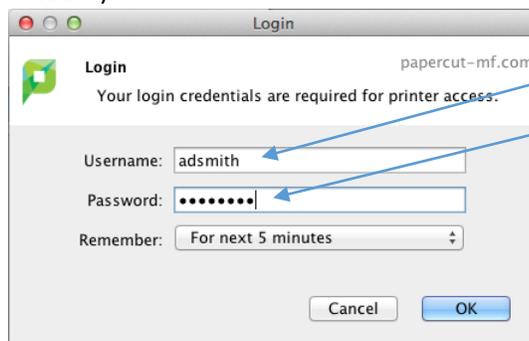
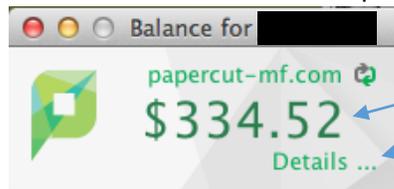


## How To Add Funds To Your PaperCut Account (Mac)

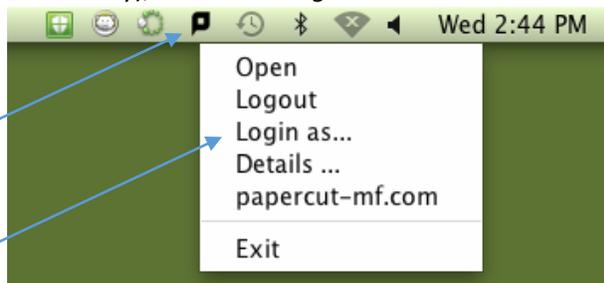
1. Navigate to the following link: <http://hcc-papercut:9191/user>
  - a. Or click the *Details...* link located on the balance window displayed when first logging in to a Mac campus computer.
  - b. Before you click the *Details...* link, you will have to log in to the PaperCut client in order to properly access your account. The PaperCut login prompt should automatically appear once the Mac desktop displays. If not, perform the action described on letter c and select *Open* instead:
    - i. Enter your username and password for PaperCut and either press *Enter* or click *OK*.
      1. The username is typically your first initial, middle initial, and last name (i.e. absmith).
      2. The password is typically the same as your HCC email (faculty/staff or student).
    - ii. The PaperCut balance notification should update with your current balance. The *Details...* link should now point to your PaperCut account. Click to access:



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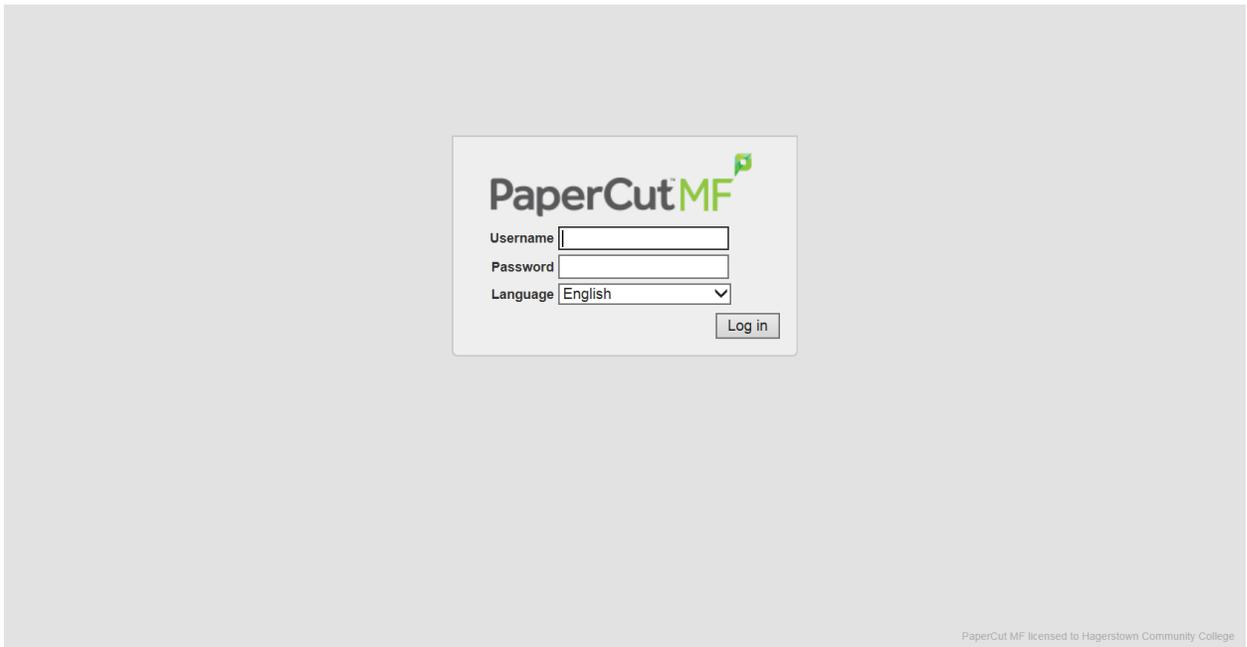


- c. If the PaperCut client automatically logs out and gives you a \$0.00 balance, you will have to log back in. To do this locate the PaperCut icon on the menu bar at the top of your screen, hold down the Control key, click the icon (you may need to hold down the mouse key), and select *Login as...*:

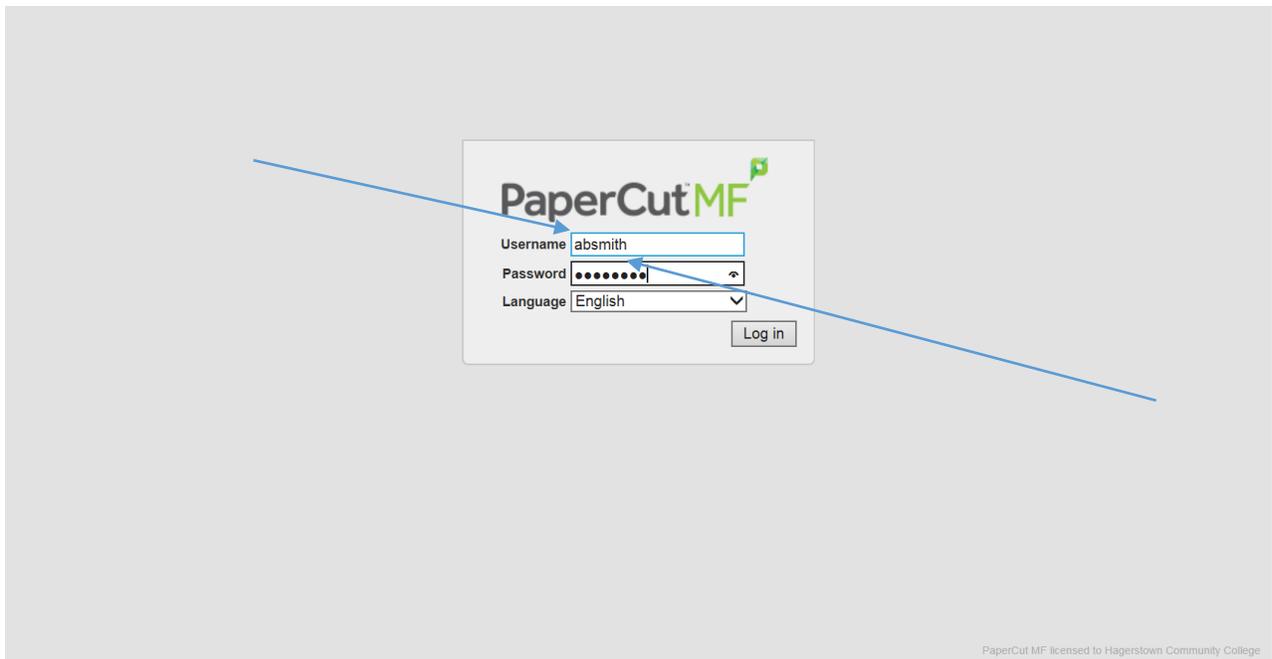


- d. If you select *Login as...*, repeat the login process on letter b.
        - e. If another user is logged in, repeat the process described on letter c, and choose *Logout*.

2. You should see a screen similar to the image below:



3. Type your Active Directory username and password.
  - a. The username is typically your first initial, middle initial, and last name (i.e. absmith).
  - b. The password is typically the same as your HCC email (faculty/staff or student).



4. Once logged in your screen should look similar to the image below:

The screenshot shows the PaperCut MF Summary page. The left sidebar contains a menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, Add Credit, and Log Out. The main content area is titled "Summary" and contains a table with the following data:

Username	[REDACTED]
Balance	\$336.05
Total print jobs	75
Total pages	496

Below the table is an "Activity" section with a line graph titled "Balance history for jcseiler". The y-axis is labeled "Balance" and ranges from \$50.00 to \$350.00 in increments of \$50.00. The x-axis represents time, with vertical grid lines. The graph shows a single green line that remains relatively flat, starting at approximately \$336.05 and ending at a slightly lower value.

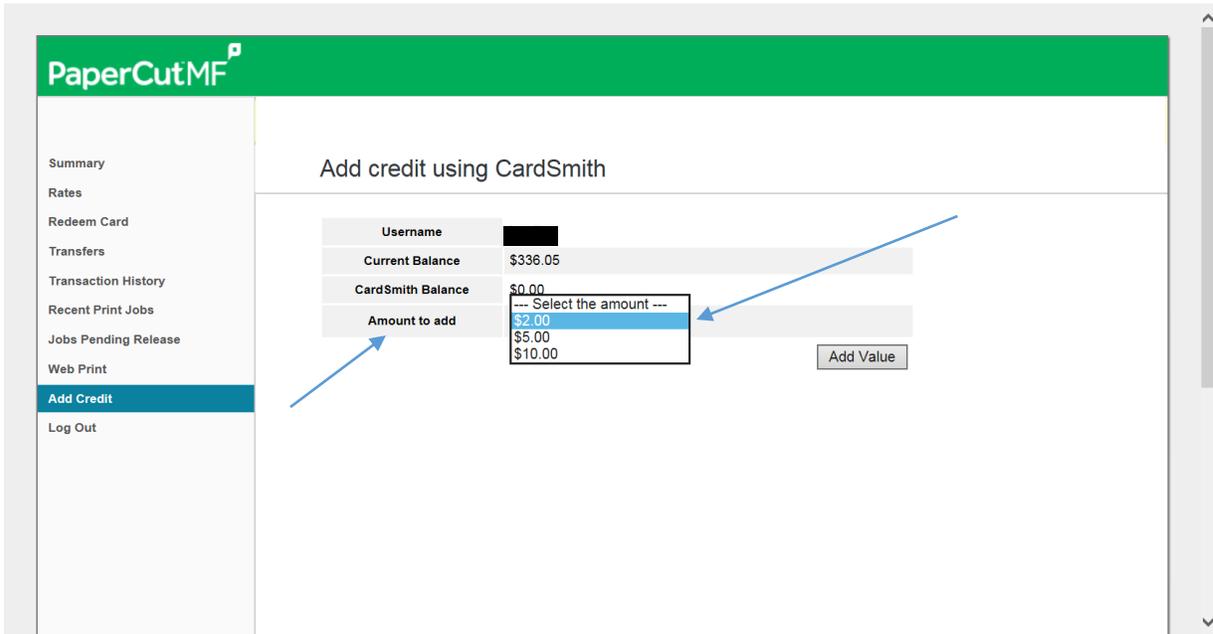
5. Click *Add Credit* on the left hand side of the screen:

The screenshot shows the PaperCut MF Add Credit page. The left sidebar menu is the same as in the previous screenshot, but the "Add Credit" item is highlighted in blue. A blue arrow points from the "Add Credit" menu item to the main content area. The main content area is titled "Add credit using CardSmith" and contains a form with the following fields:

Username	[REDACTED]
Current Balance	\$336.05
CardSmith Balance	\$0.00
Amount to add	--- Select the amount ---

There is an "Add Value" button located to the right of the "Amount to add" field.

- Click the drop-down menu to the right of *Amount to add* and select the amount you wish to add to your PaperCut account:



- Once you have selected the amount to add click the *Add Value* button:

