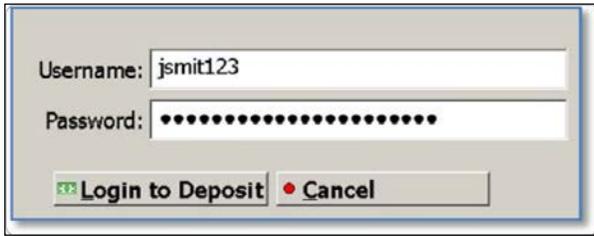


How to deposit money to your printing account

Very Important: Use **Exact** amount for deposit to account as the coin box **will not** give change.

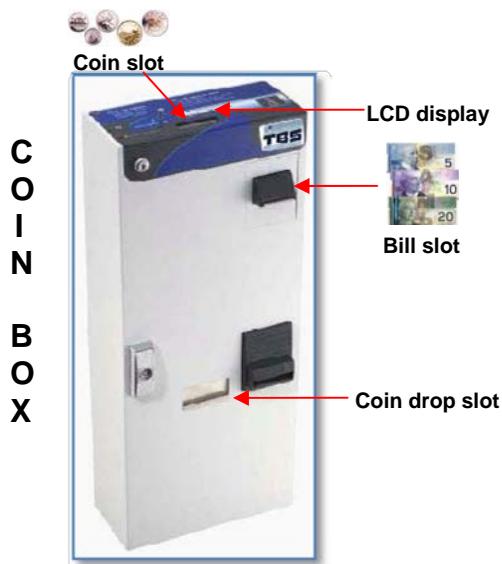
1. Login with your MyMRU **username** and **password** then click **Login to Deposit**. Visit the **IT Service Desk** if there are any issues. If someone else is logged in, click **Finish**.



2. After login, a window will appear showing the current balance on your account. When this screen appears, you may begin to deposit funds into the coin box.

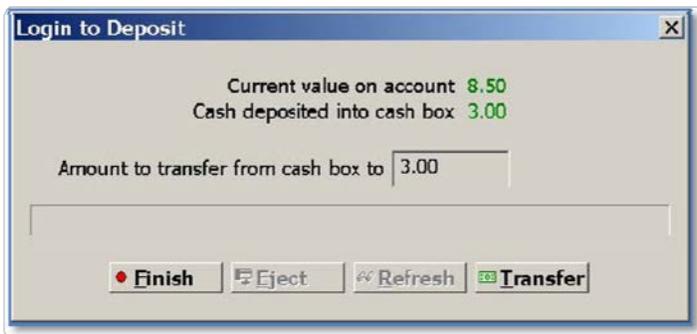


3. Deposit coins and bills into coin box. The amount will be shown in the deposit window, and coin box LCD display.



4. After funds have been deposited into the coin box, click on **Transfer**, you now may add more money and click **Transfer** again.

- The money will now transfer from the coin box, into your account and update the balance.



- Click **Finish** to close account window. If there was any money left that was not transferred, it will be automatically deposited into your account. Please check the coin drop slot to see if any of your coins were not accepted.

