How to increase the balance on your print account:

• Go to Student Window cashier and purchase a PaperCut voucher to thew value of \$2, \$5 or \$10:



• Go to <u>http://10.209.0.23:9191/user</u> and log in using your DoE email address and password:

A Not secure 10.209.0.23:9191/user	
	PaperCut [®] 20.1
	Username @education.nsw.gov.a
	Password
5-5-	Log in
	💮 English 🗸

• Select Redeem Card and enter the unique code from the PaperCut voucher then click on "Redeem Card":

$\leftrightarrow \rightarrow \mathbf{C}$ A Not secure	10.209.0.23:9191/app?service=page/UserTopUpCards	
PaperCut [®] MF		
└── Summary	Redeem Card	
(\$) Rates	Enter the Card number and press the "Redeem Card" button to redeem.	
🕅 Redeem Card	NOTE: All requests to redeem cards are logged.	
∕, Transfers	P-280121-MDLV-KL72	
S Transaction History		
Recent Print Jobs	Redeem Card	
Jobs Pending Release		