

Knowledgebase > Paper, Printing and Copying > How to Request a Print / Copy Refund

## How to Request a Print / Copy Refund

Brad Christ - 2025-05-29 - Comments (0) - Paper, Printing and Copying

To request a **Print/Copy refund**, you must use our **print accounting system**. This includes any copies made in the library.

Note

If you are a graduating student, use this link to request a refund of your unused print credits.

To get started, follow this link.

After successfully logging in, you should presented with a **Summary** screen for your account. This screen will show your recent printing activity and the environmental impact of your printing.

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₩ Summary	Summary					
<ul> <li>Rates</li> <li>Transaction History</li> <li>Recent Print Jobs</li> </ul>	balance -2.150	١	PRINT JOBS 1,195	PAG 5,8	es 40	₽
Jobs Pending Release	Activity			Environmental Im	pact	
P Add Printing Credit	0.000 -0.200 -0.400 -0.600 -0.800 -0.800 -1.200 -1.400 -1.800 -1.800	Balance history for ra		<ul> <li>4.4% of a t</li> <li>\$\$ 16.0 kg of</li> <li>\$\$ 16.0 kg of</li> <li>\$\$ 1,008 hour</li> </ul>	ree CO2 Srunning a 60W light bulb Since Ma Environmental Dashboard	r 19, 2014

On the side bar menu select the **Recent Print Jobs** option.

Now, take note of which printing job you would like to have refunded.

└── Summary	Recent Print Jobs										
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S Transaction History	TRUE UN										
Recent Print Jobs	Nov 29, 2018 10:22:41 AM		apprint01v\LabLC-2	6	0.300	Test Rays Dallies - Deeple Deep	LETTER (ANSI_A)	Printed			
Jobs Pending Release							LETTER (ANSI A)	Printed			
Web Print	Oct 11, 2018 10:23:52 AM	201100	apprint01v\LabLC-1	1	0.050	Interface in temperature	Duplex: Yes	request refund			
Add Printing Credit	Oct 4, 2018 10:20:23 AM	4444	apprint01v\LabLC-1	1	0.050	Access carries inclusion comprehen-	LETTER (ANSI_A) Duplex: Yes	Printed request refund			
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	Oct 2, 2018 10:18:39 AM	distant and	apprint01v\LabLC-1	2	0.100	2020 (eq.) - Sealt-Sec.	LETTER (ANSI_A) Duplex: Yes	Printed request refund			
	Sep 25, 2018 1:40:03 PM	10000	apprint01v\LabLC-1	1	0.050	Institution, Inspiratory	LETTER (ANSI_A) Duplex: Yes	다 Printed request refund			
	Sep 25, 2018 1:36:55 PM	-	apprint01v\LabLC-1	1	0.050	Republic Association	LETTER (ANSI_A) Duplex: Yes	Printed request refund			
	Sep 25, 2018 1:34:59 PM	*****	apprint01v\LabLC-1	1	0.050	Reading to contract, the photoe	LETTER (ANSI_A) Duplex: Yes	Printed request refund			
	Sep 25, 2018 1:31:47 PM	0.000	apprint01v\LabLC-1	1	0.050	Institutional systems	LETTER (ANSI_A) Duplex: Yes	S Not Charged			
	Sep 25, 2018 1:31:13 PM	414-1-1-1	apprint01v\LabLC-2	1	0.050	Institution and type straight from	LETTER (ANSI_A) Duplex: Yes	S Denied Not Charged			
	Export/Print 🕶 🚍 🖽										

To request a refund, click **Request Refund**.

## Warning

- We only issue refunds for *printer or computer malfunction*, not because of unwanted copies, formatting issues, or other non-technical reasons.
- So, please check your work carefully and use **Print Preview** before pressing the **Print** button.
- If you are a graduating student then use <u>this link</u> for your refund.

To check for credits from refunds or balance history, click **Transaction History** on the side bar menu.

