

## 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**



PaperCut<sup>®</sup>  
MF 18.2

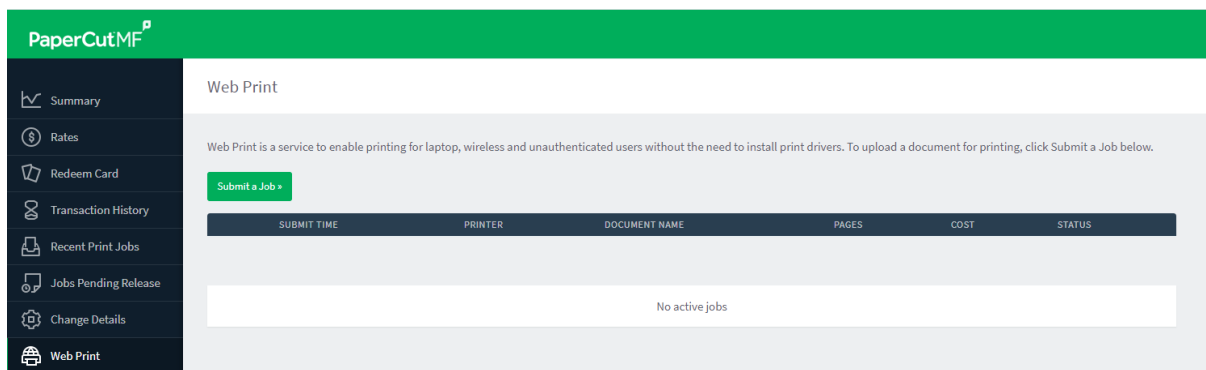
Username

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<sup>®</sup>

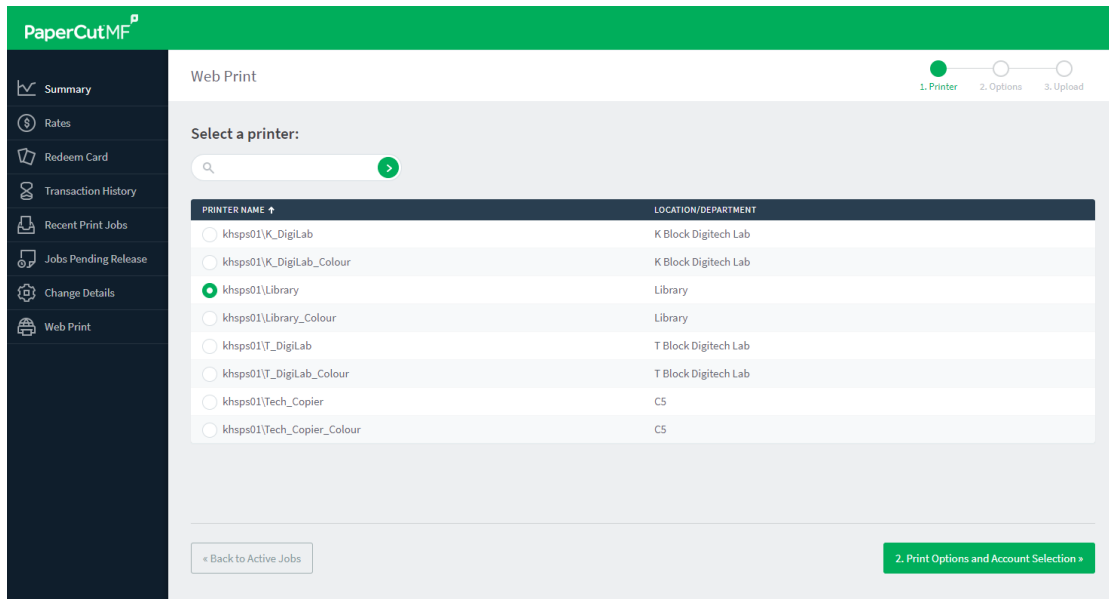
Web Print

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.

[Submit a Job](#)

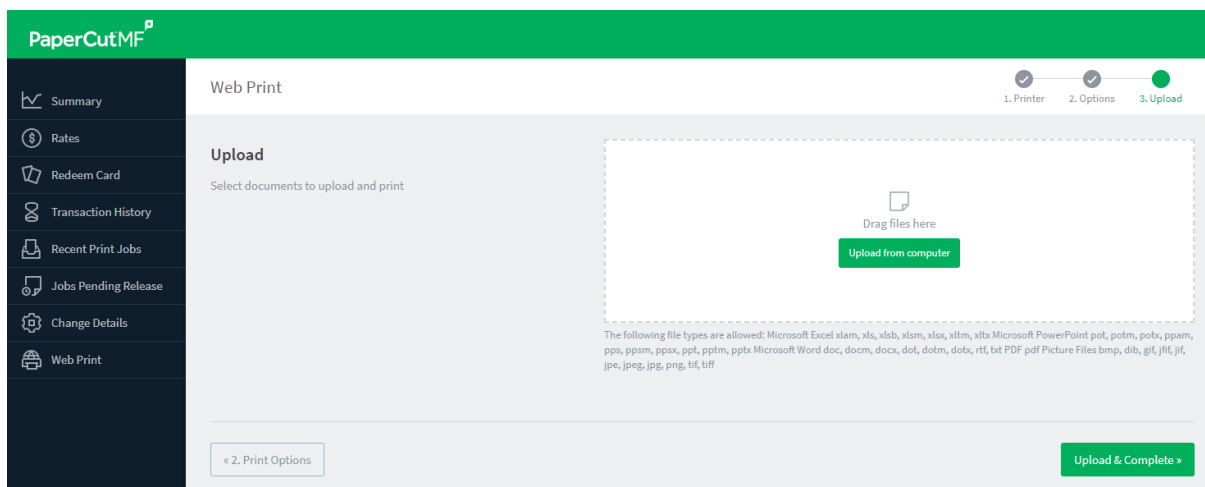
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					

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



- 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.



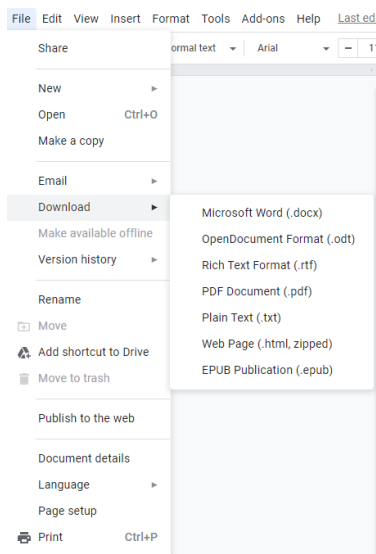
Please note: You may only print the following document types

<u>Application / File Type</u>	<u>File Extension(s)</u>
Microsoft Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft PowerPoint	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:

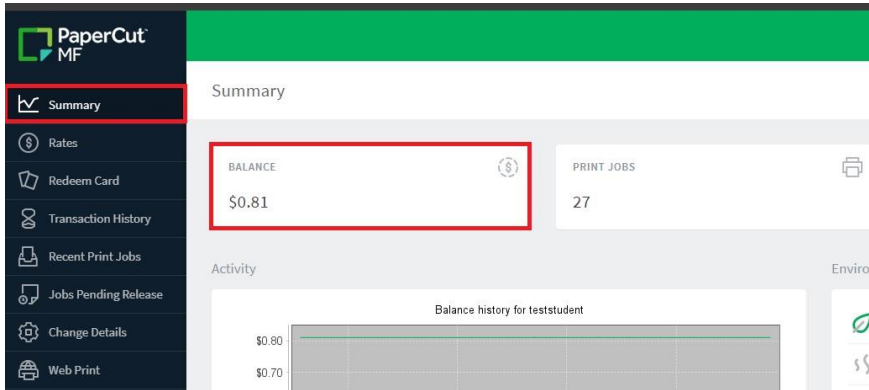


### **Problems with printing:**

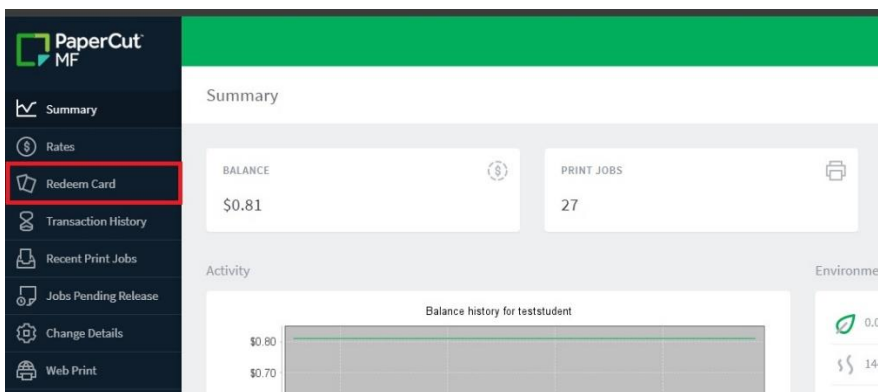
See the IT Technician in the Library if you require any assistance. Also note, you can log into computers in the K and T block Digitech labs, the T block Arts lab, and the computers in the library and print directly to the printers in those locations. This would be recommended if you want to do complex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

## Adding print credit:

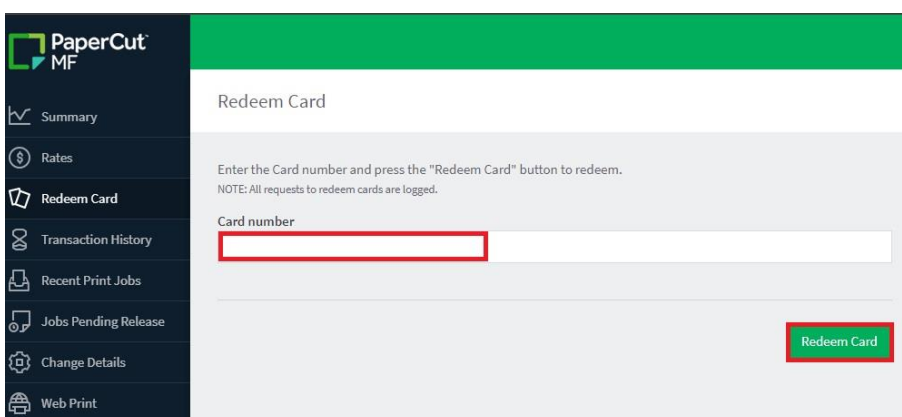
- Your print balance is shown when you login to Web Print in the Summary page, at the top left of the screen as shown below. See the office staff at the student slide in the main admin building (by sick bay) to purchase a print credit card to top up your balance.



- 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:



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



- 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.