How to Access PaperCut Usage Details Page - Students

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

**ACCESS USAGE DETAILS PAGE**
There are two (2) methods of getting to the Usage Details Page.

1. Click the details link in the PaperCut green pop box (see illustration below left).

**LOGIN**
1. When you arrive at the Login Page you will be asked to login.

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

**PAPERCut USAGE DETAILS**
1. 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 PAPERCUT

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