

Student Printing

From Personal Device

1



Payment (You need Flexicash to print)
Log in to your Student Portal
Click My Account
Click Flexicash Deposit
Enter your credit card information.

2



Go to www.printing.yc.edu
Log on with your YC Username and Password.
Select **Web Print** > **Submit Job**

3



Send Your Print Job
Select a printer
For B&W, select **papercut/Copier-32-Black**
For Color, select **papercut/Copier-32-Color**
Click **Print Options** and **Account Selection** > **Upload Document**
Upload your document
Click **Upload & Complete**

4



Enter Y#
Go to the printer and click on **ID Number**
Enter your Y number with a **9** in place of the **Y**

5



Release Print Job
Tap **Print Release**
Select your job(s) and tap **Print**

Student Printing

From Lab Computer

1



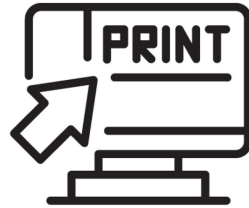
Payment (You need Flexicash to print)
Log in to your Student Portal
Click My Account
Click Flexicash Deposit
Enter your credit card information.

2



Log on
Log on to any YC computer with your YC Username and Password

3



Send Your Print Job
Send your print jobs to the appropriate printer:
YC Student B&W on papercut.yc.edu
Black & White (\$0.15/page)
YC Student Color on papercut.yc.edu
Color (\$0.60/page)

4



Enter Y#
Go to a printer and click on **ID Number**
Enter your Y number with a **9** in place of the **Y**

5



Release Print Job
Tap **Print Release**
Select your job(s) and tap **Print**