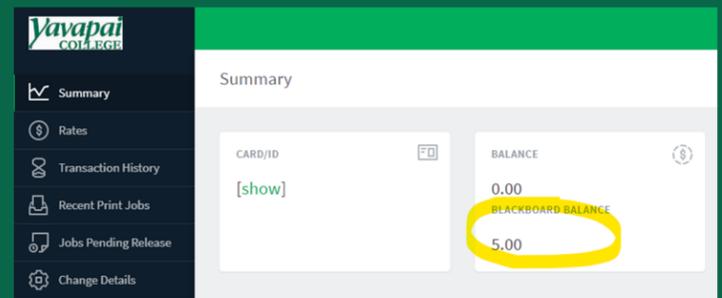


## YC PRINTING, COPYING, AND SCANNING

- Student Print Stations are clearly marked.
- Student print jobs are associated with your YC account & Flexicash account.
- The only method of payment accepted for prints, copies, or scans is Flexicash.
- You can check your balance by logging in at [printing.yc.edu](http://printing.yc.edu) (enter your YC username & password)

Flexicash funds for printing will show up as a **Blackboard Balance**



## Adding Funds

If your Blackboard balance is zero or less than the cost of your order, you must add funds to your Flexicash account.

- Log in to your **Student Portal**, Click My Account, Click Flexicash Deposit. You can also add funds in the **Transact eAccounts app**.
- Once you have funds available, you can Print, Copy, or Scan.

## Costs

- BW single-sided \$0.15 / Double-sided \$0.25
- Color single-sided \$0.60 / Double-sided \$1.15
- Scans \$0.15 per page

### Printing for YC Students:

1. **Log on** to any YC computer with your YC Username and Password
2. Send your print jobs to the appropriate printer:
  - “**YC Student B&W on papercut.yc.edu**” for Black & White/Grayscale
  - “**YC Student Color on papercut.yc.edu**” for Color
3. A notification bubble will appear in the tray letting you know that your job has been sent to a print release station. *\*You can send multiple documents to the printer before going to the Print Station to retrieve them*
4. **Locate a Print Release Station** to pay for and release your job
  - All Release Stations can print both B&W and Color print jobs
6. **Click ID Number** and **enter your Y number with a 9 in place of the Y**. *\*If you have a physical YC ID card, you can Tap your YC ID on the reader on the front, right-side of the copier, then enter your YC username & password to associate them. Then you can just tap your card the next time you need to log into any student copier*
7. Tap the “**Print Release**”
  - **Tap a check** next to the print job you wish to release
  - Tap the “**Print**” button to release checked jobs.
8. Retrieve your document from the printer  
**Click Reset** to log out

### Printing for YC Employees:

1. **Log on** to any YC computer with your YC Username and Password
2. Send your print jobs to the appropriate printer:
  - “**Black on papercut.yc.edu**” for Black & White/Grayscale
  - “**Color on papercut.yc.edu**” for Color
3. A notification bubble will appear in the tray letting you know that your job has been sent to a print release station. *\*You can send multiple documents to the printer before going to the Print Station to retrieve them*
4. **Locate a Print Release Station** to release your job.
  - All Release Stations can print both B&W and Color print jobs
5. **Click ID Number** and **enter your print code**. *\*If you have a physical YC ID card, you can Tap your YC ID on the reader on the front, right-side of the copier, then enter your YC username & password to associate them. Then you can just tap your card the next time you need to log into any shared copier*
6. Tap the “**Print Release**”
  - **Tap a check** next to the print job you wish to release
  - Tap the “**Print**” button to release checked jobs.
7. Retrieve your document from the printer  
**Click Reset** to log out

### Scanning

1. **Log in** to any Student Copier
2. Tap **Scan**
3. **Place your document** in the scan feeder or on the glass
4. Click **Enter** to scan your document to your Scholar Email as a PDF file
5. **Click Reset** to log out



### Web Print

YC Student Print Release Stations support printing from your own device. The **Web Print** service allows you to upload the file(s) you wish to print and to release them from the desired print release station.

1. Go to [printing.yc.edu](http://printing.yc.edu)
2. **Log on** with your YC username and password
3. Select the “**Web Print**” tab from the menu on the left
4. Click the “**Submit a Job**” link on the right side
5. **Select** the corresponding **printer** (specify black & white or color) for the location where you wish to print
6. Enter the **number of copies** and continue to “**Upload Documents**”
7. Click the “Upload from computer” button to browse for files or drag and drop files to be printed onto the box labeled “Drag files here”
8. Click the “**Upload & Complete**” button
9. **Go to the printer** you selected in step 5
10. Click **ID Number** and **enter your Y number with a 9 in place of the Y**
11. Once logged in, tap **Print Release** to select the file you want to print, then click **Print**