Summary

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 uses “follow me printing,” which allows you to print to a shared queue and then retrieve documents from any printer that is part of the system including many Yale printers outside of SOM.

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.

Features

- Just in time “follow me” printing which can be picked up from any printer on campus
- Log into a printer by waving your Yale ID card over the PaperCut ID reader or enter your NetID and password on the touchpad
- Release multiple documents at a time
- Scan and copy
- Fax from select printers

Who can use it?

PaperCut is available to all SOM faculty, staff, and students.

- Student printers are located in the following locations:
  
  **Evans Hall:**
  
  **2nd Floor:**
  - Hallway by 2240 – 1 black and white multifunction print/copy/scan, computer kiosks available
  - Hallway by 2455 – 1 color multifunction print/copy/scan/fax (203.436.8973)
  - Ross Library – 1 black and white multifunction print/copy/scan, iMacs
  
  **4th Floor:**
  - Hallway by 4453 – 1 color multifunction print/copy/scan, computer kiosks available
  - Hallway by 4246 – 1 black and white print/copy/scan, computer kiosks available

  **199 Whitney:**
  
  - Suite 1/Bloomberg Lab – 1 color printer

- Staff/Faculty printers are available on office floors (2-5).
- Department printers are the responsibility of each department and are requested when needed. Not all departments have departmental printers and they would use the Staff/Faculty printers mentioned above.

How much does it cost?

There is no cost to be setup with PaperCut software, however, there is a per page cost to printing:

- **Personal Account rates:** All students, and faculty and staff charging a personal account regardless of the machine you utilize:
  - Black and white print, 8½ x 11: $0.10 1st side and $0.02 2nd side. Printing duplex (i.e., both sides of the paper) offers a discount of $0.08 compared to printing on one side only
  - Black and white print, 11 x 17: $0.20 1st side and $0.04 2nd side
  - Color print, 8½ x 11: $0.25 per side
  - Color print, 11 x 17: $0.50 per side

- **Staff Printing rates:** Equipment monthly base rentals are billed on the Copier Rental billing and will vary by model and accessory options.
  Usage is billed to each Shared Account (COA) by users as follows:
$ 0.02 per image 1st side and $ 0.01 per image for the 2nd side
Color $ 0.075 per image

Some departments request full reporting with no Shared Account (COA) chargebacks

How do I get it?

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.

Download the PaperCut client to print from your laptop.

Related Policy and Procedures

- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.

Related Knowledge Articles

Charging Print Jobs to a Shared Printing Account (COA)
Faculty and Staff Mac Black and White Printing Through PaperCut
Faculty and Staff Mac Color Printing Through PaperCut
Faculty and Staff Windows 10 Printing Through PaperCut
Faculty and Staff Windows 7 Printing Through PaperCut
Hold for Authentication Message (Mac)
List of Ricoh (PaperCut) Printers
PaperCut balance incorrect
PaperCut known issue: Macs on Mojave
PHD Candidate Printing
Print Copy Scan and Fax
Student Mac BW & Color Print through PaperCut
Student Shared Copiers/Scanners/Fax
Student Windows BW & Color Printing Through PaperCut
Updating Stored BluePrint Password (Mac)
Updating Stored BluePrint Password (Windows 10)