Understanding the PaperCut Dashboard

This document explains the menu items listed when you sign-in to your PaperCut account at papercut.andrews.edu.

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

![Summary](image)

2) **Shared Accounts.** Lists the accounts of University departments you can charge to. The balance on each account as well as restrictions are also listed. If you do not see an account name you may need to set a default charge account (see #8).

![Shared Accounts](image)
3) **Transaction History.** Lists your financial transactions

![Transaction History Table]

4) **Recent Print Jobs.** Lists your recent print jobs.

![Recent Print Jobs Table]

5) **Jobs Pending Release.** Displays a user’s balance history in detail.

![Jobs Pending Release Table]
6) **Add Credit Card Payment.** Allows you to add money to your printing account using a credit card. *Transactions are made through TouchNet.*

   ![Add Credit Card Payment]

7) **Add Student Account Payment.** Allows you to add money to your printing account by transferring any available funds from your student account. *Requires sign-in to Vault.*

   ![Add Student Account Payment]

8) **Set Default Charge Account.** Allows the user to set which default account to charge for every print, copy and scan job. *Requires sign-in to Vault.*

   ![Set Default Charge Account]

9) **Mac PaperCut Client Installer.** Download and install the PaperCut client on your Mac.

10) **Policies, Terms & Conditions.** Important information about refunds and more.

   For additional information please visit:
   
   [https://www.andrews.edu/services/its/clientservices/papercut.html](https://www.andrews.edu/services/its/clientservices/papercut.html)