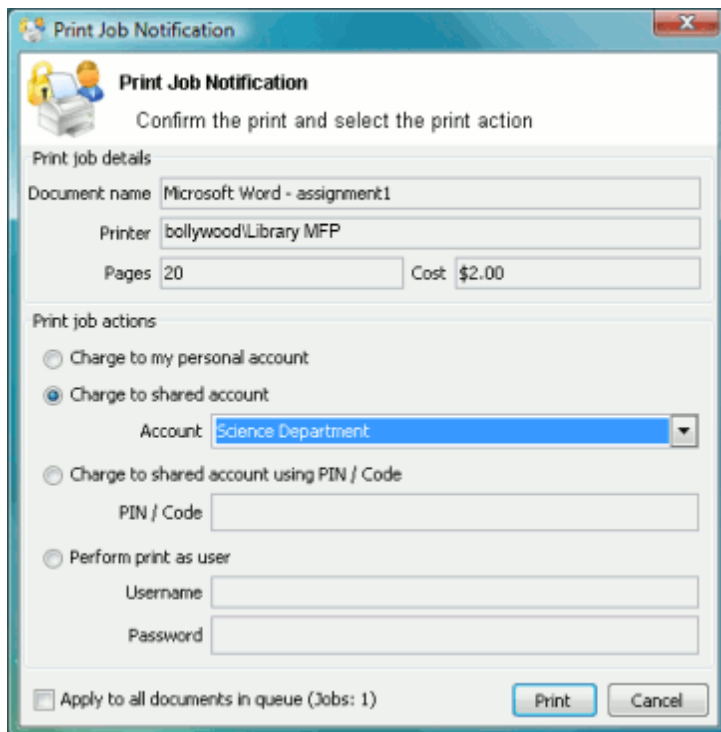New software to manage printing costs has been installed on the network. The system will allow the college to track printing expenses according to the individual, faculty or department. To allow effective printing please make sure you understand the following points:

Shared Account Selection Popup Window

After sending a print job a popup dialog will appear and ask you to confirm the details. The print job may be charged to your personal account (using your personal printing balance)*, or to a shared account (a college cost center that has budget funds to cover printing costs).

After choosing an account to charge, click **Print** to confirm the job and agree to the cost. Otherwise, click **Cancel** if you no longer wish to print the job.

Your personal account should be selected when printing non-college related documents. For example:
- Printing your personal bank or phone statement.
- Occasional personal use of a photo printer.

You must have money deposited to your Buccaneer Card to use personal account printing.

A shared account should be selected for college printing. For example:
- • Budget reports.
- • Student reports.
- • Memos.
- • Class roster.

Selecting the right shared account from the drop-down list is important. Different staff members will have access to different shared accounts. If an account that you require is missing from the list, please contact Auxiliary Services. Please note that the use of shared accounts is monitored and department heads are provided with reports detailing printing for each user.

Note: Large documents might take a while to display the number of pages and cost.

Resolving Problems

If the popup window does not appear or the icon is missing from your system tray, the print control system may not be active and printing will be denied. Please try restarting your system, or contact the Help Desk if problems continue.

Printing Denied Message

If you do not have sufficient funds on your Buccaneer Card for a personal print job, you will see a **Printing Denied** message and your document will not be printed.
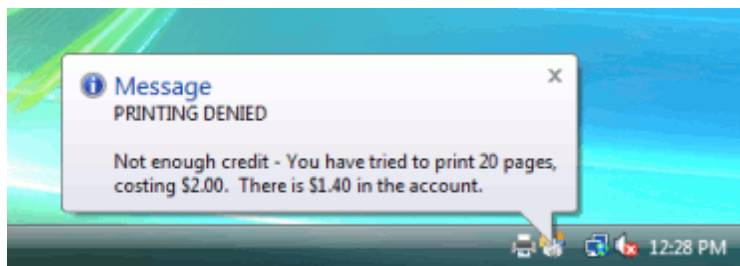
* The option to charge prints to a personal account will be activated at a later date.