How to create a print Pricing Schedule

A **pricing schedule** sets what printing and copying cost on a printer. Printers with the same running costs can share one schedule; printers with different costs (for example a high-quality colour printer and an everyday one) need a schedule each.

There are three kinds for printing and copying:

- **Simple (print/copy):** one price for a colour page and one for a black & white page, whatever the paper size or duplexing.
- **Advanced (print/copy):** different prices for colour, black & white, duplexing and paper size. This is the most common, for example for A3 printers that print double-sided.
- **Area Charging (print/copy):** a price per unit of paper area, mainly for large format printers.

(**Scanning** and **Faxing** schedules price scans and faxes.)

Create an Advanced schedule

1. Open Resource Manager.
2. In the tree, click **Print Management** > **Pricing Schedules**, then click **Add**.
3. In the **Pricing Schedule Type** window, choose **Advanced (print/copy)** and click **OK**.
4. Enter a **Name**, for example *Regular printers*.
5. Enter the **Default Colour** and **Default B&W** prices: normally the price of an A4 colour page and an A4 black & white page. They are used for any page that does not match a line below. For a printer that cannot print colour, enter the black & white price in both.
6. To add a price, for example for A3, click **Add**. In the **Map document properties to price** window:
   - **Paper Group:** for example **Large (A3)**. The groups run from **Small (A5)** and **Medium (A4)** up to **XXX Large (A0)**.
   - **Colour: Colour** or **Black & White**, or **< Any >** for both.
   - **Duplex (per side): Single Sided** or **Double Sided**, or **< Any >** for both. A double-sided page is charged per side, so make its price a little lower than single-sided, to pass on the paper saved.
   - Enter the **Price** and click **OK**.
7. Add a line for each other combination you need, then click **OK**.

Create a Simple schedule

1. In **Print Management** > **Pricing Schedules**, click **Add**, choose **Simple (print/copy)** and click **OK**.
2. Enter a **Name**, for example *Flat rate*.
3. Enter the prices for colour and black & white documents. To charge differently for the first pages of a job, enter the number of pages in **For the first** and the prices for those pages, then the prices for the rest under **Subsequently**. For one price throughout, enter the same prices in both.
4. Click **OK**.

Create an Area Charging schedule

1. In **Print Management** > **Pricing Schedules**, click **Add**, choose **Area Charging (print/copy)** and click **OK**.
2. Enter a **Name**, and choose the **Unit Type**, for example **Square metre**.
3. Enter the **Default price per colour unit** and **Default price per mono unit**. They are used for any page that does not match a line below.
4. To add a price for a colour and duplex combination, click **Add**, choose the options, enter the price per unit, and click **OK**.
5. Click **OK**.

Link the schedule to printers

1. In the tree, click **Print Management** > **Shared Devices**, and double-click the printer (or select several and edit them together).
2. Click the **Functions & pricing** tab.
3. Choose the schedule in **Pricing schedule** under **Printer function**, and under **Copier function** for copies. (When editing several printers, first tick the box next to each one.)
4. Click **OK + Refresh All** to save and send the change to the PDServers and PDAgents.

Related articles

- *How to adjust print pricing*
- *How to specify variable pricing for Users*
- *How to specify variable pricing on accounts*
- *Shared device settings*

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