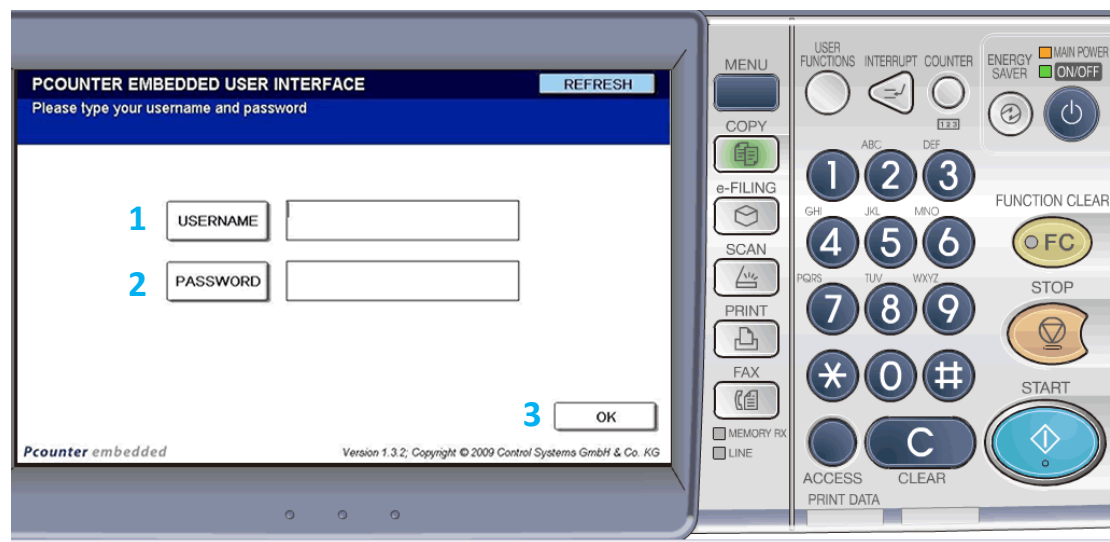


Pcounter Embedded for TOSHIBA e-STUDIO MFDs

Logging in with Username and Password

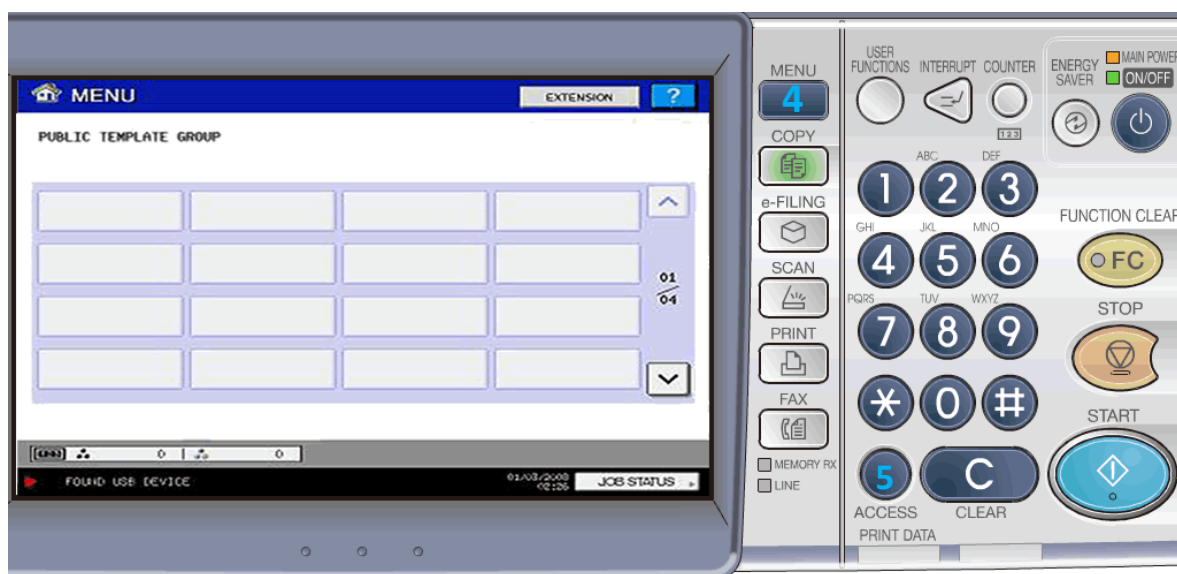


Press the **Username(1)** button on the login screen. Type in your **Windows Username** and press **OK**.

Next press the **Password(2)** button on the login screen and enter your **Windows Password**. Press **OK** and **OK(3)** again.

Logging Out

To Log Out press the physical **Menu(4)** button followed by the **Access(5)** button.



Logging in with Card

If configured to use card readers for authentication, hold your **ID Card** to the card reader.

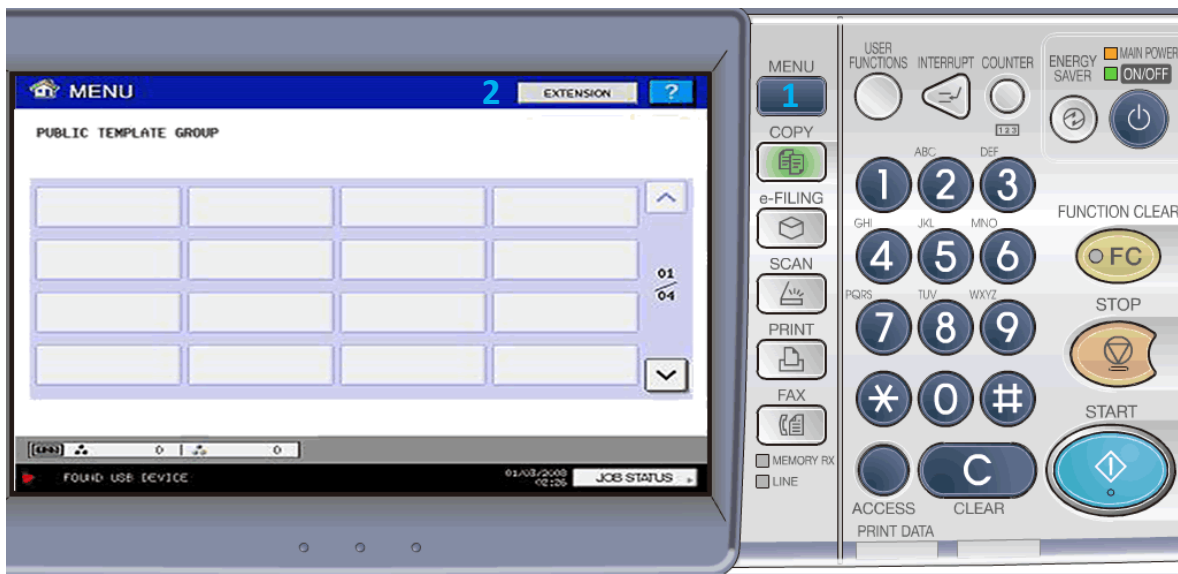


The reader will beep and log you in a few seconds later.

Please note: colours of the card readers may vary.

Card Self Association

To register a new card against your username, scan the card when the front **Login** screen is displayed. You will be logged in but will not be able to copy or print.



Press **Menu(1)** then **Extension(2)**.

When prompted enter your **Windows Username and Password**. Press **OK** when finished.

Log out when prompted (see the [Logging Out](#) page of this document).

The card will now be associated to your user account and will log you on at any subsequent scans.

Client Code Selection for Copy Jobs

Once logged in you will be presented with the following menu:

REFRESH
PCOUNTER EMBEDDED USER INTERFACE

Welcome demo!
 Balance: 19.19; Free quota: 0.00; Limit: 0.00;

- 1**
- -
 -

To leave this screen press a MFP function button.

Pcounter embedded

Press **Select copy client code (1)** to be presented with your list of client codes.

REFRESH
PCOUNTER EMBEDDED USER INTERFACE

Welcome demo!
 Balance: 19.19; Free quota: 0.00; Limit: 0.00;

Please select copy client code

003	Acct	Admin	Dev	<input type="button" value="↑"/> 1 / 1 <input type="button" value="↓"/>
History	Maths	Mgmt	Mktg	
training				

Pcounter embedded

Select the desired code from the list then press the physical **Copy** button to unlock the copy screen. See [Client Code Selection Interface](#) page for further details on client code selection. See [Photocopying](#) page for further details on copying.

Client Code Selection for Print Jobs

Once logged in you will be presented with the following menu:

REFRESH

PCOUNTER EMBEDDED USER INTERFACE

Welcome demo!

Balance: 19.19; Free quota: 0.00; Limit: 0.00;

1

Select copy client code

Print job selection (0 jobs)

Print all jobs

To leave this screen press a MFP function button.

Pcounter embedded

Press **Print job selection (1)** to print. You will be presented with a list of client codes.

REFRESH

PCOUNTER EMBEDDED USER INTERFACE

Welcome demo!

Balance: 19.19; Free quota: 0.00; Limit: 0.00;

Please select copy client code

003	Acct	Admin	Dev	<div style="border: 1px solid black; padding: 5px; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> ^ </div> <div style="border: none; text-align: center; margin: 5px 0;">1 / 1</div> <div style="border: 1px solid black; padding: 5px; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> v </div>
History	Maths	Mgmt	Mktg	
training				

manual entry

OK

Pcounter embedded

Select the desired code from the list which will load the **Print Release** screen. See [Client Code Selection Interface](#) page for further details on client code selection. See [Print Release](#) page for further details on copying.

Client Code Selection Interface

To select a client code, either **Print job selection** or **Select copy client code** (see previous pages) from the menu then either:

- Select the relevant code from the **list (1)**
- Press the **Manual Entry (2)** button (if available) and type in the code

PCOUNTER EMBEDDED USER INTERFACE
REFRESH

3
Welcome demo!
Balance: 19.19; Free quota: 0.00; Limit: 0.00;

Please select copy client code

003

Acct

Admin

Dev

History

Maths

Mgmt

Mktg

training

^
1
/
1
v

2

manual entry

OK

Pcounter embedded

Also displayed if applicable (3)

- The **Username** of the logged in user
- Their current **Pcounter Balance**
- Their current **Free Quota**
- Their **Pcounter Low Balance Limit**

Print Release

To print a single job, select the job by pressing the **Document Name(1)**, followed by **Print(2)**.

The previously selected **Client Code** will be displayed next to the job (**3**) (if applicable).

To delete a job from the queue select it by pressing the **Document Name(1)**, followed by **Delete(4)**.

To print all jobs press **Print All (9)**.

8 **PCOUNTER EMBEDDED USER INTERFACE** REFRESH

Welcome demo!
Balance: 19.19; Free quota: 0.00; Limit: 0.00;

Document name	Client code	Pages	Cost	Preview
	3	6	7	5

1

SELECT ALL **4** DELETE PRINT ALL **2** PRINT

Pcounter embedded

To view a preview of the first page of a document press the icon in the **Preview** window(**5**).

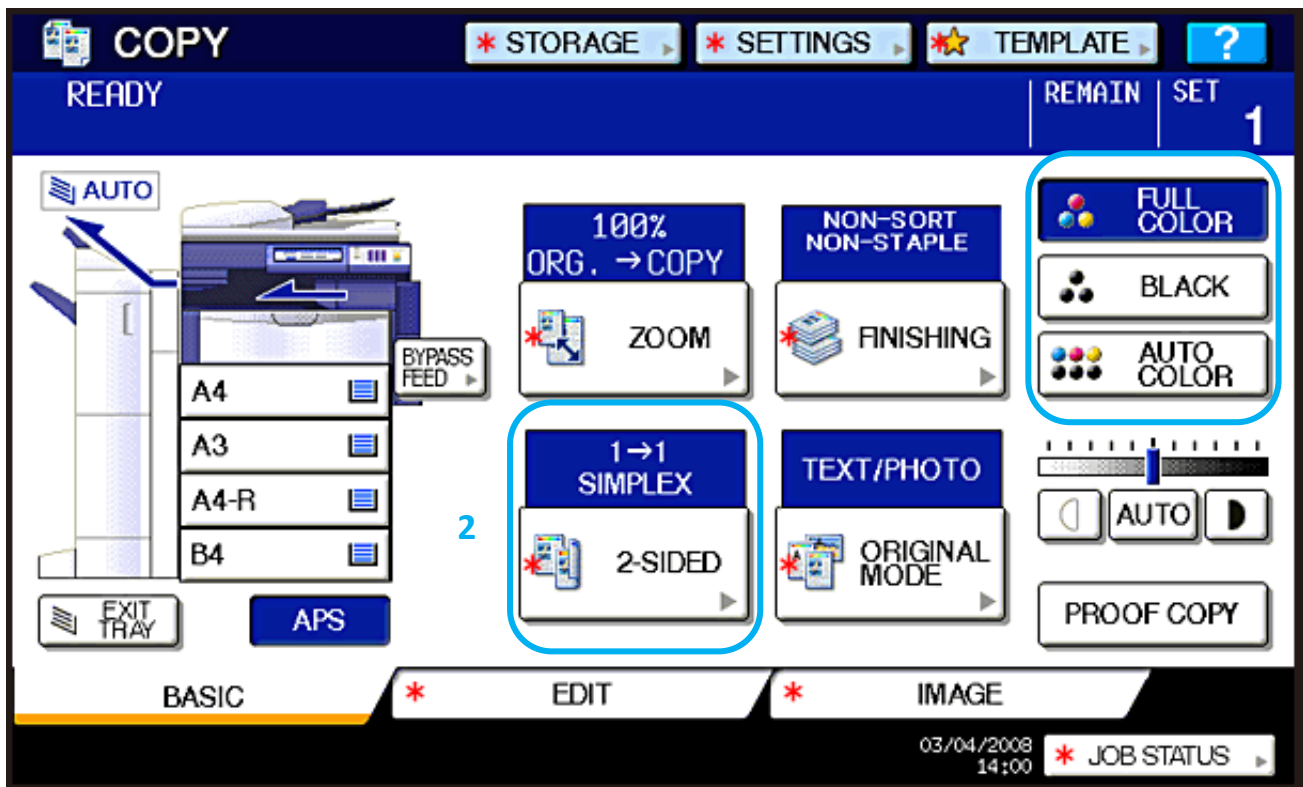
Also displayed

- The **number of pages** in each job (**6**)
- The **cost** of each job (**7**)
- The **username, balance, free quota** and **low balance limit** of the currently logged in user(**8**)

Photocopying

To copy, once logged in select the physical **Copy** button on the keypad. Press the physical green **Start** button to copy a document from the glass. Type the number of copies followed by **Start** to produce multiple copies.

To select a client code prior to copying see the [Client Code Selection for Copy Jobs](#) page of this document.



Use the **3 colour buttons (1)** to choose the colour settings of your job.

Press the **Simplex/Duplex button (2)** to choose between single and double sided copying.