How to create a print Pricing Schedule

A Pricing Schedule is linked to the printing function and the copying function of a device. If the site has a number of similar printers whose unit costs are the same, it is likely that only one Pricing Schedule will be needed. Each Device will simply link to the same Pricing Schedule. If however, there are printers with different unit costs (e.g. a high quality colour printer and a medium quality printer) then different Pricing Schedules will need to be set up to charge different rates.

Pricing Schedules define a price for device capabilities. There are 3 types of Pricing Schedules. Choosing the correct type depends on the costing requirements for the Device. If it is only necessary to charge a price per colour page and a price per black & white page, then a Simple Pricing Schedule is required. Simple Pricing Schedules ignore paper sizes and duplexing. However, if it is necessary to charge a different price depending on colour, paper size and duplexing, an Advanced Pricing Schedule is required. On some printers (mainly large format printers) one may want to charge by area, in which case an Area Charging Pricing Schedule will be used.

The most commonly used Pricing Schedule is the Advanced Pricing Schedule (for A3, duplex capable devices). To create one, follow these steps:

- Open Resource Manager.
- Navigate to **Print Management** > **Pricing Schedules.**
- On the right, click **Add**.
- In the **Pricing Schedule Type** window, choose **Advanced (print/copy)** and click **OK**.
- Enter a descriptive name for the schedule (e.g. Regular Media Devices) in the **Name** text box.
- Enter the default price for a colour page in the **Default Colour (R)** text box. This should be the same as the A4 colour price. This price will be used if a job is printed with attributes that don't match any of the detail records specified in the detail list below. If the printer is not capable of printing in colour, enter the same price as an A4 black & white page.
- Enter the default price for a black & white page in the **Default BW (R)** text box.
- To add a price for an A3 page, click the **Add** button.
  - o In the **Paper Group** drop-down choose **Large (A3)**.
  - o In the **Colour** drop-down, choose whether this price will apply to a Colour or Black & White page. Leave as **< Any >** to apply to both.
  - o In the **Duplex (per side)** drop-down, choose whether this price will apply to a **Single Sided** or **Double Sided** page. Leave as **< Any >** to apply to both. Note: the Duplex price should be slightly *less* than the simplex price. This is to take into account the saving of one sheet of paper when a page is printed on both sides. Double this price will be charged for a sheet of paper printed on both sides.
  - o Enter the price in the **Price (R)** text box.
  - o Click **OK**.
- To add another detail record, click the **Add** button again and enter the relevant information in the same way as above.
- Once a price has been set for all the device capabilities, click **OK**.

To create a Simple Pricing Schedule for an A4 only device:

- Open Resource Manager.
- Navigate to **Print Management** > **Pricing Schedules.**
- On the right, click **Add**.

- In the **Pricing Schedule Type** window, choose **Simple (print/copy)** and click **OK**.
- Enter a descriptive name for the schedule (e.g. Flat Rate) in the **Name** text box.
- If you would like to charge a different rate for the first X number of pages in a print job, enter in the number of pages in the **For the first** text box.
- Enter the values to be charged in the relevant text boxes. If the same price is to be charged for all pages, enter the same value in the **Subsequently** text boxes.
- Click **OK**.

To create an Area Charging Pricing Schedule for large format printers:

- Open Resource Manager.
- Navigate to **Print Management** > **Pricing Schedules.**
- On the right, click **Add**.
- In the **Pricing Schedule Type** window, choose **Area Charging (print/copy)** and click **OK**.
- Enter a descriptive name for the schedule in the **Name** text box.
- Enter a default price per unit for a colour unit and a mono unit. This price will be used if a print job is captured with attributes that don't match any of the detail records.
- Choose the **Unit Type**. The price will be calculated according to the dimensions of paper using the unit type.
- To set a price for each device capability, click the **Add** button.
  - Choose the colour and duplexing options and enter a price per unit.
  - Click **OK**.
- Once a price per unit has been set for all the device capabilities, click **OK**.

Now that the required pricing schedules have been created, we need to assign them to the print and/or copy function of a Device:

- Open Resource Manager.
- Navigate to **Print Management** > **Shared Devices.**
- Double click a Device on the right to which you would like to link a Pricing Schedule. You can multi-select devices to link to the same Pricing Schedule by holding down the Shift or Ctrl key when selecting Devices and then clicking **Edit**.
- Click the **Functions** tab.
- To change the schedule for the printing function, select the pricing schedule from the dropdown in the **Printer function** frame. If more than one device is selected, first tick the checkbox to the left of the **Printer function** frame to enable **Pricing Schedule for printouts** drop-down.
- To change the schedule for the copying function, select the pricing schedule from the dropdown in the **Copier function** frame. If more than one device is selected, first tick the checkbox to the left of the **Copy function** frame.
- Click **OK**.

Now that the pricing has been changed, the PD Servers and PD Agents 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:

- 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**.

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