



# Gespage

**Management of copies, prints and scans**

User's manual





# ***Table of contents***

---

<b>1. Introduction.....</b>	<b>9</b>
<b>2. Architecture.....</b>	<b>11</b>
2.1 General architecture .....	11
2.2 Control of several print servers.....	12
2.2.1 With Gespage agents .....	12
2.2.2 With Tracker agents .....	13
2.2.3 With Gespage Remote .....	14
2.3 Network flow.....	14
2.3.1 Printings .....	14
2.3.2 Printer's monitoring .....	14
2.3.3 Management of several print servers.....	14
2.3.4 Terminals.....	15
2.3.5 Client applications .....	15
2.3.6 External services.....	16
<b>3. Installation .....</b>	<b>17</b>
3.1 Installation on Windows.....	17
3.1.1 Required configuration.....	17
3.1.2 Installation on Windows.....	17
3.1.3 Software upgrade .....	23
3.1.4 Software uninstallation .....	23
3.1.5 Installation on Linux Debian .....	24
<b>4. Getting started.....</b>	<b>25</b>
4.1 Administrator interface.....	25
4.1.1 Browsing principles across the menus.....	26
4.1.2 General configuration .....	26
4.2 Access to the user interface and basic functions .....	28
<b>5. Dashboard .....</b>	<b>29</b>
5.1 Diagrams.....	31
5.1.1 Top ranking diagrams .....	31
5.1.2 Comparative diagrams .....	32
5.1.2.1 Printing flow summary .....	32
5.1.2.2 Printing flow trend.....	32
5.1.3 Cashier.....	33
5.2 Configuration .....	34

---

<b>6. Printers.....</b>	<b>35</b>
6.1 Gespage printer and queues concept .....	35
6.1.1 Configuring print queues.....	36
6.1.2 General configuration .....	37
6.1.3 Price configuration .....	39
6.1.4 Secure print configuration .....	41
6.1.5 Access right configuration.....	42
6.1.6 Printing rule configuration .....	43
6.1.7 Enabling mobile printing .....	45
6.2 List of queues .....	46
6.2.1 Gespage printer and queues setup .....	46
6.3 Cost configuration .....	49
6.3.1 Basic price profile .....	49
6.3.2 Advanced price profile.....	49
6.4 Mobile printing configuration .....	50
6.4.1 Print profile.....	50
6.4.2 Email profile .....	53
6.4.3 Configuration of mobile print profiles to a printer.....	57
6.5 Advanced function.....	59
6.5.1 Model of printer / copier .....	59
6.5.2 Printer group .....	59
6.5.3 Unhandled printers .....	61
6.5.4 Management of an unconnected photocopier .....	61
<b>7. Terminals.....</b>	<b>63</b>
7.1 Hardware terminals .....	63
7.1.1 Terminals linked to a printing point .....	63
7.1.1.1 cPad.....	65
7.1.1.2 cPad-Pay .....	65
7.1.1.3 cBot.....	66
7.1.1.4 Payment station .....	66
7.1.2 Account reloads terminals .....	68
7.1.2.1 DRC10/CR10.....	68
7.1.2.2 cBot.....	69
7.2 Embedded terminals (eTerminal).....	69
7.2.1 Brother eTerminal .....	70
7.2.2 Epson eTerminal .....	70
7.2.3 HP eTerminal .....	70
7.2.4 Kyocera eTerminal.....	70
7.2.5 Lexmark eTerminal.....	70
7.2.6 Ricoh eTerminal .....	70
7.2.7 Sharp eTerminal .....	70
7.2.8 Toshiba eTerminal .....	71
7.2.9 Xerox eTerminal .....	71
7.2.10 Konica-Minolta eTerminal .....	71
7.2.11 Canon eTerminal .....	71
7.3 Contactless card readers .....	72
7.3.1 Cartadis reader models .....	72
7.3.2 Reader profiles.....	72
<b>8. Users.....</b>	<b>74</b>
8.1 User management .....	75

---

8.1.1	User fields .....	76
8.1.2	Gespage credit .....	79
8.2	Department management.....	79
8.3	Job management.....	81
8.4	Management of user groups.....	82
8.5	Cashier function.....	84
8.5.1	Credit per user .....	85
8.5.2	Credit per department.....	86
8.6	Copy shop .....	87
8.6.1	Payment .....	88
8.6.2	Cards initialization .....	89
8.6.3	Settings .....	90
<b>9.</b>	<b>Monitoring .....</b>	<b>92</b>
9.1	Print monitoring .....	92
9.1.1	Viewing the local printing queue .....	92
9.1.2	Manual release of a printing .....	94
9.2	Printer fleet monitoring.....	95
9.2.1	Overview.....	95
9.2.2	Detailed view .....	96
9.3	Agent monitoring.....	98
<b>10.</b>	<b>Journals.....</b>	<b>99</b>
10.1	Detailed log of transactions .....	99
10.1.1	Transaction log of copies, prints and scans .....	99
10.1.2	Logs of jobs purged and redirected.....	100
10.2	Log of user balance modifications.....	101
10.3	Log of DRC10 transactions .....	103
10.4	Event logger .....	105
<b>11.</b>	<b>Reports.....</b>	<b>107</b>
11.1	Printing flow.....	107
11.1.1	Printing flow summary .....	107
11.1.2	Printing flow trend .....	109
11.1.3	Environment .....	111
11.1.4	Costs.....	111
11.1.5	Savings .....	112
11.1.6	Volume .....	113
11.1.7	Counters.....	113
11.1.8	Customization of the reports .....	115
11.2	Customized reports.....	115
<b>12.</b>	<b>Global parameters .....</b>	<b>116</b>
12.1	Configuration menu .....	117
12.1.1	Admin parameters.....	117
12.1.1.1	Global parameters .....	117
12.1.1.2	Advanced parameters.....	118
12.1.2	Users parameters .....	119

---

12.1.3	LDAP synchronization .....	120
12.1.3.1	Synchronization parameters.....	121
12.1.3.2	Initialization parameters of accounts .....	126
12.1.3.3	Synchronization for advanced user .....	126
12.1.4	Uploading CSV files.....	127
12.1.5	Email Server.....	127
12.1.6	Popup / Notifications .....	129
12.1.7	FTP / Spooler .....	129
12.1.7.1	FTP server parameters.....	129
12.1.8	Service of Scan via FTP .....	130
12.1.8.1	Scan to email via FTP .....	130
12.1.8.2	Scan to home directory.....	131
12.2	System menu.....	132
12.2.1	Backup/Restore.....	132
12.2.1.1	Backup.....	133
12.2.1.2	Restore.....	133
12.2.2	Purging database .....	134
12.2.3	Purging users.....	134
12.3	Tasks menu .....	135
12.3.1	Tasks list .....	135
12.3.2	Type of tasks .....	136
12.3.2.1	Task for sending reports by mail .....	136
12.3.2.2	Task for CSV import .....	137
12.3.2.3	Task of administrator notification .....	137
12.3.2.4	Task of user notification .....	138
12.3.2.5	Account reloading.....	139
12.3.2.6	User information .....	140
12.3.2.7	Performing a script .....	141
12.4	Web access .....	141
12.4.1	Access right to the administrator interface .....	141
12.4.2	Administrator password .....	142
12.4.3	User interface setting .....	143
12.4.4	Setting the web commerce (option) .....	145
12.4.4.1	E-commerce setting.....	146
12.4.4.2	Web shop .....	148
12.5	Gespage Mobile.....	149
12.5.1	Debug Mode .....	150
12.5.2	Web Printing.....	150
12.5.3	Mobile App Printing .....	151
12.5.4	Setting the email printing .....	151
12.5.4.1	General parameters .....	151
12.5.5	Smartphone Application use .....	152
12.6	License.....	169
12.7	Parameters registry.....	171
<b>13.</b>	<b>Advanced scans .....</b>	<b>173</b>
13.1	Advanced Scans Settings .....	174
13.2	Advanced Scan Processing.....	175
13.2.1	Processing OCR .....	175
13.2.2	Installation of Tesseract .....	176
13.2.3	Processing blank pages.....	180

13.3 Outgoing .....	181
13.3.1 Outgoing Email .....	182
13.3.2 Outgoing Storage .....	183
13.3.3 Create scan profiles.....	184
<b>14. Managing multiple sites.....</b>	<b>187</b>
14.1 Gespage agent: General configuration .....	187
14.1.1 Installation .....	187
14.1.2 Advanced parameters.....	188
14.2 Gespage Remote: General configuration .....	188
14.2.1 Central server configuration.....	189
14.2.2 Remote server configuration.....	189
<b>15. Client applications .....</b>	<b>192</b>
15.1 Gespage Popup.....	192
15.1.1 Installation .....	192
15.1.2 Configuration .....	193
15.1.3 Advanced configuration .....	200
15.1.4 Popup behaviour .....	201
15.2 GPayStation.....	204
15.2.1 Installation .....	204
15.2.1.1 Software installation .....	204
15.2.1.2 Workstation configuration .....	204
15.2.1.3 Authentication .....	205
15.2.1.4 Logout .....	207
15.2.1.5 Payment of printings .....	207
15.2.1.6 Cancellation of printings.....	208
<b>16. Appendix.....</b>	<b>209</b>
16.1 GDPR compliance .....	209
16.1.1 What are the consequences on print management systems? .....	209
16.2 Microsoft SQL Server configuration.....	211
16.3 Microsoft Universal Printer configuration.....	220



# 1. Introduction

---

This manual describes the features of Gespage V9.2.0 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, which 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 usernames, 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 equipment's to be homogenized with a unique user interface and features level.
- The management of a separate B&W and colour quotas at users, departments, and jobs level. The users' accounts of Gespage may be synchronized with a LDAP, Active Directory or Entra ID 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 user's 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 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 an online 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

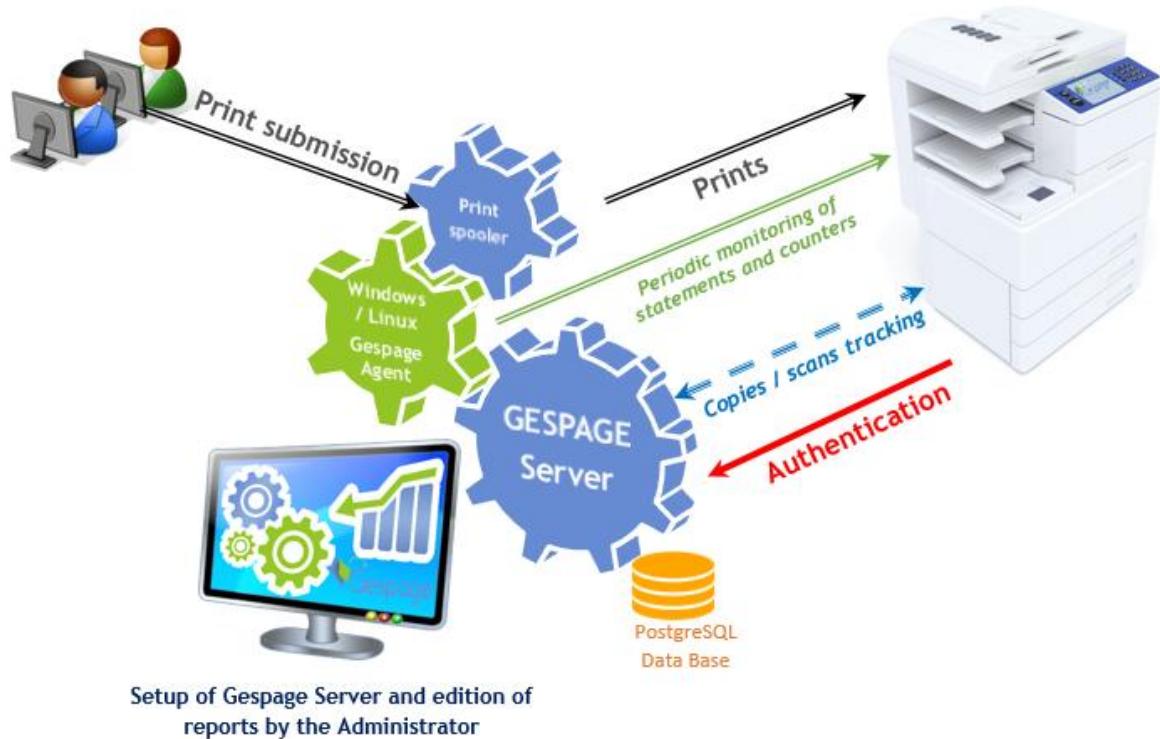
Gespage solution features the latest software technologies: Java JEE7, Payara application server, PostgreSQL server database (default).

Gespage server is divided in several main services:

- **Gespage Service** [*Gespage Application server*]: manages the printing logic, the user's 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.
- **Gespage mobile Service** [*Gespage Mobile Service*]: Manages print document submissions coming from mobile printing.
- **Gespage Gateway Service**: Manage communication with Gespage Mobile Application for Smartphone.

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 that 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.

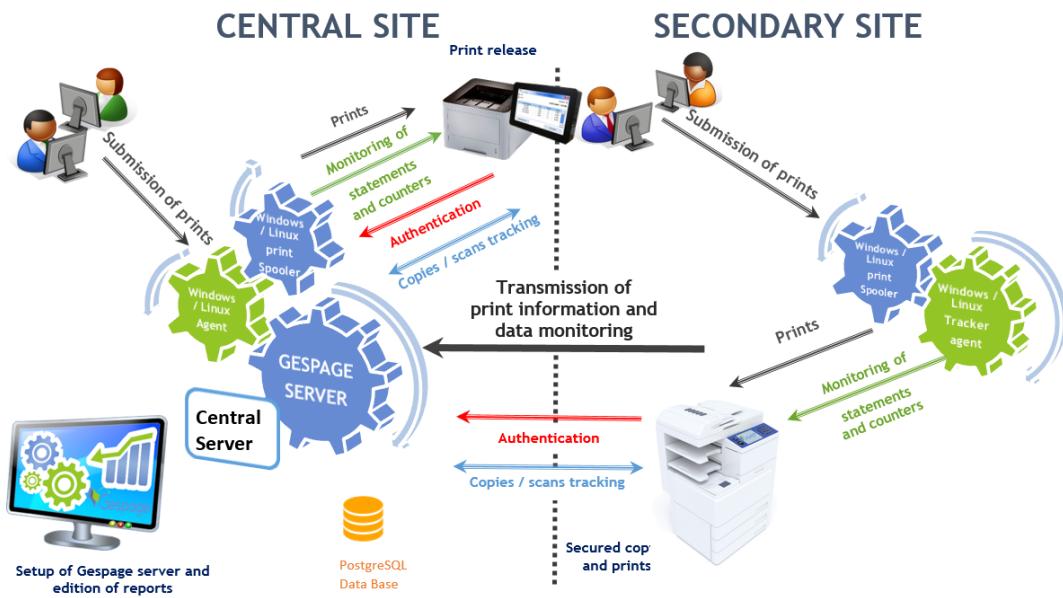
All Gespage features remain available on the secondary site, but the service will be interrupted if the network link between the two servers is disrupted.

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.

## Gespage Agent

On all the sites: Redirection rules, print on request and secured, reports, transmission of counters ...



### 2.2.2 With Tracker agents

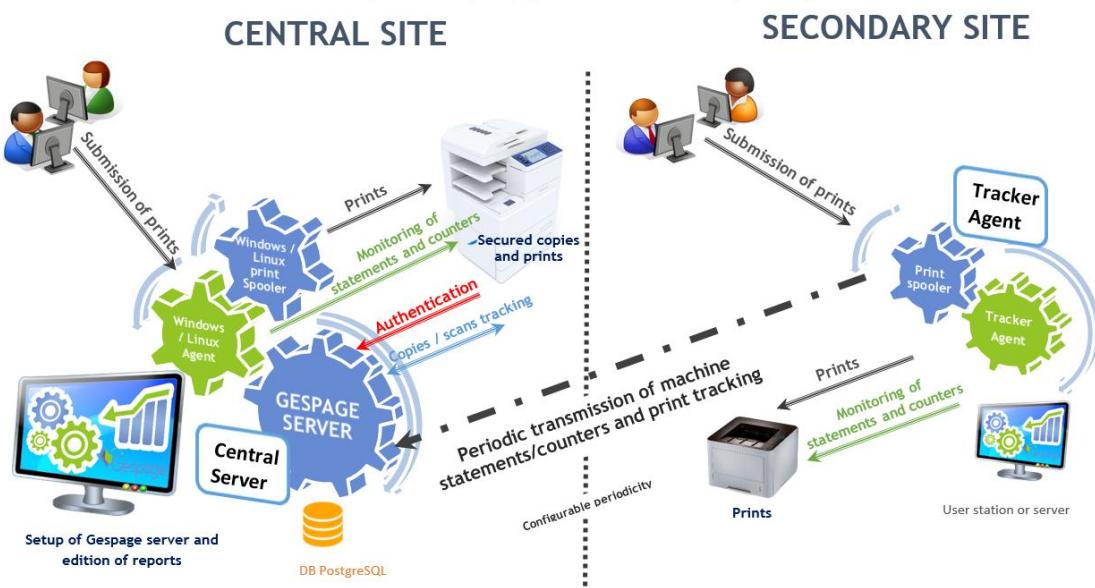
A Tracker Agent is used to track the print activity of a server and return the statistics of the associated MFPs.

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

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

## Gespage Tracker agent

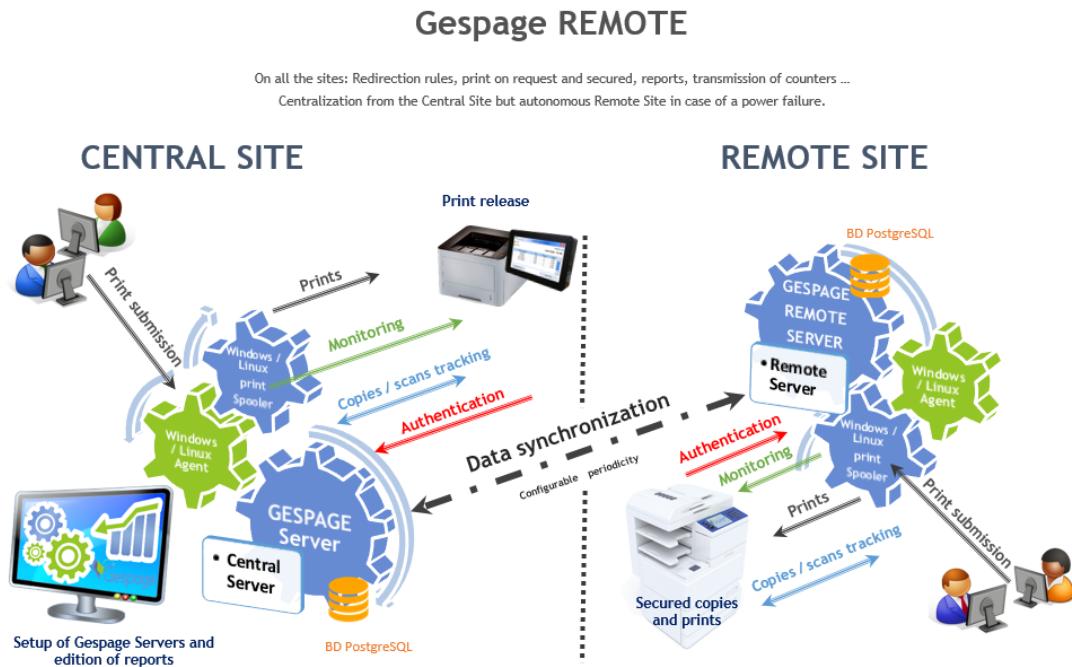
On the Central Site: Redirection rules, print on request and secured, reports, transmission of counters ...  
+ Monitoring of the Secondary site (Regular transmission of counters and print activity)



## 2.2.3 With Gespage Remote

A remote server hosts the entire Gespage application. This configuration allows the servers to be independent, making them available even if the network link between the two sites is interrupted.

In case of network disconnection between sites, this configuration enables Gespage Remote to ensure functioning. So, printing rules, secure printing, the rights of each user and the collection of information are thus maintained. Once the network is restored, the data will be centralised on the central server.



## 2.3 Network flow

### 2.3.1 Printings

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

### 2.3.2 Printer's monitoring

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 TCP port 7180 and TCP port 7181 (in secured mode). From a network point of view, the Agents are clients of the Gespage service, they only make outgoing calls to the Gespage service.

When the Global Print2me function is enabled, the secured TCP port 7121 (by default) is also 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 extremely limited. Indeed, the agent does not send the flow of spool files, they remain local 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 must 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 (eTerminals) 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 eTerminal.

### **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:** For the users to be able to reach the Gespage server from the Internet, a public IP is required. 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 means of the "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 configuration of the e-mail printing, the user portal can be used to configure the printing (see § 6.4.2).

## 2.3.6 External services

### SMTP email server

To send e-mails, Gespage server is client of a SMTP server on the TCP port 25 or the TCP port 587 (in secured mode). This is the default port; it can be changed.

### 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](http://www.gespage.com).

Gespage server for Windows is a Windows executable:

- Gespage\_Setup\_win\_x64.exe.

The installation of the Gespage services requires:

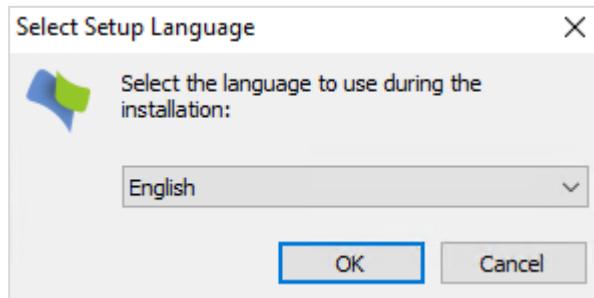
- 1 Go of disc space.
- Have the administrator rights in the Windows session.

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

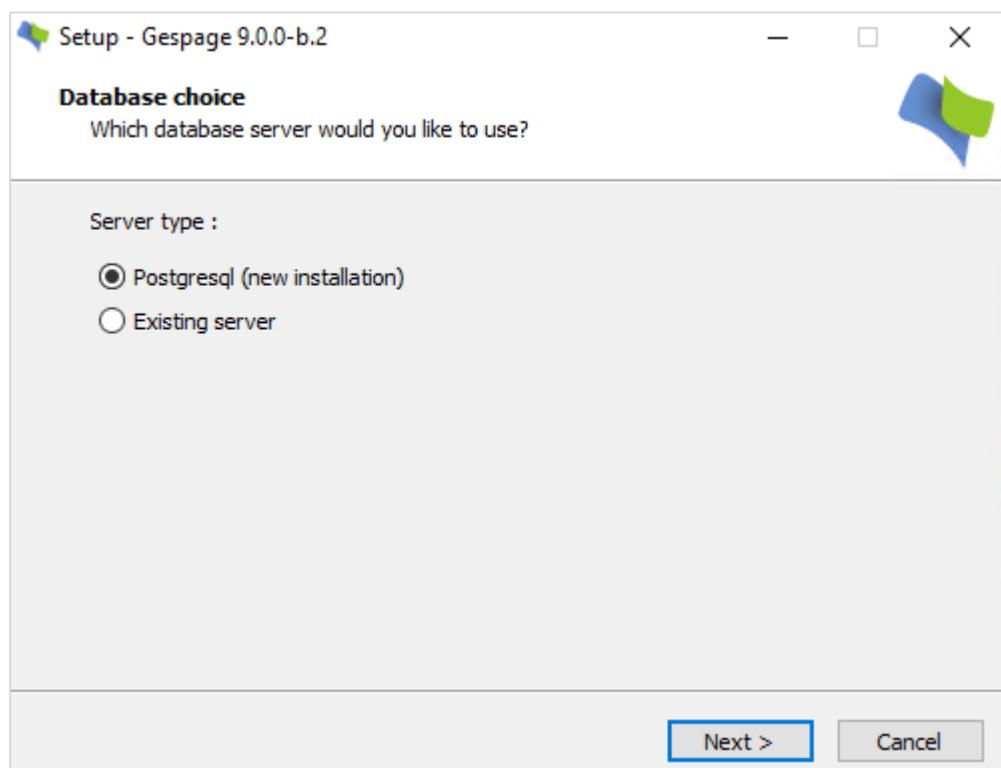
The installation procedure is as follows:

- Launch the executable (ex: *Gespage\_Setup\_win\_x64.exe*).

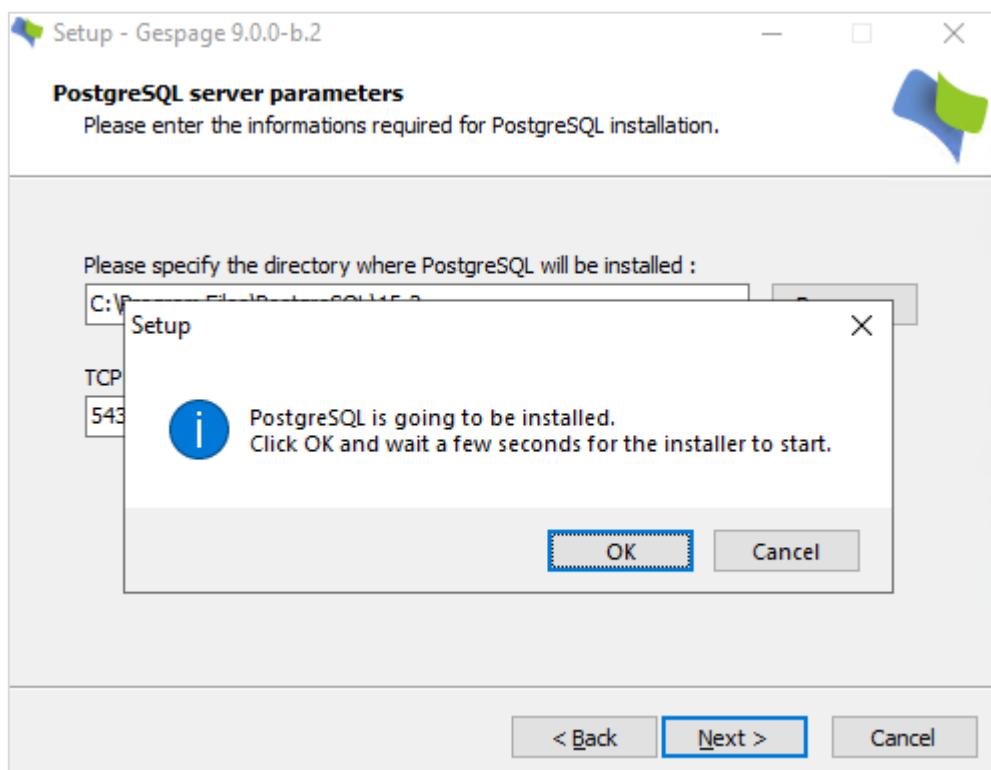
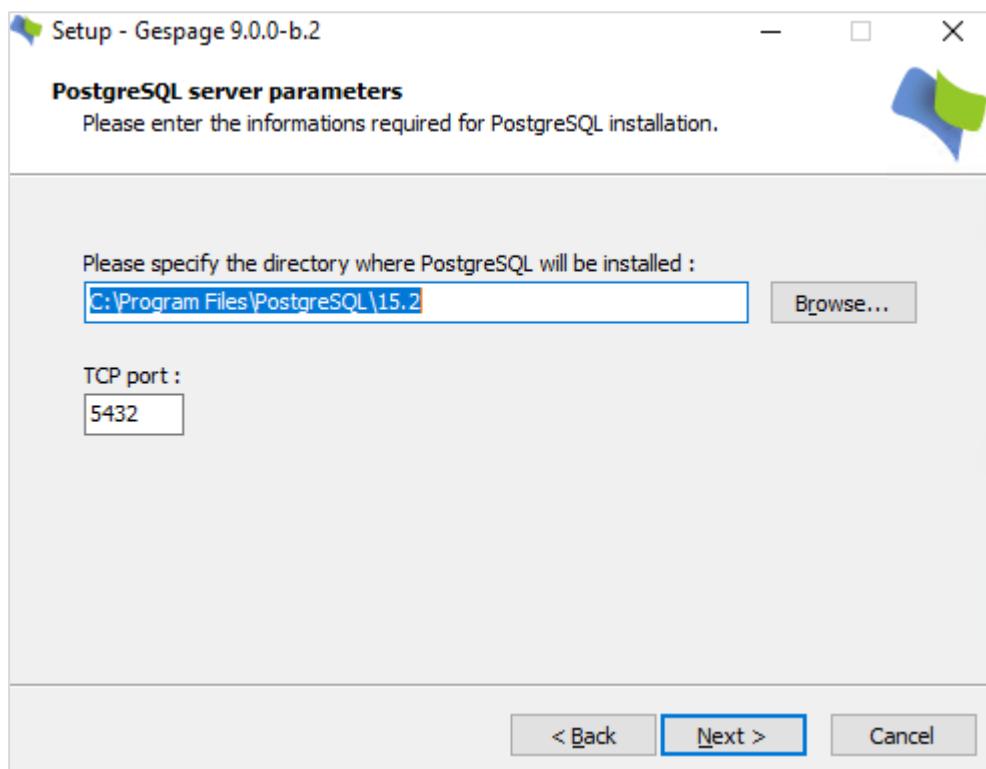
Choose the installation language in the setup wizard:



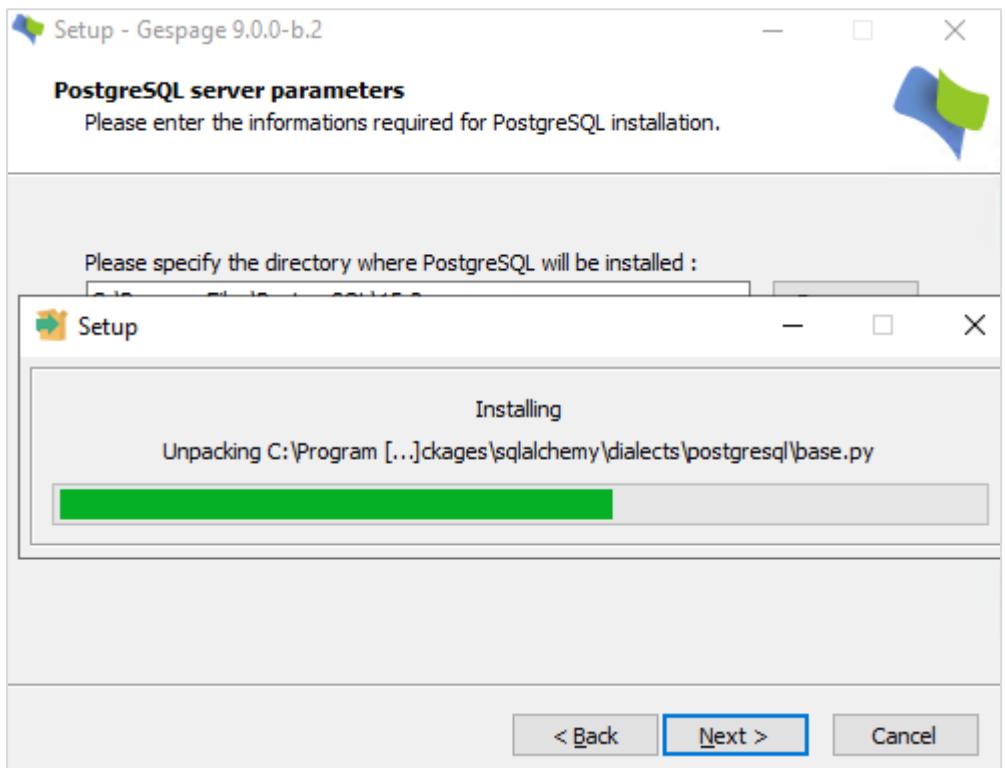
- (1) Select the PostgreSQL database server then click on Next:



- Gespage uses the default PostgreSQL database server, it needs confirmation on the port number, leave the default value of 5432.



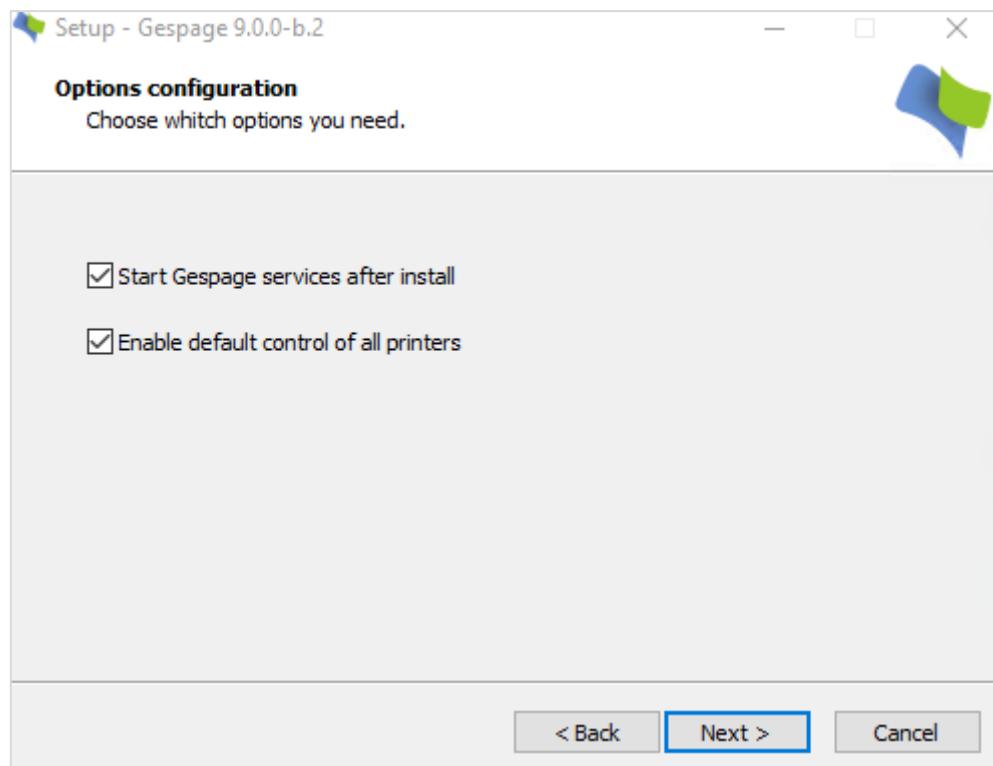
- Press *Next* then wait for about 30 seconds for displaying the window of the PostgreSQL installer press *Next* again:



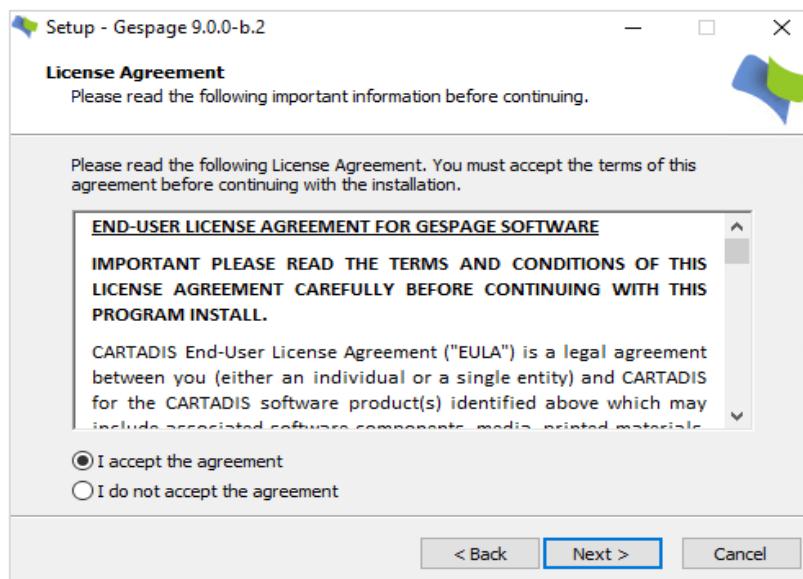
- The above window shows the progress of the PostgreSQL.

From now on, the PostgreSQL service is installed.

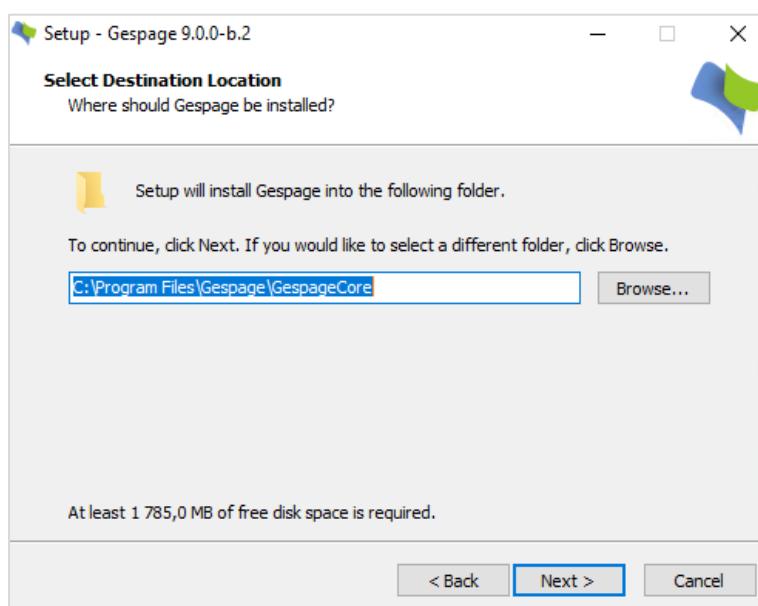
- Select and confirm your installation options.



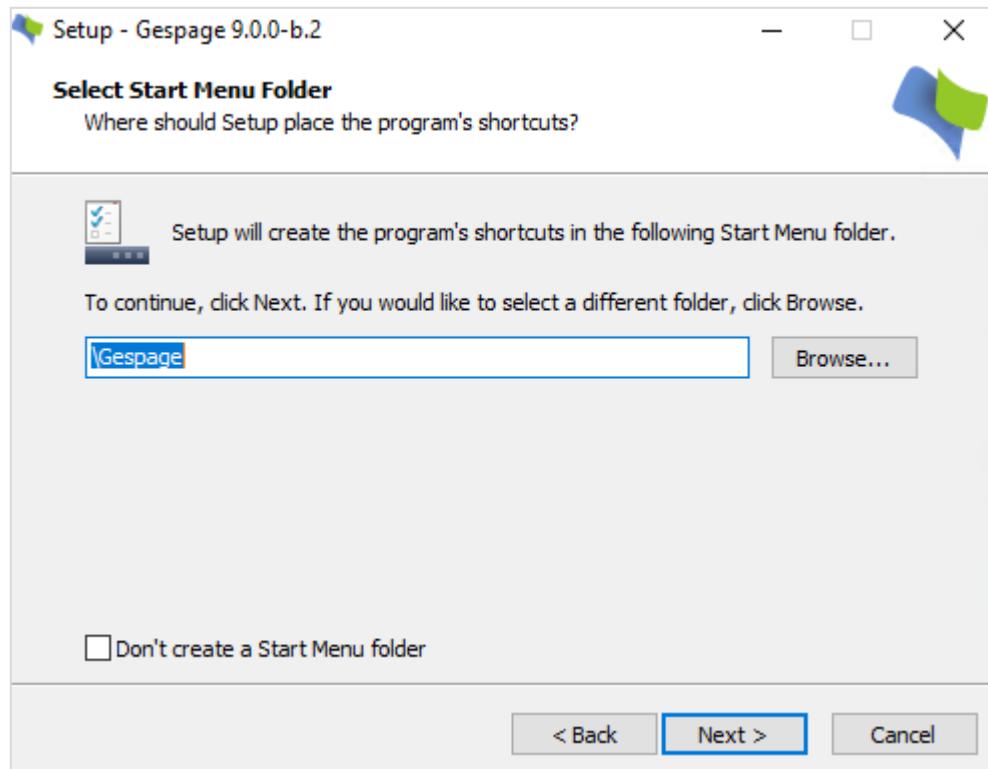
- You can choose an automatic start of all Gespage services at the end of the installation.  
**WARNING!** When upgrading an inactive node of a Microsoft cluster, you must not automatically start the Gespage services, otherwise you risk corrupting cluster.
- You can choose whether printers already installed on the print server should pass under the control of Gespage.  
**WARNING!** If you are installing Gespage for a test (POC Proof of Concept), then you must take care not to affect all the printers installed. In this case, you must uncheck the box concerned.
- Read the EULA (End User License Agreement) and if you agree press *Next*.



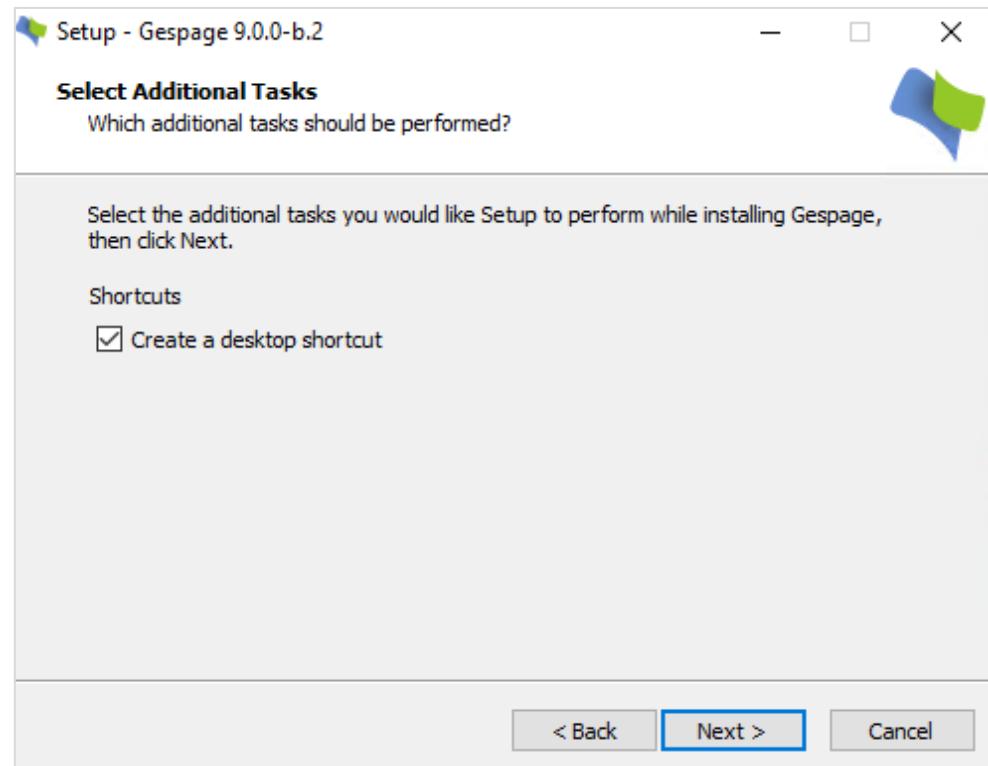
- You can change the default path of the software installation:

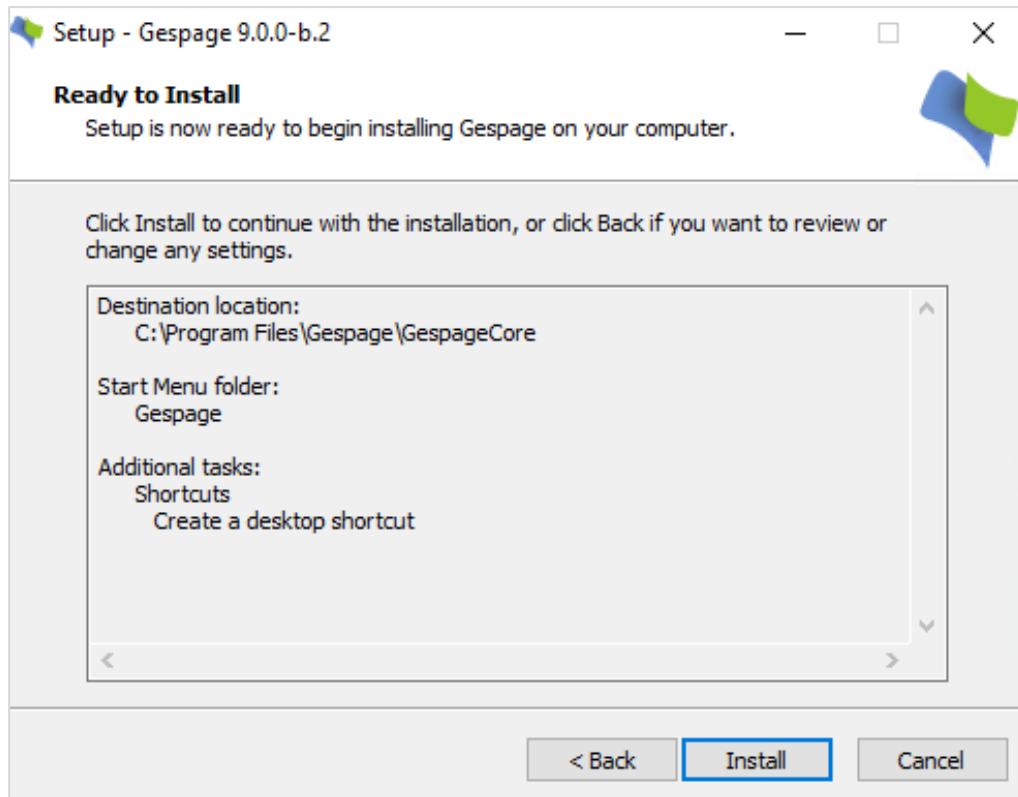


**(1)** To save space on the desktop, you can choose an alternative folder for the Gespage shortcuts to be copied:



**(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 Gespage installation is now completed. The Gespage interface is accessible from the “Gespage Admin” shortcut created on the desktop of your server or from a web browser on the network by accessing to the URL: [http://Server\\_address:7180/admin](http://Server_address:7180/admin) or [https://Server\\_address:7181/admin](https://Server_address:7181/admin).

### 3.1.3 Software upgrade

To upgrade your Gespage software, simply launch the installer of the new version to be upgraded.

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.

**WARNING!** 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 using the Windows program manager. Gespage uninstalling does not remove the database. Data of your server remains stored.

### 3.1.5 Installation on Linux Debian

Gespage can also be installed on Debian server.

Debian must be at least on version 12

The installation process is described on our support site: [Gespage Debian](#)

# 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 .

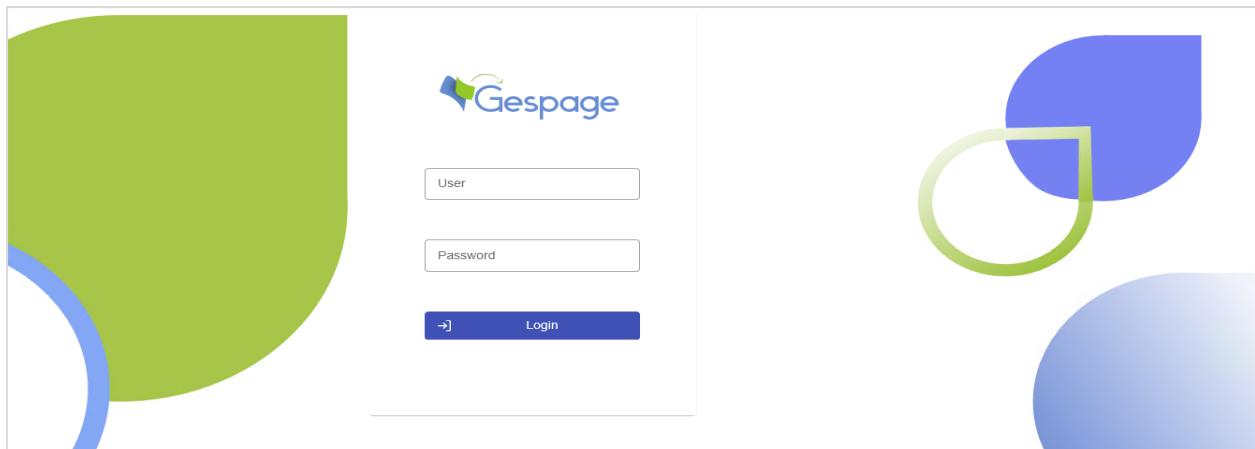
**The creation of new printers, the installation of print drivers and the default configuration of the drivers can be conducted from the standard interface of your system:**

- 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](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](https://Server_address:7181/admin).
- Non-secure mode: [http://Server\\_address:7180/admin](http://Server_address:7180/admin).



**The administrator login name is “admin” and the default password is “123456”.** This password may be modified (refer to § 12.4.2).

A configurable access of administration may be provided to users of the system (see § 12.4).

#### 4.1.1 Browsing principles across the menus

Gespage application functions are organized in 8 categories:

- Dashboard      *(Overview of the last activities).*
- Printers        *(Configuration of the printers, terminals, and prices).*
- Document      *(Configuration of scan and Mobile printing)*
- Accounts      *(Management of the user's accounts).*
- Monitoring    *(Monitoring of pending jobs, printers, and agent).*
- Journals       *(Display Gespage events)*
- Reports        *(Report on the activities and printing costs).*
- Server         *(General configuration of the Gespage server).*
- Support        *(licenses and tool to get logs)*

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 step in configuring your server is to define whether you wish to use Gespage only for print accounting (mode 1) or also to manage user 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.

The screenshot shows the 'Paramètres admin' configuration page of the Gespage web interface. The page is organized into several sections:

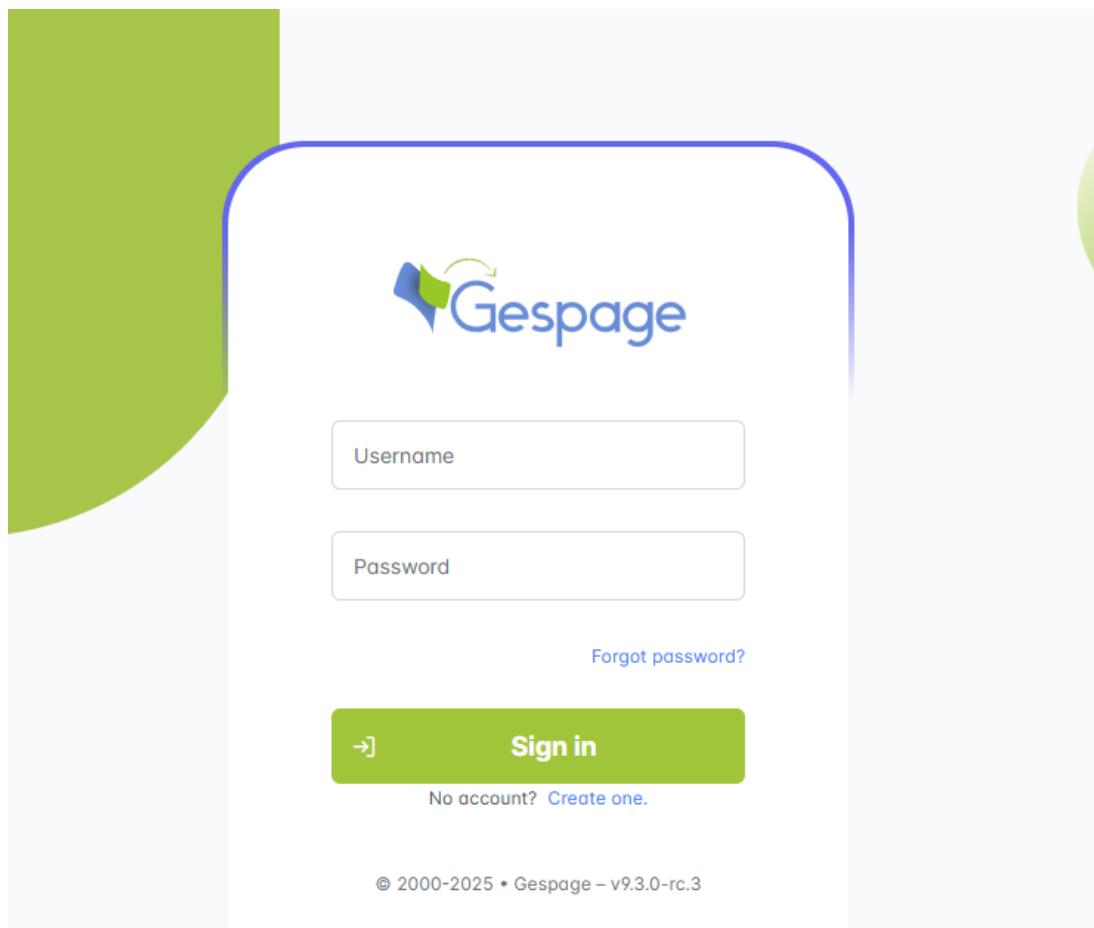
- GÉNÉRAL**:
  - Langue du serveur: fr\_FR
  - Mode d'impression: Mode 2, gestion des crédits utilisateurs (avec blocage des impressions) (selected)
  - Echelle de grandeur des prix: En monnaie avec 2 chiffres décimaux
  - Code monnaie (ISO 4217): EUR
- SERVEUR GESPAGE**:
  - Adresse du serveur Gespage: 10.0.100.26
  - Port (sécurisé): 7181
  - Adresse publique du serveur Gespage: 10.0.100.26
  - Port public: 7181
  - Protocole public: HTTPS
- PURGE AUTOMATIQUE DES IMPRESSIONS EN ATTENTE**:
  - Nombre d'heures: 24
  - Illimité:

At the bottom of the page is a green 'Validier' button.

Some of the above parameters are described later (refer to § 12.1.1).

## 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://Serveraddress:7143>



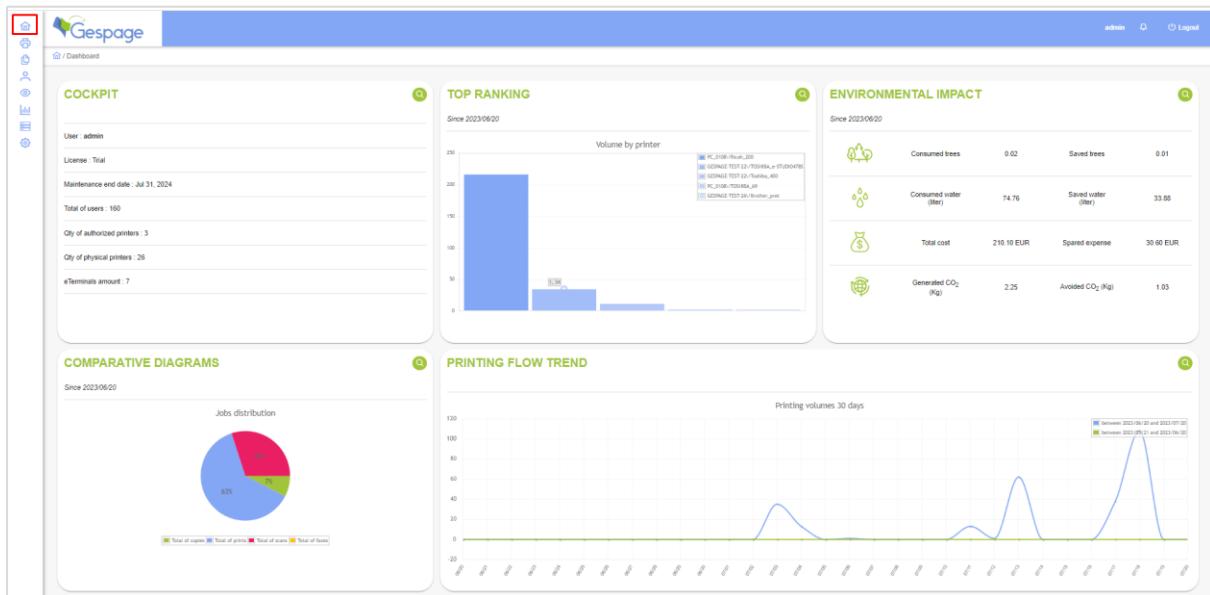
If you need to change this port to another one (to 443 for example), please contact our support team through our support portal <https://support.gespage.com>

The use for the user interface are detailed on another manual that you can find at our support portal <https://support.gespage.com>

# 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.

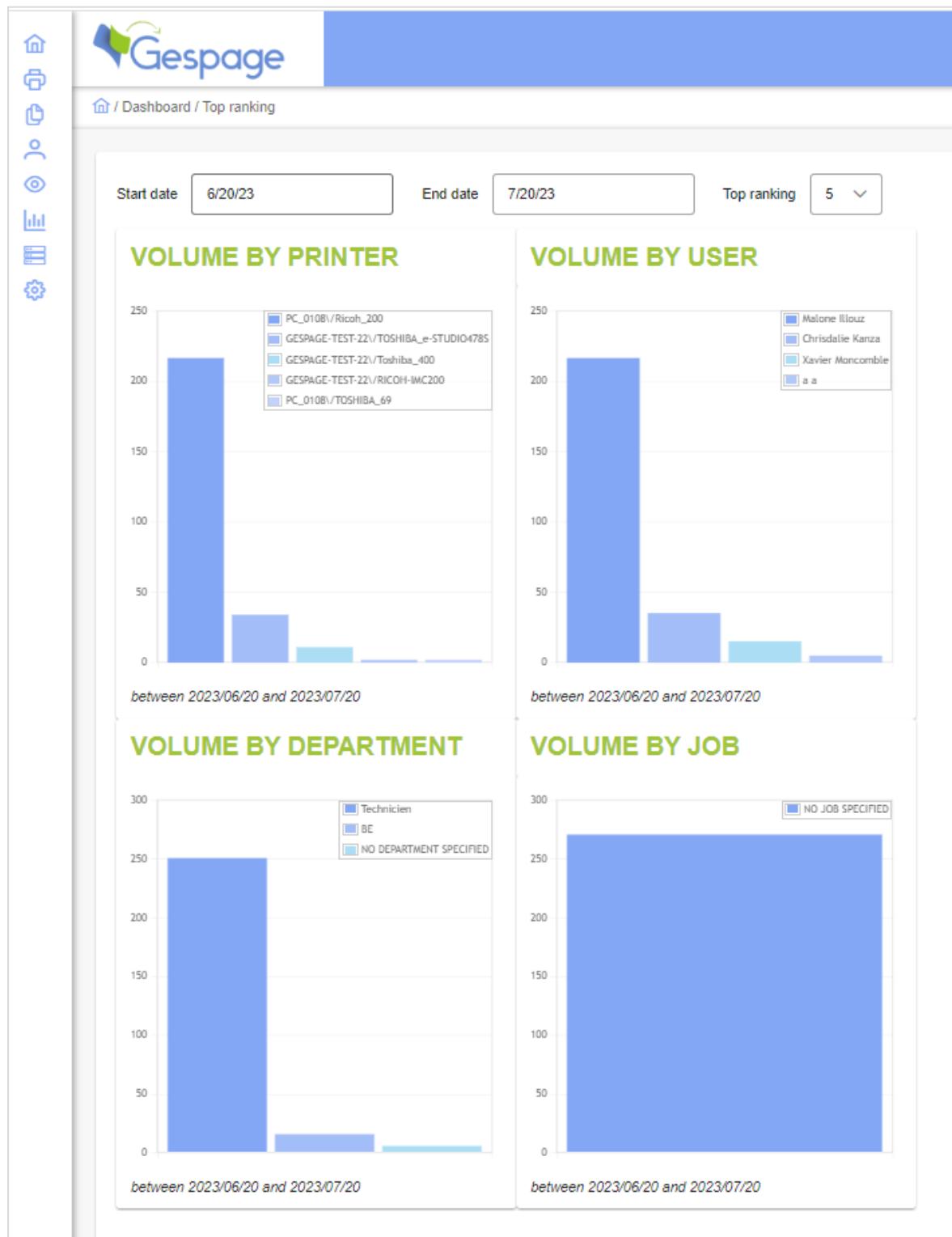


## 5.1 Diagrams

Several diagrams are available for displaying various information.

### 5.1.1 Top ranking diagrams

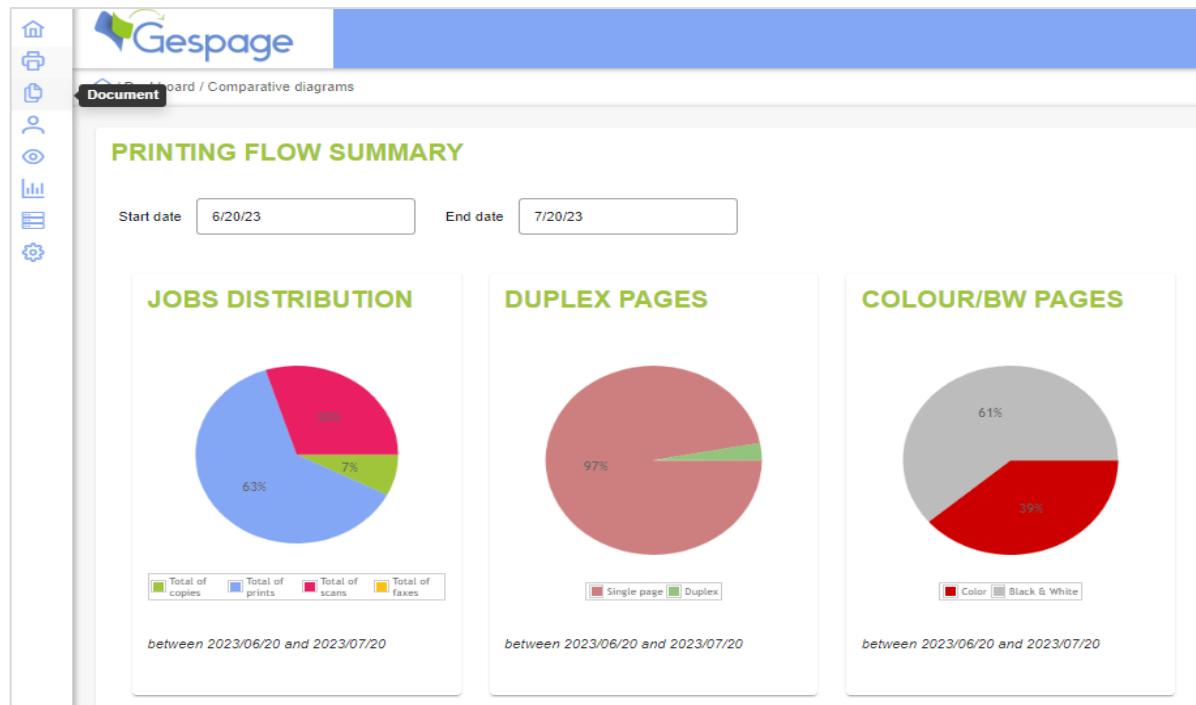
Displays information on the larger volumes by printer, user, department, and job in the form of histogram. The number of classified elements and the analysed period may be customized.



## 5.1.2 Comparative diagrams

### 5.1.2.1 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).



### 5.1.2.2 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.

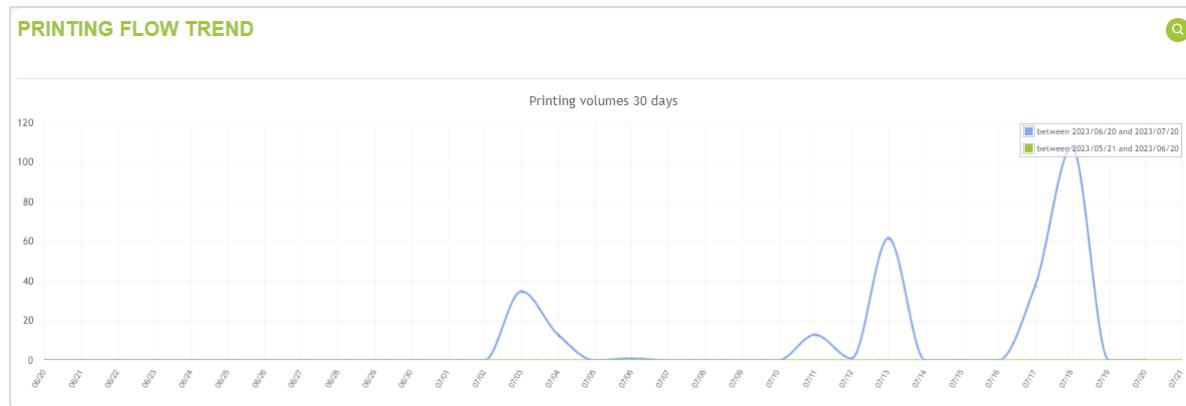
**Per day:** compares the printing volume of a month with the previous within 30 days.

**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.



### 5.1.3 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



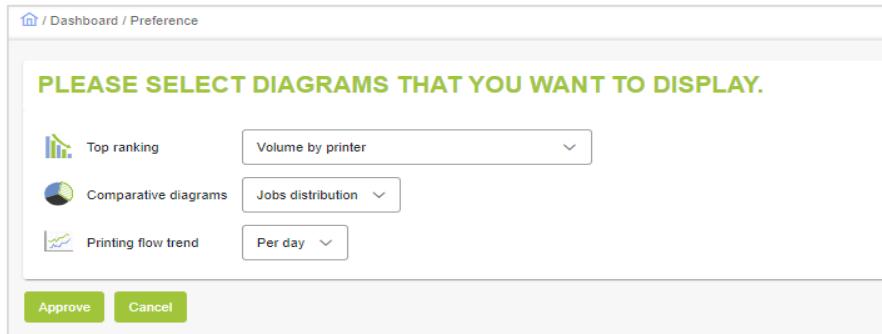
The unit shows an alert



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).

# 6. Printers

---

## 6.1 Gespage printer and queues concept

With Gespage v9 and Gespage Stratus, the printing configuration concepts have evolved. The printers and printer queues configuration are now both available in Gespage configuration:

- Gespage printer (new): It corresponds to the physical printer. It is a new concept in Gespage. There will be only one instance per physical printer. The eTerminal is linked to the Gespage printer.
- Gespage printer queue: It corresponds to a printer queue configured on a local computer. There will be as many printer queues as computers where a Gespage agent is installed. On the server side, each queue is aggregated in one Gespage printer.

Through these new concepts, it is now possible to configure printers either locally on each user's computer or on a printer server.

- Network printers: In that case, the printers are installed on a local print server, where Gespage Agent is also installed. The network printers are then shared on the local network.
- Local printers (new): In that case, the printers are installed on each local computer. With this configuration, you need to deploy a Gespage agent on each local computer, but no print server is required.

### 6.1.1 Configuring print queues

<input type="checkbox"/>	Printer/Copier name ↑↓	Connected terminal ↑↓	Spool type ↑↓	Printer group ↑↓	Comments ↑↓	IP address ↑↓	Priority printer ↑↓	Queue
<input type="checkbox"/>	GESPAGE-TEST-26/Brother_pret	TOSHIBA e-STUDIO400AC-13709856				10.0.1.2	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	GESPAGE-TEST-26/Copieur_Virtuel					127.0.0.6	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	GESPAGE-TEST-26/SHARP_BP-60C31	sharp_10.0.0.45				10.0.0.45	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	GESPAGE-TEST-26/TOSHIBA Universal Printer 2					0.0.0.0	<input checked="" type="checkbox"/>	1

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 except if a Gespage Agent is installed on another computer or print server.

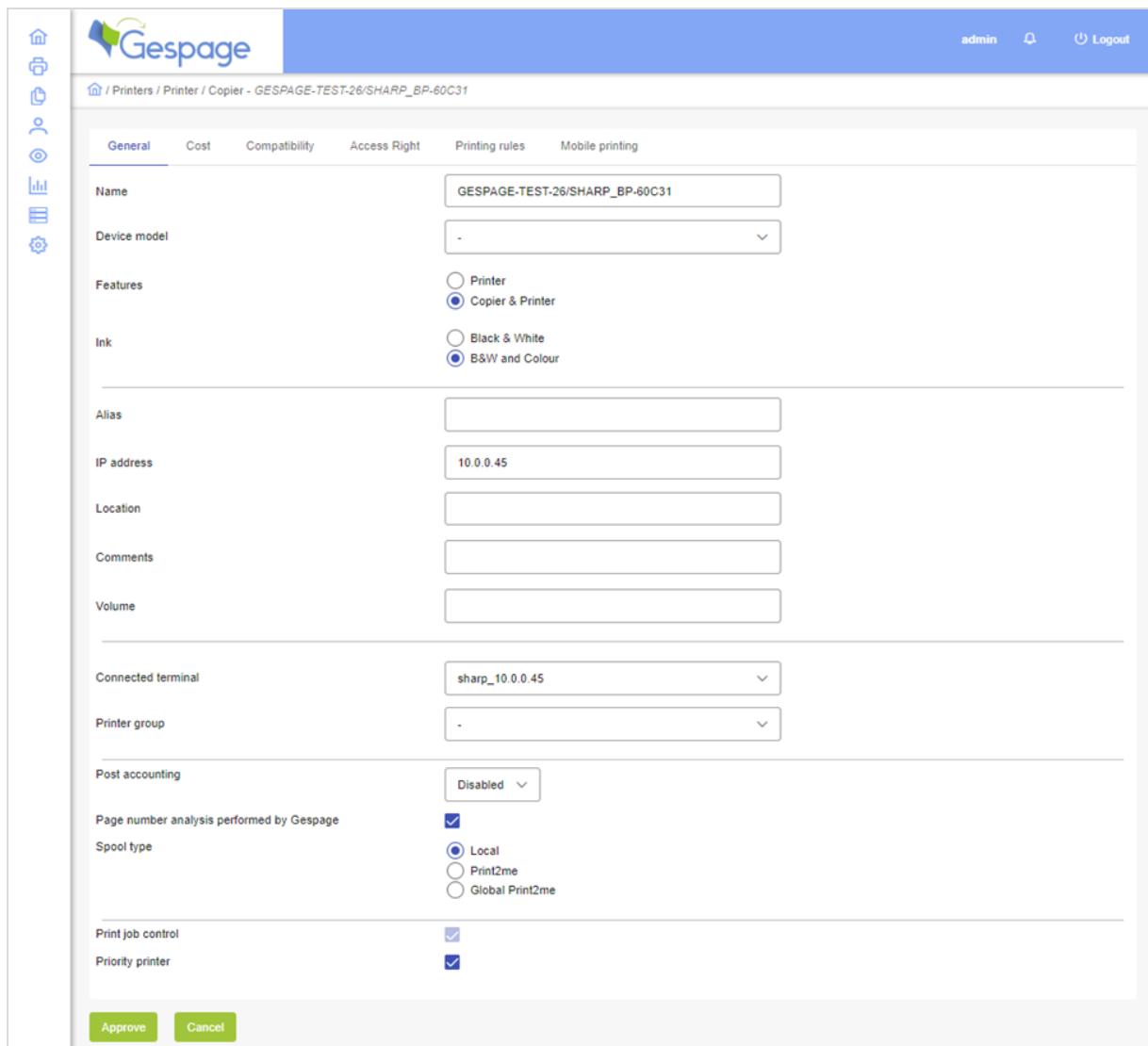
The name of the printers appears in the column “Printer / Copier name,” the name is composed of 2 parts “Server name / Printer name”, the “server name” comes from the first Gespage agent that connects to Gespage server to create the printer. The printers name can be renamed in Gespage to simplify the printer administration through Gespage.

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 .

### 6.1.2 General configuration



The screenshot shows the 'General' configuration page for a printer named 'GESPAGE-TEST-26/SHARP\_BP-60C31'. The page includes fields for Name, Device model, Features (set to 'Copier & Printer'), Ink (set to 'B&W and Colour'), Alias, IP address (10.0.0.45), Location, Comments, Volume, Connected terminal (sharp\_10.0.0.45), Printer group, Post accounting (Disabled), Page number analysis (checked), Spool type (Local), Print job control (checked), and Priority printer (checked). At the bottom are 'Approve' and 'Cancel' buttons.

The “General” tab includes the following properties:

- **Device model:**  
Advanced functionality to use the configuration of a model
- **Features:**  
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.
- **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 parameter is only available if the advanced setting `ui.show_erasable_ink` of Gespage is **true**.

- **Alias**  
To replace the printer's name with an alias used for the mobile application.
- **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 fields 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.
- **Printer group:**  
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 § 6.5.2).
- **Post accounting:**  
If this field is enabled, it means that Gespage will post-count the documents in order to correct the number of pages really printed after the end of printing.  
There are 2 types of corrected accounting:
  - **eTerminal** (recommended):  
The corrected accounting is conducted 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 conducted 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” into the 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 § 6.5.3).
- **Priority printer:**  
If set, this printer cannot be deleted by from Gespage administrator interface, it is a protection against wrong manipulation.  
If this parameter is set, each new queue that will be registered on this server with the same IP will be automatically associated to this printer.  
If you do not want to manage a specific queue, you must disassociate it on the queue menu. You cannot delete a printer set as priority if another queue is associated to this printer.

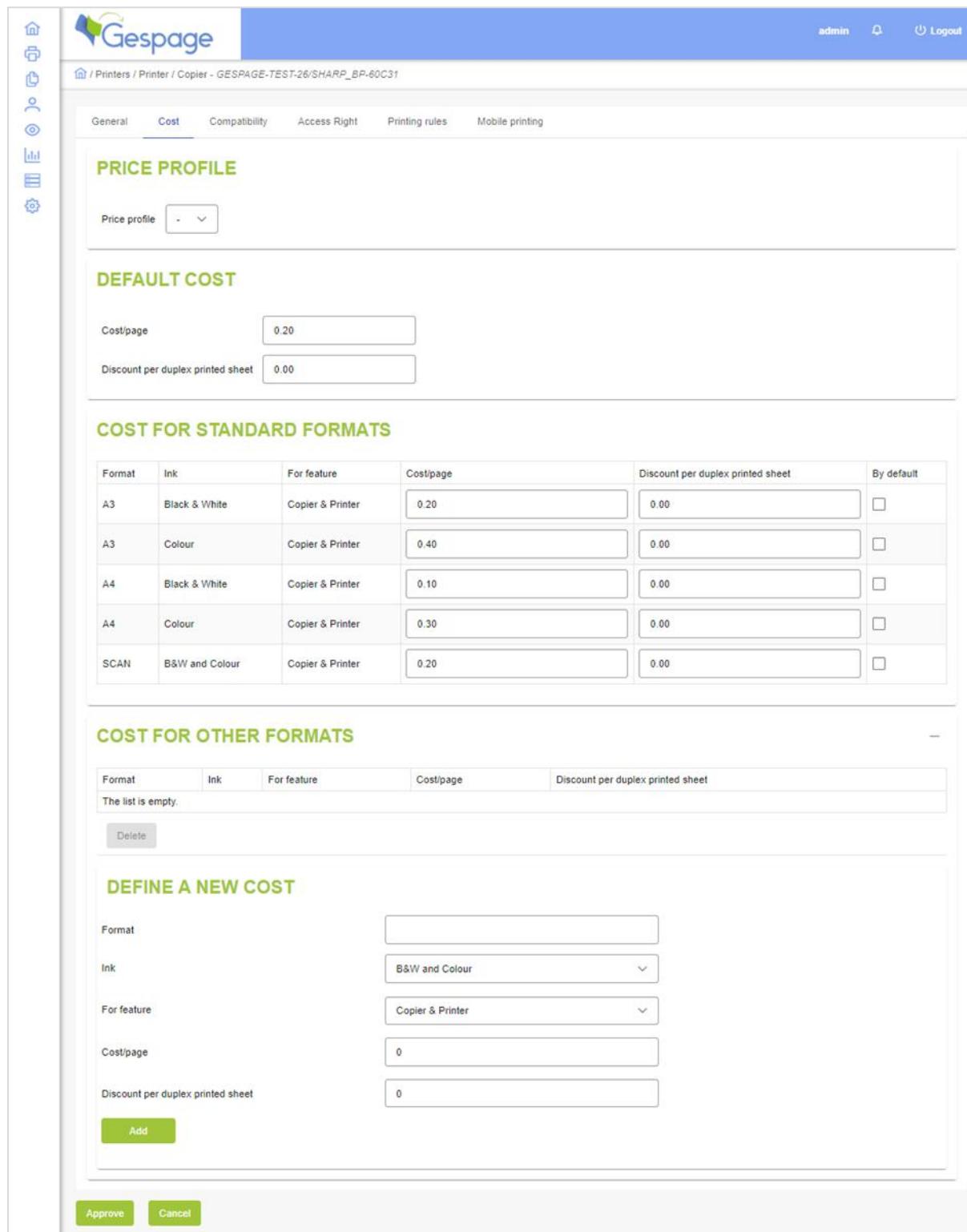
**NOTE:** Custom fields can be added to this description (see § 12.1.1.2).

**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.

### 6.1.3 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.



The screenshot shows the 'Cost' tab of the printer configuration in the Gespage software. The interface is organized into several sections:

- PRICE PROFILE:** A dropdown menu for selecting a price profile.
- DEFAULT COST:** Fields for 'Cost/page' (0.20) and 'Discount per duplex printed sheet' (0.00).
- COST FOR STANDARD FORMATS:** A table listing costs for various formats and ink types:
 

Format	Ink	For feature	Cost/page	Discount per duplex printed sheet	By default
A3	Black & White	Copier & Printer	0.20	0.00	<input type="checkbox"/>
A3	Colour	Copier & Printer	0.40	0.00	<input type="checkbox"/>
A4	Black & White	Copier & Printer	0.10	0.00	<input type="checkbox"/>
A4	Colour	Copier & Printer	0.30	0.00	<input type="checkbox"/>
SCAN	B&W and Colour	Copier & Printer	0.20	0.00	<input type="checkbox"/>
- COST FOR OTHER FORMATS:** A table showing an empty list with a note: 'The list is empty.' and a 'Delete' button.
- DEFINE A NEW COST:** A form for adding a new cost entry:
 

Format	<input type="text"/>
Ink	<input type="text"/> B&W and Colour
For feature	<input type="text"/> Copier & Printer
Cost/page	<input type="text"/> 0
Discount per duplex printed sheet	<input type="text"/> 0

 Buttons for 'Add' (green), 'Approve' (green), and 'Cancel' (green).

- Cost for other formats:**

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

### 6.1.4 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.
- 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.

**NOTE:** In the case of remote servers, documents sent to this type of printer can be released on another server (see § 14.2).

**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.

### 6.1.5 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 § 6.1.5). 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.

	Users group ↑	B&W Print	Colour Print	B&W Copy	Colour Copy	Scan	Admin
	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	GRP_Support	<input checked="" type="checkbox"/>					

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

	Users group ↑	B&W Print	Colour Print	B&W Copy	Colour Copy	Scan	Print from HDD	Print from USB	Admin
	Default	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	GRP_Support	<input checked="" type="checkbox"/>							

### 6.1.6 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 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 page number is greater than X pages.
- If the price of the document is greater than X Euros.
- If paper format is X, (X could be for example A0).
- If ink is X, (X could be Colour or Black & White).
- If the file name matches 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](http://fr.wikipedia.org/wiki/Regular_expression) for a complete definition.

- If job cost is greater than X.
- If colour forbidden to user group (suitable for the forcing rule in Black and White)
- If the spool file's size is bigger 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 Reprography Service. The document is then deleted from the list of pending jobs. The Popup informs the user that his document must 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.
- Enforce 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. %USER\_COMMENTS% = add the comments from the user's information menu.
  5. %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'.

The screenshot shows the 'Printers' section of the Gespage application. The 'Printing rules' tab is selected. The 'CURRENT RULES' table contains two entries:

Rule type	Action to perform
If ink is	Enforce Duplex
If page number is greater than	50
	Redirect to PC_0108/Sharp_43

Below the table is a 'Delete' button. The 'ADD RULE' section contains fields for 'If page number is greater than' (set to 50) and 'Redirect to' (set to PC\_0108/Sharp\_43). There is also an 'Add' button. At the bottom are 'Approve' and 'Cancel' buttons.

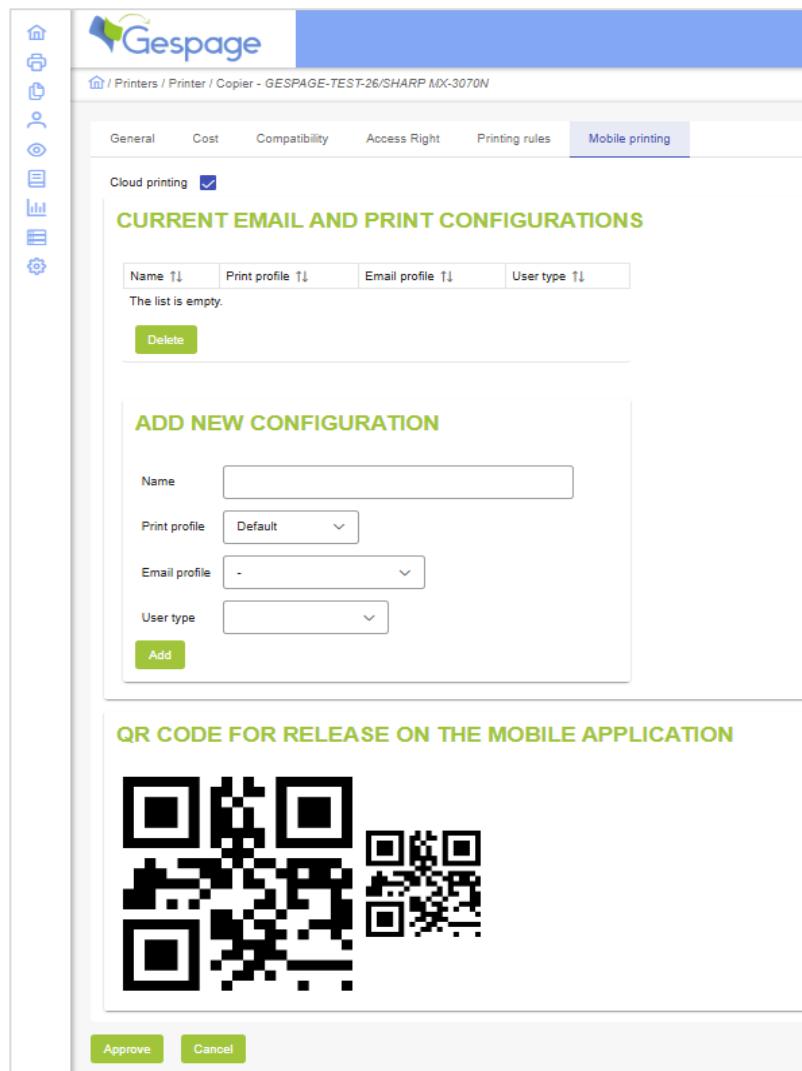
A Gespage Popup application is supplied in standard with Gespage. If this application is installed on the user's workstation, he is informed when his document is modified or redirected to another printer. The user may also be informed that a printing rule applies by sending him an email. But this application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

### 6.1.7 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.

To begin, you must first select the checkbox.

The screenshot shows a configuration dialog for mobile printing. The 'Mobile printing' tab is selected. The 'Cloud printing' checkbox is checked and highlighted with a red box. At the bottom are 'Approve' and 'Cancel' buttons, with 'Approve' also highlighted with a red box.



## 6.2 List of queues

### 6.2.1 Gespage printer and queues setup

With Gespage V9, it is possible to set up local printers in order to avoid any print server. For example, this printer has 3 print queues aggregated in one printer on the server side, thus all print jobs, copies or scans are considered on this unique printer instead of one different for each print queue:

Printer Name	IP Address	Queue Count
Espon91	10.0.0.91	3
kyocera_RF9103298	10.0.238.56	3
sharp_9512445700	10.0.0.43	3
PC_SUPPORT_8/Sharp_43		

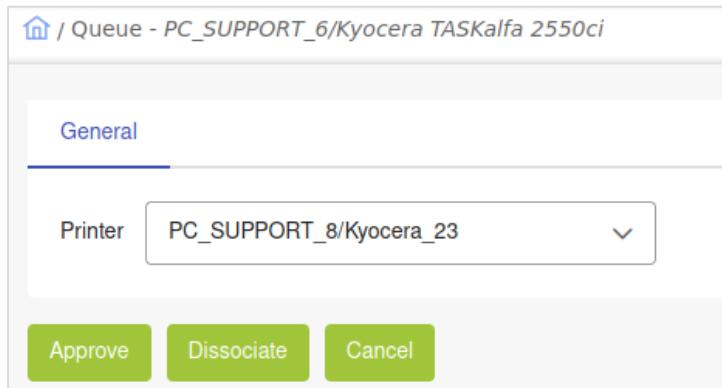
You can see which queues from which computer are aggregated in one printer by clicking on the number on the last column:

LIST OF QUEUES						
Computer name ↑ Queue Name Printer/Copier name ↑ Controlled ↑ Deleted ↑ Spool type ↑						
<input type="checkbox"/> PC_0108	Sharp_43	PC_SUPPORT_8/Sharp_43	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> PC_SUPPORT_6	SHARP MX-3071 PCL6	PC_SUPPORT_8/Sharp_43	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> PC_SUPPORT_8	Sharp_43	PC_SUPPORT_8/Sharp_43	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

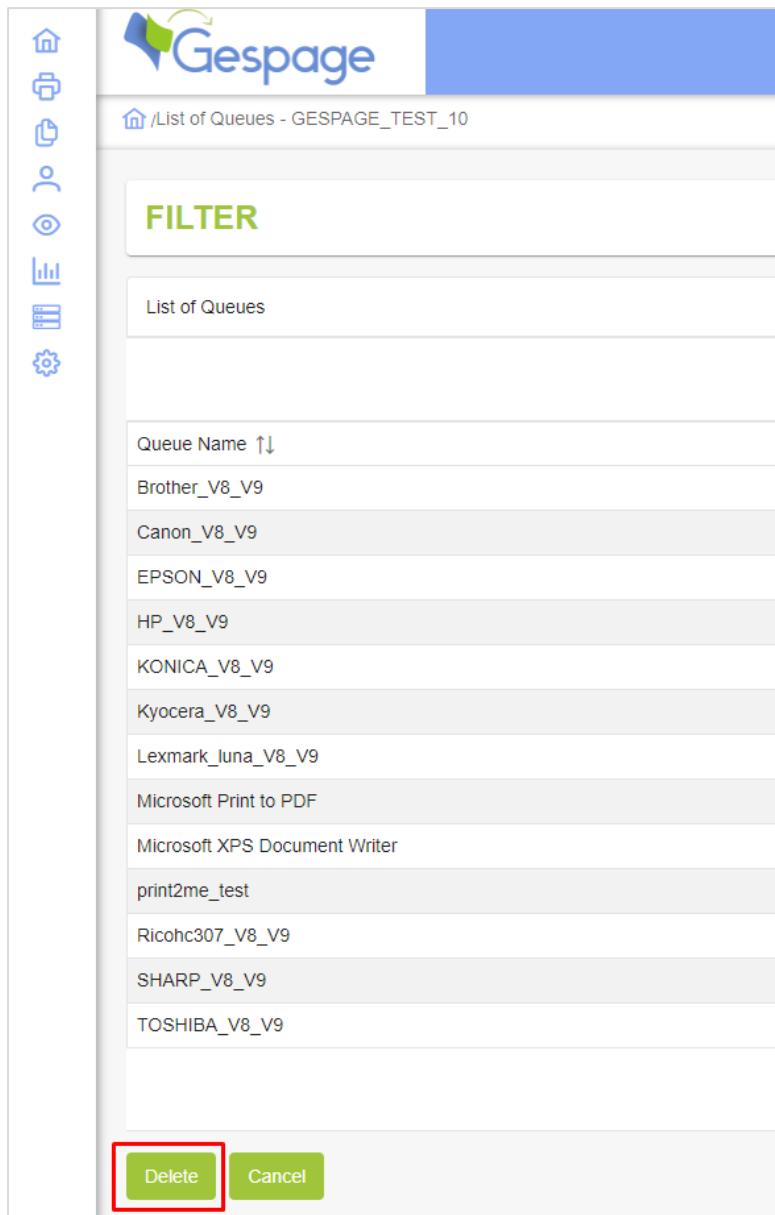
You can see all the Queues registered on the server:

Queue Name	Associated Printer	Controlled	Deleted	Spool type
PC_SUPPORT_6/Fax		<input type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6/HP LaserJet P2055dn UPD PCL 6	PC_SUPPORT_6/HP support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6/HP support	PC_SUPPORT_6/HP_Sav	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6/HP support	PC_SUPPORT_6/HP support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6/HP support	PC_SUPPORT_6/HP support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6/HP_Support_LPR_21	PC_SUPPORT_6/HP_Support_LPR_21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_8/Konica_252.45	PC_SUPPORT_8/Konica_252.45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6/KONICA MINOLTA C364SeriesPS	PC_SUPPORT_6/KONICA MINOLTA C364SeriesPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PC_SUPPORT_6	Kyo_BE_2553	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PC_SUPPORT_6	Kyocera TASKalfa 2550ci	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

If you click on the Queue name, you can either dissociate it from the Gespage Printer or change the Gespage Printer which is aggregated with it:



To delete a Gespage agent that does not exist anymore, you can simply click on the computer name, and choose *Delete*:



## 6.3 Cost configuration

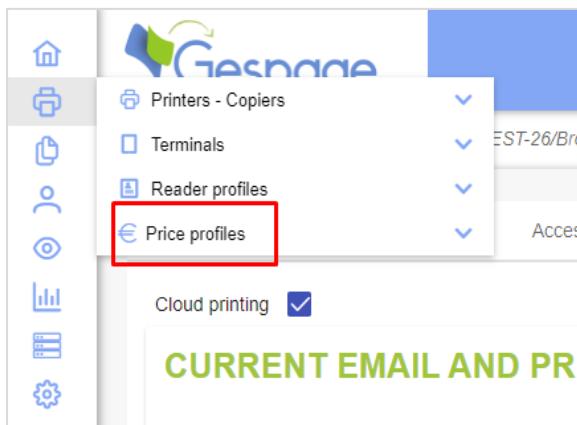
A price profile includes the prices of the various formats of printings that will be applied to all of printers sharing the same profile. In practice, it is usual to define a price profile for large volume printers, a profile for medium volumes and a profile for individual printers.

### 6.3.1 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*.

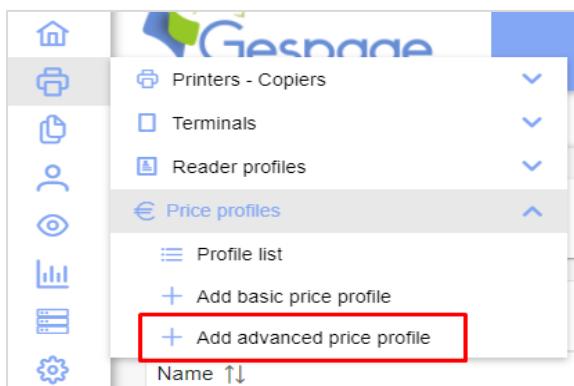
For entering the various prices, refer to the § 6.1.3.



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

### 6.3.2 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).

Name ↑↓	Comments ↑↓	Type ↑↓
Default		Basic
support		Basic
test		Advanced
Test2		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 § 6.1.3.

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).

## 6.4 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:

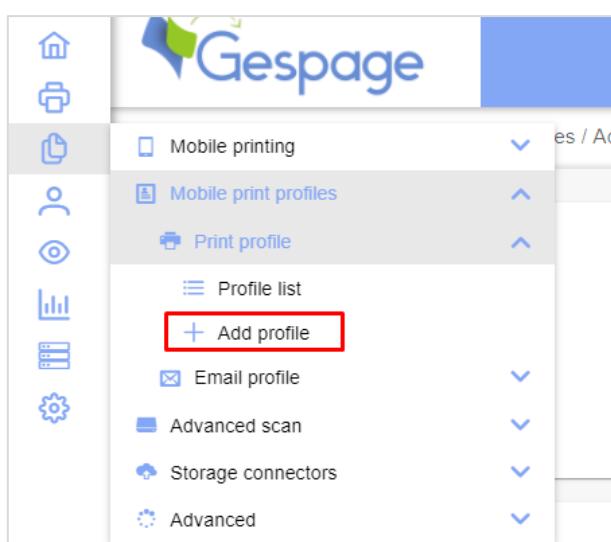
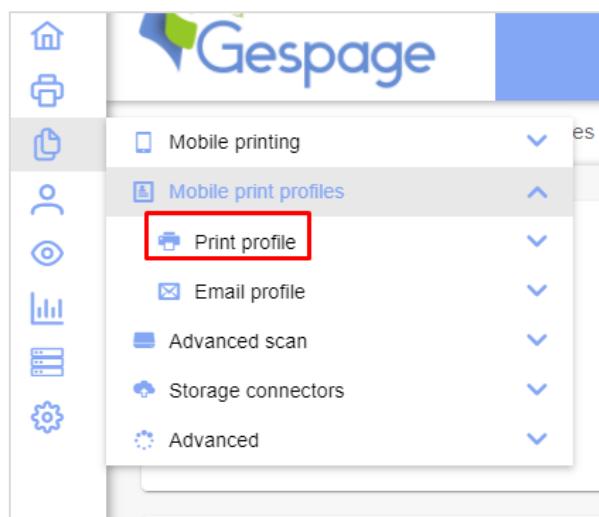
- Create a print profile.
- Create an email profile.
- Associating the print profile and email profile with a printer.

### 6.4.1 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.



### PRINT PROFILE

Name	<input type="text" value="Profil"/>
Comments	<input type="text"/>
Sorted	<input type="checkbox"/>
Format	A4
Portrait Printing	<input checked="" type="checkbox"/>
Col. pages	<input checked="" type="checkbox"/>
Duplex	Turn along the long side
Fit to page	<input type="checkbox"/>
Additional printing options	Email printouts is spool directly

### MAIL PRINT OPTION

Document to be printed	<input type="button" value="All"/> <input style="background-color: #d9e1f2; color: #333; font-weight: bold; font-size: 10px; margin-top: 5px;" type="button" value="All"/> <input type="button" value="Attachment only"/> <input type="button" value="Only mail body"/>
Approve	<input type="button" value="Approve"/>

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.

Fit to page

Page scaling by default

Additional printing options

- *Lock settings.*

Prevent the user from changing some default parameters.

- *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.

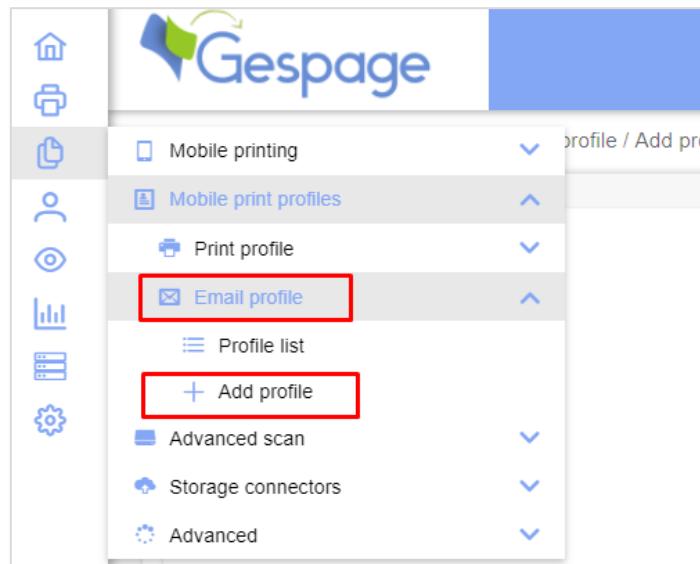
## 6.4.2 Email profile

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's to say, printing via sending an email to the Gespage server (see § 15.1).

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*.



Configure email for  External mail server (default)  Internal SMTP server

E-mail address

Protocol

Server address

Login

Password

Port

SSL

Connection timeout

Authentication

Maximum allowable documents on hold per user

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

Include in returned mail

**Approve**

### Setting the email server:

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

#### E-mail address

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

#### Protocol

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

#### Server address

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

#### Username and password

Login and access password to the SMTP server.

#### Port

(by default, IMAP PUSH uses port 993).

#### SSL

Check the box to use the secure exchange protocol.

**Authentication**

- Basic Authentication: simple login and password authentication
- Microsoft OAuth: if you are using OAuth, we will ask for the tenant and client ID to approve the connection

**Maximum allowable number of pending documents 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 security code:**

Gespage accepts all mails.

- **Mandatory daily printing security code:**

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).

- **Mandatory daily printing security code 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.

- **Mandatory custom printing security code:**

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 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.

- **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.

- **Link only:**

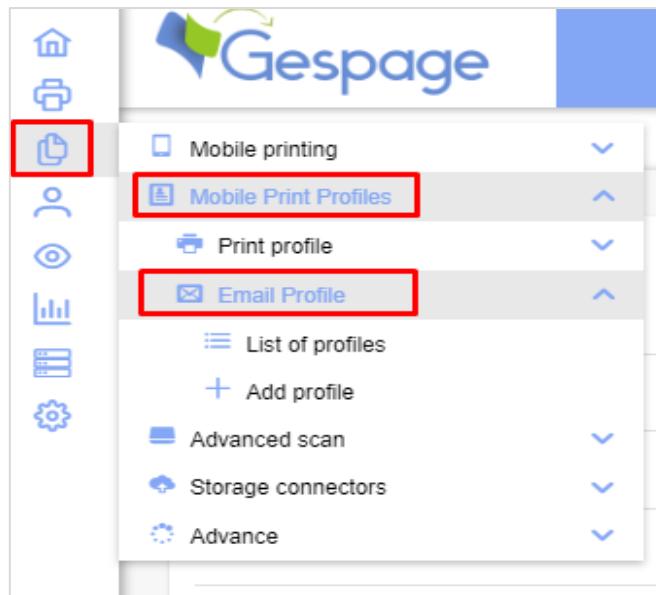
The email sent by Gespage contain a link to a Gespage web page to release the document to the destination printer without any eTerminal has been installed.

- **No code or link**

- **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.

To modify an email profile, choose the menu *Document > Mobile printing profiles > Email profile > List of profiles*



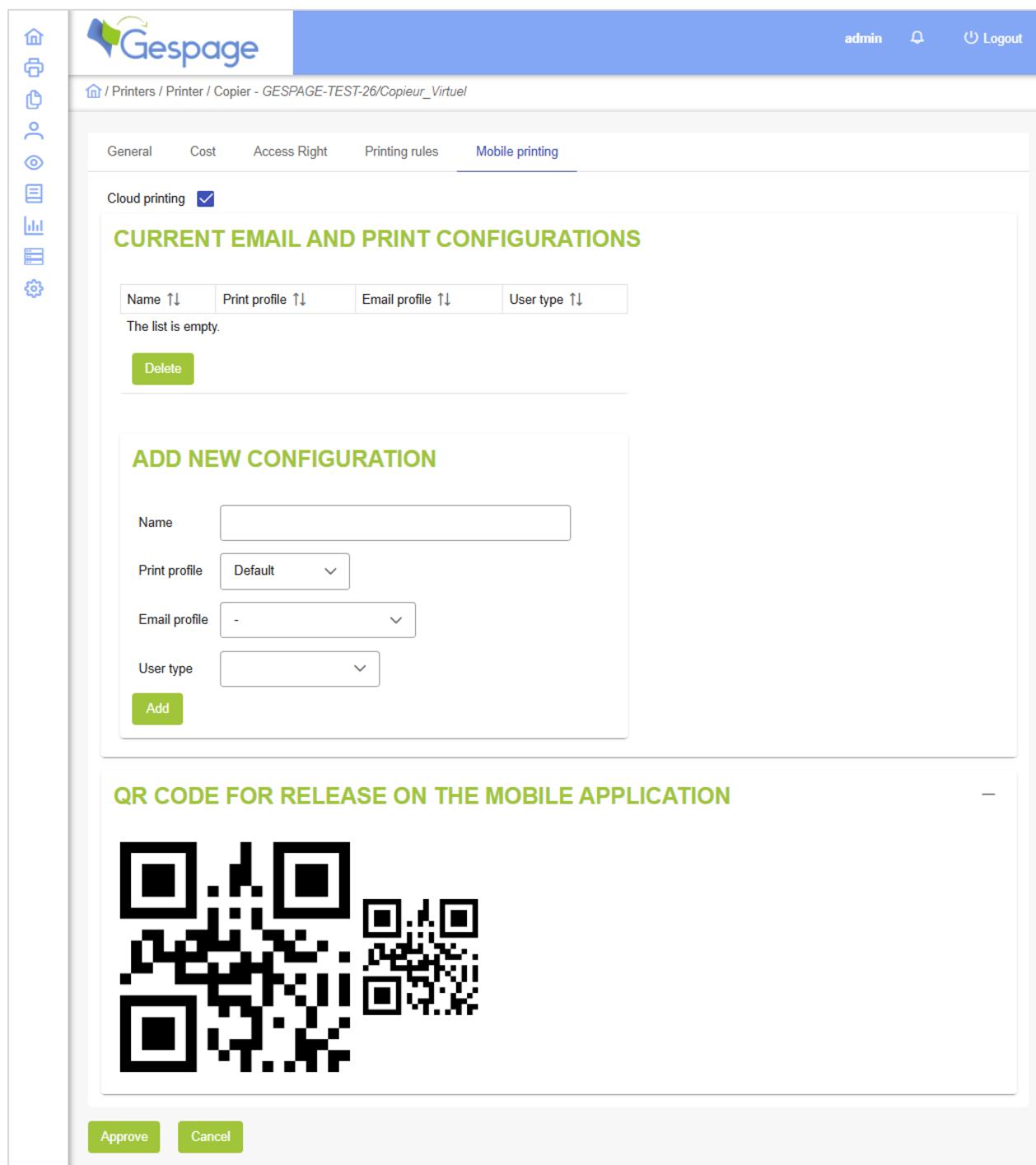
then choose an email profile from the list.

The screenshot shows the 'Edit email profile' configuration dialog box. The left sidebar lists configuration options: E-mail address, Protocol, Server address, username, Password, Port, SSL, Accept self-signed certificates from, Connection timeout, Authentication, Maximum number of pending documents per user, Securing prints by code, and Included in return email. The right side of the dialog box contains input fields and dropdown menus for these settings. At the bottom are buttons for 'To validate', 'DELETE', and 'Cancel'.

Configure email via	<input checked="" type="radio"/> External email server (default) <input type="radio"/> Internal SMTP server
E-mail address	<input type="text" value="sdr@cartadis.com"/>
Protocol	IMAP PUSH
Server address	<input type="text" value="outlook.office365.com"/>
username	<input type="text" value="sdr@cartadis.com"/>
Password	<input type="password" value="*****"/>
Port	993
SSL	<input checked="" type="checkbox"/>
Accept self-signed certificates from	<input type="text"/>
Connection timeout	600
Authentication	Basic Authentication
Maximum number of pending documents per user	1
Securing prints by code (to be included in the title of the email)	No printing security code
Included in return email	Print code and link

### 6.4.3 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.



The screenshot shows the 'Mobile printing' configuration screen for a printer named 'Copier\_Virtuel'. The interface includes a sidebar with icons for home, printer, user, and settings. The main header shows 'Gespage' and the current path: / Printers / Printer / Copier - GESPAGE-TEST-26/Copieur\_Virtuel. The top navigation bar includes 'admin', a bell icon, and 'Logout'. The 'Mobile printing' tab is selected. A 'Cloud printing' checkbox is checked. Below it, a section titled 'CURRENT EMAIL AND PRINT CONFIGURATIONS' shows a table header with columns: Name ↑, Print profile ↑, Email profile ↑, and User type ↑. A message 'The list is empty.' is displayed. A 'Delete' button is present. Below this, a 'ADD NEW CONFIGURATION' section contains fields for Name, Print profile (set to 'Default'), Email profile (set to '-'), and User type. An 'Add' button is at the bottom. At the bottom of the screen are 'Approve' and 'Cancel' buttons. A QR code is displayed for mobile application release.

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.

Several physical printers can share a same print profile.

#### Email profile

Choose an email profile among the one you created.

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 users:** only users with a Gespage account are allowed to print for free.
- **Guest users:** 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 users and guests:** 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: *Document > Mobile Printing Profiles > Email Profile > List of profiles*. The following list is displayed:

E-mail address ↑↓	Login ↑↓	Server ↑↓	Protocol ↑↓	Document code ↑↓	Printer name ↑↓
impressionscartadis@gmail.com	impressionscartadis@gmail.com	imap.gmail.com	IMAP PUSH		
print@cartadis.com	print@cartadis.com	outlook.office365.com	IMAP PUSH		
printerkiosk.cartadis@gmail.com	printerkiosk.cartadis@gmail.com	imap.gmail.com	IMAP PULL		

## 6.5 Advanced function

### 6.5.1 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 common parameters 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.

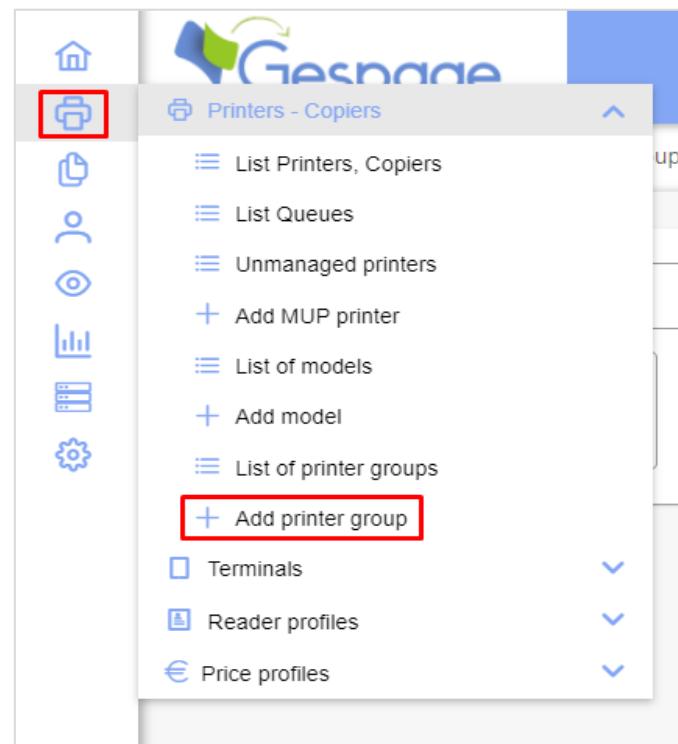
### 6.5.2 Printer group

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 > Add printer group.*



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

### 6.5.3 Unhandled printers

The *unhandled printer*'s 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 `C:\Program Files\Gespage\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.

`printers-ignorelist` 04/07/2023 15:11 Text Document

### 6.5.4 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 § 12.1.7).

Gespage manages 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 §1).

2 types of terminals should be differentiated:

- Terminals with identification

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

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. 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.

- Anonymous terminals

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:

- Use of a terminal for a printer

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 must first be declared on Gespage then change the property "Connected terminal" into 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 cPad

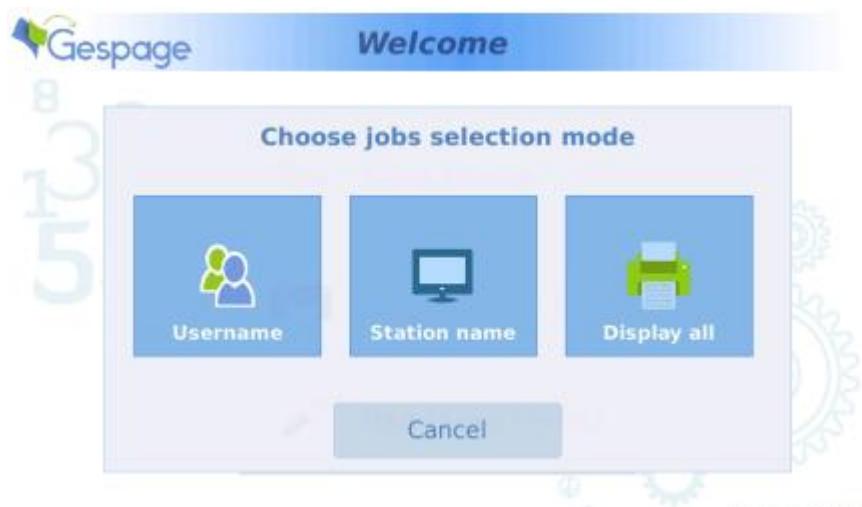


cPad terminals are designed to equip MFPs or printers that do not feature the technology of "embedded terminals." They allow to inhibit the MFPs by means of the external interface also called "key counter connector."

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 paid 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.

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 screenshot shows the 'PAY STATION' configuration page. The 'Name' field is set to 'gpay'. The 'Station ID' field is set to 'My pay station'. The 'Station locale' dropdown is set to 'en'. The 'Logout password' field contains 'gespage'. The 'Authentication mode' dropdown is set to 'Without authentication'. The 'Session timeout (in seconds)' field is set to '60'. The 'Gespage IP address' field contains '10.0.100.26'. The 'Payment mode' dropdown is set to 'Card or account'. The 'Cartadis reader' checkbox is unchecked. At the bottom, there are 'Approve' and 'Cancel' buttons.

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.

#### Station ID

This ID is defined to authenticate the Pay Station on the server. This ID must be the same as the one set during the Pay Station client installation.

#### 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.

#### Station locale

Local language 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.

#### Authentication mode

This parameter sets the authentication method on the payment station.

- **Username:** 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.
- **Without authentication:** all the pending print jobs appear on the payment station.
- **Card** (Keyboard reader)

*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.

*Cartadis reader*

Indicates that a reader is connected to the serial port (potentially via an USB adapter) or if you are using a TCM3 reader

In case of serial reader; you must name the COM port connected to the reader on the client station (for example COM1).

## 7.1.2 Account reloads 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.

## 7.2 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 conducted.

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

List of terminals								
FILTERED								
Brother	Epson	HP	Kyocera	Lexmark	Ricoh	Sharp	Toshiba	Xerox
List of terminals								
Name ↑↓				Series ↑↓			Comment ↑↓	State ↑↓
Xerox Altalink				3717026941				×
Xerox_Versalink				3356055909				×

### 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 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.

### 7.2.3 HP eTerminal

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

This configuration is described in the HP eTerminal manual.

### 7.2.4 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.

### 7.2.5 Lexmark eTerminal

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

This configuration is described in the Lexmark eTerminal manual.

### 7.2.6 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).

### 7.2.7 Sharp eTerminal

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

This configuration is described in the Sharp eTerminal manual.

### 7.2.8 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.

### 7.2.9 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.

### 7.2.10 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.

### 7.2.11 Canon eTerminal

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

This configuration is described in the Canon eTerminal manual.

## 7.3 Contactless card readers

### 7.3.1 Cartadis reader models

There are 3 models of Cartadis offers contactless card readers:

- TCM3 125Khz: reading most cards in 125Khz technology.
- TCM3 13.56Mhz: reading most 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

FILTERED			
LIST OF PROFILES			
Name ↑↓	Local ↑↓	External script ↑↓	Comment ↑↓
groovy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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.

**READER PROFILE**

Name: conversion

Comment:

Groovy script to run:

String start pattern (in Hexa):

String End Pattern (in Hexa):

Skip N characters after the start pattern, N =  0

Truncates N characters before the ending pattern, N =  0

Maximum chain length:  0

Reverse the string:

Keyboard conversion:  Qwerty->Azcyr conversion

Hexa to decimal conversion:

Force case to upper/lower case:  String unchanged

Remove leading 0s:

Padding (Final length):  0

**To validate** **Cancel**

**READER PROFILE TEST**

Results

**Profile test**

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 Hexa)**

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 Hexa)**

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 ending 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 Hexa 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 assessed 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 user's 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 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”:

username ↑↓	Full Name ↑↓	Credit ↑↓	Limit ↑↓	Department ↑↓	Comment ↑↓
_test	_test support		<input type="checkbox"/>		
To	yy	248.30	<input checked="" type="checkbox"/>		
yy			<input type="checkbox"/>	BE	
abikakri	Arwa Bkakri		<input type="checkbox"/>		
abordjah	Ali Bordjah		<input type="checkbox"/>	Disabled accounts	
welcome	welcome		<input type="checkbox"/>	Config_Standard	

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 username, 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:

**USER**

Name	Amelie
Comment	<input type="text"/>
Limit	<input type="checkbox"/>
 This user is synchronized by LDAP.	
Type of account	<input type="text" value="Standard"/>
Department	<input type="text" value="Direction"/>
Associated Login	<input type="text"/>
Primary Email	<input type="text" value="a.brunel@cartadis.com"/>
Secondary email	<input type="text"/>
personal directory	<input type="text" value="\\10.0.0.13\\Partages\\PartagePourToutLeMonde\\Users\\Amelie"/>
Print code	<input type="text"/>
Full Name	<input type="text" value="Amélie Brunel"/>
Card number 1	<input type="text"/>
Card PIN	<input type="text"/>

With activity management	<input type="checkbox"/>
Release of impressions	<input checked="" type="radio"/> By default <input type="radio"/> Manual <input type="radio"/> Automatique
Operator printing	<input type="text" value="No"/>
Time of last login to user web page	<input type="checkbox"/>
Lock access to user web page	<input type="checkbox"/>
<input type="button" value="To validate"/> <input type="button" value="DELETE"/> <input type="button" value="Cancel"/>	
© 2000-2023 • Gespage	

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.

**Credit**

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 colour (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 recovered during LDAP synchronization.

**Associated login**

A second login may be entered for a same user. This functionality is relevant when a user authenticates with a distinct login via a management software, for example. If you have more than one login associated, you can add more by separating them with a ‘;’ symbol.

**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 § 12.1.2).

If the mode of association by users and the use of the 2<sup>nd</sup> 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 § 12.7). It is also possible to prohibit the combination for an account that already has a registered card (see § 12.7).

#### 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 document:** 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.

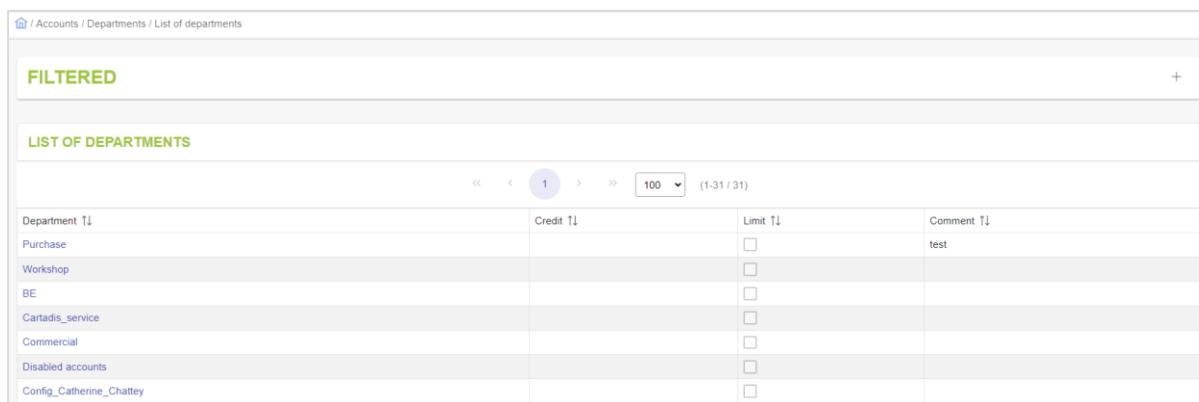
**NOTE:** Custom fields may be defined at the user level accounts.

### 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



Department	Credit	Limit	Comment
Purchase	<input type="checkbox"/>	<input type="checkbox"/>	test
Workshop	<input type="checkbox"/>	<input type="checkbox"/>	
BE	<input type="checkbox"/>	<input type="checkbox"/>	
Cartadis_service	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled accounts	<input type="checkbox"/>	<input type="checkbox"/>	
Config_Catherine_Chattey	<input type="checkbox"/>	<input type="checkbox"/>	

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 conducted 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.

### Comments

Comment on the department.

### 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.

### 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 colour

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

## 8.3 Job management

Activity	Credit	Limit	Comment
test_activity	0.00	<input checked="" type="checkbox"/>	test

A job represents a cost center, one user often uses several cost centers. 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 conducted as follows:

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

Name	test_activity
Comment	test
Limit	<input checked="" type="checkbox"/>
Credit	0,00

Name

Job identifier, it is unique in Gespage.

Comments

Comment on the job.

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.

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.

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

User group	Comment	Authorized access
<input checked="" type="checkbox"/> User group	Comment	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Default	Default user group that contains everyone	<input checked="" type="checkbox"/>

**Buttons:** Add group, Delete selection, To validate, DELETE, Cancel.

## 8.4 Management of user groups

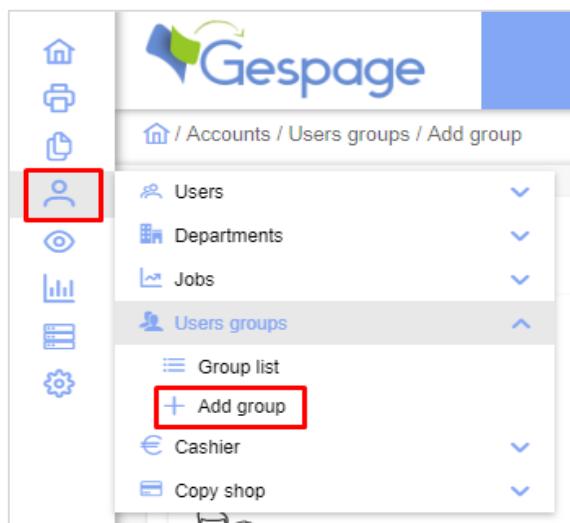
Users group	Everybody	Comments
Administrateurs DHCP	<input type="checkbox"/>	
Administratif	<input type="checkbox"/>	
Administrators	<input type="checkbox"/>	
adminisi	<input type="checkbox"/>	
Atelier	<input type="checkbox"/>	
BE	<input type="checkbox"/>	

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 conducted 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).



**USERS GROUP**

Name

Comments

Allow access to everybody

This user group is defined locally in Gespage.

**USERS**

**DEPARTMENTS**

#### 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 § 6.1.5).
- Jobs (see § 8.3).
- Administrator interface menus (see § 12.4).

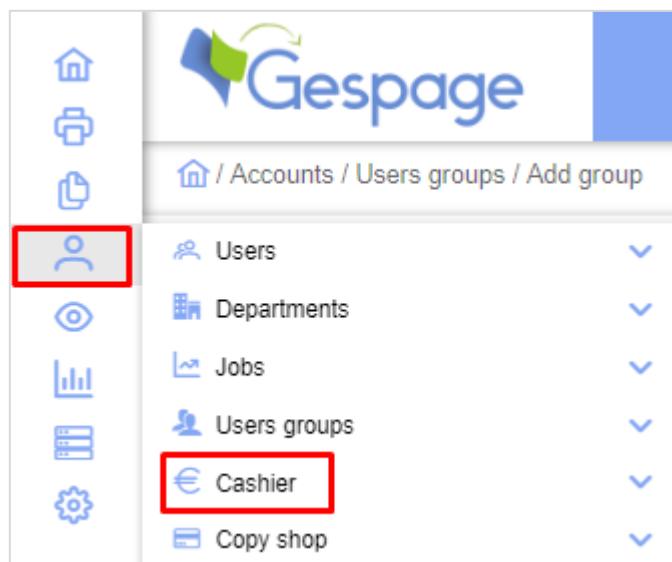
User group may also filter reports.

## 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 § 12.7).

A dedicated access to this menu may be provided for users in charge of reloading (see § 12.4.1).



### 8.5.1 Credit per user

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

USER

Name ckanza

Credit 250.00

Color credit 0.00

Limited

Name shown Chrisdalie Kanza

Email c.kanza@cartadis.com

Comments

Department

**MODIFICATION OF THE CREDIT FROM USER 'CKANZA'**

Credit 0.00

Color credit 0.00

Comments

Add credit Reduce credit Set credit Cancel

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).

#### Credit

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

#### Colour credit

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

#### Comments

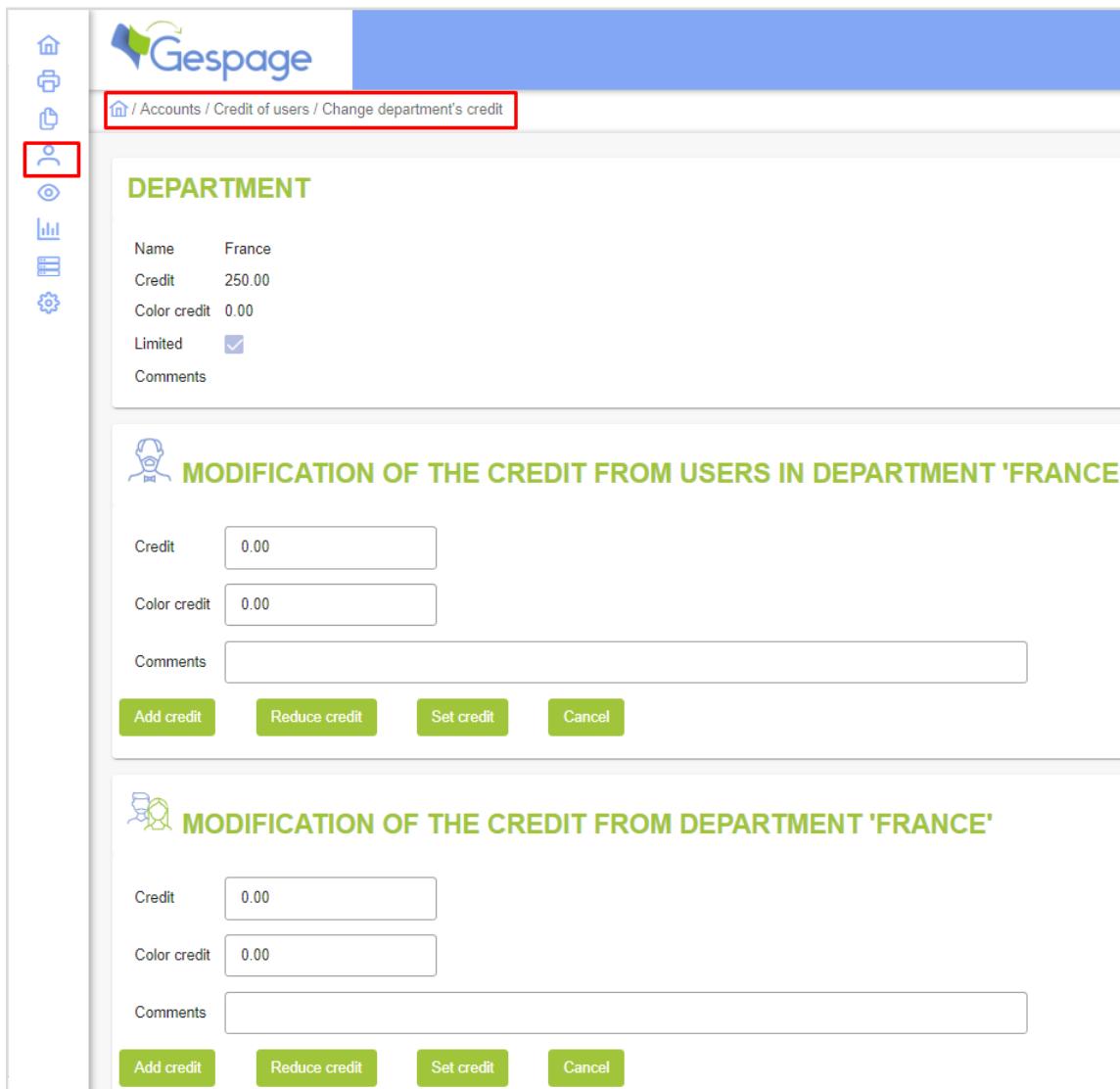
Mandatory comment on reloading (visible in the *credit history report*).

#### 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.



The screenshot shows the Gespage software interface. On the left is a vertical toolbar with icons for home, print, copy, paste, user (highlighted with a red box), search, reports, and settings. The main window has a blue header bar with the 'Gespage' logo. Below the header, a breadcrumb navigation bar shows the path: / Accounts / Credit of users / Change department's credit. The main content area is divided into two sections:

- DEPARTMENT**: Displays department parameters for 'France'. The table includes:
 

Name	France
Credit	250.00
Color credit	0.00
Limited	<input checked="" type="checkbox"/>
Comments	
- MODIFICATION OF THE CREDIT FROM USERS IN DEPARTMENT 'FRANCE'**: A form to change credit values. It has three text input fields: 'Credit' (0.00), 'Color credit' (0.00), and 'Comments' (empty). Below the fields are four buttons: 'Add credit', 'Reduce credit', 'Set credit', and 'Cancel'.
- MODIFICATION OF THE CREDIT FROM DEPARTMENT 'FRANCE'**: A second form for modifying department credit. It has three text input fields: 'Credit' (0.00), 'Color credit' (0.00), and 'Comments' (empty). Below the fields are four buttons: 'Add credit', 'Reduce credit', 'Set credit', and 'Cancel'.

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.

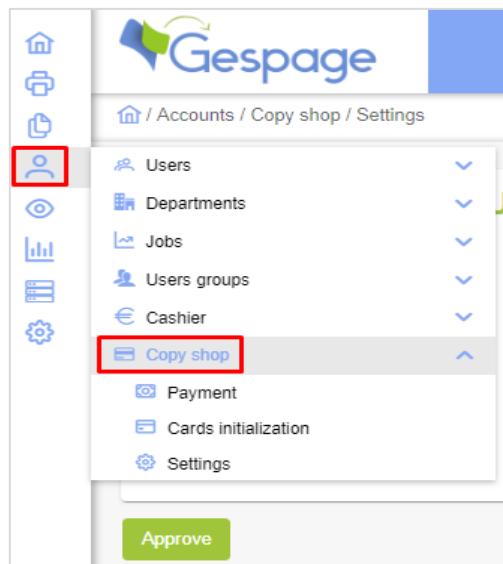
## 8.6 Copy shop

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

The principle is:

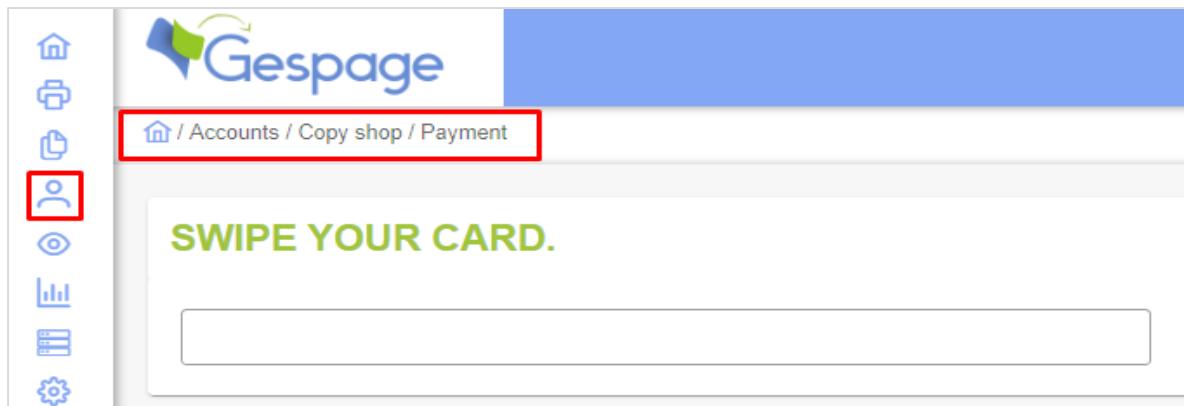
- The shop stocks contactless cards for visitors. These cards must be first initialized in Gespage. The cashier must have access to Gespage administration page.
- On his arrival, the visitor receives a card from the cashier.
- The customer uses the card to identify his prints from the workstations in 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.



Home / Accounts / Copy shop / Payment

**SWIPE YOUR CARD.**

343C9324

**USER : CARD\_343C9324**

Card Id 1	343C9324
A4 colour copies	0
A4 BW copies	0
A3 Colour copies	0
A3 BW copies	0
A4 colour printed pages	0
A4 BW printed pages	0
A3 colour printed pages	0
A3 BW printed pages	0
Printed pages in any other formats	0
Scanned pages	0
Session start	August 01, 2023 3:04:23 PM
<b>Payment</b>	

#### Swipe your card.

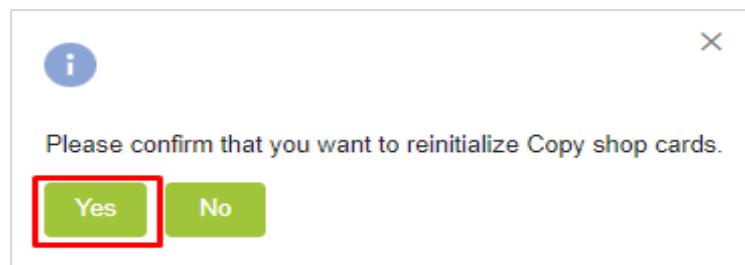
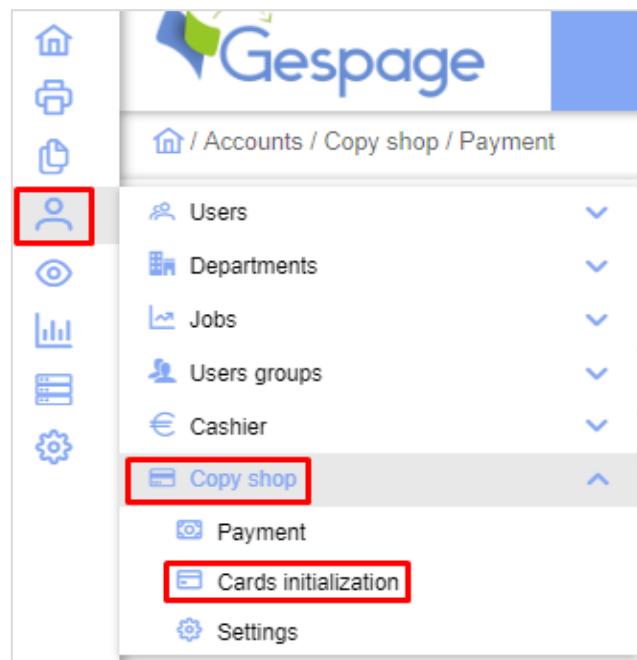
Once the user card swiped in this field, a summary of the jobs made by the user is displayed since the last reset of the account.

#### Payment

Closes the session and resets the account.

### 8.6.2 Cards initialization

Any card dedicated to being 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

FEATURES OF ACCOUNT CREATED BY INITIALIZATION	
Limited:	<input checked="" type="checkbox"/>
Department for new user:	Support
Start balance for new user:	200.00
Display name	TestRepro
<b>Approve</b>	

#### 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.

**FILTER**

Start date: 01/01/2025 | End date: 15/01/2025

Quick find: Enter a part of the name or a property to find

Advanced filter:

Login	Printer name
Printer group	Users group

**LOCAL PRINT QUEUE**

	Job ID	User	Job	User's computer	Date	Printer	Queue	BW pages	Col. pages	Format	Duplex	Cost	Color cost	File name	Paid	To print
<input type="checkbox"/>	7952	agbodo		GESPAGE-TEST-26	1/6/25, 11:14:58 AM	GESPAGE-TEST-26/Canon_C3520	GESPAGE-TEST-26/Canon_C3520	0	0	A4	No	0.00	0.00	RNP002673EB8C11 - Web Image Monitor	No	No

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.

#### 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.

#### Date

Date and time of the print request.

**Printer**

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

**Queue**

Printer queue's name to which the document is intended.

**BW pages**

Number of black and white pages of the document.

**Color cost**

Number of colour pages of the document.

**Format**

Format of the document pages.

**Duplex (D/V)**

**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.

**Color cost**

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

**File name**

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.

### 9.1.2 Manual release of a printing

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



The screenshot shows the 'Monitoring / Local print queue / Document Management' section. A red box highlights the URL in the address bar. The 'PENDING JOB' section displays the following details:

- Login: guillaume
- User's computer: PC\_0109 cartadis local
- Date: 5 sept. 2023 à 17:05:26
- Cost: 0.30
- Printer: GESPAGE-TEST-26/Copieur\_Virtual
- File name: Test Page

Buttons at the bottom include: Delete, Re-assign, Release, and Return to list.

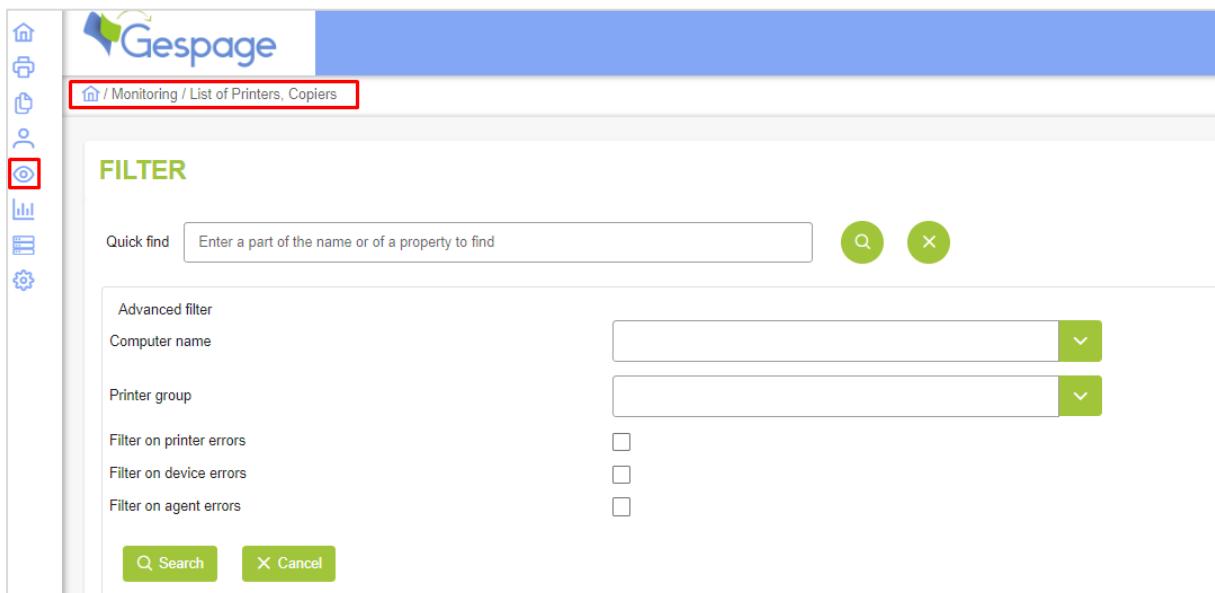
In case of manual release of a printing from this menu, no account is debited for the cost of printing.  
 In case of re-assigning of the document, Gespage agent can change the owner in the spool file and change the destination printer.

## 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 *Monitoring* shows the status list of all the printers of the server.



The screenshot shows the 'Monitoring / List of Printers, Copiers' section. A red box highlights the URL in the address bar. The 'FILTER' section includes:

- Quick find: Enter a part of the name or of a property to find
- Advanced filter:
  - Computer name: Text input field with a dropdown arrow
  - Printer group: Text input field with a dropdown arrow
  - Filter on printer errors:
  - Filter on device errors:
  - Filter on agent errors:

Buttons at the bottom include: Search and Cancel.

LIST OF PRINTERS, COPIERS							
Computer name	Printer group	Printer/Copier name	Comments	Connected terminal	Printer status	Printer alerts	Link
GESPAGE-TEST-26		GESPAGE-TEST-26/Brother_pret		TOSHIBA e-STUDIO400AC-13799856			
GESPAGE-TEST-26		GESPAGE-TEST-26/XRX9C934E96B574 PS					
PC_0107		PC_0107/OneNote (Desktop)					
PC_0108		PC_0108/Brother_182.21					
PC_0108		PC_0108/Canon_238.57					
PC_0108		PC_0108/Copieur_Accueil_Status	Imprimante Stratus				
PC_0108		PC_0108/Epson_253.93		Epson_253.93			
PC_0108		PC_0108/Epson_90		Epson_90			
PC_0108		PC_0108/Epson_91					
PC_0108		PC_0108/Generic / Text Only					
PC_0108		PC_0108/HP_252.92		HP_252.92			
PC_0108		PC_0108/KM_Salle_de_Formation_Status					

#### 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 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/Copier name

Product name of the printer.

##### Description

Product description of the printer.

Serial

Serial number of the printer.

Printer status

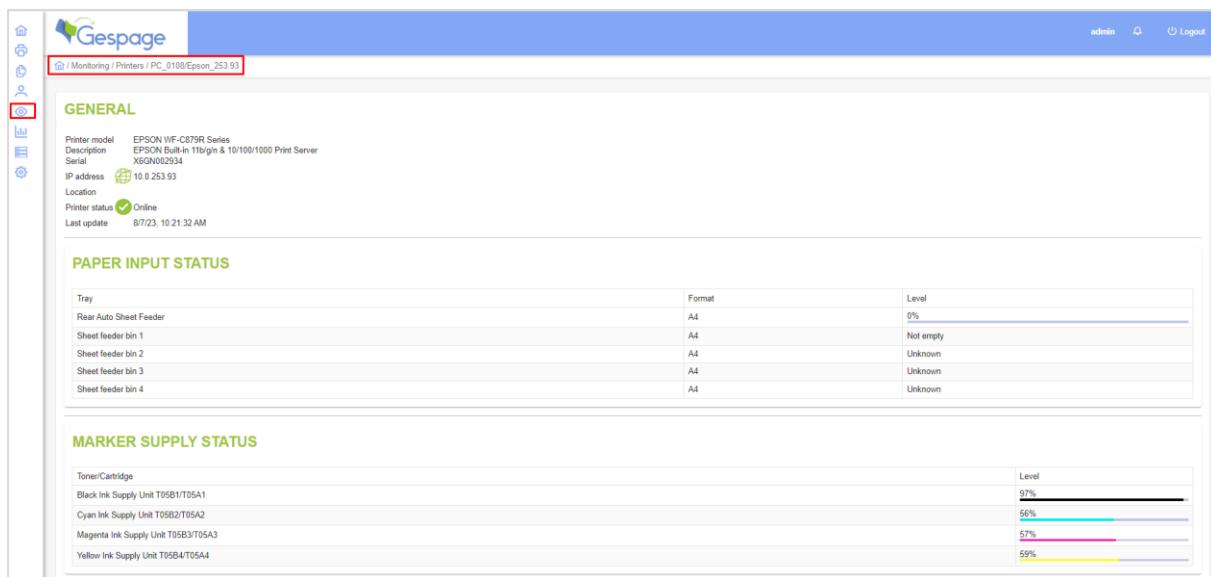
Status recovered by the printer with its description.

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.



The screenshot shows the Gespage Monitoring interface for a printer. The top navigation bar includes links for Home, Monitoring, Printers, and Logout. The main content area is divided into sections: **GENERAL** (Printer model: EPSON WF-C879R Series, Description: EPSON Built-In 11bgn & 10/100/1000 Print Server, Serial: X6GN002934, IP address: 10.0.253.93, Location: [redacted], Printer status: Online, Last update: 8/7/23, 10:21:32 AM), **PAPER INPUT STATUS** (Tray: Rear Auto Sheet Feeder, Format: A4, Level: 0%), Sheet feeder bin 1 (Format: A4, Level: Not empty), Sheet feeder bin 2 (Format: A4, Level: Unknown), Sheet feeder bin 3 (Format: A4, Level: Unknown), Sheet feeder bin 4 (Format: A4, Level: Unknown), and **MARKER SUPPLY STATUS** (Toner/Cartridge: Black Ink Supply Unit T05B1/T05A1, Level: 97%, Cyan Ink Supply Unit T05B2/T05A2, Level: 56%, Magenta Ink Supply Unit T05B3/T05A3, Level: 57%, Yellow Ink Supply Unit T05B4/T05A4, Level: 59%).

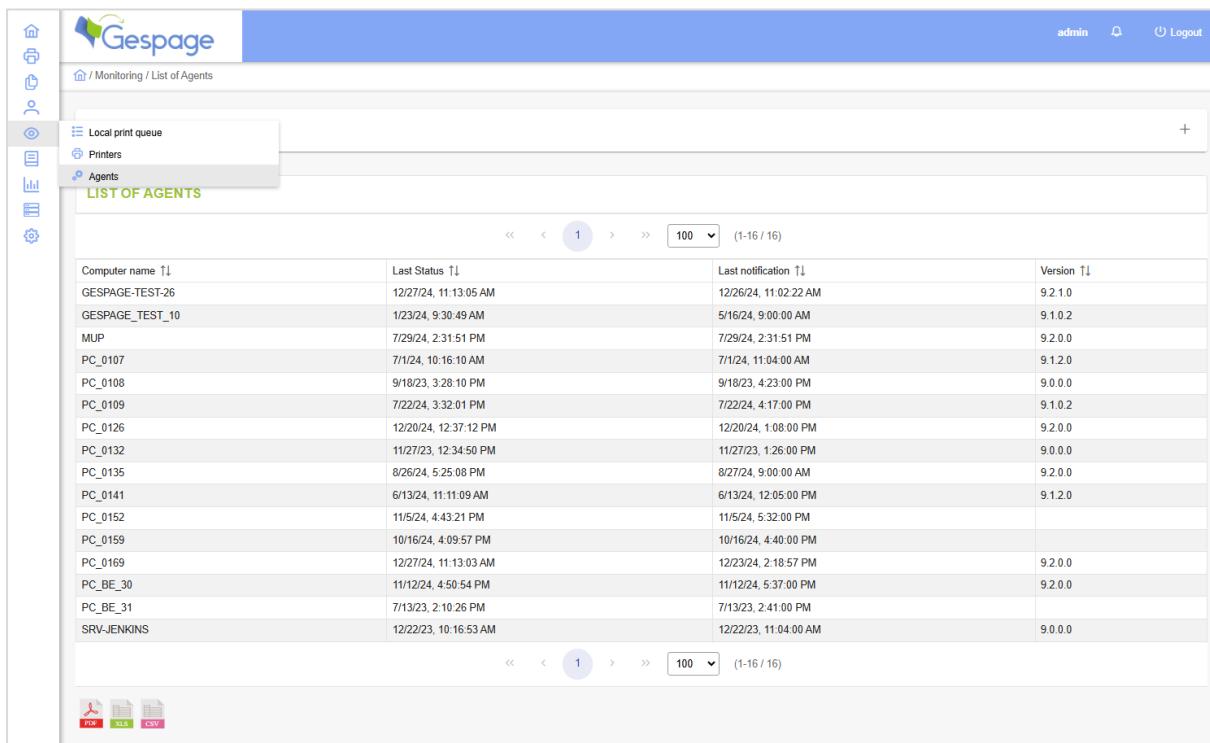
Counters

Detailed information on the last statement of machine counters that Gespage periodically updates.

COUNTERS	
Label	Value
Number of BW copy	2203
Number of color copy	1292
Number of BW print	1740
Number of color print	7479
Total BW pages	3956
Total color pages	8778
Total duplex pages	3318
Total number of pages	12734

## 9.3 Agent monitoring

This menu allows you to get information about the Gespage agent connected to your Gespage server.



Computer name ↑↓	Last Status ↑↓	Last notification ↑↓	Version ↑↓
GESPAGE-TEST-26	12/27/24, 11:13:05 AM	12/26/24, 11:02:22 AM	9.2.1.0
GESPAGE_TEST_10	1/23/24, 9:30:49 AM	5/16/24, 9:00:00 AM	9.1.0.2
MUP	7/29/24, 2:31:51 PM	7/29/24, 2:31:51 PM	9.2.0.0
PC_0107	7/1/24, 10:16:10 AM	7/1/24, 11:04:00 AM	9.1.2.0
PC_0108	9/18/23, 3:28:10 PM	9/18/23, 4:23:00 PM	9.0.0.0
PC_0109	7/22/24, 3:32:01 PM	7/22/24, 4:17:00 PM	9.1.0.2
PC_0126	12/20/24, 12:37:12 PM	12/20/24, 1:08:00 PM	9.2.0.0
PC_0132	11/27/23, 12:34:50 PM	11/27/23, 1:26:00 PM	9.0.0.0
PC_0135	8/26/24, 5:25:08 PM	8/27/24, 9:00:00 AM	9.2.0.0
PC_0141	6/13/24, 11:11:09 AM	6/13/24, 12:05:00 PM	9.1.2.0
PC_0152	11/5/24, 4:43:21 PM	11/5/24, 5:32:00 PM	
PC_0159	10/16/24, 4:09:57 PM	10/16/24, 4:40:00 PM	
PC_0169	12/27/24, 11:13:03 AM	12/23/24, 2:18:57 PM	9.2.0.0
PC_BE_30	11/12/24, 4:50:54 PM	11/12/24, 5:37:00 PM	9.2.0.0
PC_BE_31	7/13/23, 2:10:26 PM	7/13/23, 2:41:00 PM	
SRV-JENKINS	12/22/23, 10:16:53 AM	12/22/23, 11:04:00 AM	9.0.0.0

### Computer name

Displays the name of the computer where Gespage agent is installed

### Last Status

### Last notification

### Version

Displays the agent version installed on the computer

# 10. Journals

---

## 10.1 Detailed log of transactions

### 10.1.1 Transaction log of copies, prints and scans

The detail of the basic operations of copies, prints or scans can be viewed from the menu *Journals > 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.

COPY, PRINT, SCAN												
User T1	Department T1	Job T1	User's computer T1	Date T1	Printer / Copier T1	BW pages T1	Col. pages T1	Format T1	Duplex T1	Cost T1	Color cost T1	File name T1
public			PC_0108Konica_25245	8/7/23, 11:56:49 AM	PC_0108Konica_25245	3	0	A4	No	0.30	0.00	Public transaction
public			PC_0108Konica_25245	8/7/23, 11:52:28 AM	PC_0108Konica_25245	3	0	A4	No	0.30	0.00	Public transaction
public			PC_0108Konica_25245	8/7/23, 11:51:35 AM	PC_0108Konica_25245	4	0	A4	No	0.40	0.00	Public transaction
jolinga	Technicien	PC_0107		8/7/23, 11:49:47 AM	PC_0108Konica_25245	3	0	A4	No	0.30	0.00	Public transaction
				8/7/23, 10:08:54 AM	PC_0108Xerox_252172	0	1	A4	No	0.30	0.30	Page de test

### 10.1.2 Logs of jobs purged and redirected

The detail of the basic operations of document deletion can be viewed from the menu *Journals > 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.

The screenshot shows the 'Journals' section of the Gespage web interface. The left sidebar has a 'FILTER' button highlighted with a red box. The breadcrumb navigation shows '/ Journals / Purged jobs' with the 'Purged jobs' part highlighted with a red box. The main content area displays a table titled 'PURGED JOBS' with three rows of data. The columns include User, Department, Job, User's computer, Deletion date, Printer / Copier, BW pages, Col. pages, Format, Duplex, Cost, Color cost, File name, and Comments. The 'Comments' column shows reasons like 'Deleted externally' and 'Automatic cleaning'.

User	Department	Job	User's computer	Deletion date	Printer / Copier	BW pages	Col. pages	Format	Duplex	Cost	Color cost	File name	Comments
jolinge	Technicien	PC_0107		8/7/23, 3:04:12 PM	PC_0108Lexmark_Juna_239.16	0	1	A4	No	0.30	0.30	Page de test	Deleted externally
jolinge	Technicien	PC_0107		8/7/23, 9:02:09 AM	PC_0108TOSHIBA_69	0	1	A4	No	0.30	0.30	Page de test	Automatic cleaning
jolinge	Technicien	PC_0107		8/7/23, 9:02:09 AM	PC_0108Konica_252.45	0	1	A4	No	0.30	0.30	Page de test	Automatic cleaning

The column “Comments” gives the reason for the document deletion.

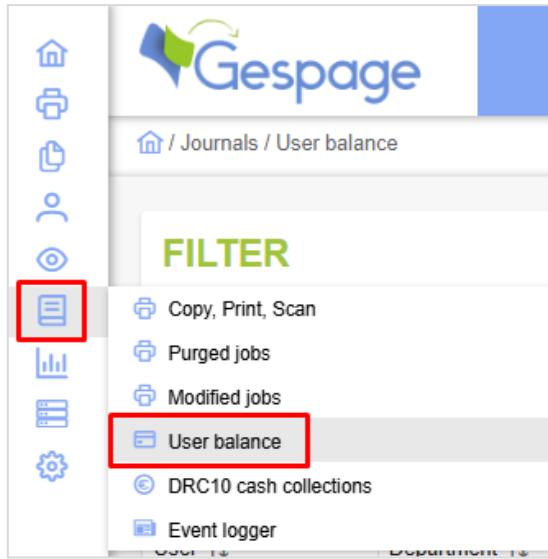
The basic operations of documents redirection are detailed from the *Journals > Modified jobs* menu.

## 10.2 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 *Journals > 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.

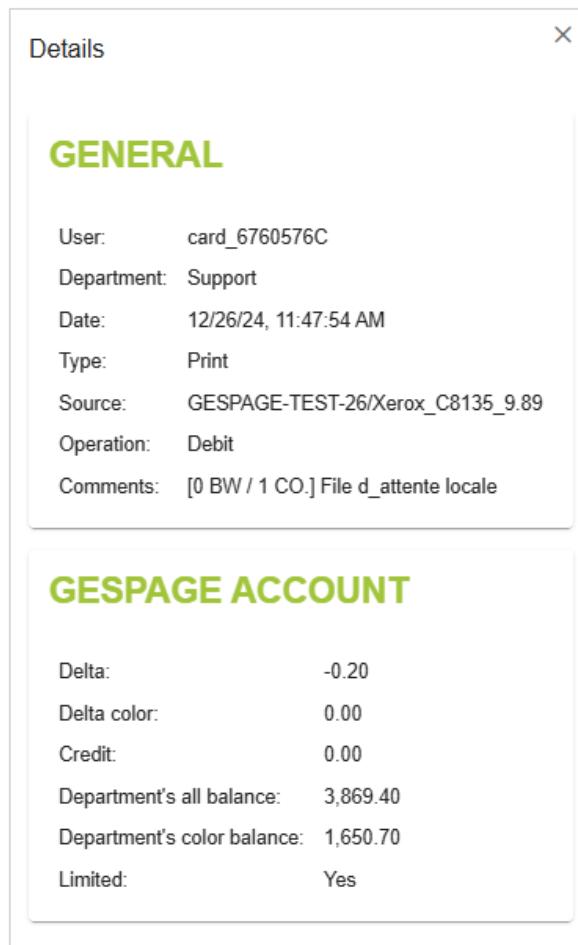


The screenshot shows the 'User balance' filter dialog. The 'User balance' path in the breadcrumb is highlighted with a red box. The dialog includes fields for 'Start date' (01/12/2024) and 'End date' (27/12/2024). There is a 'Quick find' input field with placeholder text 'Enter a part of the name or of a property to find'. Below these are sections for 'Advanced filter' with dropdowns for 'Type', 'Operation' (with 'Credit', 'Reset', and 'Debit' checkboxes), and 'Login', 'Users group', and 'Printer group'. At the bottom are 'Search' and 'Cancel' buttons.

The screenshot shows a table titled 'USER BALANCE'. The columns are: User, Department, Delta, Delta color, Credit, New color balance, Date, Type, Source, Comments, and Details. The table displays 100 rows of data. The first few rows are as follows:

User	Department	Delta	Delta color	Credit	New color balance	Date	Type	Source	Comments	Details
a		0.60	0.60	0.60	0.60	12/26/24, 5:52:28 PM	Manual	admin	a a (manually added)	+
a		-0.80	0.00	0.00	0.80	12/26/24, 5:31:55 PM	Copy	GESPAGE-TEST-26/Canon_C3520	Copies	+
a		0.70	0.70	0.80	0.80	12/26/24, 5:25:58 PM	Manual	admin	a a (ajouté manuellement)	+
a		-0.30	0.00	0.10	0.40	12/26/24, 5:17:35 PM	Copy	GESPAGE-TEST-26/Canon_C3520	Copies	+
a		0.40	0.40	0.40	0.40	12/26/24, 5:16:33 PM	Manual	admin	a a (ajouté manuellement)	+
a		2.60	2.60	0.00	0.00	12/26/24, 5:15:07 PM	Manual	admin	a a (ajouté manuellement)	+
a		-3.00	-3.00	-2.60	-2.60	12/26/24, 5:14:15 PM	Copy	GESPAGE-TEST-26/Canon_C3520	Copies	+

Additional details about the transaction are shown by clicking  .



**GENERAL**

User: card\_6760576C  
Department: Support  
Date: 12/26/24, 11:47:54 AM  
Type: Print  
Source: GESPAGE-TEST-26/Xerox\_C8135\_9.89  
Operation: Debit  
Comments: [0 BW / 1 CO.] File d\_attente locale

**GESPAGE ACCOUNT**

Delta: -0.20  
Delta color: 0.00  
Credit: 0.00  
Department's all balance: 3,869.40  
Department's color balance: 1,650.70  
Limited: Yes

### 10.3 Log of DRC10 transactions

Details of the DRC10 (dispenser and reloader of cards) are available from the *Journals > 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.

SALES SINCE LAST FETCH	
Cash desk's total revenue	47.00 EUR
Cash transaction qty	11
Sum of coins	47.00 EUR
Current amount of 2 EUR coins	22
Current amount of 1 EUR coins	2
Current amount of 0.5 EUR coins	2
Sum of bills	0.00 EUR
Current amount of 1 EUR bills	0
Current amount of 0.5 EUR bills	0
Current amount of 0.2 EUR bills	0
Current amount of 0.1 EUR bills	0
Current amount of 0.05 EUR bills	0
Sold cards' qty	0
Cumulative sales	78.00 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 ...).

## 10.4 Event logger

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

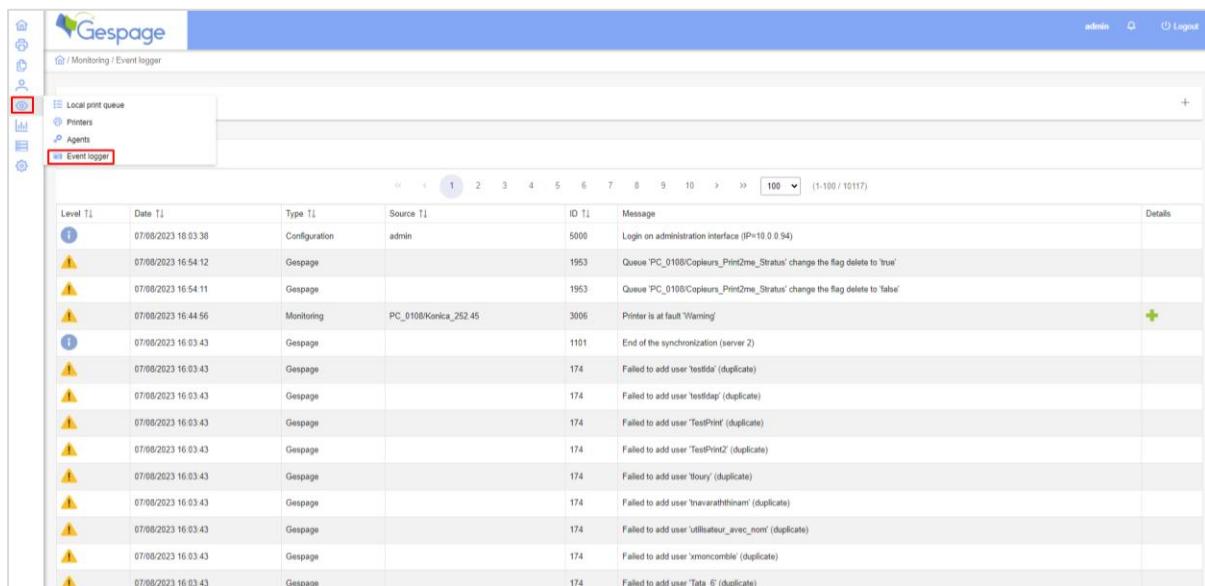
Each event leads to the creation of a line of event indicating:

- 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 § 12.7)).
- 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.



Level	Date	Type	Source	ID	Message	Details
Information	07/08/2023 16:03:38	Configuration	admin	5000	Login on administration interface (IP>10.0.0.94)	
Warning	07/08/2023 16:54:12	Gespage		1953	Queue 'PC_0100/Copieurs_Print2me_Status' change the flag delete to 'true'	
Warning	07/08/2023 16:54:11	Gespage		1953	Queue 'PC_0100/Copieurs_Print2me_Status' change the flag delete to 'false'	
Warning	07/08/2023 16:44:56	Monitoring	PC_0100/Konica_252.45	3006	Printer is at fault 'Warning'	
Information	07/08/2023 16:03:43	Gespage		1101	End of the synchronization (server 2)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'testids' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'testidsp' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint2' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint3' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint4' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint5' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint6' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint7' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint8' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint9' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint10' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint11' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint12' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint13' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint14' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint15' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint16' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint17' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint18' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint19' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint20' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint21' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint22' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint23' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint24' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint25' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint26' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint27' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint28' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint29' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint30' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint31' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint32' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint33' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint34' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint35' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint36' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint37' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint38' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint39' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint40' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint41' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint42' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint43' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint44' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint45' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint46' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint47' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint48' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint49' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint50' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint51' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint52' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint53' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint54' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint55' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint56' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint57' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint58' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint59' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint60' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint61' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint62' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint63' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint64' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint65' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint66' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint67' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint68' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint69' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint70' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint71' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint72' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint73' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint74' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint75' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint76' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint77' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint78' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint79' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint80' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint81' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint82' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint83' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint84' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint85' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint86' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint87' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint88' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint89' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint90' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint91' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint92' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint93' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint94' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint95' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint96' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint97' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint98' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint99' (duplicate)	
Warning	07/08/2023 16:03:43	Gespage		174	Failed to add user 'TestPrint100' (duplicate)	

An email may be sent in case an event (determined by its ID) is raised (see § 12.3.2.3). 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 § 12.3.2.3).

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

# 11. Reports

---

## 11.1 Printing flow

### 11.1.1 Printing flow summary

This report provides a summary of the printing flows.

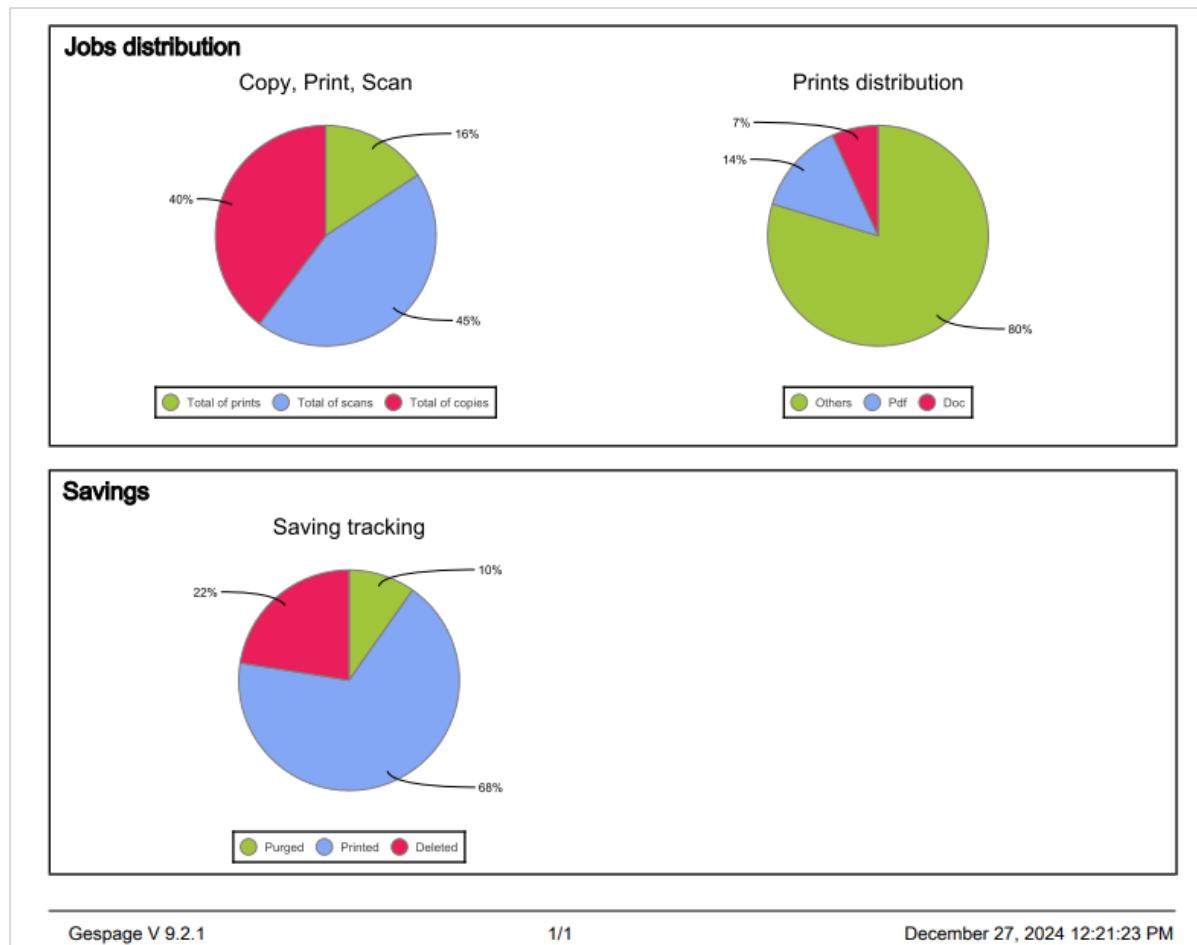
General			
Active users	10	Active departments	5
Active printers	12	Active jobs	3
Total of pages	208	Pages per day	7.70
Total of sheets	208	Pages per user/day	0.77
Total of jobs	163	Average page amount by job	1.28

Features			
% B&W pages	42.79%	% Single page	100.00%
% Color pages	57.21%	% Duplex pages	0.00%

Environmental impact			
Generated CO <sub>2</sub> (Kg)	1.78	Avoided CO <sub>2</sub> (Kg)	0.80
Consumed trees	0.01	Saved trees	0.01
Consumed water (liter)	58.24	Saved water (liter)	24.36
Consumed energy (kWh)	6.24	Saved energy (kWh)	2.75



### 11.1.2 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.

The output of the document below is obtained pa mail by managing a report: **Server/task/New task**. On the printing flow menu, a button can help to going on the new task menu:

PRINTING FLOW

Printing flow summary

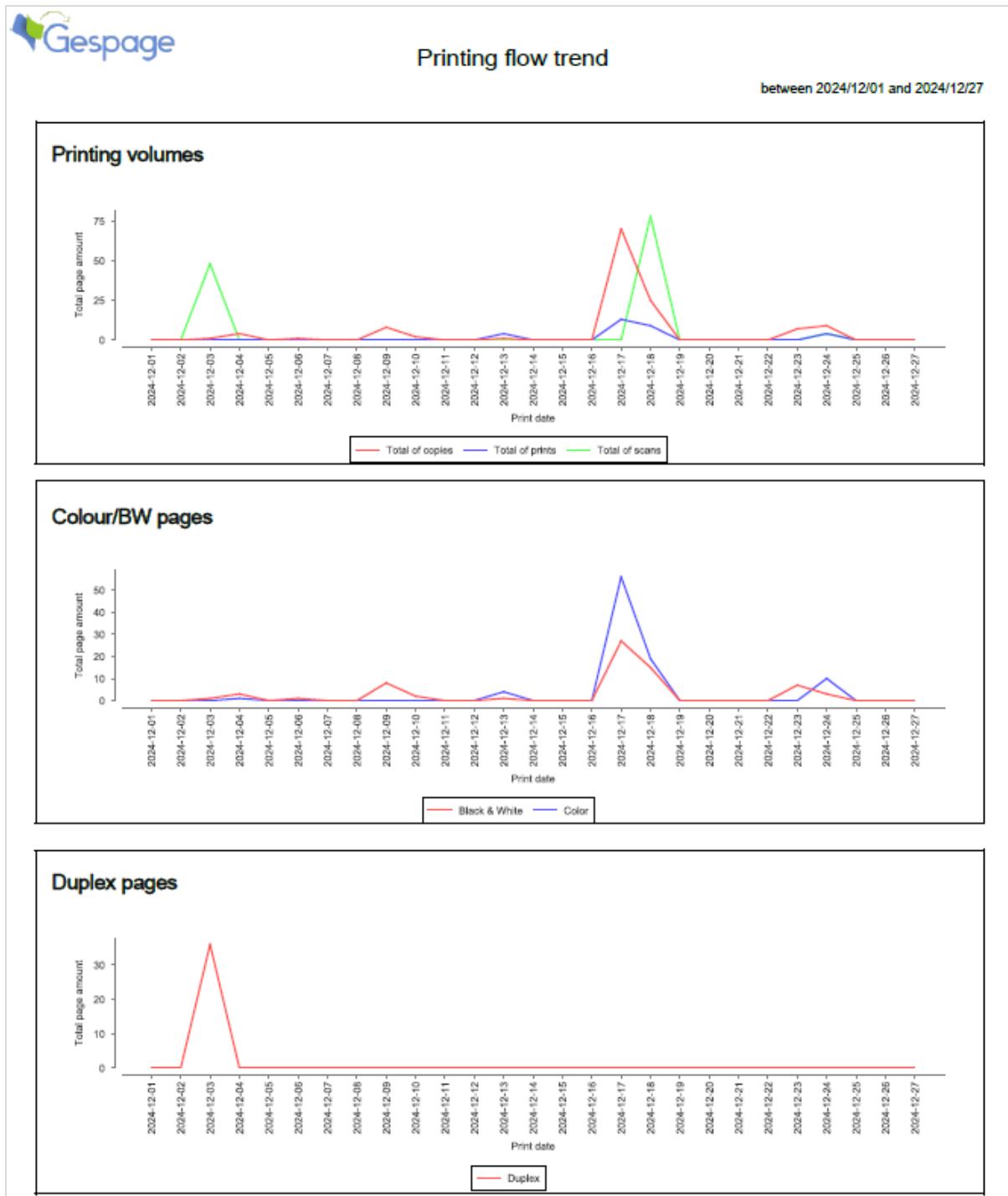


Printing flow trend



Schedule the report to be sent

At Report level, select the inputs you wish to obtain, in our case, **Printing flow trend**. Do not forget to fill in your e-mail address.



### 11.1.3 Environment

These reports allow you to get information about environmental impact which can be filtered by user, printer, department or job.

These reports can be exported under CSV or PDF format.

On these reports will be display the number of pages (colour and black&white), and their equivalences for CO2 and trees.

Example report by users on PDF:



Environmental impact by user								
User	Department	Pages			Total cost	Environment		
		BW	Color	Total		% Duplex	% Scan	CO <sub>2</sub> (kg)
Aurele GBODO (agbodo)	Technicien	0	9	9	1.80	0.00%	0.00%	0.081
Mathieu Petitprete (mpetitprete)	Technicien	0	3	3	0.90	100.00%	0.00%	0.027
<b>Total</b>		0	12	12	2.70	25.00%	0.00%	0.108
								0.001

Example report by printer on CSV:

Printer	BW	Color	Total pages	Total cost	% Duplex	% Scan	CO <sub>2</sub> (kg)	Trees	Water	Energy
GESPAGE-TEST-26/Kyocera_TASKalfa_2553ci	0	7	7	1.40	0.00%	0.00%	.063	.000	1.960	.210
GESPAGE-TEST-26/Xerox_C8030_9.58	0	3	3	.90	100.00%	0.00%	.027	.000	.840	.090
GESPAGE-TEST-26/Ricoh_C307	0	2	2	.40	0.00%	0.00%	.018	.000	.560	.060
<b>Total</b>	0	12	12	2.70	25.00%	0.00%	.108	.001	3.360	.360

### 11.1.4 Costs

These reports allow to get information about costs which can be filter by user, printer, department or job.

These reports can be exported under CSV or PDF format.

On these reports will be display the costs (colour and black&white).

Example report by users on PDF:

Gespage		Cost by user								
User	Department	Cost			% Cost					
		BW	Color	Total	Color	Duplex	A4	Copy	Scan	Total
Aurele GBODO (agbodo)	Technicien	0.00	1.80	1.80	100.00%	0.00%	100.00%	88.89%	0.00%	66.67%
Mathieu Petitprete (mpetitprete)	Technicien	0.00	0.90	0.90	100.00%	100.00%	0.00%	0.00%	0.00%	33.33%
<b>Total</b>		0.00	2.70	2.70	100.00%	33.33%	66.67%	59.26%	0.00%	100.00%

Example report by printer on CSV:

Printer	Color cost	Copy cost	Print cost	Total cost	% Color page	% Duplex cost	% A4 cost	% Letter cost	% copy cost	% over total
GESPAGE-TEST-26/Kyocera_TASKalfa_2553ci	1.40	1.40	.00	1.40	100.00%	0.00%	100.00%	0.00%	100.00%	51.85%
GESPAGE-TEST-26/Xerox_C8030_9.58	.90	.00	.90	.90	100.00%	100.00%	0.00%	100.00%	0.00%	33.33%
GESPAGE-TEST-26/Ricoh_C307	.40	.20	.20	.40	100.00%	0.00%	100.00%	0.00%	50.00%	14.81%
<b>Total</b>	2.70	1.60	1.10	2.70	100.00%	33.33%	66.67%	33.33%	59.26%	100.00%

### 11.1.5 Savings

These reports allow to get information about saving which can be filter by user, printer, department or job.

These reports can be exported by CSV or PDF format.

On these reports will be display the saving (colour and black&white). This report is about the print jobs that are not print, so if the print job has been deleted by the user, or clear through the automatic cleaning task, this deletion will be seen as a saving.

Example report by users on PDF:

Gespage		Saving by user				
User	Department	Unprinted pages			Cost saved	
		BW	Color	Total		
Maxime DEON (mdeon)	Technicien	0	32	32	8.80	
John Doe (jdoe)	Externe	0	24	24	4.80	
Aurele GBODO (agbodo)	Technicien	0	1	1	0.00	
<b>Total</b>		0	57	57	13.60	

Example report by printer on CSV:

Printer	BW	Color	Total	Cost saved
GESPAGE-TEST-26/Ricoh_C200_9.200	0	24	24	7.20
GESPAGE-TEST-26/Virtual	0	16	16	3.20
GESPAGE-TEST-26/Toshiba_9.69	0	8	8	1.60
GESPAGE-TEST-26/Xerox_C405_9.189	0	8	8	1.60
GESPAGE-TEST-26/HP_Virtual	0	1	1	1.00
<b>Total</b>	0	57	57	13.60

## 11.1.6 Volume

These reports allow to get information about volume which can be filter by user, printer, department or job.

These reports can be exported under CSV or PDF format.

On these reports will be display the volume (colour and black&white).

Example report by users on PDF:



Volume by user										
User	Department	Pages				% Pages				
		BW	Color	Total	Scan	Color	Duplex	A4	Copy	Scan
Aurelie GBODO (agbodo)	Technicien	0	9	9	0	100.00%	0.00%	100.00%	88.89%	0.00%
Mathieu Petitprete (mpetitprete)	Technicien	0	3	3	0	100.00%	100.00%	0.00%	0.00%	0.00%
Total		0	12	12	0	100.00%	25.00%	75.00%	66.67%	0.00%
										100.00%

Example report by printer on CSV:

Printer	Color pages	A4 colour	Letter colour	Letter duplex	Total page	ai	Total of copi	Total of print	% Duplex page	% Color page	% copy page	Percentage over the period
GESPAGE-TEST-26/Kyocera_TASKalfa_2553ci	7	7	0	0	7	7	0	0.00%	100.00%	100.00%	58.33%	
GESPAGE-TEST-26/Xerox_C8030_9.58	3	0	3	3	3	0	3	100.00%	100.00%	0.00%	25.00%	
GESPAGE-TEST-26/Ricoh_C307	2	2	0	0	2	1	1	1.00%	100.00%	50.00%	16.67%	
Total	12	9	3	3	12	8	4	25.00%	100.00%	66.67%	100.00%	

## 11.1.7 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.

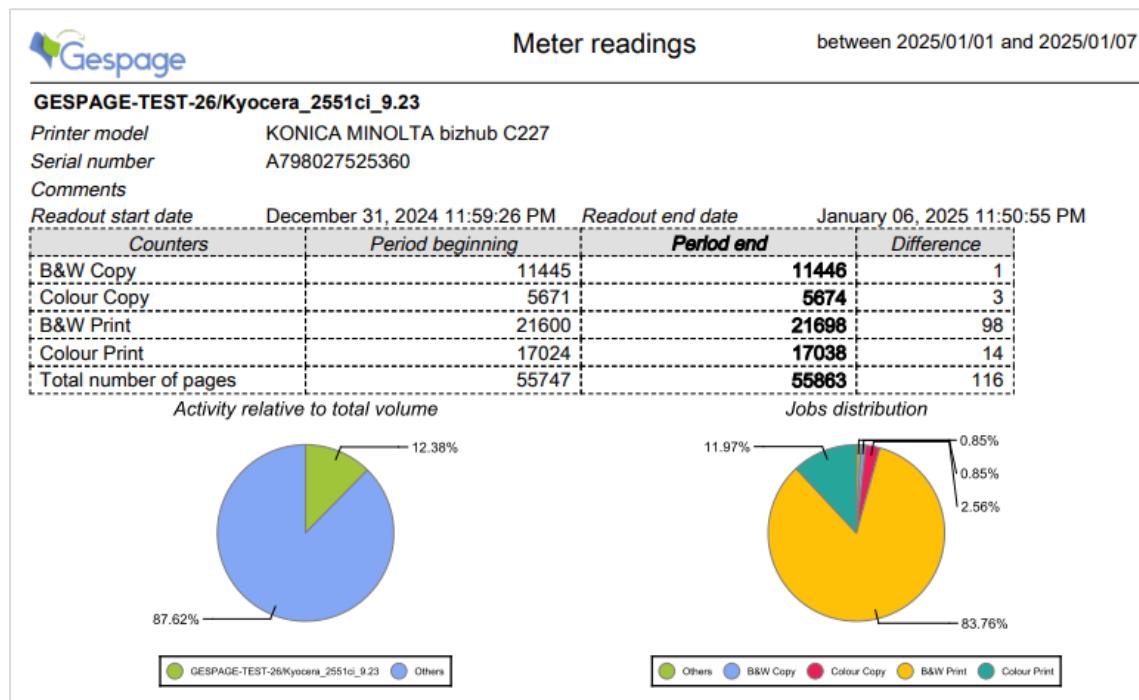
Reports per machine are listed in alphabetical order. The data collected depend on the models of machine. The total number of pages is always available. The additional counters are present according to the models. If the detailed counters of your machine are missing, contact Gespage support.

### Report between 2 dates

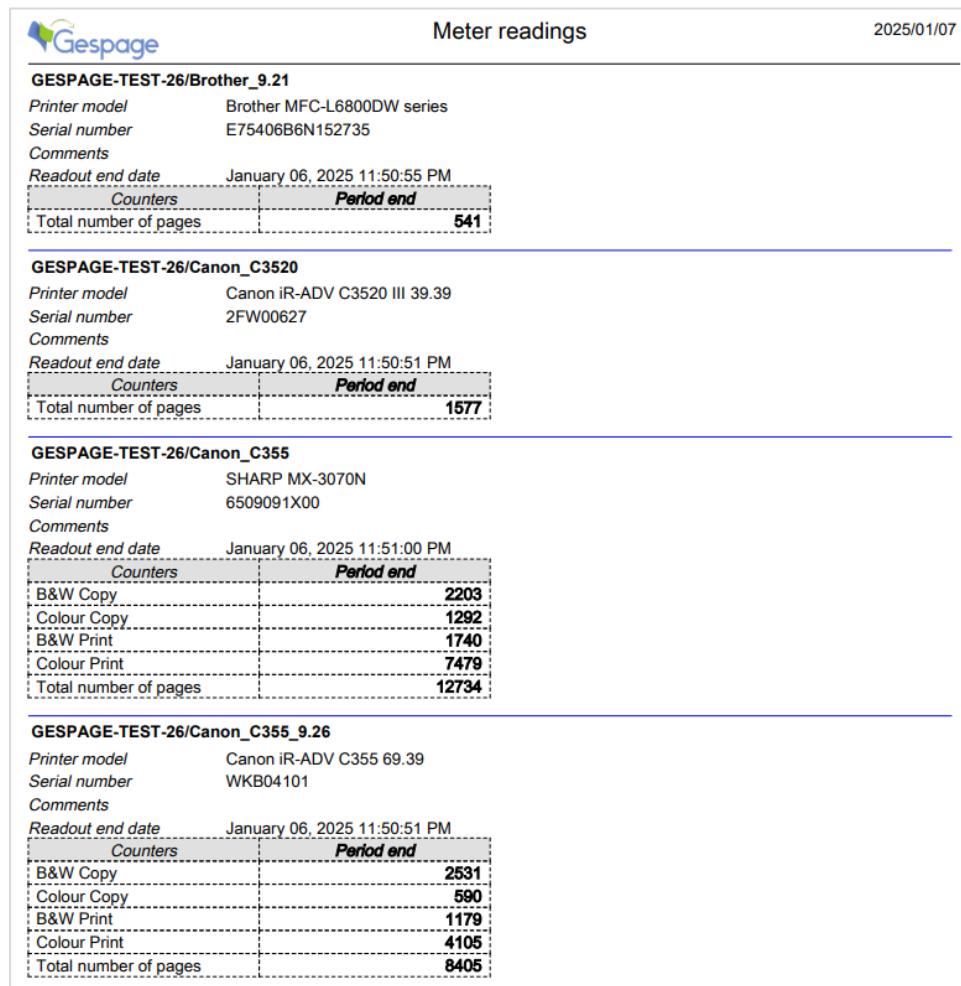
After having chosen a start date and an end date, the report shows data for both dates and the difference between the two periods.

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



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



### 11.1.8 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.

## 11.2 Customized reports

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

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

# 12. Global parameters

---

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

## 12.1 Configuration menu

### 12.1.1 Admin parameters

This menu allows you to define the minimal settings as the local, calculation scan or the IP use by the application.

#### 12.1.1.1 Global parameters

Global parameters   Advanced parameters

**GENERAL**

Server locale: English (en)

Printing mode: Level 2, management of user's balance

Cost calculation scale: In units

Units label: cents

Default paper size format: EU

**GESPAGE SERVER**

Address of Gespage server: 10.0.100.26

Port (secured): 7181

Public address of Gespage server: 10.0.100.26

Public port: 7181

Public protocol: HTTPS

Address of the User Interface Server: 10.0.100.26

Port (secured): 7143

**AUTOMATIC CLEANING OF PENDING JOBS**

Number of hours: 25

Unlimited:

**Approve**

© 2000-2025 • Gespage      9.3.0-rc.5

#### GENERAL:

##### Server locale

To define the local use by the application server. This local can also be used to define the language on the eTerminal.

By default, we use the local from the server OS where Gespage is installed.

##### Printing Mode

Define the Gespage level to use.

Level 1: accounting only. Gespage allow to print anyone at any printers. There is no authentication, restriction or credit usage in this mode.

Level 2 (default value): This mode allows to use credit usage and authentication on the printer. This is the default Gespage level.

#### Cost calculating scale

Can be set in Units or currency until 5 decimals.

#### Currency code

To set the currency code for the server to display the right currency symbol for your server.

Default paper size format

You can choose between two values:

- EUR: to use the A4/A3 for paper size format
- US: to use LETTER/LEGAL for paper size format

### **GESPAGE SERVER:**

This menu helps to define the IP used by the Gespage application.

The local address of Gespage will also be used to set the link send to the eTerminal to connect to Gespage.

Be careful, these settings are not dynamically set, so if the server IP changes, you must manually change this setting.

**NOTE:** you can also use the hostname at the place of the IP, but in this case the DNS section of your printers must be set.

### **AUTOMATIC CLEANING OF PENDING JOBS**

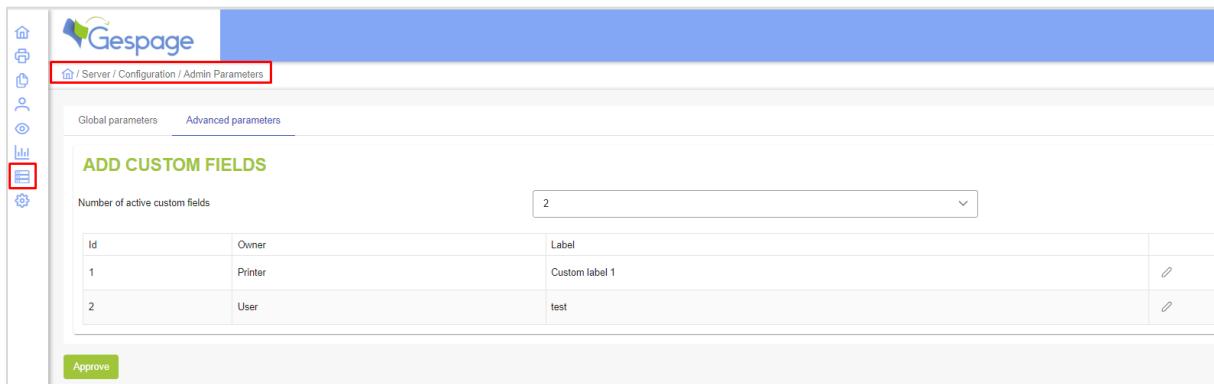
Allows you to set the number of hours your print jobs are held before deletion.

#### **12.1.1.2 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.



Id	Owner	Label
1	Printer	Custom label 1
2	User	test

### 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

## 12.1.2 Users parameters

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

*Server > Configuration > 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 § 12.7).

*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 colour 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**.

### 12.1.3 LDAP synchronization

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

Selecting *Server > Configuration > Directory 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.

### 12.1.3.1 Synchronization parameters

**Gespage**

admin Logout

[/ Server / Configuration / Directory Synchronization](#)

Server number: 1

Comments:

Type of synchronization:  LDAP/AD  Microsoft Entra ID  Google Cloud Directory  Automatic AD

Synchronization period (minutes or hh:mm): 120

Synchronize the LDAP accounts deletion:  0 delay before removal (days)

**LDAP SERVER CONFIGURATION**

LDAP type:  AD  NDS  UNIX

LDAP/AD server address:

With secure protocol SSL:

Use non-standard port:

Domain:

LDAP/AD login name:

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:

Only specified groups:

Synchronize expired accounts:

**PRIORITY OF LDAP DIRECTORY INFORMATION OVER GESPAGE INFORMATION**

Primary email:

Home directory:

**USER INITIALIZATION PARAMETERS**

Limited:

Credit for new users:  250 including  15 available for color

**Buttons:** Approve, Synchronize, Reinitialize

© 2000-2025 • Gespage 9.3.0-rc.5

*Server number*

Number of the LDAP server, from 1 to 20.

*Comments*

Saves a comment regarding the LDAP configuration.

*Type of 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.

**Microsoft Entra ID:** Connect to a Microsoft Entra ID.

*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** represent 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.

**LDAP SERVER CONFIGURATION:***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 credit**

Fill in this field with the exact name of the LDAP field that will be used to initialize the user's credit. If you do not wish to initialize this field, leave it empty. Unlike the previous two fields, which are reset at each synchronization, this field is initialized when 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 comments**

**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.

**Priority of LDAP directory information over Gespage information**

Used to set the priority for synchronizing email and home directory. If set, the information from the LDAP server have priority.

**For Microsoft Entra ID configurations:****Tenant ID**

The Tenant ID is found on your Entra ID Directory Homepage.

**Client Id**

The Client ID is found on your Entra Id Directory Homepage.

**Secret Code**

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

**Username**

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

**Password**

Password of the account used for fetching data from Entra ID in Gespage

**User importation filter**

Define a filter to synchronize the users regarding his properties.

Here an example to get the users only from your organization:

User importation filter

userType eq 'Member'

**Group importation filter**

Define a filter to synchronize users from groups. If you would like to filter on more than one group, just add a coma between the groups name:

Group importation filter

Support\_Group,Sales\_Group

**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 credit

Fill in this field with the exact name of the LDAP field that will be used to initialize the user's credit. If you do not wish to initialize this field, leave it empty. Unlike the previous two fields, which are reset at each synchronization, this field is initialized when 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 comments

Fill in this field with the exact name of the LDAP field that will be used to initialize the “Comment” 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.

### **For Google Cloud Directory configurations**

#### Google Workspace administrator email

It must be the address of a user with the admin right to read the user's information and groups

#### Import the authentication key

To import the JSON file with delegated API management below:

- <https://www.googleapis.com/auth/admin.directory.user.readonly>,
- <https://www.googleapis.com/auth/admin.directory.group.readonly>,
- <https://www.googleapis.com/auth/admin.directory.group.member.readonly>

if you want to enable the possibility to user scan to Google Drive for you users, you must also add the delegated API below:

- <https://www.googleapis.com/auth/drive>
- <https://www.googleapis.com/auth/drive.file>
- <https://www.googleapis.com/auth/drive.metadata.readonly>

### User importation filter

You can use an importation filter for users.

Example:

givenName:John\* (firstname started with John)  
 familyName:Doe (exact lastname)  
 orgUnitPath=/SalesTeam (exact organisational unit)  
 email:john\* (email started with john)

### 12.1.3.2 Initialization parameters of accounts

**USER INITIALIZATION PARAMETERS**

Limited

Credit for new users  including  available for color

**Approve** **Synchronize** **Reinitialize**

#### 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 and colour 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.

### 12.1.3.3 Synchronization for advanced user

The synchronization mechanism described above is achieved using a Groovy script (interpreted java code). An advanced user can customize this script for solve synchronization problems with complex directory architectures

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 will 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.

### 12.1.4 Uploading CSV files

This menu allows you to upload and download the CSV files to add/modify or delete, the users, departments or projects (Job)

Description	File name	Exists ?	Template	File selection	Delete
Import new users	users_add.csv	✓	<a href="#">Download</a>	<a href="#">Browse...</a>	<a href="#">Delete</a>
List of users to delete	users_delete.csv	✓	<a href="#">Download</a>	<a href="#">Browse...</a>	<a href="#">Delete</a>
List of users to modify	users_modify.csv	✓	<a href="#">Download</a>	<a href="#">Browse...</a>	<a href="#">Delete</a>
Import new departments	departments_add.csv	✗	<a href="#">Download</a>	<a href="#">Browse...</a>	
List of departments to delete	departments_delete.csv	✗	<a href="#">Download</a>	<a href="#">Browse...</a>	
List of departments to modify	departments_modify.csv	✗	<a href="#">Download</a>	<a href="#">Browse...</a>	
Import new projects	projects_add.csv	✗	<a href="#">Download</a>	<a href="#">Browse...</a>	
List of projects to delete	projects_delete.csv	✗	<a href="#">Download</a>	<a href="#">Browse...</a>	
List of projects to modify	projects_modify.csv	✗	<a href="#">Download</a>	<a href="#">Browse...</a>	

Launch the import processing

[Import existing file\(s\)](#)

#### Launch the import processing

If set, the upload files will be imported in Gespage by clicking on the button 'Import existing files'

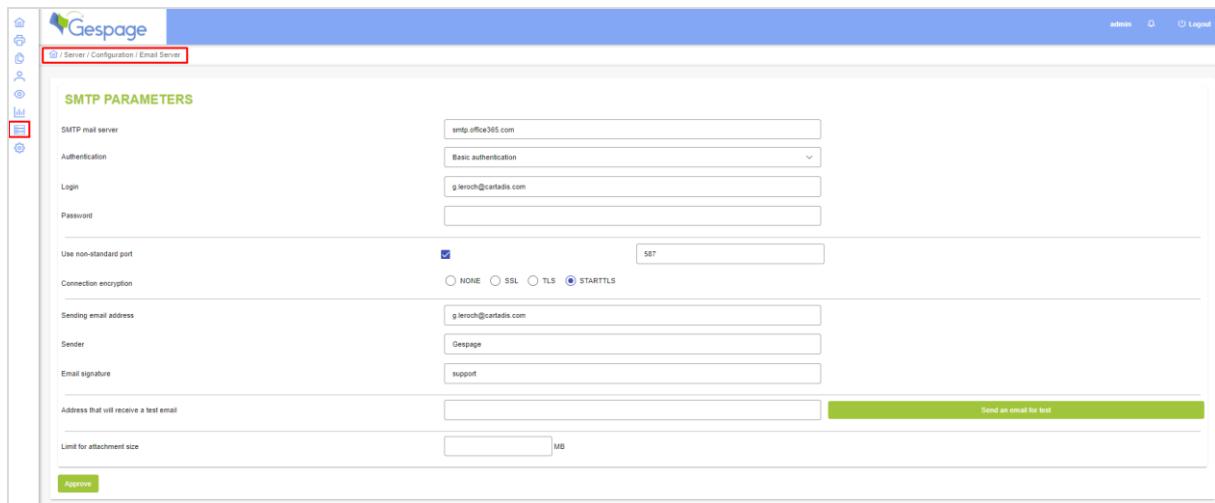
The character to separate the column in the CSV files is semicolon.

The first line on the CSV file contain the column names, this line must not be deleted, nevertheless you can delete the unused column.

### 12.1.5 Email Server

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.



The screenshot shows the 'Email Server Configuration' page in the Gespage interface. The 'SMTP PARAMETERS' section is highlighted with a red box. It contains the following fields:

- SMTP mail server:** smtp.office365.com
- Authentication:** Basic authentication
- Login:** gleroch@cartadis.com
- Password:** (empty field)
- Use non-standard port:** checked, port 587
- Connection encryption:** STARTTLS (radio button selected)
- Sending email address:** gleroch@cartadis.com
- Sender:** Gespage
- Email signature:** support
- Address that will receive a test email:** (empty field)
- Limit for attachment size:** (empty field) MB

At the bottom right is a green button labeled 'Send an email for test'. At the bottom left is a green button labeled 'Approve'.

### SMTP mail server

IP or name of your SMTP server.

### Authentication

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

### Login / 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.

### 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 mailbox.

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

### Limit for attachment size

The size limit of the attached documents is between 15 to 20Mo depending on the SMTP server.

**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.

### 12.1.6 Popup / Notifications

The configuration of Popup and notifications are accessible from the menu *Server > Configuration > Popup / Notifications* (see § 15.1).

### 12.1.7 FTP / Spooler

The Gespage server includes an 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 § 12.1.8).

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

#### 12.1.7.1 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.

**Login / 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 considered.

FTP SERVER PARAMETERS

Use embedded FTP server	<input checked="" type="checkbox"/>
IP address	10.0.100.26
Port	7121
Login	admin
Password	*****
Use SSL	<input type="checkbox"/>

Approve

### 12.1.8 Service of Scan via FTP

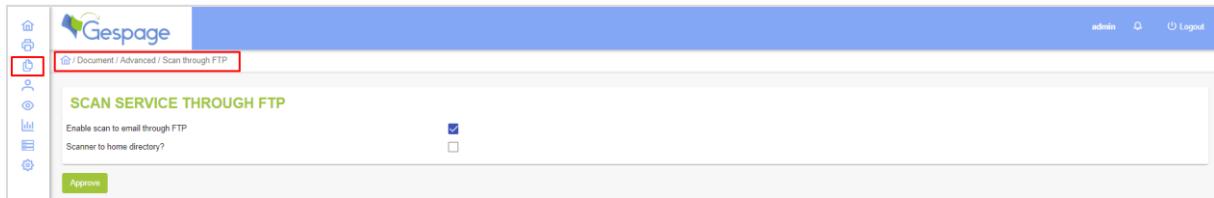
Gespage can be used to configure the scan to mail and home directory services.

**NOTE:** It is recommended to use document flows (see § 13) instead of this functionality via the sending by FTP of the scanned files to the Gespage server.

#### 12.1.8.1 Scan to email via FTP

Check the box *Enable scan to email through FTP* if you wish that user's 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). To access this menu, please follow the steps below:  
*Documents/Advanced/Scan through FTP*



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 (changeable).
- Password: 123456 (changeable).

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.

#### 12.1.8.2 Scan to home directory

Check the box *Scanner to home directory* if you wish that user's access to the service of Scan to home directory via Gespage FTP. In this case, the server will store the documents scanned in the user's 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 (changeable).
- Password: 123456 (changeable).

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 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.

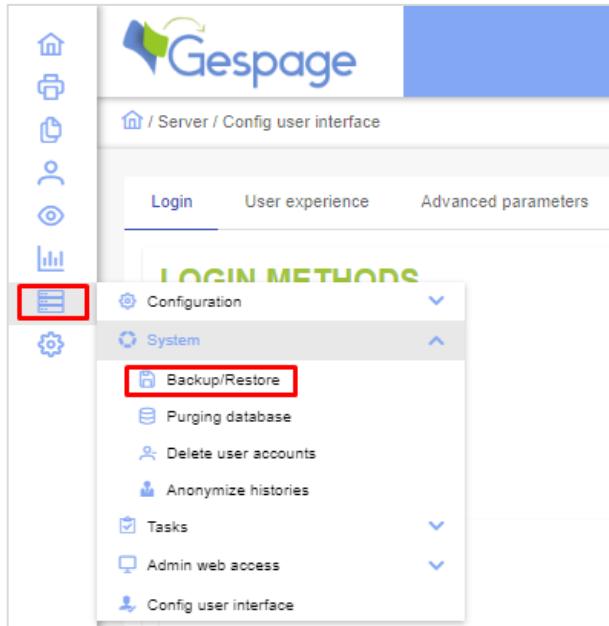
*Does Gespage service account have access to common storage?*

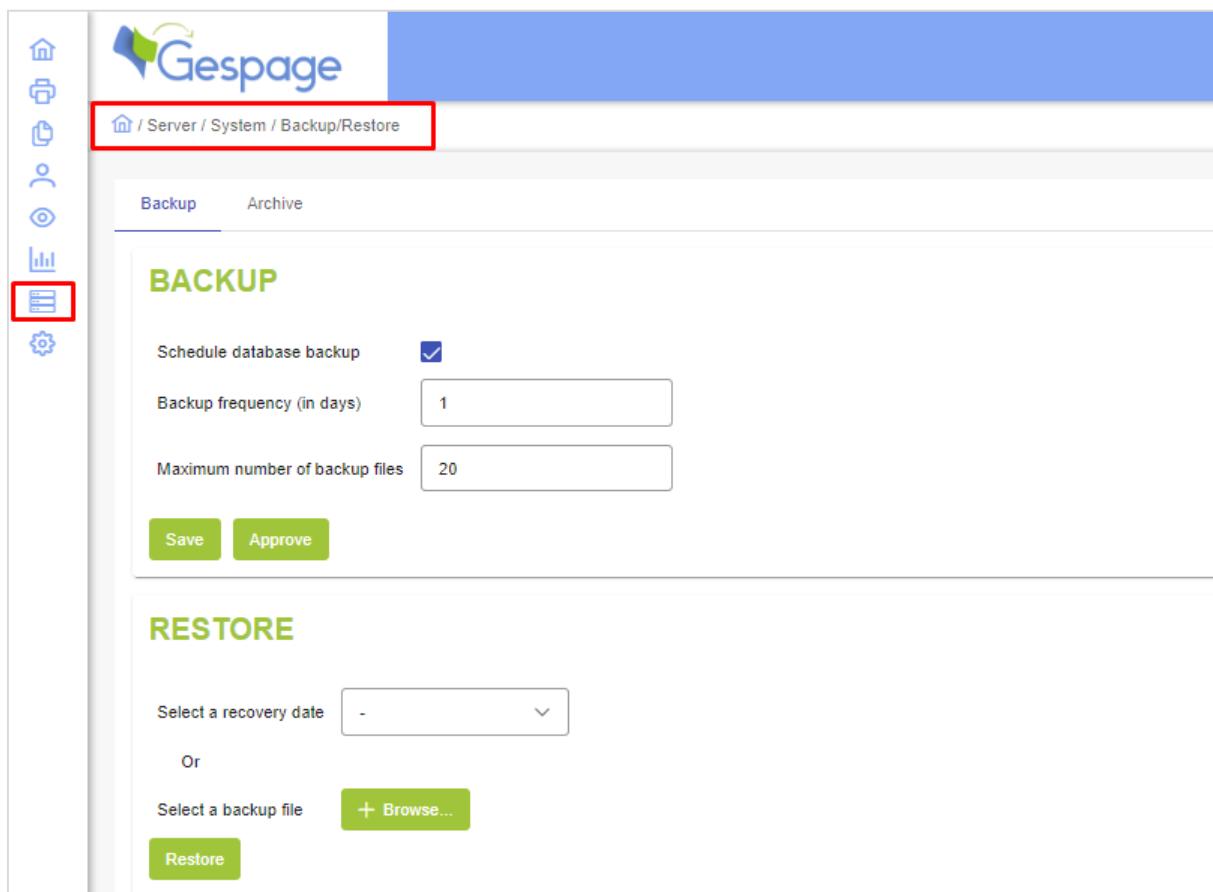
If so, check the box. If not, fill in the access login to the common storage and password (administrator account of the domain).

## 12.2 System menu

### 12.2.1 Backup/Restore

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





### 12.2.1.1 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.

### 12.2.1.2 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.

### 12.2.2 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.

**IMMEDIATE DELETION**

Delete data: until (MM-DD-YY)

Type

- Copy/Print/Scan history
- User balance movements
- Event logger history
- Printer monitoring history
- Printer counters history

**AUTOMATIC DELETION**

Maximum storage time (in days) of events

**Save**

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

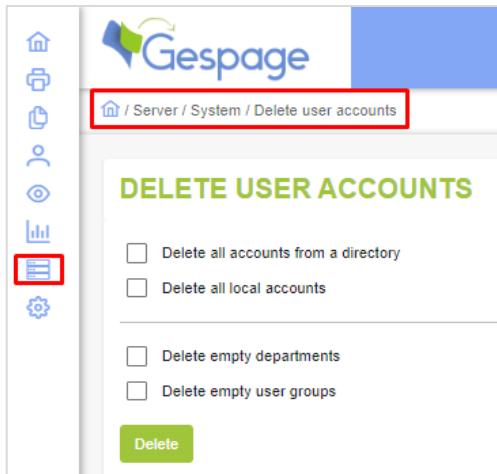
Indicates the duration in days for the storage of data from the event log.

### 12.2.3 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.



## 12.3 Tasks menu

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

### 12.3.1 Tasks list

#### Edit task

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

#### Task type (see § 12.3.2)

- 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 conducted every hour.
2. **Once per day**  
Task conducted every day at a time set.
3. **Once per week**  
Task conducted once a week at a day of the week, and a time set.
4. **Once per month**  
Task conducted once a month at a day of the month, and a time set.
5. **Performing on request**



Task conducted at a click on the button

Comments

Displays the comment on the task.

- Launches the task immediately



The screenshot shows the 'Tasks list' page in the Gespage interface. The 'Edit task' button in the top-left corner is highlighted with a red box. The address bar at the top shows the URL: /Server/Tasks/Tasks list. The page includes a 'FILTER' section and a 'TASKS LIST' table with columns for Task type, Frequency, and Comments. The 'Edit task' button is located in the top-left corner of the table header.

## 12.3.2 Type of tasks

### 12.3.2.1 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.

Report types

Selection of the reports to send (refer to the definition of the reports § 11).

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 email addresses may be set by being separated with a ";"

Advanced parameters

Allows data filtering.

### 12.3.2.2 Task for CSV import

Such task automatically performs the CSV files import procedure. These files have to be available in the import directory (see § 10.1).

### 12.3.2.3 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).

The screenshot shows the 'New task' configuration page in the Gespage interface. The 'Task type' is set to 'Admin notification'. The 'ADMIN NOTIFICATION' section is highlighted with a red box. It includes fields for 'Event' (dropdown), 'Minimal level' (dropdown), 'Source' (dropdown), 'Notification type' (dropdown), 'Receivers' emails' (text input), and 'Email title' (text input). Buttons for 'Approve' and 'Cancel' are at the bottom.

#### 12.3.2.4 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 occurring.
- 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<sup>st</sup> parameter.
- %1% for the 2<sup>nd</sup> parameter.
- ...

The screenshot shows a configuration interface for a 'User notification' task. The 'Task type' is set to 'User notification'. In the 'USER NOTIFICATION' section, the 'Event' dropdown is empty, 'Notification type' is set to 'Send an email', 'Email title' is empty, and 'Email content' is a large text area. The 'GENERAL' section is partially visible above. At the bottom are 'Approve' and 'Cancel' buttons.

### 12.3.2.5 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).
- *Subtract* (subtracts 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

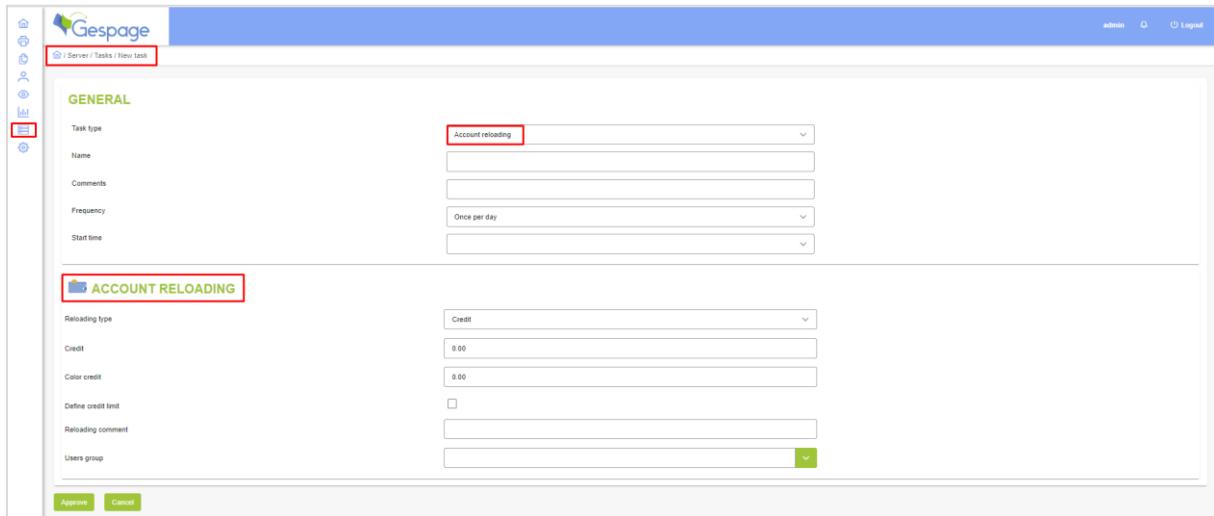
Indicates the maximum amount of credit that a user may have.

#### Reloading comment

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

#### Users group

Defines the user group concerned with the reloading task.



The screenshot shows the 'New task' configuration page in the Gespage interface. The task type is set to 'Account reloading'. The 'GENERAL' section includes fields for Name, Comments, Frequency (set to 'Once per day'), and Start time. The 'ACCOUNT RELOADING' section includes fields for Reloading type (set to 'Credit'), Credit (0.00), Color credit (0.00), Define credit limit (unchecked), Reloading comment, and Users group (selected). At the bottom are 'Approve' and 'Cancel' buttons.

### 12.3.2.6 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.

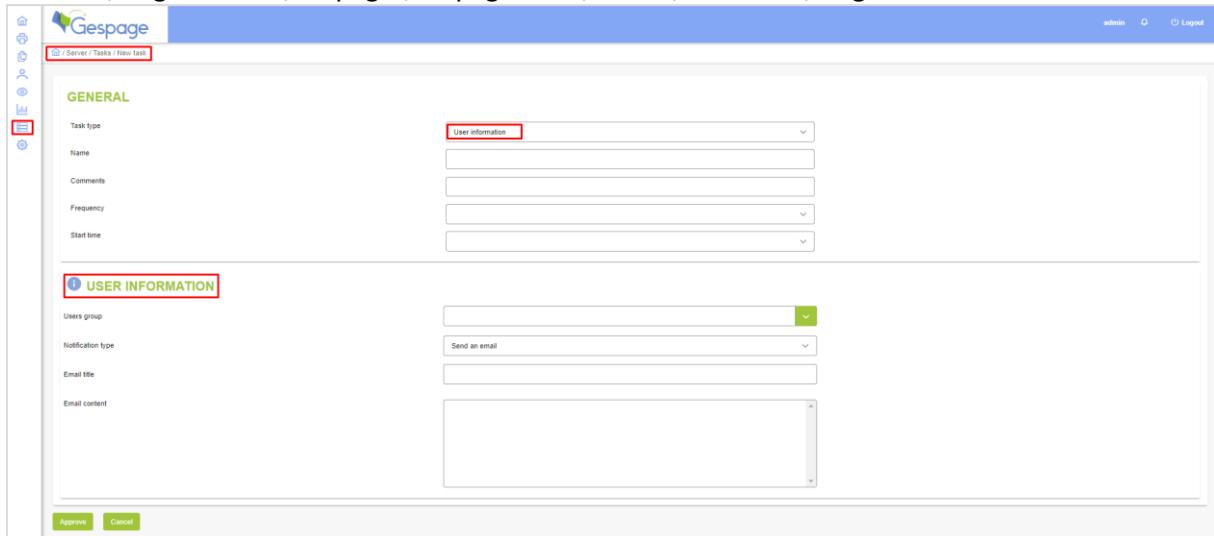
#### Email content

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



The screenshot shows the 'New task' configuration page for 'User information'. The task type is set to 'User information'. The 'GENERAL' section includes fields for Name, Comments, Frequency (set to 'Once per day'), and Start time. The 'USER INFORMATION' section includes fields for Users group (selected), Notification type (set to 'Send an email'), Email title, and Email content. At the bottom are 'Approve' and 'Cancel' buttons.

### 12.3.2.7 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.

## 12.4 Web access

### 12.4.1 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 *Roles* 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.
- Document management: Access to the Document menu

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

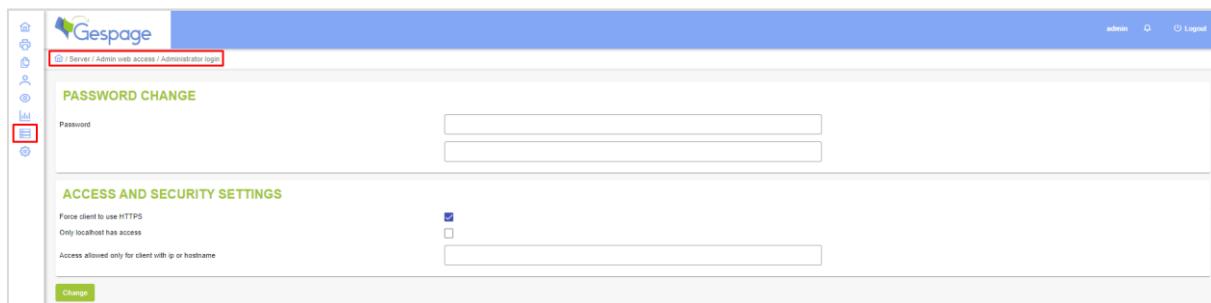
Limits the function for certain groups.

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

### 12.4.2 Administrator password

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

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



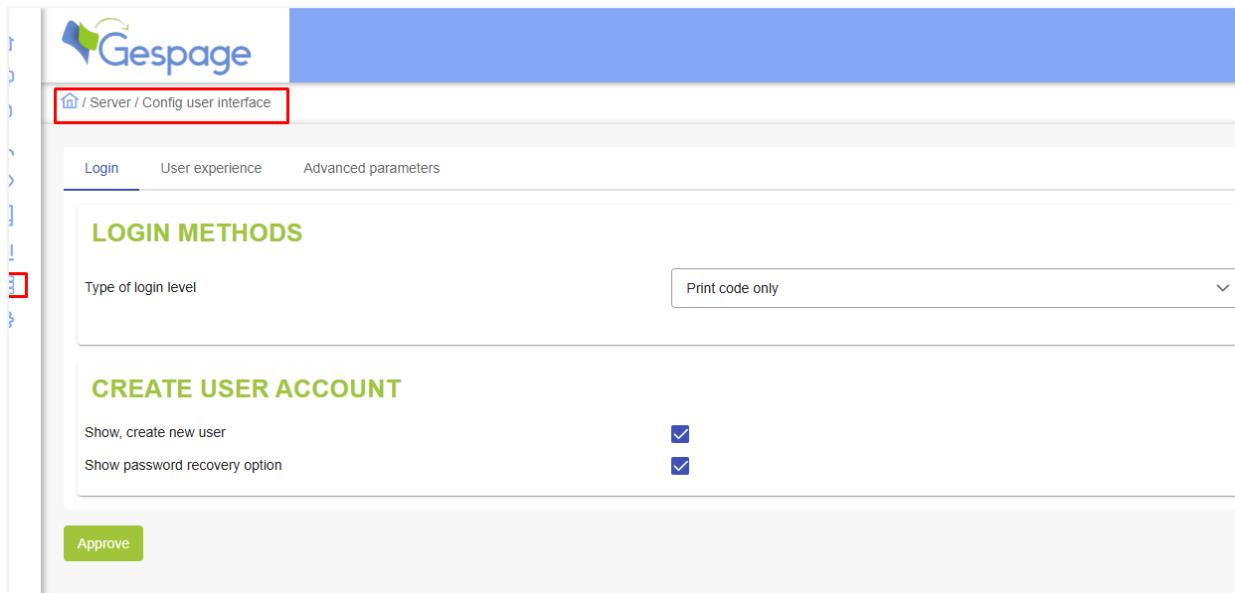
This menu also enables https to be forced for access to the administration page.

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.

### 12.4.3 User interface setting

#### Login



The screenshot shows the 'Login' configuration page in the Gespage administration interface. The URL in the address bar is highlighted with a red box. The page has a navigation bar with 'Login', 'User experience', and 'Advanced parameters'. The main content area is divided into two sections: 'LOGIN METHODS' and 'CREATE USER ACCOUNT'. In the 'LOGIN METHODS' section, there is a checkbox for 'Print code only' which is checked. In the 'CREATE USER ACCOUNT' section, there are two checkboxes: 'Show, create new user' and 'Show password recovery option', both of which are checked. A green 'Approve' button is located at the bottom of this section.

#### Available login methods

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

##### **Username and password**

##### **Print code only**

#### Create user account

**Show, create new user:** Enable the possibility for the end user to create his Gespage account himself.

**Show password recovery option:** allow the user to reset his password if it has been lost.

#### User experience

### Default language

By default, the language use for the web user interface is the one define for his browser. In case the language define in the browser is not managed by Gespage, the language set in this menu will be applied.

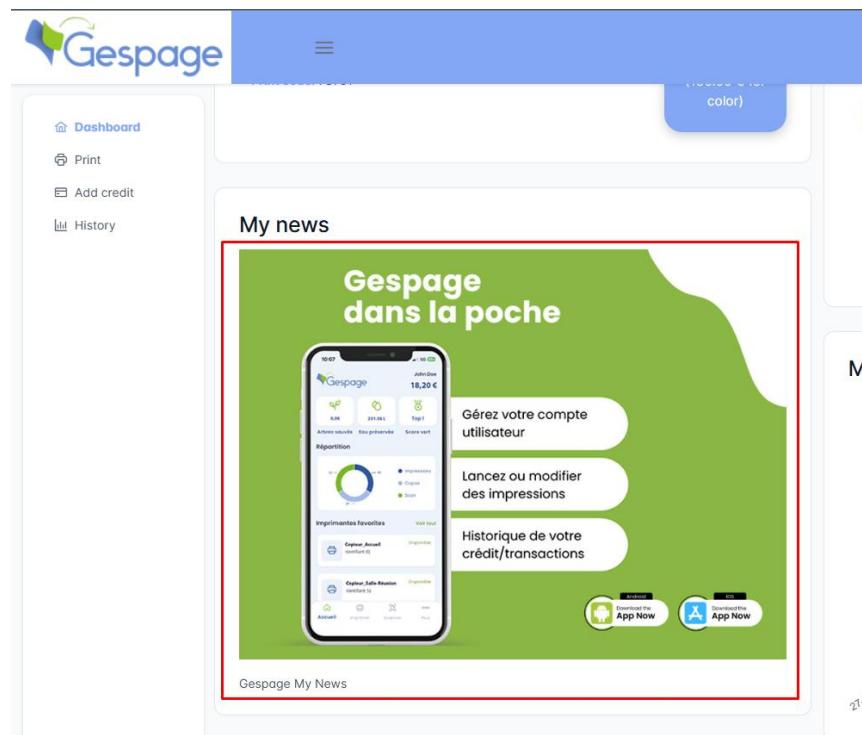
### Use custom logo

**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 (200x70).

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

### Information for users

This setting allows you to add some information on the user web page.



You can:

- Add an image : the image must be JPG, PNG or GIF. 2MB max and recommended size is 763x571 pixel.
- Add an information text: maximum 1024 characters

#### Advanced parameters

##### Max file size uploading (Mb)

Maximum size of files allowed for uploading.

#### 12.4.4 Setting the web commerce (option)

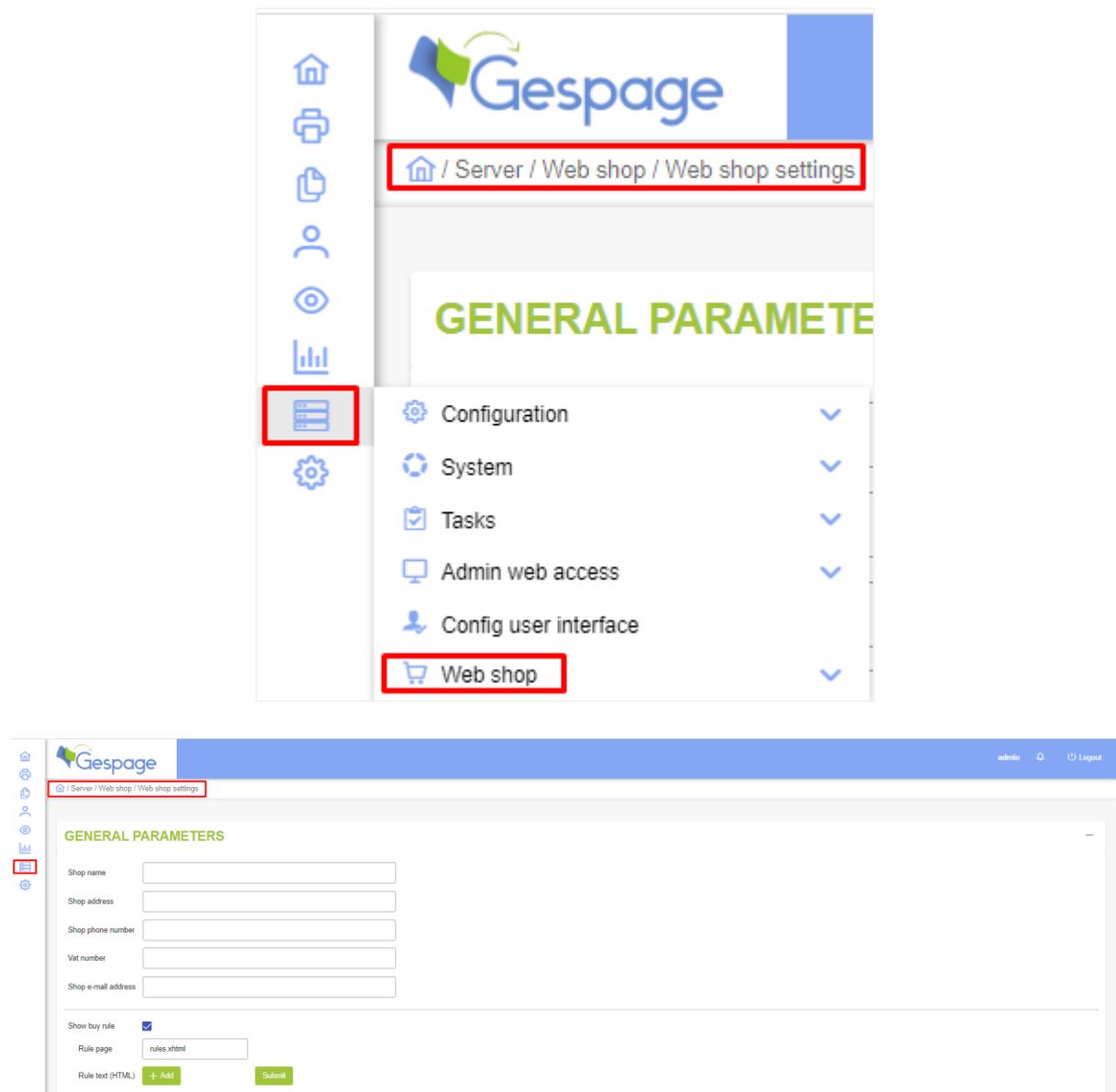
Gespage Web Payment is an optional module of Gespage. It is designed to make accessible Gespage accounts reloading via a customized and secured Web page. The application must be installed on a Windows or Linux print server hosting the Gespage solution.

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).

#### 12.4.4.1 E-commerce setting

##### 12.4.4.1.1 General parameters



The screenshot shows the Gespage administration interface. The top navigation bar includes a logo and the path: / Server / Web shop / Web shop settings. The left sidebar has several icons, with the 'Web shop' icon highlighted by a red box. The main content area is titled 'GENERAL PARAMETERS' and contains the following fields:

- Shop name (input field)
- Shop address (input field)
- Shop phone number (input field)
- Vat number (input field)
- Shop e-mail address (input field)
- Show buy rule (checkbox, checked)
- Rule page (input field: rules.xhtml)
- Rule text (HTML) (button: + Add, button: Submit)

##### 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.

**12.4.4.1.2 E-payment gateway**

**E-PAYMENT GATEWAY**

Part of order id: gespage\_

Test mode:

Webshop credit's currency: EUR

**WORLDLINE**

Merchant ID: cartadisgespage

API Key: 09D8FBB939B6D9E54698

Secret Key: \*\*\*\*\* (eye icon)

✓ Test Worldline connection

Approve

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 Worldline**Merchant ID

Specifies the merchant number of your Worldline account.

API Key

Specifies the security key of your Worline account.

#### Secret Key

Add the secret key define on your Worline portal.

#### Assess Worline connection

Allows you to assess the Worline connection to ensure that your configuration is right.

### 12.4.4.2 Web shop

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

#### 12.4.4.2.1 Create new item

Item name	Reload of 165 Units
Comments	Bonus +10%
Cost	15
Value	165
Fee	0
VAT	0
Net cost	15
Active	<input checked="" type="checkbox"/>
<input type="button" value="Approve"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

#### Item name

Name of the item as the user will see it.

#### 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.

### 12.4.4.2.2 List of items

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

Item reference ↑↓	Cost ↑↓	Value ↑↓	Comments ↑↓	Active ↑↓
recharge	30.00	35.00	Test de commentaire	No
Reload of 165 Units	15.00	15.00	Bonus +10%	Yes
Super Recharge	65.00	78.00	Avec Bonux 20%	No

#### 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

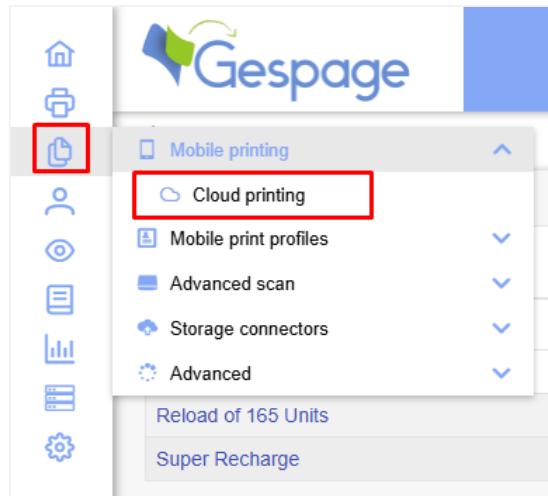
An item is enabled or disabled temporarily. If it is disabled, it will no longer appear on the reload interface of users.

## 12.5 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.



The screenshot shows the 'Cloud printing' configuration page. The left sidebar has icons for home, print, user, and settings. The main content area includes:

- DEBUG MODE**: A checkbox labeled 'Activate full debug'.
- WEB PRINTING**: Options for 'Show Print' (checked), 'Show upload and print' (checked), and a dropdown for 'Default Printer Web Application' set to 'GESPAGE-TEST-26/Virtual'.
- MOBILE APP PRINTING**: Options for 'Activate support' (checked) and 'Allow release documents' (checked), with a dropdown for 'Default Gespage smartphone application printer' set to 'GESPAGE-TEST-26/Virtual'.
- EMAIL PRINTING**: Options for 'Document code' (set to 'Four digits') and 'Filter files containing' (empty), and a checkbox for 'Set print attachment first in list'.
- A green 'Approve' button at the bottom.
- Page footer: © 2000-2025 - Gespage and 9.3.0-rc.3.

## 12.5.1 Debug Mode

### Activate full debug log

This setting enable the debug mode for the Gespage mobile functionalities.

## 12.5.2 Web Printing

### Show Print

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

#### Show upload and print

This field enable or not the authorization to send a print job from the web user interface.

#### Default Gespage mobile printer

This is field allow us to define the default printer use to print through Gespage user's web interface

### 12.5.3 Mobile App Printing

**Activate support:** enable the use of the application, if unset, the application could no longer connect to Gespage Server.

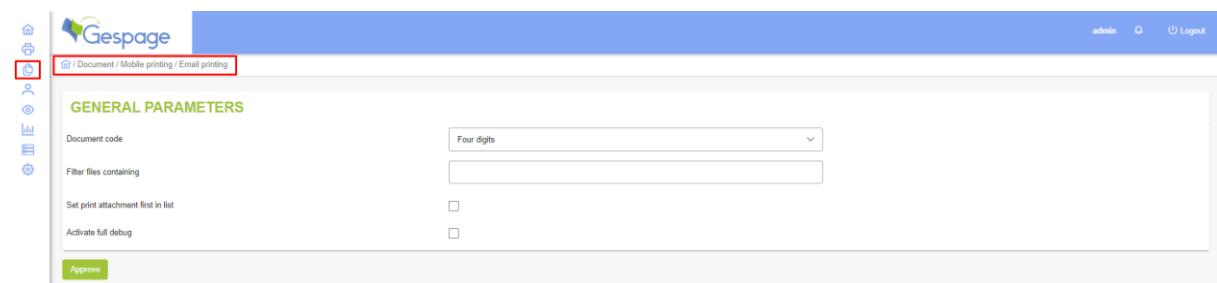
**Allow release documents:** to allow users to release print jobs directly from the Gespage phone application.

#### Default Gespage smartphone application printer

This field allow us to define the default printer use to print through Gespage Mobile Application (available on Google Play Store or Apple Store)

### 12.5.4 Setting the email printing

#### 12.5.4.1 General parameters



The screenshot shows the 'GENERAL PARAMETERS' section of the Gespage configuration. It includes fields for 'Document code' (set to 'Four digits'), 'Filter files containing' (empty), 'Set print attachment first in list' (unchecked), and 'Activate full debug' (unchecked). A red box highlights the 'Document / Mobile printing / Email printing' link in the top navigation bar.

#### 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](http://fr.wikipedia.org/wiki/Regular_expression) for a complete definition.

#### Set print attachment first in list

If set, the print attachment will be display first in the list of print job after user's authentication.

## 12.5.5 Smartphone Application use

### Gespage Mobile Application

The configuration below, allows you to send and/or release print jobs from Gespage Mobile application for smartphone.

This application is available from Google Play and Apple APP Store.

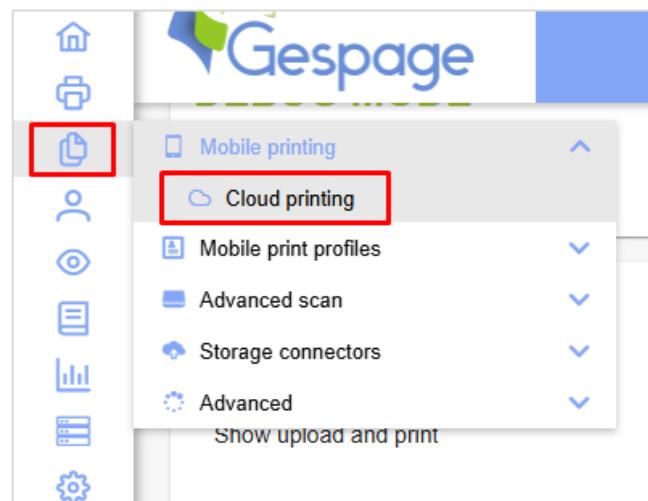


You will find below a description of the following steps:

- Gespage configuration to enable the feature from the administrator interface
- How to connect and launch a print job
- How to release a print job

#### **Gespage configuration:**

On Gespage, you must enable the application use from the menu *Document/Mobile printing/Gespage Mobile App*:



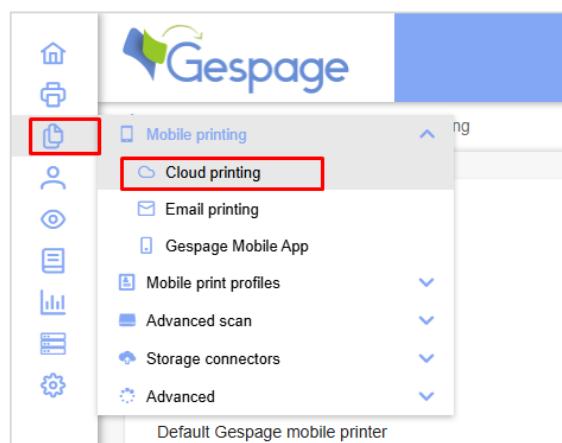
Then enable the functionalities needed under the Mobile App Printing menu:

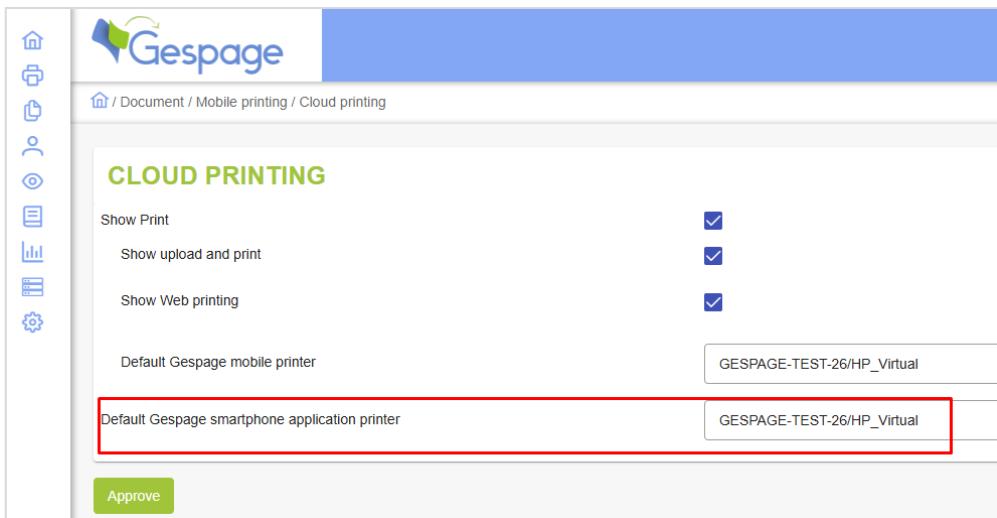


Then you need to set a default printer for the application.

This printer will be used by the application to launch the print jobs. It must be a print2me printer with cloud printing enabled on it:

Then, under the menu *Document/Mobile printing/Cloud printing* you will be able to select this printer to define the Default Gespage smartphone application printer:





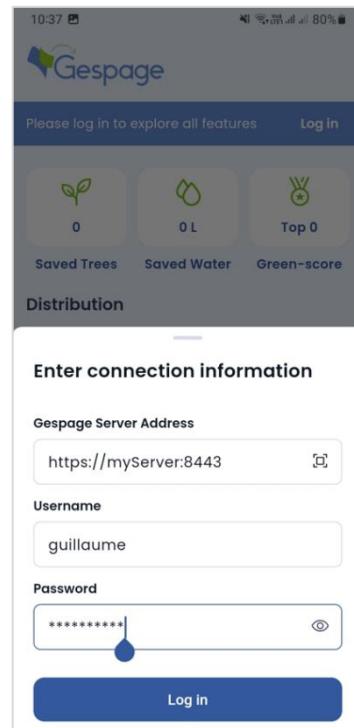
Once it is done, you must ensure that the printer where you want to release your documents are compatible with this printer.

### **How to connect and launch a print job**

Without authentication, only local scan is available:



Click on login and set server parameters (you must be on the same network as the server or server must have a public IP/hostname)



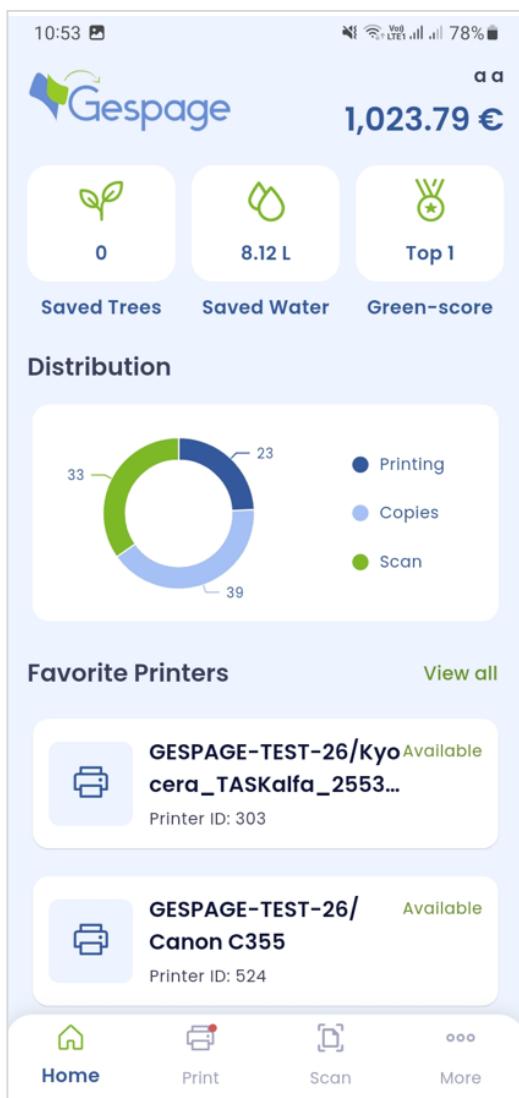
To connect, you must enter the following settings:

Gespage server address: IP to connect to the Gespage application server. The port to use will be 8443. If the URL is too complicated to set, you can create a QR Code for this link and share it with your users. The QR code can be scan for

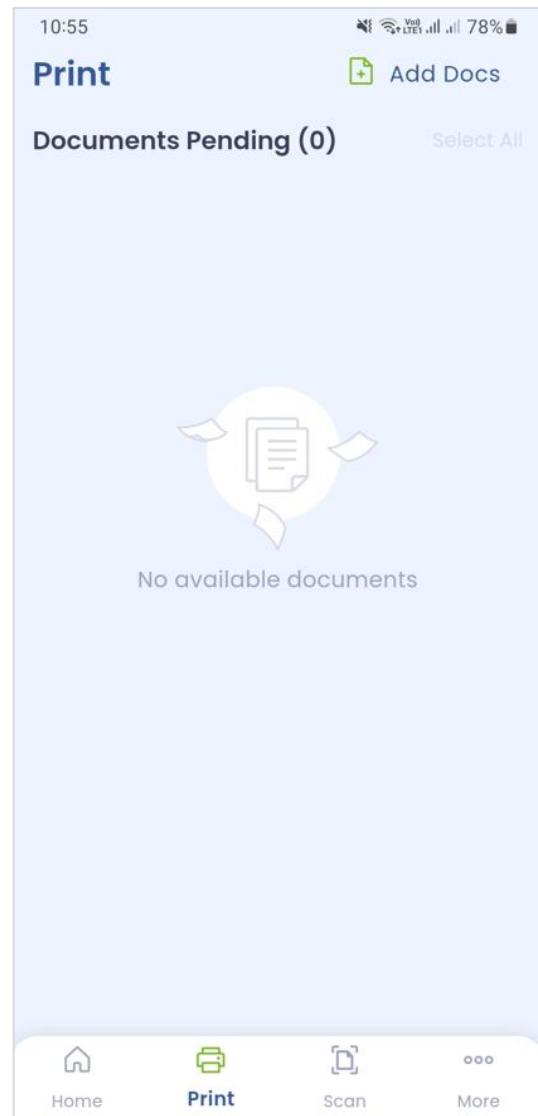
this field by clicking on the QR logo:  Authentication is Username and Password only for this application.

Once you are connected, users information's are displayed:

- User credit
- Environmental impact
- And also, a quick view on the distribution between copies, prints and scans based on the user history.

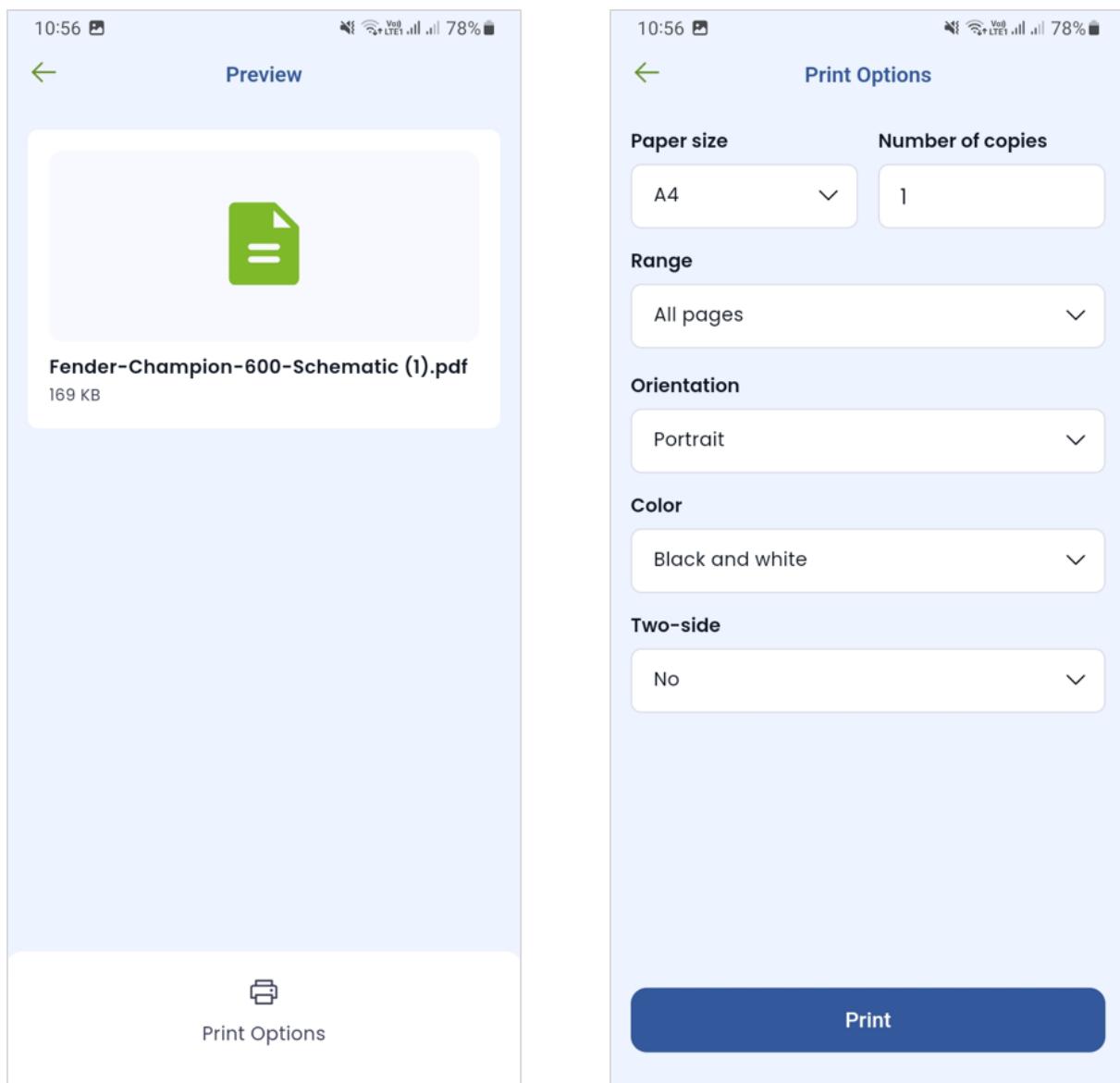


To send a job, click on print:



And choose Add Docs.

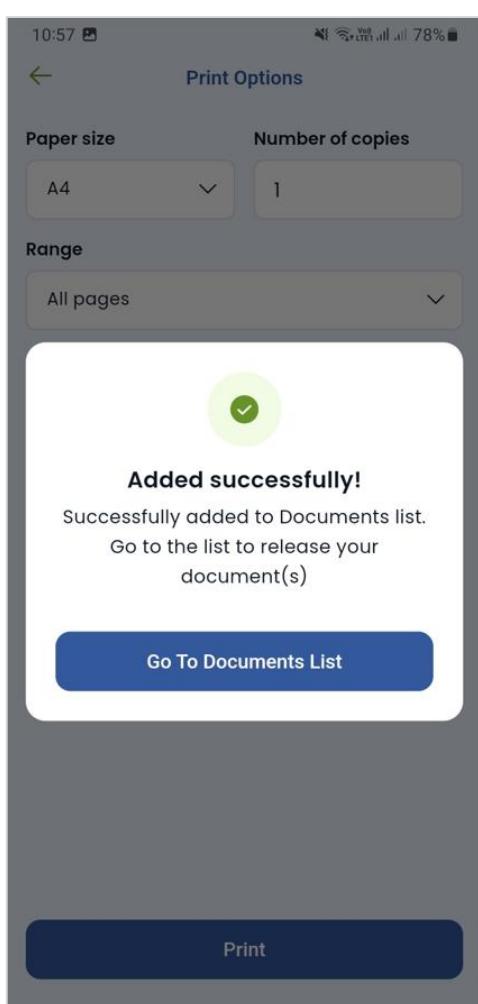
Then you can browse from your phone to select the document to print.



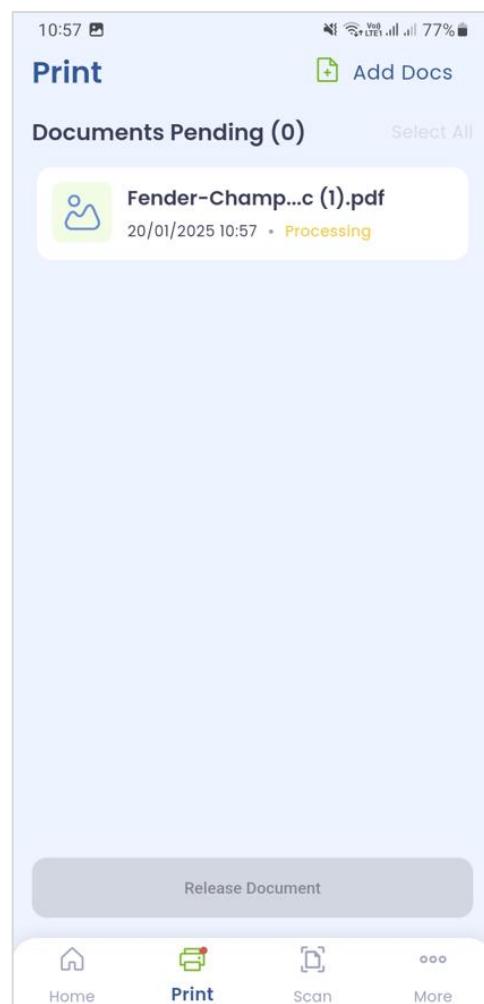
You can choose 'Print Options' to set some parameters for your print jobs:

- Paper size
- Number of copies
- Range: to choose if all the job must be printed or define a custom range
- Orientation that can be portrait or landscape
- Color
- Two-side to set if print job is duplex or not.

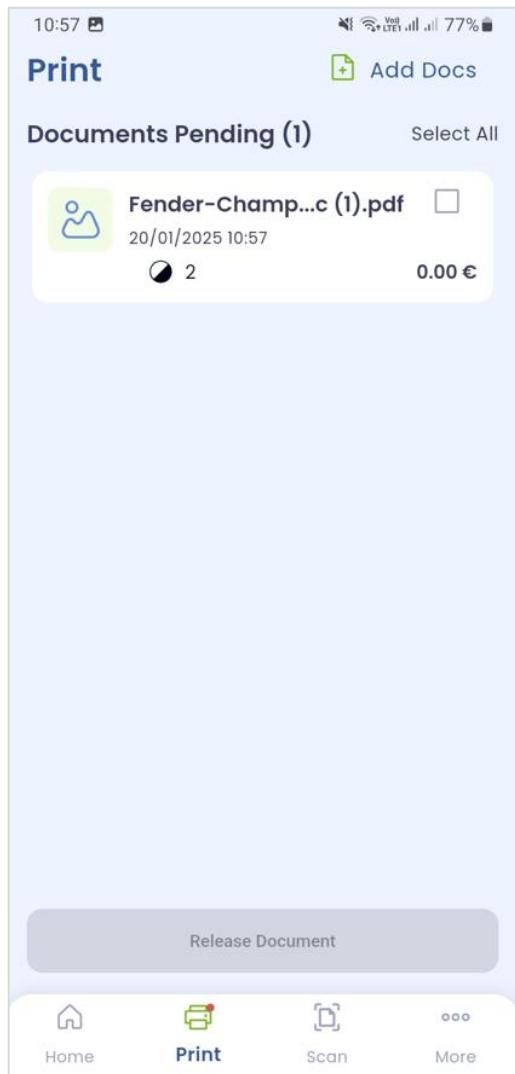
A quick message informs you that the print jobs have been added:



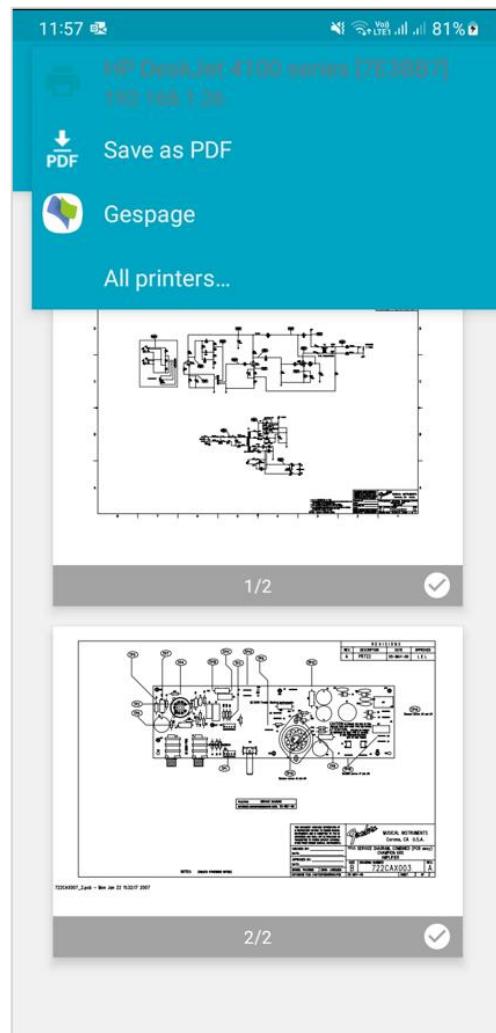
The job is processing to create a file understandable by the printer, it can take few seconds:



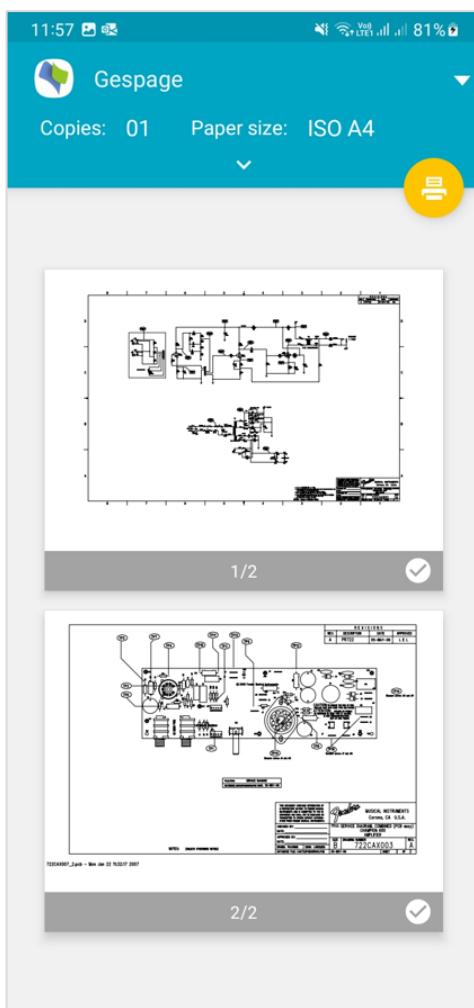
Once the job is ready, you must have the following screen:



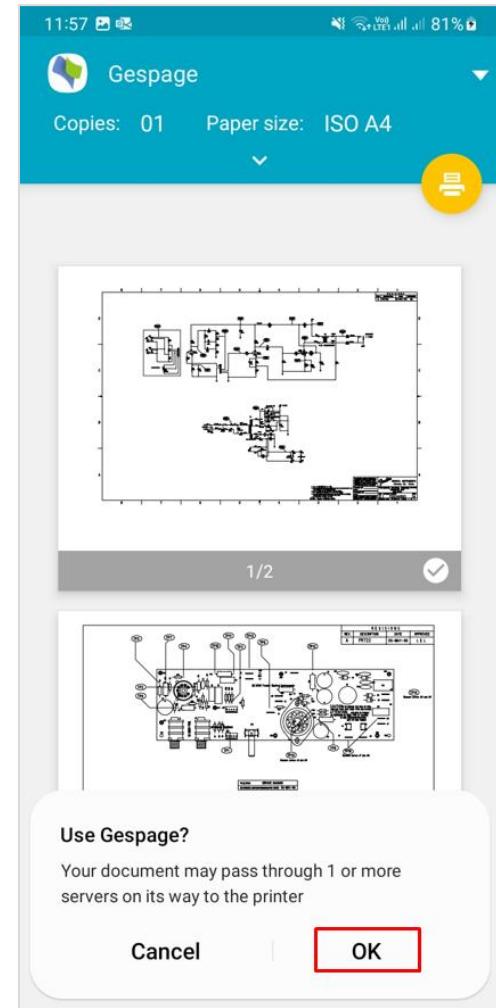
Note that you can also send jobs to Gespage mobile from an external application from your phone by selecting print on the application, and choose Gespage:



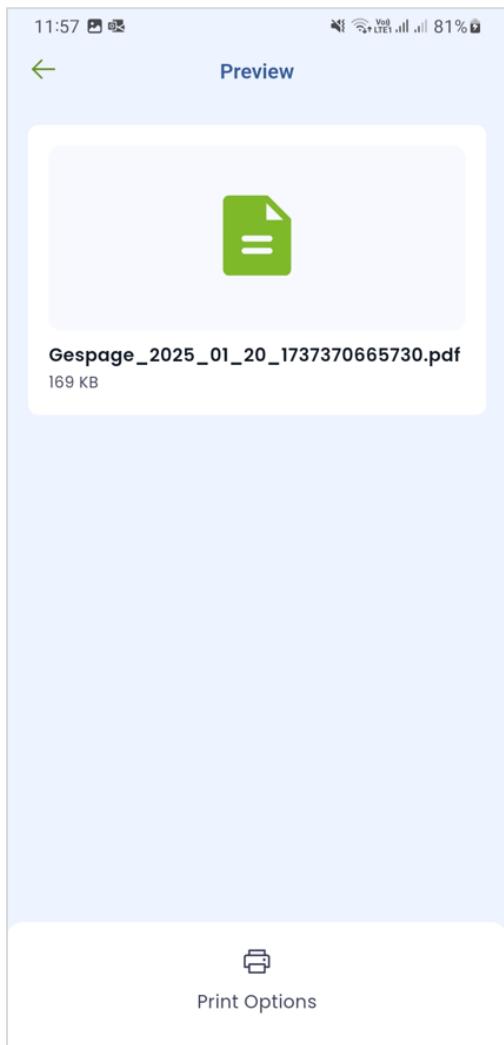
Then click on the print button:



The application asks you to confirm to use Gespage:



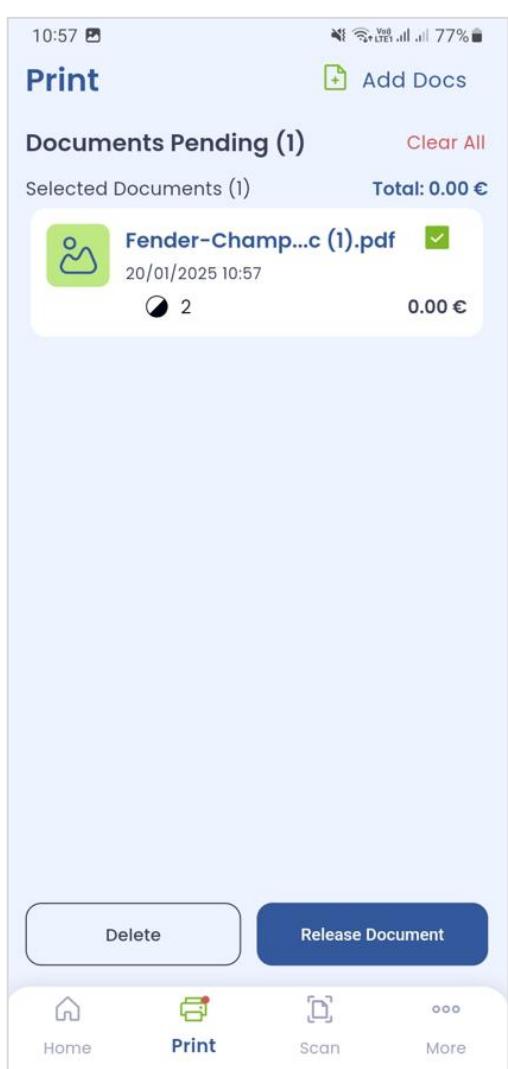
Then you are redirected to Gespage Application:



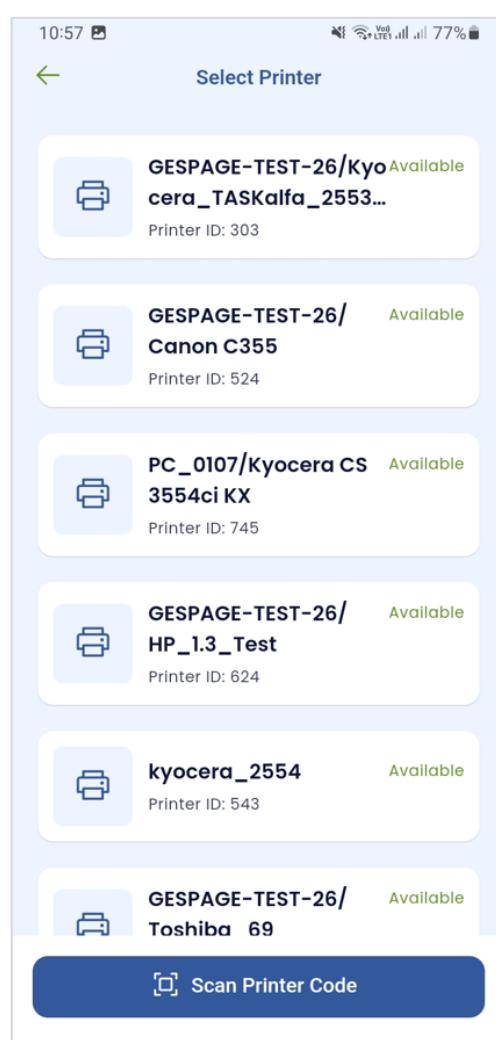
**How to release a print job:**

To release your job, you can connect into a compatible printer where a Gespage eTerminal is installed, or you can choose to release it directly from the application.

To do this, please check the box of your print job, and choose 'Release Document':

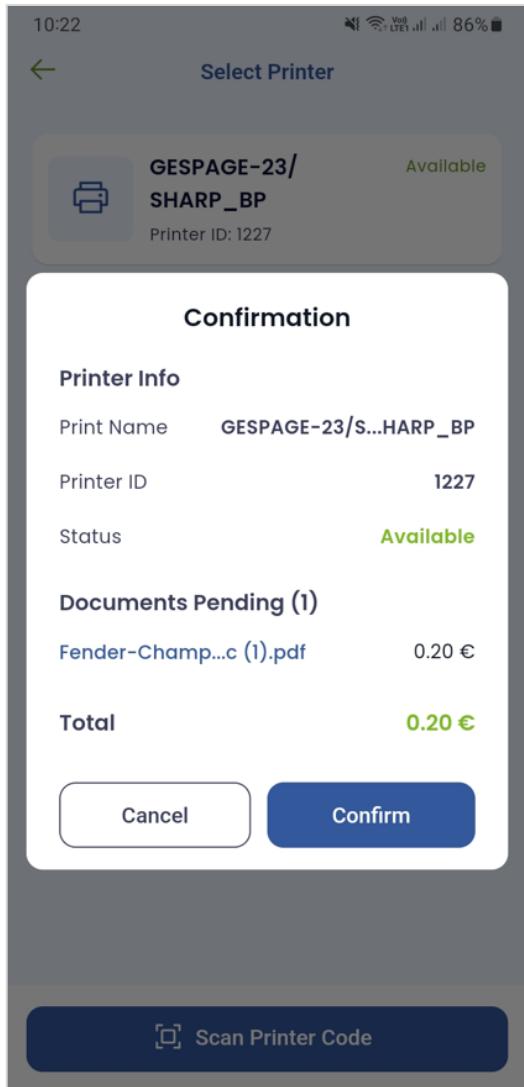


Choose a compatible printer from the list, or scan a QR Code if a QR code is available for your printer:

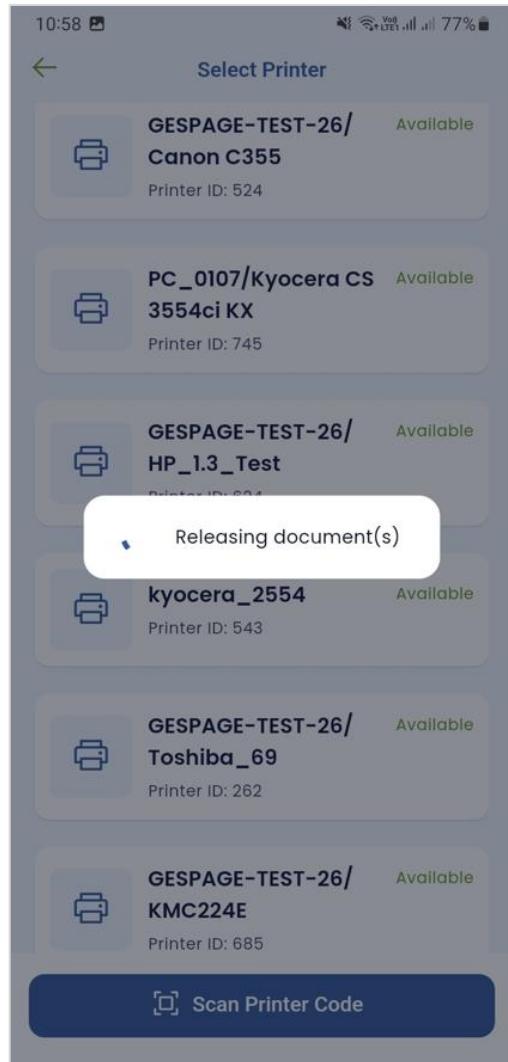


Once you choose the printer, a popup is displayed to confirm the printing:

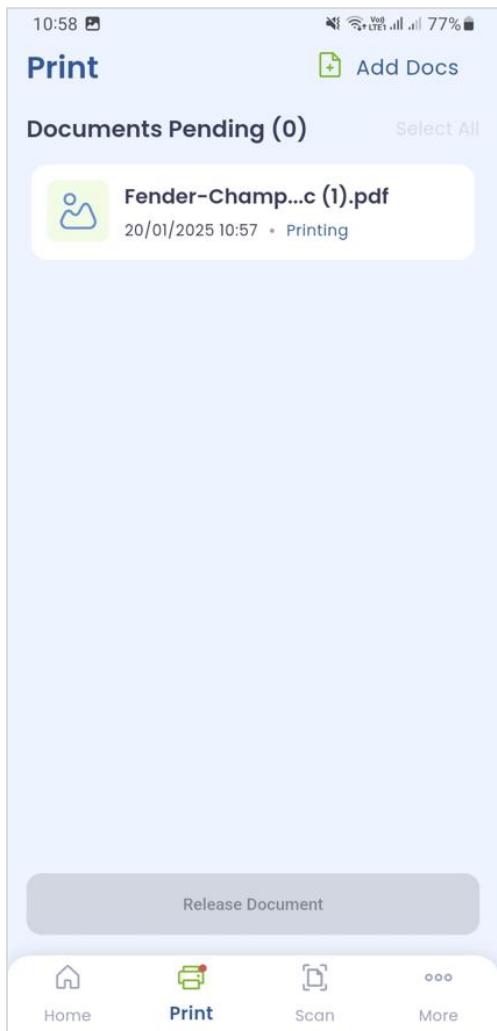
The cost for the job on this printer is displayed:



A message is displayed to confirm the printing is releasing:



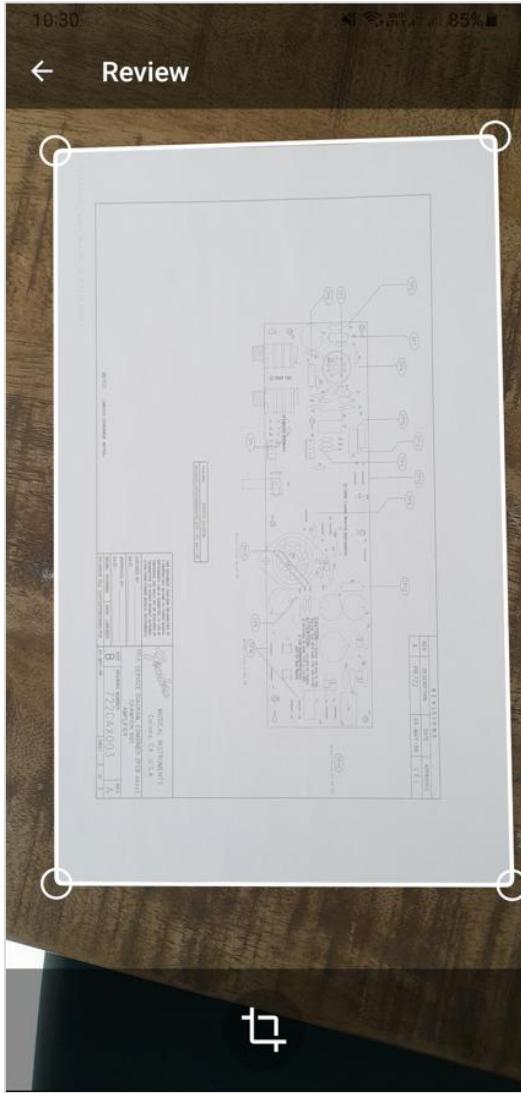
The job still display on the screen until the print job is correctly sent to the printer, then it disappears:



**Scan:**

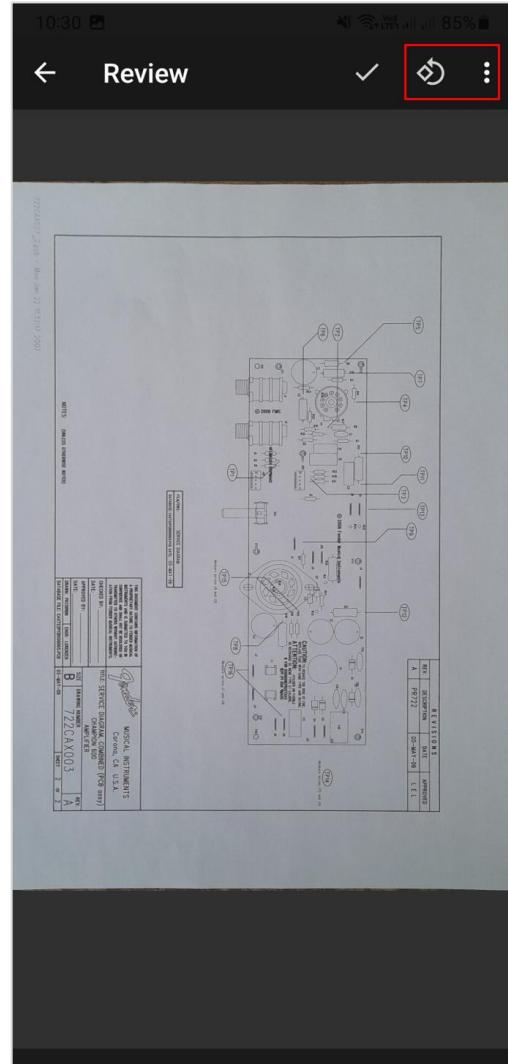
A scan menu is also available in the application to scan and save or scan and print a job.

By clicking on the scan button, you can take a photo of the job:

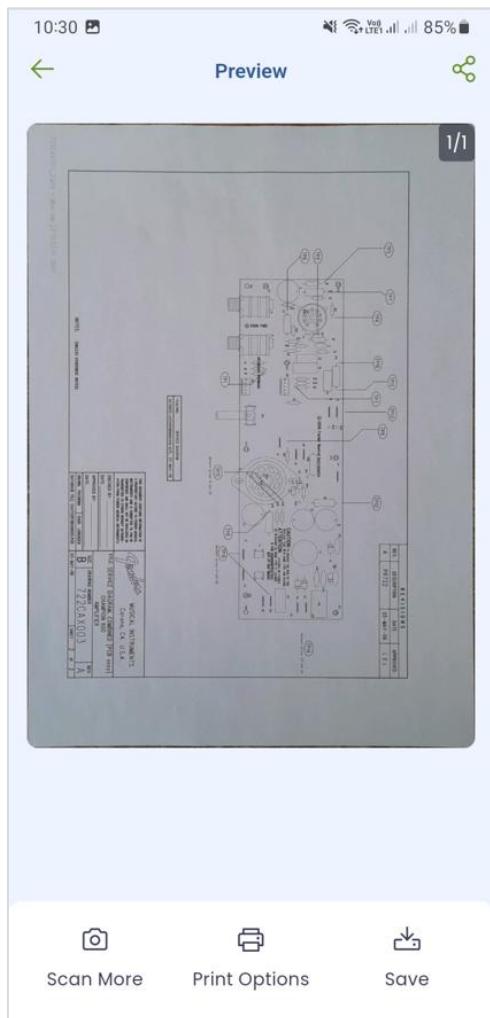


Then a review is displayed.

Two options are available to rotate the job or force it to black and white:



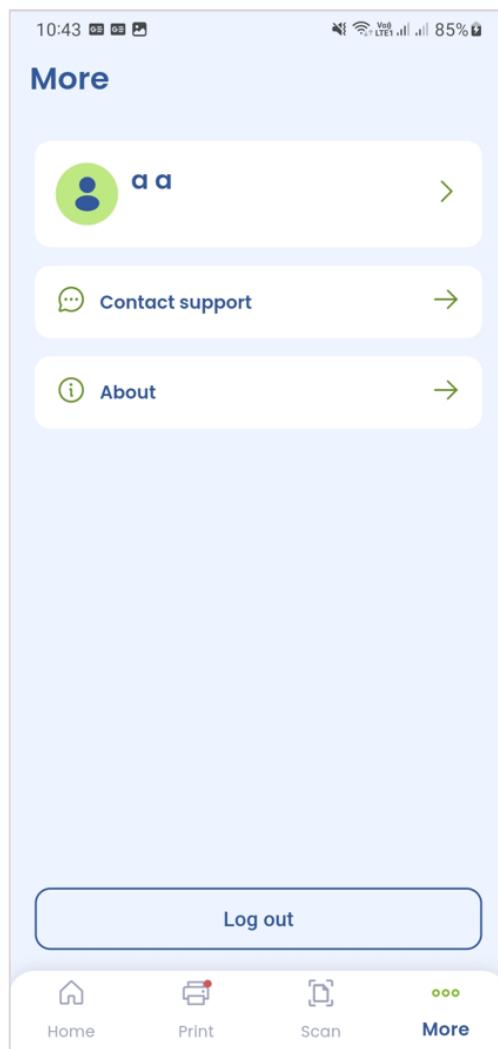
Once you valid the scan, you have the possibility to only save the job in your phone, scan another job, or submit this scan to print to Gespage:



You also have the possibility to share this scan with other app available in your phone, to send this scan through email for example.

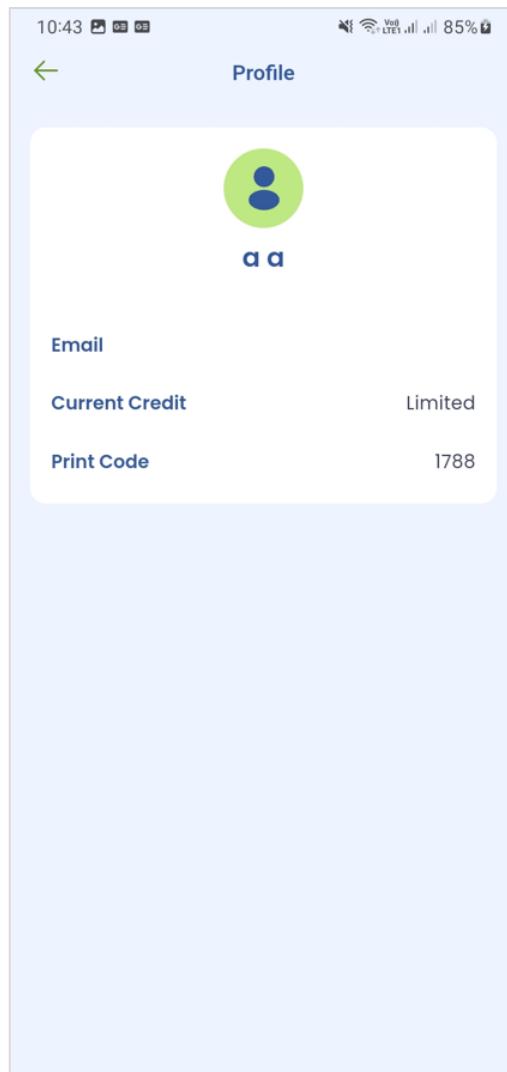
**More:**

A last menu is available to provide information about the application.

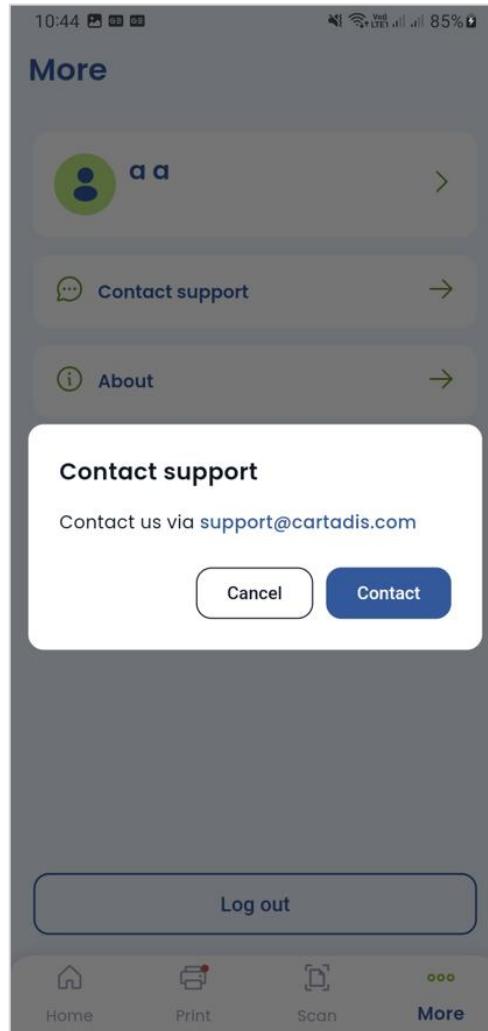


On the first page for this menu, you will find the button to logout from the application.

By clicking on the username, you get user information like its email, if the user is limited or its print code to release the job on the eTerminal for example:

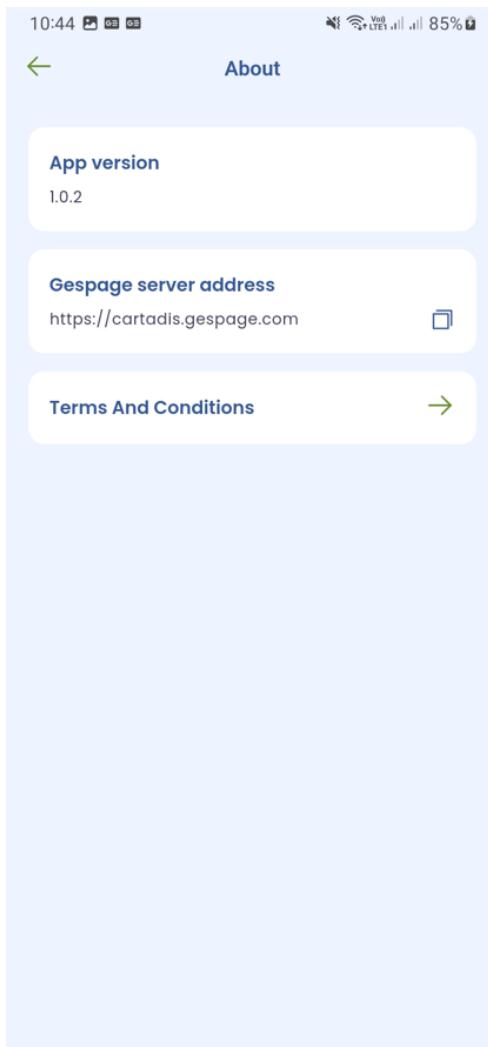


On the contact and support button, our email address for support is displayed:



On the about button, you will be able to see the application version and the URL for the server where you are connected.

The terms and conditions to use our application are also displayed on this menu:



## 12.6 License

Gespage license is based on the maximum number of printers to be monitored. Contact your reseller to choose the license that best suits to your configuration.

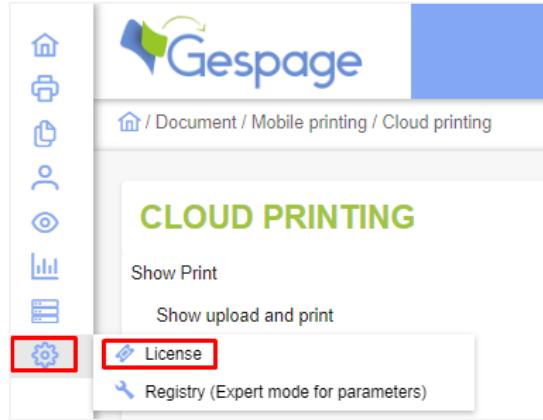
Without a license, Gespage runs in DEMO mode for 60 days. During this period, all Gespage features are available.

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 no longer be able to obtain support from your install new upgrades.

The license includes the number of physical printers managed by the Gespage server; it does not limit 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.



#### 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 on the following cases:

- if you change your PC or domain name
- if you reinstall your operating system
- if you enable the Microsoft server license after the Gespage installation
- if you upgrade your operating system with a major update (from SRV2012 to SRV2019 for example).

In case of replacement of your server, the license has to be changed.

#### License for additional module:

In addition to Gespage license, this is where activation keys and maintenance dates are filled in for the Gespage options like eTerminal licenses or WebPayment module.

**LICENSE**

Signature: H8KASHRM  
Mode: Active (under maintenance)  
Maintenance end date: 31 juil. 2024  
Qty of printers: 100  
Qty of physical printers: 28

Terminals	Mode	Details	Date	Number of devices
Konica Minolta eTerminal	Active (under maintenance)		31 juil. 2024	2 / 2
Xerox eTerminal	Active (under maintenance)		31 juil. 2024	2 / 3
Sharp eTerminal	Active (under maintenance)		31 juil. 2024	1 / 100
Ricoh eTerminal	Active (under maintenance)		31 juil. 2024	2 / 5
Lexmark eTerminal	Active (under maintenance)		31 juil. 2024	1 / 5
Kyocera eTerminal	Active (under maintenance)		31 juil. 2024	1 / 5
Brother eTerminal	Trial		31 juil. 2024	1 / 3
HP eTerminal	Active (under maintenance)		31 juil. 2024	1 / 3
Toshiba eTerminal v3	Active (under maintenance)		31 juil. 2024	2 / 10
Epson eTerminal	Active (under maintenance)		31 juil. 2024	2 / 5
Canon eTerminal	Active (under maintenance)		31 juil. 2024	0 / 10

Option	Mode	Details	Date	Qty of printers
Web shop	Trial		31 juil. 2024	100

**LICENSE REGISTRATION**

Register your license key

+ Browse  
Approve

© 2009-2023 • Gespage

## 12.7 Parameters registry

This menu lists the advanced parameters of the system.

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

**FILTER**

**ADVANCED PARAMETERS**

Name	Value	Value Type
accounting.anonymize_doc_10s	0	checkbox
accounting.anonymize_username	0	checkbox
agent disconnection delay	2	checkbox

Parameter	Value	Value Type
ui.show_print_code	1	checkbox

**ADD NEW PARAMETER**

Name:   
Value:   
Add

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 fields “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.type”

Value

Defines the mode of external credit.

Name

“wallet\_ext.url”

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).

# 13. Advanced scans

---

Since the V8 version of Gespage an advanced scan processing mechanism has been available in Gespage, making it possible to apply an OCR processing to certain documents and to store them in storage areas or to send an e-mail.

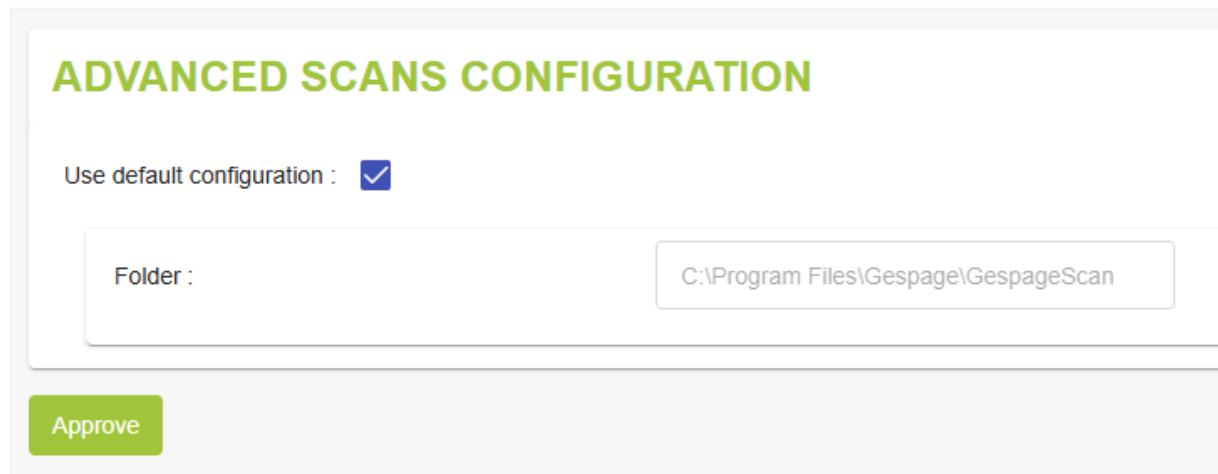
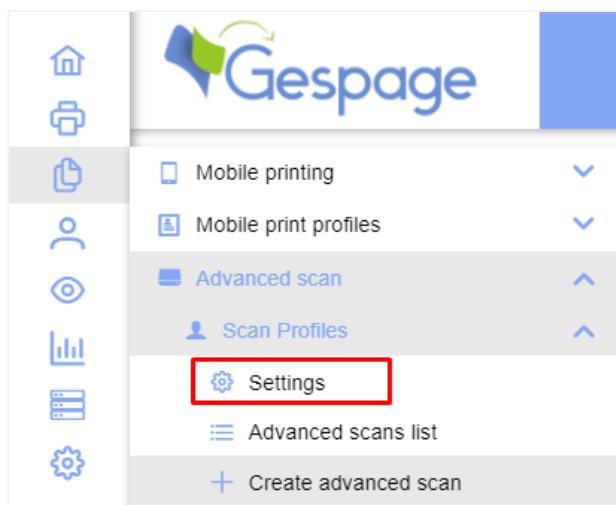
A processing (via OCR or blank page detection) can be added, and two outflows can be used.

## 13.1 Advanced Scans Settings

Advanced scan profiles can be used with the following eTerminals:

- Toshiba
- Sharp
- Ricoh
- Kyocera
- Lexmark
- Konica Minolta
- Canon
- Xerox

This menu is useful to set the incoming directory to allow Gespage eTerminal to send scan jobs to Gespage server, before process and send the scan job.



By default, a folder is automatically created in the Gespage directory to allow the MFDs to copy the scan job in Gespage, in order to process and send the scan by Gespage.

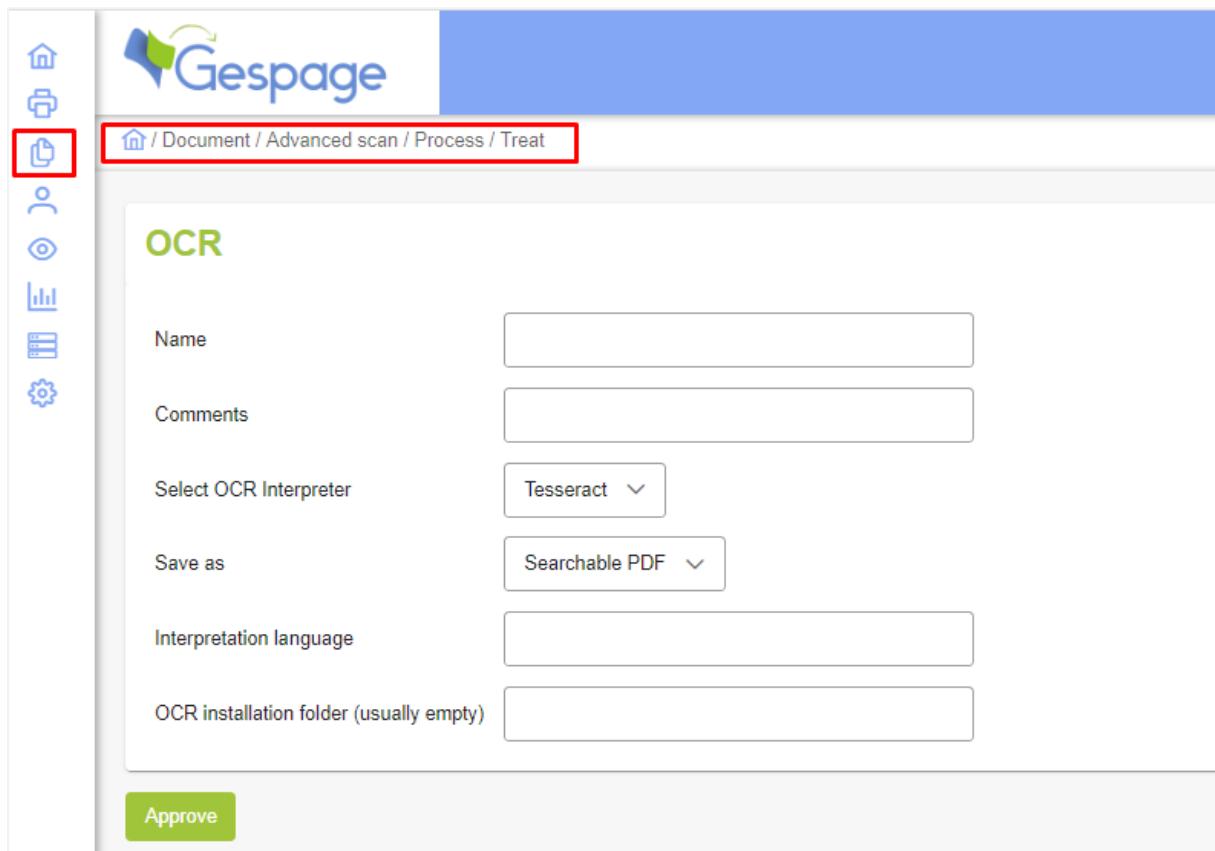
If you do not want to use this directory, you can unset this setting and use your own shared directory.

This shared directory must be created first on the Gespage server.  
The username and password define on this menu must have the access right on this directory

## 13.2 Advanced Scan Processing

### 13.2.1 Processing OCR

To set this processing, move to the menu *Document > Advanced scan > Process > OCR*.



The screenshot shows the 'OCR' processing screen in the Gespage software. The left sidebar has icons for Home, Print, Copy, Paste, and Settings. The breadcrumb navigation bar shows: Home / Document / Advanced scan / Process / Treat. The main area is titled 'OCR' and contains fields for Name, Comments, Select OCR Interpreter (set to Tesseract), Save as (set to Searchable PDF), Interpretation language, and OCR installation folder. A green 'Approve' button is at the bottom.

#### Parameters of flow processing

##### Name

Name given to the flow processing

##### Select OCR Interpreter

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 language

Language considered 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.

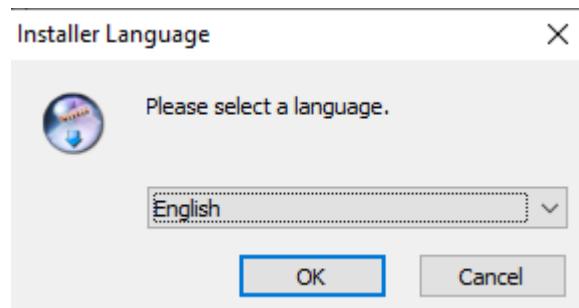
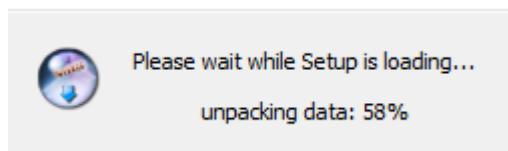
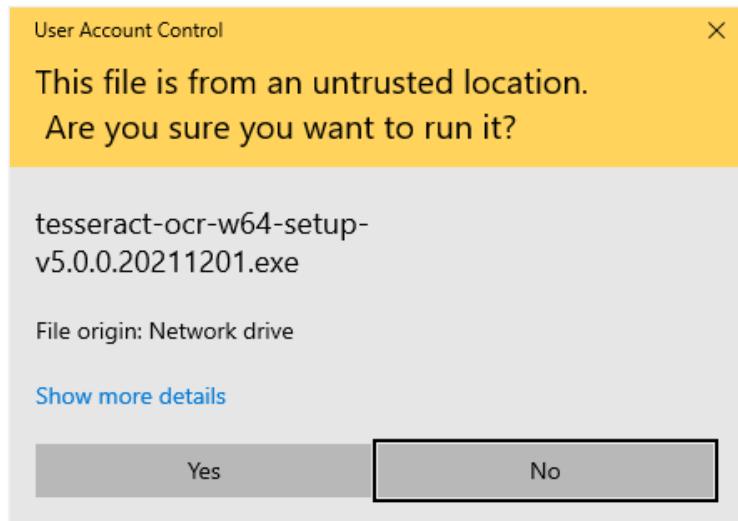
### 13.2.2 Installation of Tesseract

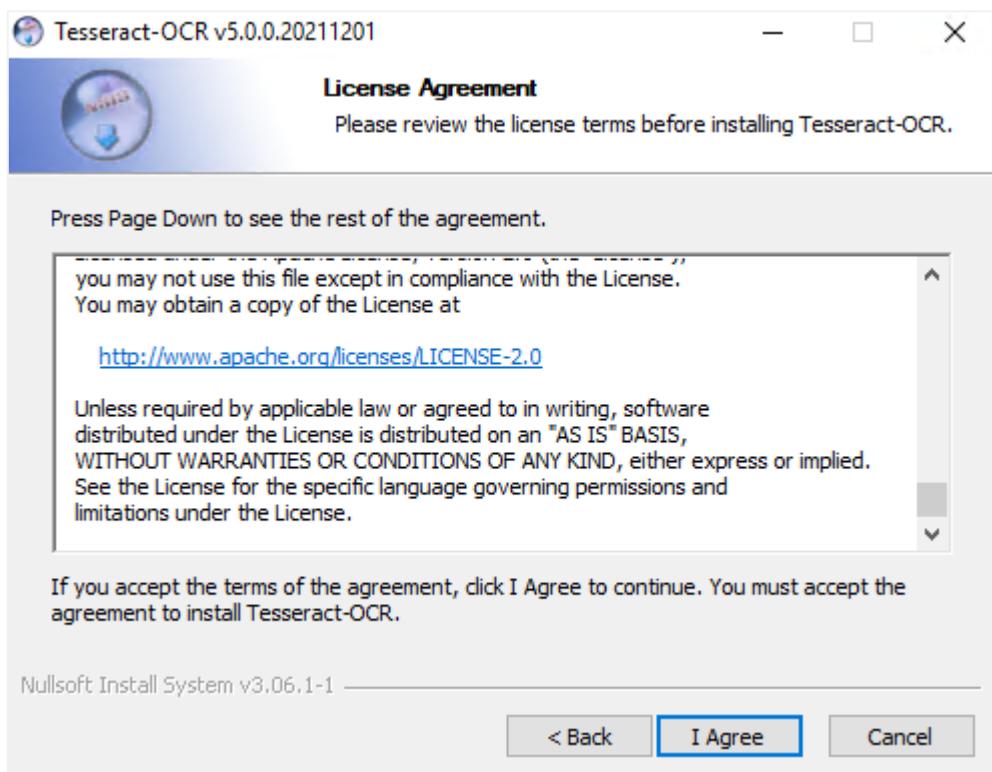
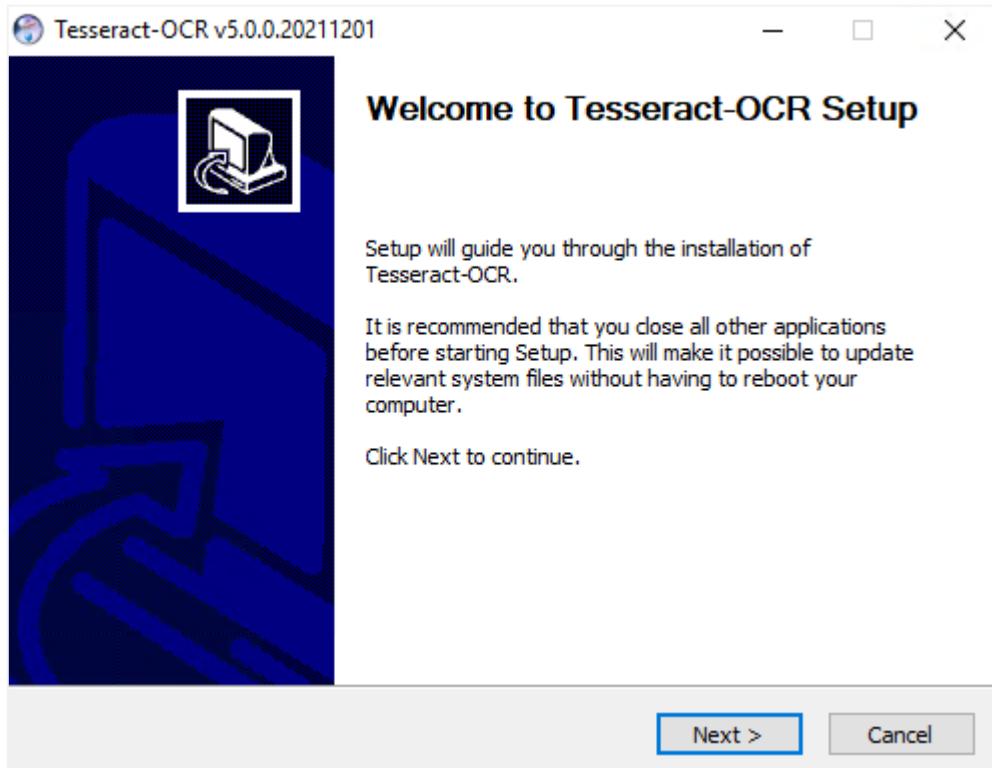
By default, Gespage does not have a process for creating OCR documents. Third-party software must therefore be installed to support this part of the process.

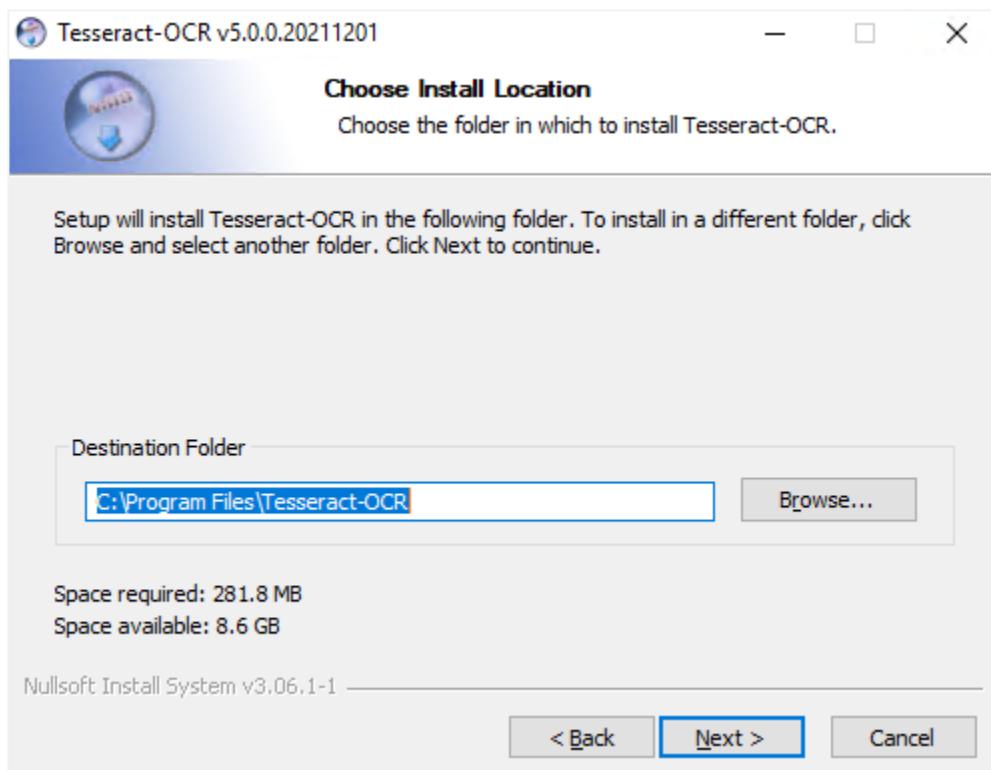
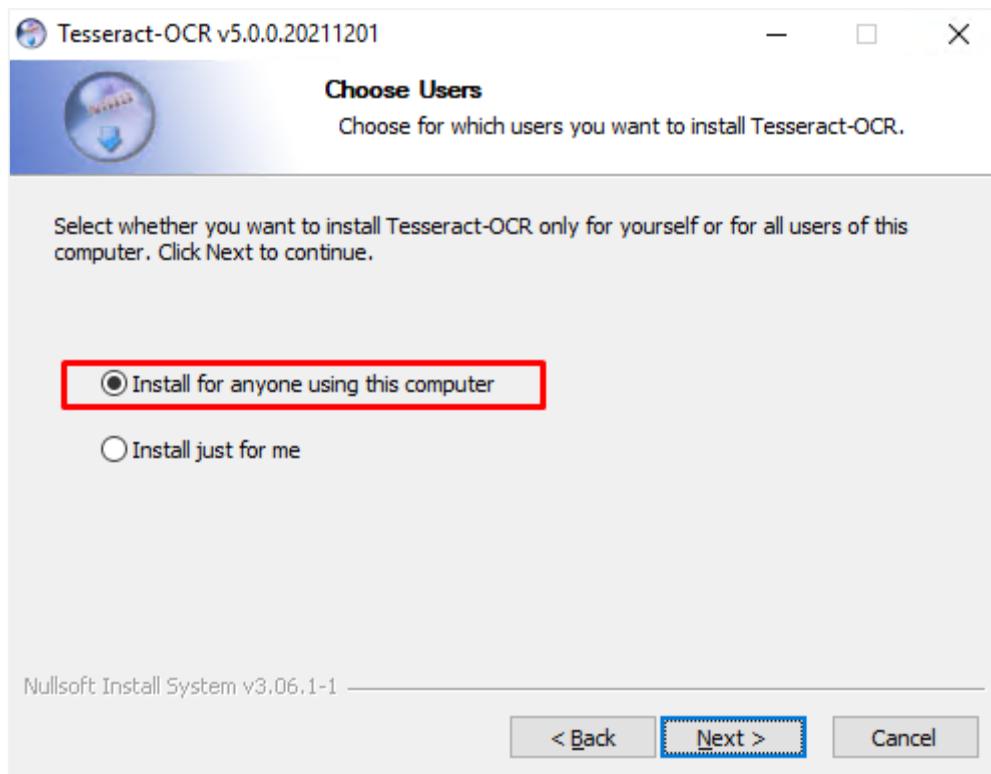
We recommend the use of Tesseract version 5.0.0

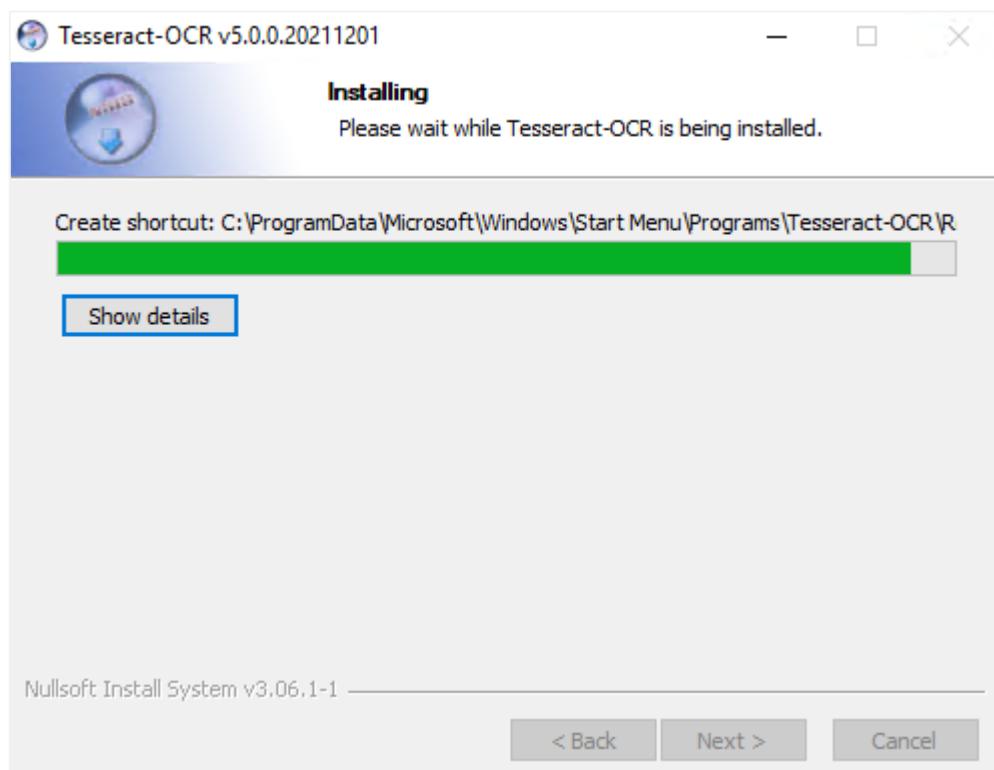
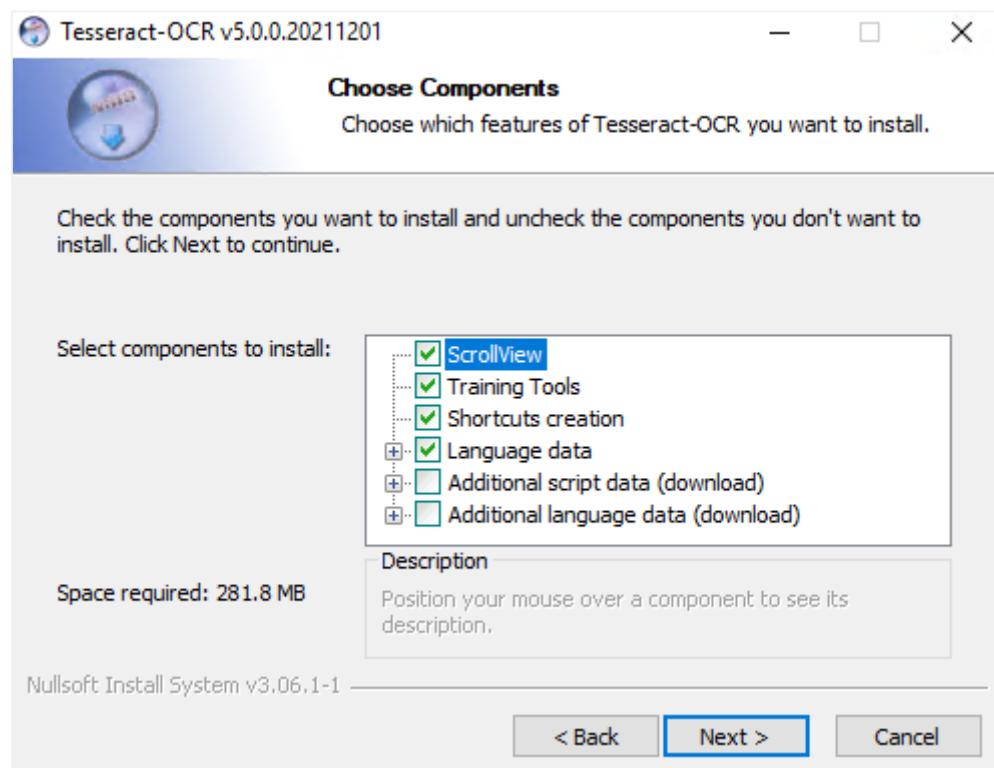
In the event of an elaborate new version, please contact our support by e-mail (support@cartadis.com) to obtain this version.

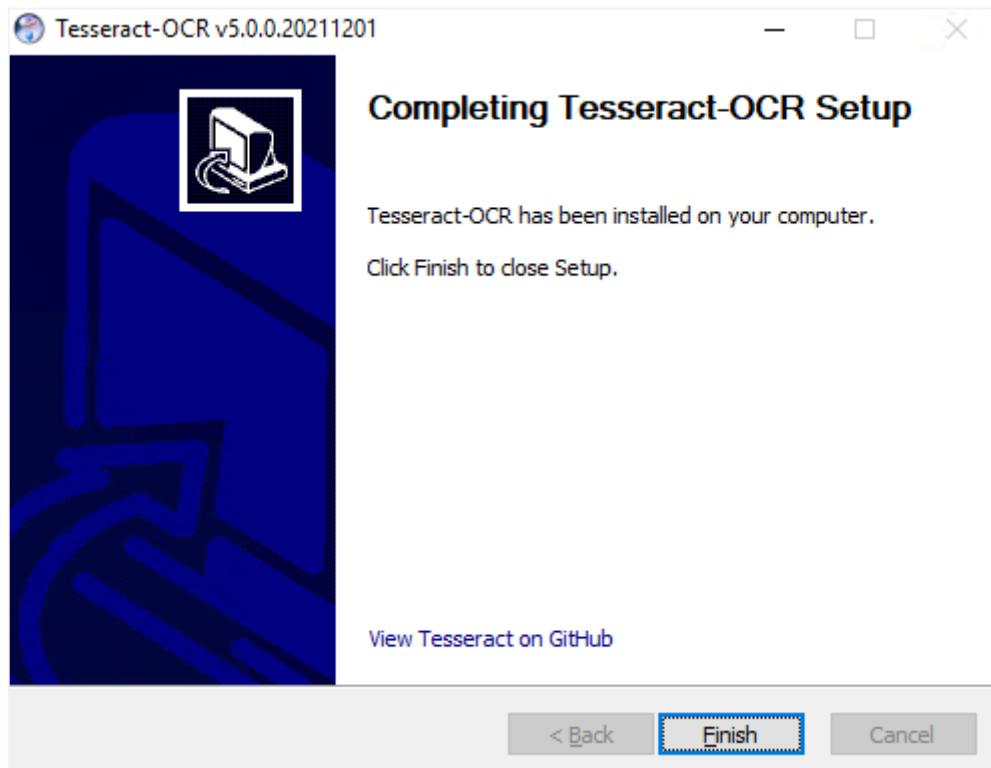
The Tesseract installer is a standard installer, so you just have to validate the installation steps, then wait for the complete installation.



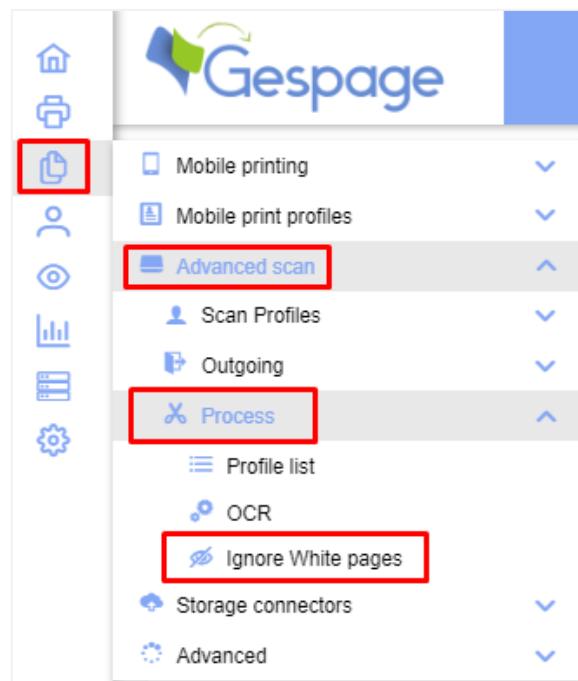


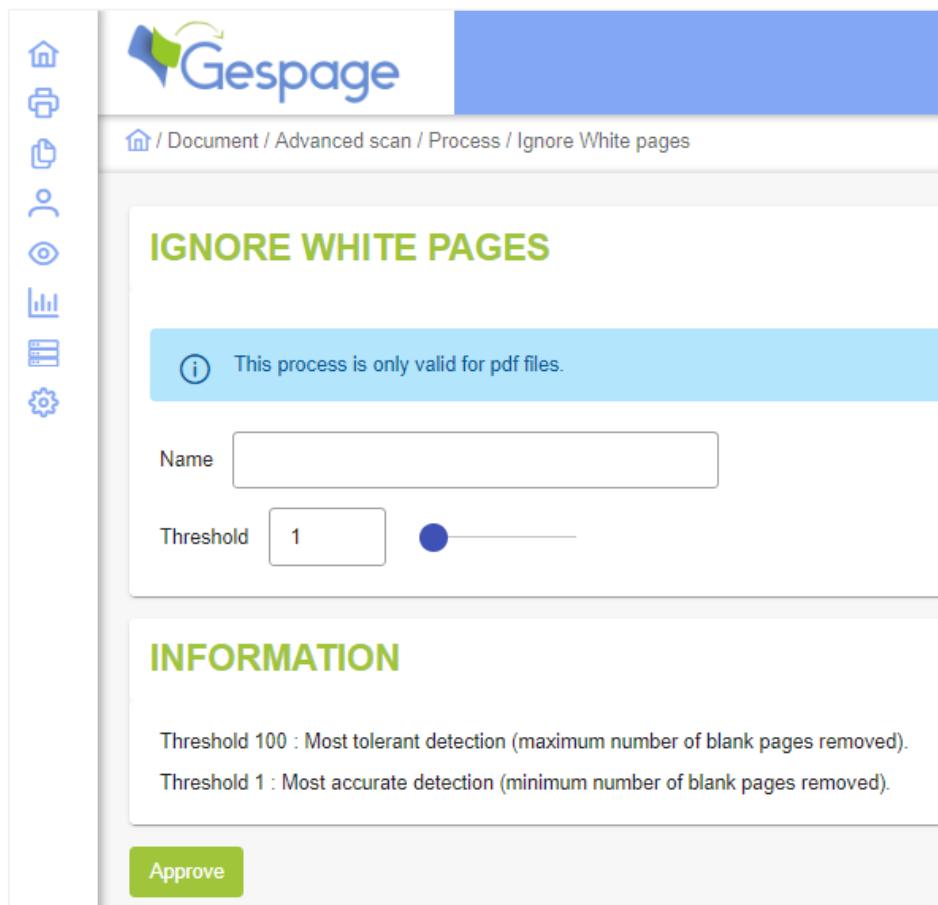






### 13.2.3 Processing blank pages





The screenshot shows the Gespage software interface. The top navigation bar includes icons for Home, Print, Scan, User, Statistics, and Settings, followed by the 'Gespage' logo and the path: [/ Document / Advanced scan / Process / Ignore White pages](#). The main content area has a light gray background. On the left, a vertical sidebar lists the following sections: **IGNORE WHITE PAGES**, **INFORMATION**, and **Approve**. The **IGNORE WHITE PAGES** section contains a blue info box with the text: "This process is only valid for pdf files." Below this are two input fields: "Name" (empty) and "Threshold" (set to "1" with a slider). The **INFORMATION** section provides a detailed description of the threshold settings: "Threshold 100 : Most tolerant detection (maximum number of blank pages removed)." and "Threshold 1 : Most accurate detection (minimum number of blank pages removed)." The **Approve** button is located at the bottom of the sidebar.

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 on your need.

### 13.3 Outgoing

There are two types of outgoing: E-mail and Storage.

Each of these outgoing can exist separately or jointly. An advanced scan with two outflows can therefore be created.

### 13.3.1 Outgoing Email

#### Name

Name given to the outflow.

#### Forward to

**Current user from machine session:** Recover the e-mail address of the user logged

**The sender:** Recover the sender's email address entered on the copier

**To address:** Forward the e-mail to the recipient of the email

**Forward to:** Redirect to a specified e-mail in Gespage.

#### Fetch sender e-mail address from

**User account:** Recover the e-mail address of the user logged

**Printer/Copier:** Recover the e-mail address entered on the copier as the sender

**System email address:** Recover the e-mail configuration filled in Gespage  
(*Server > Configuration > primary email > configuration*).

#### E-mail message

**Only inform:** Confirmation message sent by e-mail

**Standard e-mail:** Message confirming the processing of the e-mail

**Original message:** Sending a message containing the original information

**Default e-mail with original message:** Combination of the two above messages.

### 13.3.2 Outgoing Storage

#### Name

Name given to the outflow.

#### Document archive

##### **Microsoft OneDrive:**

Saves the file processed directly to the Microsoft OneDrive Business if the user account is synchronized with your company EntralID.

##### **Microsoft Sharepoint:**

Saves the file processed directly to the Microsoft Sharepoint if the user account is synchronized with your company EntralID.

**Site URL:** set the URL for your Sharepoint organization site. Example: <https://mycompany.sharepoint.com/sites/MyOrganizationSite>

**Shared folder:** set the name for the shared folder in your site. Example: Test/UsersServiceScan  
To enable scan to Sharepoint, you must enable the rights for your application during the EntralID synchronization:

SharePoint (4)					
Sites.Manage.All	Application	Read and write items and lists in all site collections	Oui	<input checked="" type="checkbox"/> Accordé pour CARTADIS	...
Sites.Read.All	Application	Read items in all site collections	Oui	<input checked="" type="checkbox"/> Accordé pour CARTADIS	...
Sites.ReadWrite.All	Application	Read and write items in all site collections	Oui	<input checked="" type="checkbox"/> Accordé pour CARTADIS	...
Sites.Selected	Application	Access selected site collections	Oui	<input checked="" type="checkbox"/> Accordé pour CARTADIS	...

##### **Google Drive:**

Saves the file processed under a folder name GespageScan to the Google Drive if the user account is synchronized with your company Google Directory.

##### **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.

#### Home directory:

The following fields are displayed:

**SMB login:** Username giving access right to the user's home directory.

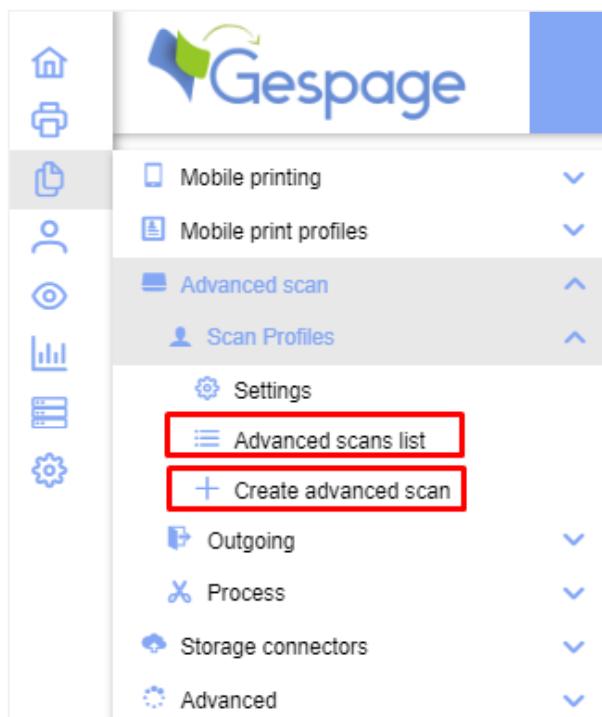
**SMB password:** Password giving access right to the user's home directory.

**DFS (Distributed File System):** If the box is checked, the DFS can be used in Gespage.

SMB protocol use by this feature is SMB v2.

### 13.3.3 Create scan profiles

First, you must ensure that the advanced scan setting and the process you need from the first steps explain previously are correctly set.



#### 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.

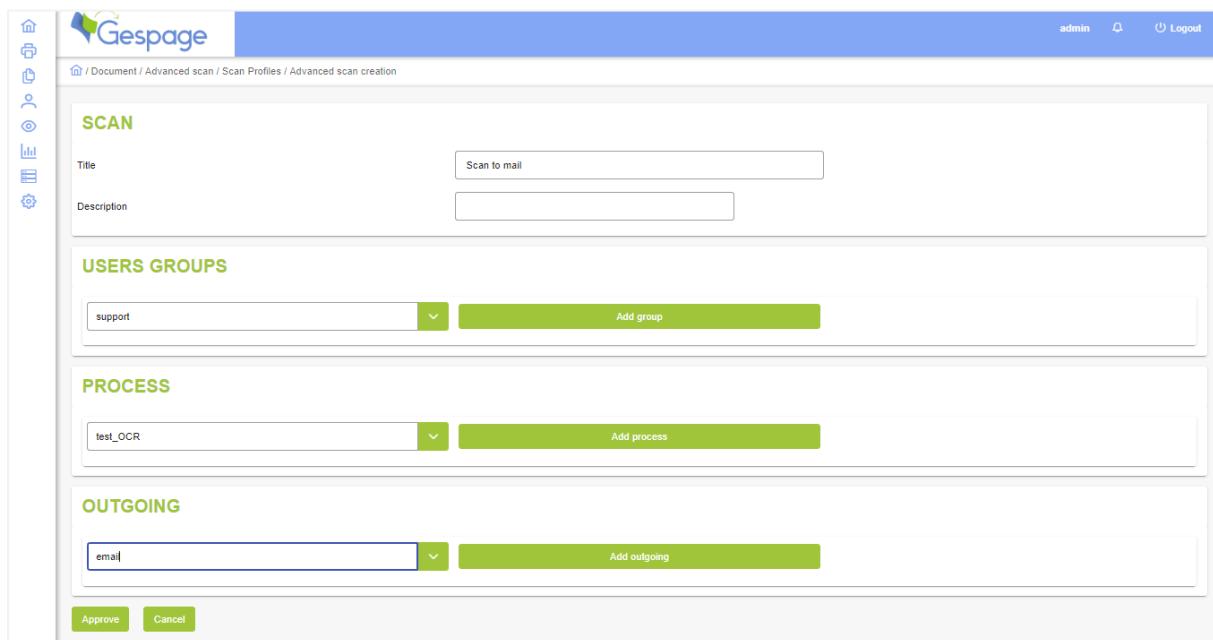
#### Create advanced scan

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.

Once all desired in and out flows have been created, an advanced scan can be created.



The screenshot shows the 'Advanced scan creation' screen in the Gespage software. The interface is organized into several sections:

- SCAN**: Contains fields for 'Title' (set to 'Scan to mail') and 'Description' (empty).
- USERS GROUPS**: Shows a dropdown menu with 'support' selected and a green 'Add group' button.
- PROCESS**: Shows a dropdown menu with 'test\_OCR' selected and a green 'Add process' button.
- OUTGOING**: Shows a dropdown menu with 'email' selected and a green 'Add outgoing' button.

At the bottom of the screen are two buttons: 'Approve' and 'Cancel'.

To create the scan profile, you only need to add a profile name, define the group where the profile will be applied.



# 14. Managing multiple sites

---

## 14.1 Gespage agent: General configuration

### 14.1.1 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.

### 14.1.2 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).
- `Winddance=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's name (by default, the computer name is used). Several agents can share the same name (especially if the same printers are referenced).

## 14.2 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 § 12.7).

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.

### 14.2.1 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.

### 14.2.2 Remote server configuration

A Remote server is a remote autonomous server that will communicate asynchronously with the central server.

**ATTENTION!** The remote server must periodically connect to the Central Server to report its statistics and validate its licence. At least one connection every 30 days is required, otherwise the remote server's licences will be blocked.

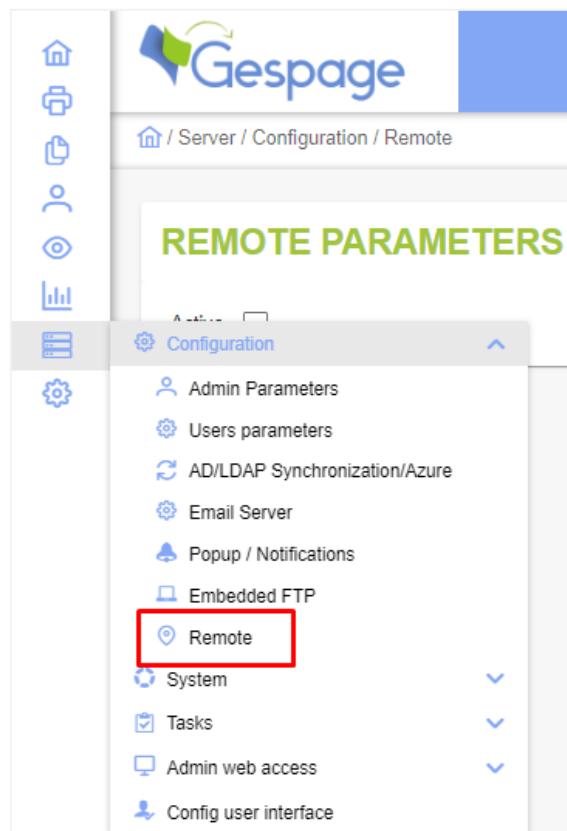
In the event of a disconnection from the main server, an alert will appear in the event log.

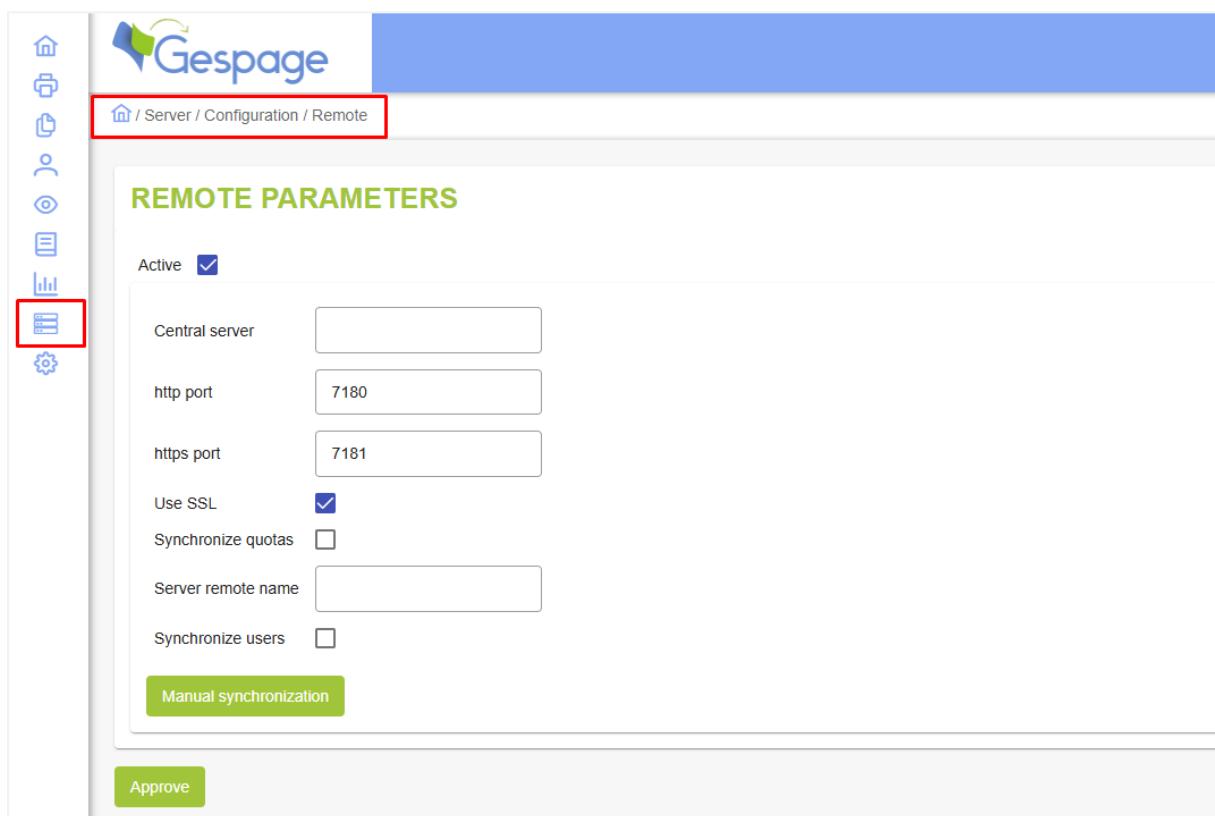
**Note:**

Prolonged disconnections can be viewed in the Gespage event log.

A graphical menu is now available for configuring a Remote.

This menu is available from the “Server > Configuration > Remote” tab.



Name

“Central server”

Value

Indicate the central server IP address.

Name

“http port”

Value

Indicate the HTTP port of communication with the central server (by default: 7180).

Name

“https port”

Value

Indicate the HTTP port of communication with the central server (by default: 7181).

Name

“Use SSL”

Value

“true” for a secured connection to the central server.

“false” for a non-secured connection.

Name

“Synchronize quotas”

Value

“true” so that quotas are synchronized between servers.

“false” so that each server (Central and Remote) independently manages users’ credits.

Name

“Server remote name”

Value

Modifies the remote server’s name (by default, the computer name is used).

Name

“Synchronize users”

Value

Allows user accounts to be retrieved from the central server.

Synchronization of 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.

Synchronize users

Synchronization period of users (minutes or hh:mm)

Retrieve the LDAP configurations from the central

# 15.Client applications

---

## 15.1 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 such as a job code, or to accept a redirection.

### 15.1.1 Installation

The Popup may be installed in Windows using 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

For MAC, the application is available in the .app format.

For Linux users, this application is extremely simple to install, the Popup application is launched by using the command:

- o \$ 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:

- o ServerAddress=10.0.0.209

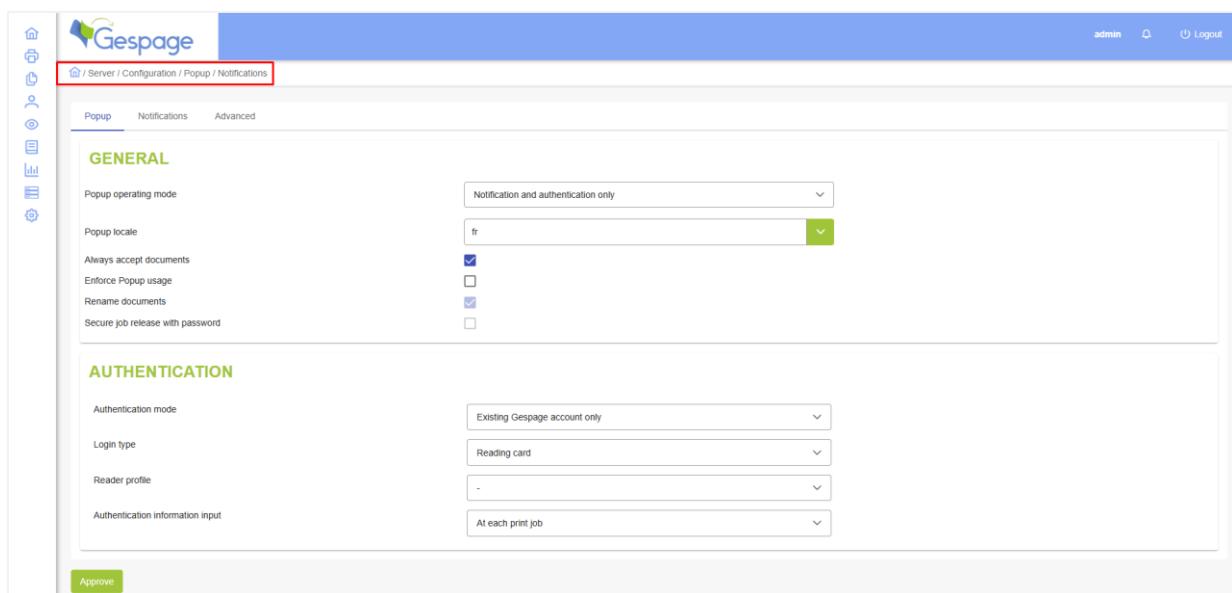
Above command must be executed from all the workstations having to use the Popup window.

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.**

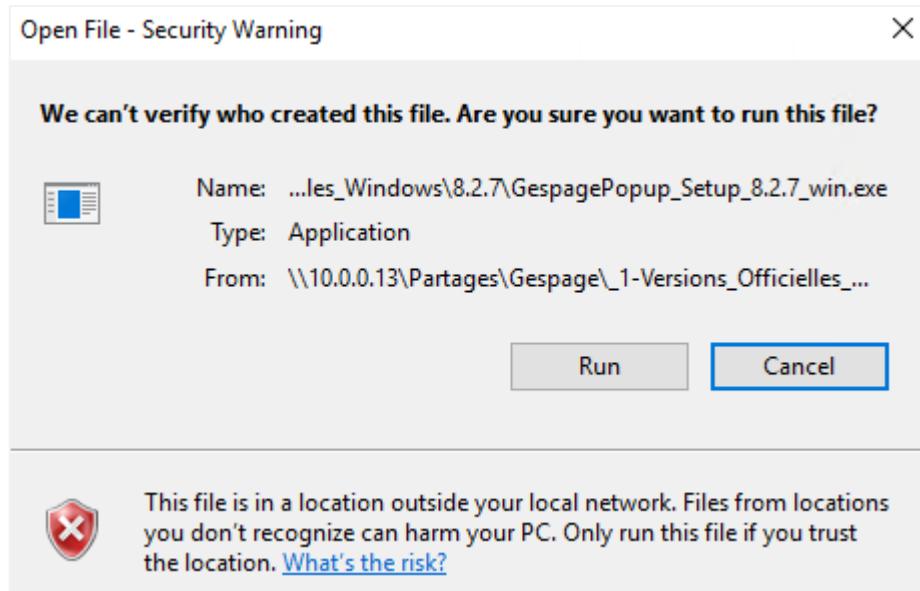
## 15.1.2 Configuration

The application behaviour is configured from the Gespage server from the menu *Server > Configuration > Popup/Notifications*.

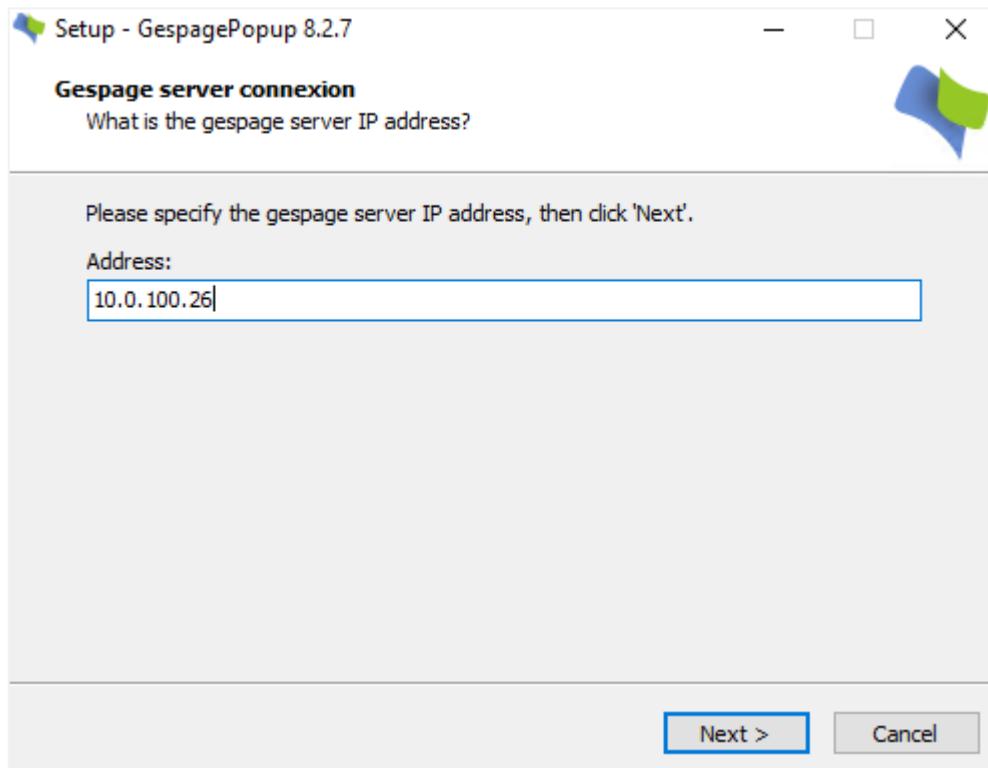
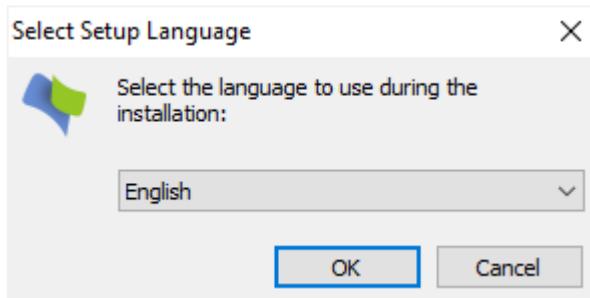


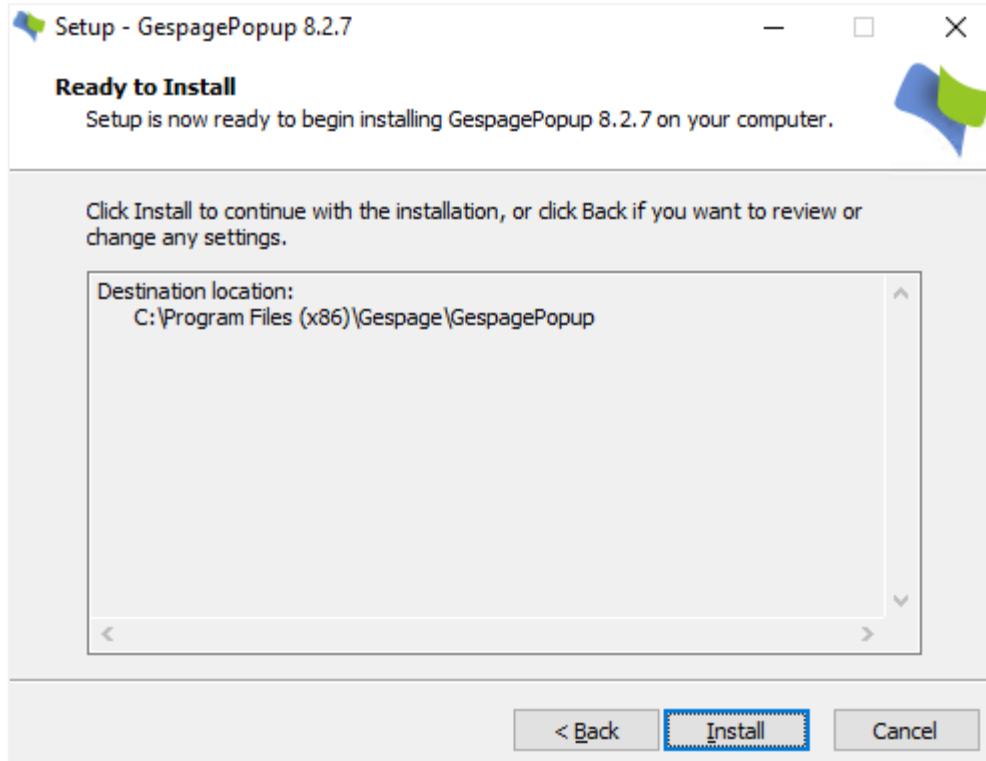
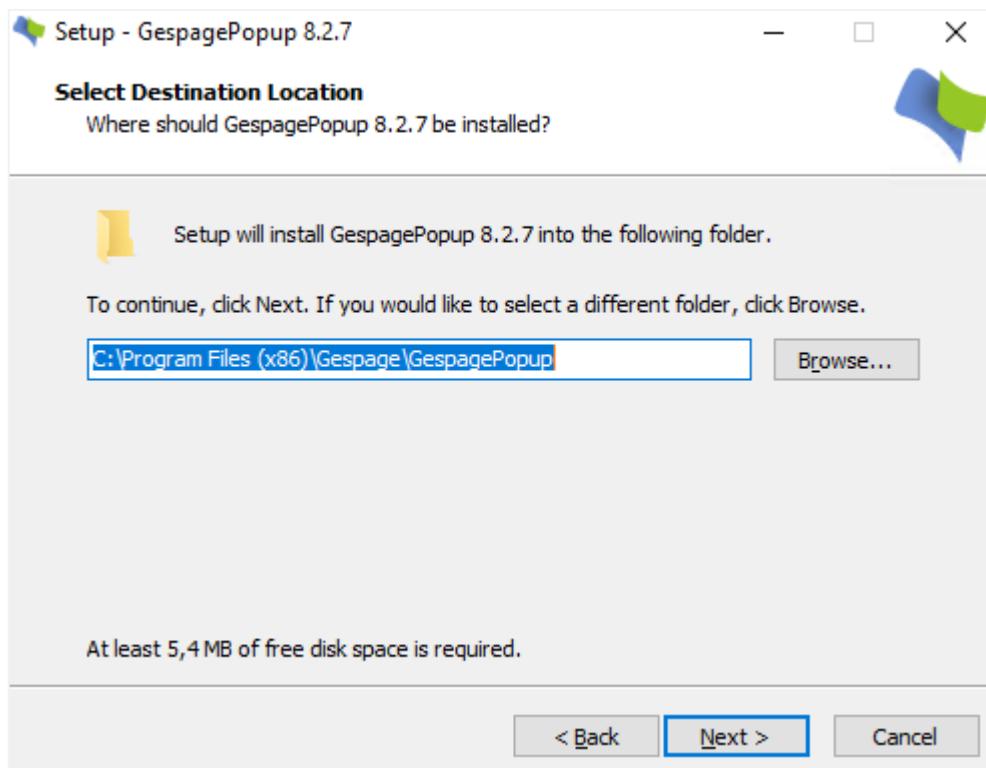
### Popup operating mode

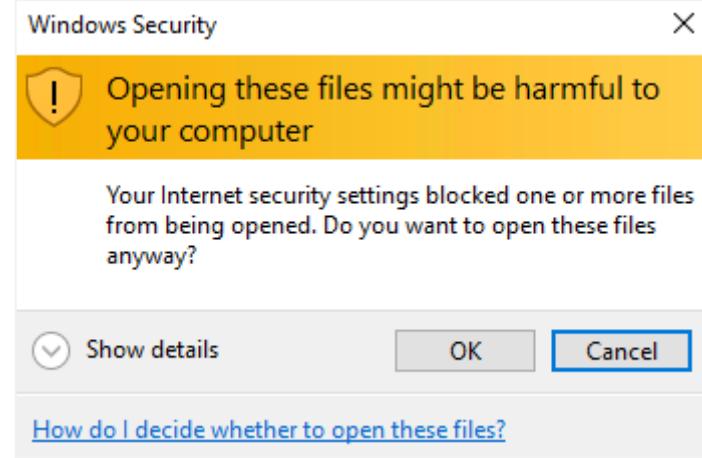
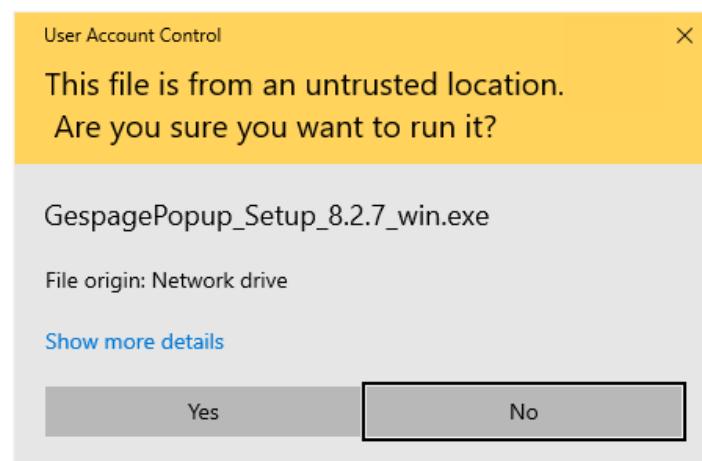
**Notification only:** Only a tooltip informs the user.

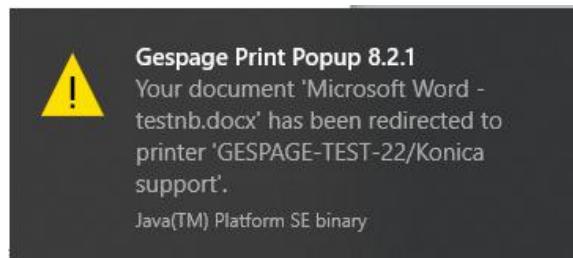


This file is in a location outside your local network. Files from locations you don't recognize can harm your PC. Only run this file if you trust the location. [What's the risk?](#)

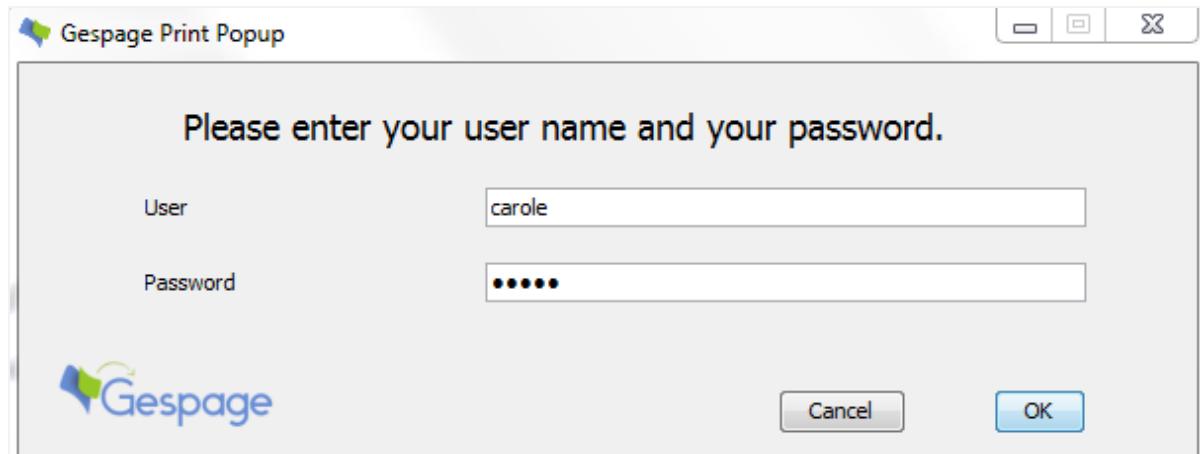








**Notification and authentication only:** A tooltip and a Popup of authentication will be displayed.



**Detailed:** The Popup displays all available information: the user's credit, the printing cost, the username... 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 a 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 manage the card number read at the reader.

**Print code:** The user authenticates by entering his 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 username 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 each print job:** The authentication window opens at every print request.

**Remember during a delay (s):** The authentication window does not open if a print request is launched less than N seconds after the previous one.

**At first print job:** The authentication window opens only once. The coming prints use the same user's name up to a new user login.

You should select all checkboxes, to be able to see all submenus.

The screenshot shows the 'NOTIFICATION'S CONFIGURATION' page in the Gespage web interface. The page has a header with a logo and navigation links. The main content area is titled 'NOTIFICATION'S CONFIGURATION' and lists various notification types with checkboxes. Most checkboxes are checked. A dropdown menu 'Email if popup inactive' is open, and a checkbox 'Customize email title?' is checked. A text input field for 'Email title' is empty. A green 'Approve' button is at the bottom.

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.
- Deleted due to disconnected agent.
- Others (for example, deletion made by the administrator from the menu *Monitoring print queues*).

#### Alert on enforcing output specification

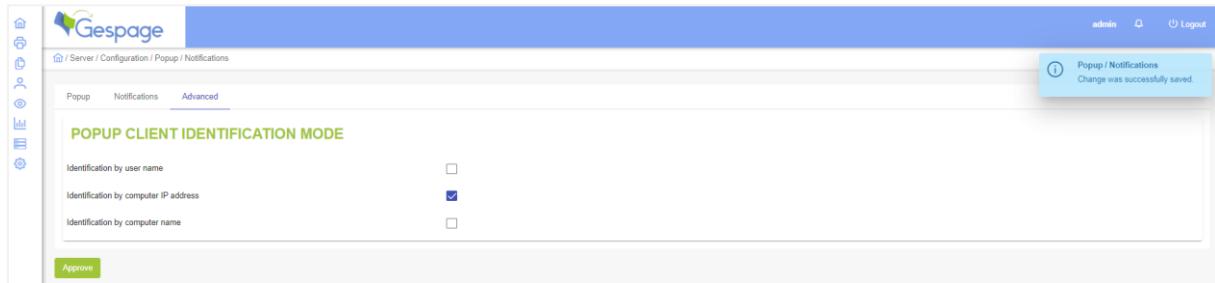
- Duplex and Grayscale enforced.
- Grayscale enforced.
- Duplex enforced.
- Single-sided enforced.
- Single-sided & grayscale enforced.

#### 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 popup 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 client identification mode

By default, the Gespage server contacts the Popup by using the following characteristics of the workstation launching the printing:

- The user's name of the current station.
- The IP of the workstation.
- 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.

### 15.1.3 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
# Most of these parameters can be retrieved from Gespage general Popup configuration.
# You only need to customize them locally if you want to overwrite the Gespage default configuration on some
# Make sure to remove the comment character '#' before customizing fields.

# Enter here the Gespage server address (IP or hostname)
# CAUTION! This is the only field that is mandatory to be filled (default is 'gespage' hostname).
ServerAddress=10.0.100.26

### -----
### General behaviour properties in Gespage configuration page
###

# Parameter to disable the details screen after authentication (Possible values: 'true' to disable details screen, 'false' (default))
>ShowNoteAuthOnly=false

# By default, system locale is used
#Locale=en

# Parameter to allow job submission even if user account balance is negative (Possible values: 'true' to accept jobs even if user balance is 0 or negative, 'false' (default))
#AlwaysAcceptJob=false

#Show option to rename document (true/false)
>ShowDocRename=true

#Show option to protect document by password on Pay Stations (by default it is shown in anonymous mode and hidden in account mode) (true/false)
#SecureRelease=true

### -----
### Authentication properties in Gespage configuration page
###

# Configure Popup mode (Possible values: 'account' to check user accounts, 'anonymous' for anonymous usage with Pay Stations or cPadPay)
#PopupMode=account

# Parameter to enable authentication at the Popup level (Possible values: No, UserNameWithEcho, UserNameNoEcho, LoginPassword, Card, PrintCode)
#Authentication=No

# Configuration of user name filled by default
#DefaultUser="

# Remember authenticated user (-1: only ask once during user session, 0: always ask for user credentials (default), > 0 : Number of seconds to keep previous credentials)
#AuthRemember=0

```

### 15.1.4 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.

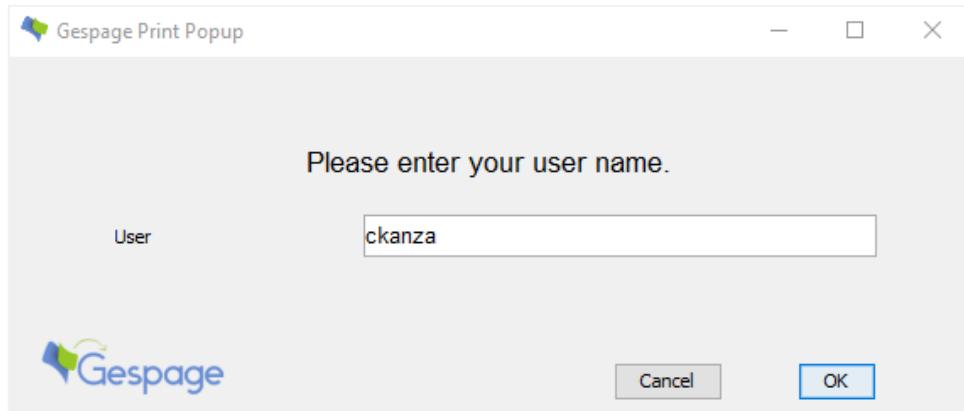
Here are some examples of the Popup behaviour according to the configuration:

#### Example of authentication Popup by login

With the following configuration of authentication:

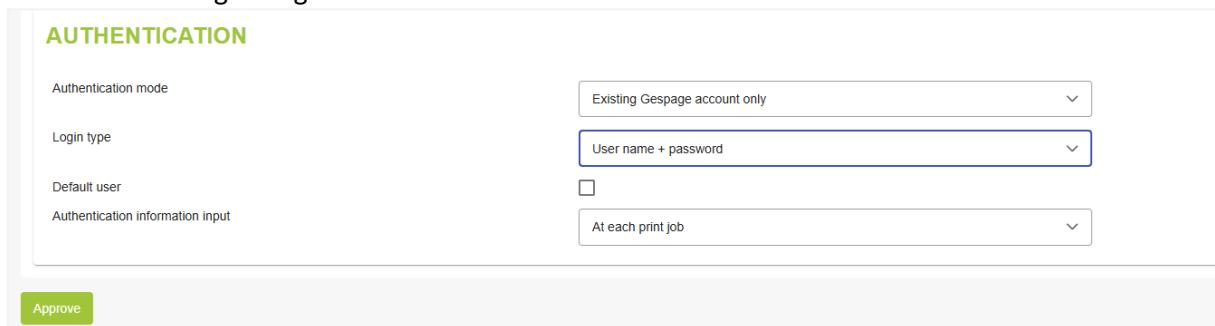
AUTHENTICATION	
Authentication mode	Existing Gespage account only
Login type	User name with echo
Default user	<input type="checkbox"/>
Authentication information input	At each print job
<input type="button" value="Approve"/>	

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).

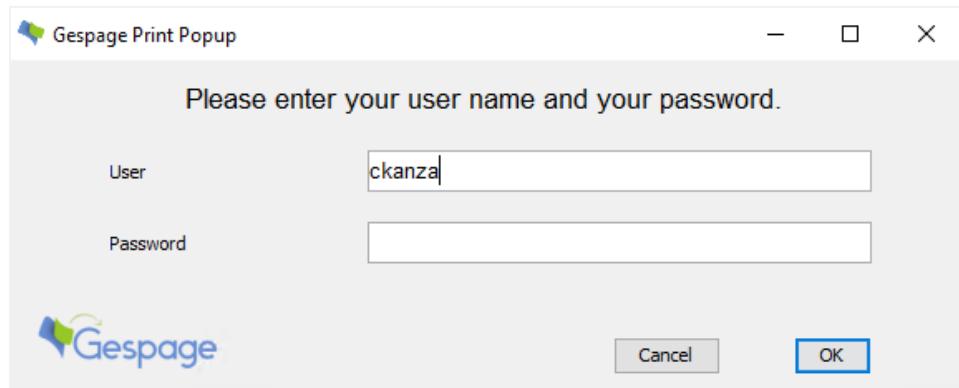


Example of authentication Popup by login / password

With the following configuration of authentication:

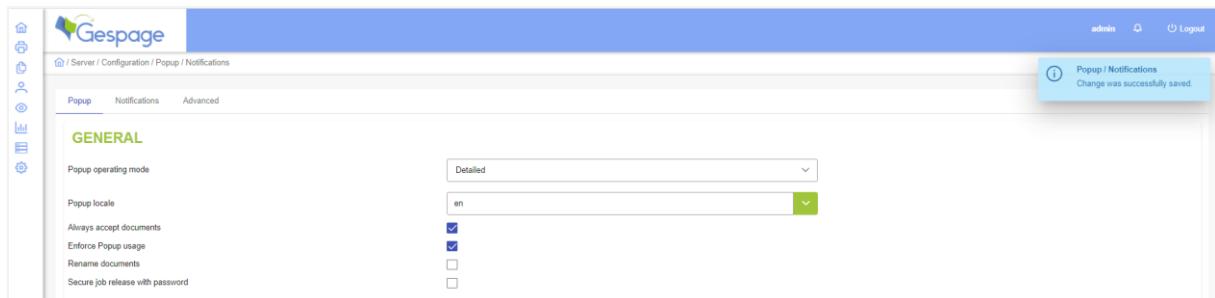


The following authentication window appears at each print request:

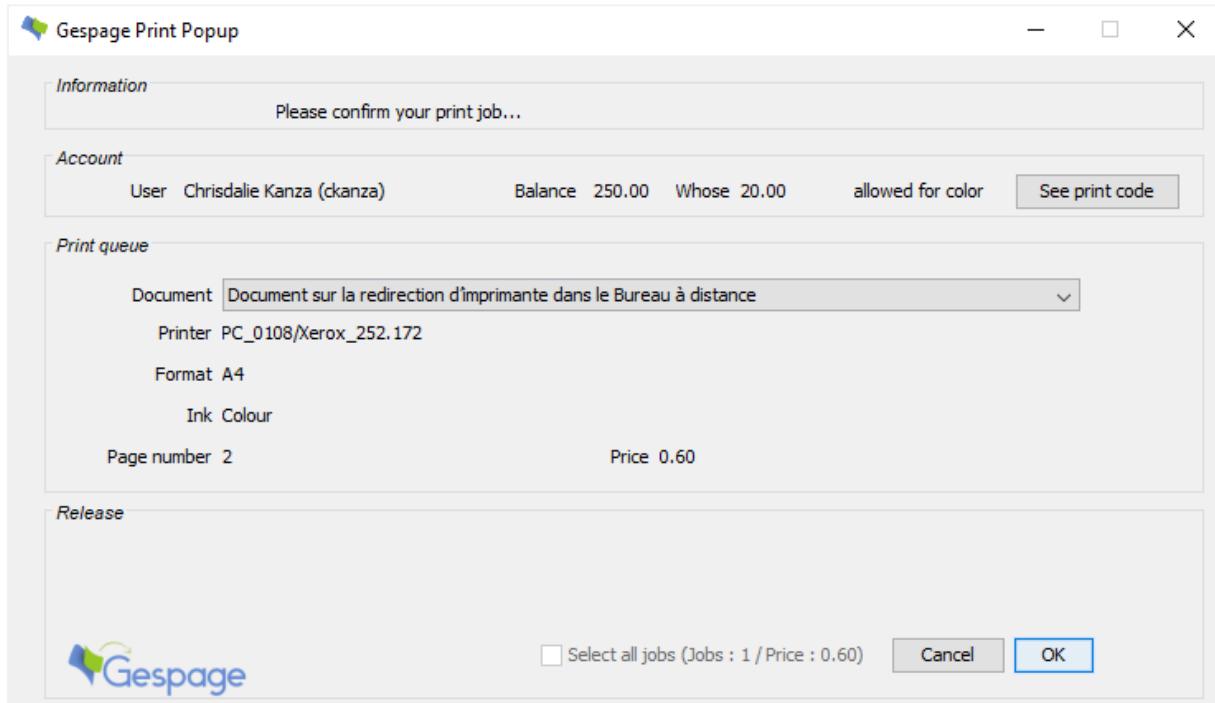


Example of Popup confirmation

With the Popup parameters adjusted as follows:



The Popup window is displayed as follows:



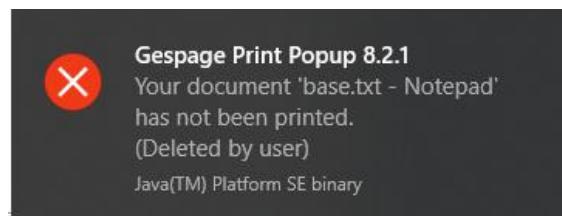
If new documents are sent to the server while a Popup window is opened, it is updated accordingly. The user can then validate several printings simultaneously by checking the box "Select all jobs."

The following Gespage Popup window suggests the user to redirect his document to another printer for reducing costs (and thus the carbon mark).

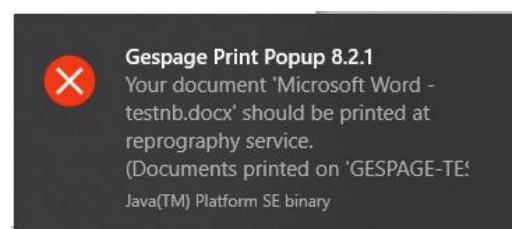
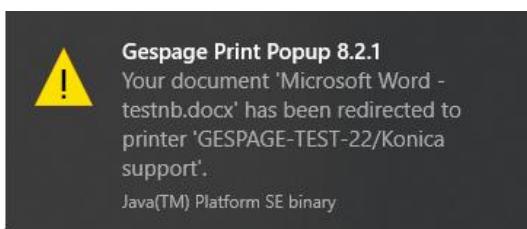
In the following example, the user is declared as having to give the name of a job. The Gespage Popup window displays the list (at the bottom right) of the jobs made accessible to this user; the last choice is displayed by default.

#### Examples of notifications

The Popup displays the notifications in the TrayIcon:



In the case of redirection notifications, the cause is specified:



## 15.2 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.
- TCM3
  - Mifare card with Cartadis purse.
  - Payment of printings only.

GPayStation is a Java application compatible with Windows, Linux, and Mac (Java 1.6 is required).

### 15.2.1 Installation

#### 15.2.1.1 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

#### 15.2.1.2 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 disabled. 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.

### 15.2.1.3 Authentication

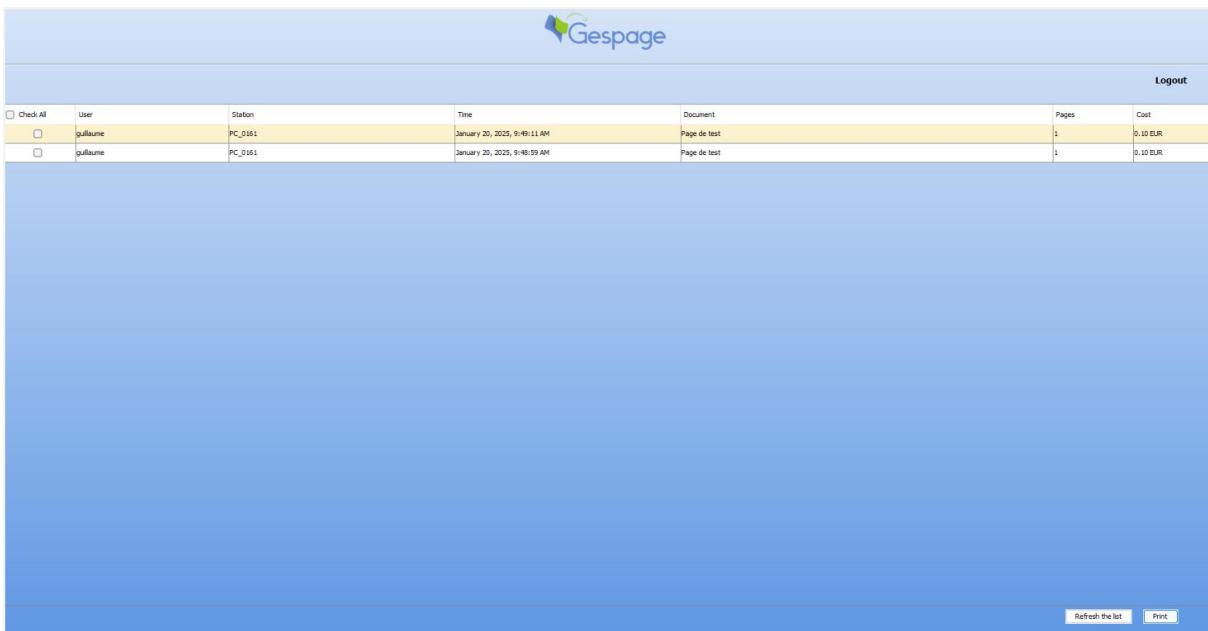
The payment station may be set by using the 3 following authentication methods:

- 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.



The screenshot shows a web-based interface for a payment station. At the top, there is a logo for 'Gespage' and a 'Logout' link. Below the logo is a table displaying a list of print jobs. The table has columns for 'User', 'Station', 'Time', 'Document', 'Pages', and 'Cost'. The first row shows a job for 'guillaume' on 'PC\_0161' at 'January 20, 2025, 9:49:11 AM' with a document named 'Page de test', 1 page, and a cost of '0.10 EUR'. The second row shows a similar entry for 'guillaume' on 'PC\_0161' at 'January 20, 2025, 9:49:59 AM'. At the bottom right of the table area, there are 'Refresh the list' and 'Print' buttons.

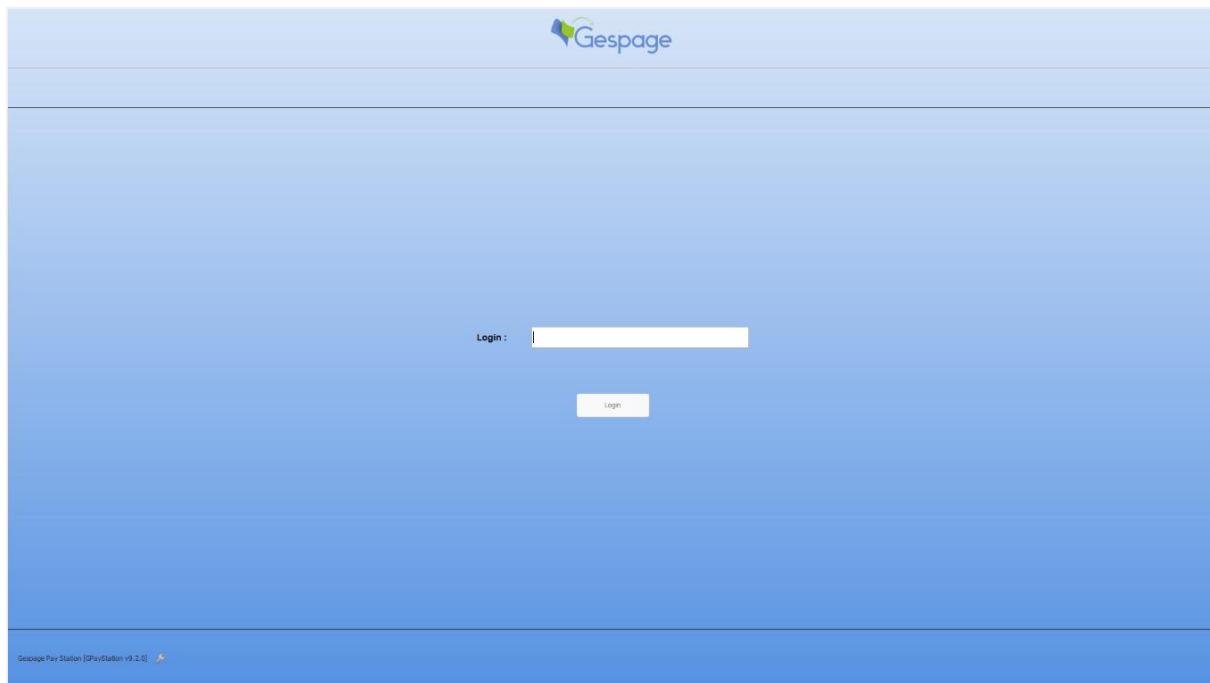
<input type="checkbox"/> Check All	User	Station	Time	Document	Pages	Cost
<input type="checkbox"/>	guillaume	PC_0161	January 20, 2025, 9:49:11 AM	Page de test	1	0.10 EUR
<input type="checkbox"/>	guillaume	PC_0161	January 20, 2025, 9:49:59 AM	Page de test	1	0.10 EUR

Logout

Refresh the list Print

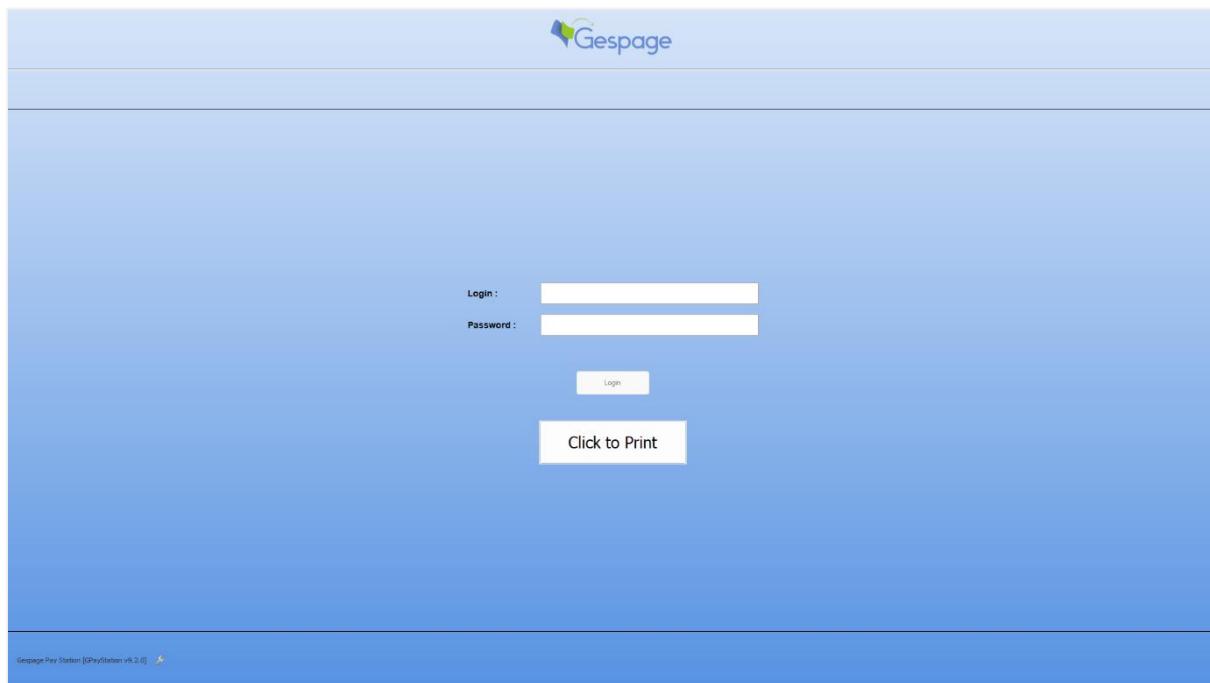
- Authentication by user name

The user must enter his name before viewing his printings.



- User name and password authentication

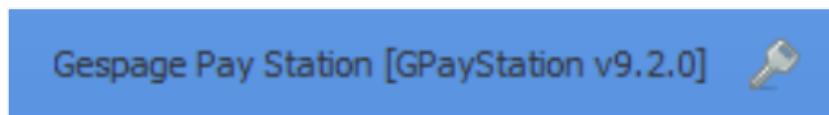
The user must enter his name and his password before viewing his printings.



- Authentication by card  
The user must pass his authentication card before viewing his print jobs.

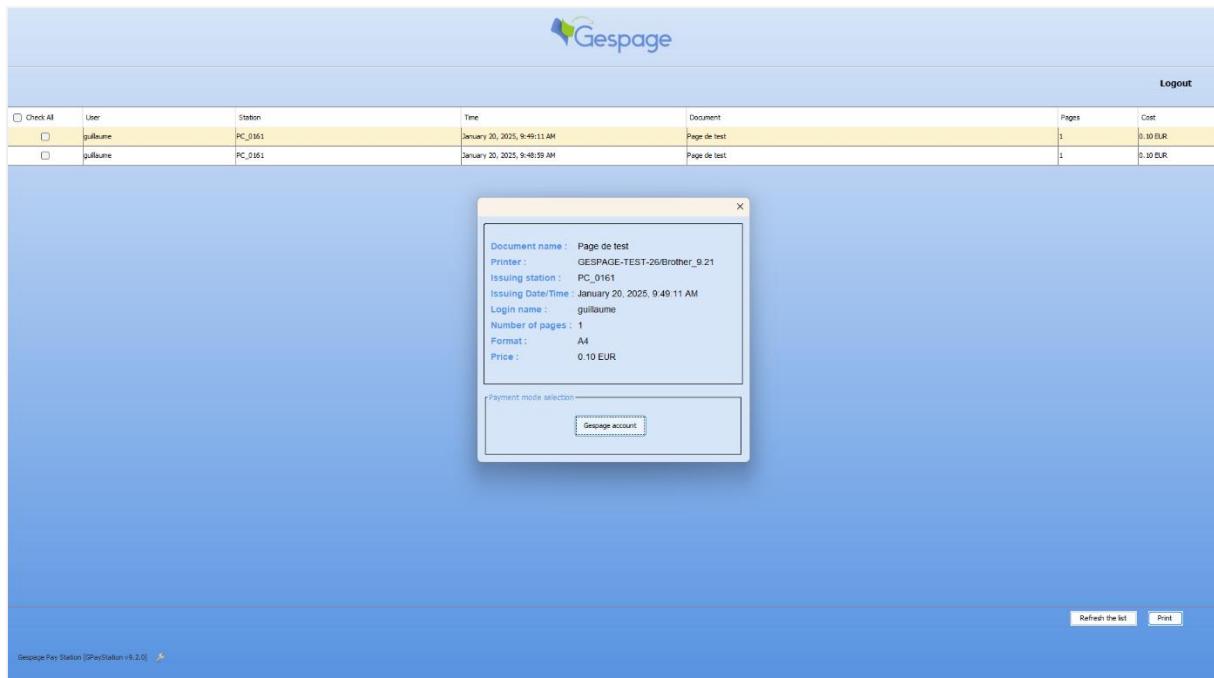
#### 15.2.1.4 Logout

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**.



#### 15.2.1.5 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.

### 15.2.1.6 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).

# 16. Appendix

---

## 16.1 GDPR compliance

### 16.1.1 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 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 > Users parameters*.

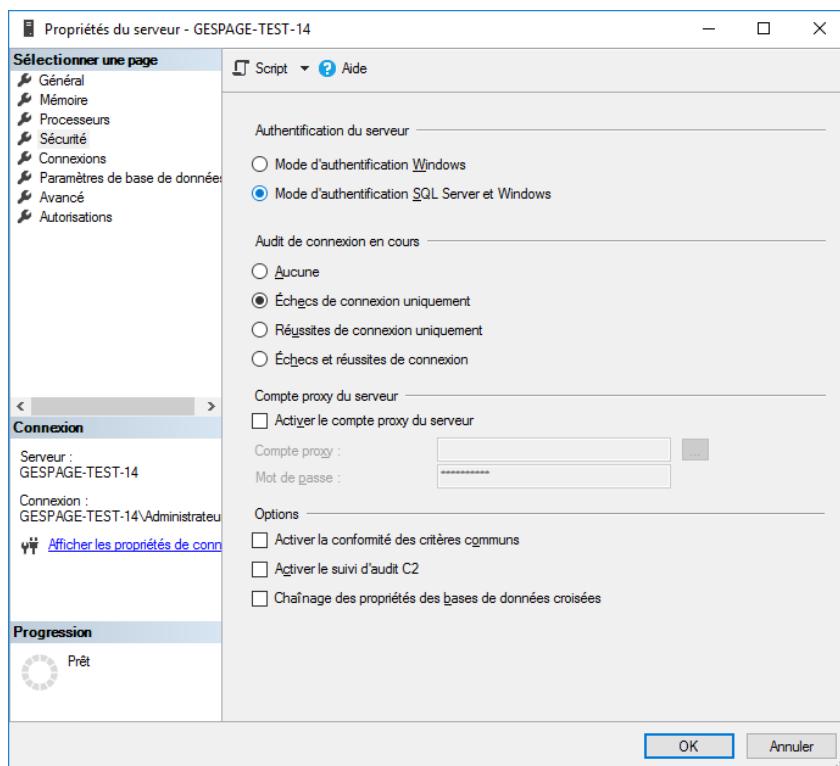
Then just check the boxes to anonymize the user's name and / or the titles of these documents (they will be replaced by the character "\*" and click on the "Approve" button.

## 16.2 Microsoft SQL Server configuration

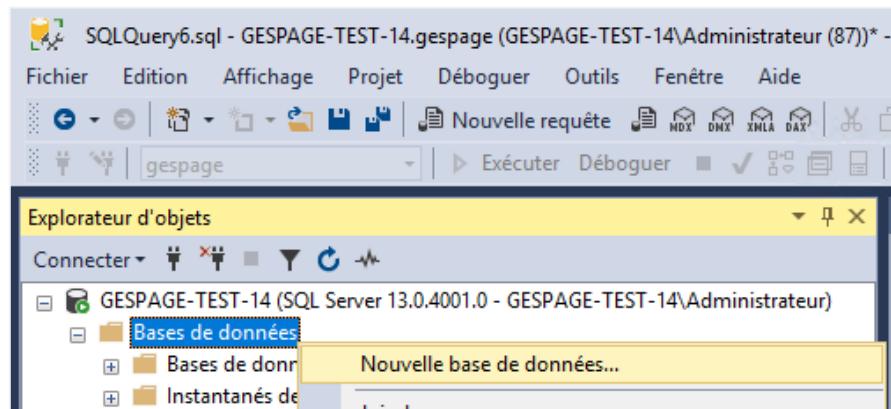
By default, Gespage uses a PostgreSQL database, the database is integrated into Gespage distribution package. If your database administrator (DBA) wants to integrate Gespage into a Microsoft SQL database, follow the instructions below.

### Create the database

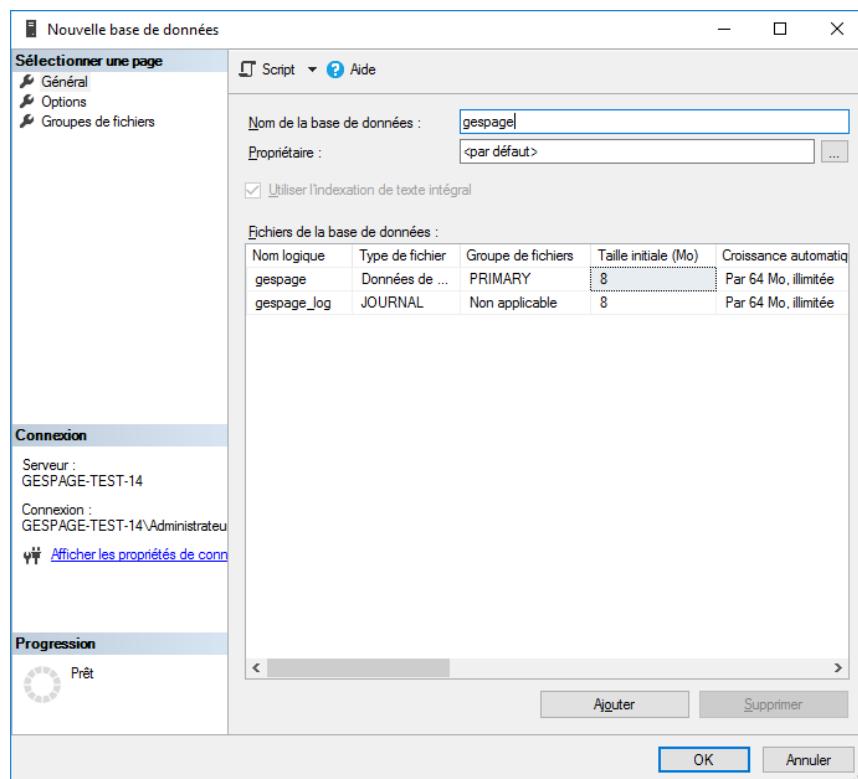
Under the server properties where MSSQL is installed, enable authentication method for SQL Server and Windows:



Open the management window and create a new database:

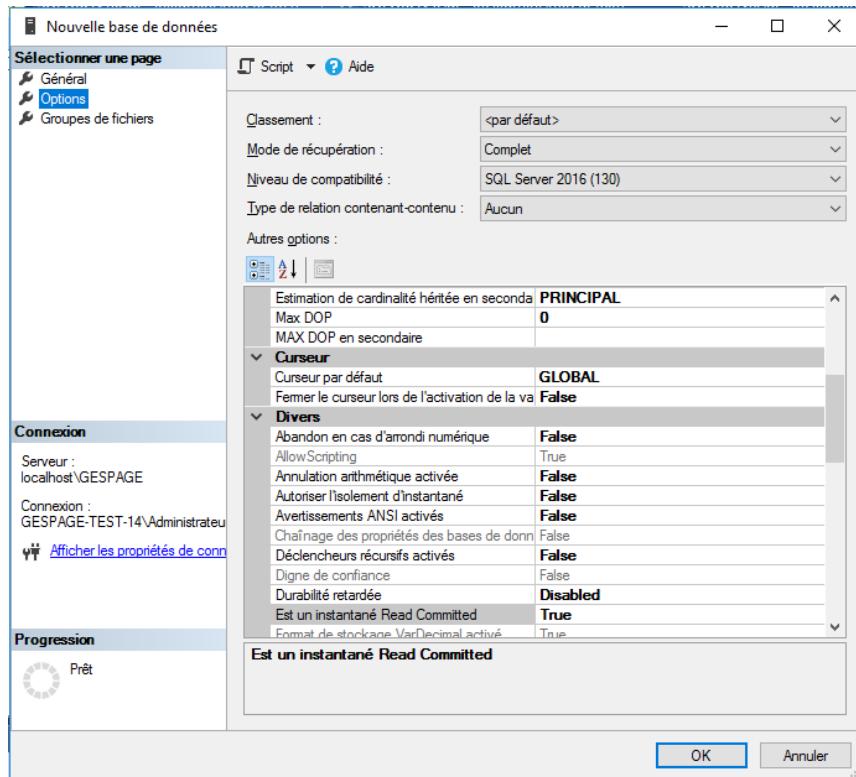


The database will be named Gespage:

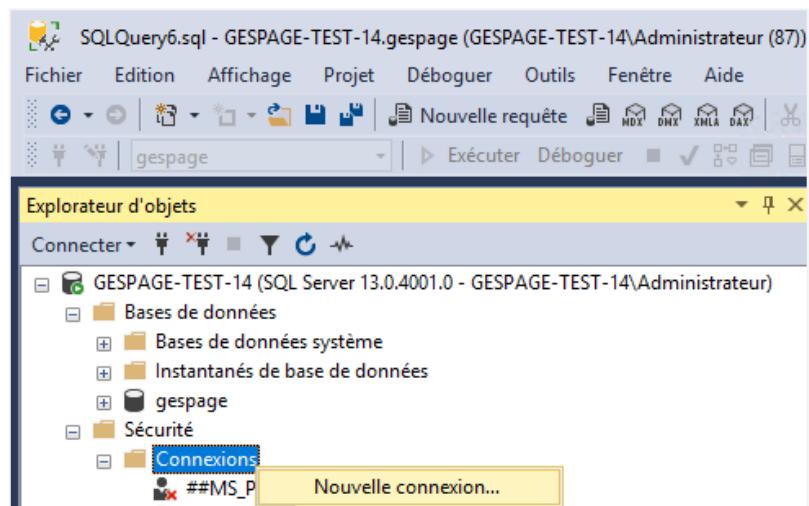


**IMPORTANT:**

Under the Options, set parameter “Is Read Committed Snapshot On” under “Miscellaneous” to true.

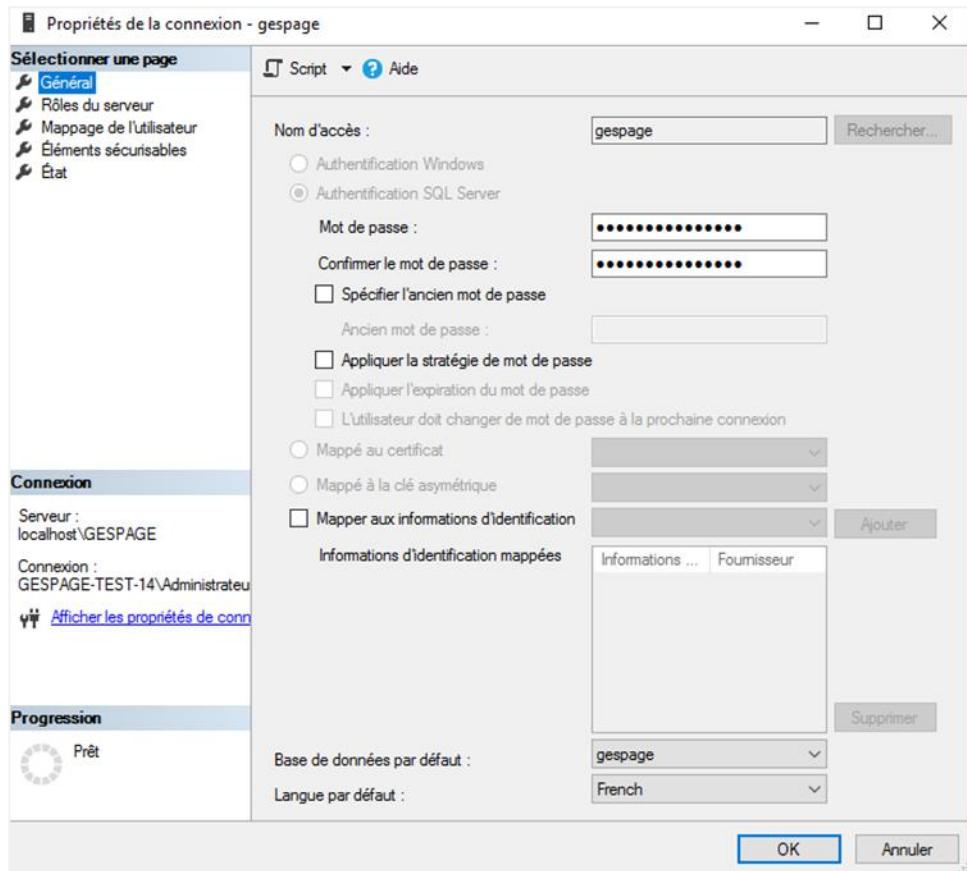


Then we need to create a new connection, in our example we will use the account “Gespage” and the password “qwerty” (it can be changed):



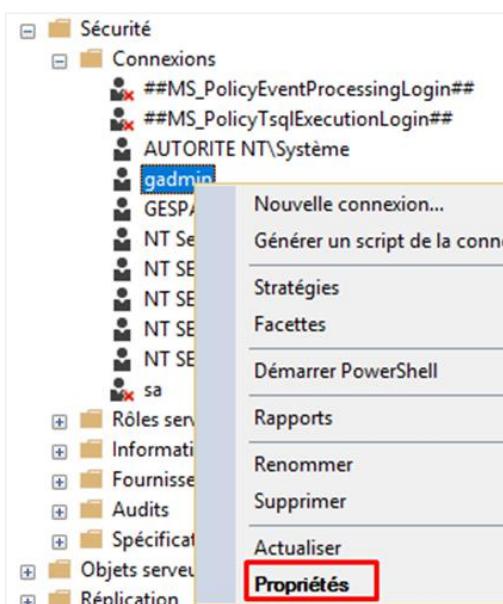
It is advised to uncheck the “password can expire” box in order not to have to redefine it.

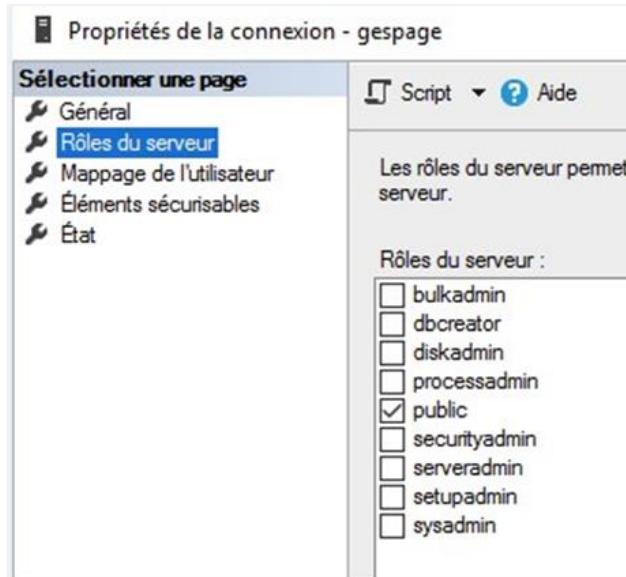
In our case, we uncheck “apply password strategy” to be able to use “qwerty.”



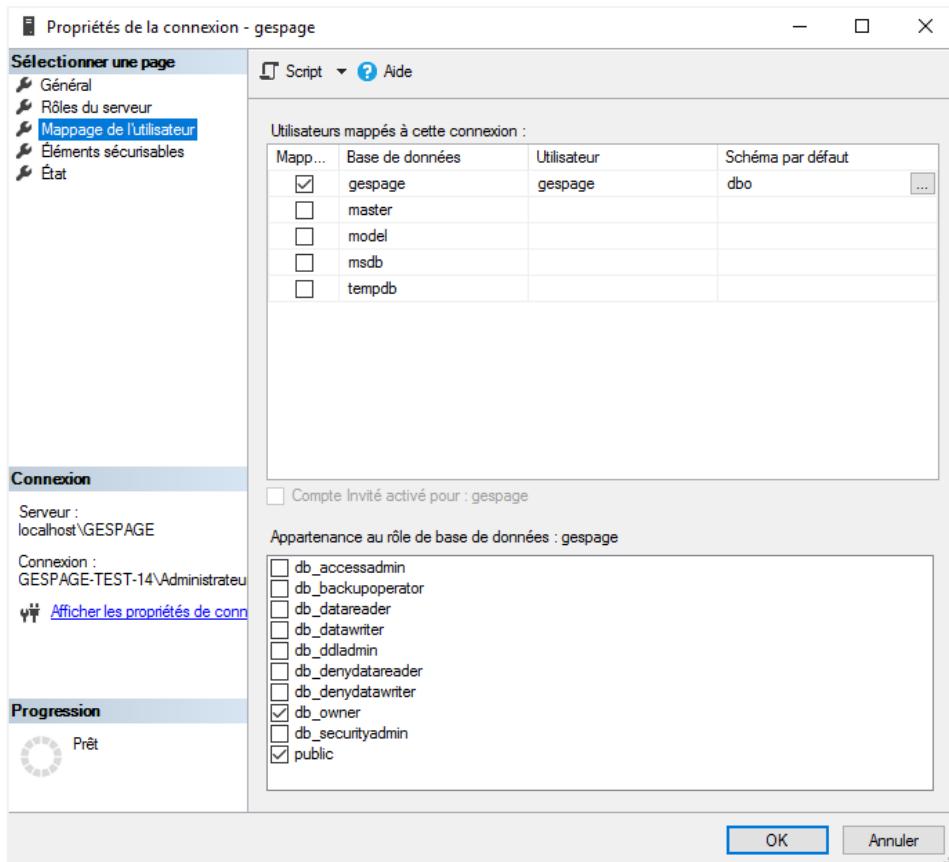
We must then define the roles for this user.

We must check the “public” case to allow the Gespage user to access to the tree on the “Gespage” base:





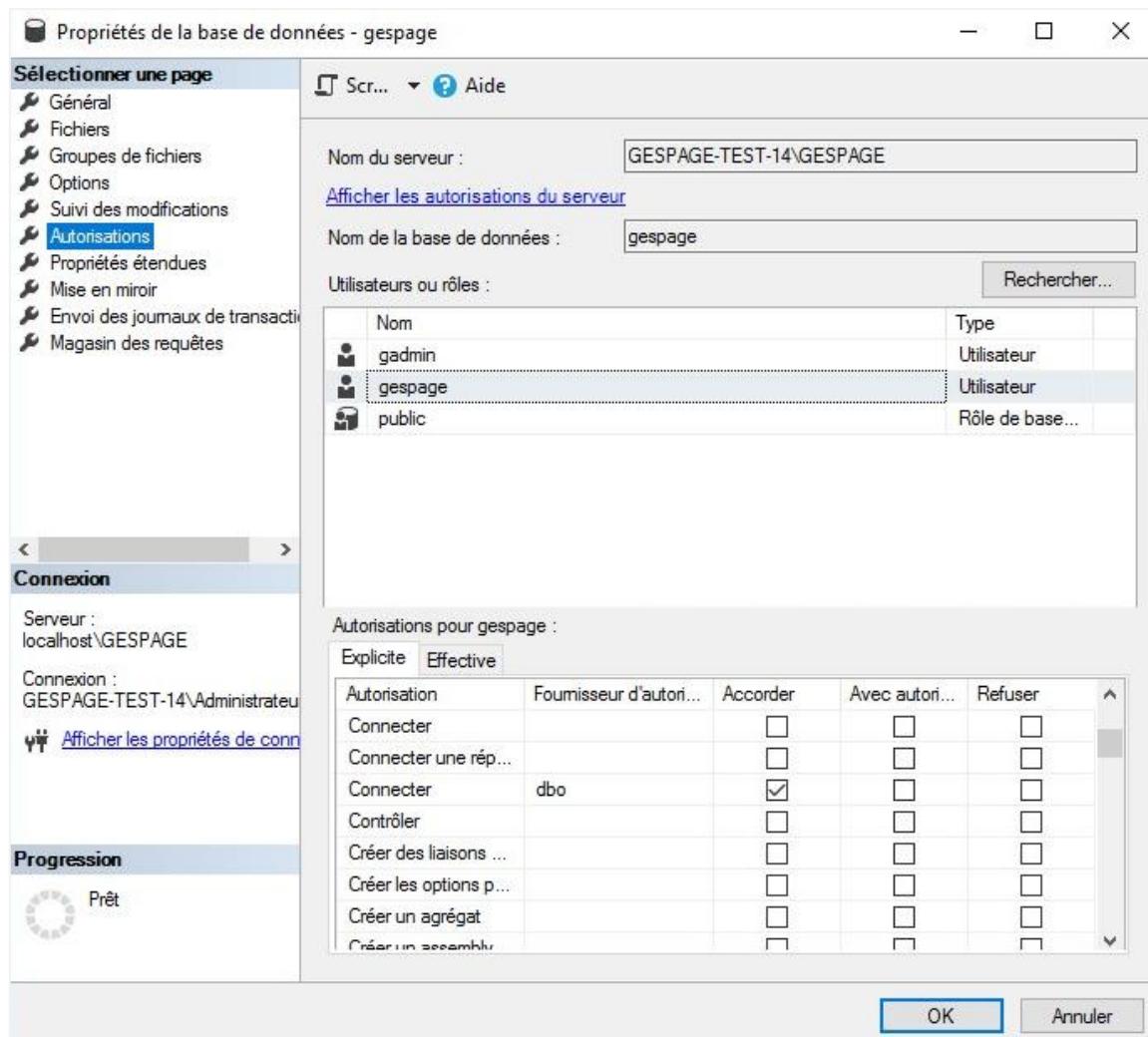
On the user mapping, define the privileges db\_owner and public for the “Gespage” user.  
**Warning:** never set db\_denydatareader and db\_denydatawriter:



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:\ Programmes \ 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
=gespage"/>
```

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=gespage
### Mode 2 : Example of Microsoft SQL URL with INSTANCE
#wrapper.java.additional.6=-
Dse.epu.db.whole.url=jdbc:sqlserver://ipDbServer\instance_name;
databaseName=gespage
```

Example:

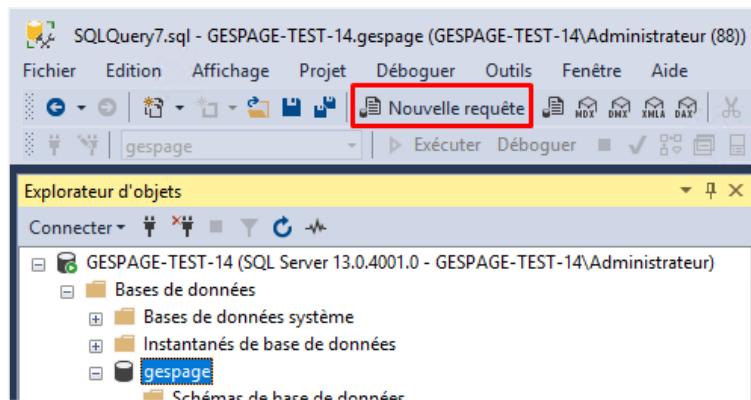
```
***** CUSTOM DB CONFIGURATION *****
#Below configuration is for custom DB credentials
wrapper.java.additional.4=-Dse.epu.db.user=gadmin
wrapper.java.additional.5=-Dse.epu.db.password=cXdlcnR5
#Below configuration is DB URL configuration for external DB
### Mode 1 : Example of Microsoft SQL URL without 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
```

### 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.

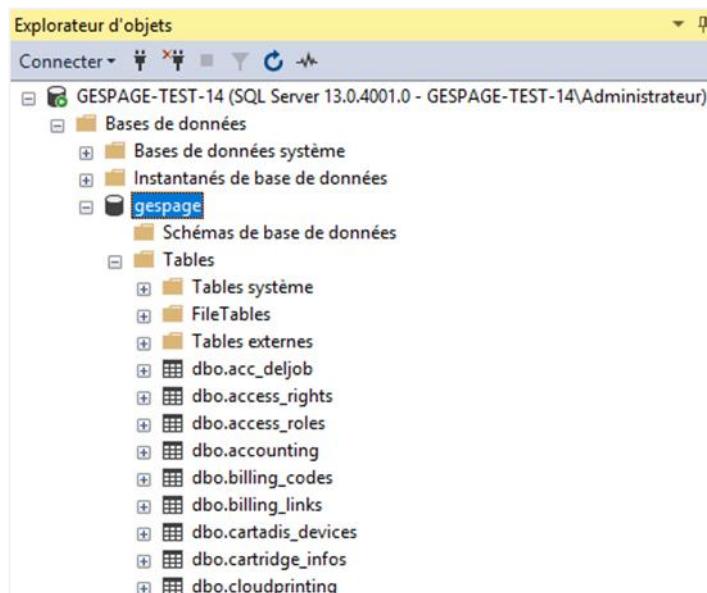
Select “new request”:



Then copy the following request and launch it by the shortcut F5:

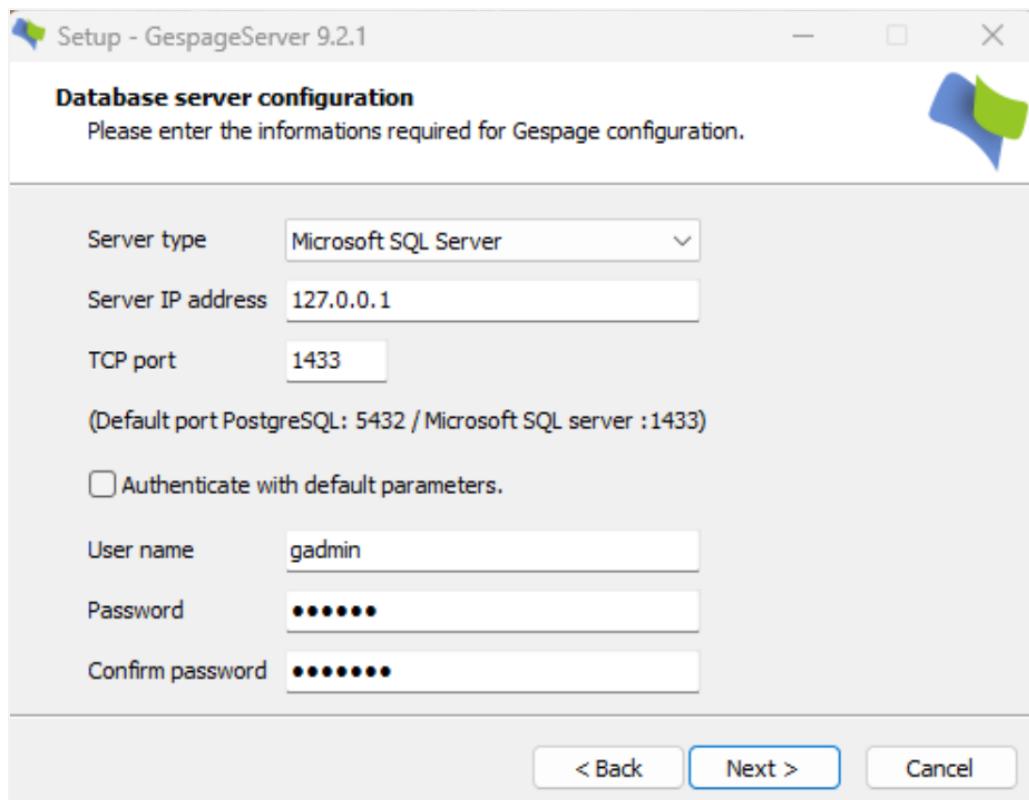
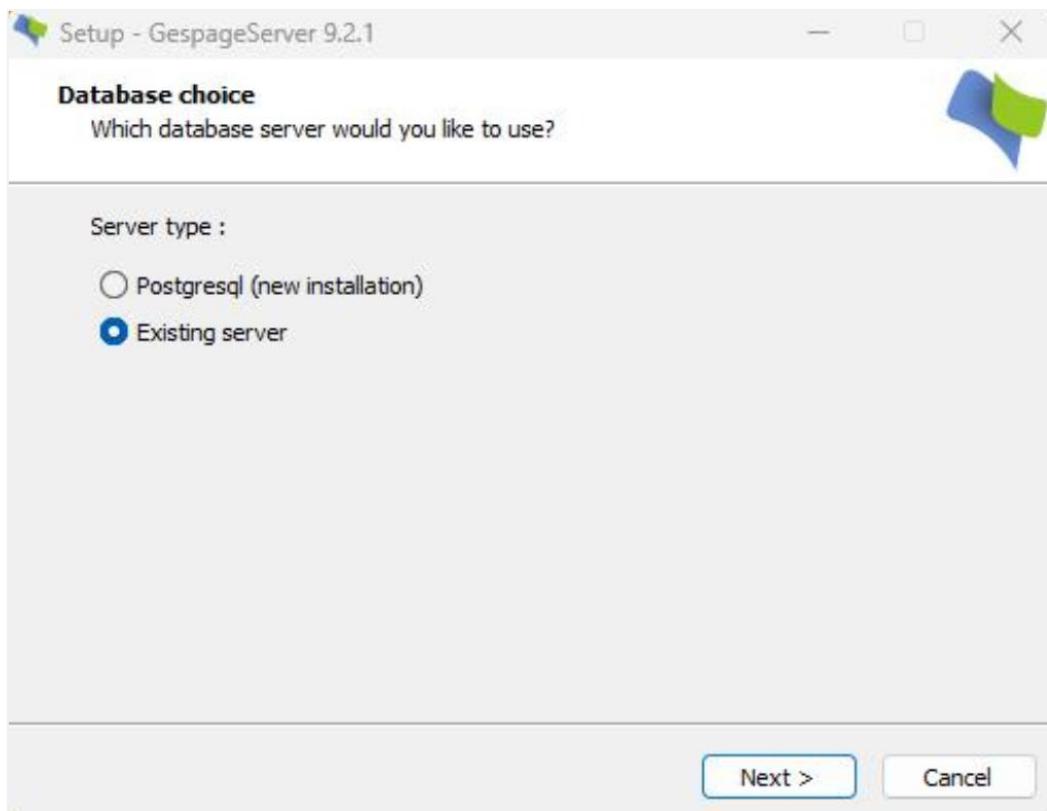
```
CREATE TABLE [dbo].[param_gespage](
[param_gespage_oid] [numeric](19, 0) NOT NULL,
[param_id] [varchar](255) NULL,
[ui_type] [varchar](255) NULL,
[param_value] [text] NULL,
PRIMARY KEY CLUSTERED
(
[param_gespage_oid] ASC
) )
```

As soon as the command is done, the table param\_gespage must appear on the object explorer:



**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.

## 16.3 Microsoft Universal Printer configuration

### 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.

### Installation

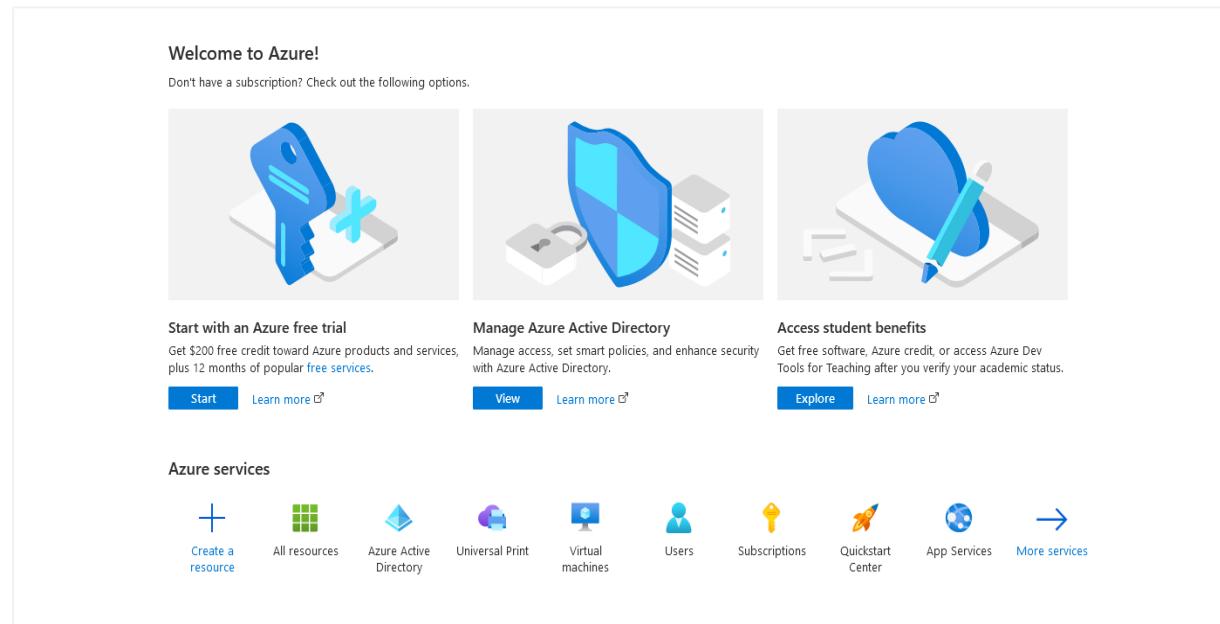
Install version 9.2.0 of Gespage

Install MUP agent

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.



Welcome to Azure!

Don't have a subscription? Check out the following options.



Start with an Azure free trial

Get \$200 free credit toward Azure products and services, plus 12 months of popular [free services](#).

[Start](#) [Learn more](#)



Manage Azure Active Directory

Manage access, set smart policies, and enhance security with Azure Active Directory.

[View](#) [Learn more](#)



Access student benefits

Get free software, Azure credit, or access Azure Dev Tools for Teaching after you verify your academic status.

[Explore](#) [Learn more](#)

Azure services



Create a resource



All resources



Azure Active Directory



Universal Print



Virtual machines



Users



Subscriptions



Quickstart Center



App Services



More services

In Azure services, select “*Microsoft Entra ID*”

Dashboard > **CARTADIS | Overview** ...

Overview    Monitoring    Tutorials

Search your tenant

**Basic information**

Name	Tenant ID	Users
CARTADIS	87e074bc-2960-4b41-ac56-b73bf0108794	114
Primary domain	cartadis.com	Groups
License	Azure AD Premium P1	Applications
		Devices
		7
		124

On the left, select “*Application registrations*”

Microsoft Azure

Home > **CARTADIS**

**CARTADIS | App registrations** ...

New registration    Endpoints    Troubleshooting    Refresh    Download    Preview features    Got feedback?

Try out the new App registrations search preview! Click to enable the preview. →

Starting June 30th, 2020 we will no longer add any new features to Azure Active Directory Authentication Library (ADAL) and Azure AD Graph. We will continue to provide technical support and security updates but we will no longer provide upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. [Learn more](#)

All applications    **Owned applications**    Deleted applications (Preview)

Start typing a name or Application ID to filter these results

Display name    Application (client) ID

GespageTestMUP	2863de1c-e337-4ce0-bb4f-669b9e0b6928
----------------	--------------------------------------

Click on *New registration*

The screenshot shows the 'Register an application' page in Microsoft Azure. The 'Name' field is empty. The 'Supported account types' section has the first option ('Accounts in this organizational directory only') selected. The 'Redirect URI (optional)' field is set to 'Web' with the value 'e.g. https://example.com/auth'.

Give a name, select a *Supported Account Type* and click on register

The screenshot shows the 'App registrations' page for the application 'Gespage\_100.22'. The 'Essentials' section displays the following details:

Display name	Gespage_100.22	Client credentials	0 certificate, 1 secret
Application (client) ID	e71783ee-879d-497d-9d9b-687c987eb2f8	Redirect URIs	Add a Redirect URI
Object ID	31bfbcaa-8dff-4275-9ec4-38e888c04c47	Application ID URI	Add an Application ID URI
Directory (tenant) ID	87e074bc-2960-4b41-ac56-b73bf0108794	Managed application in L...	Gespage_100.22

The page also includes a note about the end of support for ADAL and Graph, and links to 'Get Started' and 'Documentation'.

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 “*API permissions*” on the left

**Configured permissions**

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

API / Permissions name	Type	Description	Admin consent req...	Status
Microsoft Graph (7)				...
Printer.FullControl.All	Delegated	Register, read, update, and unregister printers	Yes	Granted for CARTADIS
Printer.ReadWrite.All	Application	Read and update printers	Yes	Granted for CARTADIS
PrintJob.Manage.All	Application	Perform advanced operations on print jobs	Yes	Granted for CARTADIS
PrintJob.Read.All	Application	Read print jobs	Yes	Granted for CARTADIS
PrintJob.ReadBasic.All	Application	Read basic information for print jobs	Yes	Granted for CARTADIS
PrintTaskDefinition.ReadWrite.All	Application	Read, write and update print task definitions	Yes	Granted for CARTADIS
User.Read	Delegated	Sign in and read user profile	No	Granted for CARTADIS

To view and manage permissions and user consent, try [Enterprise applications](#).

### Click on *Microsoft Graph*

**Configured permissions**

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

API / Permissions name	Type	Description	Admin consent req...
Microsoft Graph (7)			
Printer.FullControl.All	Delegated	Register, read, update, and unregister printers	Yes
Printer.ReadWrite.All	Application	Read and update printers	Yes
PrintJob.Manage.All	Application	Perform advanced operations on print jobs	Yes
PrintJob.Read.All	Application	Read print jobs	Yes
PrintJob.ReadBasic.All	Application	Read basic information for print jobs	Yes
PrintTaskDefinition.ReadWrite.All	Application	Read, write and update print task definitions	Yes
User.Read	Delegated	Sign in and read user profile	No

To view and manage permissions and user consent, try [Enterprise applications](#).

### Click on *Application Authorization* and select the following APIs:

**Printer.ReadWrite.All**  
**PrintJob.Manage.All**  
**PrintJob.Read.All**  
**PrintJob.ReadWrite.All**  
**PrintTaskDefinition.ReadWrite.All**

The screenshot shows the Microsoft Azure portal interface. On the left, the 'API permissions' section of the 'GespageTestMUP' app configuration is visible. It includes a sidebar with 'Overview', 'Quickstart', 'Integration assistant', 'Manage' (with 'Branding', 'Authentication', 'Certificates & secrets', 'Token configuration', and 'API permissions' selected), 'Expose an API', 'App roles', 'Owners', 'Roles and administrators [Preview]', 'Manifest', 'Support + Troubleshooting', 'Troubleshooting', and 'New support request'. The 'API permissions' list shows several Microsoft Graph permissions: 'Printer.FullControl.All' (Delegated, Yes, Admin consent req. Yes), 'Printer.ReadWrite.All' (Application, Yes, Admin consent req. Yes), 'PrintJob.Manage.All' (Application, Yes, Admin consent req. Yes), 'PrintJob.Read.All' (Application, Yes, Admin consent req. Yes), 'PrintJob.ReadBasic.All' (Application, Yes, Admin consent req. Yes), 'PrintJob.ReadWrite.All' (Application, Yes, Admin consent req. Yes), 'PrintTaskDefinition.ReadWrite.All' (Application, Yes, Admin consent req. Yes), and 'User.Read' (Delegated, No, Admin consent req. No). A warning message at the top right states: 'Starting November 9th, 2020 end users will no longer be able to grant consent to newly registered multitenant apps without verified publishers. Add MPN ID to verify publisher'. On the right, a 'Request API permissions' dialog is open, showing a list of permissions categorized by API. Under 'All APIs', 'Printer.Read.All' and 'Printer.ReadWrite.All' are selected. Under 'PrintJob (3)', 'PrintJob.Manage.All', 'PrintJob.Read.All', and 'PrintJob.ReadBasic.All' are selected. Under 'PrintSettings', 'PrintTaskDefinition (1)', and 'ProgramControl', no permissions are selected. A note at the bottom of the dialog says: 'The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the value in your organization, or in organizations where user consent is not supported'.

Click on *Add permissions*

The screenshot shows the Microsoft Azure portal interface, similar to the previous one but with the 'Add permissions' step completed. The 'API permissions' list now shows all permissions with a green checkmark in the 'Status' column, indicating they have been granted. The 'Status' column includes a 'Granted for CARTADIS' link and an ellipsis button for each row. The rest of the interface is identical to the first screenshot, including the sidebar, warning message, and 'Request API permissions' dialog.

Delegate API Type

## Click on Microsoft Graph

The screenshot shows the Microsoft Azure portal interface. On the left, the 'Manifest' section of the application 'GespageTestMUP' is selected. In the main content area, the 'API permissions' section is shown, with 'Microsoft Graph' expanded. Under 'Microsoft Graph', the 'Printer.FullControl.All' permission is listed with 'Delegated' type and 'Yes' for 'Admin consent required'. The 'Request API permissions' pane on the right shows 'Microsoft Graph' selected under 'All APIs' and 'Delegated permissions' selected.

Click on *Delegated Authorization* and select the following API:  
**Printer.FullControl.All**

### 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"

The screenshot shows the 'Manifest' section of the application 'GespageTestMUP' in the Microsoft Azure portal. The JSON code for the manifest is displayed, showing the 'Printer.FullControl.All' permission under the 'appRoles' section. The code is as follows:

```

1  {
2    "id": "594278a6-29f2-4bc7-80bc-f6b422bf3087",
3    "acceptMappedClaims": null,
4    "accessTokenAcceptedVersion": null,
5    "addIns": [],
6    "allowPublicClient": true,
7    "appId": "2863de1c-e337-4ce0-bb4f-669b9e0b6928",
8    "appRoles": [],
9    "oauth2AllowUrlPathMatching": false,
10   "createdDateTime": "2021-03-08T08:25:42Z",
11   "disabledByMicrosoftStatus": null,
12   "groupMembershipClaims": null,
13   "identifierUris": [],
14   "informationalUrls": {
15     "termsOfService": null,
16     "support": null,
17     "privacy": null,
18     "marketing": null
19   },
20   "keyCredentials": [],
21   "knownClientApplications": [],
22   "logonUrl": null,
23   "logoutUrl": null,
24   "name": "GespageTestMUP",
25   "oauth2AllowIdTokenImplicitFlow": false,
26   "oauth2AllowImplicitFlow": false,
27   "oauth2Permissions": [],
28   "oauth2RequirePostResponse": false,
29   "optionalClaims": null,
30   "orgRestrictions": [],
31   "parentalControlSettings": {
32     "countriesBlockedForMinors": [],
33     "legalAgeGroupRule": "Allow"
34   },
35   "passwordCredentials": [
36     {
37       "customKeyIdentifier": null,
38     }
39   ],
40   "publicClient": false,
41   "replyUrls": [
42     "https://cartsdis.cartdis.com"
43   ],
44   "startVersion": "1.0"
45 }

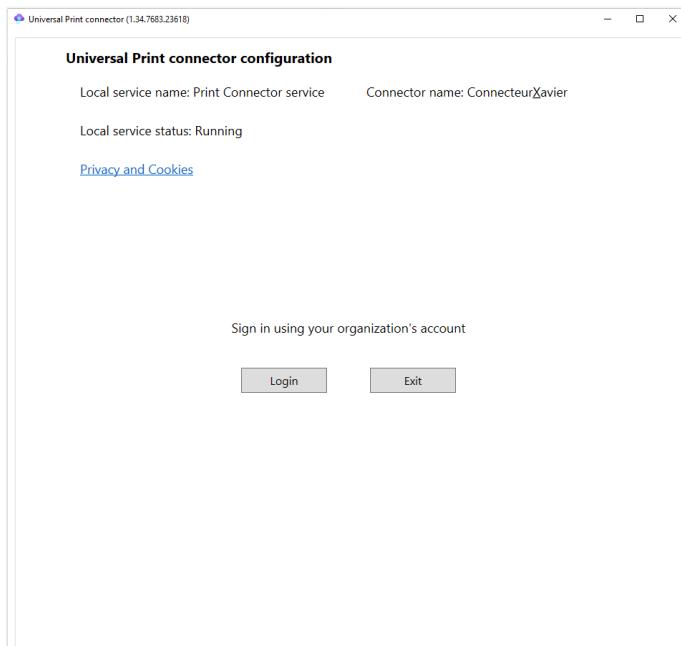
```

Set the value “*allowPublicClient*” to true and click on save.

This parameter is required for authentication to the application you have just created

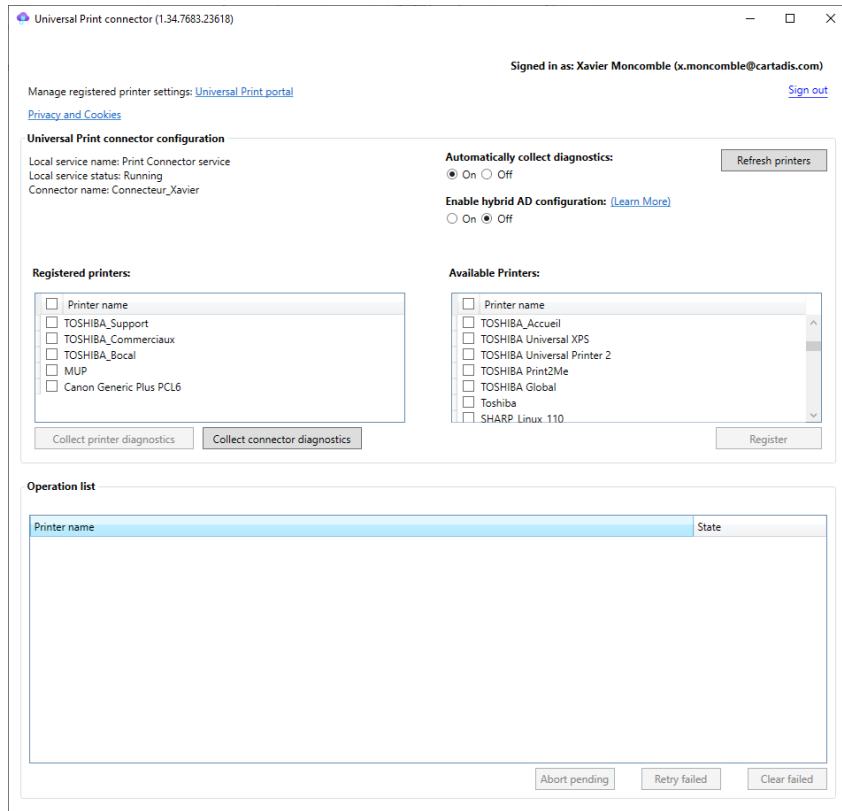
### Add printers in Microsoft Universal Printing

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.



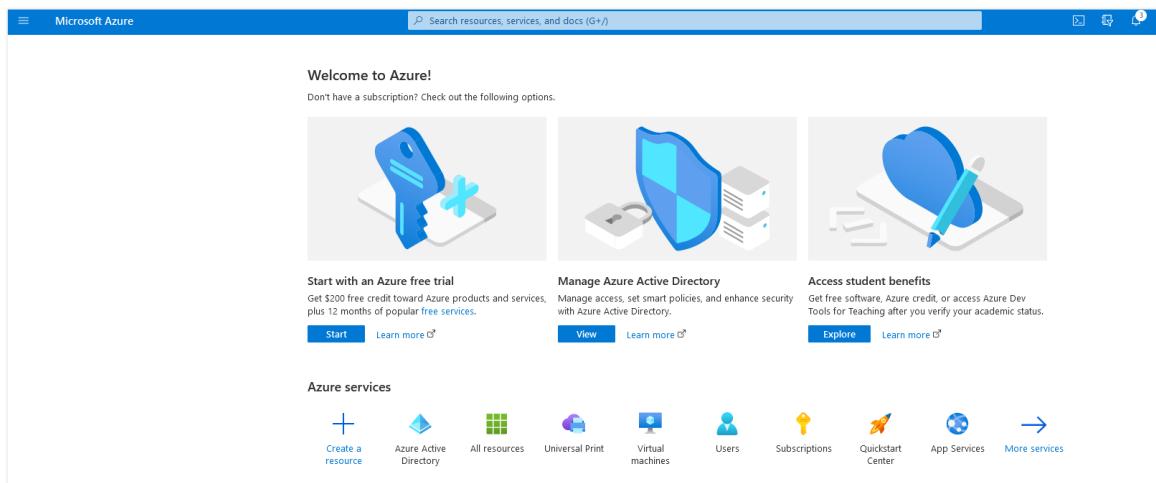
Log in with your Microsoft account. You must have been granted Printer Administrator rights. The first time you use the PrintConnector on the server, you will be asked for a connector name

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"

Manage and monitor your printers

Configure printer settings, view print job history, and monitor the status of your printers and connectors all in one place. [Learn More](#)

**Manage Printers**  
Configure printer properties, assign access to users, and view live printer status.

**Download Connector**  
Download the Connector software to connect your printers to the cloud even if they don't have built-in support for Universal Print.

**View & Download Reports**  
Control your costs by monitoring printer usage across your organization. View reports for each printer, and for each user.

[Manage Printers](#) [Download Connector](#) [View & Download Reports](#)

On the left, select "printers"

Name	Status	Share Status	Share Name	Last Seen
Canon Print2Me	Ready	Printer Shared	Canon Print2Me	4 days ago
Canon BE Direct	Ready	Not shared		34 days ago
Test_Print@me	Ready	Printer Shared	Test_Print@me	4 days ago
Toshiba_print2me	Ready	Printer Shared	Toshiba_print2me	6 months ago
Toshiba_69	Ready	Printer Shared	Toshiba_69	26 days ago
TOSHIBA_Commerciaux	Ready	Not shared		34 days ago
TOSHIBA_Support	Ready	Not shared		34 days ago
TOSHIBA_Bocal	Stopped	Not shared		34 days ago
HP_Sav	Ready	Printer Shared	HP_Sav	6 months ago
HP_Support	Ready	Printer Shared	HP_Support	6 months ago
Toshiba_accueil	Ready	Printer Shared	Toshiba_accueil	6 months ago
Copieur_accueil	Ready	Printer Shared	Copieur_accueil	6 months ago

In this list, there are the printers associated with the connector.  
Select each of the printers you added to recover the different IDs.

Name	: TOSHIBA_Commerciaux	Printer Share Name	:
Printer Id	: 2d028ee7-6919-4652-a530-3fad02195264	Share Id	:
Model	: e-STUDIO400AC Series	Printer Share Time	:
Manufacturer	: Toshiba Tec Corporation	Printer Share Status	: Not shared
Last Seen	: 34 days ago	Printer Status	: Ready
Last Seen (UTC)	: 2021-08-04 07:32 UTC	Printer Status Reasons	: None
		Printer Is Accepting Jobs	: Yes

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.

### **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-XXXXXXXXXXXX

AzureClientId=de873028-4094-40de-a9f0-XXXXXXXXXXXX

AzureClientSecret=nS5x-8gk~G5bW0j8m-k.U\_XXXXXXXX

### **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.

General	Cost	Compatibility
Name	Toshiba_59	
IP address	10.0.15.67	
MUP ID	e2sb6ga9-30c3-4td-a980-089ad7955e39	
Location		
Comments		
Volume		
Connected terminal	-	
Spool type	<input checked="" type="radio"/> Local <input type="radio"/> Print2me	
<input type="button" value="Approve"/> <input type="button" value="Cancel"/>		

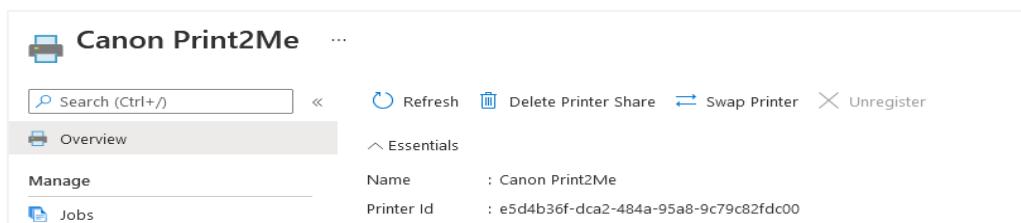
### **Create your Print2me MUP printer with its universal printing ID**

#### **Configuring the MUP virtual printer**

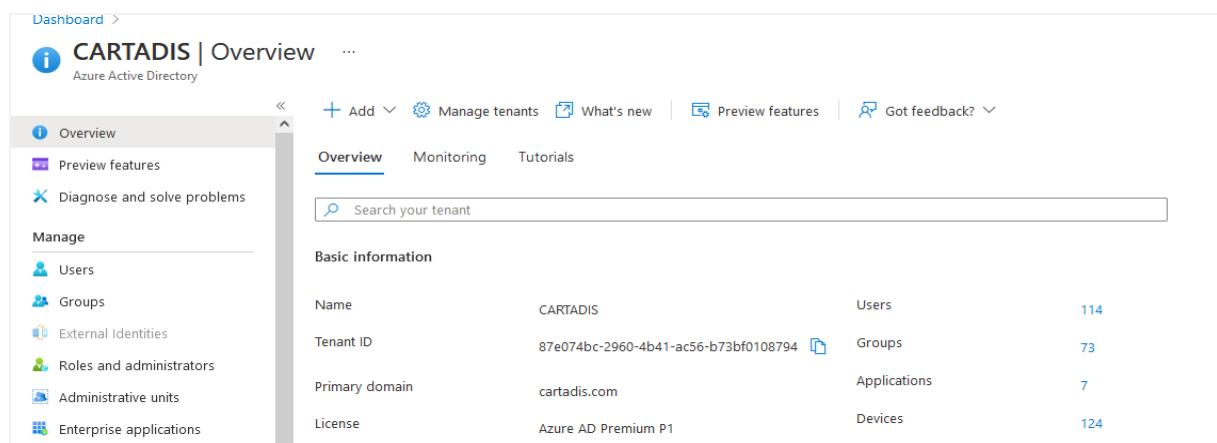
This step enables documents to be paused with the creation of a "TaskDefinition" and a "trigger".

To do so, enter the following parameters in Gespage:

MUP ID is the printer ID located on the printer menu



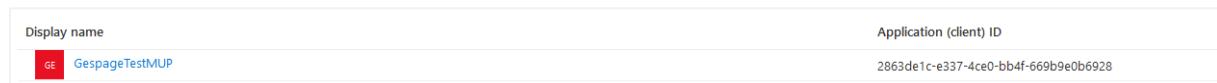
Tenant ID (ie Tenant ID), located on the Azure Directory home page.



The screenshot shows the Azure Active Directory Overview page for the tenant 'CARTADIS'. The Tenant ID is listed as 87e074bc-2960-4b41-ac56-b73bf0108794. Other details shown include the Primary domain (cartadis.com), License (Azure AD Premium P1), and various user and group counts.

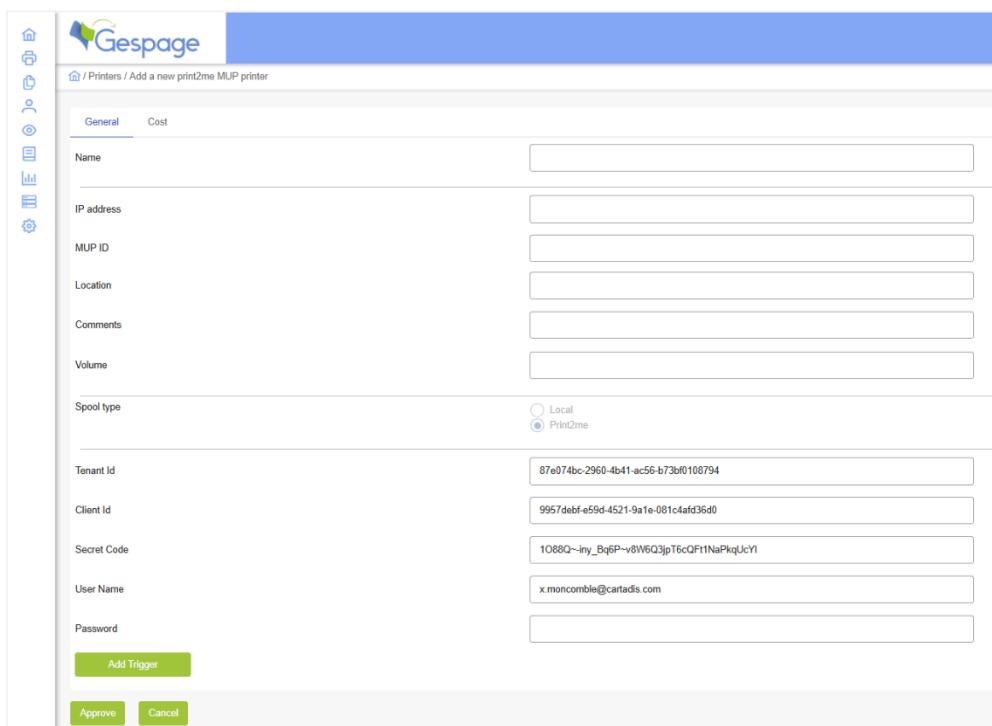
Name	Value	Count
Name	CARTADIS	Users: 114
Tenant ID	87e074bc-2960-4b41-ac56-b73bf0108794	Groups: 73
Primary domain	cartadis.com	Applications: 7
License	Azure AD Premium P1	Devices: 124

The application ID



The screenshot shows the Azure portal displaying the application 'GespageTestMUP'. The Application (client) ID is listed as 2863de1c-e337-4ce0-bb4f-669b9e0b6928.

Display name	Application (client) ID
GespageTestMUP	2863de1c-e337-4ce0-bb4f-669b9e0b6928



The screenshot shows the 'Add a new print2me MUP printer' configuration page. The 'General' tab is selected. The page includes fields for Name, IP address, MUP ID, Location, Comments, Volume, Spool type (Local or Print2me), Tenant Id, Client Id, Secret Code, User Name, and Password. The 'Print2me' option is selected for Spool type. The Tenant Id is set to 87e074bc-2960-4b41-ac56-b73bf0108794. The Client Id is 9957debf-e59d-4521-9a1e-081c4af365d0. The Secret Code is 1088Q~Iny\_Bq6P~v8W6Q3jpT6cQF1NaPkqJcYI. The User Name is x.moncomble@cartadis.com. The Password field is empty. The 'Add Trigger' button is visible at the bottom.

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.”