faq sheet : web printing with BYOx + PaperCut

- *Login to school network via* DETE-BYOx
- *Open a* **Web Browser**, *e.g.:*

Explorer   **Safari**   **Firefox**

- *In* **Address** *field, enter web address of print server:* **http://10.100.236.11:9191/app**

- *Login to* **PaperCut**:

- *From* **Summary** *page, click* **Web Print**:
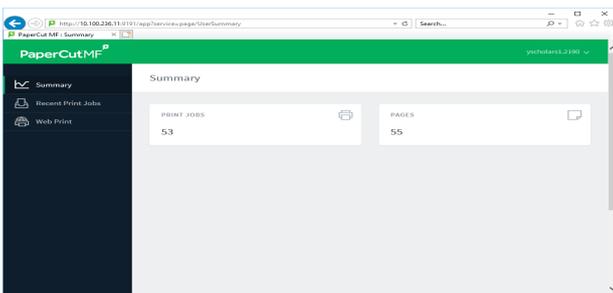
- *From* **Web Print** *page, click* **Submit a Job** >>
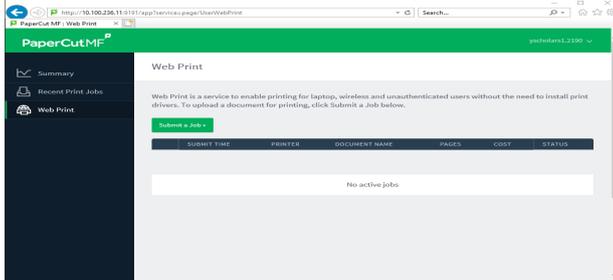
- *Select a local printer, e.g. to select* **Resource Centre** *printer, click the radio-button next to:*
  - ⊙ eqsun2190011/**ResourceCentre** (virtual)

- *Click:* 2. **Print Options and Account Selection**.
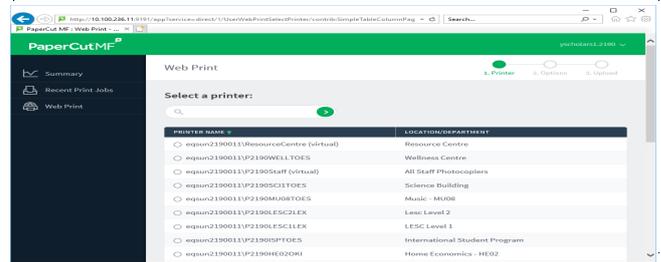
2. Print Options and Account Selection »
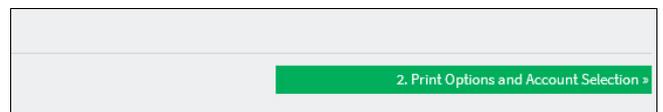
- *Click:* 3. **Upload Documents**.

- *If not an* allowed file type, e.g. Pages, *open the document, use* Export *or* Save As *a .doc or .pdf.*
- *Select the new version of the document.*
- *Close the document if it's open.*
- *Click* **Browse** *then select the filename.*
- *Click* **Upload & Complete**.

- *The status dialogue box gives the option of restarting the print process.*
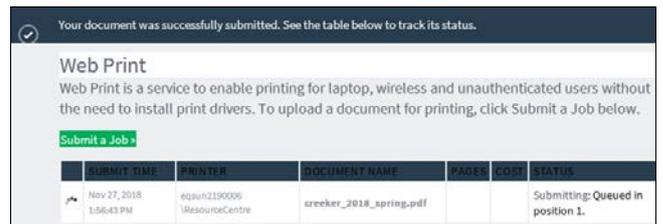
- **Release queued job** *by logging in to printer.*
- *Time taken to print depends on the file size and complexity, and other jobs in the queue.*