LRS CloudPrint™

Signing up to the LRS CloudPrint Service

Version 1.2
May 2024

Before you sign up for LRS CloudPrint make sure you have done the following:

- You have a Microsoft® Azure Entra ID tenant. For instructions on how to set up an Azure Entra ID tenant, click here for more information.
- You must have a user that has the Global Administrator role in your Azure Entra ID tenant.

WHY THE GLOBAL ADMINISTRATOR ROLE

This role is required to grant consent to LRS CloudPrint to access data in the customer's tenant.

The items LRS CloudPrint requires permissions for are:

MICROSOFT GRAPH API

- Delegated permission (acting on behalf of the user)
    - Sign in and read user profile
    - Allows users to sign-in to the app and allows the app to read the profile of signed-in users. It also allows the app to read basic company information of signed-in users
- Application Permission (acting on behalf of the application)
    - Read directory data
    - Allows the app to read data in your organization's directory, such as users, groups and apps, without a signed-in user.

WINDOWS® AZURE ACTIVE DIRECTORY API

- Delegated permission (acting on behalf of the user)
    - Sign in and read user profile
    - Allows users to sign-in to the app and allows the app to read the profile of signed-in users. It also allows the app to read basic company information of signed-in users
- Application Permission (acting on behalf of the application)
    - Read directory data
    - Allows the app to read data in your organization's directory, such as users, groups and apps, without a signed-in user.

STEP 1 – FREE TRIAL FORM

Fill in free trial form – https://account.lrscloudprint.com/sign-up. You must complete all required fields as well as accept the LRS CloudPrint agreement before you can "Sign Up"

Ready to migrate to a cloud print management solution?

Sign up for a Free 30-day trial of LRS CloudPrint™ with no obligation. It's Easy as 1-2-3...

✓ 1 Fill in the form   🔧 2 Grant consent to LRS CloudPrint   🖨 3 Set up printers and get printing

First Name *

Last Name *

Email Address ❓

Company Name * ❓

Customer Number ❓

Tenant Name * ❓

Address *

City *

Country *
-- Select One --

Postal Code *

Region * ❓
-- Select One --

To understand how we treat your personally identifiable data, see LRS's Privacy Policy and, if applicable, our European Privacy Policy. By submitting your inquiry, you consent to receive a reply from LRS.

View & Accept Agreement

[SIGN UP]

Read before completing form

To enable the trial a Microsoft account with the role of a **Global Administrator** needs to be used.

Why the Global Administrator role? This role is required to grant consent to LRS CloudPrint to access data in the customer's tenant. For more details, read our step-by-step guide here.

Does everyone need the Global Administrator role? No. This is only for the initial LRS CloudPrint configuration and setup.

Download our free step-by-step guide to signing up for LRS CloudPrint here.

SIGN UP FORM GUIDE

Email Address: this email address must correspond to an Azure Entra ID account. The user will be designated as the initial Service Owner and Administrator when the user logs in to LRS CloudPrint for the first time.

Customer Number – For existing LRS customers only

Company Name – Please use the legal entity name. LRS will use this name for billing.

Tenant Name – This will appear in LRS CloudPrint as your "portal name." We advise using your company name, initials, or subsidiary name. This can be the same as Company Name.

Region – This is where your LRS CloudPrint database is stored. We find that companies like to have their data stored where their headquarters are based. There is currently no migration service from one region to another.

STEP 2 – VIEW AND ACCEPT LICENSE AGREEMENT

Please **View & Accept Agreement** the LRS CloudPrint Agreement. The "Accept" button is found at the end of the Agreement. You will not be able to proceed until you have completed this step.

You can also print the agreement. If you would like to refer to the latest LRS CloudPrint agreement in the future, please use this link https://account.lrscloudprint.com/cloudprint-agreement

STEP 3 – GET SIGNED UP

After you view and accept the agreement, click the Sign Up button to request your LRS CloudPrint trial.

SIGN UP

STEP 4 – CONSENT FOR LRS CLOUDPRINT

Next you will be required to grant consent to LRS CloudPrint to access data in your organization's Microsoft Entra ID tenant. (For more details see notes on Global Administrator role)

NOTE!
If you are not a Global Administrator of your Entra ID tenant, please ask a user who is, to sign in and give consent to LRS CloudPrint when the following dialogs appears

Once the Accept button have been pressed, the signup procedure is finished, and you will be redirected to the Account Management page.

From this page you are able to send in support and billing questions directly to LRS, as well as viewing the online documentation and your account status.
The Account Management page is also accessible from within the LRS CloudPrint portal, under the header "My Account".

STEP 5 – LOGIN TO LRS CLOUDPRINT PORTAL

To access and login to the LRS CloudPrint portal, you can either click the link provided on the Account Management page, or go to https://app.lrscloudprint.com/.
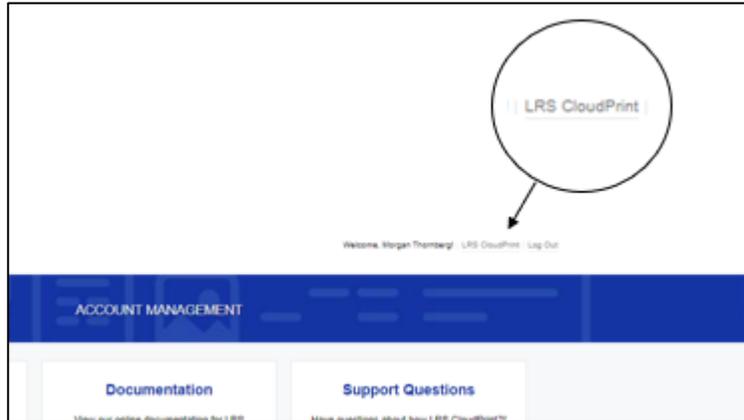

Please login with the user's email address that was provided in the Sign-up form.

As default this user will be designated to be the initial Service Owner and Administrator.
For more information about the different user roles privileges, please see the User roles section in the end of this document.

Once logged in the portal will recognize that no desktop client is installed and running on the local computer.

An orange-colored dialog will show up and prompt you to download and install it.
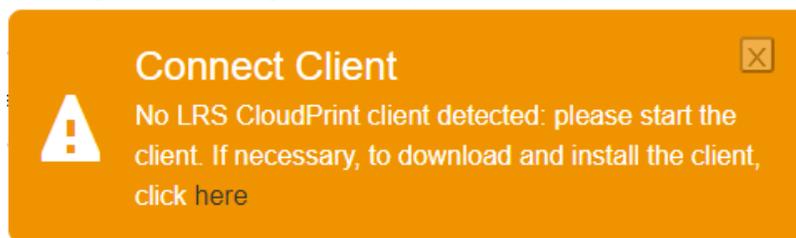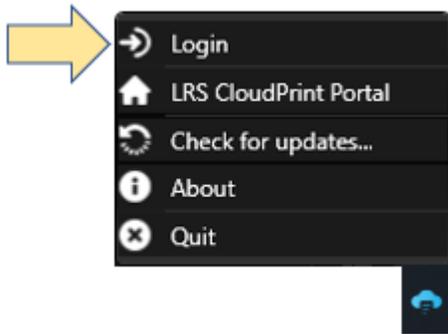

Please click the download link and run the downloaded file.

When installation has completed, the LRS CloudPrint® client can be seen as a cloud-shaped icon in your Windows® system tray or macOS® menu bar.

It is recommended that you login to the client as soon as the installation is complete; click the LRS CloudPrint® icon and select "Login" in the menu.

Please login with the user's email address that was provided in the Sign-up form.

Now you are prepared to start creating printers for your organization.
Please begin with reading the "Getting started" chapter of the online documentation.

The online documentation is accessed by clicking the question mark icon found in the header bar of the portal.

USER ROLES AND PRIVILEGES

There are four different user roles to assign to users:

- An LRS CloudPrint **Administrator** has privileges to:
    - Manage the printing system
    - Create devices and printers
    - Upload print drivers and printer configurations
    - Administer pending print jobs
    - Limited administration of user roles, User and Excluded

- An LRS CloudPrint **Service Owner** has the same privileges as an Admin with the additions below:
    - Manage the account subscription
    - See license usage
    - Remove users
    - Redact user data in reports
    - Full administration of user roles, Service Owner, Admin, User and Excluded

- An LRS CloudPrint **User** can print using LRS CloudPrint

- There is an additional role called '**Excluded**' which is available to the Service Owner and Administrator to allocate to any user who should not have access to the service. Excluded users do not count towards the license count.

User roles are allocated in the Users page within the Service Owner and Administrator settings.
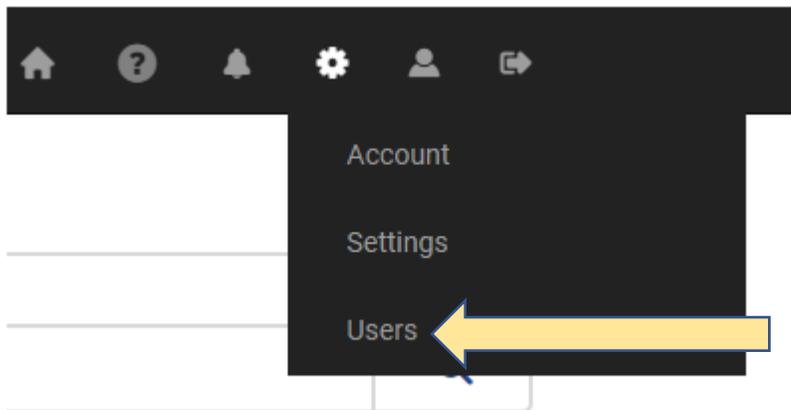
Once a user has logged in to either the LRS CloudPrint portal, desktop client or a mobile app, they will be registered in the user list, and are available for having their user role to be altered

Irene Foote	irene@hellm.onmicrosoft.com 23 Feb 2022, 11:13	User	🗑
James Sutton	jim@hellm.onmicrosoft.com 12 Mar 2019, 06:06	User ⌄	🗑
		Service Owner Admin **User** Excluded	
Jens	jens@hellm.onmicrosoft.com 12 Mar 2019, 06:06		🗑

By default, any new user logging in for the first time will be allocated the role User.