

CONFIGURATION GUIDE:

ADDING CREDIT TO PAPER CUT FROM MY STUDENT ACCOUNT

Overview:

- My Student Account is the primary funds account into which parents and students deposit e-payments via WEB and Phone.
- PaperCut-MF manages and controls access to copy and print services.
- Where the copy and or print service is charged, students may “Add Credit” to their PaperCut-MF account by transferring funds directly from their My Student Account.

Adding Credit:

- Using PaperCut MF, students can transfer funds as required from any correctly configured PC workstation or laptop within the school.
- To transfer funds from My Student Account the User clicks on the word “Details” which is displayed (bottom right) of the Balance Window.



- The student (for security reasons) must then re-enter their school login details.
- This takes them directly to the PaperCut Users WEB Page, where they can click “Add Credit” on the left hand side menu.
- When clicking on “Add Credit”, both the Current Balance (PaperCut-MF) and My Student Account balance should be displayed. The student can check available funds for both.
- To add the required credit, the student clicks on the “Select the amount” arrow and clicks the “Add Value” button to confirm the transfer.
- Funds are deducted from the My Student Account balance and credited to the PaperCut balance immediately.

