Faculty and Staff Windows 10 Printing Through PaperCut

If Faculty/Staff was to install a direct print to a queue navigate to \paperc-prd-ps2.yu.yale.edu if you're adding the printer in 1261 (Charly's Place) use \paperc-prd-ps3.yu.yale.edu to find the correct printer. Have them authenticate with netid/password if prompted. Double click on the printer they want. Printers are identified by location.

Faculty and Staff use SOMPrint-BW and SOMPrint-Color at SOM. These queues will only work on SOM printers.

You will need to add a black and white printer and a color printer.

*Prerequisite: Install Papercut Client from [http://ypps.yale.edu/blueprint/papercut/client-downloads](http://ypps.yale.edu/blueprint/papercut/client-downloads) choose Windows for All Campus Locations and configured as follows:

### Black and White Printer: SOMPrint-BW

1. Select Devices and Printers
2. Choose Add a Printer
3. Select, "The printer that I want isn't listed"
4. Select, "Add a local printer or network printer with manual settings", Click Next
5. Select, "Create a new port"
   1. Type of port: Standard TCP/IP Port
   2. Click Next
6. In the "Type a printer or hostname or IP address" box:
   1. Hostname or IP address: paperc-prd-ps2.its.yale.edu
   2. Port Name: SOMPrint-BW
7. In the "Additional port information required" window
   1. Under Device Type>Standard, choose Generic Network Card
   2. click Next
8. In the "Install the printer driver" window
   1. Select "have disk"
   2. From here you will need to point to the Ricoh PCL6 for Universal Print, which can be found here: \polaris\Software\Ricoh Print Driver or at \bass\sompool\RicohUniversal (For Staff, DO NOT DELETE)
   3. Copy the appropriate folder (64bit, Mac, etc) to the desktop, or documents
   4. Back in the Install Driver window, select Browse, and choose Ricoh PCL6 for Universal Print, select OK.
9. In the "Type a Printer Name" window, in the Printer name box, type: SOMPrint-BW, Select Next
10. Once it is installed, click Finish.
11. Go to Devices and Printers
   1. Right click on SOMPrint-BW>Printer Properties
12. In the Ports tab, select Configure Port
   1. Protocol>LPR
   2. In the LPR Settings sections
      1. Change Que Name to SOMPrint-BW
      2. Check, LPR Byte Counting Enabled
      3. Click Ok
13. In the SOMPrint-BW window, select the General tab>Preferences
   1. Under, "Color / Black and White" select Black and White
   2. Under "2 sided" select Long Edge Bind from dropdown
   3. Click Apply
   4. Click OK

### Color Printer: SOMPrint-Color

1. Select Devices and Printers
2. Choose Add a Printer
3. Select, "The printer that I want isn't listed"
4. Select, "Add a local printer or network printer with manual settings", Click Next
5. Select, "Create a new port"
   1. Type of port: Standard TCP/IP Port
   2. Click Next
6. In the "Type a printer or hostname or IP address" box:
   1. Hostname or IP address: paperc-prd-ps2.its.yale.edu
   2. Port Name: SOMPrint-Color
   3. Click Next
7. In the "Additional port information required" window
   1. Under Device Type>Standard, choose Generic Network Card
   2. Click Next
8. In the "Install the printer driver" window
1. Select "have disk"
2. From here you will need to point to the Ricoh PCL6 for Universal Print, which can be found here: \polaris\Software\Ricoh Print Driver or at \bass\sompool\RicohUniversal (For Staff, DO NOT DELETE)
   1. Copy the appropriate folder (64bit, Mac, etc) to the desktop, or documents
3. Back in the Install Driver window, select Browse, and choose Ricoh PCL6 for Universal Print, select OK>Next
9. In the "Type a Printer Name" window, in the Printer name box, type: SOMPrint-Color, Select Next
10. Once it is installed, click Finish.
11. Go to Devices and Printers
   1. Right click on SOMPrint-Color>Printer Properties
12. In the Ports tab, select Configure Port
   1. Protocol>LPR
   2. In the LPR Settings sections
      1. Change Que Name to SOMPrint-Color
      2. Check, LPR Byte Counting Enabled
   3. Click OK
13. In the SOMPrint-Color window, select the General tab>Preferences
   1. Under, "Color / Black and White" select Black and White
   2. Under "2 sided" select Long Edge Bind from dropdown
   3. Click Apply
   4. Click OK

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