

Web Print

Utilize for any workstation or laptop on any NSU campus!

From the menu, select **Web Print**

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

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 »

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Select printer to send print job to

3

Click on Print Options and Account Selection

Web Print

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2. Options

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Options

Copies:

Select how many copies you need

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« 1. Printer Selection

3. Upload Document »

Select Upload Document

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Web Print

1. Printer

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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 |

Select **Browse** to upload a file.

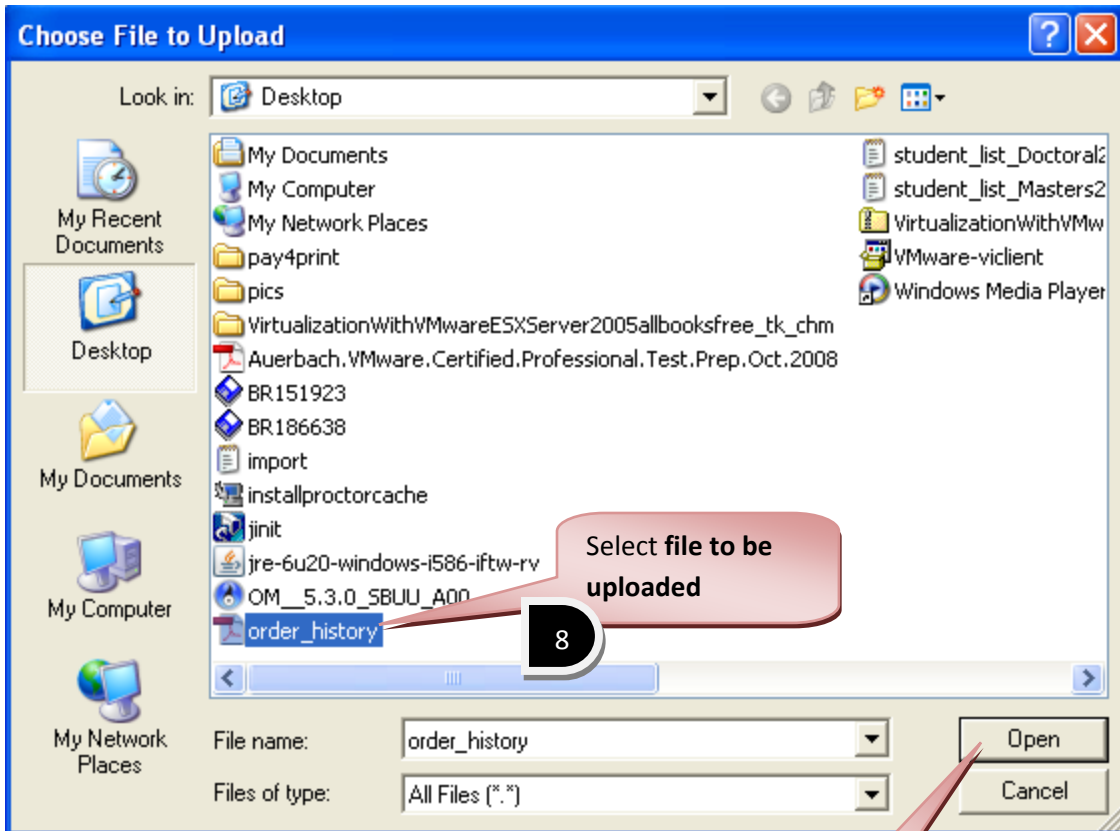
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« 2. Print Options

Upload & Complete »

Select Upload & Complete

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Select a document to upload and print

C:\Documents and Setting Browse...

Make sure your file link shows here

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The following file formats are allowed:

| Application / File Type | File Extension(s) |
|-----------------------------|---|
| Microsoft Office Excel | xlam, xls, xlsb, 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

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Web Print

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Select a document to upload and print

C:\Documents and Setting Browse...



Your document is uploading...

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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