

Kofax ControlSuite Support for Microsoft Universal Print

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Overview

Microsoft's Universal Print is a new Microsoft 365 subscription-based, cloud print service that allows organizations to setup and manage printing through their Azure tenant. Much like traditional Windows print servers, it allows administrators to define printers and publish them to users. ControlSuite's Output Manager and Equitrac products both support receiving data from Microsoft's Universal Print, bringing the features and power of these products to Azure workflows.

This document explains how to configure ControlSuite to use Microsoft's Universal Print Connector to receive jobs from Universal Print.

Prerequisites

- Azure tenant running Microsoft Entra ID and joined/synced with the local Active Directory (AD) via Microsoft Entra ID Connect.
- Universal Print must be installed and configured in the tenant.
- In order to install Universal Print, the user must be a Global Administrator.
- In order to install the Universal Print Connector, the user must be a Global Administrator or Print Administrator.
- In order to manage Universal Print, the user must be a Global Administrator Print Administrator.
- A Universal Print license must be assigned to the M365 tenant.
- A Universal Print license must be assigned to each administrator that will configure and manage Universal Print.
- A Universal Print license must be assigned to each user that prints through Universal Print.
- Client workstations must be running Windows 10 version 1903 or later.
- Client workstations must have network access to the Azure tenant.
- Systems hosting the Universal Print Connector must be running Windows 10 Pro or Enterprise version 1809 or later, or Windows Server 2016 or later.
- The Universal Print Connector requires .NET 4.7.2.

Systems hosting the Universal Print Connector must have network access to the Azure tenant. In order for Universal Print to provide information needed to associate users with print jobs, the Microsoft Entra ID must be joined/synced with the local AD and the Universal Print Connector must be used. At print time, the Connector will use impersonation to process the job in the context of the user that printed it. This allows products like OM and Equitrac to associate print jobs with the appropriate user. The Connector is installed on the same system as the Windows printer definitions for the devices Universal Print will use.

How it works

When a user prints a document to a printer shared in Universal Print, the workstation renders the document to XPS and sends it to Universal Print in Azure. Based on the share the job printed to, Universal Print determines the Windows printer to send the data to, and the Universal Print Connector that services that printer. Universal Print then sends the XPS data to the Universal Print Connector, which in turn "prints" the job to appropriate Windows printer. The XPS data is rendered to whatever PDL the driver associated with the Windows printer uses, and the data is sent to the actual device.

When using Output Manager with Universal Print, the Windows printer definition sends the rendered data to a corresponding Output Manager Source instead of the physical device. After processing, the job is directed to an appropriate destination which sends the data to the device.

When using Equitrac, the job is held in the Windows printer's queue for processing instead of going to the physical device. After processing, the job is released and sent to the device associated with the Windows printer definition.

Setup Azure

The exact steps to configure Azure and setup Universal Print are beyond the scope of this document, but the basic outline and order is as follows:

- 1. Setup your local Acitve Directory (AD).
- 2. Setup your Azure tenant.
- 3. Setup Microsoft Entra ID.
- 4. Setup Microsoft Entra ID Connector to join/sync the local AD with the Microsoft Entra ID.
- 5. Assign the necessary Universal Print licenses to the tenant, administrators, and users.
- 6. Setup Universal Print in the Azure tenant.

Install ControlSuite

When installing Output Manager or Equitrac for use with Universal Print, there are various installation scenarios to consider.

When using Output Manager, there are four basic scenarios to choose from:

• Install Output Manager on the same server as the Windows printer definitions and the Universal Print Connector. In this scenario, data flow between the Connector, Windows printers, Output Manager Input service, and the rest of Output Manager happen on the same system. While this eliminates the overhead of transmitting data across the network, it also isolates much of the workload to a single server.

- Install the Output Manager Input service on the same server as the Windows printer definitions and Universal Print Connector, and install the rest of Output Manager elsewhere. In this scenario, data flow between the Connector, Windows Printers and Output Manager Input service all take place on the same system, while still distributing some of the workload to other servers.
- A variation of the second scenario is to also install the Output Manager Input and Output services and configure a file store on the server with the Connector and Windows printer definitions. This isolates the flow of print data to the one server, while offloading the command and control work of the DBM to a different server.
- Install Output Manager on a different server(s) from the Connector and Windows printer definitions. This provides the greatest distribution of processing, but also requires considerable data flow across the network.

In all these scenarios, multiple servers with Connectors and Windows printer definitions can be used, but may not necessary given Output Manager's ability to receive jobs from a single Source and route them different Destinations.

When using Equitrac, you will install Equitrac on the same server as the Universal Print Connector and the Windows printer definitions.

Create Windows printer definitions

When using Output Manager, you essentially define Windows printers that "point" or correspond to Output Manager Sources. When Universal Print sends a job to that Windows printer, the Universal Print Connector receives the job in XPS format and "prints" it using the Windows printer definition. The Windows printer sends the rendered print data to an Output Manager source, which stores it in the Output Manager file store. The rendered job is later routed to one of the Output Manager Destinations, which sends the data to the actual printer.

Different types of Windows printer definitions / Output Manager Sources can be used.

In general, the Windows printers can be defined using an appropriate driver and the Standard TCP/ IP LPD port. In Output Manager, a corresponding LPD source will be created. Set the Windows port's IP address, port number, and queue name to the IP address, port, and queue name configured in the Output Manager LDP Source. The port is usually 515. This configuration can be used regardless of whether the Output Manager Input service is installed on the same server.

If only V3 printer drivers will be used, Windows printers can be defined using an appropriate driver and the Output Manager Job Monitor port. Corresponding Windows Queue Sources will be created in Output Manager and associated with the printer. In some circumstances, this scenario can provide better performance. This configuration can only be used when the Output Manager Input service is installed on the same server as the Windows printer definitions, and only with V3 drivers.

IPP printer definitions and Output Manager sources can also be used. This may be desirable when the Output Manager Input service is not installed on the system where the printers are defined and secure transmission is required. Otherwise, the additional overhead can affect performance and may not be necessary.

Using Windows printers defined with the Standard TCP/IP port - RAW and a corresponding Output Manager Socket Source is not recommended since this transport does not provide job information. In all cases, the print driver used should be appropriate for the target device.

With Output Manager, you do not necessarily need to create a separate Windows printer definition and Output Manager source for each physical device. In cases where the same print driver is (or can be) used by multiple devices, a single Windows printer definition and Output Manager source can be used to receive jobs for those devices. In high volume environments, create multiple Windows printers and Output Manager sources to distribute the load and prevent jobs from backing up while spooling into the system.

When using Equitrac, define Windows printer that "point" to the actual device. These printers can be defined with an appropriate driver and Standard TCP/IP port (LPD or RAW). Equitrac must be installed on the same system as the Windows printer definitions. When Universal Print sends a job to that Windows printer, the Universal Print Connector receives the job in XPS format and "prints" it using the Windows printer definition. Equitrac hooks the Windows printer definitions and captures the rendered data in the print queue for processing. The rendered job is later released and sent to the actual printer.

Install the Universal Print Connector software

The Universal Print Connector must be installed on the system where the Windows printers that will be registered in Universal Print are defined. The user must have the Global Administrator or Print Administrator role. The software requires .NET 4.7.2 or later. Microsoft's documentation indicates that the Connector can only be installed on Windows 10 Pro or Enterprise version 1809 or later, or Windows Server 2016 or later. However, the Connector may run on Server 2012R2 system with all the latest updates applied.

To install the Universal Print Connector, download the software from <u>https://aka.ms/</u>UPConnectorMSI, run the .msi, and follow the prompts.

The software consists of the Universal Print Connector app, which is the main UI used to register printers with Universal Print, and a Print Connector service that runs in the background. When not registering printers, you can sign out and close the app. The app is not required to receive and process print jobs. The service must be running in order for the Connector to function.

Register the Connector with Universal Print

Before the Universal Print Connector can be used, it must be given a name and registered with Universal Print. In order to register a Connector, the user must be a Print Administrator or Global Administrator in the Azure tenant and have a Universal Print license assigned to them.

To register the Connector, do the following:

- 1. Run the Universal Print Connector app.
- 2. On the Start screen, click Login.
- 3. Enter your credentials for your Azure tenant, and click Sign in.
- 4. On the Registration screen, enter a Connector name, and click Register.

After successful registration, the Connector application displays the printer registration screen, and the name of the new connector is listed in the Connectors section of the Universal Print Portal in Azure. https://portal.azure.com/#blade/Universal_Print/MainMenuBlade/Connectors.

• A connector cannot be unregistered once it has been registered in Universal Print. Kofax recommends that you plan your infrastructure before registering connectors.

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\leftrightarrow \rightarrow C $$ portal.azure.com/#bla	de/Universal_Print/MainMenuBlade/Connectors						* 🖲 🖈 🙆 🗄
	resources, services, and docs (G+/)	Σ					KOFAX, INC. (DEV/TEST)
Home >							
Universal Print Con PREVIEW	nectors						×
P Search (Ctrl+/) ≪	🕐 Refresh						
le Overview							
Manage	Name						
🖶 Printers	ALM-CON1						
Connectors	ALM-CON3						
🔯 Document Conversion	ALM-CON2						
Monitor	ALM-CON1						
	SteveClarkConnector						

Register Printers with Universal Print

Registering a printer makes it "known" to Universal Print. After the connector has been installed and registered, the app displays the Manage Registered Printers screen. On the left side is a list of printers that have been registered in Universal Print. On the right side is a list of available printers that have not been registered. At the bottom of the screen is a list of the operations currently running.

If your environment is set up with both local Active Directory (AD) and Microsoft Entra ID, select the **Enable hybrid AD configuration** option, as a user account exists in both of these directory services. When this is turned on, the connector attempts to map the Microsoft Entra ID to a corresponding local AD domain user ID.

When this screen is initially displayed, the Connector scans the local system for usable, unregistered Windows printer definitions and lists them in the Available Printers list. It also contacts Universal Print and gets a list of registered printers and displays them in the Registered Printers list. To update these lists, click the **Refresh Printers** button in the upper right of the screen.

To register one or more printers with Universal Print, select them in the Available Printers list and click the Register button. The Connector will go through each printer selected and register it with Universal Print. Once successfully registered, the printer moves from the Available Printers list to the Registered Printers list.

Universal Print connector (1.43.7761.21726)		-		×
Manage registered printer settings: <u>Universal Print portal</u> <u>Privacy and Cookies</u>			Sign	out
Universal Print connector configuration Local service name: Print Connector service Local service status: Running	Automatically collect diagnostics: On Off	Refres	h printers	;
Connector name: ControlSuite	Enable hybrid AD configuration: (<u>Learn More</u>) On Off			
Registered printers:	Available Printers:			
Printer name Follow-You Print-to-Me	Printer name UPPD - Total Print Reporting UPPD - Send to Repro UPPD - Security Check UPPD - Security Check UPPD - Custom Properties UPPD - Custom Properties UPPD - Content Aware TestP			~
Collect printer diagnostics Collect connector diagnostics		Reg	ister	
Operation list				
Printer name	Sta	ate		
	Abort pending Retry failed	С	lear faileo	d

i If the printer registration does not complete successfully, try registering the printer again.

When finished using the Universal Printer Connector app, click **Sign Out** then click the **Exit** button to close the app. The Print Connector service will remain running in the background.

The list of registered printers is also available in the Printers section of the Universal Print Portal in Azure at https://portal.azure.com/#blade/Universal_Print/MainMenuBlade/Printers.

Share Printers and assign permissions

Once a printer is registered with Universal Print, it must be made available to users. This is done by sharing the printer and assigning permissions to users that should have access to the printer. The Global Administrator or Print Administrator goes to the Printers section Universal Print Portal in Azure at <u>https://portal.azure.com/#blade/Universal_Print/MainMenuBlade/Printers</u>. This screen shows the list of printers "known" to Universal Print. The Name column shows the name of the device as it is known to the Connector (i.e. the Windows printer name). The Share Name column shows the name users will see and use to access the printer. The Share Status column indicates which printers have been registered and shared, and which one have only been registered.

	/#blade/Universal_Print/MainMenuBlade/Printers		x 🖲 👁 🖈 🔕
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lome >			
Universal Print P	Printers		;
Search (Ctrl+/)	≪ ≡≡ Edit columns 🚺 Refresh 🖉 Uni	egister	
Overview			
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Printers	OM_Ricoh_Socket9100	ady 🗢 Not shared	
Connectors	OM_Ricoh_Queue4	ady 📀 Printer Shared	OM-Ricoh-Q4
Document Conversion	OM_RicohPS_Queue3	ady 📀 Printer Shared	OM-RicohPS-LPR
	OM_RicohPS_WQ1 🔮 R	ady 📀 Printer Shared	OM-RicohPS-WQ1
lonitor	OM_Xerox_Socket9101	ady 📀 Printer Shared	OM-Xerox-S9101
Reports	I-Queue 🔮 R	ady 📀 Printer Shared	EQ-I-Queue
	EQ_Xerox_Queue2	ady 🔮 Printer Shared	EQ-Xerox-LPR
	EQ_Ricoh_Queue1	ady 🔮 Printer Shared	EQ-Ricoh-LPR
	OM_Xerox_Queue2	ady 📀 Printer Shared	OM-Xerox-LPR
	OM_Ricoh_Queue1 🛛 🖉 R	ady 🔮 Printer Shared	OM-Ricoh-LPR
	\\http://10.189.240.120:631\pri 🔮 R	ady 📀 Printer Shared	OM-Xerox-IPP
	\\http://10.189.240.120:631\pri 📀 R	ady 🔮 Printer Shared	OM-Ricoh-IPP
	OM Printer Test2	Not shared	
	OM Printer Test	Not shared	

To share a registered printer, do the following:

- **1.** Click on the unshared printer you wish to share.
- 2. The printer's Overview screen displays the printer's attributes.



3. Click the Share Printer link near the top of the screen.

4. In the Share Printer panel on the right, enter the name the printer will be shared as and click the **Share Printer** button.

🗧 🔶 C 🔒 portal.azure.com/#blade/Universal_Print/PrinterMenuBlade/Overview/printerld/8891429f-9d0f-4bc8-99fa-649a2f2e16cc 🖈 🥊 🔮 🕽	• 🔺 i
😑 Microsoft Azure 🔎 Search resources, services, and docs (G+/) 🗵 💀 🖓 🛞 ? 🙂 Колж. Inc. с	DEV/TEST)
Home > Universal Print Printers > Share Printer > Share Printer PRVEW Proversive Refresh Share Printer OMRicohsocket9100 Manage Overniev Printer Ishare Name Share Printer Share Name Overniev Share Printer Share Name Share Printer Cancel Manage Printer Ish Share Printer Share Share Share Printer Cancel Printer Ish Share Printer Share Share Printer Ish Share Printer Share Printer Share Printer Printer Ish Share Printer Ish Share Printer Share Share Share Share Share Share Share <]

5. Click on the **Members** link on the left navigation pane, and click **Add**.

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Home > Universal Print Printers >			Add member(s) ×
A OM_Ricoh_Socket9	100 Members		
	🗛 Add — Remove 🖔 Refresh		Select () Search by name or email address ✓
🖶 Overview			
Manage	Search by name Name	Туре	_SP-Security-Test _SP-Security-Test@kofaxtst.on
Jobs	No rows to display		_svc_SF_Services _svc_SF_Services@kofaxtst.on
 Printer properties Members 			AM AbdulJaved Mohd
			AbdulJaved.Mohd@kofaxtst.o
			AcmeProductsSalesTeam@kof
			No members selected
4			Select

6. In the **Add member(s)** panel on the right, select the users and groups that should be allowed to use the printer and then click **Select** at the bottom.

🔥 Add member(s) - Microsoft Azura 🗙	dat s or fits darge				
← → C 🔒 portal.azure.com/#b	lade/Universal_Print/PrinterMenuBlade/MemberPermissions/print	terId/8891429f-	-9d0f-4bc8-99fa-6	549a2f2e 😭 🖉 🥥 🌲	<u>(</u>) :
	h resources, services, and docs (G+/)		₽ @ ?	KOFAX, INC. (DEV.	/TEST)
Home > Universal Print Printers >			Add	l member(s)	\times
PREVIEW OM_Ricoh_Socket9	100 Members				
	🗛 Add — Remove 💍 Refresh		Select	i) h by name or email address	~
🖶 Overview	O search hu name			CD Convite Test	*
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% Members			AM	AbdulJaved Mohd AbdulJaved.Mohd@kofaxtst.o	nm
			A	Acme Products Sales Team AcmeProductsSalesTeam@ko	faxt 🔻
			Selecte	d members (3):	
			AN	A.McKey a.mckey@kofaxtst.com	nove
			F	Fred Flintstone fred.flintstone@kofaxt	love
			к	K.Clark k.clark@kofaxtst.com	nove
			Sel	lect	

7. Once the printer has been registered, shared, and users assigned rights, the Portal's Printers screen lists the printer as shared and the printer can be used.

▲ Universal Print Printers - Micros × +												
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😑 Microsoft Azure 📝	₽ Search	resources, services, ar	nd docs (G+/)			R	٩			KOF	AX, INC. (D	ev/test)
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le Overview												
Manage		Name	↑↓	Status		Share	Status		Sh	are Name		\uparrow_{\downarrow}
🖶 Printers		OM_Ricoh_So	cket9100	Ready		🛛 Prir	nter Sha	red	01	//RicohSock	et9100	
Connectors		OM_Ricoh_Qu	Jeue4	Ready		🛛 Prii	nter Sha	red	01	4-Ricoh-Q4		
Document Conversion		OM_RicohPS_	Queue3	Ready		🛛 Prii	nter Sha	red	01	M-RicohPS-L	LPR	
Monitor		OM_RicohPS_	WQ1	Ready		🛛 Prir	nter Sha	red	01	M-RicohPS-V	WQ1	
		OM_Xerox_So	ocket9101	🥝 Ready		🛛 Prii	nter Sha	red	01	M-Xerox-S9	101	
Reports		I-Queue		🛛 Ready		🔮 Prir	nter Sha	red	EQ	-I-Queue		
		EQ_Xerox_Qu	eue2	📀 Ready		🔮 Prir	nter Sha	red	EC	-Xerox-LPR		
		EQ_Ricoh_Que	eue1	🛛 Ready		🛛 Prii	nter Sha	red	EC	-Ricoh-LPR		
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		OM Printer 1				🕑 Prir	nter Sha	red	01	MPrinter1		

Document conversion

When the printer is registered with Universal Print, the printer reports its supported print content rendering format. When a user sends a print job, Universal Print checks to see whether the print content is rendered in one of the supported formats. If it is, the print content is directly passed to the printer queue. If the print content is rendered in another format, Universal Print checks to see if the Document Conversion feature is enabled. If it is enabled, the document is converted into one of the supported rendering formats. If the document conversion feature is disabled, Universal Print reports an error to the user.

For more about this feature, see <u>https://docs.microsoft.com/en-gb/universal-print/portal/</u>document-conversion.

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Home >		
🖶 Universal Print	Document conversion	×
P Search (Ctrl+/)	With the second seco	organization.
le Overview	some documents may fail to print unless they are parsed and converted to the printer supported format. Learn more about this feature in the Technical Guide.	
Manage	Document Conversion Enabled	
🖶 Printers		
Printer Shares		
Connectors		
😒 Document conversion		
Monitor		
Usage and Reports		
Support & Feedback		
Diagnose and solve problems		
🛇 Submit Feedback		
🞗 Support		

Configure the Client Workstation

In order for a workstation to access printers in Universal Print, it must also be a joined to the local AD domain, or joined to the Microsoft Entra ID, or the user's Azure account must be added to the system. Furthermore, the user must be logged into the system with their domain/Azure credentials. The workstation must also be running Windows 10 version 1903 or later.

A workstation can be added to the local AD domain the usual way through System Properties, and requires the user to be an administrator on the system and have rights to join systems. If the self-registration has been enabled, the user can join to Microsoft Entra ID without having special rights. Adding the user's Azure account to the system also does not require special rights.

To add the workstation to the local AD domain, do the following:

- 1. Go to Settings > System > About.
- 2. Click the System Info link on the right side.

← Settings			- 🗆 ×
命 Home	About		
Find a setting	Your PC is r	monitored and protected.	Related settings
,		·······	BitLocker settings
System	Virus & Thr	reat Protection	System info
	Firewall & I	Network Protection	
🖵 Display	App & brow	wser control	
	🔺 Account pr	rotection	Have a question?
থ্য) Sound	Oevice sector	urity	Finding out how many cores my processor has
Notifications & actions	See details in W	findows Security	
J Focus assist			
🕐 Power & sleep	Device spec	cifications	
📼 Storage	Device name	US-OMAM-W10AZ3	
며 Tablet mode	Processor	Intel(R) Xeon(R) CPU E5-2699 v3 @ 2.30GHz 2.30 GHz	
-	Installed RAM	4.00 GB	
目 Multitasking	Device ID	8F5C0B80-644C-49AF-A739-3E38379F24ED	
_	Product ID	00329-00000-00003-AA792	
Projecting to this PC	System type	64-bit operating system, x64-based processor	
X Shared experiences	Pen and touch	No pen or touch input is available for this display	
🛱 Clipboard	Rename this F		
>< Remote Desktop			
	Windows s	pecifications	
(i) About	Edition	Windows 10 Enterprise	l
	Version	1903	
	Installed on	7/9/2020	
	OS build	18362.959	
	Change product	t key or upgrade your edition of Windows	

3. In the System Control Panel applet, click **Change Settings** beside the Computer name, domain, and workgroup settings.

🔛 System			- D X
	'anel → System and Security → Sy	stem	✓ ♂ Search Control Panel
Control Panel Home	View basic information	about your computer	
💔 Device Manager	Windows edition		
💎 Remote settings	Windows 10 Enterprise		
System protection	© 2019 Microsoft Corpora	tion. All rights reserved.	Windows10
Advanced system settings			
	System		
	Processor:	Intel(R) Xeon(R) CPU E5-2699 v3 @ 2.30GHz 2.30 GHz	
	Installed memory (RAM):	4.00 GB	
	System type:	64-bit Operating System, x64-based processor	
	Pen and Touch:	No Pen or Touch Input is available for this Display	
	Computer name, domain, and	workgroup settings	
	Computer name:	US-OMAM-W10AZ3	💎 Change settings
	Full computer name:	US-OMAM-W10AZ3	
	Computer description:		
	Workgroup:	WORKGROUP	
	Windows activation		
	Windows is not activated.	Read the Microsoft Software License Terms	
	Product ID: 00329-00000-0	0003-AA792	Sectivate Windows
See also			
Security and Maintenance			

4. On the **Computer Name** tab of the **System Properties** dialog, click **Change**.

System Properties		×			
Computer Name Hardwa	e Advanced System Protection Remote				
Windows uses on the network	the following information to identify your computer .				
Computer description:					
	For example: "Kitchen Computer" or "Mary's Computer".				
Full computer name:	US-OMAM-W10AZ3				
Workgroup:	WORKGROUP				
To use a wizard to join a domain or workgroup, click <u>N</u> etwork ID					
To rename this computer workgroup, click Change	or change its domain or Change				
	OK Cancel Apply				

5. In the **Computer Name/Domain Changes** screen, enter the **Domain** information and click **OK**.

Computer Name/Domain Changes	Х
You can change the name and the membership of this computer. Changes might affect access to network resource	BS.
Computer name:	
US-OMAM-W10AZ3	
Full computer name: US-OMAM-W10AZ3	
Member of	
Domain:	
kofaxtst.com	
WORKGROUP	
OK Cancel	

- **6.** If prompted, enter your credentials in order to access the domain.
- **7.** When prompted, reboot the system.
- **8.** After reboot, log in with your domain credentials.

To join the workstation to Microsoft Entra ID, do the following:

- 1. Go to Settings > Accounts > Access work or school.
- 2. Click the **Connect** button.

← Settings	- 🗆 X
ம் Home	Access work or school
Find a setting $\begin{tabular}{lllllllllllllllllllllllllllllllllll$	Get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.
R⊟ Your info	+ Connect
🖾 Email & accounts	
🔍 Sign-in options	Related settings
Access work or school	Add or remove a provisioning package
A _* Family & other users	Export your management log files
${\cal C}$ Sync your settings	Set up an account for taking tests Enroll only in device management

3. On the **Set up a work or school account** screen, click **Join this device To Microsoft Entra ID**, and click **Next**.

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Set up a work or school account	
You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.	
Email address	
Alternate actions:	
These actions will set up the device as your organization's and give your organization full control over this device.	
Join this device to Microsoft Entra ID	
Join this device to a local Active Directory domain	
Nevt	
11000	

- 4. Enter your Azure account and click Next.
- 5. Enter your **password** and click **Sign In**.
- **6.** Confirm the information, and click **Join**.
- 7. Click Done.
- **8.** After joining the system to the local AD domain, log out and log in again with your domain credentials.

To add the user's Azure account to a non-domain system, do the following:

- 1. Go to Settings > Accounts > Access work or school.
- 2. Click the **Connect** button.

← Settings	– 🗆 X
යි Home	Access work or school
Find a setting ρ Accounts	Get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.
RE Your info	+ Connect
Email & accounts	
🔍 Sign-in options	Related settings
Access work or school	Add or remove a provisioning package
A₊ Family & other users	Export your management log files
${\mathcal C}$ Sync your settings	Set up an account for taking tests Enroll only in device management

3. Enter the email address associated with your Azure account and click Next.



- 4. Enter your password and click Sign In.
- 5. Click Done.
- **6.** After adding your Azure account to the system, log out and log in again with your Azure credentials.

Once the workstation has joined the local AD or Microsoft Entra ID, or the user's Azure account has been added to the system, the workstation can access any shared printers in Universal Print that they have permission to.

To connect to a shared printer, do the following:

- 1. Go to Settings > Devices > Printers & scanners.
- 2. Click the button next to Add a printer or scanner.



- **3.** Windows will scan for available printers and display them. Universal Print printers show "cloud printer" below the share name.
- **4.** To connect to that printer, select it and click **Add Device**.



Printing via Universal Print

Printing via Universal Print works the same as normal Windows printing. From the application, the user chooses Print, selects the desired printer, sets any printing preferences, and clicks Print.

Removing an unused printer

Devices that are no longer needed or used can be removed from Universal Print by the Global Administrator or Print Administrator. This is done by deleting the share then unregistering the printer. If desired, the Windows printer definition can be deleted afterwards.

To remove a printer from Universal Print, do the following:

1. Go to the Printers section of the Universal Print Portal in Azure.

🔥 Universal Print Printers - Micros 🗙 -	ers & scanners			
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Manage	Name ↑,	↓ Status	Share Status	Share Name ↑↓
Printers	OM_Ricoh_Socket9100	Ready	Printer Shared	OMRicohSocket9100
Connectors	OM_Ricoh_Queue4	🛛 Ready	Printer Shared	OM-Ricoh-Q4
Document Conversion	OM_RicohPS_Queue3	🖉 Ready	Printer Shared	OM-RicohPS-LPR
W boomen contact	OM_RicohPS_WQ1	🖉 Ready	Printer Shared	OM-RicohPS-WQ1
Monitor	OM_Xerox_Socket9101	🛛 Ready	Printer Shared	OM-Xerox-S9101
Reports	I-Queue	🖉 Ready	Printer Shared	EQ-I-Queue
	EQ_Xerox_Queue2	Ready	Printer Shared	EQ-Xerox-LPR
	EQ_Ricoh_Queue1	🖉 Ready	Printer Shared	EQ-Ricoh-LPR
	OM_Xerox_Queue2	Ready	Printer Shared	OM-Xerox-LPR
	OM_Ricoh_Queue1	🖉 Ready	Printer Shared	OM-Ricoh-LPR
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	OM Printer Test2		Not shared	
	OM Printer Test		Not shared	
	OM Printer 1		Printer Shared	OMPrinter1

- **2.** Click on the printer you wish to remove to go to it's properties page.
- 3. Click Delete Printer Share.

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β ₂ Members	Make RICOH Co.,Ltd.	Printer Share Status Printer Share Ready Printer Status Ready Printer Status Reasons Printer Is Accepting Jobs Yes	
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4. Click **OK** when asked "Are you sure you want to stop sharing this printer?".

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5. Click Unregister Printer.

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≡ Microsoft Azure	n resources, services, and docs (G+/)	📃 🖸 🖗 🤗 😳 Kofax, inc. (dev/test) 🧶
Home > Universal Print Printers >		
OM_Ricoh_Socket9	100	Х
	Č) Refresh ⊕ Share Printer 🗟 Swap Printer 🖉	agister Printer
Overview	Name OM_Ricoh_Socket9100	Printer Share Name
Jobs	Printer Id 8891429f-9d0f-4bc8-99fa-649a2f2e16cc	Share Id
🚔 Printer properties	Model PCL6 Driver for Universal Print	Printer Share Time
[₽] ႙ Members	Make RICOH Co., Ltd.	Printer Share Status Not shared
		Printer Status Ready
		Printer Status Reasons
		Printer Is Accepting Jobs Yes
		*
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6. Click **Unregister printer** again to confirm that you want to unregister the printer.



• The Connector can unregister a printer, however, the Connector does not remove the printer share first and causes problems for Universal Print and the Connector. It is recommended that you always use the Universal Print Portal to delete the share and unregister printers that are no longer needed.

• Deleting the windows printer definition, while leaving the printer share and registration behind, also causes problems for Universal Print and the Connector. Therefore, it is recommended that you always delete shares and unregister printers before removing their Windows printer definitions.

Troubleshooting

Occasionally a print job may "hang" in the system and does not make it through the print queue. If the print job does not make it through, check the Windows print queue on the workstation and on the Connector system. Right click the "hung" job and select Cancel, then try printing again.

Microsoft Universal Print documentation

https://www.microsoft.com/en-us/microsoft-365/windows/universal-print

https://docs.microsoft.com/en-us/universal-print/

https://techcommunity.microsoft.com/t5/windows-it-pro-blog/announcing-the-public-preview-ofuniversal-print/ba-p/1534891