



# *Using the IR Print Client*



March 2003 Item # H-IRPRINT

# Contents

- About the IR Print Client ..... 3**
  - Installing the IR Print Client ..... 3
  - Setting Up the IR Print Client for the First Time ..... 3
- Using the IR Print Client ..... 5**

## About the IR Print Client

The IR Print Client is a remote print spooler application. It allows you to print reports automatically or you can choose when you want to print. The program also allows you to view a document before printing.

## Installing the IR Print Client

To install the new software:

- 1 Go to the website [www.ddms.com/support/asp/irclient.htm](http://www.ddms.com/support/asp/irclient.htm). Click the link IR Client Software Version 6.1.7 or the latest version listed.
- 2 When the File Download window opens, click Save.
- 3 In the Save As window, select the Desktop folder and click Save.
- 4 After the file downloads, open Windows Explorer. Double-click IRPrintClient.exe in the Desktop folder. Follow the prompts on your screen, accepting the default settings. The IR Print Client software automatically loads and starts with your system.

## STEPS

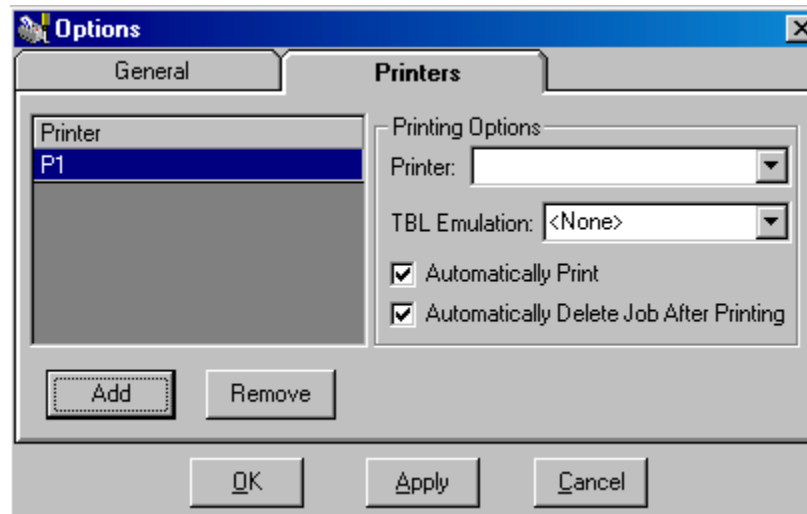


## Setting Up the IR Print Client for the First Time

To use your new software, select your printer then set up your account. To set up your IR Print Client:

- 1 Click Start then Programs to open the IR Print Client software.
- 2 Select Internet Repository then IR Print Client.
- 3 The first time you open the software, the You Must Setup Parameters message appears. Click OK.

**Figure 1:**  
Setting Up  
Printer Options



## Using the IR Print Client

- 4 In the Options window, click the Printers tab. See Figure 1. To set up your printer, click Add.
- 5 The Add Printer dialog box opens. In the TBL Printer box, enter your printer name and click OK. For example, your printer may be named P1, P2 or P3.
- 6 In the Printer box on the right side of the screen, click the drop-down arrow. Select the printer to attach to the name you specified in Step 5.
- 7 Select the TBL Emulation using the drop-down arrow. For example, if your printer is an Okidata, select the Oki1 (O1) option. For an Epson, select Epson1 (E1). For a laser printer, select HP Laser (LP), and for a Citizen, select Citizen (CI).
- 8 To print documents automatically, click the Automatically Print check box. To manually print from the IR Print Client, clear this box.
- 9 To automatically delete documents after printing, click the Automatically Delete Job After Printing check box. (This automatically deletes any print job, whether you print it automatically or manually.) Repeat this process for each printer.

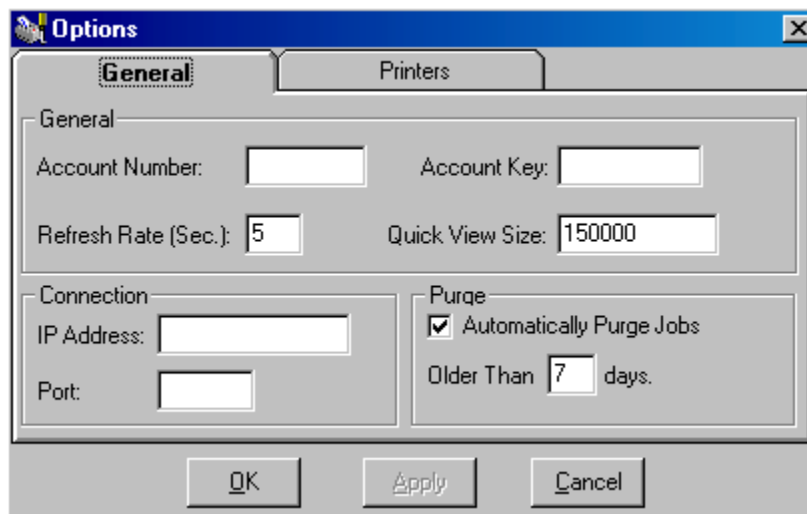
---

**Note:** To remove a printer, select the printer name from the list on the left side of the screen and click Remove.

---

- 10 Click the General tab to set up your account. See Figure 2.
- 11 In the Account and Account Number boxes, enter the account information given to you by your ASP representative.

**Figure 2:**  
Setting Up the  
General Tab



The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'General' section contains the following fields: 'Account Number' (empty), 'Account Key' (empty), 'Refresh Rate (Sec.):' (5), and 'Quick View Size:' (150000). The 'Connection' section contains 'IP Address:' (empty) and 'Port:' (empty). The 'Purge' section contains a checked checkbox for 'Automatically Purge Jobs' and 'Older Than' (7) days. At the bottom are 'OK', 'Apply', and 'Cancel' buttons.



- 12 Set the Refresh Rate box to the number of seconds to wait before refreshing the screen. The default is five seconds.
- 13 If you have a large report to view, it may take several minutes for your report to appear. In the Quick View Size box, enter the number of bytes to display when viewing a print job. The default for this box is 150000.
- 14 In the Connection boxes, enter your IP Address and Port name given to you by your ASP representative.
- 15 To purge jobs automatically, click the Automatically Purge Print Jobs check box. In the Older Than box, enter the number of days to wait before purging. The default is seven days.
- 16 When you have finished setting up options, click Apply, and then OK.

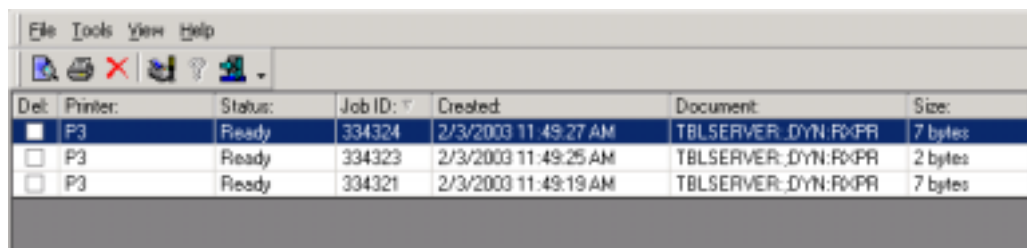
If you have not completed all the necessary information, the Configuration Is Invalid message box opens. Click OK and continue setting up options.

## Using the IR Print Client

To use the IR Print Client:

- 1 The IR Print Client automatically starts with your system and runs in the background. To open it, double-click the icon in the tray in the lower right corner of your screen, next to the system time.
- 2 The IR Print Client software opens, as shown in Figure 3. This screen displays your print jobs. If you automatically delete printed jobs, you only see print jobs here before they print. If you automatically print and automatically delete jobs, they print but do not appear in this screen.
- 3 Use the Menu Bar to perform tasks. Click the menu name to see a list of available options.

**Figure 3: The IR Print Client Software**




| Del:                                | Printer: | Status: | Job ID: | Created:             | Document:           | Size:   |
|-------------------------------------|----------|---------|---------|----------------------|---------------------|---------|
| <input checked="" type="checkbox"/> | P3       | Ready   | 334324  | 2/3/2003 11:49:27 AM | TBLSERVER_DYN:FO<PR | 7 bytes |
| <input type="checkbox"/>            | P3       | Ready   | 334323  | 2/3/2003 11:49:25 AM | TBLSERVER_DYN:FO<PR | 2 bytes |
| <input type="checkbox"/>            | P3       | Ready   | 334321  | 2/3/2003 11:49:19 AM | TBLSERVER_DYN:FO<PR | 7 bytes |

## Using the IR Print Client


To restart IR Print Client, click File, then click  or press Ctrl + R.


To exit the program, click File, then click  or press Ctrl + Q. This cancels all printing.


To change options, click Tools, then click  or press Ctrl + O. The Options window opens, displaying the Printers and General tabs.

- Use the Printers tab to:
  - Add or remove printers
  - Set TBL emulation
  - Print jobs automatically
  - Delete jobs automatically after printing.
- Use the boxes in the General tab to:
  - Set up your account information
  - Specify your connection options
  - Automatically purge jobs when they reach a certain age.

To save changes made to either tab, click Apply and OK.

To select all print jobs listed, click Tools, then click  or press Ctrl + A. A check mark appears in the Delete column box next to each print job. To select print jobs individually, click the check box in the Delete column next to the print job.

To deselect all print jobs marked, click Tools, then click  or press Ctrl + C. To deselect a single print job, clear the check box next to the print job.

To delete a print job, click the check box in the Delete column next to the print job. Click Tools, then click  or press Del.


To preview a document before printing, click the print job to highlight it. Click View, then click  or press Ctrl + V. The document opens in the Preview window. Click  to close the window or click  to print.

---

**Note:** You can also preview a document by double-clicking it.

---

To print a document without previewing it, click the print job to highlight it. Click View, then click  or press Ctrl + P.

- 4 The Tool Bar, shown below, contains buttons or tools for single-click access to the resources you use most often.
- 5 To run IR Print Client in the background, click  in the upper right corner.

