Shared Account Selection Popup Window when **Printing**

If you are an RA for a faculty member and you send a print job, a popup dialog will appear and ask you to confirm the details. The print job may be charged to your personal account, or to a shared account. After choosing an account to charge, click **Print** to confirm the job and agree to the cost. Click **Cancel** if you no longer wish to print the job.

Selecting the right account from the drop-down list is important. If an account that you require is missing from the list, please contact the Student Computer Support Staff in room 130 of the Law Library. Please note that the use of faculty accounts is monitored.

Shared Account Selection when **Copying**

After you login to the copier with your Hawk ID and Password, you will have the option to touch “My Personal Account” or the name of the faculty RA group you have been assigned. Touch the “FacultyName RAs” button.

Resolving Problems

- **Law Library and Personal Computers**: if the PaperCut window does not appear or the icon is missing from your system tray, the print control system may not be active and printing will be denied. Please try restarting the computer, and ask for assistance if problems continue.
- **Copiers**: The copier touchscreens are not as responsive as most Smart Phones. It’s best to press firmly and slightly below the button you wish to push. If you’re having any trouble please see one of the Circulation or Reference desk staff.

**Printing/Copying Denied Message**

If the RA account does not have enough funds for a job you will see a **Printing Denied** message, and your document will not be printed. To add funds to an account please see the faculty secretary for a requisition.