INTELLI*scribe*® Installation and Setup

for Windows 2000, XP, Server 2003, and Vista

Version 4.0
February 2007

The Power to Print
Brooks Internet Software, Inc.
www.brooksnet.com

Installing INTELLI*scribe*

INTELLI*scribe* is distributed with a Windows setup program, which guides you through the installation on your computer. The setup program installs and initially configures all files needed to operate the software.

Here is the step-by-step installation process:

1   Run the setup program downloaded from our [website](#) or the single file executable (intelliscribe.exe) located on the installation CD.

2   **Welcome** At the Welcome screen, click *Next*.

3   **License Agreement** After reading and agreeing to the terms of the software license, click *Yes* to proceed. If you choose *No*, setup will not continue.

4   **Select Destination Location** Choose the destination folder for INTELLI*scribe*. The default folder is `C:\Program Files\Brooks Internet Software\INTELLIscribe`. Click *Next*.

5   **Ready to Install** Setup displays information about your selections. Review the information in this dialog. If you want to make any changes, click *Back*. When you click *Install*, all files necessary for INTELLI*scribe* will be copied to your computer.

6   **Completing** Setup does not typically require your computer to be restarted, but will prompt you to do so in some circumstances. If so, choose *Yes*. Setup will then restart Windows. Note that setup configures INTELLI*scribe* to start automatically when the computer is started.

System Requirements

Windows 2000, XP, Server 2003, or Vista

- Internet Explorer 5.01 SP2 or later
- TCP/IP Network

Initial INTELLI*scribe* Setup

To configure INTELLI*scribe* initially, start by creating a virtual printer port. Complete the following steps to add a virtual printer port.

Creating a Virtual Printer Port

The *Virtual Printer Port Wizard* guides you through the steps of adding or updating a virtual printer port.

1 **Add a New Port** To add a new port, select *Add* from the *Port* menu. To update an existing virtual printer port, choose *Update* from the same menu. A welcome screen explains the Wizard's purpose. Click *Next* to begin configuring the port.

2 **Configure Port** The Configure Port step allows you to enter the name of the virtual printer port and select a port policy.

a. **Name** This field should contain the name of the virtual printer port. Each port must have a unique name. A name is required when creating a new virtual printer port; the name cannot be changed when updating a port. The port name has no size limit and can contain most characters including spaces (see side note).
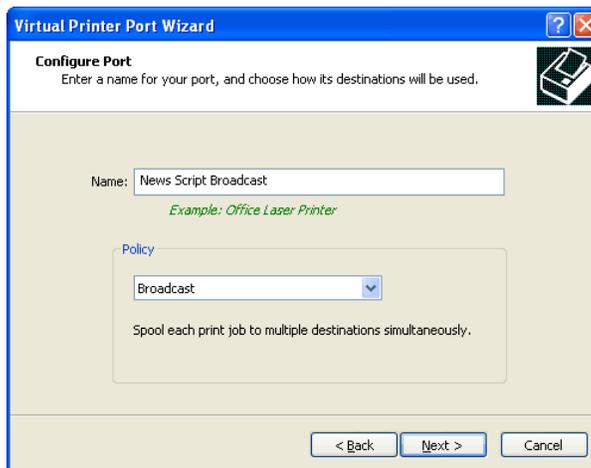
Step 2: Configure Port

b. **Port Policy** Select the policy you want this port to use (see side note). Port policies determine how a port selects a printing destination when a document is printed; the policy also determines how the port handles a printer failure. If only one destination is available, the policy selection is ignored. The available policies are outlined in the following table. When you have selected a policy, click *Next*.

Name Field: We recommend the port name be 32 characters or less. You should also use a descriptive name such as "Printer in room 3" or "Office Printer." This name will be the name known to the Windows Print Manager.

Port Policy: When more than one printer is entered, the printers must either be the same model **or** support a common printer language. For instance, two HP Laserjet 4 printers that support PCL can be used.   Also, there are a large number of different printers that support the PostScript printer language.

Port Policy	Description	Use/Benefit
Broadcast-Multicast	Print a document once and have it sent simultaneously to multiple network printers.	• Simplify document distribution • Save time • Increase Efficiency
Round Robin	Documents are printed in turn to a sequence of printers.	• Automatic printer selection • Better utilization of resources
Fail-over	When a printer fails, backup printers are available to print the document.	• More reliable printing
Destination Balancing	Statistics are maintained on the amount of data sent to each printer; new documents are printed to the least used printer.	• Better resource utilization
SLP (Service Location Protocol)	Queries the network for a list of available printers. A user selects the printer if more than one is found. In the Destinations window, users can select a printer as the default, which is then printed to regardless of how many printers are available.	• Reduces the amount of technical knowledge and training required for end users

3 **Add Destination(s)** The Add Destinations step allows you to create a printer (destination) or group of printers that the virtual printer port will send documents to. You will need to create more than one destination if you want to use the port policies (as discussed in Step 2b) effectively by sharing print duties between printers.

   a. **Address** Enter the IP address or hostname of the printer or print server.

   b. **Protocol** From the list, select which protocol you want this printer to use. You should verify that the protocol is supported by your print server. Most hardware print
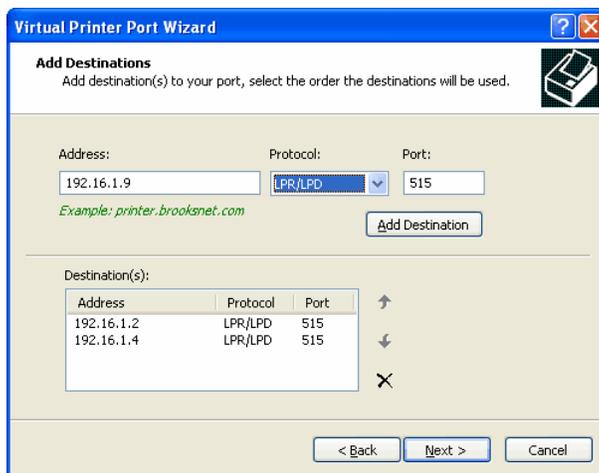
Step 3: Add Destinations

hostname

A host name is the name assigned to a host computer on a TCP/IP network. It must be unique on the network. Often, you can substitute the IP address for a host name. Ask your network staff for assistance.

IP Address

An IP Address is a 4-octet number that is used by TCP/IP to identify a device on the network. An LPR client needs the IP Address of the LPD server in order to send data to it.

servers support the LPR/LPD protocol.

c. **Port** Enter the TCP/IP port number the print server is listening on for print requests. The default port number for LPR/LPD is 515 and is entered automatically. Most single port JetDirect print servers receive data on port 9100; this port number is entered automatically when selecting the JetDirect protocol. Consult your print server's documentation for detailed information.

d. **Destination(s)** This box contains a list of destinations (printers) that have been created for the port. If updating an existing port, the list will be populated automatically.

   i. **Buttons** The Up ⬆ and Down ⬇ buttons increase or decrease the priority of the selected destination. If only one destination is available or if the destination is already the highest (or lowest) priority, the buttons do not perform any operation. The Delete ❌ button deletes the selected destination, but there must be at least one destination to continue.

4 **Configure Destination Options** This final step allows you to customize the configuration of each destination (see side note). This step has protocol-specific attributes, as well as destination-specific settings. You must specify a *Queue Name* for each destination using the LPR/LPD protocol (see side note).

a. **Destination(s)** This lists all destinations that have been entered in the previous step. Highlighting a different destination populates the *Settings* list with the destination's current configuration.

b. **Settings** The Settings list displays either an LPD settings list or a JetDirect settings list depending on

Step 4: Configure Destination Options

the highlighted destination. Each protocol has a different set of options that can be configured.
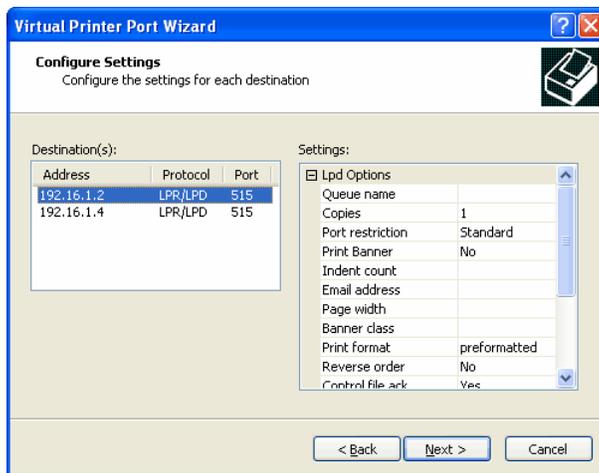
   i. **LPD Options List** The following table describes the LPD settings:

Parameter	Description
Queue Name	This is a required parameter: Name of the queue on the LPD server (see side notes).

Parameter	Description
Copies	Request that the print server print a specified number of copies. The LPD server must support printing multiple copies of a single data file for this option to work properly.
Port Restriction	Configures the LPR/LPD client port restriction. Available settings are: • Relaxed: no restrictions on available client ports • Standard: any port less than 1024 can be used • Strict: only ports in the range of 721-731 are used
Print Banner	Request that a banner page be printed with the document or not.
Indent Count	Tell the printer what the left margin is; depends on the Print Format setting.
E-mail Address	Request that the print server send email to the recipient specified here. Most print servers do not support this option.
Page Width	Specifies the text width of the document.
Banner Class	Sets the class name to be printed on the banner page.
Print Format	Informs the LPD server the format of the file being sent.
Reverse Order	Forces the application to send the control file after the data file.
Control File Ack	Wait for an acknowledgment after sending the control file before proceeding.
Data File Ack	Wait for an acknowledgment that the data file was received before proceeding.
Ignore Final Ack	Regardless of information received from the printer, INTELLIscribe will consider a document printed if all the data in the document has been sent.
LPD Status	Select whether you wish to receive a long or short queue status when testing.
Log Detail	Allows you to set log detail for the destination or select Use Global for the default.

Copies

Using copies, the print server must support printing multiple copies when only a single data file is sent. Typically, only printers with high-end print servers can handle print multiple copies.

Port Restriction

Port restriction refers to the source port, not the destination port (i.e. 515, 9100). Source ports are used by the application to allow more than one simultaneously TCP connection. Note that the strict setting can print a maximum of 11 jobs every 2 minutes.

ii. **JetDirect Options List** The following table describes the JetDirect settings:

Parameter	Description
Print Banner	Forces INTELLIscribe to insert a PCL banner page prior to spooling.

Copies	Request that the print server print a specified number of copies.
Solicit Device Status	Request status about the JetDirect device while printing.
Solicit Job Status	Request status about the print job while printing.
Solicit Page Status	Request status about the current page while printing.
Query Status	These settings specify information requested when querying the destination: • **ID** The model number of the printer (e.g. LaserJet 4) • **Status** Obtain the current status of the printer • **Config** Obtain configuration information, such as paper sizes • **Filesystem** Obtain PJL file system information • **Memory** Determine the amount of memory the print has • **Page** Obtain the number of pages printed by the current print engine • **Variable** Obtains environmental and printer variables, possible values, and current settings • **USTATUS** Obtains the unsolicited status variables, possible values, and their current settings
Log Detail	Allows you to set log detail for the destination or select Use Global for the default

5   After you finish configuring the destinations, click *Next*. At the completion page, click *Finish* to complete the process of adding (or updating) your virtual printer port.

Windows Add Printer Wizard

Now that a virtual printer port is configured, a Windows printer must be created. The Windows *Add Printer Wizard* guides you through this process.

1   Open the Printers folder and start the *Add Printer Wizard*:

    a.   **Windows 2000** From the Windows *Start* menu, open the *Settings* menu and choose *Printers*. In the *Printers* folder, double-click *Add Printer*.

    b.   **Windows XP** From the Windows *Start* menu, choose *Printers & Faxes*. On the left side of the *Printers & Faxes* folder under *Printer Tasks*, click *Add a Printer*.

Step 3: Local or network printer

c. **Windows Vista** From the Windows *Start* menu, choose *Control Panel*. In *Control Panel*, beneath *Hardware and Sound*, click *Printer*. In the *Printers* folder, right click the white portion of the screen, open the *Run as Administrator* menu, and choose *Add Printer*. At the *User Account Control* dialog, press *Continue* or enter your password as required.

2 The *Add Printer Wizard* is started. At the *Welcome* page, click *Next* to begin adding your new printer.

3 Local or Network Printer Choose how this printer is attached to your computer. Choose *Local printer attached to this computer* and deselect *Automatically detect and install my plug and play printer*. Click *Next*. On Windows Vista, simply click *Add a local printer*.

> Note Only printers using the Windows Printer Sharing service are considered network printers. All other printers, including INTELLI*scribe* printers, are "local printers.")

4 Select a Printer Port Now select the port you want to use with this printer. You should see the INTELLI*scribe* virtual printer port(s) you created previously.

5 Install Printer Software Select the manufacturer and model of your printer. If your printer is not listed, click *Have Disk* and insert the printer manufacturer installation disk.

6 Name Your Printer Type a new name for this printer, or use the default name supplied by the wizard. We suggest using a descriptive name. You also must choose whether or not you want Windows-based programs to use this printer as the default printer.

7 Printer Sharing Select whether or not to share this printer. If you decide to share the printer, type a share name for use when connecting from other computers on the network.

8 Location and Comment (not pictured) Enter descriptive information about the printer. You will see this information when you initially attempt to connect to this printer from other computers on your network.

9 Print Test Page (not pictured) Finally, choose whether or not you want to print a test page. Click *Finish*.

10 Windows will now install the printer and may ask for the Windows CD or the printer manufacturer installation disk. If so, insert the CD into your CD-ROM drive. If you elected to print a test page in Step 7, a test page is now printing.

> Note When the Windows printer is created and associated with the INTELLI*scribe* virtual printer port, you are ready to begin printing.

Step 4: Select a Printer Port

Step 5: Install Printer Software

Step 6: Name Your Printer

Step 7: Share Your Printer

Using INTELLI*scribe*

After you have set up the virtual printer port or ports in INTELLI*scribe* and created a Windows printer and assigned the virtual printer port to it, you are ready to begin printing through the port and using INTELLI*scribe*'s other features.

Printing with INTELLI*scribe*

Printing through INTELLI*scribe* from other applications is just like normal Windows printing:

1   In the application you are using (e.g. Word, Excel, Notepad, iNEWS, ENPS, and so on), access the Print dialog as usual and select the Windows printer you created and linked to the INTELLI*scribe* virtual printer port.

2   Click Print. The document is printed through INTELLI*scribe* using the port's policies and settings. For example, if you have set up a virtual printer port that uses the broadcast policy, the news script you print once from iNEWS (or other application) is printed automatically to each network printer associated with the port.