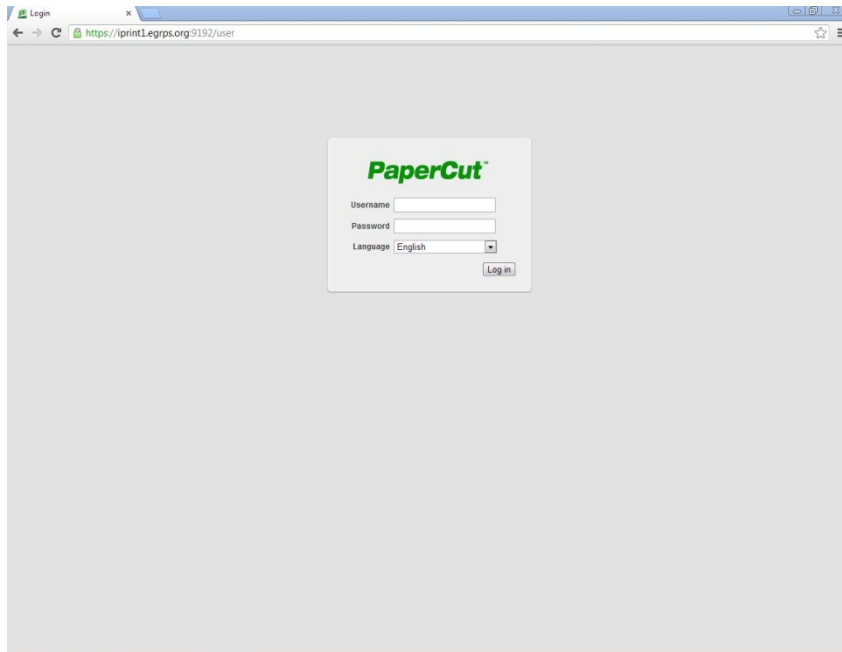


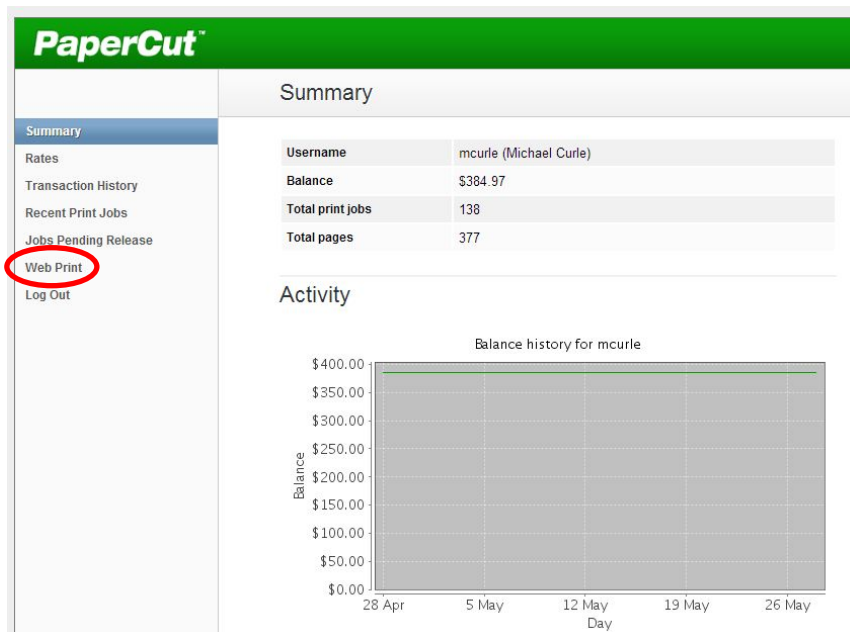
Printing From the Web

Chromebooks: Please go to File and then “Download as PDF” before printing the document.

1. Go to www.egrps.org/webprint
2. Login with your school username and password



3. On the left hand side select “Web Print”

A screenshot of the PaperCut user dashboard. The top navigation bar is green with the PaperCut logo. A left-hand sidebar contains a menu with items: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (circled in red), and Log Out. The main content area is titled "Summary" and contains a table with user information:

Username	mcurle (Michael Curle)
Balance	\$384.97
Total print jobs	138
Total pages	377

Below the table is an "Activity" section with a line graph titled "Balance history for mcurle". The graph's y-axis is labeled "Balance" and ranges from \$0.00 to \$400.00 in \$50.00 increments. The x-axis is labeled "Day" and shows dates from 28 Apr to 26 May. A single horizontal green line is plotted at the \$384.97 level across the entire time period.

4. Select "Submit a Job":

The screenshot shows the PaperCut Web Print interface. On the left is a navigation menu with items: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted), 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.' Below this text is a table with columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table is currently empty, displaying 'No active jobs'. A link labeled 'Submit a Job »' is circled in red.

5. Select a Printer (For the high school, use iprint1\hs-lmc-laser) and then click "2. Print Options and Account Selection"

The screenshot shows the '1. Printer' step of the PaperCut interface. At the top, there are three tabs: '1. Printer' (active), '2. Options', and '3. Upload'. Below the tabs, the text 'Select a printer:' is followed by a 'Quick Find' search box and a 'Find Printer' button. A table lists available printers with columns for 'Printer Name' and 'Location/Department':

Printer Name ▲	Location/Department
<input type="radio"/> iprint1\do-inst-copier	
<input checked="" type="radio"/> iprint1\hs-lmc-laser	HS LMC
<input type="radio"/> iprint1\ms-midilab-laser	MS Midi Lab

At the bottom, there are two buttons: '« Back to Active Jobs' and '2. Print Options and Account Selection »'.

6. Select the amount of copies that you would like and click “3. Upload Document”

1. Printer 2. Options 3. Upload

Options

Copies:

« 1. Printer Selection 3. Upload Document »

7. Click “Choose File” and then browse for the file to be printed. Once the file is selected, click “Upload and Complete”

1. Printer 2. Options 3. Upload

Select a document to upload and print

No file chosen

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

« 2. Print Options Upload & Complete »

8. When the Status is “Finished: Queued for Printing” pick up your document from the printer

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
May 28, 2013 10:47:38 AM	iprint11hs-lm-laser	checklist.docx	1	\$0.05	Finished: Queued for printing