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](http://www.nova.edu/sharkprint)

1. Enter your SharkPrint username and password
2. Click Login
Overview

When you login you are taken into the summary page.

You can review your account balance and print jobs.

Click Rates to view page cost at different locations.
### Rates:

<table>
<thead>
<tr>
<th>Printer</th>
<th>Page Cost</th>
<th>Grayscale Discount</th>
<th>Duplex Discount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>device\print\station-HPDA09</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>device\print\station-HPDA31</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>device\print\station-HPDAPS1</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>device\print\station-Jacques</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>device\print\station-kdlc02</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>device\print\station-kdlc17</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>device\print\station-kdlc18</td>
<td>$0.10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page cost per location will be displayed here.

### Transaction History

<table>
<thead>
<tr>
<th>Transaction date</th>
<th>Transacted by</th>
<th>Amount</th>
<th>Balance after</th>
<th>Transaction type</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 28, 2010 11:00:35 AM</td>
<td>[system] (print)</td>
<td>$(0.30)</td>
<td>$4.70</td>
<td>Printer Usage</td>
<td></td>
</tr>
</tbody>
</table>

Lists your print jobs.
# Recent Print Jobs

To request a refund, click refund request.

- **Usage Date**: Apr 28, 2019 11:09:32 AM
- **Charged To**: your name
- **Printer**: p4print\1604P
- **Pages**: 3
- **Cost**: $0.30
- **Document Name**: order_history.pdf
- **Attributes**: LETTER (ANSI/A)
  - Duplex: No
  - Grayscale: Yes
  - 530 lb
  - 157.52 176 251
- **Status**: Printed
  - [request refund]

---

1. Lists your print jobs
2. To request a refund, click refund request
Refund Request

All refund requests will be reviewed by the administrator.

Select the type of refund you need

Reason for Request

Enter a reason for your refund request

Click Send

Your refund request has been sent.
Click Refund Pending to view the details of your request.

Jobs Pending Release

Lists jobs pending release
Web Print

Utilize for any workstation or laptop on any NSU campus!

1. From the menu, select Web Print

2. Select printer to send print job to

3. Click on Print Options and Account Selection
1. Select how many copies you need
2. Select Upload Document
3. Select Browse to upload a file.
4. Upload & Complete
Select file to be uploaded

Click Open
Make sure your file link shows here

Note: These are the only formats SharkPrint supports

Click Upload & Complete

Your document is uploading...
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

<table>
<thead>
<tr>
<th>Submit Time</th>
<th>Printer</th>
<th>Document Name</th>
<th>Pages</th>
<th>Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 28, 2010 11:09:21 AM</td>
<td>p4pmnlLB04P</td>
<td>order_history.pdf</td>
<td></td>
<td></td>
<td>Submitting</td>
</tr>
</tbody>
</table>

Submit a Job