# KYOeasyprint 3

## User Guide Version 1.1

This user guide refers to KYOeasyprint version 3.

**Liability**

KYOCERA Document Solutions Europe B.V. accepts no liability or responsibility for loss or damage caused or allegedly caused, either directly or indirectly, by the use of software programs operated by KYOCERA Document Solutions Europe B.V. which is asserted by a customer or other natural or legal person.

**Note**

Subject to alterations. Additional pages may be added to later editions. We accept no responsibility for damage resulting from adherence to the instructions in this manual.

Copyright © 2012 of KYOCERA Document Solutions Europe B.V., all rights reserved. This manual must not, either in full or in part, be copied or electronically, manually or in any other manner transmitted or saved for the purpose of reproduction without the express written permission of KYOCERA Document Solutions Europe B.V.

**Brand Names and Trademarks**

Intel and Pentium are registered trademarks of Intel Corporation.

Microsoft and Windows are registered trademarks of Microsoft Corporation.

KYOeasyprint is a registered trademark of KYOCERA Document Solutions Europe B.V.

All other brand and product names are registered trademarks or the trademarks of their respective owners.

# Contents


Introduction ..... 3
System Requirements ..... 3
Supported Devices and Technologies ..... 3
Licensing Types ..... 3
Activation of the software ..... 3
Configuration ..... 10
How to add a new printer with port ..... 10
How to configure a KYOeasyprint printer ..... 10
How to configure the target printers ..... 11
How to insert forms for the target printers ..... 11
How to insert a watermark for the target printers ..... 11
How to insert Insert-Pages for the target printers ..... 11
How to save and load a configuration ..... 11
How to generate own forms, watermarks and text modules ..... 11
Sharing ..... 13
Scenarios ..... 14
Invoice with copies ..... 14
Order Confirmation with Business Conditions on Reverse ..... 14
Faster print of print high-volume print jobs ..... 14
Print of a publication with a colour cover ..... 15
Using different printer trays of a printer ..... 15
Print and archive as PDF ..... 15
FAQs ..... 17
What can I do in case of installation problems? ..... 17
Does KYOeasyprint have an editor to create forms and watermarks? ..... 17
Can I transfer a custom configuration to another computer? ..... 17
How many printers can I access and use with KYOeasyprint? ..... 18
What if, due to device problems, one of the prints doesn’t get printed? ..... 18
How can I create my own watermark? ..... 18
Why is there a demo watermark on my printouts? ..... 18
How can I reinstall elements of the printing service? ..... 18
Why am I not able to print from out of my application? ..... 18
Can I use KYOeasyprint from within SAP? ..... 18
Why is my document cut off at the margins? ..... 18
How can I resolve problems with font printing? ..... 18
I have tested KYOeasyprint. Where can I buy it? ..... 18

# Introduction

Thank you for choosing KYOeasyprint, the easy to use output management software that automates print workflows.

Even complex print workflows consisting of multiple print jobs with different settings each can be reproduced and reduced to only one step for the user. A workflow has to be set up only once within KYOeasyprint as a printer queue and can be operated with one click as often as required. Using KYOeasyprint guarantees the consistency of recurring workflows and increases efficiency and productivity.

## System Requirements

KYOeasyprint has to be installed on a server with any of the following operating systems (latest service packs):

- Windows Vista Ultimate SP2
- Windows Server 2008 SP2 / Server 2008 R2
- Windows Server 2012
- Windows 7

The clients accessing the printers need an operating system with XP SP3 or higher, .NET 3.0, XPS Essentials Pack Version 1.1 and Microsoft Core XML Services 6.0.

**Exclusions and notes:**

KYOeasyprint does not run under Microsoft Small Business Server (SBS)

- Hardware requirements depend on the size and number of printing spools that are simultaneously processed
- Notification messages and other user interaction on the server may influence the performance of output operations and should be prevented.

## Supported Devices and Technologies

KYOeasyprint supports Windows-based print devices, such as laser printers, fax printers, TIF printers and PDF printers, plus all virtual printers available on the Windows host system as printer objects.

All Windows applications that create EMF/XPS print files can be used with KYOeasyprint.

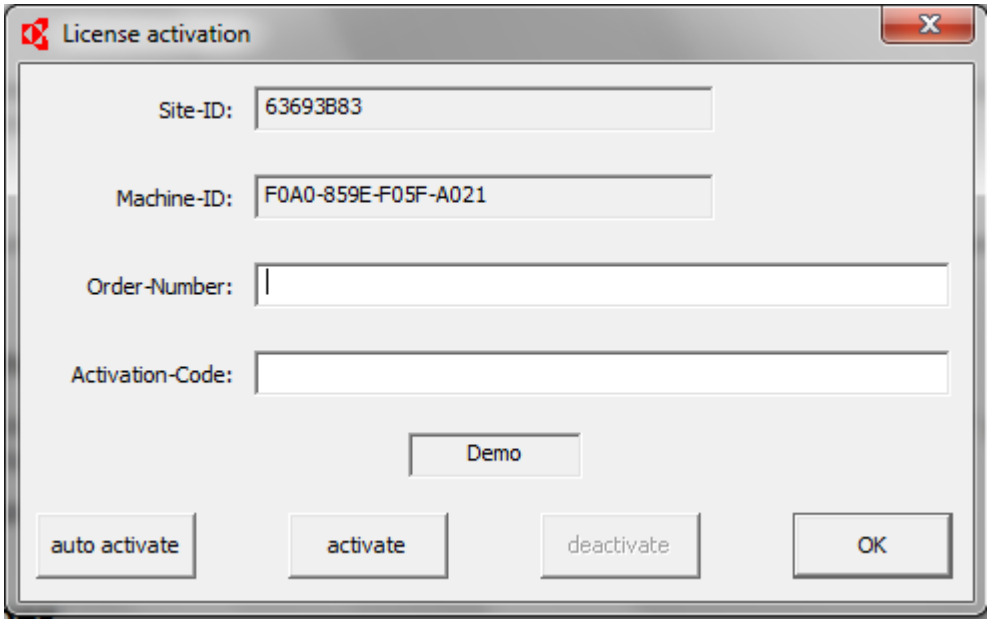
## Licensing Types

KYOeasyprint licences can be obtained as server licences only. Clients can access and use the shared KYOeasyprint printers.

## Activation of the software

Please use the license code that you received by e-mail to activate KYOeasyprint.

To activate the software, please start the License-Registration dialogue via Start / Programs / Kyocera / License-Registration.




Enter the license code into the entry field “Order Number” and click “Auto Activate”. Make sure you have an internet connection for the activation.

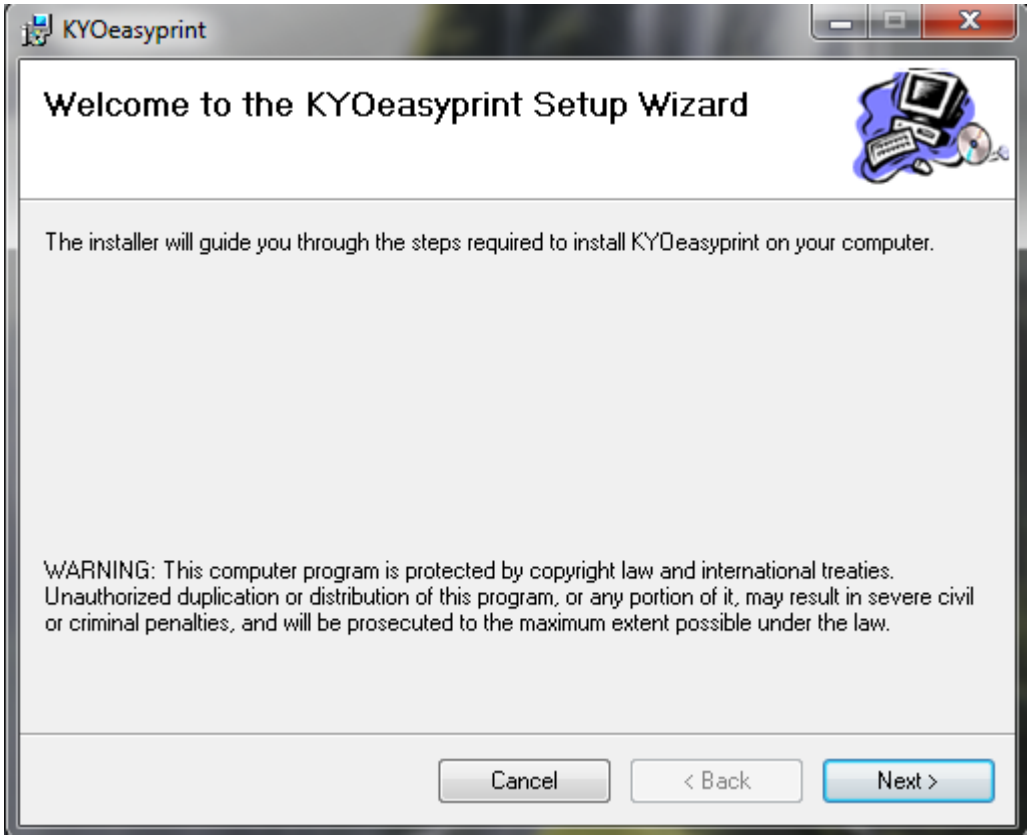
Your license will now be activated.

## Installation

This section lists the installation steps that are required.

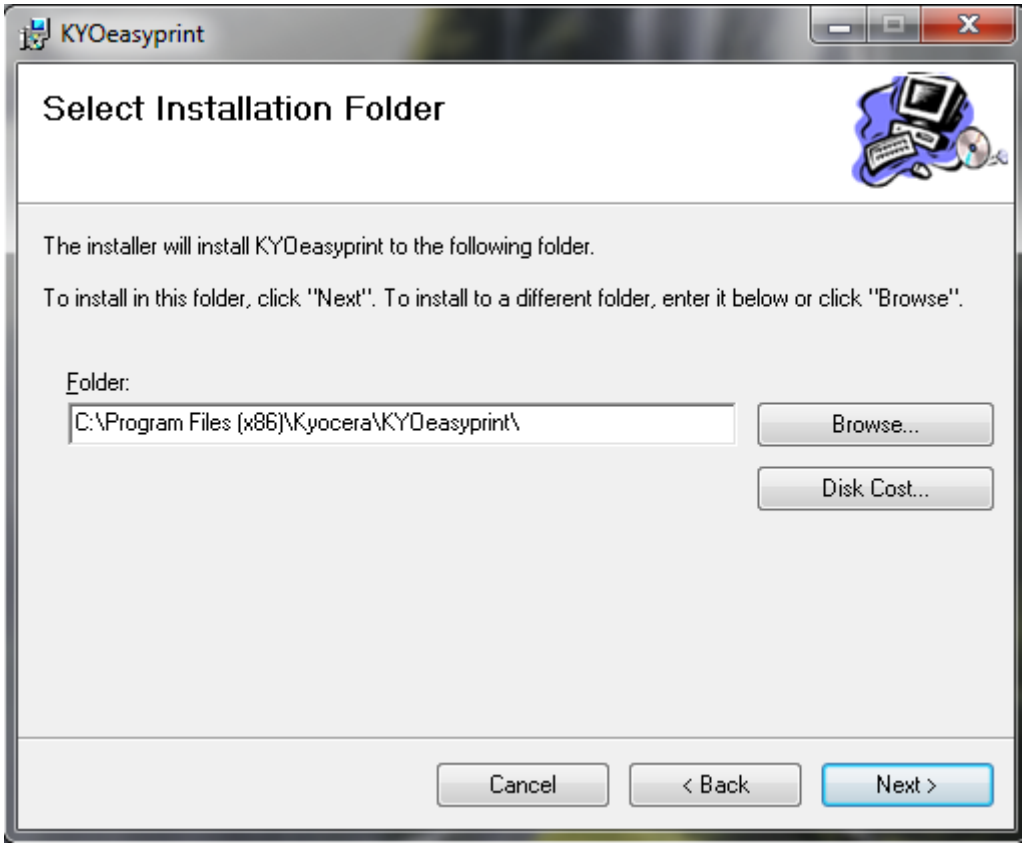
The KYOeasyprint installation files can be found in two separate folders: x86 and x64. If your operating system has 64 bit, please choose x64. Otherwise, please choose x86.

Double-click the setup.exe in the respective folder. The setup screen will now be shown.

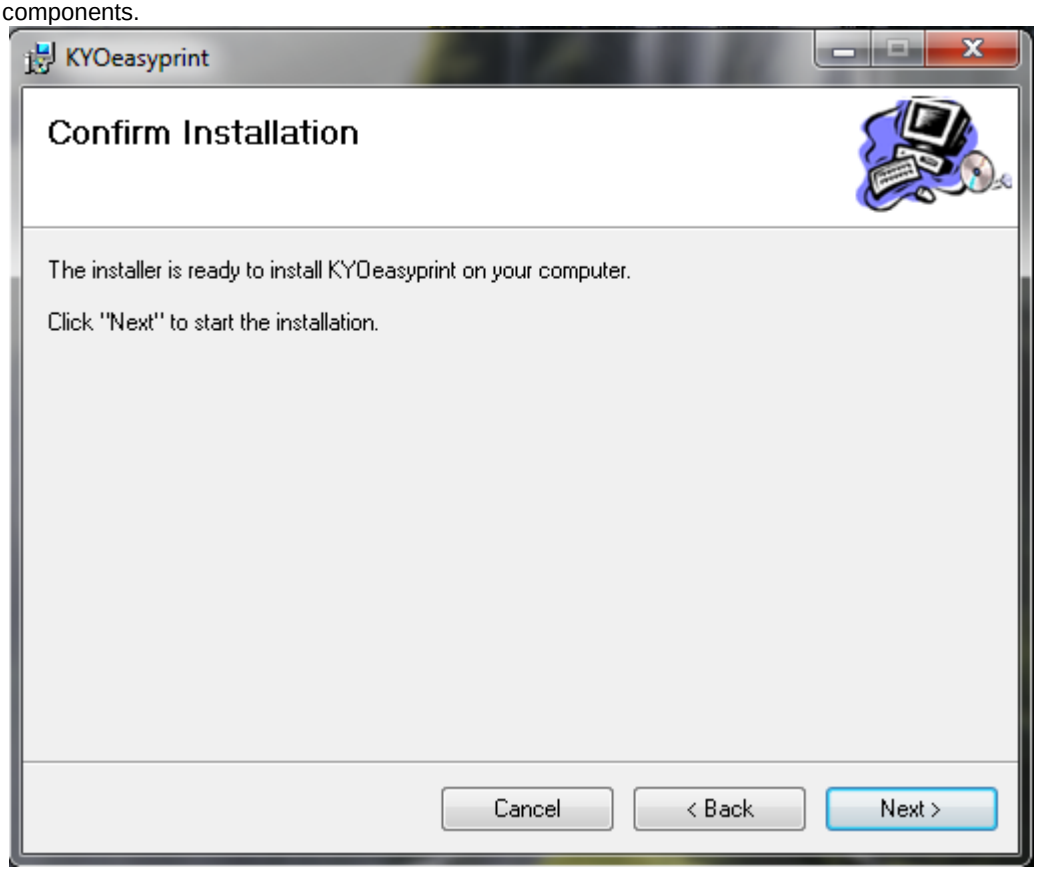


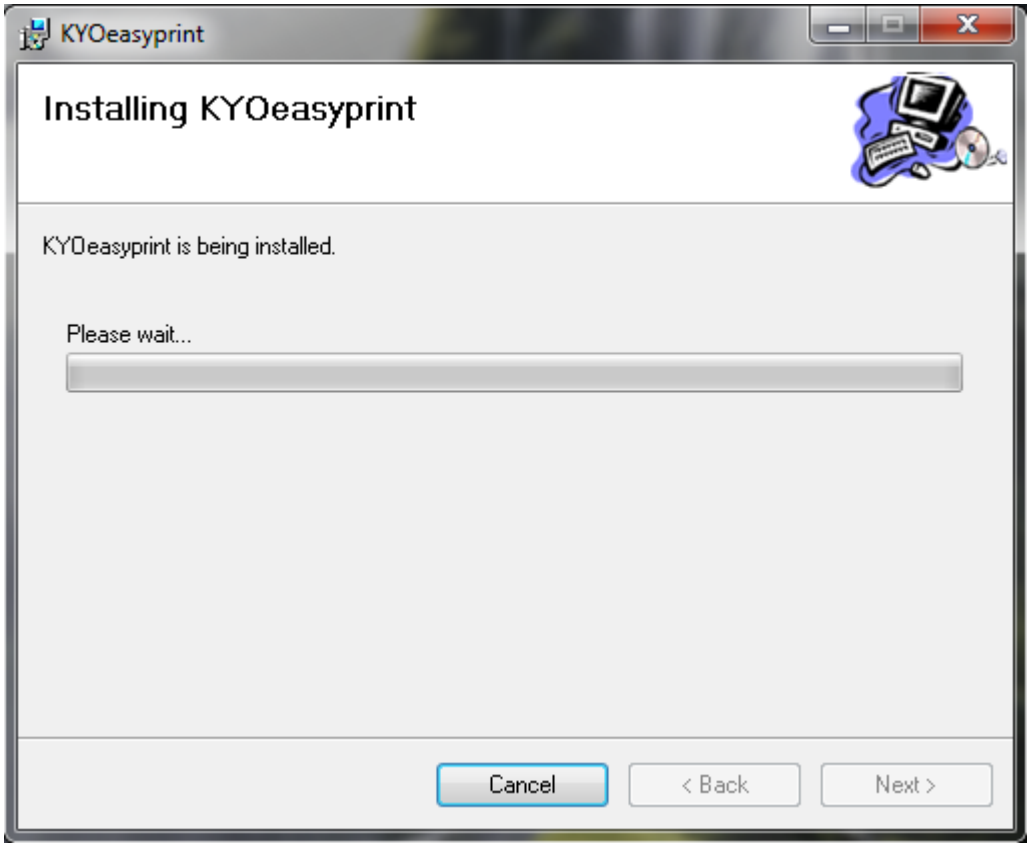

Note that KYOeasyprint will be installed in the language set on your computer. The following languages are available: English, German, French, Spain, Italian, Dutch.

Choose *Next* to confirm the Welcome screen.

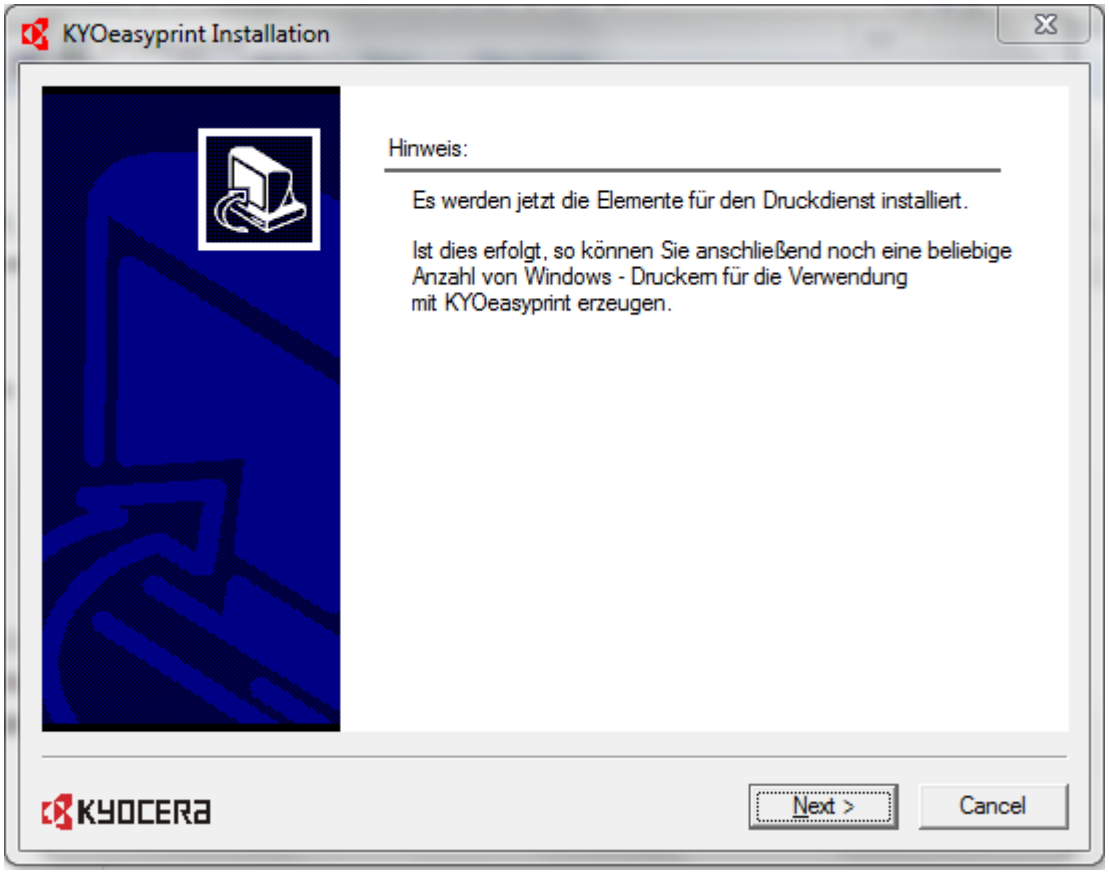


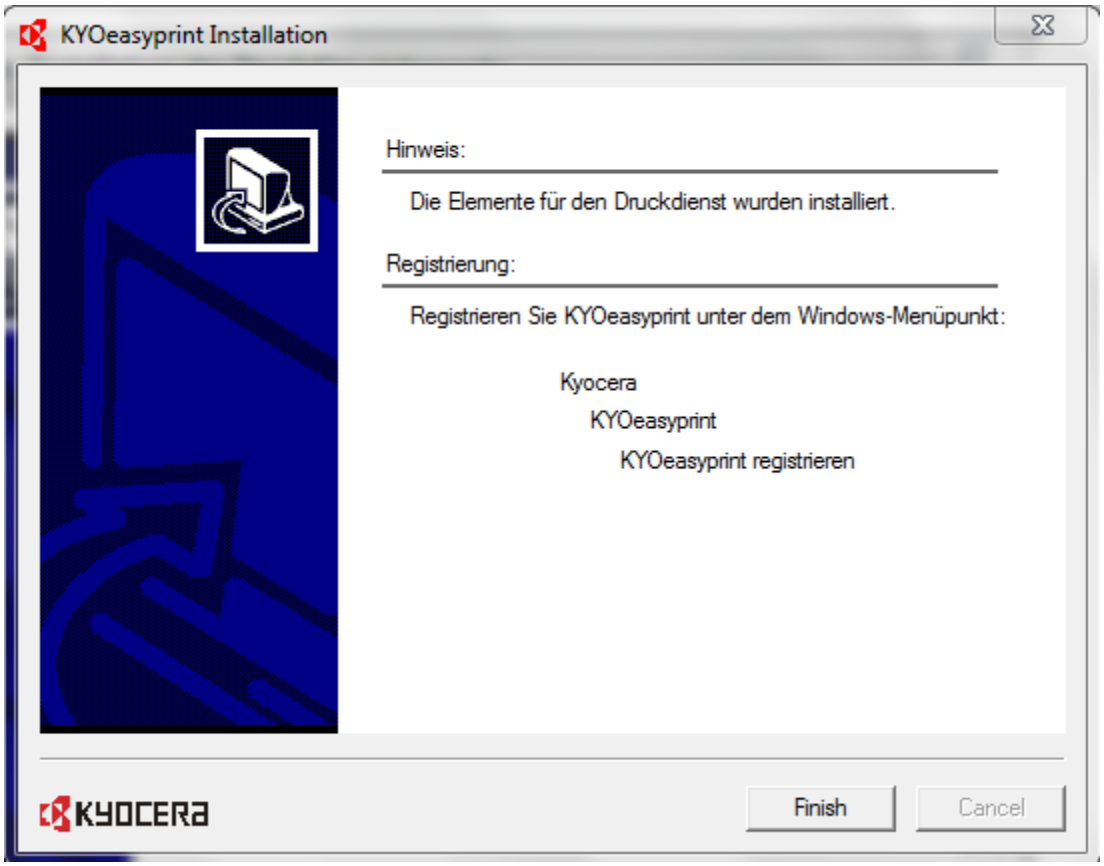

Next choose the destination folder KYOeasyprint should be installed into. If necessary, change the destination folder and choose *Next*. The installation will now commence by copying files and installing the spooler components.






Confirm all further steps of the installation with *Next* until the summary is shown.


KYOeasyprint Installation
Hinweis:
Es werden jetzt die Elemente für den Druckdienst installiert.
Ist dies erfolgt, so können Sie anschließend noch eine beliebige Anzahl von Windows - Druckern für die Verwendung mit KYOeasyprint erzeugen.
KYOCERA
Next >
Cancel


KYOeasyprint Installation
Hinweis:
Die Elemente für den Druckdienst wurden installiert.
Registrierung:
Registrieren Sie KYOeasyprint unter dem Windows-Menüpunkt:
Kyocera
KYOeasyprint
KYOeasyprint registrieren
KYOCERA
Finish
Cancel

Click *Next* to come to the step where virtual KYOeasyprint printers can be created. Confirm with *Yes* to create a KYOeasyprint printer with port. In the next dialogue define a name and comments for the printer.

- Name of Printer: This is the name that identifies the printer. The name can be chosen ad lib and should be as meaningful as possible.
- Comment: A short explanation on the workflow.
- Location: Here you can note which devices are used in the workflow.
- Virtual Port: The name for the workflow is set up as a virtual port. Every workflow should be given a unique name. Recommendation is to use the same name as for the printer name.

As many printers as required can be created. Additional printers can be added any time from within KOeasyprint.

# Configuration

During the setup the KYOeasyprint application has been installed and printers have been added. This section now explains which configuration steps are required to set up a KYOeasyprint printer.

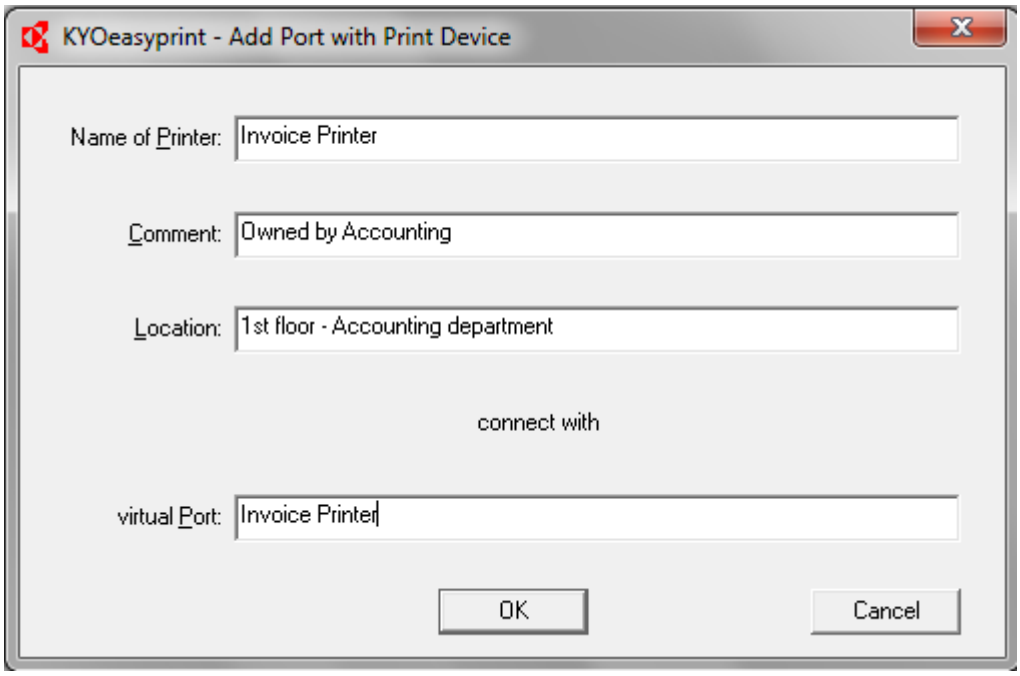
The printers need to be configured so that they represent the workflows correctly.

## How to add a new printer with port

Start the application. In the KYOeasyprint-Setup menu choose *Configuration / Add Virtual Port with Printer*.

Enter the names and comments and confirm with *OK*.

The virtual printer is now created and can be accessed for configuration in the KYOeasyprint-Setup window by double-clicking the name.




## How to configure a KYOeasyprint printer

Double-click on the relevant printer in the KYOeasyprint-Setup window. Alternatively, right-click on the printer in the printer folder and choose Configure.

In the tab *Print-Distribution* all available printers are listed on the right. To add a printer to the print distribution list, first of all click it in the list on the right and click the arrow to the left (<), or double-click the printer.

You can add any number of printers, and add printers multiple times.

In the next step every target printer in the print distribution list needs to be configured individually.

Please note that every KYOeasyprint printer requires at least one printer in the print distribution list in order to make an output possible.

## How to configure the target printers

Click on the printer in the print distribution list.

Configure the printer-specific features, such as duplex print and paper source in the printer setup. KYOeasyprint saves the modified settings for every target printer from the print distribution list in the menu.

By using the *Pages to print* area it is possible to divide printouts of one documents into several parts and configure each part differently.

## How to insert forms for the target printers

Click on the printer in the print distribution list. Switch to the *Forms* tab and choose the form that has to be inserted to the print job. Double-click the form or add it by clicking the arrow to the left (<).

On the left-hand side you will see a preview. It is possible to insert several forms. However, only the first page of the first form will be displayed in preview.

## How to insert a watermark for the target printers

Click on the printer in the print distribution list. Switch to the *Watermarks* tab.

From the list of available watermarks, double-click the watermark that you want to insert.

On the left a preview of the first watermark will be displayed. It is possible to insert more than one watermark, but only the first one will be displayed as a preview.

## How to insert Insert-Pages for the target printers

Click on the printer in the print distribution list. Switch to the Insert-Pages tab.

From the list of available insert pages, double-click the one that you want to insert.

Select an insert page for the target printer you selected in Printer-Distribution. In the menu on the left-hand side, you will see a preview of the insert page.

On the left a preview of the first page of the insert page document will be displayed. It is possible to insert more than one insert page, but only the first page of the first document will be displayed as a preview.

## How to save and load a configuration

The *Import/Export* tab is used for saving and reloading your entire configuration.

To save a configuration, click on *Export* and enter a name. To load a configuration, select it and choose *Import*.

The configuration files are located in the installation folder under C:\ProgramData\Kyocera\KYOeasyprint\Configs. If the names of the target printers are identical at different workstations, the configuration file can be copied and imported.

## How to generate own forms, watermarks and text modules

In the relevant tab, click on the button *Add Form / Watermark / Insert Page*. In the following dialogue box, enter a name and click *OK*.

The next screen shows an explanation on the recording mode.

Choose *Proceed* to confirm the explanation.

The icon on the tab page shows that KYOeasyprint is in record mode. The next print will be saved in the list of available items as a new item.

Now switch to a Windows program to print out the watermark, form or insert page using the KYOeasyprint printer. Once this is done, the recording mode automatically deactivates and the new item will be available.

After configuration the KYOeasyprint printer can be used like any regular printer from any Windows application!

# Sharing

After installing the software and configuring the KYOeasyprint printers they have to be made available to all authorised users.

The KYOeasyprint printers will be available in the Windows control panel like all other printers.

Open the context menu (right mouse click) and choose the entry Sharing. Here the settings for sharing the printers can be made.

If the printer is shared, all clients with access rights can add and use the KYOeasyprint printer.

# Scenarios

In the following section some typical scenarios for using KYOeasyprint are described.

## Invoice with copies

Example: An invoice has to be printed three times, in each case on different paper, and sent to different departments. The original has to be printed on business paper and sent to the processing department for dispatch. One duplicate has to be printed on draft paper and sent to the accounting department, marked as a duplicate by watermark. The other has to be printed on draft paper and with a watermark as well, but additionally it needs to have a form field printed onto the invoice. This second duplicate has to be sent to the controlling department.

- First of all, a target printer for the original document is defined and added to the print distribution list. In the example this would be the printer of the processing department. This printer needs to be configured for the printout. The company stationery is added as a form.
- For the first copy the printer of the accounting department is added. A duplicate watermark is inserted during the configuration, and the paper tray with draft paper is selected.
- For the second copy the printer of the controlling department is added. A duplicate watermark is inserted during the configuration, and the paper tray with draft paper is selected. Furthermore, the additional form field is inserted.

For different workflows all steps can be combined in any order so that complex processes can be represented.

## Order Confirmation with Business Conditions on Reverse

Example: An order confirmation has to be created for the customer that contains the business conditions on the reverse. It needs to be printed on premium business stationery and sent directly to the customer. At the same time copies of the order confirmation need to be sent to the sales and accounting department and to the electronic archive. The copies need not contain the business conditions on the reverse nor do they need to be printed on business stationery.

To reproduce this workflow, the printer has to support duplex prints.

The configuration would be as follows:

- Add the target printer and activate duplex print
- Set the page range to 1 – 1 (i.e. the setting is applied only to the first page)
- On the tab Insert-Pages activate your Terms & Conditions template.
- Add other elements if required.

- Add the same target printer again and deactivate duplex.
- Set the page range to 2 - 0 (i.e. to the end of the document).
- Add other elements if required.

This configuration ensures that the Terms and Conditions will be printed on the back of the first page of any document, no matter how many pages the document has.

## Faster print of print high-volume print jobs

There are several options to speed up printing with KYOeasyprint.

First of all, it is possible to split large print jobs so that the parts will be printed on different printers simultaneously. For instance, a 1,000 pages print job could be split up so that 5 printers print 200 pages each. Obviously, all parts need to be collected and merged after the print.
Likewise, it is possible to distribute multiple copies to different printers, to speed up printing. So if 1,000 copies of a document are needed, they can be evenly distributed among the available and suitable printers.

## Print of a publication with a colour cover

Many publications may have a coloured cover, but are created in mono inside. To print a document like this as cost-efficiently as possible, the cover should be printed on a colour device and the content should be printed on a black and white MFP.

To achieve this, first of all the colour device will be added to the print distribution list. The page range (pages to print) is set from 1-1.

Next the black and white MFP is added to the list. The page range is set from 2 to 0, which means that the document will be printed from the second page to the end.

In the final step, cover and content need to be combined after the print.

## Using different printer trays of a printer

With KYOeasyprint it is possible to access different paper trays on one device within one print job. This can be helpful if different paper qualities or formats have to be used within one printout of a document. For instance, the original document is printed on high quality paper, and the copies are printed in duplex on regular paper.

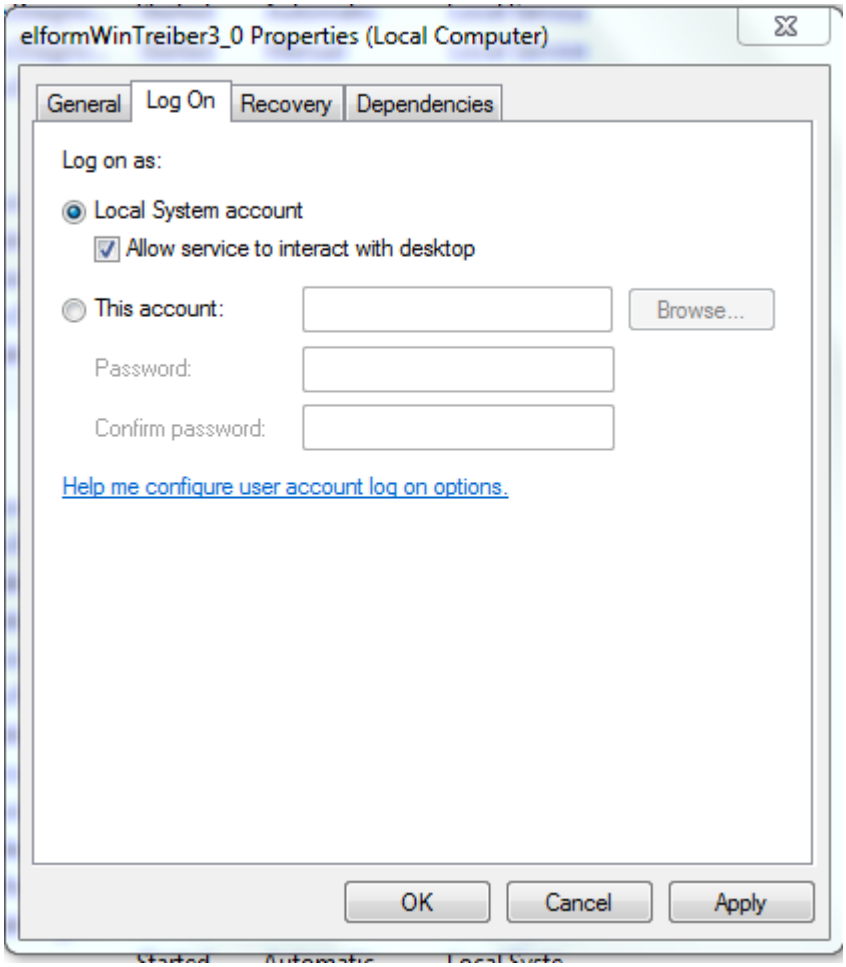
- First, add the target printer to the print distribution list. During the configuration also choose the paper tray.
- Next, add the same printer again and choose a different paper tray.
- When the printout is started, the desired amount of copies of the document will be printed on the device using the different paper trays as set up.

Note that when using different printer trays for output, it is not possible to unite the printed pages into one job.

## Print and archive as PDF

To send printouts to an electronic archive it is possible to choose a PDF driver as a target printer. This requires an application that is able to create PDF files. The configuration of the PDF application can be performed from within KYOeasyprint, for instance concerning the output path.

Note that in case of virtual printers that require any interaction with the user (e.g. Microsoft XPS Document Writer) KYOeasyprint has to be enabled to interact with the desktop.




In ordert o do this, start the Microsoft Management Console. Right-click the service elformWinTreiber3_0 and open the properties. Activate the function “Allow service to interact with desktop”.

# FAQs

## What can I do in case of installation problems?

First, please check whether your system fulfils the system requirements.

Then, check whether you have installed the latest service packs for your operating system.

There may also be problems if there are insufficient rights to install and to run KYOeasyprint.

The following directories are used – please make sure that the necessary rights are established to operate KYOeasyprint:

- C:\Program Files\Kyocera\KYOeasyprint
  Read and write rights are needed for system and administrators
  (The application may write into this folder during installation and uninstallation)
- C:\ProgramData\Kyocera\KYOeasyprint
  Read and write rights are needed for system and administrators
  (The application may write into this folder during regular use)
- C:\Windows\Temp
  Read and write rights are needed for all users
  (Used also by port monitor)
- C:\Windows\System32\spool\PRINTERS
  Read and write rights are needed for all users
  (The print service stores print jobs)
- C:\Windows\System32\spool\drivers
  Read rights are needed
  (Clients may load drivers into this directory)

Note that above listed directories are standard directories (when installing with default settings). If you change any paths, the directories change accordingly.

## Does KYOeasyprint have an editor to create forms and watermarks?

No, there is no editing functionality integrated into KYOeasyprint. All forms, templates and watermarks can be created with any editor (e.g. MS Office application, DTP software etc.) and – regardless of the application they have been created with – imported as a print template by simply recording the print of the template. The template will then automatically be imported into KYOeasyprint's file format and can be used as a print template for any document.

The clear advantage of this procedure is that the templates can be created with any application of the user's choice, be it a spreadsheet, word processing or desktop publishing application. Editing functionality is not subjected to any limitations, as would inevitably be the case with an internal editor.

## Can I transfer a custom configuration to another computer?

In case the server environment has to move, you can easily transfer KYOeasyprint configurations.

- On tab *Import/Export* choose Export.
- Enter a file name for the configuration and click *OK*.
- You will find the configuration in folder *Konfigs* of the installation directory.
- Copy the file into the Konfigs directory of the workstation of the computer that you wish to import the settings to.
- On tab *Import/Export* choose *Import*.

Keep in mind to also copy the content of the forms subdirectory, in case the settings include special forms.

## How many printers can I access and use with KYOeasyprint?

In the KYOeasyprint port configuration all printers that are installed on a computer are listed as available printers. This includes virtual printers like PDF and fax printers.

The number of printers that you can use is determined by your license. If you have a 5 device license for example, you can use up to 5 different devices for output.

## What if, due to device problems, one of the prints doesn't get printed?

The printer that has not been able to print successfully will return an error message, same as in any regular print job.

## How can I create my own watermark?

An easy and fast way to create watermarks for use with KYOeasyprint is in combination of Word and WordArt. Just create a document in Word and insert a WordArt text. Position it on the sheet (for instance rotated) and set a light grey colour. Now import the document into KYOeasyprint.

## Why is there a demo watermark on my printouts?

Please note that your KYOeasyprint license has to be registered. In the unregistered version, every printout is stamped with a demo watermark.

## How can I reinstall elements of the printing service?

Reboot your computer. Start *Setup* from the KYOeasyprint program file. From the Installation menu, choose Remove/Install components for the Spooler Components.
If the information displayed differs from that shown above, your software is not correctly installed. In this case you can subsequently install all software components manually.

## Why am I not able to print from out of my application?

KYOeasyprint supports the direct print out of Windows applications that create EMF/XPS files, i.e. for instance MS Office applications. If an application creates proprietary print files, those cannot be printed with KYOeasyprint.

## Can I use KYOeasyprint from within SAP?

Under certain conditions it is possible to use KYOeasyprint with SAP. For instance, SAPWIN has to be used as a device type, and the output format has to be changed to EMF. There are certain restrictions, for instance in the printing of barcodes.
There is a separate Service Bulletin on this that you can find in the support forum.

## Why is my document cut off at the margins?

This may occur in certain combinations of documents and printers. To resolve this we recommend to replace the KYOeasyprint driver with a Kyocera mini driver. You can change the driver that is used with KYOeasyprint in the advanced settings of the control panel. In addition, please try to change the margins in the source application.

## How can I resolve problems with font printing?

If fonts are not printed correctly, please check whether the following setting is unchecked in the driver of your target device: Enable advanced printing features.

## I have tested KYOeasyprint. Where can I buy it?

Please contact your local Kyocera dealer. You will find contact information for your country at http://www.kyoceradocumentsolutions.eu.