Printer User Mapping

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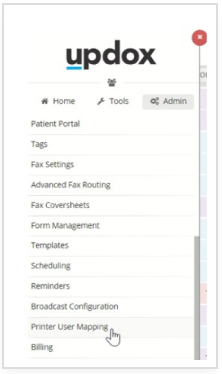
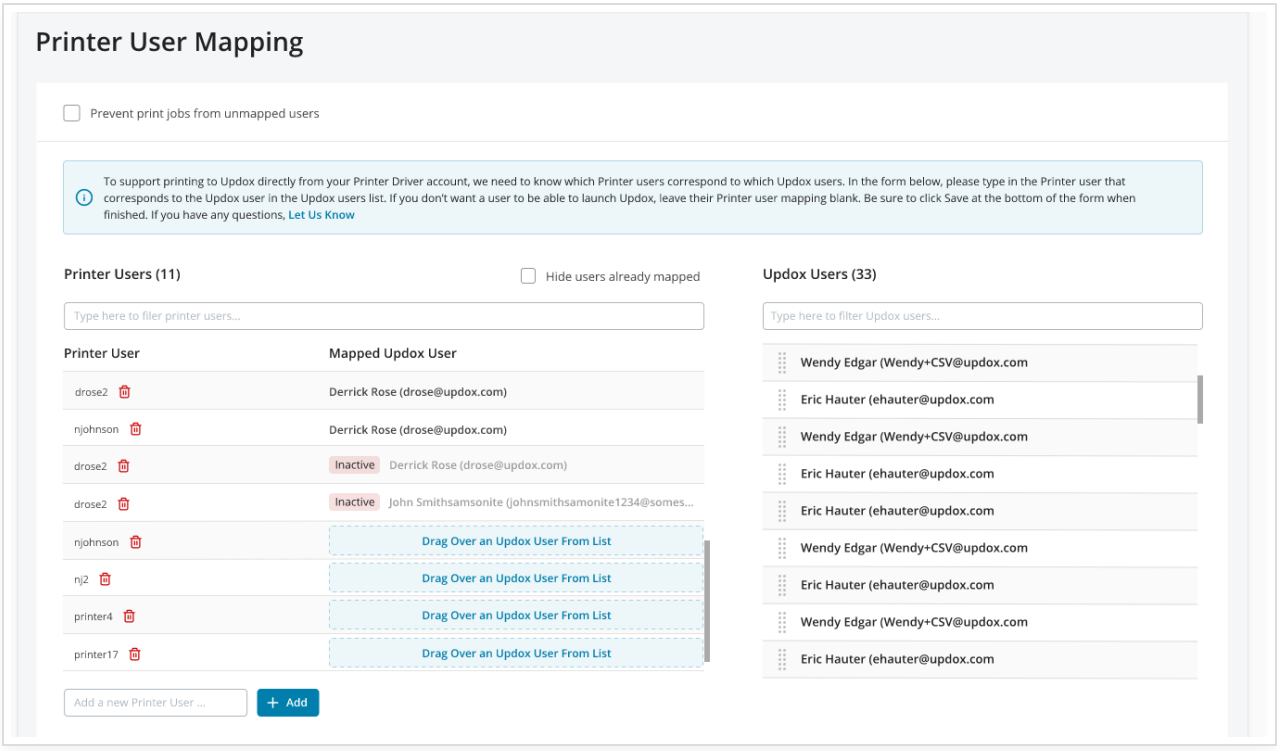
Printer User Mapping Details

The Printer User Mapping page allows you to relate incoming print jobs to specific users so you can configure how your print jobs land in the Inbox.

To map, go to Menu > Admin > Printer Mapping



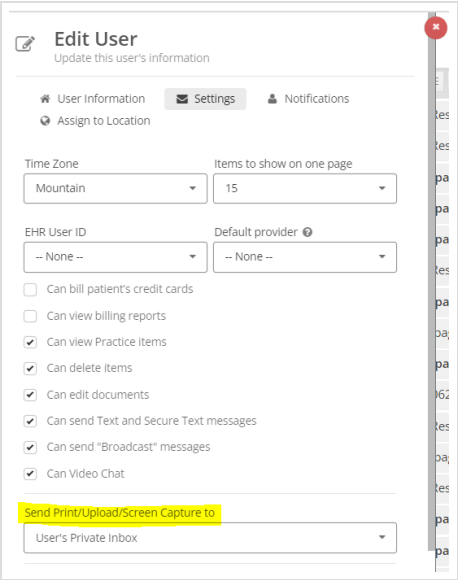
Then drag and drop the Updox user to the corresponding printer user. If you don't see a printer user in the list, type in the printer user first, then drag and drop the corresponding Updox user. If you don't want a user to use the Updox Printer Driver, leave the user mapping blank.



After creating the mapping, you can configure how your print jobs land in the Inbox.

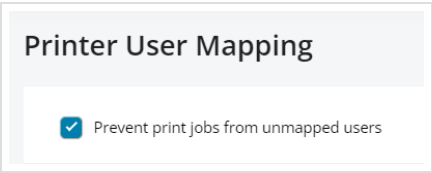
To do this, go to Menu > Admin > Users > Select the User > Settings (if admin) or Menu > Profile > Settings (if user).

Select the appropriate configuration (Practice Inbox, User's Private Inbox, or a queue) from the "Send Print/Upload/Screen Capture to" dropdown.

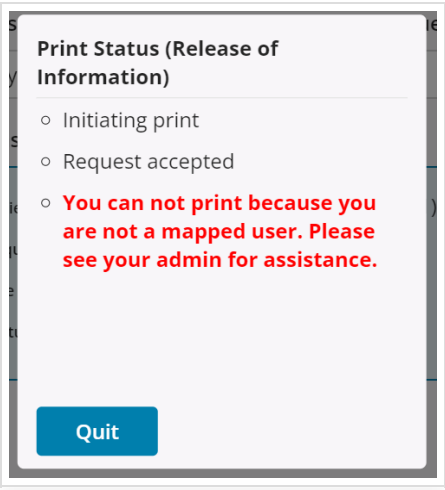


Preventing print jobs from unmapped users

Some users want to make sure that every print job that comes into Updox comes from an identified (or mapped) user. If desired, you can restrict unmapped users from printing documents through the Updox Printer by checking the “Prevent print jobs from unmapped users” checkbox.



When this is checked, unmapped users will see an error when they try to print through the Updox Printer.



Make sure you really understand what this setting is before turning it on. While it may sound nice in theory, it can be a pain to constantly add new users to the page if your operating system usernames aren’t tightly managed. Sometimes a little flexibility goes a long way.