



One-time Installation

Software:

- Download and open: <http://help.pcad.edu/print.dmg>
- Copy the PrintClient app to your Applications folder (can be accomplished by drag and drop.)
- Optionally a shortcut in the dock can be created by dragging PrintClient from Applications folder to the dock.
- Always launch this app before attempting to print at PCAD.

Printer list:

- From the Apple menu (🍏 at top left) select System Preferences.
- Select the printer icon.
- If the padlock in the lower left is locked, click it to authenticate with your Mac OS X administrator name and password.
- Click the plus symbol at the bottom left of the printer list.
- "Default" should be selected at top left.
- All available printers will be listed followed by "@ PCADprinters"
- Select the desired printer; click the Add button to complete.

Web Management

Account management and details:

- Enter this web address: <http://pcadprinters.pcad.edu>
- Enter your **Username & Password**. This is your PCAD Sign-On which matches your email login.
- Click "Log In" and you are taken to the Summary page.
- Various options are available in the left navigation area, notably Rates, Transaction History, and Recent Print Jobs.
- Web management and print capabilities are available while on campus only.

Log Out

When finished on shared PCAD computers

- End Print session: close the PrintClient app or log out when finished your print session.
- End web management session: click "Log Out" in the left navigation area.

How to Login and Print

Open the print software:

- Open the Applications folder to launch the PrintClient app, or launch from the dock, or automatically run at login (hold control key while clicking the PrintClient dock icon, select *Options* then *Open at Login*.)
- Login with your username and password so the system can display details of your account's status. This matches your PCAD email login. See also <http://help.pcad.edu/pw-mgmt> about PCAD Sign-On.

Print:

- A small status window shows you are logged in and can print from any application to any printer.
- Sending a print job brings up a login window to confirm that you authorize a debit from your printing balance.
- A final information window may appear: the location, page count, cost, and a chance to cancel are given.

Credit & Costs

Credit:

- \$50 in printing credit in the Fall semester for full-time BFA
- Additional \$50 credit added for Spring semester (\$100 yearly)
- Seniors: An *additional* \$30 credit is given for each the Fall and Spring semesters (\$160 total for full-time seniors (\$120 total for part-time seniors)
- Part-time students instead receive \$30 credit each semester (\$60 yearly)
- Remember to manage your volume of printing. Print jobs after your credit is used entails adding funds via the web: <http://pcadprinters.pcad.edu>

Black & White / Grayscale

- 6 cents per page
- Only half this rate is charged when printing to both sides of the paper (duplex setting).

Color

- 20 cents per page

Large Format Professional

- 50 cents per square-foot

Web Management site

<http://pcadprinters.pcad.edu>

Quick Reference Guide

<http://help.pcad.edu/print-setup>

For Assistance

pcad-it@pcad.edu

or call extension 1004



Grayscale Printing

Automatic:

- The print system will detect whether the document is grayscale or color to automatically give you a printing discount.
- This occurs even on mixed documents a page-by-page basis, on each color laser printer without work on your part.

Manual:

- To manually print a color document in grayscale there are two main options:
 1. Using the print dialog details dropdown selection of "Printer Features". This gives the option below to change "Output Color" to Black-White each time.
 2. Perform step 1, then use the Presets dropdown to save the settings for the future, using the same Presets menu to switch between Standard and the new grayscale preset.
- More details and screenshots are available here: <http://help.pcad.edu/monochrome>

Refund Requests

Criteria:

- Hardware malfunction and error reported
- Paper jam inside the printer
- No paper is stocked in or beside the printer
- Please make your request within 1 hour of the problem.

How to request:

- Log in to the **Web Management** site using the instructions on page 1.
- From the left navigation menu select "Recent Print Jobs"
- Locate the problem print job from the list, then click "request refund" from the right-hand column.
- Verify the listed printer matches where your problem occurred.
- Describe the problem that resulted in loss of printing credit.
- Requests will be manually reviewed. Please follow up with additional details if requested.

Library Color Copier

Gain access

There are two options:

1. Using the touch screen enter your username and password: this again matches your email logon.
2. School ID card: simply touch your card to the reader.
 - **One-time setup steps for ID card:**
 - (a) Touch ID to card reader, near red light at left of the screen
 - (b) Then enter your name and password via on-screen keyboard when prompted

Perform popular functions:

COPY

- Default action is 1x black & white copy
- Use number pad to increase number of copies
- Use Auto-Color button for color copies
- Source is detected from glass or top input tray
- Press Start when color and quantity is correct

SCAN

- To receive by email, press the Send button with a red outline
- Use Auto-Color button for color scans
- Source is detected from glass or top input tray
- Enter your email address on screen as the scan destination
- Press Start button to receive the scanned image

PREVIEW

- A preview button (lower-left of screen) can be selected to verify the correct source, orientation, and color settings