

## Using Infoprint Manager Notifications- Operator and End User

Infoprint Manager Notifications is an application that you can use to receive messages about Infoprint objects, such as print jobs that you submit to Infoprint Manager, or printers, queues, and jobs that you manage. For example, Infoprint Manager can send you a message when a job you submit is finished printing so you know that you can pick it up, or it can let you know that there is something wrong with the printer and no jobs can be printed until someone resolves the problem.

**Note:** If you have installed Infoprint Select and use it to submit your print jobs to Infoprint Manager, messages about your jobs will continue to be sent to Select Notification, even if you install Infoprint Manager Notifications. You can still use Infoprint Manager Notifications to receive messages about other objects.

Before you install Infoprint Manager Notifications, check with your system administrator to make sure that the notification server is enabled on the Infoprint server. At the same time, ask for the notification server hostname and the number of the port you should use to connect with the server. You may need this information when you run Infoprint Manager Notifications for the first time.

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### Installing Infoprint Manager Notifications

You can install Infoprint Manager Notifications from the Infoprint Manager Common Client CD, available from your system administrator. Instructions for installing the program are provided in the Notification Client Readme on the CD and in the *Infoprint Manager for Windows NT and Windows 2000: Getting Started*.

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### Starting Infoprint Manager Notifications

When you install Infoprint Manager Notifications, a program icon will be added to your **Start** menu. Select **Infoprint Manager Notifications** to start receiving messages. The first time you start the program, it will try to connect to the notification server on the machine that your Infoprint Manager server runs on. If it does not succeed, the **Notification Client Properties** dialog will be displayed. Check to see if the notification server hostname and port number match the ones that your system administrator provided. If they do not, change them and click **OK**. If you need further assistance with the dialog, click **Help** to see the online help.

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### Receiving Messages

In order to receive messages, you must have Infoprint Manager Notifications not only installed, but running on your workstation. You can minimize the notification window if you do not want it open on your desktop, but then you will have to restore it when you want to check the messages that have arrived.

**Tip::** On Windows systems, you can put Infoprint Manager Notifications in your Startup folder, so it will automatically start whenever you log on.

You will receive certain messages without having to do anything else--for example, messages about print jobs you have submitted (including messages about the

printers you send your jobs to) will come to you by default. Most of the messages you receive about jobs provide reasons for a job not printing. If you receive one of them, you can either resend the job or check with your print room operators or system administrator to resolve the problem. If you start to receive messages that don't seem to relate to you, inform your system administrator.

If you need to receive messages about other objects-- for example, about printers that you manage-- your system administrator can change the notification profile for those objects.