ST ANDREW'S COLLEGE

Web Print Guide

Print to any college printer from web browser on any device
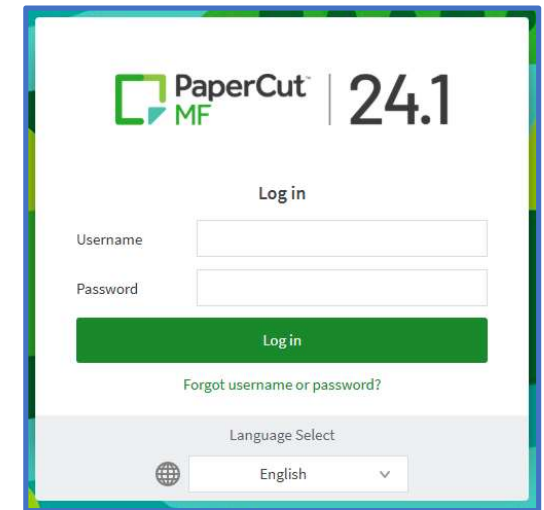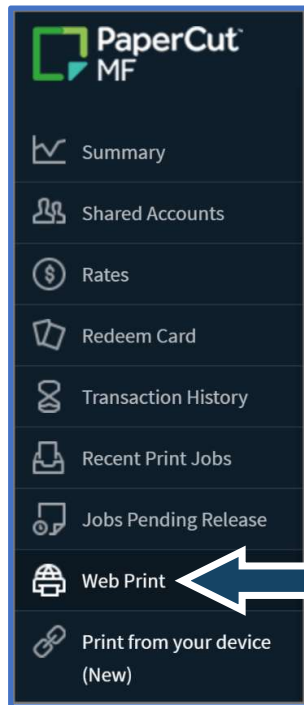
Access Web Print

- Go to **printing.stac.school.nz**
- Log in using your StAC username and password.

- Click **Web Print** in the sidebar on the left of the web page.

Configure print options

- Click **Submit a Job »**

- Select the paper size (A3 or A4), colour (Black & White or Colour), and duplex option (Single-sided or Double-sided), then click **Print Options and Account Selection »**

- In the **Copies** field, type in how many copies you want to print, then click **Upload Documents »**

- Upload your documents by dragging them to the web page, or click **Upload from computer** to select the file manually.

- Click **Upload & Complete »** to send the print job to the printer queue.

St Andrew's College

At the printer
(after sending to the printer queue)

- Swipe your ID card **OR** Enter your StAC username and password to log in.

- Touch **Print release**, select your document(s), then **Print**.