

# Print charges and paying for printing

Staff and students have a printing budget from which charges for all printing and copying are deducted.

## How much does printing cost?

As of February 2024:

### Black and White

Black & White	Cost per side	Cost per sheet
A4 single sided	5p	5p
A4 double sided	4p	8p
A3 single sided	9p	9p
A3 double sided	8p	16p

### Colour

Colour	Cost per side	Cost per sheet
A4 single sided	20p	20p
A4 double sided	18p	36p
A3 single sided	38p	38p
A3 double sided	36p	72p

## How do I pay for printing?

### Staff and Research Postgraduate students

Your department may pay for your printing costs. Please check whether your department requires a limit to be set on your printing.

### Undergraduate and Taught Postgraduate students

New students start off with an initial print budget of £1. Each time you use your ID card to print or copy, the cost is deducted automatically from your budget. Provided your budget remains in credit, you can print.



If you run out of credit, you will see the message **Credit too low** when you log in to an MFD and should top up your budget as described below.

### I'm an Undergraduate/Taught Postgraduate student.

#### How do I top up my print budget?

You can top up your print budget online using the PaperCut service.

1. Log in to the PaperCut service with your University username and password. You can log in on:
  - Classroom PCs: via the **PrintManage** desktop shortcut, or go to <https://printmanage.abdn.ac.uk/>
  - Personal devices, laptops, PCs: go to <https://printmanage.abdn.ac.uk/>
2. You can see your current balance on the **Summary** page.

3. To top up, click **Add Credit** on the navigation menu.
4. Select the amount you want to add to your budget from the drop-down menu, then click **Add value**.
  - Choose from £1, £2, £5, £10, or £20.



You should not top up more than is needed as print credits are non-refundable.

5. You'll see the **Payment Summary** screen. Select **Continue** to proceed.

The screenshot shows the 'Payment Summary' screen for the University of Aberdeen. At the top is the university's logo. Below it, the title 'Payment Summary' is displayed. A section titled 'Payment Item Summary' contains a table with two columns: 'Description of item(s) to pay' and 'Total Cost'. The table lists 'Printing credit top-up' with a total cost of '£1.00'. Below this, a summary row shows 'Total to pay today' as '£1.00'. A green 'Continue' button is located at the bottom right of the screen.

Description of item(s) to pay	Total Cost
Printing credit top-up	£1.00
<b>Total to pay today</b>	<b>£1.00</b>

6. Enter *your* details on the **Payer Details** screen as instructed.
  - You must complete all mandatory fields. These are clearly marked with an asterisk \*
  - You can use your personal email address if you prefer. You don't have to use your University email address.
7. Select **Continue** to proceed.
8. Enter *your card* details on the **Payment Details** screen as instructed, and select **Continue** to proceed.
  - You can pay by Visa, Visa Debit, or MasterCard.
9. **Review and Confirm** your payment details, then select **Confirm** to pay.



**Note:** Your card provider may require additional verification.

The screenshot shows the 'Review and Confirm' screen. It includes the same 'Payment Item Summary' table as the previous screen. Below this is a section for 'Payment Information' with an 'Edit' link. It is divided into 'Debit/Credit Card Details' and 'Billing Address Details'. The card details show: Name on Card: John, Last 4 Digits of Card Number: 1011, Card Type: MasterCard, Card Expiry Date: 03/2025. Below this, it states 'Email confirmation will be sent to Smith@gmail.com'. At the bottom, there is a '3D-Secure Information' section with the Visa logo and text about 3D-Secure verification. At the very bottom are 'Back' and 'Confirm' buttons.

**Debit/Credit Card Details**

Name on Card: John  
Last 4 Digits of Card Number: 1011  
Card Type: MasterCard  
Card Expiry Date: 03/2025

Email confirmation will be sent to Smith@gmail.com

**3D-Secure Information**

Verified by  
**VISA**  
MasterCard  
SecureCode

For increased security and fraud prevention, your card issuer may need additional information from you to verify that you are the payer.  
If this is the case, there will be an extra step, where your card issuer will ask you to authenticate your identity before completing your payment.

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10. Once your payment is complete, you'll see a confirmation message on screen and you'll receive a confirmation email at the address you provided on the Payer Details screen.

## Further information and help

If you encounter any problems, please contact the IT Service Desk: [myit.abdn.ac.uk](https://myit.abdn.ac.uk)