How to log into PaperCut Printing

Yale SOM uses Yale ITS' printing service BluePrint. Follow the instructions below to print for the first time.

Step-by-step guide

1. Send a print job to SOMPrint-BW or SOMPrint-Color.
2. A new window will appear. You’ll see this window only one time. Fill username field with your Yale NetID, enter your password, and use the Remember drop-down menu to select: Always. Then click OK.
3. A second window will appear, fill Charge to shared account and use the drop down menu to select the account, then click Print.
4. Go to any printer at the School of Management and wave your ID card on the reader. On the printers touch panel, tap Print All to release your job.

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