

## PaperCut Web Portal - Add Credit for printing

### **Adding Credit:**

If a print job costs more than your available balance a notification pops-up stating that there is not enough in your account to print the job. To continue printing funds need to be added to your PaperCut account. Money is added by transferring it into PaperCut from your OneCard account.

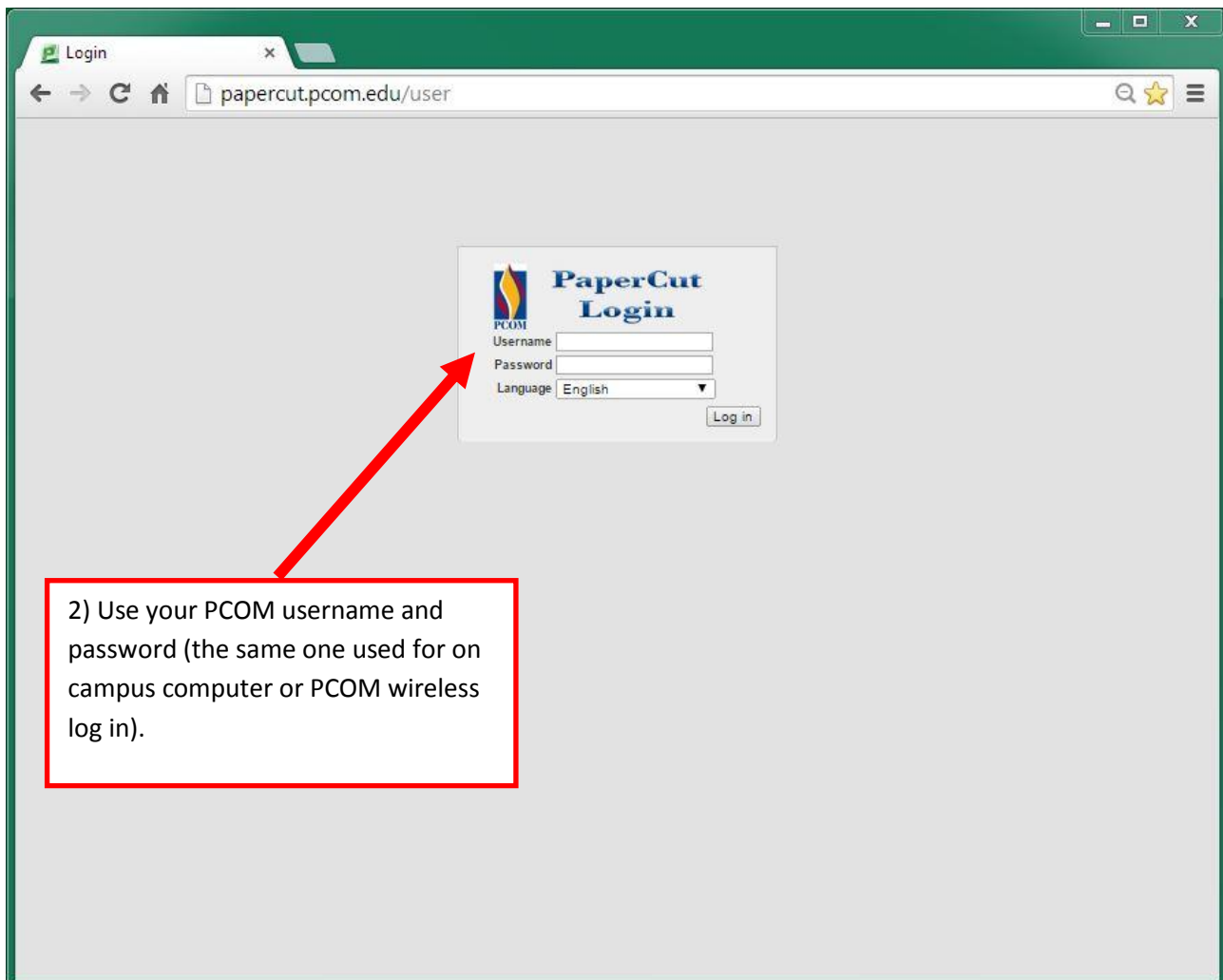
**Please note -- money transferred into PaperCut is one-way only, it cannot be put back into one card**

If you have not opened a OneCard account go to <http://onecard.pcom.edu> to do so -

a **minimum of \$25.00 is needed to open a OneCard account** – for more information go to

[http://www.pcom.edu/Administration/Administrative\\_Departments/Bursars\\_Office/OneCard.html](http://www.pcom.edu/Administration/Administrative_Departments/Bursars_Office/OneCard.html)

- 1) Navigate to the website <http://PaperCut.pcom.edu/user>



2) Use your PCOM username and password (the same one used for on campus computer or PCOM wireless log in).

PCOM Philadelphia College of Osteopathic Medicine

### Summary

Summary

- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

<b>Username</b>	billpe (Bill Perkins)	
<b>Balance</b>	Yearly	\$48.72
	Additional	\$20.00
		<b>\$68.72</b>
<b>OneCard Balance</b>	\$5.00	
<b>Total print jobs</b>	19	
<b>Total pages</b>	26	

**Activity**

Balance history for billpe

**Environmental Impact**

<b>Trees</b>	0.030% of a tree since May 28, 2014
<b>Carbon</b>	108 grams of carbon dioxide since May 28, 2014
<b>Energy</b>	Equivalent to running a 60W bulb for 6.8 hours

[Open Environmental Dashboard](#)

Logged in as: billpe

3) The summary screen opens showing your current PaperCut balance, your OneCard balance and printing statistics.

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### Add credit using OneCard

Summary

- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit**
- Log Out

User

Current Balance

OneCard Balance

Amount to Transfer

\$2.00  
 \$5.00  
 \$10.00  
 \$25.00  
 \$50.00

4) Navigate to "Add credit"

5) Then select the amount through the drop down list.

6) Select "add value" and input the required information on the next screen.

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### Summary

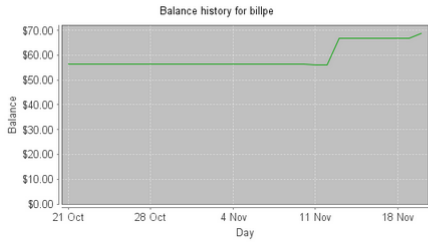
#### Summary

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<b>Username</b>	billpe (Bill Perkins)	
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<b>Balance</b>	Additional	\$20.00
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<b>OneCard Balance</b>	\$5.00	
<b>Total print jobs</b>	19	
<b>Total pages</b>	26	

3) You are returned to the summary screen showing your adjusted PaperCut and OneCard balances.

#### Activity



#### Environmental Impact

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- Carbon** 108 grams of carbon dioxide since May 28, 2014
- Energy** Equivalent to running a 60W bulb for 6.8 hours

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