



- BYOD students can print to a selection of printers in the school. All printers will be listed when <u>logged in</u>.
- To access printing, enter your <u>school login</u> to the Web Print page.
- Printing will incur the standard printing fees and be deducted from your printing credit. (10c per page, 20c per colour page)
- Printing vouchers (\$5) can be purchased from the Canteen; redeem the voucher when you log into your Web Print account.
- Permitted file formats: Word, Excel, PowerPoint, PDF and XPS.

There are limited print options, Individual pages within a document cannot be selected; the entire document must be printed.

Instructions:

Type into your address line: <u>http://brg-app01:9191/user</u>

Shortcut on MN Live and School website.



1. Click on "Web Print" in the left hand menu then "Submit a Job"

PaperCutMF								
	Web Print							
Summary Rates Redeem Card Transaction History	Web Print is a se users without the Submit a Job belo	Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.						
Recent Print Jobs	Submit Time	Printer	Document Name	Pages	Cost	Status		
Web Print	Jun 23, 2015 12:05:27 PM	brg-app01\E07	HUP Flyer MN Diocese 2013.pdf	1	\$0.20	Finished: Queued for printing		
Log Out	Jun 23, 2015 12:05:01 PM	brg-app01 \Library-Copier	HUP Flyer MN Diocese 2013.pdf	1	\$0.10	Held in a gueue		





2. Select the printer you wish to print to (by Room) click next.

	1. Printer 2. Options 3. Upload
Select a printer:	
Quick Find:	Find Printer
Printer Name 🔺	Location/Department
O brg-app01VA04-A05	A04-A05 Computer Lab
O brg-app01\A10	A10 TAS Faculty
O brg-app01VA25	A25 - Construction Lab
O brg-app01\D09	D09 Computer Lab
O brg-app01\E07	Art Room
O brg-app01%Library-Copier	Library
O brg-app01Music	C08
« Back to Active Jobs	2. Print Options and Account Selection »

3. Type in the amount of copies you require (default: 1) Click next.



4. Browse for your document you would like to print and click on the "Upload & Complete" button – your document will be sent to your selected printer.



N.B.: The Library Copier will automatically print your document once submitted. Please collect your print job now.