

Print Job Billing

A new software application has been put in place to manage print billing. You will see the icon pictured below circled in orange in the notification area by your clock. This software must be running at the time you send a job to print, otherwise it will not print successfully. You may check your printing balance by right-clicking on this icon and selecting “check my balance”.



How to Print

1. When a print job is sent to a network printer, you will be presented with a popup requesting permission to bill your printing account for the number of copies sent.

A screenshot of a Windows dialog box titled "HCS Laser Accountant Message". The dialog box has a blue title bar with a close button. The main content area is light gray and contains the following elements:

- A greeting: "Hello student ID" in blue text.
- A section for document information: "Document (description of the print job)" with a text box containing "Untitled - Notepad". Below it is a "UserID" field with "student ID" entered.
- Fields for "Total pages in job" (value: 1) and "Job printing costs" (value: 0.10). Below these is the text "(standard rate costs)".
- A message: "ICARD Account has been retrieved from your LDAP University Account!" in blue text.
- Fields for "Account" (masked with asterisks) and "PIN" (value: not required).
- A "Balance Inquiry" button.
- A checked checkbox labeled "Show balance after printing".
- A "Research printing OFF" button.
- At the bottom are four buttons: "Print Job", "Update Job", "Delete Job", and "Exit".

2. Click Print Job to complete printing your document or delete job if you do not wish to continue printing. You may also check your account balance in this window before printing by clicking the “balance inquiry” button.
3. After selecting print job, you will receive another popup indicating that your print job has been processed. This will also display the remaining balance on your account. Click OK.

