

**PRINT MANAGEMENT INSTRUCTIONS
COMPUTER LABS**

Beginning August, 2004, Texas Wesleyan University students will have 500 pages free per semester for computer labs for black and white print jobs. You will be notified by the computer system that you are close to printing your paper limit.

Your printing account will automatically reset to 500 free pages at the beginning of each semester. Any balance on the original 500 pages will not accumulate into the next semester. Individuals who purchase additional pages and have a remaining balance at the end of the semester will have the purchased balance accumulated into the next semester.

To Begin Session:

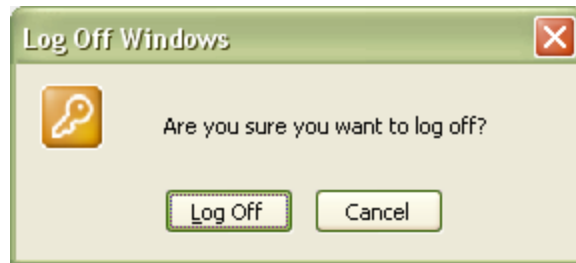
Select CTRL+ALT+DELETE. You will be prompted to a User Name/Password Screen:

*****NOTE*****

Your user name and password are the same as your RamLink or WebCT username and password.

To End Session:

1. Select the Start Button at the bottom of the desktop.
2. Select the Log Off button. You will then receive the following prompt:



3. Select Log Off again. This will end your session.

*****NOTE*****

If you fail to log off, the computer will automatically log off after 2 minutes of no activity. If another individual uses the system and your session is not properly terminated, said individual will be able to use your printing account.

When printing in the computer labs you will receive the following messages:

Low Balance Warning:

“Your printing paper account balance is less than 25 sheets. Please visit the Library Circulation Desk located on the first floor of the EJW Library building to purchase additional paper.”

When the balance in the user’s account does not have enough money to do a print job:

“Your printing paper account balance is insufficient for this job. The print job has been canceled. Please visit the Library Circulation Desk located on the first floor of the EJW Library building to purchase additional paper.”

Additional paper may be purchased and applied to your printing paper account by visiting the Library Circulation Desk located on the 1st floor of the Eunice and James West Library. The cost for additional paper is:

\$0.05 per page – black and white printing

\$0.50 per page – color printing

If you are unable to log on to the computer using your RamLink/WebCT username and password, please contact the ICT Call Center at (817) 531-4428.