INTELLI *scribe*®

INTELLI*scribe*® Installation and Setup
for News Script Printing

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The Power to Print
Brooks Internet Software, Inc.
www.brooksnet.com

For News Stations, Media Companies, and Others

The purpose of this guide is to help you quickly set up broadcast printing for simultaneously printing multiple copies of news scripts or other documents to any number of network printers. Optionally, each network printer can be loaded with different colored stock depending on the role of the person the script is intended for.

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News Script Printing with INTELLI*scribe*

Newsrooms are using INTELLIscribe's broadcast printing function alongside their newsroom systems (iNEWS™, ENPS®, and others) to easily print scripts simultaneously to multiple network printers. In many cases, these printers are loaded with specific colored stock for different people.

To set up INTELLIscribe for news script printing, complete these general steps:

1 Install INTELLIscribe on a Windows® workstation or server.

2 Create an INTELLIscribe virtual printer port for printing news scripts to multiple network printers.

3 Create a Windows printer and associate it with the virtual printer port.

The following sections will guide you through these steps.

Installing INTELLI*scribe*

INTELLI*scribe* is distributed with a Windows setup program, which guides you through the installation on your computer. The setup program installs and initially configures all files needed to operate the software.

Here is the step-by-step installation process:

1 Run the setup program downloaded from our website or the single file executable (intelliscribe.exe) located on the installation CD.

2 **Welcome** At the Welcome screen, click *Next*.

3 **License Agreement** After reading and agreeing to the terms of the software license, click *Yes* to proceed. If you choose *No*, setup will not continue.

4 **Select Destination Location** Choose the destination folder for INTELLI*scribe*. The default folder is `C:\Program Files\Brooks Internet Software\INTELLIscribe`. Click *Next*.

5 **Select additional tasks** Decide whether to add shortcut icons in your Startup group, the desktop, or the Quick Launch toolbar. INTELLI*scribe* runs as a service; these shortcuts are not necessary for program operation.

6 **Ready to Install** Setup displays information about your selections. Review the information in this dialog. If you want to make any changes, click *Back*. When you click *Install*, all files necessary for INTELLI*scribe* will be copied to your computer.

7 **Completing** Setup will prompt you to restart your computer in some circumstances. If prompted to do so, choose *Yes*. Setup will then restart Windows. Note that setup configures INTELLI*scribe* to start automatically when the computer is started.

Broadcast printing

One of INTELLI*scribe*'s features that allows a document, such as a news script, to be printed once and simultaneously sent to multiple network destinations including network printers.

System Requirements

Windows 2000, XP, 2003, Vista

- Internet Explorer 5.01 SP2 or later
- TCP/IP Network

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Initial INTELLI*scribe* Setup

To configure INTELLI*scribe* initially, start by creating a virtual printer port. Complete the following steps to add a virtual printer port.
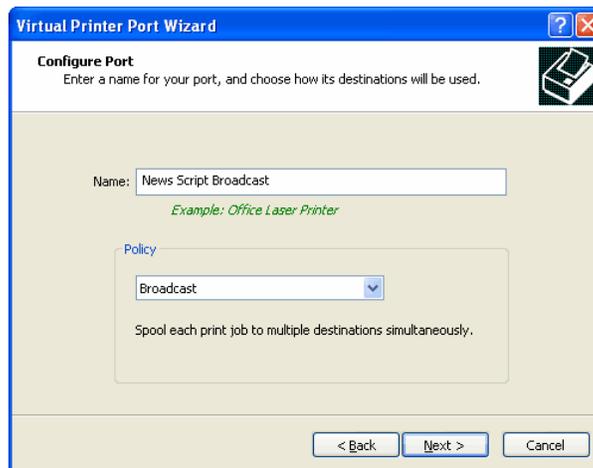
Creating a Virtual Printer Port

The *Virtual Printer Port Wizard* guides you through the steps of adding or updating a virtual printer port.

1 **Add a New Port** To add a new port, select *Add* from the *Port* menu. To update an existing virtual printer port, choose *Update* from the same menu. A welcome screen explains the Wizard's purpose. Click *Next* to begin configuring the port.

2 **Configure Port** The Configure Port step allows you to enter the name of the virtual printer port and select a port policy.

Step 2: Configure Port

a. **Name** This field should contain the name of the virtual printer port. Each port must have a unique name. A name is required when creating a new virtual printer p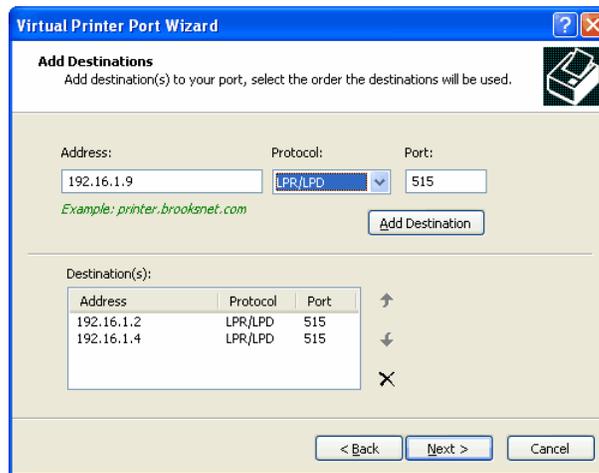ort; the name cannot be changed when updating a port. The port name has no size limit and can contain most characters including spaces (see side note).

Name Field: We recommend the port name be 32 characters or less. You should also use a descriptive name such as "Printer in room 3" or "Office Printer." This name will be the name known to the Windows Print Manager.

b. **Port Policy** Select the policy you want this port to use (see side note). Port policies determine how a port selects a printing destination when a document is printed; the policy also determines how the port handles a printer failure. Selecting the *Broadcast* policy will allow you to print a script once and have it sent simultaneously to multiple network printers. When you have selected the Broadcast policy, click *Next*.

3 **Add Destination(s)** The Add Destinations step allows you to enter all the network printers to which scripts will be printed. After you have entered the printers' addresses, protocols, and ports, click *Add Destination* to add each printer to the list.

a. **Address** Enter the IP address or hostname of the printer or print server.

Port Policy: When more than one printer is entered, the printers must either be the same model **or** support a common printer language. For instance, two HP Laserjet 4 printers that support PCL can be used.   Also, there are a large number of different printers
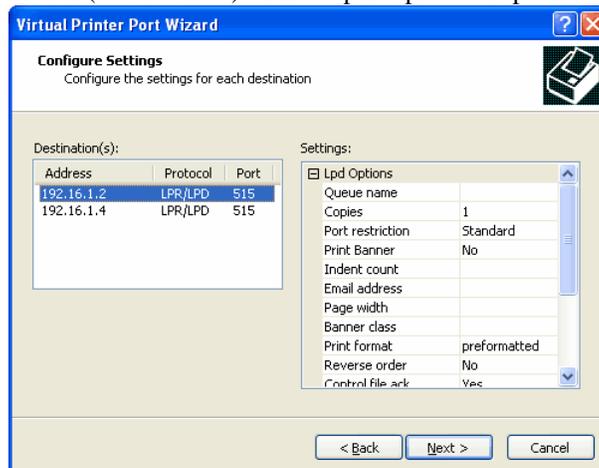
b. **Protocol** From the list, select which protocol you want this printer to use. You should verify that the protocol is supported by your print server. Most hardware print servers support the LPR/LPD protocol.

c. **Port** Enter the TCP/IP port number the print server is listening

Step 3: Add Destinations

on for print requests. The default port number for LPR/LPD is 515 and is entered automatically. Most single port JetDirect print servers receive data on port 9100; this port number is entered automatically when selecting the JetDirect protocol. Consult your print server's documentation for detailed information.

d. **Destination(s)** This box contains a list of destinations (printers) that have been created for the port. If updating an existing port, the list will be populated automatically.

  i. **Buttons** The Up ⬆ and Down ⬇ buttons increase or decrease the priority of the selected destination. If only one destination is available or if the destination is already the highest (or lowest) priority, the buttons do not perform any operation. The Delete ✗ button deletes the selected destination, but there must be at least one destination to continue.

4 **Configure Destination Options** This final step allows you to customize the configuration of each destination (see side note). This step has protocol-specific

attributes, as well as destination-specific settings. You must specify a *Queue Name* for each destination using the LPR/LPD protocol (see side note).

a. **Destination(s)** This lists all destinations that have been entered in the previous step. Highlighting a different destination

Step 4: Configure Destination Options

Configure Options: Always attempt to print using the default settings first, and then modify these settings as needed. Normally, the default attributes are sufficient.

LPD Queue Names: A list of LPD queue names for common network printers and servers is available on our website.

populates the *Settings* list with the destination's current configuration.

b. **Settings** The Settings list displays either an LPD settings list or a JetDirect settings list depending on the highlighted destination. Each protocol has a different set of options that can be configured.

i. **LPD Options List** The following table describes the LPD settings:

Parameter	Description
Queue Name	This is a required parameter: Name of the queue on the LPD server (see side notes).
Copies	Request that the print server print a specified number of copies. The LPD server must support printing multiple copies of a single data file for this option to work properly.
Port Restriction	Configures the LPR/LPD client port restriction. Available settings are: • Relaxed: no restrictions on available client ports • Standard: any port less than 1024 can be used • Strict: only ports in the range of 721-731 are used
Print Banner	Request that a banner page be printed with the document or not.
Indent Count	Tell the printer what the left margin is; depends on the Print Format setting.
E-mail Address	Request that the print server send email to the recipient specified here. Most print servers do not support this option.
Page Width	Specifies the text width of the document.
Banner Class	Sets the class name to be printed on the banner page.
Print Format	Informs the LPD server the format of the file being sent.
Reverse Order	Forces the application to send the control file after the data file.
Control File Ack	Wait for an acknowledgment after sending the control file before proceeding.
Data File Ack	Wait for an acknowledgment that the data file was received before proceeding.
Ignore Final Ack	Regardless of information received from the printer, INTELLIscribe will consider a document printed if all the data in the document has been sent.
LPD Status	Select whether you wish to receive a long or short queue status when testing.

LPD queue name

Within most LPD servers, you can configure a queue with specific characteristics. LPD queues are uniquely identified by their name. Each queue may have different characteristics.   When LPR clients send data to an LPD server, they must specify a queue name.

LPD server

An LPD server is a software application that receives data using the LPR/LPD protocol, which is part of the TCP/IP suite of protocols, from an LPR client. There are many varieties. RPM Remote Print Manager® is an LPD server. Many hardware print servers contain LPD servers in the firmware.

Parameter	Description
Log Detail	Allows you to set log detail for the destination or select Use Global for the default.

ii. JetDirect Options List The following table describes the JetDirect settings:

Parameter	Description
Print Banner	Forces INTELLIscribe to insert a PCL banner page prior to spooling.
Copies	Request that the print server print a specified number of copies.
Solicit Device Status	Request status about the JetDirect device while printing.
Solicit Job Status	Request status about the print job while printing.
Solicit Page Status	Request status about the current page while printing.
Query Status	These settings specify information requested when querying the destination: • **ID** The model number of the printer (e.g. LaserJet 4) • **Status** Obtain the current status of the printer • **Config** Obtain configuration information, such as paper sizes • **Filesystem** Obtain PJL file system information • **Memory** Determine the amount of memory the print has • **Page** Obtain the number of pages printed by the current print engine • **Variable** Obtains environmental and printer variables, possible values, and current settings • **USTATUS** Obtains the unsolicited status variables, possible values, and their current settings
Log Detail	Allows you to set log detail for the destination or select Use Global for the default

5 After you finish configuring the destinations, click *Next*. At the completion page, click *Finish* to complete the process of adding (or updating) your virtual printer port.

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Windows Add Printer Wizard

Now that a virtual printer port is configured, a Windows printer must be created. The Windows *Add Printer Wizard* guides you through this process.

1   Open the Printers folder and start the *Add Printer Wizard*:

    a.   **Windows 2000** From the Windows *Start* menu, open the *Settings* menu and choose *Printers*. In the *Printers* folder, double-click *Add Printer*.

    b.   **Windows XP** From the Windows *Start* menu, choose *Printers & Faxes*. On the left side of the *Printers & Faxes* folder under *Printer Tasks*, click *Add a Printer*.

    c.   **Windows Vista** From the Windows *Start* menu, choose *Control Panel*. In *Control Panel*, beneath *Hardware and Sound*, click *Printer*. In the *Printers* folder, right click the white portion of the screen, open the *Run as Administrator* menu, and choose *Add Printer*.   At the *User Account Control* dialog, press *Continue* or enter your password as required.

2   The *Add Printer Wizard* is started. At the *Welcome* page, click *Next* to begin adding your new printer.

3   **Local or Network Printer** Choose how this printer is attached to your computer. Choose *Local printer attached to this computer* and deselect *Automatically detect and install my plug and play printer*. Click *Next*. On Windows Vista, simply click *Add a local printer*.

Note Only printers using the Windows Printer Sharing service are considered network printers. All other printers, including INTELLI*scribe* printers, are "local printers.")

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4   **Select a Printer Port** Now select the port you want to use with this printer. You should see the INTELLI*scribe* virtual printer port(s) you created previously.

5   **Install Printer Software** Select the manufacturer and model of your printer. If your printer is not listed, click *Have Disk* and insert the printer manufacturer installation disk.

6   **Name Your Printer** Type a new name for this printer, or use the default name supplied by the wizard. We suggest using a descriptive name. You also must choose whether or not you want Windows-based programs to use this printer as the default printer.

7   **Printer Sharing** Select whether or not to share this printer. If you decide to share the printer, type a share name for use when connecting from other computers on the network.

8   **Location and Comment** (not pictured) Enter descriptive information about the printer. You will see this information when you initially attempt to connect to this printer from other computers on your network.
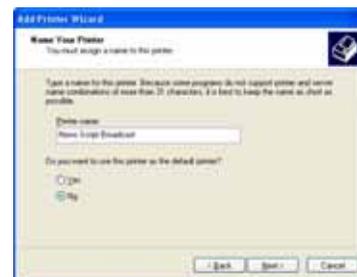
Step 3: Local or network printer

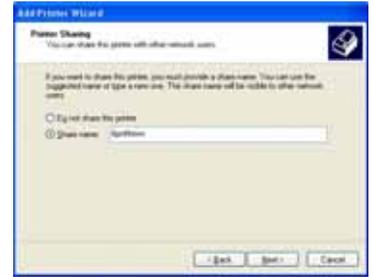*Step 4: Select a Printer Port*

Step 5: Install Printer Software

Step 6: Name Your Printer

9 **Print Test Page** (not pictured) Finally, choose whether or not you want to print a test page. Click *Finish*.

10 Windows will now install the printer and may ask for the Windows CD or the printer manufacturer installation disk. If so, insert the CD into your CD-ROM drive. If you elected to print a test page in Step 7, a test page is now printing.

Note When the Windows printer is created and associated with the INTELLI*scribe* virtual printer port, you are ready to begin printing.

Step 7: Share Your Printer

Using INTELLI*scribe*

After you have set up the virtual printer port or ports in INTELLI*scribe* and created a Windows printer and assigned the virtual printer port to it, you are ready to begin printing through the port and using INTELLI*scribe*'s other features.

Printing with INTELLI*scribe*

Printing through INTELLI*scribe* from other applications is just like normal Windows printing:

4 In the application you are using (e.g. Word, Excel, Notepad, iNEWS, ENPS, and so on), access the Print dialog as usual and select the Windows printer you created and linked to the INTELLI*scribe* virtual printer port.

5 Click Print. The document is printed through INTELLIscribe using the port's policies and settings. For example, if you have set up a virtual printer port that uses the broadcast policy, the news script you print once from iNEWS (or other application) is printed automatically to each network printer associated with the port.