

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**.

- Click the details link in the **PaperCut** green pop box (see illustration below left).
- Go to <http://iris:9191/app> on any campus computer.



LOGIN

- When you arrive at the **Login Page** (see above right) you will be asked to login.
- 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 do the following:
 - See a chart of print usage.
 - See a breakdown of the environmental impact of your printing.
 - Navigate to other areas.

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 - Users will be able to submit jobs to any devices controlled by PaperCut from Non-university devices. Students will be able to print from their personal computer in the dorms and even from their tablet or smartphone. This has not be released at this time.
Logout - Use this feature to exit from the Usage Details Page.