1. When you log into a CCC computer on campus, the PaperCut Balance window will appear in the right hand corner of your screen.

2. Each semester, students will receive $10 of credit to be used for printing. Your current balance will appear in the PaperCut Balance window.

3. When you print, a Print Job Notification window will appear. The student will then confirm the print request and the charge to their PaperCut account. The file is then sent to the printer.

**HINT:** Remember to always use the PRINT PREVIEW selection where possible to ensure you are printing exactly what you need.

*Please note:* If you are printing to a copier/printer, you will need to scan your ID card or enter your ID # to receive your print job. Printing to a printer only will not require an ID card. See your lab assistant for help with printing issues.

4. Cost for single-sided black & white 8 1/2 X 11 page is 5 cents; duplex (2-sided) is 6 cents.

5. Students may add additional money, if needed, onto their PaperCut account in 2 ways:
   a. Directly through the student’s PaperCut account and processing the sale with your credit card through PayPal.
      i. Go to the details link in the Balance window screen to access the account
      ii. Use your WebCentral user name and password to login.
      iii. Select ADD CREDIT ($5 increments) and follow the prompts that guide you through the sale and to PayPal.
   -OR-
   b. Go to any Student Accounts Office and pay with cash, check or credit card.

*Other info:*
1. If you have trouble printing, see your lab assistant or Student Accounts.
2. Students cannot carry over any of the $10 credit after the semester ends. The amount will be reset to $10 at the beginning of each semester. However, if the student has purchased additional printing funds- these will be carried over.
3. Students may login to their PaperCut account, to view their printing information/details.