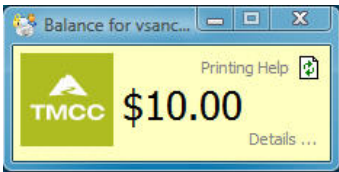
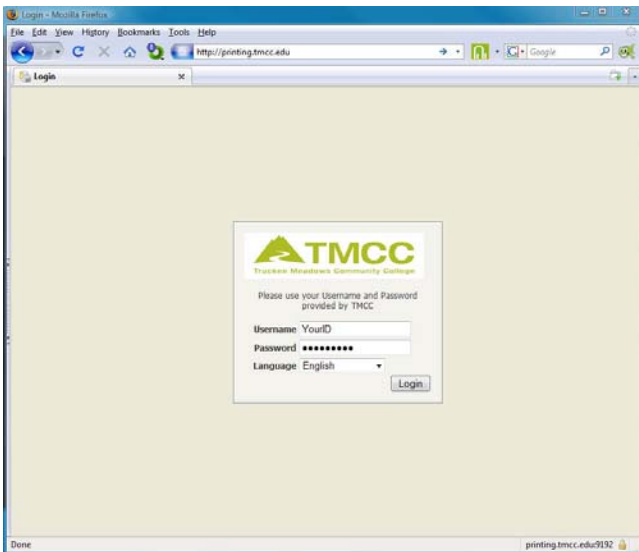


# Student Printing Help

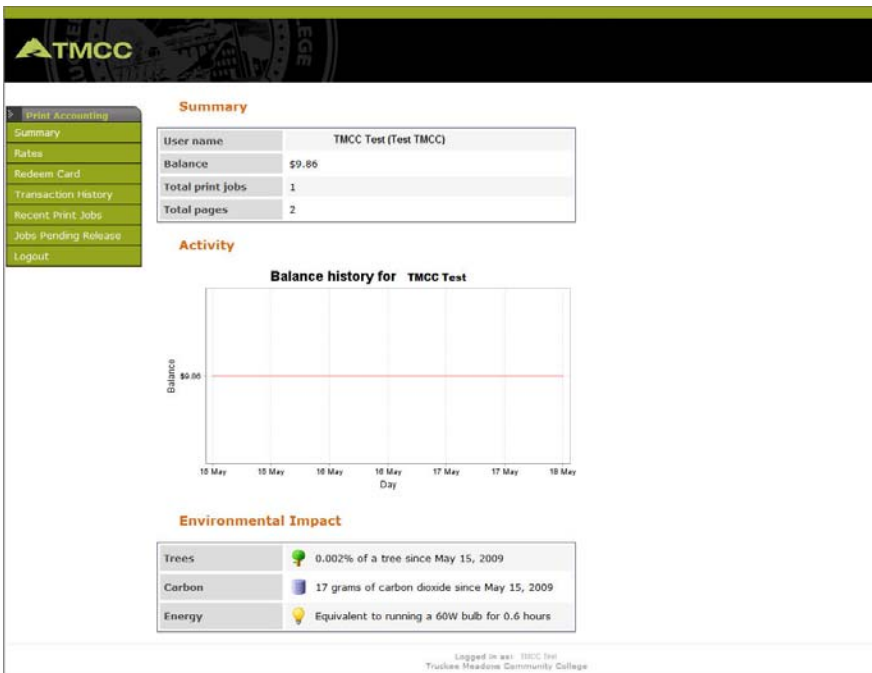
When logging onto a TMCC computer you will automatically be logged into your Printing account as shown.



Click on "Details ..." this will send you to a web site to login and view your Print Accounting information. Your Username should be typed in for you, please type in your password that you use to login to the computer.



The first screen you will see is the Summary screen this will show you your account balance, print activity, and environmental Impact. From here you can view all other elements of your print account.



**TMCC**

**Print Accounting**

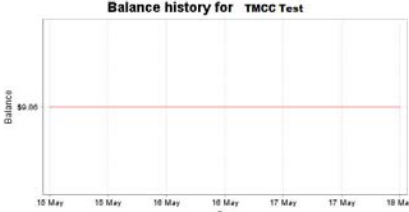
- Summary
- Rates
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Logout

### Summary

User name	TMCC Test (Test TMCC)
Balance	\$9.86
Total print jobs	1
Total pages	2

### Activity

**Balance history for TMCC Test**



The graph shows a horizontal line at the \$9.86 level on the y-axis, which is labeled "Balance". The x-axis is labeled "Day" and shows dates from 15 May to 18 May. The line is red.

### Environmental Impact

Trees	0.002% of a tree since May 15, 2009
Carbon	17 grams of carbon dioxide since May 15, 2009
Energy	Equivalent to running a 60W bulb for 0.6 hours

Logged in as: TMCC Test  
Truckee Meadows Community College

If you need to add funds to your balance to print you may purchase Print Voucher Cards at one of the six vending locations on all of our campuses. The graphics below show the voucher card available at different vending locations. The first graphic on the left is the front of the card. This is what you will see in the vending machines. The second graphic is what you see after purchase and open the voucher. This is where the code is that you type in redeem card tab as shown below.



Once purchased click on the Redeem Card tab on the left side and input the data requested. Please type in the entire code including the dashes. Click on the Redeem Card button. Your balance will reflect the updated balance. The card is a onetime use card.

**TMCC**

**Print Accounting**

- Summary
- Rates
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Logout


### Redeem Card

Enter the Card number and press the "Redeem Card" button to redeem.

**NOTE: All requests to redeem cards are logged.**

Card number

To view your transaction history click on Transaction History on the left side. This will give you a list of all your printing transactions, purchases, and any other transactions to your account.






**Print Accounting**


- Summary
- Rates
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Logout

▼ Show Filter [ filter active: [remove](#) ]

Transaction date ▼	Transacted by	Amount	Balance after	Transaction type	Comment
May 18, 2009 4:16:29 PM	[system] (print)	(\$0.10)	\$9.66	<a href="#">Printer Usage</a>	
May 18, 2009 4:16:15 PM	[system] (print)	(\$0.10)	\$9.76	<a href="#">Printer Usage</a>	
May 15, 2009 2:55:33 PM	[system] (print)	(\$0.14)	\$9.86	<a href="#">Printer Usage</a>	
May 15, 2009 1:36:01 PM	System Admin	\$10.00	\$10.00	Manual adjustment	

Export/Print   

To view your recent print jobs click on it on the tab. This will show your printing usage, where printed and the cost.



**Print Accounting**

- Summary
- Rates
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Logout

▼ Show Filter

Usage Date ▼	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
May 18, 2009 4:16:18 PM	TMCC Test	ACADPrinter1	1	\$0.10	<a href="http://www.tmcc.edu/">http://www.tmcc.edu/</a>	LETTER (ANSI_A) Duplex: No Grayscale: Yes 154 kb LabComputer.acad.tmcc.edu Postscript	Printed
May 18, 2009 4:16:04 PM	TMCC Test	ACADPrinter2	1	\$0.10	<a href="http://www.tmcc.edu/">http://www.tmcc.edu/</a>	LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 155 kb LabComputer.acad.tmcc.edu Postscript	Printed

Do not forget to logout when you are finished.