



For Stratus Administrators

Setting up and using Direct Print with Dispatcher Stratus

Setting up and using Direct Print on your MFPs is a fast and easy process. Direct Print allows users to print quickly and efficiently to MFPs without the need to authenticate at the machine.

1. Enable Direct Printing

- Go to **Settings** in the Stratus admin portal.
- Scroll to **Printing Features**.
- Toggle **Direct Printing** to **On**.
- This activates the ability to create IPP-based Direct Print queues.

2. Verify Admin & Role Permissions

- **Super Admins** automatically receive all new permissions.
- Other roles (Admin, Manager, Help Desk, etc.) may **not** have Direct Printing permissions by default.

To confirm or update:

- Go to **Advanced** → **Roles** → select the role.

Roles			
Roles	Group Assignment	User Assignment	Actions
Tenant Admin			👁️ ✎️ 🗑️
Tenant Super Admin (System Role)		Ann Marie Caouette	👁️ ✎️ 🗑️
Tenant User			👁️ ✎️ 🗑️

- Under **Permissions**, confirm the following are enabled:
 - Manage Print Queues
 - Manage Direct Printing
 - Assign Print Access

- Save any updates.

Role Name
Tenant User

Apps		Direct Print Queue	Print Settings
Authentication	View	<input type="checkbox"/>	<input type="checkbox"/>
Dashboards	Create	<input type="checkbox"/>	
Devices	Edit	<input type="checkbox"/>	
Direct Print	Delete	<input type="checkbox"/>	
Forms	Delete Files	<input type="checkbox"/>	
Jobs	Use	<input checked="" type="checkbox"/>	
Release2Me	Manage Users	<input type="checkbox"/>	

Cancel Save

3. Add Print Users

Users must be added to Stratus to receive print access. To add users:

- Go to the **Users** tab.
- Click **Invite User**.

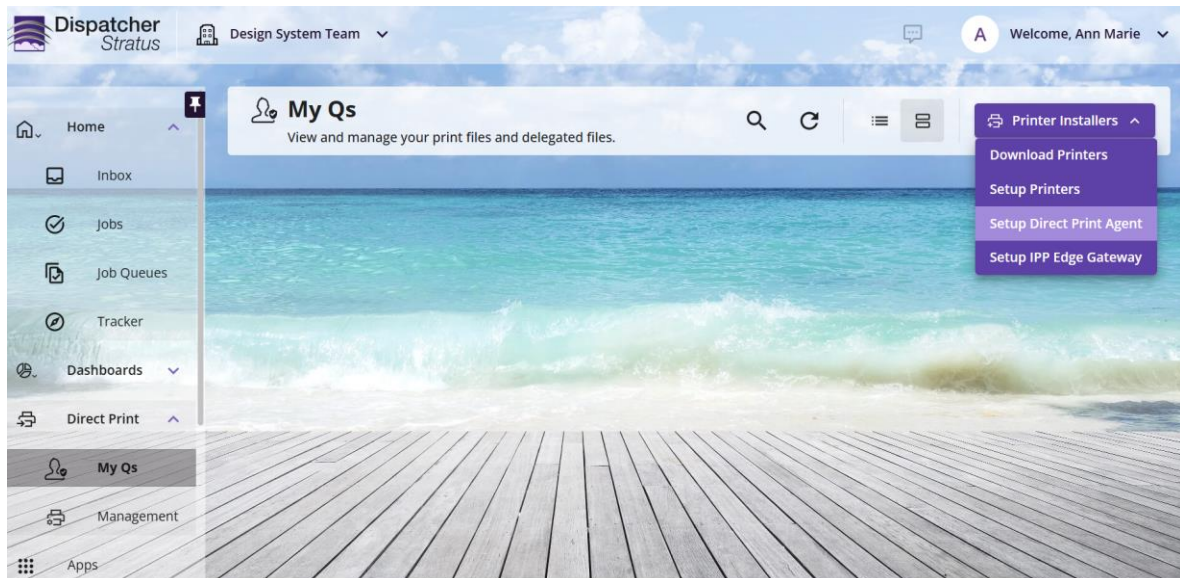
- Assign each user to the appropriate groups (optional but recommended).

Tip: Groups streamline queue access, especially for departments.

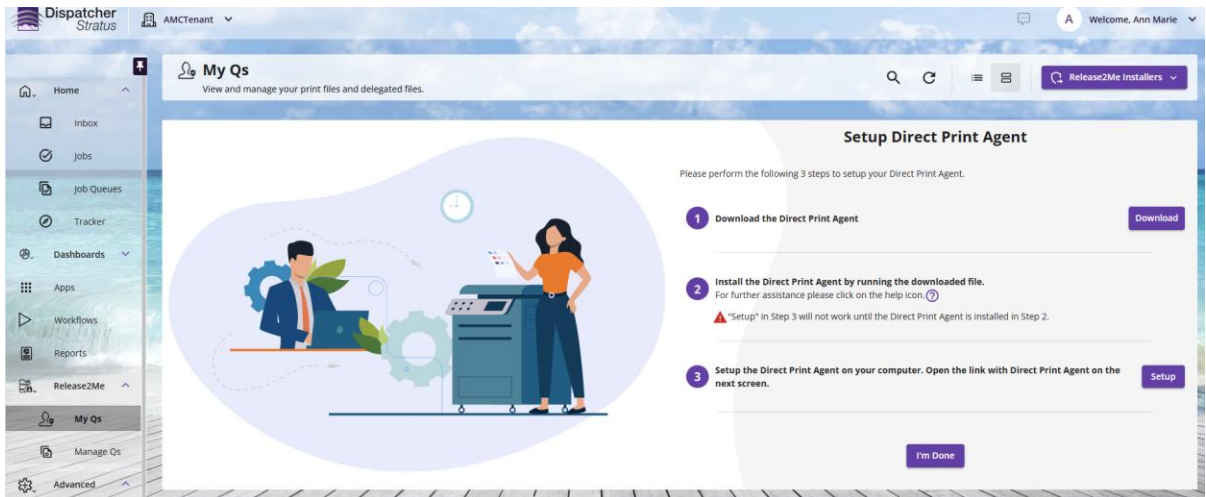
4. Install Direct Print Agent

When installing a Direct Print Agent, make sure it's placed on a server or device that stays powered on and connected to the network at all times. If the device goes offline, goes to sleep, or connects to a different network - such as a laptop used for hybrid work - users will not be able to print using Direct Print.

- Go to **Direct Print** → **My Qs** → **Printer Installers** → **Setup Direct Print Agent**



- Click the **Download** button to Download the Direct Print Agent
- In your downloads dropdown, double click on the **DispatcherDirectPrintAgent** download
- When the Direct Print Agent Setup Wizard pops up, choose **Download Direct Print Agent** and click **continue** and follow prompts
- Once it says Installation Complete, click **close** and return to the tenant setup page
- Click the **Setup** button for **Number 3** on the **setup page**



- When prompted by the alert popup for opening the agent, click the **Open button**
- Once complete, click **Close** on the popup
- Your driver is now installed, and you can click the **I'm Done** button

5. Add a New Device

Devices need to be added and configured before setting up a Direct Print Queue. To have on hand:

- ID or Serial Number of the device
- Admin password for the device
- Name of the Direct Print Agent

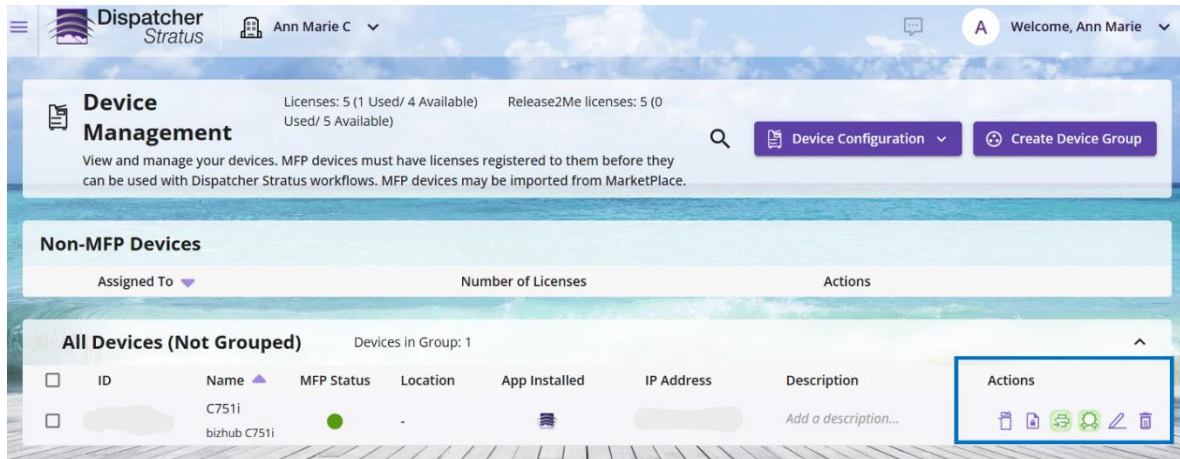
Adding a new device:

- Go to **Advanced → Devices**
- Select **Device Configuration → Add Devices**
- Choose the **Device Type** and add the following under **Device Info**:
 - Create a name for the device that will differentiate it from other devices
 - The ID or Serial Number
 - Type in the Admin password for the MFP under Device Connection
 - Click Direct Printer, then choose the related Direct Print Agent from the drop-down menu

6. Configure Your New Device

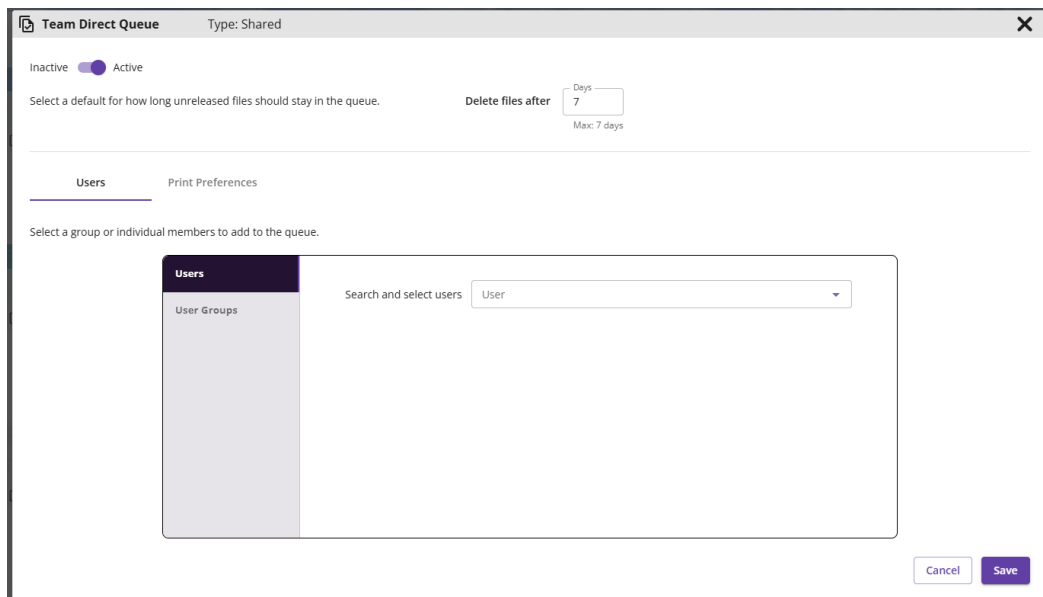
Your newly added printer will be listed under **Device Management**. To use Direct Print on the device, you will need to add a license and enable Direct Print for the device.

- Under Actions, click on the **License** icon.
- When asked if you'd like to register one of your available licenses to the device, click **yes**.
- The License icon will now be green.
- Under **Actions**, click on the **Enable Direct Print** icon.
- In the drop down that pops up, choose the **Direct Print Agent** for the device and hit save.
- The Direct Print icon will now be green.



7. Create a Direct Print Queue

- Go to **Direct Print** → **Manage Qs**.
- Select **Add Print Queue**.
- Choose **Direct Print (IPP)** as the queue type from the drop down.
- **Configure** the queue:
- **Queue Name**
- **URL identifier** – chose a URL identifier that is related to the Queue Name for easy identification later on
- Click **Continue** when finished.
- Assign **User Access** and **Print Preferences** to the Queue



Team Direct Queue Type: Shared

Inactive Active

Select a default for how long unreleased files should stay in the queue. Delete files after Days
Max: 7 days

Users **Print Preferences**

Select the default print preferences using the drop down menus and click the checkboxes for items you would like to allow the user to edit.

BASIC	Allow User To Edit	Layout	Allow User To Edit	Finisher	Allow User To Edit
Color <input type="text" value="Color"/>	<input checked="" type="checkbox"/>	Sides <input type="text" value="1-Sided"/>	<input checked="" type="checkbox"/>	Staple <input type="text" value="None"/>	<input checked="" type="checkbox"/>
Collate <input type="text" value="On"/>	<input checked="" type="checkbox"/>	Binding Position <input type="text" value="Left Bind"/>	<input checked="" type="checkbox"/>	Fold <input type="text" value="None"/>	<input checked="" type="checkbox"/>
Offset <input type="text" value="Off"/>	<input checked="" type="checkbox"/>			Punch <input type="text" value="None"/>	<input checked="" type="checkbox"/>

Click on the plus icon to start adding Default PJI headers.

Header	Value	
No headers added		

- **Save changes.**

Direct Printing Setup Complete!

Users can now print directly to designated devices with fast, driverless output.