Integrating ezeep with Nexudus

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

Navigate to:

- [https://spaces.nexudus.com/Login/Register?lang=es](https://spaces.nexudus.com/Login/Register?lang=es) to register for your Nexudus Space account.
- Create an account for ezeep at [https://accounts.ezeep.com/auth/signup/](https://accounts.ezeep.com/auth/signup/).

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

Follow these steps on your Nexudus Spaces account:

- **Products and Resource Rates**: You must set up two products on your Nexudus 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 Nexudus Spaces dashboard and link your Nexudus 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 Nexudus Spaces accounts, go to [ezeep.spaces.nexudus.com](https://ezeep.spaces.nexudus.com). If you're not already logged in to your Nexudus 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.

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 Nexudus Spaces, go to the Products section on the Nexudus Spaces Knowledge Base.
• 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.

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

• 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.

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.
• 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**.

![Image of ezeep dashboard](image)

**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.

![Image of ezeep dashboard](image)

• 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.

![Image of ezeep dashboard](image)
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 Nexudus 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 Nexudus Spaces and invite space users to use this service, a Group called "Nexudus" 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 > Nexudus.

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 Nexudus 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 Nexudus 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 Nexudus(Color) and Nexudus(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 Nexudus 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 Nexudus(color) **Policy** now appears in the menu.

Lastly, you must repeat the process to create the Nexudus(b/n) policy. Follow the same steps, entering Nexudus(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 Nexudus Spaces.
Printing via ezeep

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

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

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Print Now</th>
<th>Print to any ezeep-connected printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users &amp; Groups</td>
<td>Print Now</td>
<td>Let’s print something. Go ahead and drop or select your documents.</td>
</tr>
<tr>
<td>Policies</td>
<td>Print Now</td>
<td>Click to select documents</td>
</tr>
<tr>
<td>Printers</td>
<td>Print Now</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>Print Now</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>Print Now</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:climonbolles@gmail.com">climonbolles@gmail.com</a></td>
<td>Print Now</td>
<td></td>
</tr>
</tbody>
</table>

- 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 Nexudus Spaces dashboard, you can see that the print job sent via ezeep has been added to the Products tab.
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 Nexudus 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!