

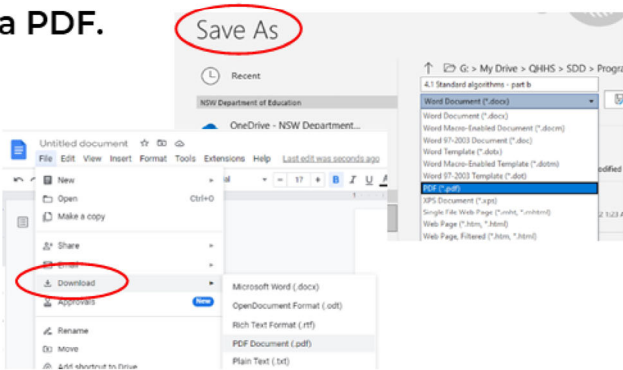
# Printing at school

## Using the library printer with your BYOD computer

Before you can print, you need credit in your print/copy account. Payments can be made to the front office (\$5 minimum).

**IMPORTANT:** Web Print only works for PDF and common graphics file types. Many apps have an option to Save As or Download as a PDF.

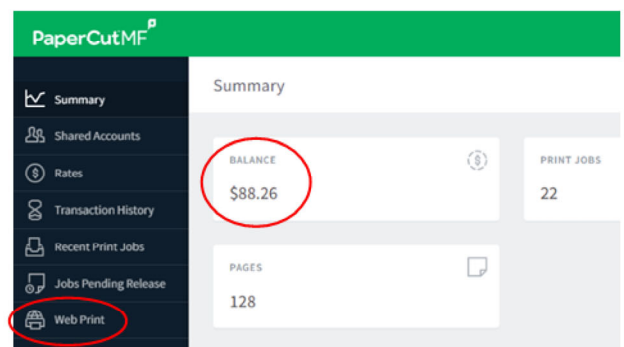
**Step 1:** Prepare your files by saving as a PDF.



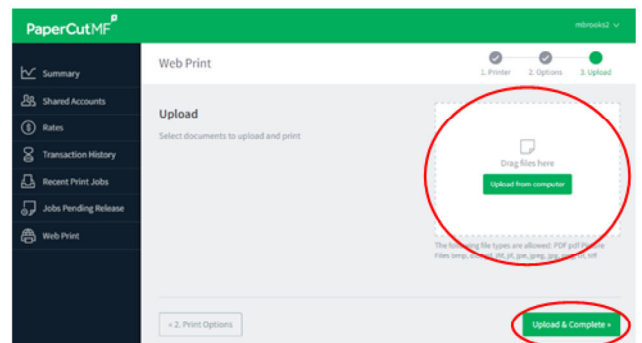
**Step 2:** In a web browser, go to [bit.ly/QHHSprint](http://bit.ly/QHHSprint) and sign in with your school username and password.



**Step 3:** Check that you have enough credit in your account before selecting Web Print.



**Step 4:** Select Next until you see this screen. Drag your file(s) into the box. Select Upload & Complete.



**Step 5:** Remember to collect your prints.

### Cost of printing

Type	A4	A4 (double sided)	A3	A3 (double sided)
Mono	\$0.05	\$0.10	\$0.10	\$0.20
Colour	\$0.20	\$0.40	\$0.40	\$0.80

### Quick start

Go to [bit.ly/QHHSprint](http://bit.ly/QHHSprint)