Using the LSC Pay-to-Print myPrintCenter Website
LSC Students, Faculty and Staff and HCPL or MCML Library Card holders

What can I do with the myPrintCenter?

With myPrintCenter (Standard) you can:

- Check available balance
- View activity history
- Delete print jobs
- Create guest accounts
- Charge print jobs, you can add funds to your account via credit card, debit card, or PayPal account.

How do I check my available balance?

Your available balance is displayed on the lower left-hand side of the myPrintCenter, as highlighted below.

How do I choose a payment method?

When printing your jobs from myPrintCenter, you can select where to charge your print jobs.

My Funds – This is the default payment method. Printing costs will be charged to your personal funds.

How do I delete print jobs?

1. From the Job List tab, select the print job you want to delete by checking on the box next to the job you want to delete.
2. Click the Delete icon.
How do I view my print jobs?

When you first log in to myPrintCenter, the first screen that you see is the Job List screen, which shows a list of documents that you have submitted for printing.

- **Type** – Shows the format of the document you have submitted. For example, Text, Word, Excel, etc.
- **Title** – Shows the document name. This is usually the document name from the application that created the job.
- **Pages** – The number of pages.
- **Pieces of Paper** – The number of pieces of paper on which the document will be printed.
- **Submitted** – Shows when you submitted the document.
- **Cost** – Specifies how much you will be charged for printing the job(s).

How do I view my activity history?

Click the **Activity** tab to view your transaction history. This tab shows the following information about your myPrintCenter transactions:

- **Activity Date** – The date when the activity occurred.
- **Activity Time** – The time when the activity occurred.
- **Activity type** – The type of activity performed.
  
  This could be any of the following:
  - **Computer** – You have reserved and used a computer.
  - **Copy** – Your account has been debited for using a copier.
  - **Credit** – Funds have been deposited to your Pharos internal account.
  - **Custom** – A custom transaction (e.g. one sent from third-party software to Pharos) has been recorded.
  - **Deleted Print** – The job was deleted before it was printed. This includes jobs that you have deleted and jobs that have been purged by the system.
  - **Fax** – Your account has been debited for a fax transaction.
PayPal Add Funds – Funds have been deposited from your credit card or PayPal account to your Pharos internal account.

Print – This records your print activity and your account has been debited for sending a print job to a printer.

Scan – The user has been debited for a scanning transaction.

Transfer Funds – Money has been transferred into the user’s internal account at a Pharos Station or an Add Value Station.

Description – Provides a description for your activity. This includes the name of the job and attributes (e.g. black and white, double-sided) associated with the job.

Cost Center Charges – The amount of money charged to the Cost Center.

My Funds Charges – The amount of money charged to the activity.

**Filtering Activity Type**
To restrict the number of activities shown, you can apply a filter to show only those items that meet certain criteria.

To filter activity type:
1. Click the Activity tab.
2. In the Activity type drop-down list, select the type of activity by which you want to filter your jobs.
3. Select the start date and end date.

To show all activities, select the All Activities (Except Deleted) option on the Activity Type drop-down list.

**Grouping Activity Type**
Activity view can also be grouped by column; for example, you can group items by Activity Type, Activity Date, etc. To group an item, drag its column header to the space above the title.

**Credit Card Gateway**

**How do I add funds to my account?**

You will need a credit card, debit card, or a PayPal account to add funds to your account. Here's how:

1. Click on the Add Funds button.
2. Enter the amount you wish to add to your account. A transaction fee will be charged to your account.
3. Check the I agree to pay the total above box.
4. Click Continue to Payment. You will be redirected to the PayPal website to complete the transaction. Follow the on-screen instructions. You can choose to top-up your account balance using your PayPal account, credit card, or debit card.
5. Once you have completed your PayPal transaction, you will be redirected back to the myPrintCenter to continue printing.
6. Additional funds will be credited to your User Pays purse.

**How do I upload documents for printing?**

1. Log on to the myPrintCenter using your network ID and password.
2. Click the **Upload** icon (on the Job List tab).

3. Browse to the location of the document(s) you want to upload and print.

4. Release your print jobs.

**Supported Formats for upload:**
- Microsoft® Word
- Microsoft Excel
- Microsoft® PowerPoint
- Microsoft® Visio
- PDF
- Text (CSV, RTF & TXT)
- Images (JPG, TIFF, GIF, BMP)

**How do I change printing options?**

**Note:** myPrintCenter allows you to change some printing options of documents.

You can change the following printing options:
- Black & White to Color or vice versa
- Single-sided to Double-sided or vice versa
- Number of pages per side (1 pages or 2 pages per side)
- Number of copies

To change printing options:

1. Select the job you wish to modify.
2. Select the printer you want to use.
3. On the **Print Options** section, select the finishing option you want to apply to your documents. The following options are available:
Note about changing print options:
Documents sent via web upload will default to black & white and double-sided. If you sent a document in color and did not change the print option to “Print in Color” and/or “single-sided,” the documents will be printed in Black & White and double-sided.

How do I print multiple copies of my document?

1. Select the print job.
2. In Print Options, select the Copies button.
3. Enter the number of copies in the textbox provided. myPrintCenter will automatically re-calculate the cost of the jobs based on the number of copies selected.
4. Proceed with printing and releasing your jobs.

Additional Questions

Do I need a PayPal account to add funds to my account?
No. A PayPal account is just another method you can use to add funds to your account. If you do not have a PayPal account, you can use a credit card or debit card.

How long does my job remain in the myPrintCenter?
The jobs will remain in myPrintCenter for 24 hours since the time of submission or upload.

What does N/A under Print Options mean?
N/A is short for Not Applicable. It means that you have submitted print jobs via normal Pay-to-Print queues and not via MobilePrint. You can only change print options for MobilePrint jobs.

**NOTE:** The MobilePrint feature is not yet active at this time.

**How can I tell if the selected print options have been applied to my document?**

Hover over the **Print Options** column to see the print attributes that will be applied to your document, as shown below.

<table>
<thead>
<tr>
<th>Job List</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Print Options</strong></td>
</tr>
<tr>
<td>TechNote Print Center Customization HSE</td>
<td>Black &amp; White, Double sided, 1 copy per side</td>
</tr>
</tbody>
</table>

Selected 0 documents - Total Cost: $0.00

We’re happy to help! The OTS Service Desk is available **24/7/365** for assistance.

**Click** [Service Desk](mailto:servicedesk@ots洗练.edu)

**Call** 832.813.6600 (toll free 866.614.5014)

**Email** [ots@lonestar.edu](mailto:ots@lonestar.edu)

Forgot your username or password? Visit [LoneStar.edu/login](http://LoneStar.edu/login)