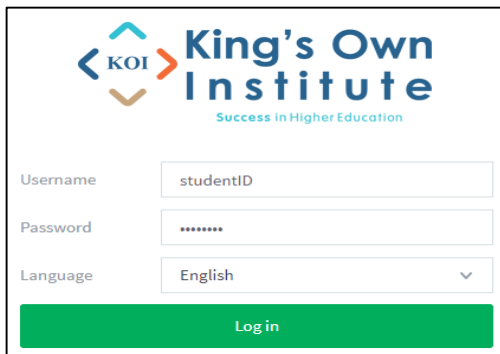


PRINT FROM YOUR OWN DEVICE




King's Own Institute
Success in Higher Education

Username: studentID
Password: *****
Language: English

Log in

STEP 1 Go to <http://webprint.koi.edu.au>

STEP 2 Login with your **student ID** and **Password**



PaperCutMF

Summary

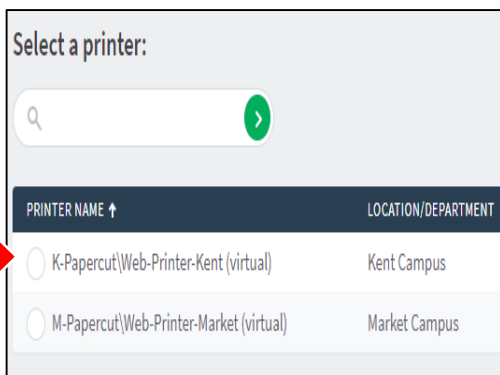
BALANCE
\$15.00

Activity

Web Print

STEP 3 Click the **“Web Print”** link in the navigation bar

STEP 4 Then click the **“Submit a Job >>”** button on the Web Print page



Select a printer:

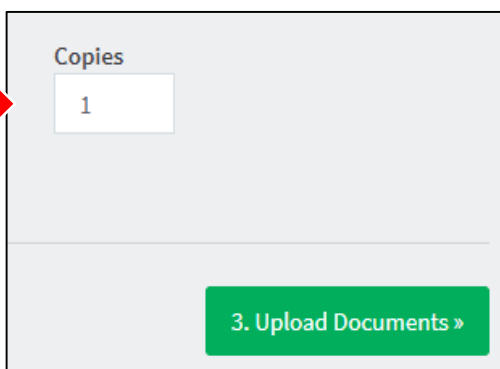
PRINTER NAME ↑ LOCATION/DEPARTMENT

K-Papercut\Web-Printer-Kent (virtual) Kent Campus

M-Papercut\Web-Printer-Market (virtual) Market Campus

STEP 5 **Select a printer** from the list based on your current location.

STEP 6 Then click **“2.Print Options and Account Selection >>”** button

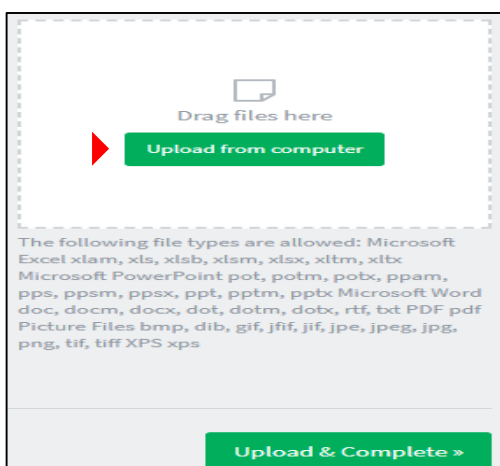


Copies: 1

3. Upload Documents »

STEP 7 Choose how many copies you wish to print your documents

STEP 8 Then click **“3.Upload Documents>>”** button



Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, 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, txt
PDF pdf
Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS xps

Upload & Complete »

STEP 9 Click **“Upload from computer”** button OR **“drag files to the box”**

STEP 10 Click **“Upload & Complete”** button, to submit your documents for printing

STEP 11 Go to **“Release Station”** OR **“Printer”** to print your documents