PRINTING INSTRUCTIONS

Printing facilities are available through the School's library. Students are given printing credits when they start their education at Churchlands and can top these credits up at any time by going to the admin office and speaking with a member of the admin team. Printing can be achieved by uploading the document to our Papercut webprint facility and collecting the document from the Library printer. Further instructions below.

1. Papercut Webprint is accessible through SEQTA. Go to the Churchlands High School website (https:www.churchlands.wa.edu.au) and click on the student tab, then SEQTA.

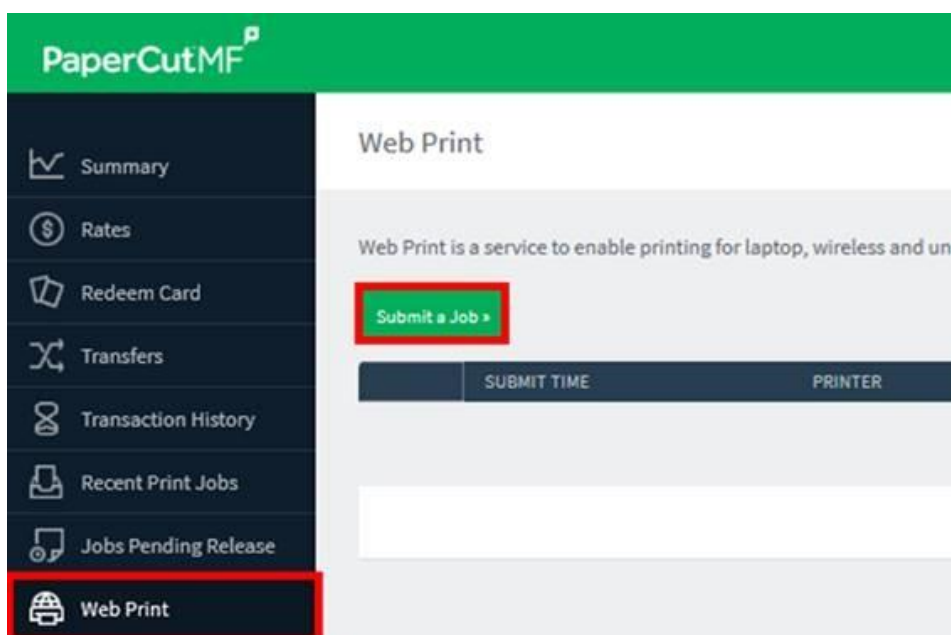2. Login to SEQTA with your School account.

3. On your SEQTA welcome page click on the PaperCutMF box as shown below. This will take you to the school's Papercut website.

4. Login to Papercut with your school account.

5. On Papercut's home screen select Web Print. This will take you to a new page where you can press the Submit a Job button.

6. You now need to select the options for printing by selecting from the list shown below. **READ THE OPTIONS CAREFULLY BEFORE CONTINUING!**

   The options are as following:
   - Colour vs. Black & White (B&W)
   - Single Sided vs. Double Sided
   - A4 page size vs. A3 page size (A4 is normal size, A3 is larger)

   If you wish to print in A3, it is important to format your document to A3 size otherwise it will not print!

   Choose the option that matches your choices above and then press the 'Print Options and Account Selection' on the bottom right. E.g. to print a single sided, black & white, A4 page you would select the first option listed.
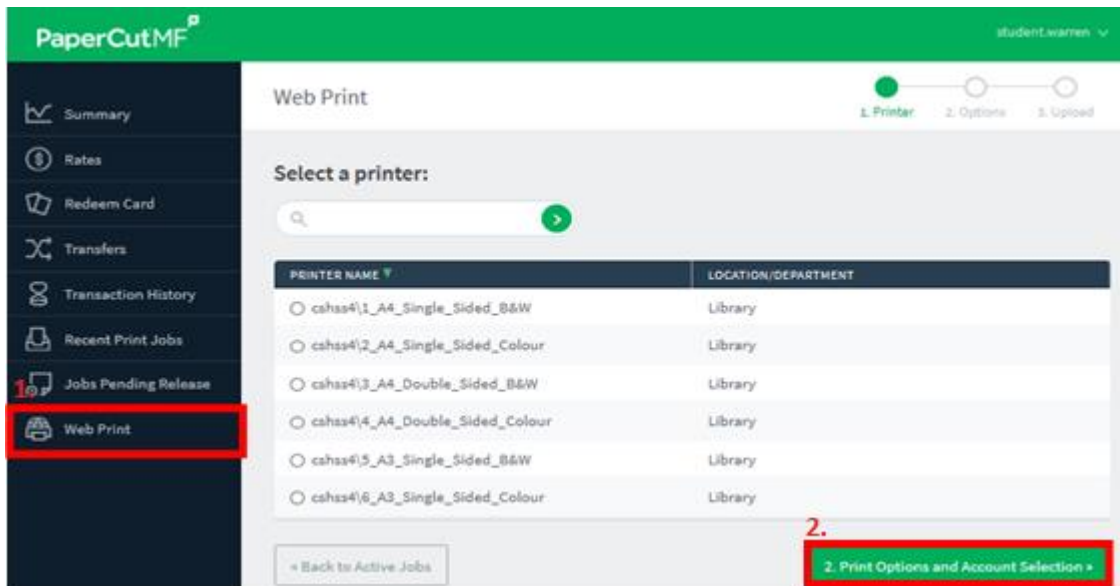

7. Now select how many copies you want to print and then click upload document.
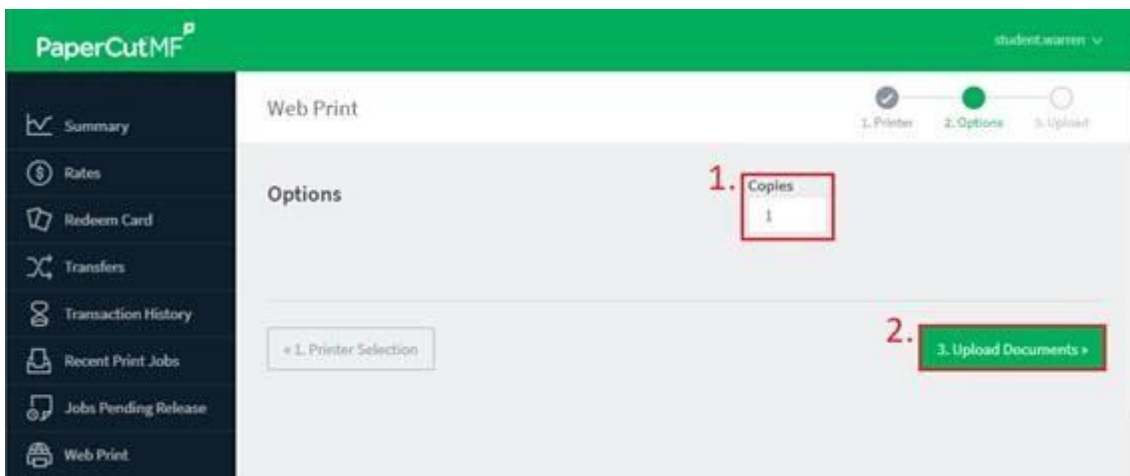
8. There are two ways to upload a document. Clicking 'upload a document' and navigating to the file you want to print or you can drag and drop the file into the 'drag files here' box. After you've uploaded your file click 'Upload & Complete'
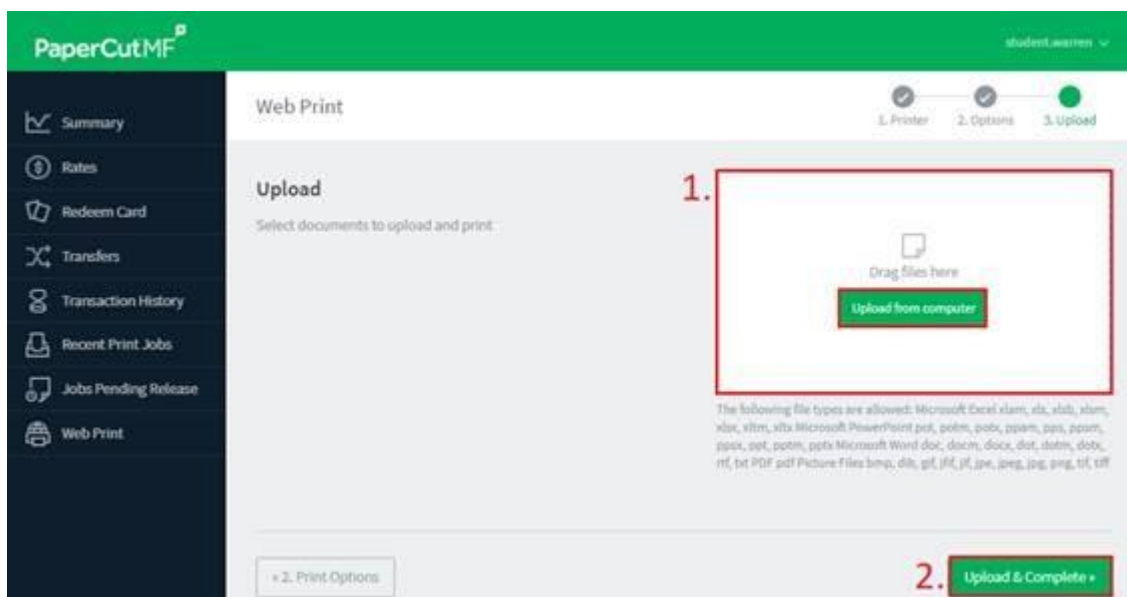
9. When the status of your print job says finished you'll be able to collect your work from the library printer.
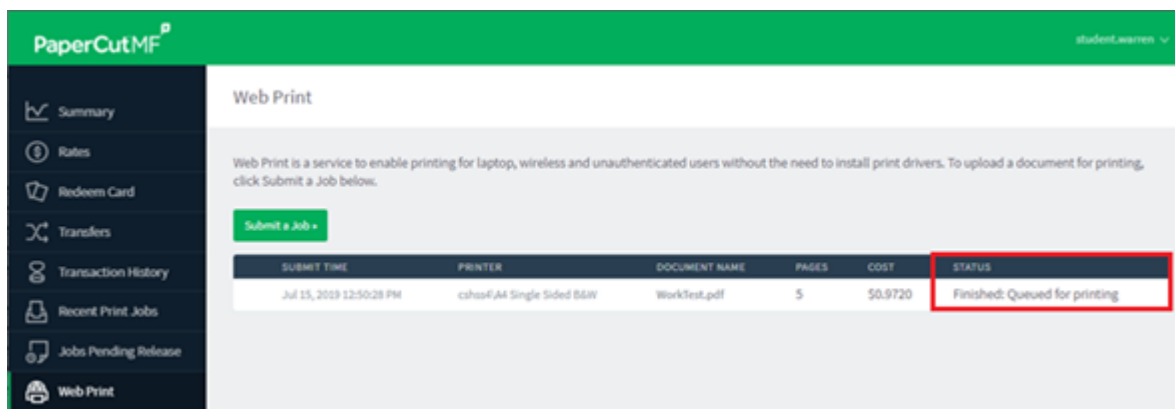
10. The library support staff will be able to assist with any printing issue that you may encounter.

11. If you wish to scan, copy or email work to yourself please refer to the flash cards that are around the library printer.