Global Managed Print Solution

Reference Guide related to Global MPS For Poland and Romania

Capgemini

Group IT

Table of Contents

Introduction

A new global managed print solution is being implemented across Capgemini. This manual will guide you through the installation, logging in and some features.
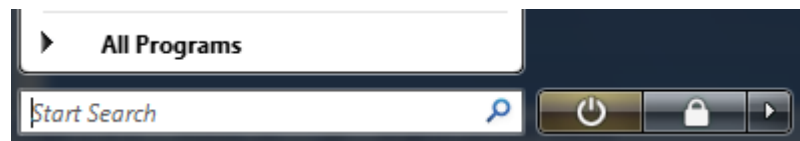
1 Steps before printing

Before printing for the first time with the new print solution, follow the below steps as a one-time activity.

1.1 Map the new print queue

- Local Print Queue - Set as default within all Poland offices
- Next to the Start button on your PC, click the "Search" field

- In the "Start Search" field, type: \\PLEQPRNP01 and hit "Enter"
- Windows Explorer will open and show a new print queue called PLPRNQ
- Right click on the PLPRNQ print queue and click "Connect" to install the new print queue.
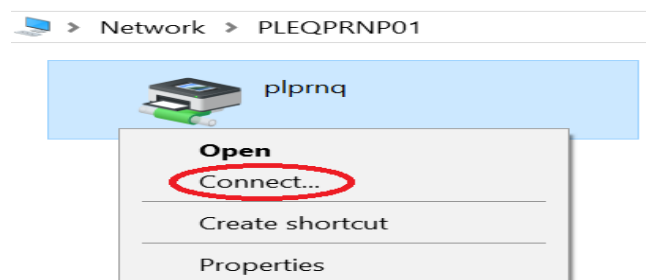
Tip:

- You may want to set this as your default printer
- To change your default printer, go to your Control Panel, select "View devices and printers"
- Right click the printer and select "Set as default printer"
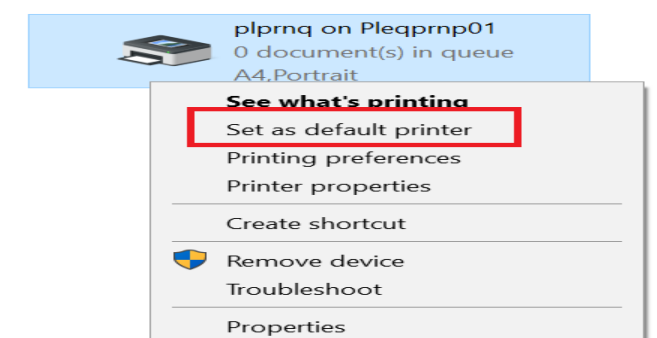
- Global Print Queue - to be used only while travelling to other countries within Europe
- On your Laptop/Desktop click the Start button.

- In the field "Start Search", type: \\FRPAREQGPRP01\ and hit "Enter"
- Windows Explorer will open showing you new print queue called GlobalQEurope
- Right click on the GlobalQEurope print queue and click "Connect"
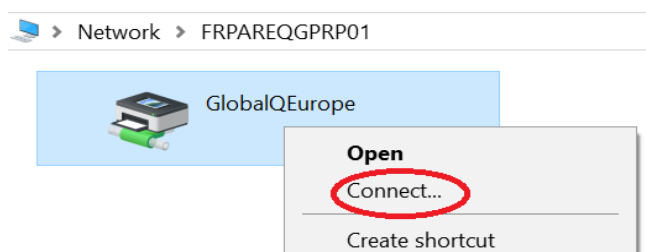
- Click Install driver, in case it asks for to proceed ahead

- The new global print queue is now installed

1.2 Register your security pass on the Printer

- Find the printer in your office and tap your security pass (the same card you use to access the office) on the printer reader as displayed

Group IT   5

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- On 368 printer - If your Card is not registered it will ask for User ID and Password - Type your CORP ID and password (same as logging into your PC) - After typing Login credentials swipe the badge to Login to the printer (Do not press Login Button)	- On 360i printer - Swipe your badge - On the screen will be shown message: "Please provide your user credentials to setup your card" - You should close the window and on previous logon screen you have to provide your credentials - DO NOT SWIPE your CARD again - just press the logon BUTTON on the screen
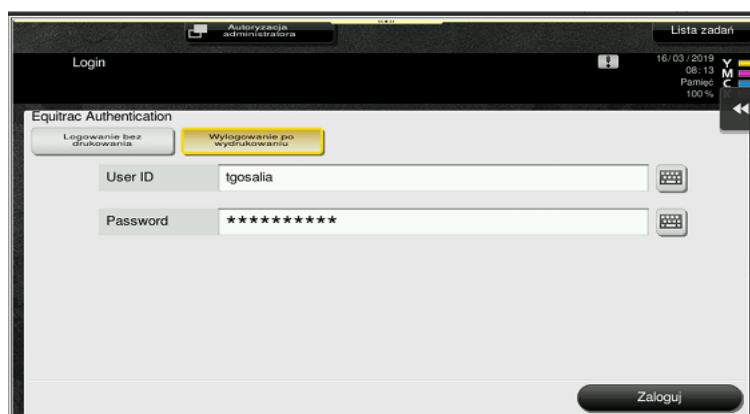
- The printer displays a keyboard
- The login and password are case sensitive
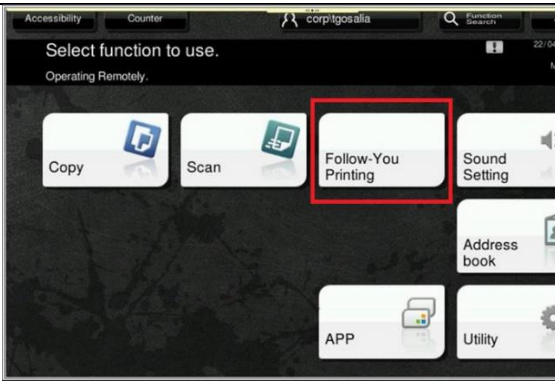
- When finished press the "OK" button

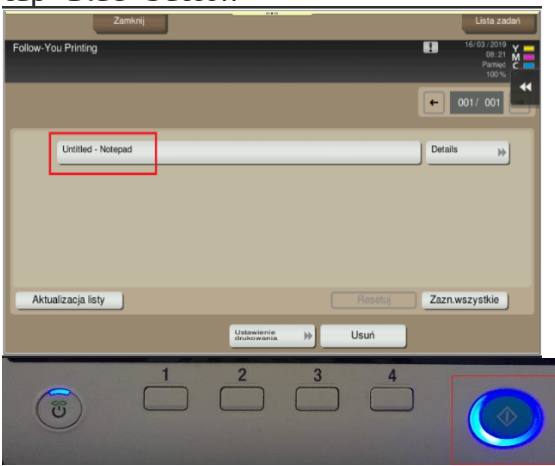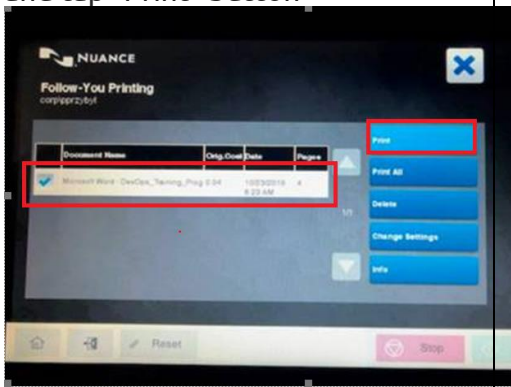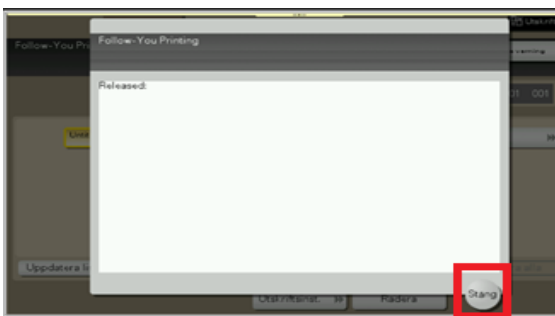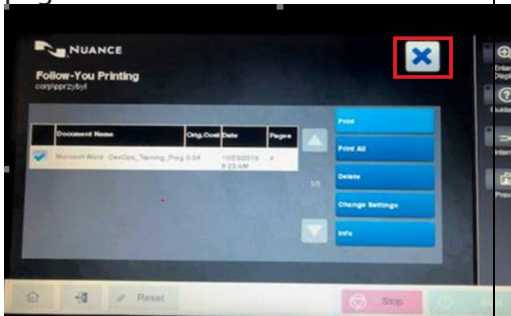# 1.3 Log in and print your documents

- Note: Stand by printers will take few seconds for Initiation. Once you complete Step 1 and 2 the first time, you will not need to repeat. Any time you want to print, you can follow the below instructions:
- To start a print job you have sent to the print queue you first need to authenticate on nearby printer
- Place your security pass (same card you use to access the office) on the printer reader as displayed and wait for 2 seconds.
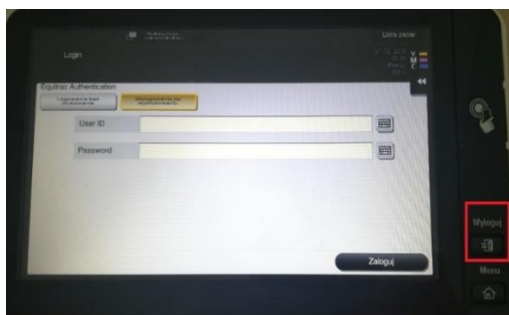

• On 368 printer	• On 360i printer
• Tap on "Follow-You Printing" button as displayed	• Tap on "Follow-You Printing" button twice as displayed

Group **IT**   7
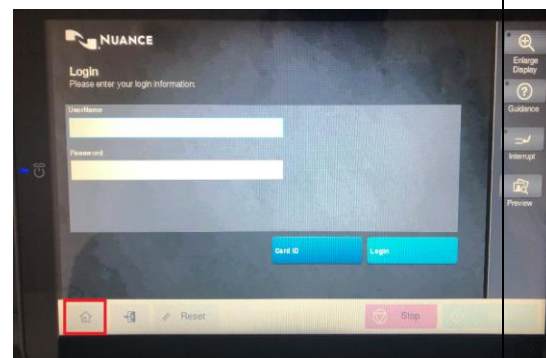
●	● ●
● Choose which job you want to print and tap "Blue" button ● ●	● Choose which job you want to print and tap "Print" button ● ●
● Your document should print and then select close.	● Your document should print and then select X button to go to Home page.

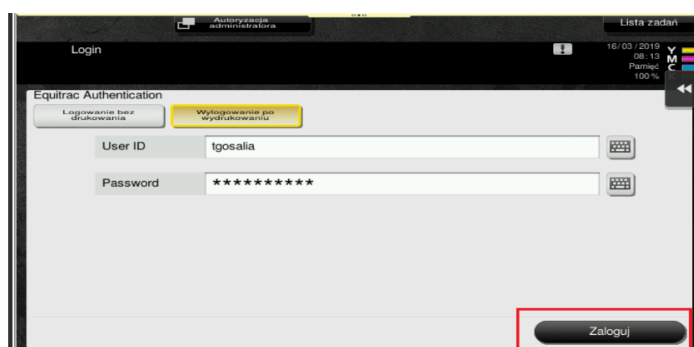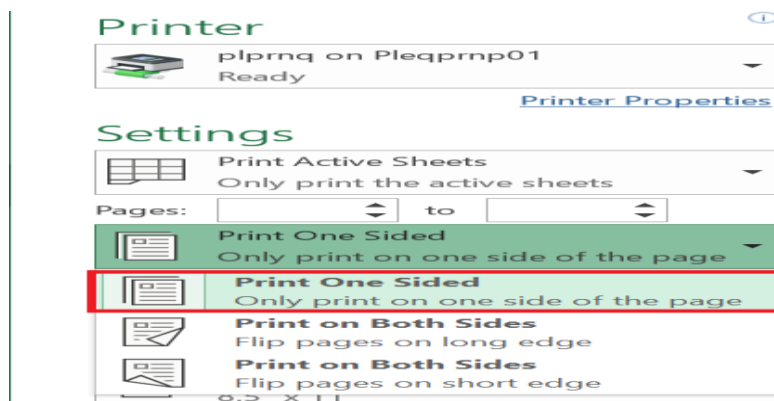| • Tap the "wyloguj" button to log off after you print	• Tap the "Home" button and "wyloguj" to log off after you print
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1.4 If you forget your security pass

- Tap the "Login without press" button and fill in your CORP username and password and then tap the "Login" button
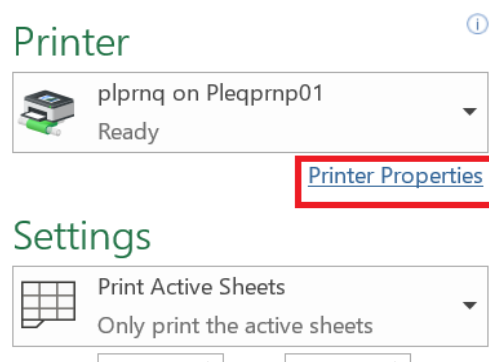
1.5 Printing on Single side

- Go to print your document > Settings
- Click on drop down button and select "Print One Sided"
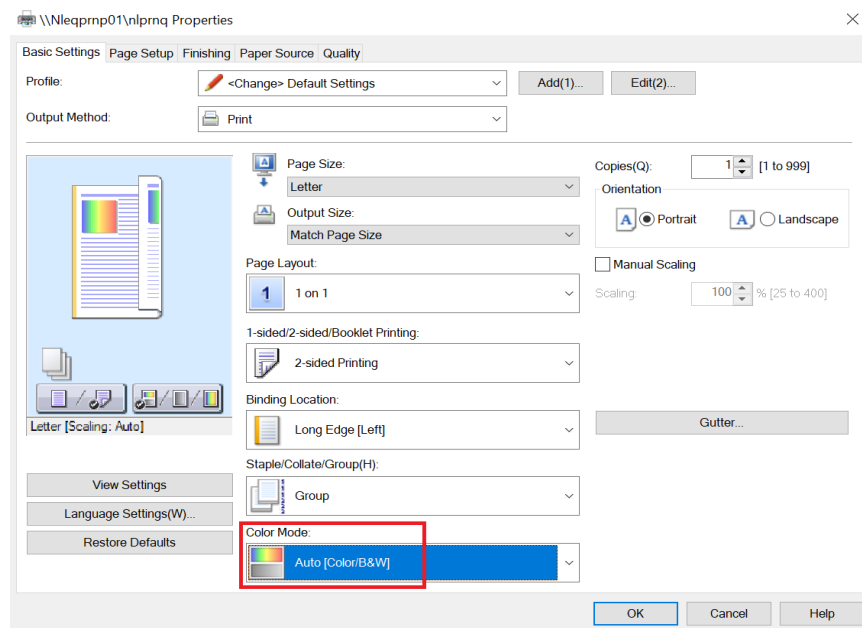

1.6 Printing in Colour

- Go to Print, select "Printer Properties"

- Under Basic Settings, select color Mode to Auto Color/B&W , click OK and Print.

1.7 Remove/Delete Print document

- The new print queue PLPRNQ keep all received print assignments for 24 hours on the print server and will be deleted automatically if not released from the printer.
- If required to delete document manually then user need to delete it from the Printer, under Follow You Printing option touch one or multiple documents in the list, then press Delete

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