

# **Print Censor**

## **Professional**

**Version 4.5**

**for Windows<sup>®</sup> 2000/XP  
and Windows<sup>®</sup> Server 2003**

## **Print Censor 4.5 Requirements and Recommendations**

### **Software Requirements and Recommendations:**

#### **Print Censor service**

Required for Install:

- Windows 2000/XP/2003

#### **Print Censor client**

Required for Install:

- Windows 2000/XP/2003

### **Hardware Requirements and Recommendations:**

#### **Print Censor service**

Required for Install:

- 4MB free HD Space

Recommended:

- 256MB RAM
- 500MHz or above x86-compatibility computer

#### **Print Censor client**

Required for Install:

- 2MB free HD Space

#### **Print Censor database**

Recommended:

- 100MB or above free HD Space with disabled storing the content of print jobs
- 25GB or above free HD Space with enabled storing the content of print jobs

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## Introduction

Print Censor is an easy-to-use program designed to record a printer's usage statistics and to simplify the management of network printers. Using Print Censor only, you can save the print jobs content. With Print Censor you can limit the number of pages a user can print by setting quotas for the number of pages printed or for the print cost. After a user exceeds a specified quota, access to the printer is denied.

Print Censor gives you all necessary information about every print job:

- user name;
- computer name;
- document name;
- time & date of printing;
- number of pages;
- number of copies;
- document size;
- priority;
- paper size;
- color of printing (colored or black and white);
- whether it was a duplex printing or not;
- print job cost.

Using Print Censor you can:

- Copy/move print jobs from printer to printer;
- Preview contents of print job before sending to printer;
- View the printed jobs content.
- Notify users when quotas are exceeded;
- Control all the printers simultaneously;
- Sort printers by a desired parameter (e.g. when sorting by the number of jobs currently running, you can see the most overloaded printers).

Print Censor can determine and store print jobs created under various operating systems: DOS, Windows 3.11/95/98/ME Windows NT/2000/XP, Windows Server 2003, Macintosh, Linux и других версиях Unix. Print Censor features an improved print jobs manager. All basic operations and print jobs can be handled directly from Print Censor. The software also features remote management of printers installed on other computers. You can also remotely install and configure Print Censor to store print jobs on remote computers.

All the information can be collected for preview in any number of ways. Exporting the data into files of various formats is also supported.

Print Censor works as service. This means it automatically starts when the computer boots up and all print jobs will be recorded, even if a user does not log in to the system.

Thus, using Print Censor, you can make routine print job management easy, cut down your printing expenses and better predict the need for printing materials for the whole network.

## Licensing

A license is granted for one computer. This means one license is needed to use the software on one computer. You can use different types of licenses:

1. Single printer license;
2. 2-5 printers license;
3. 6-10 printers license;
4. Unlimited printers license.

Before installing Print Censor, let's look at a typical network configuration, and determine the computers to which we should install Print Censor:

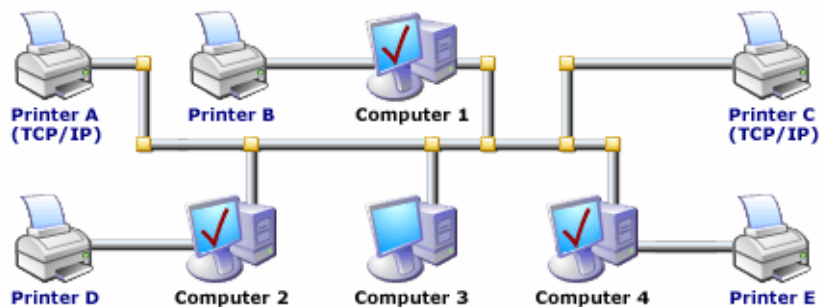


**Printer A** and **Printer C** are connected to computers directly (using LPT or USB ports). **Printer B** is connected to network using a TCP/IP netcard.

In this case, to control:

1. **Printer A** – install Print Censor on **Computer 1**;
2. **Printer B** – install Print Censor to a computer which will be a print server for all the other computers in the network, and make **Printer B** shared for all the other users;
3. **Printer C** – install Print Censor on **Computer 4**.

In this case, one license “Single printer license” and one license “2-5 printers license” are needed if you choose **Computer 1** or **Computer 4** as a print server for **Printer B**. 3 licenses “Single printer license” are needed if you choose **Computer 2** or **Computer 3** as a print server for the same printer.



**Printer B**, **Printer D** and **Printer E** are connected to computers directly (using LPT or USB ports). **Printer A** and **Printer C** is connected to network using a TCP/IP netcard.

In this case, to control:

1. **Printer A** and/or **Printer C** – install Print Censor to a computer which will be a print server for all the other computers in the network, and make this printers shared for all the other users;
2. **Printer B** – install Print Censor on **Computer 1**;
3. **Printer D** – install Print Censor on **Computer 2**;
4. **Printer E** – install Print Censor on **Computer 4**.

In this case, 2 licenses “Single printer license” and one license “2-5 printers license” are needed if you choose **Computer 1**, **Computer 2** or **Computer 4** as a print server for **Printer A** and **Printer C**. 4 licenses “Single printer license” are needed if you choose **Computer 3** as a print server for these printers.

## Print Sensor Installation

### Please read this before installation

Print Sensor is designed to control printers in a Microsoft Windows network. It is presumed that all the print jobs are sent from workstations to a Windows server (or a workstation which serves as a print server) and not directly from a workstation to network printers.

You will need administrator privileges to install Print Sensor to a local workstation or print server.

### Installing Print Sensor

Print Sensor consists of two components: client and server. You can install them both, or only a client for remote management.

Before installing Print Sensor, make sure you are installing the latest version of the software. You can download the latest version here: <http://usefulsoft.com>. Run setup.exe and follow the instructions.

When installing Print Sensor, you may have to reboot the computer if the files which should be replaced are currently in use. After system reboot, all the necessary files are updated.

If the installation wizard did not ask for a system reboot, you can start using Print Sensor immediately.

### Server component

The Server component is the Print Sensor, service which should be installed to a print server to allow the following:

1. Print job recording.
2. Control of quotas.
3. User notification of quota status.

### Client component

The Print Sensor client component can be installed to any server or workstation and can remotely manage any print server on which the Print Sensor service is installed. Also you can control

### Previous version update

You have to un-install previous version of Print Sensor before installing a new version. If you want to keep print job history, do not delete the old database when un-installing the software.

The new database format is incompatible with the Print Sensor 3.x and 4.1x database format.

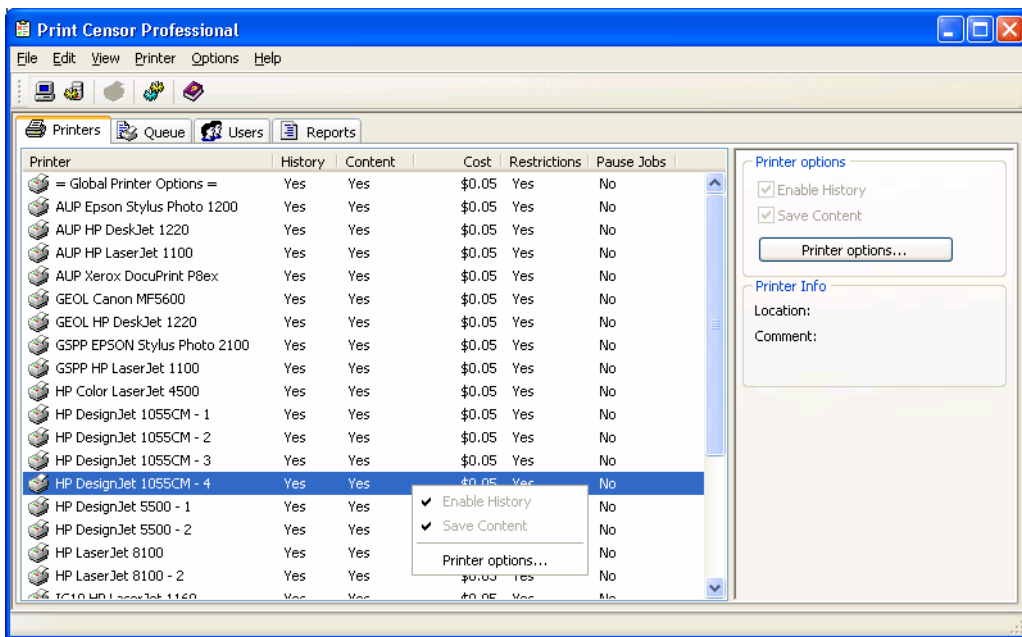
# Using Print Censor

## Print jobs storing

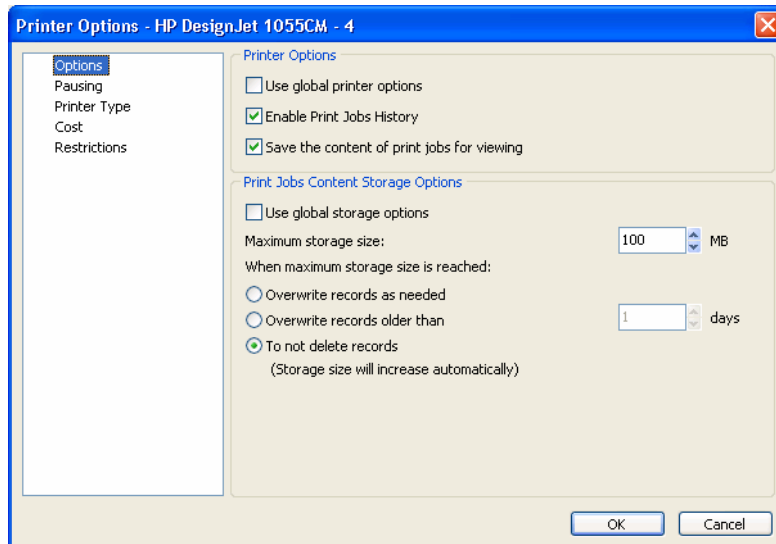
By default Print Censor automatically stores the print jobs for all local printers which are installed. All print jobs will be stored for all printers, which will be added after Print Censor installation. You can change this mode by disabling the «Enable History» option in «Global Printer Options».

History of jobs is possible for local printers only, while network printers can work with print queue only.

Here you can also configure storing the content of print jobs for viewing. You can use this feature to view printed jobs in the history log.



After you click the "Printer Options..." button, you can specify the advanced options of the selected printer or of the global printer option:



You can use the "Options" tab to specify the main options of the printer: keeping the history of print jobs, saving the content of print jobs for viewing. You can also set some additional options of print jobs content storage, such as maximum size and actions performed when maximum storage size is reached. When the storage reaches the maximum size, you can overwrite records as needed, overwrite records older than a certain number of days or perform no actions at all (in this case the report size will increase automatically). You can also use global options.

**Printer Options**

Use global printer options

Enable Print Jobs History

Save the content of print jobs for viewing

**Print Jobs Content Storage Options**

Use global storage options

Maximum storage size:  MB

When maximum storage size is reached:

Overwrite records as needed

Overwrite records older than  days

To not delete records  
(Storage size will increase automatically)

You can use the "Pausing" tab to specify the pausing options of the print jobs. You can pause all new print jobs and lock this print jobs. After that they can be restored only from Print Censor, having pressed button "Restore" with Ctrl button. You can set time of automatic restoring of these print jobs. If you will select an option "Show the status of paused print jobs in the print queue manager" the status of these print jobs can be seen in standard print queue manager. You can also use global pausing options.

**Pausing Options**

Use global pausing options

Pause all print jobs

Allow to resume print jobs from Print Censor only

Resume print jobs automatically after  minutes

Resume print jobs automatically at

Show the status of paused print job in the print queue manager

You can use the "Printer Type" tab to specify the printer type options of the printer. Selecting the type of the printer (standard or plotter) will be useful while estimating the cost of print jobs. If you set it as a standard printer, the cost will be estimated depending on the number of pages in each print job, while for the plotter this cost will be estimated depending on the length of each print job.

**Printer Type**

Standard printer  
Tracking cost per page number

Plotter  
Tracking cost per job length

---

Some new print drivers don't track color information correctly and if you are having any problems with the correct tracking of your print jobs please enable this option.

This is black and white printer

You can use the "Cost" tab to specify the cost options of the printer. You can specify the cost of standard, black-and-white and duplex-mode printing. You can also use global cost options.

**Cost Options**

Use Global Cost Options

Base cost:

Black and white:   %

Duplex mode:   %

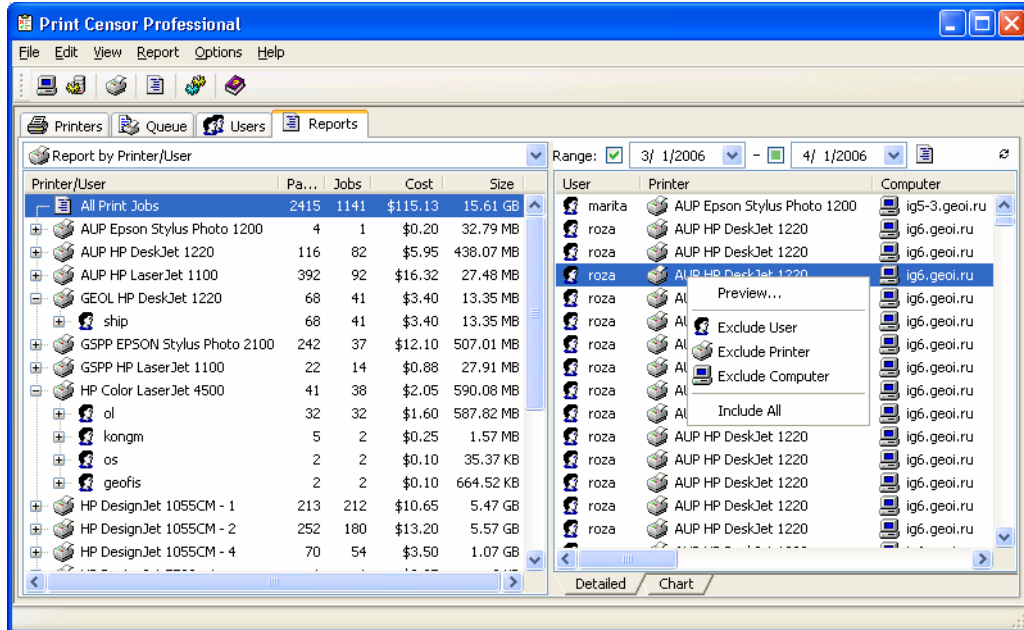
You can use the "Restrictions" tab to specify restrictions for the current printer. You can limit print jobs by the number of pages in them, by their copies, size, priority, cost, title, paper size and computer. You can also use global restrictions.

Deny Printing

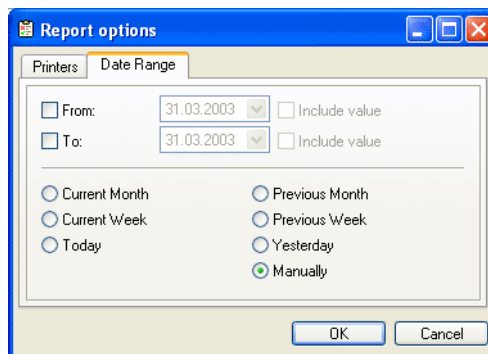
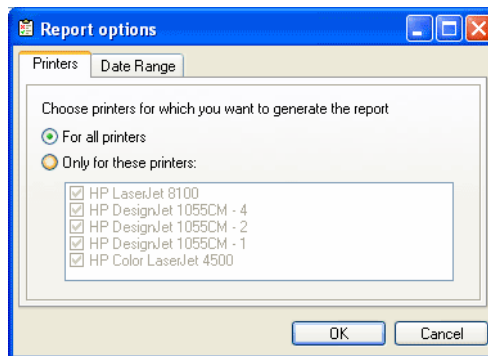
- Use Global Restrictions
- If document contain is over  pages
- If document contain is over  copies
- If document size is greater than  KB
- If document priority is greater than
- If document cost is greater than
- If title contains one of the following strings
- If paper size contains one of the following strings
- If computer contains one of the following strings

## Viewing stored print jobs

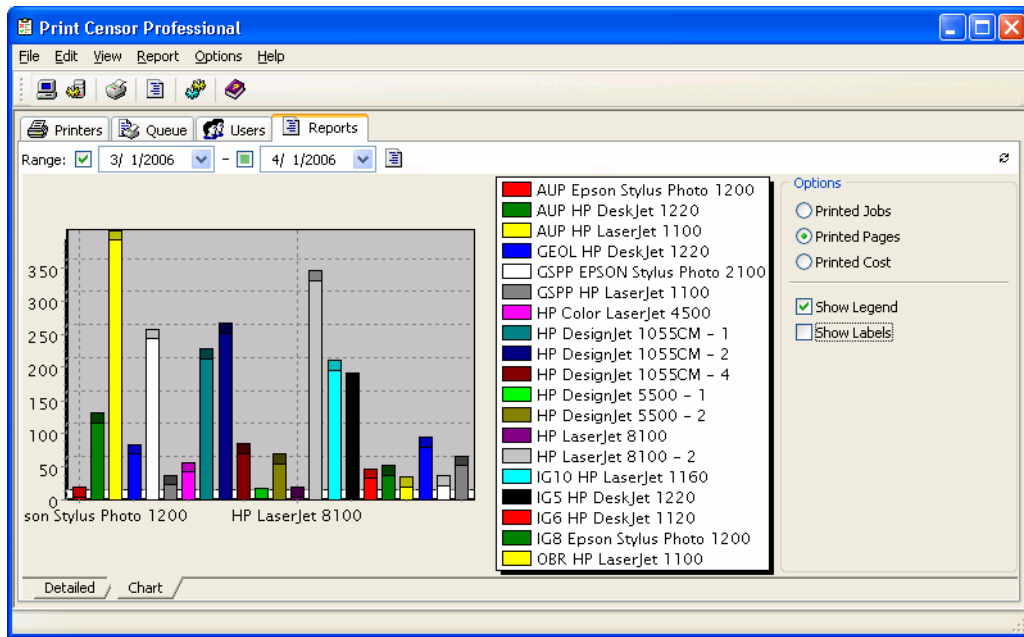
To view all print jobs for all the selected printers, go to the "Reports" tab and choose the desired report format. The following report formats are available: Printers/Users, Printers/Computers, Printers/Paper, Users/Printers, Users/Computers, Users/Paper, Paper/Printer, Paper/User, Paper/Computer, Computers/Users, Computers/Printers and Computer/Paper.



Then select "Report" - "Generate Report". In the window opened, select the desired printers which have recorded print jobs. If you do not see the desired printer in the printers list, this means there are no recorded jobs for this printer (or you deactivated an automatic print jobs recording for this printer). On the "Time period" tab, you can set the desired time period. You can set the time period manually or choose from pre-set variants, such as "Current Month", "Current Week", "Today", "Last Month", "Last Week", or "Yesterday".



After choosing all desired parameters, click the "OK" button to generate a report. After the report is generated, you can view detailed information about all the print jobs. Use the "Chart" mode to make the information more visual.



## Printing a report

You can print your report after viewing. To do this, select the "File"-">"Print" menu item. You will find the report preview in the window; you can also choose additional print parameters such as printing the report caption, column headers and page numbers. You can also delete some pages of your report here, change paper orientation and margins.

You can also export data into one of the following data types: text file, HTML file, XML data, Excel file, RTF file, BMP image, JPEG image, TIFF image, and PDF file.

**Report Preview**

**Print Censor report**

User	Printer	Company	Document	Page	Size	Printed	Submitted	Price	Paper Size	Color	Quota
lur	HP DesignJet 102	11.922.9.701	chavillo_cob	1	351.1 K	07.12.2004 9:4	07.12.2004 9:1	940	x 1460 r	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	h_102_cob	1	3.78 K	07.12.2004 9:3	07.12.2004 9:1	A3	297 x 421	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	D_102_cob	1	3.28 K	07.12.2004 9:3	07.12.2004 9:1	A3	297 x 421	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_102_cob	1	7.52 K	07.12.2004 9:2	07.12.2004 9:1	480	x 941 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_102_cob	1	8.24 K	07.12.2004 9:2	07.12.2004 9:1	480	x 941 m	Yes	Yes
lur	HP DesignJet 102	11.922.9.701	h_102_cob	1	48.28 K	07.12.2004 9:2	07.12.2004 9:1	940	x 1460 r	Yes	Yes
aud	HP DesignJet 102	11.922.9.701	y_Ek_cob	1	12.23 K	07.12.2004 9:1	07.12.2004 9:1	940	x 1210 r	Yes	Yes
aud	HP DesignJet 102	11.922.9.701	y_Ek_cob	1	8.78 K	07.12.2004 9:1	07.12.2004 9:1	940	x 1210 r	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	h_102_cob	1	3.15 K	07.12.2004 9:1	07.12.2004 9:1	A3	297 x 421	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	A_102_cob	1	4.25 K	07.12.2004 9:1	07.12.2004 9:1	A3	297 x 421	Yes	Yes
aud	HP DesignJet 102	11.922.9.701	d_Ek_cob	1	9.49 K	07.12.2004 9:0	07.12.2004 8:1	940	x 1210 r	Yes	Yes
li	HP DesignJet 102	11.922.9.701	wpf_cob	1	5.23 K	08.12.2004 18:08	08.12.2004 18:01	940	x 1030 m	Yes	Yes
li	HP DesignJet 102	11.922.9.701	wpf_cob	1	2.58 K	08.12.2004 18:08	08.12.2004 18:01	940	x 940 m	Yes	Yes
aud	HP DesignJet 102	11.922.9.701	y_Ek_cob	1	9.04 K	08.12.2004 17:17	08.12.2004 16:11	940	x 1260 r	Yes	Yes
aud	HP DesignJet 102	11.922.9.701	y_Ek_cob	1	8.78 K	08.12.2004 16:11	08.12.2004 16:11	940	x 1210 r	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	2	778.9 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_102_cob	1	11.51 K	08.12.2004 16:08	08.12.2004 16:11	940	x 950 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_102_cob	1	11.07 K	08.12.2004 16:08	08.12.2004 16:11	940	x 950 m	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	875.20 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	893.94 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	878.8 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_102_cob	1	10.54 K	08.12.2004 16:08	08.12.2004 16:11	940	x 950 m	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	874.9 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	385.18 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	393.31 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
aud	HP DesignJet 102	11.922.9.701	d_Ek_cob	1	9.49 K	08.12.2004 16:08	08.12.2004 16:11	940	x 1210 r	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	2.41 K	08.12.2004 16:08	08.12.2004 16:11	940	x 941 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	3.19 K	08.12.2004 16:08	08.12.2004 16:11	470	x 980 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	3.69 K	08.12.2004 16:08	08.12.2004 16:11	470	x 700 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	2.7 K	08.12.2004 16:08	08.12.2004 16:11	700	x 1030 r	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	4.78 K	08.12.2004 16:08	08.12.2004 16:11	700	x 1030 r	Yes	Yes
lur	HP DesignJet 102	11.922.9.701	wpf_cob	1	32.21 K	08.12.2004 16:08	08.12.2004 16:11	940	x 1030 r	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	797.87 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	5.33 K	08.12.2004 16:08	08.12.2004 16:11	940	x 950 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	5.19 K	08.12.2004 16:08	08.12.2004 16:11	470	x 970 m	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	Graphic1	1	373.79 K	08.12.2004 16:08	08.12.2004 16:11	940	x 1180 r	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	Graphic1	1	388.8 K	08.12.2004 16:08	08.12.2004 16:11	940	x 1180 r	Yes	Yes
valdmr	HP DesignJet 102	11.922.9.701	Graphic1	1	380.78 K	08.12.2004 16:08	08.12.2004 16:11	940	x 1180 r	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	7.04 K	08.12.2004 16:08	08.12.2004 16:11	470	x 670 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	8.42 K	08.12.2004 16:08	08.12.2004 16:11	470	x 670 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	7.1 K	08.12.2004 16:08	08.12.2004 16:11	470	x 630 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	8.05 K	08.12.2004 16:08	08.12.2004 16:11	470	x 640 m	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	2.65 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	74.5 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
lur	HP DesignJet 102	11.922.9.701	hp_102_cob	1	33.53 K	08.12.2004 16:08	08.12.2004 16:11	940	x 1460 r	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	1.34 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ojga_ku	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4_d	1	31.83 K	08.12.2004 16:08	08.12.2004 16:11	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	7.58 K	08.12.2004 12:08	08.12.2004 11:11	470	x 690 m	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	hp_102_cob	1	3.66 K	08.12.2004 12:08	08.12.2004 11:11	470	x 630 m	Yes	Yes

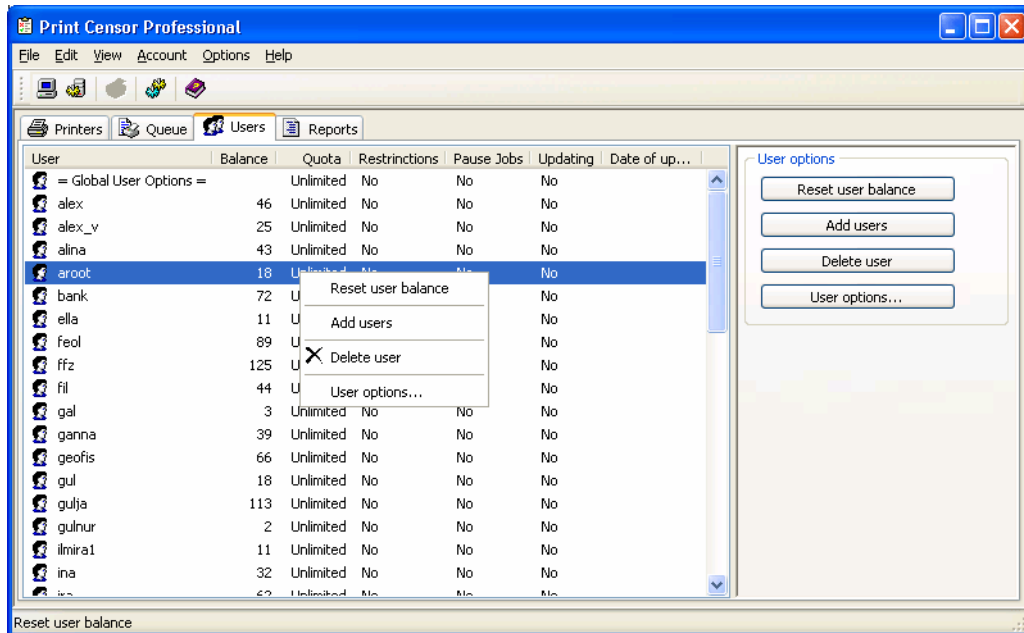
Page 1 of 2

Print... Cancel

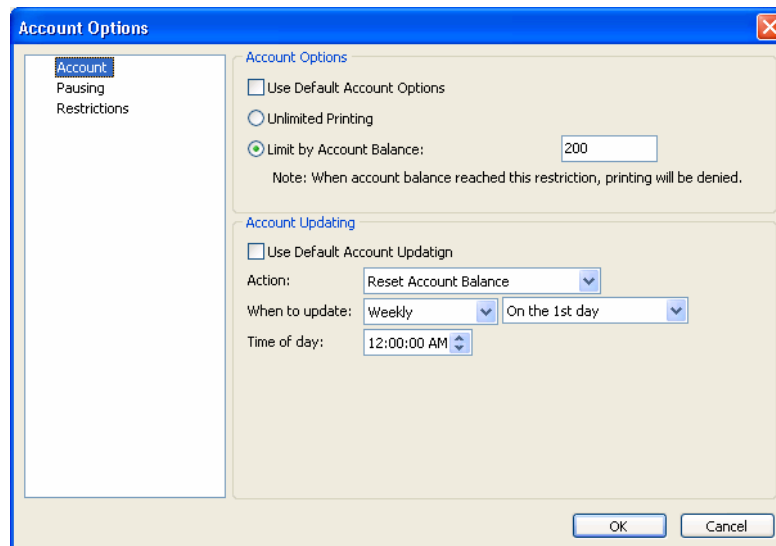
## Quotas

You can specify global quota options and quotas for separate users on the "Users" tab.

Here you can view user's quotas; reset the balance of the selected users, remove users you do not need and specify advanced quotas and restrictions options.



After you click the "User Options..." button, you can specify the advanced options of the selected user or of the global user options:



You can use the "Account" tab to specify quotas for the selected user. You can set printing as unlimited or specify a limit depending either on the cost of printing or on the number of printed pages (depending on the current quota settings). Here you can also specify options for updating the balance of the selected user. You can set the balance to be reset either at the specified intervals or at a particular time.

**Account Options**

Use Default Account Options

Unlimited Printing

Limit by Account Balance:

Note: When account balance reached this restriction, printing will be denied.

**Account Updating**

Use Default Account Updatign

Action:

When to update:

Time of day:

You can use the "Pausing" tab to set the pausing options for the selected user in the same way as for printers.

**Pausing Options**

Use global pausing options

Pause all print jobs

Allow to resume print jobs from Print Censor only

Resume print jobs automatically after  minutes

Resume print jobs automatically at

You can use the "Restrictions" tab to set the limits of printing for the selected user in the same way as for printers.

**Deny Printing**

Use Global Restrictions

If document contain is over  pages

If document contain is over  copies

If document size is greater than  KB

If document priority is greater than

If document cost is greater than

If title contains one of the following strings

If paper size contains one of the following strings

If computer contains one of the following strings

## Print Queue

Print Sensor allows you to view the print queue for any printer in your network. Moreover, unlike the usual Windows print queue window, Print Sensor allows you to control all the printers simultaneously.

### Working with printers

Print Sensor features all the standard operations. To perform them, all you need is to right-click the desired printer and select an action:

- «Open queue...» - open Windows print queue view window (you can also simply double-click the selected printer);
- «Printer Web Page...»
- «Set as Default»;
- «Pause printing»;
- «Cancel all Documents»;
- «Delete printer»;
- «Properties...» - open standard printer properties window.

### Working with print jobs

To make working with print jobs even handier, you can hide the printer's list panel. To do this, go to "View" - "Show Printers/Servers Panel".

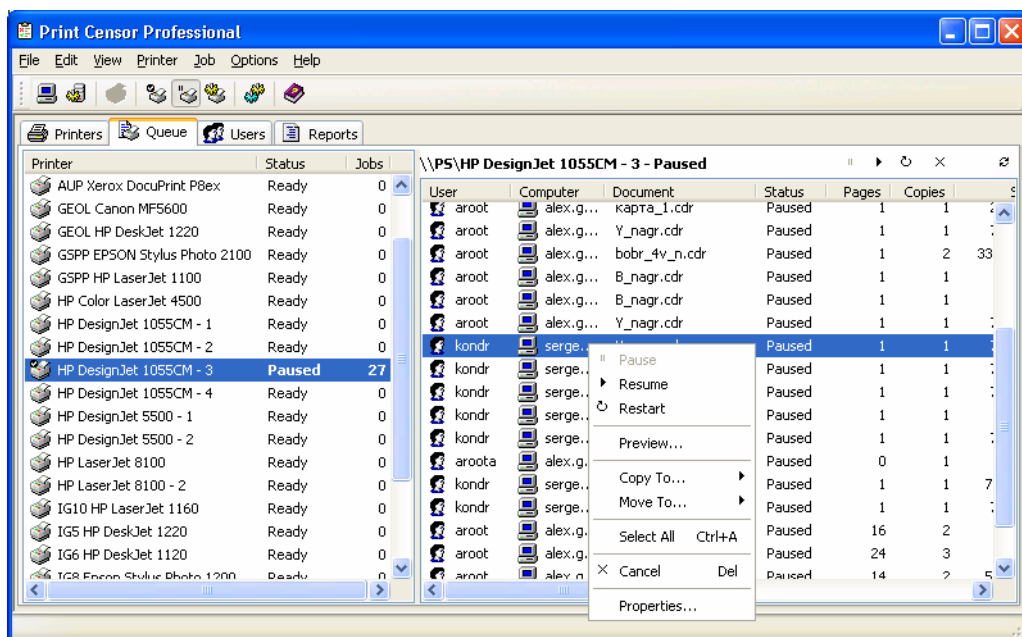
Unlike the usual Windows print jobs view window, Print Sensor provides you with much more information about print jobs. The following information is available:

- The name of the user which sent the job;
- The computer from which the job was sent. You can also see the DNS name of the computer instead of its IP address. To enable this feature go to "Options" - "Preferences...", on the "Global" folder and select "Resolve IP addresses";
- Job status;
- Document name;
- Number of pages. Here you can see an approximate number of pages even for those print jobs which you normally cannot see in Windows printing queue view window;
- Number of copies;
- Job size;
- Job creation time and date;
- Paper size;
- Priority;
- Color mode (colored or black and white);
- Duplex mode (double-side printing);
- Print job data type;
- Position in a queue;
- Print job ID.

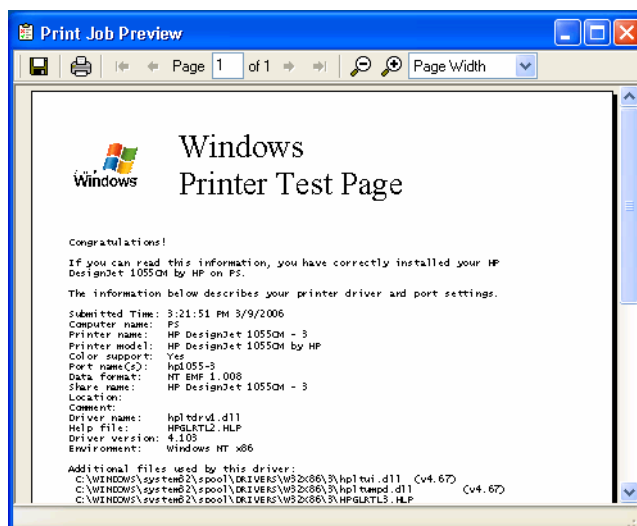
You can also hide unnecessary columns. To do this, simply right-click on the columns header and select the desired columns.

The following status operations are available in the print queue window:

- Pause job;
- Resume job;
- Restart job;
- Preview job;
- Move/Copy job to another printer;
- Cancel job;
- Change all standard job parameters.



For each print job you can now view and change all default parameters, and you can do it for several printers at the same time.



You can preview print jobs in the queue. This will help you detect those print jobs that you do not need and you will be able to save consumables and paper thanks to this feature.

Print job preview is available only for those printers that have printing in the EMF format enabled for them. To enable this mode, open the Properties dialog box for the printer you need and switch to the "Advanced" tab. Select the "Enable advanced printing features" checkbox at the bottom of this tab. Then click the "Print Processor" button, set the print processor to WinPrint and the default data type to "NT EMF 1.008".

Now you can preview print jobs sent to this printer.

**Note:** some printer drivers do not support EMF printing. It is impossible to preview print jobs for these printers.

You can also copy or move jobs from one printer to another. It can be useful in many cases, for example you can copy a job to print it several times, and moving a job will help you when there's no more toner in one of the printers, and you may move the jobs to another printer that is free at the moment.

**Note:** you can copy and move print jobs only between computers running under Windows NT/2000/XP/2003. EMF printing must be enabled for the source printer. Thus, if you can preview a print job, you can also copy or move it.

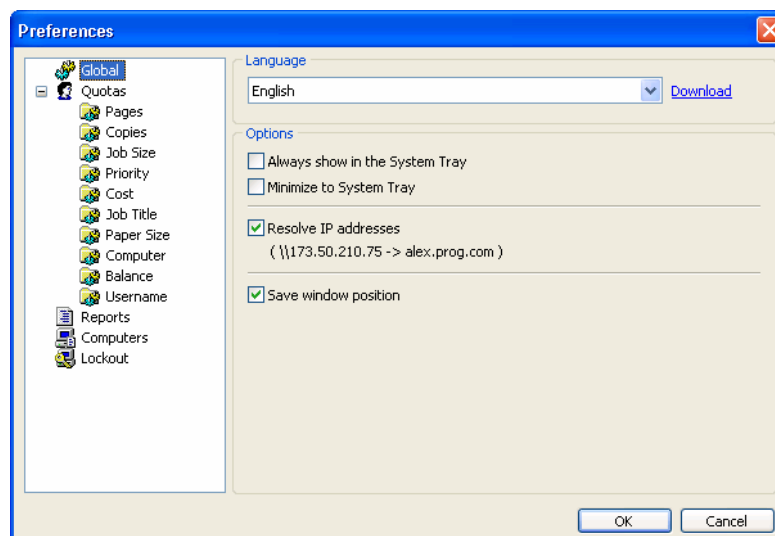
## **Network Printers**

To view the print queue of the network printers, go to the "Options" menu and select "Show Network Printers"

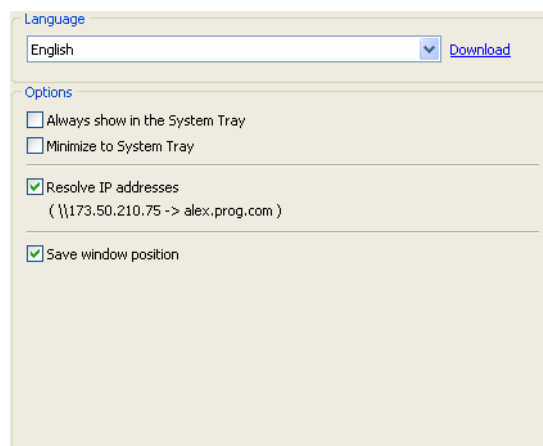
If you need to work with the print jobs queue for an extended time, you can choose the "Queue Manager" mode. To start working in this mode, select "Queue manager only" in the "Options" menu.

## Customizing Print Censor preferences

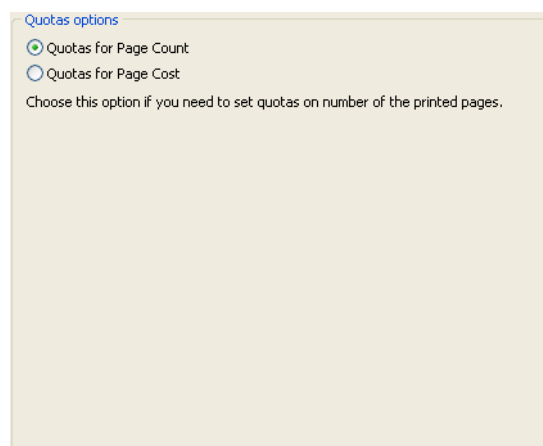
Choose the “Settings”->”Preferences” menu item to customize Print Censor preferences.



On the “Global” tab you can set the program interface language (additional languages can be downloaded from Print Censor site at <http://usefulsoft.com/download> or by clicking the “Download” link). The options for working with a system tray are: Minimize Print Censor to System Tray and Always Show Print Censor in the System Tray. You can also set the option of displaying DNS names of computers instead of their IP addresses.



You can use the "Quotas" page specify quota options. You can set quotas either by the number of printed pages or by the cost of printing.



You can use the “Pages” page to specify what the server should do if the number of pages in a print job exceeds the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Page Count options**  
When the user attempts to print a file which exceeds the maximum number of pages:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

This job exceeds the maximum allowable page count for a single job. Print Job Cancelled. Please contact your administrator.

You can use the “Copies” page to specify what the server should do if the number of copies in a print job exceeds the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Copies options**  
When the user attempts to print a file which exceeds the maximum number of copies:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

This job exceeds the maximum allowable copies for a single job. Print Job Cancelled. Please contact your administrator.

You can use the “Job Size” page to specify what the server should do if the size of a print job exceeds the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Job Size options**  
When the user attempts to print a file which exceeds the maximum size:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

This job exceeds file size limit. Print Job Cancelled. Please contact your administrator.

You can use the “Priority” page to specify what the server should do if the priority of a print job exceeds the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Priority options**  
When the user attempts to print a file which exceeds the maximum priority:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

This job exceeds the maximum allowable priority. Print Job Cancelled. Please contact your administrator.

You can use the “Cost” page to specify what the server should do if the cost of a print job exceeds the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Cost options**  
When the user attempts to print a file which exceeds the maximum cost:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

This job exceeds the maximum allowable cost. Print Job Cancelled. Please contact your administrator.

You can use the “Job Title” page to specify what the server should do if the title of a print job does not fit within the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Job Title options**  
When the user attempts to print a file which has been restricted by title:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

Printing documents with this title is not allowed. Print Job Cancelled. Please contact your administrator.

You can use the “Paper Size” page to specify what the server should do if the paper size of a print job does not fit within the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Paper Size options**  
When the user attempts to print a file which has been restricted by paper size:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

Printing documents with this paper size is not allowed. Print Job Cancelled. Please contact your administrator.

You can use the “Computer” page to specify what the server should do if the computer of a print job does not fit within the restrictions for printer or user. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Computer options**  
When the user attempts to print a file which has been restricted by paper size:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

Printing documents from this computer is not allowed. Print Job Cancelled. Please contact your administrator.

You can use the "Balance" page to specify what the server should do a print job exceeds the balance of the user who sent it. Here you can choose if such print jobs should be paused or removed from the queue. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Balance options**  
When the Balance (pages or money) in the users Account is exceeded:

Pause the print job  
 Delete the print job

---

Send pop-up message to the user

Insufficient balance in account for this job. Print Job Cancelled. Please contact your administrator.

You can use the "Username" page to specify what the server should do if the name of the user who sent a print job is absent in the database of the program. Here you can choose if such print jobs should be paused or removed from the queue. You can allow such print jobs to be printed. In this case the new user will be added to the database of the program and the default quotas will be applied to him. Also you can specify a message to the user who sent such a print job telling him that his print job is either paused or deleted.

**Username options**  
When a print job is submitted with no username, or an unknown username:

Pause the print job  
 Delete the print job  
 Allow the job to print

---

Send pop-up message to the user

You are not authorized to print on this printer . Print Job Cancelled. Please contact your administrator.

On the "Report" tab you can customize the parameters of working with your report file. It is possible to change its path if there isn't enough space on the default drive. You can also set some additional options of report file processing, such as maximum size and actions performed when maximum report size is reached. When the report reaches the maximum size, you can overwrite records as needed, overwrite records older than a certain number of days or perform no actions at all (in this case the report size will increase automatically).

**Reports Path**  
C:\Program Files\Print Censor\Data\ ...  
 Use default reports path

**Reports size**  
Maximum reports size: 10 MB  
When maximum reports size is reached:  
 Overwrite records as needed  
 Overwrite records older than 1 days  
 To not delete records  
(Report size will increase automatically)

You can use the "Computers" page to specify the drop-down list of computers for connecting to other computers. Here you can add new computers, remove those you do not need and change their order.

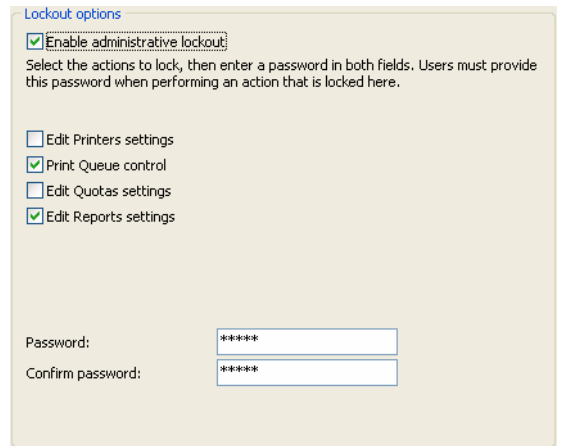
**Computer list for remote connecting**

Alex ... Add

PS
Alex
Work

Up  
Down  
Sort  
Delete

On the “Lockout” tab you can enable the option of locking any modifications of Print Censor options. You can: lock changing the Jobs History option for printers, lock changing the quotas and lock changing the report file options. After you enable the lockout, you’ll have to enter password to modify the locked options.



On every Print Censor tab you can arrange the data by any column, and hide unneeded columns by right-clicking the column header and selecting the “Select Columns...” menu item.

