

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

Submit a print order here: <https://printing.yc.edu>.

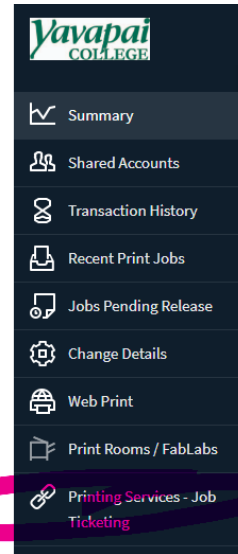
Use your YC username and password to login.

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



from your system tray,  bottom right of your screen

Then click on Printing Services - Job Ticketing



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

 PaperCut Version 1.0.0 Document content...	 Use this product if you do not have access to a FOAP or your Account number shows as "No FOAP". This is a blank product with no costs attached.			
(01) Document ▾	(02) No FOAP (no cost opt... ▾	(03) Blank Paper ▾	(04) Exam/Confidential D... ▾	(05) Booklet/Program ▾
 INFINITY				 ST. PATRICK'S HIGH SCHOOL Presented to a student of THERESE MAE VITAN CERTIFICATE OF APPRECIATION
(06) Flyer/Poster ▾	(07) Book (Coil bound or ... ▾	(08) Postcard ▾	(09) Laminating (Only) ▾	(10) Certificate ▾

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

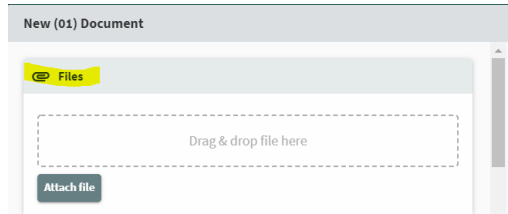
Review My Orders to:

- Place a Print Request
- Approve a proof
- See the status of your order

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.

Details

Title

Enter employee's name here

Copies

1

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.

Pages

31 0

↳ Certs.pdf	31	0
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Paper stock

Letter White 20 lb. [grayscale] >

Single or double sided

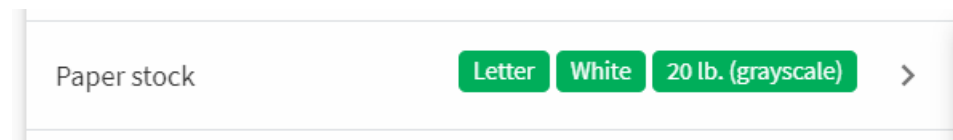
Double sided >

Color

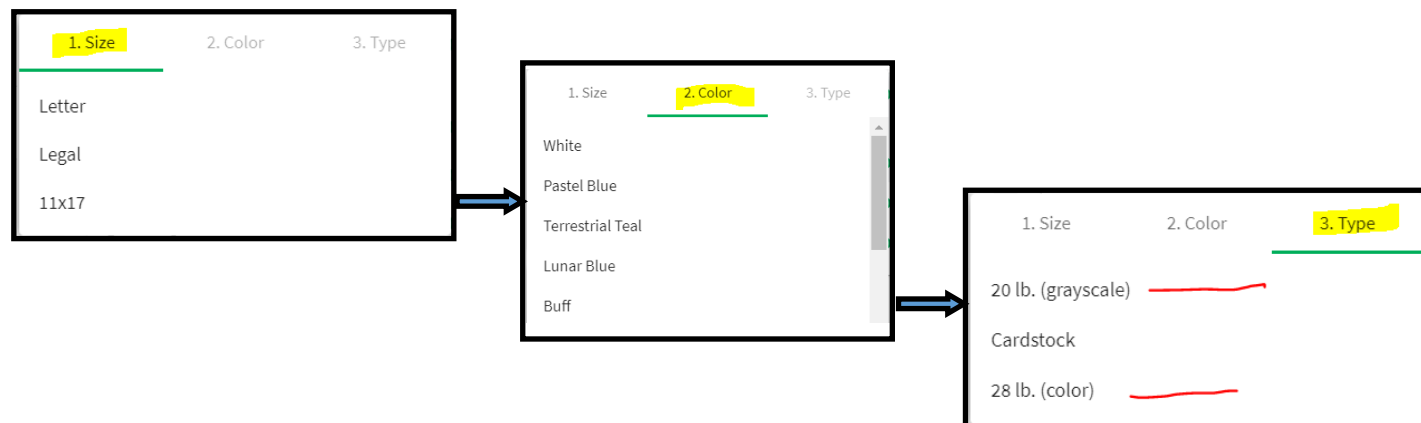
Grayscale >

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

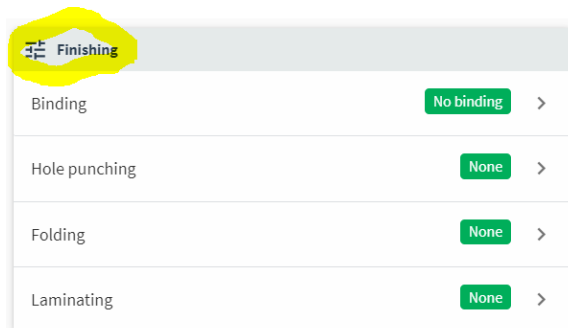
When choosing Paper Stock, click on the first green option (Letter, in this case), it will then show you the options you can choose from. Once you make your selection, it will show you the next choices and so on.



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)'.

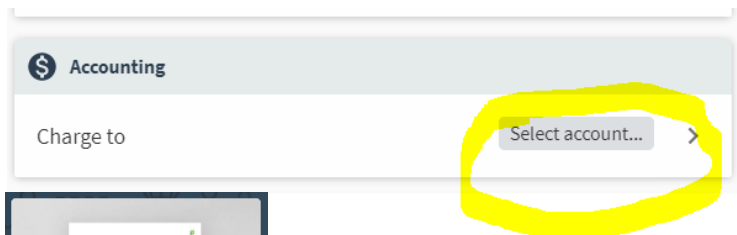


Any finishing options appropriate for the product that you chose will be shown under the Finishing category.



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

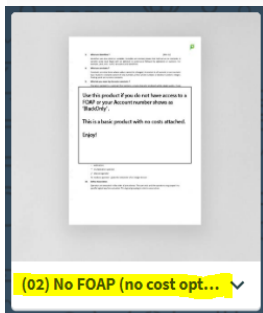
If you are authorized to incur charges when submitting print requests, you will either see your **FOAP** prepopulated in this field or the select account option, where you can choose the appropriate FOAP.



Accounting

Charge to

Select account... >

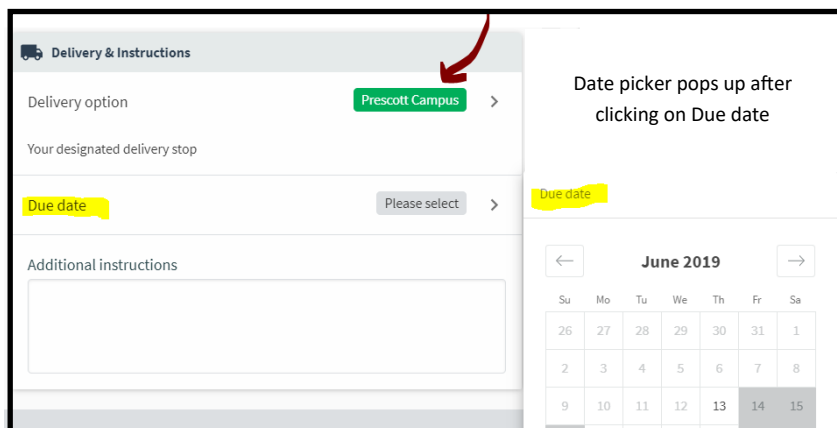


(02) No FOAP (no cost opt...) ✓

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.

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.



The screenshot shows a web form titled "Delivery & Instructions". It has three main sections: "Delivery option", "Your designated delivery stop", and "Additional instructions".

- Delivery option:** A green button labeled "Prescott Campus" with a right arrow. A red arrow points to this button.
- Your designated delivery stop:** A yellow label "Due date" followed by a grey button "Please select" with a right arrow. To the right of the form, a text box says "Date picker pops up after clicking on Due date".
- Additional instructions:** A large empty text area.

Below the form, a date picker is shown for "June 2019". It includes a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (26, 27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15). The date "14" is highlighted in grey.

Add any 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.

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

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	
Delivery	\$0.00
Prescott Campus	