

Rooting The **Growth**

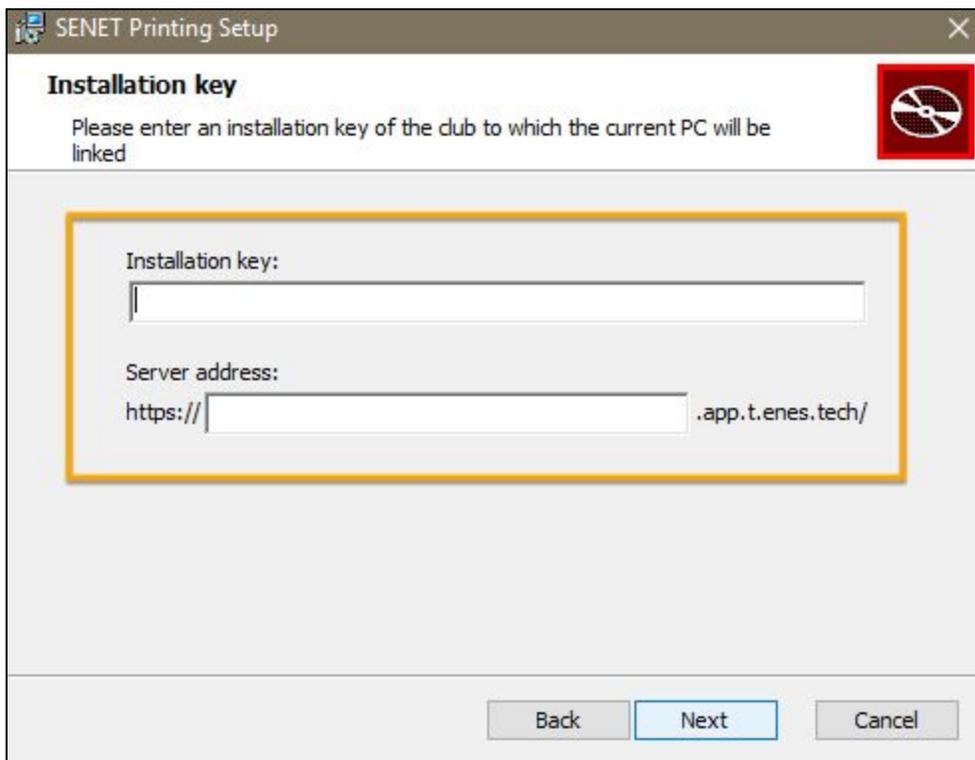
SENET

**PRINTING SYSTEM
USER MANUAL**

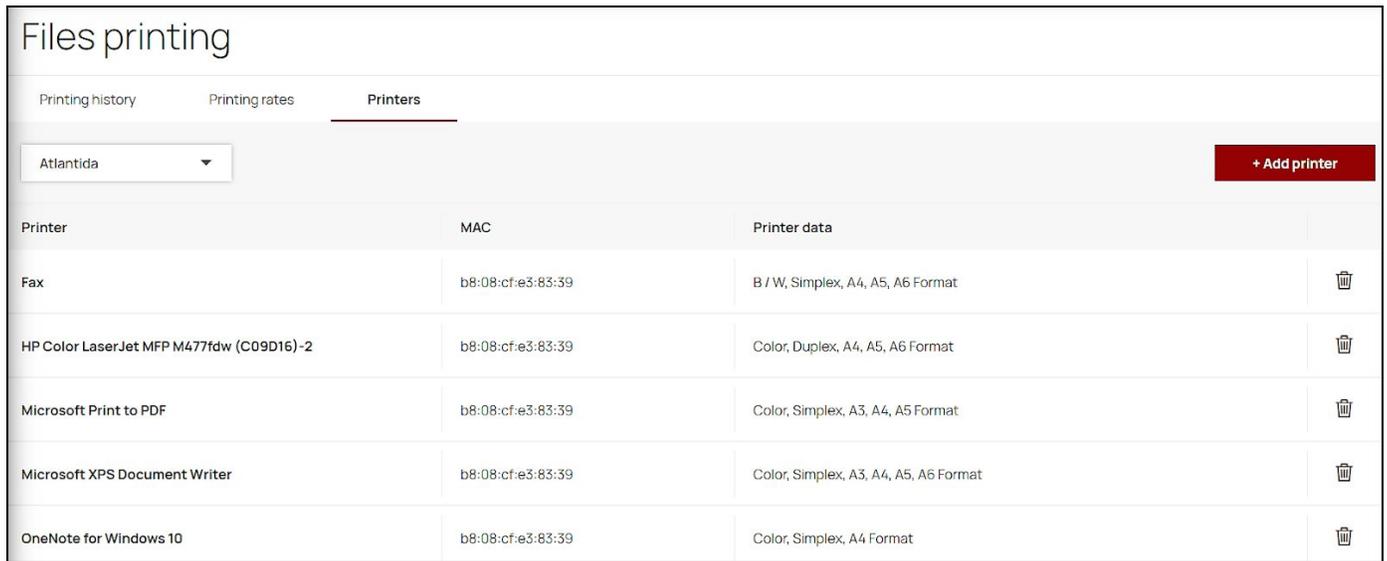
Senet printing system will allow you to launch documents printing in the club and control it in the admin panel. All print accounting will take place in a separate section of the admin panel - "Files printing". You can also create tariffs for printing, add printers and view printing history there. Payment for printing will take place in the Senet cashdesk, which will allow you to keep a correct financial account of the club's revenue. In order for the "Files printing" section to be displayed in the admin panel, as well as setting up the Senet printing system, contact our technical support or your manager.

Adding printer to the Senet system

In order to configure the option of printing documents, firstly you need to install on the PC, to which printer is connected, a special application - SenetPrintingInstaller. This application establishes a connection between your printer and the Senet system. In the "Installation key" field you should indicate a special installation key. **Please note, this is not the key, that you specify during E-launcher installation.** In the "Server address" field you have to indicate the name of your admin panel. The installer of the application and the key can be provided by our technical support upon your request. After installing the application, restart your PC.

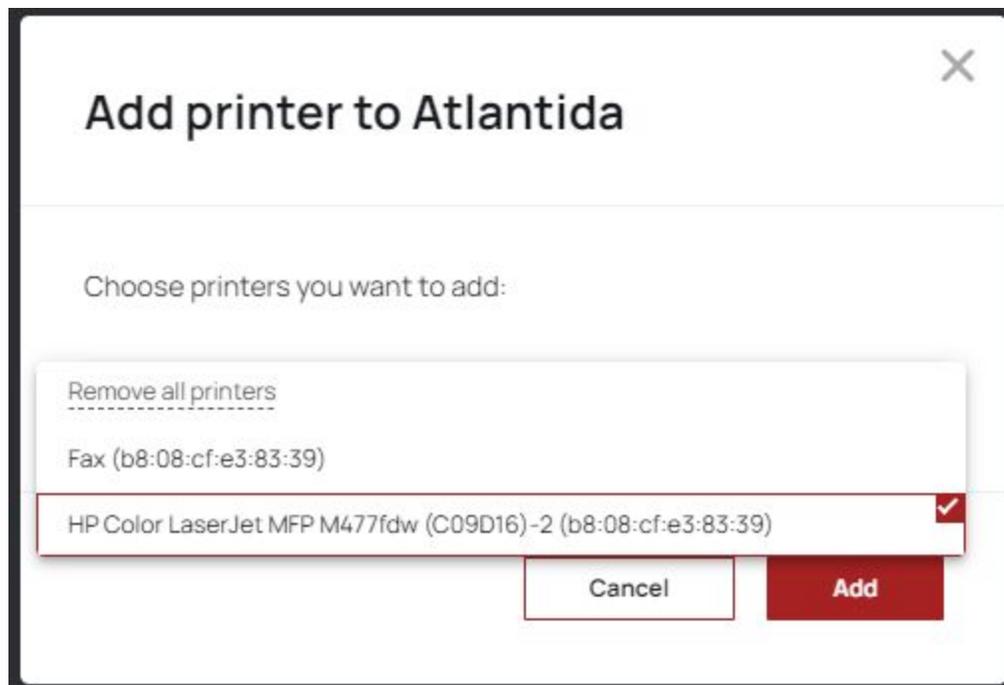


After that, you need to authorize the printer in the admin panel. The system identifies them by their names and MAC address of the PC, to which printers are connected. Therefore, by opening the "Printers" tab in the "Files printing" section and clicking the "Add printer" button, a list with unauthorized printers will appear.



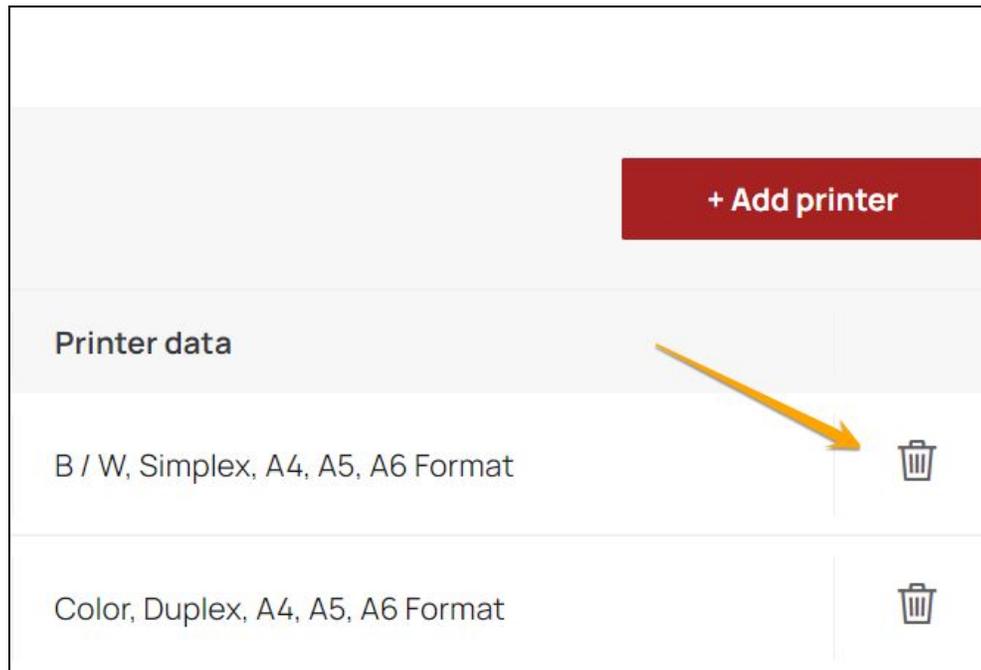
The screenshot shows the 'Files printing' admin panel. At the top, there are tabs for 'Printing history', 'Printing rates', and 'Printers'. Below the tabs is a dropdown menu set to 'Atlantida' and a red '+ Add printer' button. The main area contains a table with the following data:

Printer	MAC	Printer data	
Fax	b8:08:cf:e3:83:39	B / W, Simplex, A4, A5, A6 Format	
HP Color LaserJet MFP M477fdw (C09D16) -2	b8:08:cf:e3:83:39	Color, Duplex, A4, A5, A6 Format	
Microsoft Print to PDF	b8:08:cf:e3:83:39	Color, Simplex, A3, A4, A5 Format	
Microsoft XPS Document Writer	b8:08:cf:e3:83:39	Color, Simplex, A3, A4, A5, A6 Format	
OneNote for Windows 10	b8:08:cf:e3:83:39	Color, Simplex, A4 Format	



Select the required printer from the list and click the "Add" button. After adding, the printer will be displayed in the general list, where you can also find information about the format of printing that it supports.

Since the printer inherits MAC-address from the PC, to which connected, then if one printer was disconnected on the PC, and a new printer with the same name was connected to the same PC again, in this case for our system it will be the same printer (since both the name and the MAC-address will be the same). By clicking on the "bin" opposite the printer in the admin panel, you can delete it.



If a printer has been deleted in the CAP, but not deleted from the Windows system, during adding a new printer, it will be available for adding again, because the printer will be considered as unauthorized. The list of added printers shows all printers ever added, regardless of their status. If the printer was deleted from Windows / became inactive/disabled, it will still display in the CAP until this printer wouldn't be deleted from the admin panel.

Printing rates creating

In the "Files printing" section, in the "Printing rates" tab, you can create different rates for different printing formats. During creating a tariff, you should specify its name (it must be unique for each tariff) and additional options such as one-sided or two-sided, color or black-and-white printing, as well as page size and the price per page.

Files printing

Printing history **Printing rates** Printers

Atlantida + Add rate

Rate name	Color	Type	Format	Price / page, USD	
B/W (A5)	B/w	Single sided	A5	5.00 USD	
Color (A3)	In color	Single sided	A3	10.00 USD	
B/W (Standart)	B/w	Single sided	A4	3.00 USD	
Color (Standart)	In color	Single sided	A4	8.00 USD	

Add new rate to Atlantida ✕

Rate name

Color Type

Format Price / page

Supports printers

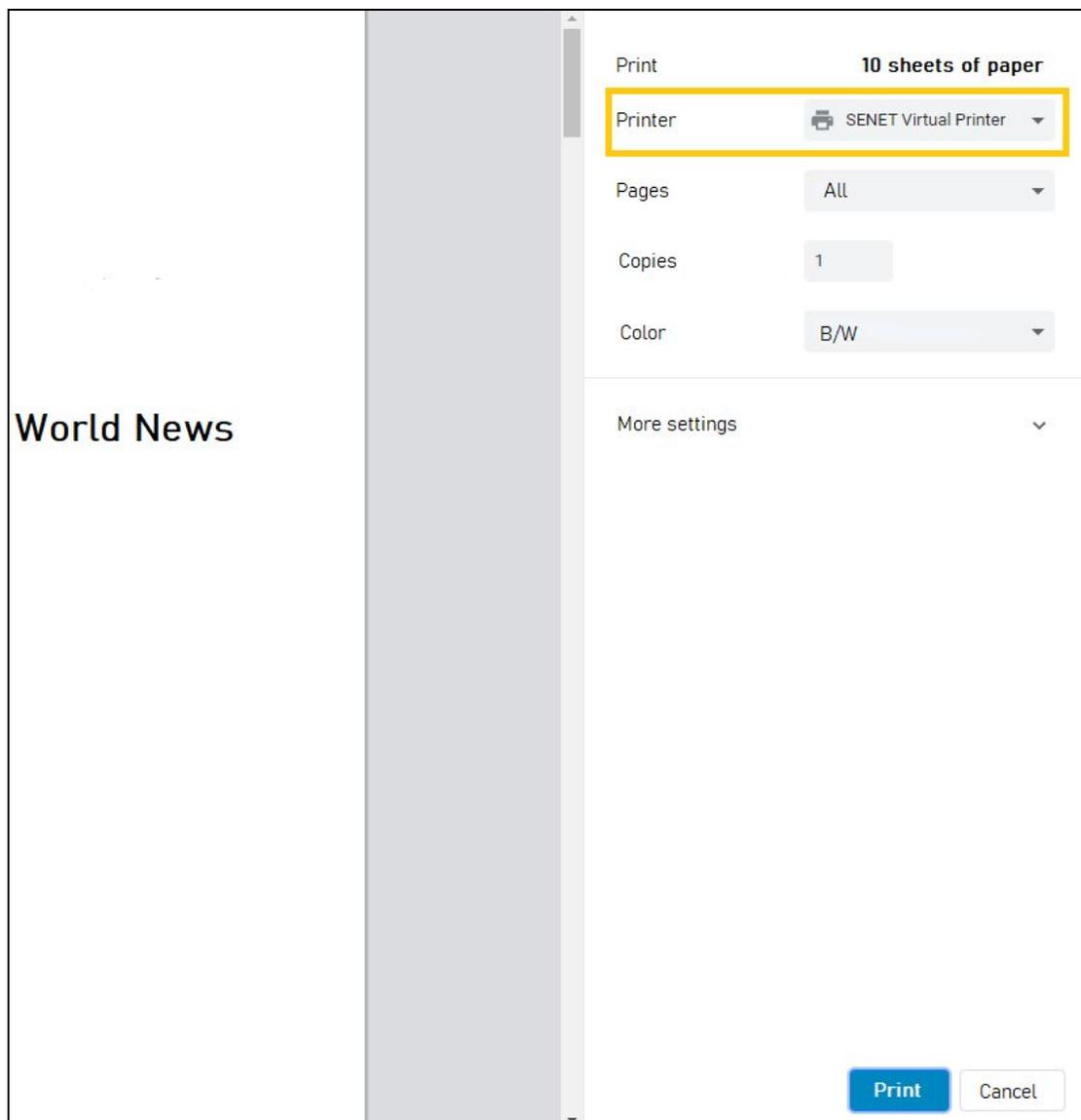
Microsoft XPS Document Wri... Отправить в OneNote 16

Microsoft Print to PDF

Then the system will show all added printers that can print a document with the specified parameters. Thus, you can create separate tariffs for different types of printing.

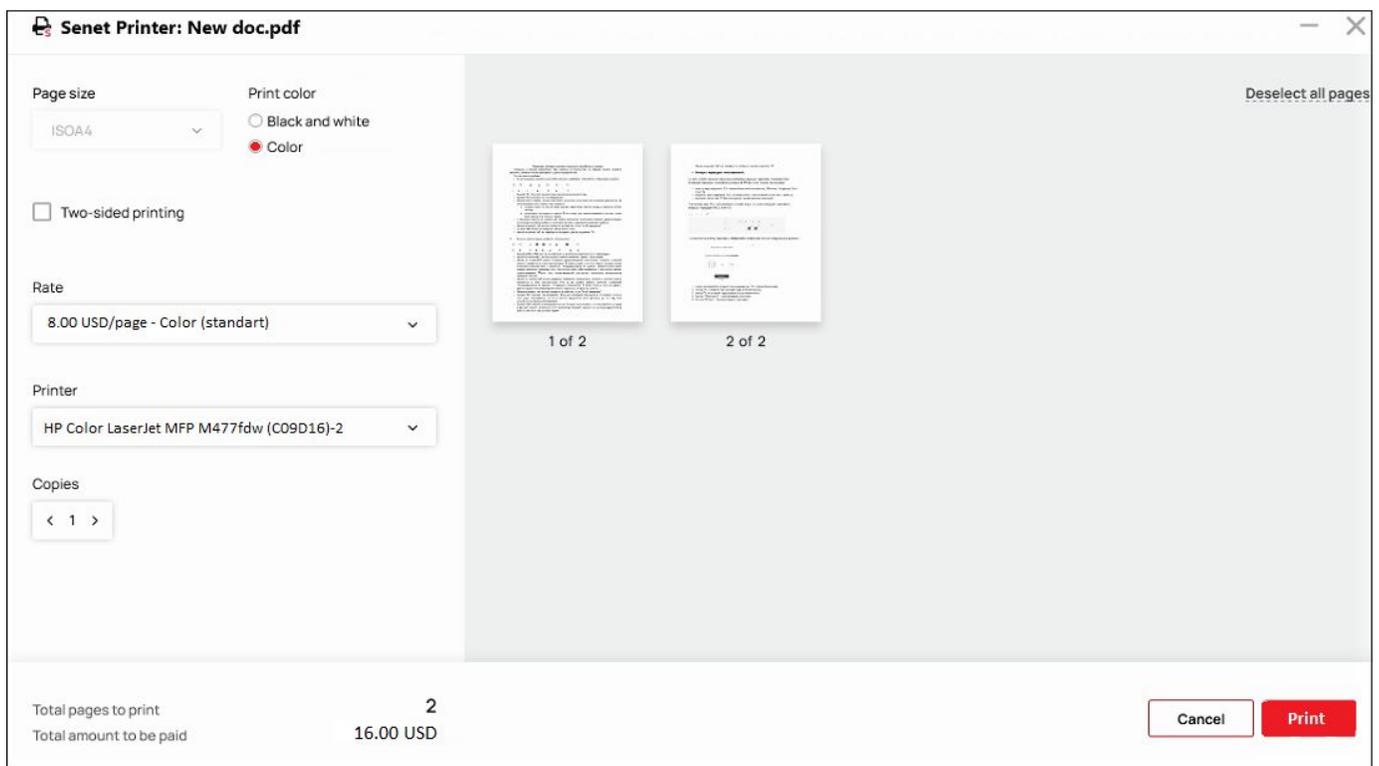
The process of documents printing

You need to print documents from a PC, to which the printer is connected and where the SenetPrintingInstaller application is installed. After sending the file to print, a window with printing settings will open, in which you need to specify the desired parameters (the window of printing settings depends on the application, in which you opened the document). It is necessary to select Senet Virtual Printer in the "Printer" field (**if in this field you select another printer, this operation will not go through the Senet system, which means that the accounting of money from printing, in this case, will not be tied to the Senet cashdesk**).



Click on the "Print" button, after which the SENET Printer window will open, where you can choose some printing parameters. The printing rates, which were created in the admin panel, will be automatically uploaded to this page depending on the selected printing parameters. Also here you can select a real printer that is added to the admin panel and connected to the PC.

In the document preview field you can select pages, which you do not want to print. To do this, you need to hover the mouse over the document page, after which a slider will appear, which will disable printing of the selected page. Based on all settings and selected printing parameters, the system will automatically calculate the estimated cost of printing.



After clicking the "Print" button, a print request will be sent, which can be viewed in the "Printing history" tab in the admin panel. In this tab you can see:

- Application ID - by clicking on the application ID, you can print the document again. This link is active 48 hours since the print request creating. After clicking on the print request ID, the Senet Printer window opens automatically, in which you need to select within which type of request you want to print:

- if you just need to re-print the file, you can select **Print in a new order** (in this case, a new print request will be created in the admin panel).
 - if you need to print a part of the document (for example, several pages jammed during printing) then you should select **Print in the current order** (in this case, a new application will not be created, printing will be done within the existing request).
- request date;
 - the document's title;
 - the number of pages, sent to print;
 - printer name;
 - print status;
 - printing rate;
 - the total amount to be paid;
 - payment status - if the print request is not paid, then the button “Pay” will be displayed by clicking on which, a check will be created in the cashdesk. If the print request has been paid, the check number will be displayed, according to which the payment was done. Payment can be done only if a cashdesk session is opened.

Files printing								
Printing history Printing rates Printers								
Atlantida								
ID	Request Date	Document title	Total p.	Printer	Print status	Rate	Total, USD	Payment status
901	2/10/2021, 2:45 PM	PDF - New doc	2	HP Color LaserJet MFP M477fdw (C09D16) -2	Done >	Color (Standart)	16.00	<input type="button" value="Pay"/>
899	2/10/2021, 2:32 PM	Microsoft Word - Commands	2	HP Color LaserJet MFP M477fdw	Done >	B/W (Standart)	10.00	079566601920