

How to use Pcounter for Windows

Common Configurations and Options

Revised April 30, 2008

The Goal

The Goal of this document is to provide step by step configuration instructions for Pcounter in some of its most common configurations.

Common Challenges

The most challenging thing about configuring Pcounter is to identify how you would like to use the product. In general the Administrator installing Pcounter should ask themselves a few questions.

- 1) Do all users login to the PC's with a Domain account, or are the computers pre-logged in? If they are pre-logged in as a default user, pay close attention to *Anonymous mode* printing options.
- 2) Will it be necessary to assign a price per page (ever) to each print job or will a simple quota of pages be sufficient?
- 3) Do all users print to a Windows server shared printer currently? They should NOT be printing direct IP to the printers.

Because of Pcounter's flexibility it is impossible to cover all configuration options in this manual. However, the most common configurations and options are listed below.

How to use this manual

This manual has six sections *Pcounter Components*, *Basic Pcounter Installation*, *Configuration Options*, *Special User Options*, *Optional Add-On components* and *Macintosh Support*.

Pcounter Components (Overview) Gives a brief overview of the program components of Pcounter and what their functions are.

Basic Pcounter installation **START HERE**: Gives step by step instruction on how to install Pcounter and make it log basic printing information. If your goal is simply to collect data about the volume of printing this would be all you need.

Configurations Options: Lists 8 configuration options, 6 for educational use, and 2 for business use. These configuration options are some of the most common configurations used by our customers. Each configuration option has a brief description of the work flow of the user, as well as a list of what customer types "typically" use each configuration. It is recommended to read each configuration and decide which best fits your needs ****NOTE See below**.

Special User Options: This section explains the use of the printer Popup users. Printer Popup users can be very useful in situations where there is no Domain control, or all users do not have Domain/Workgroup accounts.

Optional Add-On components: This section covers some additional products that AND Technologies offers to compliment the Pcounter server. There is a brief description of what each of the components do and a list of any changes that would have to be made.

Macintosh Support: This section gives information on where Macintosh installation help can be downloaded from our web site, if you are using an all PC environment this section will not be needed.

****NOTE--** If you are using an environment where users do not log in to the computers as themselves then please pay close attention to the sections labeled "**anonymous mode**". These sections are specifically designed for scenarios where the computers are pre-logged in as a default user.

Pcounter Components

If you have not downloaded Pcounter for Windows yet you can do so here.

<http://www.pcounter.com/download.html>

After running the setup of Pcounter a program group will be created called Pcounter for NT. There are several Icons in that program group. Below is a list of the most commonly used components, and what there functions are.

Pcontrol -- This utility configures all function of Pcounter. Any changes involving how Pcounter handles itself are configured here.

Pcounter Administrator— This utility is used by administrators to run reports, add Printer Popup users, set user balances, enter client codes and associate client codes to users.

PPopup -- The PPopup.exe runs in the task bar of the workstation computers in order to present the user with a popup. Only use Ppopup.exe when users are going to be required to answer a popup before the job prints.

Wbalance -- This simple utility runs on the task bar of the user's workstation and shows the user their real time balance in Pcounter.

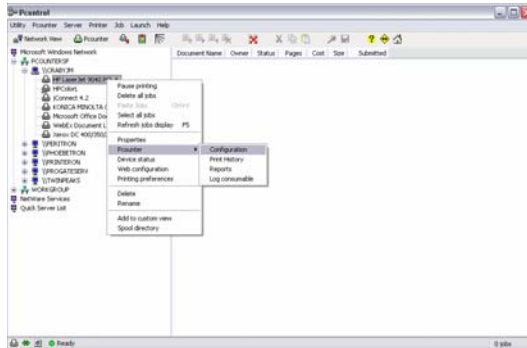
Plot Manager -- This is used in commercial sites that use AutoCAD or any other CAD program. Instead of spooling every job to the plotter directly, the plot manager can batch several saved plots schedule and assign client codes to them, printing can happen when no one is in the office.

START HERE

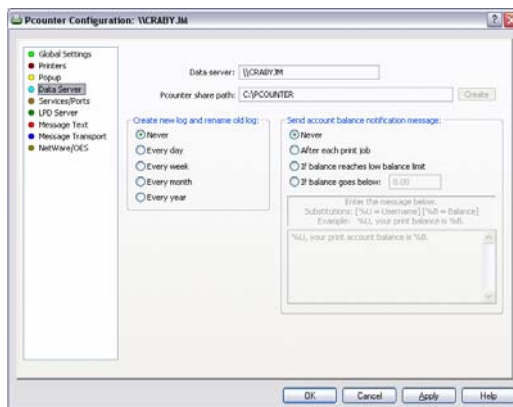
Basic Pcounter Installation (Windows)

In order to install Pcounter you must be logged in to the server as Administrator or local equivalent. You can either be in front of the server or in a remote session. Download Pcounter from <http://www.pcounter.com/download.html> and extract and run setup.exe. Once the setup has completed go to the Pcounter for NT program group in Windows.

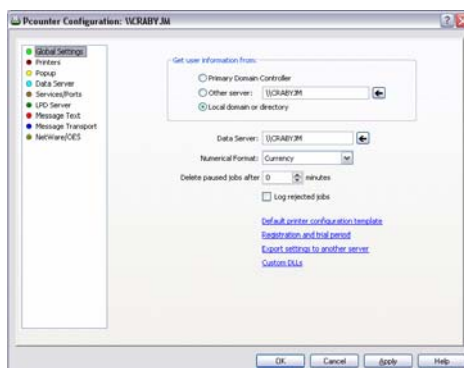
- a) Open Pcontrol, browse the Microsoft network on the left side of Pcontrol and select the Windows computer that is your server right click on that computer and choose Pcounter configuration. **NOTE**** You may get a windows asking you to allow Pcounter to modify the registry, please say ok to this and follow the 5 stepped windows presented, it is necessary for Pcounter to function properly.



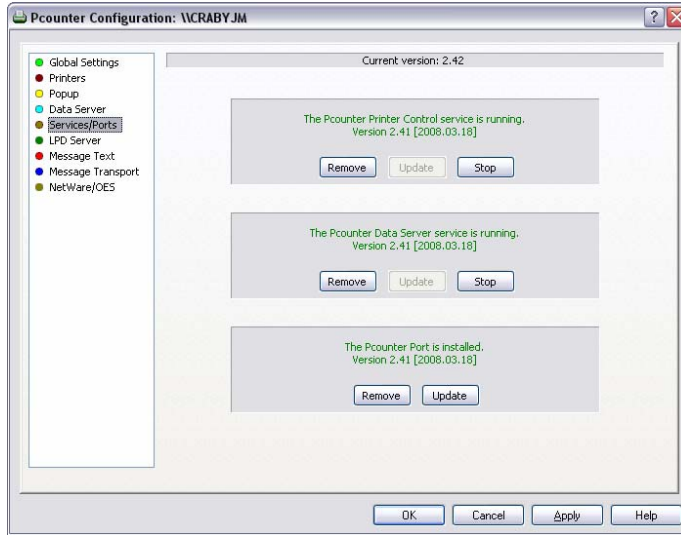
- b) Go to the *Data Server* tab and create the Pcounter shared directory by clicking on the *Create Share* button, specify where it should be created or accept the default value and click OK.



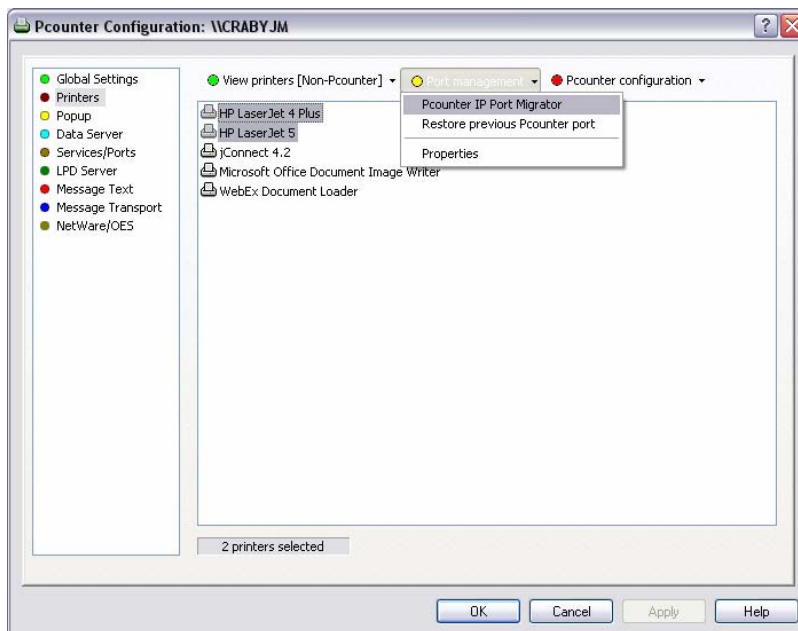
- c) Go to the *Global Settings* tab and select the server to get user information from. Point Pcounter to the nearest PDC if there is one or if your server is a fully trusted member server of the Domain leave it pointed to itself.



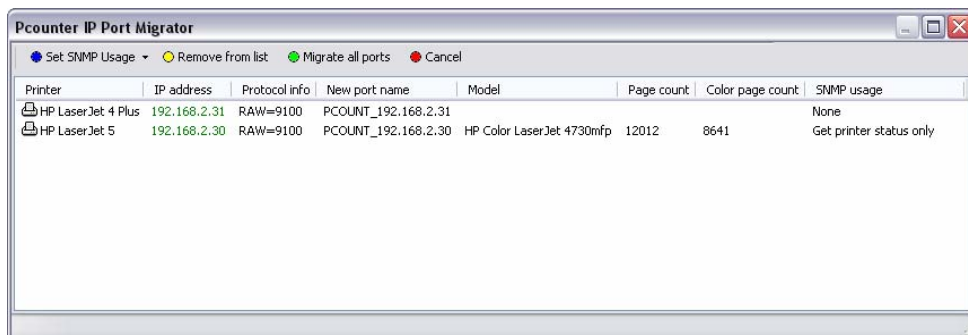
- d) Go to the *Services/Ports* tab and click *Install*, and then the *Start* button on the *Printer Control Service* and the *Data Server Service*. Click *install* on the *port monitors*.



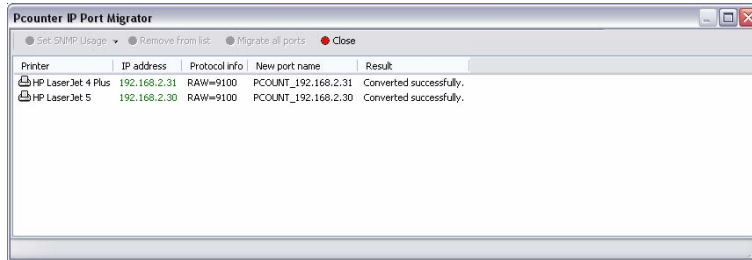
- e) Go to the *Printers* tab and Highlight all of the printers you wish to monitor. Click on *Port Management* and select → *Pcounter IP Port Migrator*.



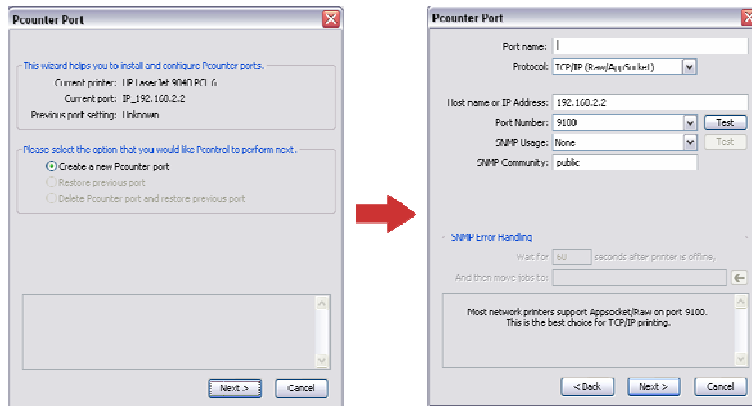
- f) The Pcounter IP Port Migrator window will be displayed next.



- g) Click on the *Migrate all Ports* button and the results will be displayed. **Converted Successfully** should be displayed in the results of all the printers. If you see **Skipped**, that printer was not an IP based printer. It could be a USB, or customer port printer. If all printers converted successfully, please go to step i).



- h) Any printers that has **Skipped** as a result in step g) will have to be converted with the port wizard one at a time. To do this highlight the printer, click on *Port Management*, → Then select port wizard. The port wizard will look like the below picture. Taking what the wizard suggests for a port usually works fine. Convert any remaining printer this way until all printers you wish to control are showing up under the *View Printer [Pcounter]* view.



- i) Go to the *Services/Ports* tab and *stop* and then *start* the *Printer Control Service*.
j) Click apply, and OK to close the configuration window.

Pcounter will now log all jobs that are printed through the printers under the *View Printer [Pcounter]* view. If logging and data collection is the only desired actions, then Pcounter configuration is complete, if not proceed to *Configuration Options* section of this manual.

Configuration Options

There are six options listed below. The first four are designed for educational use, the last two are designed for business use, choose the option that would best suit your needs. Under each option is a brief **Description** of how the work flow would go for the user. There is also a **Where Used** section that has a brief listing of what types of schools and businesses would use the type of configuration described. **Make sure you have completed the *Basic Pcounter Configuration Section* before configuring these options.**

Open Pcontrol and find your server object, right click and select Pcounter → Configuration. This will present a five tabbed windows that you see in the configuration options below.

Education Option #1 Simple page tracking and quotas. (Anonymous Mode)

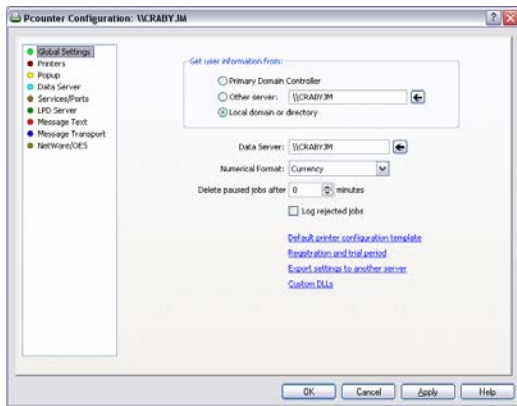
Description:

This option assumes all workstations are pre-logged in as a default user. Pcounter will present a Popup for the user so that the user can authenticate to their Domain account or Printer Popup user account. The user name is authenticated, and the balance verified to be sufficient for the job. The job will be debited versus their Pcounter account balance once the job has printed, or is gone from the windows print queue.

Where Used:

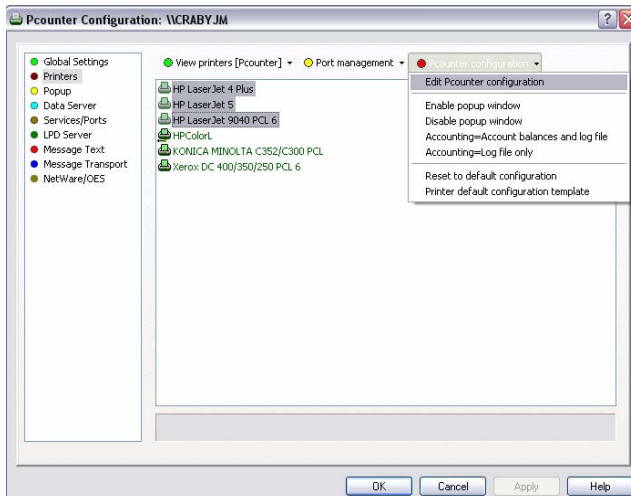
- 1) K-12 school labs where all computers are pre-logged in as a default user.

Global Settings Tab:



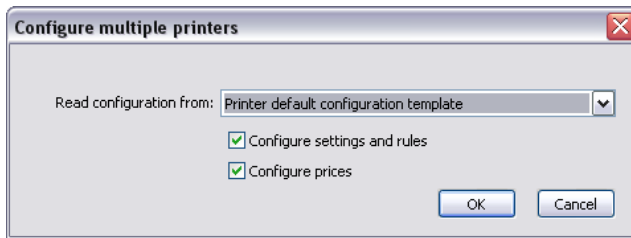
- 1) Change *Numerical Format* to **Pages**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not answered the popup. Most sites set this between **15-30** minutes

Printers Tab



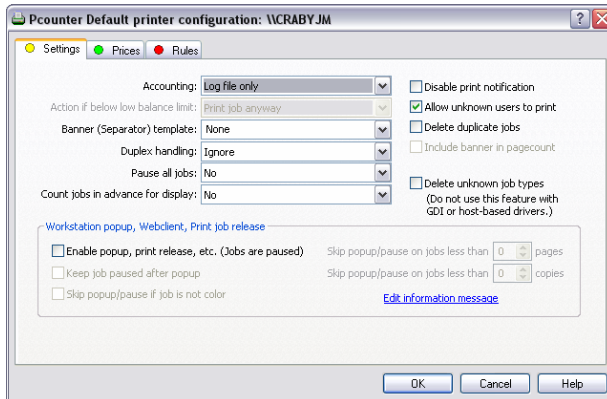
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Account Balances and Log File**
- 2) Select the *Action if below low balance limit* to either **Delete job** or **Pause job**. Paused jobs must be release by an administrator.
- 3) Change *Count jobs in advance for display* to **Faster performance**
- 4) **Check the Box** next to *Enable popup window*
- 5) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)

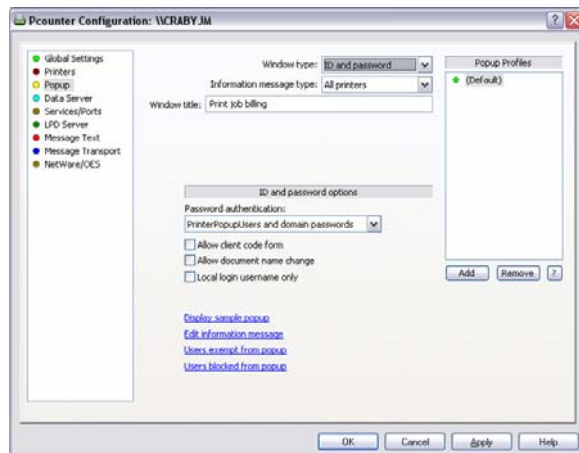
- 6) Click on *set all prices* set the black and white and color prices and click ok
- 7) Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Special Consideration

If Pcounter Station will be used add the following configuration change.

- 1) On the *printer configuration* tab check the box that says “**keep jobs paused after popup**”.

Popup Tab



- 1) Change the *Window Type* to **ID and Password**
- 2) Change *Information Message type* to **All printers**
- 3) Click on *Edit information message* and type in what you would like the user to see when the popup is displayed.
- 4) Set *Password authentication* to **PrinterPopupUsers** and domain passwords**.

If your users do not have Domain accounts then they must be added to the Printer Popup User database. Please see section titles **Special User Options Pcounter

Administrator (Maintaining Printer Popup Users) later in this manual.

Post Configuration:

Click on the **Services/Ports Tab** and stop, and then start the **Pcounter Printer Control service**. Copy ppopup.exe on to the client workstations and have it load in the startup group, this .exe can be found in C:\Program files\Pcounter for NT\NT\ on the Pcounter server. **The users will NOT get a popup without Ppopup.exe running in the task bar.**

Education Option #2 Account Balance tracking with Deposits (Anonymous Mode)

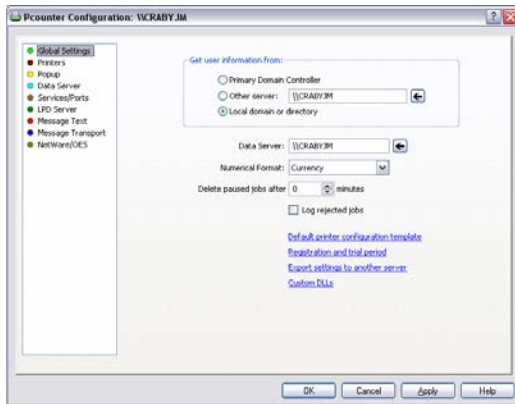
Description:

This option assumes all workstations are pre-logged in as a default user. Pcounter will present a Popup for the user so that the user can authenticate to their Domain account or Printer Popup User account. The user name is authenticated, and the balance (in Currency) is verified to be sufficient for the job. The job will be debited versus their Pcounter account balance once the job has printed, or is gone from the windows print queue. This option is very similar to **Option #1**, the primary difference is that account balances are tracked in dollars instead of pages. This gives the advantage of adding a TBS9500 deposit station to the network to handle the user's deposits. Further information on the TBS9500 is listed in the *Optional add-on Components* section later in this manual.

Where Used:

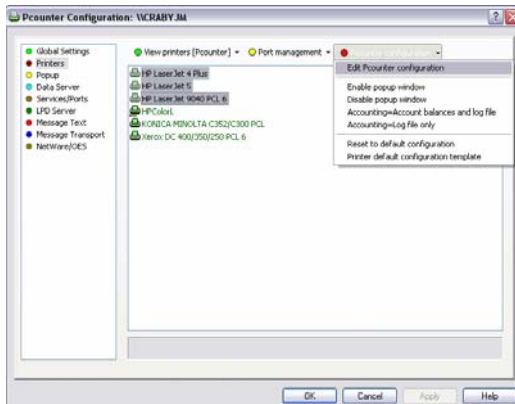
- 1) K-12 school labs where all computers are pre-logged in as a default user.
- 2) Universities and colleges where lab machines are pre-logged, and want a "hands off" pay for print model.

Global Settings Tab:



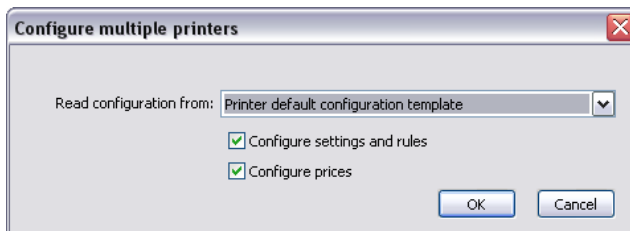
- 1) Change *Numerical Format* to **Currency**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not answered the popup. Most sites set this between **15-30** minutes

Printers Tab



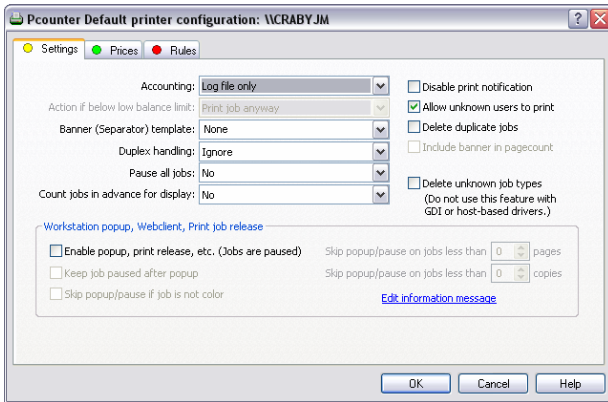
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Account Balances and Log File**
- 2) Select the *Action if below low balance limit* to either **Delete job** or **Pause job**. Paused jobs must be release by an administrator.
- 3) Change *Count jobs in advance for display* to **Faster performance**
- 4) **Check the Box** next to *Enable popup window*
- 5) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)

6) Click on *set all prices* set the black and white and color prices and click ok

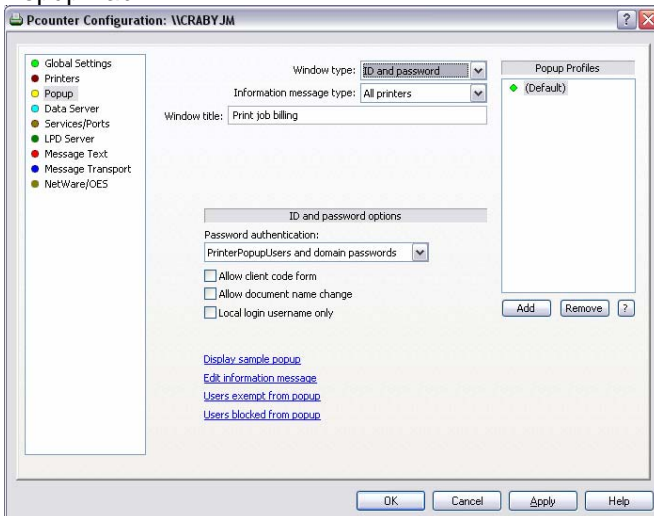
7) Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Special Consideration

If Pcounter Station will be used add the following configuration change.

- 2) On the *printer configuration* tab check the box that says “**keep jobs paused after popup**”.

Popup Tab



- 1) Change the *Window Type* to **ID and Password**
- 2) Change *Information Message type* to **All printers**
- 3) Click on *Edit information message* and type in what you would like the user to see when the popup is displayed.
- 4) Set *Password authentication* to **PrinterPopupUsers** and domain passwords**.

If your users do not have Domain accounts then they must be added to the Printer Popup User database. Please see section titles **Special User

Options Pcounter Administrator (Maintaining Printer Popup Users) later in this manual.

Post Configuration:

Click on the Services/Ports Tab and stop, and then start the Pcounter Printer Control service.

Copy ppopup.exe on to the client workstations and have it load in the startup group, this .exe can be found in C:\Program files\Pcounter for NT\NT\ on the Pcounter server. **The users will NOT get a popup without Ppopup.exe running in the task bar.**

Education Option #3 Quotas/Balance tracking W/O Popup Confirmation (Authenticated Printing)

Description:

Each student logs into the computer with their own Domain login credentials.

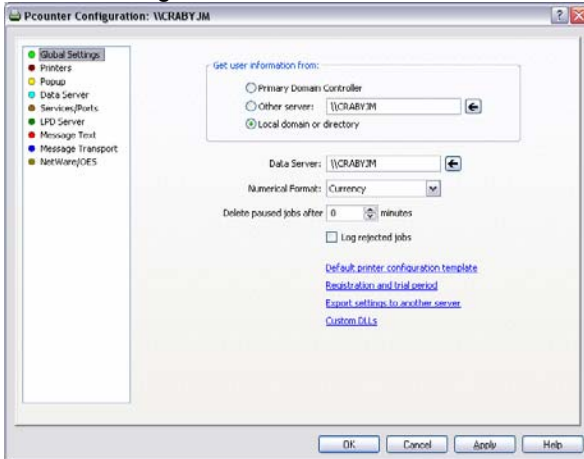
When the student prints Pcounter calculates either the number pages or currency needed for the job and compares it against their Pcounter balance. The job will be debited versus their Pcounter

account balance once the job has printed, or is gone from the windows print queue. Once their Pcounter balance has reached Zero the student can not print. This configuration also has the ability to connect a TBS 9500 deposit station to it so students can add their own currency to the system (Currency Only).

Where Used:

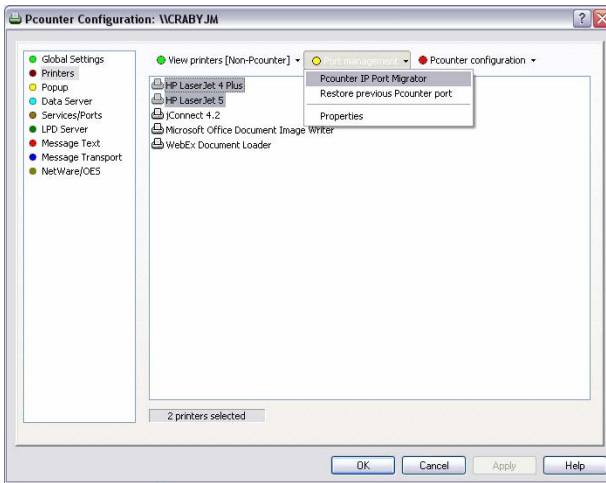
- 1) K-12 school labs where each student is given a quota to use.
- 2) Higher education school where students will be asked to pay for each print. A TBS9500 is recommended to allow students to deposit money into their account.

Global Settings Tab:



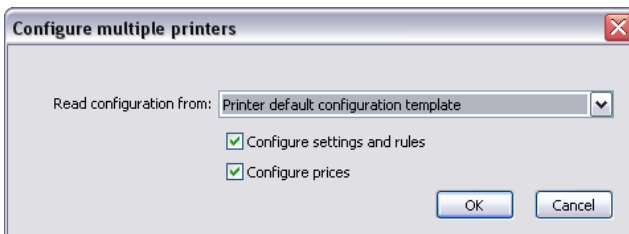
- 1) Change *Numerical Format* to **Currency** or **Pages** (**Currency** must be used if you want to use the TBS9500)

Printers Tab



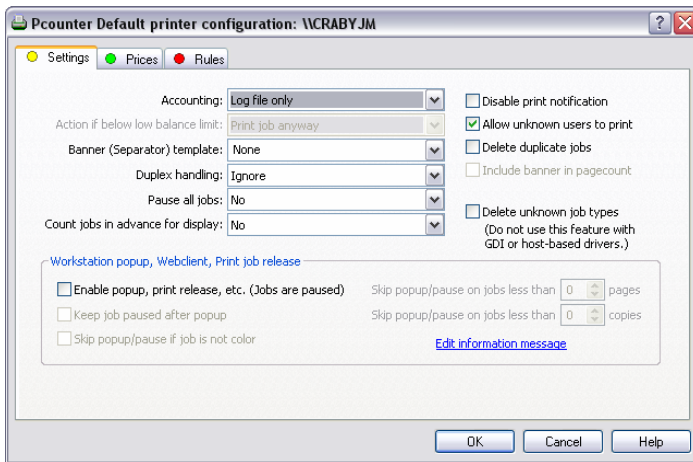
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Account Balances and Log File**
- 2) Select the *Action if below low balance limit* to either **Delete job** or **Pause job**. Paused jobs must be release by an administrator.
- 3) Change *Count jobs in advance for display* to **Faster performance**
- 4) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)
- 5) Click on *set all prices* set the black and white and color prices and click ok

- 6) Click ok to accept changes

Special Consideration

If Pcounter Station will be used add the following configuration change.

- 1) On the *printer configuration* tab check the box that says “**Enable popup window (jobs are paused)**”.

Post Configuration: Click on the Services/Ports Tab and stop and then start the Pcounter Printer Control service.

Education Option #4 Quotas/Balance tracking with Popup Confirmation (Authenticated Printing)

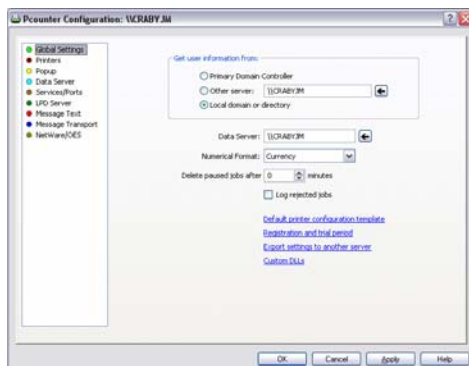
Description:

Each student logs into the computer with their own Domain login credentials. This option is very similar to option #3; the only difference is the user will get a confirmation Popup. The user has the option to confirm or Cancel the job before it is sent to the printer and charged to their Pcounter account. The Popup can display information such as number of pages, balance before printing, and total cost of the job. The job will be debited versus their Pcounter account balance once the job has printed, or is gone from the windows print queue. Once their Pcounter balance has reached Zero the student can not print. This configuration also has the ability to connect a TBS 9500 deposit station to it so students can add there own currency to the system (Currency Only).

Where Used:

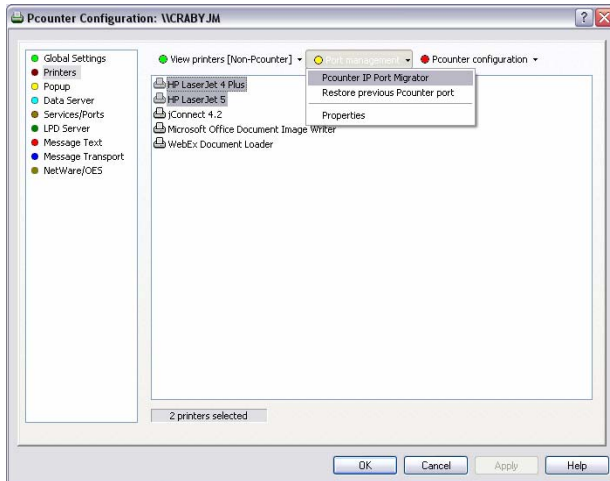
- 3) K-12 school labs where each student is given a quota to use.
- 1) Higher education school where students will be asked to pay for each print. A TBS9500 is recommended to allow students to deposit money into their account.

Global Settings Tab:



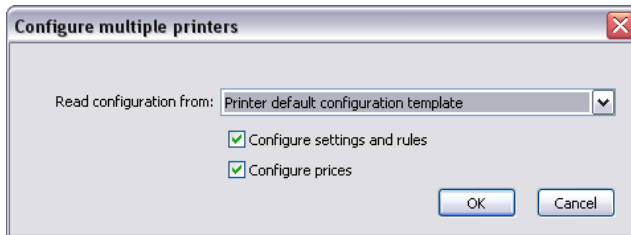
- 1) Change *Numerical Format* to **Currency** or **Pages**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not answered the popup. Most sites set this between **15-30** minutes

Printers Tab



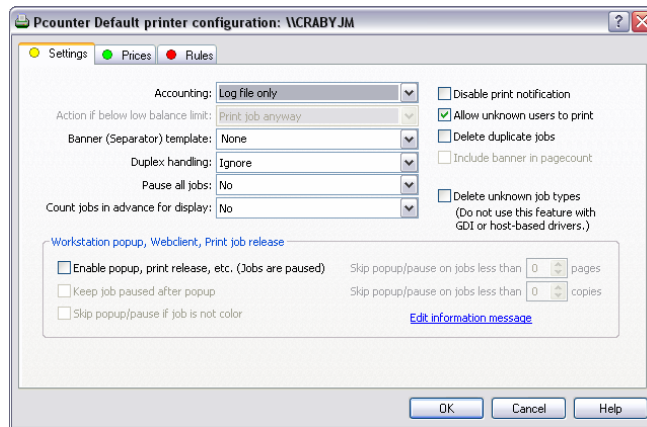
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Account Balances and Log File**
- 2) Select the *Action if below low balance limit* to either **Delete job** or **Pause job**. Paused jobs must be release by an administrator.
- 3) Change *Count jobs in advance for display* to **Faster performance**
- 4) **Check the Box** next to *Enable popup window*
- 5) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)
- 6) Click on *set all prices* set the black and white and color prices and click ok

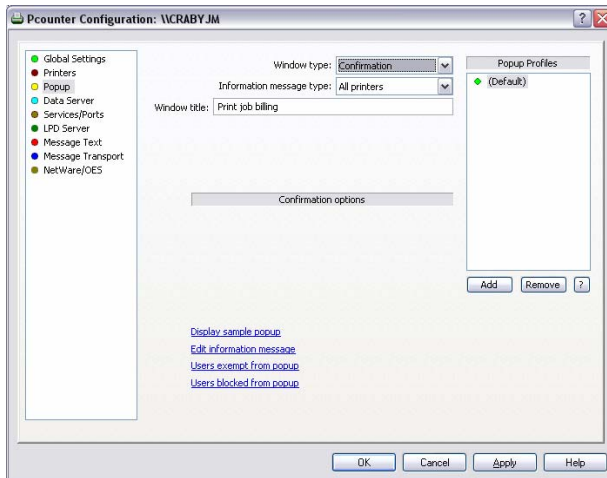
7) Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Special Consideration

If Pcounter Station will be used add the following configuration change.

- 1) On the *printer configuration* tab check the box that says “**keep jobs paused after popup**”.

Popup Tab



- 1) Change the *Window Type* to **Confirmation**
- 2) Change *Information Message type* to **All printers**
- 3) Click on *Edit information message* and type the following. **%U your print job is for a total of %P pages and will cost \$%C . Your account balance before the job is \$%B**

Post Configuration:

Click on the **Services/Ports Tab** and stop, and then start the **Pcounter Printer Control service**.

Copy ppopup.exe on to the client workstations and have it load in the startup group, this .exe can be found in C:\Program files\Pcounter for NT\NT\ on the Pcounter server. **The users will NOT get a popup without Ppopup.exe running in the task bar.**

Education Option #5 Anonymous simple print release with Pcounter Station (with or without vending)

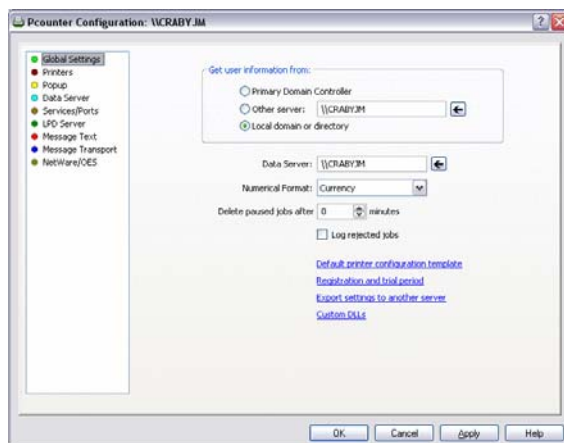
Description:

This option is designed specifically for use with Pcounter Station. If a Pcounter Station release station is not being used, this configuration should not be used. This configuration is a simple **non secure** print release format. Users print from workstations that are usually logged in with a default user. The user then goes to a Pcounter Station release station to release the jobs to the printer. A charge to an external device can be added if required.

Where Used:

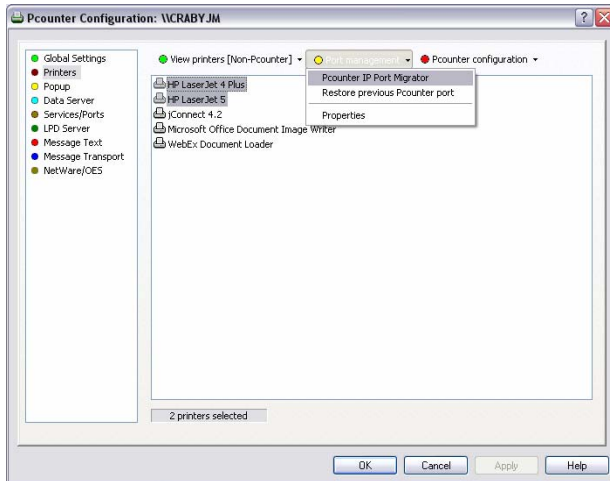
- 1) K-12 school labs where all computers are pre-logged in as a default user.
- 2) Universities and colleges where lab machines are pre-logged in and need to charge to an external card charging system such as a magnetic or smart card reader.
- 3) Universities and colleges where lab machines are pre-logged in and need to charge to an external card charging system such as a Blackboard, CBORD or CardSmith.

Global Settings Tab:



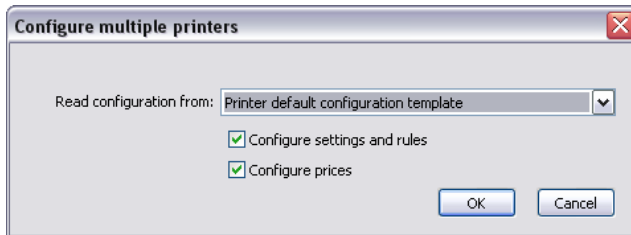
- 1) Change *Numerical Format* to **Currency**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not released job at the Pcounter Station release station. Most sites set this between **30-120** minutes

Printers Tab



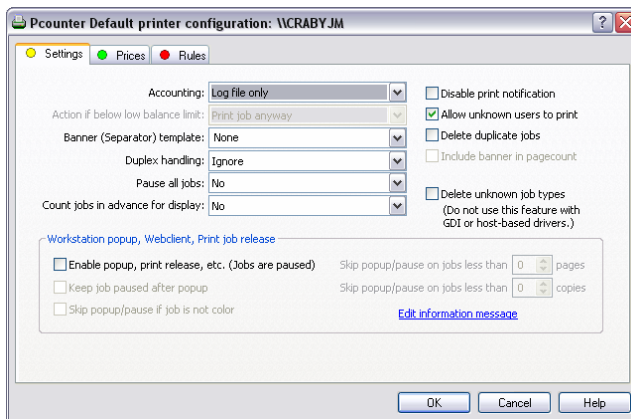
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Log File only**
- 2) **Check the Box** next to *Enable popup window*
- 3) Verify that *Count jobs in advance for display* is set to **Faster performance**
- 4) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)
- 5) Click on *set all prices* set the black and white and color prices and click ok
- 6) Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Post Configuration:

Install and configure Pcounter Station on the computer that will be used for print release. An Installation guide for Pcounter Station can be found here.

<http://www.pcounter.com/support/pcounter-station-installation.pdf>

Education Option #6 Secure Simple print release with Pcounter Station (with or without vending)

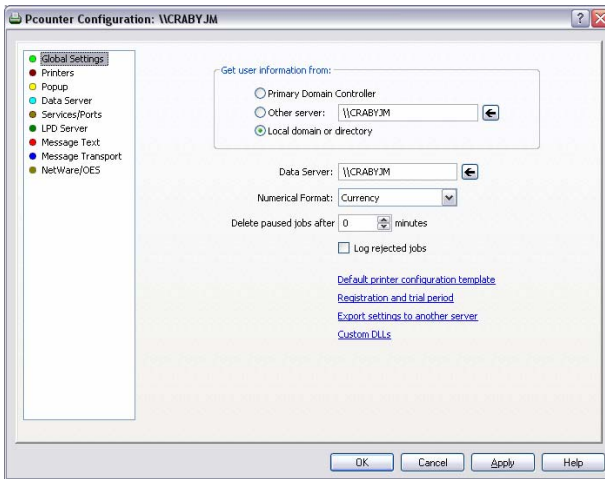
Description:

This option is designed specifically for use with Pcounter Station. If a Pcounter Station release station is not being used, this configuration should not be used. This configuration is a simple **secure** print release format. Users print from workstations that are usually logged in with a default user, Pcounter presents a popup to ask the user for an ID and an optional password. These ID and password are completely “made up” by the user. The user then goes to a Pcounter Station release station and types in the same ID and optional password to release the job(s) to the printer. A charge to an external device can be added if required.

Where Used:

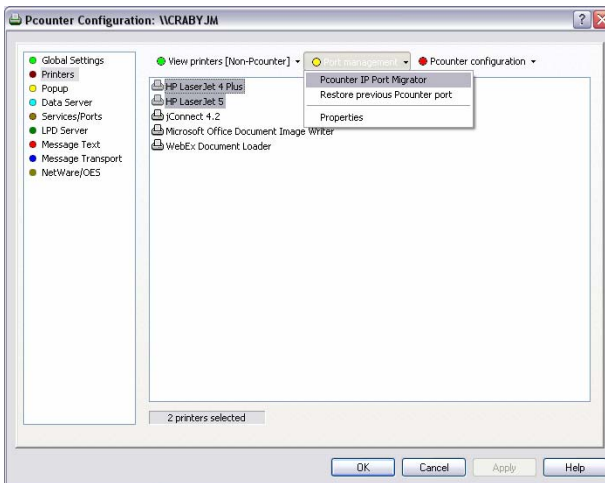
- 1) K-12 school labs where all computers are pre-logged in as a default user.
- 2) Universities and colleges where lab machines are pre-logged in and need to charge to an external card charging system such as a magnetic or smart card reader.
- 3) Universities and colleges where lab machines are pre-logged in and need to charge to an external card charging system such as a Blackboard, CBORD or CardSmith.

Global Settings Tab:



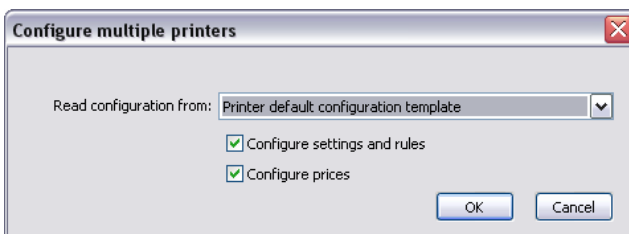
- 1) Change *Numerical Format* to **Currency** or **Pages**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not answered the popup. Most sites set this between **15-30** minutes

Printers Tab



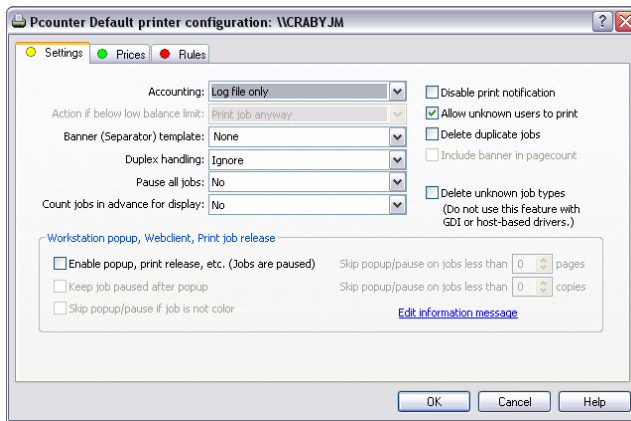
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



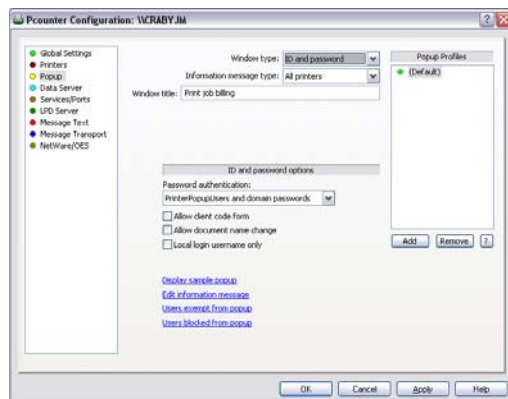
- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Log File only**
- 2) **Check the Box** next to *Enable popup window*
- 3) Verify that *Count jobs in advance for display* is set to **Faster performance**
- 4) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)
- 5) Click on *set all prices* set the black and white and color prices and click ok
- 6) Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Popup Tab



- 1) Change the *Window Type* to **ID and Password**
- 2) Change *Information Message* type to **All printers**
- 3) Change the Password authentication to one of the following
 - a) **Job ID – No Job Password**
users make up ID and do not use password
 - b) **Job ID – Job password required**
users make up ID and make up a password
 - b) **Job ID – Job password option**
users make up ID and optionally use password

Post Configuration:

Click on the Services/Ports Tab and stop, and then start the Pcounter Printer Control service.

Copy ppopup.exe on to the client workstations and have it load in the startup group, this .exe can be found in C:\Program files\Pcounter for NT\NT\ on the Pcounter server. **The users will NOT get a popup without Ppopup.exe running in the task bar.** Install and configure Pcounter Station on the computer that will be used for print release. An Installation guide for Pcounter Station can be found here. <http://www.pcounter.com/support/pcounter-station-installation.pdf>

Business Option #1 Customer Billing Code Logging (Authenticated and Anonymous mode)

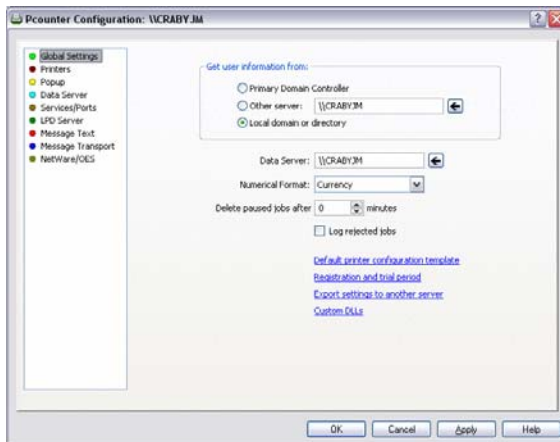
Description:

This option works the same whether the users are logged in to the network as them self or logged in as a default user. Pcounter will present a Popup so that the user can manually type in or select a client code from a list. Because the goal is to track customer billing codes and not users no authentication is necessary. If tracking users is required then all users must authenticate to their workstation with their own Domain login.

Where Used:

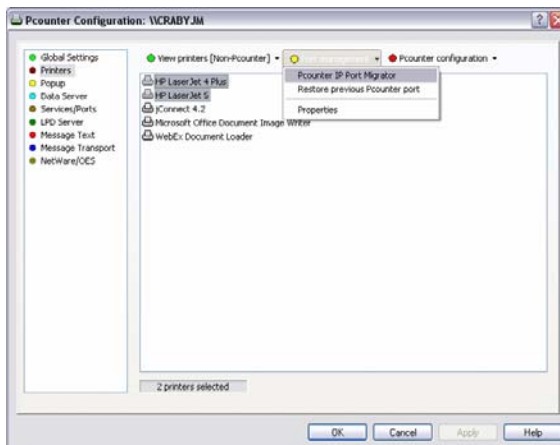
- 1) Any schools that wish to prompt faculty or staff for departmental billing codes
- 2) Law Offices, Architectural Offices, Engineering offices.

Global Settings Tab:



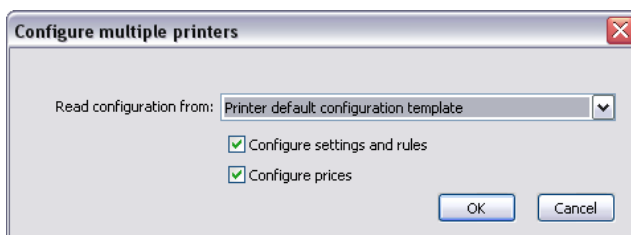
- 1) Change *Numerical Format* to **Currency** or **Pages**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not answered the popup. Most sites set this between **15-30** minutes

Printers Tab



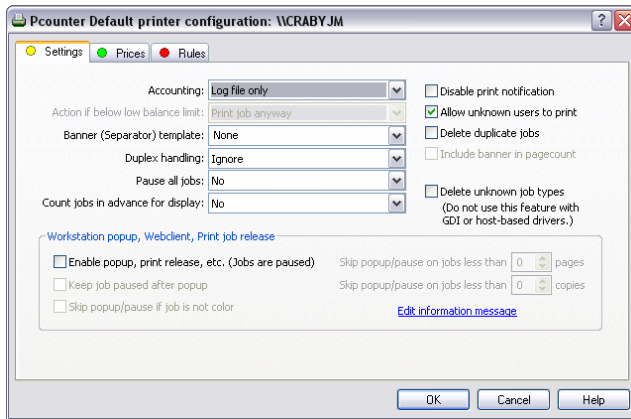
- 1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.
- 2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

Configuring multiple printers



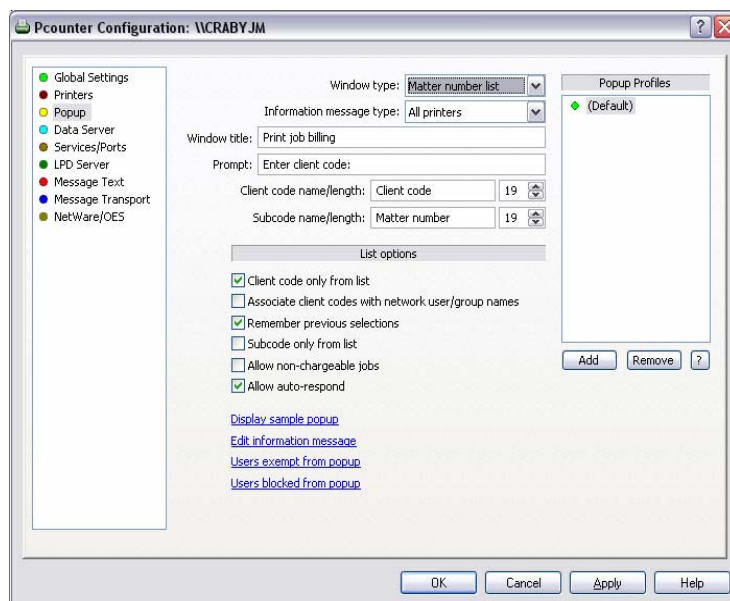
- 1) Pull the selector down and choose *Printer default configuration profile*
- 2) Click OK

Printer configuration



- 1) Change *accounting* to **Log file only**
- 2) **Check the Box** next to *Enable popup window*
- 3) Go to the *prices* tab and select click on *enabled Color Detection* (if the printer is color)
- 4) Click on *set all prices* set the black and white and color prices and click ok
- 5) Click ok to accept changes Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Popup Tab



- 1) Change the *Window Type* to **Client Code list** if you are using single codes. Choose **Matter Numbers** if you are using Sub codes.
- 2) Change *Information Message type* to **All printers**
- 3) Click on *Edit information message* and type in what you would like the user to see when the popup is displayed.
- 4) Choose the *list options* desired. Please see description of each list option below.
- 5) Once all options are selected go to the **Post Configuration** step

LIST OPTIONS

Client Code only from list—Allows the user to select or type in any codes which have been imputed by the Admin using Pcounter Administrator. If this option is not checked a user can type any code they would like for tracking, that code will NOT be added to the database.

Subcode only from list—Allows the user to select or type in any sub code which have been imputed by the Admin using Pcounter Administrator. If this option is not checked a user can type any sub code they would like for tracking, that code will NOT be added to the database.

Associate Client Codes with Network users and group names—This option will only allow client codes and sub codes to be shown to those users who the admin has assigned the codes. Codes are assigned using Pcounter Administrator. IMPORTANT be careful using this option, by Default no association are made and the lists would come up blank.

Remember previous selection—This allows popup to remember the last client code selected.

Allow non-chargeable jobs—Allows users to select a check box on the popup flagging the jobs as non chargeable.

Allow Auto-respond—This will allow the user to select a time period where PPopup will automatically respond with the current code and sub code.

Post Configuration:

Click on the Services/Ports Tab and stop, and then start the Pcounter Printer Control service.

Copy ppopup.exe on to the client workstations and have it load in the startup group, this .exe can be found in C:\Program files\Pcounter for NT\NT\ on the Pcounter server. **The users will NOT get a popup without Ppopup.exe running in the task bar.**

Business Option #2 Office Code Associated printing (Authenticated and Anonymous mode)

Description:

This option is a little different from the others listed here, but it comes up enough to list. The directions below are slightly different than the other directions, this is because of the unique nature of this setup. This setup is designed for small office that wants to track prints from these users with a code number. The users are generally using a code number for the copier already; this will simply associate those same codes to the print jobs for reporting.

Where Used:

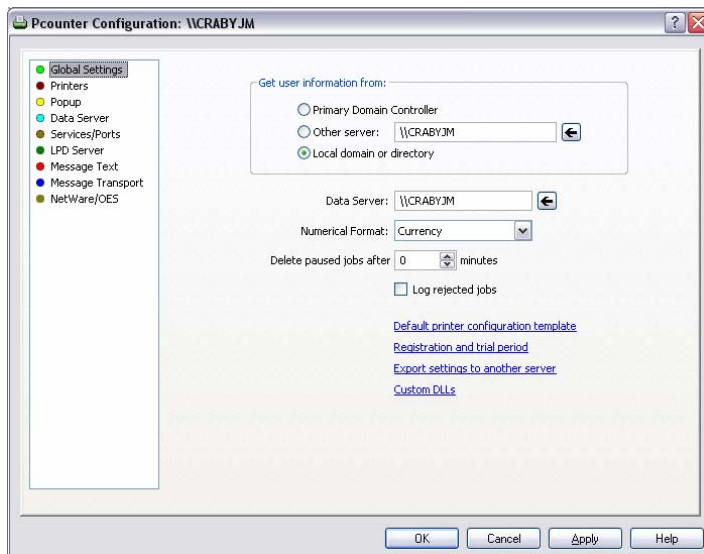
- 1) Real-estate offices or any small office that uses Copy Codes to identify users in the office for billing.

There are two types of users in the office to consider, those who log into a Domain from the workstation as their own login, and those users who share a computer that is logged in as a default user. Below are the instructions for how to configure each of those two. The end result will be the same.

Domain logged in user—These users login into the Domain from their own computer. Since no other person shares this machine all we have to do is assign their code to their user account in *Pcounter Administrator*. For direction on how to do this please refer to the *Special User Options (Assigning Auto Client Codes)* section later in this Manual.

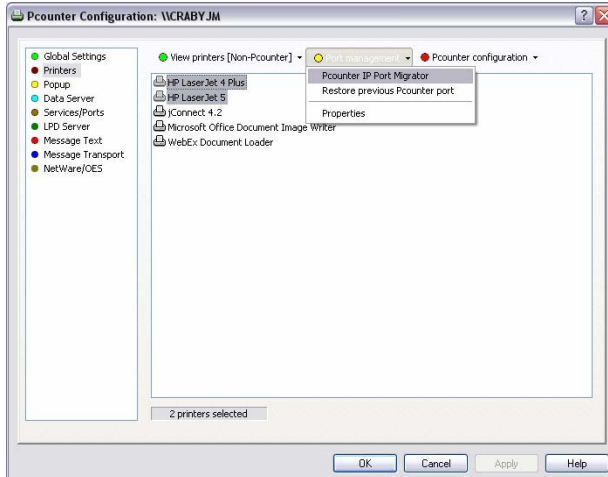
Shared computer—the people who use these computers do NOT log into the domain as themselves. These users will have to answer a popup and log into the Domain or Printer Popup users account when they print. To configure popup for this option please follow the direction below, then move onto the *Special User Options (Assigning Auto Client Codes)* section later in this Manual.

Global Settings Tab:



- 1) Change *Numerical Format* to **Currency** or **Pages**
- 2) Set the *Delete held jobs after* to some number of minutes that you would want the system to delete the job if the user has not answered the popup. Most sites set this between **15-30** minutes

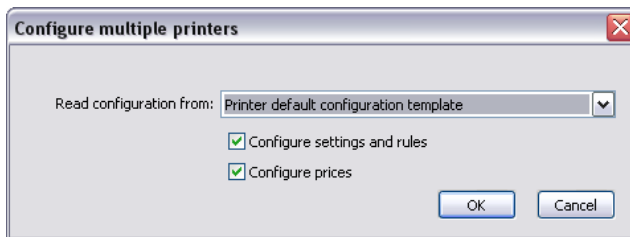
Printers Tab



1) Under the **View Printer [Pcounter]** view, highlight the printers that you wish to have this configuration.

2) Click on *Pcounter configuration* and select *Edit Pcounter configuration*

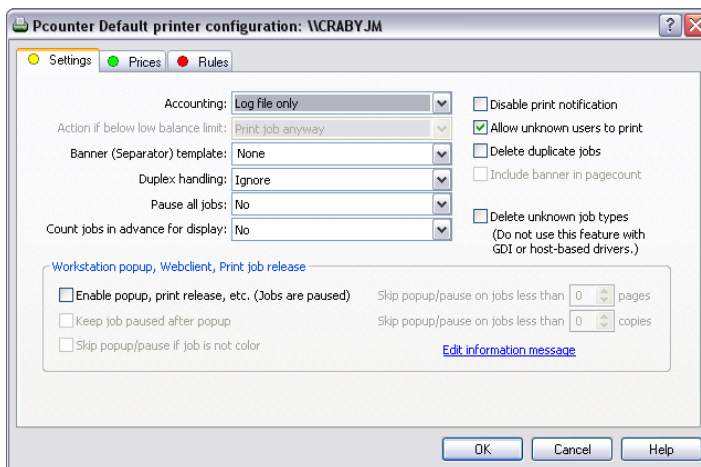
Configuring multiple printers



1) Pull the selector down and choose *Printer default configuration profile*

2) Click OK

Printer configuration



1) Change *accounting* to **Account Balances and Log File**

2) Select the *Action if below low balance limit* to either **Delete job** or **Pause job**. Paused jobs must be release by an administrator.

3) Change *Count jobs in advance for display* to **Faster performance**

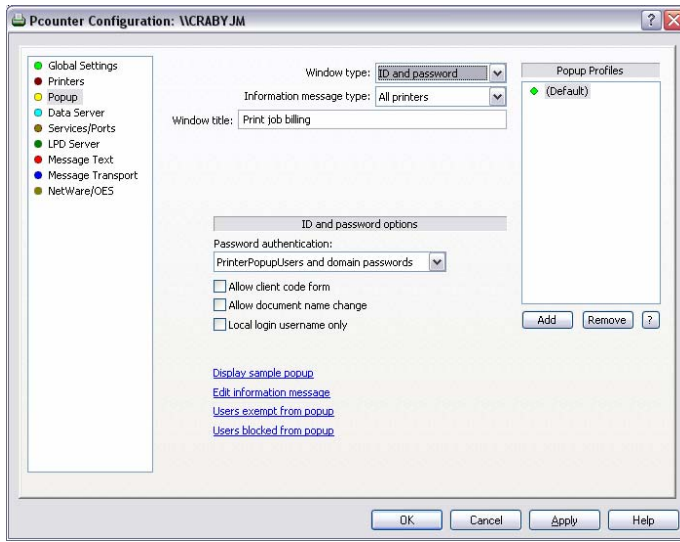
4) **Check the Box** next to *Enable popup window*

5) Go to the *prices tab* and select click on *enabled Color Detection* (if the printer is color)

6) Click on *set all prices* set the black and white and color prices and click ok

7) Click ok to accept changes Click ok to accept changes ** A warning will be presented asking you to restart the printer control service, simply answer yes.

Popup Tab



- 1) Change the *Window Type* to **ID and Password**
- 2) Change *Information Message type* to **All printers**
- 3) Click on *Edit information message* and type in what you would like the user to see when the popup is displayed.
- 4) Set *Password authentication* to **PrinterPopupUsers** and domain passwords**.

If your users do not have Domain accounts then they must be added to the Printer Popup database. Please see section titles **Special user options Pcounter Administrator (Maintaining Printer Popup Users) later in this manual.

Post Configuration:

Click on the Services/Ports Tab and stop, and then start the Pcounter Printer Control service.

Copy ppopup.exe on to the client workstations and have it load in the startup group, this .exe can be found in C:\Program files\Pcounter for NT\NT\ on the Pcounter server. The users will NOT get a popup without Ppopup.exe running in the task bar.

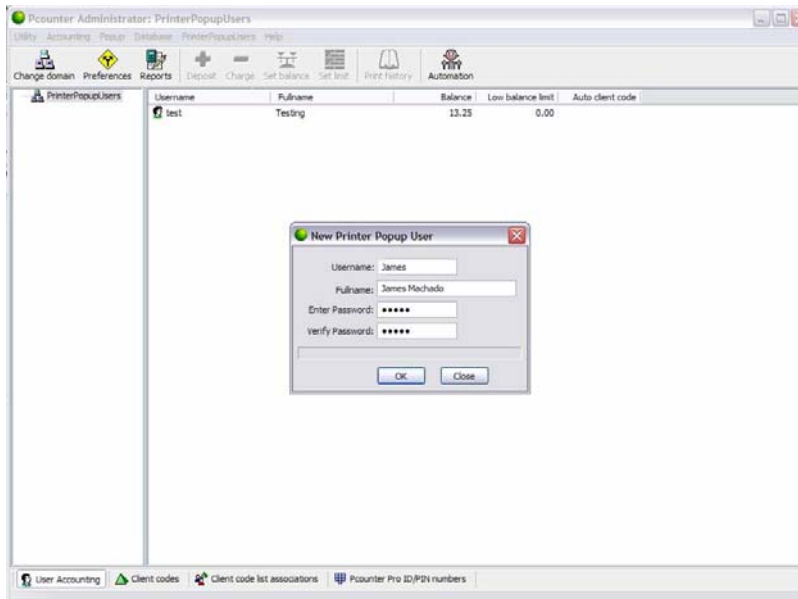
Once you have done all those steps continue on to the *Special User Options* section later in this manual.

Special User Options

Pcounter Administrator (Maintaining Printer Popup Users)

If users do not have Domain accounts, such as in **Education Option 1 and 2**, as well as **Business Option 2**, Printer popup users can be used to identify them for print jobs. These users will have a login name and password, and are treated the same as a domain users for the purpose of Pcounter.

To add users, open Pcounter Administrator and select PrinterPopupUsers → Show users, Hit the *Insert* key on your keyboard to begin adding users. Once the *insert* key is hit the screen should look just like below as the users are added.

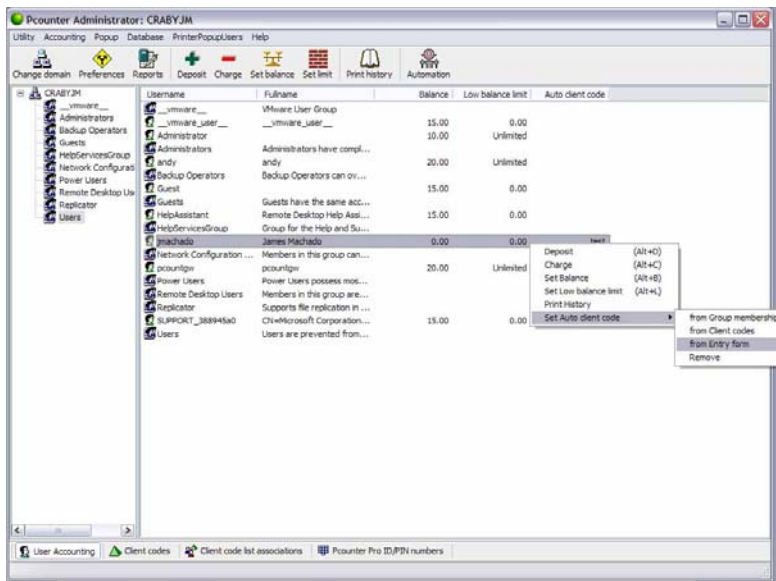


You will notice that the Active Directory users are no longer shown, only the Printer popup user. To switch back to the Active Directory user select Utility—Select Domain/Server, browse for your server and select it.

Pcounter Administrator (Assigning Auto Client Codes)

Pcounter Administrator has many functions, one of which is to assign Auto Client codes. The Auto client code will automatically assign that code to every job the user prints.

- 1) Open Pcounter Administrator and navigate to the User Account tab, find a user that needs a code Auto Assigned to them.
- 2) Right Click on that user and select *Set Auto client code* → *from Entry form*.
- 3) Once prompted enter the desired code.
- 4) Repeat steps 1-3 for each user.



Pcounter will now automatically assign the Auto Client Code number to the assigned user's jobs. Reports can be run by client code to give the required billing information.

Optional Add-on Components

Pcounter Station (Release Station)

Pcounter Station is a Kiosk style print release station software that runs on a PC that you provide. After the users supply Pcounter with the information in the educational configurations previously mentioned, the jobs are paused before going to the printer. The user must then walk up and log into Pcounter Station and release their print job. An Installation guide for Pcounter Station can be found here. <http://www.pcounter.com/support/pcounter-station-installation.pdf>

TBS9500 (Deposit Station)

The TBS9500 is a coin and bill acceptor that can be used to add money to users Pcounter accounts. The unit is sold in both US and Canadian models. The TBS9500 includes a free license of Pcounter station. More information about the TBS9500 can be found here. <http://www.pcounter.com/tbs9500.html> To install the TBS9500 please see the Pcounter Station installation manual here. <http://www.pcounter.com/support/pcounter-station-installation.pdf>

Macintosh Support

For complete instructions on how to configure Pcounter for Windows with Macintosh computers, please download our MAC support documentation here. <http://www.pcounter.com/support/Mac-Windows-install.pdf> This document covers in detail how to handle Macintosh printing through the Pcounter for Windows system.