Installing PaperCut Department Queues on a Staff or Faculty Mac

-Logon to http://ypps.yale.edu/. Click on 'Blueprint'. Click on 'Queue Set-up' in 'Staff/Faculty Printing' section. Click on Mac.
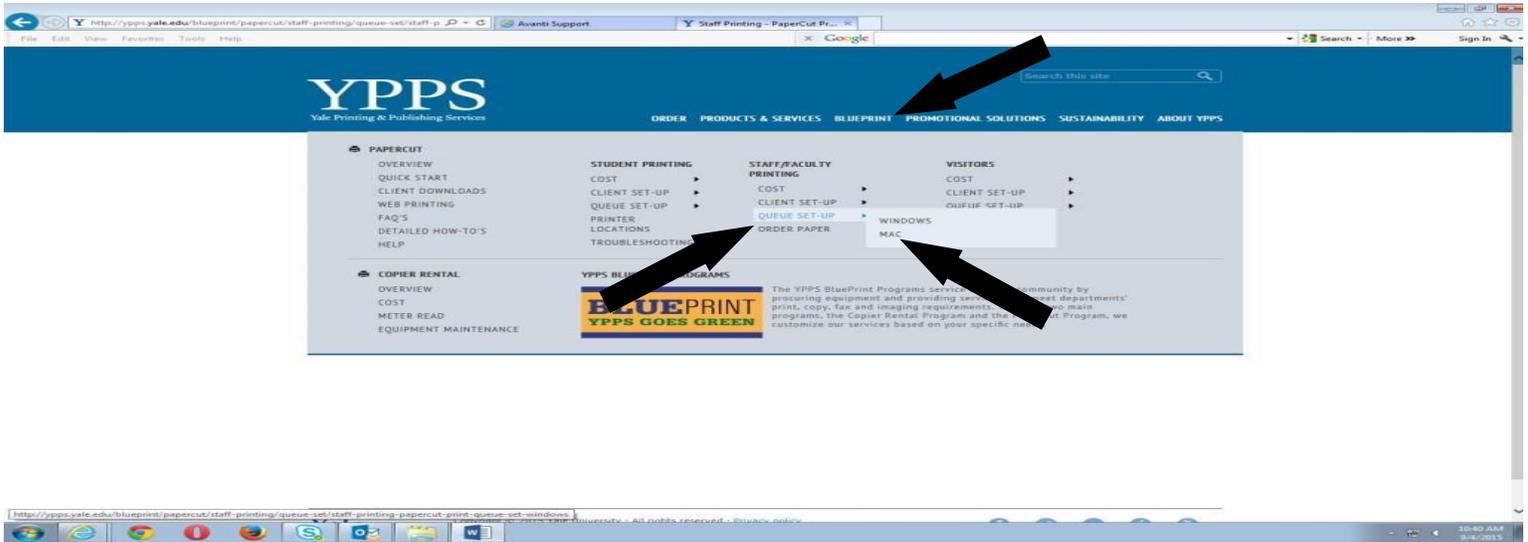
-Read the instructions. Find out the name of your department printer and server (ps1, ps2 or ps3) from your Business Manager or YPPS. (ex. '\\paperc-prd-ps**?**.yu.yale.edu**\(dept_printer)**')
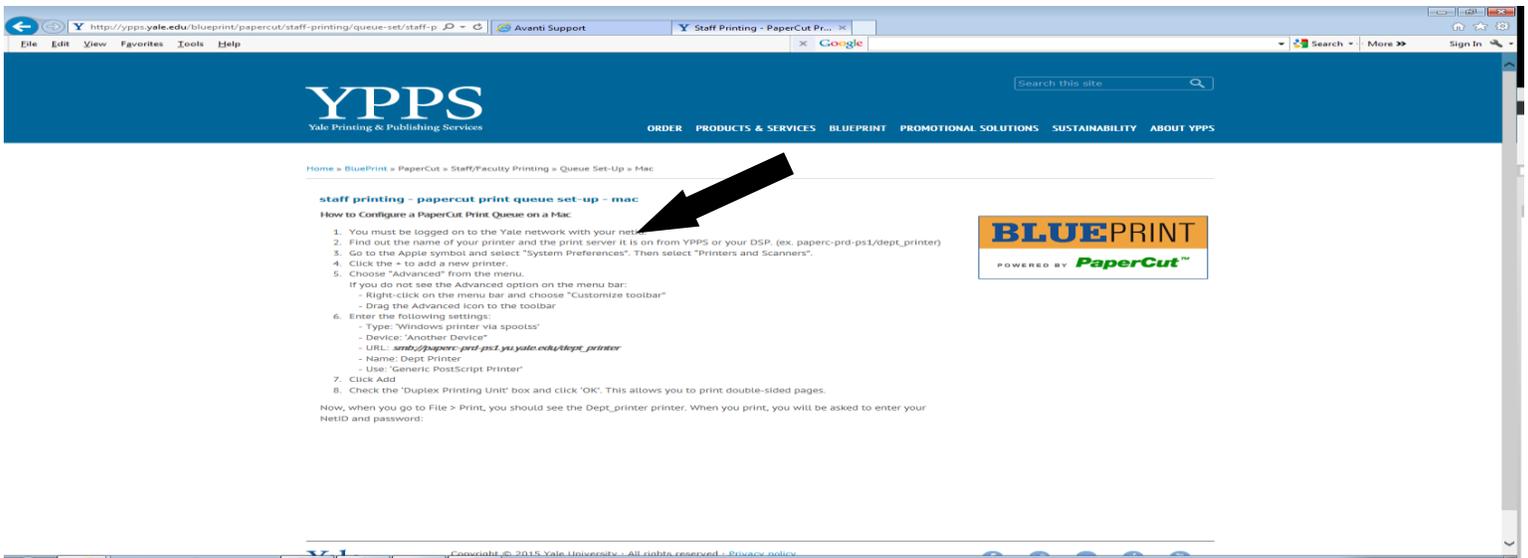
-Department printer queue will load and install the required print drivers. The Department printer queue jobs window should appear when install is done.
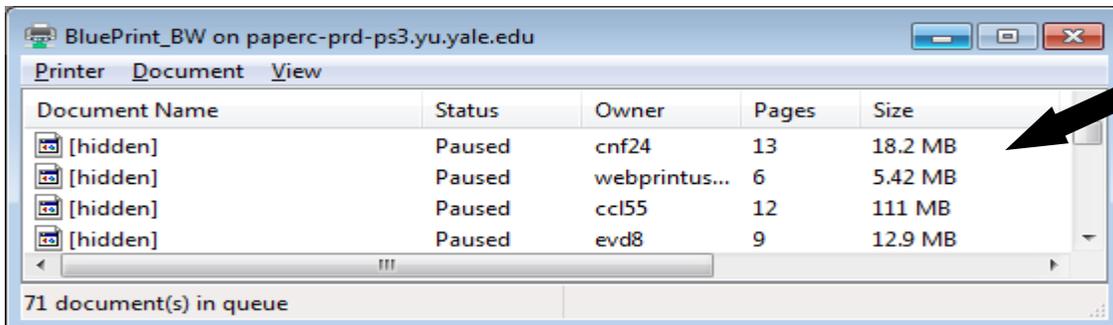
-The Department printer queue is now available for printing.