

Student Printing at RPCC

LOGIN TO YOUR ACCOUNT

- Using a web browser, go to [RPCC Web Pay Home](#), to access your Pcounter account.
- **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) if you created a separate account.

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.

- 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.
- The first time login in, select “deposit funds” and provide an e-mail address.
- You may then continue to add funds online or logout and go to the payment windows to make a cash deposit.

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

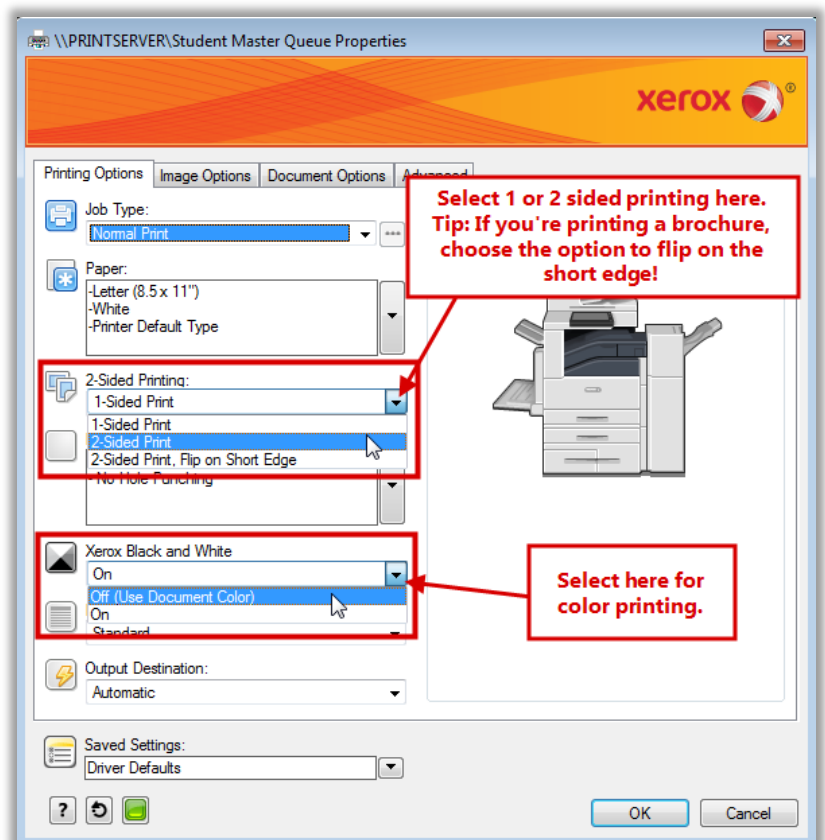
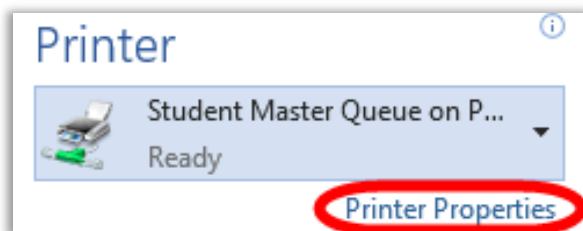
<Back Next >

ADDING MONEY TO YOUR ACCOUNT

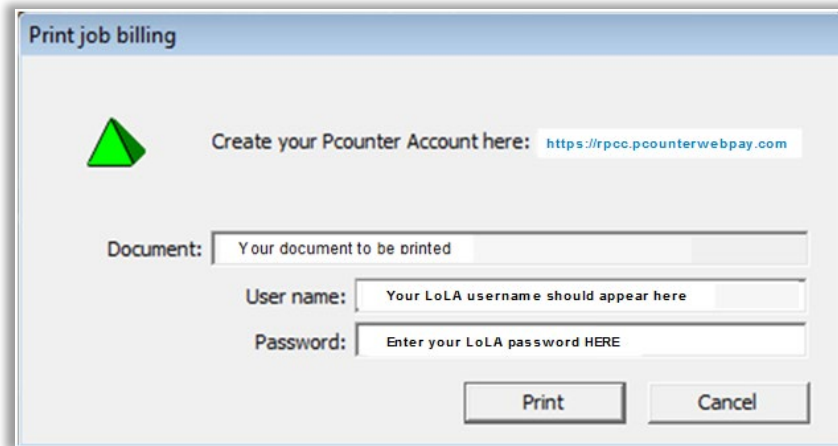
- Select “Deposit funds;” you will be taken to a screen to deposit money on your account. Note that the minimum deposit that may be made online is \$10.00; amounts between \$10.00 and \$100.00, in increments of \$5.00, may be added to your account. Online deposits require a debit or credit card.
- You 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 not offered as the default printer (One Note is **not** a printer); change the following settings as needed.
- The printer is set to print 1-sided and black and white
- If you need documents printed two-sided and/or in color, go to **Printer Properties**. Select the option appropriate for your needs (Tip: If printing a brochure, select 2-sided Print, Flip on Short Edge).



- 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.

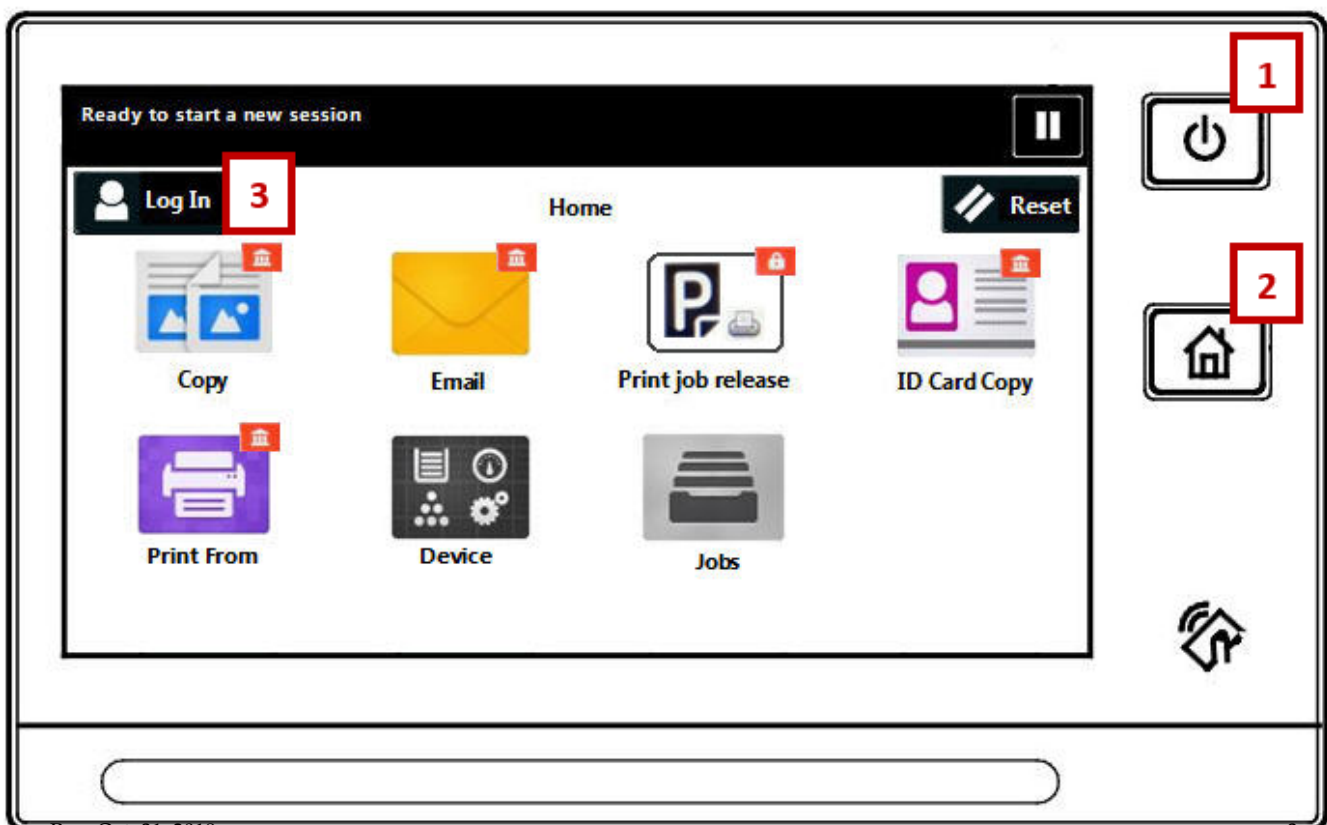


- You will also see a pop-up indicating “Printer status is not available at this time”. This is normal and will not affect your print job; click OK.
- After sending your documents, go to the printer to retrieve them.

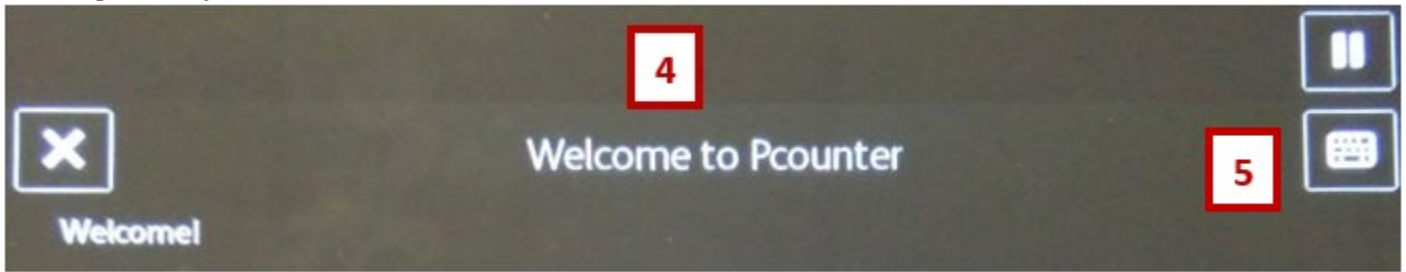
PICKING UP YOUR DOCUMENTS AT THE LIBRARY PRINTER

PRINTER HOME SCREEN

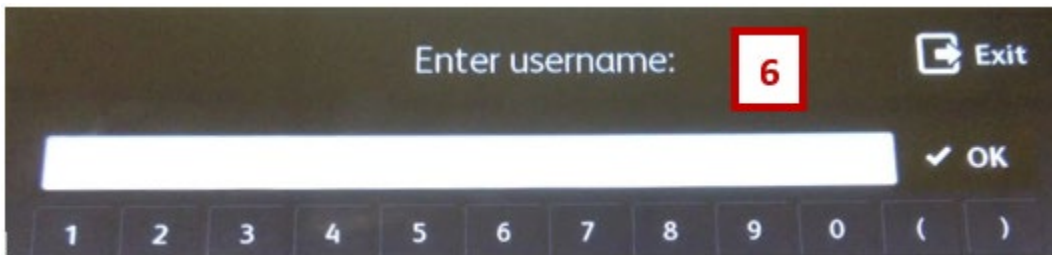
1. Power/Wake: tap this if the screen is blank.
2. Home: use this to return to this screen.
3. Tap Log In



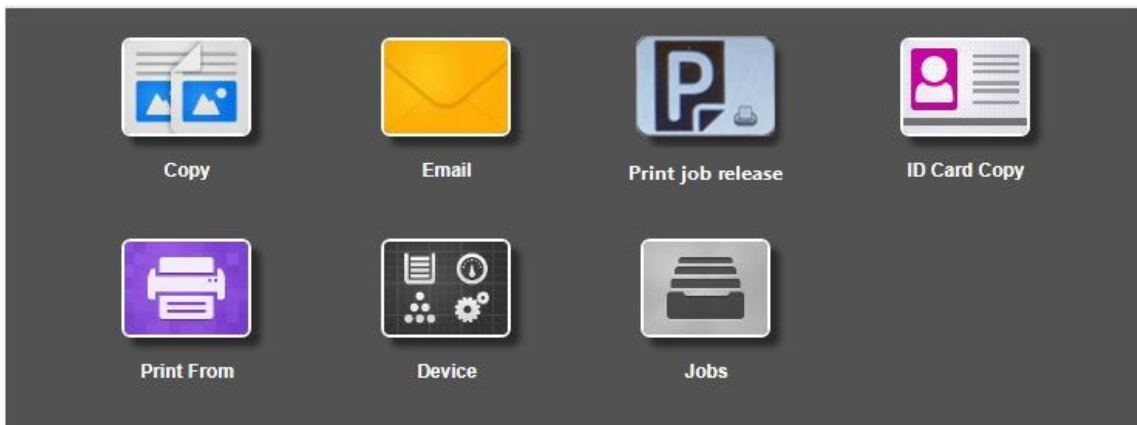
4. Pcounter welcome screen.
5. Tap the keyboard icon



6. Enter your username and tap OK



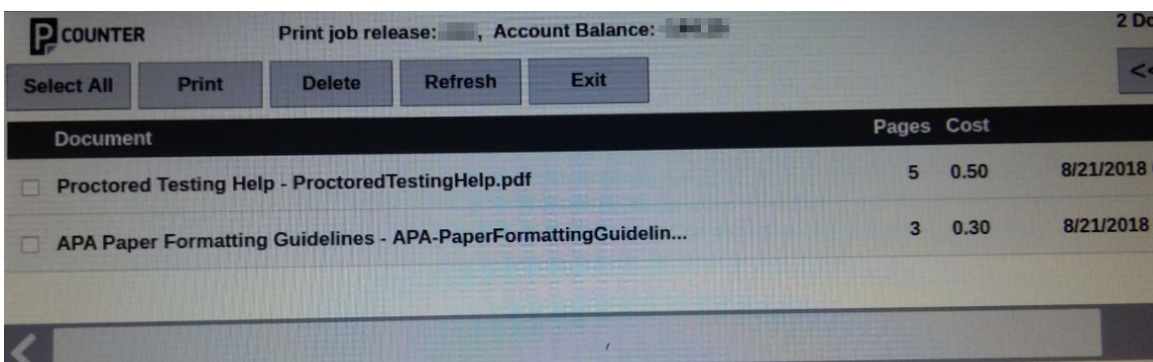
Select the function needed from the menu:



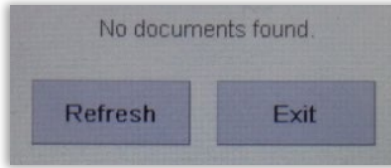
Print Job Release: Use this to retrieve printed documents sent from computers.

- You have the option of printing or deleting selected documents. You may choose individual documents or select all and tap “Print” or “Delete,” as needed.

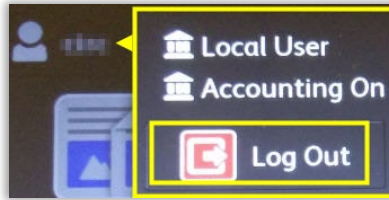
New feature: Print job release now displays the account balance!



- Tapping “Exit” will return you to the Home screen, where you may choose other functions.



- **If you need help with other functions, please ask Library staff.**
- ***Always remember to press logout when finished with the printer. Tap your name on the Home screen, then tap Log Out.***



- ***If you fail to do this, your account may be used to make copies by someone else. You will be automatically logged out after 30 seconds if the device remains idle.***

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

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