Gespage

Management of copies, prints and scans

User’s manual

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1.Introduction

This manual describes the features of Gespage V8.2.5 and upper. Gespage is an application for the management of one or several print servers, it enables you to check and manage the usage of your print equipment, whether they are printers, copiers or multifunction (MFP). Gespage application must be installed on a Windows or Linux print server, that is to say a server that hosts print queues and shares them on the network.

The Web architecture of Gespage is made accessible to the administrators via the network from a web browser.

The main features of Gespage are:

- Tracking of the documents printed with the user names, the destination printers, the number of pages, the printing cost, the printing date, a job code (project code) traceability.
- Independent from equipment brands, Gespage enables a fleet of diverse equipments to be homogenized with a unique user interface and features level.
- The management of a separate B&W and color quotas at users, departments and jobs level. The users' accounts of Gespage may be synchronized with a LDAP, Active Directory or Azure Active Directory.
- Integrates a Management of "Windows Popup " that opens automatically after a printing for informing or asking the user:
    - Price of printing.
    - Suggestion of redirection to a more economical point of printing.
    - Request for the job allocation.

- Integrates an application of "payment station " for the payment of printings in an anonymous environment.
- Control the users' access right to certain peripherals.
- Managing the cost of printing by printer, group of users.
- Integrates the management of copiers not connected to the network (by using Cartadis devices).
- Data consolidation issuing from several print servers.
- A tracking of the documents deleted by one of the Gespage parts (Popup, expiry or Cartadis terminal) is intended to identify cost savings and justify a quick return on investment of the solution.
- RFID cards RFID are used to identify the users at the printing point for getting a secured printing and on request (Print2me or Global Print2me).
- Management of printer rules for changing or routing the documents to the most economical printing places.
- Integration of several print servers by a same Gespage server (via the agent or remote option).
- Monitoring of the printer and MFP fleet via SNMP (status, toner level, paper level).
- Automatic sending of the activity reports.
- User interface for account viewing (with option for reloading credit with anonline payment).
- Gespage Mobile module of document submission in mobility: printing by web submission, sending of email or Gespage App.
- Gespage Flow for using OCR on a flow of scans.
- Copy Shop module suitable for the payment of copies in copy shops with self-service.

2.Architecture

2.1 General architecture

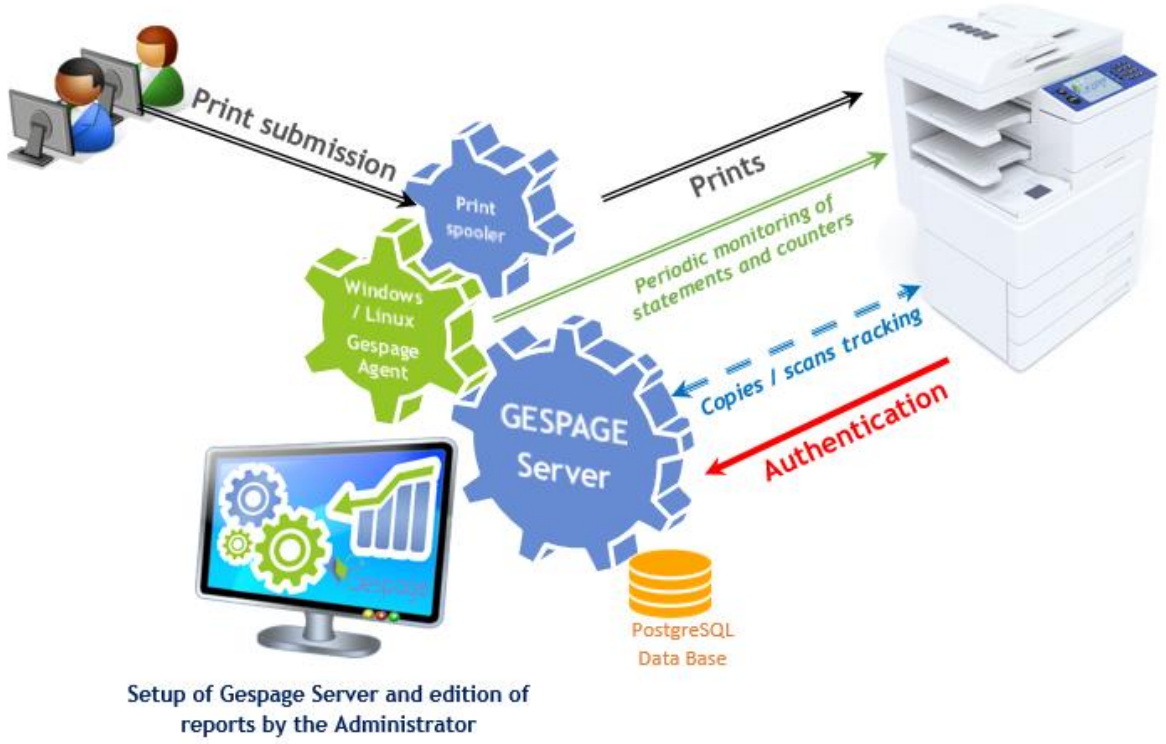
Gespage solution features the latest software technologies: Java JEE7, Payara application server, `PostgreSQL` server database (default).

Gespage server is divided in several main services:

- **Gespage Service**: *[Gespage Application server]*: manages the printing logic, the users' accounts, and the Web interface, the communication with the Cartadis terminals and the communication with the Windows or Linux agent for Gespage.
- **Gespage Agent Service** *[Gespage Print Service]*: manages Windows or Linux printing queues.

Service Gespage mobile *[Gespage Mobile Service]*: Manage print document submissions coming from mobile printing.
The `PostgreSQL` database (default database) is managed by its own service.

A Gespage configuration having to control a single print server is usually installed on the print server itself, that is to say, the print server will host the above services.



2.2 Control of several print servers

There are several ways to manage multiple print servers. The most suitable one should be chosen according to the network configuration of the site.

2.2.1 With Gespage agents

A Gespage configuration having to control several print servers with agents will be allocated to all the machines as follows:

(1) **Gespage server** will be installed on one of the print servers or on the machine that is not a print server.

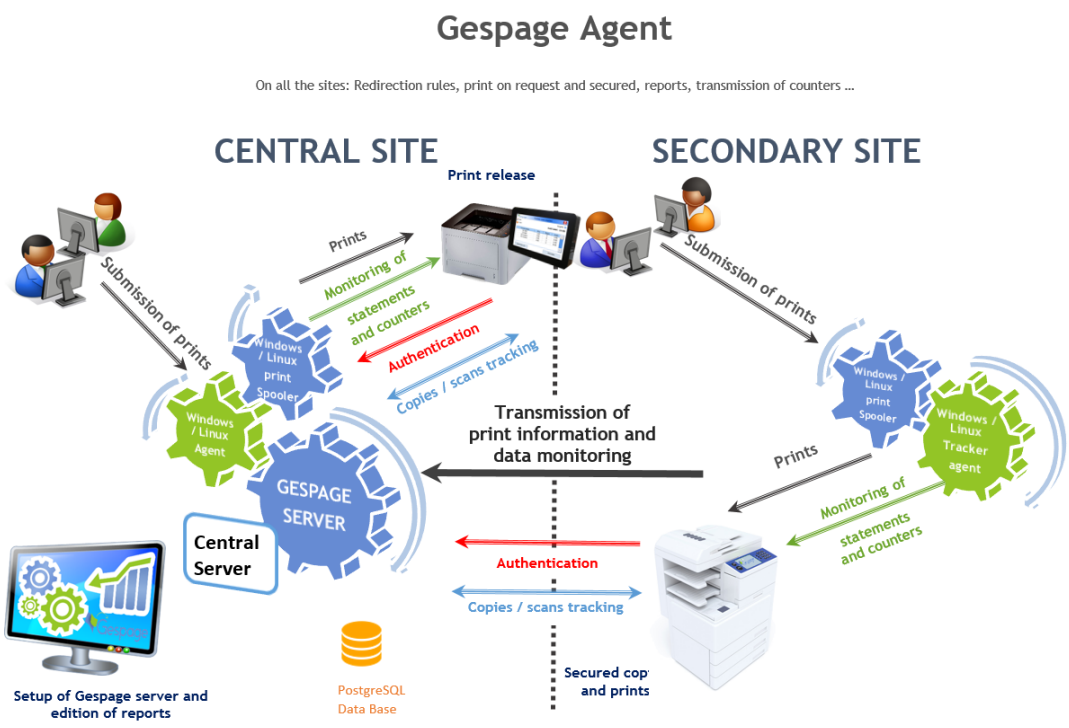
(2) **Gespage agent** will be installed, on all the print servers.

Gespage agents are controlled by the Gespage server (present on one machine only).
Spool files do not pass on the network and remain locally on the server where the agent is installed.

All Gespage features remain available on the secondary site but the service will be interrupted if the network link between the two servers is disrupted.

In case of use of a terminal or an e-Terminal, those functions are managed by the central site.

A particular case of print server is a workstation that hosts its own printing queue to print to a personal USB printer. The installation of a Gespage Agent on a workstation enables the printing activity to be controlled by a Gespage server.

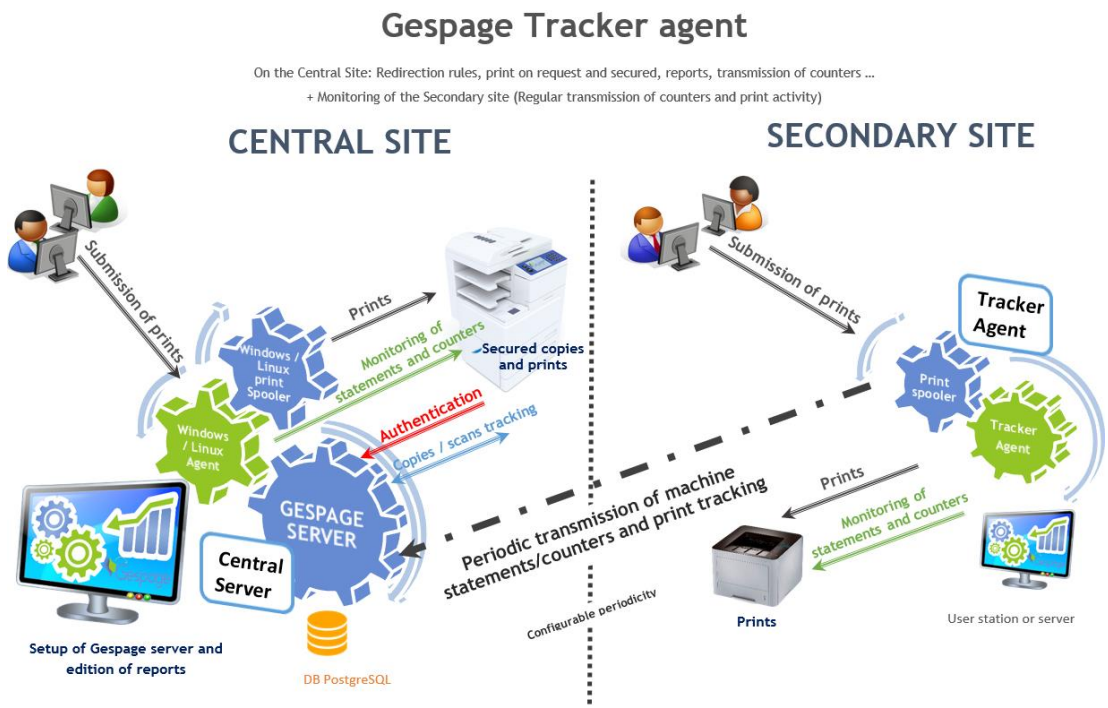


2.2.2 With Tracker agents

A Tracker agent is used to follow the print activity of a server and to bring back the statistics of the MFPs associated.

In this configuration, the service is maintained if the network link between the two servers is disrupted. Tracker agents will bring back the statistics periodically to Gespage service (present on one machine only).

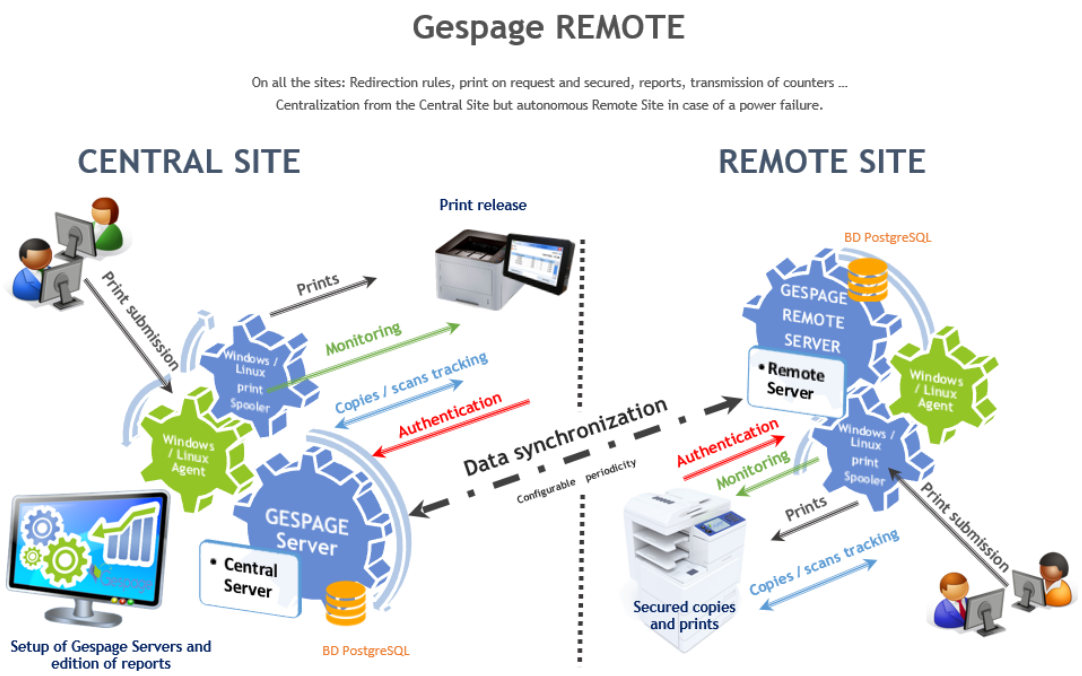
However, the functions will be limited to printers managed by the Tracker agent (no Print2me, no printing rules).



2.2.3 With Gespage Remote

A Remote server fully hosts Gespage application. This configuration enables servers to be independent, makes them available even if the network link between the two sites is disrupted.

In case of network disconnection between sites, this configuration enables Gespage Remote to ensure functioning. So, printing rules, secured printing, the rights of each user and the collection of information are maintained. Data will be centralized to the central server once the network has been restored.



2.3 Network flow

2.3.1 Printings

Gespage software does not modify the configuration of printers on the print server. Network flows for receiving printings remain unchanged and depend on the configuration of the printing port of printers.

2.3.2 Printer's monitoring

In order to monitor the status and counters of printers, the SNMP port for communication between agent and Gespage printer (UDP 161) must be opened.

2.3.3 Management of several print servers

TCP Port of communication between Gespage agent and Gespage server

The agents communicate with the Gespage service by using the HTTP protocol on the 7180 TCP port and 7181 TCP port (in secured mode). From a network point of view, the Agents are Gespage service clients, they only do outgoing calls to the Gespage service.

If the Global Print2me function is enabled, the secured 7121 TCP port (by default) is used in addition for the FTP transmissions. The FTP server embedded by Gespage runs in active mode for the transport of data (the server port number opening the connection to the client is random).

Communication flow between Gespage agent and Gespage server
For a standard use, the volume of communication between an agent or a Remote and Gespage service is very limited. Indeed, the flow of spool files is not sent by the agent, they remain locale to the print server.

If the Global Print2me function is enabled, networks flows are more consistent since the flow of printings is duplicated on each agent. The administrator has to combine with the network capacity, the functionality and the performance of the solution.

Communication flow between a Remote server and a central server
Remote server communicates with the central server by using the TCP ports 7180 or 7181 (secured mode).

2.3.4 Terminals

TCP Port of communication between physical terminals and Gespage server
The Cartadis terminals communicate with the Gespage server by using the 7180 TCP port or the 7181 TCP port (secured mode). From a network point of view, the terminals are Gespage service clients, they only do outgoing calls to the Gespage server.

TCP Port of communication between embedded terminals (eTerm) and Gespage
According to the brand of the MFP where the eTerminal is installed TCP port usage is different, please look at the user's manual of the relevant eTerm.

2.3.5 Client applications

TCP Port of communication between the Popup application and Gespage service
Gespage Popup applications communicate with Gespage service by using the 7180 and 7181 TCP ports. From a network point of view, the Popup are Gespage service clients, they only do outgoing calls to the Gespage server.

Communication TCP Port between the GPayStation application and Gespage service
GPayStation applications of payment station communicate with Gespage service by using the 7180 and 7181 TCP ports. From a network point of view, the payment stations are Gespage service clients, they only do outgoing calls to the Gespage server.

User interface / Gespage Mobile / Web Payment
The user interface (user portal for mobile printing, web payment) is accessible from a web browser on the 7181 (HTTPS) port of the server.

Note: In order for the users to be able to reach the Gespage server from Internet, a public IP is requested. If the security policy of your organisation prevents from such public IP, the users could print to your Gespage server from Internet. A very secure replacement technic can be used by the mean of "email printing" feature of Gespage. A dedicated mailbox can be used as a communication area between Gespage and printings submitted from the Internet.
According to the email printing configuration, the user portal can be used to configure the printing (see § 6.3.2).

2.3.6 External services

SMTP email server
To send emails, Gespage server is client of a SMTP server on the 25 TCP port or the 587 TCP port (in secured mode). This is the default port, it can be modified.

LDAP directory
To synchronize with the AD / LDAP directory, Gespage server is client of the directory server on the 389 TCP port or the 636 TCP port (in secured mode). This is the default port, it can be modified.

Data base
Gespage server has access to the `PostgreSQL` on the 5432 TCP port. By default, the data base is set locally on the server hosting Gespage.

3.Installation

3.1 Installation on Windows

3.1.1 Required configuration

The configuration requested to install Gespage is described in the Gespage prerequisites document.

3.1.2 Installation on Windows

The latest version of Gespage can be downloaded from www.gespage.com.

Gespage server for Windows is a Windows executable:

- Gespage_Setup _win_x64.exe.

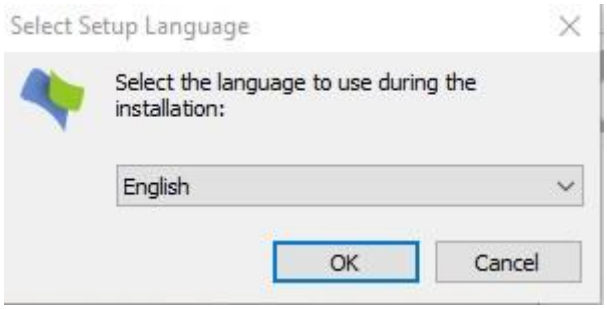
The installation of the Gespage services requires:

- 1 Go of disc space.
- Have the administrator rights in the Windows session.

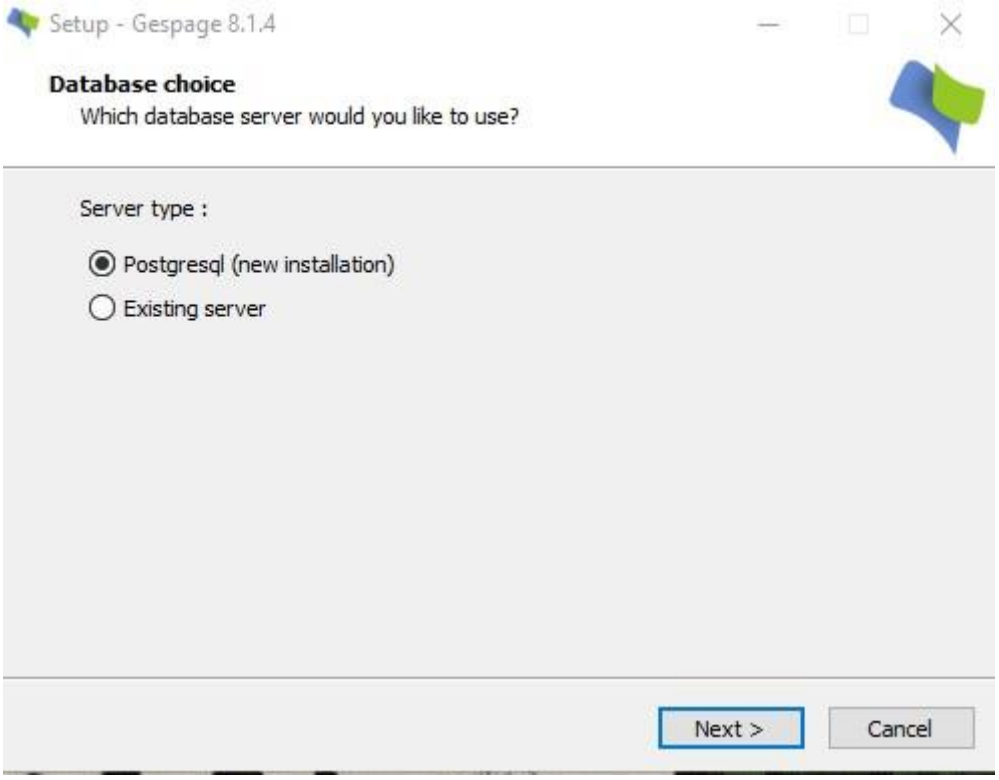
ATTENTION! Please ensure you have configured the name of your server with its final value and joined it to the domain before starting the installation.

The installation procedure is as follows:

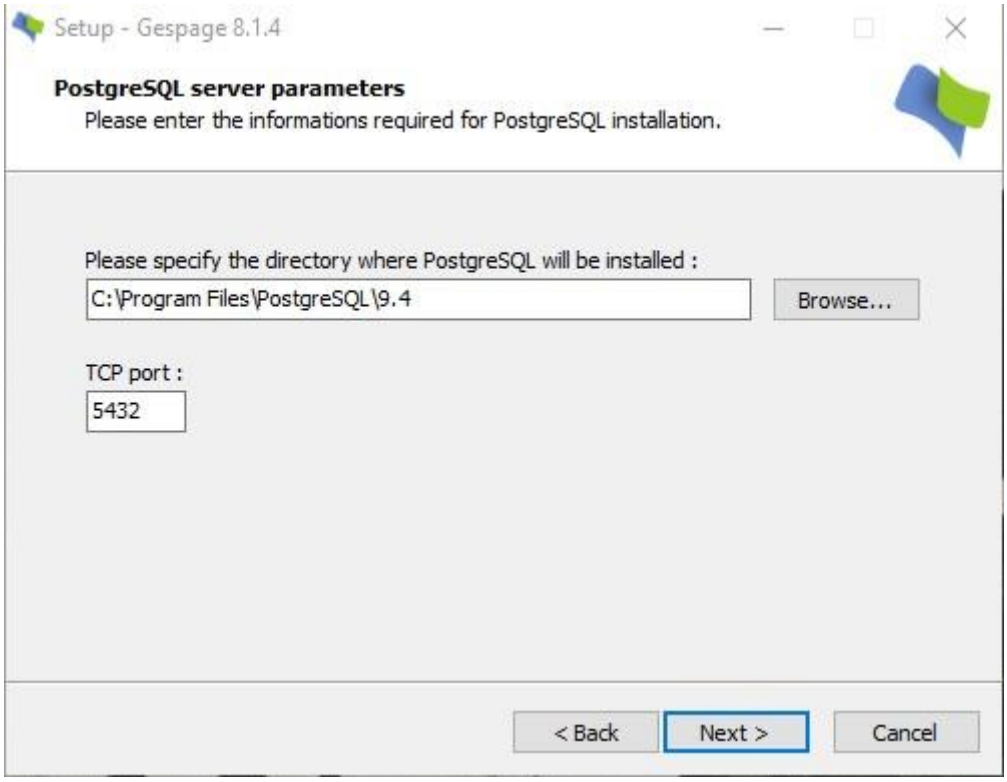
- Launch the executable *(ex: Gespage_Setup_win_x64.exe).*
- Choose the installation language in the setup wizard:



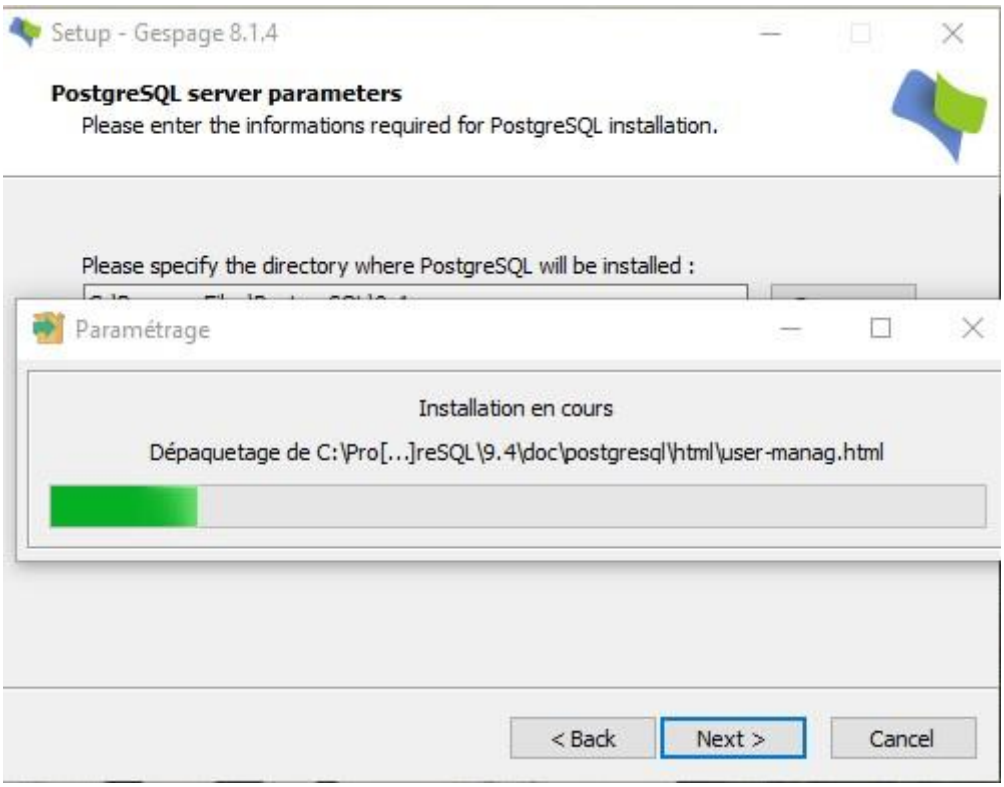
(1) Select the `PostgreSQL` database server then click on Next:



- Gespage uses the default `PostgreSQL` database server, it needs confirmation on the port number, leave the default value of *5432*.
  If you do not want to use a SQL server such as `PostgreSQL` and prefer an MS SQL server, see § 15.4.



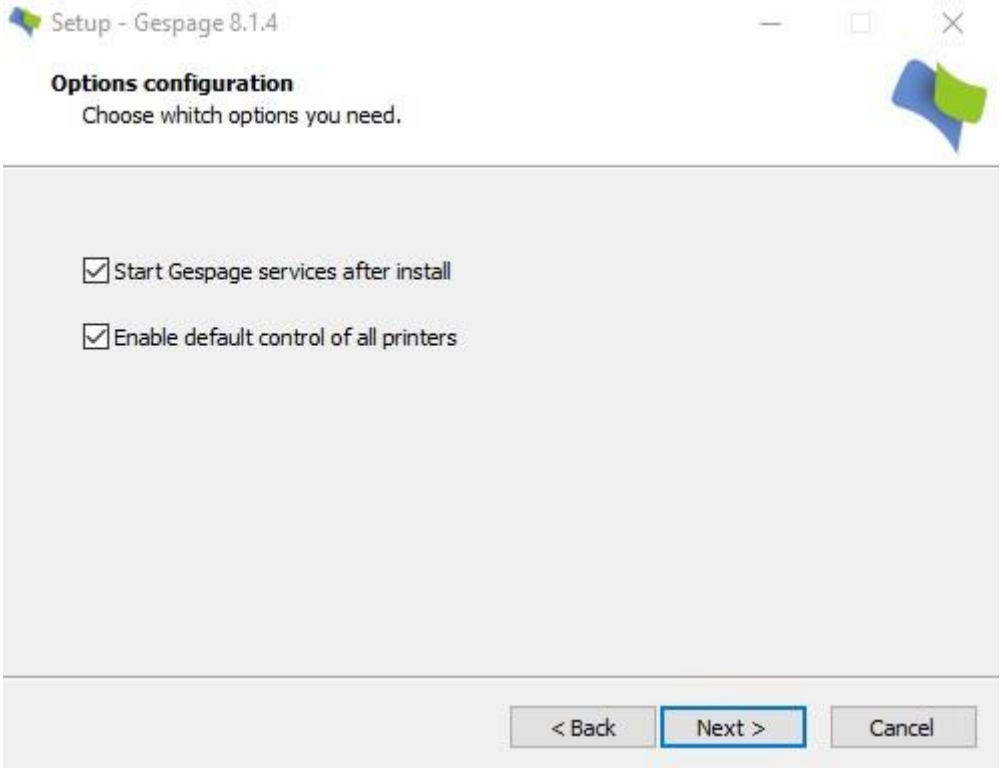
- Press *Next* then wait for about 30 seconds for displaying the window of the `PostgreSQL` installer press *Next* again:



- The above window shows the progress of the `PostgreSQL`.

From now on, the PostreSQL service is installed.

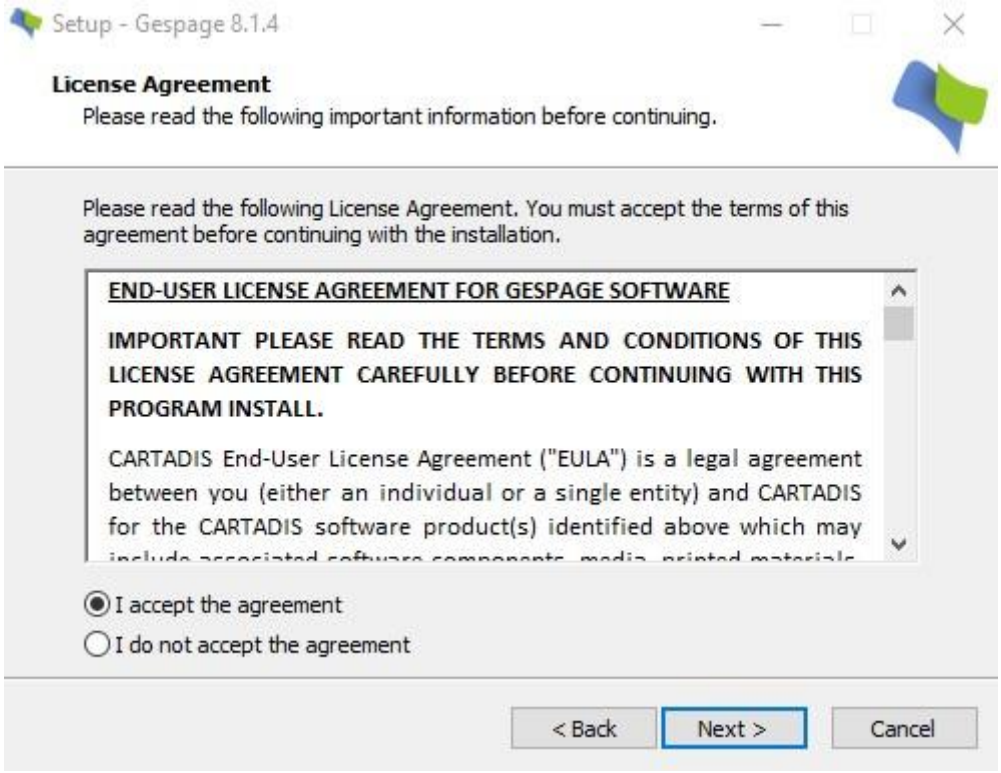
- Select and confirm your installation options.



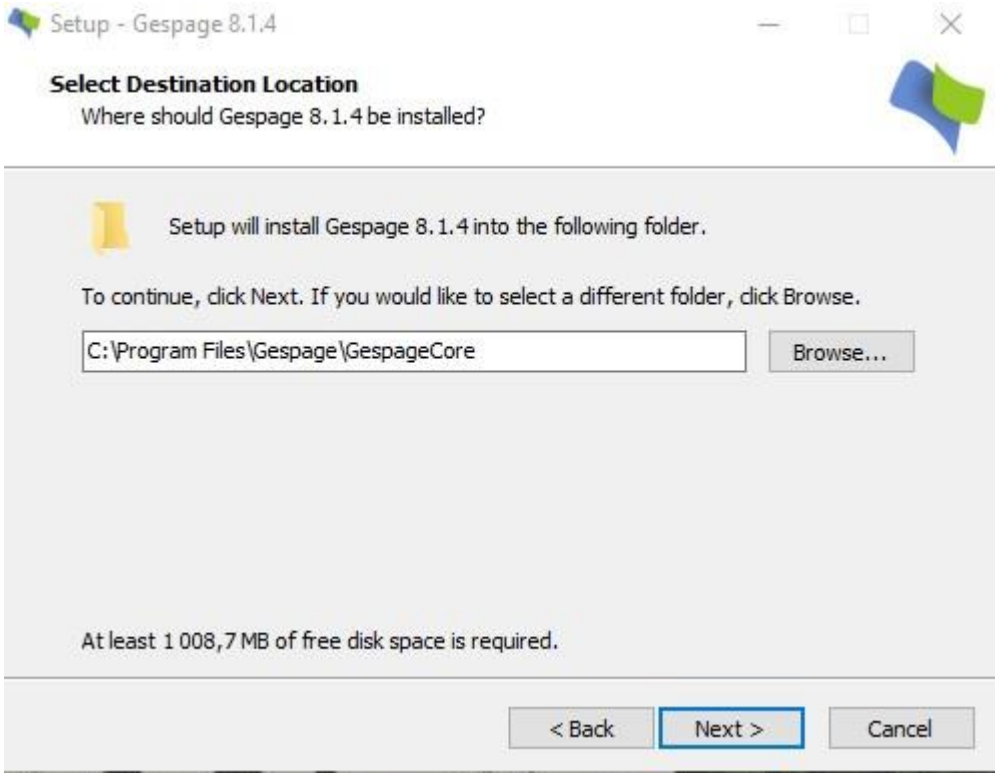
- You can choose an automatic start of all Gespage services at the end of the installation.
  ATTENTION! In case of an update of an inactive node of a Microsoft cluster, you must not automatically start the Gespage services else you risk a cluster corruption.

- You can choose whether printers already installed on the print server should pass under the control of Gespage.
  ATTENTION! If you install Gespage for a for a test (POC Proof Of Concept), then you must take care not to affect all the installed printers. In this case, you must uncheck the box concerned.

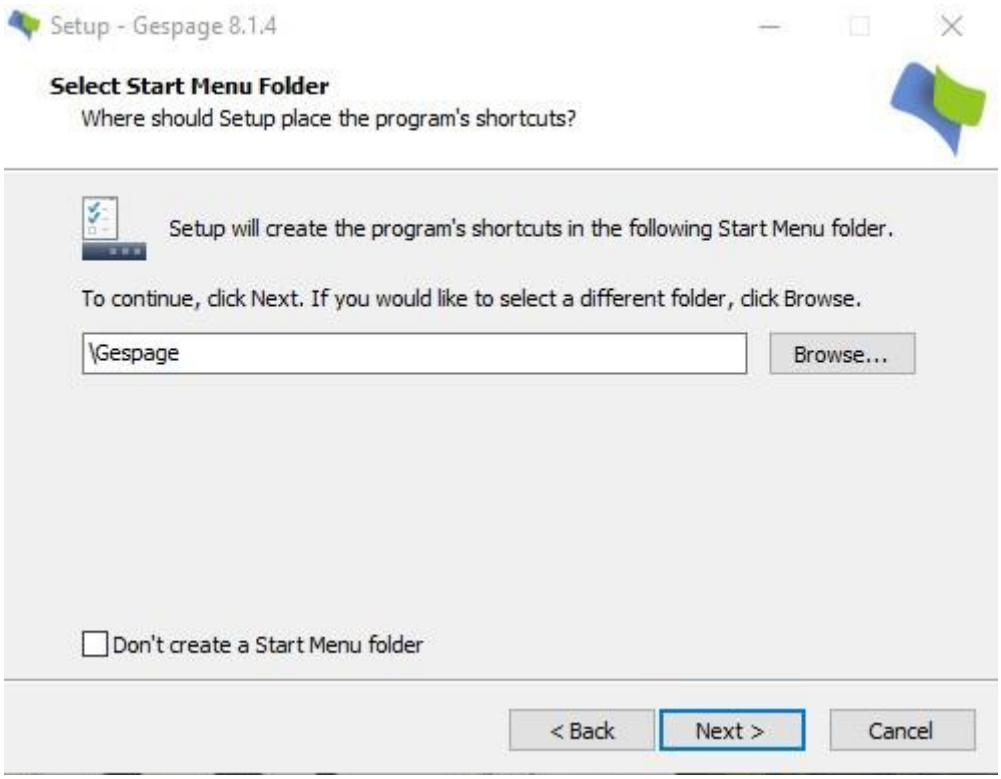
- Read the the EULA (End User License Agreement) and if you agree press *Next.*



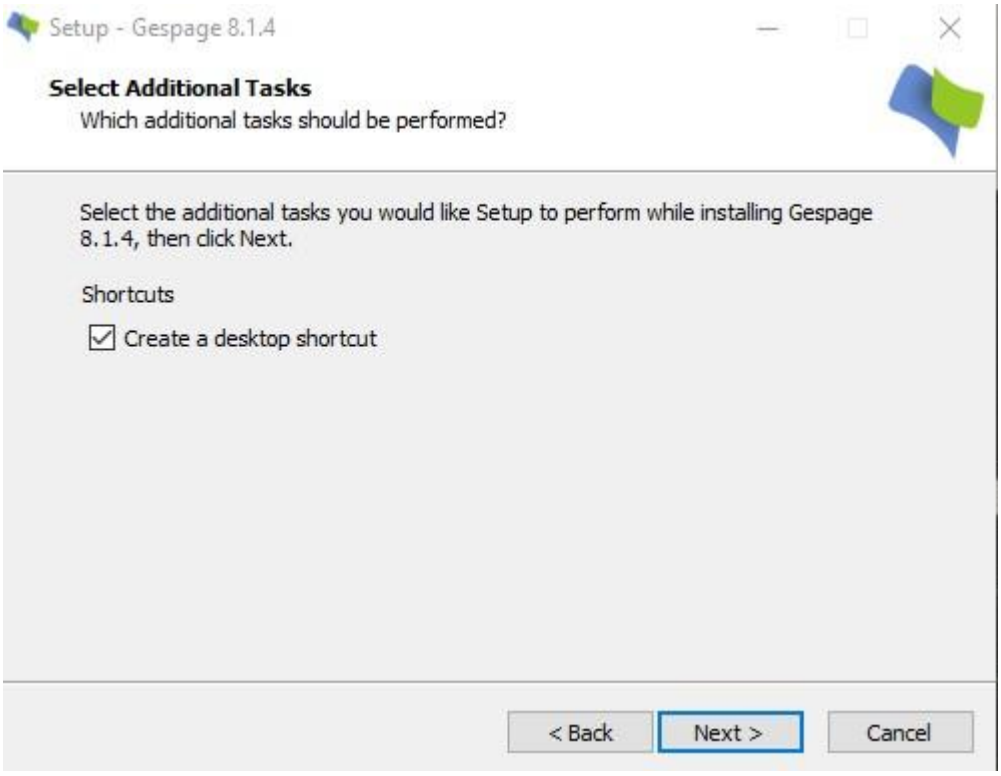
- You can change the default path of the software installation:

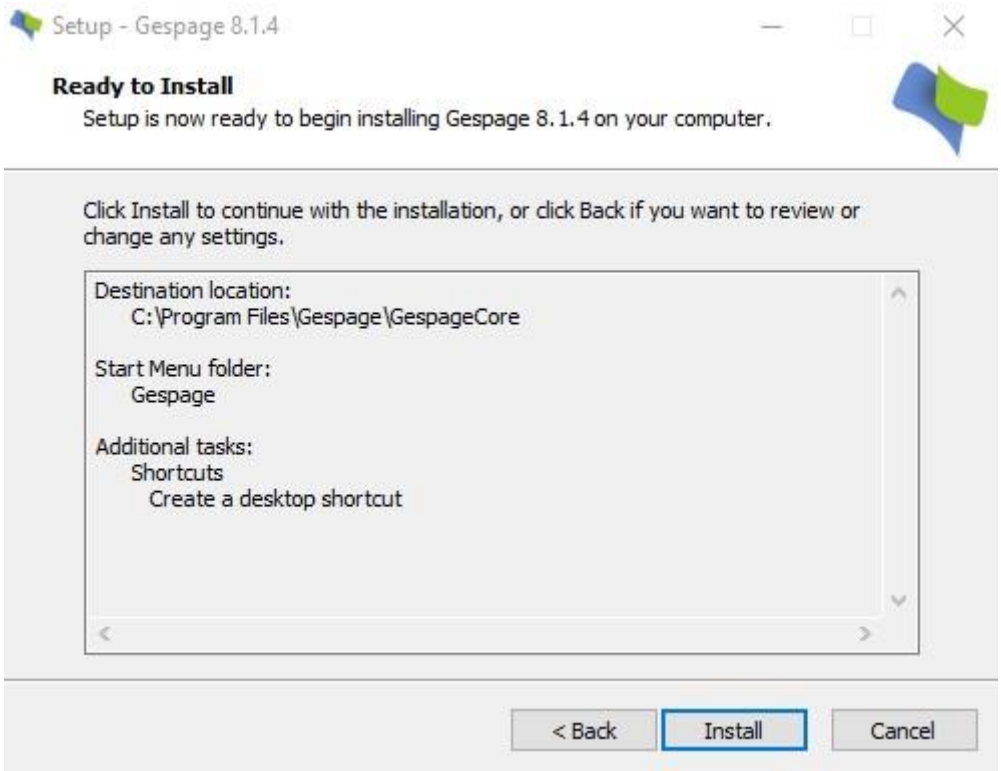


(1) In order to save space on the desktop, you can choose an alternative folder for the Gespage shortcuts to be copied:

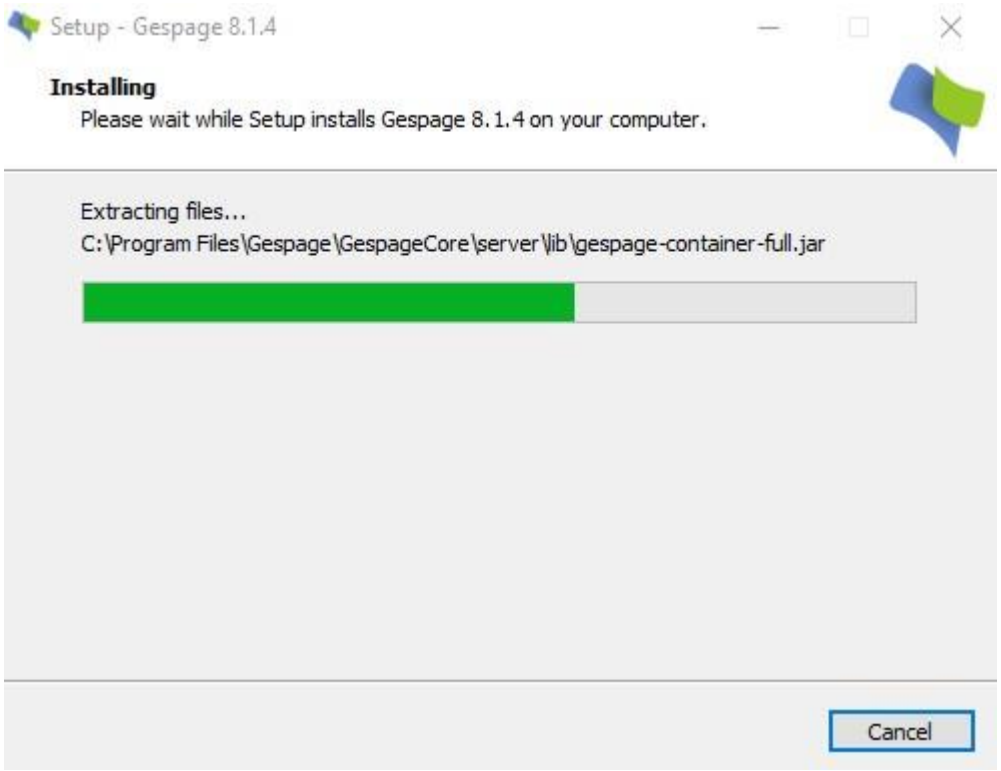


(2) In addition to the shortcuts copied in the selected folder, you also can copy them on your desktop:





- The above window shows an overview of the options chosen. If they are suitable, click *Install.* The installation progress wil be displayed as shown in the following window:



The installation of Gespage is now completed. Gespage interface is accessible from the "Gespage Admin" shortcut created on the desktop of your server or from a web browser of the network by accessing to the URL: **http://Server_address:7180/admin** **or** **https://Server_address:7181/admin**.

3.1.3 Software upgrade

For upgrading your Gespage software, simply launch the installer of the new version to upgrade.

At the time of configuring the database, "Server exists "is to select. If you used the default configuration at the first installation of Gespage, simply select the "Default Authentication" option.

ATTENTION! Before performing your upgrade, please check that the current license of your server is still under maintenance. Otherwise, your license will not be valid after the upgrade.

3.1.4 Software uninstallation

You can uninstall the Gespage software via the Windows program manager.
Gespage uninstalling does not remove the database. Data of your server remains stored.

3.2 Installation on Linux Centos

3.2.1 Required configuration

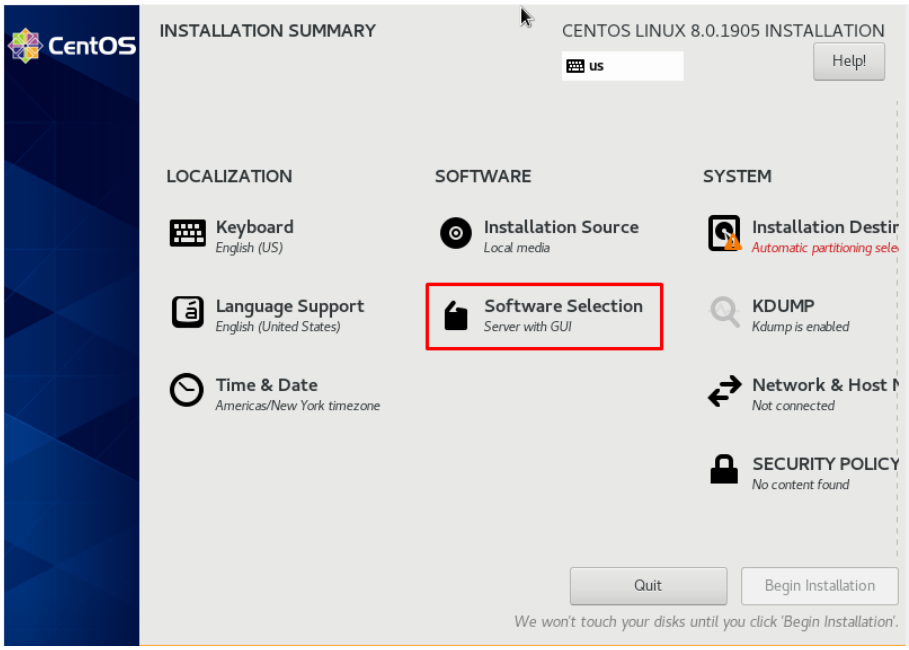
The Gespage prerequisite document details the requirements for installing Gespage.

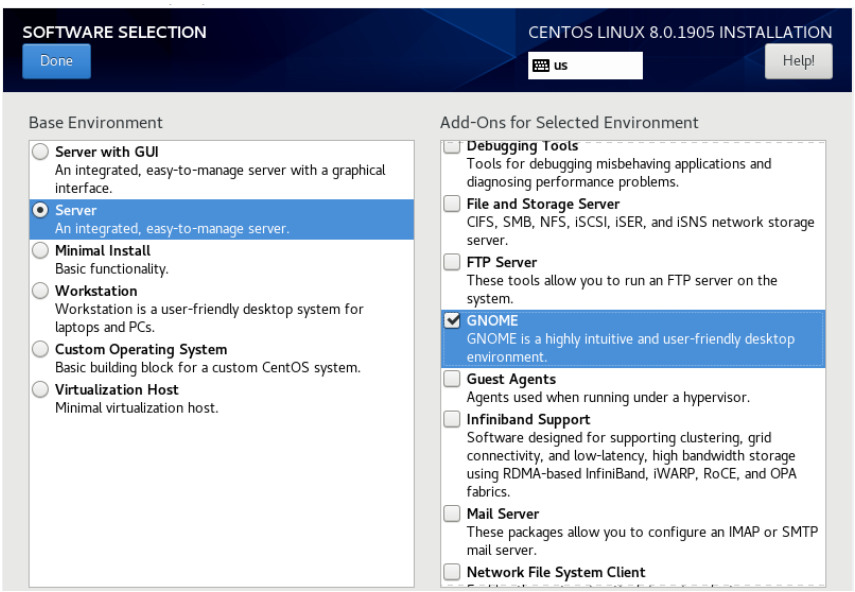
3.2.2 Installation on Linux

NOTE: Gespage installation packages are only available for Centos distribution.

3.2.2.1 Centos configuration

CentOS installation
Install the English Desktop version of CentOS 7 / 64bits



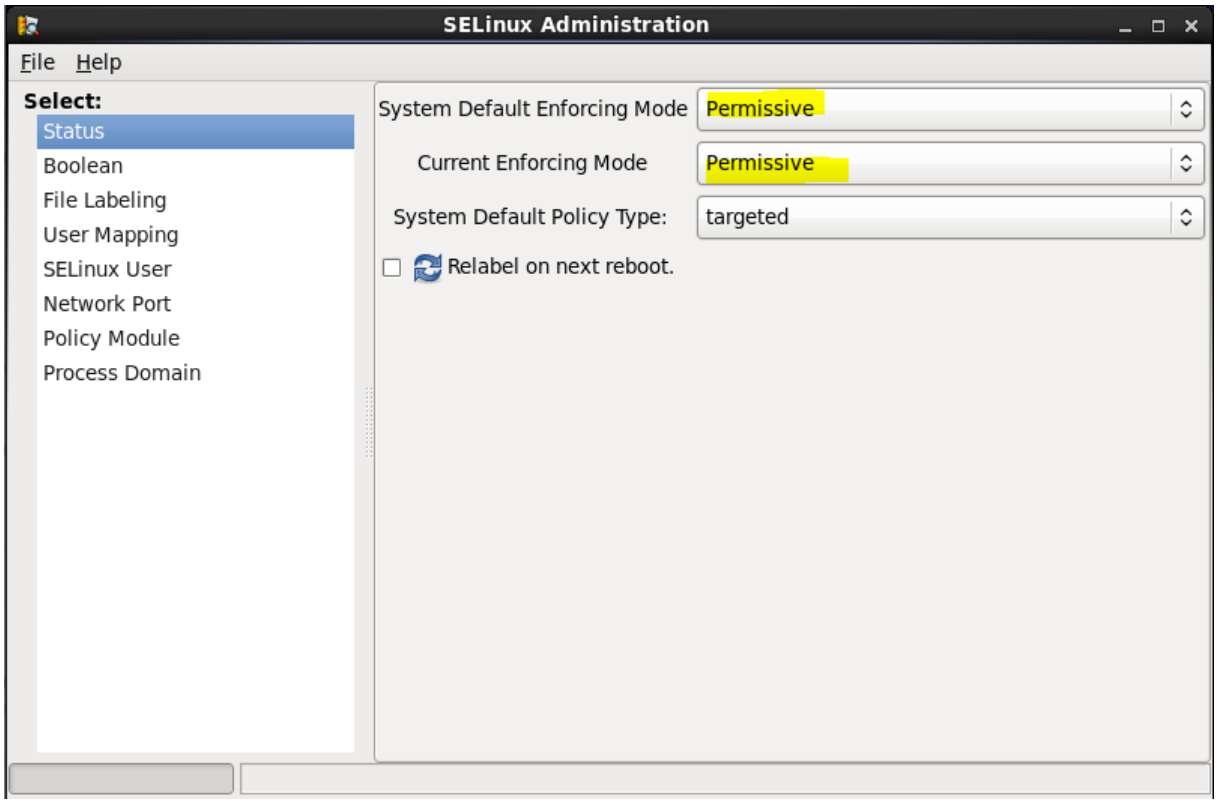


During installation:

- click on the "Software Selection" button and select "GNOME Desktop"
- disable SELinux.

SELinux configuration

- If your server was already installed, check that SELinux is disabled.
- The SELINUX configuration can be modified by using the **system-config-selinux** tool:
  - `yum install` **`policycoreutils-gui`**
  - **`system-config-selinux`**.



- Set the *Current Enforcing Mode* and *System Default Enforcing Mode* parameters to ***Permissive***.

Hostname configuration

For ensuring a correct installation, check that the configuration of the hostname is correct, that is to say the same for the parameters described below (for example with the hostname `gespage.localdomain`).

- Check hosts file:
  - `vim /etc/hosts`
  - The 127.0.0.1 line should contain the hostname
    127.0.0.1 gespage gespage.localdomain localhost localhost.localdomain

- Check the hostname is the same via the hostname command (**`hostnamectl`**):
  - If the name is incorrect, it can be changed by the command:
    `hostnamectl set-hostname your_hostname –static`.

Add the software repositories epel and log4cpp

- `yum install epel-release`
- `yum install log4cpp`.

3.2.2.2 Gespage installation

To download Gespage installation RPMs, please contact your reseller.
Move to the folder containing the RPMs.
Gespage software installation is performed by using the following yum commands:

- `yum install gespage-agent-8.x.x86_64.rpm`.
- `yum install gespage-server-8.x.x86_64.rpm`

ATTENTION! The installation requires an internet access. Indeed, installing Gespage leads to the installation of third packages such as `PostgreSQL`.

3.2.3 Software update

You can upgrade your server by installing the rpm of the new version (with the same `yum` command as the installation).

ATTENTION! Before launching your upgrade, check that the current license of your server is still under maintenance. Otherwise, your license will no longer be valid after upgrading.

3.2.4 Software uninstallation

You can uninstall the Gespage software with the following `yum` commands:

- `yum remove gespage-agent`.
- `yum remove gespage-server`

Gespage uninstalling does not remove the database. Data of your server remains stored.

3.3 Installation on Linux Debian

3.3.1.1 Gespage installation

To download installation files, please contact your reseller.
Gespage software installation is performed by using the following commands:

- For the Agent part:
  - `sudo apt-get install cups`
  - `sudo apt-get install cups-bsd`
  - `sudo dpkg -I gespage-agent_8.X.X.deb`

- For the Server part:
  - `sudo apt-get install postgresql`
  - `sudo dpkg -I Gespage-server-8.X.X.deb`

ATTENTION! Access to `Postgresql` may not be possible due to a lack of access rights. An account with access to the various Gespage tables must therefore be added manually.

- `sudo useradd gadmin`
- `sudo passwd gadmin`
- `sudo usermod -aG sudo gadmin`.

3.3.2 Software update

You can upgrade your server by installing the `pkg` of the new version (with the same `dpkg` command as the installation).

ATTENTION! Before launching your upgrade, check that the current license of your server is still under maintenance. Otherwise, your license will no longer be valid after upgrading.

3.3.3 Software uninstallation

You can uninstall the Gespage software with the following `dpkg` commands:

- `sudo dpkg --remove gespage-agent`
- `sudo dpkg --remove Gespage-server`

Gespage uninstalling does not remove the database. Data of your server remains stored.

4.Getting started

Gespage server controls the Windows printing queues of the printer available on your Windows print server. We will see that all or part of your printers may be chosen as being in the control of Gespage.

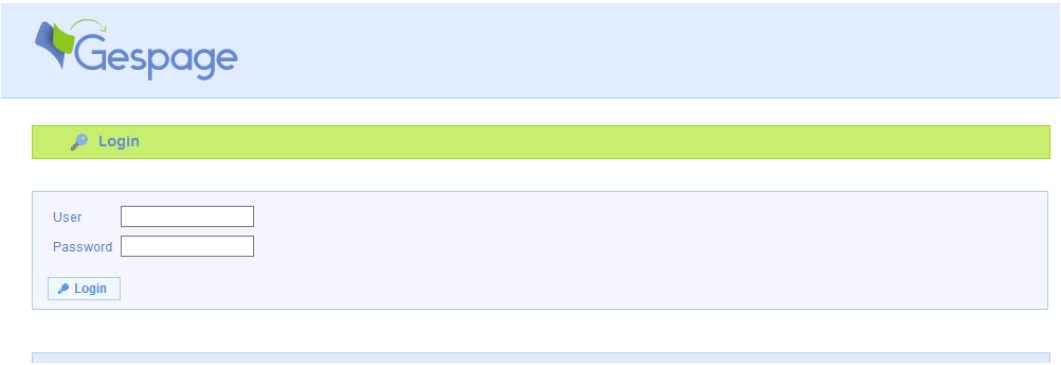
The creation of new printers, the installation of print drivers and the default configuration of the drivers can be carried out from the standard interface of your system:

- On Windows: from the menu of Printers.
- On Linux: from the menu of Printers of CentOS, or the web interface of administration of cups (http://Server_address:631 - *only accessible locally by default*).

4.1 Administrator interface

From a Web browser, the administrator's interface is launched by accessing to the URL:

- Secure mode: **https://Server _address:7181/admin.**
- Non-secure mode: http://Server_address:7180/admin.



The administrator login name is "admin "and the default password is "123456 ". This password may be modified (refer to § 11.4.2).
A configurable access of administration may be provided to users of the system (see § 11.4).

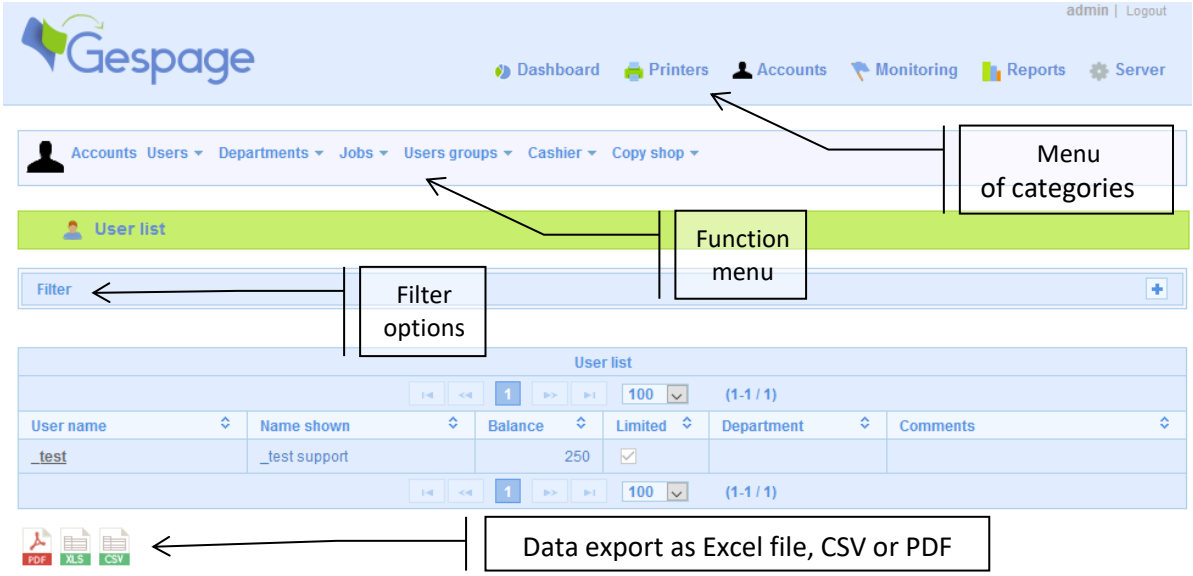
4.1.1 Browsing principles across the menus

Gespage application functions are organized in 6 categories:

- Dashboard (Overview of the last activities).
- Printers (Configuration of the printers, terminals and prices).
- Accounts (Management of the users' accounts).
- Monitoring (Monitoring of pending jobs, printers and server events).
- Reports (Report on the activities and printing costs).
- Server (General configuration of the Gespage server).

The menu displayed at the top of the Gespage homepage lists the categories.

Selecting a category causes a menu bar of the functions associated to be displayed under the menu of categories.

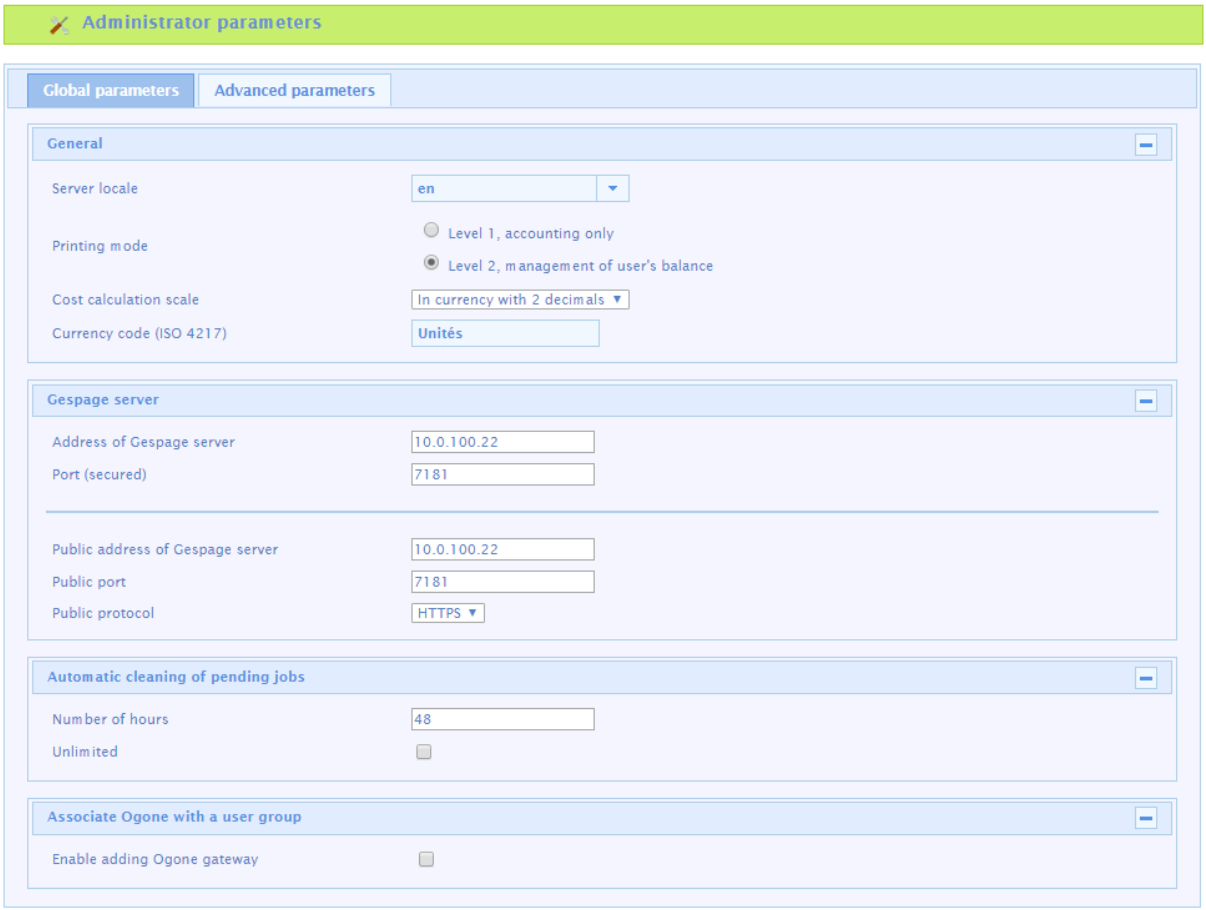


Within the various menus, the items shown in tabular form may be filtered (per date, name …). These data may be exported as Excel file or PDF.

4.1.2 General configuration

The configuration of these parameters is accessible from the menu *Server > Configuration > Admin Parameters > Global parameters*.

1. The first operation of your server configuration is to define whether you will use Gespage only to perform printing accounting (mode 1) or to also manage users' credits (mode 2 - quotas).
2. You must also specify the scale of price magnitude whether credit is expressed in Units or Currency (with the choice of number of decimal places from 2 to 5).
3. The currency used for credit may be expressed in currency (EUR, USD) or a free text (Units, Copies and Points). This parameter must be filled in if a reloading solution of accounts by users is used.
4. The address of the server on the local network must be filled as well as the HTTPS port used (7181 by default). The public address and the public secure port may also be filled in if necessary.
5. Should you use the secure printing functionalities, you can define a maximum duration of retention of documents. The documents deleted will be considered as savings. The amounts of these savings will be held for a future viewing.
6. The language of the Gespage web interface may also be modified.



Some of the above parameters are described later (refer to § 11.1.1).

4.2 Access to the user interface and basic functions

From a Web browser, the user's interface is launched by accessing to the URL:
https://Server_address:7181

4.2.1 Authentication

Gespage supports 3 login mechanisms:

- The Gespage login based on the directory associated with it.
- The login via a Google account associated with the Gespage account.
- The login via an external service in case of setting up an SSO.

The choice of the login mode is made by choosing one of the two validation buttons:

- "Login" button for validation by Gespage.
- "Google Sign In" button for validation by Google.

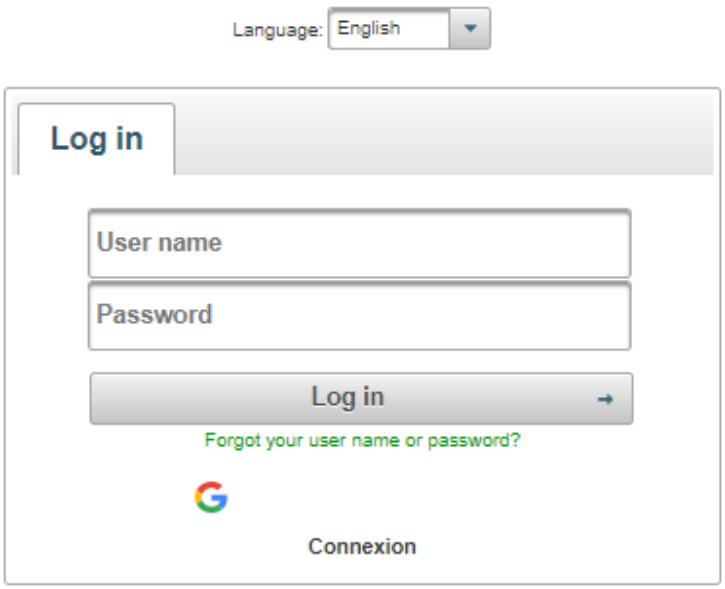
Login Gespage

Depending on the server configuration, there are three modes of authentication:

- Login + password.
- Print code (to enter in the "User *ID* "field).
- Login.

Google login

- **ATTENTION!** The login mechanism via Google can only be achieved if the Gespage server is accessible from a public IP address.
- **ATTENTION!** The email addresses used for the connection must be set in Gespage.



The menus available depend on the server setting

4.2.2 Web printing interface

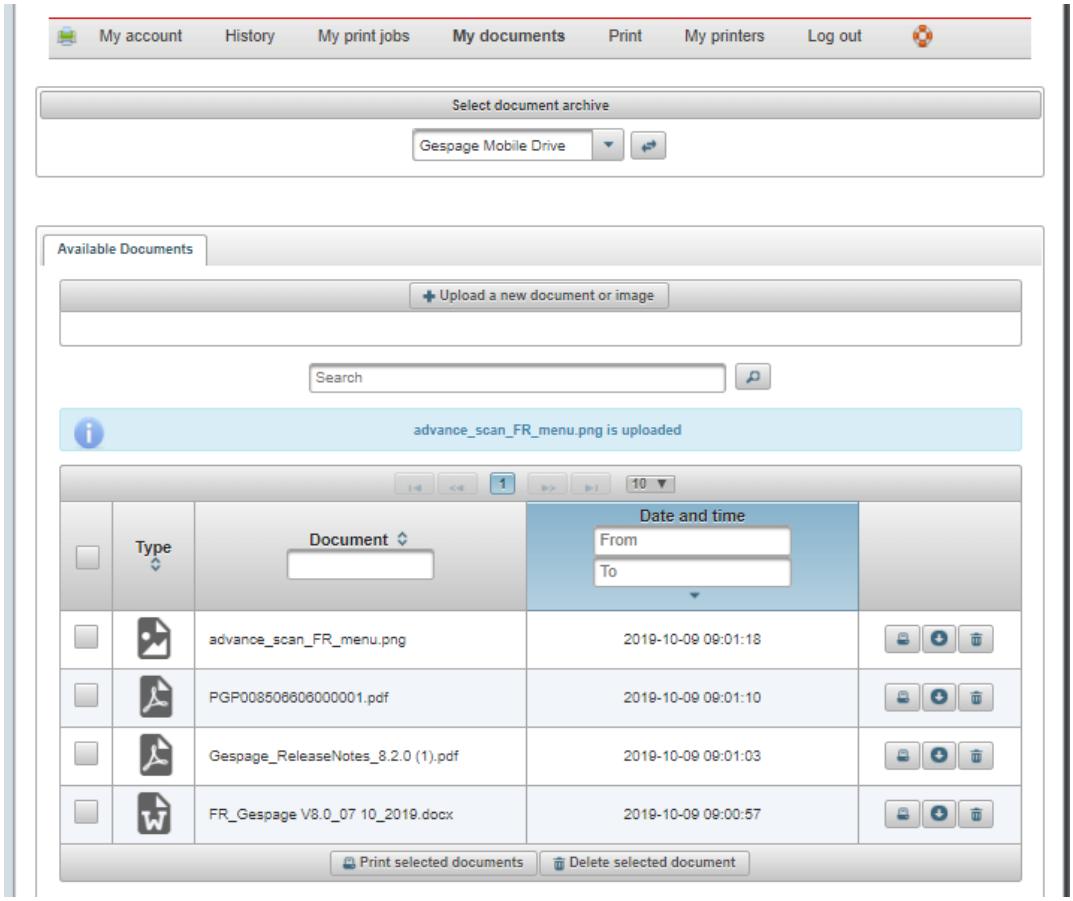
The home page displays the basic information of the user (name, credit, history ...) and gives access to the various functions of Cloud Printing.

1. <u>My account</u>
   The user can view and edit his account information (email, name, password ...).

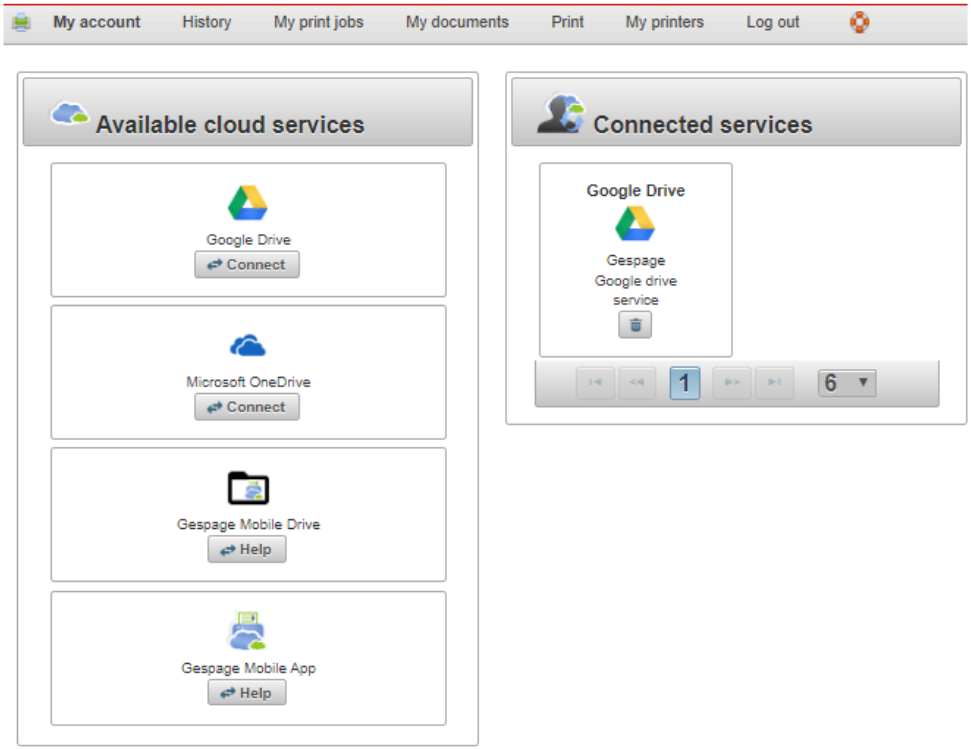
2. <u>History</u>
   Display the history of copies / prints / scans and credit used.

3. <u>My print jobs</u>
   Make a list of the documents sent to print and waiting to be released.

4. <u>My documents</u>
   Manage a user space to store user documents, this space is called “Gespage Mobile Drive”. A user could add/delete/retrieve printable documents (pdf, doc, docx …) in the “Gespage Mobile Drive” space.
   The user space can also be connected to "Google drive" or "Microsoft OneDrive" (see "manage services").



5. <u>Manage services</u>
   Associate with the user's account an external storage space.



On the left side of the screen is displayed the list of available cloud services, on the right side the list of services already configured and available to the user.

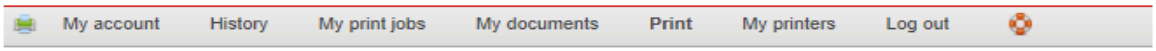
Google Drive:
The “connection button” enables a Google Drive storage space to be associated with the Gespage user account. The access key provided by Google will have to be entered to share your space. Several Google Drive accounts can be associated with a user account

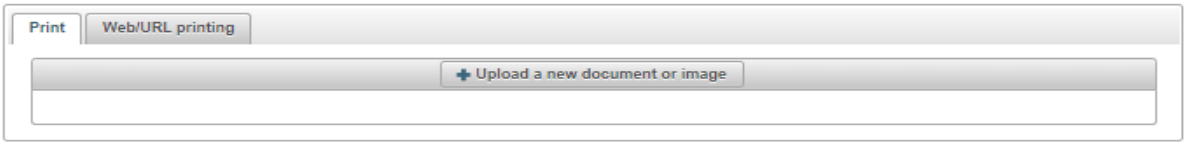
Microsoft OneDrive:
In a similar way to Google Drive, the login button enables a "Microsoft OneDrive" account to be associated with the Gespage account.

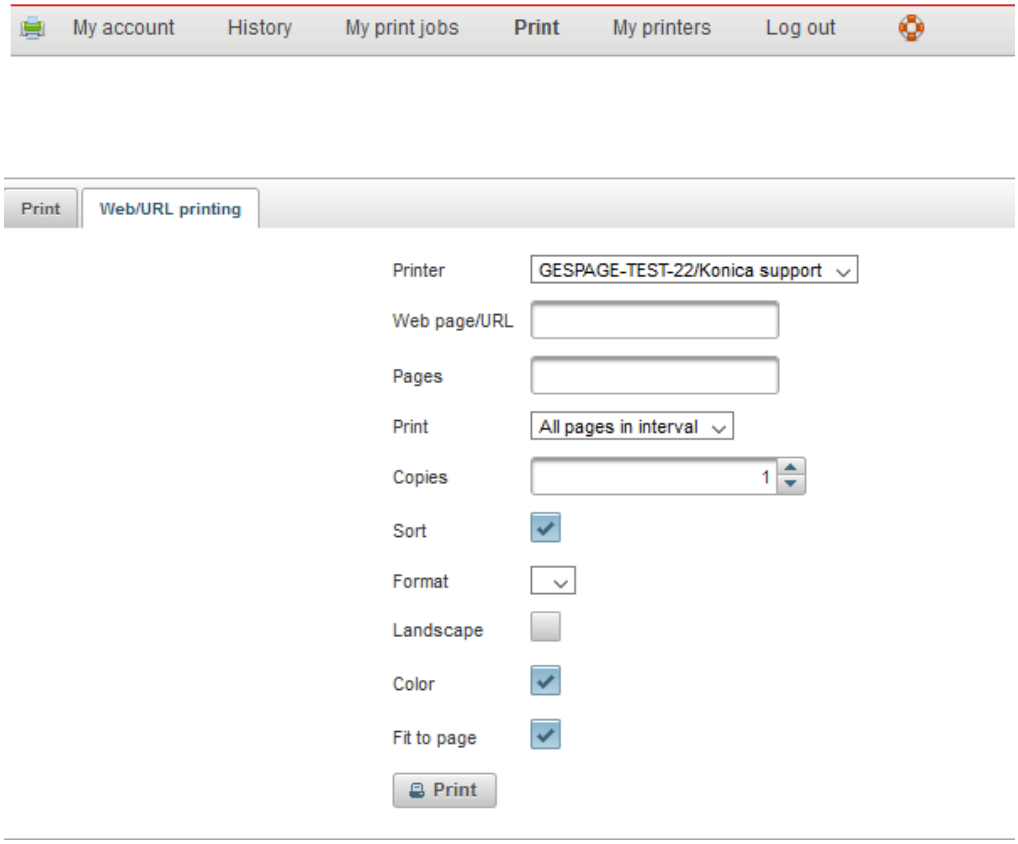
Gespage Mobile Drive:
No login is required, this space is allocated to all Gespage users once the administrator has enabled the functionality (§ 12.3.2).

Gespage Mobile App:
No connection is required on the server. Users must download the "Gespage Mobile" app for their smartphone and install it. This app enables documents to be sent directly from your smartphone applications such as the photo gallery or your email client.

6. Print
A document is printed directly, it is sent directly to the print server and will not be saved in the space of storage.
Web printing: a document is printed directly by entering its URL.







7. My Printers
   List of the printers available to the user.

8. Logout
   The user logs out of his session.

9. Help
   Display a manual for the users of the solution. A basic model is supplied with Gespage solution, refer to Annexe section (see § 15.2).
   It may also be changed from the following directory:
   GespageCore/Gespage/Geps/geps/etc and other languages may be inserted.

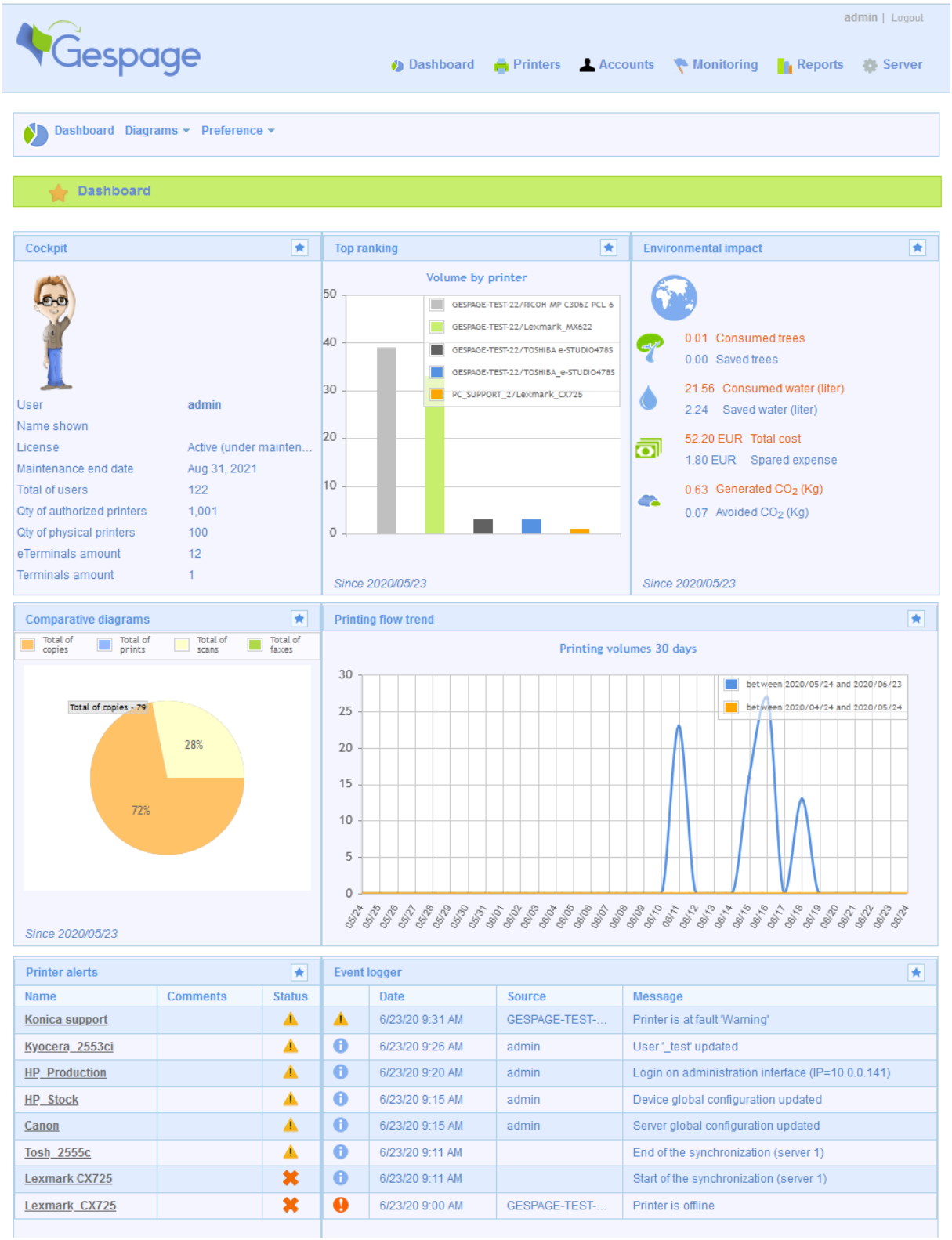
4.2.3 Print by mail

The e-mail printing function is used to configure e-mail addresses that will be the way to communicate with Gespage to print documents, these documents must be in source format as described in § 15.2.
Three types of information will be associated to configure a print email address:

- **An email profile**: define how Gespage will reference an email address to retrieve documents.
- **A printer profile**: define the printer properties that will be used to print the document (Duplex, Colour / Black & White ...).
- **A print queue**: define the printer to which the document will be sent (this printer can be a virtual printer).

5.Dashboard

Gespage dashboard enables customized information related to the print activity managed by the solution, to be displayed in the form of tables and graphs.


admin | Logout
Gespage
Dashboard
Printers
Accounts
Monitoring
Reports
Server
Dashboard
Diagrams
Preference
Dashboard
Cockpit
User admin
Name shown
License Active (under mainten...
Maintenance end date Aug 31, 2021
Total of users 122
Qty of authorized printers 1,001
Qty of physical printers 100
eTerminals amount 12
Terminals amount 1
Top ranking
Volume by printer
GESPAGE-TEST-22/RICOH MP C306Z PCL 6
GESPAGE-TEST-22/Lexmark_MX622
GESPAGE-TEST-22/TOSHIBA e-STUDIO478S
GESPAGE-TEST-22/TOSHIBA_e-STUDIO478S
PC_SUPPORT_2/Lexmark_CX725
Since 2020/05/23
Environmental impact
0.01 Consumed trees
0.00 Saved trees
21.56 Consumed water (liter)
2.24 Saved water (liter)
52.20 EUR Total cost
1.80 EUR Spared expense
0.63 Generated CO2 (Kg)
0.07 Avoided CO2 (Kg)
Since 2020/05/23
Comparative diagrams
Total of copies
Total of prints
Total of scans
Total of faxes
Total of copies - 79
28%
72%
Since 2020/05/23
Printing flow trend
Printing volumes 30 days
between 2020/05/24 and 2020/06/23
between 2020/04/24 and 2020/05/24
Printer alerts
Name Comments Status
Konica support
Kyocera_2553ci
HP_Production
HP_Stock
Canon
Tosh_2555c
Lexmark CX725
Lexmark_CX725
Event logger
Date Source Message
6/23/20 9:31 AM GESPAGE-TEST-... Printer is at fault 'Warning'
6/23/20 9:26 AM admin User '_test' updated
6/23/20 9:20 AM admin Login on administration interface (IP=10.0.0.141)
6/23/20 9:15 AM admin Device global configuration updated
6/23/20 9:15 AM admin Server global configuration updated
6/23/20 9:11 AM End of the synchronization (server 1)
6/23/20 9:11 AM Start of the synchronization (server 1)
6/23/20 9:00 AM GESPAGE-TEST-... Printer is offline

5.1 Diagrams

Several diagrams are available for displaying various information.

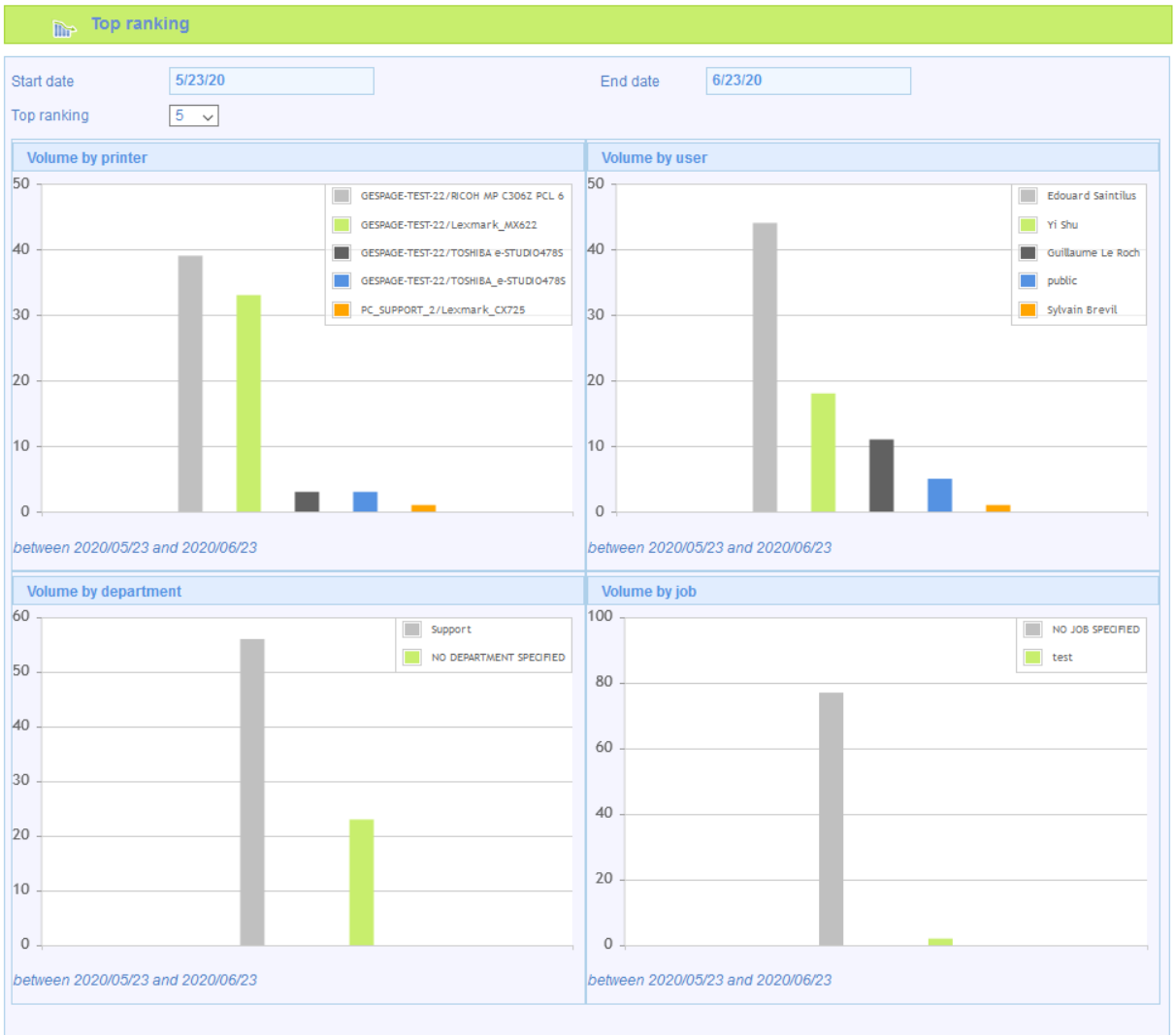
5.1.1 Server diagrams

Displays system information of the print server hosting Gespage solution (processor, RAM memory, space available on the disk …) an overview on the activity of the server and a view on the environmental impact.

Data may be filtered (volumes of prints, copies and scans and environmental impact) by specifying an interval of dates.

5.1.2 Top ranking diagrams

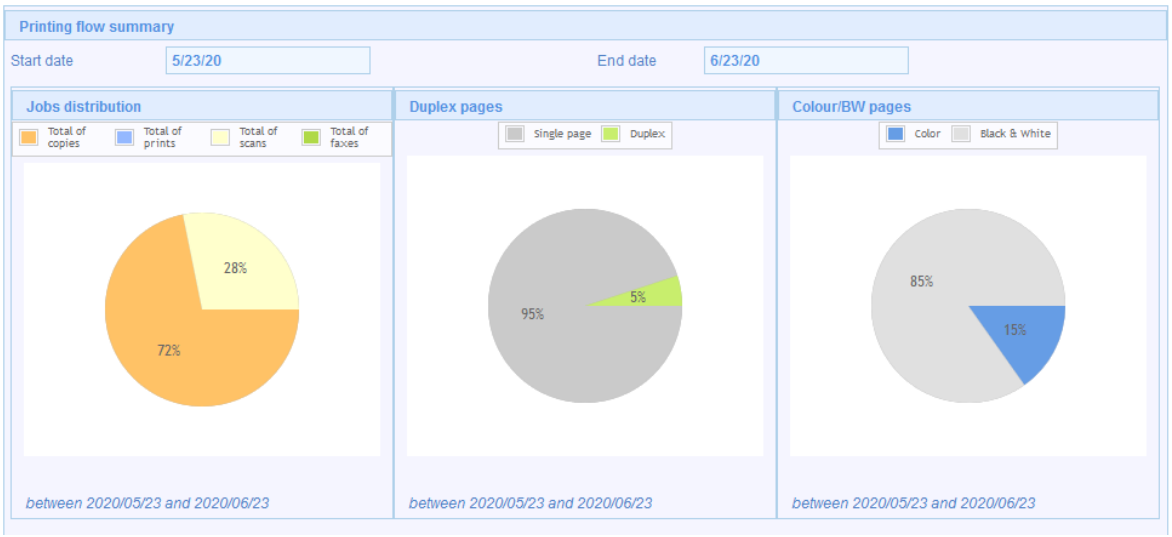
Displays information on the larger volumes by printer, user, department and job in the form of histogram. The number of classified elements and the analysed period may be customized.



5.1.3 Comparative diagrams

5.1.3.1 Printing flow summary

Displays information on the distribution of the printing flow in the form of circular diagrams within the dates wished (Copy / Print / Scan / Fax - Recto / Duplex - Colour / Black and White).



5.1.3.2 Printing flow trend

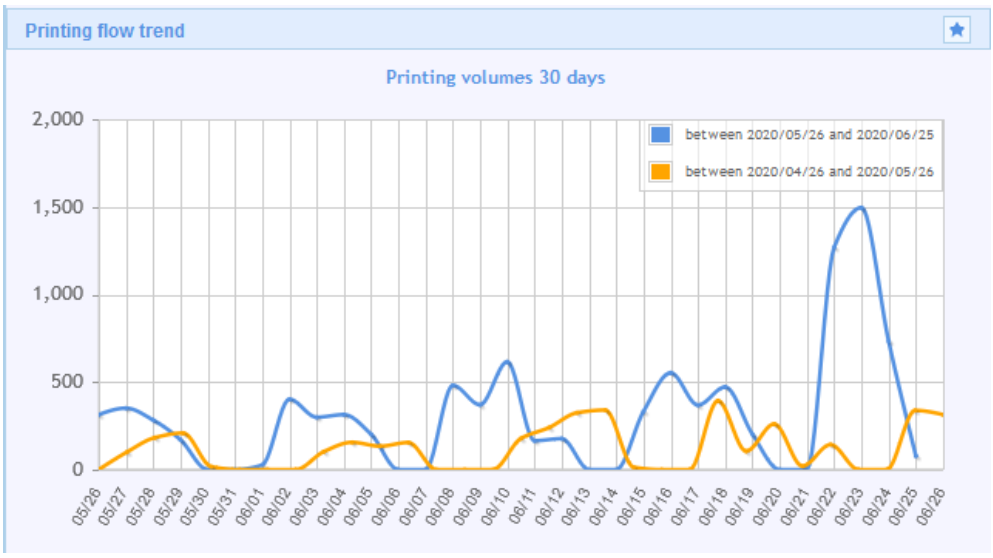
Displays information on the print flow trend in the form of line charts between two periods.

Type

Per hour: compares the printing volume of a day with the previous.
Per day: compares the printing volume of a month with the previous within 30 days.
Per week: compares the printing volume between two quarters.
Per month: compares the printing volume of a year with the previous.

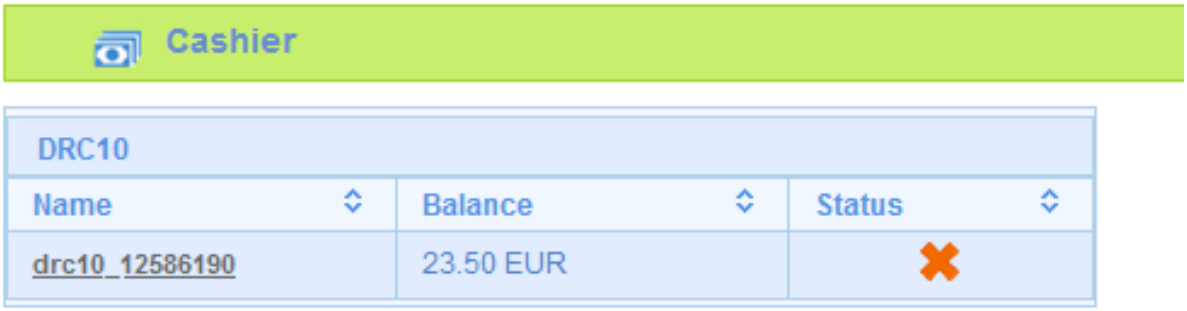
Date

Indicates the end date of the compared periods.



5.1.4 Cashier

Cashier menu of the dashboard displays the list of cash reloader systems connected to the server.



Name

Name of the unit, it also gives access to the setup page of the unit.

Balance

Displays the balance accumulated since the installation of the unit.

Status

Status recovered by the system.

The following icons indicate the status of the unit:

Unknown status

The unit has no problem

The unit shows an alert

The unit is offline.

5.2 Configuration

From the "Preference" tab, the *Configuration* menu enables customized elements displayed on the dashboard to be defined (for the Administrator account currently logged).

Top ranking:

Defines which histogram is displayed on the dashboard (volumes by printer, user, department and job).

Comparative diagrams:

Defines which circular diagram is displayed on the dashboard (Jobs distribution, Use of Colour/BW pages or Duplex pages).

Printing flow trend:

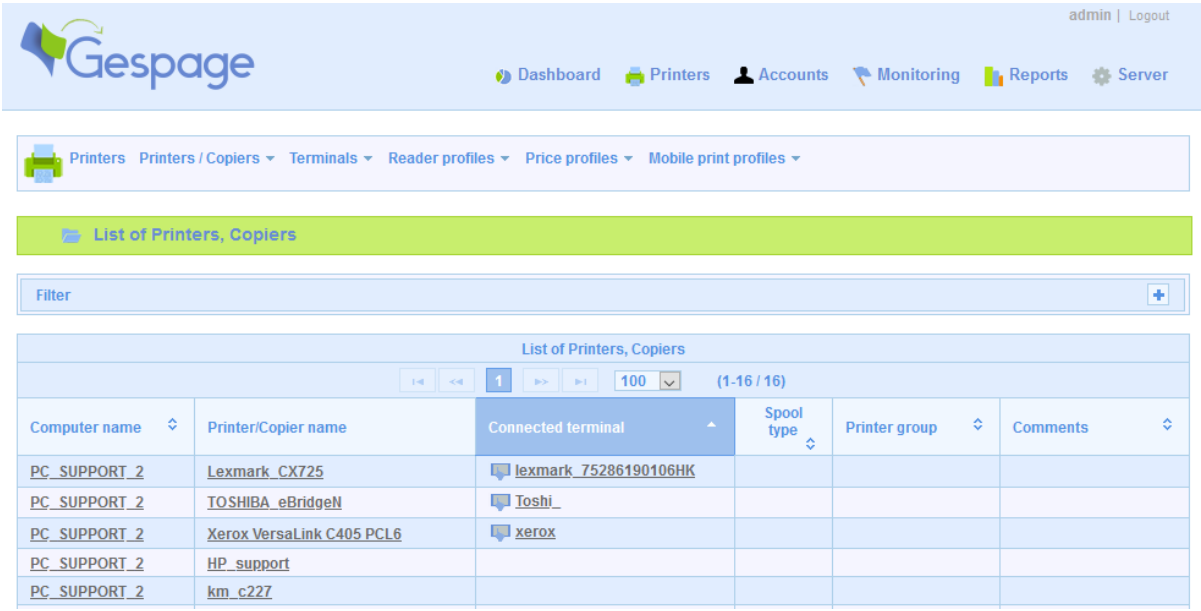
Defines which line chart is displayed on the dashboard (per hour, day, week or month).

Please select cockpit icon that you want to display.:

Chooses the avatar shown on the dashboard.

6.Printers

6.1 Configuring print queues



Gespage lists the print queues of the print server, they are then displayed in the "List *of printers / copiers* ". By default, all the local printers on your server will be in the control of Gespage. The printers that are not local to your server will not be considered.

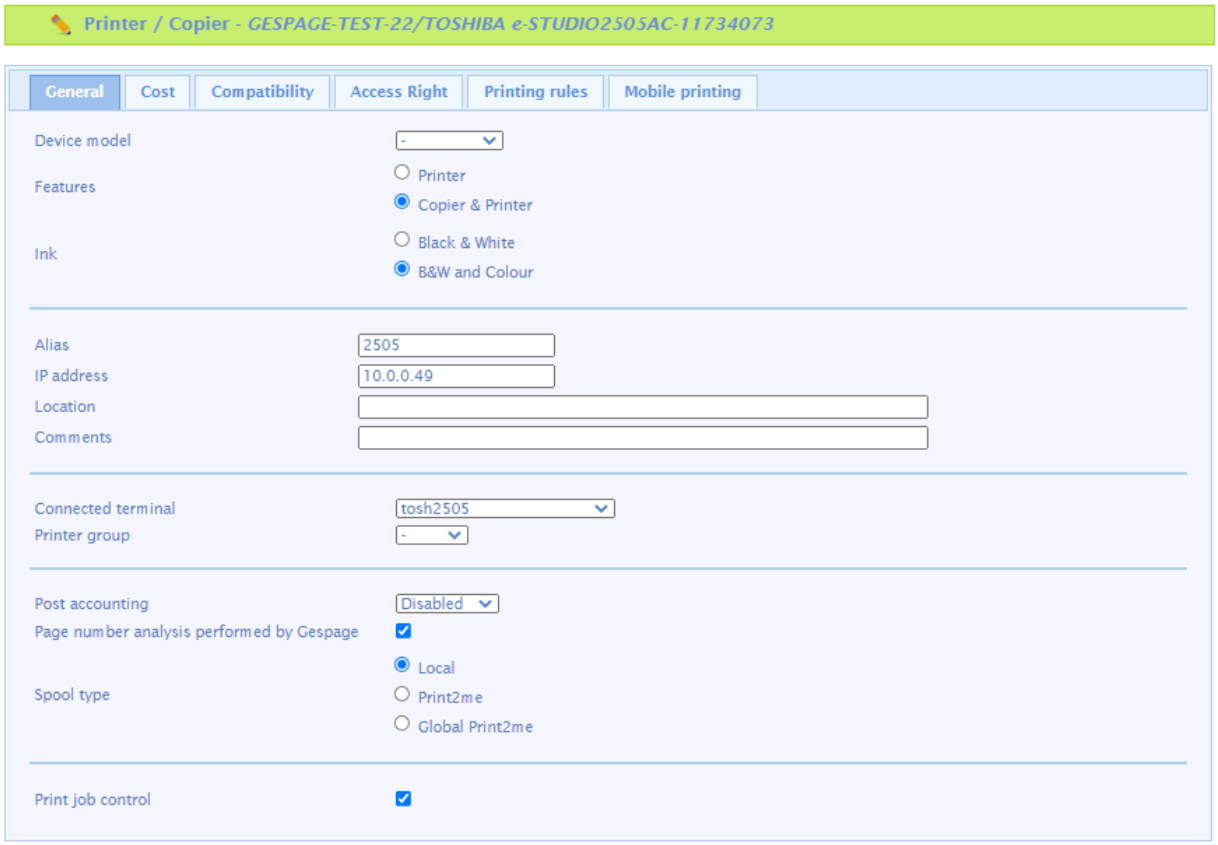
The name of the printers appears in the column "Printer / Copier name ", the name is composed of 2 parts "Server *name / Printer name* ". Indeed, we will note further in this manual that a Gespage server can control printing queues present on several printing servers.

For each printer, a set of characteristics enables to define:

- The price of pages printed in A4, A3, black and white and colour.
- The functionalities available: printer, copier or copier & printer.
  An eTerminal or an external Cartadis terminal must be installed on the printer copier (MFP) for managing the copier functionality.
- The compatibility rules used to perform the redirection functions of printings at the user's place (Print2me function).
- The printing rules (forced or suggested) used to change the properties of a document or redirect it to the most economical printer.
- The mobile printing setup.

The features of a printer can be viewed or modified by following the link of its name.

6.1.1 General configuration



The “General” tab includes the following properties:

- **Device model**:
  Advanced functionality to use the configuration of a model (see § **Erreur ! Source du renvoi introuvable.**).
- **Functions**:
  A function from the ones available is to select. An eTerminal or an external Cartadis terminal must be installed on the printer / copier (MFP) for managing the copier functionality.
- **Alias**
  To replace the printer’s name with an alias used for the mobile application.
- **Ink**:
  When **Black&White** is selected, Gespage will not perform an analysis on the colour of the document and will launch the cost calculation based on the B&W ink.
  If **“B&W and Colour** “is selected, Gespage will perform an analysis of the document to determine the number of pages in B&W and the number of pages in colour.
  If **B&W and Erasable Ink** is shown, it means that for MFPs featuring B&W and erasable ink technologies, Gespage will count the number of pages in B&W and the number of pages in erasable ink of the documents.
  NOTE: This setting is only available if the Gespage advanced parameter *ui.show_erasable_ink* advanced parameter of Gespage is "true".
- **IP address:**
  The IP address or the network name of the printer.
  ATTENTION! For monitoring the fleet via SNMP, this field must be filled in.
- **Location:**
  Location of the peripheral (it may be automatically retrieved from Windows / Linux configuration of the printer).
- **Comments:**
  Comments of the peripheral in Gespage. These comments are only used to ease the peripheral management in the Web interface.
- **Volume:**
  This attribute is a customizable field (at the name and value level). From 0 to 10 customizable pfields can be added to the printers. These fields will then be used in AD synchronization scripts or in reports
- **Connected terminal**:
  This field enables an eTerminal or an external Cartadis terminal to be associated to a printer or a copier. Only the terminals already declared in Gespage can be associated to a printer. The terminal name “– “means that no terminal is associated to the printer.
  ATTENTION! A terminal can only be associated to one printer.
- **Group of printers:**
  This field enables the printer to be associated to a group of printers in order to extract customized reports or filter recipients of printer notifications (see § 6.4.2).
- **Corrected accounting of prints:**
  If this field is enabled, it means that Gespage will post-count the documents in order to correct the number of pages actually printed after the end of printing.
  There are 2 types of corrected accounting:
  - **eTerminal** (recommended):
    The corrected accounting is carried out by means of the eTerminal installed on the MFP. The availability of this option depends on the type of eTerminal installed.
  - **SNMP**:
    Corrected accounting is carried out by SNMP supervision. This type of supervision adds network flows and slows the printing process. This option should be activated only when the counting constraints are high.

ATTENTION! The SNMP post-counting can only be achieved if a SNMP driver corresponding to the printer type is available. Drivers are .drv files installed in the Gespage installation directory and agents under drivers. Please contact the Cartadis support for further information on this subject.

- **Page number analysis performed by Gespage**:
  If enabled, it means that Gespage will not use the counting of pages from Windows (which can be wrong with some print drivers) but will, by itself, analyses the document before printing for cost evaluation. Gespage then determines the total number of pages, the number of pages in black and white and colour in a same document.
  ATTENTION! This mode of counting is available for PS, PCL5 or PCL6, XPS printers (for other languages, please contact the support) according to the drivers. You will have to disable the " Advanced printing options " in Windows properties.
- **Spool type:**
  This field allows you to define the printers which printings will be released either to local printers, those installed on the same server (Print2me) or those present on remote servers (Global Print2me).
  ATTENTION! The Global Print2me function adds network flows and slows the printing process. It is advisable to enable this option only if the need to release printings to printers managed by separate servers is real.
- **Print job control**:
  If enabled, this field indicates that the printer is controlled by Gespage and will appear in the list of printers/copiers. If disabled, the printer is not controlled by Gespage (see § 6.4.3).

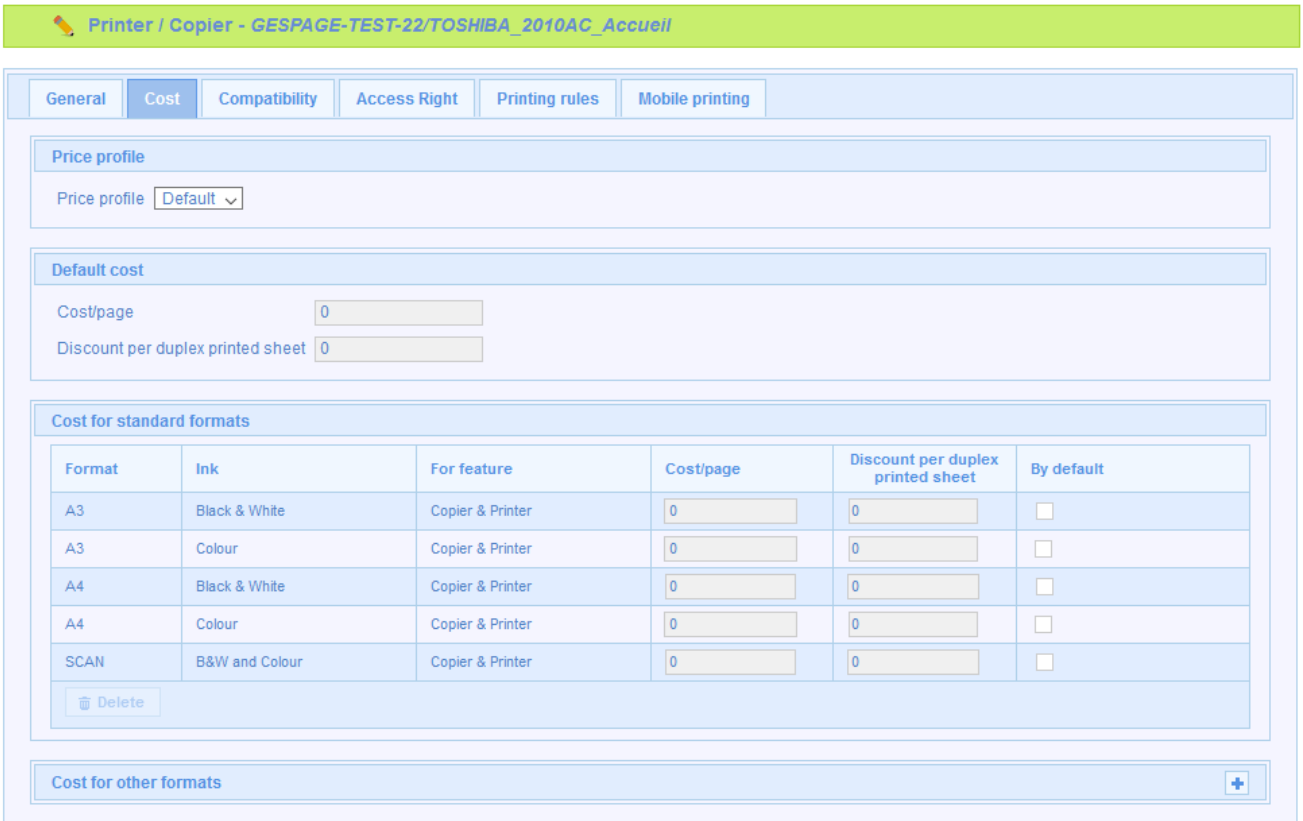
NOTE: Custom fields can be added to this description (see § 11.1.1.2).

ATTENTION! It is not advisable to rename your printer under Linux. Indeed, the printer will be seen as a new printer on the Gespage server and will have to be set again.

6.1.2 Price configuration

The "Cost" tab includes the following features:

- **Price profile**:
  Price profiles allow you to configure prices centrally and allow advanced price options to be configured.
  The profile of price "Default "is by default associated with every new printer. Another profile of price may be chosen or set prices that do not correspond to any profile by selecting "– ".
- **Default cost:** (only in case the profile is set to "– ")
  - **Cost / page:**
    If the job format is not defined in the format cost (standard or others), the default price is applied.
  - **Discount per duplex printed sheet:**
    If the page is duplex printed, the price of 2 pages is calculated with the formula (2 x Page price)-duplex discount.
- **Cost for standard formats:**
  The standard formats are A4, A3 in B&W or colour, SCAN. For each format, you can set a price and a discount on duplex.



- **Cost for other formats:**
  According to your printers, other copy sizes can be defined, for example: LETTER, LEGAL, A0 etc.

6.1.3 Secure print configuration

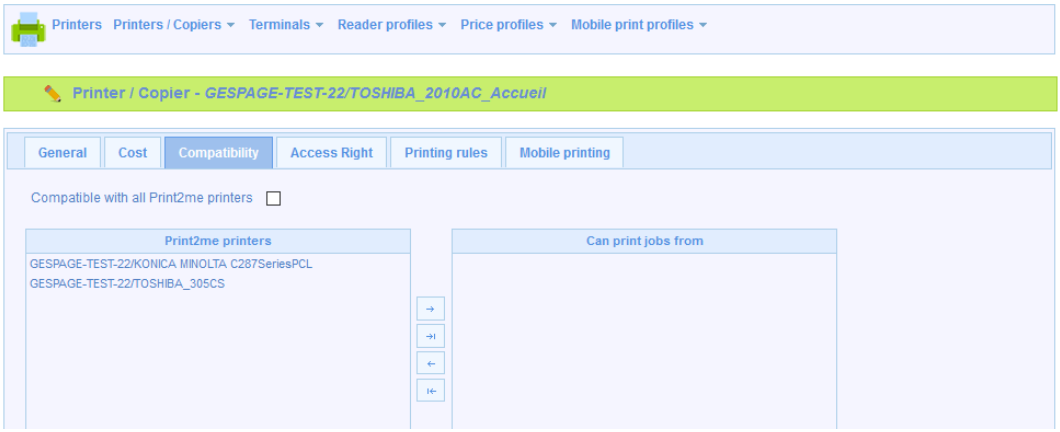
The “Compatibility” tab shows the possibility that a document sent to a Print2me common queue can be printed to the current printer without being treated again by the print driver.

This function, linked to the function of print on request, consists in sending a print to a common queue that will lock this print until it is released by his owner by identifying on any machine attached to Gespage.

Gespage also enables printings to be forwarded from one server to another, even if the servers are on “separate “ Vlan thanks to the Global Print2me or Gespage Remote function.

- In case of printing to a printer with “Local “spool type: a document sent to this printer can only be released on this printer but this printer can print documents from other printers that are compatible with it.
- In case of printing to a printer with “Print2me “spool type: a document sent to this printer can be released to a compatible printer located on the same print server.
  NOTE: In the case of remote servers, documents sent to this type of printer can be released on another server (see § 13.2).
- In case of printing to a printer with “global Print2me “spool type: a document sent to this printer can be released to a compatible printer located on any print server.

ATTENTION! printers in compatibility must share the same driver. In practice, one can consider that PCL and PostScript printers are compatible with one another. However, it is advisable to make a test of compatibility between various models of printers.



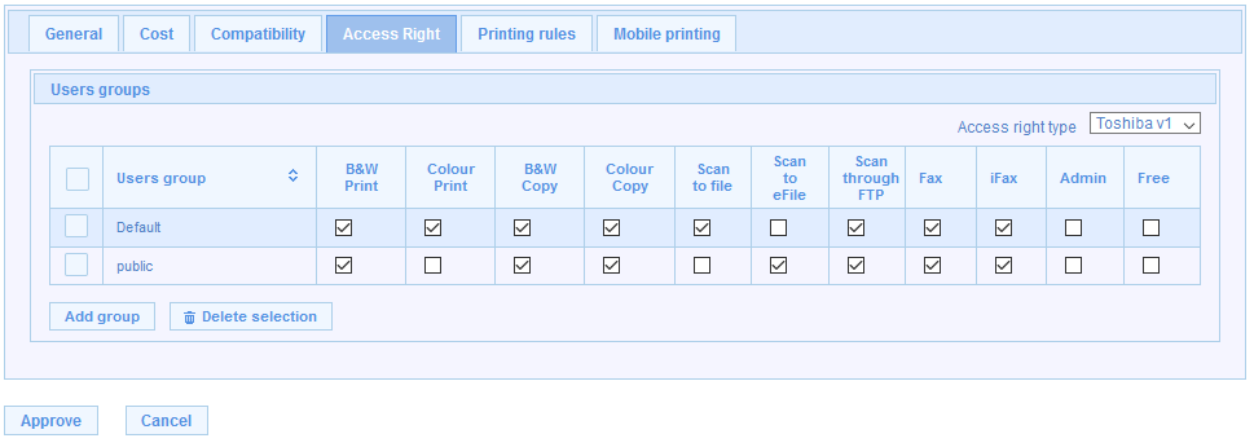
6.1.4 Access right configuration

This menu enables the access to some functionalities of the MFP to be limited (such as printing in colour or scanning) according to the users.

For productivity reasons, Gespage deals with rights of access to printers by featuring the user groups (see § 6.1.4). Those rights regulate the access to the machines such as a right for copying or printing in colour. The user groups can be imported from the security groups of an Active Directory.

A box checked means that the function is enabled, if a box is not checked the user group will not have access to the function concerned.

On some copiers, extended access rights may be managed by selecting the type of eTerminal installed via the menu *Access right type*.



6.1.5 Printing rule configuration

Printing rules are made available to the administrator so that he can foresee a policy of economic and environmental approach.

The rules are generally used for various types of needs, for example:

- Route large documents to departmental or copying printers.
- Force printing in Black and White or Duplex for certain types of documents or certain categories of users.
- Forbid printing of some documents.
- Define a bounce Print2me printer queue to keep the confidentiality of pending documents by automatically redirecting the prints of a shared printer queue to a private printer queue of the server.
- Enable the conversion of some spool files between units of different brands (only available for certain kinds of conversion).

When the print server receives a document addressed to a printer, Gespage evaluates the printing rules linked to the destination printer (if there is one). If a rule is satisfied, the document will be modified or redirected to the printer defined in the rule.

Several rules may be linked to a printer, the rules are launched in the order they were defined (from the top to the bottom in the display screen of rules). Once a rule is satisfied, it is applied, the other rules of the same type are then ignored.

If a printing rule has been applied to redirect a document to a real printer, the document cannot be released to a printer other than the one defined by the rule. In other words, a printing rule like “Redirect to “ cancels the Print2me function.

The tab of "Printing rules" enables rules to be defined. The available rule conditions are:

- If the number of pages is greater than X pages.
- If the price of the document is greater than X Euros.
- If the format is X, (X could be for example A0).
- If the ink is X, (X could be Colour or Black & White).
- If the name of the document is of the form X.
  X is a regular expression, for example " *.doc ". Regular expressions may be complex, go to the site http://fr.wikipedia.org/wiki/Regular_expression for a complete definition.
- If the price of the document is greater than X.
- If the colour is forbidden to the group (suitable for the forcing rule in Black and White)
- If the spool file size is larger than à X Mo.
- Always.

A customized condition may also be defined by using the rules executing a script (Groovy).

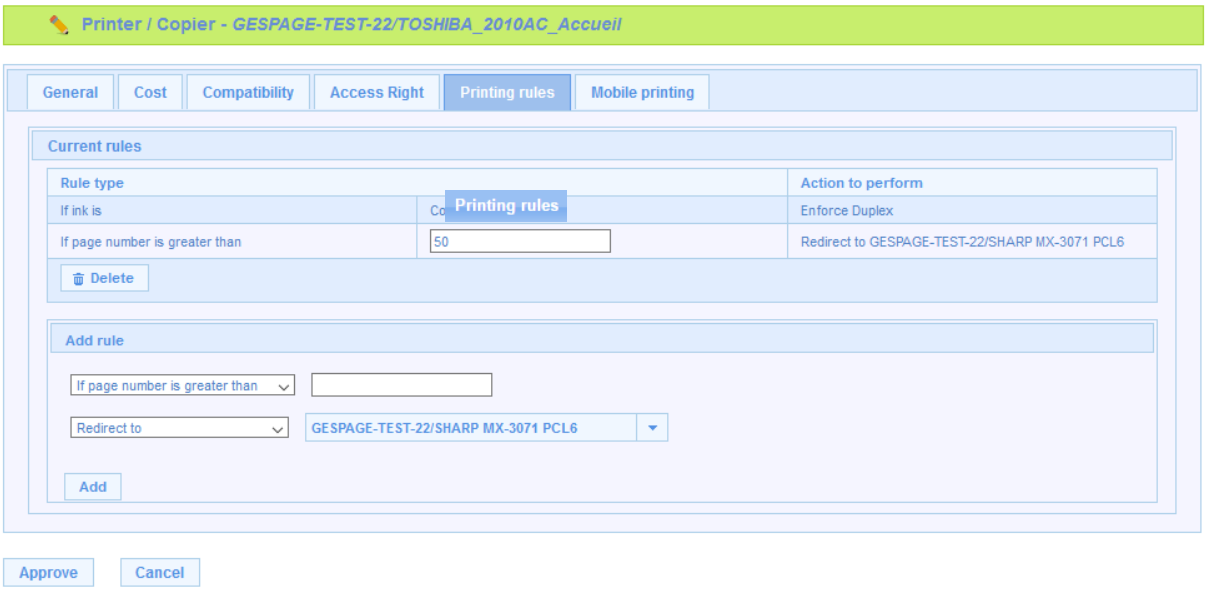
When a rule is matched, Gespage can then:

- Redirect the print to another printer.
- Redirect the print to the trash (the document is deleted).
- Redirect to the Repro Service. The document is then deleted from the list of pending jobs. The Popup informs the user that his document has to be printed via the Repro Service. An advanced parameter "popup.repro.url " enables a Hyperlink to be added to the URL of adequate service.
- Run a script.
- Suggest redirection to users. In this case, the redirection is proposed to the user who can accept it or not.
- Force the modification of the document:
  - Black and White
  - Duplex or simplex
  - Erasable ink (for compatible MFP).

  ATTENTION! This function modifies the content of the spool file. Its availability depends on the driver used (only for some PS and PCL drivers).
- Convert the spool file according to a list of predefined conversions.
  ATTENTION! This function modifies the content of the spool file. Its availability depends on the driver used (only available for the list of predefined conversions).
- Add a watermark: the following variables may be used:

1. %USER_ID% = add the user login from the user that release the job.
2. %SHOWN_NAME% = add the complete name from the user that release the job.
3. %DATE% = add the date and timestamp when the job is release
4. %EMPTY% = disable the watermark (for example on a physical printer when the Print2me queue have already a watermark).

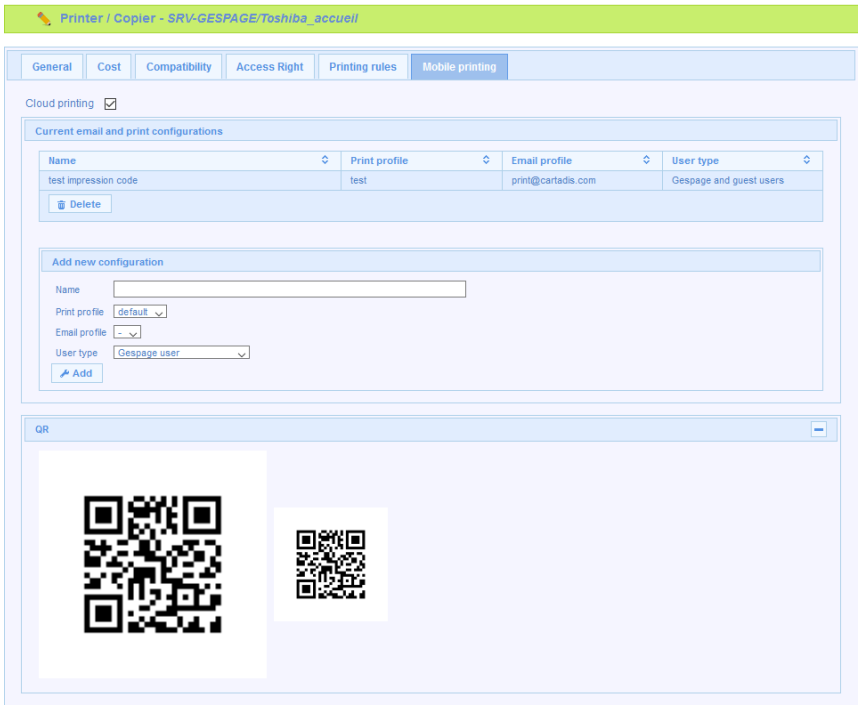
   Example: 'CONFIDENTIAL - %SHOWN_NAME% (%USER_ID%) - %DATE%' -> will print on the print job sheets 'CONFIDENTIAL – Guillaume Le Roch (gleroch) - 14/12/2020 14:23'.



A Gespage Popup application is supplied in standard with Gespage. If this application is installed on the user's workstation, he is informed when his document is modified or redirected to another printer. The user may also be informed that a printing rule applies by sending him an email. But this application must be deployed in case a redirection is suggested for informing the user.

6.1.6 Enabling mobile printing

The "Mobile Printing" tab is used to indicate whether the selected printer will be available for printing from mobile printing (from the user's web page, from the Smartphone application).
A QR code is automatically generated for the selected printer, this code can be used from the Gespage mobile application



6.2 Cost configuration

A price profile includes the prices of the various formats of printings that will be applied to all of printers sharing the same profile. In practice, it is usual to define a price profile for large volume printers, a profile for medium volumes and a profile for individual printers.

6.2.1 Basic price profile

Choose the menu *Price profiles* and then the item *Profile list* for displaying the list of profiles.

For adding a new profile, choose the menu *Price profiles* then the item *Add profile*.
For entering the various prices, refer to the § 6.1.2.

The profile named "Default "is the default profile associated to all the new printers.

6.2.2 Advanced price profile

An advanced price profile includes the prices of the different print formats that will be applied to all printers that share the same profile and the same group of users. In practice, it is usual to define an advanced price profile for the different user categories, for example teachers, students and administrative staff. This advanced profile will allow different users to not pay the same amount depending on their group.

Indeed, it is common not to charge administrative staff, to charge a minimum amount for teachers and to choose a different amount for students.

To display the list of advanced profiles, choose the menu *Price profiles* and then the item *List of profiles*.

The "Type" column is used to identify the advanced price profiles of standard price profiles (Basic).

A new advanced profile is added by choosing the *Price profiles* menu and then the *Add Advanced Profile* item.
To enter different prices, proceed as described in paragraph § 6.1.2.

The "Default" profile is the profile that is associated by default with all users without a specific price profile. It must always be part of the advanced profile (otherwise an error message will appear).

6.3 Mobile printing configuration

There are three mechanisms available in Gespage for managing mobile prints:

- Printing by sending an email to an email address.
- Printing by sending a document from the web user interface.
- Printing from the smartphone application "Gespage mobile".

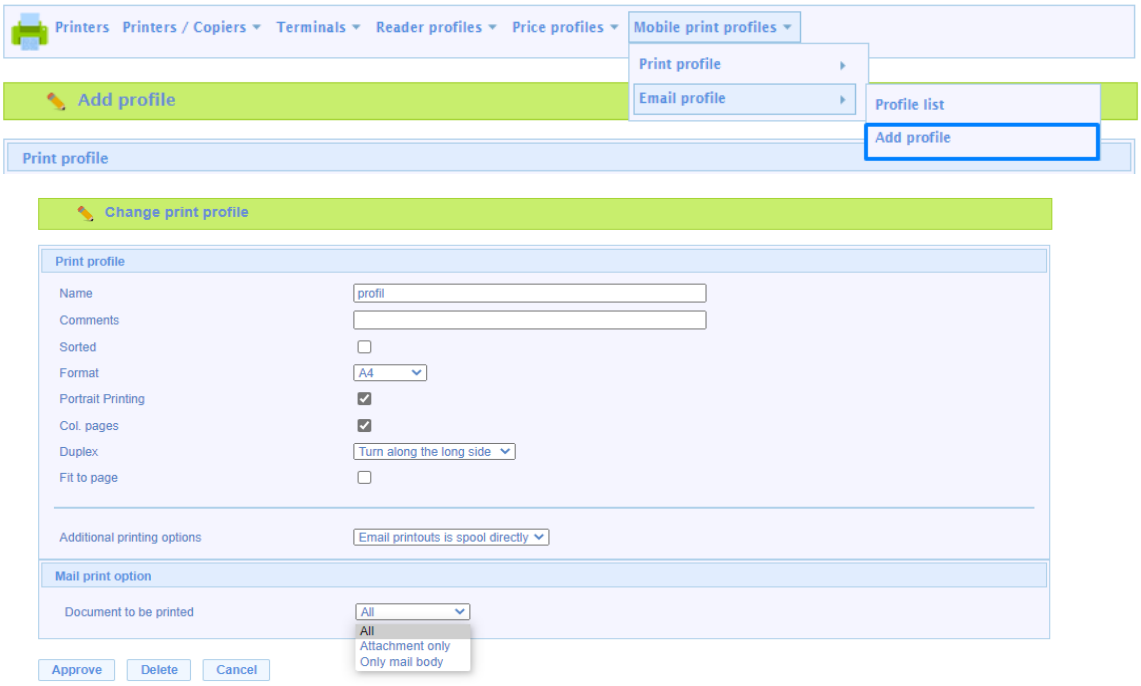
Email printing must be configured as follows:

- Create a print profile
- Create an email profile
- Associating the print profile and email profile with a printer.

6.3.1 Print profile

Gespage uses a print profile that includes all the properties that will be applied when printing from the Gespage user web page or by sending an email in print mode by email.
A same print profile can be used by several email addresses.

To create a print profile, choose the *Mobile print profiles* menu and then the *Add profiles* item.



Name

Name of the print profile in Gespage. This name is used only to facilitate the profile management in the Web interface.

Comments

Comment of the printing profile in Gespage. This comment is used only to facilitate the management of profiles in the Web interface.

Sorted

Allow to print an entire document before proceeding to the next copy.

Format

Set a format (A4 default) from the following choices: A3, A4, A5 and LETTER.

Portrait printing

Set the default print in portrait mode.

Col.pages

Allow the printing of colour pages by default.

Duplex

Define the use of the duplex by default.

Fix to page

Page scaling by default

Additional printing options

Lock setting:

Prevent the user from changing some default paramters.

Lock and hide settings

Prevent all settings from changing and does not allow viewing.

Email printouts is spool directly

This parameter is for email printing only.

Keep all the parameters defined in the print profile and does not require the email confirmation from the user.

Several print profiles may be created and the same profile may be allocated to several printers.

Document to be printed

All:

The body and the attachment(s) are processed by Gespage.

Attachment only:

The attachment(s) are processed by Gespage.
The rest cannot be printed.

Only mail body:

Only the body of the message is processed by Gespage.
The rest cannot be printed.

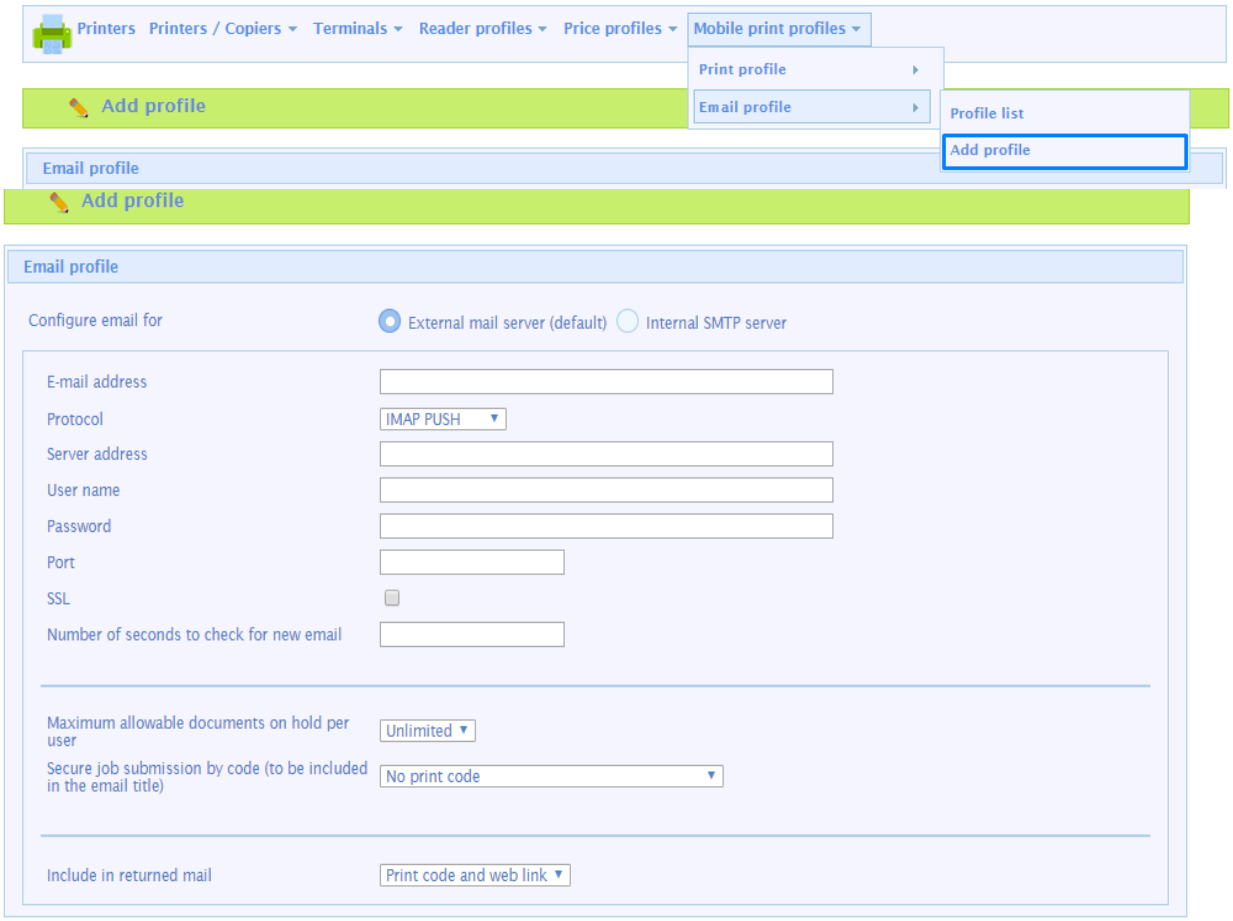
6.3.2 Email profile

It is not mandatory to set an email profile to use the mobile print mechanism.

Gespage will need an email profile only if you use the email printing service, that is to say, printing via sending an email to the Gespage server (see § 14.1).

An email profile is attached to a single printer that may be a Print2me printer.

To create a list of email profiles, choose the menu *Printers > Mobile Printing Profiles > Email Profile > Add Profile*.



<u>Setting the email server</u>:

The use of an external email server is recommended. This is the setting that is described below:

<u>E-mail address</u>

This email must be created specifically for the processing of prints, (example: print@mycompany.com).

<u>Protocol</u>

Email recovery protocol of the email server (by default IMAP PUSH).

Server address

Server of the email server (example: imap.gmail.com).

User name and password

Login and access password to the SMTP server.

Port

The port depends on the protocol used (by default IMAP PUSH uses port 993).

SSL

Check the box to use the secure exchange protocol.

Setting the email printing:

Maximum allowable documents on hold per user

This is the maximum number of mobile documents that can be held by each user.
By default, no limitation is applied.

Secure job submission by code (to be included in the email title)

This parameter is intended to protect Gespage against SPAMs that would cause unexpected printings.

No print code:

Gespage accepts all mails.

Daily print code is required:

Gespage rejects all mails that do not include a specific code in the subject of the email. This code is defined randomly every day (provided in the list of email profiles).

Daily print code is required for guests only:

Gespage accepts all emails from users with a Gespage account. On the other hand, it rejects the mails of the "Guests" users if they have no code in the object of their mail.

Your custom print is required:

Mandatory code, it is automatically generated by Gespage for each user, it is available in the "my account" space after a user login.

Include in returned mail

The value of this field will define whether Gespage sends an email, or not, to the user in response to the receipt of an email printing and the content of the email sent.

Print code only:

The email sent by Gespage will contain a code to enter directly on the copier to release the document (only eTerminals for Xerox or Toshiba copiers have this feature).
NOTE: Only eTerminals for Xerox or Toshiba copiers enable the print code to be entered on the MFP.

Print code and web link:

The email sent by Gespage will contain a code to enter directly on the copier and a link to a Gespage web page. This web page is used to release the document to the destination printer without any eTerminal has been installed.

Only web link:

The email sent by Gespage contain a link to a Gespage web page to release the document to the destination printer without any eTerminal has been installed.

No code or link:

Gespage does not send a confirmation email.

NOTE: Only eTerminals for Xerox or Toshiba copiers enables the print code to be entered on the MFP.

Print code even if the document is spooled directly

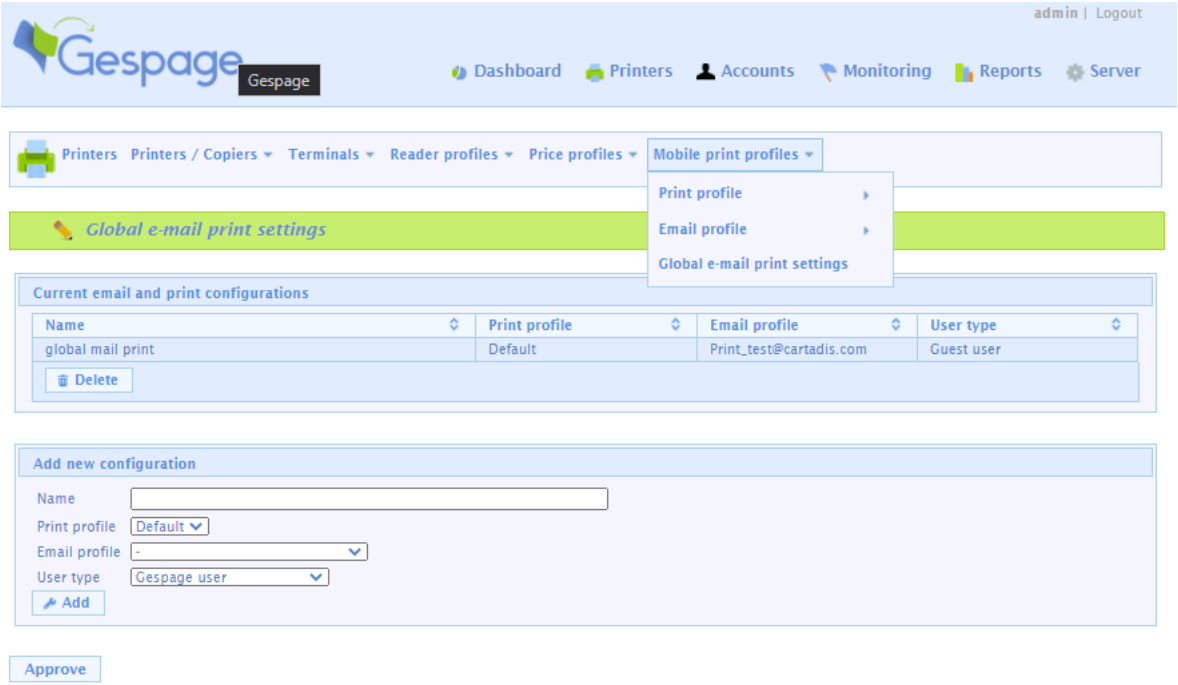
The email sent by Gespage will contain a code to be entered directly on the copier.

This code enables the document to be released, even if the "e-mail printouts are directly spooled" option is configured.

6.3.3 Global e-mail print settings

This menu enables a global email printing profile to be defined, for invited users

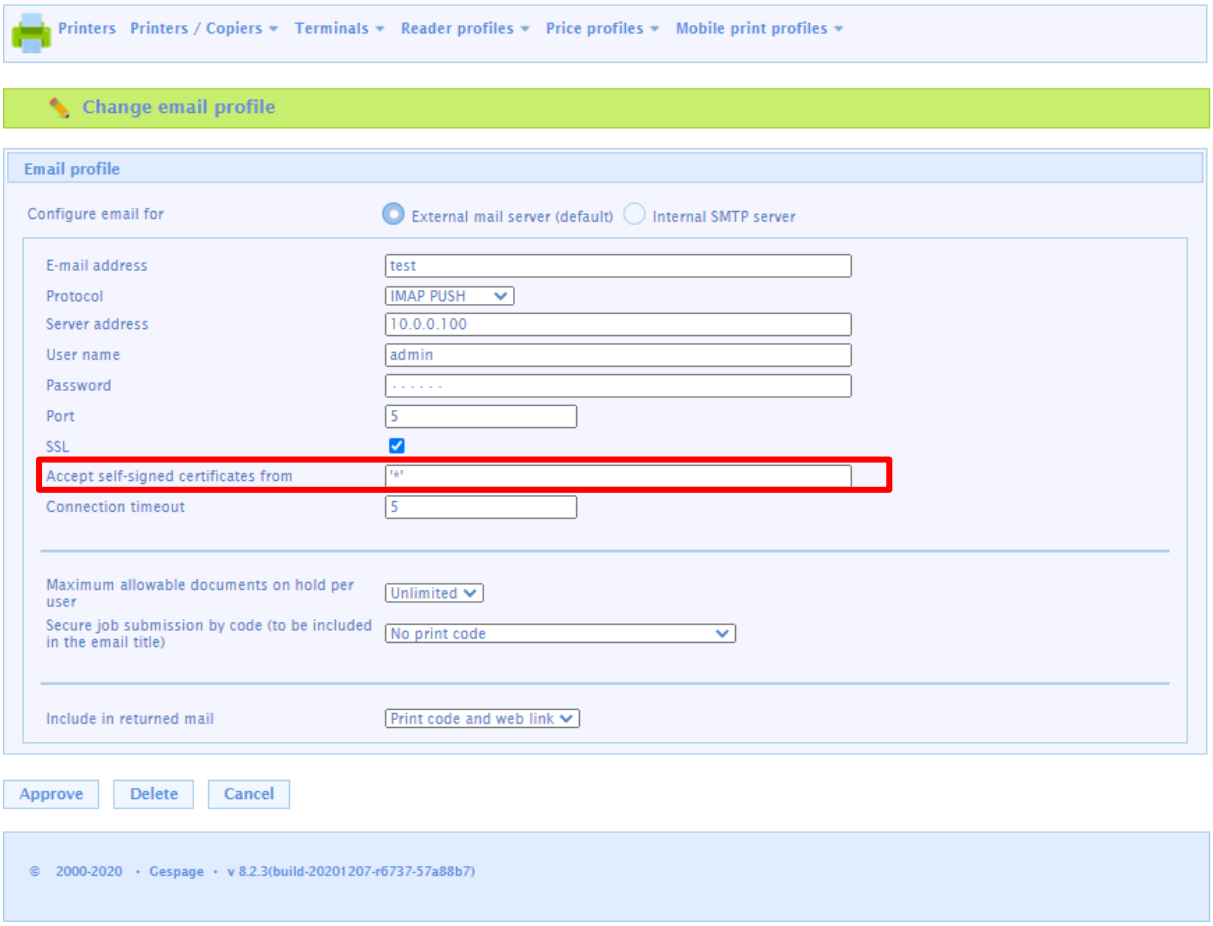
This profile is then used to store documents sent by mail, release them on compatible multifunction units, by using the code received by email



Several conditions must be fulfilled to use this function:

- The defined printing profile must not allow the received files to be automatically spooled
- Users must be guest users only.
- The eTerminal must be able to display the mobile print button on its screen.

To modify an email profile, choose the menu *Printers > Mobile printing profiles > Email profile > List of profiles* then choose an email profile from the list.

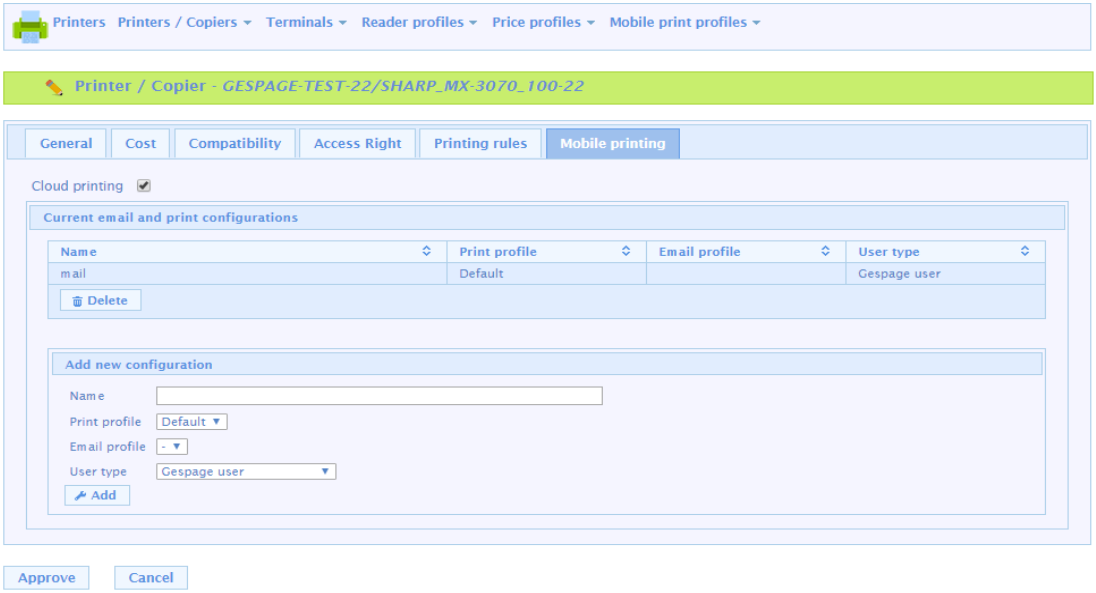


Accept self-signed certificates from

This option is only displayed when editing an email profile (not when creating).

6.3.4 Configuration of mobile print profiles to a printer

Once a printer profile and an email profile have been created, these profiles still need to be associated with a physical printer. For this, move to the menu *Printers > Printers / Copiers > List Copiers Printers* to get the list of printers declared on Gespage then choose the printer to associate with the profiles from the list then select the "Mobile Printing" tab to get the following screen:



Several mobile printing configurations may be added to a physical printer;
The Mobile print configuration parameters can be displayed by checking the box "Cloud Printing". The configuration parameters are:

Name

Identify the configuration.

Print profile

Choose the print profile from the list of those you have created.
A same print profile can be shared by several physical printers.

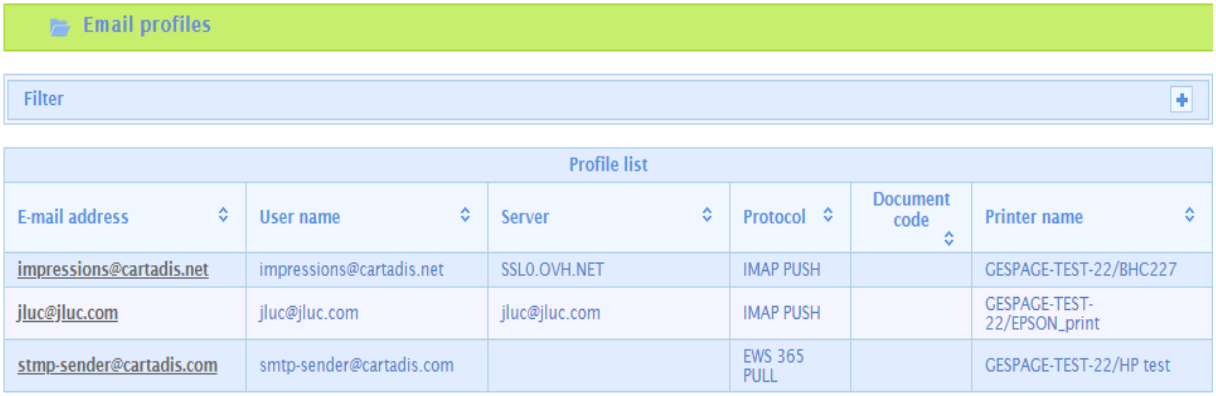
Email profile

Choose an email profile among the one you crated.
An email profile is linked to only one printer, it cannot be shared between several printers.

User type

Select the type of users allowed to print in mobility to this printer:

- **Gespage user**: only users with a Gespage account are allowed to print for free.p
- **Guest user**: only guest users are allowed to print for free.
- **Anonymous users**: anonymous users are allowed to print but they must pay their document at a payment point (cPad-Pay, GPayStation).
- **Gespage and guest users**: after you have associated a physical printer with an email profile and a print profile, a summary of these associations can be viewed with the menu *Printers > Mobile Printing Profiles > Email Profile > Profile List*. The following list is displayed:



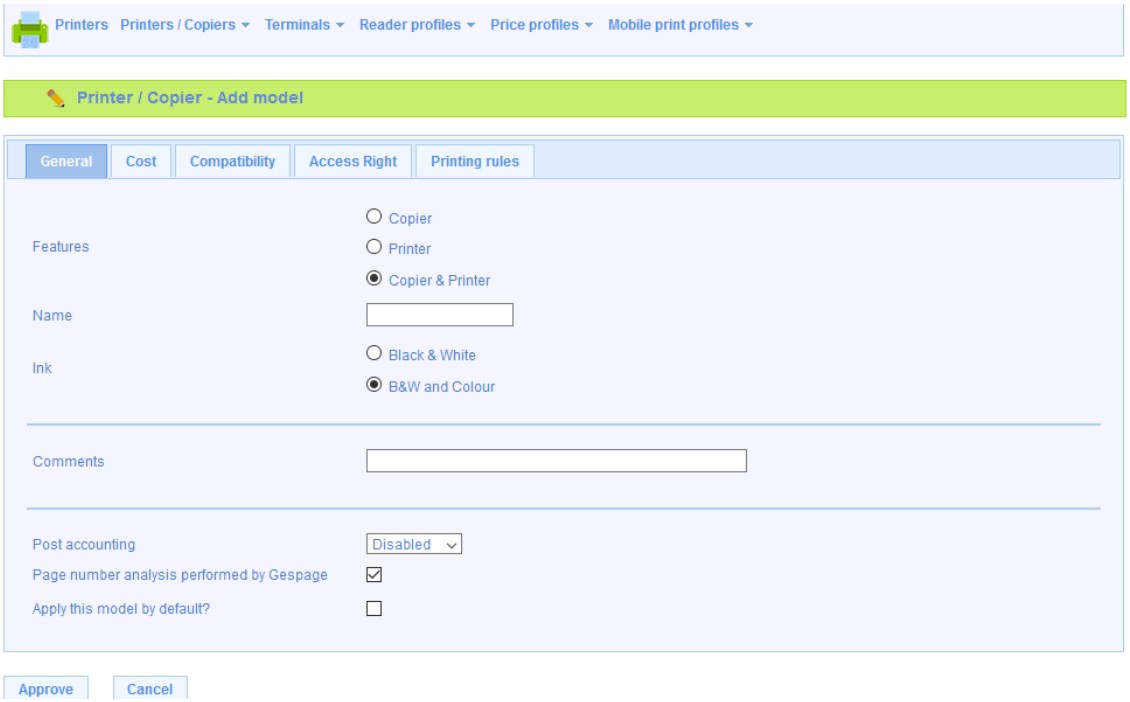
6.4 Advanced function

6.4.1 Model of printer / copier

The Printer / Copier model defines a set of parameters applied to printers / copiers.

This function is particularly suitable for the management of a large fleet of copiers for avoiding the configuration of each machine. It is possible to set different models defining the parameters common between printers.

Printers added in the future will automatically apply the default model of parameters if the box "Apply this model by default? " is checked.



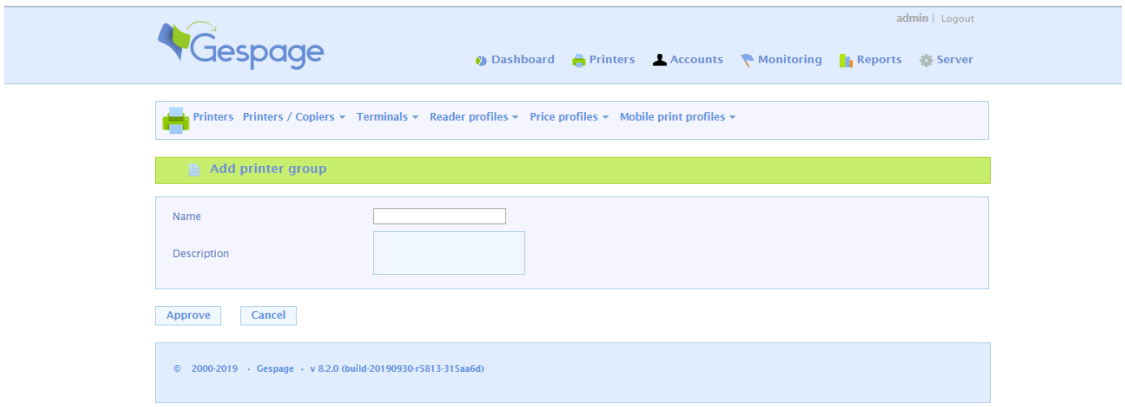
6.4.2 Printer group

Printers can be gathered into groups with the purpose of:

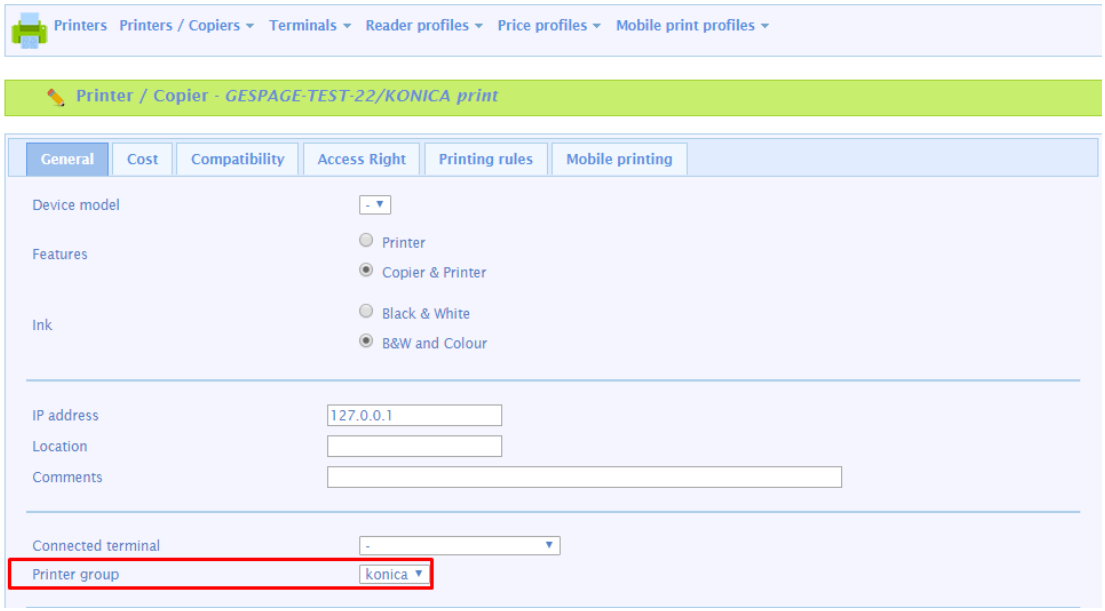
- generating reports related to a group of printers
- selecting consultations related to a group of printers
- sending events related to a group of printers to a particular recipient.

To create a group of printers, simply create a group name and connect the desired printers to this group. A printer can only be present in one group at a time.

To create a group of printers, select the following menu:
Printers > Printer / Copiers > Printer Groups > Adding Printers.



A printer is associated with a group of printers by using the "printer group" field in the printer general parameters.



6.4.3 Unhandled printers

The *unhandled printers* menu lists the print queues not managed by the server.
Users can freely use the printers in this list and Gespage does not perform any accounting action or supervision of these printers.

The `printers-ignorelist.txt` file under *GespageCore\server* lists the names of the printers unhandled by default when they are installed. This list may be modified. It uses a syntax featuring regular expressions

6.4.4 Management of an unconnected photocopier

By means of Cartadis terminals such as cPad, cBot or CMI, Gespage can manage copiers that are not connected to the network. In this case, only the Cartadis terminals are connected to the network. A copier is defined from the menu *Printer > Copier > Add a new copier*.

As for printers, the field **connected Terminal** enables the terminal to be associated to a copier.

7.Terminals

7.1 Hardware terminals

This section describes the configuration of Cartadis hardware devices compatible with Gespage.

The hardware terminals are configured in the *Printers > Terminals* menu.

7.1.1 Terminals linked to a printing point

The print hardware terminals provide the following features:

- Identification of users by various means:
  - Login /password.
  - Printing code.
  - Identification card (with or without entry of a PIN code).
- Selection or deletion of documents to be printed.
- Payment of the documents to be printed.

- Viewing of the user's credit.
- Management of different user card technologies (RFID identification card or Cartadis privative electronic purse cards).
- Control of access to the copy function.
- Scan to email (via FTP, see § 11.1.5).

Gespage handles the following terminals:

- The **cPad** touch screen terminal for a keyboard and / or card identification (with optional card readers **TCM3**, **TCM4**, **TCMAG** or **TCBK01**).
- The **cPad-Pay** touchscreen terminal for anonymous use with card payment purse (optional **TCRS** card reader for Cartadis card payment).
- The **cBot** payment kiosk for an identified and anonymous use with the possibility to pay in cash or by bank card (optional Cartadis card reader).
- The **GPayStation** payment station which allows printings to be paid anonymously, by means of different payment terminals (see §14.2).
- The **cMDB** box allows the use of Gespage user credit on a vending machine. If a vending machine (drinks for example) is fitted with the cMDB box (with card reader **TCM3**, **TCM4**) then users will be able to authenticate with a contactless card and get their credit to consume drinks.

2 types of terminals should be differentiated:

- <u>Terminals with identification</u>

  The following terminals enable identified users to be identified: cPad, cPad-Pay, cBot, CMI, GPayStation, cMDB.

  When users want to release their prints or make copies, they pass their card to the reader installed on the MFP (if present) or authenticate by keyboard (except CMI and cMDB). The terminal then contacts the Gespage server for getting information about the user's account.

  The cards in use may be debit cards or identification cards (depending on configuration). In the case of identification cards, the user's Gespage account is debited. In the case of a debit card, the user account is first debited if it is in credit, then if necessary, the card is debited.

- <u>Anonymous terminals</u>

  The cPad-Pay, cBot, GPayStation terminals enable anonymous users to be managed.
  In this case, the payment can be made according to the terminal by debit card (Cartadis card) or in cash or by bank card.

The print terminal is installed according to the type of printing equipment:

- <u>Use of a terminal for a printer</u>

  The combination of a terminal to a printer corresponds to a logical link on the Gespage server. There is no physical connection between the terminal and the printer. A terminal (except the payment station) is associated with one printer at most.
  For associating a terminal to a printer, it has to first be declared on Gespage then change the property "Connected terminal " in the printer properties for making the association.

- Use of a terminal for a copier or MFP

  As for using a terminal with a printer, the terminal has first to be declared and then associated to the copier/MFP. In addition to the association, a physical connection between the terminal and the copier/ MFP must be established. This connection validates the copy function as soon as a user is identified and has sufficient rights for using the copier/ printer.

  This connection is described in detail in the terminal user manual.
  Please contact your reseller for a list of compatible MFPs and the connectivity required.

7.1.1.1 pcPad

cPad terminals are designed to equip MFPs or printers that do not feature the technology of "embedded terminals". They allow to inhibit the MFPs by means of the external interface also called "key counter connector."

The "cPad User Manual" supplied with the equipment describes the installation and configuration procedure of a cPad terminal.

7.1.1.2 cPad-Pay

cPad-Pay is an application dedicated to cPad, unlike the latter, this application allows to make printing payments without being known to the Gespage server. This function is called anonymous payment.
The cPad-Pay home screen is:

The "cPad User Manual" supplied with the equipment describes the installation and configuration procedure of a cPad-Pay terminal.

7.1.1.3 cBot

The cBot terminal is one of the terminals allowing anonymous payments. It enables printing, copy or scan services to be paied with the following ways of payment:

- Coins.
- Banknotes.
- Bank cards.

It gives change in case of a purchase of a value lower than the amount introduced.

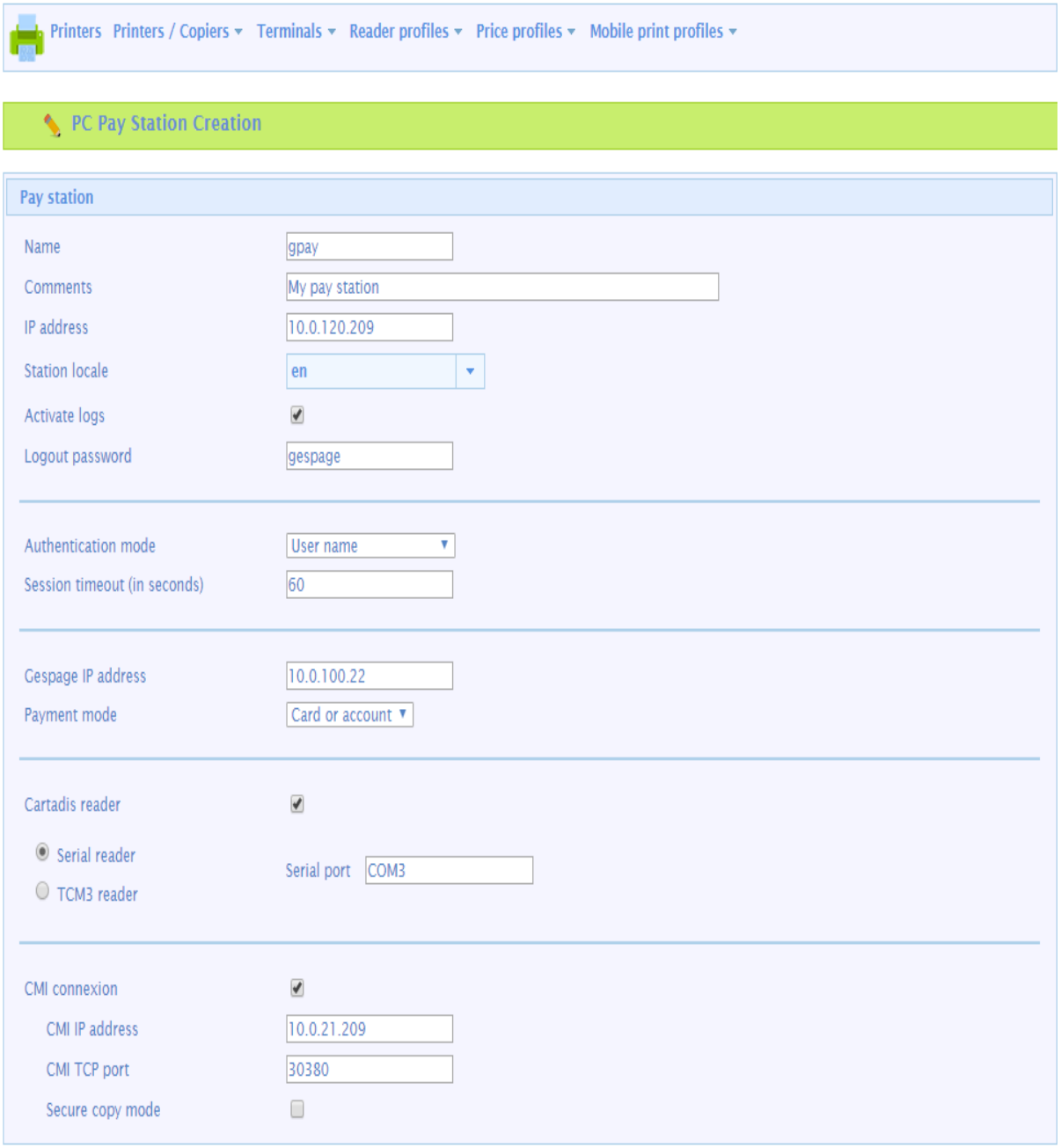
The "cBot User Manual" supplied with the equipment describes the installation and configuration procedure of a cBot terminal.

7.1.1.4 Payment station

A payment station is a client station for the payment of printings. The GPayStation application must be installed on this station. The behaviour of the payment station is described in § 14.2.

A payment station may be assigned to several printers. In this case, the GPayStation application allows paying the printings from the various printers and the documents are printed on their destination printer.

The setting of the payment station from the Gespage server is as follows, menu:
Printers> Terminals> Add a Cartadis terminal> Add a payment station.



The parameters that can be configured are the following:

Name

Name of the payment station in Gespage. This name is used only to ease the management of the payment stations in the Web interface.

Comments

Comment of the payment station in Gespage. This comment is used only to ease the management of the payment stations in the Web interface.

IP address

IP address of the payment station.

ATTENTION! The payment station is identified by its IP address. It must therefore be static.

Station locale

Language locale of the interface of the payment station.

Activate logs

This parameter enables the logs to be activated at the payment station.

Logout password

This parameter sets the password to enter for closing the payment station see § 14.2.2.2).

Authentication mode

This parameter sets the authentication method on the payment station.

- **Without authentication**: all the pending print jobs appear on the payment station.
- **User name**: users must enter the name of the user who submitted the print. They do not necessarily need to be registered in Gespage.
- **Name and password**: only registered users in Gespage can view their print jobs by authenticating with login and password.

Session timeout (in seconds)

Time in seconds of the user's session in authenticated mode.

Gespage IP address

IP address of the Gespage server to which the payment station should connect.

Payment mode

This parameter indicates the ways of payment available on the payment station.

Users must enter the name of the user who submitted the print

- Card: payment by debit card on a card reader.
- Account: payment via a Gespage account.
- Card or account.

Currency code

Currency to be displayed in the payment station.

Serial reader

Indicates that a reader is connected to the serial port (potentially via an USB adapter) It is the configuration of a TCRS reader.

- Nom du port série

  Nom du port COM connecté au lecteur sur le poste client (par exemple COM1).

CMI connection

Indicates that a CMI reader is used for the payment.

- CMI IP address
  IP address of the CMI used for the payment on the client workstation.
  ATTENTION! The IP address must be static.
- TCP port
  Port used by the CMI. The standard value is 30380.
- Secure copy mode
  No print launch when the copier is used in copy mode. This parameter is useful when the payment terminal is used to pay for copies and prints. It forces the ejection of a card already inserted (potentially used for copying) when printing is selected.

7.1.2 Account reload terminals

7.1.2.1 DRC10/CR10

The connection of the DRC10/CR10 equipment to the Gespage server enables Gespage users' accounts to be reloaded by means of coins, banknotes and bank cards.

This configuration is described in the DRC10/CR10 manual.

7.1.2.2 cBot

The cBot terminal, already mentioned in § 7.1.1.3 about the print release terminals, also enables Gespage user accounts to be created or reloaded by means of coins, banknotes or bank cards.

7.1.3 Vending terminals

7.1.3.1 cMDB

The cMDB terminal is specially designed to be connected to vending machines (vending machines such as SODAs or coffee vending machines). The users can recover the credit of their Gespage account on a vending machine and buy a product. The cMDB must be fitted with a card reader of TCM3 or TCM4 type, the user must present a RFID card to authenticate to the vending machine.

cMDB fitted with a TCM3

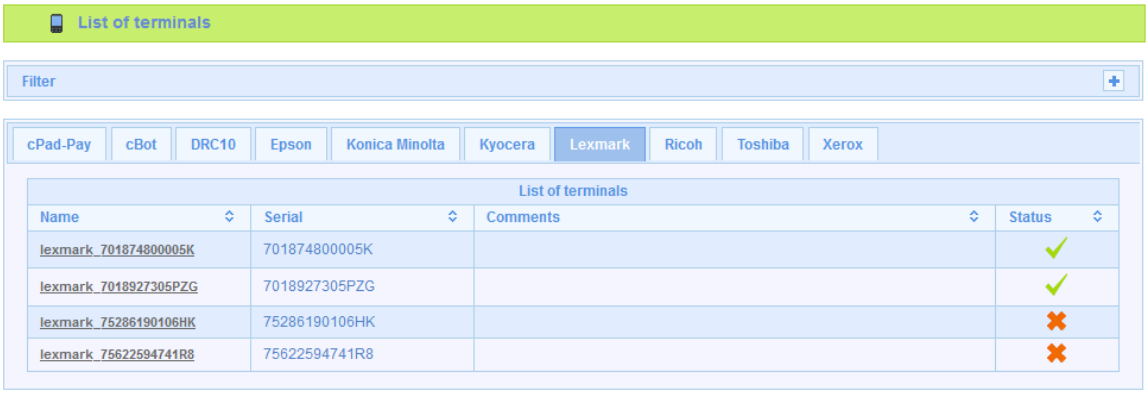
7.2 Embedded terminals (eTerminal)

With the Gespage solution, an embedded terminal or eTerminal is a software installed directly on the printer or the copier, which performs functions that are not available natively.

- Users' identification by different means:
  - Login /password.
  - Print code.
- Selection or deletion of the documents to print.
- Individual or global release of the jobs.
- Modification of the job properties (forcing to B&W printing, duplex or change the number of copies).
- Payment of the documents to print.
- Viewing the user credit.
- Access control to the copier function.
- Gespage scan function (to email, home directory, shared directory).
- Job management (project code).
- Copy management.
- Management of quotas or not.

A connection to the embedded modules via card authentication (contactless, magnetic, barcode or chip) can also be carried out.

The various tabs from the menu of the list of terminals give access to the different types of eTerminal.



7.2.1 Brother eTerminal

Gespage features an embedded terminal for Brother copiers having the Brother Solutions Interface (BSI) technology.

This configuration is described in the Brother eTerminal manual.

7.2.2 Canon eTerminal

Gespage features an embedded terminal for Canon copiers having the MEAP technology.

This configuration is described in the Canon eTerminal manual.

7.2.3 Epson eTerminal

Gespage features an embedded terminal for Brother copiers having the Epson Open Platform and fitted with touchscreens 4.3 '', 5 '' and 9 ''.

This configuration is described in the Epson eTerminal manual.

7.2.4 HP eTerminal

Gespage features an embedded terminal for HP copiers having the FutureSmart 4.6 Entreprise technology.

This configuration is described in the HP eTerminal manual.

7.2.5 Konica-Minolta eTerminal

Gespage features an embedded terminal for Konica-Minolta (KM) copiers having the OpenAPI V4.0 technology.

This configuration is described in the KM eTerminal manual.

7.2.6 Kyocera eTerminal

Gespage features an embedded terminal for Kyocera copiers compatible Hypas.
Some MFPs require the addition of external memory to run Hypas applications (Ecosys or FS models).

This configuration is described in the Kyocera eTerminal manual.

7.2.7 Lexmark eTerminal

Gespage features an embedded terminal for Lexmark copiers having the LeSF technology.

This configuration is described in the Lexmark eTerminal manual.

7.2.8 Ricoh eTerminal

Gespage features an embedded terminal for Ricoh copiers having the following technologies:

- SmartSDK (SOP G2 minimum)
- SDK/J (SDK/J10 minimum).

This configuration is described in the corresponding Ricoh eTerminal manual (SmartSDK, SDK / J).

7.2.9 Sharp eTerminal

Gespage features an embedded terminal for Sharp copiers having the OSA technology.

This configuration is described in the Sharp eTerminal manual.

7.2.10 Toshiba eTerminal

Gespage features an embedded terminal for Toshiba copiers having the e-Bridge Next and e-Bridge X technologies.

There are 2 generations of Toshiba eTerminal:

- eTerminal v3 (recommended version)
- eTerminal v1 (old generation, e-Bridge X only)

This configuration is described in the Toshiba eTerminal manual.

7.2.11 Xerox eTerminal

Gespage features an embedded terminal for Xerox copiers having the EIP (Extensible Interface Platform) technology.

This configuration is described in the Xerox eTerminal manual.

7.3 Contactless card readers

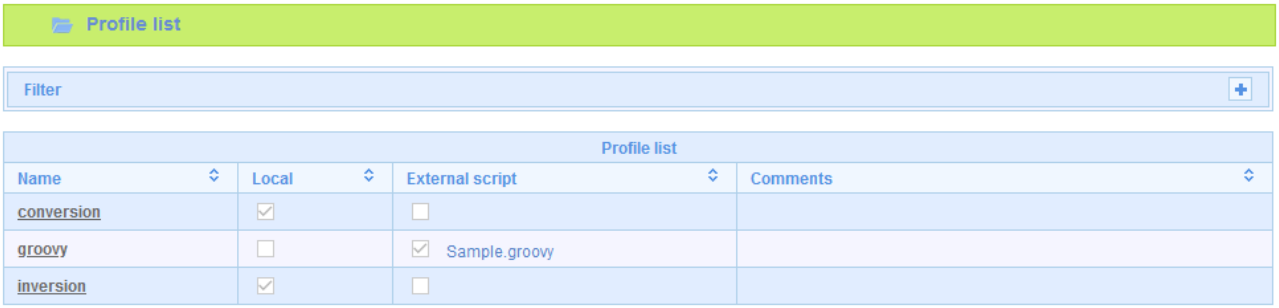
7.3.1 Cartadis reader models

There 4 models of Cartadis offers contactless card readers:

- TCM3 125Khz: reading the majority of cards in 125Khz technology
- TCM3 13.56Mhz: reading of the majority of cards in 13.56 MHz technology
- TCM4: reading cards in 125 KHz or 13.56 MHz technologies.

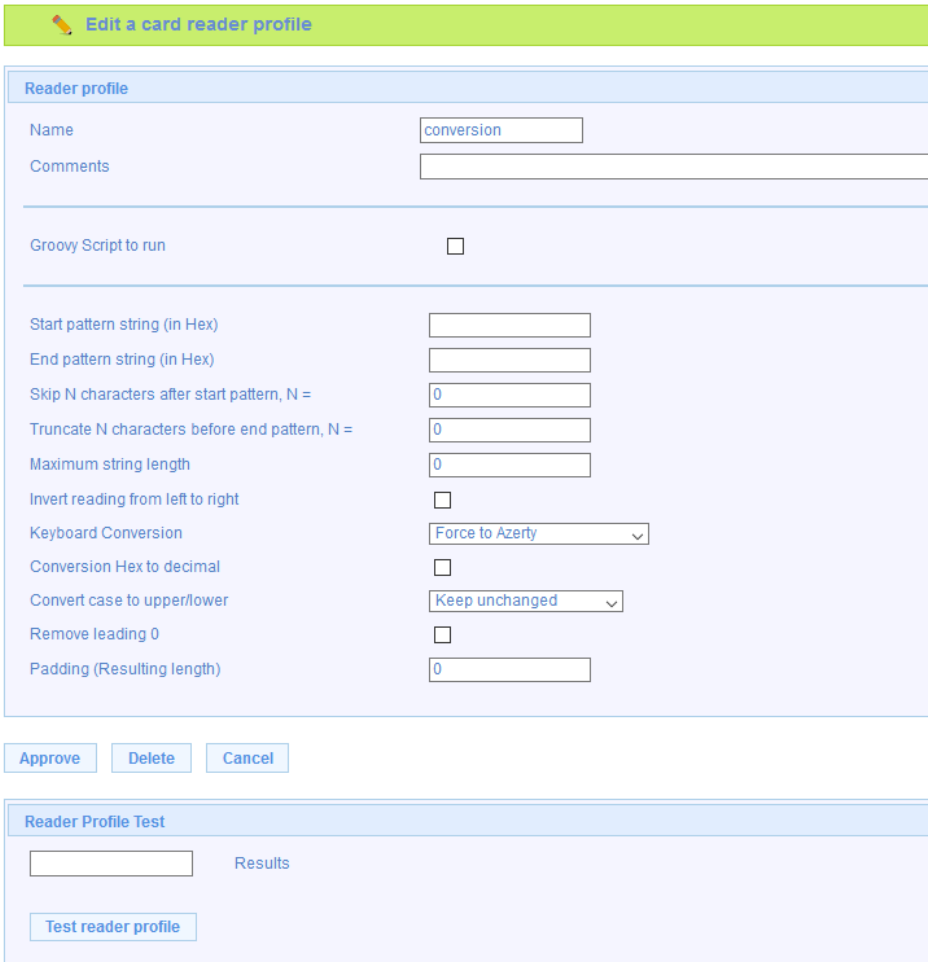
Above readers feature a USB connection compatible with all brands of MFPs.

7.3.2 Reader profiles



The reader profiles enable to filter and format the card number read by the card reader. This enables to be compatible with new types of card readers or to an administration tool of card numbers.

A profile can then be associated with a terminal.



The following parameters can be set:

Name

Name of the profile in Gespage. This name is only used to ease the management of the profiles in the Web interface.

Comments

Comment of the profile in Gespage. This comment is only used to ease the management of the profiles in the Web interface.

Groovy Script to run

If this box is checked, the following options are disabled. You must then select the script to run. It must be placed in the installation directory under Gespage:
\Gespage\GespageCore\server\resources\scripts\readerprofile.
This script enables the handling of the card number to be customized when the following options are insufficient.

Start pattern string (in Hex)

Pattern for the start of the hexadecimal string from which the card number would be read. This string is not included in the resulting card number.

End pattern string (in Hex)

Pattern for the hexadecimal string indicating the end of the card number. This string is not included in the resulting card number.

Skip N characters after start pattern, N =

Indicates the number of characters to skip after the start pattern.

Truncate N characters before end pattern, N =

Indicates the number of characters to truncate before the end pattern.

Maximum string length (positive = starts left | negative = starts right)

Indicates the maximum length of the resulting string.

Invert reading from left to right

Configures the inversion of the hexadecimal string (byte by byte) in the resulting string.

Keyboard Conversion

Sets the conversion of the string between Qwerty/Azerty keyboards.

Conversion Hex to decimal

Configures the conversion of the hexadecimal string into decimal in the resulting string.

Convert case to upper/lower

Configures the box of the hexadecimal string in the resulting string.

Remove leading 0

Configures the removal of the leading 0 in the resulting string.

Padding (Resulting length)

Indicates the number of 0 to add at the head of the resulting string.

The card number modification is performed in the order of parameters.
The conversion may be tested from the configuration menu of the card reader profile.

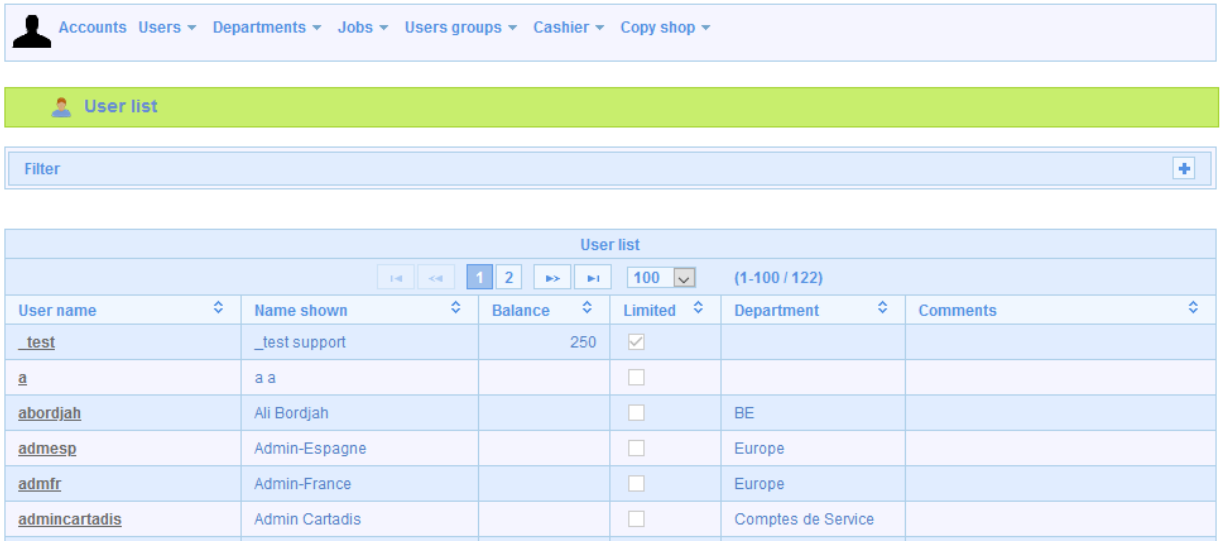
8.Users

When Gespage is running in mode 2 (see § 4.1.2), it controls and updates the users' balance during the operations of printing and copying. The user's credit and some other properties define a **user's account**. For management purposes, users can be grouped into **departments**; codes of project called **jobs** can also be created for building a project-oriented accounting.

"User groups" do not have quota notions, they are mainly used to manage printers and MFP access rights, to select advanced price profiles, to perform tasks associated with a user group or to make reports.

Users and departments can be associated with a limited or unlimited quota, this quota represents an amount in units or currency to pay for printings. By default, this quota is updated from the prices set for black and white and colour printings. If a colour quota is set at the user or department level, it will be debited each time a colour page is printed, when this colour quota is exhausted it is no longer possible to print in colour. This notion of colour quota does not exist at the activity level, only a global quota is associated with the activities.

The menu for handling above entities is accessible from the category "Accounts ":



A user's account can be a Gespage local account (there is no synchronization with a directory, the password is controlled by Gespage) or a synchronized account with an external LDAP directory (the password is controlled by the directory).

Gespage manages simultaneously accounts from several directories (up to 10) and its local accounts too. The only constraint is that users must all have a different identifier (Note that the case of the user account is ignored).

The list of users may be filtered by searching a user login, a user name, a department name, a group of users, or an email

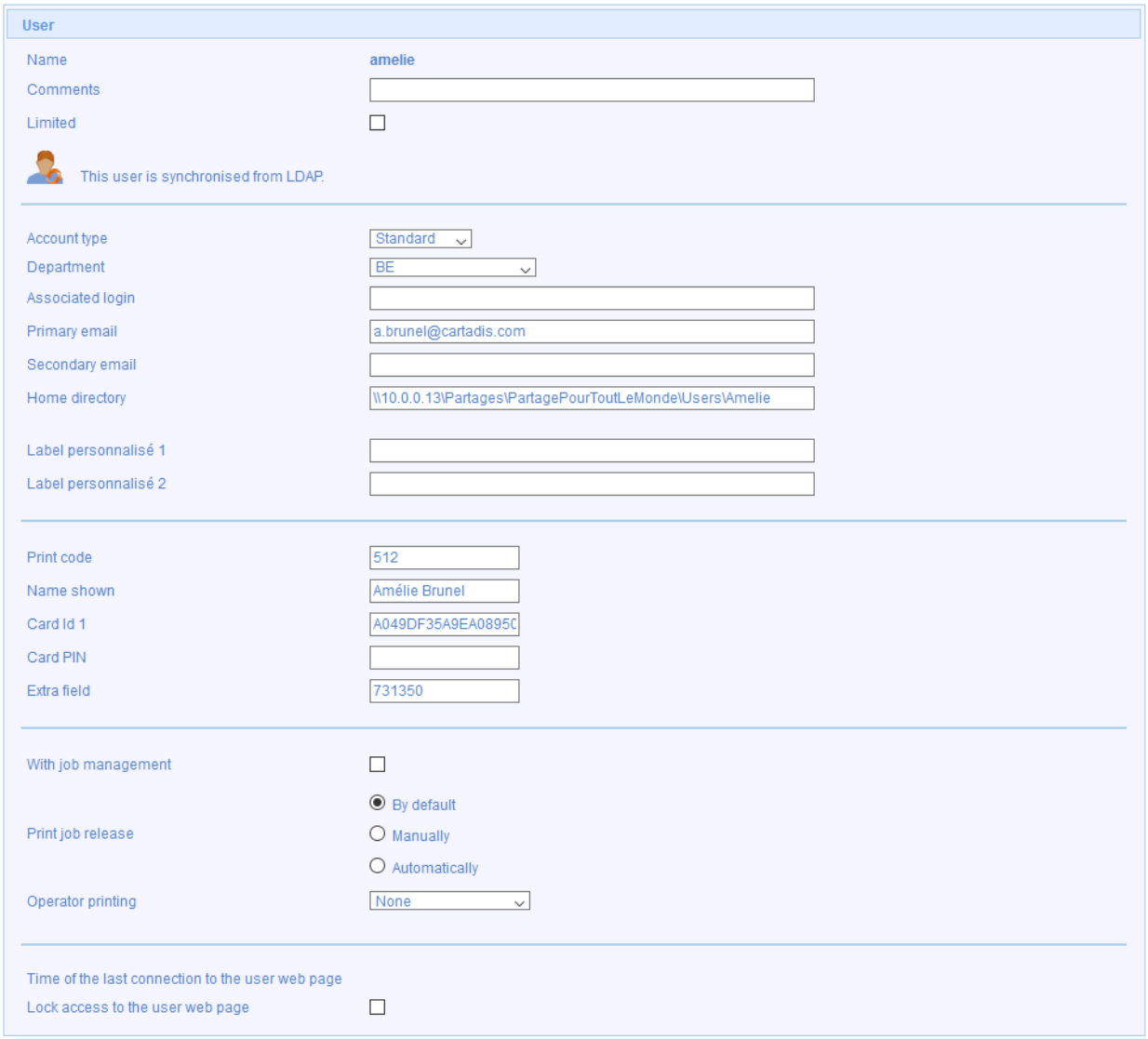
8.1 User management

A user can be created by using several methods:

- By an administrator on the web interface.
- By synchronization with a LDAP directory.
- By CSV import.
- Via Gespage public web services.
- Dynamically by login and password from a Popup window at the first authentication, a release terminal or the user interface, if the user is declared in a directory.

8.1.1 User fields

The web interface of creation / modification of a user is as follows:



A logo indicates whether the user is local or synchronized from a directory (and if appropriate he has been removed from the directory).

Name

User's identifier, it must be unique whatever the source directory. This name is usually the login name of the user for opening his sessions (Windows, Linux, or Mac).

Comments

Comment on the user.

Limited

Box checked: The credit is limited and updated at each operation. When it is exhausted (value 0), the user can neither print nor make copies.

Box unchecked: The user's credit is not updated. The user is not limited in his jobs of printings or copies.

Balance

Credit in monetary value or in units, the price of printed pages is deducted from this credit (in black and white or in colour) during the operations of printing or copying.

Available for color (only if colour credit is enabled)

This credit is debited in addition when colour pages are printed. When it is exhausted it is no longer possible to print in colour.

Account type

Standard: Enables the user to make copies and printings.

Copy: The user can only make copies. The use of the Copy accounts suits to self-service environments by using cards on DRC10.

Department

Name of the department to which the user belongs. The particular name " - " means that the user belongs to no department. It is generally recovered during LDAP synchronization.

Associated login

A second login may be entered for a same user. This functionality is relevant when a user is authenticates with a distinct login via a management software, for example.

Primary email

User's email address (useful for the Scan to email).

Secondary email

User's second email address.

Home Directory

Path to the user home directory (useful for the Scan to the home directory).

Print code

This code may be used for a keyboard login or during the card association with a user account. It is often numerical as some terminals do not have alphanumerical keyboards.

Name shown

This is the name of the user as it will be displayed on Cartadis terminals.

Card Id 1 / Card Id 2

Number of the card used for the user's login.

Card ID 2 is displayed if the use of a second card is enabled (see the global parameters of the server § 11.1.1.1).

If the mode of association by users and the use of the 2nd card are active; by default, the number of the card is saved in the first blank field "Card *number 1* "then "Card *number 2* "of the user; if these 2 fields are not blank, the "Card *number 1* "is then overwritten with the number of the new card. The field of entry may be forced via the registry of advanced parameters (see § 11.7).

It is also possible to prohibit the combination for an account that already has a registered card (see § 11.7).

Card PIN

Is used to define a code that will be asked once the user has swiped his card.

With job management

Box checked: Before starting a session of copies, the terminal will ask to the user the name of the job of allocation.
A favourite job may be set for the user
ATTENTION! This functionality is only possible with some terminals. Please contact the Gespage support for further information on this subject.

If the Gespage Popup application is installed on clients' stations, the user will be requested to choose the job of allocation before the document printout.

Box unchecked: Neither terminals nor Gespage Popup application request the entry of an activity

Print job release

1. **By default**: Printings are released automatically or manually according to the parameter "Print job release " of the terminal.
2. **Manually**: Whatever the value of the parameter defined in the terminal, the user must identify itself to release the documents from the printing queue.
3. **Automatically**: Whatever the value of the parameter defined in the terminal, the documents are printed automatically after submission.

Operator printing

This option enables the user to release the printings of another user.
None: The user can only release his own printings.
Group job release: The user can release the printings of a particular user group.
This feature is available with all eTerminals and with cPad.
Releasing a user's documents: The user can release the prints of another specified user.
This feature is available with all eTerminals and with cPad.

Account to debit (if "Operator printing "is not "no ")

Operator: Printing will be deducted from the operator credit.

Job's owner: Printing will be deducted from the credit of the user who submitted the print.

Lock access to the user page

Box checked: The user will no longer be able to access the user interface with this account.

Box unchecked: No restriction on this account.

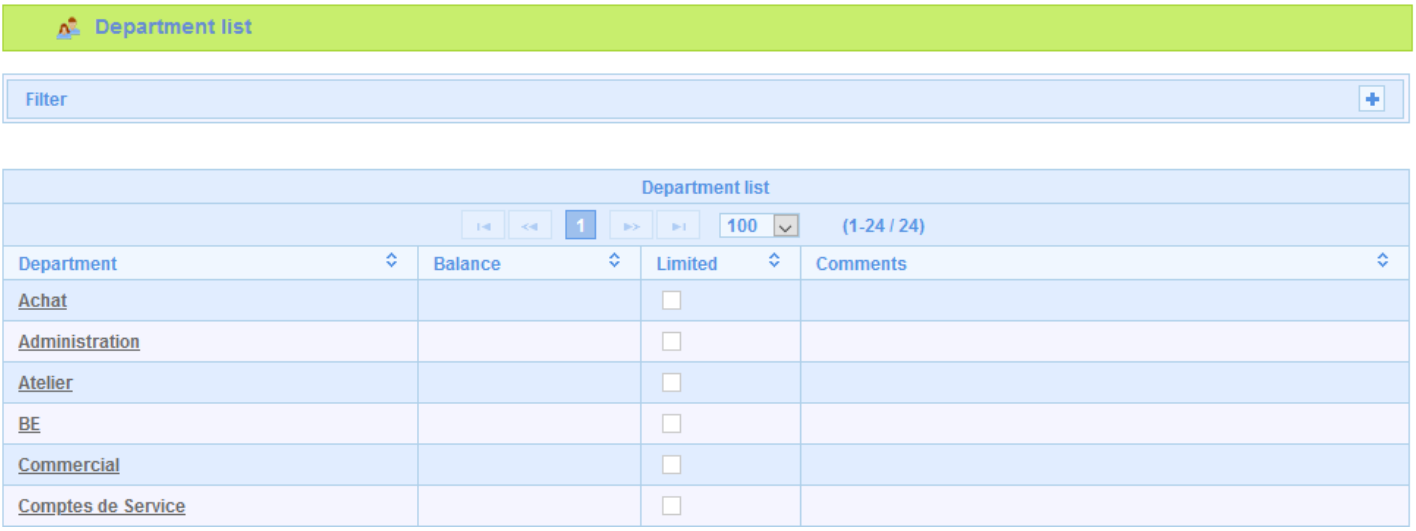
NOTE: Custom fields may be defined at the user level accounts.

8.1.2 Gespage credit

When accounts are not unlimited, Gespage manage their credit. Colour credit can also be activated. The credit of the user account is stored locally at the Gespage database. In some cases, it is also possible to interface with an external credit. When a user has a Gespage credit and an external credit, the Gespage credit is debited first, and when it is exhausted Gespage uses the external credit of the user.

Please contact the Gespage support for further information on this subject.

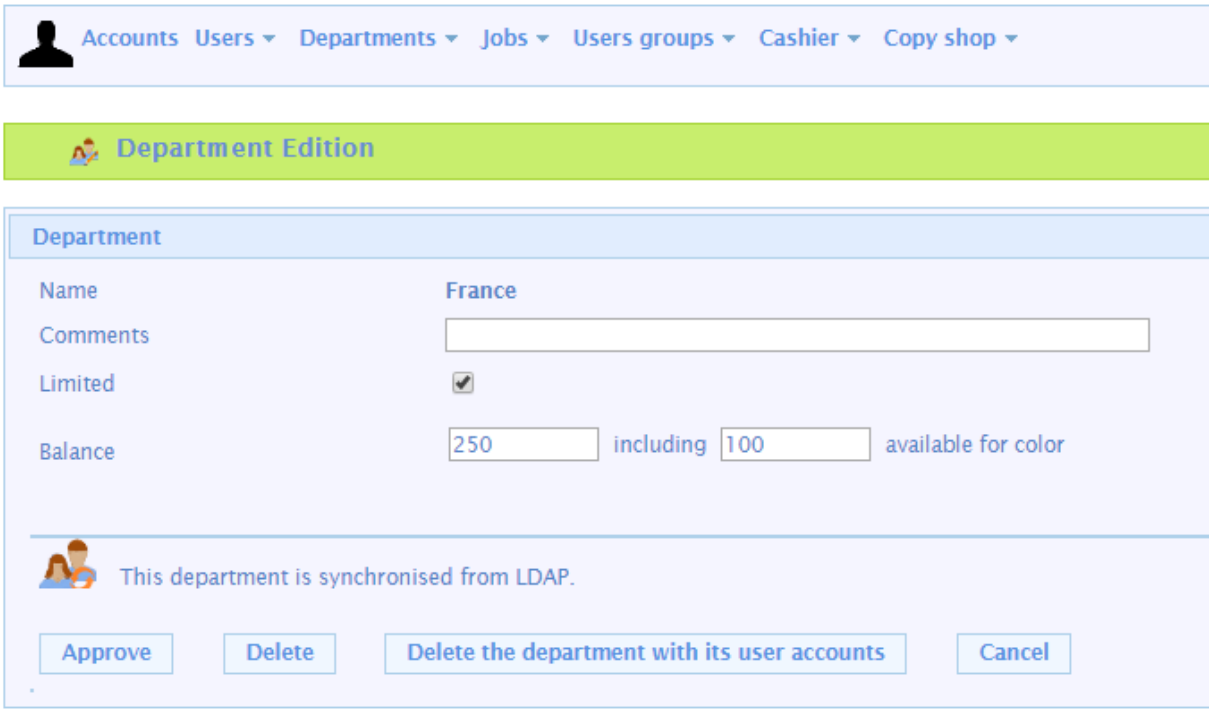
8.2 Department management



A department is a hard link of a user belonging to a group. Gespage maintains an accounting of costs per department. A user may belong to only one department. Like a user account, a department may or may not be limited by a quota (with or without quota for colour). So, a limited user belonging to a department also limited, can use the printer / copier as long as the 2 quotas are not exhausted.

The creation of a department may be carried out as follows:

- By an administrator on the web interface.
- By synchronization with a LDAP directory. The OU (Organization Unit) or the service to which the user belongs is used by default.
- By CSV import.



Name

Department identifier, it must be unique whatever the source directory.

Balance

Credit in monetary value or in units, the price of printed pages is deducted from this credit (in black and white or in colour) during the operations of printing or copying.

Available for color

This credit is debited only when colour pages are printed. When it is exhausted it is no longer possible to print in colour.

Limited?

Box checked: The credit will be updated. When it is exhausted (value 0), the users of the department will no longer print nor make copies.

Box unchecked: The department's credit is not updated. The users of the department are not limited in their jobs of printings or copies.

Comments

Comment on the department.

8.3 Job management

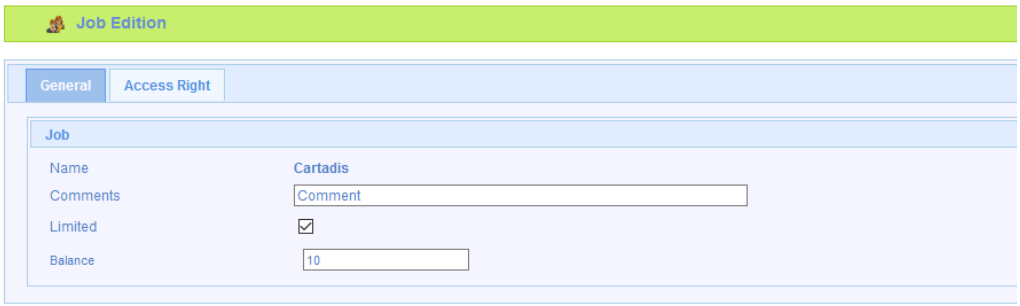
A job represents a cost center, several cost centers are often used by one user. Gespage enables to configure jobs with or without quota with access rights for each job. As a result, some jobs may be closed to a user group while others are accessible to everybody.

In the case of a limited user belonging to a department also limited, if he charges a limited job, then he can use the printer / copier as long as the 3 quotas are not exhausted.

The list of jobs is displayed from the Gespage Popup application, the cPad or embedded terminals.

The creation of a job may be carried out as follows:

- By an administrator on the web interface.
- By CSV import.
- Via Gespage public web services.



Name

Job identifier, it is unique in Gespage.

Balance

Credit in monetary value or in units, the price of printed pages is deducted from this credit (in black and white or in colour) during the operations of printing or copying.

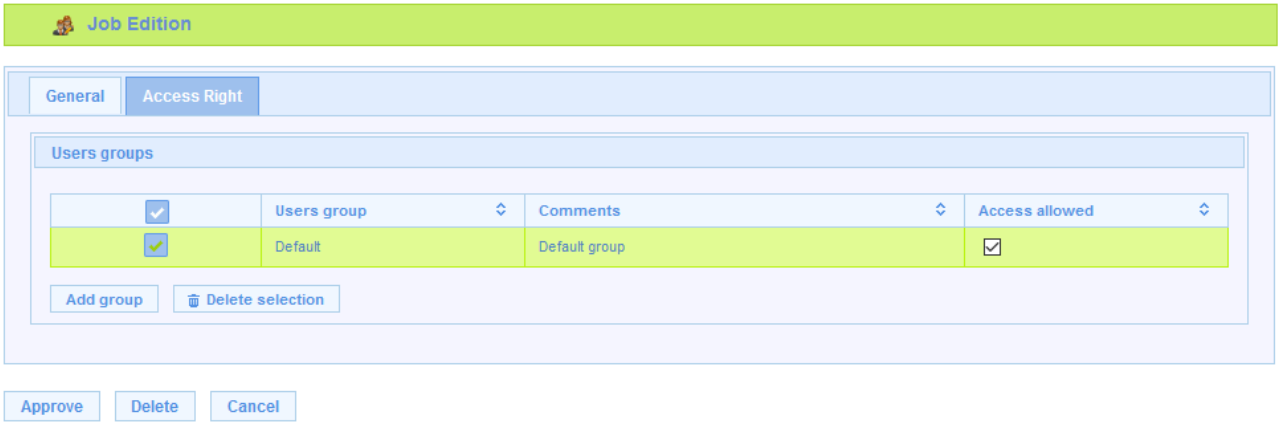
Limited?

Box checked: The credit will be updated. When it is exhausted (value 0), the users selecting the job can neither print nor make copies.
Box unchecked: The job's credit is not updated. The users selecting the job are not limited in their jobs of printings or copies.

Comments

Comment on the job.

The “Access Right” tab defines the access rights to the activity according to the groups of users.



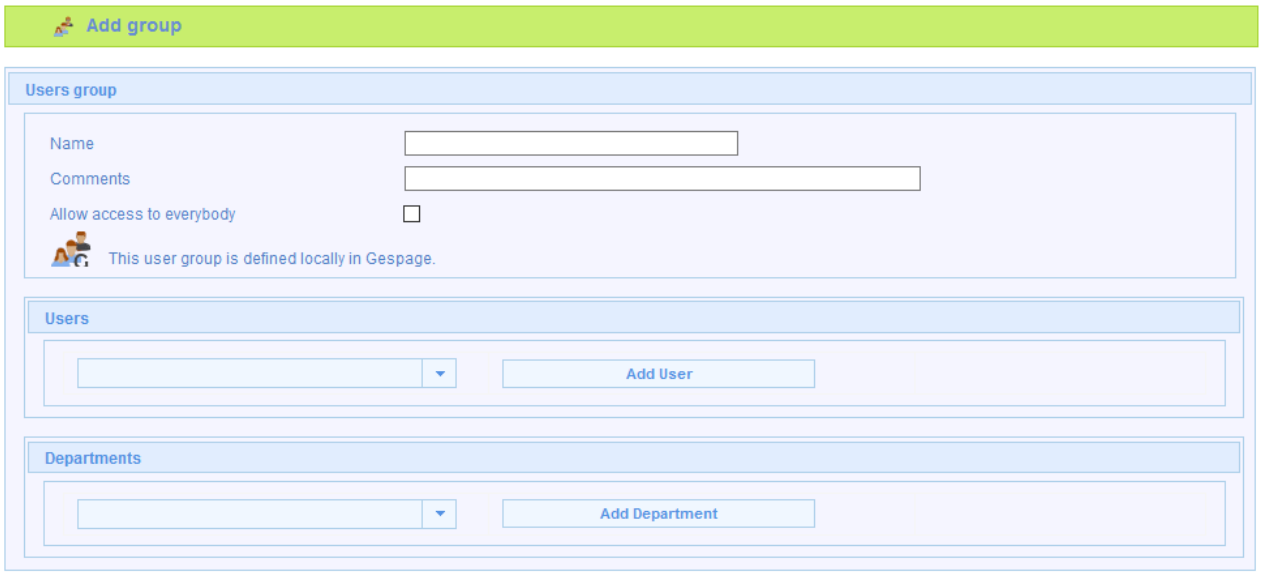
8.4 Management of user groups

A user group is used to group a list of users or departments. A user may belong to none, one or several user groups.

The user groups are used to facilitate the server management, especially for access rights.

The creation of a group may be carried out as follows:

- By an administrator on the web interface.
- By synchronization with a LDAP directory. The groups used are defined in the directory (for example, distribution and security groups on an Active Directory).



Name

Identifier of the group, it must be unique whatever the source directory.

Comments

Comment on the user group.

Allow access to everybody

Box checked: The Default user group that contains everybody.
Box unchecked: The administrator creates the users or departments that will be part of this group.

The members of a group can be defined by selecting the users one by one or by selecting entire departments. During the synchronization process with a directory, the groups are composed of users only.

The membership of a user in a "user group "determines the access rights of that user to:

- Copiers and printers (see § 6.1.4).
- Jobs (see § 8.3).
- Administrator interface menus (see § 11.4).

Reports may also be filtered by user group.

8.5 Cashier function

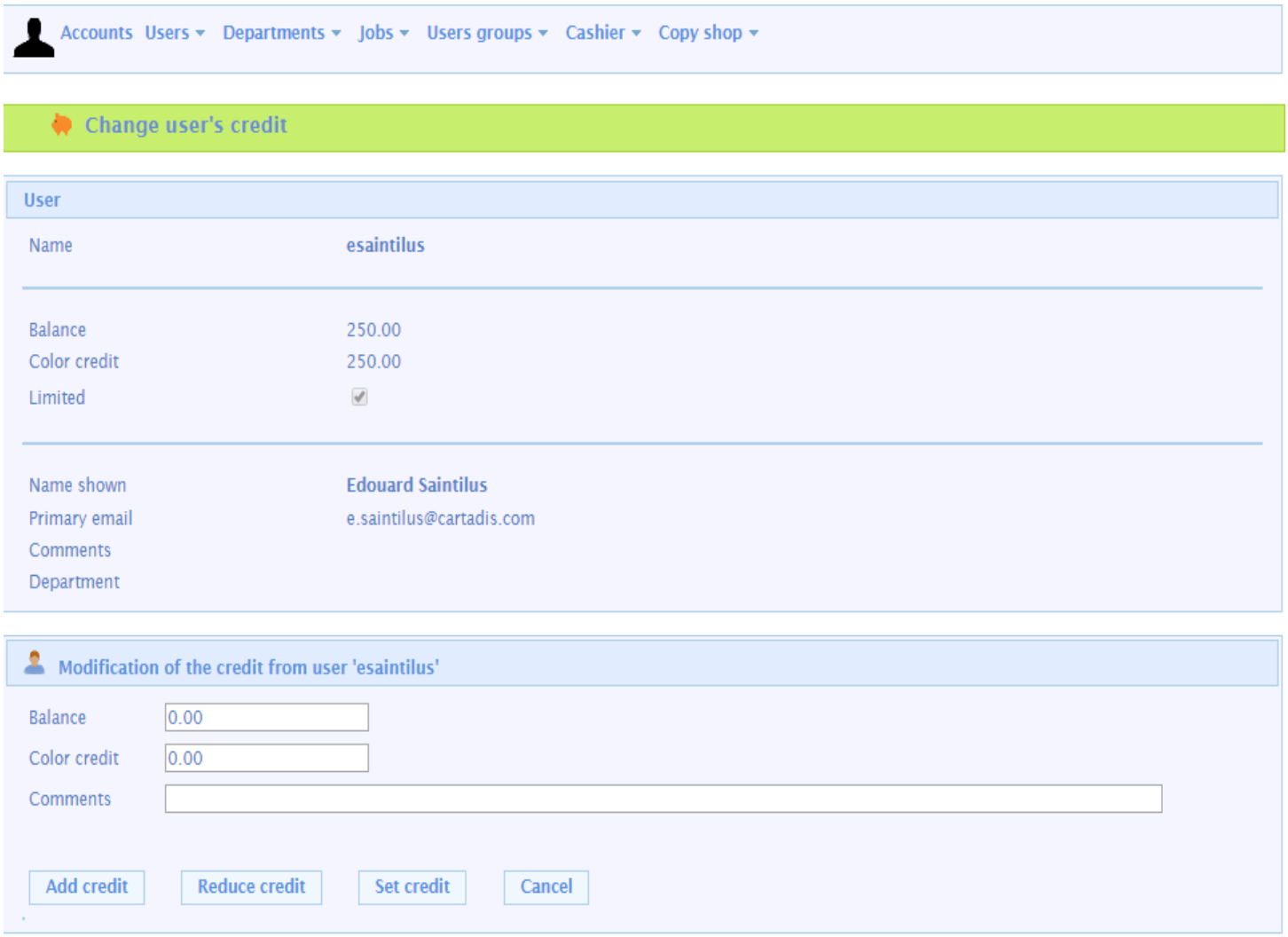
The "Cashier"function enables the credit of a user or all users in a department to be changed.

The use of this menu may be forced via the advanced parameters (see § 11.7).

A dedicated access to this menu may be provided for users in charge of reloading (see § 11.4.1).

8.5.1 Credit per user

This menu displays the list of users and enables a user to be selected.



Account parameters are displayed for information but only credit can be changed via this menu. The other parameters must be modified from the *Account > User > User List* menu (see § 8.1).

Balance

Indicates the amount Assigned / Credited / Debited to the user. This amount will be updated when printing B&W or colour.

Color credit

Sets an amount for colour printing. This amount represents a part of the B&W and colour credit.

Comments

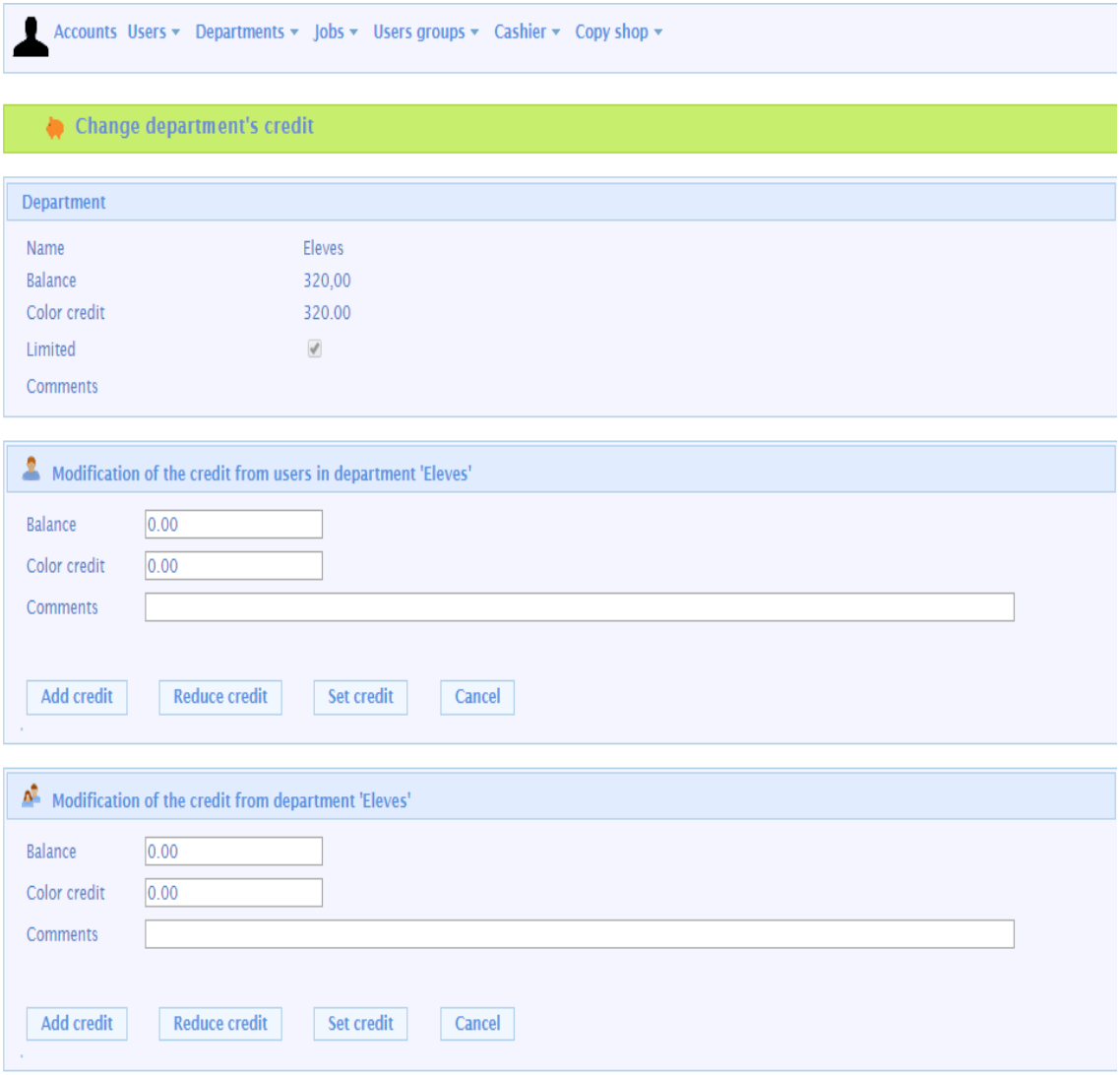
Mandatory comment on reloading (visible in the *credit history report*).

Type of reloading

- Add credit: adds credit to the user
- Reduce credit: deducts credit to the user
- Set credit: modifies the credit of the user.

8.5.2 Credit per department

This menu displays the list of departments and enables a department to be selected.



Department parameters are displayed for information but only credit can be changed via this menu. The other parameters must be modified from the *Account > Department > Department List* menu (see § 8.2).

It is then possible to modify the credit of all users belonging to that department or else change the department credit.

Balance

Indicates the amount Assigned / Credited / Debited to all users of the department or to the department. This amount represents a part of the B&W and colour credit.

Color credit

Sets an amount for colour printing. This amount represents a part of the B&W and colour credit.

Comments

Mandatory comment on reloading (visible in the *credit history report*).

Type of reloading

- Add credit: adds credit to all users of the department or to the department)
- Reduce credit: deducts credit to all users of the department or to the department
- Set credit: modifies the credit of all users of the department or to the department.

8.6 Reprographe module (copy shop)

The reprograph function (or copy shop) provides copy, print and scan in self-service. It is designed to provide easy payment for unregistered users in copy shops.

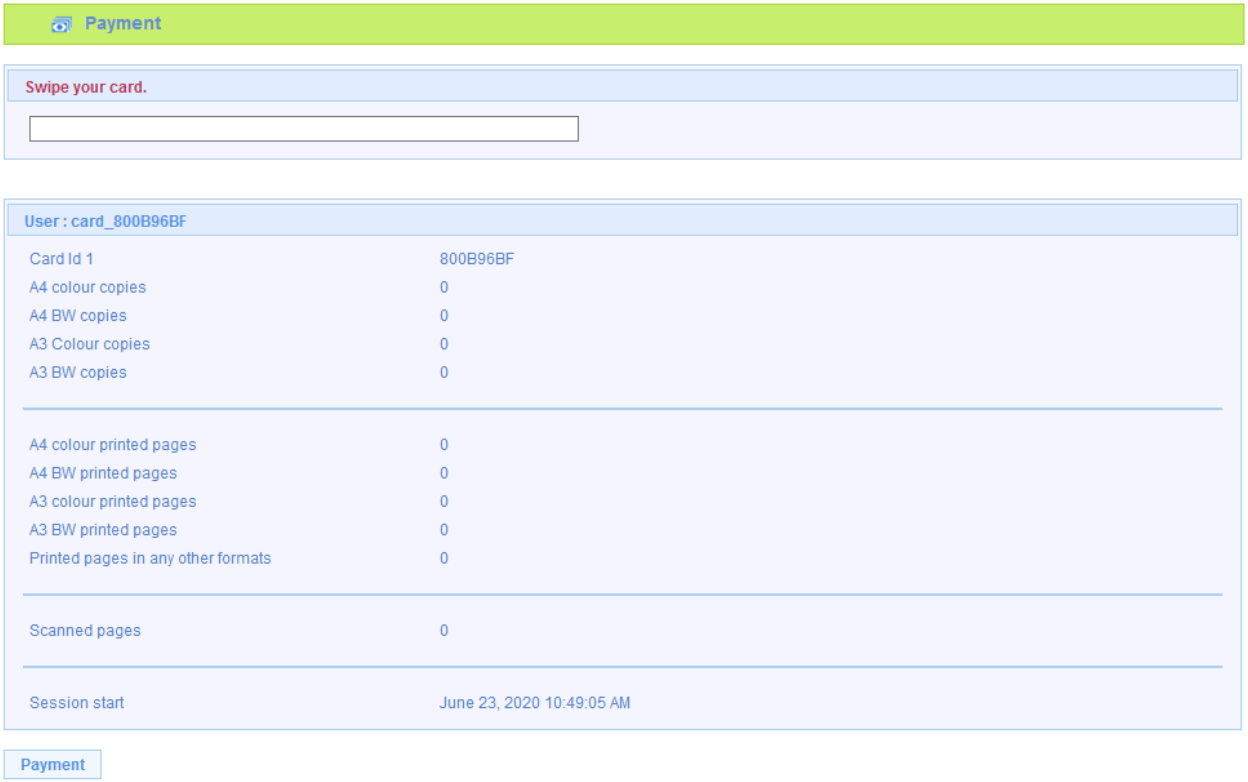
The principle is:

- The shop stocks contactless cards for visitors. These cards must be first initialized in Gespage. The cashier must have access to Gespage administration page.
- On his arrival, the visitor receives a card from the cashier.
- The customer uses the card to identify his prints from the workstations in self-service (via Gespage Popup).
- The customer uses the card to access to the copying equipment and make copies, scans or release his prints.
- On his departure, the customer gives the card back to the cashier who views all the jobs made from the payment menu of Copy Shop module.

All administration menus of Copy Shop module have been optimized so that the cashier gets the information by swiping the user card (via a contactless card reader connected to the cashier station).

8.6.1 Payment

From this menu, the Administrator can view all the jobs made by a customer.



Swipe your card.

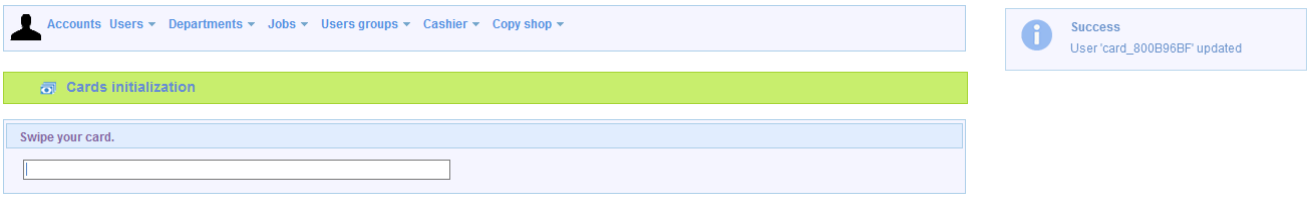
Once the user card swiped in this field, a summary of the jobs made by the user is displayed since the last reset of the account.

Payment

Closes the session and resets the account.

8.6.2 Cards initialization

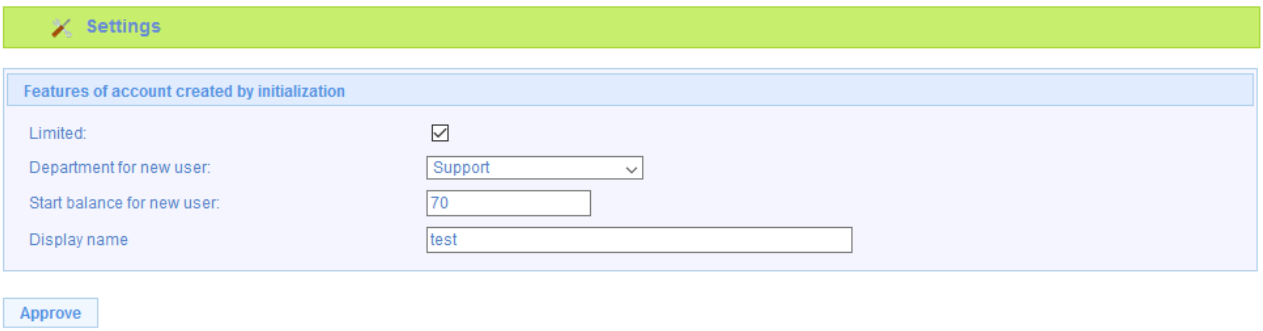
Any card dedicated to be used in Copy Shop mode must be first initialized. An account corresponding to each card will be created in Gespage. Should a card already recorded get initialized again, the corresponding account is reset to the Copy Shop mode setting.



Swipe your card

Creates a "Copy Shop" account associated with the card.

8.6.3 Settings



Limited:

Box checked: users accounts of Copy Shop module will be initialized with a credit.
Box unchecked: users accounts of Copy Shop module will be initialized as unlimited.

Department for new user:

Defines the department to which belong the initialized user's accounts of Copy Shop module.

Start balance for new user:

Value of the credit allocated to the accounts of Copy Shop module.

Display name

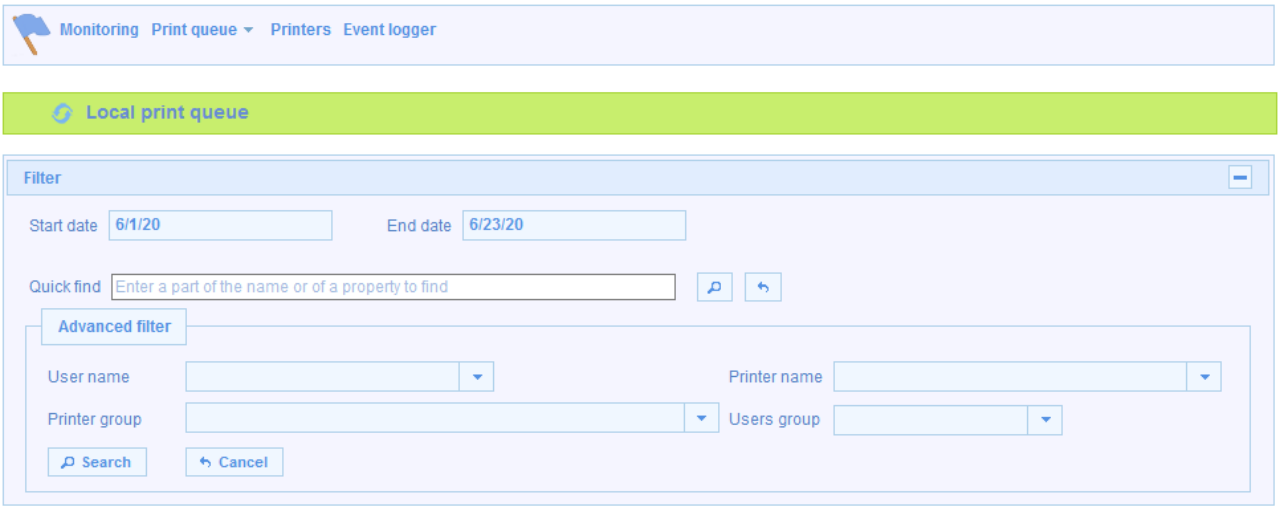
Defines the name of the initialized Copy Shop users. Wildcard character %CARD_ID% may be used to enter the card number.

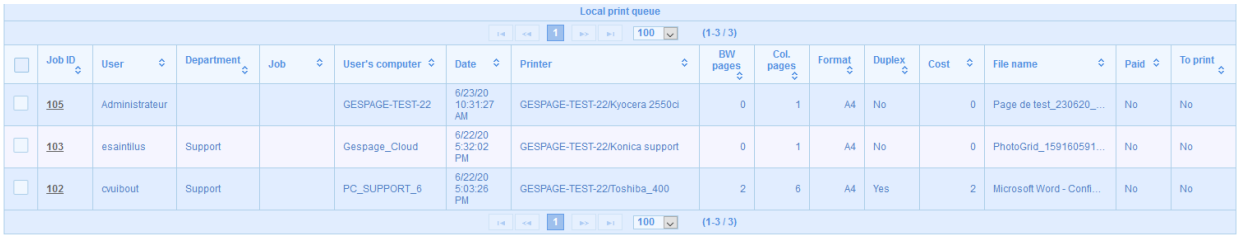
9.Monitoring

9.1 Print monitoring

9.1.1 Viewing the local printing queue

The documents present in the print queue, but not yet released, can be seen from the menu *Monitoring*. Data can be filtered by specifying a date interval and other criteria such as user groups or printers.





Local print queue

(1-3 / 3)

Job ID	User	Department	Job	User's computer	Date	Printer	BW pages	Col. pages	Format	Duplex	Cost	File name	Paid	To print
105	Administrateur			GESPAGE-TEST-22	6/23/20 10:31:27 AM	GESPAGE-TEST-22/Kyocera 2550ci	0	1	A4	No	0	Page de test_230620_...	No	No
103	esaintilus	Support		Gespage_Cloud	6/22/20 5:32:02 PM	GESPAGE-TEST-22/Konica support	0	1	A4	No	0	PhotoGrid_159160591...	No	No
102	cvuibout	Support		PC_SUPPORT_6	6/22/20 5:03:26 PM	GESPAGE-TEST-22/Toshiba_400	2	6	A4	Yes	2	Microsoft Word - Confi...	No	No

(1-3 / 3)

The first column aims at selecting one or more documents in the print queue.
The documents selected may be then deleted by clicking the trash.

The meaning of a document properties in the print queue is:

Job ID

Represents the Gespage identifier of the document. It is also a hyper link for handling functions of the document (see § 9.1.2).

User

Name of the document owner.

Department

Name of the user department. This field is empty if the user does not belong to any department.

Job

Name of the job that has been supplied by the user by means of the Popup application or a release terminal. This field is empty if no job has been filled in.

User's computer

Name of the station (PC, Linux or MAC) which has sent the print job.

Request date

Date and time of the print request.

Printer

Name of the print server followed by the printer name to which the document is intended.

BW pages

Number of black and white pages of the document.

Colour pages

Number of colour pages of the document.

Format

Format of the document pages.

Duplex

No: The document is printed on one side of the sheet.
Yes: The document is printed on both sides of the sheet.

Cost

Total cost of the document expressed in monetary value or in units.

Name of the file

Title of the document.

Paid

No: The price of the document has not yet been deducted from the user's credit as the conditions of release are not all satisfied.
Yes: The document has been deducted from the user's account.

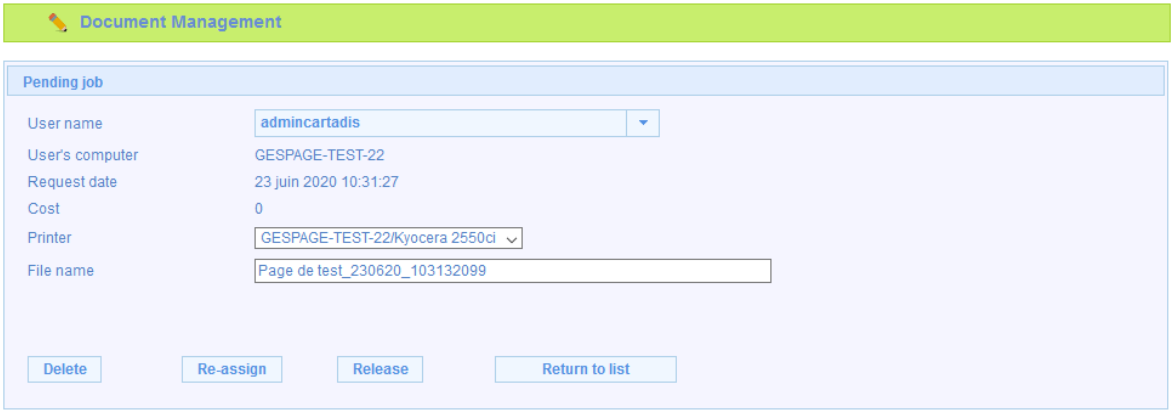
To print

No: The printer is controlled by a terminal. As long as the user is not identified to the destination printer (or to another compatible printer), the document remains in the status No.
Yes: The document is going to be sent to the printer.

When a document is released and printed, it is deleted from the local print queue. The document is then shown in the reports of printings (see § 10.3).

9.1.2 Manual release of a printing

Selecting a printing in the local print queue opens a menu for handling the document: Delete, Re-assign (change of owner), Release or Modify the document name and then revert to the local print queue.



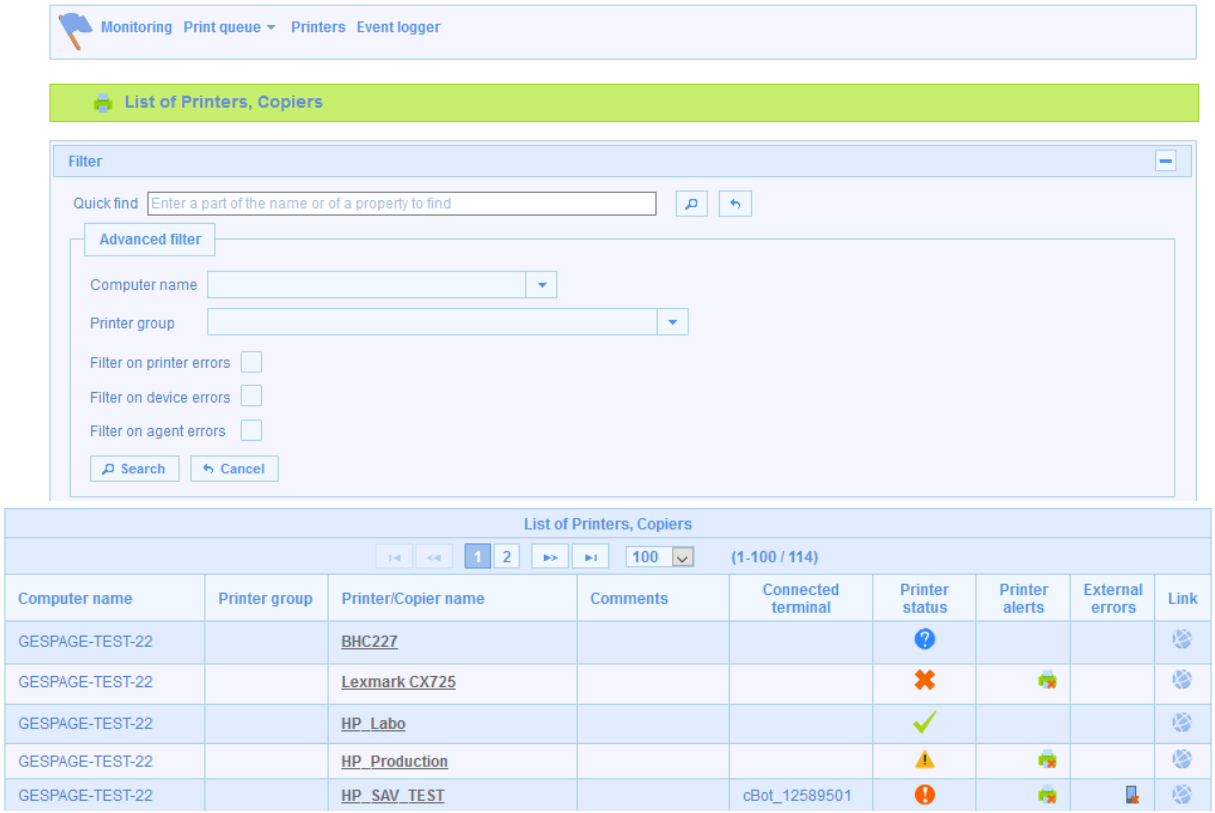
In case of manual release of a printing from this menu, no account is debited for the cost of printing. In case of re-assigning of the document, Gespage agent can change the owner in the spool file and change the destination printer.

9.2 Printer fleet monitoring

Gespage agents make a supervision of the printers using the SNMP protocol for providing information about the status of printers.

9.2.1 Overview

The menu *Printers* shows the status list of all the printers of the server.



Icons indicate the printer status:

The printer status is unknown.

The printer has no problem.

The printer is on alert.

The printer is off.

The detail of the alerts is displayed by the following icons:

Alert for the toner level of the printer.

Alert for the paper level of the printer.

Generic alert of the printer.

The detail of the external defects is indicated by the following icons:

Defect linked to the server agent.

Default linked to the terminal connected to the printer.

The column “Link “ provides a hyperlink to the administration page of the printer.

ATTENTION! Should the status of your printer remain unknown, make sure to check that the IP address of your printer is filled in its Gespage parameters.

9.2.2 Detailed view

When a printer is selected, the details of the information on supervision are displayed.

This information on supervision corresponds to data collected by SNMP.

Printer name
Product name of the printer.

Description
Product description of the printer.

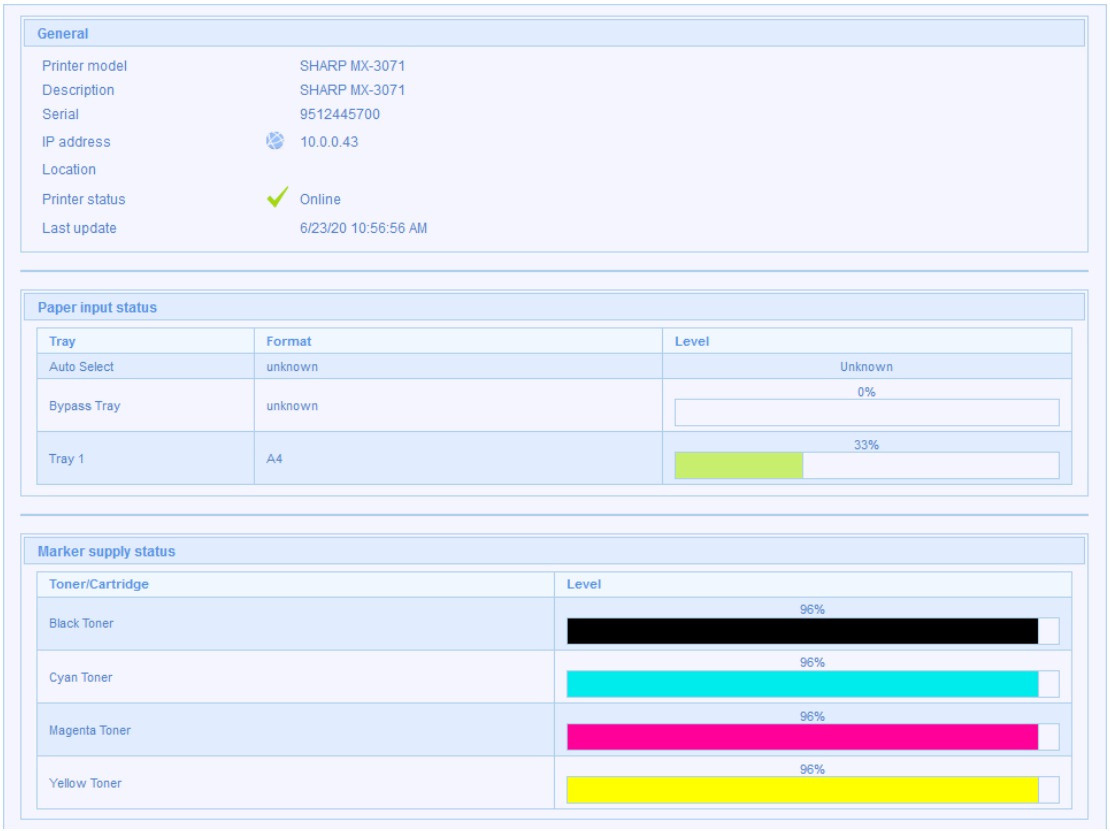
Serial
Serial number of the printer.

Printer status
Status recovered by the printer with its description.

Last update
Date of the last retrieval of the supervision data.

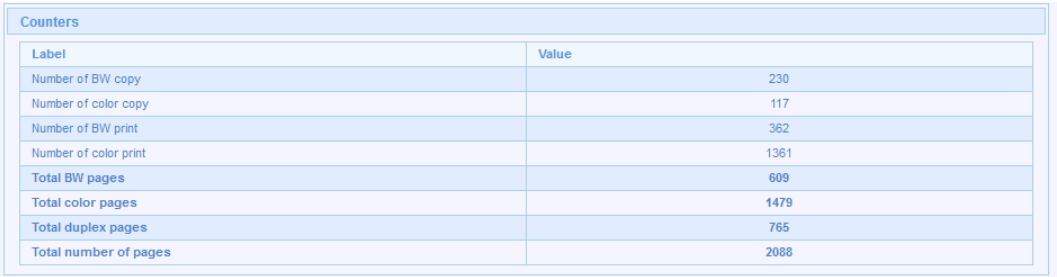
Paper input status
Detailed information on the filling of the printer paper trays.

Marker supply status
Detailed information on the level of the printer toner cartridges.



Counters

Detailed information on the last statement of machine counters that Gespage periodically updates (see § 10.1.1.3 for further information).



Counters

Label	Value
Number of BW copy	230
Number of color copy	117
Number of BW print	362
Number of color print	1361
Total BW pages	**609**
Total color pages	**1479**
Total duplex pages	**765**
Total number of pages	**2088**

9.3 Event logger

Gespage has its own event logger. It logs on all the activity of the server.

Each event leads to the creation of a line of event indicating:

- The Level: Critical / Error / Warning / Error / Information.
- The Date (and time).
- The Type: if it concerns: Gespage / Monitoring / Configuration / Device.
- The Source: Which equipment, Which user, Which printer, Which server…
- An ID: a unique identification number per event.
- A Message describing the event.
- Optional Details about the event or the relevant peripherals.

Each event has an ID and leads to a line of events described in the filter of event selection.

The available event types are:

- Gespage: General event linked to the server.
- Monitoring: Event linked to the monitoring of printers. The monitoring of printers is launched only over working hours (by default from Monday to Friday, from 9h to 18h), (configurable via the “Parameters Registry “(see § 11.7).
- Configuration: Information about the modification of the server configuration (featuring the detail of the user who made the modification).
- Device: Information about the terminals connecting to the server.

Event logger

1 2 3 4 5 6 7 8 9 10 100 (1-100 / 2159)

Level	Date	Type	Source	ID	Message	Details
	14/10/19 16:25:09	Configuration	admin	5000	Login on administration interface (IP=10.0.0.130)	
	14/10/19 16:23:02	Configuration	admin	5107	Device global configuration updated	
	14/10/19 16:23:02	Configuration	admin	5130	Server global configuration updated	
	14/10/19 16:13:10	Configuration	admin	5000	Login on administration interface (IP=10.0.0.131)	
	14/10/19 15:55:28	Gespage		1101	End of the synchronization (server 1)	
	14/10/19 15:55:26	Gespage		1100	Start of the synchronization (server 1)	
	14/10/19 15:10:22	Configuration	admin	5000	Login on administration interface (IP=10.0.252.49)	
	14/10/19 14:25:01	Monitoring	GESPAGE-TEST-22/HP_Krasimira	3002	Printer is online	+
	14/10/19 14:22:58	Configuration	admin	5000	Login on administration interface (IP=10.0.252.75)	
	14/10/19 14:04:43	Monitoring	GESPAGE-TEST-22/HP_Krasimira	3007	Printer is in error 'Out of service'	+
	14/10/19 13:55:26	Gespage		1101	End of the synchronization (server 1)	
	14/10/19 13:55:24	Gespage		1100	Start of the synchronization (server 1)	
	14/10/19 13:41:29	Monitoring	PC_SUPPORT_1/TOSHIBA	3002	Printer is online	+
	14/10/19 13:34:20	Monitoring	GESPAGE-TEST-22/Samsung_X4250	3005	Printer paper level is low	+
	14/10/19 13:34:19	Monitoring	GESPAGE-TEST-22/Samsung X4300 Series	3005	Printer paper level is low	+

An email may be sent in case an event (determined by its ID) is raised (see § 11.3.2.3). For example, this mechanism sends an email in case of printer failure (toner level or paper low, restart…) or in case an unknown badge is used for example.

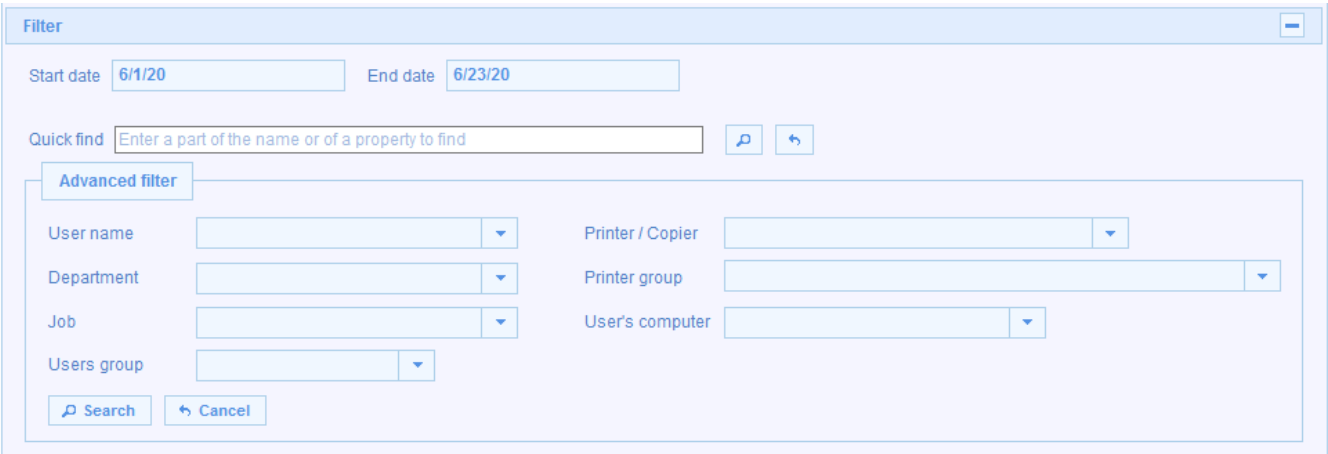
Under Windows, Gespage events may also be interfaced with Windows events for using the logs and Windows filtering (see § 11.3.2.3).

Events may be filtered per date, source (Gespage, Monitoring, Configuration, Device) and level of message (Critical, Error, Warning, Information).

10.Reports

10.1 Export of PDF/CSV

From the menus in *Report / Export*, reports in PDF or CSV formats may be generated for following the server activity according to various points of view and over a configurable period of time.



Reports generated from these menus may also be emailed automatically by defining a periodic task (see § 11.3.2.1).

Reports are all available in PDF format. The reports of table type are also available in CSV format for being handled in software such as Excel (CSV files may contain additional columns of details).

Gespage

Cost by job

between 2020/06/01 and 2020/06/23,

Job	Cost			% Cost					
	BW	Color	Total	Color	Duplex	A4	Copy	Scan	Total
NO JOB SPECIFIED	39.90	10.40	50.30	20.68%	2.39%	67.00%	68.79%	31.01%	96.18%
test	2.00	0.00	2.00	0.00%	0.00%	100.00%	100.00%	0.00%	3.82%
Total	41.90	10.40	52.30	19.89%	2.29%	68.26%	69.98%	29.83%	100.00%

10.1.1 Detailed reports

10.1.1.1 Detailed reports of expenses

These reports provide a detailed report of the expenses per printer, user, department or job.

Each report provides the following information:

- Details of the expenses of the items in decreasing order of use ("Total" column), including consumption information on the Black&White, Colour, Duplex, Copy, Scan and paper size.
- A percentage for each item (% of expense of the item relative to the Total).
- A total for all the items over the given period.
- The possibility of only viewing the Tops (10 – 20 – 50 – 100).

Gespage

Cost by printer

between 2020/06/01 and 2020/06/23,

Printer	Cost			% Cost					
	BW	Color	Total	Color	Duplex	A4	Copy	Scan	Total
GESPAGE-TEST-22/RICOH MP C306Z PCL 6	33.80	10.40	44.20	23.53%	2.71%	80.54%	80.54%	19.46%	84.51%
GESPAGE-TEST-22/RICOH_MP_C306Z_PCL_6	5.00	0.00	5.00	0.00%	0.00%	0.00%	0.00%	100.00%	9.56%
GESPAGE-TEST-22/RICOH_MP_C306Z_PCL 6	2.00	0.00	2.00	0.00%	0.00%	0.00%	0.00%	100.00%	3.82%
GESPAGE-TEST-22/Lexmark_MX622	1.00	0.00	1.00	0.00%	0.00%	0.00%	100.00%	0.00%	1.91%
GESPAGE-TEST-22/Kyocera_2551ci	0.10	0.00	0.10	0.00%	0.00%	100.00%	0.00%	0.00%	0.19%
GESPAGE-TEST-22/Toshiba_400	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GESPAGE-TEST-22/TOSHIBA_e-STUDIO478S	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GESPAGE-TEST-22/Epson_WF-8590	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GESPAGE-TEST-22/TOSHIBA e-STUDIO478S	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PC_SUPPORT_2/Lexmark_CX725	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	41.90	10.40	52.30	19.89%	2.29%	68.26%	69.98%	29.83%	100.00%

10.1.1.2 Detailed reports of volumes

These reports provide a detailed report of the volumes per printer, user, department or job.

Each report provides the following information:

- Details of the volumes of the items in decreasing order of use ("Total page amount" column), including consumption information on the Black&White, Colour, Duplex, Copy, Scan and paper size.
- A percentage for each item (% of volume of the item relative to the Total).
- A total for all the items over the given period.
- The possibility of only viewing the Tops (10 – 20 – 50 – 100).

Volume by user

between 2014/10/01 and 2014/10/27

User	BW pages	Color pages	Total page amount	Total of scan	% Color pages	% Duplex pages	% A4 pages	% copy pages	% scan pages	Percentage over the period
François Floquet (francois)	2	0	2	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.26%
toto	2	0	2	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.26%
rrr (zzz)	0	1	1	0	100.00%	0.00%	100.00%	100.00%	0.00%	0.13%
c	0	1	1	0	100.00%	0.00%	100.00%	100.00%	0.00%	0.13%
admin	1	0	1	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.13%
Total	**364**	**403**	**767**	**69**	**52.54%**	**10.04%**	**0.00%**	**32.99%**	**8.25%**	**100.00 %**

Reports in Excel format may contain more detailed information.

10.1.1.3 Detailed reports of machines counters

These reports provide, in the form of tables and graphs, data counters of all machines (identified by their serial number). Gespage periodically queries the machines counters via SNMP. The latest values are available from the menu *Monitoring* (see § 9.2). Once a day, Gespage stores these values. These are the values stored which are visible in the reports.

Reports per machine are listed in alphabetical order. The data collected depend on the models of machine. The total number of pages is always available. The additional counters are present according to the models. If the detailed counters of your machine are missing, contact Gespage support.

Report between 2 dates

After having chosen a start date and an end date, the report shows data for both dates and the difference between the two periods.

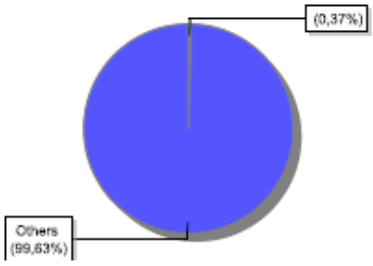
A first graph shows the "activity relative to the fleet ", that is to say the total number of pages of the machine on the total number of pages of all the machines.
The second shows the distribution of jobs by type: Photocopy / Print / Black and White / Colour.

GESPAGE-TEST-22/SHARP MX-3071 PCL6

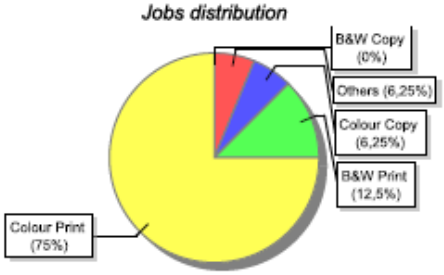
Printer model SHARP MX-3071
Serial number 9512445700
Comments
Readout start date June 10, 2020 11:57:23 PM *Readout end date* June 22, 2020 11:56:48 PM

Counters	Period beginning	Period end	Difference
B&W Copy	230	230	0
Colour Copy	116	117	1
B&W Print	360	362	2
Colour Print	1349	1361	12
Total number of pages	2073	2088	15

Activity relative to total volume



Jobs distribution

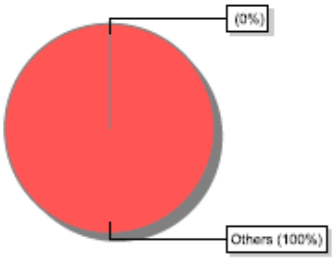


GESPAGE-TEST-22/SHARP_MX-M266

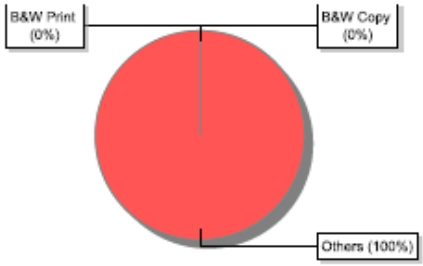
Printer model SHARP MX-M266N
Serial number 7500762100
Comments
Readout start date June 11, 2020 11:55:23 PM *Readout end date* June 22, 2020 11:56:51 PM

Counters	Period beginning	Period end	Difference
B&W Copy	158	158	0
B&W Print	617	617	0
Total number of pages	791	791	0

Activity relative to total volume



Jobs distribution



NOTE: If you select only the end date, the report will generate the status of absolute counters at that date.

Gespage

Meter readings

2020/06/25

GESPAGE-PROD/Tosh_2555c

Printer model TOSHIBA e-STUDIO2555C
Serial number C7LD34101
Comments
Readout end date June 24, 2020 11:42:37 PM

Counters	*Period end*
Total scan pages	2142
Total fax pages	0
B&W Copy	8216
Low Colour Copy	896
Colour Copy	1051
B&W Print	4505
Low Colour Print	7537
Colour Print	7121
Total number of pages	29360

GESPAGE-PROD/Toshiba_400

Printer model TOSHIBA e-STUDIO400AC
Serial number CRLJ01016
Comments
Readout end date June 24, 2020 11:23:02 PM

Counters	*Period end*
Total scan pages	28
Total fax pages	0
B&W Copy	0
Colour Copy	1
B&W Print	4
Colour Print	6
Total number of pages	13

GESPAGE-PROD/Xerox_ColorQube_8700

Printer model Xerox ColorQube 8700S
Serial number 3270512231
Comments
Readout end date April 19, 2018 9:50:30 AM

Counters	*Period end*
B&W Copy	165
Colour Copy	78
B&W Print	1195
Colour Print	853
Total number of pages	2001

10.1.2 Printing flow

10.1.2.1 Printing flow summary

This report provides a summary of the printing flows.

General

Active users	19		
Active printers	14		
Active departments	1		
Active jobs	4		
Total of pages	5,045	Pages per day	560.56
Total of sheets	4,563	Pages per user/day	29.50
Total of jobs	1,643	Average page amount by job	3.07

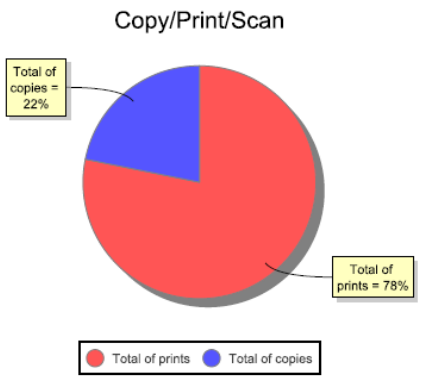
Features

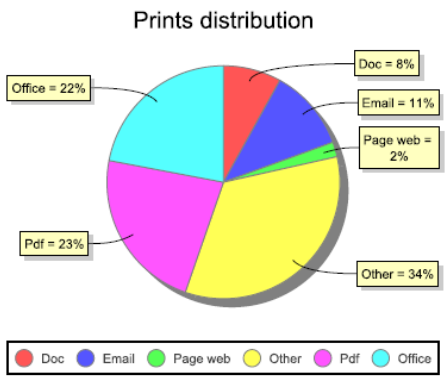
B&W pages' rate	52.51%	Single pages' rate	80.20%
Color pages rate	47.49%	Duplex pages rate	19.80%

Environmental impact

Generated CO_2 (Kg)	39.86	Avoided CO_2 (Kg)	1.68
Consumed trees	0.30	Saved trees	0.01

Jobs distribution

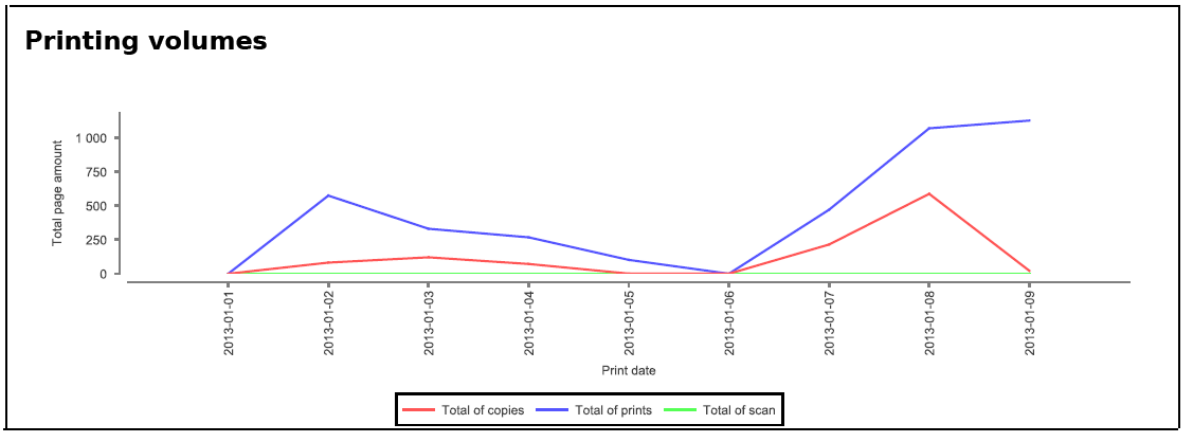


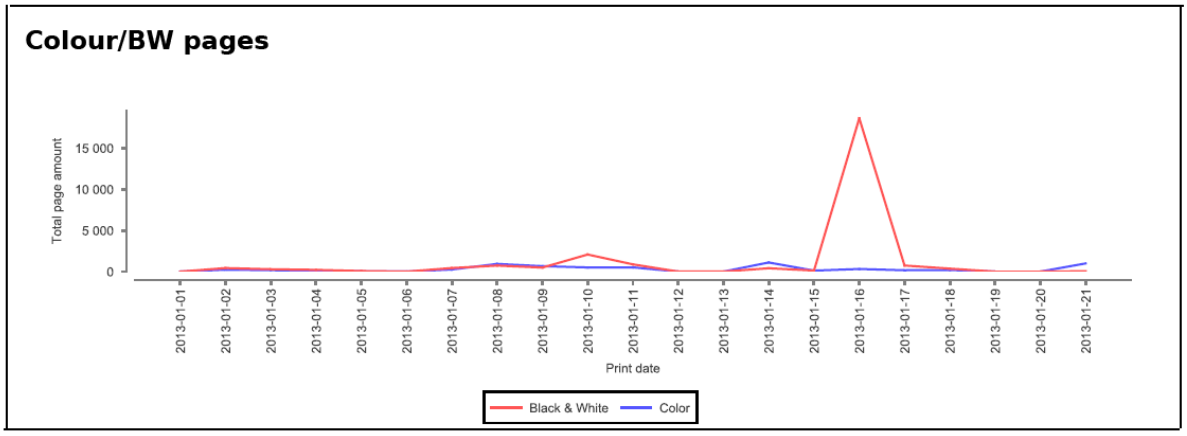


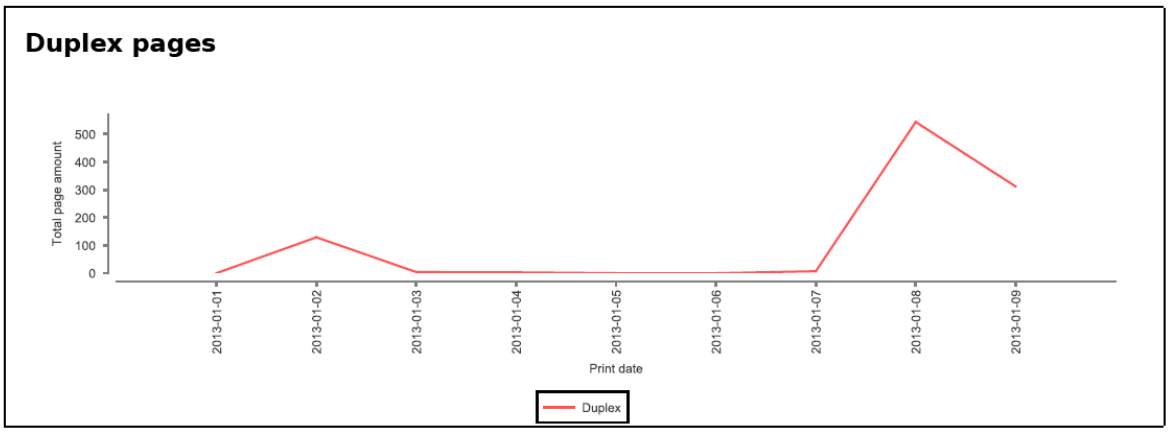
Savings

10.1.2.2 Printing flow trend

This report provides the trend of the printing flows over a period of time.
According to the period of time selected, data are displayed daily, weekly, monthly.







10.1.3 Customization of the reports

The icon in the report header may be customized by adding the *icon.png* file from *server* \ *resources* \ *report* in the installation directory.

10.2 Web reports

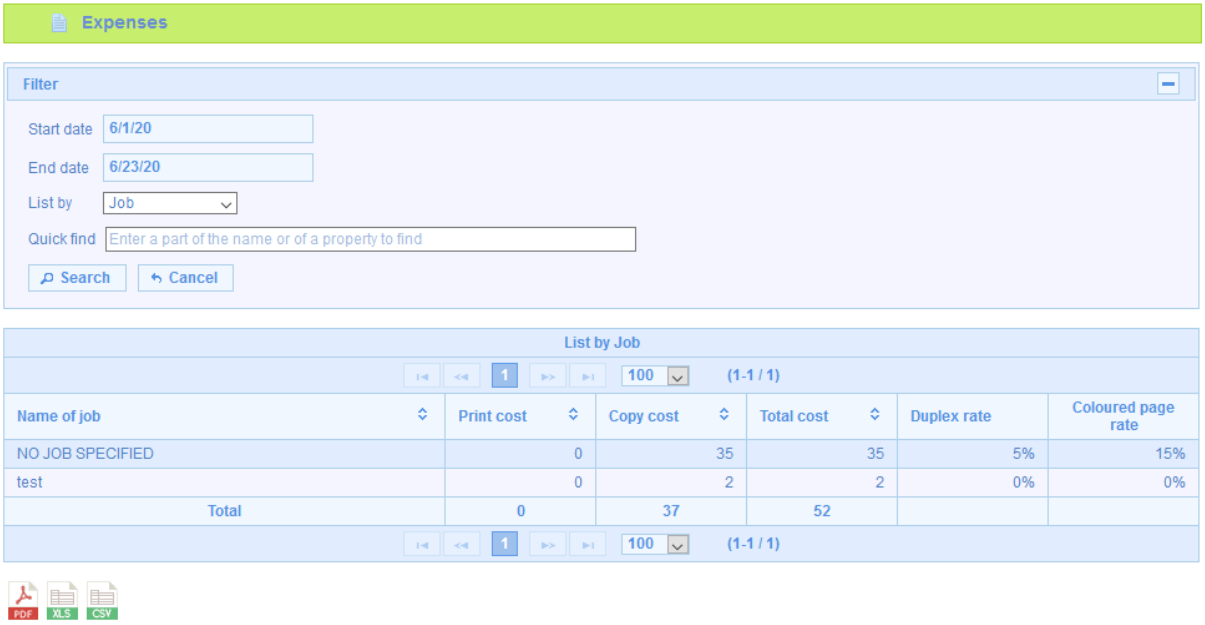
10.2.1 Expenses

All expenses related to the documents that were printed as well as those from operations of copies are stored in Gespage data base.

The log of expenses can be viewed from the menu *Reports > Cost > Expenses*.

The Data base may be queried about an interval of date for getting an allocation of the expenses by printer, by user, by department and by job.

The report displayed on the screen may be exported as PDF or Excel file.

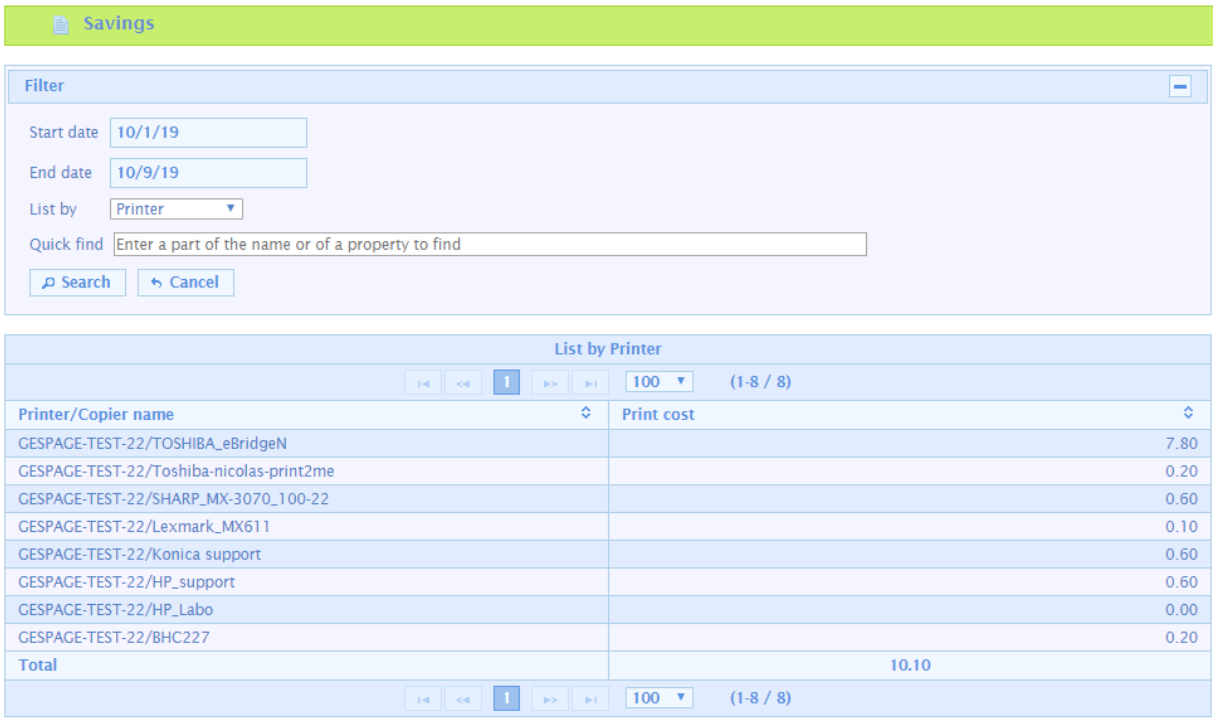


10.2.2 Savings

In a similar way to expenses, savings made on the deletion of documents through Gespage features are also stored.

The log of expenses can be viewed from the menu *Reports > Costs > Savings*.

As for expenses, the Data base may be queried about an interval of date for getting an allocation of savings by printer, by user, by department and by job. Data can also be exported as PDF or Excel file.



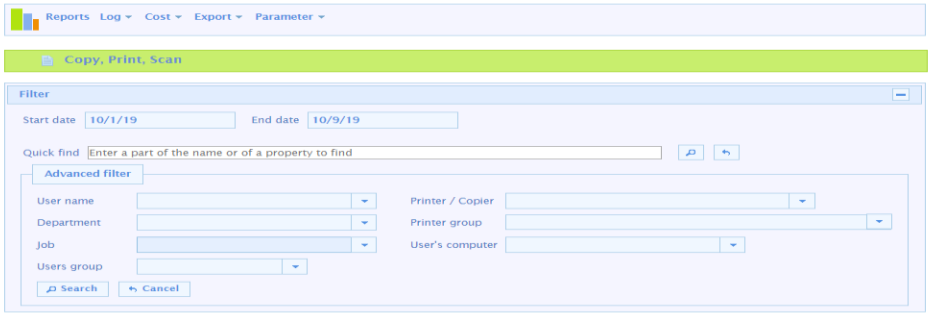
10.3 Detailed log of transactions

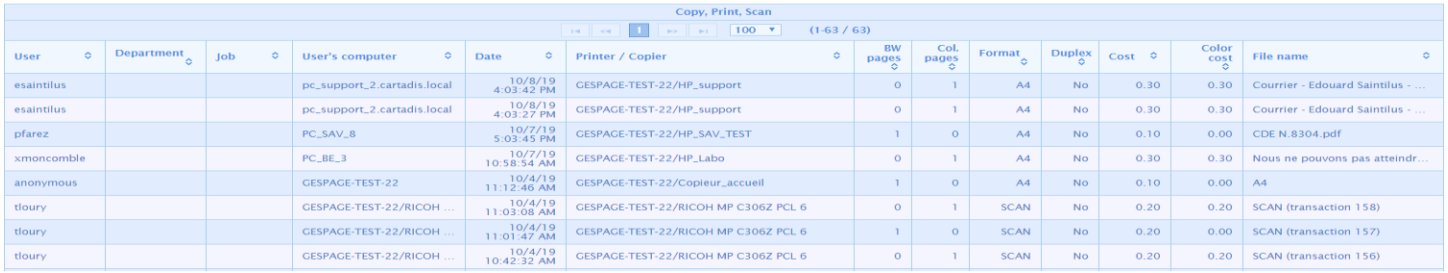
10.3.1 Transaction log of copies, prints and scans

The detail of the basic operations of copies, prints or scans can be viewed from the menu *Reports > Log > Copy / Print > Scan*. The information is arranged in chronological order.

Data may be filtered in an advanced way.

Data can also be exported as Excel file or PDF.

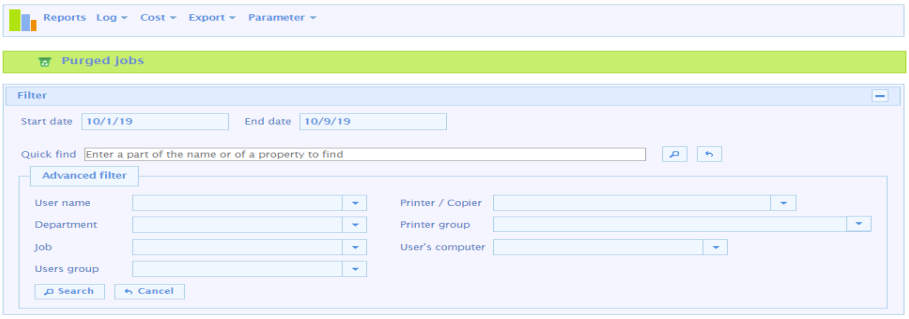




10.3.2 Logs of jobs purged and redirected

The detail of the basic operations of document deletion can be viewed from the menu *Reports > Log > Purged jobs*. The information is sorted in chronological order with the possibility of data filtering for a period of time or for a given user. Data can also be exported as PDF or Excel file.

Data may be filtered in an advanced way.



Purged jobs

1 100 (1-26 / 26)

User	Department	Job	User's computer	Deletion date	Printer / Copier	BW pages	Col. pages	Format	Duplex	Cost	Color cost	File name	Comments
eleve1	Eleves		PC_SUPPORT_10	10/9/19 9:40:03 AM	GESPAGE-TEST-22/Toshiba-nicolas-pri...	0	1	LET...	No	0.20	0.20	Imprimante / Copieur	Automatic cleaning
Administr...			pc_be_3.cartadis.local	10/7/19 11:34:04 AM	GESPAGE-TEST-22/TOSHIBA_eBridgeN	0	9	A4	Yes	2.70	2.70	Document distant d...	Deleted by administrator
xmoncom...			PC_BE_3	10/7/19 11:28:53 AM	GESPAGE-TEST-22/TOSHIBA_eBridgeN	0	1	A4	No	0.30	0.30	Nous ne pouvons pa...	Deleted by administrator
Administr...			PC_BE_3	10/7/19 11:27:33 AM	GESPAGE-TEST-22/TOSHIBA_eBridgeN	0	9	A4	Yes	2.70	2.70	Nouvel onglet	Deleted by administrator
Administr...			GESPAGE-TEST-22	10/7/19 10:58:58 AM	GESPAGE-TEST-22/HP_Labo	0	0	A4	No	0.00	0.00	Nous ne pouvons pa...	Invalid job
xmoncom...			PC_BE_3	10/7/19 9:57:25 AM	GESPAGE-TEST-22/TOSHIBA_eBridgeN	0	1	A4	No	0.30	0.30	Nous ne pouvons pa...	Deleted by administrator

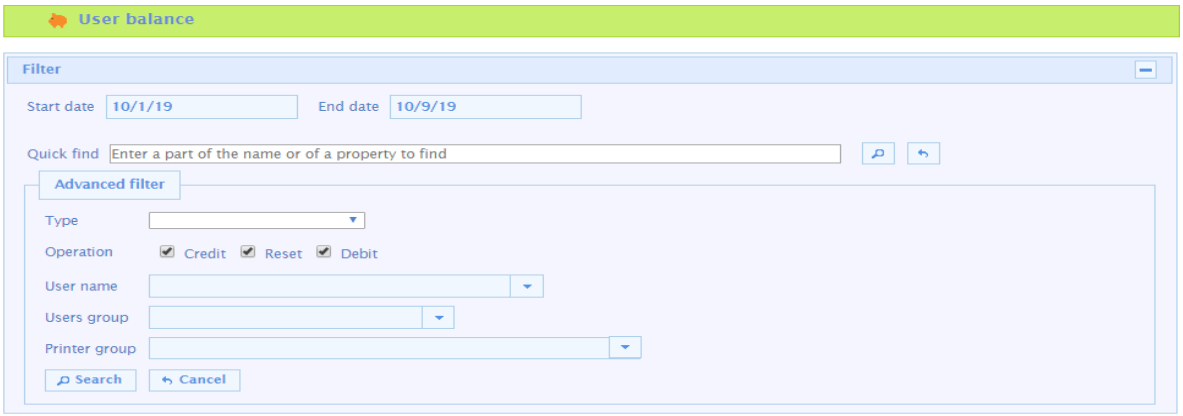
The column "Comments "gives the reason for the document deletion.

The basic operations of documents redirection are detailed from the *Report > Log > Redirected jobs* menu.

10.4 Log of user balance modifications

When a user credit is modified, a record is stored in Gespage data base. The log of balance modifications can be viewed from the menu *Reports > Log > User balance*.

The information is sorted in chronological order with the possibility of data filtering for a period of time, for a given user or according to the type of operation (manual adding via the Web interface / via a task / via a system (CR10 or DRC10) / via E-commerce / by LDAP synchro / by CSV import / by synchro with the central server (in the case of Gespage Remote) / by types of expenses (Prints, copies and scans). Data can be exported as PDF or Excel file.



User balance

1 100 (1-35 / 35)

User	Department	Delta	Delta color	New balance	New color balance	Date	Type	Source	Comments	Details
esaintilus		0.00	250.00	250.00	250.00	10/9/19 12:28:09 PM	Manual	admin	Edouard Saintilus (manually added)	+
myuser		10.00	0.00	10.00	0.00	10/8/19 11:51:09 AM	CSV Import	admin	Crédit initial du nouvel utilisateur	+
eleve3	Eleves	5.00	0.00	355.00	0.00	10/7/19 9:49:21 AM	Manual	admin	pour cyril	+
eleve2	Eleves	5.00	0.00	355.00	0.00	10/7/19 9:49:21 AM	Manual	admin	pour cyril	+
eleve1	Eleves	5.00	0.00	355.00	0.00	10/7/19 9:49:21 AM	Manual	admin	pour cyril	+
cvuibout	Eleves	5.00	0.00	255.00	0.00	10/7/19 9:49:21 AM	Manual	admin	pour cyril	+
admesp	Europe	5.00	0.00	305.00	0.00	10/4/19 4:35:28 PM	Manual	admin	test	+
admfr	Europe	5.00	0.00	305.00	0.00	10/4/19 4:35:28 PM	Manual	admin	test	+
admfr	Europe	50.00	0.00	300.00	0.00	10/4/19 4:34:15 PM	Manual	admin	test	+

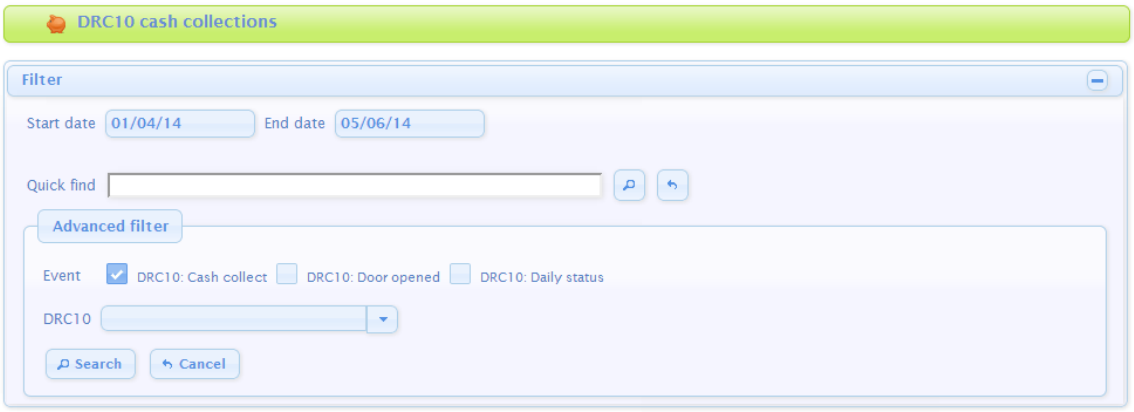
Additional details about the transaction are shown by clicking .

10.5 Log of DRC10 transactions

Details of the DRC10 (dispenser and reloader of cards) are available from the *Reports > Log > DRC10 Cash collection* menu. The information is sorted in chronological order with the possibility of data filtering for a period of time, for a given DRC10 or per type of statement.

This menu lists the details of the cash for the following events:

- DRC10 cash collections made by an operator via the sales receipt on DRC10.
- A daily display of the cash contents.
- Details of the cash at the opening of the door.



DRC10 cash collections

Date	Event	DRC10	Sold cards' qty	Total revenue over the period	Details
26/05/14 12:07:44	DRC10: Cash collect	drc10_sav_ludo	17	108.9 EUR	
13/05/14 15:42:44	DRC10: Cash collect	drc10_sav_ludo	0	30 EUR	
18/04/14 16:13:29	DRC10: Cash collect	drc10_sav_ludo	1	21.5 EUR	
09/04/14 11:58:07	DRC10: Cash collect	drc10_sav_ludo	0	5.8 EUR	
07/04/14 14:22:04	DRC10: Cash collect	drc10_sav_ludo	0	6 EUR	
03/04/14 10:25:31	DRC10: Cash collect	drc10_sav_ludo	1	26.1 EUR	

For each event, a PDF report may be issued with the cash details (turnover over the period, number of transactions, number of cards dispensed, number of coins, banknotes ...).

DRC10 status

DRC10 name	**drc10_Edl**
Readout date	March 11, 2014 11:04:54 AM
Last collection date	March 11, 2014 10:59:52 AM
Readout type	DRC10: Cash collect

Cash box detail over the period		
Total revenue over the period	**24.40**	**EUR**
Transaction qty	3	
Sold cards' qty	1	
Sum of coins	14.40	EUR
Current amount of 2 EUR coins	5	
Current amount of 1 EUR coins	2	
Current amount of 0,5 EUR coins	3	
Current amount of 0,2 EUR coins	3	
Current amount of 0,1 EUR coins	3	
Current amount of 0,05 EUR coins	0	

10.6 Customized reports

If you wish to make customized reports, you can use toolsconnecting directly to your data base.

You can contact the Gespage support for getting assistance about this configuration.

11.Global parameters

The following section describes the global parameters of Gespage server available from the *Server* menu.

11.1 Configuration menu

11.1.1 Admin parameters

11.1.1.1 Global parameters

Some main parameters are described in the § 4.1.2. The other parameters are described hereafter.

Server > Configuration > Account management > Users parameters.

Creation mode of the Gespage accounts

1. **Manual**
   Users' accounts must be created in Gespage (internal to Gespage or from synchronization) so that a user can print.
2. **Dynamic (at the first print)**
   A user account is automatically created at each submission of printing.

Allow unknown users to print

This option is only available in Level 1 when the creation mode of Gespage accounts is manual. It enables to run in this mode without creating users' accounts.

Print code creation

This parameter enables the automatic generation of a print code during the creation of a user account whatever the creation mode of the user account, and if no print code is explicitly configured.

1. **None**
   No automatic generation of the print code.
2. **Same to user login**
   Automatic generation of a print code equal to the user login.
3. **Random numeric code**
   Automatic generation of a print code equal to a random numeric code. The length of this digital code is configurable (6 digits by default) (see § 11.7).

Maximum number of cards per user

1. **"1 "**
   The user can use only one card for authentication.
2. **"2 "**
   The user can use two different cards for authentication.

Enable color credit management

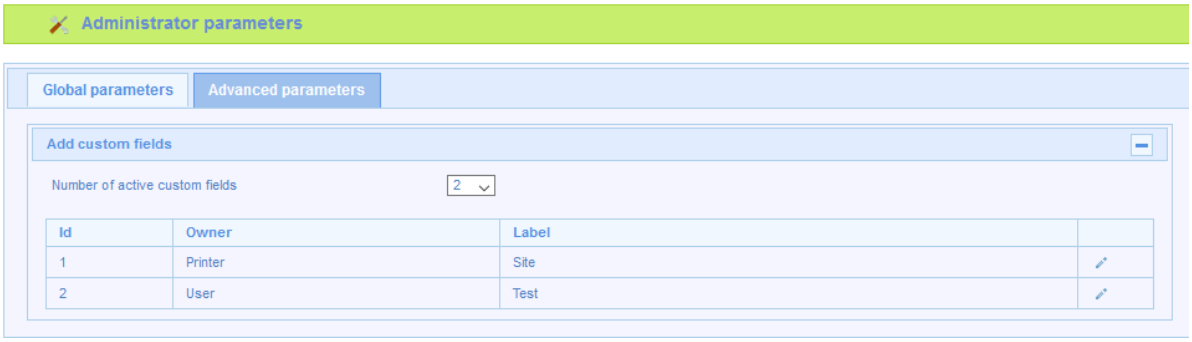
Once the colour credit activated, a colour credit can be entered for each account or department. The colour credit is part of the global credit. For each printing made in colour, all the credits (global and colour) are debited. Once the **credit has come to zero**, the user will be **unable to perform other paid actions** on the copier even if his colour credit **is greater than 0**.

11.1.1.2 Advanced parameters

It is possible to define custom properties to get a more accurate accounting.

You can add up to 10 properties. When a new property (field) is defined, it is shown in the configuration menus of each printer or user (according to the selected configuration). The value of the custom field is saved in Gespage logs in order to build custom report filters.

NOTE: The customized fields are not available in the standard Gespage reports. If you wish to use them, they require the creation of custom reports.



Add custom fields
This parameter defines the number of active customer fields.

Owner
Print: The customized field will be added in the printer configuration.
User: The customized field will be added in the user configuration.

Label
Used to define the name of the custom field.

11.1.2 LDAP synchronization

Gespage may synchronize its data base of users to one or several LDAP servers (maximum of 20).

Selecting *Server > Configuration > Account Management > AD / LDAP / Azure Synchronization* moves to the menu of synchronization settings.

In the case of directory Active Directory, a synchronization option may be used to automatically synchronize without any configuration (the server must be connected to the domain).

For each directory with which you wish to be synchronized, the parameters described below will have to be filled in.

11.1.2.1 Synchronization parameters

LDAP server: 1

Comments:

Synchronization: (•) LDAP/AD ( ) Automatic AD ( ) Azure

Synchronization period (minutes or hh:mm): 120

Synchronize the LDAP accounts deletion: [ ]

LDAP server configuration

LDAP type: (•) AD ( ) NDS ( ) UNIX

LDAP/AD server address: 10.0.0.3

With secure protocol SSL: [ ]

Use non-standard port: [ ]

Domain: cartadis.local

LDAP/AD login name: ovuibout

LDAP/AD password:

NDS: CN Manager directory / UNIX : LDAP login domain:

Organization Unit root of importation:

Importation filter:

Initializing department by: OU

Number of OU in department name: 1

LDAP field used for initializing Card ID:

LDAP field used for initializing the Cartadis print code:

LDAP field used for initializing user credit:

LDAP field used for initializing user card PIN:

LDAP field used for initializing user's associated login:

LDAP field used for initializing user's comments:

LDAP field used for initializing user's extra field:

Synchronize the user groups: [x]

Only specified groups:

Synchronize expired accounts: [x]

User initialization parameters

Limited: [ ]

Credit for new users: 250.00

Approve | Synchronize | Reinitialize

LDAP server

Number of the LDAP server, from 1 to 20.

Comments

Saves a comment regarding the LDAP configuration.

Synchronization

LDAP/AD: Connect to an Active Directory server by filling configuration parameters.
Automatic AD: If this option is checked, the synchronization will proceed automatically with the Active Directory of your domain. In this simplified mode, no other synchronization option is available.
Azure: Connect to a Microsoft Azure AD.

Synchronization period (minutes or hh:mm)

Should you fill in this field with a string of the form **hh:mm** (where **hh** is an hour and **mm** represents the minutes), the synchronization will occur once a day at the time **hh:mm**.

Should you fill in this field with a string of the form **mm** (where **mm** represents a number of minutes), the synchronization will occur every **mm** minutes.

Synchronize the LDAP accounts deletion

Box checked: If a user is deleted from the directory, he is also deleted from Gespage.
The period (in days) before deleting the user from Gespage can be set in this mode.
Box unchecked: The users are not automatically deleted from Gespage.

For manual or automatic LDAP configurations:

LDAP type

Choose the type of LDAP server: use AD for Active Directory, NDS for Novell eDirectory, UNIX for Open LDAP.

LDAP/AD server address

IP address of the LDAP server.

With secure protocol SSL

Check the box when exchanges between Gespage and the LDAP server have to be encrypted.

Use non-standard port (advanced parameter)

By default, the communication with the LDAP server is located on the port 389 if the SSL is disabled or on the port 636 if the SSL is enabled. The value of the port is modified by checking the box and entering the new value.

Domain

Domain name of the LDAP server.

LDAP/AD login name

Upon the connection to the LDAP server, Gespage initiates the connection with a user account. This account does not need to be an administrator account, it just needs to have read rights to the directory. Fill in this field with a valid user's name in the directory.

LDAP/AD password

Fill in this field with the user's password.

NDS: CN Manager directory / UNIX: LDAP login domain

With an **AD** server, please leave this field blank.
With a **NDS** server, fill in this field with the node name of research (for example o = company).
With an **Open LDAP** server, fill in this field if the connection login belongs to a domain different from the one which must be synchronized.

Organization Unit root of importation (OU)

Searching users may take place from a sub-tree of the directory. In this field, specify the root node from which the search will take place. For example, for Gespage synchronizing with a server Windows Small Business Server, enter:
OU=SBSUsers,OU=Users,OU=MyBusiness.

Importation filter

In the case where only some accounts have to be synchronized, fill in this field with a filter written in the LDAP syntax compatible with your directory.

Initializing department by:

Choose whether the names of departments are synchronized with the OUs, in the AD Service field or are not synchronized (in such a case, they will be defined in Gespage).

Number of OU in department name (if departments are synchronized from the OUs)

At synchronization, Gespage creates departments based on the OU notion of the directory. A user usually belongs to several OU (Organisation Unit) built on several levels. For example, if he belongs to "OU=Sales, OU=Users ":
The value 1 will produce the department "Sales ".
The value 2 will produce the department "Sales.Users ".

LDAP field used for initializing Card ID

Fill in this field with the exact name of the LDAP field that will be used to initialize the "card number 1 " field. If you do not wish to initialize this field, leave it blank. For example, with AD, fill it with "telephoneNumber "if "telephoneNumber "field is used for storing the card number.

LDAP field used for initializing the Cartadis print code

Fill in this field with the exact name of the LDAP field that will be used to initialize the "print code "field. If you do not wish to initialize this field, leave it blank.

LDAP field used for initializing user balance

Fill in this field with the exact name of the LDAP field that will be used to initialize the user credit. If you do not wish to initialize this field, leave it blank. Unlike the previous two fields that are re-initialized at each synchronization, this field is initialized at the time the user is created.

LDAP field used for initializing user card PIN

Fill in this field with the exact name of the LDAP field that will be used to initialize the "PIN code "field. If you do not wish to initialize this field, leave it blank.

LDAP field used for initializing user's associated login

Fill in this field with the exact name of the LDAP field that will be used to initialize the "Associated login "field. If you do not wish to initialize this field, leave it blank.

LDAP field used for initializing user's extra field

Fill in this field to initialize the additional field of user accounts. If you do not wish to initialize this field, leave it blank.

Synchronize the user groups

If it is checked, while synchronizing, Gespage creates user groups based on the groups in the LDAP. For an AD directory, they are security and distribution groups.

Synchronize expired accounts

If this option is checked, during synchronization, Gespage will import the accounts with expired expiration date.

For Microsoft Azure configurations:

Tenant ID

The Tenant ID is found on your Azure Directory Homepage.

Client Id

The Client ID is found on your Azure Directory Homepage.

Secret Code

The Secret is found in Certificates & Secrets on your Azure Directory Homepage.

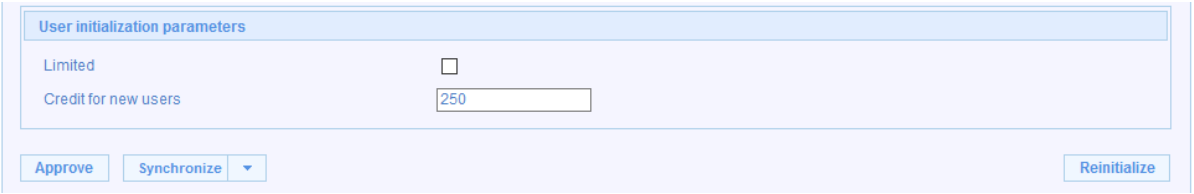
User Name

Username of the account used for fetching data from Azure in Gespage.

Password

Password of the account used for fetching data from Azure in Gespage

11.1.2.2 Initialization parameters of accounts



Limited?

Box checked: When creating a new user, the amount of the next field will be used for initializing the user's credit (unless a LDAP field was defined for its initialization).
Box unchecked: The user's account will be initialized as limitless.

Credit for new users

It is the credit to assign at the time of synchronizing new users accounts.
After having modified one or several parameters, please click "Approve "so that they are saved in the database.
Click "Synchronize "for forcing synchronization.

The details of the synchronization are available in the event logger.

11.1.2.3 Synchronization for advanced user

The above described mechanism of synchronization is achieved by a Groovy script (interpreted java code). An advanced user may customize this script for solving synchronization problems with complex architectures of directory.

The standard script is available in the Gespage installation directory under:
\GespageCore\server\resources\scripts\examples\LdapImport.groovy.
To use the script, copy it from the templates directory to the scripts directory. It would then be executed instead of the default behaviour.

You are then able to customize it by modifying the Groovy code.

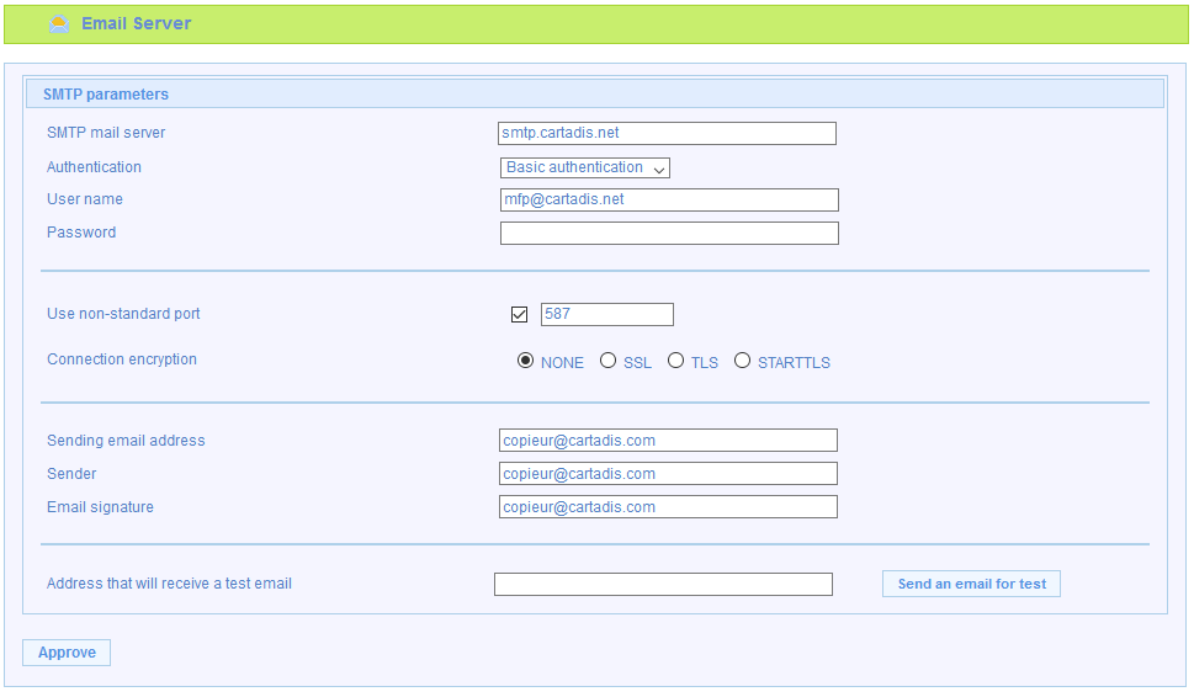
Cards enrolment in AD or LDAP

Gespage may be authorized to enrol in the AD / LDAP, the card numbers of users by modifying this script. Recording is then made during the synchronization with the AD / LDAP.

11.1.3 Email parameters

The email parameters (SMTP) are to be set if you wish to allow your server to send emails.

These SMTP parameters are available from the IT service of the installation site.



SMTP mail server

IP or name of your SMTP server.

Authentication

SMTP authentication protocol used: Anonymous / Basic authentication / NTLM (Exchange).

User name / Password

Login and password to the SMTP server.

ATTENTION! In the *Authentication Basic* mode on a SMTP Windows server, the name of the domain must be added in the user's name.

Domain

Name of the domain (NTLM case).

Use non-standard port

To check only in case of use of a non-standard SMTP port.

Connection encryption

Configuration of the encrypted connection to the SMTP server.

Sending email address

Sending email address of emails sent by Gespage server.

According to your SMTP server configuration, this address should or should not correspond to an existing mail box.

Sender

Name of the sender that will appear in the email.

Email signature

Signature that will appear down of each email.

Address that will receive a test email

The email delivery can be tested by defining an Address that will receive a test email. In case of delivery failure, error messages are listed in the event logs.

Example of configuration for an Office 365 server:

SMTP mail server: smtp.office365.com
Authentication: Basic authentication
Use non-standard port: 587
Connection encryption: STARTTLS.

Example of configuration for a Gmail server:

SMTP mail server: smtp.gmail.com
Authentication: Basic authentication
Connection encryption: TLS.

11.1.4 Popup / Notifications

The configuration of Popup and notifications are accessible from the menu *Server > Configuration > Popup > Notifications* (see § 14.1).

11.1.5 FTP / Spooler

The Gespage server includes a FTP server used for:

- Global Print2me: documents flow between the agents via FTP.
- Service of Scan to via FTP: scans are sent to the server via FTP which then forwards to the user mail (see § 11.1.6).

It is only possible to enable the FTP server if you use the 2 above features.

11.1.5.1 FTP server parameters

Use embedded FTP server

Gespage provides an FTP server, the administrator can use another server if wished.
ATTENTION! If an external server is used, it must be hosted on Gespage server and give the default directory access: GespageCore / Server / ftp / ftproot.

IP Address

IP address of the server (default server one).

Port

The default communication with the FTP server is set on the 7121 port. The administrator can enter another value if necessary.

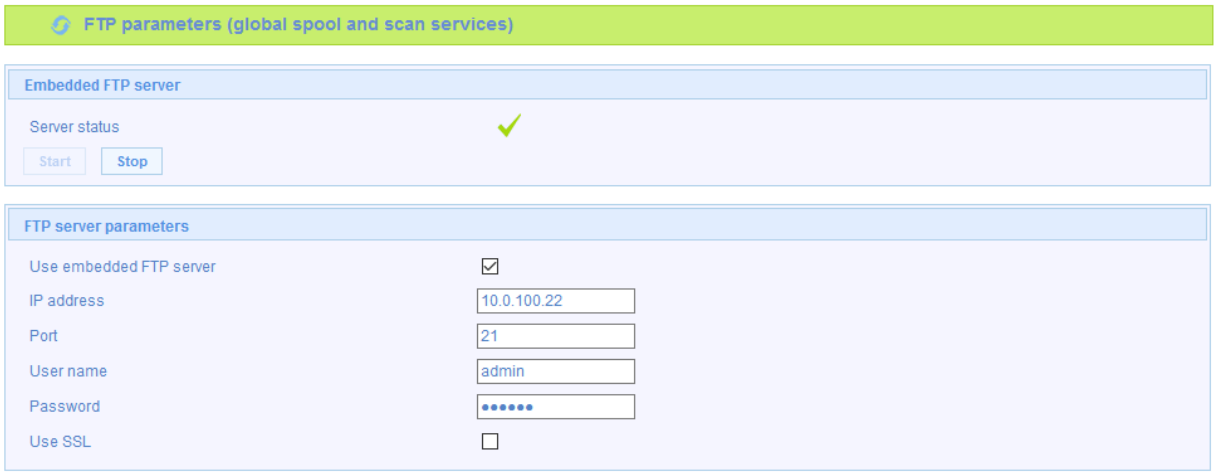
User name / Password

Login and access password to the FTP server (by default admin/123456).

Use SSL

Check the box for using the secured protocol.

Modifying the FTP parameters of the embedded server requires a restart of the service " Gespage Application Server " for being taken into account.



11.1.6 Service of Scan via FTP

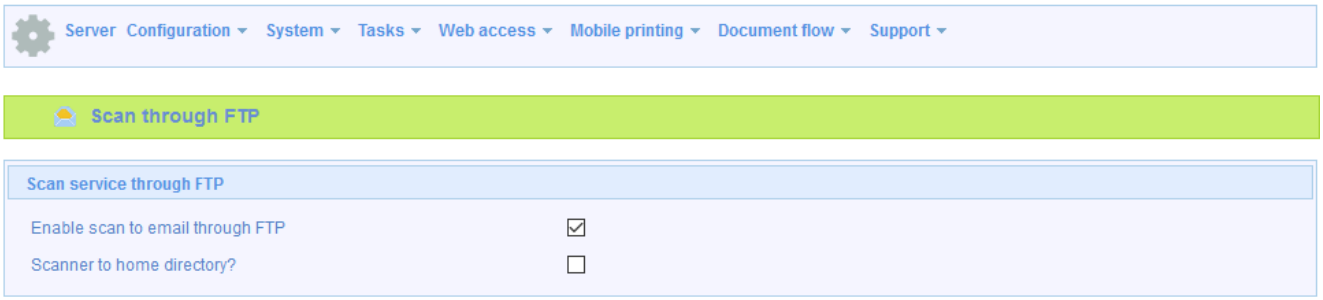
Gespage can be used to configure the scan to mail and home directory services.

NOTE: It is recommended to use document flows (see § 12) instead of this functionality via the sending by FTP of the scanned files to the Gespage server.

11.1.6.1 Scan to email via FTP

Check the box *Enable scan to email through FTP* if you wish that users access to the service of Scan to mail via Gespage FTP. In this case, the emails are redirected by the server to the user address set in their user account.

This service is useful for external terminals or certain models of eTerminals (please refer to the manual of your eTerminal).



At the MFP, the details of scan to FTP must be filled in as follows:

- FTP Server: Gespage server address.
- FTP port: 7121.
- Path: *scan/NAME_OR_IP_OF_THE_SERVER/Printer_Name* (be careful to respect the case, it is recommended to use a printer name without special characters).
- Login: admin (modifiable).
- Password: 123456 (modifiable).

From the user point of view, scans are enabled as soon as they enter a "copy " session on the terminal. Items will be performed once this session disconnected.

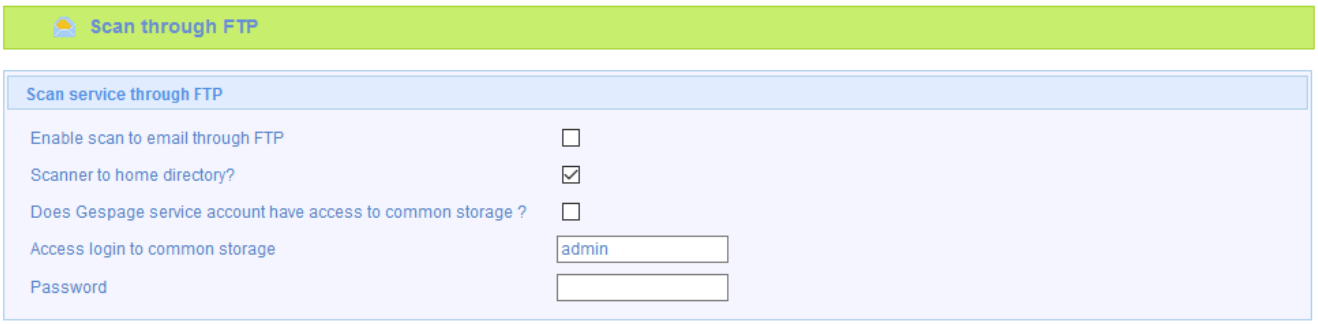
ATTENTION! If an FTP external server is used in this mode, it must be hosted on Gespage server and give the default directory access: GespageCore/server/ftp/ftproot.

ATTENTION! Scans may be charged according to the Terminal / eTerminal features. Please contact Gespage support for your configuration.

11.1.6.2 Scan to home directory

Check the box *Scanner to home directory?* if you wish that users access to the service of Scan to home directory via Gespage FTP. In this case, the server will deposit the documents scanned in the user home directory set in their user account.

This service is useful for external terminals or certain models of eTerminals (please refer to the manual of your eTerminal).



At the MFP, the details of scan to home directory must be filled in as follows:

- FTP Server: Gespage server address.
- FTP port: 7121.
- Path: *scan_home_dir/NAME_OR_IP_OF_THE_SERVER/Printer_Name* (be careful to respect the case, it is recommended to use a printer name without special characters).
- Login: admin (modifiable).
- Password: 123456 (modifiable).

From the user point of view, scans are enabled as soon as they enter a "copy " session on the terminal. Items will be performed once this session disconnected.

ATTENTION! If a FTP external server is used in this mode, it must be hosted on Gespage server and give the default directory access: GespageCore/server/ftp/ftproot.

ATTENTION! Scans may be charged according to the Terminal / eTerminal features. Please contact Gespage support for configuration.

ATTENTION! The feature is available only if the information of home directory is configured for the user logged.

Gespage server must have the rights to access all areas of the shared directories.
For this, usually fill in the login and the password of an administrator account of the shared storage.

Does Gespage service account have access to common storage?

If so, check the box. If not, fill in the access login to the common storage and password (administrator account of the domain).

11.2 System menu

11.2.1 Import

This menu gives access to the import functionalities via CSV file.

The following items may be imported via CSV:

- Users.
- Departments.
- Jobs.

The CSV import files must be placed in the *import* directory under the Gespage installation directory. This directory includes the *templates* folder with examples of CSV import files.

The fields to complete in the CSV file are defined in the first line of the file. Some columns may be deleted when the fields in question are not to configure explicitly.

There are different CSV files depending on the action: import, upgrade or deletion of items.

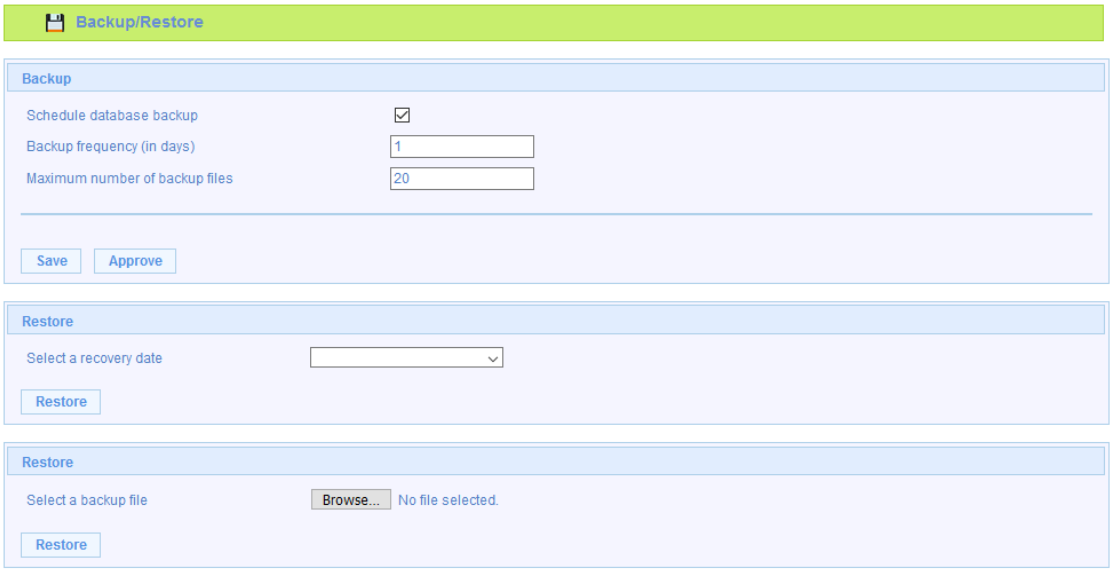
ATTENTION! The name of the CSV files must not be modified.

ATTENTION! For a correct import of the special characters, the CSV file must be in ANSI format.

Periodic tasks of CSV import may be defined (see § 11.3.2.2).

11.2.2 Backup/Restore

This menu is used to backup or restore the data base of your Gespage server.



11.2.2.1 Backup

This menu is used to set your automatic backup procedure.

Schedule database backup

This parameter launches the automatic backup procedure.

Backup frequency (in days)

Specifies how many days elapsed between 2 automatic backups.

Maximum number of backup files

Specifies the number of backup files kept by the server.

This menu also enables the data base to be instantly saved (" save “button).

Backup files are stored in Gespage installation directory (under *db\postgresql\save*). The name of each backup file contains the date and the time of backup.

ATTENTION! It is advisable to back up your backup files to a remote server for recovering your configuration in case of server failure.

ATTENTION! Above backup procedure does not save the Windows or Linux configuration of your printers.

11.2.2.2 Restore

You can perform a restore from a date of saving or from a file.

ATTENTION! During a restore, your entire configuration will be lost and replaced by the configuration of the restored version.

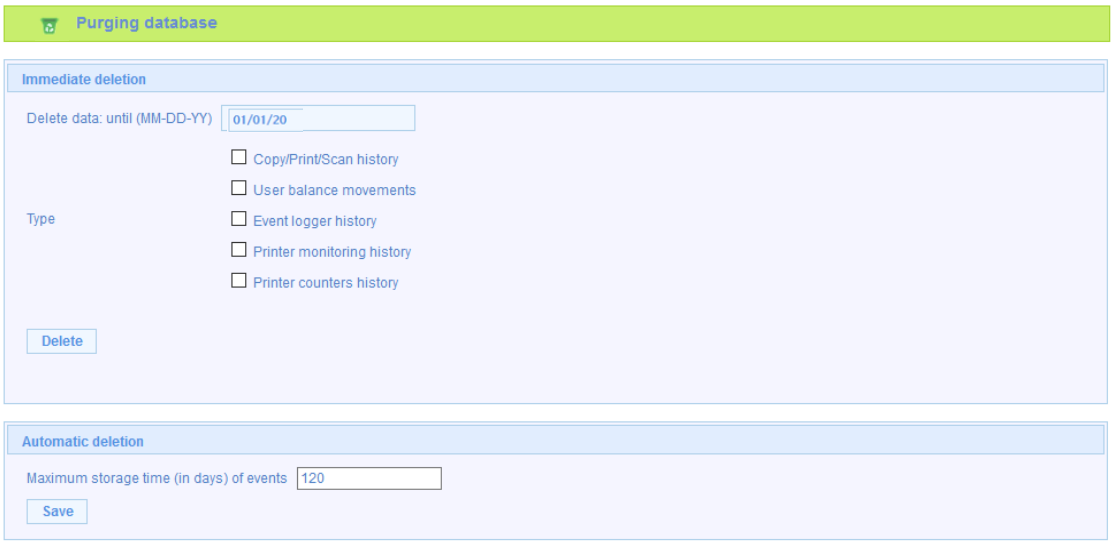
11.2.3 Purging database

This menu is used to purge the Gespage accounting tables from old records.

This purging is to perform during a maintenance operation on the server, for making space in the data base.

One can for example purge the accounting from the previous year.

ATTENTION! Generating reports on purged data is not possible after the purge.



Delete data: until (MM-DD-YY)

Indicates the date until which data will be deleted.

Type

To choose the data that will be deleted.

Maximum storage time (in days) of events

Indicates the duration in days for the storage of data from the event log.

11.2.4 Purging users

This menu is used to purge Gespage history tables for old dates.
This menu allows purging users according to their origin (local accounts or from the LDAP) and empty groups or departments.

This menu can be useful when setting up LDAP synchronization in order to delete Gespage accounts between two attempts to filter LDAP for example.

11.3 Tasks menu

This menu is used to set periodic tasks to be carried by your server.

11.3.1 Tasks list

Edit task

Displays the name of the task which can be modified by clicking the name.

Task type (see § 11.3.2)

- Reports: automatic sending of reports by mail.
- CSV imports: automatic import of CSV files.
- Admin notification: sending of email or execution of a script as certain system events are occurring.
- User notification: sending of email or execution of a script when particular events relating to the user are occurring.
- Account reloading: automatic account reloading of a user group.
- User information: Automatic sending of information by email or execution of a script to a Group of users.
- Script: Running a custom script.

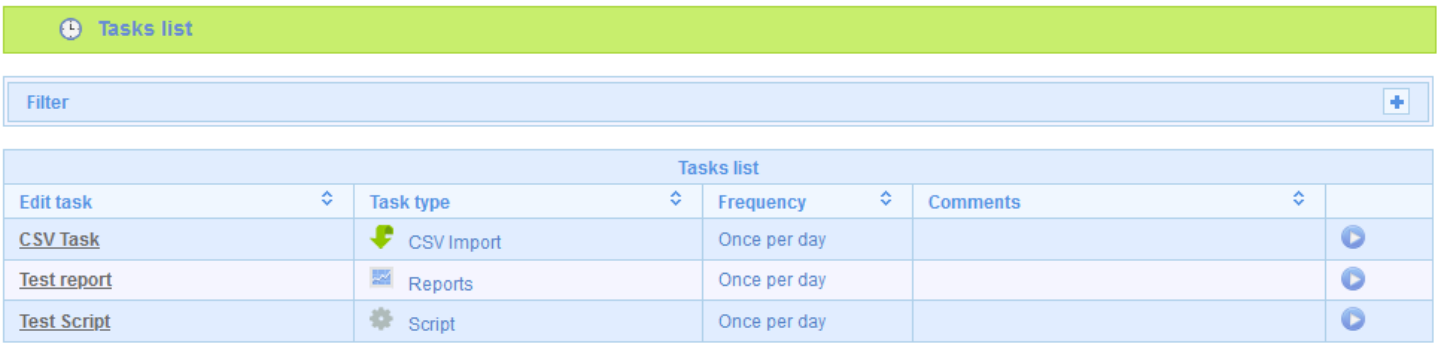
Frequency (for some tasks only)

1. **Once every hour**
   Task carried out every hour.
2. **Once per day**
   Task carried out every day at a time set.
3. **Once per week**
   Task carried out once a week at a day of the week and a time set.
4. **Once per month**
   Task carried out once a month at a day of the month and a time set.
5. **Performing on request**
   Task carried out at a click on the button

Comments

Displays the comment on the task.

Launches the task immediately



11.3.2 Type of tasks

11.3.2.1 Task for sending reports by mail

These tasks enable the automatic sending of reports by mail.

Task type
Reports.

Name
Used to name the task (visible in the *Tasks list).*

Comments
Comments on the task (visible in the *Tasks list*).

Frequency
Used to define the frequency of the task execution.

Start time
Sets the time at which the task will be executed.

Start day
If weekly frequency: sets the day of the week at which the task will be executed.
If monthly frequency: sets the day of the month at which the task will be executed.

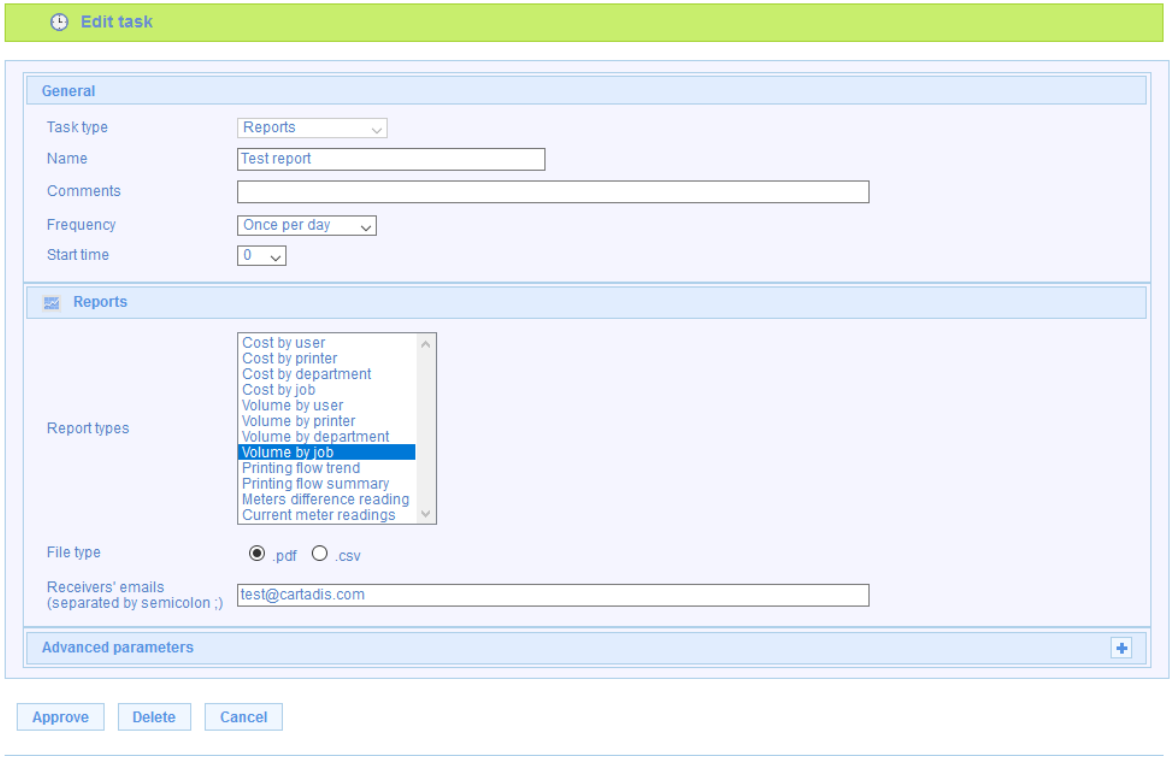
Report types
Selection of the reports to send (refer to the definition of the reports § 10.1).
You can select several reports to be sent simultaneously (by means of the CTRL key).

File type
Selection of the file format to send (.csv or .pdf).
ATTENTION! Some reports are only available in PDF format.

Receivers' emails
Indicates the receivers of reports
Several mail addresses may be set by being separated with a "; ".

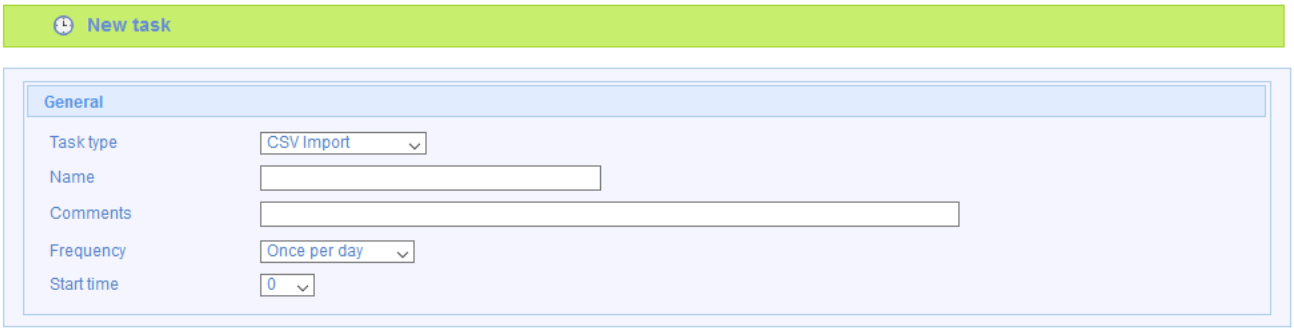
Advanced parameters

To filter a data filtering



11.3.2.2 Task for CSV import

Such task performs automatically the CSV files import procedure. These files have to be available in the import directory (see § 11.2.1).



11.3.2.3 Task of administrator notification

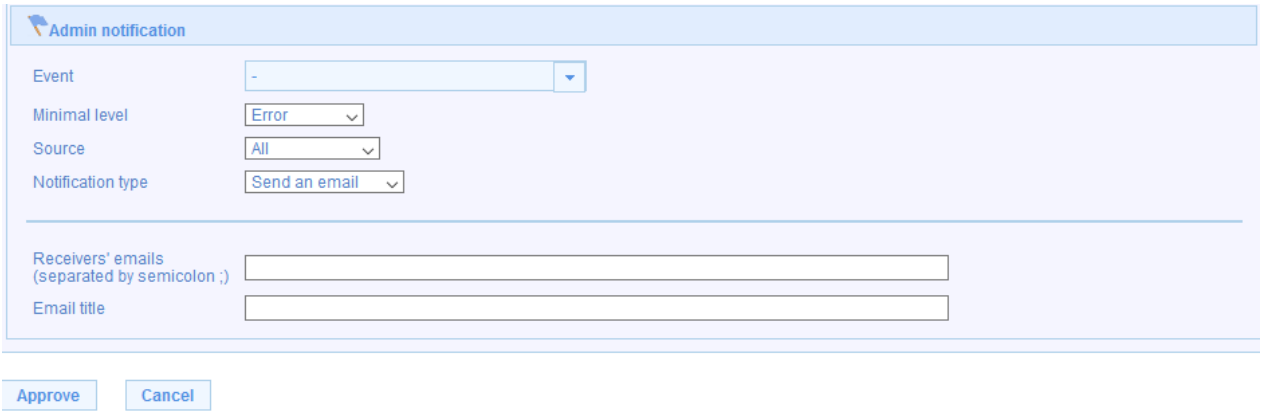
This type of task enables the automatic sending of an email or the execution of a script when a specific event occurs or all the events of a certain type and / or a certain criticality.

Event

- Selection of the event ID.
- Or if no event is selected, define the *Minimal level* of event wished (*Critical / Error / Warning / Information*) and its source (*All / Gespage / Monitoring / Configuration / Device*).

Notification type

- Send an email: sends an email to the configured addresses when an event is occurring.
- Run a command: performs an external command.
  For example, a tool is included enabling the logging of events in the Windows event logger (*C:\ProgramFiles\Gespage\GespageCore\server\tools\eventgespage.exe*).



11.3.2.4 Task of user notification

This type of task enables the automatic sending of an email or the execution of a script when a specific event relating to the user is occurring.

Event

- Selection of the event ID (for example: creating a user account or credit reloading from a dispenser/reloader.

Notification type

- Send an email: sends an email to the user concerned when the event is occuring.
- Run a command: performs an external command.

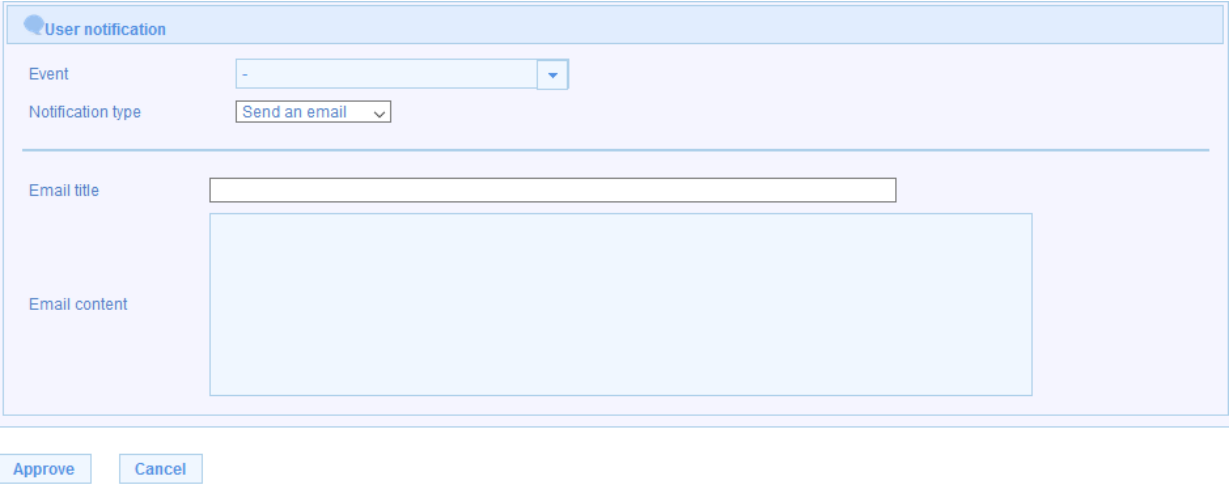
Email content:

Writes the email that will be sent to the user group. This message may contain the following general meta-characters:

- Name of the user: %USER_ID%.
- Print code of the user: %PRINT_CODE%.
- Credit of the user: %CREDIT%.
- Full name of the user: %SHOWN_NAME%.
- Date of the event: %DATE%.
- Add an image: %IMAGE_PATH%/image_name.png
  The image (png, jpg or pdf) must be present in the following folder:
  \Program Files\Gespage\GespageCore\server\resources\images.

Meta-characters associated with an event are:

- %0% for the 1^{str} parameter.
- %1% for the 2^{ndr} parameter.
- ...



11.3.2.5 Account reloading

This type of task enables the automatic reloading of all the credits of a user group.

Reloading type

- *Set* (modifies the credit of a *User group*).
- *Add* (adds credit to a *User group,* the box *Define credit limit* limits the addition of credit beyond a certain limit).
- *Substract* (substracts credit to a *User group,* the box *Define credit limit* limits the subtraction of credit beyond a certain limit).

Balance

Indicates the amount Assigned / Credited / Debited to the user group.

Define credit limit

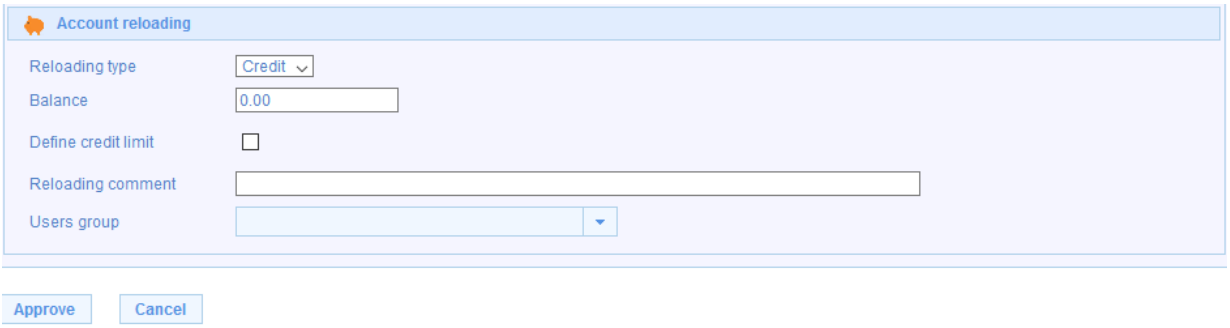
Indicates the maximum amount of credit that a user may have.

Reloading comment

Comments on the reloading (visible in the *credit history report*).

Users group

Defines the user group concerned with the reloading task.



11.3.2.6 User information

This type of task enables the execution of a script or the automatic sending of an email to a user group.

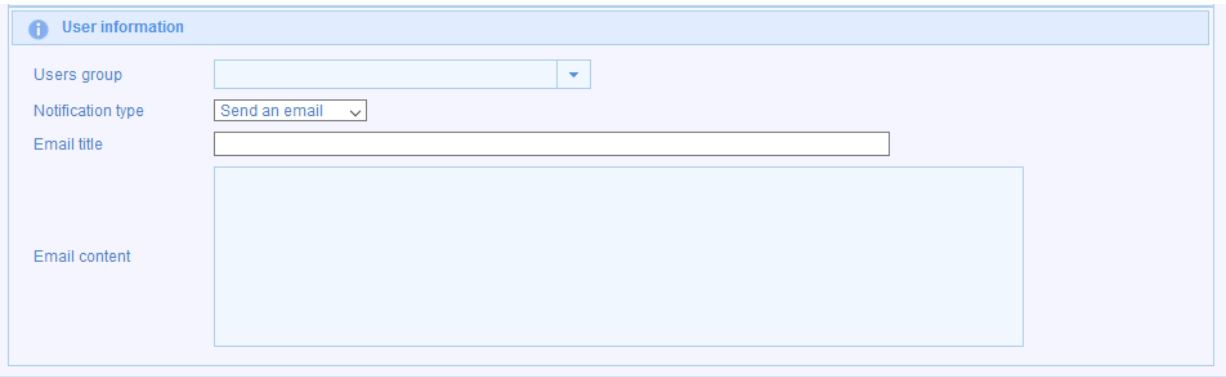
Notification type

- Send an email: sends an email to the users of the group.
- Run a command: performs a Script.

Email content

Writes the email that will be sent to the user group. This message may contain the following general meta-characters:

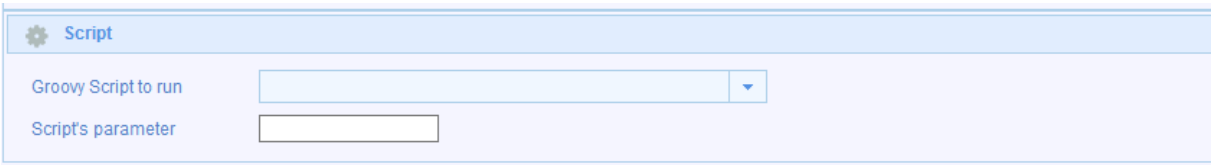
- Name of the user: %USER_ID%.
- Print code of the user: %PRINT_CODE%.
- Credit of the user: %CREDIT%.
- Full name of the user: %SHOWN_NAME%.
- Date of the event: %DATE%.
- Add an image: %IMAGE_PATH%/image_name.png
  The image (png, jpg or pdf) must be present in the following folder:
  \Program Files\Gespage\GespageCore\server\resources\images



11.3.2.7 Performing a script

This type of task enables a Groovy script to be performed by the server. This script can be used for specific operations not available in the default configuration. Gespage Support can supply this type of script on specific request.

Scripts must be placed in the following Gespage installation directory:
GespageCore\server\resources\scripts

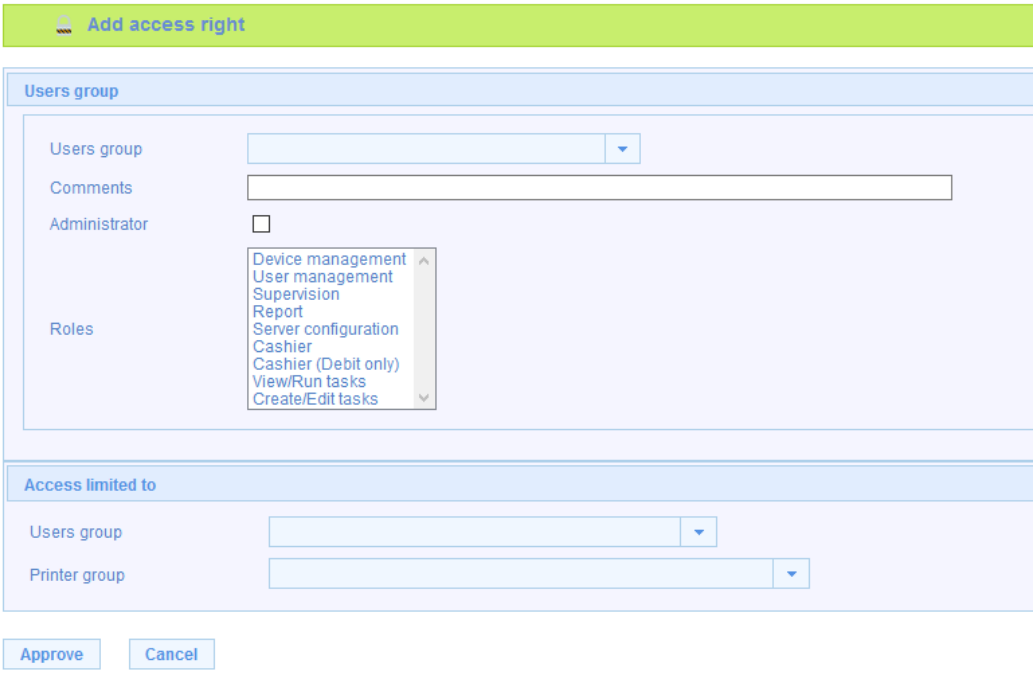


According to the script a parameter may be set in the task.

11.4 Web access

11.4.1 Access right to the administrator interface

The access to all or part of the administration web interface may be configured for groups of users.



Users group

To select the user groups (and therefore the users set in this group) who will have access to the administrator interface). The user will then have access to all or part of the network interface by identifying with his login / password.

Comments

Comment on the access rights granted (visible in the *Access rights list*).

Roles

To choose the tabs that will be visible to the user group.
Several Roles may be selected by pressing the *Ctrl* button and clicking the *Role*s wished.

The following roles are available:

- Administrator: Access to the entire administration interface.
- Device management: Access to the configuration menus of printers, terminals and prices.
- User management: Access to the configuration menus of users, departments, groups and cashier.
- Supervision: Access to the list of printings in the queue, to the general monitoring of printers and to the list of the documents printed or released.
- Report: Access to the menus of reports (lists of documents printed, released, PDF reports).
- Server configuration: Access to the menus of general configuration of the server.
- Cashier: this profile is used to credit or debit users and departments.
- Cashier (debit only): this profile is used to debit users and departments.
- View/Run tasks: this profile is used for executing tasks.
- Create/Edit tasks: this profile is used for editing tasks.

Thanks to the event logger (see § 9.3), the differentiated access of users enables to follow who made modifications to the server configuration.

Each user getting an administrative access can change the display of the dashboard according to his preferences.

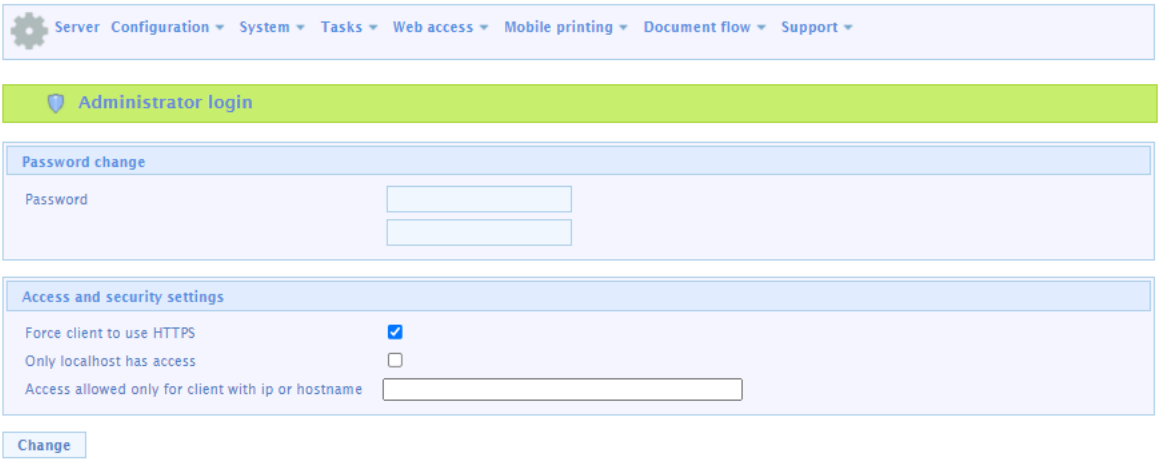
Access limited to

Limits the function for certain groups.
For example, by limiting access to a group, the group administrator will be able to get reports only on members of this group.

11.4.2 Administrator password

The administrator password may be changed. For accessing to the screen for password modification, select "Server / *Web access / Administrator login* ". Enter the password in the first field and once again in the 2nd one then click *Change.*

ATTENTION! Do not lose your admin password! In case of loss, you will have to contact the Gespage support.



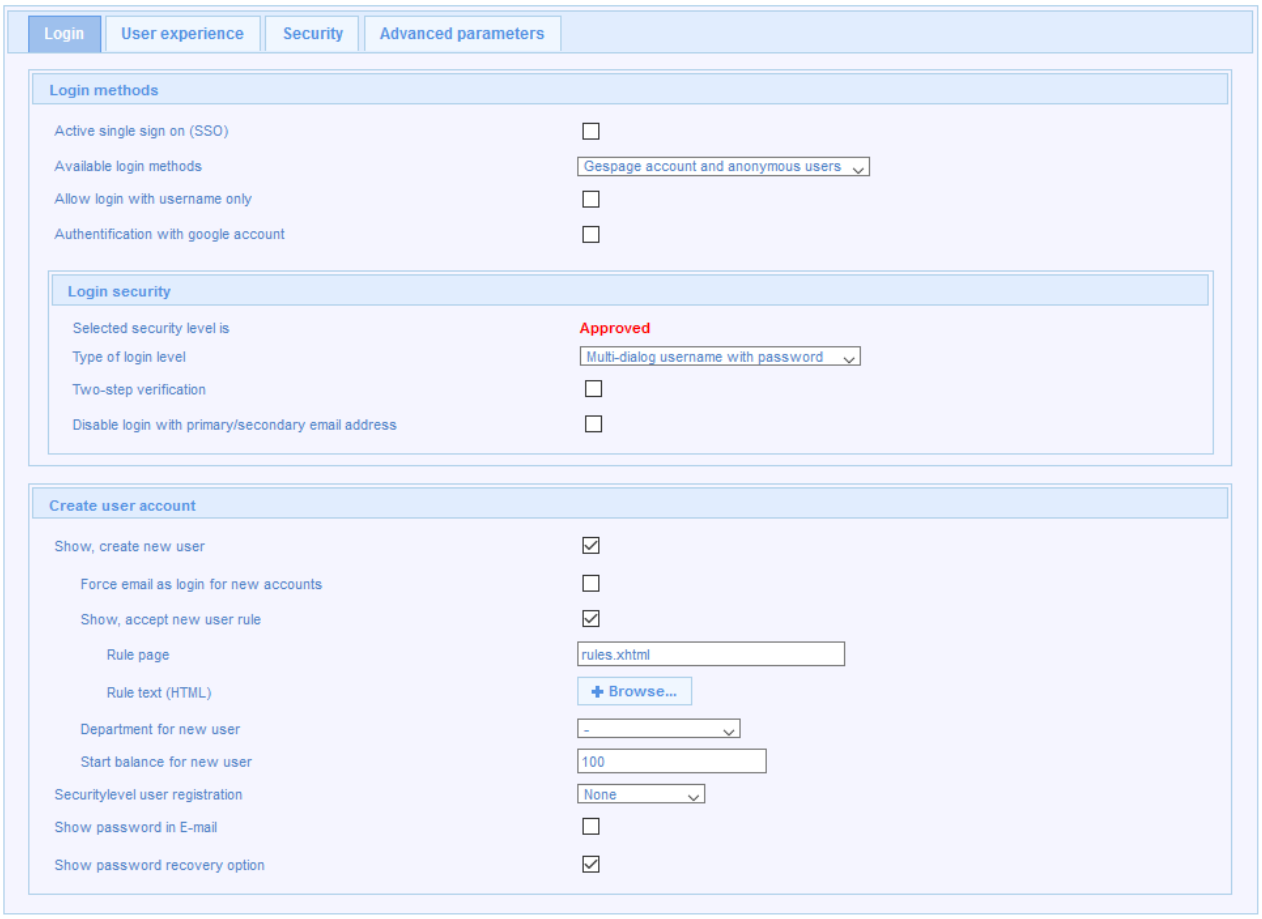
This menu also enables https to be forced for access to the administration page.

The "Only localhost has access" parameter enables access to the administration page to be forced only locally on the server

The next parameter specifies the client workstations that will be able to access the administration page of the Gespage solution.

11.4.3 User interface setting

Login



Active single sign on (SSO)

Associates the user interface with a SSO system of CAS type.

ATTENTION! The SSO access must be set in several system files with the help of the Gespage support.

Create users automatically at first login

If "Active SSO " is checked, this field is active and enables users identifying from a SSO system of CAS type to be created. If this box is checked, the department can also be selected by default for these accounts.

Available login methods

Specifies which users will be able to access the mobile printing page.

Only Gespage users: only Gespage users will be able to connect.

Only anonymous users: only users without Gespage account will be able to release prints from this page. The prints can then be retrieved from a Gespage payment station or a cPad-Pay.

Gespage and anonymous users: Gespage and anonymous users will be able to print from this web page.

Authentification with google account

Box checked: possibility to authenticate with your google account. Google application ID must be entered. It is communicated when the authentication information related to the application is known to Google's OAuth server (see: https://developers.google.com/identity/sign-in/web/sign-in?refresh=1)). Gespage accounts must have their Google email address entered in the email field of the Gespage database.

Box unchecked: The Google authentication button is not displayed.

Type of login level

Multi-dialog username with password: a dialog box with username and password.

Username only.

Print code only.

Two-step verification

Box checked: a code is sent to the email address of the user concerned.

Box unchecked: no code sent.

Disable login with primary/secondary email address

Box checked: locks the connection to the interface with the user's email address

Box unchecked: authentication may be performed via the email address.

Show, create new user

If " Active SSO " is unchecked, this field is active and enables users to create their Gespage account from this interface.

Force email as login for new accounts

Box checked: only email addresses are authorized as login when creating accounts.

Box unchecked: login may or may not be an email address.

Show accept new user rule

Box checked: a link will be proposed to the user to consult the terms and conditions of service use.

Box unchecked: terms and conditions of use do not appear.

Rule page

Enables the page of general conditions to be customized. The html file may be sent via the advanced parameters menu at the bottom of the page.

Rule text (HTML)

Uploads a document that can be viewed by the user when creating his account.

Department for new user

Specifies on which department will be affected the users creating an account via the user interface.

Start balance for new user

Assigns credit to any new user. User accounts will be unlimited if this parameter is set to -1.

Security level user registration

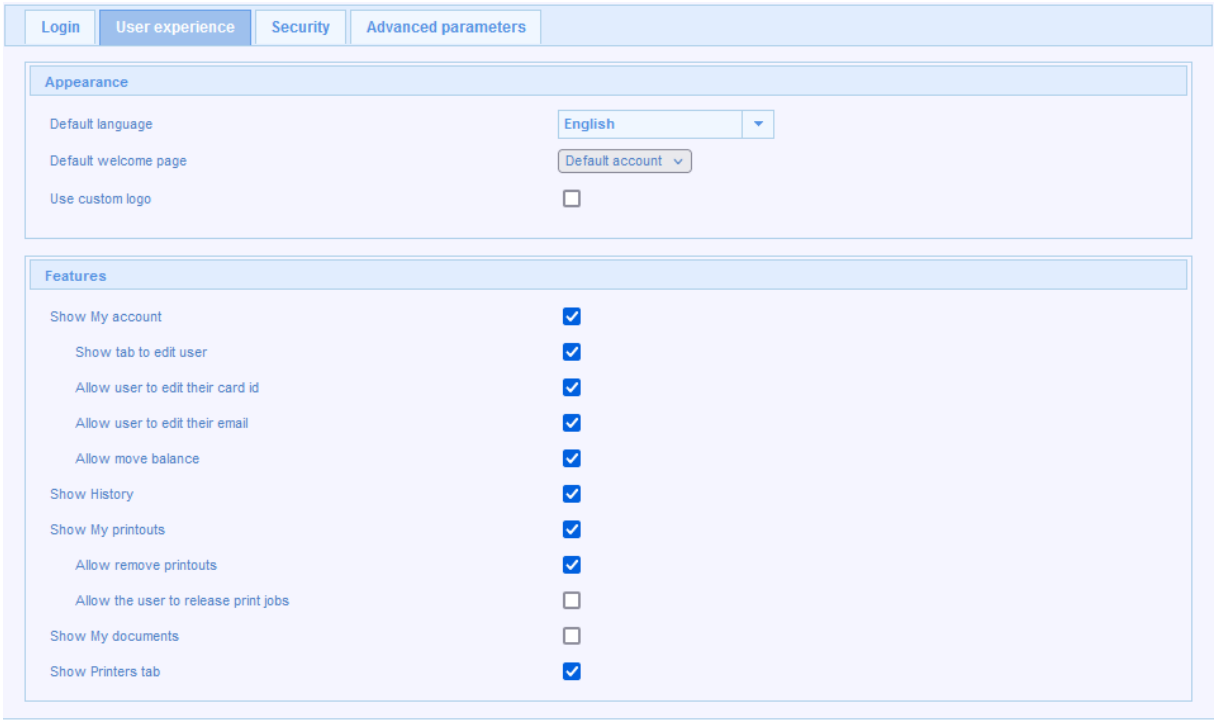
None: there is no particular security. The password may be emailed to the user when creating the account.

Level 1: an account validation email may be sent to confirm that this is a valid address. The account password may also be emailed when creating the account.

Level 2: an IP address validation is performed and an account validation email may be sent to confirm that it is a valid address. The account password may also be emailed when creating the account.

Level 3: same verification as for level 2 but, in addition, a Google captcha request must be solved. The server domain must be registered with Google to get a Sitekey and a Secretkey from the Google captcha.

User experience



Default language

Defines the default language of the interface. The user can still change the language directly from the home page or from the *Edit My Account* menu.

Default welcome page

Used to choose the page that is displayed after the identification on the interface.

The display of the interface can be configured according to your needs from the following menus:

Use custom logo

Box checked: the image appearing at the top of the user interface, can be chosen. Then upload a file, this image must be in JPG format (755x159).

Box unchecked: the default image appears at the top of the user interface.

Show My account

Box checked: the “Account and Credit “tab is shown.

Box unchecked: the “Account and Credit “tab is not shown.

Show tab to edit user

Box checked: the *Edit my account* menu is accessible on the "Account and Credit "tab.
Box unchecked: the *Edit my account* menu is not accessible.

Allow user to edit their card id

Box checked: the user can then modify his card number via the "Account and credit "tab from the *Edit my account* menu.
Box unchecked: the user cannot change his number of identification card.

Allow user to edit their email

Box checked: the user can then modify his email via the "Account and credit "tab from the *Edit my account* menu.
Box unchecked: the user cannot change his email.

Allow move balance

Box checked: the user can then transfer his credit to another user account via the "Account and credit "tab from the *Transfer Credit* menu. He will have to confirm the name of the beneficiary, the amount to be transferred and then enter his password.
Box unchecked: the user cannot transfer his credit.

Show History

Box checked: the "Show History "tab is displayed and enables the user to access his history of credit, copies and prints.
Box unchecked: the "Show History "tab is not displayed.

Show My printouts

Box checked: the "Show My printouts "tab is displayed and enables the user to access the list of documents sent for printing.
Box unchecked: the "Show My printouts "tab is not displayed.

Allow remove printouts

Box checked: the user can delete the jobs sent for printing via the "Show My printouts "tab.
Box unchecked: the user cannot delete the jobs sent for printing from the Web interface.

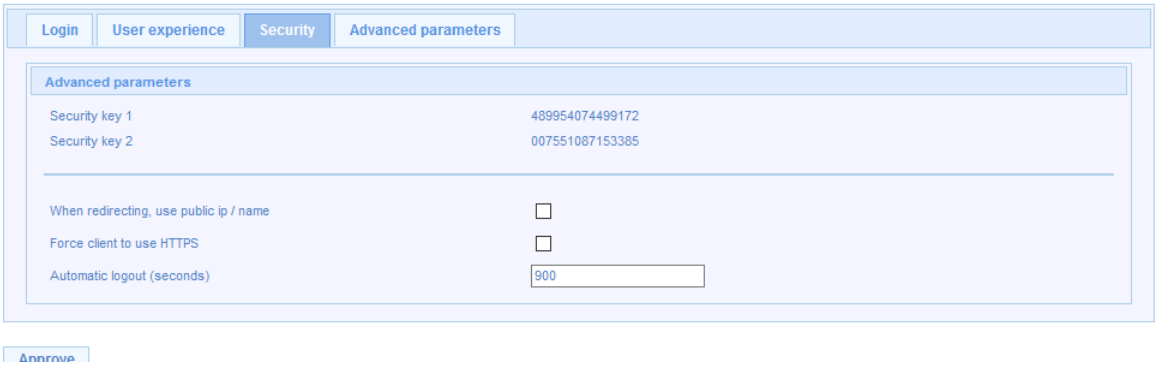
Allow the user to release print jobs

Box checked: the user can release the jobs sent for printing via the "Show My printouts "tab.
Box unchecked: the user cannot release the jobs sent for printing from the Web interface.

Show Printers tab

Box checked: the user can view all the printers via the "Show Printers" tab.
Box unchecked: the user cannot view the printers available.

Security



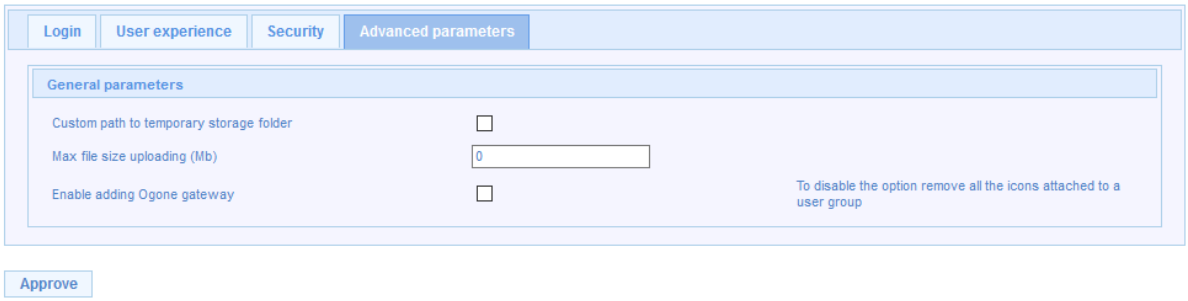
Force client to use HTTPS

Box checked: the user interface will automatically switch to the secure port.
Box unchecked: no particular redirection.

Automatic logout (seconds)

Defines in minutes, the time before logout without interaction from the user.

Advanced parameters



Custom path to temporary storage folder

Box checked: defines a custom path for storing temporary files.
Box unchecked: keeps the temporary folder by default.

Enable adding Ogone gateway

This menu enables the setting up of a different Ogone gateway depending on the group to which the user belongs.

11.4.4 Setting the web commerce (option)

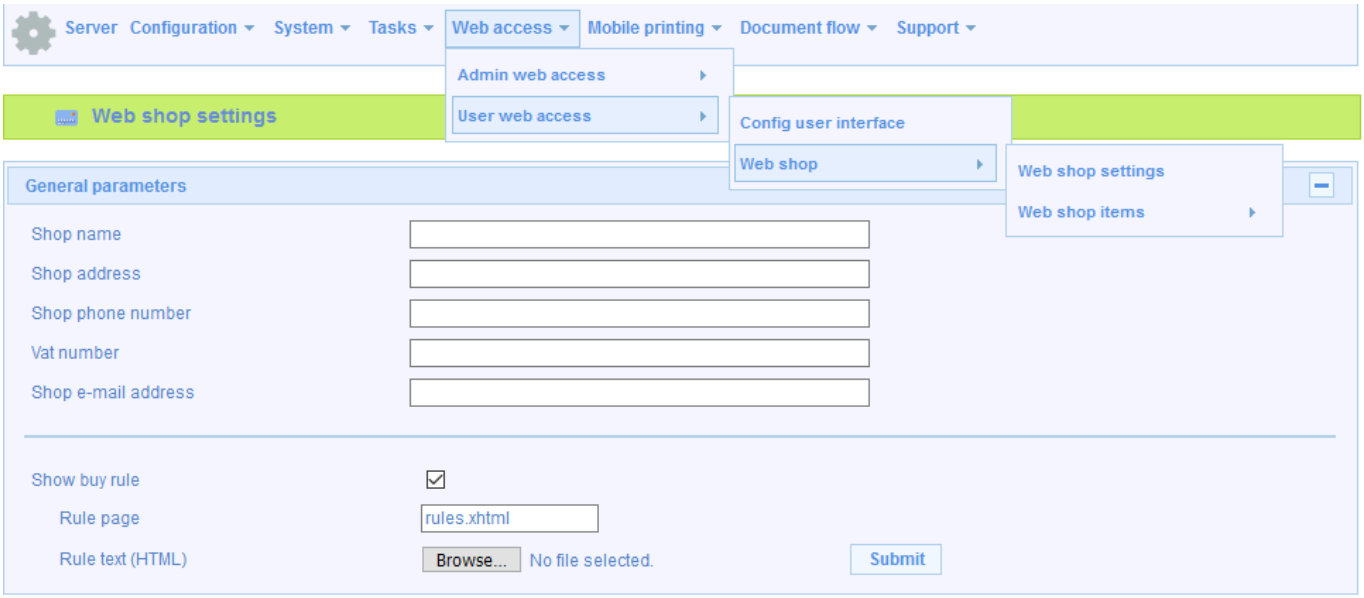
Gespage Web Payment is an optional module of Gespage. It is designed to make accessible Gespage accounts reloading via a customized and secured Web page. The application must be installed on a Windows or Linux print server hosting the Gespage solution.

The main features of Gespage Web Payment are:

- Bank cards and online payments without buying equipment.
- Several reloading amounts proposed at degressive tariffs.
- Secured payment through a payment gateway (Ingenico payment Services or Paypal).

11.4.4.1 E-commerce setting

11.4.4.1.1 General parameters



Shop name, address, phone number, Vat number, e-mail address

These fields give information about the merchant that will appear on the reload page of the user.

Show buy rule

Box checked: users must validate the general sales conditions.

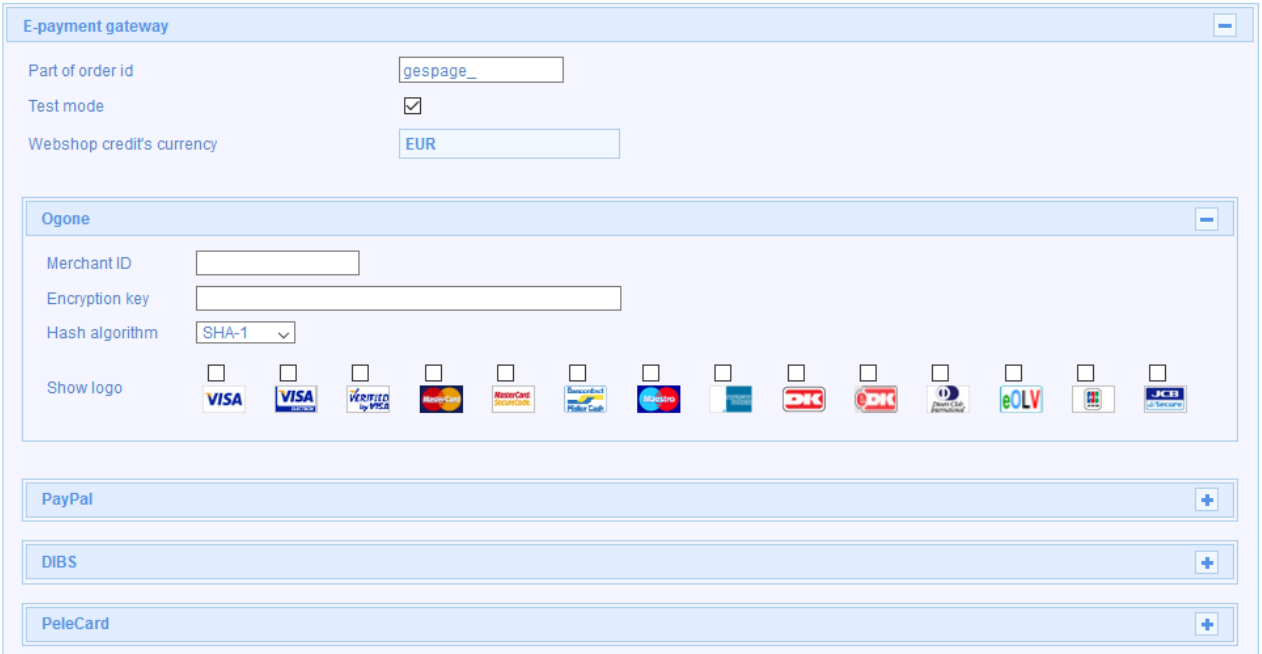
Rule page

Gives the path to the customized page of general sales conditions.

Rule text (HTML)

Uploads a customized HTML file of general sales conditions.

11.4.4.1.2 E-payment gateway



Part of order id

Specifies the prefix of order numbers.

Test mode

Box checked: the purchase gateway (Ingenico Payment Services or Paypal) is in test mode, transactions are not valid.

Box unchecked: transactions are valid, the service is running.

Webshop credit's currency

Specifies the currency used for payment (example: EUR for the Euro, USD for the American dollar ...).

Setting Ingenico Payment Services and Paypal

Merchant ID

Specifies the merchant number of Ingenico Payment Services or PayPal account.

Key

Specifies the security key of Ingenico Payment Services or PayPal account.

Hasch algorithm

Sets the cryptographic hash function of Ingénico or Paypal Payment Services, SHA-1, SHA-256 or SHA-512 account.

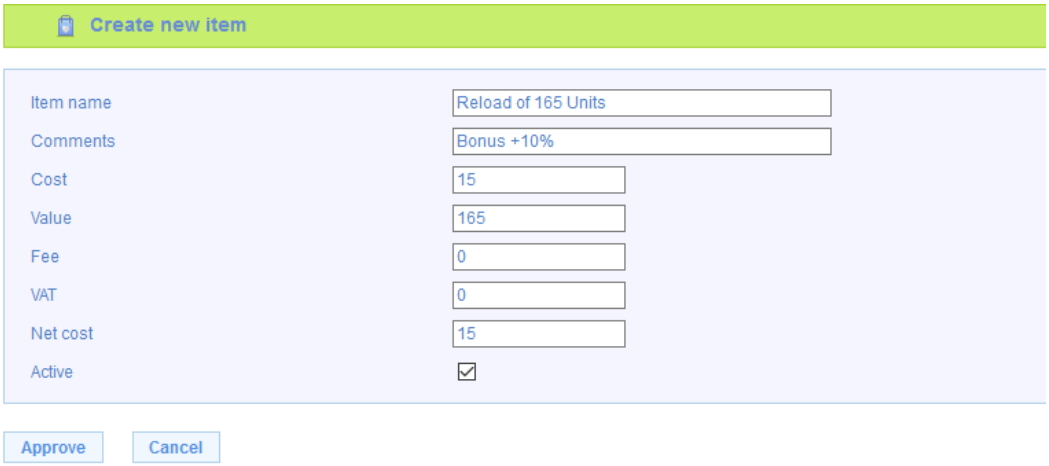
Show logo

Allows to choose the logos appearing for the payment of users.

11.4.4.2 Web shop

Reloads offered to users are created, viewed and set from the Web shop.

11.4.4.2.1 Create new item



Item name

Name of the item as it will be seen by the user.

Comments

Comment on the reload item. This comment is used only to facilitate the management of items in the Web interface, users cannot see it.

Cost

Defines the reload purchase price.

Value

Sets the actual amount credited to the account of the user (in Euro or Unit). This amount may include a bonus.

Fee

Specifies an amount of fees, this information will appear on the receipt after the user payment.

VAT

Defines the VAT rate which will appear when reloading.

Net cost

Indicates a net cost, this information will appear on the receipt after the user payment.

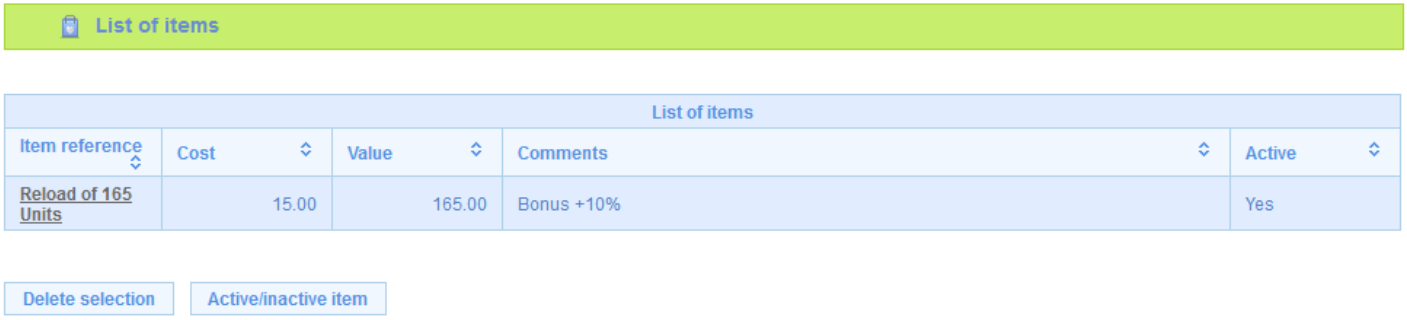
Active

Box checked: the item is directly active after validation.

Box unchecked: the item will not be active for users, but appear in the administrator interface in the list of items.

11.4.4.2.2 List of items

Reloads offered to users can be viewed and modified from this menu.



List of items

Selection of the items to delete, enable or disable.

Several items may be selected simultaneously (with CTRL key).

Delete selection

One or more items are fully deleted.

Active/inactive item

An item is enabled or disabled temporarily. If it is disabled, it will no longer appear on the reload interface of users.

11.5 Gespage Mobile

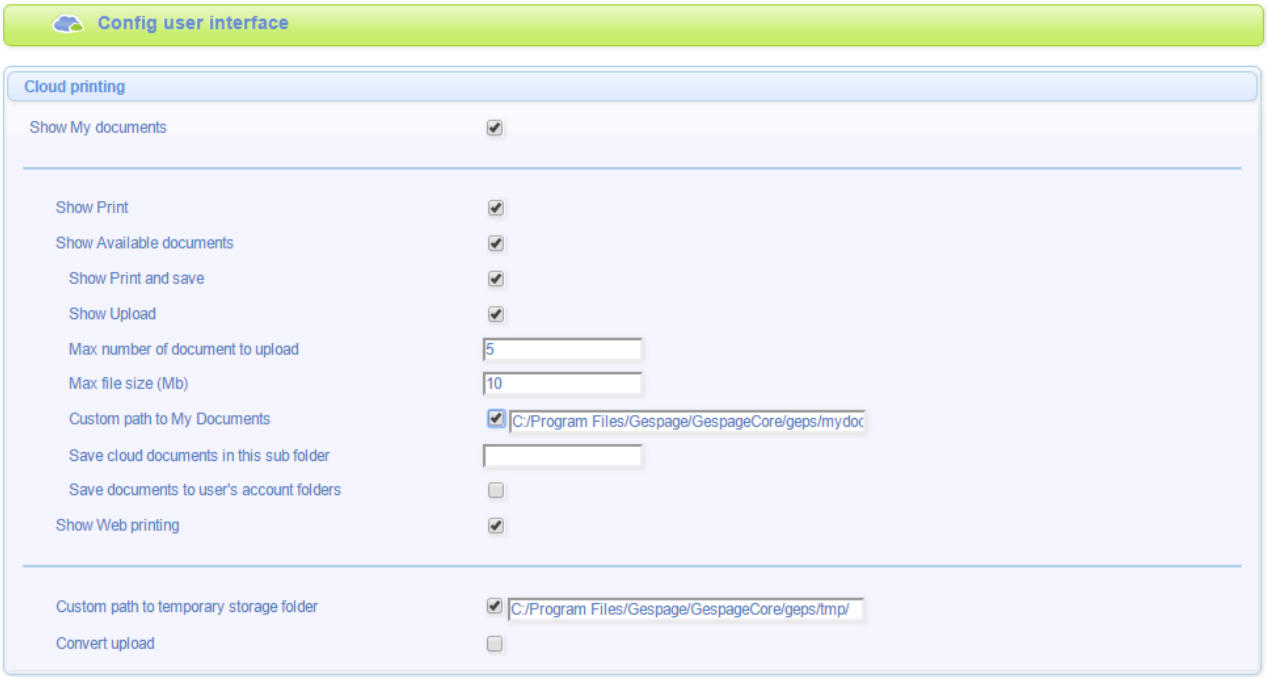
Gespage Mobile is a module of the Gespage solution. It is designed to make the submission of documents to print available from any connected device, PC, Smartphone or tablet

The main features of Gespage Mobile are:

- Print service available to everyone, all the time, from any connected terminal.
- No installation of print drivers.
- Printing of Pdf, MS Office, Open Office, Jpg … files.
- Printing by uploading from a web interface (for PCs for example), by email sending (for mobiles for example) and via a mobile application.

11.5.1 Setting the web print interface

11.5.1.1 General parameters



Show my documents

This field enables or disables access to the online printing of documents from the web user interface.

Show Print

This field enables the “Print “tab for sending directly to print the uploaded document.

Show Web printing

This field launches the “ Web/URL printing “ tab for sending directly to print a Web page by filling in its URL.

ATTENTION! This is the server that accesses the URL to print it, therefore pages requiring an authentication (login / password) are not operating and the server must have access to Internet browsing.

11.5.2 Setting the email printing

11.5.2.1 General parameters

Document code

This field specifies the type of code (*Weak: 4 digits / Medium: 8 digits / Strong: 8 alphanumerical characters*) enabling the user to set the print parameters.

Filter files containing

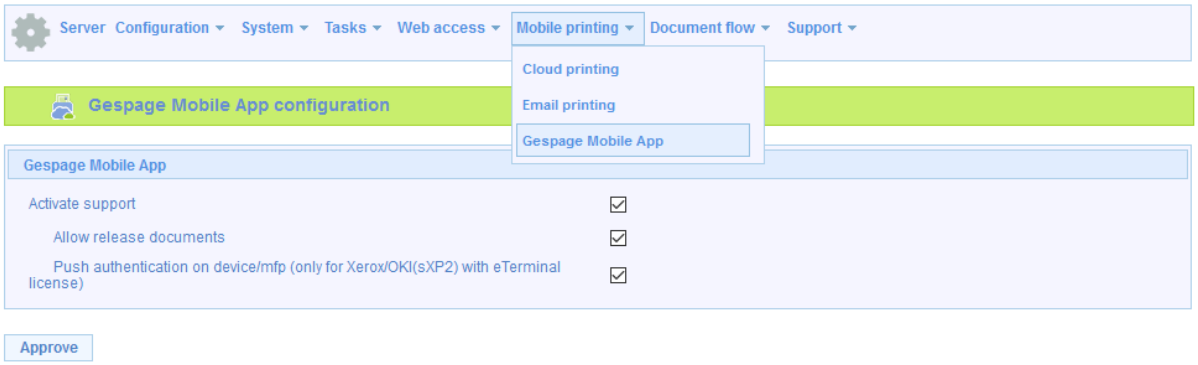
This field specifies the documents or images for which printing is to prohibit by filling in the regular expressions they contain.
Regular expressions may be complex, go to the site:
http://fr.wikipedia.org/wiki/Regular_expression for a complete definition.

Activate full debug

This field allows you to add logs relating to mobile printing services. It must not be enabled except at the request of Gespage support.

11.5.3 Print setting from mobile applications

A *Gespage Mobile* application compatible iOS and Android, can be downloaded from the stores. It facilitates printing from a mobile phone or a tablet.



Activate support

This field enables printing from Android and iOS mobile prints.

Allow release documents

This field allows users to release their jobs sent to print directly from the application.

Allow authentication on device/mfp (only for Xerox/OKI eTerminals)

This field allows users to authenticate directly from the application on Xerox or OKI multifunction with embedded solution.

11.6 License

Gespage license is based on the maximum number of printers to monitor. Contact your dealer to select the licence that best suits to your configuration.

In the absence of license, Gespage runs in DEMO mode for 60 days. During this period, all Gespage features are available.

Beyond this demonstration period, Gespage runs in LIMITED mode. In this mode, printings will no longer occur normally (only the documents below or equal to 3 pages will be printed) and the communication between the terminals will be limited.

If the license is ENABLED, the server runs normally.

In addition to the license agreement, Gespage keeps up to date a maintenance date. If the maintenance date has expired, you can no longer get support from your retailer and you cannot install new ugrades.

The license includes the number of physical printers managed by Gespage server, it does not induced limitation on the number of Gespage agents. The license is installed on the PC hosting the Gespage application, there is no license to install on Gespage agents.

For example, a license PRO can control 100 printers which can be spread out over 4 print servers. Gespage server is installed on a server, the agents being installed on the 3 other print servers.

Procedure to request a license:

- From the menu *Server > Support > License*, retrieve the signature of your machine.
- Send the signature of your machine to your retailer with the type of license and the duration of maintenance wished.
- You will receive an activation key to register in the field “Register your license key “then click **Approve**.

Invalidation of the license:

Your license becomes invalid if you change your PC or domain name, or if you reinstall your operating system.
In case of replacement of your server, the license has to be changed.

License for additional module:

In addition to Gespage license, this is here that activation keys are filled in and maintenance dates consulted for the following options:

- Web Payment Module.
- Konica Minolta eTerminal.
- Lexmark eTerminal.
- Ricoh eTerminal.
- Sharp eTerminal.
- Toshiba eTerminal.
- Xerox eTerminal.

View licence

License

Signature	HNBV27MQ
Mode	Active (under maintenance)
Maintenance end date	Aug 31, 2021
Qty of printers	1001
Qty of physical printers	98

Terminals	Mode	Details	Date	Number of devices
Konica Minolta eTerminal	Active (under maintenance)		Aug 31, 2021	5
Toshiba eTerminal	Limited	Invalid license		
Xerox eTerminal	Active (under maintenance)		Aug 31, 2021	5
OKI eTerminal	Active (under maintenance)		Aug 31, 2021	2
Sharp eTerminal	Active (under maintenance)		Aug 31, 2021	5
Ricoh eTerminal	Active (under maintenance)		Aug 31, 2021	50
Lexmark eTerminal	Active (under maintenance)		Aug 31, 2021	5
Kyocera eTerminal	Active (under maintenance)		Aug 31, 2021	5
Brother eTerminal	Active (under maintenance)		Aug 31, 2021	50
HP eTerminal	Active (under maintenance)		Aug 31, 2021	5
Toshiba eTerminal v3	Active (under maintenance)		Aug 31, 2021	50
Samsung eTerminal	Active (under maintenance)		Aug 31, 2021	50
Epson eTerminal	Active (under maintenance)		Aug 31, 2021	50
Canon eTerminal	Active (under maintenance)		Aug 31, 2021	10

Option	Mode	Details	Date	Qty of printers
Web shop	Active (under maintenance)		Aug 31, 2021	1001
Gespage Mobile	Active (under maintenance)		Aug 31, 2021	1001
IPDM	Trial		Jan 31, 2021	100
Copy Shop	Active (under maintenance)		Aug 31, 2021	1001
Gespage Remote	Active (under maintenance)		Aug 31, 2021	1001

License registration

Register your license key

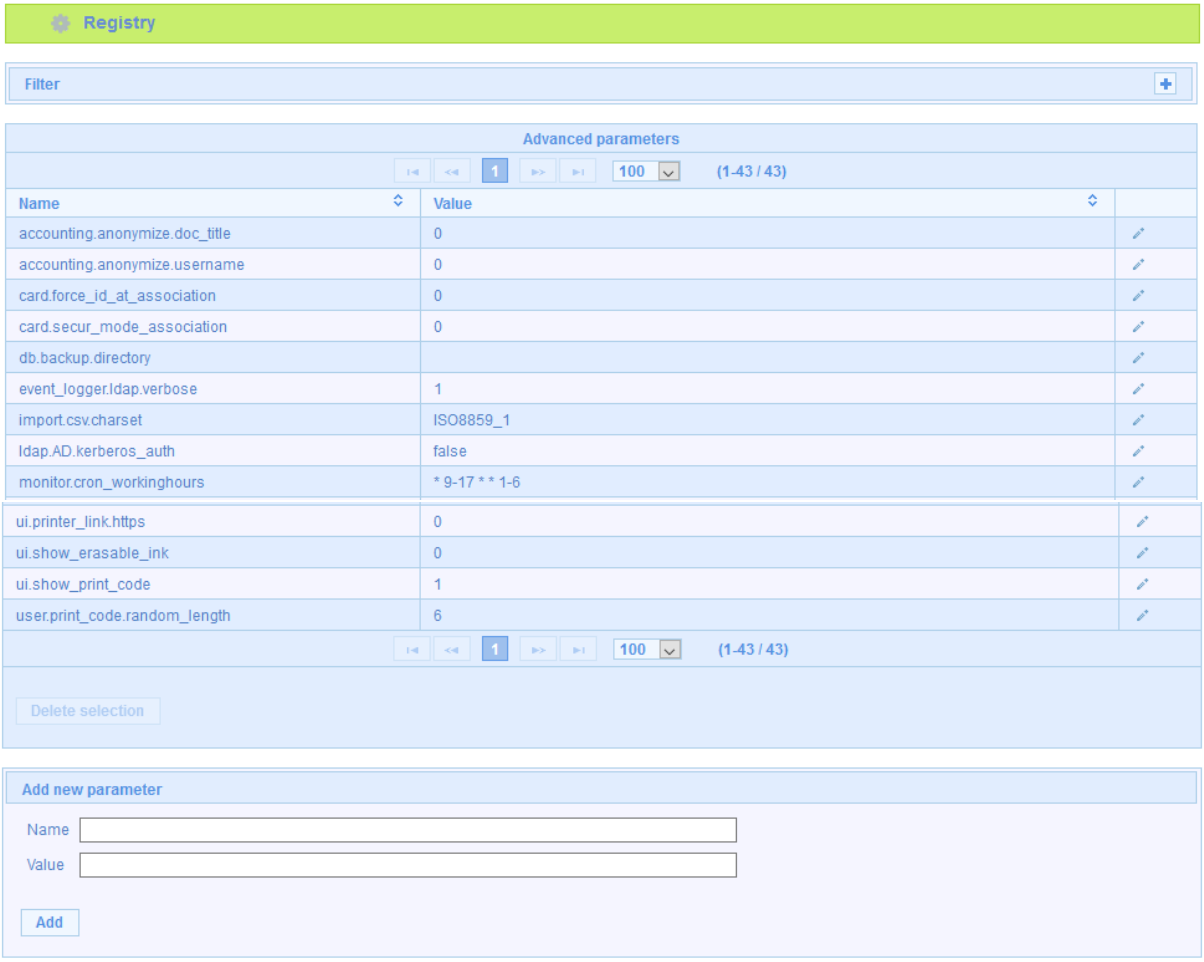
Browse... No file selected.

Approve

11.7 Parameters registry

This menu lists the advanced parameters of the system.

ATTENTION! These parameters must only be changed under control of the software support.



Some of these parameters are described hereafter:

Force the use of the “Cashier “mode:

Name

“ui.cashier.force_usage “.

Value

“0 “= no / “ 1 “ = yes.

Force registration of the numbers of cards associated with the users in one of the field "card number 1 or 2 ":

Name

"card.force_id_at_association ".

Value

"0 "= no forcing / "1 "= forced in "card number 1 "/ "2 "= forced in "card number 2 ".

Add a link to the Repro service in the popup of redirection:

Name

"popup.repro.url ".

Value

Indicates the link.

To interface Gespage with an external purse:

Name

"wallet_ext.mode ".

Value

Defines the mode of external credit.
(eg " Gespage only " use of the Gespage credit only.

Name

"wallet_ext.mode "

Value

Defines the mode of external credit.

Name

"wallet_ext.mode "

Value

Indicates the URL of the external purse used.

Set the level of toner alert:
(the alert level set by the printer is used by default).

Name

"monitor.toner_threshold"

Value

"0 "= default value / "X "= % of the alert level.

Anonymize the document titles in Gespage accounting:

Name

"accounting.anonymize.doc_title".

Value

"0 "= Anonymization disabled (default) / "1 "= Anonymization enabled.

Filter LDAP synchronization events (useful for large directories):

Name

"event_logger.ldap.verbose".

Value

"0 "= Verbose mode disabled /" 1 "= Verbose mode enabled (default) .

12.Document flows

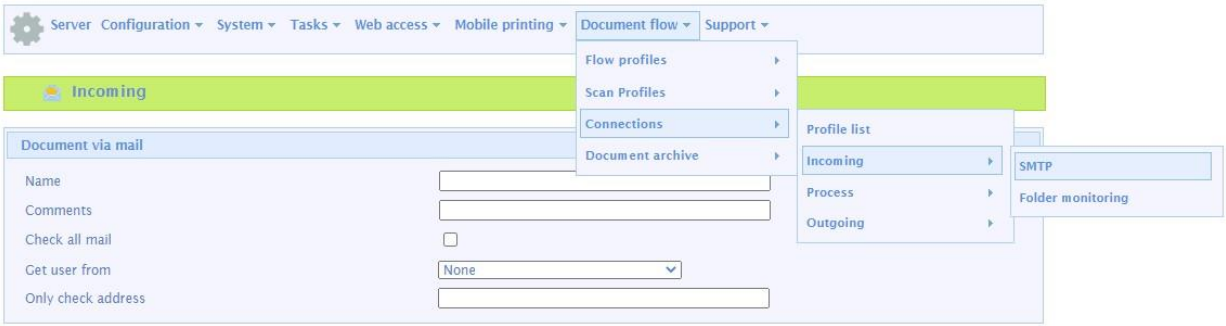
Since the V8 version of Gespage a document flow processing mechanism is available in Gespage, it enables an OCR processing to be applied to certain documents and to place them in storage areas or to send an email.

A document flow must be composed of an **inflow** and an **outflow**.

A processing (via OCR) can be added and two outflows can be used.

12.1 Inflows

Document flows are configured from the menu *Server > Document Flow*.



Two types of flows can be created as input: SMTP (sending email to Gespage) or folder Monitoring on the server hosting the Gespage solution, or on other servers if they are parsed.

The SMTP feed will allow Gespage to manage the flow of scans from email, usually these emails are issued by MFPs.

To enable the management of copiers, the "IP" address of the Gespage server must be indicated as the "primary" or "mail" server (the term varies according to the brands of the copiers).

Example: SHARP

12.1.1 Inflow parameters: SMTP

Setting the SMTP inflow consists of filtering emails that are sent to Gespage (i.e., on its SMTP server) and which are considered as part of the inflow. The emails sent to Gespage are generally sent by MFPs after a scanning operation.

Name

Name given to the flow.

Check all mail

If this box is checked then all the mails received by Gespage will be considered as belonging to the inflow. When this box is checked the field "Exception" is displayed and allows to define a black list of sender email addresses that will be extracted from the inflow

If this box is not checked only emails from senders specified in the "Check all mail" field will be considered as belonging to the inflow.

Only check address

If the field “Check all mail " is not checked then only the list of emails specified in this field is considered as belonging to the inflow.

Exception

If the field "Check all mail" is checked, this field allows to define a list of emails not to be considered as belonging to the inflow.

Get user from

No

Choose "No" if Gespage does not need to identify the sender of the email.

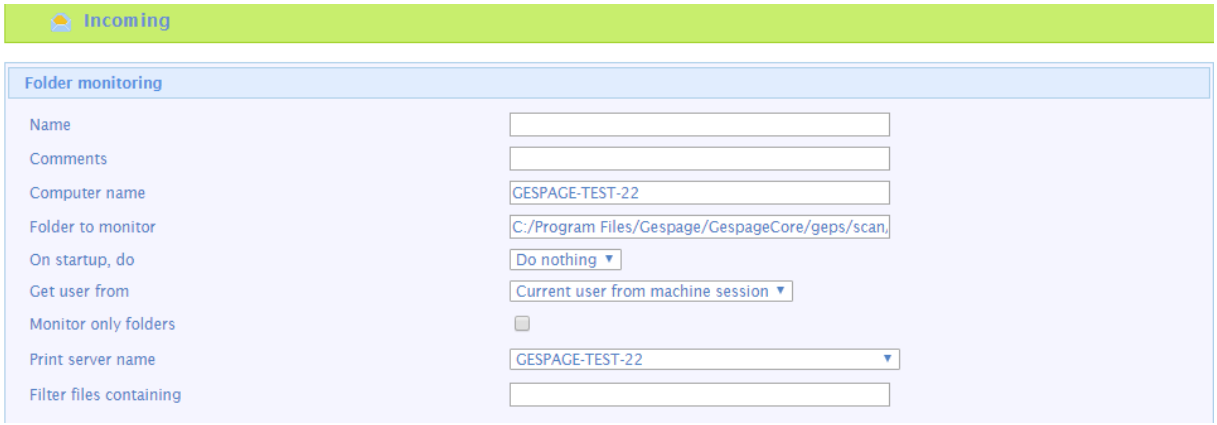
Current user from machine session:

When an eTerminal is installed on a MFP and a user logged in to use services (scan, copy etc.) Gespage recovers his name and considers that he is the issuer of the inflow.

The sender

Gespage retrieves the sender field in the email received, this email address is then searched in the email address list of Gespage accounts, the user having this email address will be considered as the issuer of the inflow.

12.1.2 Inflow parameters: Folder monitoring



Name

Name given to the flow.

Comment

Flow description comment.

Computer name

By default, this field is initialized with the name of the server hosting the Gespage solution. Otherwise to initialize with the network name of the computer where is located the folder to be monitored.

Folder to monitor

Name of the folder to monitor on the computer specified in the above field.

On startup, do

This field can have one the three values:

Do nothing:

At the start of the flow management service, no particular treatment is executed.

Process:

At the start of the flow management service, Gespage will perform the processing associated with the flow on each of the files in the monitored folder.

Clean:

At the start of the flow management service, Gespage will delete all files in the monitored folder.

Get user from

This field can have one the two values:

Current user from machine session:

When an eTerminal is installed on a MFP and a user logged in to use services (scan, copy etc.) Gespage recovers his name and considers that he is the issuer of the inflow.

From file or folder

Recovers the user name (user ID) from the name of the file or folder created in the monitored folder (see the "Identifying pattern" field below).

Monitor only folders

If this box is checked, the 2 following fields are displayed:

Time out folder monitoring:

Set a delay, in seconds, between the appearance of a file in the folder and its processing.

Identifying pattern:

Recover the user's name by analysing the name of the file created in the monitoring folder, specifying % username% if the file name represents the user's name or% machinename% if it represents the name of the MFP.

Print server name

Name of the print server where the MFP that issued the document.

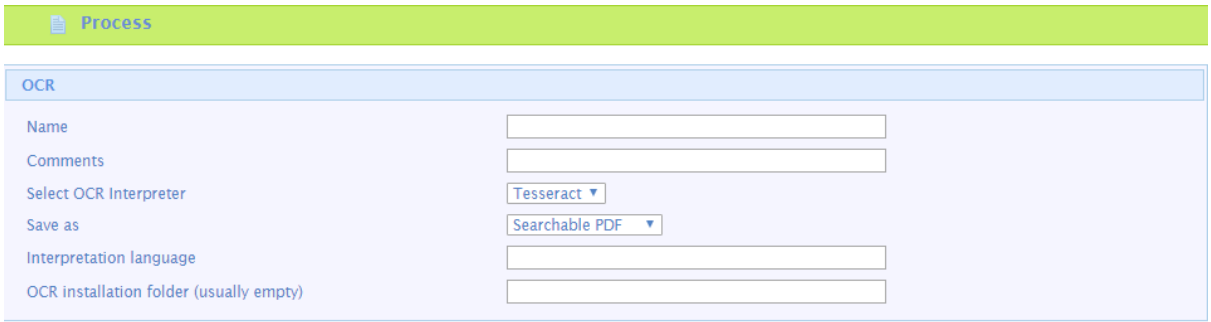
Filter files containing

Filter the file extensions not to be processed (.txt, .doc ... separated by ";").

12.2 Flow processing

12.2.1 Configuration of flow processing

Only OCR processing is available with the V8 version of Gespage.
To set this processing, move to the menu *Server > Document Flow > Connections > Process > OCR*.



Parameters of flow processing

Name
Name given to the flow processing

Select OCR NTERPRETER
Selection of the OCR to use for the processing

save as
Searchable PDF: PDF for search and selection of text
Searchable PDF/a: standardized version of the PDF
Text file: Change the document to a text file (.txt)
hocr xhtml file: Format of data representations for formatted texts, obtained by means of an OCR or PDF.

Interpretation langage
Language taken into account by the OCR during processing (example: eng, fra or eng + fra)

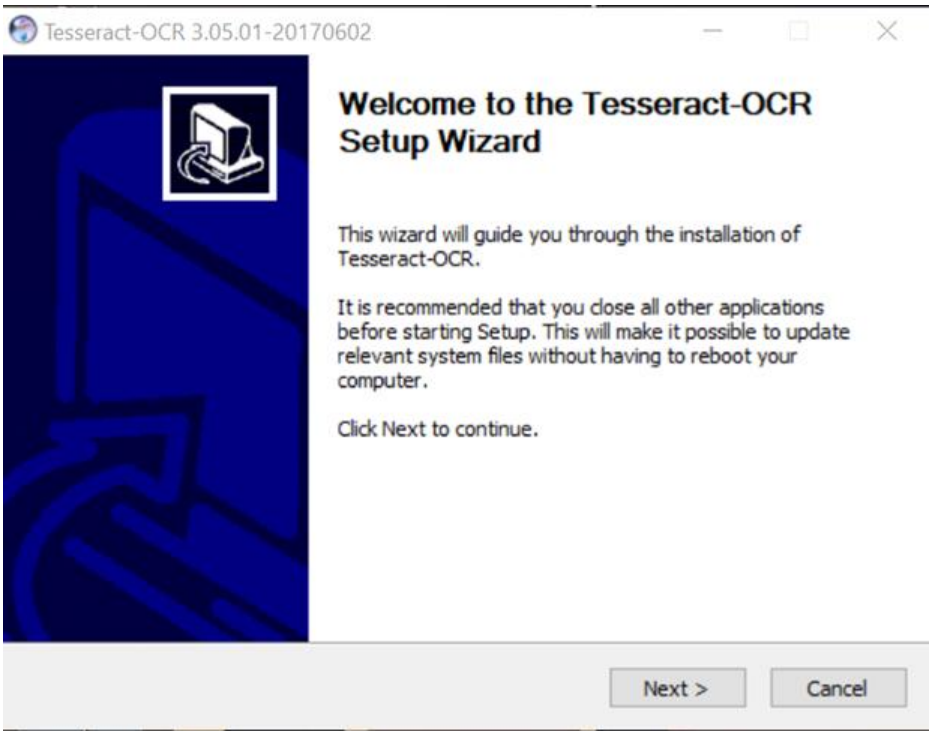
OCR installation folder (usually empty)
Set the installation path if it is not located in C: \ Program Files (x86) \ Default Tesseract-OCR.

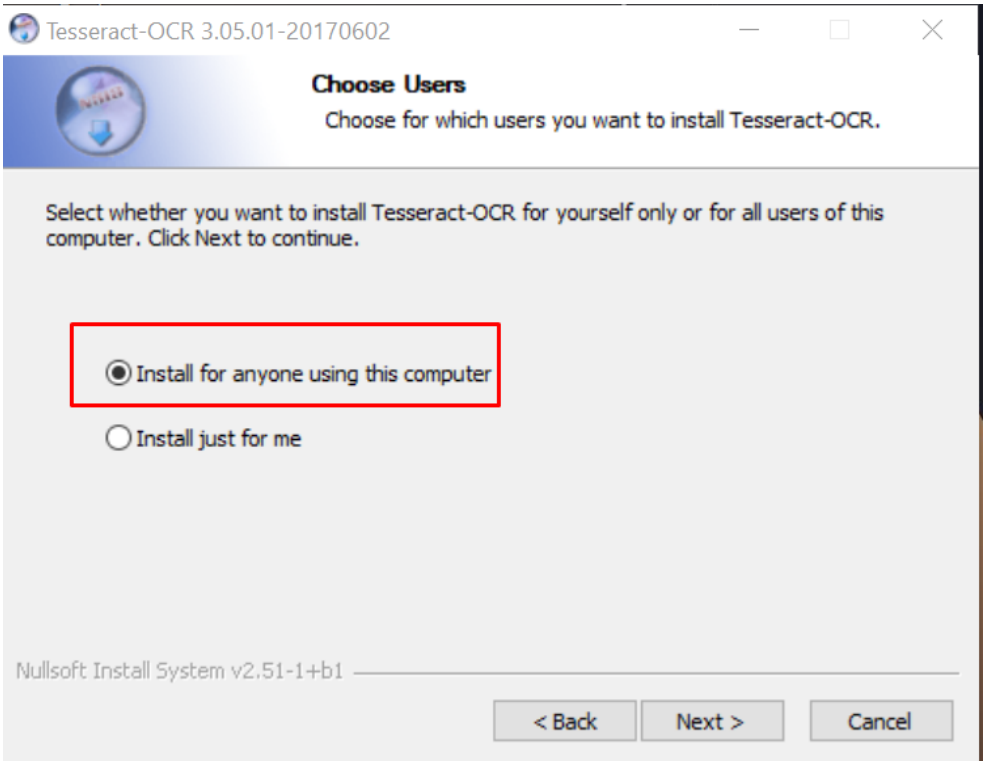
12.2.2 Installation of Tesseract

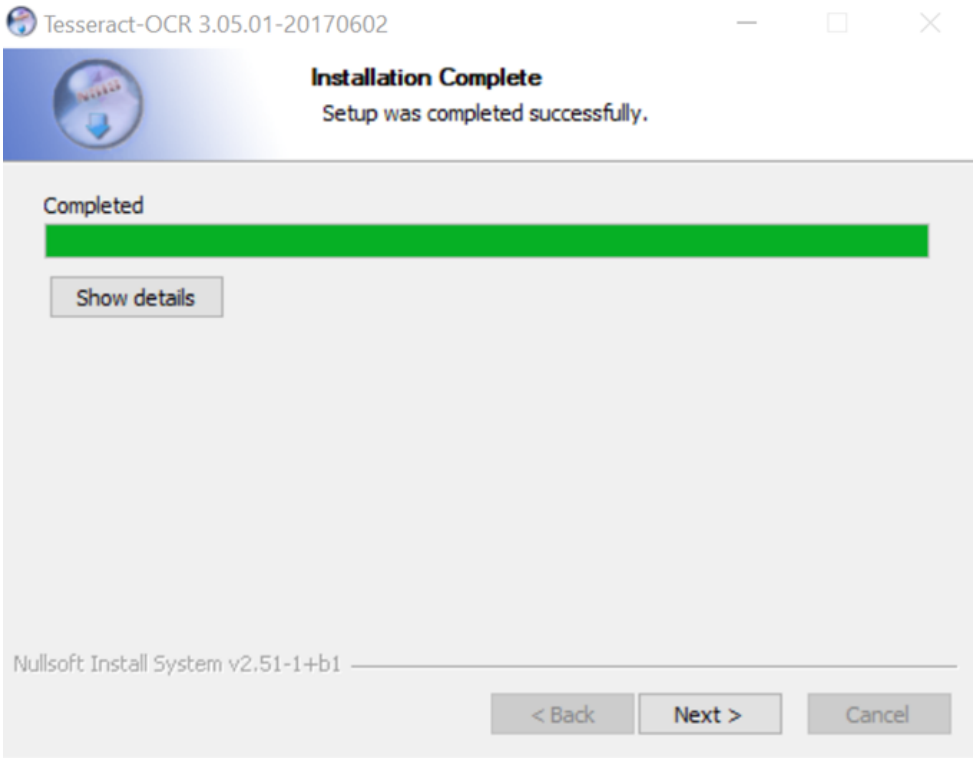
By default, Gespage does not feature a treatment process to create OCR documents.
Therefore, a third-party software must be installed to take care of this part.

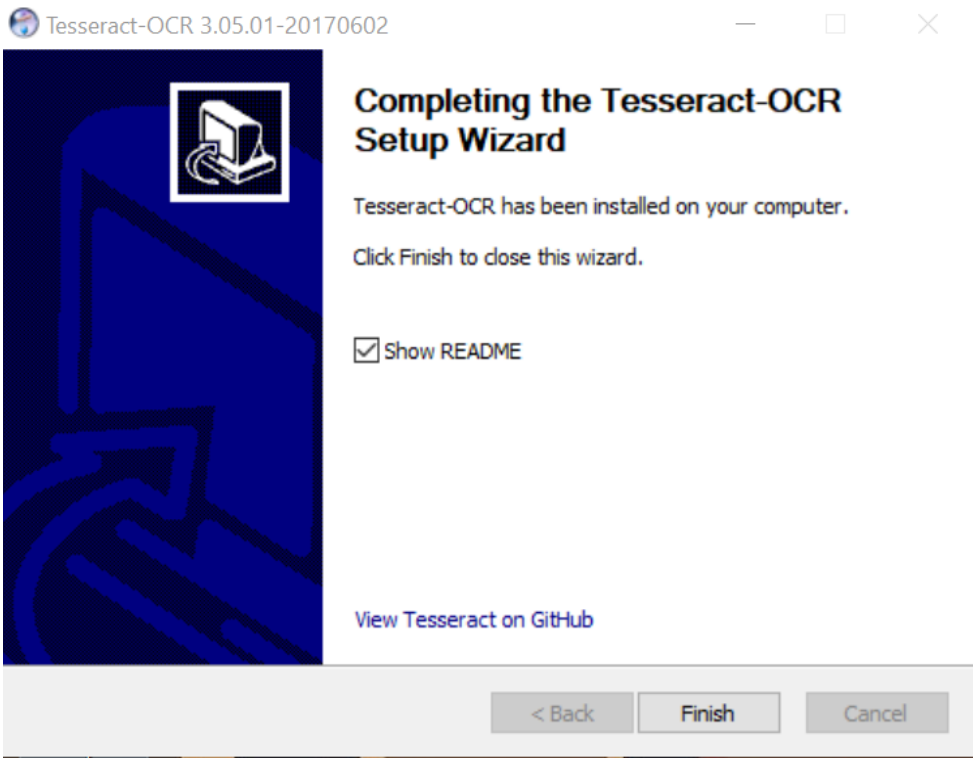
We recommend the use of Tesseract version 3.05.01 for Gespage versions lower than 8.2.4 (not included).
Versions 4 and 5 are now supported from this version.
Please contact our support by email (support@cartadis.com) to get this version.

The Tesseract installer is a standard installer, you just have to validate the installation steps, then wait for the complete installation:

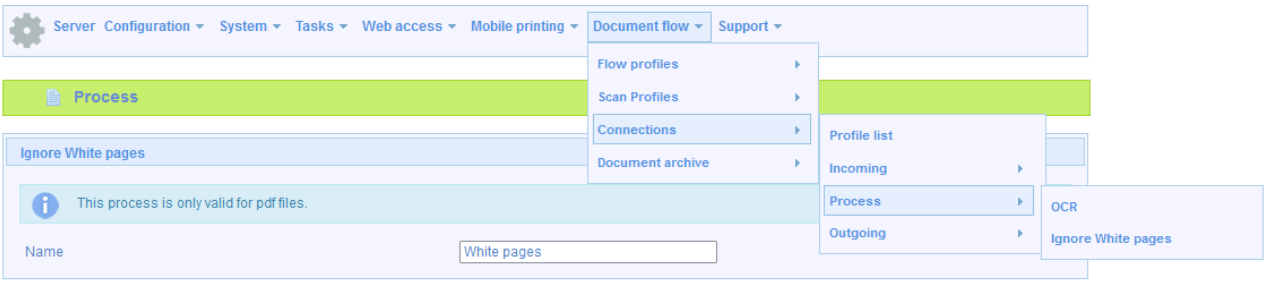



Tesseract-OCR 3.05.01-20170602
Choose Users
Choose for which users you want to install Tesseract-OCR.
Select whether you want to install Tesseract-OCR for yourself only or for all users of this computer. Click Next to continue.
Install for anyone using this computer
Install just for me
Nullsoft Install System v2.51-1+b1
< Back
Next >
Cancel


Tesseract-OCR 3.05.01-20170602
Installation Complete
Setup was completed successfully.
Completed
Show details
Nullsoft Install System v2.51-1+b1
< Back
Next >
Cancel



12.2.3 Processing blank pages



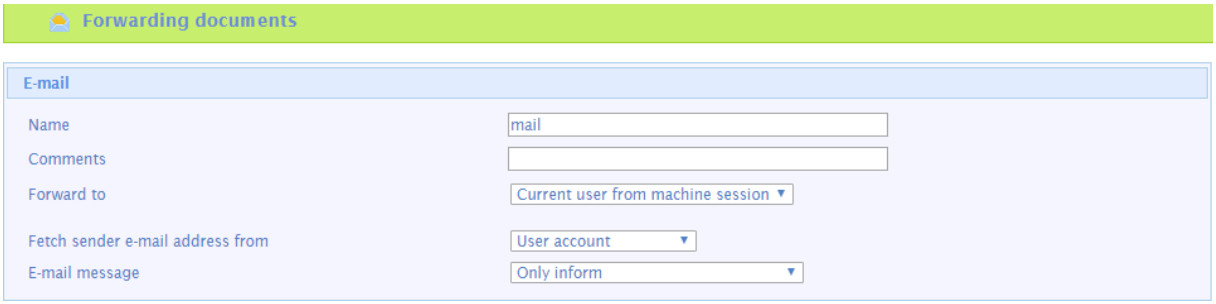
The configuration of this process enables blank pages to be ignored with Gespage advanced scan. This processing is only valid for PDF files.
A detection threshold can be set depending of your need.

12.3 Outflows

There are two types of outflows: Email and Storage.

Each of these flows can exist separately or jointly. A flow comprising an inflow as well as two outflows can therefore be created.

12.3.1 Outflows Email



Name

Name given to the outflow.

Forward to

Current user from machine session: Recover the email address of the user logged
The sender: Recover the sender's email address entered on the copier
To address: Forward the email to the recipient of the email
Forward to: Redirect to a specified email in Gespage.

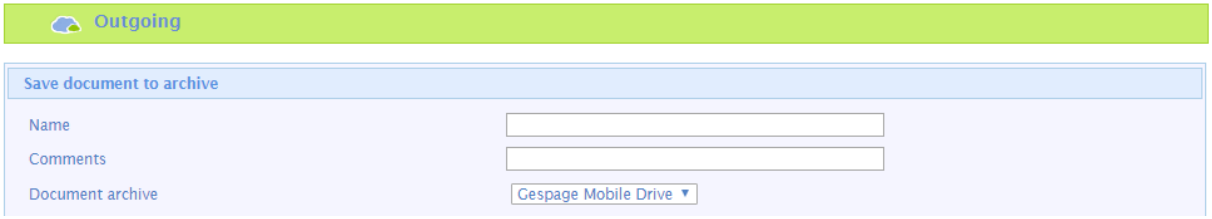
Fetch sender e-mail address from

User account: Recover the email address of the user logged
Printer/Copier: Recover the email address entered on the copier as the sender
System email address: Recover the email configuration filled in Gespage (*Server > Configuration > primary email > configuration*).

E-mail message

Only inform: Confirmation message sent by email
Standard e-mail: Message confirming the processing of the email
Original message: Sending a message containing the original information
Default e-mail with original message: Combination of the two above messages.

12.3.2 Outflows Storage



Name

Name given to the outflow.

Document archive

Gespage Mobile Drive: Saves the file processed directly to the Gespage Mobile Drive accessible from the user page of Gespage

Google drive: Saves the file processed directly to the Google Drive if it has been associated with the user account.

SMB Directory:

Home Directory.

If the field "**Document archive** "is set to "**Gespage Mobile Drive** ":

The field "Document archive" is displayed, it represents the name of the folder under which Gespage will archive the documents resulting from outflows. By default, the documents of all users are archived under: C:\Program File\Gespage-GespageCored\geps\mydocuments.

None: The documents of all users are archived in the default directory.

User id: A subfolder with the user's name is created in the default zone.

Department name: A subfolder with the name of the user's department is created in the default area.

User id and department name: Two subfolders are created, the first has the department name, a second folder is created in the previous one with the name of the user.

Custom: A fixed name subfolder defined in the "In the folder " field is created in the default area.

If the field "**Document archive** "is set to "**SMB folder**":

The following fields are displayed:

In the folder: SMB name to which documents will be created.

Copy to user folder: If the checkbox is checked a subfolder, having the name of the user, is created in the SMB share.

SMB login:

SMB password: Username and password to access the SMB resource.

DFS (Distributed File System): If the box is checked, the DFS can be used in Gespage.

If the field "**Document archive** "is set to "**Home directory**

The following fields are displayed:

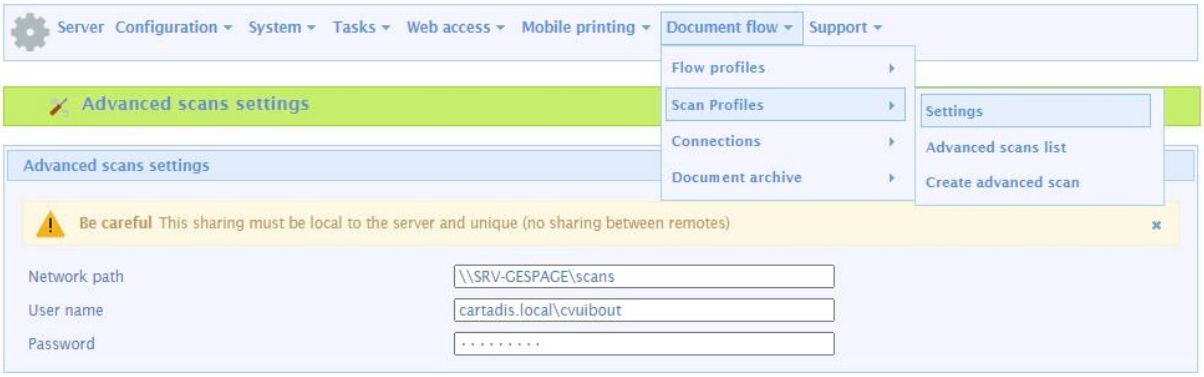
SMB login:

SMB password: Username and password with access right to the user's home directory.

DFS (Distributed File System): If the box is checked, the DFS can be used in Gespage.

12.3.3 Using scan profiles

Some eTerminals enable scan profiles to be managed. For these eTerminals, it is then not necessary to create an inflow.



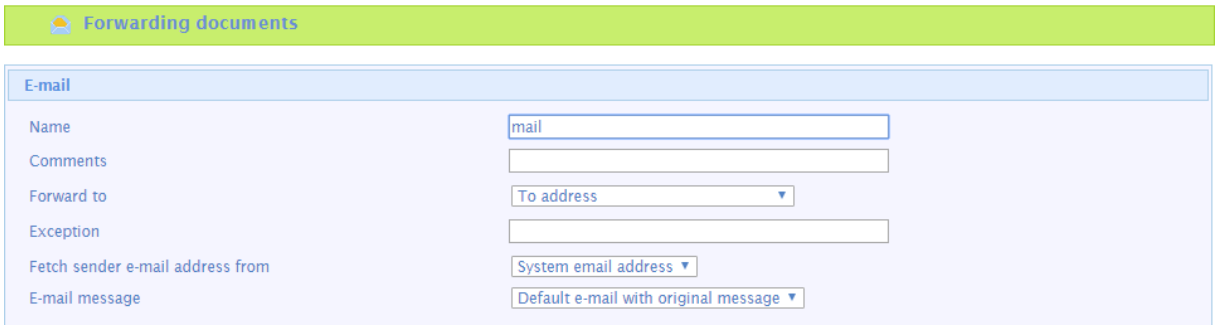
Settings:
This menu shows the network folder that will contain the incoming documents before processing. This area must be local and unique for this use. In the case of remote servers, this area must not be shared between several servers.

Advanced scans list:
Display of scan profiles available to users.

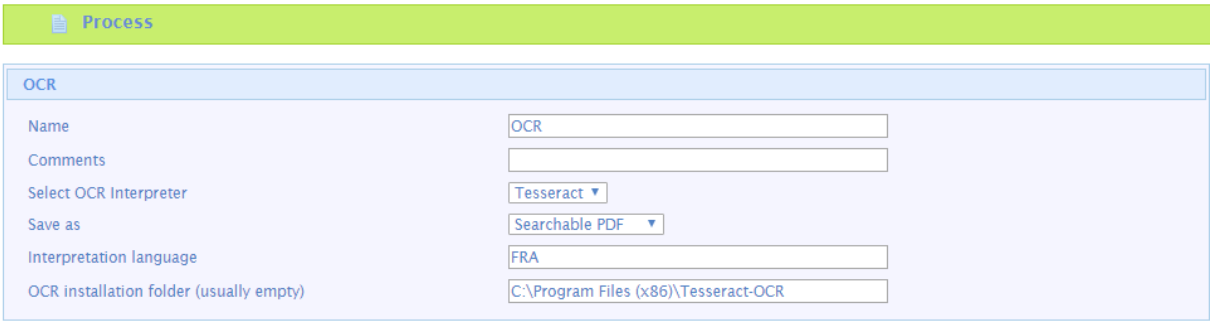
Create advanced scan
This menu enables a profile usable for advanced scan to be defined.
To do so, the group of users for which this profile will be applied, the processing to be used as well as the outgoing flow for this profile must be specified.
The processing and the outflow must be defined before creating the profile.

12.4 Use case of document flow

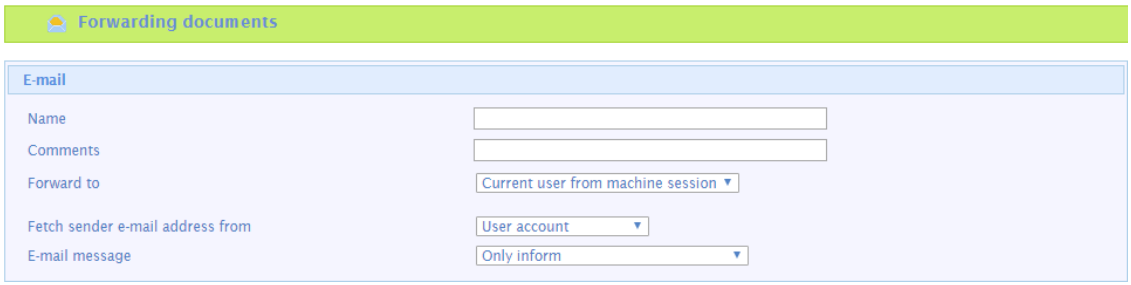
At first, configuration of an SMTP inflow on which all incoming emails are to be checked.



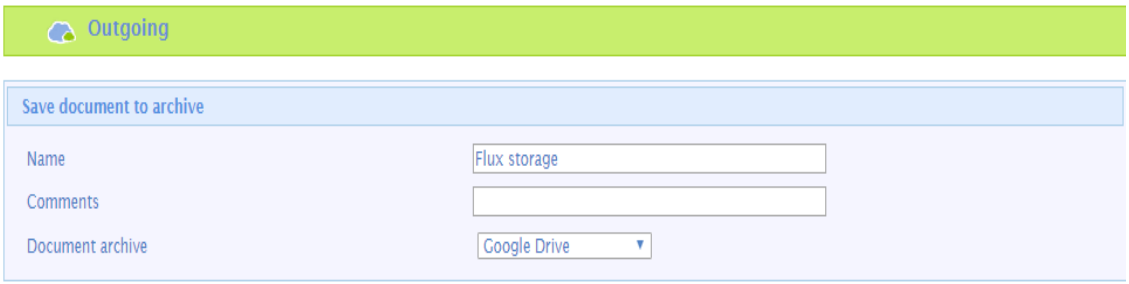
An OCR processing is applied and enables the file sent to be transformed as an indexable PDF.



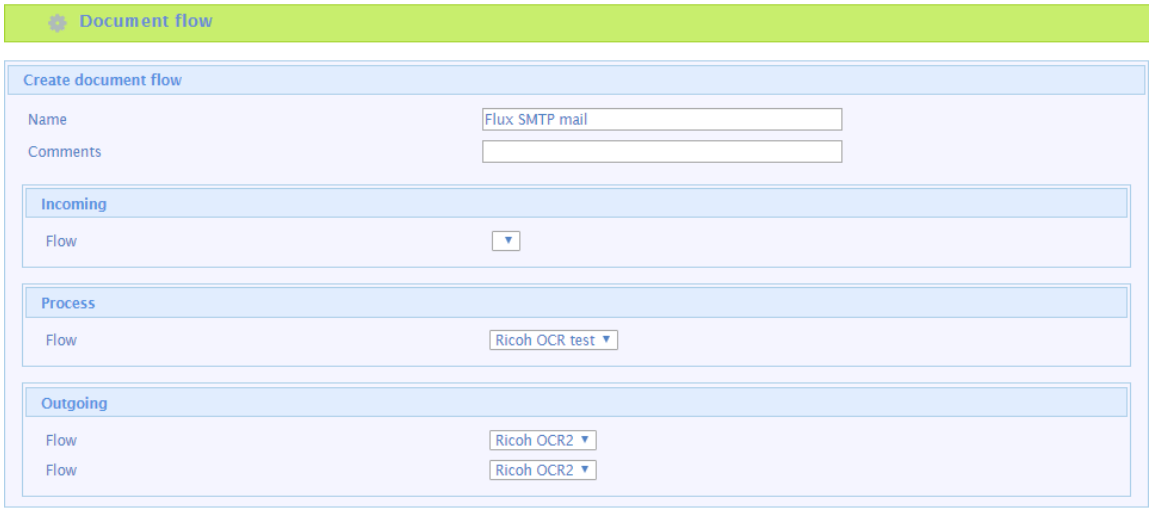
In outflows, an email flow is used as well as a storage flow.
In this configuration, the email is processed and sent to the address of the user connected to the printer.



The email is also sent to its Google drive if the association was successful (see Google drive support chapter).



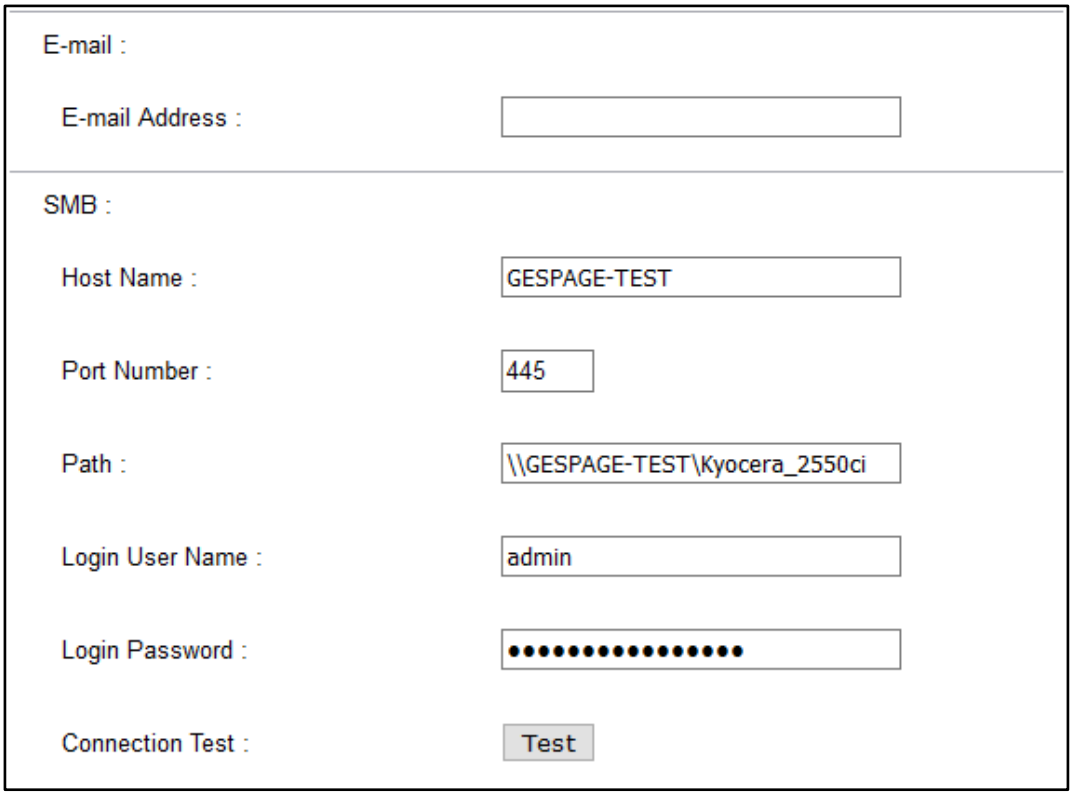
Once all desired in and out flows have been created, a document flow can be created.



Other use of document flow (case on Kyocera)

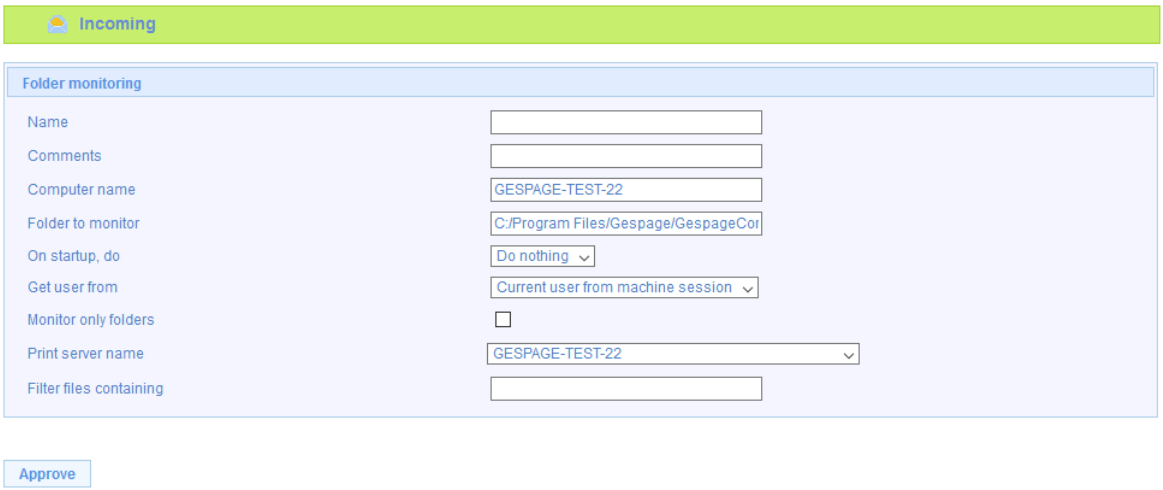
Document flows can be used in other ways.

The incoming flow called "folder monitoring" is used.
First, a default user must be created in your Kyocera address book. This will have to be configured with an SMB directory which we will then use in Gespage.



Once the user has been created, an incoming flow named "folder monitoring" must then be added.

ATTENTION! The shared folder must be named as the one declared in Gespage.



The configuration of the OCR processing as well as the outgoing flows are the same as for the previous configuration (see § 12.2 and 12.4).

13.Managing multiple sites

13.1 Gespage agent: General configuration

13.1.1 Installation

The agent may be installed under Windows or Linux by an installer. Gespage server address must be entered during the installation or in the confirmation file of the agent.

13.1.2 Advanced parameters

Some options of the agent may be set from a configuration file.

GespagePrintAgent.conf configuration file must be in the installation directory of Gespage under GespageCore/conf.

The parameters that can be filled in:

- `GespageIP=x.x.x.x`
  Defines Gespage server address (IP or name) (by default, *localhost*).
- `SNMPPoll=600000`
  Defines the time in ms between two SNMP requests to retrieve printers' counters (by default, 10 minutes).
- `WinDocname=False`
  Indicates whether the document title must be retrieved from the system information instead of the parsing of the spool file (enabled by the value *True*) (disabled by default).
- `WinUsername=False`
  Indicates whether the ID user must be retrieved from the system information instead of the parsing of the spool file (enabled by the value *True*) (disabled by default).
- `HideDocTitle=False`
  Automatically rename all documents titles to increase privacy (enabled by the value *True*) (disabled by default).
- `HiddenTitleText=HiddenTitle`
  If `HiddenTitleText` parameter is enabled, the replacement title of documents can be customized.
- `TrackOnly=False`
  Enables the Tracker mode of the agent (enabled by the value *True*) (disabled by default). Note that the Tracker agent must connect at least once to Gespage server when the service starts.
- `GespageCxDelay=N`
  Is used in Tracker mode. The agent tries to connect when the service starts and every N seconds. A random number from 0 to 600 is added to N for each connection.
- `SiteName=xxx`
  Defines the agent name (by default, the computer name is used). Several agents can share the same name (especially if the same printers are referenced).

13.2 Gespage Remote: General configuration

The concept of "Gespage Remote" allows to have several autonomous Gespage servers (for example one server per site) and to consolidate data on a single server called "Gespage Central" server (see § 2.2.3). The Central server will gather all the statistical data from all the remote servers.

Gespage Remote is set from the menu of advanced registers (see § 11.7).

Users who are automatically created from a directory synchronization may also have their credit (Black and White and Colour) synchronized between all the servers. A debit or credit made on any of the servers will be passed on to all the other servers.

13.2.1 Central server configuration

There is a single central server. This is the server that centralizes data from the whole site.
There is no particular configuration required on the Central server. Configurations are to be performed only on remote servers.

Note:
Remote server disconnections (more than one day) can be viewed in the Gespage event log.

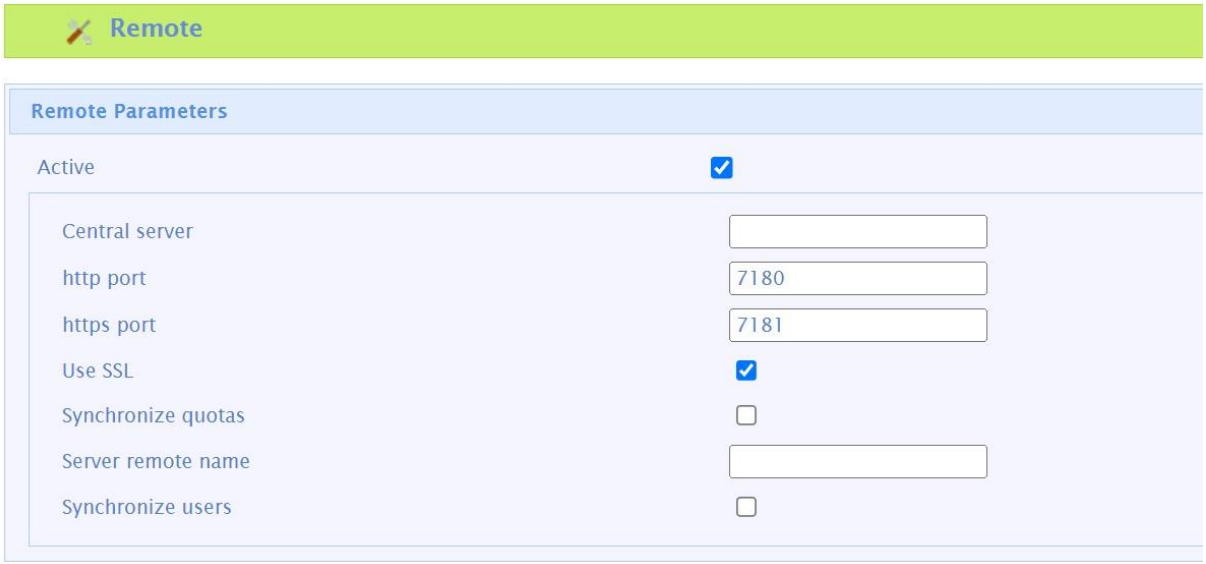
13.2.2 Remote server configuration

A Remote server is a remote autonomous server that will communicate asynchronously with the central server.

ATTENTION! The remote server must connect to the central server periodically to feedback its statistics and validate its license. At least one connection every 30 days is required, otherwise the licenses of the remote server will be blocked.
In case of disconnection with the main server, an alert will be available in the event log.

Note:
Prolonged disconnections can be viewed in the Gespage event Log.

A graphic menu is now available for configuring a Remote.
This menu is available via the “Server > Configuration > Advanced Settings > Remote” tab.



Name
“remote.GCS.host or Central server”
Value
Indicate the central server IP address.

Name
“remote.GCS.http_port or http port”
Value
Indicate the HTTP port of communication with the central server (by default: 7180).

Name

"remote.GCS.https_port or https port "

Value

Indicate the HTTP port of communication with the central server (by default: 7181).

Name

"remote.GCS.with_ssl or Use SSL "

Value

"true "for a secured connection to the central server.

"false "for a non-secured connection.

Name

"remote.GRS.name or name of the remote server "

Value

Modifies the remote server name (by default, the computer name is used).

Name

"remote.GRS.sync_quotas or Synchronize quotas "

Value

"true "so that quotas are synchronized between servers.

"false "so that each server (Central and Remote) independently manages users credits.

Name

"Synchronize users"

Value

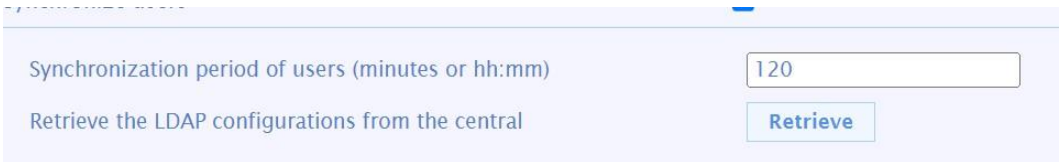
Allows user accounts to be retrieved from the central server.

Synchronization sof user information is performed by default every 120 minutes.

Users and their print codes and card numbers will be synchronized from the central server.

Clicking the "Retrieve" button enables the LDAP configuration to be imported from the central server to the remote**.**

ATTENTION! In this case, the print codes as well as the card numbers will not be synchronized between the remotes.



Name

"remote.GRS. timer "

Value

Modifies the remote server synchronization time (in seconds) (300s by default).

14.Client applications

14.1 Gespage Popup

Gespage Popup is a JAVA application running on client workstations. It is intended to notify the user with Gespage messages such as application of a printing rule or to enter additional information like a job code, or accept a redirection.

14.1.1 Installation

The Popup may be installed in Windows by means of an installer. A MSI version of the installer is available to facilitate the GPO deployment.

Pre-configuration parameters can be added to modify the MSI:
- Authentication
- DefaultUser.

Exemple:
*msiexec.exe /i GespagePop_Setup_8.2.4.msi SERVER_IP=MyServerIP *AUTHENT=*MyAuthent* *USER=*MyUser*

For MAC, the application is available in the .app. format.

For Linux uses, this application is extremely simple to install, the Popup application is launched by using the command:

- `$ java -jar gespage-popup-full.jar`

A file gpopup.properties containing the IP of the Gespage server must be included in the same directory as the jar file:

- `ServerAddress=10.0.0.209`

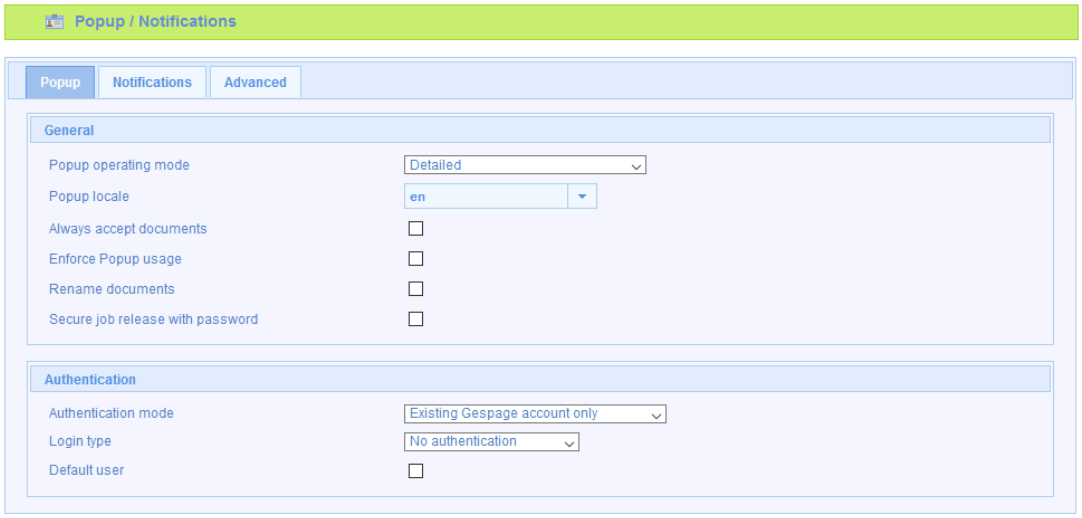
Above command must be executed from all the workstations having to use the Popup window.

Above command line can be included in a command script, and then this script is to start systematically when starting the user session.

The Popup application requires the Java Runtime 1.8.

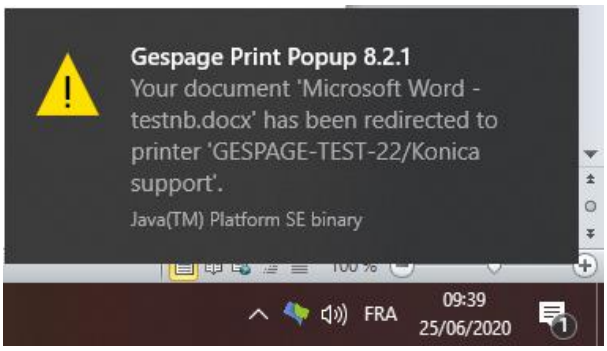
14.1.2 Configuration

The application behaviour is configured from the Gespage server from the menu *Server > Configuration > Popup > Notifications*.

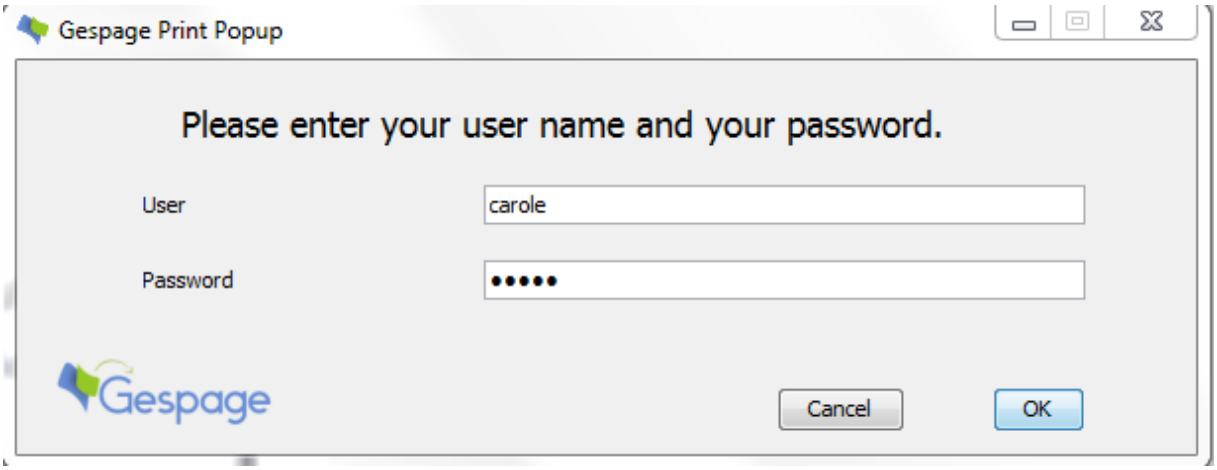


Popup functioning mode

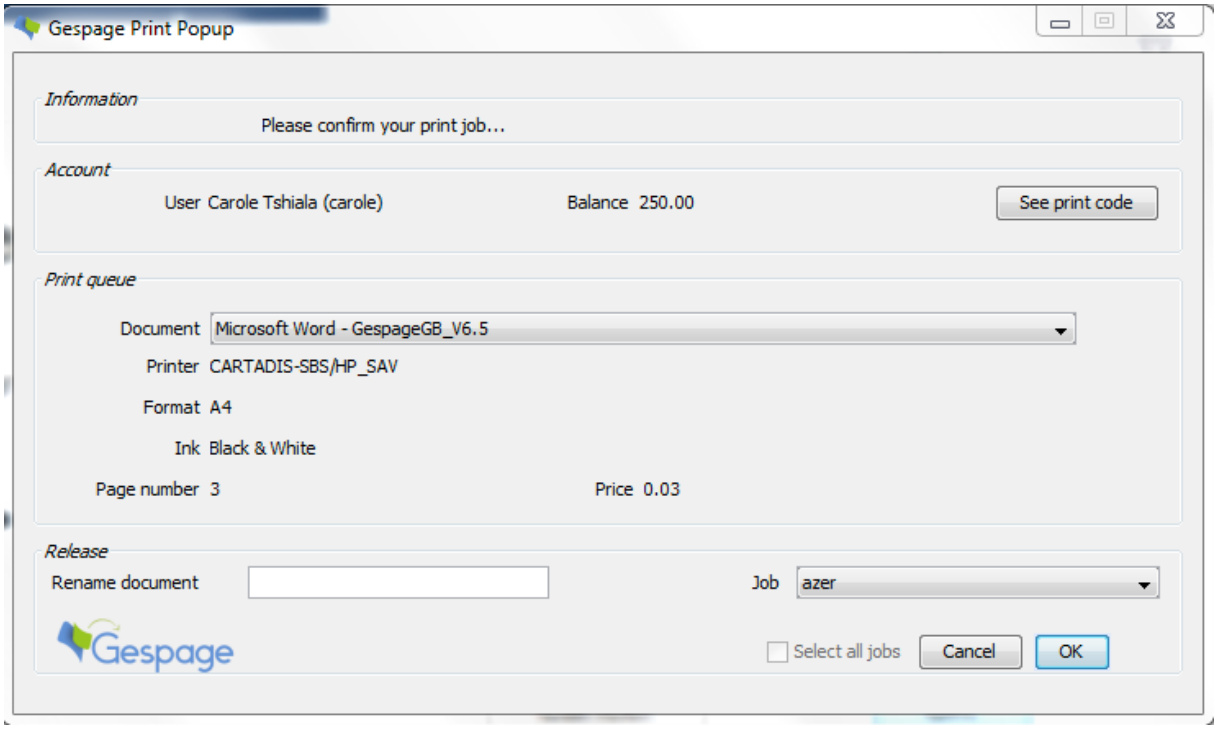
Notification only: Only a tooltip informs the user.



Notification and authentication only: A tooltip and a Popup of authentication will be displayed.



Detailed: The Popup displays all available information: the user credit, the printing cost, the user name... Tooltip notifications will also be activated and it will also be possible to enable user authentication.



Popup locale

This field defines the language of the messages of the Gespage Popup window. The languages available are for example:

- fr_FR: for French.
- en_US: for English.

Always accept documents

Box checked: If the user's credit is insufficient, however, the document sent to Gespage remains in the queue until his credit becomes sufficient. This configuration is used when users pay their document with a purse card type (in this case, the user never has money on his account).

Box unchecked: The user's credit is checked before printing the document. If the user's credit is insufficient, the request for printing is cancelled.

Force the use of the popup

Box checked: The documents will be sent for printing only for workstations fitted with the popup. The other workstations without a popup but with a Gespage printer will not be able to print.

Box unchecked: All workstations with a Gespage printer will be able to print.

Rename documents

Box checked: The user can change the document title, due to confidentiality reasons, the title of a document can be modified so that it does not appear in the various status of the system. The modification of the title is also interesting in anonymous environments such as a public library for identifying the document on a payment station. Payment stations often display all the documents pending on a printer, the owner identification of the document based on its title is sometimes useful.

Box unchecked: The user cannot change the document title.

Secure job release with password

Box checked: The user can associate a password to his document. This option is only useful in anonymous environments to secure release of documents per payment station without authentication.

Box unchecked: The user cannot associate a password to his document.

Gespage Popup application is composed of a first window (in option) for authentication request, then a second one for print description. The authentication mode of the first window is configured by the following parameters:

Authentication mode

Existing Gespage account only: The user must have a Gespage account (local to Gespage or from a LDAP synchronization). If a password is requested, it is checked locally by Gespage in the case of a local account. In the case of an account synchronized with a directory, Gespage forwards the authentication request to the directory having created the account.

Dynamic creation of Gespage account: Gespage proceeds the same way as in the case of “Existing Gespage account “ but if the user is unknown and, after a request for confirmation, it creates a local Gespage account.

Popup users are anonymous: The authentication window does not open, only the details window of the document opens, it enables the anonymous user to enter a name (or a nickname) for identifying the document at the payment station. Gespage does not create any account, it only associates the name supplied by the user with the document.

Login type

No authentication: The authentication window does not open, the login name of the session must match a Gespage account, or the authentication mode must be " Allow anonymous users ".
Entry of the username with echo: The user authenticates by a login name only, the characters entered are displayed (no confidentiality).
Entry of the username without echo: The user authenticates by a login name only, the characters entered are not displayed.
Entry of the username + password: The user authenticates by his login name and his password.
Reading card: The user authenticates by passing his card on a card reader connected to the workstation. In this mode, a reader profile may be selected to handle the card number read at the reader.
Print code: The user authenticates by entering his code print code.

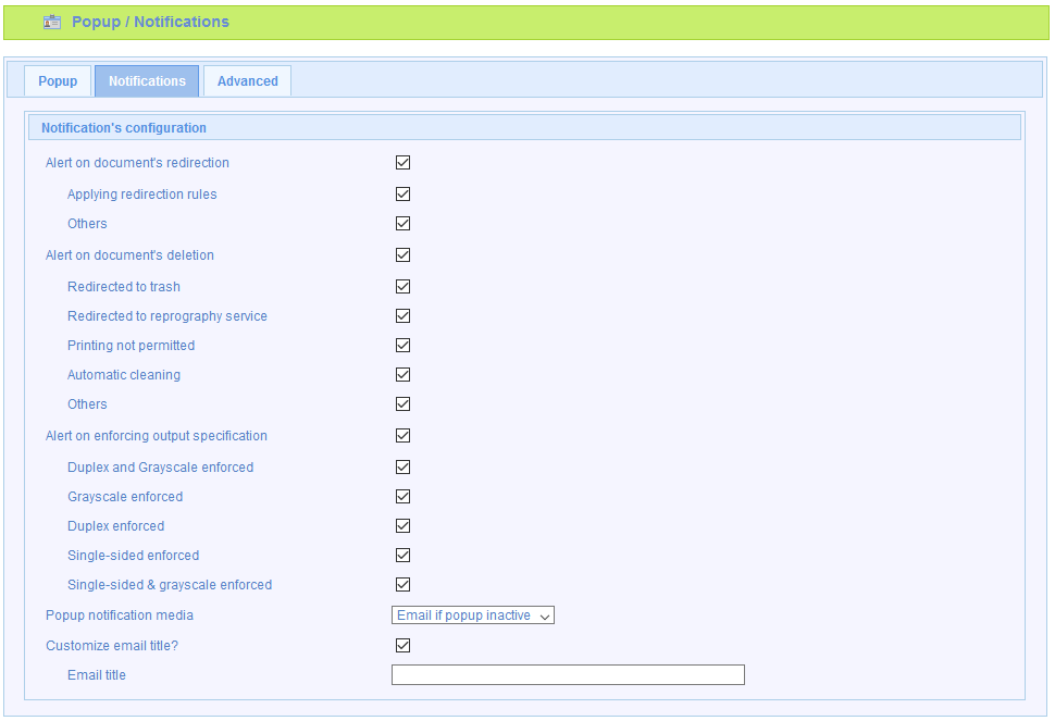
ATTENTION! The login modes available depend on the authentication mode previously selected.

Default user

Box checked: The default value in the login window of the user name is equal to the " default user " field. This field can be blank if you wish the user to enter his name every time he prints.
Box unchecked: The default value in the login window of the user's name is equal to the login of the session.

Authentication information input

At every printing: The authentication window opens at every print request.
After a deadline(s): The authentication window does not open if a print request is launched less than N seconds after the previous one.
At the first printing: The authentication window opens only once. The coming prints use the same user name up to a new user login.



This menu enables notifications sent via the Popup or email to users to be enabled or not when a printing rule is applied.

Alert on document's redirection

- Applying redirection rules.
- Others (for example, deletion made by the administrator from the menu *Monitoring print queues*).

Alert on document's deletion

- Redirection to trash.
- Redirected to reprography service.
- Printing not permitted (depending on access rights granted).
- Automatic cleaning.
- Others (for example, deletion made by the administrator from the menu *Monitoring print queues*).

Alert on enforcing output specification

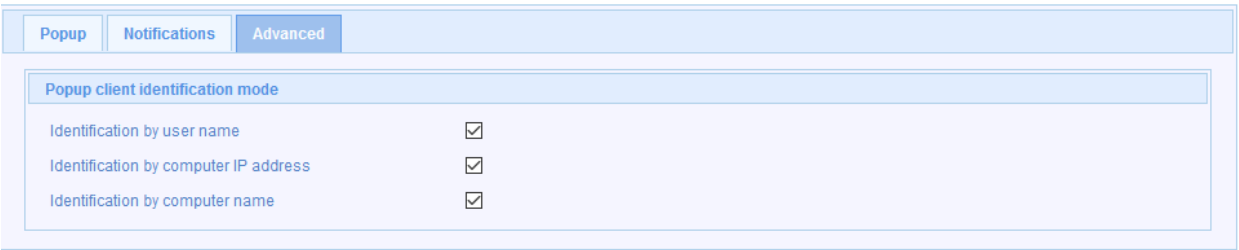
- Duplex and Grayscale enforced.
- Grayscale enforced.
- Duplex enforced.

Popup notification media

- **Popup**: the user will be alerted via the pop-up (it must be deployed on workstations).
- **Email:** the user will be alerted by email (his address must be entered in Gespage).
- **Email if pop-up inactive**: if the Popup is not installed on the workstation, the user will receive an email.

Customize email title?

Changes the subject of the email sent to the user (by default " Print Gespage notification " is displayed).



Advanced parameters for the Popup identification

By default, the Gespage server contacts the Popup by using the following characteristics of the workstation launching the printing:

- The user name of the current station.
- The workstation of the IP.
- The workstation name.

Above characteristics are used only to identify on the network the workstation having launched the printing. If some of these characteristics are not unique on the network, they have to be disabled as identification criterion. For example, it should be necessary to disable the identification via IP if the same IP ranges are shared on several sub-networks.

ATTENTION! During a test installation of the Popup on the same server as the Gespage software, the identification via IP must be disabled**.**

14.1.3 Advanced configuration

We saw that the functioning window was configured by parameters from Gespage server; this means that all Popup windows will behave the same way.

Nevertheless, it may be requested that some workstations are not configured the same way, for example, use a different language or a default login name. Such exceptions are expressed by redefining the parameters on every station in a text file. The configuration file must be named `gpopup_default.properties`. This configuration file must be located in the same directory as the file `gespage-popup-full.jar`.

The names of the parameters and their value are:

```
#Default Popup Properties

### General behaviour properties
### ----------------------------

AlwaysAcceptJob=false

PopupMode=account
#PopupMode=anonymous

#DefaultUser=

# Remember authenticated user (-1: only once, 0: always, > 0 :
#                              Number of seconds)
AuthRemember=0


### Display properties
### ------------------

#Show option to rename document
ShowDocRename=true

#Show option to protect document by password (by default it is shown
in anonymous mode and hidden in account mode)
#ShowDocProtection=true

# By default, system locale is used
#Locale=en
```

14.1.4 Popup behaviour

The Popup is launched at the opening of the user session.

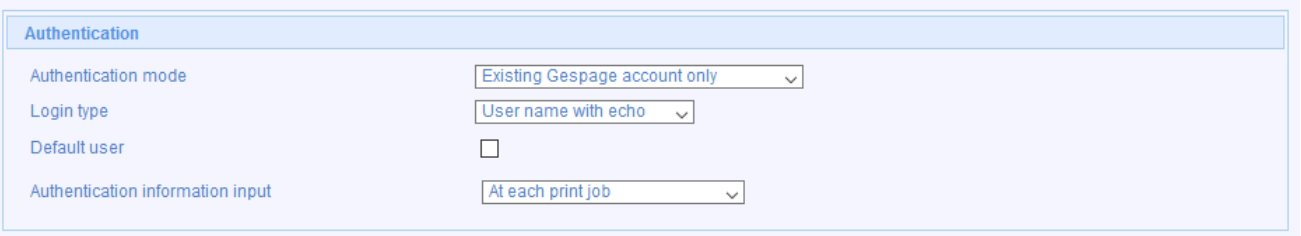
An icon appears in the System Tray to indicate its status.

Specifies that the Popup is correctly connected to the Gespage server.

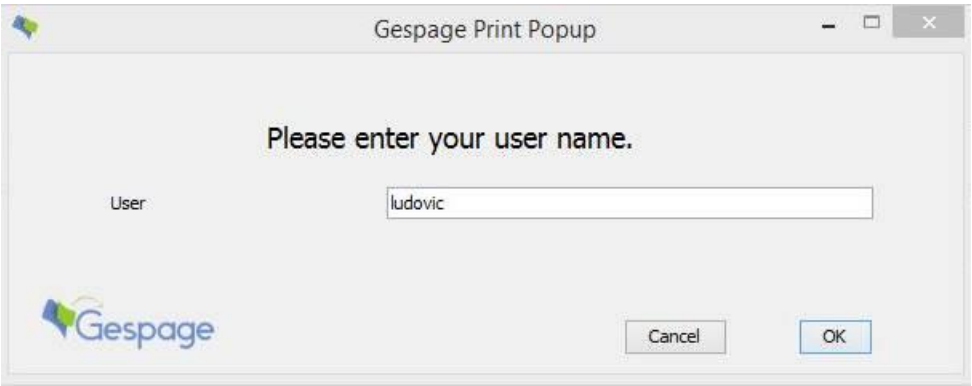
Specifies that the Popup is disconnected from the Gespage server.

Here are some examples of the Popup behaviour according to the configuration:

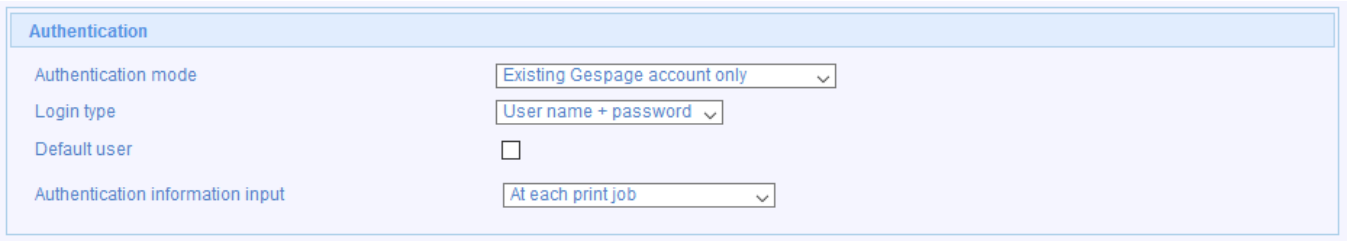
Example of authentication Popup by login
With the following configuration of authentication:



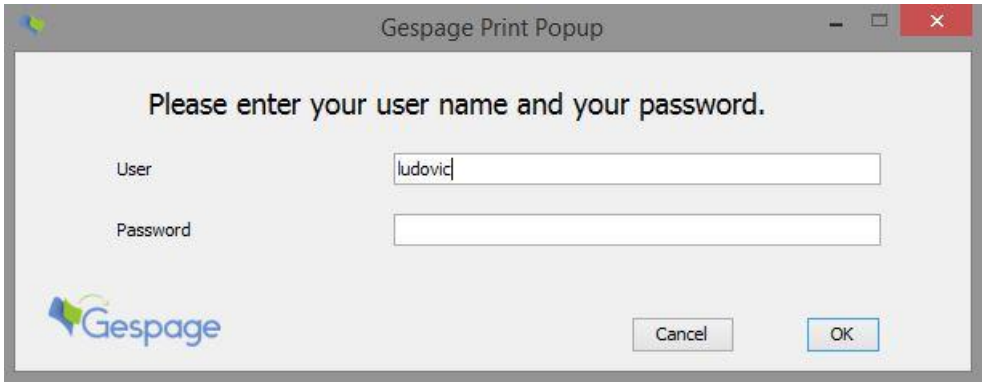
The following authentication window appears at each print request, the User field is default initialized with the login name of the OS on which the Popup is running (for getting another default value, the field "Default *user* " must be configured).



Example of authentication Popup by login / password
With the following configuration of authentication:

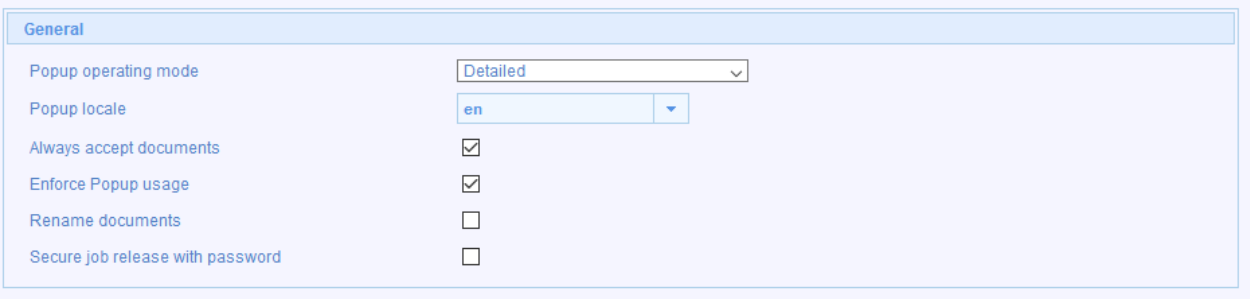


The following authentication window appears at each print request:

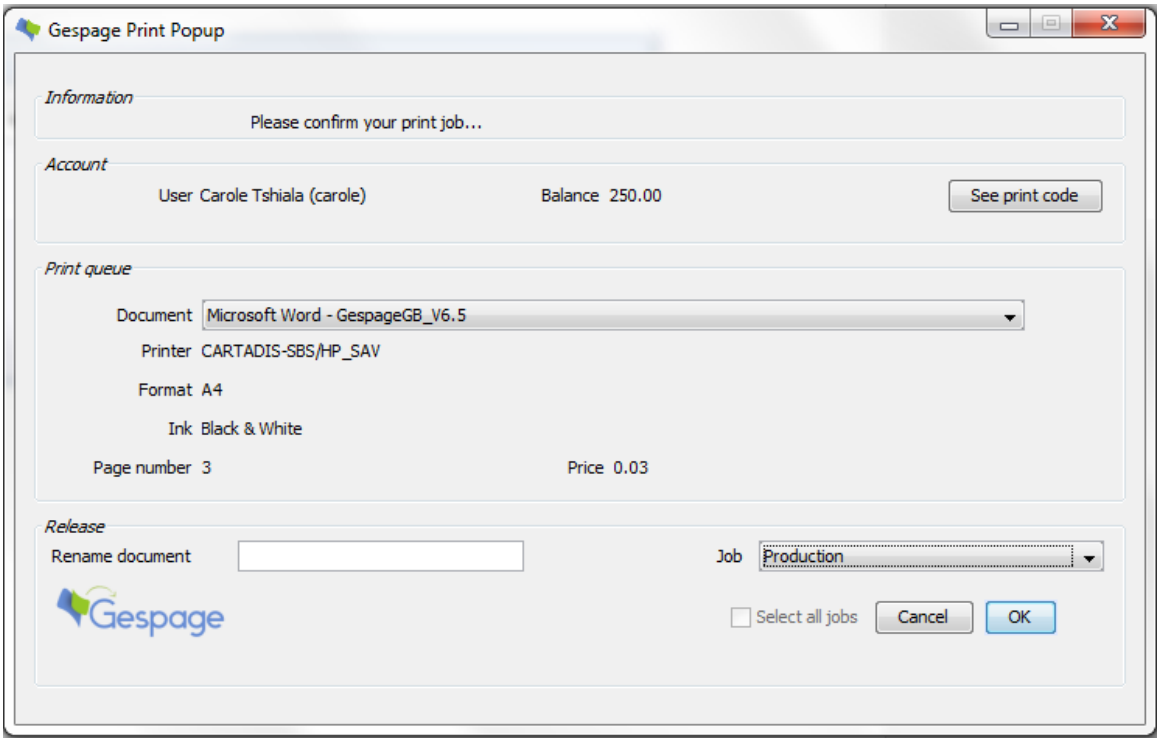


Example of Popup confirmation

With the Popup parameters adjusted as follows:

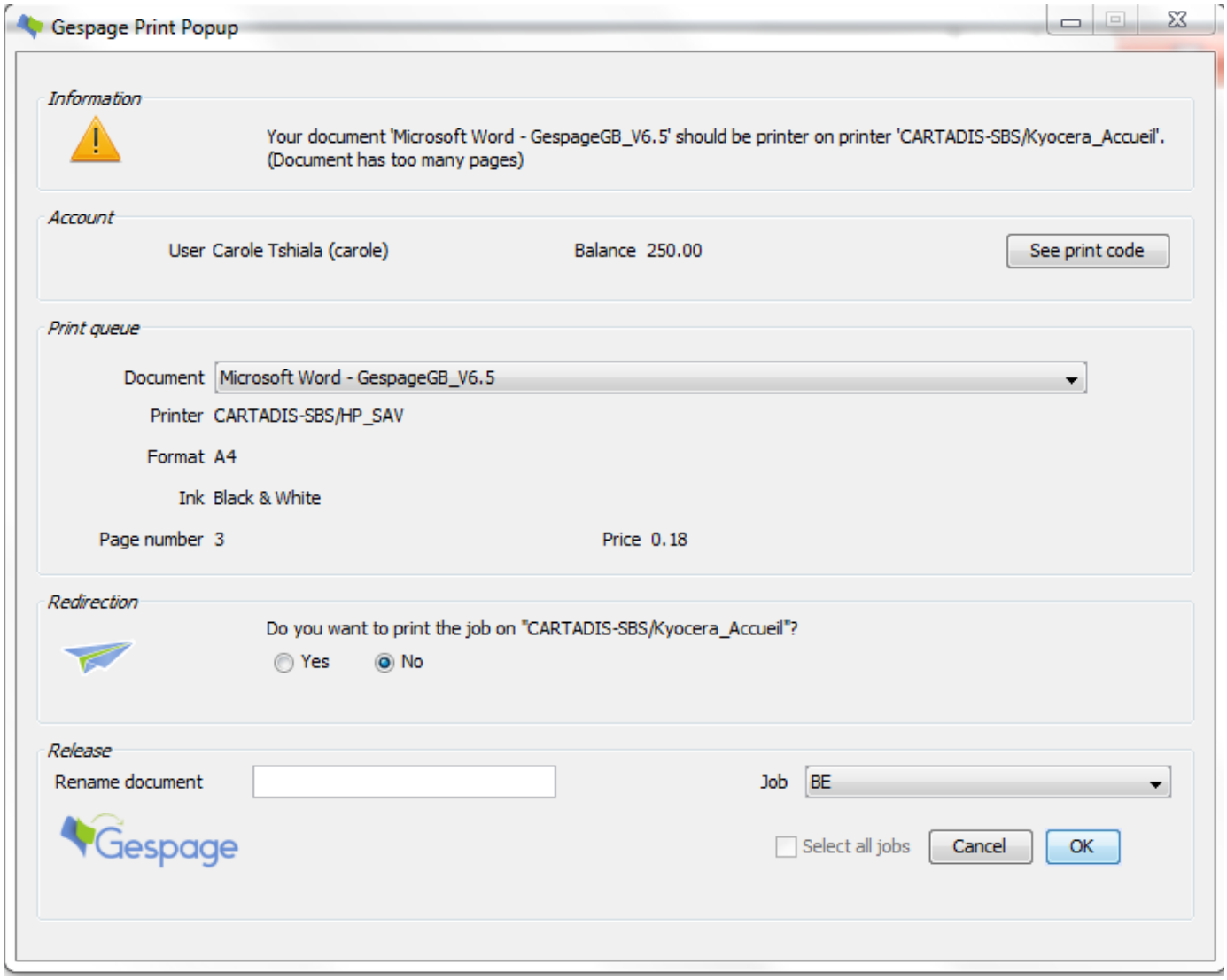


The Popup window is displayed as follows:

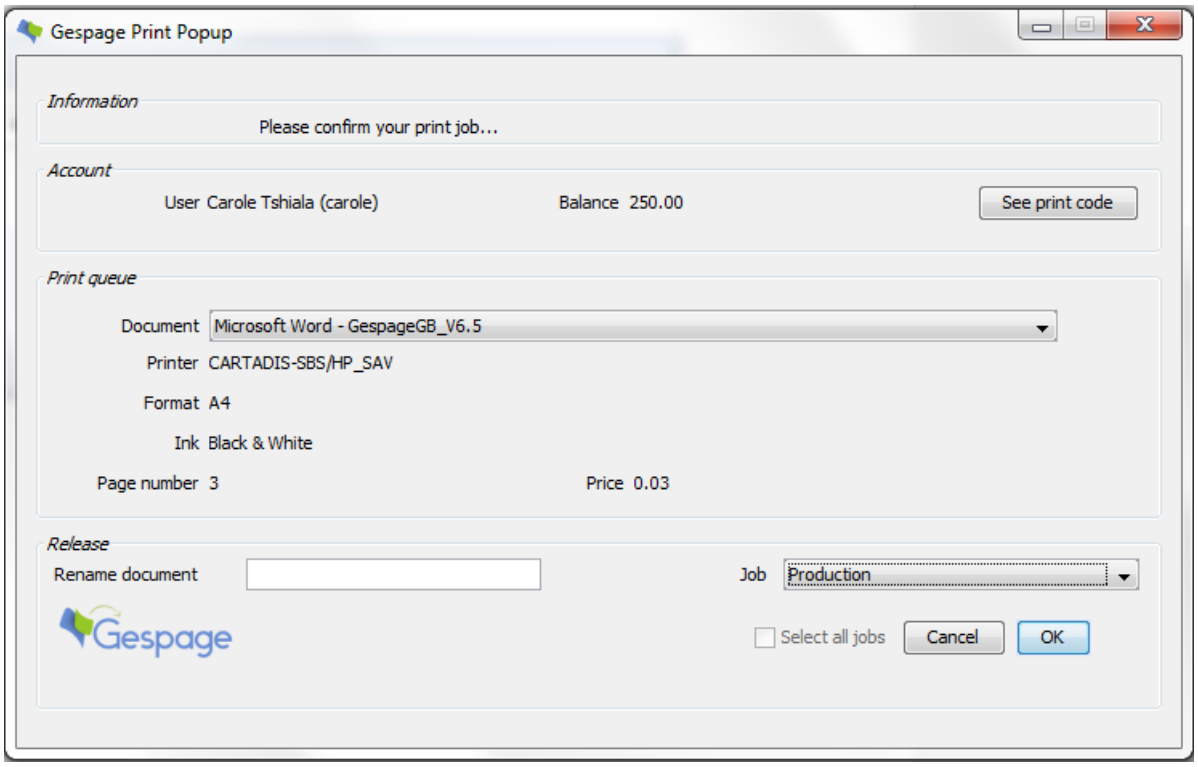


If new documents are sent to the server while a Popup window is opened, it is updated accordingly. The user can then validate several printings simultaneously by checking the box " *Select all jobs* ".

The following Gespage Popup window suggests the user to redirect his document to another printer for reducing costs (and thus the carbon mark).

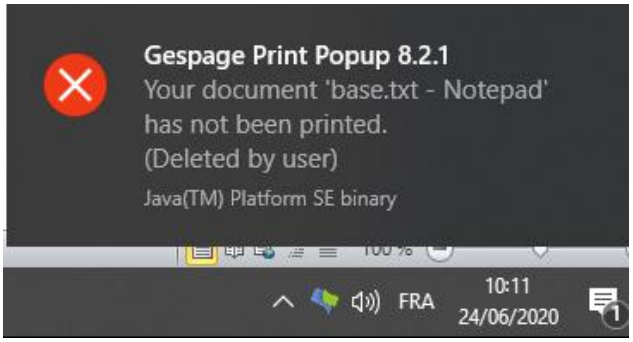


In the following example, the user is declared as having to give the name of a job. The Gespage Popup window displays the list (at the bottom right) of the jobs made accessible to this user; the last choice is displayed by default.

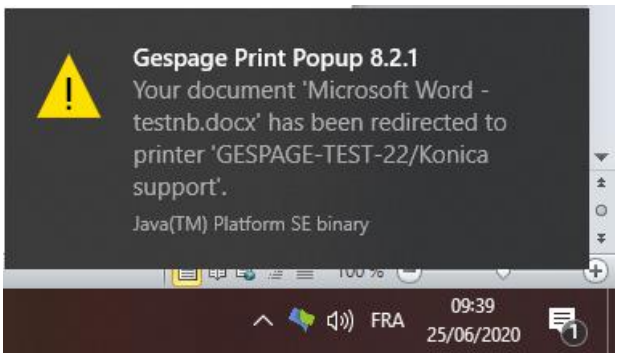


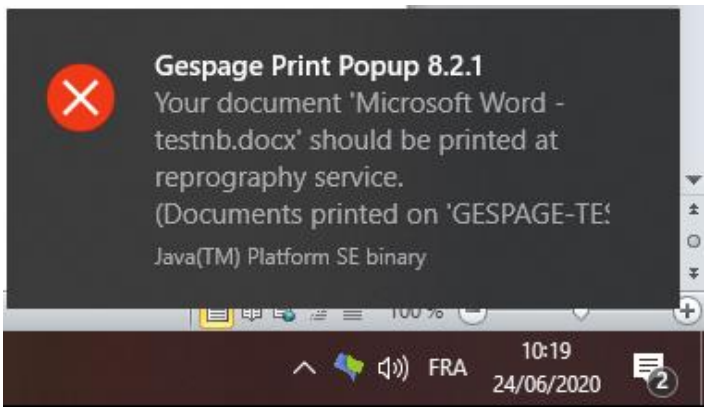
Examples of notifications

The Popup displays the notifications in the Traylcon:



In the case of redirection notifications, the cause is specified:





14.2 GPayStation

GPayStation is an application of payment station for PC. The payment station is a workstation from which users can pay their pending printings by means of readers connected to the workstation or with an account.

The payment station operates with a prepayment of printings. The payment is made by debit card or by debiting a Gespage account.

The payment station allows payment with the following readers:

- TCRS
  - Magnetic debit card.
  - Payment of printings only.
- TCM2 / TCM3
  - Mifare card with Cartadis purse.
  - Payment of printings only.
- CMI
  - Payment of printings and copies.
  - Chip debit card (with the TC20 reader).
  - Magnetic debit card (with the TCRS reader).

GPayStation is a Java application compatible with Windows, Linux, and Mac (Java 1.6 is required).

14.2.1 Installation

14.2.1.1 Software installation

The pay station may be installed in Windows by means of an installer. Following the installation, the payment station will be launched automatically on workstation start-up.

For MAC or Linux uses, this application is extremely simple to install, the GPayStation application is launched by using the command:

- `$ java -jar GPayStation-full-prod.jar`

A file gpaystation.properties containing the IP of the Gespage server must be included in the same directory as the jar file:

- `ServerAddress=10.0.0.209`

14.2.1.2 Workstation configuration

Users have free access to the payment station, so it must be configured with a high security " *kiosk* " type to prevent any configuration changes for users.

The user starting the payment station must not have the root or administrator rights. Certain shortcuts must also be disables. Thus, on Windows, the Windows key, the Ctrl-Alt-Del or Alt-Tab must be disabled.

The workstation locking after a delay to a standby mode must also be disabled.

14.2.2 Configuration

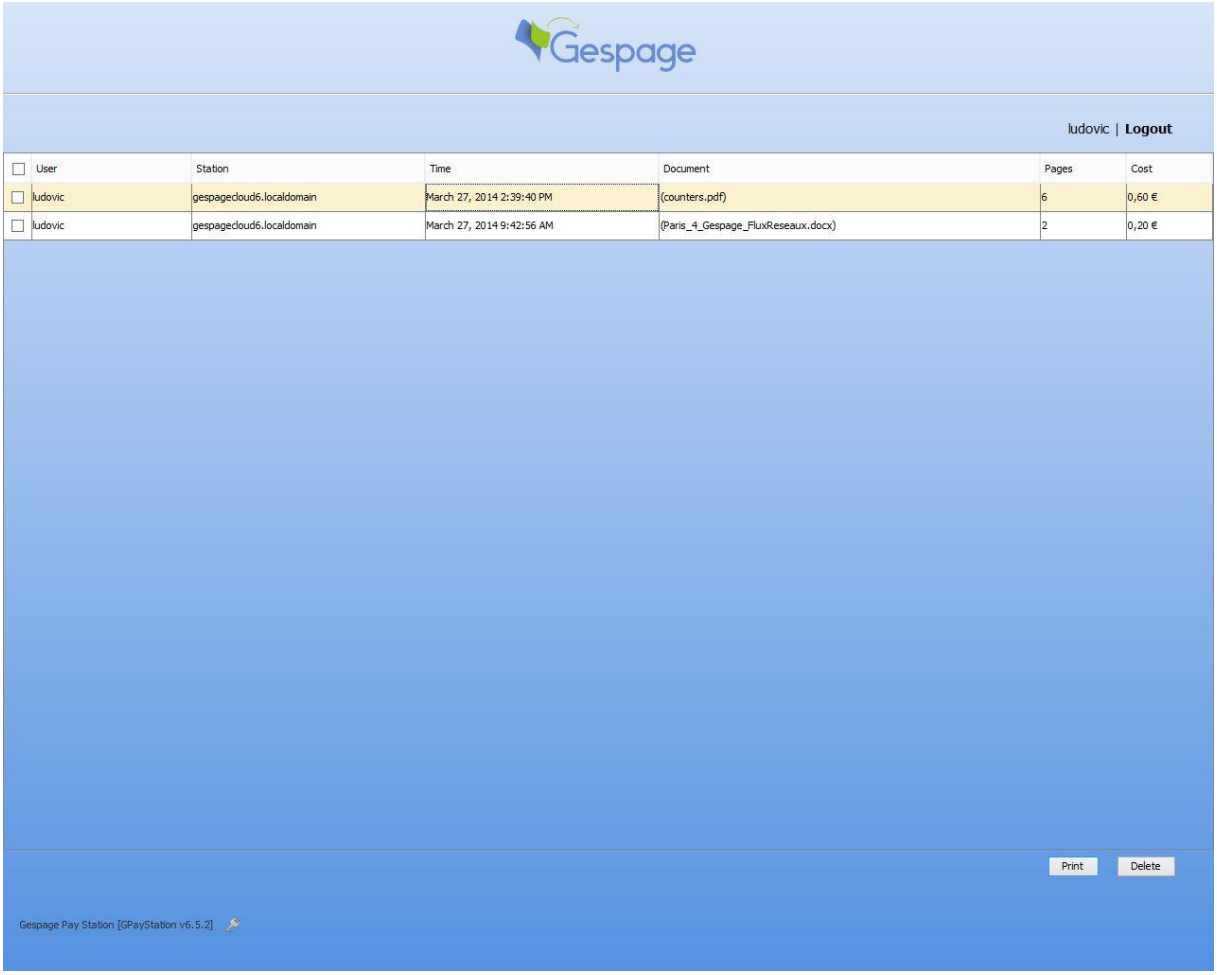
14.2.2.1 Authentication

The payment station may be set by using the 3 following authentication methods:

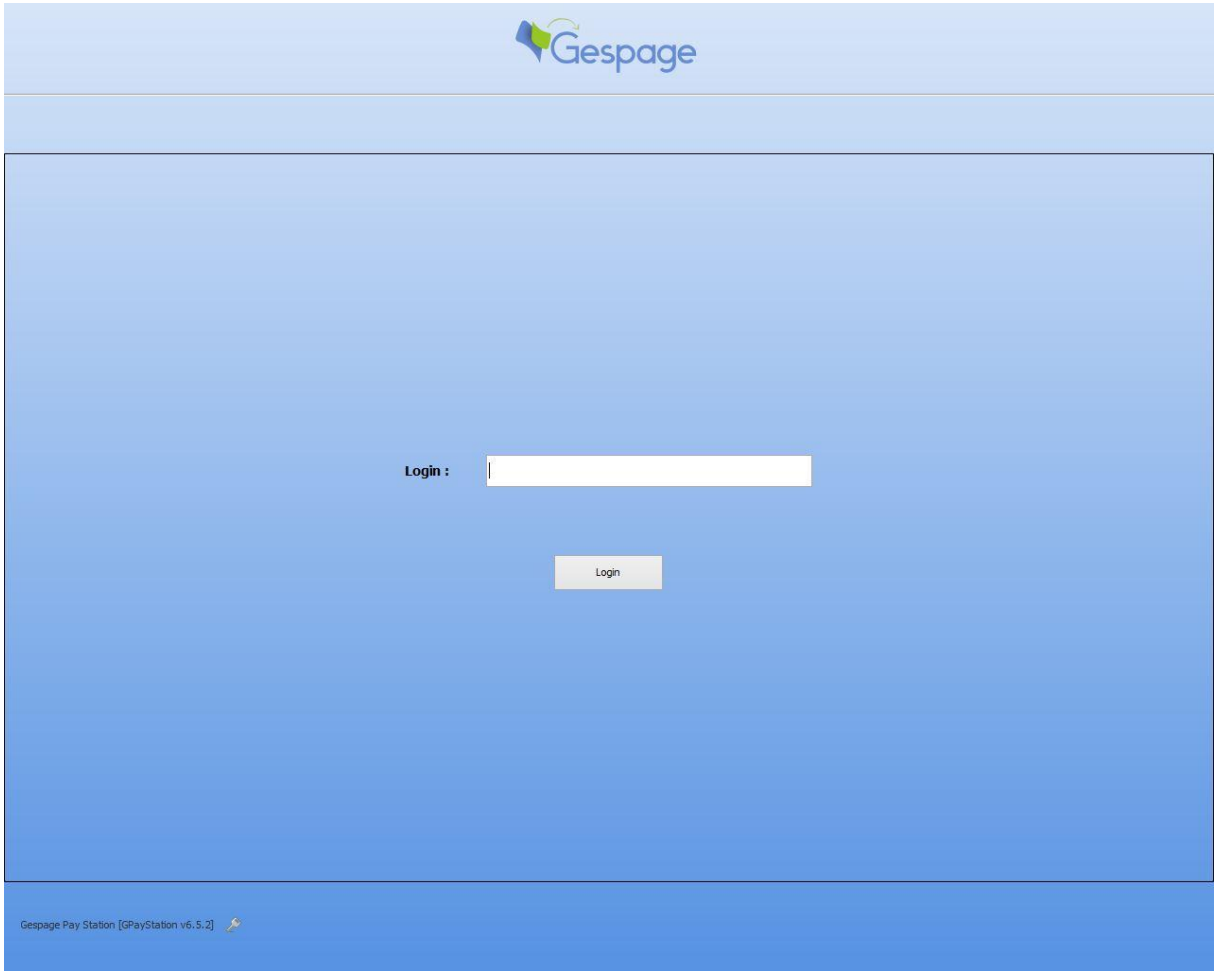
- No authentication / Anonymous Mode.
  The list of printings in the queue is displayed in the current screen; it is updated in real time with each new printing. Anonymous users may select their printings in the queue.

  The latest printings are displayed at the top of the list.

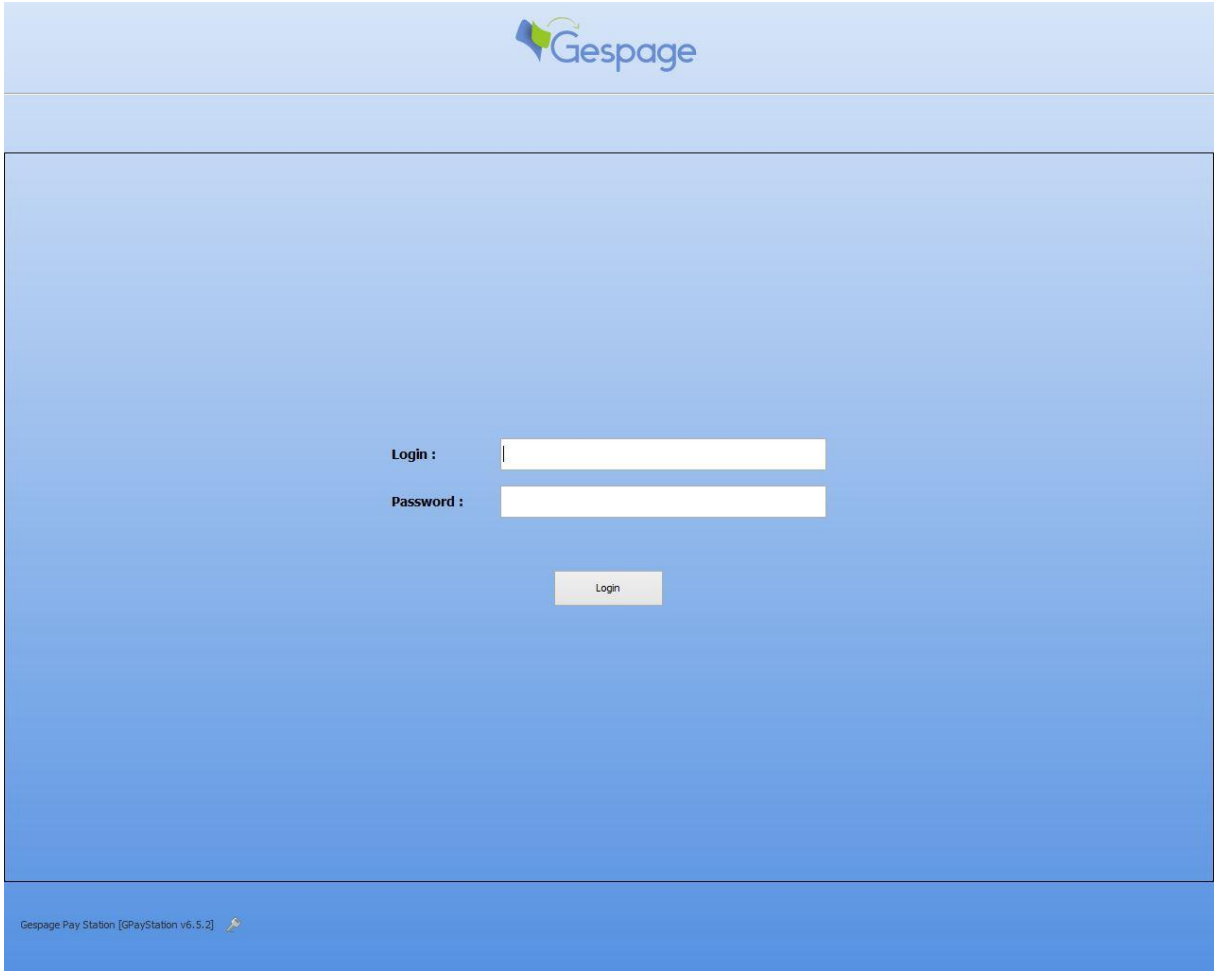
  In anonymous mode, it may be useful to install a Popup on client workstations allowing users to customize their printings (user name, document name). A password may also be defined in the Popup to secure the printing release by a password at the payment station.



- Authentication by user name
  The user must enter his name before viewing his printings.



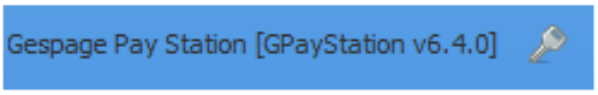
- User name and password authentication
  The user must enter his name and his password before viewing his printings.



- Authentication by card
  The user must pass his authentication card before viewing his print jobs.

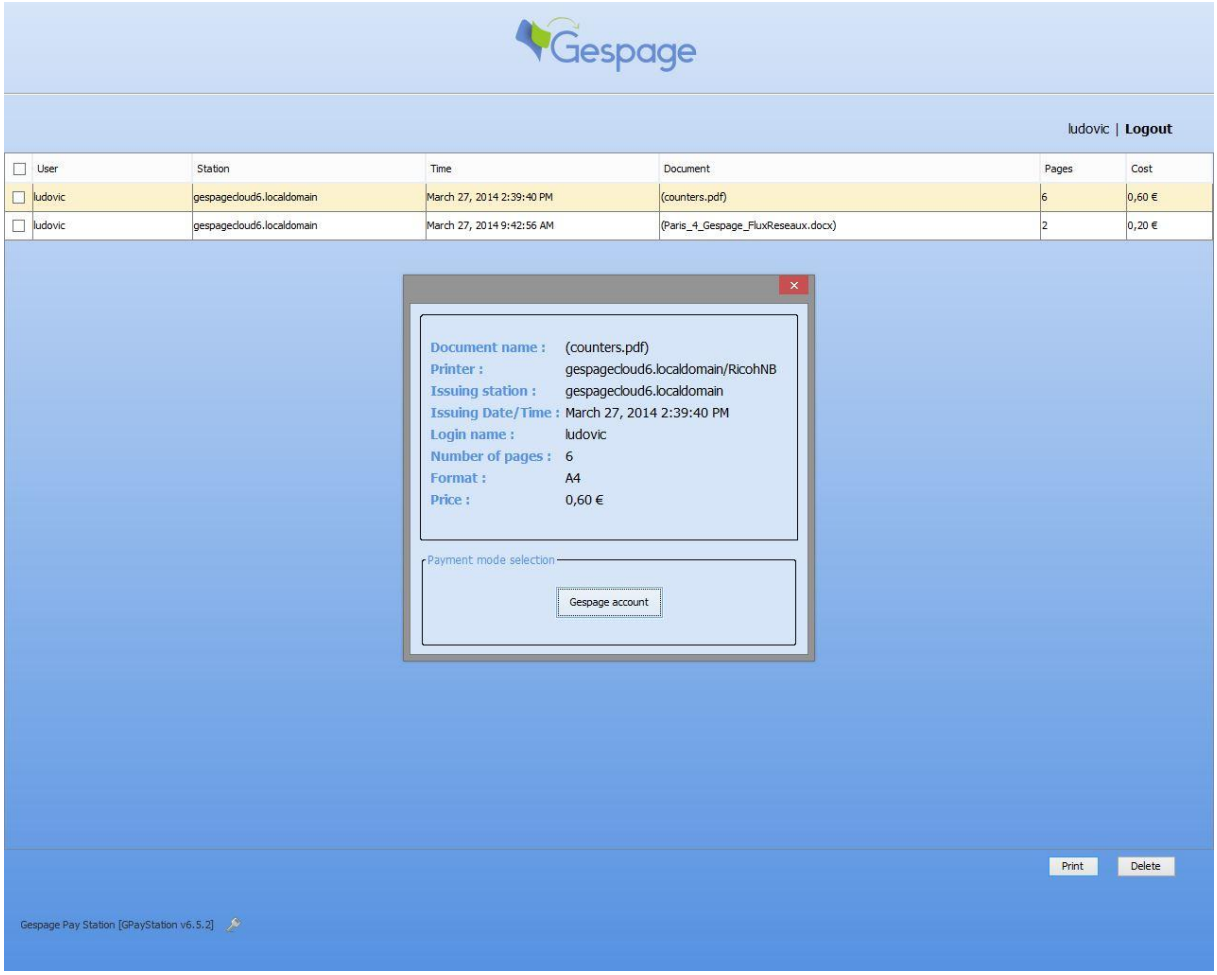
14.2.2.2 Logout

An administrator may close the payment station by choosing the icon at the bottom of the screen. He must then enter the password set in the configuration of the payment station on the server. By default, this password is ***gespage***.



14.2.2.3 Payment of printings

The user may choose the printing that he wishes to print by double-clicking. He may also select several printings for paying them simultaneously. A window will open to finalize the payment.



The modes of payment available are set at the server:

- Payment by magnetic card on a TCRS reader.
- Payment by chip or magnetic card on a reader connected to a CMI.
- Payment by Cartadis Mifare card on a reader connected to a TCM2 or a TCM3 (in CCID mode).
- Payment via a Gespage account (if authentication is enabled on the payment station, the user will automatically have access to his credit).

If several modes of payment are proposed, the user chooses its own.

Once the user has paid his printing, the server starts printing.

14.2.2.4 Cancellation of printings

In authenticated mode, the user may delete his printings in the queue.

In anonymous Mode, this feature is not available for security reasons. In that case, it is advisable to set the server in order to regularly purge printings from the queue (see § 4.1.2).

15.Annexes

15.1 GDPR compliance

15.1.1 What are the consequences on print management systems?

About GDPR:

Regulation no. 2016/679, known as the General Data Protection Regulation (GDPR), is the new European reference text on the protection of personal data. It strengthens and unifies data protection for individuals in the European Union. It is scheduled to come into effect on May 25, 2018.
Any breach of the obligations regarding the protection of personal data can be sanctioned by heavy fines.

The General Data Protection Regulation (GDPR) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union.

This regulation applies to any organisation with employees living in the EU, which could collect and process personal information about its employees.
GDPR mainly aims at giving control of their personal data to citizens and residents and to simplify the regulatory environment for international affairs by unifying regulation in the EU.

To comply with GDPR regulations, organisations must ensure that their IT systems are secure. Organisations must respect the rights of the people concerned and ensure that they give their consent to the storage of information. People concerned should also be able to access their information on request and require their deletion.
Securing the IT system and its design within proper rules are the prerequisites of any compatible GDPR system.

Why do you have to secure the printing system?
GDPR requirements also apply to the printing system.
An unsecured printing system is a vulnerability factor for an organisation. It can be an entry point for an attack by "hackers" and the printed documents themselves represent a risk of data loss. Unprinted documents stored on the MFP hard disk or in the print queue on the server can also cause data loss.

The information of a user is automatically deleted (directory synchronization) when leaving the structure. Only the print history remains saved for statistics calculation.

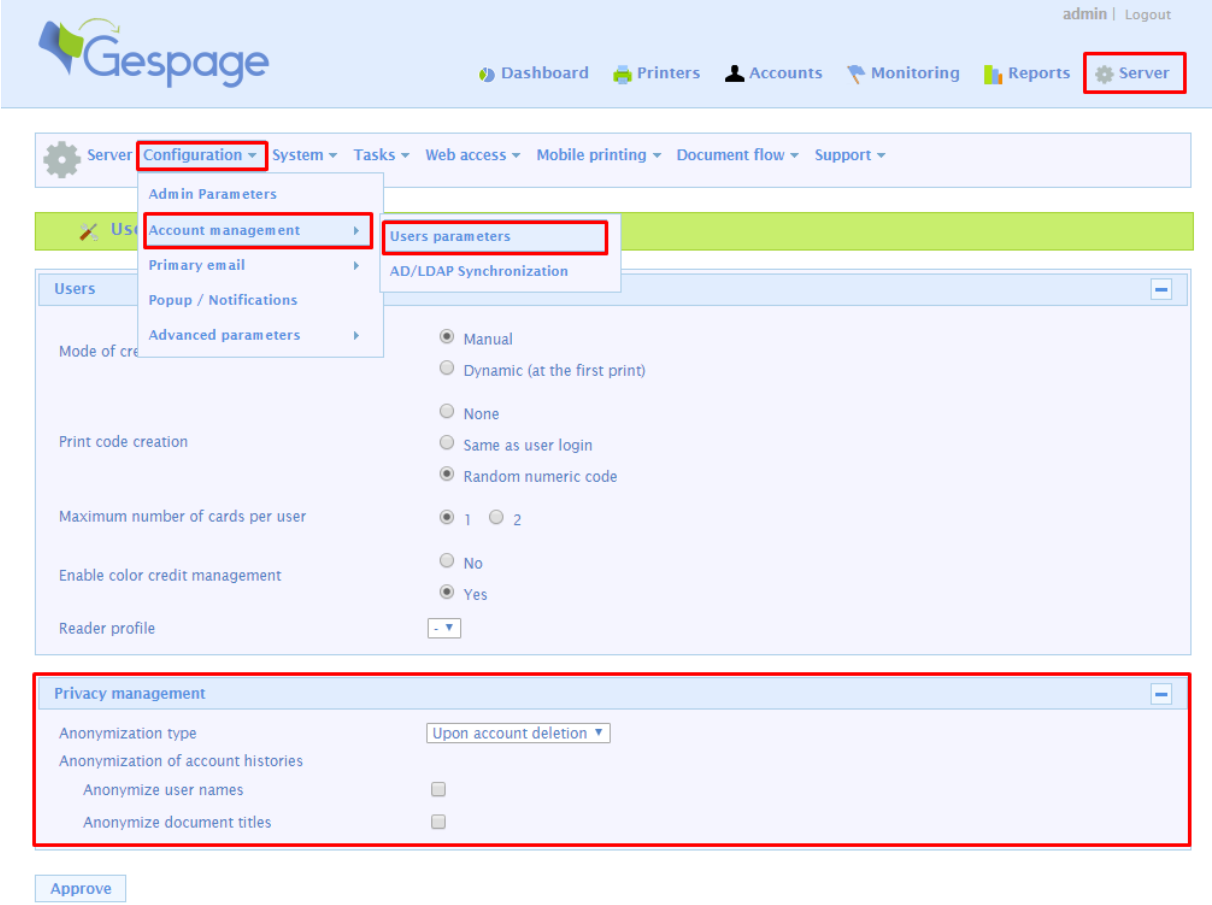
A parameter is also added in the Gespage administration to automatically request the anonymization of print jobs when a user leaves the organization.

People therefore have a right to oblivion for their own information

If a user using the Gespage system wishes to benefit from this regulation within your company, simply proceed as follows:

- Log in as an administrator on the Gespage web page (http://localhost:7180/admin).
- Move to the *Server > Configuration > Account Management > Settings > Users* menu.

(As shown in the screenshot on the next page).



- Then just check the boxes to anonymize the user's name and / or the titles of these documents (they will be replaced by the character "*" and click on the "Approve" button.

15.2 Gespage Mobile user manual

This section deals with the manual for users of Gespage online print solution, online printing means printing submitted from a web browser or smartphone. This type of printing has the advantage of not requiring the installation of a print driver on the client computer. A manual is accessible from the web user interface by clicking

It may be customized and modified by moving to the installation directory under: Gespage\GespageCore\Geps/etc.

The manual must have the following name:

- Multilingual version: “man.pdf “.
- Localized version: "man_locale.pdf" (ex: man_fr.pdf, man_en.pdf).

User Manual of print service by the Cloud, email and the mobile application

How to access my account?

The user interface is accessible by opening a page in your Web browser and going to the address: http://gespage-ip:7180/gespage/users/.

The language can be chosen from the scrolling menu.

Create a new account

An account can be created by clicking "To *register an account click here* " and fill in the information requested.

Preferred account name

Fill in your username (this field may not be shown if the email address is used for Login).

Your email:

Enter the email address used to login and used for the email Printing.

Password / Re-enter password:

Enter a password of at least 6 characters.

Your name:

Enter the name that will appear in your account.

After having read and accepted the terms and conditions, check the box " *I accept the rules.* ".

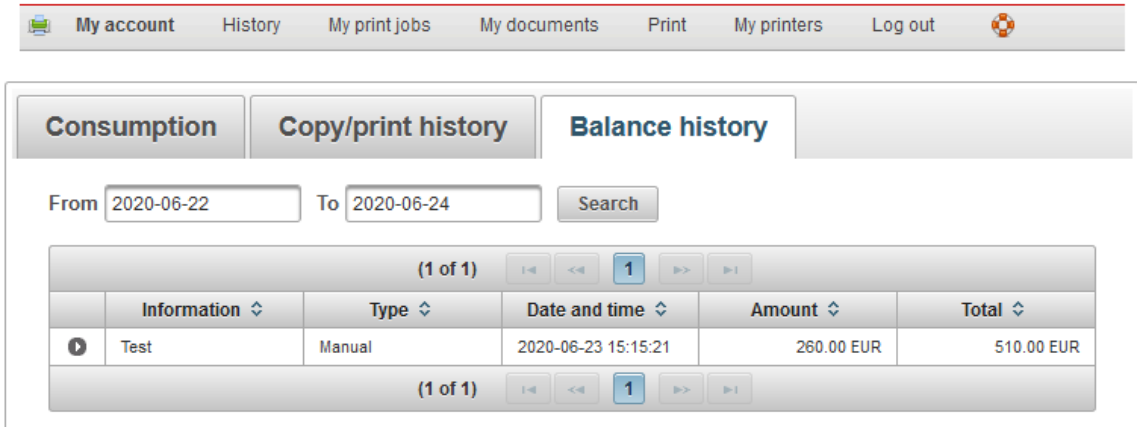
Home page – My account

Once connected, the homepage displays information about your account and gives access to the online print service.

Menu – History

The history of your Gespage account is accessible by using this tab.

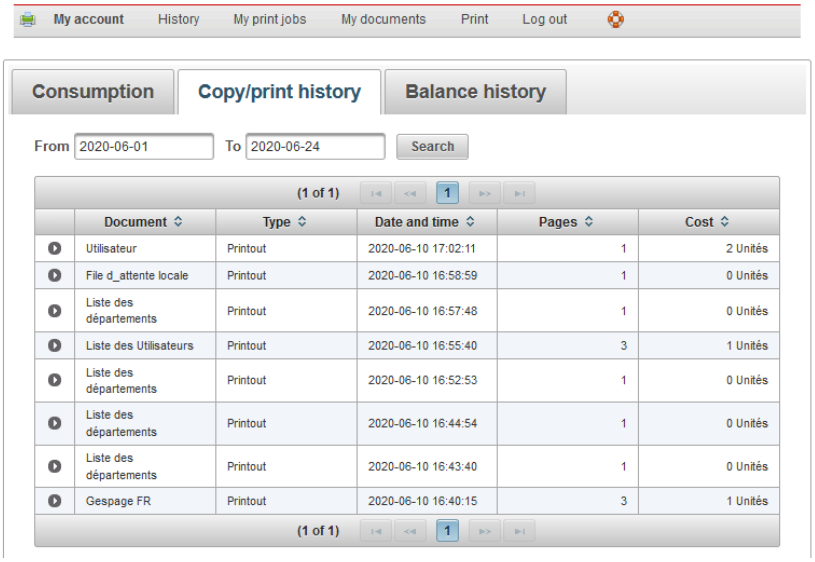
Menu - Balance history



Display the history of your credit:

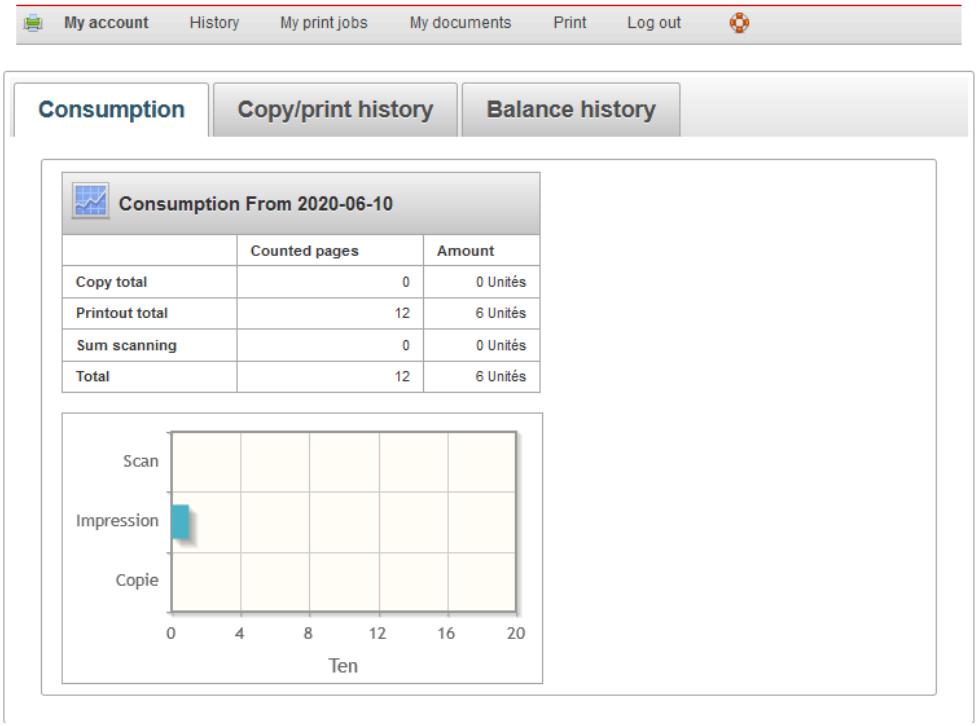
- Reloads (WebPayment / Automatic / Manual / Payment system).
- Spendings (Copy / Print / Scan / Card buying).

Menu - Copy/print history



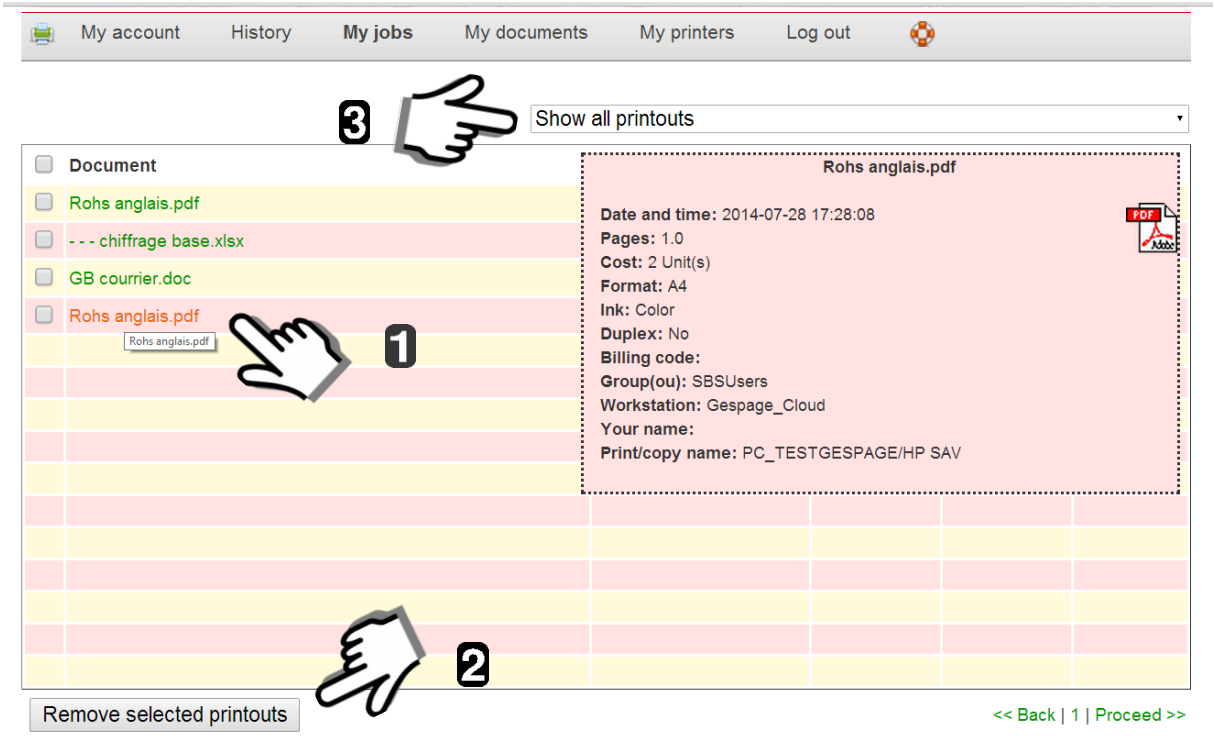
Display the history of your copies, prints and scans, the date and time of the transaction, the number of pages and the cost.

Menu - Consumption history



Display the detail of consumption for copies, prints and scans.

Menu – My jobs

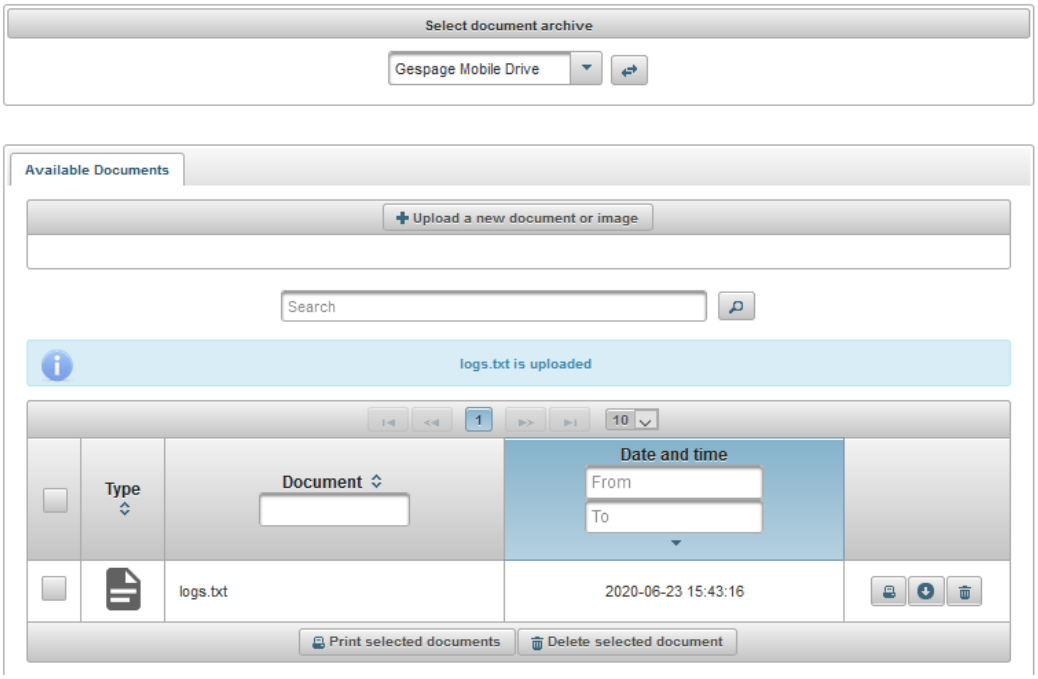


From this menu, users can view the documents sent to print but still not released.

(1) Select the prints and shows the information about the document by flying over its name.
(2) By clicking this tab, documents may be deleted from the pending jobs.
(3) Choose the printer.

Menu – My documents

This tab gives access to the submissions of documents from Cloud Printing.



Tab: Available documents

The *Select document archive* menu allows you to choose the location of the documents you want to view.
Documents can be saved in the Gespage Mobile area (local storage at the Gespage server) or the Google Drive account of the user if his account has been associated

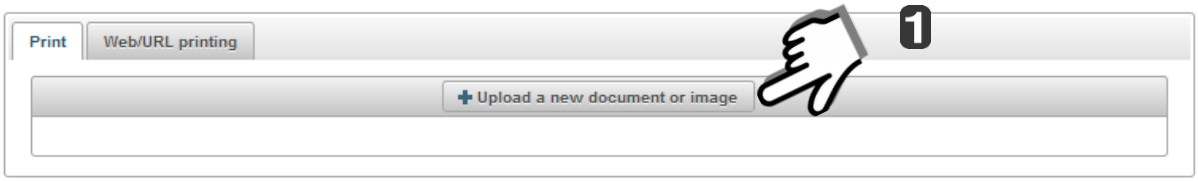
The "Upload a new document or image" button allows you to import a local document to the selected storage area.

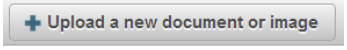
Finally, the list of documents available in the storage area is displayed at the bottom of the page.

Then they can be printed by clicking , re-downloaded or deleted .

Menu – Print

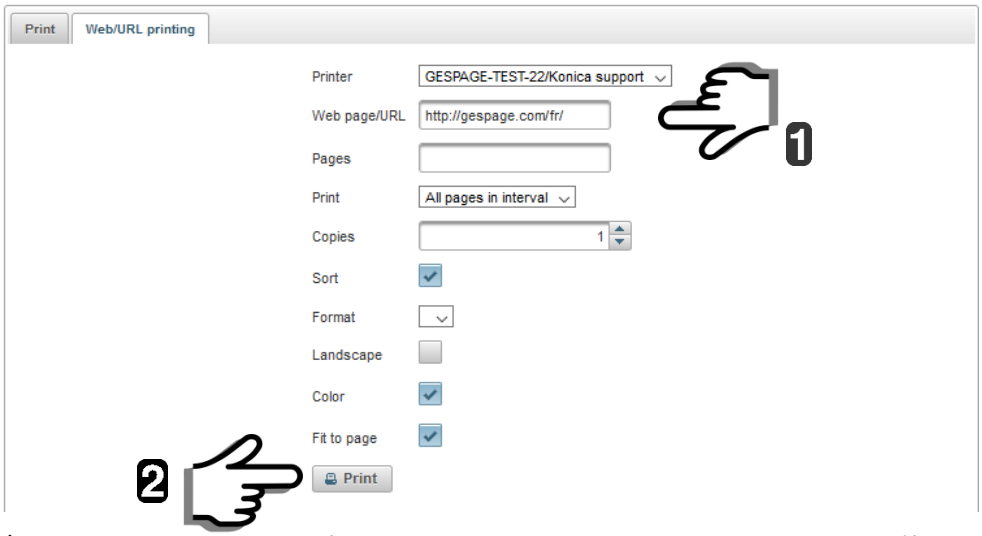
Tab: Print



(1) Send a document to printing by uploading after having clicked 

Tab: Web/URL printing

After having set the print parameters, Web pages can be printed directly.



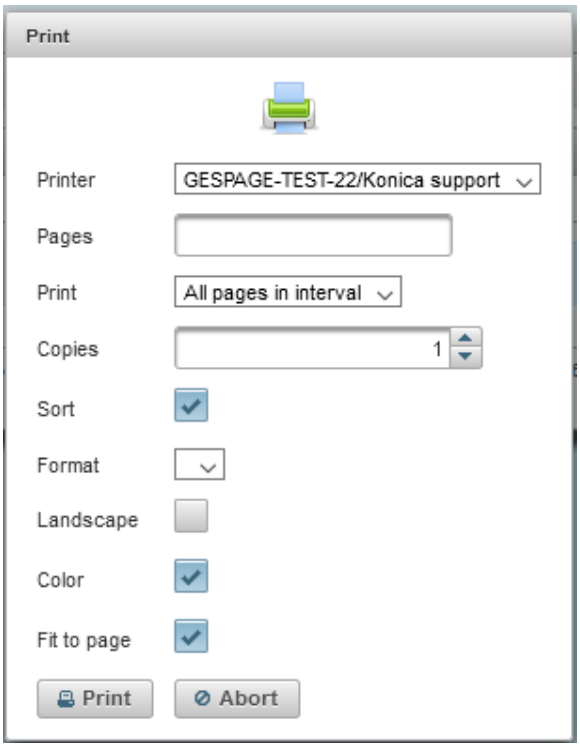
(1) Copy / Paste the address of the Web page you wished to print (for example: http://gespage.com/fr/).
Define then the appropriate print parameters.

(2) Click Print.

Pages requiring an authentication (login / Password) are not operating.

Choosing print settings

Before sending a document to print, settings may be defined:



(1) Choose the printer.

(2) *Pages* enter the number of pages and / or the range of pages to print, separated by semicolons from the beginning of the document and / or the selection for example: 1; 3; 5-12).

(3) *Print* all pages in the range, or only odd or even pages.

(4) *Copies*.

(5) *Sort* to print a document in full before proceeding to the next copy.

(6) *Format* to set the format of the print.

(7) *Landscape*, if unchecked, printing is done in portrait mode.

(8) *Color* (black and white by default).

(9) *Duplex* (long edge by default).

(10) *Fit to page*.

What type of documents can I print?

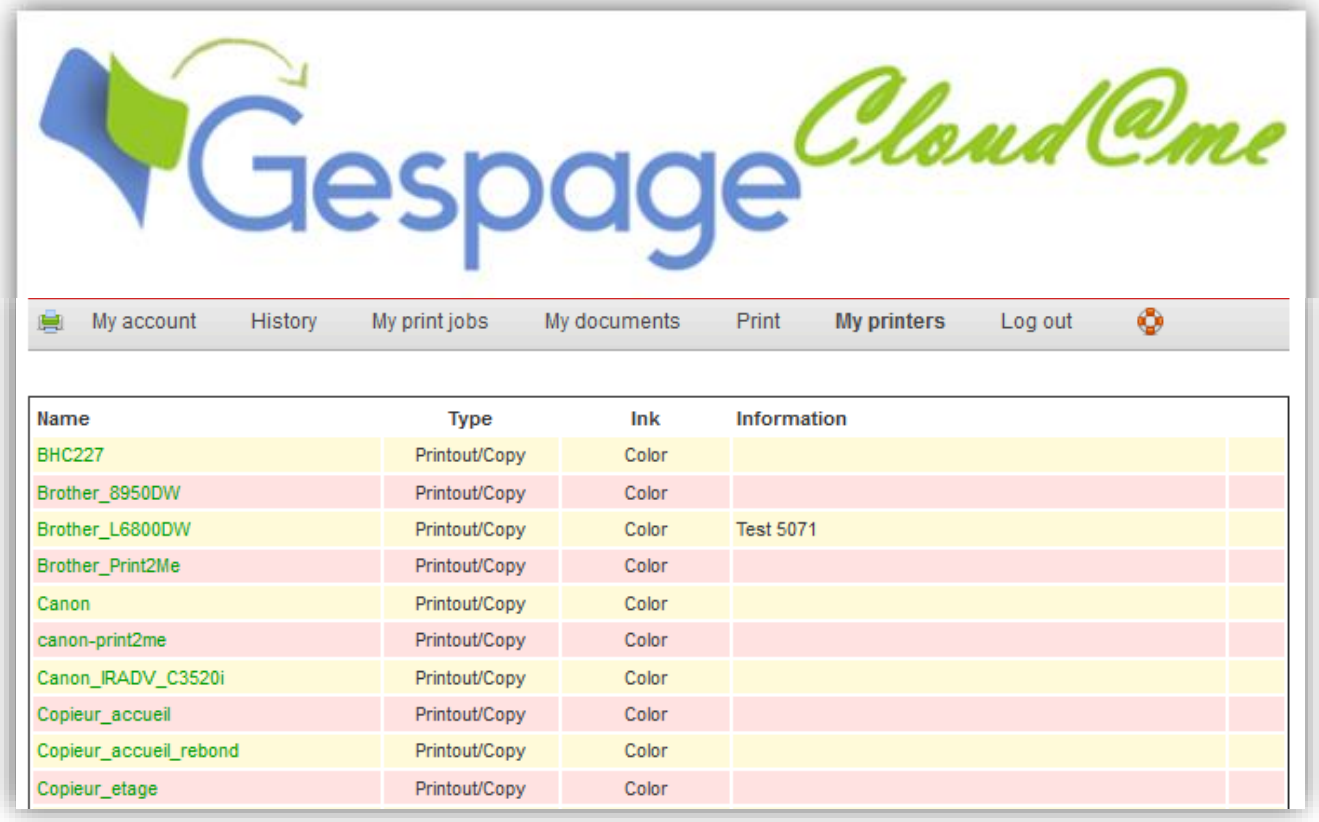
Cloud Printing Pro version enables the following documents to be printed:

Type of document	Description
PDF	
Microsoft Office	Word, PowerPoint and Excel (doc, docx, ppt, pptx, xls, xlsx)
OpenOffice, LibreOffice	Writer, Impress and Calc (odt, odp, ods)
Other	.txt, .rtf, .xps, .jpeg
Size	Limited to 20 Mb per document
Web	Non-secure Web Page

Documents protected with a password will not be printed.

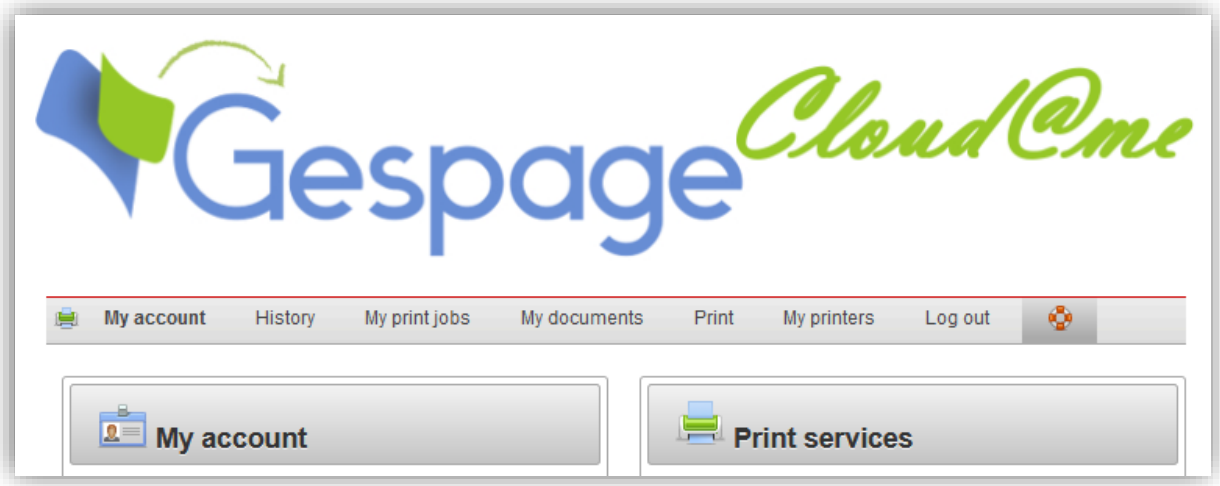
Printers

Displays the available printers.



Name	Type	Ink	Information
BHC227	Printout/Copy	Color	
Brother_8950DW	Printout/Copy	Color	
Brother_L6800DW	Printout/Copy	Color	Test 5071
Brother_Print2Me	Printout/Copy	Color	
Canon	Printout/Copy	Color	
canon-print2me	Printout/Copy	Color	
Canon_IRADV_C3520i	Printout/Copy	Color	
Copieur_accueil	Printout/Copy	Color	
Copieur_accueil_rebond	Printout/Copy	Color	
Copieur_etage	Printout/Copy	Color	

Help menu



The user manual is accessible by clicking

Email Printing

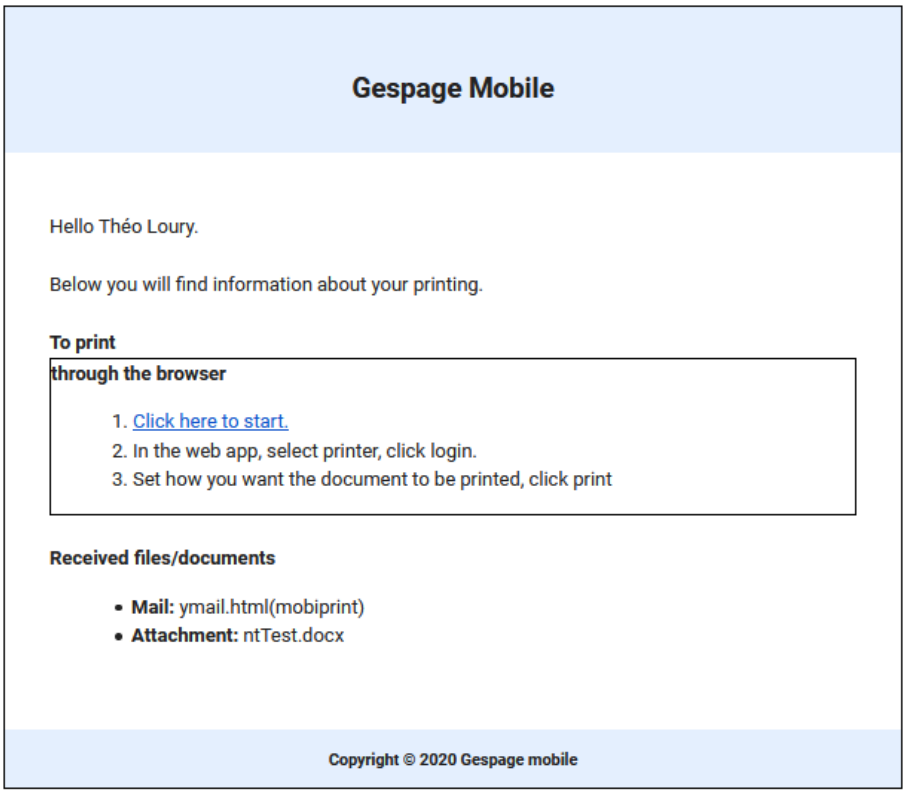
Gespage Mobile also features a direct printing of documents by sending an email to an email address.

Email of validation

Once the email sent to the address print@your-company.gb, you will receive an email asking you to follow a link.

In this email, you will find:

- Your name.
- A link to define the print settings.
- The titles of the files received.



Gespage Mobile

Hello Théo Loury.

Below you will find information about your printing.

To print

through the browser

1. Click here to start.
2. In the web app, select printer, click login.
3. Set how you want the document to be printed, click print

Received files/documents

- **Mail:** ymail.html(mobiprint)
- **Attachment:** ntTest.docx

Copyright © 2020 Gespage mobile

The body of your email and the attachment will be available for release. Only one of the two may be printed.

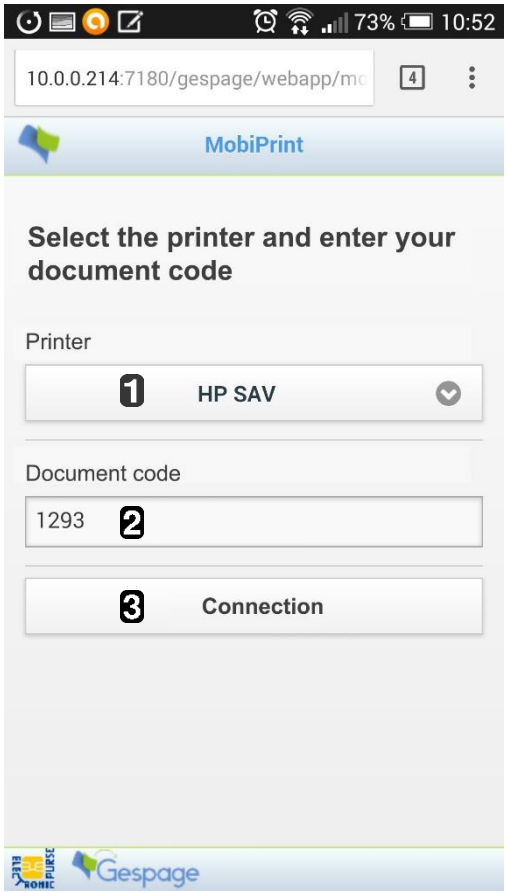
Choosing the printer

This menu enables:

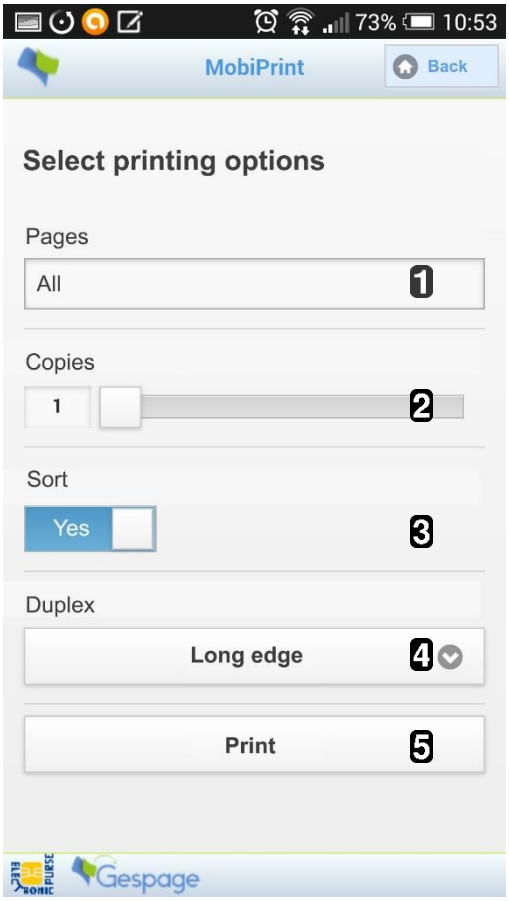
(1) To choose a printer.

(2) To fill in the code of your document (in standard, the code of the last document is displayed).

(3) Click "Connection "to fill in the parameters.



Select printing options



(1) Select the pages of the document to print (enter the number of pages and / or the range of pages to print, separated by semicolons from the beginning of the document and / or the selection for example: 1; 3; 5-12).

(2) Define the number of copies.

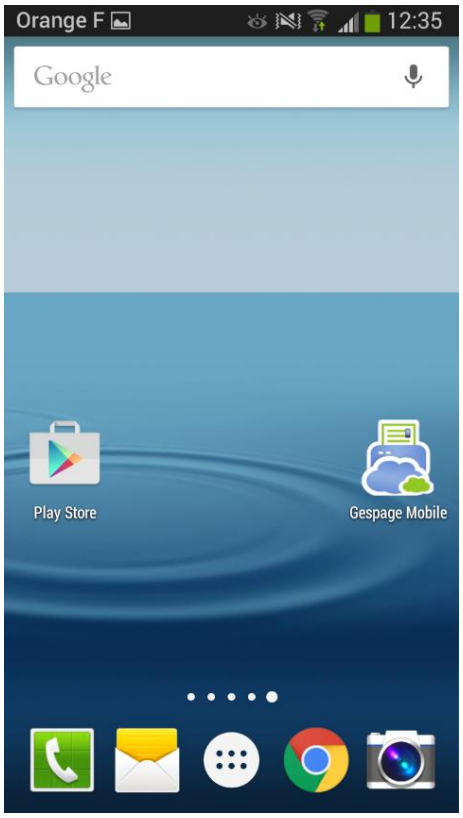
(3) Specify whether the documents should be assembled or not (to print a document in full before proceeding to the next copy).

(4) Duplex: - No
- Long edge
- Short edge.

(5) Clicking Print validates the printing.

Mobile application

Gespage Mobile also allows to print documents directly from an Android or iOS device (Smartphone / iPhone, Tablet / iPad ...).

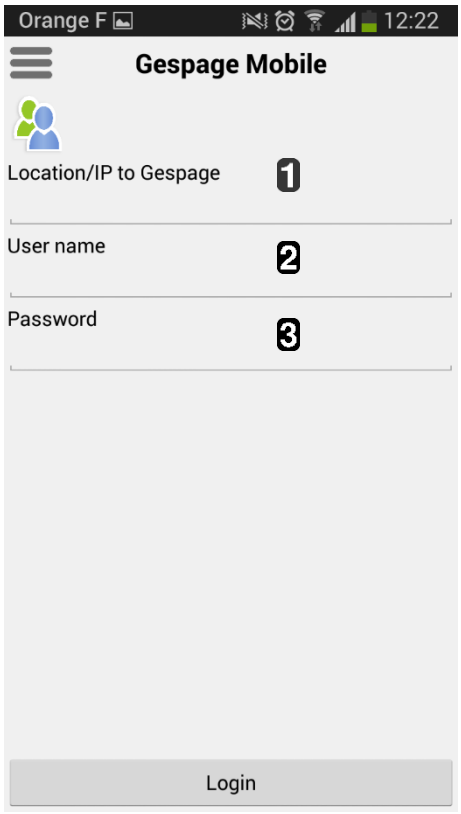


Downloading the application

For Android terminals, move to “Play Store “to download “Gespage Mobile “application.

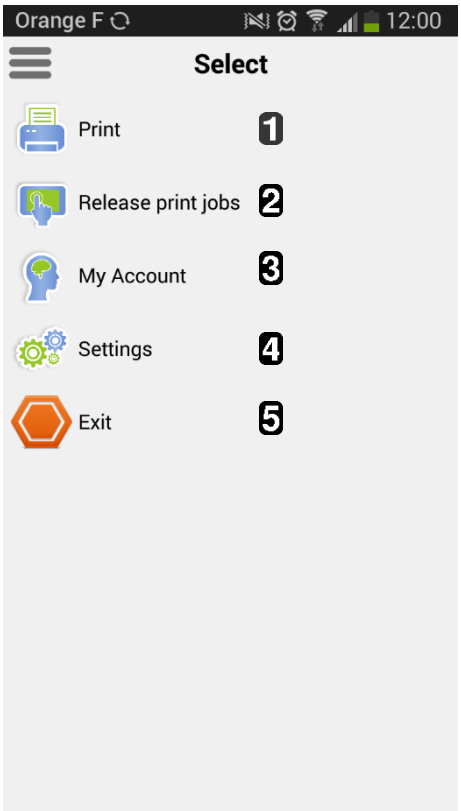
For iOS terminals (iPhone and iPad), move to “App Store “to download “Gespage Mobile “application.

Setting up the application



- Fill in the address of Gespage server.
- Indicate your Gespage user name.
- Fill in your password.

Home menu



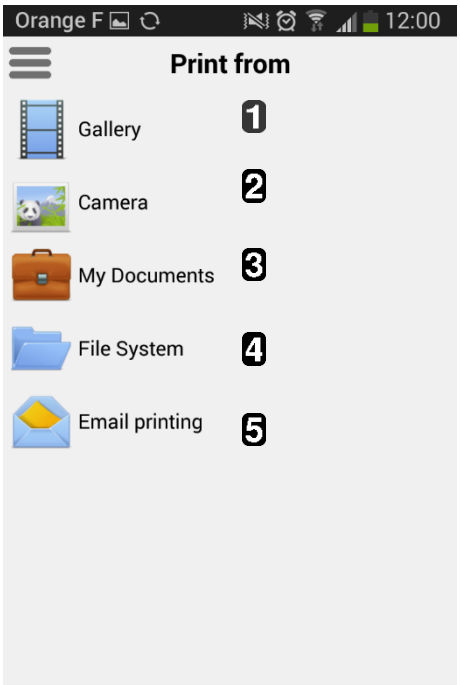
- Send the documents to print.
- In front a multifunction or a printer, your documents can be released.
- Display the details of an account (name, email, credit …), the history of the operations and the history of the credit.
- Set up the application.
- Disconnection of the application.

Print

A document may be printed as follows:

- On opening a document compatible with Gespage Mobile.
- Via Gespage Mobile application.

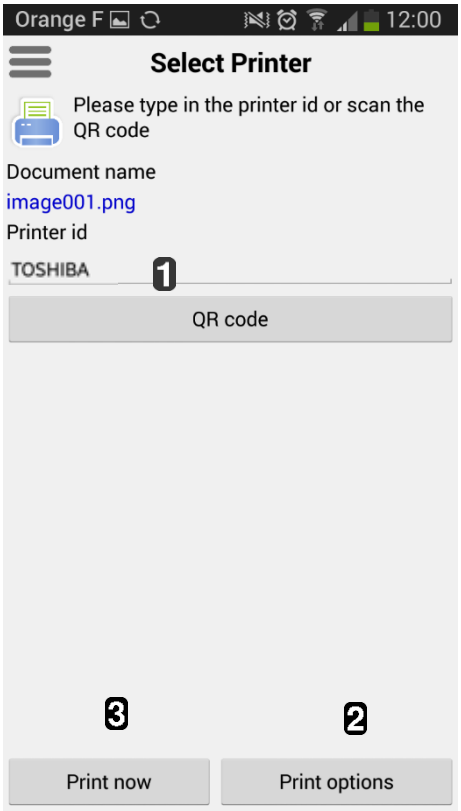
Choice of the document:



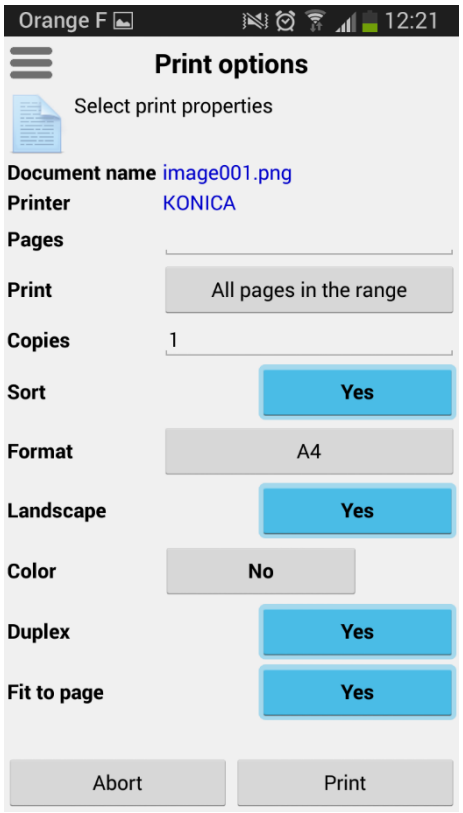
(1) Print the photos already taken with your phone.
(2) Open the photo application and prints the photo immediately.
(3) Find the documents stored on your Gespage personal space to print them.
(4) Open the file explorer to print a document present on your phone.
(5) Information to print by sending an email.

Choice of the printer:

(1) Fill in the name of the printer of your choice
or
flash the QR code present on your printer.
(2) If necessary, change the print settings.
(3) Release your document to print.



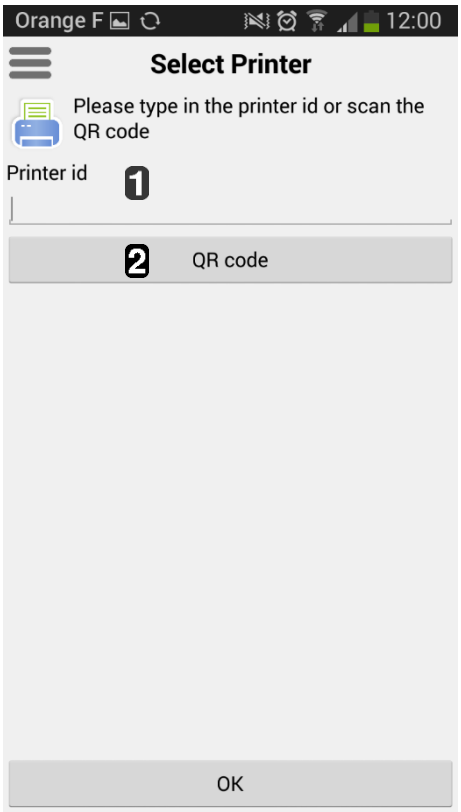
Options of prints



Release the prints

This tab enables a document already sent for printing to be released by choosing the printer.

In front the printer, its name may be filled in 1 or its QR code scanned 2 .

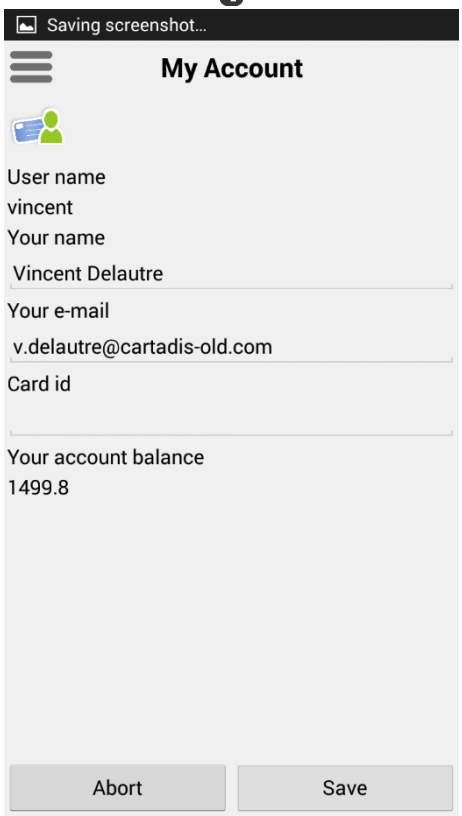


Account management

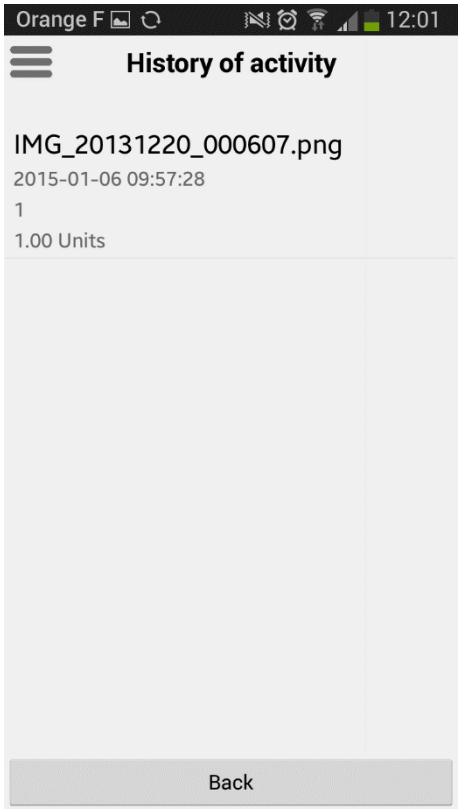
This menu enables:

(1) To consult the account information.
(2) To display the history of prints.
(3) To consult the history of the credit.

1

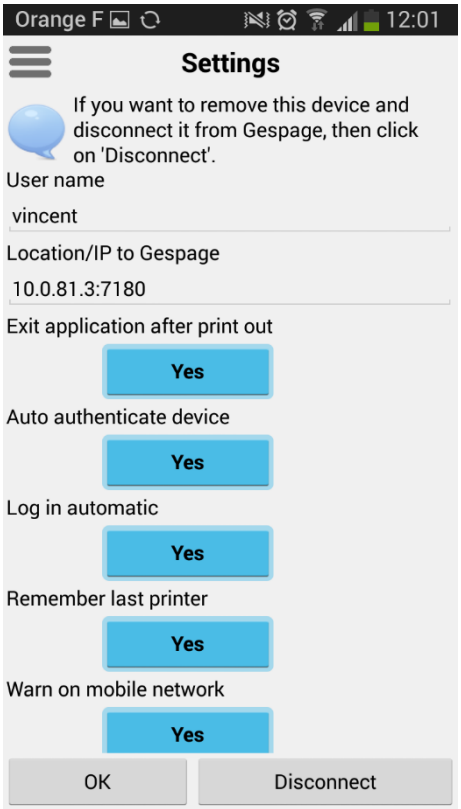


2



3

Setting the application



15.3 Web payment user manual

This section deals with the manual for users of the reloading solution of Gespage accounts. A default manual is accessible from the web user interface by clicking .

It may be customized and modified by moving to the installation directory under Gespage\GespageCore\Geps\etc.

The manual must have the following name:

- Multilingual version: “man.pdf “
- Localized version: “man_locale.pdf “(eg: man_fr.pdf, man_en.pdf).

User manual for reloading Gespage accounts

How to access my account?

The user interface is accessible by opening a page in your Web browser and going to the address: http://gespage-ip:7180/gespage/users/.

The language can be chosen from the scrolling menu.

Home page – My account

Once connected, the homepage displays the information about your account and gives access to the reloading service of your account.

Reload my account

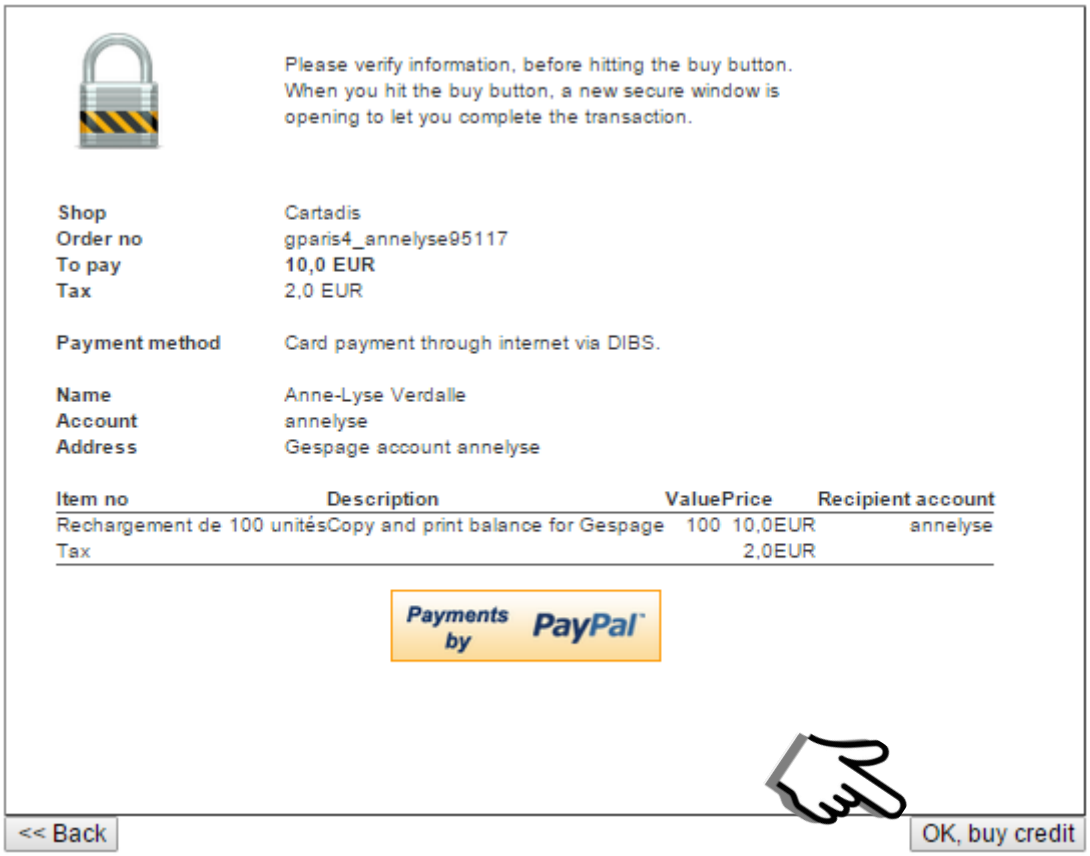
Choice of amount

(1) Select the amount of your choice.

(2) After having read and accepted the terms and conditions, check the box

(3) Click “Proceed>>”.

Validate your selection



After checking the information, press OK, buy credit to access the payment page.

A secure payment page is now accessible.

Receipt of transaction

Once the transaction is carried out a receipt of payment is sent to you.

My account | History | My jobs | My documents | My printers | Log out

Transaction of new credit was successful.

Name	Anne-Lyse Verdalle
Account	annelyse
New account balance	99.00 EUR
Order no	gparis4_annelyse102784
Item no	Rechargement de 100 unités
Description	Copy and print balance for Gespage
Value	100.00 EUR
Price	10,00 EUR
Delivery time	2014-11-07 10:22:55
Method of delivery	Online to account annelyse
Payment method	VISA (online web transaction)
Transaction no	36680953
Fee	EUR
Tax	2 EUR
Net cash	8 EUR
Total	10 EUR
Paid	10 EUR
Date and time	2014-11-07 10:22:55
Shop	Cartadis
Email to shop	support-dsp@cartadis.com

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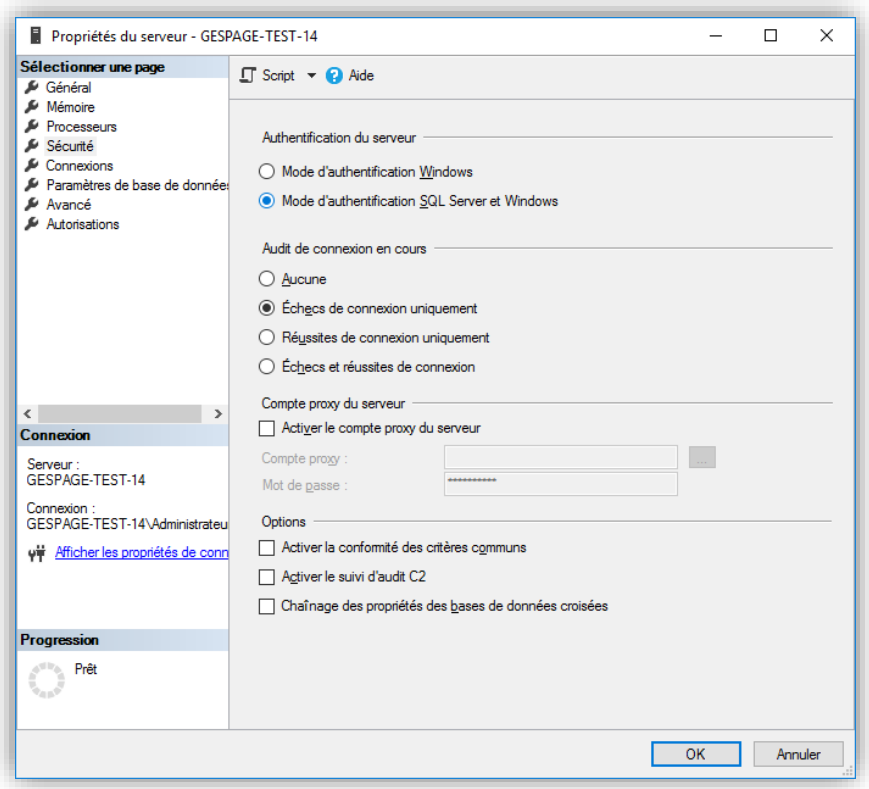
15.4 Microsoft SQL Server configuration

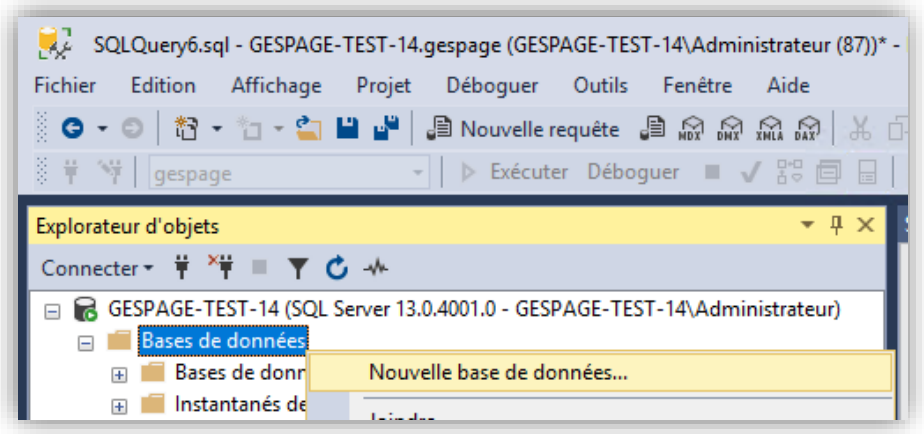
By default, Gespage uses a `PostgreSQL` database, the database is integrated into Gespage distribution package. If your database administrator (DBA) wants to integrate Gespage into a Microsoft SQL database, the information in § 15.4 will allow you to configure Gespage in this way.

15.4.1 Create the database

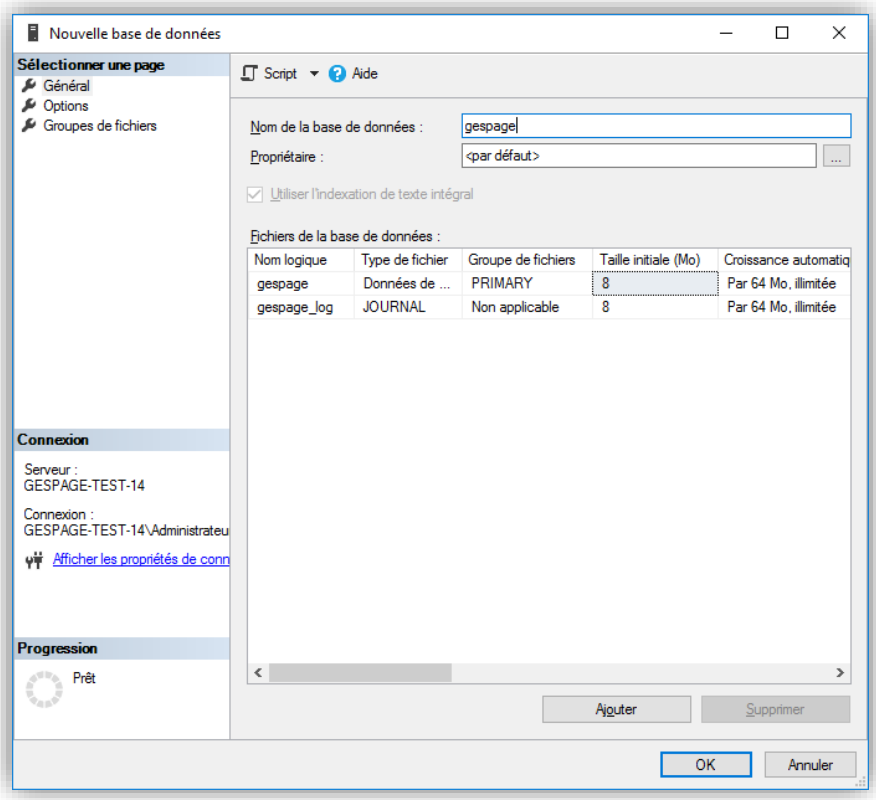
Under the server properties where MS SQL is installed, enable authentication method for SQL Server and Windows:



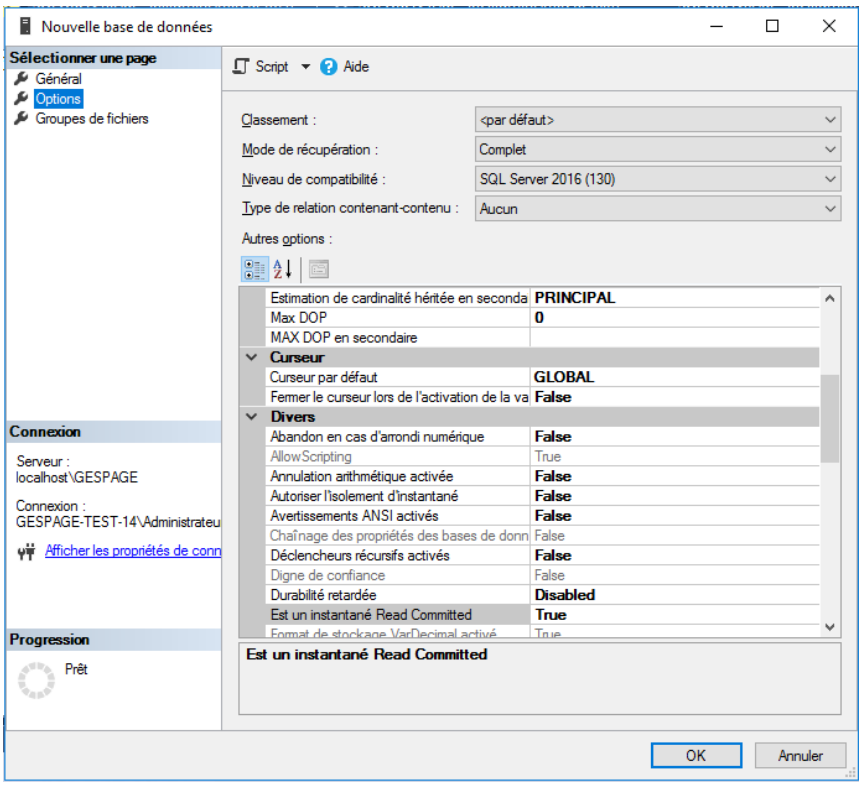
Open the management window and create a new database:



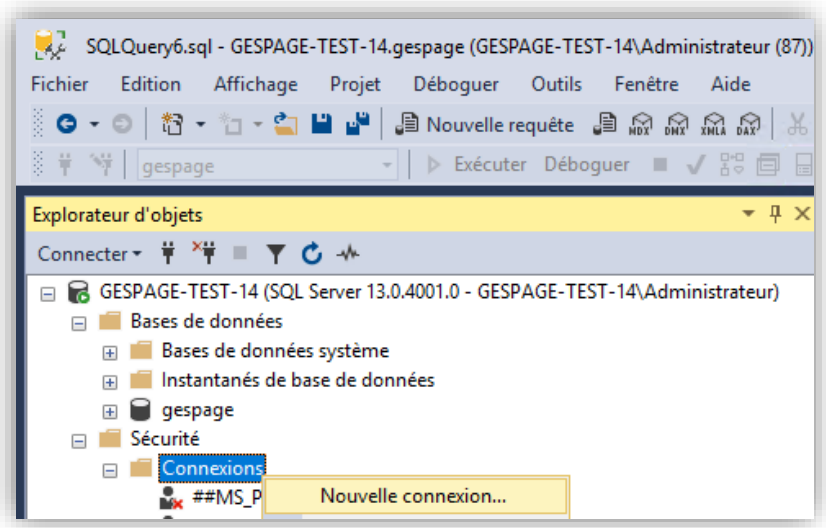
The database will be named Gespage:



IMPORTANT:
Under the Options, set parameter "Is Read Committed Snapshot On "under "Miscellaneous "to true.

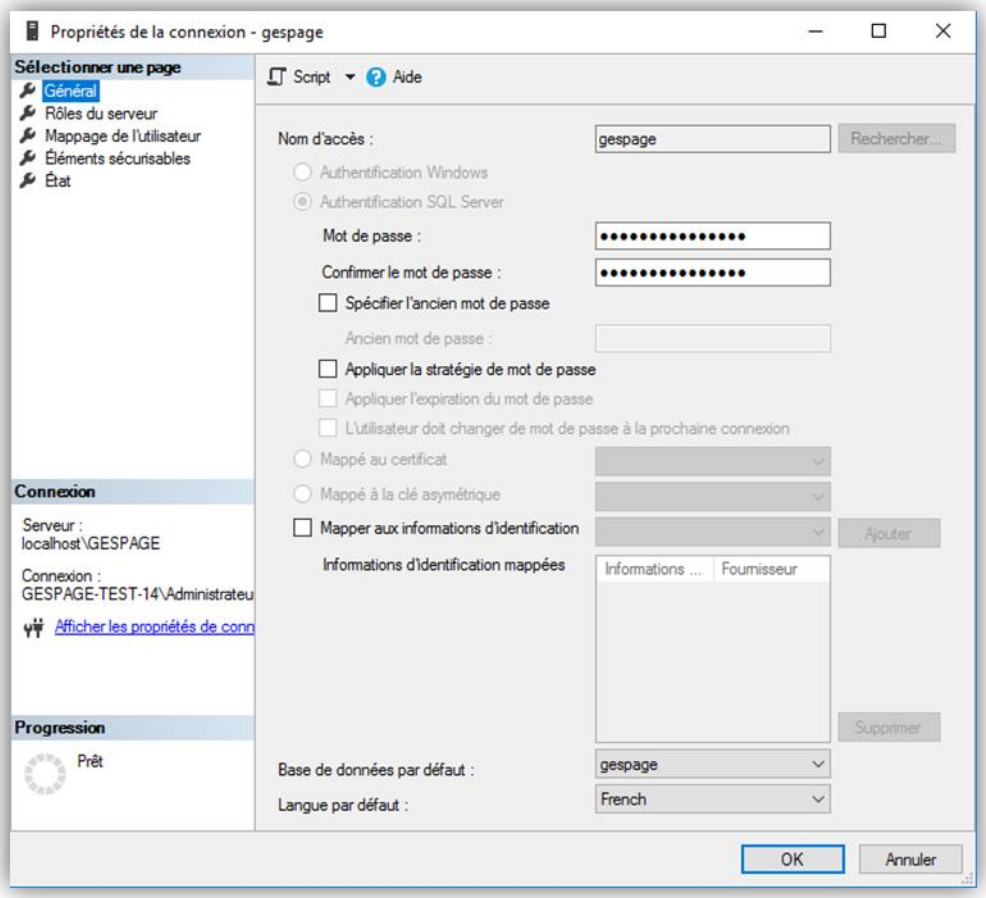


Then we need to create a new connection, in our example we will use the account "Gespage "and the password "qwerty "(it can be changed):

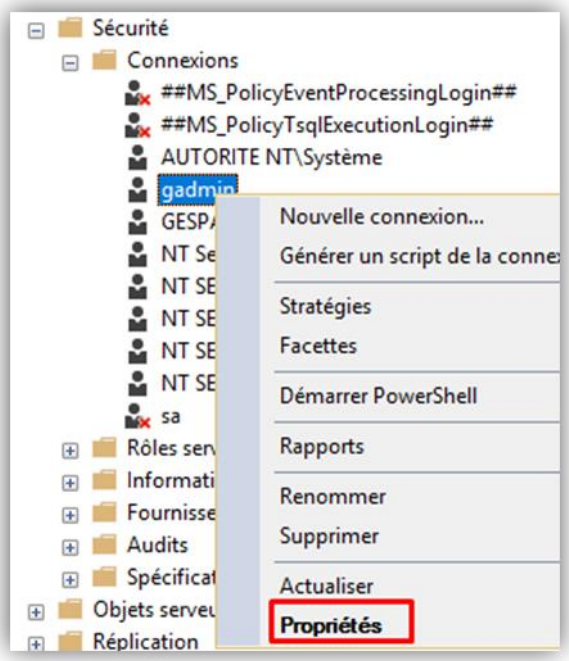


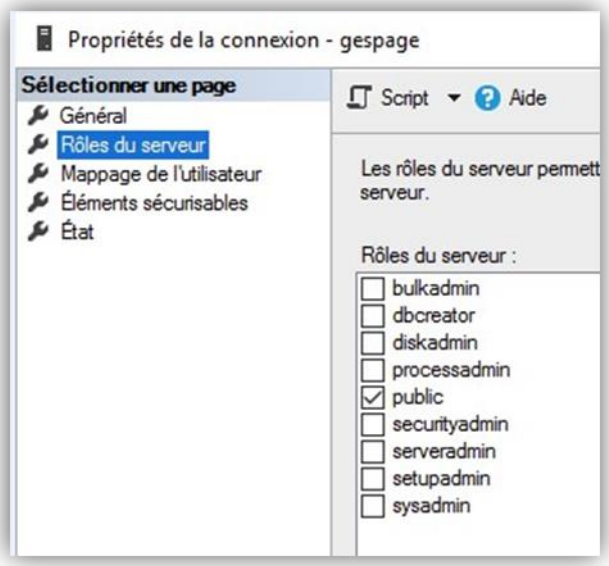
It is advisable to uncheck the "password can expired" box in order not to have to redefine it.

In our case, we uncheck “apply password strategy “to be able to use “qwerty “.

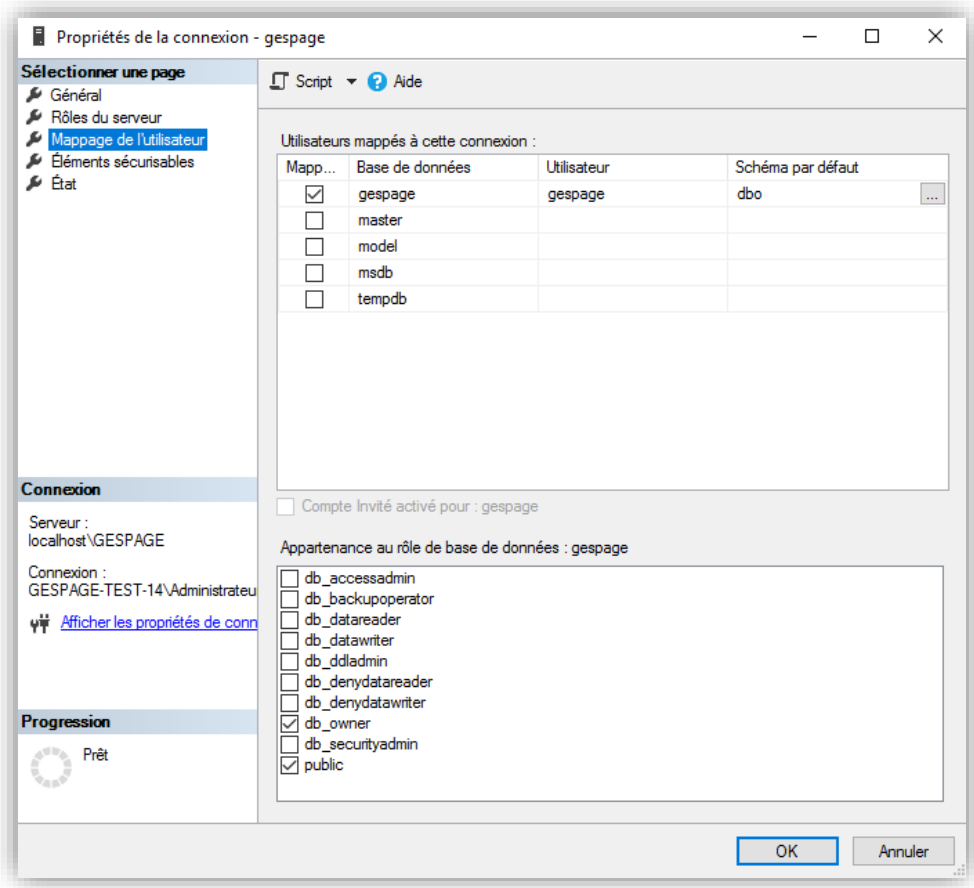


We must then define the roles for this user.
We must check the “public “case to allow the “Gespage “user to access to the tree on the “Gespage “base:





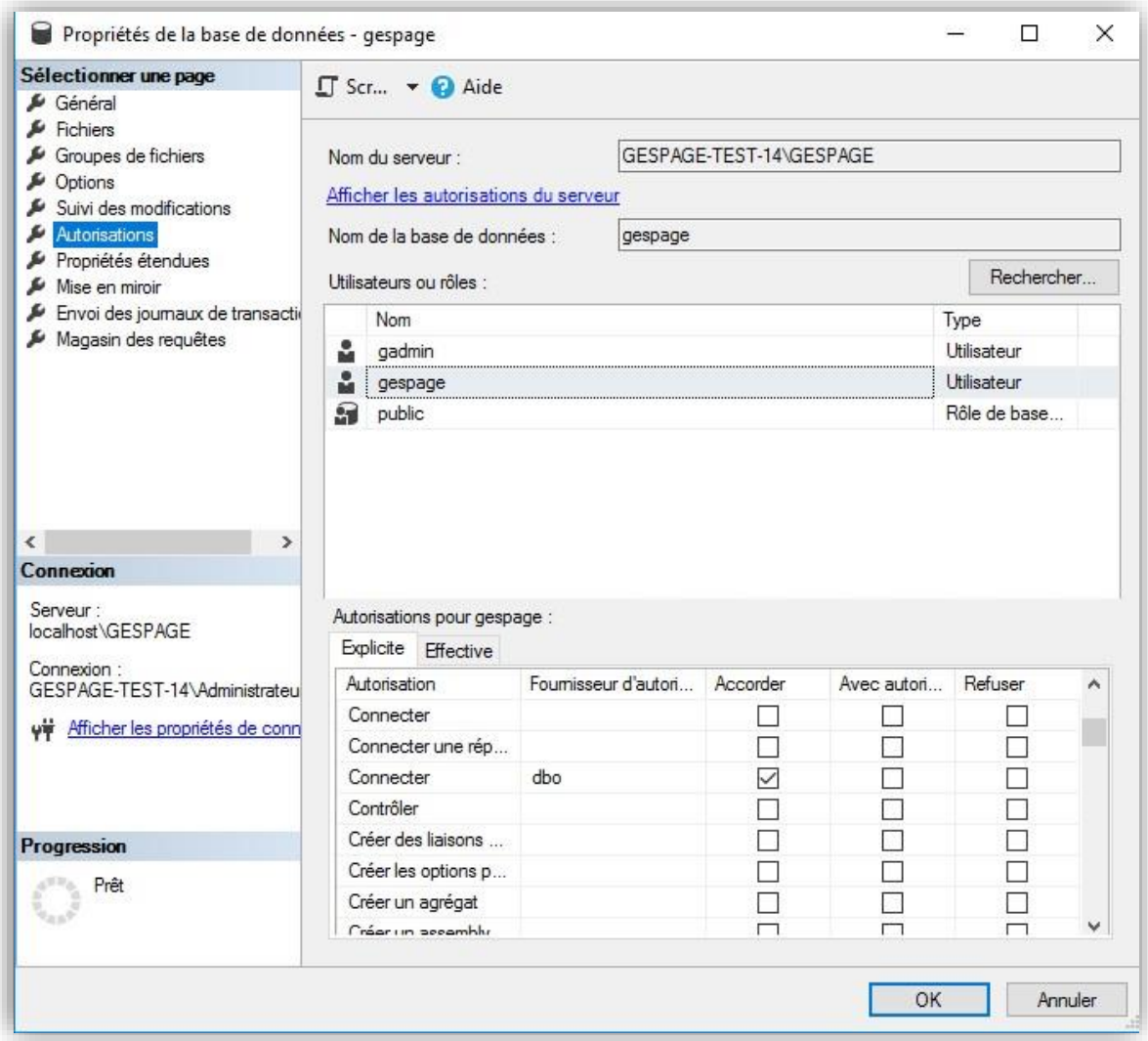
On the user mapping, define the privileges db_owner and public for the "Gespage "user.
Warning: never set db_denydatareader and db_denydatawriter:



You must also ensure that the user is correctly mapped on the "Gespage"base.

Click OK to validate.

Under the tab “Authorisations” of the **gespage** database, you must grant the “connect (dbo)” privilege to the “Gespage“user:



Default port to connect on the database is 1433.
If the Gespage server will be installed on another server, you must ensure the port is correctly opened on the MS SQL server.

As part of the use of an instance at the MS SQL server, the domain.xml file must be modified on the Gespage server.
This file is located under the URL C: \ Programes \ Gespage \ GespageCore \ server \ config \.

In this file, the property lines "DatabaseName", "ServerName" and "PortNumber" must be commented.
It will be necessary to add a line property indicating the URL of the instance as well as the base used as below:

```
  <! -- Mode 1: default database configuration -->
      <!--<property name="DatabaseName" value="gespage" />-->
      <!--<property name="PortNumber" value="1433" />-->
      <property name="ServerName" value="127.0.0.1" />
  <! -- Mode 2: example of configuration with Microsoft SQL server
instance -->
  <property name="URL"
value="jdbc:sqlserver://ip_db_server\instance_name;databaseName=gesp
age"/>
```

Example:

```
<property name="Password" value="Cartadis10" />
<!--property name="PortNumber" value="1433" /-->
<!--property name="DatabaseName" value="gespage" /-->
<!--property name="ServerName" value="127.0.0.1" /-->
<property name="URL" value="jdbc:sqlserver://10.0.100.14\GESPAGE;databaseName=gespage"/>
```

This change will also be made in the wrapper.conf file for LDAP configuration in the C \ Programs \ Gespage \ GespageCore \ Geps \ geps-ldap \ conf \ directory as below:

```
#***** CUSTOM DB CONFIGURATION *******
#Below configuration is for custom DB credentials
wrapper.java.additional.4=-Dse.epu.db.user=gadmin
wrapper.java.additional.5=-Dse.epu.db.password=cXdlcnR5
#Below configuration is DB URL configuration for external DB
### Mode 1 : Example of Microsoft SQL URL without INSTANCE
wrapper.java.additional.6=-
Dse.epu.db.whole.url=jdbc:sqlserver://ipDbServer:1433;databaseName=g
espage
### Mode 2 : Example of Microsoft SQL URL with INSTANCE
#wrapper.java.additional.6=-
Dse.epu.db.whole.url=jdbc:sqlserver://ipDbServer\instance_name;datab
aseName=gespage
```

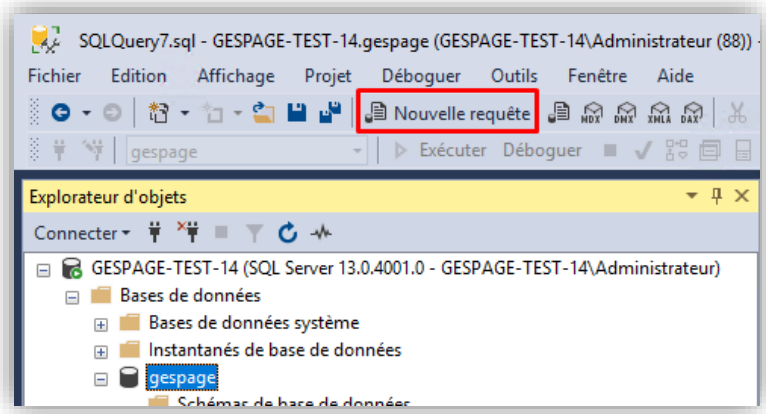
Example:

```
#***** CUSTOM DB CONFIGURATION *******
#Below configuration is for custom DB credentials
wrapper.java.additional.4=-Dse.epu.db.user=gadmin
wrapper.java.additional.5=-Dse.epu.db.password=cXdlcnR5
#Below configuration is DB URL configuration for external DB
### Mode 1 : Example of Microsoft SQL URL without INSTANCE
wrapper.java.additional.6=-Dse.epu.db.whole.url=jdbc:sqlserver://127.0.0.1:1433;databaseName=gespage
### Mode 2 : Example of Microsoft SQL URL with INSTANCE
#wrapper.java.additional.6=-Dse.epu.db.whole.url=jdbc:sqlserver://ip_db_server\instance_name;databaseName=gespage
```

15.4.2 Creating tables in the Gespage database

The Gespage table creation will be performed from the Microsoft SQL Server Management Studio utility.
The other tables will be created automatically during the first Gespage application connection on the database.

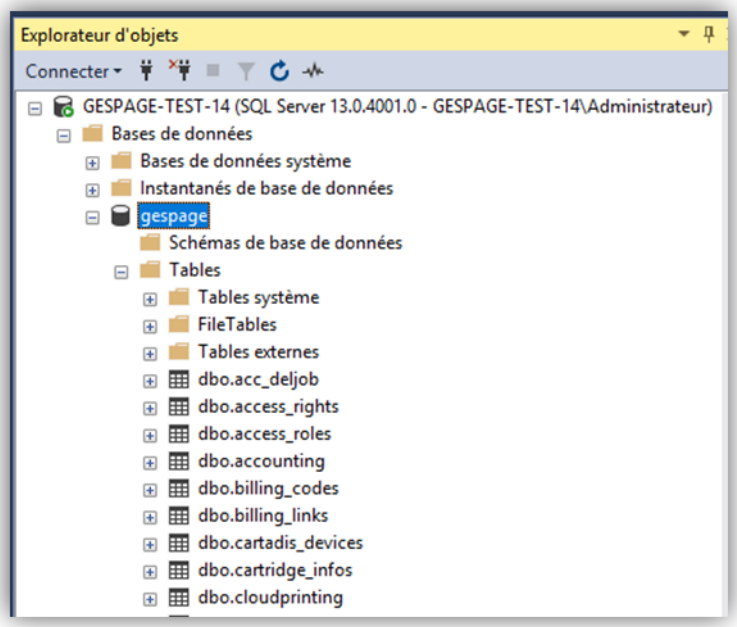
Select “new request “:



Then copy the following request and launch it by the shortcut F5:

```
CREATE TABLE [dbo].[param_gespage](
[param_gespage_oid] [numeric](19, 0) NOT NULL,
[param_id] [varchar](255) NULL,
[ui_type] [varchar](255) NULL,
[param_value] [text] NULL,
PRIMARY KEY CLUSTERED
(
[param_gespage_oid] ASC
) )
```

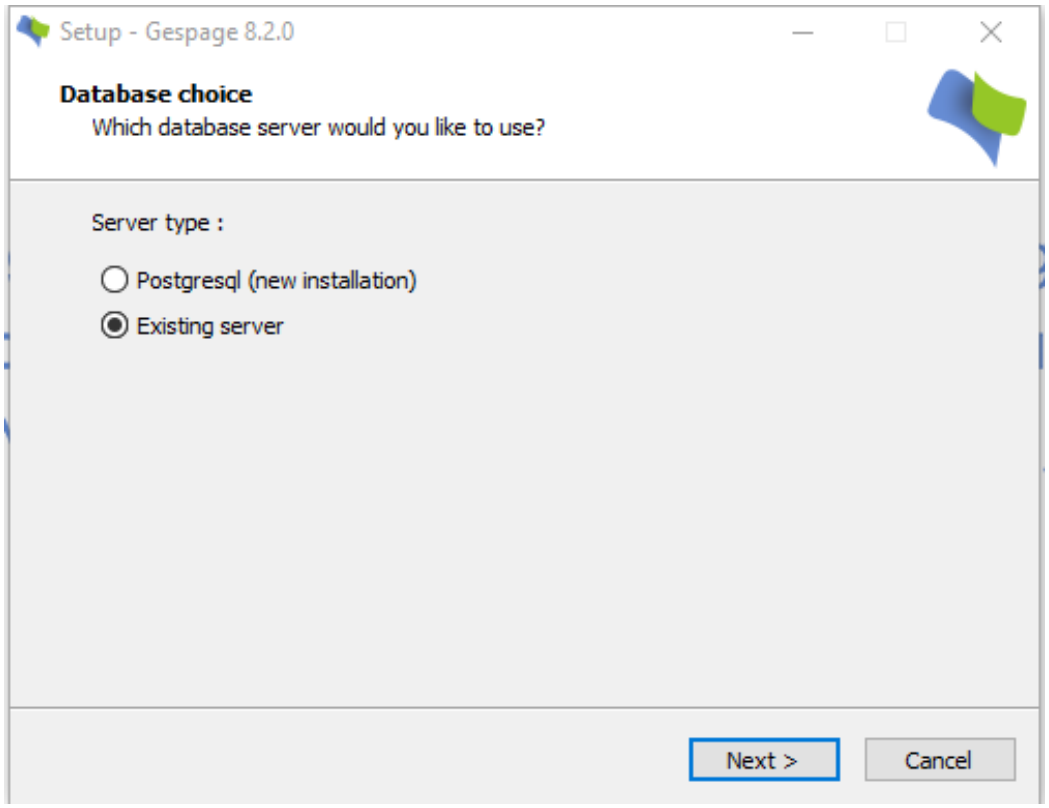
As soon as the command is done, the table param_gespage must appear on the object explorer:

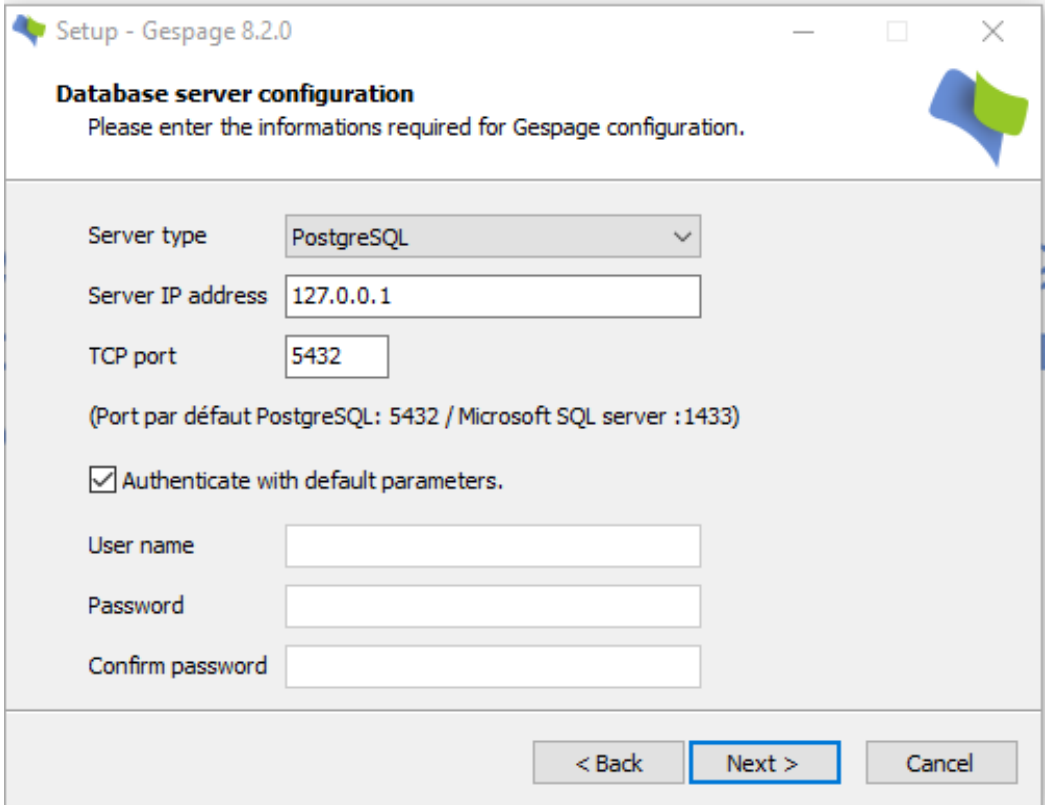


15.4.3 Gespage installation

The installation steps for selecting the Microsoft SQL Server database are as follows.

Choose "Existing Server "for the database and click on *next*:





The database connection information must be modified to indicate the Microsoft SQL server address, the port used, and the user's name and password specified when configuring the MS SQL database.

15.5 Microsoft Universal Printer configuration

15.5.1 Prerequisites

Universal Print is supplied with commercial and educational subscriptions to Microsoft 365 and Windows 10 but can also be purchased as a single subscription.

List of subscriptions that include Universal Print:

- Microsoft 365 Enterprise F3, E3, E5
- Microsoft 365 Education A3, A5
- Windows 10 Enterprise E3, E5
- Windows 10 Education A3, A5
- Microsoft 365 Business Premium
- Autonomous subscription to Universal Print.

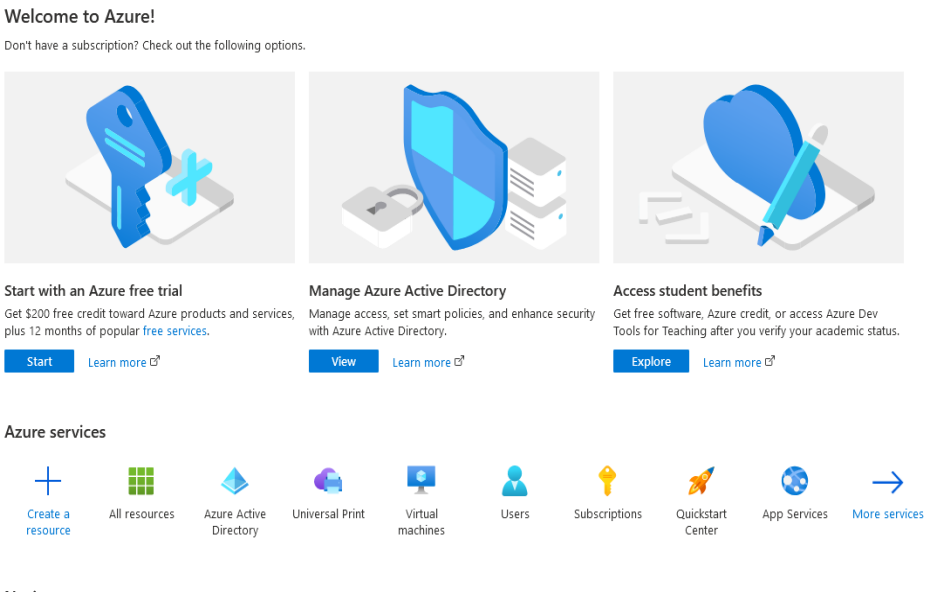
15.5.2 Installation

Install version 8.2.3 of Gespage

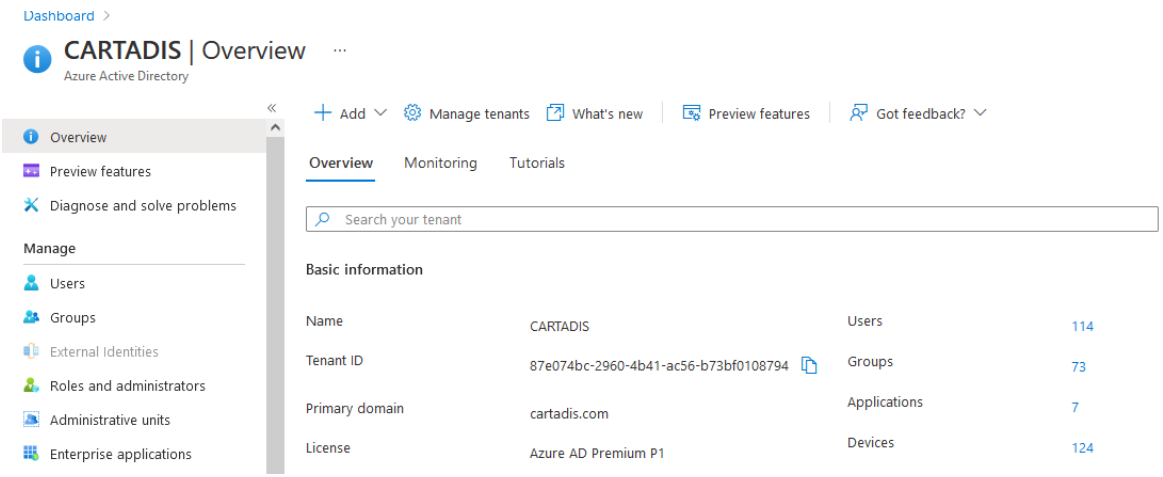
- Install MUP agent 8.2.3 (Gespage_Agent_MUP_Setup_8.2.3_win.exe)
- The installer proposes the default installation directory c: \ program files \ Gespage \ GespageCoreMup

ATTENTION! Do not place the MUP agent in the same directory as the standard agent because, at the time of uninstallation, files common to both programs will be deleted.

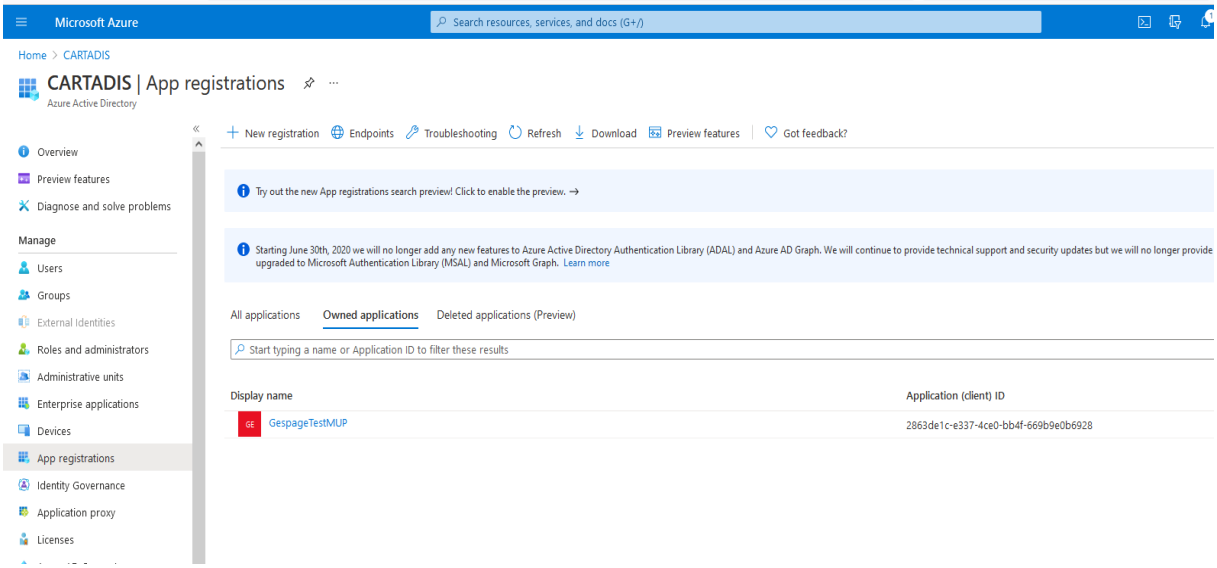
- Launch the Azure portal (https://portal.azure.com) and log in with your Microsoft account.



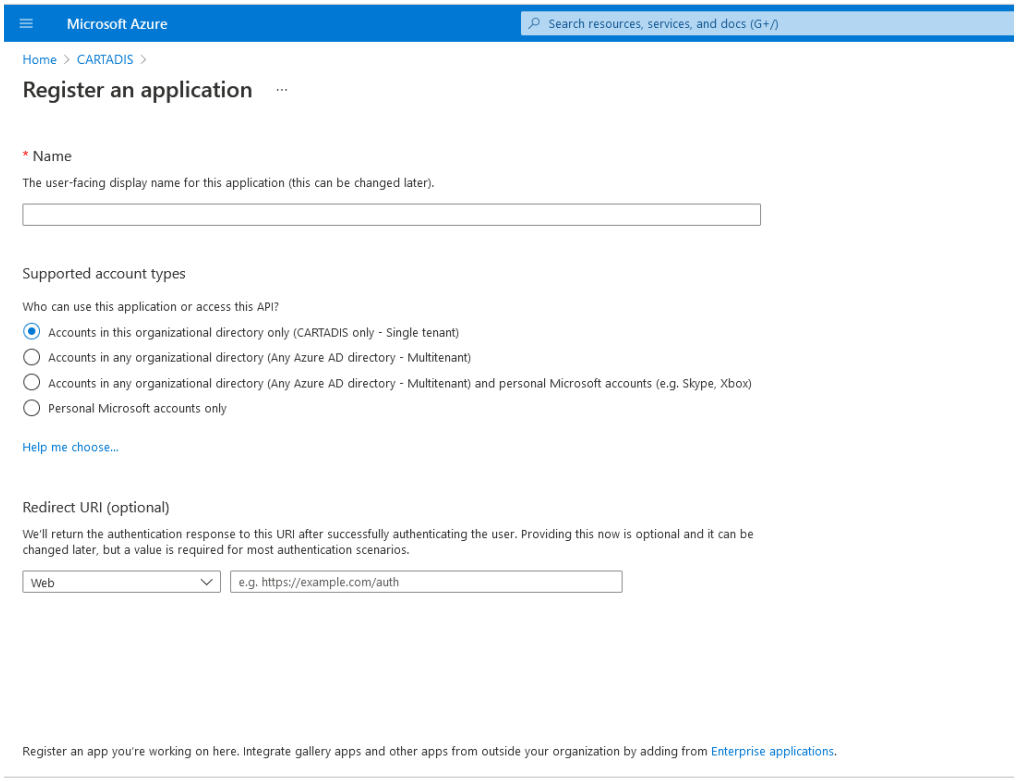
- In Azure services, select "Azure Active Directory"



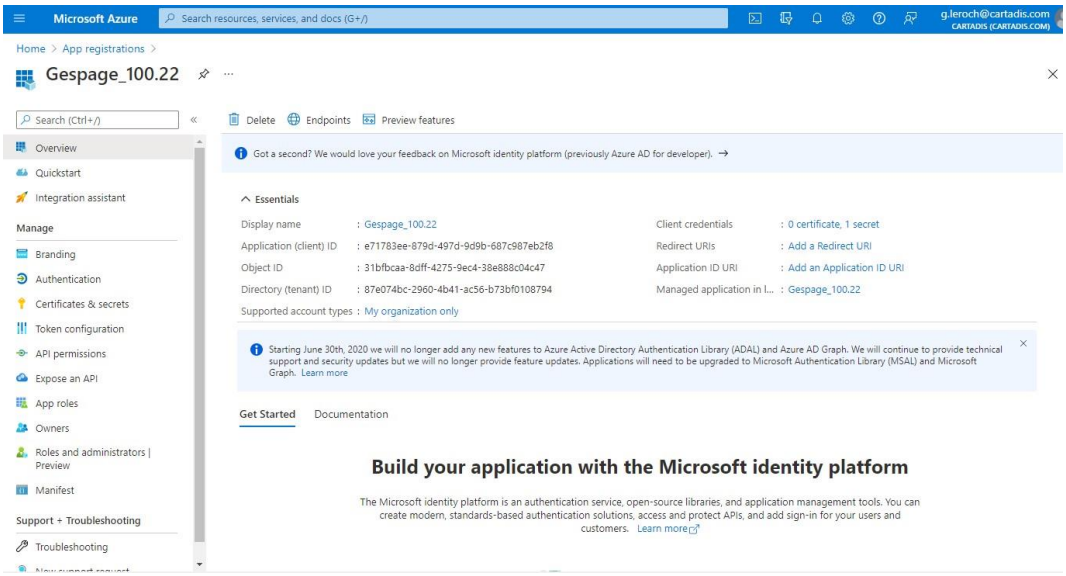
- On the left, select " Application registrations "



- Click on new registration

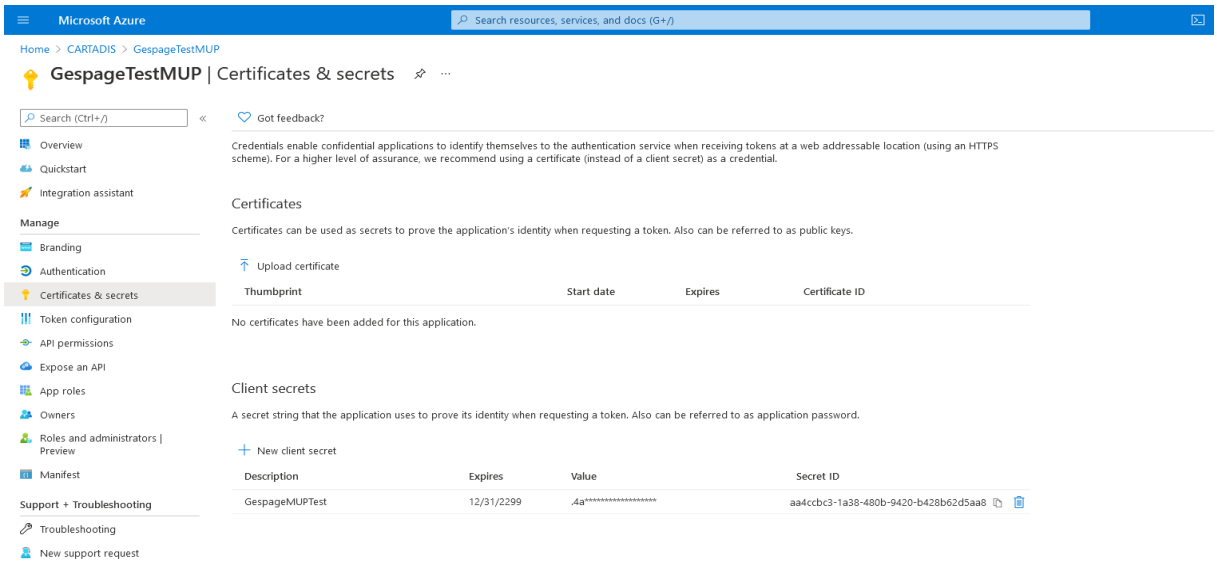


- Give a name, select a Supported Account Type and click on register

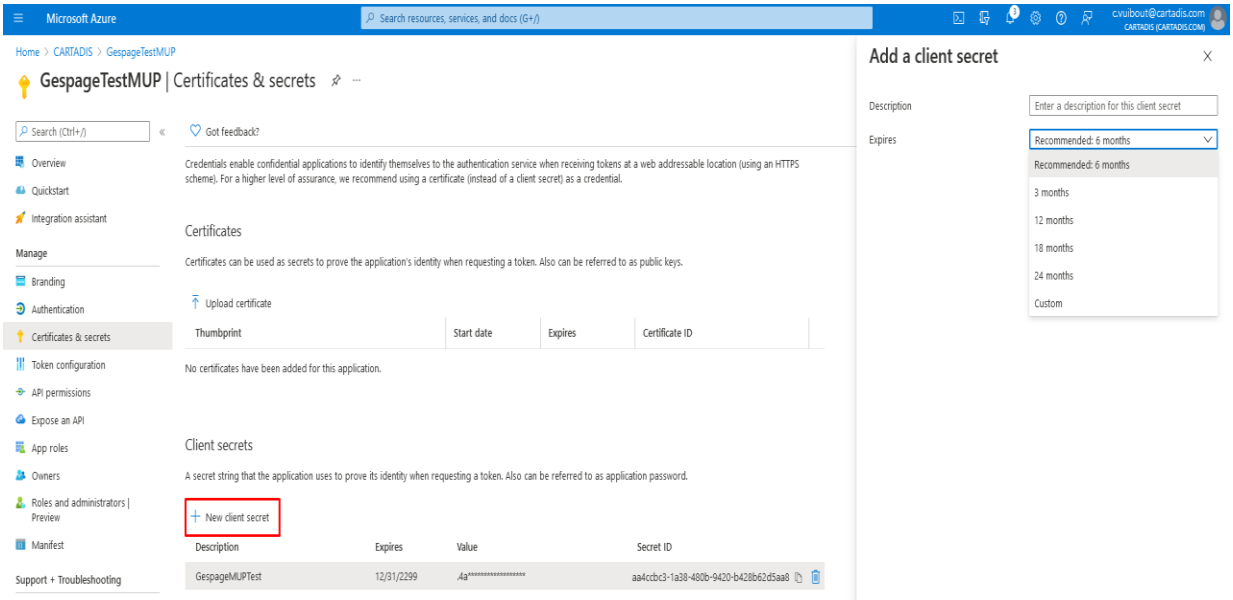


- Copy the ID of the client application, it is required for the configuration of the MUP agent

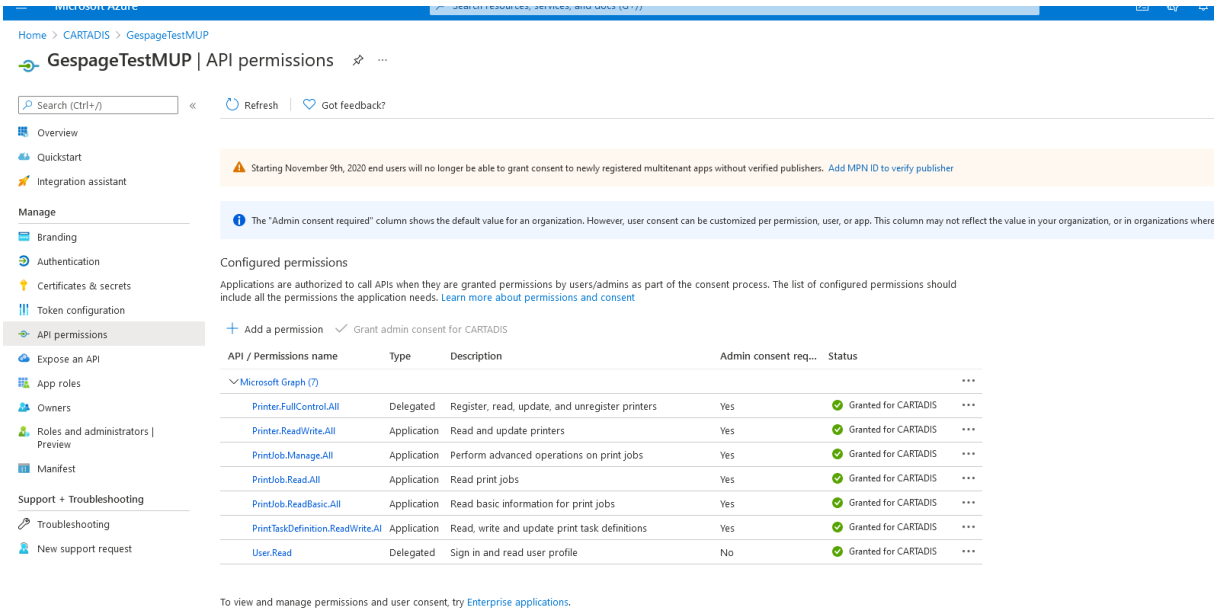
- On the left, select Certificates & secrets



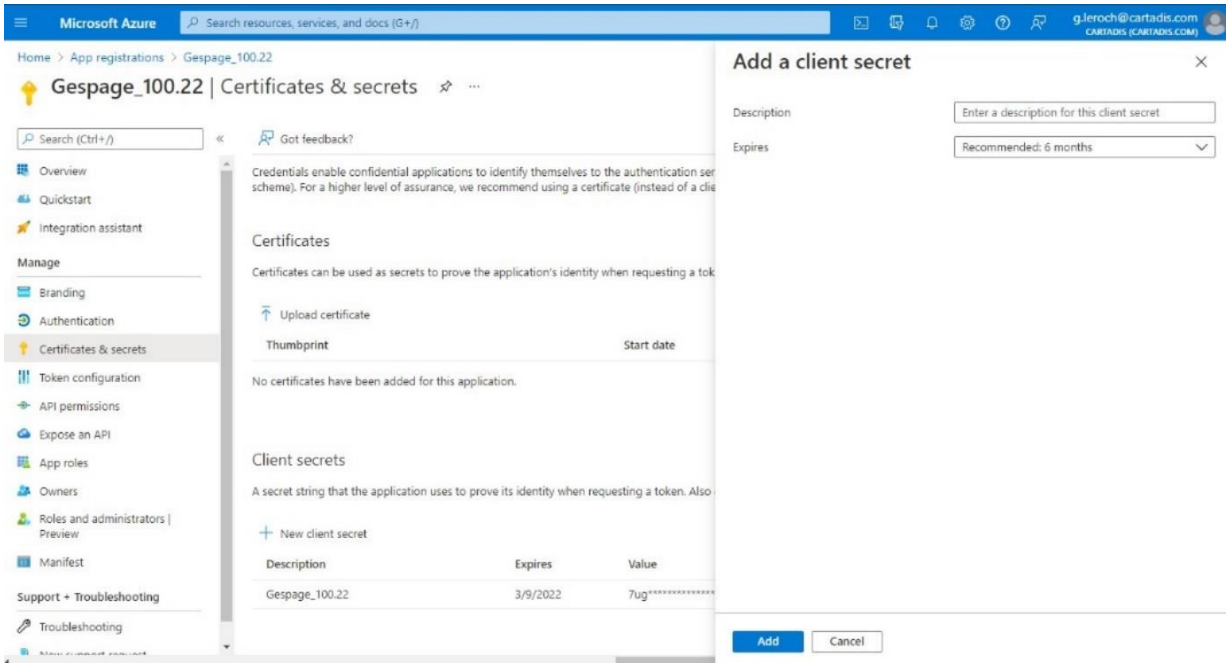
- Click on New client secret
- Give a name, an expiration date and press the Add button



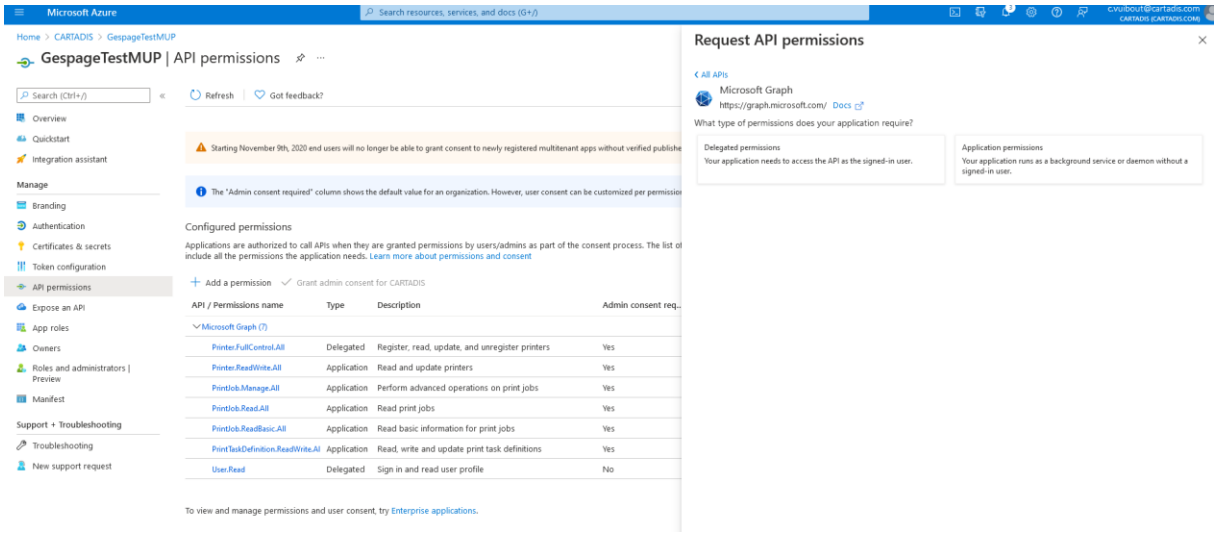
- Copy the value of the client secret you just added. It is required for the agent and you will not be able to see it afterwards. If you forget it, you can create another one
- Select "Authorized APIs" on the left



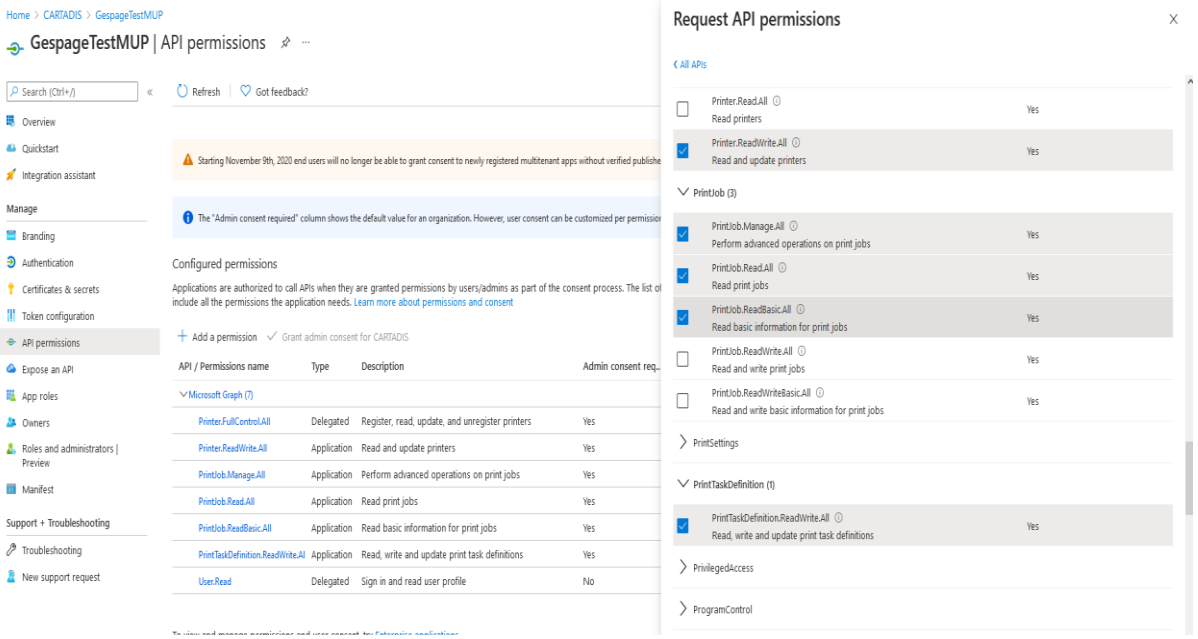
- You must add the following rights:
  - o Application API
- Click on Add a permission



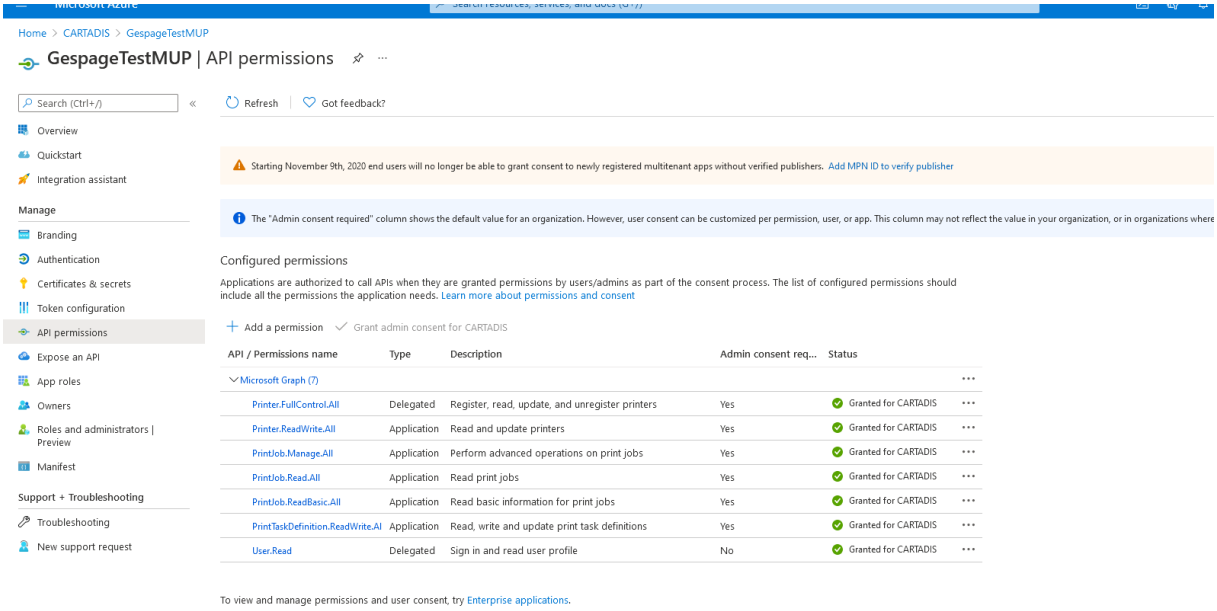
- Click on Microsoft Graph



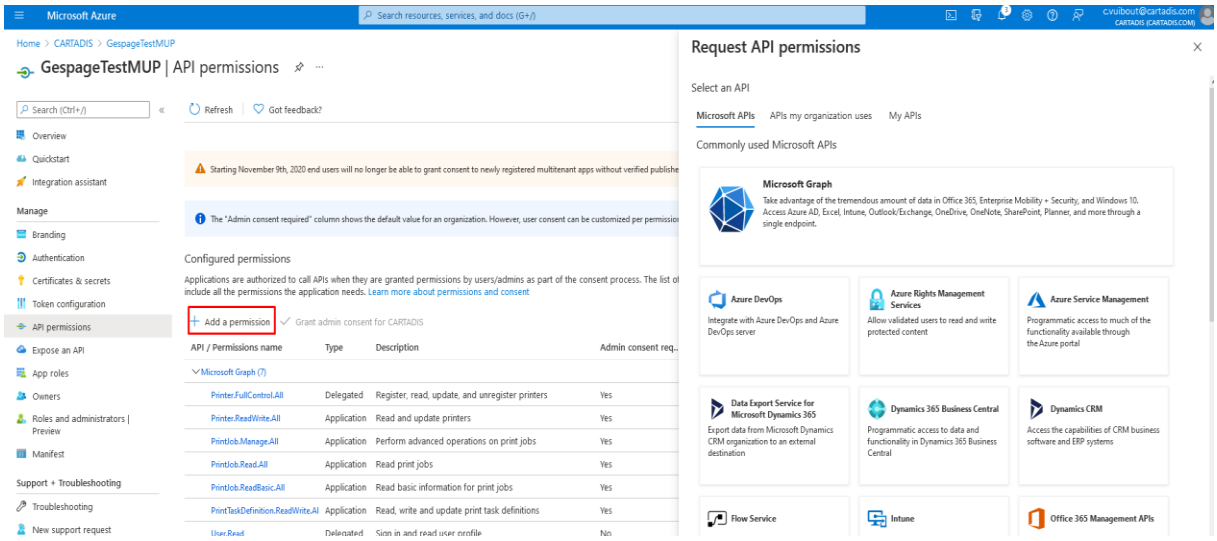
- Click on Application Authorization and select the following APIs:
  - Printer.ReadWrite.All
  - PrintJob.Manage.All
  - PrintJob.Read.All
  - PrintJob.ReadWrite.All
  - PrintTaskDefinition.ReadWrite.All



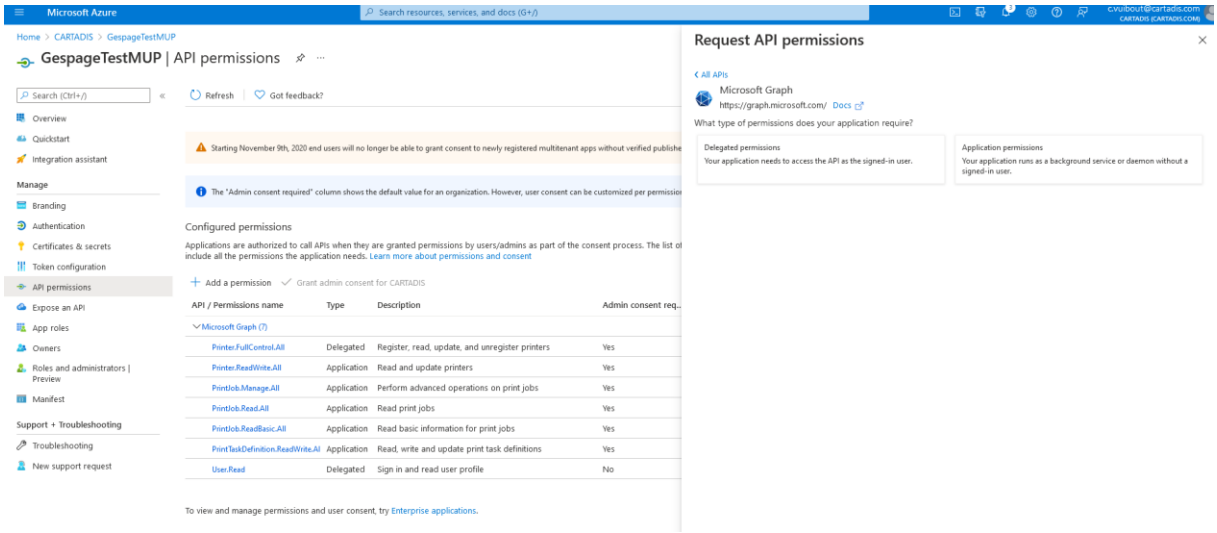
- Click on Add permissions



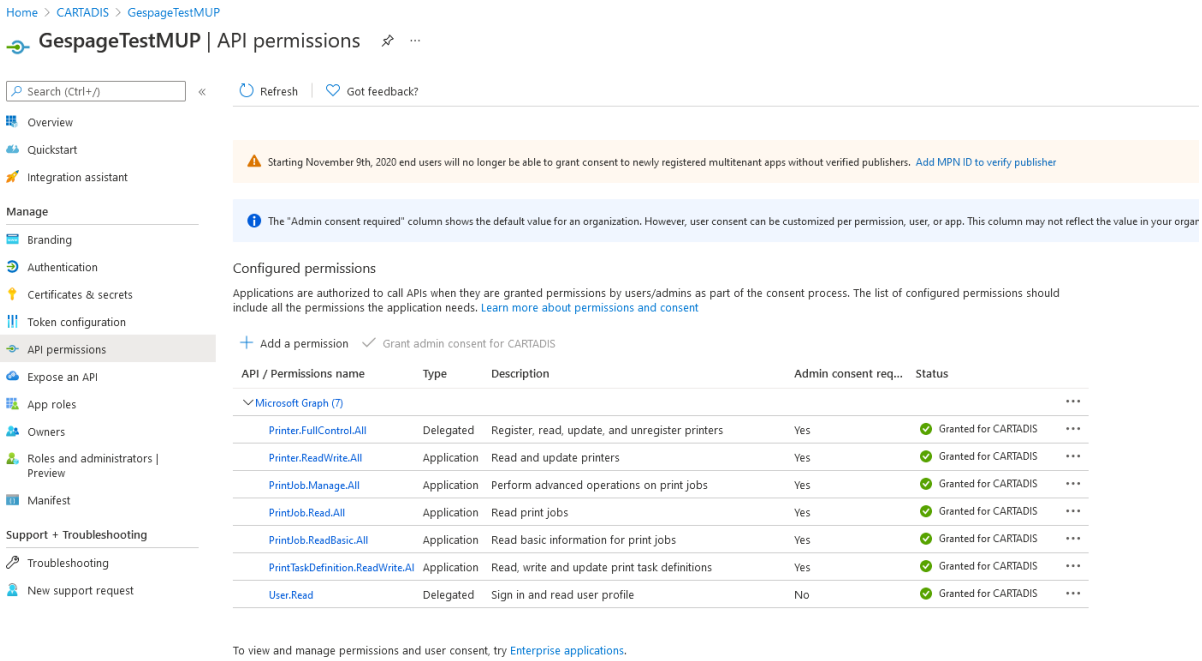
- Delegate API Type
- Click on Add Permission



- Click on Microsoft graph

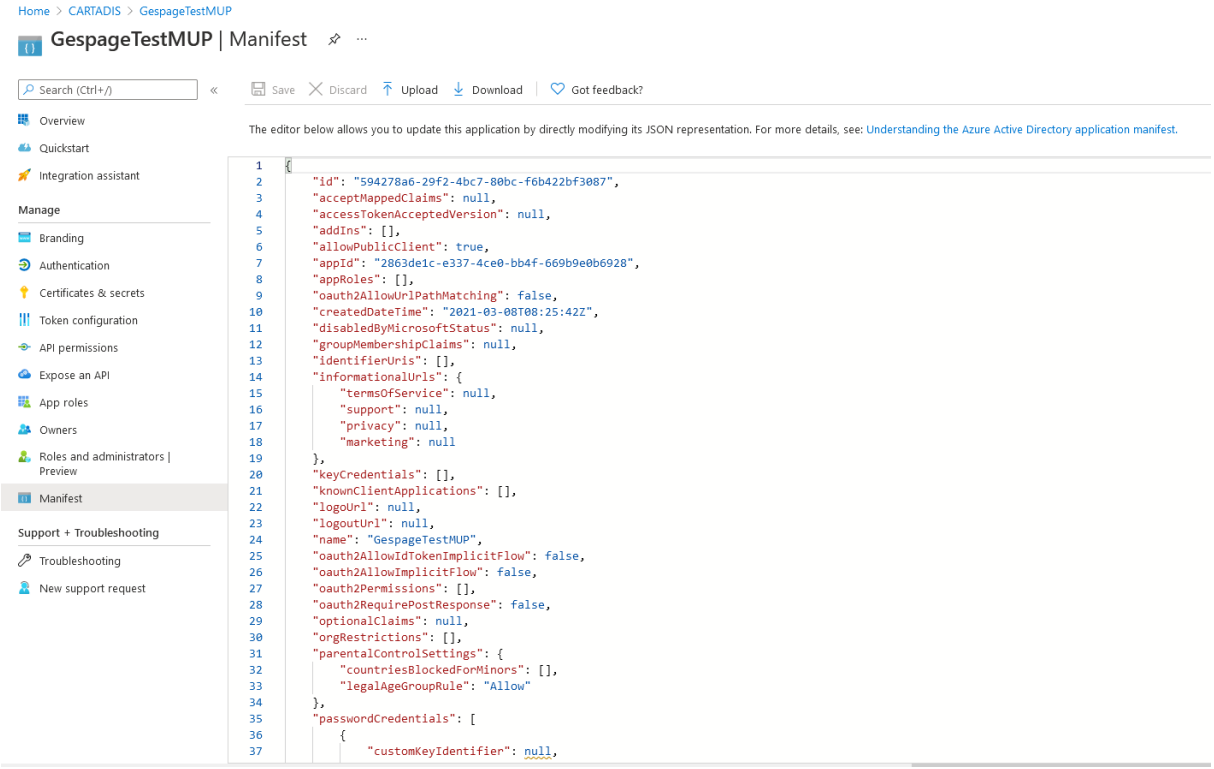


- Click on Delegated Authorization and select the following API:
  - Printer.FullControl.All
- Click on Add Permissions

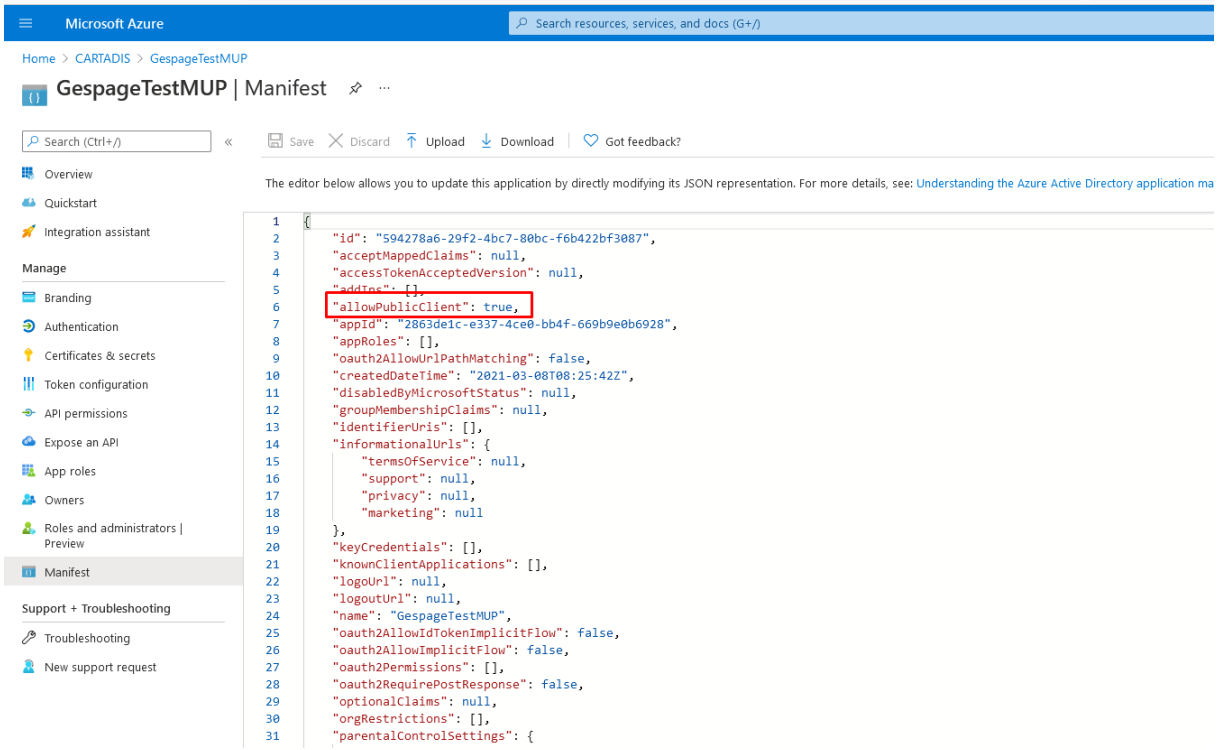


NOTE:
If you are not an administrator, you must ask your administrator for consent.
He must access this page with his account and click on the "grant administrator consent" button.
Once done, refresh the page. The status of the APIs must be in green.

- Select on the left "Manifest"

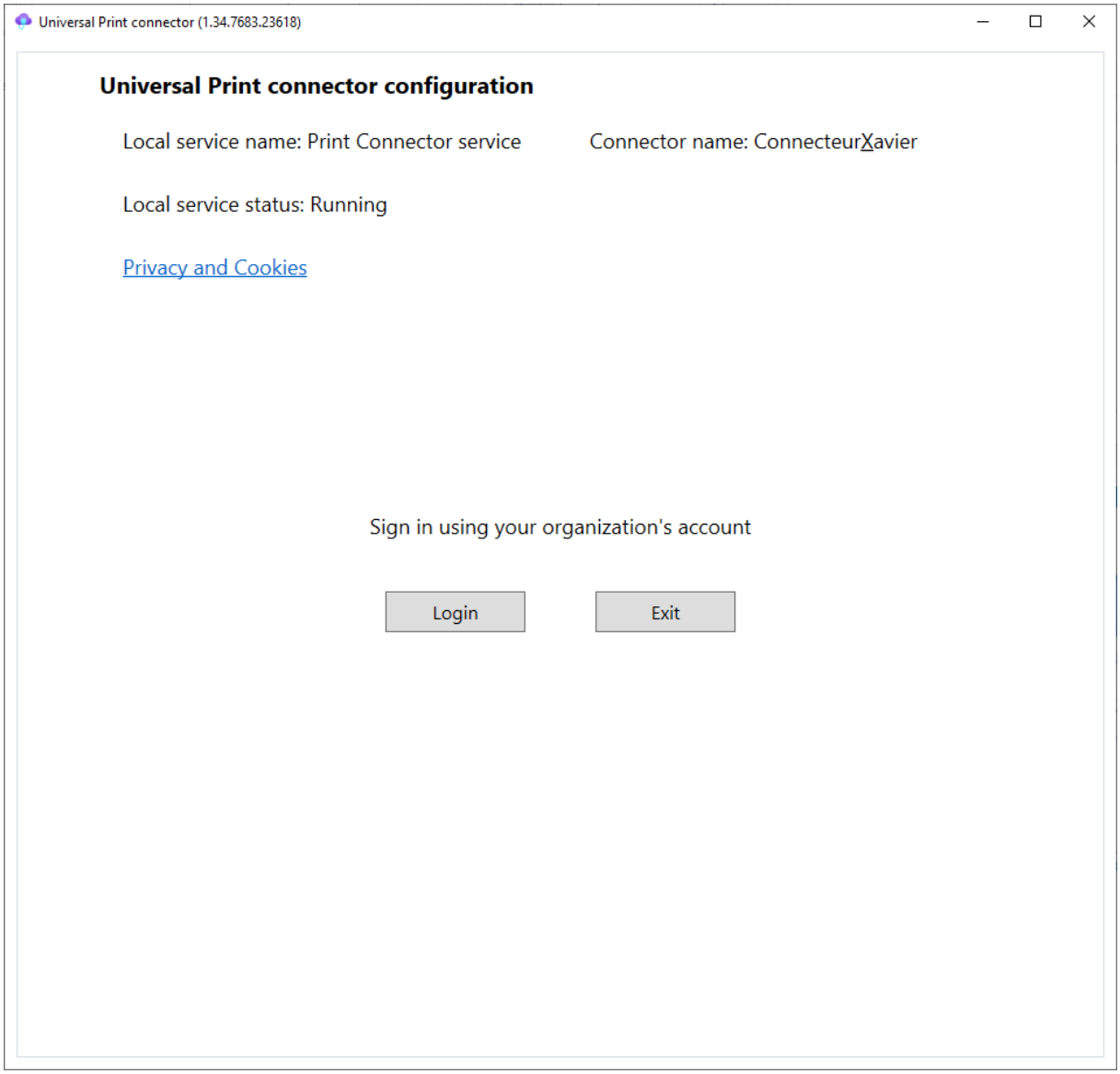


- Set the value allowPublicClient to true and click on save
  This parameter is required for authentication to the application you have just created

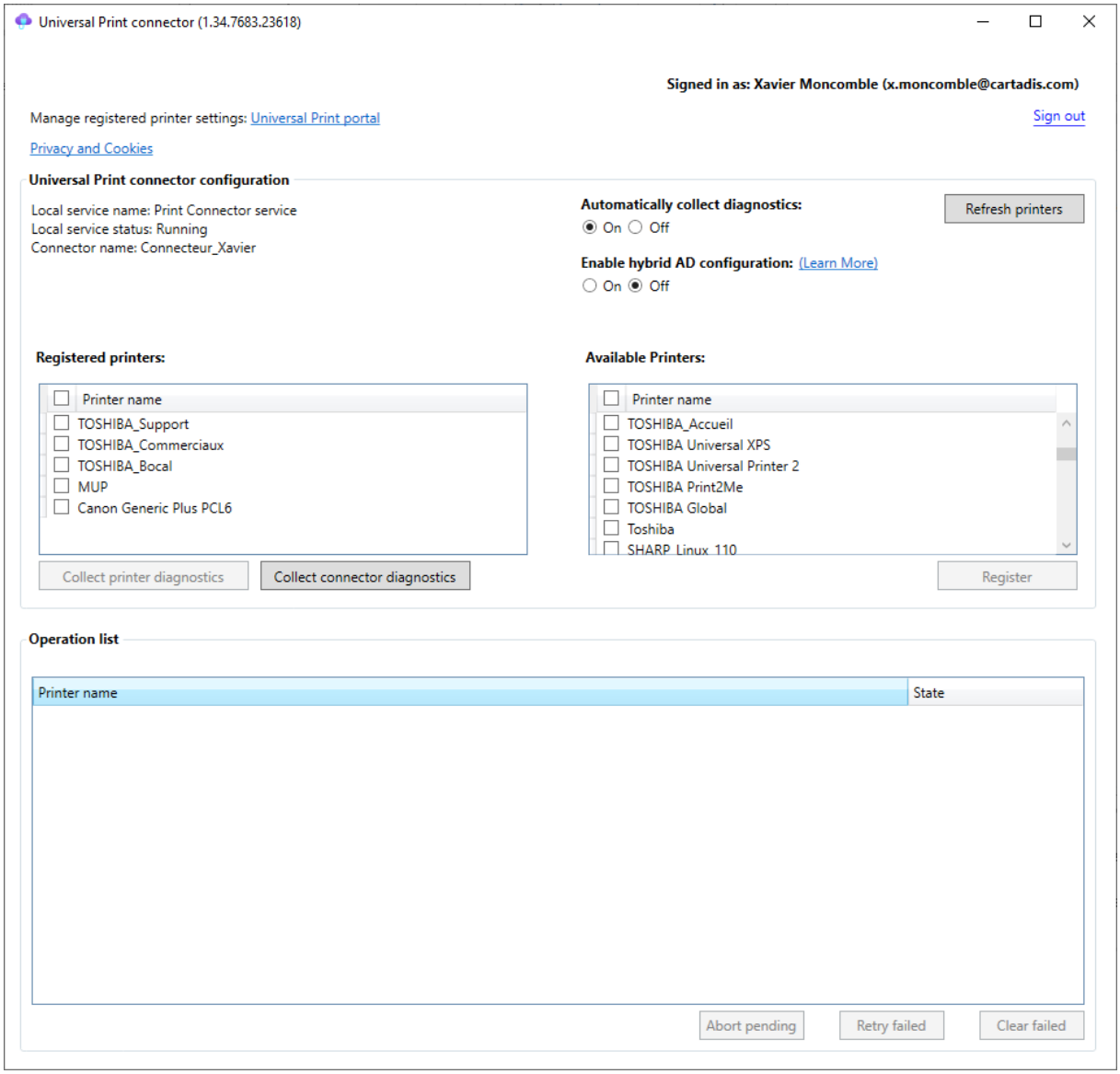


15.5.3 Add printers in Microsoft Universal Printing

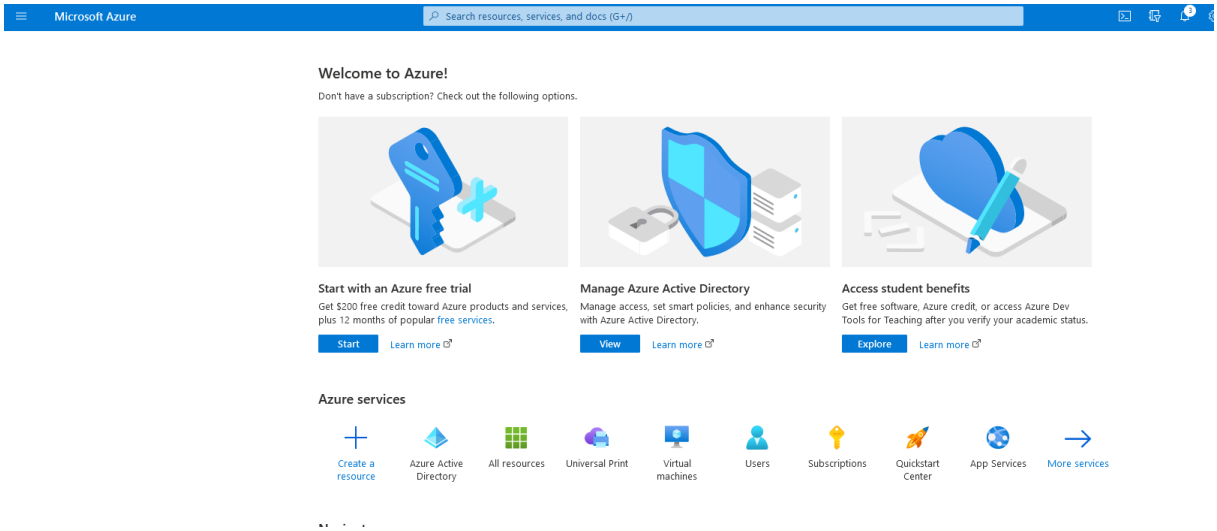
- In print management, add your printers that will be used as well as a Print2me printer on port 127.0.0.1
- Install and launch the Microsoft PrintConnectorApp



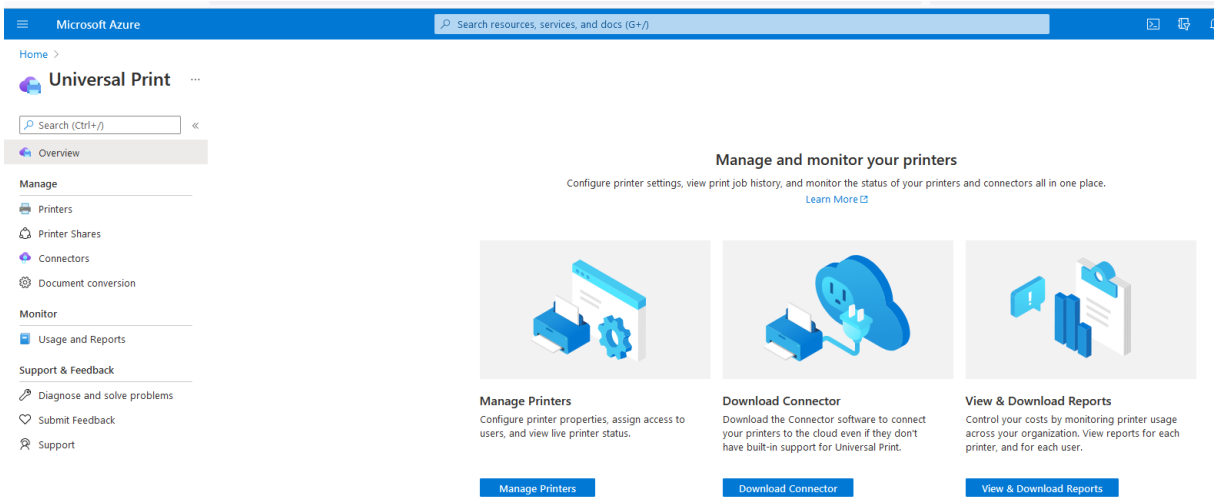
- Log in with your Microsoft account. You must have been granted Printer Administrator rights
- The first time you use the PrintConnector on the server, you will be asked for a connector name
  The following screen is displayed:



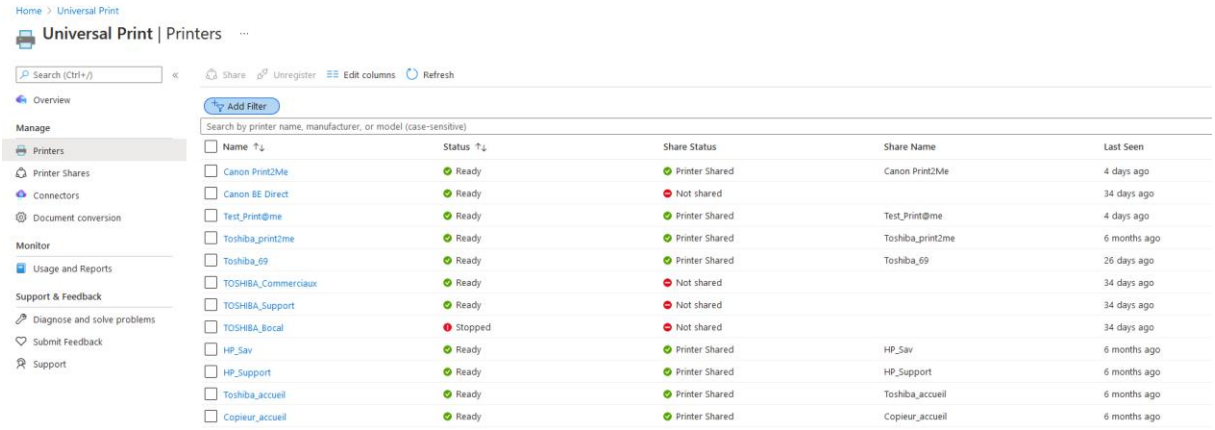
- On the left, select the printers you just added in the printer manager and click Register. This may take a few minutes
- In the list on the right, there are the printers that are defined in MUP
- Launch the Azure portal (https://portal.azure.com) and sign in with your Microsoft account



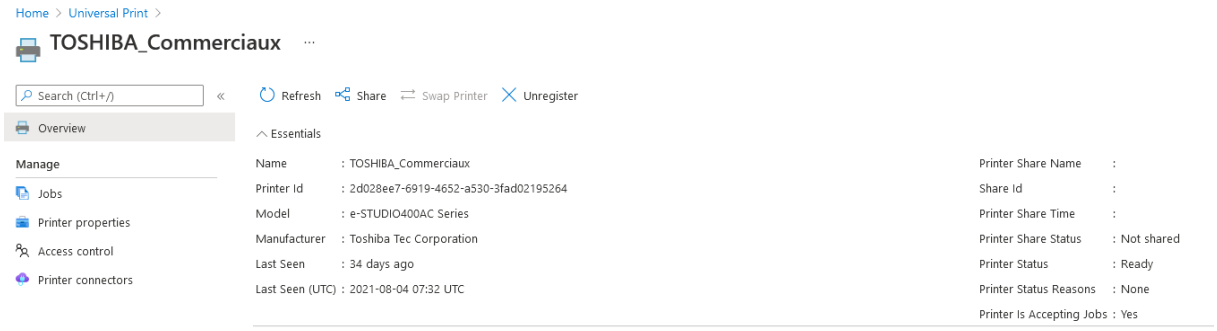
- In Azure services, select "Universal printing"



- On the left, select “printers”



- In this list, there are the printers associated with the connector
  Select each of the printers you added to recover the different IDs



- This identifier is required when adding the printer to Gespage
- The printer that will be the Print2me, must be shared. To do this, select it and click on the share printer button.

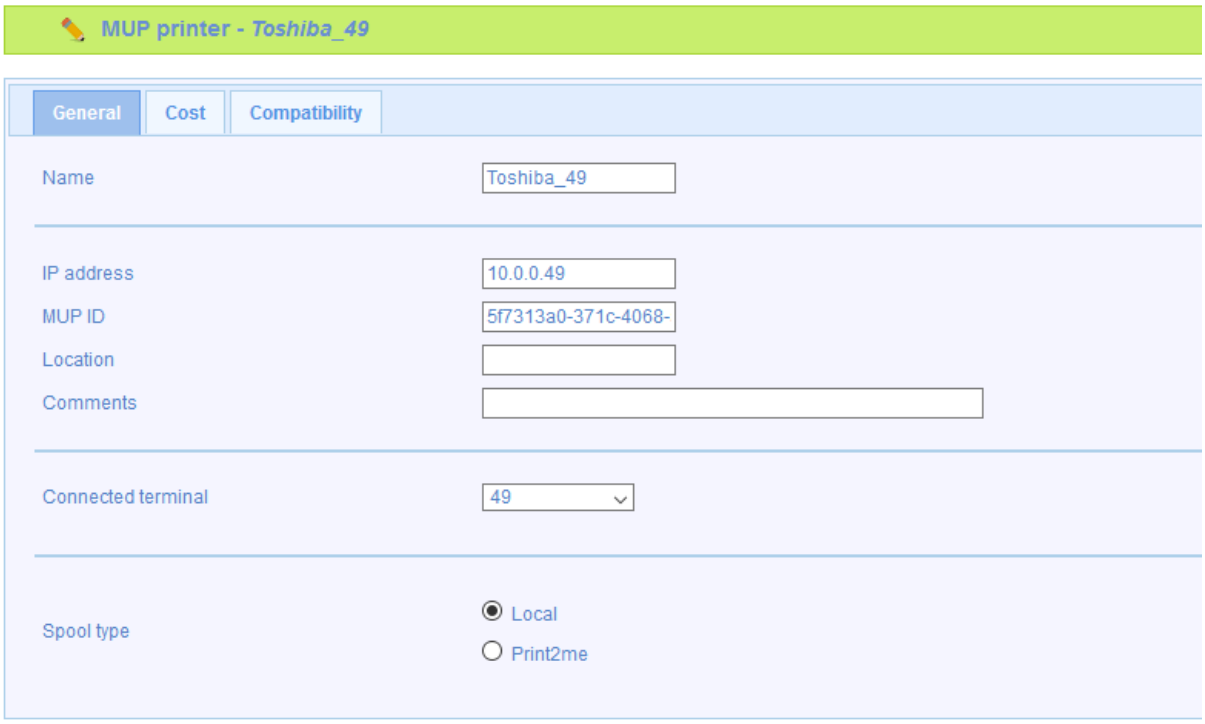
15.5.4 Configuration of the MUP agent

In the agent configuration file (conf folder), the following three parameters must be added: AzureTenantId, AzureClientId and AzureClientSecret with the values recovered when the application was created in Azure Active Directory:

- `AzureTenantId= 87e074bc-2960-4b41-ac56-XXXXXXXXXXX`
- `AzureClientId=de873028-4094-40de-a9f0-XXXXXXXXXXX`
- `AzureClientSecret=nS5x-8gk~G5bW0j8m-k.U_XXXXXXXXX`

15.5.5 Configuration on the Gespage administration page

In Gespage, from the *Printers* menu, click on "Add MUP Printer"
Create your physical printers with the name, the physical address (in the case of a terminal to be pushed) and its associated ID in Microsoft Universal Printing.

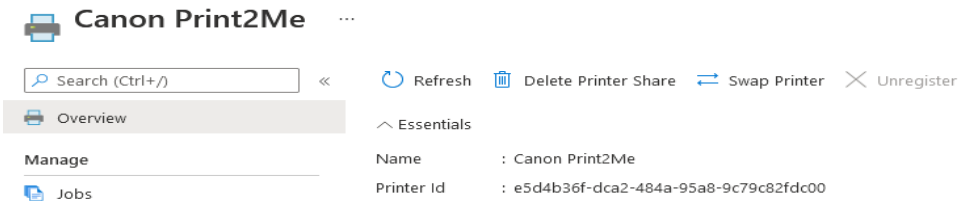


Create your Print2me MUP printer with its universal printing ID

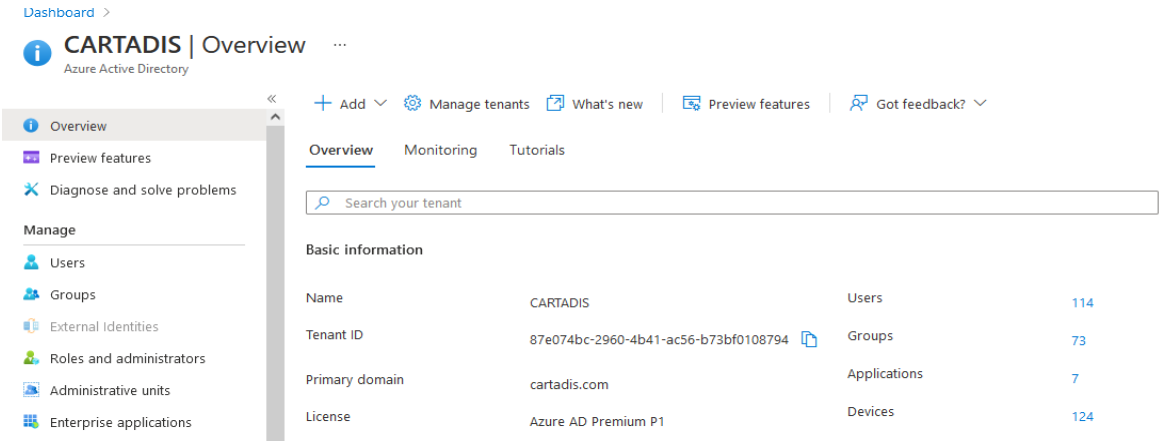
15.5.6 Configuring the MUP virtual printer

This step enables documents to be paused with the creation of a "TaskDefinition" and a "trigger". To do so, enter the following parameters in Gespage:

- MUP ID is the printer ID located on the printer menu



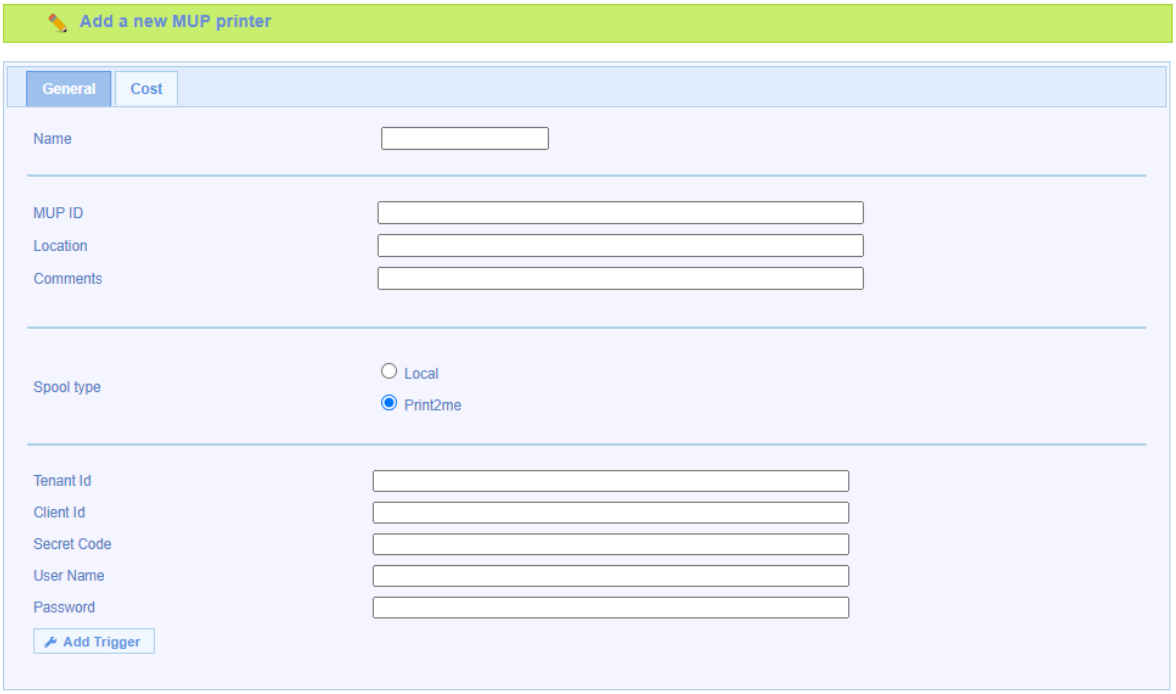
- Tenant ID (ie Tenant ID), located on the Azure Directory home page.



- The application ID

Display name	Application (client) ID
GE GespageTestMUP	2863de1c-e337-4ce0-bb4f-669b9e0b6928

- The client secret (ie secret code) of the application
- Mail and password used on Azure
  The Microsoft Azure account (username / password) with admin rights on the printers (required to create the trigger)
- Click on the button "create the trigger"
  The result of the creation (Success or error) will be displayed at the top right. Processing may take a few seconds.



Once the configuration of the printers is complete, you can launch the "Gespage Print MUP Service".