

Student Printing Procedures

Your Account / PrintCards

- Each student will have an individual student printing account.
- An initial balance will be added to each actively enrolled student at the beginning of each quarter.
 - Approx. 33 b/w pages (equivalent value of \$2.00) will be added to each actively enrolled Program student.
 - Approx. 16 b/w pages (equivalent value of \$1.00) will be added to each actively enrolled non-Program student.
- Printing in excess of the quarterly initial balance must be pre-paid by the student using BTC PrintCards which can then be loaded into the student's individual printing account.
- BTC PrintCards will be sold at the Bookstore and Cashier.
 - PrintCards will be available in \$1, \$5, and \$10 denominations.
 - PrintCards are valid for student printing only and are non-refundable and non-transferable.
- Per print charge amounts:
 - **Black and White:**
 - \$ 0.07 per page
 - \$ 0.06 for the second side when printing double-sided.
 - **Color** (where available)
 - \$ 0.50 per page
 - 10% less per page when printing double-sided.
 - **Plotters** (where available)
 - \$ 0.35/square foot color or BW
- Instructions for adding the value of a PrintCard to your account are located on the reverse side of the card.



Printing

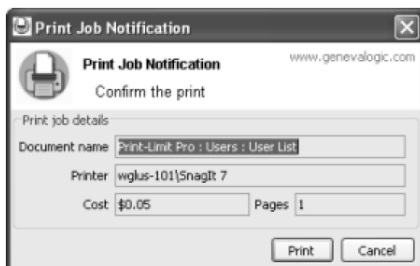
- Log-in to Windows using your username and password.
- The Student Printing tool will be running on the computer.
 - The system tray icon will show your current account balance.



- Click on the icon to view your account details, to register new PrintCards, or to access instructions.



- Upon sending a print job, a print confirmation window with the page count and cost will pop-up.
 - Be sure to double check the page count so as not to print more pages than needed.
 - Click OK to approve your print job.



To add the value of a PrintCard to your account

1. Click on the Print-Limit Pro icon in the system tray to open your account balance pop-up window.
2. Click on the **Details** link to open your account details page. Enter your Windows log-in username and password.
3. Click on the **Use Card** link on the left-hand navigation bar.
4. Enter the full card number exactly as it appears on the card (the field is case sensitive) in the **Card Number** box and press **Use Card**.
5. If the card's number is valid, the value listed on the card will immediately be transferred to your account and this will list in your transaction history.
6. Upon registration, the card number is no longer valid. Dispose of the card.

The value indicated on the front of the card is valid for BTC student printing only. Once registered, the card is immediately deactivated. PrintCards are **non-refundable** and **non-transferable**. BTC is not responsible for lost or stolen cards. No cash value.

Remember to log-out from Windows when finished in order to prevent unauthorized use of your account. If you have questions or problems with your account, contact your instructor or the Library.