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.

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Yale Printing & Publishing Services ORDER PRODUCTS & SERVICES BLUEPRINT PROMOTIONAL SOLUTIONS S	SUSTAINABILITY ABOUT YPPS	
Home = BluePrint = PaperCut = Student Printing = Cost = Account Management		
student printing - account management		
YPPS BluePrint – Student PaperCut Account Management		
Please note: All print jobs will be purged every two hours if not releases		
PaperCut Case Yage You have access to a personalized user page that provide 1 is the provided by the personal personal personal personalized user page that provide the personal person	., PaperCut [™]	
To log into your PaperCut user page, click here		
User Resources		
To add funds to your PaperCut print account, click here		
To request a retund for a print job, click here (must be connected to YaleSecure) To release jobs from your 105 device, click here (must be connected to YaleSecure) (Please note: this link is intended the use with monble devices andly. If you need to release a print job from a Mac or PC; you about use the web print option that is available on your NaperClic user page .)		

--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.

PaperCut MF : Summary - V - 🔒 47 🗙 🖪 🤇 🚔 Favorites 🛛 🎭 😇 Suggested Sites 👻 🔊 V 💇 PaperCut MF : Summary 🖄 + 🔄 - 🖃 🖶 + Bage + Safety + Tools + 🥹 Logged in as: guest-test99 Yale Printing & Publishing Services Summary PaperCut[™] Total print jobs Total ity Balance history for gu \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Balance -\$0.00 -\$0.00 -\$0.00 -\$0.00 28 Jul Day 21 Jul 4 Aug 11 Aug Environmental Impact 0 grams of carbon dioxide since Aug 2, 2013 Carb Trusted sites | Protected Mode: Off

-Click on 'Submit a Job'.

Yale Pri	ting & Publishing Services		BLUEPRINT
Ture In			ВЦОЦИМИ
	Web Print		PaperCut [™]
Shared Accounts	Web Print is a service to enable printing for laptop, wireless and unauthentic click Submit a Job below.	ated users without the need to install print drivers. To upload a document for printing,	
Transfers		Submit a Job »	-
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Jobs Pending Release			
Web Print			
Add Funds			
FAQ			
Log Out			
Vale	Copyright © 2014 Yale University. All rights reserved	I. Privacy policy Login	

-Click on the BluePrint_BW or BluePrint_Color radio button. Click on 'Print Options and Account Selection' button.

	Web Print		BaparCust [™]
Summary		1. Printer 2. Options 3. Upload	PaperCut
Shared Accounts	-	and a showing of showing	
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	 paperc-prd-ps2\SOMPrint-BW (virtual) 	SOM All Staff Print Queues	
Add Funds	o paperc-prd-ps2\SOMPrint-Color (virtual)	SOM All Staff Print Queues - Color	
FAQ	paperc-prd-ps3\BluePrint_BW (virtual)	Yale - All Campus Print Queues	
Log Out	opaperc-prd-ps3\BluePrint_Color (virtual)	Yale - All Campus Color Print Queues	
	« Back to Active Jobs	2. Print Options and Account Selection »	

-Click on 'Upload Documents' button.

	Web Print		PaparCut M
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Transfers			
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Jobs Pending Release	Account to Charge		
Web Print	Charge to my personal account		
Add Funds	Charge to shared account Celear the shared account to shares		
FAQ	Account Select the shared account to charge		
Log Out	« 1. Printer Selection	3. Upload Documents »	

-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.

	Web Print			PaperCut [™]
Shared Accounts			1. Printer 2. Options 3. Upload	
Transfers	Select documents to unload and	wint		
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Jobs Pending Release	Application / File Type	File Extension(s)		
Web Print	Microsoft Office Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx		
Add Funds	Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppam, ppsx, ppt, pptm, pptx		
	Microsoft Office Word	doc, docm, docx, dot, dotm, dotx		
FAQ	Microsoft XPS	xps		
Log Out	PDF	pdf		
	« 2. Print Options		Upload & Complete »	
	S			

-Click on 'Jobs Pending Release'.

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	Web Print					B anorCut [™]
Summary	Web Print is a service to enable printi	ing for laptop, wireless and unauthenticated	users without the need to install]	print drivers. To u	pload a document for printing,	FaperCut
Shared Accounts	click Submit a Job below.					
ransfers					Submit a Job »	
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obs Pending Release						
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-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.