

How to adjust PaperCut balance for users

1. Go to <http://busdpsrv-do:9191/admin> (Click this URL)
2. Enter your normal login credentials in the username and password fields.



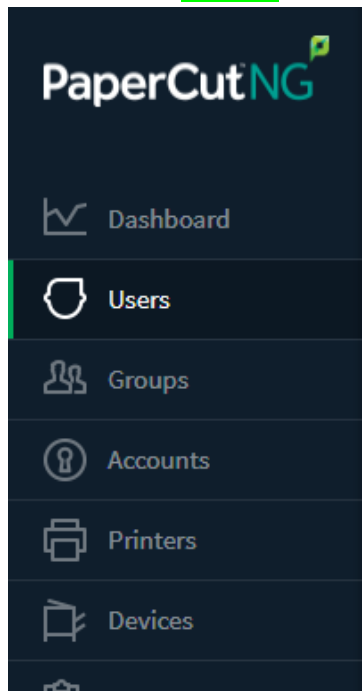
Username

Password

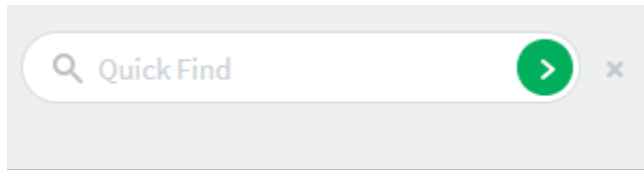
Language

Log in

3. Click on **Users**

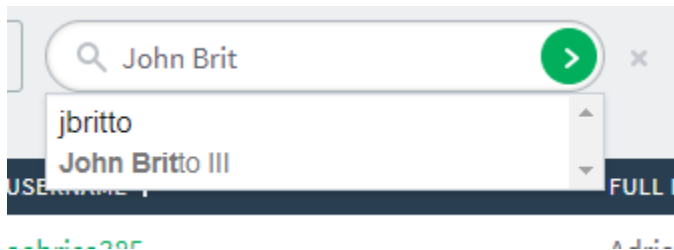


4. In the search field enter the name of the user you are looking for.



Quick Find

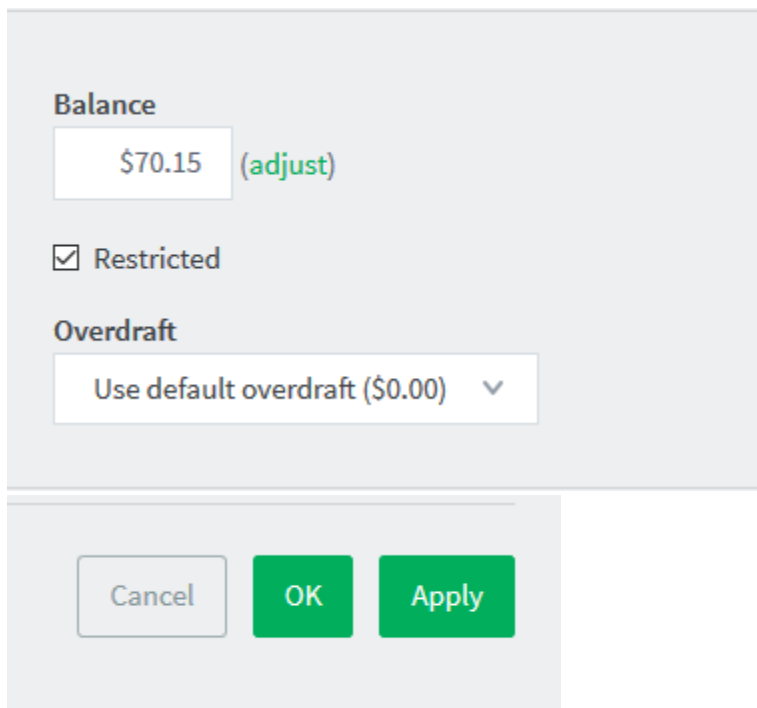
5. Once the user is found click on their **username**.



John Brit

jbritto
John Britto III

6. The profile will appear on the next screen and then from there you will enter the amount in the **Balance** field and then scroll to the bottom and hit **Apply**.



Balance

\$70.15 (adjust)

Restricted

Overdraft

Use default overdraft (\$0.00) ▼

Cancel OK Apply