

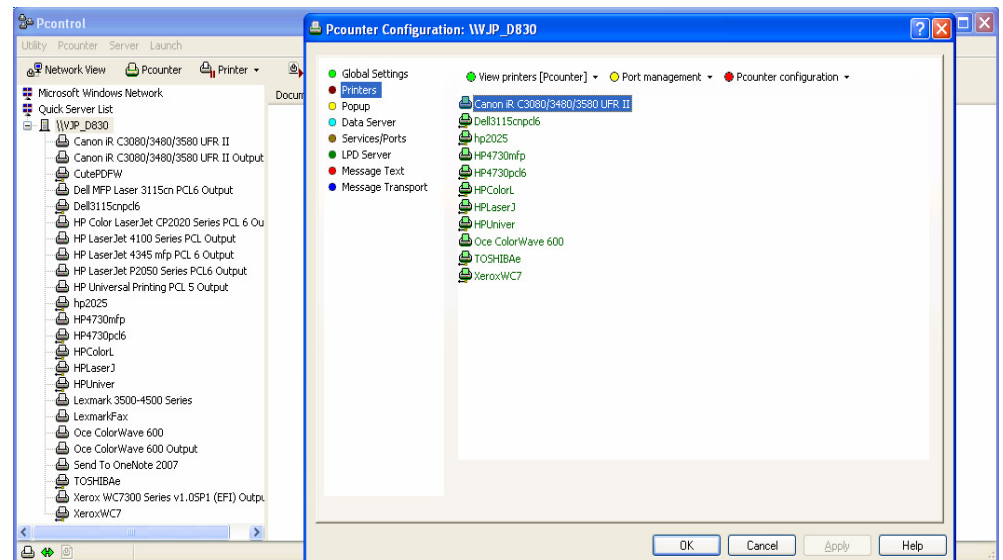
Pcounter – Quota Management

INTRODUCTION

Pcounter puts you in total control of print and copy output, allowing significant cost savings to be made across your organisation. To ensure you get the most from your Pcounter software you should ensure that quotas have been set correctly

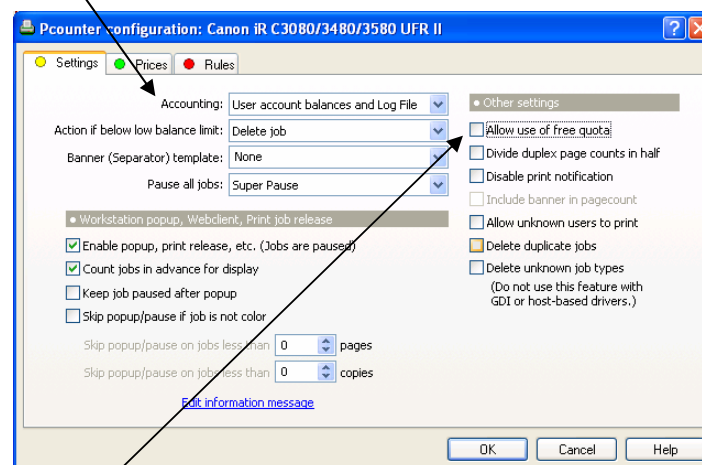
Step One

Firstly, open Pcontrol, highlight Pcounter server and Select the Pcounter Icon then select your printer.



Step Two

Set 'Accounting' to 'User Account Balances and Log File'



[Click here to access further How to Guides](#)

For Support
[Click here](#)

Free Quota can be enabled on a per device basis. (Once used, will then use normal balance)

Pcounter – Quota Management

Applying Quotas

Step Three

Select Prices Tab and set prices for paper size as required

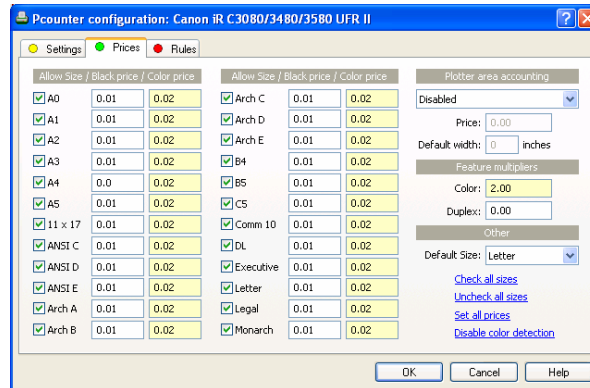
Pcounter Quota options explained...

Deposit – Increments current balance.

Charge – Deducts from current balance.

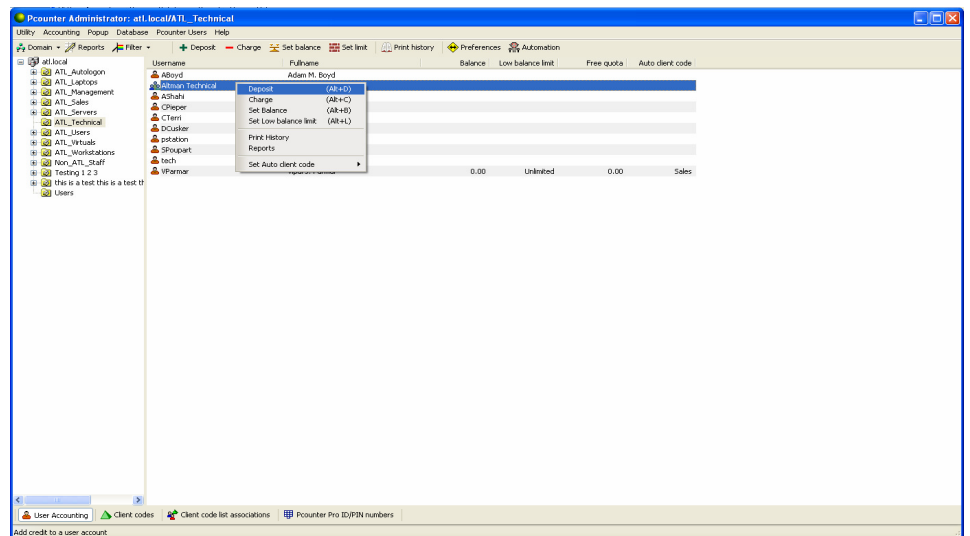
Set Balance – Sets new balance.

Low Balance Limit – users credit limit



Step Four

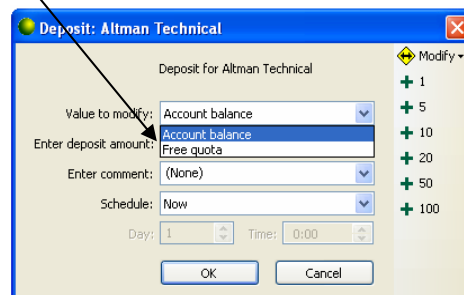
In order Deposit/Charge/Set Balance Immediately – Open Pcounter Administrator



Don't forget

* The comment will be written to the Pcounter Logs – See Pcounter Reporting guide for further information
<http://www.altman.co.uk/pdfs/PcounterReportingGuidev1.4.pdf>

*You can then decide whether you wish to modify Account Balance or Free Quota and enter a comment if you wish



Pcounter – Quota Management

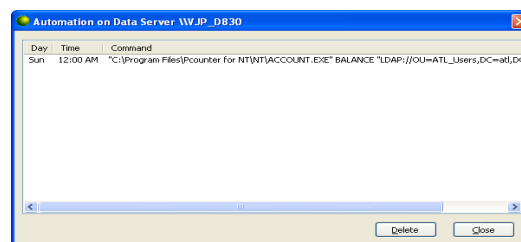
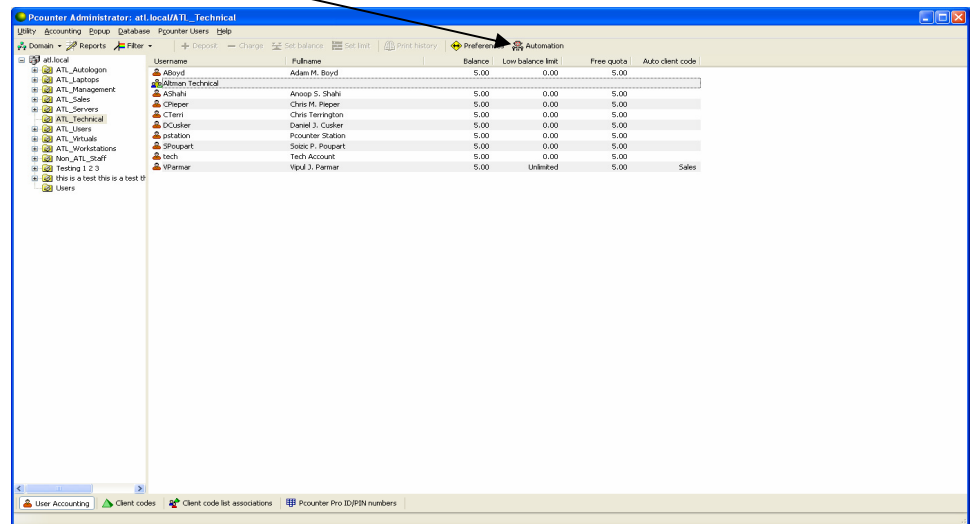
Automatic Balance Updates

Step Three

Confirm that the schedule has been added by selecting 'Automation'

Don't forget

The list of scheduled balance updates will also appear in Windows Scheduled Tasks.



List of Scheduled updates are displayed – these updates can be deleted.