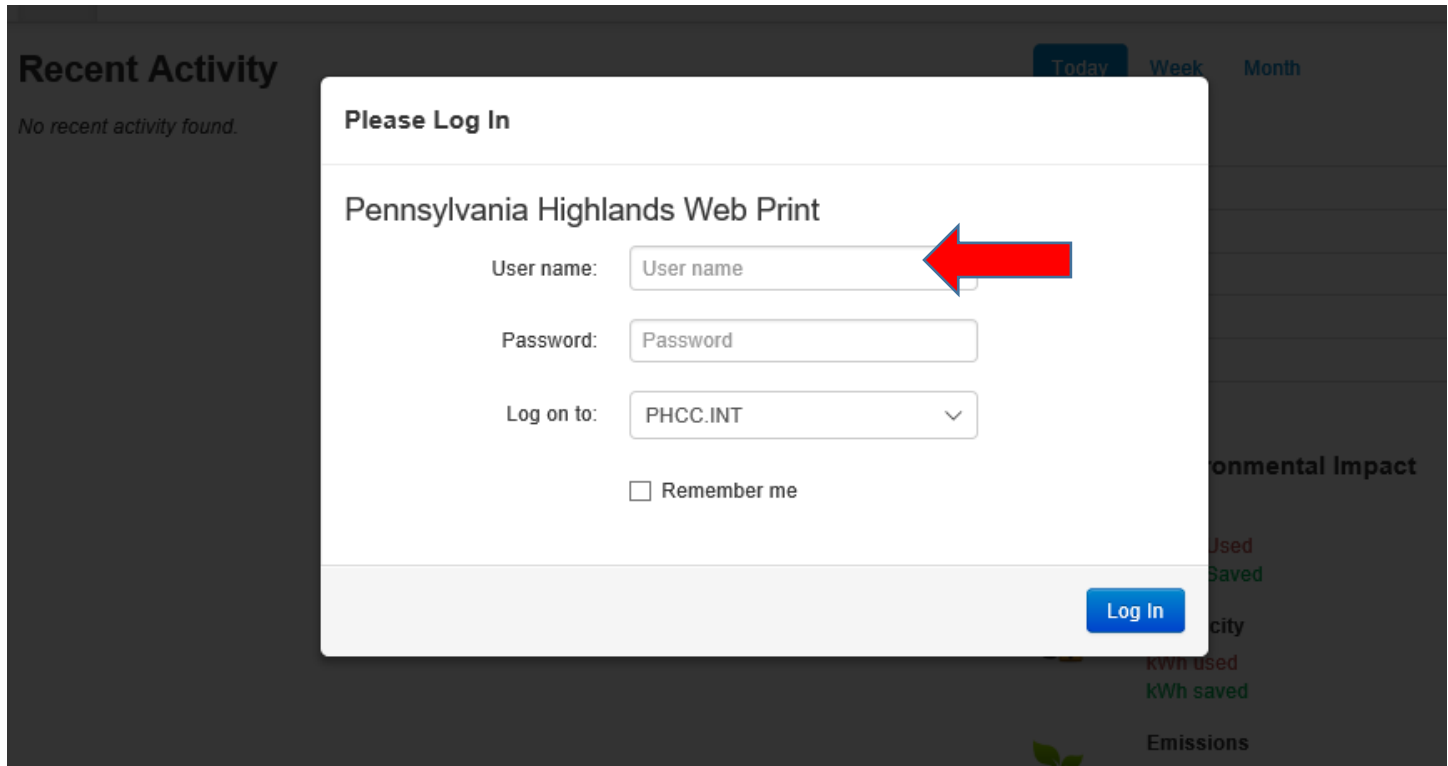


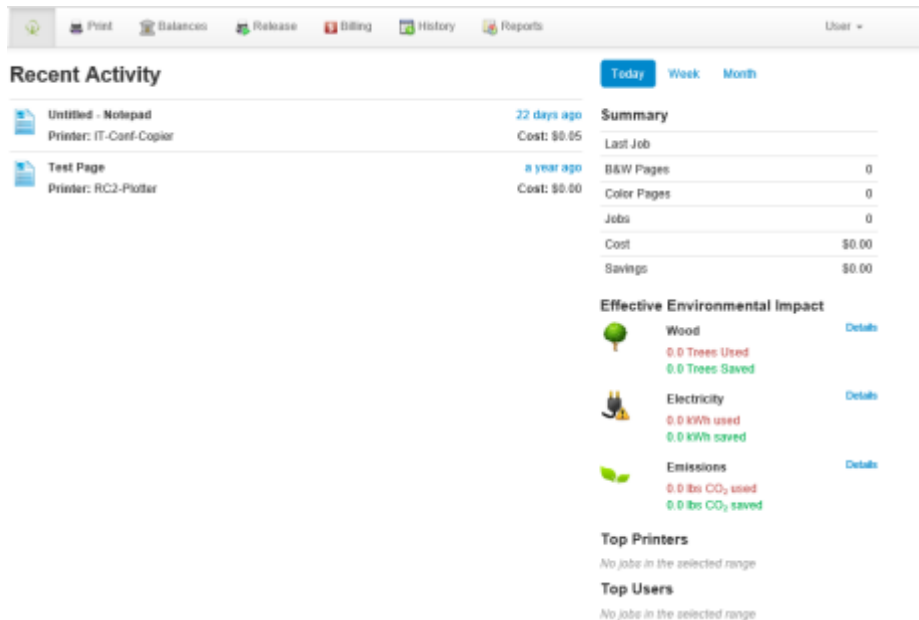
Check your Print Balance and History

Getting started:

Open a web browser (Firefox recommended) and browse to print.pennhighlands.edu



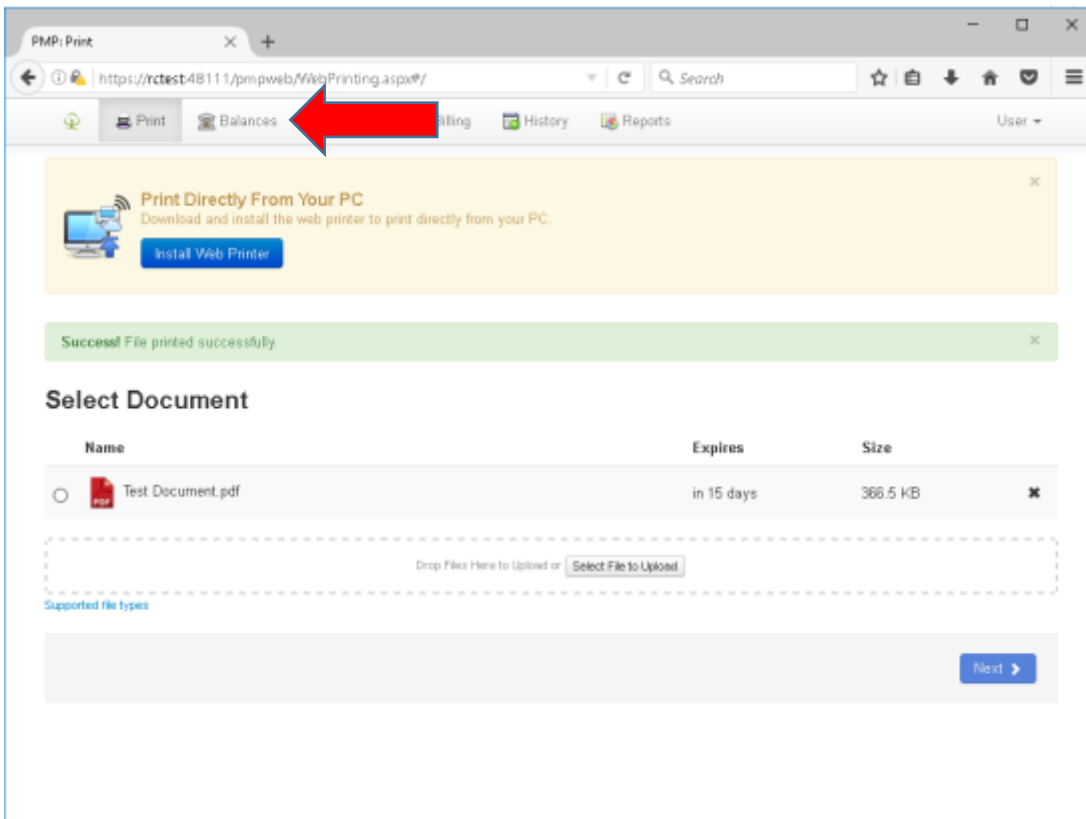
Enter your Penn Highlands username and password, you can leave **Log on to:** as phcc.int, then click **Log In**



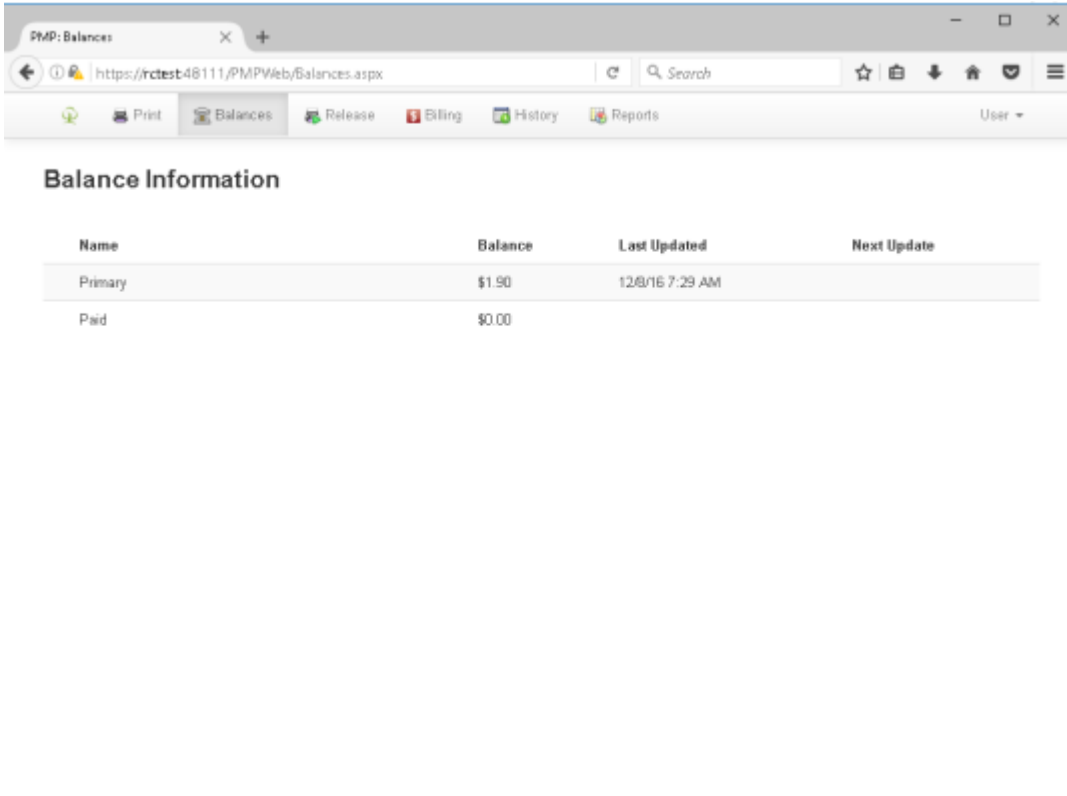
You will be taken to your print dashboard where you can see your print balances.

To check your print balance

From the Print Manager page, click on the **Balances** tab

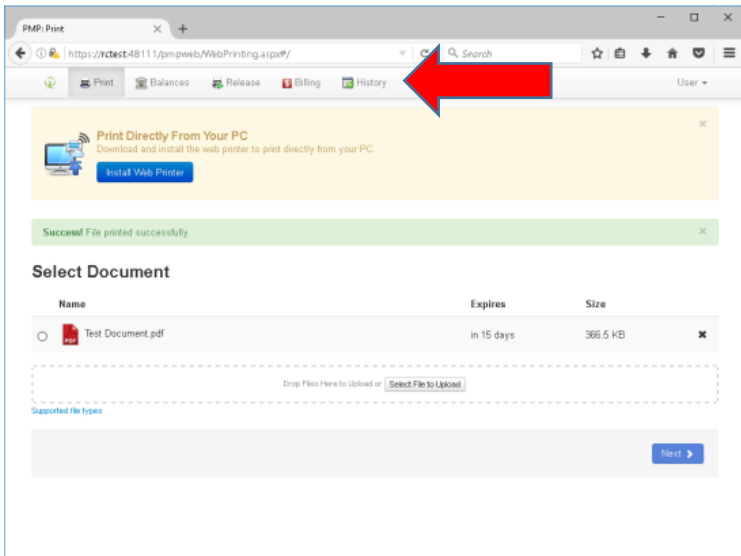


Your primary balance is how much printing paper is on your account. Paid balance is not used.

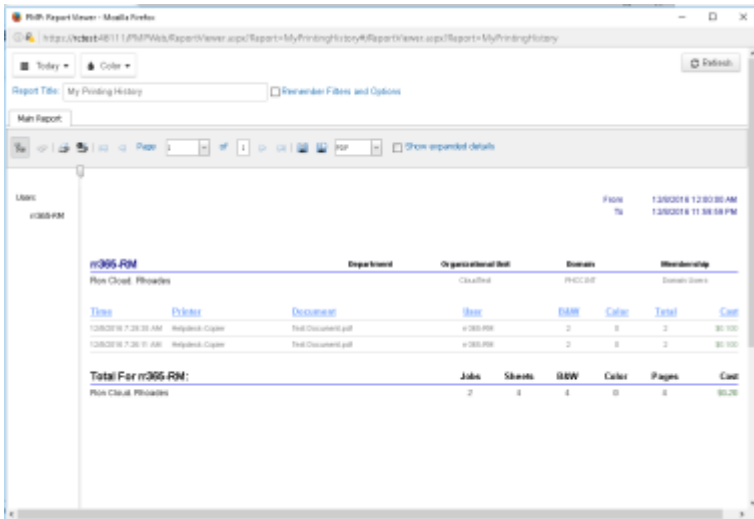


Reviewing your print history

From the Print Manager page, click on the **History** tab



This will display your print history, and can retain all print jobs across multiple semesters.



You can also check the history of printing payments made.

