



BISHOP CONNOLLY HIGH SCHOOL

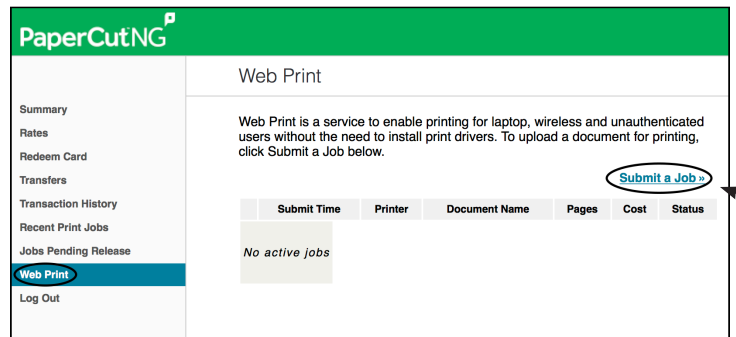
WIRELESS PRINTING VIA PAPER CUT INSTRUCTIONS

- > In your web browser, type the following URL: **http://10.10.10.5:9191**
This will bring you to PaperCut's log-in page.
- > Once on the log-in page, type your username and password that you use to log in to a BCHS computer.

- > After logging in, select **Web Print** from the menu on the left side of the screen. The Web Print screen will appear (shown at right). Select **Submit a Job**.

- > Select your printer by clicking on the button next to its name. You may choose from the following printer options:

pan\AAC
pan\Guid_stu
pan\Math_lab



- > Once you have made your printer selection, click on the following button on the lower right of the screen:

2. Print Options and Account Selection »

- > Select the number of copies you would like to print. Then click on the following button on the lower right of the screen:

3. Upload Documents »

- > Select the document you would like to upload and print. You may choose "Upload from computer" and browse your computer to make your selection. Or you may drag your document from your computer to the gray upload box. Your document should appear in the gray box. Click the following button on the lower right of the screen:

Upload & Complete »

- > The file types you are able to print via PaperCut are as follows:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm,.xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

- > Another screen will appear showing you the status of your print job. Your documents will be sent to the printer you selected.