

Student Printing at RPCC

LOGIN TO YOUR ACCOUNT

- Using a web browser, go to: [RPCC Web Pay Home](#)
- You may create a new account, but it is not required; you have an account that uses your LoLA username and password.
- Login using your LoLA username and password or your P-counter username (6 digits) and password (4 or more digits).

River Parishes Community College

WEB PAY HOME SUPPORT

New or existing user?

Please enter your login below, if you have an existing account. If you do not have an account, you can create one by selecting the option below.

I already have an account, login below:

Username:

Password:

Forgot your password? [Click here to receive your login via email.](#)

I do not have an account yet, I would like to create one.

Next >

River Parishes Community College - 925 West Edenborne Parkway - 70737 - Gonzales LA
Phone 225.743.8500 - Email k.hegan@rpcc.edu

Pcounter WebPay

- You may now deposit funds to your account using a debit or credit card, view your current balance, view past transactions (deposits) or contact Support.

River Parishes Community College

WEB PAY HOME SUPPORT

What would you like to do?

Deposit funds to my print/copy account

View print/copy account balance

View past transactions

Contact Pcounter Web Pay support

Log Out

<Back Next >

River Parishes Community College - 925 West Edenborne Parkway - 70737 - Gonzales LA
Phone 225.743.8500 - Email k.hegan@rpcc.edu

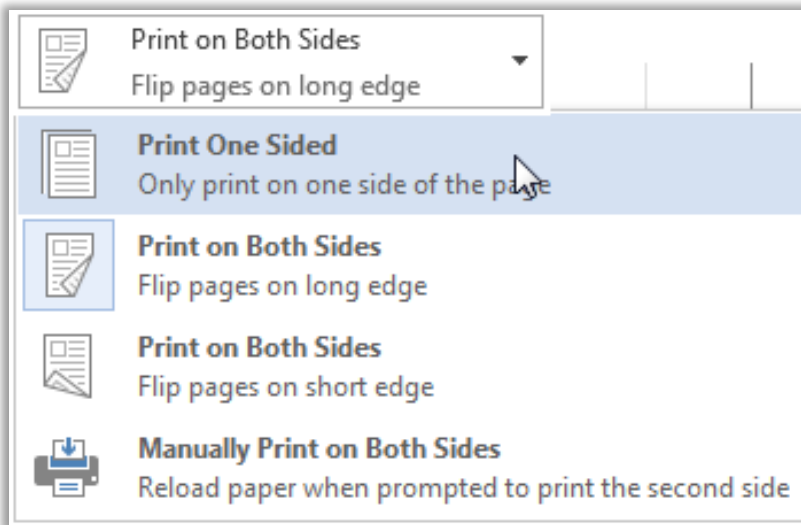
Pcounter WebPay

ADDING MONEY TO YOUR ACCOUNT

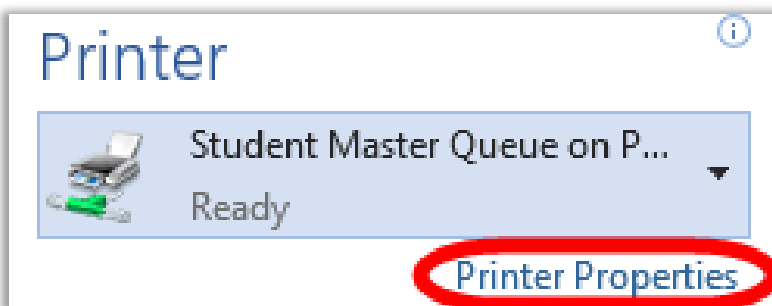
- Select “Deposit funds” and you will be taken to a screen to deposit money on your account. Note that the minimum deposit that may be made online is \$10.00; amounts between \$10.00 and \$100.00, in increments of \$5.00, may be added to your account. Online deposits require a debit or credit card.
- You may also add funds to your printing account through the Bursar’s Office during business hours, 8:00 am to 5:00 pm, Monday through Friday. The minimum deposit here is \$5.00 and may be made with cash or checks only.
- Also note that with each deposit, a \$1.00 transaction fee will be charged; for example, of a \$10.00 deposit, \$9.00 will be added to your account, \$14.00 of a \$15.00 deposit, and so on.
- Leaving RPCC or created an account in error? Visit the Bursar’s Office to close your account.
- **Sorry, but no refunds of unused money can be issued.**

SENDING A PRINT JOB TO THE LIBRARY PRINTER

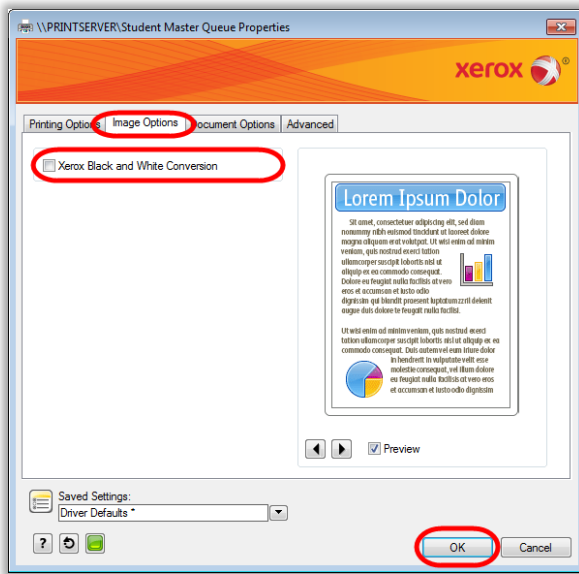
- Students may print from computers in the Library or Computer Lab, room 137.
- Log in to a student computer using your LoLA username and password.
- Open the document(s) that you need to print.
- Printing Black & White is \$.10 per page (2-sided, \$.20) and color is \$.25 per page (2-sided, \$.50).
- Use the application’s print function and choose “Student Master Queue” if prompted (this should be the default printer); change settings as needed.
- The printer is defaulted to print **2-sided**; change this setting if you need documents printed one-sided. Select “Print One Sided” as needed.



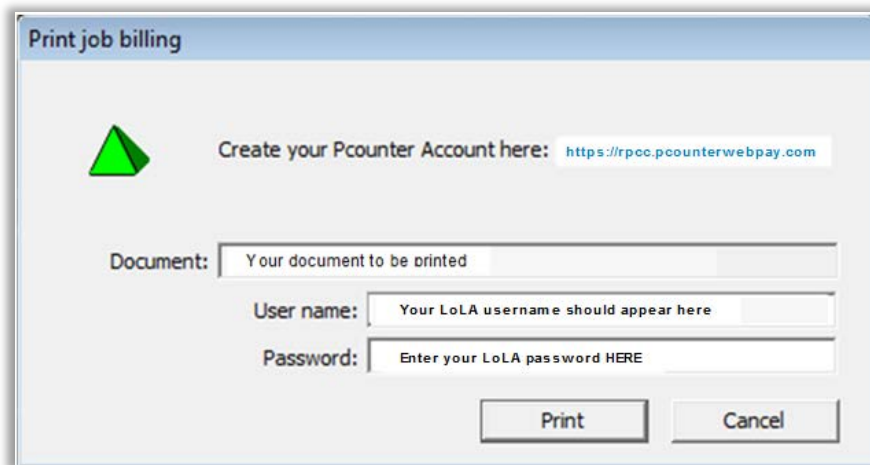
- To choose color, go to **Printer Properties**



- Select **Image Options** tab and uncheck **Xerox Black and White Conversion** as needed; click **OK**.



- A dialog box, shown below, should pop up within a few seconds prompting you for your printing account information; your LoLA username should appear in the “User name” field.
- Enter your LoLA password below your user name or change to your P-counter username and password if you created a separate account, as needed.



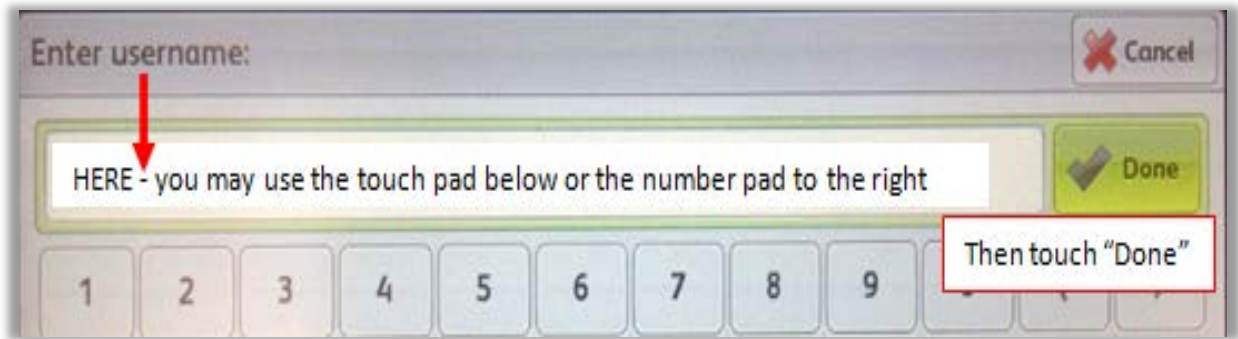
- You will also see a pop-up indicating “Printer status is not available at this time”. This is normal and will not affect your print job; click OK.
- After sending your documents, go to the printer to retrieve them.

PICKING UP YOUR DOCUMENTS AT THE LIBRARY PRINTER

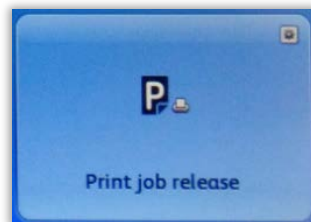
- Go to the Xerox printer in the library and tap the Alternate Login button on the touch screen



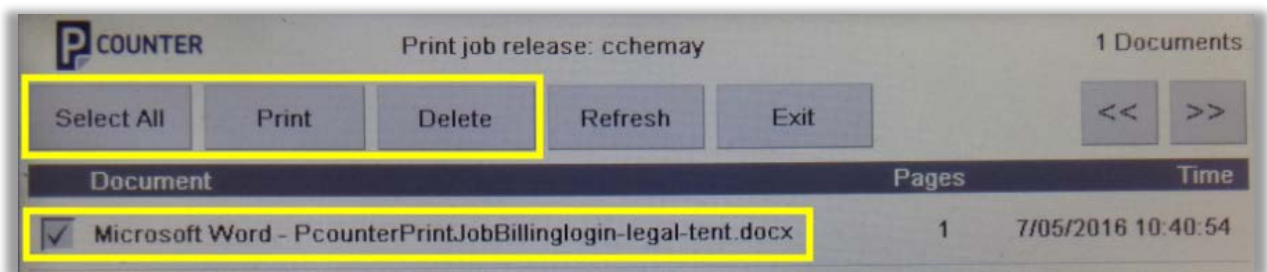
- Enter your user name.



- Once logged in tap "Print job release" located on the lower right of the Services screen.



- You have the option of printing or deleting selected documents. You may choose individual documents or select all and tap "Print" or "Delete," accordingly.



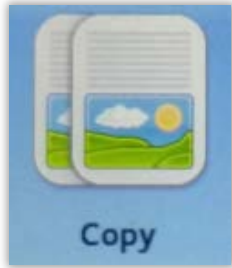
- Tapping "Exit" will return you to the Services screen, where you may choose other functions.



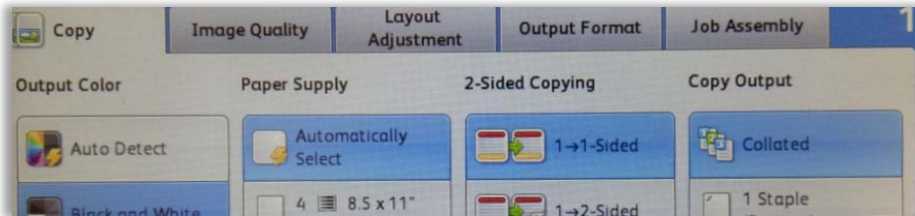
- ***Always remember to press logout when finished with the printer. If you fail to do this, your account may be used to make copies by someone else. You will be automatically logged out after 10 seconds if the device remains idle.***

MAKING COPIES AT THE LIBRARY PRINTER

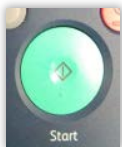
- Go to the Xerox printer in the library and tap the Alternate Login button and login, as instructed above.
- Once logged in you can make copies or use other functions of the device.
- Select **Copy** from the Services screen.



- Place your original on the glass (face DOWN, portrait oriented, in the upper left corner) or in the document feeder (face UP, portrait oriented).
- Choose other settings as needed, such as color, paper supply, 2-sided, image quality, etc.:



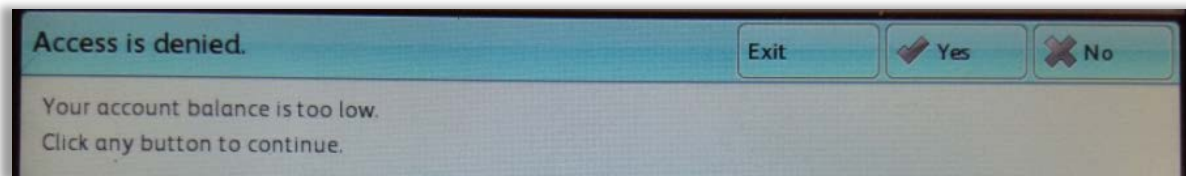
- Press **Start** to make your copies.



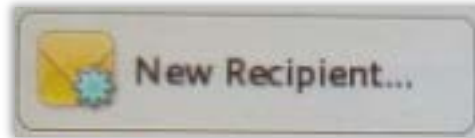
- ***Always remember to press logout when finished with the printer.***

SCANNING & SENDING DOCUMENTS VIA E-MAIL

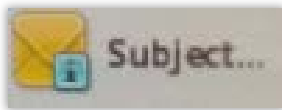
- Go to the Xerox printer in the library and press the Alternate Login button and login, as instructed above.
 - NOTE: While there is no charge to scan and send a document via e-mail using the printer, users must have money in their accounts in order to logon at the printer.



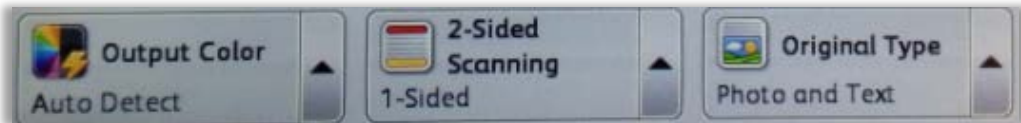
- Once you have logged in, tap E-mail under Services.



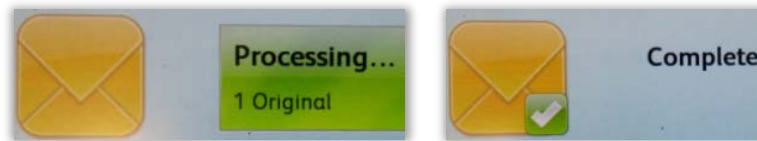
- Tap New Recipient to add e-mail addresses.
- Tap Subject to give your message a subject. The sent file will have the same name.



- Choose other settings as needed:



- Place your original on the glass or in the document feeder and press the large green **Start** button.
- You will then see messages indicating that your job is being processed, and then completed (how long it will take will depend on the size of your document).



- ***Always remember logout when finished with the printer.***

Questions or issues regarding P-counter should be sent to: khagan@rpcc.edu

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

River Parishes Community College, a member of the Louisiana Community and Technical College System and accredited by the Southern Association of Colleges and Schools, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons located at 925 W. Edenborne Pkwy., Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies: Donna Whittington – Title IX Coordinator, Shalither Cushenberry – Section 504 Coordinator.