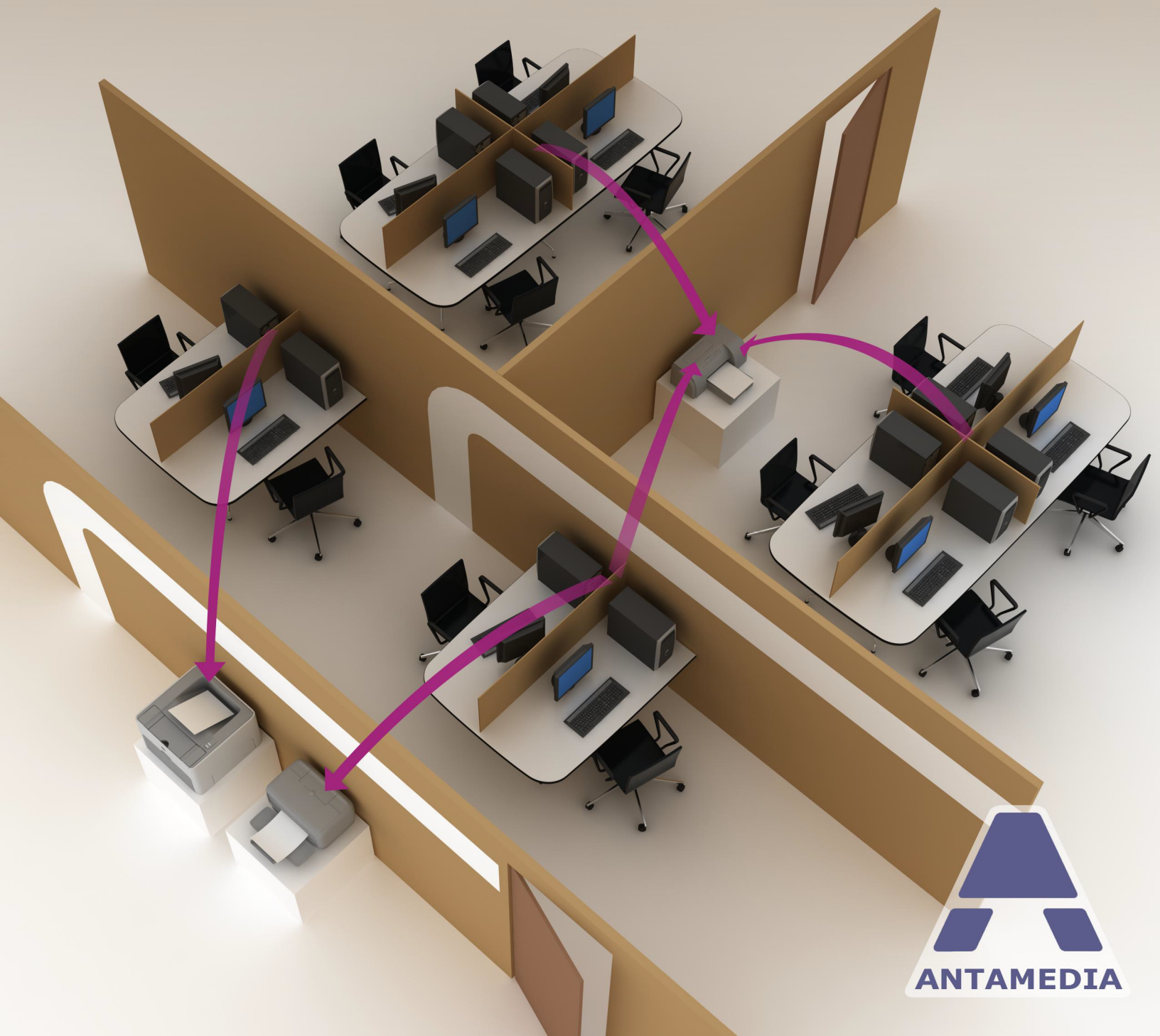
ANTAMEDIA
PRINT MANAGER



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1 Introduction

1.1 What is Antamedia Print Manager ?

Antamedia Print Manager is Windows software, which helps you in controlling your printers and optionally billing your customers for the printed documents. Customer documents are analyzed by color, number of pages, times of day and many other parameters. Depending on your customer's account balance, limitations and printers allowed for use, their document is automatically printed or paused for operator manual verification. Using internal enforcement of printing rules and policies, Print Manager protects your profits by reducing printing costs. It is equally suitable for print control in companies, organizations, government institutions, and for paid printing services in libraries, hospitals and Internet cafes. Advantages include independent database, avoiding extra licensing costs, no changes to your network or driver configuration, high scalability, detailed logging and statistics and easy installation. The payment module offers balances, auto top up, detailed billing and more.

1.2 Requirements

Antamedia Print Manager should be installed on a standard computer, running any recent **Windows** OS. Printers should be installed prior to running the software, or software restarted after adding a new printer. Print Manager tracks and controls Windows Spooler and it does not require any additional hardware or software to be installed.
On the first run, Print Manager will help you to configure most important options through the Setup Wizard.

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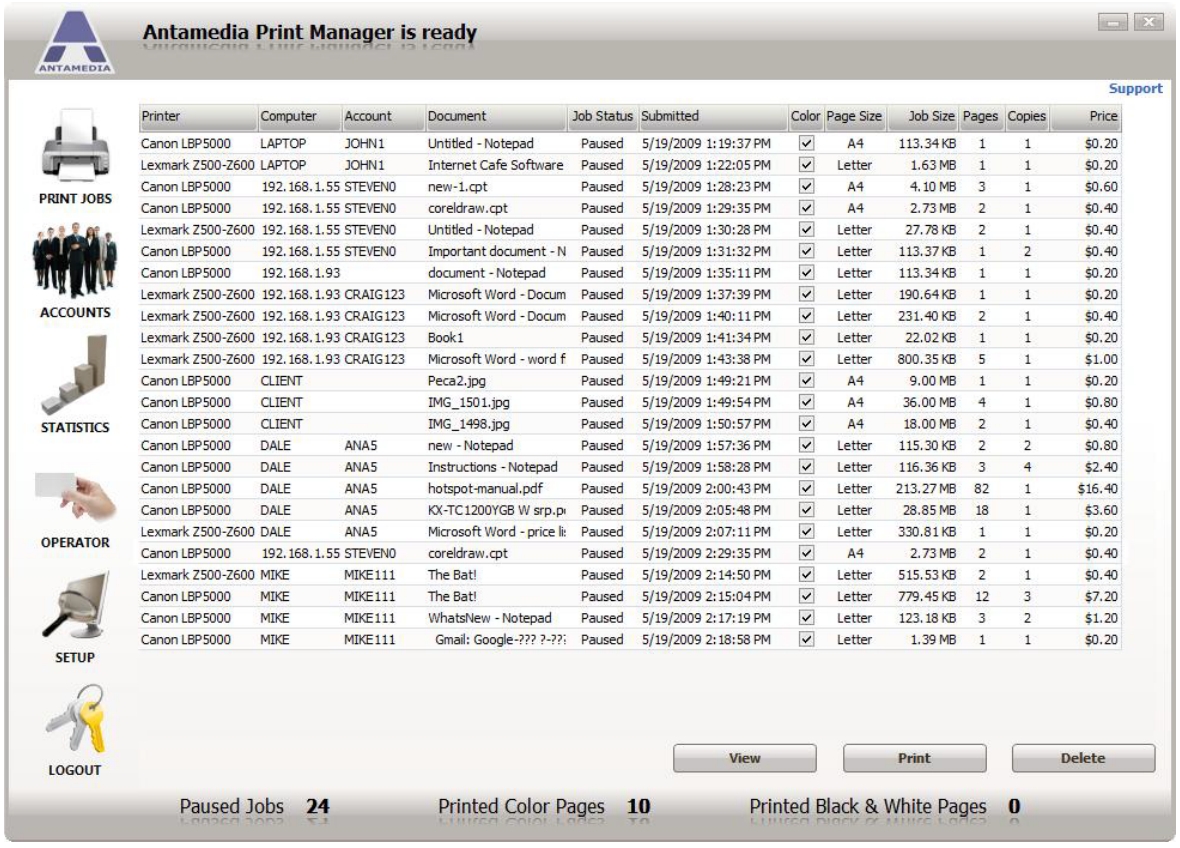
1.3 The User Interface

Main screen shows the most important details of print jobs: printer name, computer name, account username, document name, job status, date and time submitted, color, page size, job size in spooler, number of pages, number of copies, and price of the print job. On the top status bar are displayed important messages, when a customer prints a document, so you can always see what is happening on your Print Manager. On the bottom of this screen, the status bar displays the number of paused jobs and the number of printed pages.

From the main screen represented on the picture below, you can choose one of these options:

PRINT JOBS	Displays print jobs (printed documents) and their current status
ACCOUNTS	Generate accounts
STATISTICS	Contains print jobs, bills, log, statistics and reports
OPERATOR	Very simple user interface for creating accounts, suitable for front desks
SETUP	Administrator configuration options
LOGOUT	Lock Print Manager software to prevent unauthorized activity. Software continues print control after employee or administrator logout



2 How Can It Help You ?

2.1 Charging Or Billing For Printing

Turning your printing facilities into a revenue center

If you own a business or run an organization that has potential customers walking through the door, you could be missing out on some easy profits. Today every business has to fight to protect their margins, squeezing maximum productivity from every asset they own – but you can actually profit from something as humble as your printer!

Increasingly popular with Internet cafes or other establishments that provide Internet access, offering printing services is perhaps the easiest way to increase your profits because of the low investment and simplicity. Anywhere that mixes computers or digital media with documents and people can do this.

The best part is that you get to expand your business in no time, by simply making a decision to start charging for printing.

Easy with the right software – Antamedia Print Manager

In the past such an operation may have looked simple in concept but would involve numerous obstacles or pitfalls.

Let's look at those problems and how Antamedia turns them around:

Investment - Many libraries or universities use swipe cards with additional hardware attached to a printer, or custom-built kiosks. Such systems require considerable investment and may be impossible with your current hardware. Print Manager is a **software-only** solution that bypasses the need for any extra hardware or fancy systems. You just install a very small "client" program on the relevant computers.

Calculating charges – You'll be please to know that the days of some administrative staff having to actually weigh the printed sheets, or count them by hand, are over! Print Manager has a built in charging system that states, with confidence, how much somebody owes.

Flexibility – Setting things up to allow for the difference between color or black and white, between guests and regular staff or students and other such considerations, used to require a dedicated IT team to configure. The problem is when you need to do something different!

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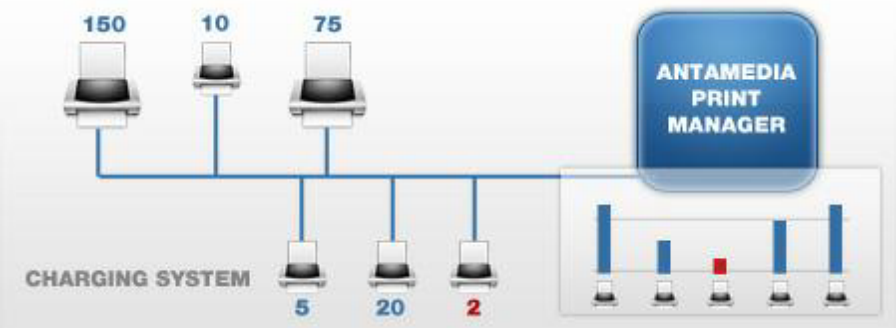

Print Manager adapts easily, with a central control panel that lets an authorized member of staff (restricted by password) make any changes required in seconds. Regardless of if you're running the IT helpdesk or can barely operate a word processor, you'll love the simple tabbed control panel.

Hands Free – Older systems needed administrative staff to run them but Print Manager can be used as a "set and forget" solution, running the entire print management system on autopilot. If your current customers are giving you money then you already have the staff you need. The only things you might need to pull someone from their current desk for are issues such as paper jams or running out of ink and toner!

Centralized – Don't worry about having to make fiddly changes to each and every printer. With Print Manager there is no need to make any adjustments to your printers, such as changing driver software. Printers can be stubborn things at the best of times so you'll be glad to know if your printers are working then you don't have fix what isn't broken! One single installation of Print Manager will control all computers and connected printers – even if they far removed, such as the other end of the corridor or even the other end of the world.

How much can you make?

With convenience being more important to your customers than value you may be surprised at how much people will pay for a hard copy of their documents! In actual practice we have found busy libraries and Internet cafes regularly produce $10 to $20 per day
in metropolitan areas, plus many other establishments find it a great means of not just reducing their printing spend but completely covering it. Printing for free!

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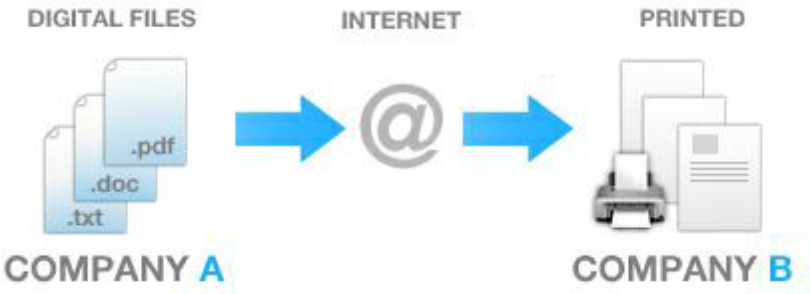
2.2 Corporate Print Control

Corporate Print Control Is Now Crucial

The dramatic rise in electronic communication, such as emails and faxes, creates a problem of falsely perceived low cost. When Company A sends such literature to Company B it seems almost free of charge. Company A faces no paper or ink/toner costs, no envelopes, not even a single stamp. That leads Company A to feel free to send in whatever length and format best suits their message. However if Company B needs printed copies they are faced with lengthy letters and brochures, containing large colorful graphics and subsequently very real printing costs.



Research shows that many employees prefer to print out electronic documents, rather than reading them on a monitor. For most corporations, printing expenses will run into thousands of dollars, much of it waste. Of course, when Company B sends literature to their own contacts they tend to do the exact same thing. This means the perceived savings of electronic communication are nullified, or even the reason for increased printing costs, across all companies and government departments.

Taking Control Effectively

Leaving aside the volume of literature your own company or department is sending, electronic or otherwise, there is a clear need to control your internal printing expenses. Various forms of best practice and streamlined operating procedures will certainly help reduce internal volume but the drastic and ongoing increase in incoming literature will easily wipe out such savings today.

A fast and effective means of simply putting a stop to wasted or excessive printing is to directly control what individuals and user groups are empowered to print, unless seeking additional authority. Attempts to do this via internal notices or rules consistently fail without actual physical control, making the concept appear impractical or expensive to implement. So what is the solution?

The most effective solution is also the most cost effective and practical. This is to use specialist printer queue management software. Also referred to as printer monitoring software, this is ideally used to set 'rules' (policies) in advance, rather than attempting live control.

Making The Rules – Using Antamedia Print Manager

Antamedia's printer queue management software, Print manager allows for a vast range of rules, with no limits such as only three rules at a time or anything of that nature. Your rules are easily set via your control panel, mostly just a matter of selecting options and perhaps inputting numbers.

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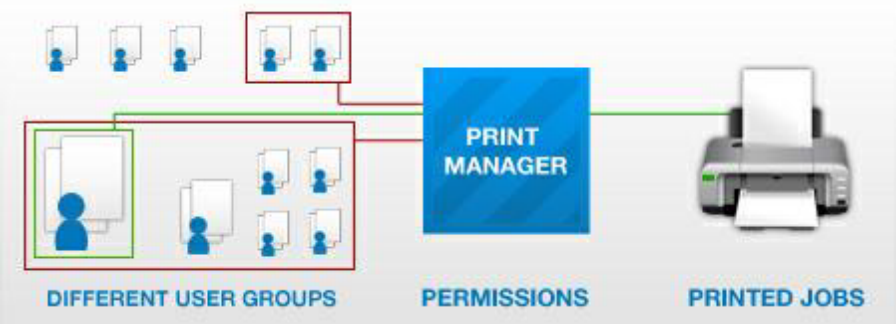
Some examples:
* Route the busiest department to a large laser printer only
* No color printing by the accounts department
* Block the printing of any internal email with the word "Private" in it
* Prevent printing outside expected hours, such as 9AM to 6PM
* Restrict sales staff from printing more than 2 copies of anything
* Place a print quota on an entire department or building
* And so on.

As you can see Print Manager is flexible, to suit almost any situation. The following features make it your ideal choice:

Centralization - Even if you have many printers dotted all over the nation, they can all be controlled by a single tabbed control panel installed on a single PC. The interface is clear, comprehensive and simple enough to use without formal training.

Logging and statistics - Detailed reports are available, helping you to spot bottlenecks, any trouble areas or simply for your information and planning.

User Groups - Allows easy control right down to the single individual or to user groups. For example if you find a certain department is printing excessively you can limit only that department, without restricting managers or administrators.



Entirely software driven – no hardware or upgrades required. While some print queue management systems use physical blocks or swipe cards and other cumbersome methods, Print Manager gives you control via a simple software control panel.

Multiple Printer Support - Print Manager is designed to work with not just multiple printers but also various different makes and models. It is unlikely that you have any printers on your network that Print Manager cannot give you direct control over. To make certain, a mini module is included that will check all connected printers and confirm if they can be used prior to installation and live control.

Blocks documents by keyword e.g. "confidential" - You probably have measures in place to track or even block the sending and duplication of sensitive electronic documents. This is no protection against printing them though and internally printed documents on your own stationary can actually be considered more valuable for theft or scandal than a collection of bytes on disk. Print Manager's rules can be set to automatically block any attempt to print documents containing words or phrases that you decide. Examples include "Internal use only", "private" and so on.

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2.3 Save on Printing Costs

Your Return On Printing Is..?

Ask any marketing manager what their direct-response advertising return on investment is, and they will tell you down to two decimal places. Ask almost anyone in your industry what the return on investment is for printing costs and you'll meet blank stares all round.

The efficient running of your business or department printing goes beyond ensuring that your printers don't run out of materials. You can also get greater efficiency by proper print server management.

Unlike photocopiers, most conventional printers offer no audit or counter functions; they just run out of paper or toner, which is promptly replaced with a groan or a shrug rather than analysis.

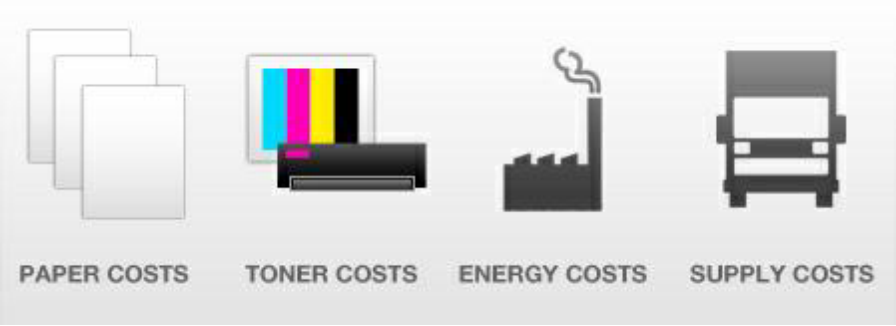
The Danger

Each individual sheet printed seems such a tiny cost, especially to an employee who is not personally engaged in paying for it. This results in unnecessary printing, for example producing two copies of something "just in case", despite the original being stored on the user's hard disk.

Printing costs, for general or vague purposes, is one of the largest untracked and unexplored expenditures a primarily office-based company has. Even with large-scale streamlined efficiency and purchasing supplies in bulk, a big laser printer is still costing your company around $0.10 per A4 sheet (2009).

That may shock you, after all, manufacturers make claims of "average 5% coverage" or thousands of pages per toner canister but toner is not the only cost. Even going with manufacturer's claims, the cost is around $0.04 per sheet for a big laser printer, rising with smaller machines and trebling for ink-jets.

What gets forgotten is the cost of the paper itself, the wear and depreciation of the printer, the energy consumption, delivery fees for supplies, combating the heat given off from printing and so on. Factor in those elements and the increasing use of color graphics and $0.10 is probably an under-estimate!



Did you know for example, that the reason some laser printers are marked "suitable for home use" is because they have an exceptionally low power requirement? Over half of the laser printers found in the average office would actually blow a fuse or trigger a trip switch if you were to plug them in at your family home; that's how heavy the power requirements of these things are.

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If your company or department has no technical restriction on printing then you can be certain that waste is occurring. Large scale studies suggest a minimum of 10% wastage and usually more and that's still not accounting for the unseen associated costs.

Your Protection

For most companies the first line of defense is centralizing via a large laser copier rather than desktop units or Ink Jets. If your business is not already doing so it is a necessary first step.

The second attempt at controlling costs seen most often usually fails. This is the weak use of rules, quotas and policies on what can be printed, how many copies etc. A better solution is print server management via centralized software.

Simply by setting rules and creating suitable user groups it is possibly to actually prevent or restrict printing on a local and even global basis.
Some examples:
· Only allow color printing on the department's large laser printer
· Let small offices use their desktop inkjet but up to a maximum of 2 pages per user
· Block the printing of internal email
· Prevent printing outside expected hours

Such rules are just the beginning and over time such software can identify and clear bottlenecks while clamping down tight on wastage. You can easily exceed a saving of 10%, in fact one of our clients currently saves 64% on their annual costs.

The impact of such software can actually boost productivity, as it encourages the use of internal email, consolidated documents and greater efficiency. More for less is the goal of every business and implementing such print management is now technically feasible for an investment as low as replacing a single color toner cartridge.

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2.4 Library Printing Services

Could you charge for printing at your library?

Libraries, by their nature, are well organized. What they are not so good at is making money.
It's become almost standard now for library's to provide Internet connected PCs. This is great as visitors can quickly locate information, read their emails and so on. However, they then have to leave the library empty-handed, relying only on their memory for what they found!

Allowing visitors to insert USB drives, floppy disks or writable CD's into your computers, can open up a can of worms with network security, Trojans and so on. Even if you do allow this, for many visitors the ability to just go ahead and print their data, holding it in their hands right there, would be preferable. So why don't more libraries offer printing services?

The Obstacles

The first issue of course is cost. Who is going to pay for all the paper and ink, let alone the actual printing machines? The answer seems obvious, make the visitor pay for what they use. Done sensibly, charging for printing can even lead to a significant income, so why not?

That's where most otherwise streamlined and logically organized library's fall apart, as they use half-baked solutions such as hiding the printer behind a desk! The idea is the visitor has to ask for their printout and pay to get it. Such a system can work but it fails badly when the member of staff guarding the printer is busy or simply somewhere else. What if some young visitor decides to print an entire online comic book series of 465 pages? Oh, he has to pay? He didn't know.

The Solution

The ideal solution to such issues would need to either:
1. Restrict the ability to print until after payment
2. Set maximum limits on how much any individual can print
Other problems to contend with include such ridiculous scenarios as some harassed librarian trying to count the pages of a 50 page report (with some in color), while fending off other inquires or answering the telephone! Happily all such issues can be resolved with a simple software installation. No extra hardware, no cabling, just some proper print management software that will control print operations automatically.

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More than money

The advantages of offering a paid printing service go beyond the printing income it will produce. Your library becomes a more valuable resource, especially as less frequent visitors come to realize they can print on the premises. That carries a powerful side benefit, for if your library is like most then your primary funding is likely directly dependent upon visitor levels and usage. In the current economy just holding onto existing funding can be a struggle. Can you imagine having greater visitor numbers and a strong case for more funding?

Antamedia Print Manager

A special software program, specifically designed for library's, Internet cafes or similar, is Antamedia Print Manager. Offering detailed print control, with or without charging, it is flexible enough to cover any paid printing situation.

Unlike conventional print management software, which is designed purely for cutting waste without any options to charge end users, paid printing is at the heart of the system. Different pricing for black and white or color, restrictions on page volume, pay as you go or prepaid accounts, it's all there.

Another sign that Print Manager was built for the task is that it makes billing or invoicing your visitors very easy, with no arguments and no manual counting of pages.

Print Manager requires no upgrades or changes to your current network. It will probably take you more time deciding how much to charge or just what the automated rules should be, than the installation of the software.

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2.5 Educational Printer Management

Educational Printer Management Is Now A "Must Have"

Tighter budgets across the world are a natural result from the wobbly economy, which we all accept.

It is still somehow a shame that this has to include education, potentially short-changing our future generations and the organizations that serve them. We are naturally protective of our young and of course that includes their education facilities.

One effective means of fighting back is by fighting costs within your school. Today that means not accepting any waste which can be easily avoided. Of course, you're doing the best you can but have you considered printer management?

Printer management is often overlooked yet the costs can quickly add up and organized printer management can also help to protect the environment by saving waste as well as money. With the average educational printing expenses exceeding $20,000 per 1,000 students you can see that even a small reduction will help your school with much needed funds.

Printer Management Software

Modern colleges, universities and even smaller schools can have dozens of printers spread across the network. Many administrators are surprised to discover just how many printers are in operation. This gets truly driven home when it comes to basic measures, such as updating driver software. It gets even worse when considering upgrading to more modern printers. Any savings are out of reach compared to the cost of such an upgrade, as a medium sized college can easily have over a hundred different printers dotted around campus. Some, of course, have a lot more than that.

Of all the various ways that printing expenses can be reduced, print management software is the easiest and most effective. It never sleeps, can be set to enforce strict rules and the better programs are very flexible, without requiring any changes in your network's hardware or requiring different driver software or configuration.

Print Manager from Antamedia has every feature you could wish for but most importantly it is incredibly easy to use. Originally produced for sole proprietors of internet cafes, much of its development has been towards simple operation without requiring training or anything too technical.

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The technology has proven to scale to massive levels with no hiccups, leading Antamedia Print Manager to become the obvious and popular choice among schools, non-profits and NGO`s. Key features include just a single installation on any Windows based computer without any further network configuration, along with single accounts, group accounts, password protection, per-printer restrictions, automatic detection of all connected printers and a simple tabbed interface.

There are many more features but of course a very popular reason Print Manager has fast become a favorite is the affordable licensing, which allows special reductions for educational and non-profit use!

Charge For Printing?

As Print Manager was designed to enable hotels and internet cafes to charge for printing it has extra features, such as restricting to black and white printing, only allowing printing at certain times of day and so on.

Of course you don't have to charge money but for fund raising or perhaps covering costs on events open to the public, it's nice to have the option. We will let you use your imagination on that one!

When you consider typical yearly printer expenses of around $20,000, a mere 10% reduction would save $2,000. Even the tightest run business has found 10% to be a minimum saving, with some reporting savings up to a massive 64%. Schools often save more than a business can, as few office employees try printing out music band posters…

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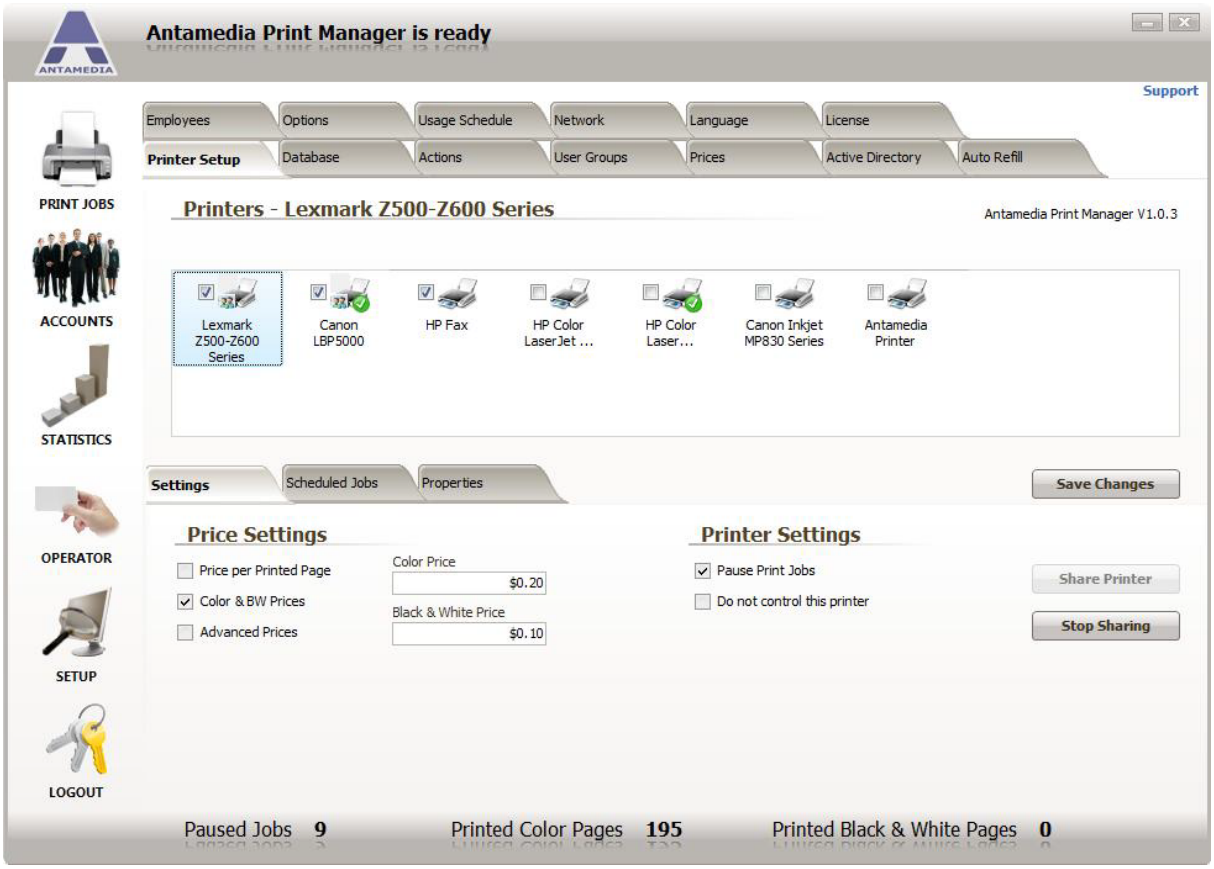
3 Printer Setup

Print Manager controls printers installed on a computer where this software runs. Printers can be locally connected or through the network.

Upon starting the software, you will see on screen all your installed printers. Please decide which printers will be controlled and select the box associated with the printer icon. The number of printers which can be controlled depends on the license edition purchased.



Each printer can be configured with different prices. There are a few options:

Price per Printed Page - Defines a unique price per printed page. This options is suitable when color printing is not available.

Color & BW Prices - Defines separate prices for color and black and white print jobs.

Advanced Prices - Allows configuring separate prices for every page size, and for every printer selected. Using this option you can define prices like:
A3 page cost $0.18 for color and $0.08 for black and white
A4 page cost $0.10 for color and $0.05 for black and white
A5 page cost $0.05 for color and $0.02 for black and white

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Scheduled Jobs can be used to automatically print or delete print jobs which are still paused in the spooler. For example, the customer did not have enough money on account and the print job left was paused. If such print job stay in spooler, it can be printed or deleted at a specified time of the day.

Properties provide details about your printers, including printer name, share name, driver name, paper size, print quality and other.

If you like to share a printer, this can be performed directly from the software, without opening Windows control panel. Select a printer and click on the **Share Printer** button.

When you configure desired printer, please press **Save** button to store settings in database.

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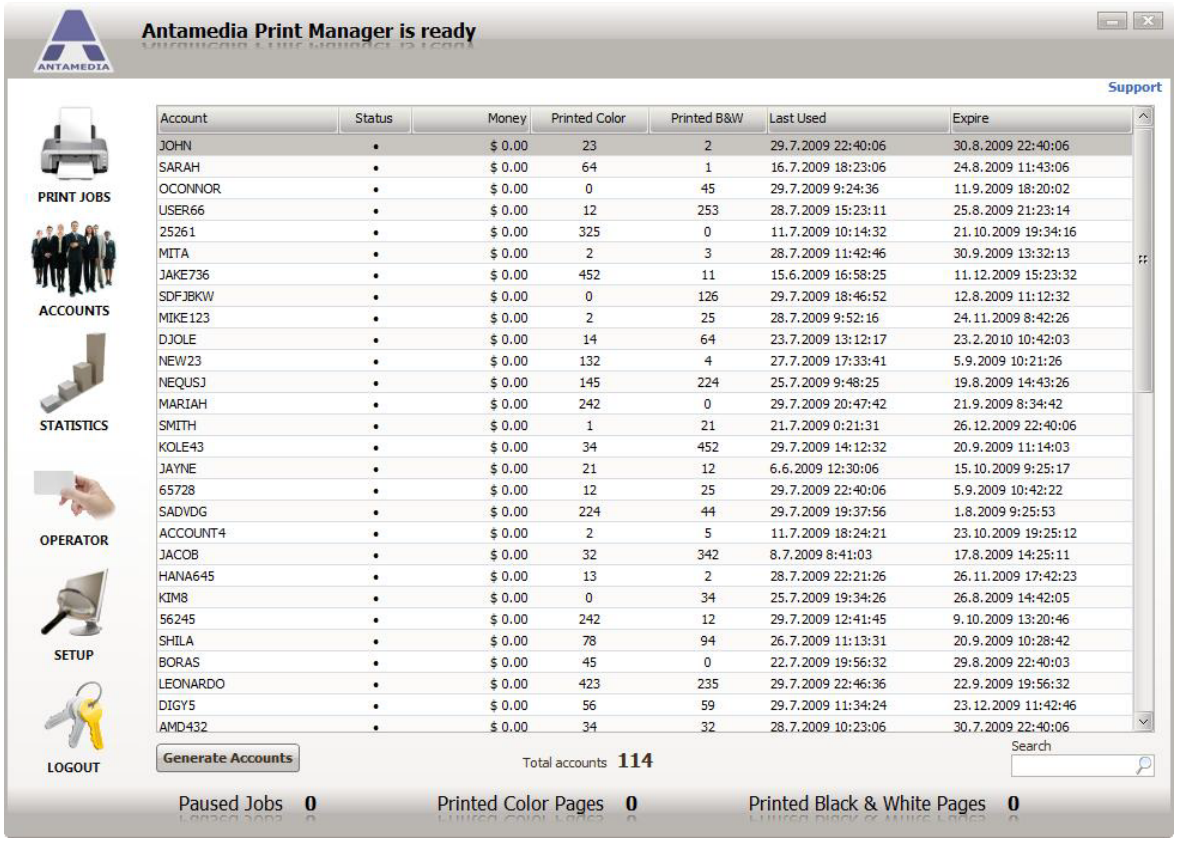
4 Customer Accounts

4.1 Accounts

Accounts screen displays status and the most important details of the customer accounts. Money balance, number of printed pages, expiration date and date of last usage is displayed for every account.
On bottom of the screen, the software displays total number of accounts in database. If you like to find a specific account, use the search field.



Software supports an unlimited number of user accounts in Standard, Premium and Corporate editions. Only the number of printers is affected by licensing. Accounts are not available in Lite edition.

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4.2 Generate Accounts

Generate Accounts option is located in the **Accounts** tab available from the main Print Manager screen. Generated accounts are unique, with settings defined **manually** by the operator, or can be assigned by **Price Plan** or **User Group**.

When assigning manually, the operator can choose between unlimited printing, limited by money balance, or limited by pages available. Additionally, the operator can select other limitations.

If you wish to bill customers for printing, please assign account options by Price Plan. In this case, the customer pays specified price to print documents. To generate such accounts, you have to choose the price plan, and optionally configure discount.

Account can be assigned to selected user groups, which is ideal if you wish to make shared resources available for some group of users. For example, you can separate organizational units in your company (marketing, finance, production, warehouse). Each organizational unit (group of people) may have different limits which will be shared by those people. If you configure 200 pages monthly for that selected group, all people within group will be able to print until the specified 200 pages is reached.

If you like to assign an account to some user group, please user group prior to clicking on the Save button.

Each price plan defines if an account will be limited on price, number of pages, time, bandwidth quota, expiration date and other options. However, administrator or employees (with appropriate access rights) are able to modify any of the settings before generating accounts.

Generate Accounts page has following options:

Generate _ Account Options	Select if you want to assign options manually, by price plan, or by user group
Price Plan	Choose a Price Plan to define parameters of new accounts
Group Name	Assigns account to selected user group
Discount	Optionally select discount to be applied when using price plans
Print	Enable Print if you like these accounts to be printed on paper

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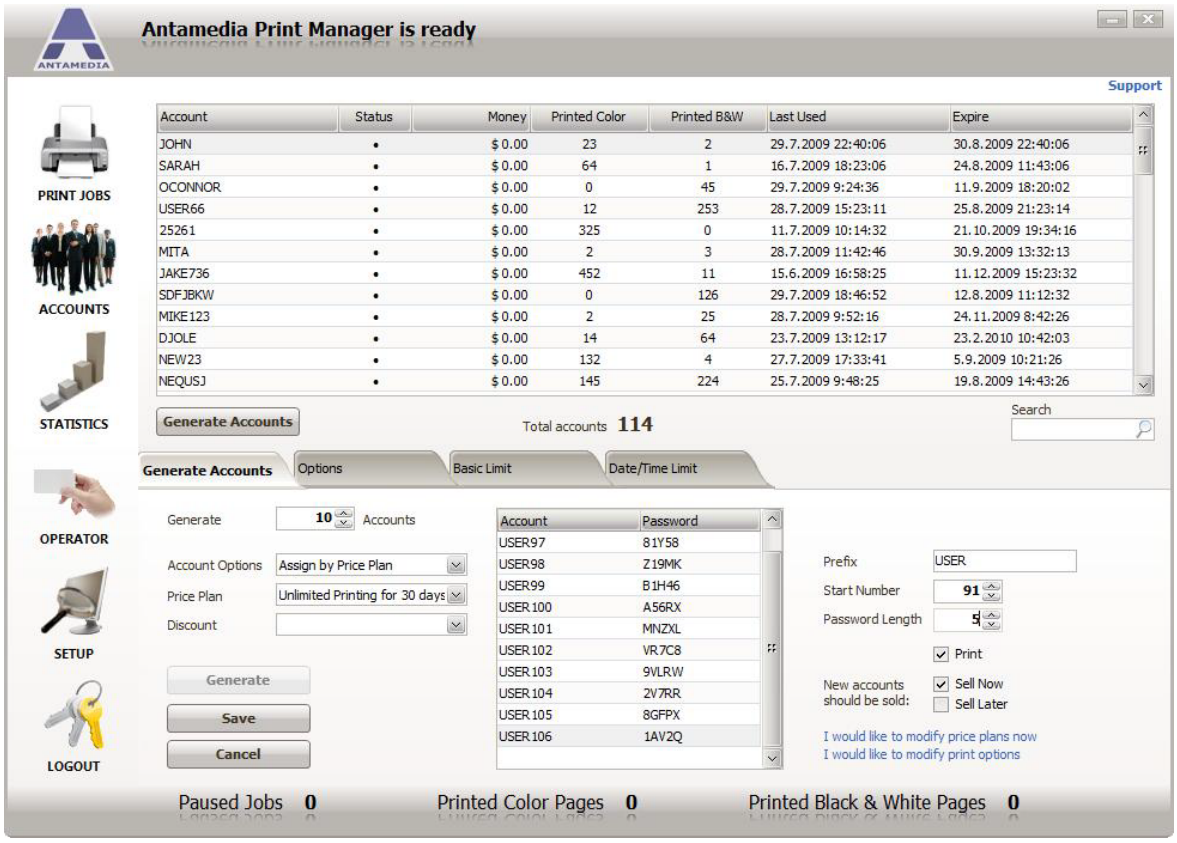

Depending of **Type** selection, different options will appear in the right side of the screen:

Prefix	A word which comes as a first part of the generated account username (like NEW)
Start Number	Defines starting number to be added to prefix (like 21). With this examples, accounts that will be created are NEW21, NEW22, NEW23 etc.
Password Length	Defines how many characters (letters and numbers) a password will have
Sell now	Accounts are saved in the database, sold and added to bills and statistics, and ready for use.
Sell later	Accounts are saved in the database, and will be sold on the first usage or when operator click on **Sell** button in **Accounts** page
Generate	Use generate button to create new user accounts
Save	Save generated accounts in the database
Cancel	Close Generate Accounts tab

What are the steps to generate accounts ?

1. Type **10** to generate 10 accounts (or the number of your choice)
2. Select Assign Manually
3. Define print limits for new accounts (unlimited printing, limited by balance or pages)
4. Enable **Print** if you want to print the account on paper as a ticket
5. Click on **Generate** button
6. Click on **Save** button

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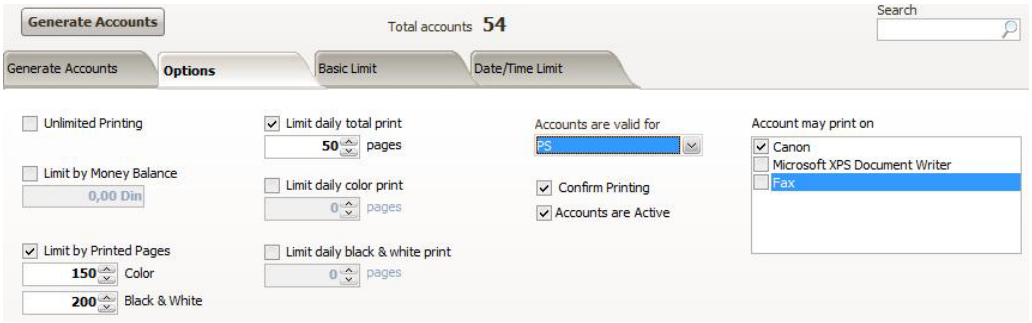
4.3 Modify Generate Options

Generate options are automatically filled in when you choose a price plan. However, if you would like to modify some option (like increase daily number of pages for the next 10 accounts you make) you can do it over **Options, Basic Limit** and **Date/Time Limit** pages.

Unlimited Printing	Select this option if you do not wish to bill for printing or to limit how many pages customer can print. Customers can still be limited by daily number of pages, by document properties or restricted by date time
Limit by Money Balance	Select this option if you wish to bill for printing. Print cost is deducted from money balance after each print job
Limit by Printed Pages	Select this option if you wish to limit how many pages customer can print. Number of pages that customer can print can be specified separately for color and black and white
Limit daily total print	Enable this option if you like to limit how many pages customer can print daily. When amount is reached, customer have to wait next day to continue printing. Specified number of pages is automatically granted each day.
Limit daily color print	Similar to the previous option, you can set limitation only for color pages
Limit daily black & white	Configure daily limitation for black and white pages
Account may print on	Defines which printers are available to customer
Accounts are Active	Disabled option means that generated accounts can not be used to print documents until they are activated
Confirm Printing	Customer have to confirm printing in Print Agent application, which shows print job cost and number of pages
Accounts are valid for	Chooses which Antamedia software can use generated accounts



Limitations on the **Basic Limits** page are self-explanatory and can be used to deny printing if print job has more pages than specified limit, if print job is color or number of copies exceeds allowed number.

Print jobs can be monitored for specific keywords. If keyword is found in the title of the document, print job will be denied. You can enter multiple keywords related to different topics like child safety, terrorism, racism etc.

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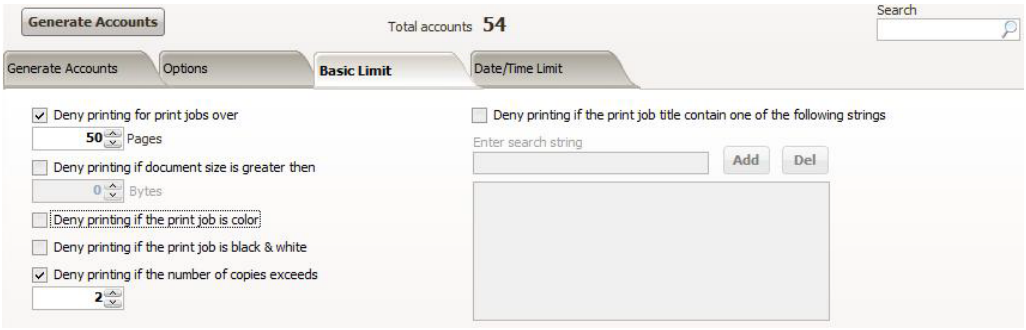
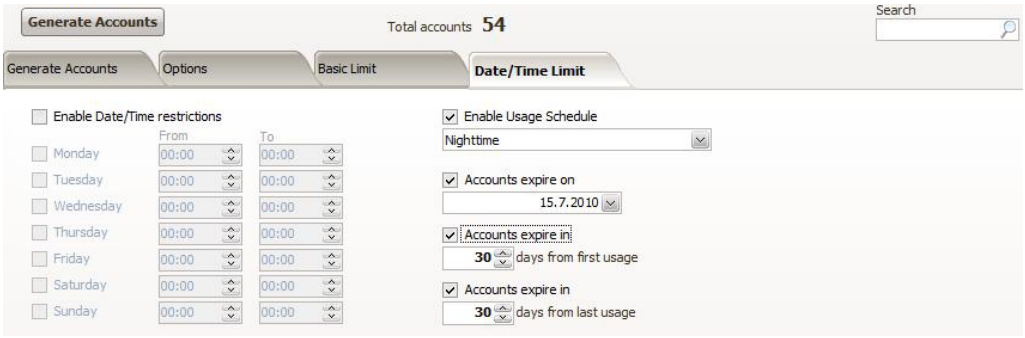


Date/Time Limitations helps controlling when is printing available to customer and when will customer account expire (if such option is needed). In a corporate environment, you can allow printing in working hours or restrict printing on weekends. In paid print environment, you can allow unlimited printing for one month and combine it with other limitations (printer allowed, color, etc).



Account expires on	Select this option if you do not wish to bill for printing or to limit how many pages customer can print. Customers can still be limited by daily number of pages, by document properties or restricted by date time
Accounts expires in _ days from first usage	Select this option if you wish to bill for printing. Print cost is deducted from money balance after each print job
Accounts expires in _ days from last usage	Select this option if you wish to limit how many pages customer can print. Number of pages that customer can print can be specified separately for color and black and white
Enable Usage schedule	Enable this option if you like to limit how many pages customer can print daily. When amount is reached, customer have to wait next day to continue printing. Specified number of pages is automatically granted each day.
Enable Date/Time restrictions	Similar to the previous option, you can set limitation only for color pages

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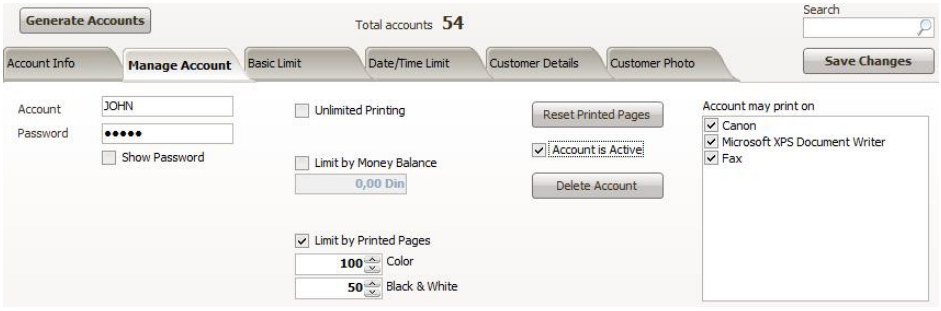
4.4 Manage Accounts

Account properties can be easily configured to fit your requirements. Whether you like to bill for printing, to limit excessive printing or to track what are your employees are printing, Print Manager provides many options which can be combined.



Unlimited Printing	Select this option if you do not wish to bill for printing or to limit how many pages customer can print. Customers can still be limited by daily number of pages, by document properties or restricted by date time
Limit by Money Balance	Select this option if you wish to bill for printing. Print cost is deducted from money balance after each print job
Limit by Printed Pages	Select this option if you wish to limit how many pages customer can print. Number of pages that customer can print can be specified separately for color and black and white
Reset Printed Pages	Reset number of color and black and white pages which customer has printed.
Account is active	This option defines whether user can login in Print Manager. With this option you can temporary disable selected customer
Account may print on	Defines which printers are available to customer
Delete account	Delete an account from database
Password	Account password is hidden by default. Enable **Show Password** to see account password. To change client password replace old password with new one and press **Save Changes** button
Show Password	For security reasons, password is displayed with dots instead of letters. Check this option to see stored password

Limitations on the **Basic Limits** page are self-explanatory and can be used to deny printing if print job has more pages than specified limit, if print job is color or number of copies exceeds allowed number.

Print jobs can be monitored for specific keywords. If the keyword is found in the title of the document, print job will be denied. You can enter multiple keywords related to different topics like child safety, terrorism, racism etc.

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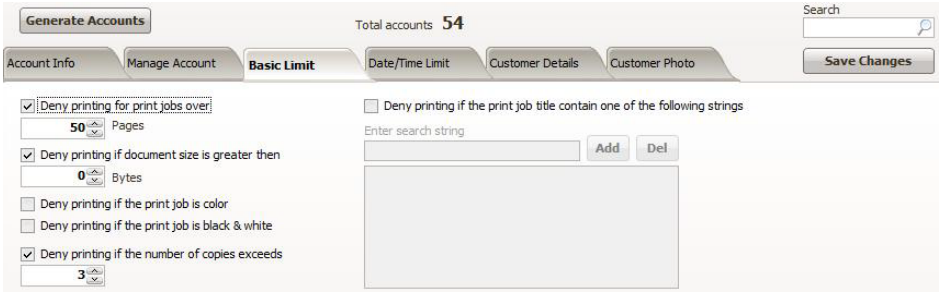
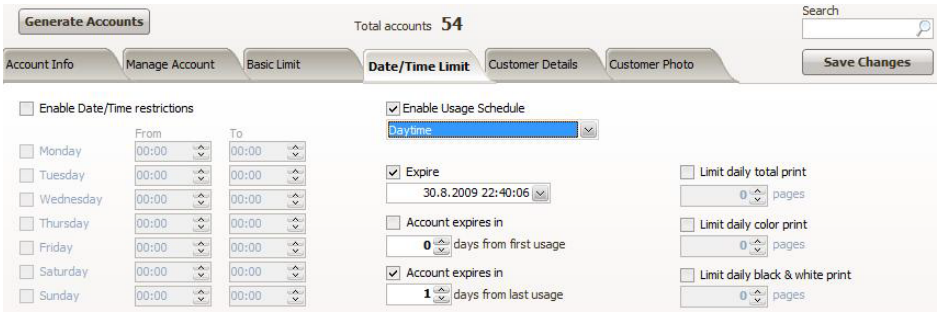
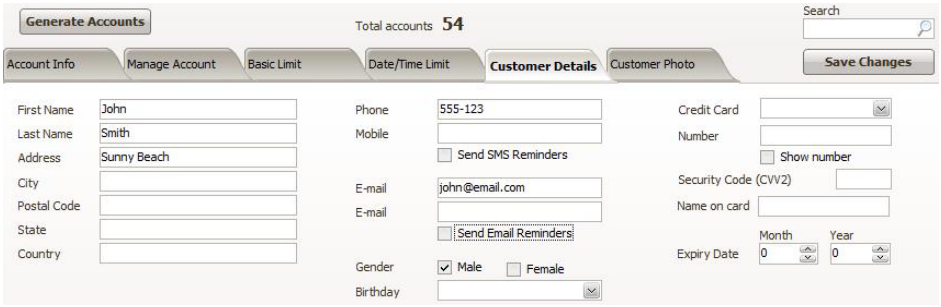


Date/Time Limitations helps controlling when printing is available to customer and when will customer account expire (if such option is needed). In a corporate environment, you can allow printing in working hours or restrict printing on weekends. In a paid print environment, you can allow unlimited printing for one month and combine it with other limitations (printer allowed, color, etc).



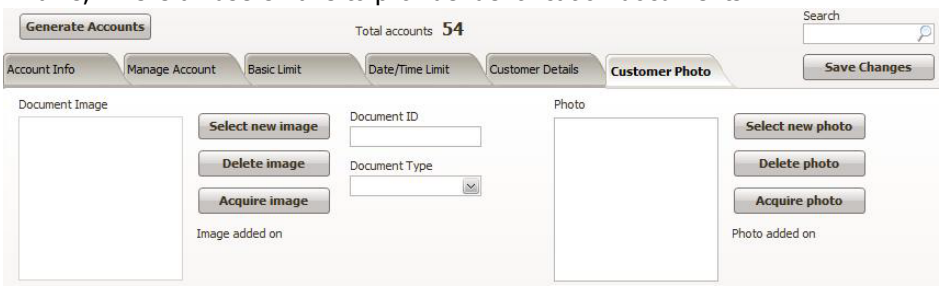
4.5 Customer Details

Customer Details page contains customer personal information and creates valuable addition to the rest of the account options. Details available on Customer Details page are displayed in screenshot:



Details include: First and last name, address, city, postal code, state, country, phone and mobile number with an option to send SMS Reminders, Email addresses with an option to send Email Reminders, gender and birthday, Credit Card information

Antamedia Print Manager goes beyond the usual personal data collection and provides an option to save customer photo, document image and document details. This is especially useful in the countries with anti-terrorism laws, where all users have to provide identification documents.



With options provided by Print Manager, you can save customer **ID Card**, **Passport**, **Driver license** etc. Picture can be loaded from hard drive, or it can be acquired from any twain compatible device, like a scanner, web camera etc. The same applies to **Customer Photos**. We recommend keeping pictures in appropriate sizes since large scanned documents can quickly increase database size.

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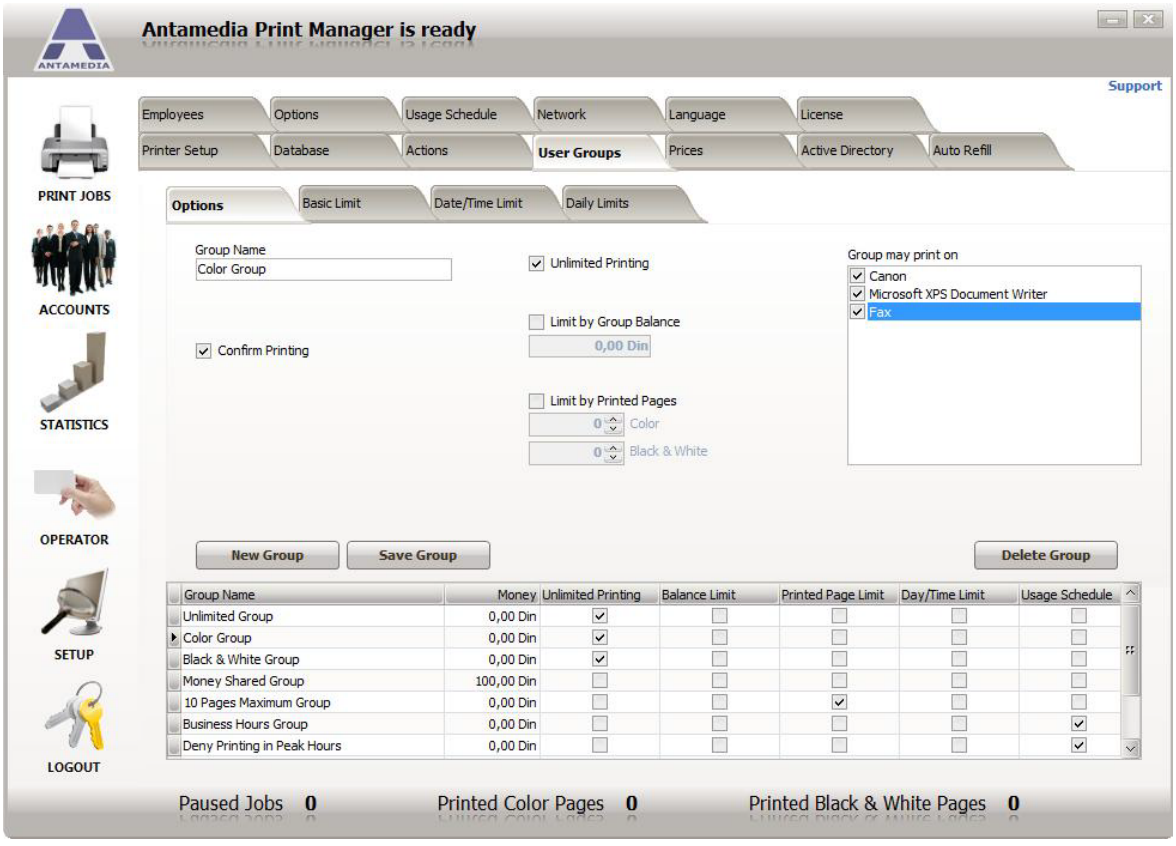
5 User Groups

User groups represent a collection of accounts which share the same settings and limitations. Similar to individual account settings, a user group defines if users can print without limits or if users are limited by group balance or maximum available pages. Group users might be also limited by the printers that can be used, time when documents can be printed or daily limits.

To create a user group, please follow these steps:
1. Click on the **New Group** button
2. Enter group name
3. Define print limits for the group (unlimited printing, limited by balance or pages)
4. Optionally choose basic limits, date/time limits or daily printing limits
5. Choose which printers are available to the group
6. Click on **Save Group** button

You can generate accounts now and assign them to the new generated group.



As an example of user group implementation, we will take a company with several departments: marketing, finance, production, warehouse. In every department employees have access to local printers (located in the same office) and to other printers in the company.

For each department we will create separate user group and generate accounts for employees.

As the next step, we can configure how many pages each group can print monthly and on which printers. For example, marketing department group can print 300 pages monthly, finance 500 pages, while other departments can print 600 pages monthly.

When an employee in the marketing department prints a document of 10 pages, total number of pages available will be decreased to 290. Another employee prints 40 pages, total number of available pages is now 250. When such group uses all available pages, employees in that groups will not be able to print anymore, unless an administrator increases this limit. Limits can be automatically increased every month or in specified time intervals. This feature is located in Print Manager - Setup - Auto Refill page.

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6 Defining Rules and Actions

Print Manager has been designed and developed to operate via printing rules and policies that you set. It comes with predefined rules for various actions, which are configured to match usual or typical scenarios.

In order to fully automate print control, customers have to login using Print Agent.

Once the customer logs in, Print Manager knows who is trying to print and what are policy and limitation for that customer account apply. If the customer is allowed to print, the document will be automatically printed on desired printer. However, if that account does not meet defined parameters, the print job is processed using action rules. These rules are:

Money Balance	When account balance is not sufficient to print a job
Low Balance Warning	Defines account balance when to send a message to the user. This message will remind user that it is the time to refill the account.
Job Size Exceeded	When a user attempts to print a file which exceeds maximum job size in spooler
File Name restrictions	When a user attempts to print a file which has been restricted using keywords specified
Page Count Exceeded	When a user attempts to print a file which exceeds the maximum number of pages
Copies Exceeded	When a user attempts to print more than allowed number of copies
Color Restrictions	When a user attempts to print a color document or black and white document. Actions are separate for these two cases, with a separate message sent to the user
Date/Time Restrictions	When a user attempts to re-print a job within a specified time
Print Security	When a user is not found in the database

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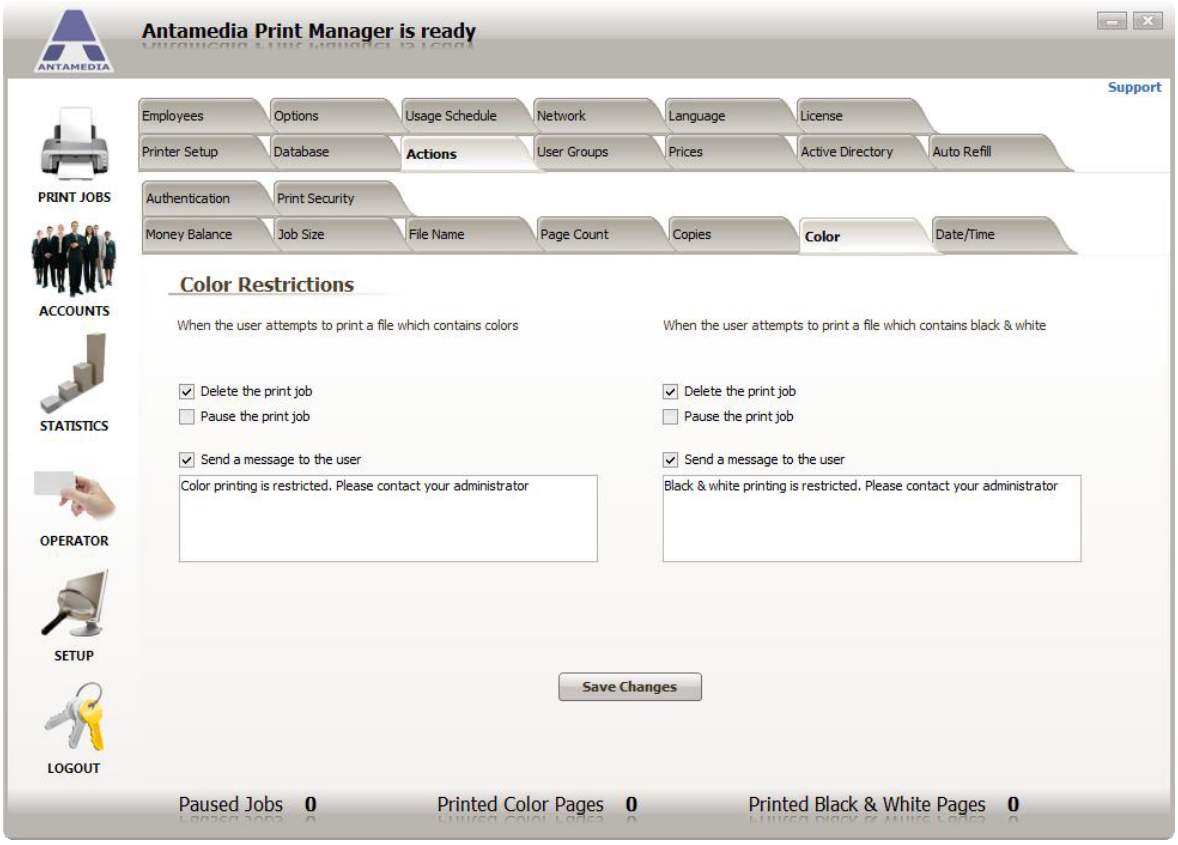


These are few examples of possible messages displayed to customer:

"You are not authorized to print on this printer."
when customer does not have right to print on printer

"Color printing is restricted. Please contact your administrator."
when customer tries to print color document

"**Print job exceeds maximum pages allowed**."
when customer tries to print a document with more pages than you have defined

"**Your money balance is getting low. Please refill your account!**"
when customer money balance reached low balance warning

"**Document contains restricted words and has been canceled**"
when specified keyword is found in document title

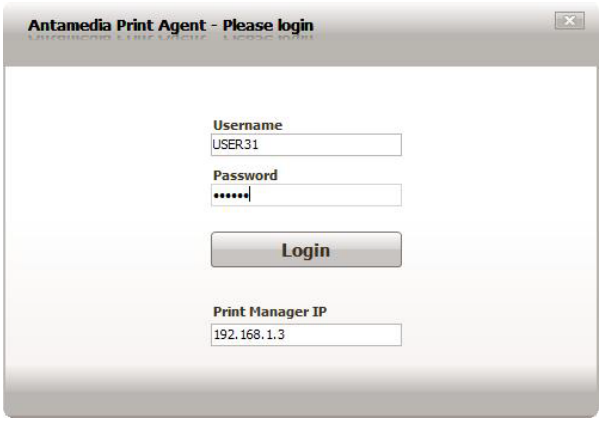
With every Action rule defined in Print Manager, you can also choose if such print job will remain paused, or automatically deleted.

7 Print Agent

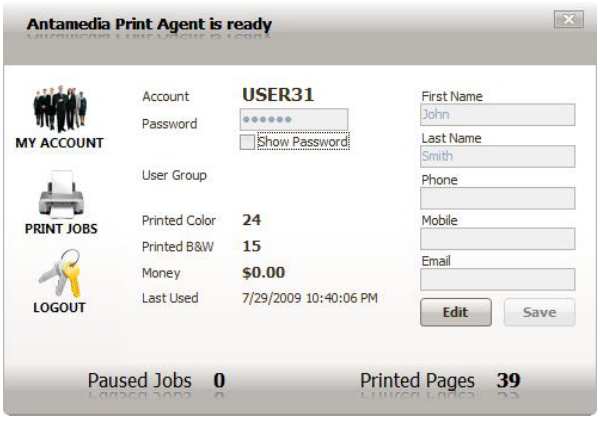
Print Agent is an optional client application which is useful if you want to completely automate your print control. Your customers uses Print Agent on their own computers in order to authenticate in the Print Manager. When a customer logs in, Print Manager knows who is trying to print, money balance and number or pages remaining. If printing is allowed, print job is automatically released and document printed. Print cost is deducted from the customer's money balance or number of pages decreased if you do not charge for printing.

There is no administrator intervention or presence required.

If your customers does not use Print Agent, you will have to release (un-pause) every print job from the Print Manager manually.



Print Agent automatically starts with Windows and shows login screen. A customer have to type username and password and to press **Login** button.



Upon login, customer will see current money balance, number of pages printed so far, date of the last printing, group name if account belongs to some user group.

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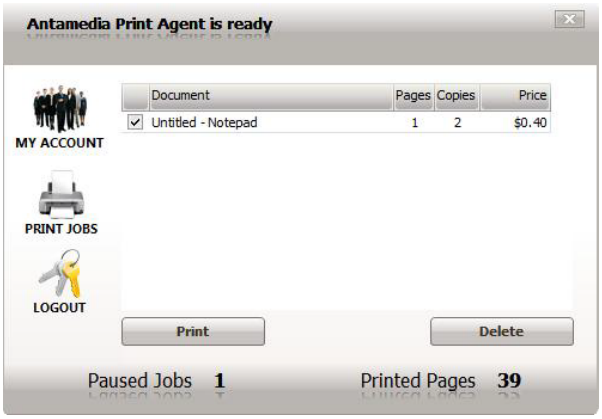
The customer can update his or her personal details with first and last name, phone, mobile and email, which helps you collecting customer data and keeping in touch with them.

On the bottom of the screen, customers can see the total number of printed pages and if there are pending print jobs (still paused in Print Manager).

Print Agent screen can be minimized to tray by clicking on the X button. It resides in background and communicates with Print Manager.

When customer prints a document, Print Agent will verify print job and ask customer to confirm printing. As it can be seen on picture below, Print Agent shows document name, number of pages, number of copies and print job price (in case you bill or printing).

Customer have to click on **Print** to confirm printing, or to click **Delete** to cancel print job.



Every print job is verified by Print Manager before showing it in Print Agent and asking for customer confirmation. If the print job contains exceeds number of pages allowed, or meet any other rule defined in Print Manager, customer will see a message in Print Agent status bar (top of the screen).

For example: **"You are not authorized to print on this printer."** is displayed when customer does not have right to print on selected printer.

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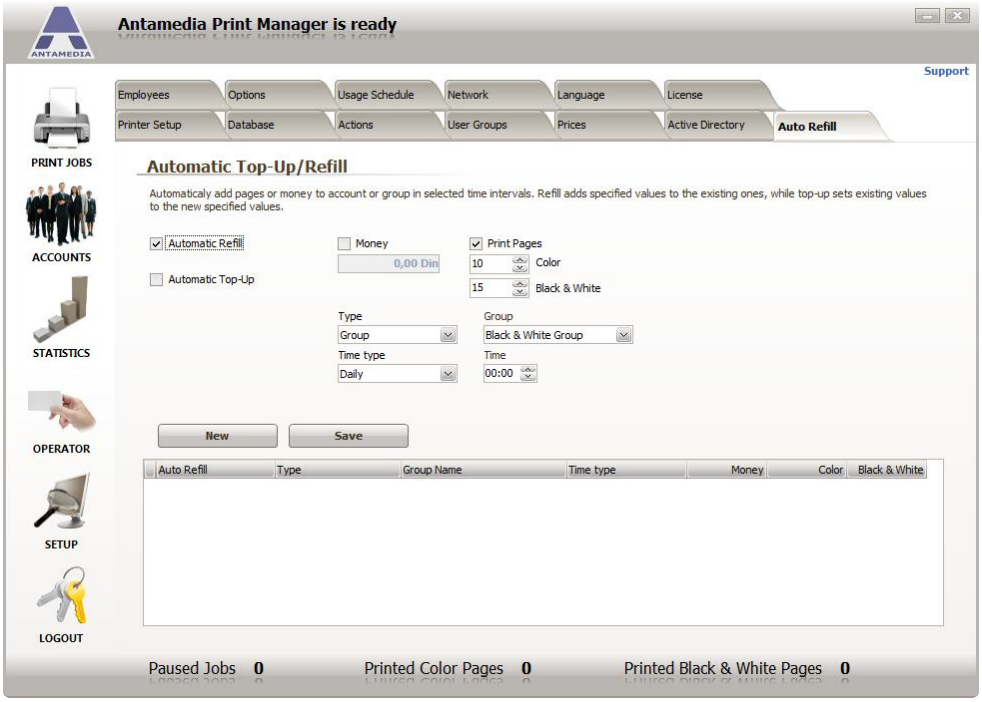
8 Automatic Top-up and Refill

Print Manager automation features saves you time on tasks which should be regularly performed. Top-up and refill are used to automatically add money to the account balance or specified number of color and black and white pages.

What is the difference between top-up and refill ? While refill simply sums previous value and new value, top-up restores it up to the initial value.

For example: Account is configured to print 100 pages monthly. At the end of the month, account has 35 pages left. If we configure monthly top-up with 100 pages, value will be reset to 100 pages. If we configure monthly refill with 100 pages, value will be set to 135 pages (100 new pages plus 35 pages at that moment on the account).



To configure automatic top-up or refill, please follow these steps:

1. Press **New** button
2. Please select desired method - **Automatic Refill** or **Automatic Top-up**
3. Choose between **Money** and **Print Pages**. In case of print pages, you can define separate values for color and black and white
4. Select **Group** or **Account** in type field. This option allows you to configure automatic top-up/refill for single account or entire user group
5. Select user group name or account username
6. Select **Time interval**: Daily, Weekly, Monthly or Annually
7. Specify interval depending on the previous selection
8. Press **Save** button

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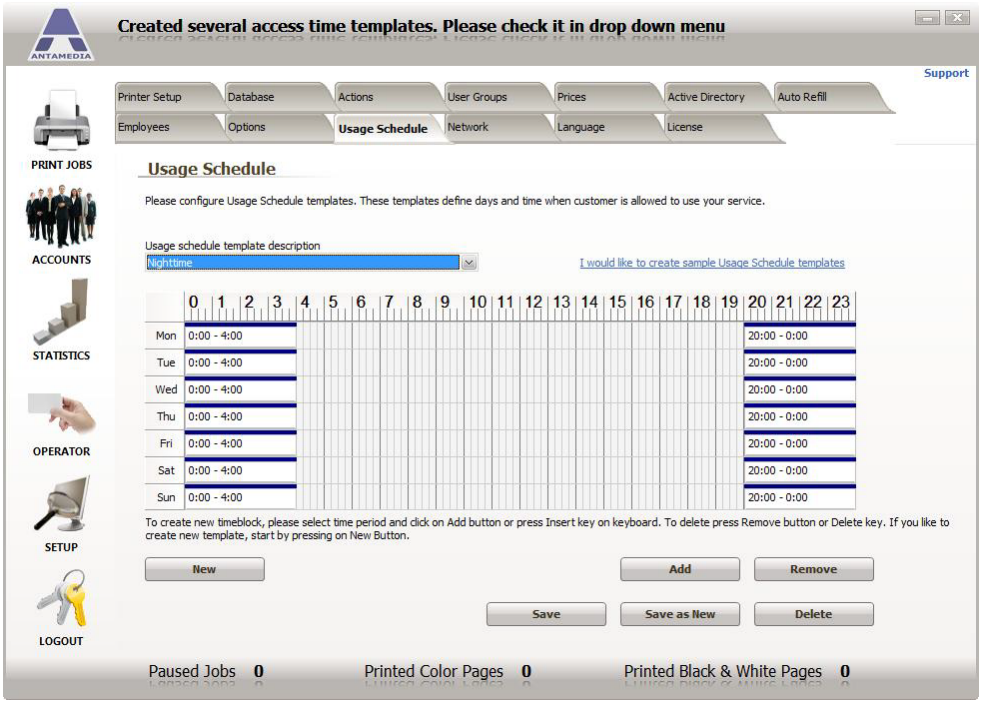
9 Usage Schedule

Usage schedule feature helps you to define when the customers are allowed to use your services. Using a graphical interface you can draw the blocks which define the time intervals when your services can be used. The graphical grid is displayed as daytime hours on one axis and the days in a week (Monday to Sunday) on the other axis. This provides full control over the whole week. Blocks are displayed in 15 minute steps.

To create a new time block, please select a time period and click on **Add button** or press the Insert key on your keyboard. To delete a time block, please press **Remove** button or Delete key on the keyboard. If you like to create a new template, you can start by pressing on **New** button. To store template changes, please use **Save** button. To save new template use **Save As New** button and specify template name. Use **Delete** button to delete usage schedule template from the database. You can move the block by pressing and holding your left mouse button on the top blue bar.

Once you configure all the templates, you can assign them to desired accounts. To do this, please click on the account and go to **Date/Time Limit** page. Enable the usage schedule for that account and choose a template. Press **Save Changes** button. From that moment, a customer may use your services only in time periods defined by the assigned usage schedule. For example, if customer may print from 8AM to 8PM, printing will be possible within that interval.



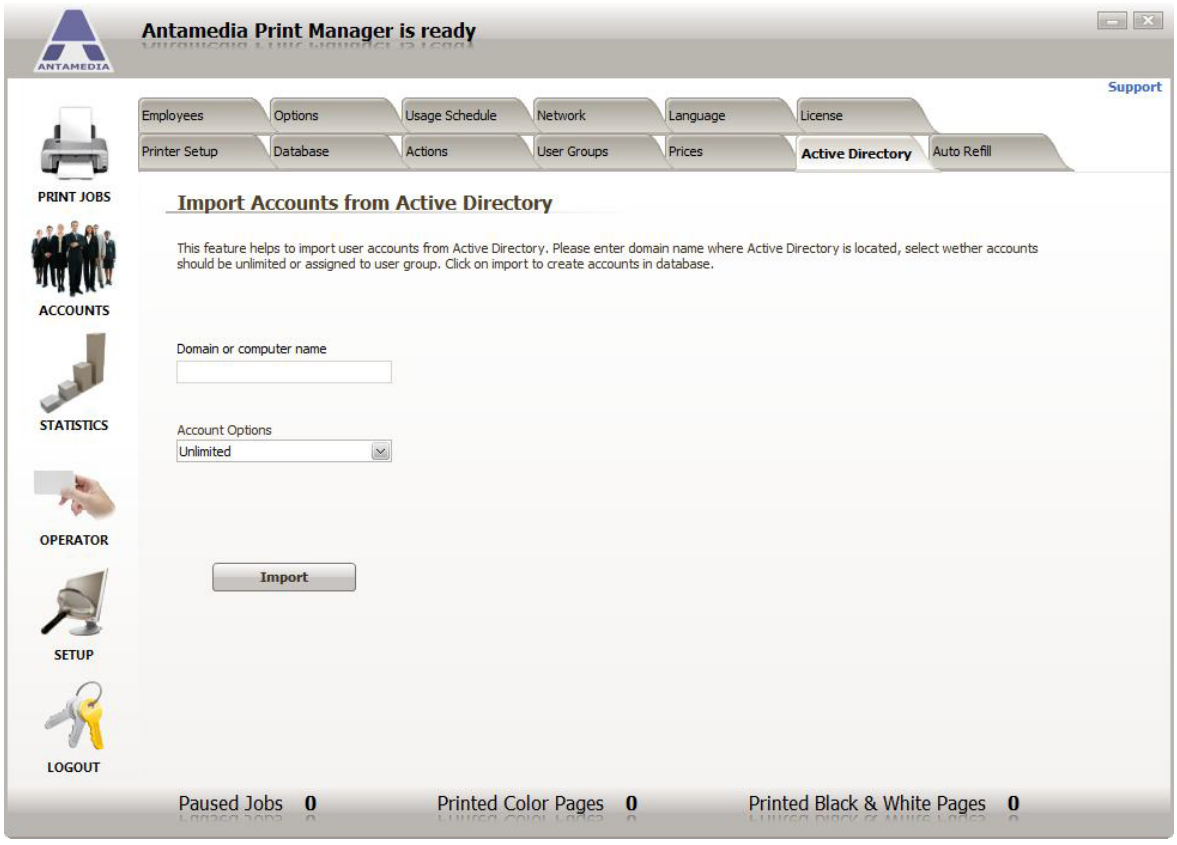
10 Active Directory

Active Directory is a Windows service which provides the means to manage the identities and relationships that make up network environments. Active Directory networks can vary from a small installation with a few computers, users and printers to tens of thousands of users, many different domains and large server farms spanning many geographical locations.

In order to simplify integration with your existing network, Print Manager offers a feature to import user accounts from Active Directory.

To import Active Directory accounts, please follow these steps:
1. Type **domain name** to import Active Directory users or type **computer name** from which you like to import Windows accounts
2. Select **Account Options**: Unlimited or User Group
3. In case of user group, please select group from the list
4. Press **Import** button

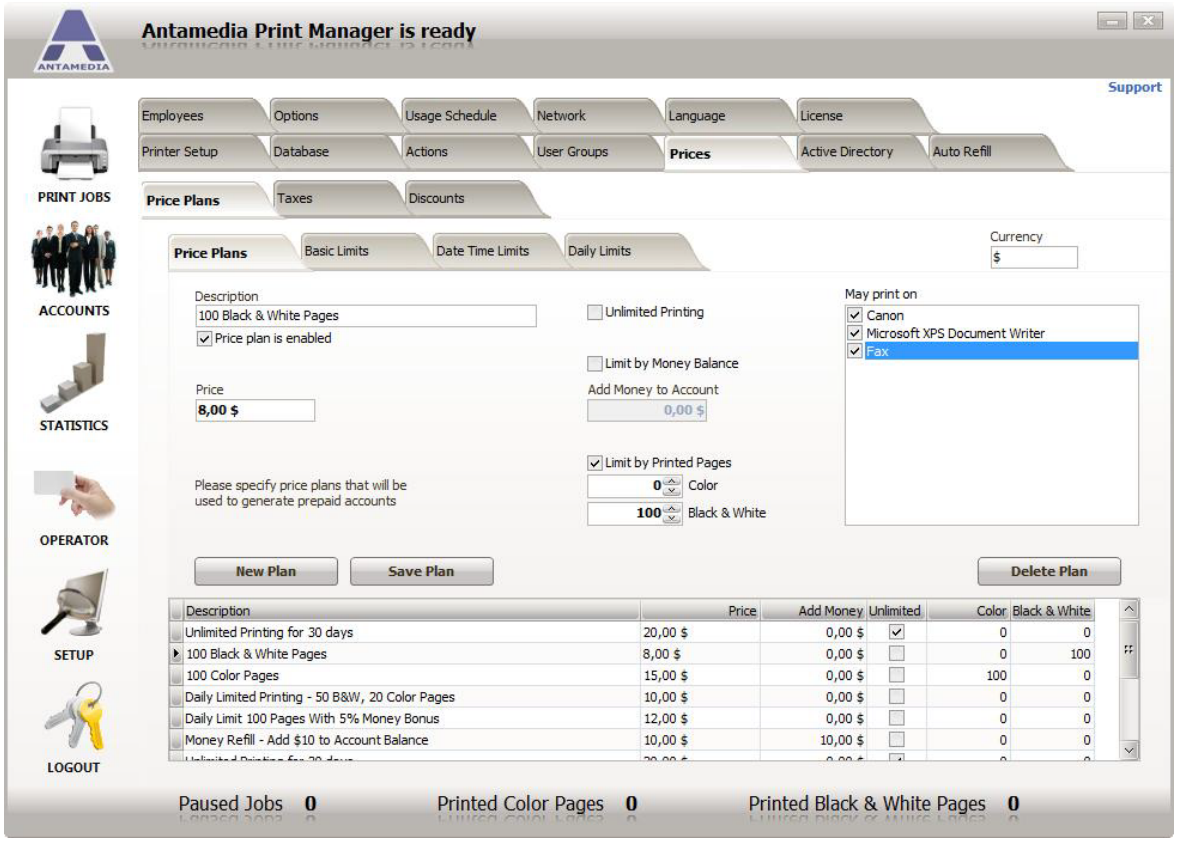
Accounts are immediately available in the software, and users can login and start printing.



11 Price Plans

11.1 Defining a Price Plan

A price plan is a preset of values which are assigned when you generate or refill accounts. For example, a price plan defines the price which the customer should pay for printing a specified number of pages, on one or multiple printers, but may also define the expiration date, daily limits etc. When you generate user accounts, the values defined by the price plan are stored in the database for each account. If you refill an account with a price plan, the number of available pages are added to the current account values. If a price plan has unlimited settings for printing, an account will also become unlimited for these values. The number of printed pages, the expiration date and other values defined by price plan used for refill, are assigned to the account no matter which values the account had before.



New plan	Creates a new price plan
Delete plan	Deletes selected price plan
Save Plan	Stores selected price plan in database. When you make changes to price plan, please click on this button to save it

Price plan options on Print Manager software - Setup - Prices - Price Plans page are:

Unlimited Printing	Account will be limited by number of printed pages, which is suitable if you want to limit it with other parameters
Limit by Money Balance	Specified amount is added to the current account balance. It can be used to add more or less money to the account than the price plan cost
Limit by Printed Pages	Price plan will limit account with specified number of color and black and white pages
May print on	Defines printers on which customer can print
Description	Description is displayed in list from where operator chooses which price plan to select
Price plan is enabled	If selected price plan is active and can be used for account generating
Accounts expires in _ days from first usage	Number of days in which will an account expire from the **first** login. For example, if you set to 10 days, and a user will not be able to login on 11th day from first login
Accounts expires in _ days from last usage	Number of days in which will an account expire from the **last** login. For example, if you set to 10 days, and a user does not login in the next 11 days, the account will expire

Basic Limits defines various limitations of the price plans.

Deny printing for print jobs over _ pages
Deny printing if document size is greater than _ bytes
Deny printing if the print job is color
Deny printing if the print job is black & white
Deny printing if the number of copies exceeds
Deny printing if the print job title contains one of the following strings

The last option helps controlling documents which have restricted keywords. Such documents are automatically deleted.

Date Time Limits helps to configure which days and intervals pages can not be printed. For example, to restrict printing over the weekend, please select: Friday 15:00-23:59, Saturday 00:00-23:59 and Sunday 00:00-23:59

Usage schedule feature helps you to define when the customers are allowed to print documents. While date time limits defines restricted intervals, usage schedule defines when printing is allowed. For more details, please check separate topic about usage scheduling.

Daily Limits defines number of pages which customer can print on daily basis. It can be configured to limit total number of printed pages, or separately color and black and white pages.

Antamedia Print Manager creates default price plans on first installation, so you can have a better idea of the possibilities. You can modify them, or create totally new price plans. The number of price plans in your database is not limited.

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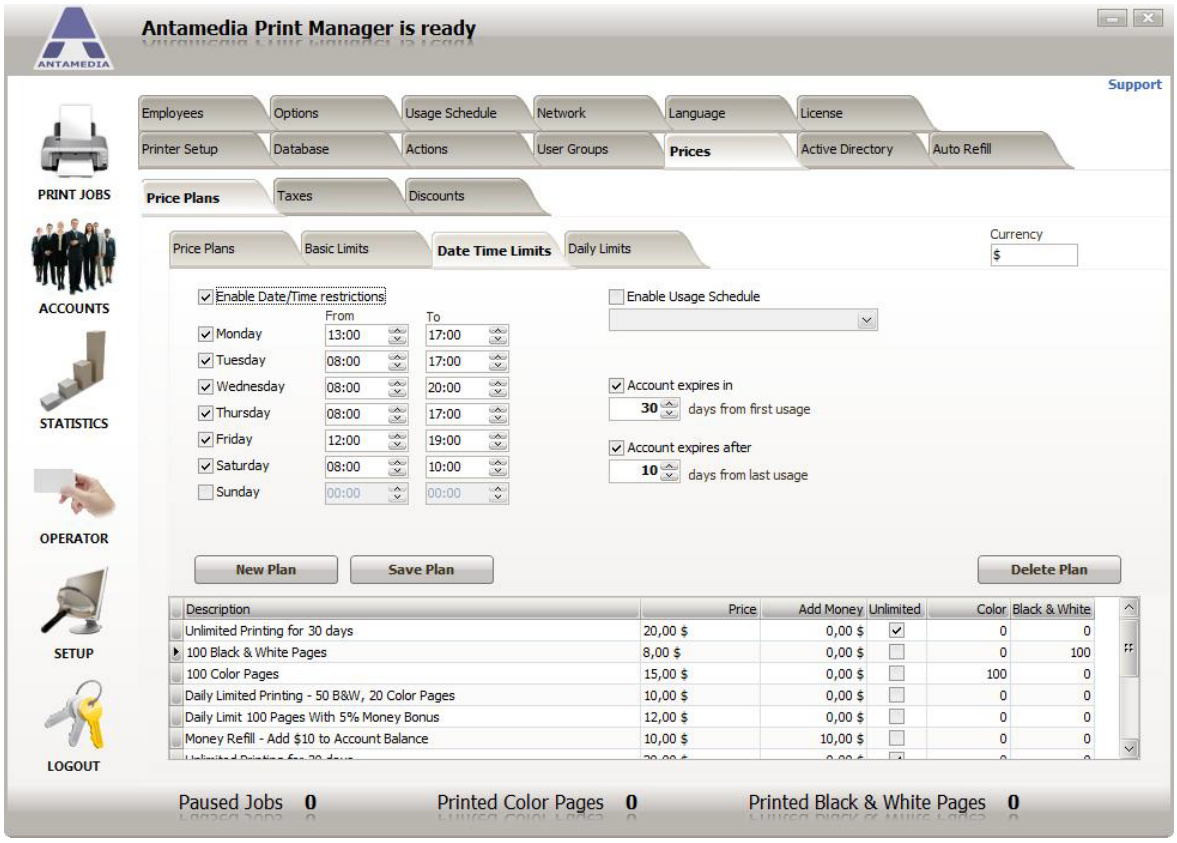

Antamedia Print Manager is ready
Support
Employees
Options
Usage Schedule
Network
Language
License
Printer Setup
Database
Actions
User Groups
Prices
Active Directory
Auto Refill
Price Plans
Taxes
Discounts
PRINT JOBS
ACCOUNTS
STATISTICS
OPERATOR
SETUP
LOGOUT
Price Plans
Basic Limits
Date Time Limits
Daily Limits
Currency
$
Enable Date/Time restrictions
From
To
Monday 13:00 17:00
Tuesday 08:00 17:00
Wednesday 08:00 20:00
Thursday 08:00 17:00
Friday 12:00 19:00
Saturday 08:00 10:00
Sunday 00:00 00:00
Enable Usage Schedule
Account expires in
30 days from first usage
Account expires after
10 days from last usage
New Plan
Save Plan
Delete Plan
Description
Price
Add Money
Unlimited
Color
Black & White
Unlimited Printing for 30 days 20,00 $ 0,00 $ 0 0
100 Black & White Pages 8,00 $ 0,00 $ 0 100
100 Color Pages 15,00 $ 0,00 $ 100 0
Daily Limited Printing - 50 B&W, 20 Color Pages 10,00 $ 0,00 $ 0 0
Daily Limit 100 Pages With 5% Money Bonus 12,00 $ 0,00 $ 0 0
Money Refill - Add $10 to Account Balance 10,00 $ 10,00 $ 0 0
Paused Jobs 0
Printed Color Pages 0
Printed Black & White Pages 0

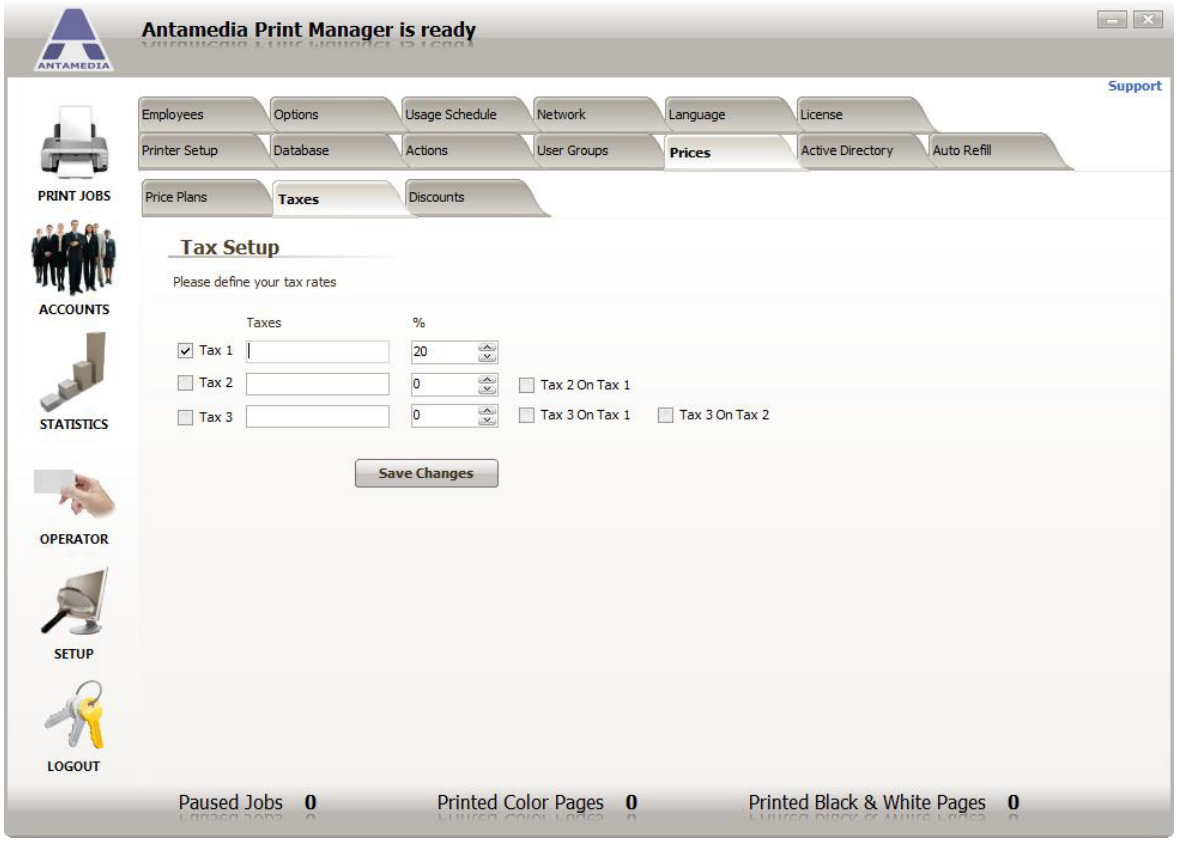
11.2 Taxes

If you are required to charge tax for your services, Antamedia Print Manager offers a flexible tax setup. There are 3 different taxes to configure with tax on the tax option.

Tax configuration examples:
If you have single tax to charge:
1. enable **Tax1**, name it (such "VAT")
2. configure **%** value
3. press **Save** button

If you have two different taxes to charge:
1. enable **Tax1**, name it (like VAT)
2. configure **%** value
3. enable **Tax2**, name it
6. configure **%** value
7. press **Save** button

If your country regulation requires second tax to be calculated as percent from the value of the first tax, please enable Tax2 on Tax1.

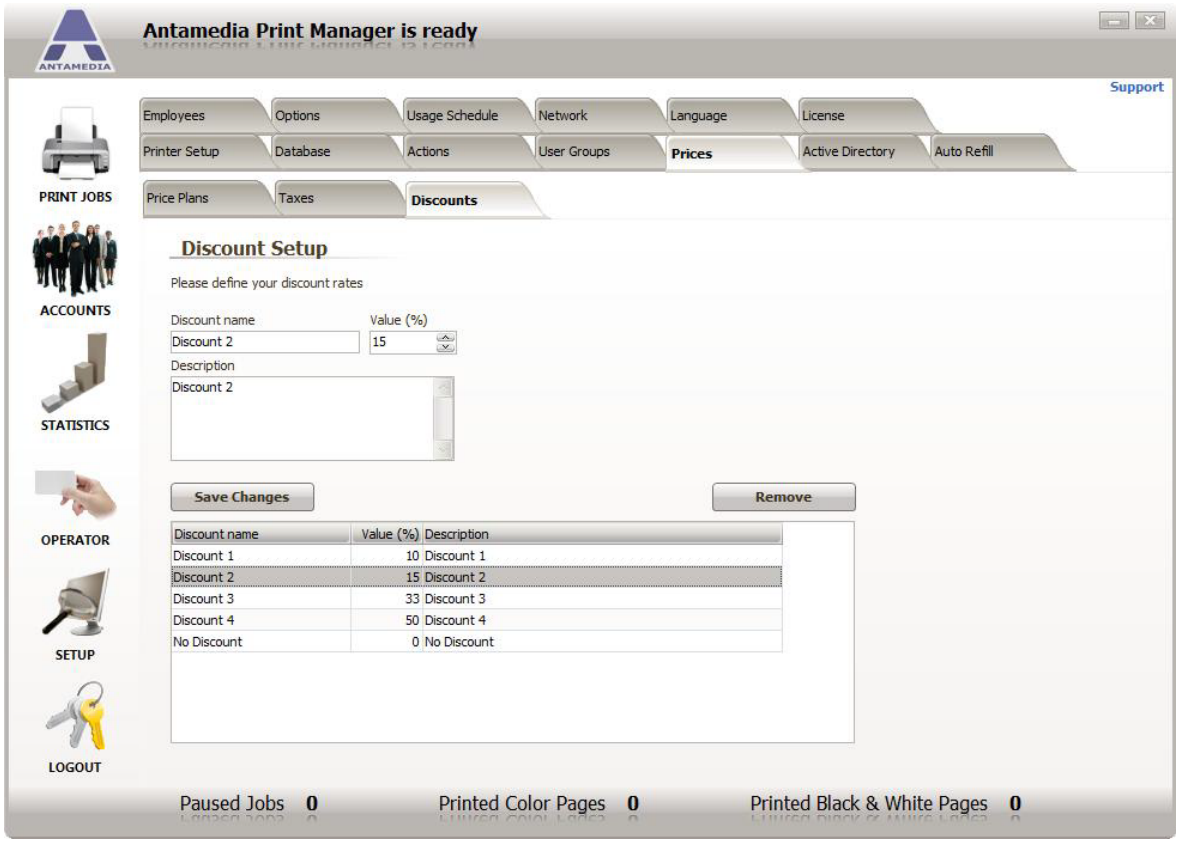


11.3 Discounts

The discount feature helps you to offer discounts, should you wish. You can offer a discount to your regular customers, for buying 10 tickets in advance, for daily promotions or similar reasons.

In the Print Manager - Setup - Prices - Discounts page please define different discount types. To define a discount:
1. Enter discount **name**
2. Specify discount **percent** (like 10 %)
3. Enter discount **description**
4. Press **Save** button

To delete a discount from the list, please select it with left mouse click and press **Delete** button.

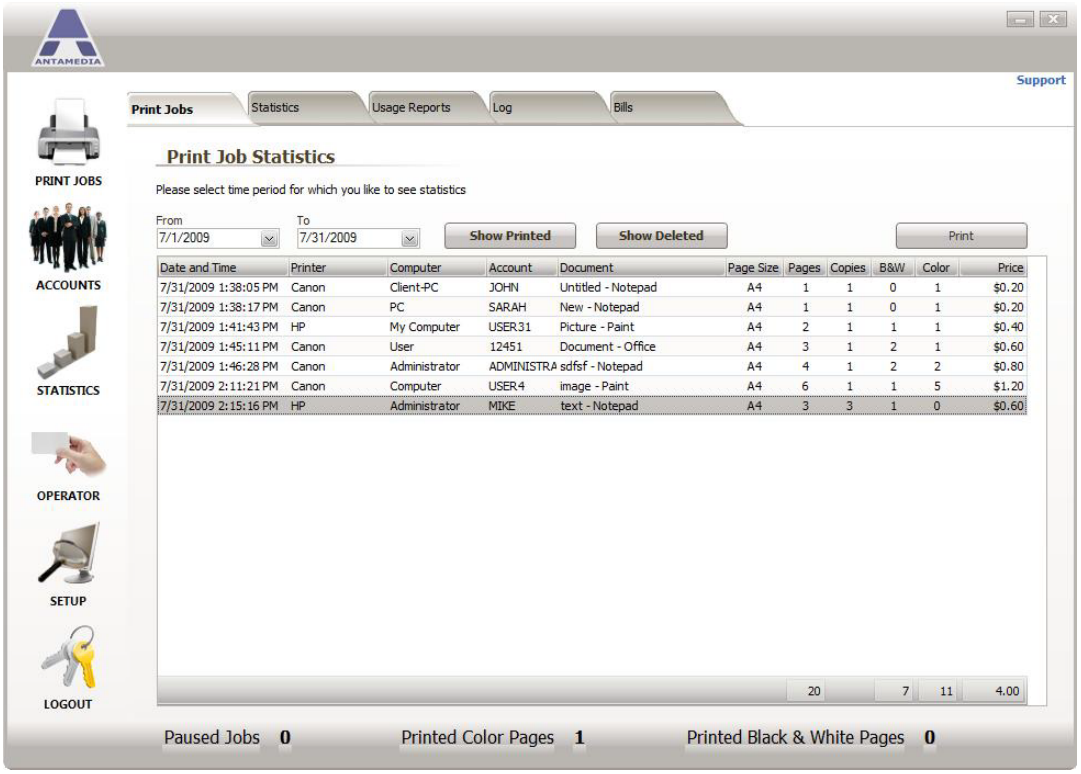


12 Statistics

12.1 Print Jobs

Print job statistics shows all documents which were processed by Print Manager. Every print job is described with:
- Printer name on which the document was printed
- Computer name from which the customer initiated printing
- Customer account
- Page size
- Number of total pages
- Number of copies
- Number of black and white pages
- Number of color pages
- Price based on the printer, size and number of pages
- Date and time

The same details are available for deleted documents. Document are deleted when a customer account balance was insufficient, when a document name met specified restrictions and rules, or when operator deletes a document from the control panel.



Print jobs can be filtered for selected time period and such reports printed on paper.

12.2 Statistics

The statistic report provides valuable data about your Print Manager operation. It will show you **total number of printed pages,** separately for color and black and white pages. It also displays **total sales** for selected day or time period. Using this feature you can identify which days generate lower profit and stimulate customers with appropriate benefits or incentives.

Statistical data is collected continuously, after each printed document, so you can always enjoy a fast report display on screen.

Statistics are available in Chart and Table mode. By default, statistics are displayed in chart mode, giving you a graphical overview of Print Manager activity. You can see, for example, number of printed color pages, over the selected period displayed as days of the year.

Depending on the date range selected, you will see an activity in 24 hours for current day, or for a time period defined with the starting and the ending date in the **From** and **To** fields.

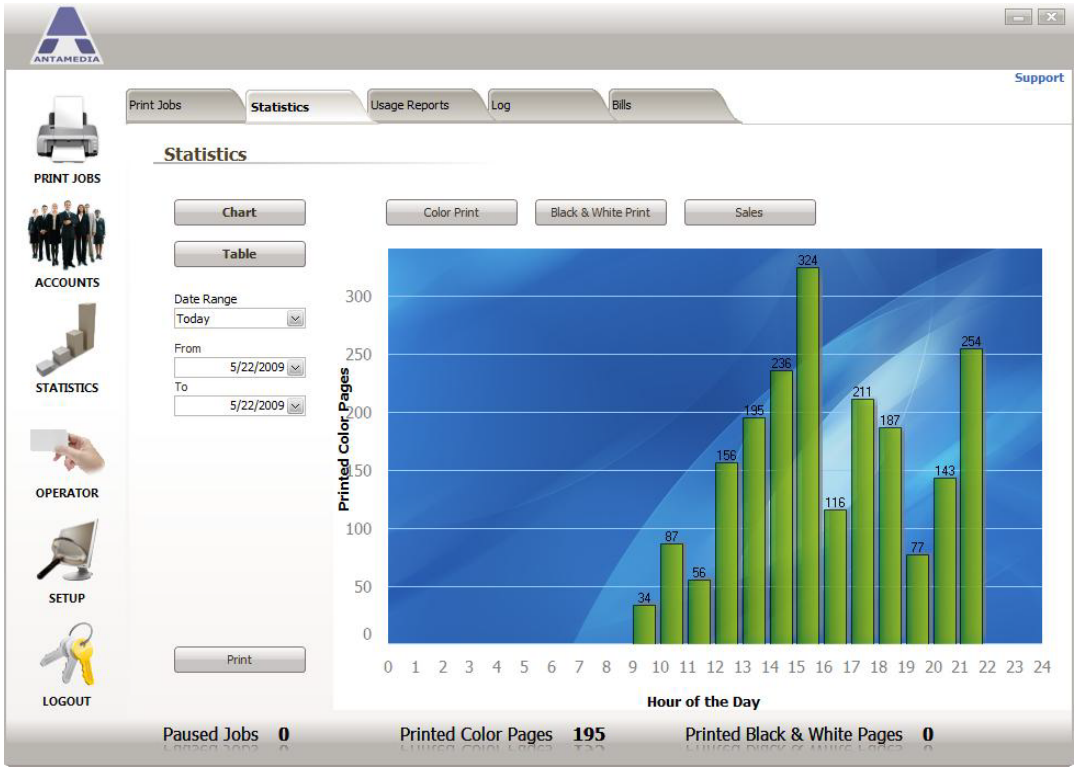


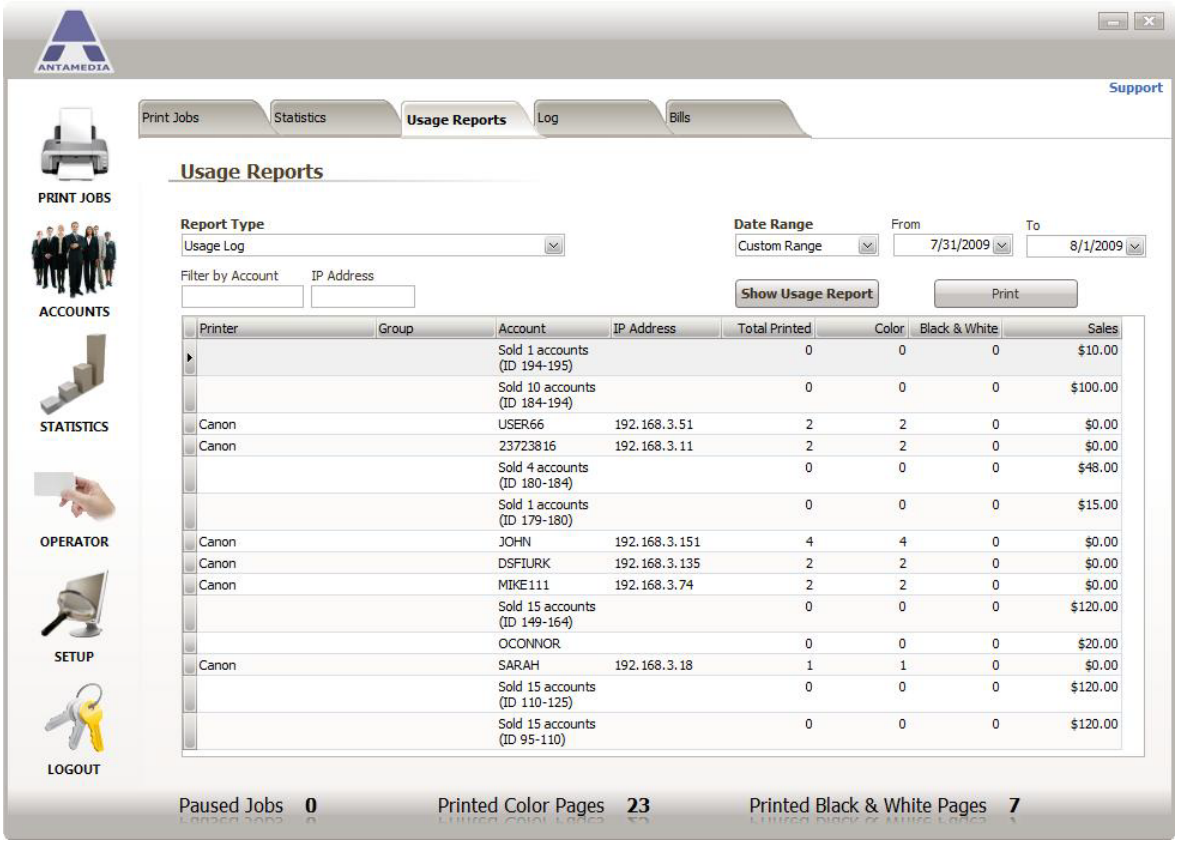
Table mode shows statistics in a condensed view on a daily basis. For each **year**, **month**, and **day,** you will see color pages, black and white pages and total sales.

12.3 Usage Report

Usage report is a report which precisely shows which customer printed a document, when it was printed, whether it was color or back and white, sales amount and if accounts were generated as price plans.

This report shows the following details:
- Printer
- Group
- Account
- IP address
- Total printed pages
- Number of color pages
- Number of black and white pages
- Sales, if a customer has paid

To display usage report for specified time period, please select the starting and the ending date in the **From** and **To** fields, or choose one of the predefined time periods (Today, Yesterday, Last 7 days etc.), and press **Show Usage Report** button. You can filter such report for a specified account or IP address.



Usage report offers many reports such as:
Usage Log - shows all sessions and its details
Summary per Printer - get totals for selected printer
Summary per Group - get totals for selected group of accounts

Summary per Account - get totals for selected account
Summary per IP - get totals for the selected IP address

You can also get top customers statistics which can help you to identify the customers who printed the most documents, made the biggest profit, printed the most color pages etc
Top customers by color print
Top customers by black & white print
Top customers by sales

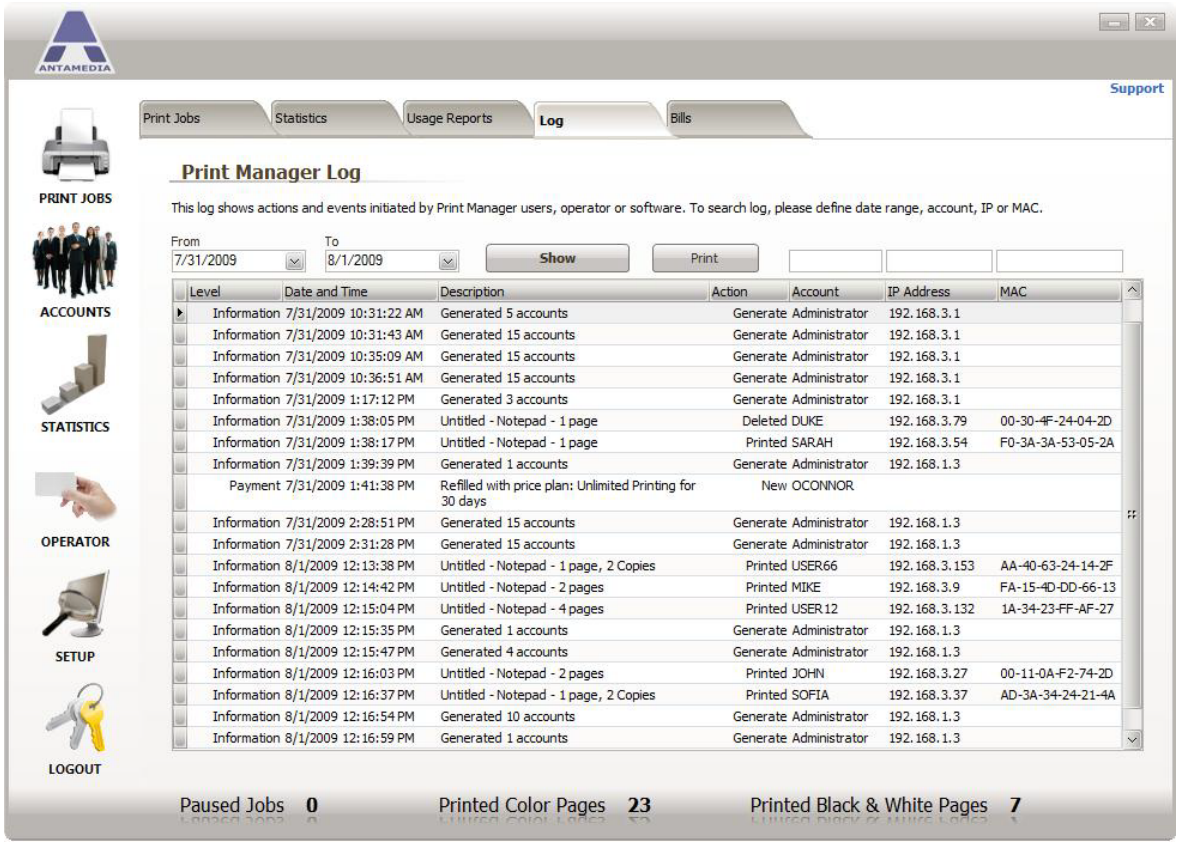
The report names are self-explanatory. Top statistics only take sessions where an activity exists.

12.4 Log

Print Manager log shows all the actions and events initiated by Print Manager users, operator or software.

The Log shows the following details:
1. Level Information (Warning ,Payment, System Error)
2. Date and time
3. Description
4. Action (Login, Logout, Modify, Start, Stop, Error, Generate, Add, Del, New)
5. Account
6. IP address
8. MAC address

To display all the log items for specified time period, please select starting and ending date in the **From** and **To** fields and press **Show** button. If you'd like to show a log for specific computer, please enter its account, IP or MAC address and press **Show** button.

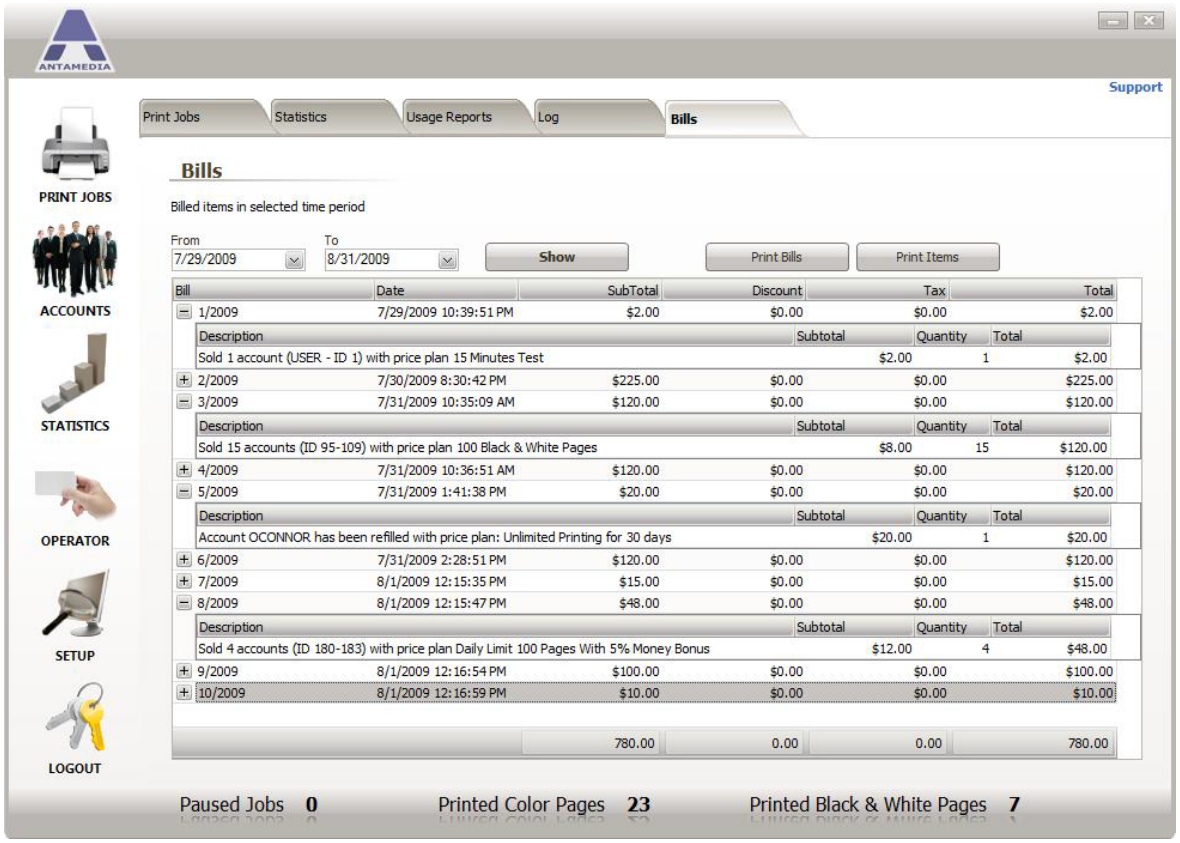


12.5 Bill Report

The Bill report shows the list of all charged bills. Each bill has the following details: Date, Subtotal, Discount, Tax and Total amount

If you want to see what was charged on the selected bill, please click on + button to open the list. You can see the following details: Description, Subtotal, Quantity, Tax, Total amount

For example, if you generate and sell 10 accounts, you will see in description field
Description: Sold 10 accounts (ID 1-10) with price plan 15 minutes test
Quantity: 10
To display all the bills of specified time period, please select starting and ending date in the **From** and **To** fields and press **Show** button.
Print Manager automatically calculates totals for all bills and displays it in bottom bar.



13 Print Manager Operator

13.1 What is Print Manager Operator ?

Print Manager Operator is a feature specially developed to keep account creation simple. A very intuitive user interface will guide an employee through 3 simple steps which significantly decreases learning time and everyday account creating.

This feature is available in all Print Manager Editions and can be accessed through the main screen by clicking the **OPERATOR** button. In addition to the Print Manager software, you can have **multiple** Print Manager Operators installed on
separate computers and on different physical locations.

How can this help you ?
- Remotely release print documents which are paused on main Print Manager
- Allow front desk operators to generate accounts without access to sensitive data
- Hotel reception can generate accounts while main Print Manager is located in secured place (for example a server room)
- Resorts can install multiple Print Manager Operator software in each building, effectively connecting the entire resort in one network. As soon as one of the Operators creates an account, it can be used in the entire network
- Company manager can see current statistics including bills, activity logs, real time usage statistics, with number of printed pages and sales details, and the report usage with statistics (printer, username, total pages printed, and sales made)
- Administrator can use it to generate, modify or delete accounts, view bills and statistics, generate reports, make new employee accounts, configure price plans, send email notifications (account expiry or maintenance reminders)
- As an owner you can monitor Print Manager activity from home, you can take a look at sales, logs, statistics

The most important aspect of additional Operator licenses is that they protect the main Print Manager from human activities that can cause downtime. Keeping main Print Manager on a secure place is recommended, as it minimizes problems like:
- viruses or bad software downloaded by employees which destabilize the system
- multiple programs started by employees which increase CPU usage
- accidental reboots etc.

Please note: Additional Print Manager Operator license can not be used as standalone, to control users and print jobs. It does not control printers and to fully operate, requires main Print Manager software already installed. Additional Operator licenses can be purchased online at the Antamedia website.

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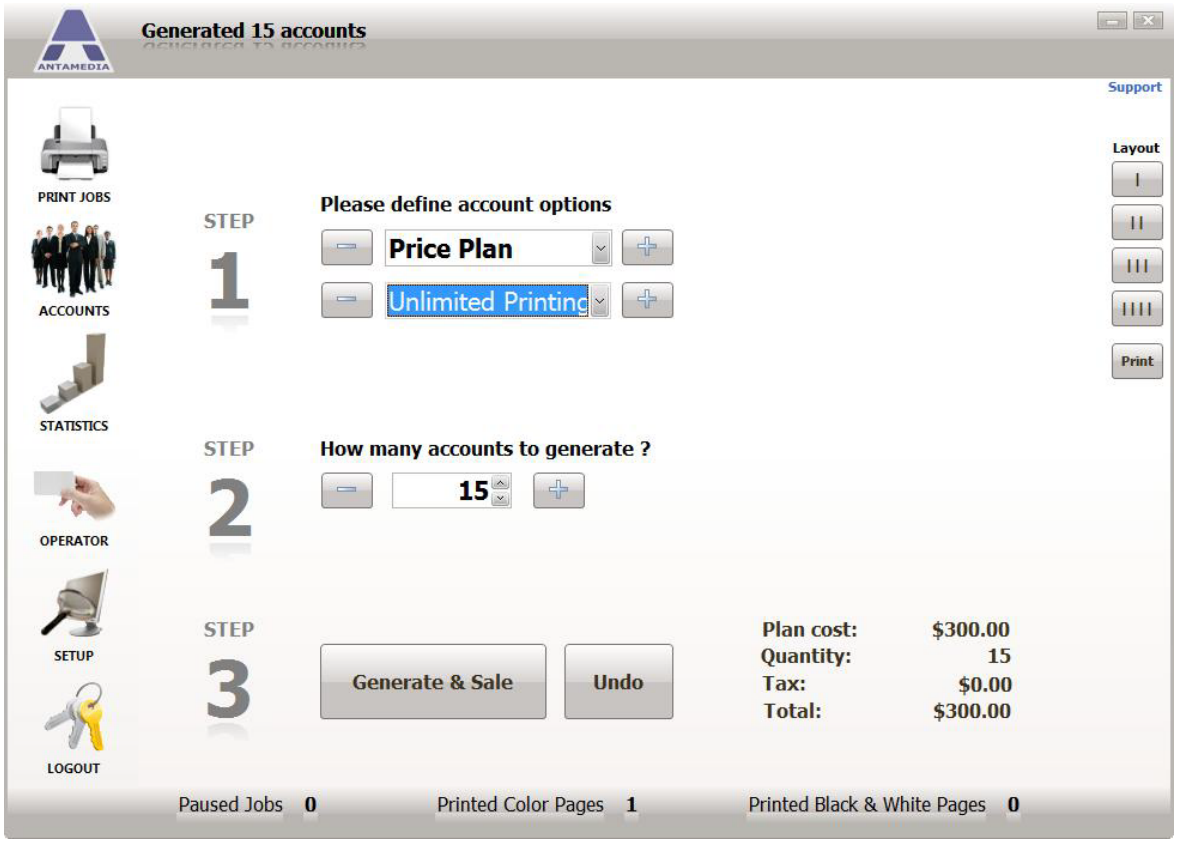
13.2 User Interface

The user interface is very simple and easy, and it is designed keeping in mind inexperienced staff.

Accounts are generated in 3 easy steps:
1. Choose type of account - **Unlimited**, **Price Plan** or **User Group**
2. Choose number of the accounts to generate
3. Click on **Generate** button

User interface is touch screen friendly with large buttons, and several layout configurations. Ticket printing is optional and it can be turned on or off with a single click.

An operator can choose between several screen layouts showing 3 steps to generate accounts, smaller or larger price plan list, price plan cost and total amount to bill, and optionally display or hide generated accounts with username and password.



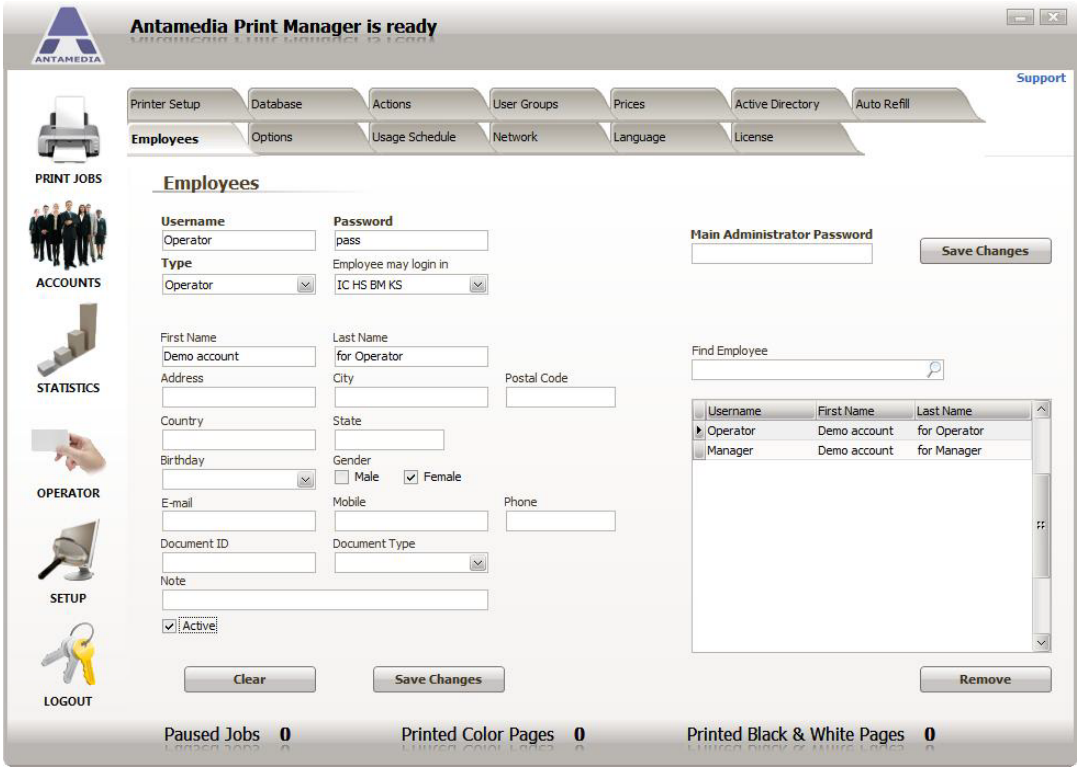
14 Employee Accounts

14.1 Creating Employee Accounts

Antamedia Print Manager supports employee accounts with different access rights. Each employee has to login in order to do tasks in Print Manager. There are many types of employee accounts such as: Administrator, Supervisor, Manager, Operator, Technician etc and this is defined by type field.

Administrator is granted full access in the software.
Manager can access statistics, reports, bills, action logs. Manager may create and modify the account properties, add money or refill accounts, but may not stop Print Manager engine or access Print Manager setup pages.
Operator can only create and sell the accounts using simple, easy to learn interface.

How to create a new employee account:
1. Type **Username** and **Password** of your employee
2. Choose **Type** of employee account
3. Fill in other optional details, like address, city, birthday, email, mobile number, document ID
4. Select **Active** to allow login in the Print Manager
5. Press **Save** button to store a new employee in database



To delete employee account from the list, please select the account with left mouse click and press **Remove** button.

14.2 Main Administrator Password

Default Administrator login password is blank. Option to define new Administrator password is located in the Print Manager - Setup - Employees page. Type a new password in **Main Administrator password** field and press **Save** button .

Confirm Administrator password in new pop-up menu and press **OK** button.

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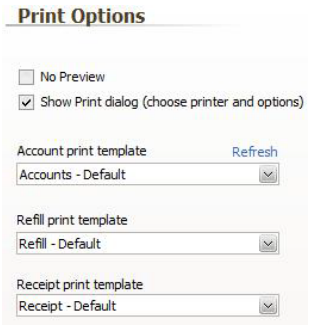
15 Receipt Printing

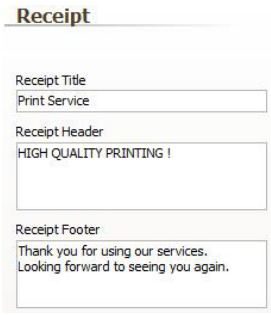
Antamedia Print Manager offers different templates for account, refill and receipt printing. Please configure print templates in Print Manager - Setup - Options - Print options page.

If you do not want to see a preview before printing, which is suitable once you configure print templates, please select **No Preview.**

To print directly to the default printer, without showing print dialog, please disable **Show Print dialog** option.



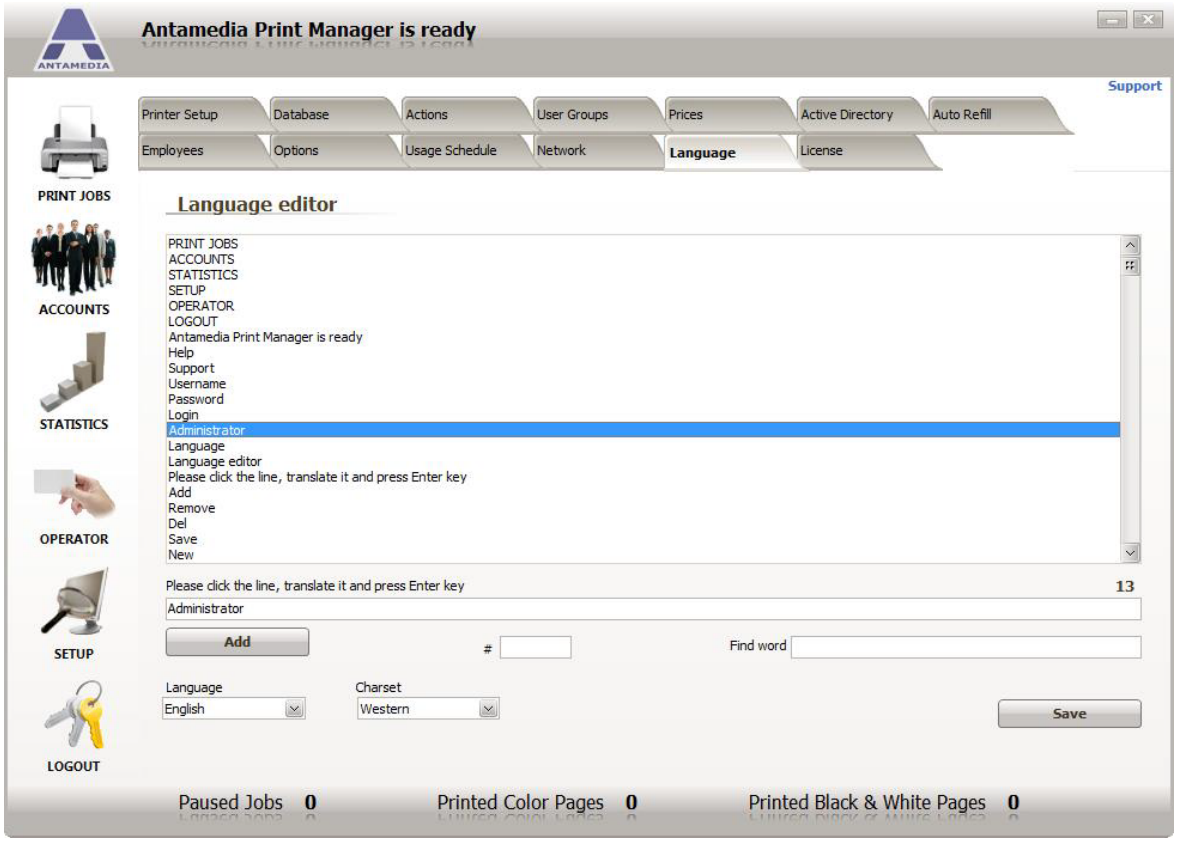
Receipt title, header and footer text can be modified on Print Manager - Setup - Options - Print options page.
Depending on receipt template selected, this text will appear on printed receipt which you give out to the customer.



16 Language Editor

Print Manager software can be translated almost in any language. Included language files can be adjusted to your own needs through integrated editor.

To modify the existing language file or create completely new, please follow these steps:
1. Go to Print Manager - Setup - Language page
2. Click on a line you wish to modify and it will appear in edit field below
3. Type a new text
4. Press Enter key and new line will be stored in Print Manager
5. Repeat the steps 2-4 for all the sentences you want to translate
6. When you finish, press **Save** button
7. Type the new name for translation file and press Save button in dialog



17 Network Setup

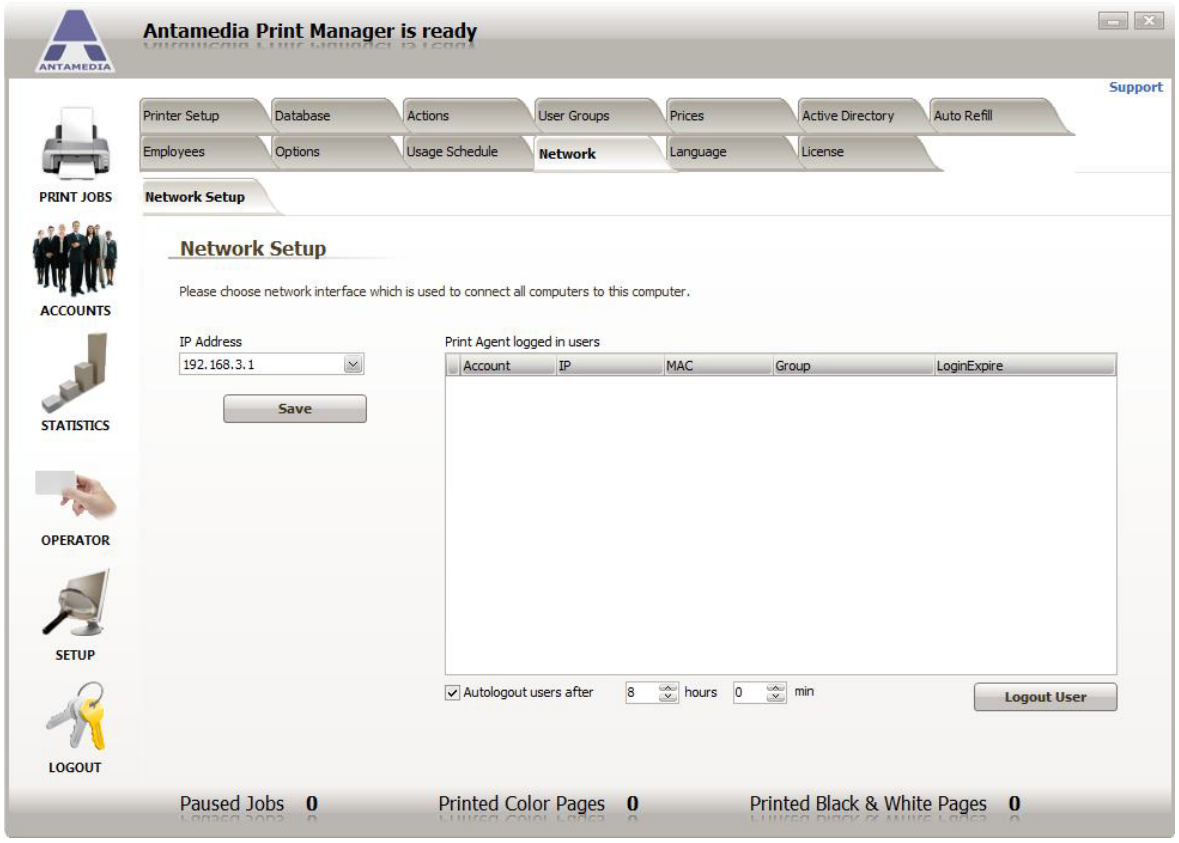
Network Setup page shows all logged in customers. In order to login in Print Manager, customer uses Print Agent - a small utility which authenticates users. Once the customer is logged in, Print Manager automatically verifies and releases print jobs, without operator assistance.

For each logged in customer, this page displays:

Account	Customer username
Group	If customer belongs to specified group
IP address	IP address of the customer computer
MAC Address	MAC address of the customer computer
Login expire	Date and time when customer will be automatically logged out

Autologout users defines how long customer will stay logged in.

IP address defines local IP to which customer login using Print Agent.



18 Database

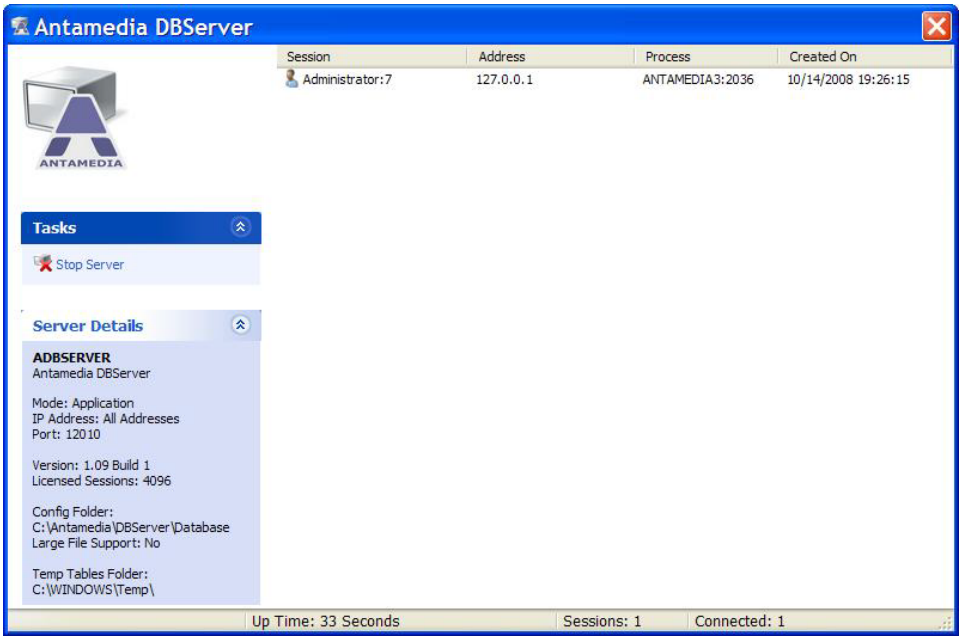
18.1 Database Server

Antamedia Database Server stores the data from Antamedia software (customers accounts, pricing plans, bills, statistics, reports, action log etc).
Database Server will be installed automatically from Print Manager Installer.

Database server can be installed on the same computer as Antamedia Print Manager or on some other computer. For small Print Manager installations (100 simultaneous users) Database Server can be located on the same computer, assuming that such computer is fast enough to handle all tasks. Please use Task Manager to monitor system resources and CPU usage. When idle, Print Manager and Database Server doesn't show any significant CPU usage. However, with a large number of concurrent users, Print Manager and Database Server might reach 40-50% of CPU usage, and this is a sign to move Database Server to another computer.

Upon installing Database Server, Installer will start ADBConfigurator (Antamedia Database Configurator) which will perform maintenance, updates and add new database tables, stored procedures, triggers etc.

If you intend to run **multiple Print Managers** and share the accounts between these locations, you will have to install Database Server on a computer with a Public IP address (accessible from the Internet). This way, all Print Managers will be able to connect to one Database Server.



18.2 Connecting With Database Server

On the first run of Antamedia Print Manager, Setup Wizard will configure **Database Server IP address** , and you will not need to modify anything on this page. If you have installed Database Server on other computer, please configure the correct IP address.

Database settings page contains following options:

DBServer IP Address	IP address of the computer where Database Server has been installed. This IP is usually the same as Print Manager IP address
DBServer Port	Port used by Database Server. Default port is 12010*.
DBServer Username	Database Server username. Default username is Administrator*.
DBServer Password	Database Server Password. Default password is EDBDefault*
DBServer Compression	If Print Manager is connected to the Database Server through the Internet it is recommended to use higher compression to get faster response from the database. When running on the same computer, default compression setting (6) is recommended.
Save & Reconnect	Save settings and reconnect Print Manager to the Database Server
With search and sorting functionality on grid headers	With this option enabled you have ability to sort accounts (per name, IP, time etc.). If you are using a computer with slower CPU and Ram memory, it is recommended not to use this option.
Without search and sorting functionality on grid headers	Account sorting is disabled and Print Manager will display accounts much faster and get overall better performance. It is recommended to select this option.
Always display only 1000 first accounts	If you have a large database and experience slow display of accounts when clicking on ACCOUNTS button, please consider using this option. It will significantly speed up database display on screen as only first 1000 accounts from result set will be displayed.

*Please note that the default port, username and password can be changed in the Database Server configuration menu

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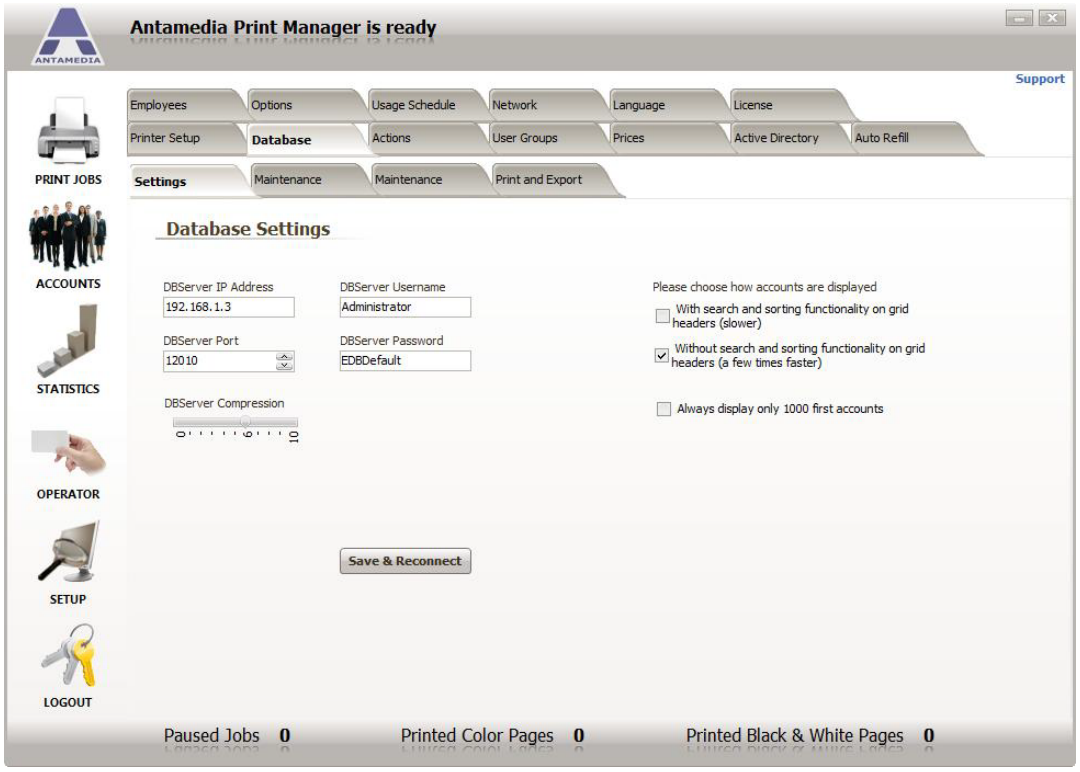
18.3 Connecting Multiple Print Managers

Large networks, consisting of several Print Managers spread in different city locations, can use the same Database Server in order to share data. The same accounts, price plans, usage schedule and other data can be used in any of these connected locations.

In order to connect multiple Print Managers you have to:
1. Install Database Server on a computer with Public IP address (accessible from Internet). This way, all Print Managers will be able to connect to one Database Server.
2. On every Print Manager, please configure Database IP address in Print Manager - Setup - Database - Settings page. IP which you should enter is the public IP address
3. Make sure that firewalls are not blocking communication between Print Managers and Database Server



Benefits
- Customers can use their account in any of the connected offices.
- Accounts can be created in any of the connected offices. It can be created even from administrator at home or in a different country.

How to be sure that everything is working ?
Create accounts on one Print Manager, then click on ACCOUNTS button on the second Print Manager. If you see newly created accounts, you've configured it correctly. Please note, Antamedia Database Server can be installed on any of the Print Manager locations. For example, you can install Database Server on Print Manager location 1 and configure other two Print Manager locations to connect to the IP address of the first location.

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18.4 Account Maintenance

Everyday Print Manager activity increases database size. Although Print Manager can handle millions of records easily, it might be a good idea to perform maintenance on a regular basis. With default Print Manager setting all the accounts are displayed after clicking on **ACCOUNTS** button. With large databases and many old and expired accounts it might take time to show them on screen. Account maintenance can help you keep the database fresh and speed up the display of accounts.

Account maintenance options available in Print Manager - Setup - Database - Maintenance page are:

Expire Before	Use it to delete the accounts which expired before the specified date.
Last used before	Delete old accounts that have not been used lately.
Time left less than	Use it to delete accounts with few minutes left time. In the field specify the time interval in minutes.
Inactive	Delete all deactivated accounts.
Unsold	Delete the account that is generated with Sell Later option enabled, but not sold yet.

After selecting the desired options, please click on **Delete all accounts** to delete the accounts from the database. Please be careful with this function since deleted accounts can not be restored.

Download	Update all the accounts with specified download rate
Upload	Update all the accounts with specified upload rate
Quota	Update all the accounts with specified bandwidth quota
Unlimited quota	Enable Unlimited quota option for all the accounts in the database
Time	Specify the same left time for all the accounts in the database
Unlimited time	Enable Unlimited access time for all the accounts in the database

Update account option is used to update all the accounts in the database with specified values. This option is located in Print Manager - Setup - Database - Maintenance page.

Please select desired options and click on **Update all accounts** button to perform update.

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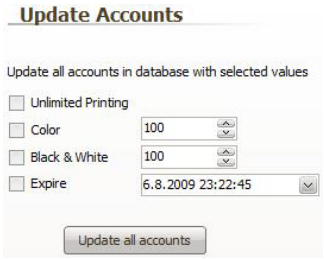
Update Accounts
Update all accounts in database with selected values
Unlimited Printing
Color
100
Black & White
100
Expire
6.8.2009 23:22:45
Update all accounts

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