

# Printing Instructions for Staff/Faculty

Updated 10/25/2018

Current Print and Copy costs are as follows:

**Black & White Only Laser Devices:**

\$0.02 per side/page for Black & White Copies/Prints

**Color Laser Devices:**

\$0.02 per side/page for Black & White Copies/Prints

\$0.30 per side/page for Color Copies/Prints

To allow printing to these devices, and to increase accuracy with billing and accounting for Printing and Copying services, we will be using a software package called Xerox Standard Accounting. It will track Copying as well as Printing for each employee.

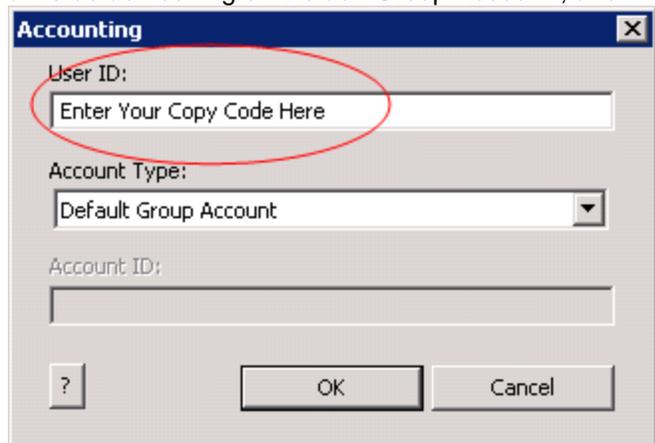
If you do not know your Copy Code, please contact the Wilson College helpdesk at 717-264-4001 where the staff will be able to provide you with your Code.

Student Printing and Copying will be tracked through a separate software package called "Pcounter". All of the Wilson College Computer Labs will now have the Pcounter software installed to track and authenticate Student printing. Your Xerox Copy/Print code is incompatible with the Pcounter software. This means that Staff and Faculty will be unable to print in the Computer Labs.

## Using your Copy/Print code:

For copying functions, you will enter your code at the copier in the same fashion that you are used to.

For printing, when you send a print job to one of these Xerox devices, you will now be presented with a pop-up box prompting you to enter a "User ID". You will need to enter your new Copy/Print code once in this location. The "Account Type:" field should be left at its default setting of "Default Group Account", and the "Account ID:" field should be greyed out or empty.



The image shows a screenshot of a software dialog box titled "Accounting". It has a standard Windows-style title bar with a close button (X). The dialog contains three input fields: "User ID:" with a text box containing "Enter Your Copy Code Here" (circled in red), "Account Type:" with a dropdown menu showing "Default Group Account", and "Account ID:" with an empty text box. At the bottom, there are three buttons: a help button with a question mark, an "OK" button, and a "Cancel" button.

Your computer will "remember" the code that you entered so you won't need to enter it each time you print.

**If you have multiple codes for different departments, you will need to delete the previously "remembered" code and enter the correct one for the current print job.**

If you are having problems with your printer, please inform the Helpdesk Staff by submitting a Service Ticket so that we can remedy the problem as quickly as possible.

Service requests can be submitted online by pointing your web browser to: <http://helpdesk.wilson.edu>