

# Print charges and paying for printing

## How much does printing cost?

As of June 2024:

### Black and White

Black & White	Cost per side	Cost per sheet
A4 single sided	6p	6p
A4 double sided	5p	10p
A3 single sided	10p	10p
A3 double sided	9p	18p

### Colour

Colour	Cost per side	Cost per sheet
A4 single sided	22p	22p
A4 double sided	20p	40p
A3 single sided	44p	44p
A3 double sided	42p	84p

## 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.

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

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.

**Review and Confirm**

Payment Item Summary

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

Payment Information Edit

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](mailto: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.

Back Confirm

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](http://myit.abdn.ac.uk)