Print Wirelessly (Page 1)

- **Purpose:** On the school site, it is possible to print straight from your laptop to one of the school photocopiers
- **Steps (Setup should be done at school)**
  - Go http://papercut:9163/setup
  - Choose the correct operating systems and follow instructions
  - Scroll down to 'download and run this mobility printer setup'
  - Download the file and run it when complete
  - The library printer (and possibly the science block printer) will appear in the list. Click on a printer and click 'Next' until complete
  - See next slide for step by step instructions
  - Note: Macs may have problems: see The Computer Technician

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Printing Wirelessly (Page 2)

- Purpose: Step by step guide for printing wirelessly while at school.

- Steps
  - Install the papercut app, see instructions previous slide
  - These steps assume you have installed the papercut app
  - 1) **Make sure you are connected to the school network with the school wifi.** You will not be able to access the printers using your own data or at home.
  - Open the document you wish to print. (Note you have 5 free copies of Office 365 and can install office on your phone free of charge)
  - 2) Select **Print** (you should see a message saying Getting file ready to print)
  - Click dropdown arrow to select your printer, eg Library VP
  - Click on Yellow Printer icon to send the print job
  - You may have to enter your school logon and password as your printing account will be charged.

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