How to Access PaperCut Usage Details Page-Faculty

This feature allows you to view the amount of paper you use for printing.

**ACCESS USAGE DETAILS PAGE**

**LOGIN**
- When you arrive at the Login Page (see below) you will be asked to login.

![Login Page](image)

- Please use your My Siena credentials.
- After login you will have access to detailed information on your account.

**PAPERCut USAGE DETAILS**
- The main page allows you to:
  - see a chart of print usage,
  - see a breakdown of the environmental impact of your printing, and
  - navigate to other areas.

<table>
<thead>
<tr>
<th>Environmental Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trees</strong></td>
</tr>
<tr>
<td><strong>Carbon</strong></td>
</tr>
<tr>
<td><strong>Energy</strong></td>
</tr>
</tbody>
</table>

**Rates** - Gives a breakdown of the per page rates for all devices controlled by PaperCut.
**Transfers** - Allows a user to transfer funds to another user.
**Transaction History** - Gives the history for all balance changes to your account.
**Recent Print Jobs** - Allows a user to see a detailed listing and description of your printing activities.
**Jobs Pending Release** - This feature is not currently in use
**Web Print** - COMING SOON - Users will be able to submit jobs to any devices controlled by PaperCut from Non-university devices.
**Logout** - Use this feature to exit from the Usage Details Page.