



# Pcounter Print Release

## Pcounter Embedded

December 09, 2016  
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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:

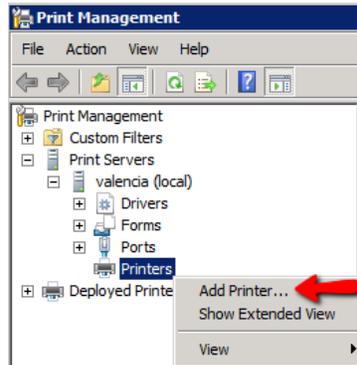
- A **Master/Pull Queue** to hold print jobs.
- An **Exit Queue** for print jobs to move to after being chosen by the user.

## 1.1.0 Prepare Master/Pull Queue

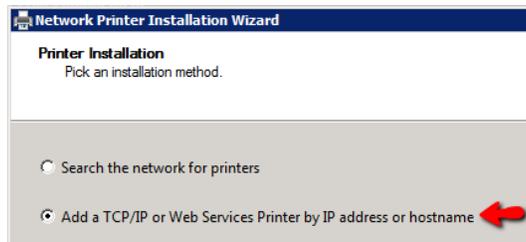
### 1.1.1 Create Master/Pull Queue

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'.



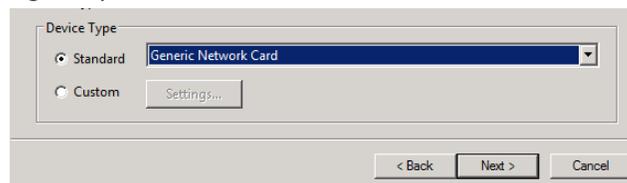
- 3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.



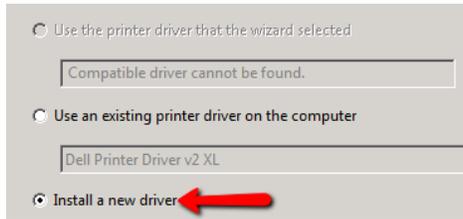
- 4) For 'Type of Device' choose 'TCP/IP Device'.  
For 'IP Address' enter '1.1.1.1'. Port name does not matter at all.  
Uncheck the box for 'Auto detect the print driver to use'.  
Click Next.



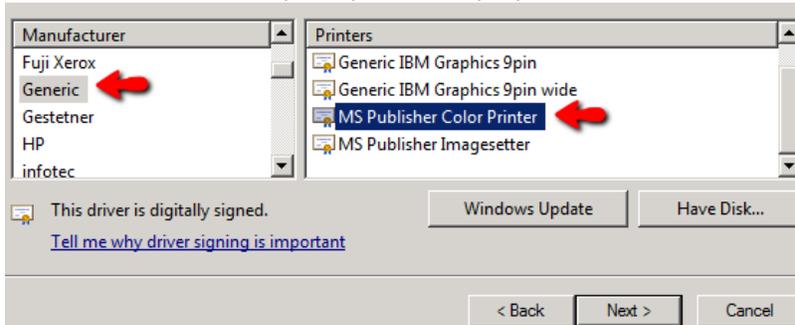
- 5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.



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



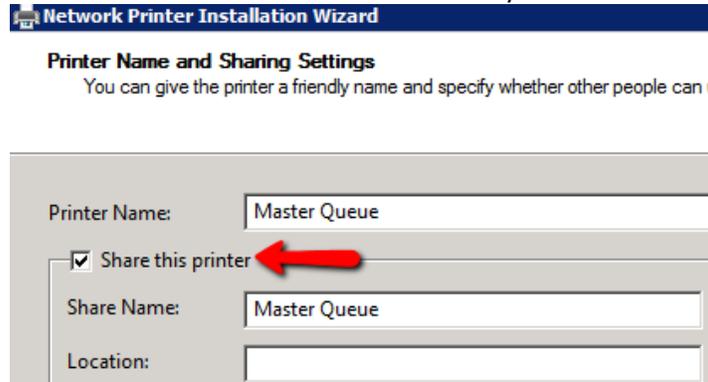
7) Choose 'Generic' for manufacturer. Choose 'MS Publisher Color Printer' for printers. If a full featured driver is desired that can be chosen instead but note that this will add both administration overhead and complexity to the deployment.



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'.

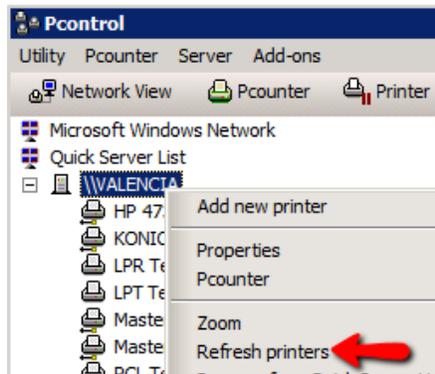
Set the 'Share Name' to match the 'Printer Name' exactly and click next.



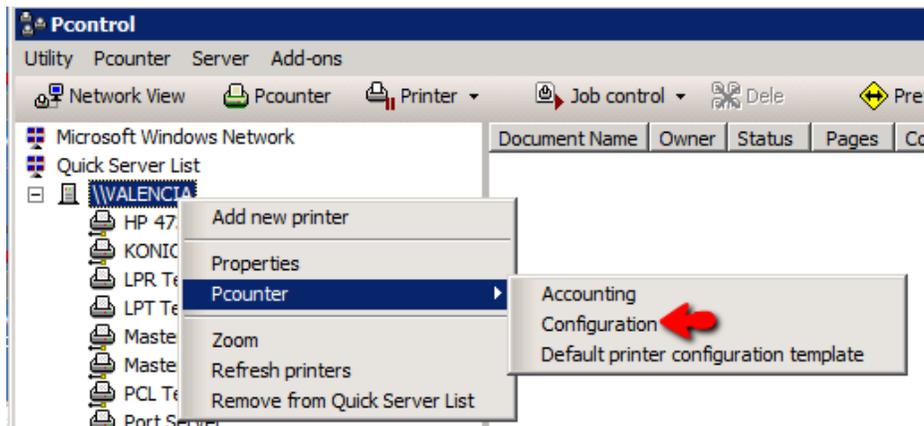
10) Click next and the printer will be created by the server. Click Finish to complete the printer creation process. The Master Queue is now ready to be configured in Pcounter.

### 1.1.2 Create Master/Pull Queue Port

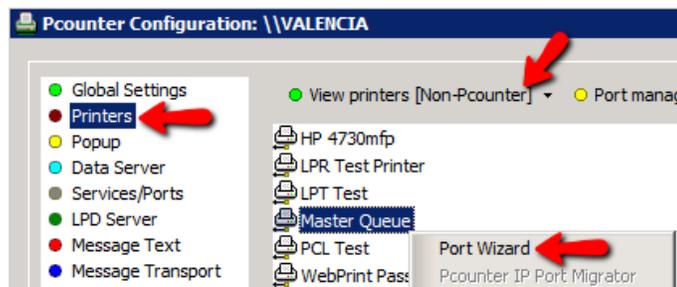
- 1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new master queue is visible to Pcounter.



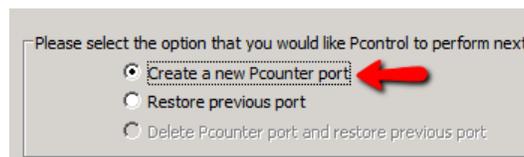
- 2) Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



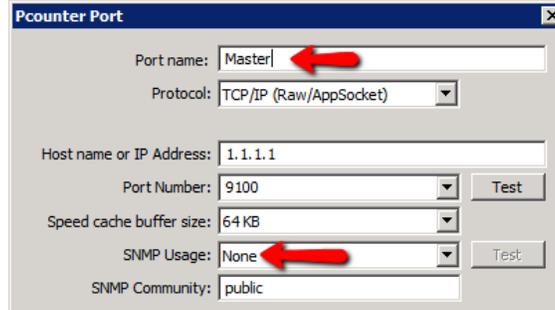
- 3) Choose the 'Printers' bullet on the left.
- 4) Set the view to 'Non-Pcounter' printers. Right click the 'Master Queue' and choose 'Port Wizard'.



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

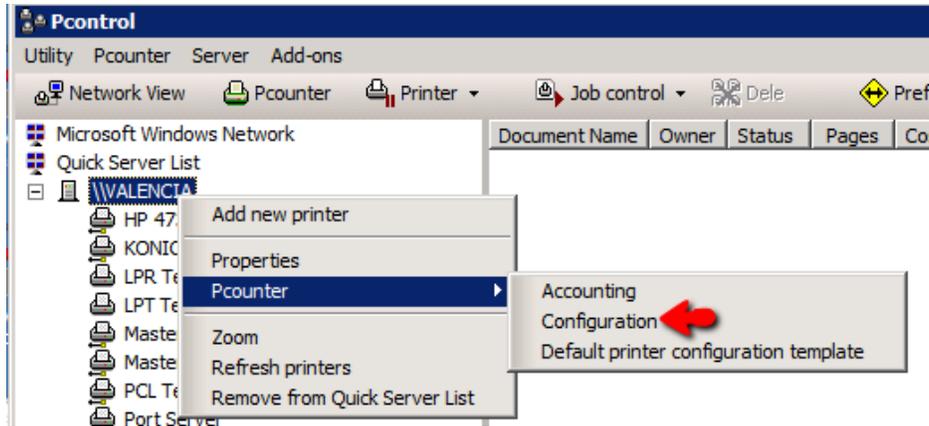


- 6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.

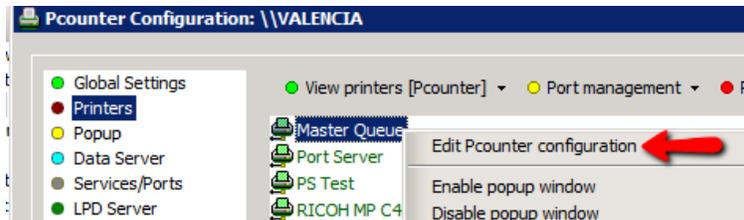


### 1.1.3 Configure Master/Pull Queue Settings

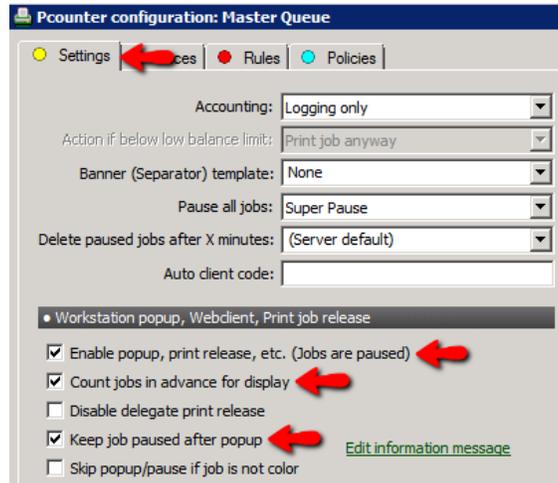
- 1) Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



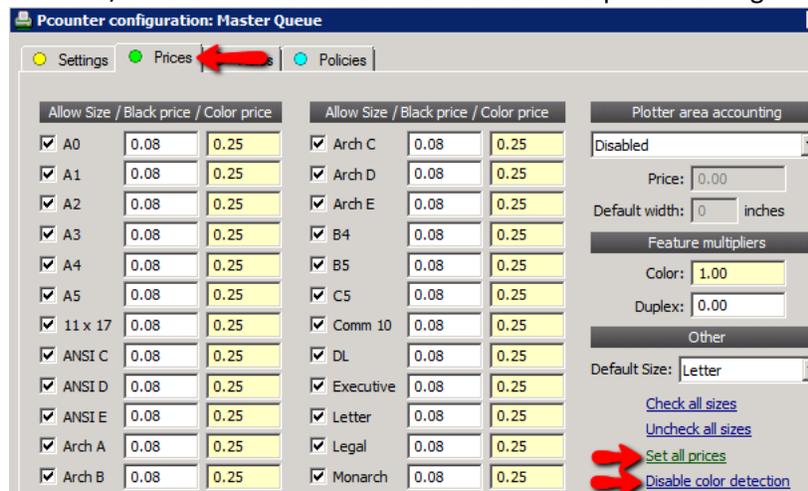
- 2) Set view to 'Pcounter Printers'. The Master Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.



- 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.



- 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 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](#).

## 1.2.0 Prepare Exit Queue

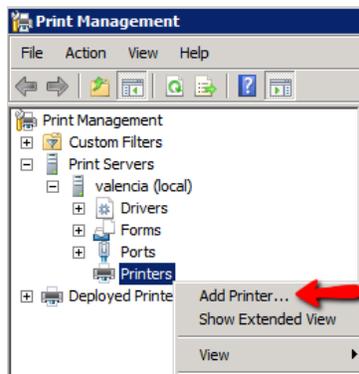
Every MFP/printer that will use Pcounter Embedded Print Release must have an Exit Queue installed on the print server where the job will come out. The Exit Queue is the actual print queue that will represent the printer/MFP where the print job will come out.

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.

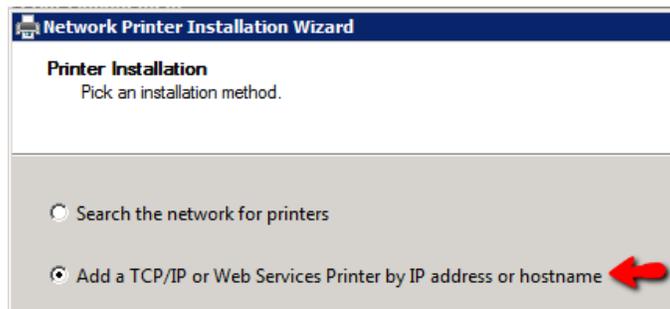
The Exit Queue can use any driver but ideally its driver should match the Master/Hold Queue for consistency.

### 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'.



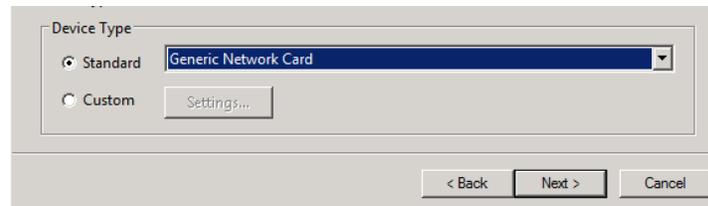
- 3) Choose 'Add a TCP/IP or Web Services Printer by IP address or hostname'. Click next.



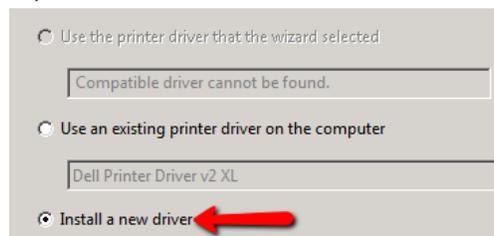
- 4) For 'Type of Device' choose 'TCP/IP Device'.  
For 'IP Address' enter the MFP's real IP Address. Port name does not matter at all.  
Uncheck the box for 'Auto detect the print driver to use'.  
Click Next.



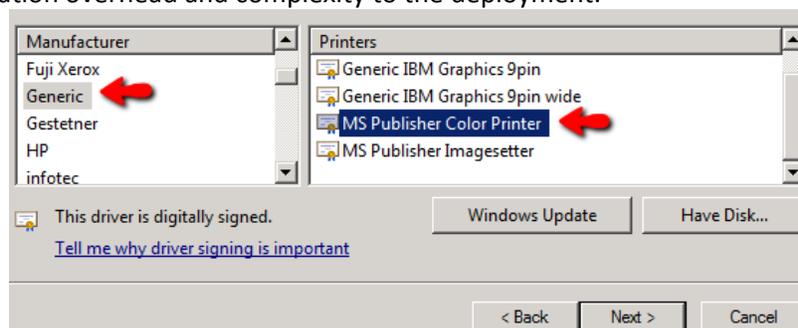
- 5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.



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



- 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.



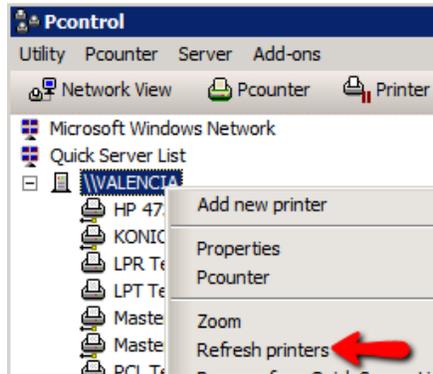
- 8) Enter a unique printer name as desired. The name can be changed later.
- 9) Leave the box **unchecked** for 'Share this printer' unless users will be bypassing Print Release.



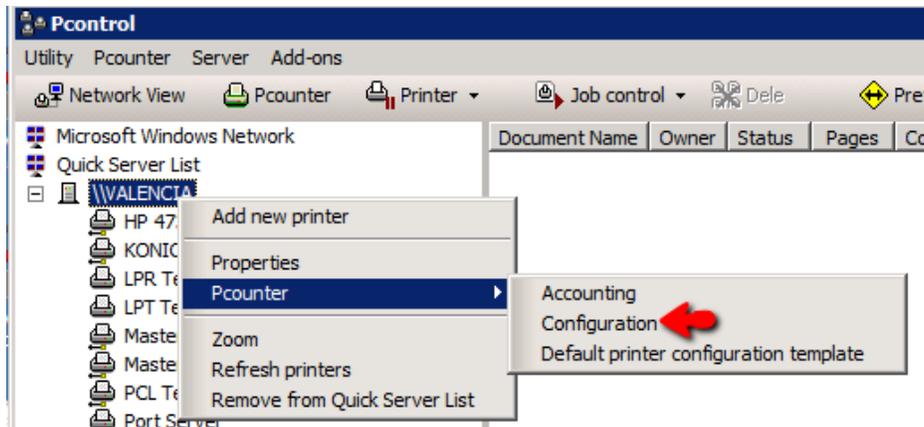
- 10) Click next and the printer will be created by the server. Click Finish to complete the printer creation process.
- 11) The Exit Queue is now ready to be configured in Pcounter.

### 1.2.2 Create Exit Queue Port

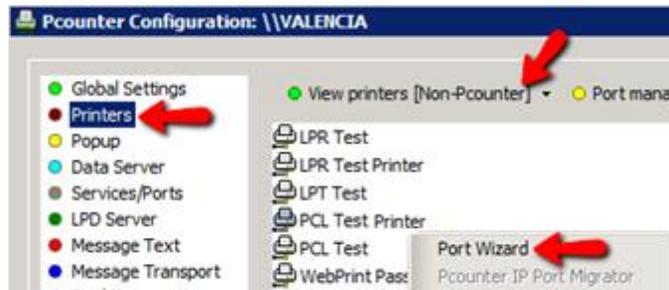
- 1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new Exit Queue is visible to Pcounter.



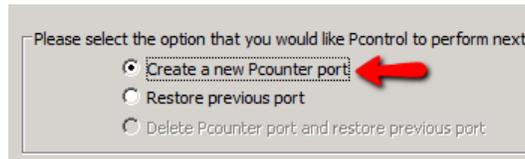
- 2) Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



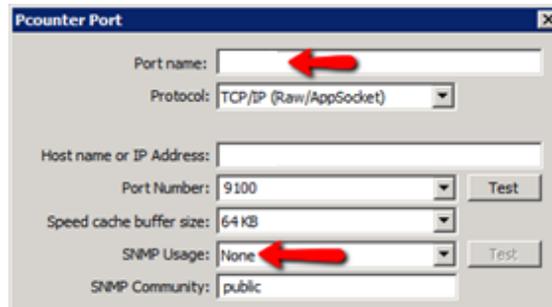
- 3) Choose the 'Printers' bullet on the left.
- 4) Set the view to 'Non-Pcounter' printers. Right click the newly created Exit Queue and choose 'Port Wizard'.



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



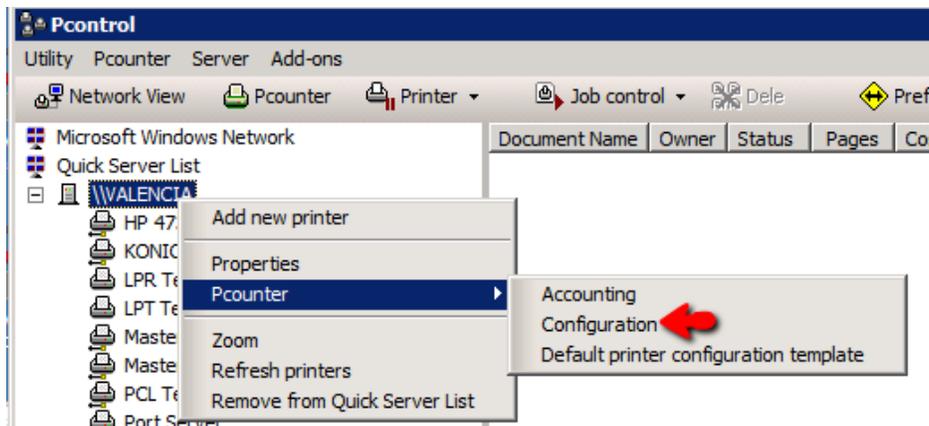
- 6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.



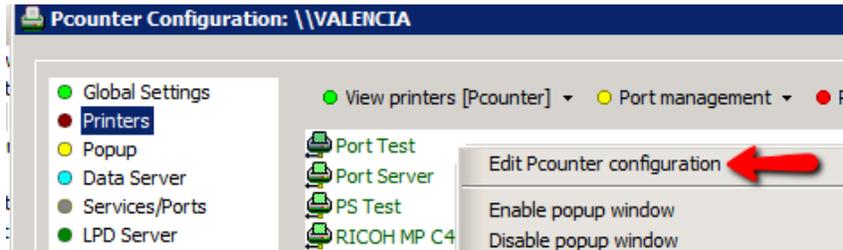
### 1.2.3 Configure Exit Queue Settings

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

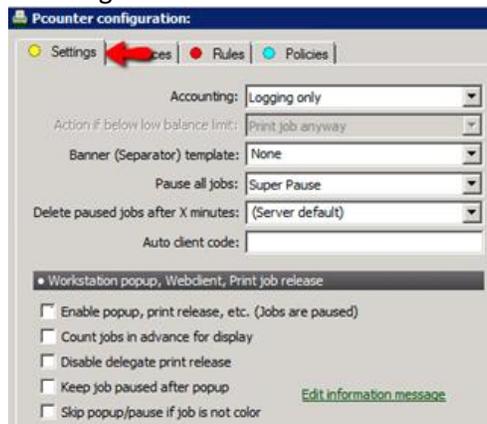
- 1) Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



- 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'.



- 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.



- 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.

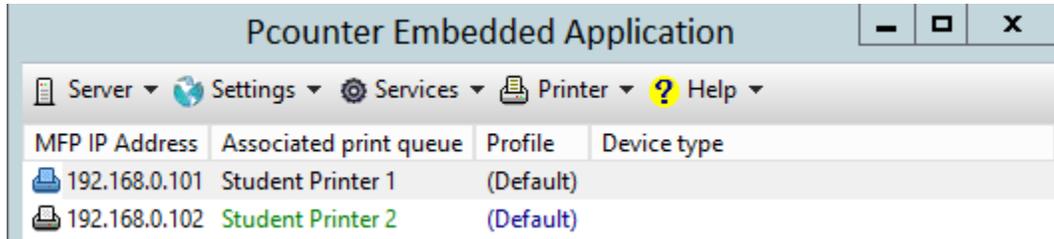


- The Exit Queue is now fully configured and ready to release print jobs. Repeat this process as needed.

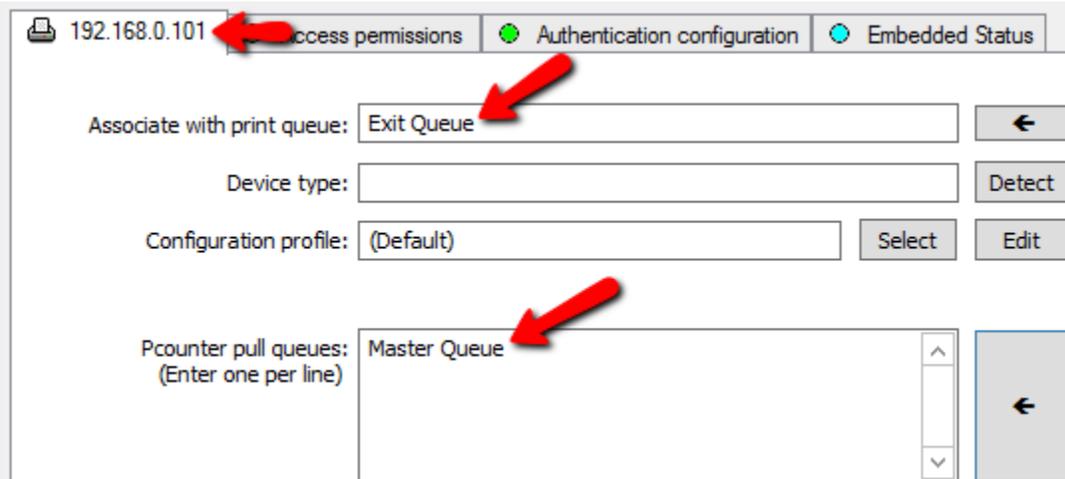
### 1.3.0 Define Queues in Embedded

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.



### 1.4.0 Install Print Release Application

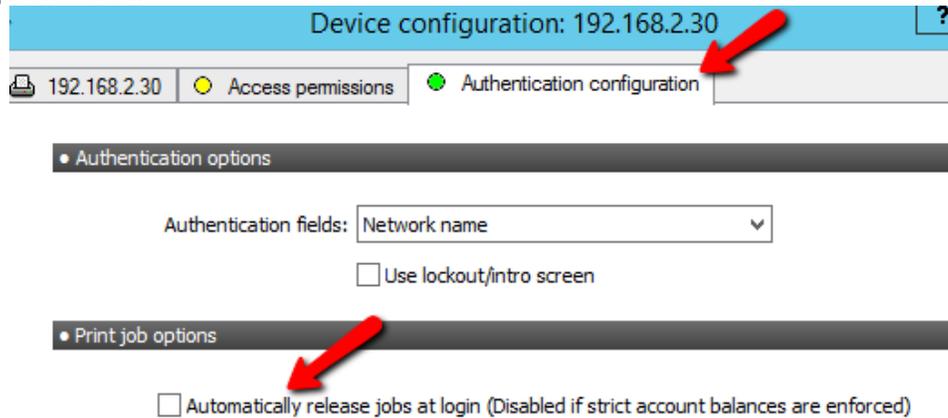
Once all queues have been created, configured, and defined in Pcounter and Pcounter Embedded the Print Release application must be installed that corresponds to the Pcounter Embedded solution being used.

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.



## 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'.

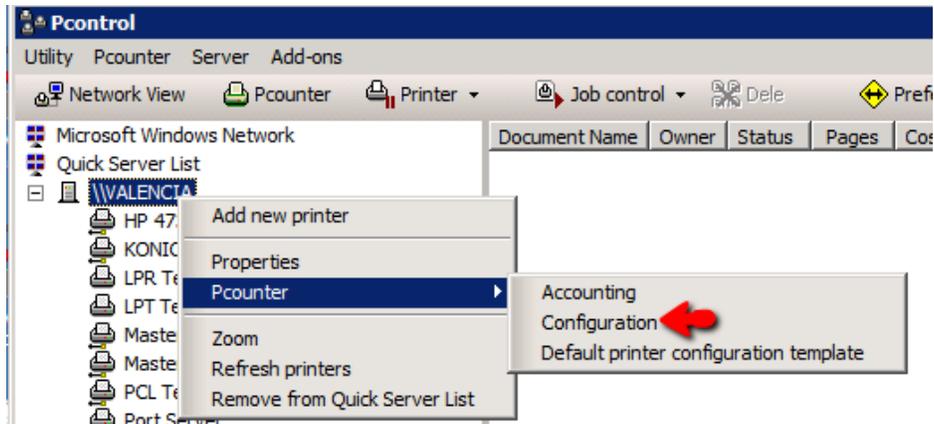
#### 2.1.2 Create Exit Queue Port

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

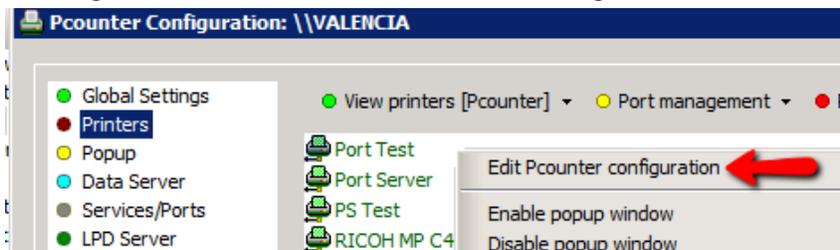
### 2.1.3 Configure Exit Queue Settings

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

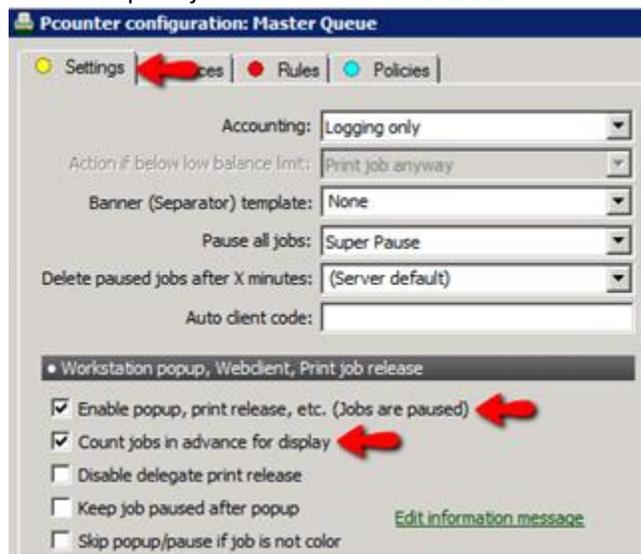
- 1) Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



- 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'.



- 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.



- 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.

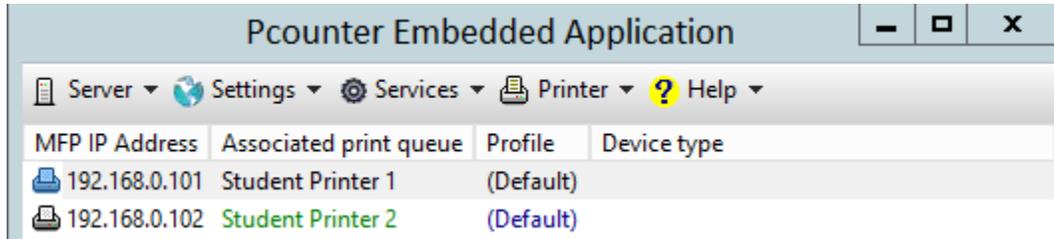


- 5) The Exit Queue is now fully configured and ready to hold and release print jobs.
- 6) Repeat this process as needed until all Exit Queues are created for every MFP that will use Secure Simple Print Release.

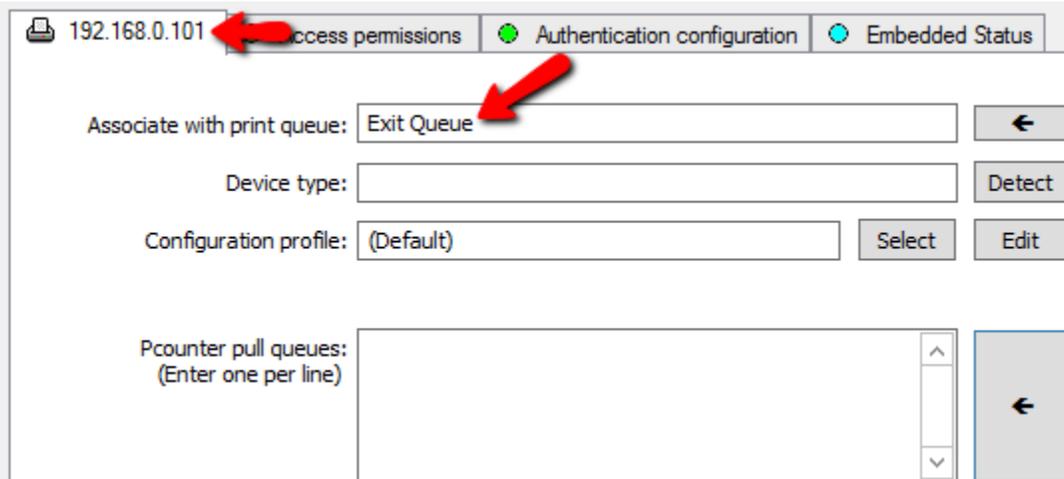
## 2.2.0 Define Queues in Embedded

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.



## 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.

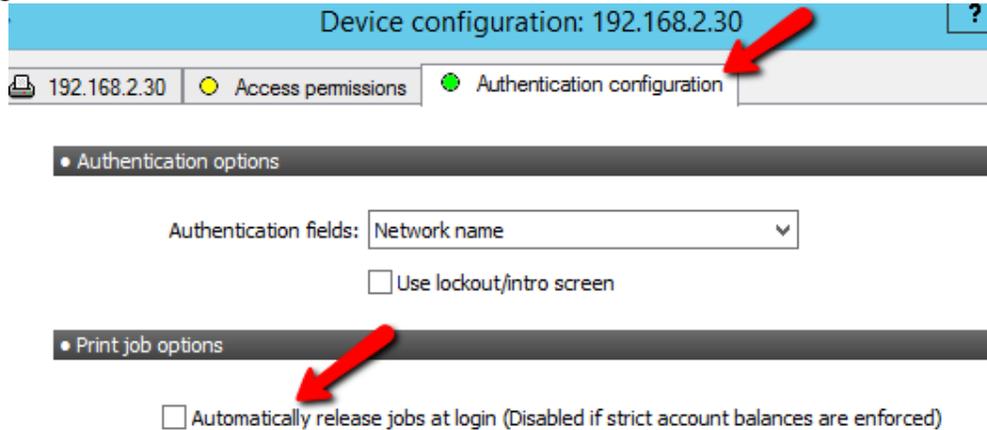
All Pcounter Embedded platforms have a Print Release Application. See the Pcounter Embedded documentation specific to the product being used for more information on how to install the Print Release Application that platform uses.

## 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.



## 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.

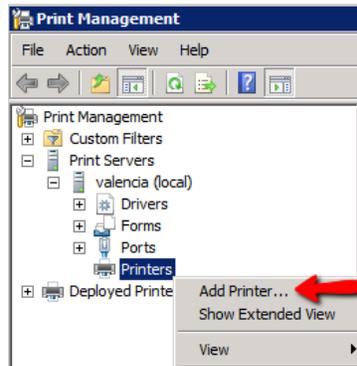
### 3.1.0 Prepare Master/Pull Queue

#### 3.1.1 Create Master/Pull Queue

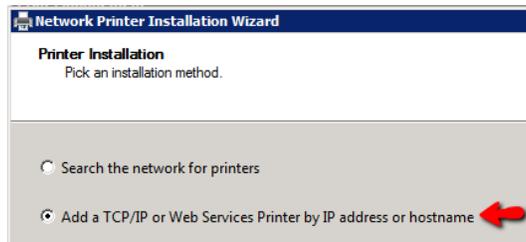
Use the following process to create and configure a Master/Pull Queue on the Pcounter Server where print jobs will reside:

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

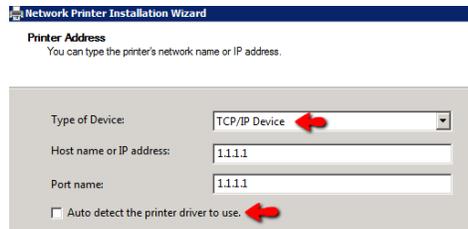
- 2) Expand the Server and right click 'Printers'. Choose 'Add Printer'.



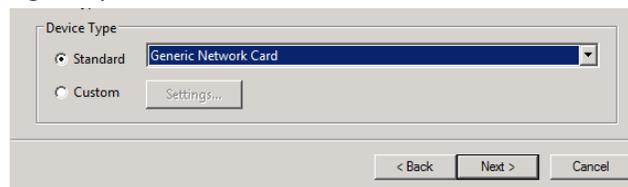
- 3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.



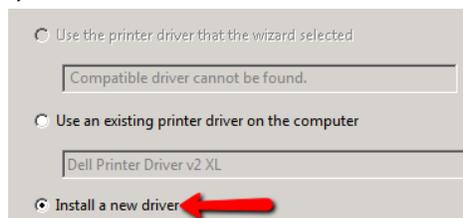
- 4) For 'Type of Device' choose 'TCP/IP Device'.  
For 'IP Address' enter '1.1.1.1'. Port name does not matter at all.  
Uncheck the box for 'Auto detect the print driver to use'.  
Click Next.



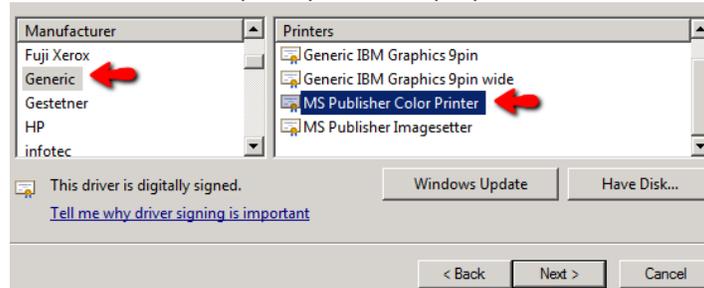
- 5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.



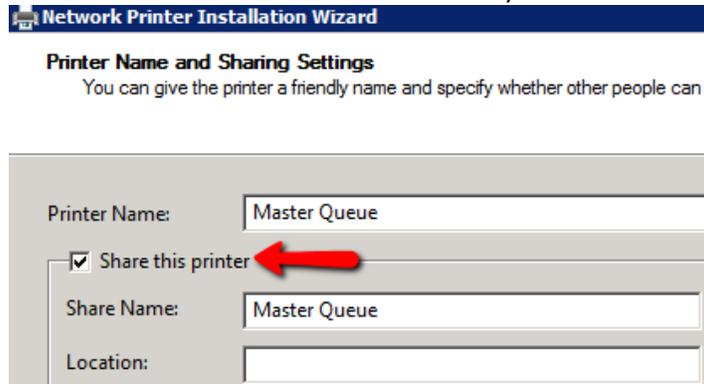
- 6) There may be a long delay as this screen loads. Choose 'Install a new driver' and click next.



- 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.



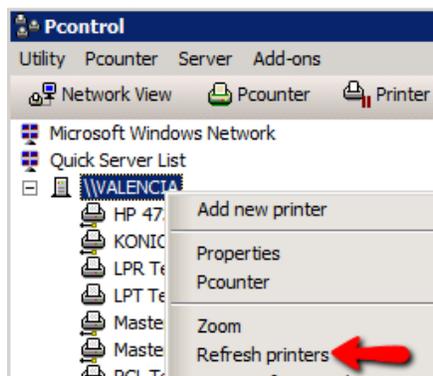
- 8) Enter a printer name as desired. 'Master Queue' works well. The name can be changed later.
- 9) Check the box for 'Share this printer'.  
Set the 'Share Name' to match the 'Printer Name' exactly and click next.



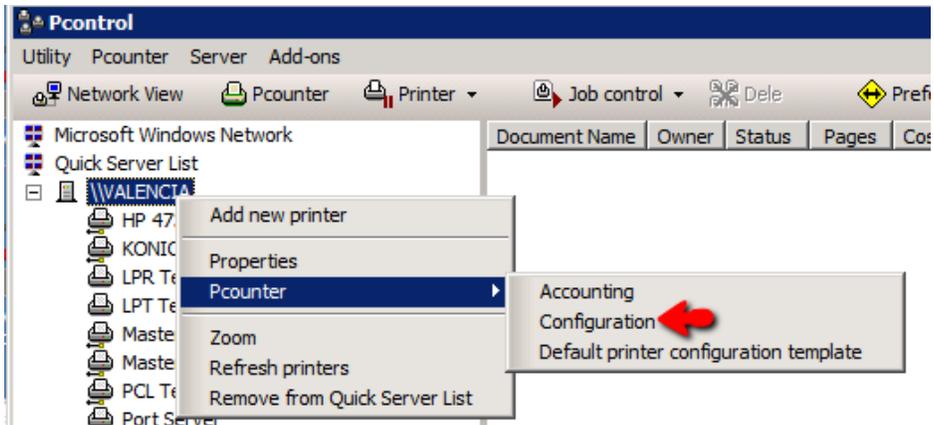
- 10) Click next and the printer will be created by the server. Click Finish to complete the printer creation process. The Master Queue is now ready to be configured in Pcounter.

### 3.1.2 Create Master/Pull Queue Port

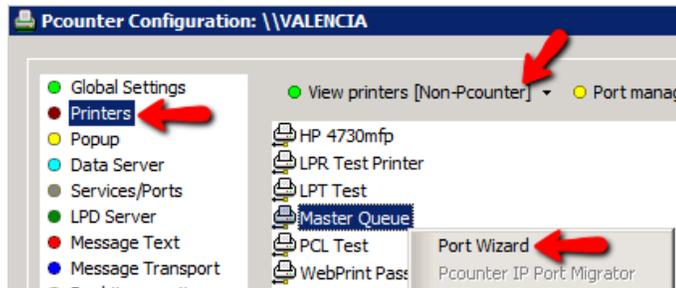
- 1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new master queue is visible to Pcounter.



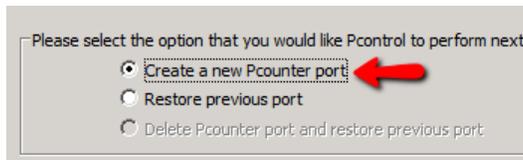
- 2) Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



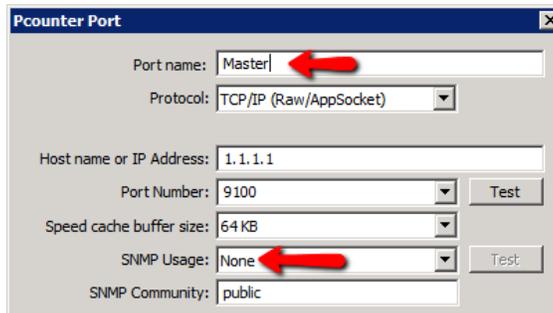
- 3) Choose the 'Printers' bullet on the left.
- 4) Set the view to 'Non-Pcounter' printers. Right click the 'Master Queue' and choose 'Port Wizard'.



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

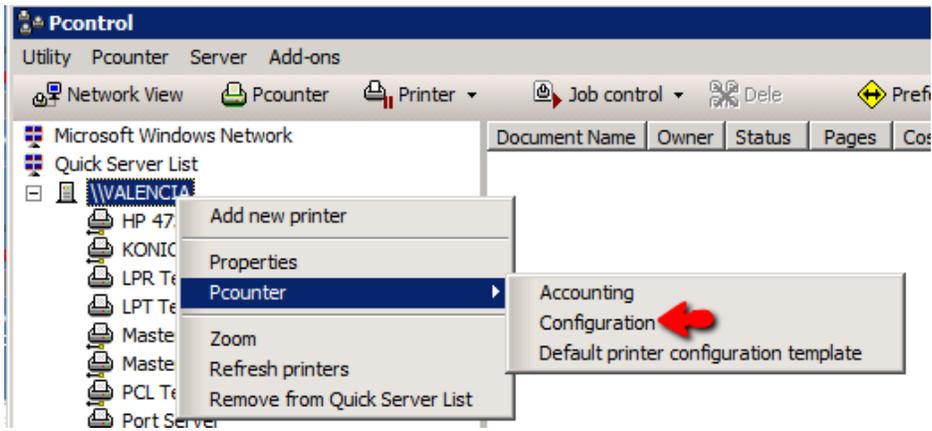


- 6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.

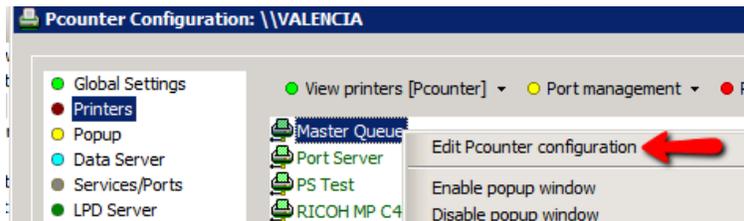


### 3.1.3 Configure Master/Pull Queue Settings

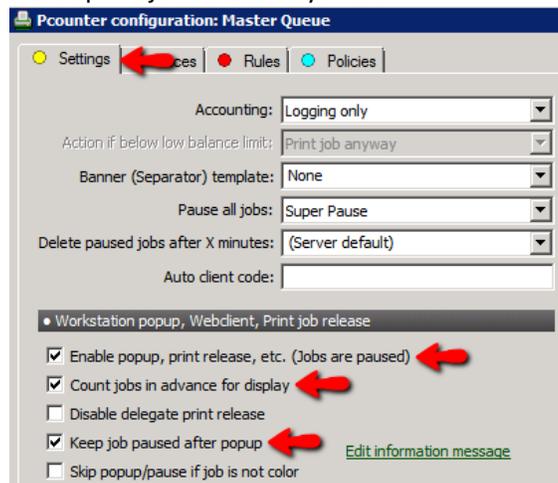
- 1) Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



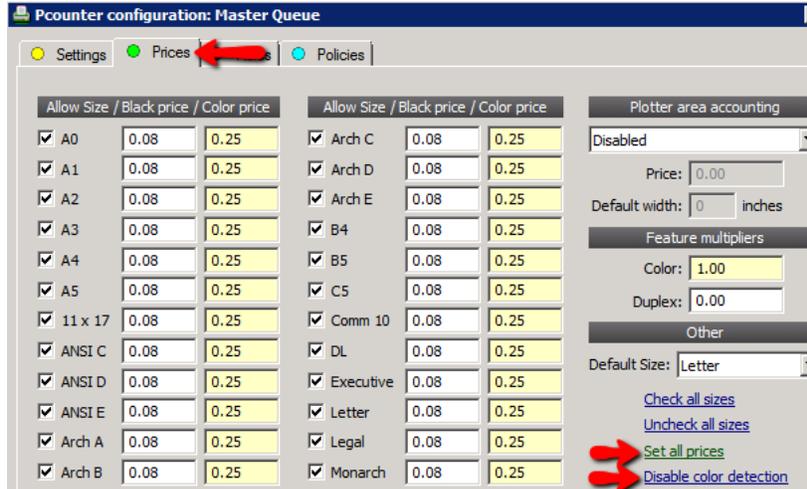
- 2) Set view to 'Pcounter Printers'. The Master Queue will now be in that list of printers and will be in green text. Right click it and choose 'edit Pcounter configuration'.



- 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.



- 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.



- 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

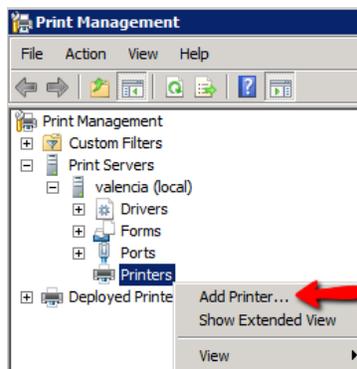
Every MFP/printer that will use Pcounter Embedded Print Release must have an Exit Queue installed on the print server where the job will come out. The Exit Queue is the actual print queue that will represent the printer/MFP where the print job will come out.

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.

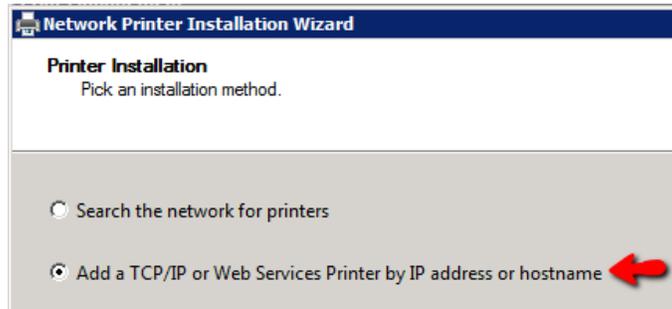
The Exit Queue can use any driver but ideally its driver should match the Master/Hold Queue for consistency.

#### 3.2.1 Create Exit Queue

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



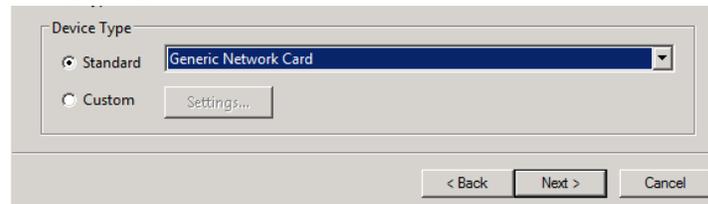
3) Choose 'Add a TCP/IP or Web Services Print by IP address or hostname'. Click next.



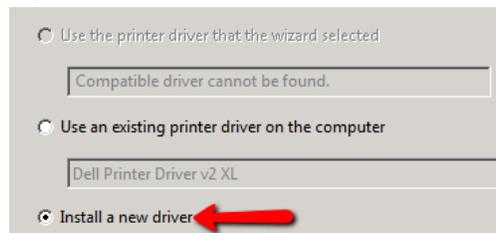
4) For 'Type of Device' choose 'TCP/IP Device'.  
For 'IP Address' enter the MFP's real IP Address. Port name does not matter at all.  
Uncheck the box for 'Auto detect the print driver to use'.  
Click Next.



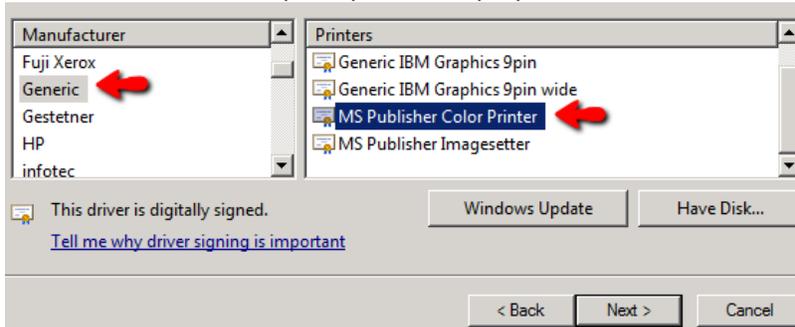
5) There may be a long delay as this screen loads. Choose 'Generic Network Card' and click next.



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



- 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.



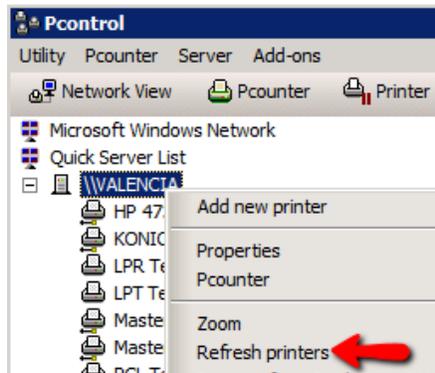
- 8) Enter a unique printer name as desired. The name can be changed later.
- 9) Leave the box **unchecked** for 'Share this printer' unless users will be bypassing Print Release.



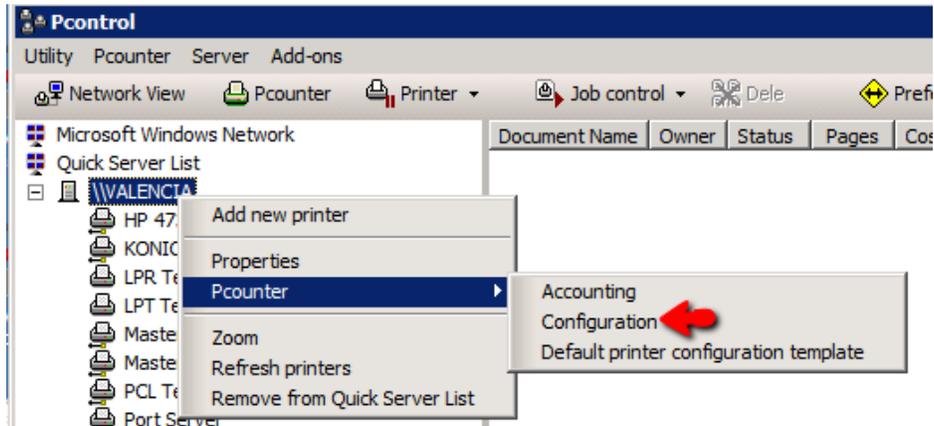
- 10) Click next and the printer will be created by the server. Click Finish to complete the printer creation process.
- 11) The Exit Queue is now ready to be configured in Pcounter.

### 3.2.2 Create Exit Queue Port

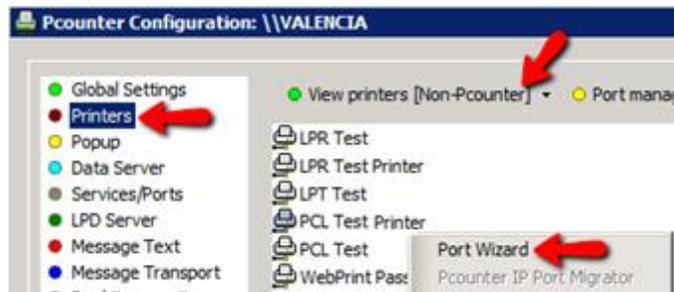
- 1) Open Pcontrol. Expand the 'Quick Server List', right click the server name and choose 'refresh printers' to ensure the new Exit Queue is visible to Pcounter.



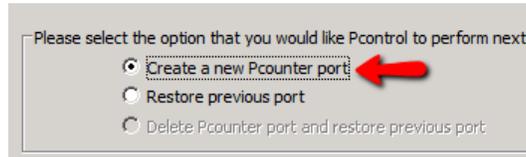
- 2) Right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



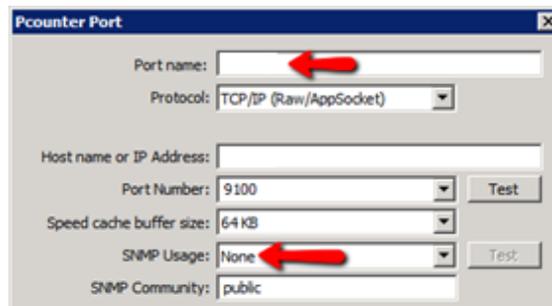
- 3) Choose the 'Printers' bullet on the left.
- 4) Set the view to 'Non-Pcounter' printers. Right click the newly created Exit Queue and choose 'Port Wizard'.



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



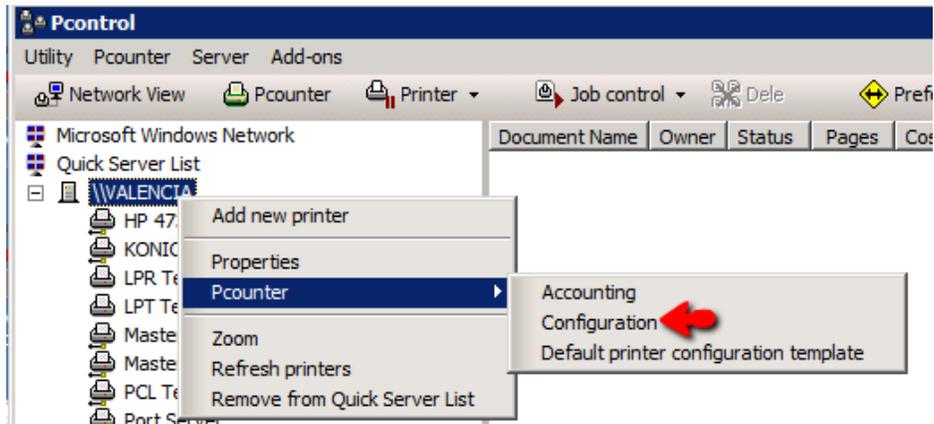
- 6) 'Port name' does not matter, set as desired. Ensure 'SNMP Usage' is set to 'None'. Click Finish to create the port and close the wizard.



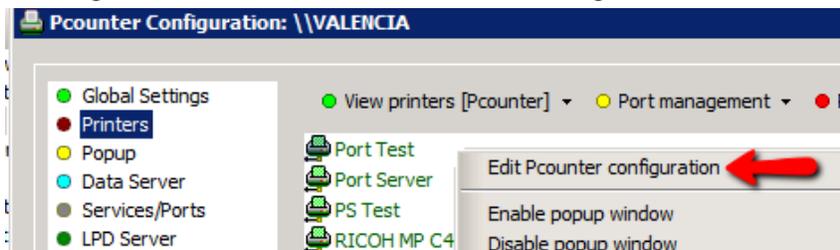
### 3.2.3 Configure Exit Queue Settings

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.



- 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'.

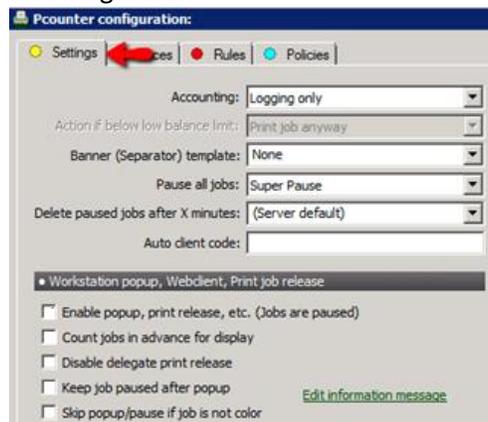


- 3) The window that opens is the configuration window for the printer itself.

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.



- 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.

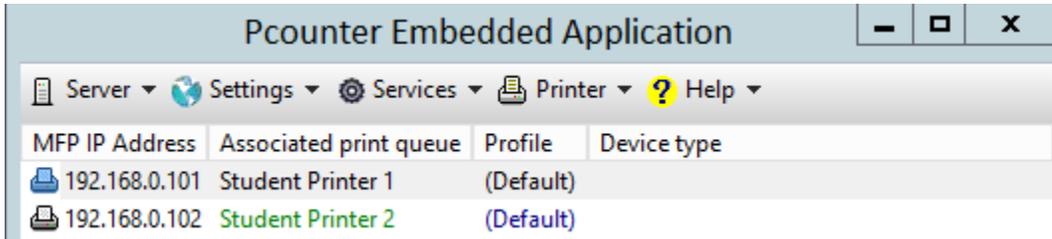


- 5) The Exit Queue is now fully configured and ready to release print jobs. Repeat this process as needed.

### 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:

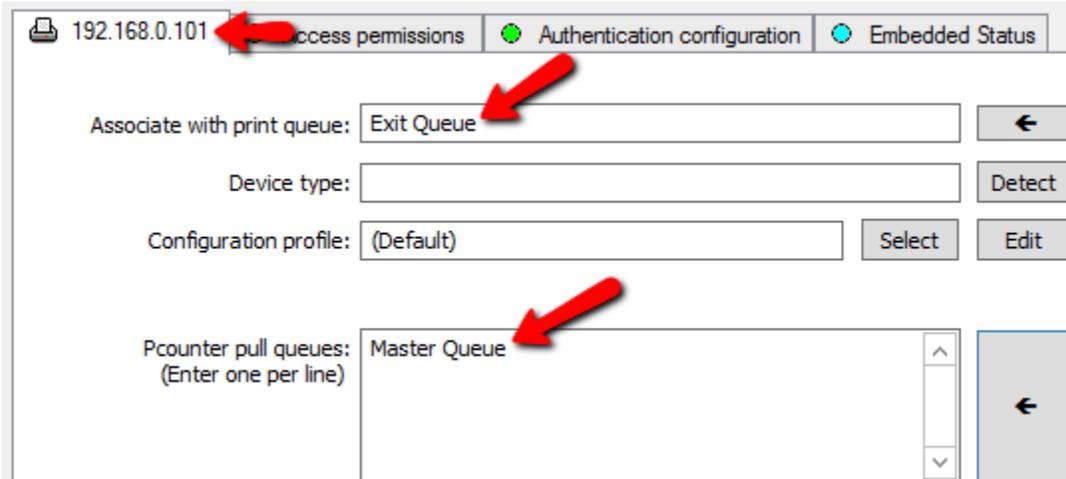
- 5) Open the Pcounter Embedded application where the MFPs have been configured for authentication and accounting.



The screenshot shows the 'Pcounter Embedded Application' window. At the top, there is a menu bar with 'Server', 'Settings', 'Services', 'Printer', and 'Help'. Below the menu bar is a table with the following data:

MFP IP Address	Associated print queue	Profile	Device type
192.168.0.101	Student Printer 1	(Default)	
192.168.0.102	Student Printer 2	(Default)	

- 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.



The screenshot shows the configuration window for the device with IP address 192.168.0.101. The window has three tabs: 'Access permissions', 'Authentication configuration', and 'Embedded Status'. The 'Access permissions' tab is selected. The configuration fields are as follows:

- 'Associate with print queue:' field contains 'Exit Queue'.
- 'Device type:' field is empty.
- 'Configuration profile:' field contains '(Default)'.
- 'Pcounter pull queues:' field contains 'Master Queue'.

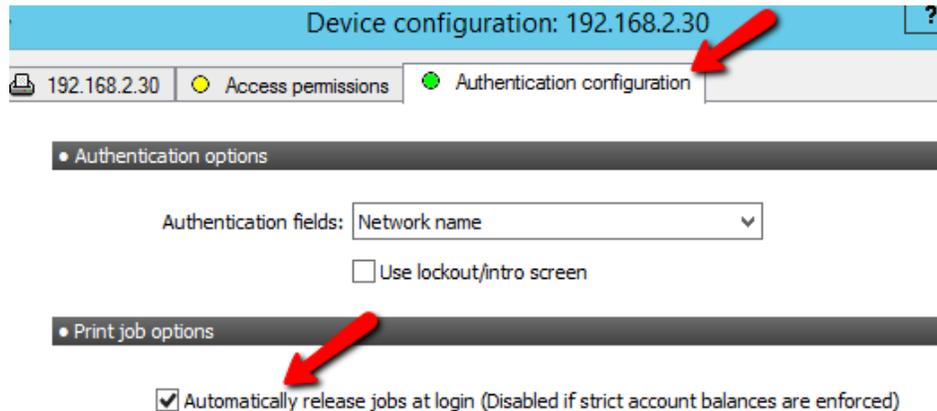
Red arrows point to the IP address '192.168.0.101', the 'Exit Queue' text, and the 'Master Queue' text.

### 3.5.0 Enable Automatic Release

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

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.



### 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'.

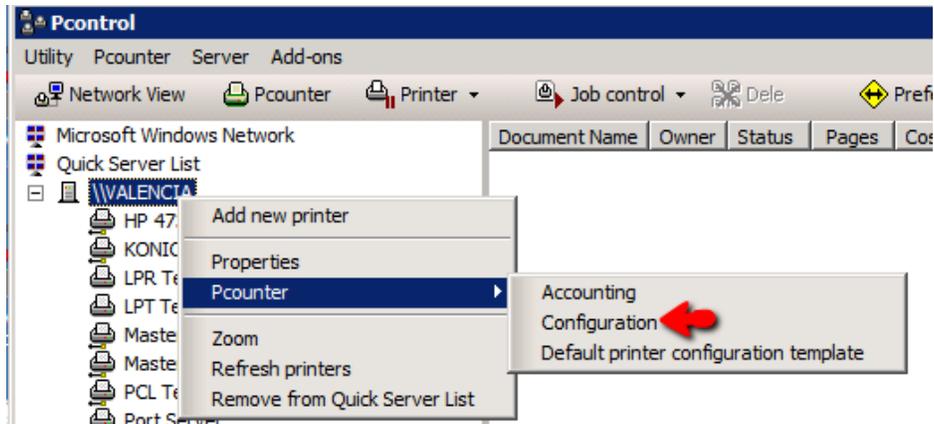
##### 4.1.2 Create Exit Queue Port

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.

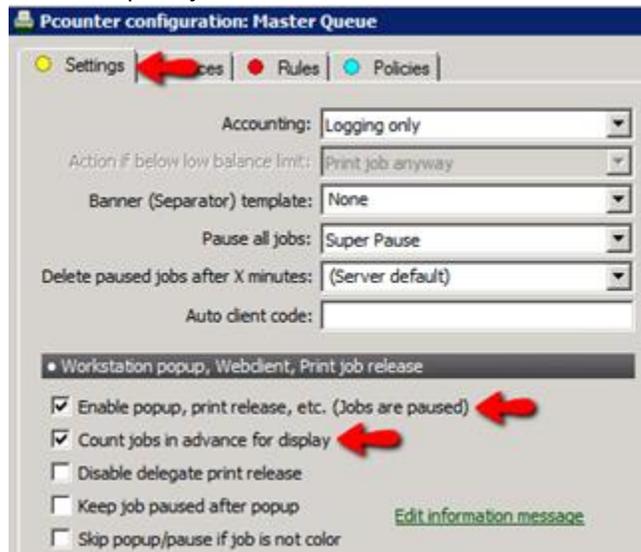
- 1) Back in Pcontrol, right click the server name and choose 'Pcounter' then 'Configuration' to open the main server configuration window.



- 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'.



- 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.



- 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.

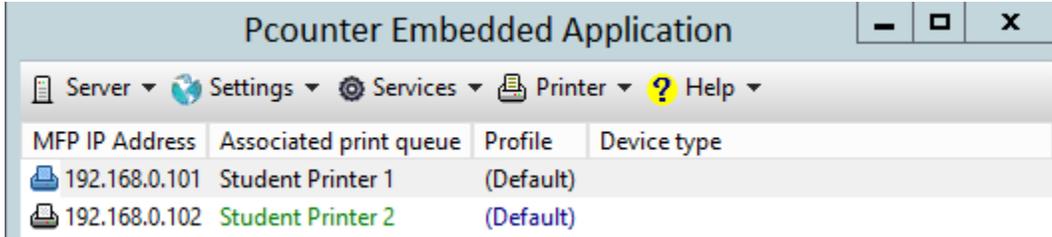


- 5) The Exit Queue is now fully configured and ready to hold and release print jobs.
- 6) Repeat this process as needed until all Exit Queues are created for every MFP that will use Automatic Simple Print Release.

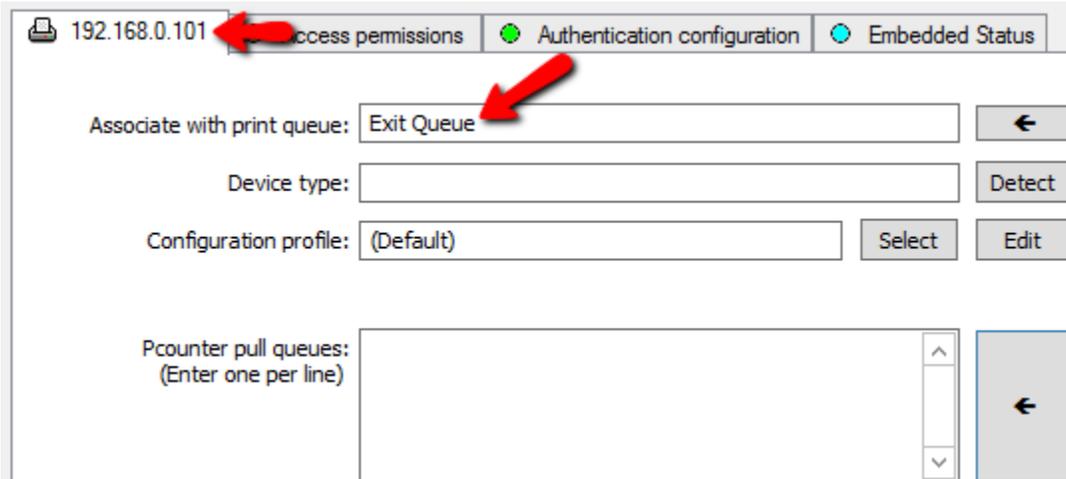
## 4.2.0 Define Queues in Embedded

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.

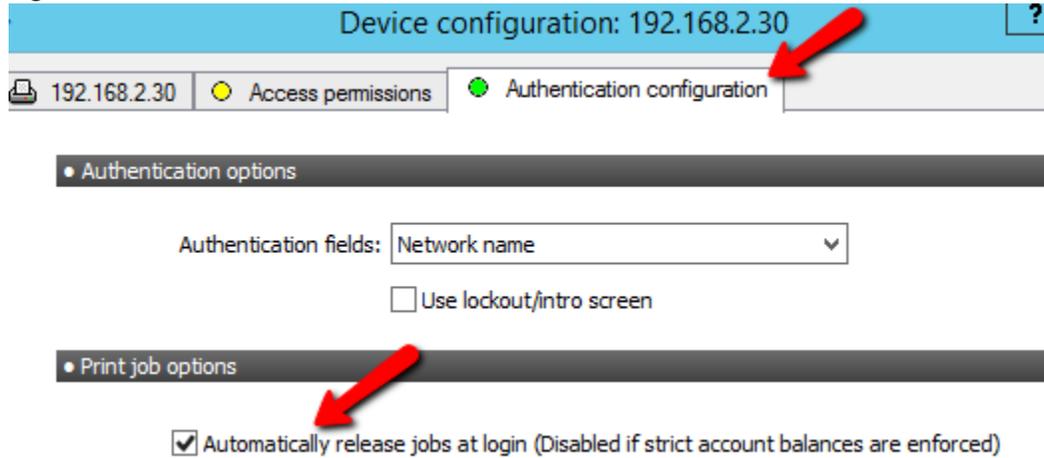


### 4.3.0 Enable Automatic Release

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

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.



## 5.0.0 - Documentation and Video Links

This concludes the guide. If there are any questions, please email [support@pcounter.com](mailto:support@pcounter.com).

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](http://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](http://www.pcounter.com/supportfiles/Pcounter_Distribution_Guide.pdf)

### **Pcounter WebPrint Installation and Customization Guide:**

[www.pcounter.com/supportfiles/Pcounter\\_webprint\\_Guide.pdf](http://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=chSbuDZJlhQ>

### **Pcounter Station - Installation and Troubleshooting Guide:**

[www.pcounter.com/supportfiles/pstation\\_guide.pdf](http://www.pcounter.com/supportfiles/pstation_guide.pdf)

### **Pcounter for Windows - Balance.exe as a Web App:**

[https://www.youtube.com/watch?v=J\\_IVgsgopnI](https://www.youtube.com/watch?v=J_IVgsgopnI)