

Providing a separate Quota for Printing to Color Devices

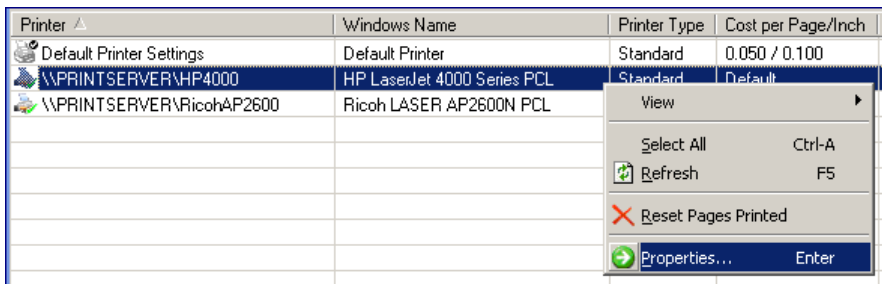
Introduction:

While it's easy within Print Manager Plus to set a quota and apply separate costs for Color versus Black & White printing, sometimes this isn't quite enough, or doesn't yield quite the level of control desired. Many color devices are very costly to operate, even when printing black and white documents. In these situations you may want to group these devices together and provide a separate quota system for them.

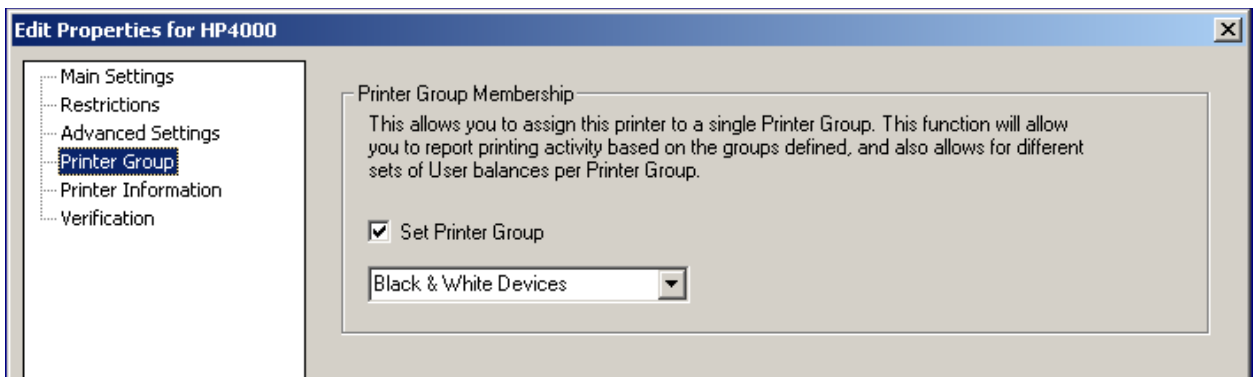
Grouping Printers:

As a first step providing this functionality, you will want to group together your printers into Color and Black & White capable devices. To do this, follow these simple steps:

1. Within Print Manager Plus, select a printer you would like to assign as a Color or Black & White device and open its Properties.



2. Within the properties for that device, specify a Printer Group. In this example we typed in the name as Black & White Devices.



3. Once you have all of your Printers grouped, you will see this populated within the Printer Group Column.

Printer	Windows Name	Printer Type	Cost per Page/Inch	Pag...	Operating ...	Printing Restricti...	History	Printer Group
Default Printer Settings	Default Printer	Standard	0.050 / 0.100			No Restrictions	No	
\\PRINTSERVER\HP4000	HP LaserJet 4000 Series PCL	Standard	Default	0	\$0.00	No Restrictions	Yes	Black & White Devices
\\PRINTSERVER\RicohAP2600	Ricoh LASER AP2600N PCL	Standard	Default	0	\$0.00	No Restrictions	Yes	Color Devices

Note: This can also be used to quickly sort your printers from the Printers tab; or within Reporting to report on each grouping of devices.

Setting Quotas Based on Groupings:

When setting up your quotas, use these options to set separate quotas for Black & White and Color Printers.

1. Open the Organizational Unit, Group or User you are setting quotas for and choose the **Enable Advanced Balances Per Printer Group** option.

2. From here you will be able to click **Set Balances**. Here you can provide a separate quota for **Black & White Devices** and **Color Devices**.

Black & White Device Quota:

Printer Group Quotas

Account: [Account]

Account Details:

Unlimited Printing

Limit by Account Balance

Select Printer Group: [Black & White Devices]

Account Balance: [\$10.00] Note: When Account Balance reaches 0, printing will be denied

Account Update Schedule:

Schedule Updates to Primary Balance

How to update: [Increase Balance by] [\$5.00]

When to update: [Monthly] [Every Month] [On the 1st Day]

At what time of day: [12:00 AM]

Color Device Quota:

Printer Group Quotas

Account: [Account]

Account Details:

Unlimited Printing

Limit by Account Balance

Select Printer Group: [Color Devices]

Account Balance: [\$1.00] Note: When Account Balance reaches 0, printing will be denied

Account Update Schedule:

Schedule Updates to Primary Balance

How to update: [Increase Balance by] [\$0.00]

When to update: [] [] []

At what time of day: [12:00 AM]

Note: The quota labeled “*Default” is the quota that will be applied if a printer is not assigned to a group.

Conclusion:

Once these settings are in place, each user will have multiple quotas that can be deducted separately.

Additional Ideas:

- Leave Black & White printers' quota to **Unlimited** while leaving a balance that applies only to Color Printing. This is ideal for situations when printing is a must, but tight control of color devices is needed.
- Group printers by other criteria for quotas, such as Device type, Department, Budget Group and more.