

## Pcounter Embedded for Ricoh MFDs

### Logging In (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 login using your ID number press the **Short ID button (3)** and type in your ID number.

## Logging in with ID Card

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To log in with ID card either:

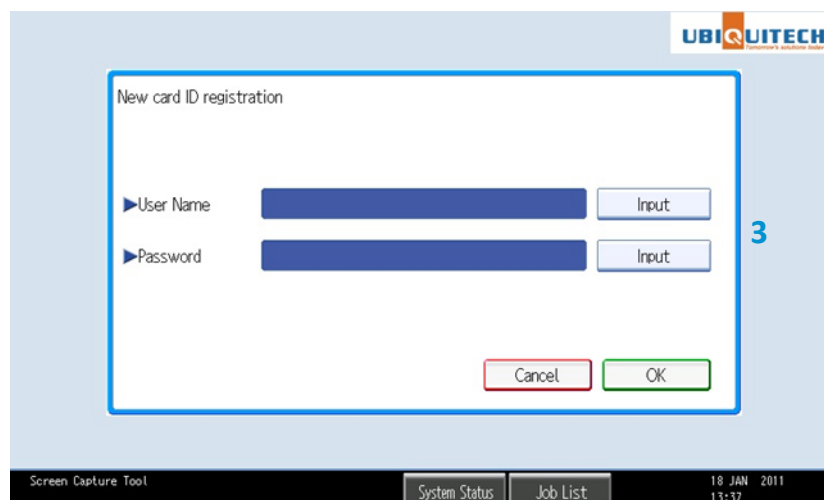
- Present your card to the reader (proximity cards **1**)
- Swipe your card through the reader (magstripe cards **2**)



## Card Self-Association

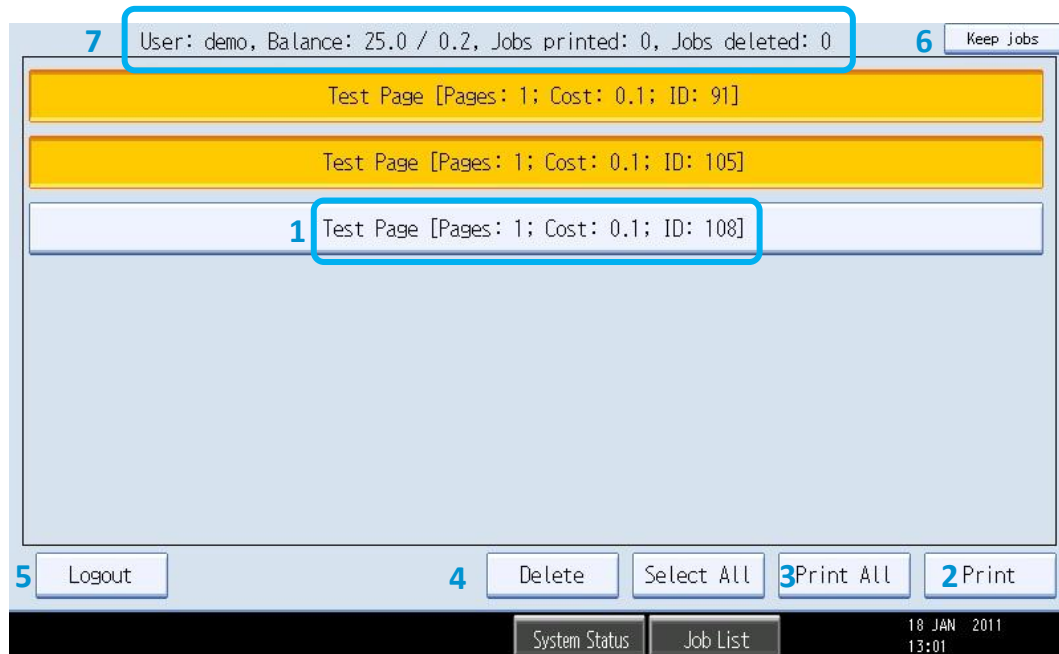
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To register a new card against your account, scan/swipe the card on the reader when the login screen is displayed.



You will be prompted for your **Username** and **Password**. This is your **Windows Username and Password**. Press the associated **Input (3)** buttons for each, enter the details and hit OK. This card is now assigned to your account.

## Print Release



Your list of waiting print jobs will be displayed. For each job, the following is displayed (**1**):

- The Document Name (**Test Page**)
- The number of pages in the job (**Pages: 1**)
- The cost of the job (**Cost 0.1**)

To print, select the jobs you want to print (they will turn **Yellow**) and hit **Print** (**2**). Alternatively hit **Print All** (**3**).

You may delete a selected job by pressing **Delete** (**4**).

To logout of the device press **Logout** (**5**).

Pressing **Keep Jobs** (**6**) will keep a copy of the print job in your list once printed, allowing you to print further copies if necessary.

Also displayed (**7**):

- The Name of the currently logged in User (**User: demo**)
- The User's current Balance (**Balance: 25.0**)
- The overall cost of all selected jobs (**/ 0.2**)

## Client/Departmental Code Selection

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If **Client Codes** are enabled the **Client Code button (1)** will be visible on the Print Release screen.

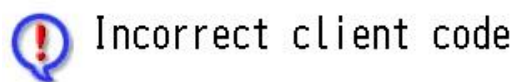


If the Client Code button is visible you **must** select a code prior to printing or copying.

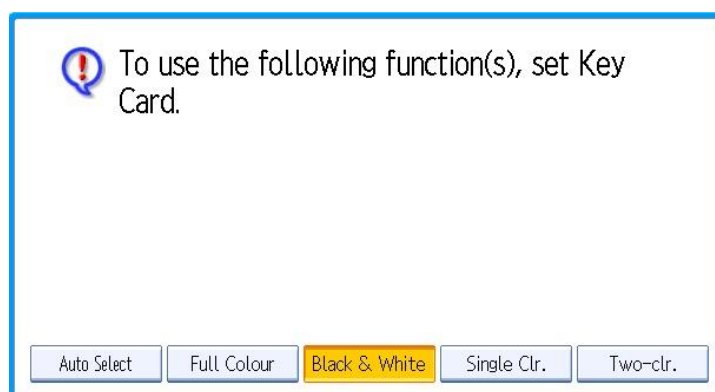
Press the Client Code button to reveal the QWERTY keyboard. Type in the desired Client Code and press OK. This will return you to the Print Release screen where the selected Client Code will be visible at the bottom of the screen (2)



If you have typed in an invalid code you will see the following message:



If you try to **Copy without selecting a Client Code** you will see the following screen:



If this message appears you must go back to the **Print Release** screen by pressing the physical **Print** button on the device, then select a **Client Code**.

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## Copying

To copy, select the physical copy button once logged in. This will load the following screen:



Use the **Colour Options (1)** to choose the colour features of your copy.

Use the **Copy Quality Options (2)** to determine the image quality of your copy.

Use the **Duplex Options (3)** to set double/single sided settings.

Press the green physical **Start** button to perform the copy.