

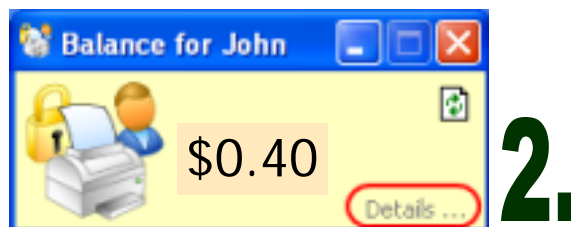
Adding Funds to your PaperCut Account

Adding Credit using a Law Print Funds Card

New software to manage printing costs has been installed on the network. Without sufficient printing credit in your account, printing will be denied. To add more credit you can buy Print Fund cards from the Law Library Circulation Desk. Each card is a voucher/coupon with a unique number. Please make sure your card number is kept secure until use.

To add credit to your account using a card:

- 1) Log in to a computer. Soon after login, your printing balance window will appear.
- 2) Click the **Details...** link on the balance window.



3. A web page will open, login with your Hawk ID and Hawk ID password.
4. After logging in click the **Redeem Card** link from the left menu.
5. Enter the number from the card. It should be entered exactly as shown on the card including any dashes (-).
6. Click **Redeem Card**. The value of the card will immediately be added to your printing balance.
7. Click **Summary** from the left menu and check your balance to confirm the card's value has been added to your account.

Note: The card is valid for a single usage only. The card should be recycled or disposed of after use.

