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¹ WW_COMMANDS

² Commands

³ wwindex:020

⁴ Commands

#5 §6 **Printer Setup**

Print Manager allows you to modify the Windows printer driver settings for any connected printer. For example, you can change the print orientation and resolution, paper size and source, and number of copies. All other Windows applications that are currently running will reflect these changes. For specifics on each printer driver's options, please refer to the Windows documentation or to the particular printer's manual.

Related Topic

Printer Setup dialog box

Changing a printer's setup options

⁵ CS_PRINTER_SETUP

⁶ Printer Setup

#7 ^{S8} **Network Options**

Once you have connected to a network printer, you are ready to print using the default settings established by the network administrator. However, certain network printing options, such as number of copies, timeouts, banners, and form feeds, may be changed at your discretion.

Note: You may only change Network Options for *connected* printers (those printers that display an icon in the Connected Printers box).

If you have not selected a network printer icon in the Connected Printers box, or have selected a personal printer, the Setup/Network Options entry will appear grayed in the menu. In addition, if the network administrator has decided that certain network options for that printer may not be changed, those items in the Setup/Network Options dialog box will appear grayed and will not be accessible.

Related topics

Network Options dialog box

Reviewing or changing network options

⁷ CS_NETWORK_OPTIONS

⁸ Network Options

#9 S10 **Add Personal Printer**

It is necessary for you to add your personal printer to the **Print Manager** database in order to use it with Windows applications. You will need to know the port to which your personal printer is attached. If it uses the computer's serial port, you may also need to know the correct communication parameters required to communicate with your printer. If you are unsure about your printer's characteristics, the network administrator will provide the information needed to complete this step.

If your personal printer is capable of being connected to either a parallel or a serial port, using the serial port will allow you to connect to more network printers simultaneously. Consult with your network administrator about the best method of connecting your printer.

Related topics

Add Personal Printer dialog box

Adding a personal printer

⁹ CS_ADD_PERSONAL_PRINTER

¹⁰ Add Personal Printer

#11 §12 **Modify Personal Printer**

You can modify a personal printer (change its description, icon, port, etc.) at any time. However, in order to modify a personal printer, you must first disconnect it from the list of connected printers.

Related topics

Modifying a personal printer

Modifying Personal Printer dialog box

Disconnect Button

¹¹ CS_MODIFY_PERSONAL_PRINTER

¹² Modify Personal Printer

#13 S14 **Delete Personal Printer**

You can delete your personal printers from the Personal Printer Index at any time. If you are connected to a printer at the time of deletion, you will be automatically disconnected from it.

Related Topics

[Deleting a personal printer](#)

¹³ CS_DELETE_PERSONAL_PRINTER

¹⁴ Delete Personal Printer

#15 S16 **Exit Print Manager**

Use this command to exit **Print Manager**.

¹⁵ CS_EXIT_PRINT_MANAGER

¹⁶ Exit Print Manager

#17 S18 **Personal Printers**

The Personal Printers option lists all potentially available [personal printers](#) in the [Printer Index](#).

Related Topics

[Viewing network or personal printers](#)

¹⁷ CS_PERSONAL_PRINTERS

¹⁸ Personal Printers

#19 S20 **Network Printers**

The Printer Index displays all of the potentially available network printers.

Related Topics

Viewing network or personal printers

¹⁹ CS_NETWORK_PRINTERS

²⁰ Network Printers

#21 S22 **By Description, By Location, and By Type**

The printer index may be sorted by Description, Location, or Type.

Related Topics

Sorting the printer index

²¹ CS_BY_DESCRIPTION_BY_LOCATION_BY_TYPE

²² by Description, by Location & by Type

#23 §24 **Icons Only**

Print Manager can be reduced to display only connected printer icons, thereby requiring less screen space. Choosing this option will remove the Printer Index box from the top of the screen, leaving only the Connected Printers box. In the View menu, a check mark appears beside the words "Icons Only," indicating that this feature is enabled. This is a toggle. To see the entire screen again, reselect the option.

Related Topics

Displaying Icons Only

²³ CS_ICONS_ONLY

²⁴ Icons Only

#25 S26 **Servers**

The Servers option permits you to view [file server](#) attachments as well as attach or detach to file servers. To attach to a server you must have a valid login name and password for that server.

Related topics

[Attaching to a different file server](#)

[Attach/Detach File Server dialog box](#)

[Detaching from a file server](#)

[Viewing your file server attachments](#)

²⁵ CS_SERVERS

²⁶ Servers

#27 S28 **Qview**

Qview displays information about jobs waiting to be printed. Users can add, edit, and delete their own print jobs; locate Queue Operators; and receive automatic notification when a job has been sent to a printer.

Related Topics

Viewing the Qview window

²⁷ CS_QVIEW

²⁸ Qview Help

#29 S30 **Automatic Notify**

Print Manager allows you to automatically load a Qview icon, which displays on the Windows desktop, for each connected network printer. By doing so, you will be notified when your print jobs have left the queue or have been deleted. This feature may be toggled on and off from the Options/Automatic Notify menu option in the menu bar. When the feature is enabled, a check mark displays next to the menu option.

Related Topics

Using Automatic Notify

²⁹ CS_AUTOMATIC_NOTIFY

³⁰ Automatic Notify

#31 S32 **QuickStat**

The QuickStat option provides information on a printer's availability and the number of jobs waiting to be printed. This feature can help you find the best printer to service your job.

QuickStat can be displayed at the bottom of the window by selecting a network printer from the Printer Index or from the Connected Printers box and holding SHIFT or the right mouse button. The option is also available by choosing Options/QuickStat in the menu bar. The printer does not have to be currently connected to display a QuickStat message.

If you are not logged in to the required file server, **Print Manager** displays a message asking if you wish to log in. Choosing OK produces the Server Login dialog box. Enter your user name (or GUEST) and password, if required. Choose OK.

Related Topics

Using QuickStat

³¹ CS_QUICKSTAT

³² QuickStat

#33 §34 **Automatic**

Connect/Automatic is the easiest method of connecting to a printer. This method will find the first available LPT port that can be used for network printing.

Before you can connect to a printer, you must first choose an unconnected printer from the [Printer Index](#). A connected printer is denoted by an asterisk in the far right-hand column of the Printer Index.

You may not connect to a printer more than once with the same printer index entry. However, there may be multiple printer index entries that point to the same printer on the network. This is useful for predefining printer setup information such as page orientation and font selection.

Related topics

[Connecting to a printer automatically](#)

[Connect Button](#)

³³ CS_AUTOMATIC

³⁴ Automatic

Connect/Manual allows you to manually choose a specific LPT port for use with your application. Connect/Manual is generally used in conjunction with non-Windows software applications that are tied to a particular printer setup.

Related topics

[Connecting to a printer manually](#)

From time to time, you may wish to output a preformatted print file. For example, if a document will be printed periodically without changes (such as an expense report form) it might be more efficient to create a "print file" and send it to a print queue when needed. Only files formatted for the target printer device should be added to a print queue. If a file is sent that has not been prepared specifically for the target printer, the results may be unpredictable. When you add a print job you can also set the printing options, e.g., number of copies, print job hold, tab size, a description or banner, and deferred print time.

Related Topics

Add a Print Job dialog box

Adding a job to a print queue

³⁷ CS_ADD

³⁸ Add

#39 S40 Delete

Any user can delete his or her own jobs from the print queue. If you attempt to highlight another user's print job, however, the job will not be selected. A Queue Operator, however, can delete any job from the queue.

Related Topics

Deleting a job from the queue

³⁹ CS_DELETE

⁴⁰ Delete

#41 S42 **Edit Job**

The Edit Job option allows you to change the network print options, e.g., number of copies, user hold, operator hold, form feed, description, tab size, form number, banner, and deferred printing. A user can only edit his or her job. A Queue Operator can edit any user's job.

Related Topics

Editing Print Job Options

Print Job Options dialog box

⁴¹ CS_EDIT_JOB

⁴² Edit Job

#43 S44 **Reorder**

Occasionally, a print job may need to be printed immediately. In this case, it can be moved ahead in the queue by a Print Queue Operator. To determine who the operators are for a print queue, select Queue Operators from the Qview Options menu. Contact any of the Queue Operators to negotiate the reordering of your print job in the queue. If you are not a Queue Operator, you will not be able to reorder any print jobs and the Reorder option will appear grayed.

Related Topics

Reorder Jobs dialog box

Reprioritizing the jobs in a print queue

Viewing a list of queue operators

⁴³ CS_REORDER

⁴⁴ Reorder

#45 S46 **Hold**

This option enables user hold. User hold allows a job to remain in the queue, however other jobs behind it can advance.

Related Topics

[Holding and releasing a print job](#)

⁴⁵ CS_HOLD

⁴⁶ Hold

#47 S48 **Release**

Release removes user hold and makes the job available to the printer.

Related Topics

[Holding and releasing a print job](#)

⁴⁷ CS_RELEASE

⁴⁸ Release

#49 S50 **Exit Qview**

Qview is an independent window that can remain on the screen for monitoring a particular print queue while using other Windows applications. You can move it to the bottom of the screen, hide it behind your current application or minimize it to an icon. If you do not wish to keep it open, choose Close in the Control menu box.

Related Topics

Exiting Qview

⁴⁹ CS_EXIT_QVIEW

⁵⁰ Exit Qview

#51 §52 **Queue Operators**

This feature allows you to view the [queue operators](#) for the [print queue](#) that contains your print job.

Related topics

[Viewing a list of queue operators](#)

⁵¹ CS_QUEUE_OPERATORS

⁵² Queue Operators

#53 §54 **Notify**

Print Manager gives you the option to be notified when your print job has been released from the queue to the printer. The default for this option is for notify to be enabled. When the feature is enabled, a check mark displays next to the menu option. It is toggled on and off from the Options/Notify menu option in the Qview.

Related topics

Enabling/disabling the notify feature

⁵³ CS_NOTIFY

⁵⁴ Notify

#55 S56 **Spooler Priority**

This option allows you to set the Spooler Priority to Low, Medium, or High. Choosing one of the three available choices enables that particular setting, which is indicated by a check mark.

Related Topics

[Setting the spooler priority](#)

55 CS_SPOOLER_PRIORITY

56 Spooler Priority

^{#57} ^{S58} **Refresh Time**

The Refresh Time option allows you to set the interval at which Qview polls the status of the queue and refreshes the information in the Qview window.

Related Topics

Setting the queue refresh time

⁵⁷ CS_REFRESH_TIME

⁵⁸ Refresh Time

#59 S60 K61 **Connect/Disconnect Button**

This button can display either Connect or Disconnect.

Connect

Choosing Connect finds the first available LPT port that can be used for network printing.

Before you can connect to a printer, you must first choose an unconnected printer from the [Printer Index](#). A connected printer is denoted by an asterisk in the far right-hand column of the Printer Index.

You may not connect to a printer more than once with the same printer index entry. However, there may be multiple printer index entries that point to the same printer on the network. This is useful for predefining printer setup information such as page orientation and font selection.

Disconnect

The disconnect button allows you to disconnect a network or local printer. Disconnecting from a network printer will automatically close all network print jobs that are open in the queue and make them available to the printer.

The icon will disappear from the Connected Printers list box and all other running Windows applications will be notified of the printer change.

Disconnecting from a network printer while printing a job from another application may cause unpredictable results. Be sure that no applications are currently using the printer you wish to disconnect.

Related topics

[Connecting to a printer automatically](#)

[Connecting to a printer manually](#)

[Disconnecting from a printer](#)

⁵⁹ CS_CONNECT_DISCONNECT_BUTTON

⁶⁰ Connect/Disconnect Button

⁶¹ Disconnect Button; Connect Button

#62 S63 K64 **Set Default Button**

Windows allows you to print on only one printer at a time from within any particular application. This printer is called the **default printer**. **Print Manager** can dynamically set the default printer for most Windows applications. This is especially useful for applications that rely on the Windows Control Panel to perform this function.

⁶² CS_SET_DEFAULT_BUTTON

⁶³ Set Default Button

⁶⁴ Set Default Button

#65 S66 K67 **Reset Button**

Print Manager allows you to close a network print job on demand. Normally, the Setup/Network Options/Timeout settings govern when a print job has finished. For example, if the Timeout is set for 60 seconds, the network will wait for 60 seconds after the stream of information to the printer stops to close the job and dispatch it to the printer. The **Reset button** allows you to manually close or "flush" the print job instead of waiting for the timeout period.

Related topics

[Resetting a network printer connection](#)

⁶⁵ CS_RESET_BUTTON

⁶⁶ Reset Button

⁶⁷ Reset Button

^{#68} ^{\$69} **Contents**

This is a listing of all major topics in Help. When you click on topics that appear in green type and underlined, the Help Program will jump to that section.

#70 S71 **How to Use Help**

This is an overview of how to use Windows Help.

⁷⁰ CS_HOW_TO_USE_HELP

⁷¹ How to Use Help

#72 S73 **Search for Help on**

This provides a list of topics for which Help is available.

⁷² CS_SEARCH_FOR_HELP_ON

⁷³ Search for Help on

#74 #75 **Print Manager Toolbar**

This option allows you to display or hide the **Print Manager** Toolbar. The toolbar contains icon shortcuts for menu commands.

Related Topics

[Using the Print Manager Toolbar](#)

⁷⁴ CS_PRINT_MANAGER_TOOLBAR

⁷⁵ Print Manager Toolbar

^{#76} ^{S77} **Qview Toolbar**

This option allows you to display or hide the **Qview** Toolbar. The toolbar contains icon shortcuts for menu commands.

Related Topics

[Using the Qview Toolbar](#)

⁷⁶ CS_QVIEW_TOOLBAR

⁷⁷ Qview Toolbar

#78 #79 **About**

This dialog box displays copyright information about the product.

⁷⁸ CS_ABOUT

⁷⁹ About

#80 #81 **Timeouts**

This option allows you to set the Device Not Selected and Transmission Retry timeouts for the selected printer.

#80 CS_TIMEOUTS

#81 Timeouts