

Printing from a Chromebooks Using PaperCut Release Stations

Prepared by De Soto School District 73 Technology Services

August 2016

NOTE: When printing from your Chromebook, your document *MUST* be a PDF.

In most cases you will be printing a Google Doc or a Microsoft Office document. In either situation, you will have to convert that document to a PDF before you can print it from your Chromebook. There are multiple ways to convert the documents to PDFs on a Chromebook. We will go over a few options, a simple Google search will find many more ways to do it.

Converting an Microsoft Office document from Google Drive:

1. Double click any Office document in your Google Drive.
2. A window will open giving you a preview of your document. At the top you will see a printer icon. Click the printer icon.
3. On the left side of the screen you will see the save button. Click the save button
4. A new window opens where you can save your document. I recommend Google Drive so you can access your files from anywhere. Rename the document and click the Save button.
5. The document is now saved as a PDF in your Google Drive.

Converting a Google Doc from Google Drive:

1. Open any Google Doc from your Google Drive
2. When your document loads, click the drop-down box File > Download as > PDF Document (.pdf)
3. Now it would be a good idea to upload the new PDF to Google Drive. With Google Drive open, click on NEW and select File upload.
4. Locate your PDF under downloads and select OPEN.
5. Your PDF is now in your Google Drive

You can print from your Chromebook two different ways. You can print from your Chrome browser or from the school website. The addresses are:

De Soto HS - <http://dhs-dc02:9191/user>

De Soto Junior HS - <http://djhs-dc02:9191/user>

Printing from the Chrome browser:

1. On the top left of your Chrome browser you will see your “desoto.k12.mo.us bookmarks” button.
2. When you click the bookmarks button you will be given the “DHS Web Print” option and the “DJHS Web Print” option. Click on the appropriate location for your printing needs.
3. The PaperCut browser opens, enter your username and password.
4. The PaperCut interface will open, on the left navigation options, choose “Web Print”
5. In the center of the page, click on the button that says “Submit a Job”
6. A list of available printers will appear. Click the circle next to the printer you want to print to and click on the “Print Options and Account Selections” button.
7. The next screen gives you the option to print multiple copies. Select your desired amount of prints and click “Upload Documents” button.
8. Click the “Upload from computer” button.
9. Navigate to the location of your PDF, if you followed this guide, it should be under “My Drive”
10. Select your document and click the “Open” button.
11. You should see your PDF in the box ready to be printer. Click the “Upload & Complete” button.
12. You will now see your PDF being submitted to be printed.

Printing from the school website:

1. In your browser, type in www.desoto.k12.mo.us
2. On the top left corner you will see a drop down box named “Select a School,” click the box and select the school you will be printing from.
3. Select the “Students” drop down box and select the “DHS or DJHS (depending on your location) Web Print” option.
4. The PaperCut browser opens, enter your username and password.
5. The PaperCut interface will open, on the left navigation options, choose “Web Print”
6. In the center of the page, click on the button that says “Submit a Job”
7. A list of available printers will appear. Click the circle next to the printer you want to print to and click on the “Print Options and Account Selections” button.
8. The next screen gives you the option to print multiple copies. Select your desired amount of prints and click “Upload Documents” button.
9. Click the “Upload from computer” button.
10. Navigate to the location of your PDF, if you followed this guide, it should be under “My Drive”
11. Select your document and click the “Open” button.
12. You should see your PDF in the box ready to be printer. Click the “Upload & Complete” button.
13. You will now see your PDF being submitted to be printed.

You now can go the the Print Station you are printing to.

Accessing the Print Station:

1. At the Release Station, enter your Lunch PIN. If you enter it incorrectly or if you enter it too slowly, a small window will open saying "This card is not registered with the system. Would you like to register a new account?" Click on NO
2. After entering your Lunch PIN, you will be able to see all your documents in the queue. You will see information about who printed it, the printer it is being printer to, the document name, where it was printed from, how many pages being printed, and the cost for printing the document.
3. You can now click "Print" to print the document or you can click "Cancel" to cancel the print job.