How to prevent certain users from scanning or faxing at specific devices

This Rule lets users print and copy, but stops them scanning or faxing at the printers you choose. It needs a printer with the Print Director app (PD embedded). 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 *No scanning or faxing*.
   - Set **Initial user assignment** to **Unassigned by default**, or **Assigned by default** to apply it to everyone.
   - Set **Action on rule violation** to **Deny job**.
4. On the **Restrictions** tab:
   - Leave **Print/copy** on **No print restriction**.
   - Next to **Scan/fax**, tick **Deny Scanning**, **Deny Faxing**, or both.
5. On the **Devices** tab, choose **Only the devices selected below** and tick the printers where scanning or faxing is not allowed (or **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*

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