

# ALL ABOUT YOUR PAPERCUT PRINTING ACCOUNT BALANCE

## Each student has an individual “Papercut Account”.

- Grade 8s and new students will automatically start the year with 50 cents.
- Returning students will begin the year with whatever was in their accounts at the end of last year.

**PRINTING COST varies depending on the VSB contract: B&W - 3 cents per copy; Colour - 20 cents**

Note: The printer will not work if the account balance is less than 3 cents.

**It is the student’s responsibility for topping up his/her account by purchasing “Printing Vouchers”.**

**PRINTING VOUCHERS are available in \$1 or \$5 amounts, and may be purchased from the teacher-librarians, before school and at break, or from the school accountant in the office at lunchtime.**


**See below for instructions on how to top up your account (i.e. redeem vouchers).**

**Note: Instructions are also printed in the student Agenda book, and posted in the library.**

**CHECK YOUR ACCOUNT BALANCE PERIODICALLY AND TOP US AS NEEDED.  
AVOID DELAYS WHEN IT'S TIME TO PRINT.  
PURCHASE A VOUCHER BEFORE YOU DRAIN YOUR ACCOUNT.**

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### TO CHECK YOUR BALANCE:

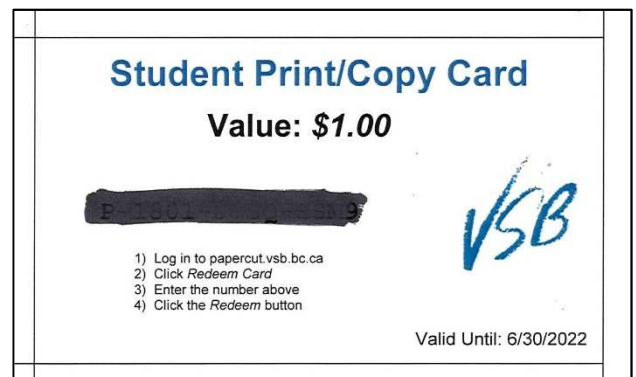
- Log in on a school computer.
- Click on the icon  located on the bottom right hand of the screen. A pop-up box appears will appear on your screen.



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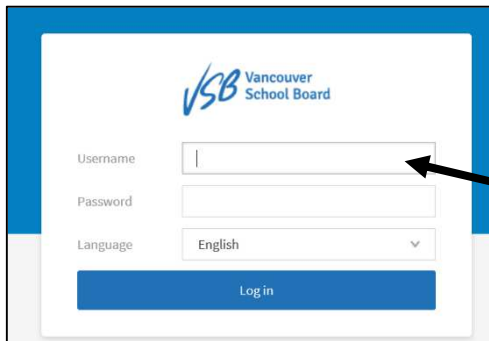
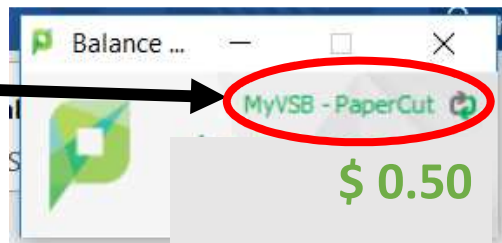
### TO TOP UP YOUR ACCOUNT:

- Buy a printing voucher from the teacher-librarian in the Library (Before school, During the 10 a.m. break, or After school), or from the accountant (Ms. DiGiovanni) in the office at Lunch Time.
- Vouchers are available in \$1 or \$5 amounts.
- Read instructions on the voucher to load / redeem your voucher).



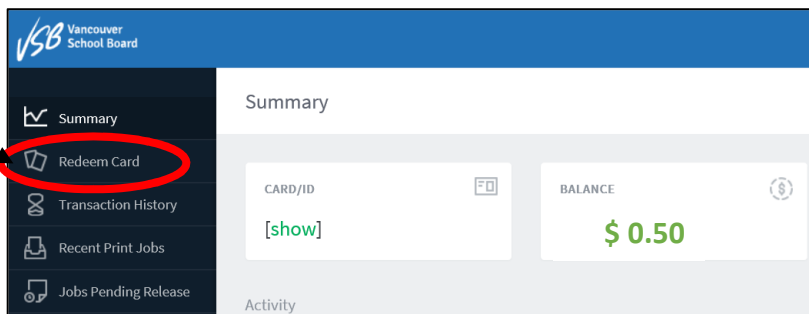
If you are already logged in, and have the Papercut box open ...

1. Click on the link.

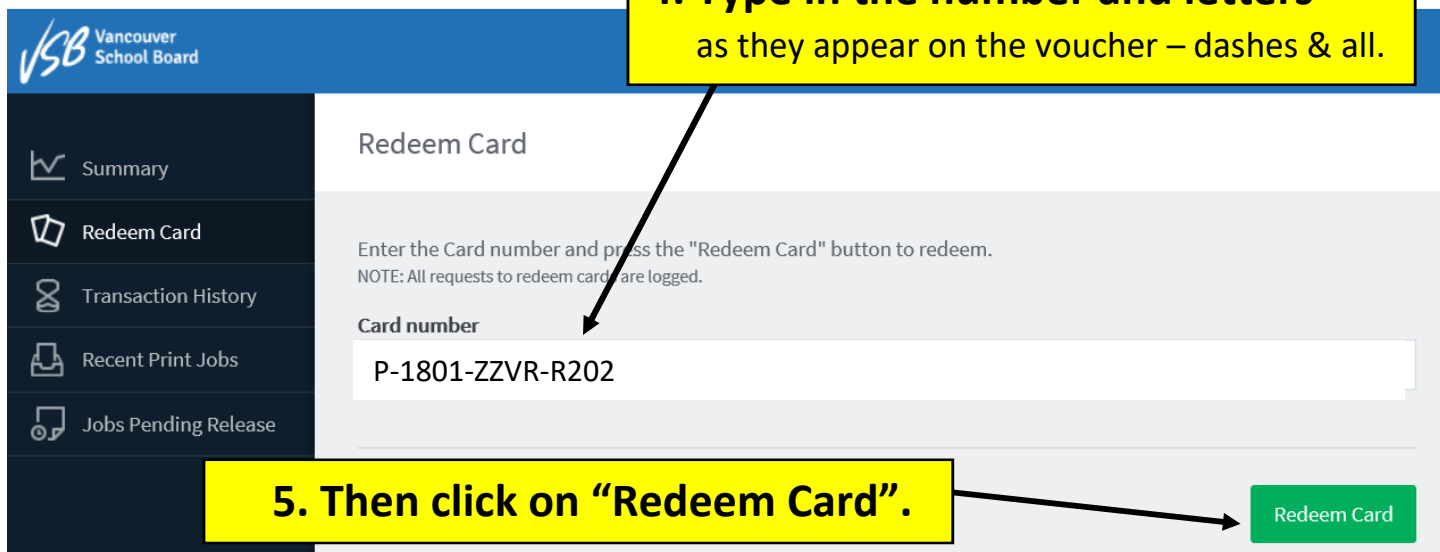


2. Log in with you Username & Password  
(Same as computer network log in).

3. Click on Redeem Card.



4. Type in the number and letters  
as they appear on the voucher – dashes & all.



5. Then click on "Redeem Card".

**NOTE: A confirmation appears at the top of the screen to let you know that you have successfully redeemed the voucher. NOW YOU ARE ABLE TO PRINT!**

Once you have finished loading your voucher, tear it up and recycle the paper.

**THIS VOUCHER IS NO LONGER VALID.**

**Also, please follow instructions posted at the computers.** "Printing Patience" is required for the printer driver to load properly. Please take your time, and check settings before you print (i.e. Settings for B&W or colour? 1 side? 2 side? etc.)

**DO NOT WASTE PAPER!** Thank you.