



faq sheet : web printing with BYOx + PaperCut

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







Firefox

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

o 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)

| | | | - 0 × |
|-------------------------------|--|-------------------------------|----------------------|
| C 🛞 🏴 http://10.100.226.11/91 | 91/app?cervice=direct/1/UcerV/ebPrintSelectPrinter/contrib/SimpleTab | teColumnPag = G Search | - A A |
| PaperCut MF : Web Print 🖂 📑 | 1 | | |
| PaperCutMF | | | yscholars1.2190 🥪 |
| | Web Print | 1. Printer | 2. Options 3. Upload |
| Recent Print Jobs | Coloct a printon | | |
| 🐣 Web Print | Select a printer: | | |
| | | | |
| | PRINTER NAME ¥ | LOCATION/DEPARTMENT | |
| | eqsun2190011\ResourceCentre (virtual) | Resource Centre | |
| | o eqsun2190011\P2190WELLTOES | Wellness Centre | |
| | eqsun2190011\P2190Staff (virtual) | All Staff Photocopiers | |
| | o eqsun2190011\P21905CI1TOE5 | Science Building | |
| | o eqsun2190011\P2190MU08TOES | Music - MU08 | |
| | o eqsun2190011\P2190LESC2LEX | Less Level 2 | |
| | eqsun2190011\P2190LESCILEX | LESC Level 1 | |
| | eqsun2190011\P2190ISPTOES | International Student Program | |
| | o eqsun2190011\P2190HE02OKI | Home Economics - HE02 | |

o Click: 2. Print Options and Account Selection.

| 2. Print Options and Account Selection » |
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o Click: 3. Upload Documents.

| Web Print | | |
|------------------------|--------|-----------------------|
| Options | Copies | |
| | 1 | |
| = 1. Printer Selection | | 3. Upload Documents > |

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

| Upload | Browse |
|--------------------------------------|---|
| Select documents to upload and print | The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlam, xlsx, xltm, titls Microsoft PowerPoint pot, potm, pots, ppam, pps, ppsm, pps, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, doth, dots, rtf, but PDF pdf Picture Files bmp, dib, gif, jifi, jif, jp jpeg, jpg, png, tif, tiff XPS xps |
| | pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, doc dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jiff, jpeg, jpg, png, tif, tiff XPS xps |

• The status dialogue box gives the option of restarting the print process.

| $\overline{\mathbf{a}}$ | Your document was successfully submitted. See the table below to track its status. | | | | | | |
|-------------------------|--|--|---|---|-----------------------|----------------------|--------------------------------------|
| | We Wel | e b Print b Print is a ser need to instal | vice to enable prir Il print drivers. To | nting for laptop, wireless a upload a document for pr | nd unau inting, cl | thentica ick Subr | ted users withou nit a Job below. |
| | Sub | mit a Job > | | | | | |
| | Sub | SUBMIT TIME | PRINTER | DOCUMENTNAME | PAGES | COST S | TATUS |

- 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.