How to adjust print pricing

Each printer's printing and copying are linked to a **pricing schedule**. To change prices, find the schedules, then change them by hand or by a percentage. A change to a schedule applies to every printer linked to it.

Find the printers' pricing schedules

1. Open Resource Manager.
2. In the tree, click **Print Management** > **Shared Devices**. The **Print pricing** and **Copy pricing** columns show each printer's schedules. (You can also double-click a printer and look on its **Functions & pricing** tab.)

Change the prices by hand

1. In the tree, click **Print Management** > **Pricing Schedules**, and double-click the schedule.
2. Change the prices. In an Advanced or Area Charging schedule, change the default prices and each line in the list: double-click a line, change its **Price**, and click **OK**.
3. Click **OK**.

Raise or lower all prices by a percentage

1. In **Print Management** > **Pricing Schedules**, select the schedule (or several).
2. Right-click the selection and click **Escalate Prices**.
3. In the **Escalate pricing** window, enter the percentage to raise the prices by. To lower them, enter a negative number, for example -5.
4. Click **OK**.

When the new prices apply

PDServers and PDAgents pick up the change at their next settings refresh, within 10 minutes. To apply it straight away, click **PD Servers** in the tree, right-click a PDServer and click **Select All**, then right-click again, point to **Send command**, and click **Refresh all connected PDAgents**.

Related articles

- *How to create a print Pricing Schedule*
- *How to specify variable pricing for Users*
- *How to specify variable pricing on accounts*

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