

About PlanetPress®

One of the advantages of using PlanetPress® Suite is the ability to print documents and formats in house, so you don't need to use preprinted forms. You can send these documents to any printer, eliminating the need for dedicated printers used only for your formats.

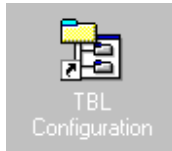
Occasionally, printers must be replaced and new ones added. To use a printer with DDMS® and PlanetPress, it must be added and configured for use on the network.

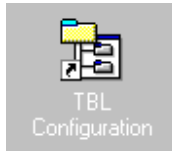
Note: Contact ECI Support for assistance changing, replacing, and adding PlanetPress printers for use with DDMSPLUS®.

Changing (Reassigning) a PlanetPress Printer

PlanetPress software monitors Virtual Inbound printers to determine which formats to print, fax, email, and/or archive. Once a document is sent to the Virtual Input printer's queue, it is printed using the Output printer set up in the Windows Printers and Faxes dialog box. But sometimes Output printers need to be repaired. If you have additional printers already set up for use with PlanetPress on the DDMS network, you can easily reassign print jobs to an existing printer.

Suppose you have two separate printers for use with PlanetPress. Printer P1 is designated as P1-PP which is your HP Printer. Printer P3 is designated as P3-PP which is your Xerox printer. If the Xerox printer (P3-PP) needs repairs, you can send all documents that normally print to the Xerox printer to the HP printer (P1-PP) instead.




1. From your desktop, double-click .
2. When the TBLConfig window opens, click the plus sign to the left of the Settings option.
3. Right-click Printer Definitions, and select Modify. Using the same example, you would right-click the P3 Xerox printer.
4. Click the down arrow in the Network Name box and select the Output printer to use. Using the same example, you would select the P1-PP HP printer.
5. Click OK. It is not necessary to restart utilities. Documents previously sent to the P3 Xerox printer are now sent to the P1-PP HP printer.

Replacing a PlanetPress Printer

If the printer you plan to use has not been set up in DDMS, begin by installing the physical printer with the correct port and driver on the PlanetPress server as you normally would. Print a test page to be sure the printer is installed correctly.



1. From your desktop, click . The PlanetPress Office Configuration window opens.

2. On the left side of the window, locate the process for which you are replacing the printer. Click the process, and find the output(s) print to Windows Driver. Using the same example, if the Xerox P3 printer needs replaced, select the process printing to the Xerox P3 printer.
3. You must now update the Output printer for each format shown to the replacement physical printer by locating the output(s) print to Windows Driver. Double-click an output.
4. When the Print Using a Windows Driver Properties dialog box opens, click the down arrow in the Printer Queue box and select the replacement physical printer.
5. At the warning message stating that changing printers resets document properties, click Yes.
6. Click OK.
7. Repeat these steps for each output shown in this branch until all are set to the replacement printer.
8. When all outputs have been changed to the replacement printer, click  and choose Send Configuration, Send Local. Doing so automatically stops and restarts the service.
9. At the You Are About to Overwrite Your Configuration warning message, click Yes. If you click No, your changes are not saved.
10. Using the same example, printing to the previously assigned P3 printer now prints to the replacement printer you designated in the PlanetPress Configuration window.

Note: Your changes are not saved until you select Send Configuration.

Adding New Planet Press Printers

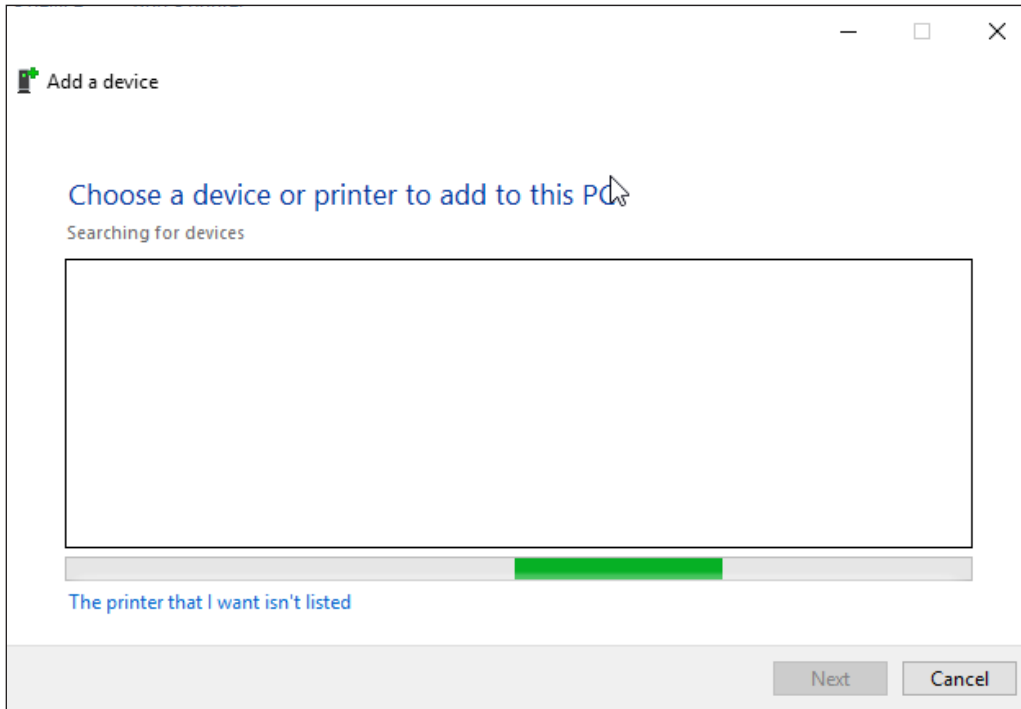
When adding new printers for use with PlanetPress, you must set up two printers: a Virtual Input printer and an Output printer. Similar to printing in Microsoft® Windows, before printing begins, documents are first sent to the Virtual Input Printer to be processed by PlanetPress. The Virtual Input printer is responsible for notifying PlanetPress when a document is ready to be processed and is currently waiting in the Virtual Input printer's queue.

In addition to the Virtual Input printer, you must also set up an Output printer using the TBL Configuration window. Unlike the Virtual Input printer, the Output printer is where your documents actually print.

Adding a Virtual Inbound Printer

To begin, add a Virtual Inbound printer on the computer where the PlanetPress software resides (the PlanetPress server). These instructions are for Windows 10. Steps may vary slightly depending on what version you are using.

1. Open Control Panel and click View Devices and Printers.
2. Click Add a Printer.
3. In the dialog box that opens, click The Printer That I Want Isn't Listed.



4. Click Add a Local Printer or Network Printer with Manual Settings then click Next.
5. Click Create a New Port then use the drop-down arrow to select Local Port.
6. Click Next.
7. In the Port Name dialog box, enter a port name, for example, C:\PA-PP.TXT or C:\Printers\PA-PP.txt then click OK. (We recommend that you create the new port in the same path directory as your other printers.)
8. Assign a logical name to the printer, for example, PA-PP.
9. Click Finish.
10. Next, add a physical printer with the appropriate port and driver on the PlanetPress server. Print a test page to be sure the printer is installed correctly.

Note: Since you are adding a Virtual printer, the port and driver you select are not important. Documents never print to this printer.

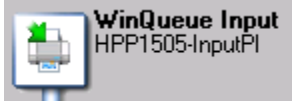
Adding a PlanetPress Process

After you have installed the Virtual Inbound printer and physical printer, you can add the process in Planet Press configuration.



1. From your desktop, click . The PlanetPress Office Configuration window opens.

2. On the left side of the window, locate a process currently in use, P1, for example. Right-click the process and select Copy.
3. Right-click Processes and choose Paste. Process1 is added to the Process list. This is a duplicate of the P1 process you copied. You must now configure the input and output properties.
4. To rename this process, right-click and choose Rename.
5. Enter the new name over the existing name and press Enter. Using the same example, you could rename the process P9. process, and find the output(s) print to Windows Driver. Using the same example, if the Xerox P3 printer needs replaced, select the process printing to the Xerox P3 printer.
6. Next, change the Input printer to the Virtual Inbound printer you added. This is the printer that notifies PlanetPress when a document is ready to be processed. To do so, double-click



. The WinQueue Input Properties dialog box opens.


7. Click the down arrow in the Printer Queue box and select the Virtual Input printer you added, P9-PP, for example.
8. Click OK.
9. At the Confirm message, click Yes. The icon's text changes to that of the printer you specified.
10. Update the Output printer for each format shown to the actual physical printer you added. Double-



click . The Print Using a Windows Driver Properties dialog box opens.

11. In the Print Using a Windows Driver Properties dialog box, click the down arrow in the Printer Queue box and select the physical printer you just added.
12. At the warning message stating that changing printers resets document properties, click Yes.
13. Click OK.
14. Repeat these steps for each format shown until all are set to the test printer. This is the printer where the document actually prints.



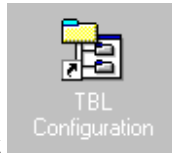
15. When all outputs have been changed to the new printer, click  and choose Send Configuration, Send Local. Doing so automatically stops and restarts the service.
16. At the You Are About to Overwrite Your Configuration warning message, click Yes. If you click No, your changes are not saved.

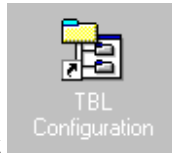
Adding a Virtual Printer on the DDMS Server

You must also add a virtual printer using the TBL Configuration window on the DDMS server.

If PlanetPress is not installed on the DDMS server, but is installed on its own server, before performing the following steps, add the printer using the Windows Printers and Faxes feature. (Click Start, click Control Panel, and then double-click Printers and Faxes.) Add the printer, the network printer, and specify the path, \\planetpressserver\P9-PP, for example. Or, browse to locate the shared virtual printer on your network. For more information, see the previous heading **Adding a Virtual Inbound Printer**.

Next, add the virtual printer in DDMS.



1. From your Windows desktop, double-click .
2. When the TBLConfig window opens, click the plus sign to the left of the Settings option.
3. Right-click Printer Definitions, and select Add New.
4. In the TBL Name box, enter the printer name to use in DDMS, P9, for example.
5. Click the down arrow in the Network Name box and select the Virtual Inbound Printer, P9-PP, for example.
6. Click the down arrow in the Emulation box and choose **PR**.
7. Click the Description box and enter a name for this printer, HP Laserjet, Xerox, or Ann's Office, for example.
8. When finished, click OK.