
User's Guide

Pcounter Gateway



Pcounter Pro Gateway

Installation Guide
and
User Reference

Version 1.4



MONITOR

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Introduction

Product Overview

Pcounter PRO:

The best solution, the lowest cost, no compromise...

Pcounter PRO is a flexible and highly scalable print and copy management solution. Pcounter PRO provides a wide range of cost control and cost recovery capabilities, eliminating waste and misuse, resulting in dramatic cost savings across your organisation. Pcounter PRO is ideal for identifying areas of document related cost within any organisational structure, helping to justify the rationalisation and re-allocation of print and copy resources and then enforcing a print policy based on sensible rules and restrictions.

Document Version

Version Number

Monitor Gateway Service for Pcounter v1.0.5.2

Document Number

MGSP 04-1051



Typographical Conventions

Before you start using this guide, it is important to understand the terms and typographical conventions used in the documentation.

For more information on specialized terms used in the documentation, see the Glossary at the end of this document.

The following table lists the types of formatting used in the document to identify special information.

| Formatting convention | Type of Information |
|------------------------------|--|
| Triangular Bullet(▶) | Step-by-step procedures. You can follow these instructions to complete a specific task. |
| Special Bold | Items you must select, such as menu options, command buttons, or items in a list. |
| <i>Emphasis</i> | Use to emphasize the importance of a point or for variable expressions such as parameters. |
| CAPITALS | Names of keys on the keyboard. for example, SHIFT, CTRL, or ALT. |
| KEY+KEY | Key combinations for which the user must press and hold down one key and then press another, for example, CTRL+P, or ALT+F4. |



Installing the Pcounter Pro Gateway

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Installation Requirements

Using the PC20 Terminal and/or the PC4000 SERIES Autoloader with the Pcounter system involves the following steps:

- The Pcounter system must be installed and working.
- When installing in a Novell environment the machine you are installing the Pcounter Pro Gateway on must have a Novell Client installed.
- The Terminals and/or Autoloaders must be installed, and then configured with the Terminal Configuration User Interface. This program is located in the *Pcounter for NT/Pcounter for Netware* Start Menu under *Pcounter Pro Gateway*.

To install the Pcounter Pro Gateway you will need the following items:

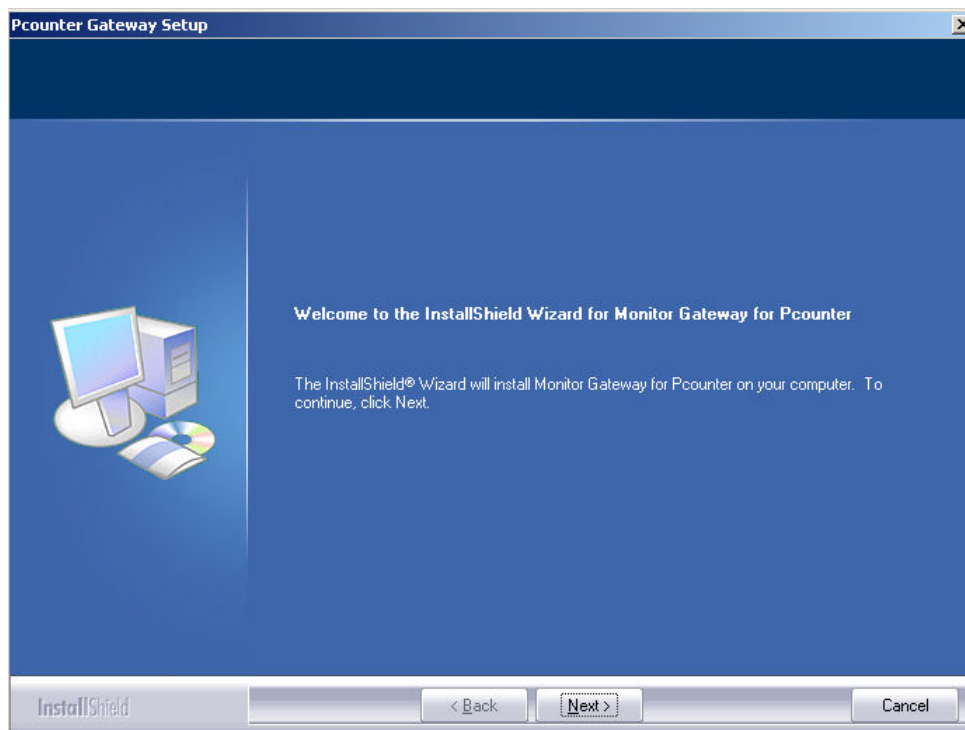
- The Pcounter Pro Gateway Installation package.
- A PC20 Network Terminal.
- The Terminals and/or Autoloaders must be installed, and then configured with the Terminal Configuration User Interface. This program is located in the *Pcounter for NT/Pcounter for Netware* Start Menu under *Pcounter Pro Gateway*.
- Note: An Autoloader is only necessary if users want to associate a card with the Pcounter login through the Autoloader. Card association can also be performed on a Version 6 PC20, but with a reduced character set.



Installation Procedure

Installation Procedure

- Run the installation program PcounterGatewayInstall.exe .
- Read the Welcome dialog, then click the Next> button to proceed with the installation.
- The Software Licence dialog will be displayed. Read the Software License Agreement, then press the Yes button if you agree to the terms of the Agreement.
- If you are installing the Gateway on a machine that has the Netware Client installed on it, you will be asked to select Pcounter for NT or Pcounter for Netware. Select the platform choice and press the Next button.



- Choose the Destination Location. Click Next or Browse for a location.
- The Start Copying Files dialog displays. Click the Next button to continue.
- The installation files will now be copied into their location. Click the OK Button to continue.



- If you have installed the Pcounter Pro Gateway on a machine that does not have either a Pcounter Pro Trial licence or a Permanent licence, you will see the following Warning Dialog -



This message indicates that the Pcounter Pro Gateway has been installed, but will fail to start until the correct licence key has been entered.

Click OK to continue.

- The Finish dialog displays at the end. Click the Finish button.

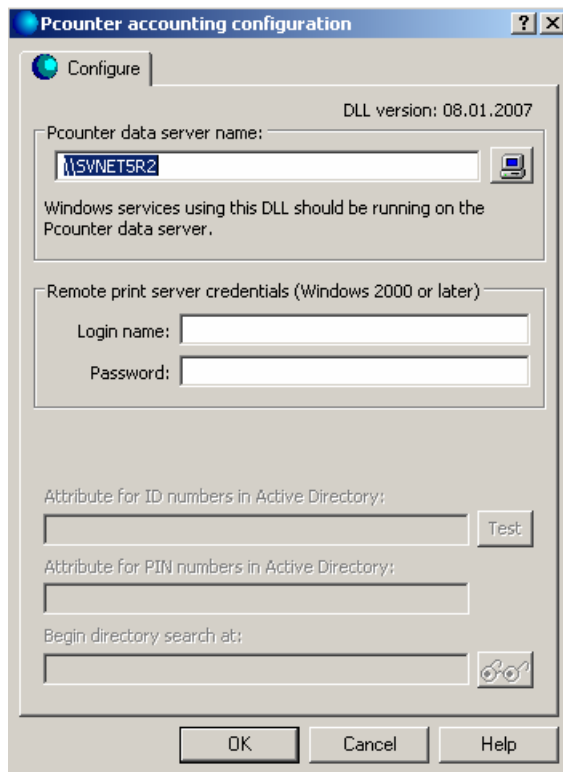


Completing the Installation

The Pcounter Accounting Configuration dialog will be displayed. This requires you to enter the name of the Pcounter Data Server. Enter the name of the server or click on the icon of the computer to browse for the Data Server. When you have entered the name of the Pcounter Data Server, press the OK button to continue.

Data Server Name Entry

The name of the Data Server needs to be entered in the format `\\DataServerName`.



The screenshot shows the "Pcounter accounting configuration" dialog box. The title bar includes a question mark icon and a close button. The dialog has a "Configure" tab and displays "DLL version: 08.01.2007". The main section is titled "Pcounter data server name:" and contains a text input field with the value "\\SVNETSR2" and a computer icon button to its right. Below this is a note: "Windows services using this DLL should be running on the Pcounter data server." The next section is "Remote print server credentials (Windows 2000 or later)", which includes "Login name:" and "Password:" labels with corresponding text input fields. Below that are three more sections: "Attribute for ID numbers in Active Directory:" with a text field and a "Test" button; "Attribute for PIN numbers in Active Directory:" with a text field; and "Begin directory search at:" with a text field and a search icon button. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".



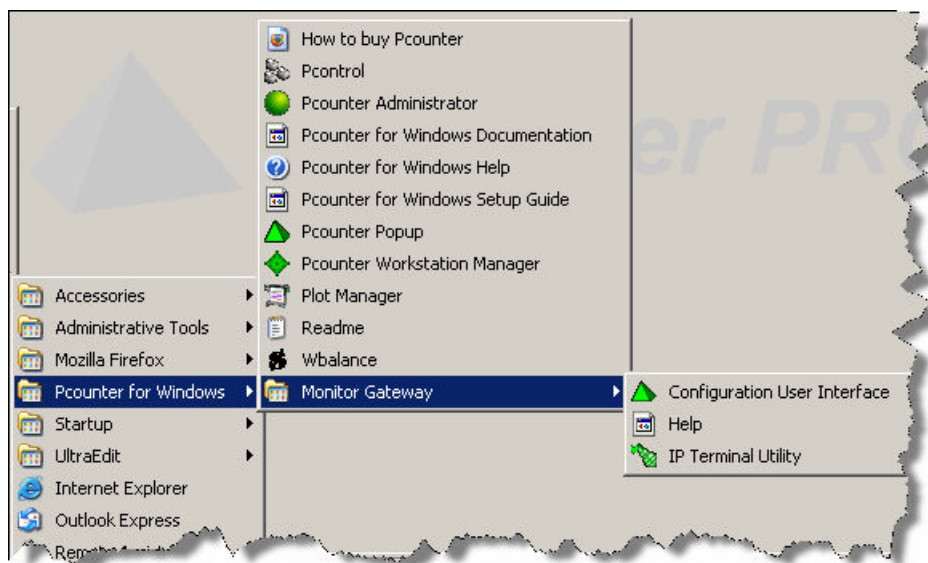
Remote Print Server Credentials – Windows 2000 or Later ONLY

The remote print server login is necessary if you want to secure-release print jobs from a remote print server (requires Windows 2000 or later).

Installation Complete

The installation is now complete. Click on the Finish button.

You will now see the Pcounter Pro Gateway programs have been added to the bottom of the Pcounter for Windows menu in Start->Programs.



The MBM Pcounter Gateway service has been added to the Windows Services Manager, and it should be showing as Automatic and Started.

| | | | |
|-----------------------------|-----------------|--------------------------|--------------------|
| Kerberos Key Distri... | Generates ... | Disabled | LocalSystem |
| License Logging Ser... | | Started Automatic | LocalSystem |
| Logical Disk Manager | Logical Disk... | Started Automatic | LocalSystem |
| Logical Disk Manage... | Administrat... | Manual | LocalSystem |
| MBM Pcounter Gate... | | Started Automatic | LocalSystem |
| Messenger | Sends and ... | Started Automatic | LocalSystem |
| Net Logon | Supports p... | Manual | LocalSystem |
| NetMeeting Remote... | Allows aut... | Manual | LocalSystem |
| Network Connections | Manages o... | Started Manual | LocalSystem |
| Network DDF | Provides n | Manual | LocalSystem |

This completes the installation of the Pcounter Pro Gateway (Windows Version).



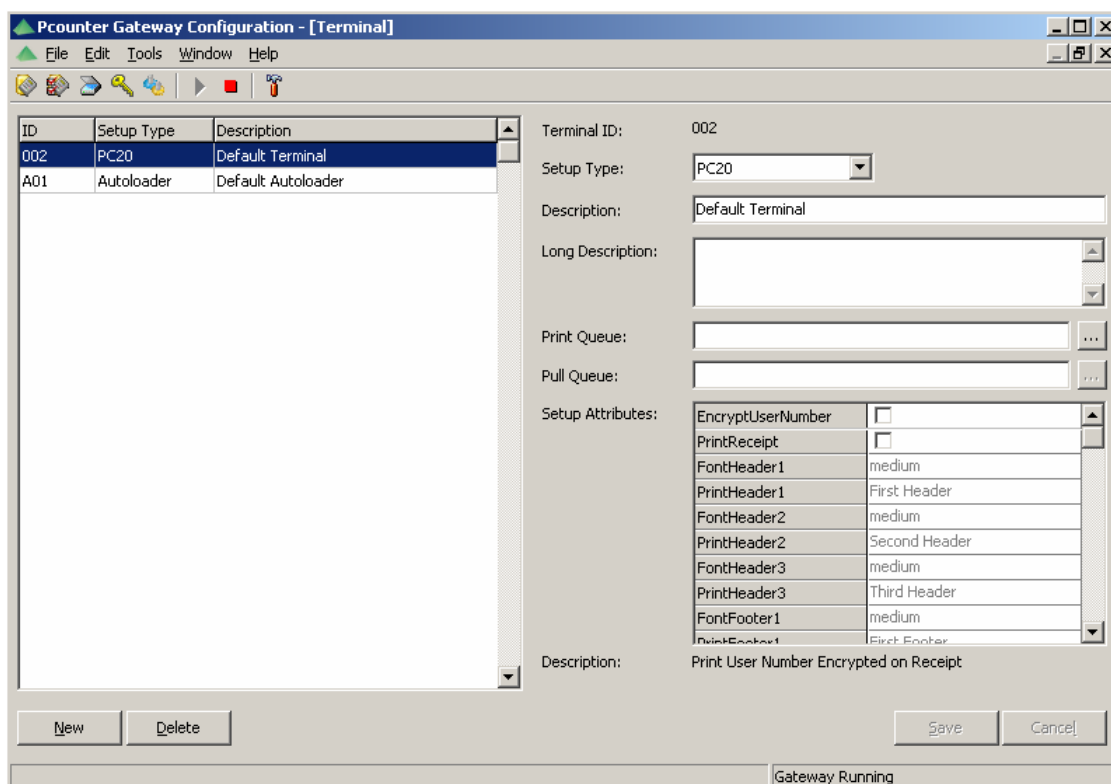
The Gateway Configuration Menu

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Terminal Configuration

This menu allows you to create new Terminals/Autoloaders and make changes to existing Terminals/Autoloaders. The installation installs a default Terminal and a default Autoloader.



Print Queue

When using the Terminal in the Print Release mode, this is the name of the Print Queue the Print Jobs will be released from and printed on the printer attached to this queue.

Pull Queue

When PULL PRINTING is used this is the Queue the Print Jobs will be released from. They will be printed on the printer attached to the Print Queue.

Attribute Description

For a complete Attribute List please refer to the Pcounter Pro Gateway Option List.

Terminal Setup Configuration

The screenshot shows the 'Pcounter Gateway Configuration - [Terminal Setup]' window. It features a menu bar (File, Edit, Tools, Window, Help) and a toolbar. The main area is divided into a table on the left and configuration fields on the right.

| Setup Name | Autoloader | Device Type |
|---------------|------------|-------------|
| Autoloader | Yes | |
| Autoloader UK | Yes | |
| Autoloader US | Yes | |
| PC20 | | Standard |
| PC20 US | | Standard US |

Configuration fields for the selected 'PC20' setup:

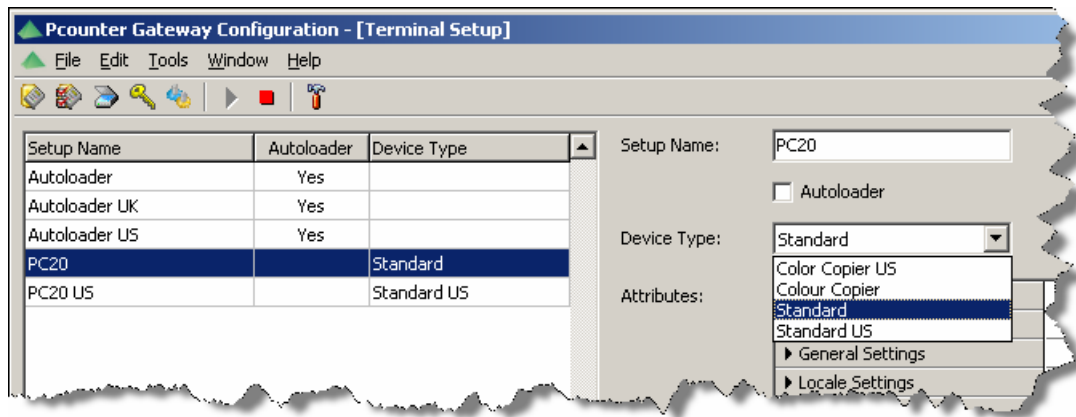
- Setup Name: PC20
- Autoloader
- Device Type: Standard
- Attributes:
 - ▶ Card Settings
 - ▶ Copier Settings
 - ▶ General Settings
 - ▶ Locale Settings
 - ▶ Password Settings
 - ▶ Port Settings
 - ▶ Prompts and Messages
 - ▶ Timeouts and Delays
- Description:

Buttons: New, Delete, Save, Cancel. Status: Gateway Running



Device Type

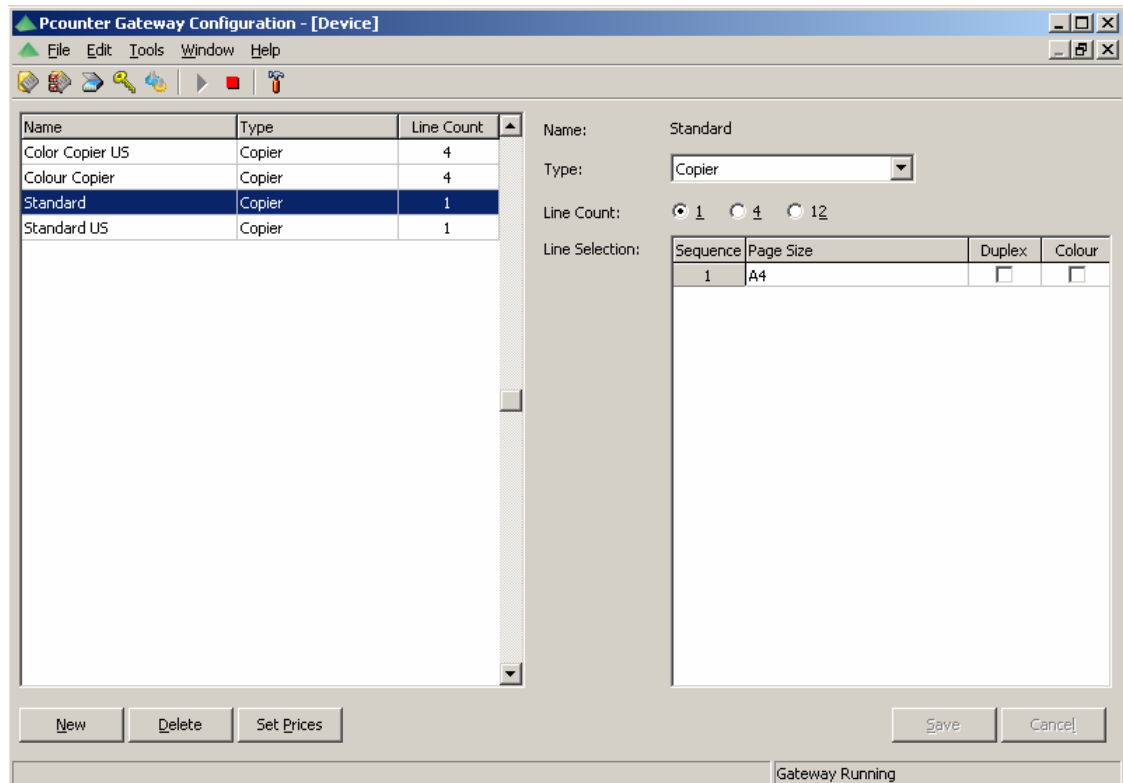
The drop down list will display a list of existing Devices that the new Terminal Setup will be associated with. Several Device Types are created at installation time, and these are shown in the following graphic.



Attribute Description

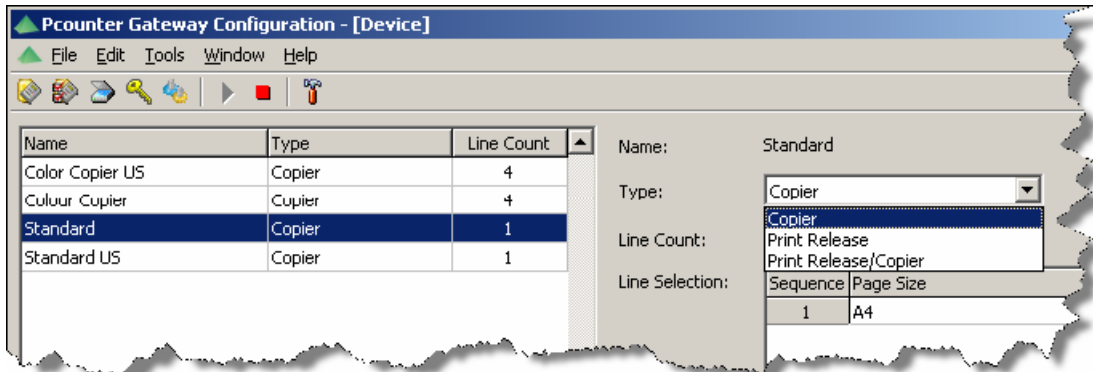
For a complete Attribute List please refer to the Pcounter Pro Gateway Option List.

Device Configuration



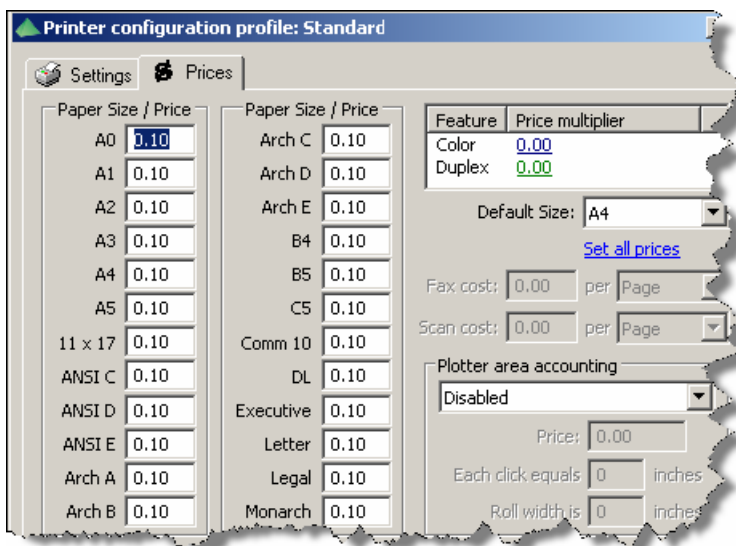
Type

Select the Device Type you are creating from the drop down list.



Set Prices

Prices are set from the normal Pcounter dialog box.



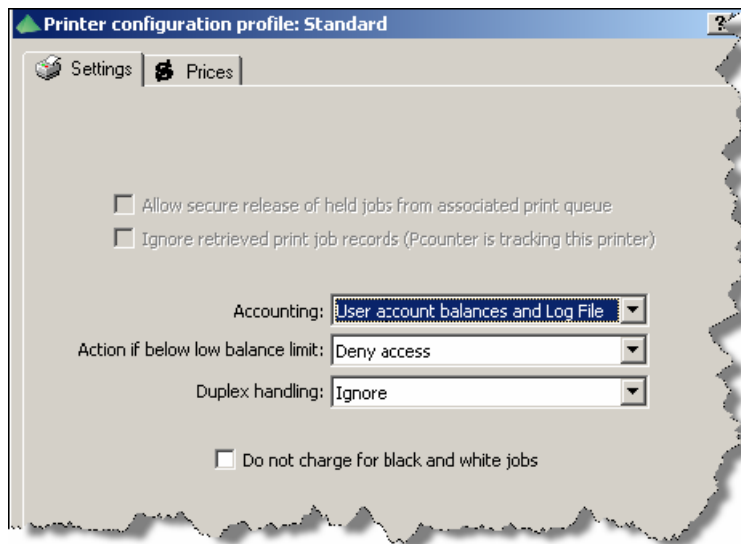
Terminal Configuration Details

Several example Terminals have been supplied with the UI, and you can use these as templates for your own requirements.

When you are setting up a Terminal or Autoloader on the system follow these steps:

TERMINAL CONFIGURATION

- Setup the Terminal/Autoloader. Set the Terminal ID and the TCP/IP networking details.
- Decide on the price structure you are going to use. Prices are associated with Devices and they are setup in a Pcounter style dialog box. You may need to create new Devices depending on your site requirements. Note that when you setup prices, the Accounting type must be set to **User account balances and Log File**.



- Decide if the Terminal you are setting up will be used in the Standard or Colour/Duplex mode. This mode is set in the Devices dialog box.
- Make an entry for the Terminal ID you have set in the Terminal.
- Use the Pcounter Administrator to check Account balances or to debit/credit funds to the account.

SENDING THE TERMINAL CONFIGURATION TO THE TERMINAL

There are various ways to get the Terminal Configuration to the Terminal, and these are:

- Restarting the Monitor Gateway Service. This will send ALL Terminal Configurations to the appropriate Terminals.
- Powering the Terminal Off/On.
- Using the Request Setup function from the Terminal. (Select 'Request Setup' in the Terminal Configuration Menu).

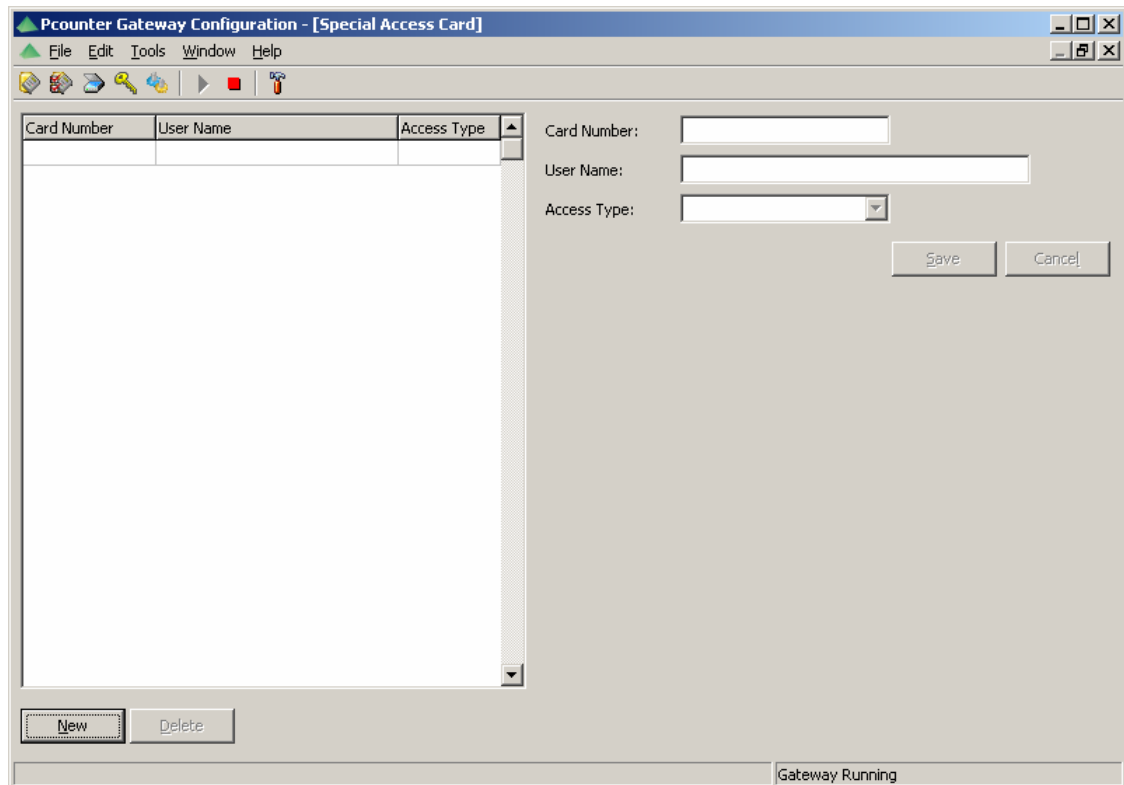


SENDING CHANGES TO TERMINAL CONFIGURATIONS TO THE TERMINAL

When you have made changes to the Terminal Setup Types or the System parameters you will need to restart the Gateway Service to ensure that the changes are migrated to the affected Terminals.



Special Access Card



There are three types of Special Access Cards – Cash, Technician, and Card. When a Cash Special Access Card is swiped at an Autoloader the door alarm is disabled, and the CASH.CSV file is updated. Each line in the CASH.CSV file contains the transaction details of the Cash Special Access Card that has been used.

Special Access - Cash

This card is usually assigned to a person who will be opening the Autoloader door to withdraw cash.

CASH.CSV File

This file is located in the \Program Files\Pcounter Pro\data\ directory. This directory is created by the system the first time a Special Access Card is used.

Special Access - Technician

This card is usually assigned to a person who will be opening the Autoloader door to perform service on the device.

Each time a Technician Special Access Card is used at an Autoloader, an entry is written into the GatewayService.log file. This file is located in the \Program Files\Pcounter Pro\ directory

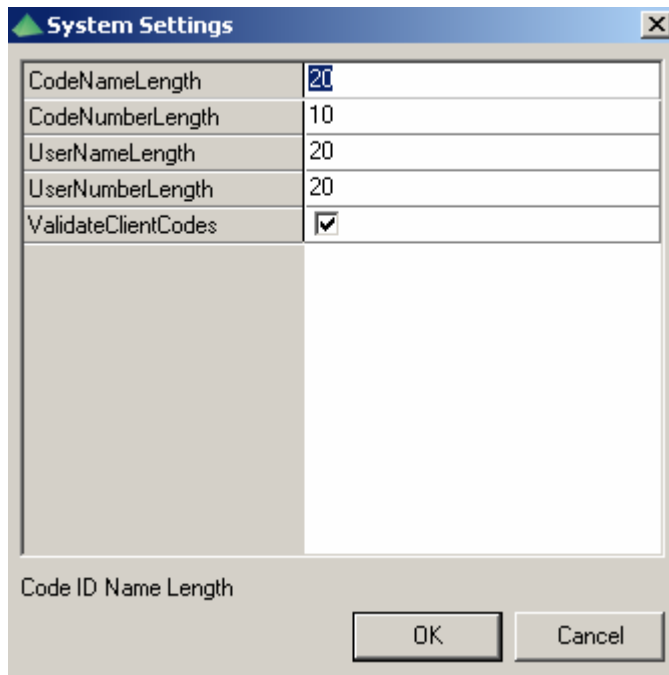


Special Access - Card

This feature has not been implemented at this time.

System

Set the Lengths for Code Names/Numbers User Name/Numbers and tick the ValidateClientCode tick box if required. The Lengths shown in the following graphic are the Installation Defaults.



The image shows a 'System Settings' dialog box with a table of configuration options. The table has two columns: the first column lists the settings, and the second column shows their current values. Below the table is a label 'Code ID Name Length' and two buttons: 'OK' and 'Cancel'.

| Setting | Value |
|---------------------|-------------------------------------|
| CodeNameLength | 20 |
| CodeNumberLength | 10 |
| UserNameLength | 20 |
| UserNumberLength | 20 |
| ValidateClientCodes | <input checked="" type="checkbox"/> |

Code ID Name Length

OK Cancel



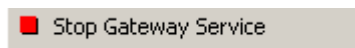
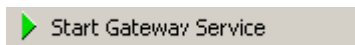
The Gateway Tools Menu

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| Options..... | 19 |

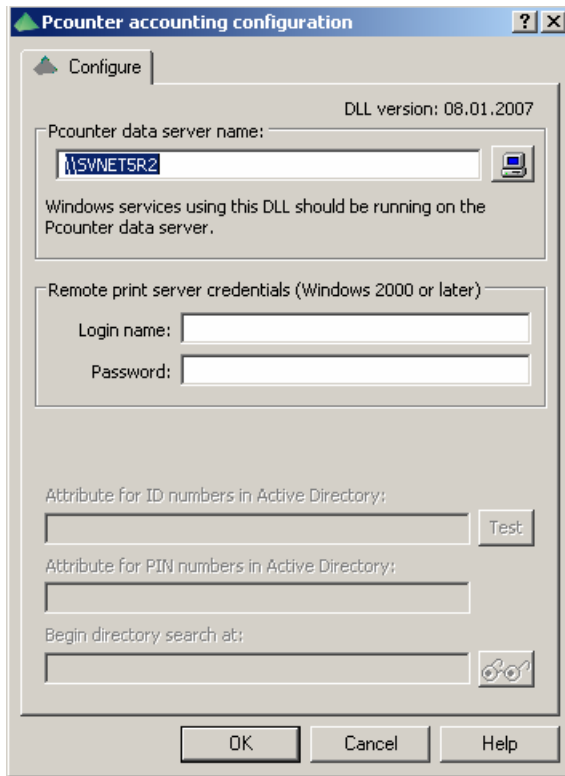
Start/Stop Gateway

Provides buttons to Stop and Start the Gateway Service.



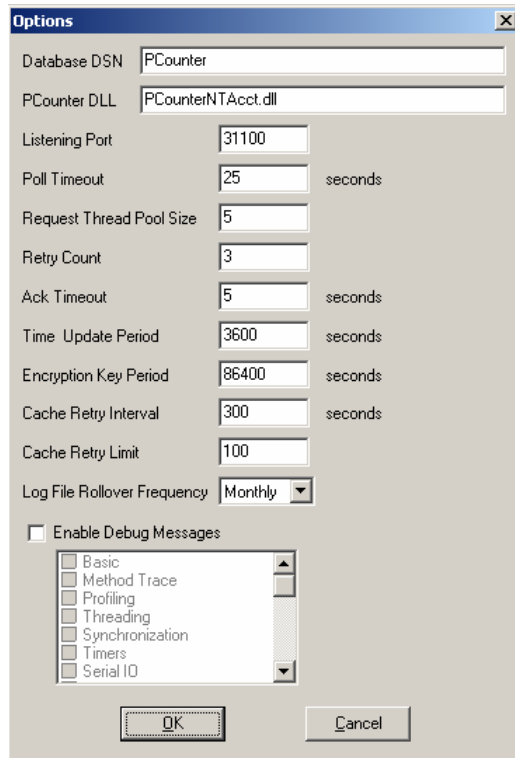
Configure Pcounter DLL

The Pcounter DLL needs to know what machine the Pcounter Data Service is installed on.



Options

These options are not meant to be changed under normal working conditions. If a change is required you will be advised by Monitor.



The screenshot shows a dialog box titled "Options" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Database DSN: PCOUNTER
- PCounter DLL: PCounterNTAcct.dll
- Listening Port: 31100
- Poll Timeout: 25 seconds
- Request Thread Pool Size: 5
- Retry Count: 3
- Ack Timeout: 5 seconds
- Time Update Period: 3600 seconds
- Encryption Key Period: 86400 seconds
- Cache Retry Interval: 300 seconds
- Cache Retry Limit: 100
- Log File Rollover Frequency: Monthly (dropdown menu)
- Enable Debug Messages
 - Basic
 - Method Trace
 - Profiling
 - Threading
 - Synchronization
 - Timers
 - Serial IO

At the bottom of the dialog are two buttons: "OK" and "Cancel".



The Pcounter Pro Print Release Station

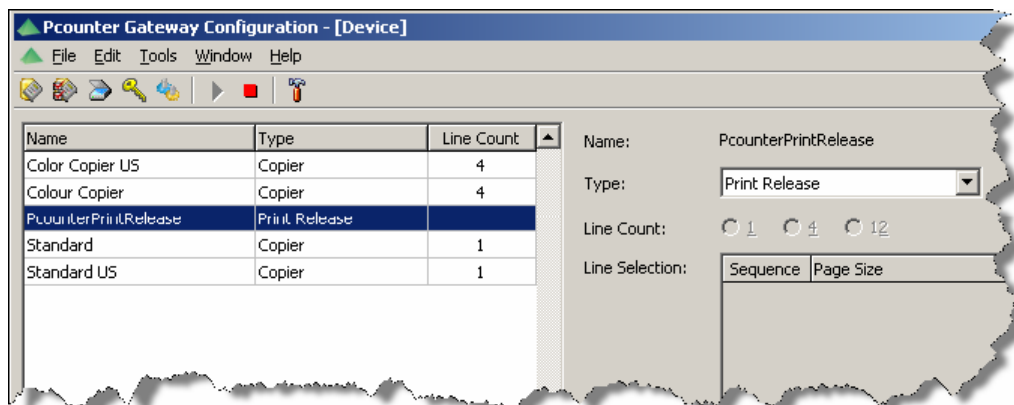
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Print Release Station Configuration Options

Terminal Configuration Options

The options for the Print Release Station are located in the Device Configuration display.



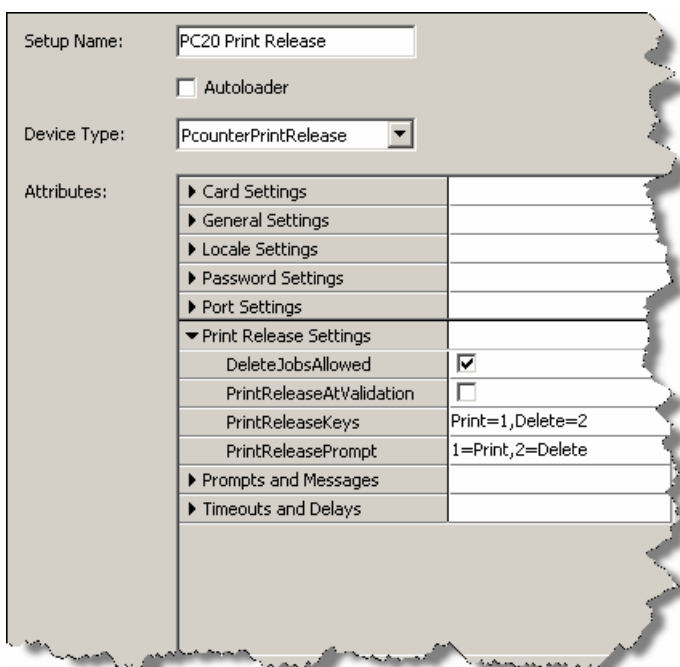
The operation mode of the Terminal is determined by one of the three settings in the Device Configuration as shown above.

Device Setup

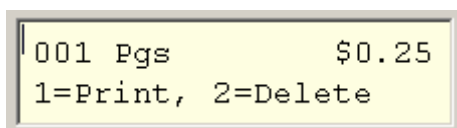
- **Type**
To use the Terminal as a Print Release Station, the Type must be set to Print Release.

Terminal Setup - General Settings

- **Delete Jobs Allowed**
Setting this option will allow users to delete selected print jobs from the print queue. If this is not set, users will not be allowed to delete jobs from the print queue.



- **Print Release Keys**
This option defines the keys that will be used at the Terminal to perform the Print and Delete functions. The default setting is Print=1 and Delete=2.
- **Print Release Prompt**
This option defines the prompt the user will see at the Terminal when a print job has been selected.
The default setting is 1=Print and 2=Delete.



Printer Configuration Options

There are several options to setup for the printer with Pcontrol. You will also need to set the prices for the printer with Pcontrol also.

The 'Settings' tab includes the following options:

- Accounting: User account balances and Log File
- Action if below low balance limit: Pause job
- Banner (Separator) template: None
- Duplex handling: Ignore
- Pause all jobs: Super Pause
- Count jobs in advance for display: Faster performance
- Workstation Popup:
 - Enable popup window (Jobs are paused)
 - Keep job paused after popup
 - Skip popup on jobs less than 0 pages
 - Skip popup on jobs less than 0 copies
 - [Edit information message](#)
- Include banner in pagecount:
- Disable print notification:
- Allow unknown users to print:
- Delete duplicate jobs:
- Reject Job Types:
 - Postscript
 - PCL
 - EMF
 - Unknown
 - Text
 - JNL

The 'Prices' tab includes the following options:

- Allow Paper Size / Price:

| | |
|---|------|
| <input checked="" type="checkbox"/> A0 | 0.25 |
| <input checked="" type="checkbox"/> A1 | 0.25 |
| <input checked="" type="checkbox"/> A2 | 0.25 |
| <input checked="" type="checkbox"/> A3 | 0.25 |
| <input checked="" type="checkbox"/> A4 | 0.25 |
| <input checked="" type="checkbox"/> A5 | 0.25 |
| <input checked="" type="checkbox"/> 11 x 17 | 0.25 |
| <input checked="" type="checkbox"/> ANSI C | 0.25 |
| <input checked="" type="checkbox"/> ANSI D | 0.25 |
| <input checked="" type="checkbox"/> ANSI E | 0.25 |
| <input checked="" type="checkbox"/> Arch A | 0.25 |
| <input checked="" type="checkbox"/> Arch B | 0.25 |
| <input checked="" type="checkbox"/> Arch C | 0.25 |
| <input checked="" type="checkbox"/> Arch D | 0.25 |
| <input checked="" type="checkbox"/> Arch E | 0.25 |
| <input checked="" type="checkbox"/> B4 | 0.25 |
| <input checked="" type="checkbox"/> B5 | 0.25 |
| <input checked="" type="checkbox"/> C5 | 0.25 |
| <input checked="" type="checkbox"/> Comm 10 | 0.25 |
| <input checked="" type="checkbox"/> DL | 0.25 |
| <input checked="" type="checkbox"/> Executive | 0.25 |
| <input checked="" type="checkbox"/> Letter | 0.25 |
| <input checked="" type="checkbox"/> Legal | 0.25 |
| <input checked="" type="checkbox"/> Monarch | 0.25 |
- Plotter area accounting:
 - Disabled
 - Price: 0.00
 - Default width: 0 inches
- Feature Price multiplier:

| Feature | Price multiplier |
|---------|------------------|
| Color | 0.00 |
| Duplex | 0.00 |
- Default Size: A4
- [Check all sizes](#)
- [Uncheck all sizes](#)
- [Set all prices](#)
- [Enable color detection](#)



Using the PC20 as a Print Release Station

The Pcounter Print Release Station allows users to release or delete selected print jobs from a Pcounter controlled printer.

Users will use the PC20 Terminal to login using a swipe card or entering a user ID via the Terminal keyboard.

Print jobs for the user will be displayed at the Terminal, and the user will only be shown his or her print jobs.

Example Print Release Session

The following graphics illustrate the different Terminal displays that occur during a typical Print Release session. Note that these graphics were captured from the Operator Mode of the IP Terminal Utility and may appear slightly different when viewed at the Terminal.

PC20 User Login Balance Example

In this example you see the login name on the top line, and the account balance for that login on the bottom line.

```
mcsmith
Total Bal      $8.00
```

PC20 Job Display Example

In this example you see the print jobs to be released. The job ID, the number of pages, and the price per page are on the top line. On the bottom line you see the name of the document.

```
ID 13 1 Pgs $0.25
Test Page      *
```

PC20 Job Print/Delete Example

In this example you are ready to release or delete the job you have selected. The top line shows the number of pages and the

```
001 Pgs      $0.25
1=Print, 2=Delete
```



Pcounter Setup

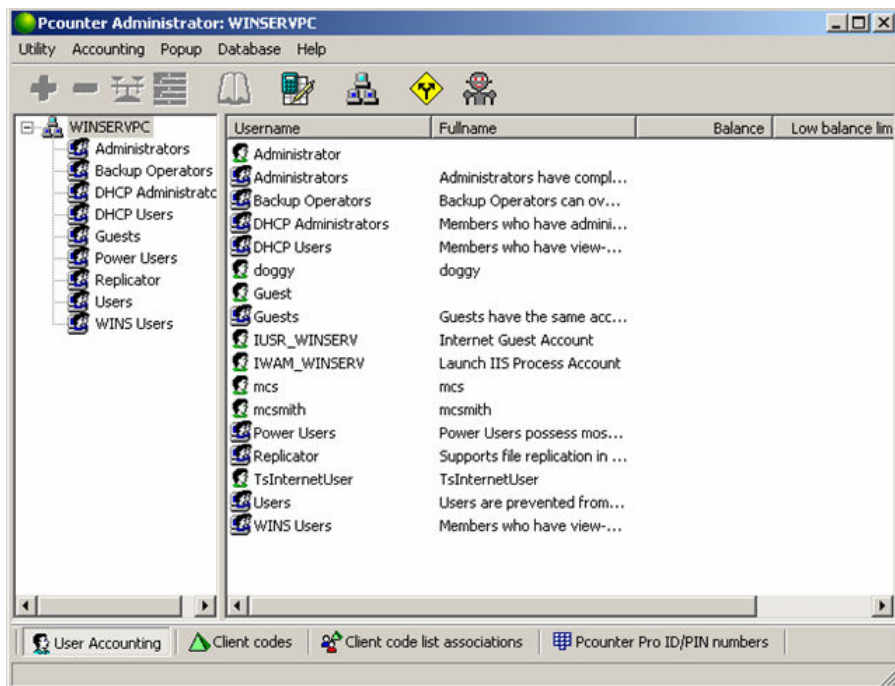
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Pcounter User to Login Association25

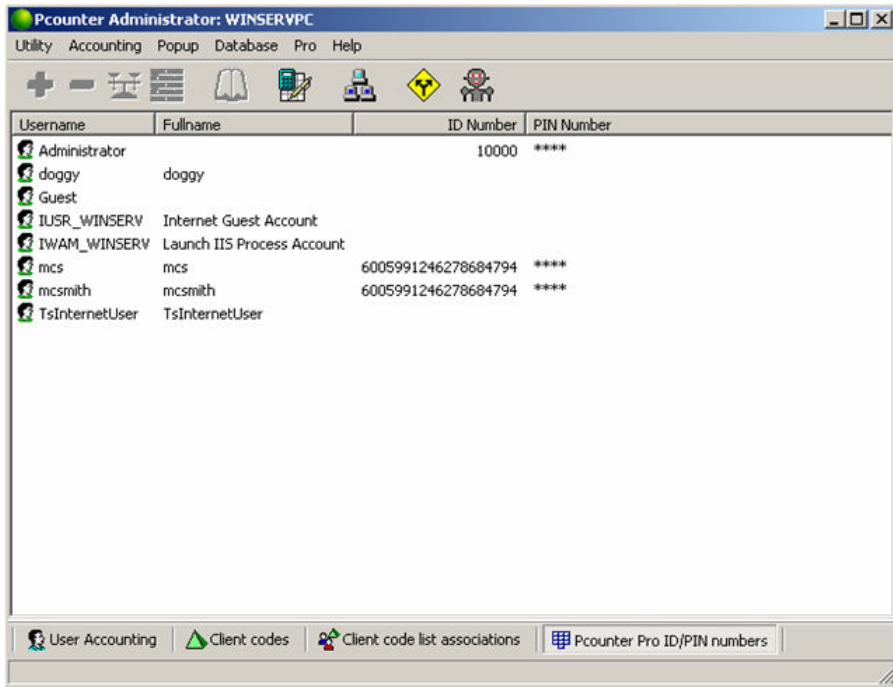
Pcounter User to Login Association

Pcounter Administrator

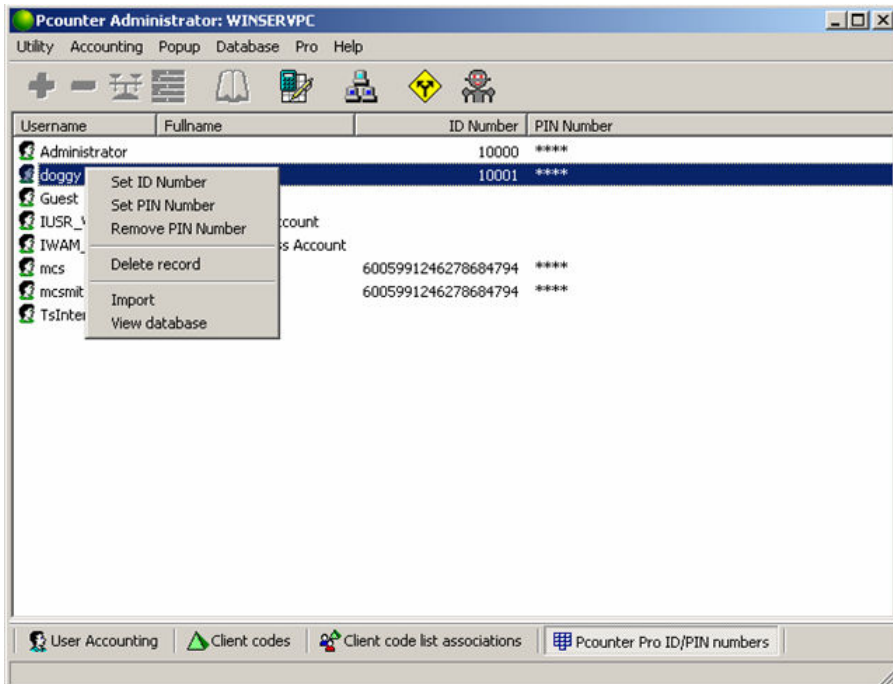
ID numbers and PIN's for users and other user maintenance is done using Pcounter Administrator.



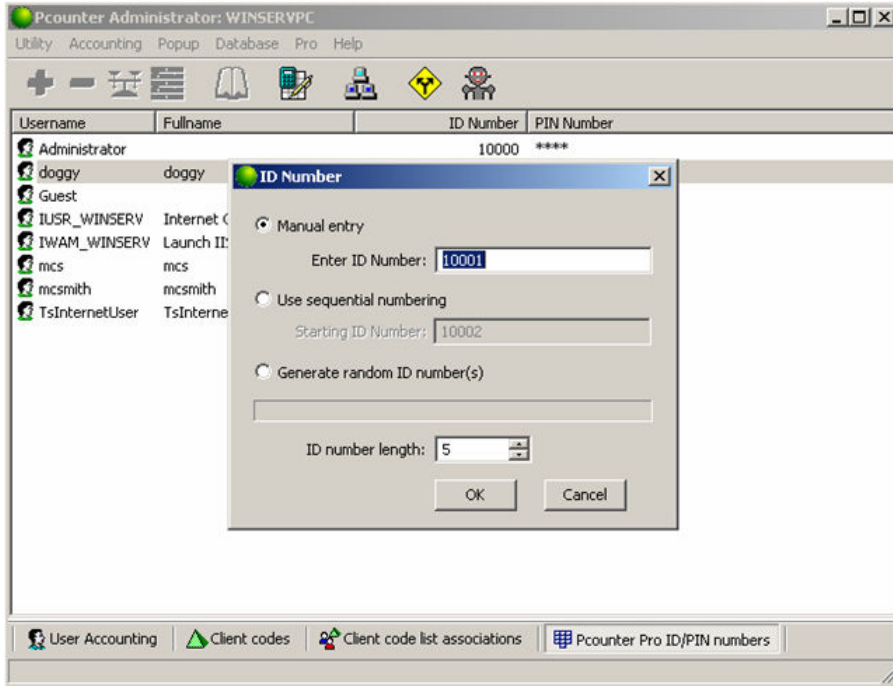
Select ID/PIN Tab



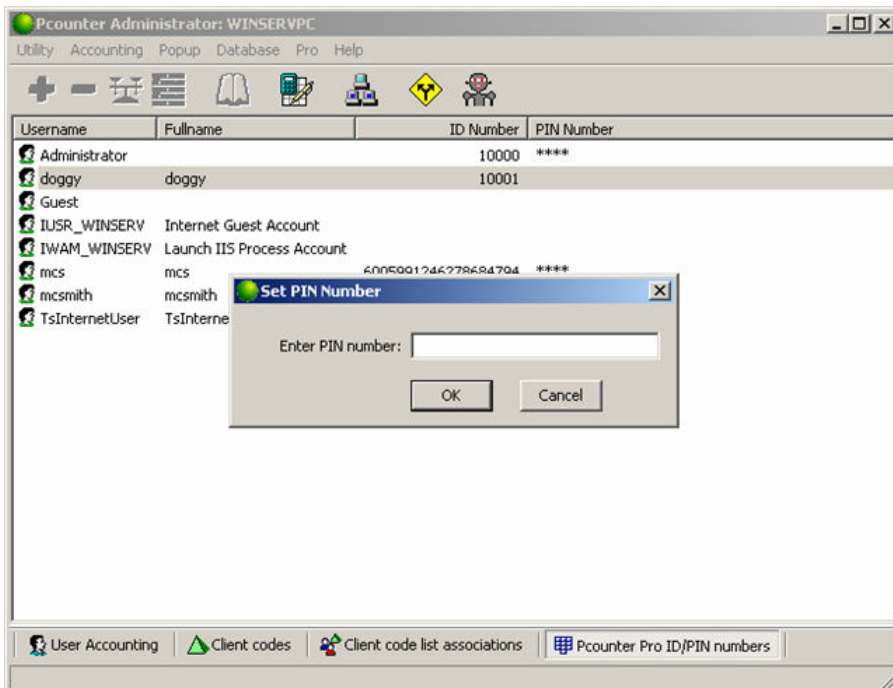
Right Click on Selected User for Menu Options



Enter ID Number



Enter PIN



Operational Notes & Examples

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Operational Overview

HOW CARDS ARE ASSOCIATED WITH ACCOUNTS

When a Pcounter account holder wants to use a Terminal or Autoloader, the user must associate a card with his or her Pcounter account. This can only be done through an Autoloader, a PC20 V6 Terminal, or the Pcounter Administrator. This only needs to be done once.

LOST CARD

If the card that has been associated with the Pcounter account is lost, the user will need to obtain a new card and associate the new card with the Pcounter account again through an Autoloader, a PC20 V6 Terminal, or the Pcounter Administrator.

PIN's

When a card is associated with a Pcounter account, the user may be required to enter a PIN. If the system has not been configured for PIN's then the request for a PIN prompt will not be used.

USER VALIDATION AT A PC20 TERMINAL

Only cards that have been previously associated with a Pcounter account will be validated at PC20 Terminals. Cards that are not associated will not be validated and the Terminals will indicate Invalid Login on the display.



Associating a Card with a Pcounter Account

AUTOLOADER PROCEDURE

- The Autoloader must be in the "Swipe Card" prompt.
- Swipe the card at the PCK4000 autoloader.
- Autoloader will prompt
Assoc Card with
Net Login Y/N
- Press Y.
- Autoloader will prompt
Enter Net Login
Enter User _
- Enter your network login and press the ENTER key.
- Autoloader will prompt
Enter Net Login
Enter Pin _
- Enter your network login password and press the ENTER key.
- Autoloader will prompt
Set Pin on Card
Enter New PIN :
- Enter a PIN on the keyboard. A PIN can be up to 255 characters in length.
- Autoloader will prompt
Set Pin on Card
Verify New PIN :
- Re-Enter the PIN you entered previously.
- If you do not enter the same PIN both times the system will ask you to do it again.



Changing PIN at the Terminal

The PC20 Terminal allows the User to change the PIN on their account. PIN's can be up to 255 characters in length.

This feature can be enabled or disabled depending on the setting in the Terminal Setups parameter UserPINChange.

If the UserPINChange parameter is set (True), then the User is allowed to change the PIN on their account.

If the UserPINChange parameter is not set (False), then the User is not allowed to change their PIN on their account.

Terminal PIN Change Operation (UserPINChange parameter set to True)

- Swipe card at a PC20 Terminal.
- Enter the current PIN.
- Press the cancel/no key.
Enter the new PIN.

```
28/08/2007 12:42:23
Enter New PIN
```

- Verify the new PIN.

```
28/08/2007 12:43:39
Verify New PIN
```

- PIN will be changed



Client Code Validation

If Client Codes are used, they are validated after the User has been validated.

Client Code Validation Option PromptForCode

The controlling parameter for Client Code validation is held in the Terminal Setups entry for the Terminal, `PromptForCode`. When this parameter is set to `True`, the User will be prompted to enter a Client Code. If User has an Auto Code set up, then the value entered will default to this.

If `PromptForCode` is `False`, then the User will not be prompted for a Client Code. However, if there is an Auto Code set up, it will be used automatically..

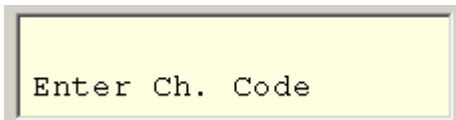
Client Code Validation Option UseCodeConstraints

The `UseCodeConstraints` parameter in the Terminal Setups entry for the Terminal determines the way in which the Client Code is validated.

If `UseCodeConstraints` is set to `True`, the Client Code entered by the User will be validated against the entire list of Client Codes the User has access to.

If `UseCodeConstraints` is set to `False`, the Client Code entered by the User will be validated against a list of Client Codes that start with the entered Client Code.

Terminal Prompt



Terminal Attributes

| | |
|-----------------|--------------------------|
| ▼ Card Settings | |
| CardType | Standard |
| HIDFormatSize | 4 |
| CardNumberAsHex | <input type="checkbox"/> |
| CardOffset | 0 |
| CardPrefix | |
| CRCPrefix | |
| WeigandType | None |
| HIDFacilityCode | <input type="checkbox"/> |
| HIDPrefix | 000000 |



| | |
|---------------------|-------------------------------------|
| ▼ General Settings | |
| Beeper | <input type="checkbox"/> |
| MultiModeKeys | Ccopy=1,Print=2 |
| DisplayBalance | <input type="checkbox"/> |
| EnableCodeSearch | <input checked="" type="checkbox"/> |
| EnableKeyboard | <input checked="" type="checkbox"/> |
| EnableRobot | <input type="checkbox"/> |
| LoginType | PCPRO ID |
| PINOptional | <input checked="" type="checkbox"/> |
| UsePin | <input checked="" type="checkbox"/> |
| UserPinChange | <input type="checkbox"/> |
| UseCodeConstraints | <input type="checkbox"/> |
| UseAutoDisbursement | <input checked="" type="checkbox"/> |
| AutoDisbursement | Standard |

| | |
|------------------------|-------------------------------------|
| ▼ Prompts and Messages | |
| MultiModePrompt | 1=Copy,2=Print |
| OutOfServicePrompt | Out of Service |
| SessionTitle | User |
| SkipUserPrompt | <input type="checkbox"/> |
| SwipePrompt | Swipe Card==> |
| UserPrompt | Swipe Card==> |
| UseSwipePrompt | <input checked="" type="checkbox"/> |
| HideUser | <input type="checkbox"/> |
| PinPrompt | Enter Pin Number |
| PromptForCode | <input type="checkbox"/> |
| CodePrompt | Enter Ch. Code |
| HideCode | <input type="checkbox"/> |
| PromptForSubCode | <input type="checkbox"/> |
| SubCodePrompt | Enter Sub Code |
| CodeName | Code |
| SubCodeName | Sub Code |
| UserName | User |



Client Code Searching

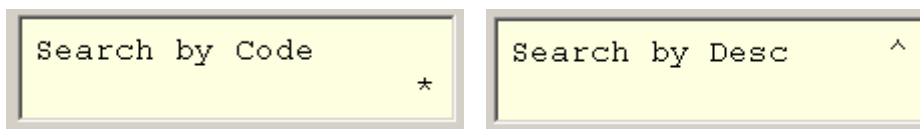
The PC20 Terminal allows the User to search for a valid Client Code from a list sorted by either Client Code or Description. Searching codes (and subcodes) will be enabled or disabled using the Terminal Setups parameter EnableCodeSearch. Terminal Setups View.

If the UseCodeConstraints parameter is not set (False), then the User may search by either Client Code or Description.

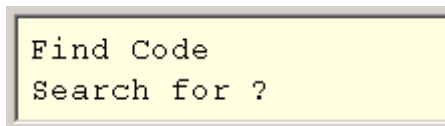
If the UseCodeConstraints parameter is set (True), then the User may search by Client Code or Description, but may only search those codes the User has access to.

Terminal Client Code Search Operation

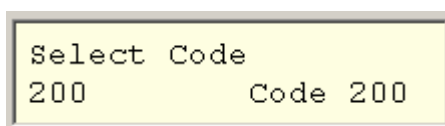
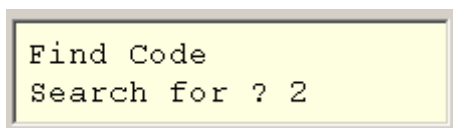
- At the Enter Code prompt on the Terminal press the function key.
- The Terminal will prompt 'Search by Code' with the down Arrow in the lower right hand side of the display. (Press the down arrow key to select Search by Description.)



- Press the enter key. The Terminal will prompt Find Code Search for ?



- Press the enter key to get a list of available codes that you can scroll through using the up and down arrow keys,
or
Enter a code or partial code to search for and press the enter key.



Client Subcode Validation

Subcode Validation Option PromptForSubcode

The controlling parameter for Client Sub Code validation is held in the Terminal Setup entry for the Terminal, PromptForSubcode. When this parameter is set to True, the User will be prompted to enter a Subcode. The entered Subcode is then compared to the list of Subcodes that apply to the Entered Client Code.

Terminal Attributes

| | |
|------------------------|-------------------------------------|
| ▼ Prompts and Messages | |
| MultiModePrompt | 1=Copy,2=Print |
| OutOfServicePrompt | Out of Service |
| SessionTitle | User |
| SkipUserPrompt | <input type="checkbox"/> |
| SwipePrompt | Swipe Card==> |
| UserPrompt | Swipe Card==> |
| UseSwipePrompt | <input checked="" type="checkbox"/> |
| HideUser | <input type="checkbox"/> |
| PinPrompt | Enter Pin Number |
| PromptForCode | <input type="checkbox"/> |
| CodePrompt | Enter Ch. Code |
| HideCode | <input type="checkbox"/> |
| PromptForSubCode | <input type="checkbox"/> |
| SubCodePrompt | Enter Sub Code |
| CodeName | Code |
| SubCodeName | Sub Code |
| UserName | User |

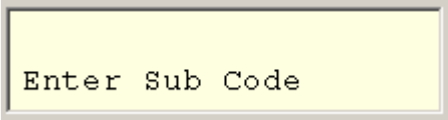


Client Subcode Searching

This operates in the same way as Client Code Searching.

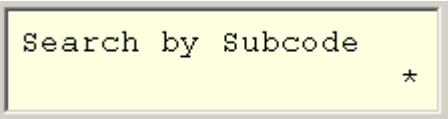
Terminal Subcode Search Operation

- At the Enter Subcode prompt on the Terminal press the function key.

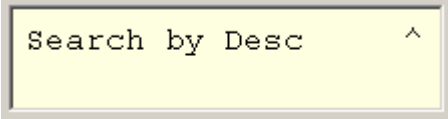


```
Enter Sub Code
```

- The Terminal will prompt Search by Subcode with the down Arrow in the lower right hand side of the display. (Press the down arrow key to select Search by Description.)

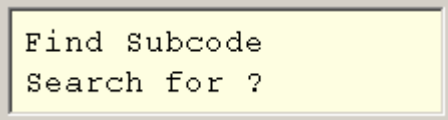


```
Search by Subcode *
```



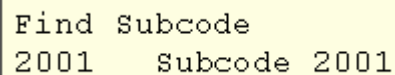
```
Search by Desc ^
```

- Press the enter key. The Terminal will prompt Find Subcode Search for ?



```
Find Subcode  
Search for ?
```

- Press the enter key to get a list of available Subcodes that you can scroll through using the up and down arrow keys,
or
Enter a code or partial Subcode to search for and press the enter key.



```
Find Subcode  
2001 Subcode 2001
```



Example creating a Terminal and Autoloader on the System

Creating a Terminal on the System

The following example will take you through the procedures required to actually create a working terminal on the System.

This example assumes that you have a working Pcounter installation and that you have installed the Monitor Gateway Service for Pcounter. All of the screen shots in this procedure have been taken from a fresh installation of the Monitor Gateway Service.

Here is what you will need for this example.

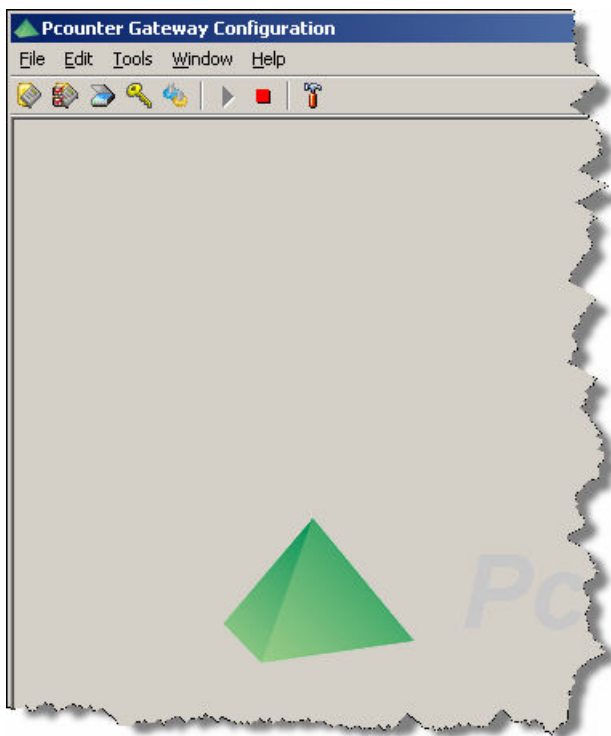
- The IP address of the machine running the Monitor Gateway Service. [192.168.0.7]
- Terminals and autoloaders will use DHCP to obtain IP addresses.
- A PC20 Terminal. This Terminal will control a black and white photocopier. [ID 009]
- A PCK4000 Autoloader. [ID A47]
- You will need a test account in Pcounter. [TEST]
- You will need a swipe card to use for testing purposes.



Adding a Terminal to the Terminal Configuration Database

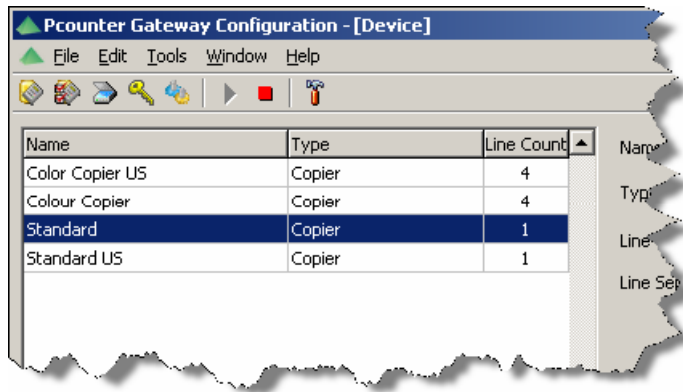
Each and every Terminal/Autoloader on the System must have a unique 3 character ID. Each Terminal/Autoloader must also have a matching entry in the Terminal Configuration Database, keyed to the terminals 3 character ID.

- Start the Configuration User Interface. Click Start > Programs > Pcounter for Windows > Monitor Gateway > Configuration User Interface.



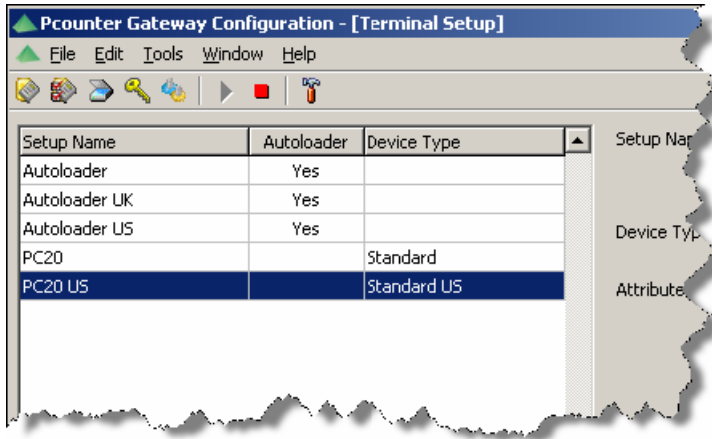
Device Configuration

- Click the Device List icon. In this dialog display you see there are existing devices created by the installation package. We will be using the Standard Copier as this is already setup for us.

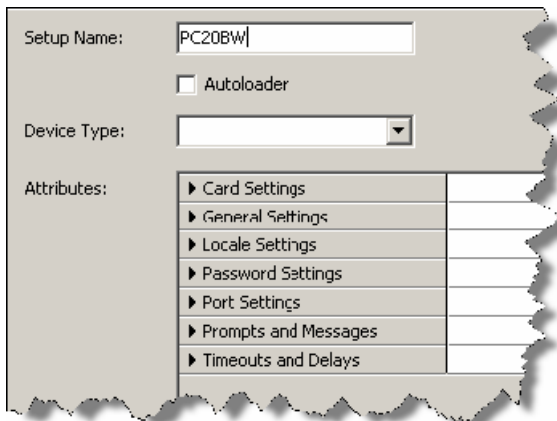


Terminal Setup Configuration

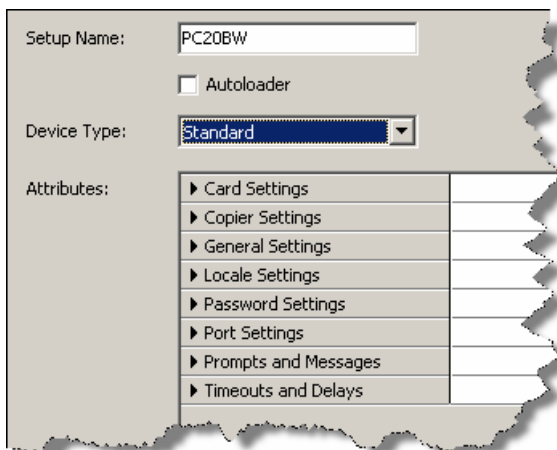
- Click the Terminal Setup icon to bring up the Terminal Setup menu.



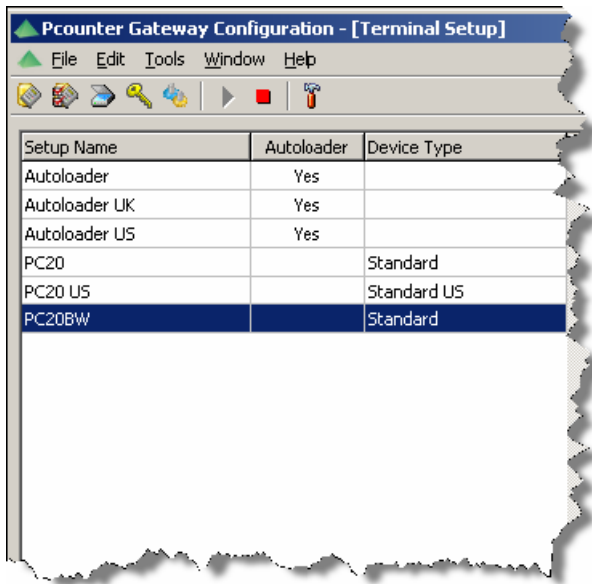
- Click the NEW button. The right hand side of the form is now active for entering new details. Enter the name for the new Setup Name, PC20BW.



- Click the drop down menu in the Device text box and select Standard.

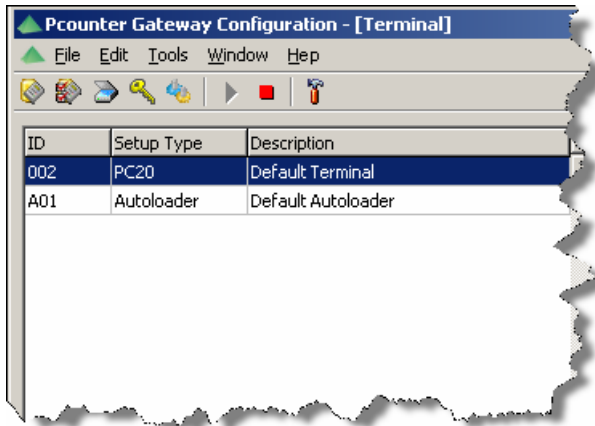


- Click the Save button to finalize the Terminal Setup. The new Terminal Setup should now be displayed.



Terminal Configuration

- Click the Terminal icon to display the Terminal configuration menu. We will now create an entry for our Terminal, ID 009.



- Click in the NEW button. The right hand side of the form is now active for entering new details. Enter the new Terminal details as shown below.

Terminal ID: 009

Setup Type:

Description:

Long Description:

Print Queue:

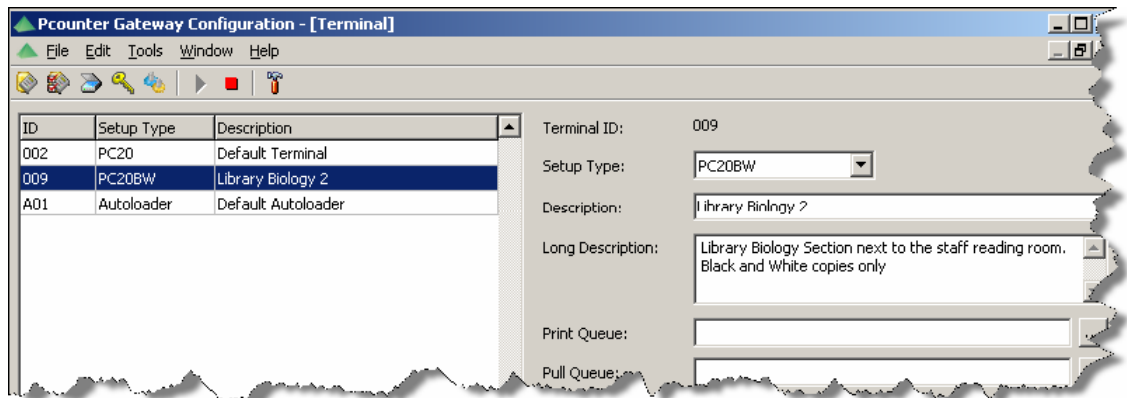
Pull Queue:

Setup Attributes:

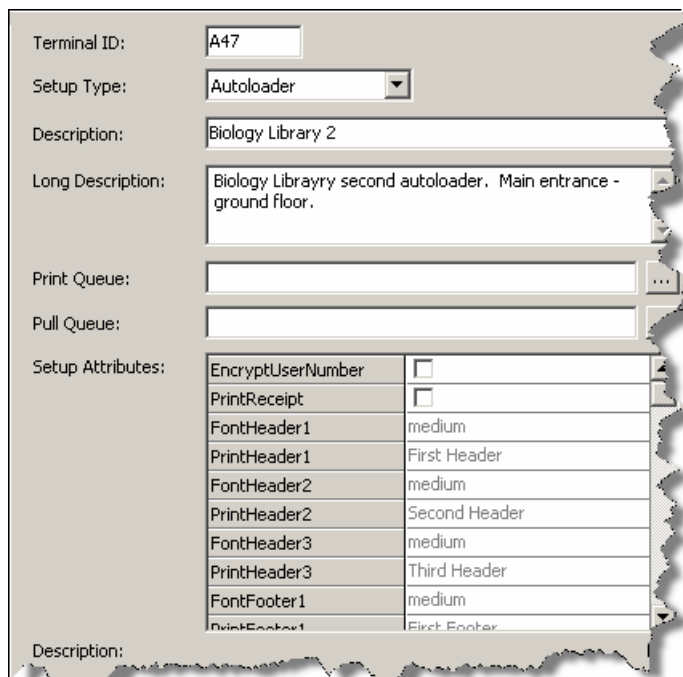
| | |
|-------------------|--------------------------|
| EncryptUserNumber | <input type="checkbox"/> |
| PrintReceipt | <input type="checkbox"/> |
| FontHeader1 | medium |
| PrintHeader1 | First Header |
| FontHeader2 | medium |
| PrintHeader2 | Second Header |
| FontHeader3 | medium |
| PrintHeader3 | Third Header |
| FontFooter1 | medium |
| PrintFooter1 | First Footer |
| FontFooter2 | medium |
| PrintFooter2 | Second Footer |
| FontFooter3 | medium |
| PrintFooter3 | Third Footer |



- Click the Save button to finalize the new Terminal.



- Using the steps we have just gone through you should now be able to create a new Autoloader using ID A47. You will not have to create a new Device or Terminal Setup as these are already in the database. You will only need to create a new Terminal and you should end up with something as shown in the following graphic.



- This completes the entry into the Terminal Database and you can now proceed to the section on Configuring the Terminal for Operation on the System or Configuring the Autoloader for Operation on the System.



Configuring a PC20 Terminal for Operation on the System

Configuring a PC20 Terminal for Operation on the System Outline

- Power on the PC20 Terminal.
- Configure the ID to 009.
- Configure the IP address for the Gateway Service machine.

Configuring a PC20 Terminal for Operation on the System Procedure

| Terminal Operation | Result/Description |
|--------------------------|--|
| Press supv key | (enter terminal menu system) |
| Press 2 key | (entry to the configuration menu) |
| Enter password | (..... default) |
| Press enter key | (now at Reset Terminal? in configuration menu) |
| Press 2 key | (now at Alter ID in Setup Comms menu) |
| Press enter key | (now ready to enter the new ID) |
| Enter new ID 009 | (new ID entered) |
| Press enter key | (new ID accepted) |
| Press finish key | (now at Setup Tcp/Ip menu entry) |
| Press enter key | (now at Terminal IP Addr in Setup Tcp/Ip menu) |
| Press cancel key twice | (now at PC IP Addr) |
| Press enter key | (entry point for IP address of the Gateway Service machine.) |
| Enter Gateway IP | (Use the left arrow key for backspace. For our example the ip number entry here will be 192.168.0.7) |
| Press enter key | (IP for gateway accepted. Now at Gate IP Addr.) |
| Press finish key 3 times | (exit menu system) |
| Note | If the IP number entered above was changed from what was in the Terminal originally, the Terminal will Reboot. |



PC20 Session Example

The PC20 should now connect to the Pcounter Pro Gateway machine, and show the Swipe Card prompt.

```
28/08/2007 14:30:10
Swipe Card==>
```

Swipe a card at the Terminal and after entering the PIN you should get the following logon messages from the the Terminal.

```
mcsmith
Total Bal      $8.00
```

```
mcsmith
A4           Dr 0/Cr 77
```



Configuring a PCK4000 Autoloader for Operation on the System

Configuring a PCK4000 Autoloader for Operation on the System Outline

- Power on the Autoloader Terminal.
- Configure the ID to A47.
- Configure the IP address for the Gateway Service machine.

Configuring a PCK4000 Terminal for Operation on the System Procedure

| Autoloader Operation | Result/Description |
|-----------------------|--|
| Press F2 key | (enter autoloader menu system) |
| Press 2 key | (entry to the configuration menu) |
| Enter password | (..... default) |
| Press enter key | (now at Reset Terminal? in configuration menu) |
| Press 2 key | (now at Alter ID in Setup Comms menu) |
| Press enter key | (now ready to enter the new ID) |
| Enter new ID A47 | (new ID entered) |
| Press enter key | (new ID accepted) |
| Press esc key | (now at Setup Tcp/Ip menu entry) |
| Press enter key | (now at Terminal IP Addr in Setup Tcp/Ip menu) |
| Press N key twice | (now at PC IP Addr) |
| Press enter key | (entry point for IP address of the Gateway Service machine. |
| Enter Gateway IP | (Use the left arrow key for backspace. For our example the ip number entry here will be 192.168.0.7) |
| Press enter key | (IP for gateway accepted. Now at Gate IP Addr.) |
| Press esc key 3 times | (exit menu system) |
| Note | If the IP number entered above was changed from what was in the Autoloader originally, the Autoloader will Reboot. |



Configuring a PC4000 Autoloader for Operation on the System

Alternate Configuration for a PC4000 Autoloader with Technician Keyboard/Display for Operation on the System Outline

- Power on the Autoloader Terminal.
- Configure the ID to A47.
- Configure the IP address for the Gateway Service machine.

Configuring a PC4000 Autoloader with a Technician Keyboard/Display Unit for Operation on the System Procedure

| Autoloader Operation | Result/Description |
|--------------------------|--|
| Press supv key | (enter autoloader menu system) |
| Press 2 key | (entry to the configuration menu) |
| Enter password | (... .. default) |
| Press enter key | (now at Reset Terminal? in configuration menu) |
| Press 2 key | (now at Alter ID in Setup Comms menu) |
| Press enter key | (now ready to enter the new ID) |
| Enter new ID A47 | (new ID entered) |
| Press enter key | (new ID accepted) |
| Press finish key | (now at Setup Tcp/Ip menu entry) |
| Press enter key | (now at Terminal IP Addr in Setup Tcp/Ip menu) |
| Press cancel key twice | (now at PC IP Addr) |
| Press enter key | (entry point for IP address of the Gateway Service machine.) |
| Enter Gateway IP | (Use the left arrow key for backspace. For our example the ip number entry here will be 192.168.0.7) |
| Press enter key | (IP for gateway accepted. Now at Gate IP Addr.) |
| Press finish key 3 times | (exit menu system) |
| Note | If the IP number entered above was changed from what was in the Autoloader originally, the Autoloader will Reboot. |

▪



Example Print Release Setup

Setup Details

In this example we will setup a Terminal to operate as a Print Release Station.

- The Terminal ID will be 009.
- Users will be permitted to delete jobs in the queue from the Terminal.
- Users will be permitted to change PIN's at the Terminal.
- The Pcounter queue that we will control will be PCOUNTERPRO.



Setup Procedure

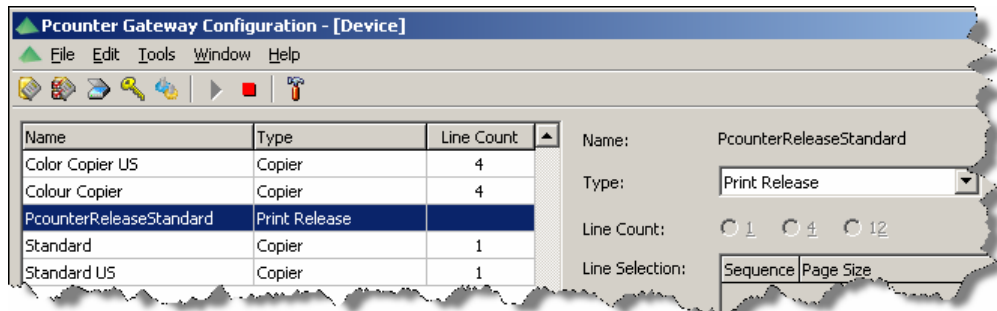
Create a PrintRelease Device

➤ **Create Device Procedure**

- 1 The first step is to create a PrintRelease Device. We have named it PcounterReleaseStandard and created it as Type PrintRelease, as shown below.
- 2 Open the Device Configuration window, select New and assign the Name and Type as shown below.

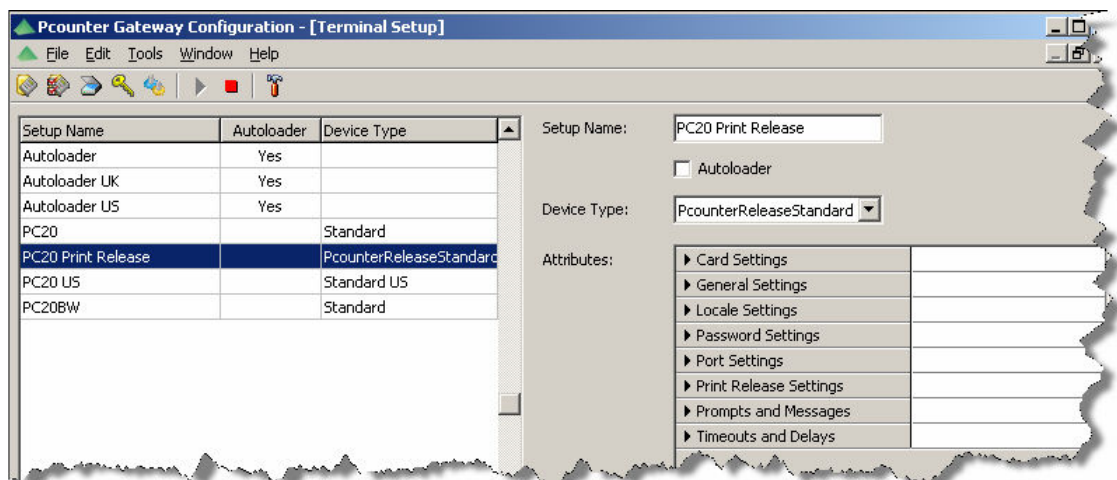


3 Save the New Device.



Create a Print Release Terminal Setup Type

- **Create Terminal Setup Type Procedure**
 - 1 Open the Terminal Setup window and select New.
 - 2 Enter the Setup Name of the Terminal.
 - 3 Select the Device Type, PcounterReleaseStandard
 - 4 Save the New Terminal Setup Type.

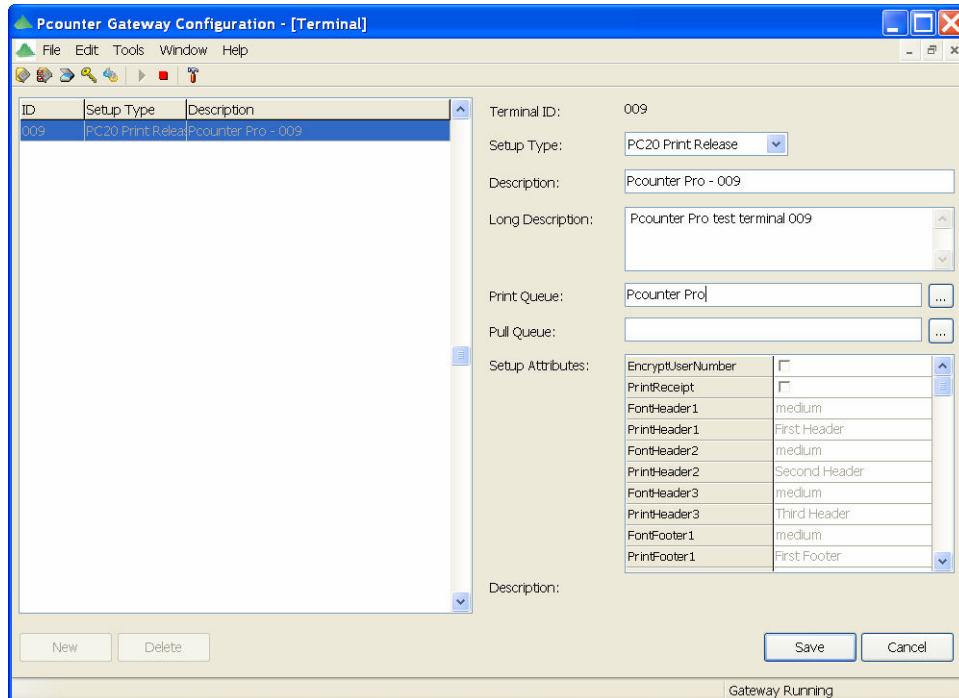


Create a Print Release Terminal

- **Create Terminal Procedure**
 - 1 Open the Terminal configuration window and select New.
 - 2 Enter the Terminal ID, 009.
 - 3 Select the Setup Type from the drop down list, PC20 Print Release.
 - 4 Enter a Description for the Terminal.



- 5 Enter a Long Description for the Terminal.
- 6 Select the Print Queue for the drop down list, Pcounter Pro.
- 7 Be sure to Save the New Terminal.



Terminal Operation

The Terminal should now connect to the Gateway, and be showing the Swipe Card prompt.



Setting the Pcontrol Details

Pcontrol Settings

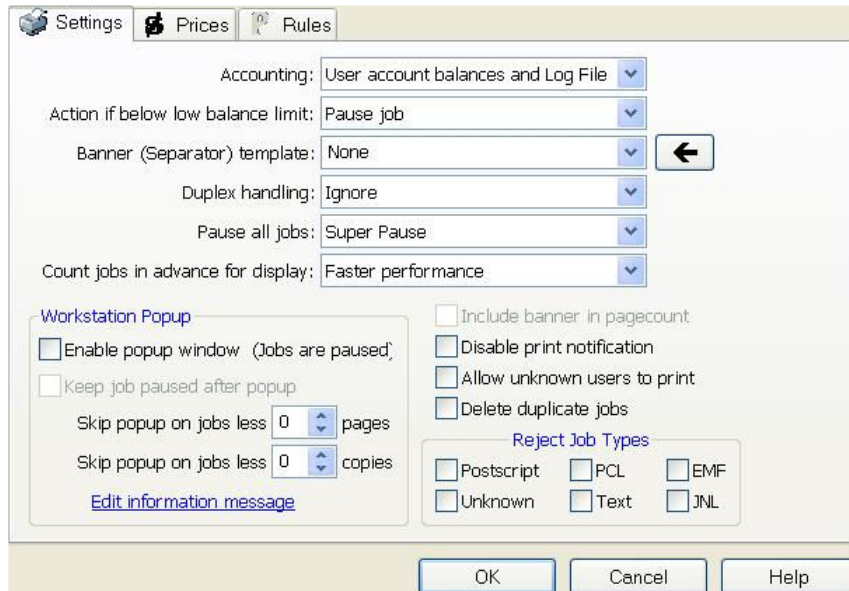
Open Pcontrol and select the Printers tab.

Select the printer you are going to control with the Terminal you just created, and click on the Properties tab.



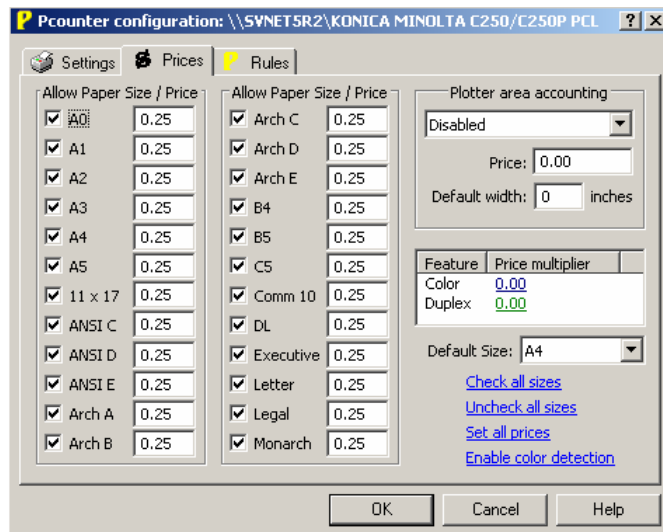
Settings Tab

For this example we have chosen the attributes as shown below.



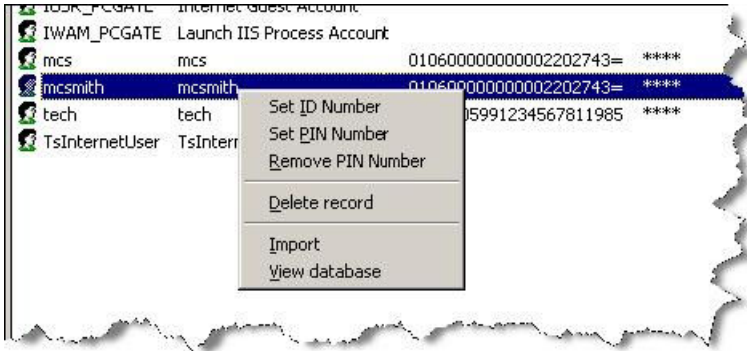
Prices Tab

For this example we have chosen the attributes as shown below.



Setting the Padmin Details

Use the Pcounter Administrator program to assign balances to users, set user ID's and set/change user PIN's.



Testing the Print Release Terminal

You should now be able to send a print job to the controlled printer and using a card assigned to the same user that you sent the print job as, swipe the card at the Print Release Terminal and see the job appear in the Terminal's Release List.

Use Up Down Arrows

When there are multiple print jobs to release, use the Up and Down Arrow keys on the Terminal to scroll through the Release List.

When the name of the document printed is longer than the Terminal display window, the name will be scrolled across the Terminal display.

Two Release List examples are shown below.

```
ID 13 1 Pgs $0.25
Test Page *
```

```
ID 19 1 Pgs $0.25 ^
Test Page *
```

Release the Selected Job

When you have selected the print job to release, press the Enter/Yes key.

You will then get a prompt to Print or Delete the selected job as shown below.

```
001 Pgs $0.25
1=Print, 2=Delete
```



Example Pull Printing Setup

Pull Printing

General Description

Pull Printing is designed to have one print queue that all print jobs are sent to. You then have various Pull Printers located at strategic points in the organisation that have a Print Release Terminal next to them. For example, you could have 3 floors in a building that have a printer on each floor. All print jobs are sent to a single queue, but any print job can be released on any floor.

A user can see his or her print jobs at any printer, and when they want to print the job is moved from the PULL QUEUE to the printer that they have decided to use.

The user gets a list of print jobs only for that user.

Print Driver Driver Caution

The only restriction on Pull Printing is that the print driver used to print the job initially must be compatible with the output queue used for the actual printer.

You can't have the user print to an HP printer and then have a Texas Instrument printer as the output printer. Always make sure the original print driver is compatible with the output device driver.

Pull Printing Details

In this example setup we will have a the PULL QUEUE = pcounterpro located on the Pcounter Server. This will be the capture queue that all print jobs will be directed to.

We will have a PULL PRINTER somewhere that will have a PRINT QUEUE = PULLPRINT1 on the Pcounter Server. This will be the print queue that print jobs released from Terminal 208 will be routed to for printing.

Terminal 208 will be located next to the PULL PRINTER.

Pull Printing Setup

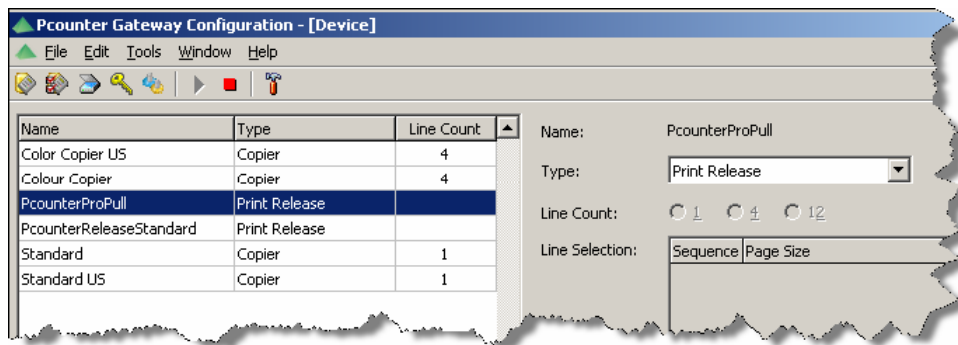
Create a Pull Printer Device

➤ *Create a Pull Printer Device Procedure*

- 1 The first step is to create a PrintRelease Device. We have named it PcounterProPull and created it as Type PrintRelease, as shown below.
- 2 Open the Device Configuration window, select New and assign Name and Type as shown below.



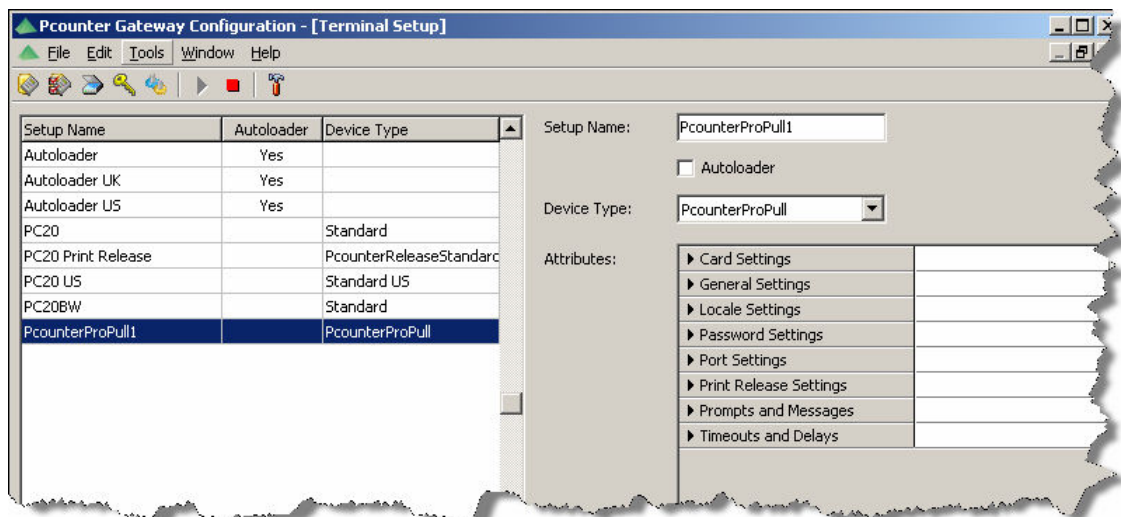
3 Save the New Device.



Create a Terminal Setup

➤ Create A Terminal Setup Procedure

- 1 Open the Terminal Setup window and select New.
- 2 Enter the Setup Name of the Terminal.
- 3 Select the Device Type, PcounterProPull
- 4 Save the New Terminal Setup Type.



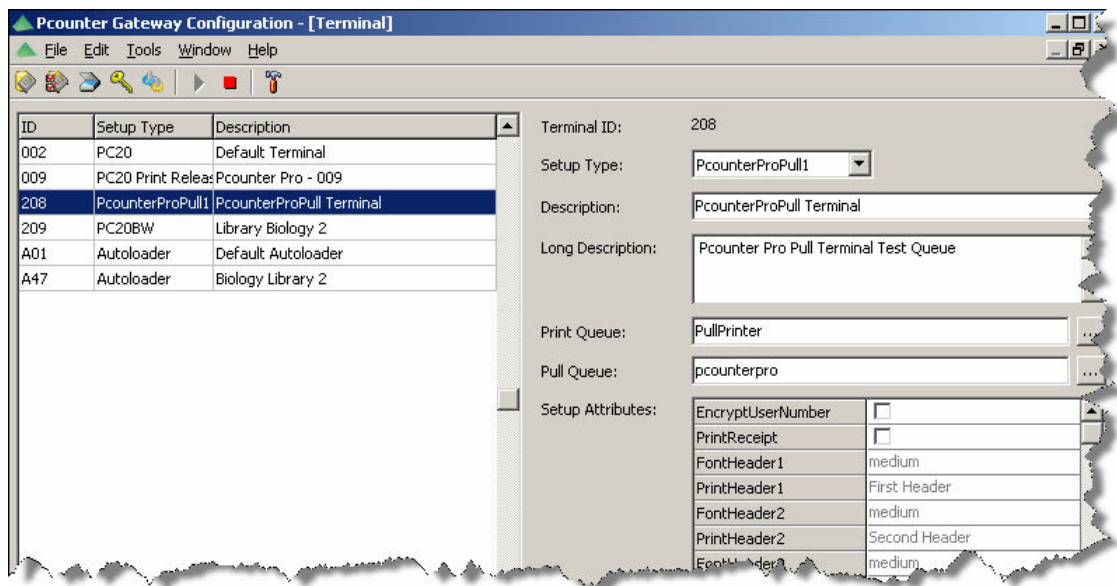
Create Terminal 208 with Print and Pull Queues

➤ Create Terminal 208 with Print and Pull Queues Procedure

- 1 Open the Terminal configuration window and select New.



- 2 Enter the Terminal ID, 208.
- 3 Select the Setup Type from the drop down list, PcounterProPull1.
- 4 Enter a Description for the Terminal.
- 5 Enter a Long Description for the Terminal.
- 6 Select the Print Queue for the drop down list, PullPrinter.
- 7 Select the Pull Queue for the drop down list, pcounterpro.
- 8 Be sure to Save the New Terminal.



The Pull Printer queue is the print queue for the final output.

The pcounterpro queue is the main queue where all print jobs are sent and stored for release.

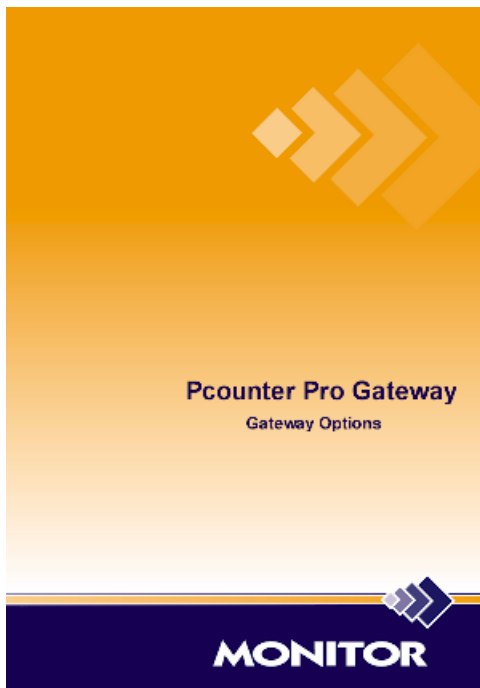


Appendix

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Pcounter Pro Gateway Option List



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