



# Pay 4 Print

## Queuing a Print Job

Like many colleges, GCC has implemented a Pay 4 Print program to help offset the cost of printing. The steps to print are just a little different from what students have become accustomed to.


### Prepay

Cash accepting charge stations are located in the Library (at Main and North) as well as in HT1. Use your GCC ID card at a charge station to prepay for printing.

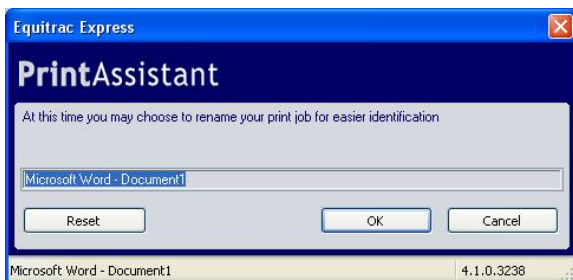
**NOTE:** While your GCC ID is needed to prepay, it is not needed at the time you print.

### Begin a Print Job

The first step in printing is to queue a print job as you normally would.

1. Click on the Print icon  or use the program menus to select Print.

The Print Assistant dialog box opens. This dialog box allows you to give your document a unique name. This unique name will make your documents easy to locate from the Print Release station.

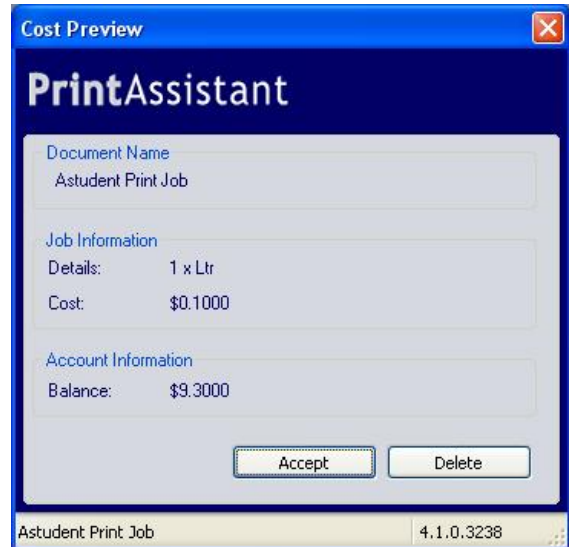


2. Enter a name for your document.

**NOTE:** It is good practice to begin your print names with your last name followed by information on the document itself. For example, if Annie Gaucho were printing a compare and contrast essay, she might name her document **Gaucho Comp Cont.**

3. Click on **OK**.

A Cost Preview window opens listing the amount you will be charged if you continue to print.



**NOTE:** Clicking on **Delete** removes the print job from the print queue and does not charge your account. Clicking on **Accept** continues the printing process. You will not be charged for printing until you release the print job from the print station.

4. Click on **Accept** or **Delete**.

Deleting the print job requires verification of the deletion.

If you have Accepted the print job, you need to move to a Print Release workstation to finalize the printing.

Queuing



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## Releasing a Print Job

After queuing a print job from your computer workstation, the print job must be released in order to receive the print out.

### Releasing a Print Job

Printer Release stations have been situated throughout the lab areas. All print jobs must first be 'released' from one of these stations prior to your account actually being charged and the print job printed.

1. Move to a Print Release station.

**Start Session**

Welcome to Release Station!

Use this application to release or delete your print requests.

To start a session, enter your account identification.

ID

Password

OK

2. Enter your eGCC username in the ID textbox.
3. Enter your eGCC password in the Password textbox.
4. Click on **OK**.

The Follow You Printing dialog box opens. This dialog box allows you to print documents that may have been routed to a different release station's printer.

**Follow You Printing**

If you would like to print documents that were sent to other Release Stations, then please select the printer to where these documents will be released.

HT1-P15A-LJ4200-EG

OK No Thanks

5. Click on either **OK** or **No Thanks** to use the printer that is selected.

The Release Station window opens.

Document name	User ID	Cost	Printer	Time	Pages
Astudent Print Job	astudent	\$0.10	HT1-P1...	3:47:44 PM	1

Total: \$0.00 Balance: \$9.30

Select All Print Delete Refresh Details End Session

The Release Station window lists the name of the document, how much it will cost to print, as well as the remaining balance on your printing account.

6. Click on the name Document Name you wish to print.
7. Click on the **Print** button to print the document.

**NOTE:** Your account will be charged at this time.

8. Click on **End Session** to end the print release session and log out from the print release station.



# Pay 4 Print

## Checking Account Balance

Your account balance and account activity can be viewed via a web page.

### Checking Your Balance

- Navigate your web browser to <https://equitrac.gccaz.edu:2941/webtools/index.html>

The equitrac Logon page appears.



#### Logon

**ID**

**Password**

- Enter your eGCC username in the ID textbox.
- Enter your eGCC password in the Password textbox.
- Click on the **Log on** button.

The Account Status page appears.



#### Account Status

Item	Value	Action
User ID:	*****	<a href="#">Statement</a>
User name:	A. *****	
Current balance:	\$6.80	
<a href="#">Logout</a>		

You can view a detailed listing of your credits and charges.

- From the top right corner of the page, click on the [Statement](#) link.

10/2/2009 User account statement

Reporting period 9/3/2009 to 10/2/2009

Opening Balance:	0.00	Color quote	Pages	Credit	Debit
9/14/2009 02:37 PM	add			10.00	0.00
9/15/2009 02:32 PM	print		1	0.00	0.10
9/15/2009 02:04 PM	print		1	0.00	0.10
9/15/2009 02:19 PM	print		1	0.00	0.10
9/15/2009 02:38 PM	print		1	0.00	0.10
9/16/2009 04:05 PM	print		1	0.00	0.10
9/16/2009 12:52 AM	print		1	0.00	0.10
9/16/2009 02:44 PM	print		1	0.00	0.10
9/16/2009 04:06 PM	print		1	0.00	0.10
9/17/2009 08:45 AM	adj			0.25	0.00
9/17/2009 08:47 AM	adj			0.10	0.00
9/17/2009 08:47 AM	adj			0.10	0.00
9/17/2009 08:47 AM	adj			0.10	0.00
9/17/2009 08:50 AM	adj			0.10	0.00
9/17/2009 08:53 AM	adj			0.00	10.00
9/17/2009 08:59 AM	adj			1.00	0.00
9/17/2009 08:51 AM	adj			5.00	0.00
9/17/2009 12:10 PM	print		1	0.00	0.10
9/17/2009 12:12 PM	print		1	0.00	0.10
9/18/2009 01:08 PM	adj			1.00	0.00
9/18/2009 02:38 PM	adj			1.00	0.00
9/22/2009 02:12 PM	print		1	0.00	1.00
9/22/2009 04:53 PM	print		1	0.00	0.00
9/24/2009 11:00 AM	print		1	0.00	0.00
9/25/2009 12:37 PM	print		1	0.00	0.00
9/28/2009 10:22 AM	print		1	0.00	0.00
9/29/2009 08:29 AM	adj			0.00	1.00
9/29/2009 08:30 AM	adj			1.00	0.00
Closing Balance:				6.80	13.00

- Once you have finished looking at your account statement, click the browser's back button.
- At the bottom of the Account Status information, click on [Logout](#) to end your session.