ADDING CASH TO YOUR PAPERCUT ACCOUNT

**Step One**
Press 1 on the keypad to add cash to your PaperCut Account
Press 2 on the keypad to purchase a Guest Print Card

**Step Two**
Swipe your Otis ID or enter your ID number on the keypad
(omit the X from your ID number)

**Step Three**
Enter your PIN or Choose a new PIN if this is your first time using the system. Then press the #ENT key.

**Step Four**
Once the blue light flashes on the ePort, swipe your Credit or Debit card. Each time you swipe, $10.00 will be added to your PaperCut account. (Note: you must wait for the blue light to flash each time before you swipe to add cash.)
There are no refunds.

**Step Five**
Press the CLR key to end the transaction & print a receipt