Yavapai College uses PaperCut Job Ticketing system to submit print orders from any device.

Submit a print order here: https://printing.yc.edu.
Use your YC credentials to login. (*the username and password that you use to log into your computer with*)

Alternatively, you can also access it through the PaperCut popup client

from your system tray,   bottom right of your screen

Then click on Print Rooms/Fab Labs

Yavapai COLLEGE

Summary

Summary

Rates

Transaction History

CARD/ID

[show]

Recent Print Jobs

Jobs Pending Release

Environmental Impact

Web Print

Print Rooms / FabLabs

16.8% of a tree

17.8 kg of CO2

1,112 hours running a 60W light bulb
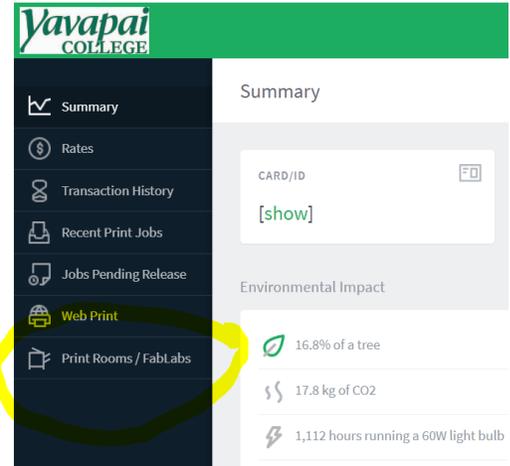
In the User web interface, the Job Ticketing page has four main areas:

1. **Print room information**—The top left of the page provides Print Services contact details.
2. **Announcements**—The top right of the page displays announcements from Print Services.

PaperCut MF | Printing Services ▾ | GB

PRINTING SERVICES

Address: Bldg. 7 Rm 101A
Contact: (928) 776.2187
Email: printing.services@yc.edu
Copyright compliance: The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.
Printing Services reserves the right to refuse to accept any print or copy req…
if, in its judgment, fulfillment of the order would involve violation of copyright law. When submitting requests to Yavapai College Printing Services, requestor represents and warrants that the printing/copying services ordered do not infringe upon any copyright, trademark or other rights of property of any pa…
Customer agrees to indemnify Yavapai College, the employees and officers of each, from any claim, damages, liabilities and expenses arising from any claims of copyright or trademark infringement in connection with this order. In addition, please know that if a questionable request is submitted that you…
be required to complete and submit the YC Fair Use Analysis form, which wil…
to the YC Copyright committee for final approval before your documents are printed.
YC Fair Use Analysis Form: https://www.yc.edu/v5content/printing-services/docs/copyright_release_form.pdf
Pricing: Pricing should be considered an estimate and actual billing will be based on all services used to complete this order.

ANNOUNCEMENTS

GB CHANGE/UPDATE: We've restricted file uploads to PDF's. You will now receive an error message when attempting to upload any other file type.

Goldsmith, Becky, 2 hours ago

3. **Product catalog**—The middle section of the page displays the products that Print Services offers. You can view a description and specification for each product by clicking on the down arrow button to the right of the product name and below the product image.

Choose a Product

(01) Document ⌄	(02) No FOAP (no cost opt... ⌄	(03) Blank Paper ⌄	(04) Exam/Confidential D... ⌄	(05) Booklet/Program ⌄
(06) Flyer/Poster ⌄	(07) Book (Coil bound or ... ⌄	(08) Postcard ⌄	(09) Laminating (Only) ⌄	(10) Certificate ⌄

4. **Summary of your orders**—The bottom of the page displays a list of all past and current orders. You can either scroll to the bottom of the page to view this list, or click the **My orders** link above the Product catalog.

My Orders

Order	Title	Product	Cost	Last activity	Status
#0022	test	(03) Blank Paper		June 11, 2019 11:19 AM	Canceled
#0023	Envelope test	(21) Envelopes	$0.05	June 6, 2019 8:06 PM	Canceled
#0014	Business card test	(20) Business Card	$6.00	June 5, 2019 6:50 PM	Canceled
#0005	Pink paper	(03) Blank Paper	$0.00	June 5, 2019 6:49 PM	Canceled

Using Job Ticketing, customers can:

- Place a Print Request

- Approve a proof

- Add comments to an order

- View comments from Print Services

Ready to place an order?

Log in to Job Ticketing and click on the green 'Start Order' button that appears when you hover over your chosen product. (see the first page for instructions on how to log in.)

We're certain that you'll find it easy and intuitive to use, however, keep reading for some tips from our test group:
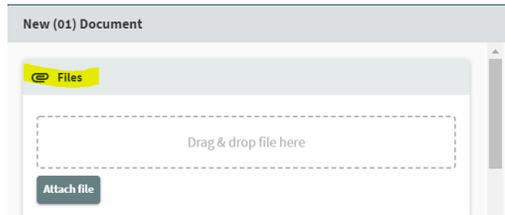
Upload your .PDF(s) by dragging the file from your computer or clicking on the attach file button and browsing to the file on your computer. We recommend that you start a Job Ticketing folder on your Z drive to store all of the documents that you print. This will allow you to easily find them for future use. It will also make it easier to select multiple files at the same time for uploading.

You can upload multiple files at the same time by holding down the control key and clicking on the file names. Once your desired files are highlighted you can drag & drop them into the files area of Job Ticketing. If you prefer to use the Attach file function, click on that button first and then highlight your desired files in the same manner for uploading.

Only have a hard copy? Originals must be standard US paper sizes: 8.5x11, 8.5x14, 11x17. Exceptions include postcards, business cards, etc., and items that are cut to size.

When entering a Title for your print request, please be descriptive so that we can all easily identify your orders.

When ordering products that are specific, such as business cards, letterhead, postcards, envelopes, etc. No need to include the product name, simply state the name of the person for business cards, dept. name for letterhead and envelopes, event for postcard. See business card example to the left.

Copies—please know that copies will represent quantity on most products. We mention this as it might be a little confusing when ordering something like a case or ream of paper. You'd be intuitively looking for quantity, but we're unable to change the term copies in most cases.

Pages—Once you've uploaded your files, you will see that Job Ticketing has determined whether any of the pages in your document have color in them.

If you're uploading a blank pdf for a hard copy job, please change the color or grayscale quantities here, if necessary.

When choosing Paper Stock, click on the first green option (Letter, in this case), it will then show you the options you can choose from. Once you make your selection, it will show you the next choices and so on.

Click on Letter, it shows you the paper **size** options. Then **color**. Then **type** of paper (20#, cardstock, gloss, etc.) Make sure you choose the right type for the color ink choice you made. Ex: grayscale requires '20 lb. (grayscale)' and color requires '28 lb. (color)'.
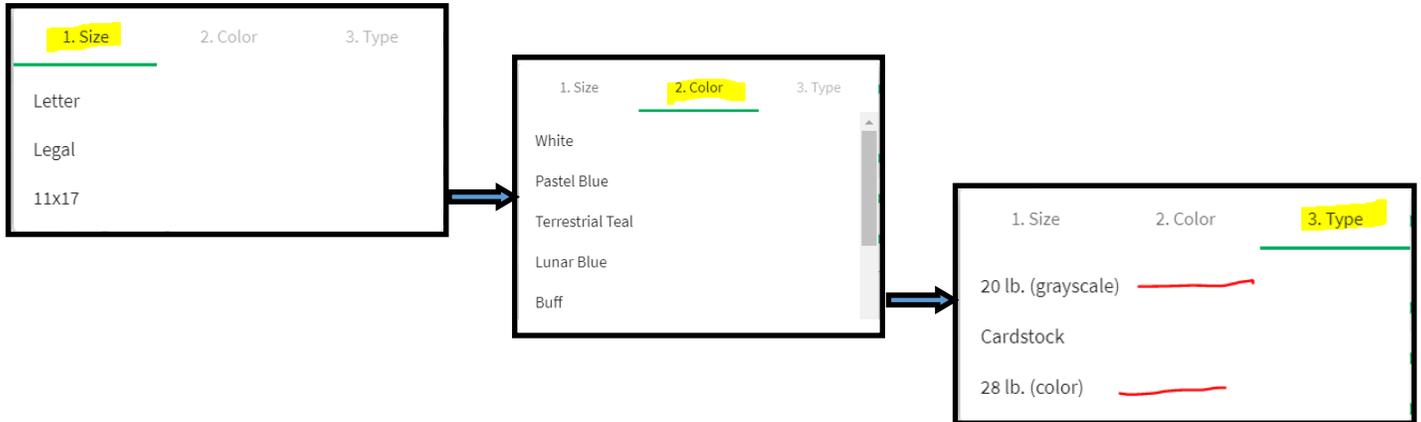
Any finishing options appropriate for the product that you chose will be shown under the Finishing category.

Finishing

Binding	No binding >
Hole punching	None >
Folding	None >
Laminating	None >

If you are authorized to incur charges when submitting print requests, you will either see your **FOAP** prepopulated in this field or the select account option, where you can choose the appropriate FOAP.

Accounting

Charge to   Select account... >
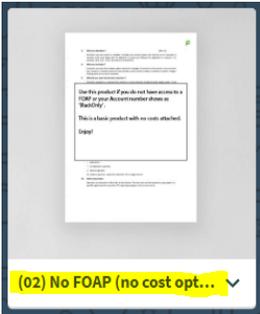
If your only FOAP choice is 'BlackOnly', please make sure that you use the No FOAP (no cost option) product, which only offers paper stock and ink choices without a cost attached to them. Print requests with a cost showing that are received with a FOAP of 'BlackOnly' will not be printed. You will be contacted to make a different selection and most likely need to resubmit your print request.

(02) No FOAP (no cost opt... ⌄

Delivery & Instructions will allow you to make the appropriate delivery choice for you, based on your campus/center location or whether you prefer to pick your print request up in bldg. 7.

Please note that delivery jobs no longer have a time selection attached to them. All deliveries are made per our delivery schedule, starting at 1 pm on Prescott Campus and via the Courier schedule at other campuses/centers.
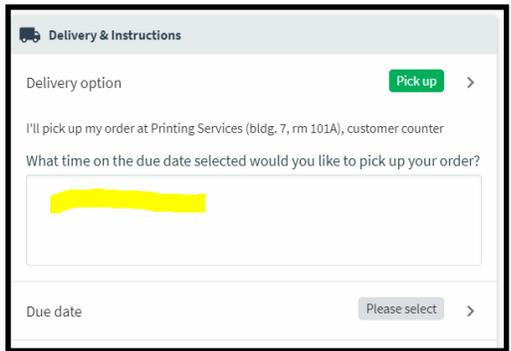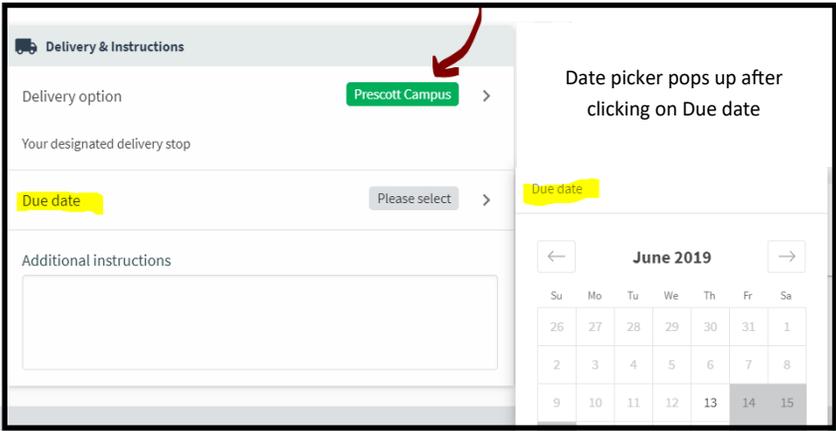
With the exception of 'Pick Up", which is listed under Delivery options. If you choose this option a pop-up box appears where you can enter the time you'd like to pick up your print request. If you list a time of less than 2 hours, please give Printing Services a call to let them know you submitted a rush order.

Add any pertinent details in the "Additional Instructions" box.

You'll see the costs calculate on the right side of the screen as you make changes to # of copies (quantities) and/or color / grayscale choices, add paper stock and finishing options, etc. After changing the # of copies, you sometimes need to click outside of that box for it to change the cost structure on the right.

Need to make changes or cancel an order after you've submitted it? Open your job via My Orders. If Printing Services has not already started on it, you'll be able to make changes or cancel it. If they have begun working on it, please give them a call instead.

Products . . . We have prebuilt the most used types of products for you already. If you have another product that you feel would be beneficial, please let us know.

Do you already have a PaperCut account code for a departmental copier? Then you have access to Job Ticketing.

If you do not have a PaperCut account already, please have your supervisor submit a request form. It can be found on the Printing Services webpage at: https://form.jotform.com/YCBulkMail/papercut

Questions? Please contact your Print Services team at x 2187 or via email at printing.services@yc.edu

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Estimated cost

$0.00

Printing Costs	$0.00
Letter, White, 20 lb. (grayscale) | Grayscale | 0 pages | Double sided	
Finishing Costs	**$0.00**
1 copy @ $0.00 each	$0.00
Delivery	**$0.00**
Prescott Campus	