How to limit single-sided printing for a user

This Rule refuses a job that has more than a set number of single-sided pages, for example 10, so users print longer documents double-sided. 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 10 single-sided pages per job*.
   - Set **Initial user assignment** to **Unassigned by default**.
   - Set **Calculate quota conditions using** to **transactions of violating user only**.
   - Set **Action on rule violation** to **Deny job**.
   - Under **Notification on violation**, tick **Popup on user's workstation (printing only)** so the user is told straight away (this needs the PDAgent client on their computer). To email the user as well, tick **Send an email to the violating user** and choose **On every violation**.
   - To be told yourself, tick **Send email to the following recipient(s)**, enter your address, choose **Once per period per user**, and choose the **Email account**.
4. On the **Restrictions** tab:
   - Set **Print/copy** to **Allow printing on the selected devices with conditions**.
   - On the **Simplex Printing** tab, choose **Maximum single sided pages** and enter 10.
   - Set **Effective period** to **per job**.
   - In **Message if violated**, enter for example *A maximum of 10 single-sided pages per job is allowed. Please print it double-sided.*
5. On the **Devices** tab, choose **All devices**.
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 educate users in double sided printing savings*

Print Director version at time of publish: 2.5.15.3. Publish date: 05/11/2026.