

PRINTING INSTRUCTIONS

The **PRINT MANAGEMENT SYSTEM** REQUIRES THAT YOU PAY FOR PRINTING IN **TTC COMPUTER LABS**.

IMPORTANT: In order to print on a TTC computer you must first have a TTC Express account.

Follow these instructions to print:

1. Purchase your print card(s) in the Trident Bookstore ----Cash, Checks and Debit/Credit cards are accepted, or the Library in the 510 building -----Only Cash and Checks accepted. Cards are \$5.00 each. Printing costs 10 cents per page or 12 cents for duplex (double-sided) pages.
2. To get to the web interface, from a TTC lab computer, either click on ...DETAILS in the Print-Limit Pro pop up window in the upper right corner of your screen or click on the green icon in the lower right-hand corner of your screen.
3. Once logged in you will have the ability to redeem your PrintCard to add credit to your account, print, check your print history, or view your balance, and transfer funds to another user.
4. To redeem a print card click the REDEEM CARD link on the left-hand navigation bar.
5. Enter your Card Number in the Card Number box and click Redeem Card. Take care to enter the number exactly as listed including any dashes (-).
6. If the card's number is valid, the credit listed on the card will be transferred to your account. This will show in the Transaction History in Print-Limit Pro. You don't need to keep the card once credit is applied to your account. Each number can be used only once.
7. When you attempt to print on a lab computer you will be prompted to login to Print-Limit PRO. This login would allow you to release your print job if you had credit in your account.

For help with the Print Management system please contact ccadmin@tridenttech.edu