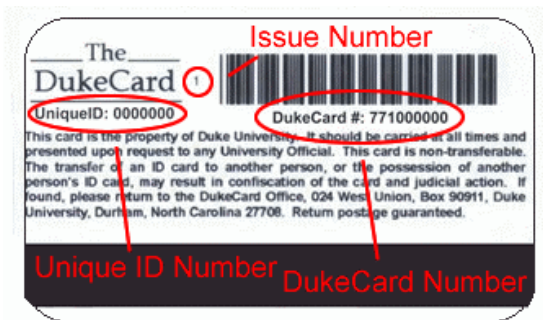Duke University School of Nursing
Information Technology

Papercut

Welcome to Papercut! Papercut is DUSON new print management software. In this document, we will provide instructions on how to use the printer device for copying, scanning and faxing.
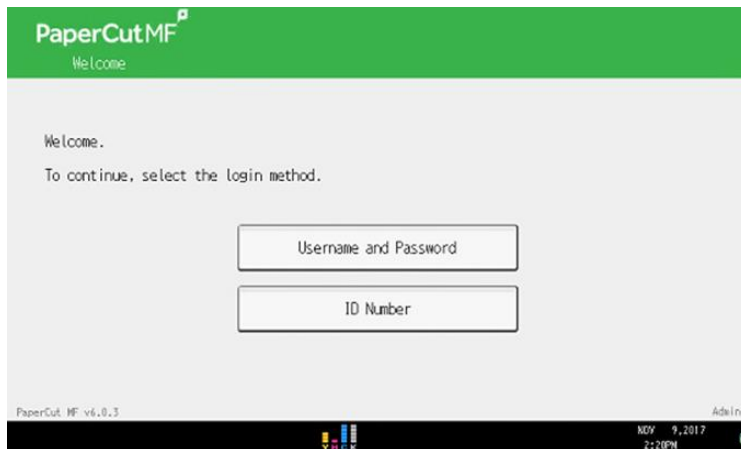
Copy, Scan and Fax

Below are instructions to use with all copier/printer devices throughout DUSON without having to memorize a special copy code. In Papercut, users will login into the device with your **Duke Unique ID.**   Your Duke Unique ID is located on the back of your Duke ID Card.
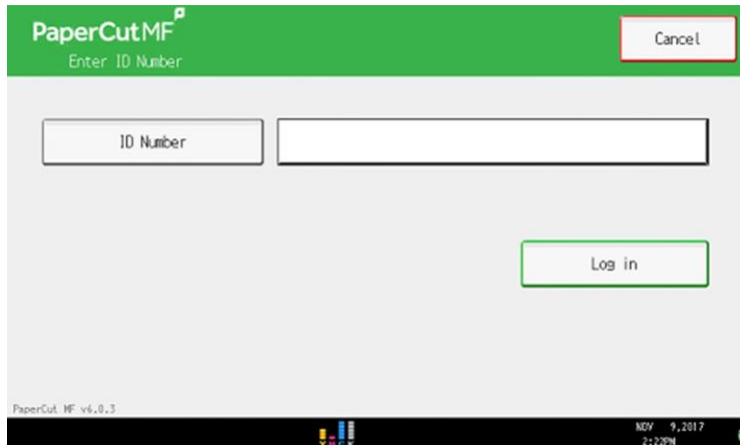

Follow these steps for copying, scanning, or faxing on the printer devices.
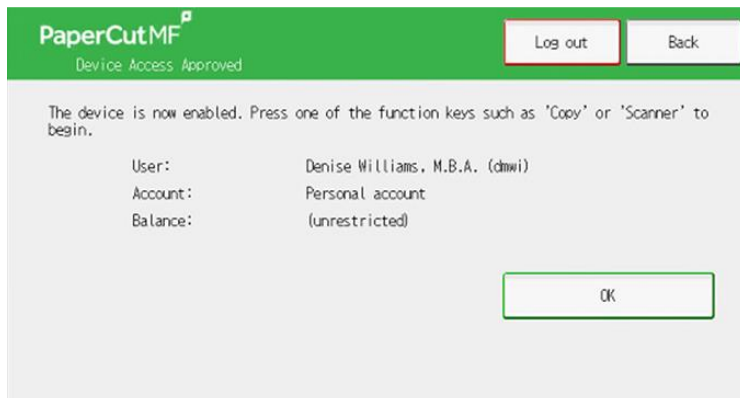
1) Login by selecting: ID Number

Papercut

2) Select the Blank box, enter in your **Duke Unique ID**, then press Log In.

3) Press OK, to confirm the information on the screen.

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Papercut

4) Once logged into the device you will see the following screen
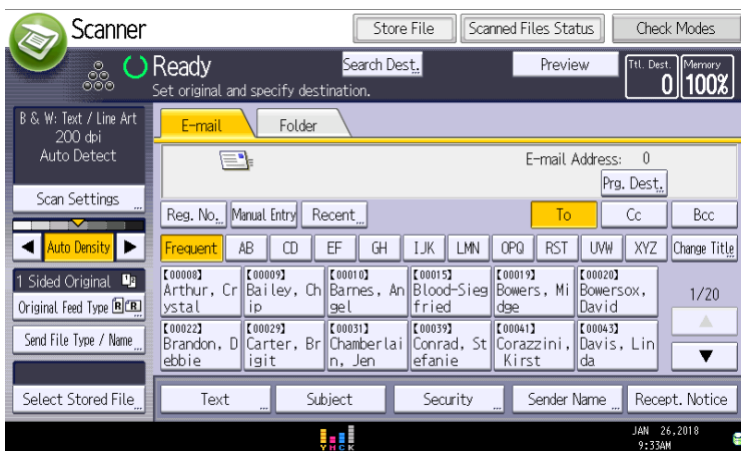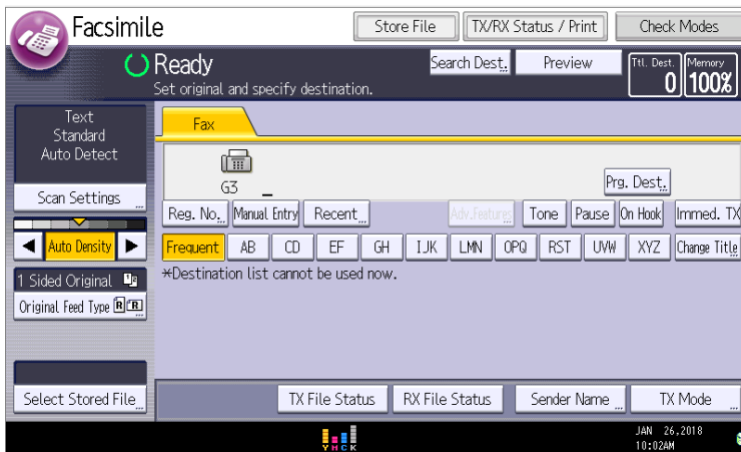

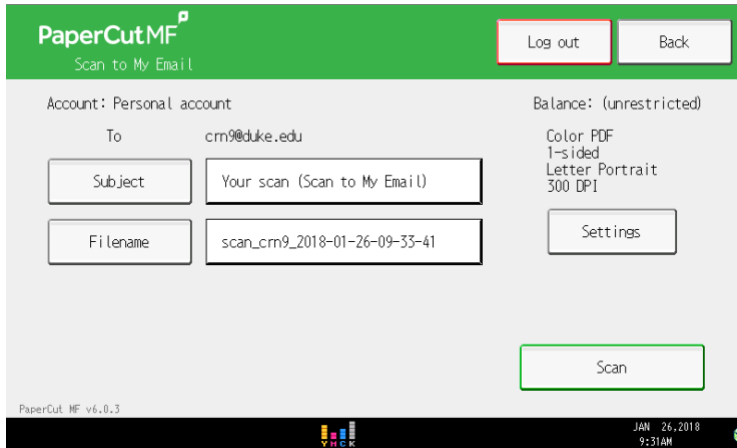- **Print release** is to release held print jobs

Papercut

- **Device functions** button will take you to copy, fax and scan screens

Papercut

- **Scan** button is for the scanning documents to yourself.

5) Remember to Log Out when Done, by selecting the **Log out** button