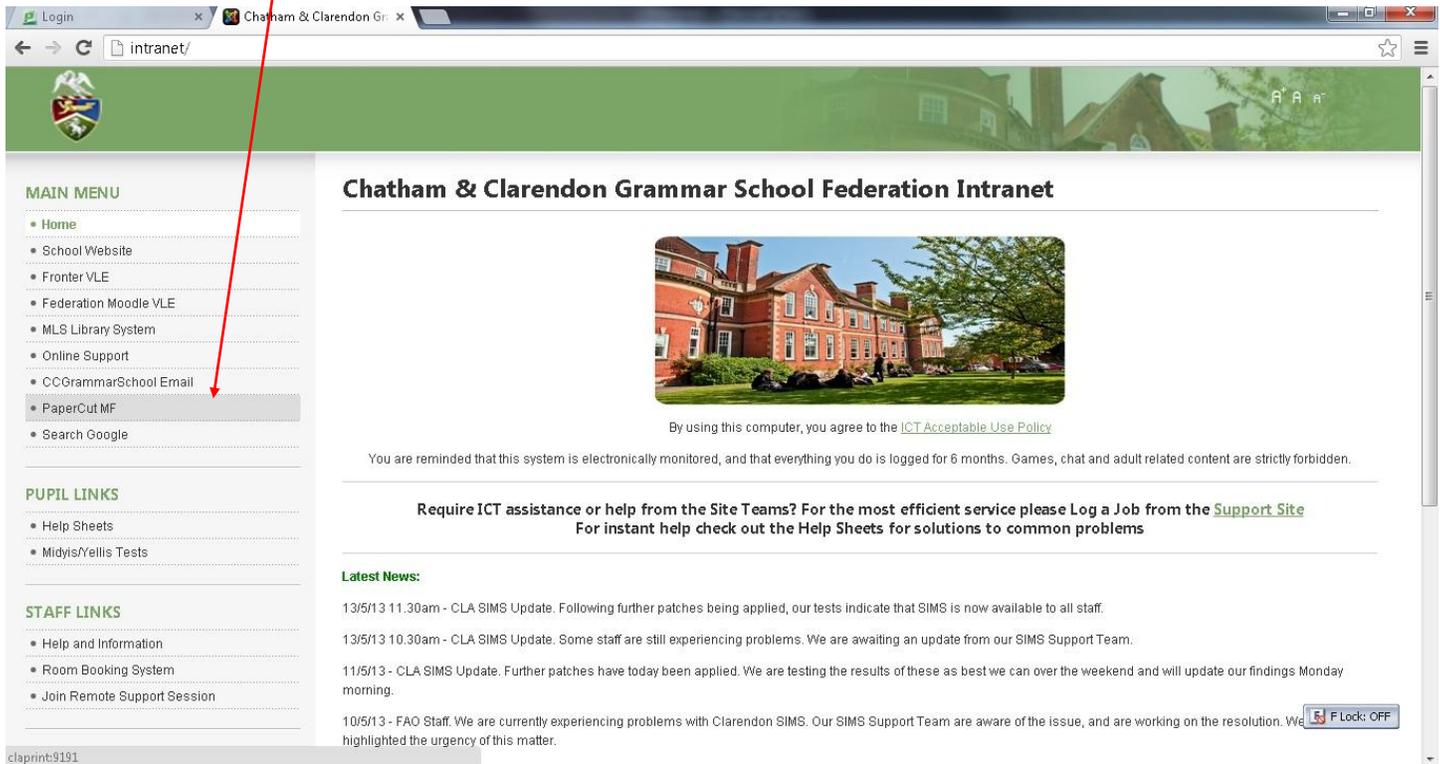


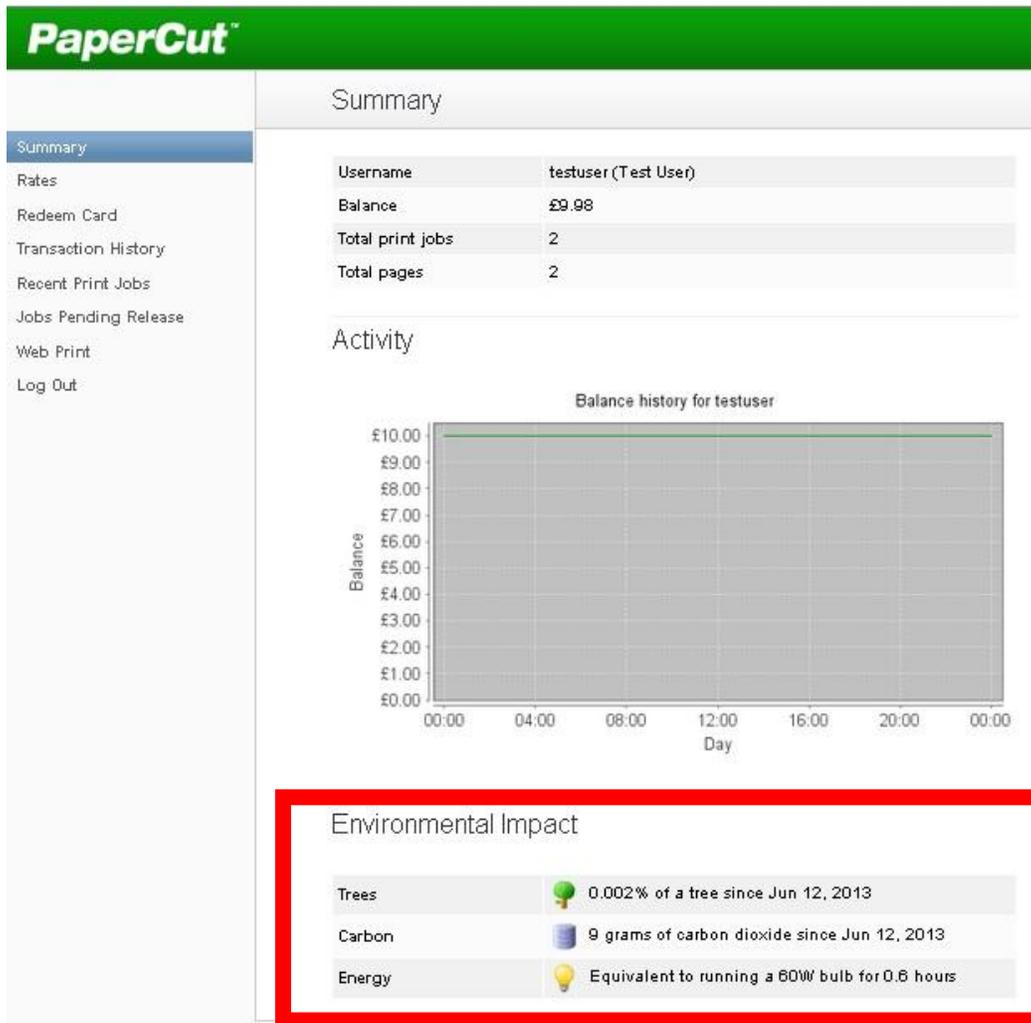
To access your PaperCut account you should follow the link on the Intranet Home Page, highlighted below.



You will then be presented with a login screen. You should use your standard network details to complete this form.

The login screen features the 'PaperCut' logo in green. Below the logo are three input fields: 'Username' with a yellow border, 'Password', and 'Language' with a dropdown menu currently set to 'English'. A 'Log in' button is located at the bottom right of the form.

The summary page will give you an overview of your remaining balance and how many prints you have used. There are several other analytical details available to you on the left hand side of the page.



Please also note the Environmental Impact section. Printing is a very damaging process, not only financially but environmentally also. Every time you click print you are using paper from trees and releasing carbon dioxide into the air through electrical usage and manufacturing processes. This section is here to make you realize the difference you can make. Please carefully consider whether, what you are printing is really necessary. Could you email a document instead of printing it out and giving it to some body? Could you read an article online rather than on paper?