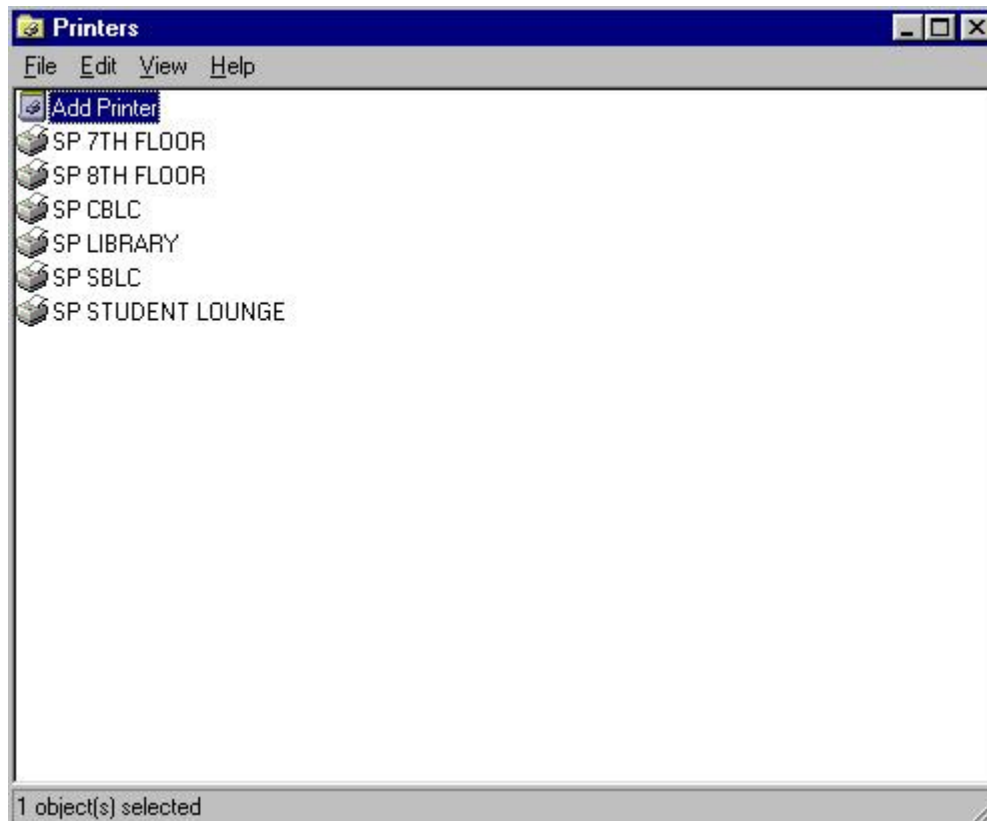


# Accessing the Charleston-Division Student Printer

1. Login to the Health Sciences Center network with your assigned **HSC10 Username** and **Password**.
2. Select **Start, Settings,** then **Printers**.



3. Double click **Add Printer**.



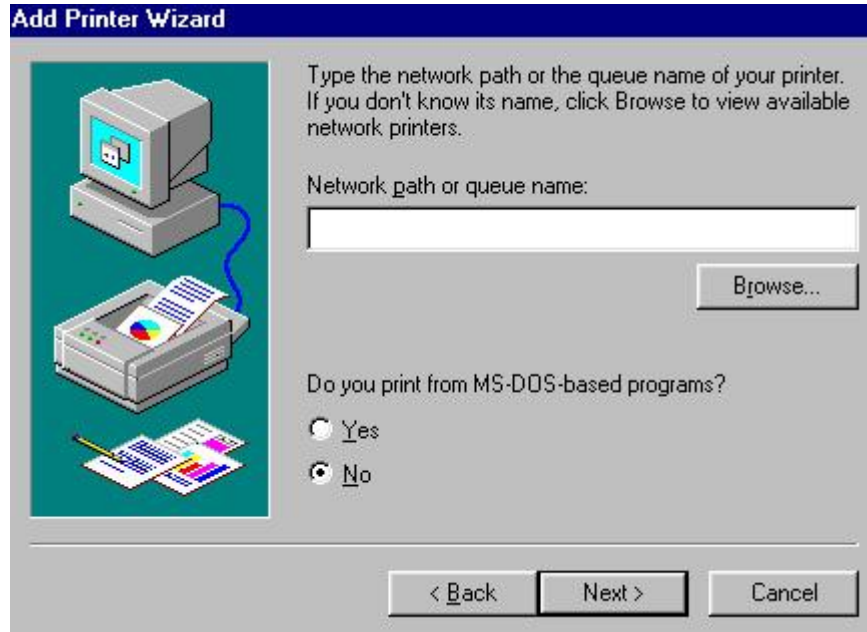
4. The Add Printer Wizard launches. To begin the install, click **Next**.



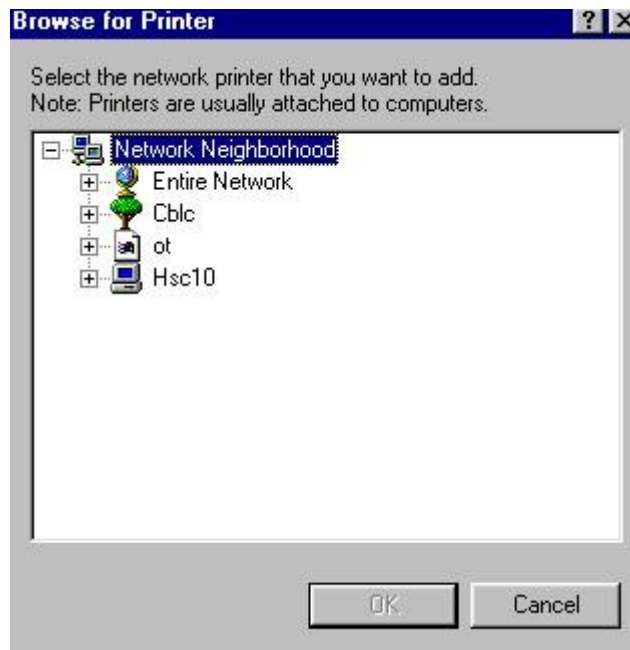
5. Choose the **Network Printer** option, then choose **Next**.



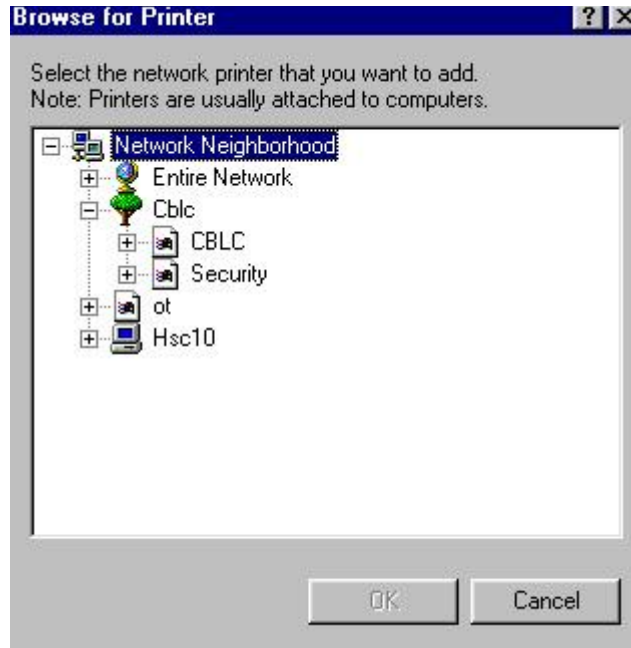
6. To find the printer path, select **Browse**.



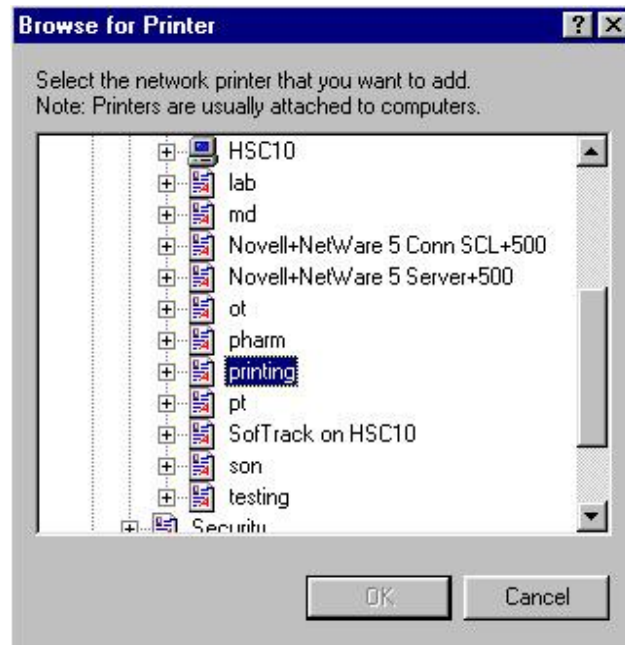
7. Click the + next to the **CBLC** tree.



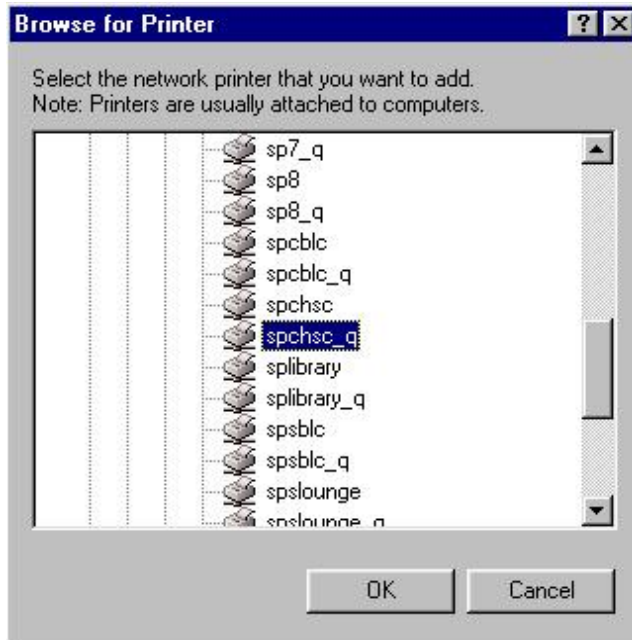
8. Select the + next to **CBLC**.



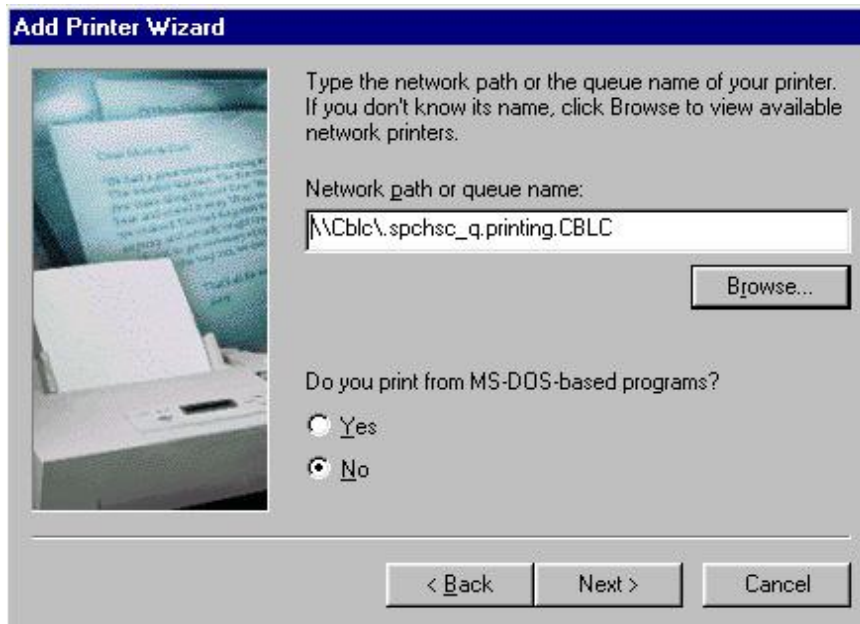
9. Choose the + next to **printing**.



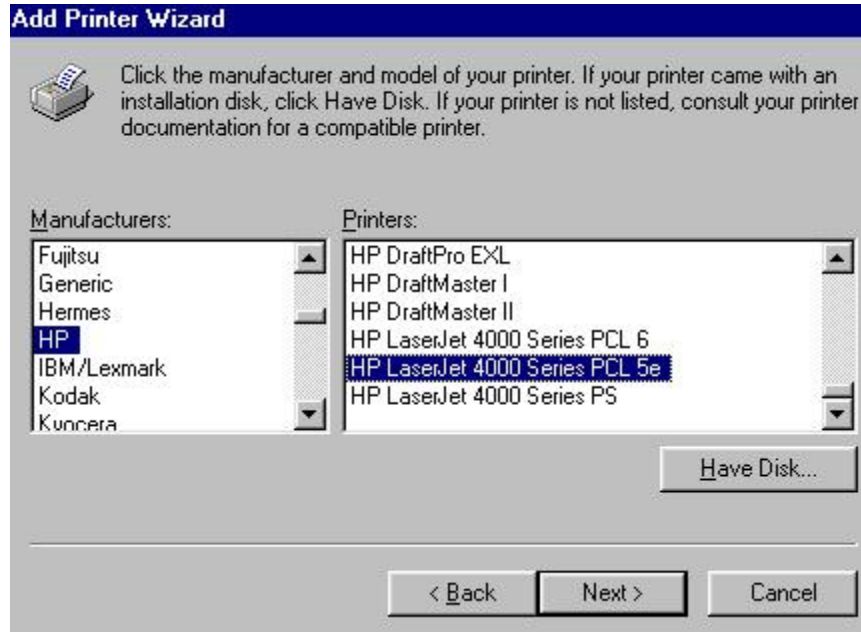
10. Select the Charleston-Division printer from the list. The Charleston student printer name is: **spchsc\_q**.  
11. Click **OK**.



12. The printer path now appears in the Network Path text box. Select **Next**.



13. Choose **HP** for the printer manufacturer.
14. Select **HP LaserJet 4000N Series PCL 5e** for the printer.
15. Select **Next**.



16. Click the **Keep Existing Drivers** option.
17. Choose **Next**.



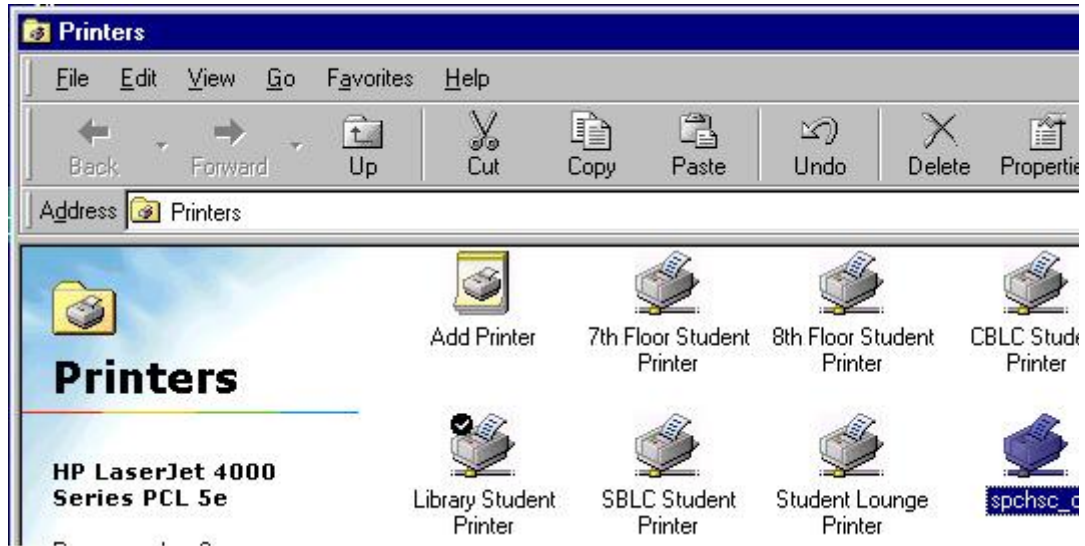
18. Type the new name for the printer. Use the naming convention of **sp** followed by the location of the printer, then **\_q**. The new printer name is **spchsc\_q**.  
19. Select **Next**.



20. Choose **No** to not print a test page. Click **Finish**.



21. The **Printers** window appears showing the new printer in the list.



## Checking Your Account Balance

When a student logs into the network within the Health Sciences building, Pcounter will automatically launch. A black dollar sign will appear in the system tray, in the lower right corner of the screen.

### To Check the Pcounter Balance:

1. Login to the Health Sciences Center network with your assigned **Username** and **Password**.

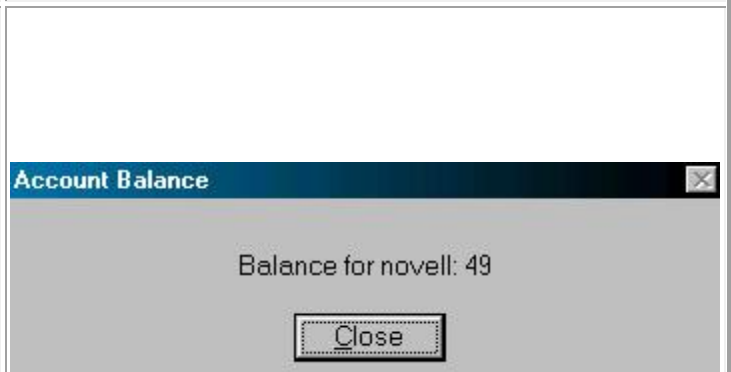
2. Double click on the **black dollar sign** in the **System Tray**, in the lower right corner of the screen.






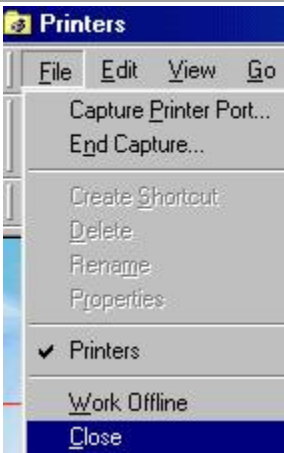
3. A dialog box appears, listing the remaining balance of pages that may be printed from the user's account.

**NOTE:** By simply placing the pointer over the dollar sign, a bubble appears listing the account balance as well. After submitting a print job, this bubble requires approximately 3 minutes before reflecting the new account balance. The dialog box, which can be opened by double clicking the black dollar sign in the system tray, will be updated immediately after printing is complete.

4. Choose **Close**.



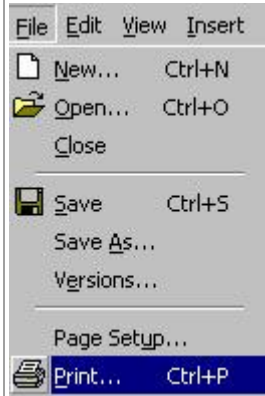
## Selecting a Default Printer

<p>1. Select <b>Start</b>, <b>Settings</b>, then <b>Printers</b>.</p>	
<p>2. <b>Right</b> click on the printer that is to be set as the default and choose <b>Set as Default</b>.</p>	
<p>3. A check mark will appear next to the new default printer</p>	
<p>4. Choose <b>File</b>, then <b>Close</b> from the Menu to close the Printers window.</p>	

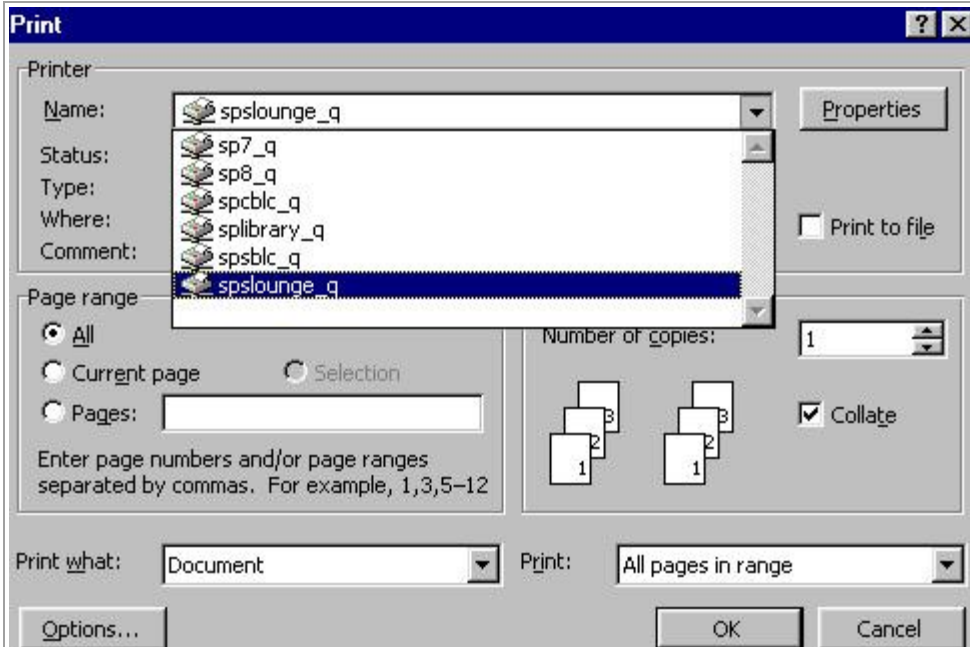
## Printing to the Student Printers Via the 380 or 390 Laptops

### Choosing a Printer

1. Open the item that is to be printed.  
2. Select **File**, then **Print**. The Print dialog box appears.  
**NOTE:** This process will be the similar for most programs, whether a file is being printed from Microsoft Word, Microsoft PowerPoint, Netscape, etc.



3. Click the **drop down arrow** in the **Printer Name** combo box.  
4. Choose the desired **printer** from the drop down list.  
5. Select the available options needed, such as **Page range** or **Number of copies**. Click **OK**.



## Insufficient Credit

There may be times when a student has insufficient credit to complete a print job. For example, the document that is to be printed is 50 pages, but the student only has a 25 page credit available in their account. A message will appear, alerting the student that there is not enough credit to complete the print job. If desired, the student can then resubmit the print job, printing up to 25 pages of the document. If the student requires more pages to be credited to their account, they will need to contact their program coordinator.

NetWare Broadcast Message



**You do not have enough credit to print this document - you may check  
you print credit balance by double clicking the \$ icon in your system tray.  
Please contact your Program Coordinator for assistance.**



Close

If an Insufficient Credit message appears on the screen, the print job will be automatically deleted from the printer, because there are not enough pages left in the account to complete the print job.