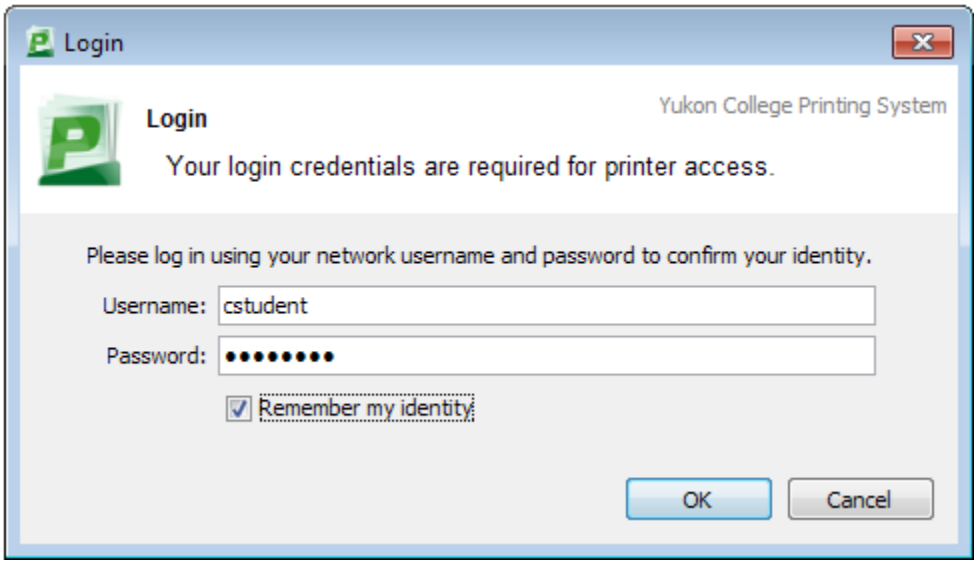
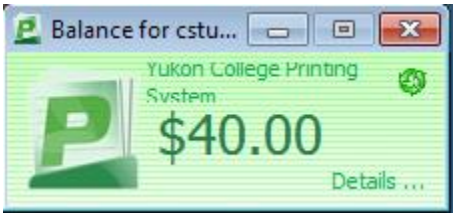
Yukon College Printing System

Yukon College students are allocated $40.00 worth of printing each term. A program called PaperCut is used to maintain student printing.

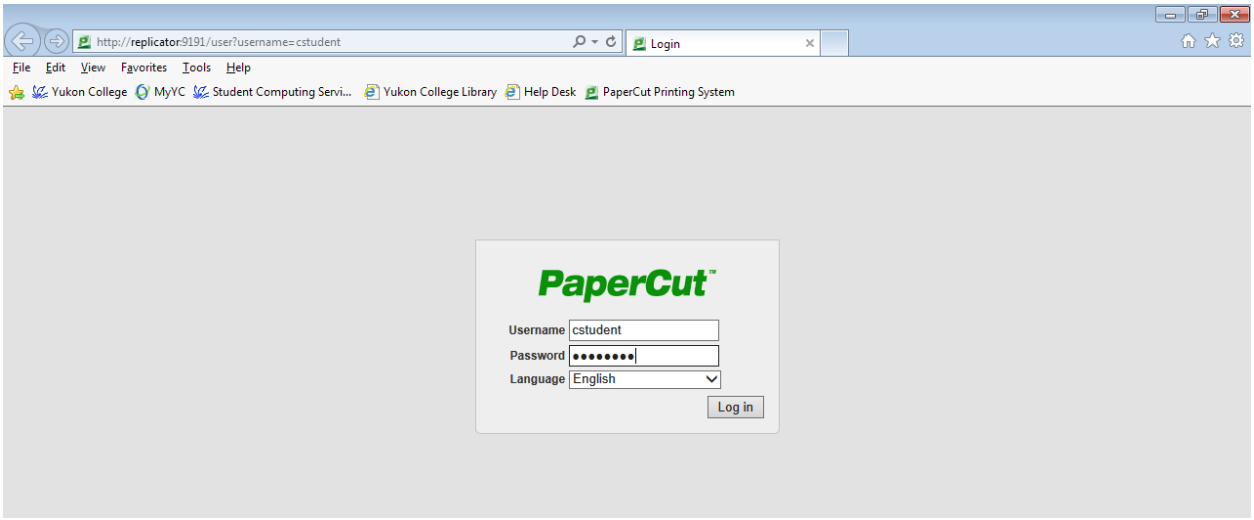
When you log onto a lab computer for the first time you'll be prompted to log into PaperCut to establish your account. Enter your **computer account username and password.**



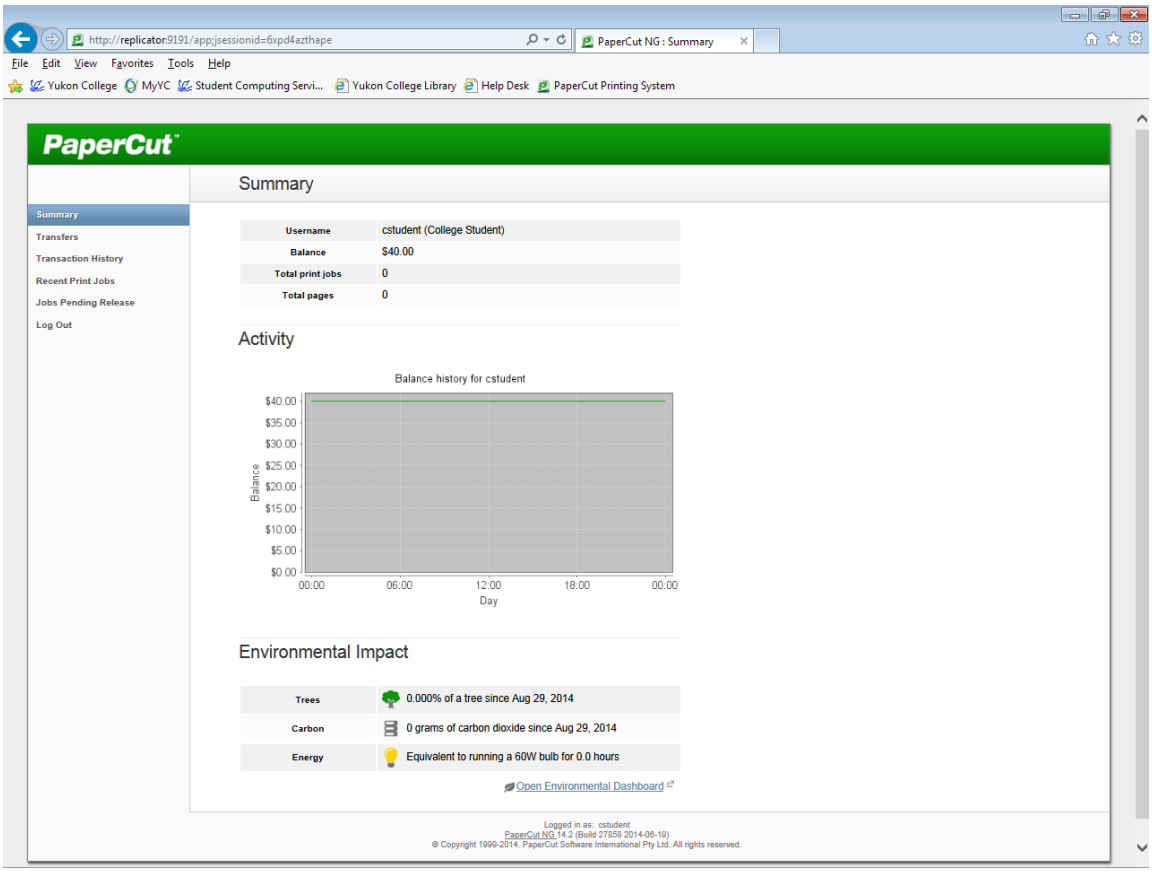
This window will show each time you log in, displaying your current balance. Clicking the **Details** link on this window will bring up a website that will let you see more detailed information about your PaperCut account.



Log in using your PaperCut (computer lab) login credentials.



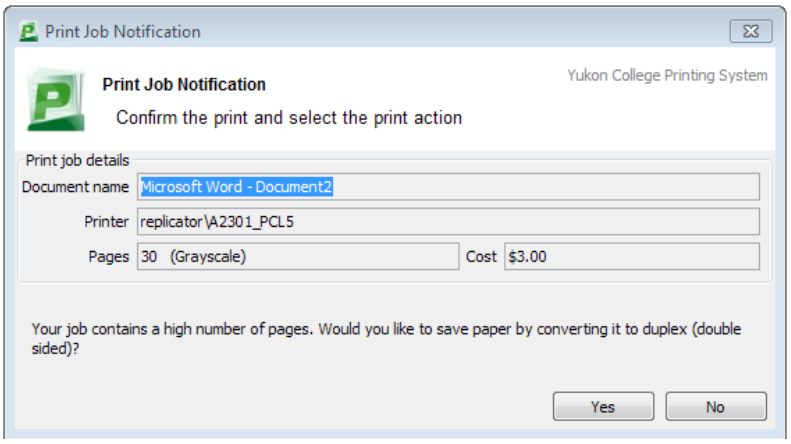
The **Summary** screen acts as a dashboard, displaying basic information about your account.

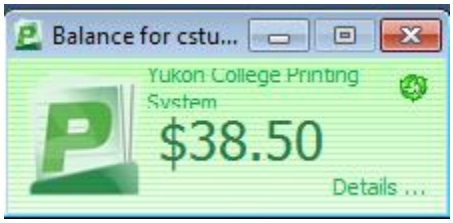


Printing Costs

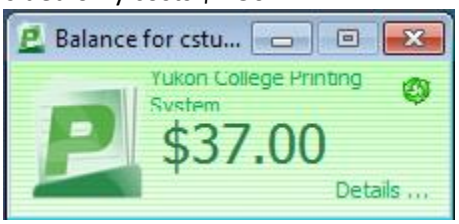
Black and white printing on computer lab printers costs $0.10 per page, with a discount of 50% for duplex printing. For example, a 5-page document printed single-sided will use $0.50 of your printing allocation. A 5-page document printed double-sided will use $0.25 of your printing allocation.

Large print jobs (more than 20 pages) that are selected to print single-sided will prompt you to save printing costs by printing double-sided. Select **Yes** and PaperCut will automatically double-side your print job. In this case the 30-page print job would have cost $3.00 but because we selected **Yes** a 50% discount was applied.





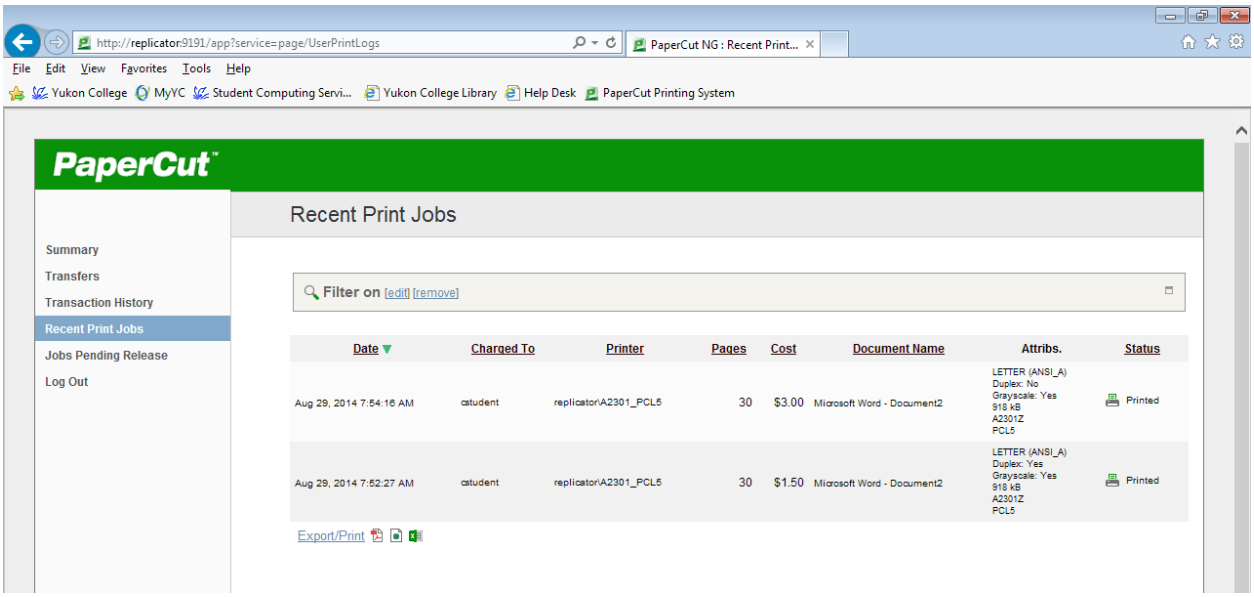
A 30-page print job printed double-sided only costs $1.50



If you had clicked **No** the job would have printed single-sided and cost the full $3.00

The PaperCut Web Interface

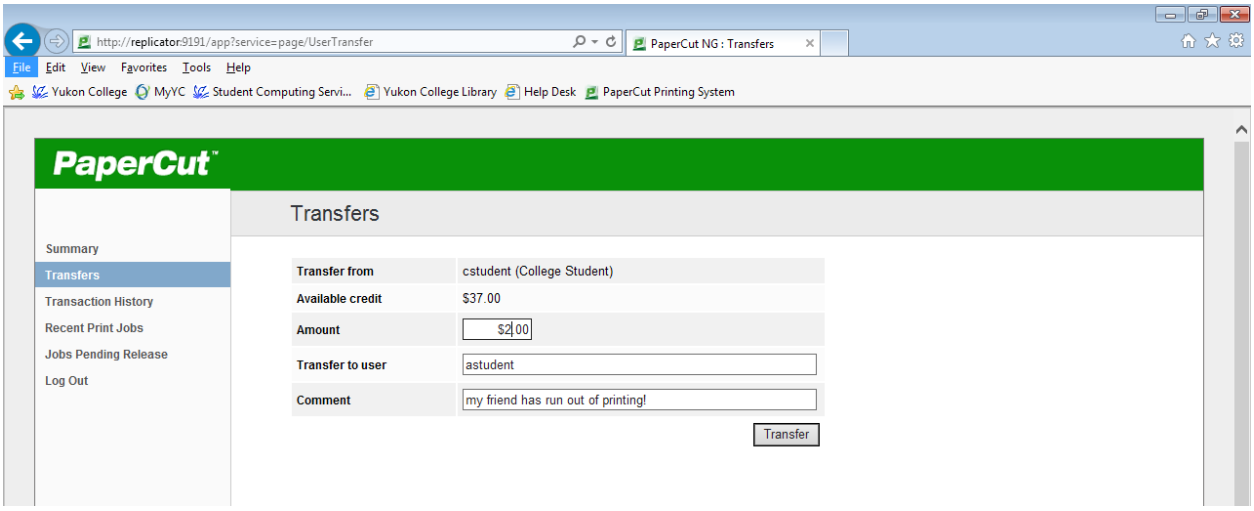
In addition to offering at-a-glance information about your PaperCut balance and activity, PaperCut tracks **Transaction History** and **Recent Print Jobs**, as well.



Transferring Amounts Between PaperCut Users

PaperCut allows transfers to occur between two users. For example, the user **cstudent** could transfer an amount of $2.00 to the user **astudent** in the event that **astudent** has run out of printing and **cstudent** still has enough to get them through the term with printing to spare.

On the **Transfers** screen, **cstudent** will enter the **amount** and enter the **PaperCut username** of the user to which the amount will be transferred. A **comment** may also be entered.



Adding Funds

If you run out of PaperCut funds before the term is over, you may purchase a top-up from the Bookstore. After you've paid at the Bookstore go to IT Services in room C1320 and show the staff there your receipt so they can add the funds to your PaperCut account.

Please contact IT Services if you have any questions. Phone: 456-8610 Web: http://help.yukoncollege.yk.ca