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Intelligent Cost Recovery and Print Management

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Equitrac Print & Copy Control

4.0.3

Setup Guide

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Equitrac Print & Copy Control Setup Guide

Document Revision History

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Symbols Used in This Guide

The following symbols are used in the margins of this guide:



Caution

The accompanying text provides key information about a step or action that might produce unexpected results if not followed precisely.



Note

The accompanying text provides cross-reference links, tips, or general information that can add to your understanding of the topic.



Warning

Read the accompanying text carefully. This text can help you avoid making errors that might adversely affect program behavior.

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Overview

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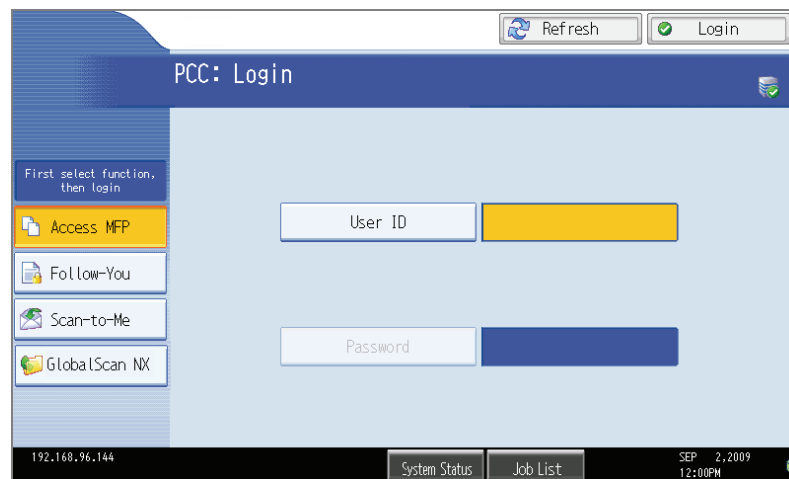
[Multi-Language Support](#)

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The Print & Copy Control (PCC) application provides copy control and secure printing on multi-functional products (MFP). Embedded on the MFP, the PCC application controls access to the MFP, requiring users to enter valid account information in the form of personal identification numbers (PINs), or Windows NT credentials, based on authentication settings on the Equitrac server, before the MFP is unlocked and ready for use.

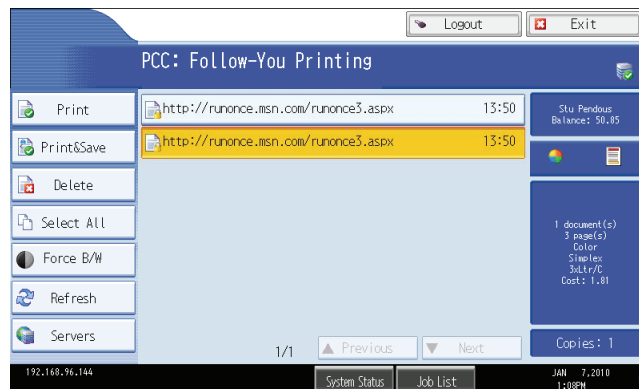


PCC communicates with the print tracking and accounting application on your network to validate authentication information. Once successfully logged in, users can release print jobs, make copies, or scan documents to email. During the copy process, PCC collects detailed document characteristics such as paper sizing, color, duplexing, stapling, or input trays on specific models. PCC provides secure document release for print jobs, but does not track print job data. Instead, network print monitors handle print data, including any incremental print page counts appearing on the PCC screens.

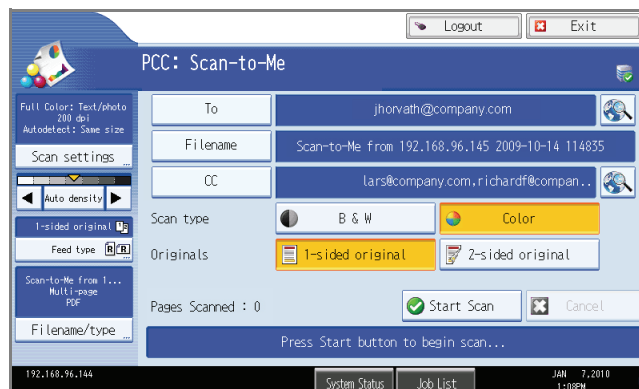
PCC Features

PCC is a robust application that provides additional functionality beyond print and copy control. This version of PCC supports the following features:

- **Authentication** - Requires users to enter valid authentication information to unlock the MFP functions. Users can enter their authentication data via the MFP panel, or by using a valid swipe card (when swipe cards are implemented).
- **Follow-You Printing** - After successful login at the MFP, the user can access the virtual print queue to "pull" a print job to this device. Through the PCC Follow-You screen on the MFP, users can view documents in the queue, then select, delete, or release documents for printing. See [Enabling Secure Printing](#) on page 43 for configuration instructions, and [Using Follow-You Printing](#) on page 56 for end-user instructions.



- **Scan-to-Me** - Allows users to scan a document and email it to their own address, and optionally to other addresses via the CC field (if enabled). Users can specify scan options (e.g. duplex, color, size) and document format prior to initiating a scan. See [Enabling Scan-to-Me](#) on page 45 for configuration instructions, and [Using Scan-to-Me](#) on page 58 for end-user instructions.



- **Card self-registration** - Allows users to associate an unknown card with their user credentials. The next time the user swipes the card, the system automatically associates the card with the user. See [Configuring Card Self-Registration](#) on page 42 for instructions.

- **Billing Code support** - Users can assign their jobs to a particular code, and the Equitrac Office/Express database tracks the characteristics of jobs assigned to the code. Billing codes must be enabled on the Equitrac server. See **Enabling the Billing Code Prompt** on page 47 and also refer to the *Creating & Managing Accounts* chapter in the *Equitrac Office* or *Equitrac Express Administration Guide*.
- **Campus card support** - When enabled on the Equitrac Express server, campus card payment systems including Blackboard UNIX, Blackboard Windows, and CBord Retail Transaction Interface. At the MFP, users can authorize themselves as valid campus card account holders, make copies, release jobs, and pay for these services in real time, directly from their campus card account. See the *Managing Devices* chapter in the *Equitrac Express Administration Guide*.
- **Offline operation** - In the event that PCC fails to connect to the Equitrac DCE service, you can configure PCC to continue the MFP lockdown, allowing users to authenticate based on account information stored in local MFP cache. PCC gathers job data in local cache, and forwards the accounting details to the DCE service when it is back online. See **Determining Offline Operation** on page 48 for configuration instructions.
- **Remote Install & Configuration** - All installation and configuration tasks can be accomplished easily to configure PCC. See **Installation and Configuration** on page 11 and **Server-Side Configuration** on page 31.
- **Integration with third party applications** - PCC tracks job details generated from supported third party applications.

Supported MFPs

PCC is compatible with models developed using SDK/J (Java) only. For list of PCC 4 supported models, consult your local Ricoh representative or refer to <http://www.equitrac.com/devices/ricoh.asp>.

Supported Card Readers

PCC version 4.0.3 supports Equitrac USB external card readers. For a list of supported readers, refer to <http://www.equitrac.com/devices/cardreaders.asp>.

USB Card Readers

Equitrac USB card readers draw their power from the MFP itself, and therefore do not require a separate adaptor and power supply. There is no MFP or server configuration required to enable the USB card reader functions.

In addition, USB card readers are automatically detected by the MFP upon startup. Before connecting an Equitrac USB card reader, turn off the MFP. After connecting the card reader to the inactive MFP, you can then restart the MFP. To disconnect a card reader, you must first turn off the MFP.

Multi-Language Support

The PCC installation program and configuration features are available in English only.

Multi-language support for the PCC MFP interface includes support for the languages listed below. The language is selected automatically based on the MFP language. If the MFP language is not available, English is used by default.

- Czech
- Dutch
- Danish
- English
- Finnish
- French
- Hungarian
- German
- Italian
- Japanese
- Norwegian
- Polish
- Portuguese
- Russian
- Spanish
- Swedish



NOTE: If you change the language, you must reboot the MFP.

Requirements

System requirements for any machine hosting the Equitrac server components (Core Accounting Server, Device Control Engine) are available in the *Equitrac Office* or *Equitrac Express Installation Guide*.

The following components are required for installing the PCC 4.0.3 embedded software:

- Equitrac Office or Equitrac Express version 4.1.1 with all available hotfixes installed, or later
- Java VM card type F/G or H/I

—Or—

- Java VM card type J/K with Java version 5.05 or later, or Java 7.x



WARNING: The Java VM card must be purchased from and installed by a Ricoh manufacturer. If the item is not installed on the MFP, the installation for PCC 4.0.3 cannot proceed.

To verify that this card is installed, open the MFP's web image monitor, then browse to Configuration > Extended Feature info. If "Java TM Platform" is listed, this requirement is met and you can proceed with the installation. If not, contact your Ricoh representative.

The screenshot shows the 'Extended Feature Info' page in the Ricoh Aficio MP C6000 Web Image Monitor. The page title is 'Extended Feature Info' and the user is logged in as 'Administrator'. There is a 'Back' button at the top left and a 'Refresh' button at the top right. Below the title, there are navigation controls showing '1/1' items. A table titled 'Total Applications:1' contains the following data:

Extended Feature Name	Priority	Type	Status	Description	Version	Allocated to	Startup Location
JavaTM Platform	C		Starting Up	Extended Feature(JavaTM Platform)	4.16	Other Functions	SD Card Slot 1

There is another 'Back' button at the bottom of the page.

- Administrative access (including valid Windows network credentials with assigned administrative rights) to both the MFP and to the network machine hosting the Equitrac server components. Note that in many cases, the administrative credentials on the MFP are different from Windows network credentials.

Upgrade Information

Since most configuration data is stored on the Equitrac Office/Express server, upgrading from an earlier version of PCC to version 4.0.x simply requires you to uninstall the existing versions of the embedded application, restart the MFP and then install the current version. For details about uninstalling PCC, see [Uninstalling PCC](#) on page 66.

Document Conventions

This guide does not provide installation or configuration details for network accounting software (except in the case of specific upgrades required to function with the embedded application), control terminals, or your MFP. For more information about these products, see the relevant product documentation.

Software and Firmware

Equitrac Print & Copy Control (PCC) is a *software* product that is installed on supported MFPs. In this document, the term *firmware* refers to the MFP system firmware and not to the Equitrac PCC software.

MFP Interface Conventions

This document uses the following conventions when identifying user input at the MFP:

- **Button** refers to graphical buttons on the operator screen, such as the **Login** or **Exit** buttons.
- **Key** refers to physical keys on the MFP keypad, such as the number pad keys, the **Start** key or function keys such as **Copier**, **Scanner** and **Fax**.

Additional Documentation

You may need to refer to one of the following documents when performing server-side configuration tasks. These documents are located on the Equitrac product CD, and are installed automatically with any server-side component in the Program Files\Equitrac\Office or Express\Docs folder.

Guide	When to refer to this guide
Equitrac Office Planning Guide Equitrac Express Planning Guide	Before installing Equitrac Office or Express, use this guide to select the appropriate combination of product variables to support the needs of your institution or organization.
Equitrac Office Installation Guide Equitrac Express Installation Guide	Use this guide to perform an initial installation or upgrade.
Equitrac Office Administration Guide Equitrac Express Administration Guide	After installing Equitrac Office or Express, use this guide to configure advanced options for use on your campus or in your organization.
GlobalScan NX Integration Plug-in Guide	Use this guide to configure the GlobalScan NX Plug-in to work with PCC 4.0.3.



Installation and Configuration

Topics

[Installation Workflow](#)

[Preparing the MFP](#)

[Installing PCC Through the MFP Web Interface](#)

[Installing the Remote Admin Application](#)

[Setting the Java Application Priority](#)

[Starting the PCC Applications](#)

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[Configuring PCC at the MFP](#)

[Adding a Customized Logo](#)

This chapter describes how to install PCC 4.0.3 on supported multi-function printers (MFPs) and configure the product for initial startup. In addition to this guide, ensure that you have any documentation related to your Equitrac product suite and documentation for your MFP.



NOTE: This guide assumes that you are installing the Equitrac products (servers and embedded applications) in a Windows network environment. This guide does not provide any information for third-party software (including databases) or operating system support.

Prerequisites: Before You Install

You must have administrative access (including valid Windows network credentials with assigned administrative rights) to both the MFP and to the network computer hosting the Equitrac server components to install and configure PCC.

Your Ricoh technician will provide the default administrative credentials for the MFP.

Before you begin the installation:

- Ensure you have met the requirements for your multifunction printers (MFPs) and Equitrac Office/Express installation. See [Requirements](#) on page 9 for more information.
- Install or update, license, and configure Equitrac Office/Express before installing the Equitrac Embedded solution. For more information, see your Equitrac Office/Express documentation.
- Ensure that the Equitrac Office/Express hotfixes are installed on the server.
- Download the appropriate PCC installation files for your MFP product family and copy them to a shared network location.
- Obtain the IP address for the Equitrac Office/Express Device Control Engine (DCE) server.
- Obtain the IP address of the Ricoh devices you will install the PCC solution on.
- Confirm the MFP administrator authentication password in the Web Image Monitor page.

Installation Workflow

To install and configure PCC, and to configure server components, you must have administrative access to the network machine hosting the web service, and to the machine hosting the Equitrac server components. Default administrative credentials for the MFP are provided by your MFP technician.

Follow this workflow to install PCC per device:

- 1 Download the current PCC 4.0.3 and Remote Admin software zip files from the Ricoh website. Do NOT extract the contents of the zip files.
- 2 Complete the preparation steps described in [Prerequisites: Before You Install](#).
- 3 If applicable, uninstall any earlier versions of PCC. See [Uninstalling PCC](#) on page 66.



NOTE: If you are deploying a large fleet of devices, it is recommended that you apply the PCC licenses *before* installing the embedded application. Otherwise, PCC can be licensed after the application is installed on the device. See [Licensing PCC](#) on page 32.

- 4 Install the PCC and Remote Admin applications using the Ricoh Web Image Monitor page.
- 5 Establish communication with the Equitrac server.
- 6 Configure PCC at the MFP.
- 7 License and configure PCC in System Manager.

Preparing the MFP

Before you start the PCC installation, consult your MFP documentation to locate specific instructions to complete the following tasks on the MFP:

- 1 Ensure that the technician has configured the time zone correctly on the MFP. If the time zone is incorrect, Equitrac Embedded transaction times are reported incorrectly.
- 2 Confirm that the date and time settings on the MFP are within 24 hours of the date and time configured on the DCE. If the date and time settings are more than 24 hours off, the Equitrac Embedded application cannot connect to the server.
- 3 Ensure that the MFP has the Java SDK/J software installed.



CAUTION: To install the Java SDK/J software, you may have to purchase the SDK/Java VM Card appropriate for your MFP from an MFP dealer. A qualified MFP technician must then install the Java VM card. PCC has been tested with Java VM version 4.16, 5.05 and 7.x.

- 4 If using an Equitrac card reader, set up the card reader on your MFP. For instructions, see [Supported Card Readers](#) on page 8.
- 5 Set the machine function priority on the MFP's PCC Configuration screen:
 - a Enter the following key sequence on the MFP panel: **Clear/Stop, Start, 0 1 2 3 1 2 3 0**.
 - b Enter your administrator Password.



NOTE: The default password is **equitrac**. After communication with the Equitrac server is established, the password is set to **2468**, unless you change the Administrator PIN. See [Configuring Administrator PIN Codes](#) on page 40 for details.

- c Press the **User Tools/Counter** button on the MFP. The **User Tools / Counter / Inquiry** screen opens.
 - d Select **System Settings > General Features > Function Priority**.
 - e Select **Java TM/X**.
 - f Touch **OK**, and then exit User Tools to save your changes.
- 6 Ensure that CCS mode is enabled on the MFP.
 - a Enter **SP mode** on the MFP front panel.
 - b Touch the **System Sp** button.
 - c Touch **SP-5XXX**, and set item **5113-2** (External Optional Counter Type) to '1'.
 - d Exit **SP mode**.
 - e Press the **User Tools/Counter** button on the MFP. The **User Tools / Counter / Inquiry** screen opens.
 - f Select **System Settings > Administrator Tools**.
 - g Touch **Next** to proceed to the next screen, then select **Enhanced External Charge Unit Management**.

- h Enable the desired copier, scanner, fax and document server options.
- i Touch **OK**, and then exit User Tools.
- j Restart the MFP to apply the changes.

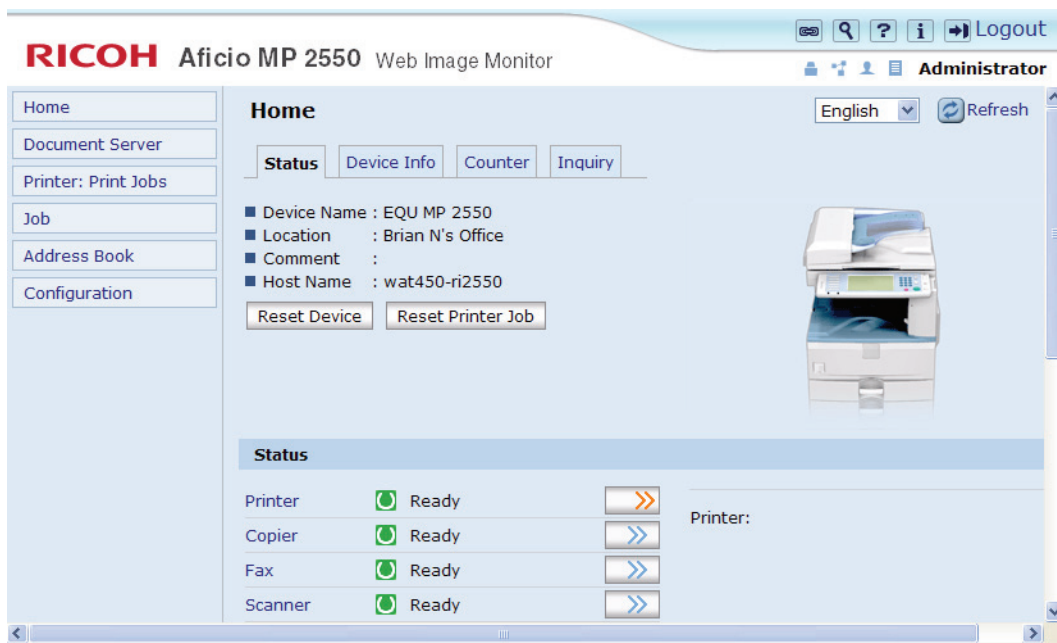


WARNING: If any User Authentication Management methods are enabled, then PCC cannot use the extended features. Select User Authentication Management in User Tools > System Settings > Administrator Tools, and ensure the selected method is 'Off'.

Installing PCC Through the MFP Web Interface

All installation is accomplished through the MFP's web interface. To complete the installation, you must login to the Web Image Monitor with your administrator user name and password.

- 1 Open a web browser and enter `http://<MFP IP Address>` in the Address field.
The device web page opens.
- 2 Click **Login** and enter your administrator User Name and Password.
The Web Image Monitor page opens.



- 3 Click the **Reset Device** button to restart the MFP. Resetting the device ensures that the MFP is not in its energy-saving sleep mode, and restores it to a fully operational state.
A Reset Device confirmation page opens.
- 4 Click **OK** to restart the device.
A message displays stating that the system is offline due to configuration updating.

- 5 Click **OK** to return to the Home page.



NOTE: The restart time is model dependent, and may take a few minutes to come back online. To determine if the device has reset itself, click the *Refresh* button located at the upper right corner of the Home page. When the device is ready, the functions on the Home page are accessible, otherwise a message appears stating that the system is not available.

- 6 When the device is back online, login with administrator privileges and then click **Configuration** from the menu on the left side of the screen.
- 7 On the Configuration page, click **Install** under **Extended Feature Settings**.



Chapter 2: Installation and Configuration

- 8 On the Install screen, select the **Local File** radio button and click **Browse** to locate the PCC installation file (.zip file).

The screenshot shows the 'Install' screen of the Ricoh Aficio MP 2550 Web Image Monitor. The page header includes the Ricoh logo, 'Aficio MP 2550 Web Image Monitor', and a 'Logout' button. The user is logged in as 'Administrator'. The main content area is titled 'Install' and contains a 'Back' button at the top. Below this, there is a prompt: 'Select a source media, then click [Display Extended Feature List]'. Underneath, there is a 'Source Media' section with three radio button options: 'SD Card Slot', 'Web Server', and 'Local File'. The 'Local File' option is selected. To the right of the 'Local File' option is a text input field and a 'Browse...' button. Below the radio buttons is a 'Display Extended Feature List' button. At the bottom of the form is another 'Back' button.

- Once the installation file appears in the Local File field, click **Display Extended Feature List** to expand the page to show the PCC installation list.

RICOH Aficio MP 2550 Web Image Monitor

Administrator

Install

Back

Select a source media, then click [Display Extended Feature List].

Source Media

SD Card Slot
 Web Server
 Local File : Browse...

Display Extended Feature List

Installation Target Setting

Install to : SD Card

Type-J Setting

Auto Start : On Off

Extended Feature List

Install

1/1

Total Applications:1					
	Extended Feature Name	Type	Description	Version	Source Media
<input checked="" type="radio"/>	PCC	J	Print And Copy Control	4.0.3	Local File

Back

- At the **Install to** field, select **SD Card** from the drop-down list.



NOTE: Installing PCC to the hard disk drive may cause device instability.

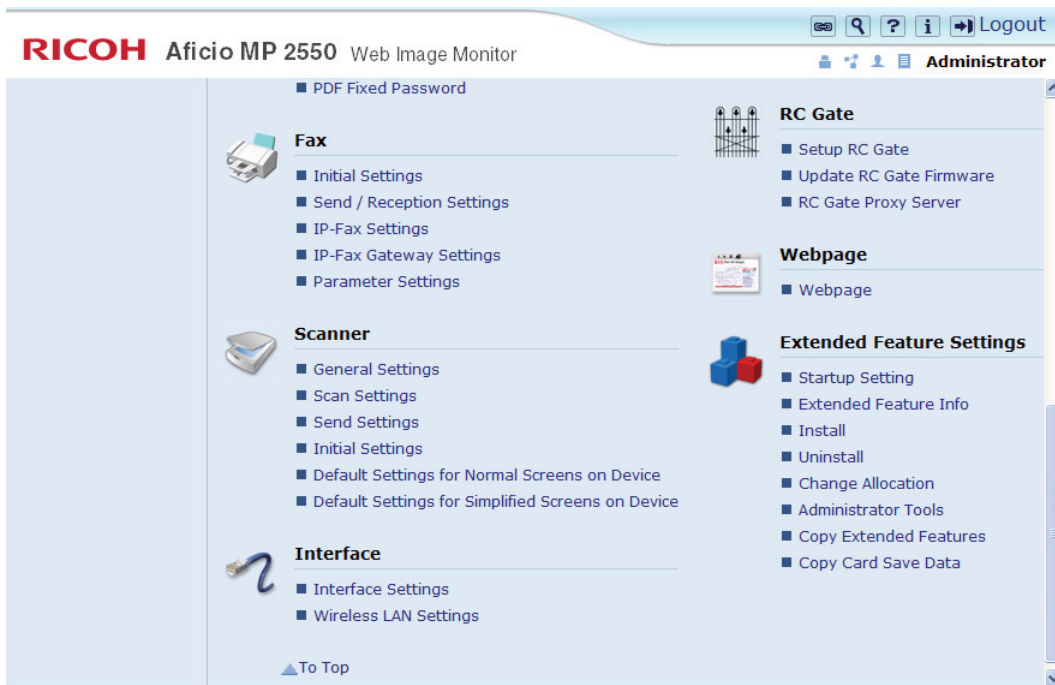
- Under Type-J Setting, select **On** for **Auto Start**.
- Under Extended Feature List, select **PCC** from the list of application names.
- Click **Install**.
- On the confirmation screen, review and confirm your selections, and click **OK**.
If the installation is successful, the Install page displays again. If the installation fails, an error message appears.
- Click **Back** to return to the main Configuration screen.

Installing the Remote Admin Application

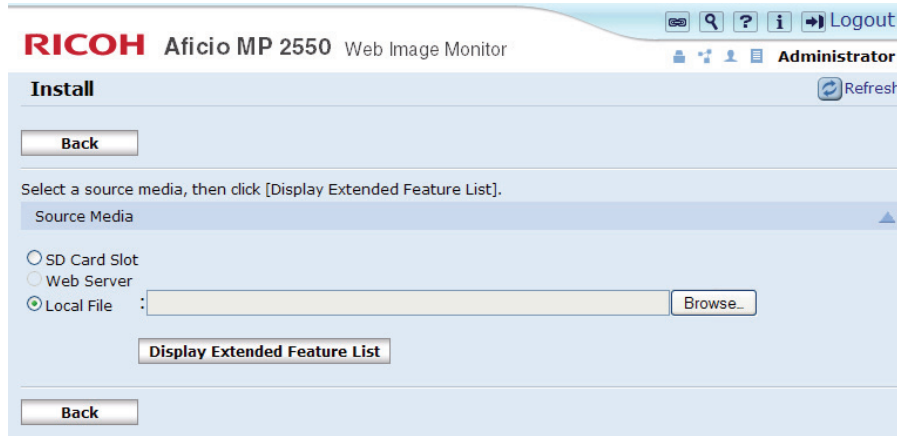
The MFP is not locked down until PCC successfully establishes communication with the Equitrac DCE service. Before you can establish this communication remotely, you must install the PCC Remote Admin Application.

To complete the installation, you must login to the Web Image Monitor with the admin user name and password.

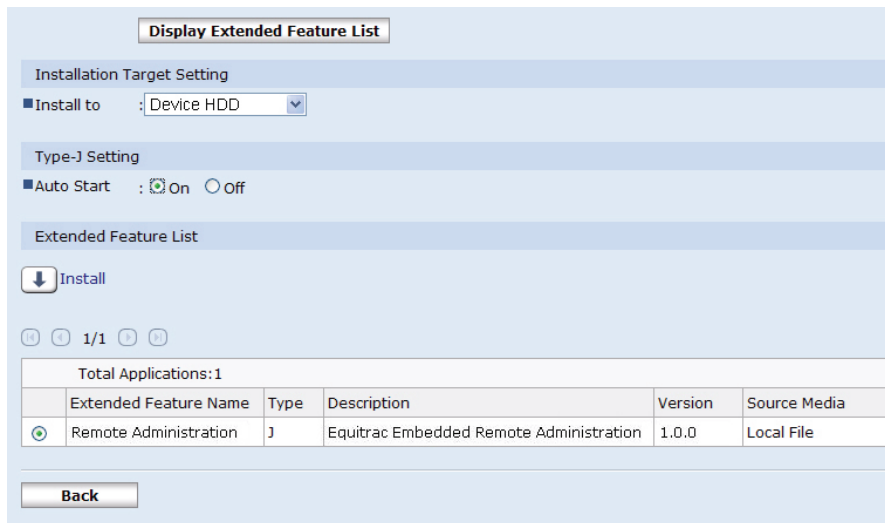
- 1 Open a web browser and enter `http://<MFP IP Address>` in the Address field.
The device web page opens.
- 2 Click **Login** and enter your administrator User Name and Password.
- 3 Click **Configuration** from the menu on the left side of the screen.
- 4 On the Configuration page, click **Install** under **Extended Feature Settings**.



- On the Install screen, select the **Local File** radio button and click **Browse** to locate the PCC Remote Admin installation file (.zip file).



- Once the installation file appears in the Local File field, click **Display Extended Feature List** to expand the page to show the installation list.

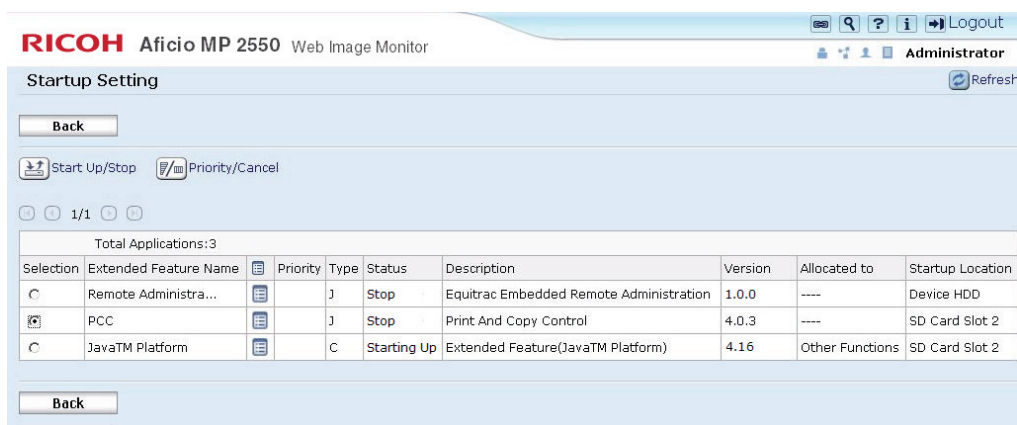


- At the **Install to** field, select **Device HDD** from the drop-down list.
- Under Type-J Setting, select **On** for **Auto Start**.
- Under Extended Feature List, select **Remote Administration** from the list of application names.
- Click **Install**.
- On the confirmation screen, review and confirm your selections, and click **OK**.
If the installation was successful, the Install page displays again. If the installation failed, an error message appears.
- Click **Back** to return to the main Configuration screen.
- Restart the MFP. For detailed instructions on how to do this, see **Restarting the MFP** on page 25.

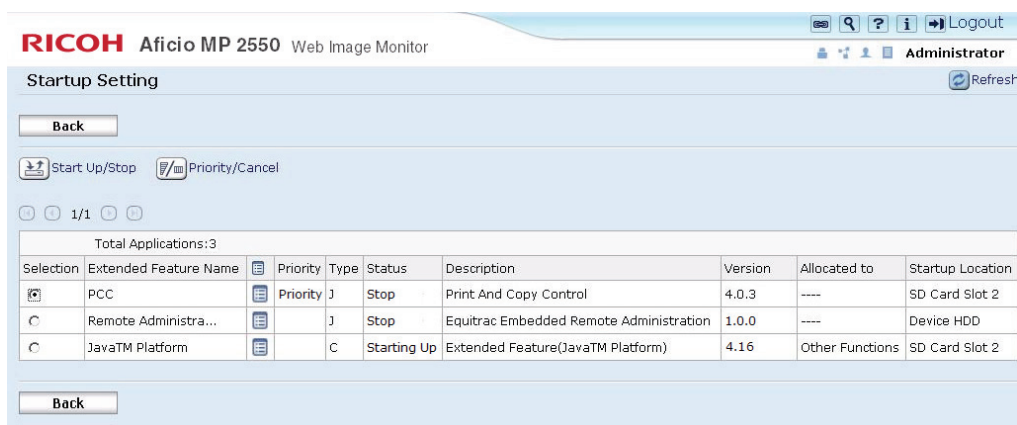
Setting the Java Application Priority

Since the PCC4 application runs inside of the Java Virtual Machine, you need to set the platform to start PCC before any other Java applications that may also be installed inside the Java platform. The instructions below step you through setting the application priority so that PCC starts up first.

- 1 On the Configuration screen, click **Startup Setting** located under the Extended Feature Settings subheading.
- 2 Click the radio button beside the **PCC** extended feature, then click **Priority/Cancel**.



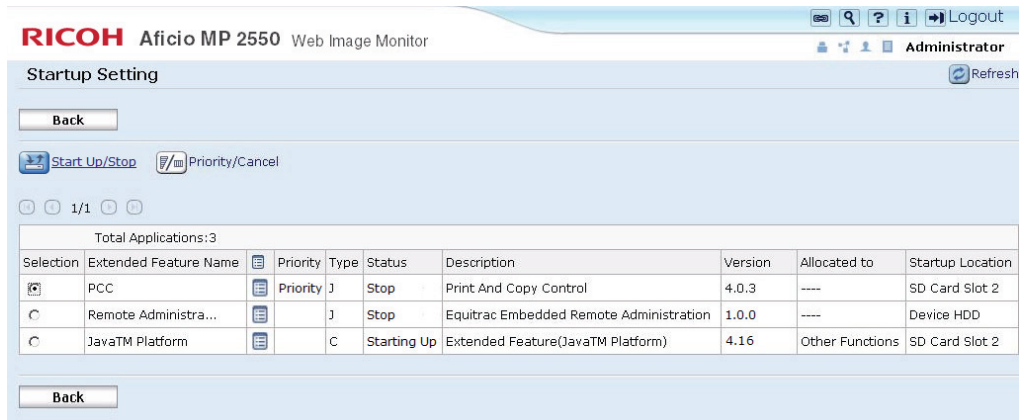
After a few seconds the screen updates to list PCC as the top application with **Priority** displayed in the Priority column.



Starting the PCC Applications

Once the Java application priority has been set to PCC, you must start PCC and the Remote Admin to ensure that it communicates with the Equitrac server.

- 1 On the Configuration screen, click **Startup Setting** located under the Extended Feature Settings subheading.



The screenshot shows the 'Startup Setting' page for the Ricoh Aficio MP 2550. The page includes a 'Back' button, a 'Start Up/Stop' button, and a 'Priority/Cancel' button. Below these is a table of applications. The table has the following data:

Selection	Extended Feature Name	Priority	Type	Status	Description	Version	Allocated to	Startup Location
<input checked="" type="radio"/>	PCC	Priority	J	Stop	Print And Copy Control	4.0.3	----	SD Card Slot 2
<input type="radio"/>	Remote Administra...		J	Stop	Equitrac Embedded Remote Administration	1.0.0	----	Device HDD
<input type="radio"/>	JavaTM Platform		C	Starting Up	Extended Feature(JavaTM Platform)	4.1.6	Other Functions	SD Card Slot 2

- 2 Click the radio button beside the **PCC** extended feature, then click **Start Up/Stop**. The screen updates from **Stop** to **Starting Up** displayed in the **Status** column for PCC.
- 3 Click the radio button beside the **Remote Administration** extended feature, then click **Start Up/Stop**. The screen updates from **Stop** to **Starting Up** displayed in the **Status** column for Remote Administration.



NOTE: Ensure that all applications listed display *Starting Up* before continuing with the PCC configuration.

Configuring Server Communication

Once the Java application priority has been set for PCC to start before any other Java applications, PCC can now be configured to communicate with the Equitrac server.

- 1 Open a web browser and enter `http://<MFP IP>:8080/Equitrac/config`, in the Address field to open the PCC Configuration utility.

<MFP IP> is the IP address for the physical device and 8080 is the communication port.

- 2 Enter your administrator User ID and Password.



NOTE: The default login User ID is **admin** and the Password is **equitrac**. After communication with the Equitrac server is established, the password is set to **2468** by default unless you change the Administrator PIN. See [Configuring Administrator PIN Codes](#) on page 40 for details.

- 3 On the main Configuration page, set the following options:

- a Enter the name or IP address of the machine hosting the Equitrac DCE service in the **Server Hostname or IP Address** field.
- b Select the **Email Function** to determine if the email uses the local or central mail server.
 - **Server** uses the default mail server sent by the Equitrac Office/Express server. When this option is selected, the Email Server, SMTP Username and Password fields are read only, and are not configurable.
 - **Local** overrides the default settings, and allows you to select the local **Email Server**. SMTP Username and Password are optional depending on the security settings of the email server.

- c If you are integrating PCC with an external Java application such as GlobalScan NX, enter the name and product ID (8- to 10-digit ID, assigned by Ricoh) in the fields. You can find this number in the Extended Feature Info on the device or in the remote administration tools for each third party application. This feature places a button on the PCC Login screen and on the Function Selection screen to allow users to switch to the integrated third party application while logged into PCC.
 - d In the **Soft Keyboard Timeout** field, enter a value in seconds after which the user will be logged out while the soft keyboard is displayed. For detailed information, see **Configuring System Timeout Behavior** on page 41.
 - e In the **External Timeout** field, enter a value in seconds after which a user will be logged out while an external application is in use. for detailed information, see **Configuring System Timeout Behavior** on page 41.
 - f The **Use Button Icons** option turns **On** or **Off** the icons that appear in the buttons on the PCC UI on the MFP. Deselecting, or turning off the button icons provides a slight performance enhancement to the Java application.
 - g Select an **SSO Integration Mode** (Single Sign On) to allow PCC user credential authentication for a third party application. Select **None** for an application other than GlobalScan or GlobalScan NX.
 - **None**
 - **GlobalScan**
 - **GlobalScan NX**
 - h If you are working with Technical Support to troubleshoot a problem on the PCC application running on the MFP, enable the **Debug** and/or **Tracing** options to create verbose logs.
 - i Select the **PCC mode** to determine the features that PCC controls or enables.
 - **Print and Copy**
 - **Custom Access** - Select this option to allow users unrestricted access to specific MFP functions without needing to login with valid user credentials. See **Configuring Custom Access Control** on page 24.
 - j Select the **Default Function** that appears immediately after the user has successfully authenticated at the MFP. Select **Server** to use the default server-side setting. Select **Local** to override the default setting and use the local selection instead:
 - **Access MFP** displays the MFP functions
 - **Scan-to-Me** displays the PCC scan functions
 - **Follow-You** displays the secure print queue screen
 - k **Enable** or **Disable** the following if you want to control access to these native MFP functions:
 - **Native Document Server Application**
 - **Native Scanner Application**
 - **Native Fax Application**

If any of these functions are set to **Disable**, then the user cannot access the selected function.
- 4 Click **Update** to save the changes, and then click **Logout**.



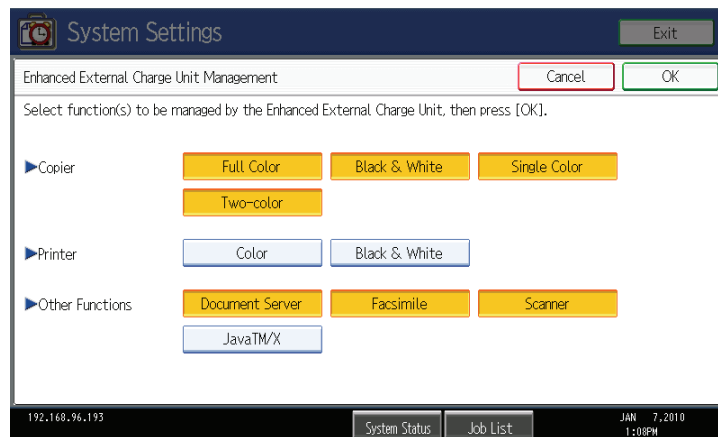
NOTE: If you receive a message that PCC cannot contact the Equitrac server, ensure that server IP address or hostname are correct and accessible on the network.

Configuring Custom Access Control

Unrestricted user access to specific MFP functions without valid user login credentials, can be set through the Enhanced External Charge Unit Management.

To select the accessible functions, do the following:

- 1 Log in to the MFP with any registered user credentials.
- 2 Press the **User Tools/Counter** button on the MFP. The User Tools / Counter / Inquiry screen displays.
- 3 Touch **System Settings** and select the **Administrator Tools** tab.
- 4 Touch the **Next** button to proceed to the second screen, then select **Enhanced External Charge Unit Management**. The Enhanced External Charge Unit Management screen displays.



- 5 In the **Other Functions** section, select the native MFP functions that are allowed without a user login.



WARNING: Do NOT select JavaTM/X. Doing so locks out the device.

- 6 Press **OK** to save the settings.

Restarting the MFP

For all settings to take effect, you must restart the MFP again. You can either walk to the device and restart it manually, or you can restart it through the Web Image Monitor.

- 1 Click **Home** from the left menu on the MFP's web interface.
- 2 Select the **Status** tab and click **Reset Device**.



- 3 Log out of the Web Image Monitor.

Configuring PCC at the MFP

When you restart the MFP after installation and initial configuration using the PCC Remote Admin Application, you can access the **PCC Configuration** screen on the MFP. Through this screen, you can do the following:

- Perform general configuration procedures
- Configure security options
- Configure PCC functions
- Configure Email functions
- View product information, such as PCC and Java versions

To access the PCC Configuration screen, do the following:

- 1 Enter the following key sequence on the MFP panel: **Clear/Stop, Start, 0 1 2 3 1 2 3 0**.
- 2 Enter your administrator Password.

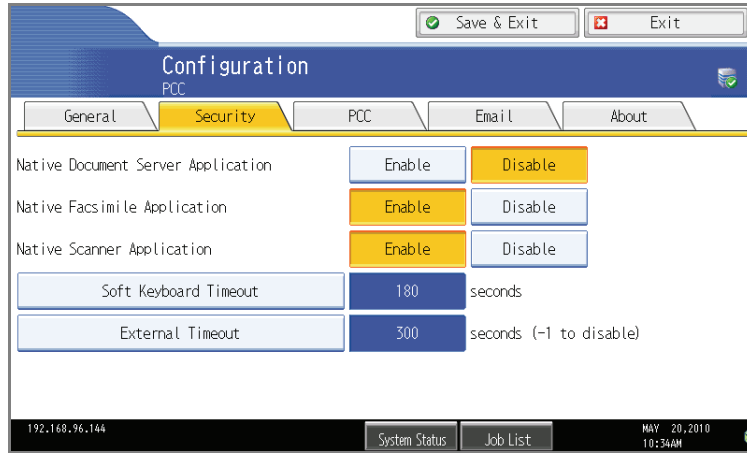


NOTE: The default password is **equitrac**. After communication with the Equitrac server is established, the password is set to **2468**, unless you change the Administrator PIN. See **Configuring Administrator PIN Codes** on page 40 for details.

- 3 Select the **General** tab to set the following options:

- a Enter the Name or IP address of the **Equitrac Server** hosting the Equitrac DCE service.
- b Turn **Debug** On or Off. Turn this feature On if you wish to create verbose logs.
- c Turn the **Button Icons** On or Off that appear in the buttons on the PCC UI on the MFP.
- d Set the **External Application** Name and Product ID.
- e Touch **To** to open a soft keyboard and enter email addresses.
- f Touch **Email log** to send the email.

- Select the **Security** tab to Enable or Disable access to native MFP functions, and to set system timeouts:

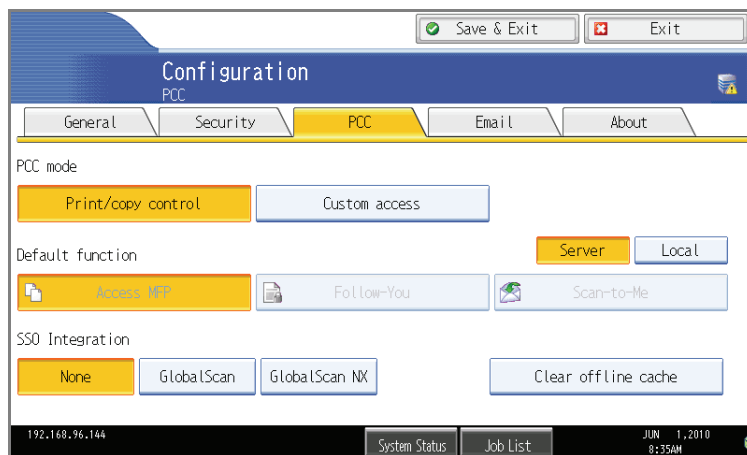


- Native Document Server Application - this feature is Disabled by default.



NOTE: If Document Server Application is *Enabled*, then color quota (if configured) is not enforced, and a user can print a color page even though they have reached their color quota limit.

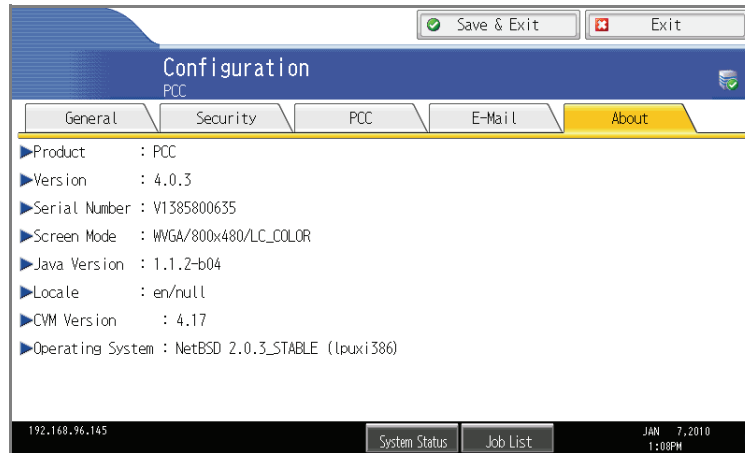
- Native Facsimile Application
 - Native Scanner Application
 - Soft Keyboard timeout and External time out values. For more information about how to set these values, see [Configuring System Timeout Behavior](#) on page 41.
- Select the **PCC** tab to set the following functions:



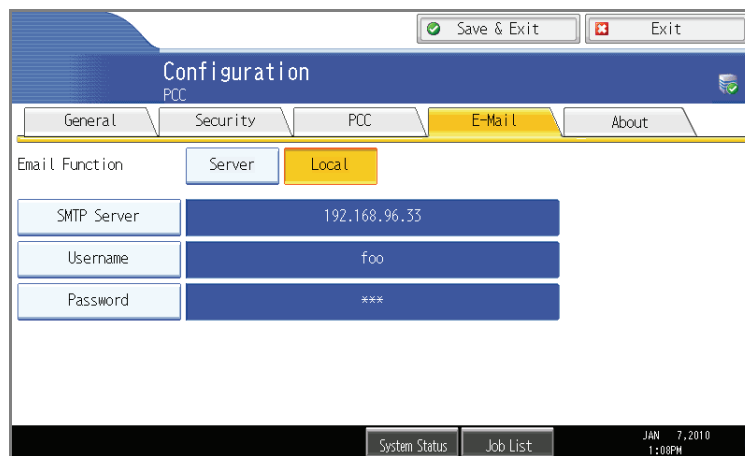
- Select the **PCC mode** to determine the features that PCC controls or enables.
- Select the **Default Function** that appears immediately after the user successfully logs in at the MFP. Select **Server** to use the default server-side setting. Select **Local** to override the default setting and use the local selection instead.

Chapter 2: Installation and Configuration

- c Select an **SSO Integration** to allow PCC user credential authentication for a third party application. Select **None** for an application other than GlobalScan or GlobalScan NX.
 - d Clear offline cache.
- 6 Select the **About** tab to view product information



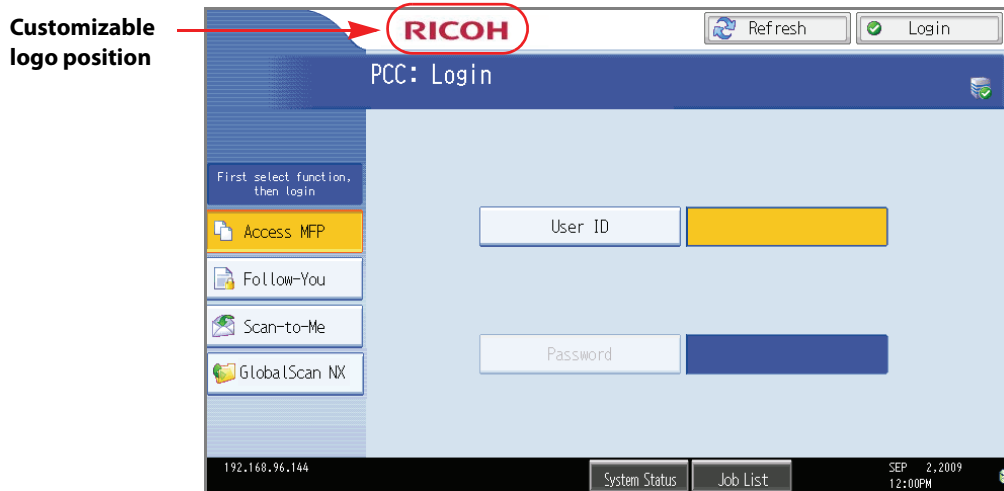
- 7 Select the **Email** tab to view or set the Email functions.



- Select **Server** to use the default mail server sent by the Equitrac Office/Express server. When this option is selected, the SMTP Server, Username and Password fields are read only, and are not configurable.
 - Select **Local** to override the default settings. Enter the IP address or DNS name of the **SMTP Server**. **Username** and **Password** are optional depending on the security settings of the SMTP email server.
- 8 Select **Save and Exit** for the new configuration settings to take effect; select **Exit** if no settings were changed, or you do not want to save any settings you may have changed.

Adding a Customized Logo

You can modify the MFP front panel by adding a customized logo. The following graphic shows the location and size of your logo as it appears on the front panel.



By default, a "blank" logo is stored on the machine hosting Equitrac's DCE service, under [INSTALLDIR]\Device Control Engine\logo\PCC.bmp. If you wish to add a logo to the front panel, you must replace the PCC.bmp file with your own logo —keeping the same file name.

The logo must conform to these specifications:

- maximum 145 pixels width x 37 pixels height
- white background is preferable
- file format must be BMP

The updated logo will appear on the MFP panel after the MFP is restarted.

Chapter 2: Installation and Configuration



Server-Side Configuration

Topics

Licensing PCC

Configuring Equitrac Printer Ports

Configuring PCC Embedded Devices

Configuring Administrator PIN Codes

Configuring Card Self-Registration

Enabling Secure Printing

Configuring Follow-You Printing

Enabling Scan-to-Me

Enforcing Color Quotas

Enabling the Billing Code Prompt

Determining Offline Operation

Configuring Account and Session Display

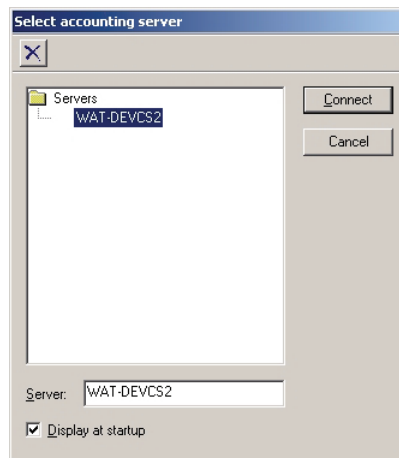
After you complete the install and configuration of PCC on the MFP, you need to register and configure PCC on the Equitrac Office/Express Core Accounting Server (CAS). The server-side settings determine how PCC operates on the MFP.

Licensing PCC

Each PCC installation requires an Equitrac embedded license applied in Equitrac's System Manager. For example, if you plan to install PCC on 20 different MFPs, you need to obtain 20 corresponding Embedded licenses. You can buy a single license or a license pack as needed.

Once you obtain the licenses, you need to activate them in Equitrac's System Manager. By default, System Manager resides on the machine that hosts the accounting server. However, System Manager may be installed on any machine on the network that has a connection to the CAS.

- 1 Start System Manager by selecting **Start > Programs > Equitrac Office/Express > System Manager**.
- 2 In the **Select Accounting server** dialog, choose the CAS with which Equitrac System Manager is associated, then click **Connect**. If the server is not listed, enter the host name or IP address in the server field.



- 3 When **System Manager** opens, click **Licensing** in the left menu pane.
- 4 Under **Current tasks**, click **Add license**.
- 5 When the **Equitrac activation** window opens, click **Next** to begin the activation process.

- Enter the serial numbers for the components you want to activate. These serial numbers were supplied with your software. After you enter the serial number, click **Add** or **Add Multiple** to add one or more serial numbers to the list.

- When all numbers are entered, click **Next**.
- Choose **Automatic online activation** then click **Next**.



NOTE: If you do not have an Internet connection, or do not wish to activate licensing across an internet connection, choose Manual Activation. Click Next, then follow the instructions on the Contact Information page to contact Equitrac with your serial number.

- Follow the Activation wizard prompts to provide contact information.

If you have already registered one or more Equitrac components, the Activation wizard fills the form with previously-collected data.

- The Activation wizard displays a **Collecting information...** message while retrieving system data. If you want to omit technical details of your system, click the **Technical Details** button and select the information you do not want to transmit. You must transmit the following:

- Accounting server serial number
- Domain-qualified print server name
- Organization name as registered in Windows
- Fully-qualified server DNS name

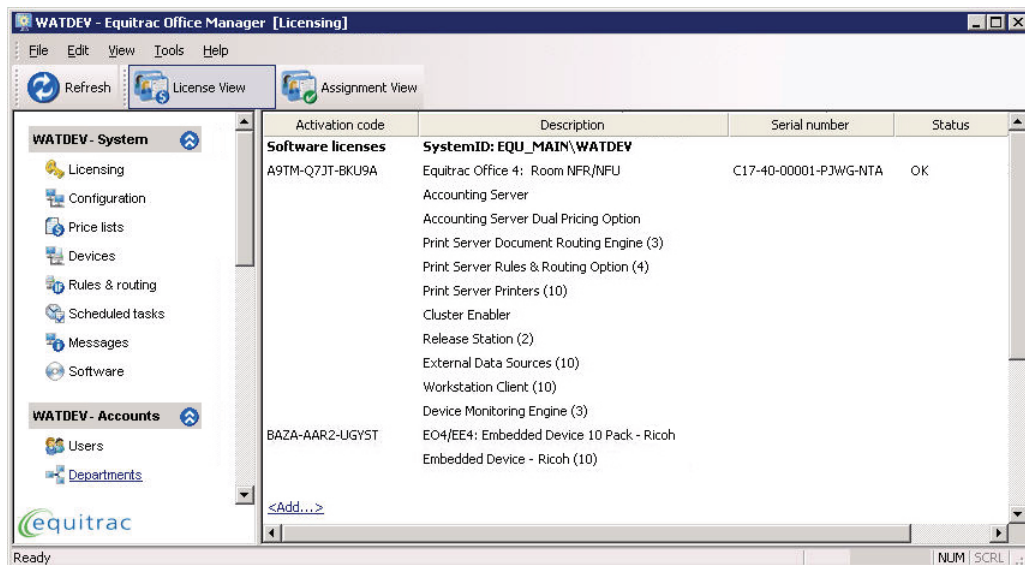
- When the Activation wizard is ready to transmit the information, review the collected data. Choose whether to send optional data with your activation request.



NOTE: The Activation wizard transmits the data using an HTTP connection to the Equitrac activation server. If the connection fails, the Activation wizard prompts for verification that you have configured the default gateway correctly, and that the Internet is accessible from this machine. You can retry or cancel the activation request at this point. If you cancel, the Activation wizard prompts you to use manual activation instead.

Chapter 3: Server-Side Configuration

- 12 Once the Activation wizard sends the activation data and Equitrac returns the activation code, the Wizard automatically records the license activation in System Manager, and displays a summary of the activation results:
- Activation code
 - Description
 - Serial number
 - Status (**OK**; **Invalid**- the serial number is invalid, or **Denied**- the serial number was valid but not accepted)



If the License is Invalid

If you apply a license and the Licenses View shows the status as **Invalid**, ensure that you entered all serial numbers precisely. Remember that each component requires a separate license, unless you purchased a suite license. If the problem persists, contact the Equitrac Customer Support Center to resolve this problem.

If the Serial Number is Denied

If you apply a license and the **Licenses** view shows the status as “Denied,” the serial number may already be registered to a different system ID. Contact the Equitrac Customer Support Center to resolve this problem.

Configuring Equitrac Printer Ports

Controlled Ricoh MFPs must use an Equitrac Port (rather than standard ports) to enable secure printing. If you are configuring a secure print environment, ensure that your devices comply with this requirement.

You can create Equitrac printer ports for new devices directly, or you can create standard TCP/IP ports first, and then convert them to Equitrac ports. Converting from TCP/IP to Equitrac ports allows them to be quickly converted back to TCP/IP ports to determine if errors within the print environment are due to the Equitrac server or the physical device itself.



NOTE: The following procedure outlines how to add a printer in a Windows environment. Equitrac Office/Express also supports NetWare and Unix print servers. For printer setup details, refer to the *NetWare Print Server Guide* or *Unix Print Server Guide*.

Add a Printer on a TCP/IP Printer Port

If you have existing devices already set up using TCP/IP ports, skip to [Convert a TCP/IP Port to Equitrac Port with Wizard](#) on page 36.

- 1 Using the standard Windows interface, open the **Add Printer** wizard.
- 2 Follow the prompts to add a **local** printer and create a new port.
- 3 When prompted, select **Standard TCP/IP Port** as the type of port you want to create and click **Next**.

The Add Equitrac Printer Port wizard displays and you are prompted to ensure that the printer device is turned on, connected to the network, and properly configured.

- 4 Specify a **Printer name** or **IP Address**, and click **Next**.

The wizard supplies a Port name based on the printer name or IP address. You can change this name manually, if desired, but make sure to use the correct name.

- 5 Click **Finish** to complete the Standard TCP/IP Port Wizard.
- 6 Specify the Manufacture and printer model, and click **Next**.



NOTE: If the device is part of a pull group, it must use the same drivers as all other devices in the pull group. You must select the model of the pull group driver, not the model of the device.

NOTE: If the DRE is a 64 bit server you must remember to also load the 32 bit driver to the server.

- 7 Specify the physical **Printer name**. This is the name of the device that is displayed in Equitrac Office/Express System Manager.
- 8 Complete the remaining steps in the Wizard, and select **Yes** when prompted to print a test page.
- 9 Review the details for this new port and device registration, and click **Finish** to close the Add Printer wizard, or **Back** to change any of the settings.
- 10 Confirm that the test page printed successfully.

Convert a TCP/IP Port to Equitrac Port with Wizard

- 1 Open Microsoft Windows Explorer and navigate to **C:\Program Files\Equitrac\Equitrac Office or Express\Tools**.
- 2 Double-click **EQPrinterConversionWizard.exe**.
- 3 On the Convert Printers dialog box, leave the Local machine and Convert printers to use Equitrac Port radio buttons selected.
- 4 Optional – Uncheck the Auto-discovery model option.
- 5 Click **Next**.
- 6 In the Covert Printers dialog, select all of the printers to be converted. Click **Next**.
- 7 When the conversion process is complete, click **Finish**.
- 8 In the Printers and Faxes window, print a test page for EACH converted printer.
- 9 Confirm that the test page printed successfully.
- 10 Verify that the physical device and its corresponding printer port and print queue appear in **System Manager > Devices**.
- 11 Produce a **Detailed activity by device** report and verify that the test page appears in the report. See the *Creating & Running Reports* chapter in the *Equitrac Office or Equitrac Express Administration Guide*.

Add a Printer on an Equitrac Printer Port

Alternately, you can create Equitrac printer ports for new devices directly, instead of creating and converting standard TCP/IP ports.

- 1 Using the standard Windows interface, open the **Add Printer** wizard.
- 2 Follow the prompts to add a **local** printer and create a new port.
- 3 When prompted, select **Equitrac Port** as the type of port you want to create and click **Next**.
The Add Equitrac Printer Port wizard displays and you are prompted to ensure that the printer device is turned on, connected to the network, and properly configured.
- 4 Click **Next** and select **Physical printer** as your **Device Type** from the drop-down list.
- 5 Specify a **Printer name** or **IP Address**.
The wizard supplies a Port name based on the printer name or IP Address. You can change this name manually, if desired, but make sure to use the correct name.
- 6 Click **Next** to continue with the port configuration options.
The Port Configuration screen displays. The **Detected device information** displays automatically if the wizard is able to collect this data from the printer.
- 7 Click **Next** and specify the **Physical device name**. This is the name of the device that is displayed within Equitrac Office/Express System Manager.
- 8 Review the details for this new port and device registration, and click **Finish** to close the Add Equitrac Printer Port wizard, or **Back** to change any of the settings.

- 9 Specify the Manufacture and printer model, and click **Next**.



NOTE: If the device is part of a pull group, it must use the same drivers as all other devices in the pull group. You must select the model of the pull group driver, not the model of the device.

NOTE: If the DRE is a 64 bit server you must remember to also load the 32 bit driver to the server.

- 10 Complete the remaining steps in the Wizard, and select **Yes** when prompted to print a test page.
- 11 Confirm the Windows printer details and click **Finish** to exit the wizard, or **Back** to change settings as necessary.
- 12 Confirm that the test page printed successfully.
- 13 Verify that the physical device and its corresponding printer port and print queue appear in **System Manager > Devices**.

Produce a **Detailed activity by device** report and verify that the test page appears in the report. See the *Creating & Running Reports* chapter in the *Equitrac Office* or *Equitrac Express Administration Guide*.

Configuring PCC Embedded Devices

Each embedded device entry in System Manager must be associated with a physical device (MFP). Once the Equitrac Embedded application installed on your MFP communicates with the Device Control Engine (DCE) specified during the installation, an embedded device entry is automatically created in the Equitrac Office/Express system, only if you applied the PCC license before installing PCC on the MFP.

There are two methods of registering Ricoh PCC4 MFPs as devices in System Manager:

- Through automatic creation (the default method)
- By manual registration and configuration

Automatically Creating Embedded Devices

Equitrac Office/Express automatically creates Equitrac Embedded devices, assuming you have applied the PCC licenses first, and have already configured the device with the location of the DCE.

When you connect an MFP that hosts the Equitrac Embedded application to the network and turn it on, the application automatically looks for the DCE. The DCE can provide a license confirmation to the device, as well as pass the device information to System Manager. After a successful connection and licensing approval, the embedded application appears in the **System Manager > Devices** listing.

Name	Server	Description	ID	Type
[-] Ricoh Aficio AP4500 PCL		AP4500	Ricoh Aficio AP4500...	Physical device
[-] EQ Ricoh Aficio AP4500 PCL	WATDEV			Port
Ricoh Aficio AP4500 PCL	WATDEV			Print queue
Ricoh Aficio AP4500 PCL	WATDEV	System created		Embedded device



NOTE: You can rename the auto-created entries as needed using terms and descriptions appropriate for your organization by right-clicking on an entry and selecting *Edit* from the menu.

Manually Configuring Embedded Devices

Use the **System Manager > Devices** link to manually add an embedded device that is associated with a single physical device. This configuration also includes enabling secure document release (SDR) and release behaviors, as well as copy, scan and fax access, on a per-MFP basis.

Before installing and registering each MFP as an Equitrac Office/Express device, ensure that you have activated the appropriate Equitrac Embedded license for the device on the Equitrac Core Accounting Server (CAS).

The following procedure assumes you have already registered the physical device hosting the Equitrac Embedded application within System Manager. For details on performing this procedure, see the *Equitrac Office or Equitrac Express Administration Guide*.

To register each device with CAS, perform the following procedure on an Equitrac Office/Express administrative workstation:

- 1 Open **System Manager** and select the **Devices** link. The right pane displays the devices registered in System Manager.
- 2 Right-click on the device and select **Add embedded device** to open the **Embedded device** dialog.

- 3 Enter a **Name** and **Description** for the embedded device.
- 4 Specify the **Server** hosting the DCE associated with this physical and embedded device.
- 5 Select **Ricoh PCC4** from the **Type** drop-down list.
- 6 Enter the **Serial number** for the device. This must identically match the serial number as shown on the MFP itself.
- 7 Click **Pricing** to configure pricing at the embedded device level. You can create a price list then assign it as the default price list for all of the device functions, or set a price list for each separate function.

For details on configuring price lists, see the *Equitrac Office or Equitrac Express Administration Guide*.



NOTE: To configure the Equitrac Embedded application to use the price list for the associated device, use the *default* price list. If you select an alternate price list for the Equitrac Embedded application, the alternate price list overrides the device setting.

- 8 If you have defined **Rule sets** in System Manager, select one from the drop-down list to apply to this embedded device. For more information on creating rule sets, see the *Equitrac Office or Equitrac Express Administration Guide*.
- 9 From the **Offline access** drop-down list, select the type of offline access users have when the device cannot connect to DCE.
 - **None:** This option denies all normal user access to the device, although system administrators can still access the System Administration functions.
 - **Cached only:** With this option, only users who have previously logged in can access the device using their cached login credentials and any cached billing values.
 - **Allow all:** This option permits any user credentials for login and any billing values for access to device features.

- 10 Select a **Prompt for billing code** option from the drop-down list.
 - **Default:** This option uses the billing code settings from System Manager > Configuration > User interaction > Session flow. See [Enabling the Billing Code Prompt](#) on page 47.
 - **Prompt:** This option prompts the user for a billing code even if billing code prompts are not enabled globally.
 - **Do not prompt:** This option disables the billing code prompts even if they are enabled globally.
- 11 To enable the secure document release (SDR) features, select the **Enable secure document release** check box. Specify how the Equitrac Embedded application will handle **Release behavior** for documents at the device:
 - **First is released:** Release only the first document in the user's queue
 - **Prompt:** Prompts the user to release all or select documents for that user
 - **Release all at login:** Releases all queued documents for the current user automatically after successful login.



NOTE: Secure printing must also be enabled on the print queue for Equitrac to hold the job. See [Enabling Secure Printing](#) on page 43.

- 12 To override default tracking options for a particular embedded device, click **Tracked activities**.



CAUTION: If the embedded device is set to track and record print transactions, ensure that Print is *NOT* selected in the Tracked activities, otherwise the job is tracked twice— by both the device and the Equitrac Port Monitor.

- 13 Click **OK** to save the settings.

Configuring Administrator PIN Codes

The Administrator PIN feature allows you to set a common PIN code to enable administrator access to both PCC configuration options on the MFP and the Remote Admin application.

To set the Administrator PIN code, follow these instructions.

- 1 Open System Manager and navigate to **Configuration > Devices > Embedded devices**.

The screenshot shows the 'Embedded devices' configuration window. The 'Device type' is set to 'Ricoh PCC4'. The 'Tracked activities' field contains 'copy, scan, received fax, sent fax'. Under the 'Settings' section, the 'Color cost multiplier for session limit enforcement' is set to '1', the 'Administrator PIN' is '2468', the 'Default function' is 'Access MFP', and the 'End session after' is set to '60 seconds of user inactivity'. 'OK' and 'Cancel' buttons are visible on the right.

- 2 Select **Ricoh PCC4** from the Device type drop-down list. The dialog updates with options specifically available for PCC version 4.
- 3 In the **Administrator PIN** field, enter the PIN. Leave the Administrator PIN field empty if you do not wish to limit access to configuration options.
- 4 Leave the default function as **Access MFP**.
- 5 In the End session after field, enter a numeric value in seconds to indicate the system timeout length. For detailed information about system timeout behaviors, see [Configuring System Timeout Behavior](#) on page 41.
- 6 Click **OK** to save the changes.

Configuring System Timeout Behavior

The Equitrac Embedded application has various timeout behaviors which work separate from native Ricoh timeouts, and control the access to PCC when a device is left idle for long periods of time. Some timeout durations are user configurable. The following table explains the timeouts and their functions:

Timeout	Set In	Behavior
Session Activity	System Manager > Configuration > Devices > Embedded Devices Note: The default value is 60 seconds, and must be set to at least 30 seconds if overridden.	This timeout applies to all PCC functions, such as login, Scan-To-Me and Follow-You Printing. When this timeout expires, the user is immediately logged out.
Soft Keyboard	PCC local configuration > Security tab. OR From the Remote Administration display. Note: The default value is 180 seconds. If the value is reset to a lower value than the Session Activity value, the Session Activity value is used instead.	This timeout applies to the soft keyboard used in PCC. When this timeout expires, the user is logged out when the soft keyboard is dismissed. Note: The MFP screen does not refresh when the timer expires, and the keyboard functions normally. When the keyboard is closed after a timeout occurs, the user is returned to the login screen. There is no warning prompt.
External Application	PCC local configuration > Security tab. OR From the Remote Administration display. Note: The default value is 300 seconds. If the value is reset to a lower value than the Session Activity value, the Session Activity value is used instead.	This timeout applies when the PCC application is put on hold to run native MFP functions, such as copying. If the timeout occurs, the user will either be immediately returned to the PCC login screen, or a default lock screen will display, and upon dismissal, the user will be returned to the PCC login screen.

Timeout	Set In	Behavior
Session Summary	Hard-coded to 60 seconds. Cannot be modified.	If a user fails to log out when finished using the device, logout occurs after this time.



CAUTION: If **any** timer is set to a value lower than the session activity timer, the time for session activity is used instead of the set value.

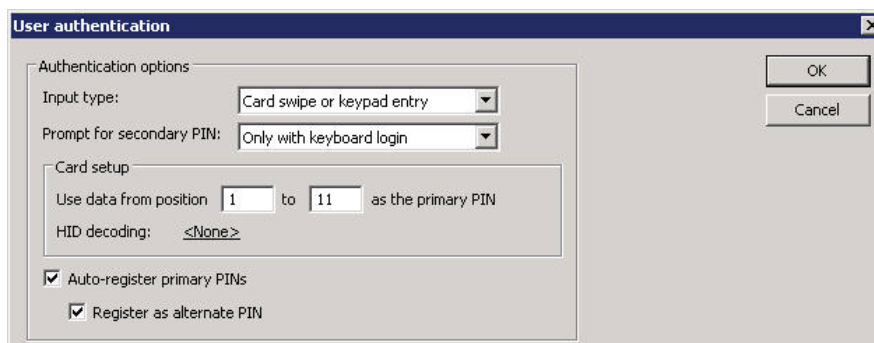


WARNING: Administrators of Ricoh MFPs have the ability to set device-specific Auto-Off and energy saver timeouts. These timeouts should not be set at less than 300 seconds (5 minutes).

Configuring Card Self-Registration

If you want users to self-register their swipe cards, you must enable this option in System Manager. When a user swipes an unregistered card, they are required to login to the MFP with valid user credentials. The information the user must enter depends upon the authentication options that are set in System Manager.

- If only a primary PIN is required and the user has a primary or alternate PIN, they can enter either PIN number to associate the card with their account.
 - If configured, the user is required to enter a secondary PIN. This field only appears if the **Prompt for Secondary PIN** option is set to **Only with keyboard login** or **Always**.
 - If the user does not know their PIN number, they must enter their valid network User ID and password. Note that the External User ID and password option must be enabled.
- 1 Open System Manager and navigate to **Configuration > Security and authentication > User authentication**.



- 2 Select the **Auto-register primary PINs** checkbox from the **Authentication options** section.

Optionally, you can select **Register as alternate PIN** to record the PIN as the alternate PIN instead of the primary PIN. When Register as alternate PIN is enabled, the user can also login with a valid primary PIN and secondary PIN (if enabled) to complete registration.
- 3 Click **OK** to save the changes.

The next time the user swipes the card, their account information is automatically associated with the card, and they can login without manually entering their user credentials.

Enabling Secure Printing

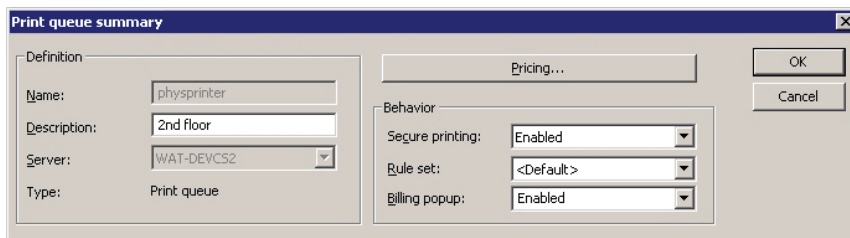
Secure printing holds documents in a secure print queue until the user releases the document from PCC.

Secure Printing on the Physical Device

- 1 Open System Manager and select **Devices** from the left pane.
- 2 Click on the **print queue** you want to configure. You may have to expand the Physical device and Port to see the print queue.

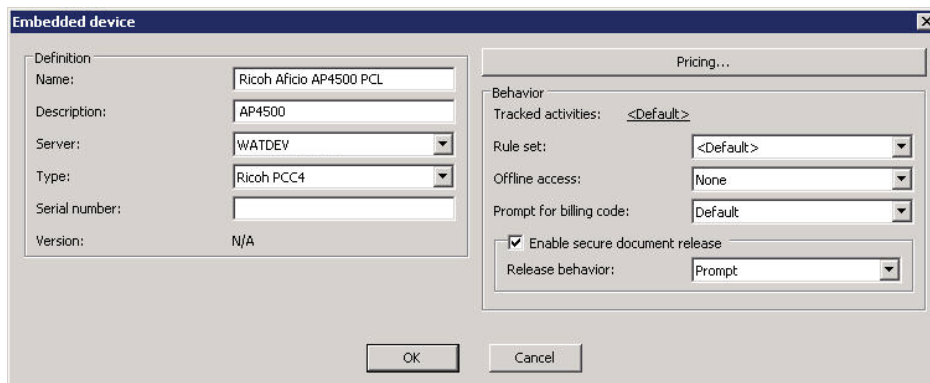
Name	Server	Description	ID	Type
[-] Ricoh Aficio AP4500 PCL		AP4500	Ricoh Aficio AP4500...	Physical device
[-] EQ Ricoh Aficio AP4500 PCL	WATDEV			Port
Ricoh Aficio AP4500 PCL	WATDEV			Print queue
Ricoh Aficio AP4500 PCL	WATDEV	System created		Embedded device

- 3 In the **Print queue summary** dialog, set the Secure Printing option to **Enabled** from the Behavior section, and click **OK** to save the changes.



Secure Printing on the Embedded Device

- 1 Open System Manager and select **Devices** from the left pane.
- 2 Click on the **embedded** device you want to configure.
- 3 Check the option **Enable secure document release**, then click **OK** to save the changes.



Configuring Follow-You Printing

Follow-You Printing extends the basic functionality of secure printing by allowing a user to release a print job to other compatible devices in the organization. Even if you deployed multiple DRE print servers—each of which manages a separate set of devices—you can configure Equitrac Office/Express to allow printing across multiple print servers.

For example, a user who works in two different buildings can submit a print job from their computer in Building A, and while on the way to a meeting in Building B, they can walk up to any MFP (with the embedded application installed on it) and pull the job to a compatible printer nearest them.

If you want to deploy the Equitrac Embedded application in a single-server or a multi-server Follow-You Printing environment, do the following:

- 1 Enable secure printing on each MFP.

Secure printing sets up a virtual print queue that holds jobs until they are released at the embedded device by a valid user.



NOTE: The print queue can only display up to the first 100 print jobs per user.

- 2 Create and manage Pull groups.

To allow users to release print jobs through the Equitrac Embedded application, you must create Pull groups, then add each physical device hosting the embedded application to a Pull group.



NOTE: Ensure that the all devices in a Pull group are on DRE servers *or* all the devices use DRC direct IP printing. You cannot use DRE printing and direct IP printing within the same Pull group.

- 3 Configure the Follow-You print settings.

Determine the site where you want Follow-You Printing to be accessible from, and choose whether the print job is priced based on its properties before or after it is released.

- 4 Enable multi-server Follow-You to allow users to direct jobs across multiple servers. (optional)

This option enables users to retrieve Follow-You print jobs on a device connected to a different CAS and DCE/DRE server.



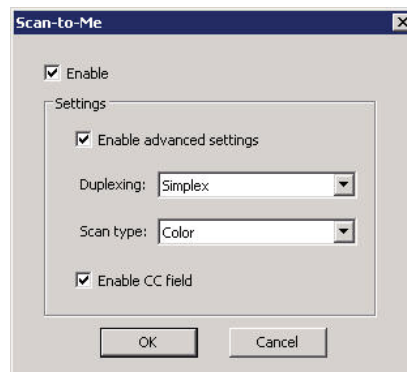
NOTE: See the *Advanced Printing Configuration* chapter in the *Equitrac Office or Equitrac Express Administration Guide* for details on configuring secure printing, Follow-You Printing, and device pull groups.

Enabling Scan-to-Me

Scan-to-Me allows users to scan documents and email the results to a pre-set email address. The email address used is pulled from the user's account information in Equitrac's Account Manager. If you want to allow users with a valid email address to use the Scan-to-Me feature in PCC, ensure that it is enabled in System Manager.

- 1 Open **System Manager**, and navigate to **Configuration > Devices > Scan-to-Me**.
- 2 In the Scan-to-Me dialog, select the **Enable** checkbox.

Selecting this option places the Scan-to-Me button on the PCC login screen, and allows users to access the feature.



- 3 Under **Settings**, enable the following options if necessary:

Option	Description
Enable advanced settings	When enabled, adds a manual configuration menu to the system, including Scan settings, Auto density, Feed type, and Filename/type . to the PCC Scan-to-Me screen on the MFP. Users can click on the menu items to change scan settings.
Duplexing	Sets the default duplex option. Choose either duplex or simplex.
Scan type	Sets the default color option. Choose either Color scan or Monochrome scan.
Enable CC field	When enabled, adds the Cc field to the PCC Scan-to-Me screen on the MFP, allowing users to enter one or more email addresses. The scan is sent to users in the Cc list, as well as to the user who performed the scan.



NOTE: At login, if the user selects the Scan-to-Me function but there is no email address for this user in Equitrac's Accounts Manager, they only see the Access Functions screen. The Scan-to-Me option is not available to users without an email account associated with their Equitrac account.

Configure the Mail Server

In order to use the Scan-to-Me feature in PCC, you must configure your mail server settings to support SMTP mail.



NOTE: This function can use the LDAP Email Search feature. For detailed information, see [Using LDAP Email Search](#) on page 59.

- 1 Select **System Manager > Configuration > Network environment > SMTP mail server**.

SMTP mail server

Error notifications and mailed reports will be sent using

SMTP Email server (DNS name or IP address): 192.168.96.143:2525

Mail From address for system generated messages: qa@equitrac.com

Basic Authentication

User Name:

Password:

OK

Cancel

- 2 Enter your **network email server** which is either the server's **DNS name** or **IP Address**.



NOTE: You can append a port number to the IP address of the mail server to override the default location value.

- 3 Enter a **Mail from address** for system generated messages. This address appears in the From field when a user receives a notification email message.
- 4 Check **Basic Authentication** if your SMTP mail server requires a user name and password each time a message is generated.
- 5 Click **OK** to save the changes.

Enforcing Color Quotas

PCC can enforce limits on the number of color copies that any user can make, based on their user account quota limits. If configured to do so, PCC can disable the MFP when a user exceeds their color copy limit. For a more detailed discussion about Color Quotas, see the *Equitrac Office/Equitrac Express Administration Guide*.

To enable PCC to enforce color copy quota limits:

- 1 Open System Manager and navigate to **Configuration > Accounting and quotas > Color quota**.
- 2 In the Color quota dialog, select **Enable color quota**.

Color quota

Enable color quota

Disable copying on color devices once quota exceeded

OK

Cancel

- 3 Select **Disable copying on color devices once quota exceeded**, to have the MFP stop copying if users exceed their color quota limits.
- 4 Click **OK** to save any changes.

Enabling the Billing Code Prompt

If billing codes are enabled on the Equitrac Server, you can determine when the billing code prompt appears to the user on the MFP. There are two options—after user identification, and at job release.

- 1 Open System Manager, and navigate to **Configuration > User interaction > Session flow**.

- 2 Select one or both billing code prompts.
 - **Prompt for billing code after user identification (at copiers)** - the billing code screen appears right after the user logs in, and before they can access any copier function (including copy, fax, scan, and job release).
 - **Prompt for billing code at job release (at copiers)** - the billing code screen appears after the user logs in, and again when they releases one or more print jobs on the Follow-You screen.



NOTE: These prompts can be set to override any server setting on a per device basis. Go to System manager > Devices. Expand the physical device then open the embedded device summary. From the Prompt for Billing Code drop-down list Select either **Default**, **Prompt** or **Do not prompt**.



NOTE: The *After user identification* option must be selected in order for the *At job release* option to display on PCC. Both options must be enabled in order to prompt the user for a billing code at job release.

- 3 Click **OK** to save any changes.



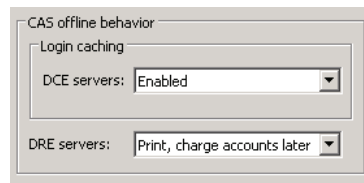
NOTE: Billing Codes are not enforced when DCE is operating without a connection to CAS.

Determining Offline Operation

If the MFP loses its connection to the DCE server, and enters into "offline" mode, the MFP can still authenticate user credentials against its login cache. Users whose credentials match a previously cached set are granted MFP access; if the credentials do not match, the users are denied access.

To enable Login caching for offline mode:

- 1 Open **System Manager** and navigate to **Configuration > Security and authentication > User authentication**. The User Authentication configuration dialog opens.



- 2 In the **CAS offline behavior** section, select the **Login caching** from the **DCE servers** drop-down list.
 - **Disabled:** PCC follows offline behavior settings; the regular rules for **cached only** and **allow all** apply.
 - **Enabled:** PCC attempts to authenticate users with data cached on the DCE.

DCE login caching determines whether a user login is accepted or denied when CAS is offline. If DCE caching is disabled when CAS is offline, then users cannot login. If DCE caching is enabled when CAS is offline, then DCE allows users to login only if they had previously logged in when CAS was online.

For example, if DCE caching is enabled, and User1 authenticated while CAS was online, but User2 did not, then if CAS goes offline, User1 can still login, but User2 cannot login until CAS comes online again. Once CAS is back online, then User2 can login, and continue to login even if CAS goes offline again.

This option also controls login caching on PageCounter terminals. If the PageCounter cannot contact DCE, it goes into local mode and validates against its login cache. Only copying is supported in this mode.



NOTE: Account limits are not enforced, and Billing Codes are not validated when DCE is operating without a connection to CAS.

- 3 Select how DRE servers handle print jobs when CAS is offline.
 - **Auto select:** If account limits are enforced, then the **Do not print** option is used. If account limits are not enforced, then the **Print, charge accounts later** option is used.
 - **Do not print:** Users cannot print, and must wait until CAS is back online in order to print.
 - **Print, charge accounts later:** Users can print, and then the print job is charged to their account when CAS is back online.

Configuring Account and Session Display

PCC can display account information during a user session, and provide a session summary at the end of a user session.

To select the display options you wish to have available in PCC, do the following:

- 1 Open System Manager, and navigate to **Configuration > User interaction > Session flow**.

Optional display fields	
Account name:	At start of session
Account balance:	At start and end of session
Session cost:	At end of session

- 2 In the **Optional display fields** section, select which fields you want to display during a user session. If you do not want to display certain information, select **Do not display** from the corresponding field's drop-down list.
 - **Account name:** The name of the user's account can be displayed at the start of a session.
 - **Account balance:** The user's account balance can be displayed at the start, end, or both start and end of a session.
 - **Session cost:** The cost of the user's session can be displayed at the end of a session.



NOTE: In order for the PCC Session Summary screen to appear on the MFP, *Account balance* and/or *Session cost* must be set to display at the end of a user session.



Use Print & Copy Control

Topics

[Logging Into PCC](#)

[Entering Billing Codes](#)

[Using the Function Selection Screen](#)

[Using Follow-You Printing](#)

[Using Scan-to-Me](#)

[Logging Out of PCC](#)

[Accessing GlobalScan NX](#)

This chapter describes how to login to PCC and use the PCC screens and features on the MFP. This chapter also provides information about entering billing codes and using campus cards.

If your administrator has enabled account limit enforcement, color quotas, and/or billing codes, read the following paragraphs before you use PCC.

Account limits – Account limits ensure that you have sufficient funds in your account to pay for print jobs before the jobs are released from the queue. As you release print jobs in PCC, the software continuously checks your output against your account balance. If the total cost of printing selected documents is more than your available fund balance, PCC will not release the print jobs. Instead, an error message appears indicating that the balance is not enough to pay for the printing or copying. After you add funds to your account, you can login to PCC again to release your jobs. In the case of copy jobs, PCC stops the copy job at the point when the account balance is exceeded, and locks access to the MFP functions. This is available only as a licensable feature in Equitrac Express.

Billing Codes – A billing code is a unique combination of letters and numbers that represent a charge-back group. You can assign your transactions to a particular code, and Equitrac Office/Express tracks the characteristics of copy or print jobs assigned to the code.

Color quota – Color quotas are used to limit the amount of color copying and printing that you can produce. As you copy or print, PCC compares your output to your color quota balance (in number of pages). Once you reach the quota, PCC disables the color function on the MFP. If you still have funds remaining in your account, you can log back in and continue to produce black & white copies or print black & white documents only. You are able to produce color output only when your color quota is reset on the server. This applies to any given original document size or duplex setting such as large documents with double-sided or single-sided originals.

Logging Into PCC

When you first approach an MFP that is controlled by PCC, you must enter valid authentication credentials before you can access the MFP functions.

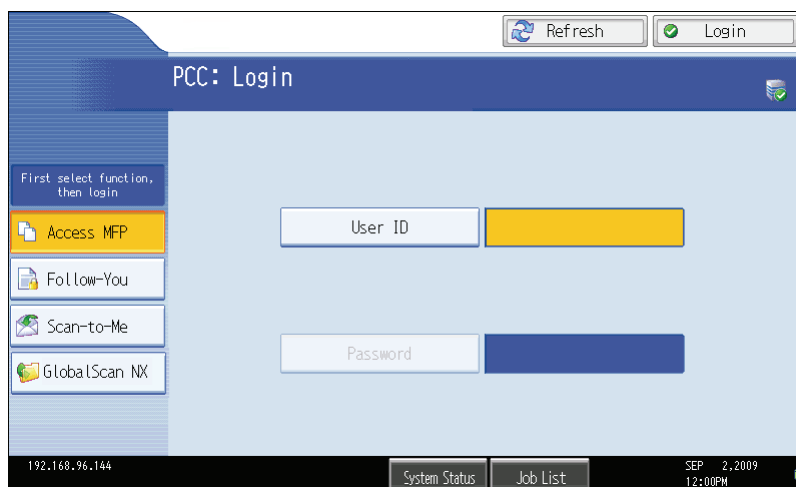
- 1 On the Login screen, select the function you want to access.
- 2 Enter valid login credentials using the numeric keypad or on-screen keyboard, or by using a swipe card.

Depending on configuration, one or two login fields may appear. The following are examples of valid login credentials:

- Equitrac primary PIN only
- Equitrac primary and secondary PINs
- Windows Networking credentials – network username and password
- Swipe card at the card reader
- Swipe card and Equitrac secondary PIN
- Swipe card and Windows password
- Equitrac primary PIN and Windows password
- Campus card swiped at the card reader. (for Equitrac Express only)
- Department PIN codes
- Billing Code PIN codes



NOTE: The last prompt field on the Login screen is masked to protect your login credentials. If secondary prompts are not enabled on the server, the User ID field is masked (***) . If secondary prompts are enabled, the Password field is masked instead.



- 3 Touch the **Login** button or press the **Start** key. Depending on which PCC functions are configured, one of the following screens appears:
 - **Billing code screen** - if billing codes are enabled on the server, and are configured to appear immediately after authentication.
 - **Function Selection screen** - if you selected **Access MFP** in order to use the copy or fax functions.
 - **Follow-You Printing screen** - if you selected **Follow-You** in order to release print jobs from the virtual print queues.
 - **Scan-to-Me screen** - if you selected **Scan-to-Me** in order to scan documents and email them to yourself.
 - **Select Account screen** - if you swiped a campus card, you can then select the account you wish to draw the funds from. (Equitrac Express only)
 - **Third Party Application** - if additional third party applications are integrated with PCC (such as GlobalScan NX), a function button for each application appears on the login screen.

If you have difficulty logging in

If your credentials are not validated, an error message appears requiring you to try your login again. If you cannot login, check the server icon in the top right corner of the Login screen. If the icon shows a yellow warning triage, PCC has lost communication with the server. In this case, you can login only if the device has been configured for offline operation. Check with your Administrator for additional details.

If the system does not recognize the swipe card you used to authenticate, you are prompted to enter your authentication details if the card auto-registration feature is enabled. The next time you swipe the card, your login information is populated automatically. Otherwise, the system displays a "login failed" error.

Entering Billing Codes

If billing codes are configured, the Billing Details screen opens immediately after the Login screen, and upon job release in the Follow-You Printing screen if configured.



NOTE: If an account is configured with only one available billing code to charge against, and billing codes are required, then that code is automatically selected and the Billing Code screen does not appear.

- 1 Enter the **Billing Code** in the field provided.

If you don't know the code, touch **Search**. Enter the search criteria in the field, then touch **Search** again. The screen updates with the first 100 codes that matched your search. Use the Up/Down arrows to browse through billing codes and select the correct code, then touch **OK**.

The Search option is configurable in System Manager. If not configured, the button is greyed-out and non-active.

- 2 If configured, select whether the job is **Billable** or not.

This option determines if the transaction is billed to a user, group, or department, or if it is only entered into the system for reporting purposes.

- 3 Touch **Next** to continue.

If the Billing Code validation is enabled, the billing code is validated when you touch **Next**. If you searched for a code and selected it from the list, it is validated immediately, and the description is displayed beside the code field. Billing code validation is set in System Manager > Configuration > Session Flow > Validate Billing Codes.

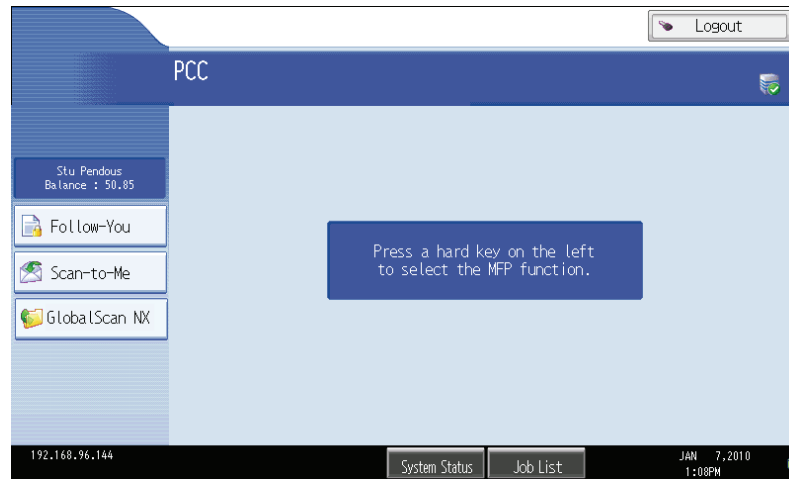


NOTE: If the billing code you entered is invalid, try performing a search and selecting the code from a list instead.

Once the code is validated, the function you selected displays on the Login screen. If you entered the billing code screen after a job release, you then return to the Follow-You screen.

Using the Function Selection Screen

From the Function Selection screen, you can access the native device functions, such as copy, fax and scan, by pressing the corresponding hard key on the front panel. You can also access the PCC functions such as Scan-To-Me, Follow-You Printing, or other external applications (if configured). Consult your Ricoh device documentation for details about using native device functions.



When you finish copying or faxing, press the **Other Function** hard key on the front panel to return to the Function Selection screen. At this point, you can select another function, or you can touch **Logout** to end your current PCC session.



NOTE: If your Administrator configured a third party application to work with PCC, another function button appears on this screen. You can touch this function to login to the third party application while still logged into PCC.

Using Follow-You Printing

The Follow-You Printing screen displays all the queued documents associated with your login credentials, or release key. By default, the list displays documents in order from longest-queued to most-recently queued.

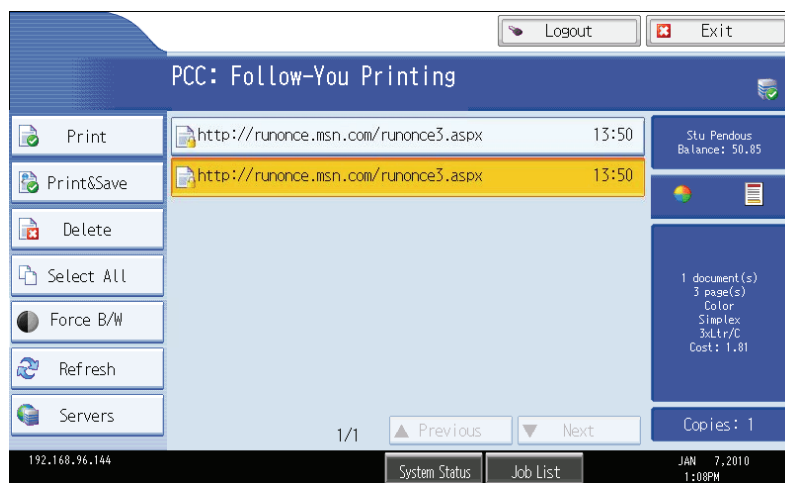


NOTE: The print queue can only display up to the first 100 print jobs per user.

Each time you release a document from the Job list, PCC checks your available account balance. If account limits are enforced, and the total cost of the selected documents exceed the available account balance, an error message displays indicating that the account balance would be exceeded and the items will not be printed. If the login has a limited color quota which has been exceeded, the document prints in black and white, assuming there is sufficient quota remaining for the print job.



NOTE: Account limits are a licensable feature available in Equitrac Express.



- Touch **Print** to release all selected documents (selected documents are highlighted in yellow).
- Touch **Print&Save** to release any selected print job and save them in the Equitrac print queue.
- Touch **Delete** to remove selected documents from the Job List without printing them.
- Touch **Select All** to select all documents. To unselect a document and not release it for printing, touch the document again to unselect it.
- Select **Force B/W** to force color jobs to print in black & white. When selected, the button turns yellow to indicate that Force B/W is "On", and all specified jobs will print in black & white. Touch the button again to turn Force B/W "Off".
- Touch **Refresh** to update the document list. The list auto-refreshes periodically.

- Touch **Servers** to select a different print server and pull your document from another print queue to this MFP. To use this feature, your print environment must be configured to support multi-server Follow-You™ printing. See [Viewing Jobs on a Different Print Server](#) on page 57 for details.
- Touch the **Previous** or **Next** buttons to scroll through the list of documents in the queue.
- Touch **Exit** to return to the Function Selection screen.
- Touch **Logout** to end your current PCC session.

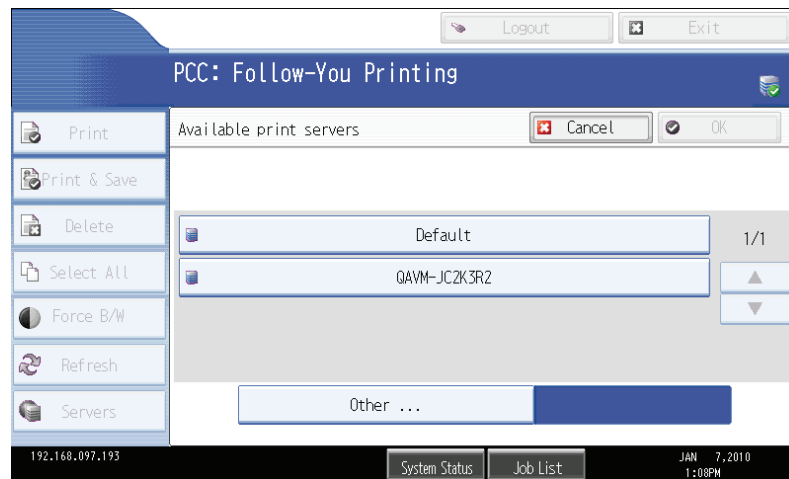
When you select a job to Print, Print&Save, or Delete, the document details are displayed in the Job Details section. See the [PCC Print Release Quick Reference](#) on page 69 for a description of all screen options.

Viewing Jobs on a Different Print Server

If PCC is configured to allow multi-server Follow-You Printing, you can view print jobs that you printed on a different server.

On the Follow-You Printing screen, touch the **Servers** button to choose an alternate print server. In the **Available print servers** screen, touch an alternate server, then touch **OK**. The job list updates with all of your print jobs waiting on that server.

To access a print server not displayed in the list, touch the **Other** button to manually enter a name of a print server for one-time use.



Using Scan-to-Me

The Scan-to-Me screen allows you to scan a single or double-sided document and email it to yourself. Your email address is automatically populated in the **To** field with the address PCC identifies upon login. When you receive the email in your inbox, the subject line reads "Scan-to-Me from <device_IP><date><sequential number>". The Filename in the email is the same as the name of the original scanned document. The name is auto-generated, and you can change it before starting the scan.



NOTE: The *To* field is auto-populated with the email address from the User Summary dialog in Accounts Manager. If the field is blank in Accounts Manager, you cannot access the Scan-to-Me function. Contact your Administrator if you cannot access the Scan-to-Me options.

Scan-to-Me supports LDAP search to find email addresses within a database. In order to enable LDAP email search, LDAP synchronization must be configured in System Manager. When configured, a search button is available next to the **To** and **CC** fields on the Scan-to-Me screen—providing quick access to the email address database.

If LDAP search is configured, the **To** button becomes active, allowing for additional email addresses to be manually entered into the **To** field. If LDAP search is not available, the **To** button is not active, and only your email address populates the field. You can also use the **To** button to remove any addresses added by the email search mechanism.

See *Configuring LDAP Synchronization* in the *Equitrac Office* or *Equitrac Express Administration Guide*.

Scan and Send a Document to Email

To scan a document and send it to email, do the following:

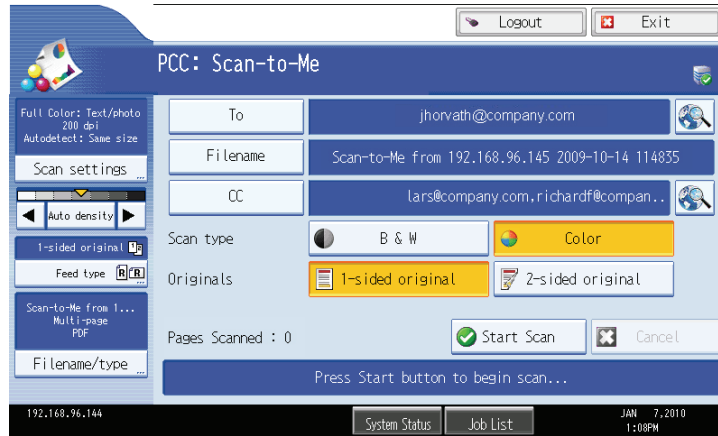
- 1 If LDAP search is configured, touch the **To** button to bring up the soft keyboard to manually enter email addresses. Separate each email address with either a semi-colon or colon. You can also touch the **LDAP search** button next to the **To** field to search for available email addresses within a database. See [Using LDAP Email Search](#) on page 59.



NOTE: Although multiple email addresses can be added in the *To* field, your address must always be included for the Scan-to-Me feature to work. If you remove your email address from the *To* field while entering additional addresses, your address is automatically added to the front of the list in the *To* field.

- 2 Touch the **Filename** button if you want to rename the file, otherwise leave the auto-generated name.
- 3 If configured, touch the **CC** button to enter additional email addresses. Separate each email address with either a semi-colon or colon. If LDAP is configured, you can touch the **LDAP search** button next to the **CC** field to search for available email addresses. See [Using LDAP Email Search](#) on page 59.
- 4 Touch **B&W** or **Color** as the Scan type.
- 5 Touch **1-sided original** to scan a single page, or touch **2-sided original** to scan both sides of a page.

- If configured, additional scan options appear on the left of the screen—adjust the options as needed. See [Adjusting the Scan Settings](#) on page 60 for details.



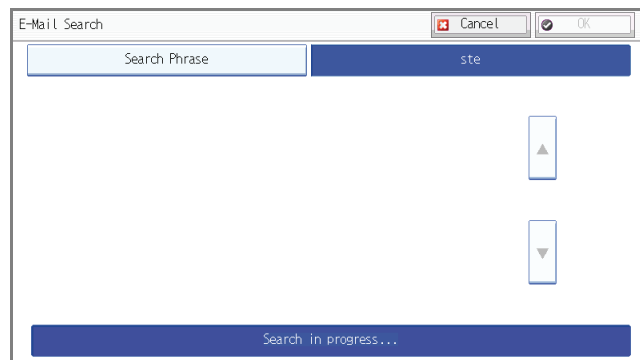
- Place your document in the feeder or on the scanner, then touch **Start Scan** or press the **Start** key on the MFP to begin the scan.

Using LDAP Email Search

PCC supports searching for email addresses from the Scan-To-Me screen. To perform a search, use the LDAP search buttons located beside the To and CC fields. When a search is initiated, a soft keyboard opens for entering your search criteria.

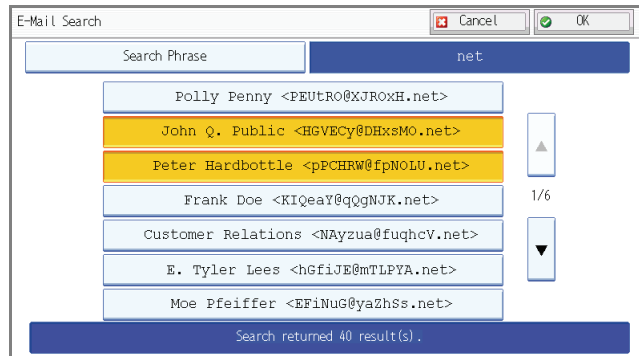
To perform an email search, do the following:

- Touch the **LDAP search** button beside the To or CC fields to search for and add addresses to the corresponding field.
- Touch the **Search Phrase** button to bring up the soft keyboard.
- Enter your search criteria and touch **OK** to start the search.



NOTE: You must provide at least 3 characters to use as search criteria. The particular way in which the search results are displayed vary dependant upon your configuration.

- 4 When the search is complete, a list of addresses matching the search criteria displays.



- 5 Use the **Up** and **Down** arrows to scroll through the list page by page.
- 6 Select one or more addresses, and click **OK** to exit the Email Search feature.

Adjusting the Scan Settings

If your Administrator configured advanced scan settings to appear on the Scan-To-Me screen, you can make adjustments to the settings prior to completing the scan:

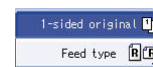
Density

Use the Left and Right arrows to make finite adjustments to the scan density. If you are scanning a document that contains light text, increase the scan density accordingly.



Feed Type

You can adjust the Portrait/Landscape feed type as needed. This area of the screen also reports the selected original type (one sided or two sided). If you are scanning a two-page document, ensure that you select two-sided. Otherwise, PCC forwards the scan directly to your email address without waiting for the second scanned page. You can also set the ways in which multiple original documents are scanned in batches:



- **Batch** allows you to place original documents into the feeder and then press **Start**. Once completed, the MFP waits for any additional originals to be placed, and for **Start** to be pressed.
- **SADF** allows scanning to begin as soon as documents are placed into the feeder, without the need to press **Start** between batches.

Filename /Type

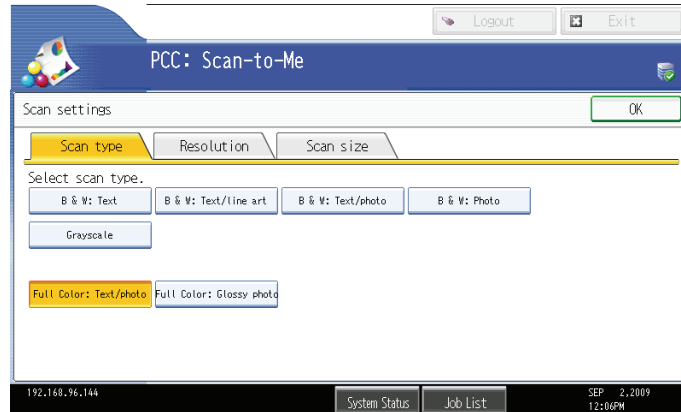
If you want to change the output type of the file (for example if you are scanning a photo and prefer a JPG rather than a PDF file), touch **Filename/type**. You can also change the file name if you prefer. By default the file name follows the format "Scan-to-Me from <device_IP><date><sequential number>".



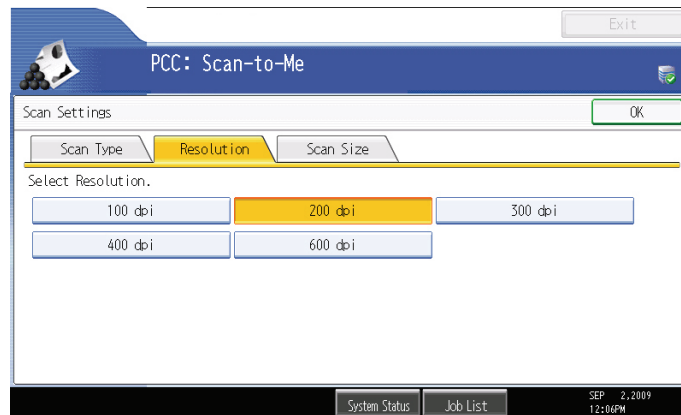
Scan Settings

You can adjust three different scan settings: **Type**, **Resolution**, and **Size**. Touch the **Scan settings** button on the Scan-to-Me screen to view these options.

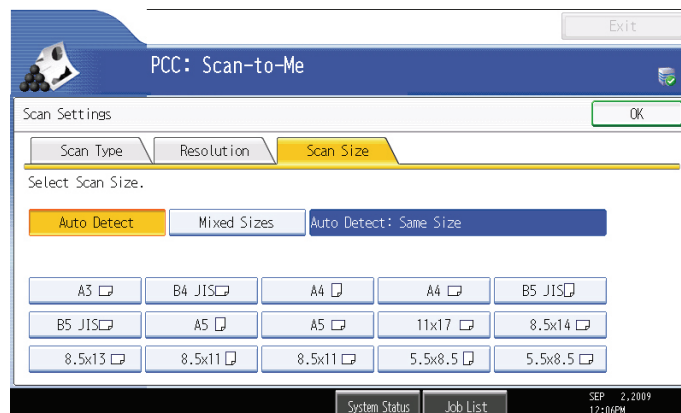
Scan Type



Resolution



Scan Size

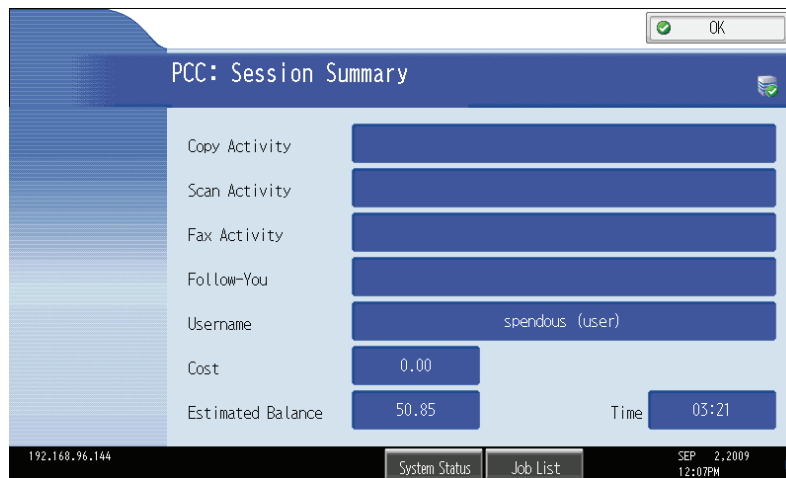


Logging Out of PCC

To end a user session and log out of PCC, touch the **Logout** button, or press the hard **Login/Logout** key on the MFP panel while on any PCC screen.

If configured in System Manager, the Session Summary screen appears when you end a session. The Session Summary provides a brief overview of your session activity, estimated costs, and the total time you were logged in to PCC. See [Configuring Account and Session Display](#) on page 49 to enable PCC to display the Session Summary screen on the MFP.

After viewing the session summary, click **OK** to close it to continue logging out of PCC.

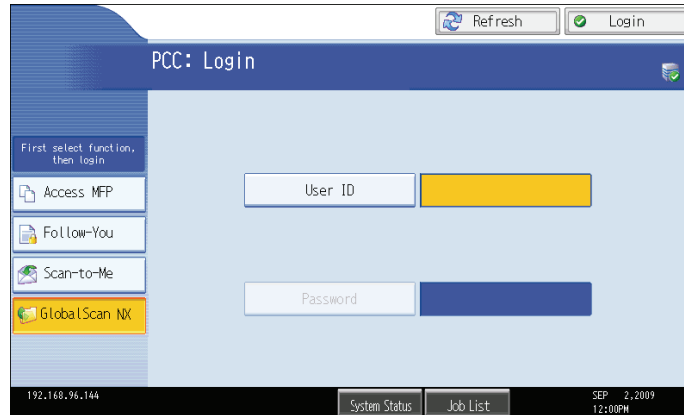


Accessing GlobalScan NX

Equitrac supports SSO (Single Sign On) for third party applications, such as GlobalScan NX. SSO integration allows PCC user credential authentication to access the GlobalScan NX application.

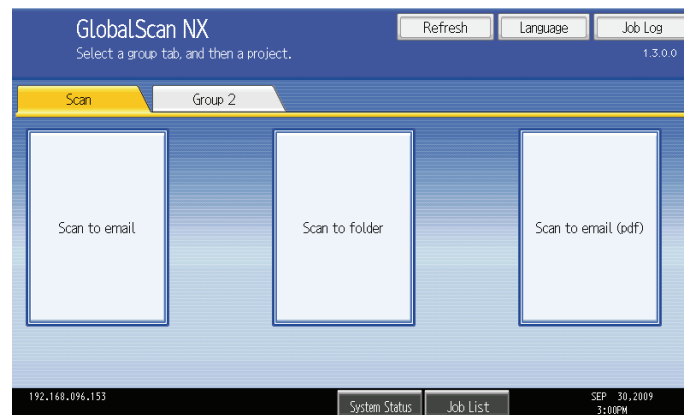
To access GlobalScan NX, do the following:

- 1 On the PCC login screen, select GlobalScan NX from the functions list.



- 2 Enter valid login credentials using the numeric keypad or on-screen keyboard, or by using a swipe card.
- 3 Enter a Billing code, if prompted.

The GlobalScan NX screen opens.



- 4 After performing the desired functions, touch the **Refresh** button to exit GlobalScan NX.
- 5 Press the **Other Function** key on the MFP, and select **PCC** from the extended feature list to return to PCC.
- 6 Log out of PCC.



NOTE: GlobalScan NX must be installed to the SD card. Refer to the *PCC 4.0.1-GlobalScan NX Integration Plug-in Installation Guide* to configure GlobalScan NX to work with the PCC application.



Disable or Uninstall PCC

Topics

[Stopping or Disabling PCC](#)

[Uninstalling PCC](#)

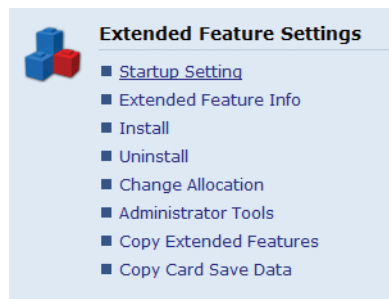
This chapter provides instructions to temporarily disable PCC, or to uninstall PCC from the device.

Stopping or Disabling PCC

Rather than removing PCC from the device, and reinstalling later, you can temporarily disable PCC. You can perform this task from either the MFP's web page, or at the MFP itself via the front panel.

From the MFP Web Page

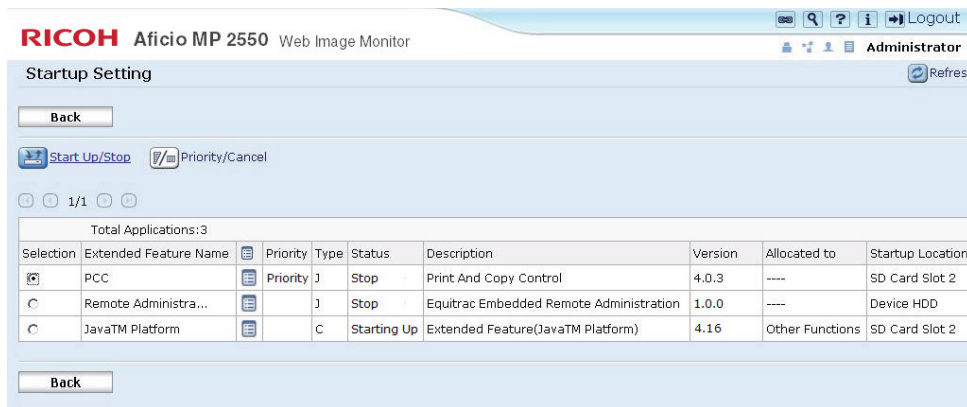
- 1 Open a web browser, and enter `http://<MFP_IP>` in the address field. Enter your administrator login credentials.
- 2 Click **Configuration** in the left pane.
- 3 In the **Extended Feature Settings** section, click **Startup Setting**.



- 4 Click the radio button beside the **PCC** extended feature, then click **Start Up/Stop** to disable PCC.



NOTE: Although PCC is disabled, the Status column does not change from *Starting Up* to *Stop*. To refresh the screen, and verify that PCC is disabled, click *Back* and *Startup Setting* again and ensure that *Stop* is now displayed.



- 5 Click **Back** to return to the home page for the device.
- 6 On the Status tab, click **Reset Device**.

After the device restarts, the PCC login screen no longer appears. To enable PCC, see **Starting the PCC Applications** on page 21.

At the MFP Front Panel

- 1 Login to PCC or bypass.
- 2 Press **User Tools/Counter**. If the Administrator password is enabled, enter it to continue.
- 3 Touch **Extended Features**.
- 4 Touch **Extended Feature Settings** again.
- 5 In the **Startup** tab, press **PCC** to unselect it.
- 6 Press **Exit** until you leave the **User Tools** menu.

To re-enable the PCC software, repeat these steps, but press **PCC** at step 5 to select it as an extended application.

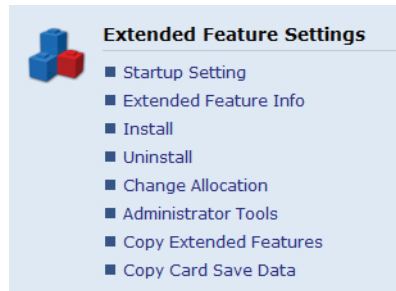
Uninstalling PCC

To remove the PCC application from the MFP, follow these steps:

- 1 Open a web browser and browse to the default web page for the MFP, http://<MFP_IP>, where <MFP_IP> is the IP address for the physical MFP.
- 2 Click **Login** in the upper right corner of the page. The login page opens. Enter your administrator User Name and Login Password. The default login for the MFP is User Name **admin** with no password.

The Web Image Monitor page opens.

- 3 On the Web Image Monitor page, select **Configuration** in the left navigation menu to access the configuration options.
- 4 On the configuration options page, click **Uninstall** under Extended Feature Settings.

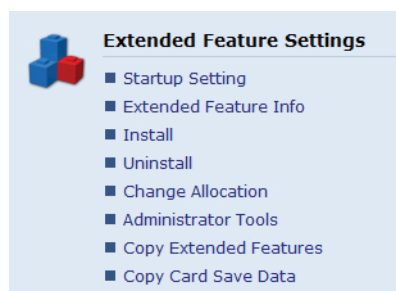


- 5 In the **Extended Feature** list, select the PCC application.
- 6 Click **Uninstall**.
- 7 Confirm that PCC has been uninstalled completely.
- 8 If the PCC Remote Administration function is not being reinstalled, deselect the functions set active for management by the enhanced external charge unit. The functions are located in the MFP system settings/administrator tools.
- 9 If you do not plan to re-install PCC, reboot the MFP to ensure that PCC is fully removed and disabled from the device.

Uninstalling the Remote Admin application

To remove the Remote Admin application from the MFP, follow these steps:

- 1 Open a web browser and browse to the default web page for the MFP, `http://<MFP IP>`, where `<MFP IP>` is the IP address for the physical MFP.
- 2 Click **Login** in the upper right corner of the page. The login page opens. Enter your administrator User Name and Login Password. The default login for the MFP is User Name **admin** with no password.
The Web Image Monitor page opens.
- 3 On the Web Image Monitor page, select **Configuration** in the left navigation menu to access the configuration options.
- 4 On the configuration options page, click **Uninstall** under Extended Feature Settings.

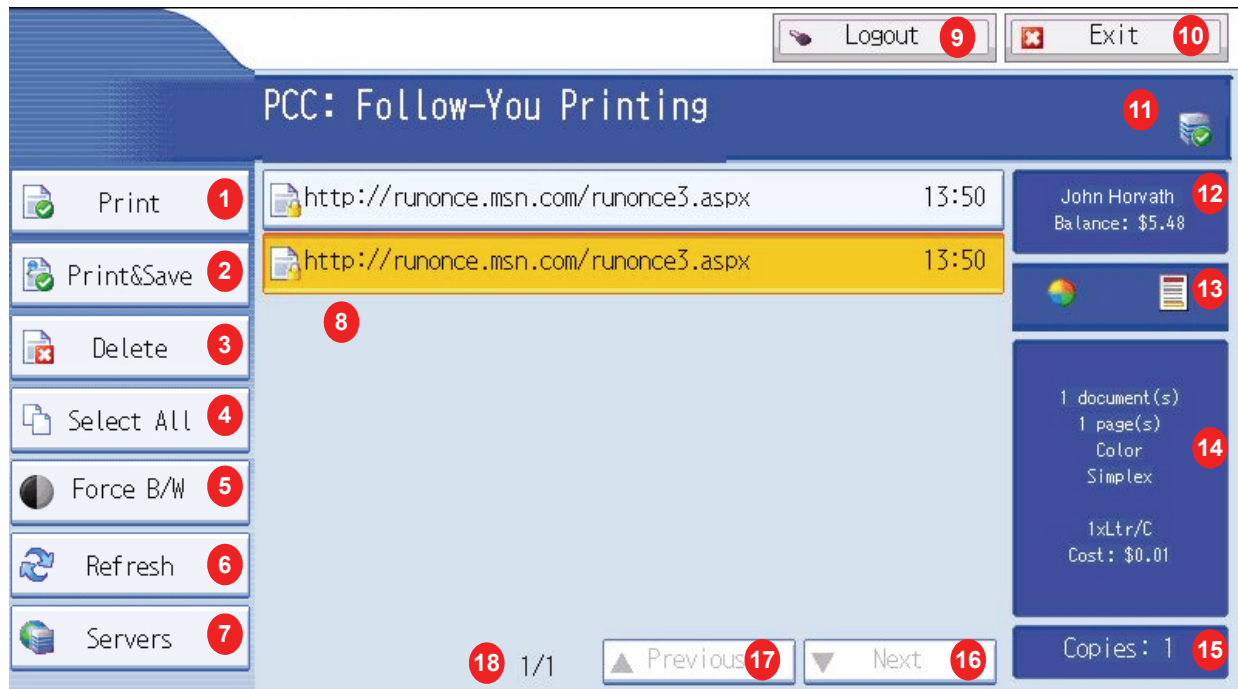


Chapter 5: Disable or Uninstall PCC

- 5 In the **Extended Feature** list, select the Remote Admin application.
- 6 Click **Uninstall**.
- 7 Confirm that the Remote Admin application has been uninstalled completely.
- 8 If the PCC Remote Administration function is not being reinstalled, deselect the functions set active for management by the enhanced external charge unit. The functions are located in the MFP system settings/administrator tools.
- 9 If you do not plan to re-install the Remote Admin application, reboot the MFP to ensure that it is fully removed and disabled from the device.

PCC Print Release Quick Reference

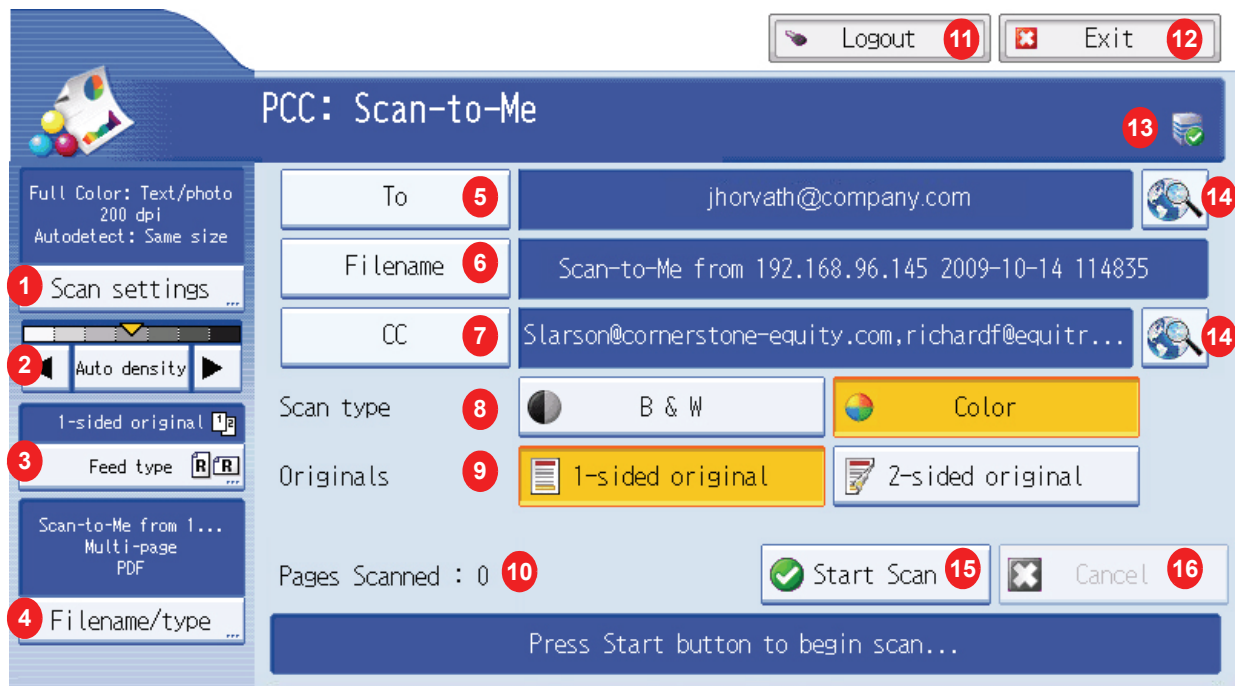
The Follow-You Printing screen displays your queued print jobs from most recent to oldest. Choose one or more documents to print, save, or delete from the queue. To access the other MFP functions from this screen, press Exit, or press one of the MFP hard keys located to the left of this screen.



- 1 **Print:** Print all selected documents; works like the MFP's Start key.
- 2 **Print&Save:** Print all selected documents, and save in Equitrac print queue.
- 3 **Delete:** Remove selected documents from print queue.
- 4 **Select All:** Select all queued documents.
- 5 **Force B/W:** Force color job to print in black & white.
- 6 **Refresh:** Update document list.
- 7 **Servers:** Select print server holding document in queue.
- 8 **Job List:** Touch a document to select it; touch it again to deselect it.
- 9 **Logout:** Touch to end the current PCC session.
- 10 **Exit:** Touch to return to the MFP Function Selection screen.
- 11 **Server Status:** Indicates whether PCC is communicating with the server.
- 12 **User Details:** Indicates the user logged into the current PCC session and their account balance.
- 13 **Job Details:** Iconic summary of the selected job characteristics including color vs. monochrome, simplex vs. duplex.
- 14 **Document details:** Provides characteristics of selected documents: number of documents selected, number of pages, color/monochrome, single or double-sided, page size, cost to print.
- 15 **Copies:** Reflect the number of copies currently selected on the MFP panel.
- 16 **Next:** Scroll through older documents in Job List.
- 17 **Previous:** Scroll through newer documents in Job List.
- 18 **Pages:** Current and total number of pages that comprise the Job List.

PCC Scan-to-Me Quick Reference

The Scan-to-Me screens allow you to scan a document and email it to yourself and optionally, to other users. Make sure you adjust the Scan settings, edit the file name if necessary, and choose the correct Scan Type and Originals options before you press Start Scan.



- 1 **Scan Settings:** Touch this button to adjust the scan resolution, advanced scan types, and scan size.
- 2 **Density:** Touch the left or right arrow to increase or decrease the scan density.
- 3 **Scan Details:** Displays the current feed type. Touch to change the feed type.
- 4 **Filename/type:** Displays the current scan format. Touch to change the scan output format, or the scan file name.
- 5 **Scan Recipient (To):** Field automatically populates with your email address.
- 6 **Filename:** Indicates the name of the file that is emailed. Touch the Filename button to change the name.
- 7 **CC:** Optional field. Touch the field to enter additional email addresses to send the scan to. Separate each address with a comma or semi-colon.
- 8 **Scan Type:** Scan in either black & white or color.
- 9 **Originals:** Scan either a single one-sided page, or a two-sided page.
- 10 **Pages Scanned:** Displays the number of scanned pages.
- 11 **Logout:** Touch to end your PCC session.
- 12 **Exit:** Touch to return to the MFP Function Selection screen.
- 13 **Server Status:** Indicates whether PCC is communicating with the server.
- 14 **LDAP Email Search:** Touch to perform a search for email addresses.
- 15 **Start Scan:** Touch to perform the scan after all options are set.
- 16 **Cancel:** Touch to return to the MFP Function Selection screen without performing a scan.