

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

PaperCutMF [#]		
Welcome.		
To continue, select the lo	gin method.	
	Username and Password	
	ID Number	
PaperCut MF v6.0.3	11	Admin
	A M C K	NOV 9,2017 2:20PM



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

PaperCutMF		Cancel
10 Number		
		Log in
PaperCut WF v6.0.3		
	TH CK	NOV 9,2017 2:229N

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

Device	Access Approved		Log out	Back
The device begin.	is now enabled. Pre	ss one of the function keys su	ch as 'Copy' or '	'Scanner' to
	User:	Denise Williams, M.B.A. (d	mwi)	
	Account :	Personal account		
	Balance:	(unrestricted)		
			ак	

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

PaperCutMF		Log out
	Print jobs pending: 0	
Print release	Device functions	Scan

• Print release is to release held print jobs





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

Copier					Store File	e Che	ick Modes
S 🐝 O	Ready Black & White>				Orig	inal Quantity	Copy 0
Auto Select Color Black & White	Auto Paper Select► 8½×	□ 2	3 ≡ □ 4 8½×14	4 ₪ ₪ 11×17	⊌ 🖁 Bypass		
Two-color: Single Color Text Photo	Full Size Auto	Reduce / Enlarge	11×15 81/2×11	51/2×81/2 81/2×14	93%	10	ン %
Text / Photo Others	$1 \text{ sided}^{+2} \text{ sided}^{-1} \text{TtoT} 2$	sided $2 \text{ sided} = 1 \text{ sided}$ $2 \xrightarrow{2} 2 \xrightarrow{2} 2$	PComb 2 orig 1 : 2 → 1 2	sided \rightarrow Comb 4	orig 2 4 Create	Margin ID (Card Copy
Auto Density	Sort Stack	Steple	B.B.	B B	BR		
R E Special Original	Finishing	Cover/Slip Sheet	Edit / G	olor D	up./Combine/S	ieries Reduce	e / Enlarge
		YHCK				9:07AM	,,2018 🛢
Facsimil	e		Store File	TX/RX	Status / Pr	int Che	eck Modes
v	Ready Set original and spe	cify destination.	Sea	rch Dest <u>,</u>	Previe	W Ttl. D	est. Memory 0100%
Text Standard	Fax						
Auto Detect						Pra Dost	
Scan Settings "	G3 Reg. No, Manual	Entry Recent		Adv.Featur <u>es</u>	Tone P	ause On Hook	Immed. TX
▲ Auto Density ►	Frequent AB	CD EF (3H IJK	LMN 0	PQ RST	UVW XYZ	Change Title
1 Sided Original 🛄	*Destination list	cannot be used no	ow.				
Original reed type							
		THE CLA	DV CI				
Select Stored File		IX File Status	RX File	Status	Sender N	JAN	IX Mode
		YHCK				10:0	2AM 👻
🔊 Scanner			Store File	Scanned	d Files Stat	us Che	ck Modes
S 😵 🔊	Ready Set original and spe	Seard	h Dest <u>.</u>		Preview	W Ttl. De	st. Memory 0 100%
B & W: Text / Line Art 200 dpi	E-mail	Folder					
Auto Detect					E-mail A	ddress: 0	
Scan Settings "	Reg. No. Manual	Entry Recent			То	Cc	Bcc
🔺 Auto Density 🕨	Frequent AB	CD EF G	H IJK	LMN OF	Q RST	UVW XYZ	Change Title
1 Sided Original	Arthur, Cr Bai	ley, Ch Barnes	, An Blood	-Sieg Bo	019] wers, Mi	Bowersox,	1/20
Send File Type / Name	[00022] [000: Brandon, D. Car	29] [00031] ter, Br Chambe	rlai Conra	d. St Co	041] razzini.	(00043) Davis, Lin	
	ebbie igi	t (n, Jen	efani	e K	irst	da	
Select Stored File	Text	Subject	Secu	rity "	Sender N	ame <u>"</u> Rec	ept. Notice 26,2018

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• Scan button is for the scanning documents to yourself.

PaperCutMF		Log out	Back
Account: Personal account To crm Subject Y Filename s	it N9@duke.edu Your scan (Scan to My Email) scan_crn9_2018-01-26-09-33-41	Balance: (u Color PDF 1-sided Letter Po 300 DPI Sett	nrestricted) rtrait ings
PaperCut MF v6.0.3		Sca	an
	YHCK		JAN 26,2018 9:31AM 😂

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