

HOW TO QUEUE A PRINT JOB TO PAY 4 PRINT ON WINDOWS



Like many colleges, GCC has implemented a **Pay4Print** 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 with the same cost as single sided printing.** Black & White is \$0.10 per sheet and color is \$0.50 per sheet.

Prepay

Credit card acceptance charge stations are located in the HT1 as well as in the Library (at main and North campus). Use your GCC ID card to prepay for printing. If you do not have a credit card or do not want to use one in this setting; you can go to the cashier's office and pay cash to be credited to your account.

Begin a Print Job

The first step in printing is to queue a print job as you normally would. Click on the Print icon or use the program menus to select print.

On the Windows computers select "Print Release-BW on "PRINTM" Or "Print Release Color on PRINTM" as the printer name. You can also choose to print on a single or double sided sheet.

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