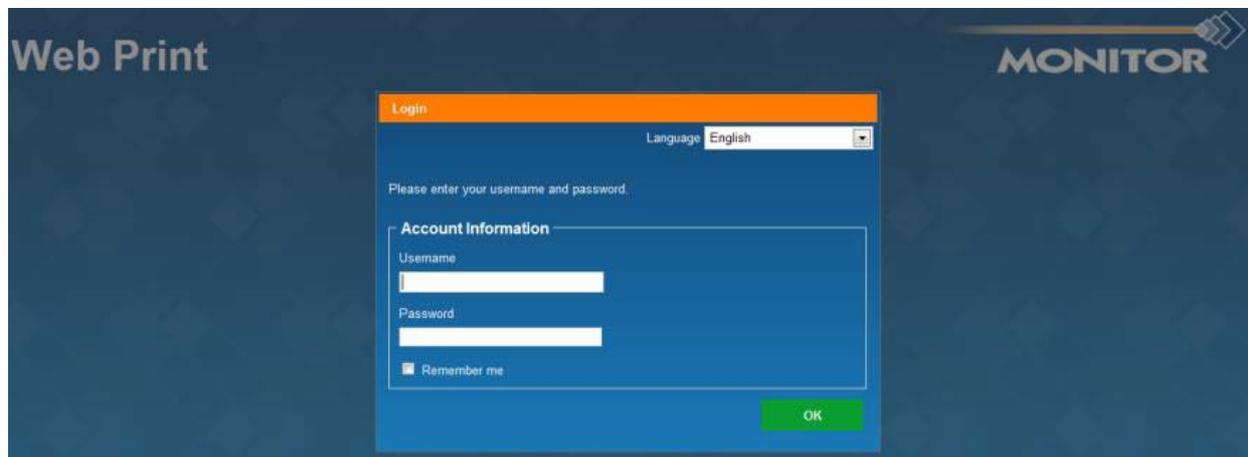# Webprint

Logging in

Enter the Web Print URL into your web browser and press enter.
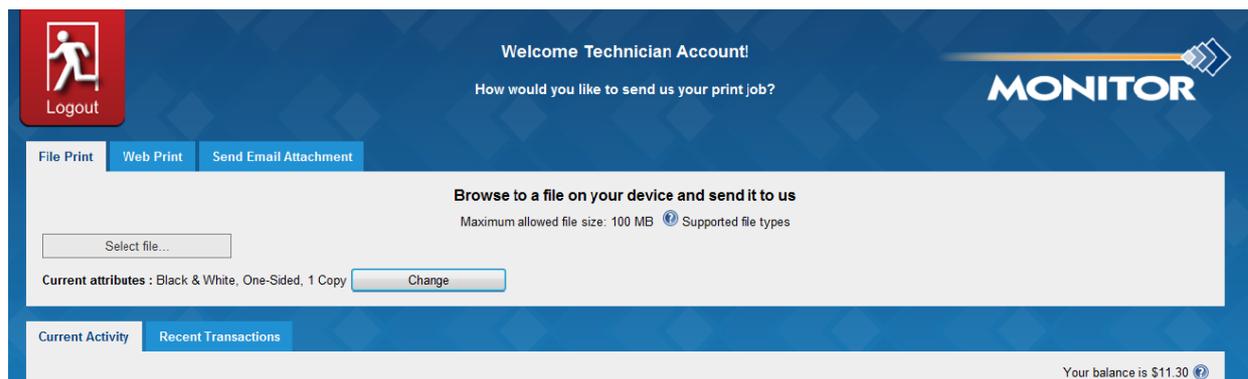
webprint.bdsc.school.nz

Enter your student username and password then press OK.


Basic Settings

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

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

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PHONE **+64 9 273 2310** . FAX +64 9 273 8551 . WWW.BDSC.SCHOOL.NZ
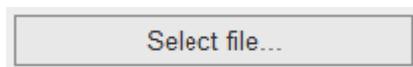
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The Current Activity screen shows you any submitted print jobs and their details including cost.
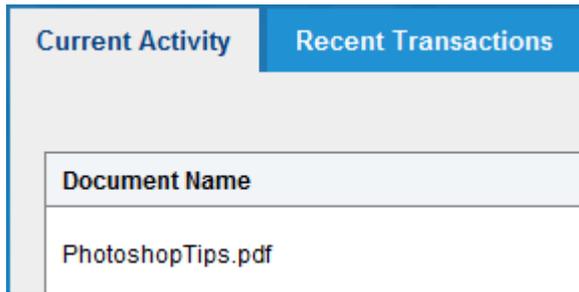
Printing a Document

File Print

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

Web Print

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

Send Email Attachment

Send an email with or without an attachment to webprint.bdsc.school.nz 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.