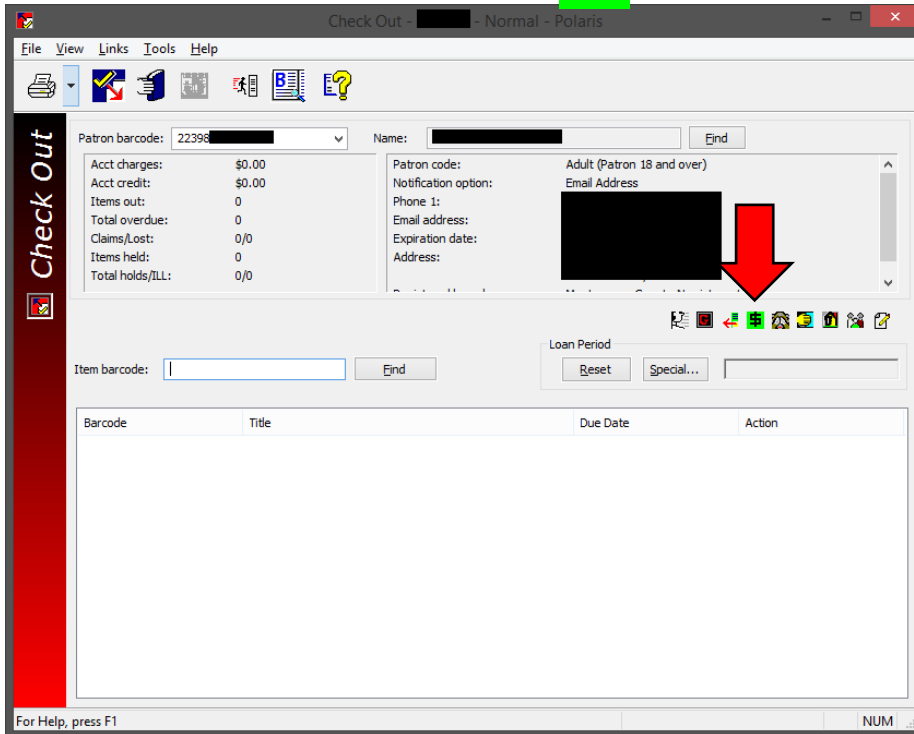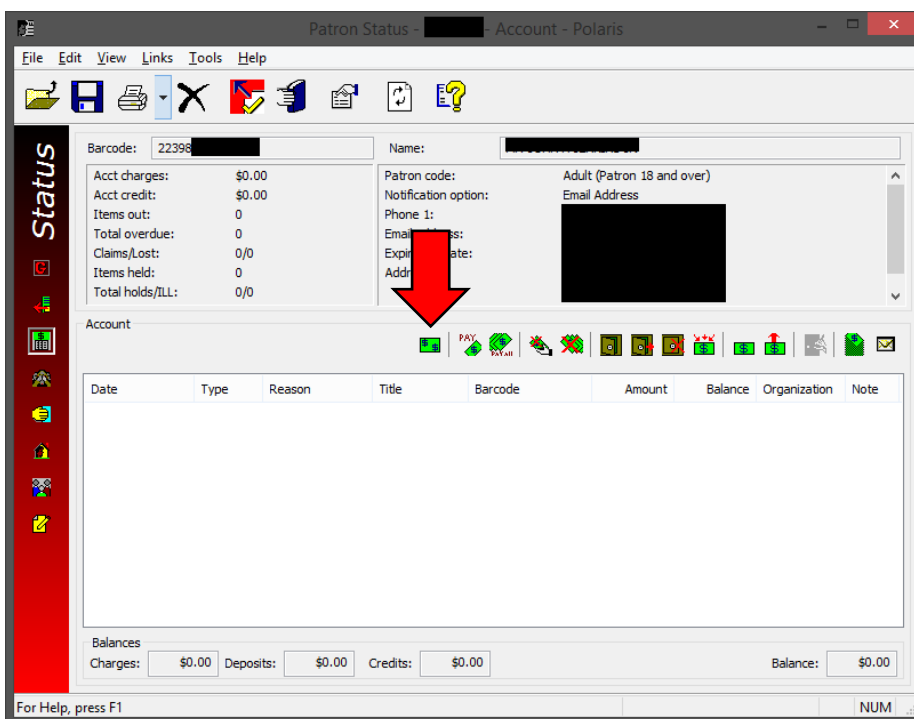# How to Place a Block for Unpaid Prints

1. Scan the patron's card. **Do not let the patron leave until you do so!**
   Note: If the patron has an **Access Granted** pass, type the barcode number into the "Patron barcode" textbox and press Enter.
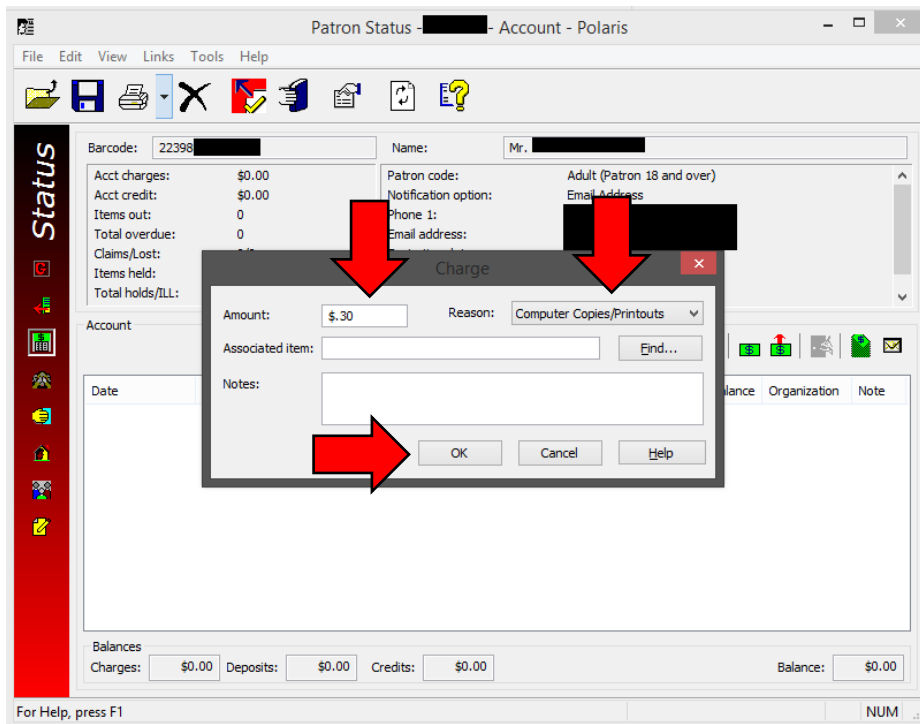
2. Click the "Patron Status Account" button.

3. A new window called "Patron Status" will open. Click the "Charge" button.

4. A dialog box called "Charge" will open.

    a. Enter the amount they owe in the "Amount" box.

    b. Select "Computer Copies/Printouts" from the "Reason" list.

    c. Click OK.

5. Close the "Patron Status" window to return to the Check Out window.