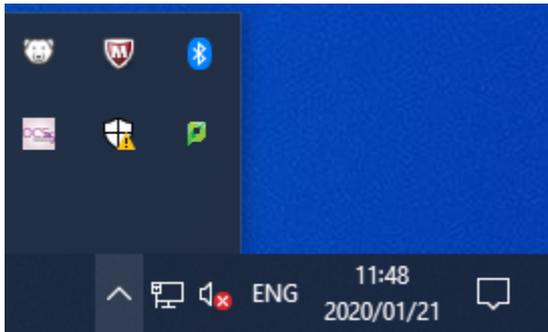
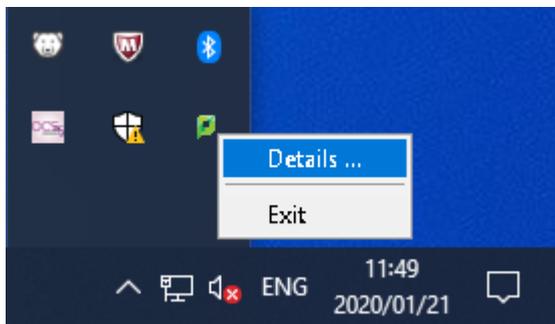


## How to view your printing account details.

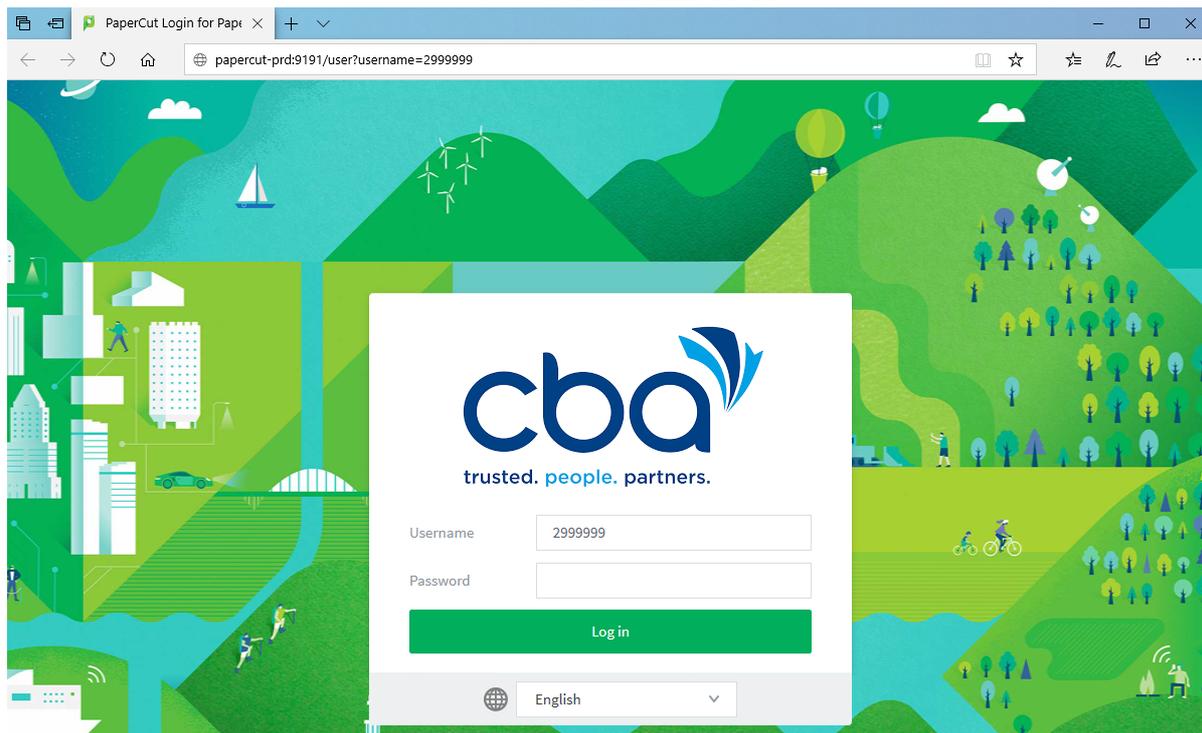
Click on the **Show Hidden Icons** button  on the right hand on the taskbar.



Right click on the **Green Papercut Icon**. Then Click on **Details**.



A web page should open. Insert your username and password and click on **Log in**



Once you've logged in you will be taken to the **Summary** page, which contains your account balance.

Click on the **Rates Tab**. You will see a list of printers on campus.

Hover your mouse pointer abover the **details** button to the right of any of the printers. A caption will appear which will provide details related to the cost of printing to that printer.

Size	Color	Grayscale	Color duplex	Grayscale duplex
A3 (ISO_A3)	R 3.54	R 1.10	R 3.54	R 1.10
A4 (ISO_A4)	R 1.77	R 0.55	R 1.77	R 0.55
Default (other sizes)	R 1.77	R 0.55	R 1.77	R 0.55

Click on the **Transfer** Tab. This feature allows you to transfer credits to other users

### Transfers

**Transfer from**  
cbatest (Graham)

**Available credit**  
R 984.15

**Amount**

**Transfer to user**

**Comment**

Click on the **Transaction History** Tab to view your transactions.

### Transaction History

Filter on

◀ ◀ 1 2 ▶ ▶

TRANSACTION DATE	TRANSACTION BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
Jan 20, 2020 10:35:05 AM	[system] (print)	R-0.55	R 984.15	Printer Usage	
Jan 17, 2020 3:00:16 PM	[system] (print)	R-0.55	R 984.70	Printer Usage	
Jan 17, 2020 2:57:38 PM	[system] (print)	R-0.55	R 985.25	Printer Usage	
Jan 17, 2020 2:56:34 PM	[system] (print)	R-0.55	R 985.80	Printer Usage	
Jan 17, 2020 2:53:34 PM	[system] (print)	R 0.55	R 986.35	Printer Usage (Full refund)	[auto-refund of cancelled print job]
Jan 17, 2020 2:53:34 PM	[system] (print)	R 0.55	R 985.80	Printer Usage (Full refund)	[auto-refund of cancelled print job]

The **Recent Print Jobs** Tab. Will provide you with a list of your recent print jobs.

