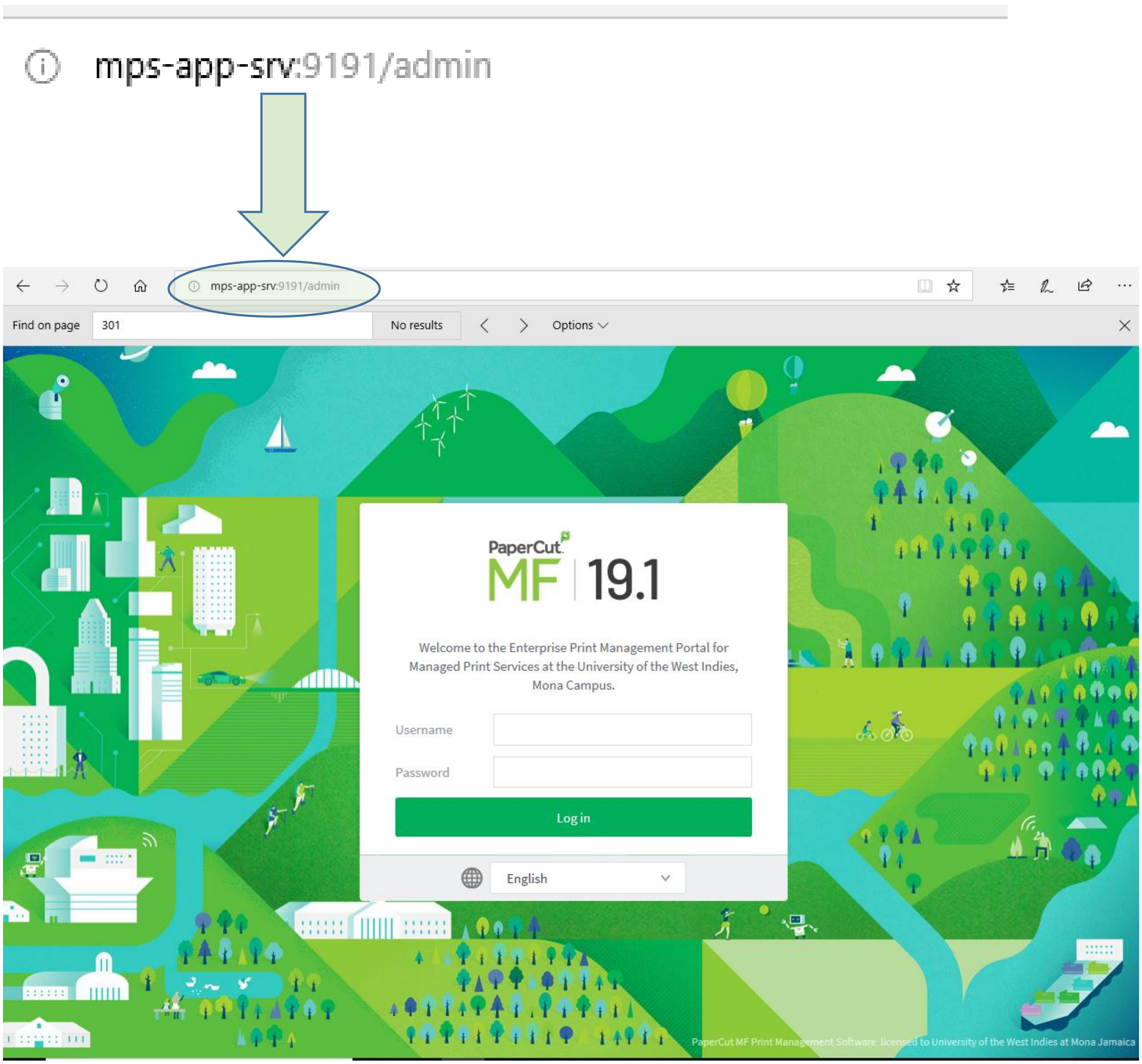
PaperCut MF 19.1

Printing Guide – Topup of Print Accounts

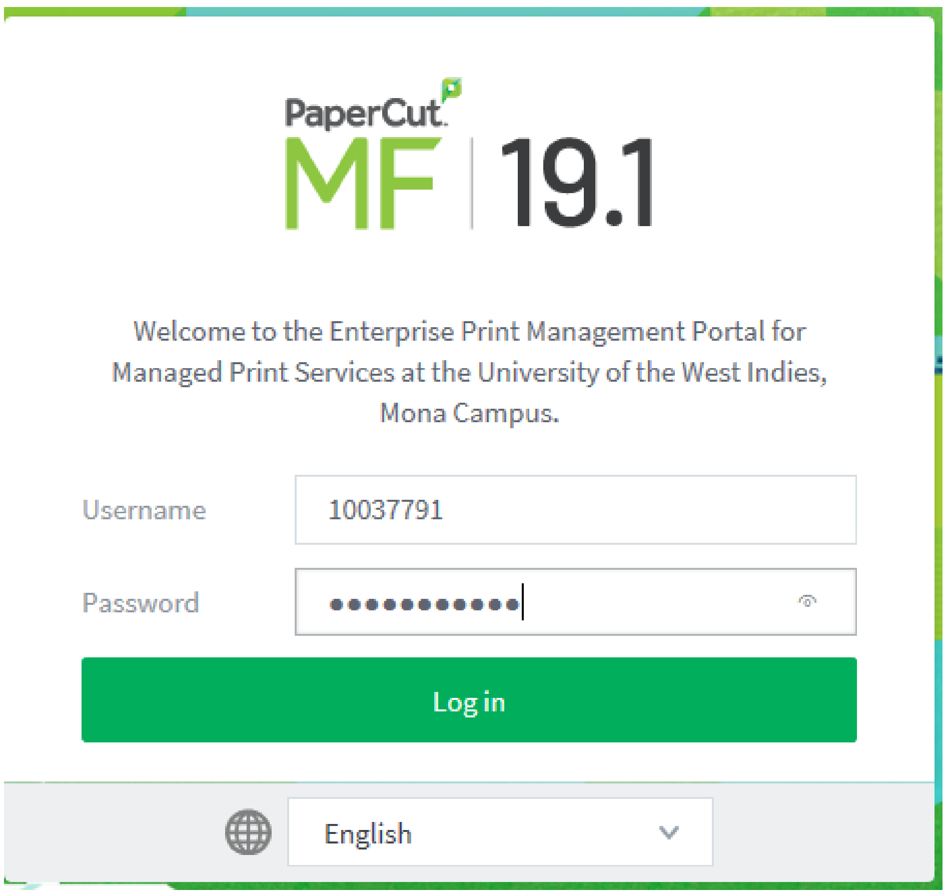
SYSTEMS UNIT – December 2019

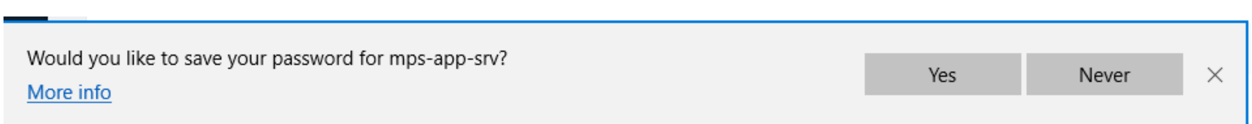
1. Open a browser from any computer connected to the UWI_MONA domain

2. and type the following url in the address bar:



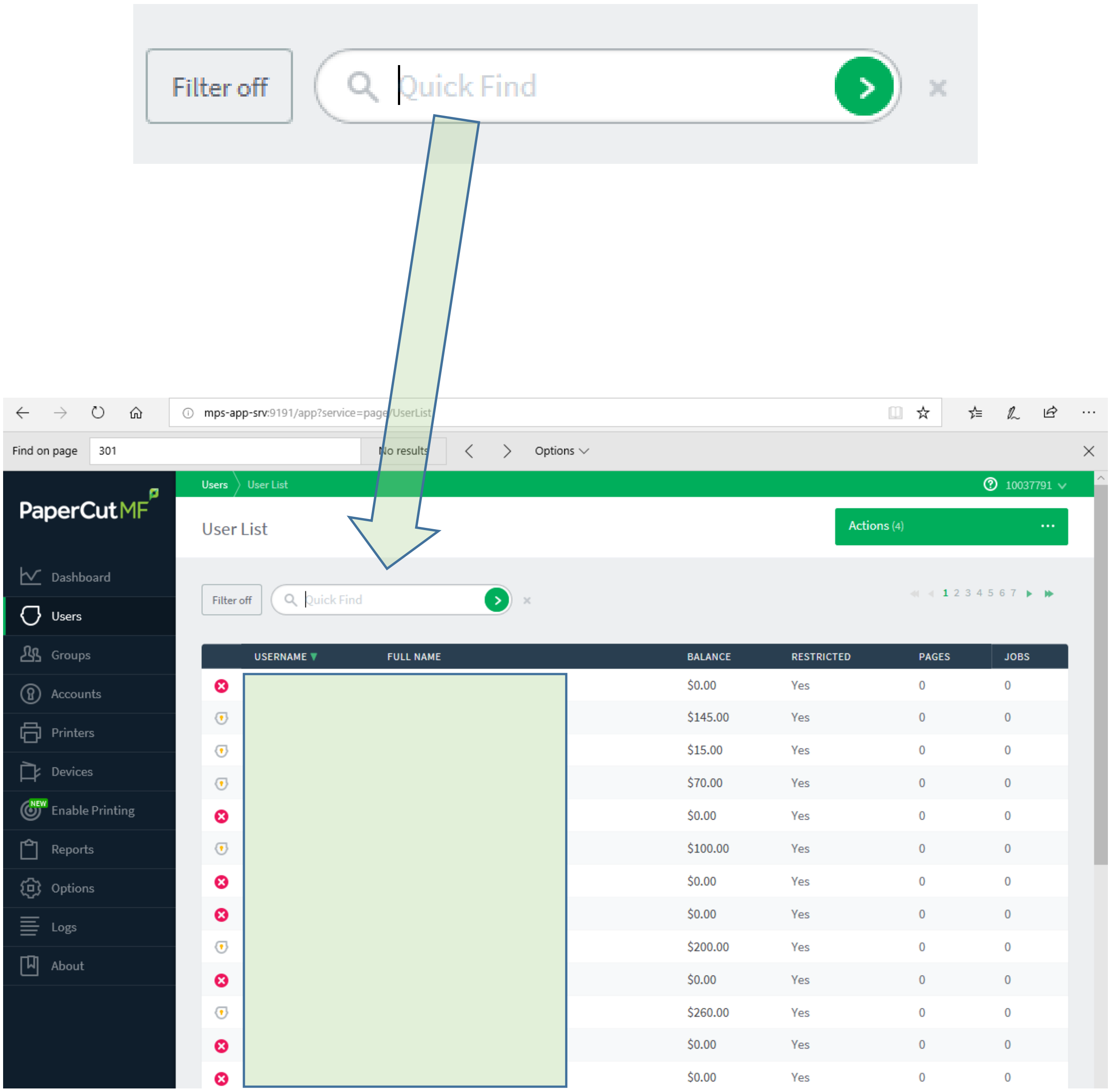
3. Enter your UWI credentials; i.e login and password you use to gain access to your desktop computer / email





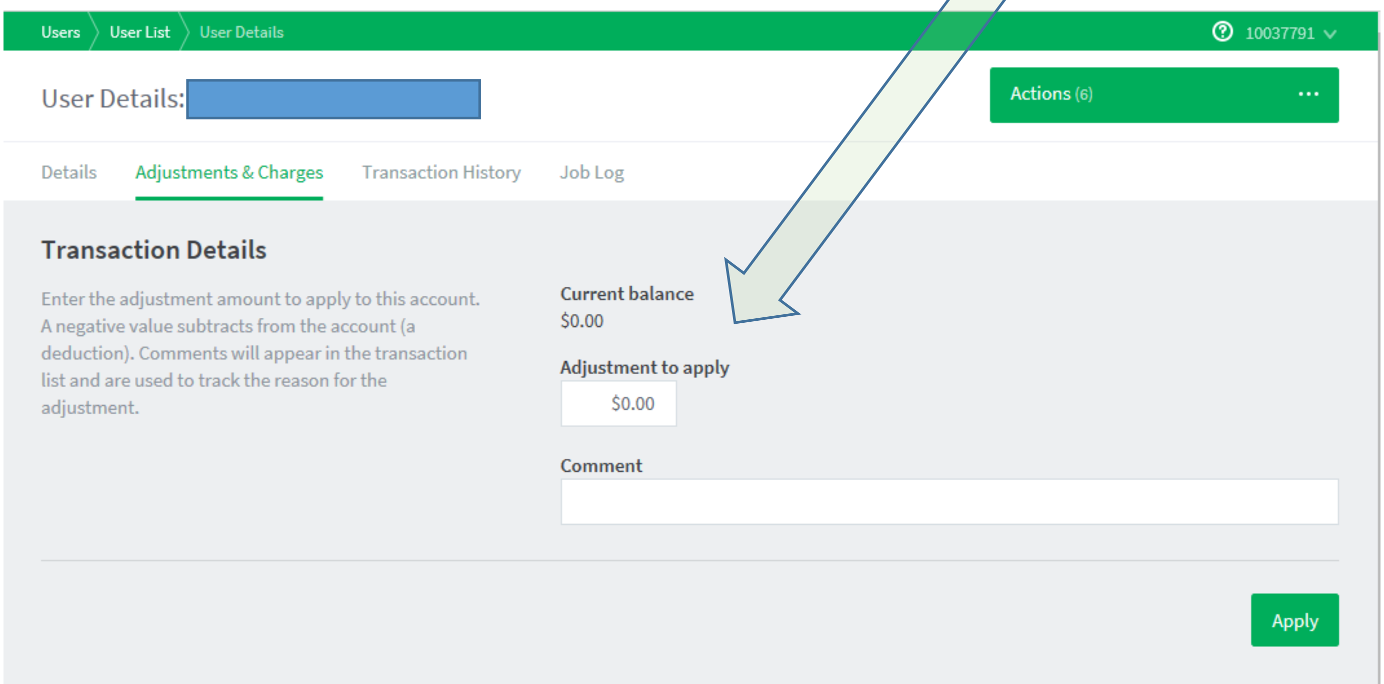
N.B. IF THE MESSAGE BELOW APPEARS, REQUESTING THAT THE PASSWORD IS SAVED IN THE BROWSER, ALWAYS CLICK "NEVER" . CLICKING THE "YES" COMMAND BOX WILL COMPROMISE YOUR SECURITY

4. Enter the Id # of the patron whose print balance is to be adjusted in the box labelled “Quick Find”. *N.B You may use your barcode scanner for convenience if one is in place*



5. Select the user from the results that are displayed

6. Enter the amount of money to be added in the "Adjustment to apply" textbox



7. Click the "Apply" Checkbox.

N.B. The current balance will be incremented by the amount entered above in the "Adjustment to Apply" textbox.