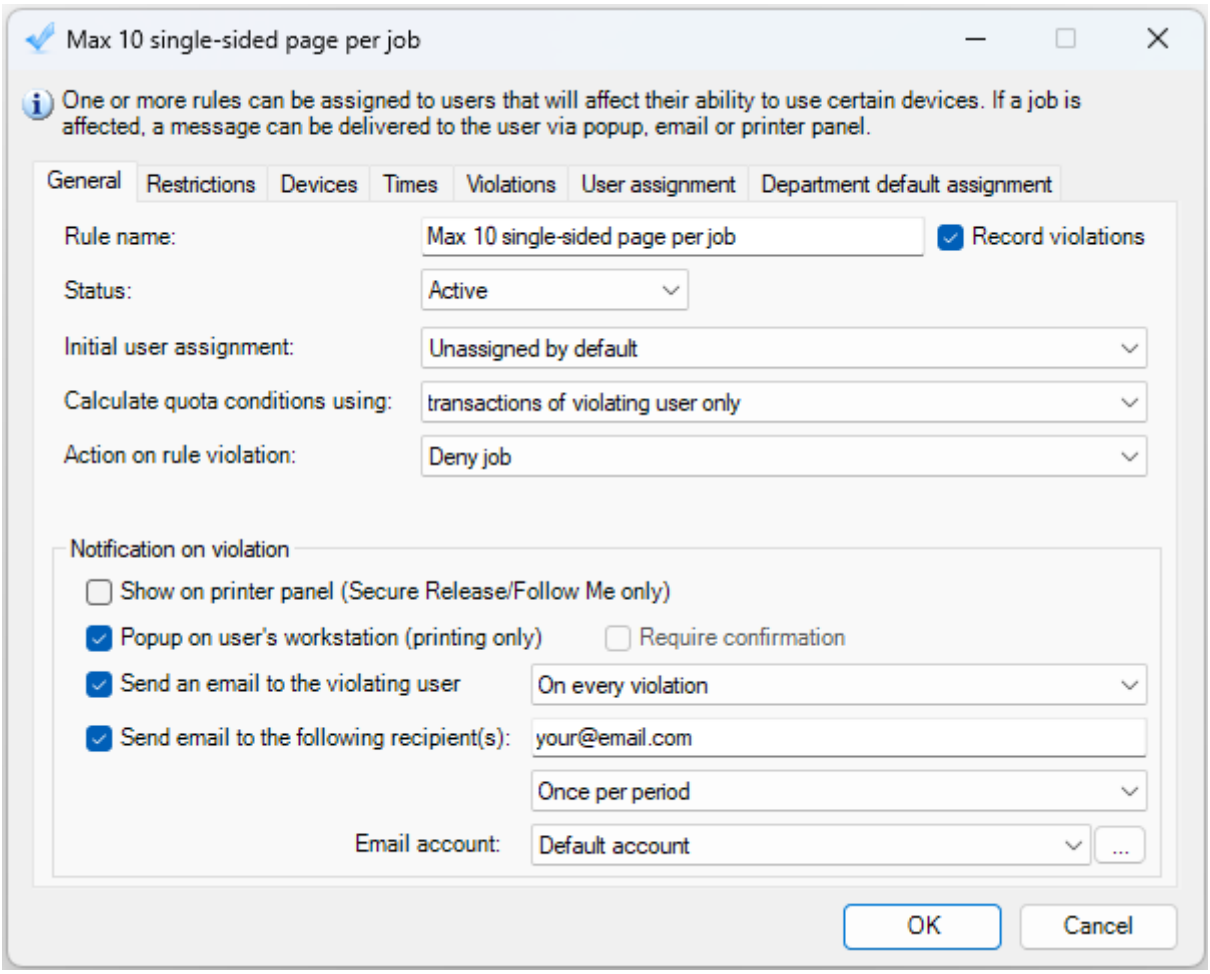
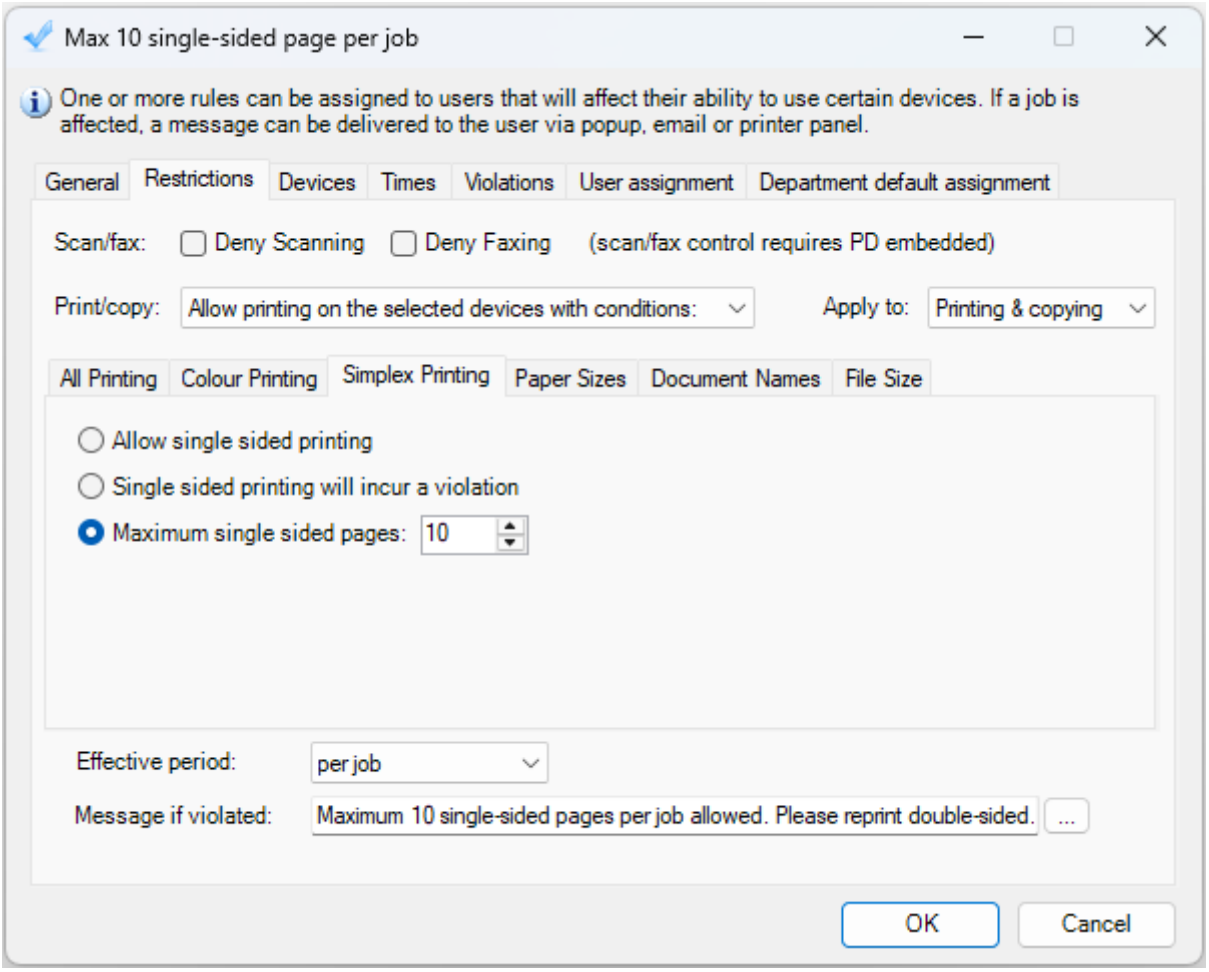
How to limit single-sided printing for a user

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. For the purposes of this example, we will be setting a limit of 10 single-sided pages per job. In the **Rule name** text box, under the **General** tab, enter **Max 10 single-sided page per job** (or any descriptive name you like).
5. Change the **Initial user assignment** drop down to **Unassigned 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 **Deny job**.
8. In the **Notification on violation** frame, choose the appropriate method of notifying the user when a violation has occurred:
    - If the user has PDAgent installed locally on their workstation, tick the **Popup on user's workstation (printing only)** checkbox (so the user gets an immediate popup on their workstation).
    - If the user should get an email when the Rule is violated, tick **Send an email to the violating user** checkbox. The email address must exist in the user's record.
    - In the adjacent drop down, change the option to **On every violation** (if you want them to get an email every time they violate the Rule).
    - If you or someone else should get an email when a user violates the Rule, tick the **Send email to the following recipient(s)** checkbox and enter the email address.
    - In the drop down below the email address, change the option to **Once per period per user** (so you only get one email per user).
    - Choose the email account that will be used to send emails.



9. Click the **Restrictions** tab.
10. Select the **Allow printing on the selected devices with conditions** from the Print/copy option.
11. Click the **Simplex Printing** tab, select the **Maximum single sided pages** option.
12. Enter **10** in the box (or whatever number you would like the maximum to be).
13. Change the **Effective period** drop down to **per job**.
14. Change the **Message if violated** text to **Maximum 10 single-sided pages per job allowed. Please reprint double-sided** (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

Now that the Rule has been created, we need to apply it to one or more users. 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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