

Adding Print Credits

Brad Christ - 2024-01-29 - Comments (0) - Paper, Printing and Copying

Adding printing credits is necessary to print in the computer labs, the Hannon Library, and at the Green Print Stations. You can determine whether a printer charges by clicking Rates after logging into [PaperCut](#), our print accounting system (hint, search for a printer name as the list is very long).

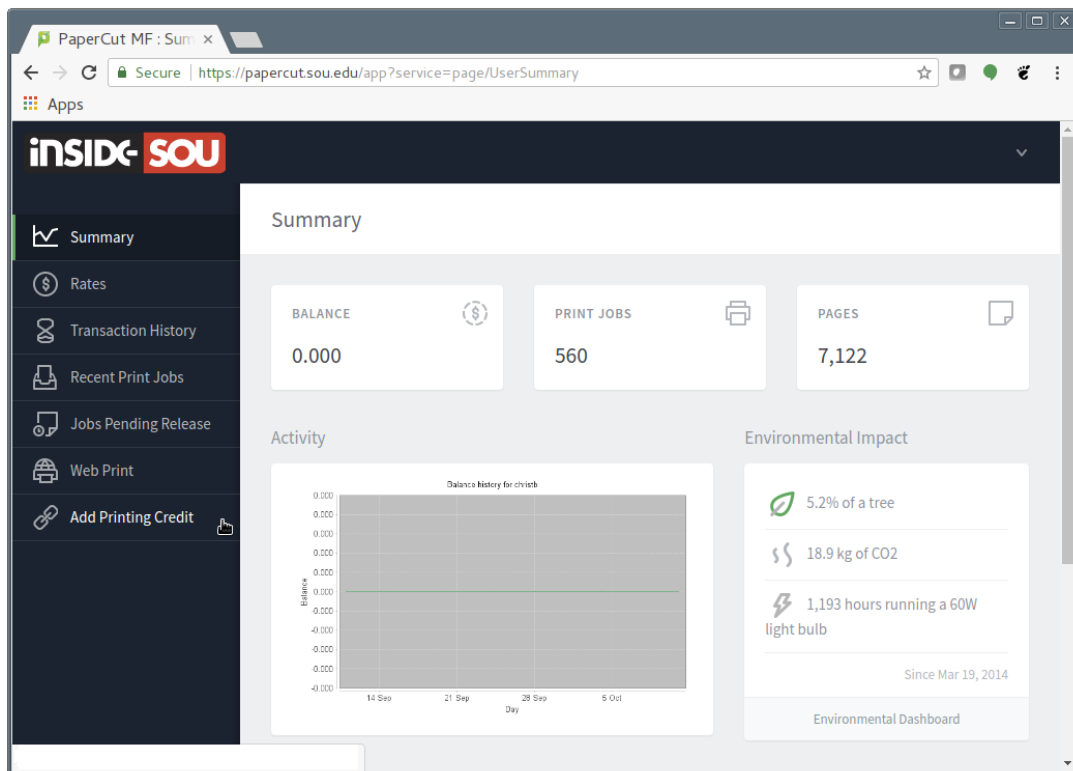
You can add printing credits in increments of \$1, \$2, \$5, \$10, \$20 by charging a credit card. If your printing credit balance is zero, you won't be able to print in the computer labs, the Hannon Library, and at the Green Print Stations.

Note: Student employees are not charged for work-related printing, unless you print to a computer lab, the Hannon Library or a Green Print Station. Do not use those printers for work-related printing!

For instructions to add credits using a Checking or Savings Account, click [here](#).

To add printing credits, follow this step by step walk-through:

1. Login to PaperCut by clicking the [Print Accounting \(PaperCut\)](#) link on InsideSOU. Once logged in, click "Add Printing Credit."



2. Select the amount to add to your print account. You add credits in increments of \$1, \$2, \$5, \$10, or \$20. After selecting the amount, click the "Add value" button.

The screenshot shows a web browser window with the address bar displaying 'https://papercut.sou.edu/app?service=page/ExtnCashnet'. The page title is 'PaperCut MF: Add x'. The main content area is titled 'Add printing credits using CASHNet'. On the left, there is a dark sidebar with the 'inside-SOU' logo and a menu with options: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Printing Credit (which is highlighted). The main area contains a form with the following fields: 'Username' (empty), 'Current balance' (0.000), and 'Amount to add' (a dropdown menu showing '--- Select the amount ---'). A green 'Add value' button is located at the bottom right of the form.

3. You'll be taken to CashNet, where you can select your payment method. Select Credit Card and click the "Continue Checkout" button.

The screenshot shows a web browser window with the address bar displaying 'https://commerce.cashnet.com/cashnet/selfserve/SelectPmtType.aspx'. The page title is 'CASHNet'. The main content area is titled 'SOU PRINTING' and features the 'Southern OREGON UNIVERSITY' logo. There are links for 'checkout' and 'sign out' in the top right corner. The main section is titled 'Select Method of Payment' and contains a box with the following options: 'New Payment Methods' with radio buttons for 'Credit Card' (selected) and 'Electronic Check'. Below these is a 'BUY WITH MasterPass' button. A red 'Continue Checkout' button is located at the bottom right of the payment selection box. The footer of the page displays '(webce-c3cf)'.

4. Enter your payment card information and, when finished, click "Continue Checkout."

CASHNet x
Higher One, Inc. [US] | https://commerce.cashnet.com/cashnet/selfserve/EnterPmtInfo.aspx

Southern OREGON UNIVERSITY

checkout sign out



SOU PRINTING

Enter credit card information **Total Amount: \$1.00**

Credit Card Number

Expiration Month

Expiration Year

We accept:  

Cardholder Name

Address * Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Email Address

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

(webce-c3cf)

5. Confirm your payment information and click "Submit Payment."

CASHNet x
Higher One, Inc. [US] | https://commerce.cashnet.com/cashnet/selfserve/confirm.aspx

Southern OREGON UNIVERSITY

checkout sign out

SOU PRINTING

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
SOU Printing Charges (Print Credit)	\$1.00
Total Amount	\$1.00

Payment Information

Email Address: rocky.raider@sou.edu

Account Number: XXXXXX

Account Type: Checking

Routing Transit Number: 123456789

Bank: U.S. Bank, N.A.

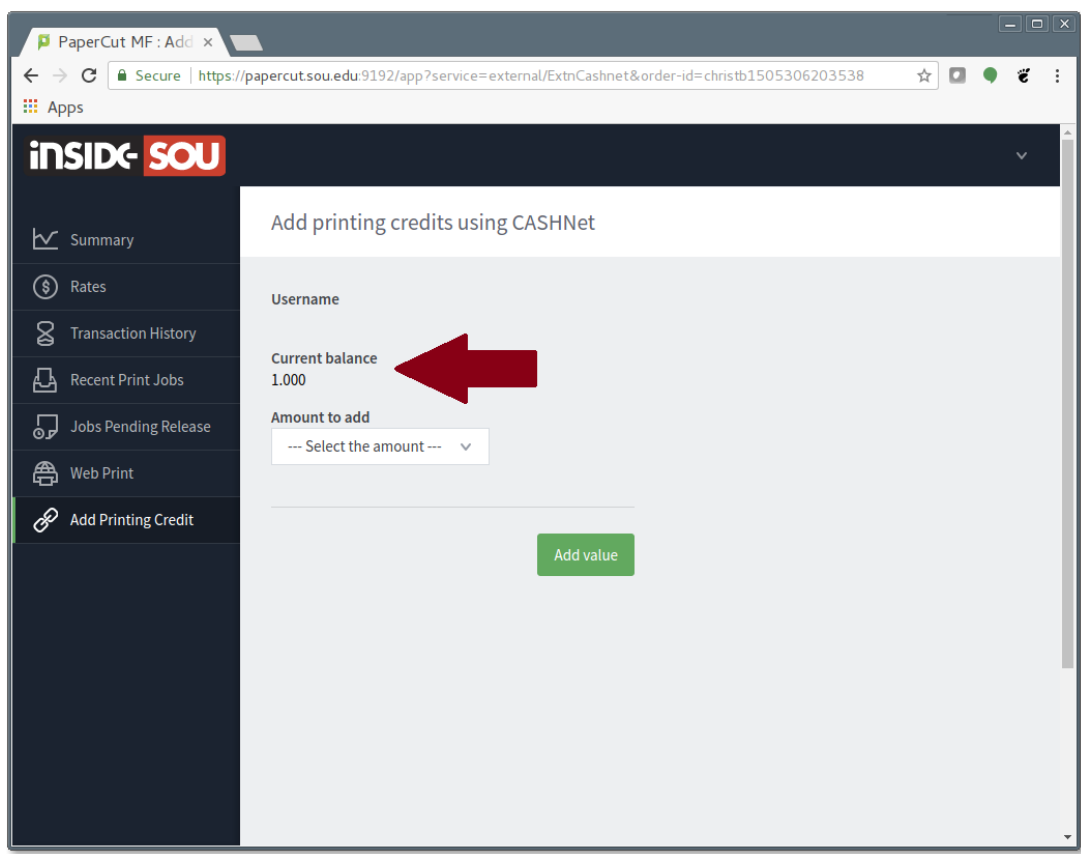
Account Holder Name: Rocky Raider

[Submit Payment](#)

(webce-2b4f)

6. If your payment is successful, you'll be given a receipt and you'll be returned to PaperCut.

Your current balance should show the amount of print credits that you just added. You're now ready to print!



Comments (0)