



Operating Manual

Version 2.8.3

Lite/NX/Professional/Corporate versions

Get more out of your Ricoh MFP

RICOH

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MS Windows

This manual describes no more than the use and functionalities of Print&Share. It is necessary to have at least some understanding of the operating procedures of Microsoft Windows.

Print&Share

Introduction

What is Print&Share?

Print&Share is a combination of a virtual printer driver and application software.

This printer driver can be installed alongside the printer driver of your printer manufacturer. The printer driver of your printer manufacturer functions as a translator/interpreter between Windows 'language' on your pc and printer 'language'. The virtual printer, on the other hand, functions more as a tool to execute tasks automatically.

In other words: the virtual printer driver functions as a buffer between your computer and your ordinary printer driver, and it allows you to perform more advanced tasks with your print job.



Print&Share can perform multiple tasks on one print job, because of its multiple channels. The printer driver can therefore do much more than just printing. You can for example print and automatically email and fax documents at the same time, or convert XML documents, store documents, etc.

Print&Share is a multifunctional, multi-channelled and intelligent virtual printer driver with many useful tools.

Functions

Print&Share offers many features. The printer driver:

- can do more than just printing documents.
- has multiple output channels.
- can work with different functions in each channel.
- has got a parallel cascade workflow output.*
- can manage different sets of tasks in one profile.
- can automatically select the correct profile according to what you are printing.*
- detect information from the printed document and it can use this information for other purposes.*
- can add information or objects to the composition of the document.
- can create, send and file legal PDF-A files.**

* Professional & Corporate version only

** Corporate version only

How does this manual work?

Symbols	In order to understand how this manual works, you will need to know how we refer to clickable buttons, check box functions, tabs and entry sections of the printer driver.
[.....]	This symbol refers to clickable buttons, links, check box functions, icon descriptions and tabs that appear in the printer driver (e.g. [Edit] , [Activate recognition]).
Bold text	Bold text (in-text, and without square brackets) refers to named sections in the printer driver where you can make settings (e.g. Profile Name:).
Footnotes	Footnotes in the text can refer to a specific Print&Share version. You can find an overview of the features of each version in Appendix 1 and 2.

Terminology

Channel	A channel is an instrument with which you can edit a print job or document in order to send it. You can specify whether the print job should be processed by a printer, but also to send it via email, fax, to a label printer, or a file printer.
Profile	A profile is a collection of channels. The profile also includes specified settings and recognition methods. Print&Share uses a profile for every print job. For example, there is one default profile (Profile 1) that can only print documents.
Functions	A function refers to the different output options of Print&Share. For example: printing, e-mail, faxing, file print, e-document, etc.
Recognition	Recognition is the process of recognizing the conditions of a print job that you have specified. Print&Share uses recognition to select the correct profile or to collect information.
Print job	A print job is data (document, list, photo, etc.) that you send to the printer to print.
Trigger point	A trigger point is a specified condition that can allow or prohibit the execution of an action in a channel.
Cascade	Cascade is the process of sequenced channel execution, whereby the printer driver executes only one channel on the basis of certain triggers (e.g. a word) or settings that you have specified. The triggers or settings determine the order in which the channels are executed.

Installation

System requirements

Client installation:

Windows XP SP3, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, Windows SBS 2003 sp2, Windows Server 2003SP2, 2008, 2012 and higher versions.

.NET Framework 4.0 (or higher versions) (provided or automatic download).

Server installation:

Terminal Server (Windows Server 2003, 2008, 2008R2 & 2012), Citrix XenApp 5.x, 6.x ⁽¹⁾

.NET Framework 4.0 (or higher versions) (provided or automatic download).

Suggested min. RAM in server ⁽²⁾

≤10 users	8 GB RAM
≤30 users	8+GB RAM
≤50 users	16 GB RAM
≤100 users	16+GB RAM

Free hard disk space 300+MB per user.

The PC and operating system must be clean, secure and well maintained.

⁽¹⁾ Print&Share supports Citrix Provisioning Services between two or more servers with a special option enabled. Please contact us.

⁽²⁾ The used memory of Print&Share depends of the size of the print job, the content of the document, the number of profile in Print&Share and the complexity of the profile task.

Option

Optionally, Print&Share can make a connection with Outlook* 2003, 2007, 2010, 2013 and Lotus Notes** 8.5.

Optionally, Print&Share can use MS-Word 2003, 2007, 2010, 2013 (32b) as the integrated editor in Print&Share.

Optionally, Print&Share can use LAN Fax version 2.1 and higher.

Server Version

The instructions and installation steps of the Server Version are exactly the same as those of the client computer. For configuration details of the Server Version, please consult the chapter Server Version.

CD

Install Print&Share by placing the installation disk in the cd-rom drive. The installation procedure will start automatically.

Download

Double-click on the self-extracting file to start the installation procedure.

Procedure

Please follow the instructions and installation steps of the installation wizard.

Quiet installation

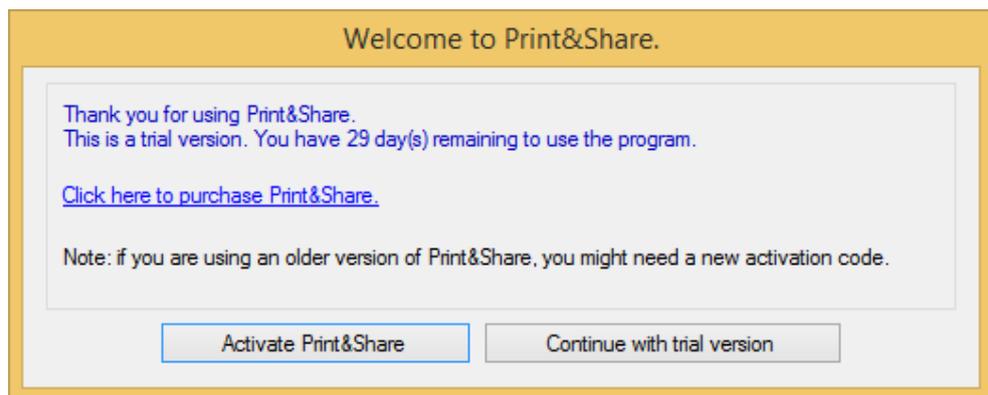
For quiet installation (MSI) please refer to the annexes in this manual.

Registration & activation

When you use it for the first time

You can start Print&Share for the first time by printing a random document with your new standard printer driver.

To be able to use your product, you will have to go through a registration procedure first. The registration screen shown below will automatically be displayed when you start the program for the first time. In the trial version, this registration window will appear every time you open Print&Share.



The registration procedure will appear in the form of a wizard with which the program will be configured automatically. It is therefore important that you enter the details with care. In the trial version, you can start the registration procedure by clicking on the button **[Continue with trial version]**. If you have purchased the program, then click on **[Activate Print&Share]**.



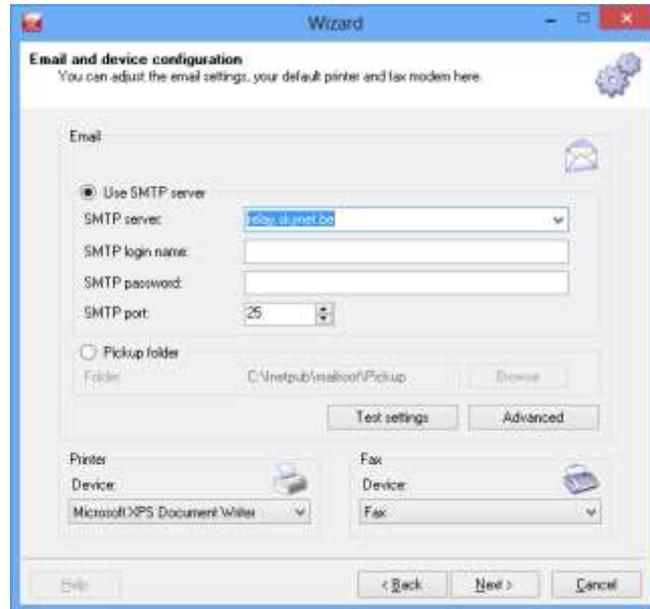
Please follow all the instructions in the screens to execute the configuration in its entirety. The two screens below will ask for certain information about your company and its future users.

The image shows two screenshots of a 'Wizard' installation window. The top screenshot is titled 'Company information' and contains the following fields: Company name, Address, Postcode, City, Country (a dropdown menu with 'Belgium' selected), Phone no., Fax, Email, and Website. The bottom screenshot is titled 'User information' and contains the following fields: Name, Department, Position, Phone no., Fax, Email, and a checkbox labeled 'Yes I want to receive e-mails from Ricoh' which is checked. Both screenshots have a 'Back' button, a 'Next >' button, and a 'Cancel' button at the bottom.

In the following screen, you will have to specify the settings of the most frequently used functions.

You can specify:

- how your email traffic reaches the internet.
- on which default printer you want to print.
- which fax device you want to use when you are sending faxes.*



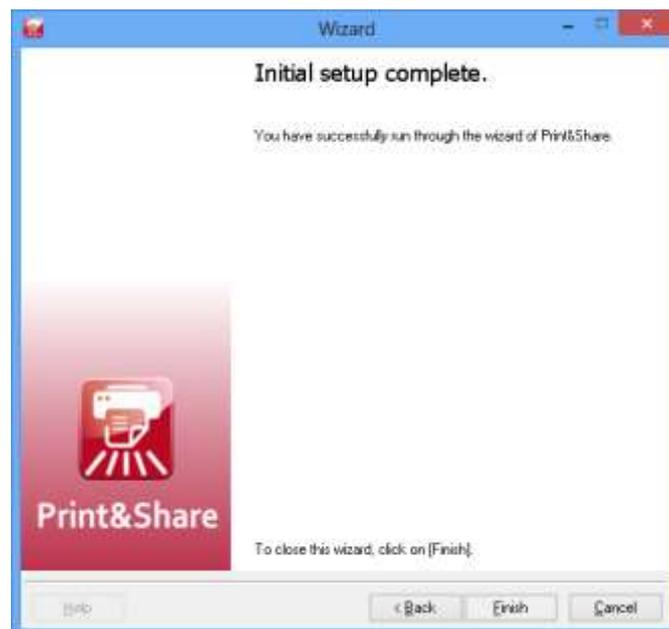
Print&Share sends emails via an SMTP server.

In most cases, it is sufficient to only specify the SMTP server. If this is the case, then this is the email server of your internet provider. You can select several common SMTP settings from the drop down menu. In case you have your own email server, you will have to make login and password settings too.

Some companies use proxy settings to guide their traffic to the internet. Please contact your network administrator for more details about these settings.

The following dialog window in the wizard will enable you to specify whether you would like to receive any more emails from Ricoh.

Click in the window below on **[Finish]** to exit the wizard.



Registration

After you have completed the wizard, Print&Share can be registered. If necessary, you can still edit your details in the dialog window below.

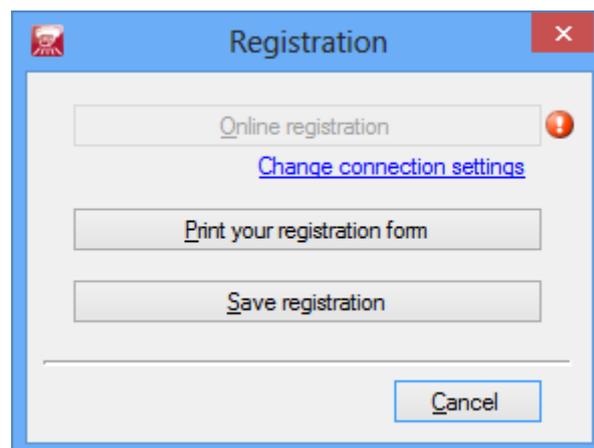
The screenshot shows a 'Registration' dialog box with the following sections:

- Company:** Company name: [text box]
- Company address:** Address: [text box], Postcode: [text box], City: [text box], Country: [dropdown menu showing 'Belgium']
- Contact details:** Company phone no.: [text box], Company fax no.: [text box], Company email: [text box], Company website: [text box]
- User:** Your name: [text box], Department: [text box], Job position: [text box]
- User contact details:** Phone no.: [text box], Fax no.: [text box], Your email address: [text box]
- Purchase information:** Reference: [text box] [text box] [text box]

At the bottom, there is a checkbox labeled 'Yes I want to receive emails from Ricoh' which is checked, and a 'Register' button.

Click the **[Register]** button and wait for a few moments for a response from the online registration connection.

By clicking the **[Register]** button, Print&Share will automatically contact a web service. In case the registration fails, e.g. because the internet connection is not available yet, then you can always perform the registration again by right-clicking on the Print&Share icon (in the task bar near the Windows clock). A window will pop up. Click on **[Register]**.



Activation

After the registration process you will be able to activate your software.

If you have already bought the software and you received a purchase key, you can activate your software after the registration process.

Without the purchase key your product remains for a 30 day trial period and you can activate your software later. In this case, click on the button **[Change]** in the top right corner of the program, and then on **[General Configuration]**. Go to the rightmost tab called **[Activation]**.

There are three methods to activate your software.

The screenshot shows a dialog box titled "Activation code". It contains the following fields and options:

- Current version: Not activated
- Product version: 2.8.3.47
- Activation name: (empty text box)
- Choose your activation method:**
 - Software key(s) (selected)
 - Reference code
 - Activation code
- Enter your code:**
 - Enter software key(s) for activation... (blue link)
- Buttons: Register, Cancel

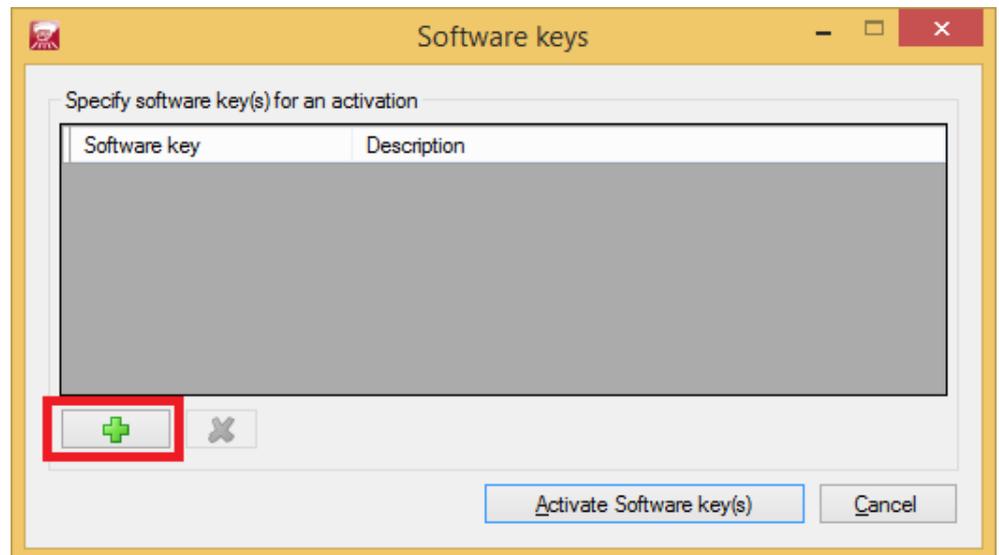
Depending on the procedure, you or your Ricoh contact will have received a purchase key to activate. A purchase key can be one or more **Software key(s)** or a single **Reference Code**.

If you don't know which type of key(s) you received, you can look at the format:

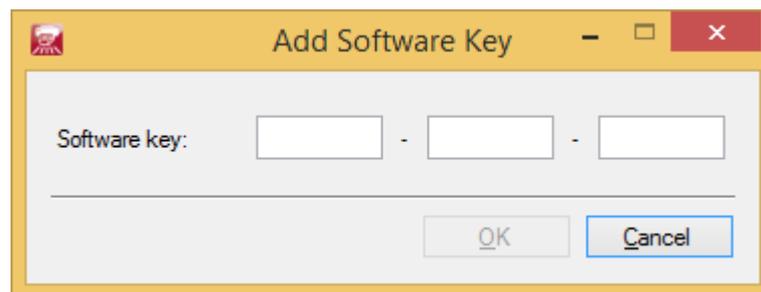
- | | |
|---------------------|--|
| 1. Software key: | 0000-0000-0000 |
| 2. Reference code: | 00000-00000000-000 |
| 3. Activation code: | 000000000-0000000000-000000000-000000000 |

Activate via Software key(s)

1. Select **[Software key(s)]**
2. Click **[Enter software key(s) for activation...]**
3. In the [Software keys]-dialog click the [+] button to add a Software Key:



4. Fill in your Software key and click the **[OK]** button:



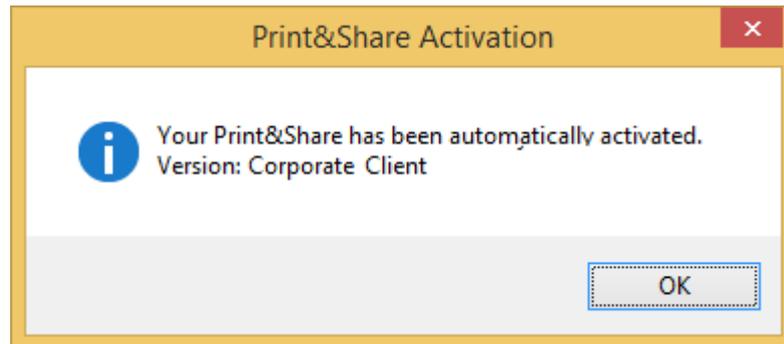
5. **Repeat step 3 and 4** if you have multiple software keys that you need to combine (e.g.: *product + maintenance + extra users*). **This is very important because extra software keys cannot be added to once the product is already activated.**
6. Once you have added the required software keys in the [Software keys] dialog you can activate Print&Share by clicking the **[Activate Software key(s)]** button. Before activating verify that you've added all the software keys correctly.

Activate via a Reference code

1. Select **[Reference code]**
 2. Fill in your Reference code
 3. Click the **[Register]** button
 4. Click [Check for an activation code online].
-

Both activation methods require an active internet connection. Print&Share will automatically contact a web service when activating the software.

You will not have to undertake any action for activating Print&Share in both cases. You can follow up on the activation by clicking **[Check for an activation code online]**.

**Activate via an Activation code**

Using a manual activation process, you will receive an activation code as a number or as a file. Enter the number by copy and **[Paste]** or **[Load]** the file.

Hardware change

When you upgrade or replace your hardware, your hardware ID will change. You will need a new activation code in this case.

Quick check

It is wise to quickly check whether Print&Share is set to the correct paper size. An English American Windows version might be set to Letter size paper by default instead of A4 size paper.

You can find all the installed printers by clicking on the printer icon in the Windows Control Panel. Right click on **[Print&Share]**, go to **[Properties]**, and check whether the right paper size has been set.

Getting started

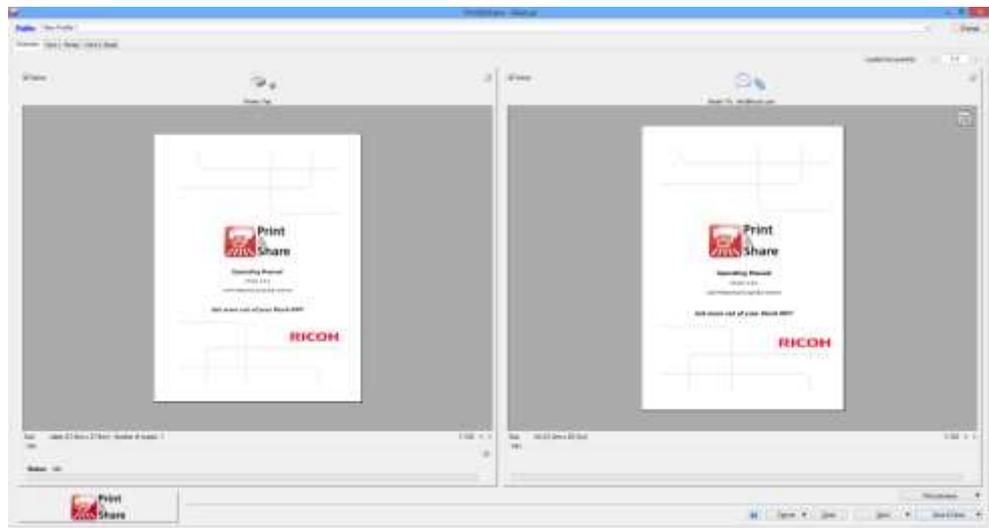
Quick start

Your first print job via Print&Share will automatically show you an example of how a job can be split.

On the basis of the exemplary profile 'Print and Send', you can print a document on your printer and simultaneously send this document as a PDF file via email in one single step. To be able to email the document, there will have to be an email address present in the document.

The program will show two print previews next to one another (see illustration below). The print will be sent to the printer by clicking on the **[Send]** or **[Send & Close]** button.

We assume that you will not use the default profile anymore, as you will probably want to set Profile 1 as your default profile with your own preferred settings. You will probably choose to use 'Print' or 'Default' as your default profile. A default profile will mostly only be set to print on a specific printer.



The basic window

Introduction The **basic window** is the most frequently used window of Print&Share. It appears when you print something via Print&Share. The basic window acts as an intermediate station before sending the print job to the printer.

It allows you to thoroughly check the print job or to make changes to the settings before you execute the print job. However, the basic window does not always appear for every print job. Please see the chapter named How to work with profiles (look under Creating profiles manually and **[Auto Send & Close]**) for more information on this subject.

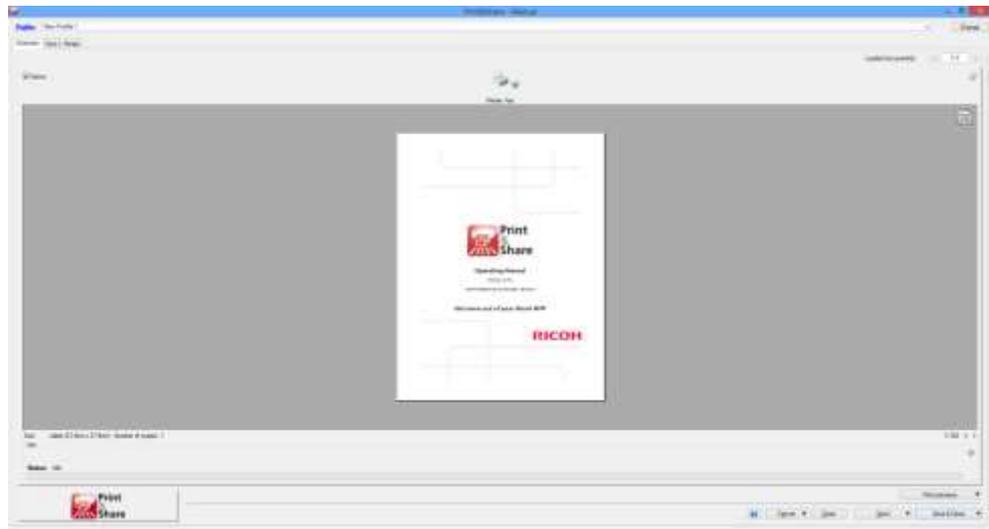
This chapter explains what you can do with **basic window**.

Appearance

As explained above, the **basic window** normally appears when you print a document via Print&Share. However you can click on its icon below in the notification area of the Windows window. Select the menu **[Show Print&Share]** by right clicking your mouse to make the basic window to pop up.

The basic window will appear in the size and the position like you last left it.

Basic window items



The following items of the basic window will be discussed below: **[Profile]**, **[Change]**, **[Overview]**, the channels, the **[Active]** check box, the set function(s), the Quick Editor, the Get More Editor icon, the information area and the operation keys.

[Profile]

The hyperlink **[Profile]** is meant for manual profile selection, but this link is also a way to get to the window in which you can determine the profile settings. For details, please see the chapter named Creating profiles manually.

[Change]

The button **[Change]** in the upper right corner of the basic window of Print&Share will take you to the profile overview. You can create new profiles here, and you can edit, remove, import, export or secure profiles.

[Overview]

This overview shows the different channels for the selected profile. A print preview of the selected print job appears in the central area of the channel. If you would like to see more detail of the document, you can double-click on the print preview.

Furthermore, you will find the following items in this window:

[Active] This check box allows you to execute the channel or to activate it.

Function The icon differs according to the chosen function in the channel.

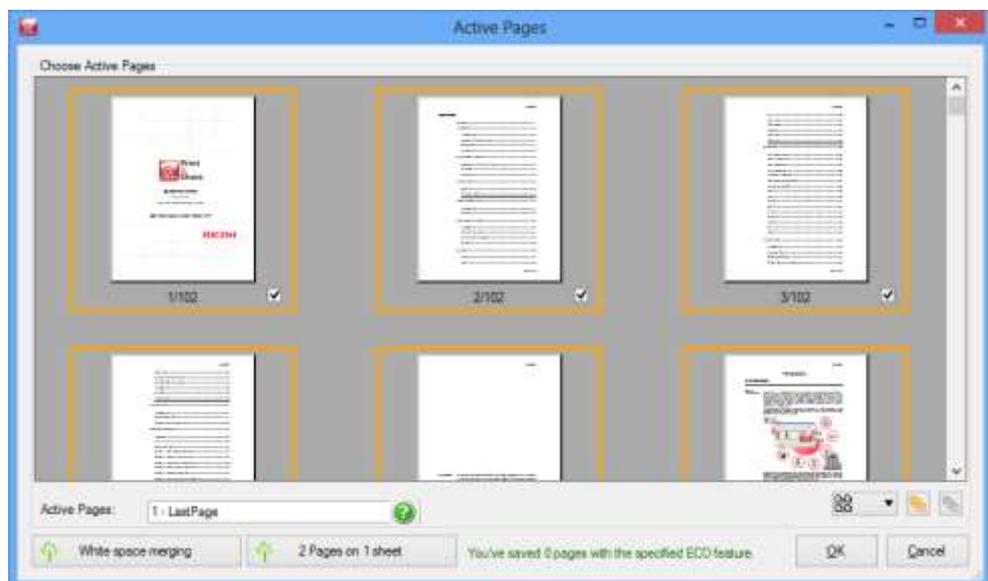
By clicking on the icon, you can permanently change the settings. You can find a detailed explanation of the various functions in the chapter named Functions.

Get More Editor The icon in the upper right corner of the channel will take you to the Get More Editor. For details, please see the chapter named Get More Editor.

Active pages You will find text below the icon of the function that contains information about the output of the channel. This can be for example the printer name.

By double clicking the text, you will be taken to an overview of the print job where you can select pages.

You can also go to the window **Active pages** via an icon that appears in the upper right hand corner in the background of the **[Overview]** window if you move your mouse over this area.



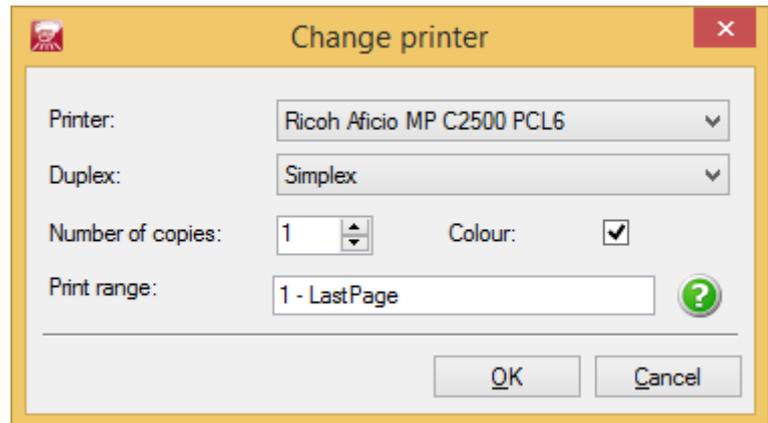
In this dialog window, you can click on a print preview to either activate or deactivate a page. Your selection influences the information in the field **Active pages**.

You also have the possibility to **[Activate all pages]** or **[Deactivate all pages]**. The print previews can be displayed in small or large sizes.

Quick Editor

The text line under the icon of the function will give you access to another dialog window. By clicking this text line, you will go to a new dialog window where you can make minor changes to settings. The settings will not be saved in the channel. The dialog is different according to the functionality.

Example of print functionality:



Printer: Change printer quickly.

Duplex: Change between simplex and duplex.

No. of copies: Change the number of copies.

Colour: Activate or deactivate colour output.



On the basic window you will find a colour icon. This is a shortcut to this field. Remember these settings are not saved.



Print range: You can adjust the print selection.

Size The document size and page selection of the print preview.

Info An area containing extra information, status information and a progress bar of the output.

Background colour

Print&Share can receive printer information with the print function. This kind of information contains low toner levels or the lack of paper in the printer's paper trays. In this way, you can discern between confirmation and errors. When the program detects a warning or error, it will display an orange or red background colour respectively.

For details about these error messages, see the chapters named General configuration, Settings, WMI options and SNMP, and Triggers.

Channels

The tabs after the **[Overview]** tab can differ with respect to the number of tabs and their content. This depends on which channels and the number of channels you have included in the respective profile.

For example, **[Chnl. 1: Printer]** refers to the channel in the profile that uses the print function.

For details about these tabs, see the chapter Get More Editor.

Operation keys

At the bottom of the basic window of Print&Share, you will find the following buttons:

[Print previews] You can determine whether you want to view a print preview of the channel.

...Operation keys

[Open & Save] icon	<p>This button allows you to perform actions with the print job that is activated in the basic window of Print&Share or with saved print jobs. The files of the saved print jobs have the extension .OPJ.</p> <p>You can choose from:</p>								
	<hr/> <table border="0"> <tr> <td style="vertical-align: top;">[Quick Open]</td> <td>Opens a print job that was saved with the Quick Save command.</td> </tr> <tr> <td style="vertical-align: top;">[Quick Save]</td> <td>Saves the current document or the loaded documents from the queue.</td> </tr> <tr> <td style="vertical-align: top;">[Open]</td> <td>Opens a browser window for opening a saved print job (OPJ file).</td> </tr> <tr> <td style="vertical-align: top;">[Save as]</td> <td>Save the current document or the documents from the queue under a specific file name.</td> </tr> </table>	[Quick Open]	Opens a print job that was saved with the Quick Save command.	[Quick Save]	Saves the current document or the loaded documents from the queue.	[Open]	Opens a browser window for opening a saved print job (OPJ file).	[Save as]	Save the current document or the documents from the queue under a specific file name.
[Quick Open]	Opens a print job that was saved with the Quick Save command.								
[Quick Save]	Saves the current document or the loaded documents from the queue.								
[Open]	Opens a browser window for opening a saved print job (OPJ file).								
[Save as]	Save the current document or the documents from the queue under a specific file name.								
[Cancel]	<p>This button allows you to cancel print jobs. Your choices in this menu are as follows:</p> <table border="0"> <tr> <td style="vertical-align: top;">[Current doc.]</td> <td>Remove the active document or what is visible in the basic window of Print&Share.</td> </tr> <tr> <td style="vertical-align: top;">[Loaded doc.]</td> <td>Cancel the loaded documents from the queue.</td> </tr> <tr> <td style="vertical-align: top;">[All doc.]</td> <td>Remove the active document and all the loaded documents from the queue.</td> </tr> </table>	[Current doc.]	Remove the active document or what is visible in the basic window of Print&Share.	[Loaded doc.]	Cancel the loaded documents from the queue.	[All doc.]	Remove the active document and all the loaded documents from the queue.		
[Current doc.]	Remove the active document or what is visible in the basic window of Print&Share.								
[Loaded doc.]	Cancel the loaded documents from the queue.								
[All doc.]	Remove the active document and all the loaded documents from the queue.								
[Close]	Closes the basic window of Print&Share.								
[Send]	<p>This button executes the print jobs according to the functions that have been set.</p> <p>Your choices in this menu are as follows:</p> <p>[Send current document], [Send & Delete current document], send the documents from the queue with [Send loaded documents], send and delete the loaded documents from the queue and [Send & delete all documents].</p>								
[Send & Close]	<p>After clicking this button, print jobs will be sent one by one to their respective output according to their function. The basic window of Print&Share will be closed automatically afterwards.</p> <p>The selection buttons here are [Send & close current document] and [Send & close all documents]. Clicking the latter button will send the loaded documents from the queue as well.</p>								

General Configuration

Introduction

When you use Print&Share for the first time, initial configuration takes place. You follow a step by step wizard, where you enter your company and personal details. You can also specify your printer and configure your fax and email settings at this stage.

If you need to make changes to these settings, you can do this under General Configuration of Print&Share.

General Configuration

If you click on the button **[Change]** in the upper right corner of the Print&Share window, this will take you to the profile overview.

Click on the **[General Configuration]** tab to view and adapt the configuration settings.

The various tabs contain groups of settings. These are grouped according to their purpose. These settings apply to general settings and standard settings for the Print&Share functions.

For example, the printer that you specify here will be chosen in every new profile in which you choose to use the print function.

As the general settings are identical for all functions as those in the channels, we often refer to the detailed descriptions in the chapter Functions.

Note: You can also get the dialog General Configuration by using a right mouse click on the icon of Print&Share and choosing the menu option **[General Configuration]**.

Settings

Company and User information	You can enter and change the company and user information in this window. You can also specify your company logo here. In the Get More Editor, you can later easily retrieve your logo.
Email	Please see to the detailed description of this function in the chapter called Functions.
Fax*	Please see to the detailed description of this function in the chapter called Functions.
Printer	Please see to the detailed description of this function in the chapter called Functions.
File Printer	Please see to the detailed description of this function in the chapter called Functions.
E-document**	Please see to the detailed description of this function in the chapter called Functions.
Outlook*	Please see to the detailed description of this function in the chapter called Functions.
Lotus Notes**	For a detailed description of this function, please see the chapter named Functions.
Recognition*	<p>You can activate profile recognition on this tab. You can automatically select a profile with this function on the basis of recognized information in the document. For details about this information, please consult the specific chapter about Recognition.</p> <p>You can activate or deactivate recognition for individual profiles.</p> <p>If recognition words for profile recognition may occur in multiple documents, it may be useful to work with prioritizing certain words.</p> <p>Using the arrows on the right hand side of the dialog window, you can determine the priority of the profile recognition.</p>
General settings	<p>Paper</p> <p>Default size: Determine the standard paper size here.</p> <p>Dimension: Informative display of the dimensions.</p> <p>You can add a new paper size by clicking on the [Edit] button.</p>

* Professional & Corporate version only

** Corporate version only

Options

- Save sent documents:** This is the folder where sent documents are stored.
- Location stored profiles:** This is the folder where profiles are stored. If you would like to share the same profiles with multiple users, you can choose to store your profiles in a folder on a server. [Publish] options depend on your selection when changing the profiles location.
- Print job folder:** Temporary folder for processing print jobs.
- Auto insert spaces?** Automatic insertion of spaces for recognition parameters (linked to font type).
- Space width:** Standard space width for insertion of spaces.
- E-mail Editor:** You can use the editor for composing emails.
- Available methods for detecting printer status:**
- **SNMP** Exchange protocol with the peripherals (Simple Network Management Protocol) for the network connection.
 - **WMI** Exchange protocol with the peripherals (Windows Management Instrumentation). This is necessary when you use a USB connection.
 - **SNMP and WMI** Combination of both.
- Configure how Print&Share connects to the Internet:**
Dialog window for making proxy settings.
- Do you want to set Print&Share as the default printer at the start-up of a terminal server session?**
This makes it possible to use Print&Share as your default printer driver in a server remote access environment (e.g. Microsoft Terminal Server). This operation will be executed after a certain set time.
- Configure font substitution for pdf files:**
Dialog window for replacing fonts and defining fallback fonts when a font was not found in a PDF file.
- Unit of measure:**
Defines the unit of measure that will be used in Print&Share. The default is based on the Windows settings, normally centimeters.

User impersonation

Via user impersonation you can define one or more users by selecting the **[Impersonate user found in the document]** option. Next you have to add recognition to search for the user in the document. If there is a match with the users you defined in the list from [Impersonate user found in the document], then the output channels will use the permissions of that user to impersonate.

The option **[Impersonate user that printed the job]** looks for the owner of the print job. *This option is not reliable because the application that accepts the output from P&S does not always use the thread information of the application that sends the output (File printer and are Outlook are not affected by this).* For this you have to enable the Windows role: **[Act as part of the operating system]**. Please be careful as this role might break your company security policy.

Activation

- Current version:** Informative display of the Print&Share version.
- Product version:** The software version of Print&Share.
- Activation name:** The name under which Print&Share was activated.
- Activation code:** The activation code will normally be retrieved automatically via an online web service. In a deviant procedure, you can enter the activation code manually or by pasting the code by clicking the button **[Paste]**.

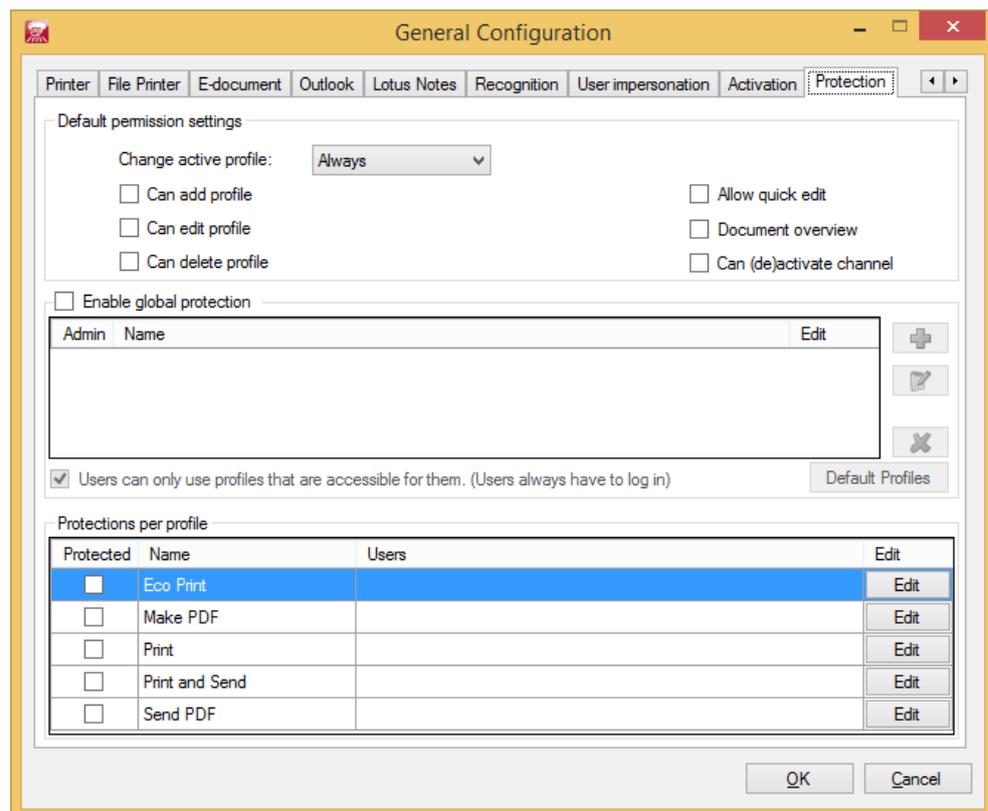
The red/green arrow button contains a quick menu through which you can speed up the automatic retrieval of the activation code. This menu also allows you to read the activation code from a file.

Write down your Reference code if you are going to Revoke licenses.

Protection

Protection – General information

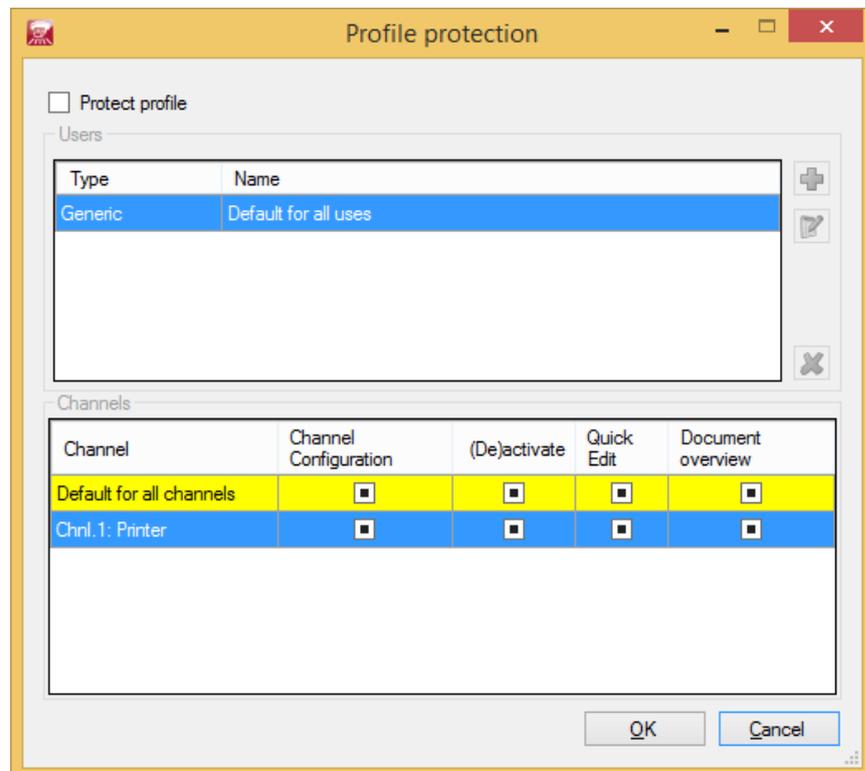
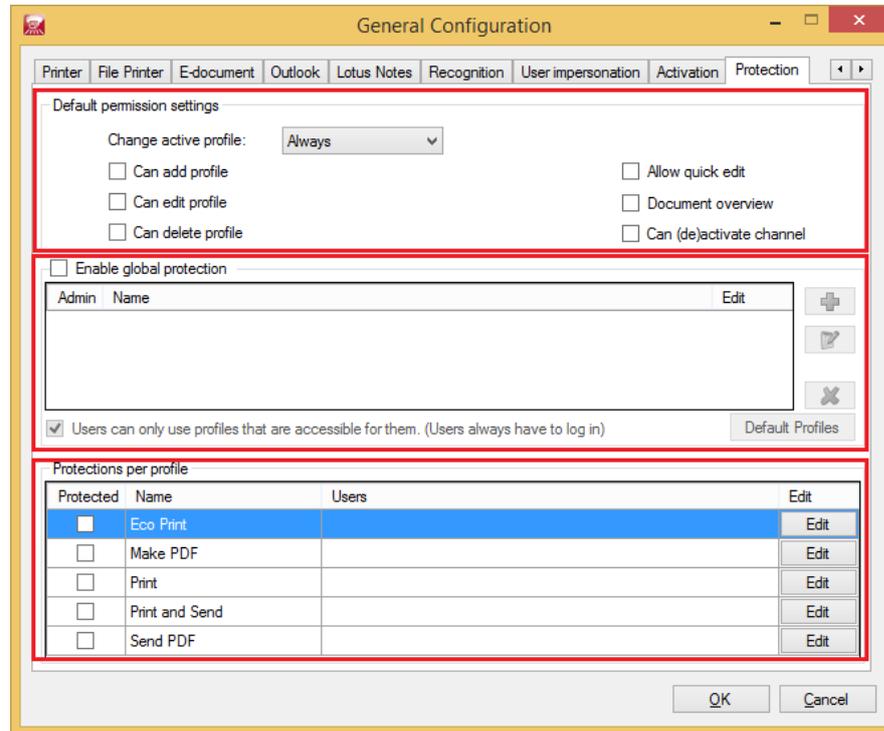
The Protection settings can be accessed via: **[General Configuration] → [Protection]** tab.
On this tab, you can protect the general configuration settings and profiles. Restrictions can be set for **[Print&Share user(s)]** and **[Windows user(s)/group(s)]**



The options can be split in four main sections:

1. Default permissions
2. Global protection
3. Profile protection
4. Channel protection

This is also the order in which the protection settings will be inherit from each other.



1. Default permission settings

[Default permission settings] are the default settings which allows you to set default so that you can inherit from these settings.

→ *Configuring these default settings wisely, might save you a lot of time.*

2. Global protection

When [**Enable global protection**] is selected you can set limitations for users and groups. This is a global protection, which means that each user or group added here **can use all profiles** but for each user or group the functionality can be limited. These limitations are the same for all profiles for that user or group. Users in this area can have the [Admin] option to make them administrator. Administrators can access the General Configuration of Print&Share and thus also change the Protection settings!

The option [**Users can only use profiles that are accessible for them**] is needed to force users to log in. Enabling this option is recommended in most cases. If this option is unchecked then every user can use all profiles, logged in or not. But depending on the permissions a user had, he or she can't do certain things in the particular profile.

The button [**Default Profiles**] next to the option [Users can only use profiles that are accessible for them] is optionally and allows you to define a default profile for a user or group. There can only be one default global profile, but if that default profile is not available for the user or group, because of the configured permissions, you can define another profile that the user has access to.

3. Profile protection

If you want to **set limitations on a profile level** you have to add the user or group to the desired profile in the [**Protections per profile**] section.

When a user or group is **only** added in the [Protections per profile] section **and not** in the global protection section and the option [**Users can only use profiles that are accessible for them**] is active, then the user will only see the profiles where they were added to. This allows you to make **only certain profiles visible for users or groups**.

4. Channel protection

When clicking the [**Edit**] button in the [Protections per profile] section, you can even **limit the functionality per channel** for the users or groups.

You will see all channels that are in the selected profile:

Channel	Channel Configuration	(De)activate	Quick Edit	Document overview
Default for all channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chnl.1: Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chnl.2: Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chnl.3: Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this section you can define which options a user can use.

Option [Channel Configuration]:

Allow access to the channel configuration, and thus allow users to modify settings in the channel (e.g. change printer or file location).

Option [(De)activate]:

Allow users to activate or deactivate the channel by clicking on the checkbox in the upper left corner of a channel.

Option [Quick Edit]:

Allow users to access the Quick Edit dialog of the channel.

Option [Document overview]:

Allow users to access the Document overview of the channel.

Profile storage For this protection functionality it is recommended to store the profiles at the central location so that each Print&Share instance on different PC's use the same profiles and protection. You can change the location of the stored profiles in **[General Configuration] → [General settings] → [Location stored profiles:]** and click **[Edit]**. There you can change the location of the DispatcherConfigs.xml file on a shared folder (e.g.: \\MyServer\Print&Share\Profiles\).

Permissions – General information

Checkboxes have three states: **[Inherit], [Enabled], [Disabled]:**



Just like the Windows operating system, these permission settings will be evaluated and applied at runtime. Currently it is not possible to show the effective permissions for users or groups when defining them in a section. The reason for this is because some permissions are only evaluated at runtime (e.g. by making a call to Active Directory).

The order of inheritance for the permissions is:

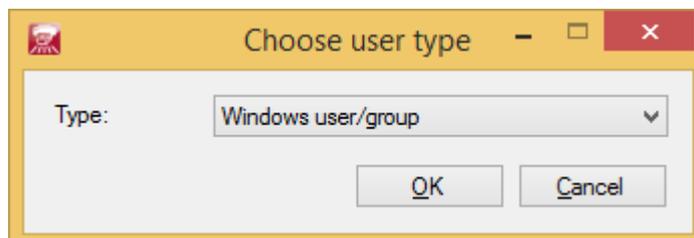
default permissions → global protection → per profile → per channel.

Permissions can be set for:

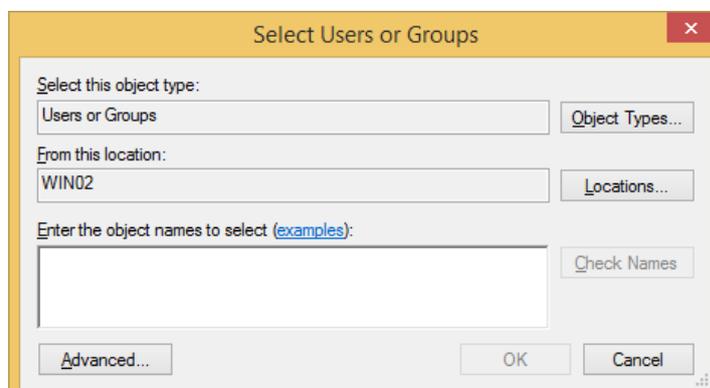
- Print&Share user(s)
- Windows user(s)
- Windows group(s)

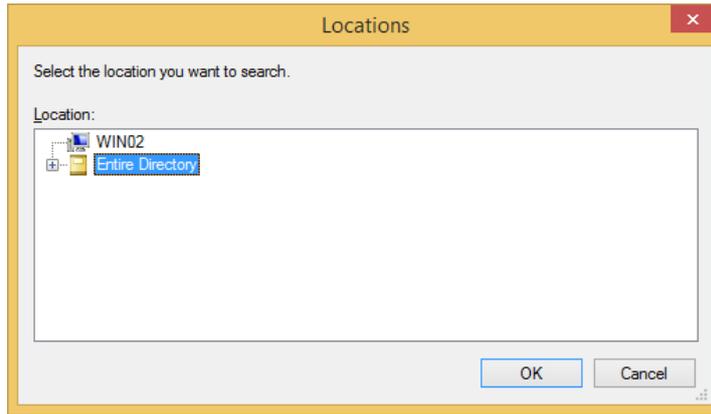
By selecting [Windows user/group] when adding a user you can select a user from Active Directory. The screenshots below show how to select **a group from Active Directory**:

Click the Add button to add a user and select [Windows user/group]:

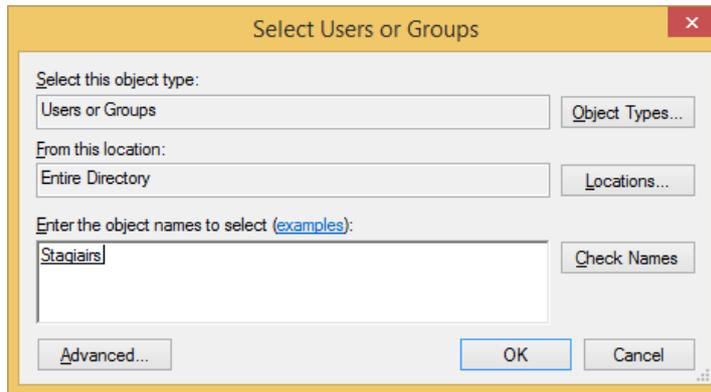


Click on **[Locations...]** and select your Active Directory location (e.g.: *Entire Directory*):



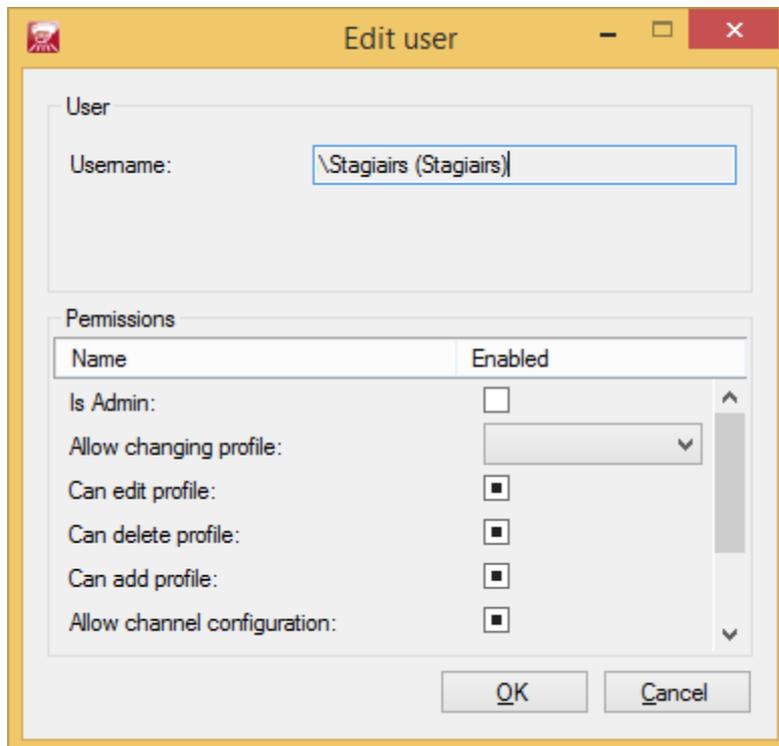


Now enter the name of the group or user and click the **[Check Names]** button:



Click **[OK]** to add the user or group that was found.

Now you will see a dialog to edit the user permissions:

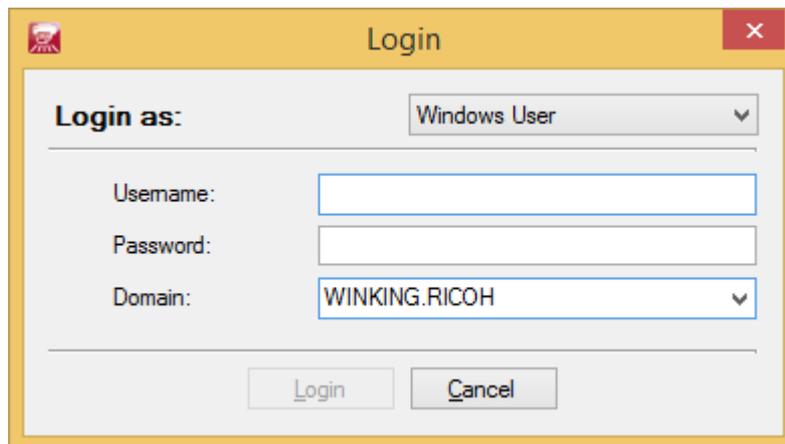


** The [Is Admin] and [Allow changing profile] options are only visible when adding a user in the global protection section.*

By default most of these settings will have the inherit value (). In a previous chapter we already told that permissions are evaluated and applied at runtime, not when configuring the options. This means if you enabled **[Can edit profile]** in the default permissions settings, you will not see this reflect in e.g. the global protection. In each section you just say if something is allowed/dissalowed, enabled/disabled or if you inherit the value. It is up to the administrator to wisely configure the permissions, just like in the Windows Operating System.

Usage

If protection is enabled and you print a document to Print&Share from a protected user you will be prompted with a dialog to log in.

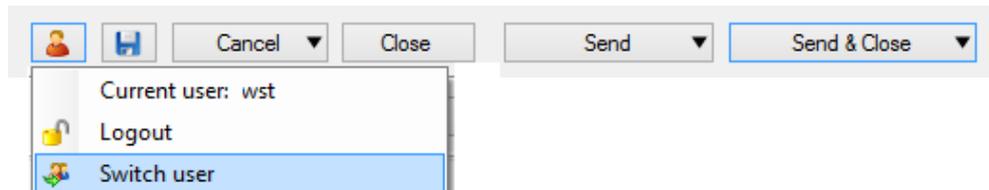


By default Print&Share will try to log in as the current logged in Windows user. If this succeed Print&share will just start and you will not be prompted with a login dialog.

At the bottom of the Print&Share dialog, you will see a new user-icon:



Clicking this user gives you the options to log out or switch user:



How to work with profiles

Introduction

The idea of profiles is that you create several profiles for specific tasks or specific kinds of print jobs.

For example: profile x for frequent prints of document 1, profile y for the prints of document 2. Specific tasks of print jobs could be e.g. creating invoices, offers, printing reminders, etc.

After the installation, at least one profile has been created for you to get you started. You can either create profiles manually or via a wizard. In both cases, click on the **[Change]** button (top right corner). You can either click on the **[New]** button to create a new profile yourself, or let the profile wizard guide by clicking on **[Use the Profile Wizard to create a new profile]**.

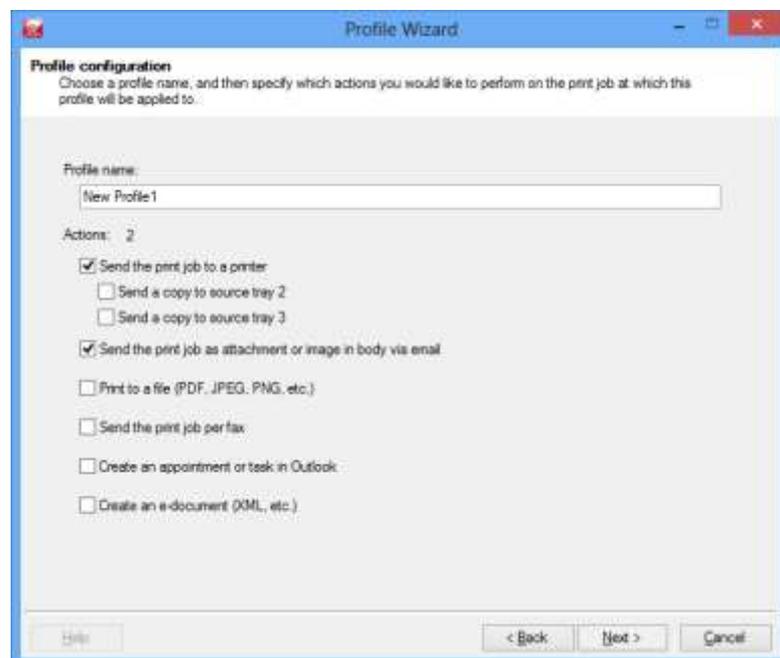
The Profile Wizard

The Profile Wizard will take you through the steps of creating a profile. Click on the **[Change]** button to open the Profile Wizard. Click on **[Next>]** to go to the next screen.

The wizard will take you through the following steps:

Step 1:

Determine the name under **Profile name:** (e.g. invoicing).



Select one or more actions in the profile that you want to execute under

Actions:

In the following example, we will create a profile that can print invoices on a printer, whilst sending these via email at the same time.

Step 2:

These steps depend on the selected items in Step 1. Specify the settings for the respective print.

The screenshot shows the 'Profile Wizard' dialog box with the title 'Send the print job to a printer'. The subtitle is 'Configure the options for channel 1.'. The printer selected is 'Ricoh Aficio MP C2500 PCL6'. The paper size is set to 'A4' with dimensions of 21.0 cm width and 29.7 cm length. The page orientation is 'Automatic'. The paper source is 'Auto Select by Printer'. Other settings include a margin of 0.0 cm, 1 copy, 1 page per sheet, white space merging unchecked, color checked, and duplex set to 'Simplex'. An 'Example' preview shows a document titled 'Print & Share Operating Manual'. Navigation buttons include 'Help', '< Back', 'Next >', and 'Cancel'.

The boxes are identical to those of manual configuration, with the only difference that these steps only apply to the new profile.

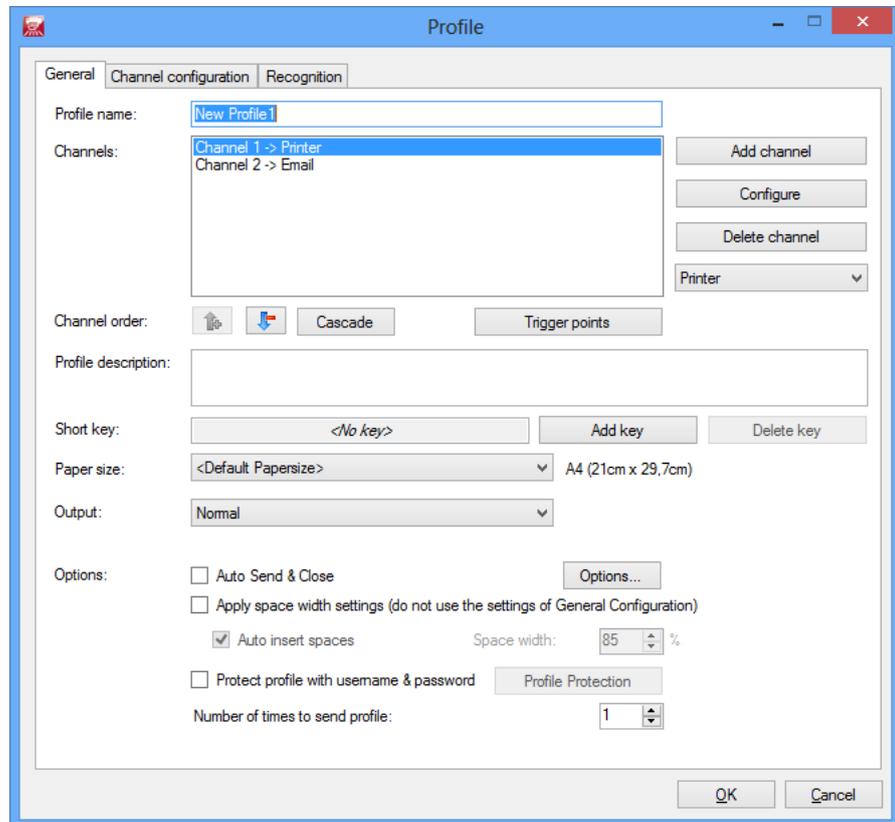
Step 3:

Compose the accompanying email that will be delivered to your correspondent together with the invoice.

The screenshot shows the 'Profile Wizard' dialog box with the title 'Send the print job as attachment or image in body via email'. The subtitle is 'Configure the options for channel 2.'. The 'Email information' section includes 'From email: info@winking.be', 'From name: Winking bvba', and 'Reply to: info@winking.be'. There are fields for 'Subject:', 'Cc:', and 'Bcc:'. The 'Attachments:' field is empty. Below is a large text area for the email body with an 'Edit email' button. The 'Document' section has 'Send document as: Attachment', 'Attachment type: PDF', and 'Attachment name: <JobName>'. There are also buttons for 'Options', 'Add', 'Reading receipt', 'Page selection', 'Insert pages', and 'SMTP settings'. Navigation buttons include 'Help', '< Back', 'Next >', and 'Cancel'.

Step 4:

After finishing the wizard, an overview of the profile you have just created will appear.



If necessary, you can still make changes to every part of the profile. Click on **[OK]** to finish the creation of the profile.

Creating profiles manually

Add a profile	<p>By clicking on the [Change] button in the top right corner of the Print&Share dialog window, you will immediately be directed to the profile overview.</p> <p>Click on the [New] button to create a new profile.</p> <p>Next to the method described above, you can also create a new profile by going to the Profile drop down listbox. At the bottom of this list you will find the option [New profile...].</p> <p>The program automatically assigns a default name to a newly created profile (New Profile #). You can change this name immediately afterwards.</p>
Change a profile	<p>To be able to see what has been included by default in this profile, select the respective profile icon and double click on the icon.</p> <p>You will notice that a default print channel has been made for you. You can change the function of this channel, or you can add extra channels, each with its own specific function.</p>
Add channels	<p>You can add a channel to a profile. After adding the channel, you can select its functionality from a drop down list in a dialog window.</p> <p>The available functions are: email, fax, printer, File Printer, e-document, Outlook, Lotus Notes and Label Printer. For more details about the functions, please consult the chapter Functions further on in this manual.</p> <p>If you have chosen a function, click on the [Add channel] button to add the channel to the profile.</p>
Settings	<p>A profile can contain many settings. We differentiate the following types of settings: general settings, channel configuration settings and recognition settings. This manual only explains the general settings.</p> <p>For more details about specific channel settings, please consult the chapter Functions. For more details about recognition settings, please consult the chapter Recognition. For the execution of several profiles in a sequence, please refer to the chapter Advanced Profile Features.</p>
[General] tab	<p>On the [General] tab, you can set the general settings of a profile:</p> <p>Profile name: You can enter or change the profile name here. The profiles will be arranged alphabetically.</p> <p>[Add channel] You can add a channel by clicking on this button. You can determine the function of the channel via the drop down menu.</p> <p>[Delete channel] You can remove a channel by clicking on this button. You can determine the function of the channel that you wish to remove via the drop down menu.</p> <p>Channel order: You can change the order of the channels with the arrow buttons.</p> <p>[Cascade] & [Trigger points]* Please consult the specific chapter about Cascade and and Trigger points for more information.</p> <p>Profile description: You can add a full description of the profile here (target, operation, etc.).</p>

Short key: Choose a key or key combination to be able to quickly switch to a specific profile. Use the **[Add key]** and **[Delete key]** buttons to add/remove keys.

Paper size: The standard paper size that has been placed in the printer tray.

By clicking the **[Paper size]** label itself, you have the possibility to define **Split Templates**. For a Split Template, you have to define a paper size and orientation. By clicking the button in the document preview you can define how to split the document. When the **[Split input papers]** option is enabled and an incoming print job matches (= same paper size and orientation) a defined template, the job will be split according to that template. When multiple templates are defined that have the same paper size and orientation the first one will be used.

Output: **[Normal]**
When you use this setting, print jobs will not be adapted. They will be sent to the printer in the way you have set them in the application.

By clicking the **[Options...]** button next to the **[Normal]**-output selection, you can enable the **[Booklet]** option. Scanned booklets will be splitted and sorted result in a de-booklet output.**

[Every page in the document is a separate transmission.]

The print job will be split up into several print jobs. The pages will be separated per page or by means of a recognition word. The pages will remain to exist in their entirety.

Please refer to the chapter Advanced Profile Features for complex options with this feature.

[Documents are combined into one transmission.]

Several individual print jobs can be merged to be printed together. This can be very useful when you e.g. want to merge several print jobs into one single booklet.

Print&Share works in one channel only with one page size. Switching between sizes during the execution of one combined print job is not possible.

Options: **[Auto Send & Close]**

When this option is active, Print&Share will not appear on your screen anymore. The print job will either immediately be sent to the printer or on the basis of a recognition word.

Please refer to the chapter Advanced Profile Features for complex options with this feature.

[Apply space width settings (do not use the settings of General Configuration)]

This setting is useful when you are detecting data from the print job. E.g. when words stick together, you can determine the space width with this option.

[Protect profile with login]

To prevent undesired changes to the profile, you can protect the profile with a password.

[Number of times to execute profile]*

This setting allows you to set the number of times the profile should be executed. This feature can also be described as a profile loop.

Backup

**Backup /
Restore**

The button **[Change]** in the upper right corner of the Print&Share window will take you to the profile overview. You can use the button **[Backup]** for saving your profiles, or to place these back.

You can determine whether you would like to include the profiles, configuration settings and your user settings in the backup.

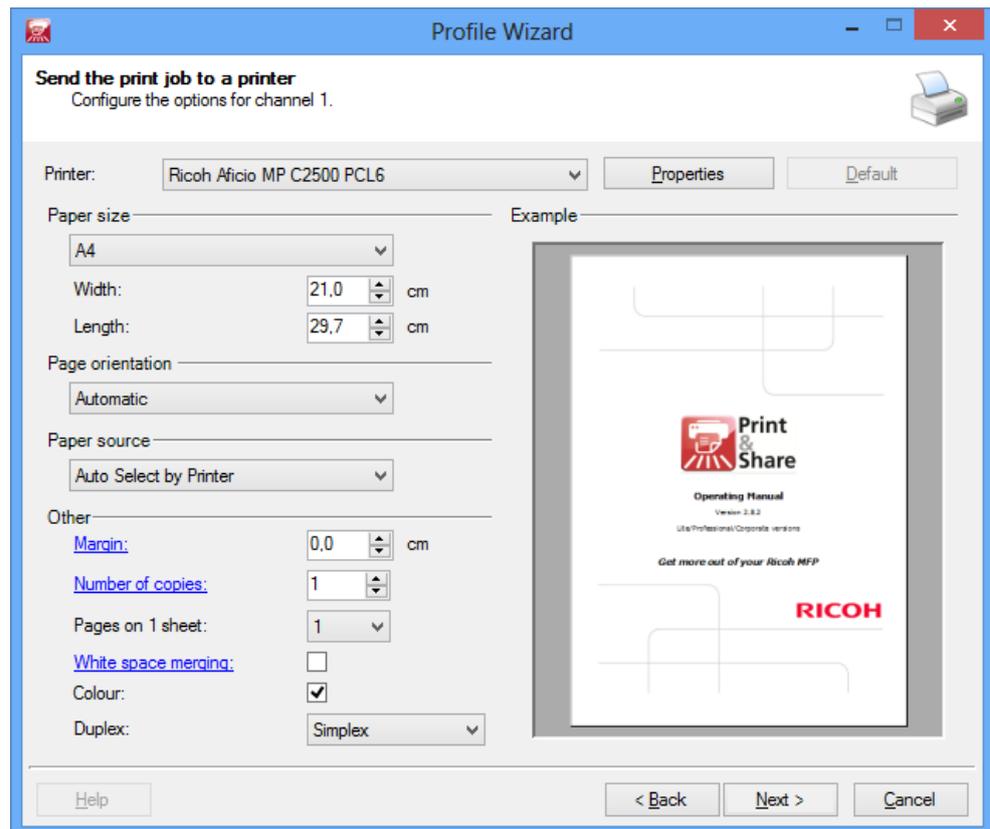
It is recommended to create a backup at regular intervals of time.

Functions

Printer

[General] tab On this tab, you can configure the print job that you are going to send to the printer. In the Profile dialog window, select the **[Channel Configuration]** tab.

This tab shows the basic printer settings. You can set specific properties for your printer by clicking on the **[Properties]** button. In this way, you can access the settings that have been made available by the manufacturer of your printer.



Printer: You can select the printer that you want to use for this profile here.

More printers can be activated in the print channel. Please refer to the chapter Advanced Profile Features for print functionality options.

Paper size: Specify the paper size of the paper you are using here.

Switching between sizes during the execution of one print job is possible. Therefore you have to select Automatic.

Page orientation

You can specify the orientation of the paper here. You can choose between Portrait, Landscape or Automatic.

Switching between orientations during the execution of one print job is possible. Therefore you have to select Automatic, which is the default setting.

Paper source

You can determine which input tray the printer will use. The default setting of this function is Auto Select by Printer.

Tip: Use **[Page Definitions...]** to select specific settings per page (range).

Other

You will find the following settings under **Other**.

Margin: Specify the general margin here (in cm). Different margins per side can be specified via the hyperlink.*

[Number of copies] Specify the number of copies you need here.

[Pages on 1 sheet:] This setting allows you to print one or more pages onto one sheet of paper. This feature can also be described as "Multiple pages on one sheet". When setting pages = 2 or 4 you can click the [Pages on 1 sheet:] label to enable a booklet option. This allows you to create a booklet via the [Page definitions...] options. (**booklet option: ve2.8.3.55+*)

[White space merging] This option combines multiple pages onto one sheet of paper. Print&Share will calculate the white space of the current page and the printed surface of the next page, and it will then combine these if possible.

To use this feature it may be necessary to remove headers and footers in your document. Click on the text **[White space merging]** to specify the height of the top and the bottom margin to exclude from the document.

For more information, please refer to the Print&Share ECO manual.

Colour: Determine whether colour printing is allowed or not.

Duplex: Determine whether duplex printing is allowed or not.

[Page definitions...]

You can click on **[Page definitions...]** to select specific settings per page (range). The dialog window **Page Range Specific Settings** will appear. You can determine a page range of your print job to a specific input tray of that printer. Other settings such as paper size, orientation and colour can also be selected.**

You can select the page(s) by range. You can determine fixed page positions or note these down yourself. For example: "1" means "page 1", "4-6" means "pages 4-6", "SecondLast" means "second last page" and "LastPage" means "last page".

Other page selections are possible using colour requirements, recognition of content and lay-out requirements. See more below.

You can add extra page ranges by clicking on the **[Add]** button. Pages that appear several times can be printed as extra copies if you choose the setting **[Order pages by:]** with an option containing **Extra pages sorted by...** Using this method you can determine that one page will simultaneously be printed from several paper sources. In this case, you should choose the same page range each time, but with a different paper source. The order of the pages in the page range(s) can be determined in the print job by using the setting **Order pages by**.

With **No extra pages** you can only determine extra settings for the page range.

* Professional & Corporate version only

** Corporate version only

[Page selection]

If you click on this button, a new dialog window will appear. You can determine which pages should be printed here.

Print&Share can make the page selection on the basis of the page range or on the basis of other requirements. It is also possible to combine these options.

If you have selected the desired settings, click **[OK]**. If you do not want to save the settings, click on **[Cancel]**. In both cases, the screen will return to the Profile dialog window.

Page selection [Range] tab

In the Page selection dialog window, there is a tab called **[Range]**. Via this tab, you can determine the page range, or in other words: which pages need to be printed.

The default setting is: All pages.

You can also choose to:

- only print the first page; (1)
- only print the odd pages; (Odd)
- only print the even pages; (Even)
- only print the second last page; (SecondLastPage)
- only print the last page. (LastPage)

The appropriated definitions are between brackets.

You can also make your own selection by using the option **[Custom:]**. If you would like to print all pages except for the second last page, then specify the following: *1 - SecondLastPage(-1), LastPage* (or *1 - LastPage(-2), LastPage*). Another example is: *1, 2, 4-6* to get the pages 1,2,4,5,6.

Extra functions* are available to define specific ranges:

-
- *Recognition(search text; # of occurrence, [start], [search method]) **
 - *Interval(offset; interval)*
 - *InsertedPages()*
 - *InsertedPagesFrom(definition index) **
 - *Parse(formula) **
 - *OffsetRange(range; offset) **
 - *RecognitionRange(recognition value) **
-

Function: *Recognition(search text; # of occurrence, [start], [search method]) **
Recognition(#regex(text); # of occur., [start], [search method])

Summary: This function is defines a range by recognition.

Page range examples:

1 - Recognition(Subject;; 4)

Explanation: P&S will determine a page range from the first page up to the page where the word "Subject:" appears for the fourth time in the document.

1 - Recognition(Subject;; 4; 3; 1)

Explanation: P&S will determine a page range from the first page up to the page where the word "Subject:" appears for the fourth time starting from page 3 whereby only one occurrence of the word per page is counted (when last parameter = 1).

Note: This function is not supported to define the source trays by using the **[Page definition]** button.
 You can also use regular expressions as search text. The syntax is: *#regex(my regex here)*.
 See also Annexe "Useful Regular Expressions".

* Corporate version only

Function: *Interval(offset; interval)*

Summary: This function defines a range by a given interval, starting at an offset.

Page range examples:

Interval(4; 3)

Explanation: P&S will select page 4 as the first page and all subsequent pages are increments of 3. When printing 20 pages the following pages would be returned: 4, 7, 10, 13, 16 and 19.

Note: The offset-parameter starts at 1 and not at 0.
The interval-parameter cannot be 0.

Function: *InsertedPages()*

Summary: This function returns all inserted pages.

Page range examples:

InsertedPages()

Explanation: P&S will select all pages that were inserted in the original print job.

Note: This function does not accept parameters.

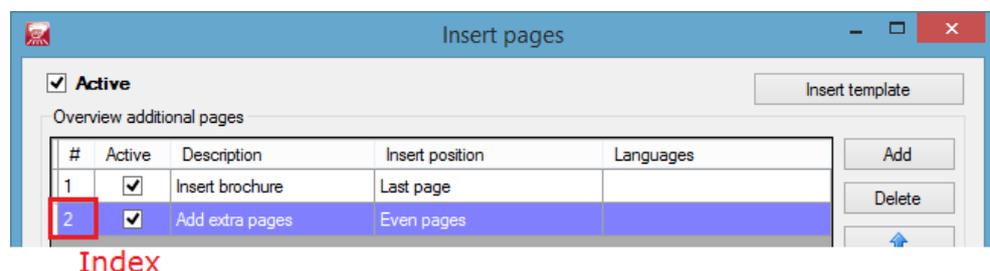
Function: *InsertedPagesFrom(definition index)*

Summary: This function returns all the page indexes where a page was inserted for a specific [Insert Pages]-definition index. This definition index can be found at the [Insert Pages] dialog in the first column of the definitions overview.

Page range examples:

InsertedPagesFrom(2)

Explanation: P&S will select all page indexes from the [Insert Pages]-definition with index 2 (see example image). This definition is set to insert at the even pages. If you have a document with 4 pages and you insert a single extra page at the even positions of the original document this will result in a document of 8 pages. This function will then return these page indexes: 2, 4, 6 and 8.



Note: The definition index-parameter starts at index 1 and not at 0.
If the definition index does not exist, but still has a valid syntax, nothing will be selected.

Function: *Parse(formula)*

Summary: This function parses a formula and returns a number.

Page range examples:

1 - Parse(2 + 3)

Explanation: P&S will select the pages 1 till 5 (= 2 + 3).

Note: Operand functions can be used in the Parse function, but require round brackets even when no parameters are used:

3 - Parse(LastPage() - 4)

This will not work without the round brackets:

3 - Parse(SecondLastPage - 4)

See also "**Annexe 10**" with extra information.

Function: *OffsetRange(range; offset)*

Summary: Replaces all numbers of a range with the given offset.

Page range examples:

OffsetRange(RecognitionRange("TextToSearch"); -1)

Explanation: If this is used in the [Insert Pages], P&S will insert pages just before the page(s) where the word "TextToSearch" is found.

Note: The range-parameter could be a function like *Odd*, *Even* or *InsertedPages*.

The offset-parameter defines how much the range should be moved. Example of an offset operand could be the number 6 or could be defined via a formula:

Parse(LastPage() - 5)

Function: *RecognitionRange(recognition value)*

RecognitionRange(#regex(recognition value))

Summary: This function returns all pages where a *recognition value* is found.

Page range examples:

RecognitionRange(Chapter:)

Explanation: P&S will return all pages where the word *Chapter:* was found.

Note: You can also use a regular expression as recognition value. The syntax is: *#regex(my regex here)*

Example: RecognitionRange(#regex([2-4]))

This will select pages 2, 3 and 4.

See also Annexe "Useful Regular Expressions" for more information on regular expressions.

[Colour requirements] tab**

On this tab, you can impose a colour condition or colour requirement on the printing of pages.

You can make the following impositions:

- A page may only contain grey/black colours;
 - A page must contain colour (non-grey and/or black);
 - The percentage of the page which is covered with colour must be lower than ...% ;
 - The percentage of the page which is covered with colour must be higher than ...%.
-

**[Recognition]
tab****

Pages could be selected that meet a recognition value.
For more information about recognition see the chapter "Recognition methods".

**[Layout
requirement]
tab****

Pages could be selected that meet some layout requirements.
This can be a specific paper size or an orientation. Both can also be combined.

**[Coverage]
tab****

Pages could be selected that meet coverage requirements.
Remark: Scanned pages can have a grey background. With the setting **[White space colour]** you can define what will be accepted as white.
Scanned pages can also have grey margins. With two settings **[Ignore everything in left/right margin:]** you can ignore the left and the right margin for the coverage calculation.

**[Advanced
page
selection]****

Use **[Advanced page selection]** to combine two or more of the above requirements as a union (OR) or as an intersection (AND).

[Insert pages]

This feature is useful, e.g. when you want to print the terms and conditions of sale automatically using recto-verso printers.

When clicking the button **[Insert Pages]** a dialog will appear which gives you an overview of all the pages you have already inserted.

To insert pages, first select the **[Active]** checkbox. When clicking the **[Add]** button you will have to choose your source type. You can insert your own created page using **[Make your own page]**, an existing document using **[Choose one or more existing documents]** or pages of the original print job using **[Choose one or more pages from the printjob]**.

It is possible to insert pages based on conditions. Only when a defined condition is met a page could be inserted. This can be done by clicking the **[Modify...]** button next to the **[Insert if condition]** label.

E.g.: if a label recognition found a value, then insert a page.

By enabling the option **[Execute "page selection" before "insert pages"]** you can alter the way the **[Page Selection]** works when you inserted pages on Even or Odd positions. When using **[Page Selection]** to e.g. deselect a first page, the position of the Odd or Even positions will be different. The 'Odd or Even pages function' from the 'Insert Pages' calculates with the active pages and not with the deselected pages, thus this could result in pages inserted at an incorrect Odd or Even position.**

**[Make your
own page]**

This option will give you an editor to write your own text.

Use the **[Change]** button to define the insert position of the new page.

New Pages can also be inserted on dynamic positions by using functions in the custom field. You can find a list of available functions in Annexe 3.**

Next to the standard editor, you can also load MS Word to make use of more layout options.

You can also add a cover to a document. To make things easy for the user, we have also created an **[Insert template]** button. In this way, the user can quickly make a choice between two predefined cover types.

If you have made the desired settings, click **[OK]**. If you do not want to save the settings, click on **[Cancel]**.

[Choose one or more existing documents]**

This option enables you to insert existing files (PDF, DOC, DOCX, RTF, TXT) from a local folder, a network folder or an FTP location.

The **[Insert at]** setting allows you to define where the page should be inserted.

The **[Repetition]** setting allows you to recognize multiple values e.g. the product codes of an invoice. The number of values that have been found defines how many times the **Specify file(s) to insert for selected language** will be executed. These recognized values could then be used in the **[Filename (filter)]** field using the **[Add]** button and the selection **Repetition value**.

For non-repetition of inserted pages you can specify a specific or dynamic **Path**. The **Filename (filter)** can contain parameter recognition values and wildcard characters. E.g. *<Recognition(0)>*.PDF. Click the checkbox to use a regular expression in the filename.

Email

Introduction The email function allows you to create an electronic message that originates from your print job.

You can compose the accompanying email and specify an attachment. The attachment will be extracted from the print job. Please make sure that you do not forget to enter the SMTP information.

[Email] tab

You can compose the accompanying email in this area:

From email: Email address of the sender.

From name: Name of the sender.

Reply to: Reply address.

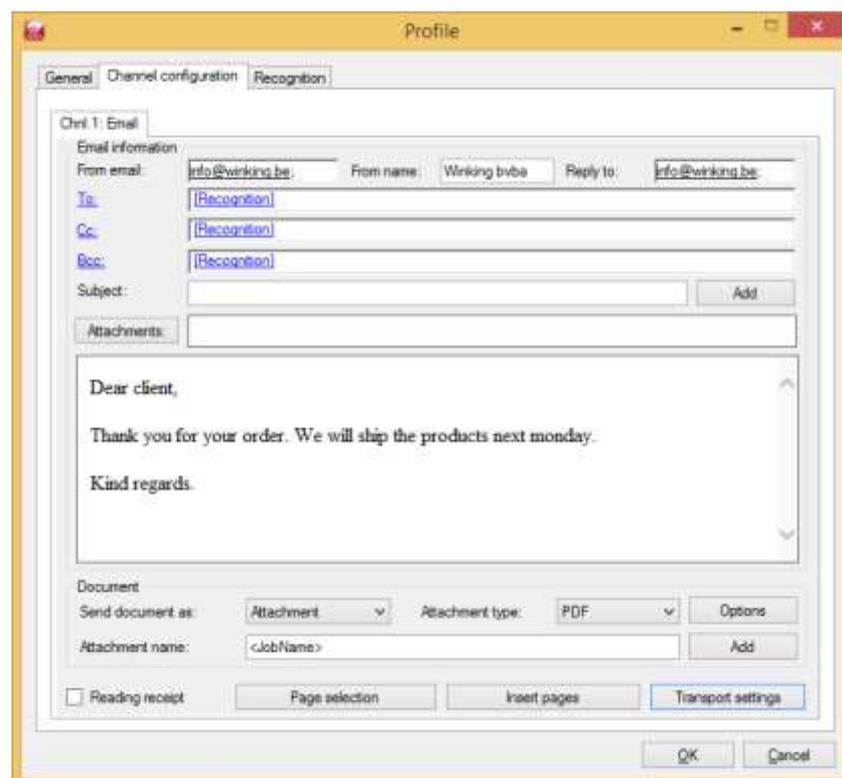
Subject: The email subject.

To: Sends the message to the email address you enter here..

Cc: Sends a copy of the message to the email address you enter here.

Bcc: Sends a 'blind' copy of the message to the email address you enter here.

[Edit email] You can enter the body text of your email message with this button.



Notes: Use **[Shift]+[Enter]** to insert new text lines with single line space.

Use **[Basic Editor with recognition]**** in **[General Configuration]**, **[General Settings]** to personalize email body text.

Email recognition for the channel has priority over profile recognition.

Attachments

The settings in the **Attachments** section affect the properties of the attachment of the email. The attachment is extracted from your print job.

Send document as: Adds your print job to the email message in the form of an **Attachment**. You also have two other options to choose from: **Image** and **Do not send**.

Attachment type: The default format is PDF. The file formats PDF and TIFF combines multiple pages of your document in one file. Other file formats creates for each page of your document a separate attachment.

[Options]

If you click on this button, a new window opens. You can make different settings for PDF options in this window. Select the mode at PDF Mode. After that, you can check the **PDF/A-1b Compatible**** or **Activate Security**** check box. In the case of the former, you can activate a legal PDF. This PDF will then be compatible with PDF/A-1b of ISO 19005-1. An extra tab will appear to determine the metadata via XMP that will be attached to the PDF. You can add fields yourself and let recognition fill in the conditions from the document.

You can choose to activate compression. This option will result in the creation of smaller-sized PDF files.

The latter option allows you to activate security**. Click on the **[Security Settings]** button to specify the security details.

You can enter the details of the attachment on the **[File Metadata]** tab. This is the metadata of the file (DocInfo). You can enter the following details here:

Title
Subject
Keywords
Author
Creator

These metadata types can also be determined by using recognition.

Attachment name: You can either enter a fixed or dynamic name for the attachment. A dynamic name can be derived from acknowledged conditions from the document. To specify a dynamic name, click on the **[Add]** button and click on **[Recognition parameter]**.

For more information about the different recognition methods, please consult the chapter Recognition further on in this manual.

[Reading receipt]

By checking this check box, you can request your correspondent to send a confirmation message that s/he has read your message.

[Page selection]*

If you click on this button, a new dialog window will appear. You can determine which pages should be printed here.

Print&Share can make the page selection on the basis of the number of pages or on the basis of other requirements.** It is possible to combine these options.**

* Professional & Corporate version only

** Corporate version only

Page selection [Range] tab

In the Page selection dialog window, there is a tab called **[Range]**. Via this tab, you can determine the page range, or in other words: which pages need to be printed.

The default setting is: All pages.

You can also choose to:

- only print the first page;
- only print the odd pages;
- only print the even pages;
- only print the second last page;
- only print the last page.

You can also make your own selection. If you would like to print all pages except for the second last page, then specify the following: 1 - SL.

[Colour requirements]*

On this tab, you can impose a colour condition or colour requirement on the printing of pages.

You can make the following impositions:

- A page may only contain grey/black colours;
- A page must contain colour (non-grey and/or black);
- The percentage of the page which is covered with colour must be lower than ...% ;
- The percentage of the page which is covered with colour must be higher than ...%.

If you have made the desired settings, click **[OK]**. If you do not want to save the settings, click on **[Cancel]**. In both cases, the screen will return to the Profile dialog window.

[Insert pages]

With the **[Insert pages]** button, you can print extra pages within the print job by using a self-inserted text.

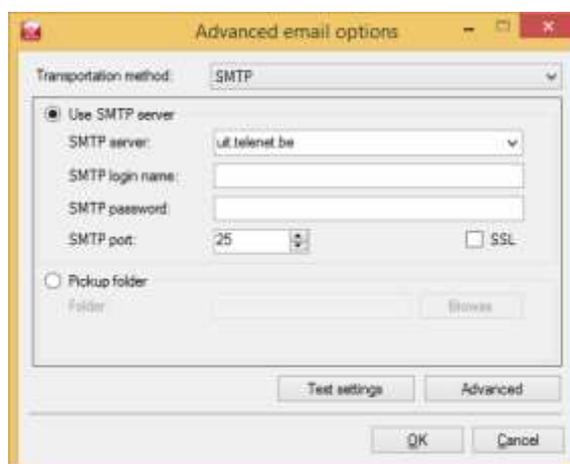
This is useful for e.g. when you want to include terms and conditions of sale.

In an email, the terms and conditions of sale will automatically be included on the last page.

SMTP settings

To be able to use the email function, it is necessary to specify your outbound email server (SMTP server).

Leave the user name and password empty, except when you are using your own email server.

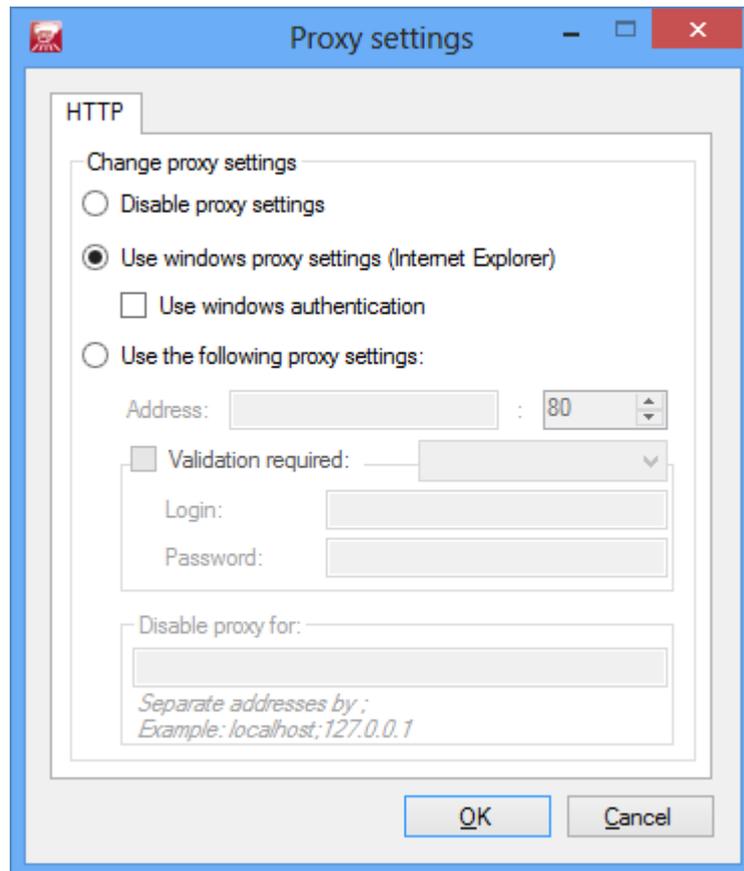


Note about proxy

If you are unable to send emails, your internet connection might be blocked by the proxy settings of your network.

If this is the case, go to **[General Configuration]** and click on the **[General settings]** tab. You can determine here which route Print&Share should take for its connection to the internet.

By clicking the **[Edit]** button, you will get to the following **[HTTP]**-dialog window:



Choose the Windows proxy setting or make your own settings.

You can make the following settings in the dialog window:

- | | |
|-----------------------------|---|
| Address and port: | IP address of the proxy server and port. |
| Validation required? | This setting determines whether the proxy server requires user authentication. Choose between Specific credentials or Windows authentication. |
| Login and password: | Login username and password for authentication with a proxy internet connection. |
| Disable proxy for: | The proxy can be disabled for local traffic if desired. |

The HTTP-proxy settings for email functionality, by the **[Email]** tab, **[SMTP settings]**, **[Advanced]**, **[Global HTTP proxy]**, **[Edit]** are identical with the HTTP-proxy settings of the **[General settings]**.

Fax*

Introduction

The fax function allows you to send faxes automatically from your print job.

Print&Share supports Microsoft Fax, which is the fax software that you will encounter on your Windows computer under **[Start] → [Settings] → [Printers and Faxes]** and Microsoft Fax Server (SBS 2003, Windows Server 2003, etc.).

If desired, specify the front and/or back cover and the attachment. The attachment comes from the print job.

In order to make fax settings for the print job, select the **[Channel Configuration]** tab in the Profile dialog window.

Front cover

You can set the front cover of your fax message in this area:

[Add a front cover template] Check the check box if you want to use a front cover.

Template: Select the template of your choice. You can make changes by clicking on the **[Edit]** button.

Your name: The name of the sender.

Fax number: Your own fax number.

The remaining fields are all settings and/or details that apply to the sender.

Most of the details will already have been taken from your installation or registration procedure.

The screenshot shows the 'Profile' dialog box with the 'Channel configuration' tab selected. The 'Chnl.3: Fax' sub-tab is active. Under the 'Front cover' section, the 'Add a front cover template' checkbox is checked. The 'Template' dropdown is set to 'Common\confident', with an 'Edit' button next to it. The 'Your name' field contains 'Wouter Staelens'. The 'Fax number' field contains '051/23 24 89'. The 'Email address' field contains 'info@winking.be'. The 'Title' field is empty. The 'Department' field contains 'IT'. The 'Company' field contains 'Winking bvba'. The 'Home phone' field contains '+32 (0)51/23 24 80'. The 'Work phone' field contains '+32 (0)51/23 24 80'. The 'Address' field contains 'Dorpsstraat 57/2'. Under the 'Fax options' section, the 'Fax device' dropdown is set to 'Fax'. The 'Fax Prefix' field contains '0'. The 'Only send new fax when the previous fax has been sent.' checkbox is checked. The 'Enable fax monitor' checkbox is checked. At the bottom of the dialog, there are buttons for 'Advanced', 'Page selection', 'Insert pages', 'OK', and 'Cancel'.

Fax options

You can specify the send settings of your fax message here.

Fax device: Select an installed and supported fax software.

[Only send new fax when...] You can specify here whether you would like to wait with sending a new fax until the previous has been sent. These properties apply to the Microsoft fax software.

Fax Prefix: E.g. for adding a "0" for an outside line.

Enable fax monitor Specify here whether you want to show the Microsoft fax monitor when sending faxes.

[Insert pages]

With the **[Insert pages]** button, you can print extra pages within the print job by using a self-inserted text.

This is useful for e.g. when you want to include terms and conditions of sale.

In an email, the terms and conditions of sale will automatically be included on the last page.

Next to the standard editor, you can also load MS Word to make use of more layout options.

The fax number

For automatic detection of the fax number, please see the chapter about Recognition.

File Printer

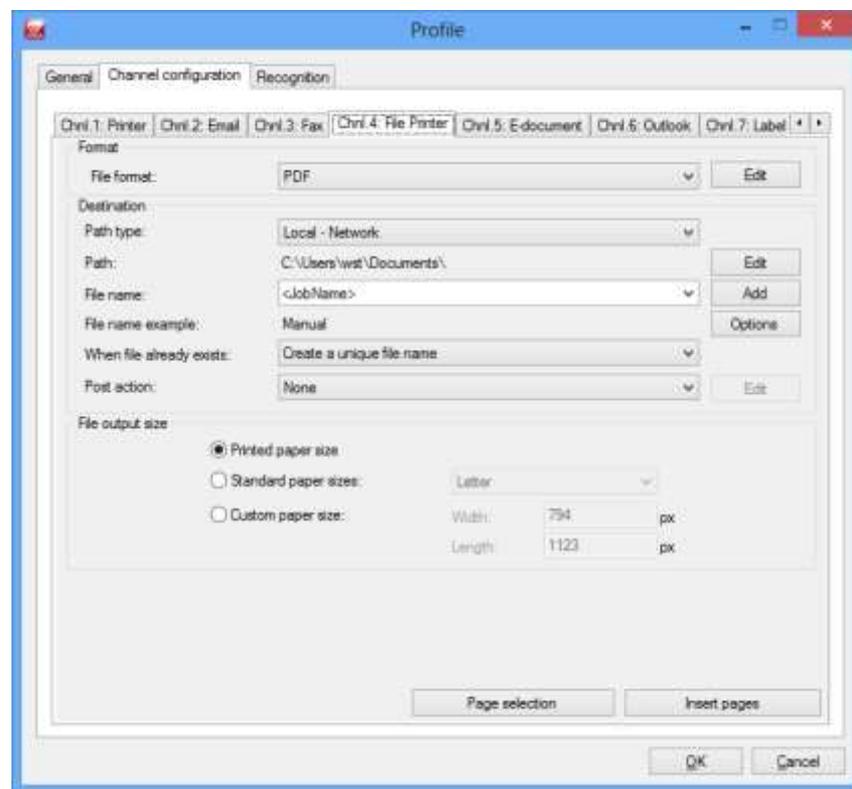
Introduction	The [File Printer] tab allows you to generate files from your print job. This function is useful for filing all of your outgoing documents.
File format:	<p>You can select the format of the file that you want to create from the drop down menu here.</p> <p>Print&Share supports PDF, EMF, JPG, PNG, TIFF and ASCII** formats.</p> <p>You can choose to activate compression. This option will result in the creation of smaller-sized PDF files.</p> <p>PDF/A-1b is a special PDF type. This format is prescribed by ISO19005-1:2005 and mostly acts as a legally acknowledged filing format. You can also include XMP metadata in this format**.</p>
Destination	<p>The following settings affect the output location, the file name and specific actions concerning the creation of the file.</p> <p>Path type: Specify whether you want to store the file locally on your computer or network, or whether you would like to upload the file to an internet destination. You will have to specify the protocol.</p> <p>If you would like to upload your print job to the internet, you can choose FTP/SFTP or HTTP/HTTPS. By clicking the [Edit] button you can specify the settings for accessing the internet location.</p> <p>SharePoint Microsoft SharePoint** is one of the destination path types.</p> <p>Ricoh eBinder Ricoh eBinder is one of the destination path types***.</p> <p>For more information we refer to a chapter Document Management Systems further in this manual.</p> <p>Path: Using the [Edit] button, you can specify at which location you want to store the file. This can be a fixed path, a dynamic path that was derived from recognition conditions of the print job, or an indirect address derived via a lookup file. In the latter case, the recognized condition refers to the newly specified path.</p> <p>Show 'Save as' window: It is also possible to enable the 'Save as' dialog window if the file already exists.</p> <p>File name: You can specify a fixed or dynamic file name here. A dynamic name can be derived from recognized conditions from the document, which you can specify with the Recognition parameter by clicking the [Add] button.</p> <p>For more details about the different recognition methods, see the chapter Recognition further on in this manual.</p> <p>When file already exists: If you are (accidentally) trying to store your new file under a file name that already exists, you have the following options:</p> <ul style="list-style-type: none"> - you can overwrite the file. - you might choose not to store the file. - you can create a new, unique file name. - you can use the 'Save as' window.

Post action: After storing the file, you can choose to automatically perform a final task. This could be e.g. starting up another program. It could be useful to automatically start up a filing programme (DMS) for filing your documents.

You can choose from the following options:

- None: perform no extra final task.
 - Perform an execution file (edit mode) and start the file extension of the target programme.
 - Start another programme. The **[Edit]** button allows you to send parameters together with the start-up command.
 - Start a Visual Basic Script. It is possible to set parameters here as well.
-

Example



File output size You can specify the file output size from the following:

[Printed paper size]

The size can be exactly the same as the printed document.

[Standard paper size]

The size can be a standard paper size. The size of the image will be adapted in accordance with the paper size.

[Custom paper size]

You can also choose to enter a custom paper size here.

[Insert pages]

With the **[Insert pages]** button, you can print extra pages from the print job by using a self-inserted text. Next to the standard editor, you can also load MS Word to make use of more lay-out options.

E-document**

Introduction	<p>The [E-document] tab allows you to create a data file using data from your print job.</p> <p>You can do the following things with this function:</p> <ul style="list-style-type: none"> - create an electronic order from a printout. - extract data from a print job. - create an electronic invoice. - create electronic declarations.
File format:	<p>You can specify the file format that you want to create from the drop down list.</p> <p>Print&Share supports the following output formats: Extensible Mark-up Language (XML), Comma-separated values (CSV) and Text files (TXT).</p> <p>The character encoding can be specified by [Encoding].</p>
Path type:	<p>As the e-document settings are identical to those of file printer, please see the section on File Printer for more information about the path type.</p>
XSD file:	<p>XSD stands for XML Scheme Definition. This file determines which information should be retrieved for the creation of the electronic file.</p> <p>You can retrieve an XSD file with the [Browse...] button.</p> <p>Once the scheme is loaded, the fields that can be retrieved will appear. With the respective [Edit] buttons, you can specify where and how information should be found in the print job.</p> <p>The [Edit] buttons bring you to the different available recognition methods of Print&Share. For more information about recognition methods, please consult the chapter Recognition further on in this manual.</p> <p>At the installation of Print&Share, an exemplary XSD file was automatically created (address.xsd).</p> <p>You can read more information about XSD on URL: http://www.w3schools.com/schema/schema_intro.asp</p>
[Load predefined channel configuration]	<p>Someone else can predefine an e-document channel as well. This will result in a binary EOPP file.</p> <p>The recognition method is fixed for a predefined channel. You will therefore not be able to click the [Edit] button to make changes if you are using a predefined channel configuration.</p>

Outlook*

Introduction	<p>The Outlook function allows you to automatically create notes in Microsoft Outlook 2003, 2007, 2010, 2013. You can do this for the Outlook diary or Outlook task management.</p> <p>E.g. if you are printing a tender, you can automatically let the program make a reminder note for you in your agenda. This could be a fixed number of days after the current date, or a date that is written on your document.</p> <p>The document from your print job can be imported into Outlook.</p> <p><u>Note:</u> this function does not work under Outlook Express.</p>
Outlook Login	<p>The user name and password determine the specific rights of Outlook users.</p> <p>If you are able to make changes to your own diary without entering a password, and to that of your colleague over the network, then leave these fields blank.</p> <p>Outlook does not normally allow you to edit a diary or perform task management that belongs to someone else. You will have to enter his/her user name and password in this case, unless this person has left these fields blank and has not set a password.</p> <p>Try first to proceed without entering these conditions.</p>
Destination	<p>Shared user: Specify here in which diary you want to be able to write. You do not have to enter anything for your own diary.</p> <p>Outlook item: Choose here between Calendar and Task Management.</p>
Calendar	<p>Meeting: By checking this check box, you can send a meeting invitation to a specific person. You can also retrieve the person that you want to invite from the print job with the Email Recognition function.</p> <p>Subject: Specify the subject of the diary entry here. It is possible to use a recognition condition from a print job for this entry field.</p> <p>Location: Enter the location of the meeting here. It is possible to use a recognition condition from a print job for this entry field.</p> <p>Start time: Specify how many days later and at which time the entry must come into force. With the button [Parameters], you can recognize the point in time from a print job.</p> <p>Duration: Specify how long the meeting will last here. You can also use recognition to derive the duration from a print job.</p> <p>Category: You can arrange your meetings in categories, just like in Outlook. You can use recognition conditions for this entry field as well.</p> <p>Attachment: Specify here whether the document from the print job should be included in your diary. You can specify the name of the attachment as well.</p>

Tasks

- Subject:** The subject of the diary entry. It is possible to use a recognition condition from a print job for this entry field.
- % complete:** The completion percentage of the task.
- Start date:** Specify here how many days later the entry of the task must come into force. You can recognize the point in time from a print job with the button **[Parameters]**.
- Duration:** Specify here how much time the task will take. You can also use recognition to derive the duration from the print job.
- Priority:** Select the appropriate priority status of your appointment.
- Category:** You can arrange your tasks into categories, just like in Outlook. You can use recognition conditions for this entry field as well.
- Attachment:** Specify here whether the document from the print job should be included in your diary. You can specify the name of the attachment as well.

Note

- Title:** The title of the note. This value will be entered as the first text line into the note. You can use a recognition value from the print job.
- Content:** The rest of the text of the note. You can obtain text via recognition from a print job.
- Note: If you would like to combine several detections, you will have to check the **[Combine results]** check box under **[Edit result]**. You can combine the recognized values via the button **[All]**. Please note that the position recognition via **[Draw]** does not allow combining text.
- Category:** You can subdivide your notes into categories via your Outlook settings. You can also use a recognition value from the print job.
-

Lotus Notes**

Introduction	<p>The Lotus Notes function allows you to create agenda items and tasks automatically in Lotus Notes.</p> <p>Imagine that you receive an order, and that you have to pass this task on to an employee. You can print the order with Print&Share, and this function allows you to insert the order in the Lotus Notes tasks of the employee at the same time. You can fix certain settings of the job, but if possible, you can also detect certain values from the print job.</p>
Lotus Notes Login	<p>A user name, password and the server can be necessary according to the user rights that have been set in Lotus Notes.</p>
Type	<p>You can determine six different types of Lotus Notes functions here. The types are appointment, meeting, anniversary, all day event, reminder and to do.</p> <p>For the most types, the fields in the tabs [General], [Description], [Attachments] and [Options] are identical. Therefore, they are all described below, but keep in mind that not all fields appear everywhere.</p>
[General]	<p>Subject: The subject of the information that you would like to add to Lotus Notes. You can use a recognition method via the button [Add] to select data from the print job.</p> <p>When: The start time and duration of the data that you wish to include. Use the button [Parameters...] to determine the settings with recognition.</p> <p>Who: The To, Cc and Bcc email addresses of the people that the Lotus Notes information should be applied to. The email addresses can be entered via the print job.</p> <p>Where: The location and room where the meeting will take place.</p> <p>Category: You can arrange your appointments according to the categories that are made available by Lotus Notes.</p>
[Description]	<p>Description: A full description of the information to be added to Lotus Notes.</p>
[Attachment]	<p>Attachment: Determines whether to include the print job as attachment in Lotus Notes.</p> <p>Attachment type: The selection of possible file types for the attachments (e.g. PDF).</p> <p>Attachment name: The print job in Print&Share is the default Print Job Name, but you can adjust this.</p> <p>Other attachments: A selection of other additional attachments.</p>
[Options]	<p>Activate Alarm: You can set an alarm signal that triggers on the respective Lotus Notes information.</p>

Label Printer

Introduction	<p>Print&Share can recognize the correspondent's address dynamically with the Label Printer function.</p> <p>Example: you print a letter that has an address on it. Print&Share can recognize this address automatically and print the address on label paper in this channel.</p>
Paper size	<p>You can specify the paper size of the label paper here.</p>
[Label font]	<p>You can specify the font type that you want to use on your labels.</p>
[Address Recognition]	<p>Print&Share can recognize an address in by parameter recognition or by free recognition.</p>
Parameter Recognition	<p>In this feature it's the focus to select a complete address block. This has a different approach than the normal recognition of one or more values in a document.</p> <p>Select in the Recognition dialog the tab [Specific] and select the radio button [Specific values] with the menu item All which corresponds with the regular expression.*</p> <p>Draw further a square around the address block by using the [boundary] button and select the page number of the document by [Page range].</p>
Free Recognition	<p>Free Recognition is based on artificial intelligence.</p> <p>There is one condition however, because the address should express itself as if it were used for a window envelope.</p> <p>As dynamic recognition does not always go smoothly - because it greatly depends on the presentation of the address - we have extended the system with several words that are easy to recognize in an address. This is why Print&Share can consult a lookup file with specific words - in different languages - that specifically appear in addresses. For example the word street, or rue (French), laan (Dutch), calle (Spanish), etc.</p> <p>You can expand the lookup file yourself by adding words in the file AddressRecognitionStrings.txt. You will find the location of this file by clicking [Address Recognition] in the field [File path with validation words]. You can modify this file by using Microsoft Notepad.</p>
Own address	<p>For both methods it is possible to exclude your own address.</p>
[Labels on 1 sheet]	<p>Use this setting to specify the number of labels on one sheet of paper.</p>

Recognition

Profile Recognition*

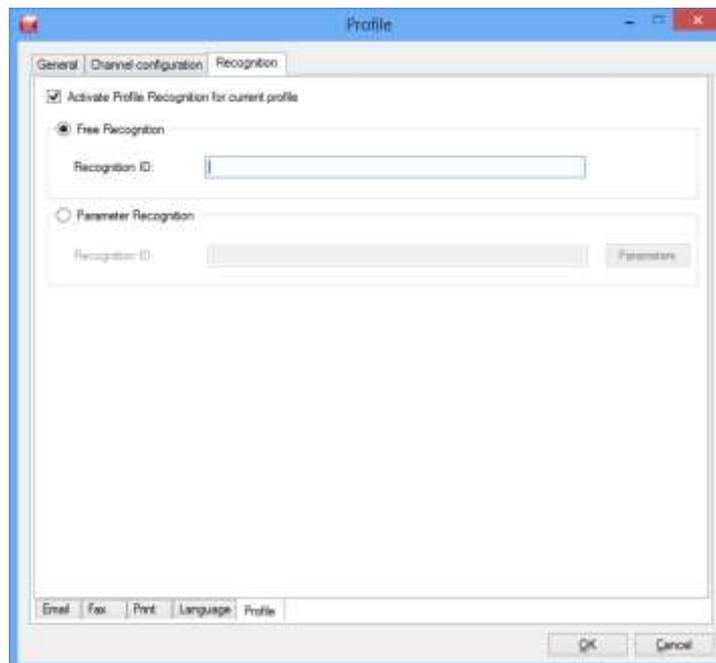
Introduction The recognition of a profile is the process of searching for specific data during the printing process. In this process, Print&Share makes a comparison and determines which profile should be used.

For example, if Print&Share finds the word 'publication' in the text, it can automatically choose a profile to print the document as well as send it to the editing board of a magazine.

Another example is that Print&Share can check a document that has been sent to the printer for the occurrence of a specific word. If it finds the word in question, the programme will not choose the standard profile, but a preset profile instead. In this case, the document will be sent to the printer, a PDF file will be created for filing purposes, and an e-document (XML) containing metadata** will be created.

Note: if you would like to activate Profile Recognition, you will have to send a print job to Print&Share. You cannot set parameters without having sent the print job to Print&Share.

[Recognition] tab



You can specify which word or parameter should trigger the use or activation of the profile on this tab.

Dispatching

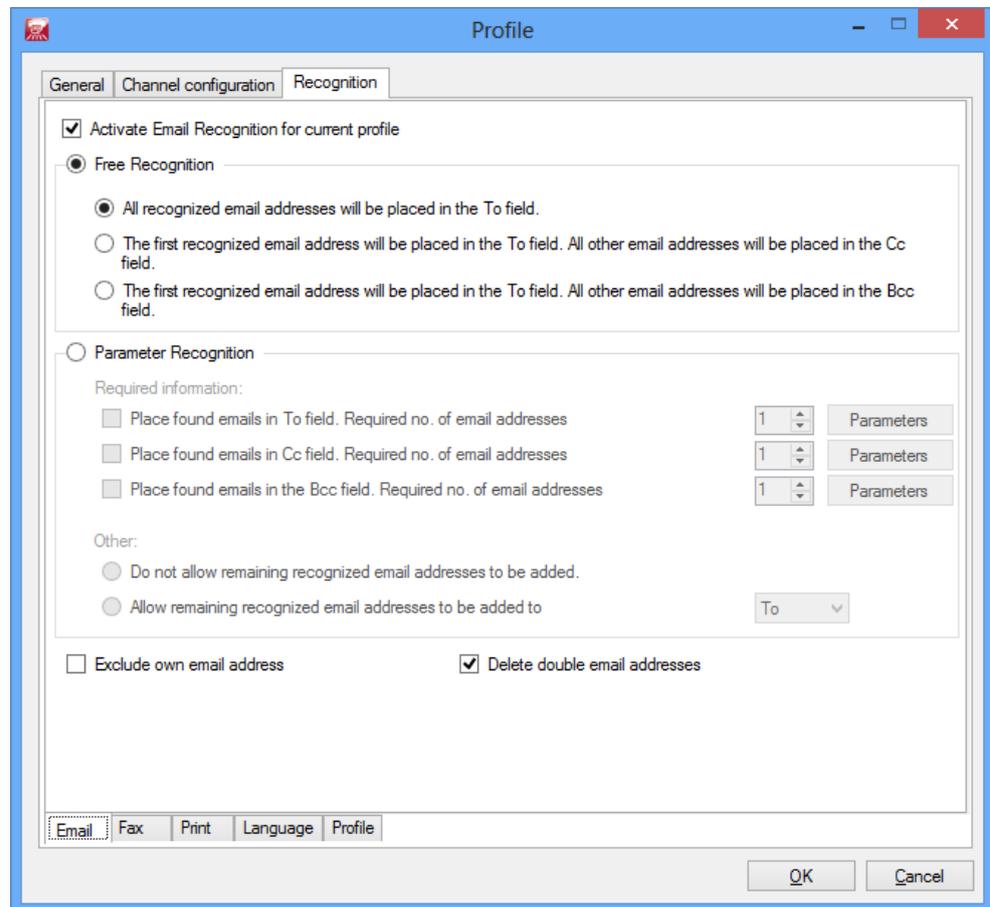
When profile recognition is active, the print jobs will be dispatched one by one. If more documents are printed they will be received in a queue. In the basic window you will get a message "Documents are waiting for profile recognition".

* Professional & Corporate version only

** Corporate version only

Email Recognition

Free Recognition



Print&Share can search the document for all possible email addresses. Depending on the settings, all addresses or just the first one, will be entered in the "To" field. You can also specify which addresses should be entered in the Cc and/or Bcc entry fields.

Parameter Recognition*

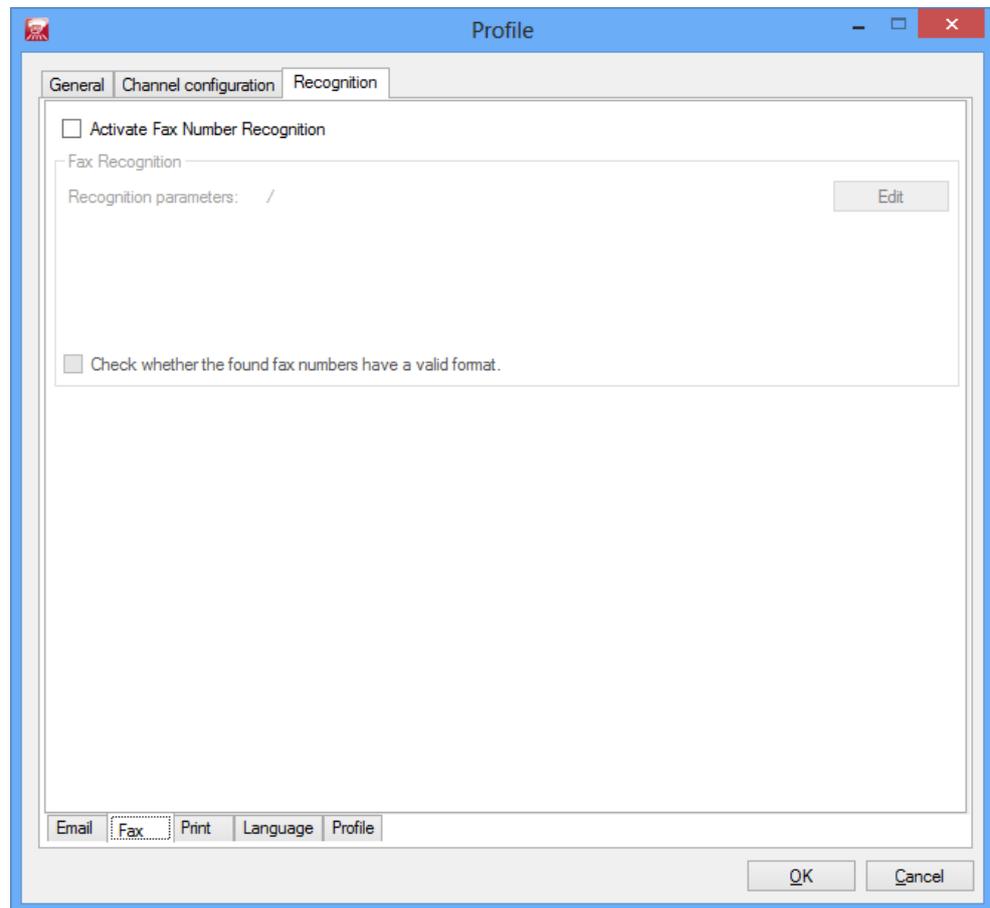
If you do not want Print&Share to specify which email addresses appear in the "To" and "Cc" entry fields, then you can make specific settings with parameters to determine this yourself.

If your own email address appears on the print, you can also specify not to use this by checking the **[Exclude own email address]** check box. You must have specified your email address in the user information to be able to do this though.

* Professional & Corporate version only

Fax Recognition*

[Fax] tab



You can make fax settings with parameters to activate the fax or printer by checking the **[Activate Fax Number Recognition]** check box. How to set the parameters will be discussed further on.

Print Recognition

[Print] tab* With **[Activate Print Recognition (determines which documents are allowed to be printed)]**, you can determine whether a print job may be printed or not. A check is performed to spot the occurrence of a certain word in the print job.

Language Recognition

[Language] tab** By checking the checkbox **[Activate Language Recognition for detection of the language of printed documents]**, you can let the program discover in which language a document was printed. Print&Share does this via recognition of words from a language, e.g. calle ('street' in Spanish).

As Print&Share can also insert pages in a print job, it may be useful to recognize the language of a piece of text in the document. For example, you can easily add the terms and conditions of sale in the corresponding language.

The **Insert pages** function can be linked to the detected language, if desired.

Note: In the Practical guide you will find an explanation of the Email by language detection, which is using the language recognition.

* Professional & Corporate version only

** Corporate version only

Other recognition methods**

Introduction The kind of recognition methods discussed above influence the automatic choice of the right profile, the retrieval of corresponding information (email address, fax number, etc.), the determination of a print condition, and the detection of a specific language.

You can also use recognition to complement a file with extra information, or determine a location where any filing needs to take place.

Please find two other recognition examples described below:

XML It is possible to use XML formats for constructing electronic files (e-documents). To determine the contents of a XML file, you can use a XSD file (definition file) in Print&Share. This file functions as a template and determines which conditions you should include.

You can use different recognition methods per condition from the XSD file (e.g. labels, positions, font types, etc.), in order to find the conditions in the actual document.

After recognition, the conditions that have been found will be placed in the XML file afterwards.

Metadata Registering extra information of a document (name, subject, author, keywords, etc.) can be useful to easily retrieve a file again. This kind of information is called metadata. The classic document information of a file can also be regarded as a kind of metadata.

For PDF files, Adobe provides these information fields in PDF format. Print&Share automatically makes sure that this information is identical. Next to this information, a PDF file can also contain XMP information (Adobe eXtensible Metadata Platform). This is a newer way of containing metadata in a PDF file.

With XMP, users can freely determine which information they want to include as XMP metadata.

One of Print&Share's strengths is to automatically convert information from a print job into metadata with its recognition function.

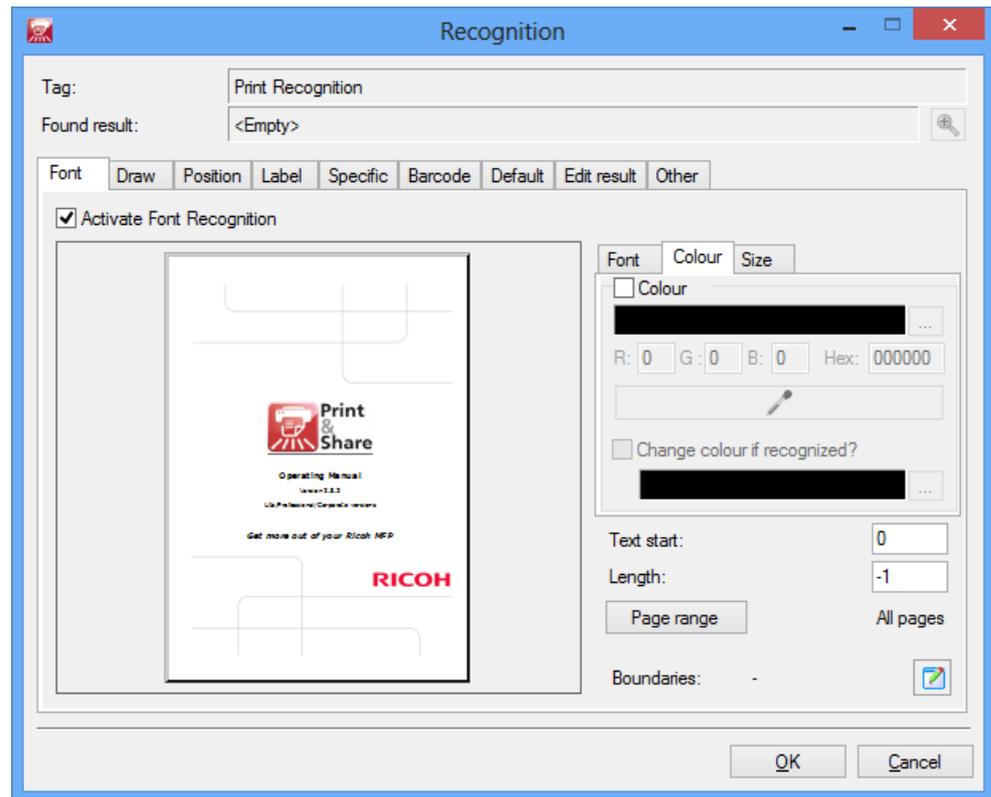
Recognition methods Print&Share has different methods for recognizing information in a print job. The next chapter will discuss these methods in more detail.

Recognition methods*

Font

[Font] tab

Print&Share is able to recognize words on the basis of their font type, size or colour with a function called Font Recognition.



If you select the font colour recognition method, Print&Share can also change the colour after the detection of the respective colour.

Note: Experience has taught us that, when a document that is laid out in Microsoft Word and contains words with a specific font size (e.g. 16 points), the printer driver displays these words with a larger font size (e.g. 16.5 points). This is why you can also set a specific font size range.

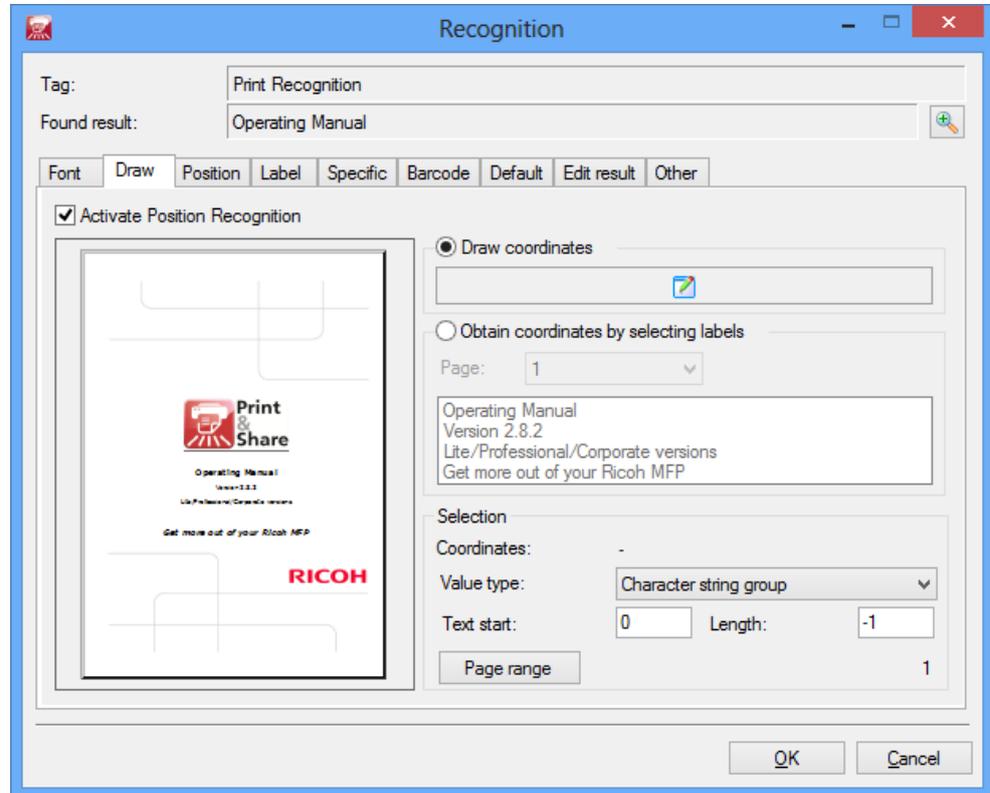
Text start: The position of the first character for making a selection of the recognized result.

Length: The length of the number of characters for the selected result. The value -1 represents all the characters that are found.

Draw

[Draw] tab

With this recognition method, you only have to draw a frame around the data to select it. This will result in four coordinates, in which the specified data must be located in order for the program to recognize it.



Labels

You can also determine the coordinates by selecting a word from the print job. Select **[Obtain coordinates by selecting labels]** and specify the respective words (^coordinates').

If you would like to detect information from forms, it is wise to first print the document with a rather broad condition.

Note: Windows works with proportional font types, i.e. the letter "i" is less wide than the letter "w". You should therefore choose a word that has enough width to determine the coordinates when you use this recognition method.

Selection

The result you obtained after recognition can be made subject to an extra type of control. In this way, Print&Share can judge whether the conditions match the typical conditions or patterns. A selection of certain characters from the result is also possible.

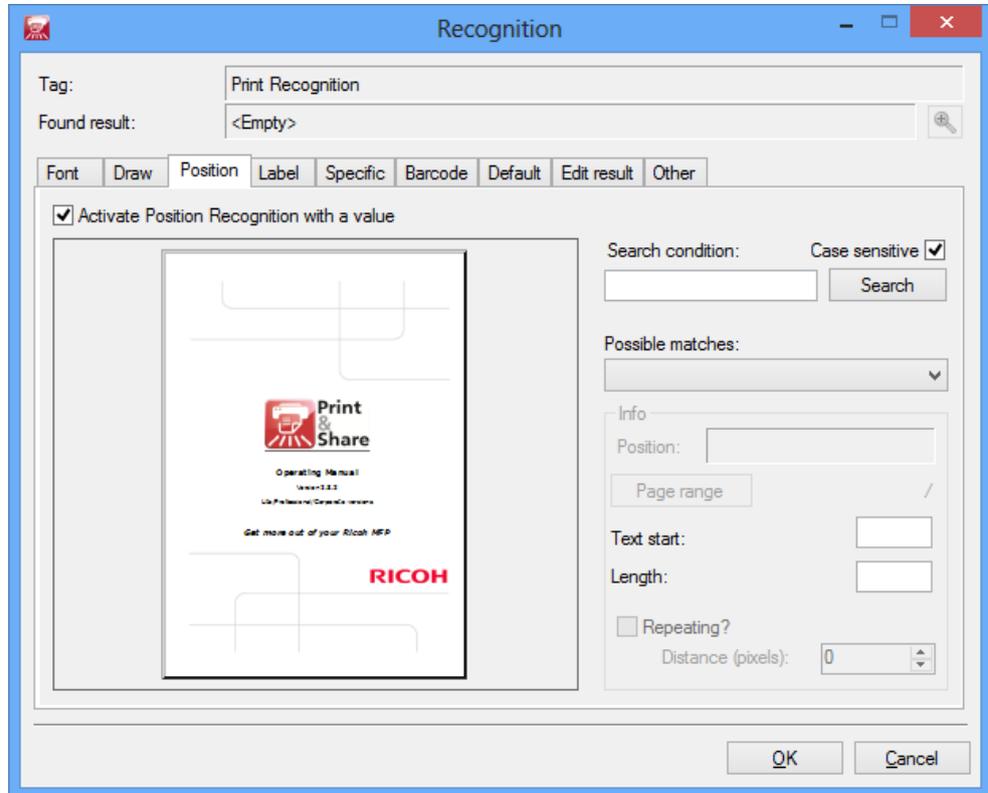
Value type: This is a typical pattern for the condition check (letters, numbers, EAN-13 barcode, date, etc.)

Text start: This is the position of the first character for making a selection of the recognized result.

Length: Specify the length of the number of characters for the selected result. The value -1 represents all the characters that are found.

Position

[Position] tab This type of recognition is especially useful when the position of the word that needs to be recognized is fixed in the layout of the print job. For example: when you are printing a document of which the chapters have the same recurring setup.



Search condition:

In the **Search condition** field, you can enter a recognized word. Print&Share will display the different matching conditions in the drop down menu under **Possible matches:**.

Info

By selecting the appropriate result from the drop down menu, you will obtain the position of the result.

The obtained result after recognition can still be limited with a selection of a number of characters from the result. A selection of a specific page is also possible by clicking on the **[Page range]** button.

Text start: This indicates the position of the first character in order to make a selection of the recognized result.

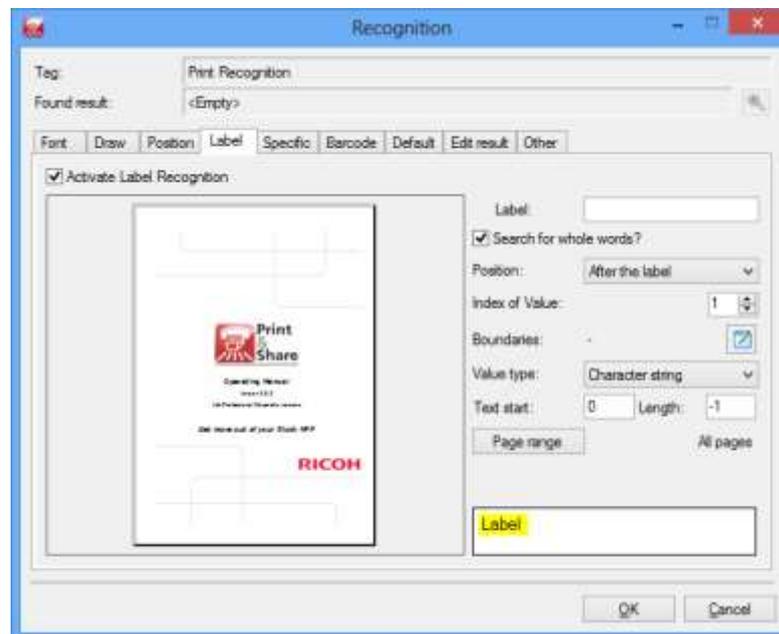
Length: This indicates the length of the number of characters of the selected result. The value -1 represents all the characters that are found.

Repeating?
Distance (pixels): When the object you are searching for occurs more than once under the first object to detect and the distance is the same every time, you can check the check box **[Repeating?]**. You can specify the distance between the repeating conditions in pixels or pitch.

Label

[Label] tab

If the information that needs to be recognized is continuously preceded by a title or description (label), you can use Label Recognition.



Note: If your document contains the following example email address: info@ricoh.com then you should set the label to "email address:".

Label: You can determine the word you want to search for as the label for recognition purposes. The label can be regarded as reference position.

Search for whole words? The search condition for the label can be a complete word or a part of the search condition.

Position: You can determine the position of the condition with respect to the label. This can be in front, after or below the label.

Index of Value: If the result shows multiple words, you can determine the ranking.

Boundaries: You can limit the area where the label may occur.

Value type: A typical pattern for the condition check (letters, numbers, EAN-13 barcodes, date, etc.).

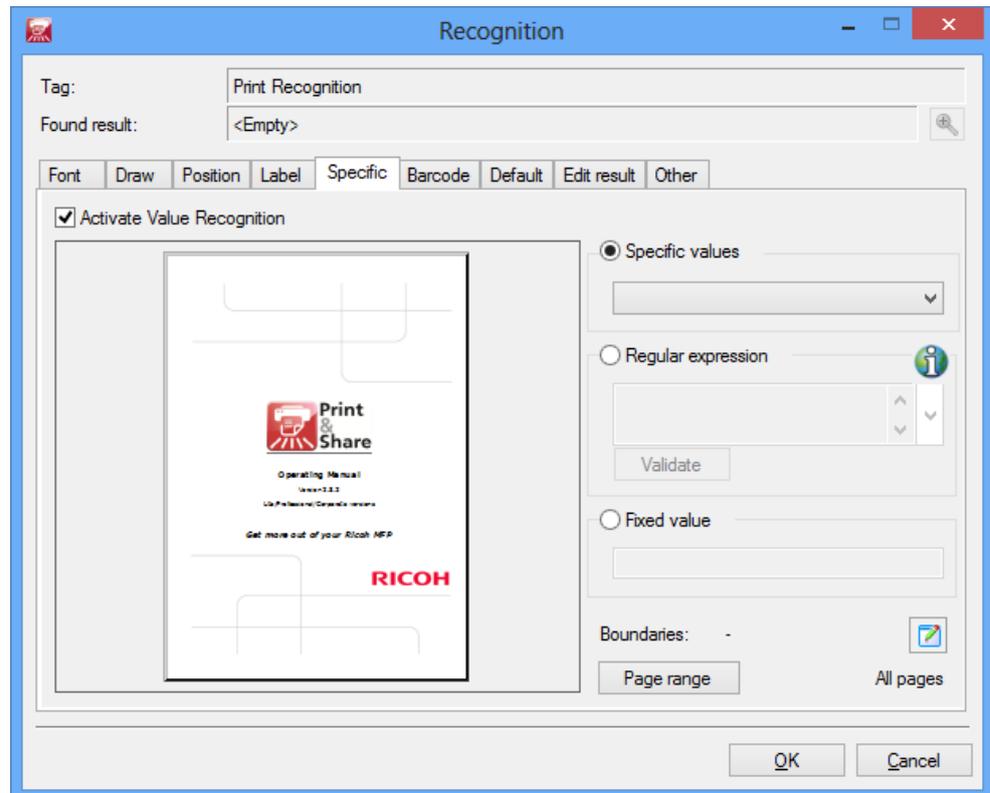
Text start: The position of the first character to make a selection of the recognised result.

Length: This is the number of characters of the selected result. The value -1 represents all the characters that are found.

Page range: You can select a specific page on which you want to search for the label.

Specific

[Specific] tab The Specific Recognition function searches for specific conditions in the text.



[Specific values]

This method searches for specific conditions in the text like date, time, URL, etc.

[Regular expression]

You can determine a regular expression to find the desired result. You can select and edit certain pre-defined conditions.

For more information and an explanation about regular expression, go to: <http://www.regular-expressions.info>. Please also see appendix 4.

[Fixed value]

You can search for a condition that has been set by a user. You can determine a regular expression to find the desired result.

Boundaries

You can limit the area where the label may occur here.

[Page range] Select a specific page on which you want to search for the label.

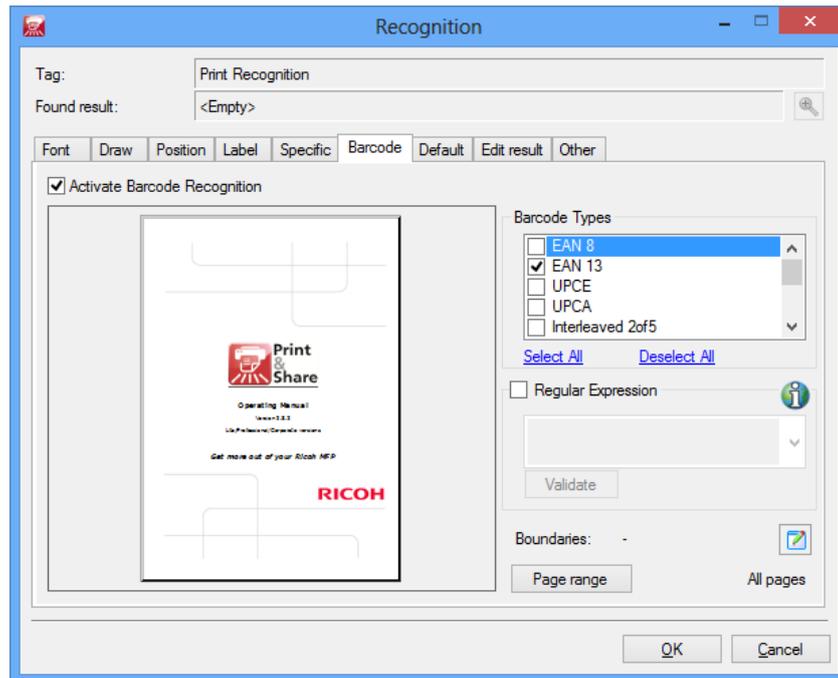
Barcode**

Introduction

In case the print of a document does not contain usable text for recognition in Print&Share (e.g. for OCR scanned documents), you can use this feature.

For example, in case the print does not create text records of a PDF file in the internal EMF file of Print&Share, you can still apply an alternative kind of recognition.

This method searches for barcodes within the document and changes the contents of it into usable text. In this way, you can still recognize metadata and other useful information of a print.



Barcodes

The supported barcodes for this function are EAN8, AN13, UPCE, UPCA, Interleaved 2 of 5, Code39, Code128, EAN2, EAN5, GS1, Codabar, PDF417, DataMatrix, QRCode, Aztec, TriopticCode39, PatchCode, GS1DataBarOmnidirectional, GS1DataBarExpanded, GS1DataBarLimited, GS1DataBarStacked, GS1DataBarExpandedStacked, GS1DataBar, All1D, MaxiCode, MICR, All2D.

Regular expression

You can determine a regular expression for your result. You can only select predefined values and change these if desired.

For a short explanation on regular expression, please visit: <http://www.regular-expressions.info>. Please also see appendix 4.

Boundaries

Boundaries: Limit the place where the label may occur. By setting boundaries, you can use a smaller barcode.

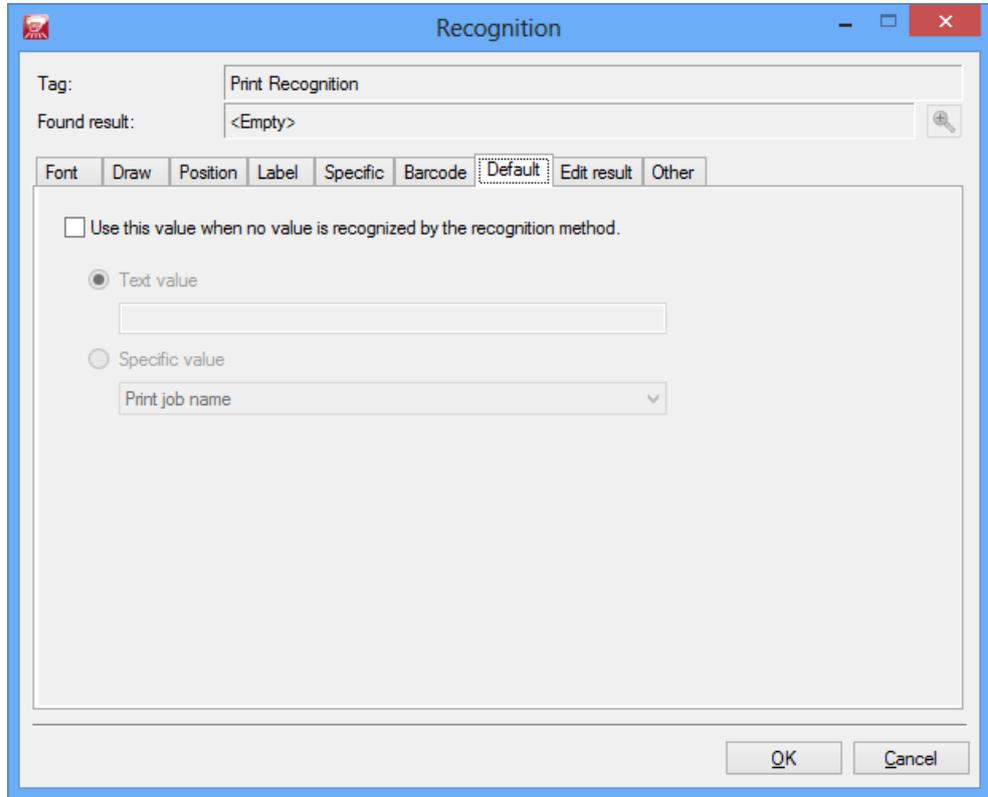
Page range: Specify a certain page range for the label search.

The field **[Custom:]** can contain the function **FromHere** which starts the recognition from that position.

Tip: The function **FromHere** can also be used in the page range property of an object in the Get More Editor.

Default

[Default] tab If recognition has not delivered the result you desired, a default condition can also be set by the user.



The screenshot shows the 'Recognition' dialog box with the 'Default' tab selected. The 'Tag' field contains 'Print Recognition' and the 'Found result' field contains '<Empty>'. The 'Default' tab is active, showing a checkbox for 'Use this value when no value is recognized by the recognition method.' Below this, there are two radio button options: 'Text value' (selected) and 'Specific value'. The 'Text value' option has an empty text input field. The 'Specific value' option has a dropdown menu showing 'Print job name'. At the bottom right, there are 'OK' and 'Cancel' buttons.

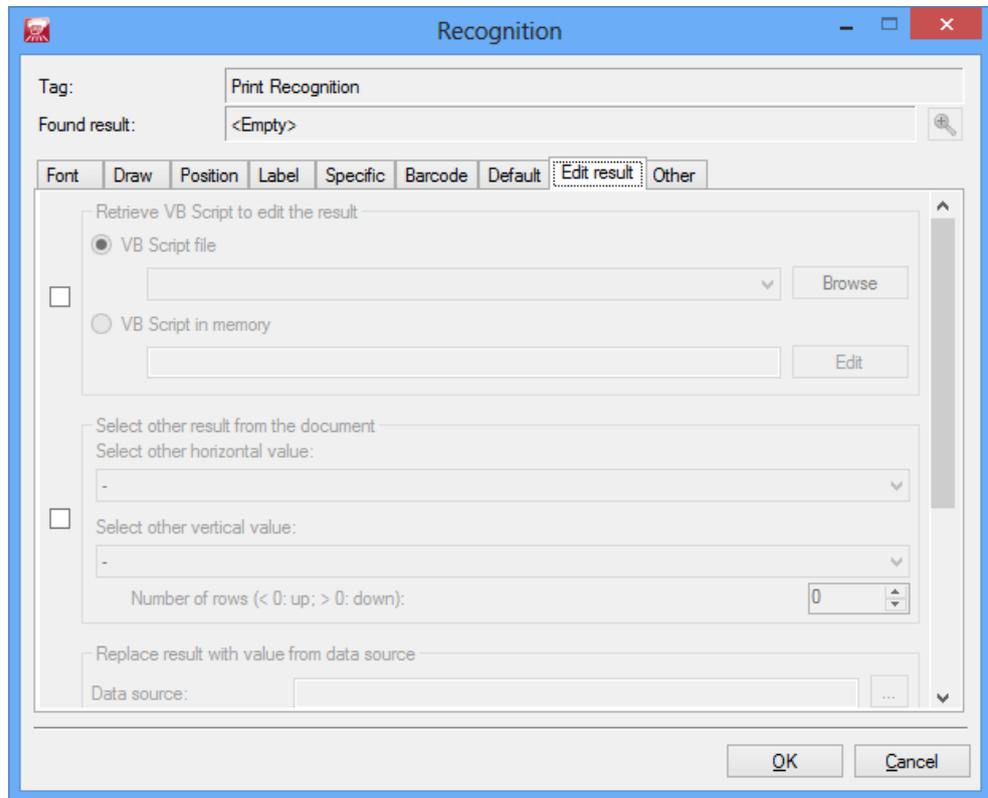
[Text value] Determine a default text condition as result.

[Specific value] The name of the print job or the current date can also be obtained if you select **[Specific value]**.

Edit result**

[Edit result] tab

With the recognition method **[Edit result]**, you can re-edit an acquired result via detection.



[Retrieve VBScript to edit the result]

This function recalls a VBScript with which you can edit the result. The VBScript can either be saved on a local hard disk or in the profile.

VBScript file: The VBScript will be recalled from the hard disk after each result that is found.

VBScript in memory: The VBScript will be recalled only once from the location of the hard disk.

[Select other result from the document]

This option will select different information than what was found at first. Indirect addressing and orientation will be determined by additional horizontal and/or vertical values. The combination of these two values will influence the location of the result in the end.

Horizontal: This value will cause relative positioning, either to the beginning of a line or to the end.

Vertical: According to the selection made in the horizontal value, a specific row on the page will be selected. This is by default either the first or last row of the page. As a third possibility, the position can also be set depending on the location of where the value is found by setting a couple of adjustable rows higher or lower.

[Data source:]

This option allows you to use a recognized condition to search for a new condition in a database.

Data source: By clicking on the [...] button, a dialog window will appear where you can select the data source type. This can be an Excel, Access, FoxPro or SQL database.

Lookup column: You can determine the column in the data source to search for a record in the database. The search condition is the recognition condition.

Return column: This is the column from the data source that will deliver the result of the search.

Exact match: Print&Share expects to find an exact match between the search and database condition.

Discard the results that were not found:

If no result is found in the database, it will not create a condition.

Cache Data: You can enable/disable the cache system of the database or operating system. If the database in which the search takes place is continually being updated/changed, it is wise to disable (uncheck) Cache data.

Combine result

The main aim of this option is to insert a text paragraph via the recognition method.

Horizontal: This setting will group all the words together from the same line in the result.

Vertical: This setting will group all the words together of which the letters appear exactly below each other in the result.

All: This setting groups all the words together as result of the recognition.

Note: You can specify a limit concerning the search area via the preceding recognition method. A limitation of the search area can be set by means of boundaries and/or page range.

Other actions

The number of found results will be displayed as a number.

Match keywords

Filter and/or replace found recognition results by using keywords as search values. These keywords can be regular expressions. The result value can be the search value or a specific value.

Other

[Other] tab

The final result of all recognitions or operations can be adjusted in the last phase of Print&Share.

For example: you need to change the format of a number (e.g. 12345 needs to be € 12.345,-). For more information see annexe 4.

[Only search through Print job name]

The option **[Only search through Print job name:]** allows you to limit the search of the recognition to only the print job name.

[Max. no. of results]

This option limits the maximum number of results found by the recognition method. The default value is -1, which returns all results.

[Repeat until different recognition value is found]**

The option **[Repeat until different recognition value is found]** will add dummy results until the recognition finds a different value. e.g.: A document with 10 pages with on page 5 a word 'WINKING' after the label 'company:' and on page 8 the word 'RICOH' after the label 'company:' will provide the results 'WINKING' (page 5) and 'RICOH' (page 8) with the standard label recognition.

If you enable the [Repeat until other recognition value is found] you will get the results: 'WINKING' (page 5), 'WINKING' (page 6), 'WINKING' (page 7), 'RICOH' (page 8), 'RICOH' (page 9), 'RICOH' (page 10). Dummy results have been added to fill in the gap between both recognitions, allowing you to do a more complex page selection.

[Only use result if conditions are valid:]**

With this option you can define additional conditions by using recognition so that only your recognition result returns a value if the additional conditions are matched.

This allows you to return a recognition value, but only when one or more recognitions are matched.

Recognition

Tag:

Found result:

Font Draw Position Label Specific Barcode Default Edit result **Other**

Remove leading spaces

Remove trailing spaces

Change character casing: Lower

Only search through Print job name:

Max. no. of results (-1 = all results): -1

Repeat until different recognition value is found

Result format

Format: {#}

Result type: Text

Only use result if conditions are valid: Conditions...

OK Cancel

Get More Editor

Introduction

Print&Share also allows you to edit the lay-out of documents. We developed the Get More Editor for this purpose.

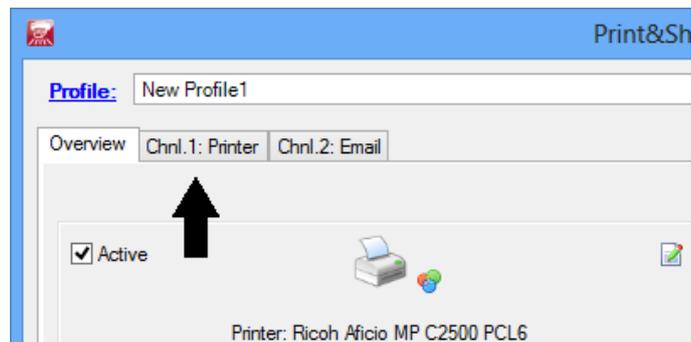
You will have the following extra features at hand: insertion of watermarks, logos, texts, notes, additional images, barcodes, etc.

Get More Editor

You can access the Get More Editor in two ways.

Channel tabs

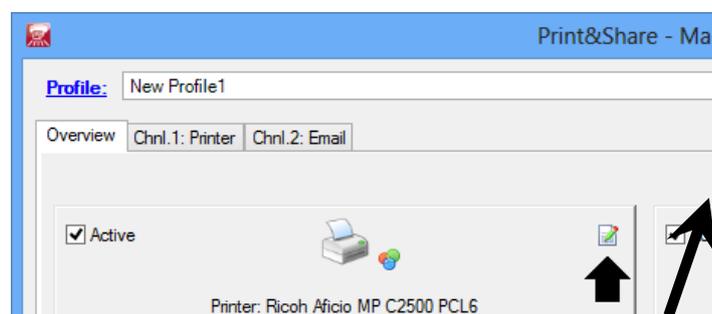
You can select a specific channel in a profile via the **[Overview]** tab.



Go to the second tab called **[Ch 1: Printer]** and click on **[Edit]**.

Get More Editor icon

There is also another way to access the Get More Editor: click on the icon in the upper right corner of the respective channel (see illustration).



Icon not always present

You will not find the Get More Editor icon at all functions of Print&Share. With an e-document channel for example, there is no type page at hand, but only e.g. a XML file.

You will find the Get More Editor at the print, file printer and email function.

About the Editor

The Get More Editor consists of a central work area, a toolbar and a properties panel with the details of the respective part:



[Print preview] tab

You can view the result of the changes you have made to the composition (layout) via the first tab named **[Overview]**.

You can also click on the sub-tab called **[Print preview]**. A new dialog window will open where you will see a larger image of the document. You can also zoom further in and out on the print preview.

Adding basic objects

Introduction You can simply click on an icon on the toolbar to add a new object to the composition of a document. You can change the position with your mouse cursor or arrow keys on your keyboard. Every change you make will automatically be saved.

Note: you can also change the order of the images in the composition. You can for example place certain objects behind the print job in this way.

Selection You can select multiple objects simultaneously by selecting these whilst you are holding down the CTRL or SHIFT key on your keyboard. If you need to select all objects, then press CTRL+A.

Icons The following icons will be discussed below in the order in which they appear:



[Insert company Logo]  You can add a predefined (company) logo by clicking on this icon. You can change the logo via **[General Configuration]** and the tab **[Company and User information]**.

[Insert image]  You can browse for an image in a folder on your computer with this button. You can change the size, alignment, location, colour, etc. under the **[Properties]** panel at the right hand side of the Get More Editor. You can also specify a page range, which determines on which pages the image will appear.

[Insert text box]  You can add a large text block to your document with this button. Font properties, text alignment, rotation and margin can easily be adjusted via the Properties pane.

[Insert note]  You can add a small note that subtly stands out with this button. For example: you can use this to announce an offer, a date for an open house, etc.

[Page Indicator]**  This option allows you to insert a page number, roll number (duplex page) or a sheet number.

You can also use another method for selecting the last page. The last page to use can be determined on the basis of recognition using this feature. Without specifying the last page, all pages of the full print job will be charged.

[Insert rectangle]  If you press this button, a rectangle will be added to the document that will be printed. In this way, you can draw rectangles on an invoice for example.

[Insert circle]  You can draw a circle in the document that will be printed with this button. It is possible to change the border width and colour of the circle. The background can also be set. Transparency can be set via the Alpha-property.

[Insert line]  With this option it is possible to draw a line on the document. It is possible to change the line colour, width and dash style. You can also customize the start and end cap. Via the Rotation-property you can change angle of the line. By setting the Rotation property to e.g. 45 and resizing the line-object by moving a corner of the line-object, the line angle can be modified.

Adding objects with Recognition**

Introduction

The following series of icons in the toolbar are all for adding or replacing data/information on the basis of a recognition method.

A good example is the placement of a brand logo, which varies depending on the product that has been included in the offer.

The following icons will be discussed below in the order in which they appear:



[Insert additional values from a table with possible reformatting]



By clicking on this icon, you can add a new condition to the document using an existing, recognized condition of the print job.

For example: you would like to email an invoice to a customer, but the email address is not mentioned in your document. You can e.g. use client numbers to search for this address in a database or Excel list, and add it to the invoice.

As this option uses a part of the process of the recognized result, please consult the chapter Recognition methods (paragraph Edit Result -> Data Source) for more information.

[Move values on the document]



If you click on this icon, you can move information within your print job.

For example: you are sending a payment reminder to a customer, but your accountancy software causes another text to appear than the address of the customer in the window of the window envelope. In this case, you can move this information (within the document).

After recognition, Print&Share will place a white frame on the original location of the condition. This offers you the possibility to move the information to another place on the document.

[Add object with parameters]



You can create an additional small document that you can fill with one or more objects. You can add this documentation (canvas) to the composition of your document. Depending on the recognized conditions in the document, one documentation file can be added to the composition.

You have several canvas sizes at hand.

For example: you can add a signature or photo of an actor from a document to the print job.

[Insert text with parameters]



By clicking on this icon, you can add text to the print job. The text can be composed from different conditions that have been obtained via recognition.

**[Insert
barcode]**

The barcode tool is similar to the textbox tool, but presents its results via a barcode. The barcode font has to be installed onto your computer and must be specified under **[General Configuration]**, **[General settings]** in the **[Barcode font]** field. Code 39 is a standard and frequently used barcode font type.

There are, however, more barcode types available. Some types require the given value to match with certain conditions. An EAN-13 barcode needs to consist of 13 characters. If this does not match, a message will be displayed and the barcode will not appear on the print.

You also have the possibility to include a title above your barcode.

In the [Barcode Editor], via the [Add] button next to the Value, you have multiple options to add extra data. It is also possible to use recognized values or insert vCard data.

**[Escape
sequences]**

This feature of the Get More Editor enables you to copy raw data instructions to the printer before sending your print job to the printer. The instructions concern the supported PDL languages by the printer. The PDL languages that are used are PCL (Printer Command Language) and PJJ (Printer Job Language). These languages have been developed by Hewlett-Packard. Please take into account that it is possible that some instructions are reset by the Windows operating system when sending the print job.

Other icons

Introduction The remaining icons on the toolbar will be discussed in detail below.



[Insert watermark]



By clicking on this icon, you can easily add one or multiple** watermark(s) to your print job. You can specify the text, font, transparency, colour, rotation, repetition, etc. via the panel at the right hand side of the Get More Editor.

Note: some greyscales are made out of a combination of colours. Thus, what looks like a grey (black/white) watermark, could turn out to be a coloured watermark once printed.

[Overlay]



Use this button to insert a file (PDF, DOC, DOCX, RTF, TXT) as alternative for pre-printed documents. Multiple overlays can be inserted.

You will be given to choice to select a local file or from an external reference** (e.g. SharePoint, DocuWare, ..).

[Insert certificate or quality grading]



You can add a predefined image (e.g. certificate or quality grading) to your print job by clicking on this icon. You can edit the image by holding the Control key (CTRL) while clicking on the icon at the same time.

[Selection Tool]



This sets the manual drawing back to the selection tool. By default if you insert an object e.g. [Insert Circle], the circle is inserted on the document with the selection tool, which allows you to move, drag and resize the object. If you hold down the shift-key while clicking on the [Insert Circle] tool, you are able to manually draw a circle. By clicking the [Selection Tool] again before clicking the [Insert Circle] button again, you reset the manual drawing and a circle object will be added instead of manually drawing it.

[Cut] [Copy] [Paste]



The icons on the right hand side of the toolbar are respectively **[Cut]**, **[Copy]** and **[Paste]**. Their application is linked to the Windows clipboard.

Overview of object features

Introduction	<p>Depending on the object that you want to insert, settings can be determined on the right side of the Get More Editor.</p> <p>It is possible that the properties of your object are displayed in English. This depends on your installed Windows .NET Framework.</p> <p>Language packs for .NET Framework 4.5.1 can be found on URL: http://www.microsoft.com/en-us/download/details.aspx?id=40751</p>
Size	The size (height and width) of the object expressed in points.
Position	The position of the object is determined by X and Y coordinates.
Edges	You can adjust the edges of the object. You can determine the colour and width of an edge.
Background	You can specify the background colour and transparency level (alpha).
Print range	Using a dialog window, you can select on which pages you want to print the object (e.g. all pages, the first page, the last page, etc.).
Free Space Search**	<p>Free space search will search for a free space for the object on the respective page. The page will be subdivided into four quadrants which you can prioritise. The space can also be limited by boundaries.</p> <p>If the object cannot be placed, the object procedure will be executed repeatedly, each time with a 10% reduction until it fits.</p>
Text	<p>You can adjust the space width, foreground colour, frame colour, shadow settings, text alignment, text rotation (0°- 360°) and text margin for a text object.</p> <p>Space width can be useful for printing individual letters of a text in pre-printed check boxes on official forms.</p>
Indication type	This feature relates to the counter that counts the number of pages, the number of rolls of duplex pages or the number of used sheets in a print job.
Last page	This feature contains the recognition settings for determining which page should be used as last page for the indication type. In this way, a barcode or regular expression in a print job can be a sign for the last page of a counter series.
Recognition	The position of the results that were found using a recognition method.
Result	The result can be moved to another position after detection by using the setting [Move result] . In this way, you can also hide or replace the obtained result by specifying the [Action for result] setting.
Cache result	In some environments, it may be necessary to set a cache for quick reaction to changes.
Barcodes**	You can specify the symbol type (e.g. code 39), a title, line height, line width, angle or orientation, and an automatic size for barcodes.

Cascades and Trigger points*

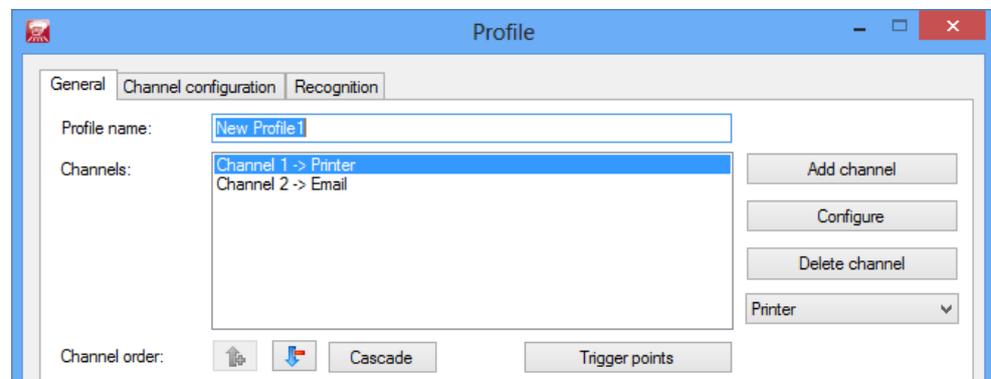
Introduction

This chapter discusses the influence of the several channels on each other. A detected status in a channel or a specific piece of data in a print job acts as a trigger point that interrupts the operation in the respective channel, and/or starts up a process in another channel.

Cascades

Channel order Print&Share executes the functional operation in the channels in the order of the channel positions.

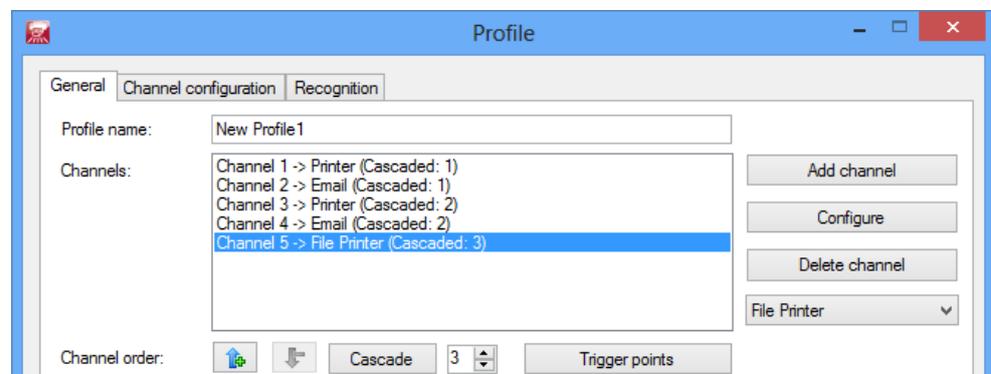
You can adapt the channel order at **Channel order**: with the arrow keys in the **[General]** tab of the profile dialog window.



[Cascade]

Print&Share can stop or allow the execution of a function in a channel according to various criteria. Stopping the execution of a channel can be the reason to start up a function in a successive channel. From the channels that are in the same channel order, only one will be executed. This will be the first channel that meets an imposed criterion, or possibly the next channel after an error in the previous channel.

If you want to activate the cascade process, simply click on the **[Cascade]** button for the respective channels that are being executed in the same channel order. You can include several cascade orders in a single profile. Specify a cascade number in this case.



Trigger points

Introduction

To determine whether you want to execute a function in channel order or not, you will have to specify a condition. We call these conditions 'trigger points'. A trigger point's basis will either be a condition or an error. You will therefore see two tabs in the trigger points dialog window (you can access this dialog window by clicking on the **[Trigger points]** button), where you can specify the channel requirements on the one hand, and/or specify errors that are not allowed to occur during the operation on the other hand.

You can specify trigger points for the email, fax and printer function. The trigger points differ per function.

There are roughly three different kinds of trigger points. Trigger points that influence:

- the operation of Print&Share, or the software application; **
- the contents of the document that will be printed and its channel execution; *
- the status return conditions of the printer. **

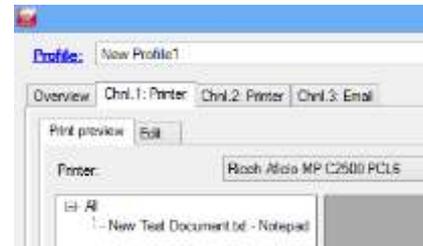
Requirements

The different channel requirements will be discussed below.

Software application **

A software application that can make prints can assign a job name to a print job. If this is the case, Print&Share can use this name for creating a condition for a trigger point, if desired.

The structure of the job name can differ per application. Go to first tab of the Get More Editor to check the print job name.



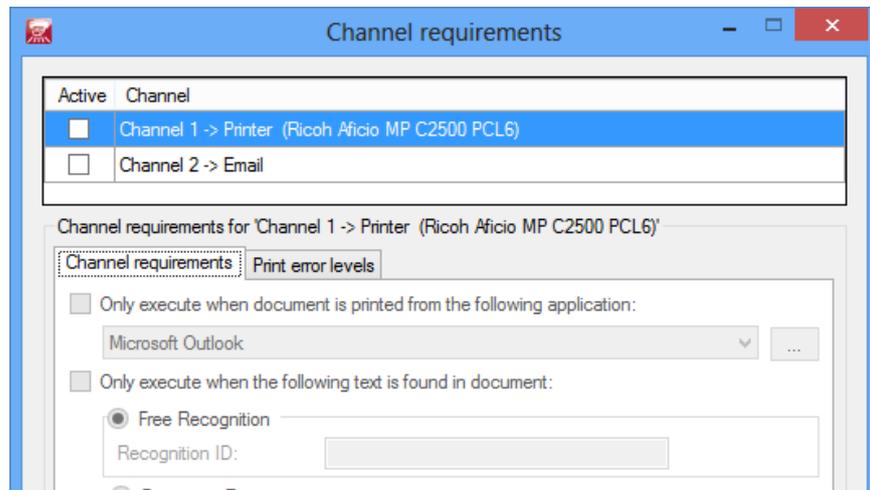
Software application	Print job name
Microsoft Office Word 2007	Microsoft Word – Document1
Microsoft Office Excel 2007	Book 1 (only the name of the calculation sheet)
Microsoft Office Outlook 2007 Email item	Microsoft Office Outlook – Memo Style Microsoft Office Outlook – Table Style (dependent on the print style)
Crystal Reports 7	Seagate Crystal Reports – Invoice (name of the report)
Acrobat Distiller 9.0.0	Myfilename.pdf

* Professional & Corporate version only

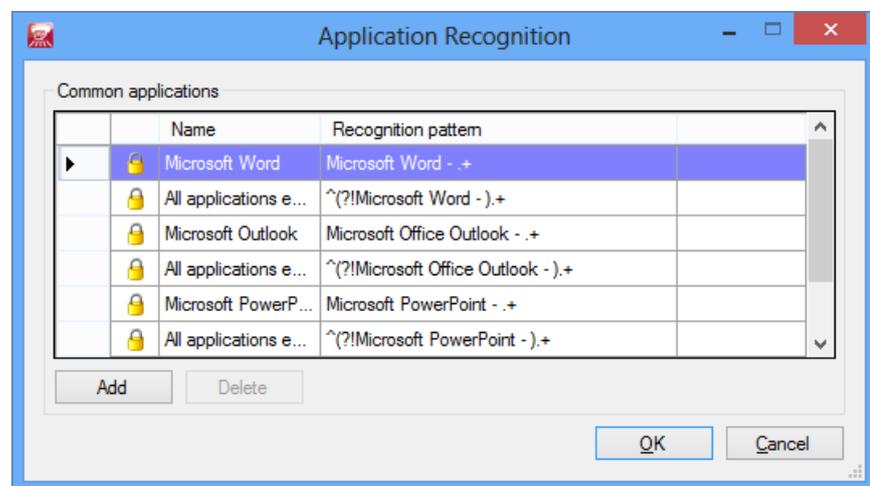
** Corporate version only

You can specify the trigger for the software applications via the **[Trigger points]** button. On the first tab called **[Channel requirements]**, you can determine the setting of **[Only execute when document is printed from the following application:]** to specify when the channel should be executed.

Print&Share contains a number of standard preset conditions that you can select from the drop down menu.



You can enlarge this list by clicking on the **[...]** button, after which a dialog window will appear to specify the regular expression.



For a more detailed explanation about regular expressions, please visit <http://www.regular-expressions.info>. Please also see appendix 4.

Word Recognition

Triggers on the basis of the content of a document can also be set under the **[Channel requirements]** tab. In this way, you can trigger on words that occur in the print job or not.

With Free Recognition, Print&Share checks the entire document for the occurrence of a word. If the word is found, then the condition has been met.

Specific Recognition allows you to search the document via parameters. For example, you can search the document for words with a specific font type, font size, font colour, or you can search via a regular expression, etc.

Number of pages

You can also determine a condition that is based on the number of pages of a print job. In this way, you can specify that the print job has to meet a minimum number of pages on the input or output side. You can of course leave pages of the print job out, or add pages to it. If the program detects that the print job does not have enough pages, this could be a trigger point not to print the job for example.

On the other hand, you can also specify that the print job is only allowed to have a certain maximum number of pages. If the program detects too many pages, the cascade system might e.g. switch over to another printer down the hall that is more capable of processing high volumes.

Colour

With the colour requirement function, you can specify that a page may only contain black and grey scale colours to be able to be printed by users.

If you would like to save costs, you can also allow a certain amount of colour in a colour print for a specific printer. When a larger amount of colour is detected, and the channels are in the right cascade order, you can let the program e.g. switch to a cheaper printer that uses less toner.

If you want to check the amount of colour that a print job contains, click on the hyperlink **[Show colour information of the current document.]**. Please note that calculating the amounts of colour in a print job is a very time consuming and heavy task.

Email addresses

Especially designed for the Email function, Print&Share can check the number of email addresses an email should be sent to.

This can be specified separately for the To, Cc and Bcc fields.

Error conditions**

Computers and peripherals communicate with each other. In this way, a computer can receive messages about the printer status. The computer can also obtain information about paper amounts in different trays, whether the printer is active in the network, whether there is enough toner available, etc.

Print&Share obtains this kind of information via two different operating protocols that are active between the operating system and its peripherals. These are the SNMP (Simple Network Management Protocol) and the WMI (Windows Management Instrumentation) protocol.

As explained before, Print&Share operates via a cascade order, based on trigger points. The trigger point is the result of not meeting a channel requirement, or it may be the result of an error.

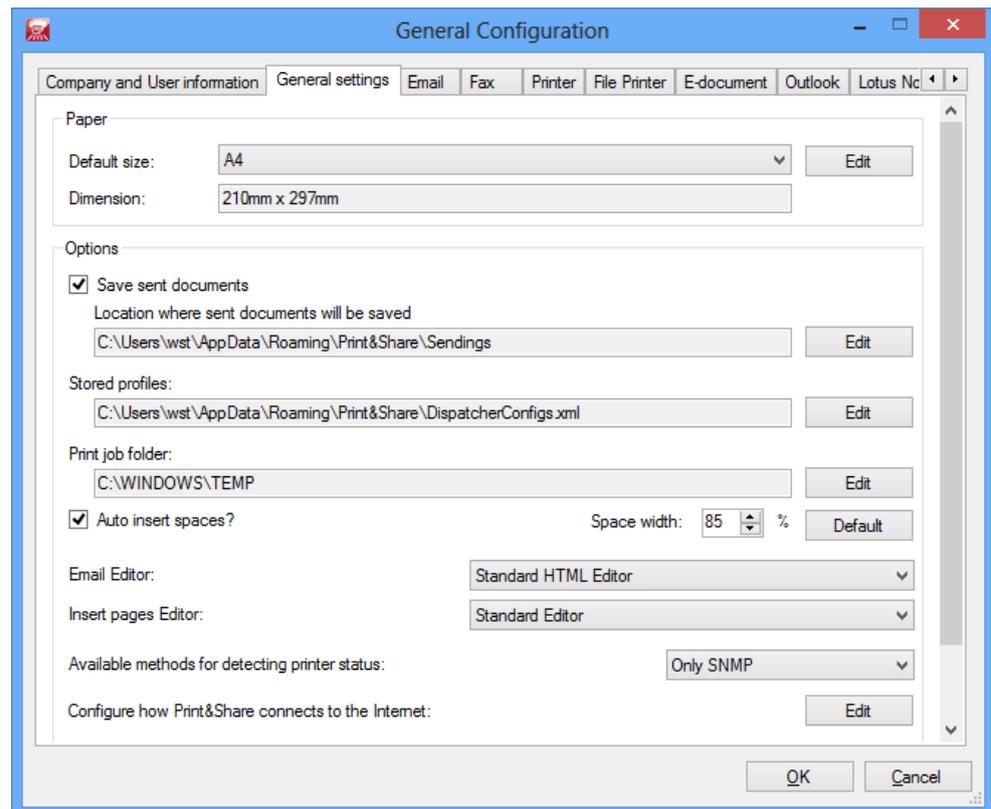
Note: An error can be ignored by a right mouse click on a channel line and by choosing the menu **[Ignore Errors]** in the **profile configuration**.

SNMP - WMI**

SNMP and WMI are two protocols that regulate the exchange of information with peripherals (i.e. low toner, low paper... amongst other things).

SNMP uses the network environment, and it therefore uses the network cables. Alternatively, a printer that is connected via a USB cable will use the WMI protocol.

In **[General Configuration]**, **[General settings]** of Print&Share, you can specify by using the setting '**Available methods for detecting printer status**', whether you want to use SNMP, WMI or SNMP and WMI.



Print&Share will send out a 'request for information' every 30 seconds. The network traffic can be reduced by only specifying one protocol.

Printer error triggers**

You can regulate the printer status notification via the **[Trigger points]** button and the **[Printing error level]** tab.

On this tab, you can change a "toner low" and/or "paper low" notification into an error notification. Normally, these notifications are just a warning or notice. By changing the "toner low" notification into an error, this function allows you to ensure e.g. a good print quality when you are printing high volumes. The "toner low" notification, in turn, activates a cascade order and automatically redirects the print job to another printer.

Another typical example of this function is that there has to be enough paper in the trays to print a large document. In this case, changing the "paper low" notification to an error can be a useful trigger for the cascade system.

Document Management Systems**

Introduction

When you print a document by Print&Share, you can archive simultaneously the document on a Document Management System (DMS).

Print&Share can also retrieve files of a DMS-system and insert them in a print job. This can be useful to add e.g. the terms and conditions in an invoice.

Supported DMS-systems in Print&Share are Microsoft SharePoint and the German application DocuWare.

Ricoh eBinder is only supported in **Print&Share NX**.

Other DMS-systems that use hot-folders are also supported.

Archive to SharePoint

File printer	To setup channel for SharePoint you have to setup a channel with the file printer functionality. For general information about this functionality we refer the appropriated chapter in the manual.
Connection	<p>To create a connection with your SharePoint portal you have to choose in the field [Path type] the option SharePoint.</p> <p>Click on the [Edit] button to specify the connection to the SharePoint site. To do this you have to enter the url to that site.</p> <p>E.g. http://mysharepointserver/mysharepointsite</p> <p>If necessary you can use credentials.</p>
Library	<p>Click in the dialog SharePoint options on the tab [Document library] and the button [...]. Here you can select an existing library which is available for you of your SharePoint site.</p> <p>If you can't connect to a library, please verify that your connection settings are correct.</p> <p>You can create in the library a folder by specifying a fixed name or you can use a value of your printed document by recognition.</p> <p>To use a recognition value, please click on the [Add] button and select a recognition method.</p> <p>If you can't create new folders please verify the tab [Permissions].</p> <p>In the library some fields can be available for metadata. Click on the [+] button and select a field. The value of that field can be a result of a recognition method or a fixed value. Repeat the procedure for more fields of your metadata.</p>
File name	<p>You can also change the file name of your document which you will archive on SharePoint.</p> <p>Click on the button [Add] if you want to add a value by a recognition method of your print job.</p>

Insert a document from SharePoint

Insert pages	<p>For sure in some documents you want to insert some extra information. E.g. if you print invoices it can be wishful to insert a document with your sales conditions.</p> <p>To insert a file from SharePoint select in the tab [Channel configuration] of the Profile dialog the button [Insert Pages].</p> <p>To insert a new page from SharePoint select the [Active] checkbox. When clicking the [Add] button you will have to choose your source type. Please select [Choose one or more existing documents].</p>
Connection	<p>Now, you can change the [Path type] to the value SharePoint.</p> <p>Click on the button [Modify] to specify the connection to the SharePoint site.</p> <p>E.g. http://mysharepointsite</p> <p>If necessary you can use credentials.</p>
Library	<p>Click in the dialog SharePoint options on the tab [Document library] and the button [...]. Here you can select an existing library which is available for you of your SharePoint site.</p> <p>If folders are available, select eventually a folder.</p>
Page	<p>Select in the file list a specific file.</p> <p>If want to insert a document in a dynamic way e.g. by a recognition value or by regular expression, you don't have to select at that moment a specific file. Close the SharePoint options window and make your file selection in the field [Filename (filter)] of [Filename (regex)] which is a choice of the appropriated checkbox.</p> <p>Both methods can result in a selection of one or more pages to insert.</p> <p>Click on [OK] the close the dialog.</p>

Archive to DocuWare

File printer	To setup channel for DocuWare you have to setup a channel with the file printer functionality. For general information about this functionality we refer the appropriated chapter in the manual.
Connection	<p>To create a connection with your DocuWare document management system you have to choose in the field [Path type] the option DocuWare.</p> <p>Click on the [Edit] button to specify the connection to DocuWare. To do this you have to enter the url to that DocuWare server/pc.</p> <p>E.g. MyDocuWareServer</p> <p>The default port of the DocuWare Authentication Server is 9000. If necessary you can use credentials.</p> <p>Fill in the DocuWare organization to which the connection will be made.</p>
Cabinet	<p>Click in the dialog DocuWare options on the [Modify...] button. Here you can select an existing cabinet which is available for you from the DocuWare server.</p> <p>Click [OK] when you selected your cabinet.</p> <p>If you can't connect to a cabinet or if the [Modify...] button does not respond, please verify that your connection settings are correct.</p>
File name	<p>You can also change the file name of your document which you will archive on DocuWare.</p> <p>Click on the button [Add] if you want to add a value by a recognition method of your print job.</p>

Insert a document from DocuWare

Insert pages	<p>For sure in some documents you want to insert some extra information. E.g. if you print invoices it can be wishful to insert a document with your sales conditions.</p> <p>To insert a file from DocuWare select in the tab [Channel configuration] of the Profile dialog the button [Insert Pages].</p> <p>To insert a new page from DocuWare select the [Active] checkbox. When clicking the [Add] button you will have to choose your source type. Please select [Choose one or more existing documents].</p>
Connection	<p>Now, you can change the [Path type] to the value DocuWare.</p> <p>Click on the button [Modify] to specify the connection to the DocuWare DMS-system.</p> <p>E.g. MyDocuWareServer</p> <p>The default port of the DocuWare Authentication Server is 9000. If necessary you can use credentials.</p> <p>Fill in the DocuWare organization to which the connection will be made.</p>
Cabinet	<p>Click in the dialog DocuWare options on the [Modify...] button next to the Cabinet label. Here you can select an existing cabinet which is available for you from the DocuWare server.</p>
Page	<p>Select in the file list a specific file. By clicking the folder icon you can choose one or more files from the defined Cabinet.</p> <p>If want to insert a document in a dynamic way e.g. by a recognition value or by regular expression, you don't have to select at that moment a specific file. Close the DocuWare options window and make your file selection in the field [Filename (filter)] or [Filename (regex)] which is a choice of the appropriated checkbox.</p> <p>Both methods can result in a selection of one or more pages to insert. Click on [OK] the close the dialog.</p>

Archive to Documind

File printer	To setup channel for Documind you have to setup a channel with the file printer functionality. For general information about this functionality we refer the appropriated chapter in the manual.
Connection	<p>To create a connection with your Documind document management system you have to choose in the field [Path type] the option Documind.</p> <p>Click on the [Edit] button to specify the connection to Documind. To do this you have to enter the url to that Documind server/pc.</p> <p>E.g. http://MyDocumindServer.com:1234/Documind</p> <p>Select the appropriate [Protection] and [Login type]. If necessary fill in your credentials.</p>
Archive	<p>Click in the dialog Documind options on the [Archive]-tab. Here you can select an existing [Archive], [Document class] and [Folder]. These fields are called indexes. To be able to select these indexes in Print&Share, they need to be configured and should exist already on the Documind server.</p> <p>You can also fill in document properties by clicking the [+]-button to add a new property-index. This will show you a dialog of the available server property-indexes to use.</p> <p>Click [OK] when you configured the correct settings.</p> <p>If you can't connect to an archive, please verify that your connection settings are correct.</p>
File name	<p>You can also change the file name of your document which you will archive on Documind (with a default server configuration).</p> <p>Click on the button [Add] if you want to add a value by a recognition method of your print job.</p>

Insert a document from Documind

Insert pages	<p>For sure in some documents you want to insert some extra information. E.g. if you print invoices it can be wishful to insert a document with your sales conditions.</p> <p>To insert a file from Documind select in the tab [Channel configuration] of the Profile dialog the button [Insert Pages].</p> <p>To insert a new page from Documind select the [Active] checkbox. When clicking the [Add] button you will have to choose your source type. Please select [Choose one or more existing documents].</p>
Connection	<p>Now, you can change the [Path type] to the value Documind.</p> <p>Click on the button [Modify] to specify the connection to the Documind DMS-system.</p> <p>E.g. <code>http://MyDocumindServer.com:1234/Documind</code></p> <p>Select the appropriate [Protection] and [Login type]. If necessary you can use credentials.</p> <p>Fill in the DocuWare organization to which the connection will be made.</p>
Archive	<p>Click in the dialog Documind options on the [Archive]-tab. Here you can select an existing [Archive], [Document class] and [Folder]. These fields are called indexes. To be able to select these indexes in Print&Share, they need to be configured and should exist already on the Documind server.</p>
Page	<p>Select in the file list a specific file. By clicking the folder icon you can choose one or more files from the defined archive.</p> <p>If want to insert a document in a dynamic way e.g. by a recognition value or by regular expression, you don't have to select at that moment a specific file. Close the Documind options window and make your file selection in the field [Filename (filter)] or [Filename (regex)] which is a choice of the appropriated checkbox.</p> <p>Both methods can result in a selection of one or more pages to insert. Click on [OK] the close the dialog.</p>

Archive to Ricoh eBinder

General

Ricoh eBinder is only supported in Print&Share NX.

File printer

To setup channel for Ricoh eBinder you have to setup a channel with the file printer functionality. For general information about this functionality we refer the appropriated chapter in the manual.

Connection

To create a connection with your Ricoh eBinder you have to choose in the field **[Path type]** the option Ricoh eBinder.

Click on the **[Edit]** button to specify the connection to Ricoh eBinder. To do this you have to enter the **[Path:]** to your Binder on your pc. Next you have to specify the **[Filename:]** of your Binder. You define the name separately from the path because both path and filename of the Binder can be dynamically constructed by using recognition parameters.

E.g.

Path: C:\Users\Ricoh\Documents\RicoheBinder

Location: MyFirstBinder.bdrx

Select the appropriate **[Protection]** and **[Login type]**.
If necessary fill in your credentials.

Archive

Make sure you have first specified the connection to your Binder as described in the section above.

In the dialog **Ricoh eBinder options**, where you specified the connection settings, go to the **[Tab]**-section. Here you can define in which section, a tab, of your Binder you want to store your documents. You can select a **[Specific tab]**, **[Find or create tab]**, use the **[First tab]** or store the documents in an **[Unfiled tab]**. Here you can select an existing **[Archive]**, **[Document class]** and **[Folder]**.

Tab

Specific tab:

Find or create tab:

First tab

Unfiled tab

Now we defined in which tab of the Binder we want to store our documents, the next steps to define the file name are described in the next section.

Click **[OK]** when you configured the correct settings and to close the Ricoh eBinder options.

If you can't connect to your Ricoh eBinder, please verify that your connection settings are correct.

File name

You can also change the file name of your document which you will archive on Ricoh eBinder.

Click on the button **[Add]** if you want to add a value by a recognition method of your print job.

Destination

Path type:

Path:

File name:

Insert a document from Ricoh eBinder

General

Ricoh eBinder is only supported in Print&Share NX.

Insert pages

For sure in some documents you want to insert some extra information. E.g. if you print invoices it can be wishful to insert a document with your sales conditions.

To insert a file from Ricoh eBinder select in the tab **[Channel configuration]** of the **Profile** dialog the button **[Insert Pages]**.

To insert a new page from Ricoh eBinder select the **[Active]** checkbox. When clicking the **[Add]** button you will have to choose your source type. Please select **[Choose one or more existing documents]**.

Connection

Now, you can change the **[Path type]** to the value **Ricoh eBinder**.

Path type:

Click on the button **[Modify]** to specify the connection to your specific Binder.

E.g. C:\Users\Ricoh\Documents\RicoheBinder\MyFirstBinder.bdrx

Select the appropriate **[Path]** and **[Filename]** of your Binder.

Tab

In the same [Ricoh eBinder options] dialog where you specified the Binder path and filename, you have to specify the tab from your Binder where your document is located. You can select a specific tab in the Binder.

To be able to select a tab Print&Share, you need to specify the location of an existing Ricoh eBinder file, your Binder. See the connection section above.

Page

Select in the file list a specific file.

By clicking the folder icon you can choose one or more files from the defined archive.

If want to insert a document in a dynamic way e.g. by a recognition value or by regular expression, you don't have to select at that moment a specific file. Close the **Ricoh eBinder options** window and make your file selection in the field **[Filename (filter)]** or **[Filename (regex)]** which is a choice of the appropriated checkbox.

Both methods can result in a selection of one or more pages to insert.

Click on **[OK]** the close the dialog.

Advanced profile features**

Introduction

Some extra features are available in Print&Share to build more complex solutions.

With the advanced profile features you can:

- sort and recombine documents, page ranges or individual pages;
 - build a serial workflow which is the execution of a sequence of profiles;
 - print on multiple printers via one channel;
 - determine conditions for an automatic start of a profile.
-

Sort and Recombine**

Intro

This feature makes it possible to sort the content of a print job by splitting the document into multiple documents and eventually recombining the content of one or more print jobs.

Output

If you select the tab **[General]** in the profile dialog you can choose several output options.

One output option is **Every page in the document is a separate transmission**. When you choose this option an extra button becomes available. The button opens a new dialog called **Transmission creation options**.

The dialog contains three tabs.

The **[General]** tab defines how to split the print job.

You can define how to split the print job by:

- a fixed number of pages;
- a page range, similar to the **page selection**. This is described in the chapter functions, particularly in the explanation of the printer functionality;
- a text value found by a recognition method. The value can be the indication to split the document after the page it was found, or it can be the first page of a new transmission.

The result of this output selection will be one or several **loaded document(s)** in the Print&Share queue. You can see the number documents in the queue in the upper right-hand corner of the **basic window**.

Sort

The documents can enter the queue in a sorted way by using one or more criteria.

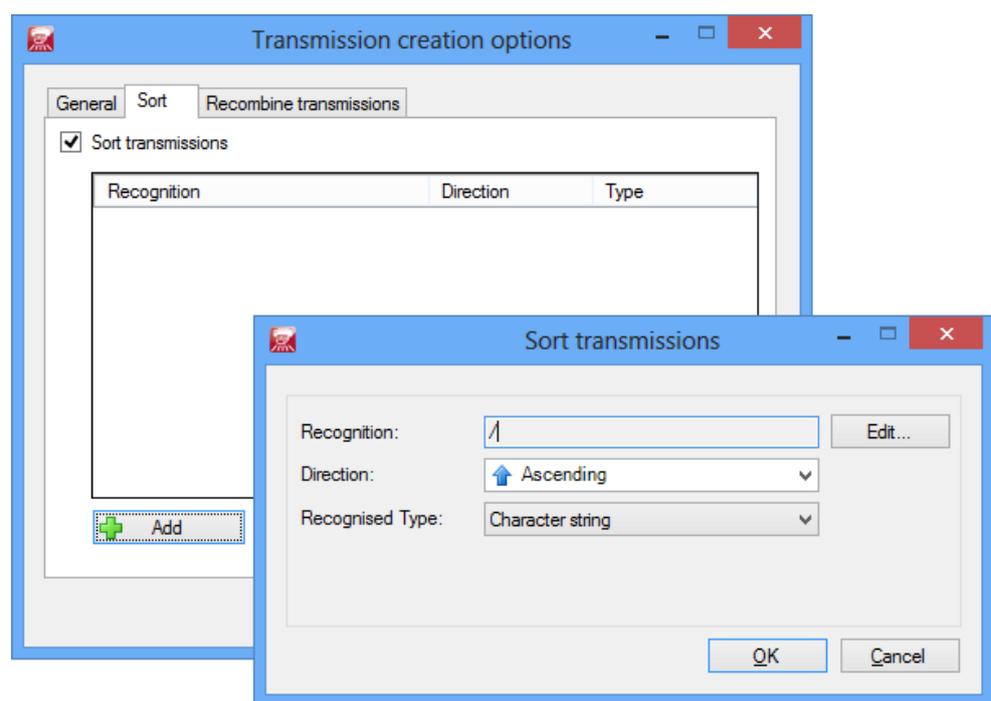
Select the tab **[Sort]** to make **[Sort transmissions]** active. In this dialog you can define multiple methods to sort the documents in the queue.

Click on the **[Add]** button to insert a sort criterium.

By using the **[Edit]** button you can specify a recognition value for the document.

For more information about recognition, please refer to the chapter on Recognition methods.

Specify the sort direction and the type of information (character string, number or date).

...Sort**Recombine**

Once you have split a document and sorted it, you can recombine the document.

Through this feature you can make some documents into a group.

There are two methods available to recombine the documents:

- you can recombine documents which contain the same content;
- or
- combine transmissions that contain the recognition value.

Using the first method, the result of the recognition must be the same value in order for it to recombine.

In the second method Print&Share simply detects if the recognition value exists. E.g. if you search for the label Document Number, Print&Share will only combine documents which contain a number after the label, regardless of what that number is.

Sequence of profiles**

Intro

As can be read in the chapter 'Creating profiles manually' and also in the description of the previous feature, several outputs methods exist in Print&Share.

The outputs are **[Normal]**, **[Every page in the document is a separate transmission]** and **[Documents are combined into one transmission]**.

Only one type of output can be used in the profile.

If you would like to combine more output types during one process or workflow, you have to work with several profiles.

This feature makes it possible to execute a sequence of profiles.

Method

The execution of a sequence of profiles is a built-in feature of a Corporate version of Print&Share. You don't have to activate it through a setting.

The sequence automatically becomes active if you use matching profile names.

To execute profiles in a sequence you must have the same profile names then add a plus-sign and a number.

The number determines the order of the execution.

E.g.

My profile

My profile+1

My profile+2

If you start "My profile" by clicking on **[Send]** or **[Auto Send&Close]** then Print&Share will also automatically execute the profiles "My profile+1" and "My profile+2".

All profiles will use the same original print job to process.

Start Print&Share on specific conditions**

Intro

This feature is often used when the output of Print&Share is selected on **[Documents are combined into one transmission]**. On the basis of a unique word, Print&Share can stop combining several print jobs and start the processing.

Print&Share Corporate users have some extra options.

Free recognition

If you click on the button **[Options]** near the feature **Auto Send & Close** a new dialog appears.

The **[Free Recognition]** is the feature that is available to all users. You can simply use the feature by entering a word in the field **[Recognition ID]** that is found in the document.

If you have two or more words, you can separate the words with a ";" character.

Extra conditions**

Four more methods are available which can auto send the loaded documents.

Parameter Recognition Using this option you have several methods to search for unique words. Please refer to the chapter Recognition methods.

The recognised value is different to a previous job

When the recognition found in the new job is different to that in the last job in the queue, then all loaded jobs (excluding the new one) are sent to the output.

You can also ignore jobs if the recognition is not found.

Timeout has occurred after receiving the last job

If you don't have a trigger condition to auto send the print job, you still can use a time condition.

This feature will start Print&Share when a timeout has occurred after receiving the last print job.

Number of jobs in the queue

Sent when a number of loaded jobs is greater than or equal to a specific number. This is only validated when receiving a new job.

Remember

If no options are specified, then Print&Share automatically sends all received jobs one by one immediately to the output.

Close

The last option **[Close Print&Share after auto send]** will close the application after sending the print job to the output.

Server Version*

Introduction

If you have the Server Version of Print&Share, you can operate the program with multiple users at the same time.

Depending on the Windows operating system you have and the configuration settings, Print&Share will behave differently as Server Version.

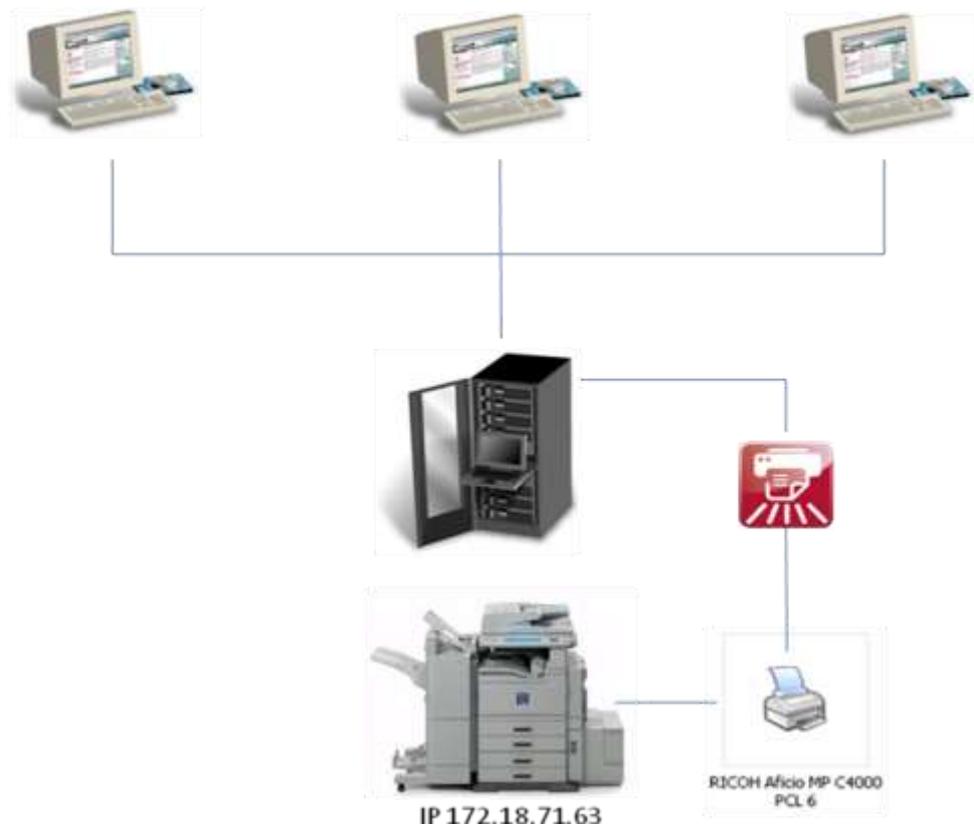
In this way, Print&Share can be active within a remote access system or act as a shared printer driver in a network. In the first case, you can operate the software with "thin clients" (Remote Desktop Connection by MS-Terminal Server or Citrix).

Remote Access configuration

Installation

In this setup, Print&Share will be installed on a server that has a Windows Server operating system (e.g. Windows Server 2003/2008/2008R2). The user works via Microsoft Terminal Server or Citrix with his/her own applications on the central server.

The Print&Share driver will not be shared, but is available for its users.



Privileges

Print&Share needs to have access to a temporary folder and sub-folders for processing its print jobs. This folder must be accessible by all users. During the installation procedure, Print&Share will automatically create this folder.

This folder is by default:
C:\Windows\temp.

Note: It is unwise to check if every user can create files in this folder via the operation system's privilege management.

Configuration

There are no additional configuration requirements for this server setup of Print&Share with regard to the application. The installation of Print&Share on the operating system is like the installation of any other printer driver.

User operation of Print&Share will be like a client configuration, e.g. every user has their own profiles.

Concurrent users

The activation code of the Server Version determines the number of users.

In a Remote Access configuration environment, the user licenses will be regarded as concurrent users. This is related to the number of users that can use Print&Share simultaneously.

Default Printer

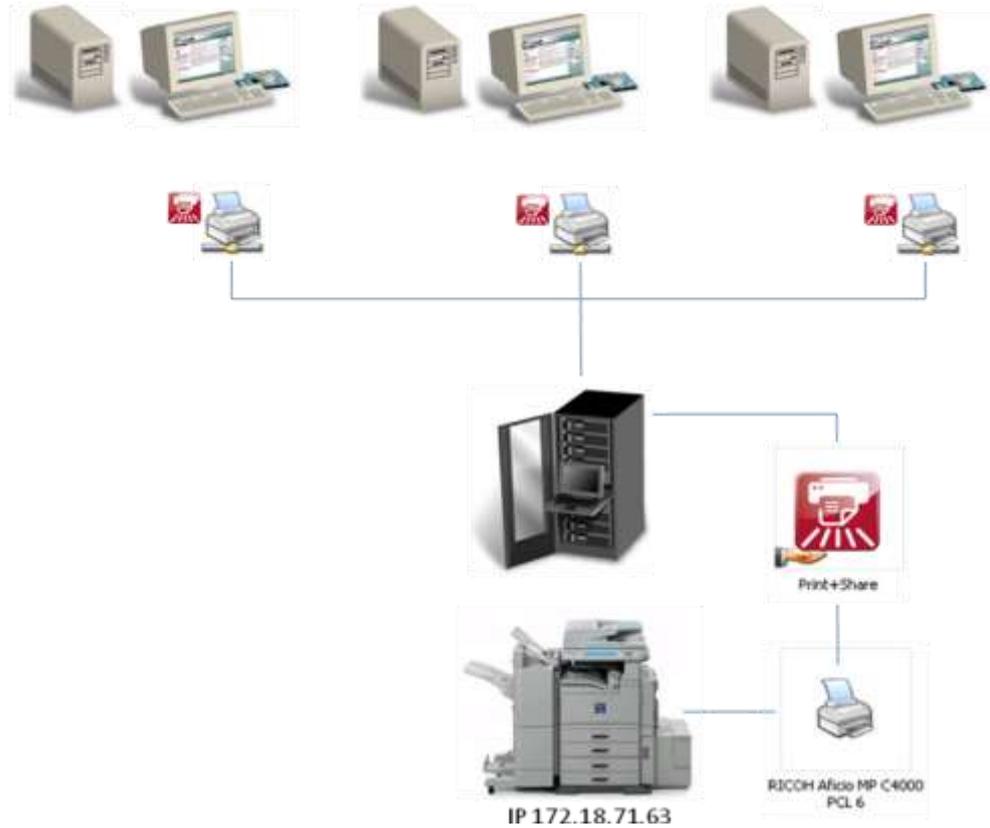
In a Remote Access configuration environment, and with Microsoft Terminal Server in specific, it is not obvious to stick to a default printer. The Server Version of Print&Share therefore offers the possibility of setting a time interval in which Print&Share offers itself as default printer. You can find this setting on the **[General settings]** tab under **[General Configuration]**.

Shared printer driver

Installation

In this setup, Print&Share will be installed on a server. The driver will be shared and is available for all users.

The Print&Share driver will be installed on all local computers in the form of a network printer or a printer that is connected to another computer.

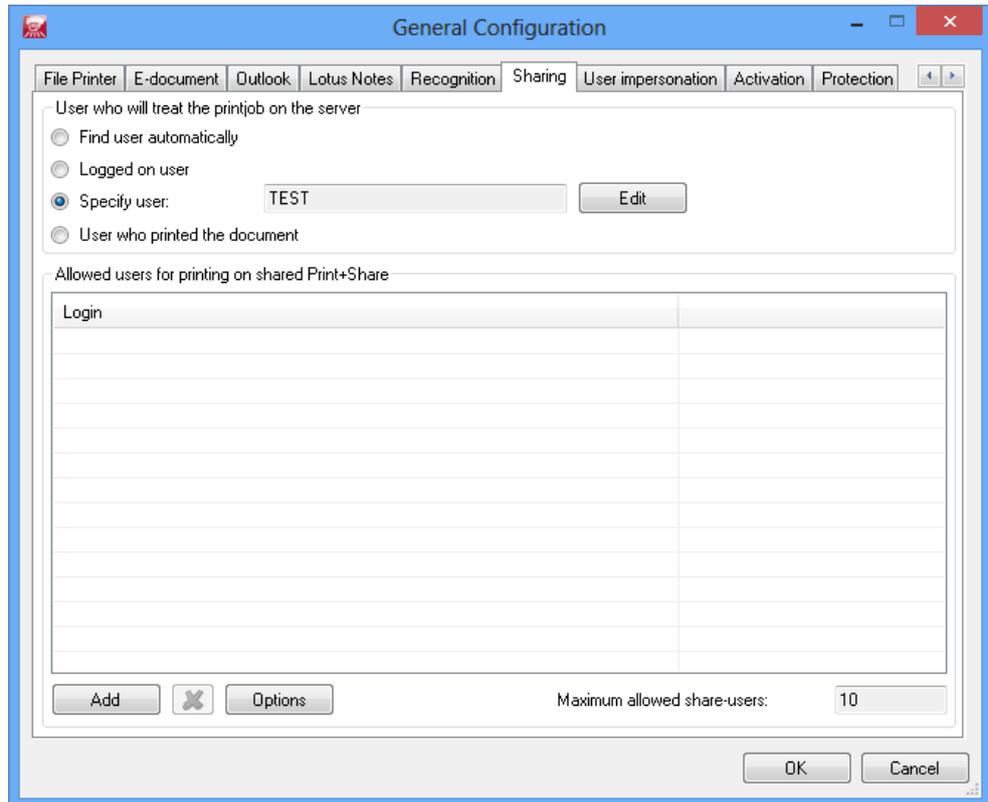


Configuration

If you have received a Print&Share server activation code and you share the driver, you will be prompted with an additional dialog window for making settings.

As a printer driver processes specific print jobs from users, Print&Share must make the connection via the dialog window below between the computer of the user onto which the shared Print&Share is installed and its users.

Click on the **[Change]** button and select **[General Configuration]** to get to the **[Sharing]** tab.



Determine the user through which Print&Share will be started here:

- **[Find user automatically]** This setting tries to tune Print&Share automatically.
- **[Logged on user]** If you choose this setting, Print&Share processes the print jobs that can be issued by the currently logged on user under which Print&Share has been activated.
- **[Specify user]** If you use this setting, Print&Share will process the print jobs that have been issued by a specific user.
- **[User who printed the document]** If you use this setting, the Print&Share Server Version will be adapted to the operating user.

Remark: In other words, Print&Share does not act as a service on a server, but as an application. A user always needs to be logged on to be able to process print jobs (which are user specific).

The **[Options]** button has two extra options:

- **[Shared user who prints will be the 'host loginname' of each printjob]**

Useful when the printjob is processed as a different user than the current user.

- **[Accept printjobs of shared users that print locally]**

This treats a user from the [Allowed users] in the [Sharing] options as a local user. Jobs printed locally from a shared user are then also accepted.

Named users

Print&Share works with named users in a shared network.

Basically, this means that the users that use Print&Share will have to be registered. Click on the button **[Add]** to add a new user. The maximum number of users that you can register depends on the Print&Share version that you have purchased.

When print jobs are confirmed by users that are not included in the list, a note will appear automatically at the bottom of the window.

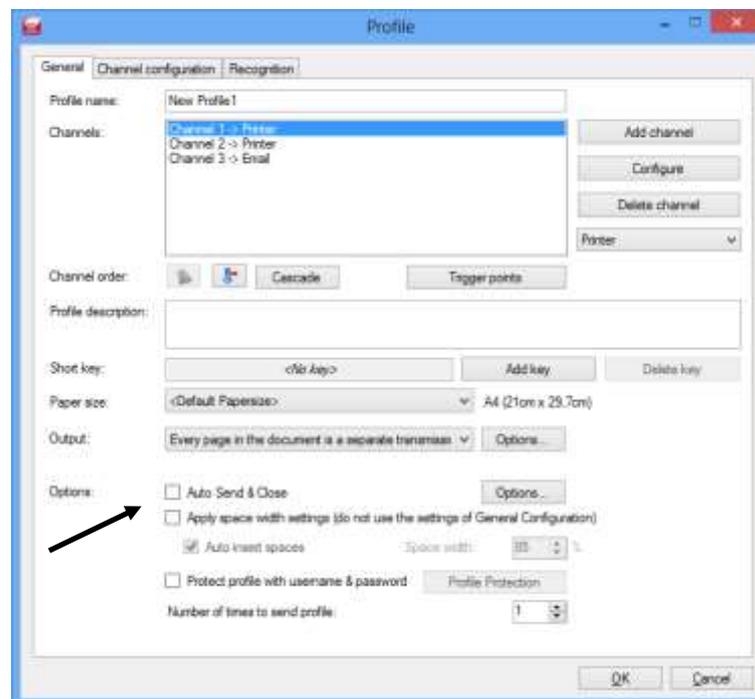
If you have a **flexible license**, the option to add users is disabled when you enable the **[Let Print&Share handle share-users automatically]** option.

If you have a flexible license for 10 users, it allows 10 different users to print in 1 hour. If one user did not print for one hour, its seat becomes available. This allows more than 10 different users to print but only the seats per hour are limited.

Profiles

As Print&Share is the main driver and will be shared by all users, the profiles will also be accessible for every user.

User interaction with Print&Share is not possible in this setup, which is why the profiles will be configured with the active setting [Auto Send & Close].



Additional information

Important

Margins

Every printer has a physical margin, and its width differs per printer. Nothing can be printed outside this margin.

As Print&Share can operate several different kinds of printers within one profile, it is not wise to set a default margin in Print&Share. The margin in Print&Share is therefore set by default at 0 mm.

Application software approaches the margin problem in different ways:

- Microsoft Word determines the margin for a letter itself. This margin is always wider than that of the printer.
- Mindjet Mindmanager is a graphic programme, and it tries to use as much of the page area as possible. This software therefore asks for the margin via the printer driver, before it starts printing. It will then adjust its print to the maximum available print area.

As the margin of Print&Share has been set at 0 mm by default, application software (as in the second example) will automatically adjust the print image to the full area of the paper size. If such a software programme prints something on the outer edges of the page, it will simply not be visible on the actual print, because of the physical margin.

If you need to solve this problem, you can set a margin anyway. This can be specified per channel. The solution can be to make another profile, with the same printer, but with a different margin setting.

Users & activation

Print&Share is activated per user.

If your Windows management system is accessible by multiple users, you will have to activate Print&Share several times. You can use the same activation code for this procedure.

Internet connection

If sending an email or activation of your Print&Share version fails, it might be that you cannot access the internet. This might be due to the proxy settings of your network.

To check whether Print&Share is able to reach the internet, you can right click on the Print&Share icon that will be present in the Windows task bar (on the right). A menu will appear. Click on **[About]**.

A new dialog window will appear. You will see the text **[Activation server available:]** which is followed by **[No]** or **[Yes]**. If it indicates **[No]**, this means that there is a problem with the internet connection.

In **[General Configuration]** in the general settings, you can specify how Print&Share establishes its connection to the internet.**

Tips

Way of thinking

Solving complex print problems is not always easy. Sometimes documents need to be split up into several print jobs, pages sometimes need to be suppressed, or sometimes pages need to be added to the print job.

With this chapter about tips, we are going to try helping you to establish a way of thinking that will help you to quickly create a profile that contains the solution to your problem.

Step-by-step plan

Step 1

Do all the tasks in the profile always need to be performed?

- Yes. Go to step 2.
- No. A cascade system is necessary in the profile. Determine the order and/or priorities of the channel functions.

Step 2

Can the different print jobs be processed in one go by the printer? Or in other words: are the printer settings identical?

- Yes. Printing can be executed with only one channel. Go to Step 3.
- No. You will have to use several channels.

Step 3

Do you need to print all pages?

- Yes. Go to Step 4.
- No. Use the **[Page selection]** button.

Step 4

Do you want to add additional pages to the print job?

- Yes. Use the **[Insert pages]** button.
- No. Go to Step 5.

Step 5

Do you want to add additional pages or objects to the document?

- Yes. Go to Step 6.
- No. Go to Step 7.

Step 6

Do the objects differ, depending on the content of the document?

- Yes. Use the Get More Editor and use the following icons for adding:

Objects



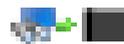
Text objects



Recognition parameter



Barcode objects



- No. Use the Get More Editor to add static information.

Step 7

The end.

Software switches

Introduction	<p>Print&Share has got a few software switches at hand to activate in special situations. Only the switches that are useful for direct support will be discussed, as these are the most relevant.</p> <p>You can access the software switches by right clicking on the Print&Share tray icon in the task bar (on the right hand side). A menu will appear. Click on [About]. In the dialog window that appears, double click on the Print&Share logo while at the same time holding the CTRL-key on your keyboard.</p>
General rendering	<p>[Skip metafile correction] is not active by default.</p> <p>If you enable this option, the software switches that correct metafiles are ignored. In case you experience an error with the [Insert Pages] feature and in combination with a printer channel that uses a printer with PostScript driver, enabling this option could be the solution.</p>
Preview rendering	<p>[Use Windows GDI rendering] is not active by default.</p> <p>When this setting is not enable, this is a better rendering method than the built-in Microsoft metafile rendering method. By using this setting, you will attain a clearer text edge and images (anti-aliasing).</p> <p><u>Note:</u> only activate this switch when your display is displayed way too small. This setting applies to all profiles.</p>
Alternative Glyph index	<p>[Use smart Glyph to Char method (Default)] is active by default.</p> <p>This option switches automatically between the options [Use lookup table for Glyph to char] and [Use offset for Glyph to Char]. Use the option [Use offset for Glyph to Char] when the text of your print job contains other characters than the original document. You will have to start the print job again. These settings apply to all profiles.</p>
Fix negative coordinates	<p>[Fix negative coordinates on metafiles] is not active by default.</p> <p>A type page is normally constructed using positive coordinates. An image editor, on the other hand, creates its type page with negative coordinates, and it also mirrors the image negatively. Some commands are therefore not correctly supported by the print processor. Activating this switch may be the solution.</p> <p>This setting applies to all profiles.</p>
Fix missing rectangles	<p>[Fix missing rectangles] is not active by default.</p> <p>Some print jobs can contain one or more drawings specified by rectangles. GDI does not support some specific combinations of records to draw a rectangle. This might result in a rectangles not being visible on the output document. This switch will try to convert these specific rectangles to 'normal' rectangles.</p>
Register print assemblies	<p>If some of the DDLs cannot be registered, because of the privilege management system of the Windows operation system, then the [Register assemblies] button might help you to perform an additional registration.</p> <p>If Print&Share does not seem to be creating PDF files, or is unable to write in Microsoft Outlook, then this additional registration is the solution to this problem.</p>
Blank image detection	<p>The default value for [Max. deviation for blank image detection] is 100000. Blank pages with lots of noise might need a higher value. Test again with increments of 10000 (e.g. 110000, 120000, ...).</p>
Fix missing text	<p>[Fix missing text] is not active by default. When PDF files have no text, this option might solve this problem.</p>

Automatic Profile Selection

With this functionality, Print&Share can select the correct profile based on the content of the print job.

Print&Share supports free text recognition and recognition based on the specific parameter values.

Product version: Lite Professional Corporate
 NX

Insert Extra Pages

Print&Share allows adding extra pages to the original print job, i.e. terms and conditions recto verso on printed invoices or as last page in case of electronic email invoices. A built-in editor is available.

You can insert one or more individual pages, but it can also be a template of pages, i.e. to make front and back cover pages.

Product version: Lite Professional Corporate
 NX

Insert pages from files

Print&Share allows the addition of extra pages using files (PDF, DOC, DOCX, RTF, TXT) to the original print job.

The files can be inserted from a fixed or dynamic path. The file(s) can be retrieved by regular expressions.

The use of credentials (username, password, domain) is possible.

Product version: Lite Professional Corporate
 NX

Insert pages from Ricoh eBinder

Print&Share allows the addition of extra pages from Ricoh eBinder. These must be of the file type PDF and images (images except Metafiles).

Product version: Lite Professional Corporate
 NX

Insert pages from SharePoint

Print&Share allows the addition of extra pages from Microsoft SharePoint. These must be of the file type PDF, DOC, DOCX, RTF or TXT.

Product version: Lite Professional Corporate
 NX

Insert pages from DocuWare

Print&Share allows the addition of extra pages from DocuWare. These must be of the file type PDF, DOC, DOCX, RTF or TXT.

Product version: Lite Professional Corporate
 NX

Insert pages from Documind

Print&Share allows the addition of extra pages from Novadys Documind. These must be of the file type PDF, DOC, DOCX, RTF or TXT.

Product version: Lite Professional Corporate
 NX

Insert pages from original Print job

Print&Share allows the addition of extra pages from the original print job.

Product version: Lite Professional Corporate
 NX

Insert pages on dynamic positions

Print&Share allows the addition of extra pages to the original print job, i.e. chapter pages between two print jobs.

Product version: Lite Professional Corporate
 NX

Insert Extra Pages by Language Selection

This function is the extended functionality of inserting extra pages. For example, the text for terms and conditions recto verso on the printed invoices can change, depending on the language of the invoice.

The specification of a default piece of text is possible in case the language was not detected.

Product version: Lite Professional Corporate
 NX

Insert Extra Attachments in Email

Print&Share allows inserting extra attachments in the email message in a dynamic way. Besides the PDF attachment of the original print job, Print&Share can insert extra attachments in an email based on recognition parameters.

For example: you can automatically attach a PDF brochure of a product in an email message according to the specified product on the printed offer.

Product version: Lite Professional Corporate
 NX

Auto-deselection of pages

Print&Share can automatically deselect pages when the amount of coverage on the page does not reach the minimum amount of predefined coverage.

The Paper Size, Paper Orientation and Colour can also be used as a trigger.

Page range functions are also available to automatically select pages.

Product version: Lite Professional Corporate
 NX

SNMP & WMI messages and triggers

Print&Share can display the SNMP and/or WMI status information of the MFP in the status area of the channel.

Product version: Lite Professional Corporate
 NX

Channel Requirements

In Print&Share, you can specify some requirements before the channel will process the print job (via a channel). The requirements depend on the functionality.

For example: only print the print job if it has no colour; only print the print job when Print&Share detects a certain number of pages; only print the print job from Microsoft Outlook; only send the email when Print&Share detects a certain number of email addresses; etc.

Product version: Lite Professional Corporate
 NX

Cascading on Correspondence

Print&Share can find the fastest and/or cheapest way of sending the print job to the correspondent.

If Print&Share cannot send an email, the software can try sending a fax transmission. Without a fax number, the cascading system will switch to printing the print job.

Product version: Lite Professional Corporate
 NX

**Cascading on
SNMP & WMI
Information**

Print&Share can use the SNMP and/or WMI status information of the MFP and use this information to make decisions.

Specific status information (warnings, errors) or the MFP can trigger the cascading system.

For example: the toner low status of the MFP can be a trigger to switch to another MFP device.

Product version: Lite Professional Corporate
 NX

**Cascading on
Clicks**

The cascading system of Print&Share can create a trigger based on the number of pages that has to be printed.

For example: above 20 pages or 20 copies of the print job, redirect the print job to a specific printer.

Product version: Lite Professional Corporate
 NX

**Cascading on
Colour**

Print&Share can check the composition of the print job. If the print job contains colour, then a colour trigger can be set.

For example: does the print job contain colour? -> print on MFP1, and; Does the print job contain only black and white information? -> print on MFP 2.

Product version: Lite Professional Corporate
 NX

**Cascading on
Application**

With the help of the name of the print job, Print&Share can detect the printing application. This can be useful to reduce your print costs.

For example: if you want a printout of an email, then the message can be printed in black and white. You often get a colour printout due to the blue hyperlinks and coloured logo's in the message. In that case, you can place a trigger on the application "Outlook".

Product version: Lite Professional Corporate
 NX

**Multiple pages
on one sheet**

This setting allows you to print one or more pages onto one sheet of paper.

Product version: Lite Professional Corporate
 NX

**Combine
Printouts**

Two or more print jobs can be combined in one output. This feature can be useful when combining several printouts in a PDF file or to combine into one booklet.

Product version: Lite Professional Corporate
 NX

**White space
merging**

Print&Share can combine multiple pages on one sheet of paper. This is called white space merging, because it reduces the amount of paper used per print job, which in turn is more sustainable.

Product version: Lite Professional Corporate
 NX

**White space
merging**

Print&Share can remove white space between text to further reduce paper.

Product version: Lite Professional Corporate
 NX

Remove text

Print&Share can remove fixed text i.e. email signatures and email footers.

Product version: Lite Professional Corporate
 NX

Split print job into separate transmissions

One print job that contains several letters can be split into separate transmissions, i.e. account extracts by an ERP query.

This feature makes it easy to automatically send all account extracts by email or fax (even by the cascading system).

Product version: Lite Professional Corporate
 NX

Split print job sort and recombine

After splitting a print job into several documents you can sort and recombine individual documents to a group of documents with identical information.

Product version: Lite Professional Corporate
 NX

Quick edit

With the Quick edit the user can modify certain basic configurations in the active channel. This is only for the active print job.

Product version: Lite Professional Corporate
 NX

Get More Editor Basic

With the Get More Editor, the user can insert basic features like watermarks, text, logos, and additional messages.

(Note: Multiple watermarks per channel in Corporate version only).

Product version: Lite Professional Corporate
 NX

Get More Editor Advanced

With the advanced features of the Get More Editor, the user can insert:

- composed barcodes.
- pictures and text objects.
- reformat values (i.e. 1,000 to € 1.000,-).
- additional fields from databases.
- adding objects on free space (free space search).
- page, role and leaf numbers.
- multiple watermarks per channel.

You can also replace text objects in the composition. All of this is based on recognition values of the print job.

Product version: Lite Professional Corporate
 NX

Overlays	<p>The Get More Editor can insert a file (PDF, DOC, DOCX, RTF, TXT) as an overlay. The use of credentials (username, password, domain) is possible.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>
Reading barcodes	<p>Print&Share can check for a barcode in the print job.</p> <p>Supported barcode are: EAN8, AN13, UPCE, UPCA, Interleaved 2 of 5, Code39, Code128, EAN2, EAN5, GS1, Codabar, PDF417, DataMatrix, QRCode, Aztec, TriopticCode39, PatchCode, GS1DataBarOmnidirectional, GS1DataBarExpanded, GS1DataBarLimited, GS1DataBarStacked, GS1DataBarExpandedStacked, GS1DataBar, All1D, MaxiCode, MICR, All2D</p> <p>If the print job contains a barcode you can read the content and insert it as text in the print job. The barcode can also be used a trigger for the cascading system.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>
Free Space Search	<p>Enable auto placement of the object on empty space in the Get More Editor</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>
Archive dynamic output	<p>Print&Share can generate a dynamic path and file name for filing. The path and the file name can be generated by recognition values of the print job.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>
AutoStore DigiDocFlow Scan&Share	<p>Print&Share is compatible with popular tools which prepare documents for archiving. Print&Share is compatible with the XML-formats of Nuance DigiDocFlow, NSi Autostore and Ricoh Scan&Share.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>
Archive to DMS	<p>Print&Share can archive the print jobs to the Document Management Systems (DMS) Microsoft SharePoint, DocuWare, Documind and Ricoh eBinder*.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX* <input checked="" type="checkbox"/> (* Ricoh eBinder in NX version only)</p>
FTP, SFTP, http, https uploads	<p>Print&Share can send its files to the internet. Available file upload types: FTP, SFTP, HTTP and HTTPS.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>
Proxy Internet Connection	<p>Internet connection is available via Proxy.</p> <p>Product version: Lite <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input checked="" type="checkbox"/></p>
XML e-Documents	<p>Print&Share creates basic XML files controlled by XSD files.</p> <p>Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/></p>

Extended XML e-Documents	Print&Share creates XML files with repeating groups controlled by XSD files. For example: XML-metadata for document management systems (DMS).
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
End tasks & VBA Script	Print&Share can run an end task after executing the regular tasks in the profile. The end task can be a command to start up a program, a function call or a visual basic script. For example: an end task is necessary to send information to Excel.
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Profile Protection	This feature makes it possible to protect Print&Share profiles with a password.
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Sequence of profiles	This allows you to execute two or more profiles in a sequence.
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Profile loop	This feature allows you to execute a profile or a sequence of profiles several times.
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Auto Send & Close	When this setting is active Print&Share doesn't appear on your screen but executes the appropriate profile immediately.
	Product version: Lite <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input checked="" type="checkbox"/>
Auto Send & Close on conditions	By using this feature, Print&Share can initiate the execution of a profile on a certain condition. Triggers to initiate execution are: recognition values of the content of the print job, differences in the print job, timeout and the number of print jobs in the queue.
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Customization of pre-actions	Gateway to customization for pre-actions using C#-code.
	Product version: Lite <input type="checkbox"/> Professional <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Different margins	Allows you to define other margins in the print channel. The content of the pages will zoom to the available print area.
	Product version: Lite <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input type="checkbox"/>
Log & Monitoring	This feature creates log files of the correspondence. You can separate logs for email, fax, file printer, e-Documents and label printer.
	Product version: Lite <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Corporate <input checked="" type="checkbox"/> NX <input checked="" type="checkbox"/>

Annexe 2: Feature list per version

Print&Share Features	Lite	Professional	Corporate
Print	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Printing from different source trays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dynamic Page Definition (colour, orientation, size)			<input checked="" type="checkbox"/>
Email with PDF attach + autom. address detection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email with specific email address detection		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email message language selection			<input checked="" type="checkbox"/>
Email with personalized message			<input checked="" type="checkbox"/>
File Print (PDF, BMP, JPG, EMF, PNG, TIFF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ASCII File Print with text of proportional fonts			<input checked="" type="checkbox"/>
Legal PDF/A-1b			<input checked="" type="checkbox"/>
PDF/A with XMP Metadata			<input checked="" type="checkbox"/>
PDF Security			<input checked="" type="checkbox"/>
Microsoft fax transmissions		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ricoh - LAN Fax - On-hook dial		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MS-Outlook tasks + calendar + notes		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lotus Notes tasks + calendar			<input checked="" type="checkbox"/>
Automatic Profile Selection		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insert Extra Pages using a built-in editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inserting pages using files (PDF, DOC, DOCX, RTF, TXT)			<input checked="" type="checkbox"/>
Inserting pages of SharePoint (PDF, DOC, DOCX, RTF, TXT)			<input checked="" type="checkbox"/>
Inserting pages of original print job			<input checked="" type="checkbox"/>
Inserting pages on dynamic positions by functions			<input checked="" type="checkbox"/>
Insert Extra Pages by Language			<input checked="" type="checkbox"/>
Insert Extra Attachments in Email			<input checked="" type="checkbox"/>
Manual Page Selection and Deselection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Autom. deselection of pages with few text (min cm)			<input checked="" type="checkbox"/>
Page auto-selection based on Paper Size			<input checked="" type="checkbox"/>
Page auto- selection based on Orientation			<input checked="" type="checkbox"/>
Page auto-selection by Page Range functions			<input checked="" type="checkbox"/>
Page auto-selection with conditions an sub-cond.			<input checked="" type="checkbox"/>
SNMP & WMI messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Channel Requirements		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cascading on Correspondence		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cascading on SNMP & WMI information			<input checked="" type="checkbox"/>
Cascading on Clicks		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cascading or Triggers on colour		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cascading on Application			<input checked="" type="checkbox"/>
Multiple pages on one sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Combine Printouts		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Print&Share Features	Lite	Professional	Corporate
ECO: White space merging			<input checked="" type="checkbox"/>
ECO: Remove white space between text			<input checked="" type="checkbox"/>
ECO: Remove fixed text (email signatures - footers)			<input checked="" type="checkbox"/>
ECO: Limitation of email print outs on x replies			<input checked="" type="checkbox"/>
ECO: Easy toggle switch between ECO channels			<input checked="" type="checkbox"/>
ECO: Easy combine of ECO features			<input checked="" type="checkbox"/>
Split print job into separate transmissions		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Split print job and sort pages			<input checked="" type="checkbox"/>
Split print job and recombine pages			<input checked="" type="checkbox"/>
Quick edit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Get More Editor - Basic – Insert extra information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Get More Editor - Advanced:			<input checked="" type="checkbox"/>
Insert overlays using files (PDF, DOC, DOCX, RTF, TXT)			<input checked="" type="checkbox"/>
Insert extra Database Fields			<input checked="" type="checkbox"/>
Insert Barcodes			<input checked="" type="checkbox"/>
Reading Barcodes			<input checked="" type="checkbox"/>
Insert Objects			<input checked="" type="checkbox"/>
Free Space Search			<input checked="" type="checkbox"/>
Replace Text Objects			<input checked="" type="checkbox"/>
Archive Dynamic Output to folder structure			<input checked="" type="checkbox"/>
NSi Autostore & Nuance DigiDocFlow, compatible			<input checked="" type="checkbox"/>
Archive to SharePoint, DocuWare & Documind			<input checked="" type="checkbox"/>
FTP-, SFTP-, http- & https uploads			<input checked="" type="checkbox"/>
Proxy Internet Connection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XML e-Documents			<input checked="" type="checkbox"/>
Extended XML e-Documents			<input checked="" type="checkbox"/>
End Tasks & VBA Script			<input checked="" type="checkbox"/>
Profile Protection			<input checked="" type="checkbox"/>
Execution of a sequence of profiles			<input checked="" type="checkbox"/>
Profile Loop		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auto Send & Close	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Auto Send & Close on conditions			<input checked="" type="checkbox"/>
Gateway to customization for pre-actions			<input checked="" type="checkbox"/>
Different margins on each side of document		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Log & Monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For Print&Share NX, see annexe 1.

Annexe 3: Functions to inserting pages**

Introduction The functions below can be used to insert new pages in the print job on a dynamic position. Use the functions in combination with the option **[custom]**.

BeforeJobs Print jobs that in P&S will be combined to one print job can now have inserted pages before the original print jobs.

Thanks to this function a booklet that is build-up of several chapter composed by different print jobs can now contain a new title page before a new chapter.

Function: BeforeJobs
BeforeJobs()

The function doesn't use parameters.

BetweenJobs Print jobs that in P&S will be combined to one print job can now have inserted pages between the original print jobs.

Thanks to this function a booklet that is build-up of several chapter composed by different print jobs can now contain a new title page between a new chapter.

Function: BetweenJobs
BetweenJobs()

The function doesn't use parameters.

InJob Print jobs that in P&S will be combined to one print job can now have an inserted page in a specific position of a defined original print job.

Function: InJob(*Job number; page number*)
InJob(*Job number; page range*)

Example: InJob(1; 3)
InJob(2;LastPage)
InJob(1; 2-LastPage)

In the above example in second received print job of the combined output a page will be inserted at the last position.

Instead of writing *InJob*, you can also use the name: *Job*. e.g.: *Job(1)*.

Complete-Booklet With this function you can insert a calculated number of pages to complete a booklet to a multiple of i.e. four pages.

You can define the position where the pages will be inserted.

Function: CompleteBooklet(Multiple; Positon)

Multiple is default 4

Position is default SecondLastPage

Example: CompleteBooklet(4; SecondLastPage)

In the above example P&S will automatically insert pages to a multiple of 4 before the last page.

Example: CompleteBooklet(4; LastPage(-2))

In the above example P&S will automatically insert pages to a multiple of 4 before the second last page.

Annexe 4: Useful Regular Expressions

Introduction	<p>This appendix contains some useful regular expressions to use in Print&Share.</p> <p><u>Remark:</u> You have also an example list of useful regular expressions in Print&Share. You find the list in the dialog Recognition, Tab [Specific] in the drop down list Regular expression.</p> <p>For more information and an explanation about regular expressions, go to: http://www.regular-expressions.info.</p>
ABC-1234-XYZ	<p>Find the number in the text between the dashes.</p> <p>Input: ABC-1234-XYZ</p> <p>Regular Expr.: (?<=.*?).+(?=-)</p> <p>Result: 1234</p>
ABCKLMXYZ	<p>Find the string KLM in the text.</p> <p>Input: ABCKLMXYZ or ABCKlmXYZ</p> <p>Regular Expr.: (KLM) (klm)</p> <p>Result: KLM or klm</p>
XML-Tag	<p>Find the information of a XML-tag.</p> <p>Input: <MY_TAG>my information</MY_TAG></p> <p>Regular Expr.: (?<=<MY_TAG >).+(?=</MY_TAG >)</p> <p>Result: my information</p>
XML-Tag 2	<p>Find the information of a XML-tag and remove leading numbers.</p> <p>Input: <ORDERNUMB>000123</ORDERNUMB></p> <p>Regular Expr.: (?<=<ORDERNUMB>.*?)[1-9].+(?=</ORDERNUMB>)</p> <p>Result: 123</p>
XML-Tag 3	<p>Find the information of a XML-tag and remove text before a specific word.</p> <p>Input: < MY_TAG>my information I don't need this</ MY_TAG></p> <p>Regular Expr.: (?<=<MY_TAG>.*?).+(?= I don't need this.+</ MY_TAG>)</p> <p>Result: my information</p>
XML-Tag 4	<p>Find the information of a XML-tag and remove text after a specific word.</p> <p>Input: < MY_TAG> I don't need this my information </ MY_TAG></p> <p>Regular Expr.: (?<=<MY_TAG>.*? I don't need this).+(?=</ MY_TAG>)</p> <p>Result: my information</p>

Annexe 5: Format numeric data

Introduction You can specify a numeric format string, which consists of one or more numeric specifiers, to define how to format numeric data.

The following table describes the numeric format specifiers and displays sample output produced by each format specifier.

Numeric

Format specifier	Description	Examples
"0"	Replaces the zero with the corresponding digit if one is present; otherwise, zero appears in the result string.	1234.5678 ("00000") → 01235 0.45678 ("0.00") → 0.46
"#"	Replaces the sign with the corresponding digit if one is present; otherwise, no digit appears in the result string.	1234.5678 ("#####") → 1235 0.45678 ("#.##") → .46
","	Determines the location of the decimal separator in the result string.	0.45678 ("0.00") → 0.46
","	Serves as a group separator, It inserts a localized group separator character between each group.	2147483647 ("##,##") → 2,147,483,647
"%"	Multiplies a number by 100 and inserts a percentage symbol in the result string.	0.3697 ("%#0.00") → %36.97 0.3697 ("##.0 %") → 37.0 %
\	Causes the next character to be interpreted as a literal rather than as a custom format specifier.	987654 ("\\###00\\#") → #987654#
'string' "string"	Indicates that the enclosed characters should be copied to the result string unchanged.	68 ("# ' degrees") → 68 degrees

;	Defines sections with separate format strings for positive, negative, and zero numbers.	<p>12.345 ("#0.0#;(#0.0#);-\0-") → 12.35 0 ("#0.0#;(#0.0#);-\0-") → -0- -12.345 ("#0.0#;(#0.0#);-\0-") → (12.35)</p> <p>12.345 ("#0.0#;(#0.0#)") → 12.35</p> <p>-12.345 ("#0.0#;(#0.0#)") → (12.35)</p>
Other	The character is copied to the result string unchanged.	68 ("# °") → 68 °

More info on url: <http://msdn.microsoft.com/en-us/library/0c899ak8.aspx>

Text

Format specifier	Description	Examples
{#}"	Replaces the specifier with the string data.	<p>Testvalue ("*{0}*") → * Testvalue*</p> <p>Testvalue ("Result: [{0}]") → Result: [Testvalue]</p>

More info on url: <http://msdn.microsoft.com/en-us/library/0c899ak8.aspx>

Date-Time

Format specifier	Description	Examples
"d"	The day of the month, from 1 through 31.	<p>6/1/2009 1:45:30 PM → 1</p> <p>6/15/2009 1:45:30 PM → 15</p>
"dd"	The day of the month, from 01 through 31.	<p>6/1/2009 1:45:30 PM → 01</p> <p>6/15/2009 1:45:30 PM → 15</p>

"ddd"	The abbreviated name of the day of the week.	6/15/2009 1:45:30 PM → Mon (en-US) 6/15/2009 1:45:30 PM → Пн (ru-RU) 6/15/2009 1:45:30 PM -> lun. (fr-FR)
"dddd"	The full name of the day of the week.	6/15/2009 1:45:30 PM → Monday (en-US) 6/15/2009 1:45:30 PM → понедельник (ru-RU) 6/15/2009 1:45:30 PM → lundi (fr-FR)
"f"	The tenths of a second in a date and time value.	6/15/2009 13:45:30.617 → 6 6/15/2009 13:45:30.050 → 0
"ff"	The hundredths of a second in a date and time value.	6/15/2009 13:45:30.617 → 61 6/15/2009 13:45:30.005 → 00
"fff"	The milliseconds in a date and time value.	6/15/2009 13:45:30.617 → 617 6/15/2009 13:45:30.0005 → 000
"ffff"	The ten thousandths of a second in a date and time value.	6/15/2009 13:45:30.6175 → 6175 6/15/2009 13:45:30.00005 → 0000
"fffff"	The hundred thousandths of a second in a date and time value.	6/15/2009 13:45:30.61754 → 61754 6/15/2009 13:45:30.000005 → 00000
"ffffff"	The millionths of a second in a date and time value.	6/15/2009 13:45:30.617542 → 617542 6/15/2009 13:45:30.0000005 → 000000

"ffffff"	The ten millionths of a second in a date and time value.	6/15/2009 13:45:30.6175425 → 6175425 6/15/2009 13:45:30.0001150 → 0001150
"F"	If non-zero, the tenths of a second in a date and time value.	6/15/2009 13:45:30.617 → 6 6/15/2009 13:45:30.050 → (no output)
"FF"	If non-zero, the hundredths of a second in a date and time value.	6/15/2009 13:45:30.617 → 61 6/15/2009 13:45:30.005 → (no output)
"FFF"	If non-zero, the milliseconds in a date and time value.	6/15/2009 13:45:30.617 → 617 6/15/2009 13:45:30.0005 → (no output)
"FFFF"	If non-zero, the ten thousandths of a second in a date and time value.	6/1/2009 13:45:30.5275 → 5275 6/15/2009 13:45:30.00005 → (no output)
"FFFFF"	If non-zero, the hundred thousandths of a second in a date and time value.	6/15/2009 13:45:30.61754 → 61754 6/15/2009 13:45:30.000005 → (no output)
"FFFFFF"	If non-zero, the millionths of a second in a date and time value.	6/15/2009 13:45:30.617542 → 617542 6/15/2009 13:45:30.0000005 → (no output)
"FFFFFFF"	If non-zero, the ten millionths of a second in a date and time value.	6/15/2009 13:45:30.6175425 → 6175425 6/15/2009 13:45:30.0001150 → 000115
"g", "gg"	The period or era.	6/15/2009 1:45:30 PM → A.D.

"h"	The hour, using a 12-hour clock from 1 to 12.	6/15/2009 1:45:30 AM → 1 6/15/2009 1:45:30 PM → 1
"hh"	The hour, using a 12-hour clock from 01 to 12.	6/15/2009 1:45:30 AM → 01 6/15/2009 1:45:30 PM → 01
"H"	The hour, using a 24-hour clock from 0 to 23.	6/15/2009 1:45:30 AM → 1 6/15/2009 1:45:30 PM → 13
"HH"	The hour, using a 24-hour clock from 00 to 23.	6/15/2009 1:45:30 AM → 01 6/15/2009 1:45:30 PM → 13
"m"	The minute, from 0 through 59.	6/15/2009 1:09:30 AM → 9 6/15/2009 1:09:30 PM → 9
"mm"	The minute, from 00 through 59.	6/15/2009 1:09:30 AM → 09 6/15/2009 1:09:30 PM → 09
"M"	The month, from 1 through 12.	6/15/2009 1:45:30 PM → 6
"MM"	The month, from 01 through 12.	6/15/2009 1:45:30 PM → 06
"MMM"	The abbreviated name of the month.	6/15/2009 1:45:30 PM → Jun
"MMMM"	The full name of the month.	6/15/2009 1:45:30 PM → June
"s"	The second, from 0 through 59.	6/15/2009 1:45:09 PM → 9
"ss"	The second, from 00 through 59.	6/15/2009 1:45:09 PM → 09
"tt"	The AM/PM designator.	6/15/2009 1:45:30 PM → PM
"y"	The year, from 0 to 99.	1/1/0900 12:00:00 AM → 0

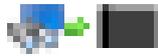
		6/15/2009 1:45:30 PM → 9
"yy"	The year, from 00 to 99.	1/1/0900 12:00:00 AM → 00 6/15/2009 1:45:30 PM → 09
"yyyy"	The year as a four-digit number.	1/1/0900 12:00:00 AM → 0900 6/15/2009 1:45:30 PM → 2009
"z"	Hours offset from UTC, with no leading zeros.	6/15/2009 1:45:30 PM -07:00 → -7
"zz"	Hours offset from UTC, with a leading zero for a single-digit value.	6/15/2009 1:45:30 PM -07:00 → -07
"zzz"	Hours and minutes offset from UTC.	6/15/2009 1:45:30 PM -07:00 → -07:00
":"	The time separator.	6/15/2009 1:45:30 PM → :
"/"	The date separator.	6/15/2009 1:45:30 PM → /
"string" 'string'	Literal string delimiter.	6/15/2009 1:45:30 PM ("arr:" h:m) → arr: 1:45
\	The escape character.	6/15/2009 1:45:30 PM (h \h) → 1 h
Any other character	The character is copied to the result string unchanged.	6/15/2009 1:45:30 AM (arr hh:mm t) → arr 01:45 A

More info on url: <http://msdn.microsoft.com/en-us/library/8kb3ddd4.aspx>

Annexe 6: How to operate with some features?

Insert a Barcode

1. Use **Get More Editor** and use



2. Insert a value in the field **[Value]**. The value can also be found by a recognition method.
 - 2a. In case of recognition, click on **[Add]** and choose **[Recognition Parameters]**
 - 2b. Choose a recognition method (Font, Draw, Position, Specific, ...)
 3. Click on **[OK]**
-

Insert extra database fields

1. Use **Get More Editor** and use



2. Use a recognition method (Font, Draw, Position, Specific, ...) to search for a value.

tip: i.e. Mylabel: my value

If you find in this example by method label recognition with label 'MyLabel:' only the word 'my', use then as Value type: not 'Character string', but 'Character string group'.

3. Go to tab **[Edit result]** and activate **Replace result with value from data source**.
 - 3a. choose your **datasource** (i.e. an MS-Excel table)
 - 3b. Your **Lookup column** have to match with a value of you recognition method.
 - 3c. Your **Return column** will be another field of you **data source**.
 4. Click on **[OK]**
-

Insert objects

1. Use **Get More Editor** and use



By clicking this button you will open the Object Recognition Editor.

2. Click on **[Add]** for adding a new possibility of inserting an object by recognition.
 3. Place on the canvas an object, i.e. a logo, signature...
 4. Use the **[Edit]** button to specify a recognition method.
i.e. if you want to search for the word 'MyValue' in the document as a trigger to insert an object, choose **[Specific]**, **[Regular Expression]** with value 'MyValue'
 - 4a. Click **[OK]**
 5. Click **[OK]**
-

Insert page indication

1. Use **Get More Editor** and use



2. You can select the Indication Type that you want to show. There are three options: **Page**, **Role** or **Leaf**.
3. By clicking the [Add] button next to the Value label, you can specify what you want to display. The content of the [Add] button is related to the selected Indication Type.
4. Other options could be modified depending on your needs.
5. Click **[OK]** to close the Page Indication dialog.

Email by language detection

1. Create a new **profile** with an **email channel**.
2. Go to the tab **[Channel configuration]** by clicking the email icon above the email channel.
3. Enter the subject of the email.
This can be a detected value of the document i.e. the document number of an invoice.
4. Click on the button **[Edit email]** to make the email body text.
5. At the bottom of the Print&Share (HTML) email editor you can select by the field **[Language]** the language of the message. i.e. Français.
6. Type your email text in this case in the French language.
7. Repeat steps 5 and 6 for other languages.
i.e select at the bottom **[Language]** the value Deutsch.
8. Click on **[OK]** to close the email editor.
9. Select now the tab **[Recognition]** in the profile dialog.
10. Select tab **[Language]**
11. To make a selection for example two languages, click two times the button **[Add]** to insert two lines for the language detection.
Choose i.e.:

Line 1:	Language English	Value INVOICE
Line 2:	Language Deutsch	Value RECHNUNG
12. By the using the **[Edit]** button, you can setup for each line the detection method. For example for the languages:

English:	[Specific]	[Regular expression]	value:INVOICE
German:	[Specific]	[Regular expression]	value:RECHNUNG
- Click **[OK]**.
13. You can also detect the email address by a recognition method. Select the tab **[Email]** and activate the **[Free Recognition]**.

Click on **[OK]** to close the **Channel configuration**.

Annexe 7: Quiet installation instructions

Introduction In the command line of MS-Windows you can enter commands to install Print&Share without user interaction.

Command Msiexec.exe /I **<Print&Share msi location>** /quiet Transforms=1033.mst REBOOT=ReallySuppress ISSETUPDRIVEN=1 PROGDATAFILE=**<Country Code>**ProgData.dll

Parameters are:

<Print&Share msi location> the location where Print&Share msi is located.

<Country Code> is the two character code of the country where it is to be installed.

Example E.g. if you would like to install Print&Share from \\171.148.0.100\Programs\PrintShare.msi in Belgium, please use the command:

```
Msiexec.exe /I "\\171.148.0.100\Programs\PrintShare.msi" /quiet  
Transforms=1033.mst REBOOT=ReallySuppress ISSETUPDRIVEN=1  
PROGDATAFILE=BEProgData.dll
```

Annexe 8: Transferring a license

Introduction

If the PC on which you have installed Print&Share needs to be replaced, you may want to re-install your Print&Share on another computer.

You can transfer your license yourself if you have a maintenance contract for Print&Share.

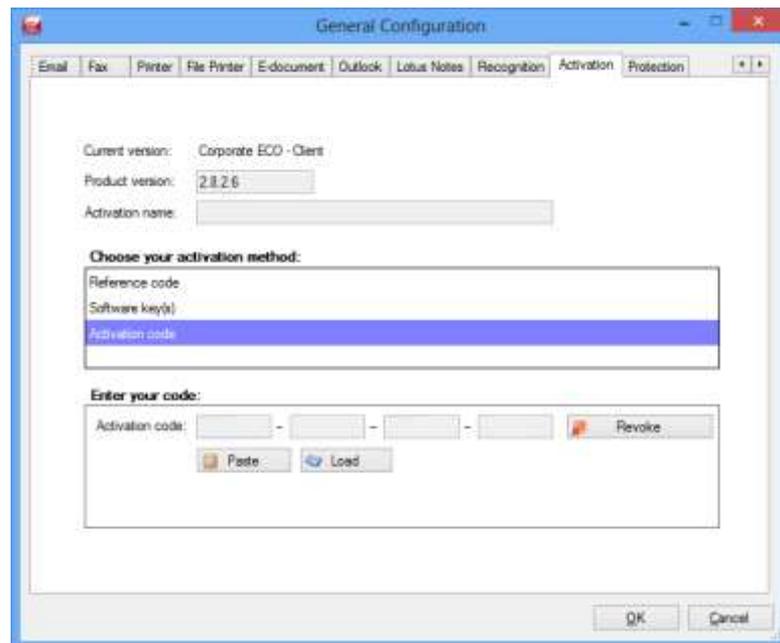
The procedure consists of first revoking the license on the first computer via an Internet connection using a web service and then retrieving the license online on the other computer.

This procedure is only available for version 2.8.1.0 and later. Therefore, verify the version number in the **About Print&Share** dialog box first.

Procedure PC1

The following steps concern revoking the license on the first computer.

1. Right-click on the Print&Share icon.
2. Choose the menu option **[General configuration]**.
3. Select the **[Activation]** tab page.
4. Make a note of your **reference code** or **Activation code** on a piece of paper.
5. Click on the button **[Revoke]**.



6. In the extra dialog box, confirm that you do want to cancel the activation on your computer.

Note:

If you do not have a maintenance contract for your Print&Share, the program will notify you of this.

Should you wish to activate a maintenance package for your software, please contact your dealer.

Purchasing a maintenance package will result in a new reference code. You will still need to enter this new reference code on the first computer.

If the computer on which Print&Share was installed is broken, the only solution is a manual intervention.

Procedure PC2

These steps concern the retrieval of the license on the new computer.

Note: We assume that you have already installed Print&Share on the new computer.

The procedure on your previous computer, (see 'Procedure PC1') must have been completed first.

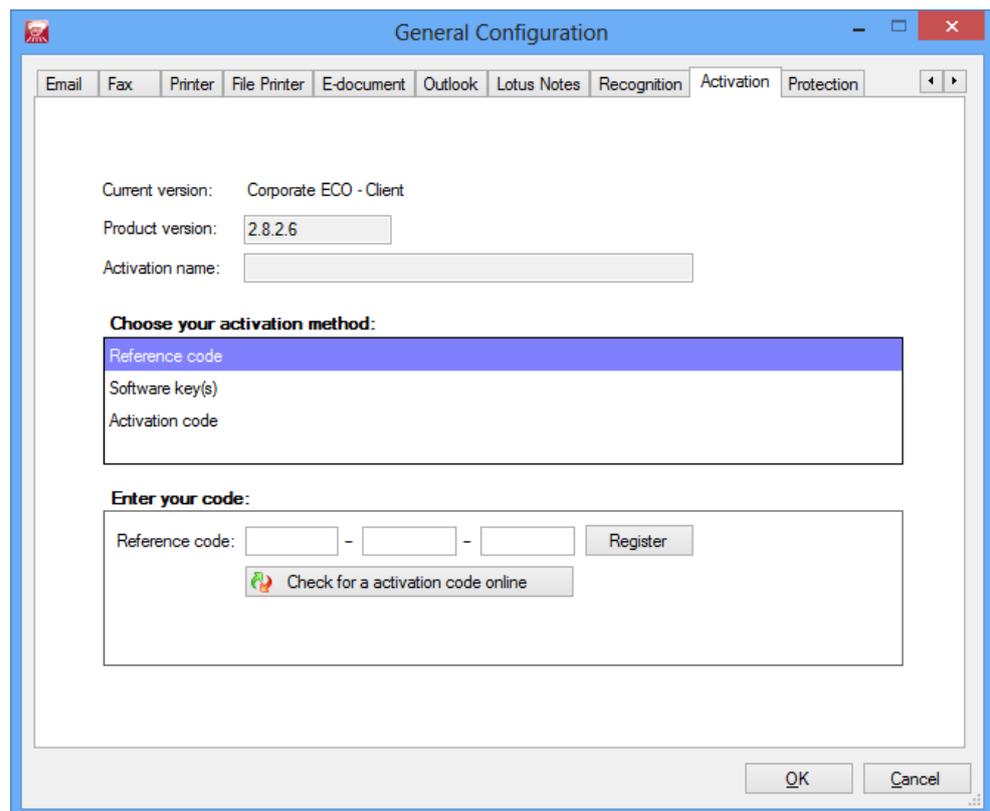
1. Print any document to Print&Share.
2. Register your Print&Share by following the steps in the registration wizard, entering the **reference code** from your previous computer.
3. After a brief interval, Print&Share will activate itself automatically.

Tip!

You can also complete the activation yourself more quickly.

In the Print&Share menu, choose the option **[General configuration]** and then select the **[Activation]** tab page.

With the button **[Check for an activation code online]** you can obtain the activation code immediately.



For more details, refer to the 'Registration and activation' chapter earlier in this manual.

Annexe 9: Limitations of Print&Share

Intro	<p>High quality tests were performed, but in some cases you can still have a result that isn't expected. Such can be the cause of the environment or the combination of some product.</p> <p>Also Print&Share is focused on processing business documents. Some features of regular printer driver are therefore not possible. Some limitations exist.</p>
Language	<p>The text of some buttons in Print&Share (i.e. Cancel) will not be localized if you don't have a language pack of your .NET Framework.</p> <p>A language pack of the .NET Framework is available on the Microsoft web site.</p>
EMF input	<p>Print&Share generates a new output by using a rendering system which is a conversion of the EMF input of the printer driver.</p> <p>If some EMF records do not have a complete or a correct structure Print&Share can guarantee a correct output. Anyway some record corrections are built in and can be activated.</p> <p>Some applications generate also in the print processor of the driver an EMF file which have a coordinate system that is not usually. In such case the rendering system of Print&Share can deliver a bad result on paper or PDF-files. A bad result can be a mirroring of the page or a composition that is too small.</p> <p>In this case additional research of your printout is necessary.</p>
Pattern Fill	<p>The PDF generator doesn't support pattern fill effect on polygons of non-rectangle shapes.</p>
Number of copies MS-Word	<p>In some cases the number of copies to print specified in MS-Word are not correct transferred to Print&Share. According to Microsoft Developer Network (MSDN) this could occur when registry settings are incorrect for MS-Word.</p>
Colour measurement	<p>The measurement of the colour content of a document can contain a deviation of one per cent.</p>
Printing speed	<p>During testing of Print&Share we experienced slow printing speed with some application of Microsoft Office 2010.</p> <p>When we did the printout of the same print job with the checkbox "High Quality" active, the print job was more than 50% smaller.</p> <p>We expect that this issue will be solved by an update of Microsoft.</p>
Size of PDF	<p>PDF files created by Print&Share can become large size.</p> <p>This can occur if you're using MS Word 2010 and the document contains embedded images copied from MS PowerPoint 2010.</p> <p>A picture (even in vector mode) will always be converted to a bitmap in the GDI.</p> <p>Probably to increase the quality of the picture, Word 2010 makes the bitmap internal in the GDI printout much bigger then in MS-Word 2007. The internal bitmap is reduced to the original size when EMF must paint the print job.</p> <p>Because Print&Share has to render with the internal info the pdf output can be bigger in size.</p> <p>GDIComments are added to EMF records as an alternative rendering method. By removing these records the size can also be reduced. This could improve the size of PDF files being inserted (through overlay or through extra pages). To enable this you have to add the 'ReduceSizeInsertedPDF' option in the HKCU settings of Print&Share. Modifying the registry is at your own risk.</p>

GDI objects	Microsoft Windows has a limitation of 10000 GDI objects per application. By this reason Print&Share has the same limitation.
Print preview	The preview in Print&Share can be different from the actual printout.
Appearance / DPI	<p>You can make text and other items on the desktop of your computer bigger by the Display setting, enlarging 125% or 150%.</p> <p>Print&Share is designed for usage on 100% and supports as maximum 125%.</p> <p>When exchanging Print&Share profiles between computers with a different DPI setting, the positions of objects in the Get More Editor might be incorrect in Print&Share versions <= 2.8.3.28.</p>
True type fonts	Print&share only supports windows true type fonts in the Get More Editor.
Provisioning Server	Print&Share supports Citrix Provisioning Services (PS), but you need a special option for Citrix PS. Please contact us.
Boundaries	Boundaries of recognition have to be redefined for each profile when changing the resolution of the driver.
LAN Fax	<p>Print&Share makes the connection to the Ricoh LAN Fax driver of 32 bit by the Application Programming Interface (API).</p> <p>The connection to 64 bit Ricoh LAN Fax drivers doesn't use the API.</p> <p>The supported languages are Danish, Dutch, English, French, German, Italian, Norwegian, Portuguese, and Spanish.</p> <p>For other languages please contact us.</p>
PostScript drivers	<p>Using the [Insert pages] feature with the option [Make your own page] in a printer channel that uses a printer with PostScript driver could result in an unexpected error. Only in case this happens, there is a software switch that could solve this. Go to the software switches and enable the option [Skip metafile correction].</p> <p>See section <i>Software switches</i> for more information about software switches.</p>

Annexe 10: Dynamic custom page ranges

Intro

In the corporate version of Print&Share it is possible to insert functions and to parse formulas to create dynamic custom page ranges.

To use formulas in the custom page range you need to use a function: *Parse(formula)*.

This chapter will give some extra information on how to use this *Parse*-function to create complex custom page ranges.

Syntax

The *Parse*-function accepts a formula as its parameter. A formula can exist of a mathematical expression, an operand function or a combination of both.

Formula

Examples of formulas:

- *Parse(1 + 2)*
 - *Parse(10 - 3)*
 - *Parse>LastPage() - 10)*
 - *Parse(CurrentDayOfWeek() + 1)*
 - *Parse(IfElse>LastPage()%2 == 0; SecondLastPage(); LastPage())*
-

Examples of how to use the *Parse*-function to create custom page ranges:

- Select pages that contain the number 2, 3 or 4:
RecognitionRange(#regex([2-4]))
 - Select all pages and ignore the last 3 pages:
1 - Parse>LastPage() - 3)
 - Select all pages and ignore the last 3 pages but if less or equal than 3 pages only select the first page:
1 - Parse(IfElse>LastPage() <= 3; 1; LastPage() - 3))
 - If the total pages of the document is an even number, ignore the first and last page of the document:
Parse(IfElse>LastPage()%2 == 0; 2; 1)) - Parse(IfElse>LastPage()%2 == 0; SecondLastPage(); LastPage())
-

Arithmetic operators

In the *Parse*-function it is possible to use these operators:

- ***** multiplication operator, *Parse(3 * 3)*
 - **/** division operator, *Parse(5/3)*
 - **%** modulo operator, *Parse(IfElse(10%2 == 0; 2; 1))*
 - **+** plus, *Parse(1+1)*
 - **-** minus, *Parse(6-2)*
-

Relational operators

- **<** less than, *Parse(IfElse(1 < 2; 5; 6))*
 - **>** greater than, *Parse(IfElse(3 > 4; 1; 2))*
 - **>=** greater than or equal, *Parse(IfElse(5 >= 3; 1; LastPage()))*
 - **<=** less than or equal, *Parse(IfElse(1 <= 5; 2; 1))*
 - **==** equality, *Parse(IfElse(4%2 == 0; 2; 1))*
 - **!=** inequality, *Parse(IfElse(10%2 != 0; 1; 2))*
 - **<>** different from, *Parse(IfElse>LastPage() <> 5; 2; 1)*
-

Functions

Functions are created by:

functionname + (+ operand1 +)

atan(5)

functionname + (+ operand1 + ; + operand2 + ; + operand3 +)

ifelse(5 < 6; 2; 3)

functionname + (+)

currentday()

The separator between operands is therefore a `;'.

Operand functions, used in the Parse function, require round brackets even when no parameters are used:

3 - Parse(*LastPage()* - 4)

This will not work without the round brackets:

3 - Parse(*SecondLastPage* - 4)

Functions to use:

-
- Pow(*operand1; operand2*)
 - Min(*operand1; operand2; ... ; operandn*)
 - Max(*operand1; operand2; ... ; operandn*)
 - Abs(*operand1*)
 - CurrentDay()
 - CurrentMonth()
 - CurrentYear()
 - CurrentDayOfWeek()
 - CurrentDayOfYear()
 - Percent(*operand1; operand2*)
 - Truncate(*operand1, operand2*)
 - Round(*operand1*)
 - RoundUp(*operand1*)
 - IfElse(*operand1; operand2; operand3*)
-

Some examples of the previous functions, keep in mind that these can only be used inside the *Parse*-function:

-
- Pow(10;2) = 100
 - min(5; 3; 9)) = 3
 - MAX(5; 9)) = 9
 - Abs(-5) = 5
 - CurrentDay() = 10 (*from 2014-03-10*)
 - currentmonth() = 3 (*from 2014-03-10*)
 - currentdayofweek() = 1 (*Monday*)
 - CurrentDayOfYear() = 69 (*from 2014-03-10*)
 - Currentyear() = 2014
 - Percent(390; 10) = 39.0
 - Truncate(5.33333; 0) = 5
 - Round(8.98) = 9
 - RoundUp(4.2) = 5
 - IfElse(5 < 6; 2; 3) = 2
-

Annexe 11: Key words

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