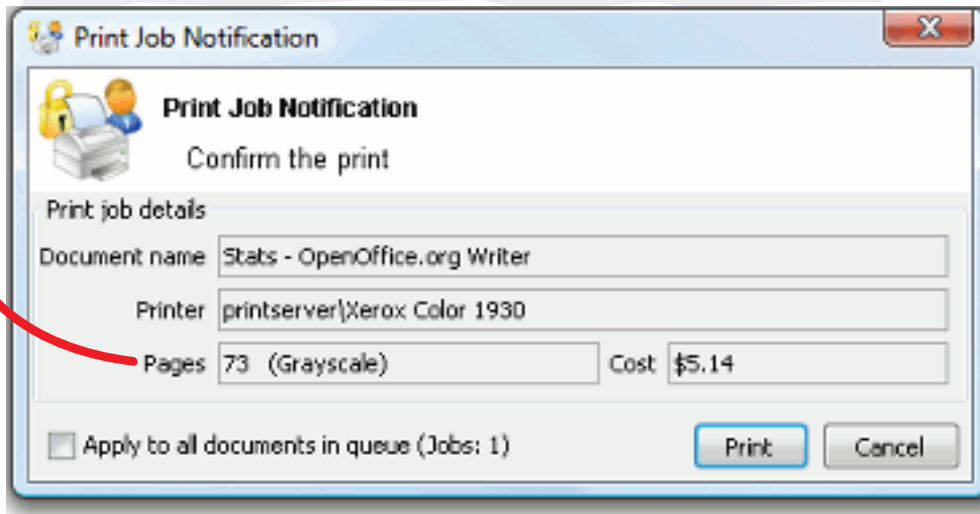
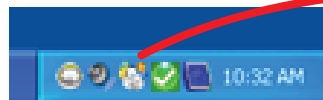


When students print in a computer lab, computer classroom or library at MCC they will see this pop-up window which will indicate how many pages they are about to print.



Here's how students can check their balance and view their account history.

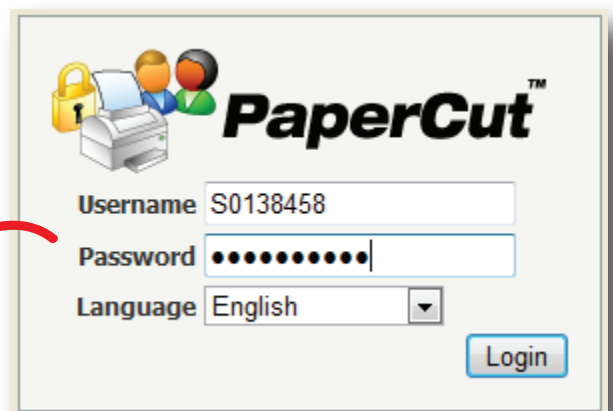
If a student would like to check their account balance, printing history or see other information about their account, they can access that information by clicking on the PaperCut icon in the system tray.



The pop-up box below will then be displayed with their current balance. Students can click on the 'Details' link to login and access further information about their account.



At the login screen, the student should enter their myMCCCKC username and password and click 'Login'



Once logged in, the student can:

- View a summary page with their balance and total pages along with an environmental impact chart.
- Redeem code cards for additional printing.
- View their Transaction History.
- See printing rates for all MCC printers.
- View their most recent print jobs.
- Add credit to their account through TouchNet by using their credit/debit card.
- View pending print jobs.