## 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)

Day G. Salt - Plant Growth Abstract ☆ 🔳		<ul> <li>Use the "Save as PDF" as the destination - make sure your</li> </ul>		
File Edit View Insert Format Tools Table	Help	document is saved to the desktop,		
🖶 🗠 🛥 🖺 - 🚏   Normal text   Arial	-   <b>11</b>	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:

\varTheta 🔿 😁 Login	
Login × P Student Information × +	
esdsrv08:9191/app      ☆ マ C      Google      へ	
Image: Most Visited ▼         Image: Getting Started         >>         Image: Bookmarks ▼	
	Paper Cut:
PaperCut <sup>®</sup>	<ul> <li>Use your "regular district" Username and Password to log</li> </ul>
Username	into Paper Cut.
Password	
Language English	
Log in	

## esdsrv08:9191/app

 In the left margin select
 Web Print

•	Then the
	Submit a Job
	link on the
	right

PaperCut <sup>*</sup>									
	Web Print 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.								
Summary Rates Transaction History Recent Print Jobs									
Jobs Pending Release		Submit Time	Printer	Document Name	Pages	Cost	Status		
Web Print Log Out				No active jobs					

- 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 <u>lunch passcode</u>
  - 2. Follow the instructions posted over the printer for printing