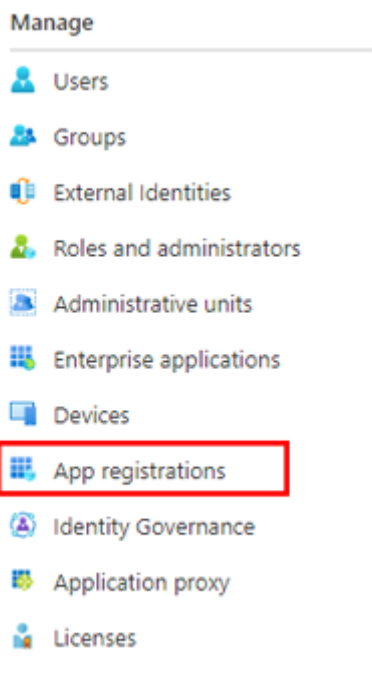
To register a proxy application in Azure AD, do the following:

- 1) Sign in to the Azure portal at <https://portal.azure.com/>.

2) Click Azure Active Directory.

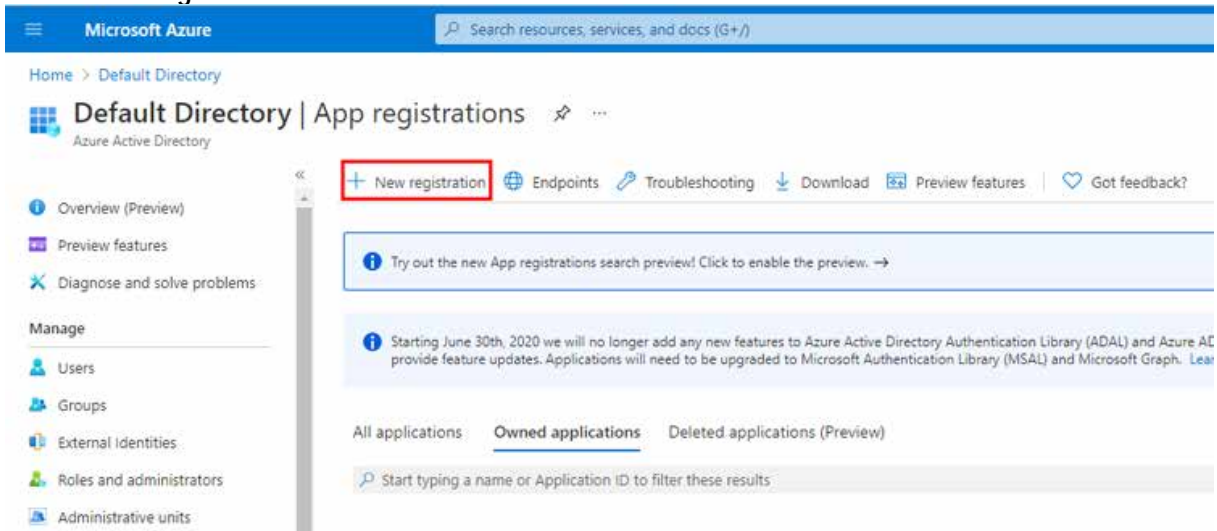


3) Search for and then click App registrations.

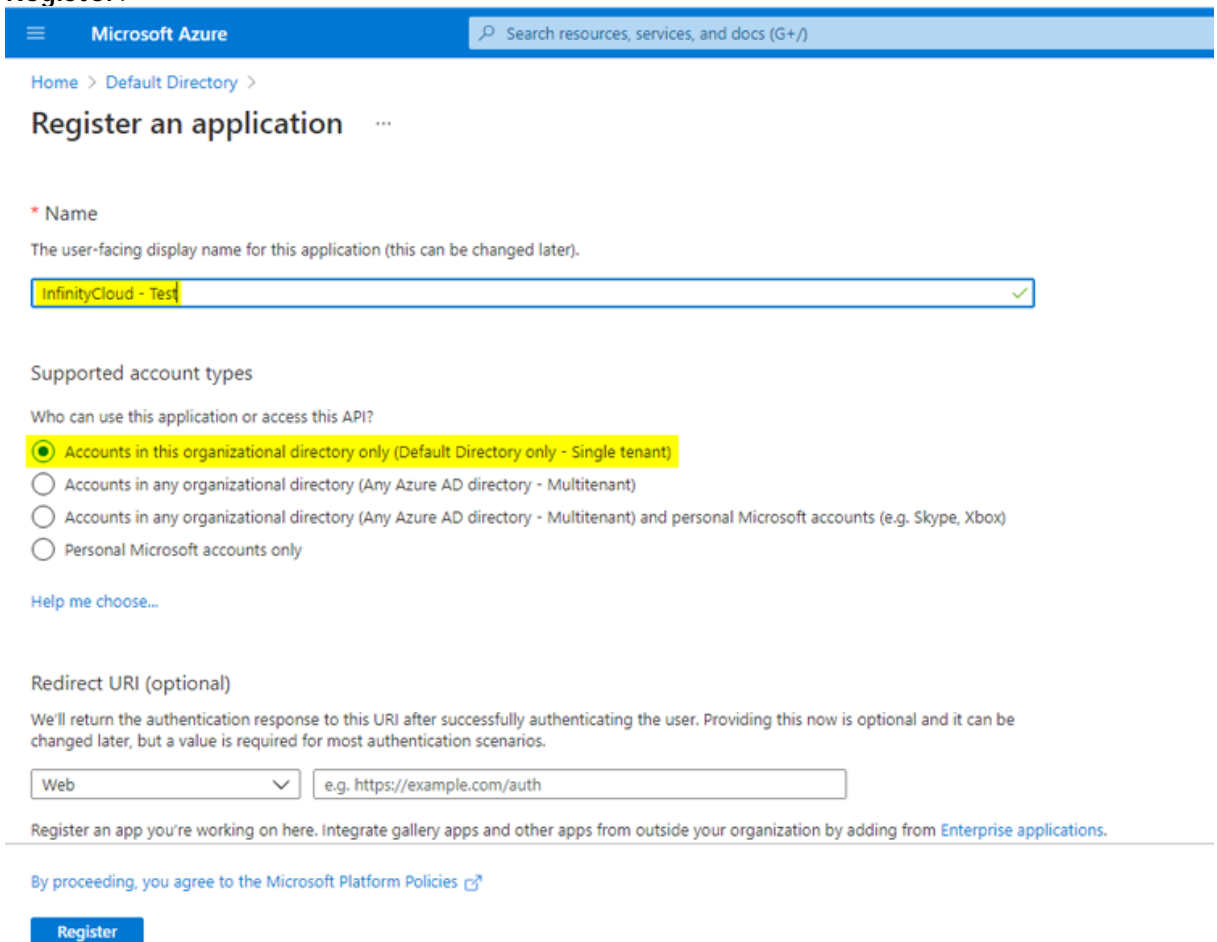




4) Click New registration.



5) Enter an application name and then under **Supported Accounts** ensure that **Accounts in this organizational directory (Default Directory only - Single tenant)** is selected. Click **Register**.



- 6) On the Overview page copy and save the **Application (client) ID** and the **Directory (tenant) ID**. Click **Certificates & secrets**.

The screenshot shows the Microsoft Azure portal interface. At the top, there is a blue header with the Microsoft Azure logo and a search bar. Below the header, the breadcrumb navigation shows 'Home > Default Directory >'. The main heading is 'InfinityCloud - Test'. A search bar is present, and there are action buttons for 'Delete', 'Endpoints', and 'Preview features'. The left sidebar contains a navigation menu with the following items: 'Overview' (selected), 'Quickstart', 'Integration assistant', 'Manage' (sub-section), 'Branding', 'Authentication', 'Certificates & secrets' (highlighted with a red box), 'Token configuration', 'API permissions', and 'Support an API'. The main content area is titled 'Essentials' and displays the following information: 'Display name : InfinityCloud - Test', 'Application (client) ID : [redacted]', 'Object ID : [redacted]', 'Directory (tenant) ID : [redacted]', and 'Supported account types : My organization only'. There are two informational messages at the bottom: one about the new and improved App registrations and another about the deprecation of features in Azure Active Directory as of June 30th, 2020.

7) Under Client secrets, click New client secret.

Microsoft Azure

Search resources, services, and docs (G+)

Home > Default Directory > InfinityCloud - Test

### InfinityCloud - Test | Certificates & secrets

Search (Ctrl+/) << Got feedback?

Overview  
Quickstart  
Integration assistant

Manage

- Branding
- Authentication
- Certificates & secrets**
- Token configuration
- API permissions
- Expose an API
- App roles
- Owners
- Roles and administrators | Preview
- Manifest

Support + Troubleshooting

Credentials enable confidential applications to identify themselves to the authentication scheme). For a higher level of assurance, we recommend using a certificate (instead of a secret).

#### Certificates

Certificates can be used as secrets to prove the application's identity when requesting a token.

Upload certificate

Thumbprint	Start date
No certificates have been added for this application.	

#### Client secrets

A secret string that the application uses to prove its identity when requesting a token. A secret string that the application uses to prove its identity when requesting a token. A

+ New client secret

Description	Expires	Value
No client secrets have been created for this application.		

8) Enter a description and from the **Expires** list, select a duration. *NOTE: For security reasons, Microsoft limits creation of client secrets longer than 24 months and strongly*

recommends that you set the expiry value to less than 12 months. Click Add.

### Add a client secret ✕

Description

Expires   

Recommended: 6 months

3 months

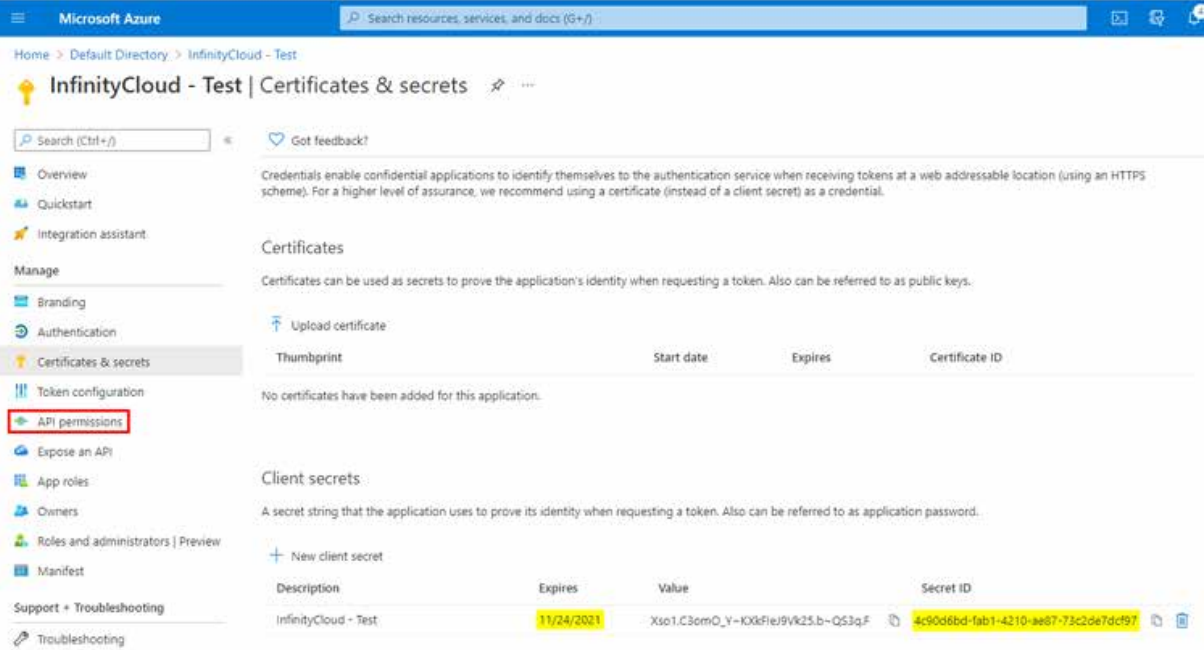
12 months

18 months

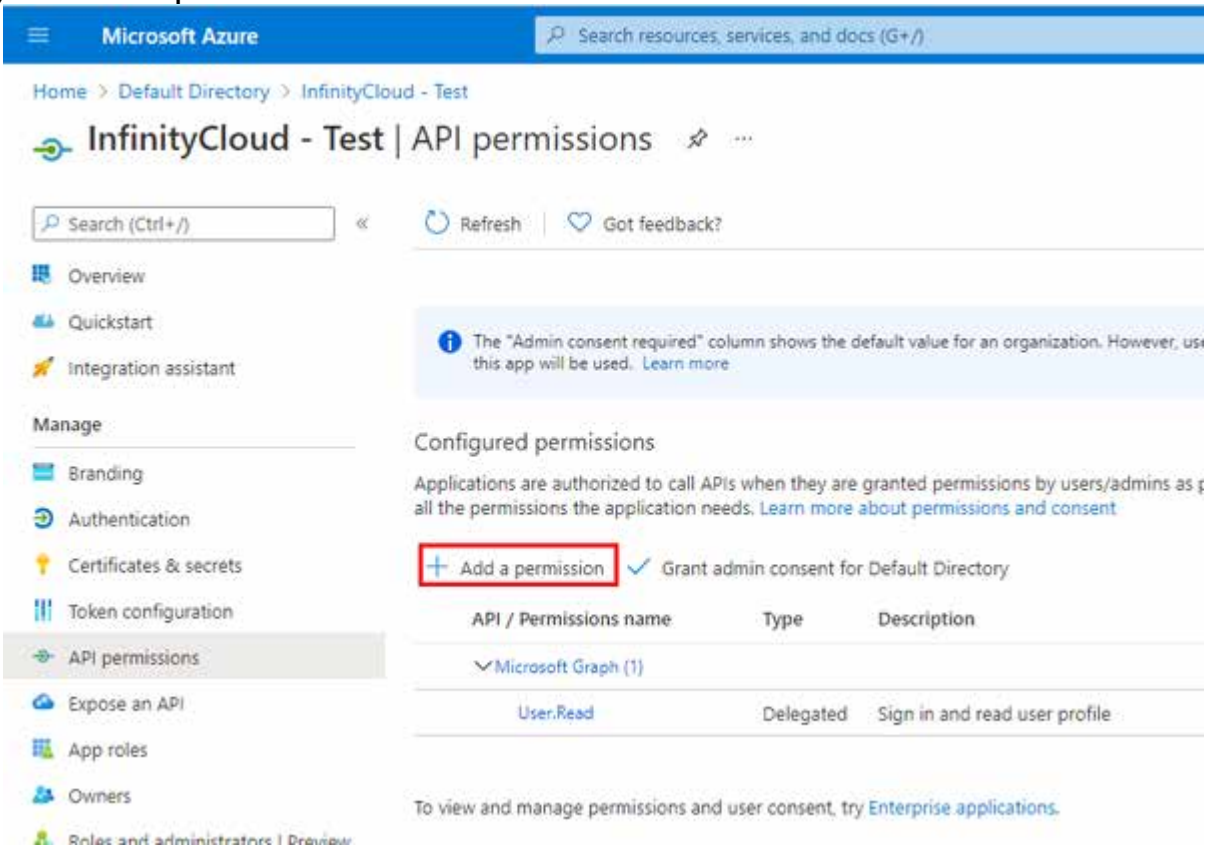
24 months

Custom

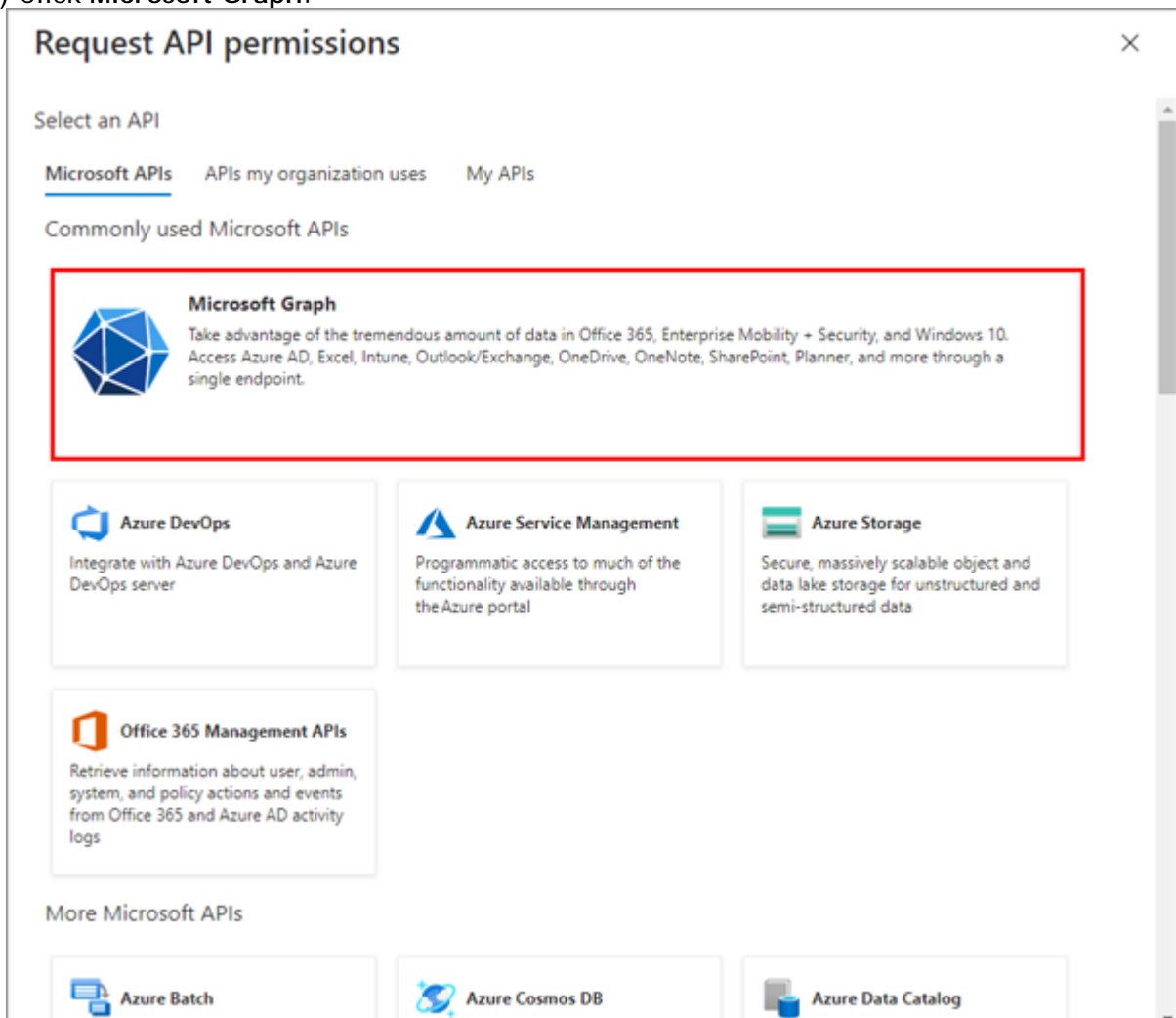
- Copy and save value of the newly created client secret and remember the date of expiration. Click **API permissions**.



- Click **Add a permission**.



11) Click Microsoft Graph.



**Request API permissions**

Select an API

Microsoft APIs APIs my organization uses My APIs

Commonly used Microsoft APIs

**Microsoft Graph**  
Take advantage of the tremendous amount of data in Office 365, Enterprise Mobility + Security, and Windows 10. Access Azure AD, Excel, Intune, Outlook/Exchange, OneDrive, OneNote, SharePoint, Planner, and more through a single endpoint.

**Azure DevOps**  
Integrate with Azure DevOps and Azure DevOps server

**Azure Service Management**  
Programmatic access to much of the functionality available through the Azure portal

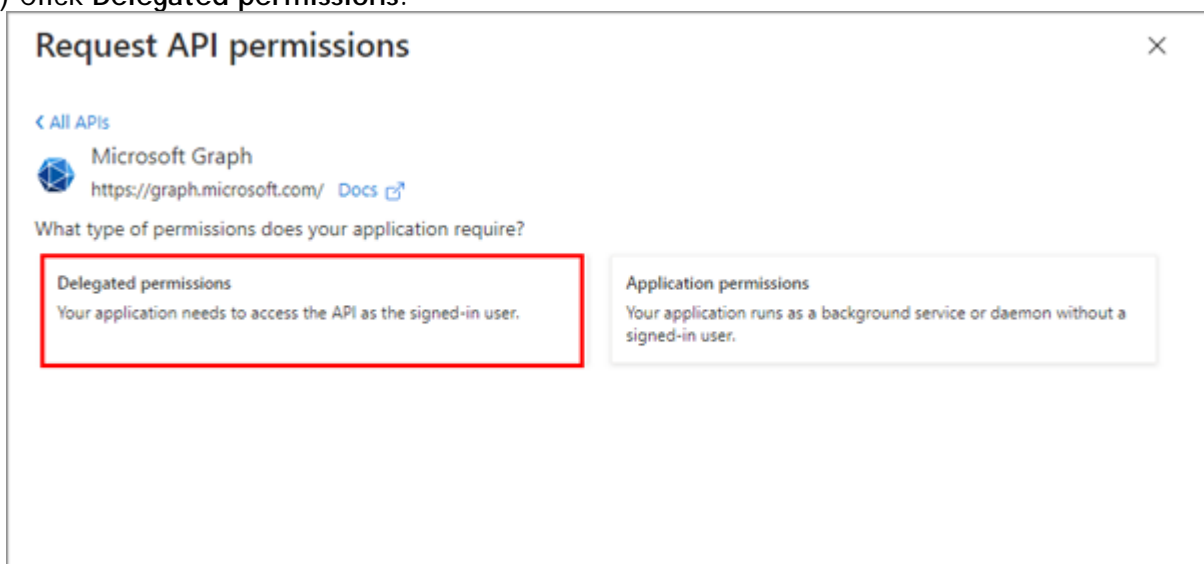
**Azure Storage**  
Secure, massively scalable object and data lake storage for unstructured and semi-structured data

**Office 365 Management APIs**  
Retrieve information about user, admin, system, and policy actions and events from Office 365 and Azure AD activity logs

More Microsoft APIs

**Azure Batch** **Azure Cosmos DB** **Azure Data Catalog**

12) Click Delegated permissions.



**Request API permissions**

< All APIs

**Microsoft Graph**  
<https://graph.microsoft.com/> Docs

What type of permissions does your application require?

**Delegated permissions**  
Your application needs to access the API as the signed-in user.

**Application permissions**  
Your application runs as a background service or daemon without a signed-in user.

13) Search for and then click to select **User.Read.All**. Click **Add permissions**.

**Request API permissions**

< All APIs

**Microsoft Graph**  
https://graph.microsoft.com/ Docs

What type of permissions does your application require?

**Delegated permissions**  
Your application needs to access the API as the signed-in user.

**Application permissions**  
Your application runs as a background service or daemon without a signed-in user.

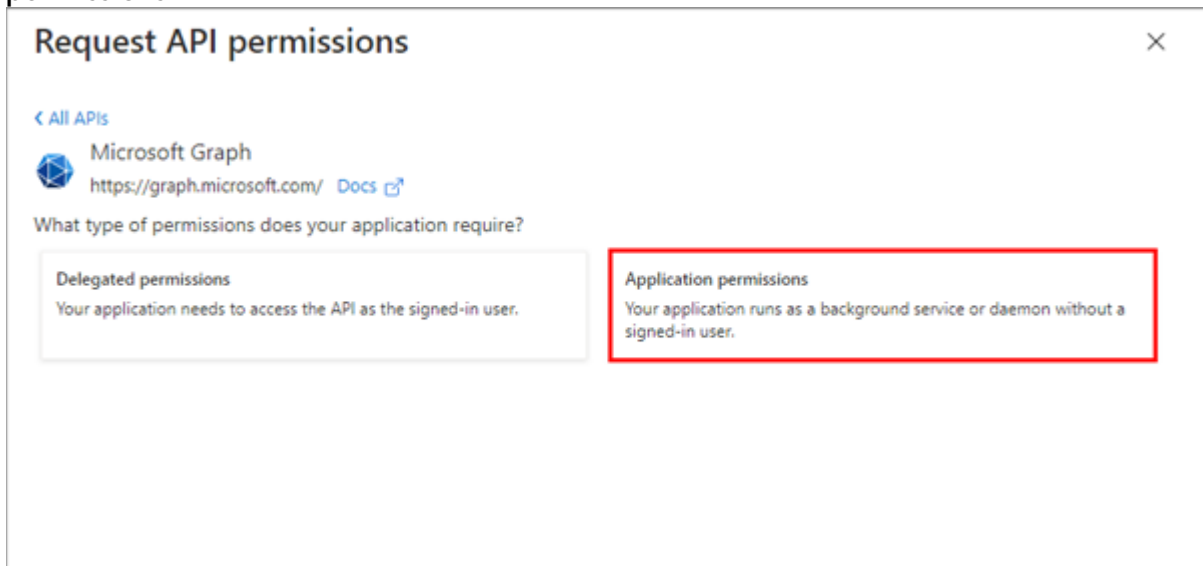
Select permissions expand all

**i** The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the value in your organization, or in organizations where this app will be used. [Learn more](#)

Permission	Admin consent required
> IdentityRiskyUser	
∨ User (1)	
<input checked="" type="checkbox"/> User.Read.All ⓘ Read all users' full profiles	Yes

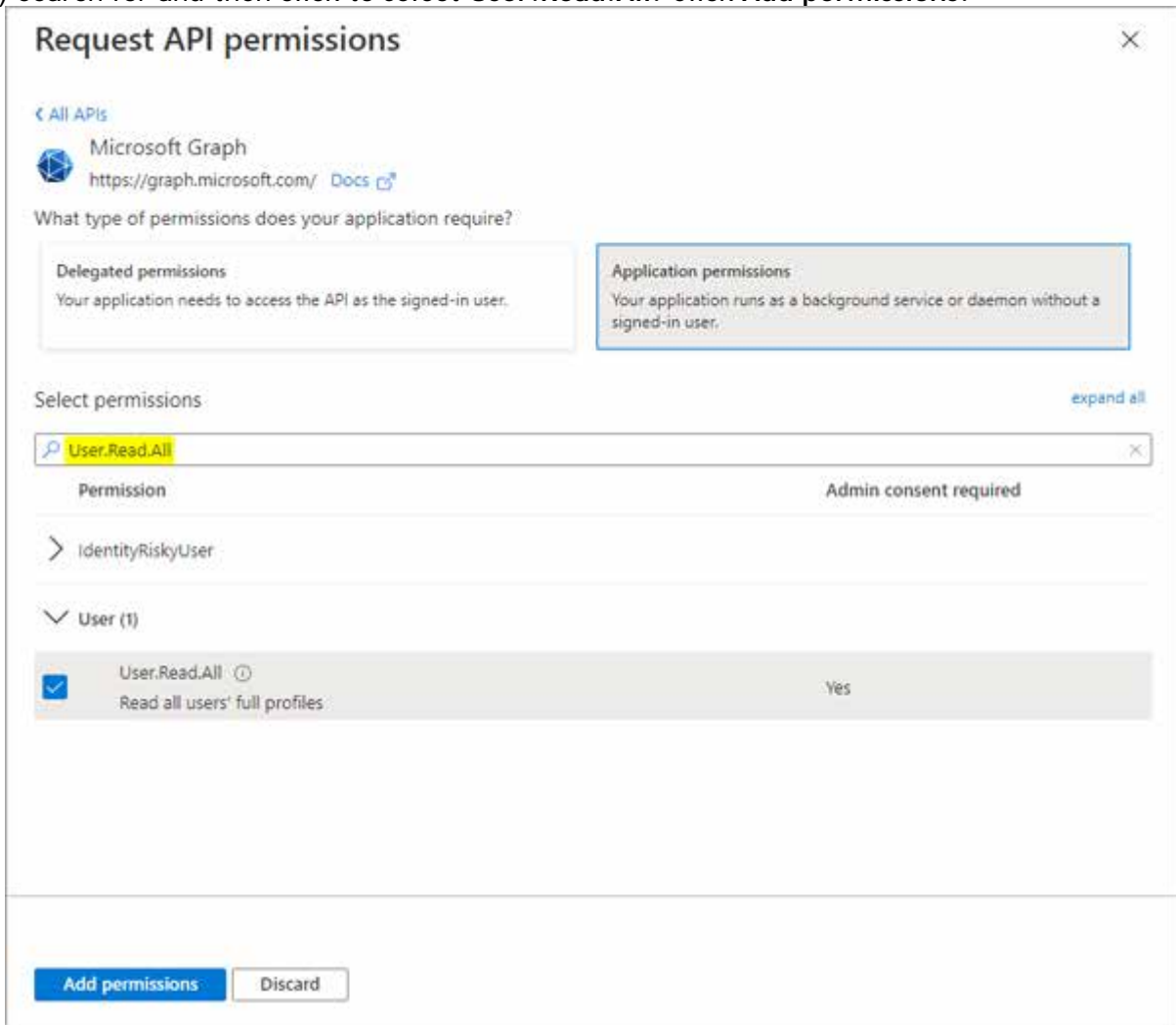
**Add permissions** Discard

- 14) Click **Add permissions** again and then click **Microsoft Graph**. This time, click **Application permissions**.



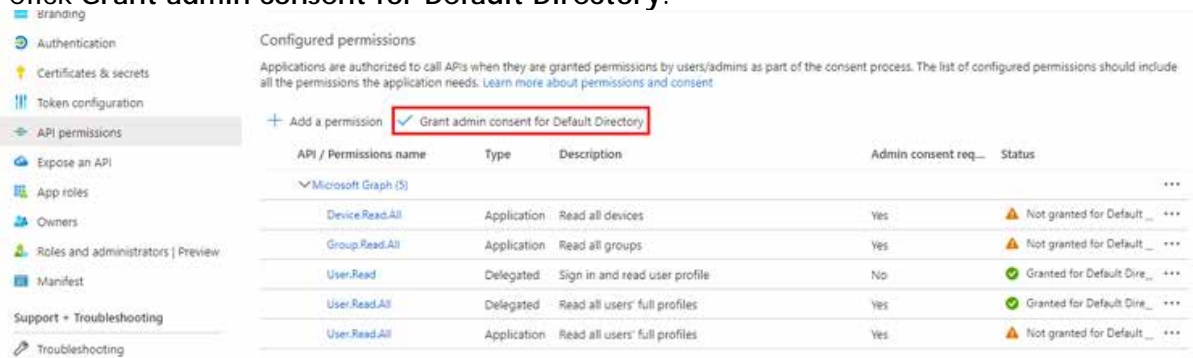


15) Search for and then click to select **User.Read.All**. Click **Add permissions**.

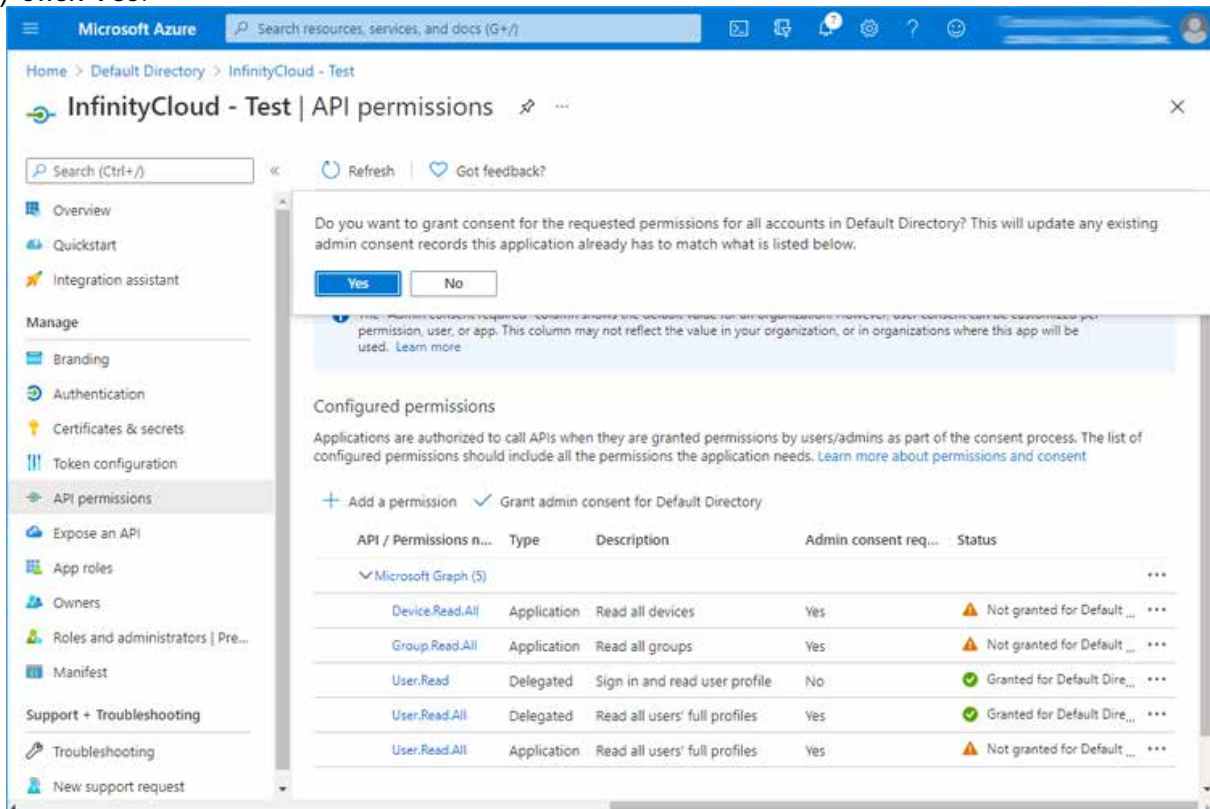


16) Repeat steps 14 and 15 to add **Group.Read.All** and **Device.Read.All** application permissions.

17) Click **Grant admin consent for Default Directory**.



18) Click Yes.



#### Related Links:

[Identity Provider](#)

[Configuring Google Workspace for InfinityCloud](#)

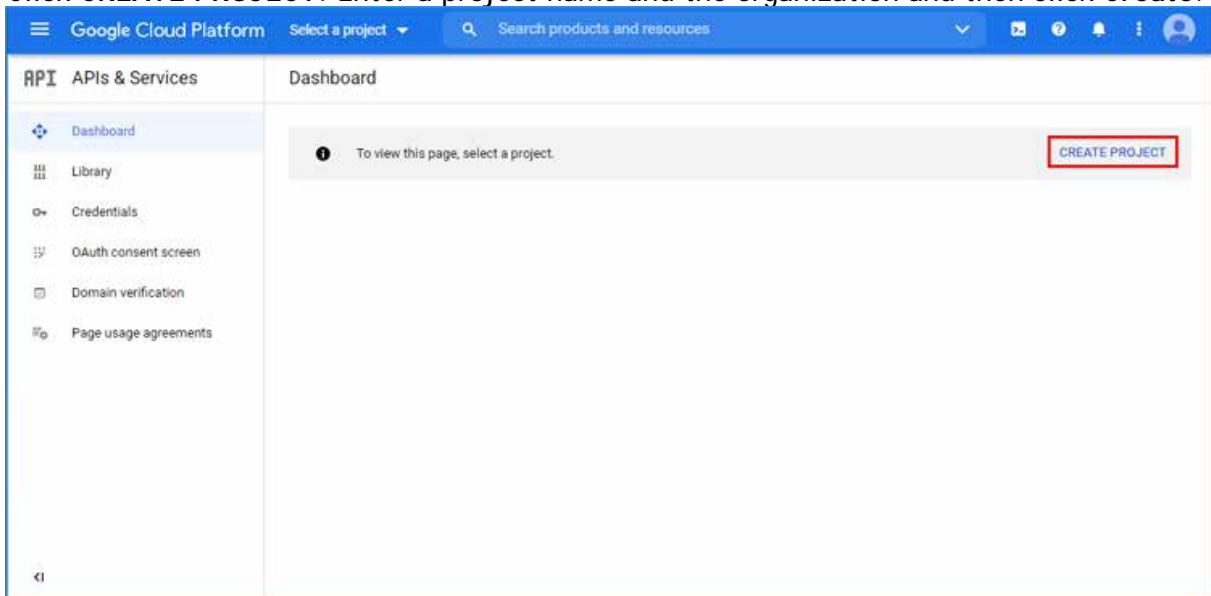
[Setting an Identity Provider and Adding Domains](#)

## Configuring Google Workspace for InfinityCloud

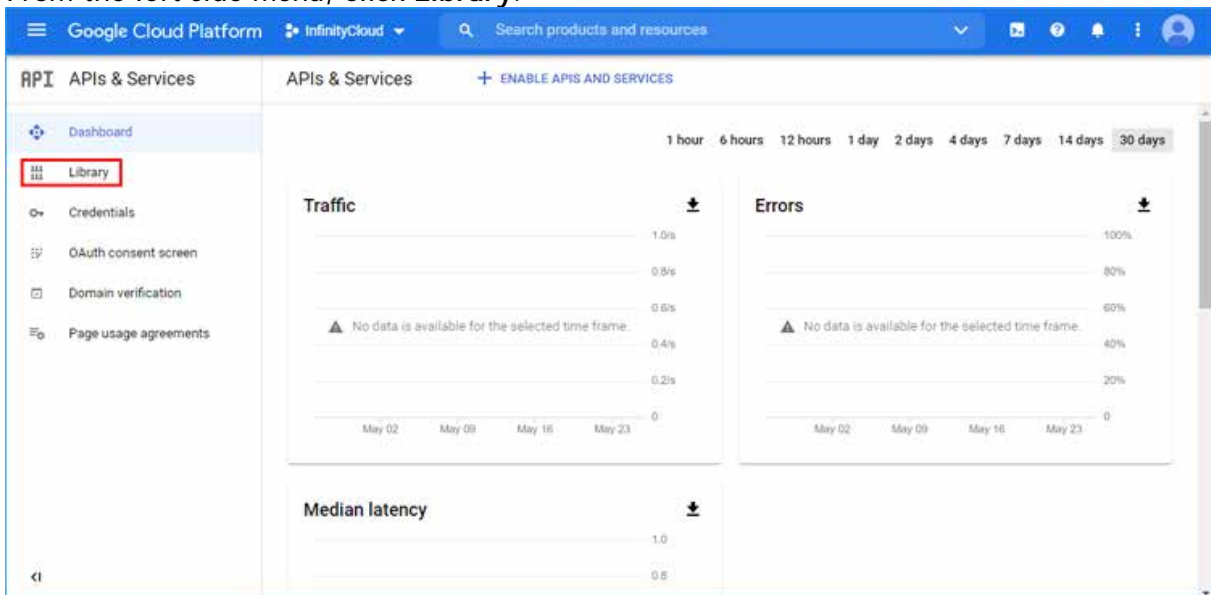
To set up your Google Workspace (Formerly G Suite) Identity Provider for UniPrint InfinityCloud, do the following:

1) Login into <https://console.developers.google.com>.

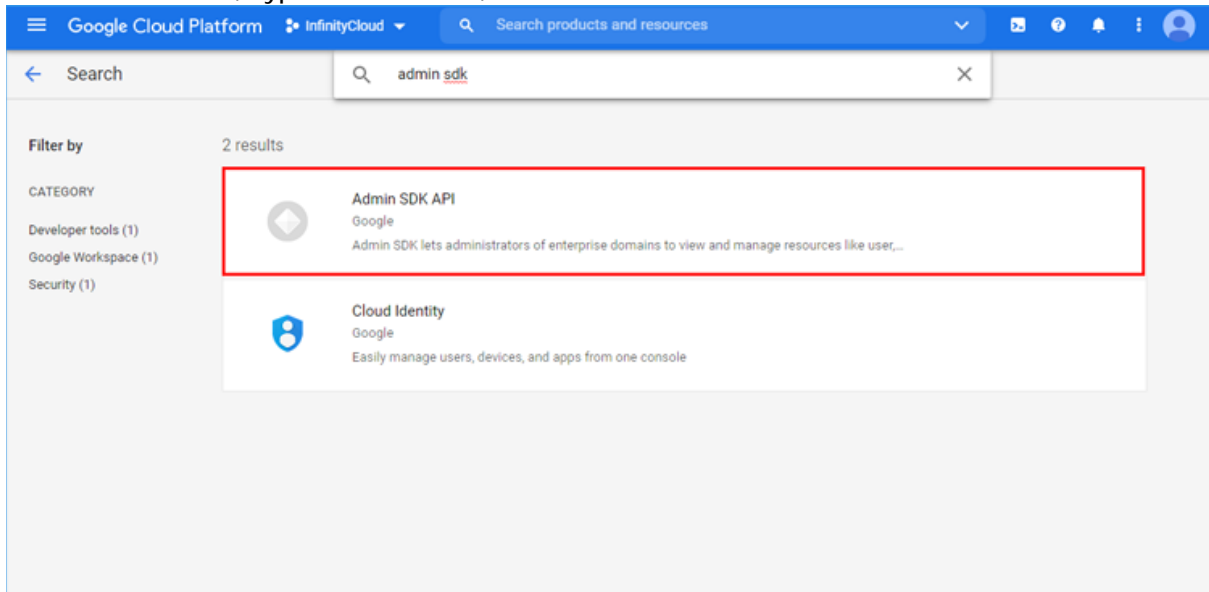
2) Click **CREATE PROJECT**. Enter a project name and the organization and then click **Create**.



3) From the left side menu, click **Library**.

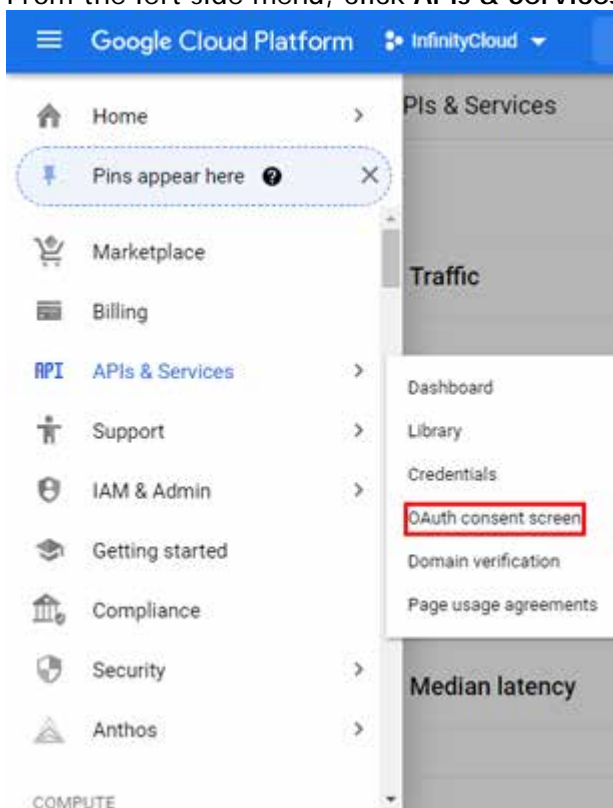


- 4) In the search box, type **admin sdk**, and then click **Admin SDK API**.



- 5) Click **ENABLE**.

- 6) From the left side menu, click **APIs & Services** and then click **OAuth consent screen**.



- 7) Click to select the **User Type** (Internal or External) that will have access to this application and click **Create**.

OAuth consent screen

---

Choose how you want to configure and register your app, including your target users. You can only associate one app with your project.

**User Type**

**Internal** ⓘ

Only available to users within your organization. You will not need to submit your app for verification. [Learn more](#)

**External** ⓘ

Available to any test user with a Google Account. Your app will start in testing mode and will only be available to users you add to the list of test users. Once your app is ready to push to production, you may need to verify your app. [Learn more](#)

**CREATE**

- 8) Under **App information**, enter an **App name** and the user support e-mail address from your domain.

Edit app registration

---

1 OAuth consent screen — 2 Scopes — 3 Test users — 4 Summary

---

**App information**

This shows in the consent screen, and helps end users know who you are and contact you

**App name \***

UniPrint InfinityCloud

The name of the app asking for consent

**User support email \***

For users to contact you with questions about their consent

**App logo** [BROWSE](#)

Upload an image, not larger than 1MB on the consent screen that will help users recognize your app. Allowed image formats are JPG, PNG, and BMP. Logos should be square and 120px by 120px for the best results.

- 9) Under **Authorized domains**, click **ADD DOMAIN**.

### App domain

To protect you and your users, Google only allows apps using OAuth to use Authorized Domains. The following information will be shown to your users on the consent screen.

Application home page

Provide users a link to your home page

Application privacy policy link

Provide users a link to your public privacy policy

Application terms of service link

Provide users a link to your public terms of service

### Authorized domains

When a domain is used on the consent screen or in an OAuth client's configuration, it must be pre-registered here. If your app needs to go through verification, please go to the [Google Search Console](#) to check if your domains are authorized. [Learn more](#) about the authorized domain limit.

**+ ADD DOMAIN**

### Developer contact information

Email addresses \*

- 10) Type to enter **uniprint.net**. Under Developer contact information, type to enter **support@uniprint.net** and then click **SAVE AND CONTINUE**.

### Authorized domains

When a domain is used on the consent screen or in an OAuth client's configuration, it must be pre-registered here. If your app needs to go through verification, please go to the [Google Search Console](#) to check if your domains are authorized. [Learn more](#) about the authorized domain limit.

uniprint.net

**+ ADD DOMAIN**

### Developer contact information

Email addresses \*

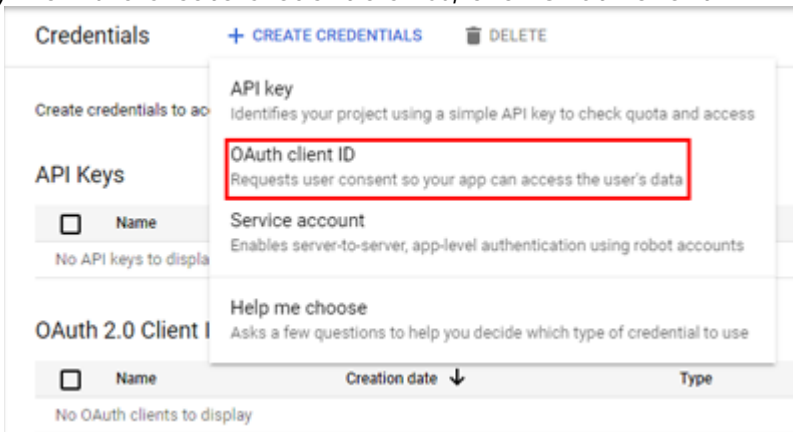
support@uniprint.net

These email addresses are for Google to notify you about any changes to your project.

**SAVE AND CONTINUE**

CANCEL

- 11) No scopes are required, click **SAVE AND CONTINUE**.
- 12) Review the information on the **Summary** page and click **BACK TO DASHBOARD**.
- 13) From the left side menu, click **Credentials**.
- 14) From the Create Credentials list, click **OAuth client ID**.



- 15) From the **Application type** list, click **Web application** and then under **Name**, enter an application name. Click **CREATE**.

← Create OAuth client ID

information.

Application type \*  
Web application

[Learn more](#) about OAuth client types

Name \*  
UniPrint InfinityCloud

The name of your OAuth 2.0 client. This name is only used to identify the client in the console and will not be shown to end users.

**i** The domains of the URIs you add below will be automatically added to your [OAuth consent screen](#) as [authorized domains](#).

**Authorized JavaScript origins** **?**

For use with requests from a browser

+ ADD URI

**Authorized redirect URIs** **?**

For use with requests from a web server

+ ADD URI

**CREATE** CANCEL



- Record the **Client ID** and the **Client Secret**. These will be required when you set the identity provider in the InfinityCloud console. Click **OK**.

### OAuth client created

The client ID and secret can always be accessed from Credentials in APIs & Services

**i** OAuth is limited to 100 [sensitive scope logins](#) until the [OAuth consent screen](#) is verified. This may require a verification process that can take several days.

Your Client ID  
389158366234-7vcq81apbbgnjgokckfp92nt131vhsk.apps.g...

Your Client Secret  
nDTvkf5qFk1oIzbSM\_WNtNWp

OK

- Click the newly created OAuth Client ID.

Credentials [+ CREATE CREDENTIALS](#) [DELETE](#)

Create credentials to access your enabled APIs. [Learn more](#)

#### API Keys

<input type="checkbox"/>	Name	Creation date ↓	Restrictions	Key
No API keys to display				

#### OAuth 2.0 Client IDs

<input type="checkbox"/>	Name	Creation date ↓	Type	Client ID			
<input type="checkbox"/>	UniPrint InfinityCloud	May 25, 2021	Web application	389158366234-7vcq...			

#### Service Accounts

[Manage service accounts](#)

<input type="checkbox"/>	Email	Name ↑
No service accounts to display		

18) Under **Authorized JavaScript origins**, click **ADD URI**.

← Client ID for Web application    [DOWNLOAD JSON](#)    [RESET SECF](#)

---

**Name \***  
UniPrint InfinityCloud

The name of your OAuth 2.0 client. This name is only used to identify the client in the console and will not be shown to end users.

**1** The domains of the URIs you add below will be automatically added to your [OAuth consent screen](#) as [authorized domains](#).

**Authorized JavaScript origins** ?  
For use with requests from a browser

**+ ADD URI**

**Authorized redirect URIs** ?  
For use with requests from a web server

**+ ADD URI**

**SAVE**    CANCEL

19) Under **URI**, type to enter `https://infinitycloudadmin.uniprint.net`.

Client ID for Web application

NAME \*

UniPrint InfinityCloud

The name of your OAuth 2.0 client. This name is only used to identify the client in the console and will not be shown to end users.

The domains of the URIs you add below will be automatically added to your [OAuth consent screen](#) as [authorized domains](#).

Authorized JavaScript origins

For use with requests from a browser

URIs \*

https://infinitycloudadmin.uniprint.net

+ ADD URI

Authorized redirect URIs

For use with requests from a web server

+ ADD URI

SAVE CANCEL

20) Under **Authorized redirect URIs**, click **ADD URI** and then type to enter `https://infinitycloudadmin.uniprint.net/api/gwregistration/callback`.

Click **SAVE**.

← Client ID for Web application    [DOWNLOAD JSON](#)    [RESET SECRET](#)    [DELETE](#)

---

**i** The domains of the URIs you add below will be automatically added to your [OAuth consent screen](#) as [authorized domains](#).

**Authorized JavaScript origins** **?**

For use with requests from a browser


URIs \*

[+ ADD URI](#)

**Authorized redirect URIs** **?**

For use with requests from a web server

URIs \*



[+ ADD URI](#)

[SAVE](#)    [CANCEL](#)

**Related Links:**

[Identity Provider](#)

[Configuring Azure Active Directory for InfinityCloud](#)

[Setting an Identity Provider and Adding Domains](#)

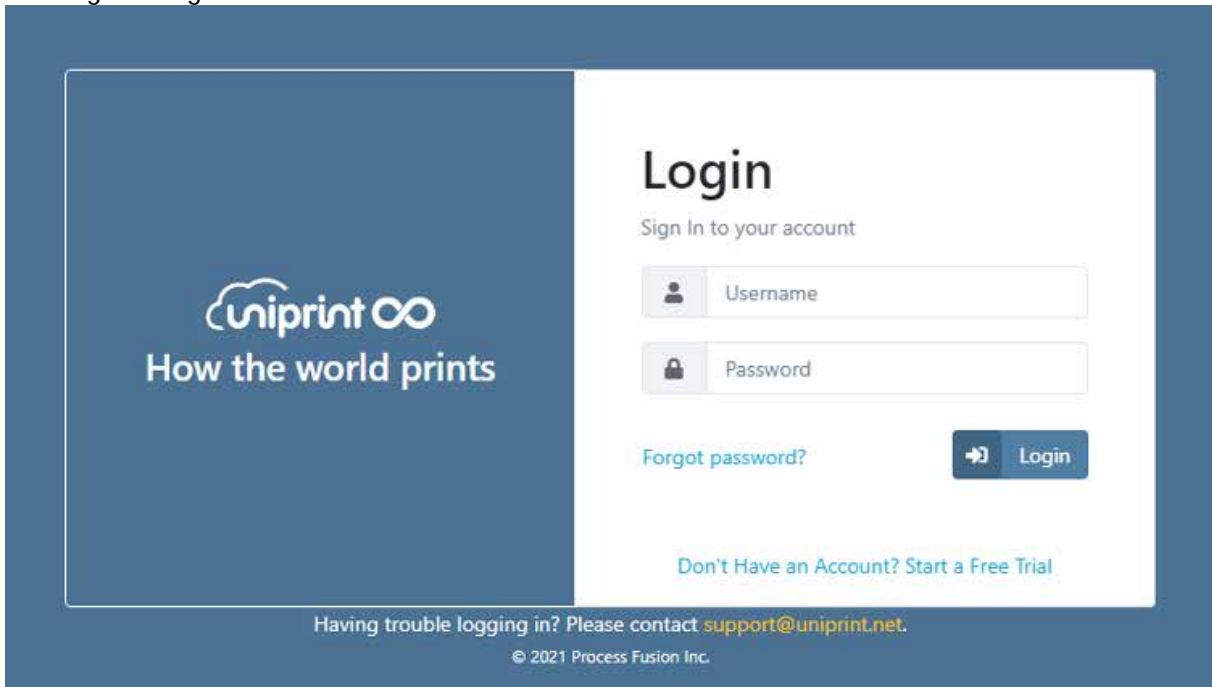
---

## Setting an Identity Provider and Adding Domains

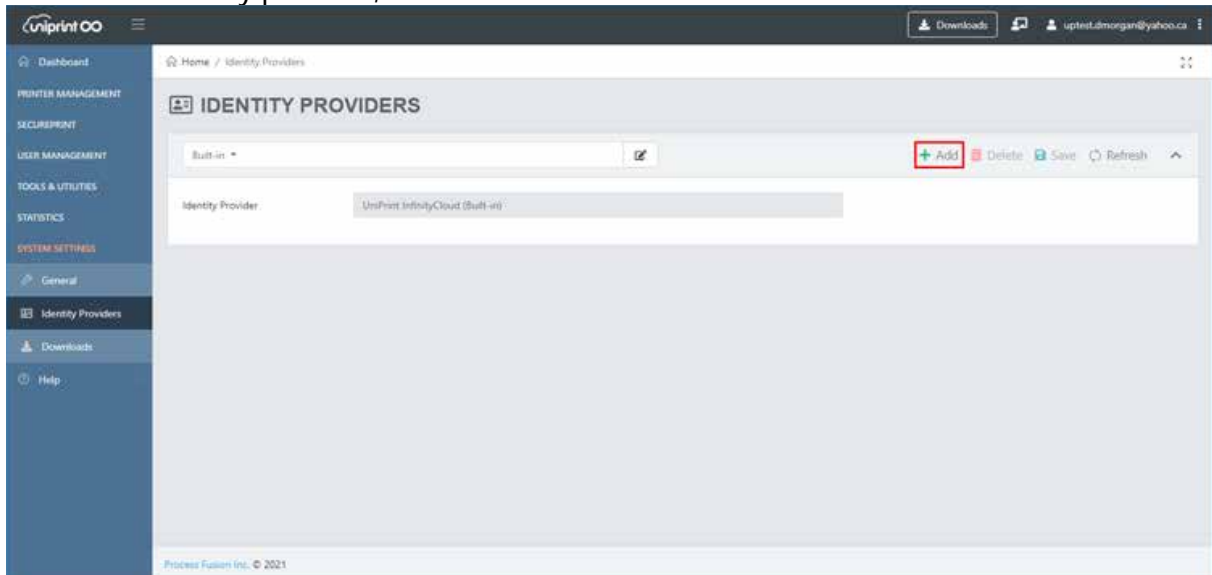
After configuring the identity provider, it can be added to InfinityCloud for user authentication. Domains can also be added using this snap-in.

To set the identity provider, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



- 2) Under **SYSTEM SETTINGS**, click **Identity Providers**.
- 3) Initially, the super admin is registered by default using the built-in identity provider, to add a new identity provider, click **Add**.



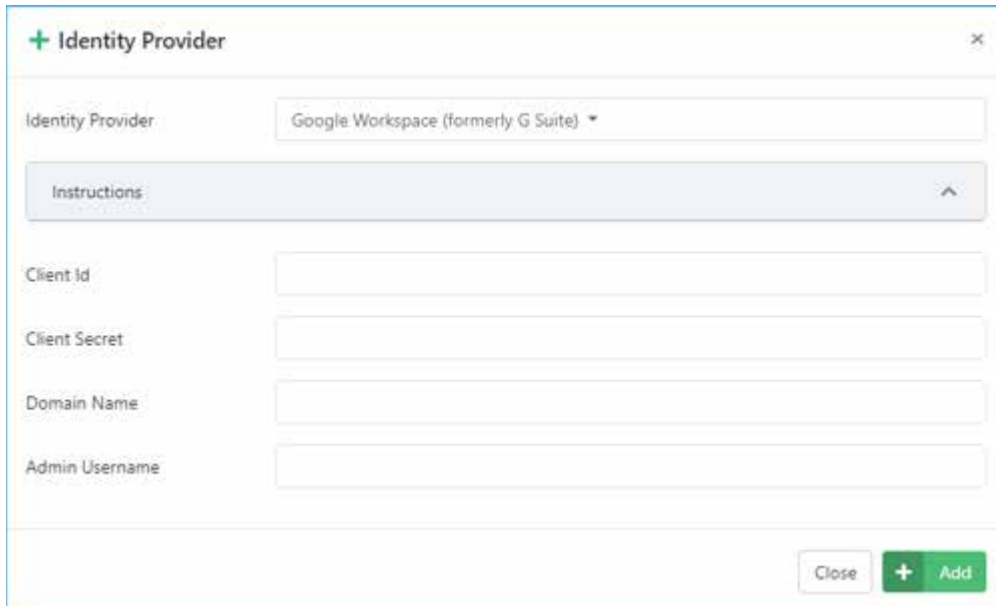
4) From the Identity Provider list, select an identity provider. *NOTE: The selected identity provider needs to be configured first before adding it to InfinityCloud.*

The screenshot shows a configuration window titled '+ Identity Provider'. The 'Identity Provider' dropdown menu is set to 'Azure Active Directory'. Below this, an 'Instructions' section is expanded, showing options for 'Azure Active Directory' and 'Google Workspace (formerly G Suite)'. The 'Auto Register' checkbox is unchecked. The 'Client Id' field is empty. A yellow warning banner states: 'Set the Expires value to the date at least one week before the expiration of your secret set in your Azure Portal.' The 'Client Secret' field is empty, and the 'Expires' date is set to '05/30/2022'. The 'Primary Domain Name' field is empty. At the bottom right, there are 'Close' and '+ Add' buttons.

5) If Azure Active Directory is selected, enter the Client ID, the Client Secret and the Primary Domain Name. To auto-register InfinityCloud through Azure Active Directory, select Auto Register and then click Add.

This screenshot shows the same configuration window as above, but with the 'Auto Register' checkbox checked. The 'Expires' date has been updated to '05/24/2022'. The 'Client Id', 'Client Secret', and 'Primary Domain Name' fields remain empty. The 'Close' and '+ Add' buttons are still present at the bottom right.

- 6) If **Google Workspace** is select, enter the **Client ID**, the **Client Secret**, the **Domain Name** and an administrator's user name. Click **Add**.



The screenshot shows a web form for adding an identity provider. The form is titled '+ Identity Provider' and has a close button (x) in the top right. The 'Identity Provider' dropdown menu is set to 'Google Workspace (formerly G Suite)'. Below this is an 'Instructions' section with an upward arrow. There are four input fields: 'Client Id', 'Client Secret', 'Domain Name', and 'Admin Username'. At the bottom right, there are two buttons: 'Close' and '+ Add'.

- 7) Click **Save**.

**Related Links:**

[Identity Provider](#)

[Configuring Azure Active Directory for InfinityCloud](#)

[Configuring Google Workspace for InfinityCloud](#)

---

## Downloads

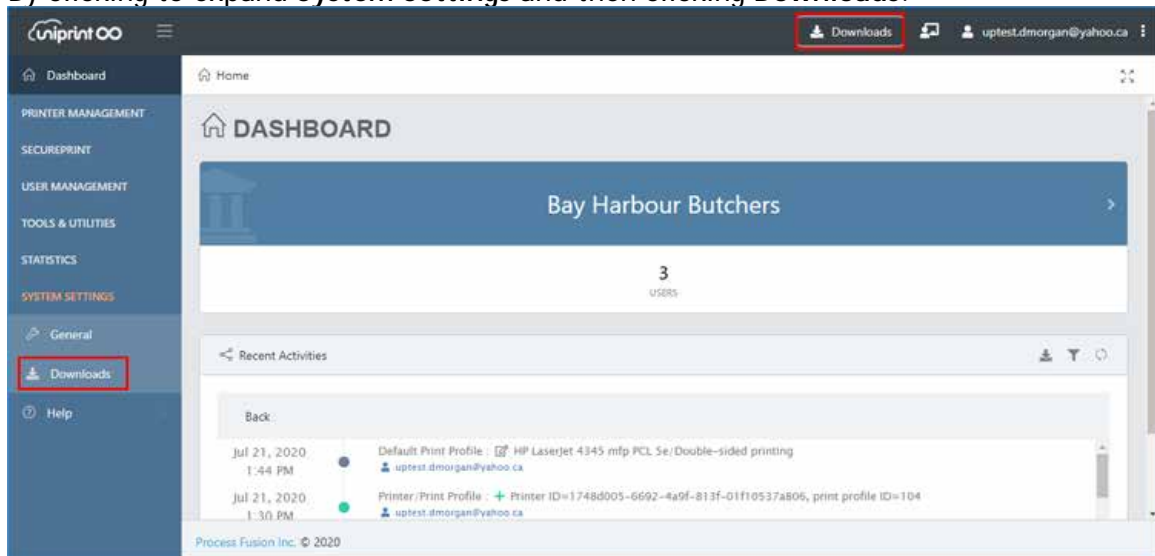
### Downloads

The Downloads section has been set up such that it's easy to know where to install which component or what the component function is. Not all components are required and it depends on which features are required and how users will be printing.

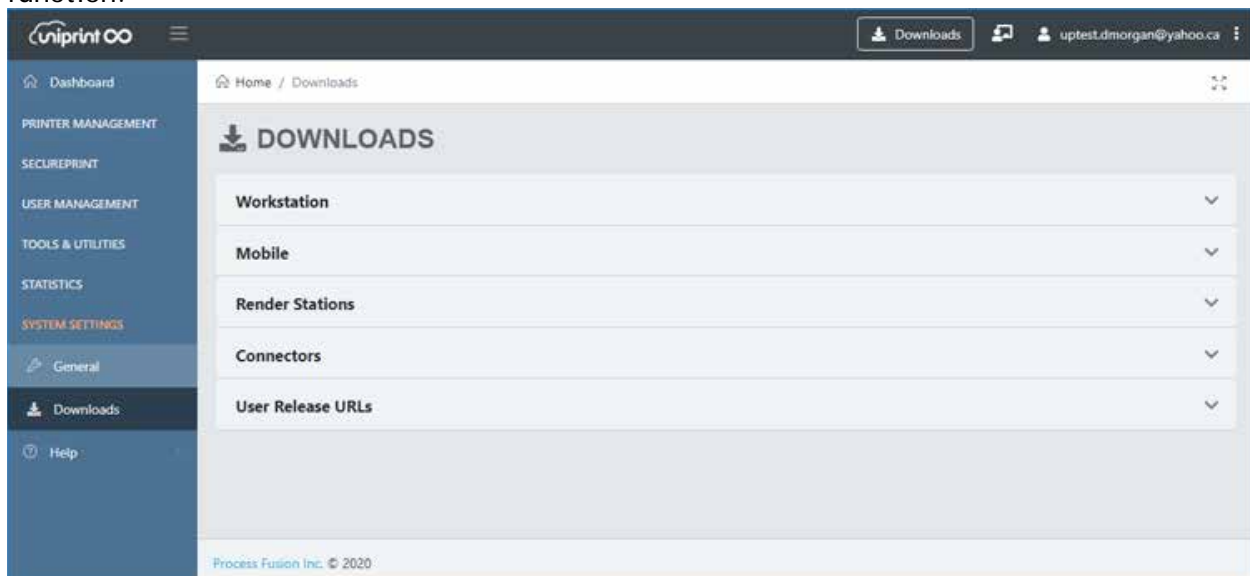
Downloads can be accessed in one of two ways, as follows:

- § By clicking the **Download** button on the top right.

- § By clicking to expand System Settings and then clicking Downloads.



The Downloads page is divided based on where each component is to be installed or its function.



The following components can be downloaded and installed from the Downloads page:

- § InfinitySend Agent
- § InfinitySend Mac Agent
- § UniPrint InfinityCloud Tools
- § iOS InfinityCloud Share
- § Android Print Service
- § Chrome Extension
- § Chrome Extension (Enterprise)
- § iOS InfinityCloud Vault
- § Android InfinityCloud Vault
- § Render Station



## UniPrint InfinityCloud Guide

- § VPO Connector Cloud for HP
- § VPO Connector Cloud for Xerox
- § Release Station
- § File2Print

For installation instructions, refer to [Installing InfinityCloud Components](#).

### Related Links:

[Configuring System Settings](#)

[General](#)

---

## Installing InfinityCloud Components

Since UniPrint InfinityCloud is a cloud product, the only components required for installation is an agent on the end user's PC. Although, there are three components shown on the download page of the InfinityCloud console, the only mandatory component required for printing is the InfinitySend Agent. The other two components are optional and can be downloaded to access additional features such as migrating printer drivers from a corporate print server, creating printer profiles, uploading printer drivers from a client device and enabling SecurePrint pull-printing.

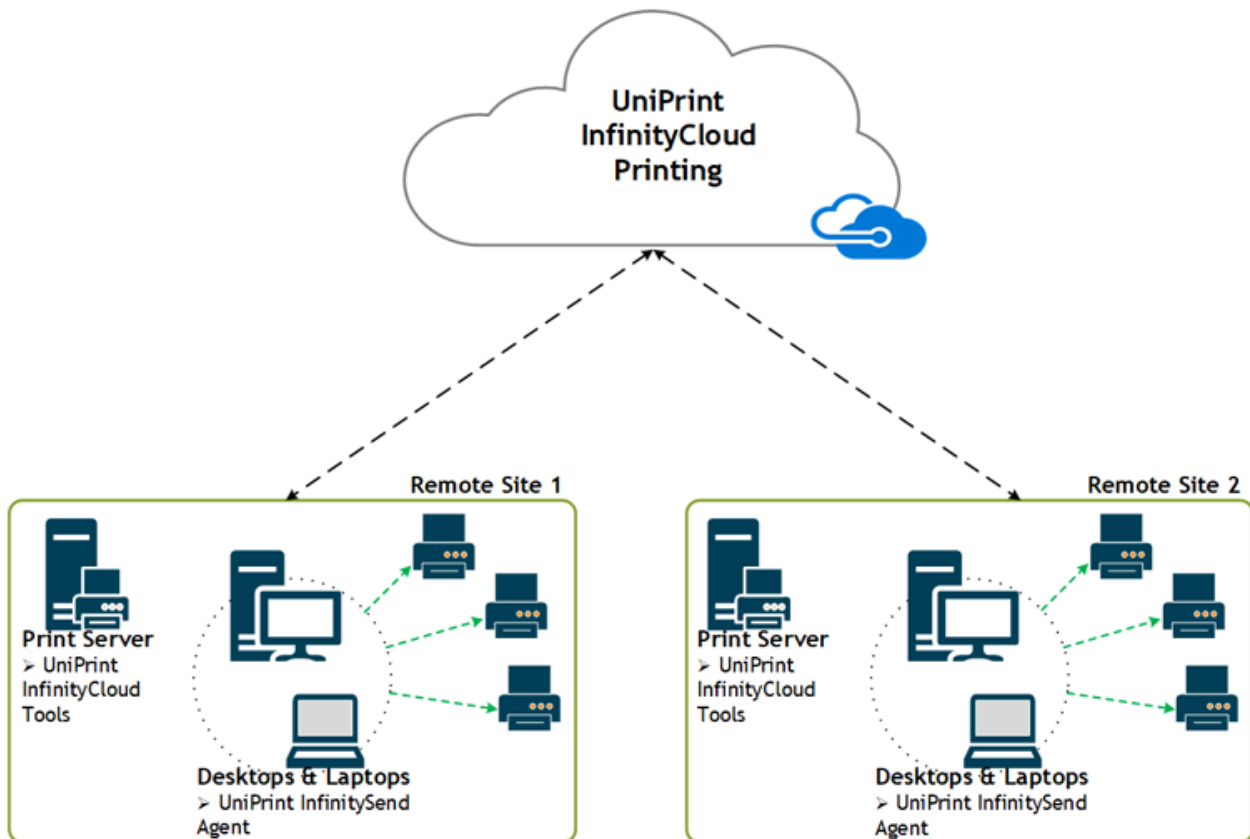
### Recommended System Requirements

The **InfinitySend Agent** and **InfinityCloud Tools** requires Windows 7 or later (x86 or x64) with the latest updates applied. It is recommended that the Self-Serve Portal and Printer Migration Utility be accessed through Chrome. Errors could occur if they are accessed through Internet Explorer. This is a known issue.

The **Render Station** requires Windows 7 or later (x86 and x64) with the latest updates applied.

For **UniPrint Cloud Vault for Android** the recommended version of Android 4.4 (KitKat) or later.

For **UniPrint Cloud Vault for iOS** the recommended hardware is iPhone 5 or newer with iOS 8 or later.

**Related Links:**

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

---

## Installing the UniPrint InfinitySend Agent

## UniPrint InfinityCloud Guide

The InfinitySend Agent is required on all user PCs in order to print through InfinityCloud. To utilize the Self Serve Portal, to add printers to PCs, it is strongly recommended that the user not access the portal with Internet Explorer. The Self Serve Portal can be accessed using Edge, Chrome and Firefox. **NOTE:** *If a new version of the InfinitySend Agent is installed, PrintPAL and SecurePrint mappings will need to be recreated for end users. For Macintosh computers, see [Installing the InfinitySend Mac Agent](#).*

---

**NOTE:** For operating systems Windows Server 2012 R2 and earlier, Windows Update KB2999226 must be installed. For more information and to download this update, see <https://support.microsoft.com/en-us/help/2999226/update-for-universal-c-runtime-in-windows>.No

**NOTE:** Logging in through Google Workspace (formerly known as G Suite) requires .NET 4.5 Framework which may not be installed on some Windows 7 workstations. Ensure that Windows 7 and Google Workspace users have .NET 4.5 Framework installed first before installing the UniPrint InfinitySend Agent.

**NOTE:** The Self Serve Portal is not available and does not apply to CP1 InfinitySend.

---

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative or operator credentials.

uniprint ∞  
How the world prints

# Login

Sign In to your account

Username

Password

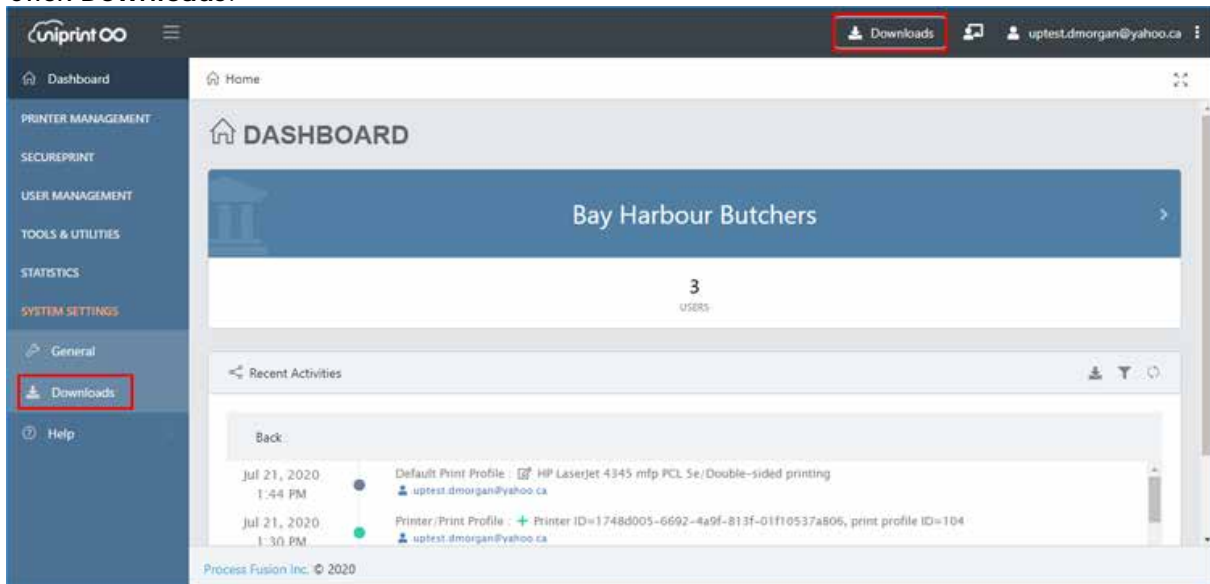
[Forgot password?](#) [Login](#)

[Don't Have an Account? Start a Free Trial](#)

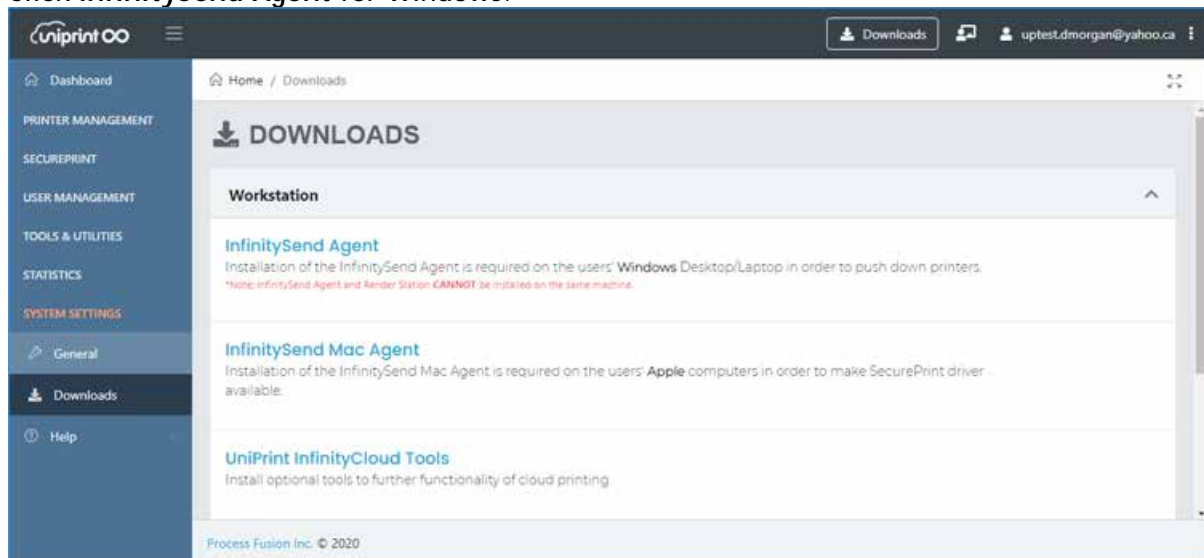
Having trouble logging in? Please contact [support@uniprint.net](mailto:support@uniprint.net).

© 2021 Process Fusion Inc.

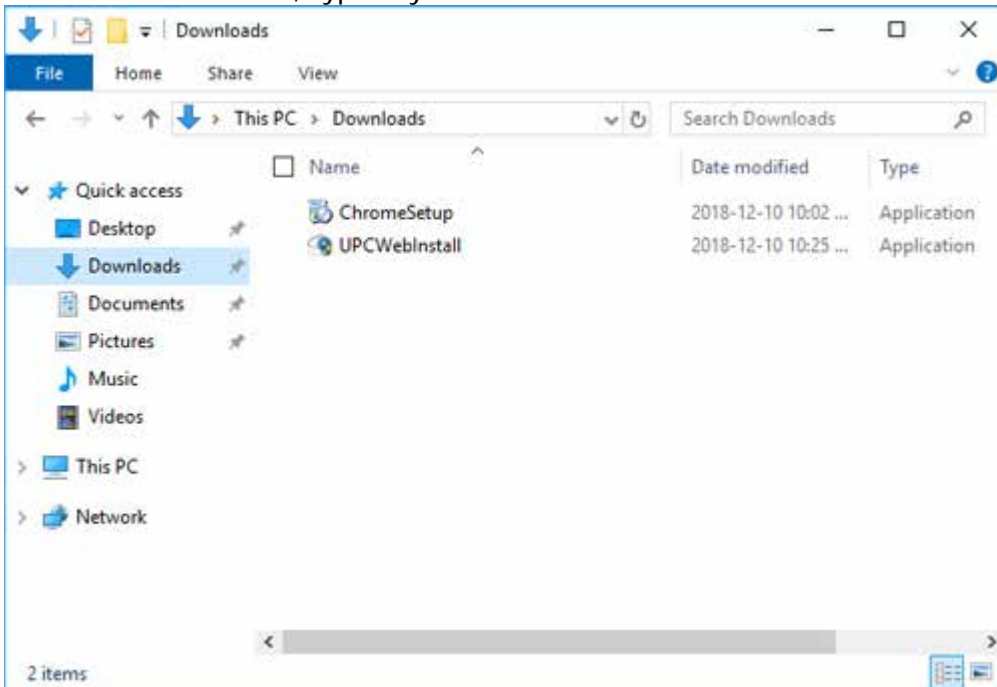
## 2) Click Downloads.



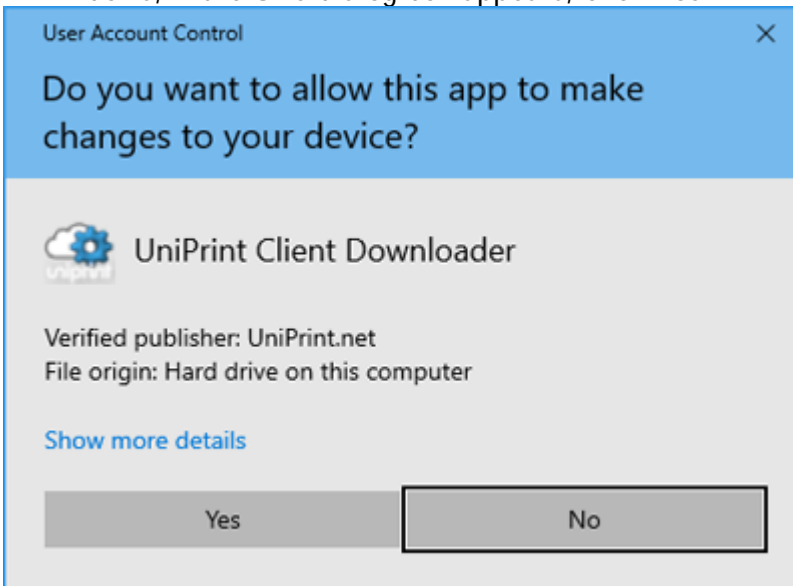
## 3) Under Workstation and depending on the type of computer you are using to print from, click InfinitySend Agent for Windows.





- 4) The InfinitySend Agent installation package will be downloaded to the default location set on the client machine, typically the **Downloads** folder. Double-click **UPCWebInstall.exe**.

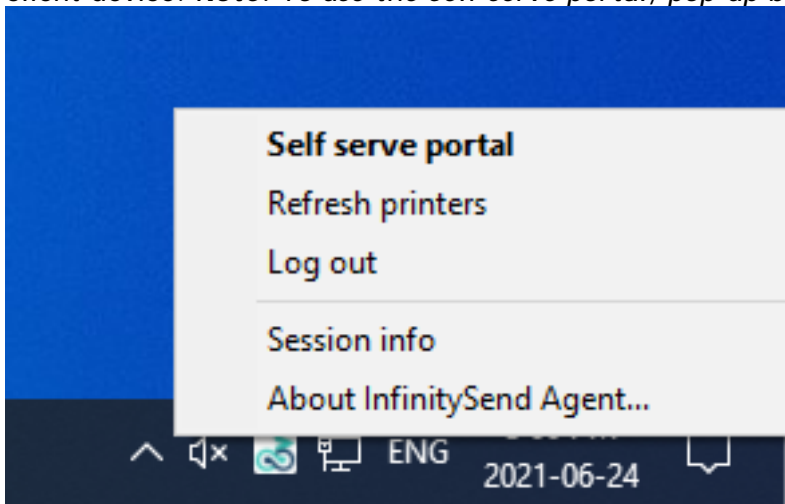


- 5) In Windows, if the **UAC** dialog box appears, click **Yes**.



- 6) The InfinitySend Agent will be installed on the client device.
- 7) Once installed, in Windows, the UniPrint icon, , will appear in the notification area. Printers can be added automatically to the user's session by using PrintPAL or by using the Self serve portal. To access the Self serve portal, right-click  to map printers to this

client device. *Note: To use the Self serve portal, pop-up blockers should be disabled.*

**Related Links:**

[Installing InfinityCloud Components](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

[Disabling InfinityCloud Agent Auto-Login](#)

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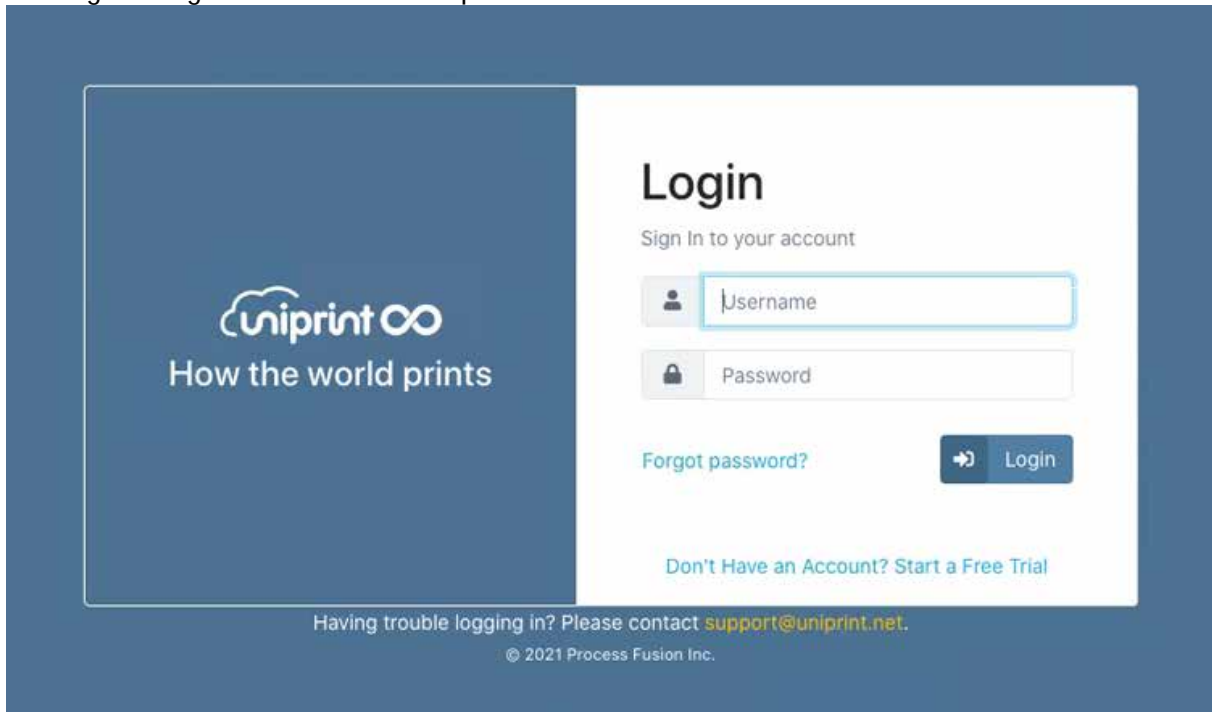
## Installing the InfinitySend Mac Agent

The InfinitySend Mac Agent functions in a similar way to the InfinitySend Agent for Windows, except that it is installed on a Macintosh computer. \

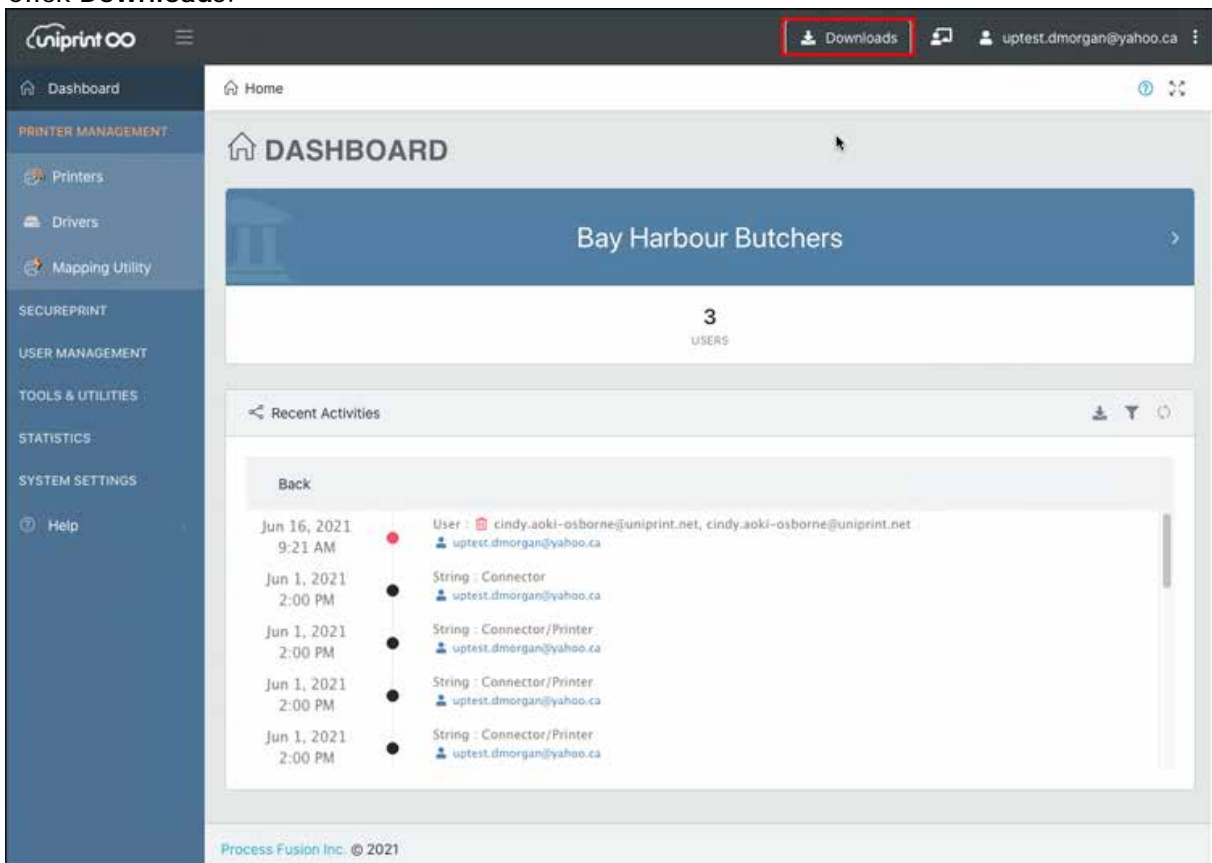
To install the InfinitySend Mac Agent, do the following:

## UniPrint InfinityCloud Guide

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative or operator credentials.



- 2) Click Downloads.



- 3) Under Workstation, click InFINITYSend Mac Agent.

The screenshot shows the UniPrint OO interface. The left sidebar contains navigation options: Dashboard, PRINTER MANAGEMENT, SECUREPRINT, USER MANAGEMENT, TOOLS & UTILITIES, STATISTICS, and SYSTEM SETTINGS. The 'Downloads' section is active, showing a list of download categories: Workstation, Mobile, Render Stations, Connectors, and End User URLs. Under the 'Workstation' category, the 'InfinitySend Mac Agent' is highlighted with a red box. A mouse cursor is pointing at the 'Download' button next to it. The text for 'InfinitySend Mac Agent' reads: 'InfinitySend Agent is required on the users' macOS computers in order to make the SecurePrint printer available.'

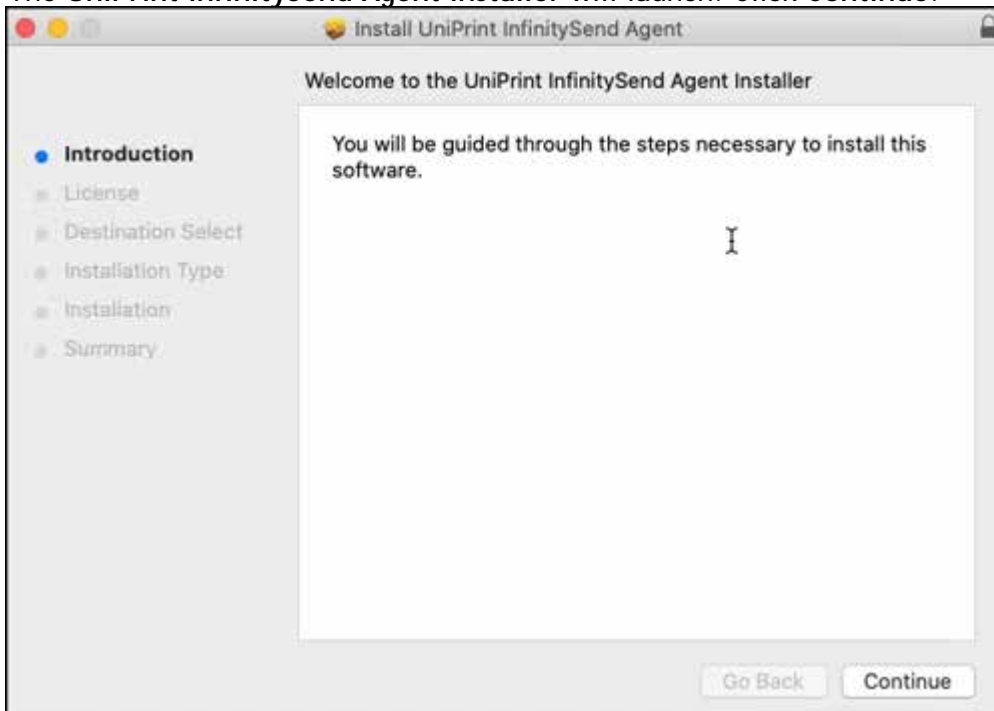
- 4) Open Finder and then click Downloads. Double-click UniPrintCloudAgent.pkg.

The screenshot shows a macOS Finder window titled 'Downloads'. The file list is as follows:

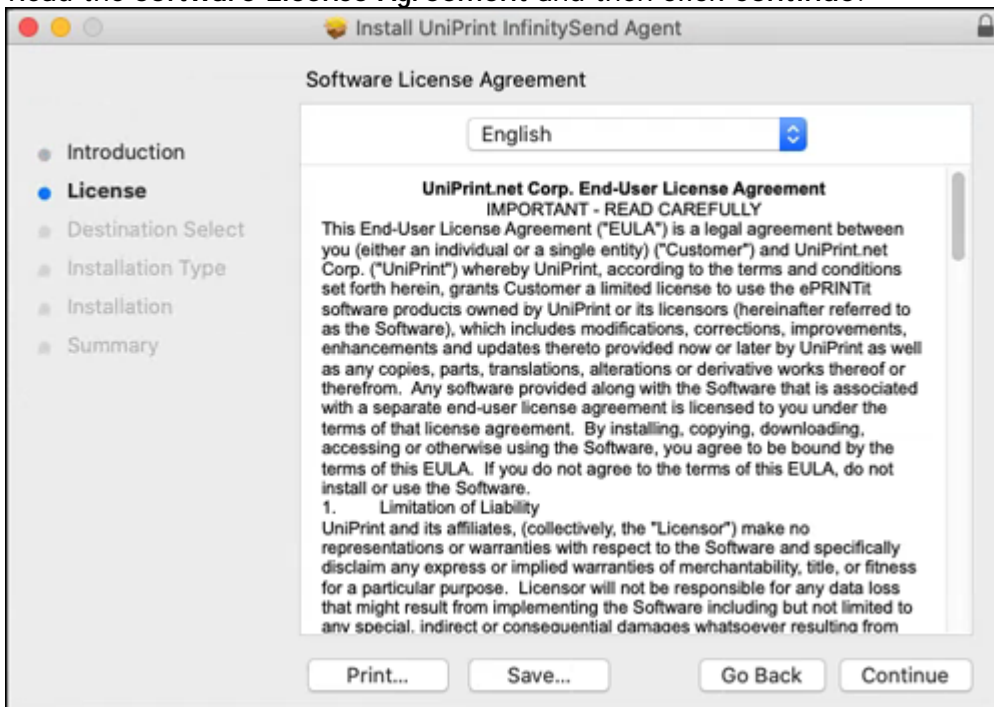
Name	Size	Kind	Date Added
UniPrintCloudAgent.pkg	6.1 MB	Installe...ackage	Today at 11:26 AM
googlechrome.dmg	103 MB	Disk Image	Yesterday at 5:48 AM
UniPrint Agent.pkg	4.7 MB	Installe...ackage	Jun 22, 2021 at 7:39 AM
UniPrint Agent...e Installer.pkg	4.7 MB	Installe...ackage	Jun 18, 2021 at 1:06 PM
UniPrint Infit...nt Installer-2.pkg	6.1 MB	Installe...ackage	Jun 13, 2021 at 5:59 PM
UniPrint Infit...nt Installer.pkg	6.1 MB	Installe...ackage	Jun 10, 2021 at 12:51 PM
ProperTree-master	--	Folder	May 19, 2021 at 1:51 PM
Clover Configurator	13.2 MB	Application	May 19, 2021 at 1:38 PM



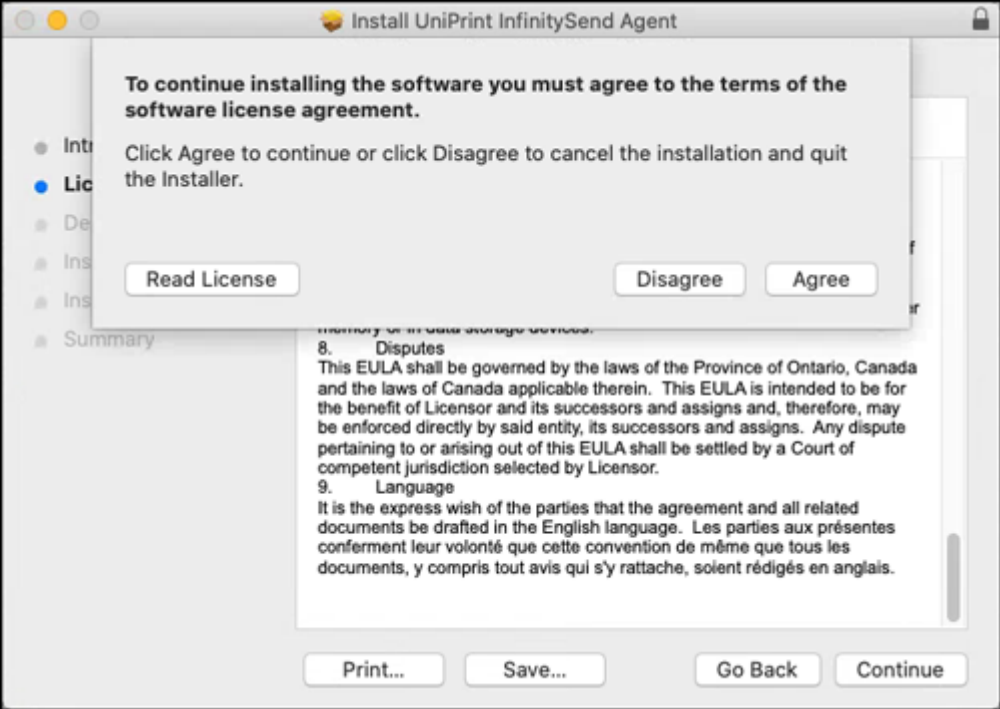
- 5) The UniPrint InfinitySend Agent Installer will launch. Click Continue.



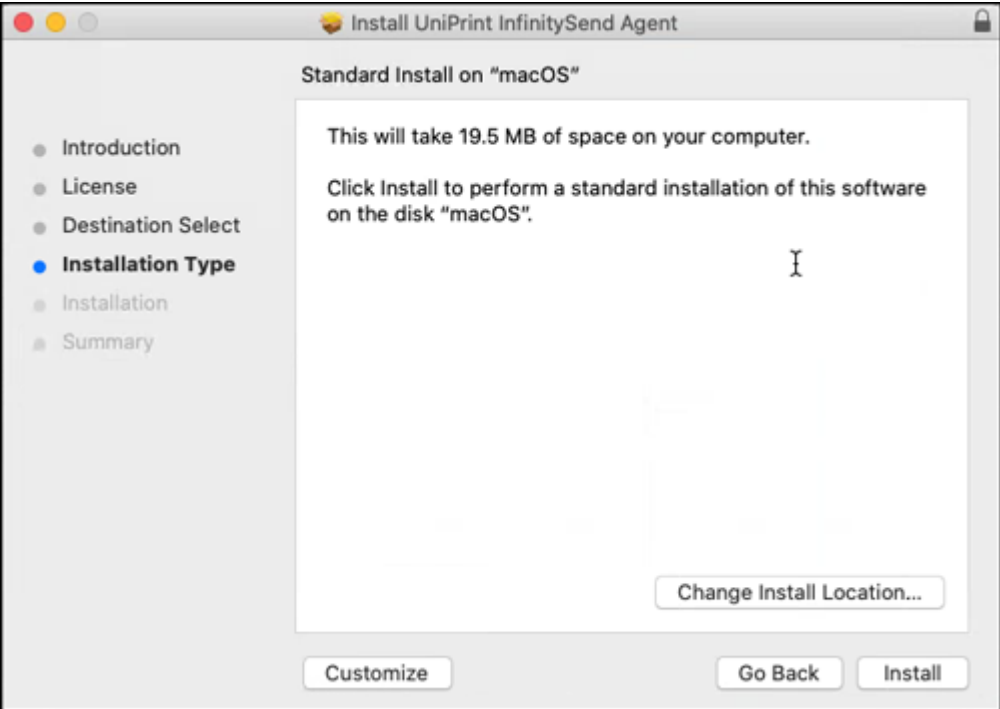
- 6) Read the Software License Agreement and then click Continue.



7) Click Agree.



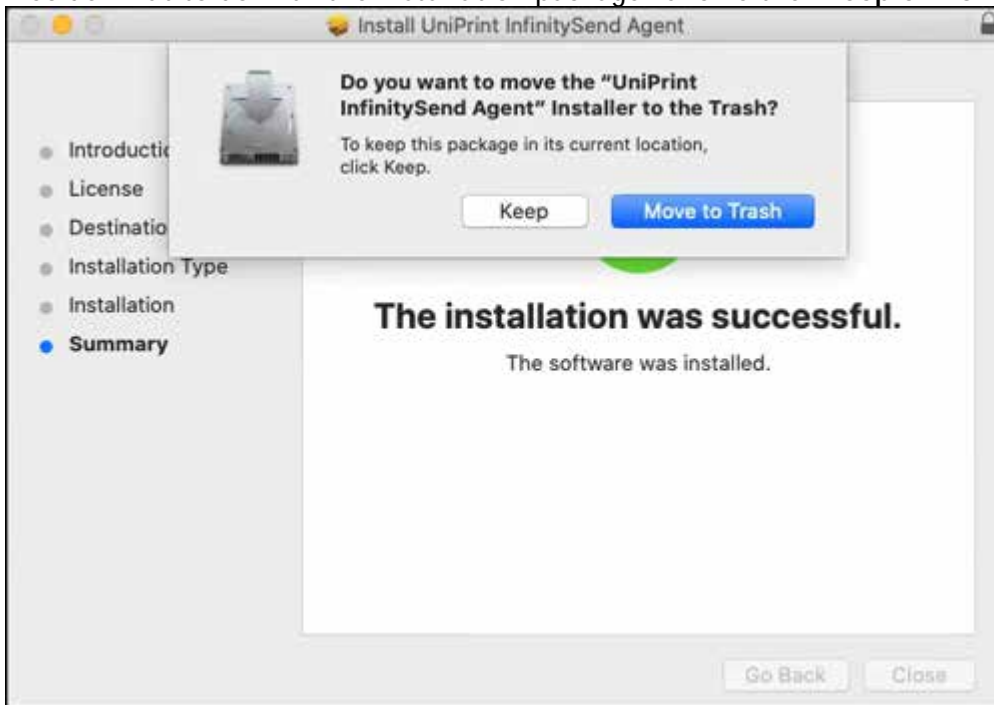
8) Click Install.



- 9) To proceed with the installation, enter your **User Name** and **Password** and then click **Install Software**.



- 10) Upon successful installation, click **Close**.
- 11) Decide what to do with the installation package. Click either **Keep** or **Move to Trash**.



**Related Links:**

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## Installing the InfinityCloud Client

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## Installing InfinityCloud Tools

InfinityCloud Tools are optional, but are used to extend the functionality of cloud printing. This tool pack contains the following utilities:

- § **Driver Upload Tool** - Enables the user to upload printer drivers installed on their PC to the InfinityCloud.
- § **Ability to create Printer Profiles** - Enables the Printer Profile plug-in in the console.
- § **UniPrint Printer Migration Utility** - Migrates printer drivers and print queues from a network print server to the InfinityCloud.

To utilize InfinityCloud Tools, it is recommended that Internet Explorer not used. All other browsers, for example, Chrome, Edge and Firefox are acceptable.

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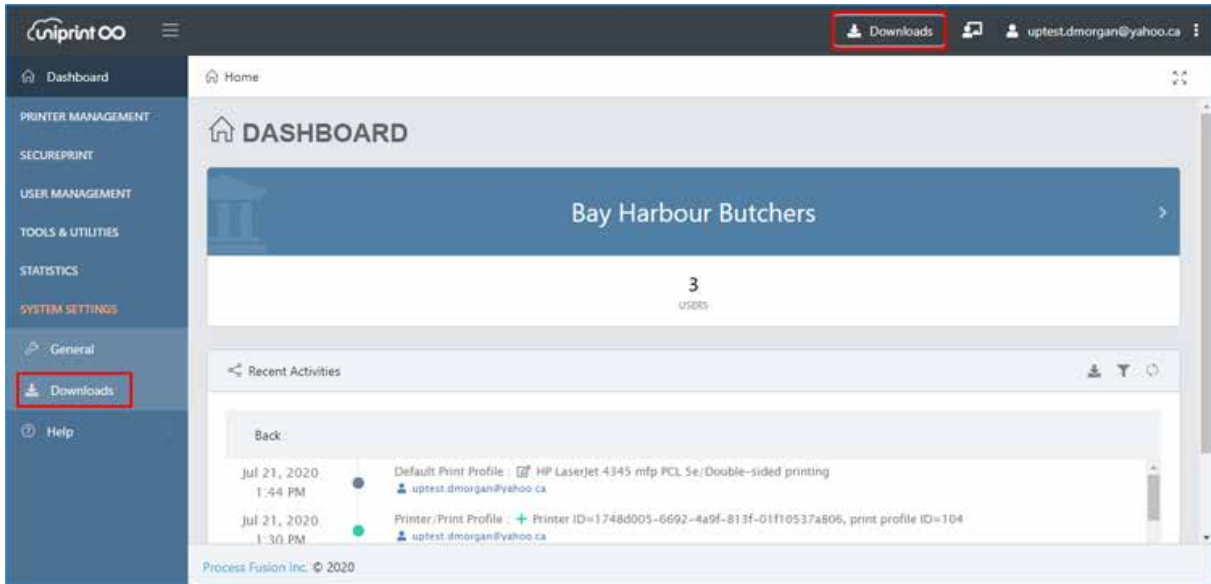
**NOTE:** For operating systems Windows Server 2012 R2 and earlier, Windows Update KB2999226 must be installed. For more information and to download this update, see <https://support.microsoft.com/en-us/help/2999226/update-for-universal-c-runtime-in-windows>.

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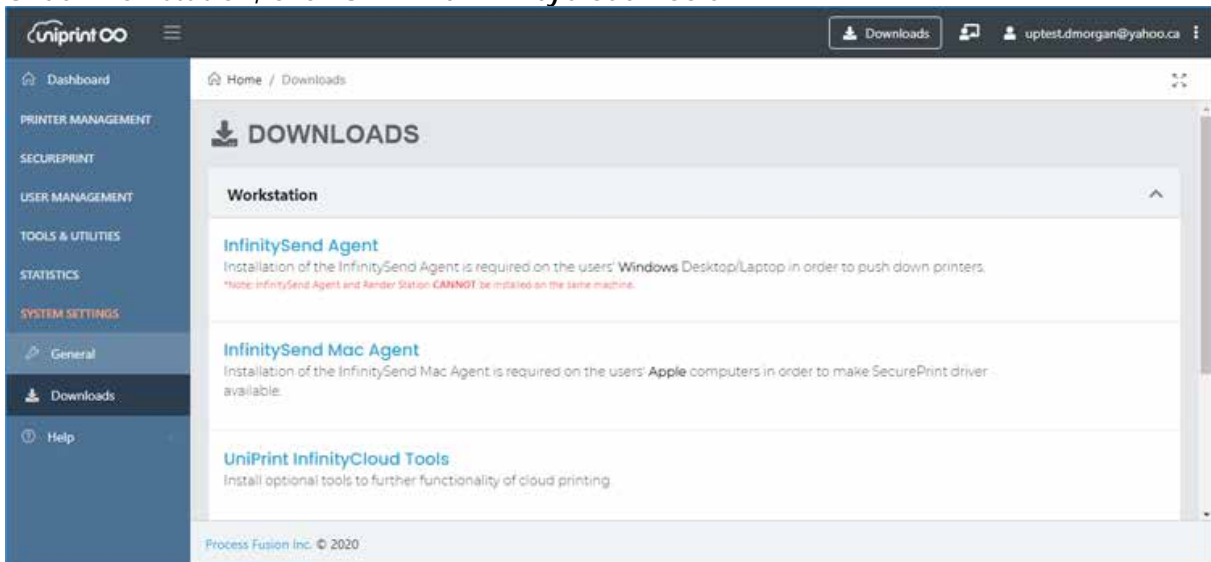
To install the InfinityCloud Tools, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

2) Click Downloads.

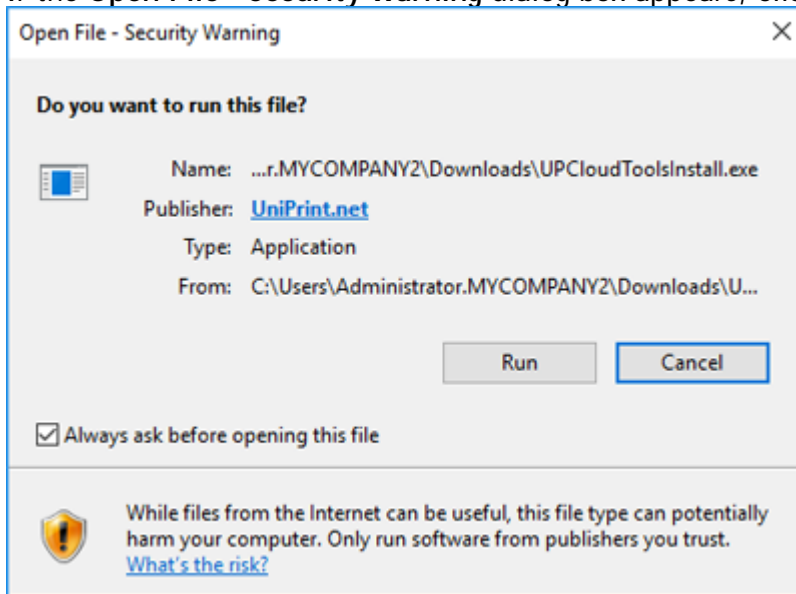




3) Under Workstation, click UniPrint InfinityCloud Tools.

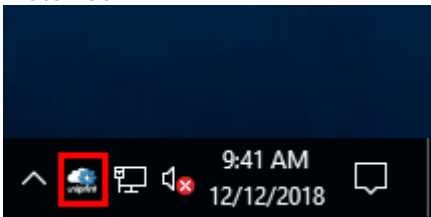


4) The InfinityCloud Tools installation package will be downloaded to the default location set on the client machine, typically the Downloads folder. Double-click UPCloudToolsInstall.exe.

- 5) If the **Open File - Security Warning** dialog box appears, click **Run**.



- 6) The InfinityCloud Tools will be installed.
- 7) Once installed the InfinityCloud Tools icon, , will appear in the notification area. Right-click  to exit InfinityCloud Tools or to view more information on the InfinityCloud Tools installed.



**Related Links:**

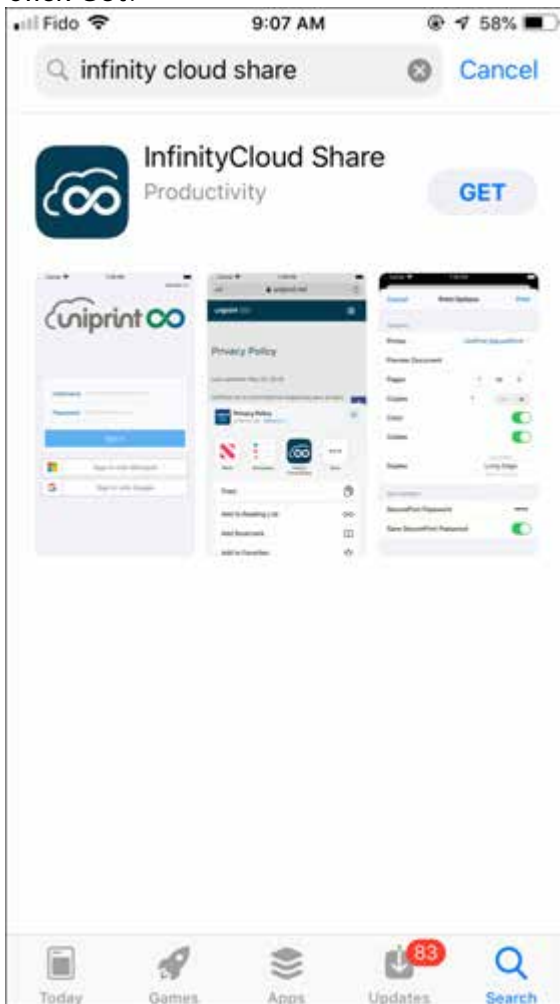
- [Installing InfinityCloud Components](#)
- [Installing the InfinitySend Agent](#)
- [Installing the Personal Render Station](#)
- [Installing the Rendering Station](#)
- [Installing the Release Station](#)
- [Installing File2Print](#)
- [Installing UniPrint InfinityCloud Print Service For Android](#)
- [Installing UniPrint InfinityCloud For Chromebooks](#)
- [Installing InfinityCloud Share for iOS](#)
- [Installing the UniPrint Cloud Vault](#)

## Installing InfinityCloud Share For iOS

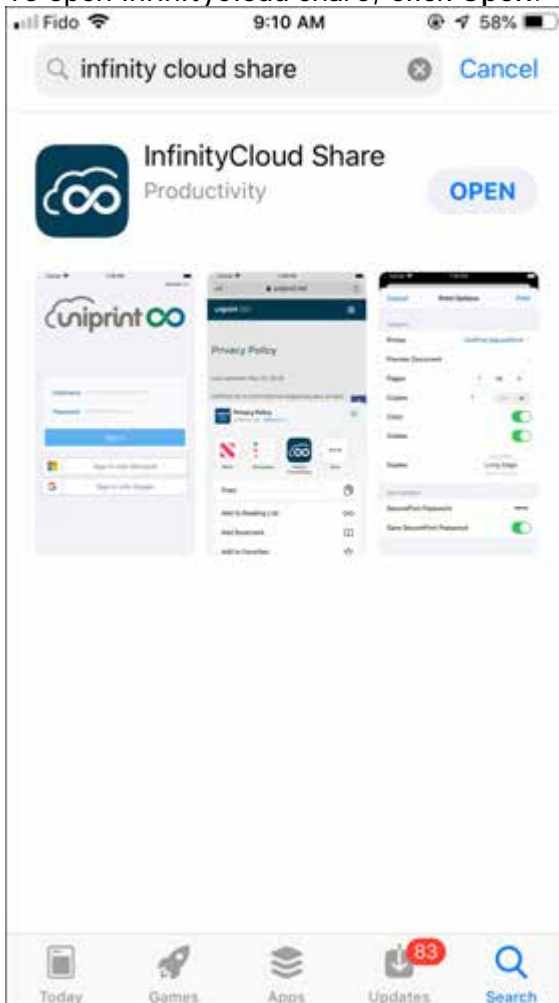
InfinityCloud Share is an app that enables iOS users to print to the UniPrint SecurePrint printer.

To install InfinityCloud Share on an iOS device, do the following:

- 1) Go to the Apple App Store and then search for InfinityCloud Share.
- 2) Click Get.



3) To open InfinityCloud Share, click **Open**.



**Related Links:**

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

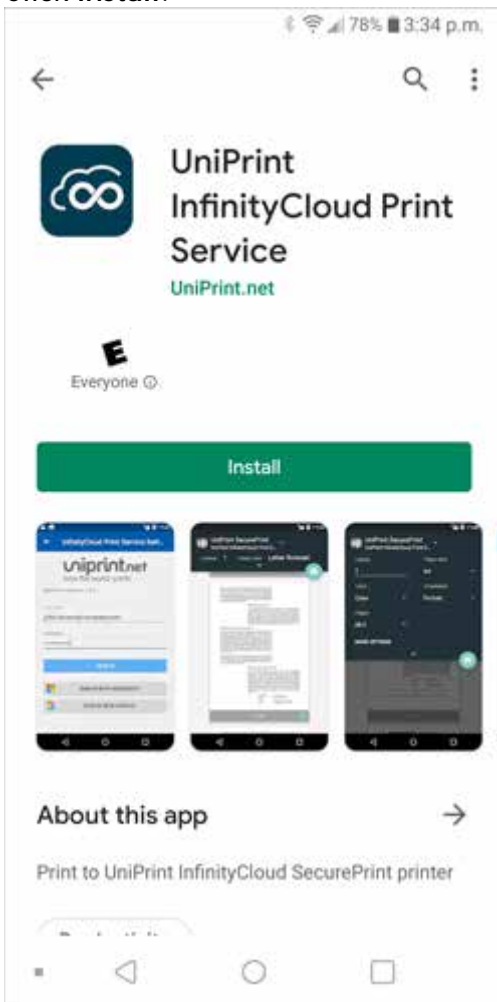


## Installing UniPrint InfinityCloud Print Service for Android

The InfinityCloud Print Service is an app that enables Android devices to print to the UniPrint SecurePrint printer. No configuration is necessary other than logging into InfinityCloud.

To install the InfinityCloud Print Service on an Android device, do the following:

- 1) Tap **Google Play** to go to the Google Play Store.
- 2) Search for UniPrint InfinityCloud Print Service and then click UniPrint InfinityCloud Print Service.
- 3) Click **Install**.



### Related Links:

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

[SecurePrint Printing Using the UniPrint InfinityCloud Print Service For Android](#)

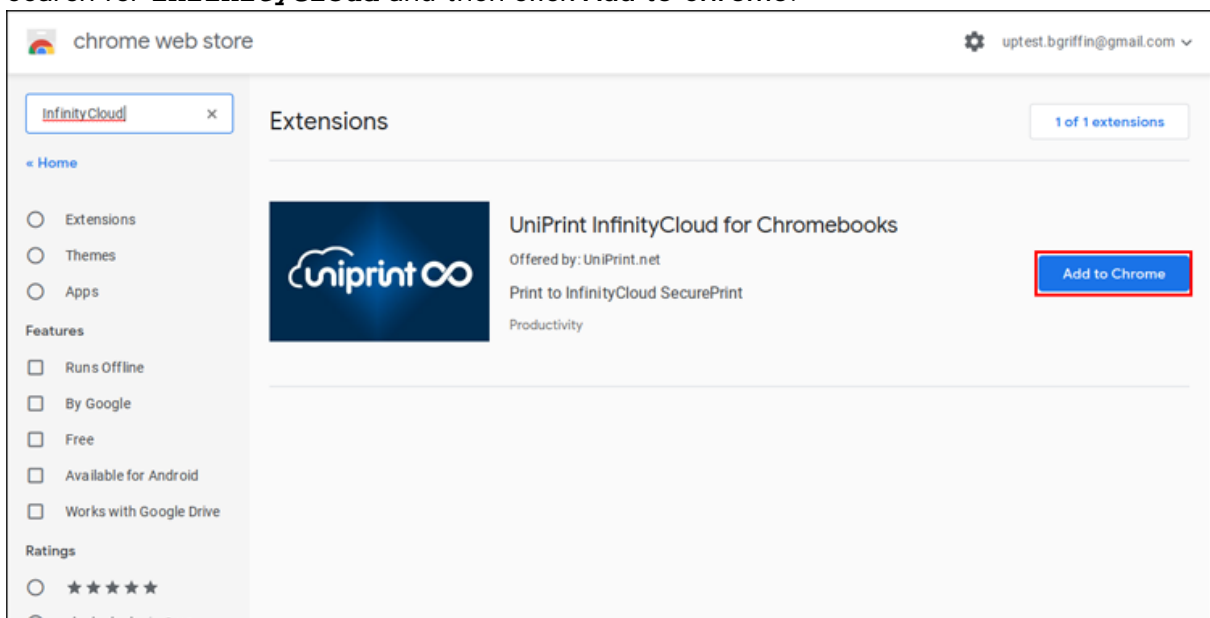
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## Installing UniPrint InfinityCloud For Chromebooks

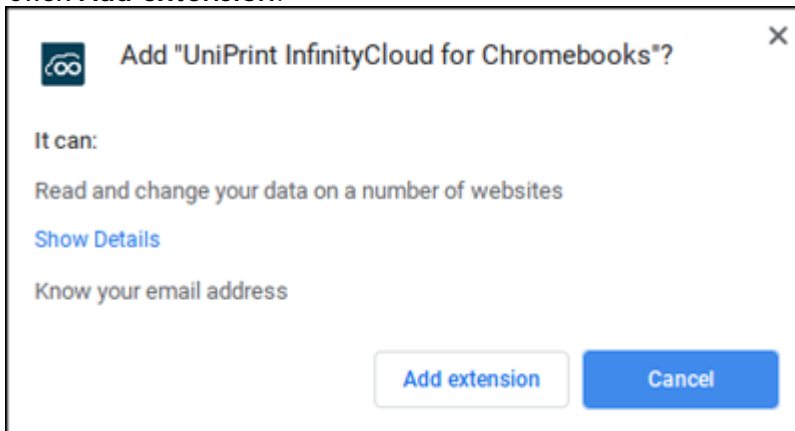
InfinityCloud for Chromebooks is an extension that enables Chromebook users to print to the UniPrint SecurePrint printer.

To install the UniPrint InfinityCloud extension for Chromebooks, do the following:

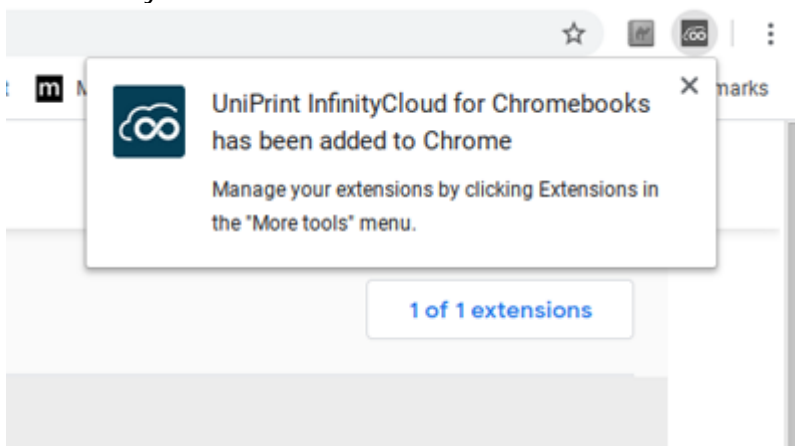
- 1) Sign into your Chromebook and then navigate to the Chrome Web Store.
- 2) Search for **InfinityCloud** and then click **Add to Chrome**.



3) Click **Add extension**.



4) The InfinityCloud icon will be added to extensions.



**Related Links:**

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

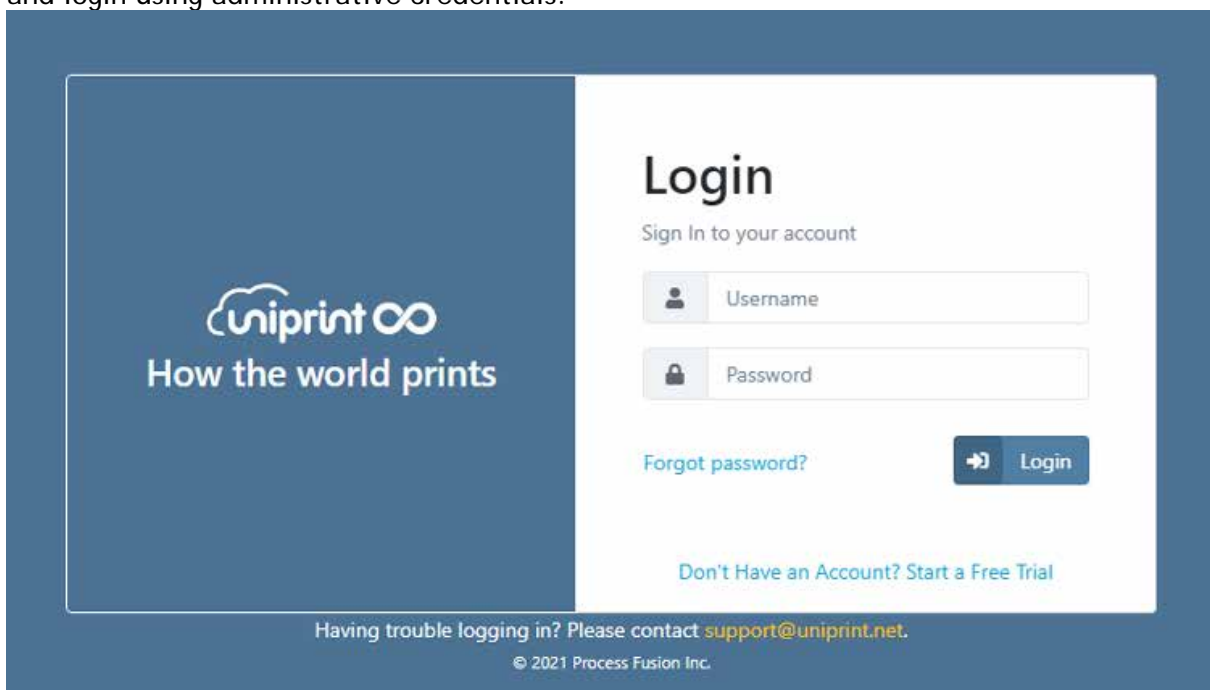
[SecurePrint Printing Using UniPrint InfinityCloud For Chromebooks](#)

## Installing the Personal Render Station

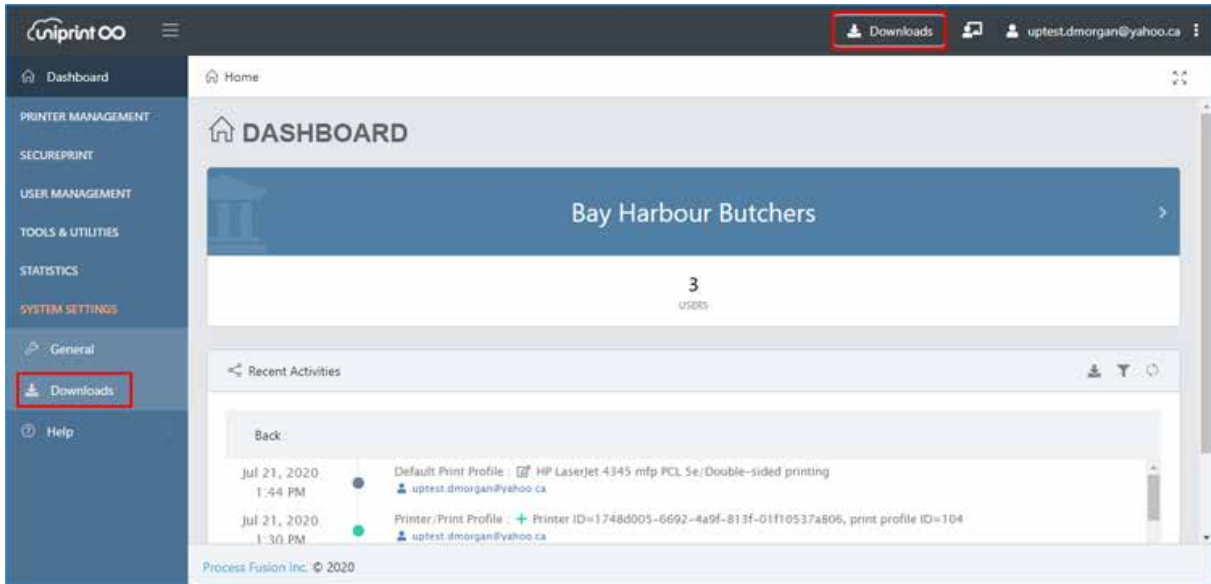
The Personal Render Station can be installed on any computer. Unlike the Release Station which requires the Render Station, it can also be installed on the same computer as the InfinitySend Agent. Install the Personal Render Station on any computer that has a printer attached and the user can release SecurePrint print jobs to that printer. This solution is perfect for work-at-home situations.

To install the Personal Render Station, do the following:

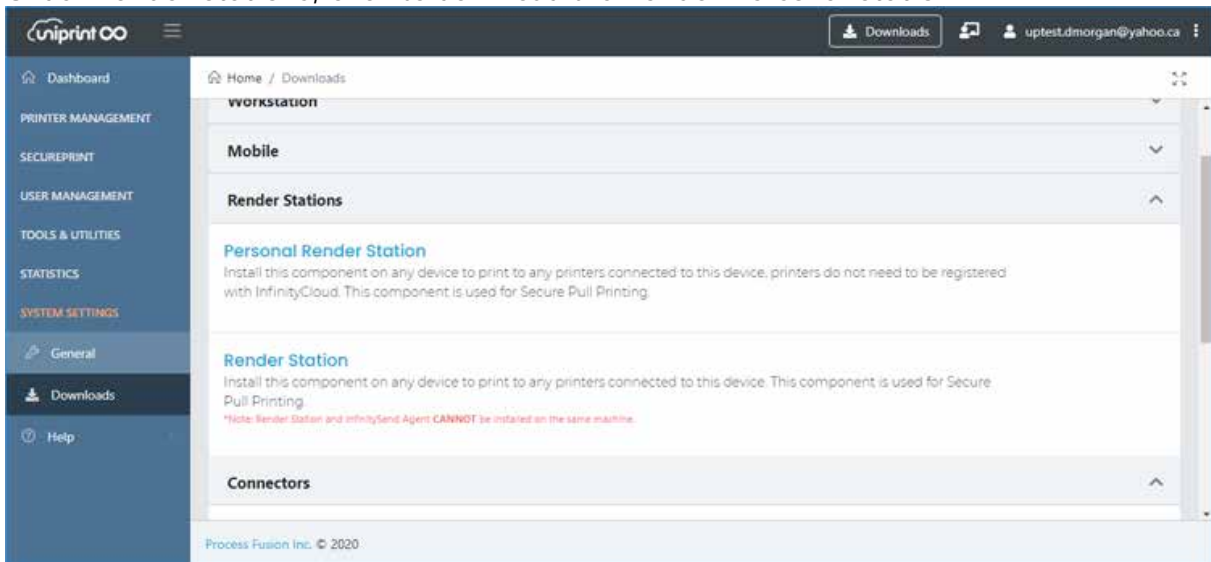
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



2) Click Downloads.

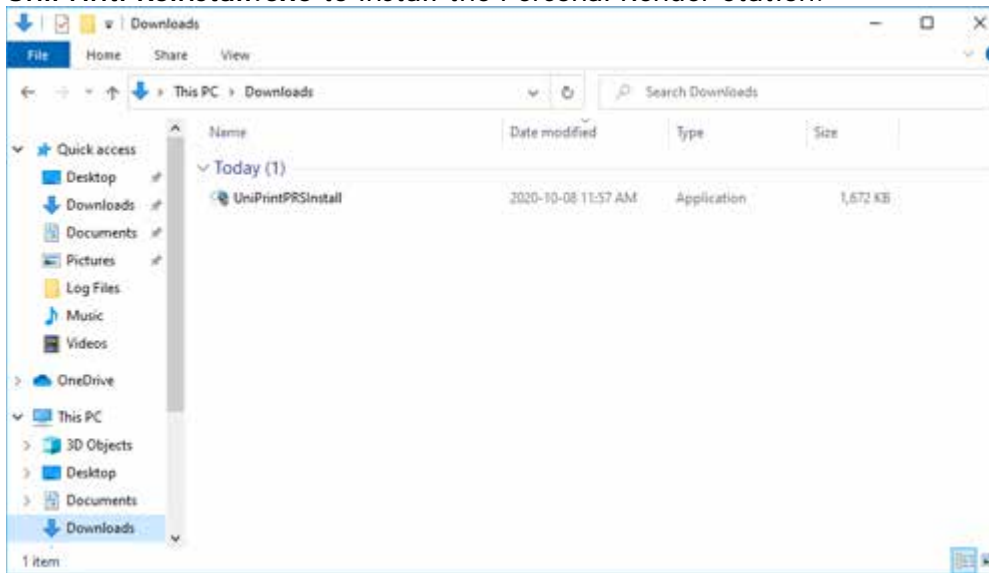


3) Under Render Stations, click to download the Render Personal Station.

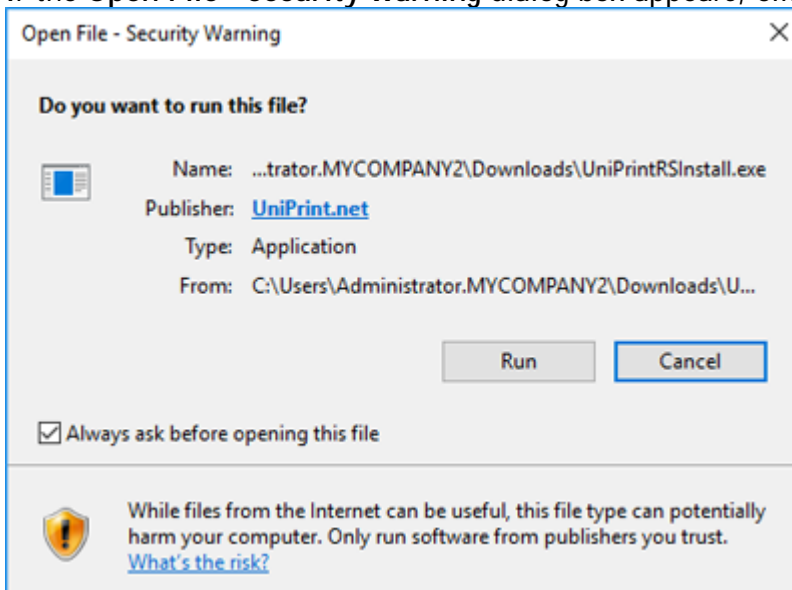


4) The Personal Render Station installation package will be downloaded to the default location set on the client machine, typically the Downloads folder. Double-click

UniPrintRSInstall.exe to install the Personal Render Station.



5) If the Open File - Security Warning dialog box appears, click Run.



6) The Personal Render Station will be installed.

**Related Links:**

[Installing InfinityCloud Components](#)

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

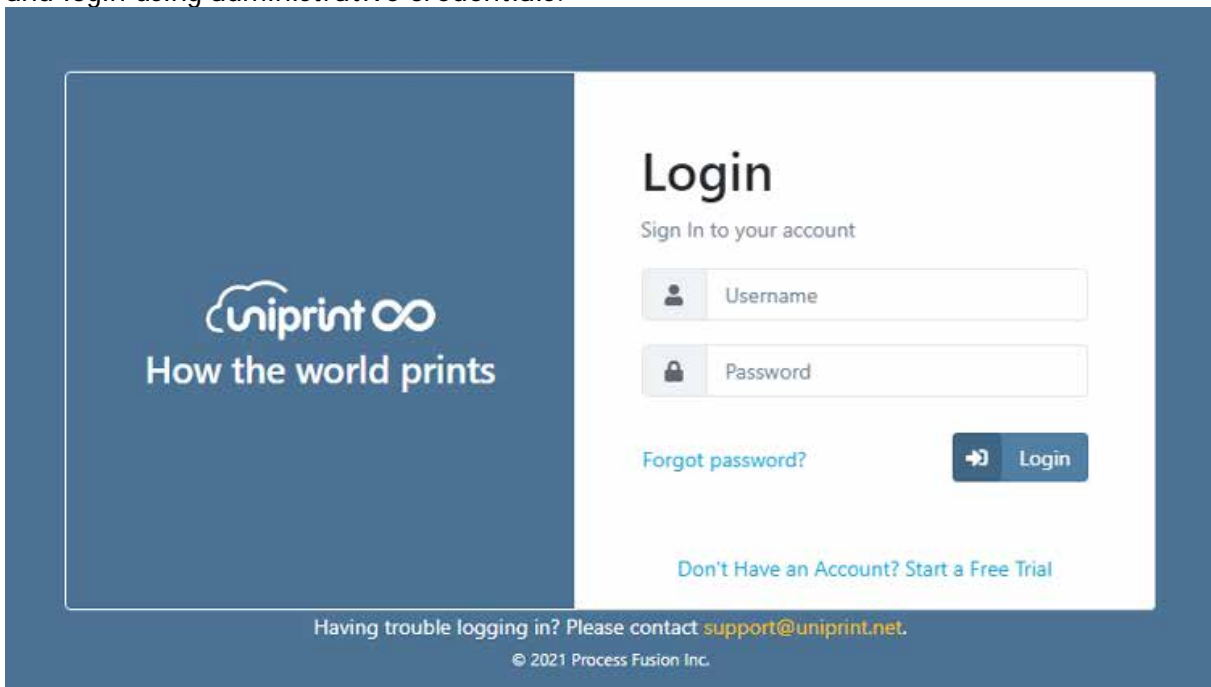
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## Installing the Render Station

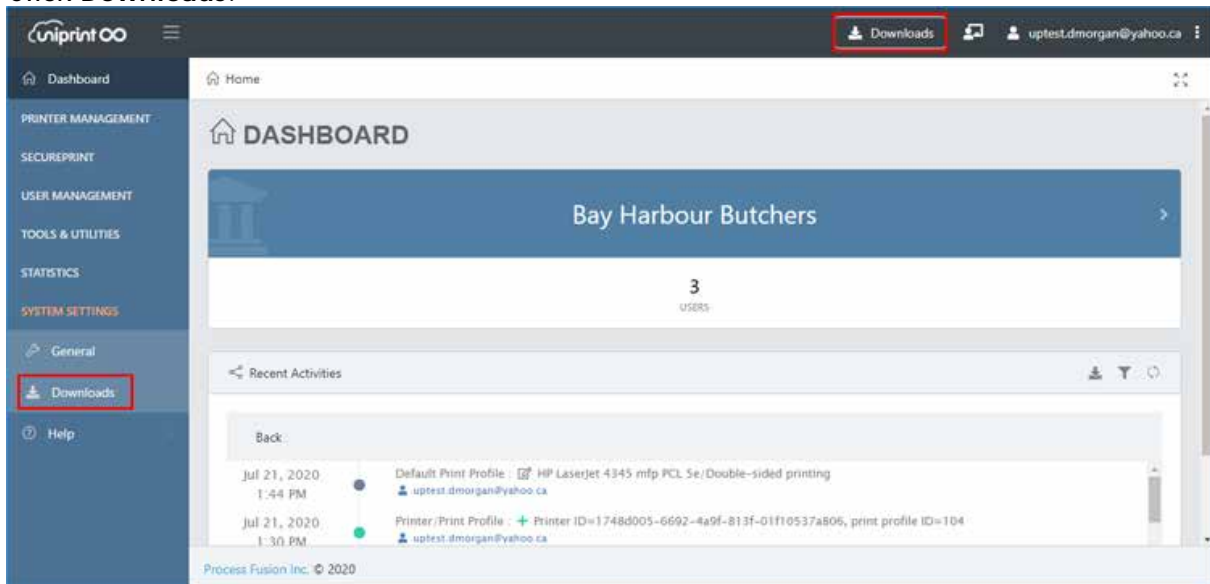
The render station is only required for SecurePrint pull printing. To print to printers attached to a client device through SecurePrint, install this component. The personal render station can be installed on home computers and enables the user to print through InfinityCloud to their personal desktop printers.

To install the Render Station, do the following:

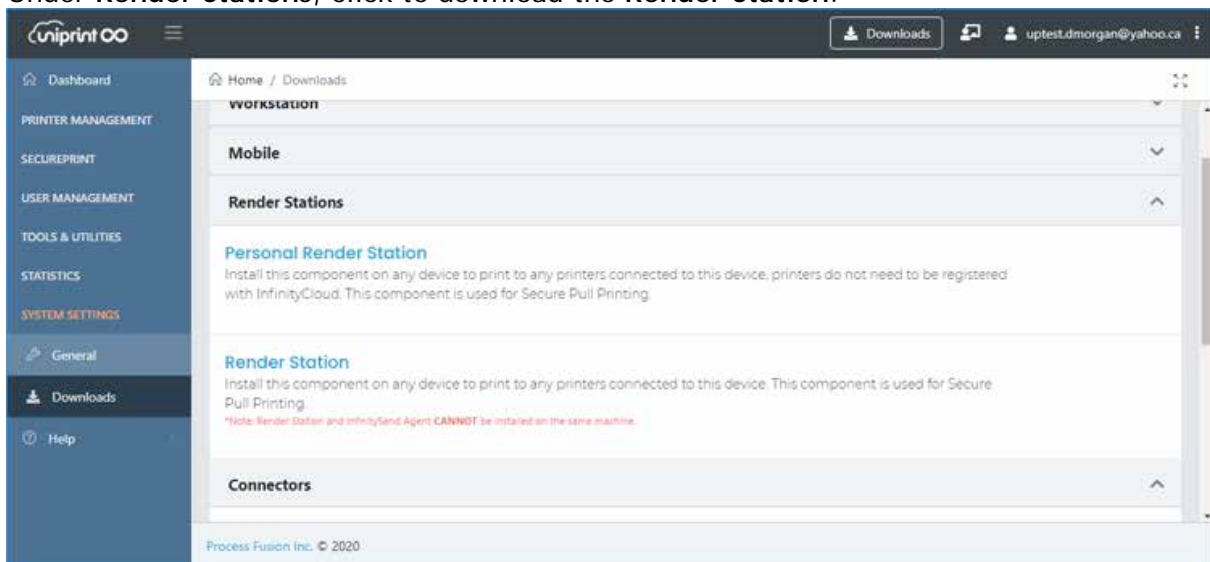
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



2) Click Downloads.



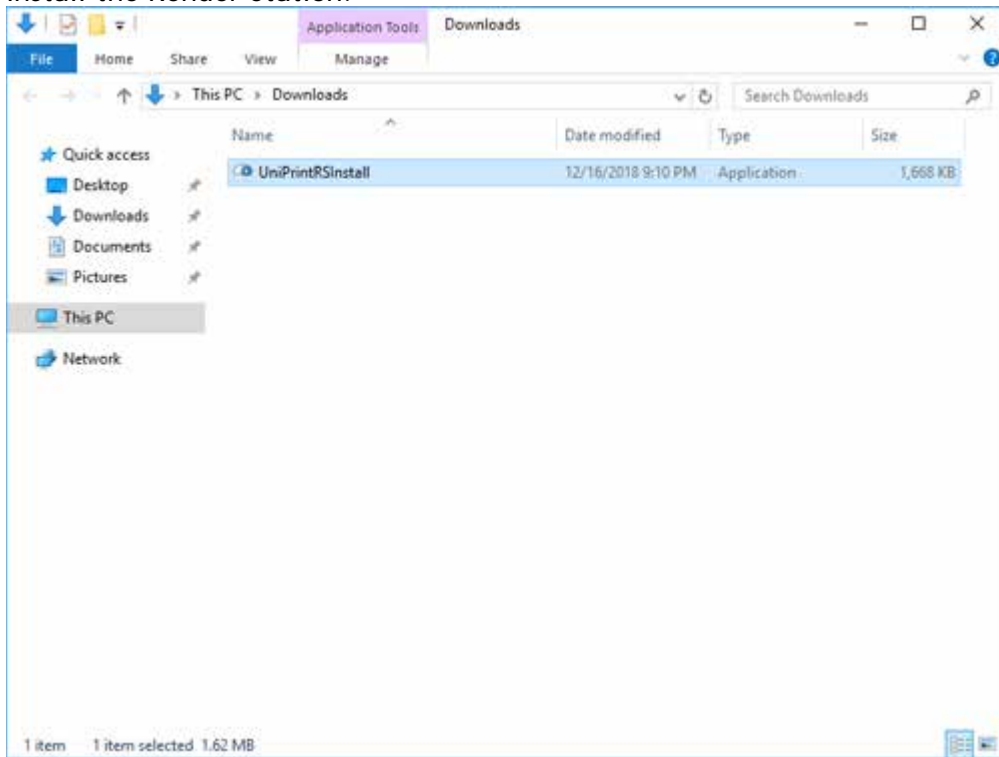
3) Under Render Stations, click to download the Render Station.



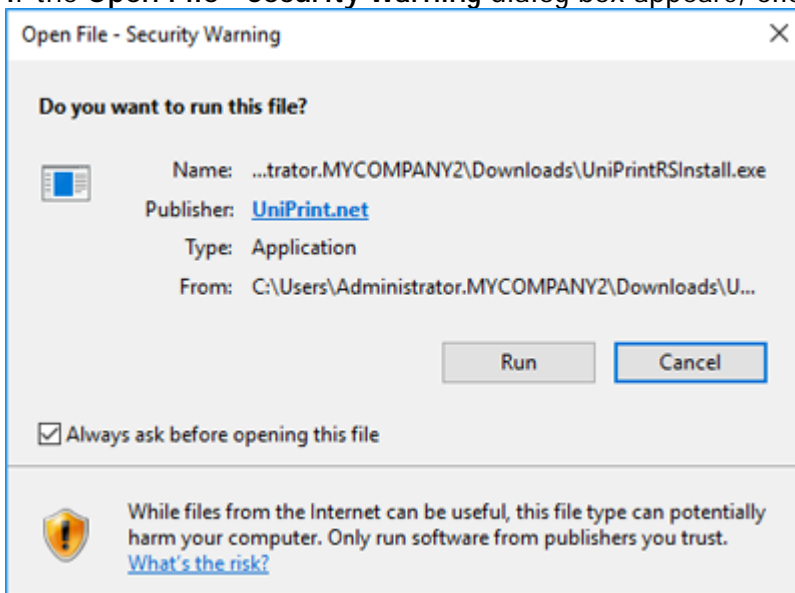
4) The render station installation package will be downloaded to the default location set on the client machine, typically the Downloads folder. Double-click UniPrintRSinstall.exe to



install the Render Station.



5) If the **Open File - Security Warning** dialog box appears, click **Run**.




6) The render station will be installed.


7) In the InfinityCloud console, under **SECUREPRINT**, click **Render Stations**. The host name of the machine where the render station was installed should appear with a hash appended to

it.

The screenshot shows the Uniprint OO console interface. The left sidebar contains navigation options: Dashboard, PRINTER MANAGEMENT, SECUREPRINT, Users, Render Stations (selected), Connectors, Proximity Devices, USER MANAGEMENT, TOOLS & UTILITIES, STATISTICS, SYSTEM SETTINGS, and Help. The main content area is titled 'RENDER STATION MANAGEMENT' and is divided into two panels: 'Render Stations' and 'Printers'. The 'Render Stations' panel shows 2 items: PRINTWIN2019 [52083c59-7322-47d] and DMORGAN-PC [6a9e2cb8-1839-4f2b-]. The 'Printers' panel shows 0 items. The DMORGAN-PC station is highlighted with a blue selection bar.

**NOTE:** After installing the render station, *DO NOT CHANGE* its host name. Render stations are only registered once.

To delete a render station, remove it from the PC that it was installed on and then on the InfinityCloud console, click to select the render station to be removed and then click .

Click  to delete it from the console.

This screenshot is similar to the previous one, but the 'Render Stations' panel now shows '2 items, Selected(1)'. The 'DMORGAN-PC' station is selected, and a red trash icon is visible next to its name in the table. The 'PRINTWIN2019' station is also visible but not selected.

#### Related Links:

[Installing InfinityCloud Components](#)

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

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## Installing the UniPrint Cloud Vault

UniPrint Cloud Vault is a mobile app that enables users who print through SecurePrint to release their print jobs by using their mobile devices. To install UniPrint Cloud Vault, click on one of the following links depending on your devices' operating system:

§ For Android, visit the [Google Play Store](#).

§ For iOS, visit the [Apple App Store](#).

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**NOTE:** In order to use UniPrint Cloud Vault, a QR code must be generated for the printer to be used.

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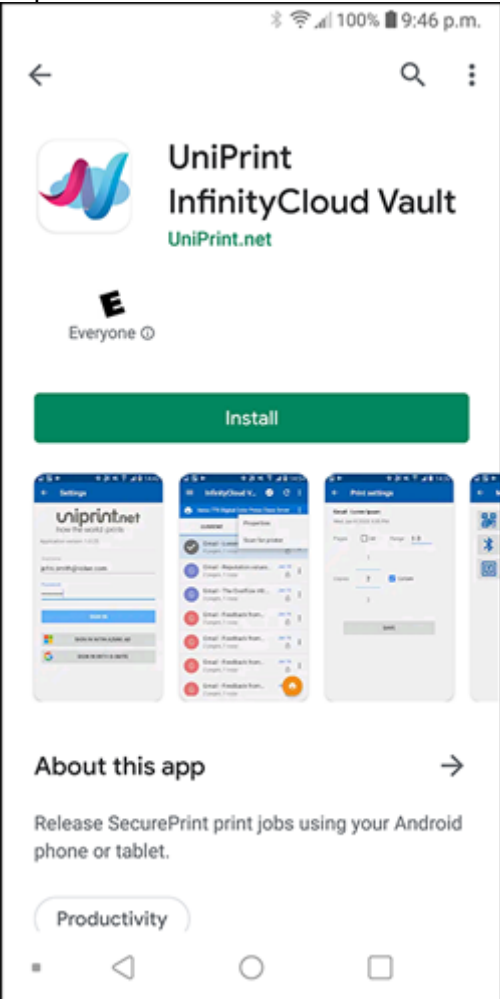
Installation instructions for both Android and iOS are detailed below.

### Installing on Android

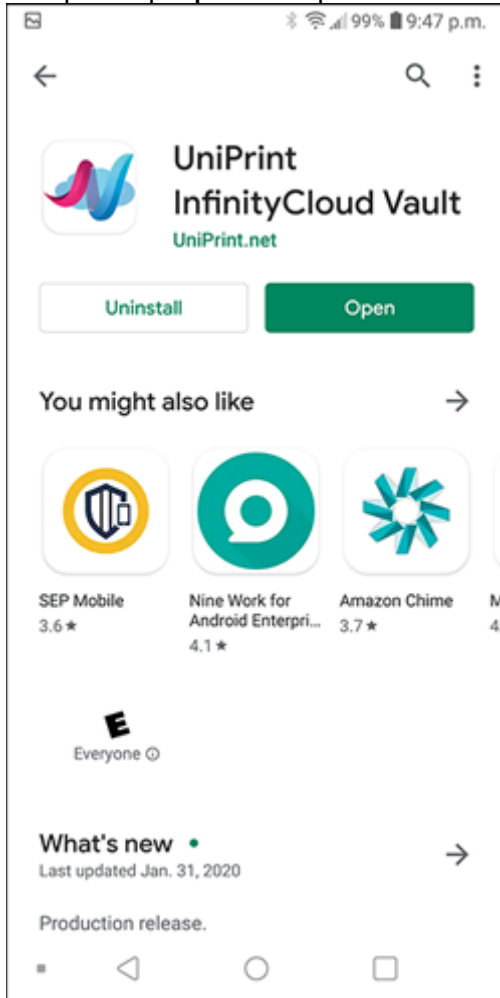
For Android devices, do the following:

- 1) On the Android device, open a web browser and go to <https://play.google.com/store/apps/details?id=net.uniprint.sassvault>.
- 2) Search for **UniPrint InfinityCloud Vault** and then tap to select **UniPrint InfinityCloud Vault**.

3) Tap Install.



4) To open tap **Open** or tap  on the Apps screen.

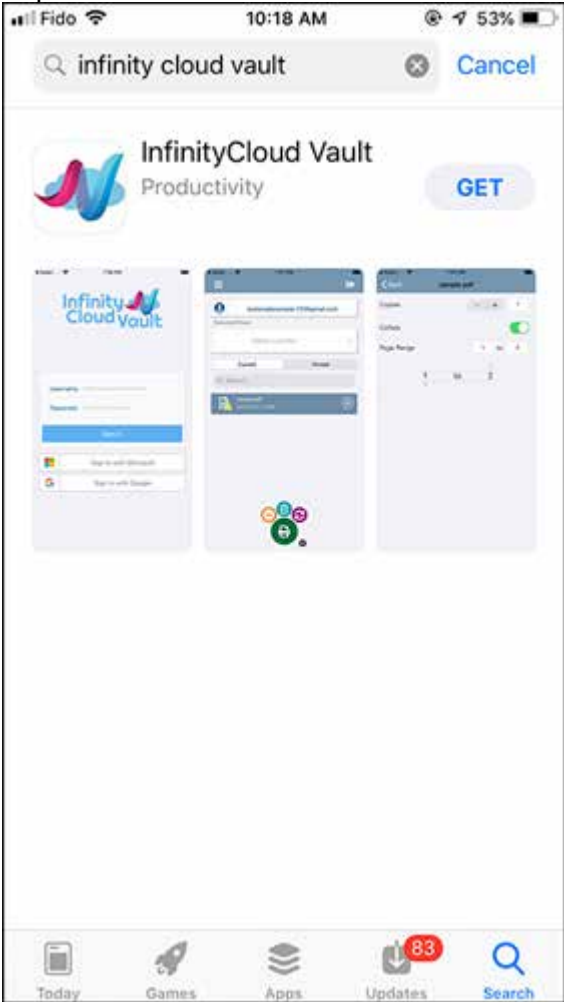


## Installing on iOS

For iOS devices, do the following:

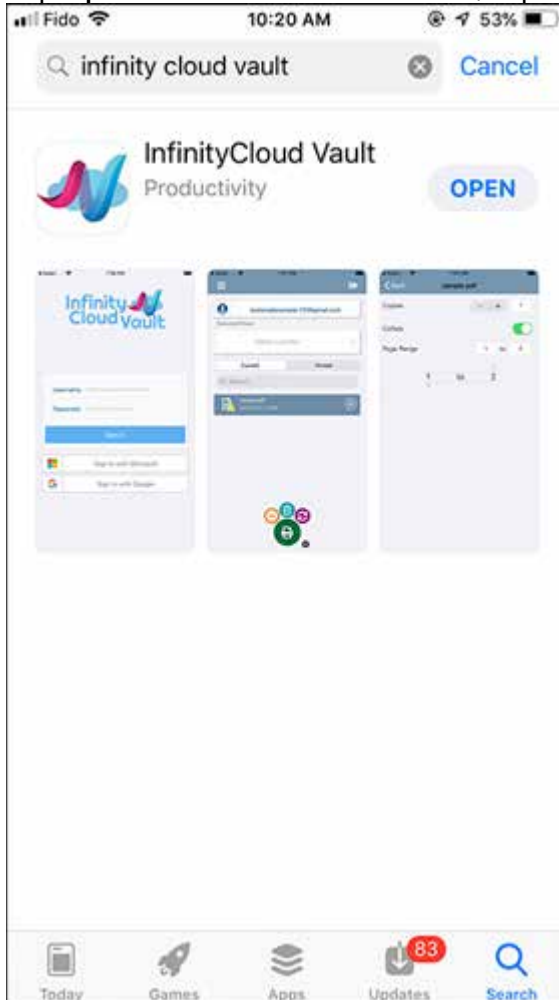
- 1) On the iOS device, open the Apple App Store and search for **InfinityCloud Vault** or in a web browser, go to <https://apps.apple.com/us/app/infinitycloud-vault/id1495602248>.

2) Tap Get.





3) Tap **Open** or from the Home screen, tap



**Related Links:**

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

[SecurePrint Printing Through UniPrint InfinityCloud](#)

[Releasing a SecurePrint Print Job With The UniPrint Cloud Vault](#)

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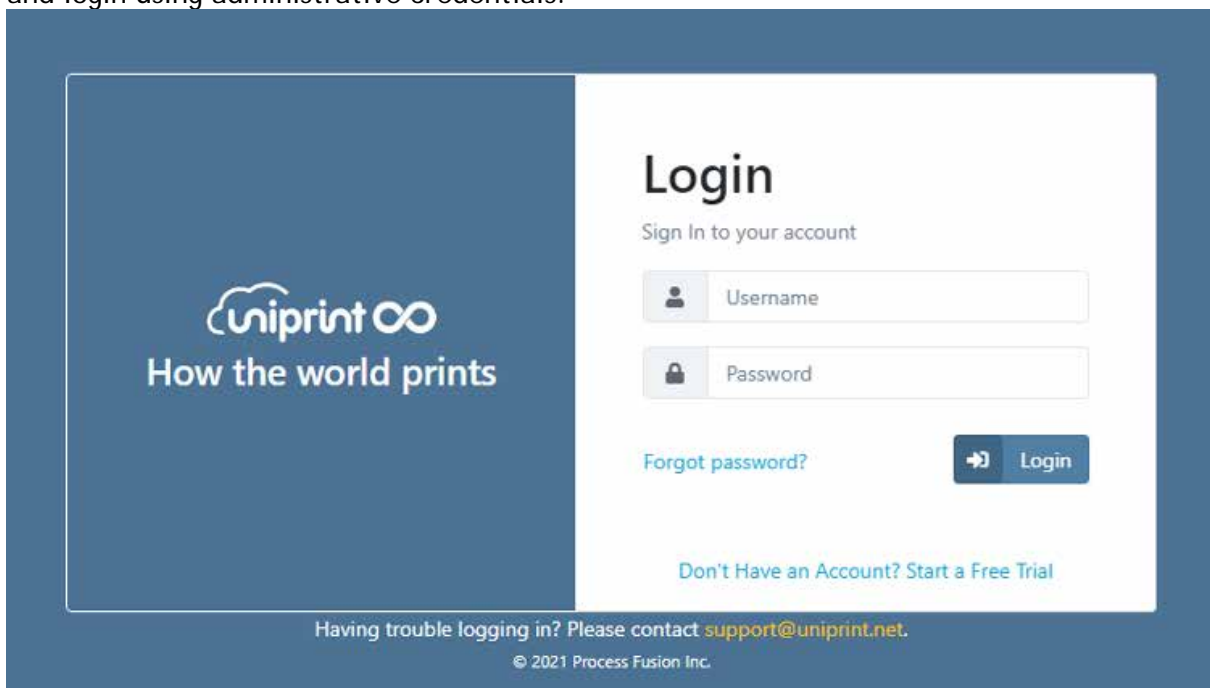
## Installing The Release Station

The Release Station has been removed from the InfinityCloud Tools installation package and is now a separate installation package. The Release Station is used to authenticate and release SecurePrint documents for printing and can be installed on a Windows desktop.

A prerequisite is that the Render Station must also be installed.

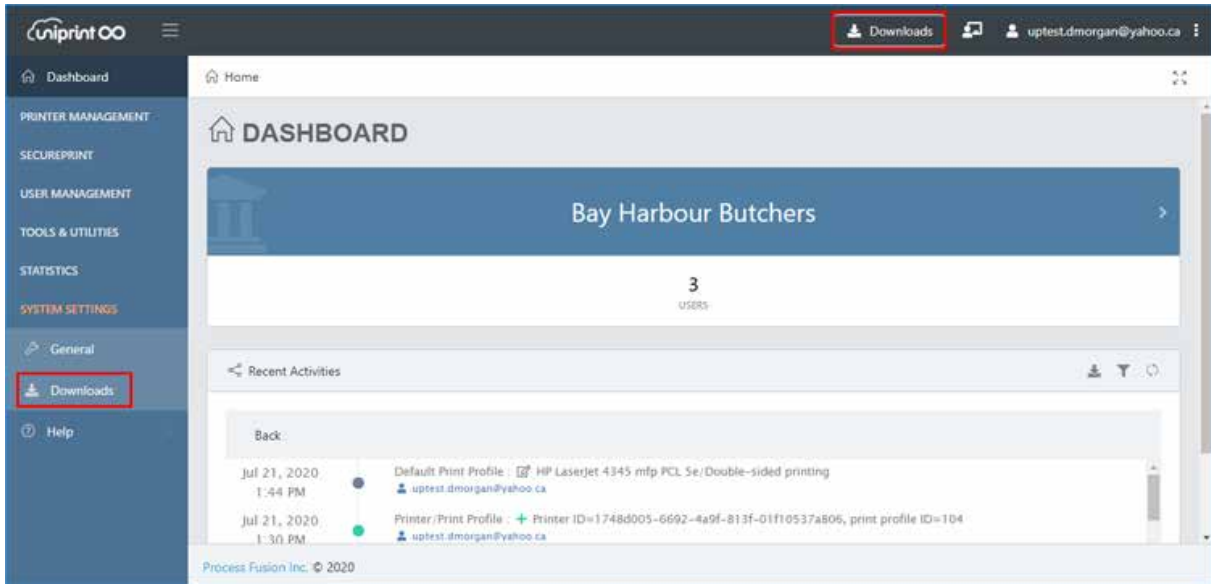
To install the Release Station, do the following:

- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.

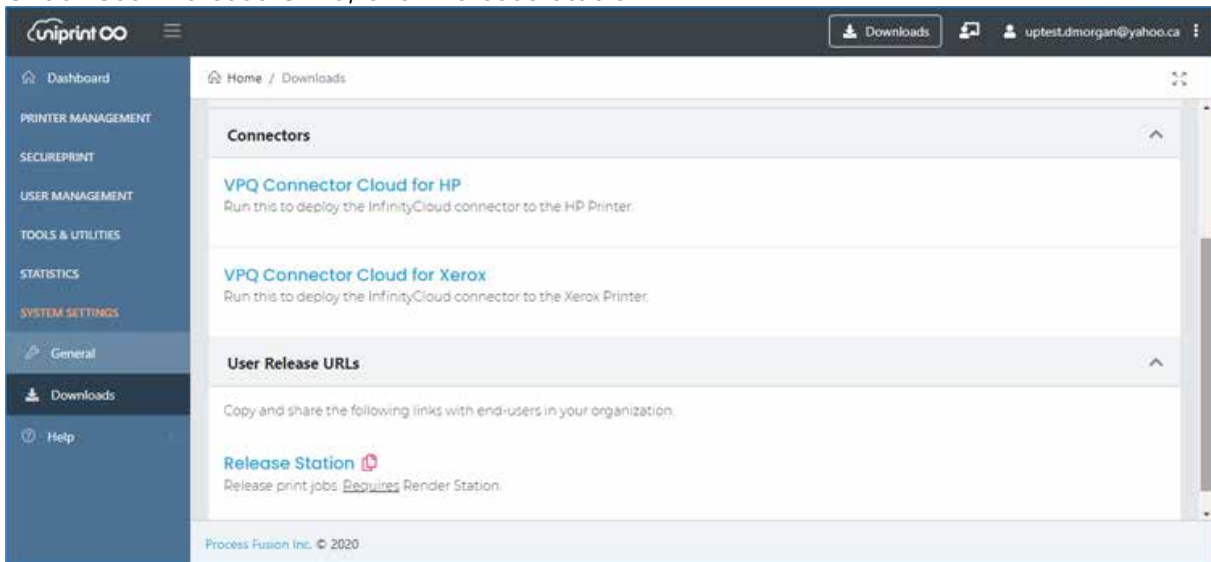




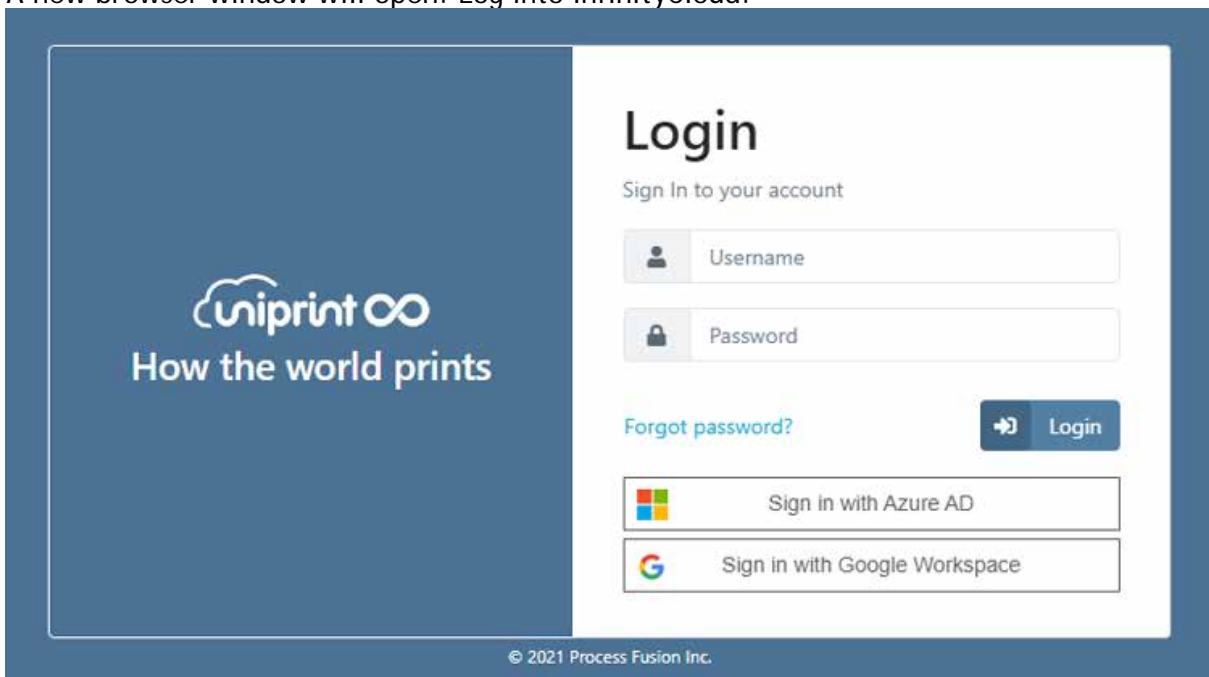
2) Click Downloads.



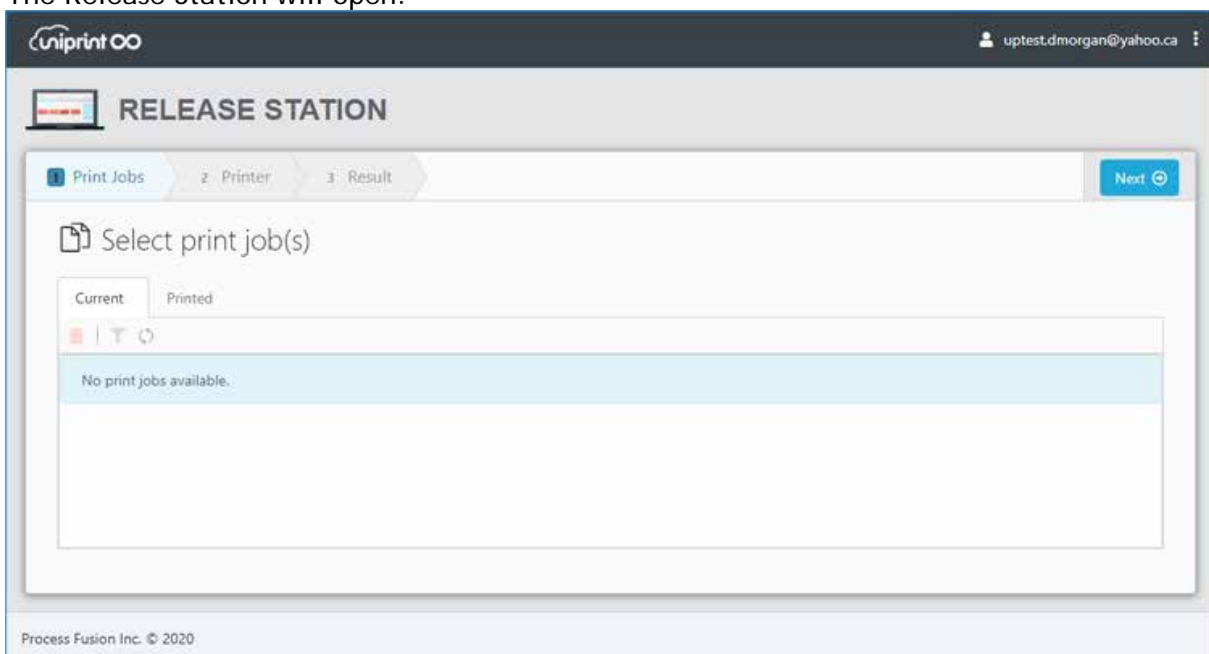
3) Under User Release URLs, click Release Station.



- 4) A new browser window will open. Log into InfinityCloud.



- 5) The Release Station will open.



**Related Links:**

[Installing InfinityCloud Components](#)

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing File2Print](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)

[Releasing a SecurePrint Print Job With The Release Station](#)

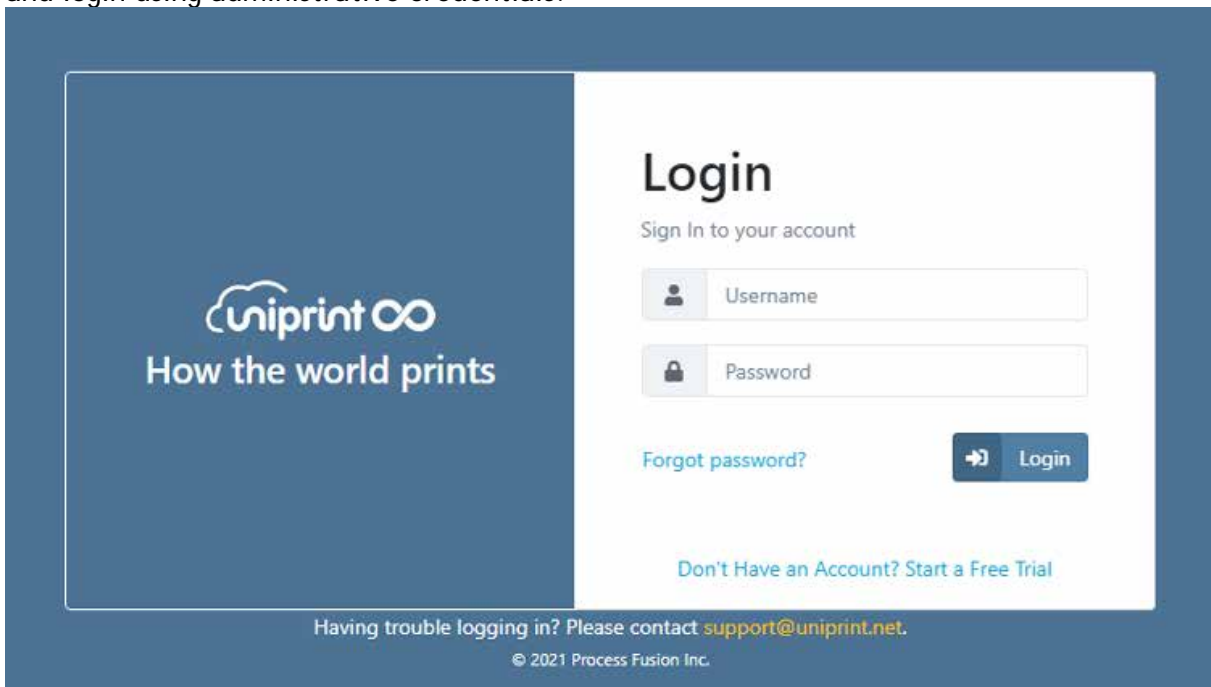
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## Installing File2Print

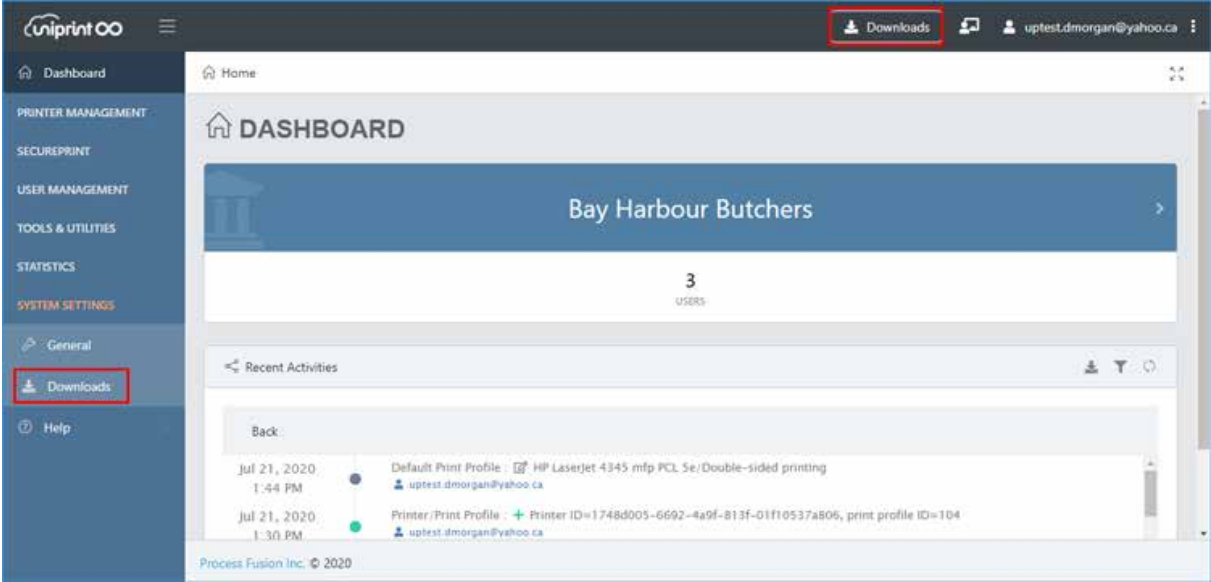
File2Print enables users to print to SecurePrint through their ICA and/or RDP session and then release their print jobs to locally attached printers. File2Print does not require the Render Station to be installed. File2Print is enabled by default. *Note: To use File2Print, ensure that your pop-up blocker is disabled.*

To install File2Print, do the following:

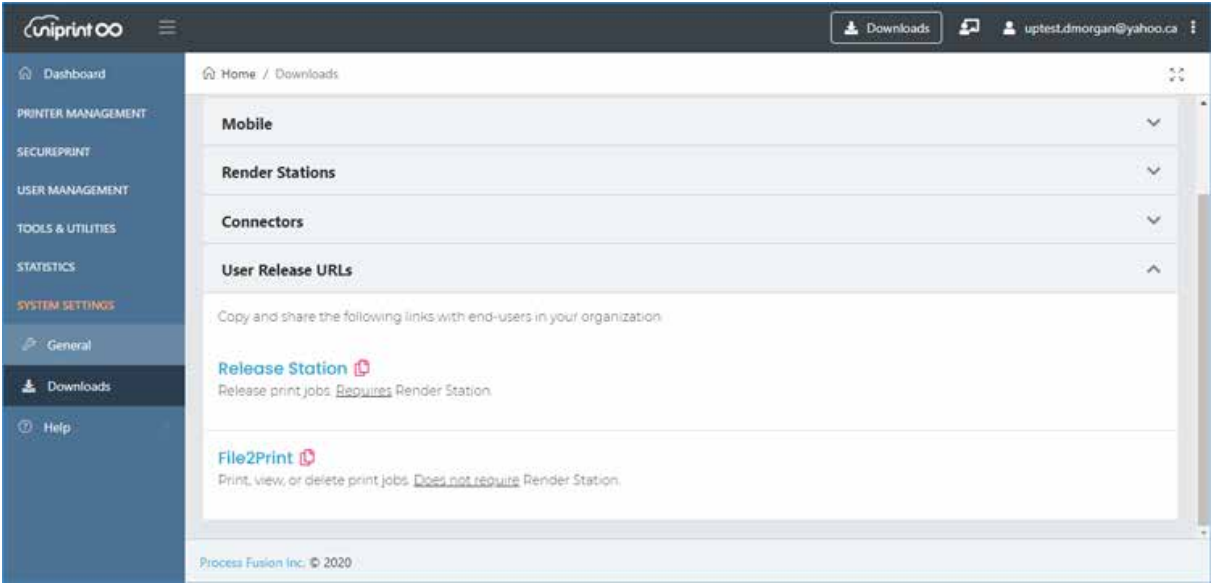
- 1) In a web browser, navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html> and login using administrative credentials.



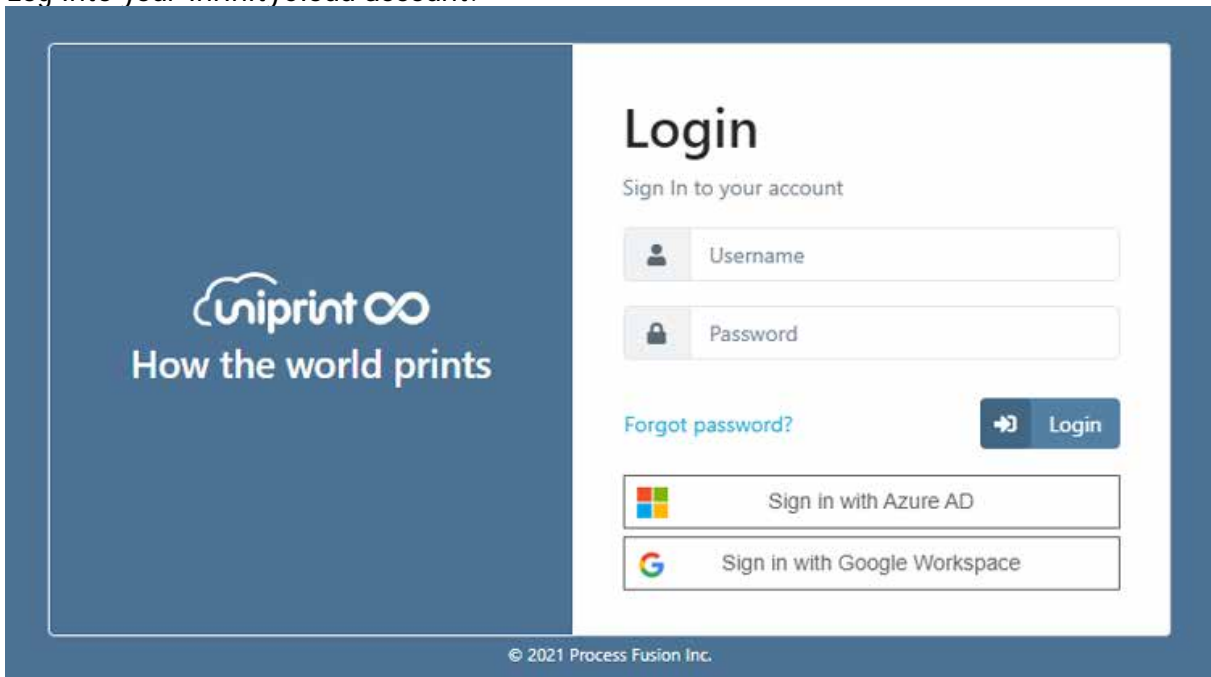
2) Click Downloads.



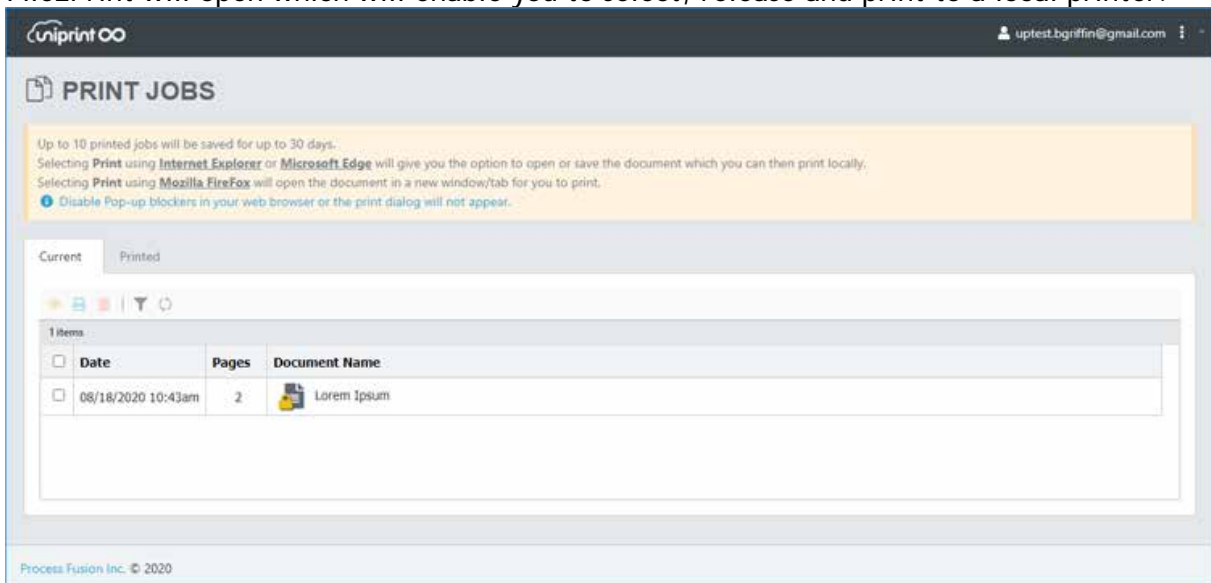
3) Under User Release URLs, click File2Print.



- 4) Log into your InfinityCloud account.



- 5) File2Print will open which will enable you to select, release and print to a local printer.



**Related Links:**

[Installing InfinityCloud Components](#)

[Installing the InfinitySend Agent](#)

[Installing InfinityCloud Tools](#)

[Installing the Personal Render Station](#)

[Installing the Rendering Station](#)

[Installing the Release Station](#)

[Installing UniPrint InfinityCloud Print Service For Android](#)

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Installing InfinityCloud Share for iOS](#)

[Installing the UniPrint Cloud Vault](#)


[Releasing a SecurePrint Print Job With File2Print](#)

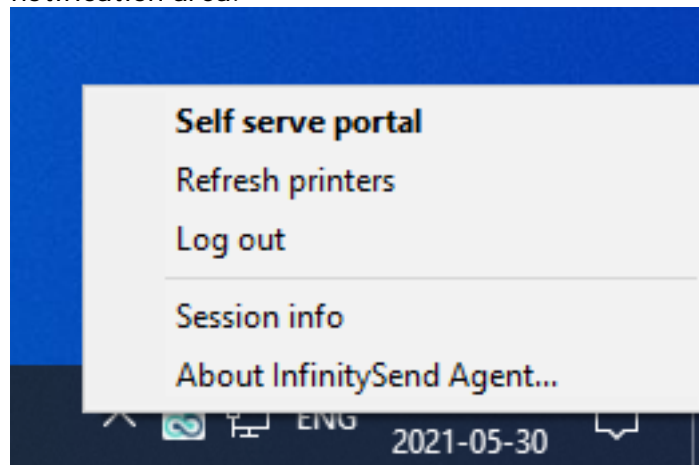
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# InfinitySend Agent

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## Using the InfinitySend Agent

The InfinitySend Agent is required to be installed on all Windows computers printing through InfinityCloud. To configure and access the InfinitySend Agent, right-click  in the notification area.



This allows the user to do the following:

- § Access the Self Serve Portal
- § Refresh printers
- § Log out of the InfinitySend Agent

The InfinitySend Agent can also be set to Kiosk Mode. In Kiosk Mode, the InfinitySend Agent will automatically log out of InfinityCloud after a specified number of minutes of inactivity passes. Kiosk Mode can only be set through the Registry Editor.

### Related Links:

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Setting the InfinitySend Agent to Kiosk Mode](#)


[Overriding User Login and SecurePrint on Kiosk Machines](#)

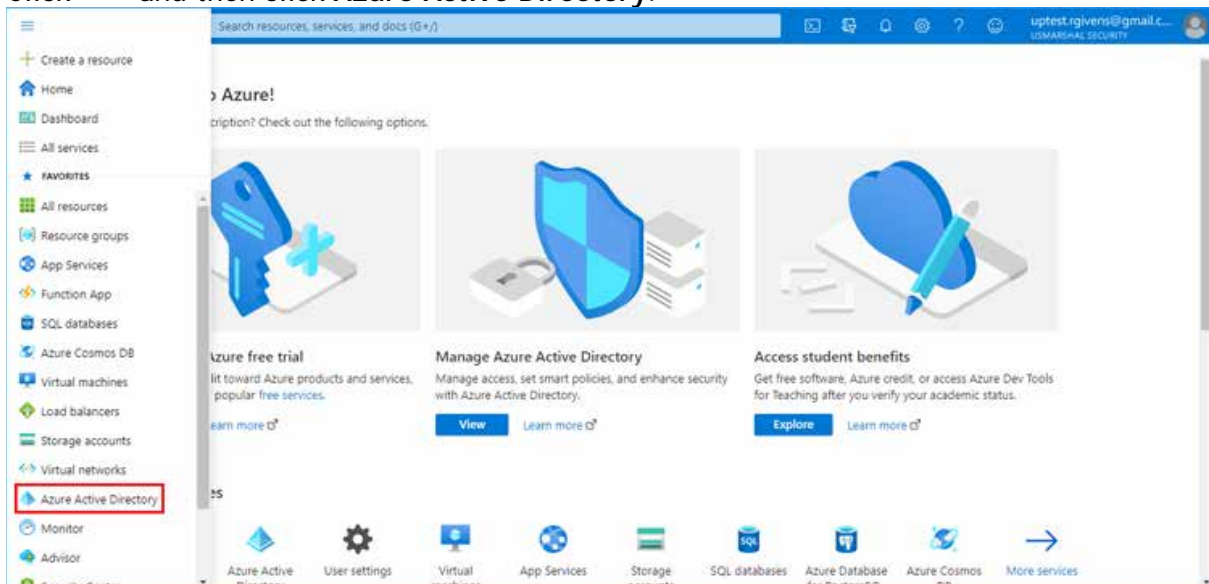
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## Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory

Users who login through Azure Active Directory may experience issues with logging into the InfinitySend Agent if permissions are not set properly.

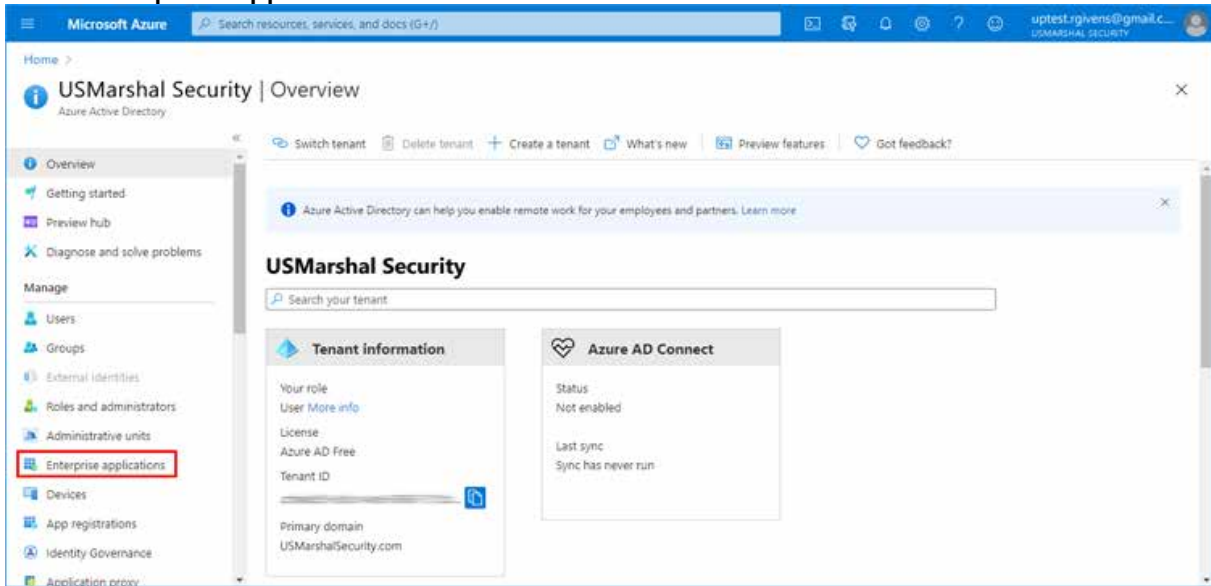
To set permissions in Azure Active Directory, do the following:

- 1) Log into the [Azure Portal](#).
- 2) Click  and then click **Azure Active Directory**.

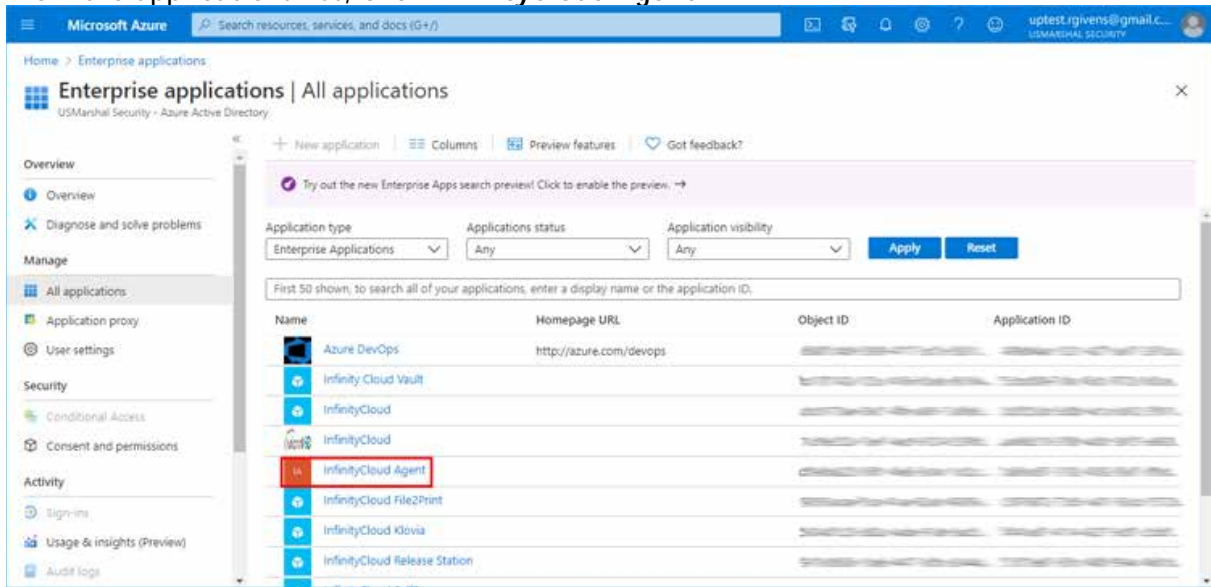




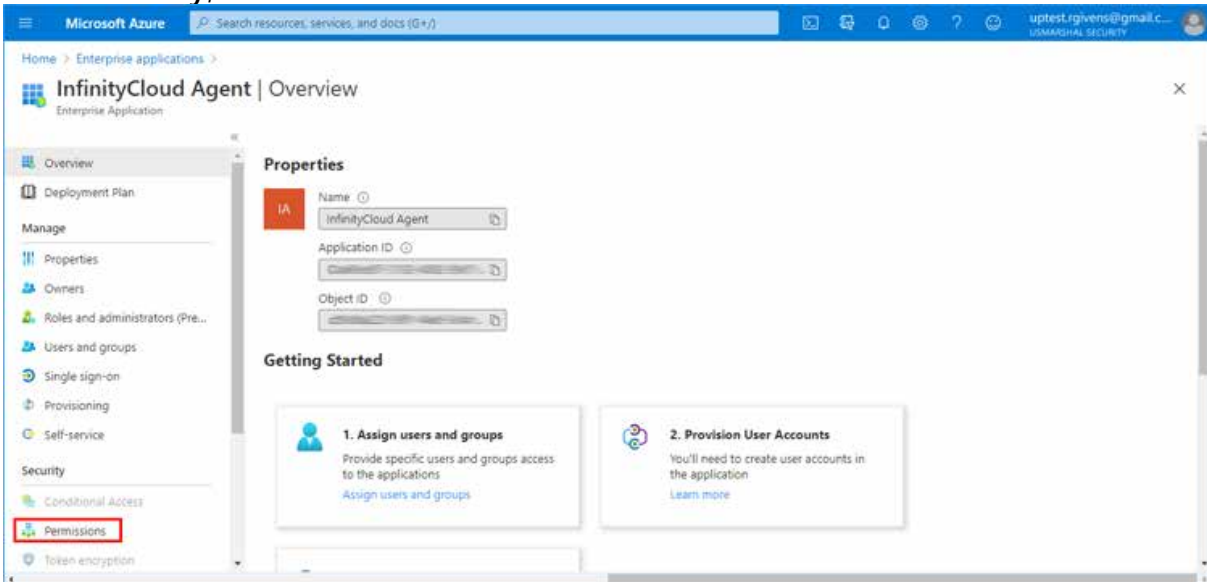
3) Click Enterprise Applications.



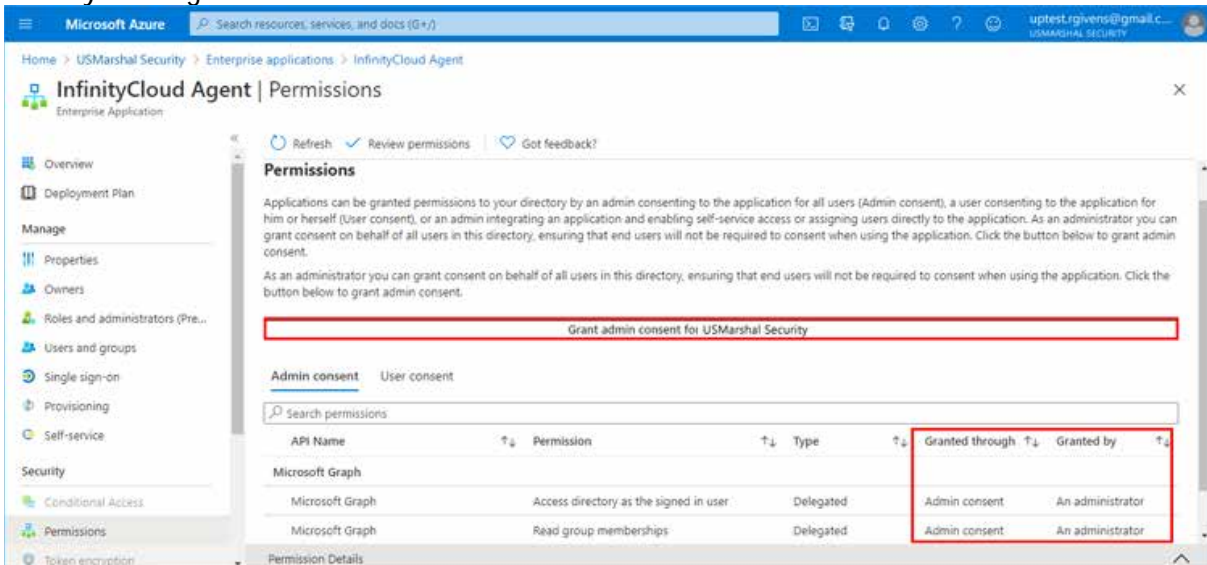
4) From the applications list, click InfinityCloud Agent.



5) Under Security, click Permissions.



6) Click Grant admin consent for [Company Name] to grant access for all users to the InfinitySend Agent.



Related Links:

[Using the InfinitySend Agent](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Setting the InfinitySend Agent to Kiosk Mode](#)

[Overriding User Login and SecurePrint on Kiosk Machines](#)

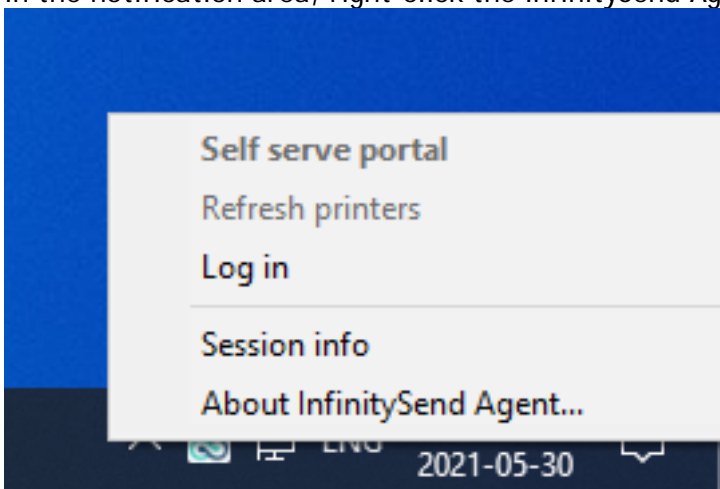
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## Self-Registering Users Through The InfinitySend Agent

Users who are not registered with InfinityCloud can self-register after installing the InfinitySend Agent on their desktop computers. This is the preferred method for adding users to InfinityCloud since it is less labor intensive for the administrator.

To self-register through the InfinitySend Agent, do the following:

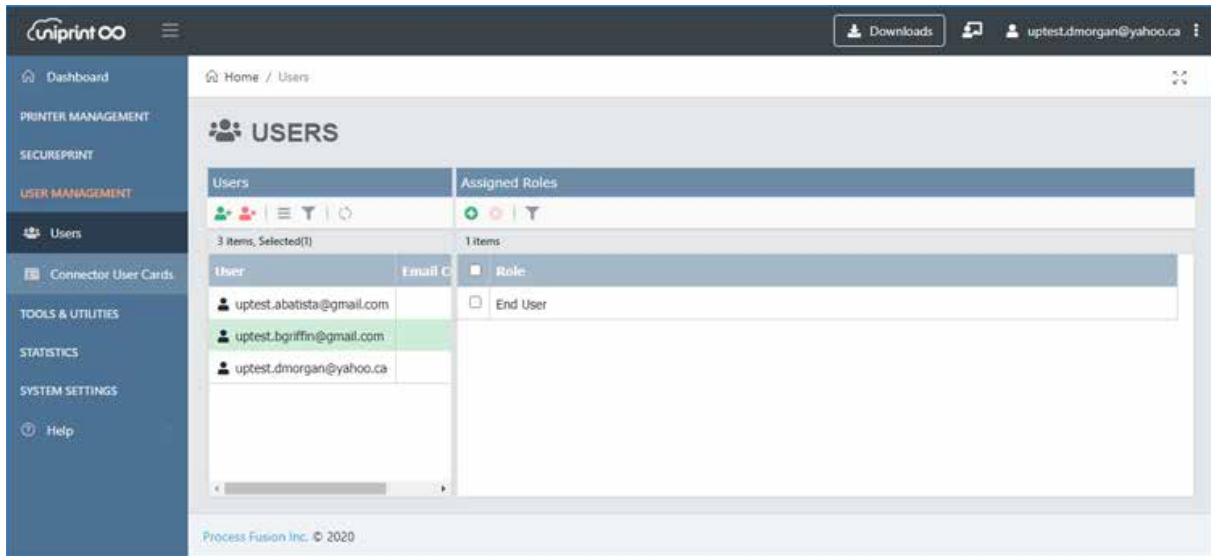
- 1) In the notification area, right-click the InfinitySend Agent icon, , and then click **Log in**.



- 2) Click **Register**. There's no need to fill out your **E-mail address** and **Password** since this is only required for logging in.

- 3) Enter your **E-mail address** and **Password** twice. **NOTE:** *The password must contain an uppercase character, lowercase character, a numerical digit and a non-alphanumeric character and it must be at least 6 characters long.* Click **Register**.

- 4) The user will then be added to the list of users and will automatically be assigned the role of End User.



Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Setting the InfinitySend Agent to Kiosk Mode](#)

[Overriding User Login and SecurePrint on Kiosk Machines](#)

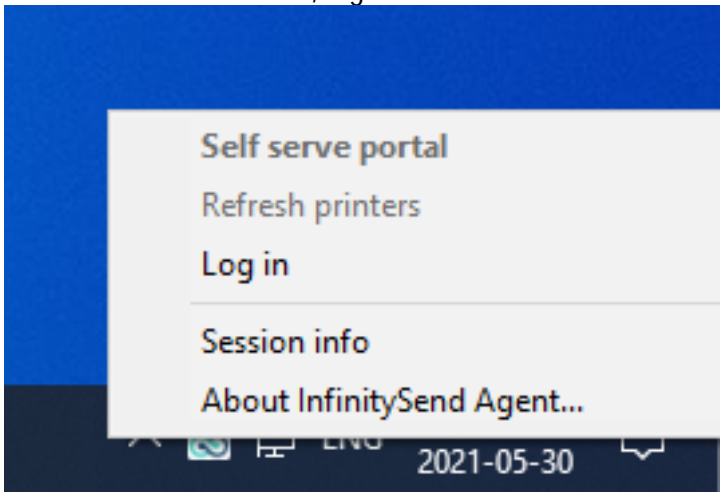
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## Adding Printers Using the Self Serve Portal

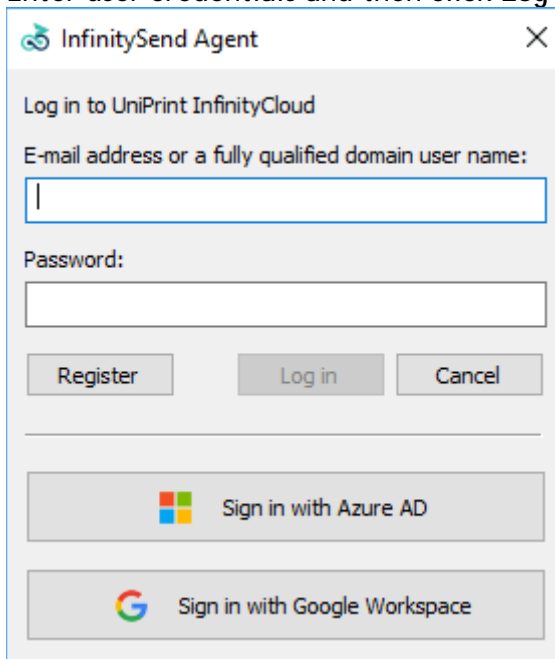
A user can add printers to their session on their own through the Self-Serve Portal. *Note: The UniPrint InfinitySend Agent must be installed first on the user's PC and pop-up blockers must be disabled.*

To add printers through the Self-Serve Portal, do the following:

- 1) In the notification area, right-click  . If the user is not logged in, click **Log in**.



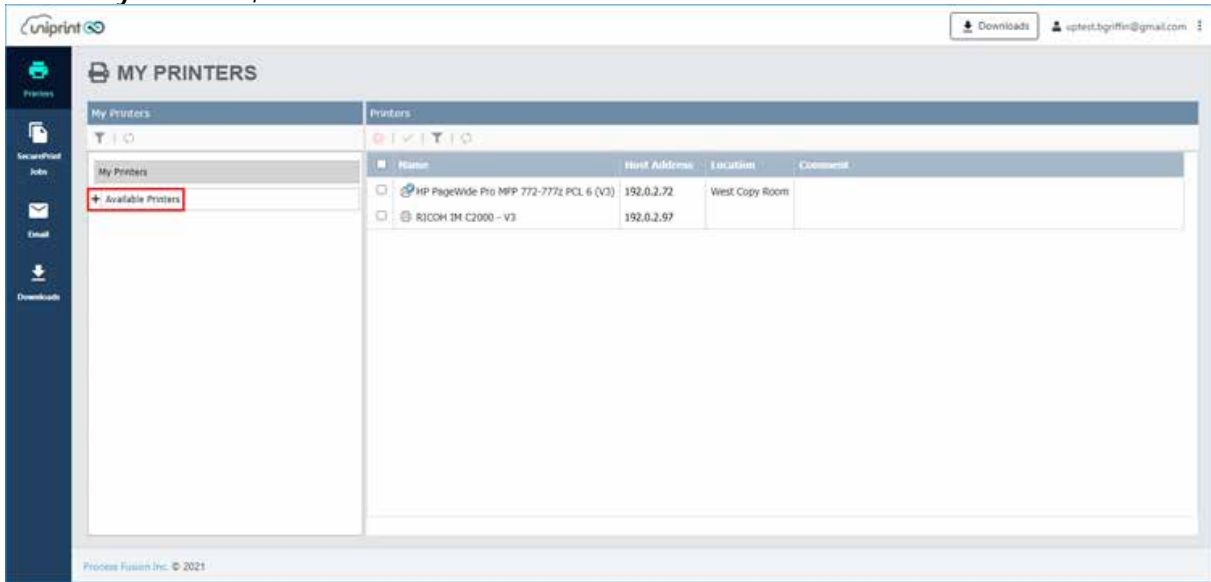
- 2) Enter user credentials and then click **Log in**.



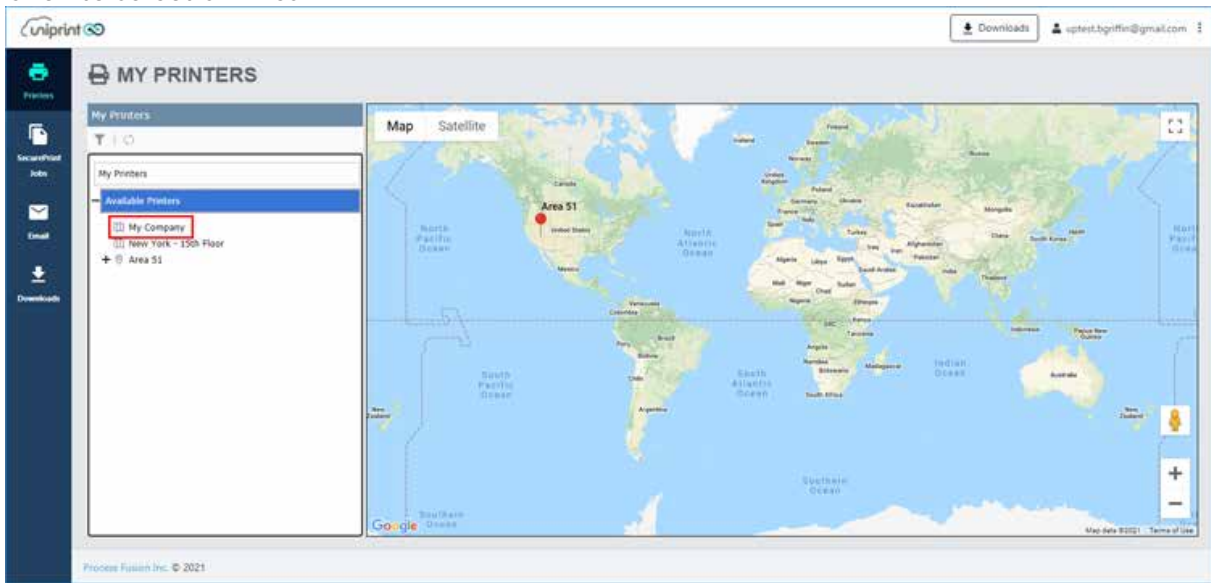
- 3) Once logged, in the notification area, right-click  and then click **Self serve portal**.


# UniPrint InfinityCloud Guide

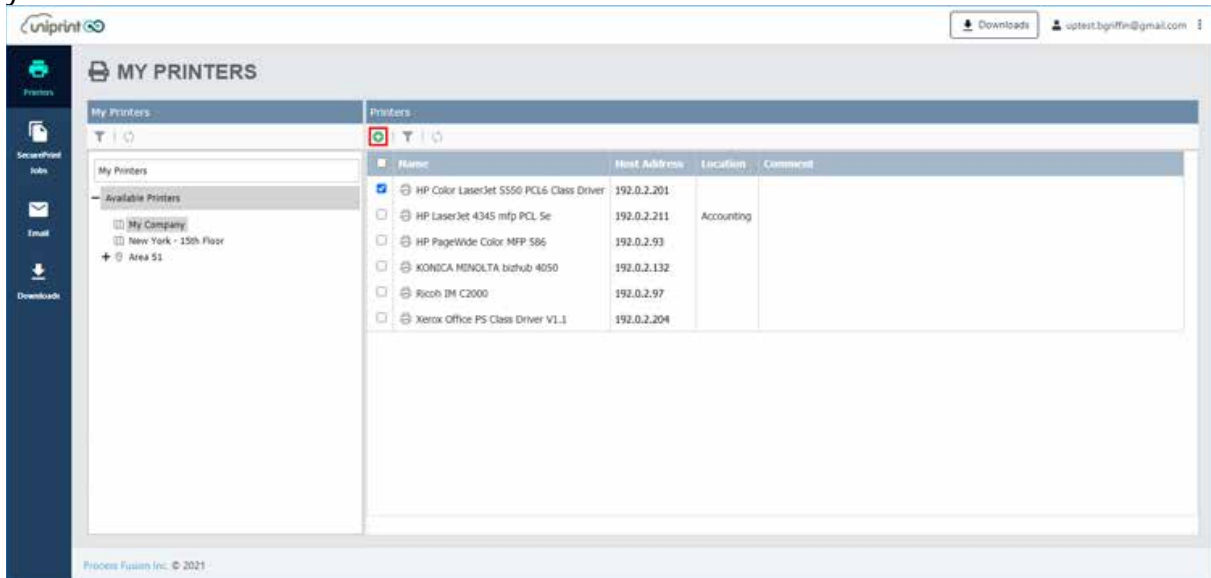
4) Under My Printers, click Available Printers.



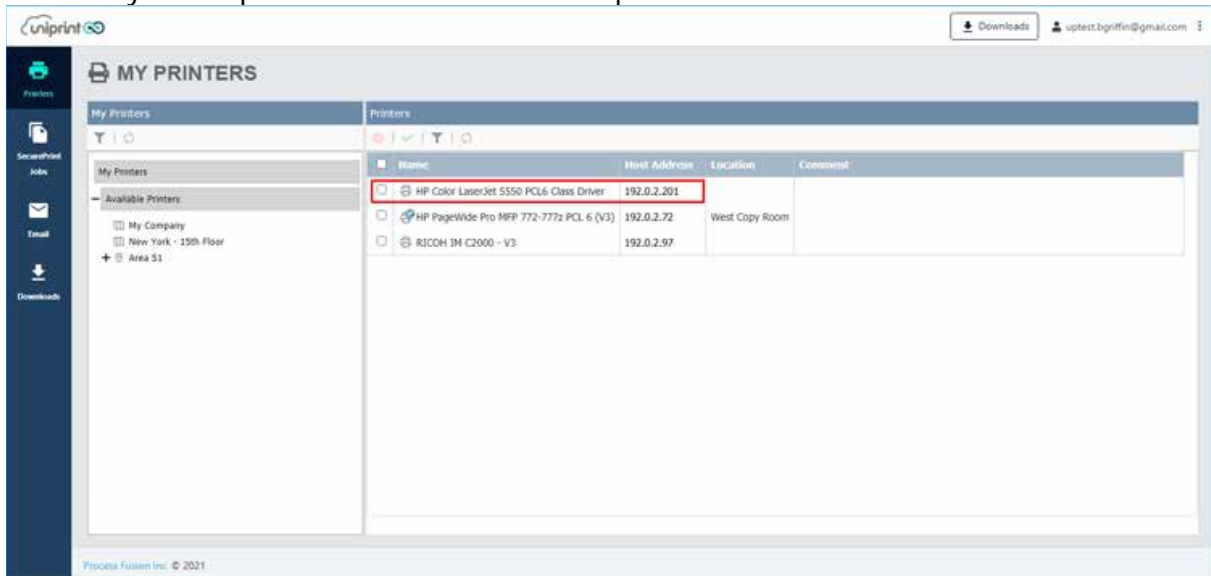
5) Click to select an Area.



- 6) Under Printers, click to select a printer and then click  to map the selected printer to your session.

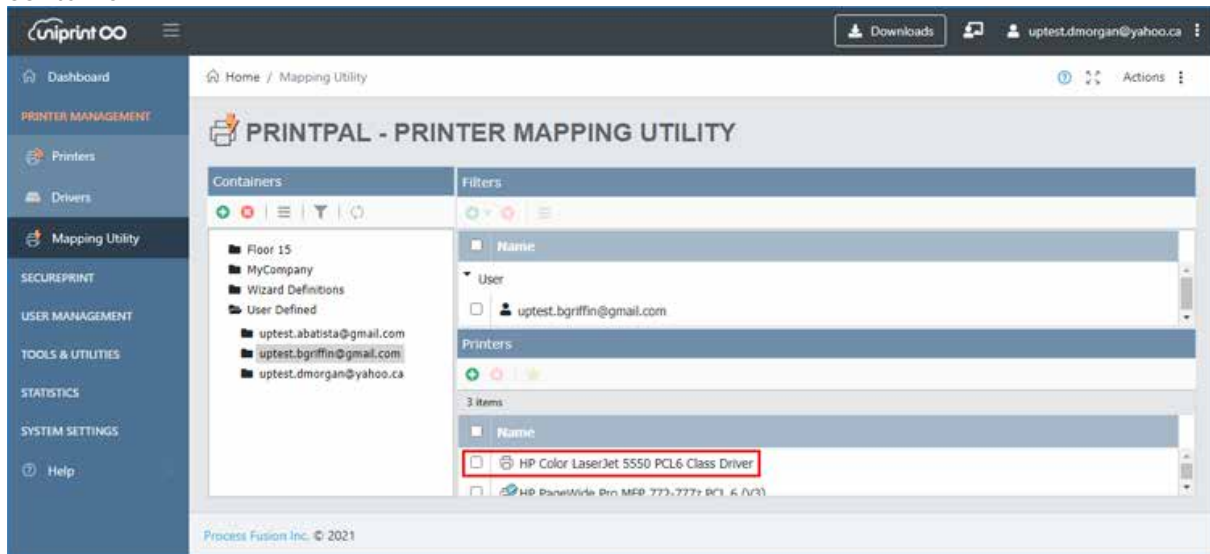


- 7) The newly added printer will be added to the printer list.





8) In PrintPAL, these printers will appear under your user name in the User Defined container.



Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Setting the InfinitySend Agent to Kiosk Mode](#)

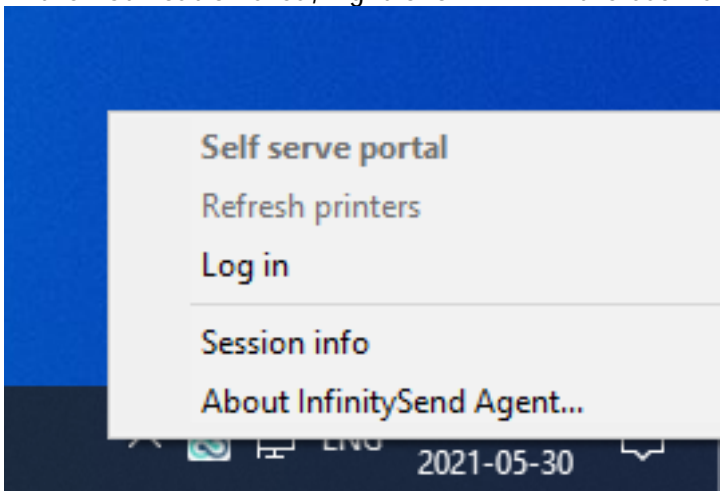
[Overriding User Login and SecurePrint on Kiosk Machines](#)

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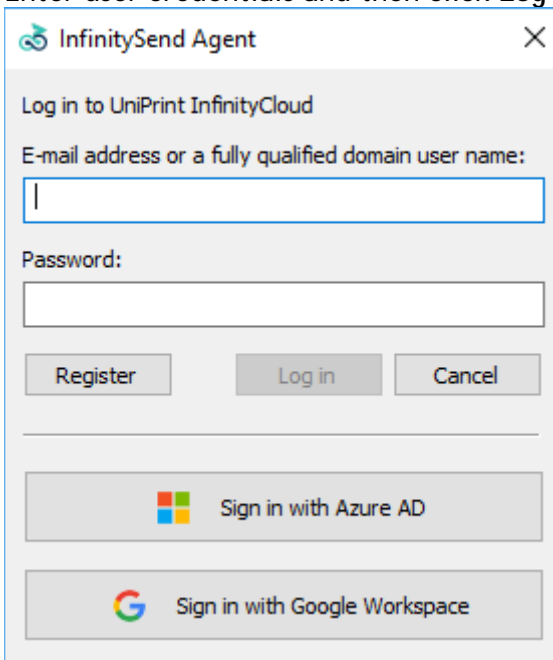
## Adding Printers Using Maps in the Self Serve Portal


To add printers by using a map, do the following:

- 1) In the notification area, right-click . If the user is not logged in, click Log in.

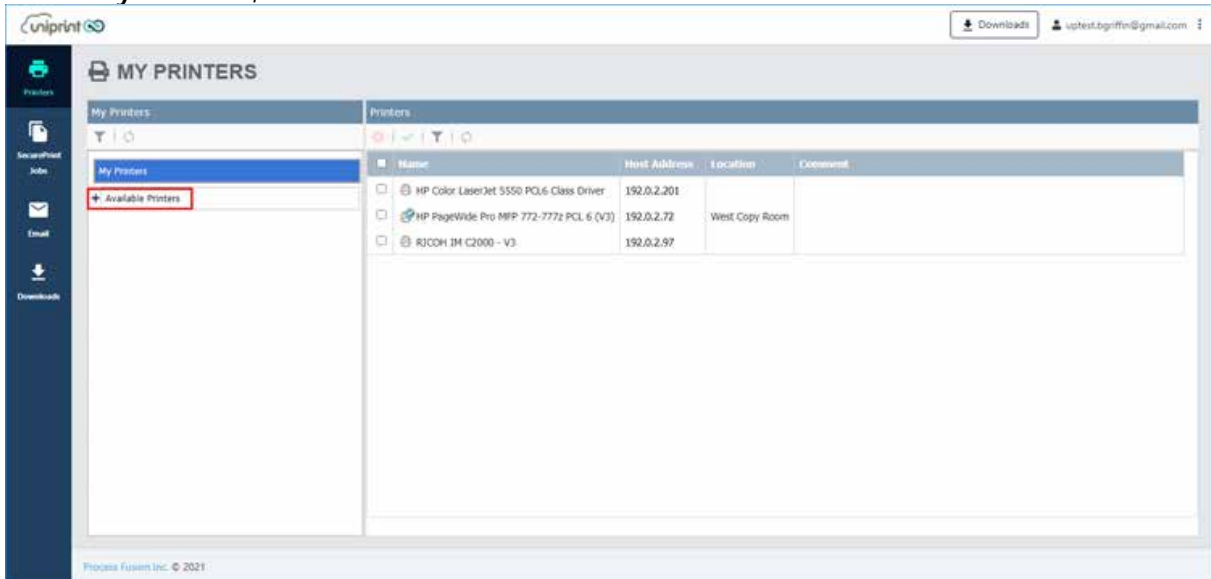


- 2) Enter user credentials and then click Log in.

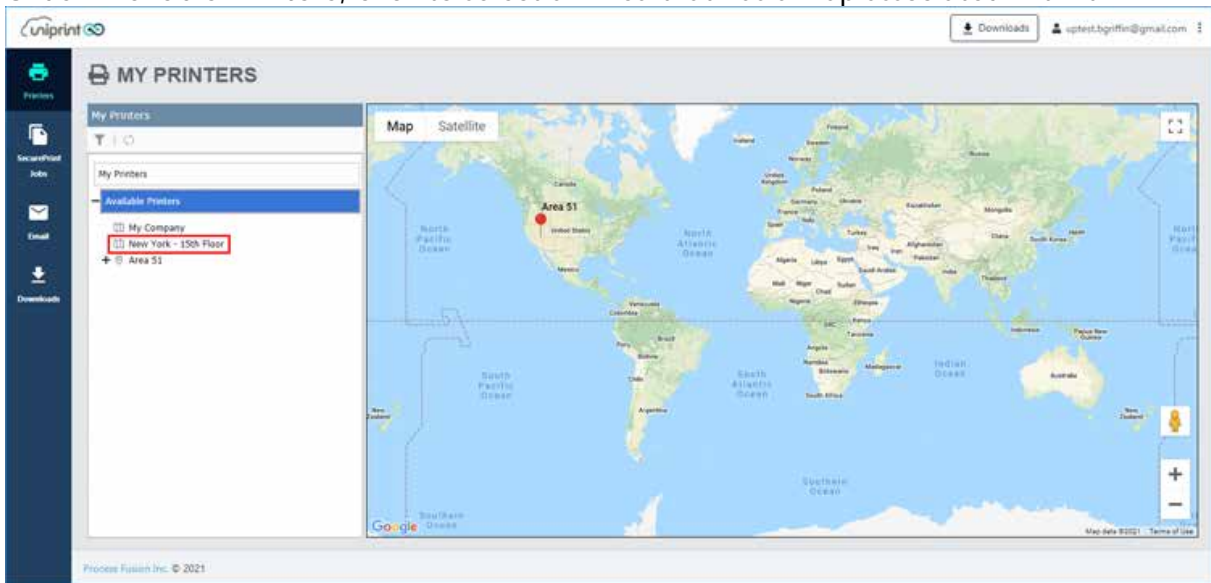



- 3) In the notification area, right-click  and then click Self serve portal. *Note: Before accessing the Self serve portal, ensure that pop-up blockers are disabled.*

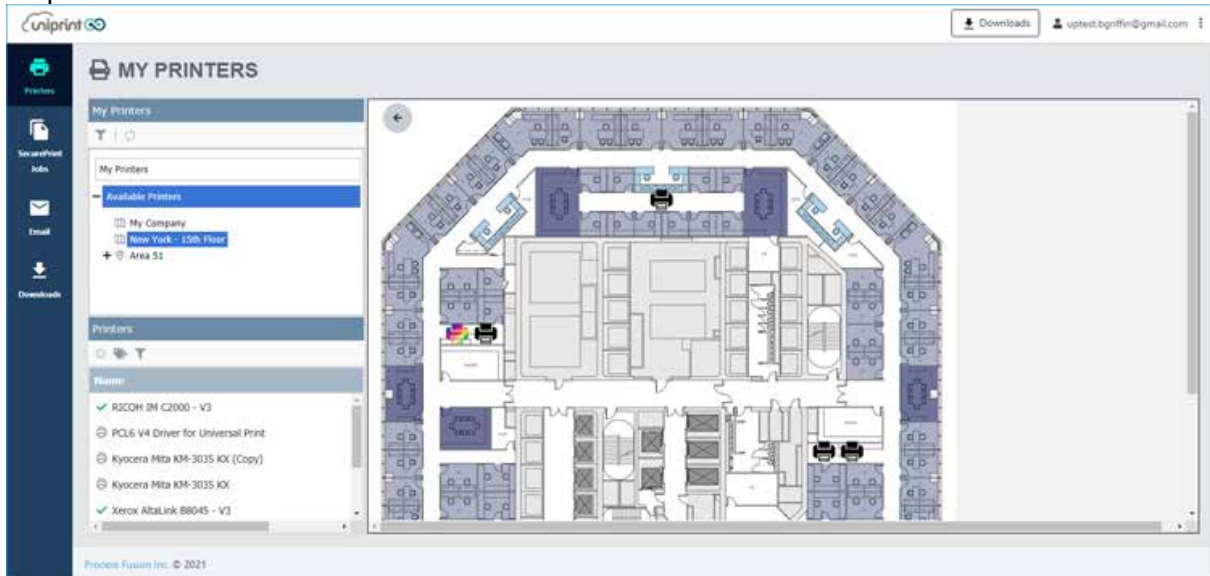
4) Under My Printers, click Available Printers.



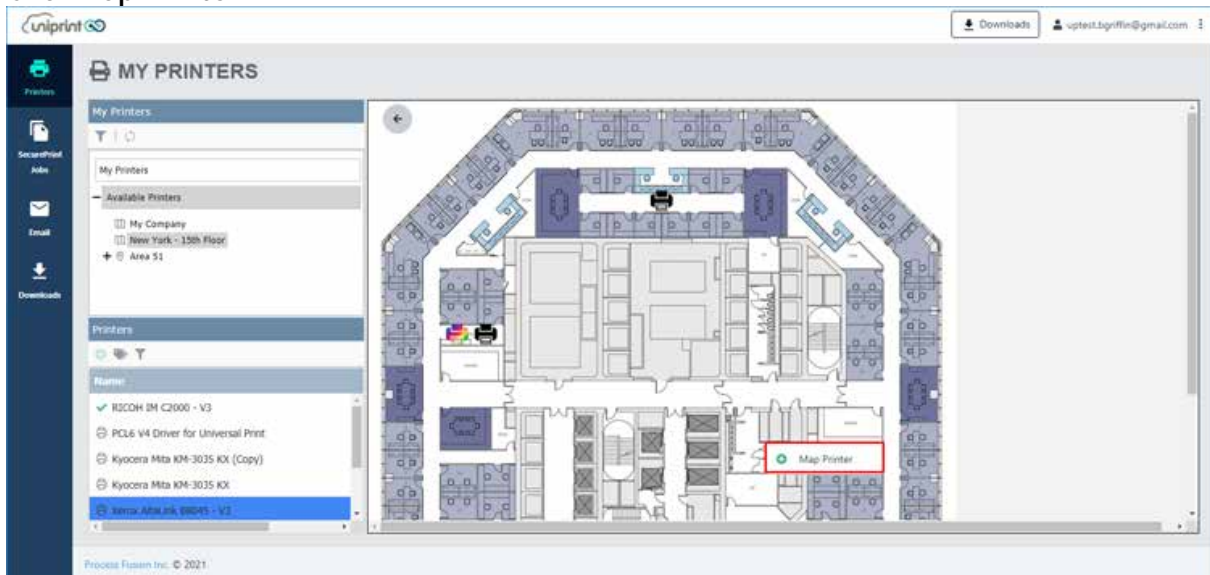
5) Under Available Printers, click to select an Area that has a map associated with it.




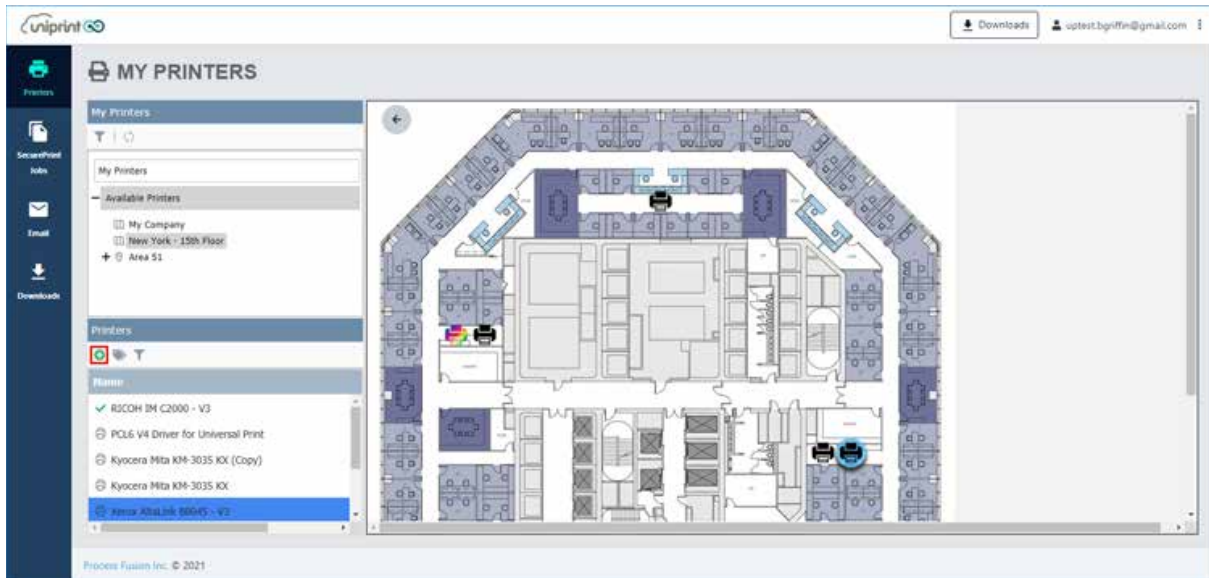
6) If you're not familiar with the name of the printer, but you know the location, then on the map click  .



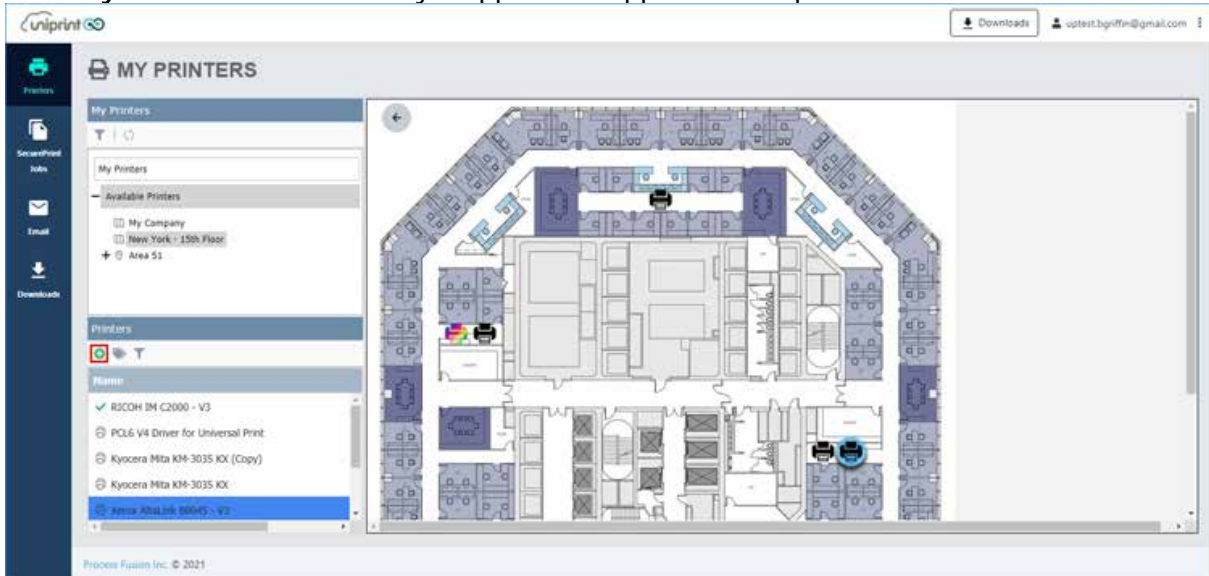
7) Click Map Printer.



- 8) If the name of the printer is known, then under Printers, click to select the printer and then click .



- 9) Click **My Printers** and the newly mapped will appear in the printer list.



**Related Links:**

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

Downloading InfinityCloud Tools & Utilities

[Setting the InfinitySend Agent to Kiosk Mode](#)

[Overriding User Login and SecurePrint on Kiosk Machines](#)

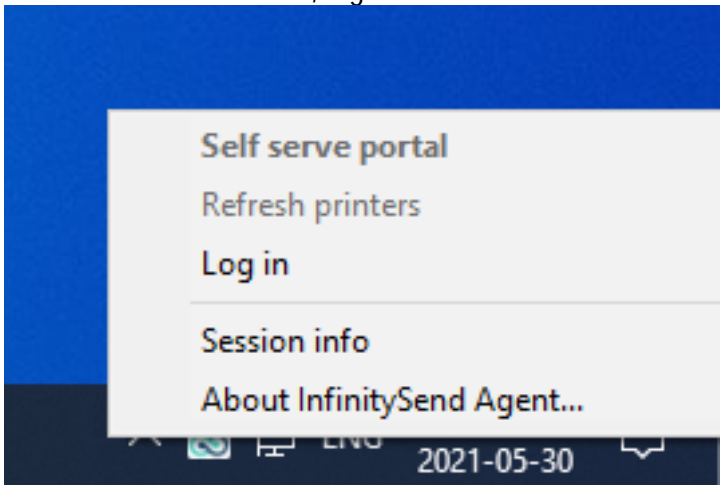
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## Setting a Default Printer in the Self Serve Portal

The default printer can be set in PrintPAL by the administrator, however, the user can also set the default printer in the Self Serve Portal.

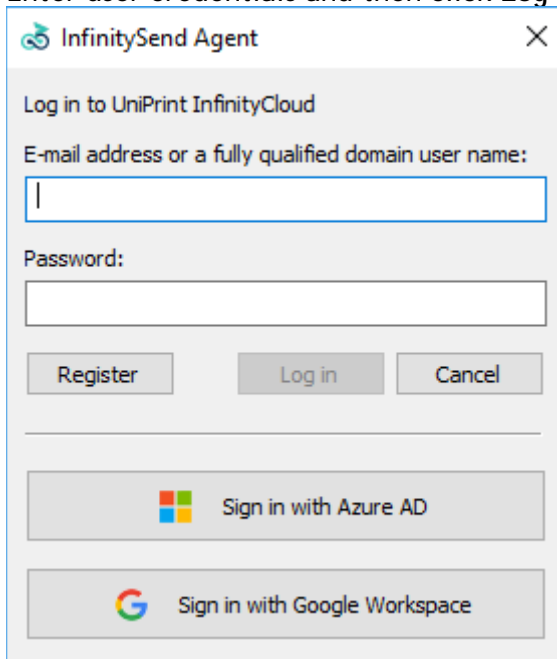
To set the default printer in the Self Serve Portal, do the following:

- 1) In the notification area, right-click . If the user is not logged in, click Log in.




## UniPrint InfinityCloud Guide

2) Enter user credentials and then click **Log in**.

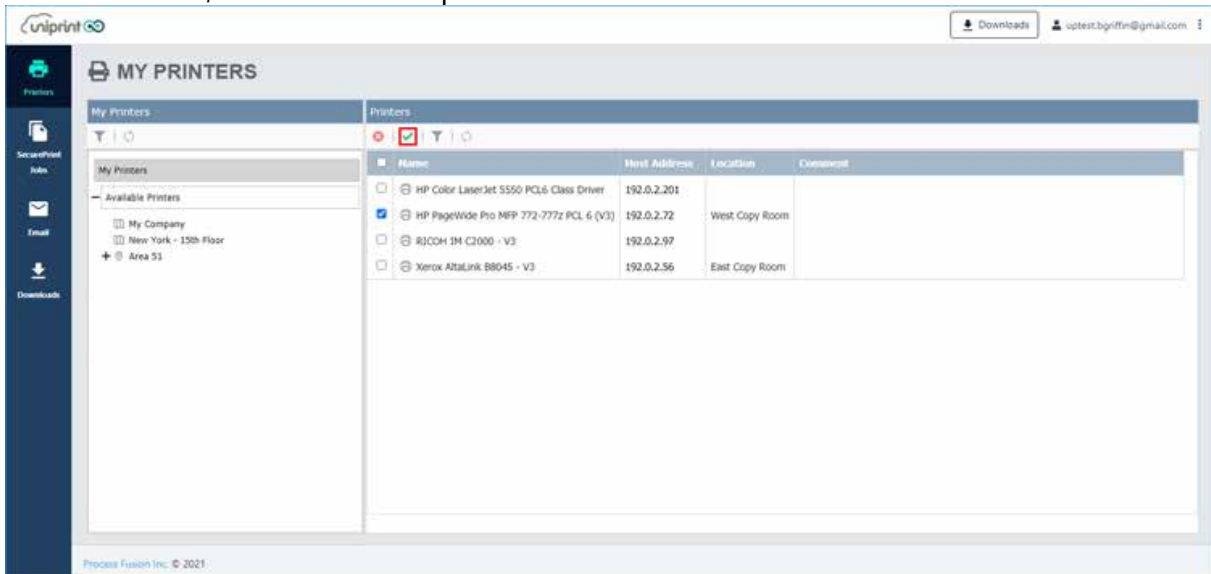


The screenshot shows a login window titled "InfinitySend Agent". It contains the following elements:

- Logo and title: "InfinitySend Agent" with a close button (X).
- Text: "Log in to UniPrint InfinityCloud".
- Text: "E-mail address or a fully qualified domain user name:" followed by an empty text input field.
- Text: "Password:" followed by an empty password input field.
- Buttons: "Register", "Log in", and "Cancel".
- Buttons: "Sign in with Azure AD" (with the Microsoft logo) and "Sign in with Google Workspace" (with the Google logo).

3) Once logged, in the notification area, right-click . Click **Self serve portal**. *Note: Before accessing the **Self serve portal**, ensure that pop-up blockers are disabled.*

4) Under **Printers**, click to select a printer and then click .



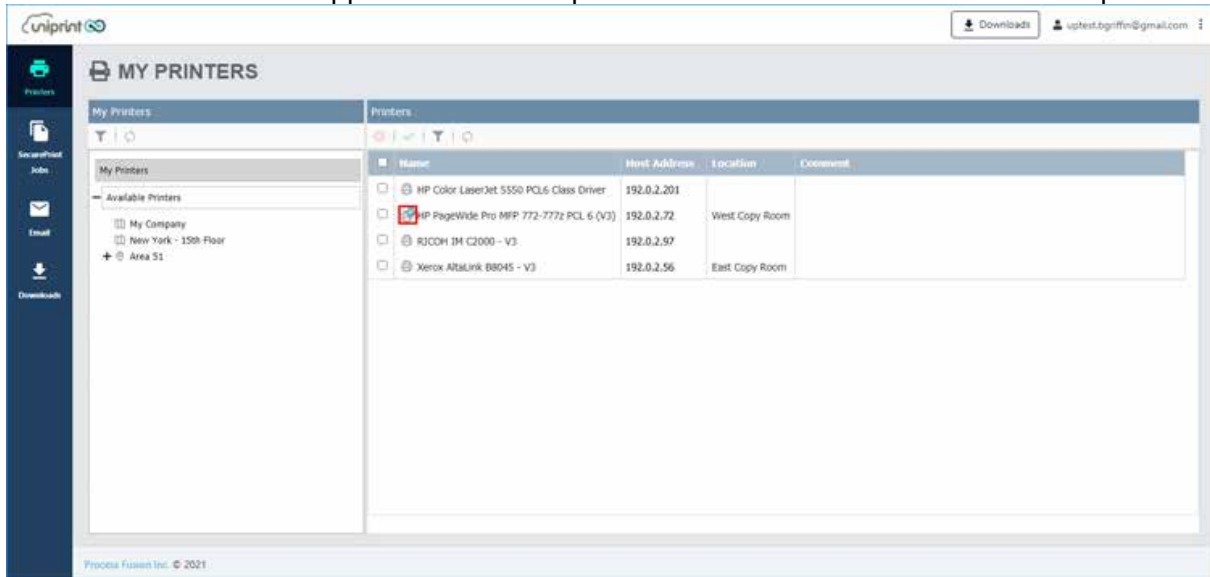
The screenshot shows the UniPrint web interface. The top navigation bar includes the UniPrint logo, a "Downloads" button, and a user profile icon for "sptest.bgriffin@gmail.com". The main content area is titled "MY PRINTERS" and is divided into two panes:

- Left Pane (My Printers):** Shows a tree view under "Available Printers" with folders for "My Company" (containing "New York - 15th Floor" and "Area 51") and "Area 51".
- Right Pane (Printers):** Displays a table of installed printers. The second printer, "HP PageWide Pro MFP 772-777z PCL 6 (v3)", is selected with a blue checkmark.

Name	Host Address	Location	Comment
HP Color LaserJet 5550 PCL6 Class Driver	192.0.2.201		
<input checked="" type="checkbox"/> HP PageWide Pro MFP 772-777z PCL 6 (v3)	192.0.2.72	West Copy Room	
<input type="checkbox"/> RICOH IM C2000 - V3	192.0.2.97		
<input type="checkbox"/> Xerox AltaLink B8045 - V3	192.0.2.56	East Copy Room	

Process Fusion Inc. © 2021

5) A blue check mark will appear next to the printer to indicate that it is the default printer.



**NOTE:** If the administrator sets a different default printer in the InfinityCloud Console, but the user sets another default printer through the Self Serve portal, the user session will utilize the default printer set by administrator.

Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Setting the InfinitySend Agent to Kiosk Mode](#)

[Overriding User Login and SecurePrint on Kiosk Machines](#)

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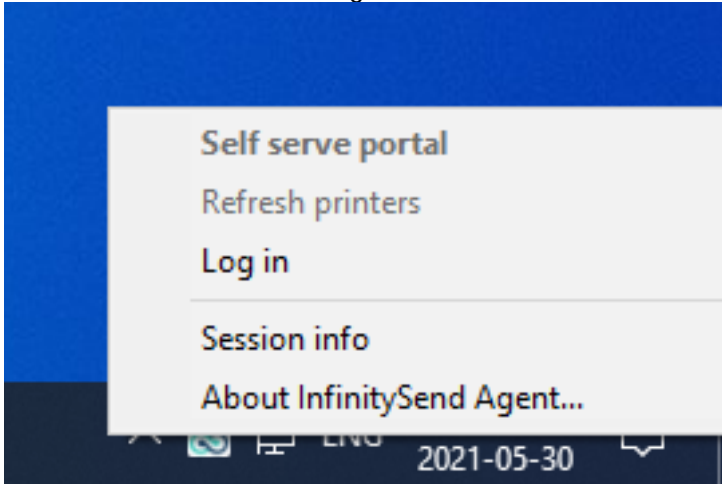
## Releasing SecurePrint Jobs Using the Self Serve Portal



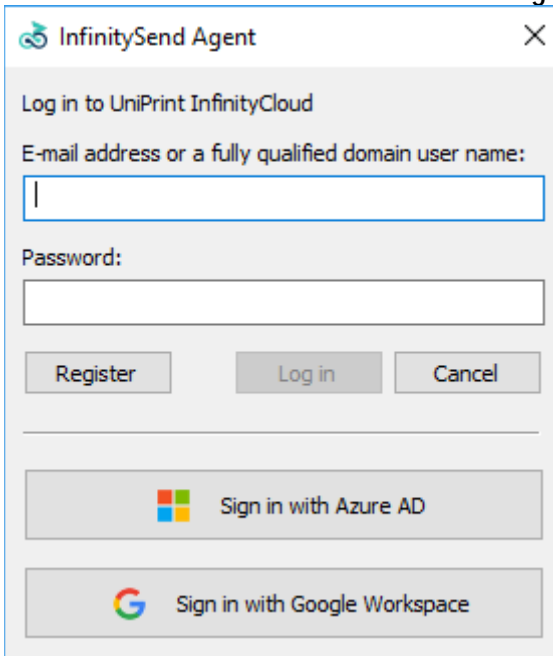
Not only can a SecurePrint print job be released from the Self Serve portal, but the user can also preview the print jobs and delete it.


To release SecurePrint print jobs through the Self Serve portal, do the following:




- 1) In the notification area, right-click . If the user is not logged in, click **Log in**.

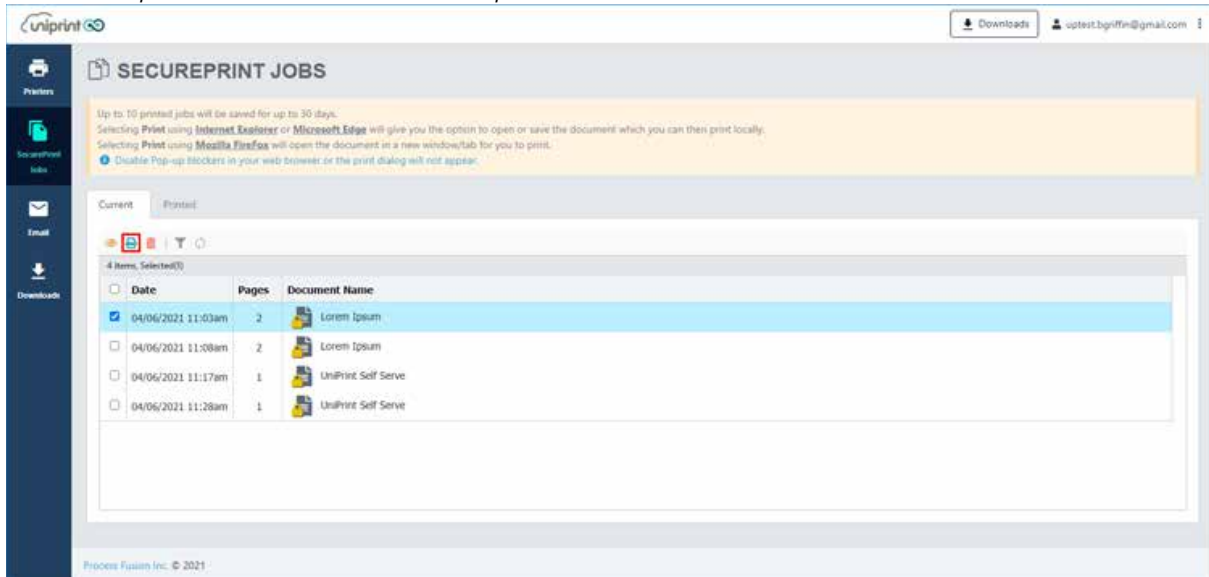


- 2) Enter user credentials and then click **Log in**.

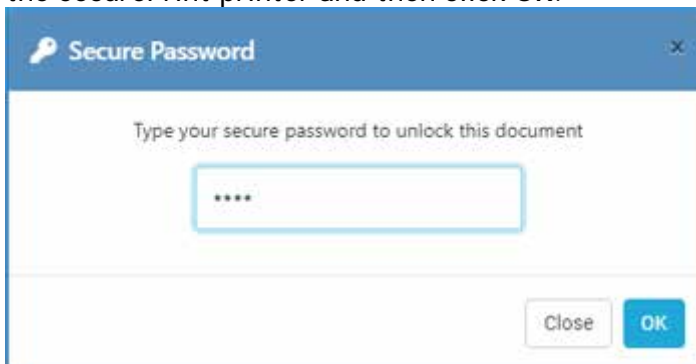


- 3) Once logged, in the notification area, right-click . Click **Self serve portal**. *NOTE: Before accessing the Self serve portal, ensure that pop-up blockers are disabled.*
- 4) From the left menu, click **SecurePrint Jobs**.

- 5) In the **Current** tab, click to select a document to print and then click . To preview the document, click  and to delete it, click .

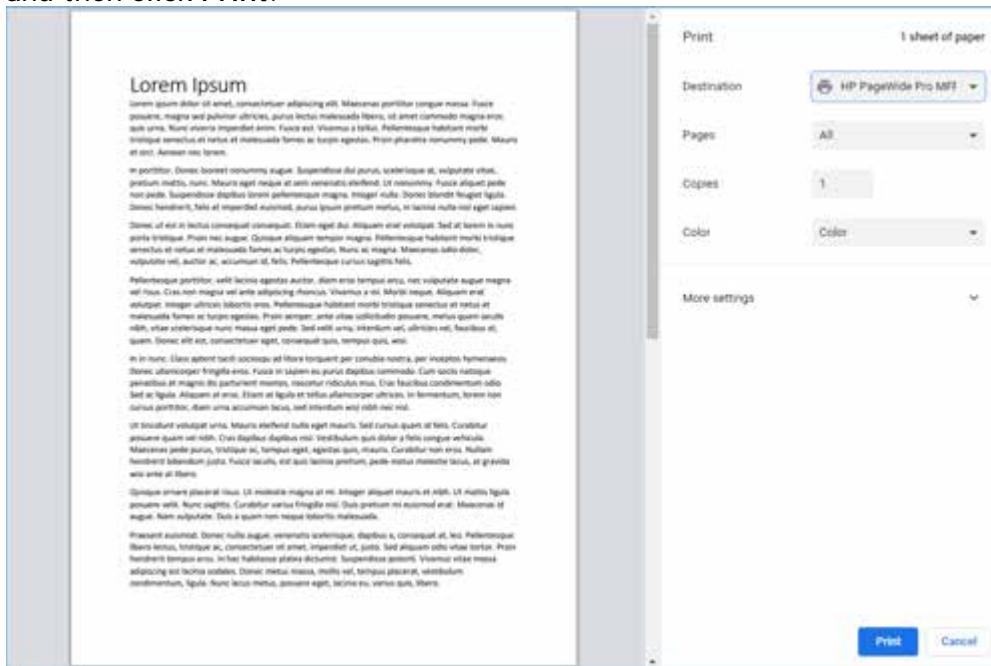



- 6) Enter the SecurePrint password that was used when this document was initially printed to the SecurePrint printer and then click **OK**.

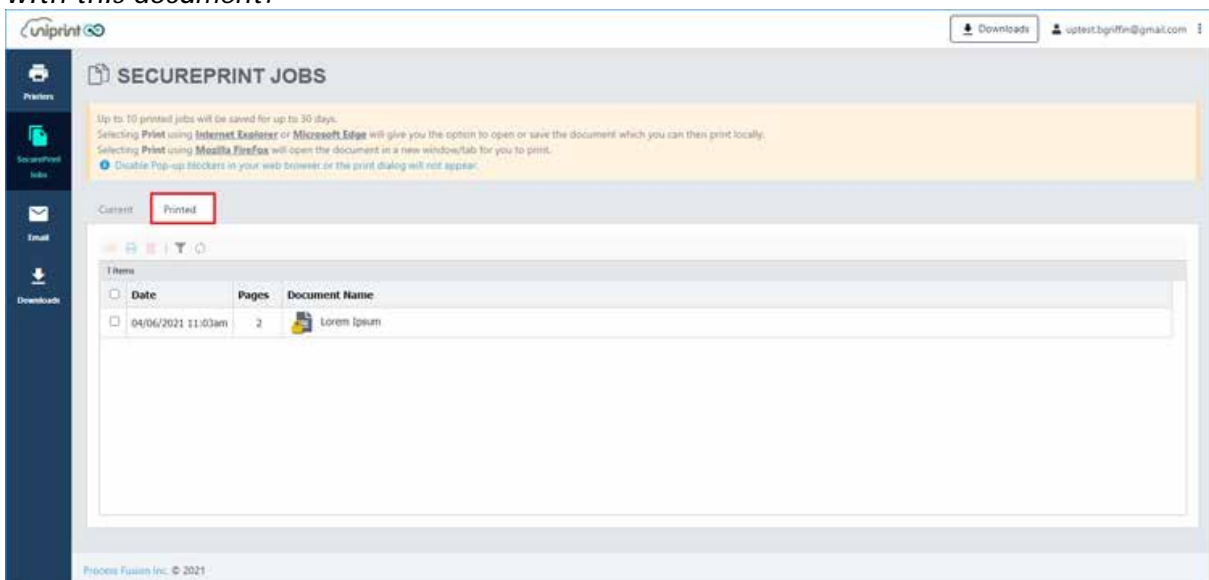


- 7) The default web browser **Print** window will open. The example below is for Chrome. Other web browser print windows will look different. Change any printer preferences as needed

and then click **Print**.



- 8) To print the document again, click the **Printed** tab. Click to select the document and then click . **NOTE: You will need to enter the same SecurePrint password that is associated with this document.**



Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

Downloading InfinityCloud Tools & Utilities

[Setting the InfinitySend Agent to Kiosk Mode](#)


[Overriding User Login and SecurePrint on Kiosk Machines](#)

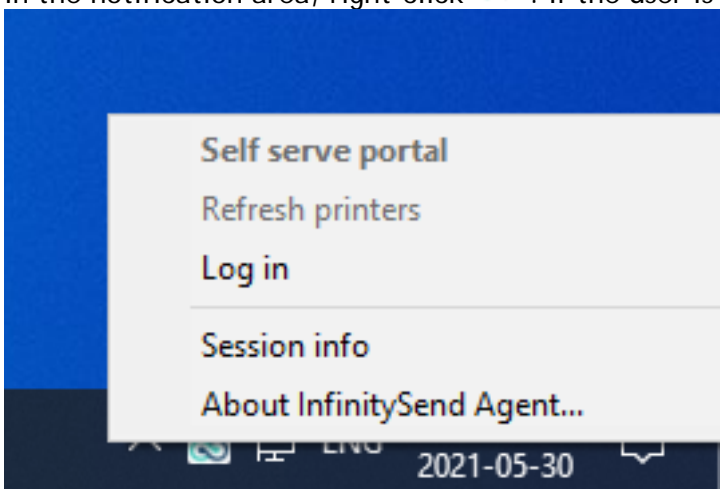
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## Adding Additional E-mail Addresses to Email2Print

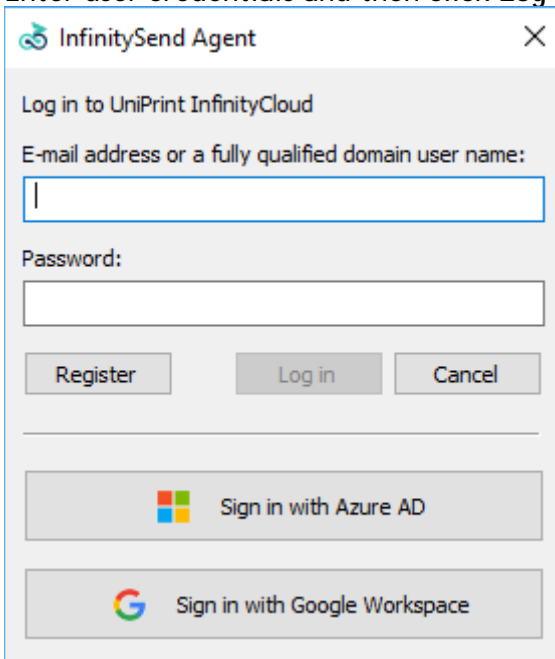
After setting up mailbox settings through the InfinityCloud console, the user can add additional e-mail address to enable UniPrint SecurePrint through their session.


To do this, do the following:

- 1) On the user's PC, ensure that the UniPrint InfinitySend Agent has been installed. If not, in a web browser, go to <https://infinitycloud.uniprint.net/> to login and then download and install the InfinitySend Agent. For more information, refer to [Installing the UniPrint InfinitySend Agent](#).
- 2) In the notification area, right-click . If the user is not logged in, click Log in.




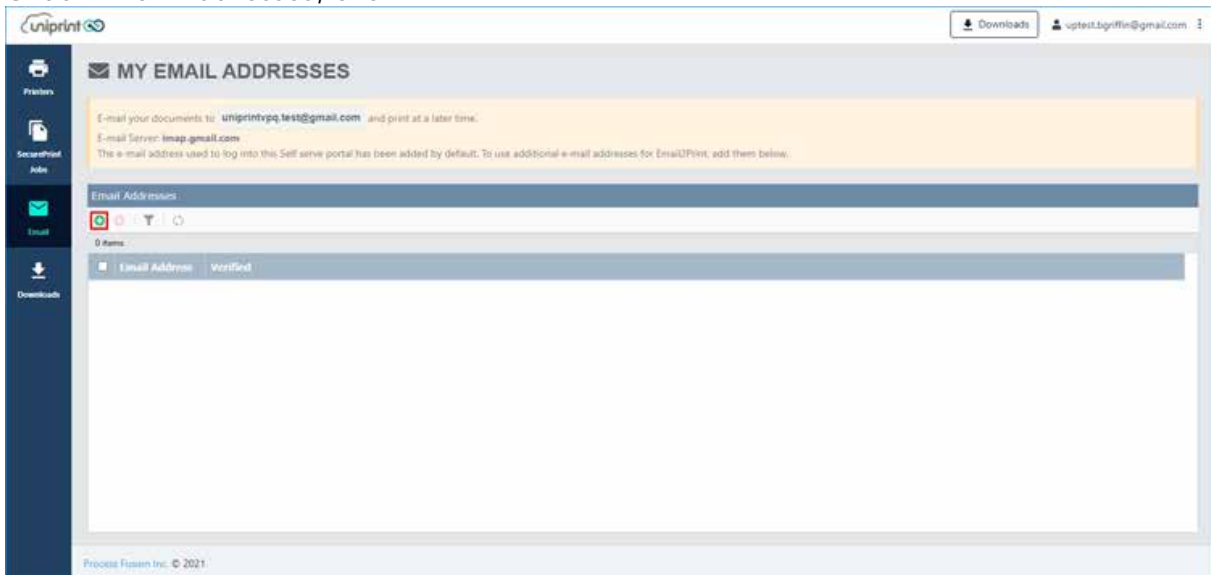
3) Enter user credentials and then click **Log in**.



4) Once logged, in the notification area, right-click , and then click **Self serve portal**.

5) From the left menu, click **Email**.

6) Under **Email Addresses**, click .

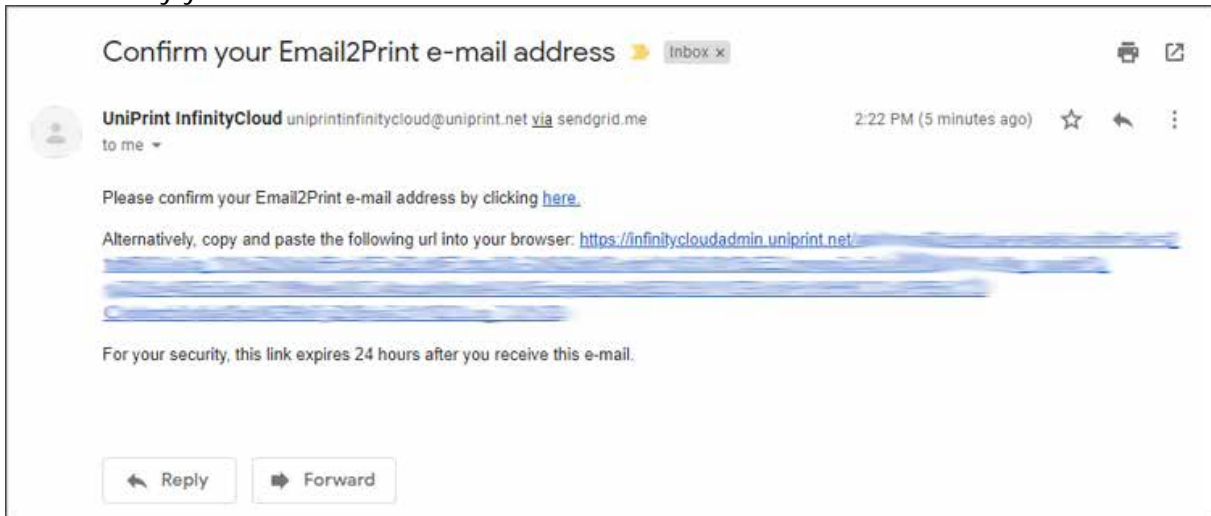


- 7) Enter an additional e-mail address. The e-mail address that was used to log into the Self Serve portal is added by default. Click **Save** and then click **Close**.

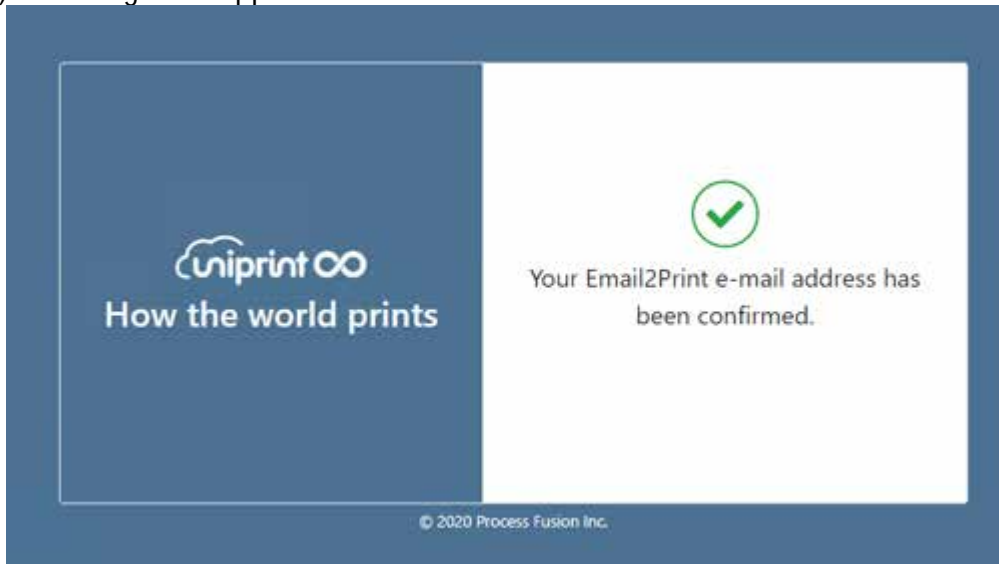
- 8) The address will be added to the list, but will not be verified.

## UniPrint InfinityCloud Guide

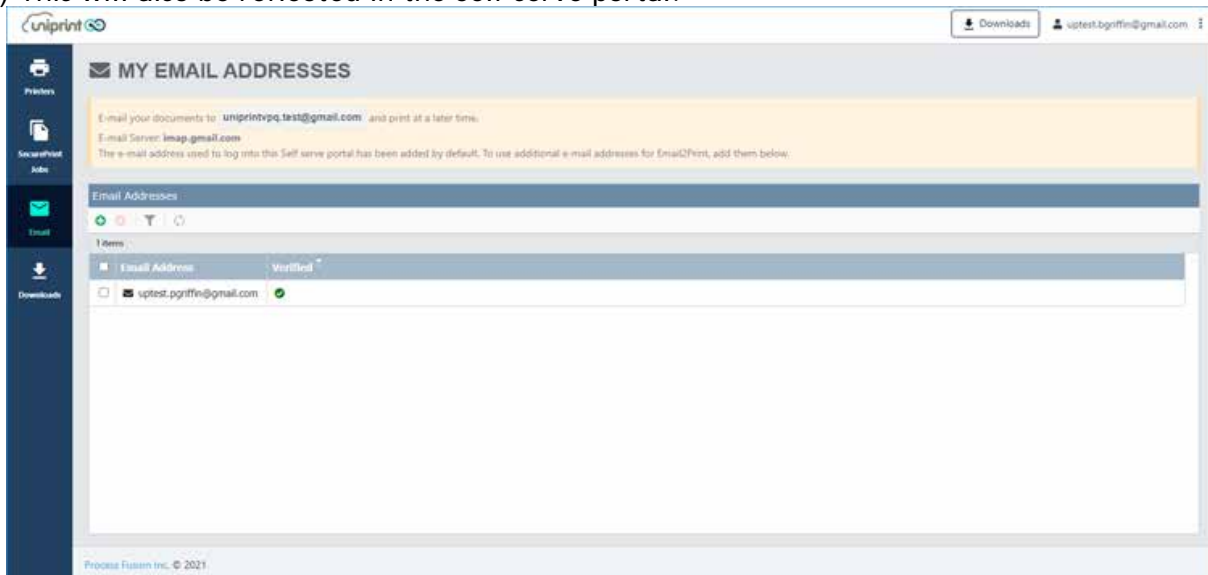
- 9) An e-mail message will be sent to the entered e-mail address. Open and click the supplied link to verify your e-mail account.



- 10) A message will appear that the e-mail address has been verified for Email2Print.



11) This will also be reflected in the Self serve portal.



Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Setting the InfinitySend Agent to Kiosk Mode](#)

[Overriding User Login and SecurePrint on Kiosk Machines](#)

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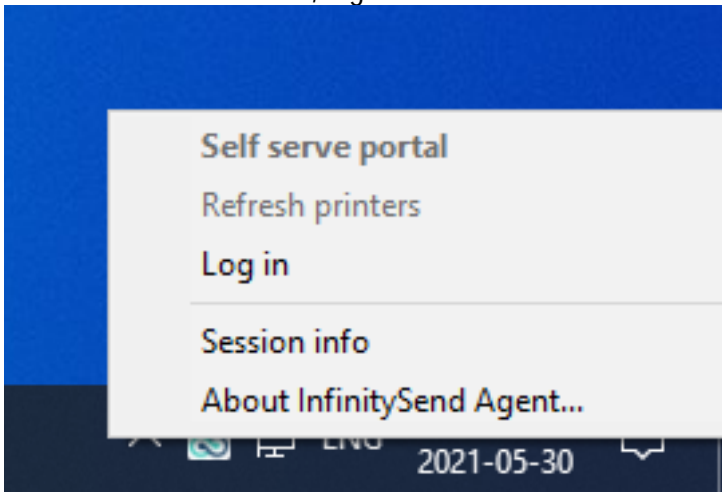
## Downloading InfinityCloud Tools & Utilites

Other tools and utilities that might assist the user can be downloaded directly through the Self Serve portal. These include the InfinityCloud Agent for both Windows and Mac as well as the InfinityCloud Client which is used to release SecurePrint print jobs. For mobile apps, users will be redirected to the respective app stores for downloading.

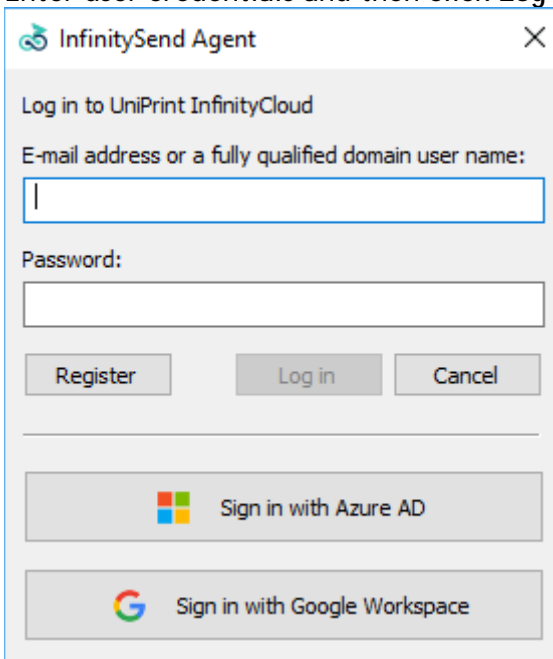



To download from the Self Serve portal, do the following:

- 1) In the notification area, right-click . If the user is not logged in, click **Log in**.



- 2) Enter user credentials and then click **Log in**.



- 3) Once logged, in the notification area, right-click . Click **Self serve portal**. *NOTE: Before accessing the Self serve portal, ensure that pop-up blockers are disabled.*
- 4) From the left menu, click **Downloads**.
- 5) Click the desired tool or utility and follow the instructions in the download wizard.

Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

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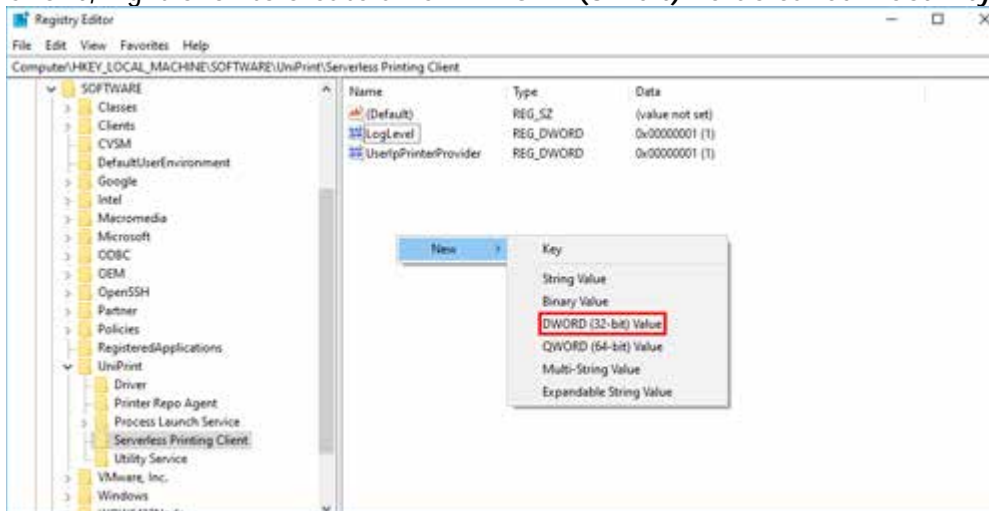
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## Setting the InfinitySend Agent to Kiosk Mode

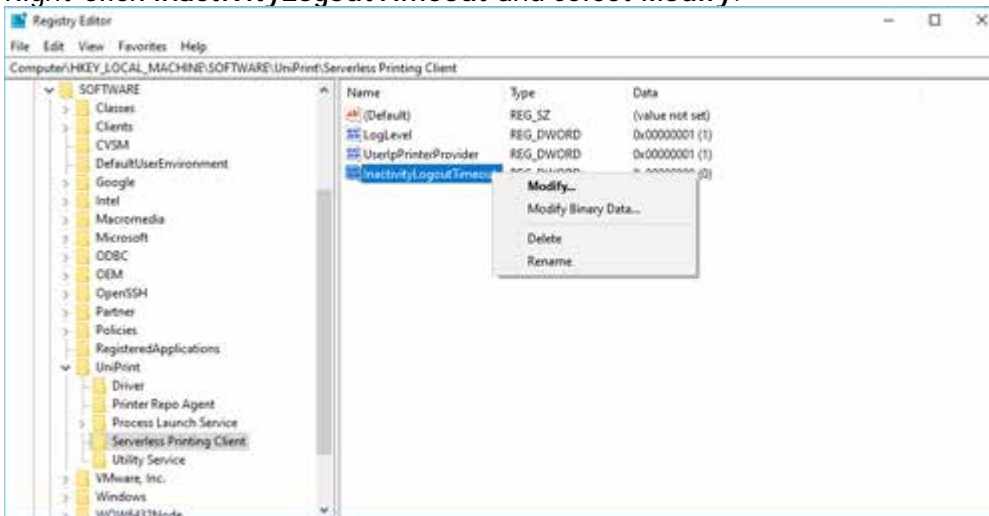
When set to Kiosk Mode the InfinitySend Agent will automatically log out of the InfinityCloud after a specified number of minutes of inactivity.

To set the InfinitySend Agent to Kiosk Mode, do the following:

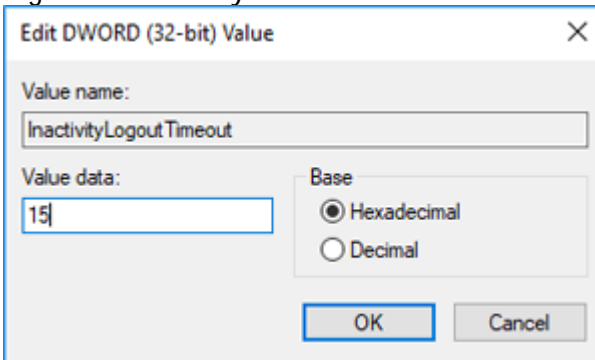
- 1) Open the Registry Editor. Click **Start** and then type **Regedit**. Click **Registry Editor**.
- 2) Under the registry key, **HKEY\_LOCAL\_MACHINE\SOFTWARE\UniPrint\Serverless Printing Client**, right-click to create a new **DWORD (32-bit) Value** called **InactivityLogoutTimeout**.



3) Right-click **InactivityLogoutTimeout** and select **Modify**.



4) Under **Value data**, enter the number of minutes of inactivity before the InfinitySend Agent logs out of InfinityCloud. Click **OK**.



**Related Links:**

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)

[Overriding User Login and SecurePrint on Kiosk Machines](#)

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## Overriding User Login and SecurePrint on Kiosk Machines

For machines that are set up specifically as kiosks, the choice to enforce user login or not and to install the SecurePrint printer or not can be set by the administrator regardless of the global settings set under General Settings. This can only be done through the Registry Editor on kiosk machines.

To override user login and the creation of the SecurePrinter, do the following:

- 1) On each kiosk machine, open the Registry Editor. Click **Start** and then type **Regedit**. Click **Registry Editor**.
- 2) Under the registry key, **HKEY\_LOCAL\_MACHINE\SOFTWARE\UniPrint\Serverless Printing Client**, right-click to create a new **DWORD (32-bit) Value** called **OverrideLogin**.
- 3) Right-click **OverrideLogin** and select **Modify**.
- 4) Under **Value data**, enter a **0** to disable user login regardless of the global settings or a **1** to enable user login regardless of global settings and then click **OK**.
- 5) Under the same registry key, right-click to create a new **DWORD (32-bit) Value** called **OverrideSecurePrint**.
- 6) Right-click **OverrideSecurePrint** and then select **Modify**.
- 7) Under **Value data**, enter **0** to prevent the SecurePrint printer to being installed regardless if it has been mapped to a user and/or if Access for All has been set in General Settings, or enter **1** to always install the SecurePrint printer regardless if it hasn't been mapped to a user and/or if Access for All has not been set in General Settings. Click **OK**.

### Related Links:

[Using the InfinitySend Agent](#)

[Troubleshooting InfinitySend Agent Login Issues Through Azure Active Directory](#)

[Self-registering Users Through The InfinitySend Agent](#)

[Adding Printers Using the Self Serve Portal](#)

[Adding Printers Using Maps in the Self Serve Portal](#)

[Setting a Default Printer in the Self Serve Portal](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal](#)

[Adding Additional E-mail Addresses to Email2Print](#)

[Downloading InfinityCloud Tools & Utilities](#)




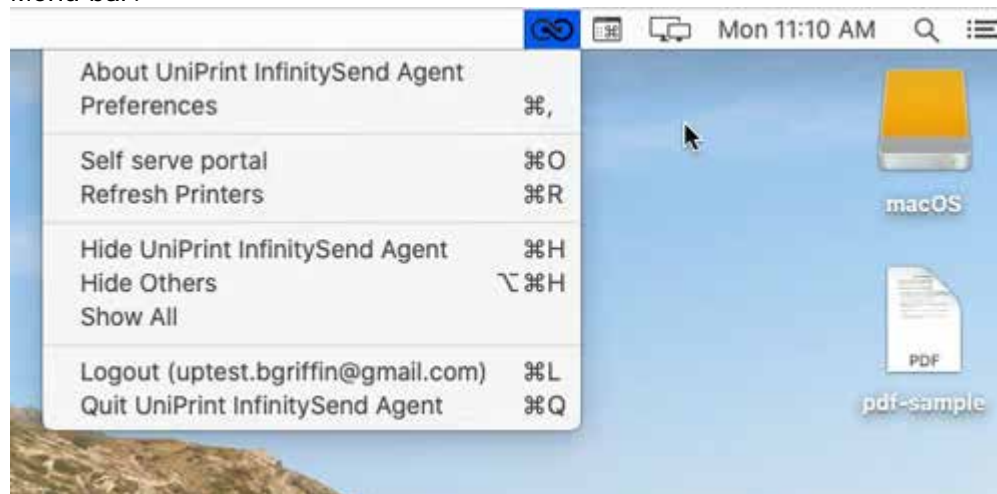


# InfinitySend Mac Agent

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## Using the InfinitySend Mac Agent

The InfinitySend Mac Agent is required to be installed on all Macintosh computers printing through InfinityCloud. To configure and access the InfinitySend Mac Agent, click  in the Menu bar.



This allows the user to do the following:

- § Set and change the SecurePrint password through Preferences
- § Access the Self Serve Portal
- § Refresh printers
- § Log out of the InfinitySend Agent
- § Quit the InfinitySend Agent

Related Links:

[Adding Printers Using the Self Serve Portal on a Mac](#)

[Adding Printers Using Maps in the Self Serve Portal on a Mac](#)

[Adding Printers Using IP Address Filtering on a Mac](#)

[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Setting the SecurePrint Password on a Mac](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)

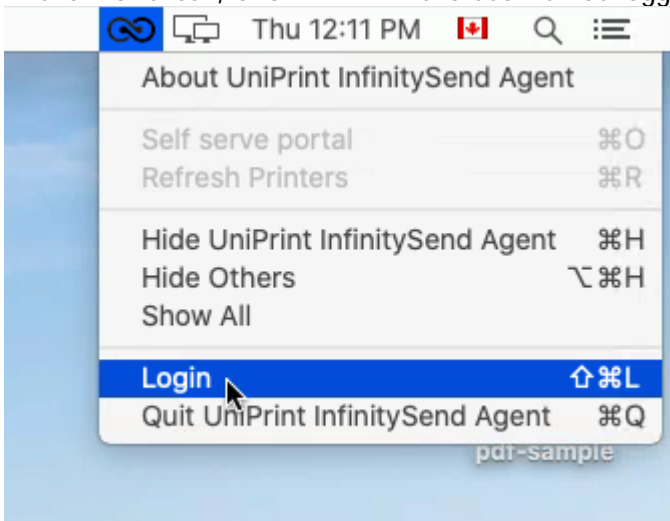
[Adding Additional E-mail Addresses to Email2Print on a Mac](#)

## Adding Printers Using the Self Serve Portal on a Mac

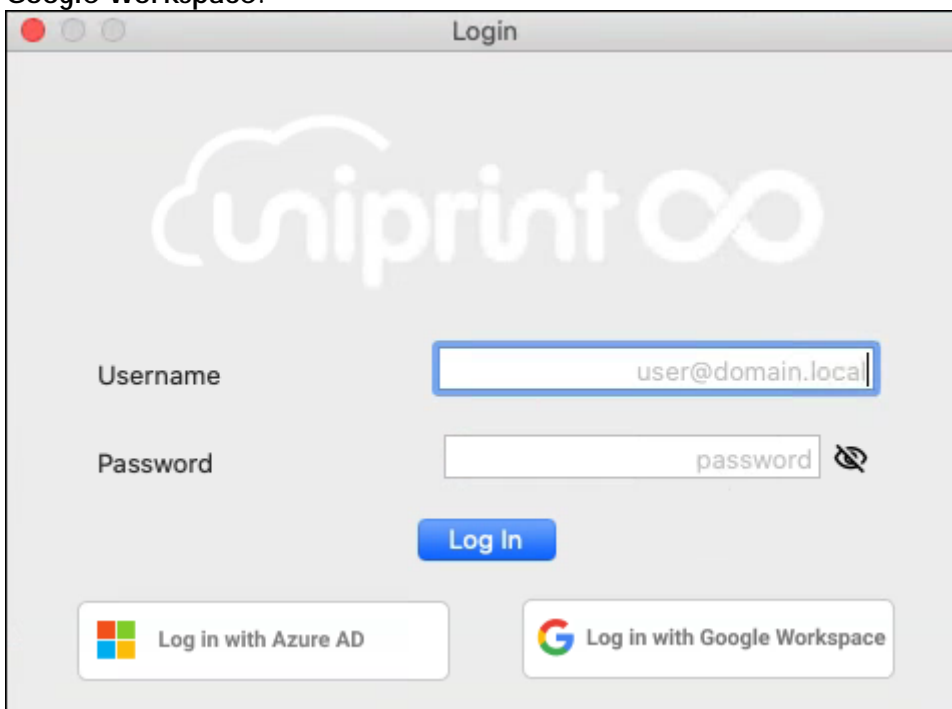
A user can add printers to their session on their own through the Self-Serve Portal. *Note: The UniPrint InfinitySend Mac Agent must be installed first on the user's Macintosh computer.*

To add printers through the Self-Serve Portal, do the following:


- 1) In the Menu bar, click . If the user is not logged in, click **Login**.

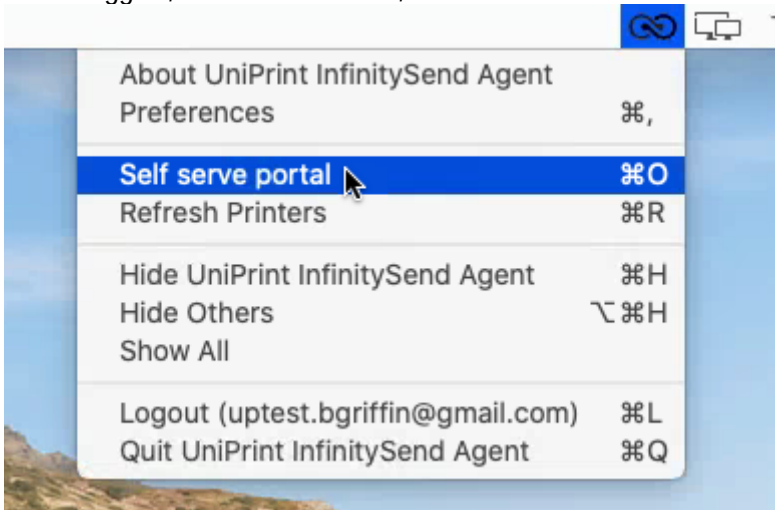


- 2) Enter user credentials and then click either **Login**, **Log in with Azure AD**, or **Log in with Google Workspace**.

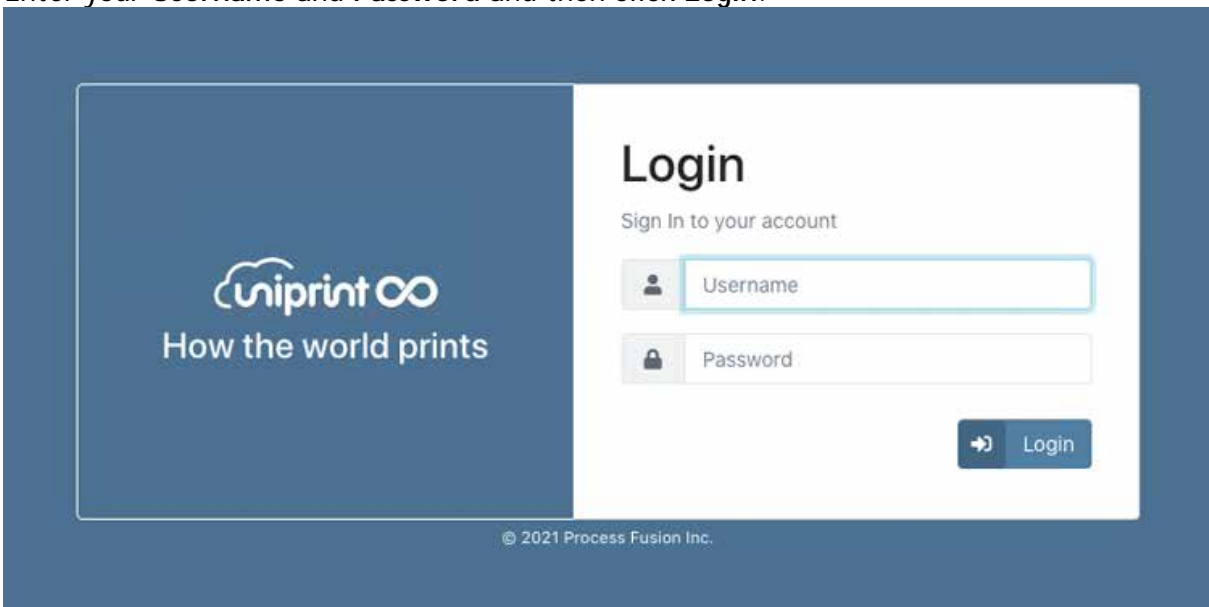




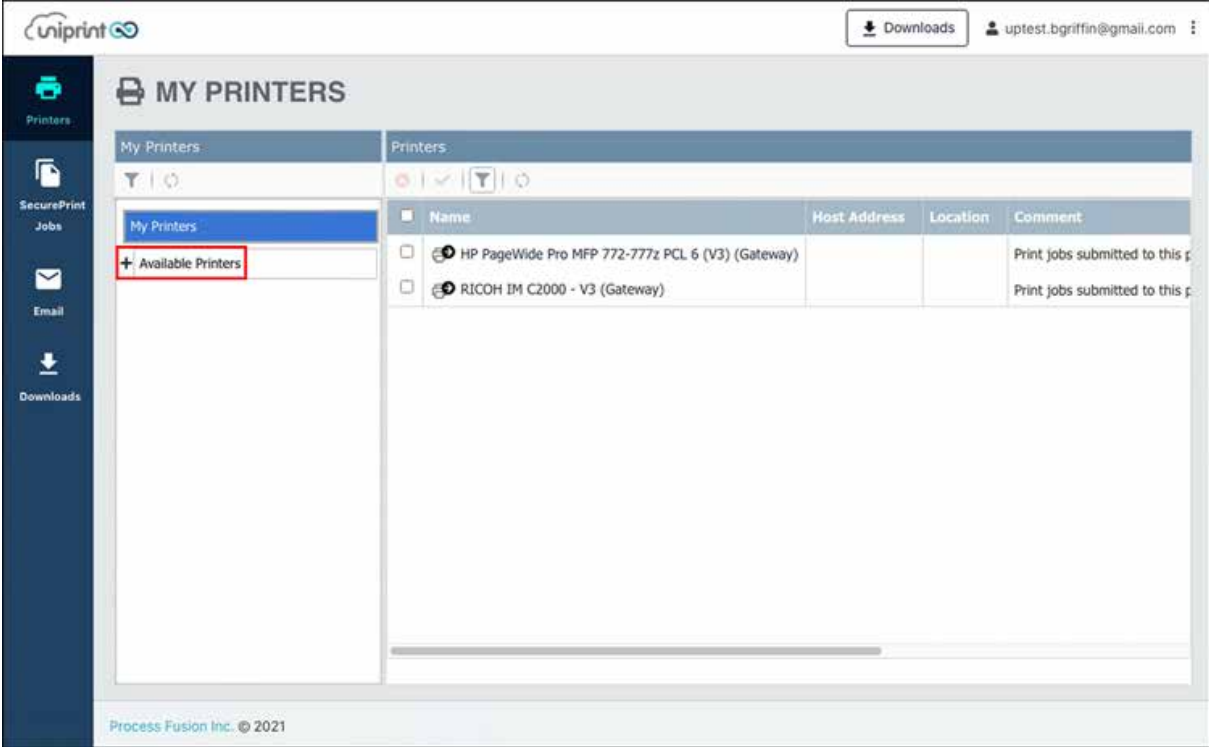
3) Once logged, in the Menu bar, click  and then click **Self serve portal**.



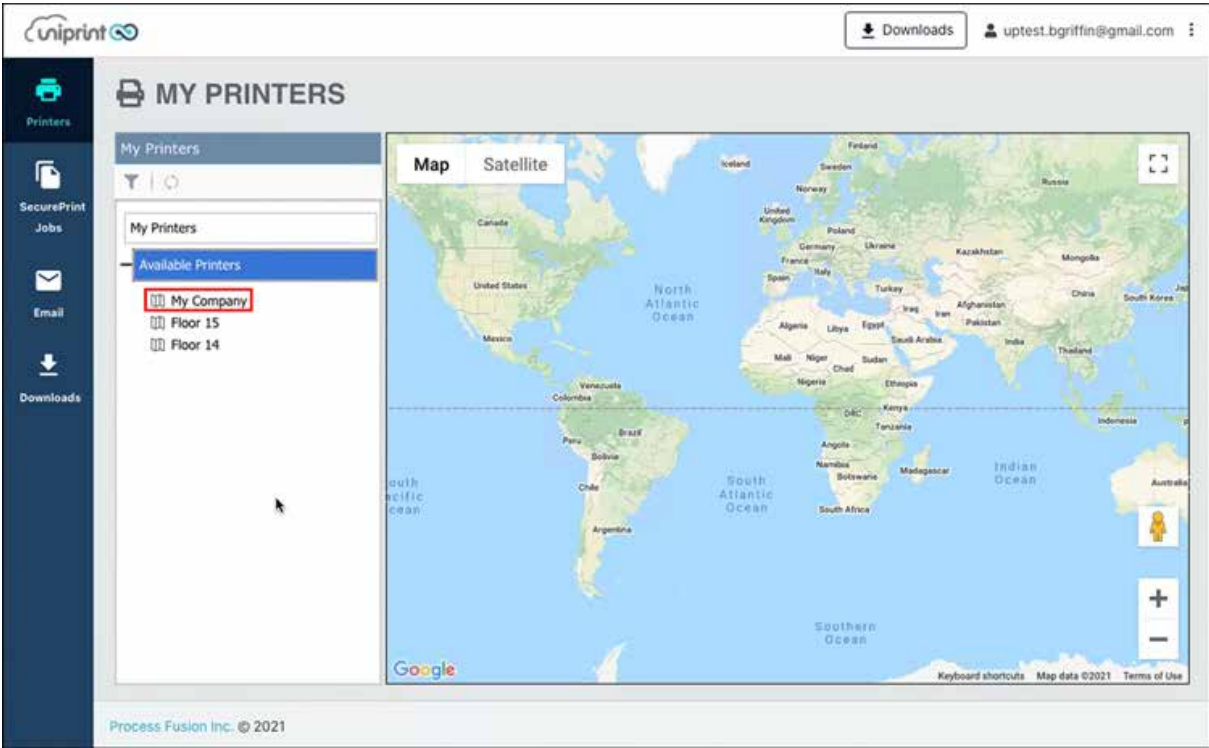
4) Enter your Username and Password and then click Login.




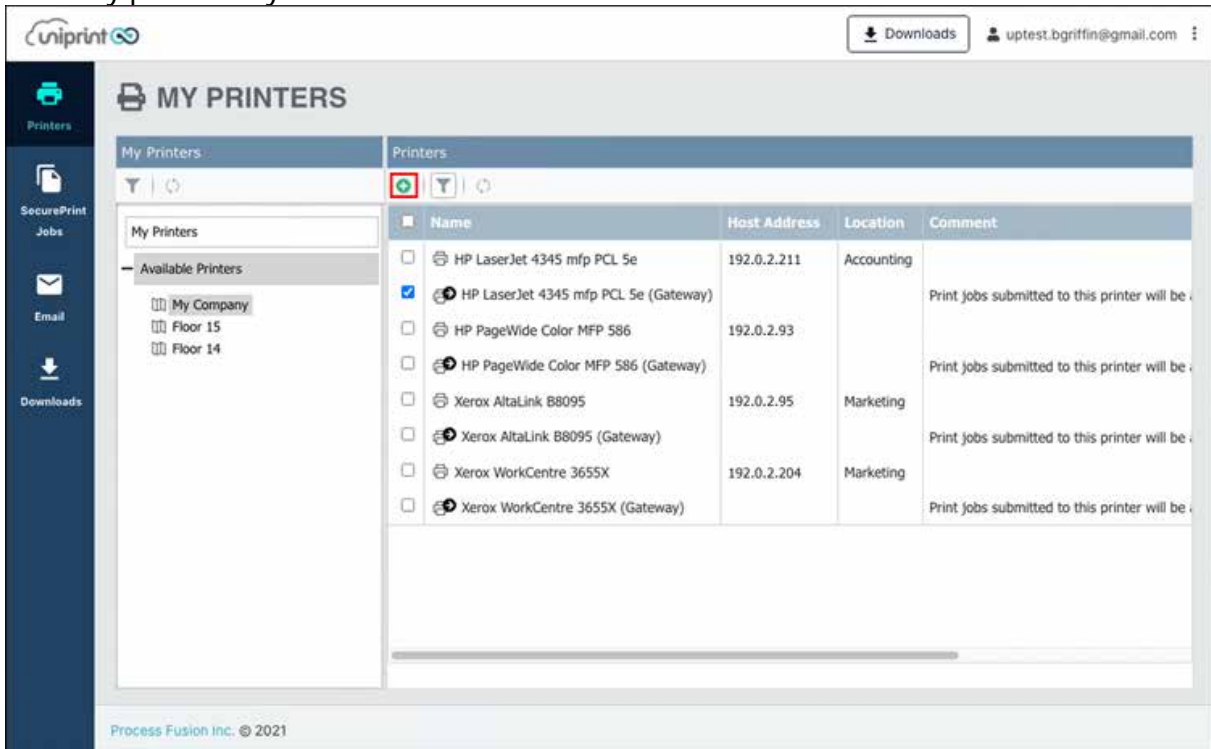
5) Under My Printers, click Available Printers.



6) Click to select an Area.



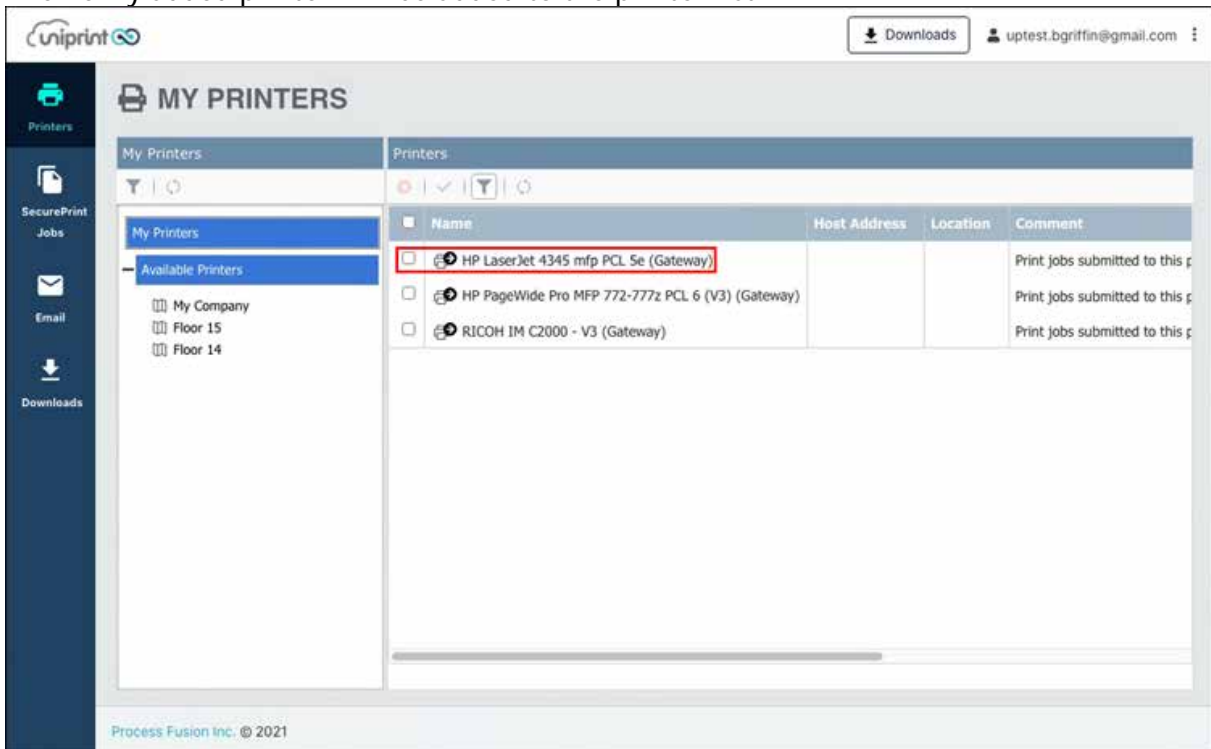
- 7) Under **Printers**, click to select a Gateway printer and then click  to map the selected Gateway printer to your session.



The screenshot shows the UniPrint web interface. On the left is a navigation sidebar with 'Printers' selected. The main area is titled 'MY PRINTERS' and contains two panels: 'My Printers' and 'Printers'. The 'Printers' panel displays a table of available printers. The 'HP LaserJet 4345 mfp PCL 5e (Gateway)' printer is selected, indicated by a blue checkmark in the checkbox column. A red box highlights the plus icon in the top-left corner of the printer list table.

Name	Host Address	Location	Comment
<input type="checkbox"/> HP LaserJet 4345 mfp PCL 5e	192.0.2.211	Accounting	
<input checked="" type="checkbox"/> HP LaserJet 4345 mfp PCL 5e (Gateway)			Print jobs submitted to this printer will be .
<input type="checkbox"/> HP PageWide Color MFP 586	192.0.2.93		
<input type="checkbox"/> HP PageWide Color MFP 586 (Gateway)			Print jobs submitted to this printer will be .
<input type="checkbox"/> Xerox AltaLink B8095	192.0.2.95	Marketing	
<input type="checkbox"/> Xerox AltaLink B8095 (Gateway)			Print jobs submitted to this printer will be .
<input type="checkbox"/> Xerox WorkCentre 3655X	192.0.2.204	Marketing	
<input type="checkbox"/> Xerox WorkCentre 3655X (Gateway)			Print jobs submitted to this printer will be .

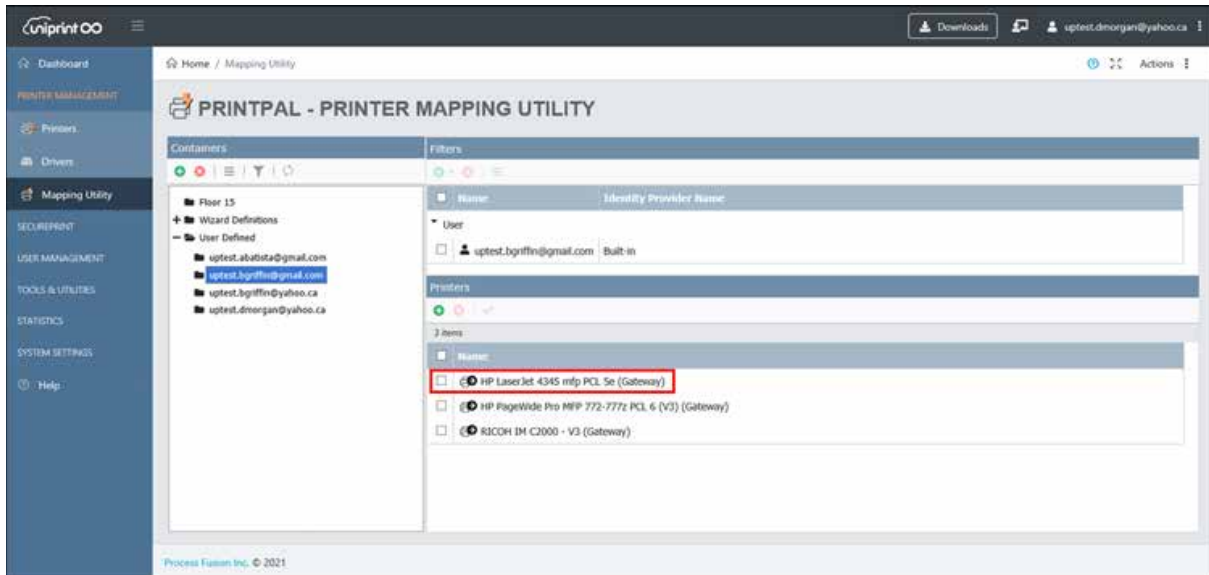
- 8) The newly added printer will be added to the printer list.



The screenshot shows the UniPrint web interface after a printer has been added. The 'Printers' table now includes the 'HP LaserJet 4345 mfp PCL 5e (Gateway)' printer, which is highlighted with a red box. The other printers listed are 'HP PageWide Pro MFP 772-777z PCL 6 (V3) (Gateway)' and 'RICOH IM C2000 - V3 (Gateway)'.

Name	Host Address	Location	Comment
<input type="checkbox"/> HP LaserJet 4345 mfp PCL 5e (Gateway)			Print jobs submitted to this p
<input type="checkbox"/> HP PageWide Pro MFP 772-777z PCL 6 (V3) (Gateway)			Print jobs submitted to this p
<input type="checkbox"/> RICOH IM C2000 - V3 (Gateway)			Print jobs submitted to this p

- 9) In the InfinityCloud console, under **Mapping Utility**, these printers will appear under your user name in the **User Defined** container.



Related Links:

[Using the InfinitySend Mac Agent](#)

[Adding Printers Using Maps in the Self Serve Portal on a Mac](#)

[Adding Printers Using IP Address Filtering on a Mac](#)

[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Setting the SecurePrint Password on a Mac](#)


[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)

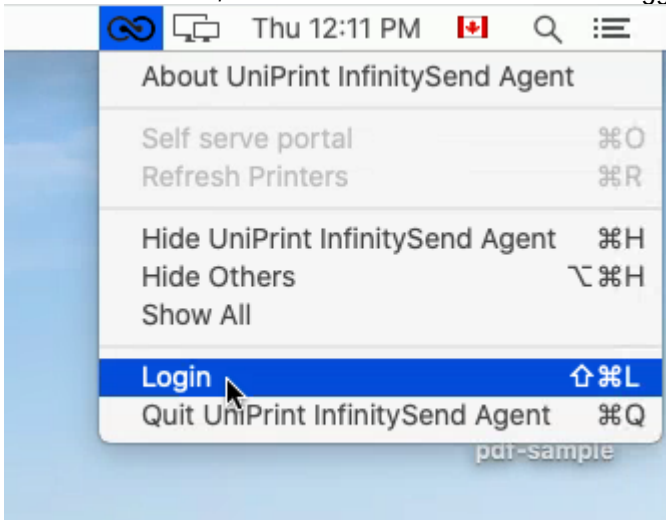
[Adding Additional E-mail Addresses to Email2Print on a Mac](#)

## Adding Printers Using Maps in the Self Serve Portal

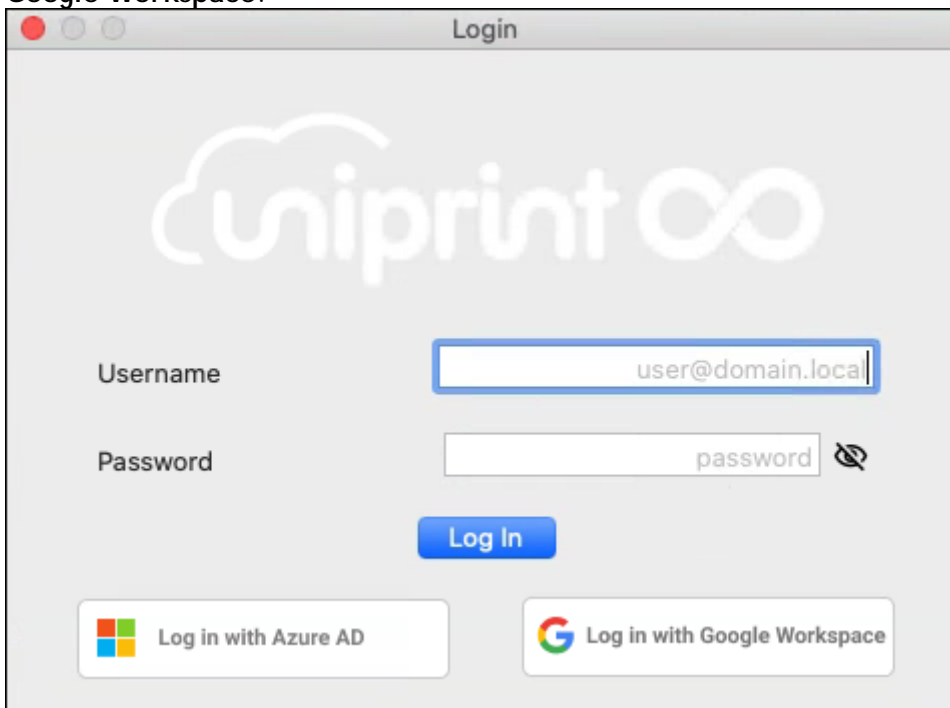
To add printers by using a map, do the following:

## UniPrint InfinityCloud Guide

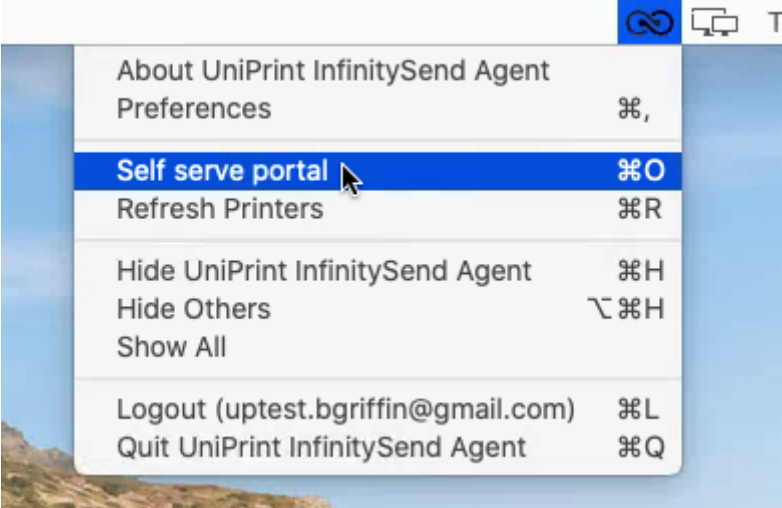
- 1) In the Menu bar, click . If the user is not logged in, click **Login**.



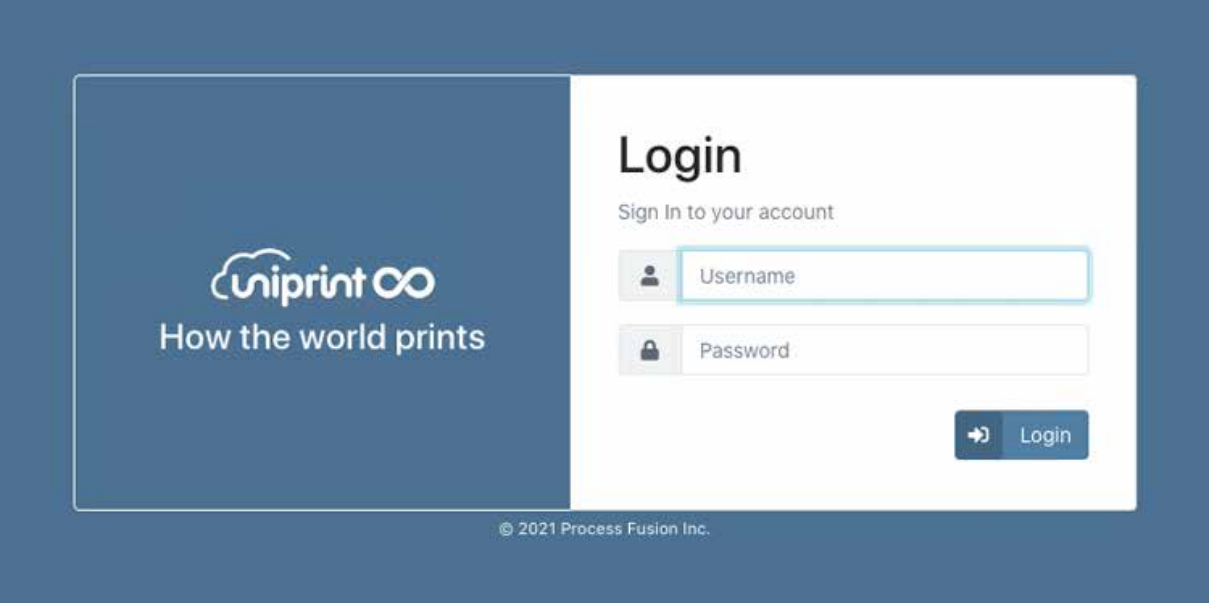
- 2) Enter user credentials and then click either **Login**, **Log in with Azure AD**, or **Log in with Google Workspace**.



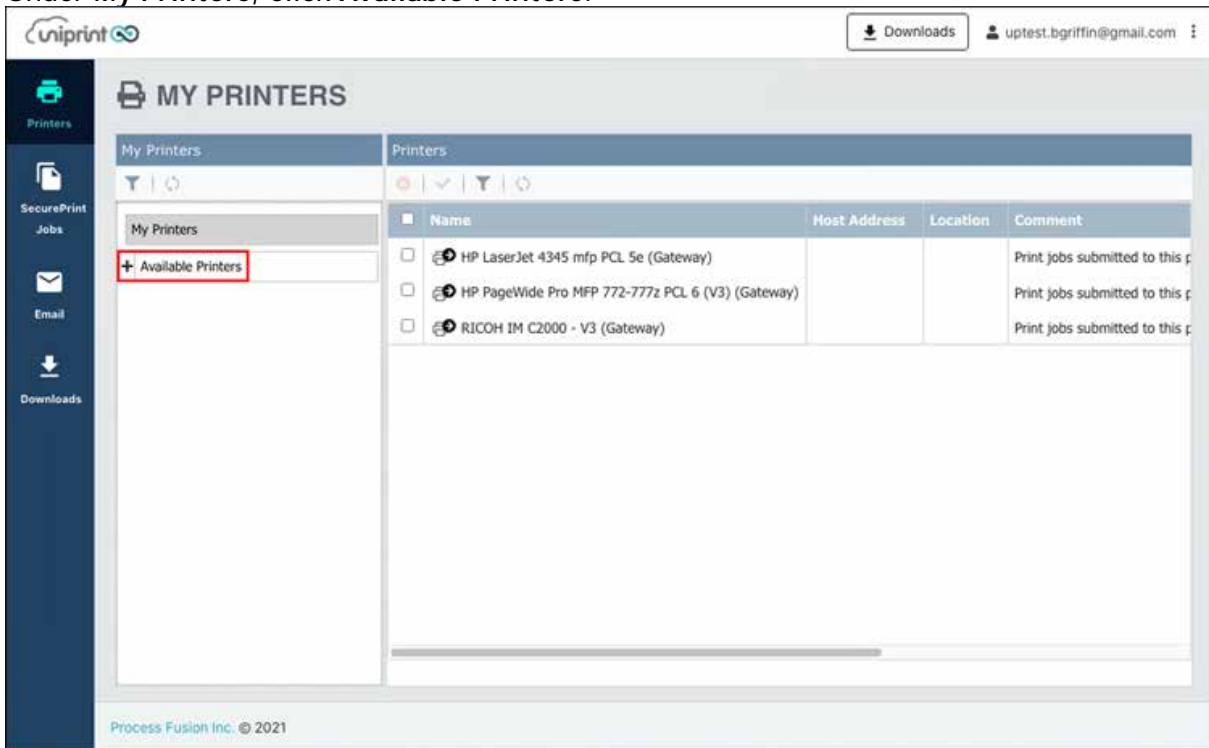
3) Once logged, in the Menu bar, click  and then click **Self serve portal**.



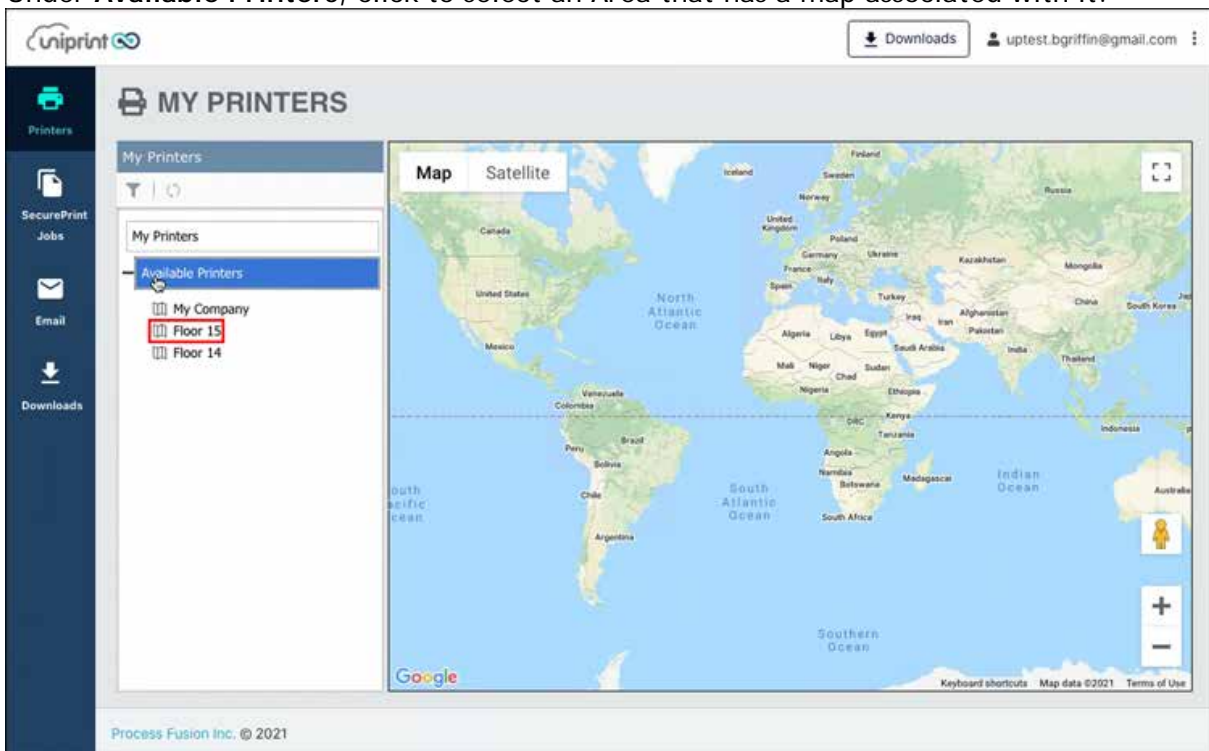
4) Enter your Username and Password and then click **Login**.




5) Under My Printers, click Available Printers.

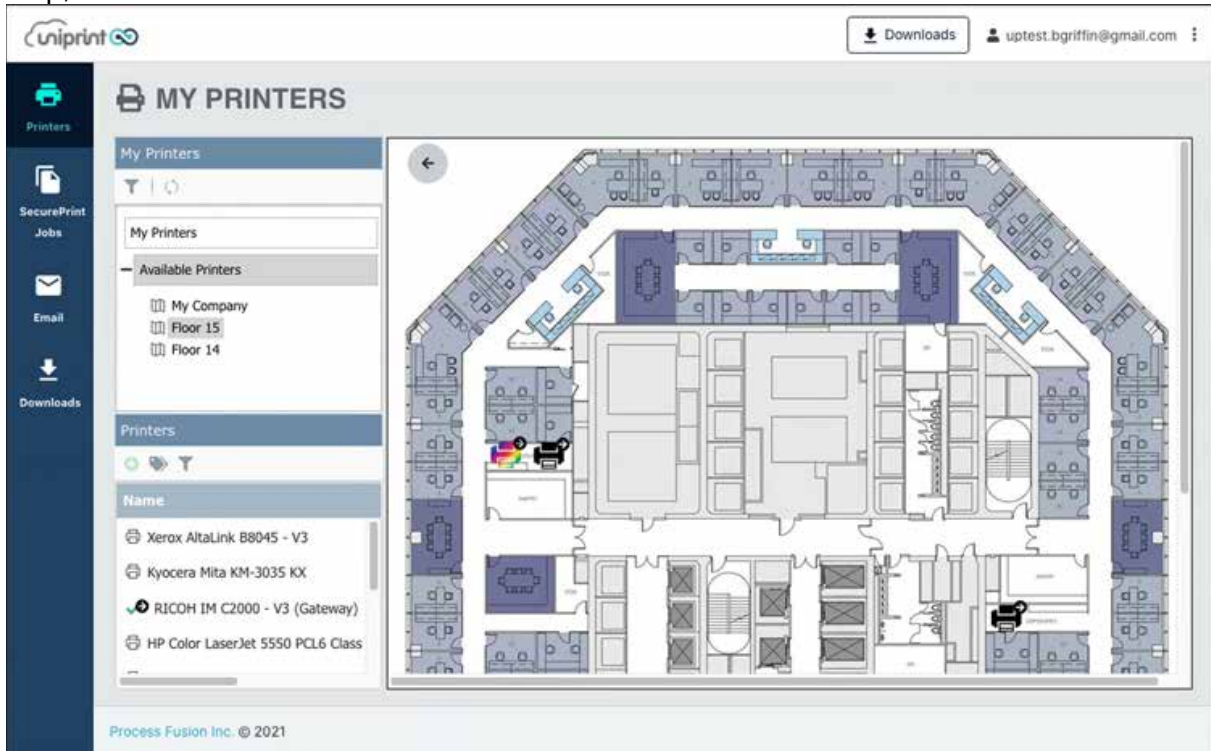


6) Under Available Printers, click to select an Area that has a map associated with it.

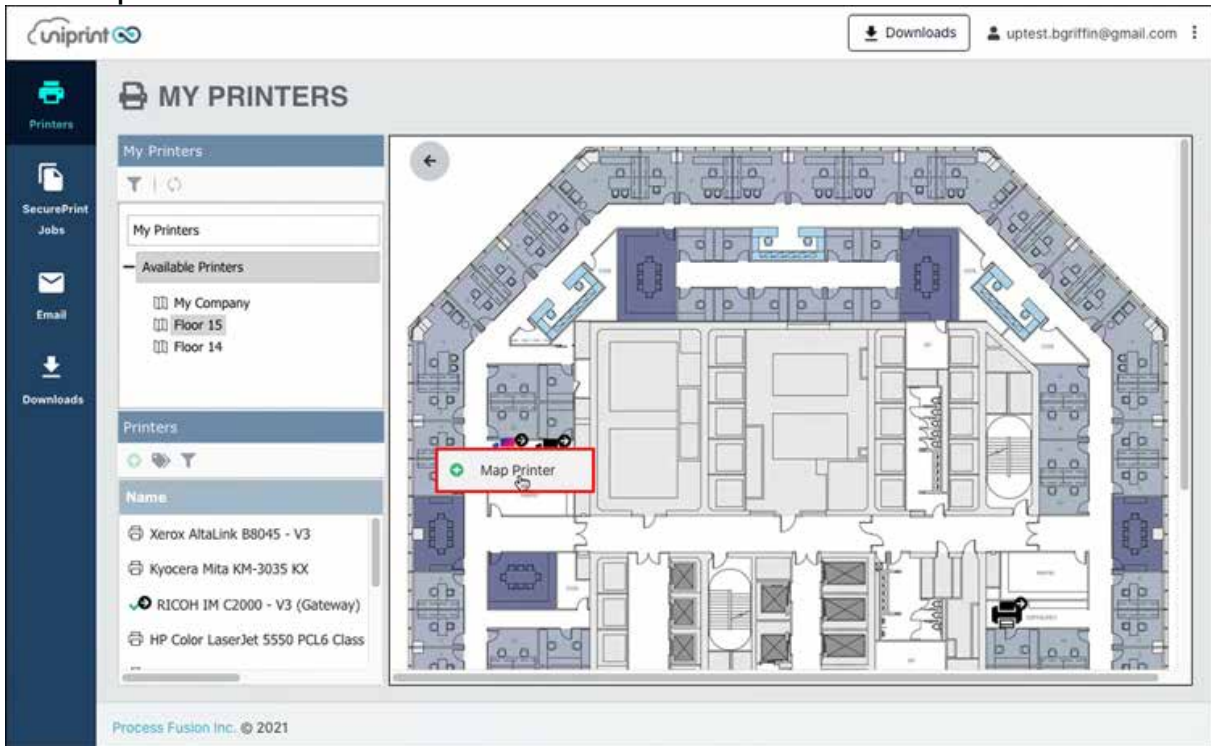




7) If you're not familiar with the name of the printer, but you know the location, then on the map, click  .

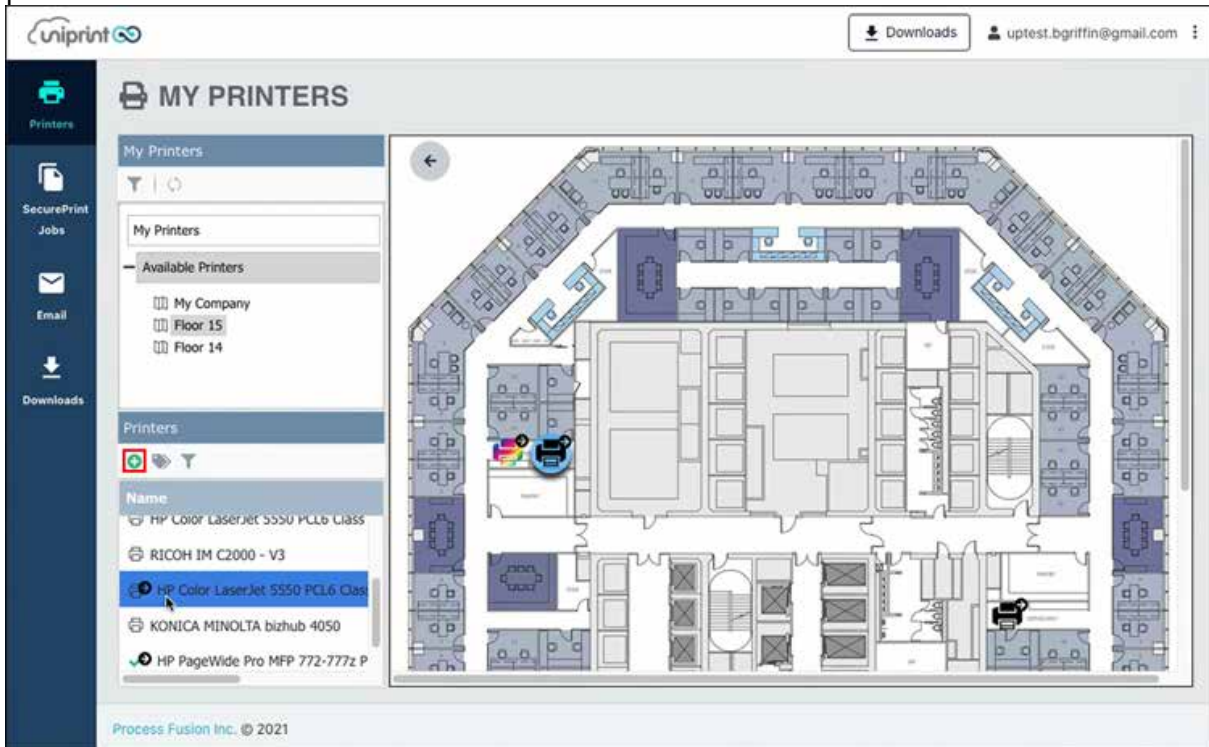


8) Click Map Printer.

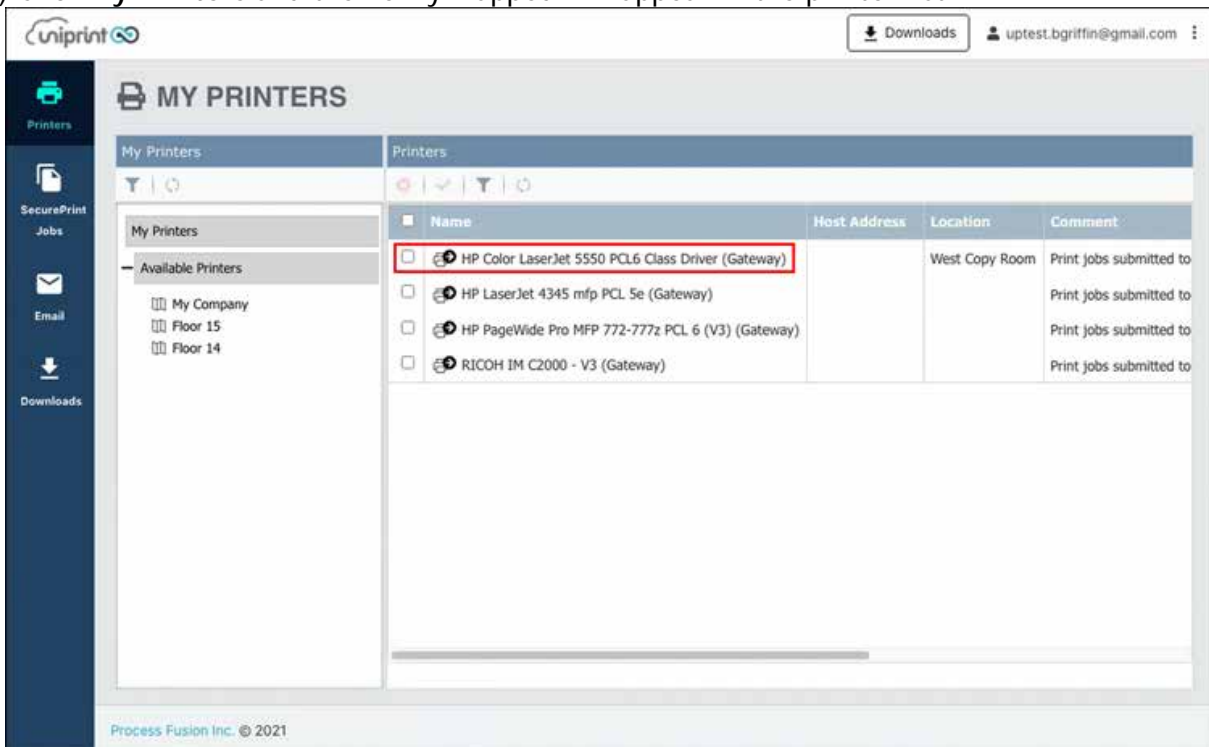




- 9) If the name of the printer is known, then under **Printers**, click to select the Gateway printer and then click **+**.



- 10) Click My Printers and the newly mapped will appear in the printer list.



Related Links:

[Using the InfinitySend Mac Agent](#)

[Adding Printers Using the Self Serve Portal on a Mac](#)

[Adding Printers Using IP Address Filtering on a Mac](#)

[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Setting the SecurePrint Password on a Mac](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)

[Adding Additional E-mail Addresses to Email2Print on a Mac](#)

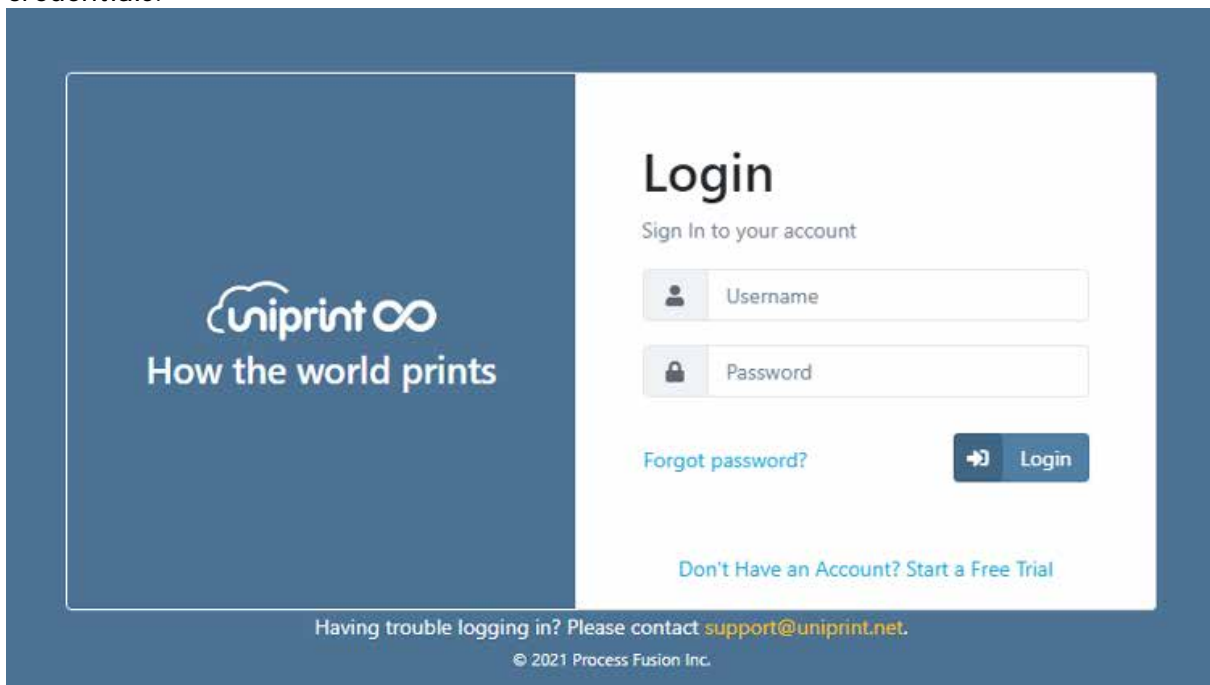
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## Adding a Printer Using IP Address Filtering For Macs

Gateway printers can also be added by using the Mapping Utility and using an IP address filter.

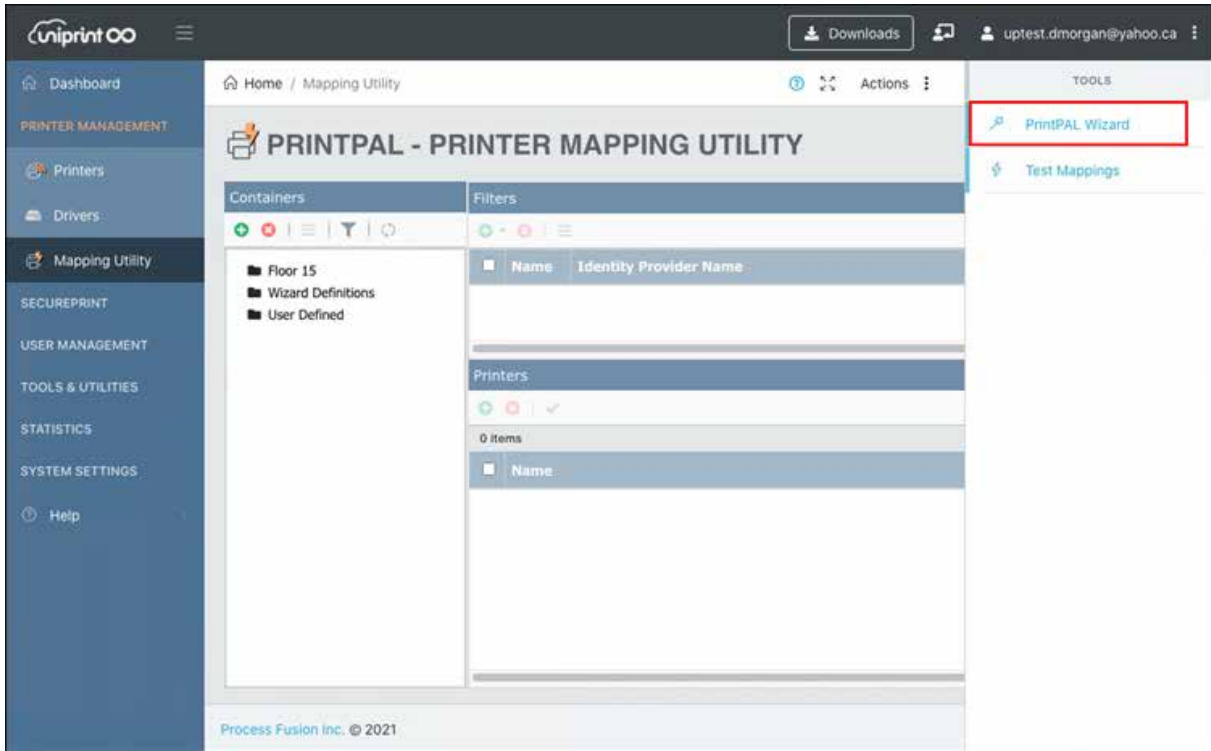
To add a Gateway printer using the Mapping Utility, do the following:

- 1) On a local machine, open a web browser and navigate to <https://infinitycloudadmin.uniprint.net/Console/login.html>. Login using administrative credentials.



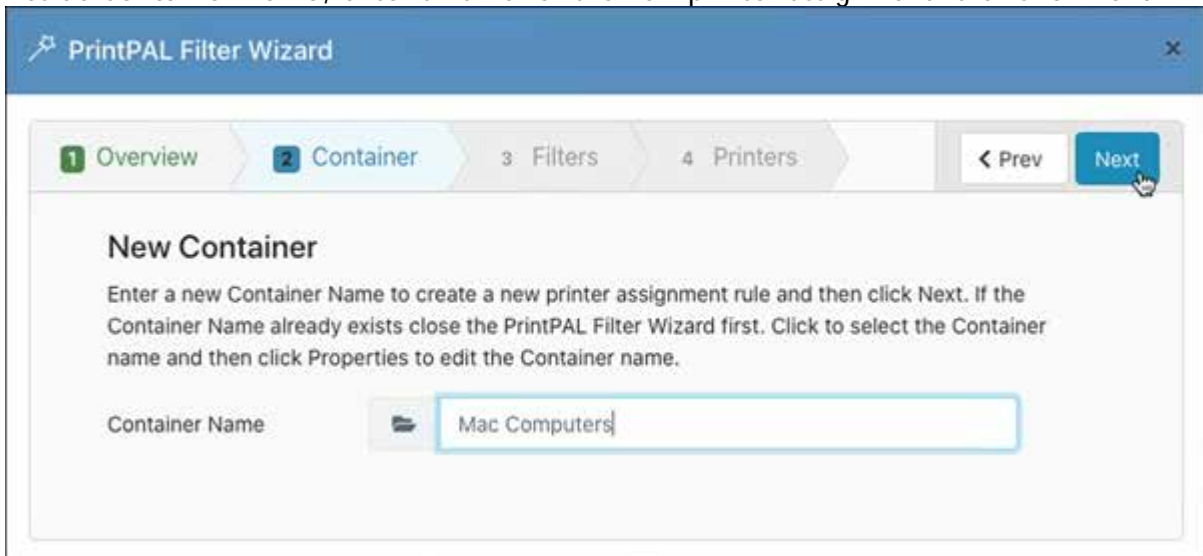
- 2) Under **PRINTER MANAGEMENT**, click **Mapping Utility**.

3) Click **Actions** and then click **PrintPAL Wizard**.

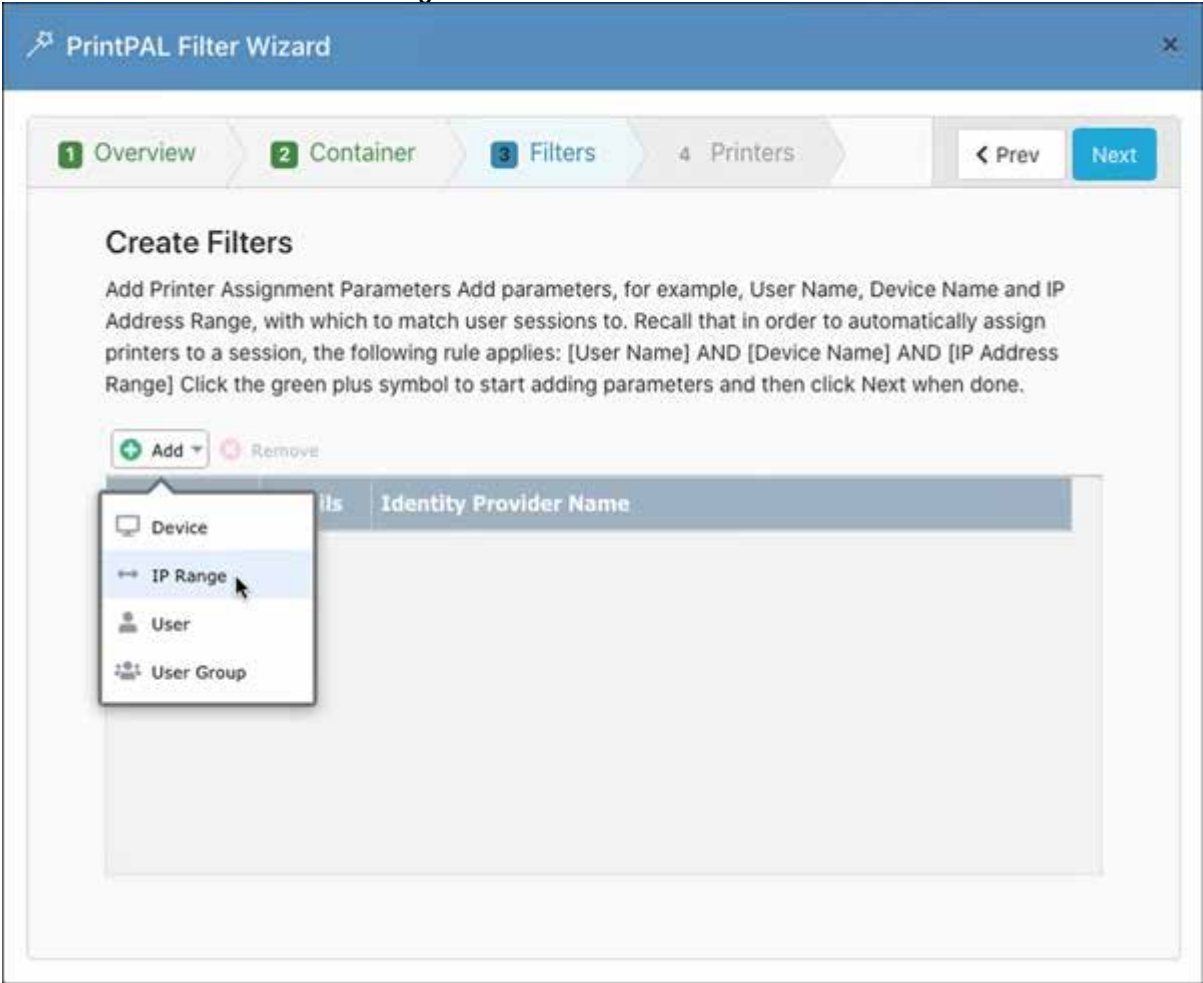


4) Review the PrintPAL overview and then click **Next**.

5) Beside **Container Name**, enter a name for the new printer assignment rule. Click **Next**.



6) Click **Add** and then click **IP Range**.



7) Enter a **Range Name**, the starting IP address and the ending IP address. Click **Save**.


↩ IP Range Properties ×

IP address range of the client computer.

Range Name

From

To

Close  Save

8) Click Next.

**PrintPAL Filter Wizard**

1 Overview 2 Container 3 **Filters** 4 Printers

< Prev **Next**

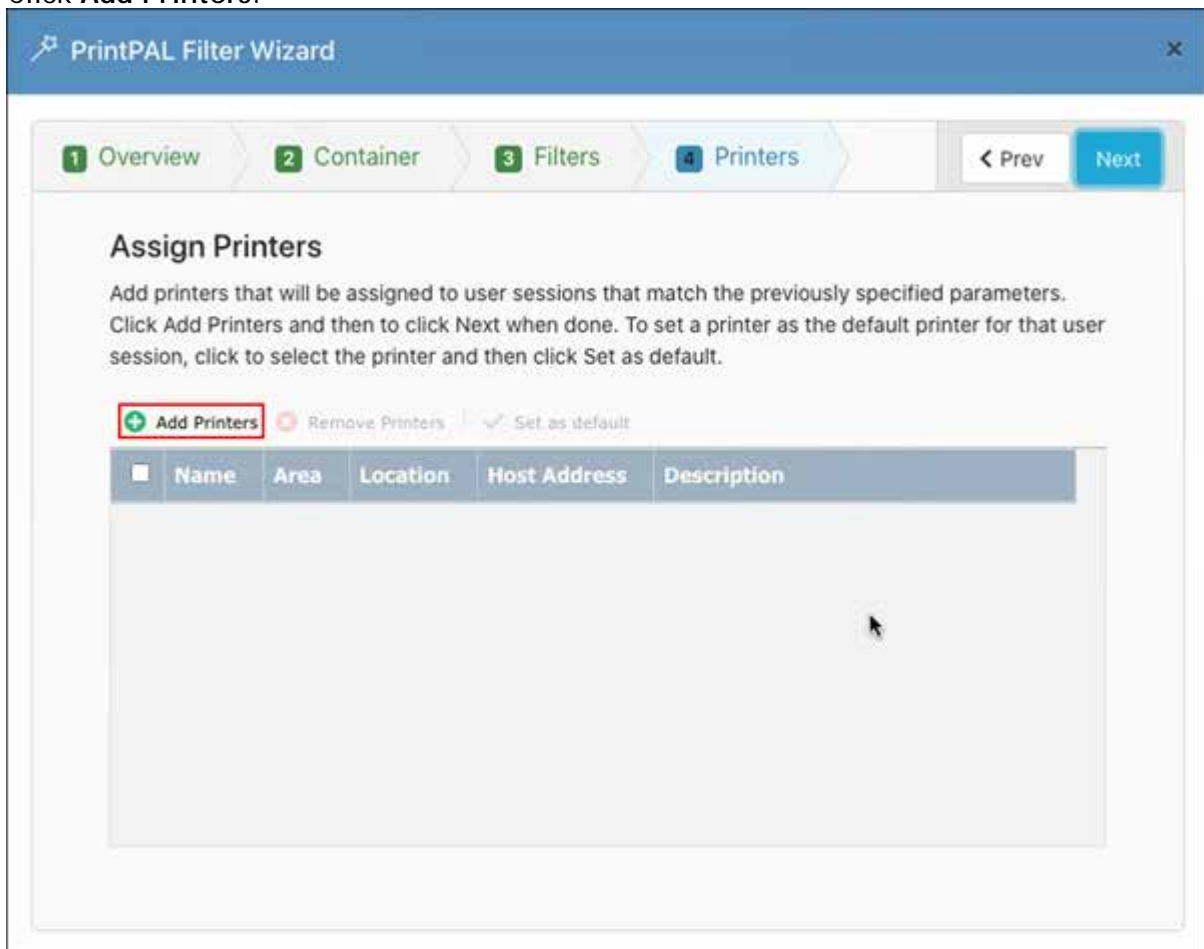
### Create Filters

Add Printer Assignment Parameters Add parameters, for example, User Name, Device Name and IP Address Range, with which to match user sessions to. Recall that in order to automatically assign printers to a session, the following rule applies: [User Name] AND [Device Name] AND [IP Address Range] Click the green plus symbol to start adding parameters and then click Next when done.

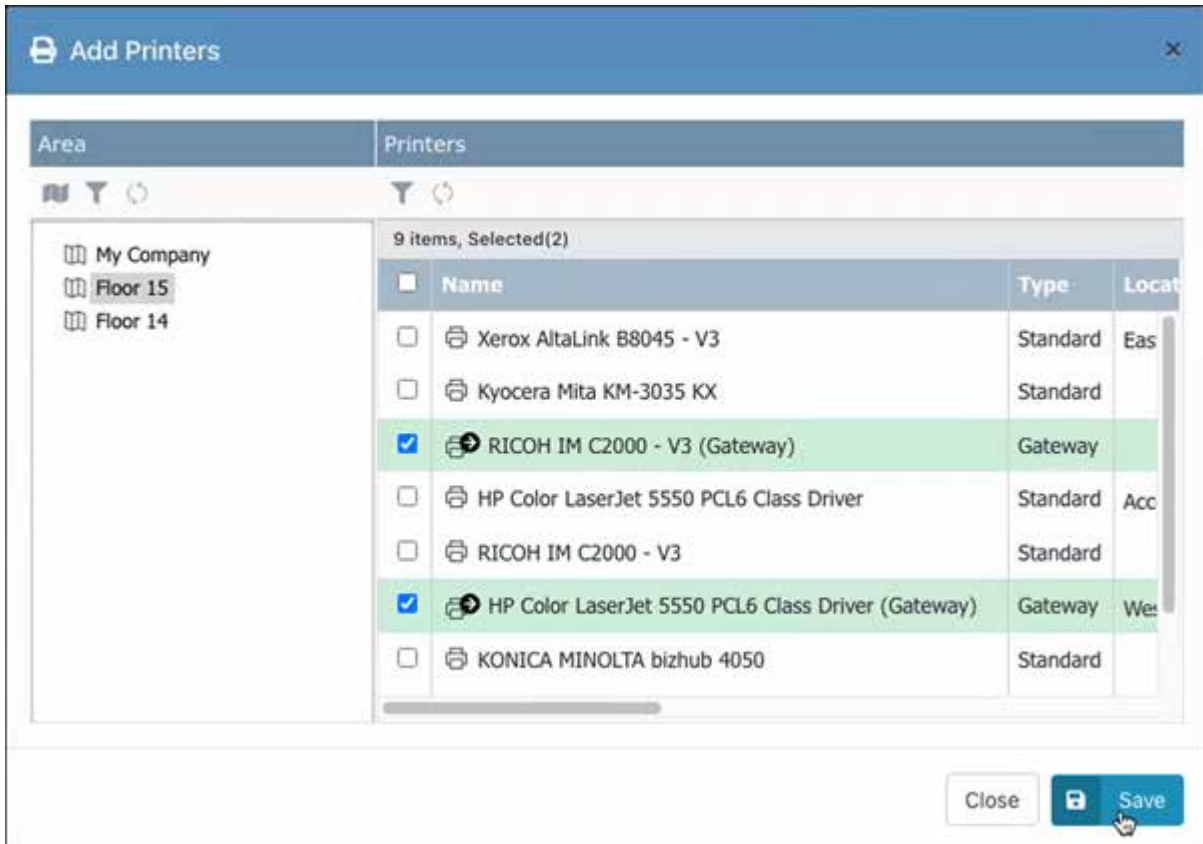
+ Add - Remove

<input type="checkbox"/>	Name	Details	Identity Provider Name
▼	IP Range		
<input type="checkbox"/>	↔ Mac Machines	From 192.0.2.140 to 192.0.2.149	

9) Click **Add Printers**.



10) Under **Area**, click to select a printer and then under **Printers**, click to select a printer(s). Click **Save**.





11) Click **Next** to assign the selected printers to the IP range.

**PrintPAL Filter Wizard**

1 Overview 2 Container 3 Filters 4 Printers < Prev Next

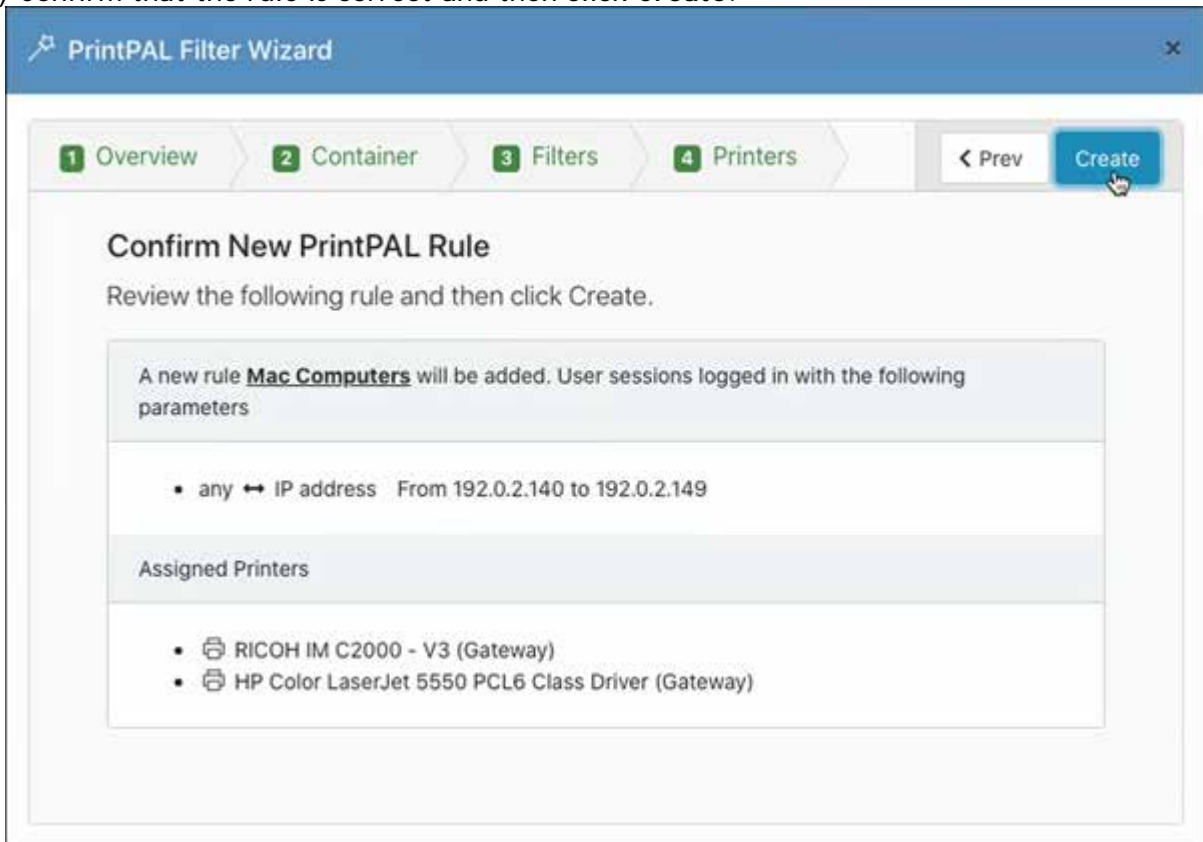
### Assign Printers

Add printers that will be assigned to user sessions that match the previously specified parameters. Click Add Printers and then to click Next when done. To set a printer as the default printer for that user session, click to select the printer and then click Set as default.

+ Add Printers - Remove Printers ✓ Set as default

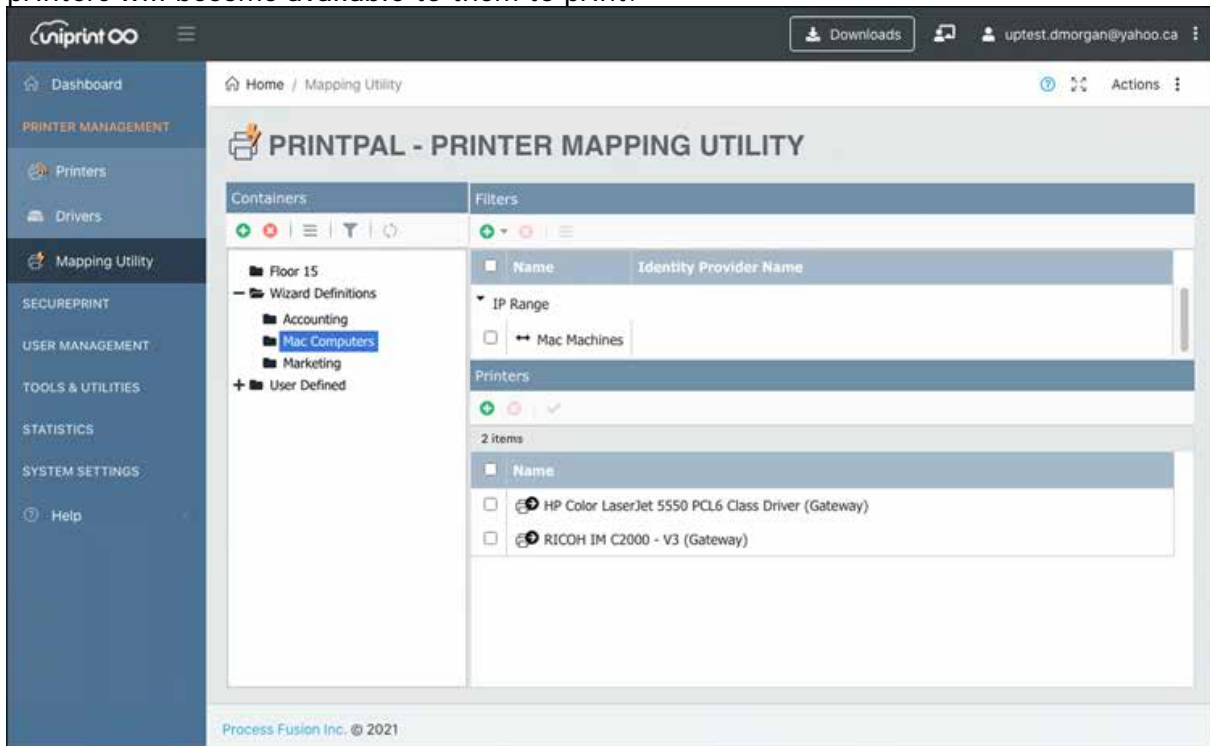
<input type="checkbox"/>	Name	Area	Location	Host Address	Description
<input type="checkbox"/>	RICOH IM C200	Floor 15			Print jobs submitte
<input type="checkbox"/>	HP Color Laser	Floor 15	West Copy Room		Print jobs submitte

12) Confirm that the rule is correct and then click **Create**.



13) The new printer assignment rule will appear under **Wizard Definitions** and whenever a user logs into a Mac that has an IP address within the stipulated IP range, those specified

printers will become available to them to print.



**Related Links:**

[Using the InfinitySend Mac Agent](#)

[Adding Printers Using the Self Serve Portal on a Mac](#)

[Adding Printers Using Maps in the Self Serve Portal on a Mac](#)

[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Setting the SecurePrint Password on a Mac](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)


[Adding Additional E-mail Addresses to Email2Print on a Mac](#)

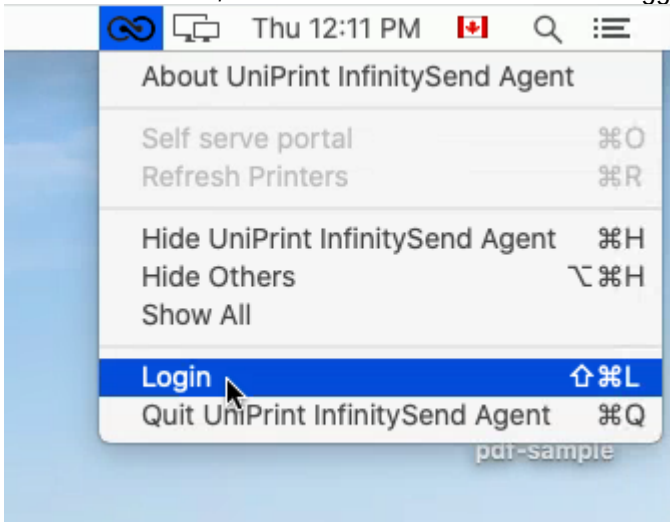
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## Setting a Default Printer in the Self Serve Portal on a Mac

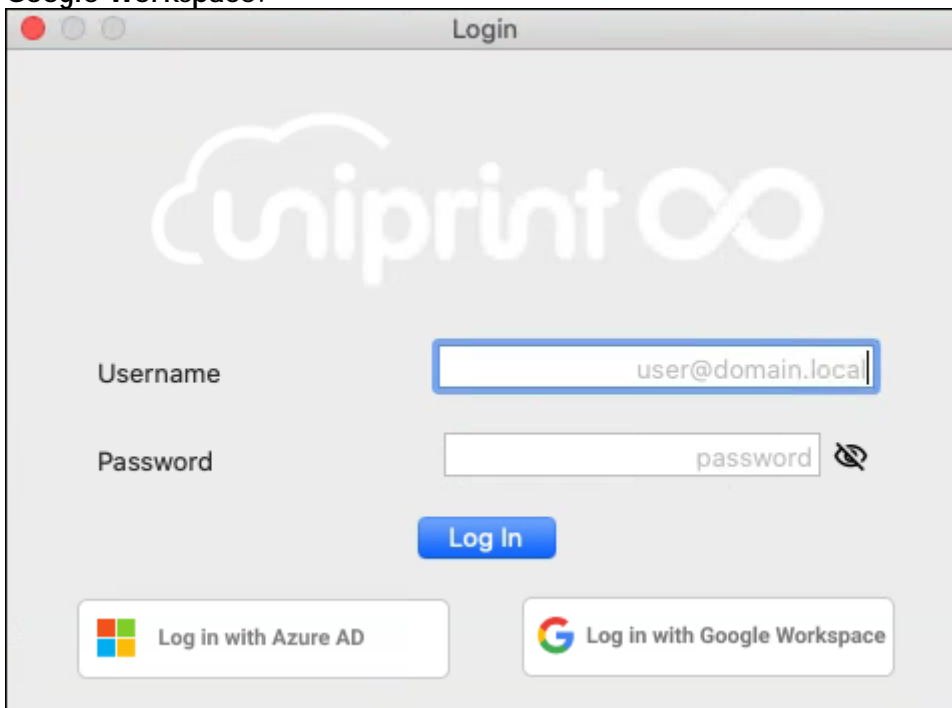
The default printer can be set under Mapping Utility by the administrator in the InfinityCloud console. However, the user can also set the default printer in the Self Serve Portal.

To set the default printer in the Self Serve Portal, do the following:

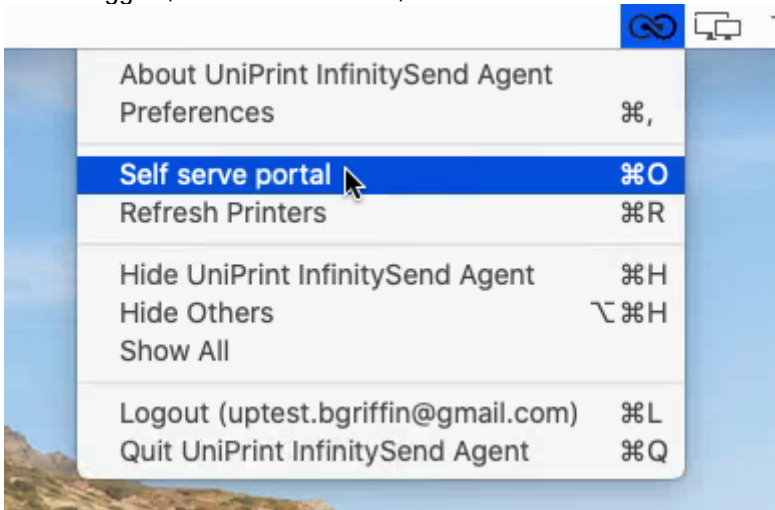
- 1) In the Menu bar, click  . If the user is not logged in, click **Login**.



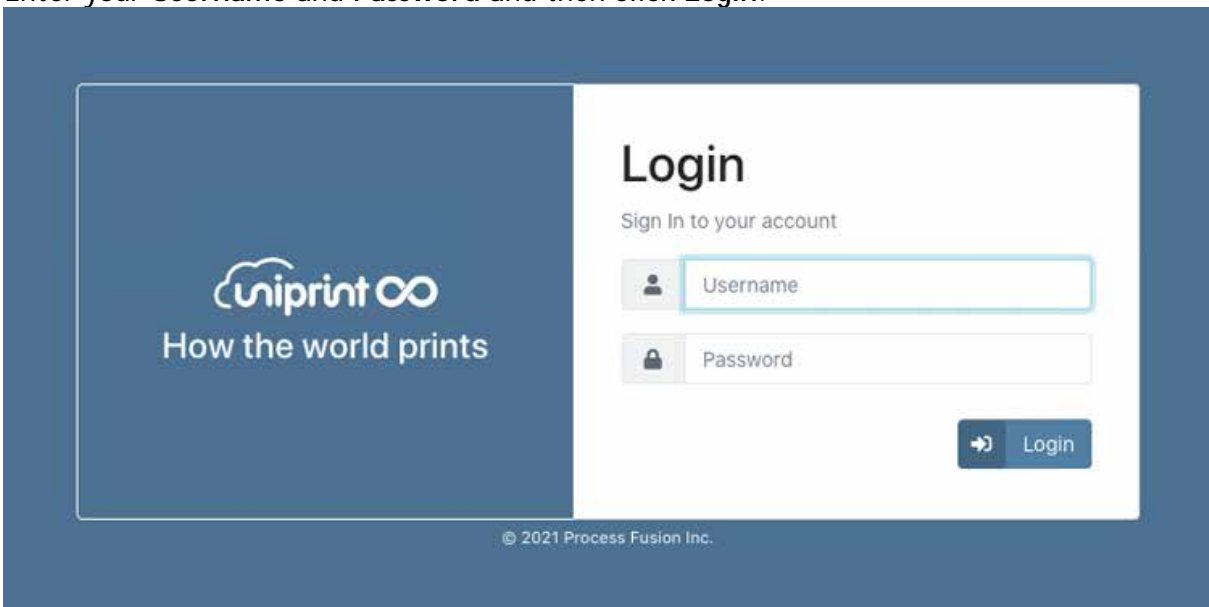
- 2) Enter user credentials and then click either **Login**, **Log in with Azure AD**, or **Log in with Google Workspace**.



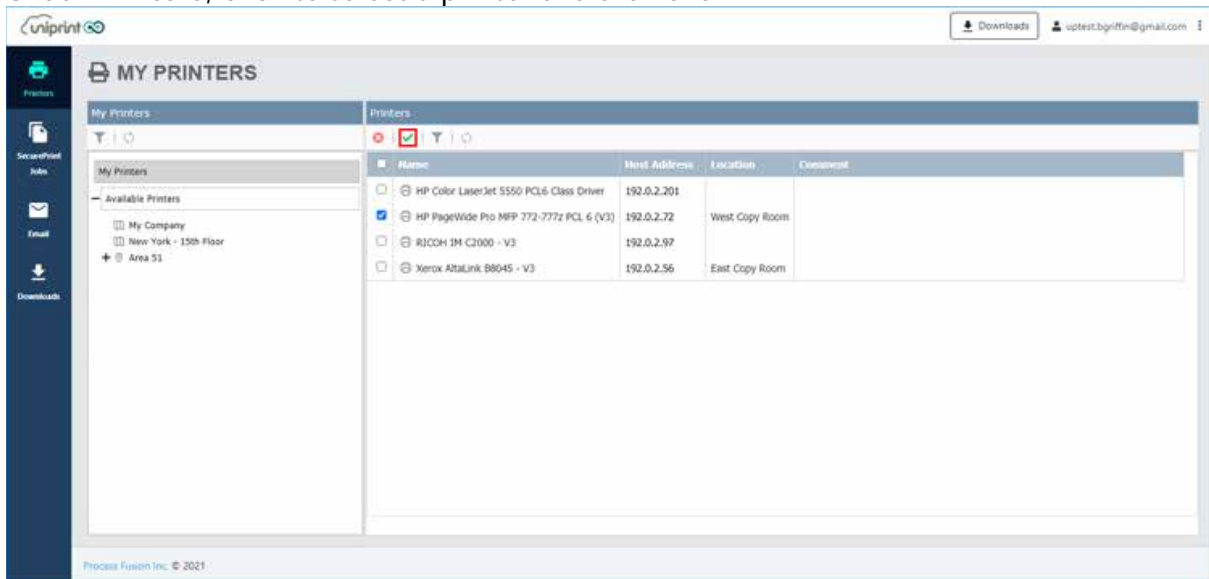
3) Once logged, in the Menu bar, click  and then click **Self serve portal**.



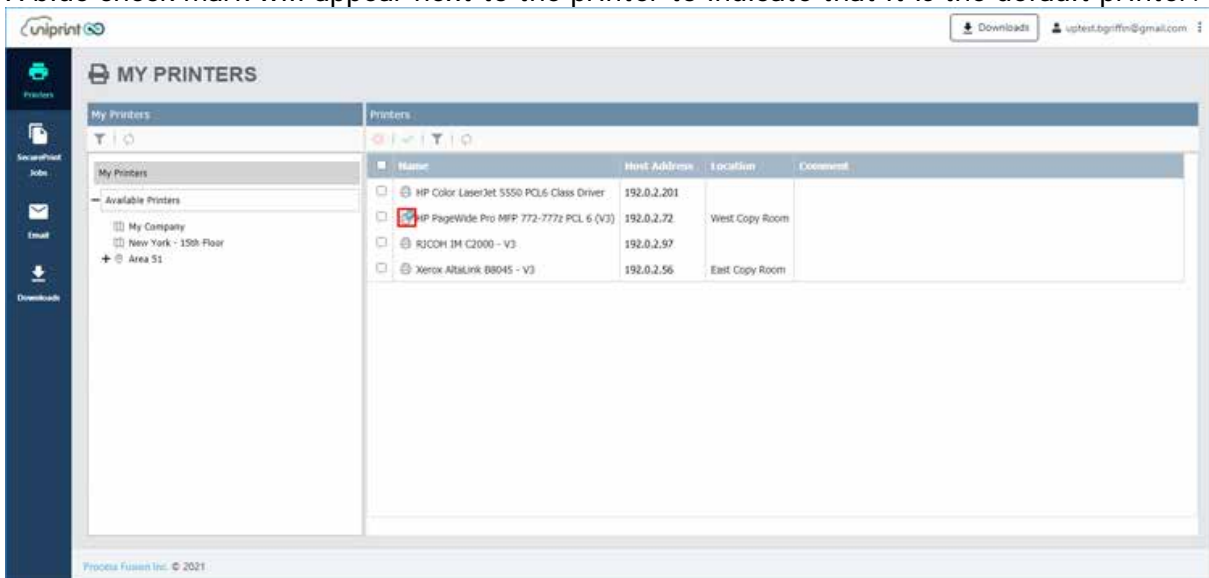
4) Enter your Username and Password and then click Login.



5) Under Printers, click to select a printer and then click .



6) A blue check mark will appear next to the printer to indicate that it is the default printer.



**NOTE:** If the administrator sets a different default printer in the InfinityCloud console, but the user sets another default printer through the Self Serve portal, the user session will utilize the default printer set by administrator.

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[Setting the SecurePrint Password on a Mac](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)


[Adding Additional E-mail Addresses to Email2Print on a Mac](#)

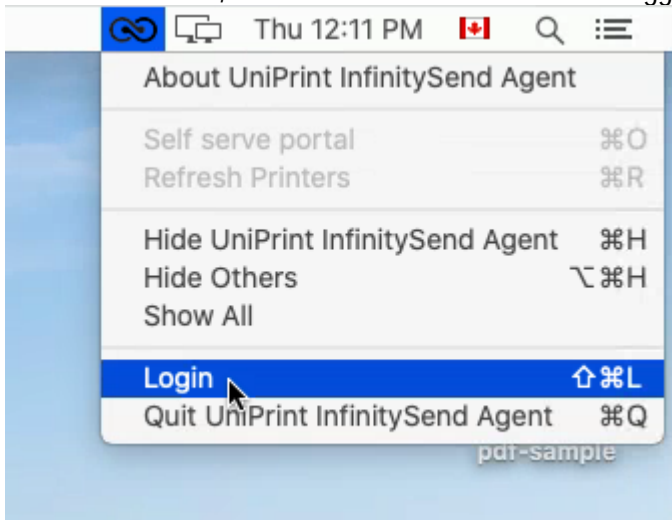
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## Setting the SecurePrint Password on a Mac

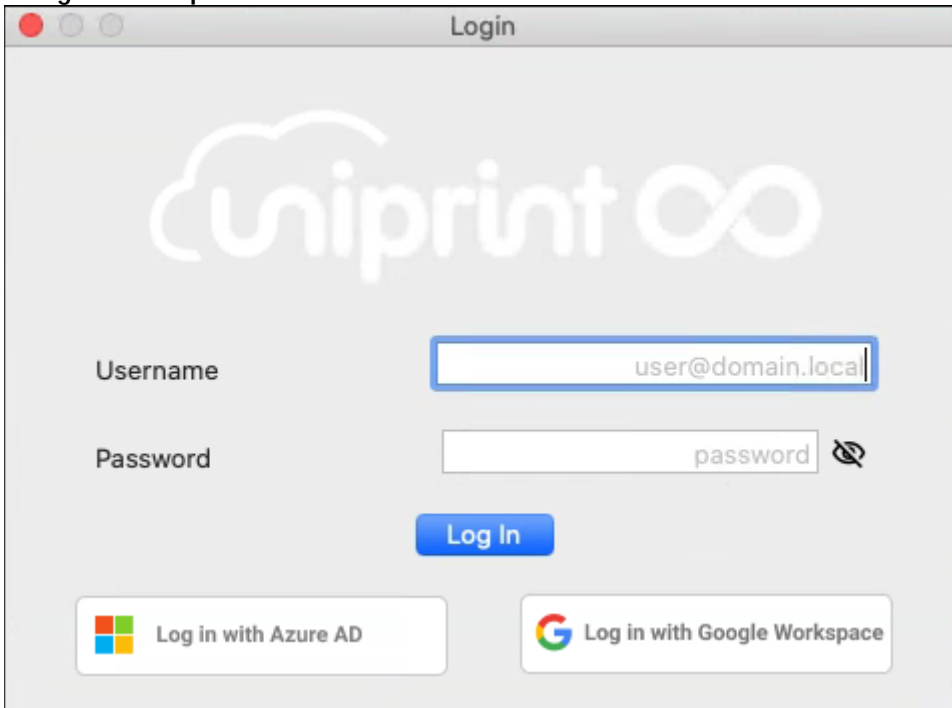
Unlike Windows print jobs, the SecurePrint password is not set at the time of printing. The SecurePrint password on a Macintosh computer is done separate from the Print dialog box and must be set prior to printing. It will also be applied to all SecurePrint print jobs going forward.


To the SecurePrint password, do the following:

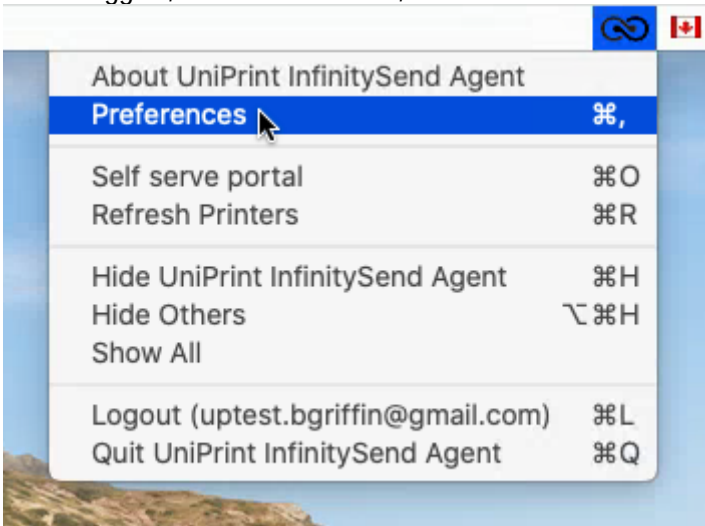
- 1) In the Menu bar, click  . If the user is not logged in, click **Login**.



- 2) Enter user credentials and then click **Login**, **Log in with Azure AD**, or **Log in with Google Workspace**.

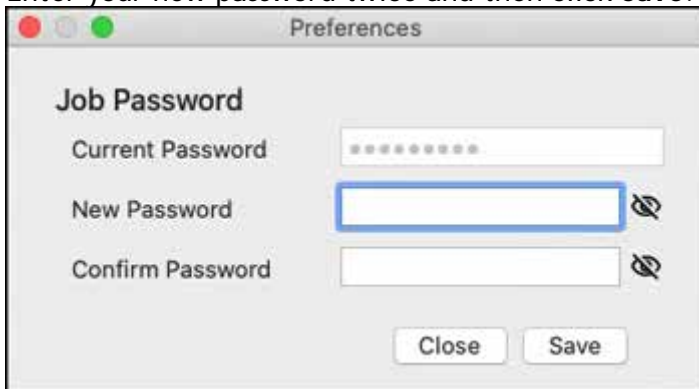


- 3) Once logged, in the **Menu bar**, click  and then click **Preferences**.

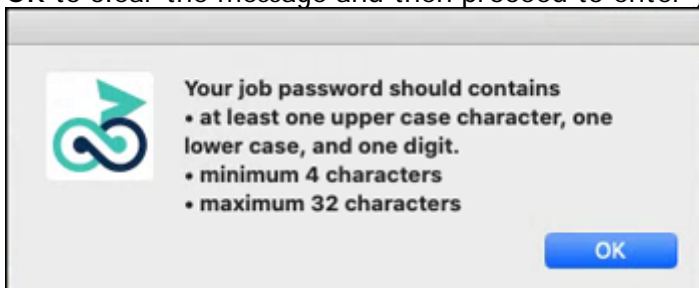




- 4) Enter your new password twice and then click **Save**.



- 5) If set by your administrator, you may be required to use a more complex password. Click **OK** to clear the message and then proceed to enter your password again. Click **Save**.



**Related Links:**

[Using the InfinitySend Mac Agent](#)

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[Adding Printers Using Maps in the Self Serve Portal on a Mac](#)

[Adding Printers Using IP Address Filtering on a Mac](#)

[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)


[Adding Additional E-mail Addresses to Email2Print on a Mac](#)

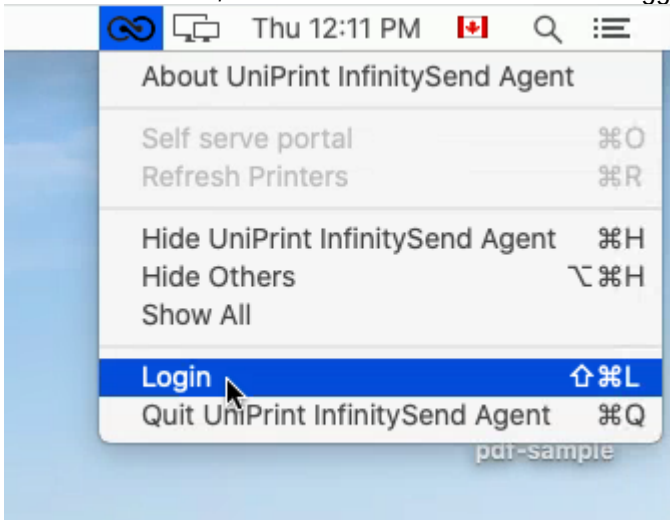
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## Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac

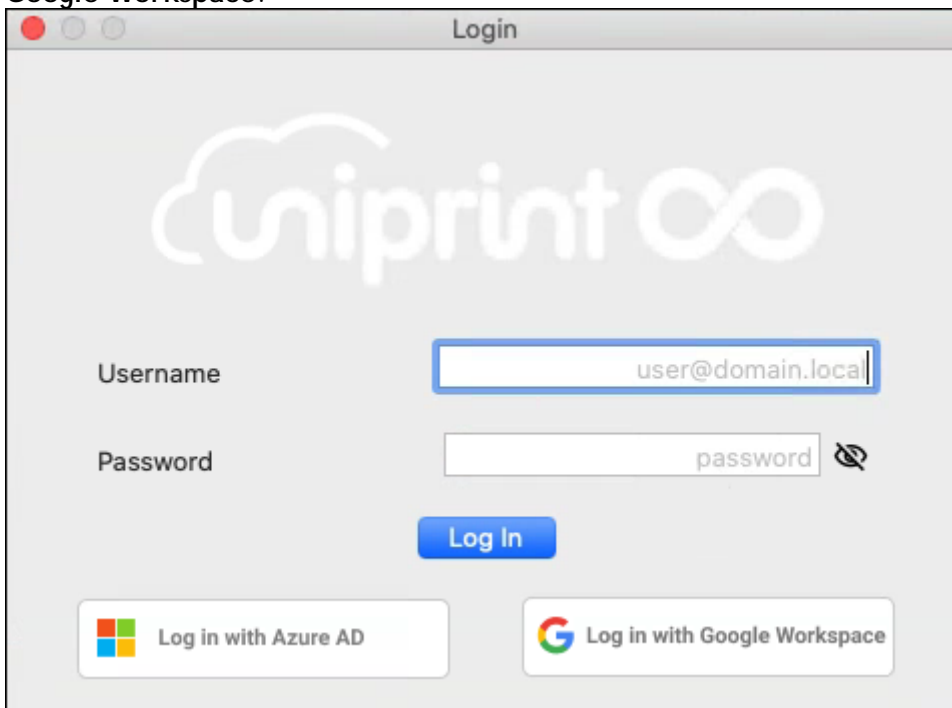
Not only can a SecurePrint print job be released from the Self Serve portal, but the user can also preview the print jobs and delete it.

To release SecurePrint print jobs through the Self Serve portal, do the following:

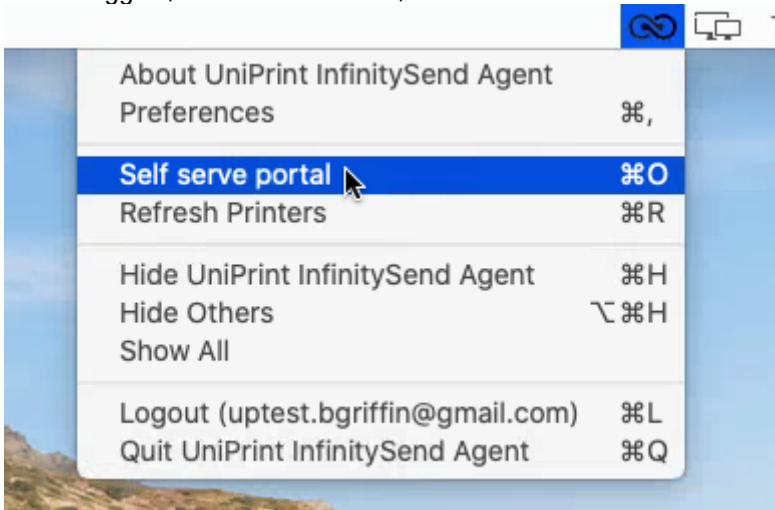
- 1) In the Menu bar, click  . If the user is not logged in, click **Login**.



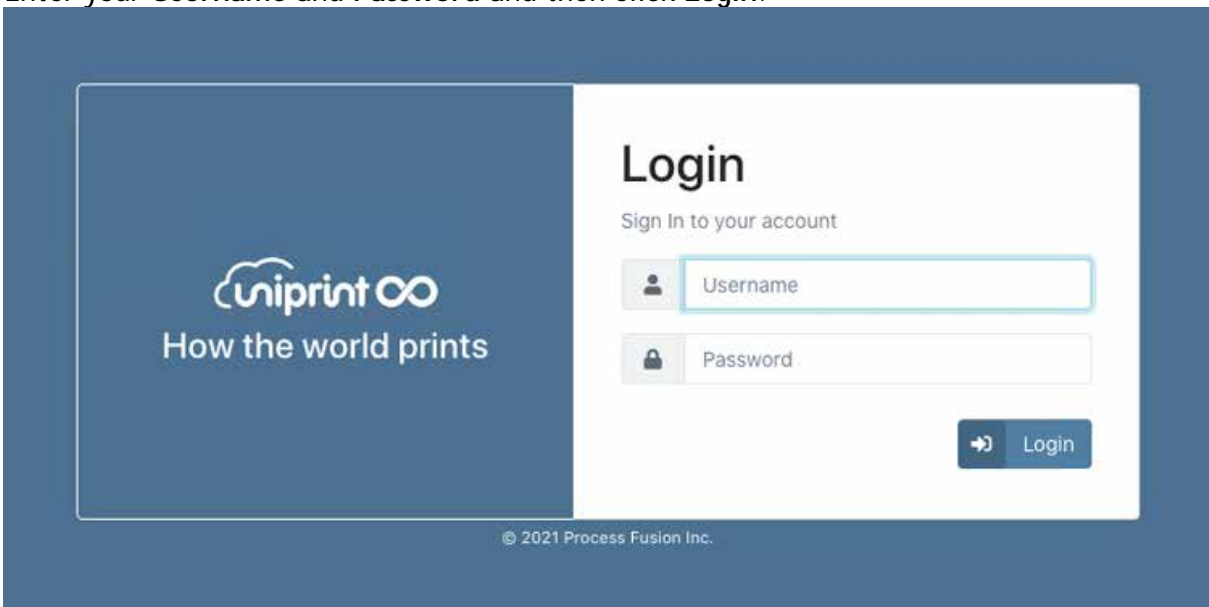
- 2) Enter user credentials and then click either **Login**, **Log in with Azure AD**, or **Log in with Google Workspace**.




3) Once logged, in the Menu bar, click  and then click **Self serve portal**.

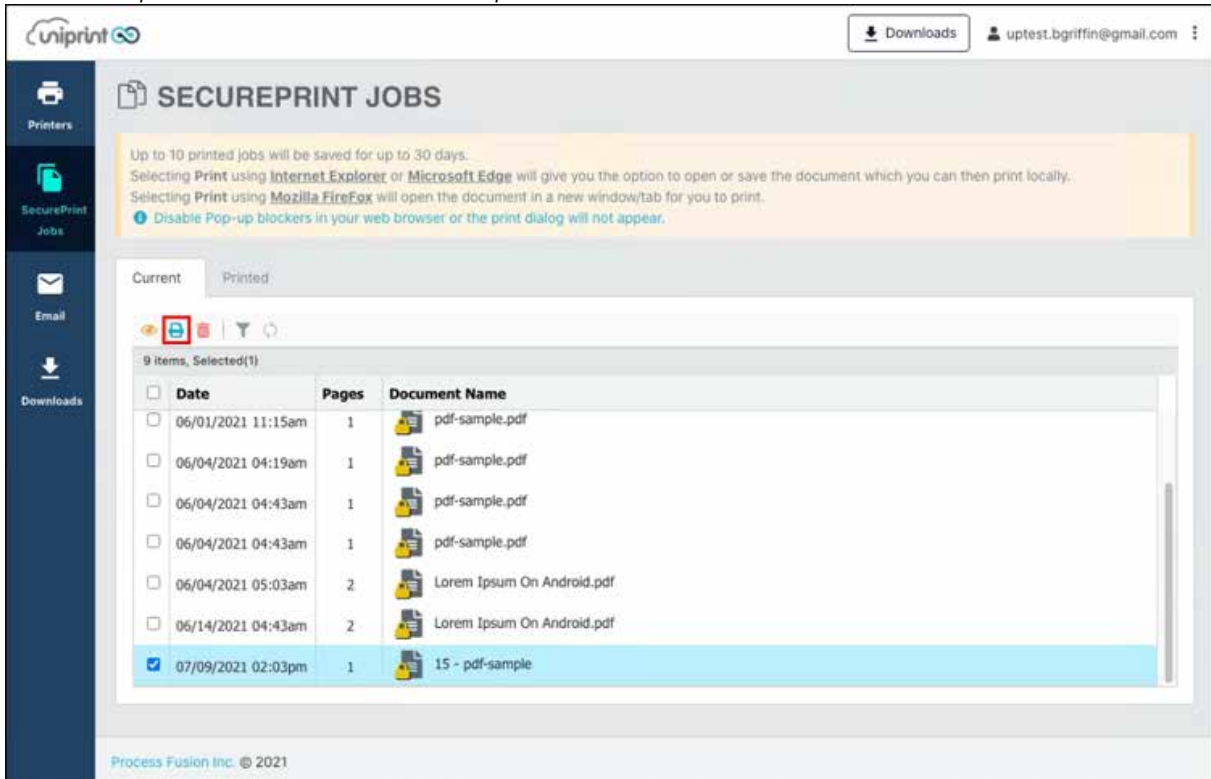


4) Enter your Username and Password and then click **Login**.



5) From the left menu, click **SecurePrint Jobs**.

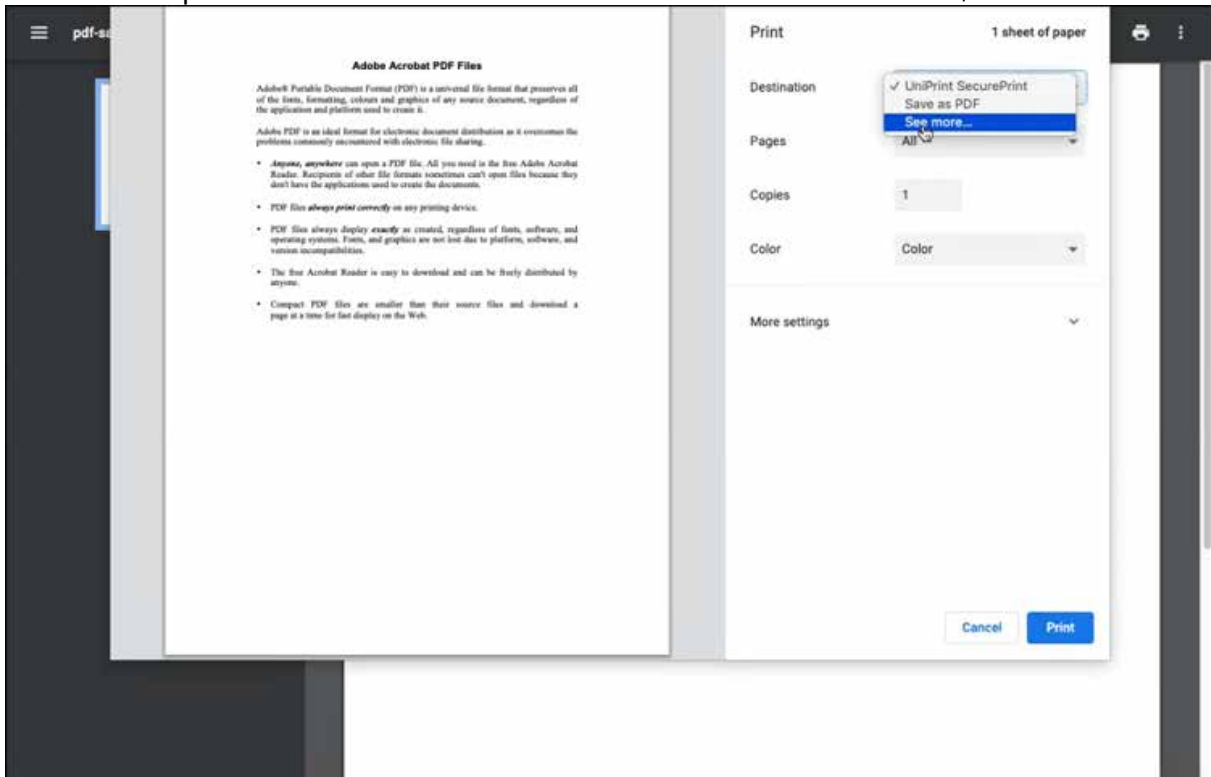
- 6) In the **Current** tab, click to select a document to print and then click . To preview the document, click  and to delete it, click .



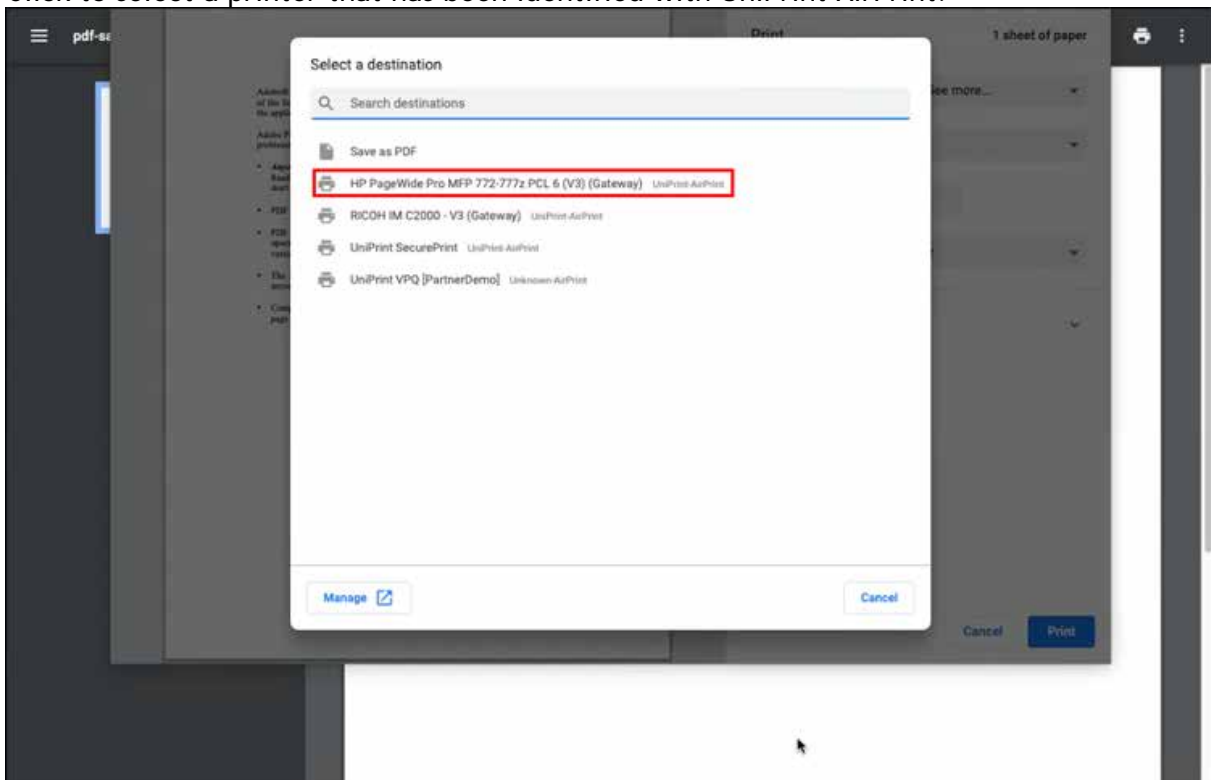
- 7) Enter the SecurePrint password that was used when this document was initially printed to the SecurePrint printer and then click **OK**.



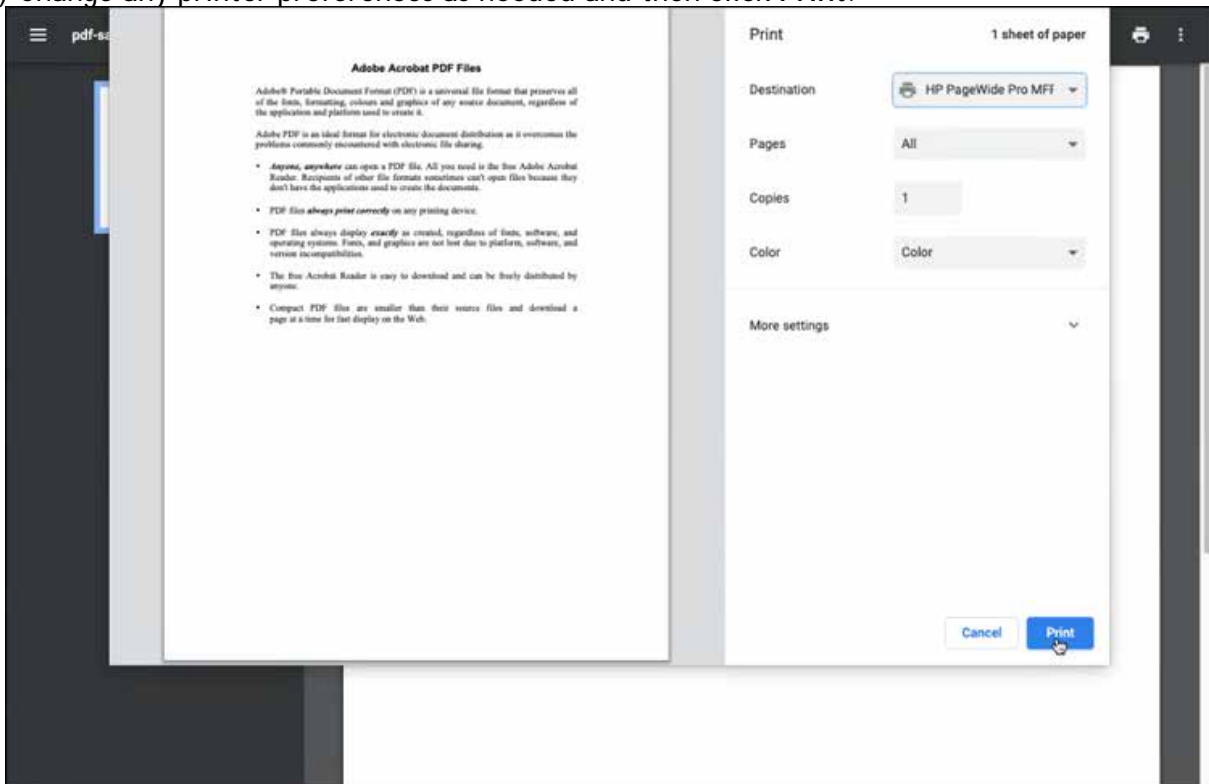
- 8) The default web browser **Print** window will open. The example below is for Chrome. Other web browser print windows will look different. From the Destination list, select **See more**.




- 9) Click to select a printer that has been identified with UniPrint AirPrint.

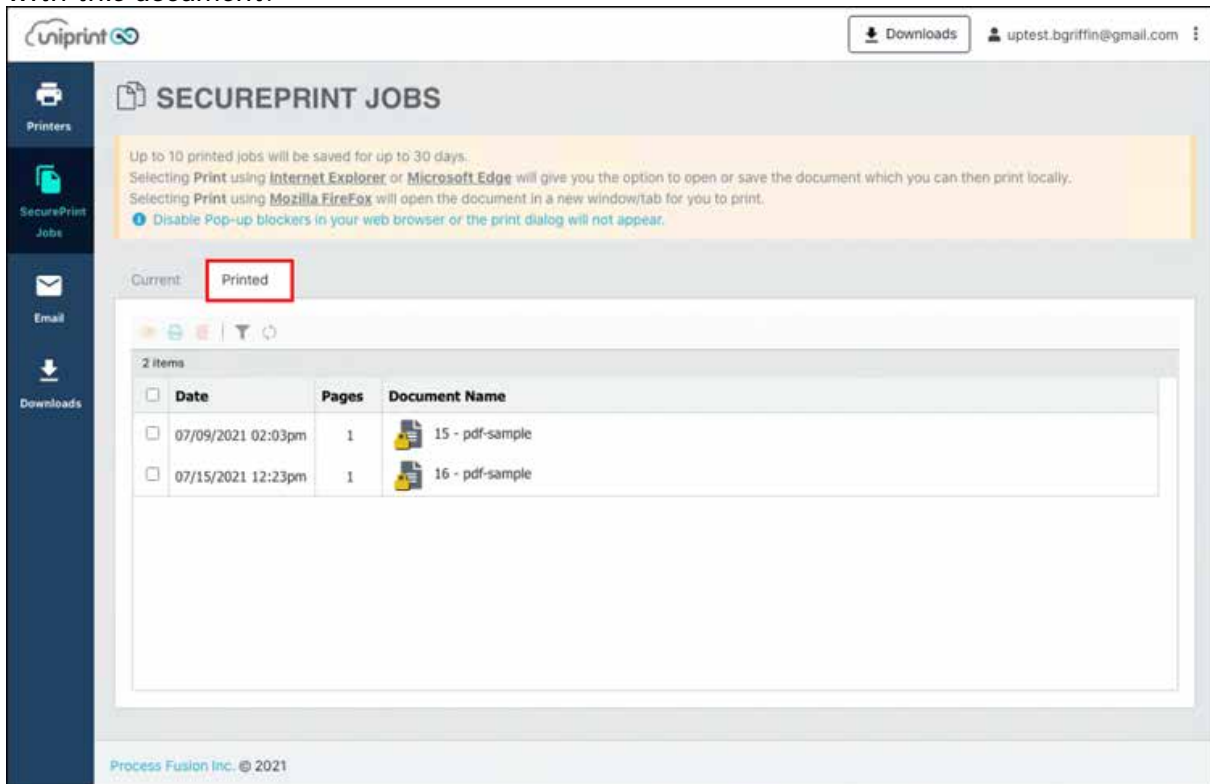


10) Change any printer preferences as needed and then click **Print**.



11) To print the document again, click the **Printed** tab. Click to select the document and then click . **NOTE:** You will need to enter the same SecurePrint password that is associated

*with this document.*



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[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Setting the SecurePrint Password on a Mac](#)

[Adding Additional E-mail Addresses to Email2Print on a Mac](#)


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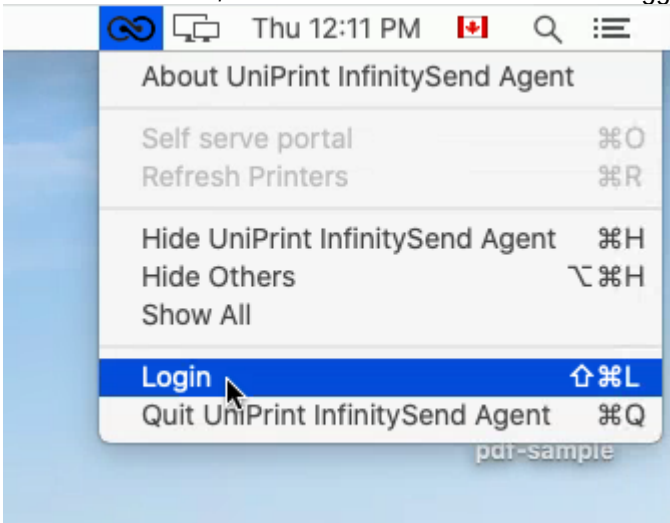
## Adding Additional E-mail Addresses to Email2Print on a Mac

After setting up mailbox settings through the InfinityCloud console, the user can add additional e-mail address to enable UniPrint SecurePrint through their session.

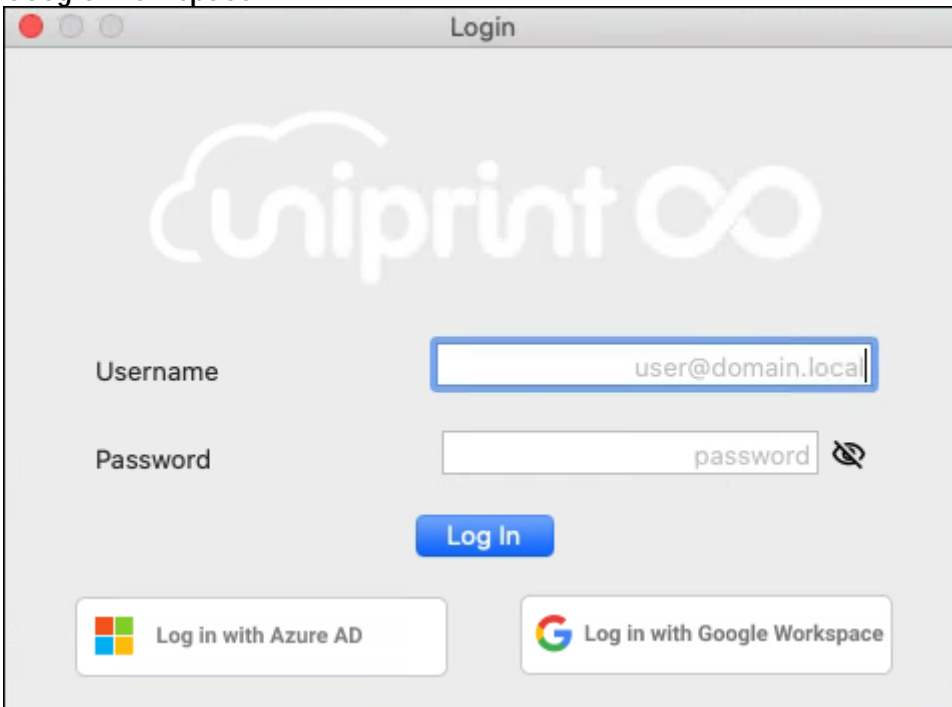
To do this, do the following:

- 1) On the user's Macintosh computer, ensure that the UniPrint InfinitySend Mac Agent has been installed. If not, in a web browser, go to <https://infinitycloud.uniprint.net/> to login and then download and install the InfinitySend Mac Agent. For more information, refer to [Installing the UniPrint InfinitySend Mac Agent](#).

- 2) In the Menu bar, click . If the user is not logged in, click **Login**.

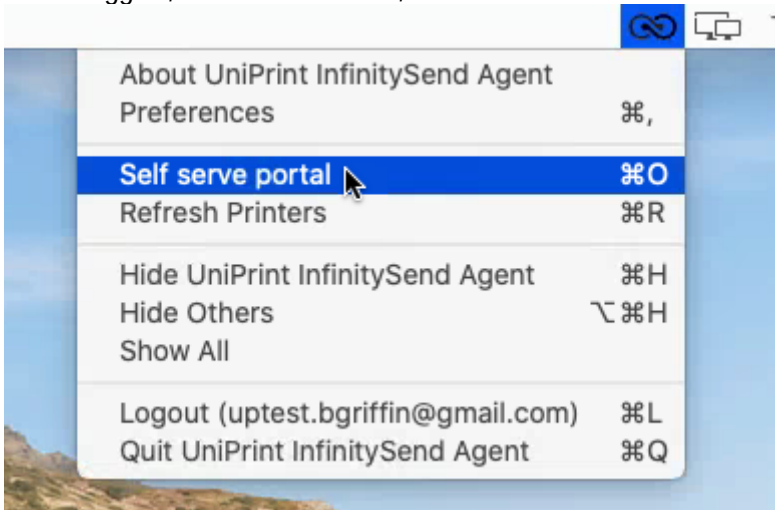


- 3) Enter user credentials and then click either **Login**, **Log in with Azure AD**, or **Log in with Google Workspace**.

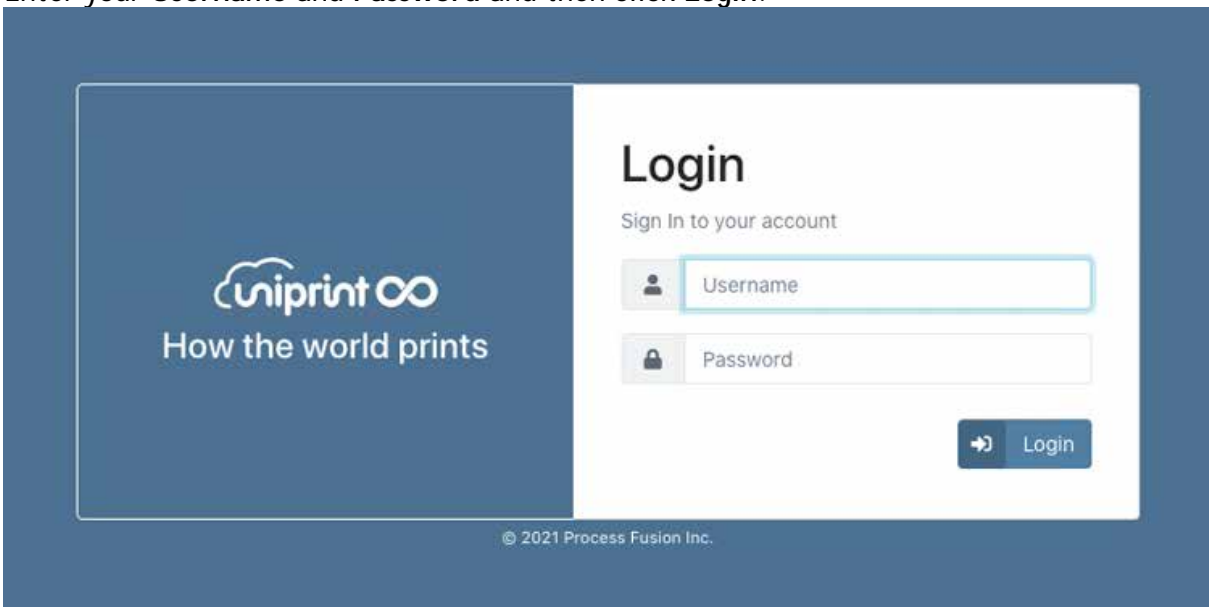





4) Once logged, in the Menu bar, click  and then click **Self serve portal**.

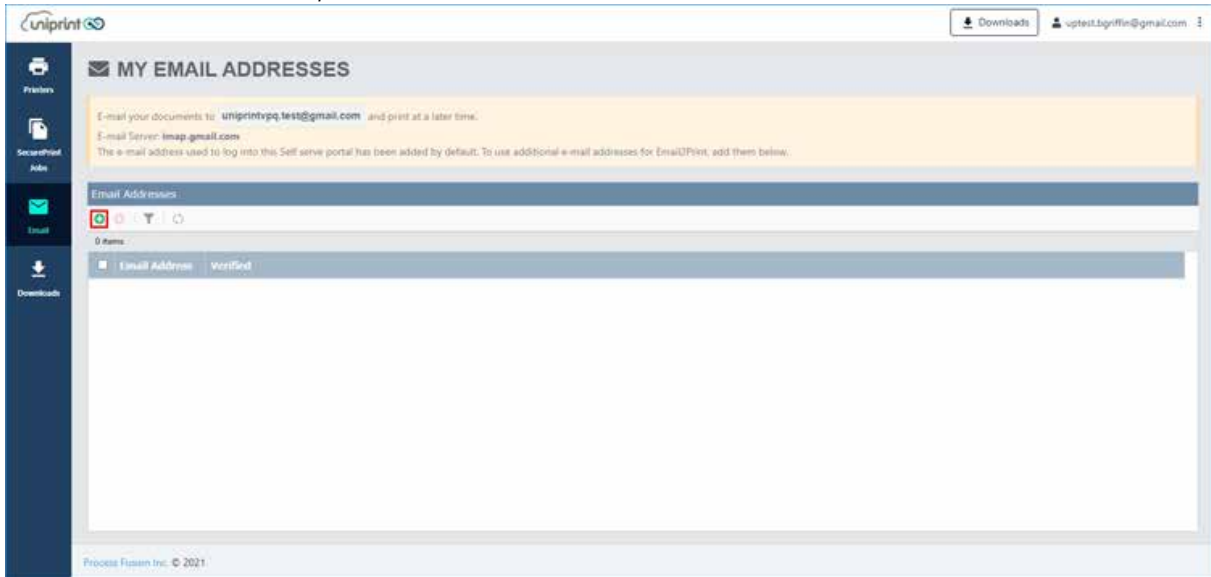


5) Enter your Username and Password and then click **Login**.

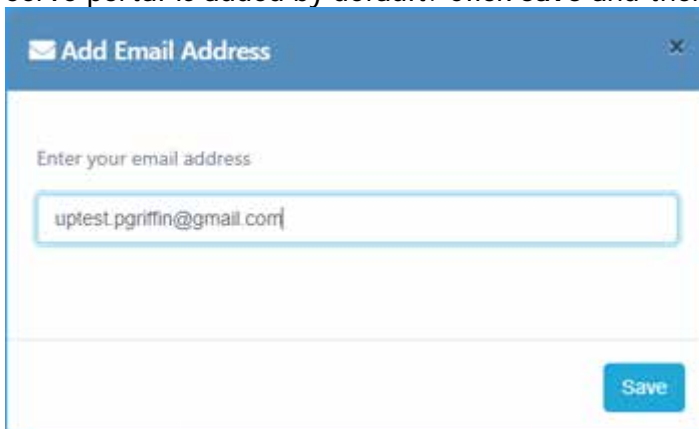


6) From the left menu, click **Email**.

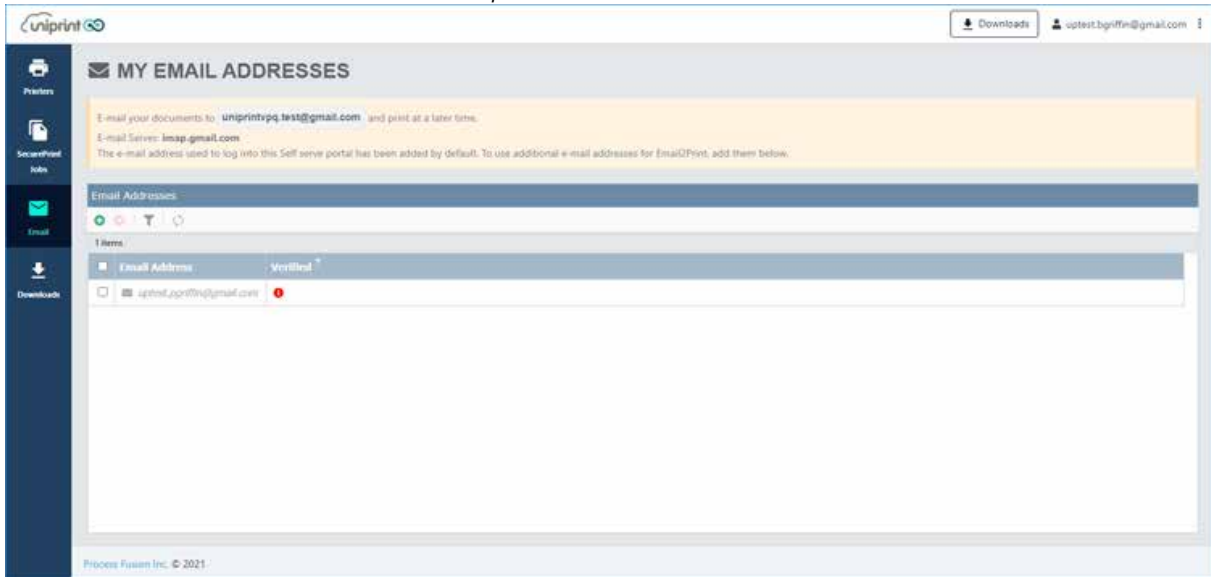
7) Under **Email Addresses**, click .



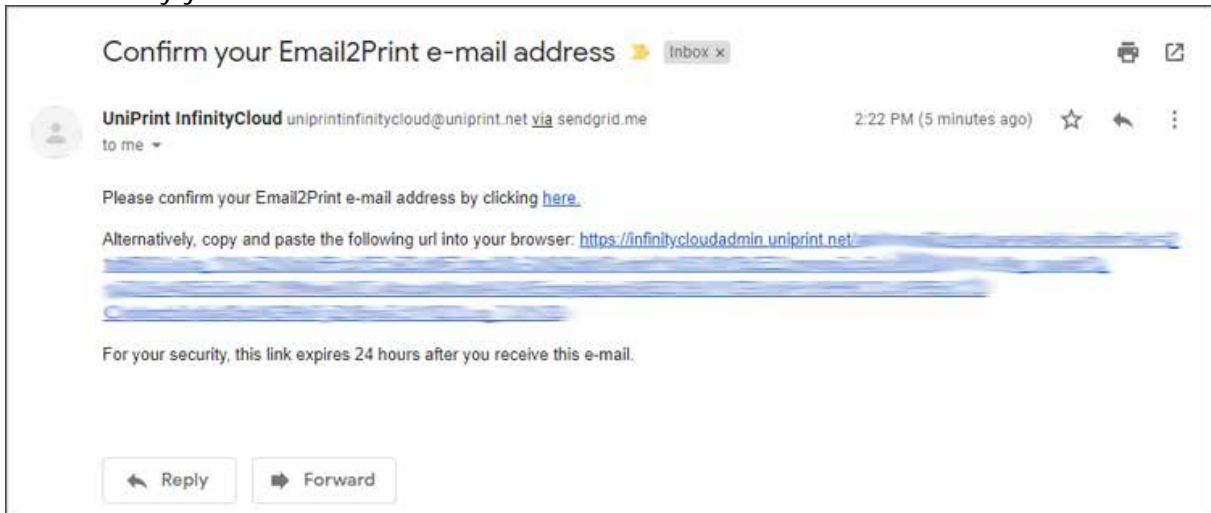
8) Enter an additional e-mail address. The e-mail address that was used to log into the Self Serve portal is added by default. Click **Save** and then click **Close**.



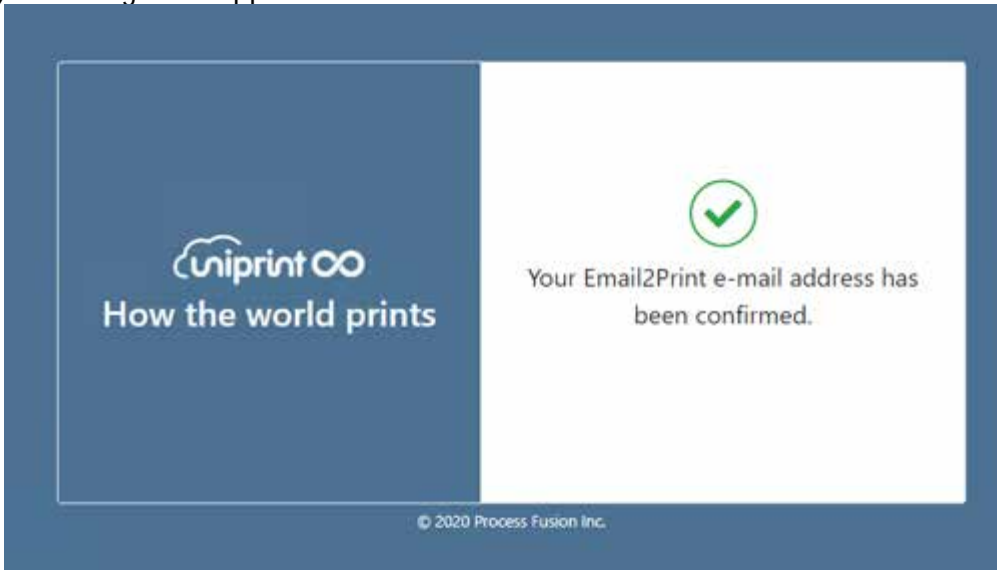
9) The address will be added to the list, but will not be verified.



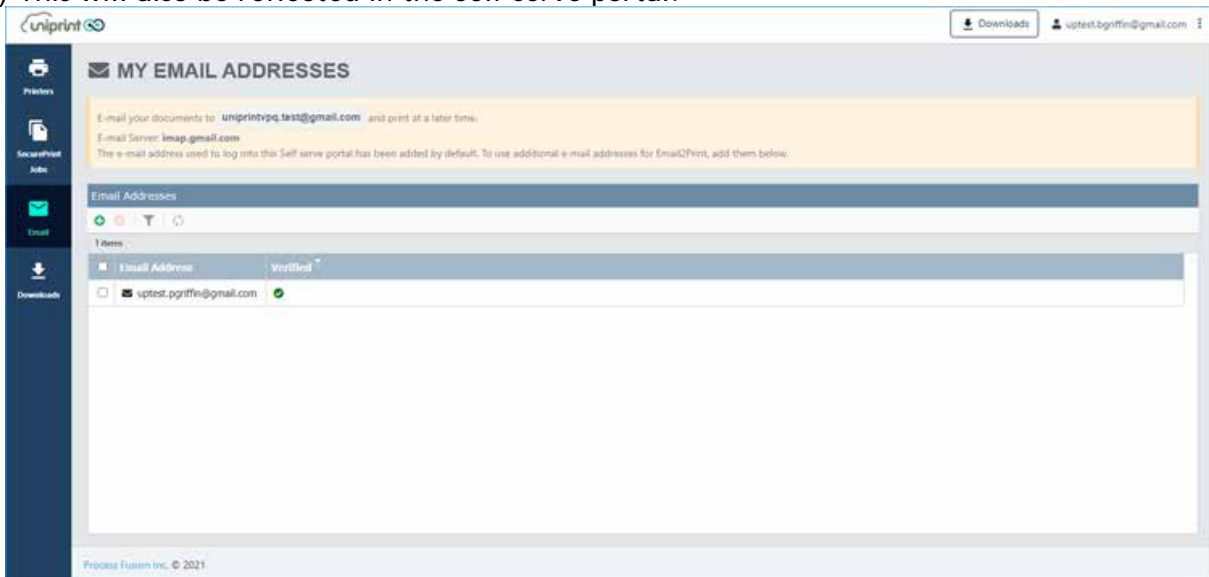
10) An e-mail message will be sent to the entered e-mail address. Open and click the supplied link to verify your e-mail account.



11) A message will appear that the e-mail address has been verified for Email2Print.



12) This will also be reflected in the Self serve portal.



**Related Links:**

[Using the InfinitySend Mac Agent](#)

[Adding Printers Using the Self Serve Portal on a Mac](#)

[Adding Printers Using Maps in the Self Serve Portal on a Mac](#)

[Adding Printers Using IP Address Filtering on a Mac](#)

[Setting a Default Printer in the Self Serve Portal on a Mac](#)

[Setting the SecurePrint Password on a Mac](#)

[Releasing SecurePrint Jobs Using the Self Serve Portal on a Mac](#)





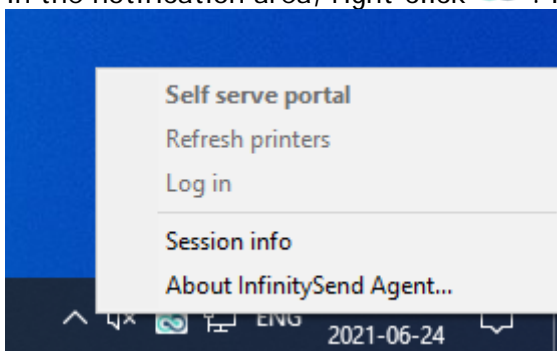
# Printing Through InfinityCloud

## Printing Through UniPrint InfinityCloud

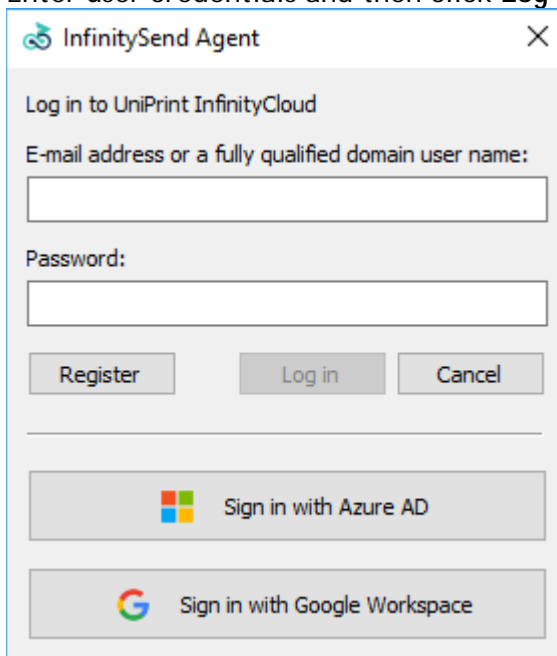
Once configuration has been done. Printers will be automatically added to a user's session and the user should be able to see and use these printers.

To print through the InfinityCloud, do the following:

- 1) In the notification area, right-click . If the user is not logged in, click **Log in**.

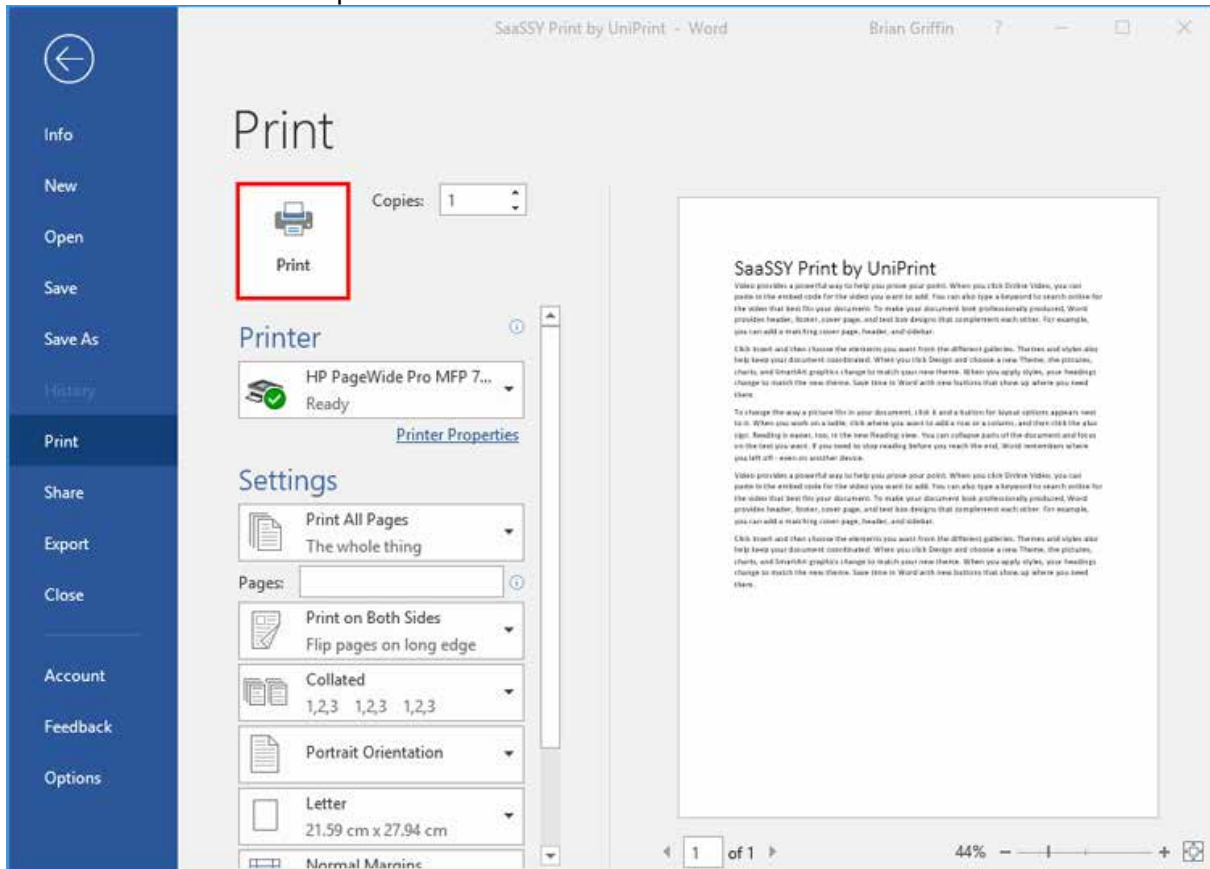


- 2) Enter user credentials and then click **Log in**.



- 3) Open an application from which to print, for example, Microsoft Word.
- 4) From the **File** menu, click **Print**.

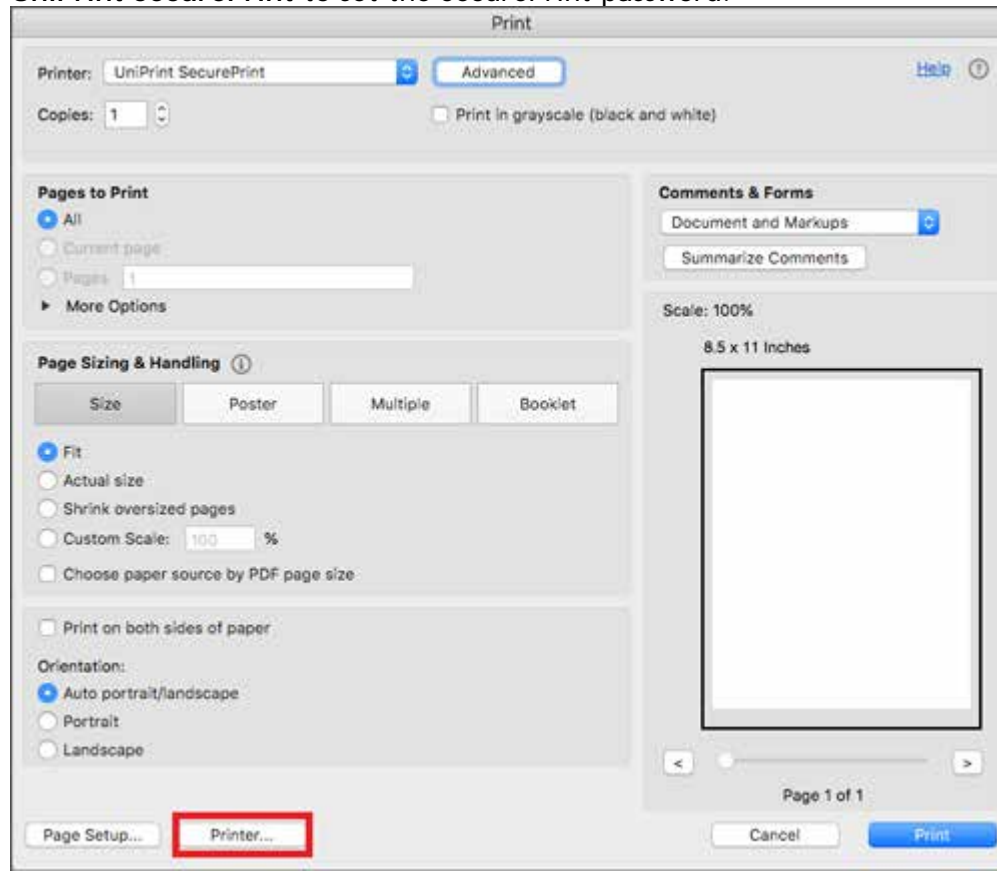
- From the **Printer** list, select a printer and then click **Print**. The print job will be processed and sent to the selected printer.



**NOTE:** When printing a PDF from a Macintosh computer through Adobe Reader, click the **Printer** button to use the native printer dialog. Use the **Printer** button when printing to



UniPrint SecurePrint to set the SecurePrint password.



**Related Links:**

[SecurePrint Printing Through UniPrint InfinityCloud](#)

[Releasing a SecurePrint Print Job With the Release Station](#)

[Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android](#)

[Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS](#)

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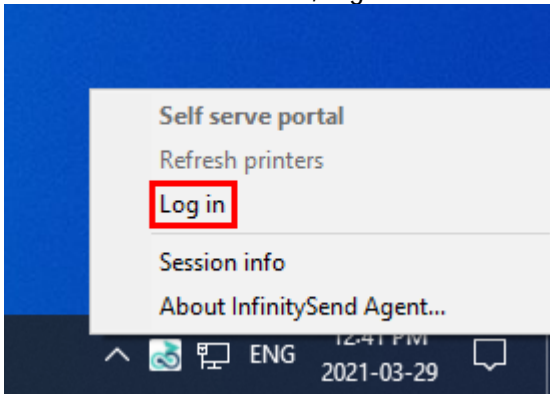
## SecurePrint Printing Through UniPrint InfinityCloud

If secure printing is required in your organization, SecurePrint maybe the answer. With SecurePrint, print jobs are not released to the physical printer until the user who initiated printing, authenticates at a release station first. This prevents print jobs from being accidently viewed or taken from the printer before the initiating user can retrieve it.

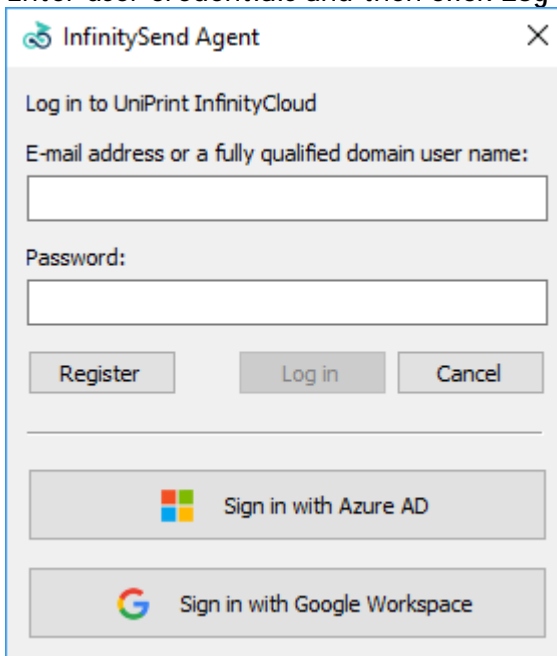
To utilize SecurePrint, the Render Station and the InfinityCloud Tools must be installed.

To print through SecurePrint, do the following:

- 1) In the notification area, right-click  . If the user is not logged in, click **Log in**.

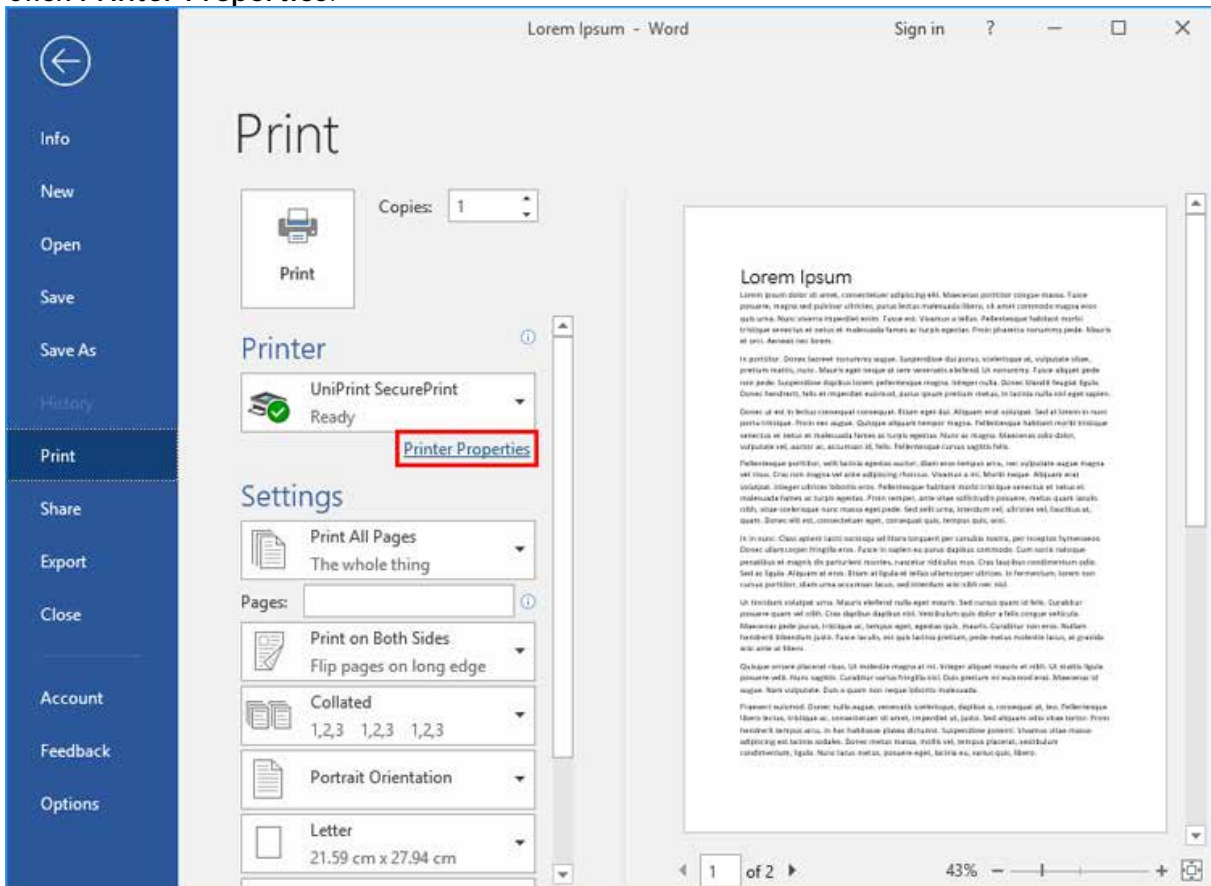


- 2) Enter user credentials and then click **Log in**.

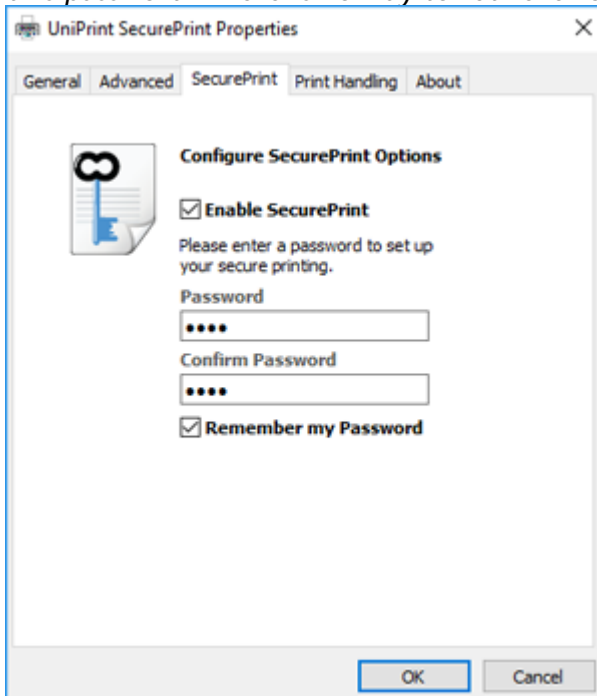


- 3) Open an application from which to print, for example, Microsoft Word.
- 4) From the **File** menu, click **Print**.
- 5) From the **Printer** list, select **UniPrint SecurePrint**.

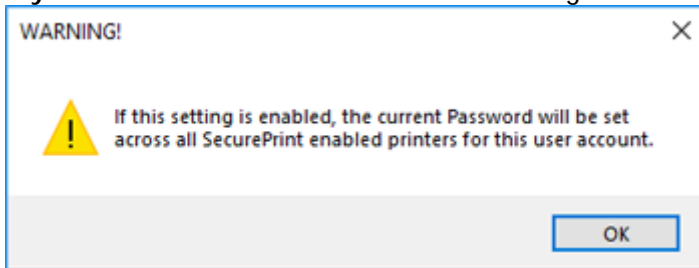
6) Click Printer Properties.



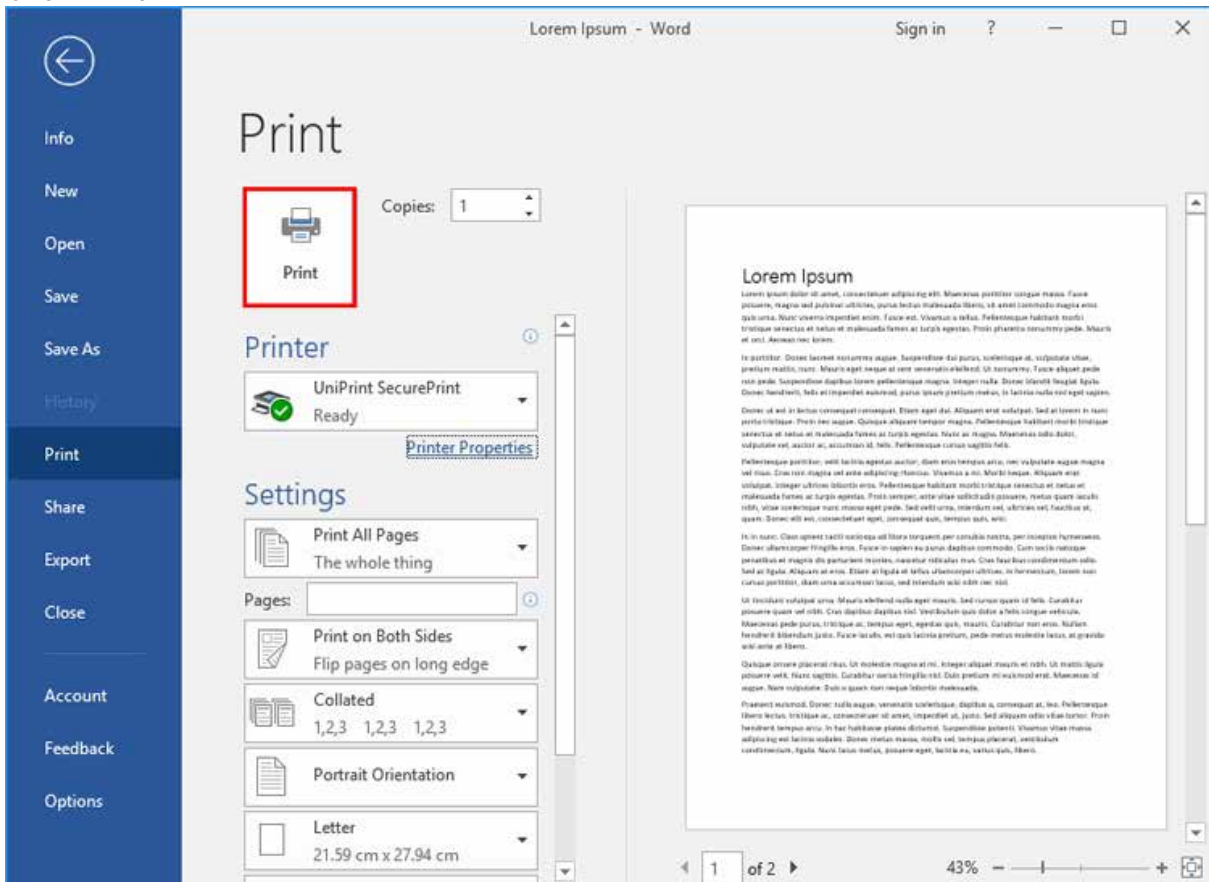
7) Click the SecurePrint tab. Enter a SecurePrint password twice. **Warning: Do not forget this password. There is no way to retrieve forgotten passwords.**



- 8) To use the same SecurePrint password for all print jobs going forward, select **Remember my Password**. Click **OK** to clear the message. Click **OK** again.



- 9) Click **Print**.



- 10) The print job will be stored until it is released by the user through the Release Station or through the UniPrint Cloud Vault.

Related Links:

[Printing Through UniPrint InfinityCloud](#)

[Releasing a SecurePrint Print Job With The Release Station](#)

[Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android](#)

[Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS](#)

## SecurePrint Printing Using the UniPrint InfinityCloud Print Service For Android


Pull printing through InfinityCloud for Android users is simple and user-friendly with the InfinityCloud Print Service. The installed InfinityCloud Print Service makes the UniPrint SecurePrint printer available to the user.

To print using the UniPrint InfinityCloud Print Service on an Android device, do the following:

- 1) Open a document to be printed and then tap the **Menu Overflow** button (three vertical dots).



- 2) Tap **Print**.

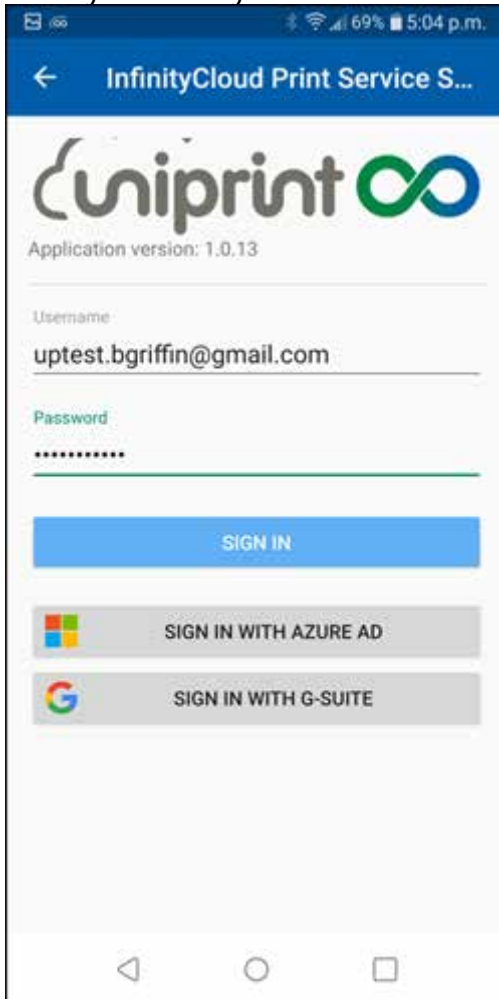
3) The InfinityCloud Print Service will launch. Tap  in the upper left corner.



4) Tap the InfinityCloud notification to login.

## UniPrint InfinityCloud Guide

5) Enter your InfinityCloud credentials and then tap **SIGN IN**.



6) From the Printer list, tap **UniPrint SecurePrint**.



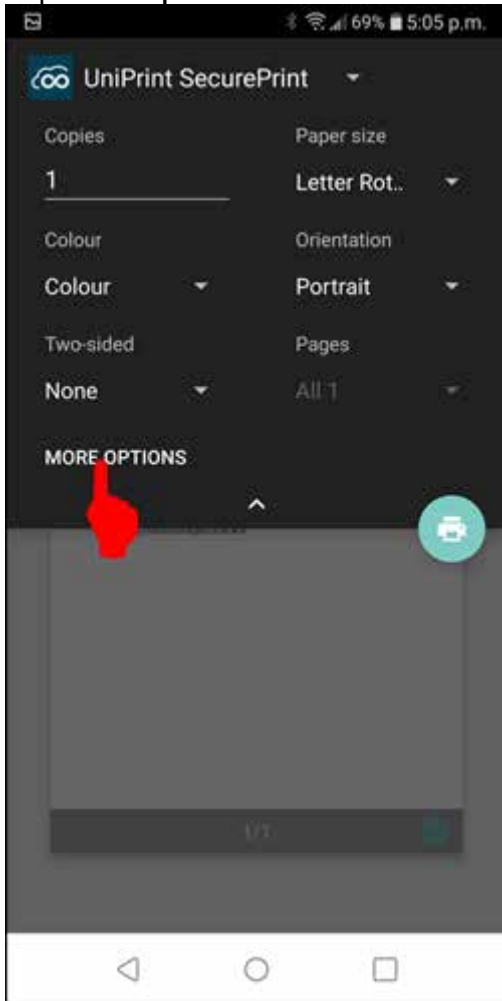


# UniPrint InfinityCloud Guide

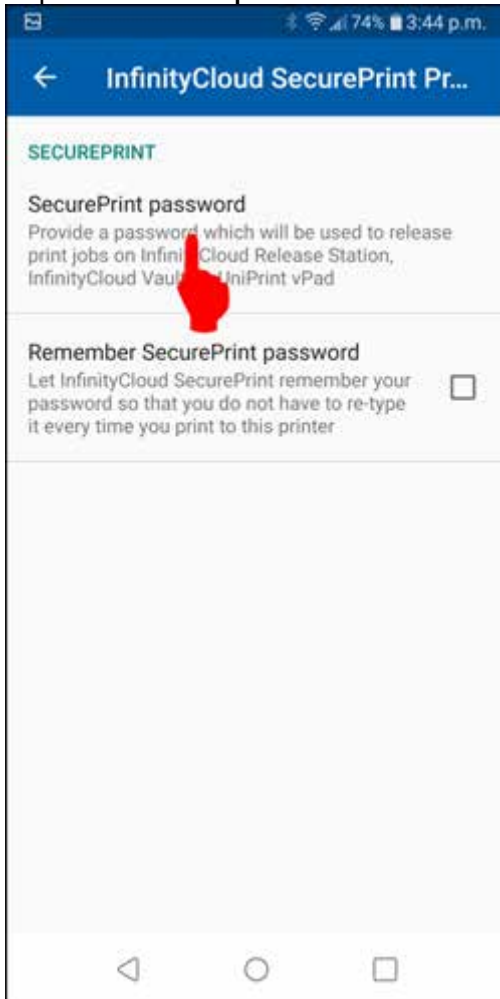
7) Tap to expand printer options.



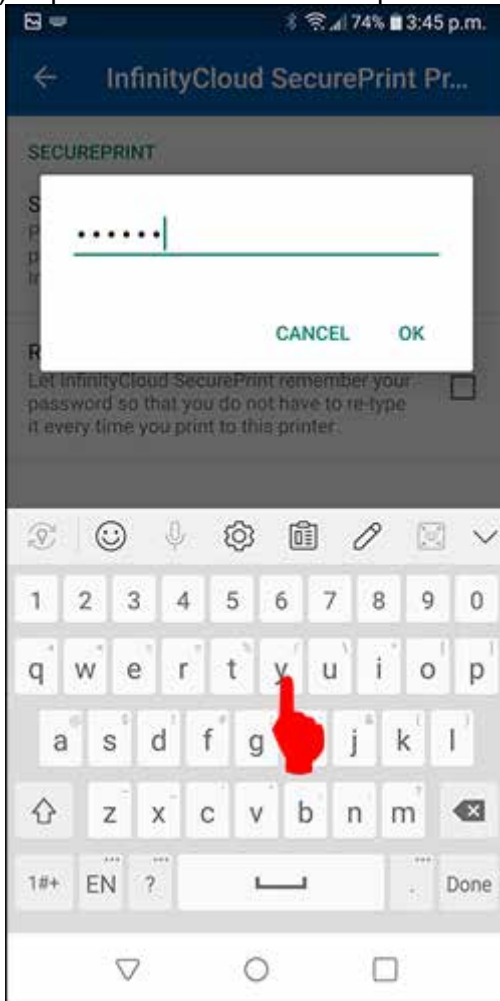
8) Tap More Options.



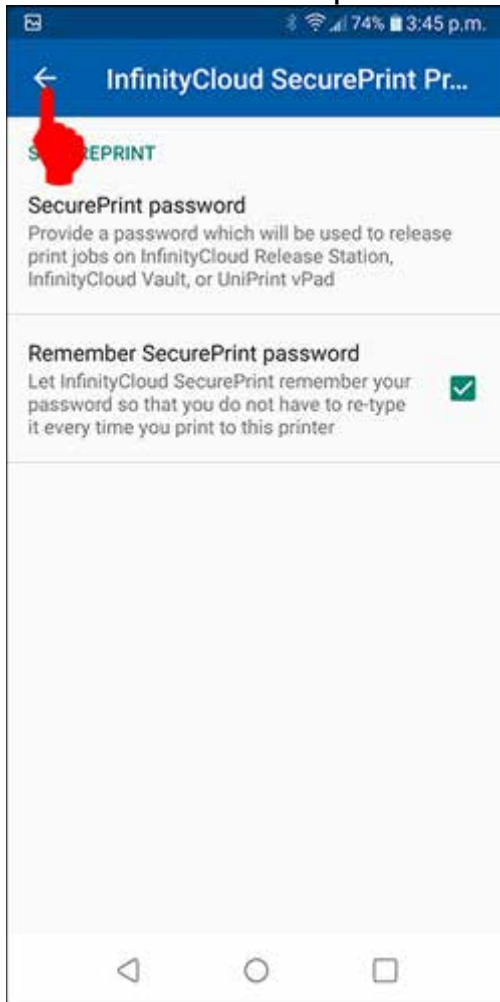
9) Tap SecurePrint password.



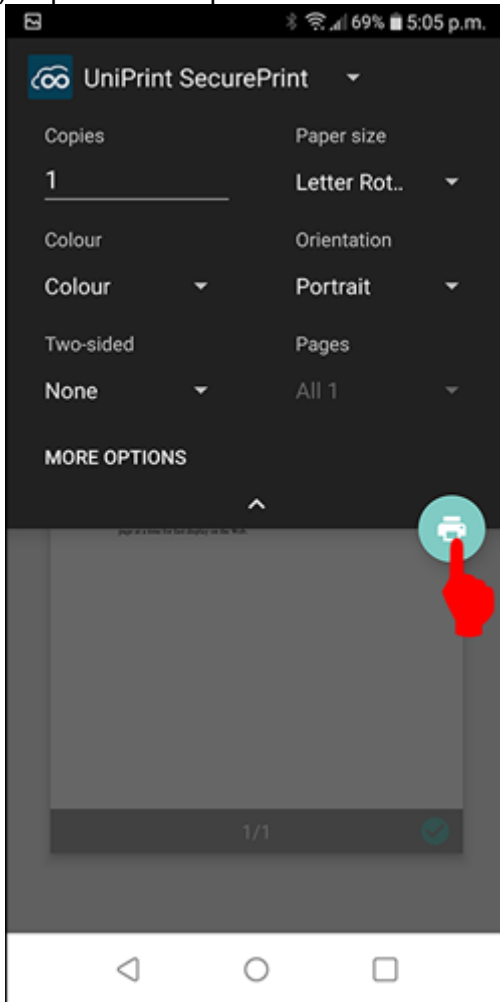
10) Tap to enter a SecurePrint password and then tap OK.



- 11) To remember and apply this password to all print jobs going forward, tap to select **Remember SecurePrint password**. Tap the **Back** button.

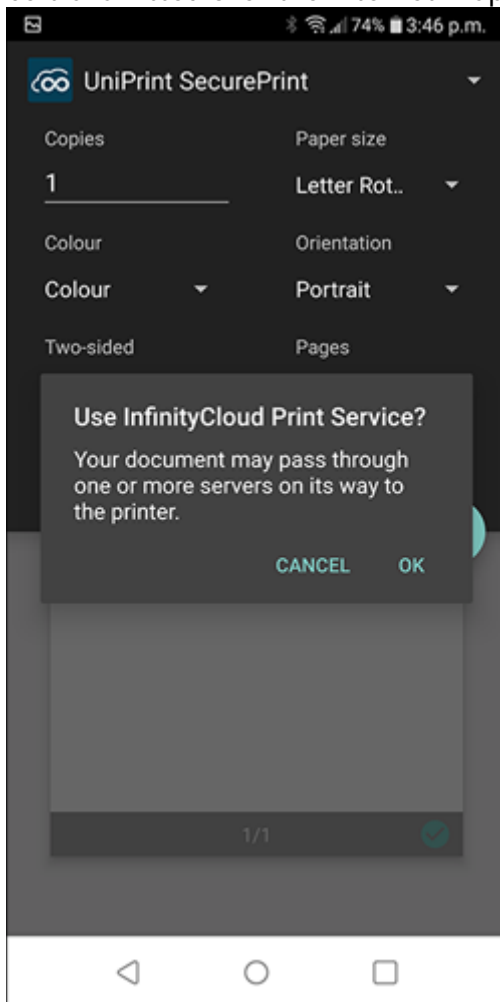


12) Tap  to print.

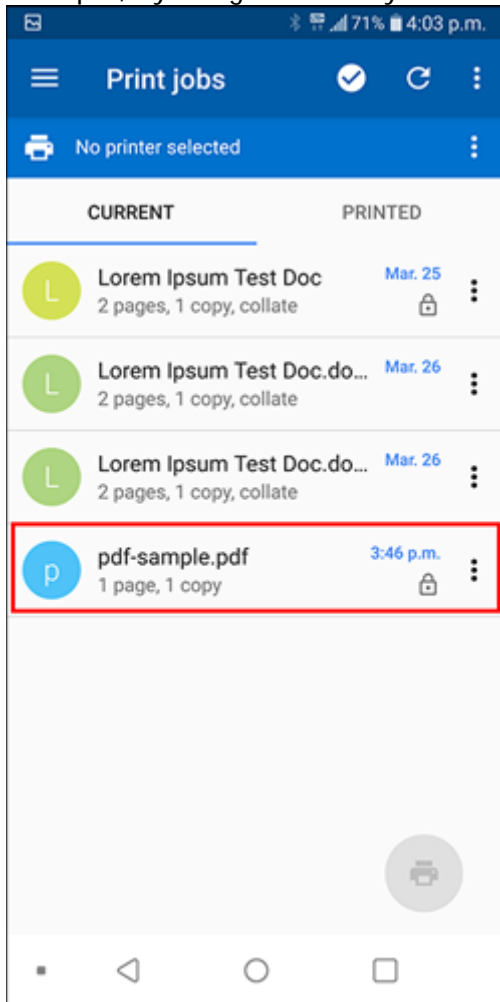


## UniPrint InfinityCloud Guide

- 13) The first time you print, a message will appear letting you know that your print job will be transmitted over the Internet. Tap **OK** to clear the message.



14) The print job will now be available to be released and printed at a physical printer, for example, by using the InfinityCloud Vault Android app.



Related Links:

[Installing UniPrint InfinityCloud Print Service for Android](#)

[Releasing a SecurePrint Print Job With the Release Station](#)

[Releasing a SecurePrint Print Job With the InfinityCloud Vault](#)

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## SecurePrint Printing Using UniPrint InfinityCloud For Chromebooks

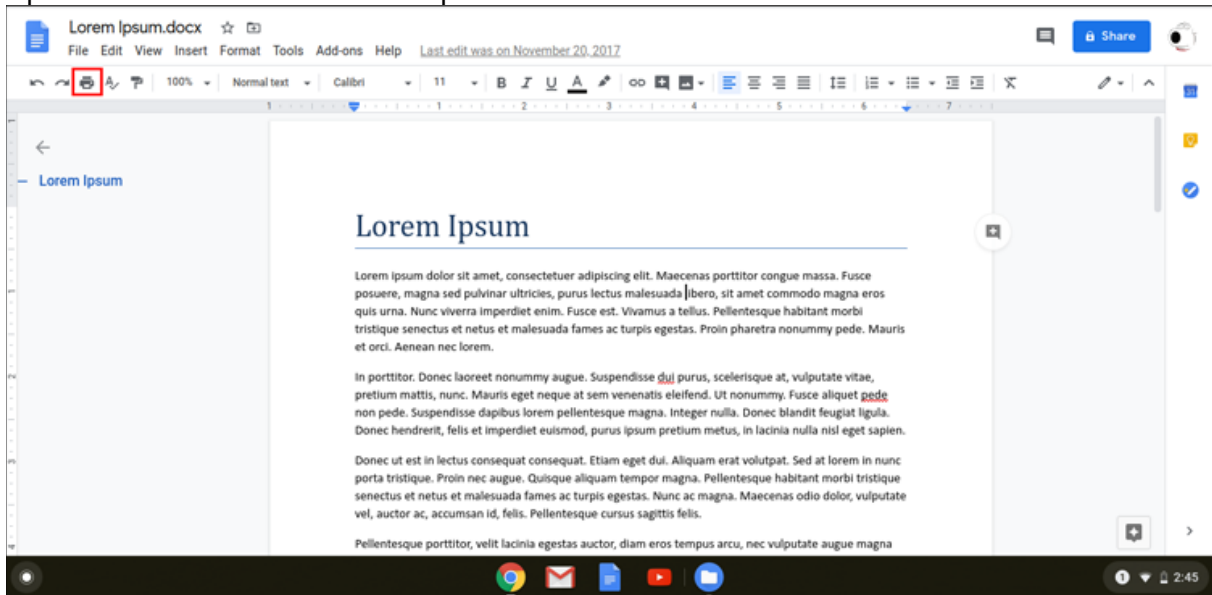
Printing securely through InfinityCloud for Chromebooks is done using the InfinityCloud extension. The InfinityCloud extension makes the UniPrint SecurePrint printer available to users.



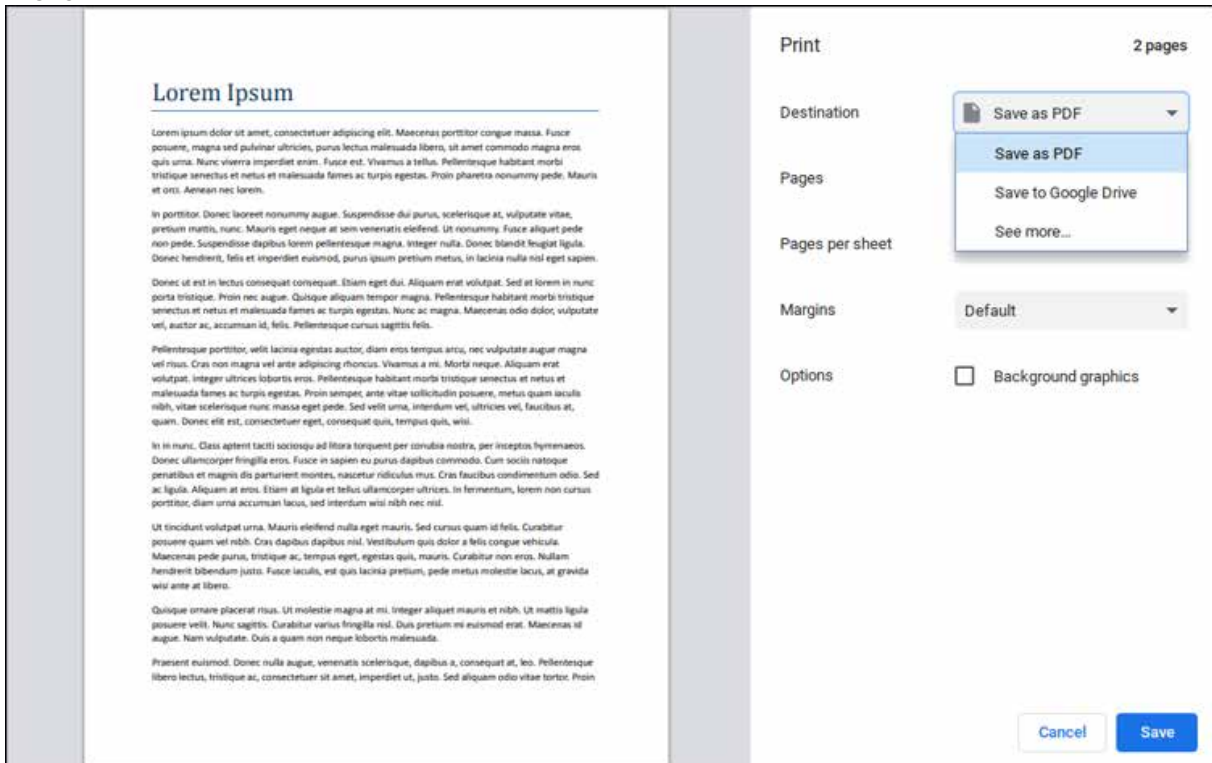
## UniPrint InfinityCloud Guide

To print from a Chromebook, do the following:

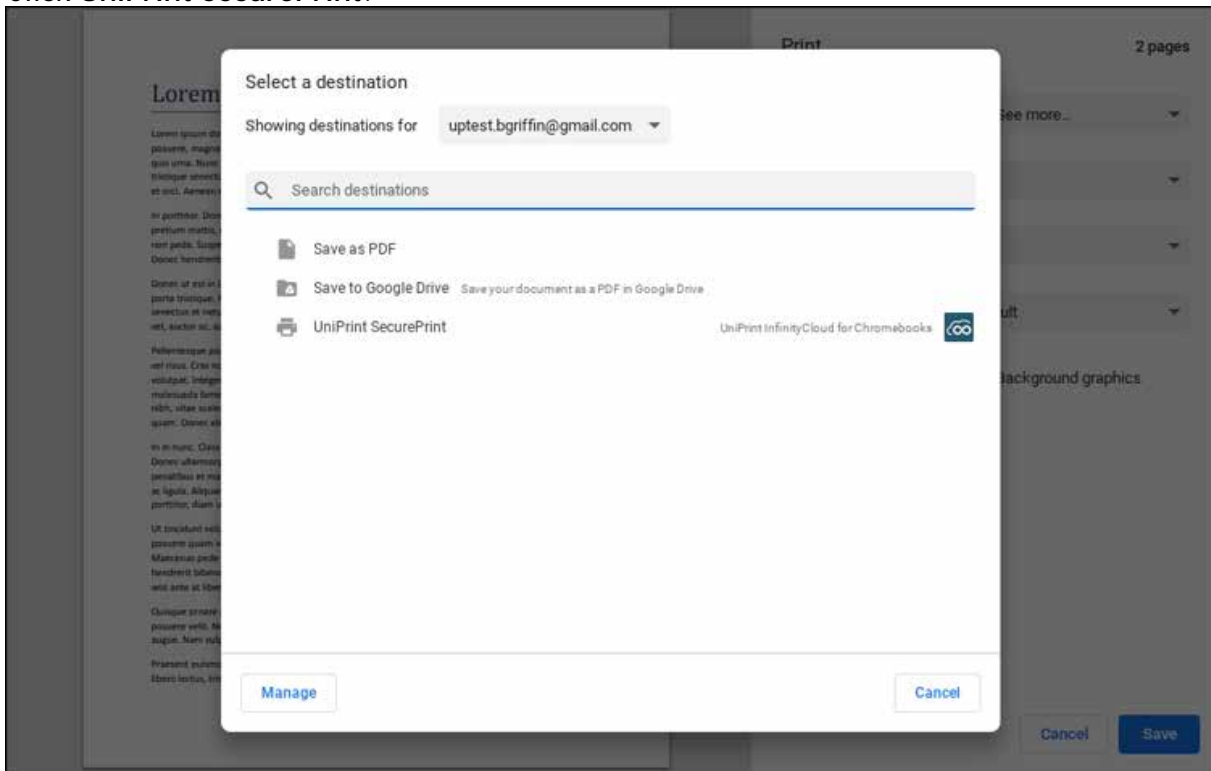
- 1) Open a document from which to print and then click .



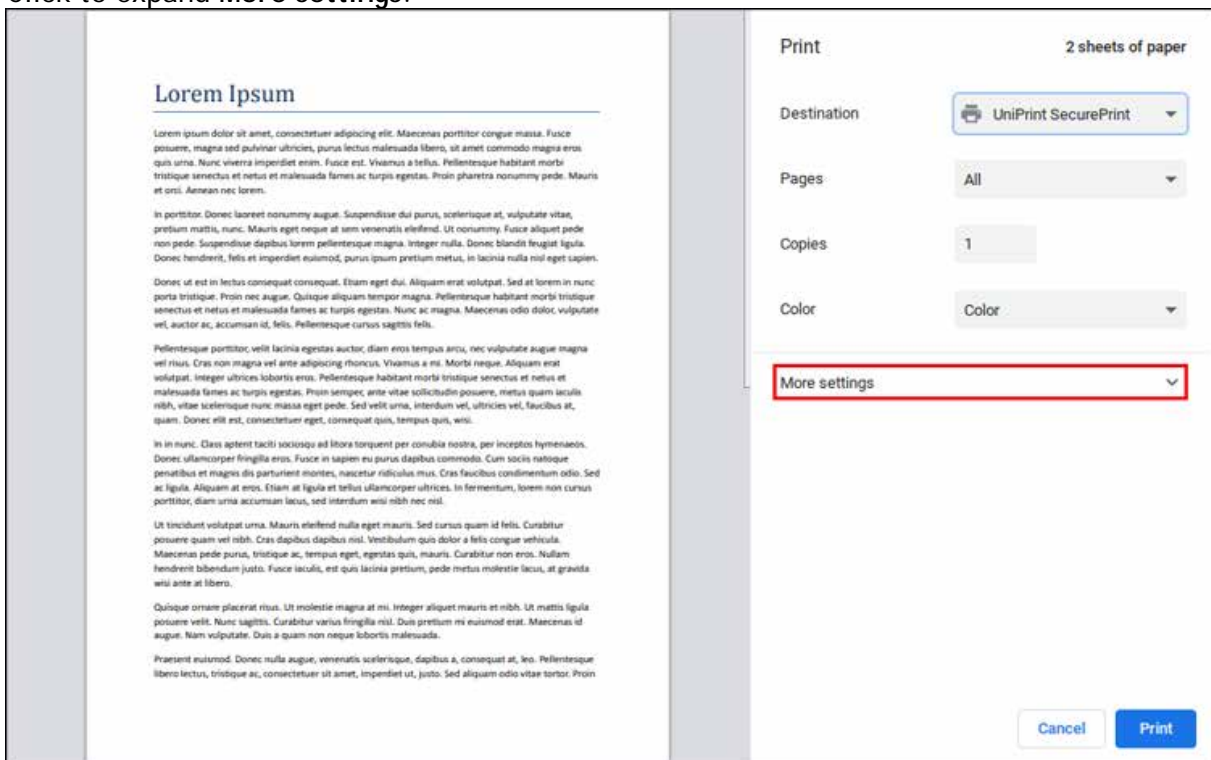
- 2) From the Destination list, if the UniPrint SecurePrint printer is not on the list, click See more.



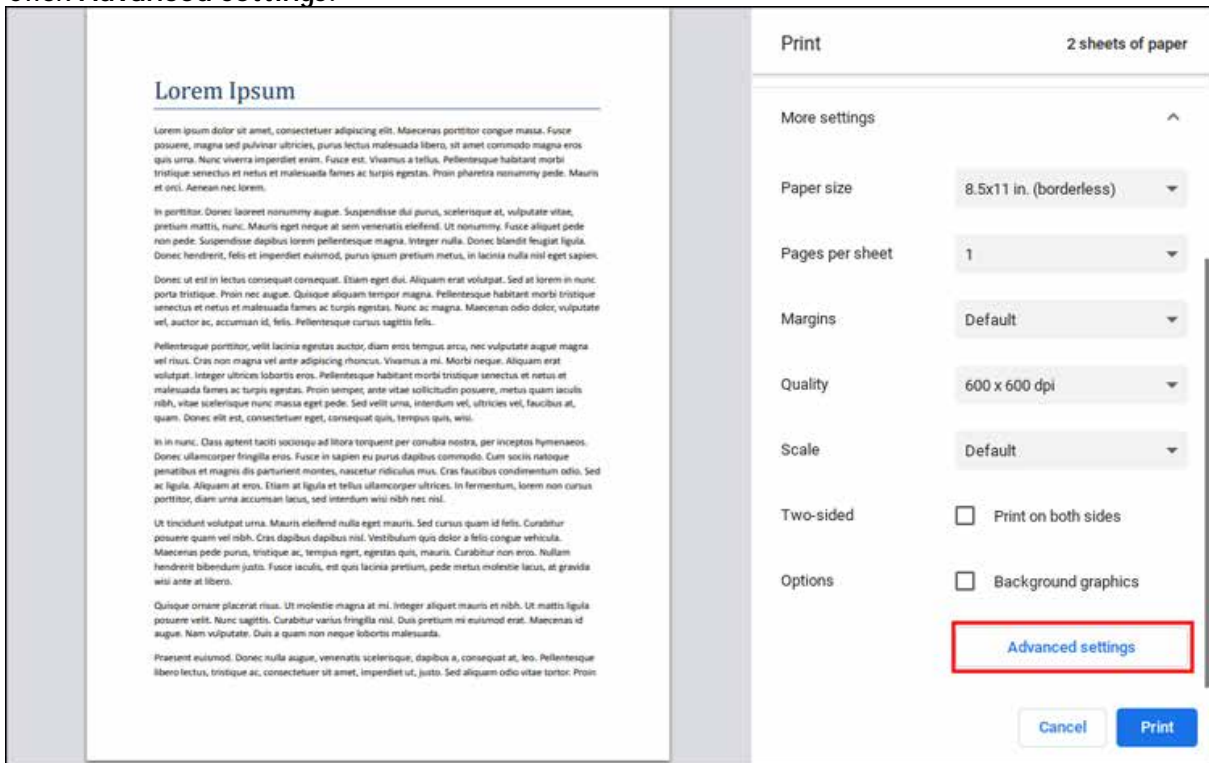
3) Click UniPrint SecurePrint.



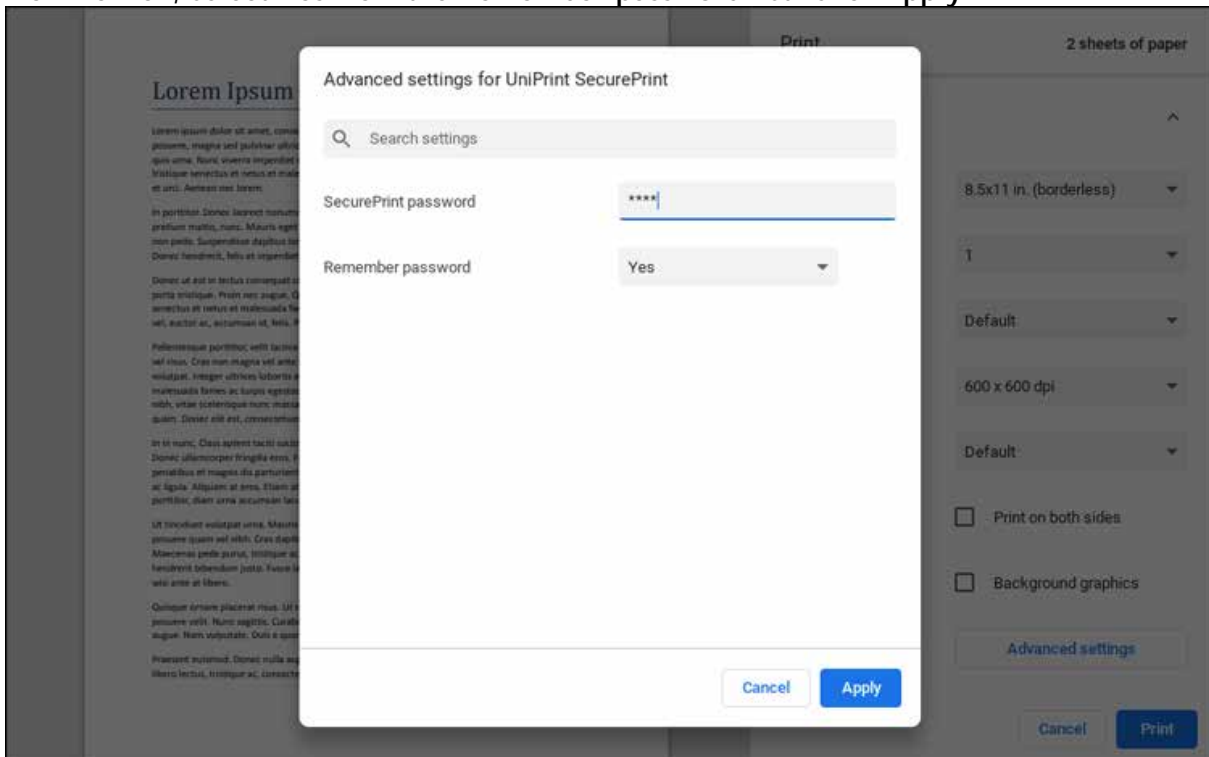
4) Click to expand More settings.



5) Click **Advanced settings**.



6) Enter a **SecurePrint** password and if you want to apply this password to all documents from now on, select **Yes** from the **Remember password** list. Click **Apply**.



7) Click **Print**.

8) The print job can now be released using the Release Station or the InfinityCloud Vault.

Related Links:

[Installing UniPrint InfinityCloud For Chromebooks](#)

[Releasing a SecurePrint Print Job With the Release Station](#)

[Releasing a SecurePrint Print Job With the UniPrint InfinityCloud Vault For Android](#)

[Releasing a SecurePrint Print Job With the UniPrint InfinityCloud Vault for iOS](#)

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## SecurePrint Printing Using InfinityCloud Share For iOS

InfinityCloud Share is an iOS share extension that enables the user to print to the UniPrint SecurePrint printer for secure pull-printing.

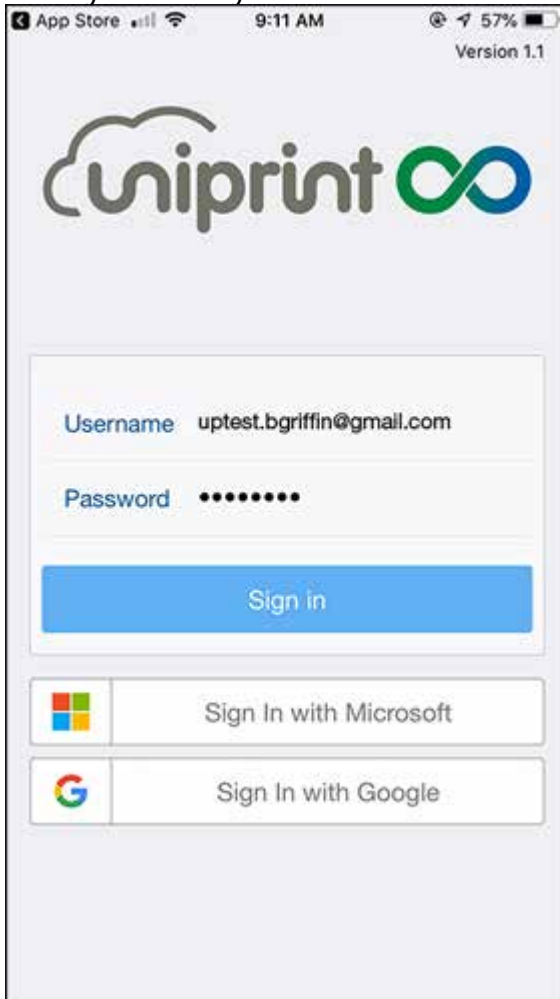
To print using InfinityCloud Share on an iOS device, do the following:

## UniPrint InfinityCloud Guide

1) On an iOS device, tap **InfinityCloud Share**.



2) Enter your InfinityCloud credentials and then tap **Sign in**.

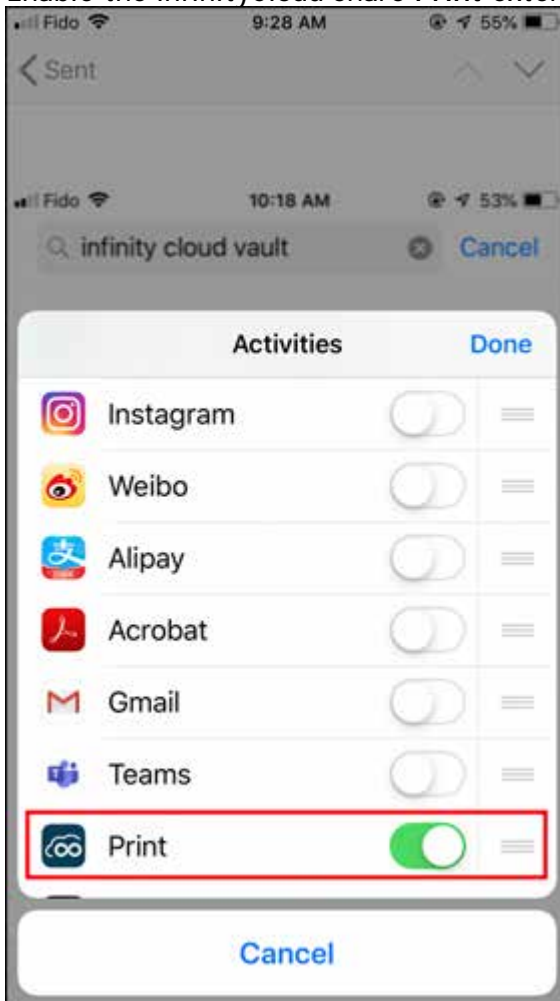


## UniPrint InfinityCloud Guide

3) Exit the Apps Store.

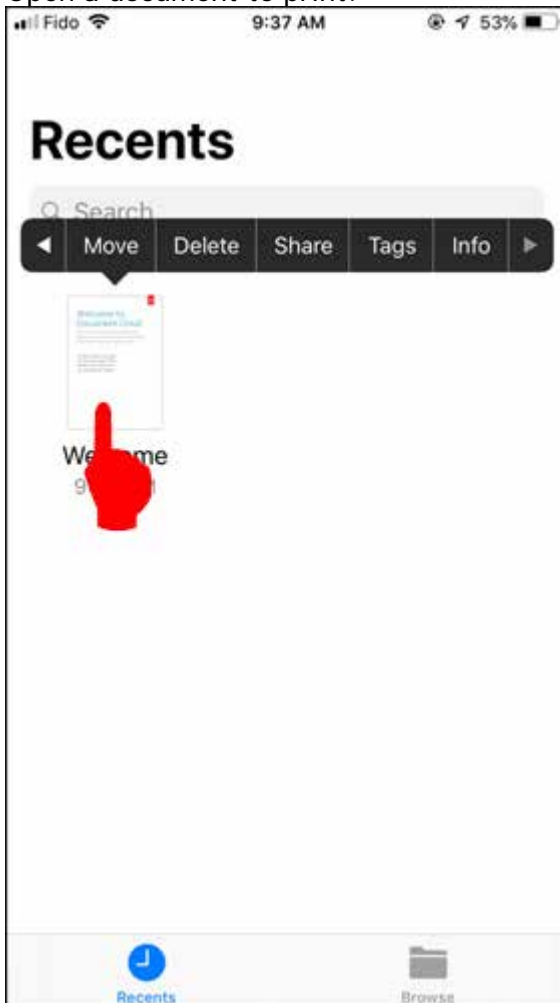


- 4) Enable the InfinityCloud Share **Print** extension and then tap **Done**.

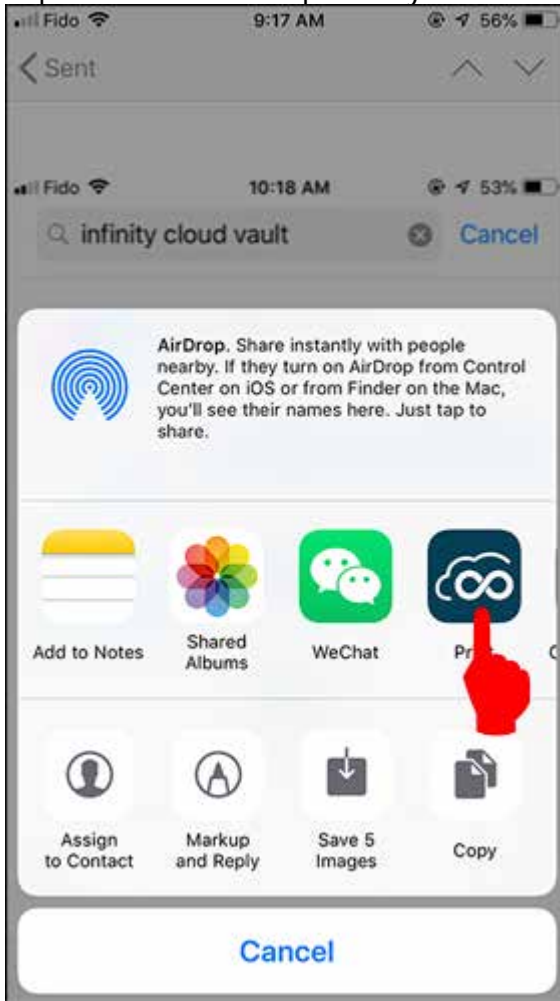




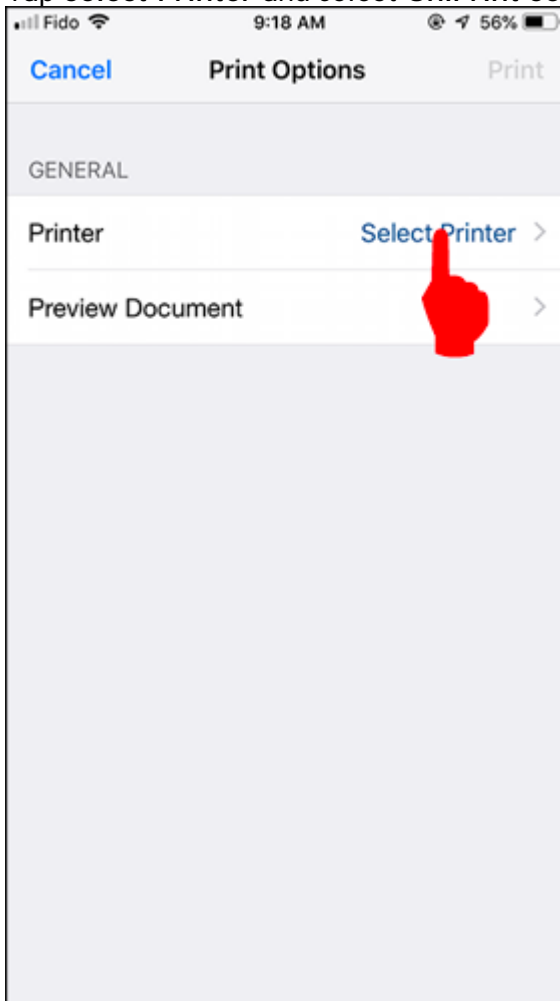
5) Open a document to print.



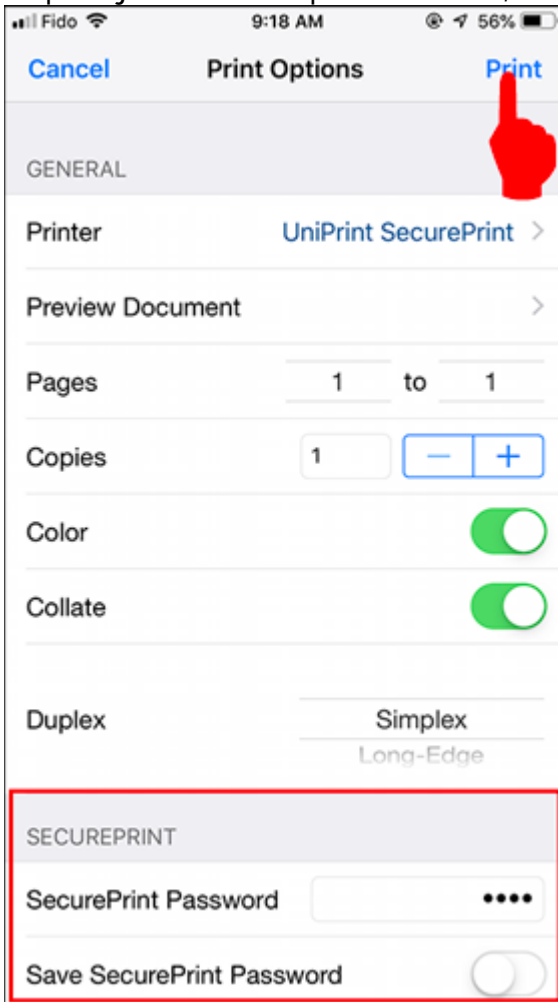
6) Tap **Share** and then tap **InfinityCloud Share Print**.



7) Tap **Select Printer** and select **UniPrint SecurePrint**.



- 8) Under **SecurePrint**, tap to enter a **SecurePrint password**. To apply the same password to all print jobs from this point forwards, enable **Save SecurePrint Password**. Tap **Print**.



9) A confirmation message will appear. Tap **Ok** to clear the message.



10) The print job can now be released using the InfinityCloud Vault for iOS or Release Station.

Related Links:

[Installing InfinityCloud Share for iOS](#)

[Releasing a SecurePrint Print Job With the Release Station](#)

[Releasing a SecurePrint Print Job With the InfinityCloud Vault for iOS](#)

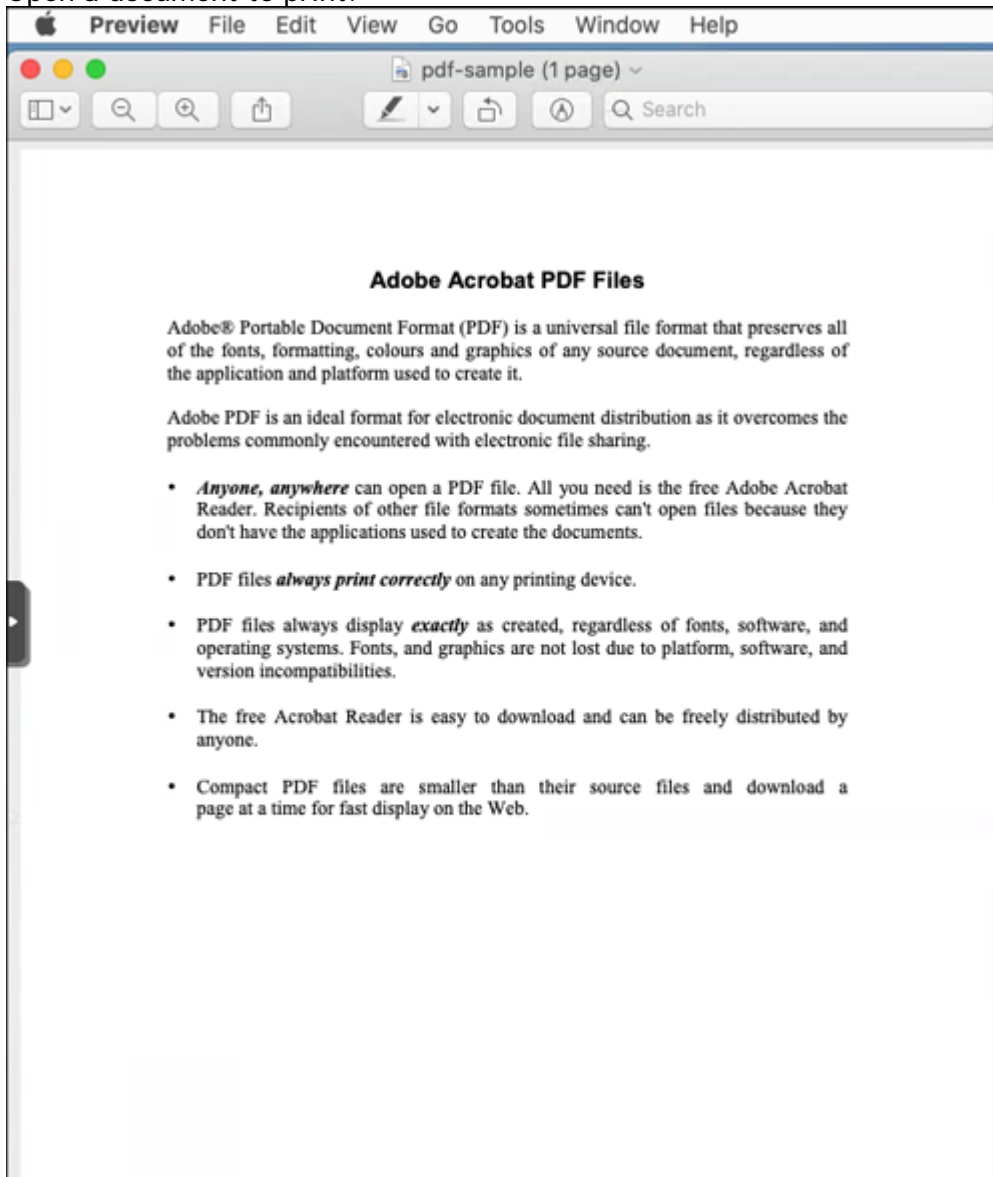
---

## SecurePrint Printing From a Mac

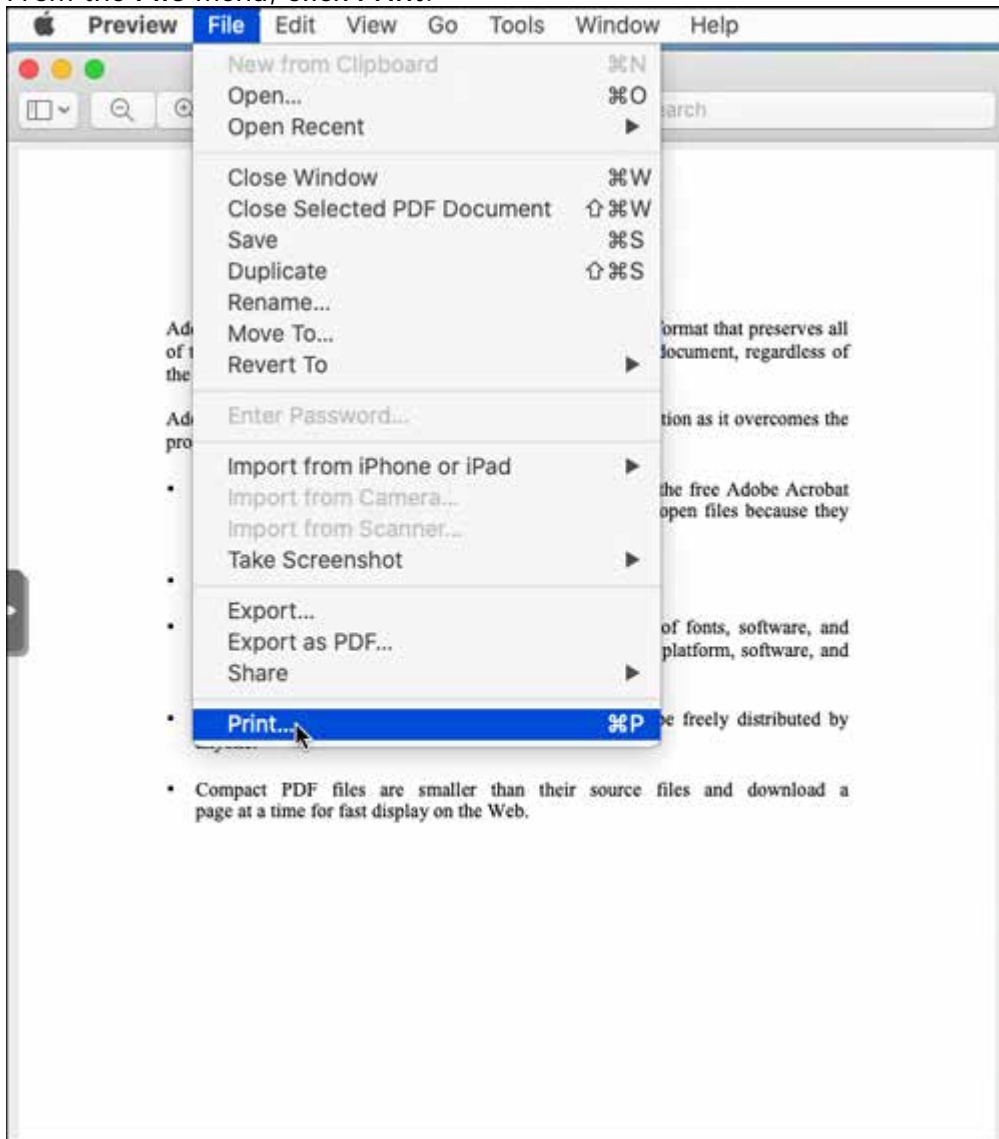
Secure pull printing on a Macintosh computer is done through the InfinitySend Mac Agent. The InfinitySend Mac Agent makes the UniPrint SecurePrint printer available to Macintosh users.

To print from a Macintosh computer, do the following:

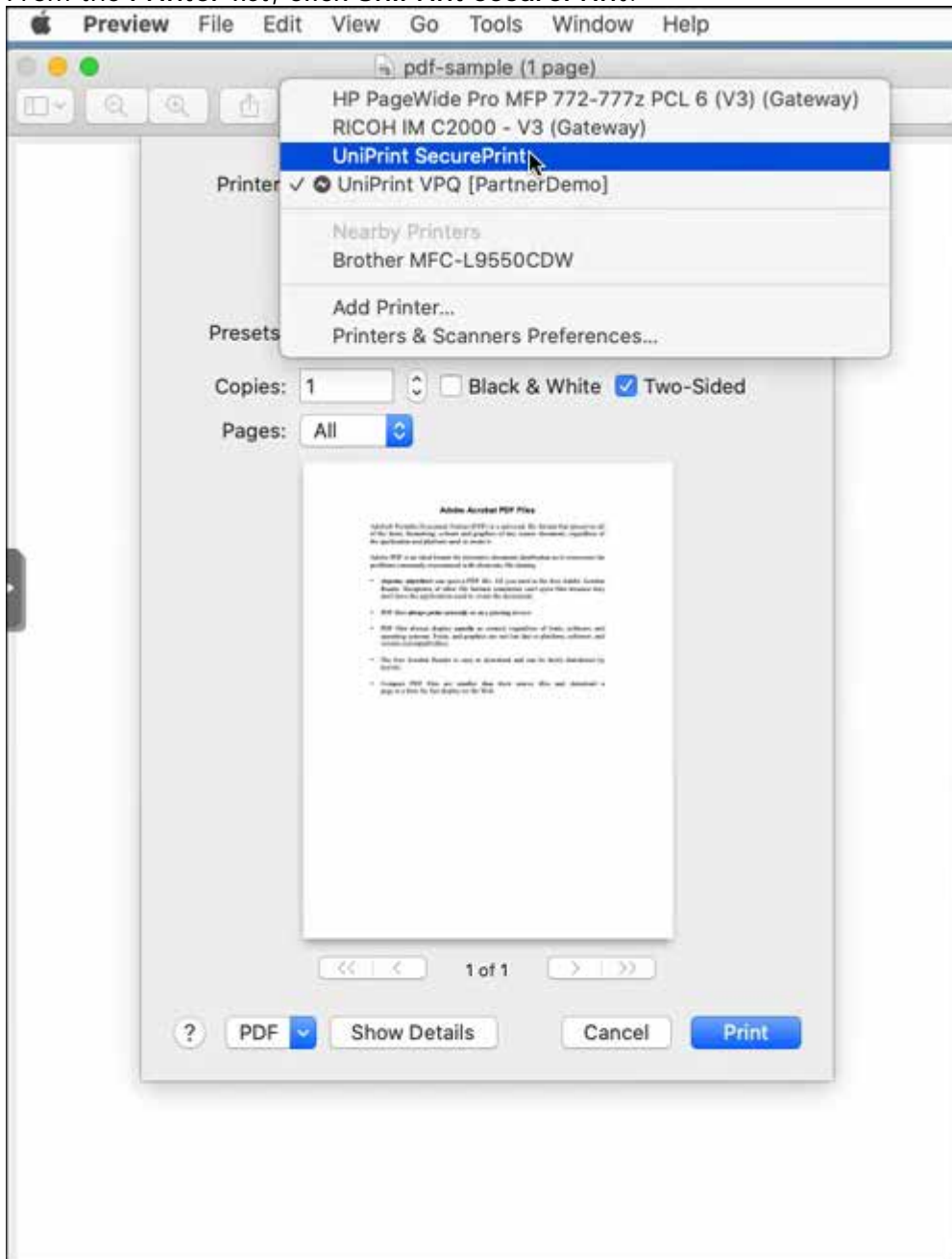
1) Open a document to print.



2) From the File menu, click Print.

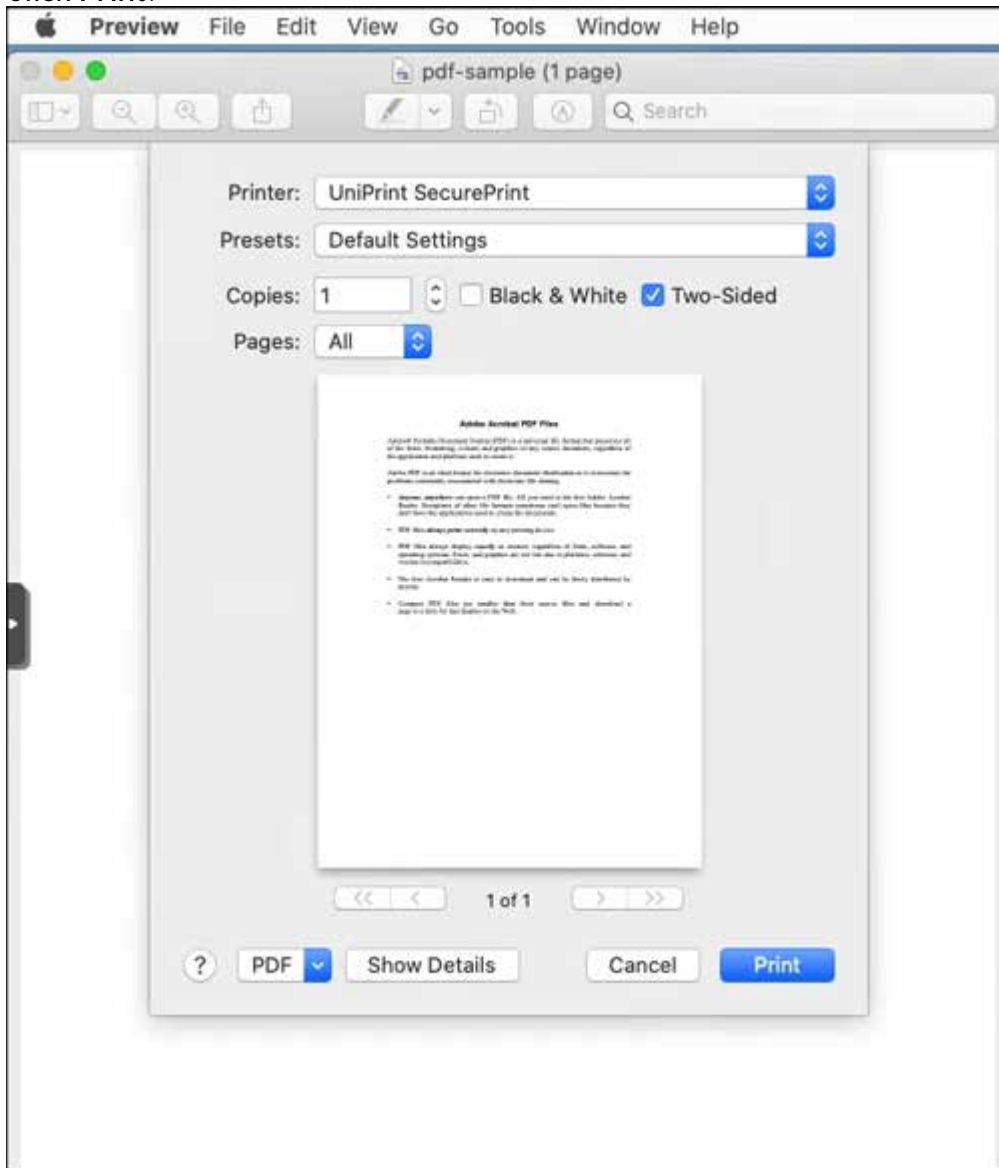


3) From the Printer list, click UniPrint SecurePrint.





4) Click Print.



5) The document will be sent to InfinityCloud where it will remain until it is released to a physical printer by an authenticated user.

**Related Links:**

[Installing the InfinitySend Mac Agent](#)

[Using the InfinitySend Mac Agent](#)

## Releasing a SecurePrint Print Job With The Release Station

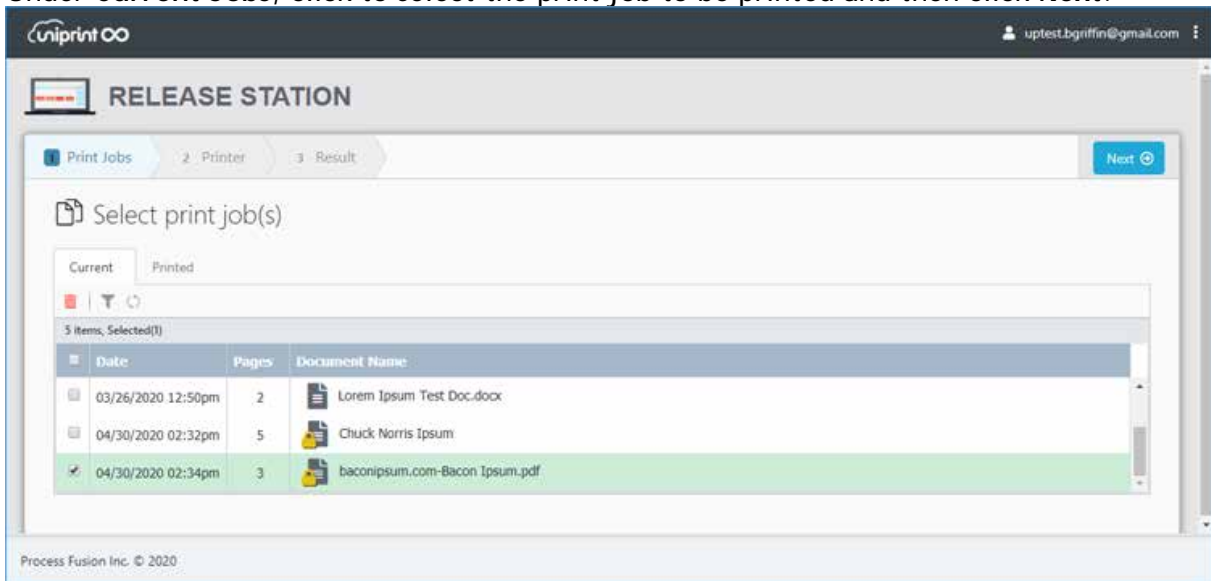
After printing to the UniPrint SecurePrint printer, the print job is held in the cloud until it is released by its owner. *Note: To use the Release Station, ensure that pop-up blockers have been disabled.*

To release the print job, do the following:

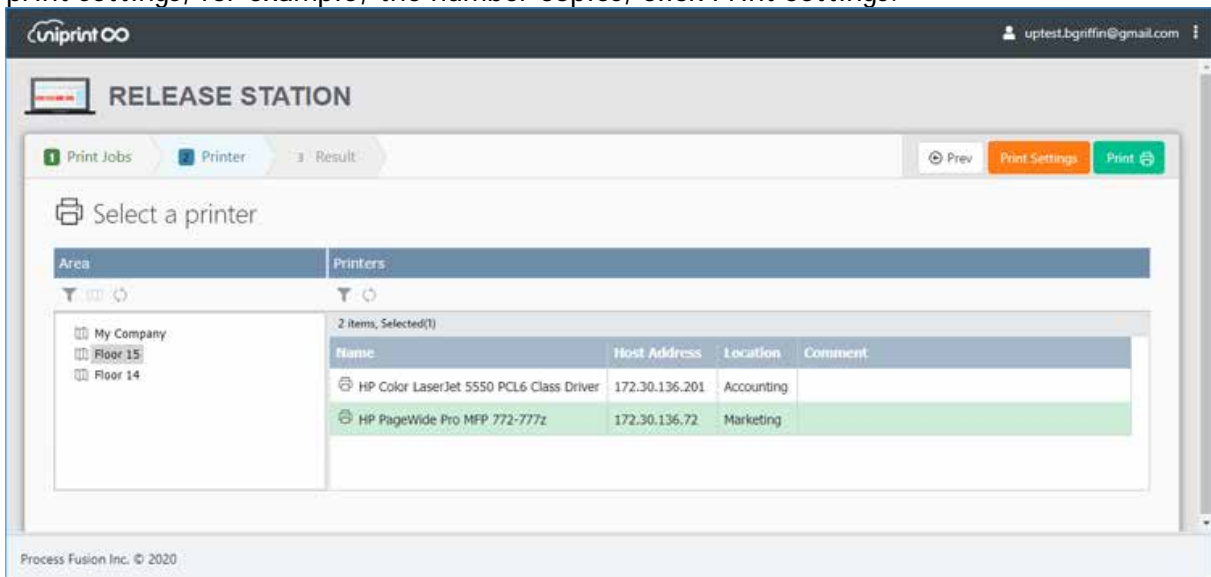
- 1) On the PC, install the Release Station. To install the Release Station, see [Installing the Release Station](#).
- 2) If the **Login** screen does not appear, click **Start** and then click **Release Station**.
- 3) At the **Login** screen, enter your e-mail address and password and then click **Login**.

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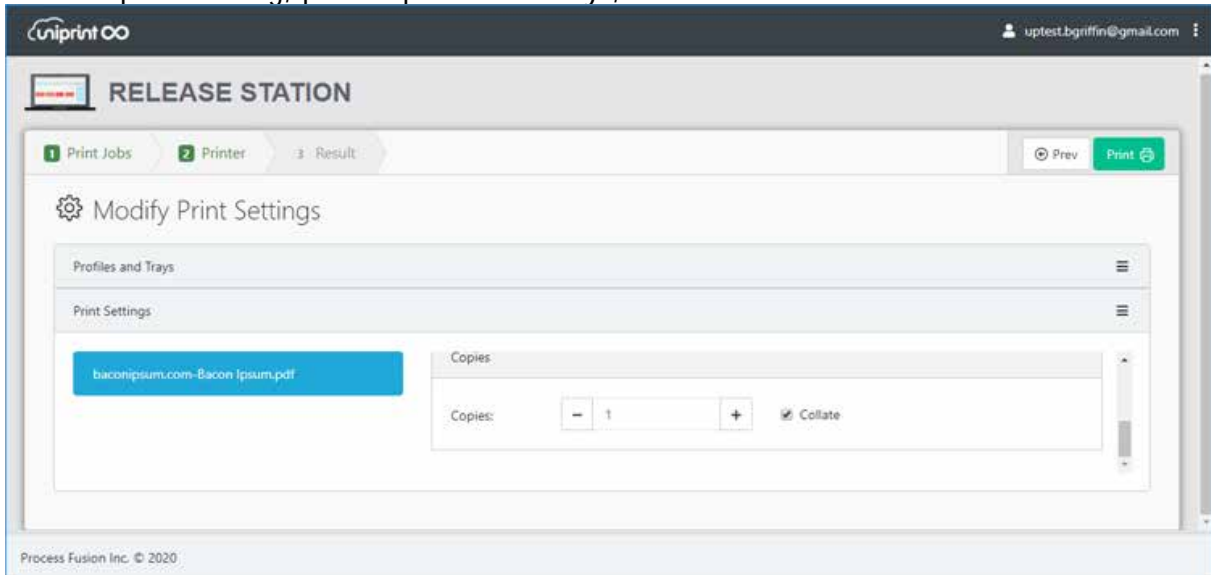
4) Under **Current Jobs**, click to select the print job to be printed and then click **Next**.



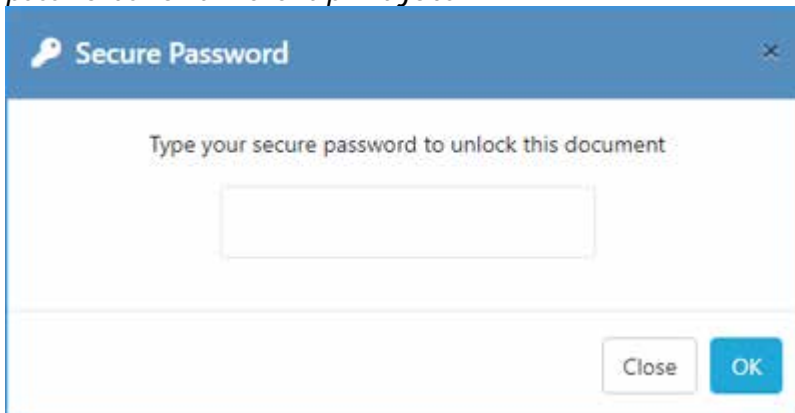
5) Click to select an **Area**, and then click to select a printer to which to print. To change the print settings, for example, the number copies, click **Print Settings**.



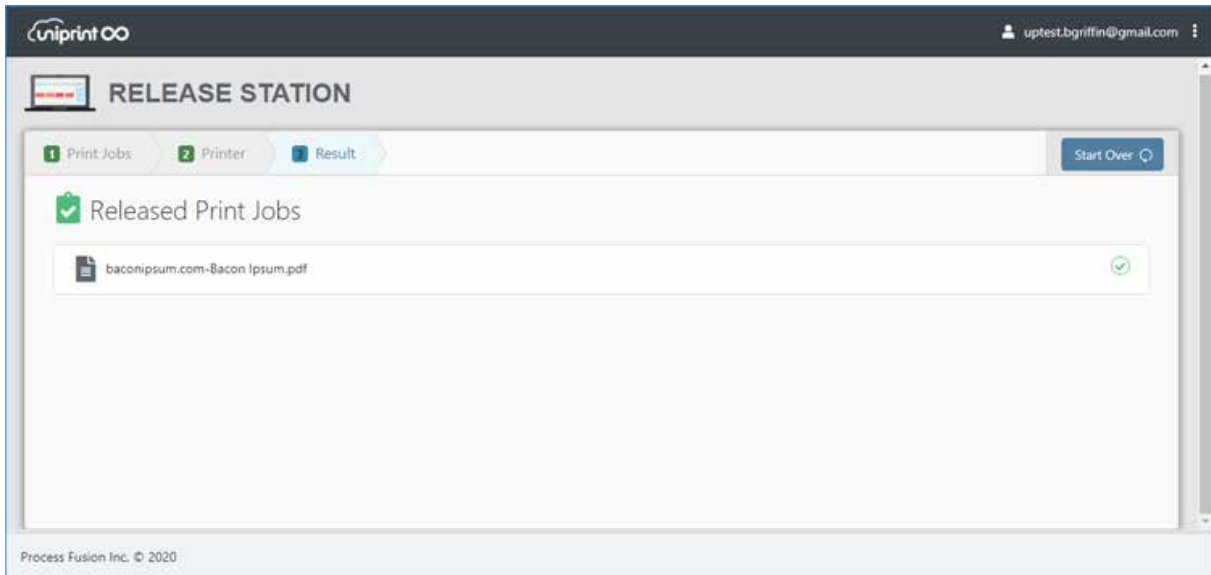
- 6) Edit the print setting, printer profiles or trays, and then click **Print**.



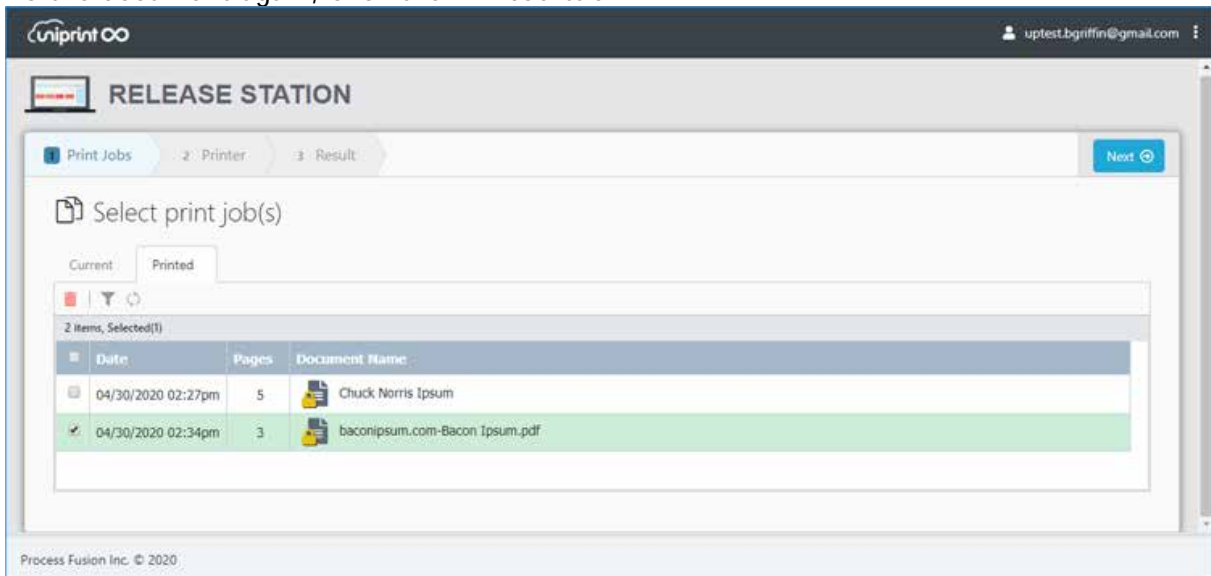
- 7) Enter the secure password that is associated with this print job and then click **OK**. *Note: If Remember my Password was not selected, then it is possible to have different passwords for different print jobs.*



- 8) The print job will be printed at the selected printer. To print a different print job, click **Start Over**.



- 9) To the document again, click the **Printed** tab.



**Related Links:**

[Printing Through UniPrint InfinityCloud](#)

[SecurePrint Printing Through UniPrint InfinityCloud](#)

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## Releasing a SecurePrint Print Job With The Personal Render Station

The Personal Render Station can be installed on any computer and unlike the Release Station, it can also be installed on the same computer as the InfinitySend Agent. Install the Personal Render Station on any computer that has a printer attached and the user can release SecurePrint print jobs to that printer. This solution is perfect for work-at-home situations.

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**NOTE:** To use the Personal Render Station, ensure that pop-up blockers have been disabled.

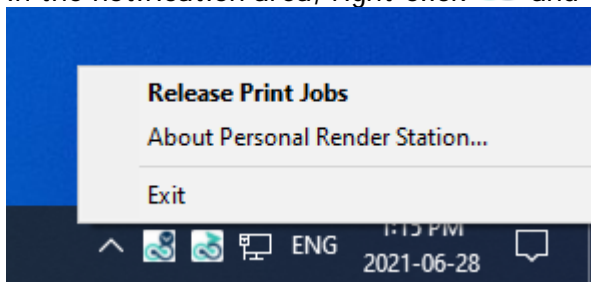
---

After printing to the UniPrint SecurePrint printer, the print job is held in the cloud until it is released by its owner.

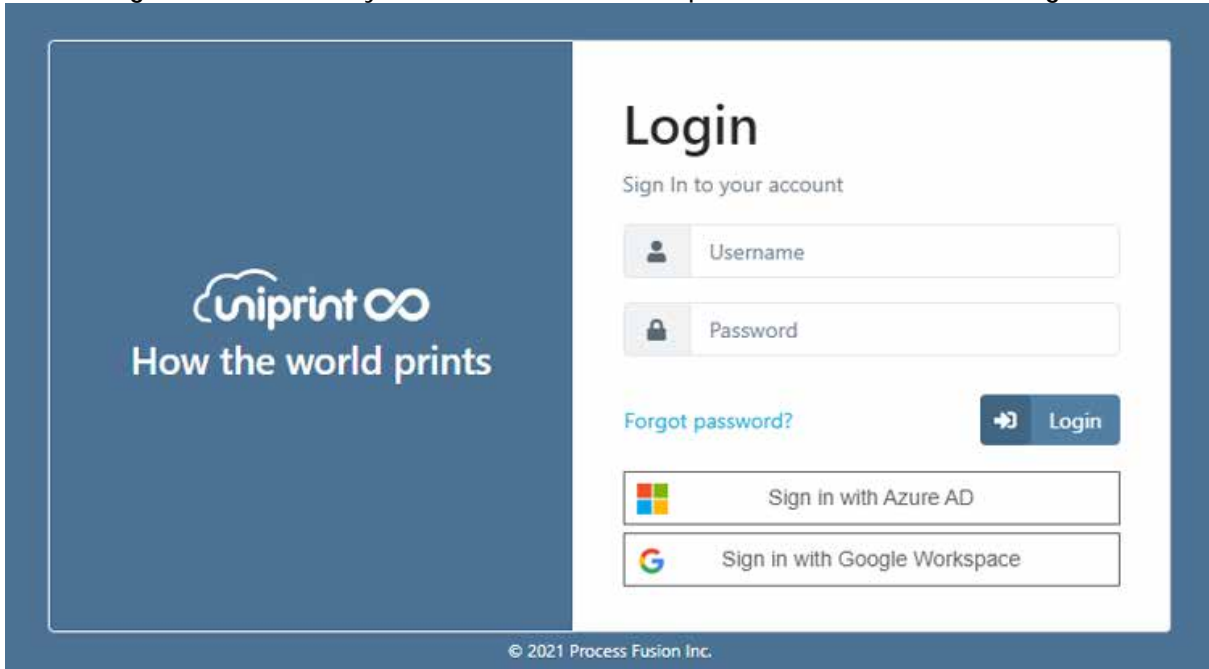
To release the print job, do the following:



- 1) On the PC, install the Personal Render Station. To install the Personal Render Station, see [Installing the Personal Render Station](#).

- 2) In the notification area, right-click  and then click **Release Print Jobs**.

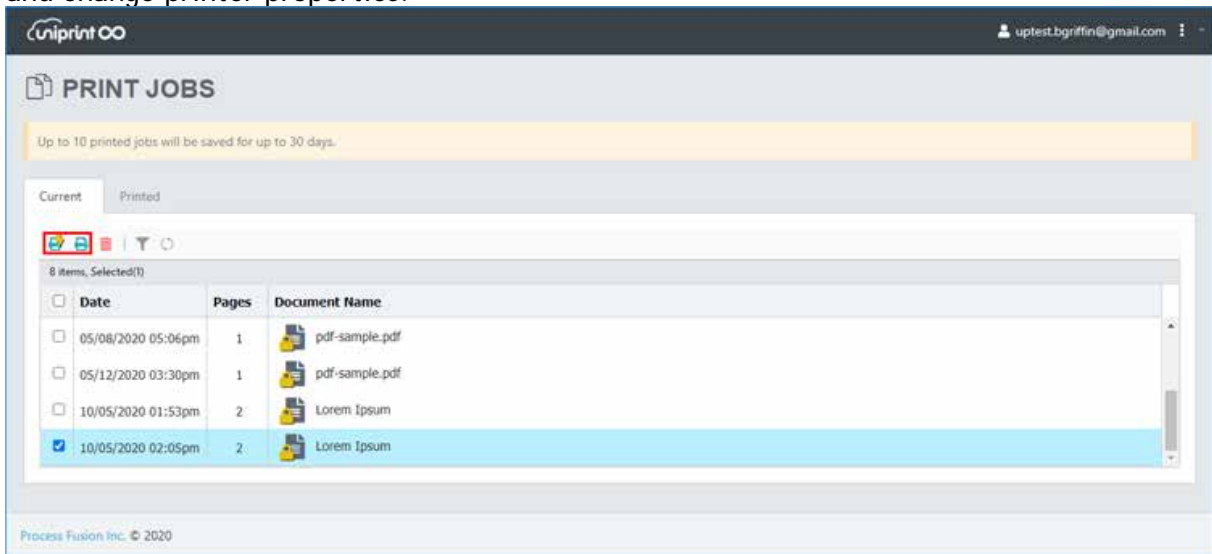


- 3) At the **Login** screen, enter your e-mail address and password and then click **Login**.

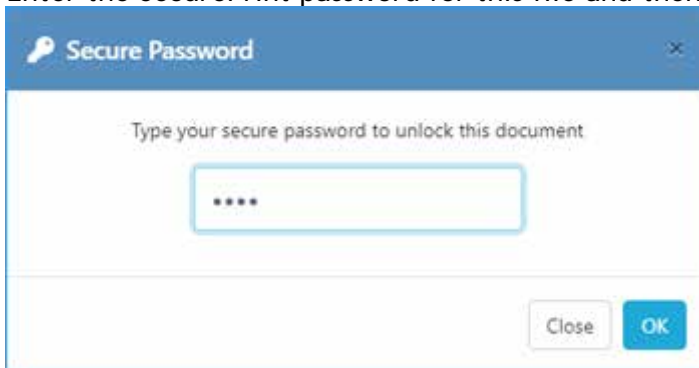



- 4) In the **Current** tab, click to select the print job that you want to print and then click either  (Quick Print) or  (Print). **Quick Print** will send the print job directly to the default printer. **Print** will open a **Print** dialog box and enable the user to select a printer

and change printer properties.

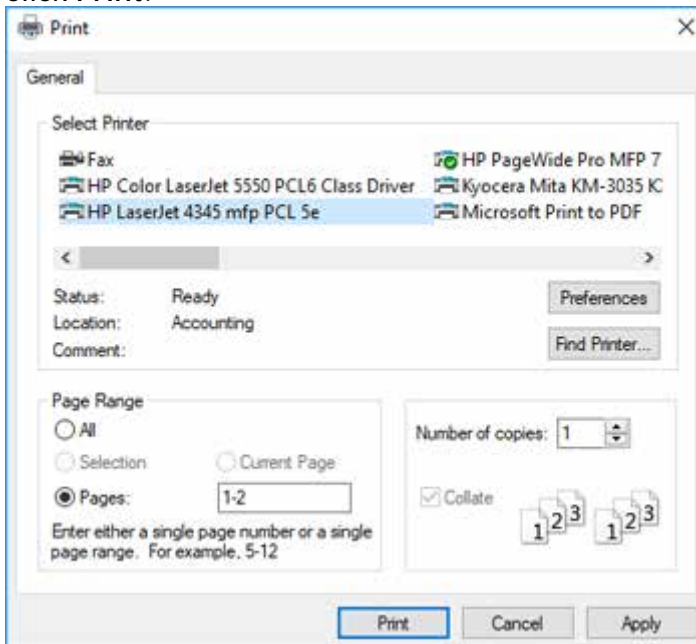


5) Enter the SecurePrint password for this file and then click OK.

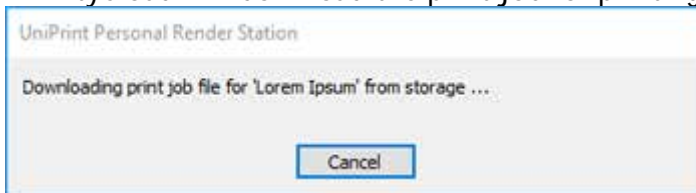


6) If  (Print) was clicked, in the Print dialog box, click to select the printer. Click Preferences to change any print preferences, for example, number of copies, and then

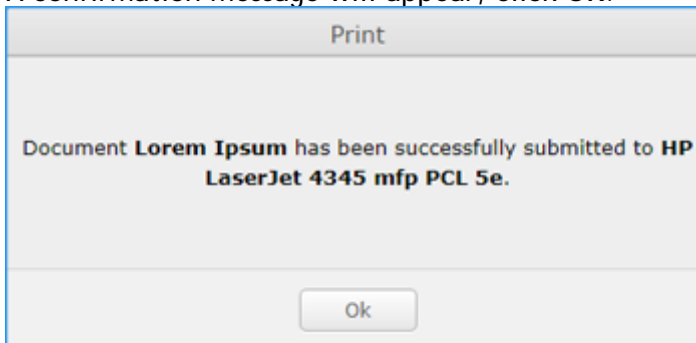
click Print.



7) InfinityCloud will download the print job for printing.

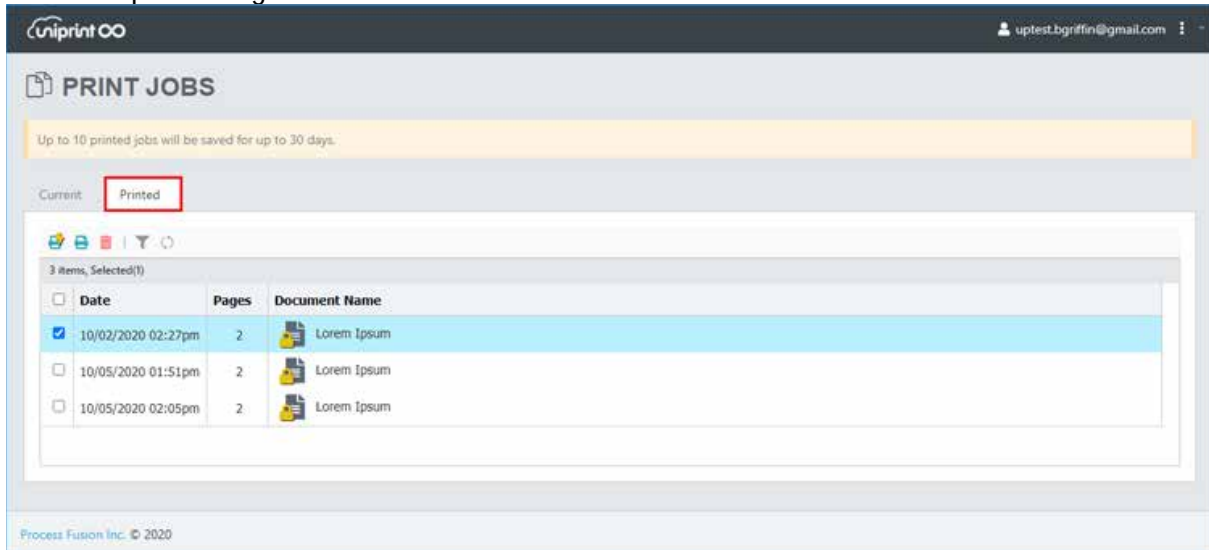


8) A confirmation message will appear, click OK.





- 9) The print job will be removed from the **Current** tab and moved to the **Printed** tab, where it can be printed again.



Related Links:

[Installing the Personal Render Station](#)

[SecurePrint Printing Through UniPrint InfinityCloud](#)

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## Releasing a SecurePrint Print Job With File2Print

After printing to the UniPrint SecurePrint printer, the document can be released using several methods to network printers. However, to release the document to a desktop printer at home, File2Print would be the preferred method. File2Print will convert the document into a PDF format before displaying it in the default web browser.

---

**NOTE:** To access File2Print, ensure that pop-up blockers have been disabled.

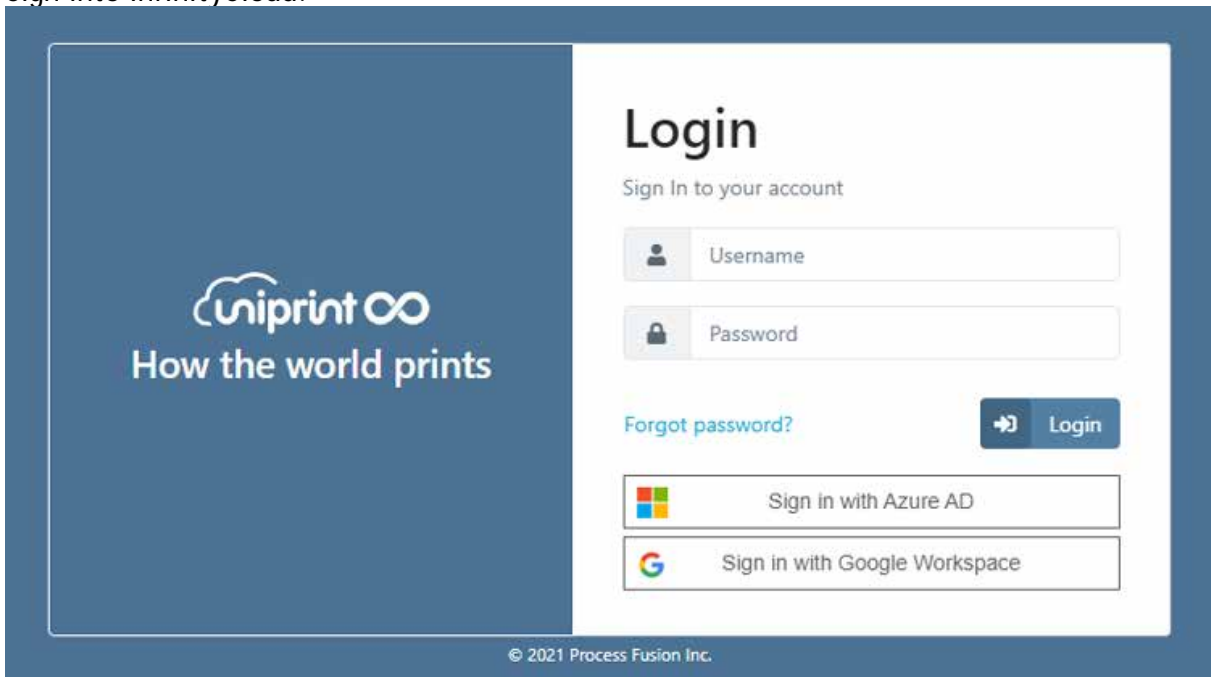
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After installing File2Print, a new browser window will open, prompting for the InfinityCloud Sign in. File2Print will enable the user to preview, print and delete a SecurePrint print job.

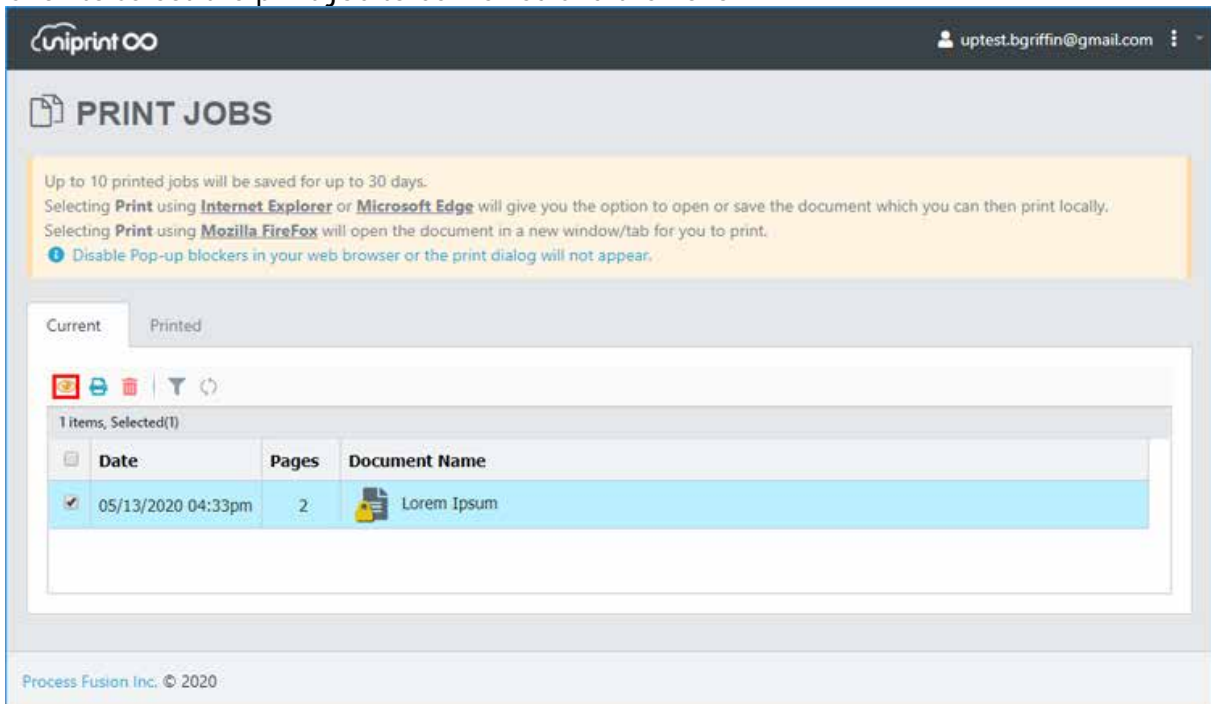
### Previewing Your SecurePrint Print Job

To preview your print job, do the following:

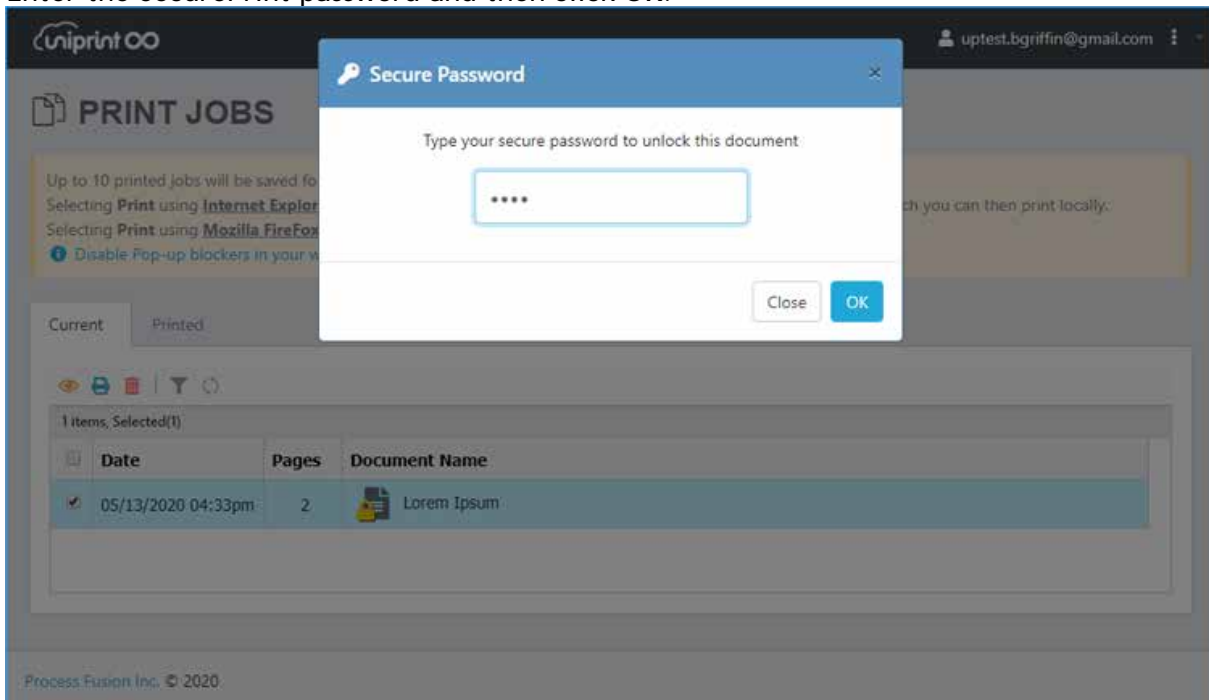
1) Sign into InfinityCloud.



2) Click to select the print job to be viewed and then click .



- 3) Enter the SecurePrint password and then click OK.

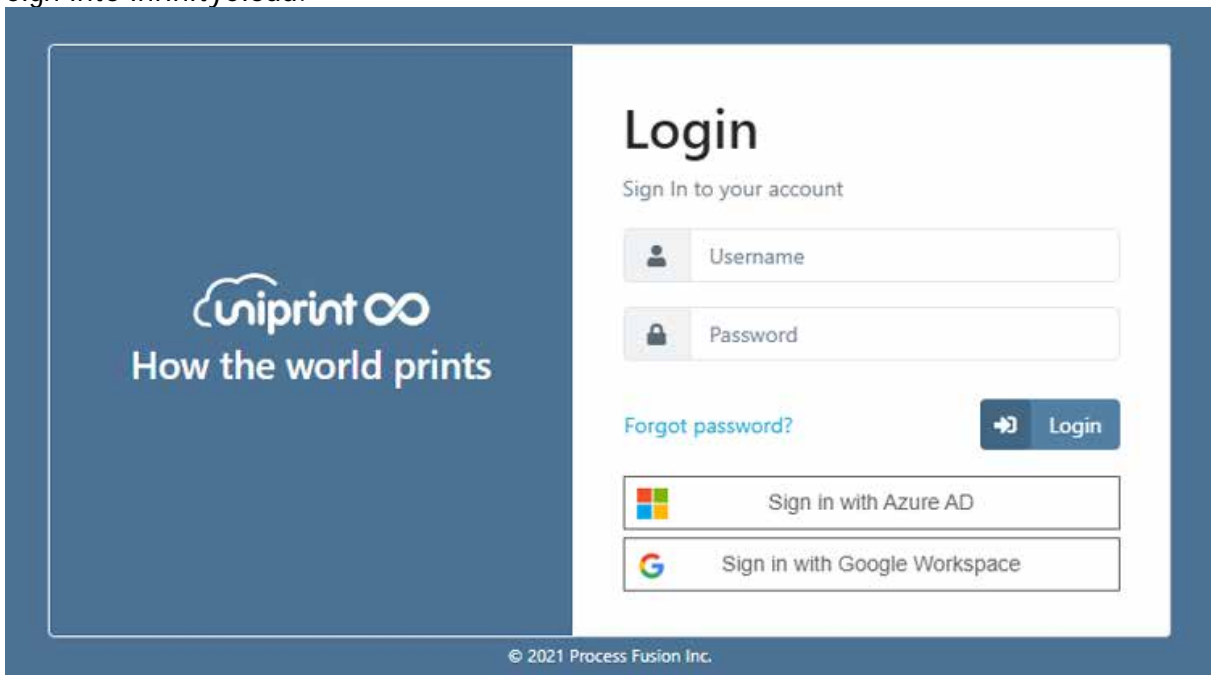



- 4) A new browser tab will open with the print job. The print job can be downloaded and printed from the browser.

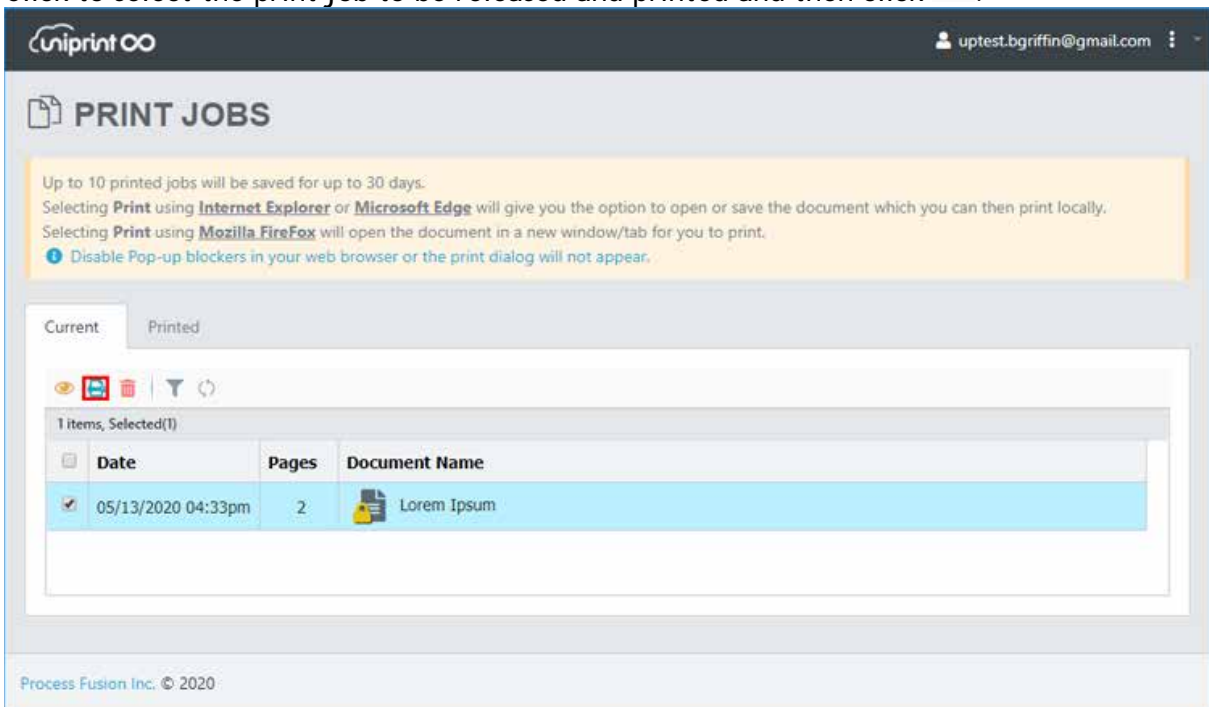


## Releasing Your SecurePrint Print Job

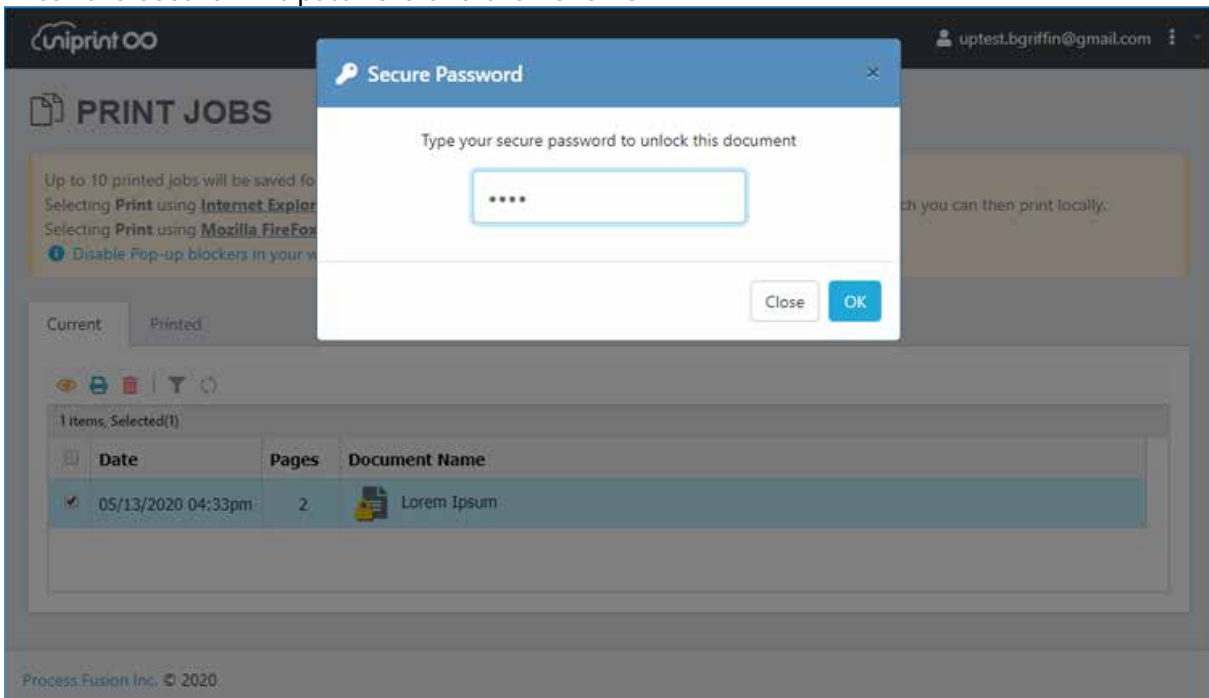
- 1) Sign into InfinityCloud.



2) Click to select the print job to be released and printed and then click .

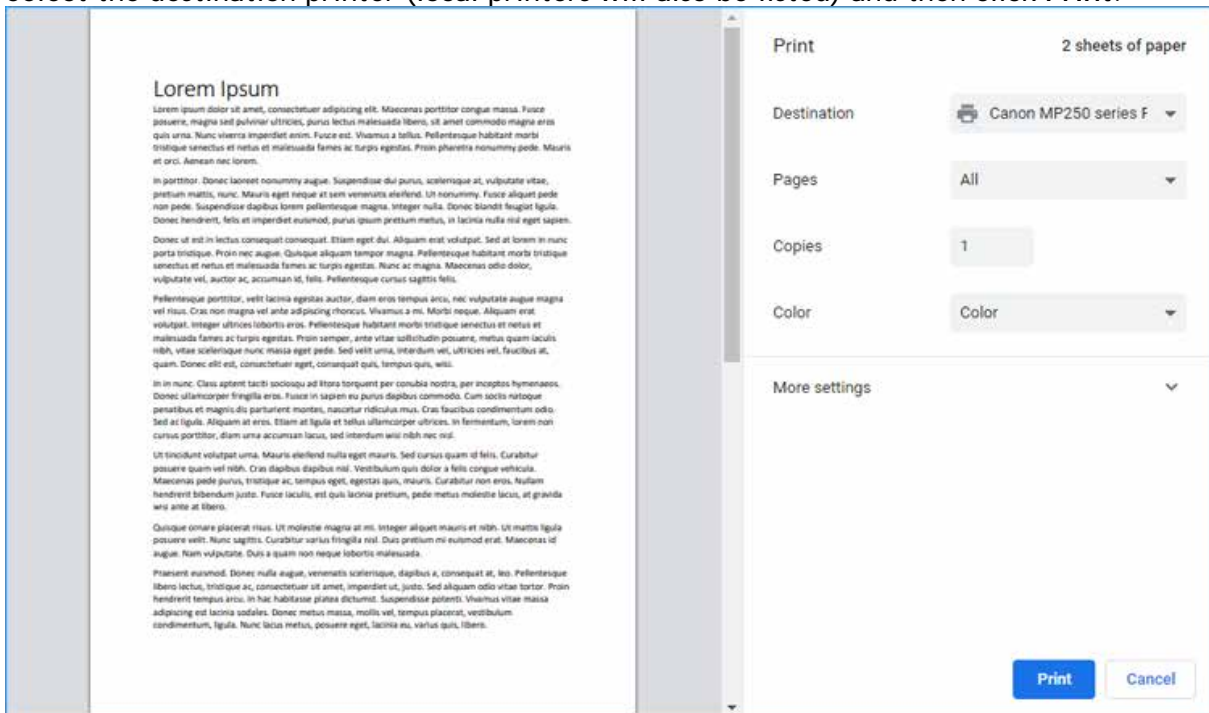


3) Enter the SecurePrint password and then click OK.

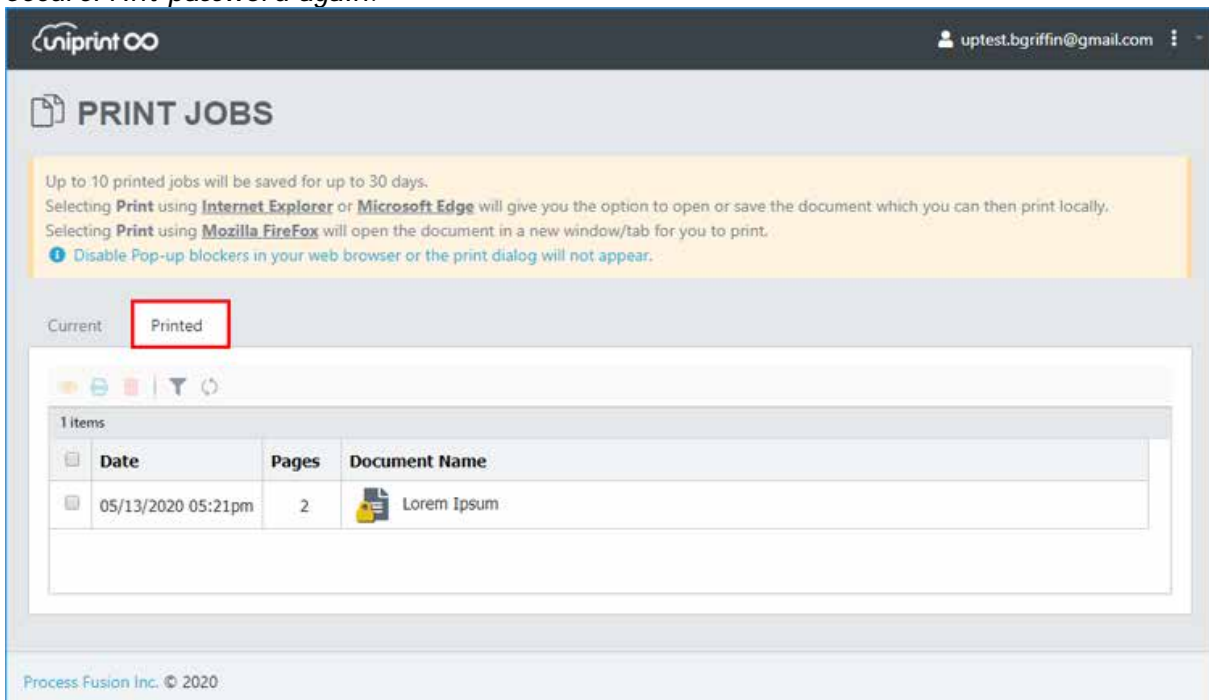


4) A new browser tab will open with the browser's Print dialog.

5) Select the destination printer (local printers will also be listed) and then click **Print**.



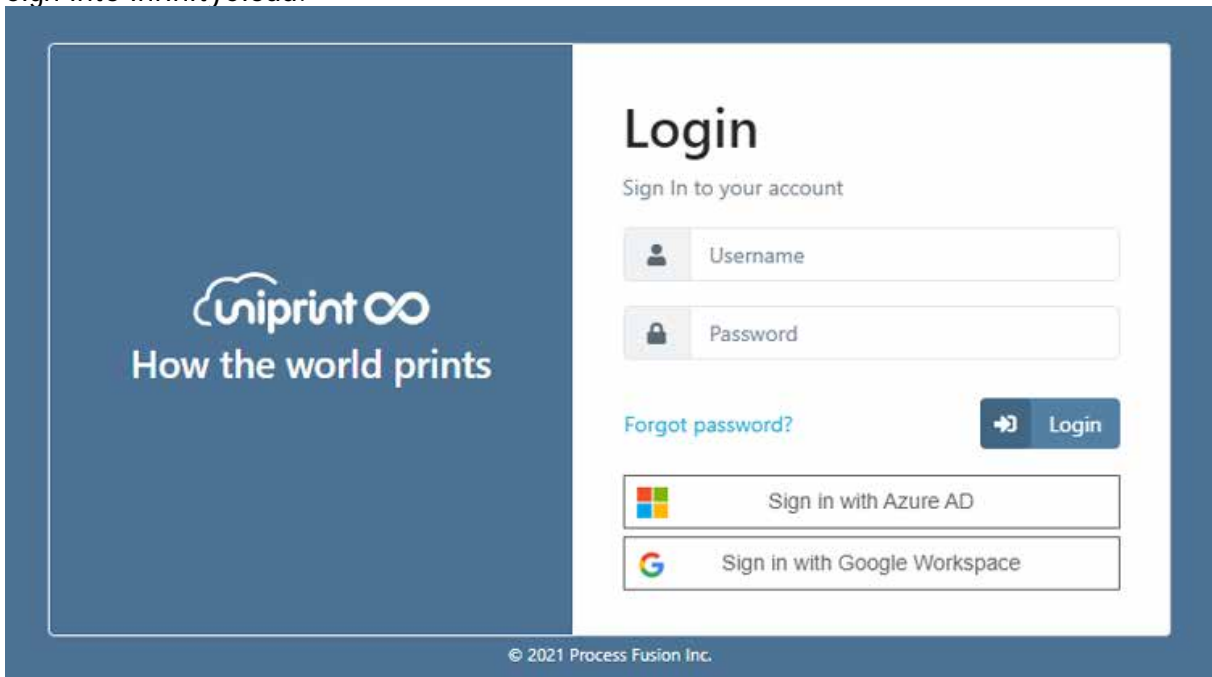
6) To print this print job again, click the **Printed** tab. *Note: You will need to enter the SecurePrint password again.*



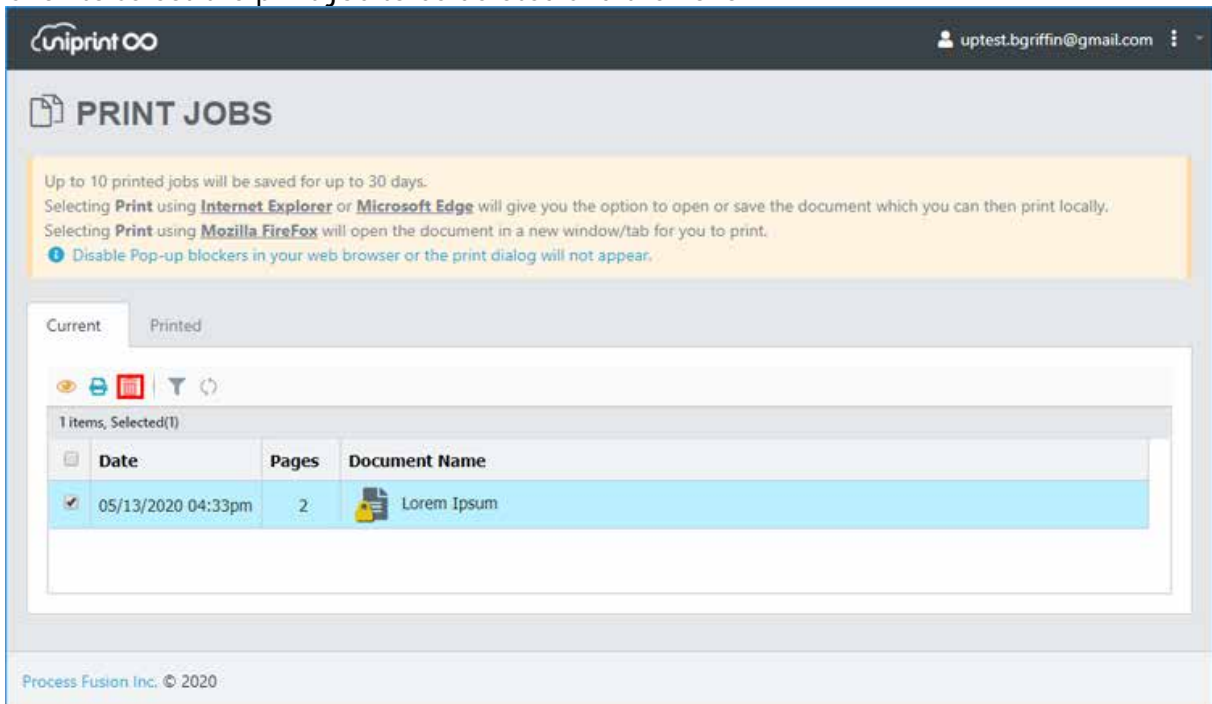
## Deleting Your SecurePrint Print Job

## UniPrint InfinityCloud Guide

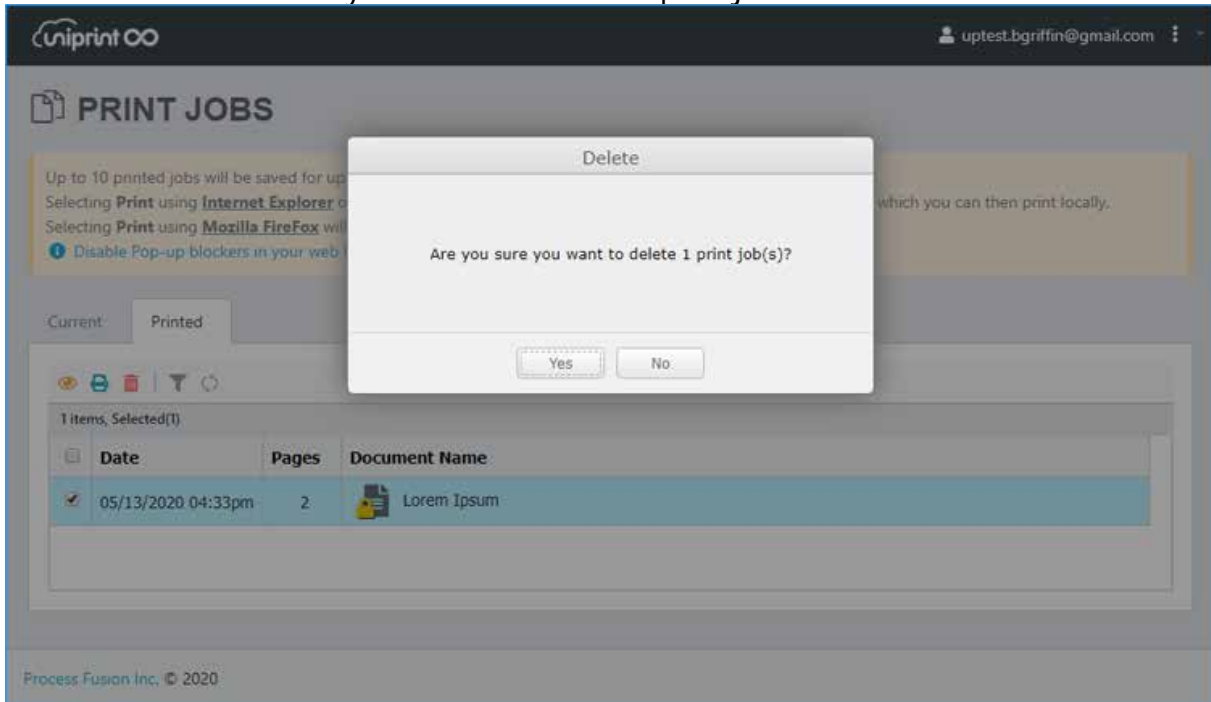
### 1) Sign into InfinityCloud.



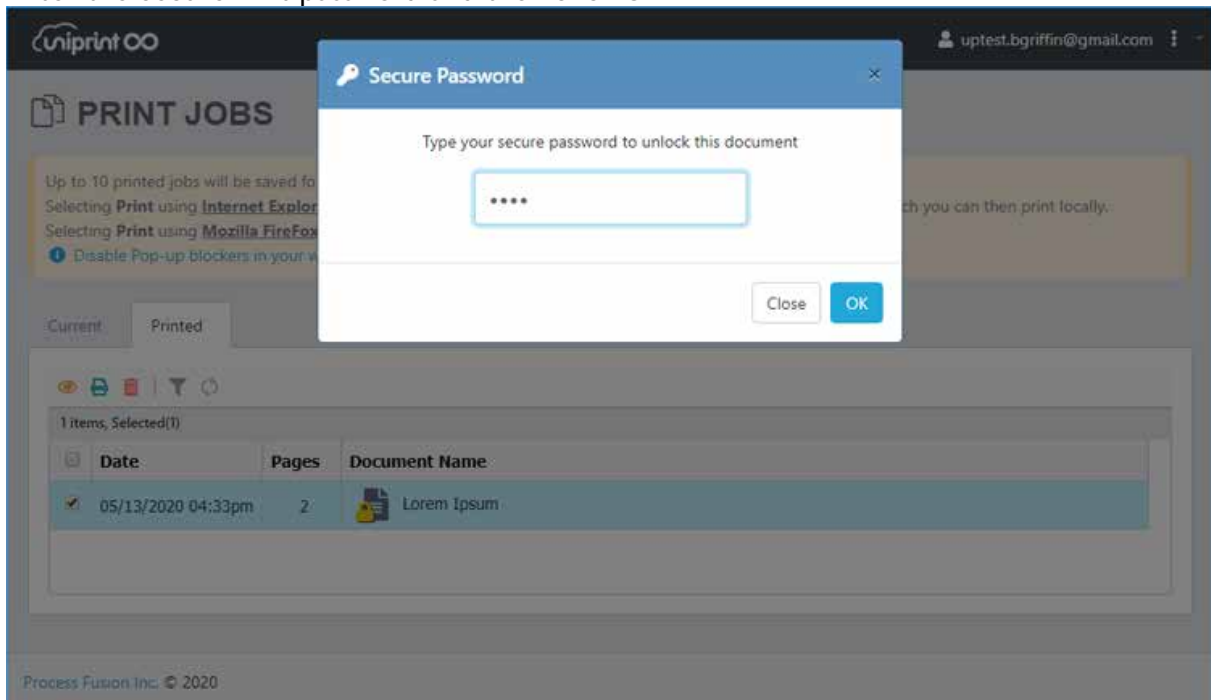
### 2) Click to select the print job to be deleted and then click .



- 3) Click Yes to confirm that you want to delete this print job.

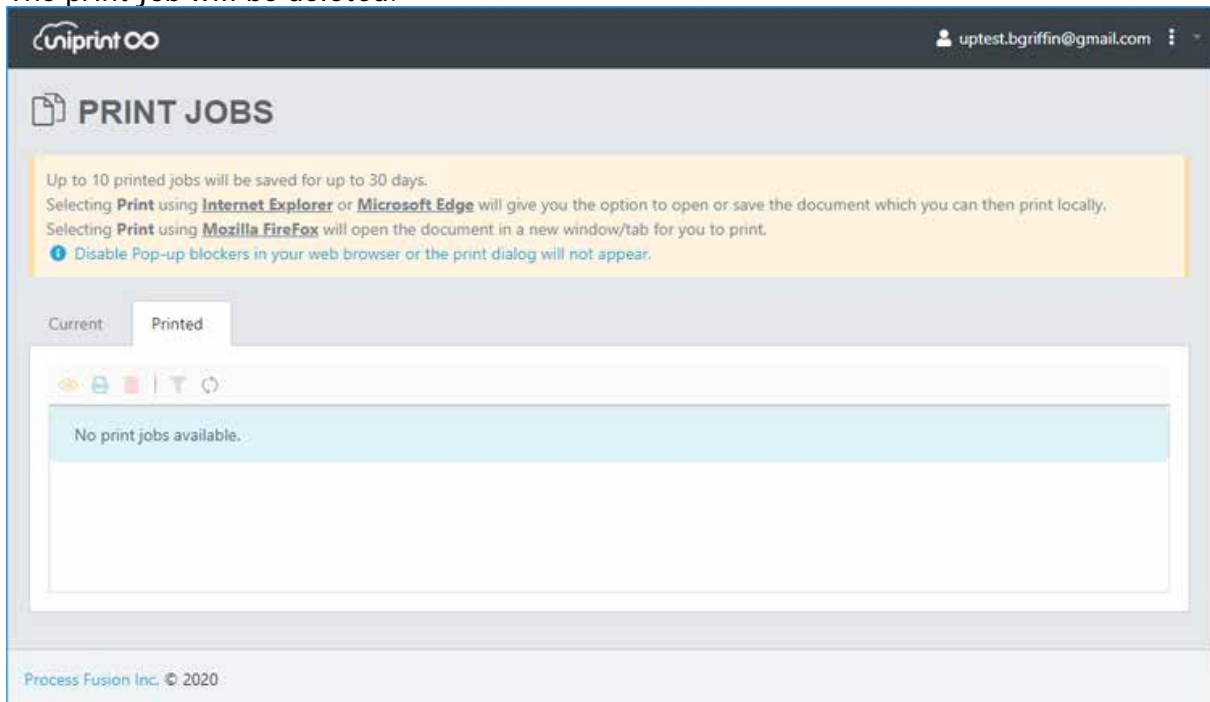


- 4) Enter the SecurePrint password and then click OK.





5) The print job will be deleted.



Related Links:

[Installing File2Print](#)


[SecurePrint Printing Through UniPrint InfinityCloud](#)

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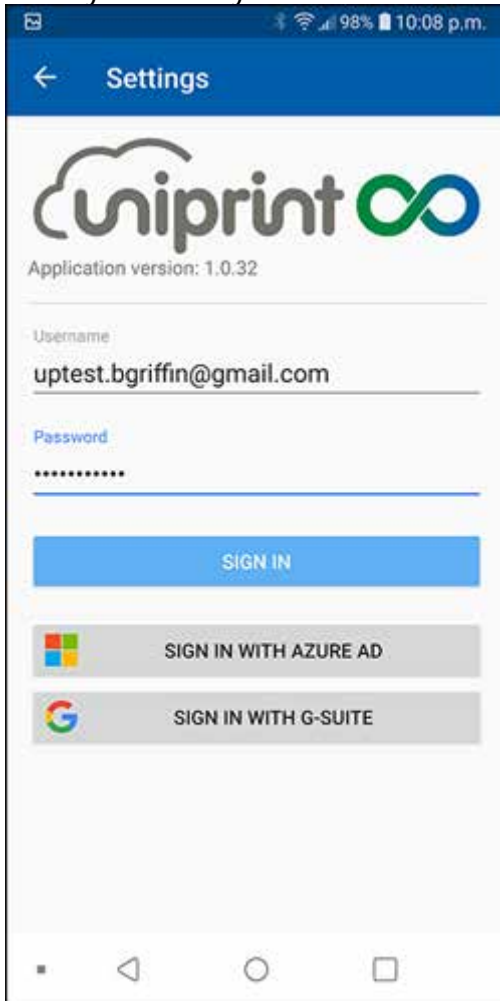
## Releasing a SecurePrint Print Job With UniPrint Cloud Vault For Android

The UniPrint Cloud Vault can be installed on Android and iOS devices. It enables users to release SecurePrint print jobs from their smart phones or tablets.

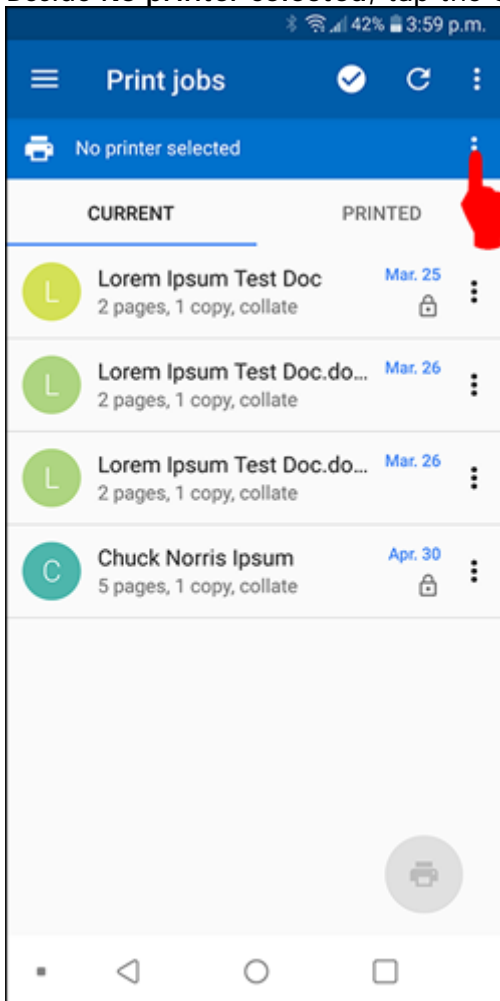
To release a SecurePrint print job, do the following:

- 1) On an Android device, tap .

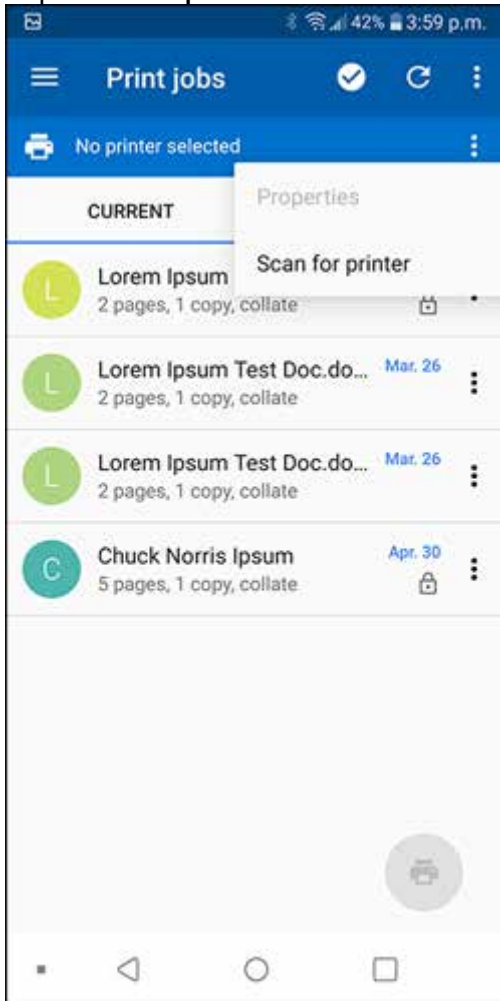
2) Enter your InfinityCloud credentials and then tap **Sign in**.



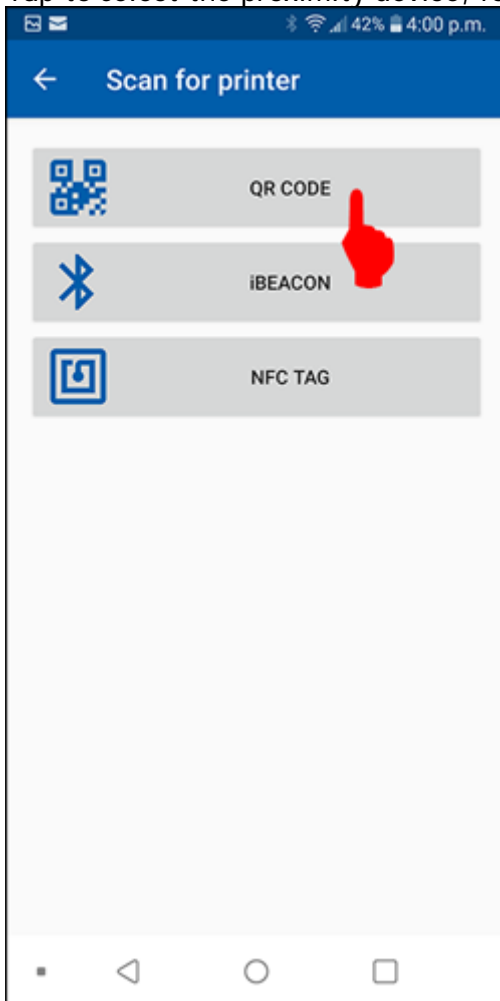
3) Beside **No printer selected**, tap the **Options** menu (three vertical dots).



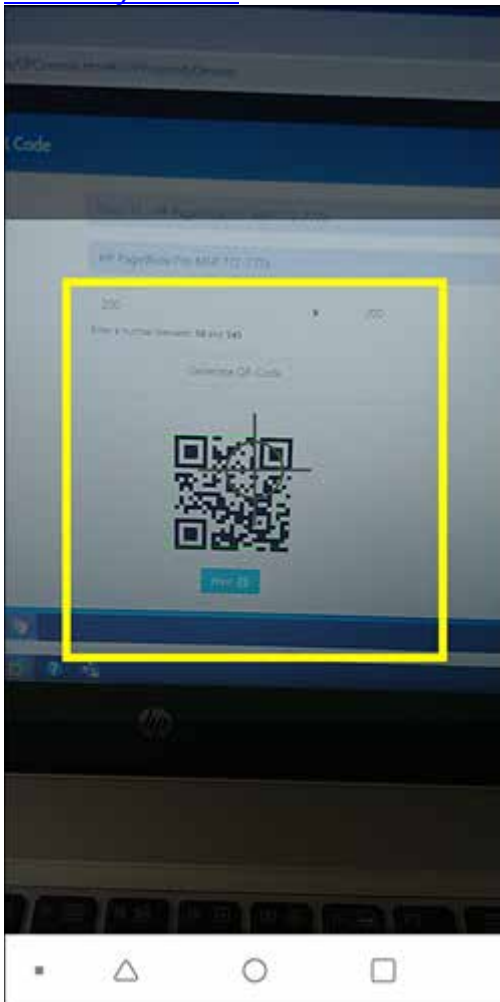
4) Tap Scan for printer.



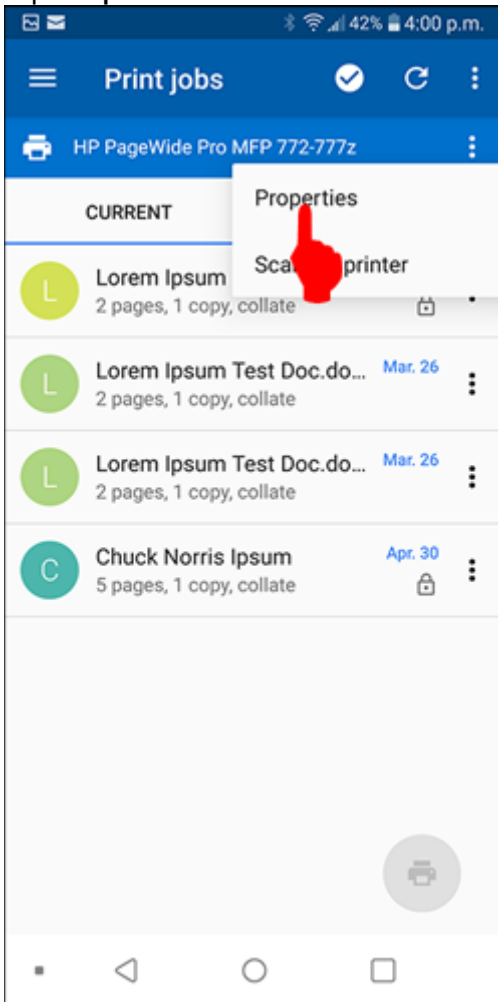
5) Tap to select the proximity device, for example, QR Code.



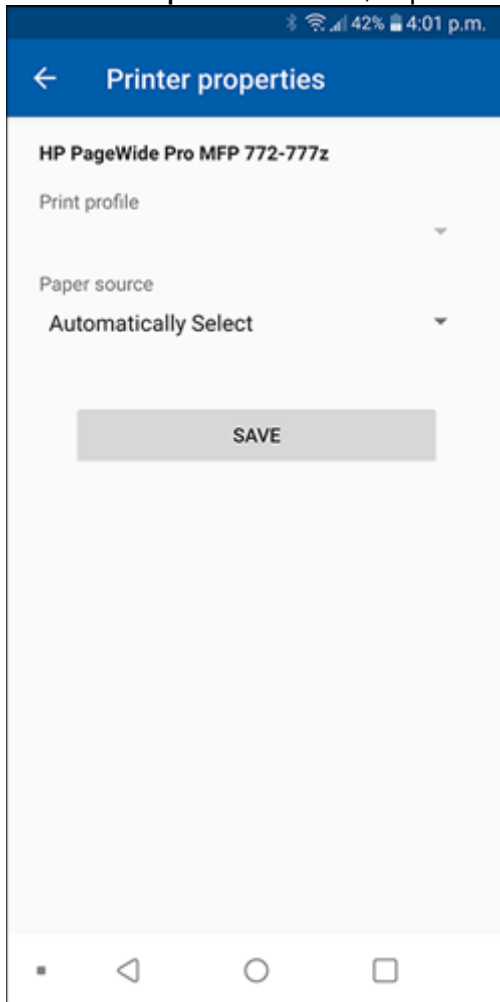
- 6) Scan a printer specific QR code. *NOTE: To generate QR codes, refer to [Managing Proximity Devices](#).*



- 7) To change the printer properties, beside the printer name, tap the **Options** menu and then tap **Properties**.

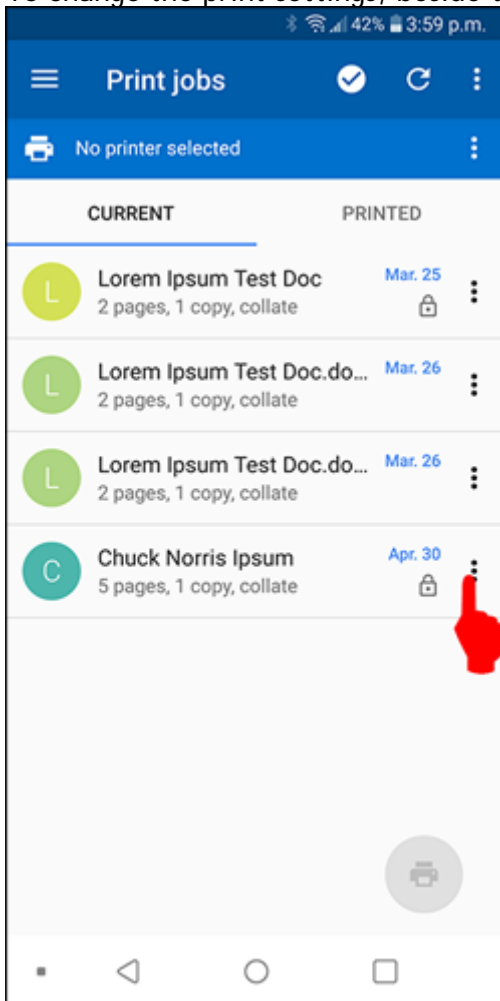


- 8) If the administrator set up **Printer Profiles** for this printer, tap to select a printer profile. From the **Paper source** list, tap to select a different paper tray. Tap **Save**.





9) To change the print settings, beside the file name, tap the **Options** menu.

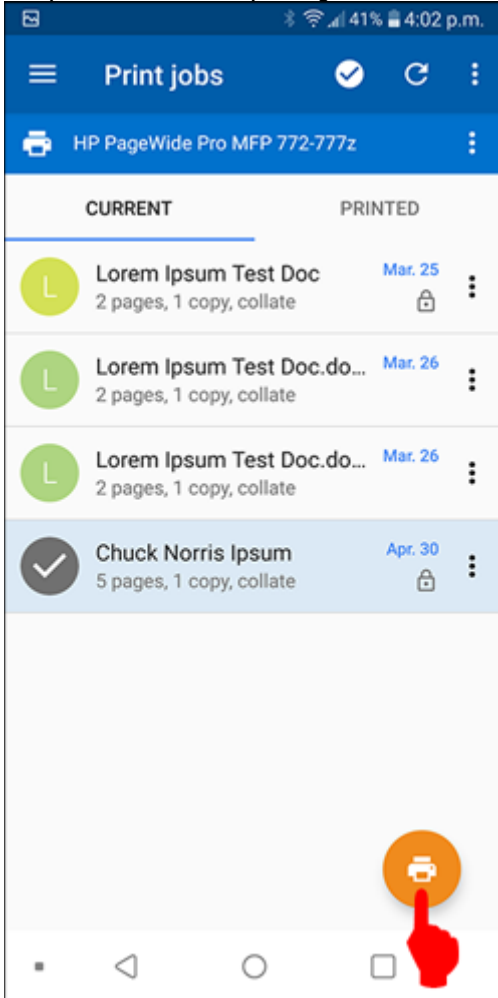


10) Change the print settings and then tap **Save**.

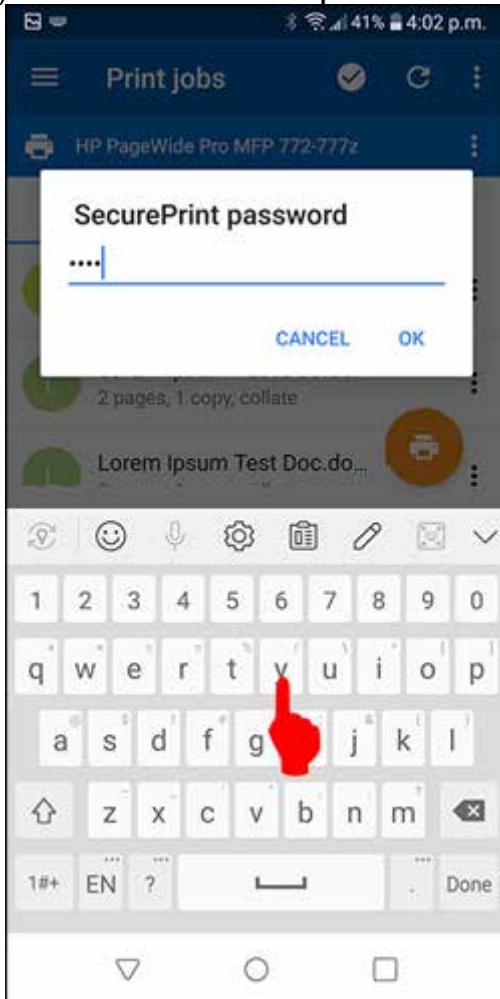




11) Tap to select the print job and then tap

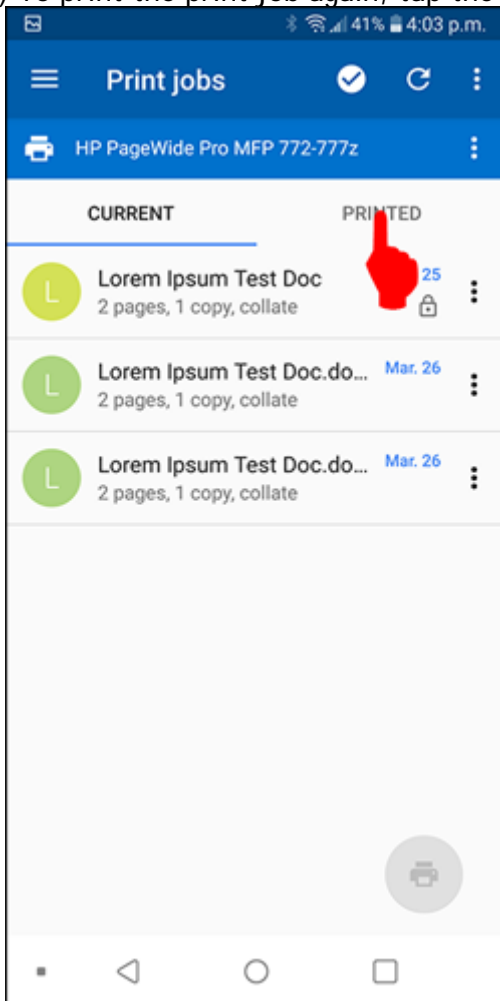



12) Enter the SecurePrint password and then tap OK.



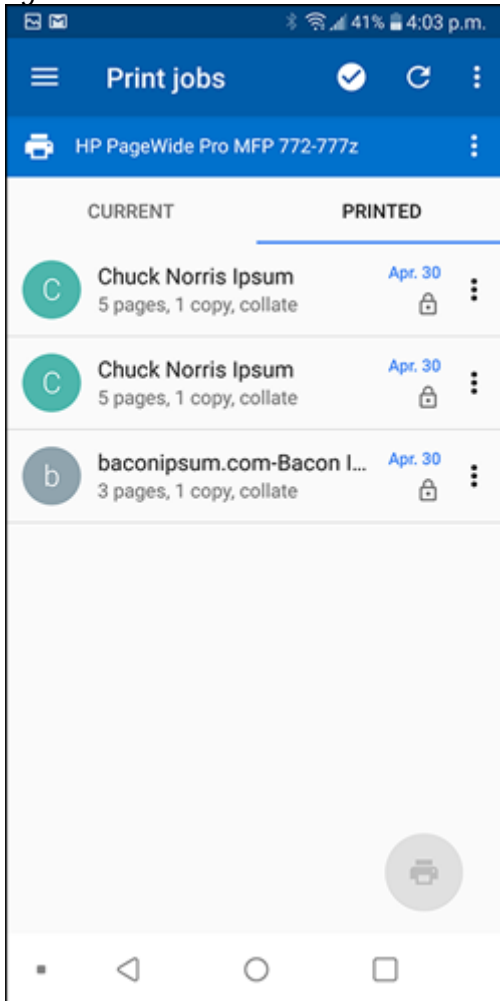
13) The print job will print out at the selected printer.

14) To print the print job again, tap the **Printed** tab.



15) To print these jobs again, tap to select a print job and then tap . *NOTE: The user needs to know the SecurePrint password for the print job selected in order to release it*

again.



Related Links:

[Installing the UniPrint Cloud Vault](#)

[SecurePrint Printing Through UniPrint InfinityCloud](#)

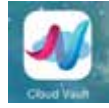
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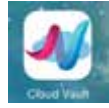
## Releasing a SecurePrint Print Job With UniPrint Cloud Vault For iOS

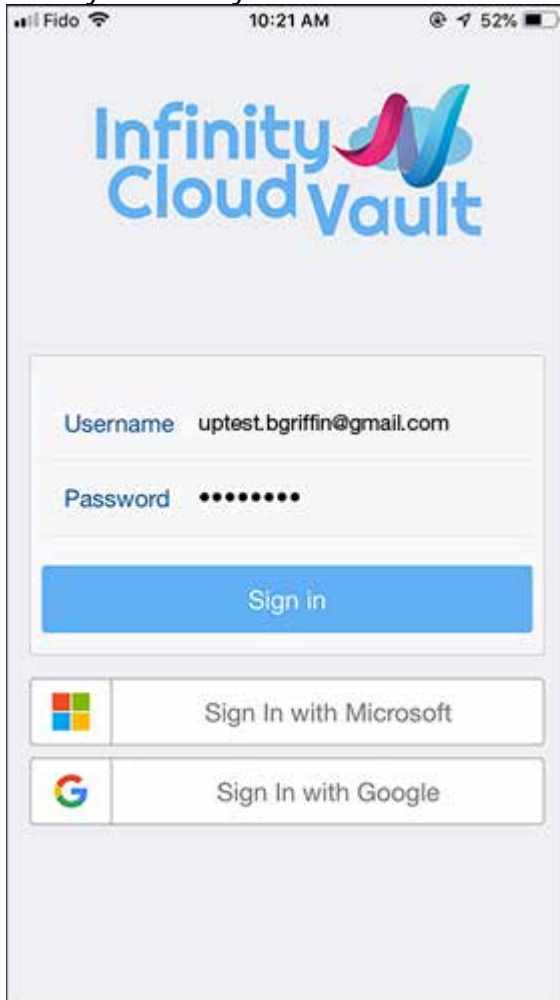
The UniPrint Cloud Vault can be installed Android and iOS devices. It enables users to release SecurePrint print jobs from their smart phones or tablets.

To release a SecurePrint print job, do the following:

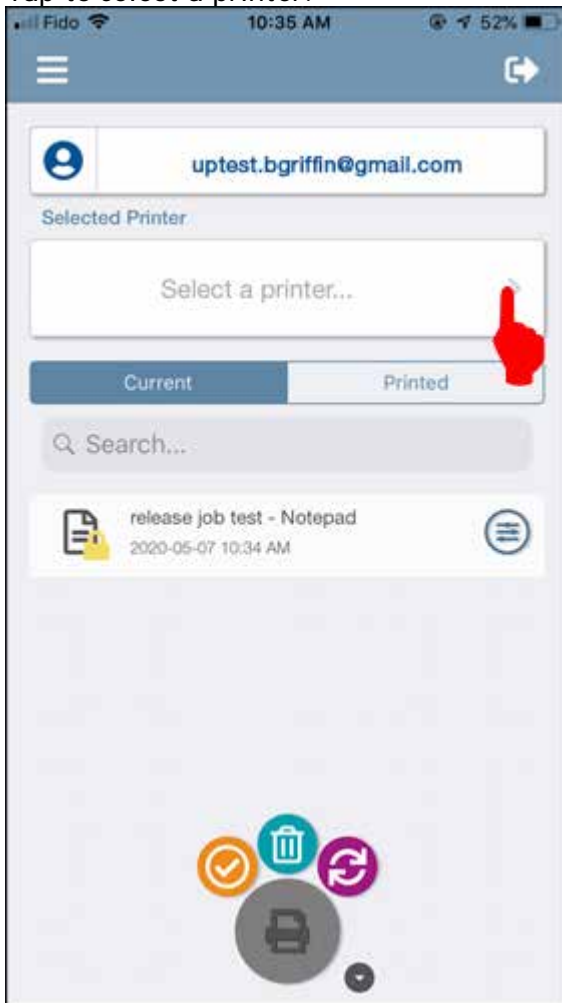
## UniPrint InfinityCloud Guide



- 1) On an iOS device, tap .
- 2) Enter your InfinityCloud credentials and then tap Sign in.

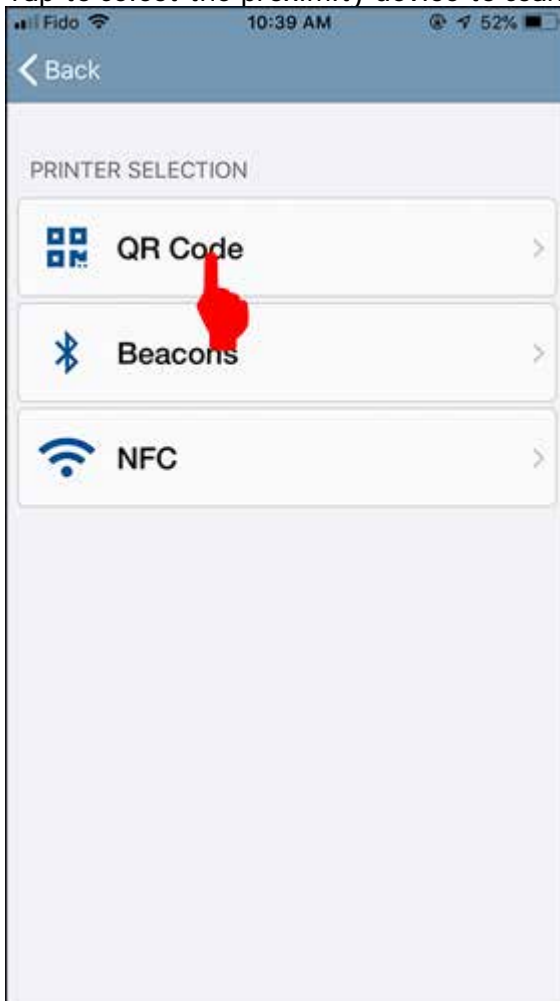


3) Tap to select a printer.





4) Tap to select the proximity device to scan.

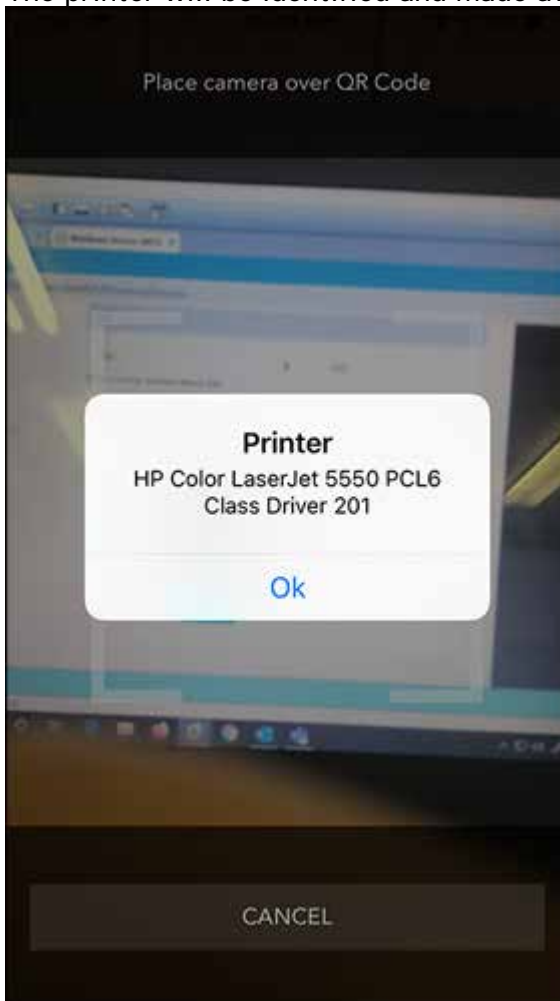


- 5) Scan the selected proximity device.

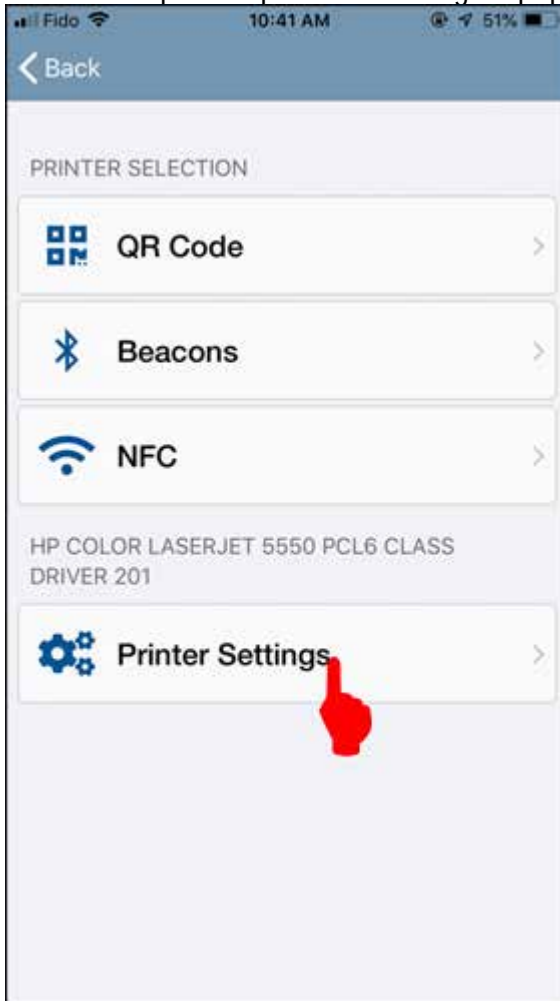


## UniPrint InfinityCloud Guide

6) The printer will be identified and made available to print to from the iOS device. Tap **Ok**.



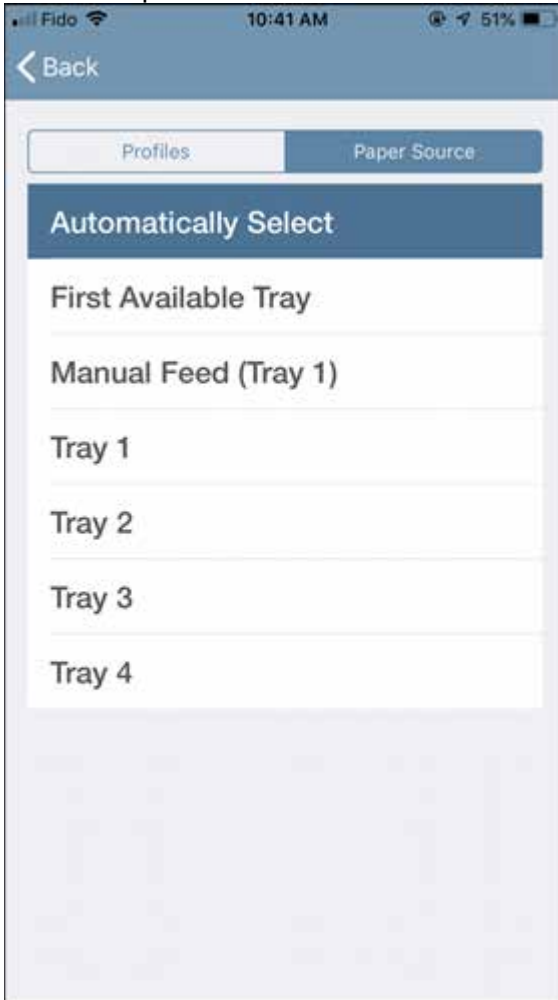
7) To select a printer profile or change a paper tray, tap **Printer Settings**.




- 8) If the administrator has any printer profiles, tap to select a printer profile. **NOTE: If a printer profile is not selected, the default printer profile will be applied.**



- 9) To change the paper source tray, tap the **Paper Source** tab. Then tap to select the paper source. Tap **Back**.



10) To change printer preferences, for example, number of copies or page range, beside the document name, tap  .



11) Tap to change any printer preferences and then tap Back.

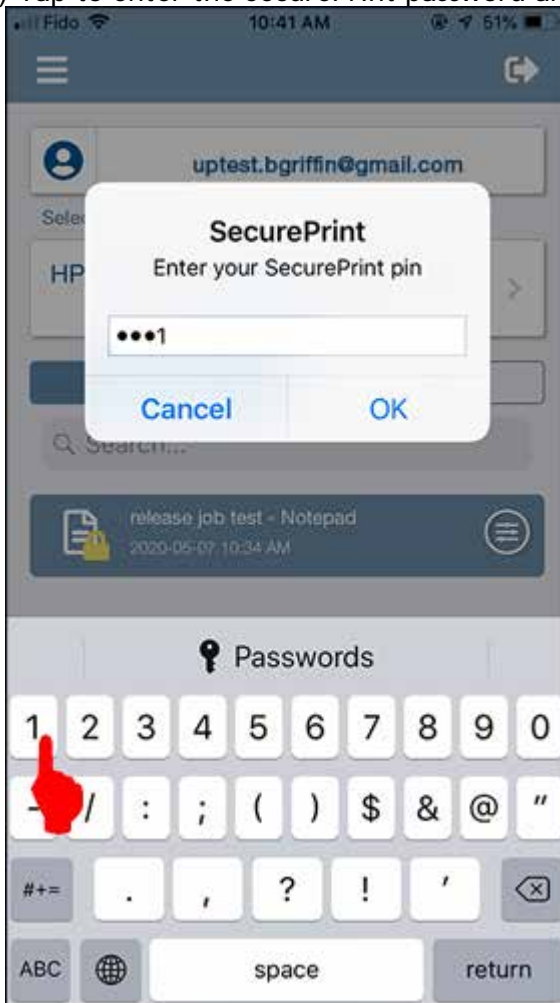




12) Tap to select the document to print and then tap



13) Tap to enter the SecurePrint password and then tap OK.



## UniPrint InfinityCloud Guide

- 14) A message will appear to confirm the document has been printed. Click OK to clear the message.



15) To print the document again, tap the **Printed** tab.



16) The SecurePrint password will be required again to release the print job. The SecurePrint password is associated with each print job, so if more than one print job has been printed and each one has a different SecurePrint password, the user is required to enter the

## UniPrint InfinityCloud Guide

SecurePrint password for that particular print job.



### Related Links:

[Installing The UniPrint Cloud Vault](#)

[SecurePrint Printing Using InfinityCloud Share For iOS](#)



# Support

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## Contact UniPrint Support

Need help with InfinityCloud? Feel free to contact us if you need help with InfinityCloud or any InfinityCloud apps that are downloaded from Google Play Store, Apple App Store or the Chrome Web Store. Our support hours differ depending on region. We have two offices based out of Canada and the United Kingdom. Our response time is one business day.

### Americas

Hours of operation: Monday to Friday (Not available on statutory holidays)  
8:00 AM to 6:00 PM Central Time (UTC-6)

Toll-free number (North America only): 1-866-488-3188 option 3  
Phone number (Worldwide): +1 (416) 848-0329

### Europe, Middle East, Africa and Asia Pacific

Hours of operation: Monday to Friday (Not available on statutory holidays)  
8:00 AM to 6:00 PM Coordinated Universal Time (Greenwich Mean Time)

Phone number: +44 1344-206144

### E-mail

[support@uniprint.net](mailto:support@uniprint.net)

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