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](https://blueprint.shu.edu) and click **Log In** or **I am a guest** (create an account):

   ![BluePrint Login Screen](image)

   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):

You can upload these file formats for printing.
5. Check the box next to uploaded documents and modify print options to send them to a printer.
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 **Print**:

8. **Technical Support**

   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 (email: service.desk@shu.edu).