

Print Manager

Whether you are an experienced or an occasional user of Microsoft Windows, printing your documents over a local area network can be troublesome and sometimes tricky. Print Manager is designed specifically to manage the tasks related to printing on a network as well as printing on personal printers.

The printers that display in Print Manager are maintained in the Print Manager Editor. For more information, see Chapter 8, “Print Manager Editor.”

Starting Print Manager

You can start Print Manager (WWPRINT.EXE) in any of the following ways:



- Include the Print Manager program item in a group in your Windows shell (e.g., Applications Manager or Program Manager) and then double-click the Print Manager icon.
 - Use Run from the File menu in your Windows shell to start the program.
 - Double-click on the WWPRINT.EXE file in File Manager.
 - Include Print Manager in a Startup group, which will start the program automatically each time the Windows shell is started.
 - Type WWPRINT.EXE on the Run= or Load= line of the WIN.INI file, which will start the program automatically each time the Windows shell is started.

Using the WWPRINT /X Command Line Switch

You can use the /X command line switch with the WWPRINT command to start Print Manager and then exit the program after printer connections are made and the WIN.INI file is set up. This feature can free some system resources. You can include the /X parameter on the Command Line with WWPRINT.EXE.

Note: You cannot use the /X parameter on the Run= or Load= line in your WIN.INI.

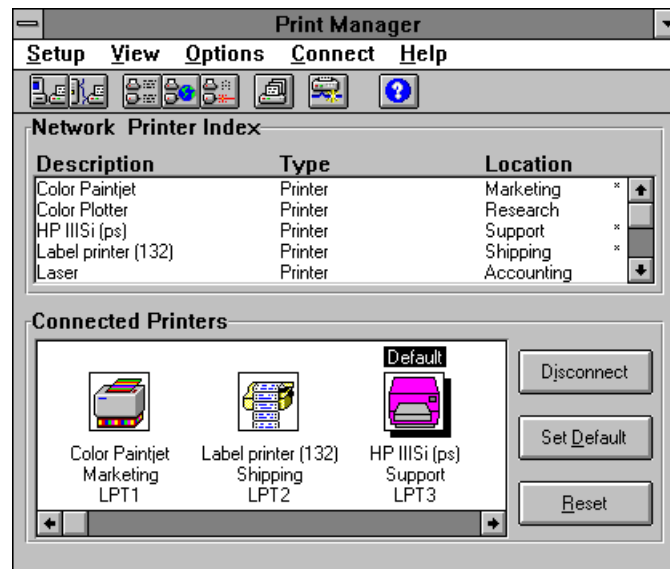
You can continue to print to your connected printers without Print Manager being loaded. However, you must reload Print Manager in order to connect to a new printer. When Print Manager is not loaded, print job notification and Qview are not available. For more information about print job notification, see “Using Automatic Notify” in this chapter.

Exiting Print Manager

To exit Print Manager, choose Exit from the Setup menu.









Using Print Manager

Print Manager groups output devices into two different categories: available resources and connected resources. As a user of a local area network, there may be many resources available to you that you have not had the opportunity to use, only because they were not presented in a well organized, easy-to-understand manner. Print Manager uses the Printer Index to display network and personal (local) printers.



Using the Toolbar

You can display the Toolbar in Print Manager for easy access to commands you frequently use. Choose Toolbar from the Options menu to display or hide the Toolbar. A check mark displays next to the Toolbar menu item when the Toolbar displays.

Button	Description
	View personal printers
	View network printers
	View by description
	View by location
	View by type
	Display statistics (QuickStat)
	Connect automatically
	Help Contents

Viewing Available Printers

The Printer Index displays a list of all printers potentially available for use by your workstation. The Printer Index works in either Network Printer mode or Personal Printer mode. You can select to view a list of either network or personal printers.



To view network or personal printers

1. Choose View on the menu bar.



2. If you want to see the list of network printers, choose Network Printers.

The Printer Index is updated with the list of available network printers.

Network Printer Index		
Description	Type	Location
Color Paintjet	Printer	Marketing
Color Plotter	Printer	Research
HP III Si (ps)	Printer	Support
Label printer (132)	Printer	Shipping
Laser	Printer	Accounting



3. If you want to see the list of personal printers, choose Personal Printers.

The Printer Index is updated with the list of available personal printers.




Personal Printer Index

Description	Type	Location
Bubblejet	Printer	COM4:
FAX Card	Printer	COM1:

For information about adding personal printers, see “Using Personal Printer” in this chapter.

Sorting the Printer Index

The Printer Index display may be sorted by Description, Location or Type. The following table describes each term:

Sort Item	Button	Description
Description		The description of the printer's specific function, such as 8-Pin Color Plotter, Envelope Deskjet, Letterhead Laser, or Plain-Paper Fax.
Location		The physical location of this particular printer in your environment, such as Accounting, LAN Room, Reception, or Research.
Type		The kind of printer being used, such as Color Laser, Dot Matrix, Fax, HP LaserJet, Plotter, or PostScript.



To sort the printer index

1. Choose View on the menu bar.
2. Choose Description, Location, or Type, depending on which item you wish to use to sort the list.

Network Printer Index

Description	Type	Location		
Color Paintjet	Printer	Marketing	*	↑
Color Plotter	Printer	Research		
HP III Si (ps)	Printer	Support	*	
Label printer (132)	Printer	Shipping	*	
Laser	Printer	Accounting		↓

Mouse Shortcut:

Click one of the sort buttons in the toolbar.

Using Drag-and-Drop

You can drag file icons from File Manager and drop them anywhere in the Print Manager window or on the Print Manager icon. The dropped file prints automatically on the default printer by the application associated with that file type in the Window's registration database. For example, dragging and dropping a .DOC file will print that file using Word for Windows.

For more information about using the drag-and-drop technique and the Windows registration database, refer to your Microsoft Windows 3.1 documentation.

Viewing Context-Sensitive Help


Print Manager follows the standard Windows convention of SHIFT+F1 to provide context-sensitive help. When you press SHIFT+F1 to request help, the cursor changes to an arrow with a question mark. You may then choose a drop-down menu command for specific information pertaining to the command. Command-specific help is part of Print Manager Help.

You can also press SHIFT+F1 and then choose a printer in the Connected Printers or the Printer Index list boxes to request help. For example, if you have created a custom help file for a PostScript printer and defined it in the Print Manager Editor, that custom file displays when you request help on that printer.

Using QuickStat

The QuickStat feature 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.

You can display QuickStat by selecting a network printer from the Printer Index list box or the Connected Printers box and then performing one of the following methods:

-  Choose QuickStat on the toolbar.
- OR
- Press and hold SHIFT.
- OR
- Click and hold the right-mouse button.
- OR
- Choose QuickStat from the Options menu.

The following line is an example of a QuickStat message:

Multi-Sheet Plotter/Marketing Enabled, 7 jobs pending.

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.

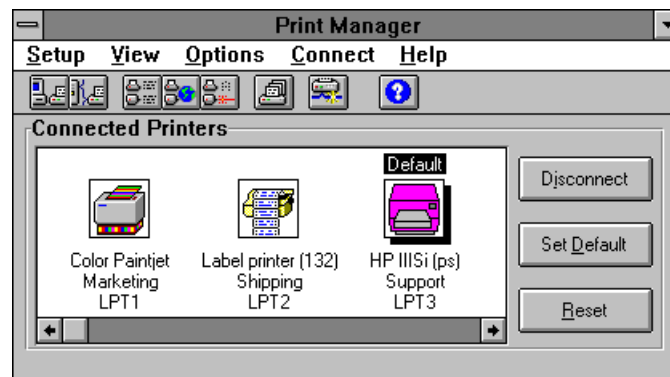
Using Automatic Notify

Print Manager allows you to automatically load a Qview icon, which displays on the Windows desktop, for each connected network printer. By doing so, Print Manager notifies you when your print jobs have left the queue or have been deleted.

You can toggle this feature on and off by choosing Automatic Notify from the Options menu. When you enable this feature, a check mark displays next to the menu item. This feature is only available when Print Manager is running.

Displaying Icons Only

You can reduce Print Manager by displaying only the icons in the Connected Printers box, thereby requiring less screen space. You can toggle this feature on and off by choosing Icons Only from the View menu. When you enable this feature, a check mark displays next to the menu option and the Printer Index list box does not display.



Connecting to a Selected Printer

The Printer Index presents you with a list of available printers. You can select a printer from the Index and attach to it for your use. When you attach to a printer, an icon representing the printer type displays in the Connected Printers box, the connected printer becomes the default printer, and an asterisk (*) displays next to the connected printer in the Printer Index.

There are two ways to connect to a network printer: automatically and manually. The easiest method, automatic, finds the first available printer port that you can use for network printing. You can also manually select a specific LPT port for use with your application. You can use manual connect in conjunction with non-Windows software applications that require a particular LPT port.



To connect to a printer automatically

1. Select an unconnected printer in the Printer Index list box.
2. Choose Automatic from the Connect menu.



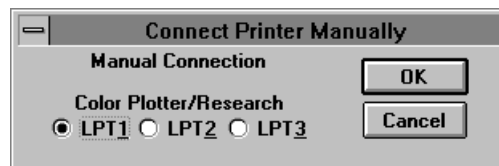
Print Manager displays the icon in the Connected Printers box, sets the connected printer to be the default printer, and displays an asterisk (*) next to the connected printer in the Printer Index.

Print Manager issues the necessary commands to connect to the selected printer and notify all other Windows applications that there is a new printer available.



To connect to a printer manually

1. Select an unconnected printer in the Printer Index list box.
2. Choose Manual from the Connect menu.



3. Select the LPT port you want to use.

If one or more of these options are grayed, it means that a connected personal printer requires that particular port. See “Using Personal Printers” in this chapter.

4. Choose OK.

Print Manager displays the icon in the Connected Printers box, sets the connected printer to be the default printer, and displays an asterisk (*) next to the connected printer in the Printer Index.

If you select a port that is currently occupied by a network printer, Print Manager moves the printer occupying it to an unused port so that Print Manager can complete your manual connection.

What Happens When I Connect to a Printer?

Several things happen when you make your printer connections through Print Manager.

- The port is redirected to the network printer (network only).
- Other Windows applications are notified that a new printer is available. During the connection process, the default printer setup options are automatically installed as the administrator set them.
- An icon representing the printer displays in the Connected Printers box with a description, a location, and an LPT port label. Each printer displaying an icon is a valid, connected printer that can be used to print your documents.
- The printer becomes the default printer.
- An asterisk (*) displays next to the printer in the Printer Index.
 - Qview displays the printer icon if Automatic Notify is selected on the Options menu.

Connecting to Printers on Different File Servers

The network operating system requires that you “connect” to a file server in order to use its print queues. If you try to connect to a printer that is attached to a file server to which you are not currently attached, Print Manager automatically allows you to log in. A dialog box prompts you to enter your user name (or GUEST) and password, if required.

Print Manager also allows you to attach to and detach from any file server that exists on your network. However, you should not detach from a server if you have a drive letter mapped to that server or if you are currently connected to a printer on that server.

Viewing File Server Attachments

As you log in to the network each day, you connect to at least one file server that becomes your “home” or “primary” server. It is most likely the server that stores your files. During this process, you may also attach to other servers on the network to use their resources. Print Manager allows you to view your file server attachments.



To view your file server attachments

1. Choose Servers from the Options menu.



The dialog box contains a list of all recognized servers on your network. For those servers to which you are connected, a user name and status displays with the server name.

2. Use the scroll bars to view the file servers on your network.
3. Choose Close to close the dialog box.

Attaching to a Different File Server

As you view your server attachments, you may wish to attach to another server to share its resources. To attach to a server you must have a valid login name and password for that server. If you try to attach to a server on which your password has expired, you are prompted for a new password. If you do not want to enter a password at this time, choose Cancel.



To attach to a different file server

1. Choose Servers from the Options menu.
The Attach/Detach File Server dialog box displays.
2. Select a file server to which you are currently not attached from the File Servers list box.
3. Enter your user name and password in the corresponding text boxes.
4. Choose Attach.
The list box updates to display the user name and status of the selected server.
5. Choose Close.

Note: If you choose Close without choosing Attach, you do not connect to the file server. Make sure that you choose Attach after you type your user name and password.

Detaching from a Server

Detaching from a server can be a risky decision. If you detach from a server in Print Manager, you may remove an important resource that another application you are running may need. Print Manager warns you of such potential problems.



To detach from a file server

1. Choose Servers from the Options menu.

The Attach/Detach File Server dialog box displays.

2. Select a file server to which you are currently attached from the File Servers list box.
3. Choose Detach.



A warning message displays if you are currently using the resources of the selected file server. Make your decision to detach with caution.

4. If the warning message displays, choose OK to confirm you want to detach from the selected file server.

The list box updates to display the user name and status of the selected server.

5. Choose Close.

Using Personal Printers

What is a Personal Printer?

A personal printer is an output device physically attached to a port on your workstation that is not available to other users on the network. Print Manager keeps a database of all personal printers and the workstations to which they are attached. If you were to move from one workstation to another, your list of valid personal printers would change to match the configuration of the new workstation.

Adding Personal Printers

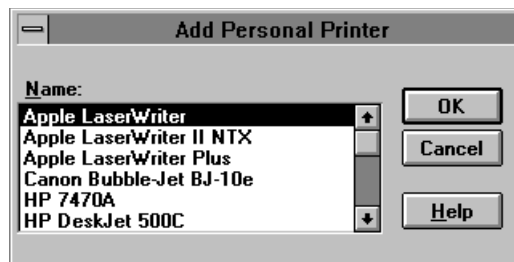
It is necessary for you to add your personal printer to the Print Manager database in order to use it with Windows applications. To perform this quick and simple procedure, you need to know the port to which your personal printer is attached. If it uses the computer's serial port, you may also need to know the correct communication parameters required to communicate with your printer. If you are unsure about your printer's characteristics, the network administrator or printer documentation can provide you with the information you need 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 allows you to connect to more network printers simultaneously. Consult with your network administrator about the best method of connecting your printer.



To add a personal printer

1. Choose Personal Printers from the View menu to display the Personal Printer Index.
2. Choose Add Personal Printer from the Setup menu.

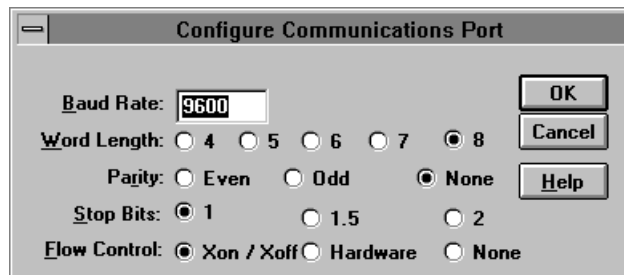


Print Manager lists the printer drivers that the administrator has installed using Print Manager Editor.

3. Select the printer driver that matches the personal printer you wish to add from the Name list box and choose OK.



4. Select the port that you want to use from the Ports list box.
5. If you selected a COM (serial) port, choose Comm to verify that the communications options are correctly set. Change settings if necessary and choose OK.



6. Type a description of the printer in the Description text box.

For example:

- 8-Pin Color Plotter
- Envelope Deskjet
- Letterhead Laser
- Plain-Paper Fax

Note: You cannot enter the following special characters: / = , []

7. Choose Icon.



8. Select the icon of your choice and choose OK.
9. Choose OK until you exit the dialog boxes.

The added printer listing displays in the Personal Printer Index. You need to connect the personal printer the same way you connect a network printer. For information about connecting printers, see “Connecting to a Selected Printer” in this chapter.

Modifying Personal Printers

You may 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.



To modify a personal printer entry

1. Select the printer from the Personal Printer Index.
2. Select Modify Personal Printer from the Setup menu.



3. Modify the options you want to change.

For information about the options in this dialog box, see “To add a personal printer” in this chapter.

4. Choose OK.

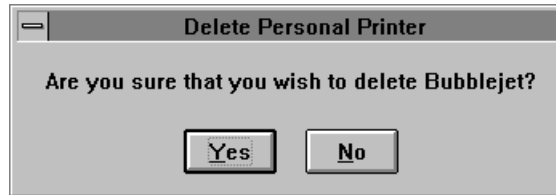
Deleting Personal Printers

You may delete or replace your personal printers at any time. If you are connected to a printer at the time of deletion, you automatically disconnect from it. You must select the printer to be deleted from the Personal Printer Index.



To delete a personal printer

1. Select the printer to be deleted from the Personal Printer Index.
2. Choose Delete Personal Printers from the Setup menu.



Print Manager asks you to verify the deletion.

3. Choose Yes to delete the printer.

Connected Printer Options

Setting the Default Printer

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.

It is important to note, however, that some Windows applications do not automatically accept a change to the default printer from Print Manager while they are running. These applications, such as Microsoft Write, are usually dependent on the printer driver for formatting information. You must explicitly request Microsoft Write to change its printer, using Print Setup from the File menu, in order to reformat the text for another printer choice. Microsoft Excel, on the other hand, gracefully allows Print Manager to dynamically change its default printer settings.



To change the default printer

1. Choose the icon of the printer that is to be made the default from the Connected Printers box.
2. Choose the Set Default button.

The Default label appears above the selected printer.

Setting the Printer Timeout Values

You can set the printer timeout values to be different than the normal default.



To set the printer timeout value

1. Select a printer in the Connected Printers list box.
2. Choose Timeouts from the Setup menu.

The Printer Timeout Values dialog box displays.

3. Type the number of seconds in the Device Not Selected text box that Print Manager continues to check the printer to see if it is online and ready to print.
4. Type the number of seconds in the Transmission Retry text box that Print Manager waits before notifying you that your printer cannot accept any more print information.
5. Choose OK.

Print Manager writes the timeout values for that printer to the WIN.INI.

Modifying a Printer's Setup Options

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 reflect these changes. For specifics on each printer driver's options, please refer to your Windows documentation or to the particular printer's manual.



To change a printer's setup options

1. Choose the icon of the printer you wish to modify from the Connected Printers box.
2. Choose Printer Setup from the Setup menu.

The printer's options dialog box displays.

3. Make your desired changes.
4. Choose OK.

Changing Network Options

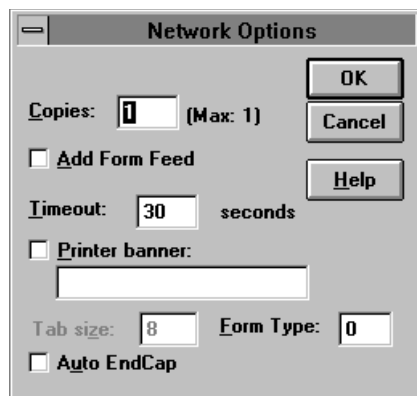
Once you have connected to a network printer, you are ready to print using the default settings established by the network administrator. However, certain network printing options, such as number of copies, timeouts, banners and form feeds, may be changed at your discretion.

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



To review or change network options

1. Choose the icon of the network printer to be modified from the Connected Printers box.
2. Choose Network Options from the Setup menu. (If you select a personal printer, the Setup Network Options item is gray and cannot be selected.)



3. Make the desired changes.
An explanation of each option follows this procedure.
4. Choose OK to confirm your changes.

Copies

The network administrator can set the maximum number of copies that you can print. Changing this option to value n causes the job to be sent to the printer n times.

Note: You can also set the number of copies to print directly from within many applications or printer drivers. This may be far more efficient for certain applications, such as obtaining several copies of a short document. Changing the Network Options may be more desirable for large documents where copies are printed in collated order.

Add Form Feed

A form feed ejects a sheet of paper at the end of a print job. When an X displays in the Add Form Feed box, a form feed is sent to the printer. When the Add Form Feed box is blank, a form feed is not sent.

Timeout

The Timeout value allows you to change the number of seconds the network waits before closing a print job and sending it to the printer.

Increasing the Timeout value ensures that a complex job, which might take a long time to process, does not prematurely print. Setting the Timeout value to 0 will disable the feature and require you to manually close the print job. For more information about closing a print job, see the “Resetting a Printer Connection” section in this chapter.

If you are using the Windows Spooler with a network printer, the Timeout value is irrelevant since the Spooler closes the print job upon completion.

Printer Banner

The Printer Banner is the first page of a printout, which provides information about the job being printed.

The banner page identifies the name of the user printing the job, the name of the job, the date and time the job was created, and other information. If you enable Printer Banner, you can modify the name of the job in the text box directly beneath the Printer Banner option. If the network printer is incapable of printing NetWare banner information (such as PostScript printers or HP plotters), the network administrator may disable this option.

Tab Size

When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case, and Windows generally accomplishes this task for you automatically.

Form Type

In NetWare, a print job can be instructed to use several predefined form numbers that correspond to a form name created using Novell’s PRINTDEF utility.

Note: If you alter the form number set by the administrator, be sure to use a defined form number.

Auto End Cap

This check box indicates whether to end the capture of a file for printing when end of file is reached. This option is rarely used in conjunction with Windows applications and will usually be disabled by the network administrator.

Disconnecting from a Printer

Print Manager accepts the maximum number of network printers allowed by the network operating system to be connected at one time, along with any personal printers you may have attached to your workstation. From time to time, you may decide to disconnect a printer in order to use a different network or local printer.

Note: 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.



To disconnect from a printer

1. Choose the icon of the printer that is to be disconnected in the Connected Printers box.
2. Choose Disconnect.

The icon disappears from the Connected Printers box and Print Manager notifies all other running Windows applications of the printer change.

When you disconnect from the default printer, Print Manager cannot determine which printer should be the new default printer. In this case, since no printer is labeled as the default printer, other Windows applications do not recognize a default printer. Be sure to select another default printer in this case.

Resetting a Printer Connection

Print Manager allows you to close a network print job on demand. Normally, the Timeout in the Network Options dialog box governs 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 function allows you to manually close or “flush” the print job instead of waiting for the timeout period to expire.

Note: This option is only affective when printing from DOS applications.



To reset a network printer connection

1. Choose the icon of the network printer that is to be reset from the Connected Printers box.
2. Choose Reset.

Using Qview

Print Manager takes powerful advantage of the network's print queue features through Qview. This section is a brief discussion of print queues: what they are, who uses them, who controls them, and the options that are available.

The network allows many users to share a printer. When sharing a printer, the network "captures" the data directed to your local printer port and redirects it to a temporary area on the file server called a print queue. The print queue holds your print job along with those of others until it is "serviced" by an available print server. Although the print server is usually located on the file server, you may use third party software with a dedicated PC.

Once the print job has been placed in the queue, it is ready to be sent to the printer along with other finished jobs. Jobs with higher priority have printing precedence. After printing, the job is automatically removed from the print queue.

While your jobs are in the queue waiting to be printed, you can retain control over them. For example, after you send a job to the printer, you might decide to cancel or defer its printing. The network permits the owner of a print job to delete, hold or defer its printing until a specified time.

Users who are given special privileges for controlling a print queue are called Queue Operators. Queue Operators are defined through the network operating system—not Print Manager. Operators are able to delete, hold or reprioritize any job within a particular print queue.

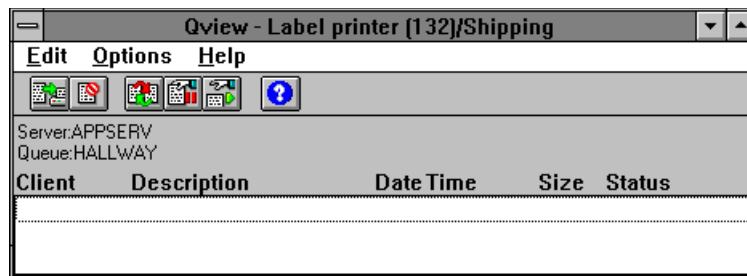
Print Manager provides a method of directing print jobs to the various network print queues and of controlling those print queues directly from within Windows. The Qview feature allows you to view all print jobs pending in a queue as well as hold, defer and delete your own jobs. Qview can also pop up a message to notify you that your print jobs are complete while you continue to work on other applications.

The Windows Print Manager program allows users to view queues for local printers if they have enabled spooling.



To view the Qview window







1. Choose the printer's icon from the Connected Printers box or highlight the printer in the Network Printer Index.
2. Choose Qview from the Options menu.

**Mouse Shortcut:**

Double-click on the printer's icon in the Connected Printers box or on the listing in the Network Printer Index.

Using the Toolbar

You can display the Toolbar in Print Manager for easy access to commands you frequently use. Choose Toolbar from the Options menu to display or hide the Toolbar. A check mark displays next to the menu item when the Toolbar displays.

Button	Description
	Add a job
	Delete a job
	Reorder a job in the queue
	Hold a job
	Release a job
	Help Contents

Managing Print Jobs in Qview

The Qview displays information about jobs waiting to be printed. Users can

- Add, edit, and delete their own print jobs.
- Locate Queue Operators.
 - Receive automatic notification when a job has been sent to a printer.

Adding Print Jobs

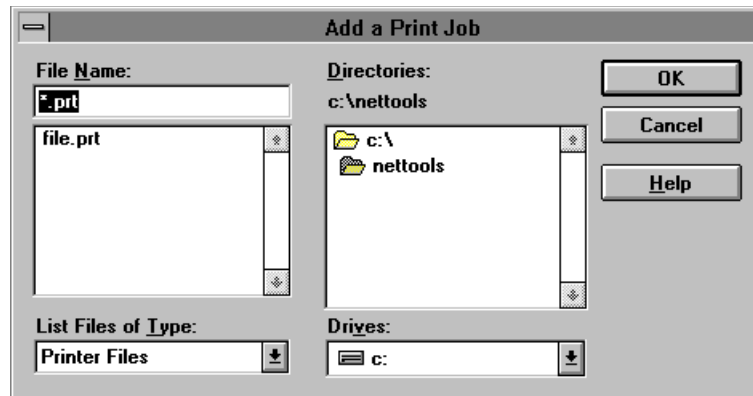
From time to time, you may wish to output a preformatted print file. For example, if a document will be printed periodically without changes (such as an expense report form) it might be more efficient to create a “print file” and send it to a print queue when needed. Only files formatted for the target 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).



To add a job to a print queue

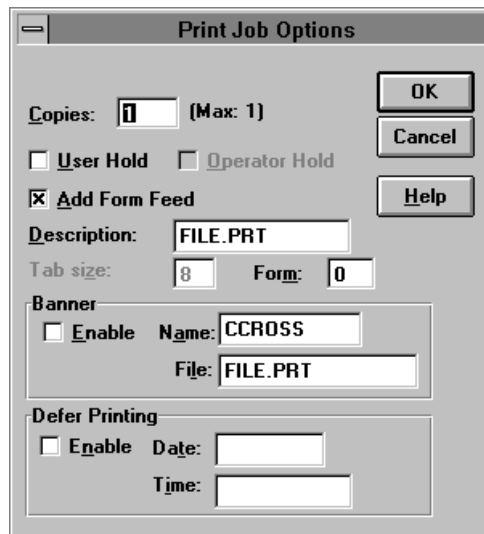


1. Choose Add from the Edit menu.



2. Enter the path and filename in the text box or select the drive, directory, and filename from the list boxes.
3. Choose OK.
4. Modify the Print Job Options as necessary.

An explanation of each option follows this procedure.



The image shows a 'Print Job Options' dialog box with the following fields and controls:

- Copies:** A numeric input field with the value '1' and a '(Max: 1)' label.
- User Hold:** An unchecked checkbox.
- Operator Hold:** An unchecked checkbox.
- Add Form Feed:** A checked checkbox.
- Description:** A text input field containing 'FILE.PRT'.
- Tab size:** A numeric input field with the value '8'.
- Form:** A numeric input field with the value '0'.
- Banner:** A section containing:
 - Enable:** An unchecked checkbox.
 - Name:** A text input field containing 'CCROSS'.
 - File:** A text input field containing 'FILE.PRT'.
- Defer Printing:** A section containing:
 - Enable:** An unchecked checkbox.
 - Date:** An empty text input field.
 - Time:** An empty text input field.

Buttons on the right side include 'OK', 'Cancel', and 'Help'.

5. Choose OK.

Copies

The network administrator sets the maximum number of copies of a document that you may print. This is the number that follows the Max: label. The default is 1 copy.

User Hold/Operator Hold

In some cases, you may already have a job in the print queue, but you may decide not to print it at this time. You can either delete the print job or place it on User Hold. The job remains in the queue, but any job behind it can advance. When you are ready to print the job, you may disable hold and make the job available to the printer. The default for this option is not to hold the print job.

Both Hold and Release options are available from the Edit menu directly as well as through the Edit Job option. Choosing either of these items is a quick way of putting your job on hold or releasing a job currently on hold.

Add Form Feed

You may ask the network to add a form feed (eject a sheet of paper) to the end of each print job. The network administrator usually predetermines whether the network printer requires a form feed to be sent. If the option appears gray, it has been disabled by the network administrator.

Description

A description can be any text (up to 49 characters) such as the LPT port number, program name, or filename. Only the first 15 characters are displayed in the Qview list box. When a banner prints, it reflects the full description.

Tab size

When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case and Windows will generally accomplish this task automatically.

Form

In NetWare, a print job can be instructed to use several predefined form numbers that correspond to a form name created using Novell's PRINTDEF utility.

Banner

When many users share a printer, paper may accumulate in the print tray without any way of identifying the originator. The network provides an optional cover sheet called a banner that identifies the owner by the user's login name and job description (see Description). Other information that appears includes the queue, server, date, and time.

If the printer is on a different file server than the one that you normally use, you might be using the login name of GUEST. Other users from other servers may be using the same GUEST login name. To differentiate yourself from those users, you might want to change the login name. At times you may be printing a file for another user. In this case, place the recipient's name in the Name portion of the banner.

Defer Printing

Another type of hold is called deferred printing. When you enable deferred printing, the print job is not released until a specified date and time. An ideal use for this feature is for large print jobs that would tie up the printer during peak hours. In this case, use the Defer Printing option to send the job to the printer after hours. Please note that the job does not "bump" other jobs that are ahead of it at the specified time, but it enters the queue at that time. The default is not to defer printing. When you enable Defer Printing, it defaults to the current date and adds five minutes to the current time.

Deleting Print Jobs

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

Note: If you choose to delete the job that is currently printing, you should manually reset the printer.



To delete a job from the queue



1. Select the print job that you want to delete from the Qview list box.
2. Choose Delete from the Edit menu.



A warning box displays to verify that you want to delete the selected print job.

3. Choose Yes to delete the print job.

Editing Print Jobs

The Edit Job option in the Edit menu allows you to change various 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 own job. A Queue Operator can edit any user's job.



To edit print job options

1. Select the print job that you want to edit from the Qview list box.
2. Choose Edit Job from the Edit menu.

The Print Job Options dialog box displays.

Mouse Shortcut:

Double-click on the print job.

3. Make the desired changes.

For information about the options in this dialog box, see “To add a job to a print queue” in this chapter.

4. Choose OK.

Holding and Releasing Print Jobs

You can hold a print job so it does not print until you release it.



To hold and release a print job



1. Choose Hold from the Edit menu.

The print job remains in the print queue but does not print.



2. Choose Release from the Edit menu.

The print job is made available to print.

Using the Notify Feature

Qview 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.

The Qview print notification dialog box lists the files that have been printed.



To enable/disable the notify feature

1. Choose Notify from the Options menu to toggle the feature on or off.
2. A check mark appears if Notify is enabled.

When a job finishes printing, the Qview print notification dialog box displays.

3. Choose OK to close the dialog box.

Setting the Spooler Priority

The Qview Options menu entry 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.

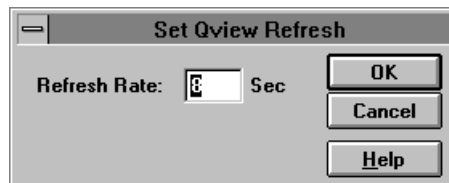
Setting the Queue Refresh Time

Qview periodically examines each queue and updates the information displayed in the Qview window. If a queue contains more than 10 jobs, your cursor displays as an hourglass while the program is updating the queue information, even if Qview is not the active window. The default update setting is every 8 seconds. You may change the update time.



To change the update time

1. Choose the Refresh Time option in the Qview Options menu.



2. Enter a number in the Seconds text box.
3. Choose OK.

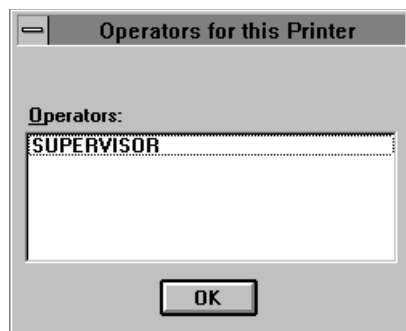
Viewing the Print Queue Operators

A Queue Operator is a person who has been given permission by the network administrator to maintain a print queue. A Queue Operator can modify any job in the queue, as well as delete or reprioritize jobs.



To view a list of queue operators

1. Choose Queue Operators from the Options menu.



2. Choose OK to close the dialog box.

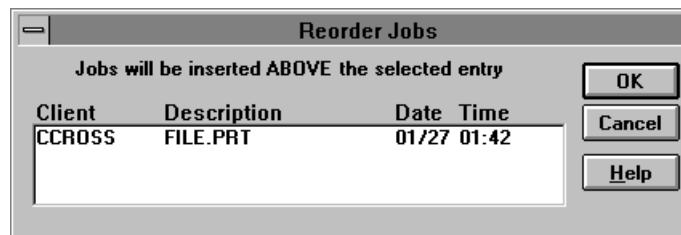
Reordering Print Jobs (Queue Operators only)

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



To reprioritize the jobs in a print queue

1. Select the print job that you want to reorder.
2. Choose Reorder from the Edit menu.



3. Select the print job that should print after the one(s) that you are reordering.
4. Choose OK.

Exiting Qview

Qview is an independent window that can remain on the screen for monitoring a particular print queue while you are 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 Exit from the Edit menu.

