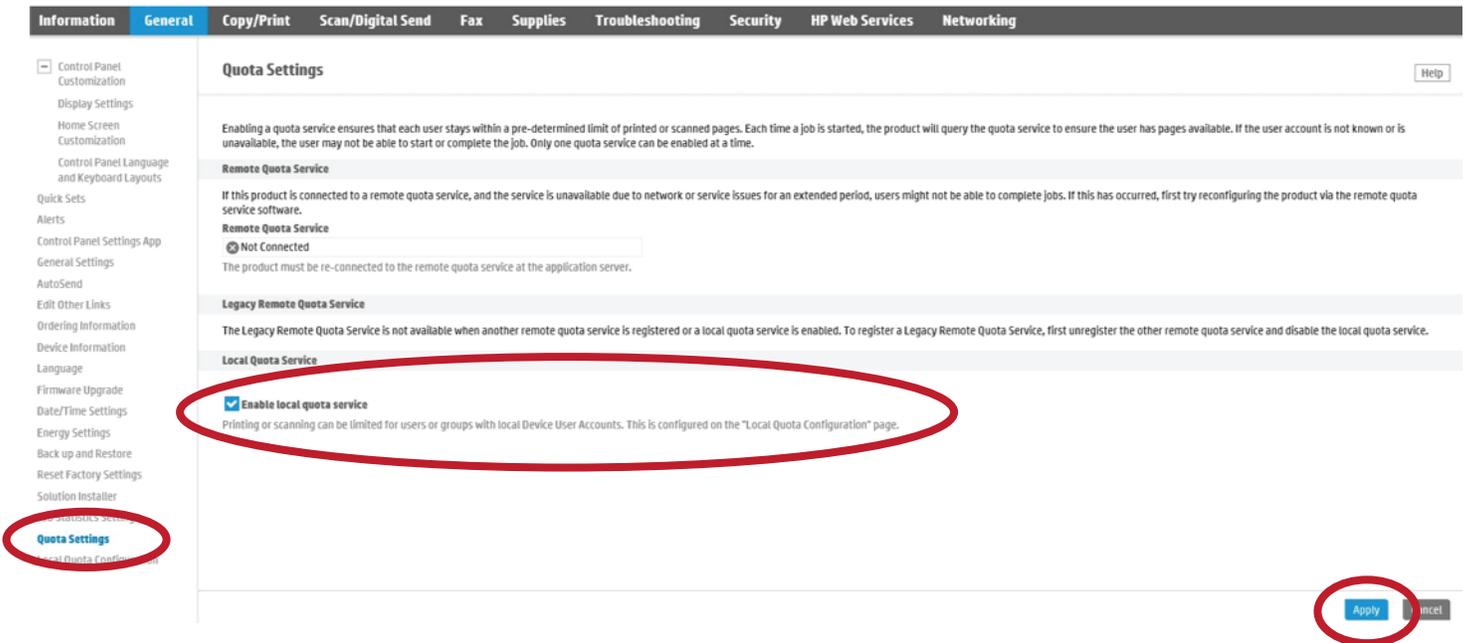


HP PRODUCT QUICK GUIDE

ENABLE USER CODES - SETTING QUOTAS

Enabling Quotas

To enable Quotas, you will first need to create the needed Permission Sets and Device User Accounts (Basic HP User Code Guide) . After completing the setup of the necessary permission sets and device user accounts, navigate to the "General" tab, then "Quota Settings" section. Select "Enable local quota service" then hit "Apply".



The screenshot displays the HP Control Panel interface for 'Quota Settings'. The top navigation bar includes tabs for Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security, HP Web Services, and Networking. The left sidebar lists various settings categories, with 'Quota Settings' highlighted. The main content area is titled 'Quota Settings' and contains the following sections:

- Remote Quota Service:** Includes a description of the service and a status indicator showing 'Not Connected'.
- Legacy Remote Quota Service:** Includes a note that this service is not available when another remote quota service is registered or a local quota service is enabled.
- Local Quota Service:** Features a checked checkbox for 'Enable local quota service', which is circled in red. Below it, a note states: 'Printing or scanning can be limited for users or groups with local Device User Accounts. This is configured on the "Local Quota Configuration" page.'

At the bottom right of the page, the 'Apply' button is circled in red, indicating the final step in the process.



Quota Configuration

To configure Quotas, you will need to navigate to the "Quota" tab, then "Local Quota Configuration" section. In the top section of this page you can set default credits for new users and reset all users to these default limits. To set these defaults, enter in the number of credits available to the users and hit "Apply" at the bottom of the page. You can also set whether the machine will Finish or Stop a job in progress if these limits have been met.

The next area lists all Device Users entered into the machine. As new users are created, they will automatically show up here, with the default credits set at the top of the page. This screen will allow you to set custom limits for individual users. There are three default users once Quotas are enabled. As features are added like Faxing and ePrint, those names will appear here as well.

Name	Black/Empty Print	Color Print	Black/Empty Copy	Color Copy	Digital Send	Action
<input type="checkbox"/> Guest	0 of 999999	0 of 999999	0 of 999999	0 of 999999	0 of 999999	Finish
<input type="checkbox"/> Others	0 of 999999	0 of 999999	0 of 999999	0 of 999999	0 of 999999	Finish
<input type="checkbox"/> Administrator	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> Incoming fax	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> ePrint	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish

Guest - This account is for any jobs done at the machine that does not have a user code tied to the job (Default Account)

Others - This account is for any print jobs that do not have a user code tied to the print job (Default Account)

Administrator - This is for the machine administrator account (Default Account)

Incoming Fax - This is for any incoming faxes to the machine

ePrint - This is for the HP ePrint service

** To make sure no copy or print job can be run without a code, you must default the Guest and Others account to 0 credits. This will force the machine to delete any job not having a user code. In the case of users that have no credits left, the machine will receive the job, then delete it. **

To change the default amount of credits a user has, click the check box next to the name and hit "Edit". It will open a new window where you can change them. Once you have made the changes, click on "OK".

Name	Black/Empty Print	Color Print	Black/Empty Copy	Color Copy	Digital Send	Action
<input type="checkbox"/> Guest	0 of 999999	0 of 999999	0 of 999999	0 of 999999	0 of 999999	Finish
<input type="checkbox"/> Others	0 of 999999	0 of 999999	0 of 999999	0 of 999999	0 of 999999	Finish
<input type="checkbox"/> Administrator	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> Incoming fax	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> ePrint	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> brian connelly	999998 of 999999	999998 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input checked="" type="checkbox"/> Crook	200 of 200	200 of 200	200 of 200	200 of 200	200 of 200	Finish

Edit Quota

Use this page to change the quota or the action to be taken when the credits are exhausted. If no "Action" is set to "Stop" and the user's credits are exhausted, the job will stop and no new jobs can be submitted.

Display Name	Email Address	Permission Set
Crook	crook@hp.com	deviceUser

Action
 ▼

Black/Empty Print <input type="text" value="200"/> (0 to 999999) credits	Color Print <input type="text" value="200"/> (0 to 999999) credits
Black/Empty Copy <input type="text" value="200"/> (0 to 999999) credits	Color Copy <input type="text" value="200"/> (0 to 999999) credits
Digital Send <input type="text" value="200"/> (0 to 999999) credits	

From here, you can also reset the credits available for individual users. Just check off the user you want to change and click on "Reset". It will open a new window asking you to confirm the credit reset. If this is correct, just hit "Reset".

Name	Black/Empty Print	Color Print	Black/Empty Copy	Color Copy	Digital Send	Action
<input type="checkbox"/> Guest	0 of 999999	0 of 999999	0 of 999999	0 of 999999	0 of 999999	Finish
<input type="checkbox"/> Others	0 of 999999	0 of 999999	0 of 999999	0 of 999999	0 of 999999	Finish
<input type="checkbox"/> Administrator	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> Incoming fax	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> ePrint	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input type="checkbox"/> brian connelly	999998 of 999999	999998 of 999999	999999 of 999999	999999 of 999999	999999 of 999999	Finish
<input checked="" type="checkbox"/> Crook	200 of 200	200 of 200	200 of 200	200 of 200	200 of 200	Finish

Confirmation Page

Confirm Reset
 The credits for all selected users will be reset to their full quota amounts. If custom quota credits have been set for individual users, those will be applied.