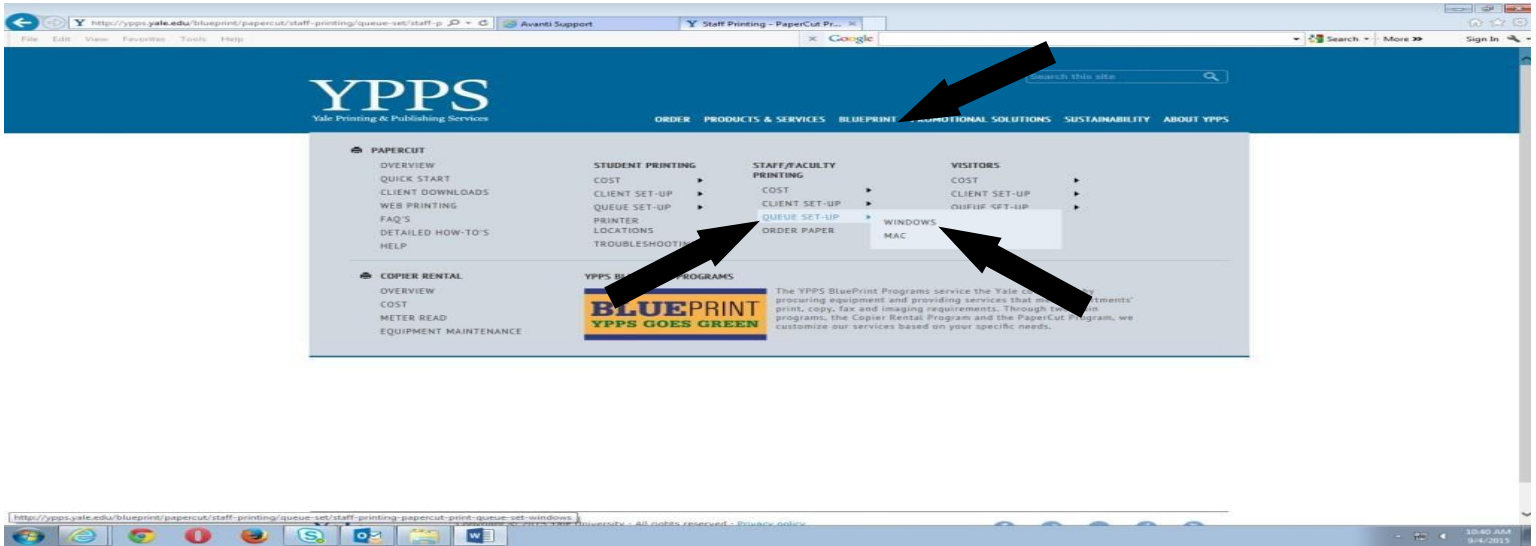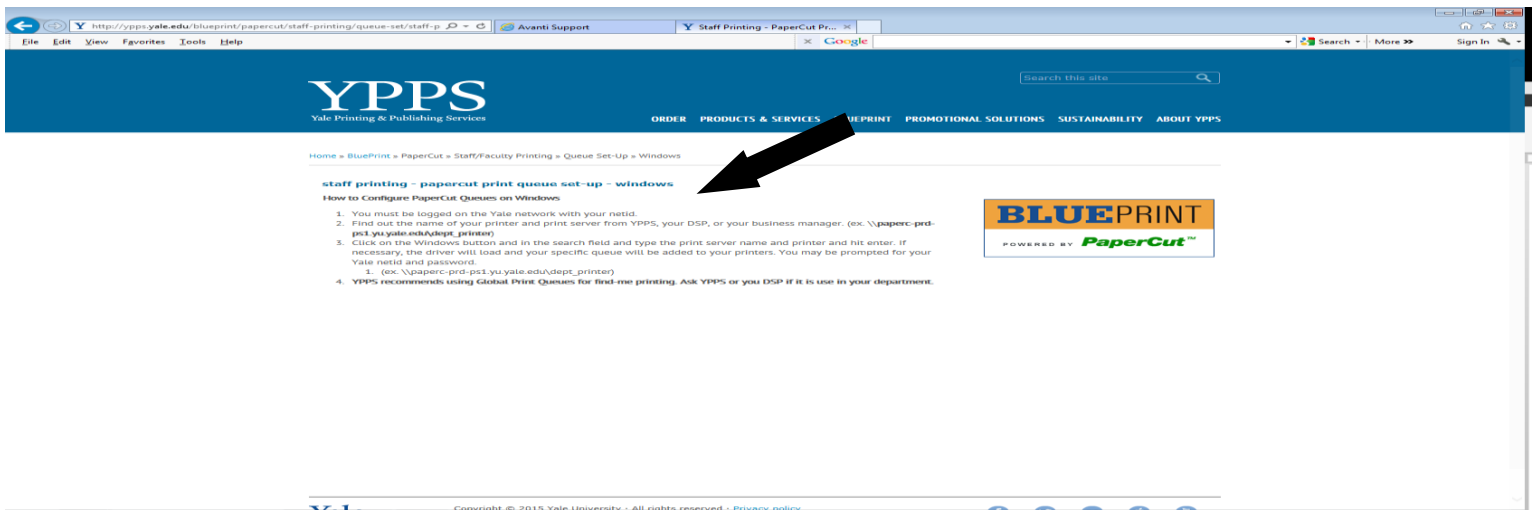# Installing PaperCut Department Queues on a Staff or Faculty Pc
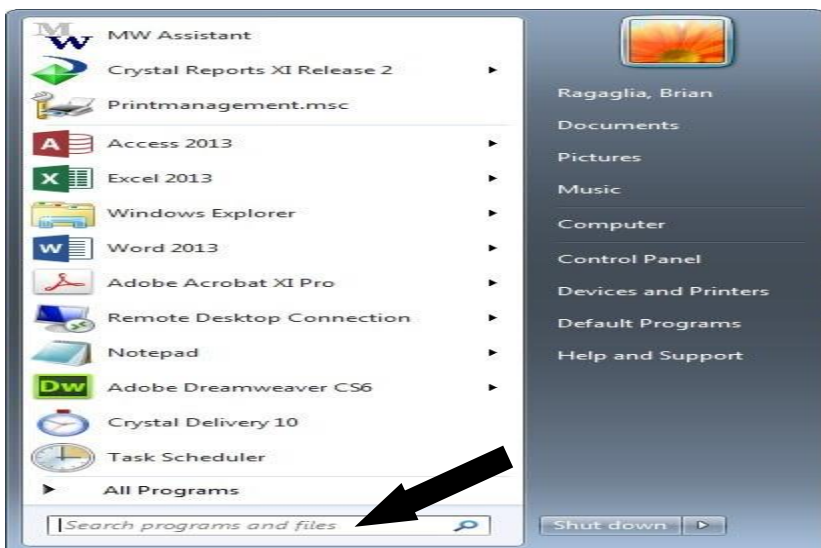
-Logon to http://ypps.yale.edu/. Click on 'Blueprint'. Click on 'Queue Set-up' in 'Staff/Faculty Printing' section. Click on Windows.
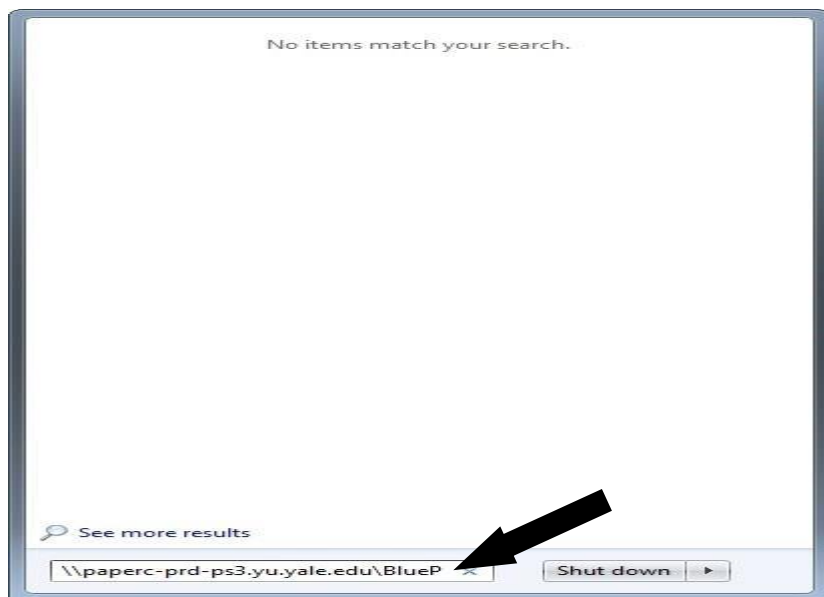

-Read the instructions. Click on the Windows button on the desktop.


-Click in the Search box.

-Find out the name of your department printer and server (ps1, ps2 or ps3) from your Business Manager or YPPS. Enter '\\paperc-prd-ps**?**.yu.yale.edu**\(dept_printer)**' in the Search box. Hit Enter.

-Department printer queue will load and install the required print drivers. (you need admin access to your pc to install the drivers) Login using your NetID if prompted. The Department printer queue jobs window will appear when install is done.
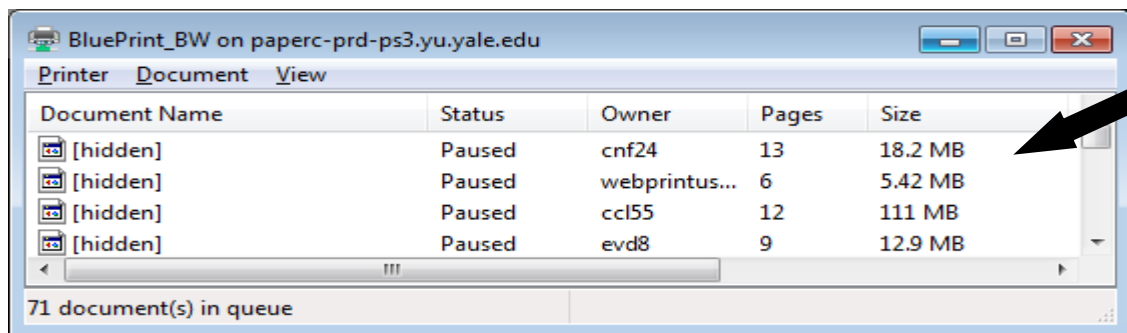
-The Department printer queue is now available for printing.