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Printing at School Using PaperCut

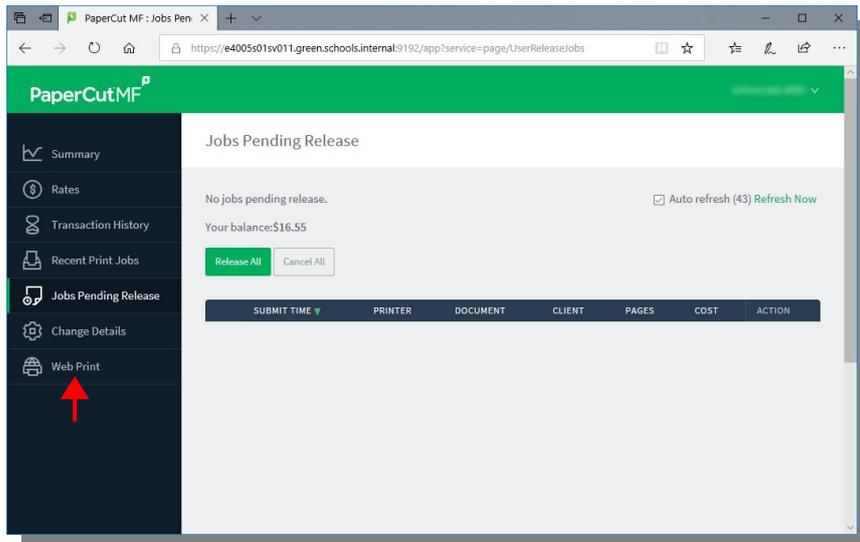
(you will require a connection to the school network)

Go to the following web-app:

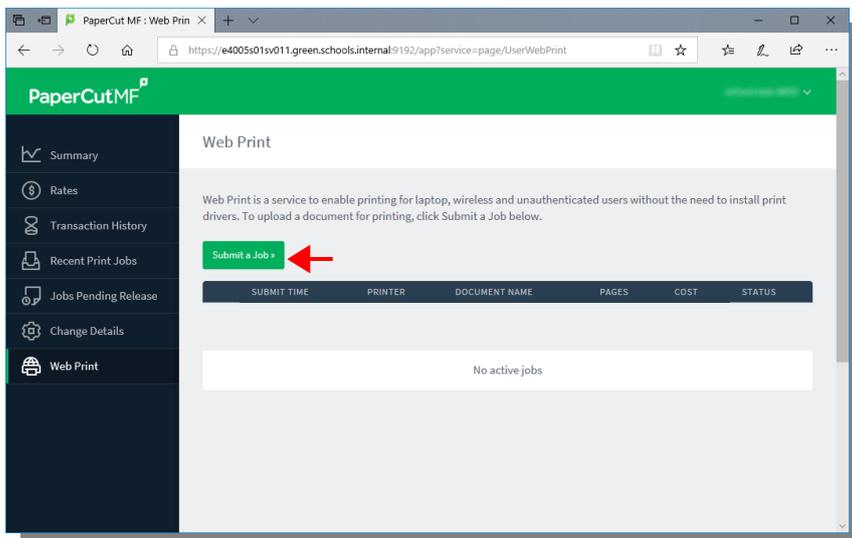
<https://e4005s01sv011.green.schools.internal:9192/app>



Log into PaperCut with
Student credentials



Go to **“Web Print”**
located on the LHS

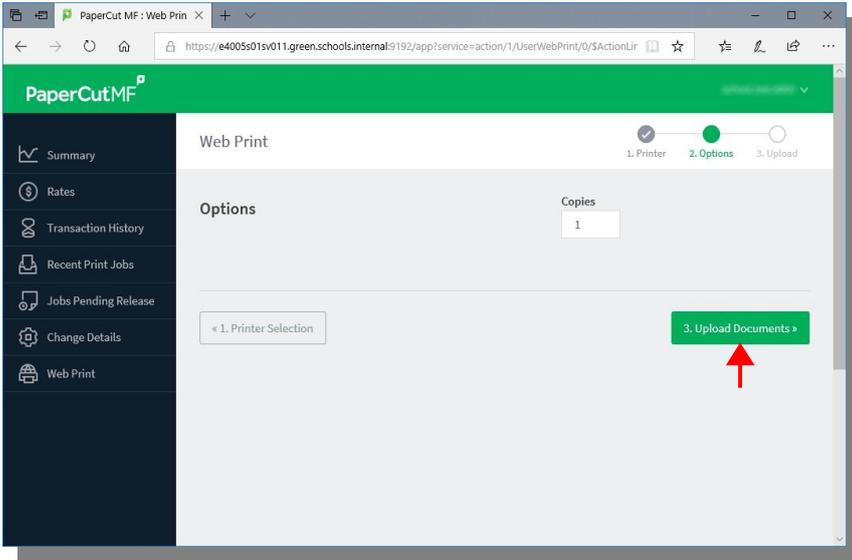


Click on the green
“Submit a Job” button

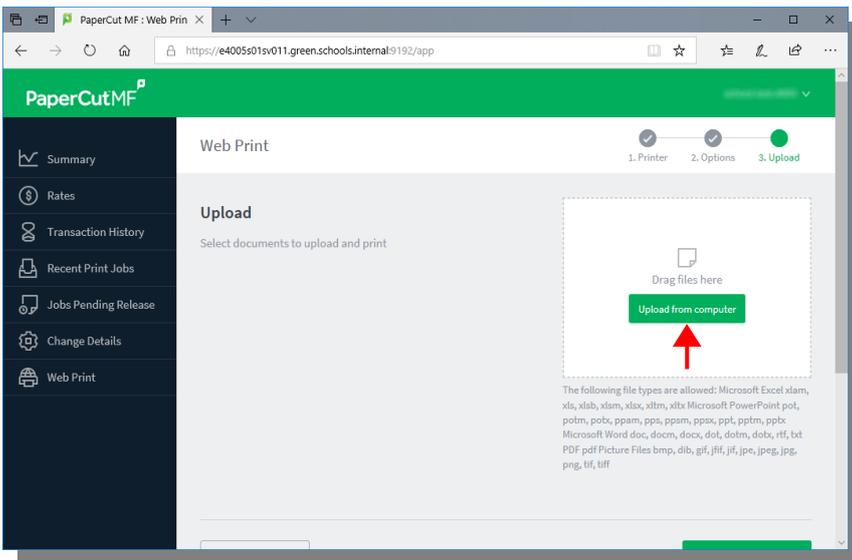


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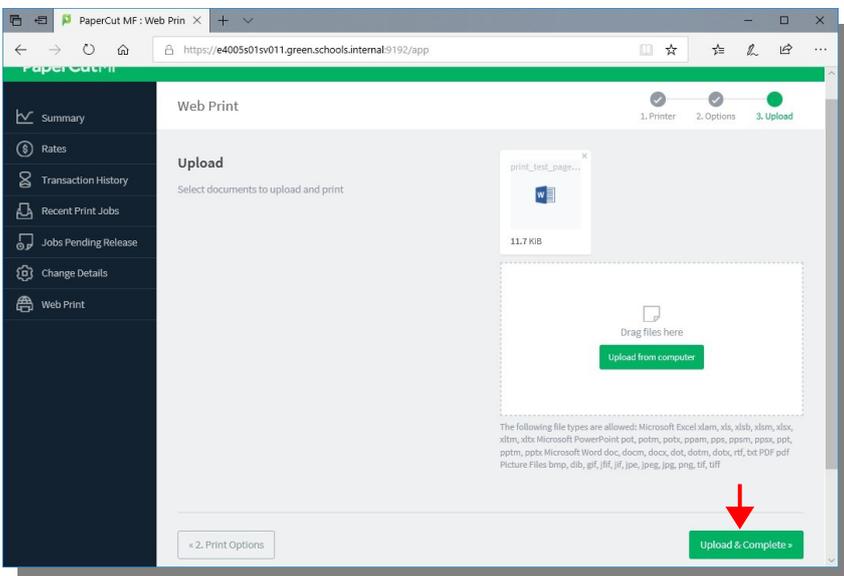
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Click on the green **“Upload Documents”** button



Click on the green **“Upload from computer”** button and select document(s) you want to print.

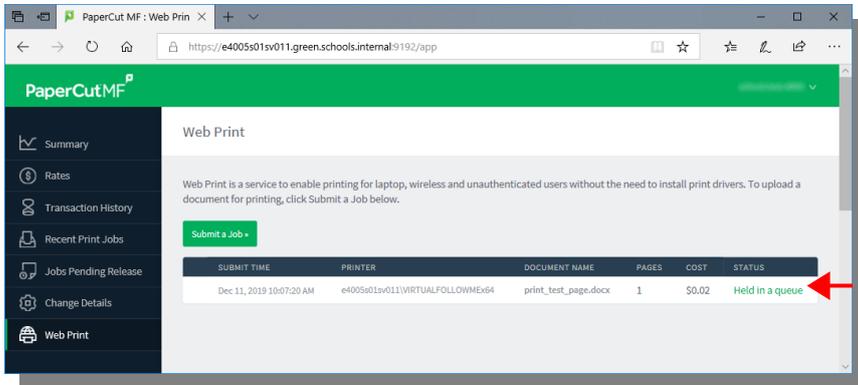


Once you've added all the documents you want to print, press the green **“Upload & Complete”** button in the bottom right corner.

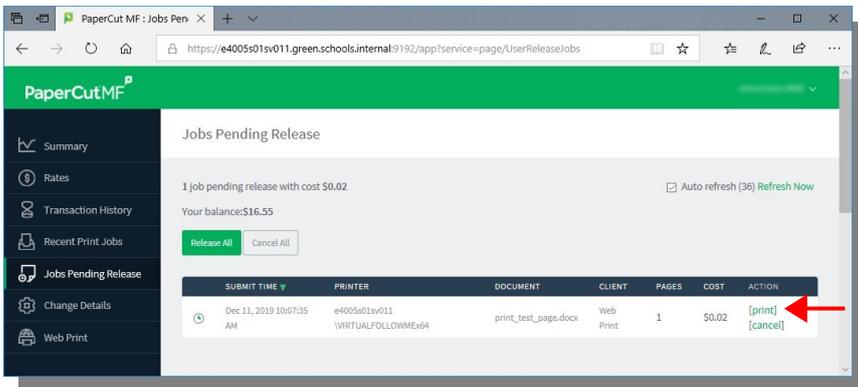


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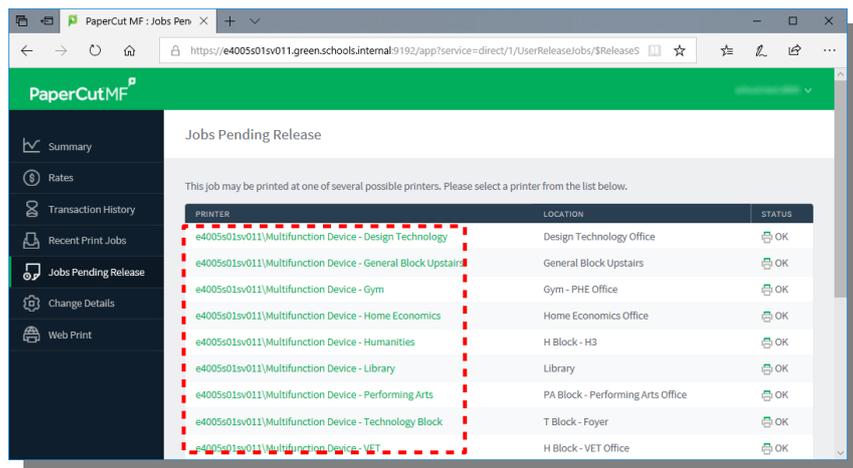
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Click on the green "Held in queue" label on the RHS



Click on the green "print" label on the RHS



Click on the green name of the device you want to print to, your file will be send to that device.