




Pay 4 Print

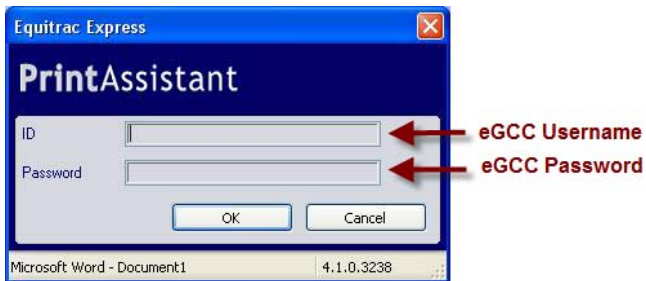
Like many of its sister colleges, GCC has implemented a Pay 4 Print program to help offset the cost of printing. The steps to print are just a little different from what students have become accustomed to.

Begin a Print Job

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

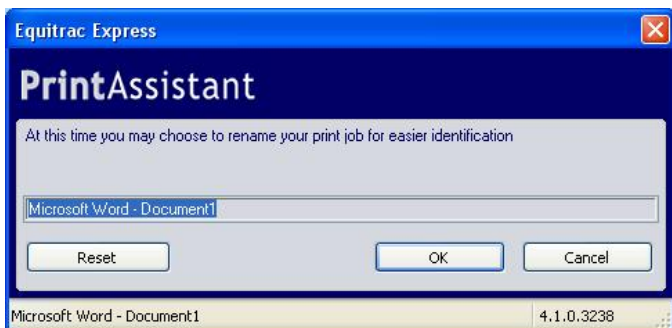
1. Click on the Print icon  or use the program menus to select Print.

After a print job has been queued, the Print Assistant dialog box opens. This dialog box protects you from having others print items from your account.



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

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

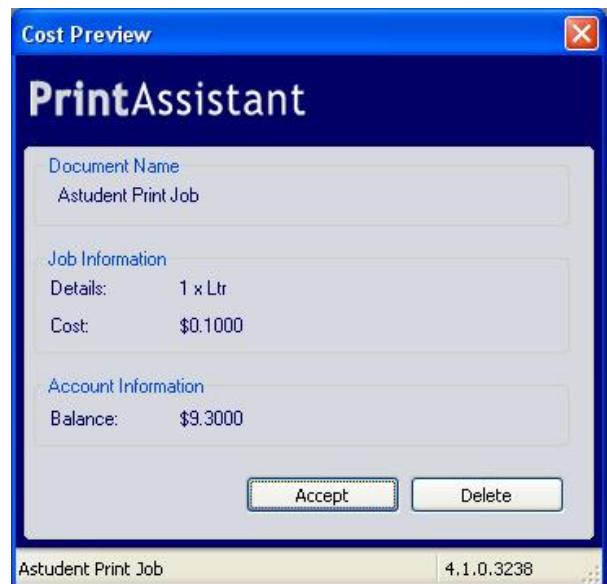


5. Enter a name for your document.

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**.

6. 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.

7. Click on **Accept** or **Delete**.

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.

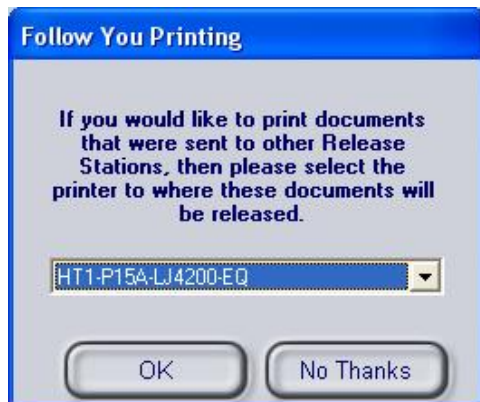
1. Move to a Print Release station.



← eGCC Username
← eGCC Password

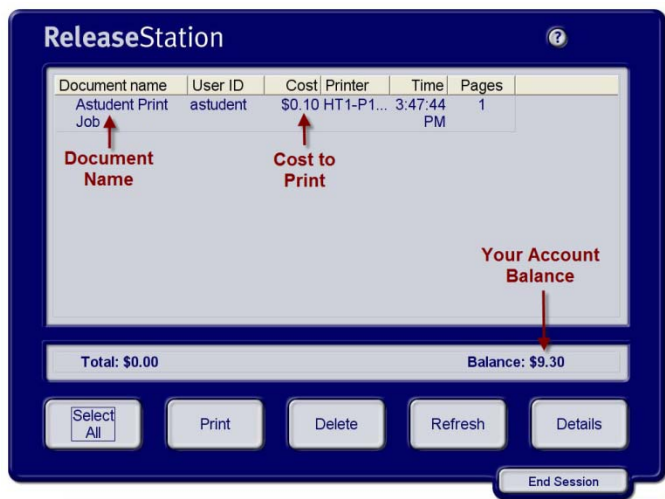
2. Enter your eGCC username in the ID textbox.
3. Enter your eGCC password in the Password textbox.
4. Click on **OK**.

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.



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

The Release Station window opens.

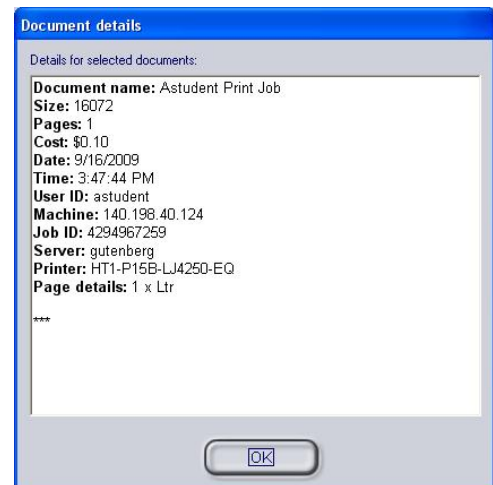


The Release Station window lists the name of the document, how much it will cost to print, as well as the remaining balance on your printing account.

6. Click on the **Print** button to print the document.

NOTE: Your account will be charged at this time.

The Document details dialog box opens.



7. Click on **OK** to close the Document details dialog box and return to the Release Station window.
8. Click on **End Session** to end the print release session and log out from the print release station.