How to adjust print pricing

Check which schedule is linked to the print and copy function of a device

To change the pricing for printing, first we need to check which Pricing Schedule is linked to the printer. To do this, follow these steps:

- Open Resource Manager.
- Navigate to **Device Management** > **Shared Devices**.
- Take note of the Pricing Schedule names in the Print Pricing and Copy Pricing columns on the right hand side. Note which schedules you would like to alter, bearing in mind that the pricing will change for all devices linked to that particular Pricing Schedule.

Now that we know which Pricing Schedule we would like to alter, we can either manually change the rates, or automatically adjust by a percentage.

Manually adjust print pricing

- Navigate to **Device Management** > **Pricing Schedules.**
- Double click the Pricing Schedule on the right.
- Change the values in the relevant text boxes.
- For Advanced and Area Charging schedules, be sure to adjust the Default prices along with any detail records. To change a detail record, double click the item in the list and edit the **Price** text box.
- Click **OK**.

Automatically adjust pricing by percentage

- Navigate to **Device Management** > **Pricing Schedules.**
- Select the pricing schedule (or multi-select more than one).
- Right click on your selection and choose **Escalate Prices**.
- In the **Escalate pricing** window, enter the percentage by which prices must be increased (enter a negative value to reduce prices).
- Click **OK**.

Refresh PDServers and PDAgents

Now that the pricing has been changed, the PDServers and PDAgents will see the new settings the next time they refresh from the database. By default, this happens every 10 minutes. To force a refresh immediately follow these steps:

- In the tree view on the left, click the **PD Servers** node.
- On the right, highlight all the servers. Right click and choose **Refresh**.
- Now click the **PD Agents** node.
- On the right, highlight all the servers. Right click and choose **Refresh**.

Document revision date: 2018/10/12
Software version: 2.2.49.3
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