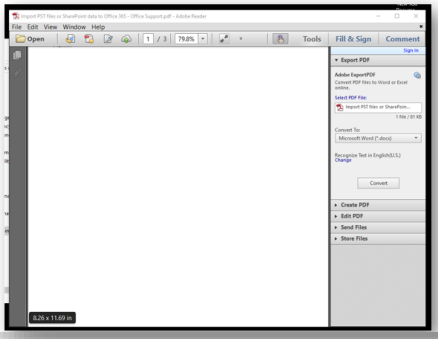
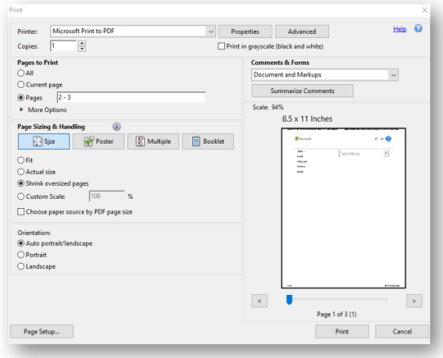
Student Print manual

Step 1: Upload your printing job
Step 2: Release your job and start to print

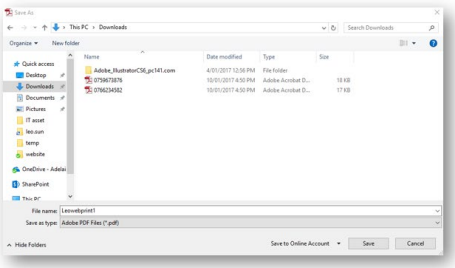
- You cannot choose printing pages, you have to print all pages of one file. How to cut your pages?



- For example
- I have a 3 pages pdf but I only want to print the second and third page.



- Print to PDF
- Pages 2-3
- Print
- Save as another name in your "Downloads"



- Save as another name in "Download" folder
- For example:

  "111"

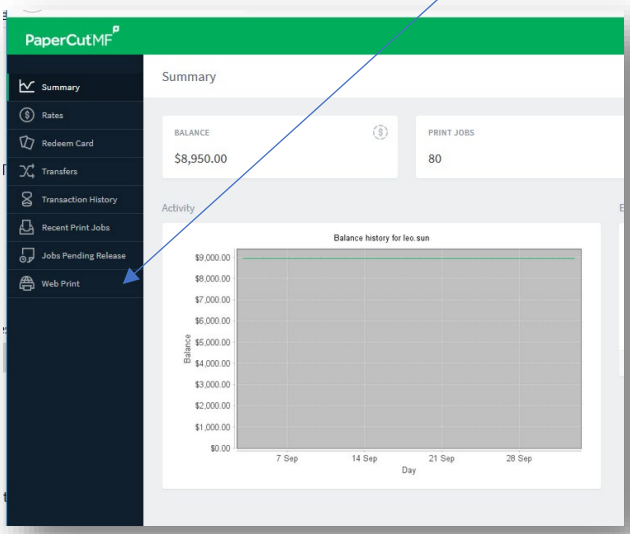
Step 1: Upload your printing job

A. Go to http://aihe.sa.edu.au/student-portal/

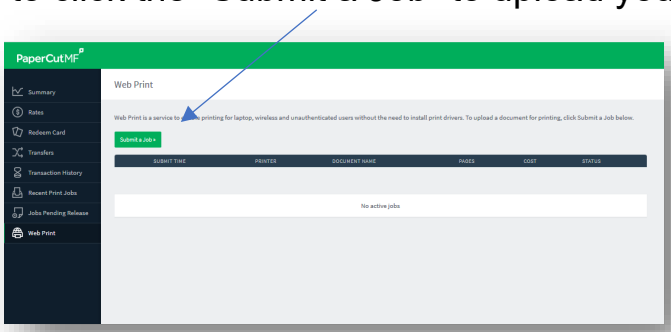
B. Click the link “Webprint”, you will see:

C. Put your student ID and password

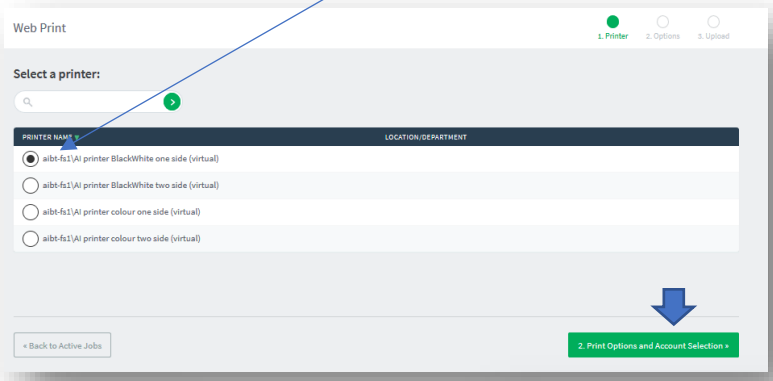
D. After your login, you can click the “Web Print” on the page.

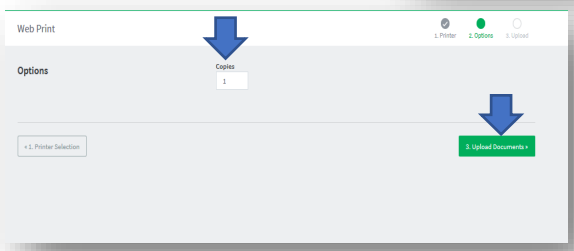


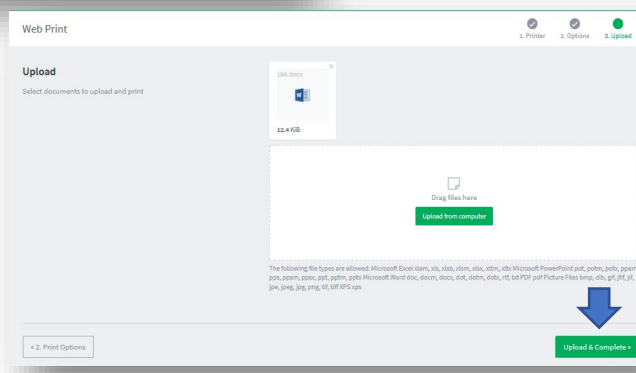
E. You need to click the “Submit a Job” to upload your printing.



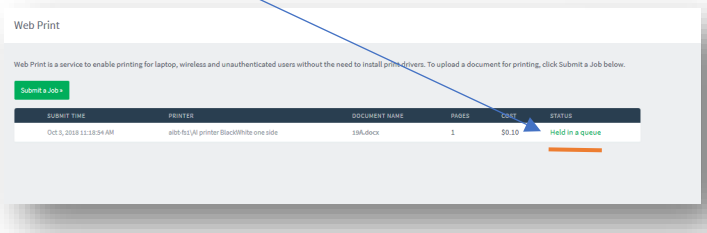
F. You can choose different options print







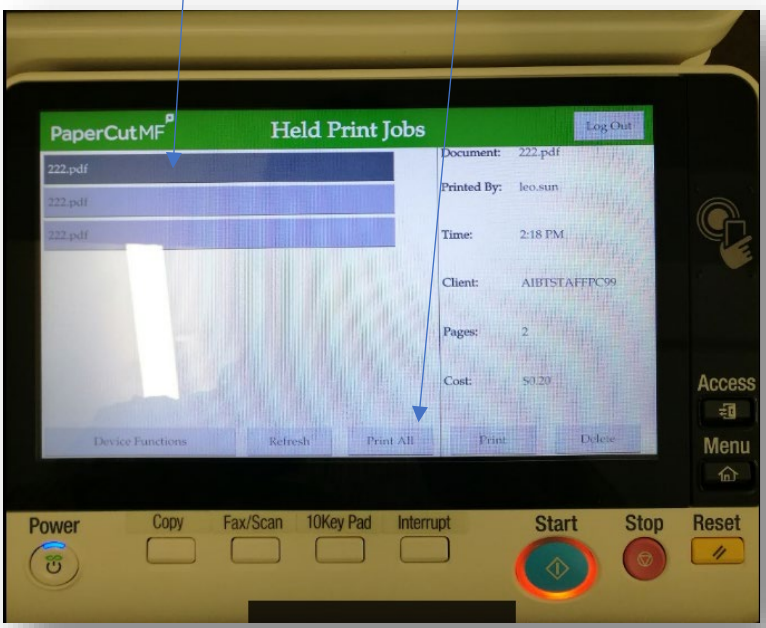
G. You already successfully uploaded you printing job



Step 2: Release your job and start to print

H. Go to the printer and login with your student card

I. Release one of your job or all of them.



J. You also can use “Device Functions” to scan or copy

If you have any questions, please send email to servicedesk@aihe.sa.edu.au