

# **PRINT AUDIT** *Secure*

## Installation Guide

[www.printaudit.com](http://www.printaudit.com)

North America and Worldwide

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## Before You Install

### A. System Requirements

#### Print Audit Secure Server System Requirements

- 32 and 64-bit versions of Microsoft Windows Server 2003, 2008, 2008R2, or Windows 7
- IIS version 6 or newer
- Dot NET framework 4.0 or newer
- SQL Server 2005 and 2008 – Full or Express
- Active Directory

If also using Print Audit 6, version 6.5.0 or newer is required

#### Print Audit Secure Client System Requirements

- Windows XP and newer
- If also using Print Audit 6, version 6.5.0 or newer is required
- Microsoft Installer 2.0 or newer

#### Print Audit Secure Web Release Station

- Compatible with all modern browsers such as Chrome, Internet Explorer 7 or newer, Firefox, or Safari

#### Print Audit Secure Mobile Release

- Optimized for Android 2.2 and newer, iPhone, and most modern smartphones

### B. Pre-Installation Requirements

#### Users

Print Audit Secure uses Active Directory to authenticate users. Print Audit Secure Administrators are pulled from a separate group in Active Directory. Before installing Print Audit Secure you will need to have this group created and populated with all users that should have administrative access to Secure.

## Security with the Web Release Station

By default, the Print Audit Secure server operates under HTTP, not HTTPS, so it is unsecured. This means any login information used on the web page is sent to the server in clear text. If this is a concern for you there are steps you can follow to encrypt this information.

1. Create an SSL certificate.
  - a. Create a simple self-signed certificate. For information on this please visit the link below and start at the IIS Manager section. With this approach, as you can see from the example, is that when you try to go to the secure server the browser will display an error page saying that it cannot verify the certificate.  
<http://learn.iis.net/page.aspx/144/how-to-set-up-ssl-on-iis-7/>
  - b. Setup a certification authority on your server, if you do not already have one on the domain, and generate a certificate from that. It will act as a valid certificate on the domain.
  - c. Buy a third party certificate.
2. Configure the Print Audit Secure web application to use SSL.
  - a. Open the IIS Manager
  - b. Click on Default Web Site
  - c. Under Edit Site click on Bindings
  - d. Click the Add button
  - e. Under Type select https and keep IP address set to All Unassigned
  - f. Select the certificate under SSL certificate
  - g. Click Ok
3. Ensure SSL Settings are not set to Require SSL.

## C. Quick Start

1. Install the Print Audit Secure Server software.
2. The first time you go to the Print Audit Secure website you will need to set an Administrator username and password.
3. Set your preferred configuration under Setup -> Configuration.
4. Activate your license key or request a trial license.
5. Enter or import the printers that you want to designate as Secure. We recommend adding only the devices that you want to include in one Printer Compatibility group.
6. Create a Printer Compatibility group and add the devices from step 5.
7. Repeat steps 4 and 5 until all of the printers you want to designate as Secure have been added.
8. Install the Print Audit Secure Client on the workstations.

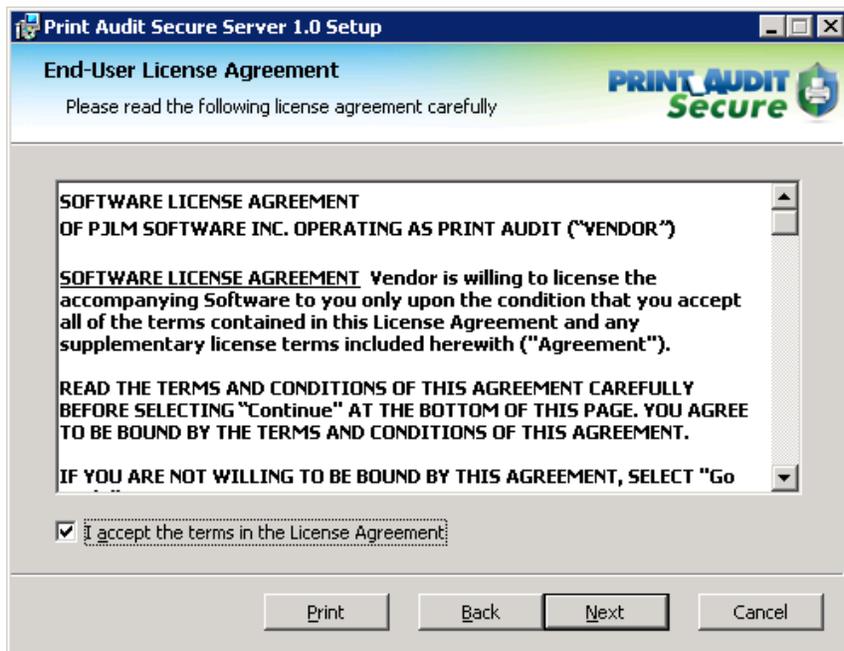
## Server Installation

Print Audit Secure is a software application that allows jobs to be placed into a virtual print queue enabling users to conveniently release them on demand at any printer via web enabled devices such as workstations, tablet PCs or mobile device. The jobs will be stored in the Print Audit Secure database until the user who printed the jobs releases them or a Print Audit Secure Administrator cancels them. End users connect to this server through a web browser on any web enabled workstation or mobile device to release their print jobs. The Print Audit Secure Server hosts the Secure application and the database.

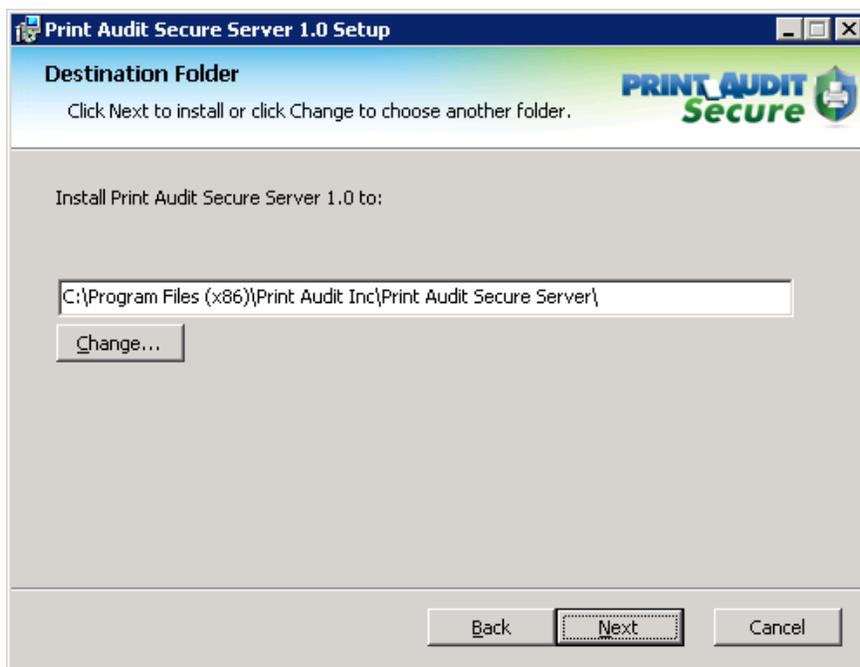
1. Download the SecureServerSetup.exe file from [www.printaudit.com](http://www.printaudit.com).
2. Double click on the SecureServerSetup.exe file to begin the installation.
3. Click the Next button on the Welcome screen.



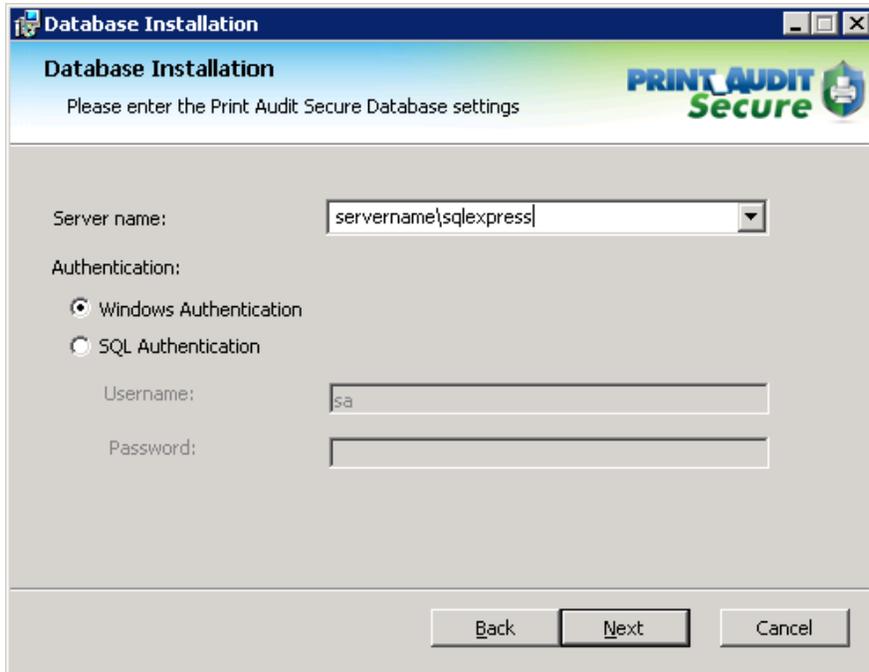
4. Check "I accept the terms in the License Agreement" and click the Next button.



5. Select the location you would like to install Print Audit Secure to or to accept the default click Next.



6. On the Database Installation window select the name of the server you would like to install the database on. If you are using the Express version of SQL Server, enter a backslash and then the instance name (SQLEXPRESS by default). Select either Windows Authentication or SQL authentication for the database. If you select SQL Authentication enter the username and password of a user that has administrative rights to the SQL Server. Click Next.



Database Installation

Please enter the Print Audit Secure Database settings

Server name: servername\sqlexpress

Authentication:

Windows Authentication

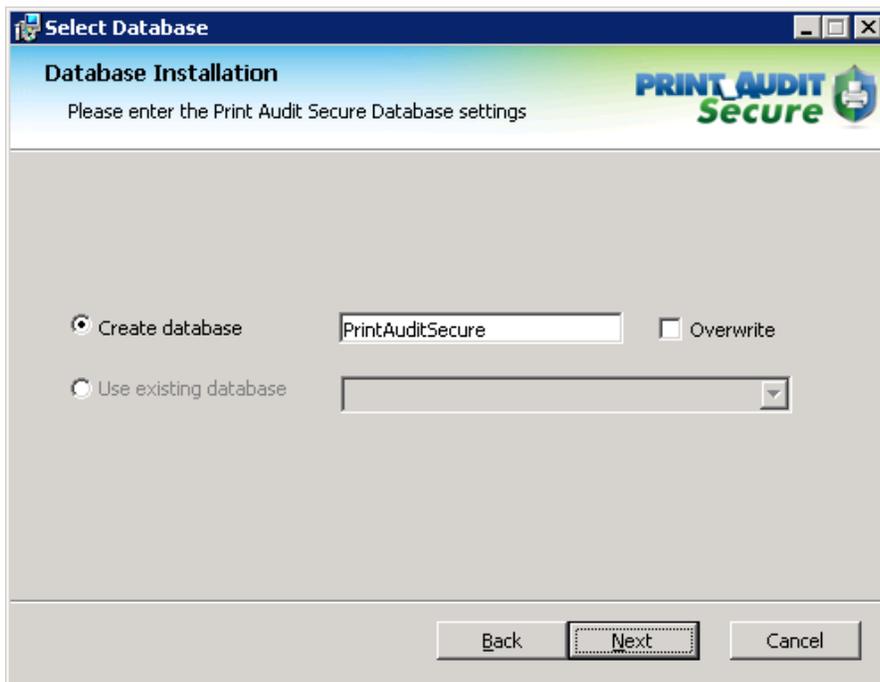
SQL Authentication

Username: sa

Password:

Back Next Cancel

7. If this is the first time you have installed Print Audit Secure, select Create database and click Next. If you have an existing database choose Use existing database and select the database name. If you have an existing database and would like to create a new one with the same name, choose Create database and check Overwrite. This will remove all your current settings.



**Select Database**

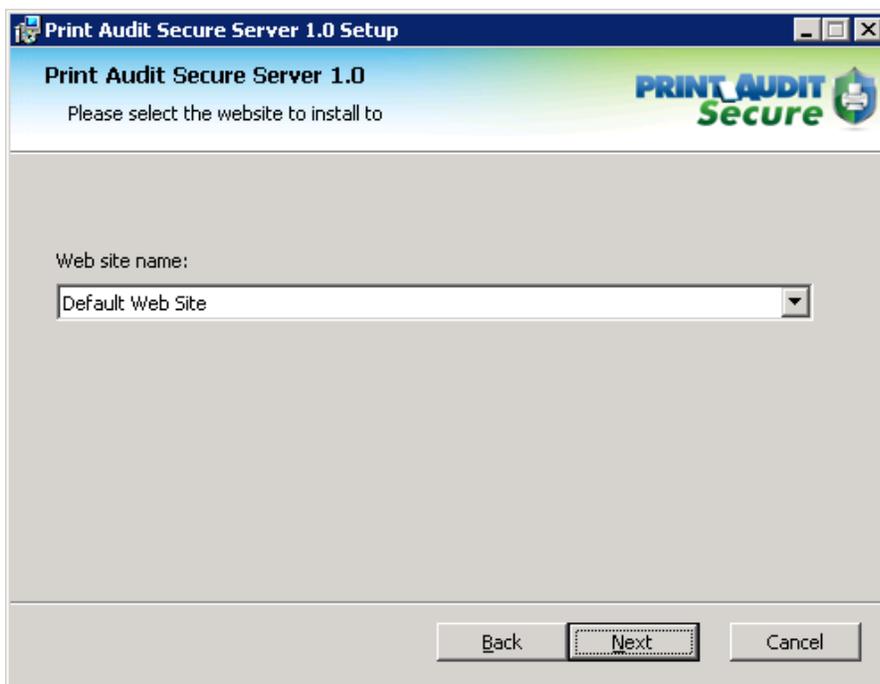
**Database Installation**  
Please enter the Print Audit Secure Database settings

Create database   Overwrite

Use existing database

Back Next Cancel

8. Select the Website name you would like Print Audit Secure to use. We recommend using the Default Web Site. Click Next.



**Print Audit Secure Server 1.0 Setup**

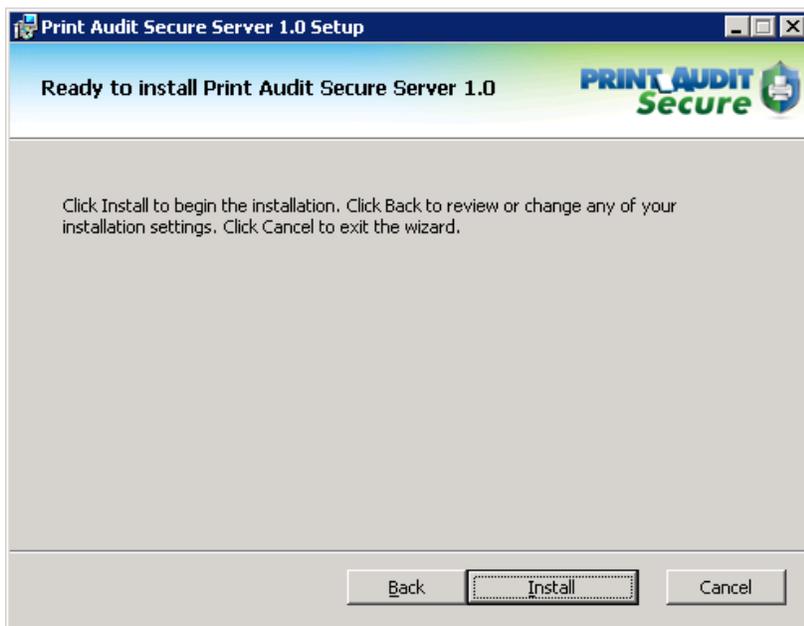
**Print Audit Secure Server 1.0**  
Please select the website to install to

Web site name:

Back Next Cancel

9. Click the Install button to install Print Audit Secure on your server.

NOTE: You do not need to reboot after the install on the server, however, it is recommended that you reboot this computer as soon as possible.



10. Click Finish to exit the Setup Wizard.



## Configuring Print Audit Secure

1. Open a web browser and go to `http://<SECURESERVERNAME>/pasecure`.
2. The first time you go to the website you will see a message prompting you to configure Print Audit Secure with the Active Directory settings for your environment. Click Ok. You will automatically be directed to the Authentication tab under Setup -> Configuration page. It is important that you enter the required information for these fields before continuing on.



3. Select the Authentication method you would like to use to release any Secured print jobs.
  - a) Password – The password is the users Active Directory password used for authenticating to the domain.
  - b) Pin – The Pin code comes from an Active Directory attribute that is associated to the users' profiles.
  - c) Swipe – To authenticate with a swipe card, the card number must be entered in an Active Directory attribute.

### Authentication method



4. If you will be using Print Audit Secure Embedded select the Embedded Authentication method you would like to use to release Secure jobs.

- a) Password – The password is the users Active Directory password used for authenticating to the domain.
- b) Pin – The Pin code comes from an Active Directory attribute that is associated to the users' profiles.
- c) Swipe – To authenticate with a swipe card, the card number must be entered in an Active Directory attribute.

**Authentication method**



Password  
Password  
Pin  
Swipe

5. Enter the name of the Active Directory Server.

**Active Directory server**

DomainServer

6. Enter the name of the Active Directory domain in LDAP format.

**Active Directory domain in LDAP format**

DomainName.local

7. Enter the name of the Active Directory domain in NetBIOS format.

**Active Directory domain in NetBIOS format**

DOAMINNAME

8. Enter the Active Directory group name of users that should have administrative access to the Print Audit Secure server.

**Active Directory Administrator Group**

PA Secure Administrator

9. Enter the name of an Active Directory user who has the authority to read and write to Active Directory. Enter the password for this user. Enter the password again to confirm it is correct.

**Active Directory user**

TestOUuser

**Active Directory password**

\*\*\*\*\*

**Confirm Active Directory password**

\*\*\*\*\*|

10. If you selected PIN as the authentication method in step 3, enter the name of the Active Directory attribute that stores the users' PIN codes.

**Active Directory Pin attribute**

PINCode

**Generate Pin attribute**



**Generate Pin length**

4

**Generate alphanumeric Pin attribute**



11. If you selected swipe as the authentication method in step 3, enter the name of the Active Directory attribute that stores the users' swipe card numbers.

**Active Directory Swipe attribute**

CardNumber

12. Click the Save button.

13. Log into the Secure server and go to Setup, Configuration and then click the Secure Settings tab.

14. If you would like to compress the print job data file that is stored on the Secure server, check Compress print data. It is important to select this option if you will be sending large files to the secure server as there is a 2 GB limit on the size of the print job.

**Compress print data**



15. If you want to disallow users from printing jobs to non-compatible printers check Disallow printing to non-compatible printers. Note that printer compatibility is determined by the Compatible Printer Groups which Print Audit Secure Administrator creates.

**Disallow printing to non-compatible printers**



16. Choose how you want to handle disconnected or "Offline" jobs.  
A disconnected job occurs when a User does a print job but the Print Audit Secure Client is not able to connect to the Print Audit Secure Windows service on the server.

- a) Allow - Print jobs will print as they would if Secure is not installed.
- b) Disallow - No printing to secure printers will be allowed.
- c) Prompt - Users will receive a message asking if they would like to cancel the job or allow it to print.

**Offline behaviour**

Prompt  
Allow  
Disallow  
Prompt

17. If you would like jobs older than a specified number of days to automatically expire, check the Enable automatic expiration of jobs box. They users will not be able to release any jobs that are expired. Note: expired jobs will affect the job statistic reports.

If you checked the Enable automatic expiration of jobs option, enter the number of day you want the jobs to expire after.

**Enable automatic expiration of jobs**



**Number of days after which jobs automatically expire**

30

18. If you would like expired jobs to automatically be purged from Print Audit Secure check the Enable automatic purging of jobs box. Once the jobs have been removed from Print Audit Secure there is no way to recover them. Purged jobs will not be included in the job statistics report.

If you checked the Number of days after which expired jobs are automatically purged option, enter the number of day you want the jobs to be purged after.

**Enable automatic purging of jobs**

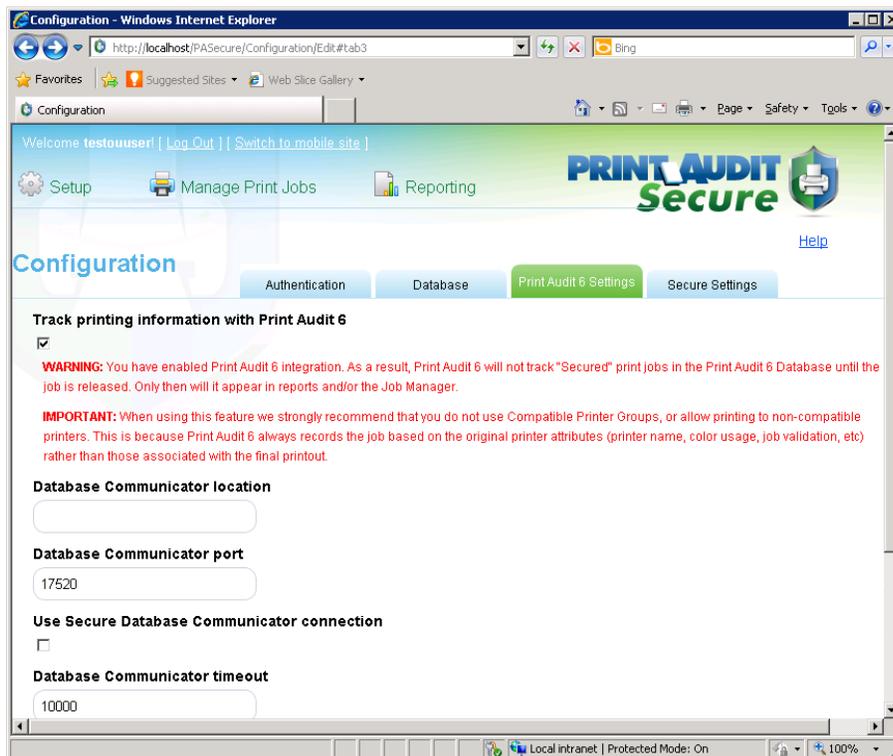


**Number of days after which expired jobs are purged**

19. Click the Save button.

## Configuring Print Audit Secure to use with Print Audit 6

1. Log into the Print Audit Secure server.
2. Click on Setup, Configuration and then the Print Audit 6 Settings tab. Check the Track printing information with Print Audit 6 check box.



4. In the Database Communicator location field enter the host name or IP address of the computer hosting the Print Audit 6 Database Communicator.

### Database Communicator location

ServerName

5. This port should be the same as what the Print Audit 6 Database Communicator is using in Print Audit 6. By default this port is 17520, however, if you changed this port in Print Audit 6 you must ensure you update this in Secure to reflect your Print Audit 6 settings.

**Database Communicator port**

17520

6. By default Print Audit Secure uses http to send the data to the Secure sever. If you would like this connection to use https, you will need to check this box. The Database Communicator time out is the amount of time in milliseconds that the Database Communicator will try to contact the Secure server. Click Save.

**Use Secure Database Communicator connection**



**Database Communicator timeout**

10000

## Licensing Print Audit Secure

### A. Print Audit Secure Licensing

The licensing page is used to activate your license key or to request a trial license. The trial license will allow you to track up to 5 printers for 15 days.

After activating your Print Audit Secure license key the following information will be displayed.

- Licensing
  - License Key
  - Company
  - Reseller
  - Expires on
  - Number of Printers

### B. Activation

If you have purchased seats of the Print Audit Secure, choose the Activate existing license option and enter the Company and License Key.

If you have not purchased the software but would like to try Print Audit Secure, choose Request a trial license. Complete all fields and click Submit.

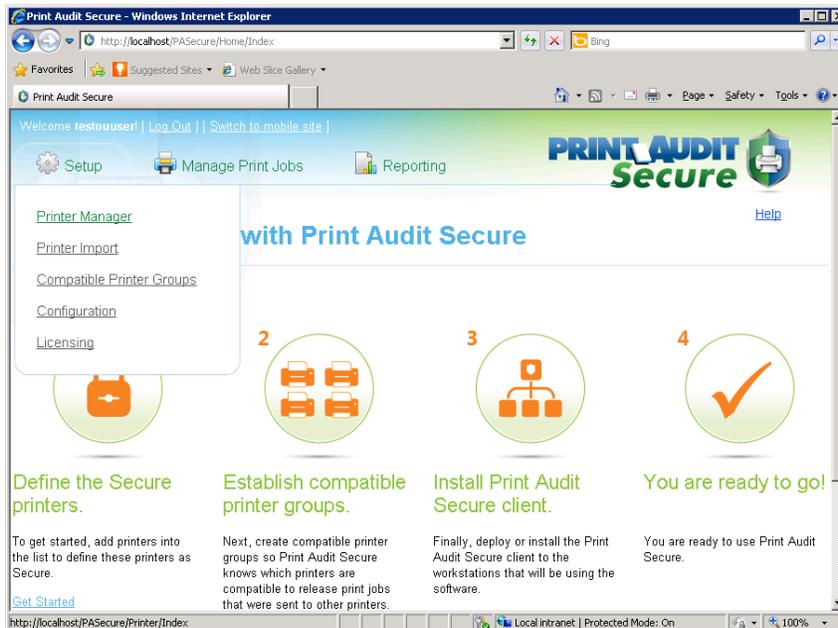
## Printer Manager

The Printer Manager manages printers that you designate as secure printers. Print Audit Secure is compatible with all networked printers. You can either import the printers from a comma separated values (CSV) file or manually enter the printers individually.

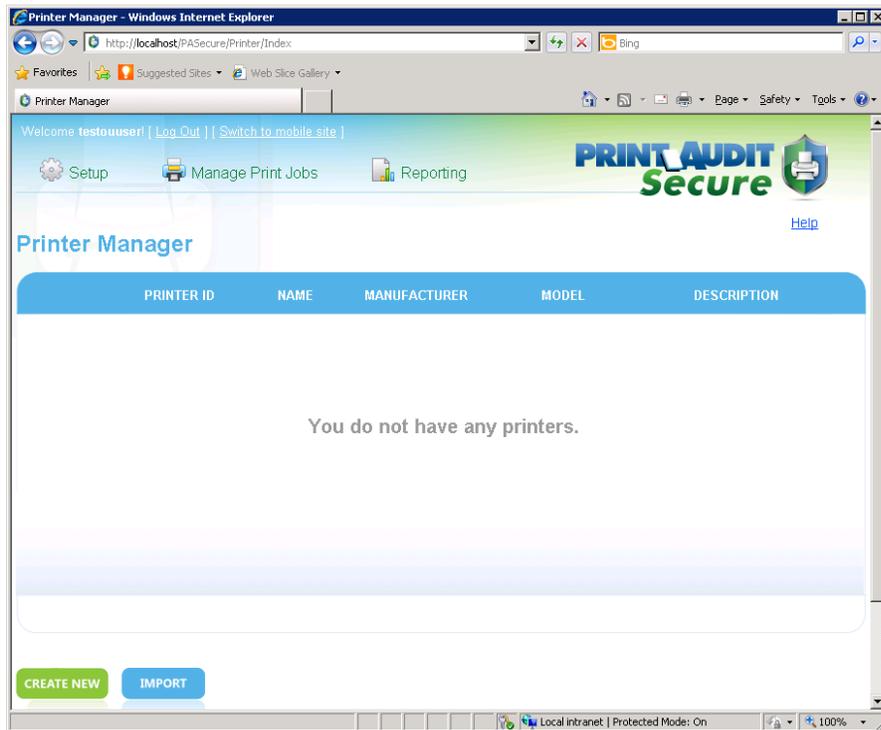
You will need to enter a Printer ID, name of the device, IP address, port, manufacturer and model name for each device that you want to set as a Secure printer. You also have the option of entering the UNC path and description of the device and selecting the Printing Method and the Local Printer Name.

### A. To import printers from a CSV file:

1. Go to `www.YOURSERVERNAME\printauditsecure`.
2. Log into the Print Audit Secure Administrator with your Active Directory username and password.
3. Click on Setup, then select Printer Manager.



4. Click the Import button and find the CSV file with the printers you want to designate as secure. Click Open then the the Ok button.

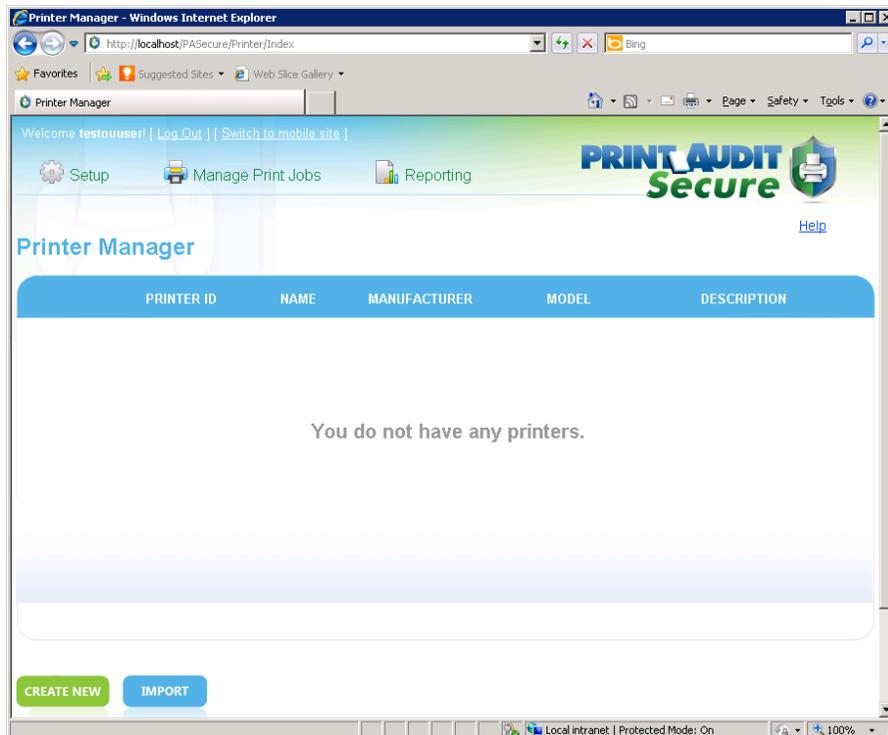


## B. To add a printer manually:

1. Go to `www.YOURSERVERNAME\printauditsecure`.
2. Log into the Print Audit Secure Administrator with your Active Directory username and password.
3. Click on Setup, then select Printer Manager.



4. Click on the Create New button.



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5. Enter a Printer ID that is between 3 and 5 letters long, this is a required field. We suggest that you choose a naming convention that you would like to use for all secure devices such as an abbreviation of where the device is physically located, or some other unique identifier.

**Printer ID \***

AA

6. Enter the name of the device, this is a required field.

**Name \***

2000P

7. Enter the IP address of this device, this is a required field.

**IP Address \***

192.168.0.150

8. Enter the UNC path of the device if it has one, this is not a required field.

**UNC Path**

\\servername\Lexmark 2000P

9. The Port field will default to 9100, you can change this to a different port if need be. The port will be determined by whatever port the printer is set to use. This is a required field.

**Port \***

9100

10. Enter the Manufacturer name and Model Name, these are a required field. The Description of this device is not a required field.

**Manufacturer \***

Lexmark

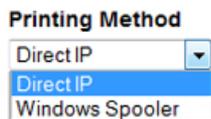
**Model \***

2000P

**Description**

Accounting, 2nd Floor

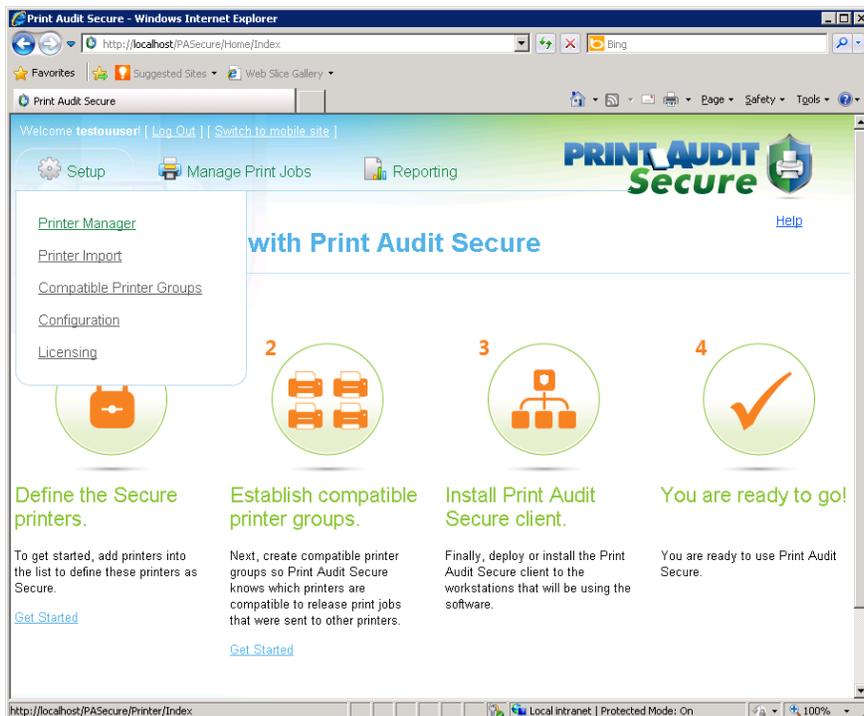
11. The Printing Method determines how the print job will be released. If you select Direct IP, it will attempt to send the job to the printer using TCP/IP and the defined IP address and port. If Windows Spooler is selected Print Audit Secure will spool the job to the printer selected under Local Printer Name.



12. Local Printer Name will contain a list of printers defined on the server, and when used with Windows Spooler in Printing Method will release jobs to the spooler to that printer. Click the Save button.

### C. To edit a printer:

1. In the Print Audit Secure Administrator, click on Setup, then Printer Manager.



2. Click the Edit button beside the device you want to edit.

## Printer Manager

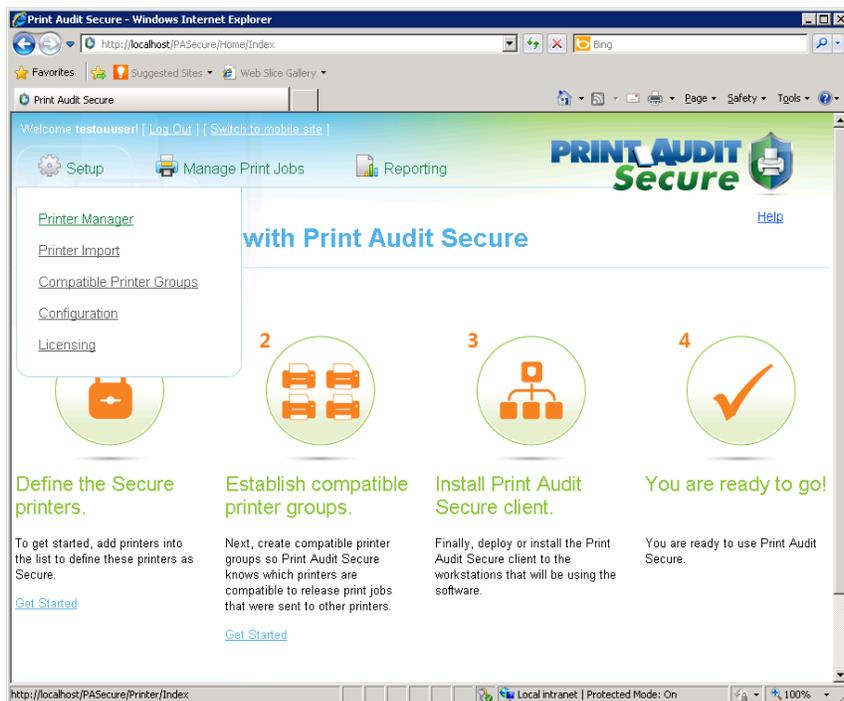
	PRINTER ID	NAME	MANUFACTURER	MODEL	DESCRIPTION
<a href="#">Edit</a> <a href="#">Delete</a>	Sams	Samsung SCX-5835	Samsung	SCX-5835	

3. Make the required changes. Click the Save button.

### D. To remove a Printer:

When you remove a printer from Print Audit Secure printer list, any print jobs sent to this printer will no longer be secured. Note that you will not be able to remove or delete a printer if there are any pending jobs still secured on the server. You must delete all the secured print jobs to the printer prior to deleting it.

1. In the Print Audit Secure Administrator, click on Setup, then Printer Manager.



Print Audit Secure - Windows Internet Explorer  
http://localhost/IPASecure/Home/Index

Welcome testouser! | [Log Out](#) | [Switch to mobile site](#)

Setup | Manage Print Jobs | Reporting

Printer Manager  
Printer Import  
Compatible Printer Groups  
Configuration  
Licensing

### with Print Audit Secure

2. Establish compatible printer groups.

3. Install Print Audit Secure client.

4. You are ready to go!

Define the Secure printers.  
To get started, add printers into the list to define these printers as Secure.  
[Get Started](#)

Establish compatible printer groups.  
Next, create compatible printer groups so Print Audit Secure knows which printers are compatible to release print jobs that were sent to other printers.  
[Get Started](#)

Install Print Audit Secure client.  
Finally, deploy or install the Print Audit Secure client to the workstations that will be using the software.

You are ready to use Print Audit Secure.

http://localhost/IPASecure/Printer/Index

2. Click the Delete button next to the printer you want remove.

**Printer Manager**

	PRINTER ID	NAME	MANUFACTURER	MODEL	DESCRIPTION
<a href="#">Edit</a> <a href="#">Delete</a>	Sams	Samsung SCX-5835	Samsung	SCX-5835	

3. Click the Delete button on confirmation page to remove this group.

**Are you sure you want to delete this printer?**

**Printer Details**

Name:  
2000P  
IP Address:  
192.168.0.150  
Printer ID:  
AA  
Description:  
Accounting, 2nd Floor

[DELETE](#) [Back to List](#)

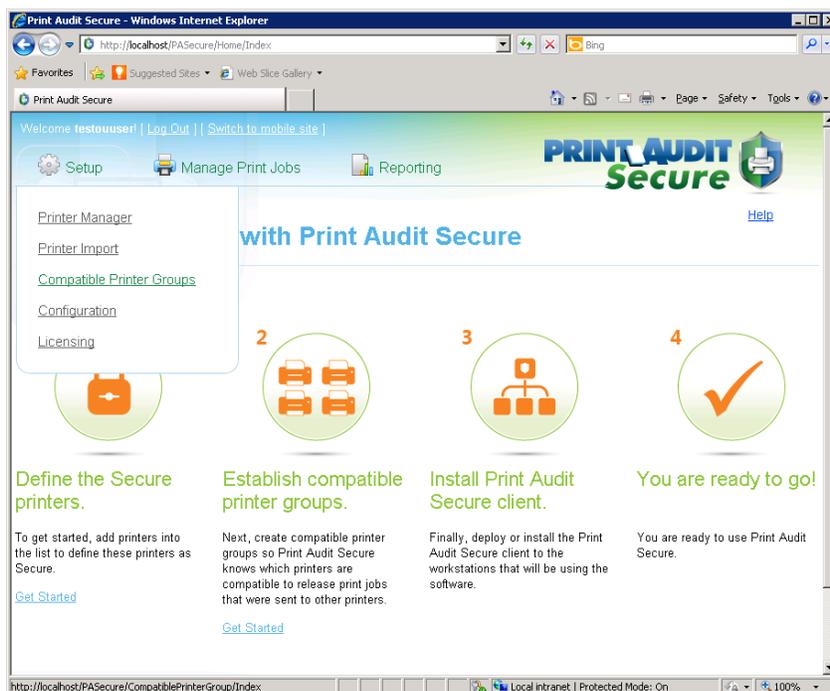
4. You will receive a confirmation that the printer has been removed.

## Compatible Printer Groups

The Print Audit Secure Compatible Printer Groups are used to show the user which printers are compatible with the printer they originally sent the document to. Compatibility means that these devices will print as expected when printing to a different machine in the same group. If the device is not compatible you can still release a job to it, however, the print job may not look as expected. Printers can be placed in multiple Printer Compatibility Groups.

### A. To add a Compatible Printer Group:

1. Log into the Print Audit Secure Administrator, click on Setup, select Compatible Printer Groups.



2. Click the Create New button.

### Compatible Printer Groups

NAME	DESCRIPTION
You have not created any compatibility groups. Click the 'Create New' button to add some now.	

[CREATE NEW](#)

3. Enter a Name for the Compatible Printer Group. This is a required field and can be up to 50 characters long.

#### Name \*

Sharp Group

4. Enter a Description for the Printer Group. The description can be up to 100 characters long.

#### Description

Color Sharp Printers

5. Select the devices from the list that belong in this group. Click the Save button.

<input type="checkbox"/>	RICCA	192.168.0.61	Ricoh	3235C	HR, 3rd Floor
<input type="checkbox"/>	SHARA	192.168.0.67	Sharp	MX-2300N	Marketing, 3rd Floor
<input type="checkbox"/>	SHARB	192.168.0.188	Sharp	MX-2600N	Accounting, 2nd Floor
<input type="checkbox"/>	RICCB	192.168.0.60	Ricoh	MP2550	Accounting, 2nd Floor
<input type="checkbox"/>	KYOCA	192.168.0.98	Kyocera	TaskAlfa 552ci	Marketing, 3rd Floor

[SAVE](#)

[Back to List](#)

## **B. To edit a Compatible Printer Group**

You have the option of editing the Compatible Printer Group Name, Description, and add or remove devices for this group.

1. In the Print Audit Secure Administrator, go to the Compatible Printer Groups.
2. Click the Edit button next to the Compatible Printer Group you want edit.
3. Make the required changes.
4. Click the Save button.

## **C. To remove a Compatible Printer Group:**

Once you remove a Compatible Printer Group, it will be permanently removed from Print Audit Secure. All the printers that were in the group will not be removed, however, they will no longer show as compatible with the other devices that were in this group. If you would like to reinstate this group you will need to create a new Printer Compatibility Group.

To remove a Compatible Printer Group:

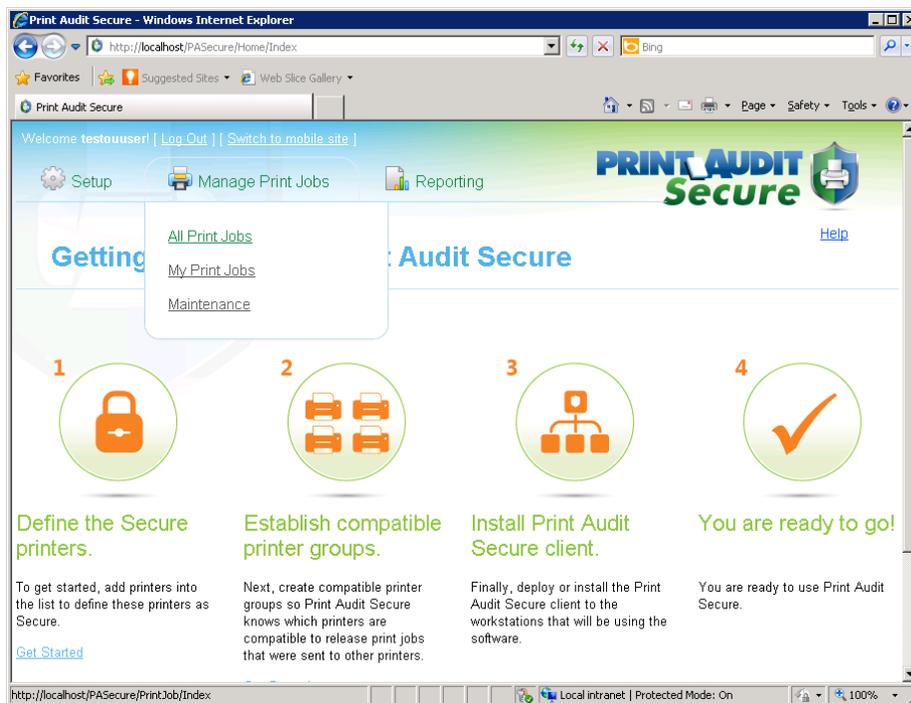
1. In the Print Audit Secure Administrator, go to the Compatible Printer Group Manager.
2. Click the Delete button next to the Compatible Printer Group you want remove.
3. Click the Delete button on confirmation page to remove this group.
4. You will receive a confirmation that the Compatible Printer Group has been removed.

## Manage All Print Jobs

The Print Job Manager is a way for Print Audit Secure Administrators to cancel any pending jobs that have not been released. Once logged into the Print Audit Secure Administrator, you will see a list of pending jobs, the name of the document, the date it was submitted, the user who submitted the job, the status of the job and original printer that the job was submitted to.

### A. To see a list of pending print jobs

1. Log into the Print Audit Secure Administrator.



2. Click on Manage Print Jobs, All print jobs.

### All Print Jobs

	DOCUMENT NAME	SUBMIT DATE	SUBMITTER	STATUS	PRINTER
<a href="#">Delete</a>	PA North America Apr 2011 - CG.xls	9/15/2011 9:37:51 AM	cgarcia	Pending	192.168.0.60
<a href="#">Delete</a>	Microsoft PowerPoint - FM-Presentation [Compatibility Mode]	9/15/2011 9:36:08 AM	cgarcia	Pending	192.168.0.60
<a href="#">Delete</a>	secure.paymentech.com...managerAt_crecaar_recpri.jsp	9/15/2011 9:34:56 AM	lwiebe	Pending	192.168.0.60
<a href="#">Delete</a>	T30 Accounts Dec.2010.xls	9/15/2011 9:33:54 AM	cgarcia	Pending	192.168.0.60
<a href="#">Delete</a>	Assessment White Paper.pdf	9/15/2011 9:33:22 AM	cgarcia	Pending	192.168.0.60

### B. To remove a pending job

1. In the Print Audit Secure Administrator, go to Manage Print Jobs, All print jobs.
2. Click the Delete button next to the print job you would like to remove.

### All Print Jobs

	DOCUMENT NAME	SUBMIT DATE	SUBMITTER	STATUS	PRINTER
<a href="#">Delete</a>	Expense Claims.xls	9/15/2011 8:55:07 AM	lwiebe	Pending	192.168.0.60
<a href="#">Delete</a>	SecureDocument.pdf	9/15/2011 8:53:47 AM	bbrommeland	Pending	WPJLM-EXCH1 Main Ricoh
<a href="#">Delete</a>	201101643 - PA Europe.pdf	9/15/2011 8:52:43 AM	lwiebe	Pending	192.168.0.60
<a href="#">Delete</a>	W8 BEN 3.29.11.pdf	9/15/2011 8:51:56 AM	lwiebe	Pending	192.168.0.60
<a href="#">Delete</a>	Intuit	9/15/2011 8:51:14 AM	lwiebe	Pending	192.168.0.60
<a href="#">Delete</a>	Intuit	9/15/2011 8:50:09 AM	lwiebe	Pending	192.168.0.60
<a href="#">Delete</a>	International revenue.xls	9/15/2011 8:49:27 AM	lwiebe	Pending	192.168.0.60

3. Click Delete on the confirmation.

**Are you sure you want to delete this print job?**

**Print job Details**

Document Name:  
Intuit

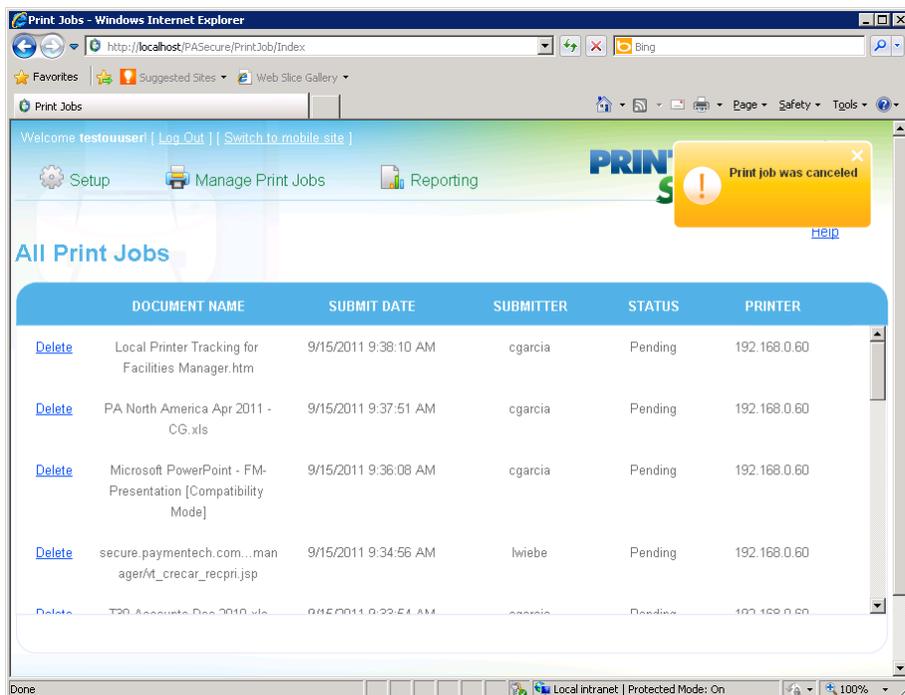
Originally Printed To:  
RICCB

Submitted On:  
9/15/2011 8:51:14 AM

**DELETE** [Back to List](#)

4. You will receive a notification that the job has been deleted.

Note: Once the job has been cancelled it will be permanently removed from Print Audit Secure.



## Manage My Print Jobs

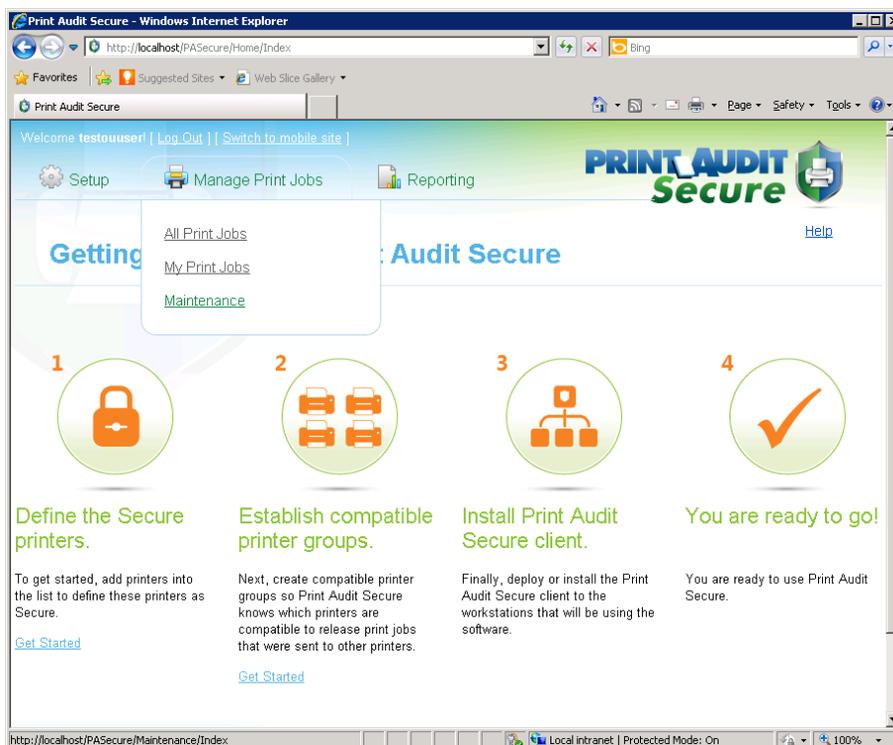
Print Audit Secure Administrators will always log into the Print Audit Secure Server. To release your own jobs as an Administrator you must go to My Print Jobs.

1. Log into the Print Secure Server.
2. Click on Manage Print Jobs, My Print Jobs.
3. Enter the Print ID of the device you want to release the job to.
4. If the printer you choose is compatible with the original printer you sent the job to you will have the option to release or cancel the job. If the original printer is not compatible with the original printer you sent the job to you will only have the option to cancel the job.

## Maintenance

The Maintenance page lets you mass expire and purge jobs before a specified date. Once print jobs have been expired or purged, there is no way to undo the change. Expiring and purging jobs will affect the Print Statistics report; expired jobs will be considered a cancelled job and purged jobs will never be reported on.

1. Log into the Print Audit Secure Administrator. Click on Manage Print Jobs and select Maintenance.



2. Choose either Expire or Purge.

3. Enter the date that you would all jobs older than this to expire or purge. Click the Submit button.

## Maintenance

**Expire**

This option will expire all pending jobs before the selected date.

**Purge**

This option will purge all expired jobs before the selected date.

**Before Date:**

07/29/2011

**SUBMIT**

4. You will receive a message confirming this, click the Ok button.

**Are you sure you want to Expire print jobs before 6/16/2011 12:00:00 AM ?**

**OK**

[Back](#)

## Reporting

### A. Printing Statistics

There are three reports that are available. If you are not using Print Audit Secure in conjunction with Print Audit 6 the Cost Savings and Environmental Impact sections will be grayed out.

#### Print Jobs

This report shows a summary of the total number of jobs sent to the Print Audit Secure server, the number jobs released and the number of jobs canceled. If you are also using Print Audit 6 then you are also able to see the number of pages that have been canceled.

- Number of submitted print jobs
- Number of released print jobs
- Number of canceled print jobs
- Number of canceled print pages

PRINT JOBS	
	Number of submitted print jobs: 0
	Number of released print jobs: 0
	Number of canceled print jobs: 0
	Number of canceled print pages: 0

#### Cost Savings

This section of the report is only available when using Print Audit 6 in conjunction with Print Audit Secure. It shows the total cost savings from unreleased print jobs.

- Cost per page

Total cost savings with Secure

## COST SAVINGS

Cost per page: \$  \* Enter an estimated cost per page to determine your savings.



Total cost savings with Secure: \$ **0**

This cost savings is from all print jobs that have not been released.

## Environmental Impact

This report is only available when using Print Audit 6 in conjunction with Print Audit Secure. It shows the environmental impact your company has made by not releasing unwanted jobs. For example, on average 8,333 unreleased pages will save one tree.

- Number of trees saved
- Number of sheets of paper saved
- Number of pounds of paper saved
- Total CO2 offsetted
- Emissions in miles driven
- Emissions in propane tanks

## ENVIRONMENTAL IMPACT



Number of trees saved: **0**

Number of sheets of paper saved: **0**

Number of Pounds of paper saved: **0**

Total CO2 Offsetted: **0**

Emissions in Miles Driven: **0**

Emissions in Propane Tanks: **0**

## E. Failed Jobs

Failed jobs are any jobs that have been successfully sent to the Secure server but were not successfully released from the printer. These jobs will not be removed from Print Audit Secure until they have been successfully released.

[www.printaudit.com](http://www.printaudit.com)

North America and Worldwide

Toll Free: 1-877-41-AUDIT (28348)

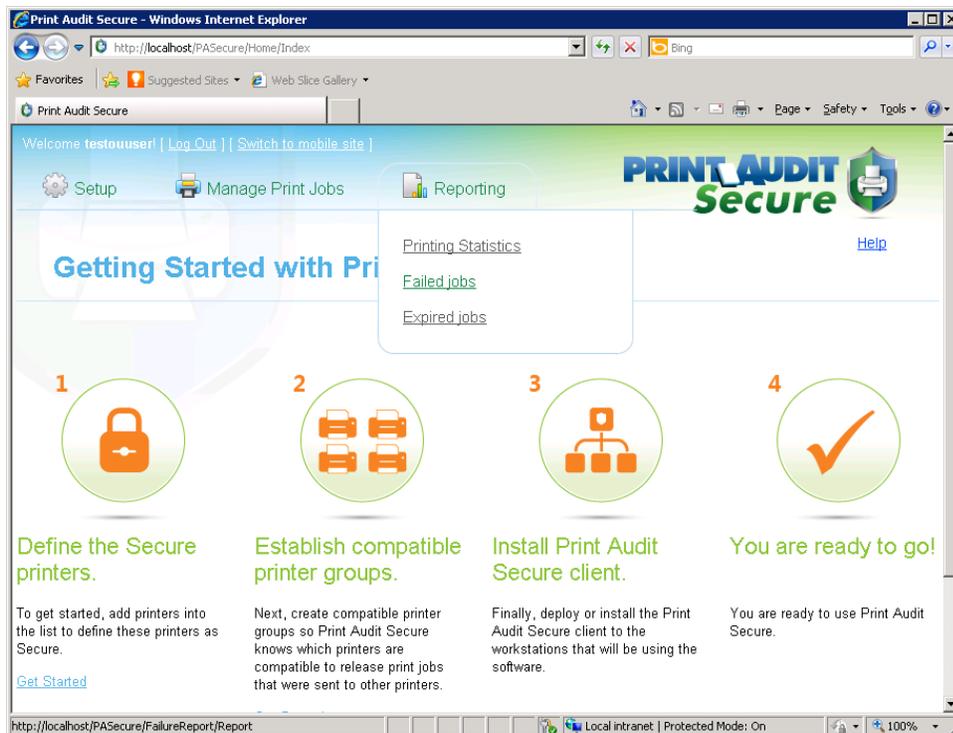
Phone: 1-403-685-4932

Support@printaudit.com • Sales@printaudit.com

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Print Audit has several offices around the world.  
Please visit our website to find the location nearest you.

1. Log into the Print Audit Secure Server. Click on Reporting and then Failed Jobs.



2. Select your Start Date and your End Date.

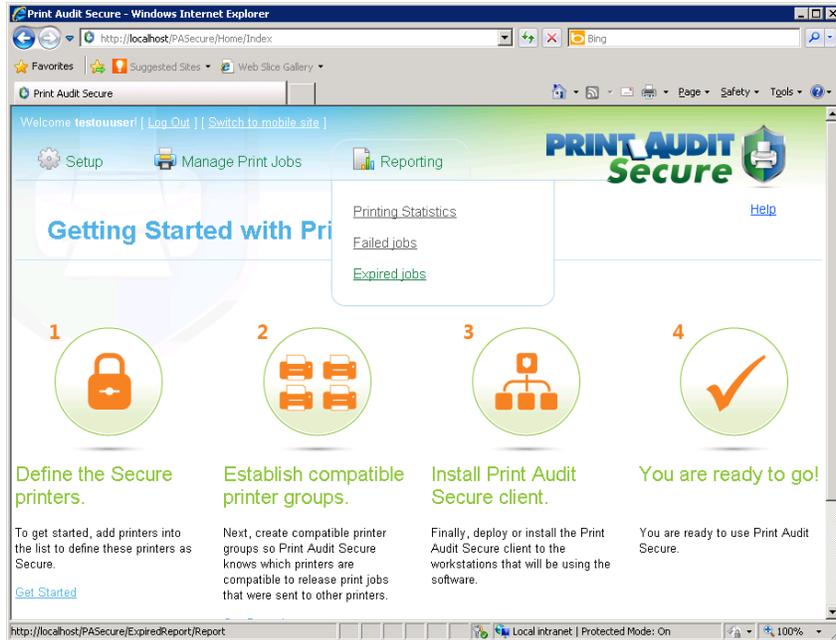


3. Click the OK button. A list of failed jobs will show below.

## F. Expired Jobs

Expired jobs are print jobs that have been expired by the Print Audit Administrator or automatically expired because they have been in the Secure server longer than the time period specified by the Print Audit Secure Administrator.

1. Log into the Print Audit Secure Server. Click on Reporting and then Expired Jobs.



2. Select your Start Date and your End Date.

## Expired Jobs

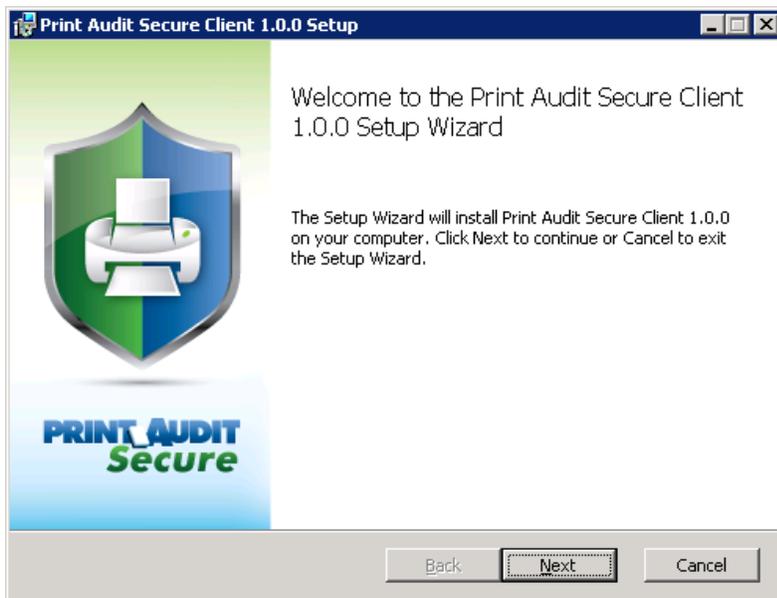
**Start Date**  ...

**End Date**  ...

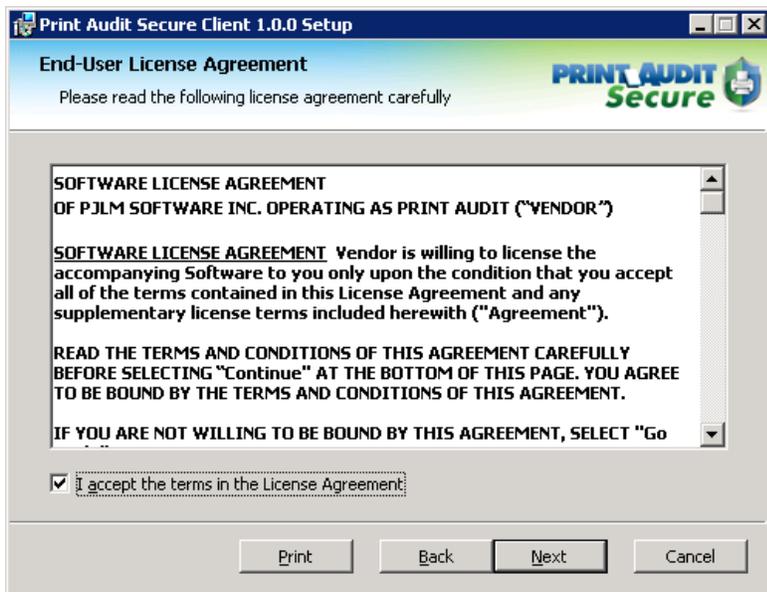
3. Click the OK button. A list of expired jobs will show below.

## Client Installation

1. Download the SecureClientSetup.exe file from [www.printaudit.com](http://www.printaudit.com).
2. Double click on the SecureClientSetup.exe file to begin the installation.
3. On the "Welcome to Print Audit Secure Client Setup Wizard" window click Next.



4. Read the End User License Agreement and select the checkbox if you accept. Click Next.



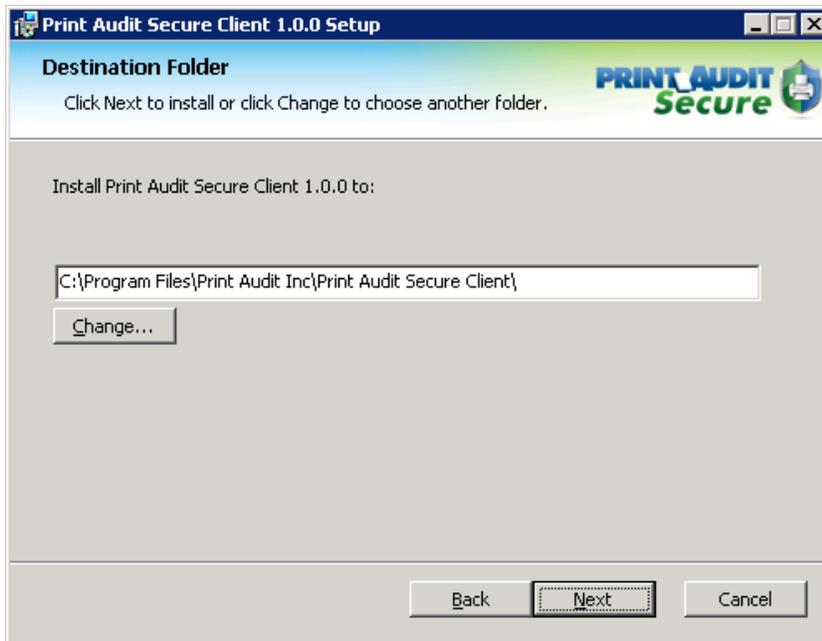
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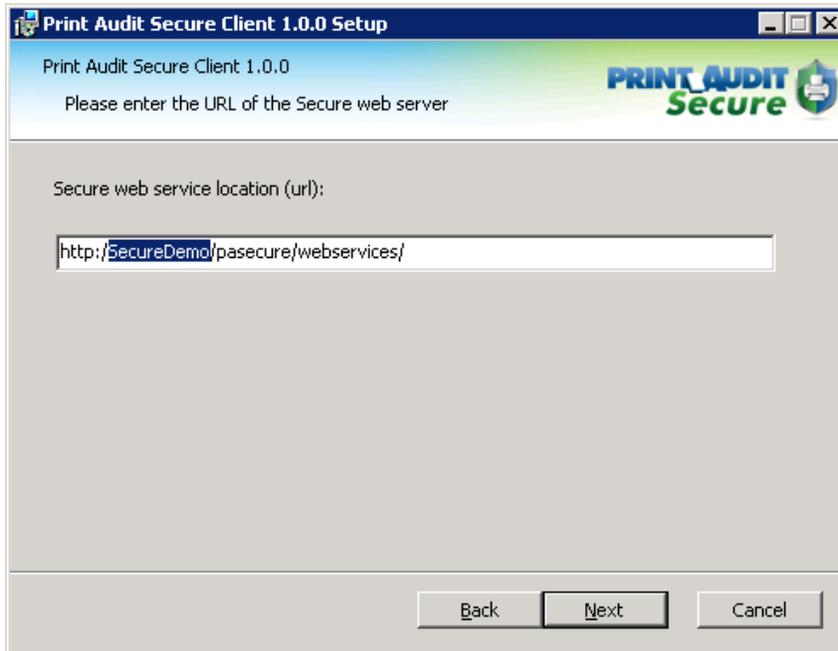
Print Audit has several offices around the world.  
Please visit our website to find the location nearest you.

5. Select the location where you want to install the Secure Client or choose the default location by clicking Next.

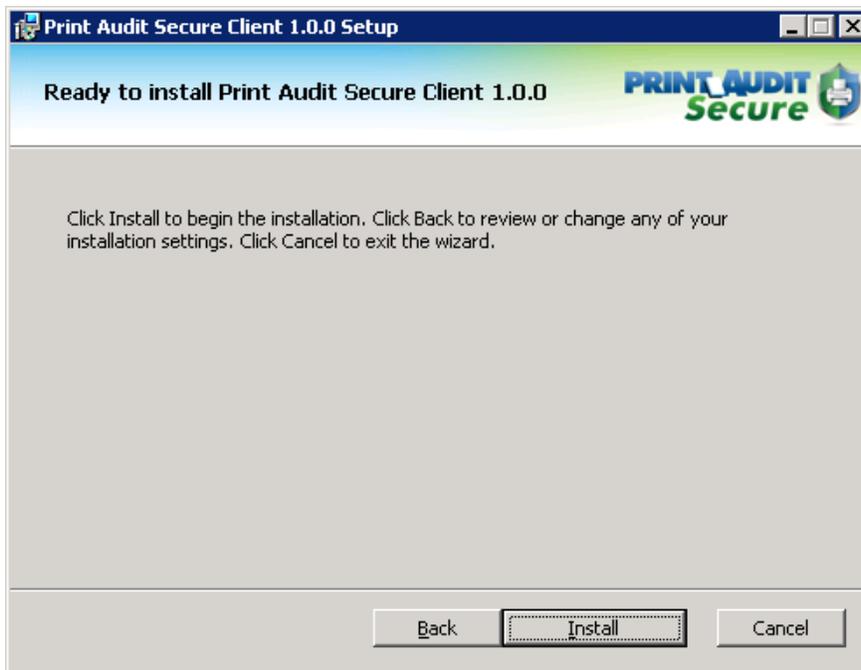


6. Configure the Secure Client to communicate with the Print Audit Secure web server

- a. `http://*servername*/pasecure/webservices` replacing `*servername*` with the name of the Print Audit Secure Server
- b. Click Next



7. Click Install.



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8. Once the setup wizard has completed the install click Finish.



9. Verify that the client and server can communicate

- a. Click Start > All Programs > Print Audit Secure > Secure Client Config
- b. Click the Test URL button in the bottom left of the Print Audit Secure Client Configuration window
- c. You should receive a dialogue box saying successfully contacted `http://*servername*/pasecure/webservices`
- d. Click OK

