

## Pcounter Touchpad Terminals User Guide

### Logging In/Out (Username and Password)



To login, press **Button for login with Networking ID(1)**. This will load the QWERTY keyboard screen below. Enter your **Network Username** and press the **Green Tick(2)**.

You will now be asked for your Password. Enter your **Network Password** and press the **Green Tick**.



## Logging in with ID Card

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To log in with ID card press **Button for login with Card(1)**. You will be presented with the following screen:



If your card is a **magnetic stripe** card:

- Swipe it through the reader slot on the right of the terminal

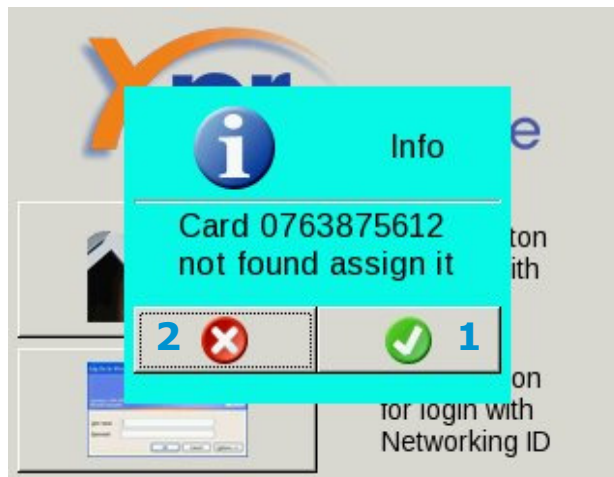
If you card is a **proximity card**

- Slowly run your card along the right hand side of the reader, **outside** of the slot

## Card Self-Association

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To register a new card against your account, follow the Logging in with ID Card instructions. If the card is unrecognised you will see the following:



Select the **Green Tick(1)** to associate the card, or press the **Red Cross(2)** to **Cancel**.

You will be asked for your **Network Username**. Enter this and press the **Green Tick(3)**. You will be asked for your **Network Password**. Enter this and press the **Green Tick**.



This card is now assigned to your account and any subsequent scan/swipes will log you in.

## Main Menu

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Once logged in you will be presented with the Main Menu.



To **Copy** press the top button **Press Button for copying(1)**. This will activate the photocopier functions

To **Print** press the middle button **Press Button for releasing jobs(2)**. This will load your print queue.

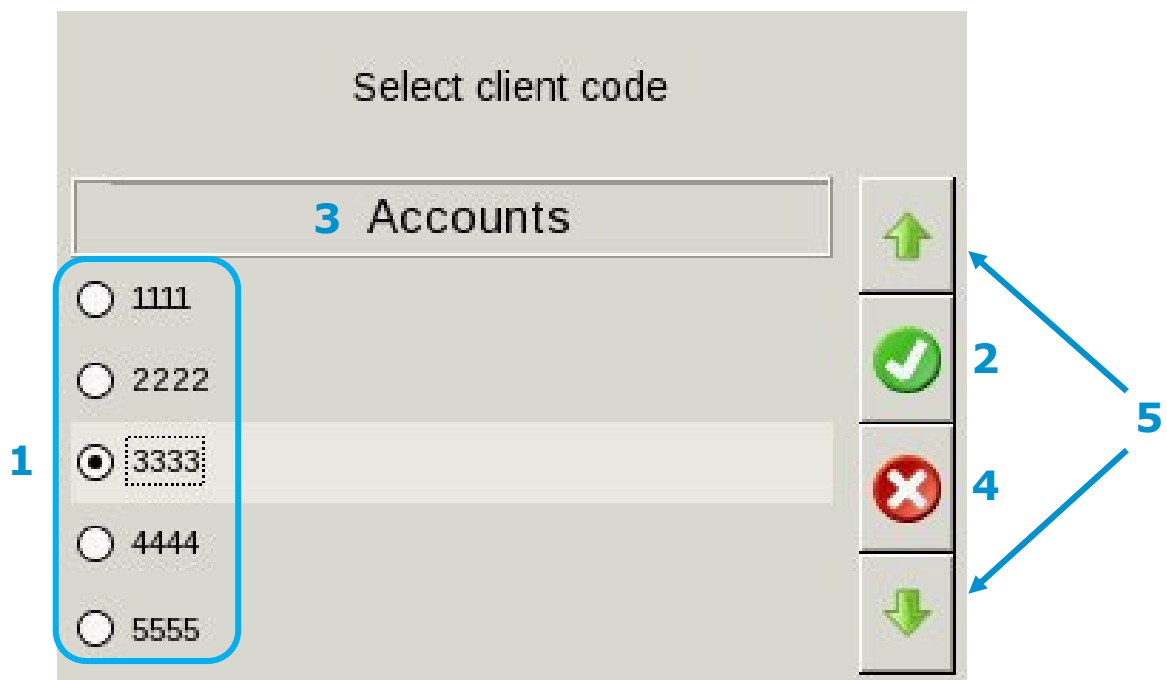
The **Abort button(3)** will log you out of the **Touchpad Terminal**.

Also displayed(4) are:

- The full name of the currently logged in user (**Test2**)
- The Pcounter balance of the logged in user (**46.49**)

## Client/Departmental Code Selection

If Client/Departmental Codes are enabled, choosing **Copy** will load the following screen:



**Please note: Touchpad Terminals cannot be used to select Client Codes for Print jobs**

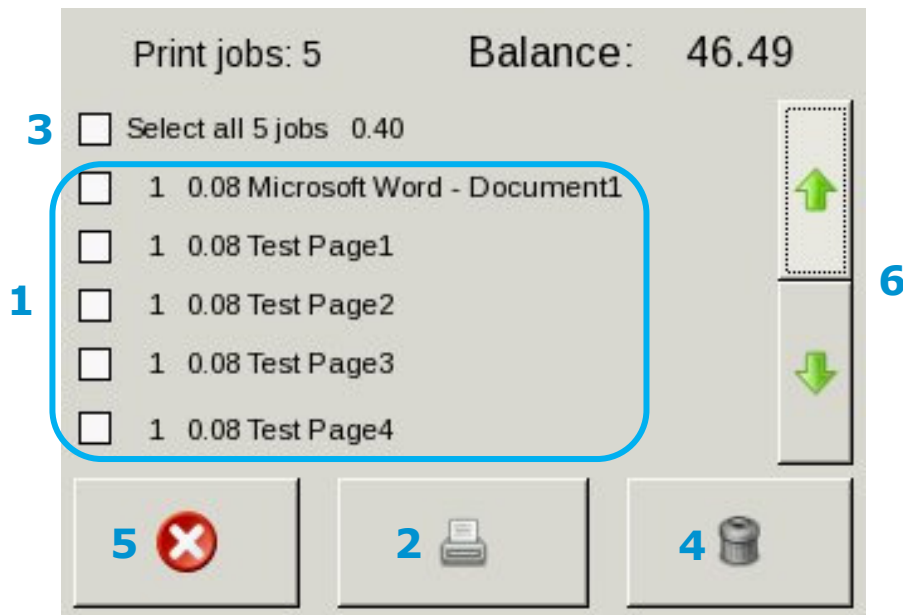
Choose your desired code from the **list(1)** and press the **green tick(2)**. The **description** of the code is displayed in the **banner(3)**.

Press **Cancel(4)** to log out of the terminal.

Use the **green arrows(5)** to scroll through the list of codes

## Print Release

Selecting **Print** reveals the following screen



Each job is displayed in the **list(1)** along with the following attributes:

- **Number of pages** in the job (e.g. **1**)
- The Pcounter **cost** of the job (e.g. **0.08**)
- The **Filename** of the job (e.g. **Microsoft Word – Document1**)

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

To print all waiting jobs hit **Select all jobs(3)** followed by **Print(2)**

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

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

Use the **arrow buttons(6)** to scroll up or down your pages of print jobs

Also Displayed:

- The total number of queued jobs e.g. **Print jobs: 5**
- The Pcounter Balance of the logged in user e.g. **Balance 46.49**

## Copying

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Selecting **Copy** on the main menu *may* load the **Client Code selection screen** (dependent on settings). Otherwise it will load the **Copy** screen and unlock the Copier functions on the MFP.



The **Touchpad Terminal** itself does not control copying. Use the physical controls on the MFD itself in order to photocopy.

The **Touchpad Terminal** will reflect the actions performed on the MFD.

When finished photocopying press the **Cancel(1)** button to log out of the device.

Also displayed on the Terminal:

- The username of the currently logged in user (e.g. **htucker**)
- The Client Code selected, if any (e.g. **2222**)
- The total number of copies so far performed (e.g. **0**)