

St. Lawrence College has implemented a network Print Accounting system to encourage our students to print only the documents they actually need - to eliminate wasteful printing. This Print Accounting system also lessens the wear and tear on the printers in our computer labs and helps to reduce overall printing costs.

As a partner of St. Lawrence College, Xerox Canada is sponsoring the annual startup print quota for our students. Combined with its previous donation of the Phaser Solid Ink Printers for our student labs, Xerox Canada's total contribution to St. Lawrence College academic student printing is \$80,000.

1. Each student will receive an annual startup print quota of \$15.00 (up to 300 imprints dependent on the percentage of duplex printing).
2. Students may purchase additional print quota from their Campus Bookstore in increments of five dollars. All unused quotas will expire on July 30th, including any and all additional purchased quotas.
3. A student can logon to their network account, roll over the tray icon in the bottom right corner of the screen, and a bubble will pop up displaying their current print account balance.
4. The default on all student access printers will be double-sided print (duplex), with the ability to manually override to single-sided print if desired. A single sheet of paper has the capacity of 2 imprints, one imprint on each side of the paper. Double-sided printing conserves paper and results in a lower cost when printing multi-page documents.

	Cost per imprint	Cost to print 2 pages of a multi-page document
Single-sided	5 cents	10 cents
Double-sided	4 cents	8 cents

For more information visit <http://SLCConnect.SL.ON.CA/PrintAccounting.htm>

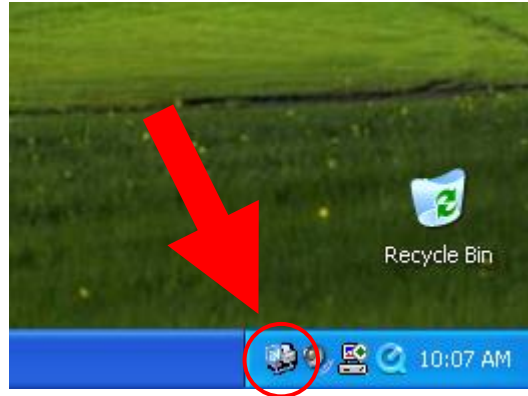
The status of a student's Print Account can be viewed in two ways:

To simply view your account balance, use the *Account Monitor* (accessible as a tray icon).

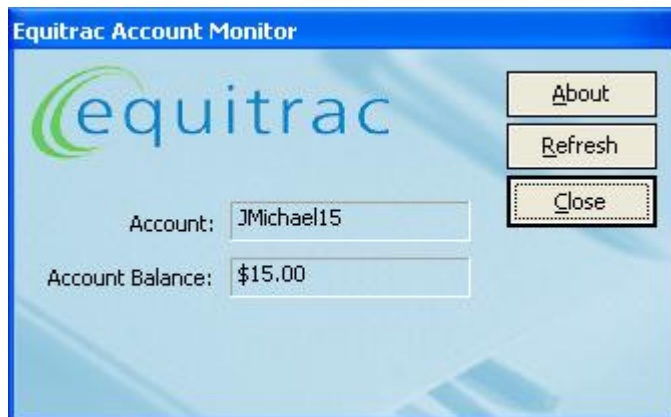
To view a detailed statement of recent print activity, log on to your Print Account.

Using the Account Monitor (Tray Icon)

Log on to a college computer system with your network account, a *Tray Icon* for the *Account Monitor* is displayed in the bottom right corner of the screen. Roll over the icon with the mouse pointer and a bubble pops up displaying the account balance.



Double-click on the tray icon and the *Account Monitor* window pops up, displaying the *Account Balance*.



Logging on to Your Print Account

The *Print Accounting Sign In* link is located in the side menu of the *SLCConnect* website.

To log on, in the *ID* field enter your network account username, and in the *Password* field your network account password ... then click the *Log on* button.



Logon

ID	<input type="text" value="JMichael15"/>
Password	<input type="password" value="••••••••"/>
<input type="button" value="Log on"/>	

Display Your User Account Statement

The *Account Status* screen displays your print account balance. To view a detailed statement of your print activity for the past month, click the *Statement* link.



Account Status

Item	Value	Action
User ID:	jmichael15	Statement ➤
User name:	Jon Michael	
Current balance:	\$15.00	
Logout ➤		

A detailed statement lists all print activity on your account for the past month (note the dates specified in the *Reporting Period*). To return to the main *Account Status* screen, use the browser's *Back* button.

12/20/2007

User account statement



Reporting period 11/21/2007 to 12/20/2007

jmichael15		Jon Michael		Opening Balance:	\$30.00	
Date	Type	User ID	Description	Pages	Credit	Debit
12/18/2007 02:14 PM	adj				15.00	0.00
12/18/2007 02:14 PM	adj				0.00	30.00
12/20/2007 10:26 AM	print	jmichael15	Microsoft Word - PsychAssign-1.doc	4	0.00	0.20
12/20/2007 10:28 AM	print	jmichael15	Microsoft Word - SocAssign-3.doc	5	0.00	0.25
12/20/2007 10:28 AM	print	jmichael15	Microsoft Word - SocAssign-2.doc	1	0.00	0.05
12/20/2007 10:28 AM	print	jmichael15	Microsoft Word - SocAssign-2.doc	1	0.00	0.05
12/20/2007 10:29 AM	print	jmichael15	Microsoft Word - PsychAssign-2.doc	3	0.00	0.15
12/20/2007 10:30 AM	print	jmichael15	Microsoft Word - SocAssign-1.doc	3	0.00	0.15
12/20/2007 10:31 AM	print	jmichael15	http://slconnect.sl.on.ca/Remote.htm	2	0.00	0.10
12/20/2007 10:34 AM	print	jmichael15	Mktg-BEPoint.xls	1	0.00	0.05
				20	15.00	31.00
				Closing Balance: \$14.00		

Logging Out of Your Print Account

To logout, click the *Logout* link on the *Account Status* screen.



Account Status

Item	Value	Action
User ID:	jmichael15	Statement ➤
User name:	Jon Michael	
Current balance:	\$15.00	

