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 April 2023:

Black and White
- A4 single sided: 5p per sheet
- A4 double sided: 8p per sheet
- A3 single sided: 6p per sheet
- A3 double sided: 9p per sheet

Colour
- A4 single sided: 12p per sheet
- A4 double sided: 21p per sheet
- A3 single sided: 13p per sheet
- A3 double sided: 22p 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 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.

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.

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](mailto:myit.abdn.ac.uk)