Using the LSC Pay-to-Print Service
LSC Students, Faculty, and Staff and Harris County Public Library (HCPL) or Montgomery County Public Library (MCML) Library Card holders

NOTE: Community users who are unable or do not want to get a library card from the public library systems may apply for a Guest Account. See instructions for obtaining a Guest Payment Card to use with Guest computer login accounts.

Introduction
This article describes how LSC Students, Faculty, and Staff may utilize Lone Star College’s Pay-to-Print Service. Topics covered include:

- Adding funds to your account
- Printing

Instructions

Setting up a LSC Print Account
NOTE: Before you can add value to a LSC Print Account and print on an LSC public printer, you must login to a Print Release Station, located by the printers in the Library or Lab. Use your myLoneStar username and password or your HCPL or MCML credentials that have been established by the circulation desk in the Library. This establishes your LSC Print Account. Log off.

Adding Funds to Your Account
LSC Students, Faculty and Staff can add funds to their account in multiple ways:

- Transferring funds from your old print card to your LSC Print Account.
- Scanning your Library Card or ID and adding cash (only) at an Add Value Station in the Library.
- Using myPrintCenter.lonestar.edu to add value using a credit card or PayPal account.

HCPL or MCML public library card holders can add value to their account by:

- Transferring funds from your old print card to your LSC Print Account.
- Scanning your library card and Inserting cash at any Add Value Station (the large beige box near the printers).

NOTE: If the AVS does not read your card when scanned, try tilting the card upward when scanning. This may eliminate the problem.

To transfer funds from your old print card to your LSC Print Account:

1. If you have not set up a LSC Print Account, login to the Print Release Station near the printers. This establishes your LSC Print Account. Log off.
2. Visit the Library reference or circulation desk at your location. The staff will scan your existing print card and transfer the value to your new LSC Print Account.
To use the Add Value Station to add cash to your LSC Print Account:

1. **If you have not set up a LSC Print Account**, login to the Print Release Station near the printers. This establishes your LSC Print Account. Log off.
2. Locate an Add Value Station (large silver box by the printers).
3. Scan your library card or ID.
4. Insert cash.

**NOTE:** The system accepts bills only (up to $20).
**NOTE:** The maximum amount allowed on any LSC Print Account is $99.

To use myPrintCenter to add value to your LSC Print Account:

1. Go to [myPrintCenter.lonestar.edu](http://myPrintCenter.lonestar.edu)
2. Login with your MyLoneStar username and password (or HCPL or MCML credentials).
3. Select the Add Funds link in the lower left of the screen.
4. Follow the instructions to select a value and pay using a credit card or PayPal account.

**Printing**

Students, Faculty, and Staff can send files to print the following ways:

- Send files using any public computer in the library

**Sending Files Using any Public Computer in the Library**

Using any of the public-use computers located in the library, open your document and go to **File > Print**.

A list of available printers will be displayed related to your campus location entitled [Campus Abbreviation] [Printer Type (black and white or color)].

For example, the LSC-Montgomery printer names are MC Library BW 1 and MC Library Color 1.

**NOTE:** The first two characters will change depending at which campus or center you are located.
Select the printer of choice, change any print options needed, and select **Print**.

You will be given the opportunity to name your job for easier identification on the release station. Once named, click **Print**.

You should see a short pop-up stating your job has been printed successfully and is ready for release.

You may view the jobs you have in your queue, and remove any unneeded jobs, by opening [myprintcenter.lonestar.edu](http://myprintcenter.lonestar.edu) and logging in with your student username and password.

**Releasing Jobs to a Printer**

At the print release station, located near the library printers, login using your LSC username and password. Library patrons should use their library number and PIN.

Select the document you wish to print and click **Print**. If there are multiple printers to choose from, the release station will provide a list of the printers.

**Releasing Jobs to a Copier**

Releasing jobs to a copier is similar to a printer. However, instead of using a computer, there will be an Omega device attached to the copier.
Login on the Omega device using your LSC username and password, or scan your Library or Payment Card, and select your print job to release the print. 

**NOTE:** If the Omega device does not read your card when scanned, try tilting the card upward when scanning. This may eliminate the problem. 

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

- **Click**  [Service Desk](#)
- **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)