



# 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. Here are the steps to successfully print using the Pay4Print system.

We now offer single and double sided printing as well as color printing. The double sided printing will save you money in the long run.


### 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.

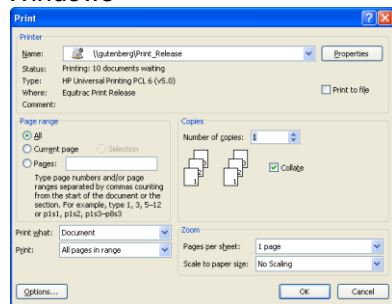
**NOTE:** While your GCC ID is needed to prepay, it is *not* needed at the time you print.

### Begin a Print Job

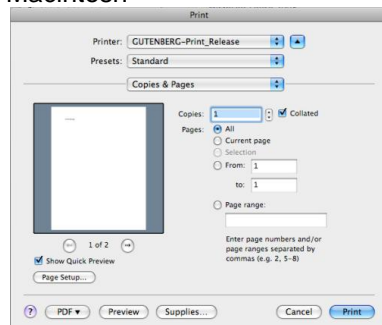
The first step in printing is to queue a print job as you normally would.

1. Click on the Print icon  or use the program menus to select Print. Select "Gutenberg/Print\_Release" or "Gutenberg/Print\_Release\_Color" as the printer name. Depending on if you want to print in color. Black & White is \$0.10 per page and Color is \$0.50 per page.

#### Windows

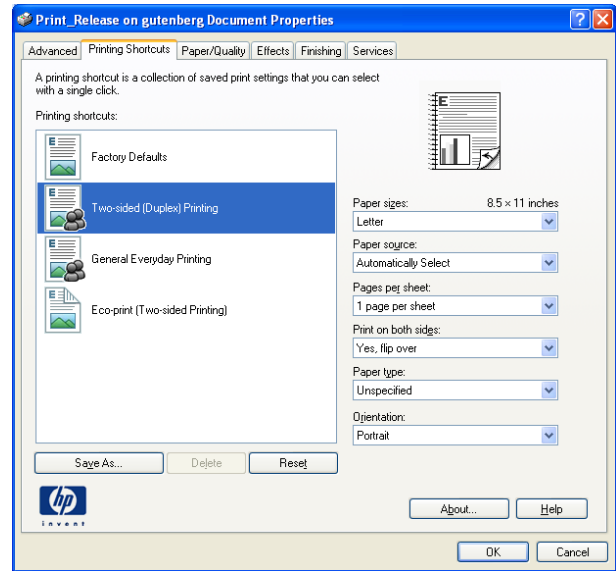


#### Macintosh



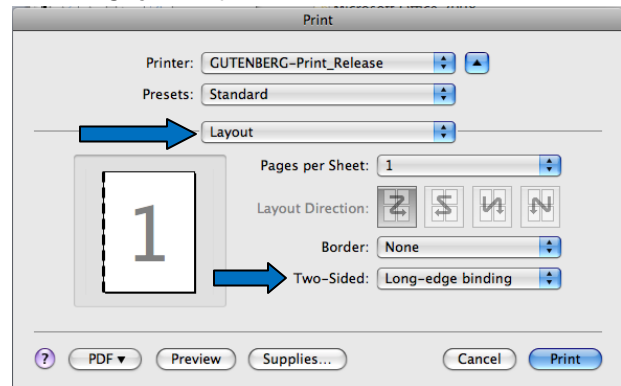
#### Windows

1. Click ok to print single sided.
2. To print double sided click on Properties.
3. Select the "Printing Shortcuts" tab.
4. Select "Two Sided (Duplex) Printing"
5. Click OK, twice



#### Macintosh

1. Click Print to print single sided.
2. To print double sided Select "Layout" from the third box down.
3. Select "Long-edge binding" from Two-Sided.
4. Click Print.





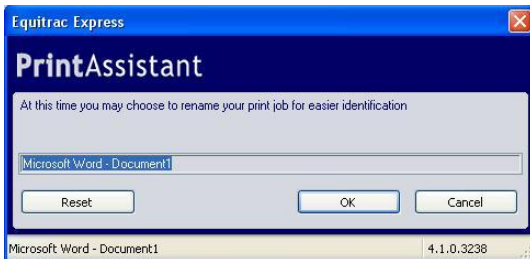
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The Print Assistant dialog box opens - only if you are using Windows. This dialog box allows you to give your document a unique name. This unique name will make your documents easy to locate from the Print Release station.

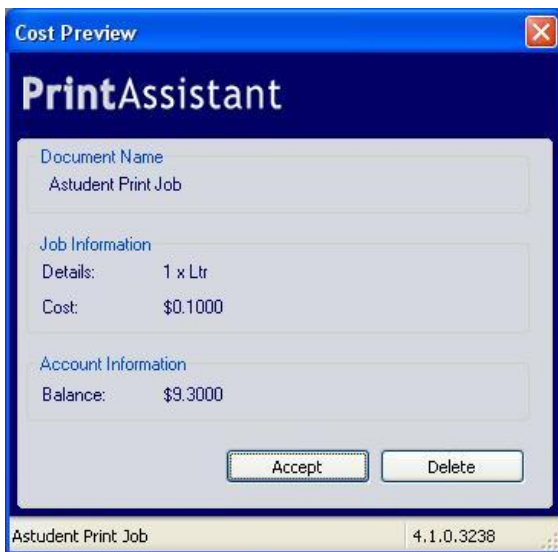
Deleting the print job requires verification of the deletion.

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



2. Enter a name for your document if you wish.
3. Click on **OK**.

A Cost Preview window opens listing the amount you will be charged if you continue to print, again only if you are using Windows will you see this screen.



**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**.



# Pay 4 Print

## 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

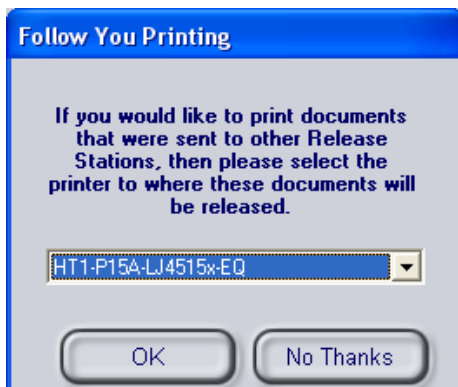
Printer Release stations have been situated throughout the lab areas. All print jobs must first be 'released' from one of these stations prior to your account actually being charged and the print job printed.

1. Move to a Print Release station.



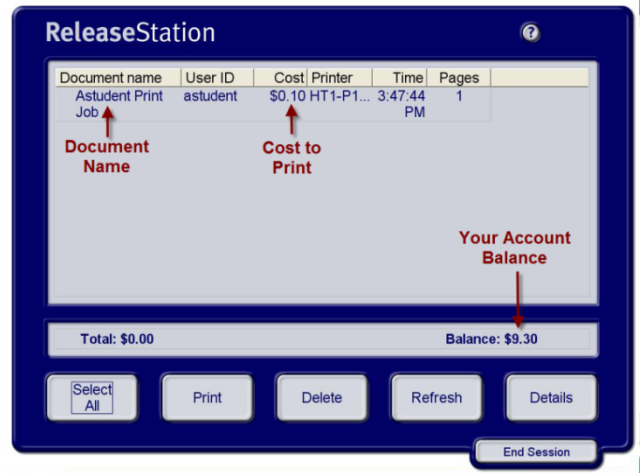
2. Enter your eGCC username in the ID textbox.
3. Enter your eGCC password in the Password textbox.
4. Click on **OK**.

The "Follow You Printing" dialog box opens. This dialog box allows you to select which printer your document will be routed to. Select Black & White or Color. The color printer will have something like **HT1-P15L-CJ4525** in its name.



5. Click on **OK** to use the printer that is selected.

The Release Station window opens.



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 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. When you have printed all the documents you need, Click on **End Session** to end the print release session and log out from the print release station