How to create a monthly total threshold for a printer and refer users to a different printer

This Rule limits the pages one printer prints each month, for example 15000, counting everyone's printing together. Once the printer reaches the limit, users are asked to release their jobs at another printer. It works with secure release (Follow Me) printing. For more about each setting, see *How to prevent a user from printing in colour*.

Create the Rule

1. Open Resource Manager.
2. In the tree, click **Rules**, then click **Add**.
3. On the **General** tab:
   - In **Rule name**, enter for example *Max 15000 pages per month*.
   - Set **Initial user assignment** to **Assigned by default**, so it applies to everyone who uses the printer.
   - Set **Calculate quota conditions using** to **transactions of all affected devices (aggregate)**, so everyone's pages on the printer are counted together.
   - Set **Action on rule violation** to **Hold job**, so users can release their jobs at another printer instead.
   - Under **Notification on violation**, tick **Show on printer panel (Secure Release/Follow Me only)**, so users see the message when they try to release a job.
   - To be told when the printer reaches its limit, tick **Send email to the following recipient(s)**, enter your address, choose **Once per period**, and choose the **Email account**.
4. On the **Restrictions** tab:
   - Set **Print/copy** to **Allow printing on the selected devices with conditions**.
   - On the **All Printing** tab, choose **Max number of pages** and enter 15000.
   - Set **Effective period** to **per calendar month**.
   - In **Message if violated**, enter for example *This printer has reached its limit for the month. Please release your job at the upstairs printer.*
5. On the **Devices** tab, choose **Only the devices selected below** and tick only the printer this limit applies to.
6. Click **OK**.

To assign the Rule to users or departments, and to make it take effect straight away, see Assign the Rule and When the Rule takes effect in *How to prevent a user from printing in colour*.

Related articles

- *How to prevent a user from printing in colour*
- *How to create a monthly colour threshold for a printer and refer users to a different printer*

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