

PaperCut MF – Manage your Print Account

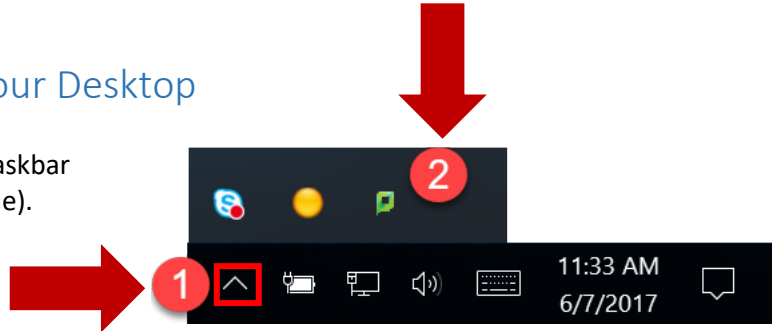
This guide shows you how to access your print balance and monitor your print usage.




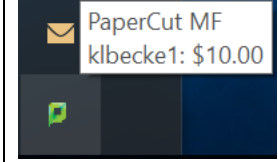
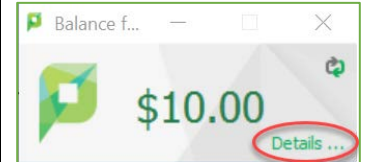
If you have questions about PaperCutMF, please contact the Support Center by email at support@svsu.edu, by phone at 989-964-4225 or x4225, or stop by Zahnow Library, first floor.

Manage Your Print Account from Your Desktop

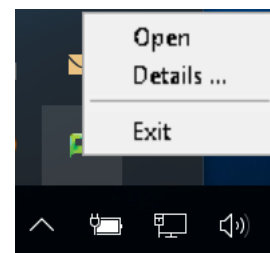
1. In the notification area in the Windows Taskbar (bottom-right corner next to the date/time). Click the show hidden icons.



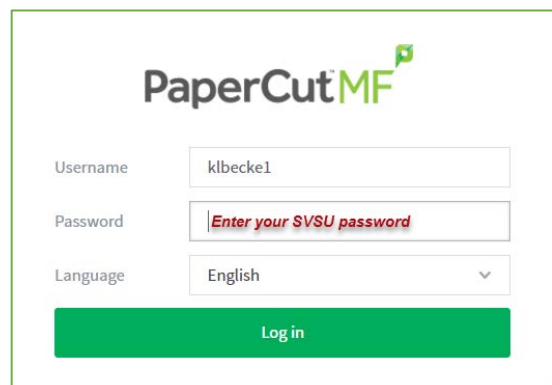
2. You will notice a Papercut icon,  when you *hover* or *double-click* the icon, a small pop-up window opens on the desktop revealing your current print balance.

Hover action	Double click action
	

3. If you right click the Papercut icon a context menu opens with additional options. See figure to the right.
 - a. When you click “**Open**” you will see your balance same window as the double click action.
 - b. When you click “**Details...**” you will be taken to the Papercut login screen.
4. Your username is filled in for you because your account is authenticated when you log into your computer. Next, enter your SVSU password and click “**Log in**”.



5. You should now be logged into your Print Account Summary Dashboard.



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Print Summary Dashboard

On the dashboard, you can find more information about your print history, see pending print jobs, change your pin number, purchase additional pages, review policies and instructions, and see its environmental impact.



You can update your PIN number by clicking "**Change Details**" which is used for devices that will have secure print enabled – mainly printers with installed card readers.

PaperCutMF

Summary

Username	klbecke1 (Katie Becker)	
Card/ID number	[show]	
Balance	Allocated Balance	\$10.00
	Deposited Balance	\$0.00
		\$10.00
Total print jobs	114	
Total pages	287	

Activity

Balance history for klbecke1

Environmental Impact

- 0.3% of a tree
- 922 g of CO₂
- 58.1 hours running a 60W light bulb

Since Aug 12, 2016 [Environmental Dashboard](#)

Update your PIN here. (Red arrow pointing to 'Change Details' in the sidebar)