



Student and District Guest Printing at the ELC

Students or district guests using laptops or mac OS X on desktops can print via a webpage. Students using a school iMac under Windows will be able to print via the normal windows printing method. This document explains the former.

Students have \$25.00 worth of printing credits to begin the year at the ELC. Printing to lab printers cost \$0.10 per page. Colour printing via the Office when available will cost \$0.50 per page. Be careful with your printing credits and protect your password!

1. Any file you wish to print must be converted to a PDF first!

For OS X (Mac)


In OS X in the program you are viewing your file, click on the File Menu
Click on Print


In the bottom left of the Print dialogue click on PDF and save the file as a PDF document on your desktop or someplace you can find it

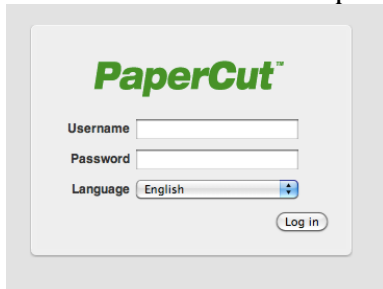
For a Windows Laptop

Use a program like CutePDF virtually print files into PDF format and save them on your desktop or someplace you can find it. This program can be freely downloaded at www.cutepdf.com

2. Open a web browser (Safari, Firefox, Chrome, Internet Explorer, Opera...)
3. In the address bar type in the follow and hit enter / return

 elc.sd60.prn.bc.ca:9191

4.  Login using your District Wide Login account (username is firstname.lastname and password is your student number)



The image shows a login form for PaperCut. It features the PaperCut logo at the top. Below the logo are three input fields: 'Username', 'Password', and 'Language'. The 'Language' field is a dropdown menu currently set to 'English'. A 'Log in' button is located at the bottom right of the form.



5. Click on Web Print

- Summary
- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Log Out

6. Select your printer you wish to print to (You can check the rates on the left before you select a printer!)

Web Print 1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> elcHP2025R101	ELC Room 101
<input type="radio"/> elcHP2055_Dist_Lab	Distance Learning Lab
<input type="radio"/> elcHP2055LAB	ELC Lab

7. Select your number of copies

Web Print 1. Printer 2. Options 3. Upload

Options

Copies:

8. Upload and Submit your document

Web Print 1. Printer 2. Options 3. Upload

Select a document to upload and print

No file chosen

The following file formats are allowed:

Application / File Type	File Extension(s)
PDF	pdf

9. Wait a minute while the file is submitted, rendered, and printed. Pick up your print job!
10. If there is a problem with the printing, check the printer for paper, power or network connection. If the problem persists let one of the staff know and find an alternative method to print or try an electronic means like email, blog, dropbox, online doc etc.