

Pcounter Embedded for Sharp MFDs

Logging In/Out (Username and Password)



To login, press **Username(1)**. This will load the QWERTY keyboard screen below. Enter your **Network Username** and press **OK**.

Next press **Password(2)**. Enter your **Network Password** and press **OK**.



To logout at any time press the **Logout * (3)** button on the **physical keypad** of the printer.



Logging in with ID Card

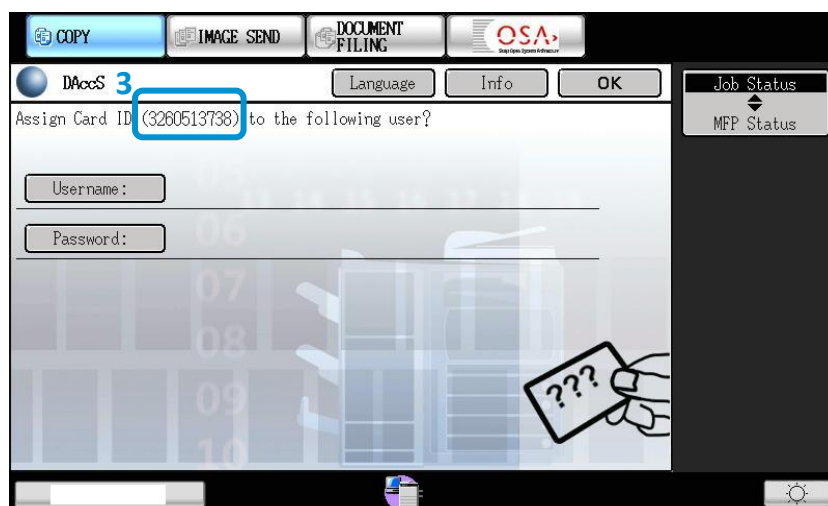
To log in with ID card either:

- Present your card to the reader (proximity cards **1**)
- Swipe your card through the reader (magstripe cards **2**)



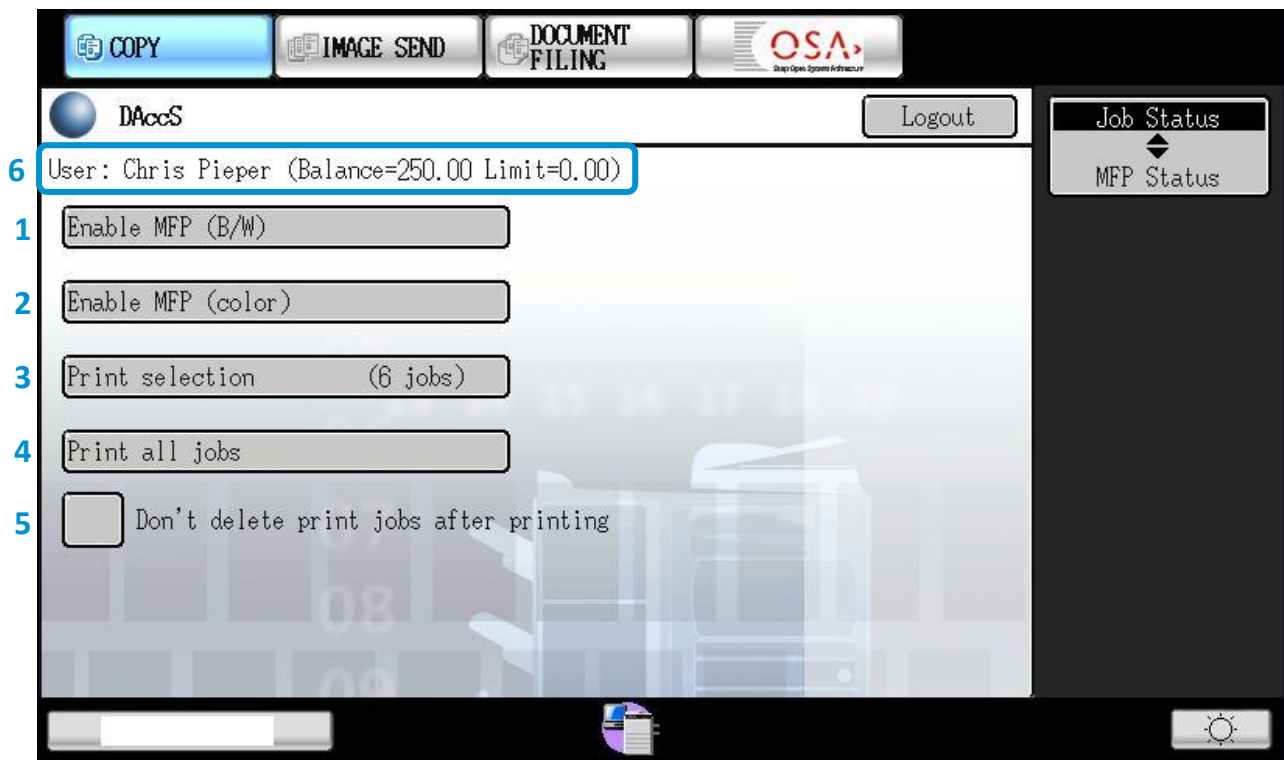
Card Self-Association

To register a new card against your account, scan/swipe the card on the reader when the login screen is displayed.



Your card number will be displayed (**3**). Enter your **Network Username** and **Password** by pressing the associated buttons. Click OK when done. This card is now assigned to your account and any subsequent scan/swipes will log you in.

Main Menu



Enable MFP (B/W) (1) enables black and white (“mono”) only photocopying. Please note colour copying is not available in this mode.

Enable MFP (color)(2) enables colour only photocopying. Please note mono copying is not available in this mode.

Print selection(3) allows you to choose from your list of queued print jobs individually

Print all jobs(4) prints all queued jobs for the currently logged in user

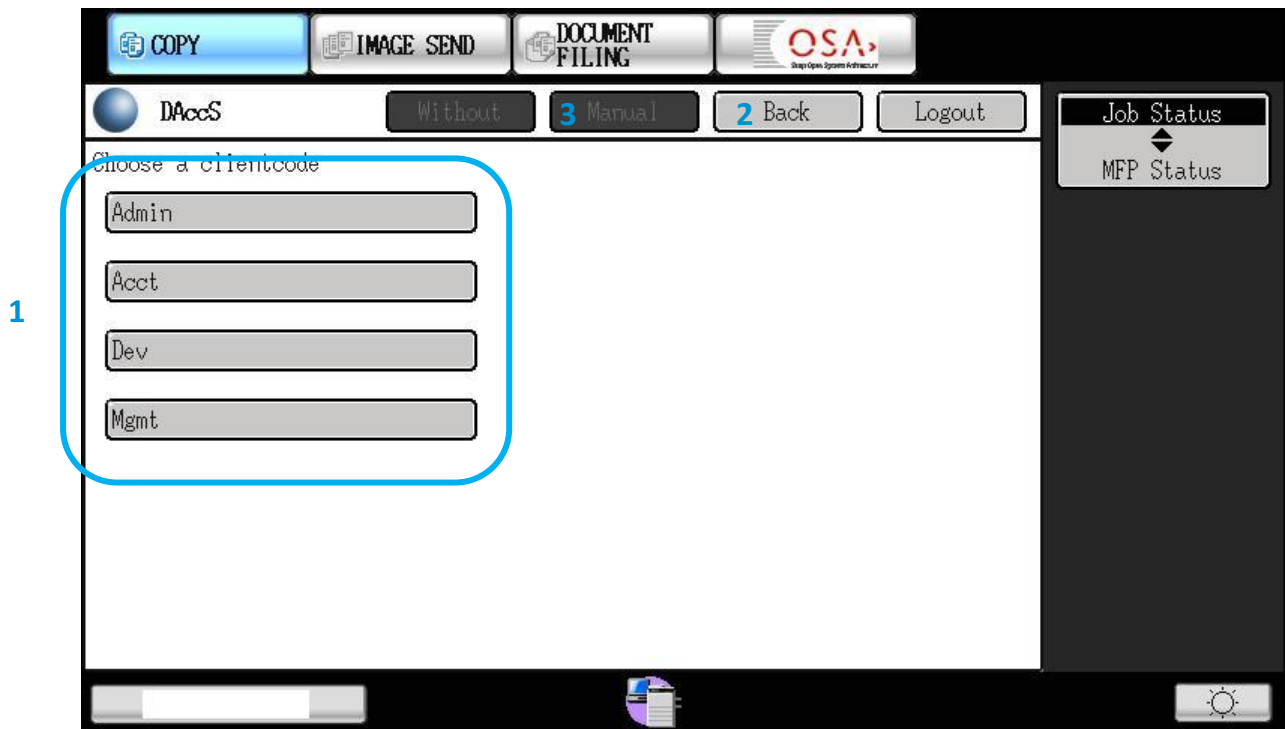
Don't delete jobs after printing(5) allows you to keep a printed job queued for reprinting later if necessary.

Also displayed(6) are:

- The full name of the currently logged in user (**User: Chris Pieper**)
- The Pcounter balance of the logged in user (**Balance=250.00**)
- The Pcounter low balance limit of the logged in user (**Limit=0.00**)

Client/Departmental Code Selection

If client codes are enabled, choosing Print or Copy will load the following screen



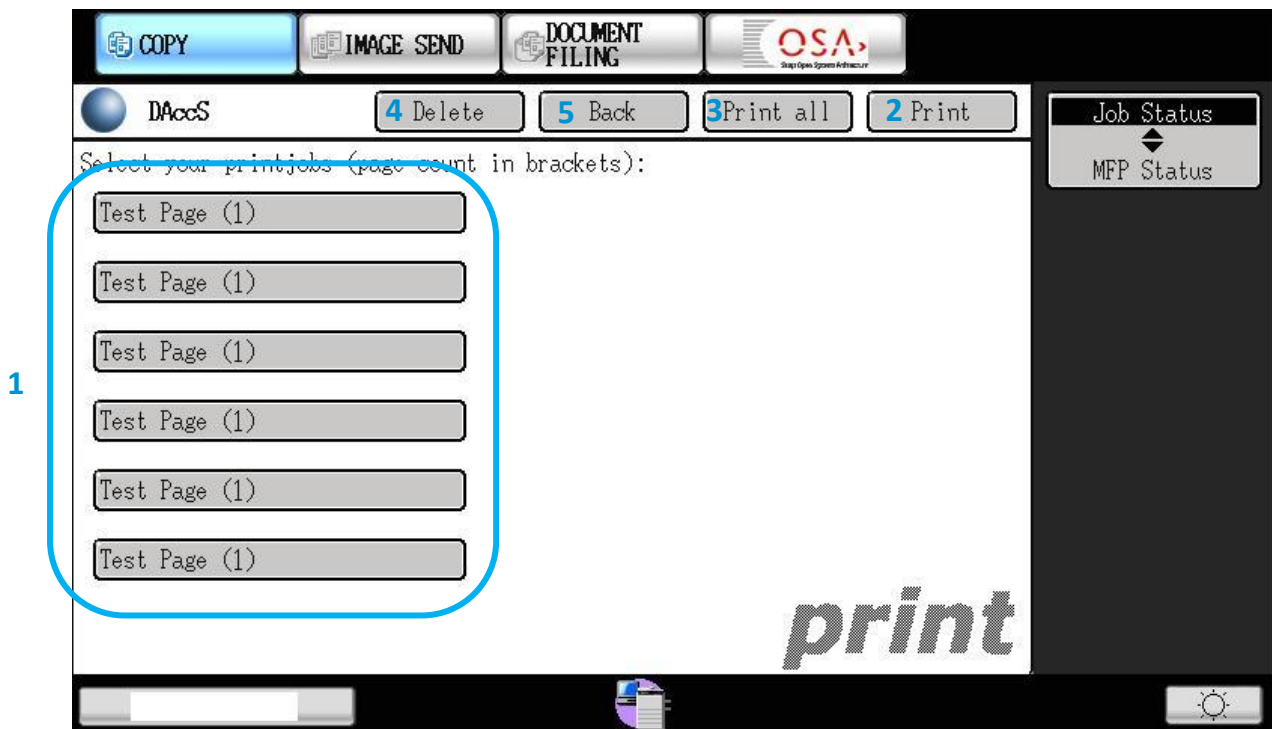
Choose your desired code from the **list(1)**

Choose **Back(2)** if you have made an incorrect selection at the Main Menu

Choose **Without(3)** to not select a code (this optional may not be available depending on your local settings)

Print Release

To print a waiting job, select it from the **list(1)** and hit **Print(2)**.



To print all waiting jobs hit **Print All(3)**

Jobs can be deleted by selecting from the **list(1)** and hitting **Delete(4)**

The **Back(5)** button returns to the **Main Menu**.

Displayed in the list:

- Filename of the print job e.g. **Test Page**
- The number of pages in that print job e.g. **(1)**

Copying

To do a single **Colour** or **Mono Copy**, simply press the colour or mono button on the physical keypad. *Please Note: In Colour mode the mono button will be disabled, and vice versa.*

To do multiple copies type in the desired amount on the physical keypad followed by the colour or mono copy button.



To change from single to double sided hit the **Duplex/Simplex(1)** button