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.

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

Log in with your John Jay College student username and password

Username	
Password	
Language	English

Log in

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.

Jay Print

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

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

Balance history for user name

Tree	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

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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.

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.

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.

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.

Make Sure your File has an accepted extension before uploading
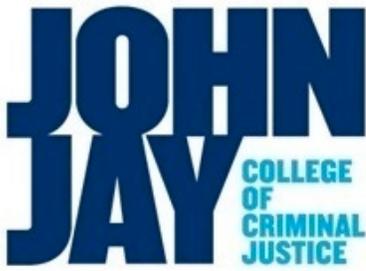
To add your file to the Web Print queue, click the Upload and Complete button (bottom-right). Click the Submit a Job link again and repeat the previous steps if you need to print more than one document.

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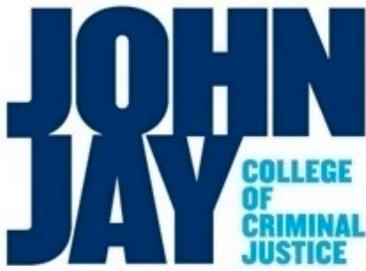
If you have already sent the file to the print queue, but realize that you still need to make changes, you can cancel the job by clicking the Cancel link, located under the Action header in the menu bar. You may return to the previous screen at any time by clicking the Back to Active Jobs button.

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.