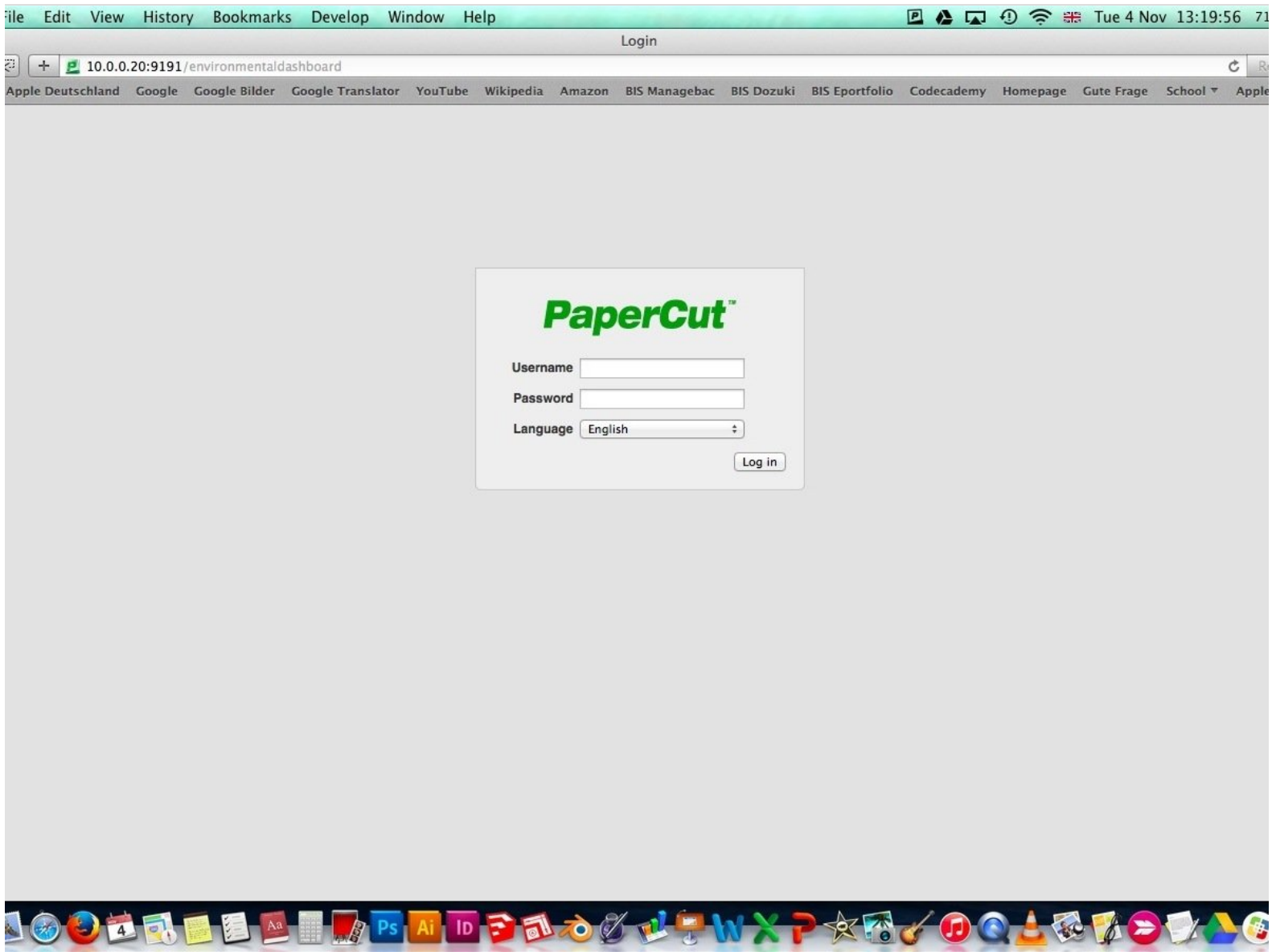# BIS Help Guides

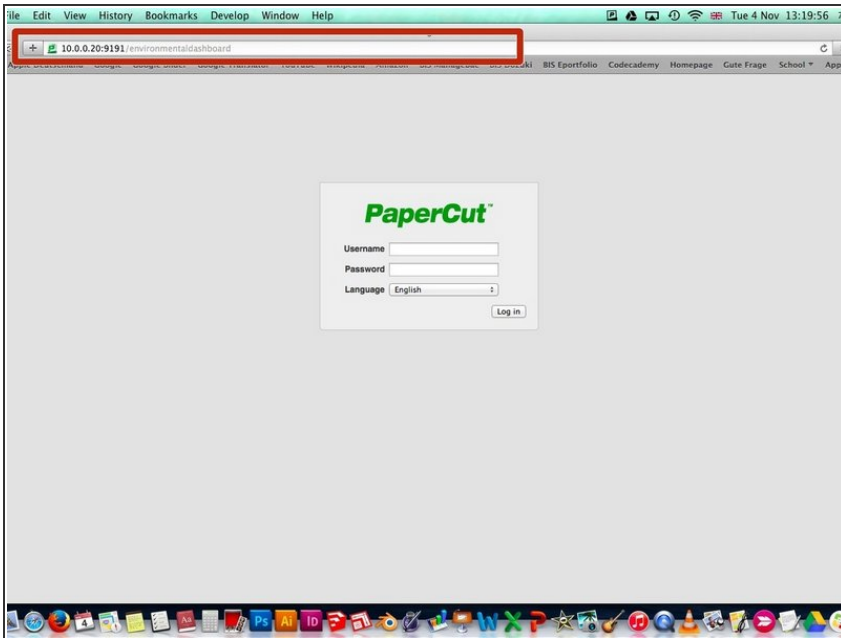# Track your Printing

This guide shows you how to track how much paper you print and how your printing affects the environment.

Written By: s11464

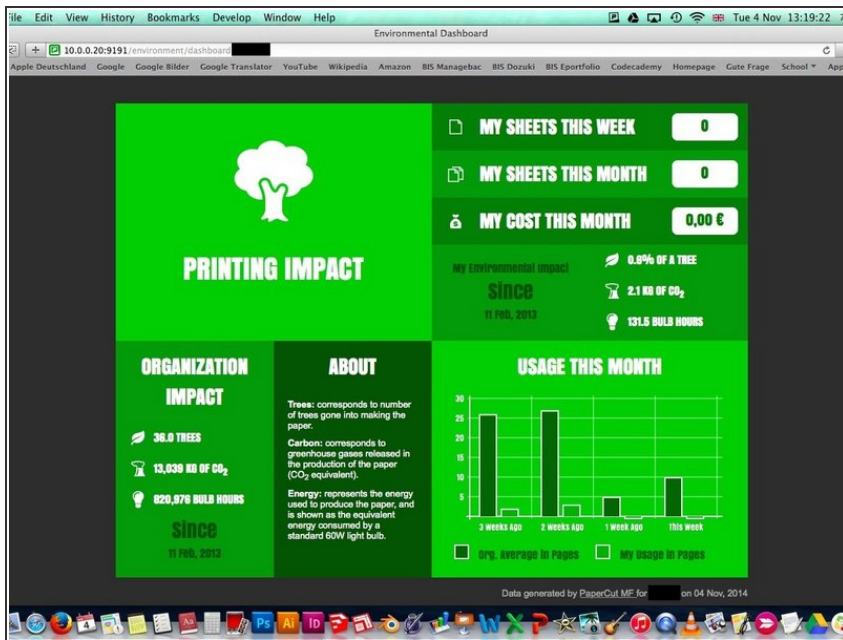This document was generated on 2022-01-09 12:30:09 PM (MST).

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Step 1 — Log In

- Type this address into your address bar:
  http://10.0.0.20:9191/environment/dashbo...

Step 2 — Log in to Papercut

- Enter your Username and Password

- Click on Log In

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Step 3 — Track your printing

- Now you come to a page that shows you all your printing details and your environmental impact.

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