PaperCut Account – Understanding the Dashboard

1) **Login.** Use your Andrews username and password to sign-in to your PaperCut account.

![Login Screen]

2) **Summary.** Provides a summary of a user’s current balance, printing usage and balance history.

![Summary Screen]

3) **Shared Accounts.** Lists the balances of the shared accounts that a user can access.

![Shared Accounts Screen]
4) **Rates.** Lets users know the printing costs associated with each printing device. Users can then seek the most cost effective way to manage their printing.

![Rates](image1)

5) **Transaction History.** Displays a user’s balance history in detail.

![Transaction History](image2)

6) **Recent Print Jobs.** Displays the user’s printing history.

![Recent Print Jobs](image3)
7) **Jobs Pending Release.** Applies to printing devices that allow print release jobs. The user may view and interact with jobs held in a hold/release queue.

8) **Set Default Charge Account.** Allows the user to set which default account to charge for every print, copy and scan job. *Login to Vault may be required.*