

Installing and Configuring Select

The instructions below are intended for DMV internal Customer Service Centers.

Before You Begin

1. Gather a list of all your office's workstations and printers. Decide which workstations will print to which printer. This relationship will be referred to as a Work Area.
2. Obtain your license key(s) for Select.
3. Ascertain the administrator account username and password for each Windows workstation.

Completing a full install of Select involves the following two major tasks:

Task 1: Configure Windows Workstation(s) (repeat for every workstation)

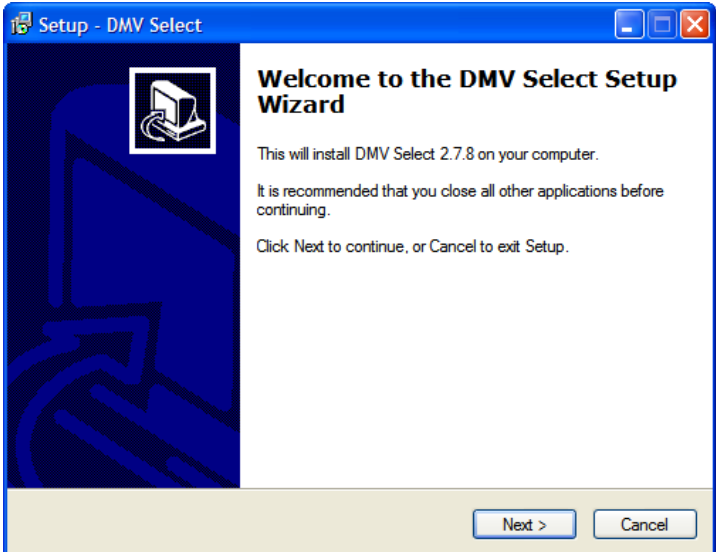
- a. Install Select Software
- b. Configure Printers

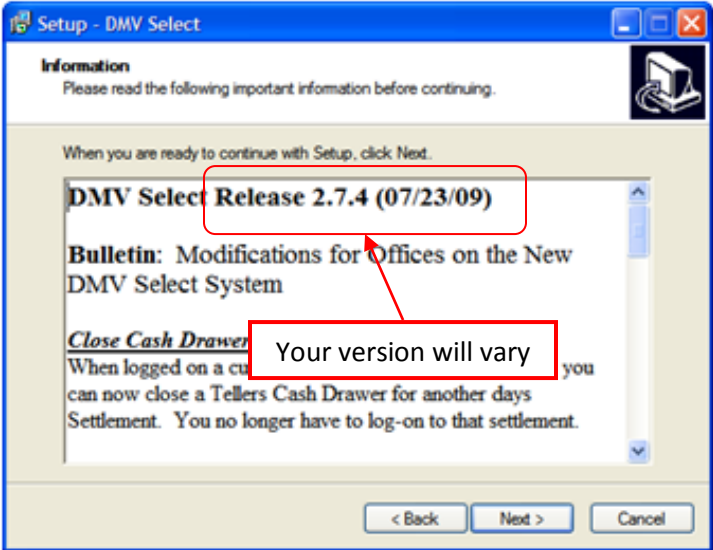
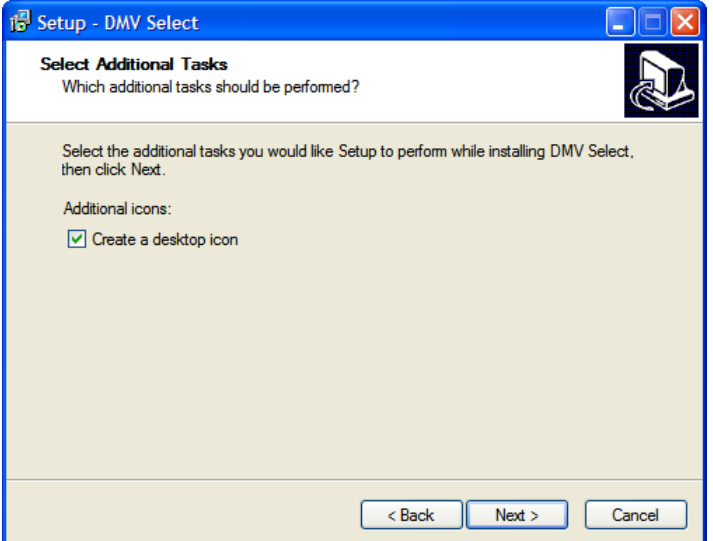
Task 2: Configure Select (one time per Location)

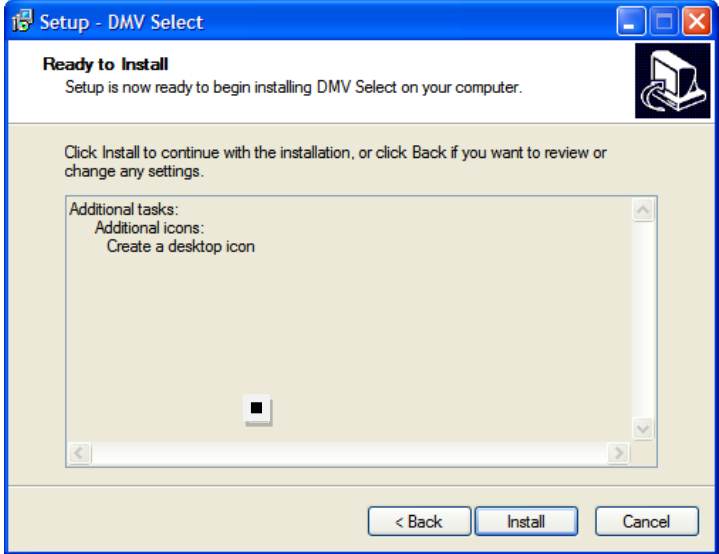
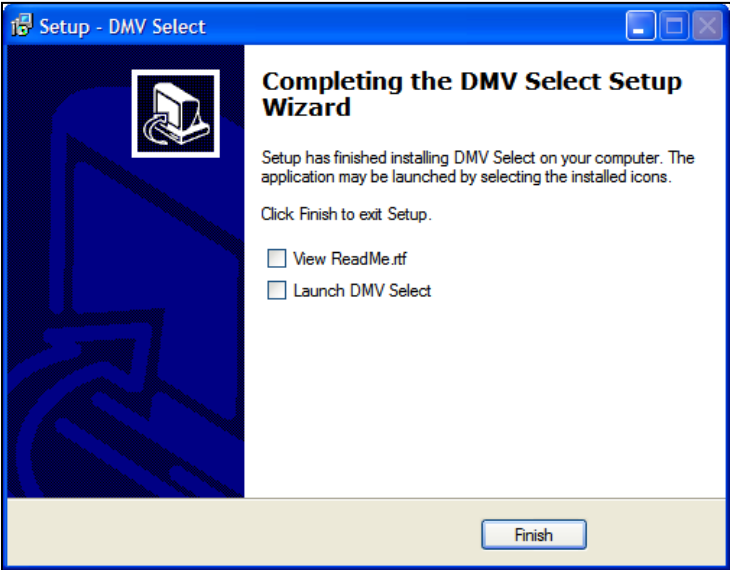
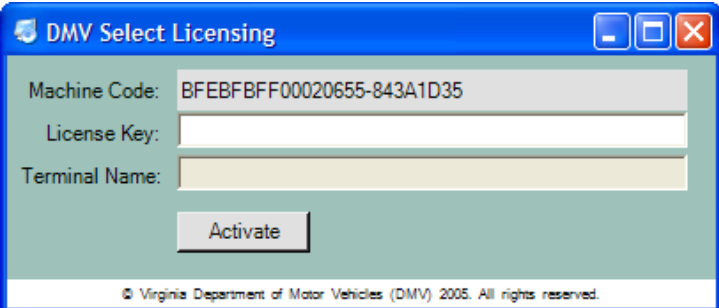
- a. Add/Configure Printers
- b. Configure Work Areas

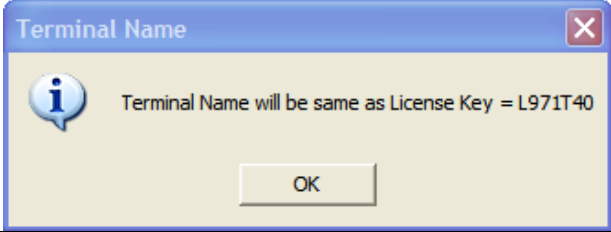
Task 1: Configure Windows Workstation

Sub-Task a: Install Select Software on Workstation(s)

Step	Description	Result
1	Log into the workstation with an admin account.	
2	Run myselectsetupfull.exe .	
3	Click Run when prompted. If you get a security warning, click Run.	The software will download and the Welcome screen 

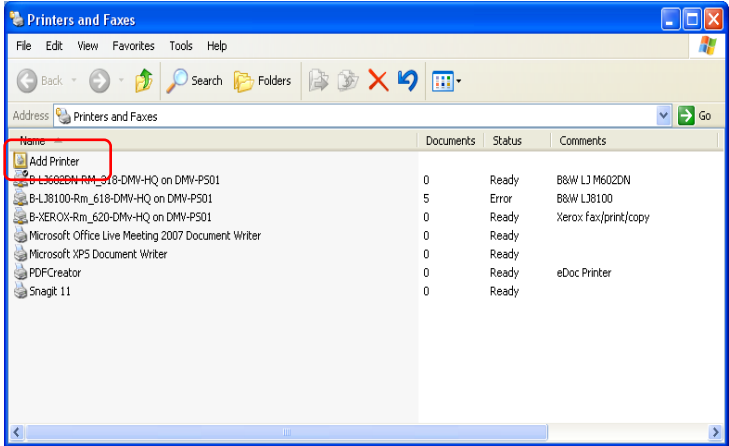
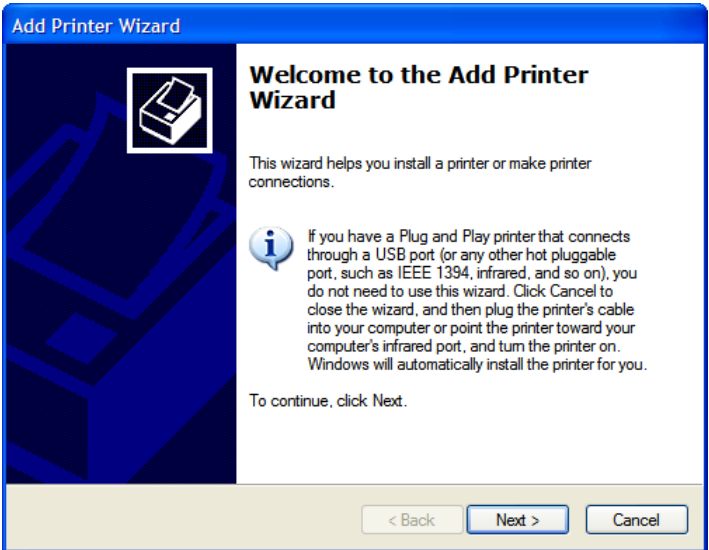
Step	Description	Result
4	Click the Next button.	<p>The release <i>Information</i> screen appears.</p> 
5	On the <i>Information</i> screen, click the Next button.	<p>The <i>Select Additional Tasks</i> dialog appears.</p> 

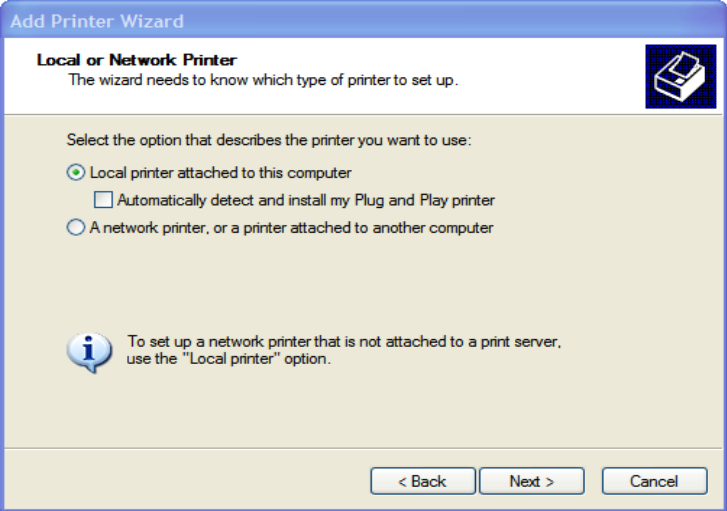
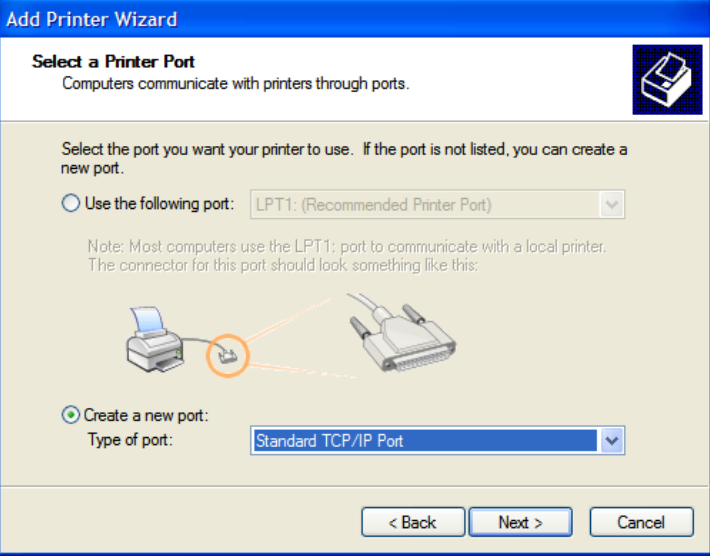
Step	Description	Result
6	<p>On the Select Additional Tasks dialog, be sure Create a desktop icon is checked, then click the Next button.</p>	 <p>The <i>Ready to Install</i> dialog appears.</p>
7	<p>Click the Install button to complete the installation.</p>	 <p>Once the installation has finished, the <i>Completing DMV Select Setup Wizard</i> dialog appears.</p>
8	<p>From the dialog, make the following selections:</p> <ul style="list-style-type: none"> • View ReadMe.rtf - Uncheck • Launch DMV Select – Check <p>Click the Finish button.</p>	<p>Select will start and the <i>DMV Select Licensing</i> dialog appears.</p> 

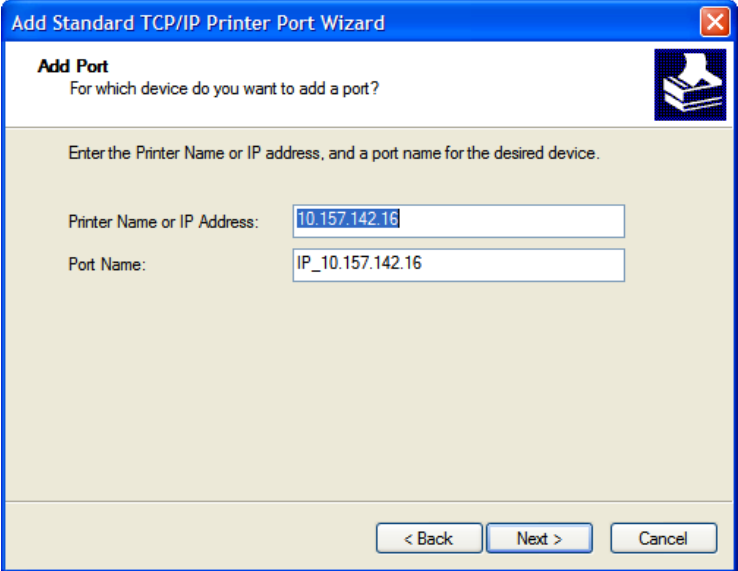
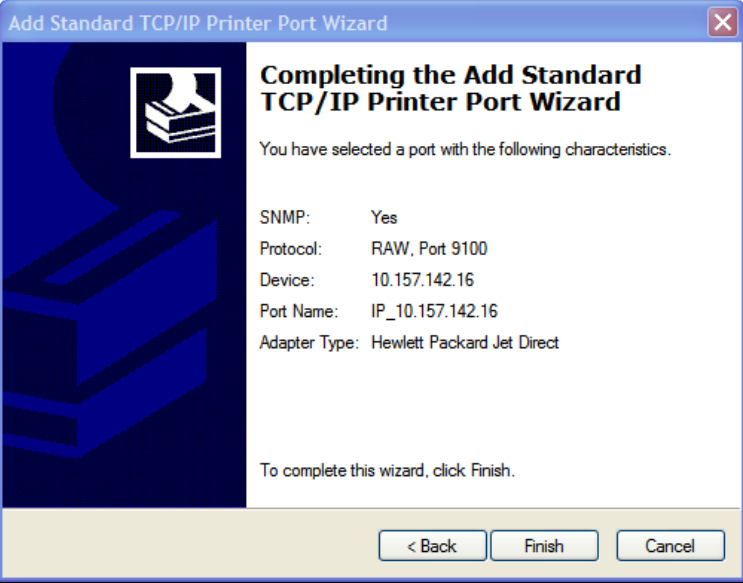
Step	Description	Result
9	<p>In the <i>License Key</i> field enter a license key from your list.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Be sure to use uppercase letters. • If you encounter an Activation Failure, try another key. If you continue to encounter this error, call 804-367-0767 for support. 	
10	Click the Activate button.	<p>The <i>Terminal Name</i> dialog appears advising that the Terminal Name will be the same as the License Key.</p> 
11	From the <i>Terminal Name</i> dialog, click the OK button.	<p>The base installation of Select is now installed.</p> <p>Select will now check for any updates to the software.</p>
12	Repeat steps 3 thru 7 to install the update, being sure to uncheck the “Create a desktop icon” in step 5.	Once the update install is complete, the Login Dialog will appear.
13	Click the Cancel button to cancel the login. You’ll do that after adding printers.	
14	<p>Make the shortcut available to all users who log into the workstation.</p> <p>Add the shortcut for DMV Select from the desktop to C:\Documents and Settings\All Users\Desktop. This will make it appear for all users.</p>	
15	<p>Label the workstation for ease of reference during future support needs.</p> <p>Put the license key for that workstation on a sticker as follows:</p> <p>Example: L971T40 P2</p> <p>Add P (for printer)n where “n” is the name of the Work Area to which this workstation belongs.</p>	

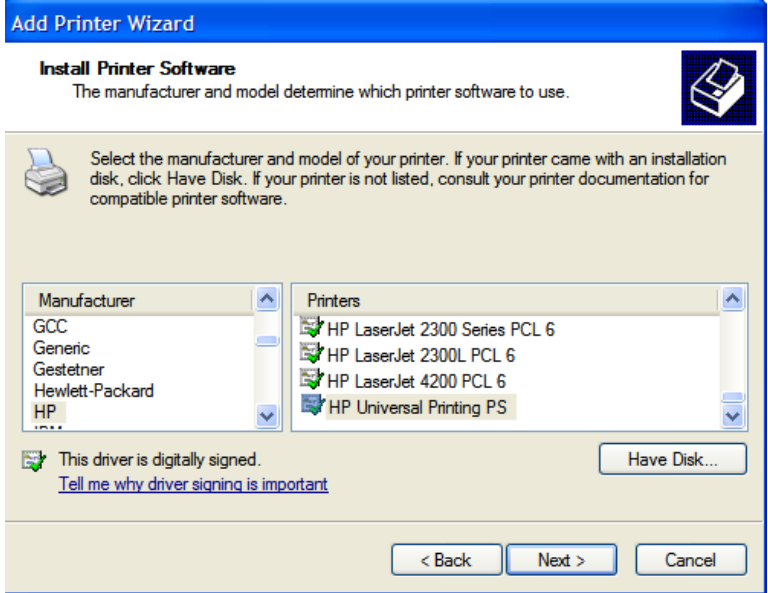
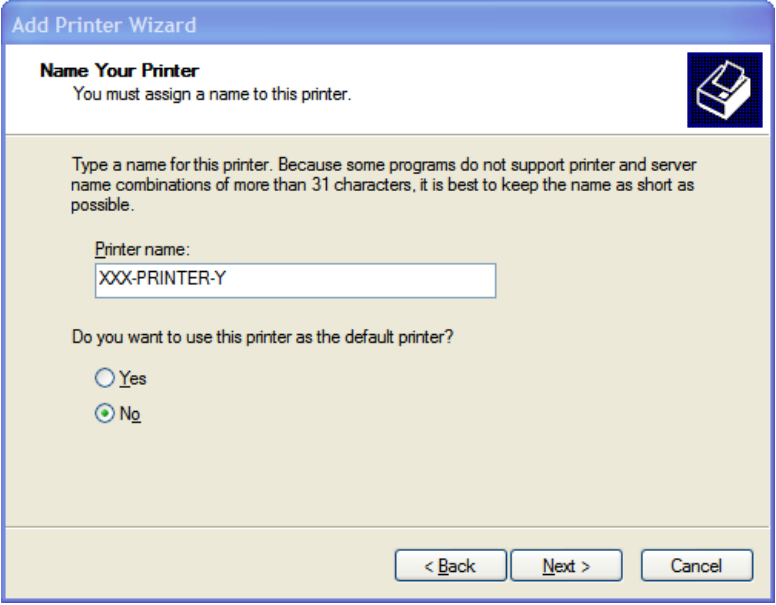
Task 1: Configure Windows Workstation

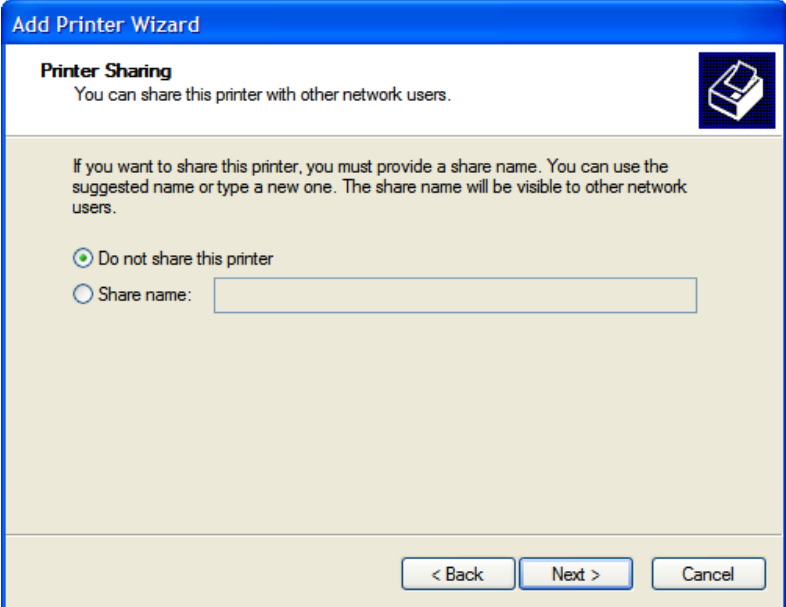
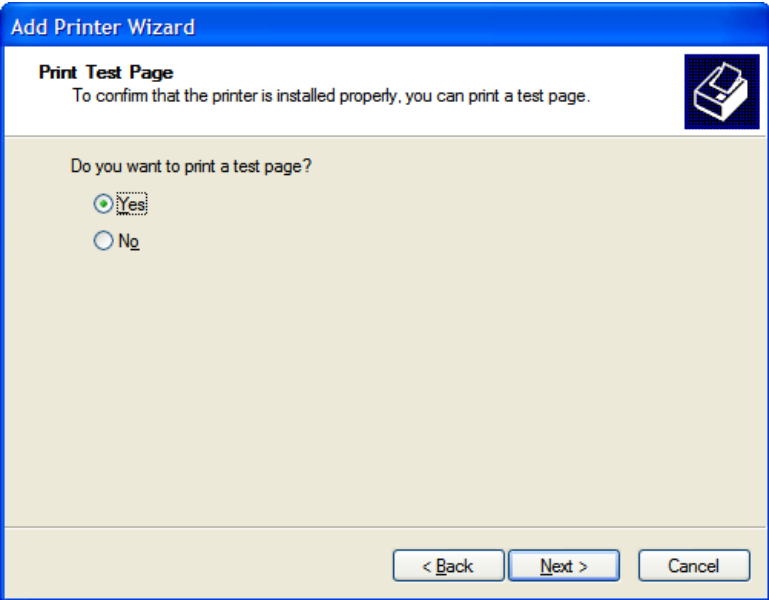
Sub-Task b: Configure Printer(s)

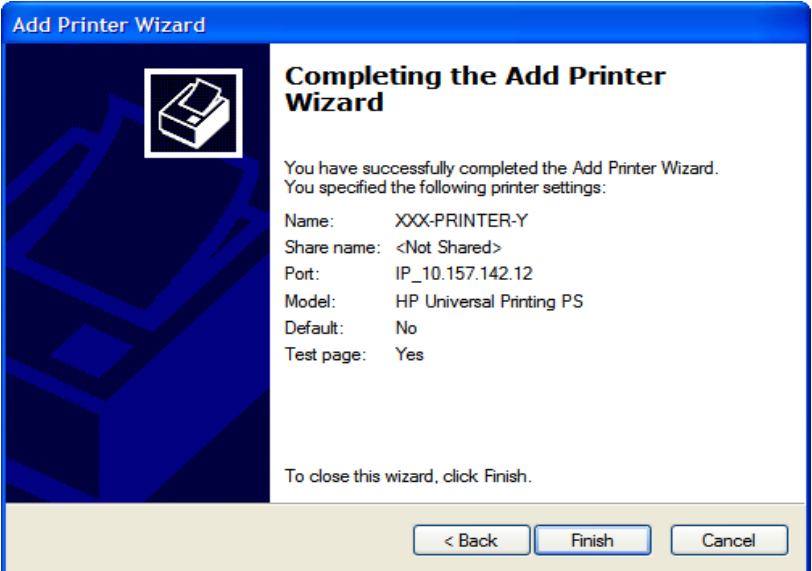
Step	Description	Result
1	From the Windows desktop, click Start > Printers and Faxes .	The Printers and Faxes dialog appears. 
2	Click the Add Printer item.	The <i>Welcome to the Add Printer Wizard</i> appears. 
3	From the <i>Welcome to Add Printer Wizard</i> dialog, click the Next button.	The <i>Local or Network Printer</i> dialog appears.

Step	Description	Result
		
4	<p>Select Local printer attached to this computer.</p> <p>Unselect Automatically detect and install my Plug and Play printer</p> <p>Click the Next button.</p>	<p>The <i>Select a Printer Port</i> dialog appears.</p> 
5	<p>Select the Create a new port option and ensure Standard TCP/IP Port is selected in the drop-down.</p>	

Step	Description	Result
6	Click the Next button.	<p>The <i>Add Port</i> dialog appears.</p> 
7	In the <i>Printer Name or IP Address</i> field enter the IP address for the printer. The Port Name will automatically populate based on what you enter.	
8	Click the Next button.	<p>The Confirmation screen appears.</p> 
9	Click the Finish button to complete the printer configuration.	The <i>Install Printer Software</i> dialog appears.

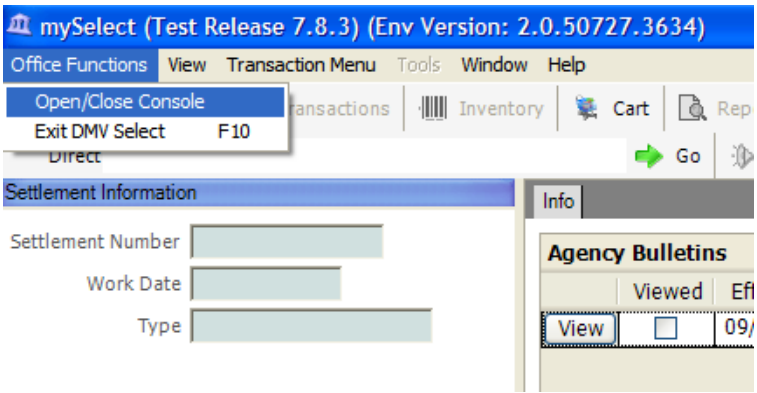
Step	Description	Result
		
10	Select HP Universal Printing PS .	
11	Click the Next button.	<p>The <i>Name Your Printer</i> dialog appears.</p> 
12	<p>The printer name is what will appear in Select. The naming convention is as follows:</p> <p>xxx-PRINTER-y where xxx is your location code and y is the printer number (1 through n).</p> <p>Example:</p> <p>672-PRINTER-4</p> <p>Note: PRINTER must be entered in all caps and dashes must be used, not</p>	

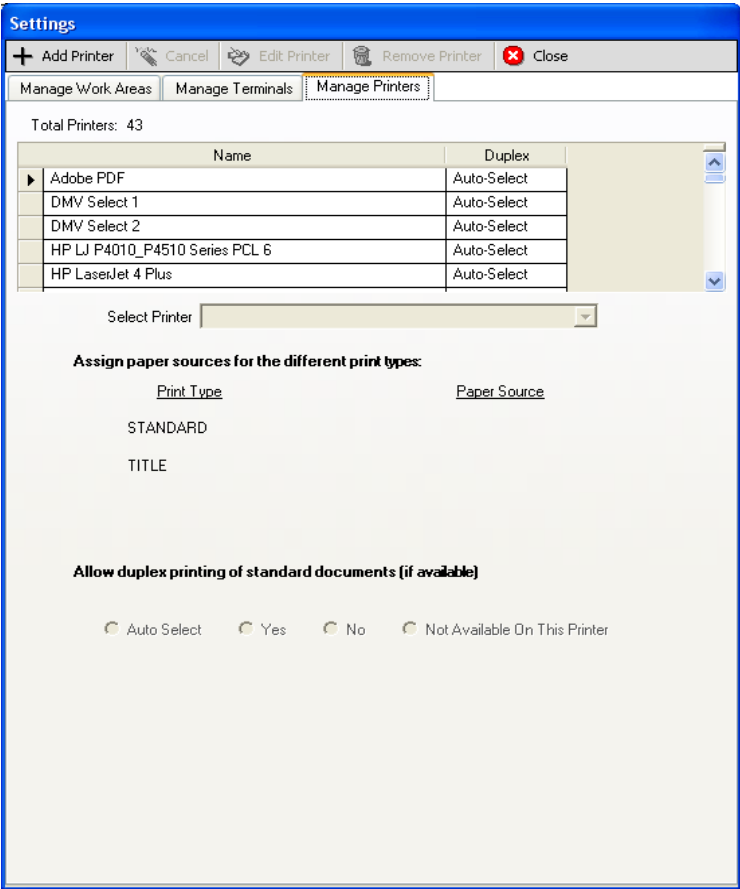
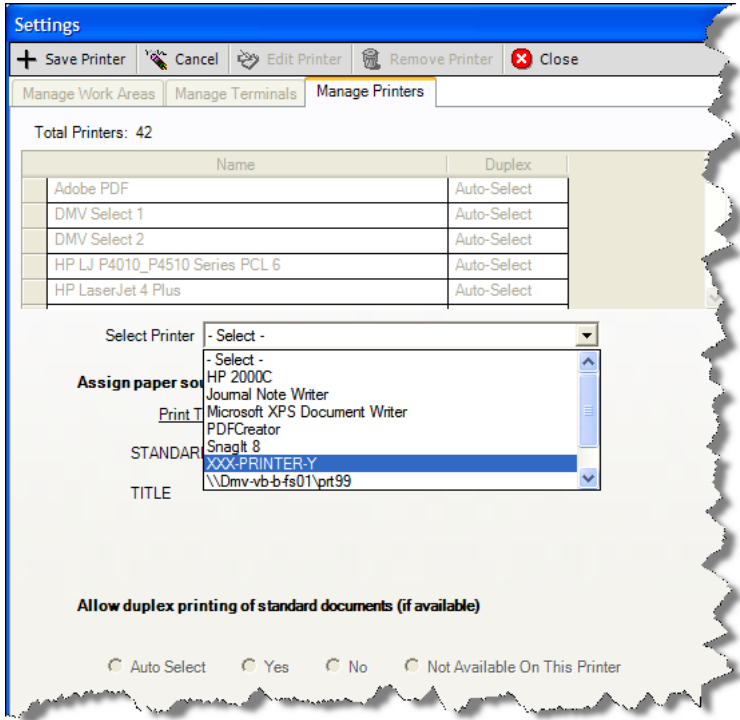
Step	Description	Result
	underscores.	
13	For the <i>Do you want to use this printer as the default printer</i> option, select Yes .	
14	Click the Next button.	 <p>The <i>Printer Sharing</i> dialog appears.</p>
15	Select Do not share this printer .	
16	Click the Next button.	<p>The <i>Print Test Page</i> dialog appears.</p> 
17	Select Yes to print a test page.	Confirm a test page is printed.

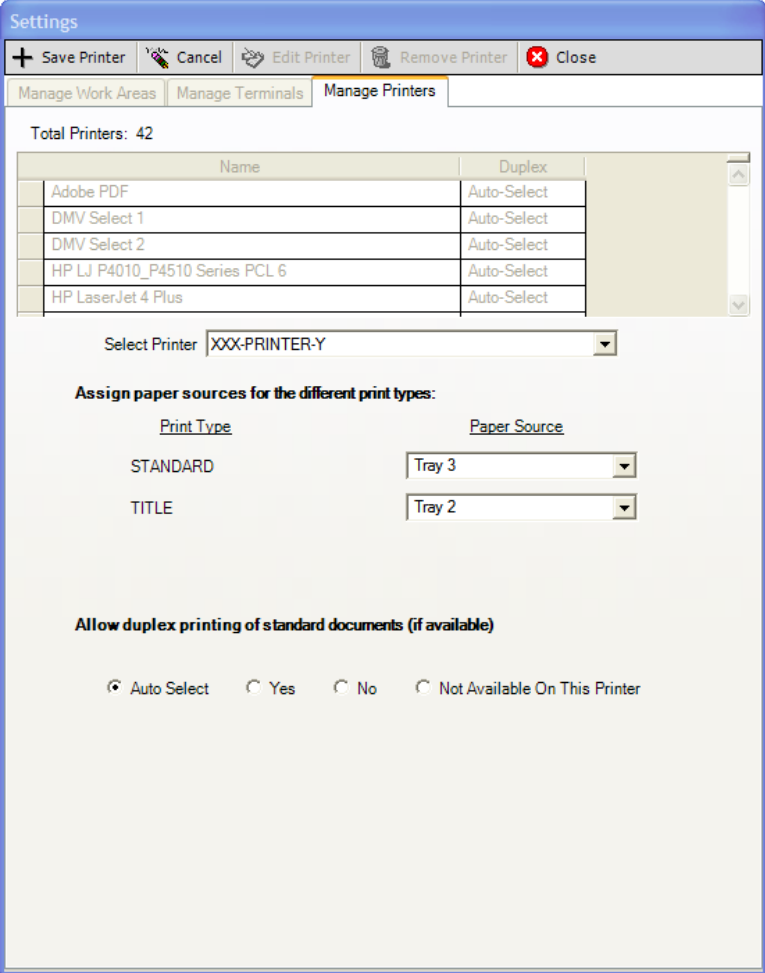
Step	Description	Result
18	Click the Next button.	<p>The Completion dialog appears.</p> 
19	Click the Finish button.	
20	Repeat this Task 2 for each printer to be used by Select	

Task 2: Configure Select

Sub-Task a: Add/Configure Printers

Step	Description	Result
1	Log into Select with your COV account (FirstName.LastName@DMV.Virginia.Gov) and password.	
2	Select the location at which you are doing the installs.	Select opens.
3	Open the office by selecting Office Functions > Open/Close Console from the main menu bar.	
4	From the Open/Close Console, click the Close button to return to the home page.	
5	From the main menu bar again, select Tools > Settings > Manage Printers .	The <i>Settings</i> dialog appears with the Add Printer tab on top.

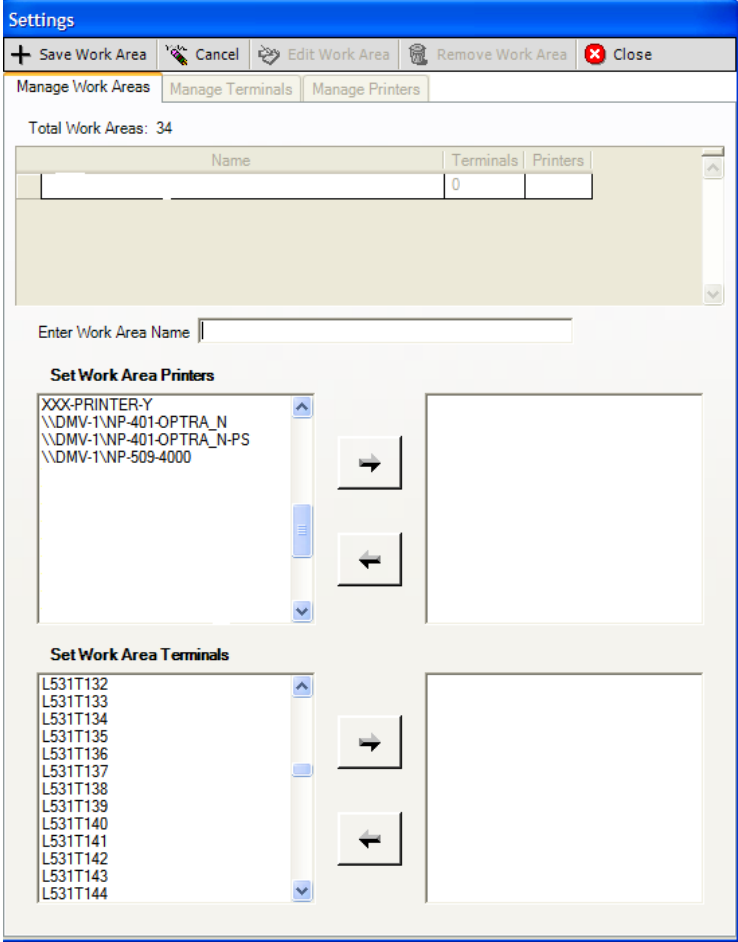
Step	Description	Result
		
6	From the Settings dialog's button bar, click the Add Printer button.	The <i>Select Printer</i> drop-down list is activated.
7	From the Select Printer drop-down, select the first printer configured for your office.	

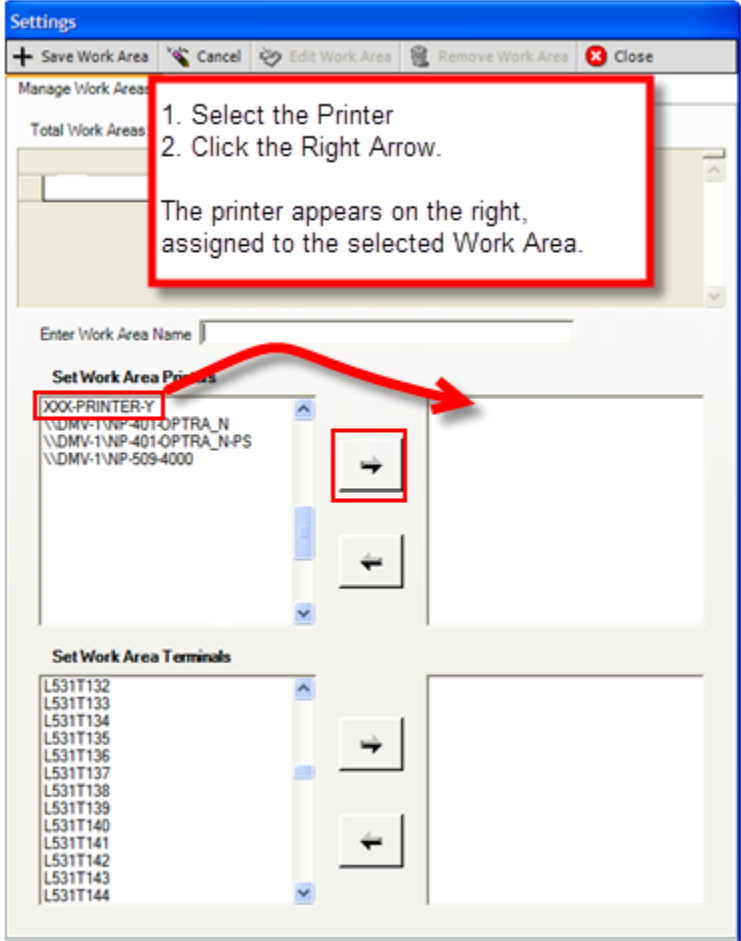
Step	Description	Result
8	<p>Now you must configure the paper trays. This is a key step in ensuring your title paper prints from the correct tray.</p> <p>In the Paper Source drop-downs, ensure the configuration is as follows:</p> <p>STANDARD: Tray 3 TITLE: Tray 2 DUPLEX: Auto Select</p>	 <p>The screenshot shows the 'Settings' dialog box for printer configuration. The 'Manage Printers' tab is active, displaying a list of printers with their duplex settings. Below the list, the 'Assign paper sources for the different print types' section is visible, with 'STANDARD' set to 'Tray 3' and 'TITLE' set to 'Tray 2'. The 'Allow duplex printing of standard documents (if available)' section has 'Auto Select' selected.</p>
9	Click the Save Printer button.	
	Repeat this Sub-Task for every printer configured for the office, then proceed to Task 2/Sub-Task b.	

Task 2: Configure Select

Sub-Task b: Configure Work Areas

Each Work Area has one printer assigned to it.

Step	Description	Result
1	<p>From the <i>Settings</i> dialog, click the Manage Work Areas tab.</p> <p>You will add one Work Area for each printer defined in the previous section.</p>	<p>The <i>Manage Work Areas</i> tab appears.</p>  <p>The screenshot shows the 'Settings' dialog box with the 'Manage Work Areas' tab selected. At the top, there are buttons for '+ Save Work Area', 'Cancel', 'Edit Work Area', 'Remove Work Area', and 'Close'. Below these are tabs for 'Manage Work Areas', 'Manage Terminals', and 'Manage Printers'. The 'Manage Work Areas' tab is active, showing 'Total Work Areas: 34' and a table with columns for 'Name', 'Terminals', and 'Printers'. Below the table is an 'Enter Work Area Name' field. There are two sections: 'Set Work Area Printers' and 'Set Work Area Terminals'. Each section has a list of items on the left and a target area on the right, with arrows for moving items between them.</p>
2	<p>In the Enter Work Area Name field enter the work area name, using the following naming convention:</p> <p>xxx-WORKAREA-n where xxx is the location code, WORKAREA must be in all caps and n is the number of the printer that will be used by this group of workstations.</p> <p>Example: If Work Area 1 is to use Printer 1 at location 642, the Work Area will be named 642-WORKAREA-1.</p>	

Step	Description	Result
3	<p>From the <i>Set Work Area Printers</i> area, highlight the corresponding printer, then click the Right Arrow button to move it to the right.</p> <p>Note: Only one printer can be assigned per Work Area.</p>	 <p>Settings</p> <p>+ Save Work Area Cancel Edit Work Area Remove Work Area Close</p> <p>Manage Work Area</p> <p>Total Work Areas</p> <p>1. Select the Printer 2. Click the Right Arrow.</p> <p>The printer appears on the right, assigned to the selected Work Area.</p> <p>Enter Work Area Name</p> <p>Set Work Area Printers</p> <p>XXX-PRINTER-Y \\DMV-1\NP-401-OPTRA_N \\DMV-1\NP-401-OPTRA_PS \\DMV-1\NP-509-4000</p> <p>Set Work Area Terminals</p> <p>L531T132 L531T133 L531T134 L531T135 L531T136 L531T137 L531T138 L531T139 L531T140 L531T141 L531T142 L531T143 L531T144</p>
4	<p>From the <i>Set Work Area Terminals</i> area, highlight the terminal name of the workstation you're on, then click the Right Arrow button to move it to the right.</p>	<p>This assigns the Terminal to the new Work Area.</p>
5	<p>Repeat step 4 for every Terminal to be assigned to the new Work Area.</p>	
6	<p>Repeat steps 2 through 5 for each Work Area to be defined.</p> <p>Note: Steps 5 & 6 only need to be done once per Location.</p>	