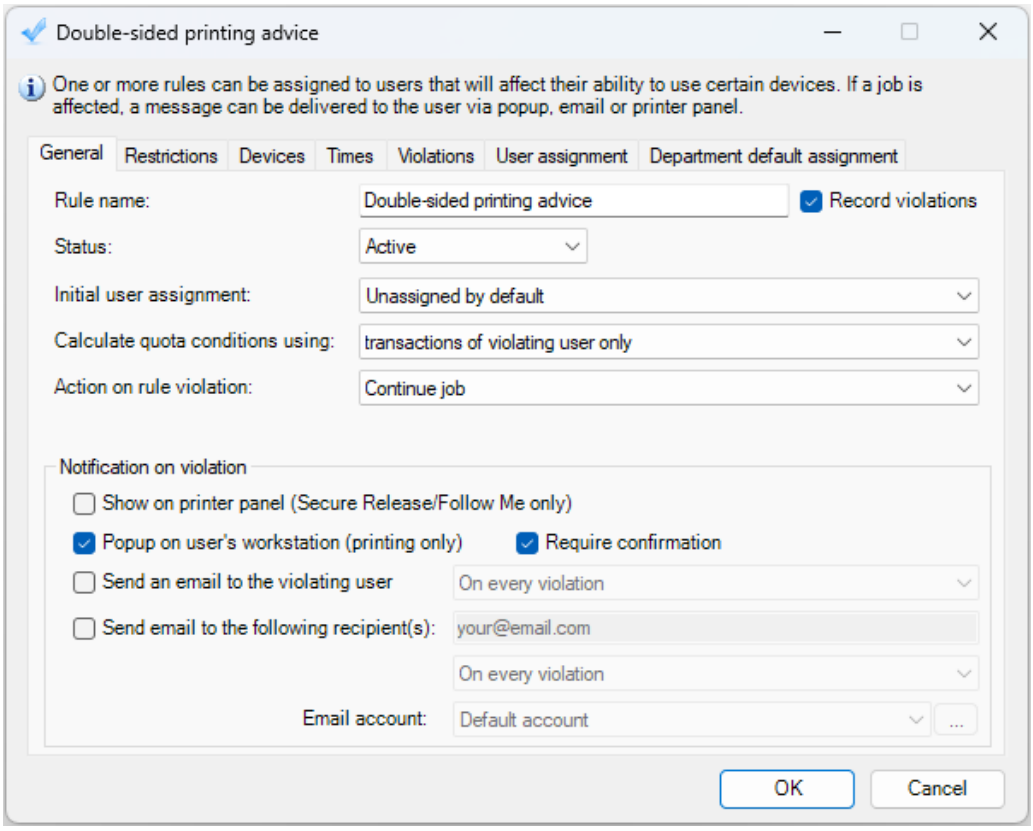
How to educate users in double sided printing savings

The purpose of this Rule is not to place any limits on users' ability to print single sided. It is only to educate them on the benefits of printing double sided. It will give them the option to cancel their job and re-print it double sided, after showing them a message regarding the savings.

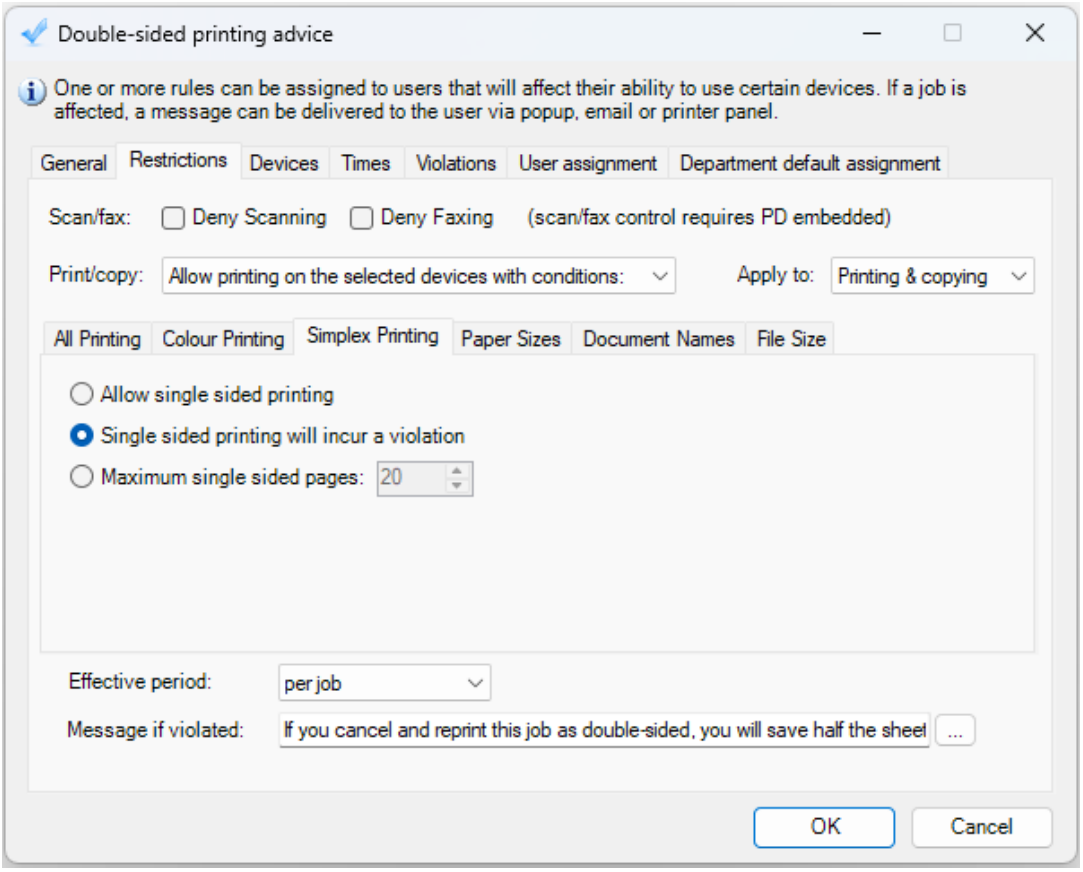
This Rule assumes that all users have the PDAgent installed on their workstations. This is required in order for the popup window to be displayed.

Create a Rule

1. Open Resource Manager.
2. In the tree view, click **Rules**.
3. On the right hand side, click the **Add** button.
4. In the **Rule name** text box, under the **General** tab, enter **Double sided printing advice** (or any descriptive name you like).
5. Change the **Initial user assignment** drop down to **Unassigned by default** (or if you want it to immediately apply to all users, choose **Assigned by default**).
6. Change the **Calculate quota conditions using** drop down to **transactions of violating user only**.
7. Change the **Action on rule violation** to **Continue job (only applies to printing).**
8. In the **Notification on violation** frame, tick the **Popup on user's workstation (printing only)** checkbox (so the user gets an immediate popup on their workstation).
9. Adjacent to this, tick the box **Require confirmation** which will enable the user to cancel the job and reprint.



10. Click the **Restrictions** tab.
11. Select the **Allow printing on the selected devices with conditions** from the Print/copy option.
12. Click the **Simplex Printing** tab, select the **Single sided printing will incur a violation** option.
13. Change the **Effective period** drop down to **per job**.
14. Change the **Message if violated** text to **If you cancel and reprint this job as double-sided, you will save half the sheets of paper** (put in whatever message you want the user to see).



15. Click the **Devices** tab.
16. Change the option to **All devices**.
17. Click **OK**.

Apply the Rule to a user or users

This is only necessary if you chose **Selected users only** from the **Apply this rule to** drop down. Otherwise the Rule will be applied to all users anyway.

To apply the rule to a whole Department, skip to the next section.

- Open Resource Manager.
- Navigate **User Management** > **Users.**
- On the right, select the user (or multi-select users) and click **Edit**.
- Click the **Rules** tab.
- Select the Rule(s) to apply to the user. If more than one user was selected, tick the box to the left of the list of rules to enable it.
- Click **OK**.

Apply the Rule to a Department or Departments

Note that applying a Rule to a Department will not affect current members of the Department. It is a New User Default. This means that newly created users that are added to this Department will inherit the Rule. You can apply the Rule to current members by clicking the Go button (see below).

- Open Resource Manager.
- Navigate **User Management** > **Departments.**
- On the right, select the department (or multi-select) and click **Edit**.
- Click the **Rules** tab.
- Select the Rule(s) that will be the New User Default for the Department. If more than one Department was selected, tick the box to the left of the list of rules to enable it.
    - In order to apply this Rule to the current members of the Department, click the **Go** button in the **Current Members** frame.
- Click **OK**.

Refresh PDServers and PDAgents

Now that a Rule setting has been changed, the PDServers and PDAgents will apply the setting when they next refresh from the database. By default, this happens every 10 minutes. To force a refresh immediately, follow these steps:

- On the left, click the **PD Servers** node.
- On the right, highlight all the servers. Right click and choose **Refresh**.
- Now click the **PDAgents** node.
- On the right, highlight all the servers. Right click and choose **Refresh**.

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