

# pay4print

## ACCESSING YOUR ACCOUNT

### REGISTERED STUDENTS

Your account is automatically created when you register for classes. Access your account at any pay4print Kiosk or online at [www.gulfcoast.edu/pay4print](http://www.gulfcoast.edu/pay4print).

(pay4print Kiosk locations are listed below)

- 1 Login with your username and password

Your username is the first part of your GCSC e-mail address and can be found by accessing OASIS. Your initial password is your birthday (YYYYMMDD).

You will be required to change your password after your initial log on.



## CREATING YOUR ACCOUNT

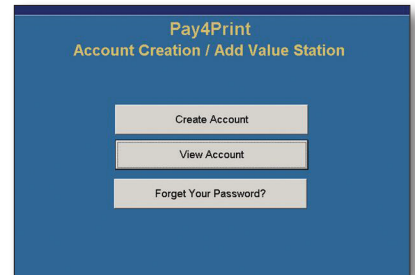
### NON-STUDENTS

Please visit a pay4print Kiosk on campus to set up your account. (pay4print Kiosk locations are listed below)

- 1 Create a username and password  
Your username can be your last name and first initial.

- 2 Please enter your e-mail address

This information is required in case you forget your password and need it e-mailed to you.

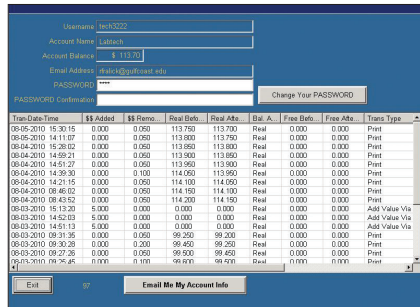


## TWO WAYS TO ADD FUNDS TO YOUR ACCOUNT

### DEPOSIT CASH AT A pay4print KIOSK

There is no change given when using a pay4print Kiosk.

- 1 Go to any pay4print Kiosk on campus and login with your username and password



- 2 Click on ADD FUNDS TO THIS ACCOUNT

- 3 Insert cash and click DONE

### USE A CREDIT CARD ONLINE

A minimum of \$5 is required when using a credit card.

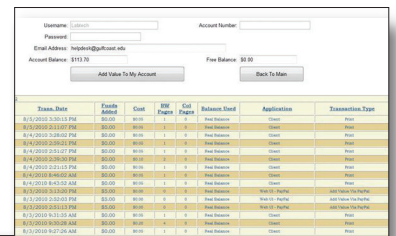
- 1 Visit [www.gulfcoast.edu/pay4print](http://www.gulfcoast.edu/pay4print)
- 2 Click on the red PAY4PRINT button
- 3 Click on ACCESS MY ACCOUNT and enter your username and password

- 4 Click ADD VALUE TO MY ACCOUNT

- 5 Enter the dollar amount you wish to add

- 6 Click PAYPAL CLICK HERE TO PAY

You will then be redirected to the PayPal site to validate your payment.



### pay4print KIOSK LOCATIONS

Panama City Campus:  
3rd floor of Library (near the Help Desk)  
Technology Building lobby  
Student Union West lobby (outside of bookstore)  
North Bay Center EOC, Student Break Room  
Gulf/Franklin Center, Room B108  
Tyndall AFB, Room 34

### COST PER PRINT

\$.05 b/w  
\$.20 color

### pay4print EXCLUSIONS

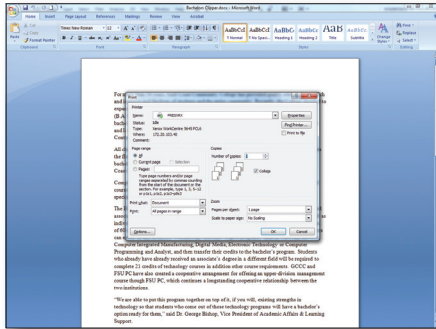
Classes that are charged a lab fee will NOT be required to use pay4print. Printing is free during the class time.

# pay4print

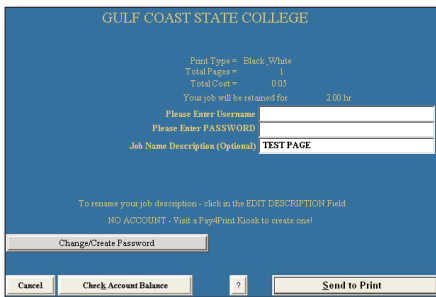
## PRINTING IN THE COMPUTER LABS

## PRINTING IN THE LIBRARY

1 Using a campus computer, select **PRINT** as you normally would



2 Once the GULF COAST STATE COLLEGE screen appears, enter your username and password

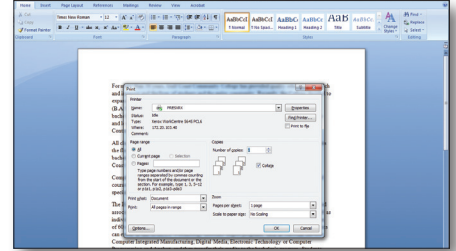


3 Enter a job name for the document you wish to print *The default setting can be used.*

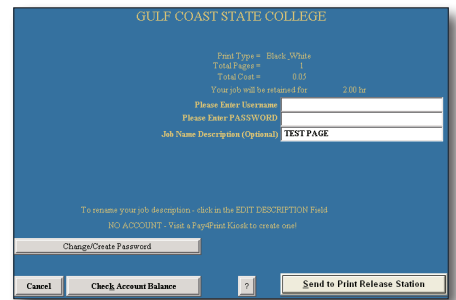
4 Click **PRINT**

(Print release stations are located on the first and third floors of the Library)

1 Using a campus computer, select **PRINT** as you normally would



2 Once the GULF COAST STATE COLLEGE screen appears, enter your username and password

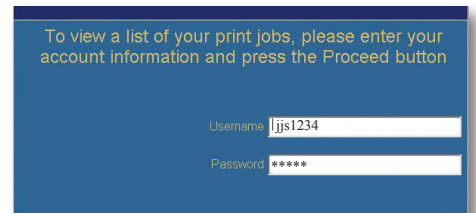


3 Enter a job name for the document you wish to print *The default setting can be used.*

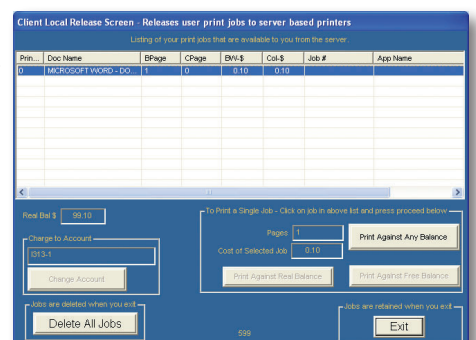
4 Click on **SEND TO PRINT STATION** *Document is now in a queue to print, but has not yet printed.*

5 Go to the print release station near the printer you want to use

6 Login with your username and password



7 Select the job you want to print from the queue and click **PRINT**



**NO REFUNDS FOR UNUSED PRINTS**

### PRINTING FROM YOUR LAPTOP

Wireless printing is available in the Library only. Please see a librarian for FTP download and printing instructions.

### RELEASE TO PRINT

Jobs released to print will remain in the queue for two hours, then will be deleted.