

PageCounterTM

Usage Guide

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PageCounter™

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Overview

At a Glance...

Terminal Keyboard Layout

Standard Terminal Features

Optional Terminal Features

Terminal Modes

Equitrac PageCounter terminals are expense recovery devices used with Equitrac's Document Accounting Solutions including Equitrac Professional Enterprise Edition, System 4, Equitrac Professional, Equitrac Office, Equitrac Express, PrintLog Accounting Server, and Print Release System (PRS).

PageCounter terminals supply expense management and device control for your business environment. The terminals enable your organization to authorize and track transactions made at office machines.

Terminal Keyboard Layout

The PageCounter supports an optional QWERTY keyboard. The keys on the terminal and the keyboard are color-coded. Gray keys labeled in white provide standard alphabetic function, and number keys. Blue function keys labeled in white include:

- F1, F2, F3—Selects corresponding options from the screen.
- HOLD—Extends the timeout value during Ready mode.
- BACK—Deletes characters to the left of the cursor.
- END—Ends the current transaction and returns to Idle mode.
- SEP—Enters special delimited code values.
- ENTER—Submits an entry at a data entry field (required if AutoEnter is not enabled).
- RECALL—Displays a list of previously entered accounting information.
- SEARCH—Searches for accounting data based on the first set of characters in a code or a code's description (when configured).
- SCAN—Scans for accounting data based on a set of characters found anywhere in a code or a code's description (when configured).
- - +—A Separator Key.
- ALT—Not configured for the PageCounter terminal.
- HELP—Displays terminal information.



Standard Terminal Features

All PageCounter terminals provide the following features and functionality:

- Terminal display—4 line x 20 character LCD display.
- Numeric keypad in calculator format.
- Dual Ethernet—enables the use of the terminal as a mini-hub when connecting multifunction devices. Eliminates the need for new wiring or multiple network drops.
- Copy support—enables access to the copier device only after you enter accounting data.
- Scan support—enables access to select eCopy or specific Xerox multi-function devices for scan transactions.
- Metal bypass key—bypasses accounting data entry to access the controlled device.
- Storage capacity—128 MB hard disk that can store up to 200,000 validation codes and up to 20,000 transactions at the terminal.

Optional Terminal Features

All PageCounter terminals provide the following optional features:

- QWERTY keyboard—Standard keys and additional Equitrac function keys used to enter information into the terminal for completing transactions.
- Magstripe reader device—Magnetic card reader that uses Track 2 encoded magnetic cards, in place of the keyboard, to enter transaction data or user identification.
- Proximity card reader device—Internal card reader that uses encoded radio frequency sensitive cards, in place of the keyboard, to enter user identification data on the terminal.
- Cost recovery software—Terminal software that includes search, scan, recall, global recall, and SmartPrompt functionality.

Terminal Modes

Depending on the system, Equitrac equips the PageCounter with one of two modes: MODE 1 or MODE 2.

Mode 1 is exclusively for Equitrac Professional Enterprise Edition, System 4, and Equitrac Professional.

Mode 2 is exclusively for Equitrac Office, Equitrac Express, PrintLog Accounting Server, and Print Release System (PRS).

The terminal's behavior and available functionality depends on the mode. Depending on the mode, not all features and functions are available on the terminal.

Overview:
Terminal Modes



Entering Accounting Data

At a Glance...

Terminal States

Data Entry Options

Data Entry Error Messages

Before using the PageCounter Professional terminal, become familiar with its terminal states, data entry procedures, and standards.

PageCounter terminals provide several methods for entering accounting data. The methods available differ whether you are using Mode 1 communication or Mode 2 communication. In either case, the terminals exist in various states and provide various error messages.

When you enter accounting data at the terminal, the terminal verifies your entry against database validation values and notifies you if you enter incorrect information.

Terminal States

PageCounter terminal states include functional modes and operational modes. Functional modes describe how the terminal works, independently of the operation you perform on it. Operational modes describe the usage choice or the operation you perform on the terminal, such as photocopy.

At a Glance...
[Functional Modes](#)
[Operational Modes](#)

Functional Modes

The PageCounter operates in three functional modes:

- Idle mode—The terminal is not in use; data entry fields are ready to accept entries. The terminal returns to Idle mode after a specified period of inactivity.
- Data Entry mode—The terminal is in use; data entry fields are receiving entries.
- Ready mode—The terminal, after receiving all data entries, is functioning in the selected mode of operation (counting printed pages, counting scans, and so on).

Idle Mode

A PageCounter terminal that is ready for use is in Idle mode. When you press any key (unless that key has a special function), the terminal enters Data Entry mode.

The PageCounter returns to Idle mode when you complete a transaction or after a configurable period of keyboard inactivity in Data Entry mode or Ready mode.

Idle mode enables the following terminal keys:

- F1, F2, F3—Select a corresponding option from the screen.
- HELP—Open the help topic associated with the current mode or function.

Data Entry Mode

When you begin entering data in the first data entry field, the terminal enters Data Entry mode. The terminal transitions to Data Entry mode seamlessly, so it treats the first character you enter as the initial character in the first data entry field. In this mode, the terminal displays the Data Entry screen.

You can enter accounting data into the fields displayed on the Data Entry screen. Use the arrow keys as needed to scroll through the data entry fields. You can enter the accounting data directly into the data entry fields, use data entry tools such as swipe cards or, for Mode 1 terminals, use any of the configured data entry options such as SEARCH, SCAN, or RECALL.

The PageCounter returns to Idle mode when you complete a transaction or after a configurable period of keyboard inactivity in either Data Entry or Ready mode.

Ready Mode

After you complete all required accounting entries at the Data Entry screen, the terminal enters Ready mode, and displays the Ready screen. At this point, you can begin using the controlled device to make a transaction.

The Ready screen displays an accumulator for page count and a timer for device timeout. In addition to the page count and device timer, other information may include billable/non-billable information or the total charge for the transaction. Ready mode enables the following terminal keys:

- F1, F2, F3—Select a corresponding option from the screen.
- END—End the current transaction and return to Idle mode.
- HOLD—Extend the timeout value. See your system administrator for details.

The PageCounter returns to Idle mode when you complete a transaction or after a configurable period of keyboard inactivity in either Data Entry or Ready mode.

Operational Modes

A PageCounter's operational mode determines the type of operation the PageCounter controls. When a terminal is in Photocopy mode, for example, it controls access to the connected copier and tracks copy transactions users perform on the copier. Both Mode 1 and Mode 2 support different operational modes.

Mode 1 Operational Modes

When your PageCounter terminal uses Mode 1 communication, it can support up to four operational modes, including:

- Photocopy mode—The terminal tracks copies made at a photocopier.
- Disbursements mode—The terminal tracks disbursements made at the terminal.
- Job Code mode—The terminal records job codes used for fax transactions made at the terminal. (Not available).
- MyPrint mode—The terminal holds printed documents in a queue until an authorized user releases or deletes them.

Note: The names and appearances of all operational modes are configurable and can differ from terminal to terminal.

To switch from one operational mode to another, perform the following procedure:

- 1 Press the corresponding function key (F1, F2, or F3) for MODE on the screen.
- 2 Select the mode you want to use by selecting the mode's corresponding number key.

- 3 Enter accounting data.
- 4 Perform your transaction using the controlled device.
- 5 Press the corresponding function key for NEXT on the screen to remain in the current mode and begin another transaction.
- 6 Press the corresponding function key for END to finish your transaction. The terminal returns to its default operational mode (typically Photocopy mode).

Mode 2 Operational Modes

When your PageCounter terminal uses Mode 2 communication, it can support one of three different modes:

- Photocopy Mode—The terminal tracks copies made at a photocopier.
- Print Release Mode—The terminal holds printed documents in a queue until an authorized user releases or deletes them.
- Photocopy and Print Release Mode—The terminal tracks copies made at a photocopier and holds printed documents in a queue until an authorized user releases or deletes them.

Your system administrator determines which terminals will use which operational modes and configures those modes using your Equitrac software.

Data Entry Options

The data entry options available depend on the terminal's configuration and its current mode of operation. Data entry options include the following:

- Manual Entry
- Search or Scan
- Recall and Global Recall
- Speed Codes
- Magnetic Stripe Card (Magstripe) Reader Device
- Proximity Card Reader Device

At a Glance...

[Manual Entry](#)
[Search and Scan](#)
[Recall](#)
[Global Recall](#)
[Speed Codes](#)
[Swiping a Magstripe Card](#)
[Swiping a Proximity Card](#)

Manual Entry

Manual entry is available on terminals using Mode 1 communication and on terminals using Mode 2 communication.

To manually enter data at a PageCounter terminal, perform the following procedure:

- 1 Enter accounting data for each field prompt using the PageCounter numeric keypad or optional alphabetic keyboard. If your terminal uses Mode 2 communication, press and hold ALT to enter an uppercase character.

Note: Press BACK to delete characters to the left of the cursor.

When a field is configured with the text description display option, the corresponding description for a valid field entry displays after you make the entry.

- 2 Press ENTER to accept a field entry and advance to the next prompt or to advance the terminal to Ready mode.

Note: If a field is configured with AutoEnter, the terminal automatically advances to the next prompt after the last character of the fixed-length entry is typed. See your System Administrator for details.

- 3 Press END on the keyboard to end the transaction and return the terminal to Idle mode.

Search and Scan

The SEARCH and SCAN options are available only on terminals using Mode 1 communication.

The SEARCH and SCAN options look up accounting information for configured accounting fields such as user or client. You can search or scan for data at the terminal and then select the necessary accounting information.

- Searches are based on either the initial characters in a code or in a code's description but not both. Press the SEARCH key to toggle between search fields. For example, a code search for 123 finds 12345 and 123-999 as possible matches.
- Scans are based on either any combination of characters found anywhere in a code or in a code's description, but not both. Press the SCAN key to toggle between scan fields. For example, a name scan for AB finds ABC Pools, John's Cab Company, and Van Abramson as possible matches.

Search and Scan Options

The kinds of searches and scans you can perform on the terminal depends on the terminal's configuration. Each data entry field can be configured to support searches and scans.

You may not have to manually initiate a search or scan if the current data entry field is configured to automatically search or scan (auto search or scan), or configured to search or scan on the first key entered (first-key search or scan). See your System Administrator for details on how your PageCounter terminal is configured.

Auto Search or Scan

When you reach a field configured to automatically search or scan, the terminal displays a list of matching codes or descriptions.

First-Key Search or Scan

When you reach a field configured for first-key search or scan, the terminal displays a list of matching codes or descriptions when you first enter a character in the field.

Search and Scan Configurations

PageCounter terminals provide the following SEARCH and SCAN options.

Search and Scan Option	Description
Auto Code Search	The terminal automatically displays a list of matching codes as soon as it advances to the configured data entry field (after the code in the previous field is verified).
Auto Code Scan	The terminal defaults to Auto Code Searches. Press the corresponding function key for SCAN to switch to Auto Code Scans.

Search and Scan Option	Description
Auto Description Search Auto Description Scan	The terminal automatically displays a list of matching descriptions as soon as it advances to the configured data entry field (after the code in the previous field is verified). The terminal defaults to Auto Description Searches. Press the corresponding function key for SCAN to switch to Auto Description Scans.
First-Key Code Search First-Key Code Scan	The terminal displays a list of matching codes after the first character is typed in the configured data entry field. The terminal defaults to First-Key Code Searches. Press the corresponding function key for SCAN to switch to First-Key Code Scans.
First-Key Description Search First-Key Description Scan	The terminal displays a list of matching descriptions after the first character is typed in the configured data entry field. The terminal defaults to First-Key Description Searches. Press the corresponding function key for SCAN to switch to First-Key Description Scans.
Manual Code Search Manual Code Scan	The terminal displays a list of matching codes after you press the corresponding function key for SEARCH or SCAN.
Manual Description Search Manual Description Scan	The terminal displays a list of matching descriptions after you press the corresponding function key for SEARCH or SCAN.

Note: When using combined validation, both SEARCH and SCAN work differently for the second combined field entry. The terminal uses the text string and code entered in the first combined field to search for matching codes for the second field.

A code can exist without an associated text description. For such codes, the Description column remains blank during a SEARCH or SCAN BY CODE.

Search or Scan Screen Display

When you initiate a SEARCH or SCAN, the PageCounter terminal begins searching for all exact matches to the characters you type. The terminal displays the following message:

```
Executing Search
Please Wait
```

This message is replaced with the first matching entry found. If no matches are found, it is replaced with the message:

```
No Matches Found
```

As more matching entries are found, the terminal displays them on the screen. As you type additional characters in the look-up field, the PageCounter terminal narrows its search and updates the list of matching information displayed on the screen.

Note: If the SEARCH and SCAN functions are disabled for a particular field, see your system administrator to have them enabled.

Performing a Manual Search or Scan

When you reach an entry field that has SEARCH or SCAN functionality enabled, the terminal displays SEARCH or SCAN options on the screen. To search or scan for accounting data, perform the following procedure:

1 Select a SEARCH or SCAN option.

- Press the corresponding function key (F1, F2, OR F3) for SEARCH or SCAN.

—Or—

- Press SEARCH or SCAN on the optional keyboard.

2 If the terminal is configured for multiple SEARCH or SCAN types, select the type you want to perform such as SEARCH BY CODE or SCAN BY DESC.

- BY CODE searches or scans the User, Client, and Matter fields.
- BY DESCRIPTION searches or scans the description fields associated with the User, Client, and Matter fields.

Note: During a SEARCH or SCAN, press the arrow keys to switch between code and description look-up functions.

3 Enter the first few characters of the code or description you want to find. The terminal displays the first matching entries and updates the display as you enter more characters.

- When searching, the terminal finds data where the first part of the entry matches the look-up characters.
- When scanning, the terminal finds data where any part of the entry matches the look-up characters.

4 Use the arrow keys to browse the matching entries, or enter additional characters to refine the matching entries list.

5 When you select the desired entry, press ENTER. The accounting information is inserted in the field where you initiated the search or scan. Proceed to the next data entry field or continue with your transaction as needed.

Recall

The RECALL option is available only on terminals using Mode 1 communication.

For configured fields, the RECALL option retrieves a list of previously entered accounting information from the local terminal, and displays the data on the screen. The recalled information is based on the accounting codes you entered in the previous data entry fields.

The terminal displays the most recent transactions first. Only transactions made from the current Data Entry mode are recalled because different Data Entry modes might not have the same uses for a field.

Consider an example in which the terminal is configured with three fields: User, Client, and Matter. The Recall feature on the terminal is configured so that the:

- Client field recalls are based on User data.
- Matter field recalls are based on Client and User data.

When you press the corresponding function key (F1, F2, or F3) for RECALL, or press RECALL on the optional keyboard:

At the Client Field—the terminal displays recalled data based on the last entry in the User field. Use the arrow keys to scroll through other recalled entries.

At the Matter Field—the terminal displays recalled data based on the last entry in the Client and User fields. Use the arrow keys to scroll through other recalled entries.

To recall previously entered accounting data for a particular field on the local terminal, perform the following procedure:

- 1 Press the corresponding function key for RECALL. The terminal retrieves a list of previous entries for the current field.
- 2 Use the arrow keys to select the desired entry on the screen, and press ENTER.
- 3 Continue with your transaction as needed.

Note: Press the corresponding function key for CANCEL to abandon Recall and return to the Data Entry screen.

Global Recall

The GLOBAL RECALL option is available only on terminals using Mode 1 communication.

After pressing RECALL, you may select GLOBAL to retrieve accounting data from the local terminal as well as all other terminals that are in communication with the host system over the network.

To recall previously entered accounting data, for a particular field, from all terminals connected to the host system, perform the following procedure:

- 1 Press the corresponding function key for `RECALL`.

Note: Press the corresponding function key for `MORE` if the `RECALL` option is not visible on the terminal screen.

- 2 Press the corresponding function key for `GLOBAL`. The terminal retrieves, from all terminals connected to the host system, a list of previous entries for the current field.

Note: You can press `RECALL` twice to select `GLOBAL RECALL`.

- 3 Use the arrow keys to select the desired entry on the screen and press `ENTER`.

Note: Press the corresponding function key for `CANCEL` to abandon global recall and return to the Data Entry screen.

- 4 Continue with your transaction as needed.

Speed Codes

The Speed Code option is available only on terminals using Mode 1 communication.

The Speed Code option functions like a speed dial on a telephone. Speed codes enable you to replace an accounting code, including optional fields you have skipped or left blank, with your own short, alphanumeric code.

When you use a speed code, the terminal automatically enters the accounting information previously assigned to that code. For example, you can enter a short speed code at the Client field that replaces both the client code and the matter code.

Each terminal can have one type of speed code only—Individual or Terminal-wide:

- Individual—Individual speed codes are based on a specific field, and are typically based on the user code. However, you can configure individual speed codes to use any previous data entry field as the key field.
- Terminal-wide—Terminal-wide speed codes are not associated with a specific field and often represent descriptions, such as accounting transactions, research, or distribution. Authorized users designated by the system administrator can create terminal-wide speed codes. Any user can use terminal-wide speed codes.

Creating an Individual Speed Code

To create an individual speed code, perform the following procedure:

- 1 Enter your User ID (if the speed code is not configured for the User field).
- 2 Press the corresponding function key (F1, F2, or F3) for MORE options.
- 3 Press the corresponding function key for SPCODE.

Note: Press the corresponding function key for MORE if the SPCODE option is not visible on the terminal screen.

- 4 Press the corresponding function key for CREATE.
- 5 Enter a unique speed code and press ENTER.
- 6 Enter a description for the speed code and press ENTER.

Note: If the speed code you entered already exists, the terminal asks you if you want to replace the existing code.

Select the corresponding function key for NO to enter a different speed code.
Select the corresponding function key for YES to replace the existing speed code and description with the new speed code and description.

- 7 In the appropriate fields of the Data Entry screen, enter the desired accounting information to assign to the speed code.
- 8 Recording continues until all accounting data has been entered or until you press the corresponding function key to stop recording. See [Stopping Speed Code Recording](#) on page 2 - 12 for details.

Creating a Terminal-wide Speed Code

When your administrator configures the terminal to accept terminal-wide speed codes, the speed codes you create are available to all terminal users. To create the speed codes, however, you must provide a valid password.

To create a terminal-wide speed code, perform the following procedure:

- 1 Enter your User ID.
- 2 Press the corresponding function key (F1, F2, or F3) for MORE options.
- 3 Press the corresponding function key for SPCODE.

Note: Press the corresponding function key for MORE if the SPCODE option is not visible on the terminal screen.

- 4 Press the corresponding function key for `CREATE`.
- 5 Enter an authorized user password and press `ENTER`.
- 6 Enter a unique speed code and press `ENTER`.
- 7 Enter a description for the speed code and press `ENTER`.

Note: If the speed code you entered already exists, the terminal asks you if you want to replace the existing code.

Select the corresponding function key for `NO` to enter a different speed code.
Select the corresponding function key for `YES` to replace the existing code and description with the new code and description.

- 8 In the appropriate fields of the Data Entry screen, enter the desired accounting information to assign to the speed code (such as Client and Matter data).
- 9 Recording continues until all accounting data has been entered or until you press the corresponding function key to stop recording. See [Stopping Speed Code Recording](#) on page 2 - 12 for details.

Stopping Speed Code Recording

To stop recording a speed code at the terminal, use one of the following options:

- Press the corresponding function key for `STOP`. The terminal creates the speed code successfully, provided you have entered valid data for required fields.
- Press the corresponding function key for `CANCEL`. The terminal does not create the speed code.
- Finish entering data for all data entry fields. The terminal creates the speed code and displays the Ready screen.

Using a Speed Code

To use a speed code at the terminal, perform the following procedure:

- 1 Enter your User ID (if the speed code is not configured for the `USER` field).
- 2 Press the corresponding function key (F1, F2, or F3) for `MORE` options.
- 3 Press the corresponding function key for `SPCODE`.

Note: Press the corresponding function key for `MORE` if the `SPCODE` option is not visible on the terminal screen.

- 4 Use the arrow keys to select a speed code from the list and press `ENTER`.

The terminal automatically enters the information associated with the speed code and advances to the next data entry field. If the speed code contains all field entries, the terminal automatically advances to the Ready screen.

- 5 If necessary, enter the information for the remaining fields to advance the terminal to the Ready screen.

Deleting a Speed Code

To delete a speed code stored at the terminal, perform the following procedure:

- 1 Enter your User ID (if the speed code is not configured for the `USER` field).
- 2 Press the corresponding function key (F1, F2, or F3) for `MORE` options.
- 3 Press the corresponding function key for `SPCODE`.

Note: Press the corresponding function key for `MORE` if the `SPCODE` option is not visible on the terminal screen.

- 4 Use the arrow keys to select a speed code to delete from the list.
- 5 Press the corresponding function key for `DELETE`.
- 6 Select the corresponding function key for `YES` to confirm the deletion, then press `ENTER`.

Note: You may be prompted to enter a password before you can delete a speed code. If you are authorized to delete speed codes, type your password and press `ENTER`.

Swiping a Magstripe Card

The magnetic card reader is available on terminals using Mode 1 communication and on terminals using Mode 2 communication.

When the terminal includes a magnetic card reader device, you can enter data by swiping an encoded magnetic card (magstripe card) instead of using the keyboard.

To operate the magnetic card device reader, perform the following procedure:

- 1 Insert the card into the guide track with the magnetic stripe facing away from the terminal. Make sure the card is pressed firmly against the guide.
- 2 Pull the card down through the guide track and remove the card.

Note: Do not run the card through at an angle or the data will not be entered.

If the terminal cannot read the entry, reinsert the card into the guide track and run the card through the reader again.

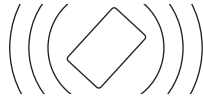
- 3 Press ENTER at the PageCounter terminal for any field that is not configured for AutoEnter.

Swiping a Proximity Card

The radio frequency card reader is available only on terminals using Mode 2 communication.

When the terminal includes a radio frequency card reader device, you can enter data by swiping an encoded card (proximity card) instead of using the keyboard. Perform the following to operate the internal proximity card device reader.

Pass the proximity card in front of the internal proximity card reader, located to the right of the PageCounter. You can identify the card reader by its symbol:



Ensure that you pass the card within 1 inch of the symbol. Press ENTER at the PageCounter terminal for any field that is not configured for AutoEnter.

Data Entry Error Messages

The terminal may display various error messages. These error messages usually indicate that the data you entered was not the type of data the terminal expected.

When the terminal displays an error message, press the corresponding function key for CANCEL to return to the previous screen. Reentering the correct data in the proper format should eliminate the error.

See the System Administrator for additional details on terminal error messages.

Entering Accounting Data:
Data Entry Error Messages



Performing Transactions

At a Glance...

In Mode 1

In Mode 2

Now that you are familiar with PageCounter data entry, you can begin performing transactions. This chapter provides instructions on performing transactions such as copying, scanning, entering disbursements, and releasing MyPrint documents using the PageCounter.

The procedures for completing transactions differ depending on whether your terminal is configured for Mode 1 communication or Mode 2 communication. Recall that terminals communicating with System 4, Equitrac Professional Enterprise Edition, and Equitrac Professional use Mode 1. Terminals communicating with Equitrac Office, Equitrac Express, PrintLog Accounting Server, and Print Release System (PRS) use Mode 2.

In Mode 1

PageCounter terminals use Mode 1 communication exclusively with Equitrac Professional Enterprise Edition, System 4, and Equitrac Professional.

Depending on your Mode 1 terminal configuration, you can use the PageCounter to make photocopies, scan documents, enter disbursements, release MyPrint documents, and interrupt transactions in progress.

At a Glance...

- [Making Photocopies](#)
- [Scanning Documents](#)
- [Entering Disbursements](#)
- [Releasing MyPrint Documents](#)
- [Interrupting a Transaction](#)

Making Photocopies

To complete a photocopy transaction, perform the following procedure:

- 1 Ensure that the terminal is in Copy mode.
 - a Press the corresponding function key (F1, F2, or F3) for `MODE` on the screen.
 - b Press the corresponding number key for `COPY`.
- 2 Use the desired data entry method to enter accounting data in the required fields. See [Data Entry Options](#) on page 2 - 5 for details.

Note: Edit data using the `BACK` key, as needed. Press `ENTER` after editing the code.

When all accounting information has been entered and verified, the terminal unlocks the photocopy device and displays the Ready screen.

- 3 Use the photocopier to make your photocopies.
- 4 If you want to start another transaction using the same User ID, press the corresponding key for `NEXT` and enter accounting codes as required.
- 5 Repeat steps 2 through 4 as needed.
- 6 Press `END` when you finish your transaction at the copier.

Scanning Documents

PageCounter terminals support eCopy ScanStation devices, eCopy ShareScan OP, or specific Xerox multi-function devices with scan enabled. To complete a scan transaction, perform the following procedure:

- 1 Ensure that the terminal is in Copy mode.
 - a Press the corresponding function key (F1, F2, or F3) for `MODE` on the screen.
 - b Press the corresponding number key for `COPY`.

- 2 Use the desired data entry method to enter accounting data in the required fields. See [Data Entry Options](#) on page 2 - 5 for details.

Note: Edit data using the BACK key, as needed. Press ENTER after editing the code.

When all accounting information has been entered and verified, the terminal unlocks the scan device and displays the Ready screen.

- 3 Use the scan device to complete your scan transaction.

Note: Certain scan interfaces do not communicate transaction information until the entire scan transaction is complete. The Ready screen does not necessarily display accurate scan transaction values while the scan transaction is in progress.

- 4 If you want to start another transaction using the same User ID, press the corresponding function key for NEXT and enter accounting codes as required.
- 5 Repeat steps 2 through 4 as needed.
- 6 When you have completed scanning documents:
 - For eCopy version 7.1, end the transaction at the eCopy ScanStation device.
 - For eCopy version 8.01, eCopy ShareScan OP, and Xerox scan devices, press END on the PageCounter terminal.

Entering Disbursements

To enter a disbursement at a PageCounter terminal, perform the following procedure:

- 1 Ensure that the terminal is in Disbursements mode.
 - a Press the corresponding function key (F1, F2, or F3) for MODE on the screen.
 - b Press the corresponding number key for DISB.
- 2 Use the desired data entry method to enter accounting data in the required fields. See [Data Entry Options](#) on page 2 - 5 for details.

Note: Edit data using the BACK key, as needed. Press ENTER after editing the code.

When all accounting information has been entered and verified, the terminal displays the Ready screen.

- 3 At the terminal, enter disbursement transaction information.
- 4 To start another transaction using the same User ID, press the corresponding function key for NEXT and enter accounting codes as required.

- 5 Repeat steps 2 through 4 as needed.
- 6 Press END when you finish your transaction.

Releasing MyPrint Documents

To release a document to a printer, perform the following procedure:

- 1 Ensure that the terminal is in MyPrint mode.
 - a Press the corresponding function key (F1, F2, or F3) for MODE on the screen.
 - b Press the corresponding number key for MYPRINT.
- 2 Enter a user password. User passwords are configured and managed in the control system software. The most recent print job in the queue displays on the terminal screen.
- 3 Use the arrow keys to scroll through the print job list.
- 4 Press the corresponding function key for OPTION to display the secure document release menu screen.
- 5 Press the corresponding number key to perform one of the following operations:

```
0 : RELEASE ALL
1 : RELEASE
2 : DELETE
3 : REFRESH
4 : BACK TO PREV MODE
```

The following table describes each secure document release option.

Secure Document Release Option	Description
Release All	Releases all listed print jobs to the printer.
Release	Releases the selected print job to the printer.
Delete	Deletes the selected print job from the terminal.
Refresh	Updates the list of print jobs.
Back to Prev Mode	Returns the terminal to Idle mode.

- 6 Press END to finish your transaction, if necessary.

Interrupting a Transaction

While a transaction is in progress (a lengthy copy job, for example), you can interrupt the current transaction to perform another transaction. The terminal suspends the current transaction until you return to it. The current transaction remains active while it is interrupted. The terminal continues to track the device output.

Note: The interrupted transaction can time out if your subsequent transactions take considerable time to complete and the terminal reaches its configured device time out value. See your system administrator for details.

Interrupt is not supported when using MyPrint mode.

There are four levels of interrupt available which enable the terminal to store information for up to five transactions at a time.

To interrupt a current transaction with another transaction, perform the following procedure:

- 1 With a transaction in progress, press the corresponding function key for INT.

Note: You can interrupt the current transaction to perform a different kind of transaction. Press OPTN, select the `Select Mode` option, then select a mode of operation. See [Operational Modes](#) on page 2 - 3 for details.

- 2 Press the corresponding number key for the transaction type you want.
- 3 Enter the appropriate accounting information for each field by performing one of the following:
 - Enter the accounting data. If necessary, press ENTER after each field entry.

—Or—

- Enter accounting data at a field using a speed code, or by using the SEARCH, SCAN, OR RECALL options. See [Data Entry Options](#) on page 2 - 5 for details.

Note: Use the BACK key to edit accounting data entries as needed.

When the Ready screen displays, one of the following interrupt level indicators display at the bottom of the screen. When you interrupt the terminal for the first time, the level indicator displays

INT-1

You can interrupt the terminal four times at most. The interrupt level indicator changes to correspond with the level of interrupt, in the following order:

INT-1

INT-2

INT-3

INT-4

- 4 Perform the transaction.
- 5 Press END to end the current transaction and return to the previously interrupted transaction.

When you interrupt multiple transactions, you must complete the most recent transaction before you can access previous ones. For example, if you are doing a transaction and the interrupt level indicator is INT-4 you cannot access the transaction whose interrupt level indicator is INT-1 until you have completed all the other transactions.

If you attempt to interrupt the terminal more than four times, the terminal displays the message "Interrupt level exceeded" at the bottom of the screen. Complete a transaction before proceeding with another transaction.

In Mode 2

PageCounter terminals use Mode 2 communication exclusively with Equitrac Office, Equitrac Express, PrintLog Accounting Server, and Print Release System (PRS).

Your system administrator can configure PageCounter terminals to support secure document release and copy control. When configured, your prints or copies are tracked by an Equitrac System.

Secure printing uses an Equitrac system's queuing feature in conjunction with the PageCounter terminal for user-controlled release. The Equitrac system holds documents sent to registered devices in the secure print queue. Using the terminal, you can view, select, delete, or release documents to the printer. You can also walk to a different compatible printer and redirect documents to the new printer.

Copy control provides copy device control that can authorize and track transactions made at copy devices.

At a Glance...
Making Photocopies
Releasing Documents

Making Photocopies

To access the copier device to make photocopies, the terminal prompts you to either swipe a card (magnetic stripe or proximity) or enter a PIN using the keypad or optional QWERTY keyboard and press ENTER. When entering a PIN using the keyboard, press and hold ALT to enter an uppercase character. See the control system documentation for complete details on terminal prompts and messages.

Note: Use the corresponding function keys (F1, F2, F3) below the terminal screen, as well as the number pad keys, to complete your transactions.

If prompted, enter a secondary PIN and press ENTER.

The terminal processes your entry and verifies your primary and optional secondary PIN.

When prompted on the terminal screen, press the corresponding function key to copy documents.

If prompted, enter the numeric billing code to which the copier usage should be charged.

When the terminal displays the account name, make the copies you need and press END to close your copying session. PageCounter displays the total number of copies you made.

The terminal notifies you when:

- Your copying session has been closed and the PageCounter terminal is now ready for the next user.

- Your copying session has been terminated because the account is either out of funds or is locked.

Releasing Documents

To release documents for printing, the terminal prompts you to either swipe a card or enter a PIN using the numeric keypad and press ENTER. See the control system documentation for complete details on terminal prompts and messages.

Note: Use the corresponding function keys (F1, F2, F3) below the terminal screen, as well as the number pad keys, to complete your transactions.

If prompted, enter a secondary PIN and press ENTER.

The terminal processes your entry and verifies your primary and optional secondary PIN.

When prompted on the terminal screen, press the corresponding function key to print documents.

When prompted on the terminal screen, press the corresponding function key to release all documents, select a specific document sent to this specific printer, or to browse documents you have sent to all compatible printers in the group. See the control system documentation for details on pull group functionality.

When you select a document, press the corresponding function key to print or delete the document, or to stop browsing documents.

The terminal notifies you when:

- Your document has been released for printing.
- Your document has been deleted.
- You have no documents waiting to be printed.
- Your printing session has been closed and the terminal is ready for the next user.