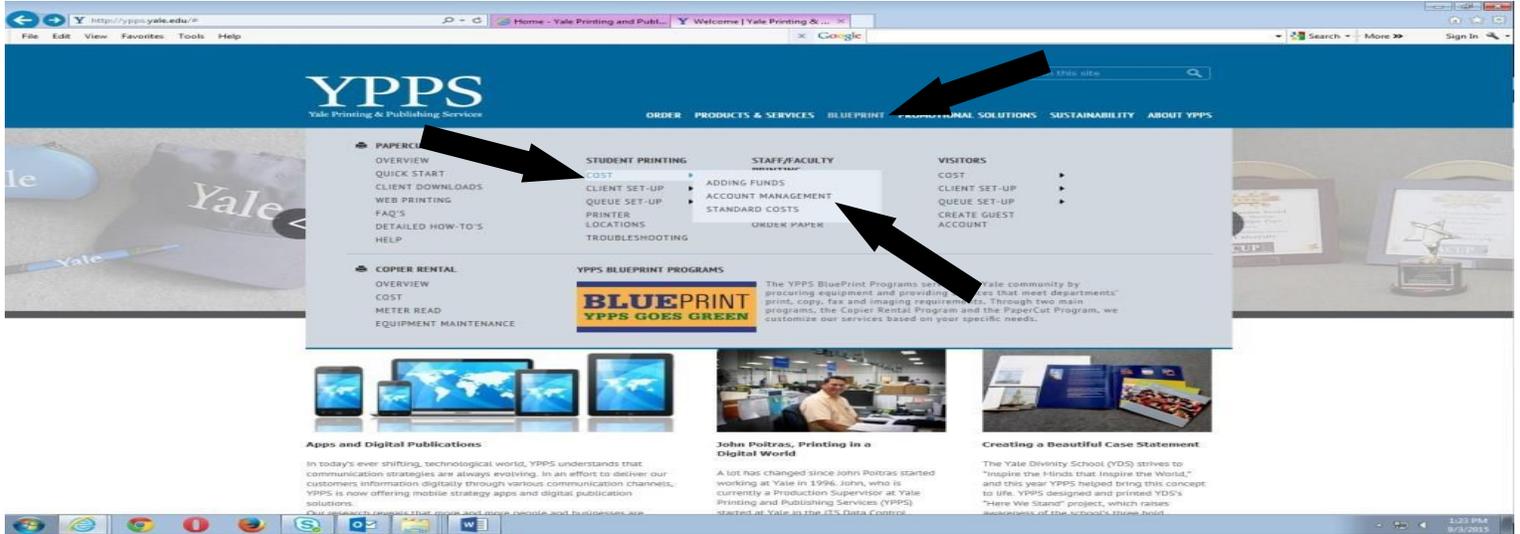
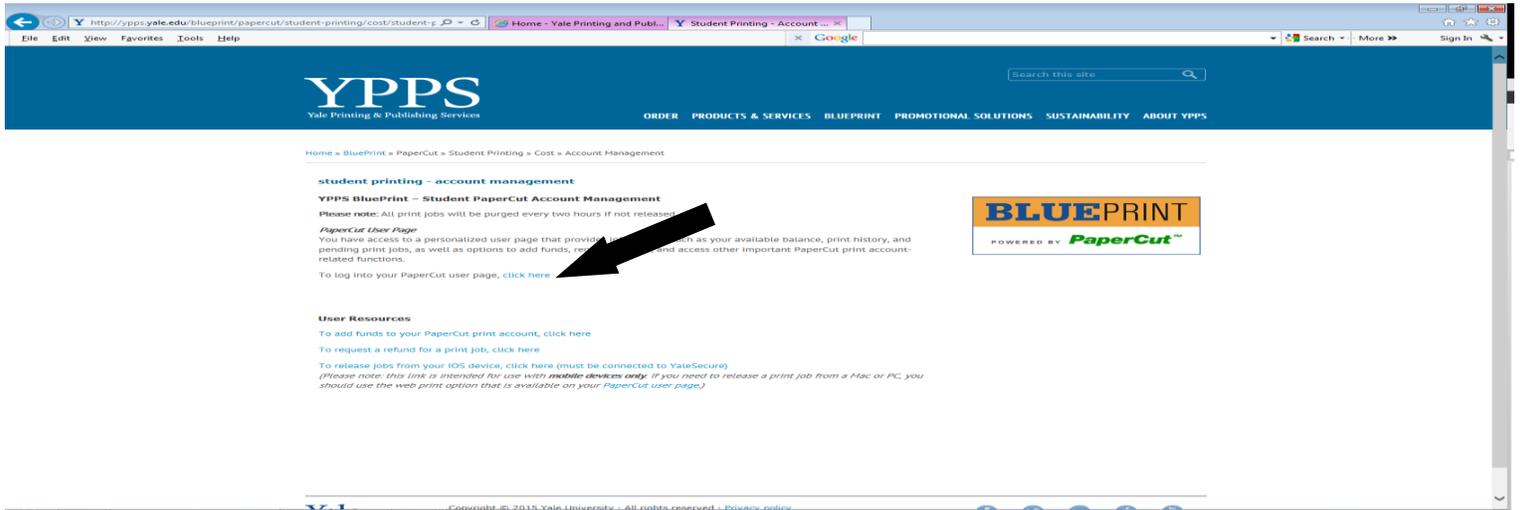


# Yale Guest Users (without a Net ID) Printing Instructions

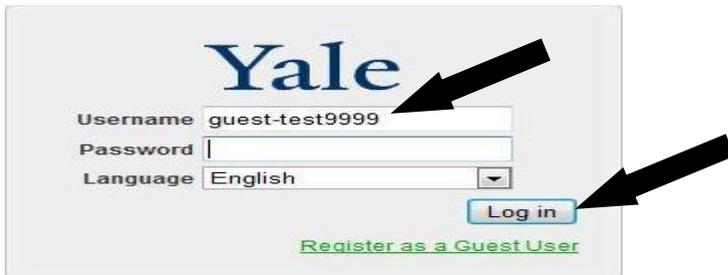
-Logon to <http://ypps.yale.edu/>. Click on 'Blueprint'. Click on 'Cost' in 'Student Printing' section. Click on 'Account Management'.



-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.

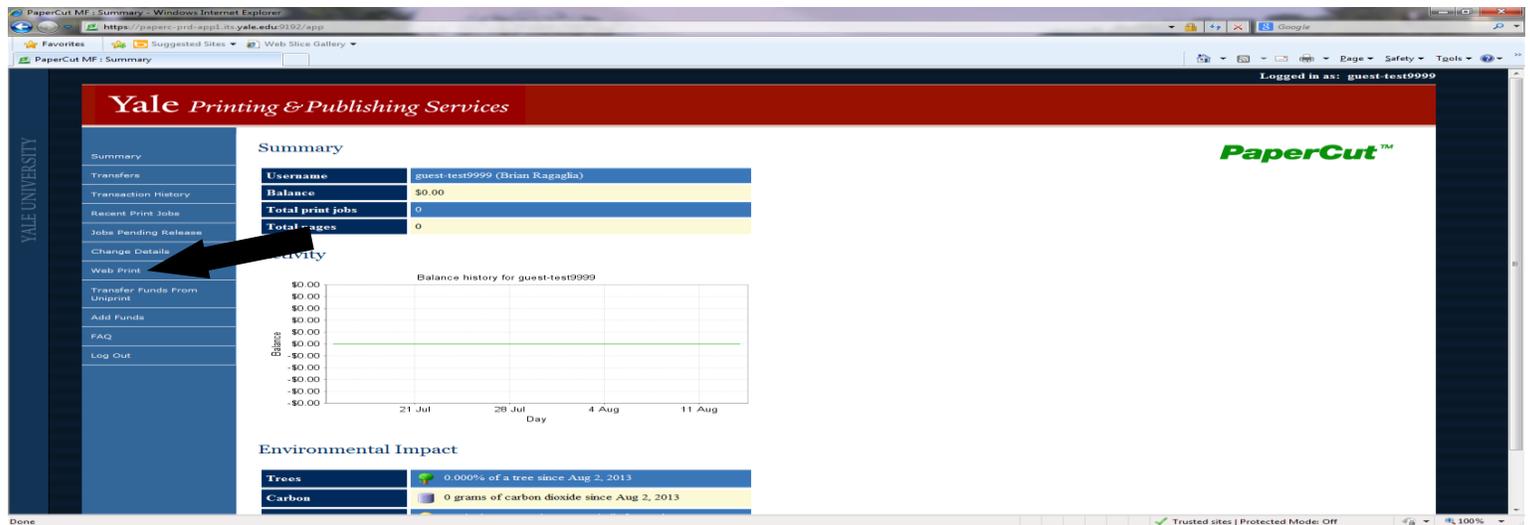


-The simplest way to print is to use the web print function in PaperCut. However, please note that web print can only be used for the following document types: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft XPS, Adobe PDF.

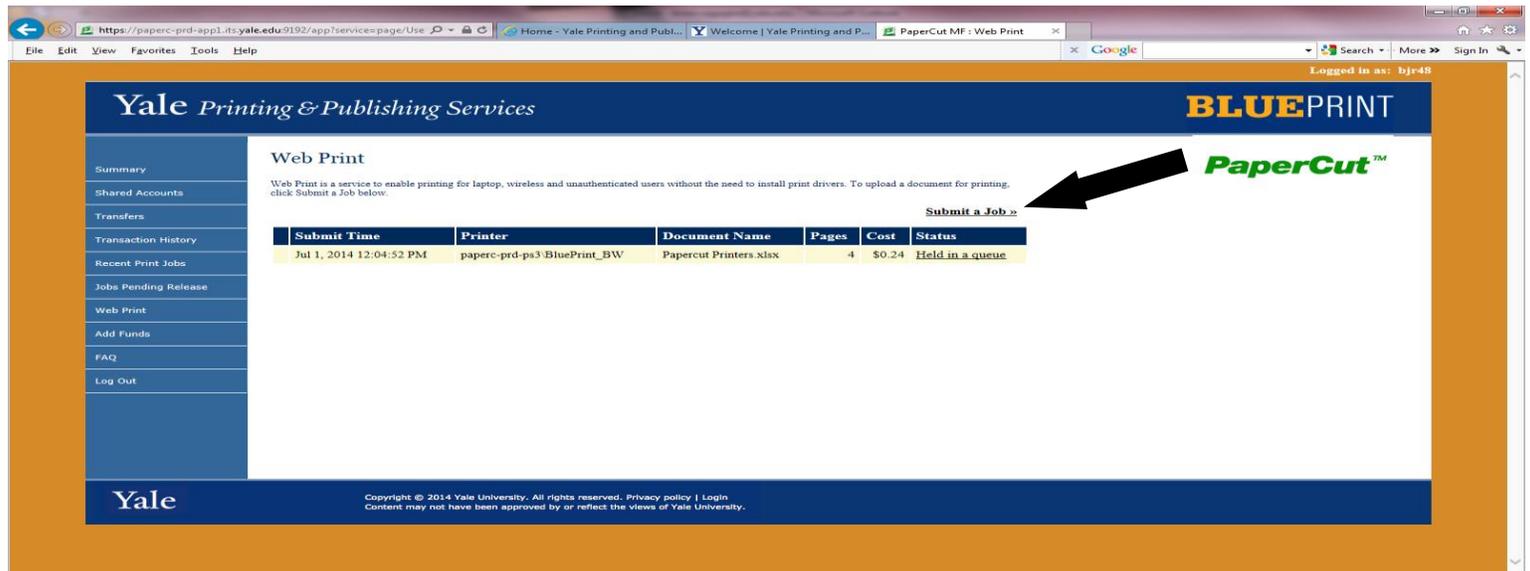
-If you need to print another type of document not listed above, see the instructions on configuring a print queue. Once the print queue is configured, you will simply select that print queue as the printer when printing a document.

-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)

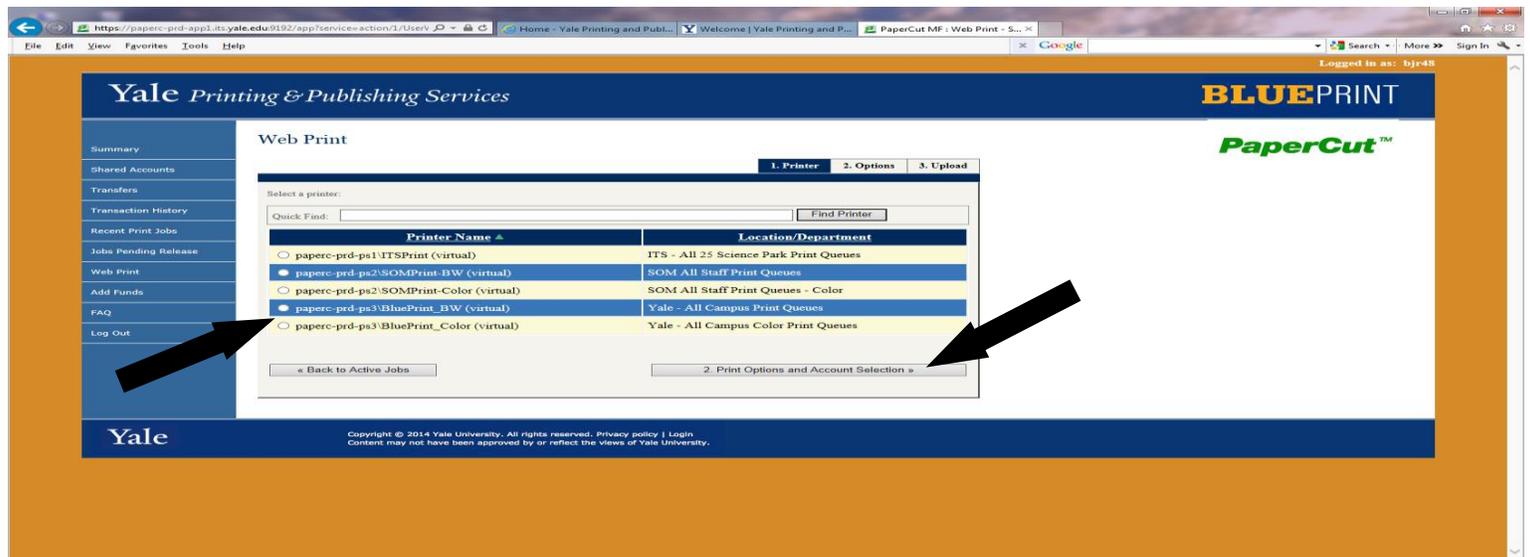
-Click on Web Print.



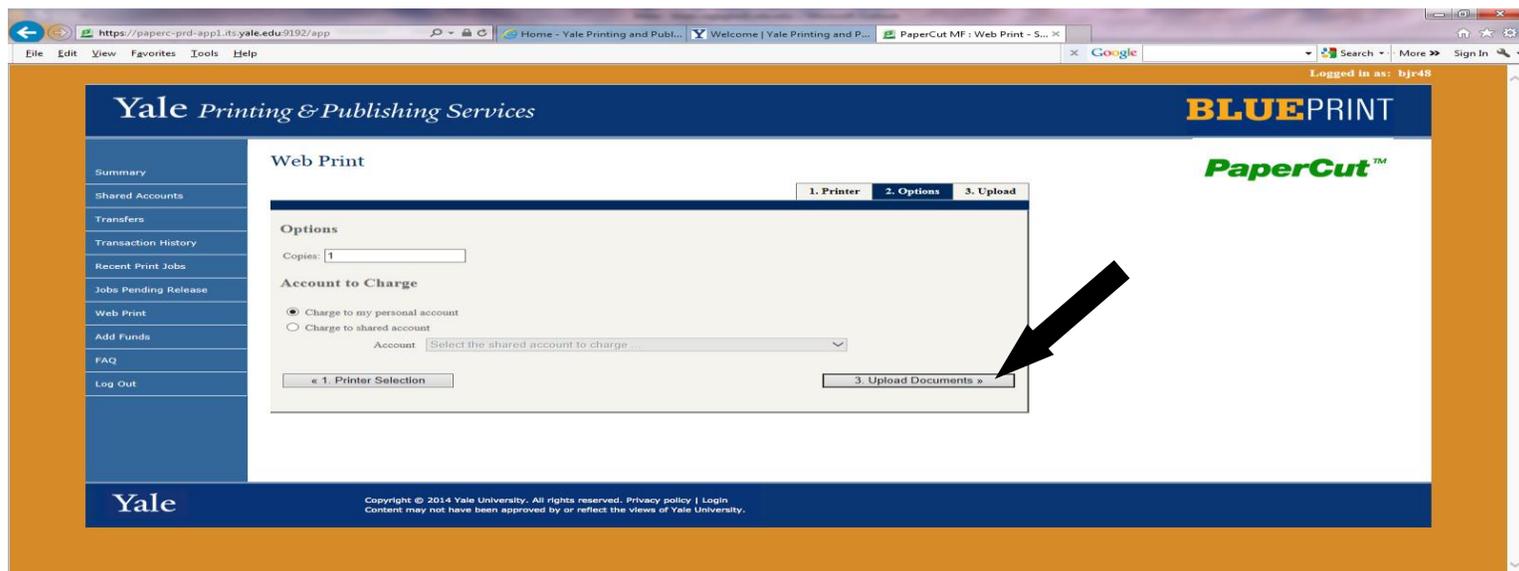
-Click on 'Submit a Job'.



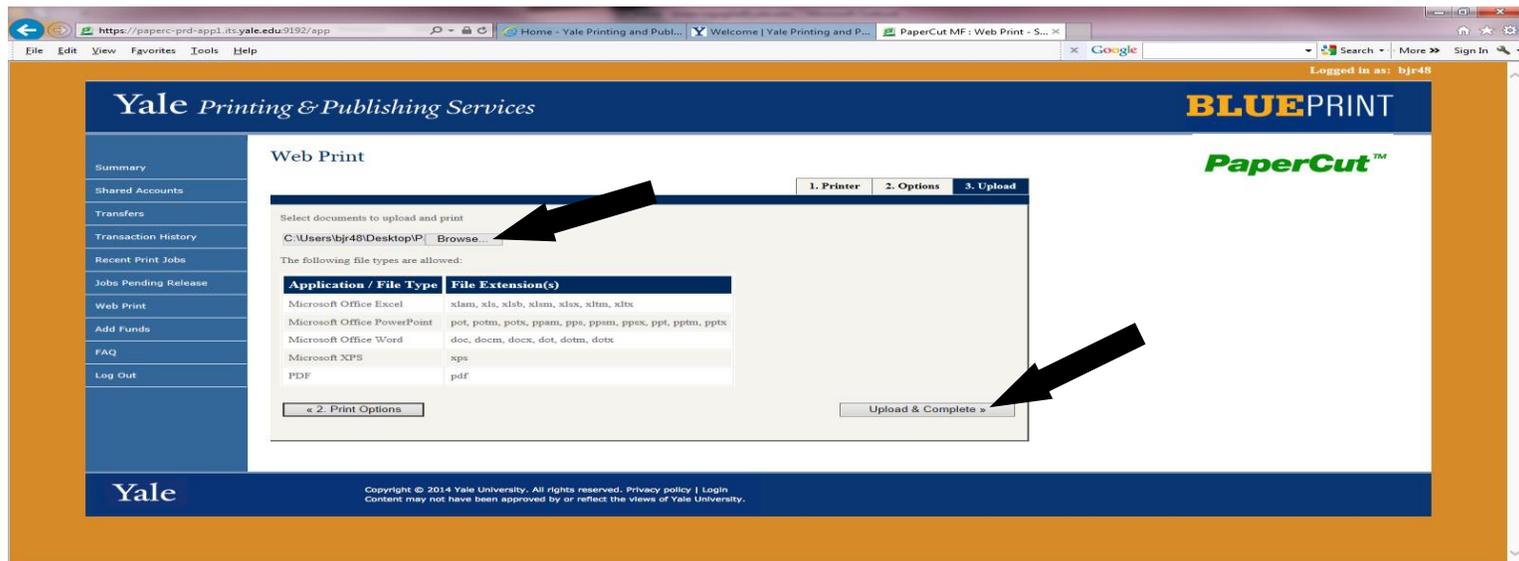
-Click on the BluePrint\_BW or BluePrint\_Color radio button. Click on 'Print Options and Account Selection' button.



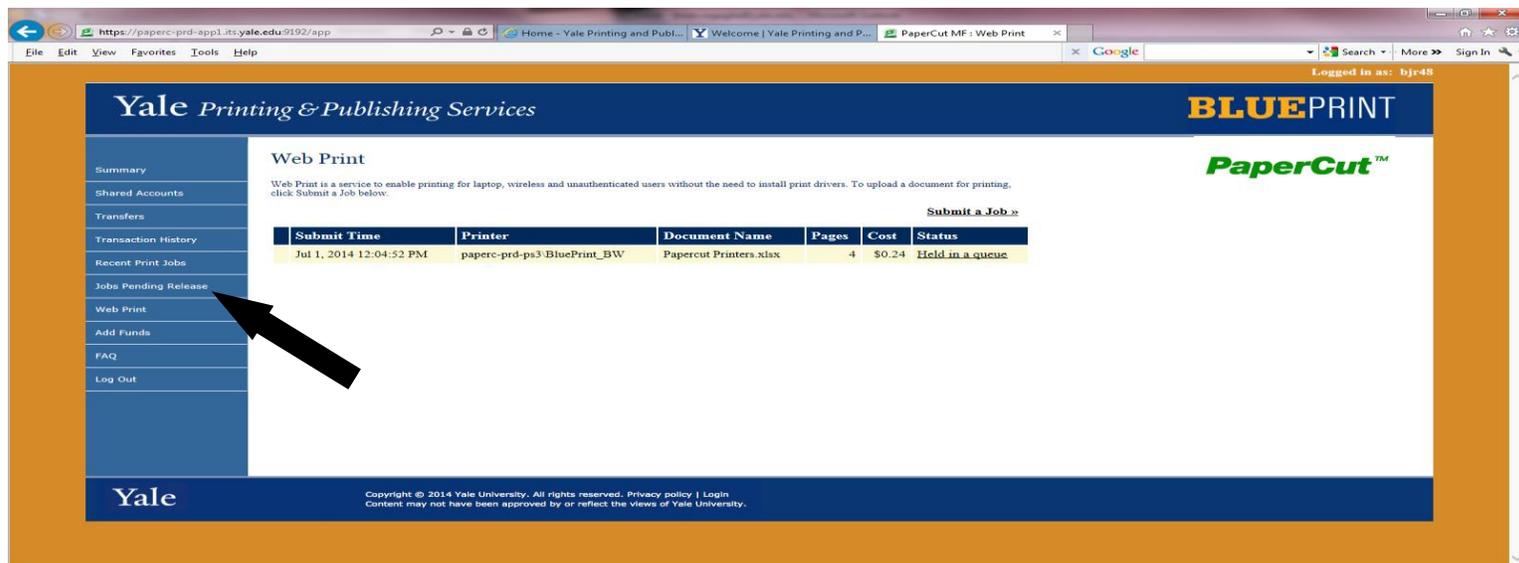
-Click on 'Upload Documents' button.



-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.

Yale Printing & Publishing Services

BLUEPRINT

PaperCut™

### Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 56) Your balance: \$103.90

Submit Time	Printer	Document	Client	Pages	Cost	Action
Jul 1, 2014 12:05:00 PM	paperc-prd-ps3:BluePrint_BW	Papercut Printers.xlsx	128.36.192.132	4	\$0.24	[print] [cancel]

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