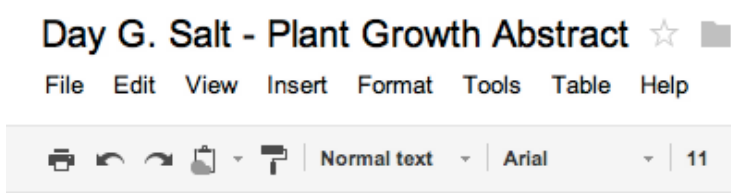


## Printing at School Using Web Print

This process is not easy or convenient; but it will allow you to print pdf documents while you are at school. You will need to type your paper in google docs and have your lunch passcode handy at the printer. If you just have a pdf document you need to print, then skip to step 2.

**Step1:** From the Google Docs document select the print icon (upper left)

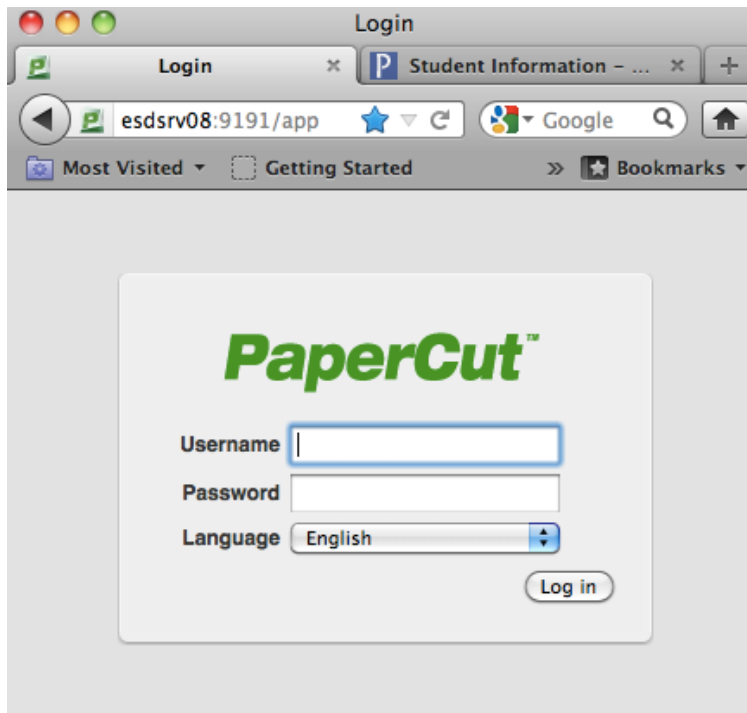


•Use the “**Save as PDF**” as the destination - make sure your document is saved to the desktop, or your documents folder so you can find it later.

**FYI: Web Print will only work with pdf documents!**

**Step 2:** Open a new tab in your browser and type in the following url:

**esdsrv08:9191/app**

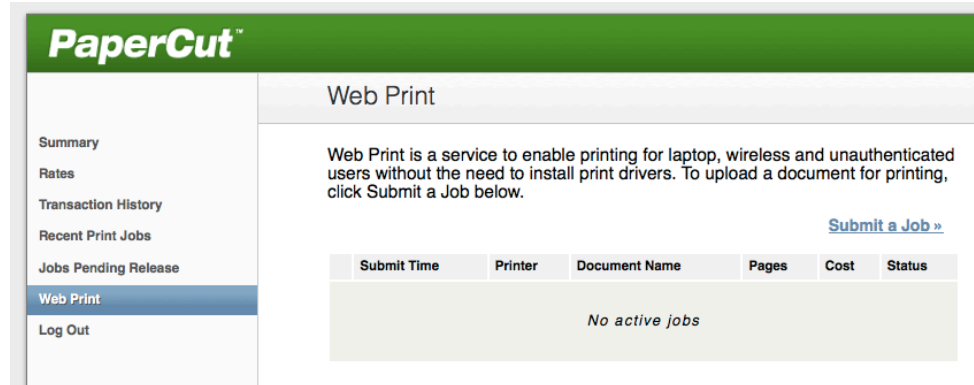


Paper Cut:

- Use your “**regular district**” Username and **Password** to log into Paper Cut.

## Web Print

- In the left margin select **Web Print**
- Then the **Submit a Job** link on the right



- Then work through the **3 step process**:
  1. select your printer
    - EHS Freshman Sophomore Pod *or* EHS Junior Senior Pod etc...
      - *Then scroll to the bottom of the page & select “Print Options and Account Selection”* button in lower right.
  2. select number of copies (*1 is default*)
    - Then select the “Upload Document” button in lower right.
  3. upload pdf document from the computer (from where you saved it earlier)
    - Browse to Choose file,
      - then select the “Upload & Complete” button in the lower right.

### **Tips:**

- Make sure the document status is “Held in a queue” before you walk down to the pod printer.
- Don’t forget to log out of the Web Print

### **Step 3: Logon to the Printer & Print**

- The process is the same as last year:
  1. Login with your user name & your lunch passcode
  2. Follow the instructions posted over the printer for printing