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How to limit print volume per user

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How do I limit print volume per user?

If device access is being managed with User Code, Basic, Windows, or LDAP authentication, you can limit the print volume that is available to a user by specifying **[Machine action when limit is reached]** in "Administrator Tools" under "System Settings". When the user reaches his/her print volume limit, the device will either suspend the current job or display a message.

Either the user administrator or the device administrator can specify the print volume available to a user.

Print volume is counted for each user in "print volume use" units.

Each time a user prints a page, a unit is added to the user's print counter. You can specify different per-page unit counts for different print conditions. This allows weighting to be applied according to print conditions. Print volume is calculated by multiplying the number of pages printed by the unit counts.

The following table explains the settings for limiting print volume.

| Item | Explanation | Setting |
|--------------------------------------|---|---|
| Machine action when limit is reached | <ul style="list-style-type: none"> Stop Job <p>When the maximum print volume is reached, both the current job and waiting jobs are canceled.</p> | <ul style="list-style-type: none"> Stop Job Finish Job and Limit Allow Continue Use (Default setting) |

| Item | Explanation | Setting |
|---|--|--|
| | <ul style="list-style-type: none"> • Finish Job and Limit When the maximum print volume is reached, the current job is allowed to finish, but waiting jobs are canceled. • Allow Continue Use Print volume is not limited. | |
| Print Volume Use Limitation: Unit Count Setting | <p>For each of the eight print conditions, specify a per-page unit count between 0 and 200.</p> <p>A print condition is a combination of paper size, color mode, and function.</p> <p>The default per-page unit count for every print condition is 1.</p> <p>The paper size "Others" refers to paper sizes other than A3 and DLT (11 x 17 in).</p> | <ul style="list-style-type: none"> • Copier:Colour:A3/DLT • Copier:Black & White:A3/DLT • Printer:Colour:A3/DLT • Printer:Black & White:A3/DLT • Copier:Colour:Others • Copier:Black & White:Others • Printer:Colour:Others • Printer:Black & White:Others |

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Things to note when limiting print volume

If the following occurs, the user will not be able to print:

- The login user name or user code registered in the Address Book is changed while the user is logged in and authenticated.

If the following occurs, print volume management will not function correctly:

- Under Windows or LDAP authentication, a user logs in to the same user account by using multiple login user names, and these multiple login names are registered in the Address Book as separate users.

The following operations are exempt from print volume limitation:

- Printing from an operating system that does not support the current authentication method
- Printing data using the Mail to Print function, received faxes, LAN-Fax data, and files stored using the fax function

Print volume restriction might not be applied to jobs that match all the following conditions. In this case, printing might not be limited even if the second or later pages are subject to print volume restriction.

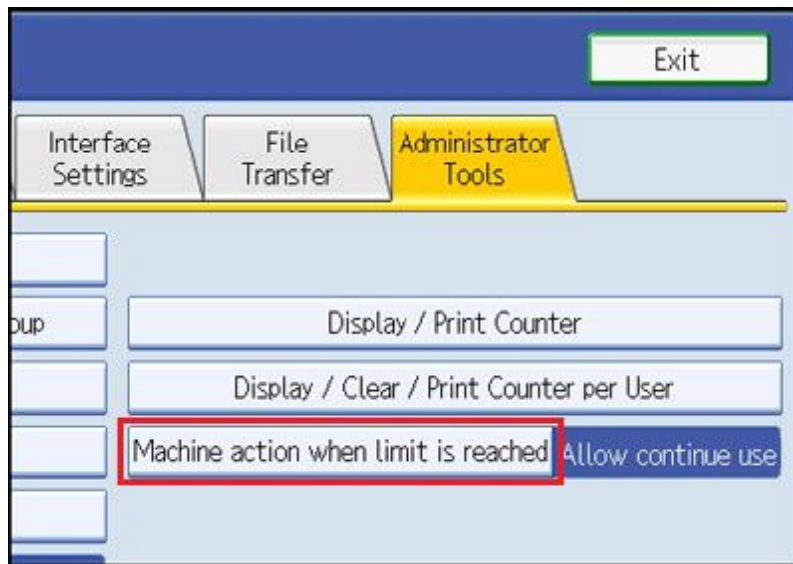
- When **[Finish Job and Limit]** is selected in "Machine action when limit is reached".
- When multiple document files in Document Server are selected for simultaneous printing and the first page is a document to which print volume limitation does not apply (such as a file stored in Document Server using the fax function or a file whose per-page unit count is set to "0").

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Specifying Limitations for Print Volume

This setting can be made by the device administrator.

1. Press the **[User Tools/Counter]** key.
2. Press **[System Settings]**.
3. Press **[Administrator Tools]**.
4. Press **[Machine action when limit is reached]**.

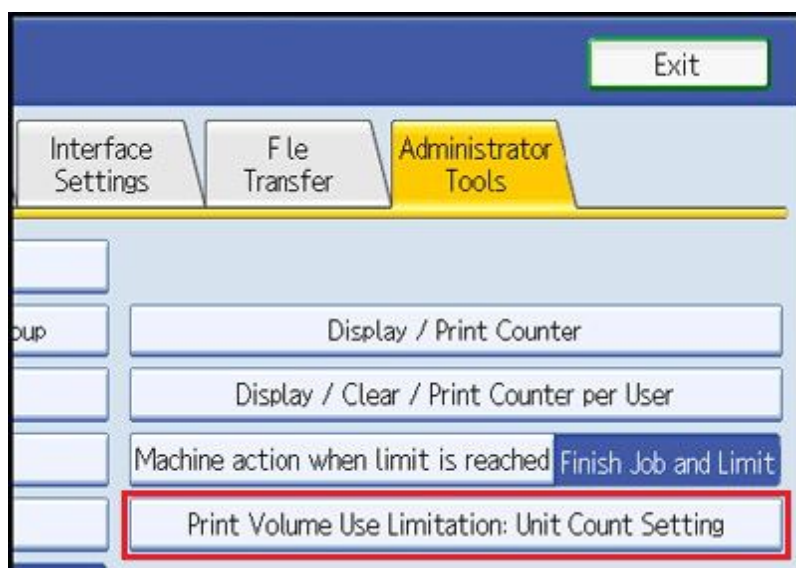


5. Select **[Stop Job]** or **[Finish Job and Limit]**, and then press **[OK]**.
If you do not want to limit print volume, select **[Allow Continue Use]**.



6. Press **[Print Volume Use Limitation: Unit Count Setting]**.

If **[Print Volume Use Limitation: Unit Count Setting]** is not displayed, press **[Exit]** and repeat steps 2 to 3.



7. For each print condition, use the number keys to enter a per-page unit count between "0" and "200", and then press **[#]**.

If you specify "0" for a print condition, no volume restriction is applied to jobs matching that condition.



8. Press **[OK]**.
9. Press the **[Login/Logout]** key.
10. Press **[Yes]**.

Note

- Limitations for print volume can also be specified in **[Print Volume Use Limitation]** under "Configuration" in Web Image Monitor.

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Restrictions When User Code Authentication is Enabled

When User Code authentication is enabled, the following restrictions apply to the print volume limitation settings:

- If **[PC Control]** is selected for the printer function, the values specified for print volume use units might not be applied to users' print counters. Do not select **[PC Control]** if you want to limit print volume when running User Code authentication.
- Under Basic, Windows, and LDAP authentication, figures displayed on the lower left of the control panel show users how many of the total prints allotted to them by the administrator they have used.
Monitor. Under User Code authentication, administrators can inform users of the print volume they have made.
- Log information related to print use limitations is not recorded in the Job Log or Access Log.
- Depending on the settings configured for User Code authentication, users might be able to make prints before logging in, regardless of the print volume limitation set by the administrator. For this reason, we recommend that the administrator make settings to allow

all functions to be controllable when User Code authentication is running.

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