Print Copy Scan and Fax

You can print, copy, scan and fax all from the shared printers using papercut. Here is a description of these services

Information

In an effort to further advance the University’s sustainability goals related to paper use and to offer a more flexible service, we are pleased to announce that SOM has adopted a new printing service. We have selected print management software called PaperCut and reconfigured the printers at SOM.

PaperCut offers “follow me printing,” which allows you to retrieve and print documents at any printer that is part of the system including those outside of SOM. These allow you to print, copy and scan all from the same device.

Through monthly paper use reports, SOM administrators will be able to learn more about printing habits and use the information to create less paper-intensive processes, move toward electronic solutions, and start conversations with faculty, staff, and students about sustainable practices. For more information on the goals and data collected by this project, please click here

Getting Started

SOM IT has set up your account which is linked to a printing account.

Your account information is stored on a webpage and includes transaction history and print jobs that are pending release. CLICK HERE and log in with your NetID and password to view your account. If you need an adjustment made to the account information shown, please submit a ticket to somit@yale.edu

Configuring Print Queues

Due to the complex manual configuration of the printer queues, we suggest contacting SOM IT at 203-432-7777 or somit@yale.edu to have your printers configured for you.

Printing From Your Computer

- You will be able to retrieve your print job at any printer at Yale
- Log into a printer by waving your Yale ID card over the PaperCut ID reader or enter your NetID and password on the touchpad
- Your print job will remain in the queue for 2 hours. After 2 hours your print job will automatically delete from the queue
- Faculty or Staff who only use one account to print from can be set up to bypass the account pop up box. Contact somit@yale.edu for setup
- SOM IT can set up a direct print queue in which your job will print without being released. Please note that using this option leaves unattended prints on a public printer. Contact somit@yale.edu for setup
- SOM IT can eliminate the “Charge to my personal account” option so it’s not inadvertently selected. Contact somit@yale.edu

Copying

1. Log into the machine by waving your Yale ID card over the ID card reader or enter your NetID and password on the touchpad
2. Place your document in the document feeder face up, or on the flatbed face down
3. On the touchpad press Use Device Functions
4. On the touchpad select your account from the menu and select OK
5. To the left of the touchpad press the Copier button
6. On the touchpad select any preferences such as quantity, page orientation, etc.
7. Select Start
8. Once your document has been copied, select the Log In/Log Out button to the right of the touchpad

Faxing

1. Log into the machine by waving your Yale ID card over the ID card reader or enter your NetID and password on the touchpad
2. Place your document face up in the document feeder
3. On the touchpad press Use Device Functions
4. On the touchpad select your account from the menu and select OK
5. On the left of the touchpad press the facsimile button
6. On the touchpad select Manual Entry and enter the destination fax number. Select OK
7. Select Start
Supplies and Service

PAPER

SOM Departments are responsible for ordering/replacing their own toner and paper. Yale University encourages ordering paper supplies from W. B. Mason through Workday. Paper for the Copy Center and faculty floors are ordered and refilled by SOM IT.

TONER

SOM IT supplies toner for Faculty/Staff and Student multifunction machines. If you need cartridges email somit@yale.edu or call 203.432.7777 and specify the printer location.

STAPLES

SOM IT supplies staples for Faculty/Staff and Student multifunction machines. These machines require specific staples cartridges that are ordered from Ricoh. If your machine needs staples refilled email somit@yale.edu or call 203.432.7777 and specify the printer location.

SERVICE

If your printer needs service, please contact the SOM IT helpdesk at somit@yale.edu or call 203.432.7777 and have the printer model and Ricoh ID number (from the front of the printer) handy.

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