

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

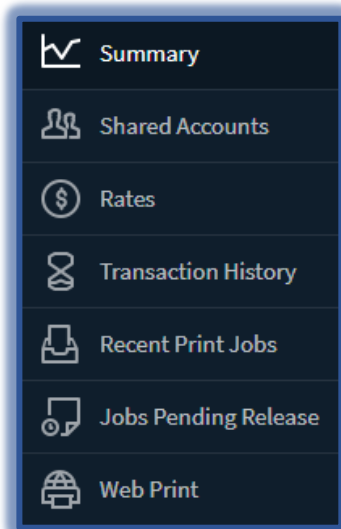
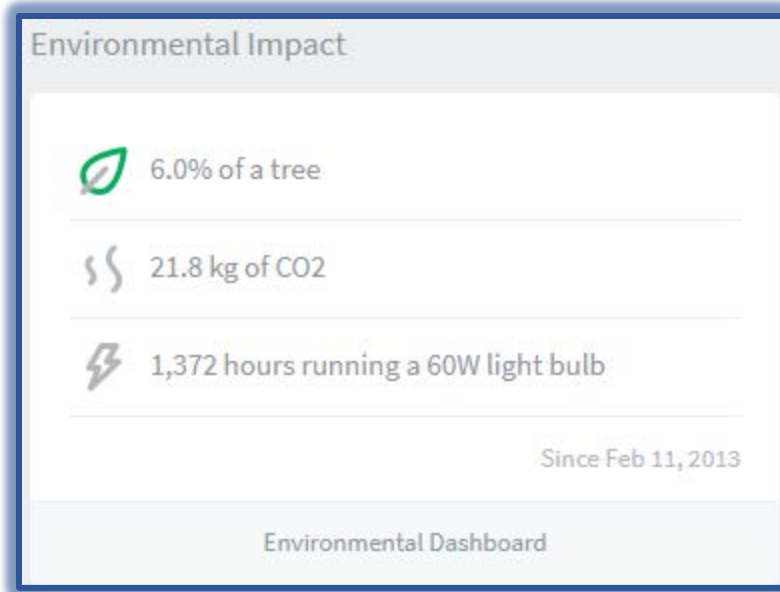
- When you arrive at the **Login Page** you will be asked to login.

A screenshot of the PaperCut MF login page. The page features the PaperCut MF logo at the top. Below the logo are three input fields: "Username" with a text box, "Password" with a text box, and "Language" with a dropdown menu set to "English". A green "Log in" button is positioned at the bottom of the form.

- 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.

