• Log Into Your PaperCut User Page:

https://paperc-prd-app1.its.yale.edu:9192/user



• Click on [Recent Print Jobs]

PaperCutMF ^P							ср76
princy ind Accounts	Summary						
sters saction History Int Print Jobs Pending Release	BALANCE \$290.14	٢	print jobs 2,210	6	PAGES 12,503	G	
Print	Activity			Environn	nental Impact		
frig Funds	\$30.00 \$280.00 \$280.00 \$200.00 \$200.00 \$200.00 \$100.00 \$100.00 \$100.00 \$100.00 \$00.00 \$00.00 \$00.00 \$00.00 \$00.00 \$00.00 \$00.00 \$200.00 \$00.00 \$200.00 \$00.00 \$00.00 \$200.00 \$00.000 \$00.000 \$00.000 \$00.0000\$000\$	caunce meany to cy 4 Nev 21 Nev Day	29 Nov 5 Dec	Ø 10.3 {{}} \$ 2,40	We of a tree i kg of CO2 2 hours running a GOW light built Environmental Dashb	Since Mar 28, 2017 Coard	
	p		PaperD © Copyright 1999-2019, Pape	t M7 18.3.4 (Build 477 Print Management Sof rCut Software Internat:	77 2018-12-18) tware ional Pty Ltd. All rights	reserved.	licensed to Yale Unive

- Find the print job that you want refunded
- On the right "Status" column, click [Request Refund]. You will now be brought to the "Refund Request" page.

rCutMF [®]								
	Recent Print Jo	bs						
s ion History	Filter on							
Pending Release	DATE y	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
rint	Dec 6, 2019 3:14:19 PM	YPPS	device\SML_ADA1_120High	1 (Color: 0)	\$0.02	[copying]	LETTER (ANSI_A) Duples: No	 Printed request refund
ng Funds	Dec 6, 2019 3:14:19 PM	YPPS	device\SML_ADA1_120High	24 (Color: 0)	\$0.40	[copying]	LETTER (ANSI_A) Duplex: Yes	 Printed request refund
	Dec 6, 2019 3:08:35 PM	YPPS	device\Bass4_120High_Concourse	12 (Color: 0)	\$0.27	[copying]	LETTER (ANSI_A) Duples: No	 I Printed request refund
	Dec 5, 2019 3:59:27 PM	YPPS	device\YaleMed_300Geo_6011	1	\$0.00	[scanning]		 ∠ Scanned
	Dec 5, 2019 3:34:18 PM	YPPS	device\YaleMed_300Geo_6177	1	\$0.00	[scanning]		 ∠ Scanned
	Dec 5, 2019 3:30:17 PM	cp765	paperc-prd-ps5\YMG_300George_6177	1 (Color: 1)	\$0.00		LETTER (ANSI_A) Duplex: Yes	 Printed
	Dec 5, 2019 3:30:15 PM	cp765	paperc-prd-ps5\YMG_300George_6177	1 (Color: 1)	\$0.00		LETTER (ANSI_A) Duplex: Yes	 Printed
	Dec 5, 2019 1:41:44 PM	YPPS	device\YaleMed_220WC_202	2	\$0.00	[scanning]		 ∠ Scanned
	Dec 5, 2019 1:07:38 PM	cp765	paperc-prd-ps5\YMG_220WestCampus_202	1 (Color: 1)	\$0.00		LETTER (ANSI_A) Duplex: Yes	 🗗 Printed
	Dec 5, 2019 12:49:52 PM	cp765	paperc-prd-ps5\YMG_100CSS_E160	2 (Color: 2)	\$0.00		LETTER (ANSI_A) Duples: Yes	 I Printed
	Dec 5, 2019 12:49:36 PM	cp765	paperc-prd-ps5\YMG_220WestCampus_140	2 (Color: 2)	\$0.00		LETTER (ANSI_A) Duples: Yes	 I 🗗 Printed
	Dec 4, 2019 1:16:00 PM	cp765	paperc-prd-ps4\G&C_25SP_334A_PCL	1 (Color: 0)	\$0.00		LETTER (ANSI_A) Duples: Yes	 I 🗗 Printed
//nanarc-nrd-ann1 itr vala adu/0102/ann?canica=direct/1//	Dec 4: 2019 11-50-03 AM	cn765	paperc-prd-ps3\VPPS_KYO_3553	14	\$0.84		LETTER (ANSI_A)	Printed

• Type the reason for the refund request in the text box, then click [Send].

Refund Request Under the reference by the administrator. Image: Dece, 0203 034319 PH Image: Dece, 0203 044319 PH Image: Dece, 0204 044419 PH Image: Dece, 0204 04449 PH
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All refund requests will be reviewed by the administrator.
interime Dec 6, 2019 31:419 PM Pages 1 Cost 9.0.2 Document Name [cooying] Printer device[SML_KOAL_120*tigh] Refund Cetals Refund Amount Patial amount: Stand Type Here Stand PagetCite W 112.3.41 (Build 47777 2018-12-13)
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Reason for Request Type Here Send Carcel PaperCot MF 18.9.4 (Build 47777 2015-12-18) Evint Measurement Software
PaperCut H2 18.3.4 (Build 47777 2018-12-18) Frim Management Software

Your refund I	equest has been sent.								
Recent P	int Jobs								
Filter on									
								≪ < 123 ►	*
DATE 🔻	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.		STATUS	
Dec 6, 2019 3:1-	:19 PM YPPS	device\SML_ADA1_120High	1 (Color: 0)	\$0.02	[copying]	LETTER (ANSI_A) Duples: No		Printed Refund Pending	
Dec 6, 2019 3:14	:19 PM YPPS	device\SML_ADA1_120High	24 (Color: 0)	\$0.40	[copying]	LETTER (ANSI_A) Duplex Yes	-	Printed request refund	Refund Pending Amount requested: \$0.02 Reason: Type Here
Dec 6, 2019 3:0	:35 PM YPPS	device\Bass4_120High_Concourse	12 (Color: 0)	\$0.27	[copying]	LETTER (ANSI_A) Duplec No		Printed request refund	Requested: Dec 9, 2019 9:31:18 A
Dec 5, 2019 3:5	:27 PM YPPS	device\ValeMed_300Geo_6011	1	\$0.00	[scanning]			∠ Scanned	
Dec 5, 2019 3:3	:18 PM YPPS	device\YaleMed_300Geo_6177	1	\$0.00	[scanning]			∠ Scanned	
Dec 5, 2019 3:3	:17 PM cp765	paperc-prd-ps5\VMG_300George_6177	1 (Color: 1)	\$0.00		LETTER (ANSI_A) Duplex: Yes	-	Printed	
Dec 5, 2019 3:3	:15 PM cp765	paperc-prd-ps5\VMG_300George_6177	1 (Color: 1)	\$0.00		LETTER (ANSI_A) Duplex: Yes		Printed	
Dec 5, 2019 1:4	:44 PM YPPS	device\YaleMed_220WC_202	2	\$0.00	[scanning]			∠ Scanned	
Dec 5, 2019 1:0	:38 PM cp765	paperc-prd-ps5\VMG_220WestCampus_202	1 (Color: 1)	\$0.00		LETTER (ANSI_A) Duplex: Yes	-	Printed	
Dec 5, 2019 12>	9:52 PM cp765	paperc-prd-ps5\VMG_100CSS_E160	2 (Color: 2)	\$0.00		LETTER (ANSI_A) Duplex Yes		Printed	
Dec 5, 2019 12>	9:36 PM cp765	paperc-prd-ps5\VMG_220WestCampus_140	2 (Color: 2)	\$0.00		LETTER (ANSI_A) Duplex Yes		Printed	
Dec 4, 2019 1:1	:00 PM cp765	paperc-prd-ps4\G&C_25SP_334A_PCL	1 (Color: 0)	\$0.00		LETTER (ANSI_A) Duplex: Yes		🔁 Printed	

• The print job staus will change to "Refund Requested" and will be proccesed within 24 hours.