

# **Print Censor Professional**

**Version 5.30**

**for Windows® 2000/XP/Vista/7  
and Windows® Server 200/2003/2008**

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## Requirements and Recommendations

### Software Requirements and Recommendations:

#### Print Censor server

Required for Install:

- Windows 2000/XP/Vista/7 (32/64 bit)
- Windows Server 2000/2003/2008 (32/64 bit)

#### Print Censor client

Required for Install:

- Windows 2000/XP/Vista/7 (32/64 bit)
- Windows Server 2000/2003/2008 (32/64 bit)

### Hardware Requirements and Recommendations:

#### Print Censor service

Required for Install:

- 10MB free HD Space

Recommended:

- 512MB RAM
- 500MHz or above x86-compatibility computer

#### Print Censor client

Required for Install:

- 10MB free HD Space

#### Print Censor database

Recommended:

- 50MB 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

## 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;
- paper orientation;
- color of printing (colored or black and white);
- whether it was a duplex printing or not;
- print quality;
- 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;
- Pause or lock all new print jobs.
- 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/Vista/7, Windows Server 2000/2003/2008, Mac, Linux, Solaris and other Unix versions. 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.

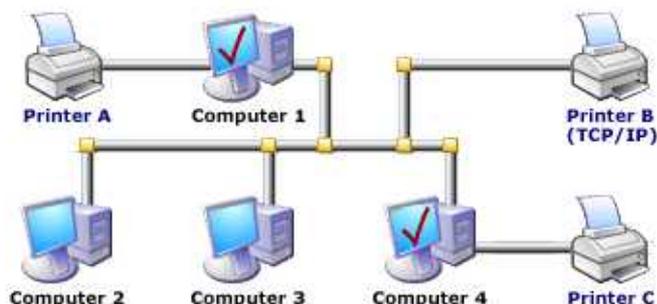
## Licensing

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

1. Single Printer license;
2. 2-5 Printers license;
3. 6-10 Printers license;
4. 11-20 Printers license;
5. 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:

### Example 1



**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.

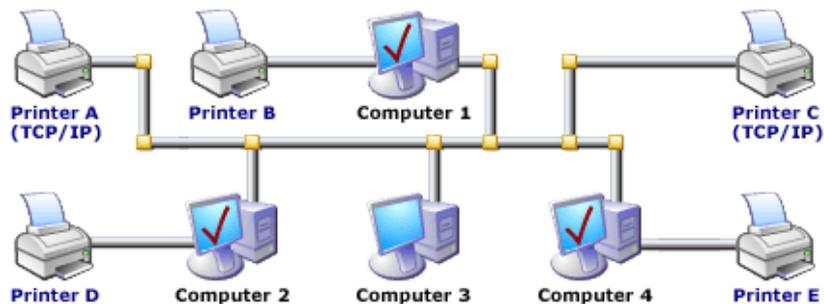
In this case, to control:

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 you need:

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

## Example 2



**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 you need:

- 2 licenses “Single printer license” and one license “2-5 printers license” 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 Censor Installation

### Please read this before installation

Print Censor 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 Censor to a local workstation or print server.

### Installing Print Censor

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

Before installing Print Censor, 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 Censor, 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 Censor immediately.

### Server component

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

1. Print job recording;
2. Control of quotas;
3. User authentication;
4. User notification of quota status;
5. Print job pausing and their locking.

### Client component

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

### Previous version update

You have to uninstall previous version of Print Censor before installing a new version. If you want to keep print job history, do not delete the old database when un-installing the software. Also you can install new version without deletion of the old version.

The new database format is incompatible with the Print Censor 3.x database format.

### Import old databases

You can download Print Censor Database Converter and import all your old databases.

### Firewall settings

If your Windows Firewall is ON than you need to enable exception for "File and Printer Sharing".

For other Firewalls you need to enable exception for TCP Port 139.

# Using Print Censor

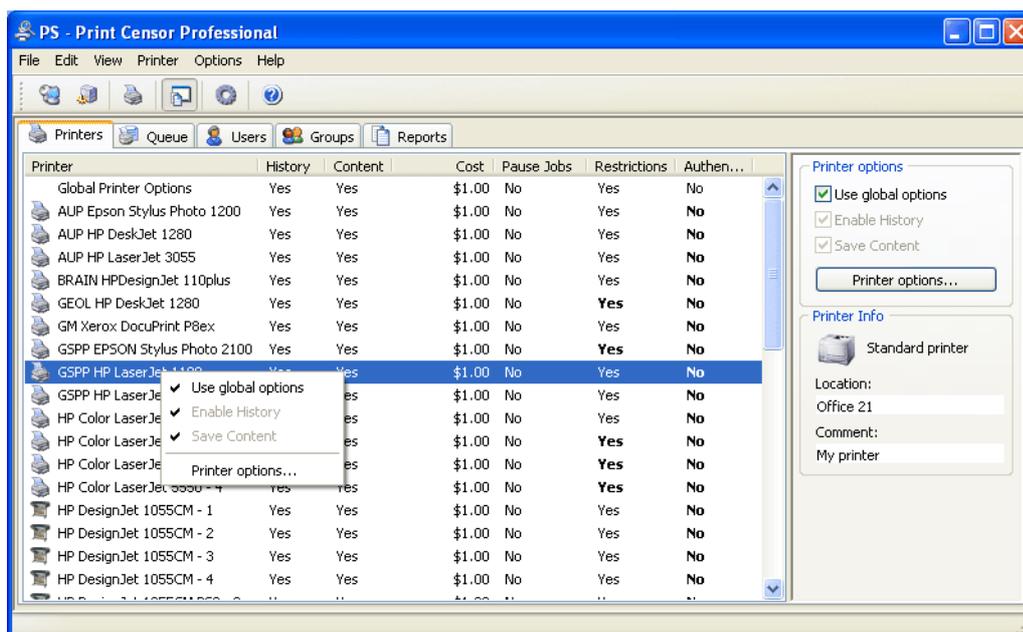
## Print jobs storing

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 on the “Reports” page.

Also here you can enable or disable the “Use global options” option for any printer.



In the list you can see all installed printers and their options:

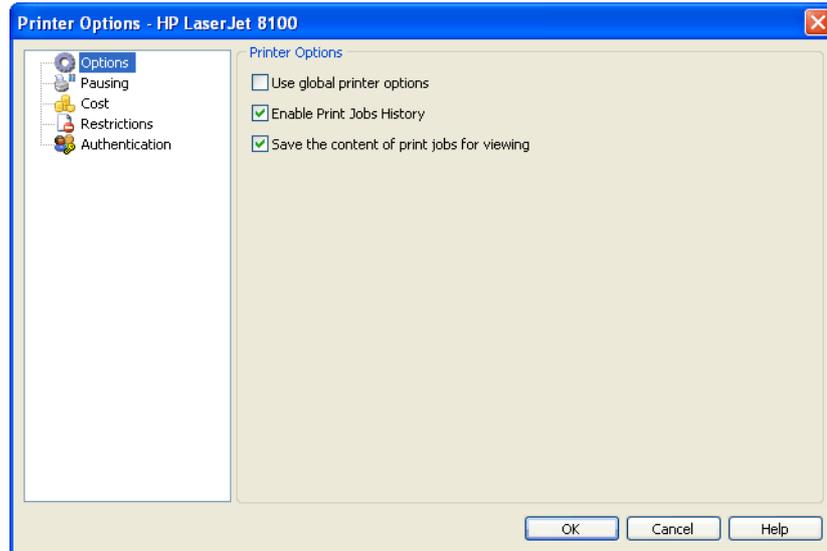
- **History** – enabled or disabled print history for printer;
- **Content** – enabled or disabled storing content of the print jobs;
- **Cost** – cost per page/centimeter for printer;
- **Pause Job** – enabled or disabled pausing options for printer;
- **Restrictions** – enabled or disabled restrictions for printer;
- **Authentication** – enabled or disabled authentication;
- **Color** – color or black and white printer.

If a font have bold style this printer uses the own settings for this option.

In the “Printer Info” section you can see printer type: Standard Printer or Plotter, location and comments.

After you click the "Printer Options..." button on the right panel or right-click on any printer and select the “Printer Options...” menu item, you can specify the advanced options of the selected printer or of the global printer option.

## Printer Options



On this page you can change global printer options or options for the selected printer.

### **Use global printer options**

Use global options for the selected printer (you can specify it on the “Printers” page).

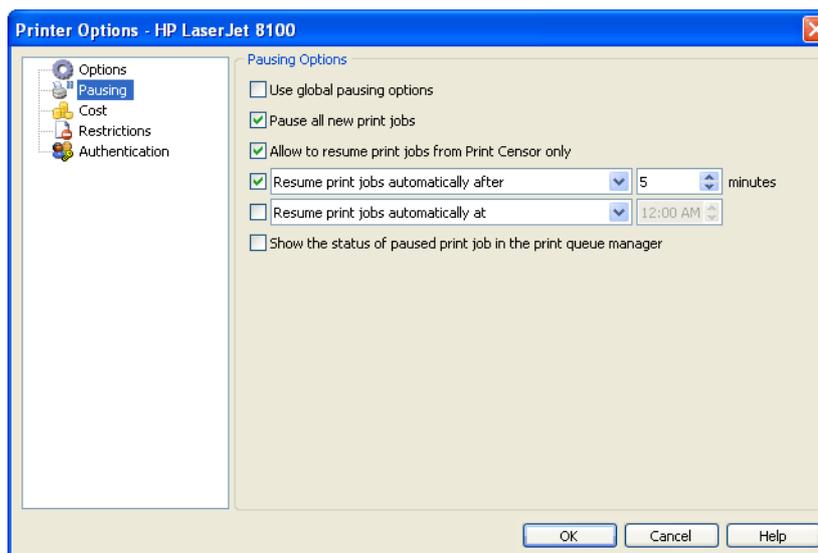
### **Enable Print Jobs History**

Store the history of all print jobs for the selected printer.

### **Save the content of print jobs for viewing**

Using this option you can store content of all printed documents and view it later.

## Pausing Options for Printers



On this page you can change global pausing options or pausing options for the selected printer.

### Use global pausing options

Use global pausing options for the selected printer (you can specify it on the "Printers" page).

### Pause all new print jobs

All new print jobs will be paused. User can resume it later.

### Allow to resume print jobs from Print Censor only

All new print jobs will be locked. Only administrator can resume it (and only from Print Censor on the "Queue" page).

### Resume/Delete print jobs automatically after ...

Paused or locked print jobs will be automatically resumed or deleted after the chosen number of minutes.

### Resume/Delete print jobs automatically at ...

Paused or locked print jobs will be automatically resumed or deleted at chosen time.

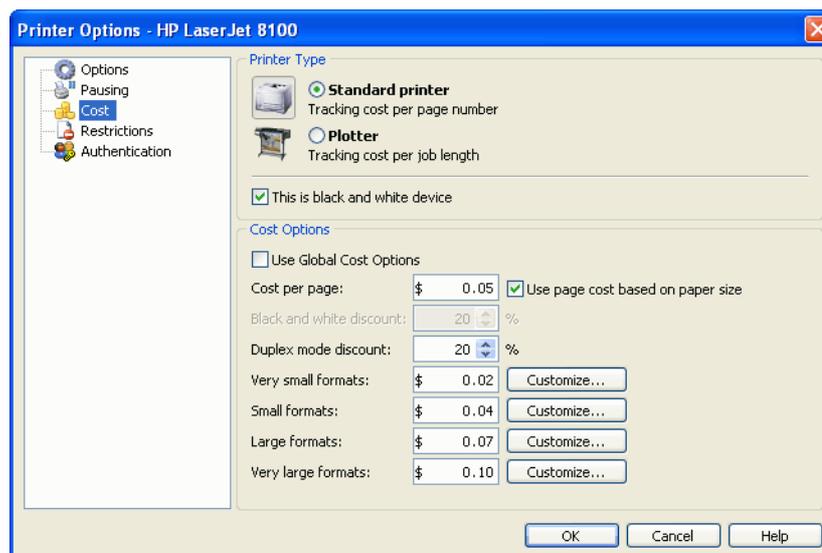
### Show the status of paused print job in the print queue manager

If you select this option then status of paused/locked print jobs can be seen in standard print queue manager. You can see in standard windows queue manager changed document caption:

- "[\*\*\*\*\*] Test Page" – document locked;
- "[\*\*\*\*\*5] Test Page" – document locked and will be resumed after 5 minutes;
- "[00005] Test Page" – document paused and will be resumed after 5 minutes;
- "[09\*45] Test Page" – document locked and will be resumed at 09:45;
- "[09:45] Test Page" – document paused and will be resumed at 09:45.

From Print Censor you can see locked print jobs without this option.

## Cost Options



On this page you can change global cost options or cost options for the selected printer.

### Standard printer

Select this option and the cost will be estimated depending on the number of pages in each print job.

### Plotter

Select this option and the cost will be estimated depending on the length of each print job.

### This is black and white device

The Print Censor automatically determine black and white printers and plotters. But if it is wrong, you can change it. This option is used to reduce the analyzing time of print jobs content and to track print jobs color status.

### Use Global Cost Options

Use global cost options for the selected printer (you can specify it on the "Printers" page).

### Cost per page/centimeter

You can specify the cost per page (or per centimeter for plotters).

### Use page cost based on paper size

Using this option you can use different cost for different paper formats.

### Black and white discount

Here you can specify discount for black and white print jobs.

### Duplex mode discount

Here you can specify discount for print jobs which are printed with duplex mode.

### Very small formats

Here you can specify page cost for very small paper formats. You can customize the list of very small paper formats by pressing the "Customize ..." button.

### Small formats

Here you can specify page cost for small paper formats. You can customize the list of small paper formats by pressing the "Customize ..." button.

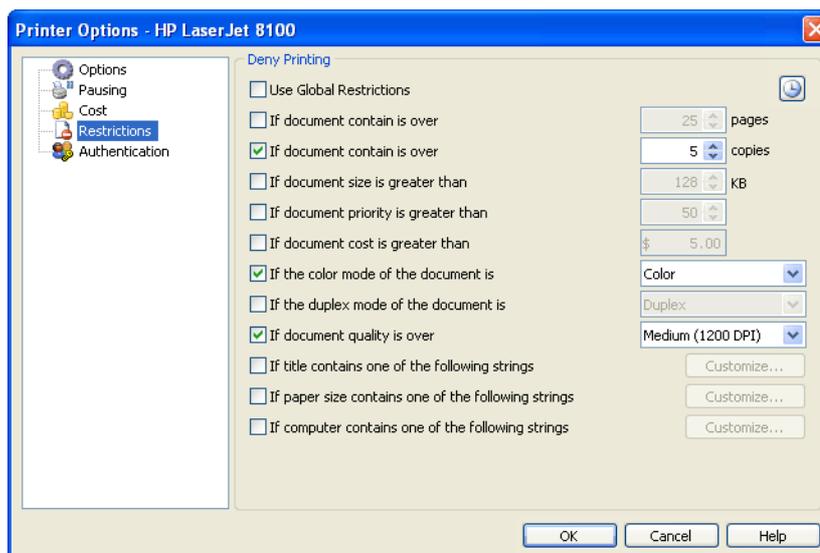
### Large formats

Here you can specify page cost for large paper formats. You can customize the list of large paper formats by pressing the "Customize ..." button.

### Very large formats

Here you can specify page cost for very large paper formats. You can customize the list of very large paper formats by pressing the "Customize ..." button.

## Restrictions for Printers



On this page you can change global restrictions or restrictions for the selected printer.

### Use Global Restrictions

Use global restrictions options for the selected printer (you can specify it on the “Printers” page).

### Small button with Clock icon (in the right top corner)

Here you can customize time of restrictions. Restrictions will be active only within selected time period.

### If document contain is over ... pages

Here you can limit print jobs by number of pages.

### If document contain is over ... copies

Here you can limit print jobs by copies.

### If document size is greater ...

Here you can limit print jobs by size.

### If document priority is greater than ...

Here you can limit print jobs by priority.

### If the color mode of the document is ...

Here you can limit print jobs by color mode (for example you can lock black and white print jobs on the color printers).

### If the duplex mode of the document is ...

Here you can limit print jobs by duplex mode.

### If document quality is over ...

Here you can limit print jobs by quality.

### If title contains one of the following strings ...

Here you can limit print jobs by title. Also possible to set Allow only list for titles.

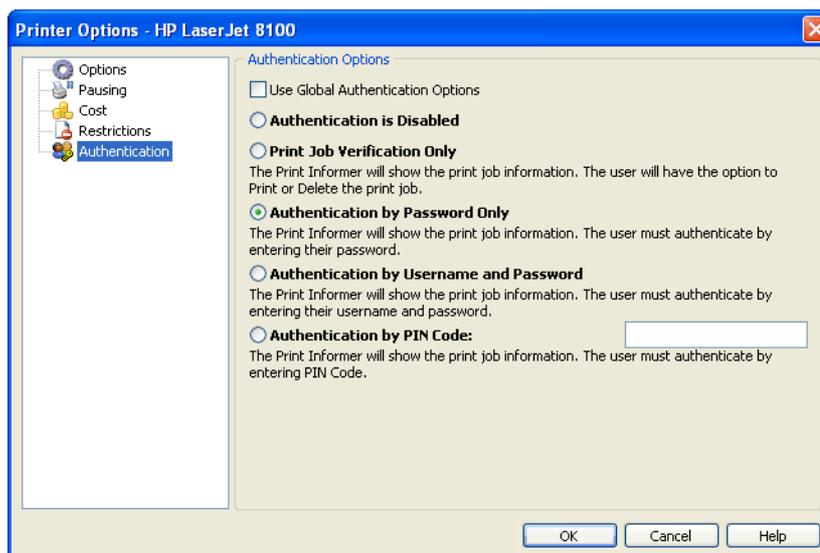
### If paper size contains one of the following strings ...

Here you can limit print jobs by paper size. Also possible to set Allow only list for paper size.

### If computer contains one of the following strings ...

Here you can limit print by computers (for example you can lock print jobs from some public computers). Also possible to set Allow only list for computers (for exapmle you can allow print only for several computers).

## Authentication Options



On this page you can change global authentication options or authentication options for the selected printer.

### Use Global Authentication Options

Use global authentication options for the selected printer (you can specify it on the “Printers” page).

### Authentication Is Disabled (default)

Printer does not use any verification and authentication.

### Print Jobs Verification Only

The Print Informer will show the print job information and user can print or delete print job.

### Authentication by Password Only

The Print Informer will show the print job information and user must provide password for printing, otherwise print job will be deleted.

### Authentication by Username and Password

The Print Informer will show the print job information and user must provide username and password for printing, otherwise print job will be deleted.

### Authentication by PIN Code

The Print Informer will show the print job information and user must provide the printer PIN Code.

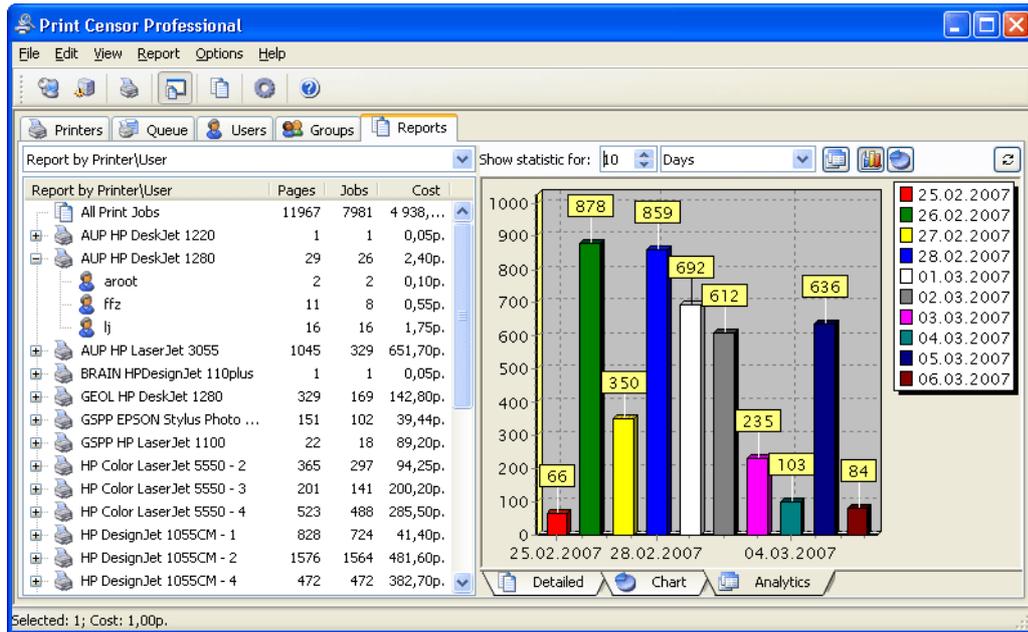
### Note:

For work with authentication you need to install [Print Informer Pro](#) on every computer from your network.

## 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:

- Printer/User, Printer/Group, Printer/Computer, Printer/Paper, Printer/Date, Printer/Port;
- User/Printer, User/Group, User/Computer, User/Paper, User/Date, User/Port;
- Group/Printer, Group/User, Group/Computer, Group/Paper, Group/Date, Group/Port;
- Computer/Printer, Computer/User, Computer/Group, Computer/Paper, Computer/Date, Computer/Port;
- Paper/Printer, Paper/User, Paper/Group, Paper/Computer, Paper/Date, Paper/Port;
- Date/Printer, Date/User, Date/Group, Date/Computer, Date/Paper, Date/Port;
- Port/Printer, Port/User, Port/Group, Port/Computer, Port/Paper, Port/Date;
- Program Events.



Then select "Report" - "Generate Report" menu item. Here you can set the desired time period. You can set the time period manually or choose from pre-set variants, such as "Today", "Current Week", "Current Month", "Current Quarter", "Current Year", "Yesterday", "Last Week", "Last Month", "Last Quarter", "Last Year", "All Data" or "Manually".

The 'Report options' dialog box is shown with the 'Date Range' tab selected. It contains the following options:

- From: 25.06.2006
- To: 25.06.2006
- Today
- Yesterday
- Current Week
- Previous Week
- Current Month
- Previous Month
- Current Quarter
- Previous Quarter
- Current Year
- Previous Year
- All data
- Manually

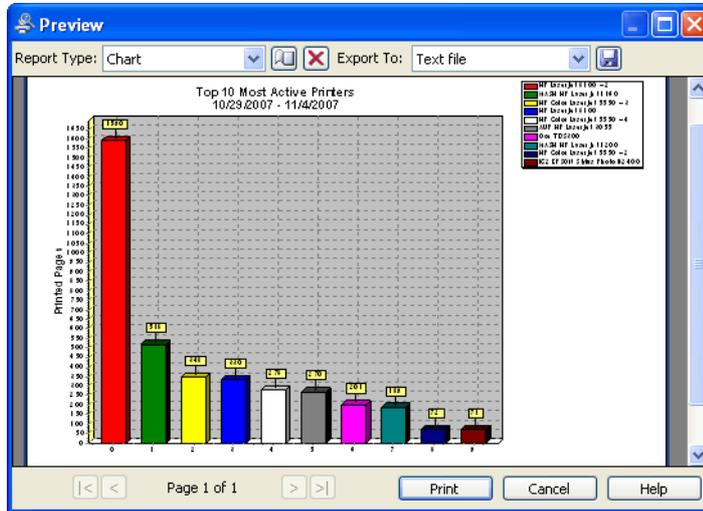
Buttons for 'OK' and 'Cancel' are at the bottom.



## Printing a reports

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 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, CSV file, HTML file, XML data, Excel file, RTF file, BMP image, JPEG image, TIFF image, GIF image, PDF file, OpenDocument file and table.



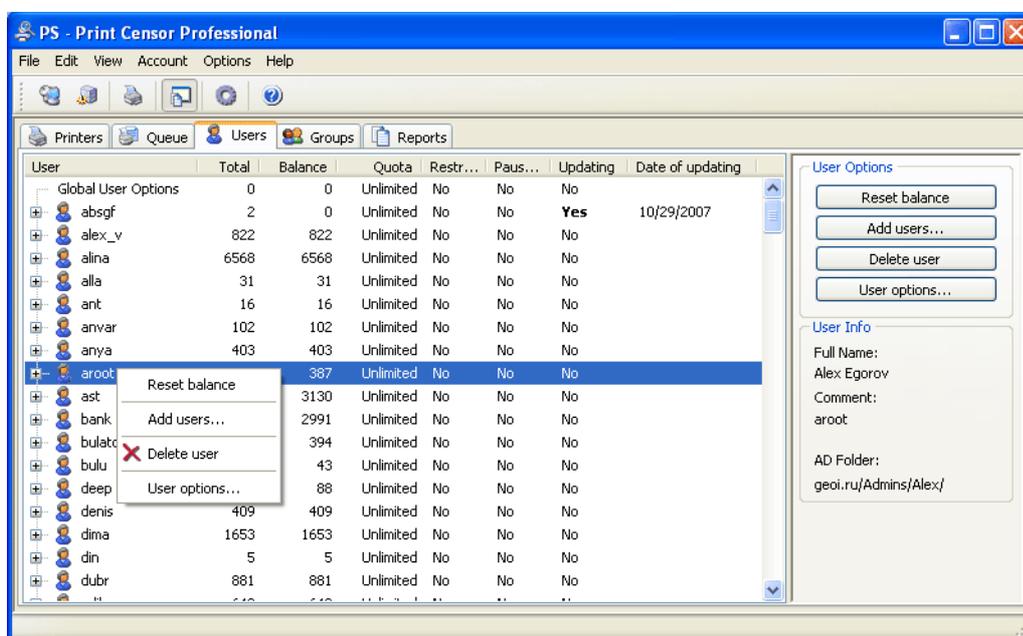
Also on the “Queue” page you can print printers list and print jobs list, on the “Users” page you can print users list and on the “Groups” page you can print groups list.

## Quotas and Restrictions

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

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

**Note:** You need to add groups to the list manually. Users will be added to the list automatically.



In the list you can see users (groups you can see on the "Groups" page) their options:

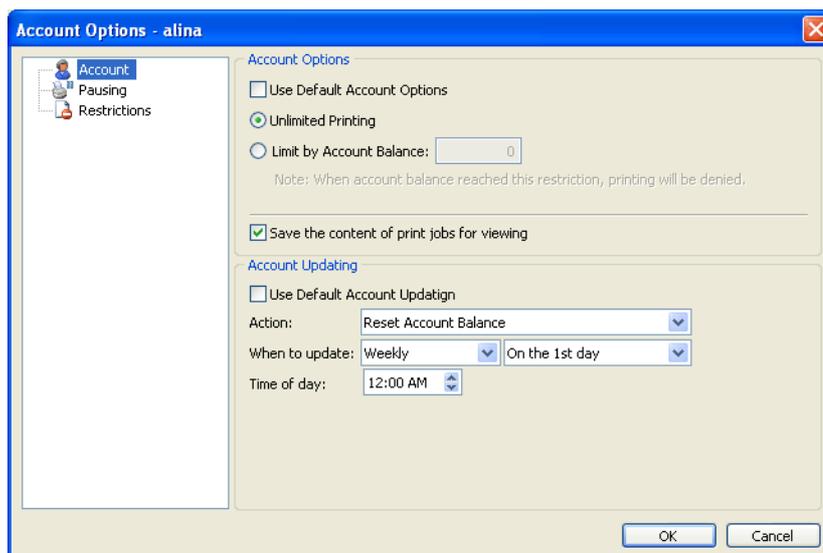
- **Total** – total printed pages of the account. To reset this value click the "Reset balance" button with Ctrl key pressed (first you need to reset the "Balance" value);
- **Balance** – printed pages of the account. To reset this value click the "Reset balance" button;
- **Quota** – quota for account;
- **Restrictions** – enabled or disabled restrictions for account;
- **Pause Job** – enabled or disabled pausing options for account;
- **Updating** – enabled or disabled pausing options for printer;
- **Date of updating** – enabled or disabled authentication.

If a font have bold style this account uses the own settings for this option.

In the "User Info" section you can see user full name, comment and Active Directory path.

After you click the "User Options..." button on the right panel or right-click on any account and select the "User Options..." menu item, you can specify the advanced options of the selected account or of the global account option.

## Account Options



On this page you can change global account options or options for the selected account.

### Use Global Account Options

Use global account options for the selected account (you can specify it on the “Users” or “Groups” page).

### Unlimited Printing

User or group can print unlimited quantity of documents.

### Limit by Account Balance ...

Using this option user or group can print limited quantity of documents. Limit can be specified depending either on the cost of printing or on the number of printed pages (depending on the current quota settings). When account balance reached this restriction, printing will be denied.

### Save the content of print jobs for viewing

Using this option you can store content of all printed documents and view it later for selected account.

### Use Default Account Updating

Use global updating for the selected account (you can specify it on the “Users” or “Groups” page).

### Action

Select the “Reset Account Balance” option to reset account balance at the specified time.

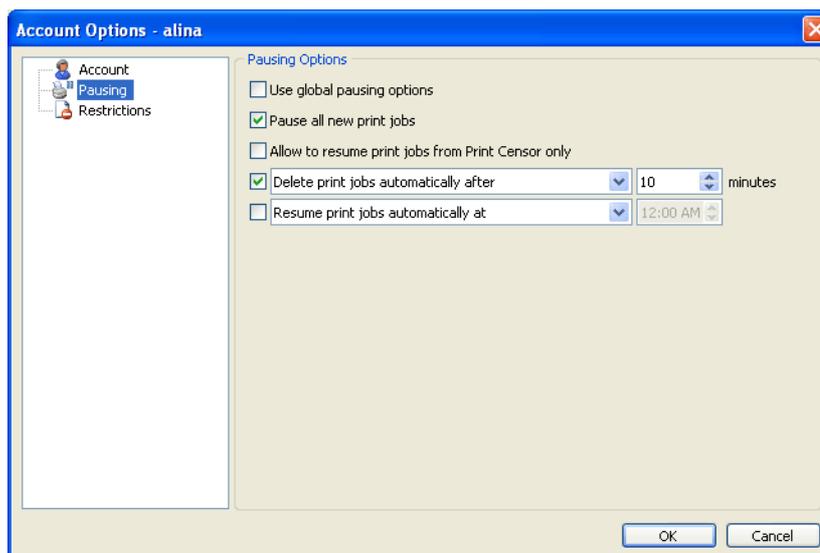
### When to update

Here you can specify interval of time for accounts updatings.

### Time of day

Time of day for updating account balance.

## Pausing Options for Accounts



On this page you can change global pausing options or pausing options for the selected account.

### **Use global pausing options**

Use global pausing options for the selected account (you can specify it on the “Users” or “Groups” page).

### **Pause all new print jobs**

All new print jobs from this account will be paused. User can resume it later.

### **Allow to resume print jobs from Print Censor only**

All new print jobs from this account will be locked. Only administrator can resume it (and only from Print Censor on the “Queue” page).

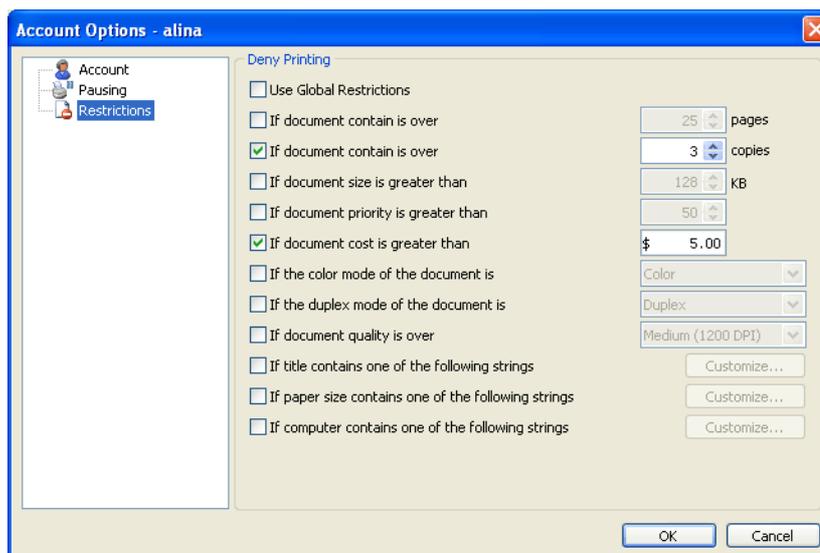
### **Resume/Delete print jobs automatically after ...**

Paused or locked print jobs will be automatically resumed or deleted after the chosen number of minutes.

### **Resume/Delete print jobs automatically at ...**

Paused or locked print jobs will be automatically resumed or deleted at chosen time.

## Restrictions for Accounts



On this page you can change global restrictions or restrictions for the selected account.

### Use Global Restrictions

Use global restrictions for the selected account (you can specify it on the “Users” or “Groups” page).

#### If document contain is over ... pages

Here you can limit print jobs by number of pages.

#### If document contain is over ... copies

Here you can limit print jobs by copies.

#### If document size is greater ...

Here you can limit print jobs by size.

#### If document priority is greater than ...

Here you can limit print jobs by priority.

#### If the color mode of the document is ...

Here you can limit print jobs by color mode (for example you can lock black and white print jobs on the color printers).

#### If the duplex mode of the document is ...

Here you can limit print jobs by duplex mode.

#### If document quality is over ...

Here you can limit print jobs by quality.

#### If title contains one of the following strings ...

Here you can limit print jobs by title.

#### If paper size contains one of the following strings ...

Here you can limit print jobs by paper size.

#### If computer contains one of the following strings ...

Here you can limit print jobs by computers (for example you can lock print jobs from some public computers).

## Print Queue

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

### Working with printers

Print Censor 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»;
- «Use Printer Offline»;
- «Duplicate Printer»;
- «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".

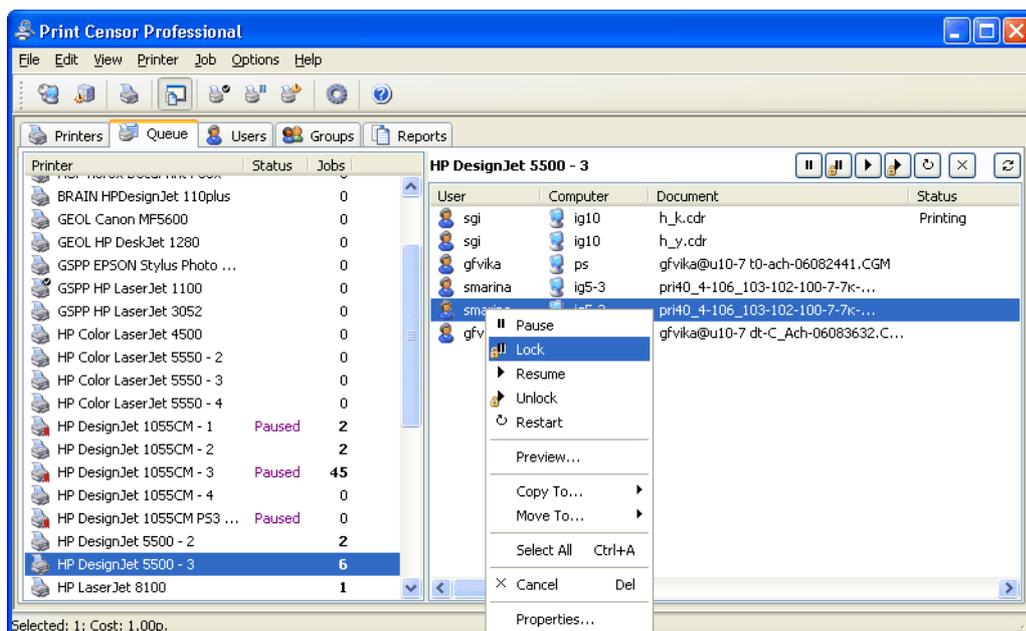
Unlike the usual Windows print jobs view window, Print Censor provides you with much more information about print jobs. The following information is available:

- 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;
- Print job Cost.

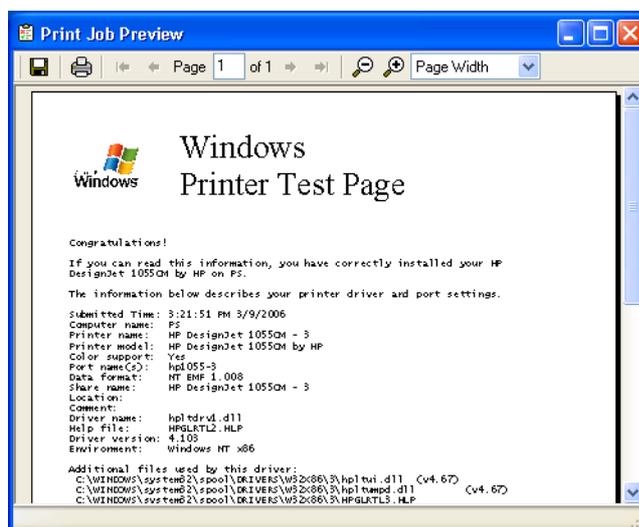
You can also hide unnecessary columns. To do this, simply right-click on the columns header and select the desired columns.

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

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

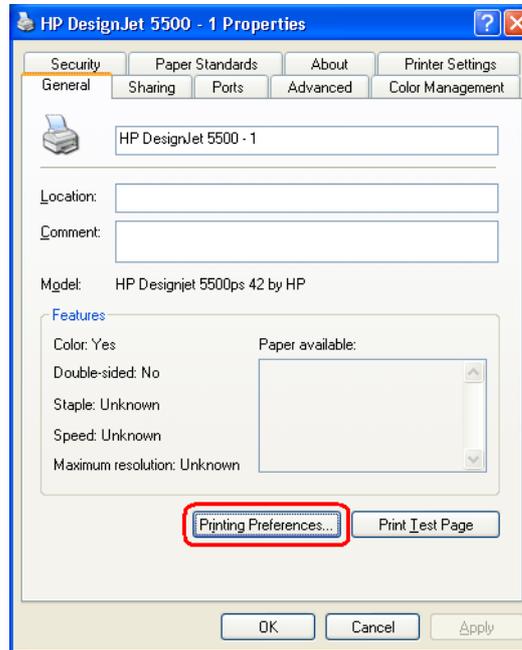
**Note:** you can copy and move print jobs only between computers running under Windows NT/2000/XP/2003. EMF printing must be enabled for the source printer. Thus, if you can preview a print job, you can also copy or move it.

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.

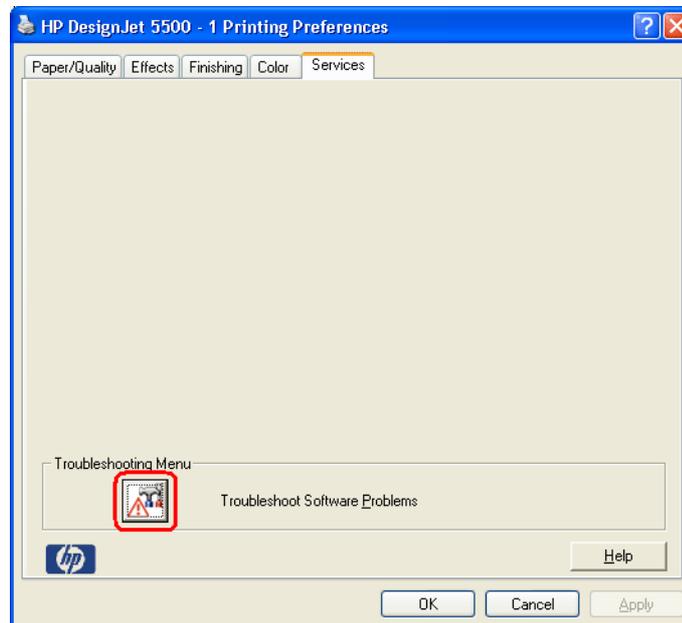
## How to enable viewing print jobs for some printers

### HP DesignJet 5500, HP DesignJet 110 and other HP plotters

1. If you have HP plotter, open its properties and click the “Printing Preferences...” button on “General” tab:



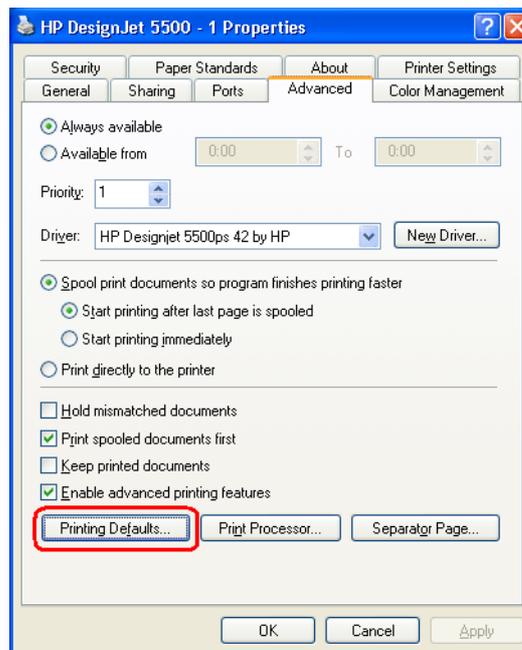
2. On “Printing Preferences” window switch to “Services” tab and click the “Troubleshoot Software Problems” button:



3. Disable “Enable SpoolSmart” option, click the OK button and click the OK button on “Printing Preferences” windows (previous step).



4. Switch to “Advanced” tab on printer properties window, click the “Printing Defaults...” button and execute again steps 2 and 3.

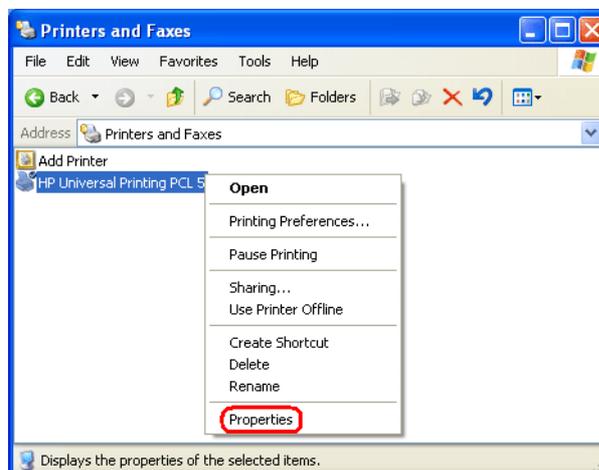


5. Now you can use this printer for printing and view the contents of its print jobs.

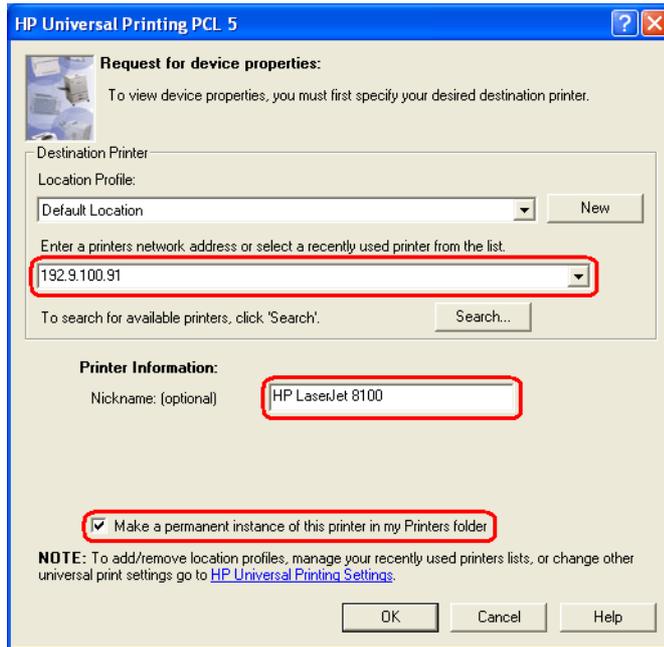
## HP network printers

1. If you have HP network printers, go to <http://hp.com>, click the link “Software & Driver Downloads” and find your printer model. “HP Universal Print Driver for Windows - PCL 5” can be downloaded almost for all printers.
2. For example, let us see how to configure the printer “HP LaserJet 8100”. Download and install the driver for this printer (its file name is updpcl5win2kxp2003-en.exe).

After you install this driver, you will have a printer named “HP Universal Printing PCL 5”. Open its properties:



3. Use the “HP Universal Printing PCL 5” dialog box to enter the IP address of your printer (192.9.100.91), Printer name (HP LaserJet 8100) and enable the “Make a permanent instance of this printer in my Printers folder” option. Click the OK button after that.



4. Now you can use this printer (HP LaserJet 8100) for printing and view the contents of its print jobs.

## HP LaserJet 1000, 1005, 1010, 1020, HP Color LaserJet 1160, 2600

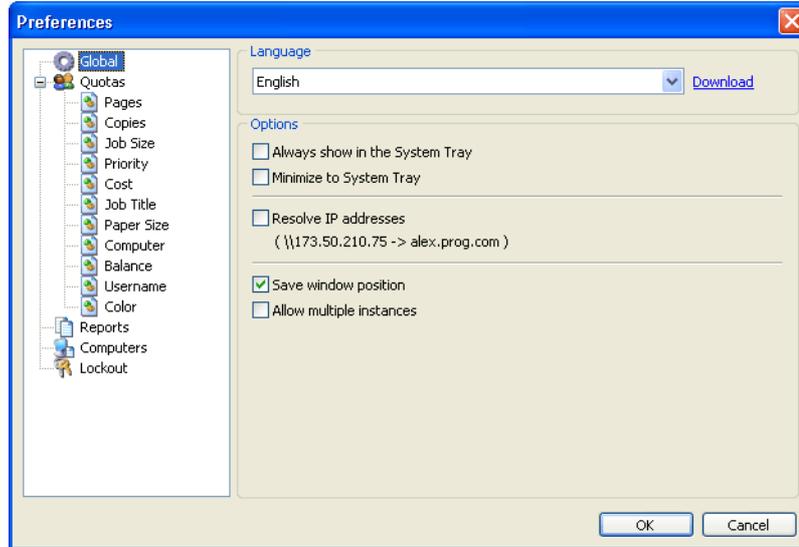
Using current versions of the Print Censor and Remote Queue Manager you can't enable preview for this printers.

## Print jobs from Corel Draw

If you can preview all print jobs for your HP printer but you can't preview print jobs from Corel Draw only, it is possible that you use PostScript printer drivers. You can try to download and install non PostScript drivers (for example PCL) for your printer.

## Customizing Print Censor preferences

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



## Language and Interface Options

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 set the option of displaying DNS names of computers instead of their IP addresses. You can also save window position on program exit and allow multiple instances of the program.

Language

English Download

Options

Always show in the System Tray

Minimize to System Tray

Resolve IP addresses  
( \\173.50.210.75 -> alex.prog.com )

Save window position

Allow multiple instances

## Quotas Options

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.

Quotas options

Quotas for Page Count

Quotas for Page Cost

Choose this option if you need to set quotas on number of the printed pages.

## Page Count Quotas

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, user or group. 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

Write message to log file

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.

## Copies Quotas

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, user or group. 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

Write message to log file

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.

### Job Size Quotas

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, user or group. 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

---

Write message to log file  
 Send pop-up message to the user

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

### Priority Quotas

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, user or group. 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

---

Write message to log file  
 Send pop-up message to the user

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

### Cost Quotas

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, user or group. 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

---

Write message to log file  
 Send pop-up message to the user

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

### Job Title Quotas

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, user or group. 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

---

Write message to log file  
 Send pop-up message to the user

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

### Paper Size Quotas

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, user or group. 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

---

Write message to log file  
 Send pop-up message to the user

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

### Computer Quotas

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, user or group. 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 computer name:

Pause the print job  
 Delete the print job

---

Write message to log file  
 Send pop-up message to the user

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

### Balance Quotas

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. You can specify message for user if balance exceeds selected percent of limit.

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

---

Inform user if balance exceeds  % of limit

Your balance is getting low. Please contact your administrator.

---

Write message to log file  
 Send pop-up message to the user

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

### Username Quotas

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

---

Write message to log file  
 Send pop-up message to the user

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

### Color Quotas

You can use the “Color” page to specify what the server should do if the color of a print job does not fit within the restrictions for printer, user or group. 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.

**Color options**

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

Pause the print job  
 Delete the print job

Write message to log file  
 Send pop-up message to the user

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

### Reports Options

You can use the “Reports” page to 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.

**Note:** You can change path for local connection only!

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**

D:\Print Censor Data\ ...  
 Use default reports path  
*You can change reports path only for local connection!*

**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)

Maximum log size: 1 000 items

### Computer list for remote connecting

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**

geol ... Add  
 geol Up  
 192.9.100.100 Down  
 tp28 Sort  
 Delete

### Lockout Options

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.

**Lockout options**

Enable administrative lockout  
 Select the actions to lock, then enter a password in both fields. Users must provide this password when performing an action that is locked here.

Edit Printers settings  
 Print Queue control  
 Edit Quotas settings  
 Edit Reports settings

Password: \*\*\*\*\*  
 Confirm password: \*\*\*\*\*

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.

