

## Getting Started with Print Credits

---

The MyPrint Initiative allows students to print on the Southwest Tennessee Community College's fleet of network printers located in the Academic Libraries, Academic Support Centers, and Computer labs. Through the MyPrint Initiative, students will not only be able to print from college resources, but will also have the ability to print from a personal laptop at designated MyPrint Print Stations located on each campus. Students will have the ability to log into the MyPrint Student Portal to view their print balance and a history of documents printed.

Each student will start the semester with \$35.00 worth of print credits. This is equivalent to 700 pages in black and white each semester.

\*\*Please note that only students who have registered and paid their TAF (Technology Access Fees) for the current semester will receive print credits. At this time, students who have not paid their Technology Access Fees and guests will not receive printing credits. Previous students with an active Southwest username and password can purchase print credits at any MyPrint Pay station.

## Print Rates

---

The following rates apply for students:

Paper Size	Grayscale Cost	Color Cost
<b>Letter (8.5" x 11")</b>	\$0.05/page	\$0.10/page
<b>Letter (8.5" x 11") Double Sided</b>	\$0.05/per side	\$0.10/per side

"Going Green is not as hard as it seems"! Save paper by printing double-sided!

## Help

---

Looking for additional information? Visit our [Frequently Asked Questions](#) or contact the ITS Help Desk at 901-333-4357.

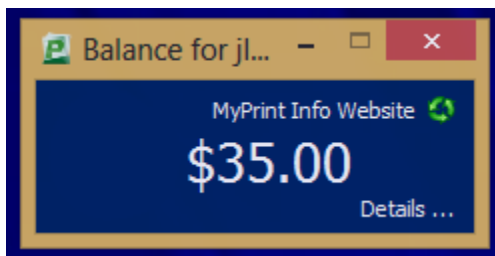


## What's new on your computer?

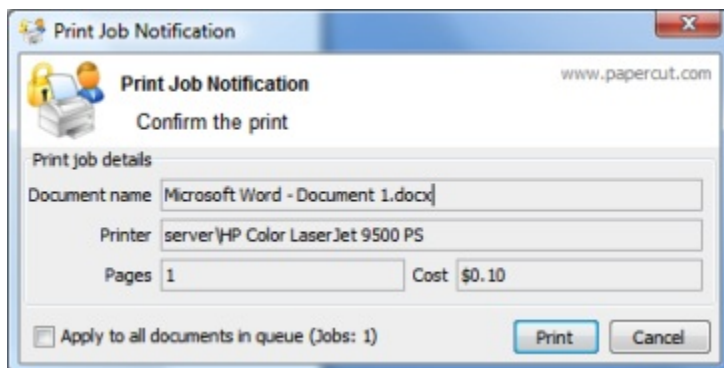
---

Starting August 6, 2013, when a student logs onto a computer in any academic area, they will see a few new things.

1. **MyPrint Balance Pop-up** - The MyPrint Balance Pop-up will display on each computer in all Academic areas, including the Libraries, Academic Support Center, and all Computer Labs.
  - The pop-up will provide you a real time display of your print credit balance
  - The balance pop-up window also provides two quick access links
  - Click the [MyPrint Info Website](#) link to view MyPrint Information Page
  - Click the [Details](#) link to view the MyPrint Student Portal

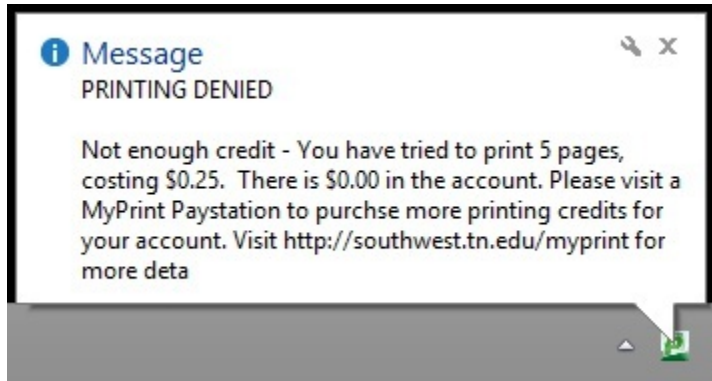


2. **Print Confirmation** –When a user prints, the computer will display a popup with print job information including number of pages, color/grayscale information, the job's cost and its document name. Users verify the print job and can choose to print or cancel it. This process reduces waste by reducing the number of incorrect/accidental print jobs.

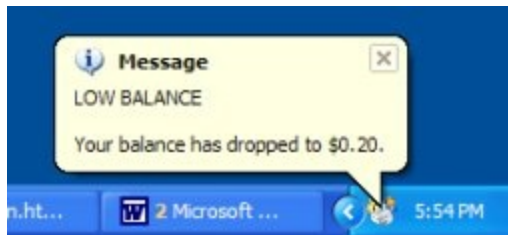


3. **Printer Notifications** – The user may occasionally see notifications while printing. The notifications included:

- Printing Denied – Notifies users when their printing is denied and explains why



- Low Balance – Notifies users when their balance is low



## Adding Print Credits to your account

Students will need to have sufficient print credit to print or copy. When your print credit balance falls below \$5, you will receive a notification on the computer you are logged into. To add print credits to your account, visit any of the MyPrint Pay stations located in the libraries of each campus.

### MyPrint pay stations locations:

---

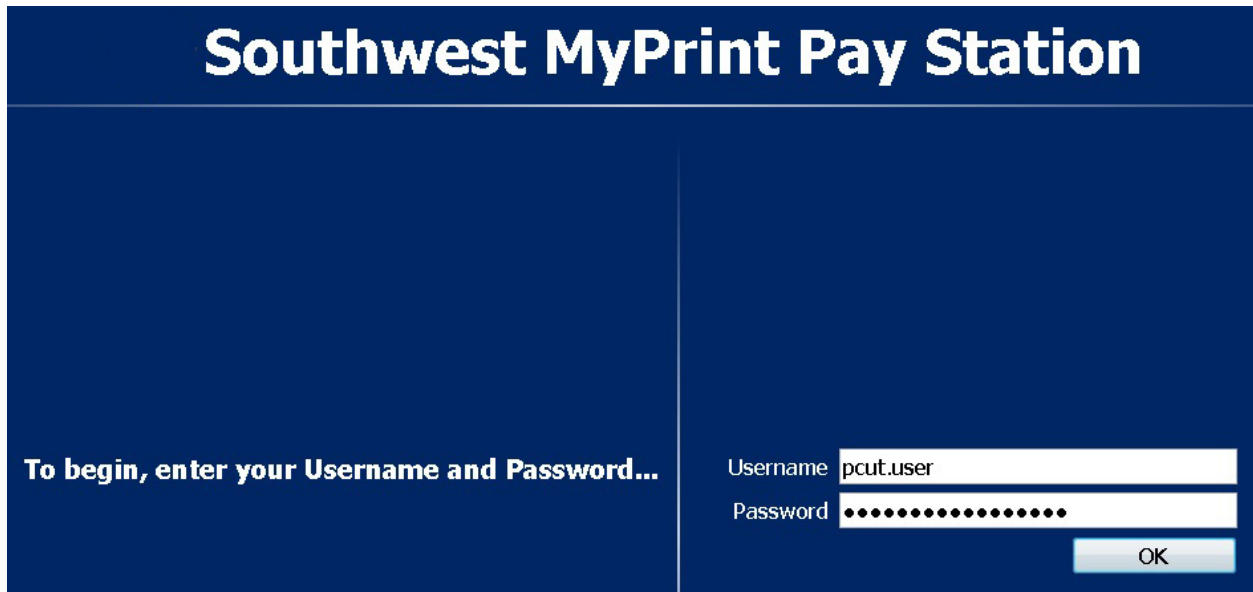
Campus	Location	Room
<b>Macon Campus</b>	Bert Bornblum Library	Copier Room
<b>Union Campus</b>	Parrish Library	Copier Room
<b>Maxine Smith Center</b>	Maxine Smith Center Library	102
<b>Gill Center</b>	Gill Center Library	112
<b>Whitehaven Center</b>	Whitehaven Center Library	122
<b>Millington Center</b>	Computer Lab	112



## How to use the MyPrint Pay Station

---

1. Log onto the MyPrint Pay Station with your Southwest Username and Password



**Southwest MyPrint Pay Station**

To begin, enter your Username and Password...

Username

Password

2. View your print balance at the top of the page



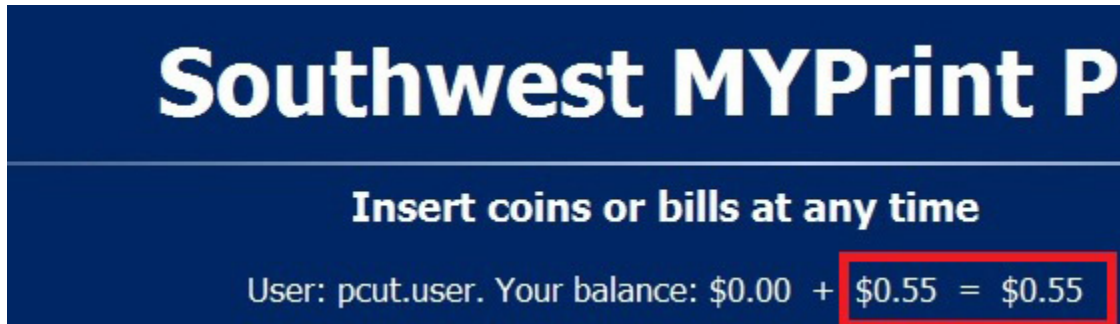
**Southwest MyPrint Pay Station**

**Insert coins or bills at any time**

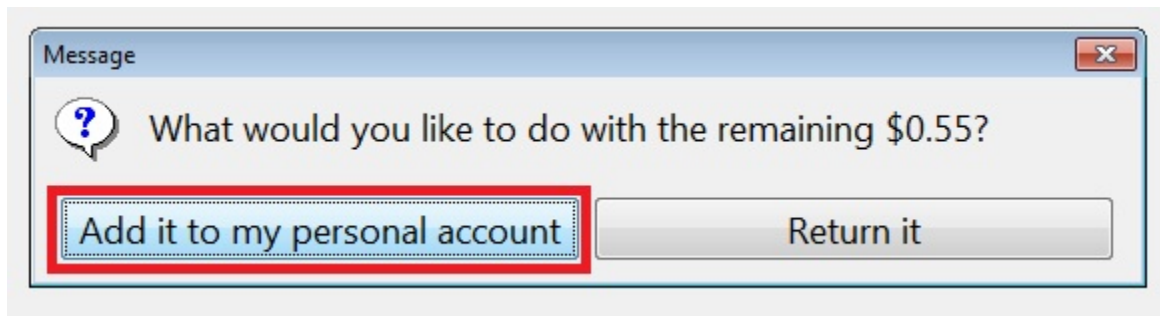
User: pcut.user. Your balance:  $\$3.50 + \$0.00 = \$3.50$



3. Insert coins or bills in the amount of \$.05, \$.10, \$.25, or \$1.00 in the coin box. The coin box does not provide change.



4. Click the Apply button to finalize the payment.



5. Verify your printing credits were applied by visiting the MyPrint Portal to check your balance at <http://myprint.tn.edu/user>

**SOUTHWEST**  
TENNESSEE COMMUNITY COLLEGE

Print Accounting

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Log Out

### Summary

Username	pcut.user (pcut user)
Balance	\$3.50
Total print jobs	0
Total pages	0



## Login into the MyPrint Student Portal

---

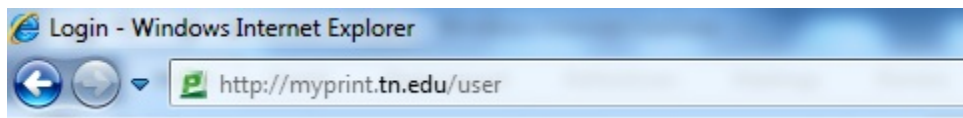
The MyPrint Portal user web interface provides a range of functionality that empowers students to make the most of their MyPrint Credits. From the MyPrint Portal, students will be able to:

- View a summary of their print balance
- Print from their personal laptop
- Review your recent print history
- See a list of all MyPrint transactions

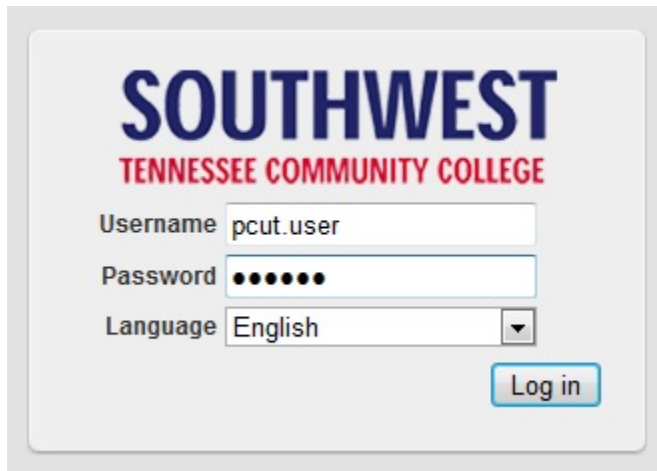
## Steps to login into the MyPrint Web Portal

---

1. Type <http://myprint.tn.edu/user> in your web browser



2. Login using your Southwest username and password

A screenshot of the login form for Southwest Tennessee Community College. The form is titled "SOUTHWEST TENNESSEE COMMUNITY COLLEGE" in blue and red text. It contains three input fields: "Username" with the value "pcut.user", "Password" with masked characters "●●●●●●", and "Language" with a dropdown menu set to "English". A blue "Log in" button is located at the bottom right of the form.

3. View the MyPrint Portal Summary Page

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

**Print Accounting**

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Log Out

## Summary

<b>Username</b>	pcut.user (pcut user)
<b>Balance</b>	\$3.50
<b>Total print jobs</b>	0
<b>Total pages</b>	0

## Activity

Balance history for pcut.user

Time	Balance
Start	3.50\$
End	3.50\$





## Web Printing – Wirelessly print from your personal laptop

---

The Web Print feature allows students to print from their personal laptop to designated printing areas, without the need to download software onto your laptop. Southwest Tennessee Community College recognizes the need to facilitate student printing from mobile devices. MyPrint Laptop Printing Stations have been setup on each campus for the purpose of providing quick access to printing.

At each MyPrint Printing Stations, students will be able to:

- Web Print from the MyPrint Student Portal on your personal laptop
- Select any MyPrint Station printer
- Upload your document to the MyPrint Student Portal
- Retrieve your print job from the MyPrint Station printer

### MyPrint Station Locations

---

Campus	Location	Room	Printer
<b>Macon Campus</b>	Bert Bornblum Library	1 <sup>st</sup> floor	MALB0119P01
	Farris Building	1101	MAFA1101P01
<b>Union Campus</b>	Parrish Library	1 <sup>st</sup> floor	UNUL0114P01
	F Building – ASC	313	UNFB0313P01
<b>Maxine Smith Center</b>	Maxine Smith Center Library	102	MCMC0102P01
<b>Gill Center</b>	Gill Center Library	112	GCGC0112P01
<b>Whitehaven Center</b>	Whitehaven Center Library	134	WHWH0134P01
<b>Millington Center</b>	Computer Lab	112	MCMC0112P01

Web Print currently supports the following documents:

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf



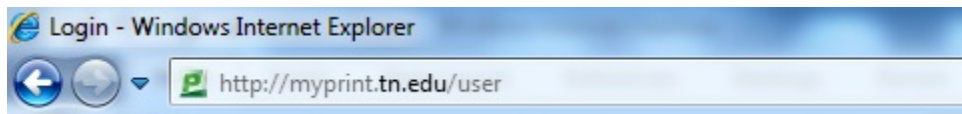
## Web Print - How to Print Wireless from your Personal Laptop

---

1. Find a MyPrint Station. Look for a printer with the MyPrint logo



2. On your personal laptop, log into the MyPrint Student Portal by typing <http://myprint.tn.edu/user> into your browser



3. Enter your Southwest username and password to log in

A screenshot of the login form for Southwest Tennessee Community College. The form is titled "SOUTHWEST TENNESSEE COMMUNITY COLLEGE" in blue and red text. It contains three input fields: "Username" with the text "pcut.user", "Password" with seven black dots, and "Language" with a dropdown menu set to "English". A "Log in" button is located at the bottom right of the form.

4. Select the Web Print menu button on the left navigation bar

**SOUTHWEST**  
TENNESSEE COMMUNITY COLLEGE

**Print Accounting**

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Log Out

### Summary

Username	pcut.user (pcut user)
Balance	\$3.50
Total print jobs	0
Total pages	0

### Activity

5. Select a printer and click on 2. Print Options and Account Selection button

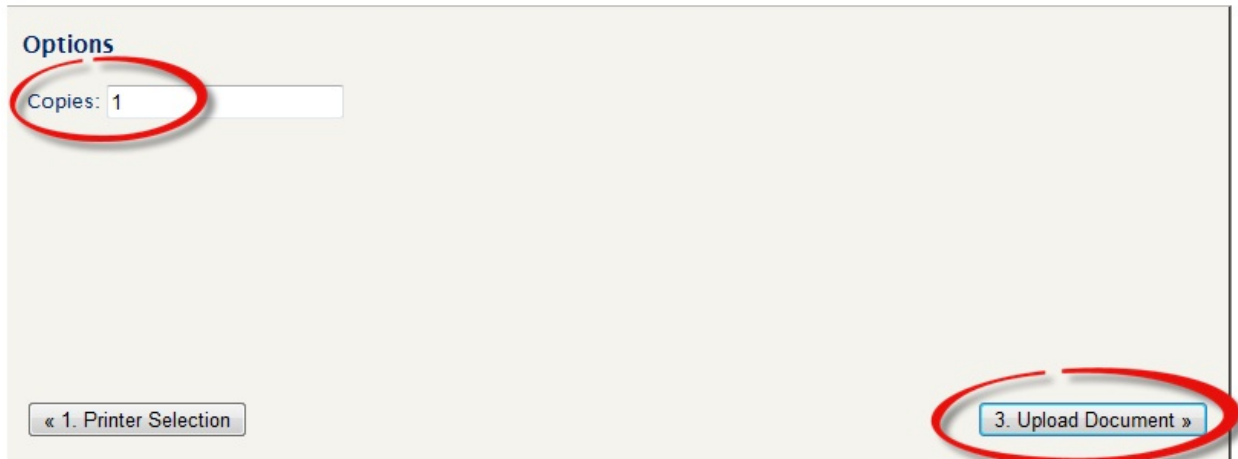
Select a printer:

Quick Find:

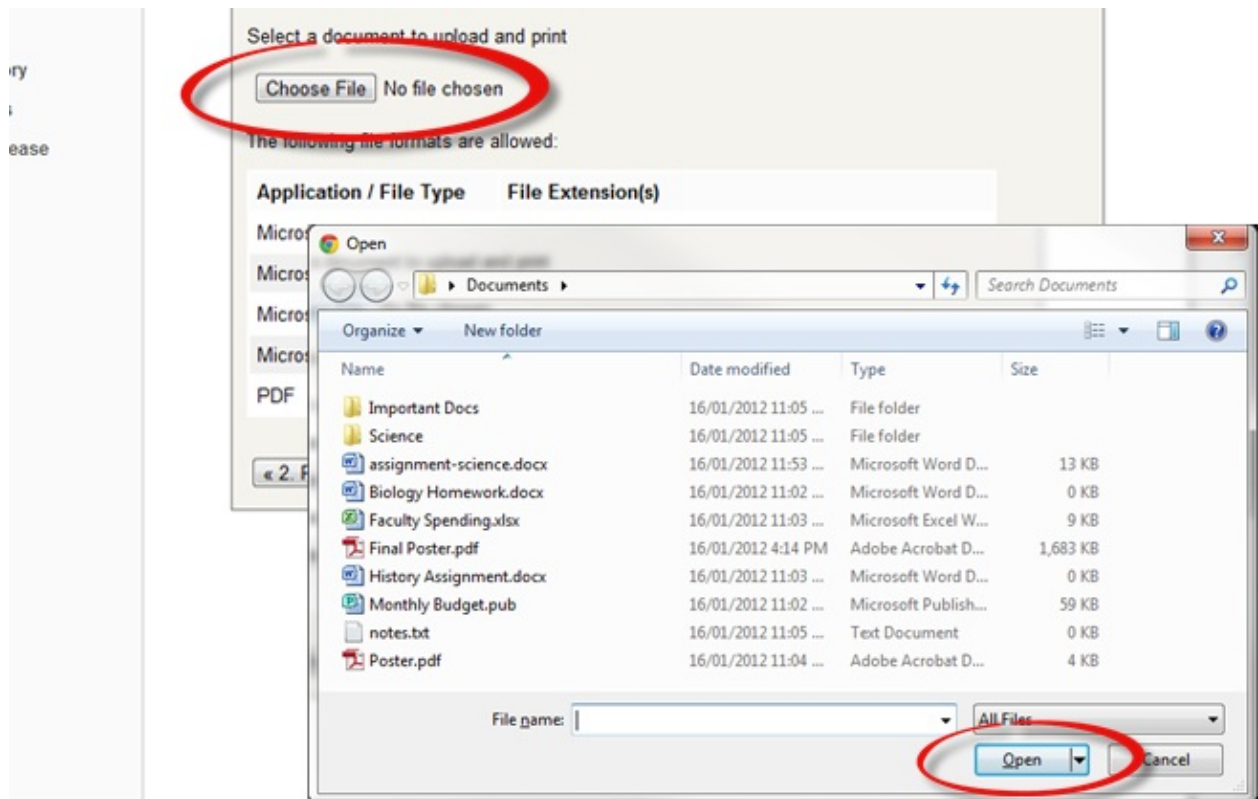
Printer Name ▲	Location/Department
<input type="radio"/> pcut1\asc1	Macon Campus - ASC lab 108
<input type="radio"/> pcut1\GCCB0101p01	Gill Campus - GCCB0101P01
<input checked="" type="radio"/> pcut1\MAFA1101P01	Macon Campus - Game Room Printer MAFA1101
<input type="radio"/> pcut1\MALB0119PQ (virtual)	Macon Campus Library - MALB0119
<input type="radio"/> pcut1\MSMS0102P01	Maxine Smith Campus - Library Printer - MSMS0102
<input type="radio"/> pcut1\UNUL0114P01	Union Campus - Parrish Library - Printer 1 - UNUL0114P01
<input type="radio"/> pcut1\WHWH0134P01	Whitehaven Campus - Libray - WHWH0134

« Back to Active Jobs

6. Enter the number of copies you want to print and click on 3. Upload Document button



7. Click browse to find your file on your laptop, and then select open.  
\*\*Please note that all file types are not supported



8. Click the Upload and Complete button to finish

Select a document to upload and print

C:\Users\test\Desktop\Do

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xlsx, xltm, xlsx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

9. Track the status of your print job. Once complete, pick up your document at the selected printer.

 Your document was successfully submitted. See the table below to track its status.

## Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job](#) below.

[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Jul 27, 2013 8:30:11 AM	pcut1\asc1	Book1.xlsx			Submitting

For additional information please contact Information Technology Services at 901.333.4820.

