

Pay-for-Print :: Grant & Department Funded Printing Instructions

If you are authorized to charge printing to a grant or department, each time you print you'll have the option to either [charge your print to a grant or department](#) or [to your personal C-Card funds](#). If you're interested in charging your printing to a grant, but it isn't set up yet, see [How to Request Grant Printing](#) [1].

Grant or Department Funded Printing Instructions

To charge your print job to your grant, or department, follow these steps. Mac users may see slightly different-looking windows, but the steps are the same.

Step 1: In the lab, select **print** for the document, web page, etc, you want to print out.

Step 2: You will be prompted to select a Grant or Department (CostCenter). If no grants are displayed, enter * in the Search box and click **Search**.

Print Job Details

* Search

Most recent CostCenters selections

Shortcuts

Shortcuts

History Help

Pharos Systems illuminate

Print Cancel

Step 3: Select the appropriate grant or department from the list. (You'll only see grants or departments you are authorized to use). Click **Print**.

Print Job Details

TestGrant

TestGrant Search

CostCenters entries matching: *

Test Cost Center
TestGrant

Shortcuts

History Help

Pharos Systems illuminate

Print Cancel


Step 4: You'll be prompted to review and accept the printing charges. You'll also see confirmation of the grant or department being billed. Click **OK** to print or **Cancel** to cancel.

Message about your print job

Your job 'new 2' will cost \$0.04
The following Cost Center will be billed: TestGrant

Do you accept this charge?
You may click CANCEL and resubmit the print job using personal funds

You are responsible for previewing your document
and ensuring that you are printing the pages you expect.

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Your document will print, and your grant or department will be charged for this print job.

Personal Printing Instructions

To charge your print job to your personal print funds (C-Card):

Step 1: In the lab, select **print** for the document, web page, etc, you want to print.

Step 2: On the Print Job Details screen, make sure no grants or departments are selected. (If you already have one selected, clear the contents of the CostCenters Search field.)

Print Job Details

Type the CostCenters codes

CostCenters Search

Most recent CostCenters selections

Shortcuts

History Help

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Last Answers Print Cancel

Step 3: Click **Print**.

Step 4: You will see an alert that you did not select a Cost Center. If you want to charge this job to your personal account (C-Card funds), click **Yes**.

There is no Cost Center selected. Do you want to charge this job to your own account?

Yes No

Step 5: You will be prompted to review and accept the printing charges. Click **OK** to print or **Cancel** to cancel.


Message about your print job

Your job 'new 2' will cost \$0.04
ACCOUNTS:

C-Card Funds: \$0.65
Pay-For-Print Credits: \$9.72

Do you accept this charge?

You are responsible for previewing your document and ensuring that you are printing the pages you expect.

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Your document will print to the printer you selected, and your C-Card funds will be charged for the print job.

Related Topics

[Printing](#) [2]

Source URL: <http://www2.humboldt.edu/its/payforprint-grants-printing>

Links:

[1] <http://www2.humboldt.edu/its/payforprint-grants>

[2] <http://www2.humboldt.edu/its/category/quicklinks/printing>