

How to Access PaperCut Usage Details Page-Faculty

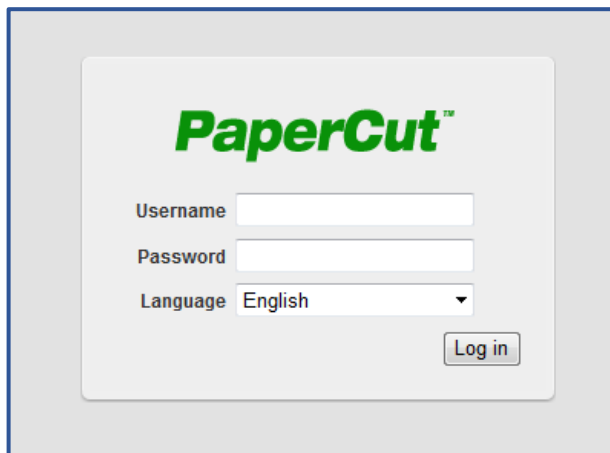
This feature allows you to view the amount of paper you use for printing.

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 image shows a login form for PaperCut. At the top, the "PaperCut" logo is displayed in green. Below the logo are three input fields: "Username" with a white text box, "Password" with a white text box, and "Language" with a dropdown menu currently set to "English". A "Log in" button is located at the bottom right of the form area.




Please use your **My Siena** credentials.

After login you will have access to detailed information on your account.

PAPER CUT 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.

Environmental Impact	
Trees	 0.066% of a tree since Feb 11, 2013
Carbon	 238 grams of carbon dioxide since Feb 11, 2013
Energy	 Equivalent to running a 60W bulb for 15.0 hours

Summary
Rates
Transfers
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Log Out

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 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 - Use this feature to exit from the Usage Details Page.