

# WEB PRINTING

## Getting Started

Before logging in to print, make sure your account balance is updated. There are two pay stations. The first is located in the library in Haaren Hall, and the second is in located in the computer lab in the New Building, Suite **L2.72.00**

The network is accessible from a laptop. You can log on to the Jay Print network at <http://jayprint.jjay.cuny.edu/user>.

## Logging In

Access the network with your John Jay user name and password. After your login information is accepted, you should see your user information displayed in the top-right corner of the screen. The page displayed is your **Account Summary** (see bottom-right). You should see your user name, your balance of funds used thus far and your balance history, as shown.

**Make sure your account remains secure. Please make sure that you **Log Out** when you have finished uploading your documents for printing, and again after printing your documents. Also, do not allow your user name and password to be used by anyone else to print documents.**

### Please Note:

If you do not see your account information, please log out, and log in again with your user name and password. If you still have problems logging in, your password may have expired and will need to be reset. You should contact the Help Desk: [helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)

Print Accounting	
Summary	
Transaction History	
Recent Print Jobs	
Jobs Pending Release	
Web Print	
Log Out	

Username	user password (User Name)	
Free	\$0.00	
Balance	Cash	\$0.00
		\$20.00
Total print jobs	0	
Total pages	0	

**Balance history for user name**

Trees	0.000% of a tree since Jan 24, 2012
Carbon	0 grams of carbon dioxide since Jan 24, 2012
Energy	Equivalent to running a 60W bulb for 0.0 hours

John Jay College of Criminal Justice  
 500 Tenth Avenue New York, NY, 10014  
 P: 212.624.3000

**Paid For By Student Technology Fee.**

## Uploading Your Paper

To upload a paper to be printed, click on the **Web Print** button in the menu bar (left) to advance to the Jay Print web interface page. Next, click on the **Submit a Job** link, located on the right side above the header marked **Status**, as shown in the picture on the following page.

**JOHN  
JAY** COLLEGE OF CRIMINAL JUSTICE **CUNY** **Jay Print**

Print Accounting  
Summary  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Log Out

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click **Submit a Job** below.

All print jobs can only be released at designated E-Z Print locations throughout the campus. You will NOT be able to release your jobs anywhere else on campus.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
<i>No active jobs</i>					

Click the **Submit a Job** button to upload a document for printing

Select a printer from the list provided. The display tab also shows the locations of the printers in your area. Click the **Print Options and Account Selection** button to advance to the Print Options page.

The screenshot shows the 'Jay Print' web application interface. At the top left is the John Jay College of Criminal Justice logo. To its right is the 'CU NY' logo. The main title 'Jay Print' is centered at the top. Below the title is a navigation bar with three tabs: '1. Printer', '2. Options', and '3. Upload'. The '1. Printer' tab is active. On the left side, there is a vertical menu with the following items: 'Print Accounting', 'Summary', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print', and 'Log Out'. The main content area is titled 'Select a printer:' and contains a 'Quick Find:' search box with a 'Find Printer' button. Below this is a table with two columns: 'Printer Name ▲' and 'Location/Department'. The table contains one entry: 'jjaypc3\ITSS-BW-PRINTER (virtual)' in the first column and 'John Jay Campus E-Z Print' in the second column. At the bottom of the main content area, there are two buttons: '« Back to Active Jobs' and '2. Print Options and Account Selection »'. The '2. Print Options and Account Selection' button is highlighted with a blue box in the image below the screenshot.

Click the Print Options and Account Selection Button

Click inside the field labeled Copies and enter the amount of copies you need to be printed. Click the **Upload Document** button on the Print Options page to advance to the next page and upload your document for printing.

The screenshot displays the 'Jay Print' web application interface. At the top left is the 'JOHN JAY COLLEGE OF CRIMINAL JUSTICE' logo, and at the top right is the 'CU NY' logo. The main title 'Jay Print' is centered at the top. Below the title is a navigation bar with three tabs: '1. Printer', '2. Options', and '3. Upload'. The '2. Options' tab is currently selected. On the left side, there is a vertical menu with the following items: 'Print Accounting', 'Summary', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print', and 'Log Out'. The main content area is titled 'Options' and contains a 'Copies: 1' input field. At the bottom of the main content area, there are two buttons: '« 1. Printer Selection' and '3. Upload Document »'. The '3. Upload Document' button is highlighted with a blue border in the original image.

Click the Upload Document Button

Before uploading your document, check to ensure that your file is properly formatted. Your file should be formatted using one of the acceptable file extensions listed for each application provided. For example, when working with Microsoft Office, common file extensions are as follows: **.doc** for Microsoft Word, **.ppt** for Microsoft PowerPoint, and **.xls** for Microsoft Excel. Choose the file extension, or file format when you save the file in the application you are using.

First, Click the **Browse** button to find the your file, then click the **Open** button in your computer's finder display window to add your file to the browse field.

**JOHN JAY** COLLEGE OF CRIMINAL JUSTICE **CUNY** **Jay Print**

Print Accounting Summary Transaction History Recent Print Jobs Jobs Pending Release Web Print Log Out

1. Printer 2. Options 3. Upload

Select a document to upload and print

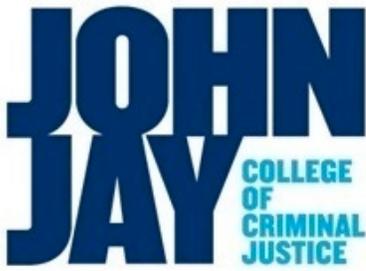
C:\Users\bpeters\Desktop

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsx, xlsm, xlsx, xltm, xlsx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

< 2. Print Options

Make Sure your File has an accepted extension before uploading



To add your file to the Web Print queue, click the **Upload and Complete** button (bottom-right). Click the **Submit a Job** link again and repeat the previous steps if you need to print more than one document.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE** **CUNY** **Jay Print**

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[Submit a Job »](#)

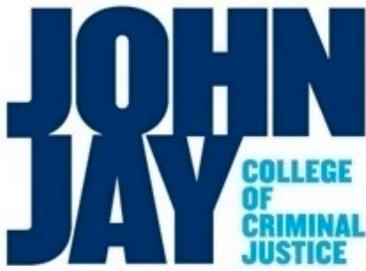
Submit Time	Printer	Document Name	Pages	Cost	Status
Jan 24, 2012 9:44:10 AM	jjaypc3\ITSS-BW-PRINTER	ITSS Flyer-3.pdf	1	\$0.05	<a href="#">Held in a queue</a>

Rendering times (the time taken to upload your paper) will vary depend on the upload feed and the size of the your file.

**Please Note:**

Files uploaded to the Jay Print network can only be printed at the EZ Print stations on campus. There are three stations currently available at the following locations:

- In the Westport Building, next to room 112W
- In the T Building, Haaran Hall Library
- In North Hall, next to room 1404N



If you have already sent the file to the print queue, but realize that you still need to make changes, you can cancel the job by clicking the **Cancel** link, located under the Action header in the menu bar. You may return to the previous screen at any time by clicking the **Back to Active Jobs** button.

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE** **Jay Print**

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[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Jan 24, 2012 11:46:11 AM	jjaypc3\ITSS-BW-PRINTER	ITSS Flyer-2.pdf	1	\$0.05	<a href="#">Held in a queue</a>
Jan 24, 2012 9:44:10 AM	jjaypc3\ITSS-BW-PRINTER	ITSS Flyer-3.pdf	1	\$0.05	Denied: <b>Timed out waiting in hold/release queue</b>

Jay Print records the date and time you that documents are uploaded to the Web Print queue. Once a job gets posted to the Web Print queue, it will be held for a maximum of two hours before being cancelled. You may monitor this by clicking on the **Jobs Pending Release** button in the menu bar (left side of the screen). If you do not release your documents for printing, **your documents will be cancelled** in the print queue.