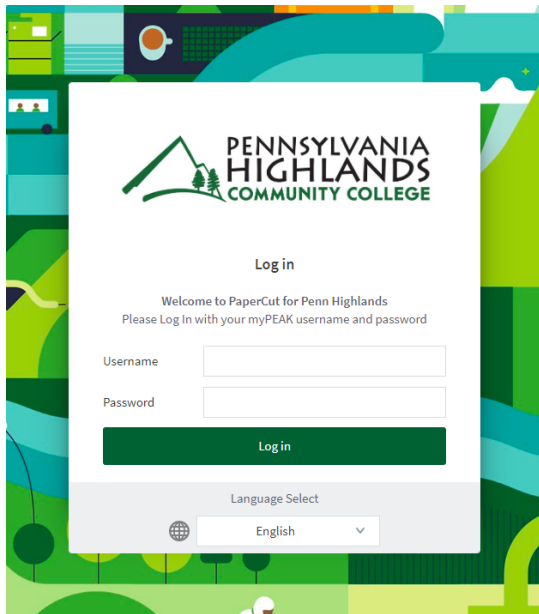


# Check Your Print Balance and History

Navigate to [print.pennhighlands.edu](http://print.pennhighlands.edu) in your browser.

Use your Penn Highlands Username and Password to login.



Once logged in, select "Summary" from the column on the left.

This will display the total balance in your account. Along with how many print jobs you have submitted and how many pages you have printed.

The image shows the "Summary" page of the PaperCut interface. On the left is a dark sidebar with four menu items: "Summary" (selected), "Transaction History", "Recent Print Jobs", and "Web Print". The main content area has a light gray background and displays three summary cards. The first card is labeled "BALANCE" and shows "\$11.90". The second card is labeled "PRINT JOBS" and shows "11". The third card is labeled "PAGES" and shows "27". Each card has a small icon representing its category: a dollar sign for balance, a printer for print jobs, and a document for pages.

Selecting the "Transaction History" tab from the left column will display, the date of your transactions, transacted by, amount the transaction had cost, total balance after printing, and transaction type. You can also filter these options.

The image shows the "Transaction History" table in the PaperCut interface. At the top left of the table area is a "Filter off" button. The table has a dark header with five columns: "TRANSACTION DATE", "TRANSACTION BY", "AMOUNT", "BALANCE AFTER", and "TRANSACTION TYPE". Below the header is one row of data: "Feb 22, 2023 2:30:10 PM", "[system] (print)", "(\$0.05)", "\$11.90", and "Printer Usage".

TRANSACTION DATE	TRANSACTION BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE
Feb 22, 2023 2:30:10 PM	[system] (print)	(\$0.05)	\$11.90	Printer Usage

Selecting “Recent Print Jobs” from the left will show your printing history. It will display the date you printed, who was charged for the print job, which printer was used, the number of pages that were printed, the cost of the job, and the name of the document that was printed. These options can also be filtered.

Filter on					
DATE ↓	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME