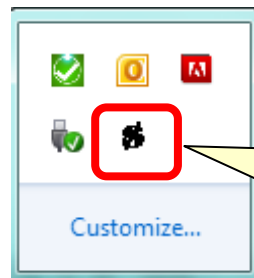


How do I Find Out my Print Credit Balance or Add More Credit to my Account?

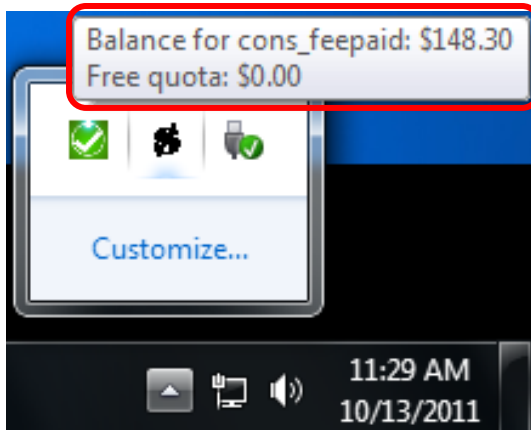
As of Fall of 2011 Haas MBA and Undergraduate students have a limit of \$200 dollars print credit per semester with a low balance of -\$2.00 dollars. This cap was set to lower the costs of printing to Haas and the environment, and to try to lower printer down time due to the increased need for maintenance and repair.

| Step | Procedure |
|------|--|
| 1 | <p>Checking Print Credit</p> <p>Haas users can check their print credit by running their mouse over the dollar sign “\$” sign on the lower right hand corner of their screen. The print balance can be checked on all the computers in the lab and on our terminal servers. The consultants at the Computer Center’s Frontdesk can also tell you what your print balance is.</p> <p>Printouts are .05¢ black and white (single or double sided pages), and .50¢ color (single or double sided pages). Therefore, the \$200.00 credit given is the equivalent of 4000 black and white pages single sided, or 400 color print outs.</p> |



You can view your print credit by running your mouse over the dollar sign in the system tray.

| Step | Procedure |
|------|---|
| 2 | <p>Requesting More Print Credit</p> <p>In the event that you run out of print credit before the semester ends, please come to the Haas Frontdesk and request an increase. The Consultant on duty will be able to give you a onetime \$10 dollar credit increase, and we will keep a record of these requests.</p> |



The user in this example has \$148.00 dollars left of the \$200 limit. Although the balance does not show it, he will not be able to print any longer once he reaches -\$2.00 dollars.