



**INFORMATION MARKETING GROUP (IMG)**  
**IMPROVING K-12 EDUCATION THROUGH SOFTWARE**

*iPass*

*Attendance*

*Add-On Features*

## **+ Attendance Add-on Receipt Printing & Scanning System**

The **iPASS** Attendance Add-on System is designed to automate the process of tracking students who are tardy and/or being dismissed early from school. As students arrive late the barcode on their ID cards is scanned and their record instantly appears in the iPASS attendance, defaulting to tardy, with date and time. The system will generate tardy/late slips for the homeroom/classroom teacher, as well as temporary ID's, dismissal slips and a summary schedule. The system can also be configured to automatically create an iPASS discipline infraction (and optional letter) based upon a specified number of tardies.

The following items must be implemented in order to operate the Attendance Add-on feature:

- a. Configure & Install Ithaca Receipt Printer**
- b. Configure & Install Symbol Technologies LS2208 USB Scanner**
- c. Setup & Configure Printer Queue within your operating system and your iPASS application**
- d. Configure iPASS Attendance System Parameters**

## a. Configure & Install Ithaca Model 610 Receipt Printer

1. Remove printer from packaging
  - A. Open Top Cover and install roll of paper
  - B. Remove the receipt showing current configuration information
  - C. Plug-in power cord
  - D. Plug-in Ethernet network cable
  
2. Configure the emulation mode of the printer (Emulation Mode = Ithaca POS).
  - A. The printer needs to be OFF. A green light at the top of the unit means power is on (green = on, no light = off). The power button is on the lower right corner of the unit.
  
  - B. Press and Hold the Feed button and Power button at the same time. Release the Power button, when you see the middle light begin to flash red, then release the Feed button.

*Upon completion, the printer will print its serial number, firmware version, etc. ending with an “**Operation – Receipt Print**” message.*

- C. Press and Hold the Feed button for about 3 seconds.

*The printer will print an “**Operation – Configuration**” message*

- D. Quick Press (second or less) the Feed button.

*The printer will print a long “**Configuration page**” ending with its emulation mode setting.*

- E. Press and Hold the Feed button until the emulation mode changes (it will probably be the fifth option) until Emulation Mode = Ithaca POS
  
- F. Press the Power button

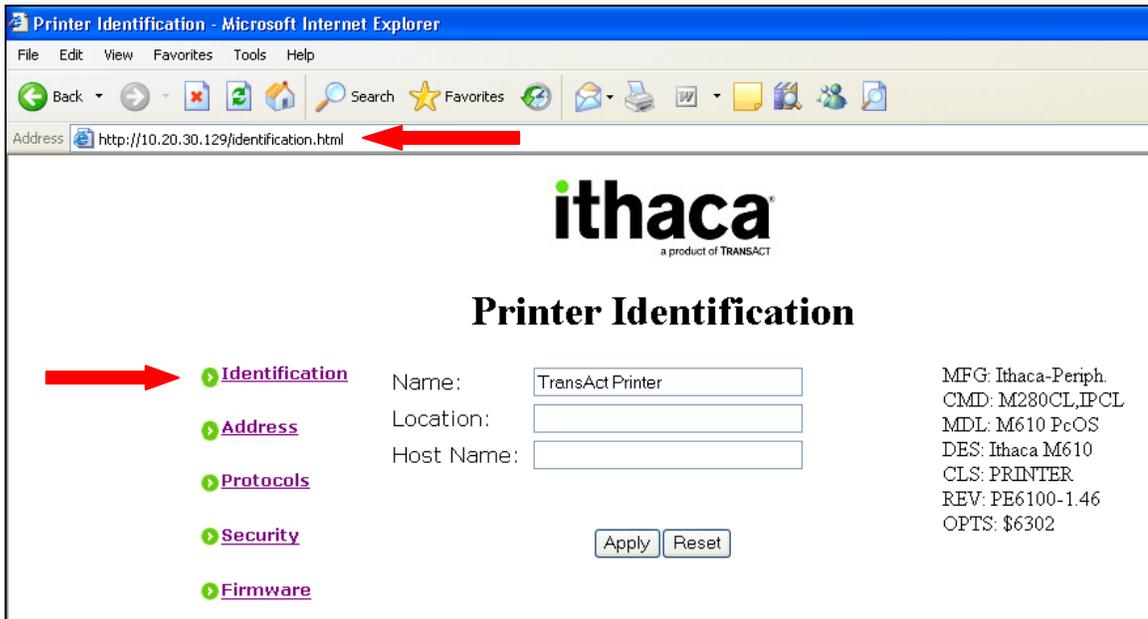
*The printer will print an updated detailed “**Configuration page**”.*

- G. Press and Hold the Feed button to *Save Your Configuration*.

**Note: Press ON-OFF or Remove power at any time to Stop and Start Over**

3. Log-in to the receipt printer using IE (Internet Explorer) and configure its communications options. When you plug the printer into your network it will find an available IP address if you have DHCP running. Enter the printers IP address into your browser as displayed below (right arrow). For example, <http://10.20.30.129>) and then pressing enter will bring you to the Printer Identification screen.

**Note: If you do not have DHCP running then please call IMG support for assistance.**



Name: Enter a name for the printer (e.g. Attendance) \*\* see note  
Location: Enter a location (e.g. Main Office)  
Host Name: Enter a host name

**When you are finished click-on the <Apply> button.** You will get a message “settings updated successfully” and your receipt printer will automatically respond with a form feed.

**\*\* Note: This name should be consistent with the name used to define your printer at the operating system level. If you need assistance setting-up your printer with Microsoft Server 2000, 2003, Red Hat Linux, or Solaris OS, please contact IMG support.**

Printer Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://10.20.30.129/address.html

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## Printer Address

[Identification](#) Protocol   Print IP Address at Boot

➔ [Address](#) IP Address:

[Protocols](#) Net Mask:

[Security](#) Gateway:

[Firmware](#)

MFG: Ithaca-Periph.  
 CMD: M280CL,IPCL  
 MDL: M610 PcOS  
 DES: Ithaca M610  
 CLS: PRINTER  
 REV: PE6100-1.46  
 OPTS: \$6302

Protocol: IMG requires selecting Static IP

IP Address: Enter the static IP address assigned to this device

Location: Enter the Subnet Mask of your network

Gateway: Enter the Gateway address of your network

**When you are finished click-on the <Apply> button.** You will get a message “settings updated successfully” and your receipt printer will automatically respond with a form feed.



LPR: Turn this feature off (remove check mark)  
Port 9100: Leave this feature on (keep check mark)  
Telnet: Turn this feature off (remove check mark)

**When you are finished click-on the <Apply> button.** You will get a message “settings updated successfully” and your receipt printer will automatically respond with a form feed.



User Name: Enter a secure user name  
Password: Enter a secure password  
Enable Authentication: Turn this feature on

**When you are finished click-on the <Apply> button.** You will get a message “settings updated successfully” and your receipt printer will automatically respond with a form feed.

**Note: Firmware – you do not need to configure this option**

4. This is the last step required to make your receipt printer work directly with your iPASS attendance system. Log-in to iPASS and select <Attendance System> <Enter Daily Attendance>.

At the end of your URL command line, enter the following text; **&setreceipt=yes** and press enter. Click on the <My Attendance Preferences> link and when the screen opens Press & Hold the <Ctrl> key and press letter <N>.



## **b. Symbol Technologies LS2208 USB Scanner**

1. Remove scanner from packaging
  - A. Assemble stand & position scanner
  - B. Plug-in USB cable (supplied with scanner) into scanner and computer
  - C. Locate and refer to the Quick Start Guide that is supplied with your scanner. The scanner is configured by scanning all of the barcodes listed under the "Miscellaneous Settings" portion of the document.

For example;

2. SET DEFAULTS
3. SCAN OPTIONS
4. <DATA><SUFFIX>
5. ENTER

Your scanner is now ready to read Student and/or Staff ID Cards with barcodes. To test your scanner settings, Login to iPASS, Go to <Attendance System> <Enter Daily Attendance> and scan one of your Student ID cards (must be a currently enrolled student). This process should automatically display the student's record.

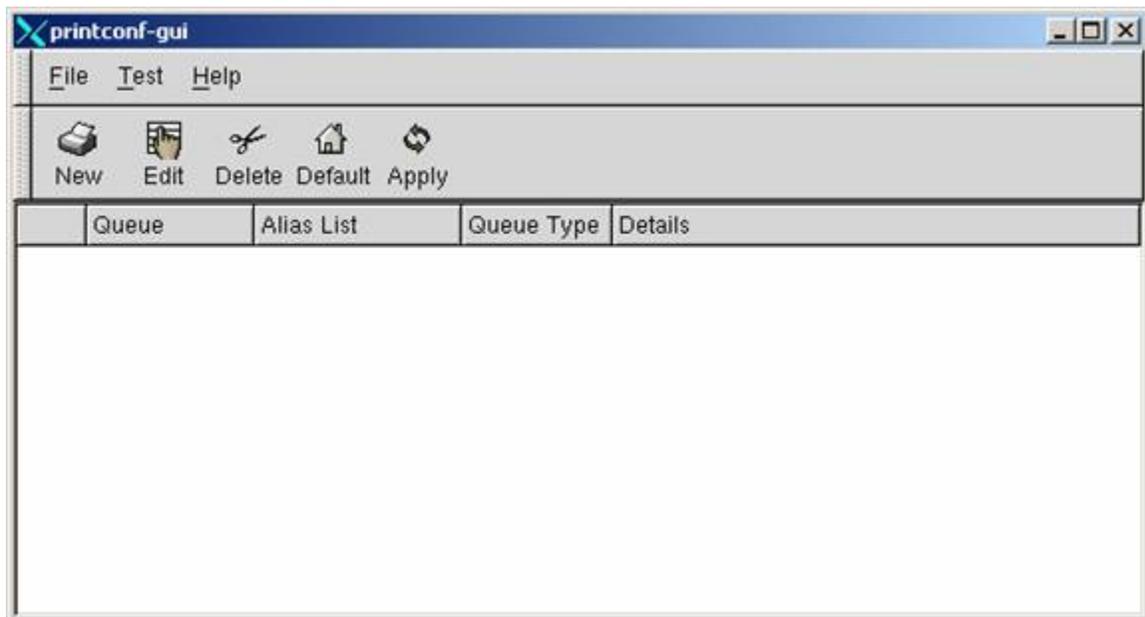
- c. Setup & configure Printer Queue within your operating system and your iPASS application.

**Microsoft Server 2000 or 2003** - See your iPASS network administrator or contact iPASS support for additional information.

**Redhat Linux** – The easiest way to configure printers for iPASS using Redhat Linux is using the GUI (graphical user interface). In order to start the GUI interface you must login to your Redhat operating system as root. See your iPASS network administrator or contact iPASS support for additional information.

Once you are logged in as root, you can enter the following start-up command *printconf-gui* (followed by an enter key) to invoke the GUI interface.

The *printconf-gui* command will start up and you will see a screen similar to the following:



**Figure #1**

Right now on this system there are no printer queues defined. If you are running this utility on a system that has already been configured to use other printers then the above list will not be empty. This is nothing to worry about since all we are going to be doing is adding a print queue.

To create a new queue from this screen click-on the "New" button as shown on figure #1 above. You will then see a screen similar to the one below in figure #2.

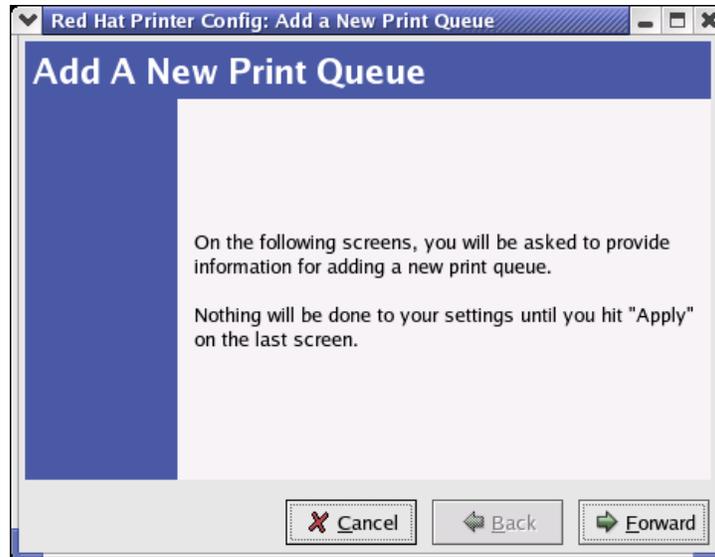


Figure #2

Click-on the Forward button, which will display following screen (figure #3):

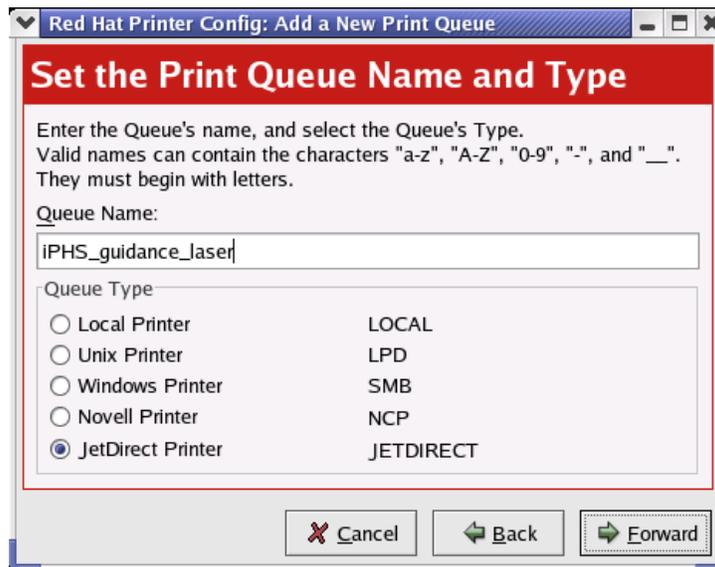


Figure #3

This screen is asking what name you want to give the queue and what kind of a queue it is. While you can give it any name we want, it is a good idea to give it a name that helps describe its primary purpose and location. For example, if you are installing a printer for the guidance office at iPASS High School, an appropriate name would be ***iPHS\_guidance\_laser***. iPASS utilizes the "JetDirect Printer" type, so select its radio button and click-on the Next button.

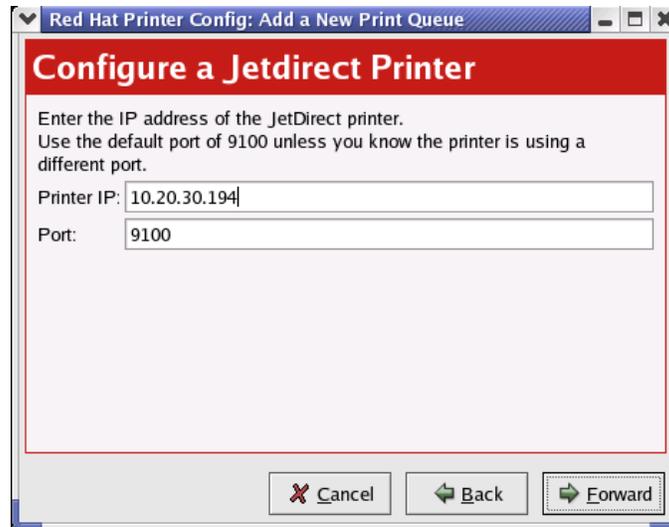


Figure #4

This is where you associate your new printer queue with the IP address of your printer (where your print jobs will be sent).

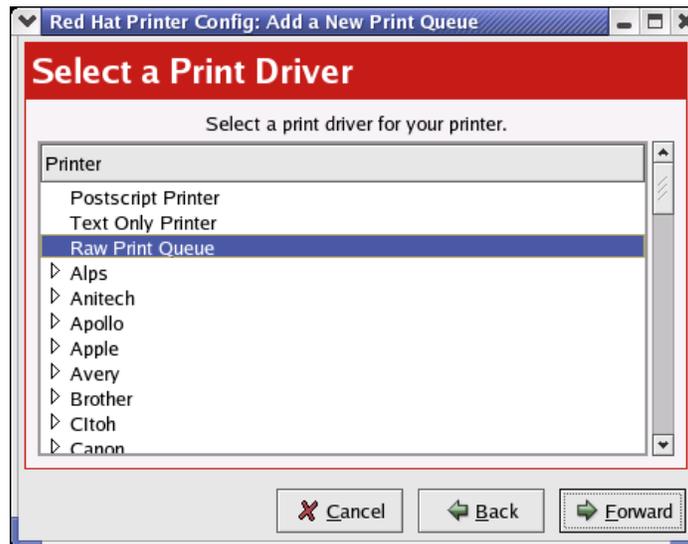


Figure #5

Select the Raw Print Queue option and click-on the Forward button, which will display the following screen (figure #6):

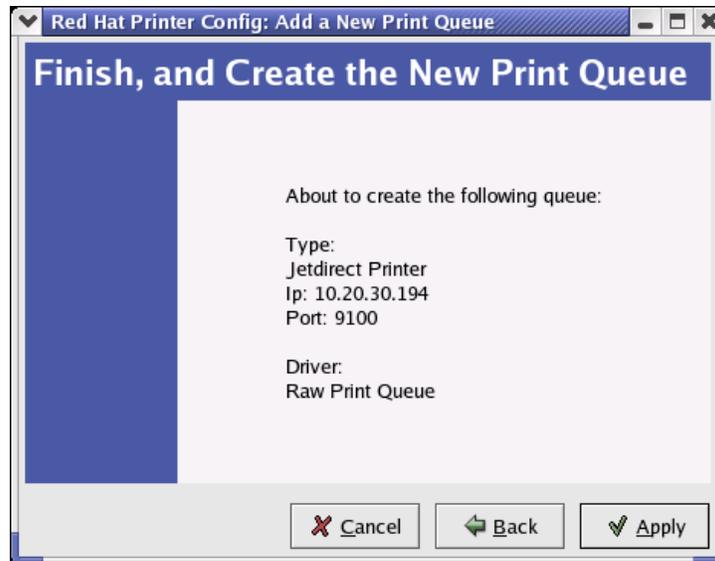


Figure #6

Click-on the Apply button. You will see the following message (Figure #7).



Figure #7

Click ok...

Select the Test option (Figure #8) and print a test page to try out this new print queue. Click-on File and Close when finished.

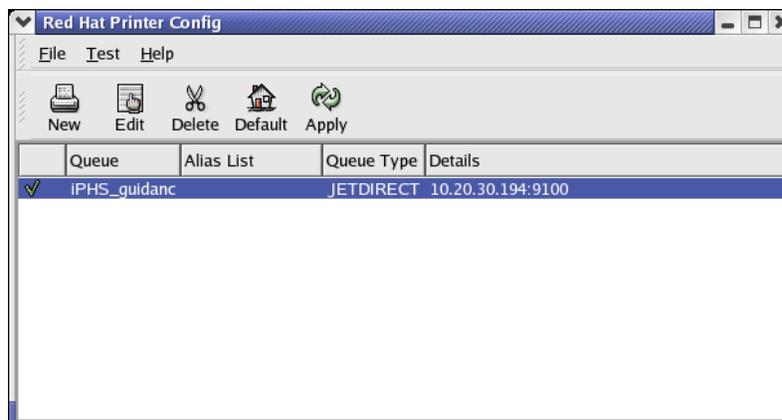


Figure #8

Define your new printer in iPASS. Go to <System Configuration> <Output Device> as shown below in Figure # 9.

[Check All](#) - [Clear All](#)

Delete	Name	Command	Type	isColor
<input type="checkbox"/>	iPHS_Guidance	lpr -P iPHS_Guidance	S	No <input type="button" value="v"/>
<input type="checkbox"/>	imgUpstairHall	lpr -P office	S	No <input type="button" value="v"/>
<input type="checkbox"/>	PDF	/usr/local/bin/pcl6 -sDEVICE=pdfw	F	No <input type="button" value="v"/>
<input type="checkbox"/>	HP4650	lpr -P HP4650	S	Yes <input type="button" value="v"/>
<input type="checkbox"/>	PDFColor	/usr/local/bin/pcl6 -sDEVICE=pdfw	F	Yes <input type="button" value="v"/>
				No <input type="button" value="v"/>
				No <input type="button" value="v"/>
				No <input type="button" value="v"/>
				No <input type="button" value="v"/>
				No <input type="button" value="v"/>

[Prev](#) [Next](#)

Figure #9

**Name:** Enter your device name as defined when creating printer queue

**Command:**

**Type:**

**Is Color:**

**d. Configure iPASS Attendance System Parameters** – Go to iPASS <Attendance System> <Maintenance> <School Attendance Parameters>.

This screen is school specific and needs to be set before using the receipt printer.

This portion of the screen is used to set up the discipline actions associated with the automatic creation of an iPASS discipline infraction (and letter) based upon a specified number of tardies.

Tardy Attendance Codes for Discipline:	<ul style="list-style-type: none"><li>In School Suspension</li><li>Out of School Suspension</li><li>Present</li><li>Tardy</li><li>Tardy - Absent</li><li>Tardy/Dismissed</li><li>Tardy/Dismissed - Absent</li><li>Tardy/Excused</li><li>Tardy/Excused/Dismiss</li><li>Truant</li></ul>
1 Consequence Dates:	12/06/2005
1 Unit:	1
1 Consequence:	Office Conference/Warning
1 Incident:	Excessive Tardy
1 Letter:	

Figure #10

**Tardy Attendance Codes for Discipline:**

Select the Attendance Codes that represent a Tardy for your school.

⇒ Hold down the <Ctrl> key and use your mouse to click on the appropriate code(s)

The next section of the screen is divided into 6 different parts. Each part represents the number of times a student is Tardy to school in the current term.

- 1 for the first time
- 2 for the second time
- 3 for the third time

- 4 for the fourth time
- 5 for the fifth time
- 6 for the sixth time and any more times beyond 6

### **1 Consequence Dates:**

This is the date that will be used in the Consequence assigned for the first time a student is tardy during the current term.

⇒ Enter the date in the mm/dd/yyyy format

#### **Note:**

*This date needs to be adjusted at the beginning of each day to reflect a date that is equal to or greater than TODAY'S DATE.*

### **1 Unit:**

This is the number of Consequence Units you want assigned for the first time a student is tardy during the current term.

⇒ Enter a number

#### **Note:**

*Units are linked to consequences. Go to <Discipline System><Discipline><Consequences> to adjust the units.*

*Examples: Detention has assigned Hour as the unit.  
In-School Suspensions has assigned Day as a unit.*

*If I use the number 1 in the unit and I link a detention to the first time a student is tardy during the current term, the system will assign 1 hour of Detention to the student for being tardy.*

*If I link an In-School Suspension to the first time a student is tardy during the current term the system will assign 1 day of In- School Suspension to the student for being tardy.*

### **1 Consequence:**

This is the consequence you want assigned to the student for the first time a student is tardy during the current term.

⇒ Select a consequence

**Note:**

*Consequences can be modified by going to <Discipline System><Maintenance><Consequences>.*

**1 Incident:**

This is the Incident you want assigned to the student for the first time a student is tardy during the current term.

⇒ Select an Incident

**Note:**

*Consequences can be modified by going to <Discipline System><Maintenance><Incidents>.*

**1 Letter:**

This is the letter you want generated and printed out for the first time a student is tardy during the current term.

⇒ Select a letter

**Note:**

*Letters can be modified by going to <Letter System>< Create/Modify Letters>.*

Repeat the above directions filling in the 2-6 sections of the screen.

Remember

- 1 for the first time
- 2 for the second time
- 3 for the third time
- 4 for the fourth time
- 5 for the fifth time
- 6 for the sixth time and any more times beyond 6

## **Assign the Receipt Printer to users**

You must assign the receipt printer to each user who will be doing the attendance printing.

Have the user log into iPass.

Have the user go to Daily Attendance and click on the small words that says My Attendance Parameters.

Then click the control key and the (N) to open this screen up in a new window.

Using your mouse place your cursor at the very end of your URL command line, enter the following text; **&setreceipt=yes** and press enter. You will now see additional parameters to select. You may change any of the parameters listed but you **MUST** choose the Receipt Printer that the receipt will be printed from and click on **SUBMIT** to save your settings.

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