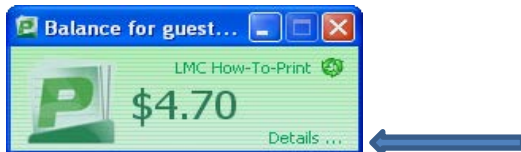


Adding funds to your Printing Account:

To redeem an LMC Print Card:

Step 1: Purchase a card from any of several convenient locations. These can be obtained at the cashiers' office or the One-Stop desk at Napier, front desks at the Bertrand Crossing, M-Tec and South Haven Campuses.

Step 2: Click on the "Details..." link in the PaperCut dialogue box usually located in the upper right hand corner of the monitor screen.



OR...Open a web browser and navigate to the PaperCut NG user login page at <http://lmc-mpc:9191/user>. Log in using your user name and password



After logging in, your account status other information will display.

Step 3: Click on the "Redeem Card" link on the left-hand navigation column.



Step 4: Enter the LMC Print Card number code in the "Card Number" box and press "Redeem Card". Note...Take care to enter the number exactly as listed including any dashes (-).



1. If the card's number is valid, the credit as listed on the card will be transferred to your account and this will list in your transaction history.
2. You can now access the additional credit for printing.

Note: The card is valid for a single usage only. The card should be recycled or disposed of after use and has no cash value.