

How To Set Print Volume Limits



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****YOU WILL NEED TO USE THE 'Programming & Activating User Codes' GUIDE**
TO SETUP USER CODES BEFORE YOU CAN USE THIS GUIDE!**

Before you can start setting up Print Volume Limits you must first enable Administrator Authentication. This is mandatory and you will be unable to access certain features until this is done.

Limiting print volumes will allow you to set a quota for the number of copies and/or prints you allow each user code.

Features highlighted in grey are non-essential/optional.

STEP 1: Administrator Authentication.....Page 3

Explains how to enable the Machine Administrator Login.

STEP 2: Logging In.....Page 6

STEP 3: Activating Print Volume Use Limitation.....Page 8

Explains how to turn on the print volume limiter and how to change the default print volume limit.

STEP 4: Logging Out.....Page 11

Changing Default Print Volume Limit.....Page 12

Shows how to alter the default print volume limit. The default limit is 500. This will be the limit that is automatically assigned to users.

Changing Print Volume Limit Per User.....Page 13

Details how to change print volume limits for individual users within their user code account. This will allow certain users to have a greater limit than others.

STEP 5: Resetting Print Volume Limits.....Page 15

Shows how to check and reset print volume limits for all users or per user. This will need to be done whenever a user reaches their account limit.

Troubleshooting.....Page 16



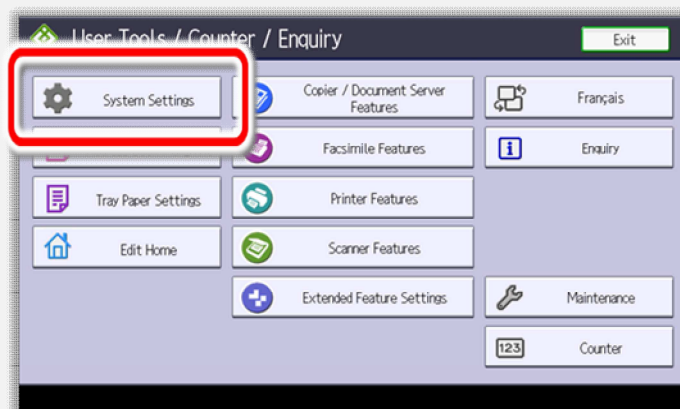
1

**Press the
[User Tools]
button**



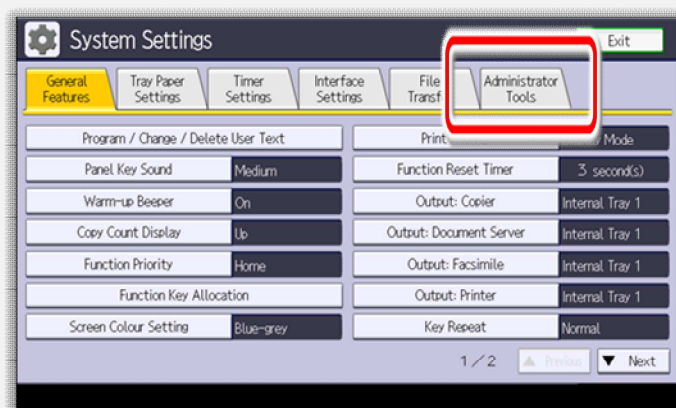
2

**Select
'System
Settings'**



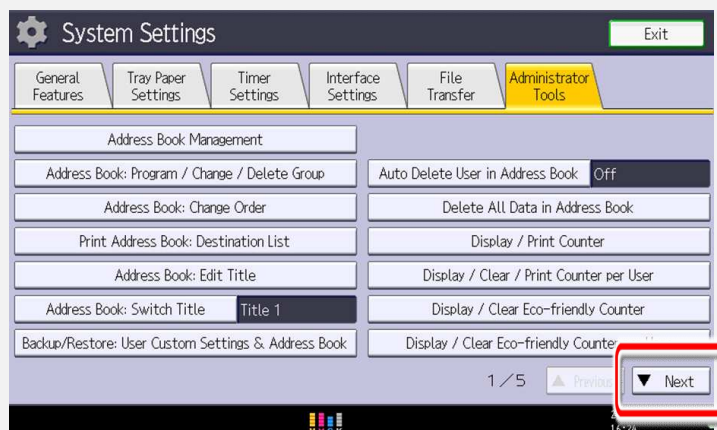
3

**Select
'Administrator
Tools'**



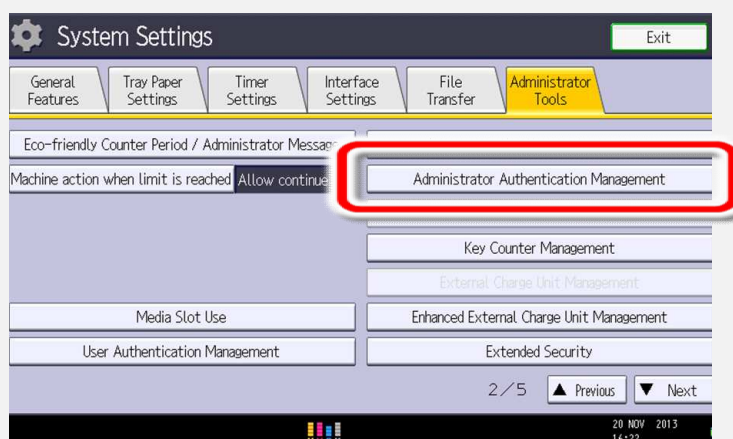
4

Select 'Next'



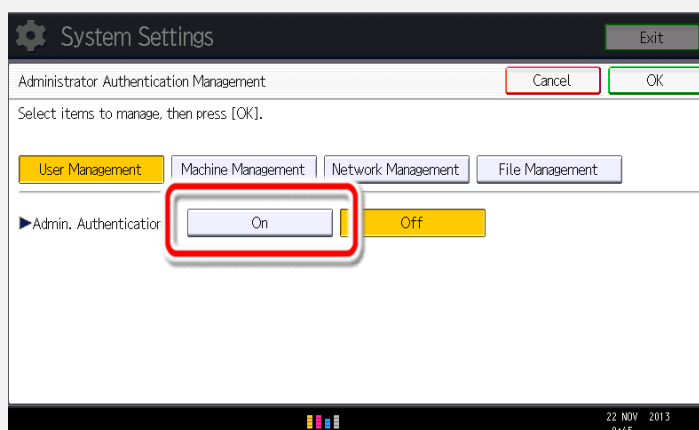
5

Select
'Administrator
Authentication
Management'



6

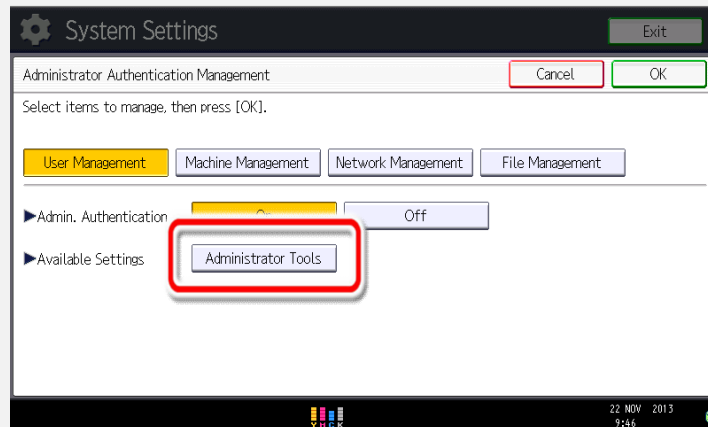
Select Admin.
Authentication
'On'





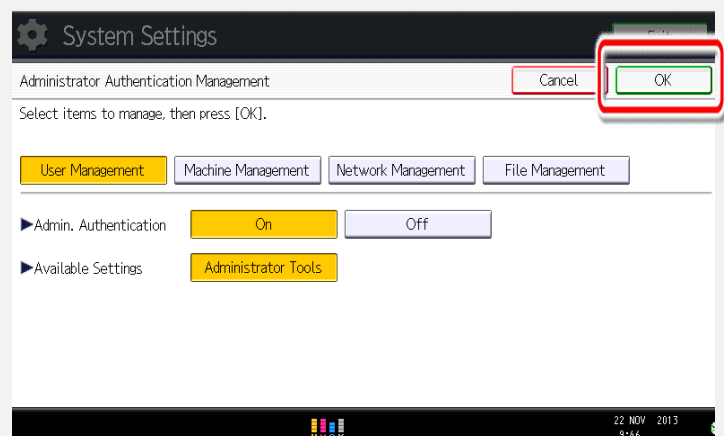
7

**Select
'Administrator
Tools'**



8

Select 'OK'



9

**Press [User
Tools] button
to exit the
menus**





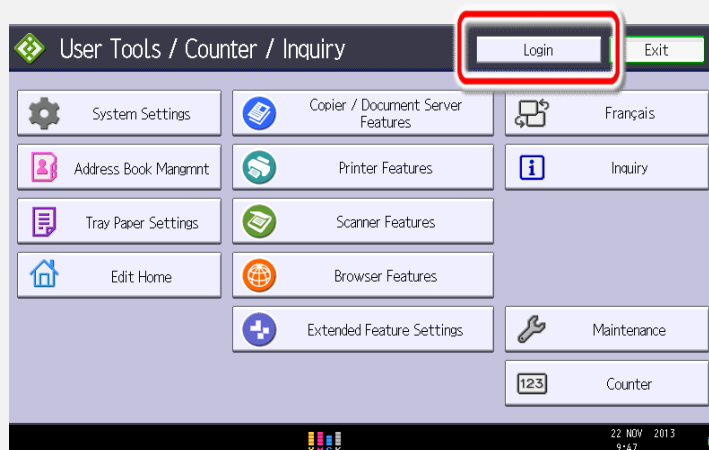
1

**Press the
[User Tools]
button**



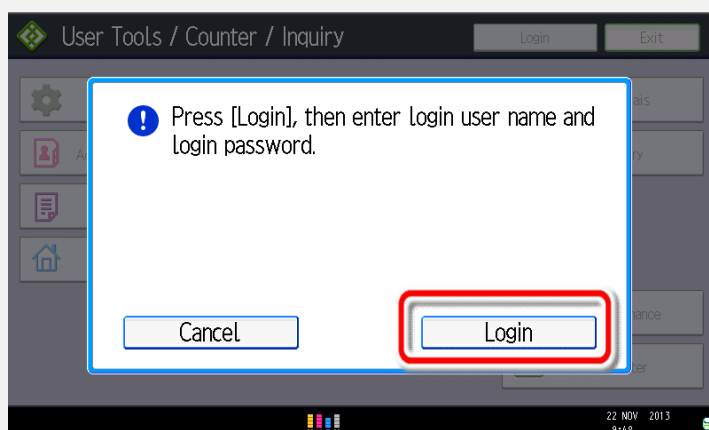
2

**There should
now be a
'Login' button
at the top of
the screen**



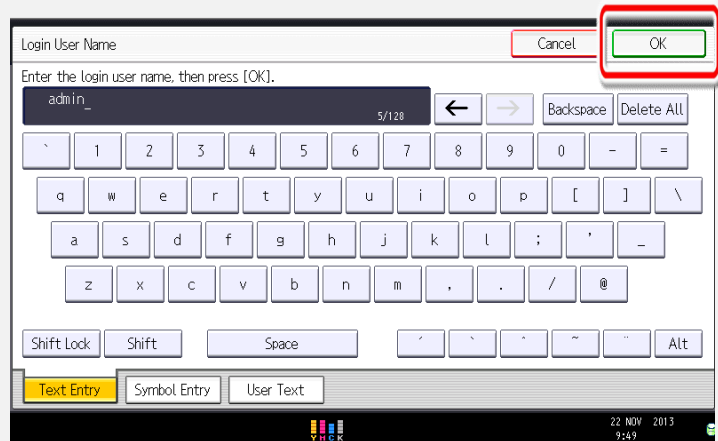
3

Select 'Login'



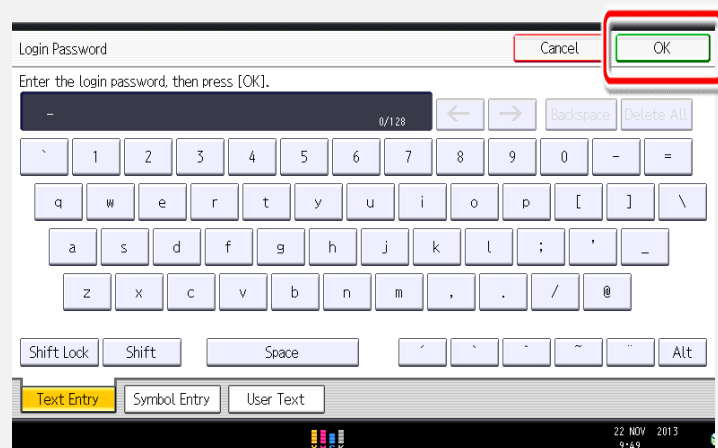
4

Type the user name '*admin*' and then select 'OK'



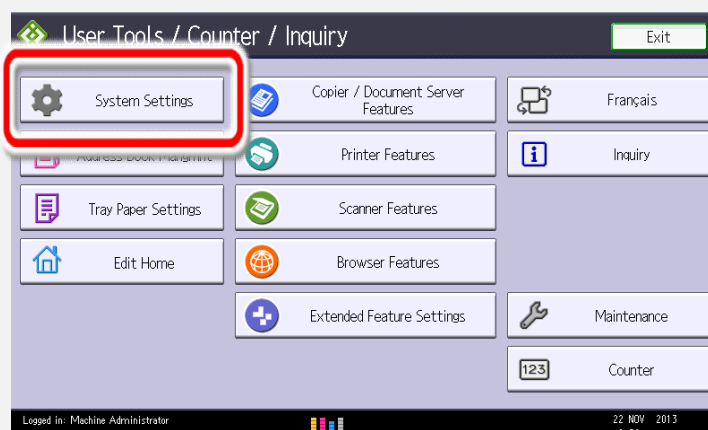
5

There is no password, so select 'OK'



6

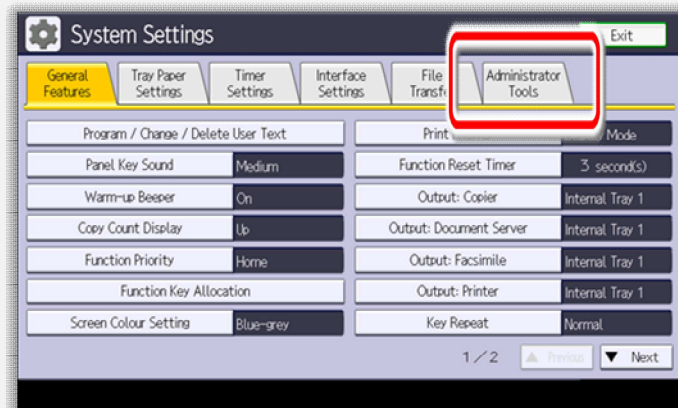
Once logged in, select 'System Settings'





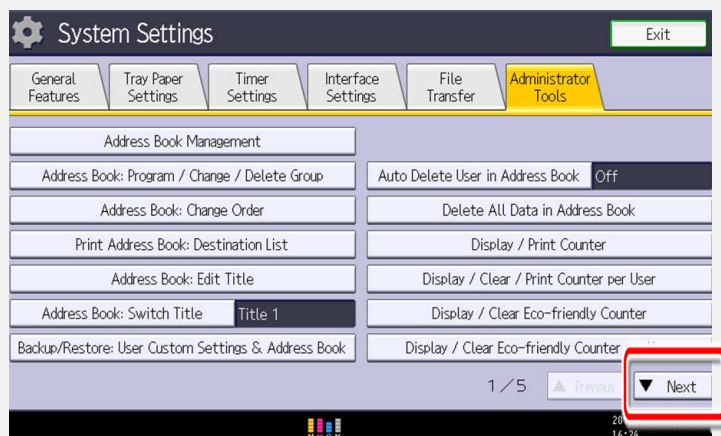
7

Select
'Administrator
Tools'



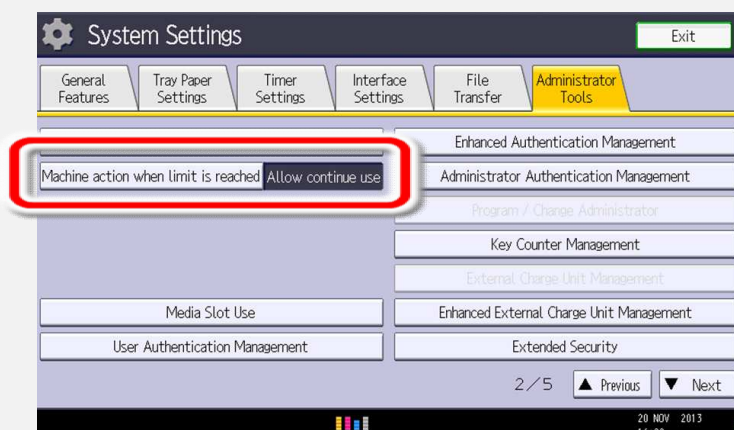
8

Select 'Next'



9

Select
'Machine
action when
limit is
reached'





10

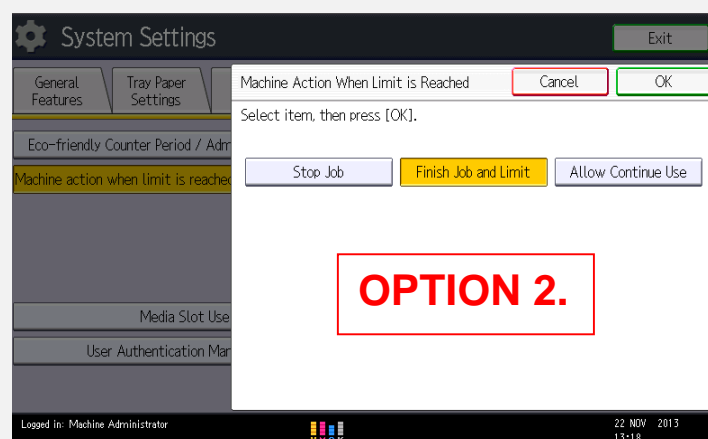
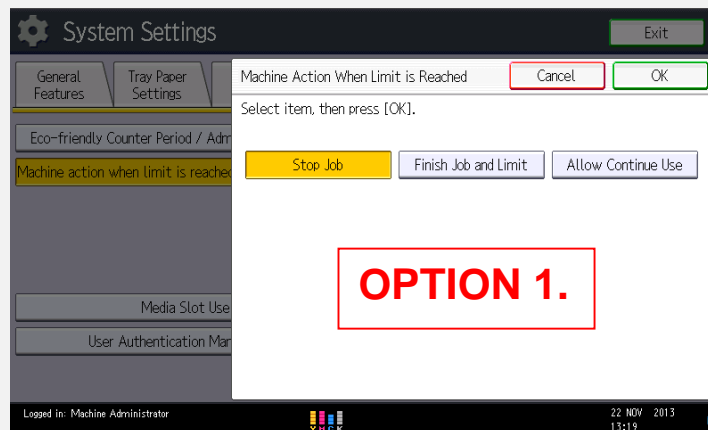
'STOP JOB'

When the max print volume limit is reached for a user, both the current job and any jobs waiting will be cancelled

OR

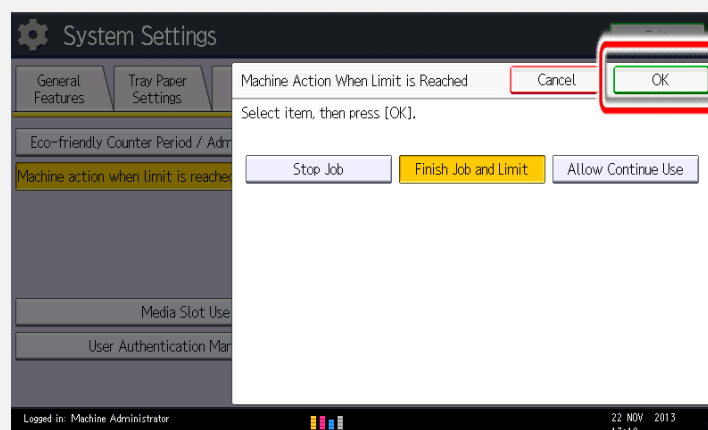
'FINISH JOB AND LIMIT'

When the max print volume limit is reached for a user, the current job will finish, but any waiting jobs will be cancelled



11

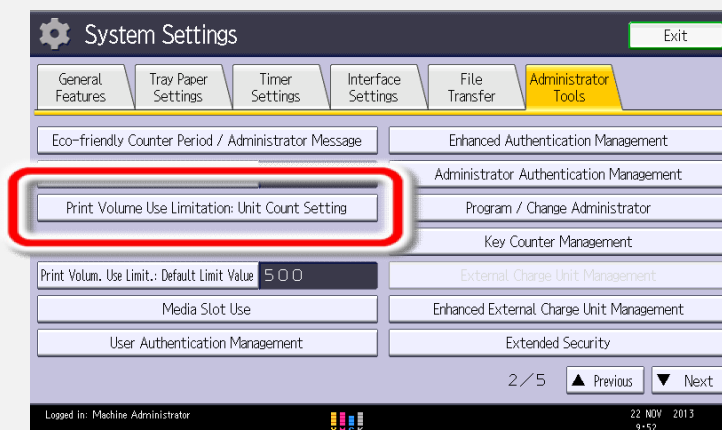
Once you have chosen, select 'OK'





12

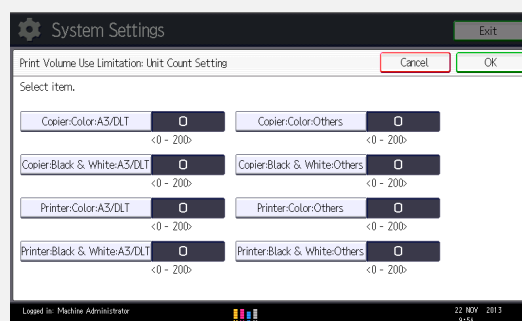
Select 'Print Volume Use Limitation Unit Count Setting'



13

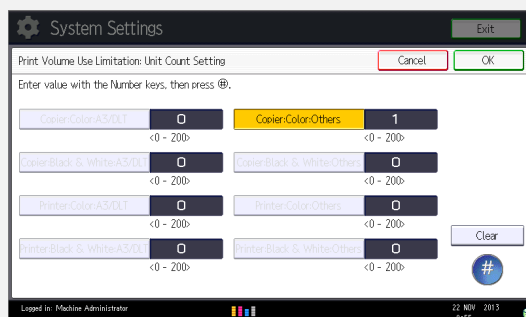
Choose from the items to setup a Unit Count value for each of the copy (and print) options. Use the number keys to enter the values. Then select 'OK' to finish.

For further explanation see the *Troubleshooting* section



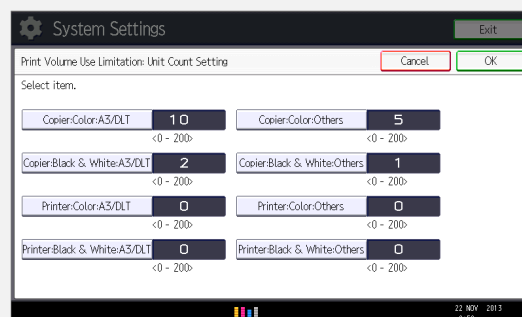
OPTION 1

To restrict only colour copying (and printing) choose a value for all of the colour options, but leave all black & white items at '0'



OPTION 2

To restrict all copying (and printing) assign everything a value. Colour should be higher than black & white. A3 size printing can be given a higher value should you wish





Stay logged in if you are proceeding to the next section or logout to finish

**Press the Logout
button at any
time to logout
the Machine
Administrator
account**



See the *Logging In* section for details of how to login again.



Skip this section unless you wish to change the max print volume limit for all users

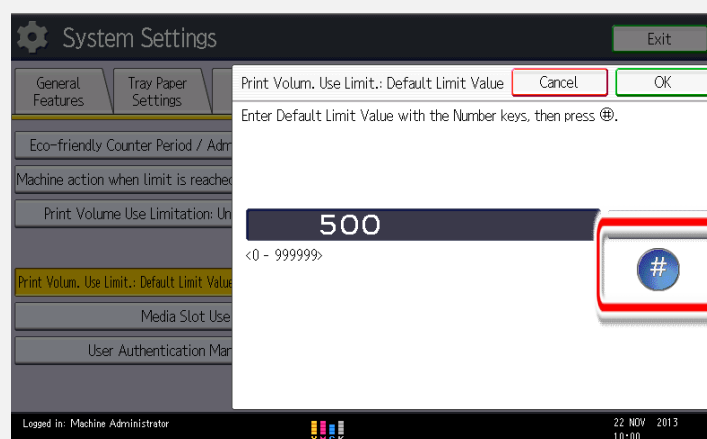
1

Select 'Print Volume Use Limit/Default Limit Value'



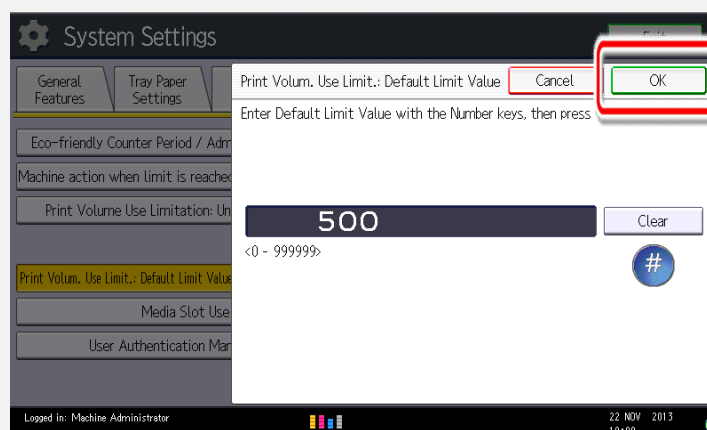
2

Use the number keys to change the value and then press '#'.



3

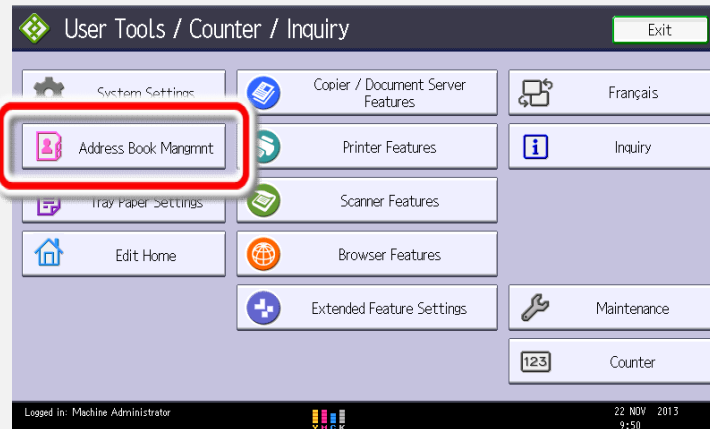
Select 'OK'



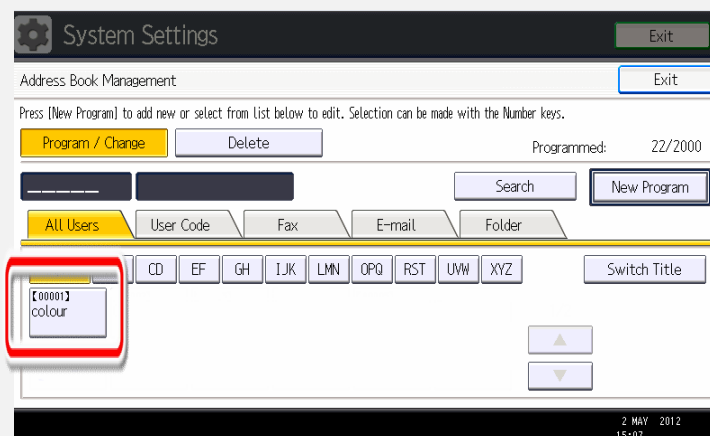


Skip this section unless you wish to change the max print volume limit per user

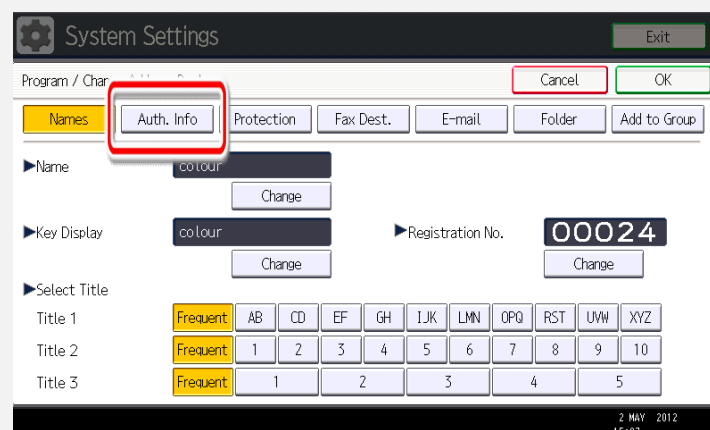
- 1** Login as normal. Then select 'Address Book Management'



- 2** Select the user you wish to change



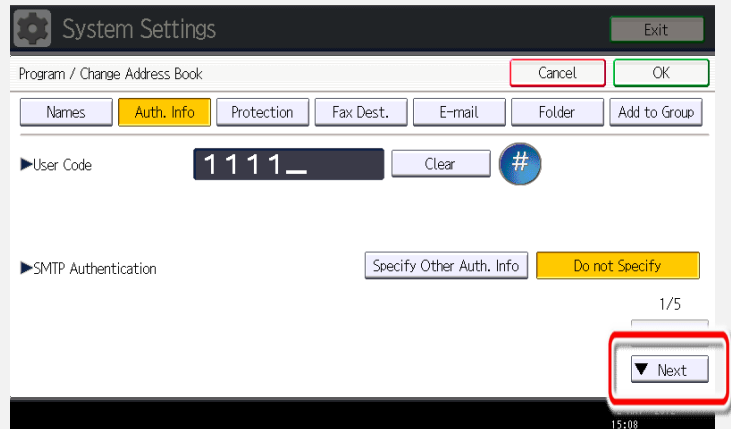
- 3** Select 'Auth Info'





4

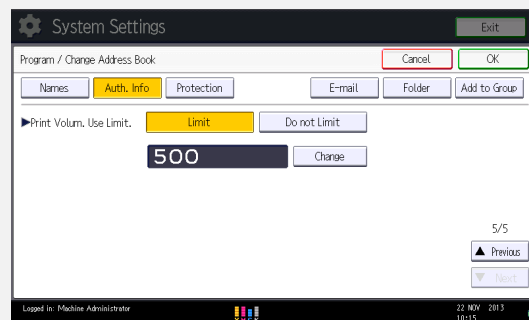
Use the 'Next' button to skip to 5/5



5

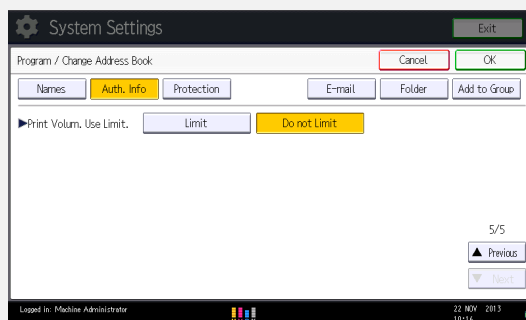
The default value is 500
(See *Changing Default Print Value* section to change this)

Make a choice and then select 'OK'. Then logout as normal



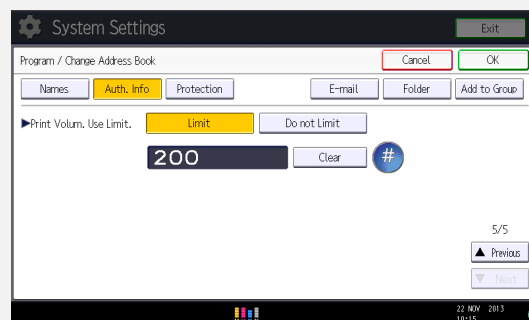
OPTION 1

To allow individuals copying (and printing) without limits, select 'Do Not Limit'



OPTION 2

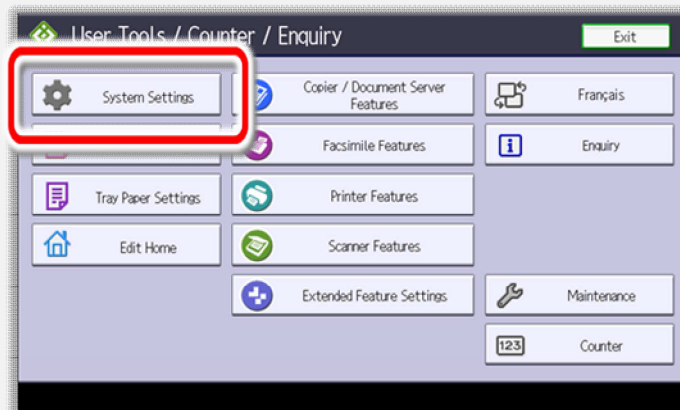
To change the value select 'Change' and enter the value using the number keys. Select '#' to register the change





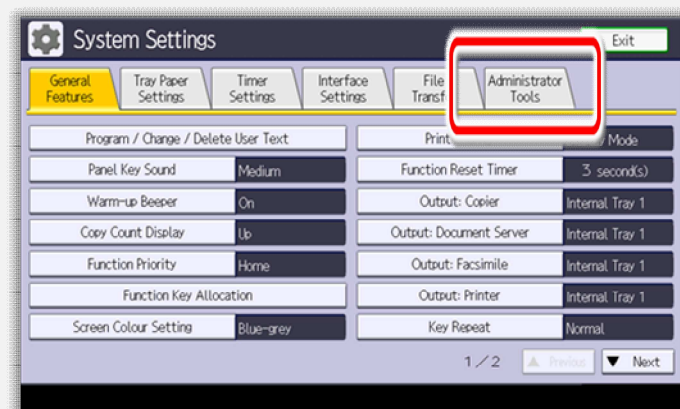
1

Login as normal.
Then select
'System Settings'



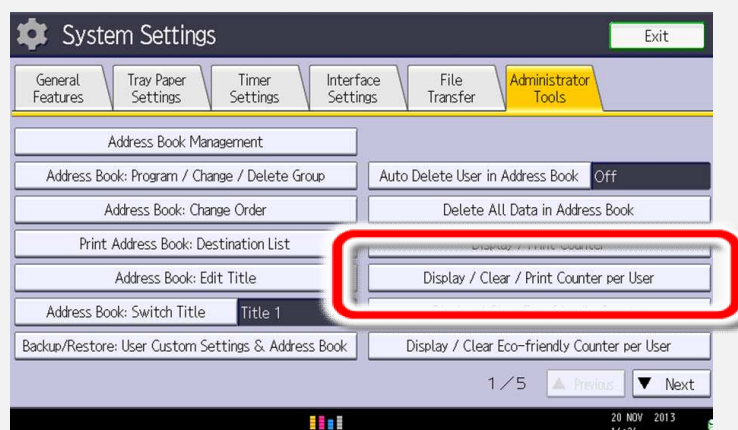
2

Select
'Administrator Tools'



3

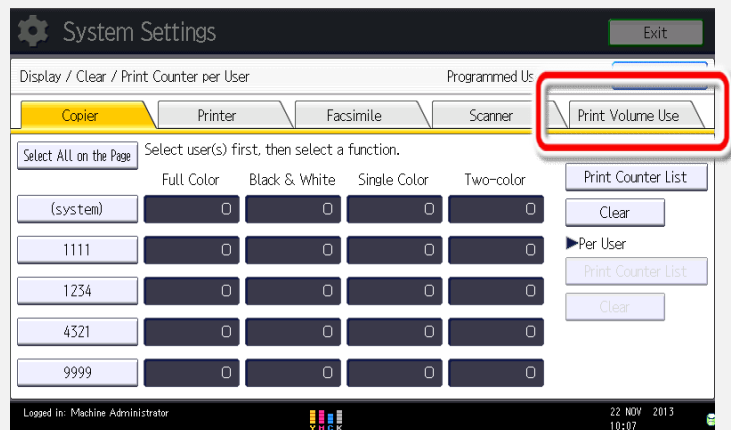
Select
'Display/
Clear/Print
Counter Per
User'





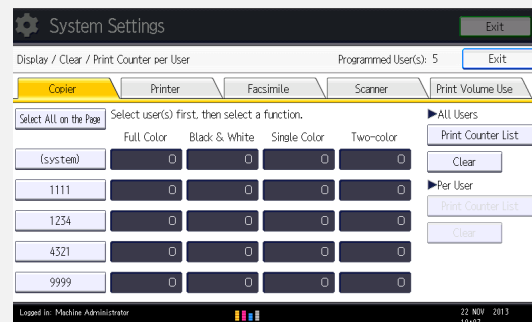
4

**Select
'Print Volume
Use'**



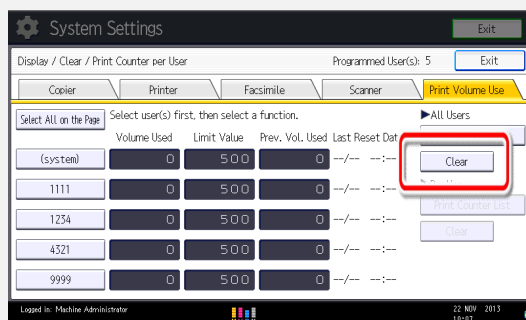
5

**You can reset all
users or individual
volume use limits**



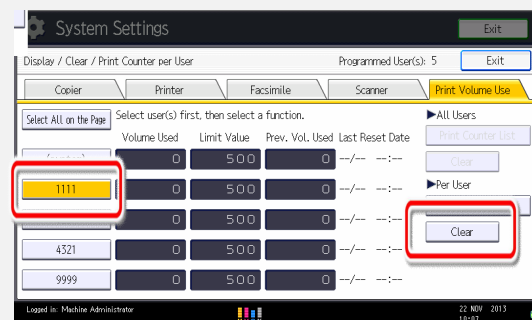
OPTION 1

**To reset all user print volumes, select
All Users 'Clear'**



OPTION 2

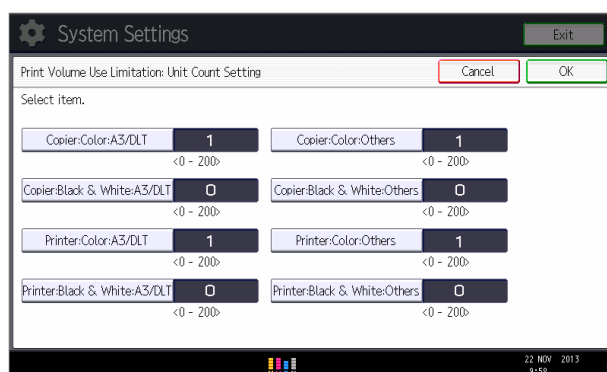
**To reset print volumes per user, select the
user first, and then select *Per User* 'Clear'**



What are the Unit Count values and what does the **PRINT VOLUME USE LIMITATION: UNIT COUNT SETTINGS** do? (See **Activating Print Volume Use Limitation, Step 12**)

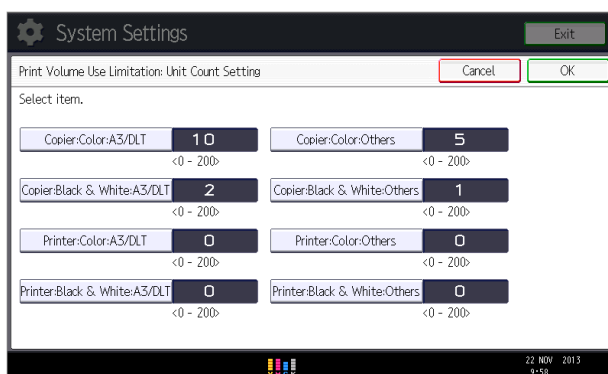
Unless you have decided to change it, there will be a print volume limit of 500 for each user. The machine needs to know how many units are taken off this amount each time the user logs in to the MFD.

Example 1.



In example 1, none of the black & white settings have a value; they are all at zero. This means black & white copying and printing would be unlimited. All of the colour settings have a value of '1' and will therefore be limited. If a user decides to print a job with 5 pages, where 3 are colour and 2 are black & white, 3 would be deducted from their print volume limit.

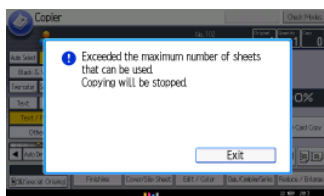
Example 2.



In example 2 all the copying settings have a value, so both black & white and colour copying would have limits. Printing would be unrestricted as all the printer values are showing at zero. The 'Copier Black & White/Others' setting (this means standard A4 black & white copying) has a unit value of '1', so if a user makes a black & white A4 copy 1 unit is taken off their print volume limit. In this example A3 size copying carries a higher value, so If the user then decides they want to copy a 3 page A3 colour document, they would lose 30 (the 'Copier Colour A3/DLT' setting is 10. $10 \times 3 = 30$) from their print volume limit.

How will users know when they've reached their limit?

An on-screen message will inform the users that they've exceeded their quota.



I've sent through a print job and it's not coming out.

The user will have reached their volume limit and will need to have their usage reset before they will be able to print again (See *Resetting Print Volume Limits*).

How do I set up the device to only limit colour use and have black & white unrestricted?

When you choose the Unit Count values for each function, only assign a value to the colour functions and leave all the black & white values at '0'. (See *Activating Print Volume Use Limitation* Step 13, Option 1). The machine will only limit jobs which have a value assigned to them.

Can I set up to limit copying and not printing?

Yes. When you choose the Unit Count values for each function, only assign a value to the copy functions and leave all the printing values at '0'. (See *Activating Print Volume Use Limitation* Step 13, Option 1). The machine will only limit jobs which have a value assigned to them.

Why does it say 'Others' next to the Unit Count values and why is there a different unit count value for A3/DLT?

The 'others' refers to standard sizes (A4, etc). This allows administrators to assign higher unit count values to the 'A3/DLT' item to take into account the extra cost for buying larger paper sizes. It can be set the same as normal copying/printing if there is no requirement for that. (See *Activating Print Volume Use Limitation* Step 13)

Why would I want to change the default print volume limit?

It will allow more flexibility if you are assigning different values to colour and black & white copying and printing. (See *Changing Default Print Volume Limit*)

Can some users have unlimited access to the device whilst others are limited?

In the print volume use limit section of each user code account, there is a 'Do Not Limit' setting. (See *Changing Print Volume Limit Per User*, Step 5, Option 1)



All of my users have a print volume limit of 200, but I have one user who will still need to be limited, but need more than that. Can I change that individual's quota?

In the print volume use limit section of each user code account, there is a field which displays the current print volume limit. Select 'change' and then enter the new limit for that individual. (See *Changing Print Volume Limit Per User*, Step 5, Option 1)

If I reset my user code counters, will it automatically reset my print volume limits?

No. You will need to do both separately.

Can I reset users individually or do I have to reset all my users at once?

You can reset users individually. (See *Resetting Print Volume Limits*, Step 5, Option 2)

Why can't I find some of the features that are shown in the guide?

Make sure you have logged in as a machine administrator to access all the system menus. (See *Administrator Authentication*)

Can I use print volume limits without user codes?

No. Print Volume Limits are an extension of the user code authentication feature.

I don't want to login whenever I want to reset print volume limits. Can I disable it?

No. Print Volume Limit settings are only accessed via the administrator login.



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