Yale Guest Users (without a Net ID) Printing Instructions

-Logon to http://ypps.yale.edu/. Click on 'Blueprint'. Click on 'Cost' in 'Student Printing' section. Click on 'Account Management'.
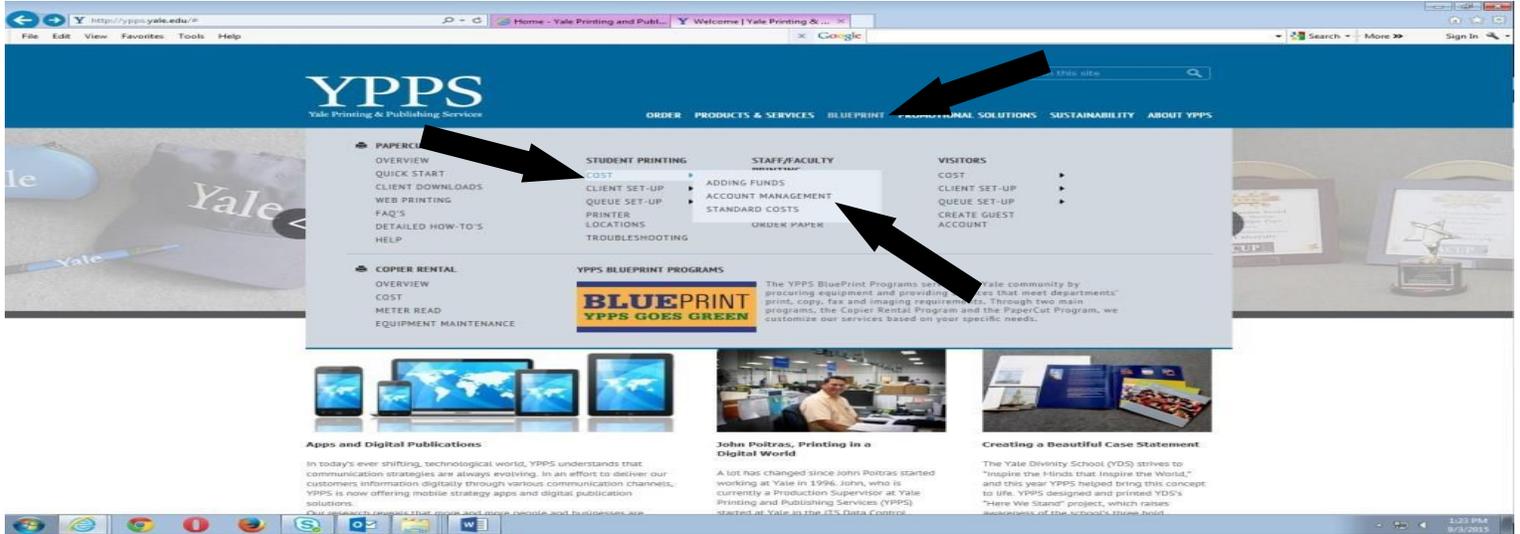
-Click on 'To log into your PaperCut user page, click here' link.
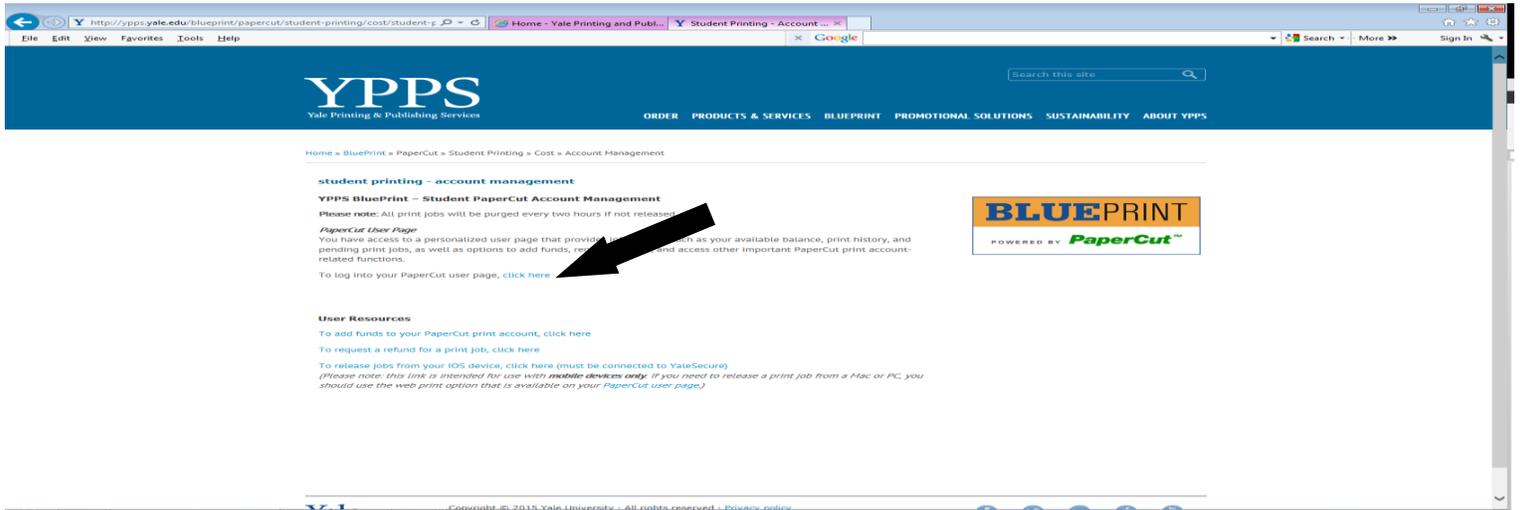
--You must create a guest account and add funds to that account before you can print. (See the instructions on creating a guest account elsewhere in this document) Enter your Guest Account ID in the Username box. Enter your ID password in the Password box. Click Log in button.
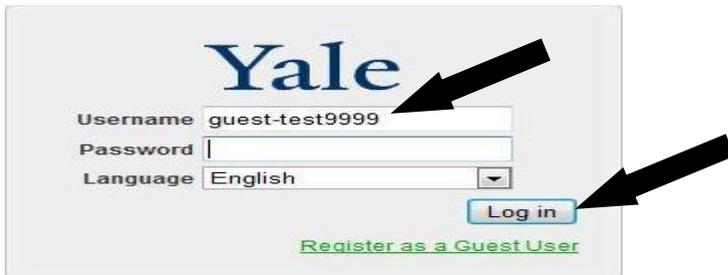
-The simplest way to print is to use the web print function in PaperCut. However, please note that web print can only be used for the following document types: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft XPS, Adobe PDF.
-If you need to print another type of document not listed above, see the instructions on configuring a print queue. Once the print queue is configured, you will simply select that print queue as the printer when printing a document.

-You must create a guest account and add funds to that account before you can print. (See the instructions on creating a guest account elsewhere in this document)
-Click on Web Print.
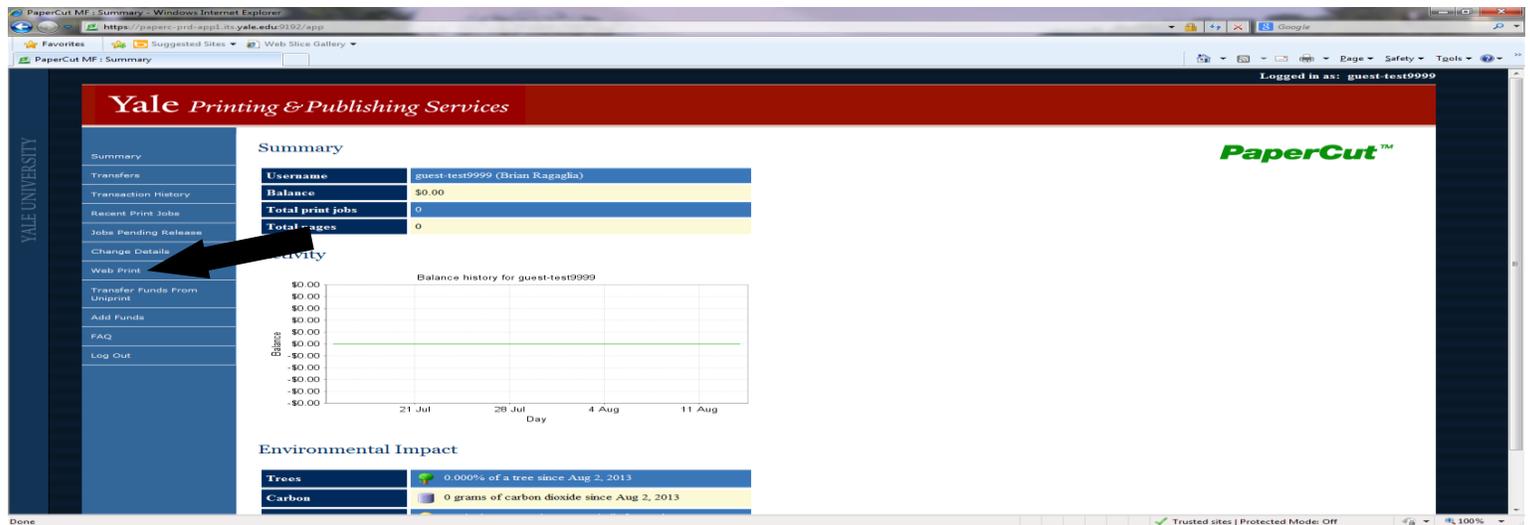
-Click on 'Submit a Job'.
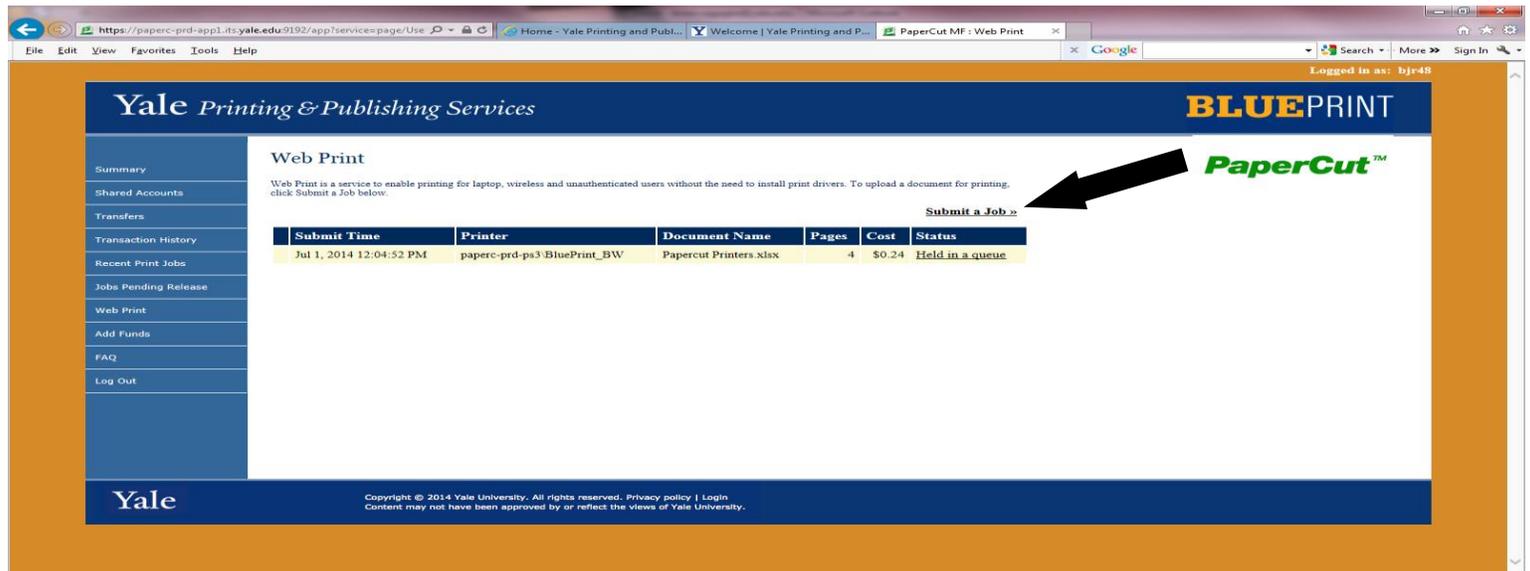
-Click on the BluePrint_BW or BluePrint_Color radio button. Click on 'Print Options and Account Selection' button.
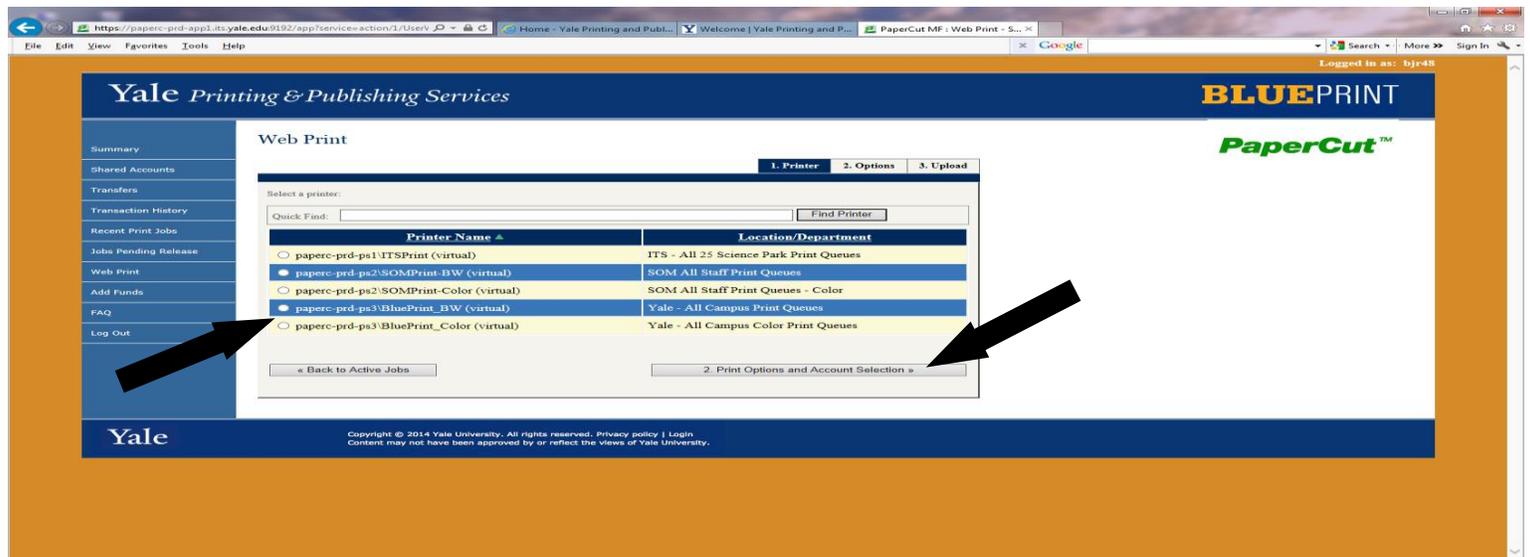
-Click on 'Upload Documents' button.
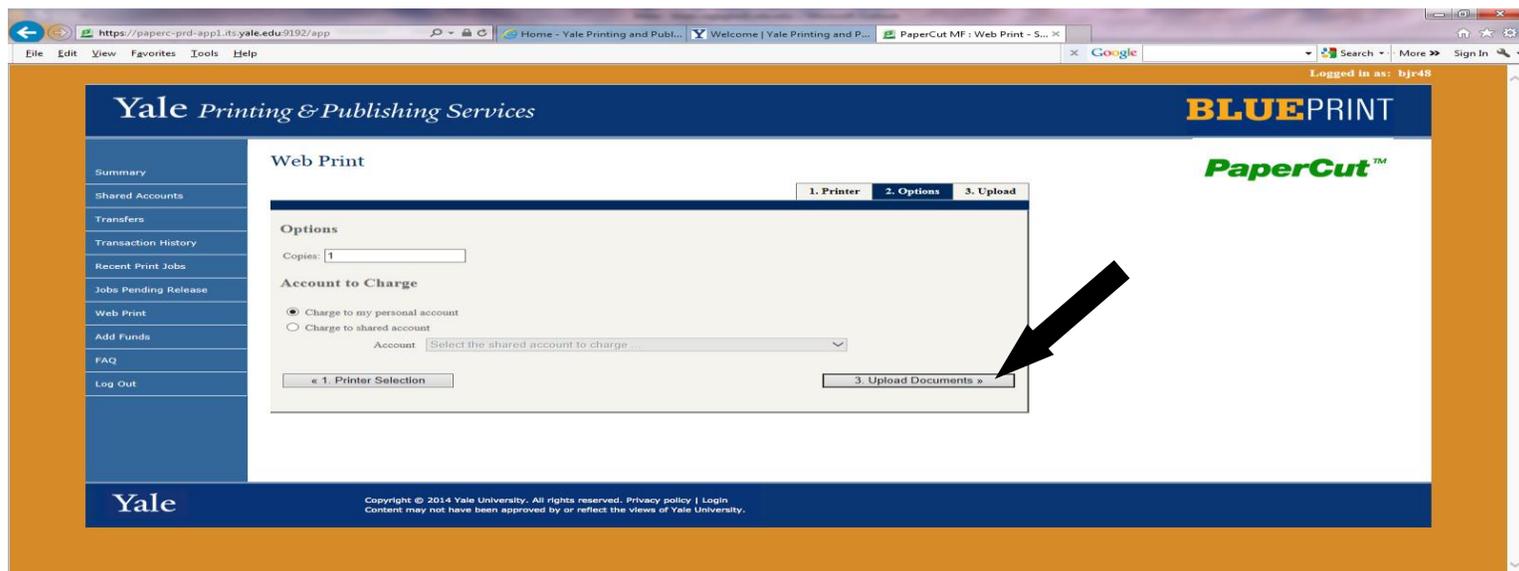
-Click Browse. Locate the document to be printed. (You can only print Excel, PowerPoint, Word, XPS and PDF documents) Click on the document to print. Click Upload & Complete button.
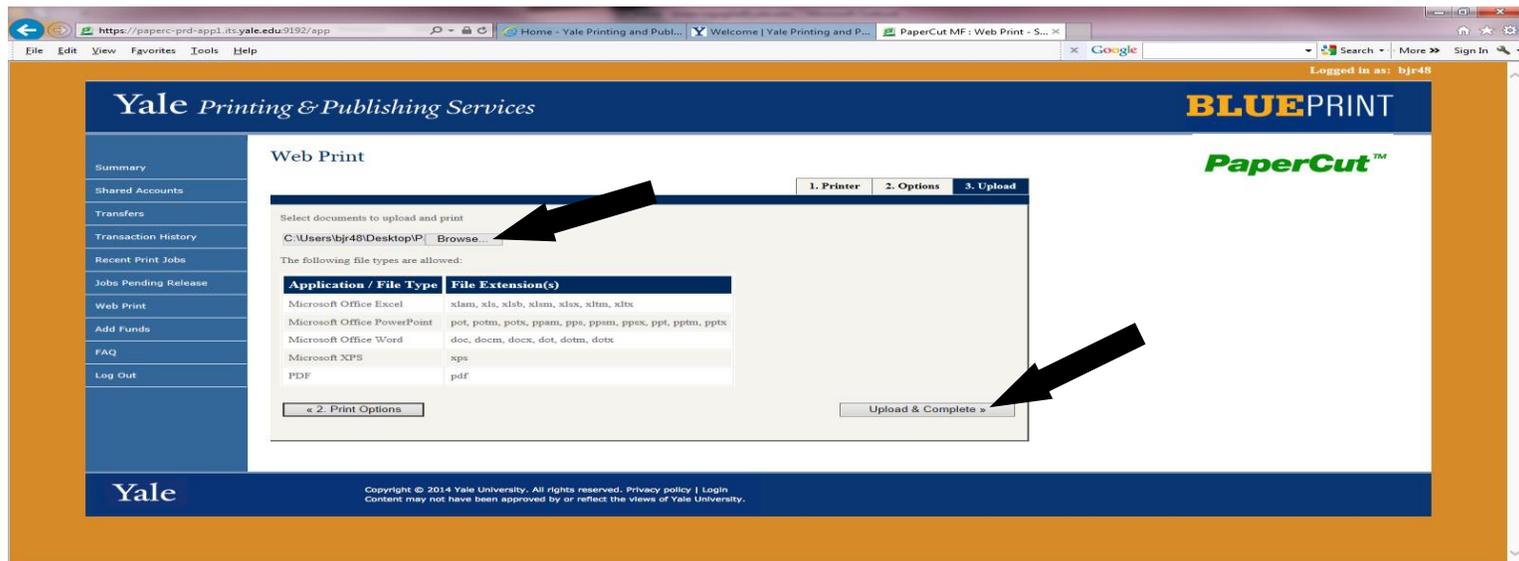
-Click on 'Jobs Pending Release'.
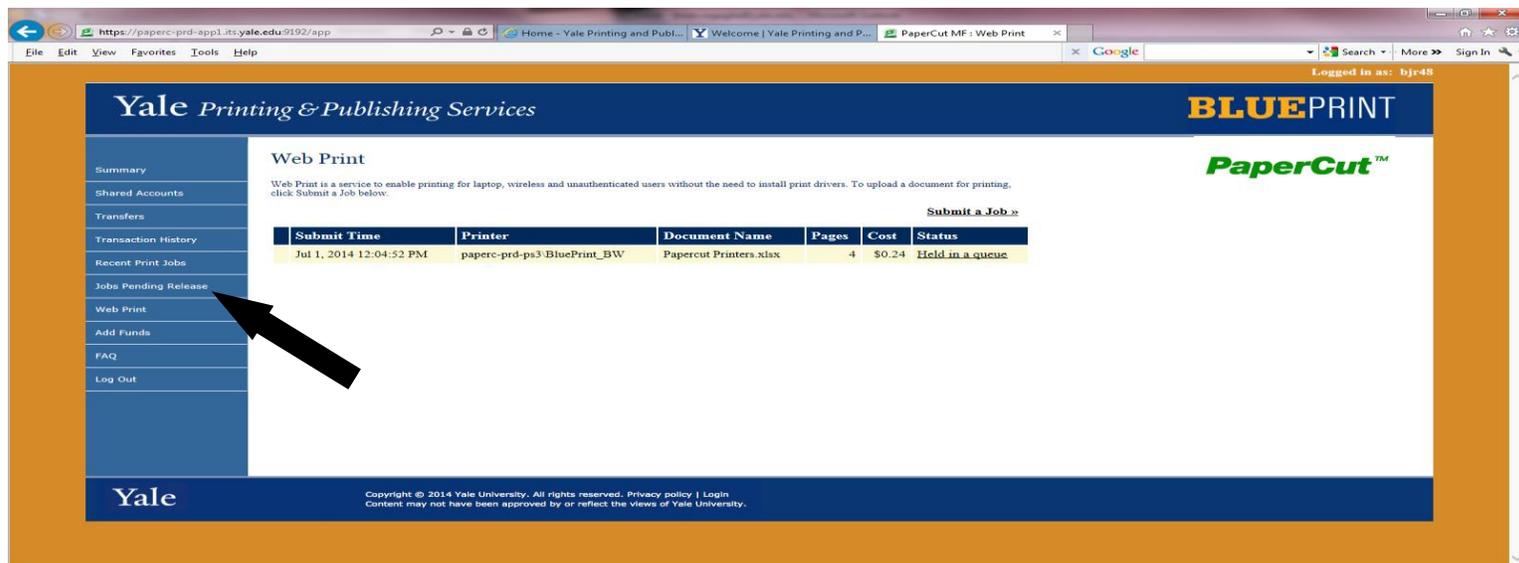
-Click print. Click cancel to remove the document from the queue.

-The document is now available to be printed on any Yale device. The document needs to be released from the actual device.