



# Pcounter for Windows Basic Installation and Setup

*For Pcounter for Windows version 2.55 and above*

## About this document

This document details how to install and setup Pcounter for Windows. Detailed discussions of the various features and configuration of many of the optional features are not within the scope of this document. See [6. Further Reading](#) for other resource giving more specific information regarding the features of the software.

Pcounter for Windows installs as a **60 day fully functional free trial**. It is recommended to use the software to monitor usage for the first 30 days with no restrictions, then to apply rules and restrictions for the remaining 30 days. It is then possible to determine just how much of a saving Pcounter for Windows is making for you.

The configuration detailed in this document will monitor and record all printing across the desired printers but will not restrict any users from printing.

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# 1. Installation

Pcounter for Windows can be downloaded from our website at <http://www.altman.co.uk/downloads/print-copy-management>. This will download a zip file containing a number of files.

## Pcounter Software

### Pcounter for Windows - Vn 2.60

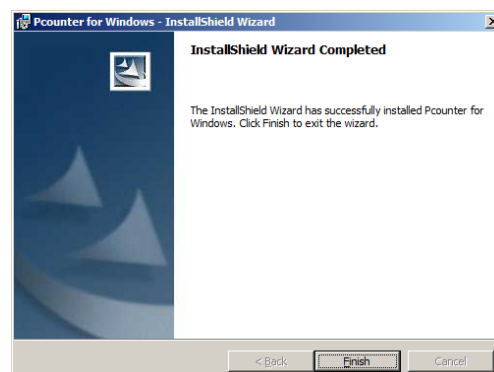
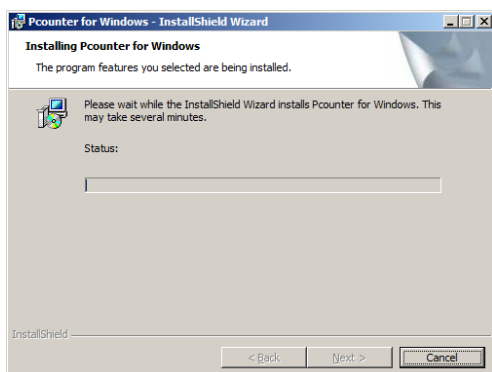
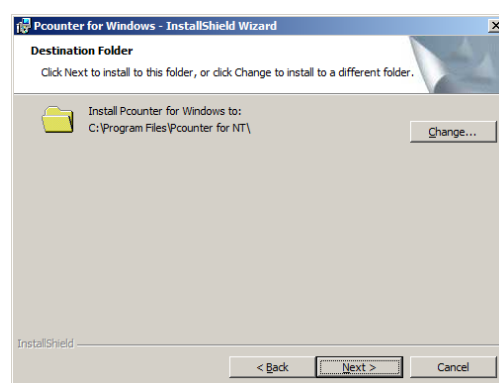
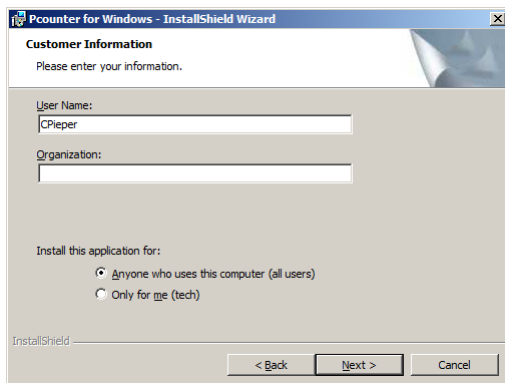
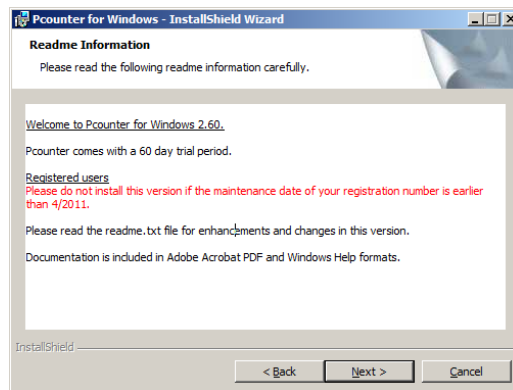
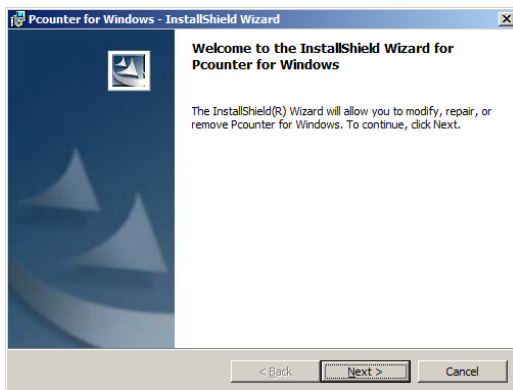
60 day live evaluation - no restrictions on functionality. An installation guide is included with the download, and is also available on our Support web pages.

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Run the setup.exe file (double-click) on your **Print Server**. The setup will take you through the following process. Simply click **Next** to all prompts leaving the default values.



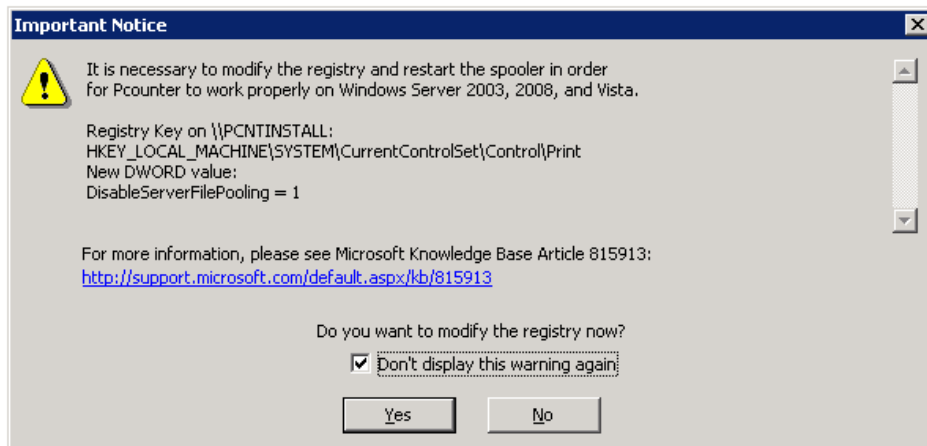
The core **Pcounter** application will now be installed.

All Pcounter applications and files will be housed in C:\Program Files\Pcounter for NT\. Shortcuts to relevant applications and files will be in Start > Programs > Pcounter for Windows. Browse here and open **Pcontrol**.

## 2. Pcontrol Configuration

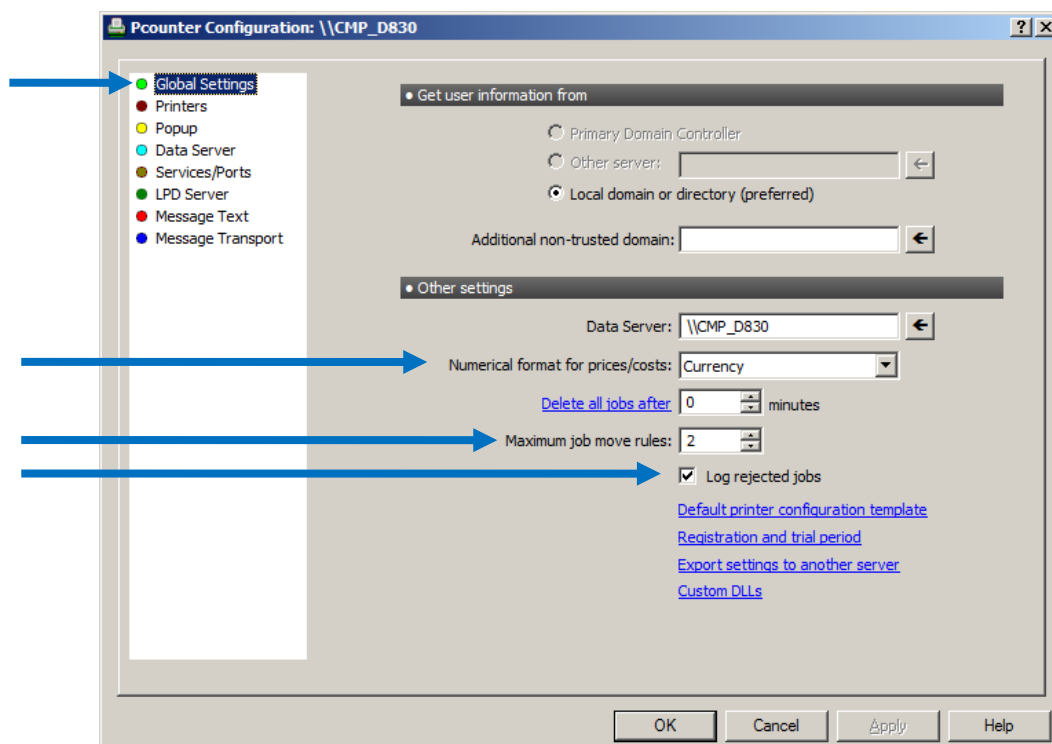
**Pcontrol** is the utility which allows you to manage your settings associated with your print queues.

Expand the **Quick Server List** in the left-hand pane. The only device present should be the local server. Select this and click the **Pcounter** button on the tool bar. Confirm the following request to modify the registry and check the box "**Don't ask this again**".



Once the registry change has been made, Pcontrol will close automatically. Re-open the application, and select the server and click the Pcounter button again. This will open up the **Server Configuration** screen on the **Global Settings** tab.

### 2.1 GLOBAL SETTINGS

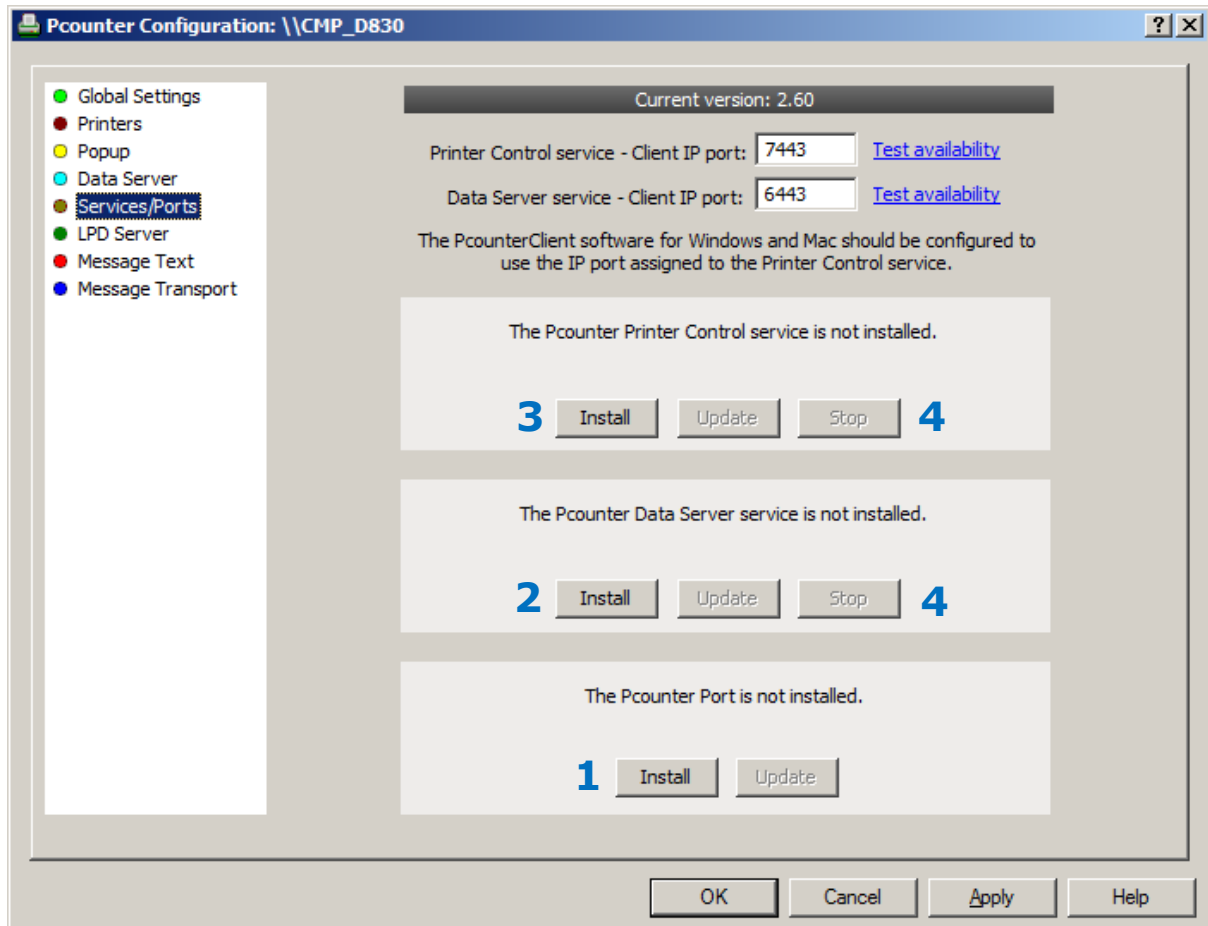


Recommended settings here are:

- **Numerical format for prices/costs** set to **Currency**
- **Maximum job move rules** set to **2**
- Check **Log Rejected Jobs**

## 2.2 SERVICES/PORTS

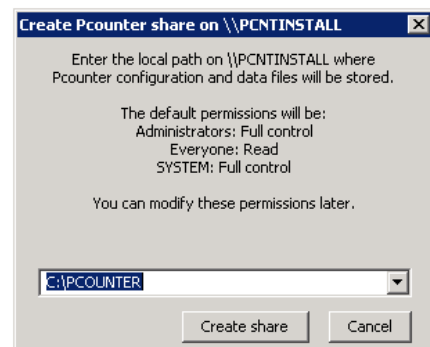
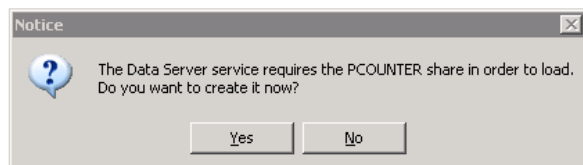
Now select **Services/Ports** from the left menu



Install the Services and Port in the following order:

Install the **Pcounter Port (1)**

Install the **Pcounter Data Service (2)**. This will prompt you to create the **Pcounter Share**. The default location for this is **C:\PCOUNTER**. You may change this if necessary, then click **Create Share** to complete.



Install the **Pcounter Printer Control Service (3)**

When the services are installed the **Stop** buttons will become **Start** buttons. **Start** both services (4). **Please note:** the order in which these are started is unimportant.

Once complete, both services and the port should all be pictured in green.

The Pcounter Printer Control service is running.  
Version 2.60 [2011.04.05]

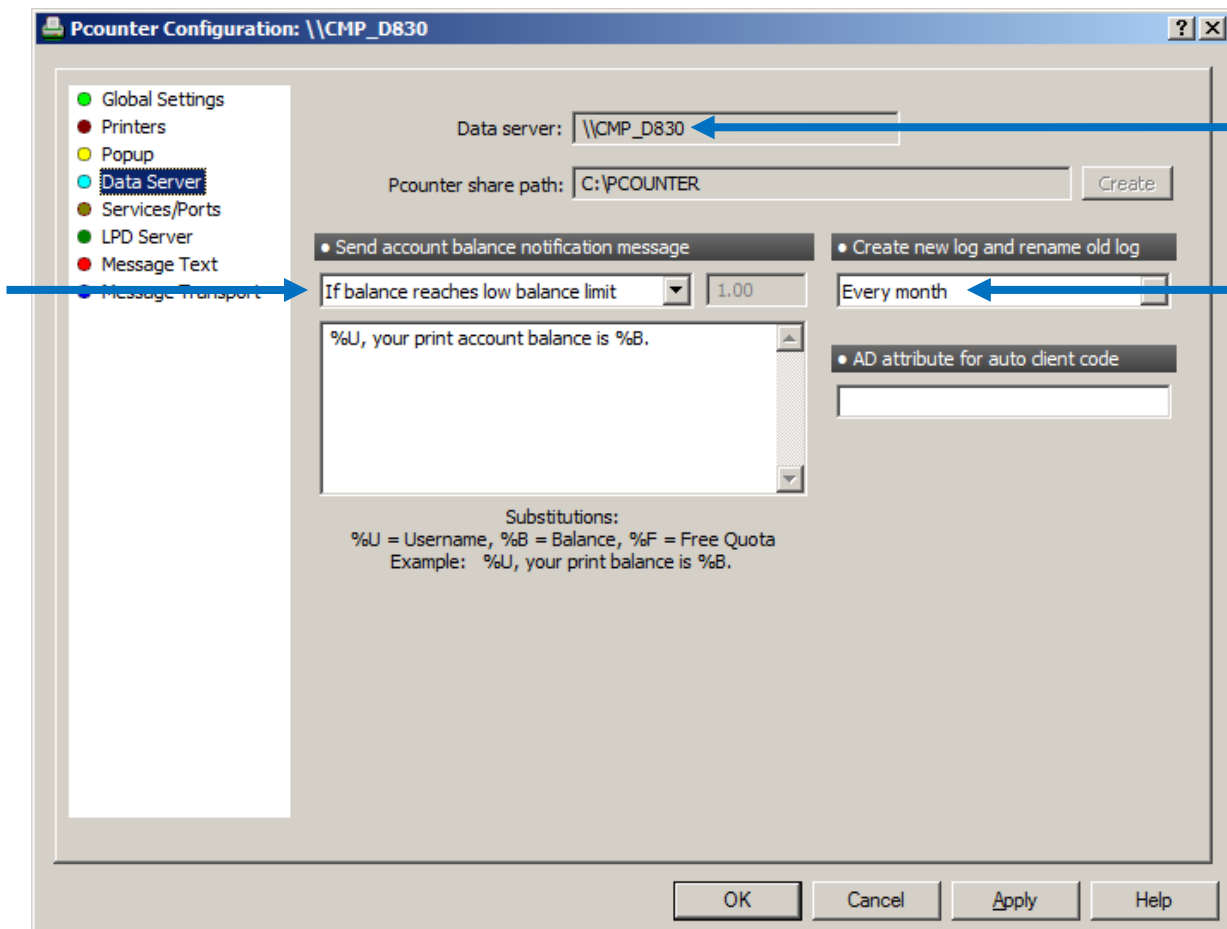
Remove

Update

Stop

## 2.3 DATA SERVER SETTINGS

Select **Data Server** from the left menu.



Recommended settings here are:

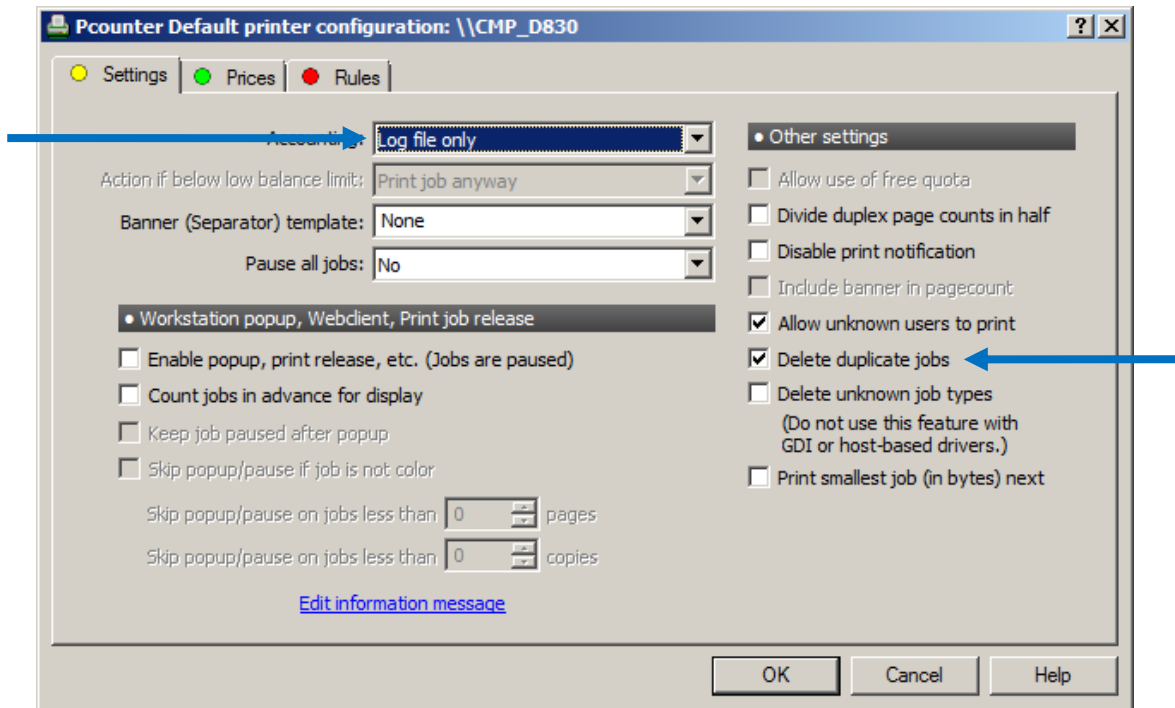
- **Send account balance notification message** set to **If balance reaches low balance limit**
- **Create new log and rename old log** set to **Every month**

Also confirm that **Data Server** contains the name of the **local server**.

## 2.3 PRINTER CONFIGURATION

Return to the **Global Settings** option in the left menu and select click the hyperlink **Default Printer Configuration Template**.

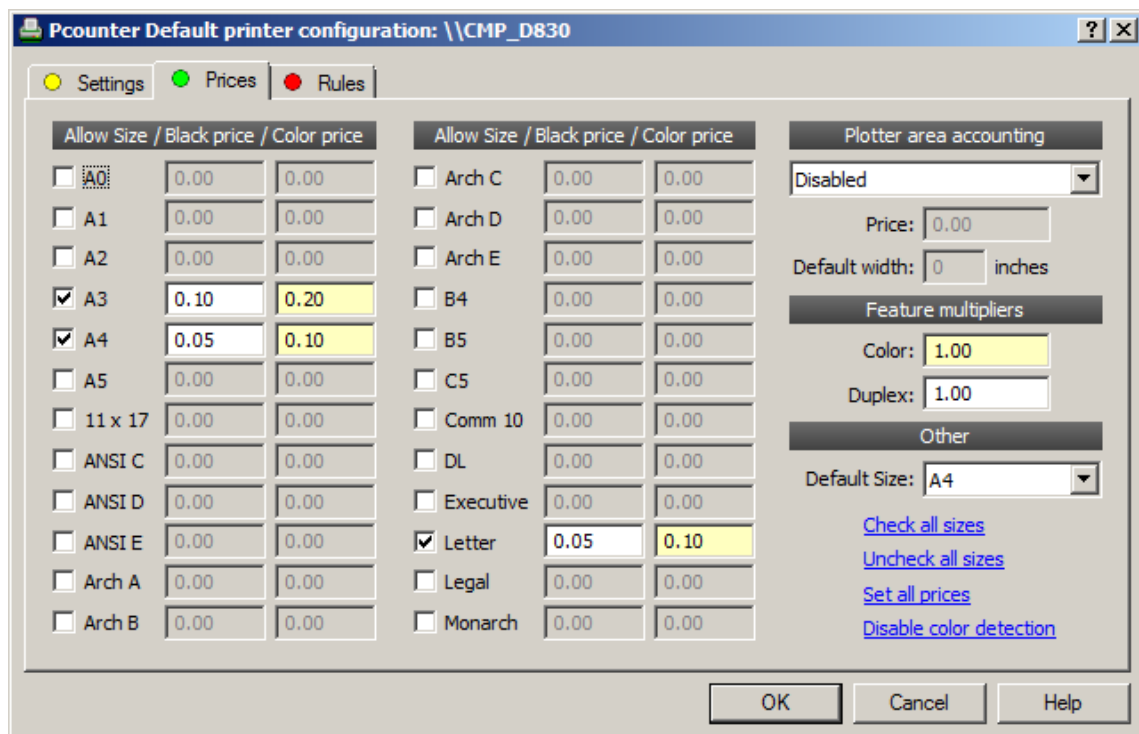
The **Settings** tab should be configured as follows:



Features of this configuration:

- **Accounting** set to **Log File Only**: All jobs will be recorded but no users will be charged
- **Delete duplicate jobs** checked restricts users from printing multiple copies of the same document by repeatedly (impatiently?) hitting Print

Now select the **Prices** tab:

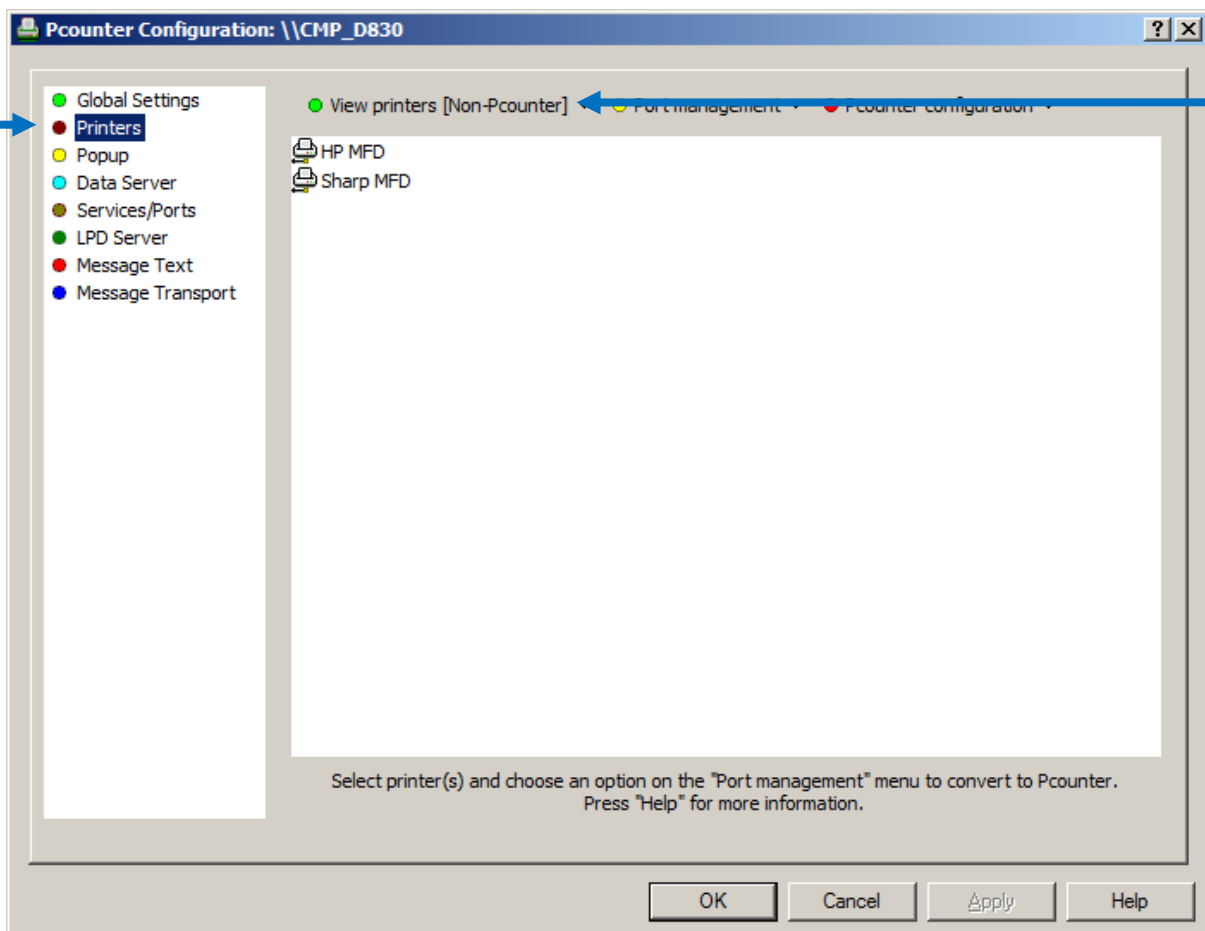


- Leave the **Default paper size** as **A4**
- Click **Uncheck all sizes** to leave only **A4** active
- Click **Enable colour detection** (on above screenshot this says Disable colour detection; this link is a toggle switch) to enable Pcounter to charge for colour and mono separately.
- Set both the **Color** and **Duplex Feature Multipliers** to be **1.00**
- Check all sizes you wish to allow to print. Ensure you also include **Letter**
- Set black and colour prices for all active paper sizes

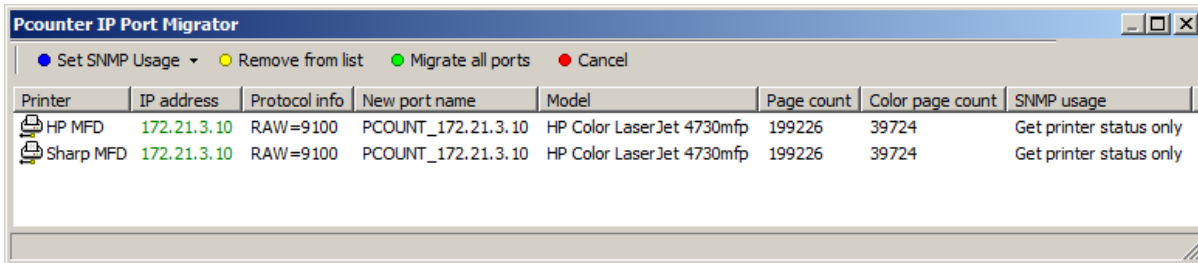
Click OK once complete to return to the Global Settings screen.

### 3. Migrating Printers to Pcounter

Select **Printers** from the left hand menu, then select **View non-Pcounter Printers** from the **View Printers** menu. Displayed in the list box will be all print queues installed on the server.



Using [**Ctrl**] or [**Shift**] + click, select all printers which you want to migrate over to Pcounter then Select **Port Management** > **IP Port Migrator**.



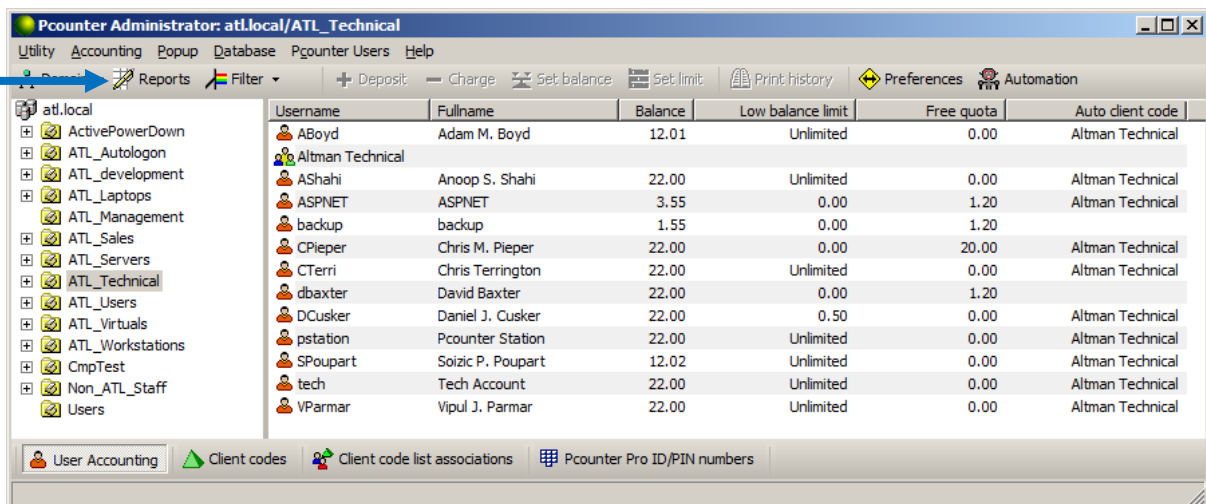
All selected printer will be listed. Click **Migrate all ports** to begin the migration. This may take a few minutes depending on the number of printers selected and whether the printers are powered on at the time. Printers which are not powered on will take a little longer to migrate.

When complete click **Close** then **OK** to close the Global Settings.

Basic configuration is now complete. Send a test print to one of the migrated printers and ensure that it prints successfully.

## 4. Priming the Pcounter Report Generator

In order to report on your print usage, the **Report Generator** needs to be primed. To do this, ensure that a test print has been sent since completing the installation then open **Pcounter Administrator** from Start > Programs > Pcounter for Windows.



Select **Reports** from the toolbar. It will open on the **Summary Reports** tab. Click the **Generate** button. A report will be reduced showing the details of the test print, and any other jobs which have been printed since installation.

Basic installation of **Pcounter for Windows** is now complete.

## 5. After 30 Days...

After monitoring print usage without restriction for 30 days we recommend making some or all of the following changes to apply restrictions to users.


### 5.1 APPLYING QUOTAS

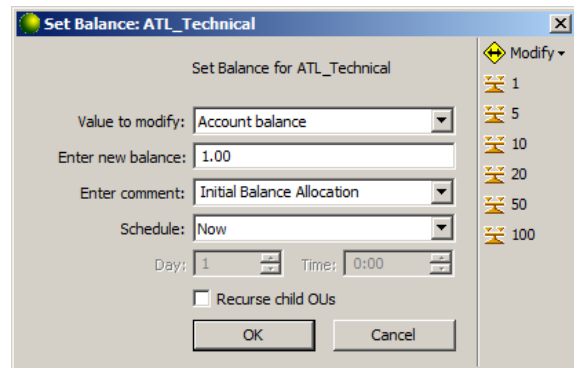
Assign each user an amount of credit, from which the cost of each print job is deducted. When their balance reaches 0 they will no longer be able to print.

**Please note:** for full details on assigning balances to users and configuring printers to charge for jobs please see [Pcounter Quota Management How To Guide](#).

To credit to a User, an AD Security Group or an AD Organisational Unit, open Pcounter Administrator.

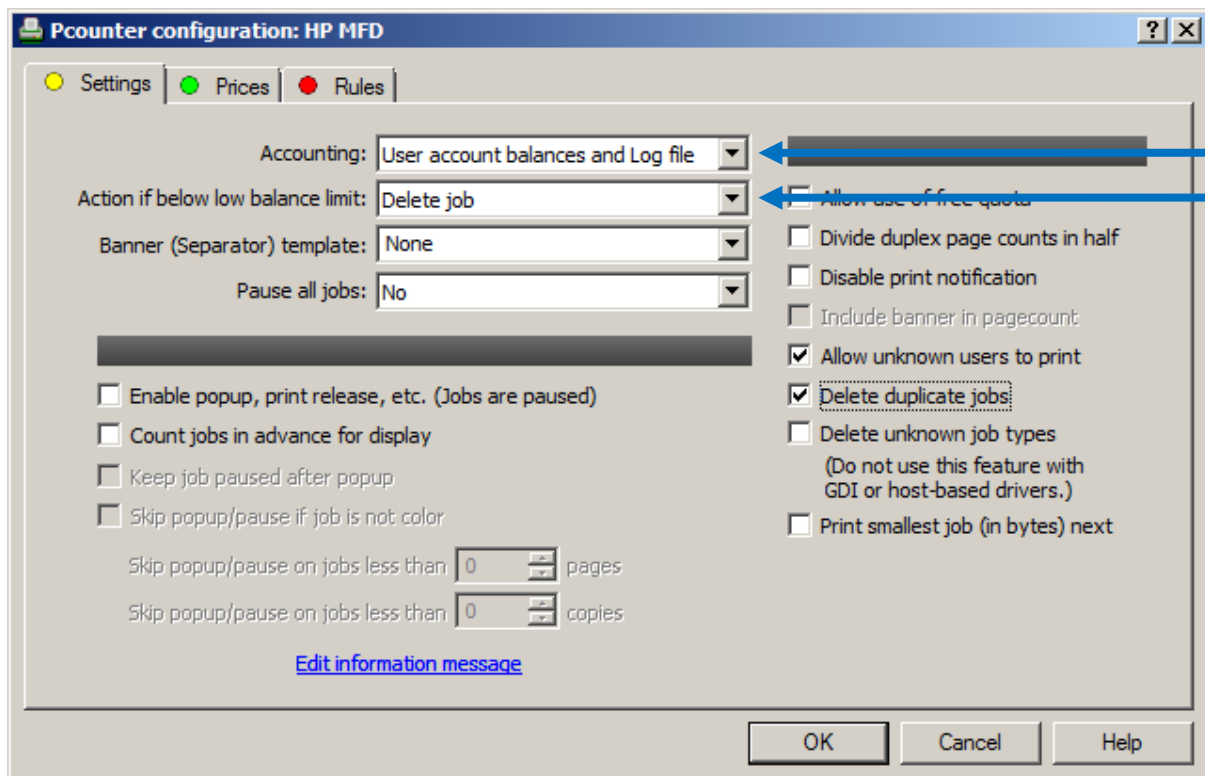
Browse to the object in question, right-click and select Set Balance. Enter the balance amount into the **Enter new balance** control and click **OK**. The new balance will now be reflected in Pcounter Administrator.

 CPieper	1.00
 CTerri	1.00
 dbaxter	1.00
 DCusker	1.00



The printers must now be set to deduct the cost of the job from the users when they print.

Open Pcontrol, select the print server and click the Pcounter button. Click the hyperlink Default Printer Configuration Template.



Make the following changes:

- **Accounting to User account balances and log file**
- **Action if below low balance limit to Delete job**

All printers are now set to charge users.

## 5.2 APPLYING RULES

Pcounter offers a wide variety of **Rules** and resulting **Outcomes** which can be configured on a per printer basis. Examples of possible rules are

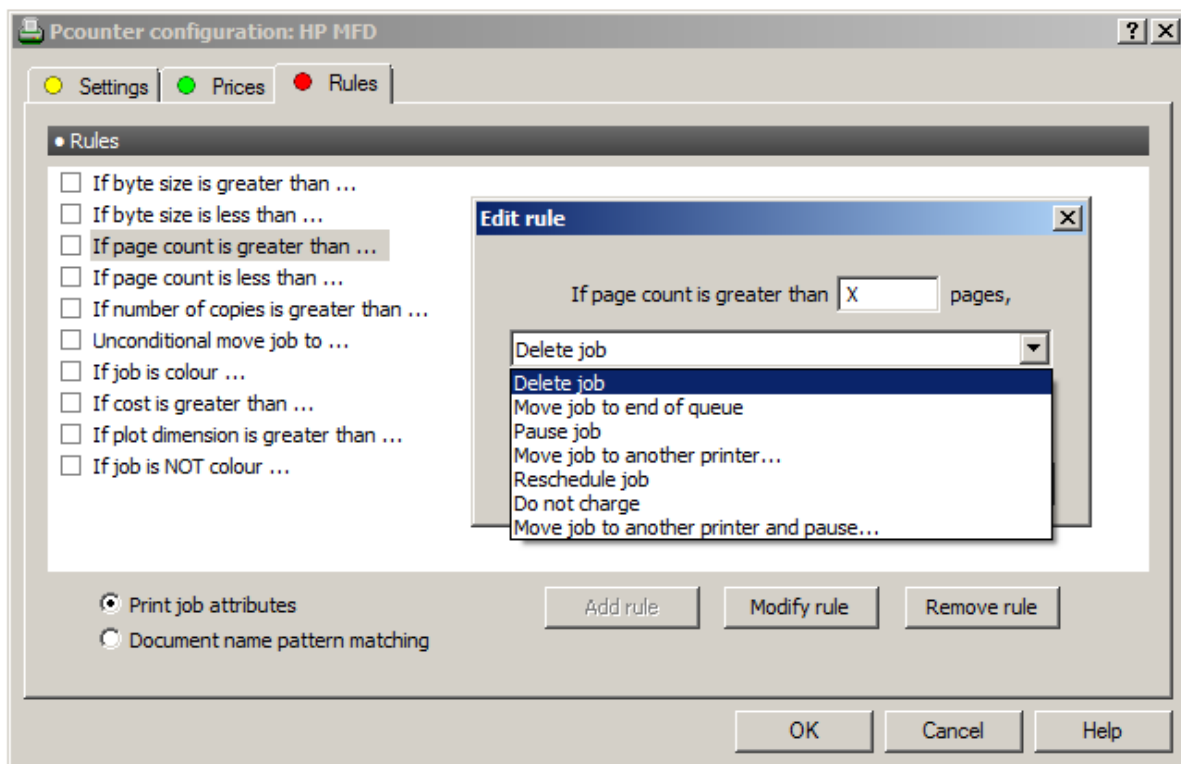
- If page count greater than/less than X
- If number of copies greater than/less than X
- If job is colour
- If byte size greater than/less than X

Possible outcomes for these rules include

- Delete job
- Pause job
- Move to another printer
- Move to end of print queue

There are no specific recommended rules to apply, however it is recommended to examine the available rules and apply the ones which you feel are best suited to your organisation.

To apply a rule to a printer, select the printer in Pcontrol and click the Pcounter button. Select the **Rules** tab.



To activate a rule, double-click it from the list then select the outcome and the parameters in the **Edit rule** popup. Click **OK** when complete.

## 6. Further Reading

[www.altman.co.uk](http://www.altman.co.uk) has a large number of resources to help you configure and get the most out of Pcounter. Particularly useful are:

[Detailed instructions on the usage of Pcounter Administrator](#)

[Detailed instructions on the usage of the Pcounter Report Generator](#)

[Detailed instructions on the usage of Pcounter Popup and the associated topics of Client Codes and Pcounter Users](#)

All other resources can be found on the following pages:

<http://www.altman.co.uk/support/print-copy-management/how-to-guides>

<http://www.altman.co.uk/support/print-copy-management/installation-guides>

Also see our [FAQ](#)

If you have any questions to which you cannot find the answer please don't hesitate to contact Altman Technologies Support:

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[support@altman.co.uk](mailto:support@altman.co.uk)

<http://www.altman.co.uk/log-a-case>