Printing from Student Laptops

PRIOR to printing SAVE YOUR DOCUMENT. This procedure does not do screen printing; it must be from a file.

All new DELL laptops issued to 9th grade students have the capability to print from school printers. The process is different and completed using an Internet Browser.

1. Locate IE and click to open Internet Explorer
2. Locate your FAVORITES and click to open list
   (see picture to the left)
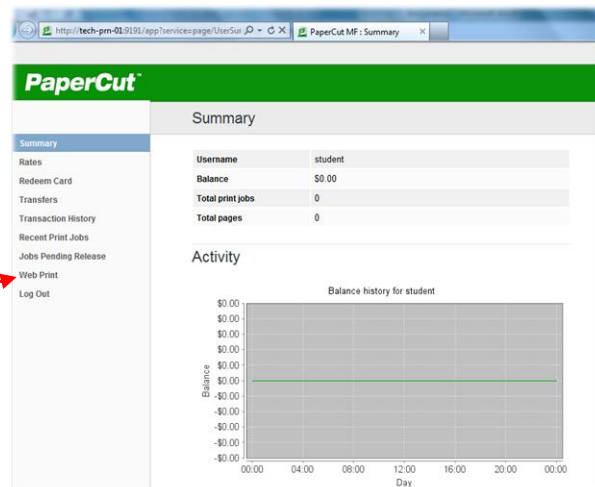3. Preset on all student laptops is WEB PRINTING
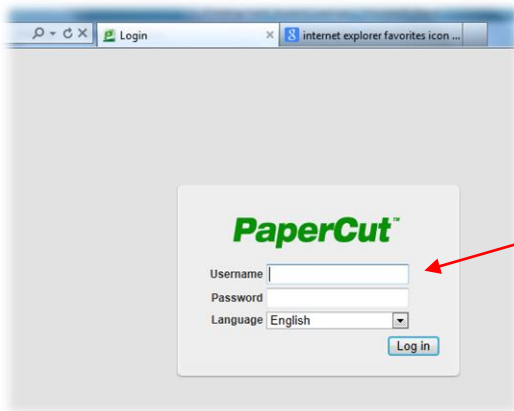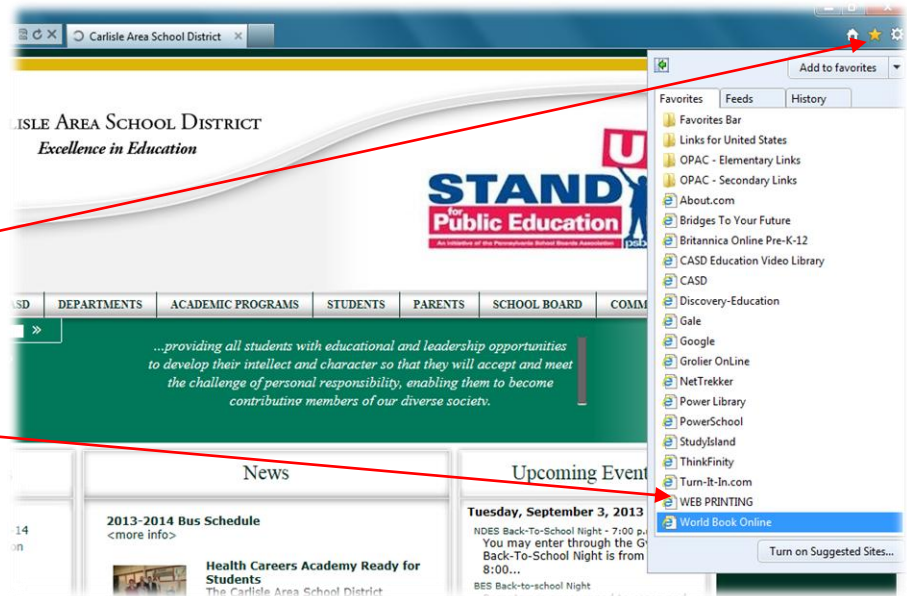
4. The PAPERCUT login screen will appear from IE link.
5. Use your CASD NETWORK LOGIN.

6. Your PAPERCUT login will send you to the SUMMARY screen. This gives you a listing of your activities for printing.

IGNORE fees. There are NO fees to print to CHS.

7. Locate and click on WEB PRINT from menu on left side.

8. The WEB PRINT menu shows all the ACTIVE or CURRENT print jobs submitted.
9. To create a new print job, click on SUBMIT A JOB link *(see picture to the right)*.
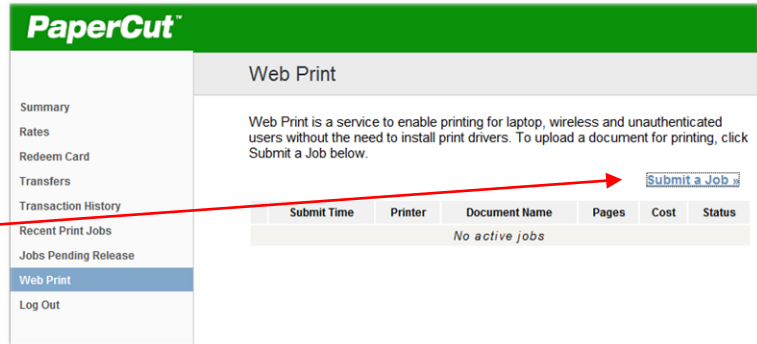
10. The available printers are listed in STEP 1 of WEB PRINT. Click on your nearest print option and then click on PRINTER OPTIONS AND ACCOUNT SELECTION.

NOTE: only Library and Lab printers are available to student printing services.

11. STEP 2 asks for how many COPIES. Leave the default number as 1. Do not PRINT more than 1 copy without permission. Click on UPLOAD DOCUMENT.
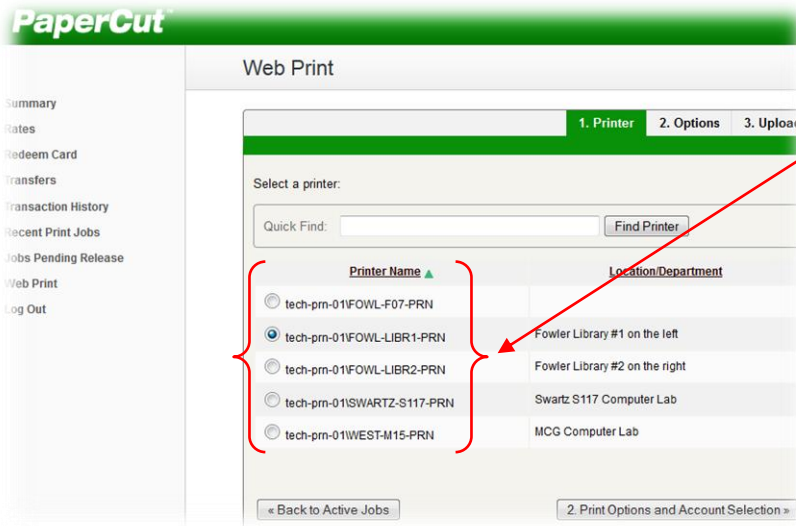
12. Click BROWSE to locate and upload the file to print.
13. Accepted FILE TYPES are PDF and any Microsoft Office documents (Word, Excel and PowerPoint). Browse to the location of your document for printing. Click on UPLOAD & COMPLETE.
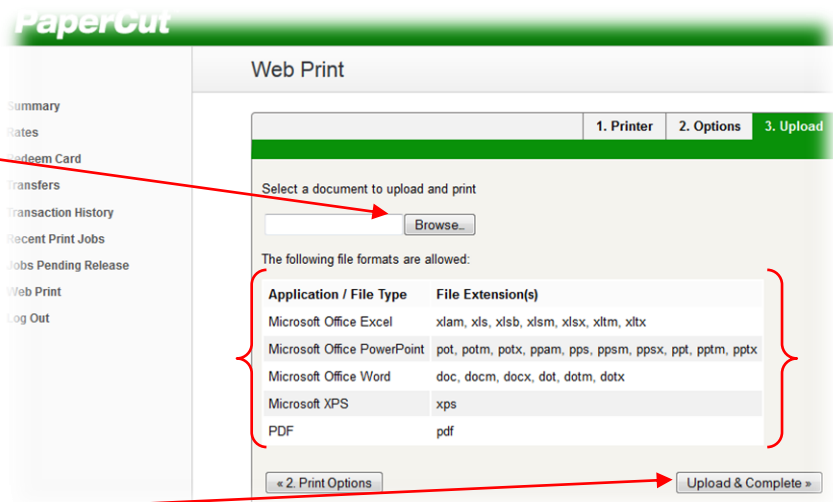
14. Your printing should now be complete. Please claim your hardcopy (i.e. printed document) from its printing location as soon as possible.