STUDENT IT GUIDE



Webprint

Logging in

Enter the Web Print URL into your web browser and press enter.

webprint.bdsc.school.nz



Enter your student username and password then press OK.

Login	
Language English	
Please enter your username and password.	
Account Information	
Usemame	
Password	
Remember me	
ок	

Basic Settings

Logout		Welcome Technician Account! How would you like to send us your print job?	MONITOR
File Print Web Prin	nt Send Email Attachment		
Browse to a file on your device and send it to us Maximum allowed file size: 100 MB Select file Current attributes : Black & White, One-Sided, 1 Copy Change			
Current Activity Re	cent Transactions		Your balance is \$11.30 🕐

The Change button allows you to change basic print options like colour and double side.

Current attributes : Black & White, One-Sided, 1 Copy Change

Your current balance is displayed on the right of the page.

Your balance is \$11.30 🔞

BOTANY DOWNS SECONDARY COLLEGE. 575 CHAPEL ROAD, HOWICK, AUCKLAND 2016 NEW ZEALAND PHONE +64 9 273 2310 . FAX +64 9 273 8551 . WWW.BDSC.SCHOOL.NZ The Current Activity screen shows you any submitted print jobs and their details including cost.

Current Activity	Recent Transactions	
Document Name		
PhotoshopTips.pd	lf	

Printing a Document

File Print

Press Select File Browse to the file you wish to print and then press open to submit your print job.

Select file ...

Web Print

Paste the URL of your web page or document and then press Submit to upload.

URL Submit

Send Email Attachment

Send an email with or without an attachment to <u>webprint.bdsc.school.nz</u> if there is no attachment the body of the email will be printed if there is an attachment then the attachment will be printed.

Releasing a submitted print job

A submitted print job can be released from any Konica Minolta photocopier by swiping your ID card at the copier in the normal way.

Logging Out

The Logout button will log you out of the web print site after you have finished.

