



User Web Interface

Please note that **you have to be on Campus** in order for SharkPrint to work!!



Open your web browser and type <http://www.nova.edu/sharkprint>

NOVA SOUTHEASTERN UNIVERSITY

Login using your SharkPrint account.

Username

Password

Language

[Create a New Print Account](#)

Enter your SharkPrint username and password

1

Click Login

2

Overview

When you login you are taken into the summary page.



PRINT ACCOUNTING
Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Logout

Summary

User name	Your Name here
Balance	\$5.00
Total print jobs	0
Total pages	0

Activity

You can review your account balance and print jobs.

Click Rates to view page cost at different locations

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Rates:

Printer ▲	Page Cost	Grayscale Discount	Duplex Discount	Details
device\pay-station-HPDA09	\$0.10			
device\pay-station-HPDA31	\$0.10			
device\pay-station-HPDAPS1	\$0.10			
device\pay-station-Jacques	\$0.10			
device\pay-station-kdlc02	\$0.10			
device\pay-station-kdlc17	\$0.10			
device\pay-station-kdlc18	\$0.10			

Page cost per location will be displayed here

Transaction History

▼ [Show Filter](#) [filter active: [remove](#)]

Transaction date ▼	Transacted by	Amount	Balance after	Transaction type	Comment
Apr 28, 2010 11:09:36 AM	[system] (print)	(\$0.30)	\$4.70	Printer Usage	

[Export/Print](#)   

Lists your print jobs

Recent Print Jobs

▼ [Show Filter](#) [filter active: [remove](#)]

Usage Date ▼	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Apr 28, 2010 11:09:32 AM	your name	p4pmainLIB04P	3	\$0.30	order_history.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 530 kb 137.52.178.251 PCL6 Web Print	Printed request refund

[Export/Print](#) 

Lists your
print jobs

1

To request a
refund, click
refund request

2

Refund Request

All refund requests will be reviewed by the administrator.

Job Details	
Time	Apr 28, 2010 11:09:32 AM
Pages	3
Cost	\$0.30
Document Name	order_history.pdf
Printer	p4pmain\LIB04P

Refund Details	
<input type="radio"/> Full amount	
<input checked="" type="radio"/> Partial amount:	<input type="text" value="\$0.10"/>
Reason for Request	<input type="text" value="There was a paper jam and one of my pages did not print."/>
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	


1 Select the type of refund you need

2 Enter a reason for your refund request

3 Click Send

 Your refund request has been sent.

Show Filter [filter active: [remove](#)]

Usage Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Apr 28, 2010 11:09:32 AM		p4pmain\LIB04P	3	\$0.30	order_history.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 530 kb 137.52.176.251 PCL6 Web Print	Printed  Refund Pending

[Export/Print](#)   

Your refund request confirmation

▼ Show Filter [filter active: [remove](#)]

Usage Date ▼	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Apr 28, 2010 11:09:32 AM		p4pmain\LIB04P	3	\$0.30	order_history.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 530 kb 137.52.176.251	Printed Refund Pending

[Export/Print](#)   


Refund Pending
 Amount requested: \$0.10
 Reason: There was a paper jam and one of my pages did not print.
 Requested: Apr 28, 2010 11:16:53 AM

Click Refund Pending to view the details of your request.

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 56) Your balance: \$4.70

	Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
	Apr 28, 2010 11:20:02 AM	p4pmain\PRS_Color	Auerbach.VMware.C... st.Prepare.Oct.2008.pdf	137.52.176.251	905	\$181.00	[print] [cancel]

Lists jobs pending release

Web Print

Utilize for any workstation or laptop on any NSU campus!

From the menu, select **Web Print**

1

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Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> p4pmain\PRS_BW (virtual)	
<input type="radio"/> p4pmain\PRS_Color (virtual)	
<input type="radio"/> mclvegps\labaprinter	
<input type="radio"/> mclvegps\prs_bw (virtual)	
<input type="radio"/> mclvegps\prs_color (virtual)	
<input checked="" type="radio"/> p4pmain\LIB04P	Library Room 1046

« Back to Active Jobs

2. Print Options and Account Selection »

Select printer to send print job to

2

Click on Print Options and Account Selection

3

Web Print

Options

Copies:

« 1. Printer Selection » 3. Upload Document »

4
Select how many copies you need

5
Select Upload Document

Web Print

Select a document to upload and print

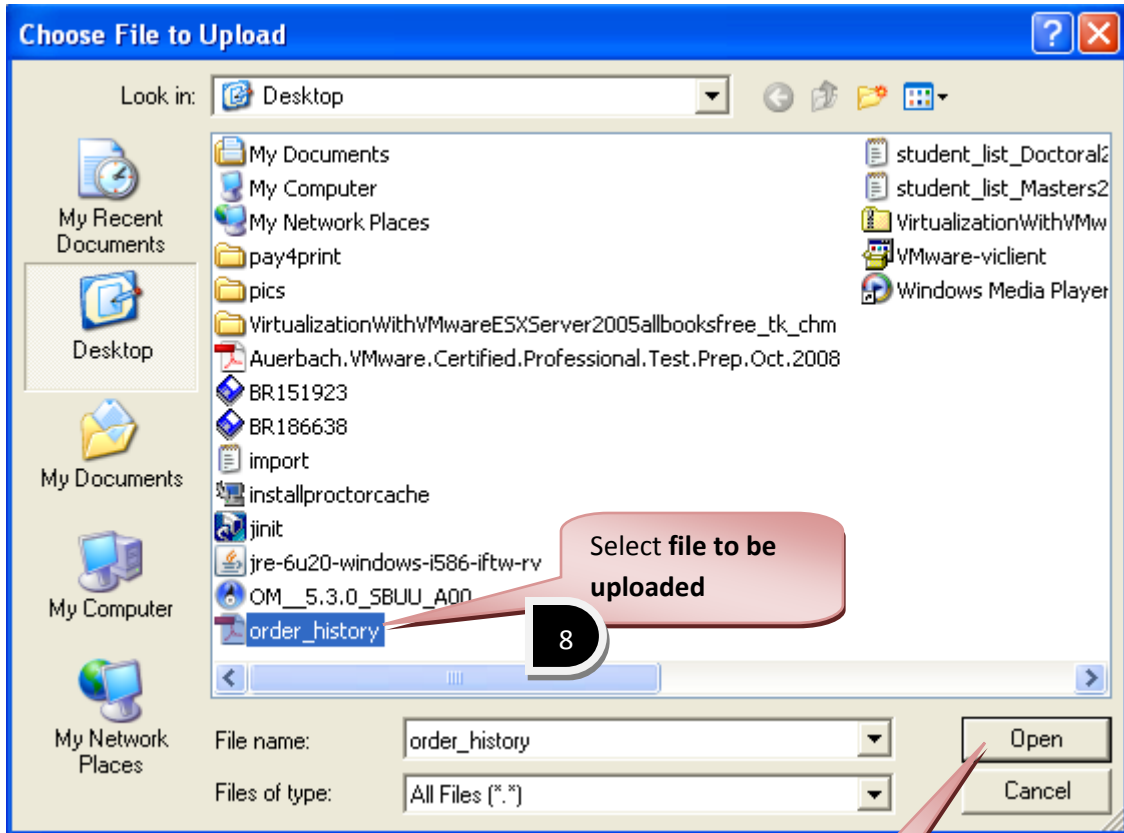
The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xl
Microsoft Office PowerPoint	pot, potm, ppt, pptx
Microsoft Office Word	doc, docm, dotm, dotx
Microsoft XPS	xps
PDF	pdf

« 2. Print Options » Upload & Complete »

6
Select **Browse** to upload a file.

7
Select Upload & Complete



Web Print

Select a document to upload and print

C:\Documents and Settings Browse...

Make sure your file link shows here

10

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xlsm, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

Note: These are the only formats SharkPrint supports

Upload & Complete »

Click Upload & Complete

11

Web Print

Select a document to upload and print

C:\Documents and Settings Browse...



Your document is uploading...

12



Your document was successfully submitted. See the table below to track its status.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Active Jobs

	Submit Time	Printer	Document Name	Pages	Cost	Status
	Apr 28, 2010 11:09:21 AM	p4pmain\LIB04P	order_history.pdf			Submitting

[Submit a Job >](#)

Your document was successfully submitted to the printer