

## CPS Click2Map - Users Guide

Version 5.0



## Index

|   |          |
|---|----------|
| <b>1. Introduction - What is CPS Click2Map? .....</b>               | <b>3</b> |
| 1.1. Requirements .....   | 3        |
| 1.2. Language selection .....                                       | 3        |
| 1.3. Program defaults .....   | 3        |
| <b>2. How to search for printer and use them .....</b>              | <b>4</b> |
| 2.1. Find printers by location.....                                 | 4        |
| 2.2. Search by queue name or asset number.....                      | 5        |
| 2.3. Connection to a printer ( print queue on a server ) .....      | 6        |
| 2.4. Connection to a printer ( local queue ) .....                  | 7        |
| 2.5. Finding printers with specific capabilities (categories) ..... | 8        |



## 1. Introduction - What is CPS Click2Map?

CPS Click2Map is a web based software allowing the system administrator and logistics administrator to import all network attached printers into the CPS Click2Map database and use the data for various purposes.

- The printers can be assigned to specific addresses / locations
- Floor plans can be uploaded and the printers can be placed on the correct location on the floor plan.
- Images of printers can be uploaded, and the printer models can be categorized
- The printer information can be used to create print queues on print servers and / or directly on local workstations (using the optional Queue Administration Feature).

The end user can directly access a web based gui and search for printers at specific location or by other criteria. If the administrator has uploaded and maintained floor plans, the user is able to see, where the printers are located within a specific floor.

By 2-3 mouse clicks, the user can connect to the chosen print queues or create a local queue, if the administrator defined it respectively.

### 1.1. Requirements

- CPS Click2Map works best with Microsoft Internet Explorer Version 7 or higher
- The server (URL) where CPS Click2Map resides, must be added to the intranet, or trusted sites.
- For best results, maximize your browser window and use a 22 inch wide screen monitor

### 1.2. Language selection

CPS Click2Map automatically detects the default language of your browser and tries to use it. If the language cannot be detected or is not available, English will be used.

If you prefer another language than the one automatically selected, you can choose it by clicking on one of the available language shortcuts. Available languages are German, French, Italian, English.

The screenshot shows the CPS Click2Map web interface. At the top left, it says 'CPS Click2Map'. On the right, the SysPrint AG logo is visible. Below the title, there are two main sections: 'Find printers by location' and 'Find printers by searching for queue name'. The 'Find printers by location' section has a table with columns: Country, City, Street, Floor, and Action. The 'Find printers by searching for queue name' section has a 'Text search' input field and an 'Action' button. A red arrow points to the language selection buttons (de, en, fr, it) located between the two sections.

| Country     | City      | Street           | Floor | Action       |
|-------------|-----------|------------------|-------|--------------|
| SWITZERLAND | SCHLIEREN | Gaswerkstrasse 6 | FS    | Reset filter |

Find printers by searching for queue name

Text search: Enter a queue name to search for printers

Action: Search

### 1.3. Program defaults

The language setting and the last used search settings will automatically be stored on your PC. They will be used next time when you login on the same PC with the same credentials within the next 30 days. This is done by storing a so called "cookie" on your PC.

## 2. How to search for printer and use them

### 2.1. Find printers by location

This is the easiest way to find printers near you. Just choose the city and street. If the location only has one floor, you will automatically be redirected to it, and the results will be shown. If the location has more than one floor or even subsections (called: "space/office"), you have the following choice:

**Find printers by location** de en fr it

| Country     | City      | Street           | Floor     | Action                                      |
|-------------|-----------|------------------|-----------|---|
| SWITZERLAND | SCHLIEREN | Gaswerkstrasse 6 | F5<br>ALL | <input type="button" value="Reset filter"/> |

You can choose the floor directly by selecting the number from the dropdown menu.

You can alternatively choose "ALL". This will show you all available printers regardless of the floor.

#### Example for a directly selected floor:

**Find printers by location**

Country: Switzerland City: Aarau Street: Apfelhausweg 10 Floor: 1 SpaceOffice: n/a

Print locations are displayed below. Move your mouse over a colored spot to get more information, or click on the colored spot to zoom the floor plan in or out.

Zoom the floor plan in or out

display the list of printer in a table

Etage 2

Printers present at selected location:

| Device name | Asset number | Printer Model              | Type     | Location              | Floor | Space/Office | Comment   | Action                                 |
|-------------|--------------|----------------------------|----------|-----------------------|-------|--------------|-----------|--|
| SIA         |              |                            |          |                       |       |              |           |  |
| CHPAE902    | 6043239      | HP Color LaserJet CLJ 9020 | Location | 900011 / 102047 / 001 | 0     |              | Comment   | <input type="button" value="Connect"/> |
| CHPAE071    | 6036055      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 0     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE070    | 6034631      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE071    | 6034630      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 2     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE072    | 6035136      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 2     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE073    | 6035136      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE099    | 6034604      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 3     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE100    | 6035139      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 3     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE101    | 6035140      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 3     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE200    | 6034609      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 2     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE200    | 6035173      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE912    | 6033648      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE022    | 6036035      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 0     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE024    | 6034622      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 4     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE048    | 6034608      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 0     |              | MFD Color | <input type="button" value="Connect"/> |

goes back to the top of the page

#### Example when "\*" is used to display all floors:

**Find printers by location**

Country: Switzerland City: Aarau Street: Apfelhausweg 10 Floor: \* SpaceOffice: n/a

Printers present at selected location:

| Device name | Asset number | Printer Model              | Type     | Location              | Floor | Space/Office | Comment   | Action                                 |
|-------------|--------------|----------------------------|----------|-----------------------|-------|--------------|-----------|--|
| SIA         |              |                            |          |                       |       |              |           |  |
| CHPAE902    | 6043239      | HP Color LaserJet CLJ 9020 | Location | 900011 / 102047 / 001 | 0     |              | Comment   | <input type="button" value="Connect"/> |
| CHPAE071    | 6036055      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 0     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE070    | 6034631      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE071    | 6034630      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 2     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE072    | 6035136      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 2     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE073    | 6035136      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE099    | 6034604      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 3     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE100    | 6035139      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 3     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE101    | 6035140      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 3     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE200    | 6034609      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 2     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE200    | 6035173      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE912    | 6033648      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 1     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE022    | 6036035      | HP LaserJet L8040          |          | 900011 / 102047 / 001 | 0     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE024    | 6034622      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 4     |              | MFD Color | <input type="button" value="Connect"/> |
| CHPAE048    | 6034608      | HP Color LaserJet CLJ 9020 |          | 900011 / 102047 / 001 | 0     |              | MFD Color | <input type="button" value="Connect"/> |

Legend:

- reserved
- = MM 3 (Multifunction device, A3, b/w)
- = MM 4 (Desktop printer, A4, b/w)
- = LC 4 (LAN-printer, A4, color)
- = MC 3 (Multifunction device, A3, color)
- = MC 4 (Multifunction device, A4, color)

**Note:** If you choose "ALL" to search for available printers on all floors, no floor map will be displayed.

**Note:** If you choose a specific location for which no floor plan exists, only the table of printers will be displayed.

## 2.2. Search by queue name or asset number

If you know the name or asset/inventory number of your printer, you can also search directly by entering that information in the search field and click on "search".

Find printers by searching for queue name or asset number

Text search:

QLT01

Enter a queue name or asset number to search for printers

Action:

Search

The floor plan belonging to the location where the printer is, will be displayed. Additionally the corresponding printer will be surrounded by a pink circle on the map, and the printer will be highlighted in the list:

Find printers by location

Country: SWITZERLAND

City: Aarau

Street: Apfelhausweg 10

Floor: 1

Space/Office: /N/B

Action: Asset filter

Printer locations are displayed below. Move your mouse over a colored spot to get more information, or click on the colored spot the printer to your workstation.

Zoom

Find printers by searching for queue name or asset number

Text search:

6035173

Enter a queue name or asset number to search for printers

Action: Search

Printers present at selected location:

| Queue name | Asset number | Printer Model              | Location               | Comment   | Action  |
|------------|--------------|----------------------------|------------------------|-----------|---------|
| S14        |              |                            |                        |           | Connect |
| CHPAZ070   | 8034631      | HP Color LaserJet CLJ 3800 | 5000011 / 102047 / 820 | MFD Color | Connect |
| CHPAZ073   | 8035130      | HP LaserJet LJ8040         | 5000011 / 102047 / 822 | MFD b/w   | Connect |
| CHPAZ075   | 8035173      | HP LaserJet LJ8040         | 5000011 / 102047 / 820 | MFD b/w   | Connect |
| CHPAZ915   | 8033645      | HP LaserJet LJ8040x        | 5000011 / 102047 / 240 | MFD b/w   | Connect |

● reserved

● LM (LAN-printer, A4, b/w)

● MC (Multifunction device, A3, color)

● M3 3 (Multifunction device, A3, b/w)

● LC 4 (LAN-printer, A4, color)

● M3 4 (Multifunction device, A4, b/w)

● AP 4 (Desktop printer, A4, b/w)

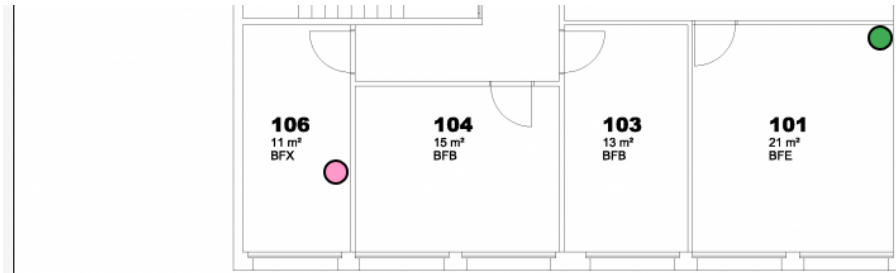
● MC 4 (Multifunction device, A4, color)

**Note:** The example screenshot taken above was made using a wide screen monitor. If you are using a wide screen monitor with a screen width of at least 1'735 pixels, CPS will automatically display the printer table on the right side beside the floor plan, instead of below.

If you change the browser window size after connecting to CPS, we recommend to press the F5 key on your keyboard, allow CPS to refresh and detect your browser window size again.

## 2.3. Connection to a printer ( print queue on a server )

If you want to use the printer from your workstation, you can connect to the printer, simply by clicking on the colored spot on the floor map, or on the "connect" button in the printer list.



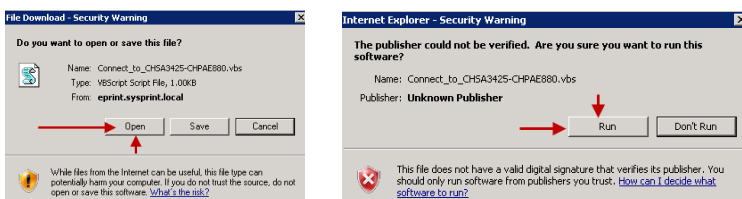
Click on the color spot or on the "connect" button to connect the printer

**Printers present at selected location:**

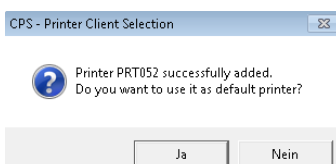
| Queue name: | Asset number: | Printer Model:             | Type: | Location:              | Floor: | Space/Office: | Comment:  | Action                  |
|-------------|---------------|----------------------------|-------|------------------------|--------|---------------|-----------|-------------------------|
| SJ4         |               |                            |       | Location               | ---    | ---           | Comment   | <a href="#">Connect</a> |
| CHPAE070    | 6034631       | HP Color LaserJet CLJ 9500 |       | 5000011 / 102047 / 920 | 1      | ---           | MFD Color | <a href="#">Connect</a> |
| CHPAE073    | 6035136       | HP LaserJet LJ9040         |       | 5000011 / 102047 / 922 | 1      | ---           | MFD s-w   | <a href="#">Connect</a> |
| CHPAE209    | 6035173       | HP LaserJet LJ9040         |       | 5000011 / 102047 / 920 | 1      | ---           | MFD s-w   | <a href="#">Connect</a> |
| CHPAE912    | 5033648       | HP LaserJet LJ4345x        |       | 5000011 / 102047 / 240 | 1      | ---           | MFD s-w   | <a href="#">Connect</a> |

Since most companies deny active-x scripting, a direct connection is not allowed. Instead you will get a window or message asking you to download or store a file named "Connect\_to\_printrname". Depending on your browser version, the download window or message looks as shown below. Please select "Open", and then "Run".

Please be patient, depending on the network load and on the speed of your PC, the connection might take a while. Don't click multiple times.



The CPS Click2Map installation script connects the printer to your workstation and ask you if you want to select the printer as default:

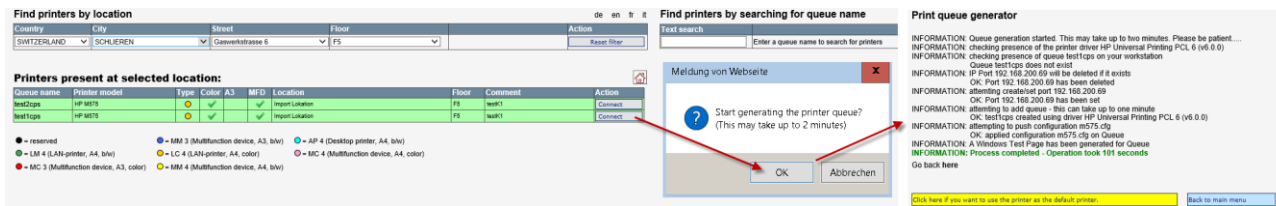


Please note: The script will also check, if the printer driver is installed already on your workstation. If not, it will tell you, that the installation will take a minute. Please be patient.

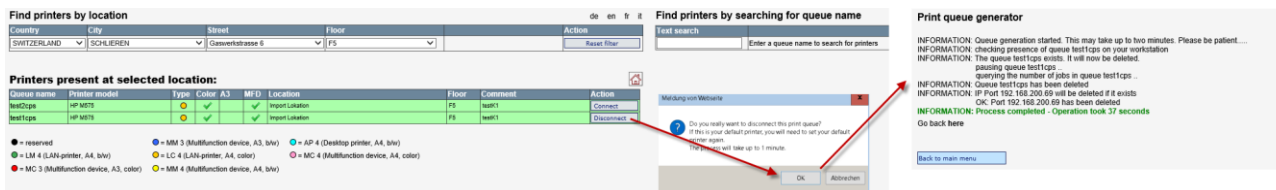
## 2.4. Connection to a printer ( local queue )

The method to connect to a local queue is the same as described in chapter 2.3. However, what is happening behind the scene is completely different. Since a user on a client workstation normally has no administrator rights, the Click2Map server will do all the work needed on the users behalf.

For you as a client, you still only need to click to "Connect". You will get a popup which you need to confirm. Then the generation process starts. At the end you can choose to set the queue as default if you want.



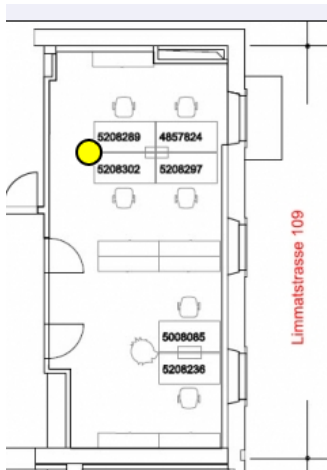
If a queue is no longer needed, you can also delete it from your workstation:





## 2.5. Finding printers with specific capabilities (categories)

Look at the color spots, just below the printer table, to find out the capabilities, and locate the ones you need. If you search for a device, which is able to do A4 copies for example, look for all yellow, pink, blue or red spots on the floor plan, and locate the one closest to your desk.



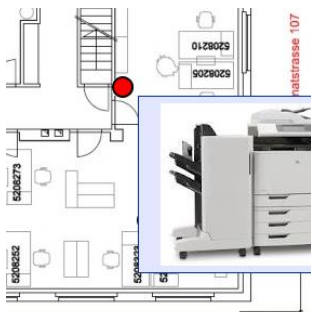
Limmatstrasse 109

**Printers present at selected location:**


| Queue name: | Asset number: | Printer Model:               | Location: | Comment: | Action                  |
|-------------|---------------|------------------------------|-----------|----------|-------------------------|
| QLT01       | 1093          | HP Color LaserJet CM6040 MFP | 5208111   |          | <a href="#">Connect</a> |
| QLT02       | 5454          | HP LaserJet M3035 MFP        | 5208111   |          | <a href="#">Connect</a> |
| prt051      | 111           | HP Color LaserJet 500 M551   | 5208029   |          | <a href="#">Connect</a> |

● = MM 3 (Multifunction device, A3, b/w)   
 ● = AP 4 (Desktop printer, A4, b/w)   
 ● = LM 4 (LAN-printer, A4, b/w)  
● = LC 4 (LAN-printer, A4, color)   
 ● = MC 4 (Multifunction device, A4, color)   
 ● = MC 3 (Multifunction device, A3, color)  
● = MM 4 (Multifunction device, A4, b/w)

If the administrator has uploaded pictures of the printers, you will see the picture and capabilities by moving the mouse over the colored spot on the floor map. This will bring up a an image of the device, and a table with more information about the device and capabilities.

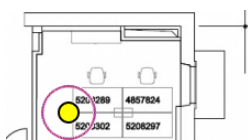


Lindstrasse 107



Printer Share Name: \\PSLT01\\QLT01  
 Printer Queue Name: QLT01  
 Location: 5208111  
 Comment:  
 Printer Model: HP Color LaserJet CM6040 MFP  
 Paper: YES  
 Color: YES  
 Stapling: YES  
 Booklet: YES  
 Multifunction (MFP): YES

If floor plans have been uploaded, you can also find out the location of a specific printer by moving the mouse over the queue name field in the printer table. The corresponding device will be marked by an additional pink circle surrounding the location on the floor map.



**Printers present at selected location:**

| Queue name: | Asset number: | Printer Model:               |
|-------------|---------------|------------------------------|
| QLT01       | 1093          | HP Color LaserJet CM6040 MFP |
| QLT02       | 5454          | HP LaserJet M3035 MFP        |
| prt051      | 111           | HP Color LaserJet 500 M551   |