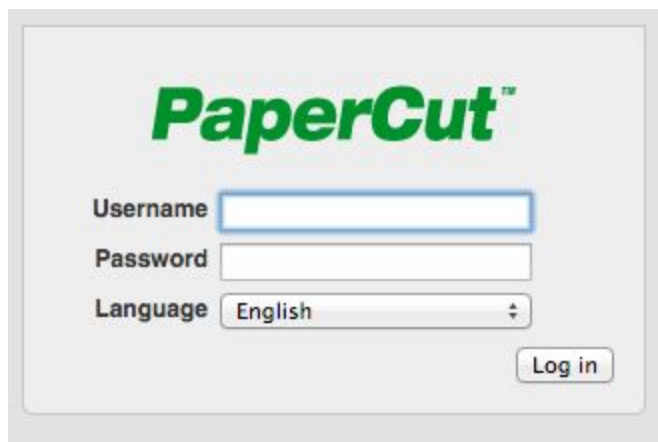


Webprint for BYOD devices

The purpose of webprint, is to allow you to print from your personal device when it is connected to the “CHS_BYOD_Student” wireless network.

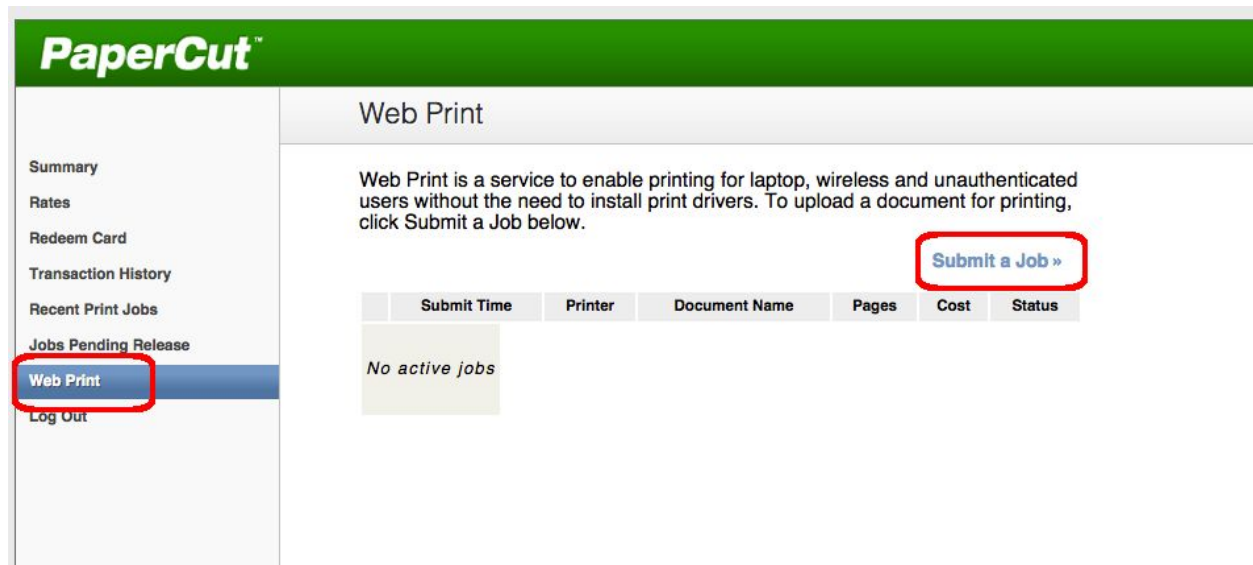
To do this, upload your document to the webprint website then select the printer and options as detailed below.

- Go to the website address: <http://print.cashmere.school.nz:9191>
- Enter your school username and password



The image shows the PaperCut login interface. It features the PaperCut logo at the top in green. Below the logo are three input fields: 'Username' with a blue border, 'Password', and 'Language' with a dropdown menu currently set to 'English'. A 'Log in' button is located at the bottom right of the form area.

- Now select “webprint” from the menu on the left hand side of the screen and then click submit job.



The image shows the PaperCut Web Print interface. The top header is green with the PaperCut logo. Below the header is a navigation menu on the left with options: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted with a red box), and Log Out. The main content area is titled 'Web Print' and contains the following text: '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.' A 'Submit a Job »' button is highlighted with a red box. Below the text is a table with the following columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table currently displays 'No active jobs'.

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.

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> chsp01\A_Block_Pod_Printer	
<input type="radio"/> chsp01\Art_B3_Laser	
<input type="radio"/> chsp01\Art_Copier	
<input type="radio"/> chsp01\B_Block_Pod_Printer	
<input type="radio"/> chsp01\C2_Laser	C2
<input type="radio"/> chsp01\C3_Laser	
<input type="radio"/> chsp01\C4_Laser	
<input type="radio"/> chsp01\C5_Laser	
<input type="radio"/> chsp01\C6_Laser	
<input type="radio"/> chsp01\D_Block_Pod_Printer	
<input type="radio"/> chsp01\K_Block_Pod_Printer	
<input type="radio"/> chsp01\Library_Copier	
<input type="radio"/> chsp01\M4_Laser	
<input type="radio"/> chsp01\S_Block_Pod_Printer	

« 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”

Please note: You may only print the following document types.

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm,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

1. Printer | 2. Options | 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xlsm, 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
XPS	xps

- Now click upload and complete and your document will print to the printer that you selected.