KONICA MINOLTA
SOUTH AFRICA

UNIVERSITY OF JOHANNESBURG

PCounter QuickStart Guide

HOW TO USE THE PRINTER TERMINALS

Contents Page

Table of Contents

1 Making a Copy Using the Pcounter Terminal 3

1.1 Overview 3

1.1.1 How to make a copy 3

2 Releasing a Print Job Using the Pcounter Terminal 5

2.1 Overview 5

2.1.1 How to release a print job 5

3 Sending a Print Job to a the Pcounter Terminal 12

1. Making a Copy using the PCounter Terminal

1.1 Overview

The Konica Minolta copier is configured to prevent copies from being made when the PCounter terminal is not in “Copy mode”. When the copier is “locked down”, and the PCounter terminal is not in Copy mode, you will see that the light around the Start button on the copier is orange, this means that no copies can be made. Once you have followed the steps to put the PCounter terminal into Copy mode, you will see that the light around the Start button on the copier will turn blue, which means that you will be able to make copies.

1.1.1 How to make a copy

In order to get the PCounter terminal into Copy mode, you will select the Copy option on the PCounter terminal and then present your access card.

Steps:

1. On the LCD panel of the PCounter terminal, push the number **1** button to select the **1=Copy** option

2. Once you have selected the **1=Copy** option, you will be prompted to **Present your Card.**

3. Place your **Access Card** over the **Keypad** as indicated in the picture to authenticate yourself.

4. Once you have finished making the copies you want, press the red **Finish** button to end the copy session on the PCounter terminal. The terminal is also configured to end the current session automatically should you forget to press the **Finish** button.

2. Releasing a Print Job using a PCounter Terminal

2.1 Overview

Secure print release ensures that all print jobs are tracked and billed to your print account, and that no print jobs are lost or taken from the printer by an unauthorised person. The PCounter server, through which the user prints, holds the print job until the user physically goes to the printer's terminal and presents their access card and selects the prints they want to release. The user will only be able to release those jobs that are associated with his/her user name. Once the print jobs have been released, they are removed from the print queue, tracked and billed to the user's print account.

2.1.1 How to release a print job

To release the print job, select the Print option on the PCounter terminal, present your access card, select the prints jobs you want to release and then print them.

Steps:

1. On the LCD panel of the PCounter terminal, push the number **2** button to select the **2=Print** option

2. Once you have selected the **2=Copy** option, you will be prompted to **Present your Card.**
3. Place your **Access Card** over the **Keypad** as indicated in the picture to authenticate yourself.

4. If the **Acess Card** is valid and the user associated with the ID has print jobs waiting in his/her job queue, those jobs will be displayed on the LCD panel of the PCounter terminal. The following information will be displayed on the LCD panel for each job: The document name, a unique ID for the job, the number of pages the job consists of and the cost for the job.

5. If there is more than one print job associated with your user name you will be able to scroll through these print jobs using the arrow buttons. Push the **down arrow** button to go to the next print job and push the **up arrow** button to go back to the previous print job. If you would like to go to the beginning of your print job list, press the **.** button in the middle of the two arrow buttons.

6. To select a single print job, navigate to the desired print job using the **up** and **down** arrow buttons, and then press the green **Enter/Yes** button.

7. You will then be given the choice to either print the selected job, or delete it. To print the selected job, press the number **1** button to select the **1=Print** option. To delete the selected job, press the number **2** button to select the **2=Delete** option. If you have any more print jobs waiting, you will be returned to the print job list. If you have no more print jobs waiting, a message will be displayed and your session on the terminal will be ended.

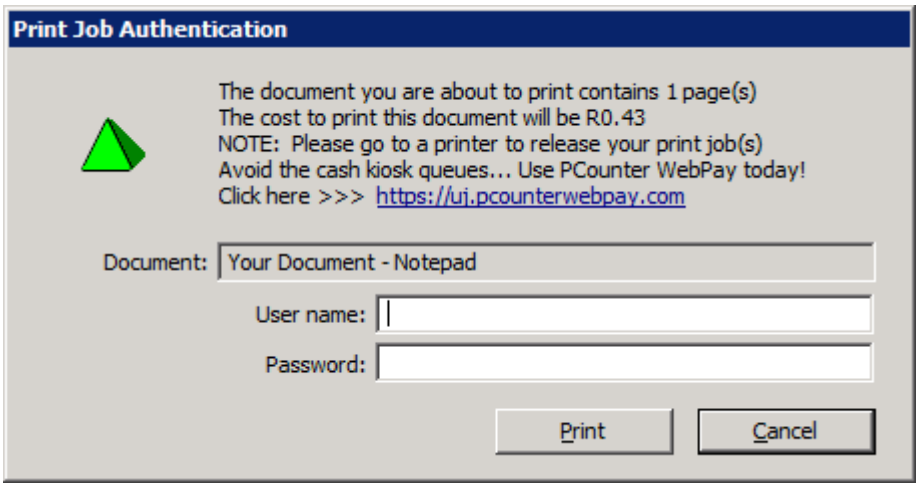
8. If you would like to release all your print jobs, simply press the blue **Function** button while viewing any job in your print job list and then press the green **Enter/Yes** button to confirm that you want to release all your print jobs.

KONICA MINOLTA
1 1 Pgs R0.10 ID 0
Test Page
Function
Supv
Finish
Cancel/No
Pcounter PRO

9. To print out all jobs, Press the Green Yes button.

3. Sending a Print Job to a PCounter Terminal

When you send a print job to the printer from the Lab & Library student areas, the Print Popup will appear.

The Print Popup is used to identify who is printing, in this case you have to enter your student number as user name and your normal network password, and these credentials will be the same as used for the Student Portal. When you have entered you credentials you simply select print, your job will be sent to the printer server and you can follow the same instructions on how to release a print job using a Pcounter Terminal at a Konica Minolta device in the student areas.

Below is an example of the popup: