

# Pcounter Print Release Pcounter Embedded

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# 0.0.0 Introduction

This guide provides step by step instructions for configuring all types of Pcounter Print release for all Pcounter Embedded platforms.

This guide assumes that Pcounter and Pcounter Embedded are both already installed, configured, and working normally for authentication and accounting. Users must be able to login at the Pcounter Embedded enabled MFP before this guide can be used.

Pcounter Embedded allows for 4 different types of Print Release: Secure Pull Print, Secure Simple Print, Automatic Pull Print, & Automatic Simple Print Release

# 1.0.0 Secure Pull Print Release

With Secure Pull Print the user workflow is:

- 1) User sends their print job to the Master/Pull Queue where the job is held.
- 2) User logs into Pcounter Embedded at any MFP.
- 3) User accesses the installed Print Release Application.
- 4) User chooses desired jobs within the Print Release Application to be printed.
- **5)** Select jobs are moved from the Master/Pull Queue to the Exit Queue and resume, print jobs come out at the printer, print jobs are logged in Pcounter (optional), and the user is charged for the cost of the job (optional).

At minimum, two print objects are needed for Secure Pull Print Release:

- A *Master/Pull Queue* to hold print jobs.
- An *Exit Queue* for print jobs to move to after being chosen by the user.

# 1.1.0 Prepare Master/Pull Queue

#### 1.1.1 Create Master/Pull Queue

Use the following process to create and configure a Master/Pull Queue on the Pcounter Server where print jobs will reside:

- 1) Open 'Print Management' on the Pcounter Server where the Master Queue will reside.
- 2) Expand the Server and right click 'Printers'. Choose 'Add Printer'.



3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.

network Printer Installation Wizard
Printer Installation Pick an installation method.
C Search the network for printers
• Add a TCP/IP or Web Services Printer by IP address or hostname

**4)** For 'Type of Device' choose 'TCP/IP Device'.

For 'IP Address' enter '1.1.1.1'. Port name does not matter at all. Uncheck the box for 'Auto detect the print driver to use'. Click Next.

Printer Address         You can type the printer's network name or IP address.           Type of Device:         TCP/IP Device	fizard	Network Printer Installation Wiza
Type of Device:	ork name or IP address.	Printer Address You can type the printer's network
	TCP/IP Device	Type of Device:
Host name or IP address: 1.1.1.1	1.1.1.1	Host name or IP address:
Port name: 1.1.1.1	1.1.1.1	Port name:
🦵 Auto detect the printer driver to use.	driver to use.	Auto detect the printer dri

5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.

Device Type Standard	Generic Network Card			
		< Back	Next >	Cancel

6) There may be a long delay as this screen loads. Choose 'Install a new driver' and click next.

C Use the printer	driver that the wizard selected
Compatible	driver cannot be found.
<ul> <li>Use an existing</li> </ul>	printer driver on the computer
O Use an existing	river v2 XL

7) Choose 'Generic' for manufacturer. Choose 'MS Publisher Color Printer' for printers. If a full featured driver is desired that can be chosen instead but note that this will add both administration overhead and complexity to the deployment.

Manufacturer	Printers			<b>_</b>
Fuji Xerox Generic Gestetner HP infotec	Generic IBM	1 Graphics 9pin 1 Graphics 9pin wid er Color Printer er Imagesetter		
📺 This driver is digitally signed.		Windows Upd	ate	Have Disk
Tell me why driver signing is in	nportant			
		< Back	Next >	Cancel

- 8) Enter a printer name as desired. 'Master Queue' works well. The name can be changed later.
- 9) Check the box for 'Share this printer'.

Set the 'Share Name' to match the 'Printer Name' exactly and click next.

<u> </u>	record relation				
	Printer Name and Sharing Settings You can give the printer a friendly name and specify whether other people can u				
	Printer Name:	Master Queue			
	Share this printe	r <b>+</b>			
	Share Name:	Master Queue			
	Location:				

**10)** Click next and the printer will be created by the server. Click Finish to complete the printer creation process. The Master Queue is now ready to be configured in Pcounter.

#### 1.1.2 Create Master/Pull Queue Port

1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new master queue is visible to Pcounter.



2) Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

a Pcontrol		
Utility Pcounter Server Add-ons		
💩 Retwork View 🕒 Pcounter 🗳 Printer 👻	🕒 Job control 👻 👫 Dele	🔶 Pref
Microsoft Windows Network     Quick Server List	ocument Name Owner Status	Pages Co
Add new printer		
LPR Te Pcounter	Accounting	
Maste Zoom     Maste Refresh printers     PCL T€ Remove from Quick Server List     Port Server	Configuration Default printer configuration temp	plate

- 3) Choose the 'Printers' bullet on the left.
- **4)** Set the view to 'Non-Pcounter' printers. Right click the 'Master Queue' and choose 'Port Wizard'.



5) Choose 'Create a new Pcounter Port' and click next.



6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.

×
st
st

#### 1.1.3 Configure Master/Pull Queue Settings

**1)** Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

Pcontrol								
Utility Pcounter	Server Add-ons							
<b>⊕</b> ₽ Network View	싚 Pcounter	🕒 Printer 👻		💩 Job contr	rol 🗸 🧃	🖁 Dele	+	Pref
Microsoft Windo	ws Network t		Do	cument Name	Owner	Status	Pages	Co
	Add new printer Properties		-					
LPR Te	Pcounter		•	Accounting				
Haste Maste PCL Te	Zoom Refresh printers Remove from Qu	uick Server List	1	Default print	er config	uration te	mplate	
🖆 Port Ser	VEI		_					

2) Set view to 'Pcounter Printers'. The Master Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.

Global Settings     View printers [Pcounter]      Port management	Þ P
O Popup     Data Server     Data Server     Data Server     Data Server     Data Server	
t Services/Ports PS Test Enable popup window LPD Server PS Test Disable popup window	

3) The window that opens is the configuration window for the printer itself.

In the 'Settings' tab check three boxes, 'Enable Popup, Print Release, etc.', 'Count job is advance for display', and 'Keep job paused after popup'.

These settings ensure that print jobs are always held.

📥 Pcounter configuration: Master Queue				
<ul> <li>Settings</li> <li>Fules</li> <li>Policies</li> </ul>				
Accounting:	Logging only			
Action if below low balance limit:	Print job anyway 💌			
Banner (Separator) template:	None			
Pause all jobs:	Super Pause			
Delete paused jobs after X minutes:	(Server default)			
Auto client code:				
Workstation popup, Webdient, Print job release				
🔽 Enable popup, print release, etc	:. (Jobs are paused)			
Count jobs in advance for display				
Disable delegate print release				
Keep job paused after popup				
Skip popup/pause if job is not color				

4) Optional. While in the printer configuration window, choose the 'Prices' tab to set prices. To enable color prices, click 'Enable Color Detection'. To set prices click 'Set all prices' then enter a price for BW and/or color as needed. Click OK to close the printer configuration window.

PCounter co	onnguratio	n: Master Q	ueue			
<ul> <li>Settings</li> </ul>	Prices		Policies			
Allow Size /	Black price /	Color price	Allow Size /	Black price /	Color price	Plotter area accounting
A0	0.08	0.25	🔽 Arch C	0.08	0.25	Disabled 💌
M A1	0.08	0.25	🔽 Arch D	0.08	0.25	Price: 0.00
✓ A2	0.08	0.25	🔽 Arch E	0.08	0.25	Default width: 0 inches
✓ A3	0.08	0.25	✓ B4	0.08	0.25	Feature multipliers
✓ A4	0.08	0.25	🔽 B5	0.08	0.25	Color: 1.00
✓ A5	0.08	0.25	C5	0.08	0.25	Duplex: 0.00
🔽 11 x 17	0.08	0.25	Comm 10	0.08	0.25	Other
ANSI C	0.08	0.25	🔽 DL	0.08	0.25	Default Size: Letter
ANSI D	0.08	0.25	Executive	0.08	0.25	
ANSI E	0.08	0.25	Letter	0.08	0.25	Uncheck all sizes
Arch A	0.08	0.25	🔽 Legal	0.08	0.25	Set all prices
🔽 Arch B	0.08	0.25	Monarch	0.08	0.25	Disable color detection

5) The Master Queue is now fully configured and ready to receive and hold print jobs. It is ready to be distributed to user workstations. For help with printer distribution please consult the 'Pcounter Printer & Client Distribution Guide' located <u>here</u>.

# 1.2.0 Prepare Exit Queue

Every MFP/printer that will use Pcounter Embedded Print Release must have an Exit Queue installed on the print server where the job will come out. The Exit Queue is the actual print queue that will represent the printer/MFP where the print job will come out.

In a Secure Pull Printing environment Exit Queues do not have to be shared and users do not see them. Users can simply send all print jobs to the Master/Hold Queue, then release the job by walking to the MFP, logging in as themselves, accessing the print release application, choosing their desired jobs, and clicking the print button on the touchscreen.

The Exit Queue can use any driver but ideally its driver should match the Master/Hold Queue for consistency.

#### 1.2.1 Create Exit Queue

- 1) Open 'Print Management' on the Pcounter Server where the Exit Queue will reside.
- 2) Expand the Server and right click 'Printers'. Choose 'Add Printer'.



3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.



4) For 'Type of Device' choose 'TCP/IP Device'.

For 'IP Address' enter the MFP's real IP Address. Port name does not matter at all. Uncheck the box for 'Auto detect the print driver to use'. Click Next.

Printer Address You can type the printer's networ	ik name or i₽ address.	
Type of Device:	TCP/IP Device	•
Host name or IP address:		

5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.

Device Type © Standard	Generic Network Card		<b>•</b>
C Custom	Settings		
		< Back Next >	Cancel

6) There may be a long delay as this screen loads. Choose 'Install a new driver' and click next.

${\rm C}$ . Use the printer driver that the wizard selected
Compatible driver cannot be found.
C Use an existing printer driver on the computer
Dell Printer Driver v2 XL
Install a new driver

7) Choose 'Generic' for manufacturer. Choose 'MS Publisher Color Printer' for printers. If a full featured driver is desired that can be chosen instead but note that this will add both administration overhead and complexity to the deployment.

Manufacturer	Printers			<b>▲</b>
Fuji Xerox	👔 🖾 Generic IBN	A Graphics 9pin		
Generic 🦛	📕 🔄 Generic IBN	A Graphics 9pin wide		
Gestetner	📑 MS Publish	er Color Printer 🛛 🛑		
HP	MS Publish	er Imagesetter		
infotec 🗖	<u>  </u>			-
This driver is digitally signed.		Windows Update	н	lave Disk
Tell me why driver signing is in	iportant			
		< Back N	ext >	Cancel

- 8) Enter a unique printer name as desired. The name can be changed later.
- 9) Leave the box unchecked for 'Share this printer' unless users will be bypassing Print Release.

Printer Name and	Sharing Settings
You can give th	e printer a friendly name and specify whether other people can
	<b>1</b>
Printer Name:	
Share this pr	inter
Share Name:	
1 million	-

- **10)** Click next and the printer will be created by the server. Click Finish to complete the printer creation process.
- **11)** The Exit Queue is now ready to be configured in Pcounter.

#### 1.2.2 Create Exit Queue Port

1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new Exit Queue is visible to Pcounter.



**2)** Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

a Pcontrol		
Utility Pcounter	Server Add-ons	
പ്പം Network View	🕒 Pcounter 🛛 🖕 Printer 🖓	r 👻 🕒 Job control 👻 🦓 Dele 🛛 🔶 Pre
👮 Microsoft Windo	ws Network	Document Name Owner Status Pages Co
🚦 Quick Server List	t	
🕒 HP 47.	Add new printer	
	Properties	
	Pcounter	Accounting
A Maste	7	Configuration
A Maste	Zoom	Default printer configuration template
	Refresh printers	
	Remove from Quick Server List	List
🖨 Port Ser	VEI	

- 3) Choose the 'Printers' bullet on the left.
- 4) Set the view to 'Non-Pcounter' printers. Right click the newly created Exit Queue and choose 'Port Wizard'.



Please select the option that you would	d like Pcontrol to perform next.
Create a new Pcounter	port
C Restore previous port	
C Delete Pcounter port a	nd restore previous port

6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.

Pcounter Port		×
Port name:		
Protocol:	TCP/IP (Raw/AppSocket)	
Host name or IP Address:		
Port Number:	9100	Test
Speed cache buffer size:	64K8 💌	
SNMP Usage:	None 🛑 📃	Test
SNMP Community:	public	

#### **1.2.3 Configure Exit Queue Settings**

Note. This section is for **Secure Pull** Print Release.

- 1) Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open
  - the main server configuration window.

靠 Pcontrol	
Utility Pcounter Server Add-ons	
💁 Network View 🕒 Pcounter 🖕 Printer 👻	🕒 Job control 👻 🦓 Dele 🔶 🔶 Prefi
Microsoft Windows Network     Quick Server List	Document Name Owner Status Pages Cos
HP 47 Add new printer	-
LPR TE Pcounter	Accounting
Maste Zoom	Configuration Default printer configuration template
PCL T Remove from Quick Server List	

2) Set view to 'Pcounter Printers'. The new Exit Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.

J. J		0		
🐣 Pcounter Configuration: \\VALENCIA				
t Global Settings <ul> <li>Printers</li> </ul>	• View printers	[Pcounter] 👻 😐 Port management 👻 😐 Po		
Popup     Data Server	Port Test	Edit Pcounter configuration		
t Services/Ports LPD Server	PS Test	Enable popup window Disable popup window		

3) The window that opens is the configuration window for the printer itself.

Configure the Setting tab as needed.

If using Strict Accounting set the Accounting dropdown to 'User Account Balances and Logging'. If unsure leave at default settings.

Pcounter configuration:		
Settings Settings Rules	O Policies	
Accounting:	Logging only	-
Action if below low balance limit:	Prinit job anyway	*
Banner (Separator) template:	None	
Pause all jobs:	Super Pause	
Delete paused jobs after X minutes:	(Server default)	
Auto client code:		
Workstation popup, Webdient, Pri	int job release	_
Enable popup, print release, etc	. (Jobs are paused)	
Count jobs in advance for displa	ay.	
Disable delegate print release		
Keep job paused after popup	Edit information me	HELADA
Skip popup/pause if job is not co	slor	00006

**4) Optional**. While in the printer configuration window, choose the 'Prices' tab to set prices. To enable color prices, click 'Enable Color Detection'.

To set prices click 'Set all prices' then enter a price for BW and/or color as needed. Click OK to close the printer configuration window.

Pcount	ter configur	ation:					?
O Setti	ngs 🗢 Pri		O Policies				
Allow	Size / Black p	rice / Color price	Allow Size /	Black price	/ Color price	Plotter area accounting	
₩ A0	0.08	0.25	🔽 Arch C	0.08	0.25	Disabled	•
₩ A1	0.08	0.25	Arch D	0.08	0.25	Price: 0.00	
I₩ A2	0.08	0.25	Arch E	0.08	0.25	Default width: 0 inches	
₩ A3	0.08	0.25	<b>₩</b> 84	0.08	0.25	Feature multipliers	
₩ A4	0.08	0.25	<b>₩</b> 85	0.08	0.25	Color: 1.00	
₩ A5	0.08	0.25	✓ C5	0.08	0.25	Durplay: 0.00	
I 11:	x 17 0.08	0.25	Comm 10	0.08	0.25	Other	
	SIC 0.08	0.25	I⊽ DL	0.08	0.25	Default Sizes Letter	
	SID 0.08	0.25	Executive	0.08	0.25	Delaut size: juetter	-
	SIE 0.08	0.25	I Letter	0.08	0.25	Check all sizes	
Ard	hA 0.08	0.25	🔽 Legal	0.08	0.25	Set al prices	
Ard	h B 0.08	0.25	Monarch	0.08	0.25	Disable color detection	

5) The Exit Queue is now fully configured and ready to release print jobs. Repeat this process as needed.

## 1.3.0 Define Queues in Embedded

Once the queues have been created they must be defined in the Pcounter Embedded software. To do so:

1) Open the Pcounter Embedded application where the MFPs have been configured for authentication and accounting.



- 2) Doubleclick a device to open its configuration window.
- 3) Populate the devices' Exit Queue in the 'Associate with print queue' field.
- 4) Populate the previously configure Master/Pull Queue in the 'Pcounter pull queues' field.

🕒 192.168.0.101	permissions	۲	Authentication	configuration	$\circ$	Embedded	Status
Associate with print queue:	Exit Queue	Ľ					÷
Device type:							Detect
Configuration profile:	(Default)					Select	Edit
Pcounter pull queues: (Enter one per line)	Master Que	ue				<	÷

### **1.4.0 Install Print Release Application**

Once all queues have been created, configured, and defined in Pcounter and Pcounter Embedded the Print Release application must be installed that corresponds to the Pcounter Embedded solution being used.

All Pcounter Embedded platforms have a Print Release Application. See the Pcounter Embedded documentation specific to the product being used for more information on how to install the Print Release Application that platform uses.

# **1.5.0 Ensure Automatic Release Disabled**

One final consideration, when using Secure Pull Print Release the box for 'Automatically release jobs at login' must be **unchecked** / **disabled**.

The location of this check box will vary based on the Pcounter Embedded platform being used, but will always be in the Pcounter Embedded software, in each MFP's 'Authentication Configuration' tab, in the 'Print job options' area.

	Device configuration: 192.168.2.30
<u>.</u>	192.168.2.30 • Access permissions • Authentication configuration
	Authentication options
	Authentication fields: Network name
	Use lockout/intro screen
	Print job options
	Automatically release jobs at login (Disabled if strict account balances are enforced)

# 2.0.0 Secure Simple Print Release

With Secure Simple Print the user workflow is:

- 1) User sends their print job directly to the MFP's print queue where the job is held.
- 2) User logs into Pcounter Embedded at the MFP that corresponds to where their job was sent.
- **3)** User accesses the installed Print Release Application.
- 4) User chooses desired jobs within the Print Release Application to be printed.
- 5) Print jobs come out, print jobs are logged in Pcounter (optional), and the user is charged for the cost of the job (optional).

No Master/Pull Queue is needed for Secure Simple Print. At minimum, only one print object is needed, an *Exit Queue* for print jobs to move to after being chosen by the user.

# 2.1.0 Prepare Exit Queue

When using Secure Simple Print the Exit Queue is configured in Pcounter to hold print jobs so the user can then release them by walking to the corresponding MFP, logging in as themselves, accessing the print release application, choosing their desired jobs, and clicking the print button on the touchscreen.

### 2.1.1 Create Exit Queue

Repeat the steps in 'Section 1.2.1 Create Exit Queue' then go to the next section '2.1.2 Create Exit Queue Port'.

### 2.1.2 Create Exit Queue Port

Repeat the steps in 'Section 1.2.2 Create Exit Port' then go to the next section '2.1.3 Configure Exit Queue Settings.

#### 2.1.3 Configure Exit Queue Settings

Note. This section is for **Secure Simple** Print Release.

**1)** Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

a Pcontrol								
Utility Pcounter	Server Add-ons							
പ്പം Network View	실 Pcounter	🕒 Printer 👻		💩 Job contr	ol 🗕 🖁	R Dele	+	Pref
Microsoft Windo Quick Server Lis E I WALENCIA HP 47 KONIC	ws Network t Add new printer		Do	cument Name	Owner	Status	Pages	Cos
🖨 LPR Te 🖨 LPT Te 🖨 Maste	Properties Pcounter Zoom			Accounting Configuration	n 🔶			
PCL Te	Refresh printers Remove from Qu	uick Server List		Default print	er conngi	uration ter	npiate	

2) Set view to 'Pcounter Printers'. The new Exit Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.

4	🚔 Pcounter Configuration: \\VALENCIA								
. –									
t	Global Settings	View printers	[Pcounter] 👻 😐 Port management 👻 😐 Po						
	Printers								
1	Popup	Port Test	Edit Brounter configuration						
	Data Server	Port Server							
t	Services/Ports	🚔 PS Test	Enable popup window						
:	LPD Server	RICOH MP C4	Disable popup window						

3) The window that opens is the configuration window for the printer itself.

In the 'Settings' tab check two boxes, 'Enable Popup, Print Release, etc.' and 'Count job is advance for display'.

These settings ensure that print jobs are held until released.

Pcounter configuration: Master	Queue
O Settings	Policies
Accounting:	Logging only
Action if below low balance limit:	Print job anyway 💌
Banner (Separator) template:	None
Pause all jobs:	Super Pause
Delete paused jobs after X minutes:	(Server default)
Auto client code:	
Workstation popup, Webdient, Pr	int job release
F Enable popup, print release, etc	:. (Jobs are paused)
Count jobs in advance for displa	ay 🛑
Disable delegate print release	
Keep job paused after popup	Edit information message
Skip popup/pause if job is not co	olor

**4) Optional**. While in the printer configuration window, choose the 'Prices' tab to set prices. To enable color prices, click 'Enable Color Detection'.

To set prices click 'Set all prices' then enter a price for BW and/or color as needed. Click OK to close the printer configuration window.



- 5) The Exit Queue is now fully configured and ready to hold and release print jobs.
- 6) Repeat this process as needed until all Exit Queues are created for every MFP that will use Secure Simple Print Release.

## 2.2.0 Define Queues in Embedded

Once the queues have been created they must be defined in the Pcounter Embedded software. To do so:

1) Open the Pcounter Embedded application where the MFPs have been configured for authentication and accounting.



- 2) Doubleclick a device to open its configuration window.
- 3) Populate the devices' Exit Queue in the 'Associate with print queue' field.
- 4) With Secure Simple Print Release no 'Pcounter Pull Queue' is needed.

🕒 192.168.0.101	ermissions	Authentication c	onfiguration	Embedded	Status
Associate with print queue:	Exit Queue	/			÷
Device type:					Detect
Configuration profile:	(Default)			Select	Edit
Pcounter pull queues: (Enter one per line)				<	÷

### 2.3.0 Install Print Release Application

Once all queues have been created, configured, and defined in Pcounter and Pcounter Embedded the Print Release application must be installed that corresponds to the Pcounter Embedded solution being used.

All Pcounter Embedded platforms have a Print Release Application. See the Pcounter Embedded documentation specific to the product being used for more information on how to install the Print Release Application that platform uses.

# 2.4.0 Ensure Automatic Release Disabled

One final consideration, when using Secure Pull Print Release the box for 'Automatically release jobs at login' must be **unchecked** / **disabled**.

The location of this check box will vary based on the Pcounter Embedded platform being used, but will always be in the Pcounter Embedded software, in each MFP's 'Authentication Configuration' tab, in the 'Print job options' area.

e.g.	
	Device configuration: 192.168.2.30
Ę	192.168.2.30     Access permissions     Authentication configuration
	Authentication options
	Authentication fields: Network name
	Use lockout/intro screen
	Print job options
	Automatically release jobs at login (Disabled if strict account balances are enforced)

# **3.0.0** Automatic Pull Print Release

With Automatic Pull Print the user workflow is:

- 1) User sends their print job to the Master/Pull Queue where the job is held.
- 2) User logs into Pcounter Embedded at any MFP.
- **3)** All the user's print jobs in the Master/Pull Queue will automatically be moved to the Exit Queue that corresponds to the MFP the user is standing at, print jobs come out at the printer, print jobs are logged in Pcounter (optional), and the user is charged for the cost of the job (optional).

At minimum, two print objects are needed for Secure Pull Print Release:

- A *Master/Pull Queue* to hold print jobs.
- An *Exit Queue* for print jobs to move to after being chosen by the user.

# 3.1.0 Prepare Master/Pull Queue

### 3.1.1 Create Master/Pull Queue

Use the following process to create and configure a Master/Pull Queue on the Pcounter Server where print jobs will reside:

1) Open 'Print Management' on the Pcounter Server where the Master Queue will reside.

2) Expand the Server and right click 'Printers'. Choose 'Add Printer'.



3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.

Network Printer Installation Wizard					
Printer Installation Pick an installation method.					
C Search the network for printers					
Add a TCP/IP or Web Services Printer by IP address or hostname					

 For 'Type of Device' choose 'TCP/IP Device'.
 For 'IP Address' enter '1.1.1.1'. Port name does not matter at all. Uncheck the box for 'Auto detect the print driver to use'. Click Next.

Printer Address You can type the printer's network name or IP address.				
Type of Device:	TCP/IP Device 🔶			
Host name or IP address:	1111			
Port name:	1.1.1.1			
Auto detect the printer detec	river to use. 🛑			

5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.

Device Type © Standard	Generic Network Card	<b></b>
C Custom	Settings	
		< Back Next > Cancel

6) There may be a long delay as this screen loads. Choose 'Install a new driver' and click next.

C Use the printer driver that the wizard selected
Compatible driver cannot be found.
C Use an existing printer driver on the computer
Dell Printer Driver v2 XL

7) Choose 'Generic' for manufacturer. Choose 'MS Publisher Color Printer' for printers. If a full featured driver is desired that can be chosen instead but note that this will add both administration overhead and complexity to the deployment.

Fuji Xerox Generic IBM Graphics Generic IBM Graphics Gestetner	9pin 9pin wide inter				
Generic Gestetner	9pin wide inter				
Gestetner State St	inter 🔶				
HP 🔤 MS Publisher Imagese	MS Publisher Imagesetter				
infotec 👤		-			
This driver is digitally signed. Wind	lows Update	Have Disk			
Tell me why driver signing is important					
	Deals New	Control			

- 8) Enter a printer name as desired. 'Master Queue' works well. The name can be changed later.
- 9) Check the box for 'Share this printer'.

Set the 'Share Name' to match the 'Printer Name'	exactly and click next.
📥 Network Printer Installation Wizard	

#### Printer Name and Sharing Settings

You can give the printer a friendly name and specify whether other people can u

Printer Name:		Master Queue
[	Share this printe	er 🔶
	Share Name:	Master Queue
	Location:	

**10)** Click next and the printer will be created by the server. Click Finish to complete the printer creation process. The Master Queue is now ready to be configured in Pcounter.

#### 3.1.2 Create Master/Pull Queue Port

1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new master queue is visible to Pcounter.

📲 Pco	ontrol			
Utility	Pcounter	Server	Add-ons	
@ <mark>₽</mark> N	etwork View	- 🕒 F	counter	Printer •
🔮 Mic	rosoft Wind ick Server Li	ows Netv st	vork	
	🚇 HP 47	Add n	ew printer	
		Prope Pcour	erties hter	
	Maste	Zoom Refre	sh printers	-

**2)** Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

a Pcontrol							
Utility Pcounter	Server Add-ons						
ه₽ Network View	🕒 Pcounter	🕒 Printer 👻	Dob contro	ol 🗕 🕅	Cele	+	Prefi
Microsoft Windo Quick Server Lis I WALENCIA HP 47 KONIC	ws Network it Add new printer Properties		 cument Name	Owner	Status	Pages	Cos
ل LPR Tε ↓ LPT Tε ↓ Maste ↓ Maste	Pcounter Zoom Refresh printers		Accounting Configuration Default printe	er config	uration te	mplate	
PCL Te	Remove from Qu	uick Server List					

- 3) Choose the 'Printers' bullet on the left.
- **4)** Set the view to 'Non-Pcounter' printers. Right click the 'Master Queue' and choose 'Port Wizard'.

🐣 Pcounter Configuration	: \\VALENCIA			
Global Settings     Printers	• View printers [	Non-Pcounter] 🗸 😐 Port manac		
Popup	🚇 HP 4730mfp			
Data Server	LPR Test Printer			
Services/Ports	LPT Test			
LPD Server	🕮 Master Queue			
Message Text	PCL Test	Port Wizard		
<ul> <li>Message Transport</li> </ul>	🚇 WebPrint Pass	Pcounter IP Port Migrator		

5) Choose 'Create a new Pcounter Port' and click next.



6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.

Pcounter Port		×
Port name:	Master	
Protocol:	TCP/IP (Raw/AppSocket)	
Host name or IP Address:	1.1.1.1	
Port Number:	9100 💌	Test
Speed cache buffer size:	64 KB	
SNMP Usage:	None 🛑 🗾	Test
SNMP Community:	public	

#### 3.1.3 Configure Master/Pull Queue Settings

**1)** Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



2) Set view to 'Pcounter Printers'. The Master Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.

	Pcounter Configuration	on: \\VALENCIA	
1			
t	<ul> <li>Global Settings</li> <li>Printers</li> </ul>	<ul> <li>View printers</li> </ul>	[Pcounter] 👻 💛 Port management 👻 🖲 Po
i.	<ul> <li>Popup</li> <li>Data Server</li> </ul>	Master Queue	Edit Pcounter configuration
t :	<ul> <li>Services/Ports</li> <li>LPD Server</li> </ul>	PS Test	Enable popup window Disable popup window

3) The window that opens is the configuration window for the printer itself.

In the 'Settings' tab check three boxes, 'Enable Popup, Print Release, etc.', 'Count job is advance for display', and 'Keep job paused after popup'.

These settings ensure that print jobs are always held.

🚔 Pcounter configuration: Master	Queue				
<ul> <li>Settings</li> <li>Rules</li> </ul>	O Policies				
Accounting:	Logging only				
Action if below low balance limit:	Print job anyway 💌				
Banner (Separator) template:	None				
Pause all jobs:	Super Pause				
Delete paused jobs after X minutes:	(Server default)				
Auto client code:					
Workstation popup, Webclient, Pri	nt job release				
🔽 Enable popup, print release, etc. (Jobs are paused)					
Count jobs in advance for display					
Disable delegate print release					
🔽 Keep job paused after popup	Edit information message				
Skip popup/pause if job is not co	blor				

4) Optional. While in the printer configuration window, choose the 'Prices' tab to set prices. To enable color prices, click 'Enable Color Detection'. To set prices click 'Set all prices' then enter a price for BW and/or color as needed. Click OK to close the printer configuration window.

📕 Pcounter configuration: Master Queue 🛛 🧣								
0	Settings	Prices		● F	olicies			
A	llow Size /	Black price /	Color price		Allow Size / E	Black price / C	Color price	Plotter area accounting
☑	A0	0.08	0.25	~	Arch C	0.08	0.25	Disabled
☑	A1	0.08	0.25	~	Arch D	0.08	0.25	Price: 0.00
◄	A2	0.08	0.25	~	Arch E	0.08	0.25	Default width: 0 inches
	A3	0.08	0.25	~	B4	0.08	0.25	Feature multipliers
	A4	0.08	0.25	~	B5	0.08	0.25	Color: 1.00
	A5	0.08	0.25	~	C5	0.08	0.25	Dunlex: 0.00
◄	11 x 17	0.08	0.25	~	Comm 10	0.08	0.25	Other
◄	ANSI C	0.08	0.25	~	DL	0.08	0.25	Default Size: Letter
	ANSI D	0.08	0.25	~	Executive	0.08	0.25	Charles I sizes
	ANSI E	0.08	0.25	~	Letter	0.08	0.25	Uncheck all sizes
	Arch A	0.08	0.25	~	Legal	0.08	0.25	Set all prices
▼	Arch B	0.08	0.25	7	Monarch	0.08	0.25	Disable color detection

5) The Master Queue is now fully configured and ready to receive and hold print jobs. It is ready to be distributed to user workstations. For help with printer distribution please consult the 'Pcounter Printer & Client Distribution Guide' located here.

# 3.2.0 Prepare Exit Queue

Every MFP/printer that will use Pcounter Embedded Print Release must have an Exit Queue installed on the print server where the job will come out. The Exit Queue is the actual print queue that will represent the printer/MFP where the print job will come out.

In an Automatic Pull Printing environment Exit Queues do not have to be shared and users do not see them. Users can simply send all print jobs to the Master/Hold Queue, then release the job by walking to the MFP, logging in as themselves, accessing the print release application, choosing their desired jobs, and clicking the print button on the touchscreen.

The Exit Queue can use any driver but ideally its driver should match the Master/Hold Queue for consistency.

#### 3.2.1 Create Exit Queue

- 1) Open 'Print Management' on the Pcounter Server where the Exit Queue will reside.
- 2) Expand the Server and right click 'Printers'. Choose 'Add Printer'.



3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.

🚔 Network Printer Installation Wizard
Printer Installation Pick an installation method.
C Search the network for printers
Add a TCP/IP or Web Services Printer by IP address or hostname

4) For 'Type of Device' choose 'TCP/IP Device'.

For 'IP Address' enter the MFP's real IP Address. Port name does not matter at all. Uncheck the box for 'Auto detect the print driver to use'. Click Next.

Printer Address You can type the printer's network name or IP address.						
Type of Device:	TCP/IP Device	2				
Host name or IP address:						
Port name:						

5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.

e stanuaru ji	Generic Network Card		
C Custom	Settings		
		. De els	Canad

6) There may be a long delay as this screen loads. Choose 'Install a new driver' and click next.

$\ensuremath{\mathbb{C}}$ . Use the printer driver that the wizard selected					
Compatible driver cannot be found.					
C Use an existing printer driver on the computer					
Dell Printer Driver v2 XL	-				
,					

7) Choose 'Generic' for manufacturer. Choose 'MS Publisher Color Printer' for printers. If a full featured driver is desired that can be chosen instead but note that this will add both administration overhead and complexity to the deployment.

Manufacturer	Printers			<b>▲</b>
Fuji Xerox	🔤 🗔 Generic IB	M Graphics 9pin		
Generic 🦛	🔚 🔄 Generic IB	M Graphics 9pin wid	e	
Gestetner	🔙 MS Publis	her Color Printer 🤇		
HP	MS Publis	her Imagesetter	-	
infotec	<u> </u>			-
This driver is digitally signed	ed.	Windows Upd	ate   H	Have Disk
Tell me why driver signing	is important			
		< Back	Next >	Cancel

- 8) Enter a unique printer name as desired. The name can be changed later.
- 9) Leave the box unchecked for 'Share this printer' unless users will be bypassing Print Release.

You can give th	a Sharing Settings the printer a friendly name and specify whether other people car
Printer Name	_
Share this or	l Inter
Share Name:	
Location	1

- **10)** Click next and the printer will be created by the server. Click Finish to complete the printer creation process.
- **11)** The Exit Queue is now ready to be configured in Pcounter.

#### 3.2.2 Create Exit Queue Port

1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new Exit Queue is visible to Pcounter.



**2)** Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



3) Choose the 'Printers' bullet on the left.

L

**4)** Set the view to 'Non-Pcounter' printers. Right click the newly created Exit Queue and choose 'Port Wizard'.

Pcounter Configuration	n: \\VALENCIA	1
Global Settings	• View printers [	Non-Pcounter] - O Port mana
O Popup	LPR Test	
Oata Server	LPR Test Printer	-80
Services/Ports	LPT Test	
LPD Server	PCL Test Printe	r i
Message Text	PCL Test	Port Wizard
<ul> <li>Message Transport</li> </ul>	WebPrint Pase	Pcounter IP Port Migrator

5) Choose 'Create a new Pcounter Port' and click next.



6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.

Port name:	1
Protocol: TCP/IP (Raw/AppSocket)	
Host name or IP Address:	
Port Number: 9100 Test	L
Speed cache buffer size: 64 KB	
SNMP Usage: None Test	L
SNMP Community: public	

#### **3.2.3 Configure Exit Queue Settings**

Note. This section is for Automatic Pull Print Release.

**1)** Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

a Pcontrol	
Utility Pcounter Server Add-ons	
💩 Network View 🕒 Pcounter 🕒 Printer 👻	🕒 Job control 👻 👫 Dele 🔶 Pret
Microsoft Windows Network     Quick Server List     International Action Content of	ocument Name Owner Status Pages Co
Add new printer	
Properties	
LPT Te Pcounter	Accounting
Maste Zoom	Configuration Default printer configuration template
PCL T( Remove from Quick Server List     Port Server	

2) Set view to 'Pcounter Printers'. The new Exit Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.

🚢 Pcounter Configuration	n: \\VALENCIA	
t Global Settings <ul> <li>Printers</li> </ul>	View printers [	[Pcounter] 👻 😑 Port management 👻 🔴 Po
Popup     Data Server	Port Test	Edit Pcounter configuration
t Services/Ports LPD Server	PS Test	Enable popup window Disable popup window

3) The window that opens is the configuration window for the printer itself.

Configure the Setting tab as needed.

If using Strict Accounting set the Accounting dropdown to 'User Account Balances and Logging'. If unsure leave at default settings.

Accounting:	Logging only	2
Action if below low balance limit:	Print job anyway	
Banner (Separator) template:	None	
Pause all jobs:	Super Pause	1
Delete paused jobs after X minutes:	(Server default)	1
Auto client code:	[	
Auto client code: • Workstation popup, Webclient, Pri	int job release	
Auto client code: • Workstation popup, Webclient, Pr <sup>[7]</sup> Enable popup, print release, etc	int job release c. (Jobs are paused)	
Auto client code: Workstation popup, Webclient, Pri Enable popup, print release, etc Count jobs in advance for displa	int job release c. (Jobs are paused) ay	
Auto client code: Workstation popup, Webclient, Pri Enable popup, print release, etc Count jobs in advance for displa Disable delegate print release	int job release c. (Jobs are paused) IV	
Auto client code:  Workstation popup, Webclient, Pri Enable popup, print release, etc Count jobs in advance for displa Disable delegate print release Keep job paused after popup	int job release c. (Jobs are paused) ay Edit information messao	e

**4) Optional**. While in the printer configuration window, choose the 'Prices' tab to set prices. To enable color prices, click 'Enable Color Detection'.

To set prices click 'Set all prices' then enter a price for BW and/or color as needed. Click OK to close the printer configuration window.

📇 Po	ounter o	onfiguratio	n:				
0	Settings	• Prices	-	O Policies			
E	llow Size /	Black price /	Color price	Allow Size /	Black price	/Color price	Plotter area accounting
V	A0	0.08	0.25	🔽 Arch C	0.08	0.25	Disabled
	A1	0.08	0.25	Arch D	0.08	0.25	Price: 0.00
V	A2	0.08	0.25	Arch E	0.08	0.25	Default width: 0 inches
7	A3	0.08	0.25	<b>₩</b> 84	0.08	0.25	Feature multipliers
V	A4	0.08	0.25	<b>₽</b> 85	0.08	0.25	Color: 1.00
1	A5	0.08	0.25	✓ C5	0.08	0.25	Dupley: 0.00
V	11 x 17	0.08	0.25	Comm 10	0.08	0.25	Other
4	ANSI C	0.08	0.25	DL 되	0.08	0.25	Default Size: Letter
V	ANSI D	0.08	0.25	Executive	0.08	0.25	delaurates juetter
	ANSI E	0.08	0.25	I Letter	0.08	0.25	Check all sizes
1	Arch A	0.08	0.25	🔽 Legal	0.08	0.25	Set al prices
V	Arch B	0.08	0.25	Monarch	0.08	0.25	Disable color detection

5) The Exit Queue is now fully configured and ready to release print jobs. Repeat this process as needed.

### 3.3.0 Define Queues in Embedded

Once the queues have been created they must be defined in the Pcounter Embedded software. To do so:

5) Open the Pcounter Embedded application where the MFPs have been configured for authentication and accounting.



- 6) Doubleclick a device to open its configuration window.
- 7) Populate the devices' Exit Queue in the 'Associate with print queue' field.
- 8) Populate the previously configure Master/Pull Queue in the 'Pcounter pull queues' field.

🕒 192.168.0.101	permissions	۲	Authentication configuration	$\circ$	Embedded	Status
		-	P			
Associate with print queue:	Exit Queue	2				÷
Device type:						Detect
Configuration profile:	(Default)				Select	Edit
Pcounter pull queues: (Enter one per line)	Master Que	ue			^	
					~	÷

# 3.5.0 Enable Automatic Release

When using Automatic Pull Print Release the box for 'Automatically release jobs at login' must be <u>checked</u> / <u>enabled</u>.

The location of this check box will vary based on the Pcounter Embedded platform being used, but will always be in the Pcounter Embedded software, in each MFP's 'Authentication Configuration' tab, in the 'Print job options' area.

e.g.	
	Device configuration: 192.168.2.30
	⊡ 192.168.2.30      O Access permissions     O Authentication configuration
	Authentication options
	Authentication fields: Network name
	Use lockout/intro screen
	Print job options
	Automatically release jobs at login (Disabled if strict account balances are enforced)

# 4.0.0 Automatic Simple Print Release

With Automatic Simple Print Release, the user workflow is:

- 1) User sends their print job directly to the MFP's print queue where the job is held.
- 2) User logs into Pcounter Embedded at the MFP that corresponds to where their job was sent.
- 3) All the user's print jobs in the corresponding MFP will come out at that printer.
- **4)** Print jobs are logged in Pcounter (optional), and the user is charged for the cost of the job (optional).

No Master/Pull Queue is needed for Automatic Simple Print Release. At minimum, only one print object is needed, an *Exit Queue* for print jobs to move to after being chosen by the user.

### 4.1.0 Prepare Exit Queue

When using Automatic Simple Print Release the Exit Queue is configured in Pcounter to hold print jobs so the user can then release them all automatically by simply walking to the corresponding MFP and logging in as themselves.

#### 4.1.1 Create Exit Queue

Repeat the steps in 'Section 1.2.1 Create Exit Queue' then go to the next section '2.1.2 Create Exit Queue Port'.

#### 4.1.2 Create Exit Queue Port

Repeat the steps in 'Section 1.2.2 Create Exit Port' then go to the next section '2.1.3 Configure Exit Queue Settings'.

#### 4.1.3 Configure Exit Queue Settings

Note. This section is for **Automatic Simple** Print Release.

**1)** Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.

🗄 Pcontrol						
Utility Pcounter Server Add-ons						
💩 🖫 Network View 🛛 🕘 Pcounter 🖓 P	rinter 👻	Dob contr	ol - 👌	🖁 Dele	🔶 P	ref
<ul> <li>Microsoft Windows Network</li> <li>Quick Server List</li> </ul>	Do	ocument Name	Owner	Status	Pages	Co
Image: Add new printer						
LPT Te	· ·	Accounting				
Maste Zoom		Default print	uration ter	on template		
PCL TE Remove from Quick Ser	ver List					

2) Set view to 'Pcounter Printers'. The new Exit Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.

📥 Po	counter Configuration	: \\VALENCIA	
t o	Global Settings	View printers	[Pcounter] 👻 🗢 Port management 👻 😐 Po
•	Printers		
· 0	Popup	Port Test	Edit Prounter configuration
0	Data Server	Port Server	
t 😐	Services/Ports	🚔 PS Test	Enable popup window
•	LPD Server	RICOH MP C4	Disable popup window

3) The window that opens is the configuration window for the printer itself.

In the 'Settings' tab check two boxes, 'Enable Popup, Print Release, etc.' and 'Count job is advance for display'.

These settings ensure that print jobs are held until released.

Pcounter configuration: Master	Queue
O Settings	Policies
Accounting:	Logging only
Action if below low balance limit:	Print job anyway
Banner (Separator) template:	None
Pause all jobs:	Super Pause
Delete paused jobs after X minutes:	(Server default)
Auto client code:	
Workstation popup, Webdient, Pr	int job release
Enable popup, print release, etc	:. (Jobs are paused) 🌰
Count jobs in advance for displa	ay 🛑
Disable delegate print release	
Keep job paused after popup	Edit information message
Skip popup/pause if job is not co	olor

**4) Optional**. While in the printer configuration window, choose the 'Prices' tab to set prices. To enable color prices, click 'Enable Color Detection'.

To set prices click 'Set all prices' then enter a price for BW and/or color as needed. Click OK to close the printer configuration window.



- 5) The Exit Queue is now fully configured and ready to hold and release print jobs.
- 6) Repeat this process as needed until all Exit Queues are created for every MFP that will use Automatic Simple Print Release.

### 4.2.0 Define Queues in Embedded

Once the queues have been created they must be defined in the Pcounter Embedded software. To do so:

1) Open the Pcounter Embedded application where the MFPs have been configured for authentication and accounting.



- 2) Doubleclick a device to open its configuration window.
- 3) Populate the devices' Exit Queue in the 'Associate with print queue' field.
- 4) With Automatic Simple Print Release no 'Pcounter Pull Queue' is needed.

🕒 192.168.0.101	emissions (	Authentication	configuration	0	Embedded	Status
Associate with print queue:	Exit Queue					÷
Device type:						Detect
Configuration profile:	(Default)				Select	Edit
Pcounter pull queues: (Enter one per line)					^	4
					~	•

# 4.3.0 Enable Automatic Release

When using Automatic Simple Print Release the box for 'Automatically release jobs at login' must be **<u>checked</u>** / <u>**enabled**</u>.

The location of this check box will vary based on the Pcounter Embedded platform being used, but will always be in the Pcounter Embedded software, in each MFP's 'Authentication Configuration' tab, in the 'Print job options' area.

e.g	
	Device configuration: 192.168.2.30
₽	192.168.2.30 • Access permissions • Authentication configuration
	Authentication options
	Authentication fields: Network name
	Use lockout/intro screen
	Print job options
	Automatically release jobs at login (Disabled if strict account balances are enforced)

# 5.0.0 - Documentation and Video Links

This concludes the guide. If there are any questions, please email <u>support@pcounter.com</u>.

Links to recommended Pcounter documents and videos:

All Pcounter Videos: https://www.youtube.com/user/andtechsf

Pcounter for Windows - Primary Documentation : www.pcounter.com/supportfiles/pcounterwin.pdf

Pcounter for Windows - Prepare, Install, Configure: https://www.youtube.com/watch?v=hyOaYOnVp3k

Pcounter Client and Printer Distribution Guide : www.pcounter.com/supportfiles/Pcounter\_Distribution\_Guide.pdf

**Pcounter WebPrint Installation and Customization Guide:** www.pcounter.com/supportfiles/Pcounter webprint Guide.pdf

Pcounter Administrator Training Video Part 1: https://www.youtube.com/watch?v=FxwmXCE6ebU

### **Pcounter Administrator Training Video Part 2:**

https://www.youtube.com/watch?v=5jLsOj4tKJw

#### Pcounter Popup Training Video:

https://www.youtube.com/watch?v=chSbuDZJIhQ

Pcounter Station - Installation and Troubleshooting Guide: www.pcounter.com/supportfiles/pstation\_guide.pdf

**Pcounter for Windows - Balance.exe as a Web App:** https://www.youtube.com/watch?v=J IVgsgopnI