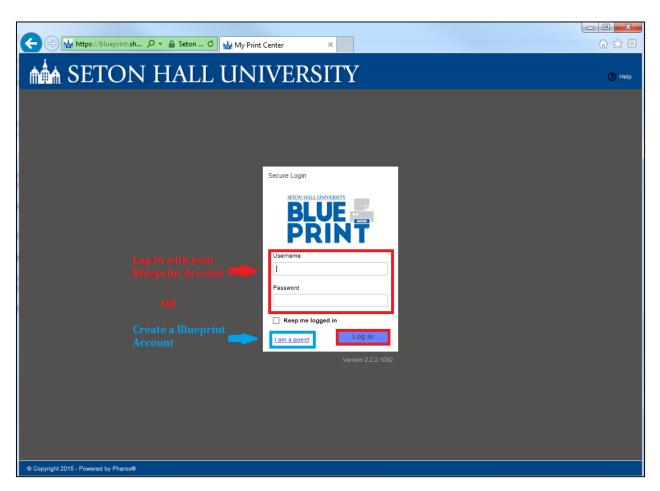## How does BluePrint Work for Guests?

To print as a guest, a guest account will need to be created. Please follow the steps below.
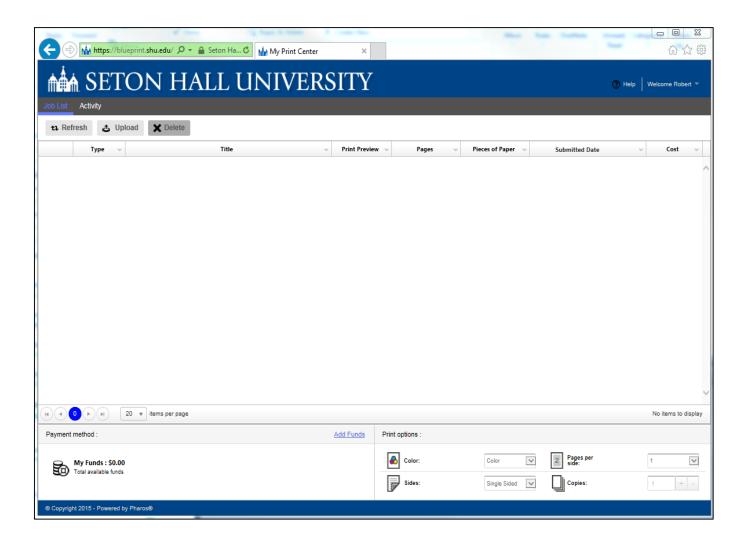
1. Go to https://blueprint.shu.edu and click Log In or I am a guest (create an account):
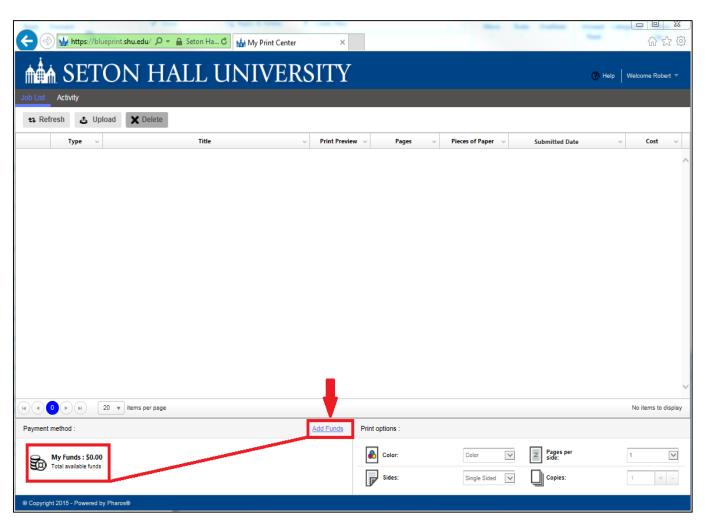

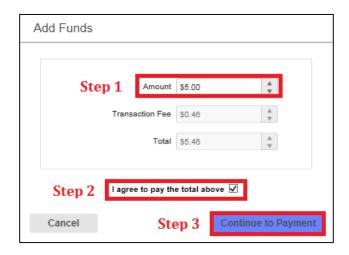a. If you are creating a new account, fill out the fields in the form that pops up and click Create:

2. After logging in, you will see the following main screen for guest printing:
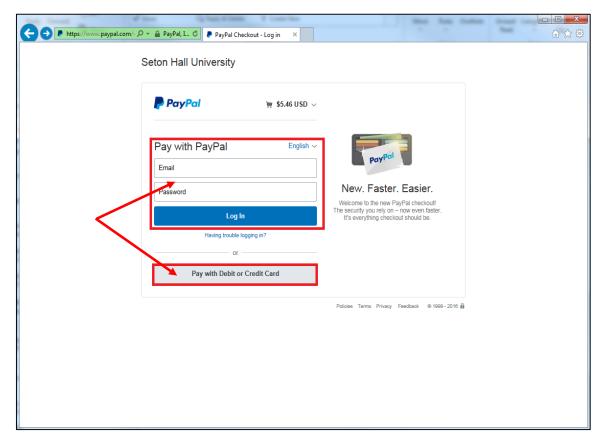
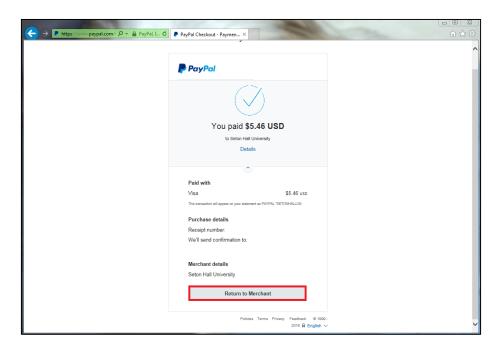3. Ensure you have printing funds or add them via Add Funds (min = $5, max = $50):

a. The Add Funds box pops up allowing you to (**Step 1**) fill in the amount to deposit, (**Step 2**) check to agree to pay the total, and (**Step 3**) click to continue to payment:
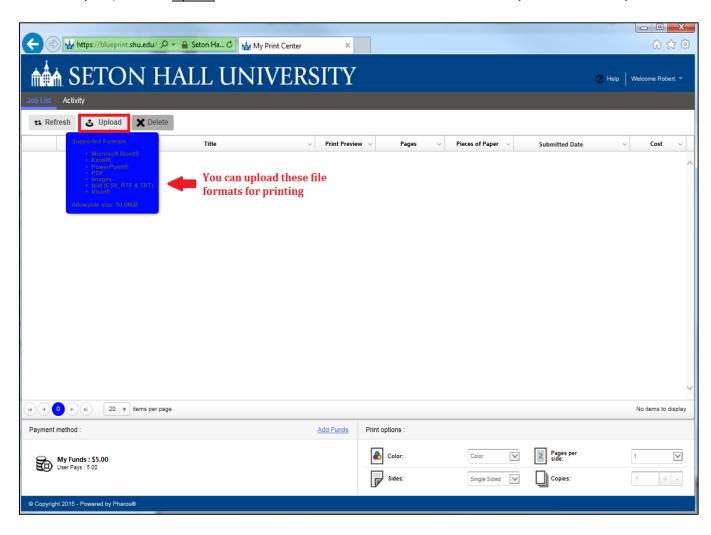
b. You will be redirected to a payment site. You can log in and pay via PayPal or pay with a debit or credit card:
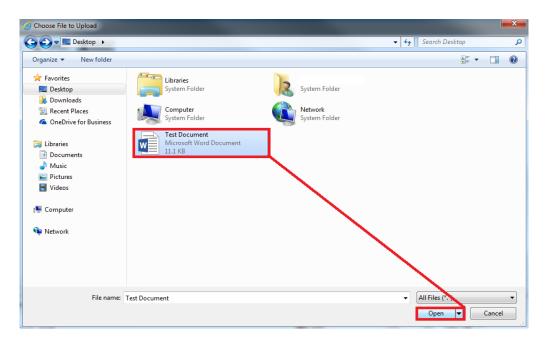

c. After submitting payment, you will get an on screen and emailed receipt. Click on the Return to Merchant button to go back to Blueprint:
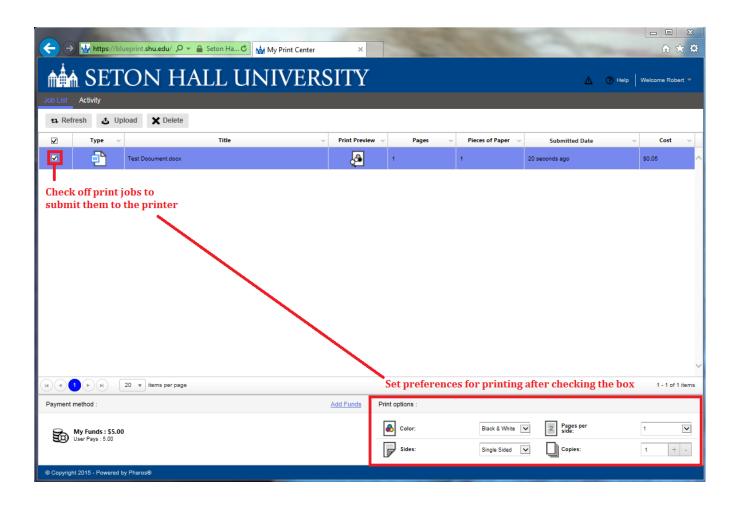
4. To print, click the Upload button and select files from their current location (max size = 50 MB):
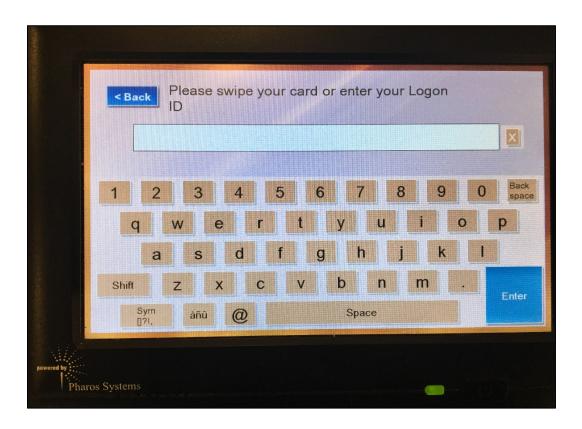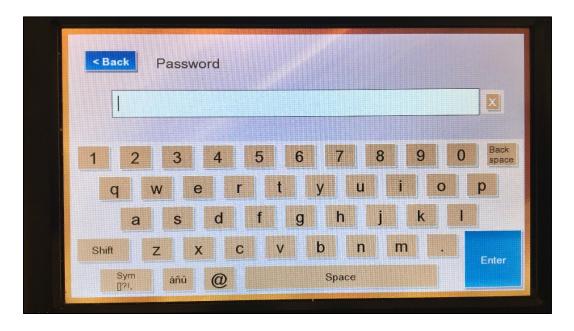
5. Check the box next to uploaded documents and modify print options to send them to a printer.

Check off print jobs to submit them to the printer

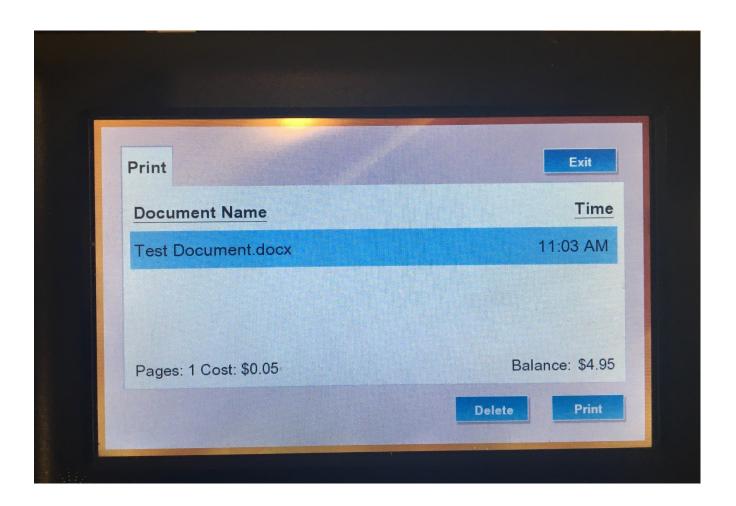**Set preferences for printing after checking the box**

6. Tap twice on the Pharos box printing station next to the printer. Log in to your Blueprint account:

7. Select the listed documents that you want to print and release them by touching <u>Print</u>:

8. <u>Technical Support</u>

   a. Please ask the Computer Lab Consultants for assistance.

   b. For complex issues, or in the absence of a Lab Consultant, please contact the Technology Service Desk at 973-275-2222 (<u>email</u>: <u>service.desk@shu.edu</u>).