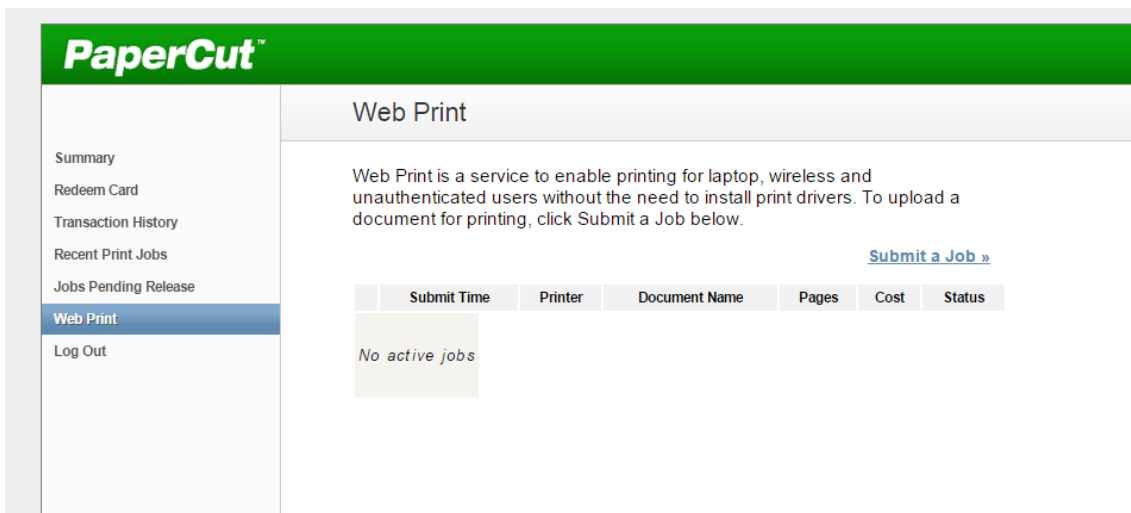


BYOD Web Printing @RBSC Library

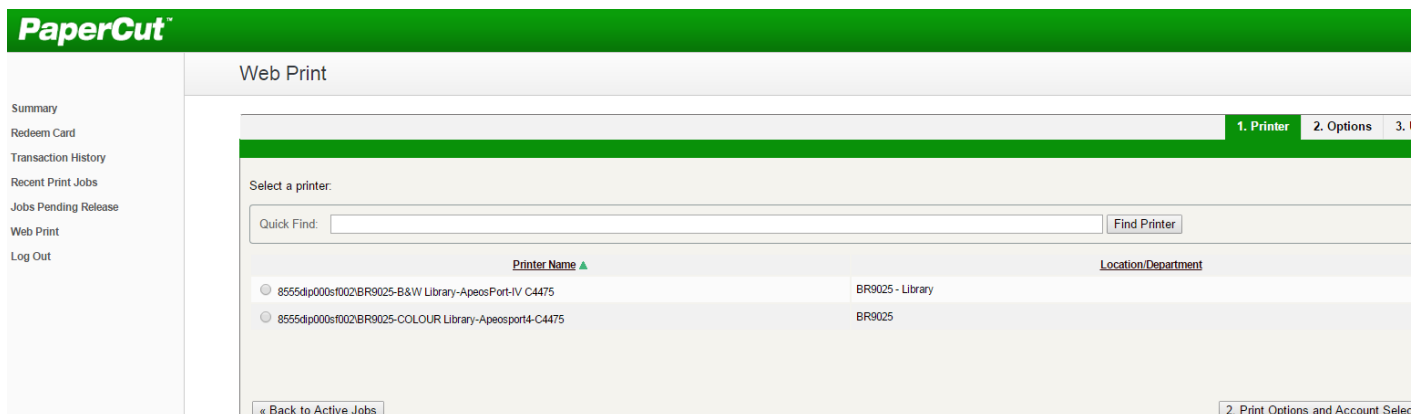
1. Browse to: <http://detnsw.net>
2. Logging into portal with: firstname.lastname@detnsw
3. Go to www.rbsclibrary.com
4. On the homepage, scroll down and select **Print from BYOD Laptop**
5. Log on to your **PaperCut** web printing account <http://tinyurl.com/hvv5flt> with your portal username and password.

NOTE: For Wireless printing, files should be in PDF format only.

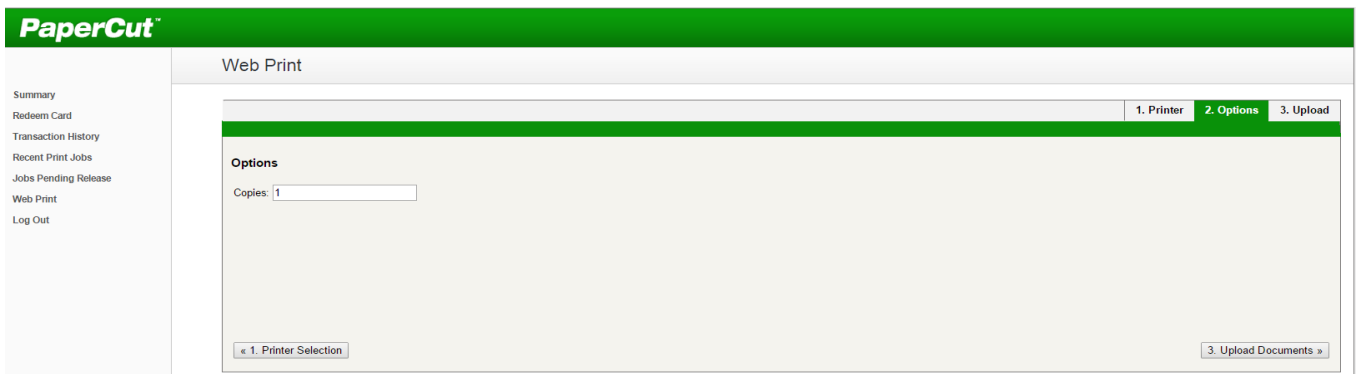
6. Once logged into your account, click on “**Web Print**” from the selection bar at the left. Choose “**Submit a job>>**”.



7. To print in black & white, choose the printer **BR9025-B&W Library-ApeosPort-V C4476**
To print in colour, choose the printer **BR9025-COLOUR Library-Apeosport-V-C4476**
Select **2. Print options and Account Selection>>**

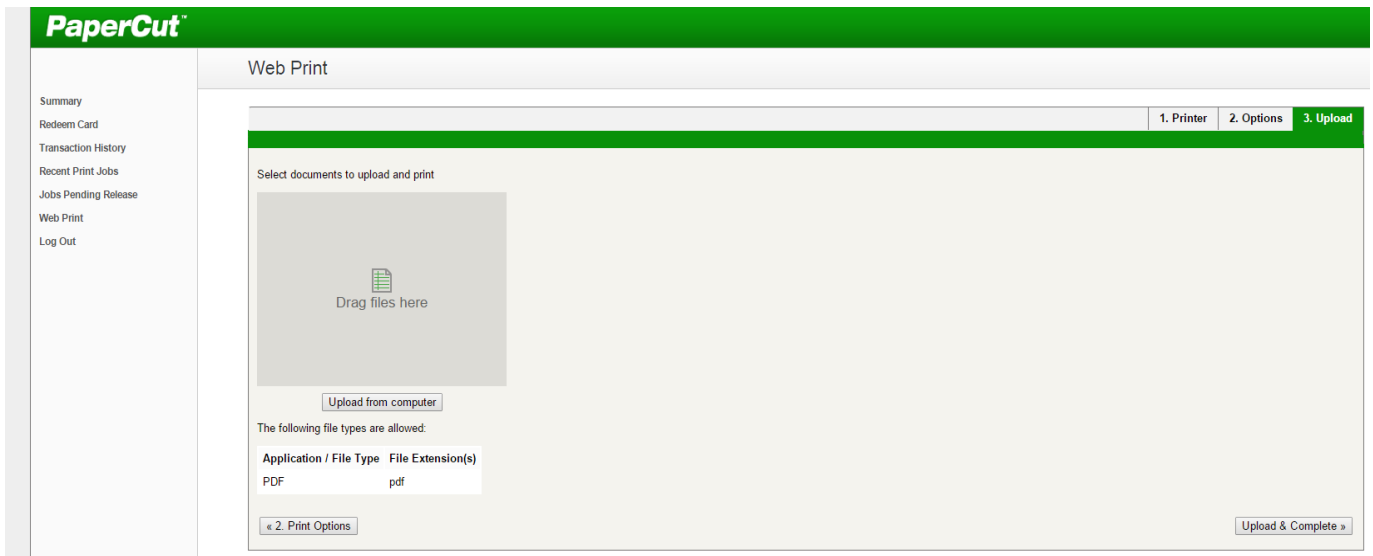


8. In Options type the number of copies you would like to print.
Select **3.Upload Documents>>**



9. To select the documents, drag the files into the box or choose **Upload from computer**. After uploading the document, select **Upload & Complete**>>

NOTE: For Wireless printing, files should be in PDF format only.



10. Don't forget to collect your printouts from the printer/copier in the library once you finish printing!

