

Integrating ezeep with Cobot

You need two things to get started: an account with Cobot and an account with ezeep.

Navigate to:

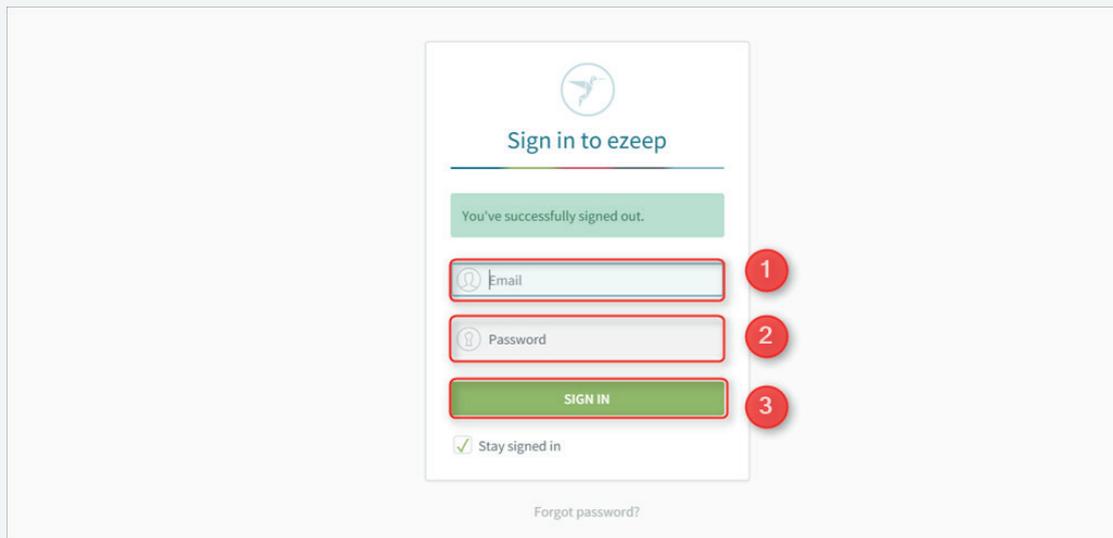
- <https://www.cobot.me/sign-up-space> to register for your Cobot account.
- Create an account for ezeep at <https://accounts.ezeep.com/auth/signup/>.

Now that you have both accounts created let's set them up.

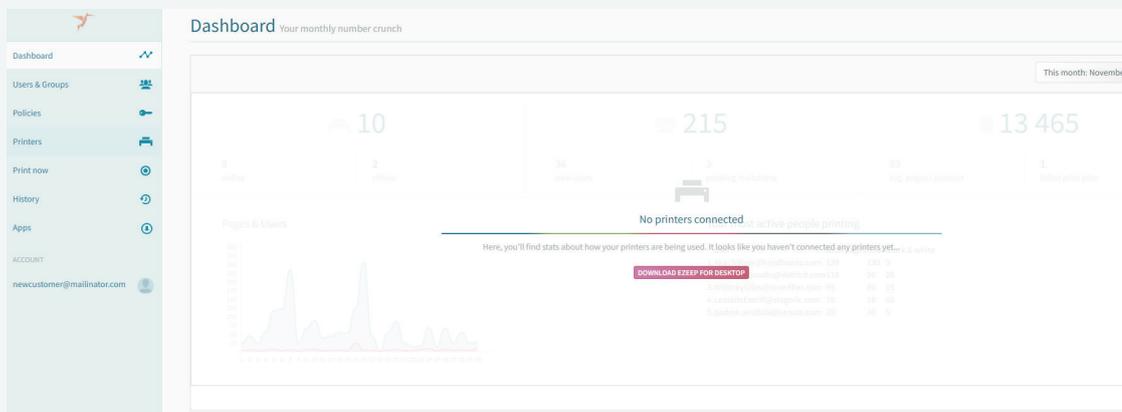
Install ezeep on your connector PC.

Techy Stuff: The service works with an always on PC, Windows 7 or higher or Server 2008 R2 or higher machine that connects to our cloud through the internet. The connector app gets all of the printer information and uploads this connection to our cloud.

Go to your ezeep account dashboard via the link <https://portal.ezeep.com> and enter your username/email address and password that you set up when you registered.



You will see, in the middle of the screen a message that reads: “Download ezeep for Desktop”



Click on and Download the “ezeep Connector for Windows”

<https://www.ezeep.com/download/>

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Get the App

Get ezeep's apps to print from all your favorite devices and to connect your printers

ezeep for Desktop

Download the desktop app to print from all your desktop applications to any ezeep-connected printer.

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ezeep for Mobile

Print to ezeep-connected printers from your phone or tablet with our apps for iOS and Android.

[Download from AppStore](#) [Download from Play Store](#)

ezeep Connector for Windows

Download the Connector App to connect your printers to your ezeep account. If you are not the administrator of an ezeep account, you won't need this.

[Download for Windows](#)

Install the connector software and login.

← Setting up ezeep

Sign in to ezeep

Email
newcustomer@mailinator.com

Password

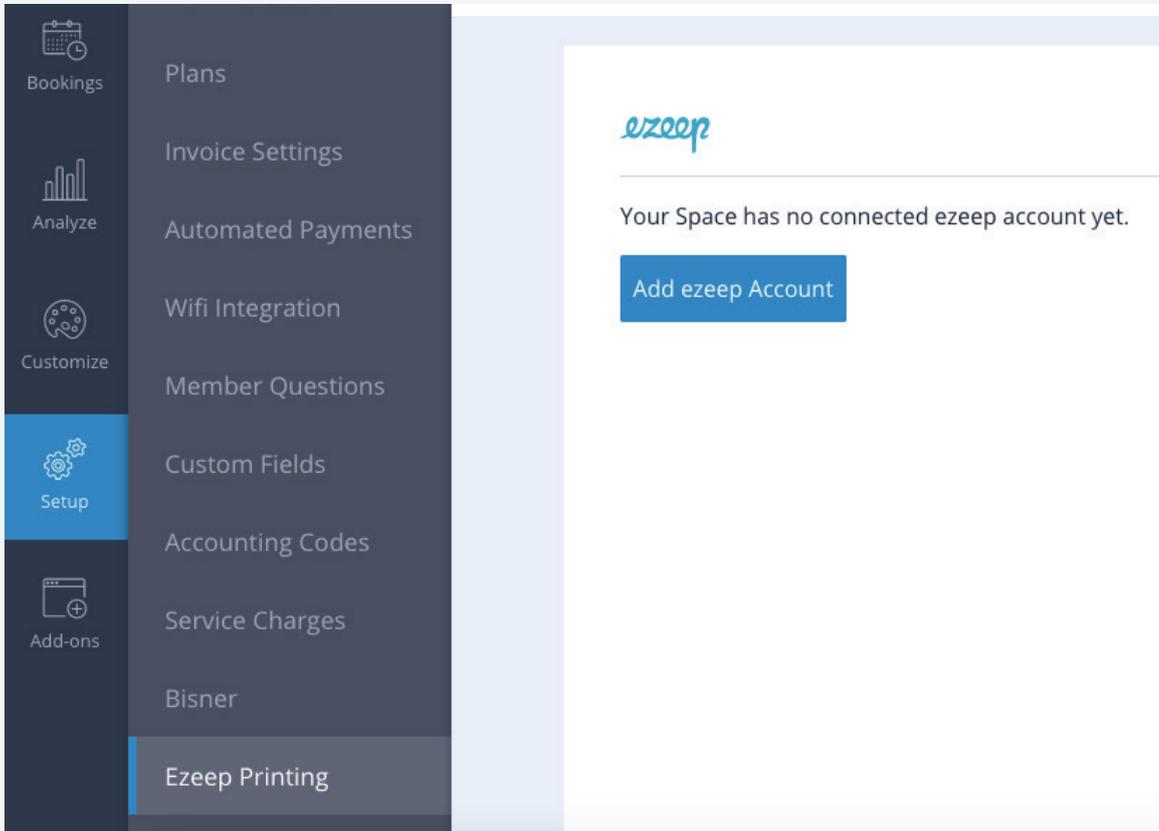
[SIGN IN](#)

[Forgot password?](#)

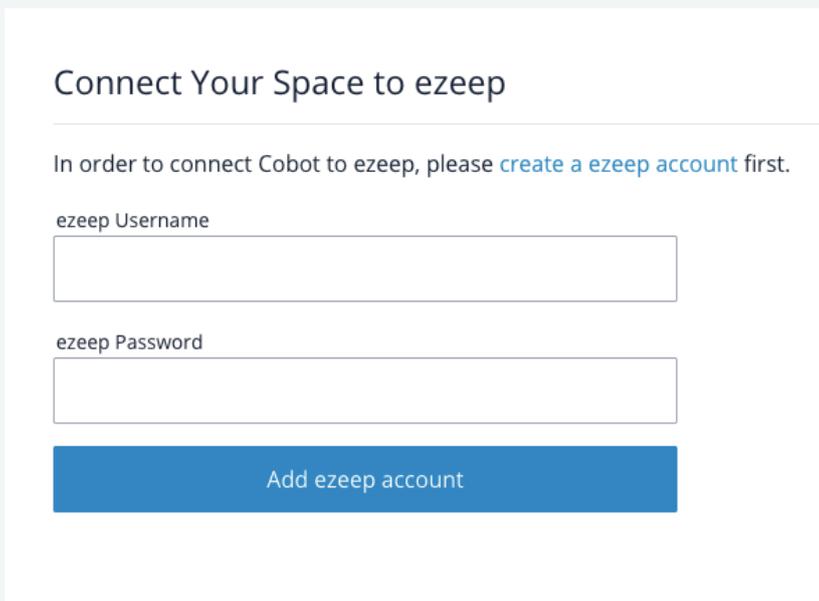
[Sign in with Organization ID](#)

Now You Are Ready to Integrate with Cobot:

1. From the admin side of Cobot, go to **Setup > ezeep Printing** and click on **Add ezeep Account**.



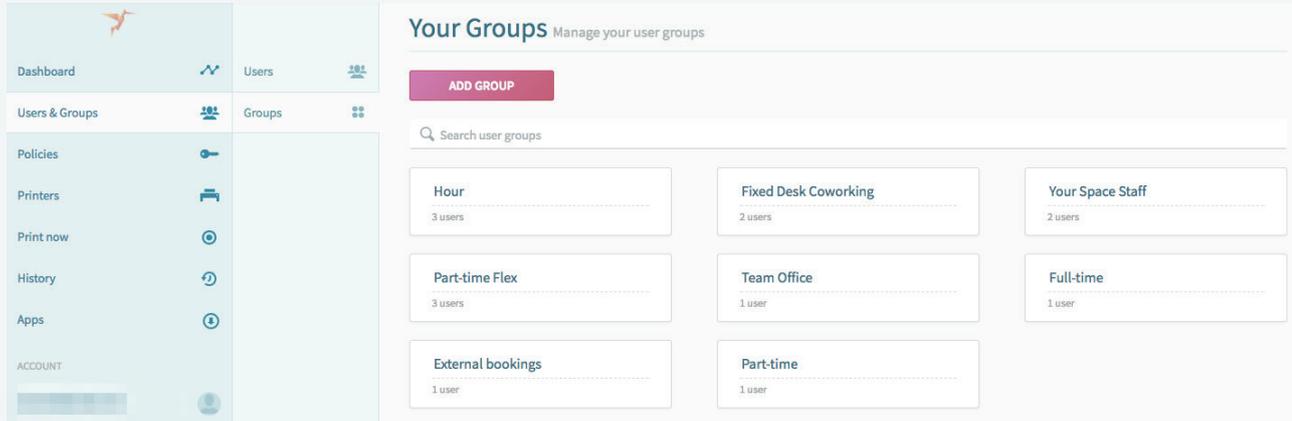
2. Enter your ezeep username and password.



The screenshot shows a form titled 'Connect Your Space to ezeep'. Below the title is a horizontal line. The text reads: 'In order to connect Cobot to ezeep, please [create a ezeep account](#) first.' There are two input fields: 'ezeep Username' and 'ezeep Password'. Below the fields is a blue button labeled 'Add ezeep account'.

3. Click on Associate with your space.

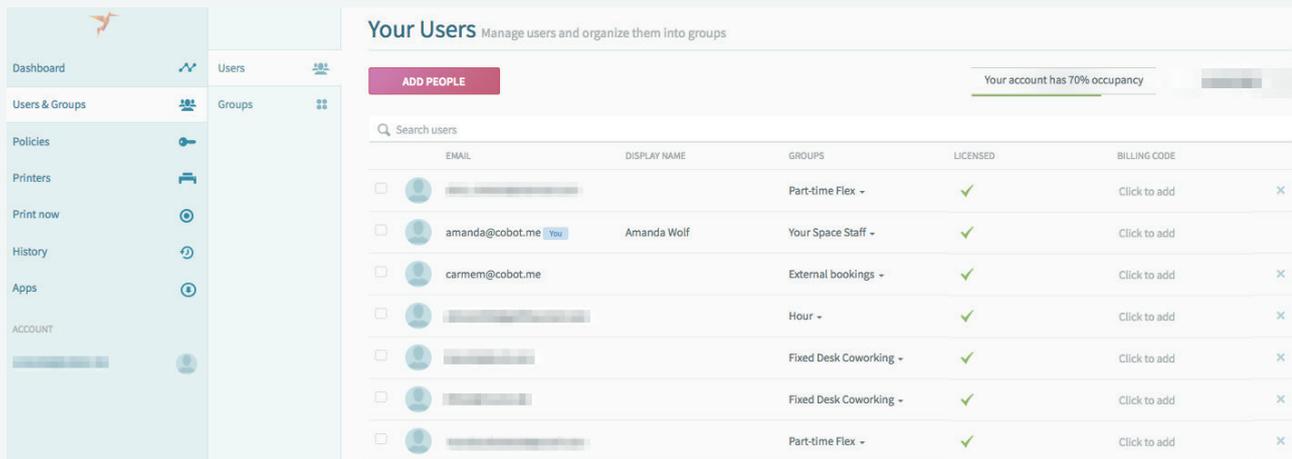
4. Go back to your ezeep account and click on **Users & Groups**. You should now see all of your current Cobot members/coworkers in a list. They should also be auto sorted into groups based on your plans.



The screenshot shows the 'Your Groups' page with a sidebar on the left containing navigation options like Dashboard, Users & Groups, Policies, Printers, Print now, History, and Apps. The main content area is titled 'Your Groups' and includes an 'ADD GROUP' button, a search bar, and a grid of group cards. Each card displays a group name and the number of users assigned to it.

| Group Name | Number of Users |
|----------------------|-----------------|
| Hour | 3 users |
| Fixed Desk Coworking | 2 users |
| Your Space Staff | 2 users |
| Part-time Flex | 3 users |
| Team Office | 1 user |
| Full-time | 1 user |
| External bookings | 1 user |
| Part-time | 1 user |

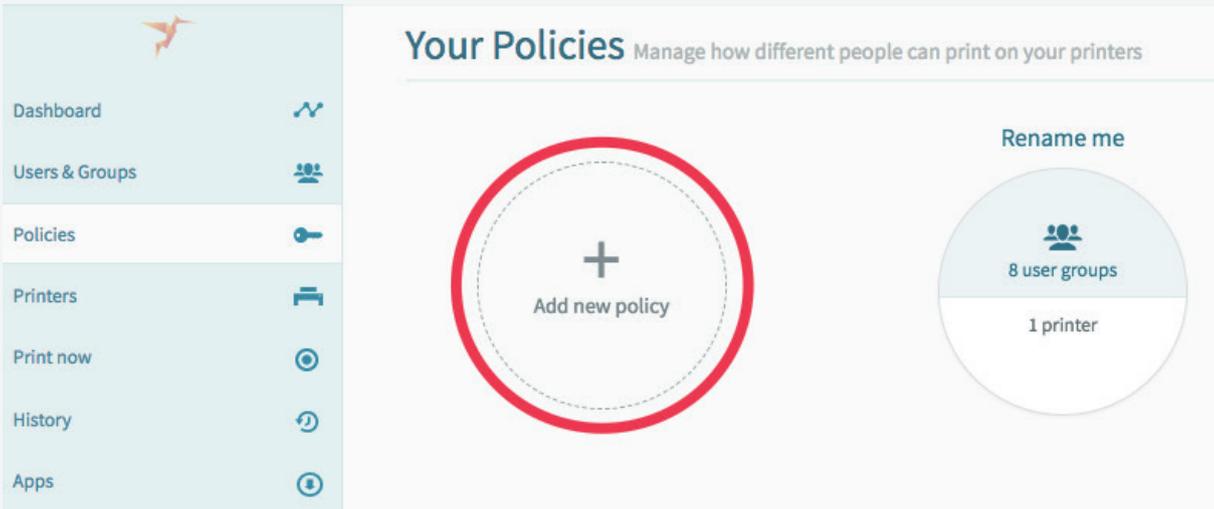
5. Only members who are confirmed and connected to their member account on Cobot will appear in the list.



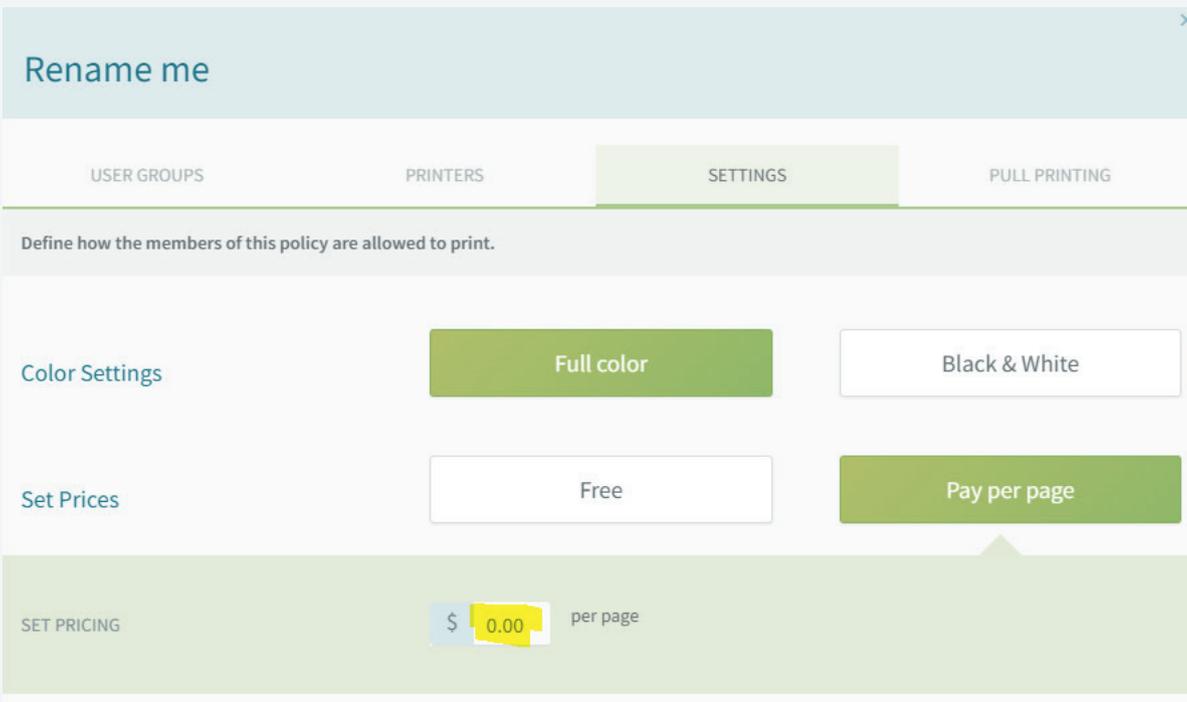
The screenshot shows the 'Your Users' page with a sidebar on the left. The main content area is titled 'Your Users' and includes an 'ADD PEOPLE' button, a search bar, and a table of users. A progress indicator shows 'Your account has 70% occupancy'. The table lists users with their email addresses, display names, assigned groups, license status, and billing codes.

| EMAIL | DISPLAY NAME | GROUPS | LICENSED | BILLING CODE |
|-----------------|--------------|------------------------|----------|----------------|
| [redacted] | [redacted] | Part-time Flex - | ✓ | Click to add X |
| amanda@cobot.me | Amanda Wolf | Your Space Staff - | ✓ | Click to add |
| carmem@cobot.me | [redacted] | External bookings - | ✓ | Click to add X |
| [redacted] | [redacted] | Hour - | ✓ | Click to add X |
| [redacted] | [redacted] | Fixed Desk Coworking - | ✓ | Click to add X |
| [redacted] | [redacted] | Fixed Desk Coworking - | ✓ | Click to add X |
| [redacted] | [redacted] | Part-time Flex - | ✓ | Click to add X |

6. Now you will need to set up Policies for each of your groups (plans) so that you can control who can print and for how much. Go to **Policies > Add new policy** and fill out the necessary information. You can create many different policies.



7. Add your group, the printer(s) that they can print to and set pricing in the Policy. You can set one Policy for color and another for black and white, if you are charging different prices.



8. The price in your Policy will be charged on your members invoices.

Congratulations you are now ready integrated to print. It's that easy!

Happy Printing!