HP JetAdmin Utility

The HP JetAdmin Utility is an administrative tool used to install and configure Hewlett-Packard printers connected to a network using an HP JetDirect print server (network interface). The HP JetAdmin utility operates as a Microsoft Windows utility and can be used for networking when a Novell NetWare server is available or when the Novell NetWare file server is not available by using Peer-to-Peer mode.

From the HP JetAdmin main window you may:

- Setup a new interface and printer (New).
- Change an existing configuration (Modify).
- Modify printer settings (Properties...).
- Select which printers are shown in the list (Filter).
- Choose the order the printers are shown in the list (Sort).

From the New or Modify window you may:

- Configure the HP JetDirect interface and printer.
- Add or Remove print queues.
- Install and assign Windows printer drivers to a network printer (Drivers).
- Enable notification of printer error conditions to users or groups of users (Notification).
- Select the printer operating mode.
- Set or change the printer description.

Note

- In order to configure printers, you must be logged into a Novell NetWare server with supervisor privileges or know the password in a Peer-to-Peer environment.
- For more information about a procedure or window presented in this application, click Help while the window is at the front of the display. For information on specific functions within a window, place the mouse cursor over the function, then click the right mouse button.

Help on Help

To access help on a specific window or page, place the mouse cursor over the **Help** button on the specific window or page, then press and release (click) the left mouse button. A window will appear displaying help for the current window or page.

To access help on specific topics within a window or page, place the mouse cursor over the topic, then click the right mouse button. Click the "What's This?" button, and a window appears displaying information on the selected topic. Click outside of the popup window to close it.

Clicking

When a task refers to clicking an item, place the mouse cursor over the item, then press and release the left mouse button to select the item.

To Print to Network Printers

1 Double-click the "Network Neighborhood" icon on the desktop.

2 Double-click **HP Network Printers**.

3 Using the right mouse button, click the name of the printer you want.

4 Click **Install**.

5 When each window appears, make the appropriate selections, then click **Next** (or **Finish** in the last window).

   This places the printer in the Printers Folder so that you can print to it.

6 Choose the printer from the printer setup command in the application you want to print from.

7   Print your file from the application.

Troubleshooting with the HP JetAdmin Utility

The following steps list a general process to follow for troubleshooting printer related network problems using the HP JetAdmin Utility.

1 Does the printer appear in the main window of the HP JetAdmin utility? If the printer appears, go to step 4; otherwise, continue with step 2.

2 If the printer does not appear in the main window, click **Printer** at the top of the main menu, then click **New**. Double-click the printer model and verify that the printer address appears in the list of addresses. The printer address is the address of the HP JetDirect print server in the printer. This address is listed on the printer self-test page/configuration plot.

3 If the printer or address does not appear in steps 1 or 2, the HP JetDirect print server was not able to SAP (Service Advertising Protocol) to the file server, or the HP JetDirect print server did not respond to a roll call. This can be caused by a variety of things, but usually relates to cable or topology issues.

4 If the printer does appear in the main window of the HP JetAdmin utility, click the printer in the list of printers in the main window.

5 If the printer does not appear in the main window, but does appear in the list of unconfigured printers (**Printer**, **New**), configure the printer. Then click the printer in the list of printer in the main window.

6 With the printer highlighted in the list of printers, click **Printer** at the top of the main window, then click **Summary** to view the printer's status. If the status indicates a printer problem such as paper out, paper jam, or toner out, respond to the printer problem, then continue. If the status does not indicate a problem, click **Close** to exit the window and go to step 7.

7 Double-click the printer in the list of printers, then click the **Diagnostics** tab to view the HP JetDirect print server and network diagnostics information. Click **Expand All**, then scroll through the window to view all of the information. Colored icons alert you to possible problems: red indicates a problem, yellow indicates a potential problem, and green indicates no current problem exists. Click **Cancel** or **OK** to exit the window.

8 With the printer highlighted in the list of printers, click **Printer** at the top of the main window, select **Modify**, then click **General**. Click **Next** or the appropriate tab and verify the following:

- The print server is configured correctly.
- The print server is configured to service the appropriate set of queues.
- The print server is set for the correct operating mode (Queue Server mode or Remote Printer mode).

9 Click **Cancel** or **OK** to exit the configuration pages.

10 With the printer highlighted in the list of printers, click **Printer** at the top of the main window, then click **Test Page** to send a PCL test page to the printer. Verify the Test Page prints successfully.

If problems continue, see the documentation for the HP JetDirect print server or your network documentation for additional help.

Try the following:

1 Verify the network cabling, connections, and router configurations.

2 Verify that the data rate is correct and the port select jumper is correct (Token Ring print server only).

3 Verify that the HP JetDirect print server is receiving power and that the printer is online.

4 Turn the printer off, then back on and see if the HP JetDirect print server shows up.

5 Select the Printer Filters tab (**View**, **Filter**) and make sure the intended HP JetDirect print server is not excluded (such as, by printer model, printer address, network printer capabilities, or some other criteria).

6 Check the printer self-test page or configuration plot for any network errors.

7 Run the HP JetAdmin utility from another workstation.

General Configuration Page

Lists general information about the selected printer including the printer's name, model, and a brief description. From this page you can perform the following tasks:

■   [Enter or Change the Printer Name](#)
■   [Enter or Change the Printer Description](#)

Hints

- With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.
- With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

[To Access Configuration Pages](#)

To Access Configuration Pages

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window of the HP JetAdmin utility.

2 Place the mouse icon on **Modify**. When the list appears, click the configuration page you desire.

Hints

- With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.
- With Interview mode OFF, click the appropriate tab to access other configuration pages.

To Enter or Change the Printer Name

1 From the General configuration page, click the Name box (or highlight the current name).

2 Type in the name of the printer.

  This is the name your printer will appear as on the network.

3 Click **OK** to save the new name.

To Enter or Change the Printer Description

1 From the General configuration page, click the Printer Description box (or highlight the current description).

2 Type in a description of the printer such as the type of printer, options in the printer, and printer location.

3 Click **OK** to save the description.

Mode Configuration Page

Lists the operating mode for the selected printer. From this page you can select the following items:

     Operating Mode
     Remote Printer Settings

Hints

- With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.
- With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

To Access Configuration Pages

To Select Remote Printer Settings

1 From the Mode configuration page, select the Remote Printer operating mode.

2 Click the down arrow in the "Novell Print Server" box, then select the print server's name.

3 Click the down arrow in the "Printer Number" box, then select the printer number (assigned in PCONSOLE).

Queues Configuration Page

Lists the Novell print queues that are currently configured for the selected printer.

By clicking the **Change** button from this page you can perform the following tasks:

- [Create Queues](#)
- [Delete Queues](#)
- [Select Queues](#)
- [Remove Queues](#)

Hints

- With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.
- With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

[To Access Configuration Pages](#)

Queues Window

Lists the available and serviced queues and allows you to perform the following operations:

- Create Queues
- Delete Queues
- Select Queues
- Remove Queues

To Create Queues

1 From the Queues window, click **Create**. The Create Queue window appears.

2 Click the down arrow in the File Server box, then select the appropriate file server.

3 Click the Queue Name box (or highlight the current queue name), then type in the full name of the print queue.

4 Click **OK** to create the queue.

5 Double-click the server name.

   The new print queue should appear in the list.

6 Click **OK** to exit the Queues window.

7 Click **OK**.

To Create a Queue

1 From the Create Queue window, click the down arrow in the File Server box, then select the appropriate file server.

2 Click the Queue Name box (or highlight the current queue name), then type in the full name of the print queue.

3 Click **OK**.

To Delete Queues

1 If the print queue is not listed in the list of Available Queues in the Queues window, double-click the server name for the queue you want to delete.

2 Click the name of the queue you want to delete.

3 Click **Delete**.

4 Click **OK** to exit the Queues window.

5 Click **OK**.

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To Select Queues

1 If the print queue is not listed in the list of Available Queues in the Queues window, double-click the server name for the queue you want.

2 Click the queue name you want.

3 Click **Service** to add it to the list of Serviced Queues.

4 Click **OK**.

5 Click **OK**.

To Remove Queues

1 If the print queue is not listed in the list of Serviced Queues in the Queues window, double-click the server name for the queue you want.

2 Click the queue name you want to remove.

3 Click **Remove** to remove it from the list of Serviced Queues.

4 Click **OK**.

5 Click **OK**.

Drivers Configuration Page

Lists the Windows printer drivers that are installed on the Novell file server and are available for this printer. From this page you can perform the following tasks:

Install Printer Drivers
Select Printer Drivers
Remove Printer Drivers

Hints

- With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.
- With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

To Access Configuration Pages

Browse Drivers Help

Lists the manufacturers and printer drivers that you can install, or provides access to the **Have Disk** button for installing printer drivers from a floppy disk.

To Install Printer Drivers

1 From the Drivers configuration page, click **Browse**.

2 Select **HP** as the Manufacturer.

3 Select the printer driver you want to install.

4 If the printer driver is not listed, click **Have Disk**. The Install Printer Driver window appears.

5 When you are prompted for a path, type in the path for the driver you want to install (for example: A:\).

6 Click **OK**.

7 Select the printer driver you want in the list of Available Drivers.

8 Click **OK**.

9 Click **OK**.

10 Click the down arrow in the "Default printer driver" box, then select a printer driver from the list of available drivers.

To Install a Printer Driver

1 From the Install Printer Driver window, type in the path for the driver you want to install.

2 Click **OK**.

3 Select the printer driver you want in the list of Available Drivers.

4 Click **OK**.

5 Click **OK**.

6 Click the down arrow in the "Default printer driver" box, then select a printer driver from the list of available drivers.

To Select a Printer Driver

1 On the Drivers configuration page, click the down arrow in the "Default printer driver" box.

2 Click the printer driver you want.

3 Click **OK** (or **Next**).

To Remove Printer Drivers

1 On the Drivers configuration page, click the down arrow in the Default printer driver box.

2 Click the driver you want to remove.

3 Click **Remove**.

4 Click **OK** (or **Next**).

Notification Configuration Page

Lists the users and groups to be notified of problems with the selected printer.

By clicking the **Change** button from this page you can perform the following tasks:

- [Notify Users of Printer Status](#)
- [Notify the Owner of a Job of Printer Status](#)
- [Remove Users from the Notification List](#)

You must run WINPOPUP.EXE to support the notification features on Windows 95.

Hints

- With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.
- With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

[To Access Configuration Pages](#)

Change Notification Page

Lists the groups or users to be notified of printer problems and allows you to perform the following operations:

- [Notify Users of Printer Status](#)
- [Notify the Owner of a Job of Printer Status](#)
- [Remove Users from the Notification List](#)

To Notify Users of Printer Status

1   From the Notification configuration page, click the **Change** button.

2   If the Groups or Users selection is not listed, double-click the file server name in the list of Available Groups/Users.

3   If the group or user you want is not listed, double-click **Groups** or **Users**.

4   Click the name of the group or user you want to add to the notification list.

5   Click **Notify>>**.

6   To notify the owner of the print job, check the "Notify Job Owner" box.

7   Click **OK**.

To Notify the Owner of a Job of Printer Status

1 From the Notification configuration page, click the **Change** button.

2 To notify the owner of the job, check the "Notify Job Owner" box.

3 To no longer notify the owner of the job, clear the "Notify Job Owner" box.

4 Click **OK**.

To Remove Users from the Notification List

1 From the Notification configuration page, click the **Change** button.

2 If the Groups or Users selection is not listed, double-click the file server name in the list of Groups/Users to Notify.

3 If the group or user you want is not listed, double-click **Groups** or **Users**.

4 Click the name of the user or group you want to remove from the notification list.

5 Click **Remove**.

6 Click **OK**.

Network Browser Help

This window lists any unconfigured printers.

- Double-click the printer model you want to configure to get a list of network addresses for HP JetDirect cards attached to these printers.
- Print a self test page from your printer to verify the network address of the HP JetDirect card in your printer.
- After selecting the correct network address, click **Configure** to continue configuring this printer.

Hints

To access this window, click **Printer** at the top of the main window, then click **New**.

Printer Summary

Lists the model of the selected printer and describes its current status. The status is made up of three items:

- **Status Message** - Lists the current state of the printer such as online, offline, or paper out.
- **Printer Message** - Lists the printer message currently displayed on the printer control panel.
- **Traffic Light Icon** - Displays 1 of 3 states representing the current state of the printer.

Traffic Light Icon

Displays 1 of 3 states representing the current state of the printer.

- **Red:** A critical error condition exists which requires user interaction with the printer to continue printing.
- **Yellow:** A non-critical error condition exists on the printer, but the printer does not require immediate attention.
- **Green:** The printer is ready to print.

To Select Interview Mode

1 Click **Options** at the top of the main window.

2 Check Interview Mode to enable it or uncheck **Interview Mode** to disable it.

   When a check mark appears to the left of Interview Mode, Interview Mode is selected. Interview Mode
   is selected as the default when the software is installed.

With Interview mode enabled, information boxes lead you through the steps to install and configure Hewlett-Packard network printers connected to your network through HP JetDirect interfaces. Interview mode is on by default.

To Select Confirmations Mode

1 Click **Options** at the top of the main window.

2 Check **Confirmations** to enable it or uncheck **Confirmations** to disable it.

   When a check mark appears to the left of Confirmations, Confirmations is selected. Confirmations is selected as the default when the software is installed.

   Hints

   With Confirmations enabled, information boxes appear to confirm that you want to make configuration changes before the changes are made. Confirmations are on by default.

To Save Your Setting When You Exit

1 Click **Options** at the top of the main window.

2 Check **Save Settings on Exit** to enable it or uncheck **Save Settings on Exit** to disable it.

Save Settings on Exit is enabled as the default when the software is installed.

To Configure a New Printer (Queue Server Mode)

1 Click **Printer** at the top of the main window, then click **New**.

2 Double-click the printer model you want to configure.

3 Click the network address of the HP JetDirect print server attached to the new printer, then click **Configure**.

   The address of the HP JetDirect print server is listed on the printer self-test page or configuration plot.

4 In the Name box, type in the new <u>name</u> of the printer.

   This is the name your printer will appear as on the network.

5 In the Printer Description box, type in a new general description of the printer such as the type of printer, options in the printer, and printer location. This field is optional.

6 Click the **Mode** tab (or **Next**), then select <u>Queue Server</u> as the Operating Mode

7 Click the **Queues** tab (or **Next**).

■   To add or remove queues from the list, click the **Change** button, add or remove queues for this printer, then click **OK**.

8 Click the **Drivers** tab (or **Next**) to set up the printer drivers for this printer.

■   To install a driver, click **Browse**, select HP as the manufacturer, select the driver, then click **OK**. (Click **Have Disk** in the Browse menu to install a driver from a disk.)
■   To select a driver, click the down arrow in the "Default printer driver" box, then select the driver.
■   To remove a driver, click the down arrow in the "Default printer driver" box, select the driver, then click **Remove**.

9 Click the **Notification** tab (or **Next**) to view the users or groups to be notified of problems with this printer.

■   To add or delete users or groups, click the **Change** button, add or delete users or groups, then click **OK**.

10 Click the **Advanced** tab (or **Next**), then click **Peer-to-Peer**.

■   If a password has already been assigned, enter the correct password.
■   To protect peer-to-peer users from modifying configurations, check "Enable configuration password," then enter the password you want.
■   If no password is required, continue to the next step.

11 Click **OK** (or **Finish**).

Hints

Before a printer can be configured:

■   The HP JetDirect print server must be installed in the printer.
■   The printer must be connected to the network
■   The printer must be turned on and online.
■   You must have supervisor rights on one of the file servers that the interface is configured to service.

Naming Conventions

Use the following bindery naming conventions (which differ from the NDS naming conventions) when naming printers, users, queues, print servers, and file servers. The bindery naming guidelines allow you to use:

- Letters A through Z, uppercase only
- Numbers 0 through 9
- Limited special characters, such as underline_; parentheses (); or hyphen -
- Cannot contain any of the following characters: * [ ] | \ / ? < > , " : ; <space>
- No more than 47 characters total (30 characters total for the printer name and 26 characters total for the print server name)

To Configure a New Printer (Remote Printer Mode)

1 Run PCONSOLE and create or modify your selected print server.

- Configure a print server slot with "Type Remote, Other Unknown" (or "Other Unknown" in 4.x).
- Assign a print queue to the printer slot (printer number).
- Restart your print server.

2 Double-click the **HP JetAdmin** icon on your Windows 95 Control Panel.

3 Click **Printer** at the top of the main window, then click **New**.

4 Double-click the printer model you want.

5 Click the network address of the HP JetDirect print server attached to the new printer, then click **Configure**.

The address of the HP JetDirect print server is listed on the printer self-test page or configuration plot.

6 In the Name box, type in the name of the printer.

This is the name your printer will appear as on the network.

7 In the Printer Description box, type in a general description of the printer such as the type of printer, options in the printer, and printer location. This field is optional.

8 Click the **Mode** tab (or **Next**), then select Remote Printer as the Operating Mode.

9 Click the down arrow in the Novell Print Server box, then select the print server's name.

10 Click the down arrow in the Printer Number box, then select the printer number (assigned in PCONSOLE).

11 Click the **Queues** tab (or **Next**).

- To add or remove queues from the list, click the **Change** button, add or remove queues for this printer, then click **OK**.

12 Click the **Drivers** tab (or **Next**) to set up the printer drivers for this printer.

- To install a driver, click **Browse**, select HP as the manufacturer, select the driver, then click **OK**. (Click **Have Disk** in the Browse menu to install a driver from a disk.)
- To select a driver, click the down arrow in the "Default printer driver" box, then select the driver.
- To remove a driver, click the down arrow in the "Default printer driver" box, select the driver, then click **Remove**.

13 Click the **Notification** tab (or **Next**) to view the users or groups to be notified of problems with this printer.

- To add or delete from the list, click the **Change** button, add or delete users or groups, then click **OK**.

14 Click the **Advanced** tab (or **Next**), then click **Peer-to-Peer**.

- If a password has already been assigned, enter the correct password.
- To protect peer-to-peer users from modifying configurations, check "Enable configuration password," then enter the password you want.
- If no password is required, continue to the next step.

15 Click **OK** (or **Finish**).

Hints

Before a printer can be configured:

- The HP JetDirect print server must be installed in the printer.
- The printer must be connected to the network
- The printer must be turned on and online.
- You must have supervisor rights on one of the file servers that the interface is configured to service.

To Modify the Printer Configuration (Queue Server Mode)

1 In the main window of the HP JetAdmin utility, select the printer you want to configure from the list of printers.

2 Click **Printer** at the top of the main window, then click **Modify**.

3 In the Name box, type in the new name of the printer.

   This is the name your printer will appear as on the network.

4 In the Printer Description box, type in a new general description of the printer such as the type of printer, options in the printer, and printer location. This field is optional.

5 Click the **Mode** tab (or **Next**), then select Queue Server as the Operating Mode.

6 Click the **Queues** tab (or **Next**).

   ▪   To add or remove queues from the list, click the **Change** button, add or remove queues for this printer, then click **OK**.

7 Click the **Drivers** tab (or **Next**) to set up the printer drivers for this printer.

   ▪   To install a driver, click **Browse**, select HP as the manufacturer, select the driver, then click **OK**. (Click **Have Disk** in the Browse menu to install a driver from a disk.)
   ▪   To select a driver, click the down arrow in the "Default printer driver" box, then select the driver.
   ▪   To remove a driver, click the down arrow in the "Default printer driver" box, select the driver, then click **Remove**.

8 Click the **Notification** tab (or **Next**) to view the users or groups to be notified of problems for this printer.

   ▪   To add or delete users or groups, click the **Change** button, add or delete users or groups, then click **OK**.

9 Click the **Advanced** tab (or **Next**), then click **Peer-to-Peer**.

   ▪   If a password has already been assigned, enter the correct password.
   ▪   To protect peer-to-peer users from modifying configurations, check "Enable configuration password," then enter the password you want.
   ▪   If no password is required, continue to the next step.

10 Click **OK** (or **Finish**).

Hints

Before a printer configuration can be modified:

▪   The HP JetDirect print server must be installed in the printer.
▪   The printer must be connected to the network
▪   The printer must be turned on and online.
▪   You must have supervisor rights on one of the file servers that the interface is configured to service.

To Modify a Printer Configuration (Remote Printer Mode)

1 Run PCONSOLE and create or modify your selected print server.

- Configure a print server slot with "Type Remote, Other Unknown" (or "Other Unknown' in 4.x).
- Assign a print queue to the printer slot (printer number).
- Restart your print server.

2 Double-click the **HP JetAdmin** icon on your Windows 95 Control Panel.

3 In the main window of the HP JetAdmin utility, select the printer you want to configure from the list of printers.

4 Click **Printer** at the top of the main window, then click **Modify**.

5 In the Name box, type in the name of the printer.

This is the name your printer will appear as on the network.

6 In the Printer Description box, type in a general description of the printer such as the type of printer, options in the printer, and printer location. This field is optional.

7 Click the **Mode** tab (or Next), then select Remote Printer as the Operating Mode.

8 Click the down arrow in the Novell Print Server box, then select the print server's name

9 Click the down arrow in the Printer Number box, then select the printer number (assigned in PCONSOLE)

10 Click the **Queues** tab (or **Next**).

- To add or remove queues from the list, click the **Change** button, add or remove queues for this printer, then click **OK**.

11 Click the **Drivers** tab (or **Next**) to set up the printer drivers for this printer.

- To install a driver, click **Browse**, select HP as the manufacturer, select the driver, then click **OK**. (Click **Have Disk** in the Browse menu to install a driver from a disk.)
- To select a driver, click the down arrow in the "Default printer driver" box, then select the driver.
- To remove a driver, click the down arrow in the "Default printer driver" box, select the driver, then click **Remove**.

12 Click the **Notification** tab (or **Next**) to view the users or groups to be notified of problems for this printer.

- To add or delete from the list, click the **Change** button, add or delete users or groups, then click **OK**.

13 Click the **Advanced** tab (or **Next**), then click **Peer-to-Peer**.

- If a password has already been assigned, enter the correct password.
- To protect peer-to-peer users from modifying configurations, check "Enable configuration password," then enter the password you want.
- If no password is required, continue to the next step.

14 Click **OK** (or **Finish**).

Hints

Before a printer configuration can be modified:

- The HP JetDirect print server must be installed in the printer.

- The printer must be connected to the network
- The printer must be turned on and online.
- You must have supervisor rights on one of the file servers that the interface is configured to service.

To Configure a New or Existing Printer (Peer-to-Peer)

1 Double-click the **HP JetAdmin** icon on your Windows 95 Control Panel.

2 If you want to change an existing printer configuration, highlight the printer you want in the list of printers.

3 Click Printer on the menu bar at the top of the main window, then click **New** to configure a new printer or click **Modify** to configure an existing printer.

4 If you are configuring a new printer:

    a Double-click the printer model you want to configure.

    b Select the network address of the HP JetDirect print server attached to the new printer, then click **Configure**. The address of the HP JetDirect print server is listed on the printer self-test page or configuration plot.

5 In the Name box, type in the new name of the printer. This is the name your printer will appear as on the network.

6 Click the **Advanced** tab (or **Next**), then click Peer-to-Peer.

- If a password has already been assigned, enter the correct password.
- To protect peer-to-peer users from modifying configurations, check "Enable configuration password," then enter the password you want.
- If no password is required, continue to the next step.

7 Click **OK** (or **Finish**).

Hints

Before a printer configuration can be modified:

- The HP JetDirect print server must be installed in the printer.
- The printer must be connected to the network
- The printer must be turned on and online.
- You must know the password for the printer.

To Select the Operating Mode

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Modify**.

2 Select the **Mode** configuration page.

3 Select Queue Server, or Remote Printer.

4 For remote printer mode, click the down arrow in the Novell Print Server box, then select the print server name.

5 For remote printer mode, click the down arrow in the Printer Number box, then select the printer number.

6 Select the **Queues** configuration page.

7 Select one or more queues for this printer.

■   To add or remove queues from the list, click the **Change** button, add or remove queues for this printer, then click **OK**.

8 Click **OK**.

Hints

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Select the Operating Mode

1 From the Mode configuration page, select Queue Server, or Remote Printer.

2 For remote printer mode, click the down arrow in the Novell Print Server box, then select the print server name.

3 For remote printer mode, click the down arrow in the Printer Number box, then select the printer number.

4 Select the **Queues** configuration page.

5 Select one or more queues for this printer by clicking the **Change** button on the Queues page.

6 Click **OK**.

Hints

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Queue Server Mode

In Queue Server mode, the HP JetDirect print server does not require Novell's print server software (or any associated dedicated computer). All of the print server functionality is located on the HP JetDirect print server. The HP JetDirect print server directly accesses the print queues on the file server to copy print jobs to the printer.

Because the HP JetDirect print server has direct access to the print queues, Queue Server mode provides higher performance than Remote Printer mode.

Remote Printer Mode

Remote Printer mode requires a Novell NetWare print server. A Novell network can have a dedicated print server or may be configured so that the file server and the print server are located on the same physical computer.

With a dedicated print server, the computer that runs the print server software is dedicated to running only the print server software. This provides significantly better printing performance than non-dedicated print servers. Dedicated print servers can be set up on both NetWare 2.x and 3.x network operating systems.

If the file server and the print server are located on the same physical computer and the print server is running on a NetWare 3.x file server, it is running as a NetWare Loadable Module (NLM). If, however, the print server is running on the NetWare 2.x file server, it is running as a Value Added Process (VAP). Dedicated print servers are recommended over VAP print servers for NetWare 2.x.

When configured for Remote Printer mode, the HP JetDirect print server (network interface) supports VAP, NLM, dedicated print servers, and all features supported by Novell NetWare Print Services, except for the /TABS option of the CAPTURE and NPRINT commands.

Peer-to-Peer

Peer-to-Peer mode enables a network node to send information directly to another network node without routing it through a central device such as a file server. Peer-to-Peer mode does not require a Novell file server or Novell print server on the system in order for printing to work.

With Peer-to-Peer, each user who wants access to the network printer installs the software on their workstation. Each user then adds the network printer to their system and uses the printer as if it was their own.

This solution is best if there are few users and print jobs tend to be short. With Peer-to-Peer, you have all the functionality of the HP JetAdmin utility, except for the functionality directly related to Novell NetWare.

To Access Property Pages

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Properties**.

   The available property pages appear.

2 Click the tab for the property page you want displayed.

3 Click **OK** when you are finished.

Hints

- To access property pages from the printer list, double-click the printer you want.
- Click **Help** for additional information on the property page or place the mouse cursor on a specific feature, then click the right mouse button to access information on that feature.

To Change Printer Settings

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Properties**.

   The available property pages appear.

2 Click the tab for the property page that has the settings you want to change.

3 Select the new settings.

4 Repeat steps 2 and 3 for any other settings.

5 Click **OK**.

To View Printer Status

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window.

2 Click **Summary**. The current status is displayed.

3 Click **Close** to exit the window.

See Also

Printer Status

Printer Status

Lists the current status of the printer and the printer display. The status is made up of three items:

Status Message - Lists the current status of the printer such as online or offline.

Printer Message - Lists the printer message currently displayed on the printer control panel.

Traffic Light Icon - Displays 1 of 3 states representing the current state of the printer.

To View Printer Capabilities

1 With the printer highlighted in the list of available printers, click **Printers** at the top of the main window, then click **Properties**.

   The available property pages appear.

2 Click the **Printer** tab.

   Printer capabilities are shown on the lower right side of the window. Capabilities currently installed on the printer may include PCL, PostScript, Power Save mode, and other capabilities.

3 Click **OK** when you are finished.

To Test Connections

1 With the printer highlighted in the list of available printers, click **Printers** at the top of the main window.

2 Click **Test Page**. A PCL test page is sent to the printer.

User Details Window

From this window you can perform the following operations:

Create Groups/Users

Add or Remove Groups/Users

Delete Groups/Users

To access this window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Groups/Users**.

To Create Groups/Users

1 From the <u>User Details window</u>, click **Create**. The Create Group/User window appears.

2 Select the type as either **Group** or **User**.

3 Click the down arrow in the File Server box, then select the appropriate file server.

4 Click the Group/User Name box (or highlight the current name), then type in the full   <u>name</u> of the group or user.

5 Click **Create**. The Create Group/User window appears.

6 If the Groups or Users selection is not displayed, double-click the server name.

7 If the individual groups or users are not displayed, double-click **Groups** or **Users**.

The new group or user should appear in the list.

8 Click **Close**.

To Create Groups/Users

1 From the Create Group/User window, select the type as either **Group** or **User**.

2 Click the down arrow in the File Server box, then select the appropriate file server.

3 Click the Group/User Name box (or highlight the current name), then type in the full name of the group or user.

4 Click **Create**.

To Add or Remove Groups/Users

1 If the Groups or Users selection is not displayed in the User Details window, double-click the server name for the group or user.

2 If the individual groups or users are not displayed, double-click **Groups** or **Users**.

3 Click the name of the group or user you want.

4 Click **Properties**. The Properties Details page appears.

5 To add a user or group, click the name of the user or group in the list of Available Users or Available Groups, then click **Add>>**.

6 To remove a user, click the name of the user in the list of Group Members or Member of these, then click **<<Remove**.

7 Click **OK**.

To Add or Remove Groups/Users

1 To add a user or group, click the name of the user or group in the list of Available Users or Available Groups on the Details page.

2 Click **Add**.

3 To remove a user, click the name of the user in the list of Group Members or Member of these, then click **Remove**.

4 Click **OK**.

To Delete Groups/Users

1 If the Groups or Users selection is not displayed in the User Details window, double-click the server name for the group or user.

2 If the individual groups or users are not displayed, double-click **Groups** or **Users**.

3 Click the name of the group or user you want to delete.

4 Click **Delete**.

5 Click **Close**.

To Create Groups/Users

1 With the printer highlighted in the list of available printers, click **NetWare** at the top of the main window.

2 Click **Groups/Users**.

3 Click **Create**. The Create Group/User window appears.

4 Select the type as either **Group** or **User**.

5 Click the down arrow in the File Server box, then select the appropriate file server.

6 Click the Group/User Name box (or highlight the current name), then type in the full <u>name</u> of the group or user.

7 Click **Create**.

8 If the Groups or Users selection is not displayed, double-click the server name.

9 If the individual groups or users are not displayed, double-click **Groups** or **Users**.

   The new group or user should appear in the list.

10 Click **Close**.

To Add or Remove Groups/Users

1 With the printer highlighted in the list of available printers, click **NetWare** at the top of the main window.

2 Click **Groups/Users**.

3 If the Groups or Users selection is not displayed, double-click the server name for the group or user.

4 If the individual groups or users are not displayed, double-click **Groups** or **Users**.

5 Click the name of the group or user you want.

6 Click **Properties**.

7 If you want to add a user or group, click the name of the user or group in the list of Available Users or Available Groups, then click **Add**.

8 If you want to remove a user, click the name of the user in the list of Group Members or Member of these, then click **Remove**.

9 Click **OK**.

To Delete Groups/Users

1 With the printer highlighted in the list of available printers, click **NetWare** at the top of the main window.

2 Click **Groups/Users**.

3 If the Groups or Users selection is not displayed, double-click the server name for the group or user.

4 If the individual groups or users are not displayed, double-click **Groups** or **Users**.

5 Click the name of the group or user you want to delete.

6 Click **Delete**.

7 Click **Close**.

Jobs/Queues Window

From this window you can view up to 8 file servers and perform the following operations:

[Create Queues](#)

[Delete Queues](#)

After selecting a queue, click **Properties** to perform the following operations:

[Select Operators/Users](#)

[Remove Operators/Users](#)

[Place Holds on Queues](#)

[Place Holds on Jobs](#)

[Verify the Status and Position of Jobs](#)

[Delete Print Jobs](#)

To access this window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Jobs/Queues**.

Jobs/Queues Details Property Page

Lists details for the currently selected queue such as the attached servers and current queue holds. From this page you can perform the following task:

[Place Holds on Queues](#)

To Place Holds on the Currently Selected Queue

1   From the Details page, check **Users Cannot Add Jobs** to prevent users from adding jobs to the queue or clear the check box to allow access.

2   Check **New Servers Cannot Attach** to prevent a new server from attaching to this queue or clear the check box to allow access.

3   Check **Servers Cannot Service Jobs** to prevent servers from servicing print jobs on this queue or clear the check box to allow servers to service print jobs.

4   Click **OK**.

To Place Holds on Queues

1 If the queues are not displayed in the , double-click the server name to list the available queues.

2 Click the queue name you want.

3 Click **Properties**.

4 Click the **Details** tab. The Details page appears.

5 Check **Users Cannot Add Jobs** to prevent users from adding jobs to the queue or clear the check box to allow access.

6 Check **New Servers Cannot Attach** to prevent a new server from attaching to this queue or clear the check box to allow access.

7 Check **Servers Cannot Service Jobs** to prevent servers from servicing print jobs on this queue or clear the check box to allow servers to service print jobs.

8 Click **OK**.

9 Click **Close**.

To Place Holds on Queues

1 Click **NetWare** at the top of the main window.

2 Click **Jobs/Queues**.

3 If the queues are not displayed, double-click the server name to list the available queues.

4 Click the queue name you want.

5 Click **Properties**.

6 Click the **Details** tab.

7 Check **Users Cannot Add Jobs** to prevent users from adding jobs to the queue or clear the check box to allow access.

8 Check **New Servers Cannot Attach** to prevent a new server from attaching to this queue or clear the check box to allow access.

9 Check **Servers Cannot Service Jobs** to prevent servers from servicing print jobs on this queue or clear the check box to allow servers to service print jobs.

10 Click **OK**.

11 Click **Close**.

Jobs/Queues Jobs Property Page

Lists the current print jobs in the selected queue and job details such as the job number, entry time, size, and number of copies requested. From this page you can perform the following operations:

Place Holds on Jobs

Delete Jobs

To Place Holds on Jobs

1 From the Jobs page, select the print job you want in the Job List.

2 Check **Operator Hold** or **User Hold**.

3 Click **OK**.

To Delete Jobs

1 From the Jobs page, select the print job you want to delete in the Job List.

2 Click **Delete Job**.

3 Click **OK**.

To Place Holds on Jobs

1   If the queues are not displayed in the Queue List window, double-click the server name to list the available queues.

2   Click the queue name you want.

3   Click **Properties**.

4   Click the **Jobs** tab. The Jobs page appears.

5   Select the print job you want in the Job List.

6   Check **Operator Hold** or **User Hold**.

7   Click **OK**.

8   Click **Close**.

To Place Holds on Jobs

1   Click **NetWare** at the top of the main window.

2   Click **Jobs/Queues**.

3   If the queues are not displayed, double-click the server name to list the available queues.

4   Click the queue name you want.

5   Click **Properties**.

6   Click the **Jobs** tab.

7   Select the print job you want in the Job List.

8   Check **Operator Hold** or **User Hold**.

9   Click **OK**.

10 Click **Close**.

To View Queue Details

1 Click **NetWare** at the top of the main window.

2 Click **Jobs/Queues**.

3 If the queues are not displayed, double-click the server name to list the available queues.

4 Click the queue name you want.

5 Click **Properties**.

6 Click the **Details** tab.

7 Verify the details for the queue.

8 Click **Cancel** or **OK** when you are finished.

To Verify the Status and Position of Jobs

1 If the queues are not displayed in the Queue List window, double-click the server name to list the available queues.

2 Click the queue name you want.

3 Click **Properties**.

4 Click the **Jobs** tab.

5 Verify the status and position of the print job.

6 Click **Cancel** or **OK** when you are finished.

To Verify the Status and Position of Jobs

1 Click **NetWare** on the menu bar at the top of the main window.

2 Click **Jobs/Queues**.

3 If the queues are not displayed, double-click the server name to list the available queues.

4 Click the queue name you want.

5 Click **Properties**.

6 Click the **Jobs** tab.

7 Verify the status and position of the print job.

8 Click **Cancel** or **OK** when you are finished.

To Delete Jobs

1 If the queues are not displayed in the Queue List window, double-click the server name to list the available queues.

2 Click the queue name you want.

3 Click **Properties**.

4 Click the **Jobs** tab.

5 Select the job you want to delete in the Job List.

6 Click **Delete Job**.

7 Click **OK**.

8 Click **Close**.

To Delete Print Jobs

1 Click **NetWare** on the menu bar at the top of the main window.

2 Click **Jobs/Queues**.

3 If the queues are not displayed, double-click the server name to list the available queues.

4 Click the queue name you want.

5 Click **Properties**.

6 Click the **Jobs** tab.

7 Select the job you want to delete in the Job List.

8 Click **Delete Job**.

9 Click **OK**.

10 Click **Close**.

To Create Queues

1 From the Queue List window, click **Create**.

2 Click the down arrow in the File Server box, then select the appropriate file server.

3 Click the Queue Name box (or highlight the current name), then type in the full name of the queue.

4 Click **OK**.

5 If the queues are not displayed, double-click the server name.

   The new queue should appear in the list.

6 Click **Close**.

To Delete Queues

1 If the queues are not displayed in the Queue List window, double-click the server for the queue.

2 Click the name of the queue you want to delete.

3 Click **Delete**.

4 Click **Close**.

Jobs/Queues Access Property Page

Lists the available groups and users that can be added as operators or users, and the currently selected operators and users. From this page you can perform the following operations:

[Select Operators and Users](#)

[Remove Operators and Users](#)

To Select Operators and Users

1 If the specific operator or user you want is not displayed on the Access page, double-click **Groups** or **Users** in the Available Groups/Users list.

2 Click the user or group you want to add as an operator or user.

3 Click **Operator>>** to add them as an operator or click **User>>** to add them as a user.

4 Click **OK**.

To Select Operators/Users

1　If the queues are not displayed on the Queue List window, double-click the server name to list the available queues.

2　Click the queue name you want.

3　Click **Properties**.

4　Click the **Access** tab. The Access page appears.

5　If the specific operator or user you want is not displayed, double-click Groups or Users in the Available Groups/Users list.

6　Click the user or group you want to add as an operator or user.

7　Click **Operator>>** to add them as an operator or click **User>>** to add them as a user.

8　Click **OK**.

To Remove Operators/Users

1 If the specific operator or user you want is not displayed on the Access page, double-click **Operators** or **Users** in the Selected Operators/Users list.

2 Click the operator or user you want to remove.

3 Click **<<Operator** to remove them as an operator or click **<<User** to remove them as a user.

4 Click **OK**.

To Remove Operators/Users

1 If the queues are not displayed on the Queue List window, double-click the server name to list the available queues.

2 Click the queue name you want.

3 Click **Properties**.

4 Click the **Access** tab.

5 If the specific operator or user you want is not displayed, double-click **Operators** or **Users** in the Selected Operators/Users list.

6 Click the user or operator you want to remove.

7 Click **<<Operator** to remove them as an operator or click **<<User** to remove them as a user.

8 Click **OK**.

To Select Operators/Users

1   Click **NetWare** on the menu bar at the top of the main window.

2   Click **Jobs/Queues**.

3   If the queues are not displayed, double-click the server name to list the available queues.

4   Click the queue name you want.

5   Click **Properties**.

6   Click the **Access** tab.

7   If the specific operator or user you want is not displayed, double-click **Groups** or **Users** in the Available Groups/Users list.

8   Click the user or group you want.

9   Click **Operator>>** to add them as an operator or click **User>>** to add them as a user.

10 Click **OK**.

To Remove Operators/Users

1   Click **NetWare** at the top of the main window.

2   Click **Jobs/Queues**.

3   If the queues are not displayed, double-click the server name to list the available queues.

4   Click the queue name you want.

5   Click **Properties**.

6   Click the **Access** tab.

7   If the specific operator or user you want is not displayed, double-click **Operators** or **Users** in the Selected Operators/Users list.

8   Click the user or operator you want to remove.

9   Click **<<Operator** to remove them as an operator or click **<<User** to remove them as a user.

10   Click **OK**.

To Delete Queues

1 Click **NetWare** at the top of the main window.

2 Click **Jobs/Queues**.

3 If the queues are not displayed, double-click the server for the queue.

4 Click the name of the queue you want to delete.

5 Click **Delete**.

6 Click **Close**.

Note

If you delete queues which currently contain print jobs, those print jobs may be lost, requiring users to resend the print jobs.

If you delete the only queue associated with a printer, you must reconfigure the printer to associate it with a different queue.

To Create a Queue

1 Click **NetWare** at the top of the main window.

2 Click **Jobs/Queues**.

3 Click **Create**. The Create Queue window appears.

4 Click the down arrow in the File Server box, then select the appropriate file server.

5 Click the Queue Name box (or highlight the current name), then type in the full name of the queue.

6 Click **OK**.

7 If the queues are not displayed, double-click the server name.

   The new queue should appear in the list.

8 Click **Close**.

Queues Window

From this window you can perform the following operations:

 Create Queues

 Delete Queues

 Select Queues

 Remove Queues

To Create Queues for the Current Printer

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window.

2 Click **Modify**, then click **Queues**.

3 Click the **Change** button. The Queues window appears.

4 Click **Create**.

5 Click the down arrow in the File Server box, then select the appropriate file server.

6 Click the Queue Name box (or highlight the current name), then type in the full name of the queue.

7 Click **OK**.

8 If the queues are not displayed, double-click the server name in the list of Available Queues.

   The new queue should appear in the list.

9 Click **OK**.

10 Click **OK** to return to the main HP JetAdmin window.

   With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Delete Queues for the Current Printer

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window.

2 Click **Modify**, then click **Queues**.

3 Click the **Change** button. The Queues window appears.

4 If the queues are not displayed, double-click the name of the server for the queue in the list of Available Queues.

5 If the name of the queue you want appears in the list of Serviced Queues, click the name of the queue, then click **<<Remove**.

6 Click the name of the queue you want to delete from the list of Available Queues.

7 Click **Delete**.

8 Click **OK**.

9 Click **OK** to return to the main HP JetAdmin window.

   With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Note

If you delete queues which currently contain print jobs, those print jobs may be lost, requiring users to resend the print jobs.

If you delete the only queue associated with a printer, you must reconfigure the printer to associate it with a different queue.

To Associate Queues with the Current Printer

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window.

2 Click **Modify**, then click **Queues**.

3 Click the **Change** button. The Queues window appears.

4 If the queues are not displayed, double-click the server name in the list of Available Queues.

5 Click the queue name you want.

6 Click **Service>>** to add the queue to the list of Serviced Queues.

7 Click **OK**.

8 Click **OK** to return to the main HP JetAdmin window.

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Disassociate Queues with the Current Printer

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window.

2 Click **Modify**, then click **Queues**.

3 Click the **Change** button. The Queues window appears.

4 If the queues are not displayed, double-click the server name in the list of Serviced Queues.

5 Click the queue name you want to remove.

6 Click **<<Remove** to remove the queue from the list of Serviced Queues.

7 Click **OK**.

8 Click **OK** to return to the main HP JetAdmin window.

   With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Print Server Details Window

From this window you can perform the following operations:

Create Print Servers

Delete Print Servers

Select Operators/Users

Remove Operators/Users

To access this window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Print Servers**.

Print Server Details

Lists the available print servers and allows you to perform the following operations:

[Create Print Servers](#)

[Delete Print Servers](#)

[Select Operators/Users](#)

[Remove Operators/Users](#)

To access this window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Print Servers**.

To Create a Print Server

1 From the Create Print Server window, click the down arrow in the File Server box, then select the appropriate file server.

2 Click the Print Server Name box (or highlight the current name), then type in the print server name.

3 Click **OK**.

Print Server Access Properties Page

Lists the operators and users that have access to the print server. From this page you can perform the following tasks:

Select Operators/Users

Remove Operators/Users

Print Server Details Property Page

Lists details about the selected server including printer numbers, their associated queues and file servers, and which users are to be notified of printer problems.

To Select Operators/Users

1 If the specific groups or users are not displayed on the Access page, double-click **Groups** or **Users** in the Available Groups/Users list.

2 Click the user or group you want to add as an operator or user.

3 Click **Operator>>** to add them as an operator or click **User>>** to add them as a user.

4 Click **OK**.

To Remove Operators/Users

1 If the specific groups or users are not displayed on the Access page, double-click **Operators** or **Users** in the Selected Operators/Users list.

2 Click the operator or user you want to remove.

3 Click **<<Operator** to remove them as an operator or click **<<User** to remove them as a user.

4 Click **OK**.

To Create Print Servers

1 From the Print Server Details window, click **Create**. The Create Print Server window appears.

2 Click the down arrow in the File Server box, then select the appropriate file server.

3 Click the Print Server box (or highlight the current name), then type in the print server name.

4 Click **OK**.

To Delete a Print Server

1   If the print servers are not displayed in the Print Server Details window, double-click the file server name.

2   Click the name of the print server you want to delete.

3   Click **Delete**.

4   Click **OK**.

To Create Print Servers

1 Click **NetWare** at the top of the main window.

2 Click **Print Servers**.

3 Click **Create**. The Create Print Server window appears.

4 Click the down arrow in the File Server box, then select the appropriate file server.

5 Click the Print Server Name box (or highlight the current name), then type in the print server name.

6 Click **OK**.

To Delete Print Servers

1 Click **NetWare** at the top of the main window.

2 Click **Print Servers**.

3 If the print servers are not displayed, double-click the file server name.

4 Click the name of the print server you want to delete.

5 Click **Delete**.

6 Click **OK**.

To Select Operators/Users

1 If the print servers are not displayed in the <u>Print Server Details window</u>, double-click the file server name.

2 Click the name of the print server you want.

3 Click **Properties**.

4 If the individual groups or users are not displayed, double-click **Groups** or **Users** in the Available Groups/Users list.

5 Click the user or group you want to add as an operator or user.

6 Click **Operator>>** to add them as an operator or click **User>>** to add them as a user.

7 Click **OK**.

To Select Operators/Users

1 Click **NetWare** at the top of the main window.

2 Click **Print Servers**.

3 If the print servers are not displayed, double-click the file server name.

4 Click the name of the print server you want.

5 Click **Properties**.

6 If the individual groups or users are not displayed, double-click **Groups** or **Users** in the Available Groups/Users list.

7 Click the user or group you want to select.

8 Click **Operator>>** to add them as an operator or click **User>>** to add them as a user.

9 Click **OK**.

To Remove Operators/Users

1   If the print servers are not displayed in the Print Server Details window, double-click the file server name.

2   Click the name of the print server you want.

3   Click **Properties**.

4   If the individual operators or users are not displayed, double-click **Operators** or **Users** in the Selected Operators/Users list.

5   Click the user or operator you want to remove.

6   Click **<<Operator** to remove them as an operator or click **<<User** to remove them as a user.

7   Click **OK**.

To Remove Operators/Users

1 Click **NetWare** at the top of the main window.

2 Click **Print Servers**.

3 If the print servers are not displayed, double-click the file server name.

4 Click the name of the print server you want.

5 Click **Properties**.

6 If the individual operators or users are not displayed, double-click **Operators** or **Users** in the Selected Operators/Users list.

7 Click the user or operator you want to remove.

8 Click **<<Operator** to remove them as an operator or click **<<User** to remove them as a user.

9 Click **OK**.

To Sort Printer Listings

1   Click **View** at the top of the main window.

2   Click **Sort**.

3   Click the down arrow in the Sort By box, then select the method in which you want the list of printers sorted.

    Sorting by Name, Description, Front Panel, or Status lists the printer in alphabetical order by that selection.

    Sorting by Address, Asset number, or Serial number lists the printers by the numerical order of that selection.

    Sorting by Model, HP JetDirect card, or Network number lists the printers by the alphanumerical order of that selection.

    Sorting by Severity lists the printers by the severity of their current status.

4   Click **OK**.

Hints

You can also click the column heading (NAME, ADDRESS, MODEL, or NETWORK) to sort the list by that heading.

To Filter the List of Printers

1 Click **View** at the top of the main window.

2 Click **Filter**.

3 Select the tab for your filtering option.

4 If you want to change the name of the filtering option, select the Filter Title box, then type in the new name.

5 If you want the tab for the filtering option displayed in the main window, clear the **Hide Filter Tab on Main Window** check box.

6 To filter by common printer names, check **Printer Name Equals** and type in the common parameters for the name.

   Use the asterisk (*) to represent any combination of letters (LAB* would represent all printer names with LAB as the first 3 letters of the name).

7 To filter by a list of printers, check **Include These**, then click **Change** to change the list of printers shown. The Change Printer List window appears.

8 To filter by the advanced settings, click the types of filters you want (Address, Asset Number, Color capabilities, Connection Type, and so on), check **Enable Filter**, then select the parameters or type in the appropriate information.

9 Click **OK**.

Hints

Multiple advanced selections may be used, but these may add to network traffic.

The asterisk (*) represents any combination of letters (LAB* would represent all printer names with LAB as the first 3 letters of the name).

Changing Printer Notification Window

From this window you can perform the following operations:

[Notify Users of Printer Status](#)

[Remove Users from the Notification List](#)

To Notify Users of Printer Status

1. Click the name of the printer in the list of printers in the main window that you want to add the group or user to.

2. Click **Printer** at the top of the main window, then click **Modify**.

3. When the list appears, click **Notification**.

4. Click the **Change** button. The Notification window appears.

5. If the Groups or Users selections are not displayed, double-click the file server name in the list of Available Groups/Users.

6. If the individual groups or users are not displayed, double-click **Groups** or **Users**.

7. Click the name of the group or user you want to add to the notification list.

8. Click **Notify>>**.

9. To notify the owner of the print job, check the "Notify Job Owner" box.

10. Click **OK**.

11. Click **OK** to return to the main window of the HP JetAdmin utility.

    With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Remove Users from the Notification List

1 Click the name of the printer in the list of printers in the main window that you want to remove the group or user from.

2 Click **Printer** at the top of the main window, then click **Modify**.

3 When the list appears, click **Notification**.

4 Click the **Change** button. The Notification window appears.

5 If the groups or users are not displayed, double-click the file server name in the list of Groups/Users to Notify.

6 If necessary, double-click the name of the user's group.

7 Click the name of the group or user you no longer want notified of problems with this printer.

8 Click **<<Remove**.

9 To no longer notify the owner of the print job, clear the "Notify Job Owner" check box.

10 Click **OK**.

11 Click **OK** to return to the main window of the HP JetAdmin utility.

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Refresh the Printer List

1 Click **View** at the top of the main window.

2 Click **Refresh** to update the printer list based on the current filter and sort selections.

Hints

Press **F5** to refresh the printer list from your keyboard.

To View the Toolbar

1 Click **View** at the top of the main window.

2 Check **Toolbar** to display it or uncheck **Toolbar** to remove it from the display.

To View the Status Bar

1   Click **View** at the top of the main window.

2   Check **Status Bar** to display it or uncheck **Status Bar** to remove it from the display.

Drivers Window

From this window you can perform the following operations:

[Install Printer Drivers](#)

[Select Printer Drivers](#)

[Remove Printer Drivers](#)

To Install a New Printer Driver

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Modify**.

2 Click **Drivers**.

3 Click **Browse**.

4 Select **HP** as the Manufacturer.

5 Select the printer driver you want to install.

6 If the printer driver is not listed, click **Have Disk**.

7 When you are prompted for a path, type in the path for the driver you want to install (for example: A:\).

8 Click **OK**.

9 Select the printer driver you want in the list of Available Drivers.

10 Click **OK**.

11 Click **OK**.

12 Click the down arrow in the "Default printer driver" box, then select a printer driver from the list of available drivers.

13 Click **OK** to return to the main window of the HP JetAdmin utility.

Note

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Remove Printer Drivers

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Modify**.

2 Click **Drivers**.

3 Click the down arrow in the "Default printer driver" box, then select the driver you want to remove.

4 Click **Remove**.

5 Click **OK**.

6 Click **OK** to return to the main window of the HP JetAdmin utility.

Note

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Select Printer Drivers

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Modify**.

2 Click **Drivers**.

3 Click the down arrow in the "Default printer driver" box, then select the driver you want.

4 Click **OK**.

5 Click **OK** to return to the main window of the HP JetAdmin utility.

Note

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Change the Printer Description

1   With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Modify**.

2   Click **General**.

3   Click the Printer Description box or highlight the current printer description.

4   Type in a description of the printer such as the type of printer, options in the printer, and printer location.

5   Click **OK** to return to the main window of the HP JetAdmin utility.

Note

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

To Select Remote Printer Settings

1   Click the name of the printer you want to configure from the list of printers in the main window.

2   Click **Printer** at the top of the main window.

3   Click **Modify**.

4   Click **Mode**.

5   Select **Remote Printer** as your Operating Mode.

6   Click the down arrow in the Novell Print Server box, then select the print server name.

7   Click the down arrow in the Printer Number box, then select the printer number (assigned in PCONSOLE)

8   Click **OK** to return to the main window of the HP JetAdmin utility.

Note

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Hints

For remote printer mode, you must select the Novell Print Server Name and Printer Number. These selections are only available when Remote Printer mode is selected as the operating mode.

To Change the Printer Name

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window, then click **Modify**.

2 Click **General**.

3 Click the Name box (or highlight the current name), then type in the new <u>name</u> of the printer.

This is the name your printer will appear as on the network.

4 Click **OK** to return to the main window of the HP JetAdmin utility.

Note

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Printer Filters

Filtering allows the printer list to be shortened by specifying a criteria. For example, show only printers with the first part of their name matching "MARKETING*."

This page lists the filtering information for the currently selected filters and allows you to <u>configure</u> new or existing filters.

Change Printer List Window

Lists the current printer filtering selections. From this window you can perform the following tasks:

Add Printers to the Filtering List

Remove Printers from the Filtering List

Note

To access this window, click **View** at the top of the main window, then click **Filter**. When the Printer Filters window appears, select "Include These" below Printer Name, then click **Change**.

To Add Printers to the Filtering List

1 From the Change Printer List window, select the name of the printer you want to add from the list of Available Printers.

2 Click **Add>>**.   The printer appears in the Selected Printers list.

3 Click **OK**.

To Remove Printers from the Filtering List

1 From the Change Printer List window, select the name of the printer you want to remove from the list
   of Selected Printers.

2 Click **<<Remove**.   The printer no longer appears in the Selected Printers list.

3 Click **OK**.

Preferences Window

From this window you can perform the following operations:

     Set the Refresh Rate

     Set Printer Viewing Options

Note

To access this window, click **Options** at the top of the main window, then click **Preferences**.

To Set the Details View/Tray Icons Refresh Rate

1 Click **Options** at the top of the main window, then click **Preferences**.

   The Preferences window appears.

2 Check the "Enable automatic refreshing" box to activate automatic refreshing.

3 Place the mouse cursor over the slider, press and hold the mouse button, then move the slider to the right to increase the time between refreshing or to the left to decrease the time.

4 Release the mouse button.   The current time setting appears at the bottom of the field.

5 Click **OK**.

To Set Printer Viewing Options

1   Click **View** at the top of the main window, then select the appropriate viewing option:

Click **Large Icons** to view printers in the printer list using large icons and the first 8 characters of the printer names.

Click **Small Icons** to view printers in the printer list using small icons and the full printer names.

Click **List** to list the printers from left to right in alphabetical order by their printer names.

Click **Details** to view the printers with the currently selected column headings and corresponding information (**View**, **Columns**).

2   Click **Options** at the top of the main window, then click **Preferences**.

   The Preferences window appears.

3   To view printer specific icons when large or small icon view is selected, check the "Use printer model icons" box.

4   Click **OK**.

Hints

Viewing printer specific icons slows down the filtering when more than 30 printers are in a filter.

To Add Printer Icons to the System Status Tray

1 Click **Tools** at the top of the main window, then click **Alerts**.

   The Alerts window appears.

2 Click the **Tray Icons** tab.

3 Check the "Add printer icons to Tray" box.

4 Click the name of the printer in the list of Available Printers that you want to add to the system status tray.

5 Click **Add>>**.   The printer appears in the list of Selected Printers.

6 Click **OK**.   The printer icon appears in the system status tray.

See Also

Printer Icons on the System Status Tray

Printer Summary

Printer Icons on the System Status Tray

Up to 8 printer icons can be added to the system status tray.   These icons are displayed in green, yellow, or red, depending on their status.

Red: A critical error condition exists which requires user interaction with the printer to continue printing.

Yellow: A non-critical error condition exists on the printer, but the printer does not require immediate attention.

Green: The printer is ready to print.

Hold the cursor over the printer icon to see the printer name. Click the icon to get the printer summary status.

To Remove Printer Icons from the System Status Bar

1   Click **Tools** at the top of the main window, then click **Alerts**.

   The Alerts window appears.

2   Click the **Tray Icons** tab.

3   Click the name of the printer in the list of Selected Printers that you want to remove from the system status tray.

4   Click **<<Remove**.   The printer no longer appears in the list of Selected Printers.

5   Click **OK**.

Hints

To remove all printer icons from the status tray, clear the "Add printer icons to tray" check box.

See Also

[Printer Icons on the System Status Tray](#)

To Associate Sounds with Printer Events

1   Click **Tools** at the top of the main window, then click **Alerts**.

    The Alerts property pages appear.

2   Click the **Printers** tab.

3   Click the name of the printer in the list of Available Printers you want notification from, then click **Add>>**.

4   To remove a printer, click the name of the printer in the list of Selected Printers that you no longer want to receive notification from, then click **<<Remove**.

5   Click the **Sounds** tab.

6   Click the printer event you want to associate with a sound event.

    Click **Enable All** to enable all the events, or click **Disable All** to disable all currently selected events.

7   Type in the name of the sound file in the File box or click **Browse**, then select the file you want from the list of files.

8   Click **Play** to verify the sound event you selected.

9   Check the "Enable Sound Event" box to activate the sound event.

10 Click **OK**.

Hints

Update the notification list to include the users or groups you want notified of the printer event.

To Associate Printer Events with Popup Messages

1 Click **Tools** at the top of the main window, then click **Alerts**.

   The Alerts property pages appear.

2 Click the **Printers** tab.

3 Click the printer in the list of Available Printers you want notification from, then click **Add>>**.

4 To remove a printer, click the printer in the list of Selected Printers that you no longer want to receive notification from, then click **<<Remove**.

5 Click the **Popup** tab.

6 Click the printer event you want to associate with a popup.

   Click **Enable All** to enable all the events, or click **Disable All** to disable all currently selected events.

7 Check the "Enable Popup Event" box to activate the popup event.

8 Click **OK**.

Hints

Update the notification list to include the users or groups you want notified of the printer event.

To Alert Users/Administrators of Printer Events

1 Click **Tools** at the top of the main window, then click **Alerts**.

 The Alerts property pages appear.

2 Click the **Printers** tab.

3 Click the printer in the list of Available Printers you want notification from, then click **Add>>**.

4 To remove a printer, click the printer in the list of Selected Printers that you no longer want to receive notification from, then click **<<Remove**.

5 Click the **Popup** tab.

6 Click the printer event you want to associate with a popup.

 Click **Enable All** to enable all the events, or click **Disable All** to disable all currently selected events.

7 Check the "Enable Popup Event" box to activate the sound event.

8 Click the **Sounds** tab.

9 Click the printer event you want to associate with a sound event.

 Click **Enable All** to enable all the events, or click **Disable All** to disable all currently selected events.

10 Type in the name of the sound file in the File box or click **Browse**, then select the file you want from the list of files.

11 Click **Play** to verify the sound event you selected.

12 Check the "Enable Sound Event" box to activate the sound event.

13 Click **OK**.

Hints

Update the notification list to include the users or groups you want notified of the printer event.

To Generate a List of Current Network Printers

1 Click **Tools** at the top of the main window.

2 Click **Generate Report**.

3 To display the pages, click **Print Preview**.

4 To select the printer and set print options, click **Print Setup**.

5 To print the pages, click **Print**.

6 To save the current document to a different file, click **Save As**, select the new file, then click **Save**.

To Upgrade HP JetDirect Firmware

1   Acquire the disk containing the firmware upgrade, new code, and download program from Hewlett-Packard.

2   If needed, <u>filter</u> the printer list to restrict the upgrade process to a smaller group of HP JetDirect print servers.

    For example, if you want to upgrade only the HP JetDirect print servers in marketing, you can filter the printer list by network number.

3   Click **Tools** at the top of the main window.

4   Click **Upgrade JetDirect Firmware**.

    This selection allows you to upgrade the HP JetDirect print server by downloading a new firmware version into the print server's Flash (non-volatile) memory.

5   From the browser window, select the download program from the upgrade disk.

6   Click **OK** to begin the download process, then follow the instructions provided in the download Help file.

Alerts General Property Page

From this page you can set how often printers are checked for alert conditions in the HP JetAdmin utility.

To set the Alerts Refresh Rate:

1 Check Enable automatic refreshing.

2 Place the mouse cursor on the slider, press and hold the mouse button, then move the slider left to decrease the time or right to increase the time.

3 Release the mouse button. The current time setting is shown at the bottom of the field.

4 Click OK.

Note

To access the Alerts General Property page, click **Tools** at the top of the main window, then click **Alerts**. If the General page is not selected when the Alerts window appears, click the **General** tab.

Alerts Printers Property Page

Lists the printers that the HP JetAdmin utility gets notification from and allows you to perform the following operations.

     Select Printers to get Notification From

     Remove Printers from the Notification List

Note

To access the Alerts Printers Property page, click **Tools** at the top of the main window, then click **Alerts**. When the Alerts window appears, click the **Printers** tab.

Alerts Logging Property Page

Lists the current printer events that have logging events enabled.   These events are saved to a file for later use. From this page you can enable or disable logging events.

To enable or disable logging events:

1   Click the printer events you want.

2   Check the "Enable Logging Event" box to enable it, or clear the check box to disable the logging the event.

3   In the File box, type in the name of the .TXT file that you want printer events logged to including the correct path.

    Click **Browse** to select the file you want from the list of files.

4   Click **OK**.

Note

To access the Alerts Logging Property page, click **Tools** at the top of the main window, then click **Alerts**. When the Alerts window appears, click the **Logging** tab.

To Log Printer Events

1 Click **Tools** at the top of the main window, then click **Alerts**.

   The Alerts property pages appear.

2 Click the **Printers** tab.

3 Click the name of the printer in the list of Available Printers you want notification from, then click **Add>>**.

4 To remove a printer, click the name of the printer in the list of Selected Printers that you no longer want to receive notification from, then click **<<Remove**.

5 Click the **Logging** tab.

6 Click the printer event you want to log. Click **Enable All** to log all the events, or click **Disable All** to disable any logging of currently selected events.

7 In the File box, type in the name of the file you want printer events logged to including the correct path.

   Click **Browse** to select the file you want from the list of files.

8 Check the "Enable Logging Event" box to activate the logging of events.

9 Click **OK**.

Alerts Tray Icons Property Page

From this page you can perform the following operations.

    Add Printer Icons to the System Status Bar

     Remove Printer Icons from the System Status Bar

Note

To access the Alerts Tray Icons Property page, click **Tools** at the top of the main window, then click **Alerts**. When the Alerts window appears, click the **Tray Icons** tab.

To Select Printers to get Notification From

1 From the Alerts Printers page, click the name of the printer in the list of Available Printers that you want to get notification from.

2 Click **Add>>**.

3 Click **OK**.

To Remove Printers from the Notification List

1 From the Alerts Printers page, click the name of the printer in the list of Selected Printers that you no longer want to get notification from.

2 Click **<<Remove**.

3 Click **OK**.

Alerts Popup Property Page

Lists the current printer events that have popup events enabled. When these are enabled, a message will appear on screen when the selected event occurs. From this page you can enable or disable popup events.

To enable or disable popup events:

1 Click the printer events you want.

2 Check the "Enable Popup Event" box to enable it, or clear the check box to disable the popup event.

3 Click **OK**.

Note

To access the Alerts Popup Property page, click **Tools** at the top of the main window, then click **Alerts**. When the Alerts window appears, click the **Popup** tab.

Alerts Sounds Property Page

Lists the current printer events that have sound events associated with them. From this page you can associate sounds with printer events such as when the printer goes offline, when the cover is open, and so on.

Note

To access the Alerts Sounds Property page, click **Tools** at the top of the main window, then click **Alerts**. When the Alerts window appears, click the **Sounds** tab.

Advanced Property Page

Lists the advanced configuration features that are available for this printer. From this page you can perform the following tasks:

[Enable Password Protection](#)

[Change the Password](#)

[Disable Password Protection](#)

[Configure TCP/IP Parameters](#)

[Access LocalTalk and EtherTalk Information](#)

[Configure the HP JetDirect EX Print Server](#)

Hints

With the Interview mode ON, click **<Back** or **Next>** to access the configuration pages.

With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

[To Access Configuration Pages](#)

To Enable Password Protection

1 From the Advanced configuration page, click **Peer-to-Peer**, then check the "Enable configuration password" box.

2 If a password is not currently specified, click the New Password box and type in a password of up to 12 characters in length.

   The password can be any combination of characters on your keyboard. Asterisks will appear in place of the characters when you type in the password.

3 Click **OK**.

   With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Note

The first time a user attempts to configure a printer, a screen will appear to enter the password. If the correct password is not entered, access will be denied. Once the correct password is entered, the user will not be asked for the password again until they exit the utility and re-enter it.

To Change the Password

1 With Peer-to-Peer selected and the "Enable configuration password" box checked in the Advanced configuration page, click the New Password box.

2 Type in a password of up to 12 characters in length.

   The password can be any combination of characters on your keyboard. Asterisks will appear in place of the characters when you type the password in.

3 Click **OK**.

   With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Note

You must know the current password to change a password for an existing printer or to change the configuration of the printer.

To Disable Password Protection

1 From the Advanced [configuration page](#), click **Peer-to-Peer**, then clear the "Enable configuration password" check box.

2 Click **OK**.

With the Interview mode on, select **Next** to move between pages and **Finish** when you are done.

Note

You must know the current password to change a password for an existing printer, to disable password protection, or to change the configuration of the printer.

Password Entry

When this screen appears, enter the correct password.

If the correct password is not entered, a message will appear stating the password is incorrect and access will be denied.

To re-enter the password, click the error message, then, when the password entry screen appears, enter the correct password.

Hints

This screen only appears the first time you attempt to configure a printer using the HP JetAdmin utility. Once the correct password is entered, you will not be asked for the password again until you exit the utility and re-enter it.

To View the HP JetAdmin Log

1 Click **Tools** at the top of the main window.

2 Click **View JetAdmin Log**. The date and time enabled printer events occurred, the printer responsible for the event, and the status is listed.

3 To clear the log, click **Clear Log File**.

4 To exit the log file, click **OK**.

View JetAdmin Log Window

Lists the date and time enabled printer events occurred, the printer responsible for the event, and the status.

Configure Columns Page

Lists the available and selected headings for the printer listing in the main window. From this page you can perform the following operations:

Add Headings to the Printer List

Remove Headings from the Printer List

To Add Headings to the Printer List

1 Click **View** at the top of the main window, then click **Columns**.

2 Select the heading you want to add to the printer list in the list of Available Headings.

3 Click **Add>>**.

4 Click **OK**.

To Remove Headings from the Printer List

1   Click **View** at the top of the main window, then click **Columns**.

2   Select the heading you want to remove from the printer list in the list of Selected Headings.

3   Click **<<Remove**.

4   Click **OK**.

NDS Tree Name

The NDS (NetWare Directory Service) tree name refers to the name of the organizational tree used by your network.

This name can normally be found in the NET.CFG file located with your DOS VLM.EXE program or from within the NWUSER.EXE program that runs under Windows.

NDS Context Name

The NDS (NetWare Directory Service) context name refers to the container, or organizational unit that contains the print server object.

Print queue and printer objects can be located anywhere within the NDS tree, but the HP JetDirect Print Server needs to be configured to use the fully-qualified print server object name.

For example:

If your print server object is located in the container "marketing.mytown.lj" and the print server object is named "lj_pserver", the fully qualified print server name is:

"CN=lj_pserver.OU=marketing.OU=mytown.O=lj".

The Configuration window requires the print server name and the context where the print server is located.   The Diagnostics window will show the combined, fully-qualified print server name.

To disable NDS support, select a blank tree name and no context name.

NDS Status Code

This status code is returned by the file server to indicate the success of the last NDS (NetWare Directory Service) request.

Maximum File Servers Exceeded

More queues were assigned than can be handled by the HP JetDirect Print Server.   From within HP JetAdmin or NWADMIN, remove one or more print queues from the list to be serviced by Queue Server mode.

Unable to Login

Unable to log into the NetWare directory tree. Make sure that the print server object is defined in the directory at the correct context.

Unable to Authenticate

Unable to log into the NetWare directory tree. Make sure that the print server object is defined in the directory at the correct context.

Unable to Change Password

Unable to modify the print server password to the value expected by the HP JetDirect Print Server.

Unable to Read Server Public Key

A problem exists with the NetWare directory log currently in process.

Unable to Read Print Server Public Key

A problem exists with the NetWare directory log currently in process.

Unable to Resolve Server Name

Unable to locate the file server on the network. The server may not be running at this time or a communications problem may exist.

Unable to Get Server Address

Unable to locate the file server on the network. The server may not be running at this time or a communications problem may exist.

Unable to Resolve Print Server Name

Unable to locate the print server object in the specified NDS context.

Unable to Read Print Server Printer List

Unable to locate a list of printer objects that should be assigned to the print server object.

Unable to Read Printer Object Notify List

Unable to locate a list of notification objects assigned to the printer object.

Unable to Read Printer Object Queue List

Unable to locate a list of print queues assigned to the printer objects.

Unable to Resolve Printer Object

Unable to locate the printer object in the NDS directory.

Invalid Server Version

The current version of the NetWare file server is not supported.

No Printer Objects Assigned

No printer objects are assigned to the print server object configured to this HP JetDirect print server.

Too Many Printer Objects Assigned

Too many printer objects are assigned to the print server object. Reduce the number of printer objects assigned to the print server using the NWADMIN utility.

No Queue Objects Assigned

No print queue objects are assigned to the printer objects located in the NDS directory.

Too Many Queue Objects Assigned

Too many print queue objects are assigned to the printer. Reduce the number of queues assigned using the   HP JetAdmin or NWADMIN utility.

Unable to Find NDS Tree

The NDS tree cannot be located. This message may be caused because the file server is not running or because a network communication problem exists.

Unable to Change Connection State

The HP JetDirect print server cannot change the NDS connection state.

The HP JetDirect EX is Unable to Service the Queue

Certain versions of Novell NetWare do not support the multiple port capabilities of the HP JetDirect EX print server. Configure the HP JetDirect EX print server so that only one port is configured to a given file server.

NDS Property Page

From this page you can select the print server name, NDS tree, and NDS context (or organizational units) for configuring a printer to support NDS in Queue Server mode.

Hints

With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.

With Interview mode OFF, click the appropriate tab to access other configuration pages.

See Also

To Configure Queue Server Mode (NDS)

To Access Configuration Pages

Hewlett-Packard Support Information

A user forum exists on Compuserve for the HP JetAdmin Utility:

Forum: HP Peripherals

Section: #12, Networked Printers

Hewlett-Packard provides U.S. customer support through the Customer Support Center at (208) 323-2551.

To Configure Queue Server Mode (NDS)

NDS gives you the ability to have NetWare print queues and print servers in any NDS context. The actual print queue, printer, and print server object is not created in the HP JetAdmin utility. To create these objects, use the Novell NWADMIN or PCONSOLE utility, then assign the HP JetDirect print server (network interface) to this configuration with the HP JetAdmin utility as shown in the following procedure.

1 Log onto the NDS Tree as "Admin" at any user workstation.

2 Start NWADMIN.EXE or PCONSOLE.EXE. If you are using PCONSOLE, make sure you are in NDS mode.

3 Select the context or organizational unit(s) where you want to locate the print queue and print server object (for example: marketing.mytown.lj).

4 Create a print queue object (for example: LJ_Queue).

5 Create the printer object by which the Novell utilities will reference the printer (for example: LJ_Printer).

6 Assign the print queue object to the printer object.

7 Create a print server object (for example: LJ_PServer).

8 Assign the printer object to the print server object.

9 Exit the NWADMIN or PCONSOLE utility.

10 Double-click the **HP JetAdmin** icon on your Windows 95 Control Panel.

11 Click **Printer** at the top of the main window, then click **New**.

12 Double-click the printer model you want.

13 Select the network address of the HP JetDirect print server attached to the new printer, then click **Configure**.

The address of the HP JetDirect print server is on the printer self-test page or configuration plot.

14 In the Name box, type in the name of the printer.

This should be the printer server name created in step 7. This is the name your printer will appear as on the network.

15 In the Printer Description box, type in a general description of the printer such as the type of printer, options in the printer, and printer location. This field is optional.

16 Click the **Mode** tab (or **Next**), then select Queue Server Mode as the Operating Mode.

17 Click the **NDS** tab (or **Next**) to select the NDS property page.

18 Select the down arrow in the NDS Tree Name box, then select the appropriate tree name.

19 Enter the NDS context or organizational unit(s) from step 3 in the Print Server NDS Context box.

20 Click the **Advanced** tab (or **Next**), then click **Peer-to-Peer**.

If a password has already been assigned, enter the correct password.

To protect peer-to-peer users from modifying configurations, check "Enable configuration password," then enter the password you want.

If no password is required, continue to the next step.

21 Click **OK** (or **Finish**).

Hints

Before a printer can be configured:

The HP JetDirect print server must be installed in the printer.

The printer must be connected to the network

The printer must be turned on and online.

You must have supervisor rights on one of the file servers that the interface is configured to service.

Lists program information, version numbers, and copyright information.

Lists the unconfigured printers available for configuring on the network.

Gives a brief description of the tasks you can perform from the currently displayed page or window.

Select the network address of the HP JetDirect card attached to your printer, then click this key to continue configuration.

Click this button to close the currently displayed page or window.

Click this button to access online documentation for tasks and features for the currently displayed page or window.

Lists the name that the currently selected printer appears as on the network. To enter a new name or change an existing name, click this box and type in the new name.

Lists the model of the currently selected printer.

Lists the description of the currently selected printer. To update the description, click this box, then type in a new description such as the type of printer, options in the printer, and the printer location.

Click this button to return to the previous page.

Click this button to go to the next page.

Click Finish to save your printer configuration.

Click Cancel to cancel all changes made since the last time changes were saved by clicking OK.

Click OK to apply all setting changes made since the last time changes were saved.

Lists the available operating modes for the currently selected printer.

This mode requires a Novell NetWare file server on the network, but does not require a Novell NetWare print server. All of the print server functionality is located on the HP JetDirect print server. The HP JetDirect print server directly accesses the print queues on the file server to copy print jobs to the printer.

This mode requires a Novell NetWare print server. In this mode, the HP JetDirect print server supports VAP, NLM, dedicated print servers, and all features of Novell NetWare Print Services, except the /TABS option in CAPTURE and NPRINT commands.

Peer to Peer mode enables a network node to send information directly to another node without routing it through a file server.

For Remote Printer mode, this lists the Novell Print Server Name and Printer Number assigned in PCONSOLE.

With Remote Printer mode selected, click the down arrow and select the Novell Print Server that you configured for this printer in PCONSOLE.

With Remote Printer mode selected, select the printer number corresponding to the printer slot you configured for this printer in PCONSOLE.

Lists the queues currently configured for the selected printer.

Click Change to access a window that enables you to create or delete queues, or to modify the list of serviced queues.

Lists the available print queues and their servers. Double-click the server name to display print queue names.

Click Create to access a window to enter a new print queue name on an existing file server.

Click this button to delete the selected print queue from the list of Available Queues.

Click this button to assign the selected print queue to the list of Serviced Queues.

Click this button to remove the selected print queue from the list of Serviced Queues.

Lists the currently serviced print queues and their file servers. Double-click the file server name to display the print queue names.

Lists the name of the file server and the print queue for the new print queue you want to create.

Lists the name of the file server for the new print queue. Click the down arrow to select a different file server.

Click or highlight this box, then type in the full name of the new print queue as you want it to appear on the network.

Click or highlight this box, then enter the path for the printer driver you want to install (for example, A:\).

Click this button to enter the path for the printer driver you want to install (for example, A:\).

Lists the available printer manufacturers for printer drivers. Use the scroll bars to access the correct manufacturer, then click the manufacturer name (HP).

Lists the available printer drivers to install. Click the printer driver you want to install.

Lists the current users and groups to be notified of problems that occur in the currently selected printer.

Clicking this button brings up a window that enables you to add or remove users and groups to be notified of printer problems.

Lists the groups and users available to be notified of problems with this printer.

Lists the current users and groups to be notified of problems with this printer.

Check this box to notify the owner of a print job of problems with this printer.

Click this button to add the selected users or groups to the list of Groups/Users to Notify of problems with this printer.

Click this button to remove the selected groups or users from the list of Groups/Users to Notify of problems with this printer.

This section describes the current status of the selected printer.

Displays 1 of 3 states representing the printer's current state: Red - critical error, Yellow - non-critical error, or Green - ready.

Lists the current state of the printer such as online, offline, or paper out.

Lists the printer message currently displayed on the printer control panel.

Lists the current status of the printer such as offline, paper out, or paper jam.

Tests the printer connection by sending a PCL file to the printer.

Click Exit to exit the HP JetAdmin utility.

Lists the available groups and users for this printer.

Click this button to create a new user or group.

Click this button to delete the selected user or group.

After selecting a group or user, click this button to add, remove, or view members of this group.

Lists the type of items to be created, either Group or User.

Lists the file server for the group or user that you want to create. Click the down arrow to select a different file server.

Click this box and type in the full name of the group or user you want to create.

Lists the full name of the selected user.

Lists the available users or groups that can be added to the list of members.

Lists the members of the groups.

Click this button to add the selected user or group to the list of members.

Click this button to remove the selected user or group.

Lists the available queues, allows you to create and delete queues, and gives you access to the associated property pages.

Click this button to display the associated property pages for the selected queue.

Lists the groups and users that can be selected as operators or users for the currently selected queue.

Lists the currently selected operators and users for the queue.

Click this button to add the selected group or user to the list of Selected Operators/Users as an operator.

Click this button to remove the selected operator from the list of Selected Operators/Users.

Click this button to add the selected user or group to the list of Selected Operators/Users as a user.

Click this button to remove the selected user from the list of Selected Operators/Users.

Lists the attached servers and current number of jobs for the selected queue.

Lists the attached servers for the currently selected queue. Click the down arrow to view other servers.

Lists the number of print jobs currently in the selected queue.

Lists the available options for queue holds for the currently selected queue.

Check this box to prevent users from adding print jobs to this queue.

Check this box to prevent a new server from attaching to this queue.

Check this box to prevent servers from servicing print jobs on this queue.

Lists the current print jobs in the queue including their description, owner, position in the queue, and current status.

Describes the print jobs in the queue.

Lists the owner of each print job in the queue.

Lists the position of each print job in the queue in reference to the other jobs listed.

Lists the current status of the print jobs in the queue. This status is periodically updated. Normally the printing process is as follows: 1) Adding - the job is currently being placed in the queue 2) Ready - the job is waiting to be printed 3) Printing - the job is printing. Hold indicates that a user or operator hold has been placed on the job, preventing the job from being printed.

Check this box to place an operator hold on the selected print job.

Check this box to place a user hold on the selected print job.

Click this button to delete the selected print job from the Job List.

Lists details about the selected print job including its job number, entry time, size in bytes, and the number of requested copies.

Lists the job number for the selected print job.

Lists the time the print job entered the queue.

Lists the size of the print job in bytes.

Lists the number of copies to print of the selected print job.

Lists the available print servers.

Click this button to create a new print server.

Click this button to delete the selected print server from the list.

Click this button to add and remove users and groups from the selected print server.

Lists the name of the file server and the name for the new print server you want to create.

Lists the file server for the print server you want to create. Click the down arrow to select a different file server.

Click or highlight this box, then enter the name of the new print server you want to create.

Lists the groups or users that are available for the currently selected print server.

Lists the currently Selected Operators/Users for the print server.

Click this button to add the selected group or user as an operator.

Click this button to remove the selected operator from the list of Selected Operators/Users.

Click this button to add the selected group or user as a user.

Click this button to remove the selected user from the list of Selected Operators/Users.

Click this button to remove the selected printer driver.

Lists details about the selected server including printer numbers, queues, and file servers.

Lists general information about the selected filter including its name and whether its hidden on the main window.

Lists the title of the selected filter.

Checking this box hides the filter tab on the main window.

Lists the name of the printers in the filter list.

Type the printer name parameters in this box. Use the asterisk to indicate random characters.

Lists the printers to include when this option is checked.

Click this button to add or remove printers from the printer list.

Lists the available advanced filtering options.

Lists the advanced filters that are currently active.

Click "Yes" to search for color printers or "No" to not search for color printers.

Search for printers with specific words in their printer descriptions. Use the asterisk to indicate random characters.

Search for printers with similar asset numbers. Use the asterisk to indicate random characters.

Search for printers with the same type of connection.

Search for printers with a common message on their control panels (such as Ready). Use the asterisk to indicate random characters.

Search for printers with a minimum amount of installed RAM.

Search for printers with common characters in the address of their HP JetDirect print server. Use the asterisk to indicate random characters.

Search for printers with a common type of HP JetDirect print server. Use the asterisk to indicate random characters.

Search for printers on a common network.   Use the asterisk to indicate random characters.

Search for printers that print at certain speeds (pages per minute).

Search for printers with specific personalities (PCL, PostScript).

Click "Yes" to search for printers that support Power Save mode or "No" to not search for printer with this mode.

Search for printers of the same printer model (4Si, 4V). Use the asterisk to indicate random characters.

Search for printers with the same status (all printers with critical errors - Red).

Check this box to enable the selected filtering method.

Lists the available printers for filtering options.

Click this button to add the selected printer to the list of Selected Printers included in this filter.

Click this button to remove the selected printer from the list of Selected Printers.

Lists the currently selected printers included in this filter.

Allows you to sort the printer list by printer name, address, asset number, description, printer control panel message, HP JetDirect interface, and other parameters.

Lists the current refresh rate and shows if automatic refreshing is enabled.

Check this box to enable automatic refreshing for Details View and Tray Icons.

To adjust the refresh time, place the mouse cursor on the slider, hold down the mouse button, then move the slider. When you release the mouse button, the current setting is displayed at the bottom of the box.

Lists the available options for viewing printers.

Check this box to use printer icons for viewing printers in the printer list.

Check this box to view the current printer status on the printer icon.

Lists the current setting for adding printer icons to the system status tray.

Lists the available printers whose icons can be displayed on the system status tray.

Lists the printers whose icons are currently displayed on the system status tray.

Click this button to add the selected printer to the list of printers appearing on the system status tray.

Click this button to remove the selected printer from the list of printer icons appearing on the system status tray.

Lists the current refresh rate and shows whether automatic refreshing is enabled.

Check this box to enable automatic refreshing or clear the check box to disable it.

Place the mouse cursor on the slider, press and hold the mouse button, then adjust the refresh time. When you release the mouse button, the current setting is displayed at the bottom of the field.

Shows how often printers are checked for alert conditions in the HP JetAdmin utility.

Lists the printers that are currently available in which HP JetAdmin can receive notification of selected printer events.

Lists the printers that HP JetAdmin is currently receiving notification from for selected printer events.

Click this button to add the selected printer to the list of printers in which HP JetAdmin will receive notification of enabled printer events.

Click this button to remove the printer from the list of Selected Printers in which HP JetAdmin receives notification of selected printer events.

Lists the printer events for which a popup event can be enabled or disabled.

Lists the printer events that can be enabled or disabled for logging to a file.

Lists the current settings for the selected printer event.

Check this box to enable a popup event for the selected printer event, or clear the check box to disable it.

Check this box to enable a logging event for the selected printer event, or clear the check box to disable it.

Lists the printer events that sound events can be associated to.

Lists the current settings for the selected printer event.

Lists the .WAV sound file for the currently selected event or allows you to type in a .WAV file name for the selected event.

Lists the .TXT file that the currently selected event is logged to or allows you to type in a .TXT file name for the selected event.

Check this box to enable a sound event for the currently selected printer event or clear this check box to disable it.

Click this button to play the currently displayed .WAV sound file.

Click this button to search for a file or directory by browsing a disk and its file structure.

Lists the current status of password protection. Asterisks appear in the Current Password field when a password is set.

Check this box to enable password protection or clear this check box to disable it.

Asterisks appear in the password box when there is a current password. You must have SUPERVISOR rights or know the current password to change an existing password.

Click this box, then type in a new password of up to 12 characters in length.

Enter the correct password in this field.

Click this button to install a new printer driver. Select HP as the printer manufacturer, select a printer driver, then click OK. If you are prompted for a path, enter the correct path, then click OK.

Click this button to enable all of the events listed under Printer Events.

Click this button to disable all of the events listed under Printer Events.

Lists the table headings available for the printer list in the main window.

Lists the selected table headings for the printer list in the main window.

Click this button to remove the selected heading from the printer list in the main window.

Click this button to add the selected heading to the printer list in the main window.

Lists the available printer drivers in the selected path. Select one or more drivers, then click OK.

Click this button to clear all of the current status messages displayed in the log file.

Lists the date and time enabled printer events occurred, the printer responsible for the event, and the status.

Lists the date and time enabled printer events occurred

Lists the name of the printer responsible for the event.

Lists the status of the printer for the logged event.

To Access the Queues Window

1 With the printer highlighted in the list of available printers, click **Printer** at the top of the main window.

2 Place the mouse icon on **Modify**. When the list appears, select **Queues**.

3 From the Queues configuration page, click the **Change** button.

To access the User Details window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Groups/Users**.

To access the Queue List window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Jobs/Queues**.

To access the Print Servers Details window, highlight your printer in the list of available printers, click **NetWare** at the top of the main window, then click **Print Servers**.

To access th the Change Printer List window, click **View** at the top of the main window, then click **Filter**. When the Printer Filters window appears, select "Include These" below *Printer Name*, then click **Change**.

The refresh rate controls how often the printer status, severity, and front panel information is updated. This value can be set from 15 seconds to 5 minutes.

To Configure TCP/IP Parameters

1 From the Advanced configuration page, click **TCP/IP**.

2 Click the **IP Address** box and enter the correct IP Address.

3 If required, click the **Default Gateway** box and enter the correct Default Gateway address.

4 If required, click the **Subnet Mask** box and enter the correct Subnet Mask.

5 If you want to change the idle timeout value, click the Idle Timeout box and enter the value you want.

6 Click **OK** (or **Next**) when you are finished.

Hints

With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.

With Interview mode OFF, click the appropriate tab to access other configuration pages.

Queue server mode has been enhanced to support native NDS (NetWare Directory Services). NDS allows you to locate print servers anywhere in the NDS tree. If you configure your printer with NDS print services, it is not necessary to provide bindery print queues. If you are using NDS, the HP JetDirect print server can service 1 NDS tree. Within this tree, you can have up to 16 file servers. NDS uses a login slot on each file server where it services queues. The HP JetDirect print server can service up to 64 queues on these file servers.

For example. for a maximum configuration you could have 1 file server with 64 queues, 16 file servers with 4 queues per server, or some other similar combination.

To Access LocalTalk and EtherTalk Information

1 From the Advanced configuration page, click **Mac**.

   This lists the name that the selected printer is known by on both LocalTalk and EtherTalk networks. A number after the name indicates that there are multiple devices with this name and that this is the Nth instance of the name. The type of service that is broadcasted on the network for the currently selected printer is also listed.

2 Click **OK** (or **Next**) when you are finished.

Hints

With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.

With Interview mode OFF, click the appropriate tab to access other configuration pages.

Lists the current name that the selected printer is known by on LocalTalk and EtherTalk networks and the type of service the printer provides.

Lists the name that the selected printer is known by on both LocalTalk and EtherTalk networks. A number after the name indicates that there are multiple devices with this name and that this is the Nth instance of the name.

Lists the type of service that is broadcasted on the network for the currently selected printer.

The Internet Protocol (IP) address assigned to the HP JetDirect print server. This is a required entry for operation of the print server.

The IP address of the gateway used when sending packets off the local network. Only one default gateway may be configured.

The IP subnet mask configured on the HP JetDirect print server.

The location from which the print server is obtaining or has obtained its IP configuration from.

The timeout value expressed in seconds after which the print server closes an idle TCP print data connection. Acceptable values are integers between 0 and 3600. A value of zero turns off the timeout mechanism.

Lists the TCP/IP IP address, default gateway, subnet mask, and idle timeout for the selected printer.

To Configure the HP JetDirect EX Print Server

1 From the Advanced configuration page, click **JetDirect/EX**.

2 To change the parallel mode, click the down arrow in the **Preferred Parallel Mode** box, then select the parallel mode.

3 To change the parallel handshaking, click the down arrow in the **Parallel Handshaking** box, then select the handshaking you want.

4 To select how the HP JetDirect EX print server handles error conditions, click the down arrow in the **JetDirect Error Behavior** box, then select the error handling you want.

5 To select the personality that the HP JetDirect EX print server uses when it sends a status page to the printer, click the down arrow in the **Status Page Language** box, then select the personality you want.

6 Click **OK** (or **Next**) when you are finished.

Hints

With the Interview mode ON, click **<Back** or **Next>** to access other configuration pages.

With Interview mode OFF, click the appropriate tab to access other configuration pages.

Enables you to set a password to prevent modification of the configuration by someone using the HP JetAdmin utility in Peer-to-Peer mode.

Lists the settings for configuring the HP JetDirect EX print server.

Enables you to select the parallel mode that you want to use for the HP JetDirect EX print server. Centronics is generally slower than BiTronics and does not offer allow two-way communications with the printer.

Enables you to select the type of communications handshaking the HP JetDirect EX print server uses.

Allows you to select how the HP JetDirect EX print server handles error conditions. "Dump then Reboot" sends a print log to the printer, then reboots the print server. "Reboot without Dump" reboots the print server without sending a print log to the printer. "Dump then Halt" sends a print log to the printer, then stops the print server.

Enables you to select the printer personality (HP-PCL, PostScript, HP-GL2, or Text) that the HP JetDirect printer server uses when it sends a status page to the printer.

Lists the available categories for advanced settings. Click on a category to bring up specific settings for that category.

Insufficient memory during initialization

There are insufficient resources to perform the action you requested.

Close other applications before retrying this action.

The TSR TBMI2.COM must be loaded before Windows is started

For the HP JetAdmin software to run as a NetWare program, IPX.COM must be running. Make sure that the network is up and configured correctly.

To start your client network, load the IPX and NETX modules. The names may differ depending on your installation, but the commands should resemble the following:

    C:> CD\NETWARE\

    C:> IPX (version 3.10+)\

    C:> NETX   (version 3.26+)\

    C:> TBMI2   (version 2.1+)\

Note

If you are operating under windows, check to see if NetWare is configured in the Windows setup program. The "Novell NetWare (shell versions 3.26 and above)" option should be selected.

If Windows is operating in Standard mode, run the TBMI2 program before starting Windows.

The NetWare VLM shell can also be used with HP JetAdmin and HP JetPrint (Windows 3.1).

After IPX is loaded and Windows is configured correctly, re-run the HP JetAdmin software.

The NetWare shell is not loaded

To start your client network, load the IPX and NETX modules. The names may differ depending on your installation, but the commands should resemble the following:

    C:> CD\NETWARE\

    C:> IPX (version 3.10+)\

    C:> NETX   (version 3.26+)\

    C:> TBMI2   (version 2.1+)\

Note

If you are operating under windows, check to see if NetWare is configured in the Windows setup program. The "Novell NetWare (shell versions 3.26 and above)" option should be selected.

If Windows is operating in Standard mode, run the TBMI2 program before starting Windows.

The NetWare VLM shell can also be used with HP JetAdmin and HP JetPrint (Windows 3.1).

After IPX is loaded and Windows is configured correctly, re-run the HP JetAdmin software.

IPX is not configured for this system

The IPX protocol stack is not installed.

Make sure that the networking software is correctly installed in the client. The Windows setup program is normally used to install the correct protocol stacks.

SPX is not configured for this system

The SPX protocol stack is not installed or there are insufficient SPX connections configured for the client.

This error is most likely caused by loading IPXODI with the -A option.

To correct this problem, change your network start-up files to use the following:

    IPXODI /D

This option conserves some conventional memory by not loading the Diagnostics responder, but will add the SPX protocol (required by HP JetAdmin and HP JetPrint).

Unable to communicate with the printer

The printer cannot be found on the network.

Refresh the printer list to get an up-to-date listing of all of the printers.

Make sure that there are no network communications problems and that the printer is turned on and online.

Configuration channel is busy, cannot connect to the printer

The printer configuration channel is busy.

Make sure that another user is not accessing the printer with the HP JetAdmin software. Only one administrator can have access at a time.

Retry this operation later.

Printer is busy

The printer is busy.

Retry your operation later. If this continues, power-cycle the printer.

Insufficient rights

You must have print access rights to access this printer.

Contact your printer administrator to get printing access to this device.

Insufficient rights. You are not an administrator for this printer.

You must have supervisor or admin access to the printer in order to modify its settings.

Reconnect to the proper server with a sufficient login account.

Insufficient rights. You cannot perform this action.

You do not have sufficient access rights to perform this action.

Login as admin or supervisor, or contact your administrator to have your access rights extended.

Lists the NDS tree name for use with the currently selected printer and the context within the NDS tree to use for the print server.

Select the down arrow in this box, then select the appropriate tree name.The NDS (NetWare Directory Service) tree name refers to the name of the organizational tree used by your network. This name can normally be found in the NET.CFG file located with your DOS VLM.EXE program or from within the NWUSER.EXE program that runs under Windows.

Select this field, then enter the NDS context. The NDS (NetWare Directory Service) context name refers to the container, or organizational unit that contains the print server object. Print queue and printer objects can be located anywhere within the NDS tree, but the HP JetDirect Print Server needs to be configured to use the fully-qualified print server object name.

HP JetAdmin Software Modes

The HP JetAdmin software may be installed in two different modes: the mode that is currently installed on your system (HP JetAdmin) and a mode which includes support for NetWare (HP JetAdmin NetWare Support). Since your client has a NetWare client configured, you may want to consider installing the NetWare mode of HP JetAdmin.

Your current mode of the HP JetAdmin software sends print data directly to the printer. This mode works well if there are few users and print jobs tend to be small.

The NetWare mode of the HP JetAdmin software spools print jobs on a Novell file server. This mode is recommended when you have a NetWare client configured. It works well if there are multiple users sharing printers or if you are printing large print jobs. This mode also provides better sharing of printers.

HP JetAdmin Software Modes

The HP JetAdmin software may be installed in two different modes: the mode that is currently installed on your system (HP JetAdmin NetWare Support) and a mode which includes support for networks without a Novell file server (HP JetAdmin). Since your client has no NetWare client software configured, you must install the other mode of HP JetAdmin to use the HP JetAdmin software.

Your current mode of the HP JetAdmin software sends print data to a queue on a Novell file server. This mode works well if there are multiple users sharing printers or if you are printing large print jobs. This mode also provides better sharing of printers.

The other mode of the HP JetAdmin software sends print jobs directly to the printer without requiring a Novell file server. This mode works well if there are few users and print jobs tend to be small.