

# I. Student Print Accounts

Students are allotted a set amount of free prints which are converted into printing funds and added automatically to student print accounts at the start of the academic year. Student print accounts may be used for self-service and full-service printing. These funds are added to student print accounts as shown in the schedule below. *\*Note: COM Students receive two sets of free prints. The first \$250.00 is allotted at the start of year 1 and the second \$250.00 is allotted at the start of year 2.*

Program	Allotment	Year
COM	\$250.00	Year 1 & Year 2
PA	\$250.00	Year 1
MSBS	\$250.00	Year 1

The print account funds carry over until graduation. They are non-refundable and may not be transferred to cover student loan expenses, but they may be transferred to another student’s print account, if desired.

## How do I check my balance?

You can view your current print account balance by logging into <https://papercut.rvu.edu/user>. (User name is your email address. Password is your email password.)

Once logged in, your balance is shown on the “Summary” tab under “Balance”.

*Note: You must be on campus and connected to RVU’s wifi to access this website. If you are off campus and would like to know your print account balance, email [printcenter@rvu.edu](mailto:printcenter@rvu.edu) or call 720-874-2459.*

The screenshot shows the PaperCut MF user interface. On the left is a dark sidebar with a menu containing: Summary (highlighted with a blue box and an arrow pointing to the balance card), Rates, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, CO Print Setup, and UT Print Setup. The main content area has a green header with the user name 'hgulesh'. Below the header is a 'Summary' section with three cards: 'CARD/ID' with a '[show]' link, 'BALANCE' showing '\$1.25' (highlighted with a blue box), and 'PRINT JOBS' showing '20'. To the right of the balance card is a 'PAGES' card showing '59'. Below the summary cards are two sections: 'Activity' with a line graph titled 'Balance history for hgulesh' showing a constant balance of \$1.25, and 'Environmental Impact' showing statistics: 0.7% of a tree, 698 g of CO2, and 43.7 hours running a 60W light bulb.

## How do I add money to my print account?

You can add money to your print account by contacting Student Financial Services.

- Colorado Campus: [sfs@rvu.edu](mailto:sfs@rvu.edu)
- Utah Campus: [sfssu@rvu.edu](mailto:sfssu@rvu.edu)

*Note: Keep in mind that your print account money is non-refundable and non-transferrable. It's recommended that you add smaller amounts so you can be sure to use the money. If you don't use it, you'll lose it!*

Additionally, if you find you or someone you know has run out of printing funds and no one is available to add more money to your/their account, fund transfers are available.

**To transfer funds,** log into <https://papercut.rvu.edu/user> and click the "Transfers" tab on the left. Fill in the form by entering the amount you wish to transfer then entering the username of the student (firstname.lastname), and entering a comment (optional). Click "Transfer".

*\*Note: You must be on campus to access the papercut website.*

**PaperCut MF** hgolesh ▾

Transfers

Transfer from  
hgolesh (Hannah Golesh)

Available credit  
\$1.25

Amount  
\$1.00

Transfer to user  
damian.dixon

Comment  
transferring print funds

Transfer