

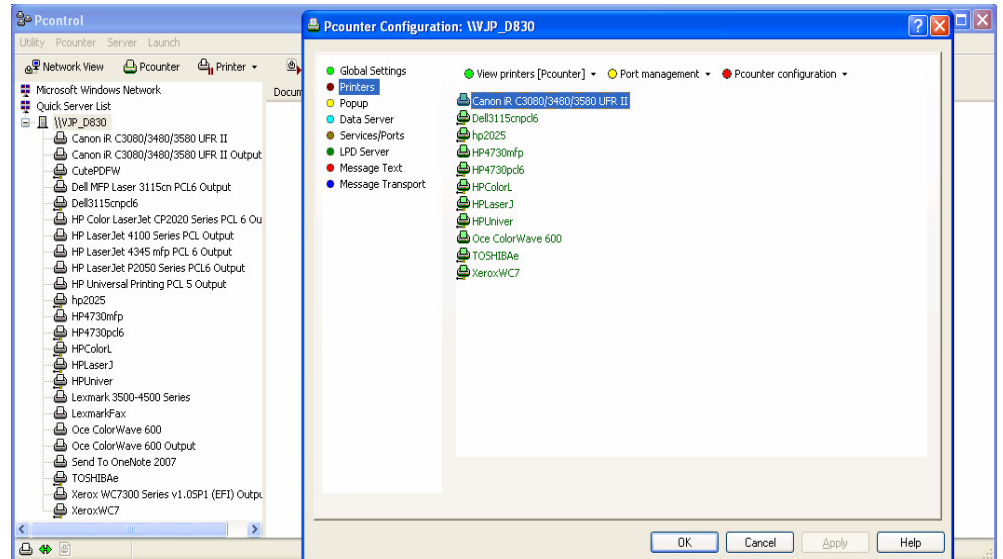
Pcounter – Rules, Policy and Pricing

**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 make use of the rules functionality to enforce a sensible print policy

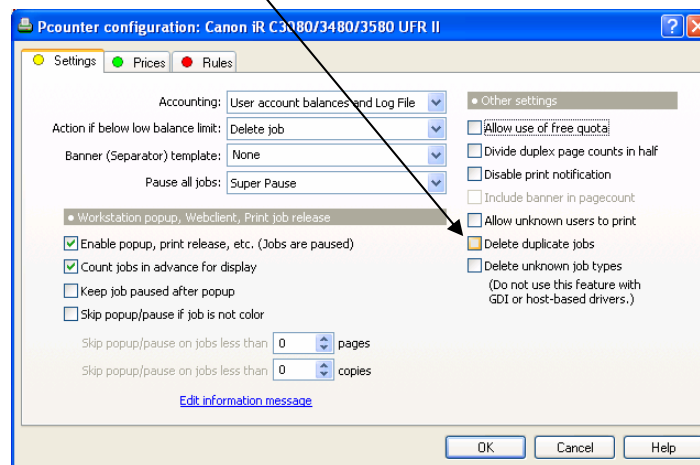
**Step One**

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



**Step Two**

Select 'Delete Duplicate Jobs'



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## Pcounter – Rules, Policy and Pricing

### Pcounter Rules:

How can I stop users printing web pages and 5 copies of the same document?

#### Best Practice Tips...

Ensure you use the duplex rule

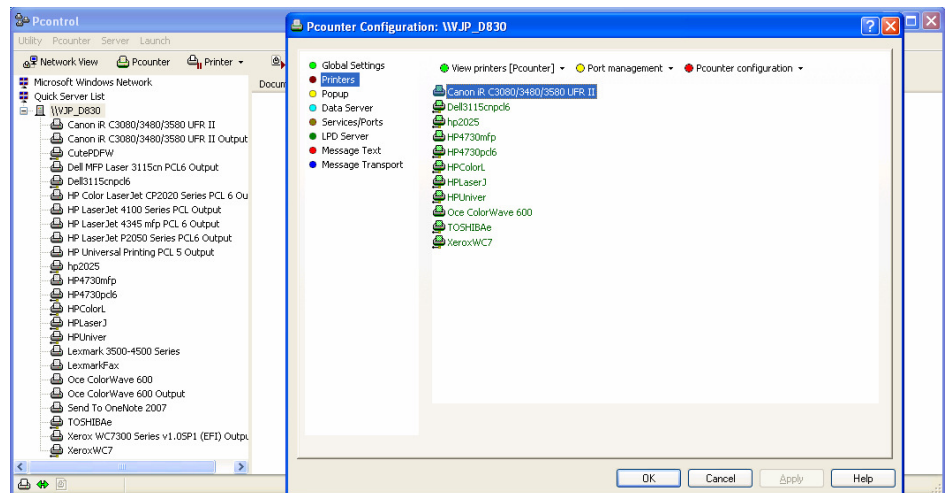
Delete Duplicate jobs

Quota end users

Use rules to make best use of your fleet

### Step One

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



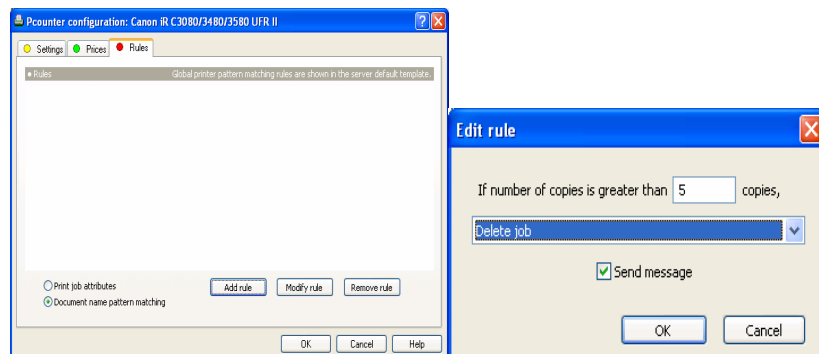
### Step Two

Select 'Rules' tab and 'Add Rule'

\*Enter number of copies and action for the rule and Select OK

Don't forget

\*See Pcounter Messaging Guide for further details on sending messages.



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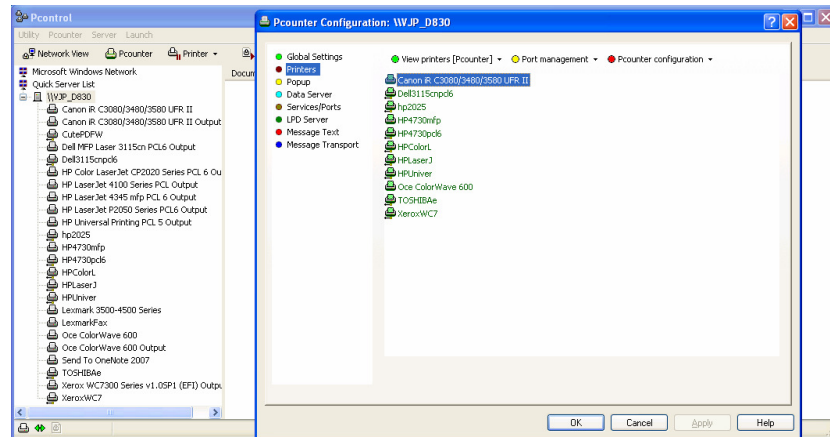
How to set Prices

**Don't forget**

You can charge less for Duplex via the Duplex multiplier  
Eg  
**10 page duplex job, set to divide by half: 10 x 5 x 1/2 = 25p, logged as 5 pages**

**Step One**

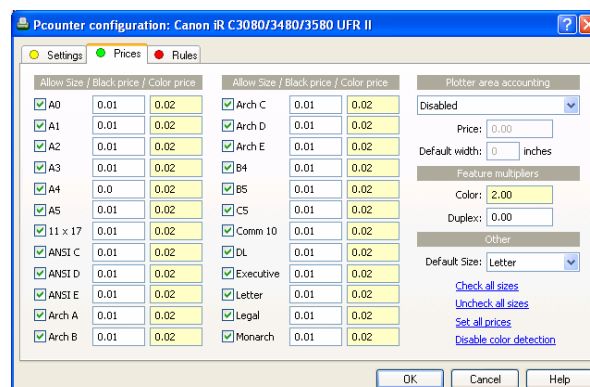
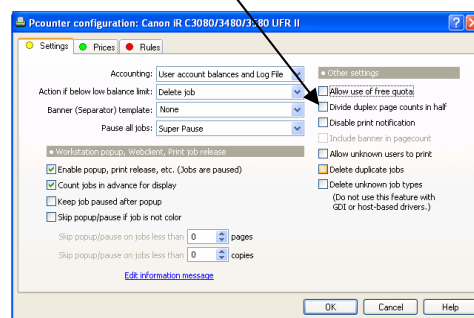
Firstly, open Pcontrol, highlight Pcounter server and Select the Pcounter Icon then select your printer.



**Step Two**

Select Prices Tab and define prices

You can define separate prices per paper size, colour and duplex pages and also account correctly for duplex pagecounts.



Pcounter – Rules, Policy and Pricing

**Printing Policies:**

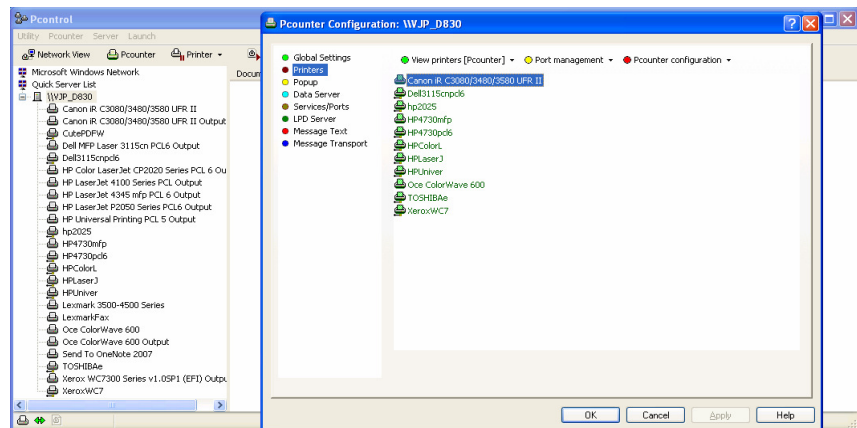
It is possible to define policies so that users must have enough credit before they can print

**Step One**

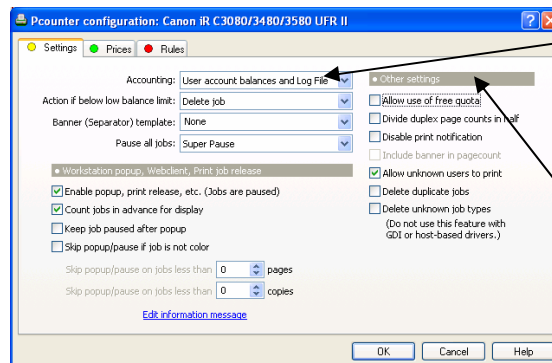
It is possible to define policies so that users must have enough credit before they print. Firstly, highlight Pcounter server and Select the Pcounter Icon then select your printer.

Don't forget

Accounting must be set to "Account Balances and log file" to place restrictions on users.



Username	Fullname	Balance	Low balance limit	Free quota	Auto client code
Administrator		0.00	0.00	20.00	



Delete job if user does not have enough credit to print

Allow use of Free Quota – enabled per printer and will be deducted from this balance