ezeep

Quick Setup Guide

Setting up ezeep is a fast and simple two-step process.

1. Install the ezeep connector on the MS Windows computers that have printers installed.
2. Set up your users and configure permissions in your ezeep portal.

Installing the ezeep connector

The ezeep connector connects your printers with your ezeep account. It can be installed on any Windows PC with printers installed. After the installation, information about the printers becomes available in your ezeep account.

1. Install the ezeep connector on the MS Windows computers that have printers installed.
2. When prompted enter your ezeep administrator credentials.
3. Once ezeep is installed, you can verify the installation by logging on to the ezeep portal at **https://portal.ezeep.com** and selecting "Printers" from the menu on the left. Here you can also rename the printers to make working with them easier.

Congratulations! You now have successfully connected your printers!

Setting up users and configuring permissions

Ezeep uses policies to link user groups, permissions and printers to each other. At least one policy is needed before users can start printing to your ezeep connected printers. To set up a policy, simply follow these steps:

Logging in to the ezeep portal

a) Go to **https://portal.ezeep.com** and log in with your account administrator credentials.

Create a User Group

a) Select "Users & Groups" from the menu on the left followed by selecting "Groups" from the menu that appears.
b) Click on the "Add Group" button and enter the name for this group, e.g. „Guests Group"

Create a Policy

a) Select "Policies" from the menu on the left and click on "Add new Policy"
b) In the pop-up that opens, enter a name for your policy, e.g. "Guests policy" and select the user group(s) you want to include in this policy.
c) Click on "Settings" and define whether users of this group can print in color and whether printing would be a free service to them. Optionally you can also set a cap on free printing.
d) Click on "Printers" and select all the printers this policy applies to.
e) Close the pop-up by clicking on the x in the top-right corner

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Invite Users

a) Select "Users & Groups" from the menu on the left followed by selecting "Users" from the menu that appears.

b) Click on the "Add User" button and enter the email address for the user you wish to invite. You can enter multiple email addresses to speed up the process.

c) Select the newly added users from the user list and add them to a user group. This can be done by clicking in the "Groups" column next to the Display Name or by selecting the checkbox in front of the email address and clicking on "Add to group" at the bottom of the table.

d) Ezeep will automatically send out the email with instructions on setting up a password and how to print so you don't have to.

Printing is super easy. If you need help with that you can find all information **here**.