Web Print for BYOD devices

The purpose of Web Print, is to allow you to print files from your personal device when it is connected to the BYOD wireless network using a web browser such as Chrome/Edge/Safari/Firefox.

To do this, upload your document to the Web Print website then select the printer and options as detailed below.

- Open your browser and go to the website address http://print.kaiapoi.school.nz

- You should see a web page with a login box, as shown below. Enter your school username and password and click "Log in".

NOTE: the username is in the *firstnamelastname* format, not the full email address e.g. username would be **joebloggs** when the email address is **joebloggs@student.net.nz**

Paper	^{Cut.^P} 18 .2		
Username			
Password			
Language	English	~	
Log in			

- Now select "Web Print" from the menu on the left hand side of the screen and then click "Submit a Job".

PaperCutMF						
🗠 Summary	Web Print					
(\$) Rates	Web Print is a service to enable printing	for laptop, wireless and unau	thenticated users without the need to instal	l print drivers. To upload a d	document for printing	g, click Submit a Job below.
😰 Redeem Card	Submit a Job »					
Transaction History	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Recent Print Jobs						
Jobs Pending Release						
(D) Change Details			No active jobs			
🖀 Web Print						

- Now select a printer from the list and click "Print Options and Account Selection" on the bottom right, as shown below.

PaperCutMF		
🗠 Summary	Web Print	1.Printer 2.Options 3.Upload
(§) Rates	Select a printer:	
Redeem Card Transaction History	۹. ۲	
Recent Print Jobs	printer name ↑ khsps01/K_DigiLab	LOCATION/DEPARTMENT K Block Digitech Lab
Jobs Pending Release	khsps01\K_DigiLab_Colour	K Block Digitech Lab
Change Details	khsps01\Library	Library
🖨 Web Print	khsps01\Library_Colour	Library
	khsps01\T_DigiLab	T Block Digitech Lab
	khsps01\T_DigiLab_Colour	T Block Digitech Lab
	khsps01\Tech_Copier	C5
	khsps01\Tech_Copier_Colour	C5
	# Back to Active Jobs	2. Print Options and Account Selection >

- Now select the number of copies and click "3. Upload Documents" on the bottom right.
- Now either drag a file into the box, or click "Upload from computer", as shown below.

PaperCutMF		
🗠 Summary	Web Print	1. Printer 2. Options 3. Upload
 Rates Redeem Card Transaction History Recent Print Jobs Jobs Pending Release Change Details Web Print 	Upload Select documents to upload and print	Drag files here Upload from computer The following file types are allowed: Microsoft Excel slam, sis, stab, slam, siss, stim, site Microsoft PowerPoint pot, potm, pots, ppam, pps, ppam, ppss, ppt, pptm, ppt Microsoft Word doc, docm, docs, dot, dotm, dots, rft bet PDF pdf Picture Files temp, obs, gip [if [if]]
	« 2. Print Options	jpe, jpg, png, tif, tiff Upload & Complete *

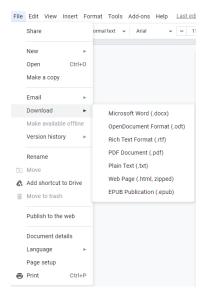
Please note: You may only print the following document types

Application / File Type	File Extension(s)
Microsoft Excel Microsoft PowerPoint	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx pot, potm, potx, ppam, pps, ppsm,
	ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

- Now click "Upload & Complete" and your document will print to the printer that you selected.

Google Docs:

Google Docs can be downloaded in a variety of formats compatible with Web Print, e.g. Microsoft Word and PDF. You can do this by opening the file, selecting **File -> Download** and then selecting a document type, as shown below:



Problems with printing:

See the IT Technician in the Library if you require any assistance. Also note, you can log into computers in the K and T block Digitech labs, the T block Arts lab, and the computers in the library and print directly to the printers in those locations. This would be recommended if you want to do complex print jobs, or to send a number of print jobs.

Adding print credit:

- Your print balance is shown when you login to Web Print in the Summary page, at the top left of the screen as shown below. See the office staff at the student slide in the main admin building (by sick bay) to purchase a print credit card to top up your balance.

PaperCut [®] MF		
₩ Summary	Summary	
 Rates Redeem Card Transaction History 	BALANCE (§) PRINT JOBS \$0.81 27	ē
Recent Print Jobs	Activity	Environ
Jobs Pending Release	Balance history for teststudent	Ø
Heb Print	\$0.70	sS

- Once you have your print credit card, login to Papercut by following the steps at the start of this document. Once logged in, click "Redeem Card" as shown below:

PaperCut				
₩ Summary	Summary			
 Rates Redeem Card Transaction History 	BALANCE \$0.81	(8)	print jobs 27	6
- Recent Print Jobs	Activity			Environmen
Jobs Pending Release	\$0.80	Balance history for test	Istudent	0.0%
🛱 Web Print	\$0.70			\$\$ 144

- Enter the code listed on the card, and click "Redeem Card" as shown below:

PaperCut [®]	
└── Summary	Redeem Card
(\$) Rates	Enter the Card number and press the "Redeem Card" button to redeem.
🕼 Redeem Card	NOTE: All requests to redeem cards are logged.
Transaction History	Card number
Recent Print Jobs	
Jobs Pending Release	Redeem Card
Change Details	Reueen Lau
🛱 Web Print	

- Your print balance should now have increased by the value on the card. If you have any issues, see the IT Technician in the library.