



## Integrating ezeep with Nexodus

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

Navigate to:

- <https://spaces.nexodus.com/Login/Register?lang=es> to register for your Nexodus Space 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.

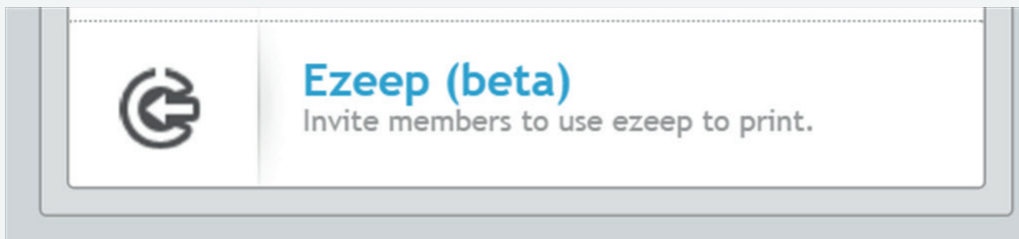
Follow these steps on your Nexodus Spaces account:

- **Products and Resource Rates:** You must set up two products on your Nexodus Spaces account, one for black and white copies and another for color copies. You will also have to add a **Resource Rate** so that you can manage the credit you assign your users.
- **ezeep app:** Go to the Apps section via your Nexodus Spaces dashboard and link your Nexodus Spaces account with your ezeep account.

Below, we'll explain each of the steps you need to take:

### Installing the ezeep app

To link your ezeep and Nexodus Spaces accounts, go to [ezeep.spaces.nexodus.com](https://ezeep.spaces.nexodus.com). If you're not already logged in to your Nexodus Spaces account, you'll be required to do so. Follow the steps below to integrate the app. Go to the left side menu on the main dashboard screen and click on the ezeep app shortcut. You'll be redirected to a URL where you'll have to enter your ezeep account user details.



- The app will then ask you to select the users that you want to invite to print. You can skip this step and do it later, if you want.

**Select members**

Select the members of your space you want to sync into ezeep app

1 **Select all**

<input checked="" type="checkbox"/>	Carlos Almansa	carlos+sandbox333@nexodus.com
<input type="checkbox"/>	carlos nexodus	calmanballes@gmail.com
<input type="checkbox"/>	Carlos Sandbox01	carlos+sandbox01@nexodus.com

2 **INVITE SELECTED USERS**

## Adding print products

In this section we're going to add two products that will manage black and white and color copies, which you will then link to your ezeep account:

- Go to **Billing > Products** and click on the **Add Product** button. If you would like more information about how they work in Nexodus Spaces, go to the **Products** section on the Nexodus Spaces Knowledge Base.

**Spaces Knowledge base**

Home | **Billing** | People | Content | MDM | Security | Space | Support | System

PAYMENT GATEWAYS | RESOURCE RATES | TIME PASSES | PRICE PLANS | **PRODUCTS** | ACCOUNTS

Home | List of products

Logged in as: carlos+test444@nexodus.com

Name	Unit Price	Visible	Updated	Actions
Proyector	5.00	VISIBLE	5 months ago	[X] [Eye] [Refresh]
10 day passes	100.00	NOT VISIBLE	5 months ago	[X] [Eye] [Refresh]
50\$ bookings meeting rooms	50.00	VISIBLE	5 months ago	[X] [Eye] [Refresh]
Uso aparcamiento bicicleta	20.00	VISIBLE	5 months ago	[X] [Eye] [Refresh]
Parking	10.00	VISIBLE	13 days ago	[X] [Eye] [Refresh]

SHOWING 1 TO 5 OF 5 RECORDS.

Select All | Unselect All | Reverse | Export | Date Range | More Actions... | Run | Business: - | Available for Members in: - | **Add Product**

- Add a name, description and the product's price. You can also fill in the tag fields, and enable the Visible option, etc. We're going to call the product *B/W Printing copy*.

The screenshot shows a form for creating a new product. The fields are as follows:

- Name \***: B/W Printing copy (highlighted with a red box and number 1)
- Description \***: B/W Printing copy (highlighted with a red box and number 2)
- Tags**: (Empty text area)
- Display Order \***: (Empty text input)
- Visible**:  (checkbox)
- Unit Price \***: 0.05 (highlighted with a red box and number 3)

- Check the list to make sure that the product was added correctly.

<input type="checkbox"/>	B/W Printing copy	0.05	NOT VISIBLE	about a minute ago	<a href="#">✖</a> <a href="#">★</a> <a href="#">+</a>
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- Repeat the process, this time for the color printing product, for example, you can call it *Color Printing Copy*. Check the list to make sure the product was added correctly.

<input type="checkbox"/>	B/W Printing copy	0.05	NOT VISIBLE	about a minute ago	<a href="#">✖</a> <a href="#">★</a> <a href="#">+</a>
<input type="checkbox"/>	Color Printing Copy	0.10	NOT VISIBLE	less than a minute ago	<a href="#">✖</a> <a href="#">★</a> <a href="#">+</a>

## Adding a Resource Rate

You will now need to add a **Resource Rate**, which you can use to assign a number of free copies to members as part of their price plan or via a bundled product. To do so, go to **Billing > Resource Rates** and click on **Add Resource Rate**.

The screenshot shows the 'Resource Rates' section of the Spaces Knowledge base. The interface includes a navigation bar with 'Billing' highlighted (number 1), a search bar, and a list of resource rates (number 2). The table below shows the existing rates:

Name	Price	Calculate Cost In	Maximum Price	Is Default Price	Only For Contacts	Only For Members	Actions
Usos sala de reunión	20.00	1. Minutes		NOT DEFAULT PRICE	NOT ONLY FOR CONTACTS	NOT ONLY FOR MEMBERS	<a href="#">✖</a> <a href="#">★</a> <a href="#">+</a>
Meeting Room use	20.00	1. Minutes		NOT DEFAULT PRICE	NOT ONLY FOR CONTACTS	NOT ONLY FOR MEMBERS	<a href="#">✖</a> <a href="#">★</a> <a href="#">+</a>
Créditos de impresión	1.00	5. Uses		NOT DEFAULT PRICE	NOT ONLY FOR CONTACTS	NOT ONLY FOR MEMBERS	<a href="#">✖</a> <a href="#">★</a> <a href="#">+</a>

At the bottom right, the 'Add Resource Rate' button is highlighted with a red box and number 3.

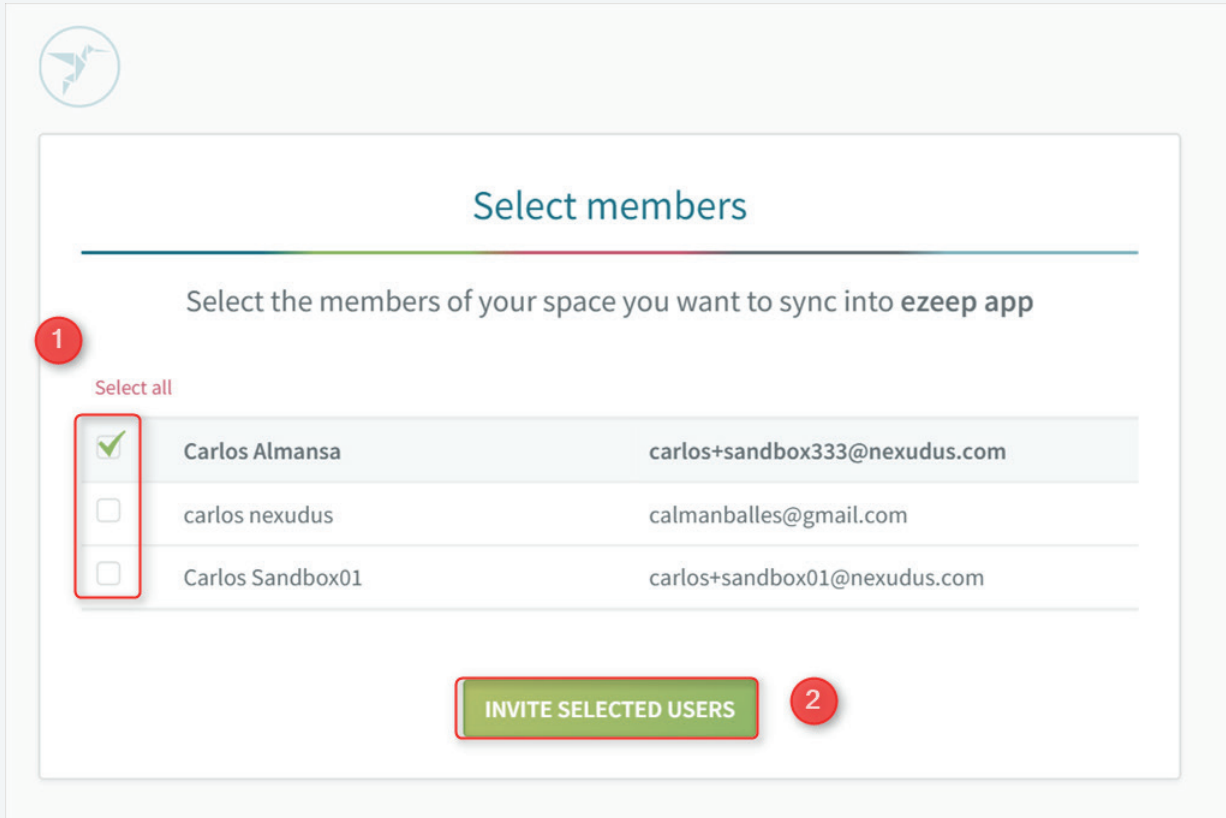
- Then, fill in the name and the description. Enter **1** in the **Price** field and select **5. Uses** from the drop-down menu in the **Calculate Cost In** field, which will correspond to one print unit in ezeep. We're going to call the product **Printing credit**.

## Linking products and resource rates

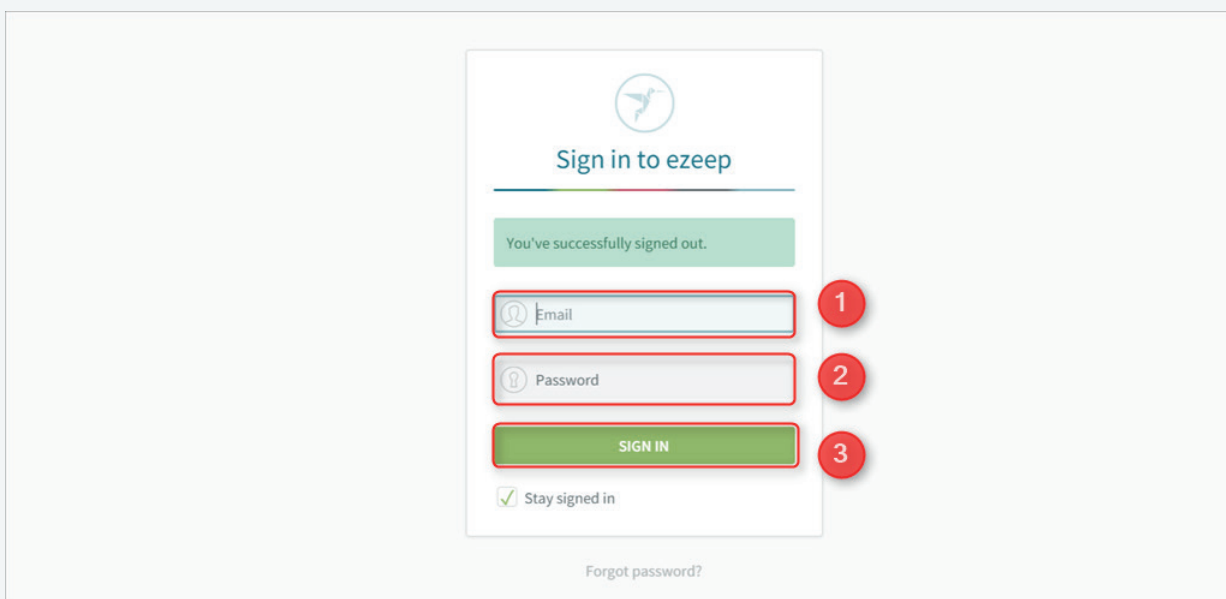
Once you've set these Products and Resource Rates, you must link them in your space settings. To do so, go to **Space Settings > Integrations** via the dashboard.

- Then, go to the ezeep (cloud printing) section in the Integrations tab, and choose the following settings:
  - **Printing credit extra service:** Choose the **printing credit** resource rate that we just set up.
  - **Color printing product:** Choose the **Color print** product you just added for color printing.
  - **B/W printing product:** Choose the **B/W print** product you just added.
  - Click on the **Save Settings** button at the top right of the screen to complete the process.

You will need to adjust some of the settings on your ezeep account to complete the integration between the two platforms. Just to recap, as we've mentioned before, when you link Nexodus Spaces with ezeep through our app, you'll see a screen where you can invite users to use ezeep.



Then, you must 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.



We're now going to explain the main elements you need to configure via the ezeep dashboard.

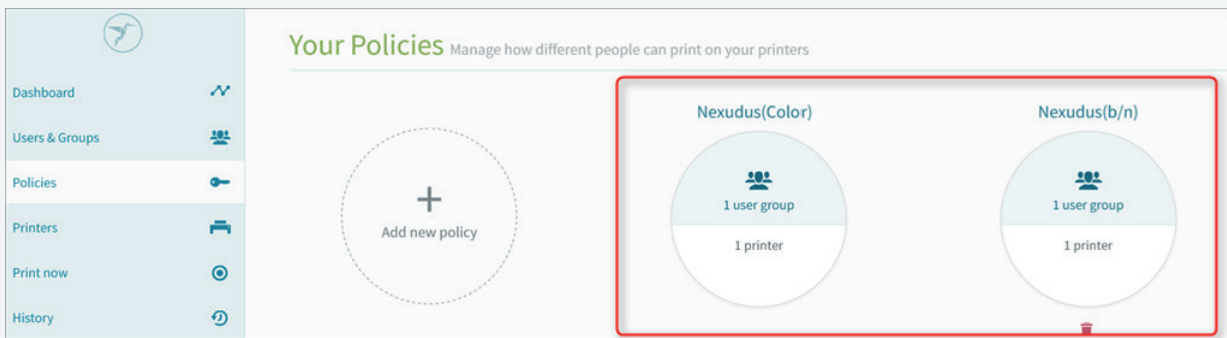
## Groups

When you link your ezeep account to Nexodus Spaces and invite space users to use this service, a Group called "Nexodus" will be created by default, which will include the users that you've invited. You can access and view this Group in your ezeep account via the side menu: **Users&Groups > Groups > Nexodus**.

## User policies

ezeep has **Policies** so you can set the conditions for the print jobs that are sent through the platform. In this section, we're only going to explain how to set up ezeep so that the integration works with your Nexodus Spaces account. If you would like more information about ezeep, you can visit the ezeep support section, here <https://www.ezeep.com/help/>

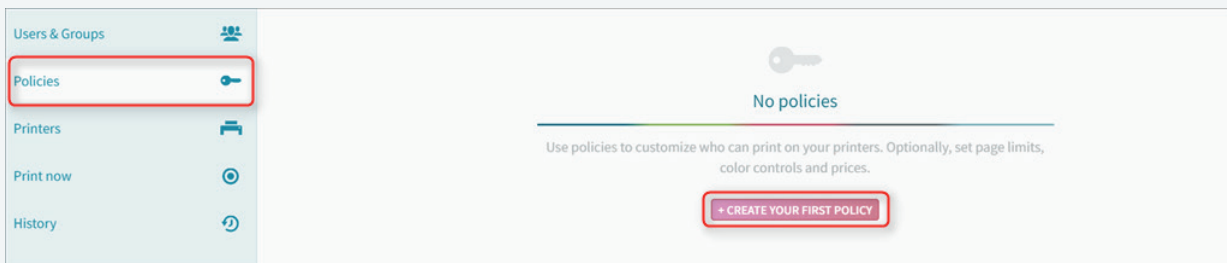
We generally only need to create two **Policies** on the ezeep account for the Nexodus Spaces integration: one for black and white printing and another for color printing, as shown in the following image:



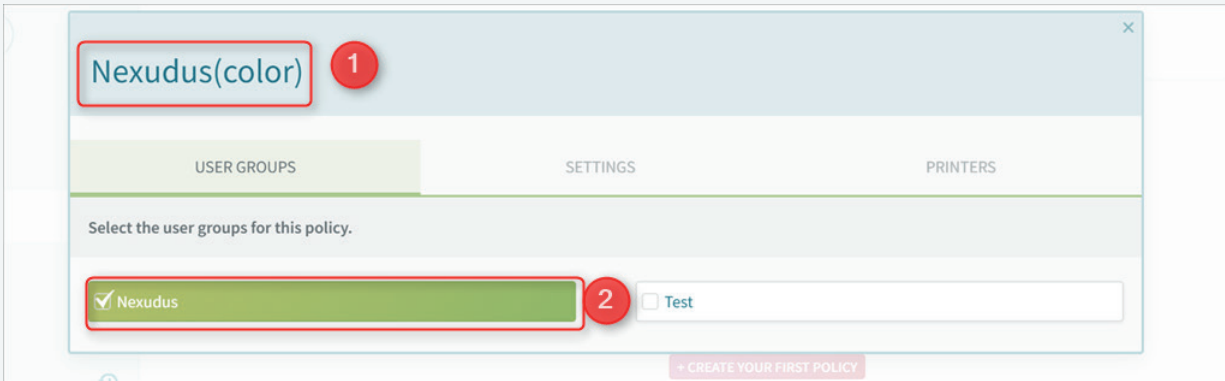
### Creating a policy on ezeep

As we've mentioned above, we're going to create two **Policies**; one for color prints and another for black and white prints. We're going to call them Nexodus(Color) and Nexodus(b/n).

To do so, go to **Policies > Create your first policy**.



Then, on the next screen, fill in the **Name** field and select the Group you want to add it to.

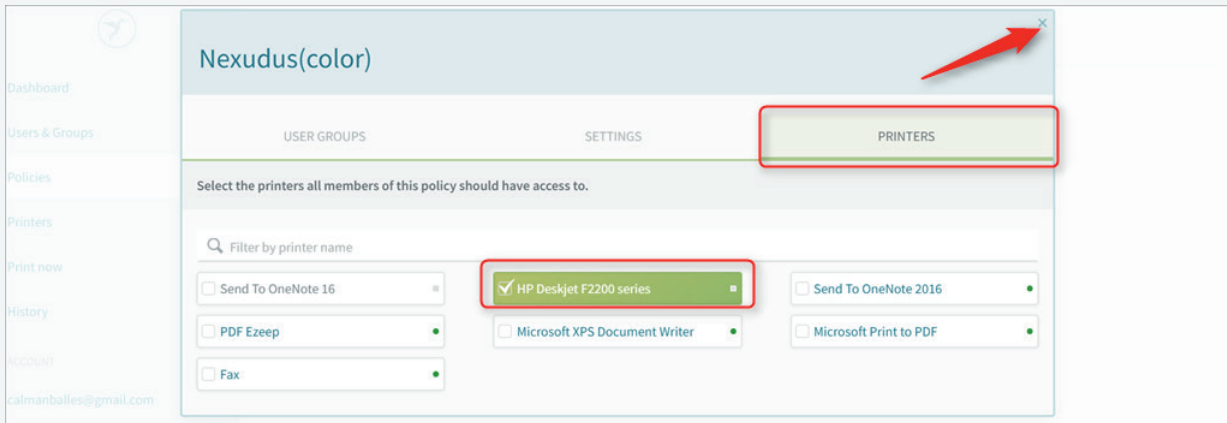


In the **Settings** (1) tab, select **Full color** (2), and set the prices. Users will **Pay per page** (3) but you need to leave the price as 0.00 because we have already set it in the **Products** section on your Nexodus Spaces account.

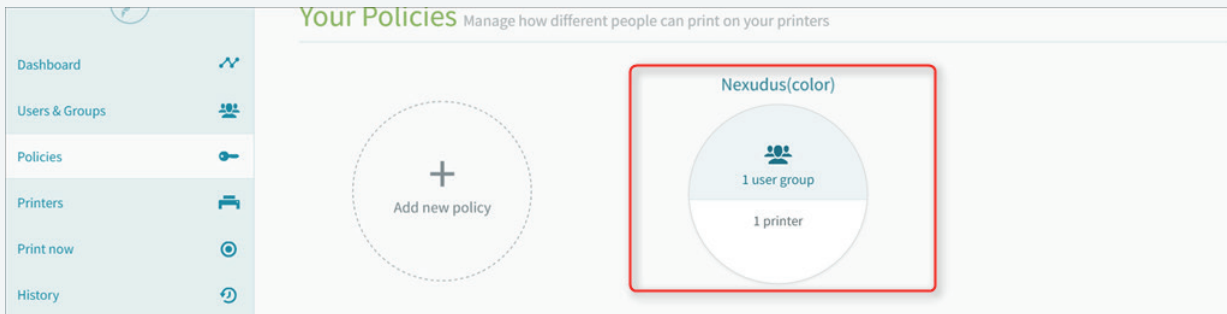


**Important note:** Make sure that the price per page is set as 0.00 so that it works correctly.

Lastly, choose the printer you want to apply to these **Policies** in the **Printer tab**. To complete the setup process, close the screen by clicking on the cross icon at the top right of the screen.



You'll see that the Nexodus(color) **Policy** now appears in the menu.



Lastly, you must repeat the process to create the Nexodus(b/n) policy. Follow the same steps, entering Nexodus(b/n) in the **Name** field and choosing Black&White for the color **Setting**. The remaining settings are exactly the same as the other policy.

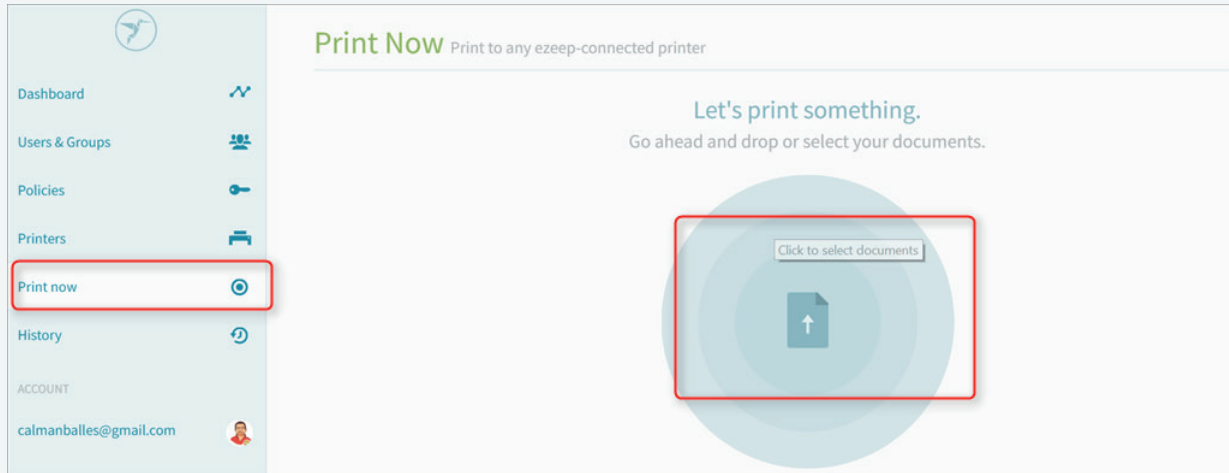
To recap, we've explained how to add **Users** and link them to a **Group** and also create **Policies**. Once you've configured these settings, the integration process is complete, and you can use ezeep on Nexodus Spaces.



## Printing via ezeep

We're now going to show you how coworkers can print via ezeep and what would happen on your Nexodus Spaces account.

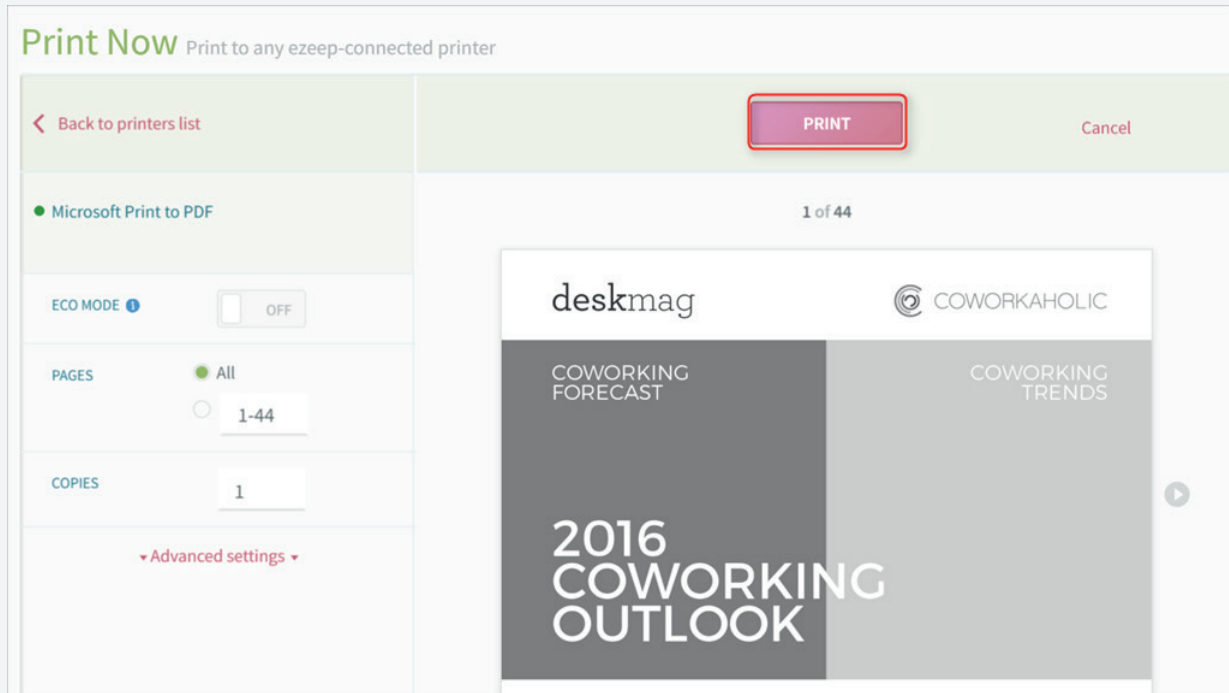
- Coworkers can print from their ezeep dashboard via the **Print now** tab, by clicking and searching for the document.



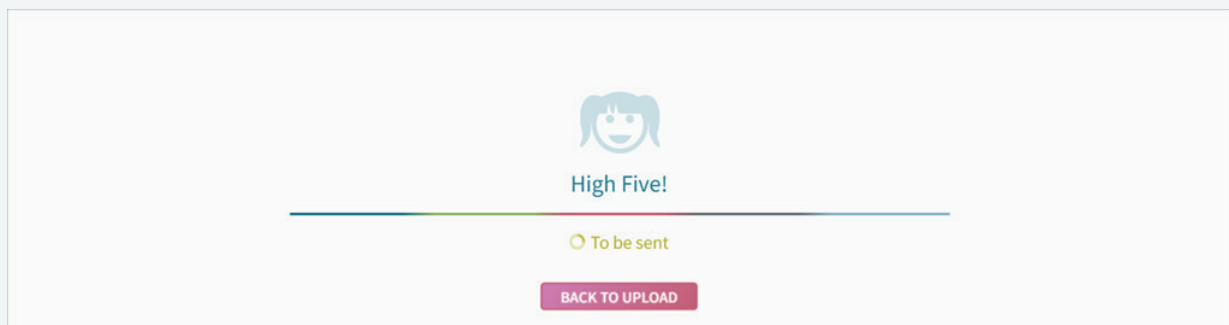
- It will take a few seconds for the file to upload to the server.



- Then, the coworker can select the printer and printing options he or she wants to use. The process is completed when they click on **Print**.



- The process will be complete in a moment.



- A confirmation message will then appear on the screen.
- If you go to the member's account via the Nexodus Spaces dashboard, you can see that the print job sent via ezeep has been added to the **Products** tab.

Summary	<table border="1"><thead><tr><th>Product</th><th>Quantity</th><th>Recurrent</th><th>Invoiced</th><th>Added On</th><th>Actions</th></tr></thead><tbody><tr><td><input type="checkbox"/> B/W Printing copy</td><td>1</td><td>NOT RECURRENT</td><td>NOT INVOICED</td><td>about 5 hours from now</td><td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Parking</td><td>1</td><td>NOT RECURRENT</td><td>INVOICED 3/6/2016</td><td>12 days ago</td><td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td></tr></tbody></table> <p>SHOWING 1 TO 2 OF 2 RECORDS.</p> <p>Select All Unselect All Reverse Export <input type="checkbox"/> Date Range <input type="button" value="Add Product"/></p>	Product	Quantity	Recurrent	Invoiced	Added On	Actions	<input type="checkbox"/> B/W Printing copy	1	NOT RECURRENT	NOT INVOICED	about 5 hours from now	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Parking	1	NOT RECURRENT	INVOICED 3/6/2016	12 days ago	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Charges																			
<b>Products</b>																			

- This product will be added to the next invoice that is raised for the member.

As you can see, it's easy for coworkers to print using this process. Integration with Nexodus Spaces is completely automated and will save you a lot of time as you will not have to keep track of who is printing what.

**Happy Printing!**