

# BYOD Web Printing PaperCutMF™

- BYOD students can print to a selection of printers in the school. All printers will be listed when logged in.
- To access printing, enter your school login 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.**

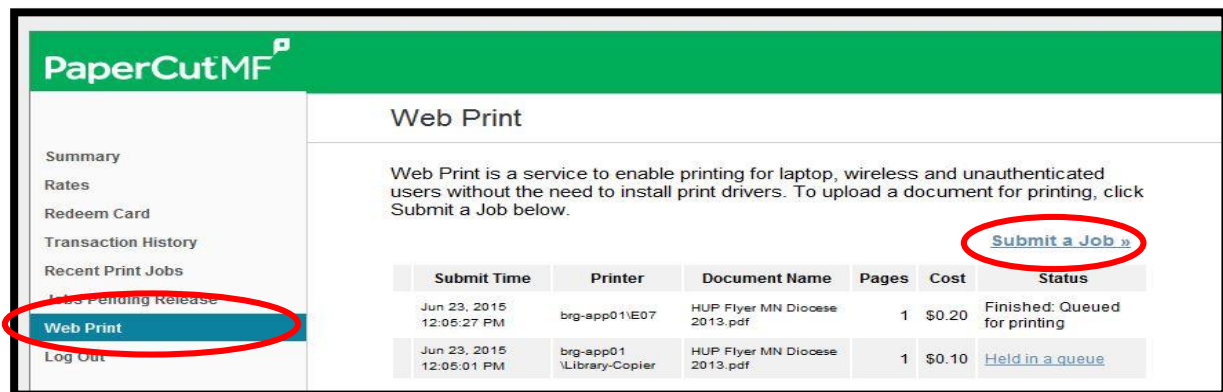
## Instructions:

Type into your address line: <http://bgps-app-01:9191/user>

Shortcut on MN Live and School website.



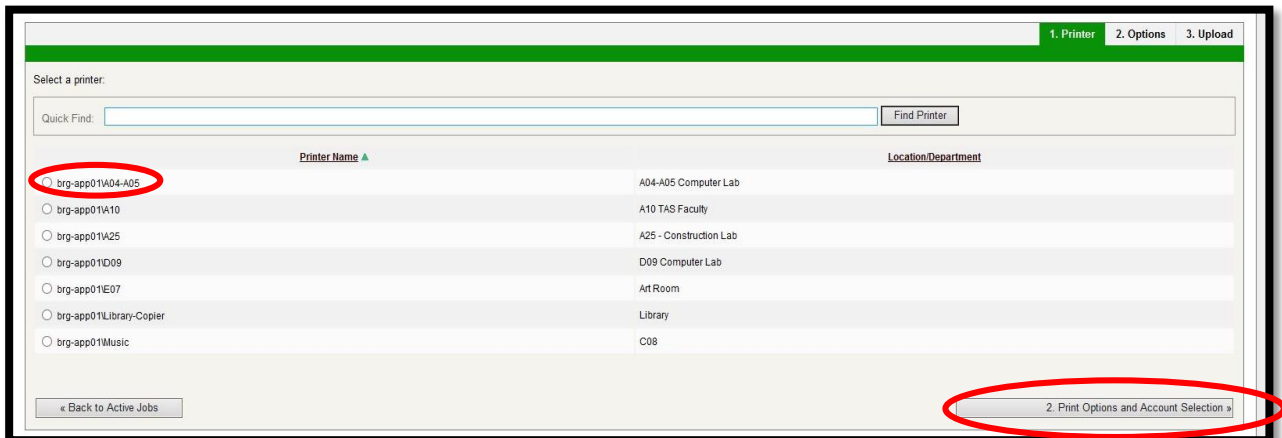
1. Click on “Web Print” in the left hand menu then “Submit a Job”



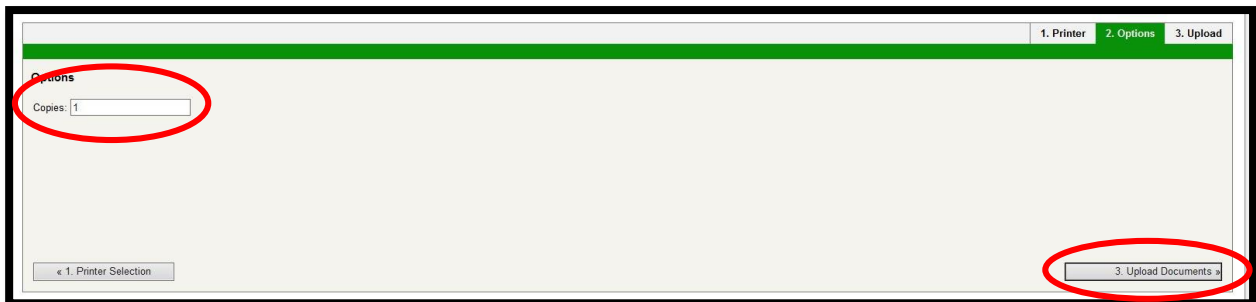
Submit Time	Printer	Document Name	Pages	Cost	Status
Jun 23, 2015 12:05:27 PM	brg-app01\E07	HUP Flyer MN Diocese 2013.pdf	1	\$0.20	Finished: Queued for printing
Jun 23, 2015 12:05:01 PM	brg-app01 \Library-Copier	HUP Flyer MN Diocese 2013.pdf	1	\$0.10	<a href="#">Held in a queue</a>

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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.***