

How to print via Papercut Webprint



Papercut

Before you start printing....

- a. Make sure you have access to the internet
- b. Your documents need to be in Word, PDF or JPG format, not PowerPoint or Publisher (Refer to the end of this document for more information on how to convert).
- c. You do not need to login to the printer if you are just printing and not photocopying/scanning.
- d. The default for A4 is double sided so if need to be printed in one side then students need to login to the printer (school username & password (hold shift for uppercase)) and then click copy and copy it in single side (Select two sided to one-sided).
- e. If your brochure has been printed out upside down then you need to copy it one sided first and then feed through opposite sides (on the printer select one sided to two sided).

Printing instructions:

1. Via your Internet Explorer (not Microsoft Edge or Google Chrome) go to your SEQTA page (Churchlands SHS website and student SEQTA)
2. On the SEQTA home screen put your School Username (Not your full email address) and password and then click Log in

PaperCut^{MF}

Username

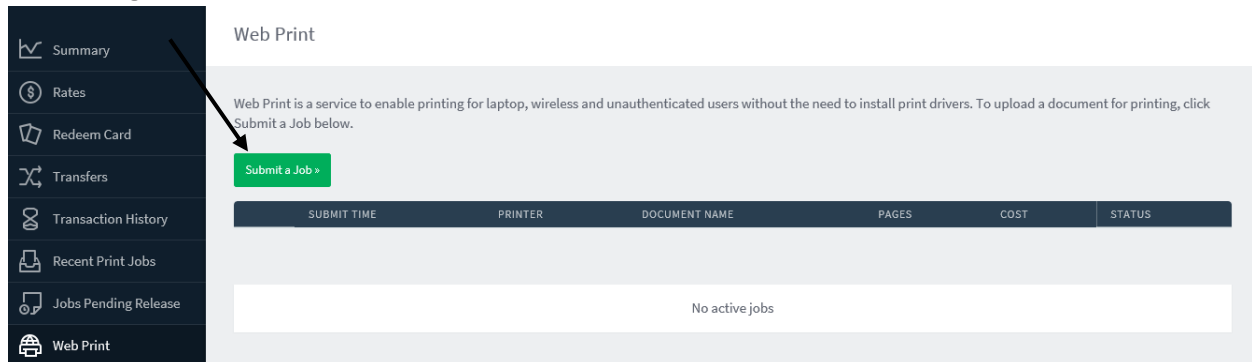
Password

Language

3. Click on Web Print from the left-hand side list and then click Submit a Job (Highlighted in green)

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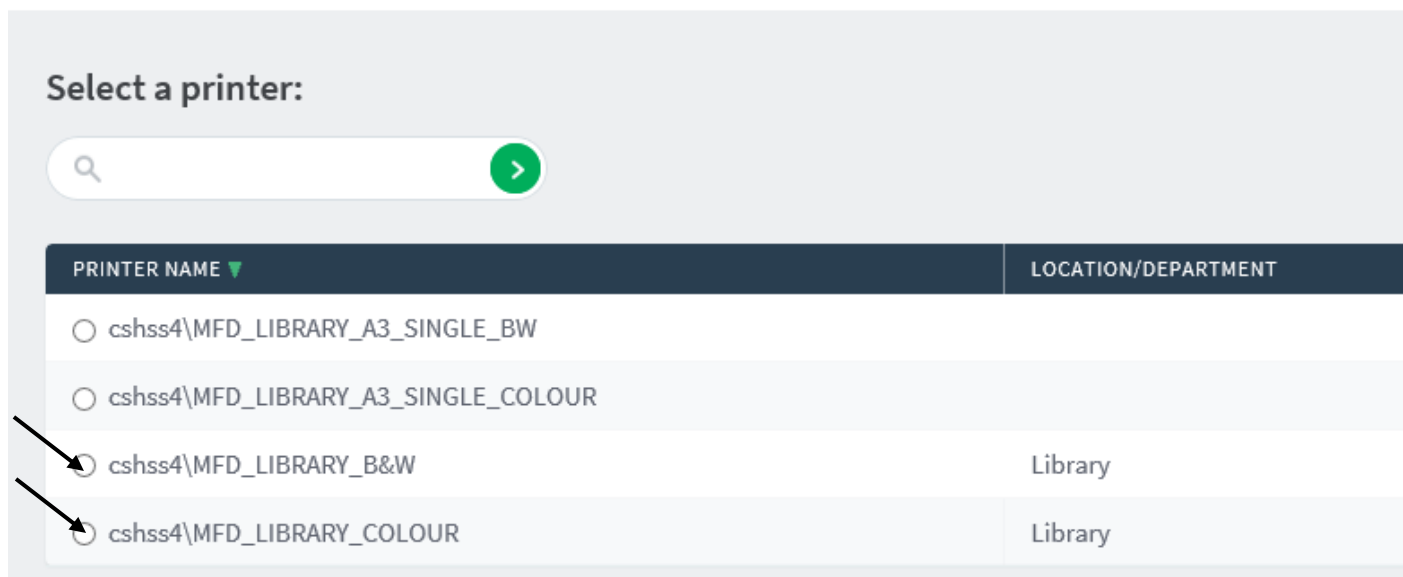
Webprint



- From the list of the printers name, select one from the last two
cshss4\MFD-LIBRARY_B&W (for Black and White) Library
cshss4\MFD-LIBRARY_COLOUR (for colour) Library

*(If you wish to print your work as **A3**, you must first save the document as A3. Then select one of the A3 printing options (colour or black and white). For more assistance, ask Library staff.*

Web Print



- Click 2. Print Options and Account Selection on the lower right
- Change the number of the copies if needed and then click 3. Upload Documents on the lower right

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CHURCHLANDS
SENIOR HIGH SCHOOL

Options

Copies

1

< 1. Printer Selection

3. Upload Documents >

You can Drag and Drop files you wish to print or Click on Upload to upload documents from your computer.

7. Click on Upload & complete and your documents must be printed out soon.

Converting a document from Publisher/PowerPoint to PDF

1. Click File, Save as, double click on This PC and then choose the place the document needs to be saved to such as Desktop or Documents (Desktop is recommended as it is easy to locate the file here).
2. From the drop down menu "Save as Type" list select PDF and then click save