



## HOW TO GET MORE FROM PCOUNTER

### Eight ways to increase savings with Pcounter for free!

We'd like to help you get more from your existing investment, simply by using what you already have to better effect, or by helping you to implement unfamiliar features. Below is an outline of some of the functionality available within Pcounter which can deliver increased cost savings:



1. **Rules:** Pcounter has rules available at the device level to stop or redirect output based on criteria such as number of pages, copies, types of document, colour/mono, cost etc. For example, you may wish to restrict the number of pages or copies printed at one time to certain printers and encourage lower cost, high volume devices to be chosen instead.  
[www.altman.co.uk/pdfs/PcounterRules-HowToGuide.pdf](http://www.altman.co.uk/pdfs/PcounterRules-HowToGuide.pdf)



2. **Duplicate Print Jobs:** there is a setting to delete duplicate print jobs where a user repeatedly clicks print, submitting the same job multiple times before the printer has a chance to process it.



3. **Quotas:** you can set limits based on value or quantity on what any user is allowed to print. Addition of quota can be automated, for example, to give users a daily allocation which is renewed each morning when they log in. Differential charges for different printers, colour/mono and duplex can be set to ensure users are incentivised to use the most economical output available.  
[www.altman.co.uk/pdfs/PcounterQuotaManagement-HowToGuide.pdf](http://www.altman.co.uk/pdfs/PcounterQuotaManagement-HowToGuide.pdf)



4. **Pcounter Popup:** Pcounter Popup messaging allows you to warn users before they print - showing page count, cost and if using quotas, how much allocation they have left. This is a powerful measure which can also be configured to provide different information to different users, or only prompt when the job is colour or over a certain number of pages for example.  
[www.altman.co.uk/pdfs/PcounterPopupChargeback-HowToGuide.pdf](http://www.altman.co.uk/pdfs/PcounterPopupChargeback-HowToGuide.pdf)



5. **Cost-centres/department analysis:** each user can be assigned a default code depending on their cost-centre/department code and this can then be analysed at reporting level. Alternatively users can be prompted to enter the relevant charge code every time they print.



6. **Secure, authorised printing:** there is a facility to hold all printing until a supervisor authorises release - at this point a cost centre can also be added to ensure accuracy of analysis (for example, which classes produce the most output).



7. **Local workstation printers:** Pcounter supports accounting for locally attached printers as well as your network devices - this requires a separate licence to run and we are now offering a free upgrade as part of a special bundle to schools and colleges under current maintenance.  
[www.altman.co.uk/pdfs/PcounterWorkstationManager-HowToGuide.pdf](http://www.altman.co.uk/pdfs/PcounterWorkstationManager-HowToGuide.pdf)



8. **Reporting:** analysis is provided by user or by device with costs and number of pages produced - enabling device usage to be monitored, user quota levels to be estimated accurately and the pinpointing of any abuse. [www.altman.co.uk/pdfs/PcounterReportingGuidev1.4.pdf](http://www.altman.co.uk/pdfs/PcounterReportingGuidev1.4.pdf)

Free help and advice available by telephone or email  
or why not book a remote web training session for a modest charge

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