KONICA MINOLTA

Dispatcher
Phoenix

Release2Me Quick Start Guide

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Release2Me Quick Start Guide

Overview

Dispatcher Phoenix's Release2Me solution is a convenient print release system that is designed to help businesses of all sizes secure their print-outs while reducing printing costs. With Release2Me, print jobs are sent to a print queue that is accessed at the MFP by authenticated users. By holding documents in queue until they are released at the MFP, users can control exactly when and where documents are printed, safeguarding confidential information and reducing unwanted or duplicate printouts.

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Features of Release2Me include:

1. An easy-to-configure system-defined workflow to get started quickly.
2. The ability to specify print settings for the print job after it is released for printing.
3. Auto-deletion of unclaimed jobs after a user-defined period of time.
4. The ability to customize the print queue with additional information about jobs in queue.
5. Individual processes to build customized workflows: the Release2Me node and the PJL Print Preferences node.

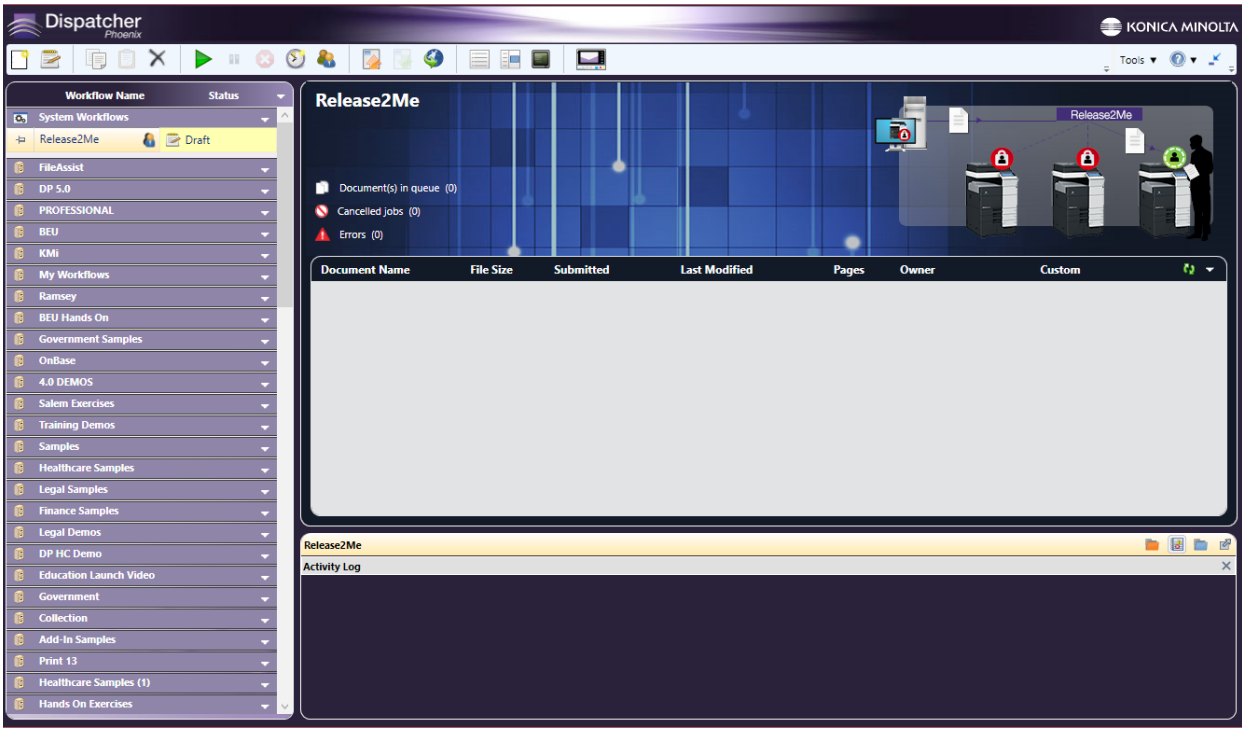
This document contains information on how to use the system-defined Release2Me workflow.

Note: Accessing the Release2Me feature is ONLY supported on MFPs running a Graphical User Interface.

Release2Me Quick Start Guide

Getting Started

When you install Release2Me, a new “System Workflows” folder will appear on top of your Workflow List in the Dispatcher Phoenix main application screen. With the System Workflows folder, you will see the Release2Me system-defined workflow listed, as in the following illustration:



This System Workflows folder works differently from other Dispatcher Phoenix folders. It will always be listed as the first folder in the Workflow List. Using the down arrow, you can choose to sort workflows within the folder, expand or collapse the folder, and rename the folder. However, you will not be able to export or delete the folder, copy/paste workflows in the folder, launch the Workflow Builder Tool from the folder, or create a new workflow in this folder.

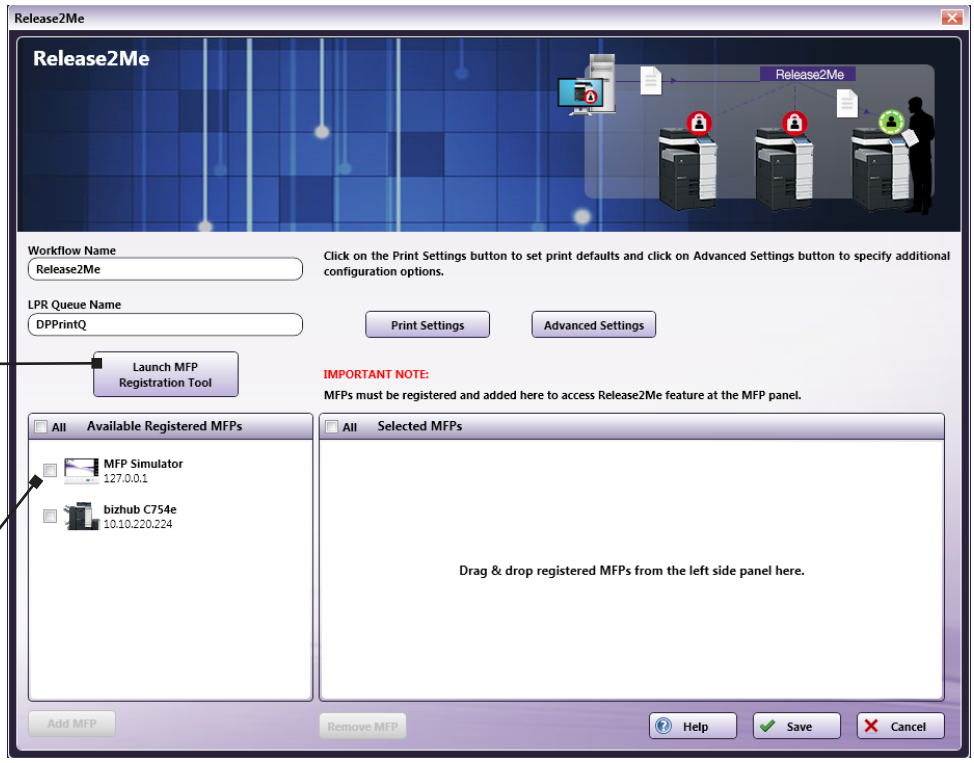
Configuring Release2Me

To start using the Release2Me feature on your MFP, do the following:

1. Edit the Release2Me workflow by either double-clicking on the workflow in the System Workflows folder or by selecting it and clicking on the **Edit** icon. The Release2Me System Editor will appear, as in the following illustration:

You can access the MFP Registration Tool directly by clicking here.

This area displays all of the MFP devices that are currently registered.

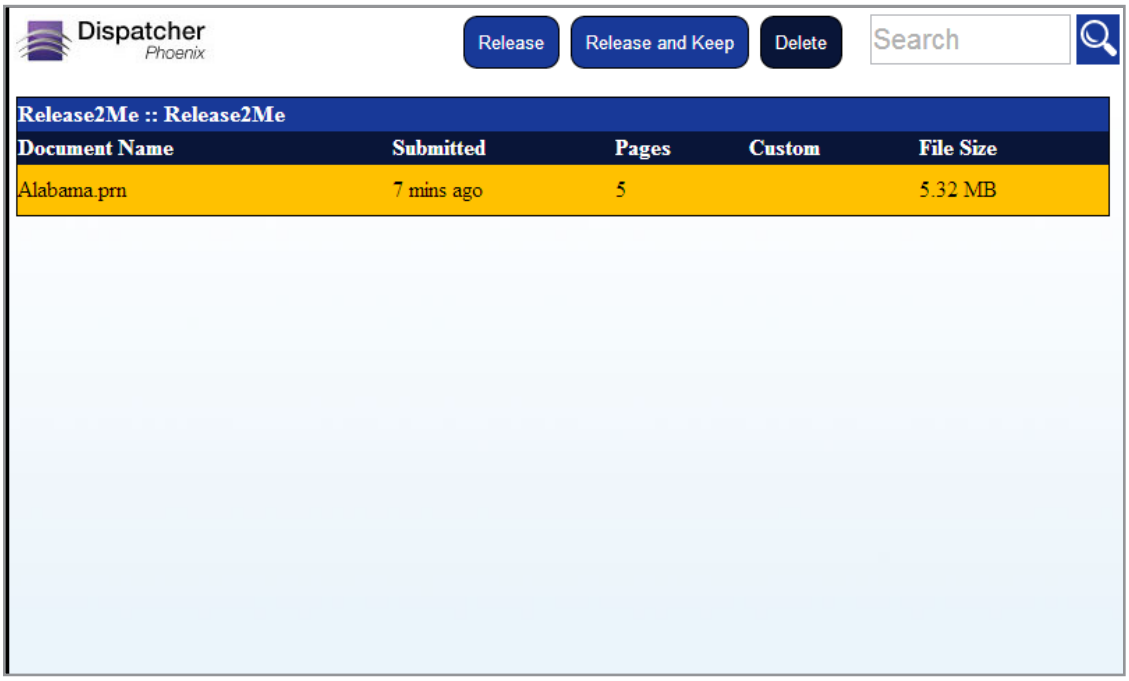


2. Move the MFP icon(s) from the **Available Registered MFPs** area to the **Selected MFPs** box by doing one of the following:
   - Drag-drop the MFP icons.
   - Check the boxes next to one or more MFP icons; then select the **Add MFP** button.
   - Check the All box to select all MFPs listed; then select the **Add MFP** button.
3. Select the **Save** button to save your changes.

Running Release2Me At the MFP

Once your system defined workflow has been configured with the correct MFPs, you can start using Release2Me functionality with your print jobs. Do the following:

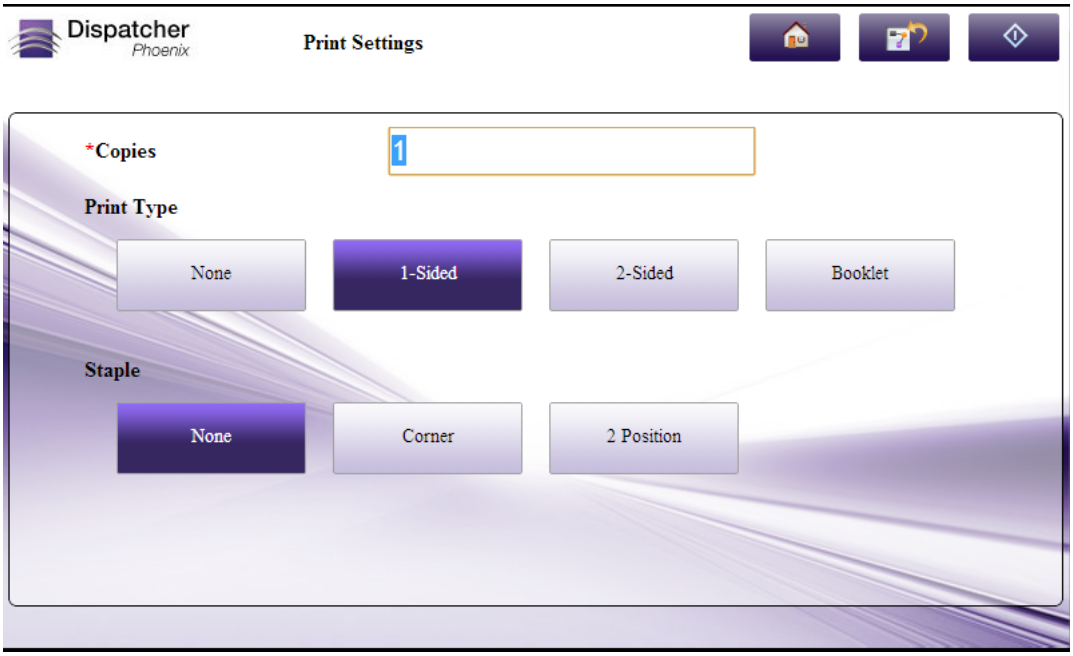
1. Start the Release2Me workflow.
2. Print a document using the **Dispatcher Phoenix Release2Me Printer** that is installed as part of the Release2Me solution.
3. Authenticate at the MFP to access your Release2Me queue, which resembles the following illustration:



4. Select the **Release** button to print the file and remove it from the Release2Me queue.
5. Select the **Release and Keep** button to print the file but keep a duplicate copy of it in the Release2Me queue for future use. This means that the file will stay in the Release2Me queue until it has either been released or deleted at a later date.
6. Select the **Delete** button to remove the file from the Release2Me queue without printing it.
7. You can also use the **Search** field with type ahead functionality to filter the list of print jobs that are displayed. Begin typing characters into the Search field and the list of print jobs will be automatically and instantly filtered based on what you entered.
8. Once you **Release** or **Release and Keep** a print job, another screen appears, allowing you to specify print preferences for the job.

Running Release2Me At the MFP (Continued)

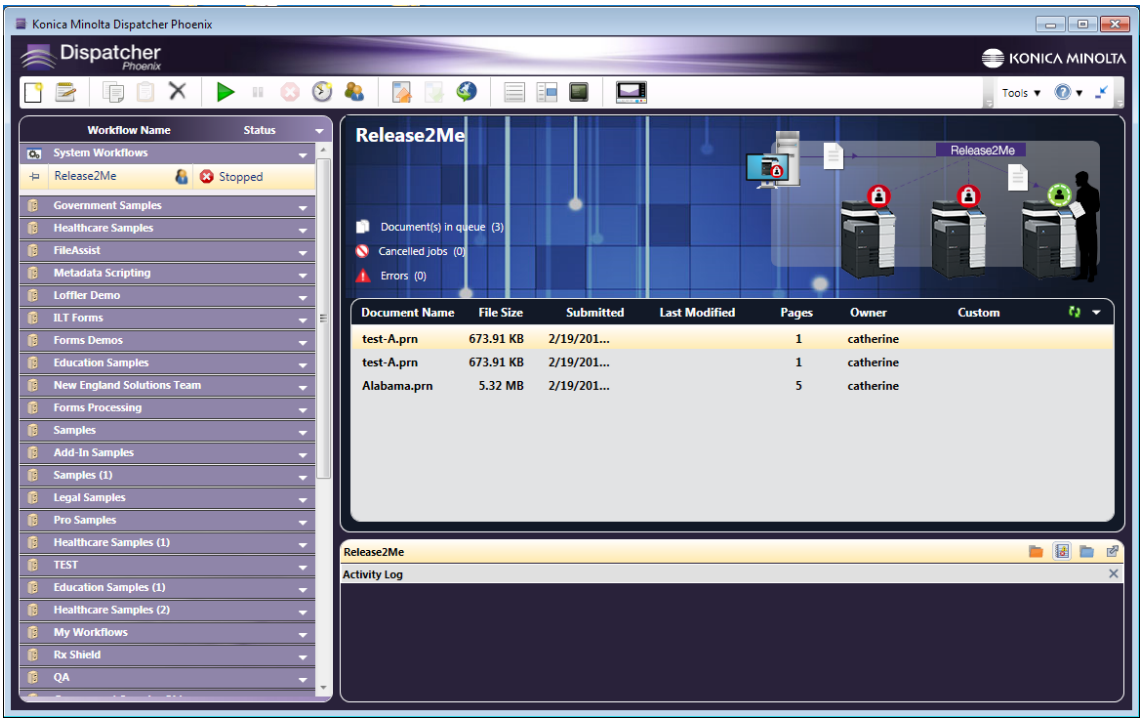
The Print Preferences setting screen resembles the following illustration:



9. Select the appropriate settings; then tap on the **Scan** button to continue. Your job will print out now.

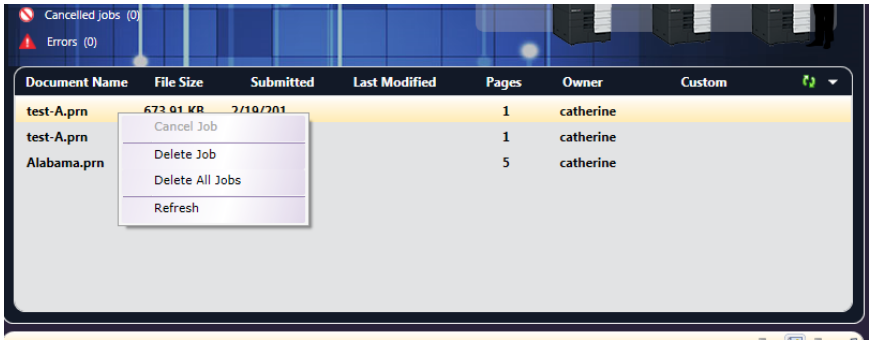
Using Release2Me Panel in Dispatcher Phoenix

The Release2Me print queue is also displayed in Dispatcher Phoenix. Click on the Release2Me workflow and an interactive panel for Release2Me will appear in the Workflow Preview area, as in the following illustration:



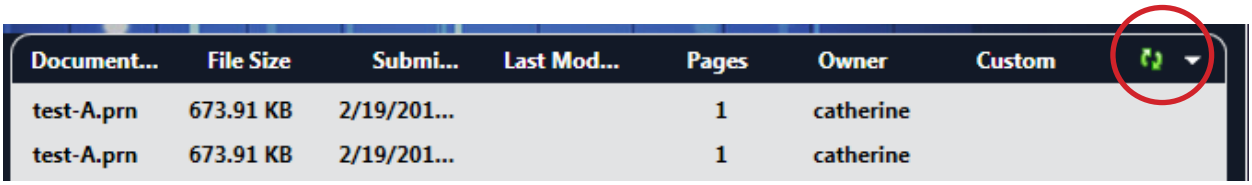
You can do the following:

- View how many documents are currently in queue. The number of print jobs in queue is displayed next to **Document(s) in queue**.
- View the number of jobs that have been canceled from the queue. This number is displayed next to **Cancelled jobs**. Clicking on the **Cancelled jobs** link will open a Windows Explorer window that contains the print jobs that have been cancelled.
- View the number of print jobs that have gone out on error. This number is displayed next to **Errors**. Click on the **Errors** link will open a Windows Explorer window that contains any print jobs that have gone out on error.
- Cancel / delete print jobs listed in the queue by right-clicking on the print job and choosing from the menu that appears, as in the following illustration:



Using Release2Me Panel in Dispatcher Phoenix (Continued)

- Choose the **Cancel Job** option to cancel that specific print job.
- Choose the **Delete Job** option to permanently delete that specific print job.
- Choose the **Delete All Jobs** option to permanently delete all existing print jobs held in the Print Queue.
- Choose the button to refresh the contents of the print queue list. You can also refresh the print queue by selecting the Refresh button on the upper right hand side, as in the following illustration:



- View the Activity Log of the system workflow. The Activity Log appears by default; however, you can also view Inputs and Outputs in that area using the folder icons on the right-hand side of the Activity Panel.

Please note that, unlike other Dispatcher Phoenix workflows, LiveFlo animation is not available in the Release2Me's Workflow Preview area.

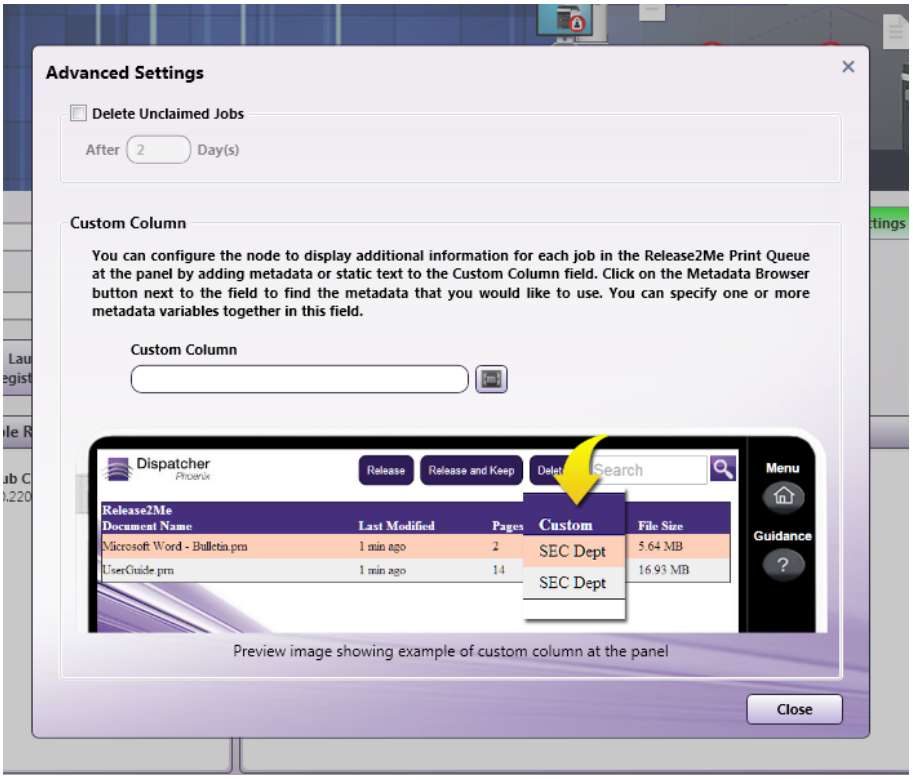
Configuring Advanced Settings

You can configure the following advanced settings:

- Whether or not Dispatcher Phoenix should delete unclaimed jobs in the queue automatically, and the number of days after which print jobs will be deleted from the queue.
- Additional information about each print job to be displayed in the Print Queue.

Do the following:

1. Double-click on the **Release2Me** workflow to open it in the System Editor.
2. Select the **Advanced Settings** button. The following pop-up screen appears:



3. To have Dispatcher Phoenix automatically delete unclaimed jobs in the queue, check the **Delete Unclaimed Jobs** box; then enter the number of days after which your print jobs will be deleted form the queue.
4. By default, the Release2Me queue displays the file name, submitted date, total number of pages, and file size of each print job. You can add additional information about the print job using metadata. Do the following:
   a. Click on the **Browse for Metadata** button next to the **Custom Column** field.
   b. The Metadata Browser window will appear. Find and select the metadata that you are interested in; then drag it over to the Custom Column field. You can add multiple metadata variables to this field.
5. Select the **Save** button to keep your changes.

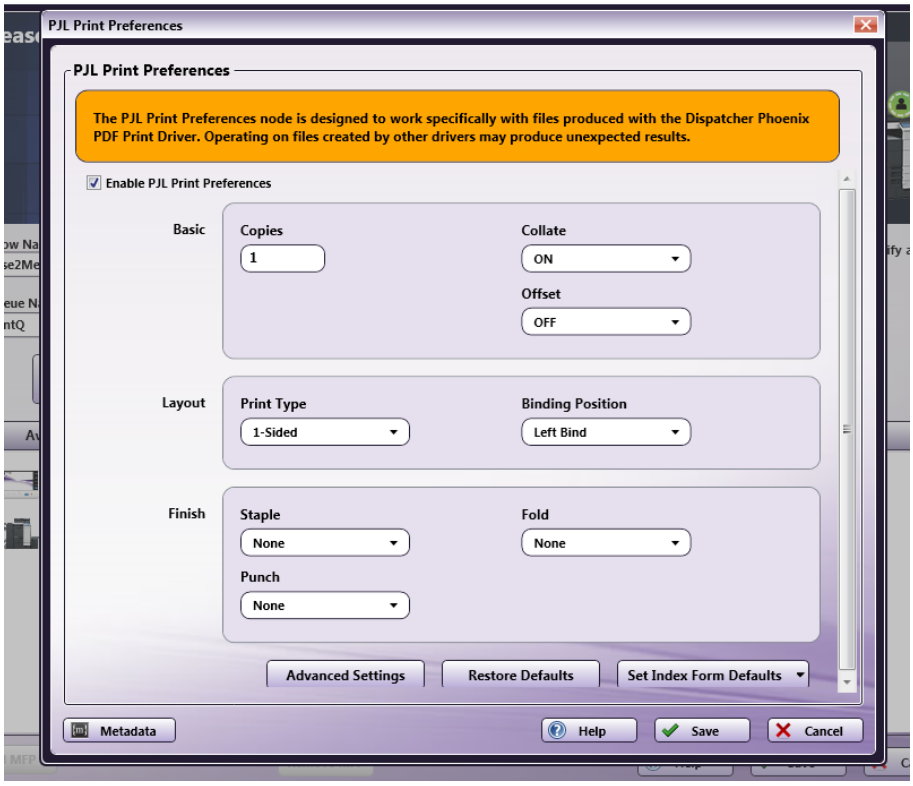
Configuring Print Settings

By default, the system-defined workflow applies default print preferences to your print job, which can be customized at the panel after a job is released. You can disable this feature, customize the default print settings, customize the print settings fields that appear on the panel, and specify additional PJL headers.

Please note that these settings are designed to work with the Dispatcher Phoenix Print Driver. Support for other drives will vary. Settings specified here will not necessarily override PS and PCL files.

Do the following:

1. Double-click on the **Release2Me workflow** to open it in the System Editor.
2. Select the **Print Settings** button. The following pop-up screen appears:



3. To prevent this form from appearing on the panel, uncheck the **Enable PJL Print Preferences** box. With this box disabled, the default print preferences will be applied to each released print job, and users will not be able to modify those default settings at the panel.
4. With PJL Print Preferences enabled, you can specify default settings for the following **Basic** settings:

- Copies - Enter the number of copies to print.
- Collate - Choose ON, OFF, or None to keep existing settings in incoming documents.
- Offset – Choose ON, OFF, or None to keep existing settings in incoming documents.

Configuring Print Settings (Continued)

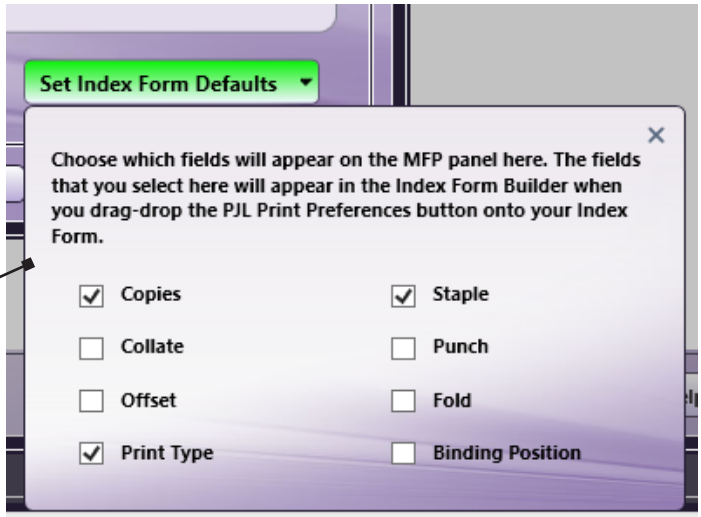
5. With PJL Print Preferences enabled, you can specify default settings for the following **Layout** printing preferences:
   - Print Type – Choose 1-Sided, 2-Sided, Booklet, or None to keep existing settings in incoming documents.
   - Binding Position – Choose Left Bind, Right Bind, Top Bind, or None to keep existing settings in incoming documents.
6. With PJL Print Preferences enabled, you can specify default settings for the following **Finish printing preferences:**
   - Staple – Choose Corner, 2 Position, or None to keep existing settings in incoming documents.
   - Fold – Choose Center Fold or None to keep existing settings in incoming documents.
   - Punch – Choose 2 Hole, 3 Hole, or None to keep existing settings in incoming documents.

Note the following:

- Booklet overrides Collate, Staple, and Punch settings. With the Booklet Layout, Staple and Punch are set to Off and Collate is set to On.
- Fold overrides Staple, Punch, Collate, and Offset settings. With the Fold Finish, Collate is set to On, Offset is set to Off, and Staple and Punch are set to Off.
- Staple overrides Offset. With the Staple Finish, Offset is set to Off.

7. To add custom PJL headers to incoming documents, select the **Advanced Settings** button.
8. To restore the PJL Print settings to their default values, select the **Restore Defaults** button.
9. By default, a screen will appear with the Copies, Print Type, and Staple fields after a print job has been released; however, you can customize the fields that appear at the panel by selecting the **Set Index Forms Defaults** button. A drop-down palette will appear, which allows you to choose the fields that you want to appear at the panel after a print job has been released. See the following illustration:

Note: If you choose three fields (or less), they will be displayed as buttons on the Index Form; however, if you choose more than three fields, they will be displayed in drop-down list format.



Specifying Additional PJL Headers

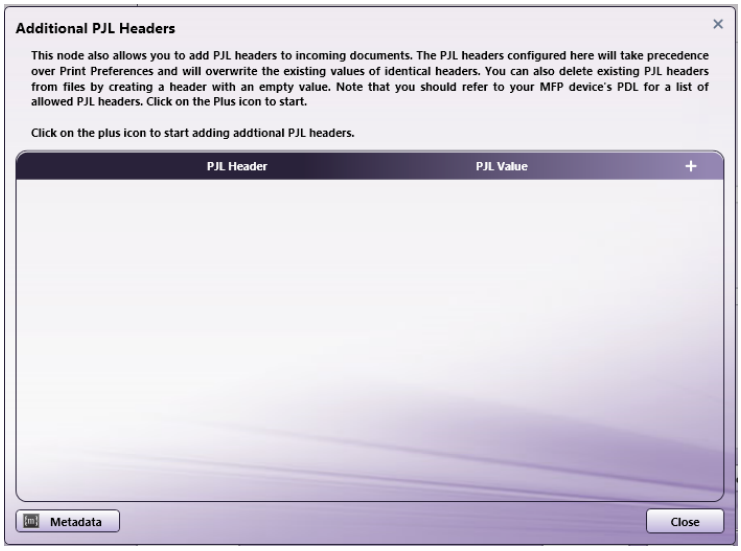
You can also use this node to do the following:

- Add additional PJL headers to incoming documents.
- Modify the values of existing PJL headers in incoming documents.
- Delete existing PJL headers from incoming documents.

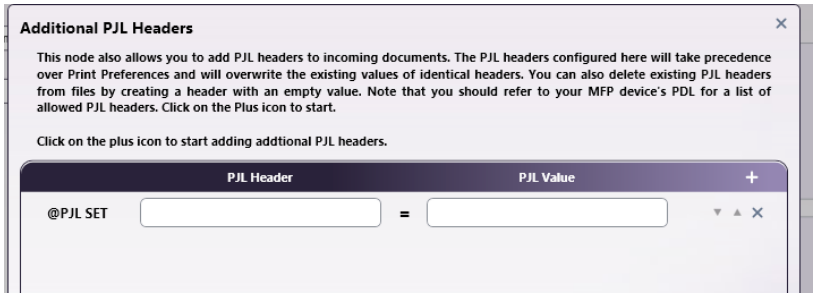
Important Note: Adding custom PJL headers may cause the document to print incorrectly. Make sure you know which PJL headers are suitable for the specific device you are printing to.

Do the following:

1. To get started, select the **Advanced Settings** button. The following palette will appear:



2. Click on the **+** button. An empty row will appear, as in the following illustration:



3. Enter the name of the PJL Header next to the @PJL SET label and its corresponding value after the = sign; then continue adding rows as necessary.
4. To delete a row, click the **X** button, and to move a row up or down in the list, click the **arrow** buttons.
5. If you create a PJL Header row with an empty value, that specific PJL Header in incoming documents will be removed.

Any value specified here will overwrite existing values for the same PJL Header in incoming documents.

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