


How to Release a Print or Scan a Document

Before You Begin

- Is your BenU ID card associated with your user ID? If you've not completed this one-time process, simply swipe your BenU ID card at the PaperCut Login screen and follow the onscreen instructions.
- If the screen is black, gently tap it to bring the printer out of sleep mode. If you see a blue screen with multiple round icons, tap the "PaperCut" icon in the upper-right to go to the PaperCut login screen.
- Login to PaperCut (swipe your card or enter your creds). If you don't see the green PaperCut login screen, press the Home button  and then tap the PaperCut icon in the upper-right.

Releasing a Print:

1. Tap the Print Release button
2. Tap the "OK" button on the "Device Access Approved" screen
3. Select the job you want printed or tap "Print All"
4. Tap the "Print" button to confirm
5. Tap the "Log Out" button to log out of PaperCut (if you forget, you'll be logged out after 60 seconds)

Scanning a Document:

1. Tap the Scan button
2. Tap the "OK" button on the "Device Access Approved" screen
3. Select either "Scan to my Email or Scan" to my "Home Folder" (your H drive)
4. Type the subject line (scan to email only) and enter a file name if you don't want the default
5. Tap the "Scan" button to scan and sent the file.
6. Tap the "Log Out" button to log out of PaperCut (if you forget, you'll be logged out after 60 seconds).

Having Trouble?

Please call the Help Desk at extension 6684 (off-campus – 630/829.6684)