

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?

At July 2021:

Black and White

A4 single sided	4p per sheet	(3p per print side + 1p per page paper)
A4 double sided	7p per sheet	
A3 single sided	5p per sheet	(3p per print side + 2p per page paper)
A3 double sided	8p per sheet	

Colour

A4 single sided	10p per sheet
A4 double sided	19p per sheet
A3 single sided	11p per sheet
A3 double sided	20p per sheet

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 login 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.

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

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.

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

Debit/Credit Card Details

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

Billing Address Details

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.

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: <https://myit.abdn.ac.uk>