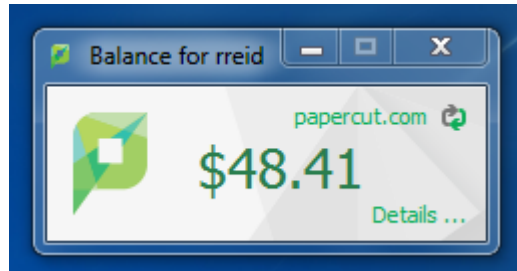
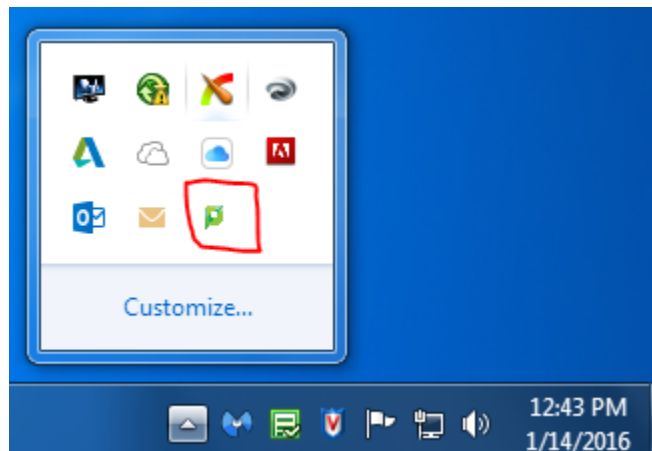


## Directions for PaperCut and how to add funds to your account.

Upper right corner of desktop when you log on:



If you have closed the desktop notification, it can be restored by opening the System Tray in the lower right corner of the desktop and left clicking on the PaperCut icon:



With the desktop notification open, you will notice where it says, "Details". Click on that to access your printing account:

A screenshot of the PaperCut MF login interface. At the top is the "PaperCut MF" logo. Below it are three input fields: "Username" with the text "user", "Password" with masked characters ".....", and "Language" with a dropdown menu showing "English". A "Log in" button is located at the bottom right of the form.

Log in using your DISD user/password to get to the Account screen:

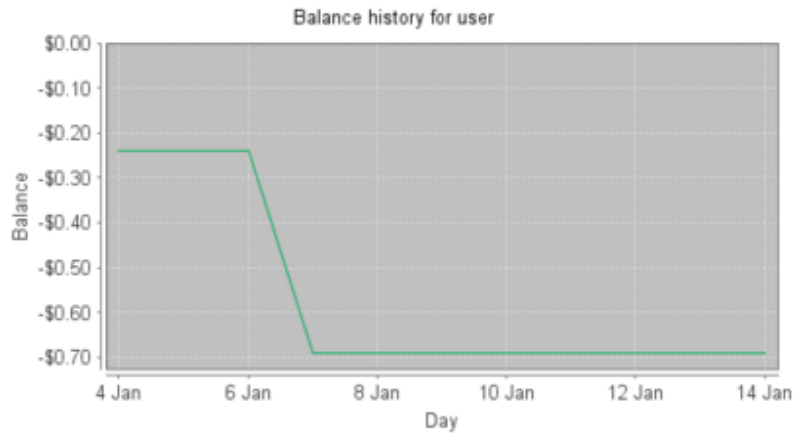
## Summary

**Summary**

- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

<b>Username</b>	user (User)
<b>Balance</b>	(\$0.69)
<b>Total print jobs</b>	4
<b>Total pages</b>	4

## Activity



## Environmental Impact

- 0.0% of a tree
- 50 g of CO2
- 3.2 hours running a 60W light bulb


In the menu on the left you can look at a number of different pages with information on your print activity. Of interest here is the “Add Credit” page. Clicking on it will show:

## Add credit using Credit Card


<b>Username</b>	user
<b>Current Balance</b>	(\$0.69)
<b>Amount to add</b>	--- Select the amount --- ▼

Choose an amount from the dropdown menu and click on “Continue” to get the following screen:

› Pay with PayPal - The faster, safer way to pay

Pay now 





-----OR-----

Pay later 

No Payments + No Interest  
if paid in full in 6 months on  
purchases of \$99+  
Subject to credit approval. [See terms](#)

› Pay with credit or debit card

Card number

Expiration date mm / yy  /

CSC (optional)

[What is this ?](#)

Choose your method of payment and complete the transaction. On completion, you will be returned to your account summary page with the new money added to your account.

Add credit using Credit Card

Username	user
Current Balance	\$1.31
Amount to add	<input type="text" value="-- Select the amount --"/>

Printing and Copying charges are as follows:

**LaserJet 5500**

**Black and White**

- Letter - 8½ x 11 - 8 cents
- Legal - 8½ x 14 - 8 cents
- Ledger - 11 x 17 - 16 cents

**Color**

- Letter - 8½ x 11 - 45 cents
- Legal - 8½ x 14 - 45 cents
- Ledger - 11 x 17 - 90 cents

**DesignJet T1100 - Plotter**

**Black and White**

- \$.35 per square foot
- Plot - 18" x 24" - 3 Sq. Ft. - \$1.05
- Plot - 24" x 36" - 6 Sq. Ft. - \$2.10

**Color**

- \$.65 per square foot
- Plot - 18" x 24" - 3 Sq. Ft. - \$1.95
- Plot - 24" x 36" - 6 Sq. Ft. - \$3.90