

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

- Go to <http://iris:9191/app> on any campus computer.

LOGIN

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

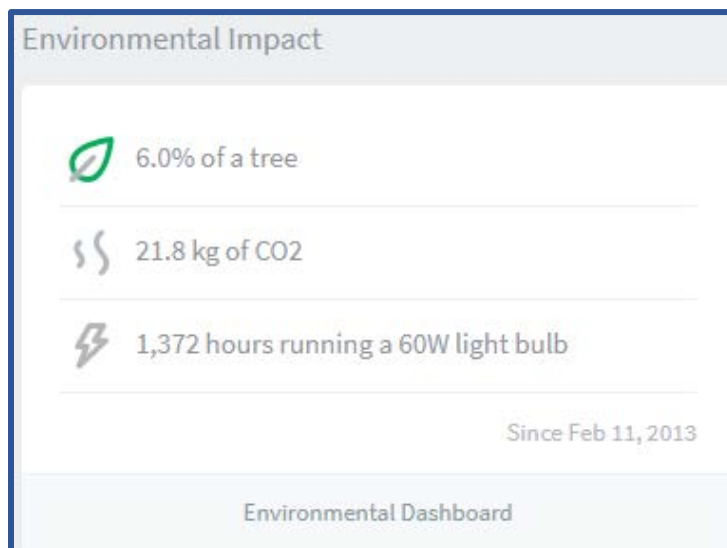


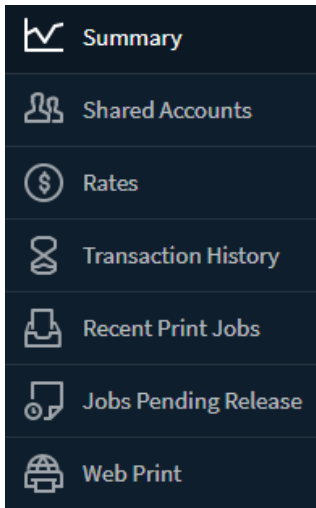
The screenshot shows the PaperCut MF login interface. At the top center is the 'PaperCut MF' logo. Below it are three input fields: 'Username' (with a vertical cursor), 'Password', and 'Language' (with a dropdown arrow and 'English' selected). A prominent green button labeled 'Log in' is centered at the bottom of the form area.

- Please use you're **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.





Summary - This is the first page that displays when the PaperCut window is displayed. It shows the number of print jobs, the pages printed and the environmental impact.

Shared Accounts - Provides a list of the accounts to which your print jobs are charged.

Rates- Gives a breakdown of the per page rates for all devices controlled by PaperCut.

Transaction History - Gives the history for all balance charges 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 OF PAPER CUT

- click the list arrow next to your name. The name appears in the upper-right corner of the window.
- Click the **Logout** link.

