



## Achieved Printing Configuration

Print Job History Life Span is activated per Print Queue to provide reprint capability. The cost of this feature is extra disk space usage on print servers.

Staff members who have been granted the Agent and Print Job Control ACL Permissions can Requeue Archived print jobs to a selected printer.

**Note:** Patrons must contact a staff member and request to have their print job(s) requeued.

### Assign the ACL Permissions (optional)

Members of the Default Admin Class have full control of all system management tasks. Optionally, you may create a new Admin Class and add selected staff members responsible for managing Archived Print Jobs. When doing so the following ACL permissions must be applied:

**Rights:** Print Job Control and Agents

**Class Name**

**Permissions**  
Mark the permissions that you want to allow for this class.

Feature	Permission	Feature	Permission
System Policy	Not Specified	GoPrint Users	All Access
Admin Users	Not Specified	PayStation	Not Specified
Web Client	Not Specified	PayPoint	Not Specified
DepositStation	Not Specified	Pricing	Not Specified
Rules	Not Specified	Agents	All Access
Print Job Control	All Access	Reprint Archive	Not Specified
Journal Entry	Not Specified	Non Financial Reports	Not Specified



## Step 1 – Enable Achieved Printing at the System Level

Scroll down to SYSTEM –SYSTEM POLICY



Print Job History Life Span is activated per Print Queue to provide reprint capability. The cost of this feature is extra disk space usage on print servers. This system setting sets the maximum that can be used for any Print Queue's Life Span setting.

1. Enter a maximum that can be used for any Print Queue's Life Span setting

**General** Security Accounting  
Network Backups

**Registration**

Site Name

Serial No

License Key

**Reprint Limit**

Job History Life Span  Hours

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## Step 2 – Enable Archived Printing at the Print Queue

1. Select a Printer to enter its properties page
2. From the General tab, scroll down to Job History Life Span and enter the desired amount of time.
3. Repeat for each queue

Note: Maximum hours any print job can be archived, 0 to 8784.  
System Policy currently limits this setting to 0 hours.

The screenshot shows a settings interface with several tabs: General, Settings, Page Counters, SNMP, Banner Options, and ACL Permissions. The 'Expiration' section is highlighted in red. It contains three settings:

- Delete Unpaid Jobs After: 0 hours and 0 minutes
- Delete Partially Paid Jobs After: 0 hours and 0 minutes
- Job History Life Span: 10 (highlighted in green)

Below the Job History Life Span setting, a note states: "Maximum hours any print job can be archived, 0 to 8784. System Policy currently limits this setting to 0 hours."

## Requeue the Archived Print Jobs

### Step 1 – Select a Printer

The screenshot shows a window titled "Print Servers" with a sub-header "Demo Print Server". Below the sub-header, there is a search bar containing "[Print Server properties]". A list of printers is displayed, each with a printer icon and its name:

- HP Black White
- HP Color
- HP Color LaserJet 2600n
- HP Color LaserJet 2600n2
- HP Color LaserJet 2700 Ser...
- HP4500
- HPCL 6
- T770ps 44in HPGL2 (0m)
- Xerox WorkCentre 7775 PS (0m)
- Xerox7556 PS (0m)



## Step 2 – Select View Print Jobs

**Xerox WorkCentre 7775 PS Properties**

Save Delete

General Settings Page Counters  
SNMP Banner Options ACL Permissions

Related Activities  
Print Server Properties  
View Print Jobs

Select "View Print Jobs" →

## Step 3 – Check the Students Print Job

1. Check the students print job
2. Select "Requeue Selected Jobs" and select a printer from the drop down menu.
3. Inform the student which printer the job went to and what print release station they can pay for the print job.

Home > GS4SRV > mobile

### Archived Print Jobs

Active Dequeued **Archived**

Archived print jobs are candidates for reprinting. They are only shown for a single queue on a print server.

Archived Since: 09/25/2012 (mm/dd/yyyy format)

1 Archived Job

<input type="checkbox"/>	Job #	Submit Date	Title	User	Machine	Status	Pages	Copies	Cost	Paid	Size	Paper
<input checked="" type="checkbox"/>	4	2012-09-25 10:33:08.703	Test Page	administrator	administrator 10.10.2.15	PRINT	1	1	\$0.10	\$0.00	108.5KB	8.5 x 11 in Color

Select the print job

Purge selected jobs **Deletes the job**

Requeue selected jobs to mobile **Requeues the job**