BYOD Web Printing PaperCut MF™

- 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.
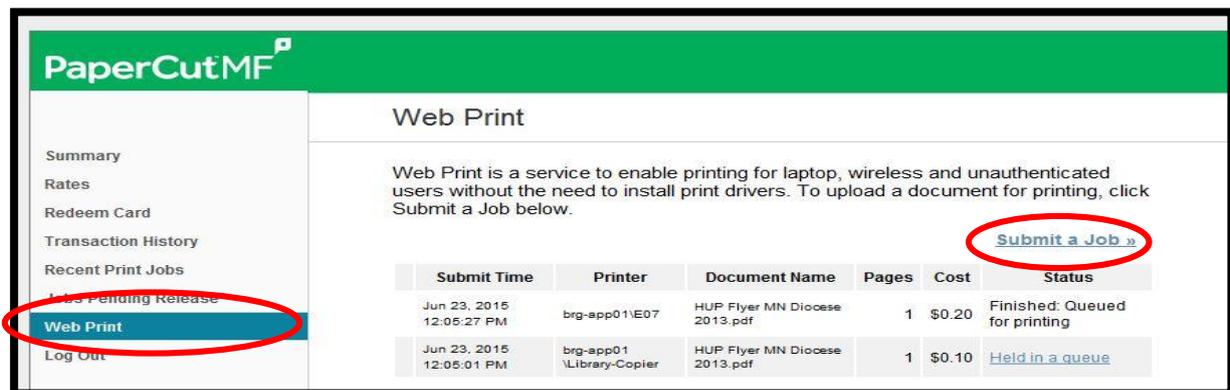
Instructions:

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

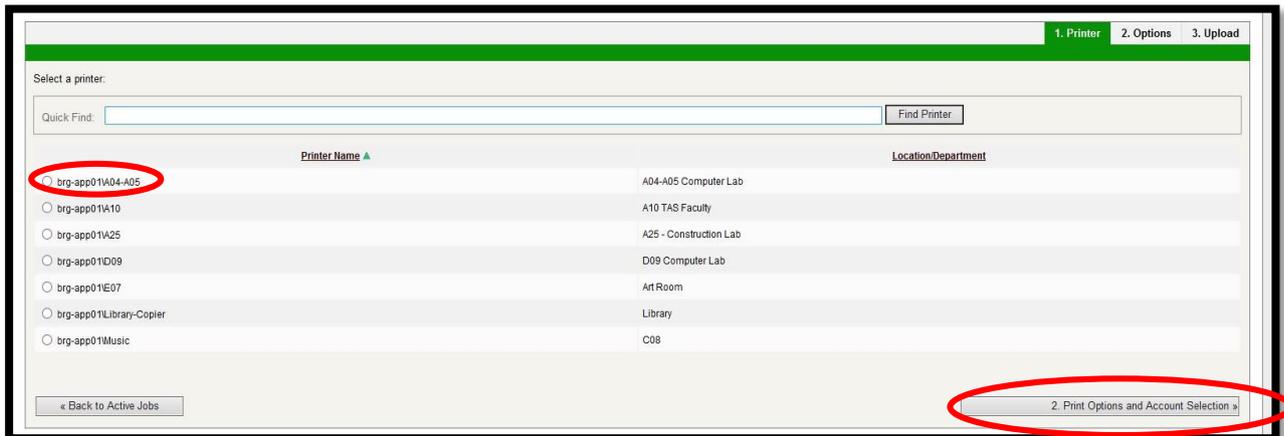Shortcut on MN Live and School website.

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

BYOD Web Printing PaperCut MF™

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

3. **Type in the amount of copies you require (default: 1) Click next.**
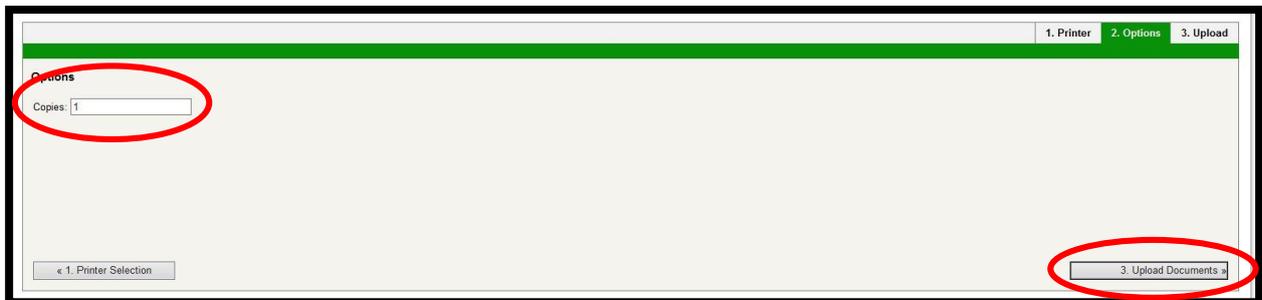
4. **Browse for your document you would like to print and click on the "Upload & Complete" button – your document will be sent to your selected printer.**

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