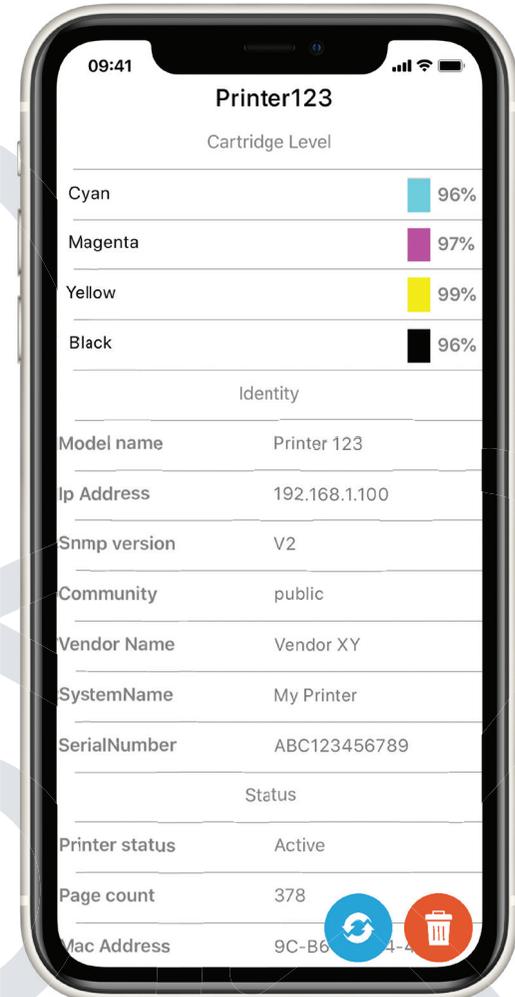




## MPS APP

### User Guide



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### About this app

Using this app, you use your smartphone to **monitor your printers on the network**. Instead of a network client, the app collects the **information about levels and device status** and transmits it to the MPS server for analysis

### Before you start

To set up the app, you must be connected to the WLAN network in which your printers are located using your mobile phone.

### User Data

To log in to the App, your user account must be enabled to use the REST API. You can obtain the necessary data from your MPS provider

### Data use

We take the protection of your data extremely seriously. By using the REST / OAuth interface, which is cloud based, **customer networks do not need to be opened**. We host in our own data centers and develop all products ourselves at our locations in Germany.

The app only collects those print or multifunction system data that are important for the management of a printing environment, with the **exception of personal data or user information**.



MPS

### Install the App

The **docuFORM MPS App** is available free of charge for both iOS and Android smartphones. Please download the app from the respective store to your mobile phone.

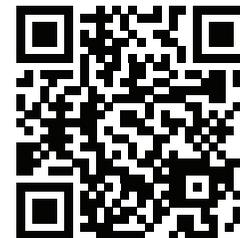
#### Simply scan the QR Code

For iPhone models with iOS 11 or later and Android smartphones with Google Lens, you can simply scan the QR code with the built-in camera. For older models you need a corresponding QR Code app.

Alternatively, search the store for **docuFORM MPS**.

#### Starting the App

Open the app via the  icon.



### Help & Support

Support requests can be submitted via the docuFORM Helpdesk or via email.

Support Helpdesk:

On <https://helpdesk.docuform.de> you can create a ticket with your request. Our support team will take care of it as soon as possible.

Service Email: [support@docuform.de](mailto:support@docuform.de)  
You can reach our employees  
Mo. - Fr. from 09 to 16.

### Activation and registration

The first time you start the app, you must enter a URL to connect to the docuFORM MPS Server **1**.

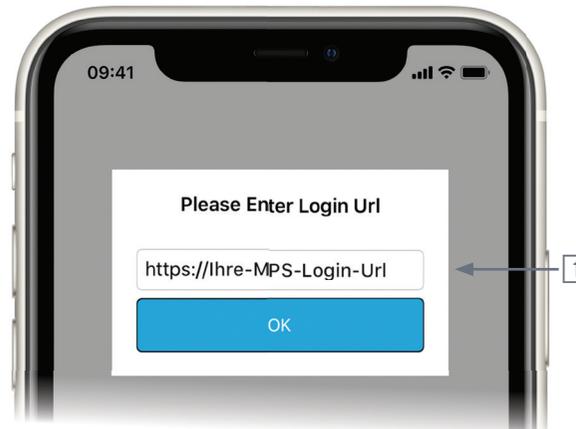
You can obtain this from your MPS provider.

You need your docuFORM account information to login. These consist of a **user name** **2** and a **password** **3**.

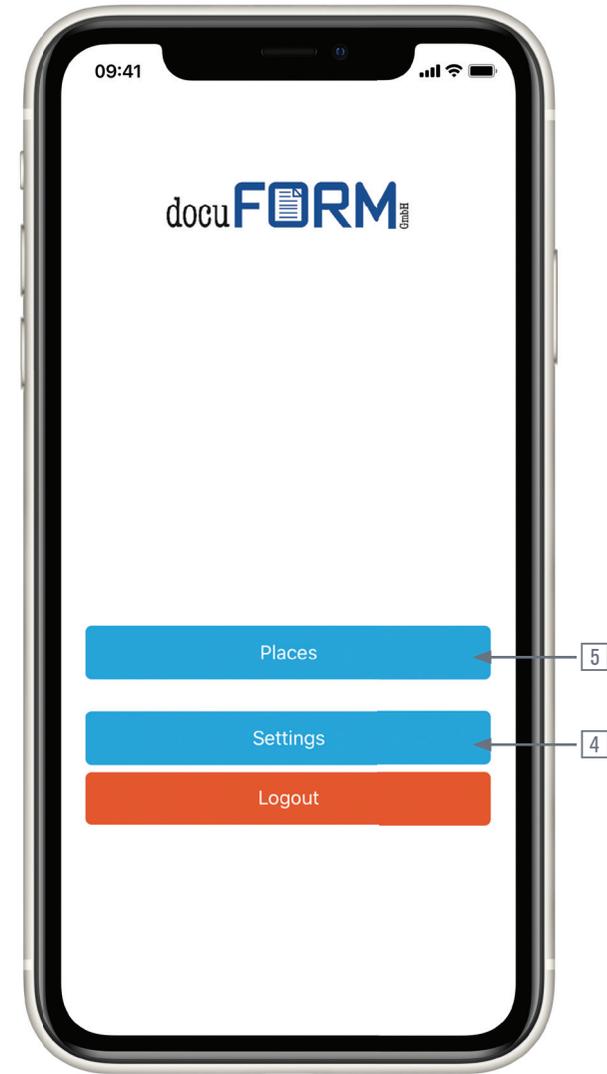
You can obtain this data from your MPS provider.

You will remain logged in until you manually log out.

In the following start menu you have the possibility to **change the language** **4** or go to the location menu. Select here the item **Places** **5**.



Registration



Start menu

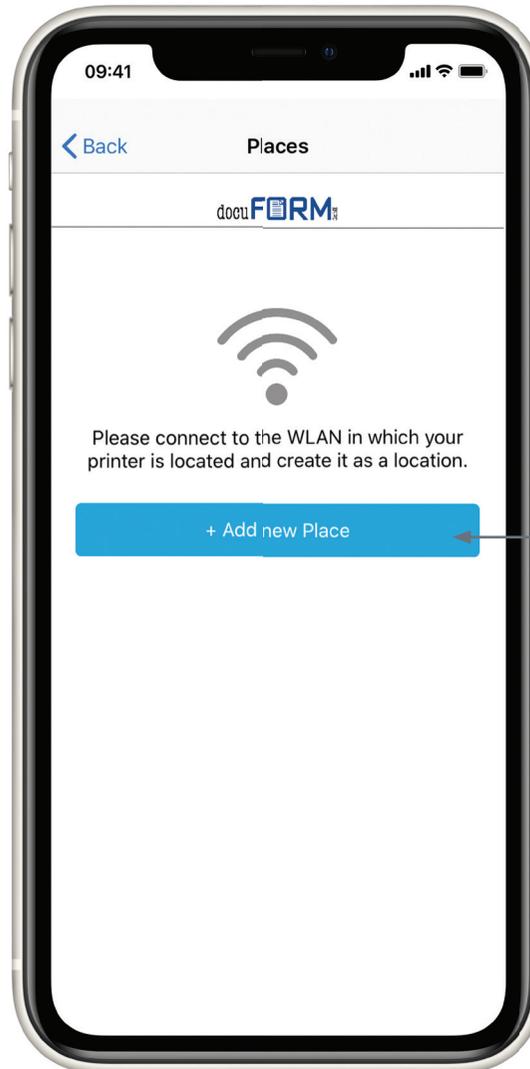
### Create a location

You will only see the following screen if you have not yet created a location. If locations have already been created, an overview of them is displayed (see page 9).

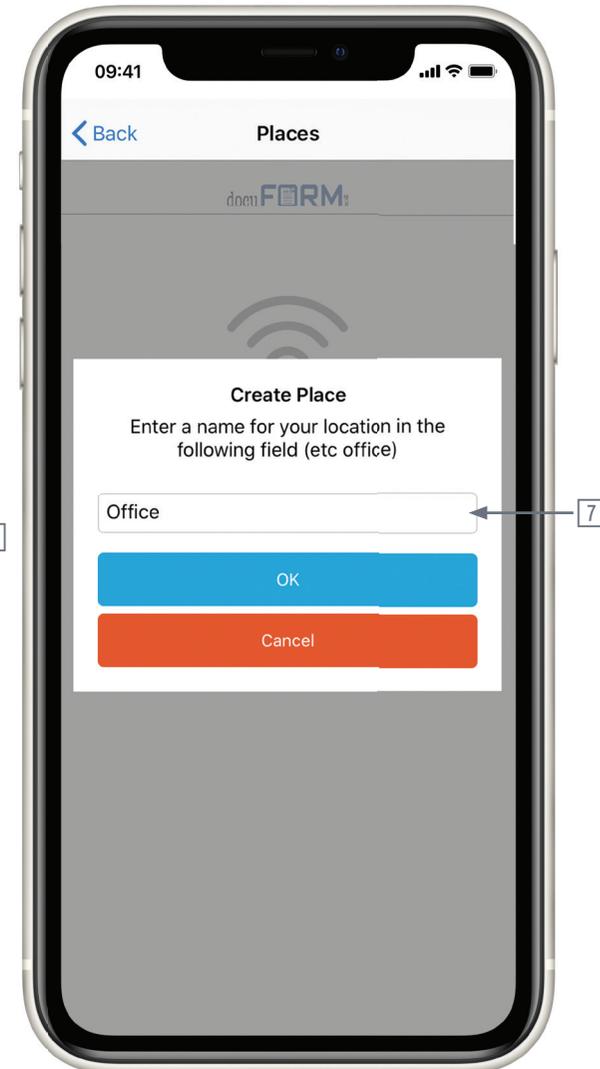
Click here on the button **+ Add new Place** 6. This button will also be displayed below your location list in the future.

Now tap on the **free space** 7, to enter the name for your location. Confirm the entry with **OK**.

You can create any number of locations. Each printer can be assigned to only one location.



Add new location



Create Location

### Search for a printer

To add printers to your location, you can start an **automatic search** <sup>8</sup> or **set up printers manually** <sup>9</sup>.

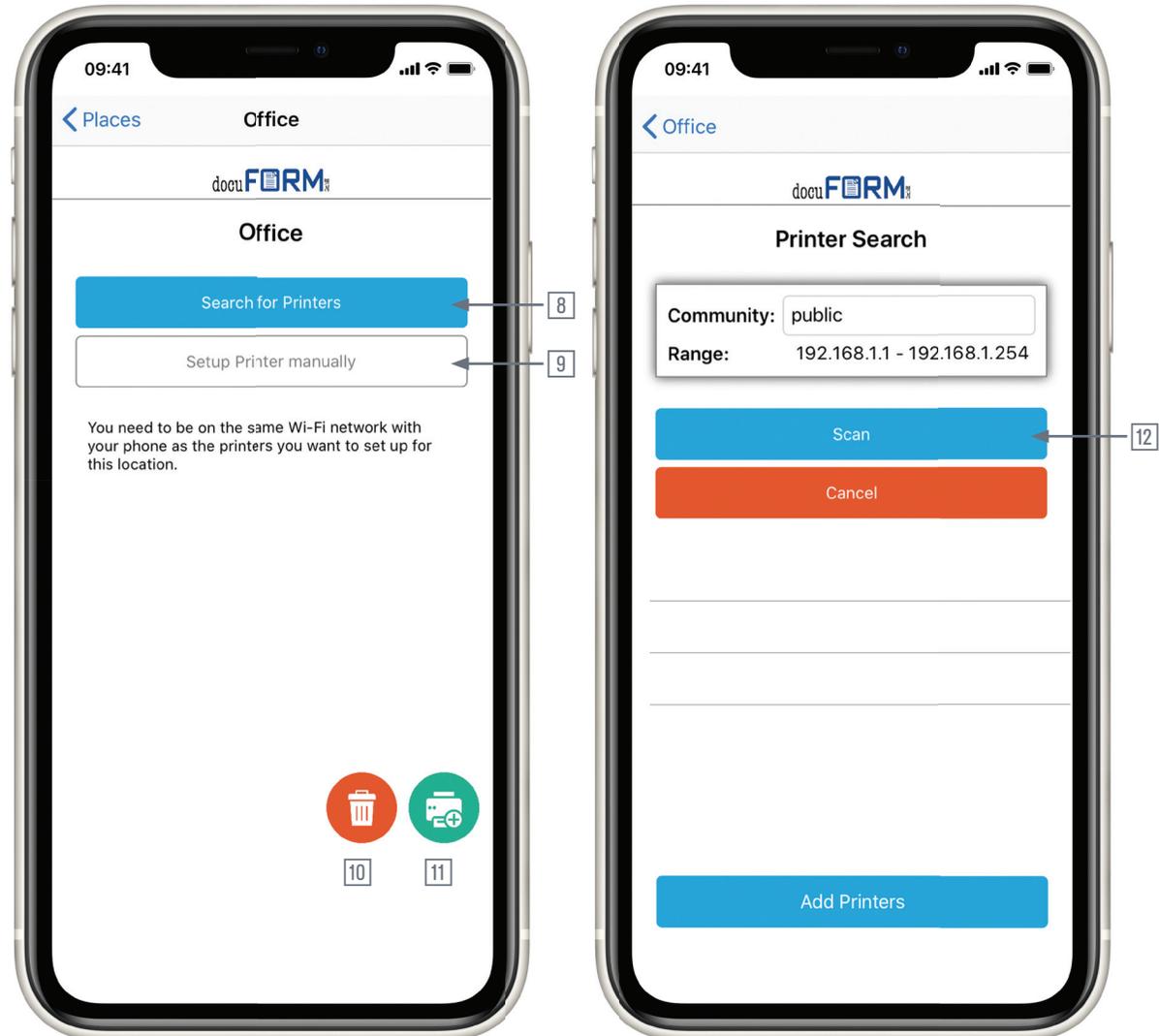
At the bottom of the screen there are two icons to **delete the location** <sup>10</sup> and **add printers** <sup>11</sup>. To **delete printers**, see page 10.

In the **automatic printer search** <sup>8</sup> the **IP address range** is already preselected.

The **SNMP community string** is set to the default "public".

Click **Scan** <sup>12</sup>.

For **manual printer search**, see page 8.



Location Home screen

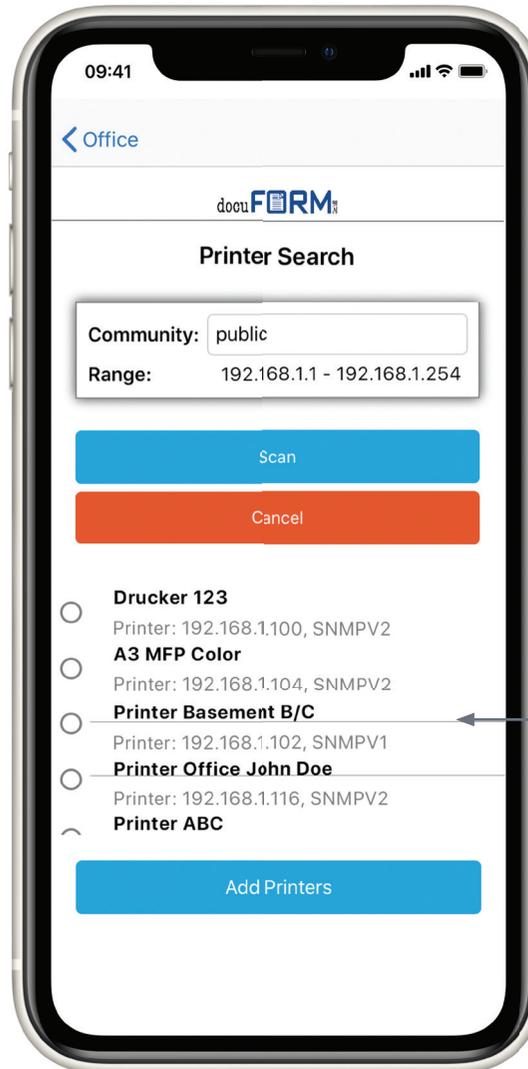
Automatic printer search

### Select printer

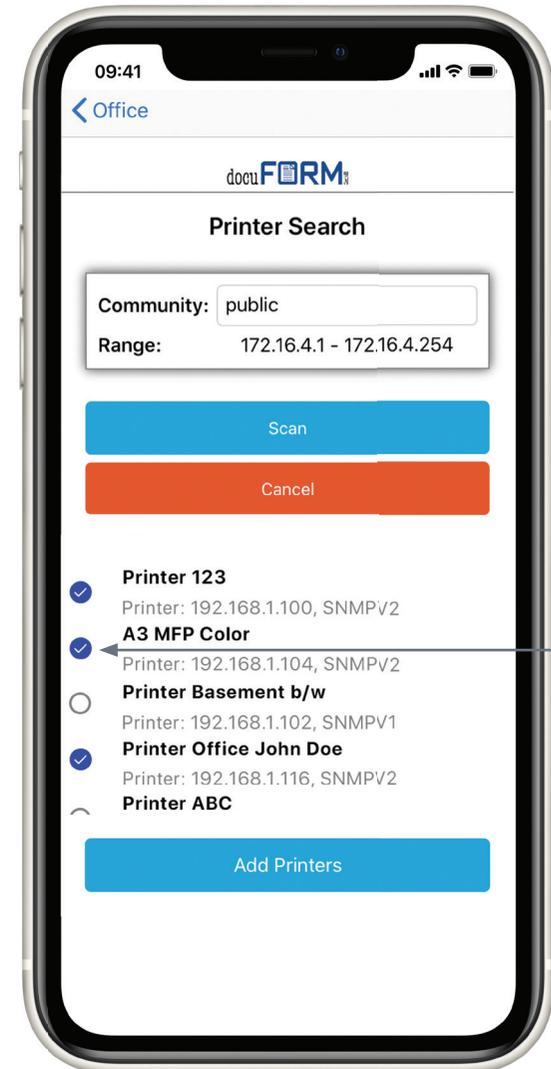
During the printer search, a gyro  is displayed.

When the search process is complete, the printers found will be displayed in a list 13.

Select the printers you want to add to the site 14. Confirm your selection with **Add printer.**



Successful printer search



Select printer

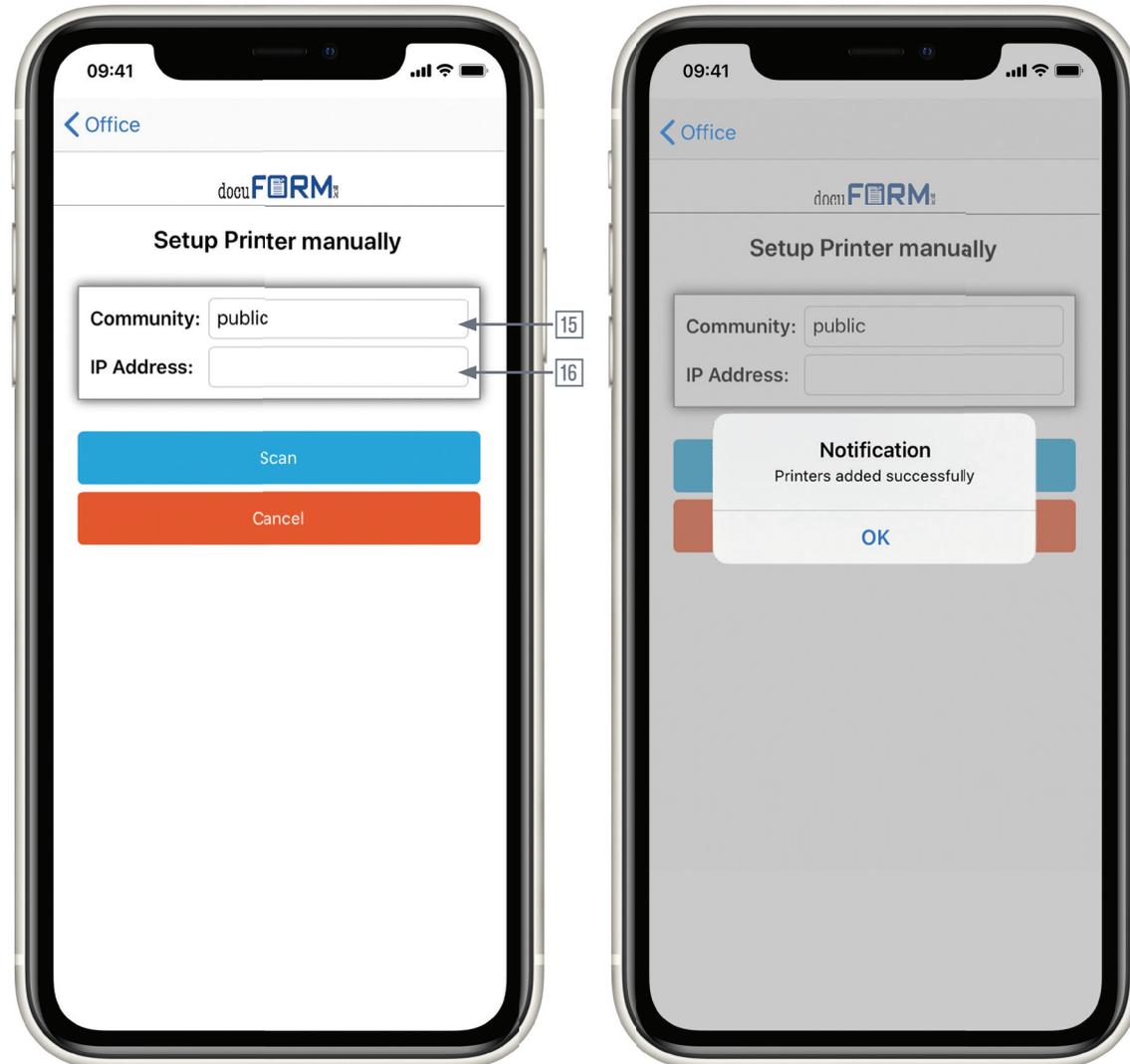
### Manual printer search

To manually add printers to your location, select **Set up printer manually** <sup>9</sup>.

You can now enter the **SNMP-Community-String** <sup>15</sup> (public is the default) and the **IP address of the printer** <sup>16</sup>.

Click **Search** to run.

If the printer is found, an info screen is displayed for confirmation.



Location Home screen

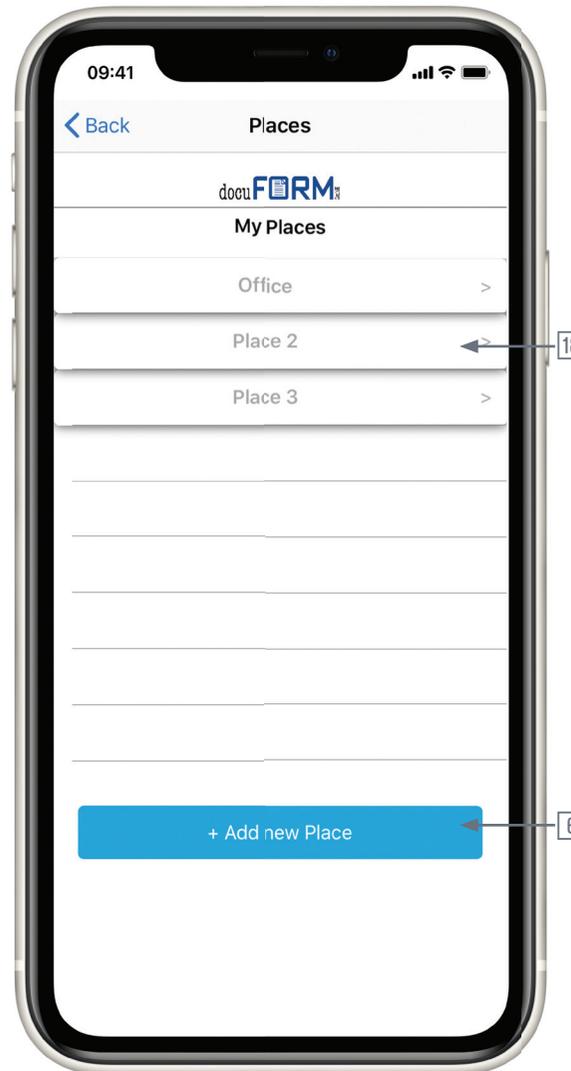
Printer was added

### Location and printer overview

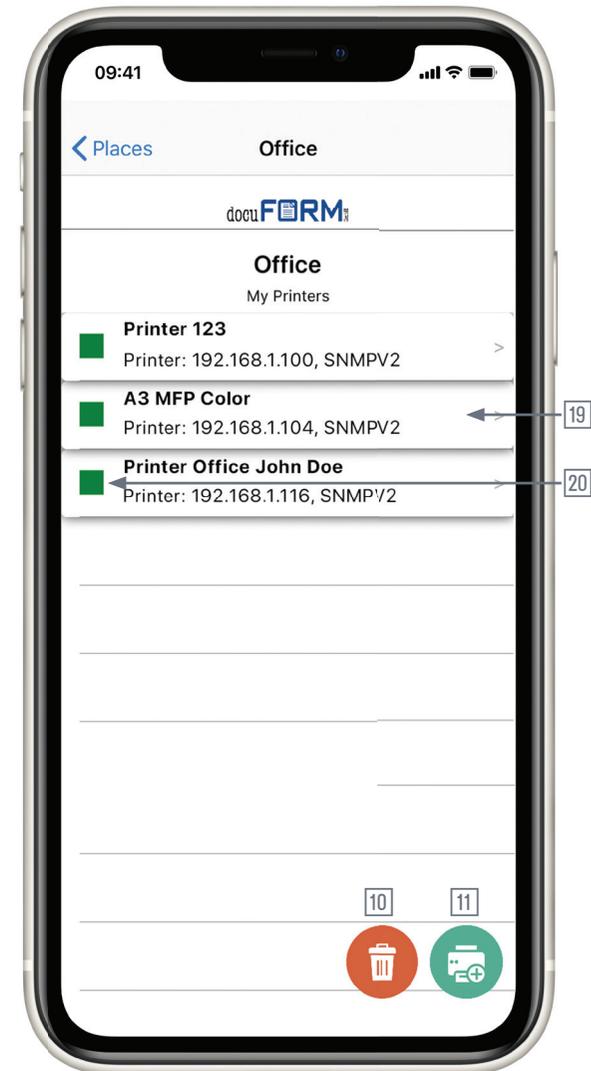
In the **location overview** all created locations are displayed in a list 18. Click on a location to open the **detailed view**.

You also have the possibility to **create further locations** 6.

The **detailed view** of your location shows you a **list of the printers** that you have added to this location 19. In front of the respective printer name you will find an icon 20, which shows you the status of the printer in form of a traffic light. By clicking on one of the printers, the detail page of this printer will open.



Overview of your locations



Printer overview at the location

### Printer detail page

The printer detail page is divided into the **sections levels** [21], **identity** [22], and **status** [23].

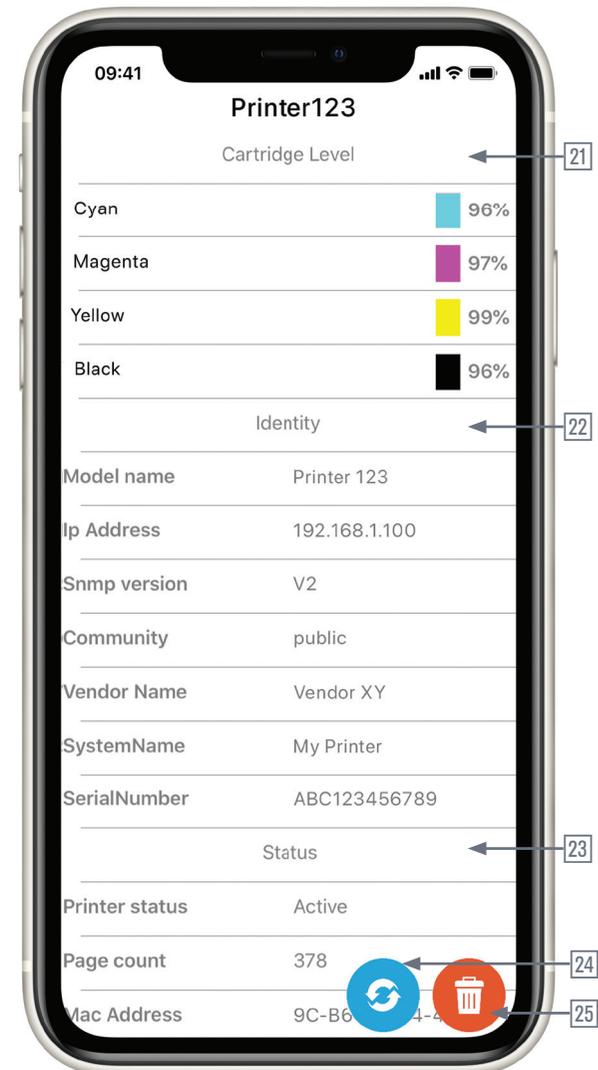
[21] The **Level section** provides information about the cartridges used, their names and their current level.

[22] The **Identity section** lists printer details such as model, IP address, manufacturer and serial number.

[23] At **Status** you can see whether the printer is active or inactive, the page counter status and the Mac address.

With the refresh icon [24] you can **manually send the information to the MPS server**.

You can **delete the printer** by clicking on the trash symbol [25].

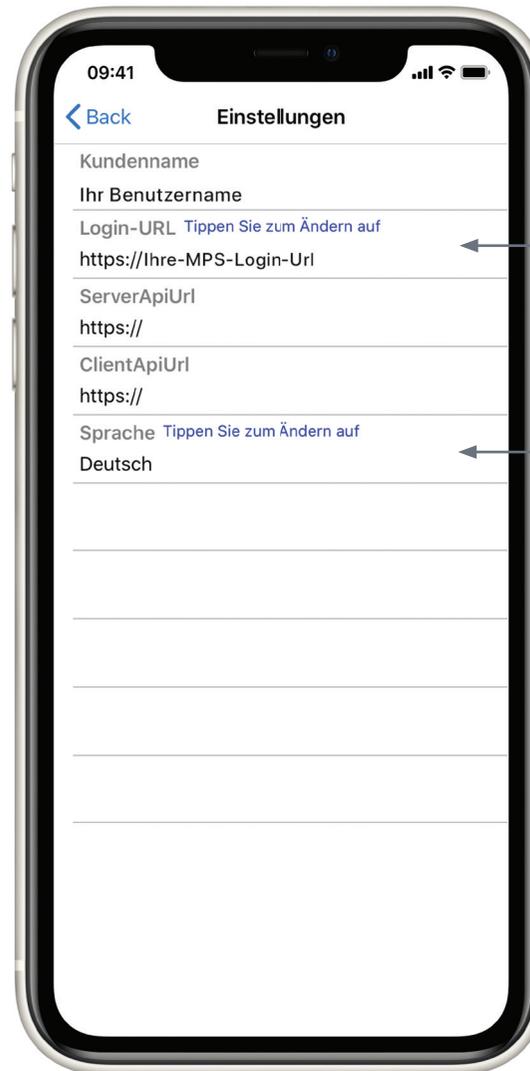


Printer details

### Settings

In the **Settings menu** you can change the **login URL** of the linked MPS server <sup>26</sup>. Please note that this will delete all data linked to the current URL, such as locations and printers, and that they will have to be created again. The transferred data remains stored on the MPS server.

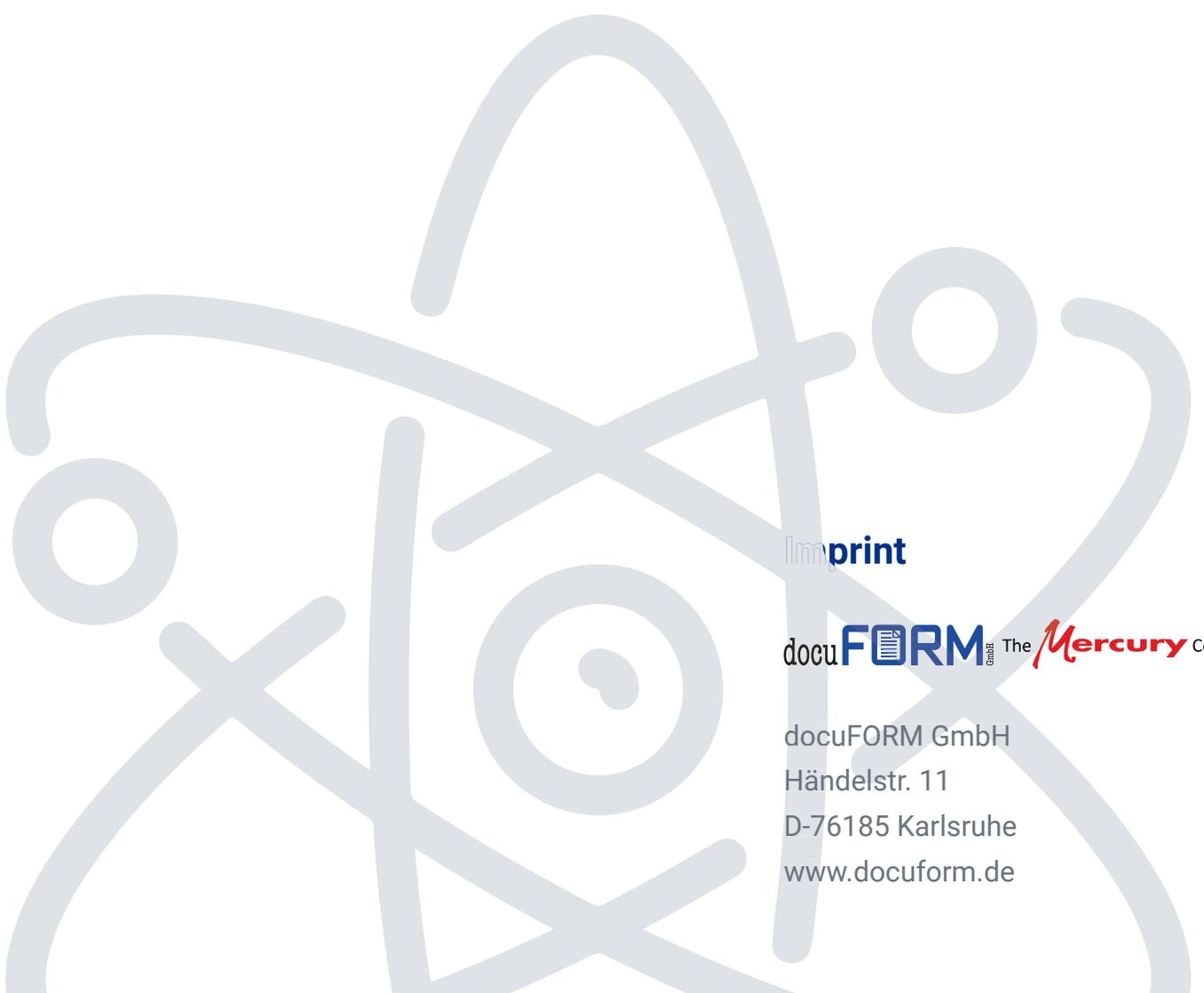
Here you can also select the **language** of the app between **German** and **English** <sup>27</sup>.



Einstellungen

### Overview of the functions

- 1 Input field for Login Url
- 2 Input field for user name
- 3 Input field for password
- 4 Select language
- 5 Open the location menu
- 6 Create location
- 7 Text field for location name
- 8 Automatic printer search
- 9 Add a printer manually
- 10 Delete location
- 11 Open the "Add printer" menu
- 12 Starting the automatic printer search
- 13 List of printers found
- 14 Selecting the printer for transfer to the site
- 15 Field for entering the community
- 16 Field for entering the IP address
- 18 List of the created locations
- 19 List of printers at the location
- 20 Info icon for the printer status
- 21 Cartridge levels of the printer
- 22 Printer identity
- 23 Status of your printer
- 24 Transfer printer statuses manually
- 25 Delete printer
- 26 Change Login-Url
- 27 Set the language



Imprint

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