

# General PaperCut Information

## The Printing Balance Window

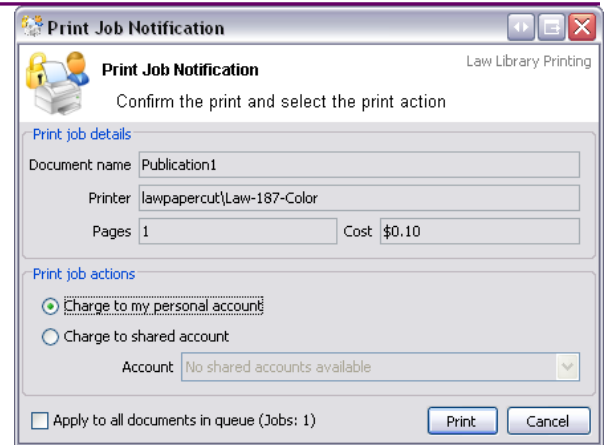
- After logging on to a workstation you will see a window showing your printing balance.
- If the balance window is not visible click the icon in your system tray to show it again.



## Popup Confirmation Dialog

- After sending a print job a popup dialog will appear and ask you to confirm the details.
- Click **Print** to confirm the job and agree to the cost.
- Otherwise, click **Cancel** if you no longer wish to print the job.

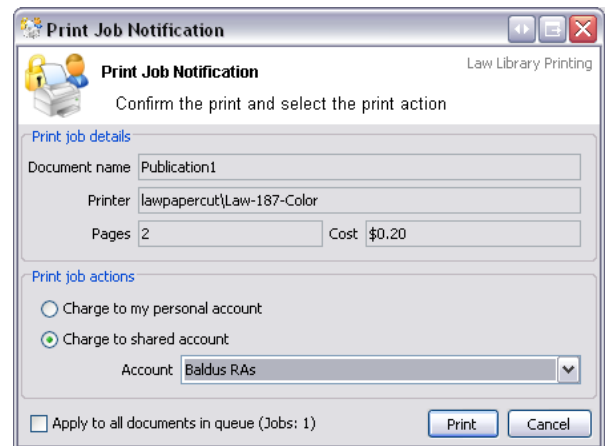
*Note: Large documents might take a while to display the number of pages and cost.*



## Shared Account Selection Popup Window

If you are an RA for a faculty member and you send 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, or to a shared account. After choosing an account to charge, click **Print** to confirm the job and agree to the cost. Click **Cancel** if you no longer wish to print the job.

Selecting the right account from the drop-down list is important. If an account that you require is missing from the list, please contact the Student Computer Support Staff in room 130 of the Law Library. Please note that the use of faculty accounts is monitored.



## 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 ask for assistance if problems continue.

## Printing Denied Message

If you do not have enough printing balance for a job you will see a **Printing Denied** message, and your document will not be printed.

