PaperCut ClientDashboard User Guide

Introduction

The PaperCut Client dashboard is a helpful tool for you to better understand your individual usage and impact on the environment. This guide will help you make the most of your dashboard.

The PaperCut Client software will be installed on all university owned devices, including loan laptops. If you bring your own device, you can download the software through KACE.

Once installed, a widget will appear on your desktop showing your balance. You will be able to access your full dashboard – including your environmental impact - from the widget.

Summary dashboard

This is the default dashboard that you will see when you first login. It provides a basic overview of your usage.

This is the quantity of print jobs you have sent and that have been released

Balances reset to £0 in September and every print after will show as a minus figure to reflect the cost to the University

The quantity of pages sent and released

A brief outline of your printing environmental impact

Clicking this link will give you in-depth environmental impact statistics

Environmental Dashboard
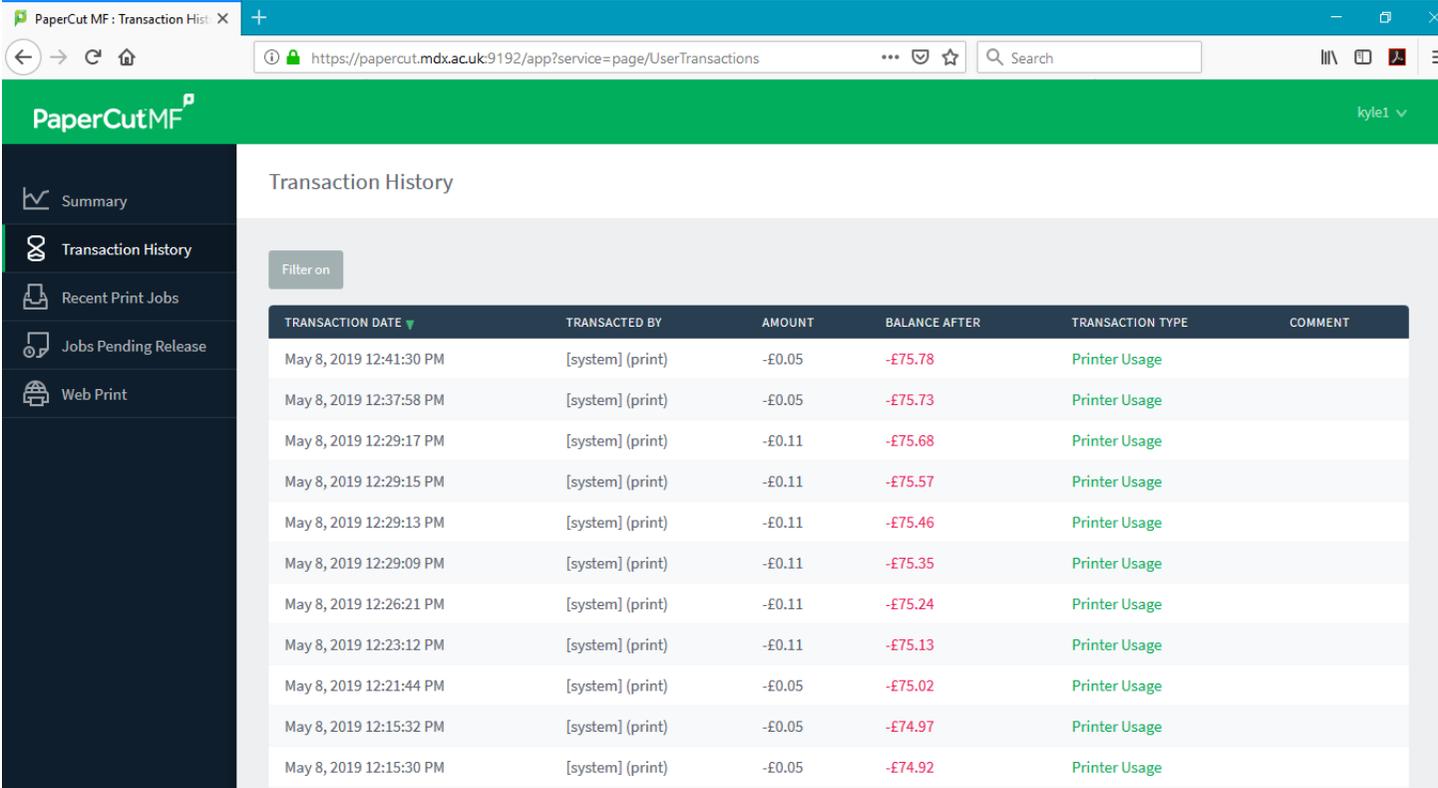
This dashboard provides further details of your environmental impact.

Basic overview of your usage

Impact from the first time you printed to present date

Your usage against the average usage at the University
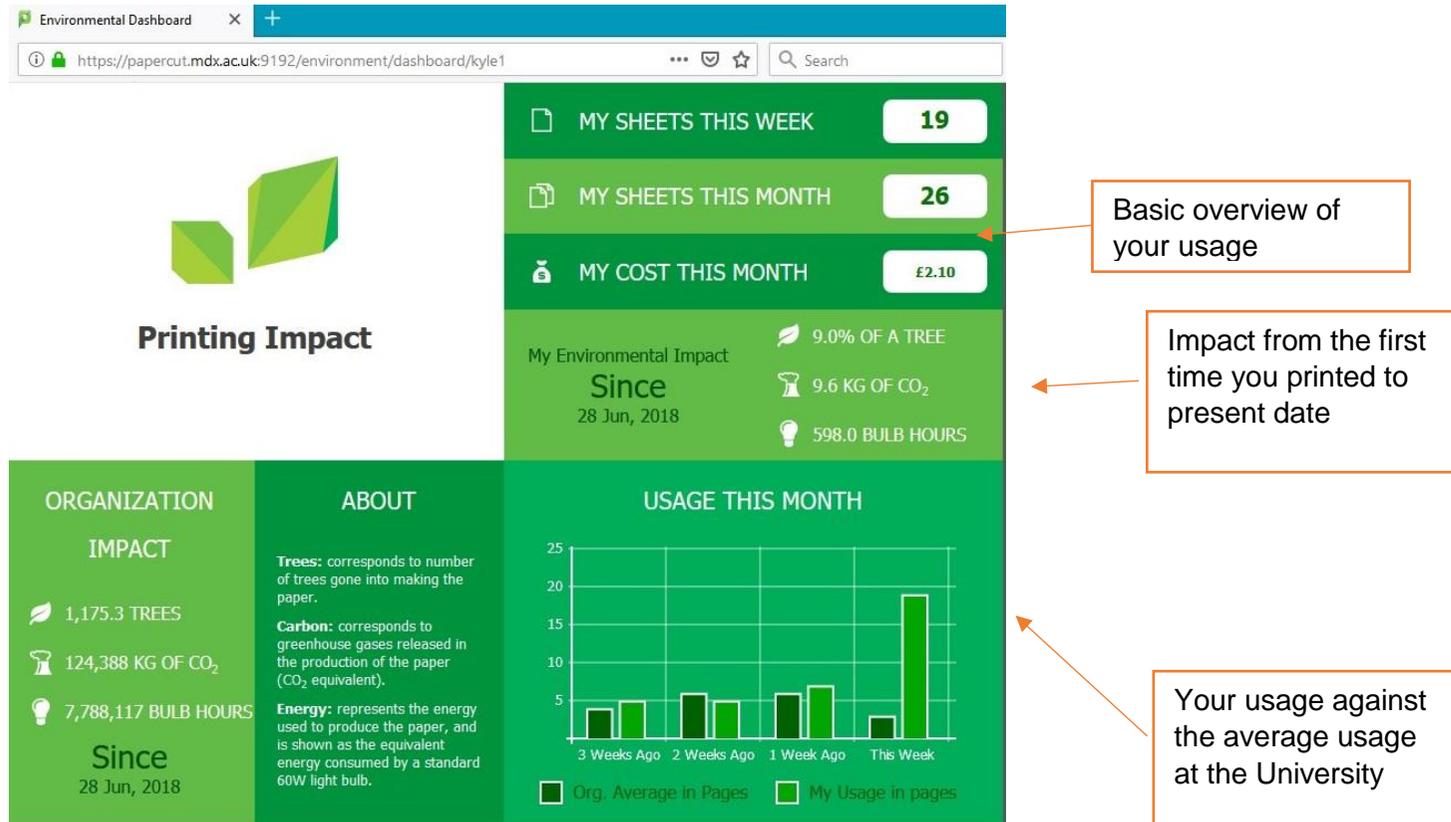
Transaction history

This dashboard offers a basic history of your print jobs, see example below.

Recent print jobs

A list of all your prints and their statuses are listed here.

Printer name

N.B You will not be charged. The cost of print currently comes out of a central university budget

Status of your print job. If the job was deleted or failed to print your job it will be listed here

Information about your print jobs

Jobs pending release

This is for when you send a job to print but it hasn't yet been released (printed). Please note that print jobs are only held for 12 hours after which the system will automatically delete them.