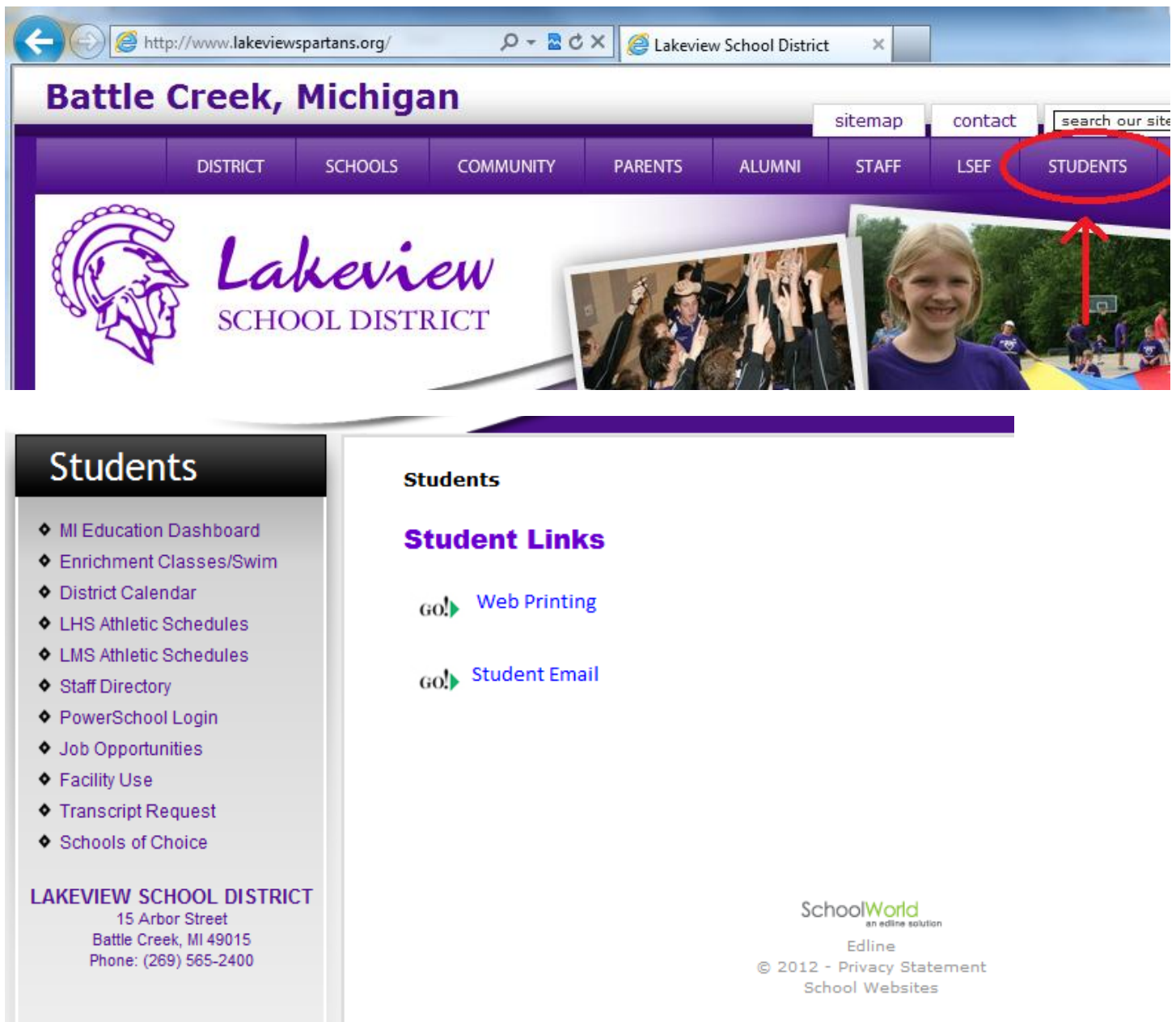


Lakeview Web Printing

(Version 1.0 – 1/6/12)

You can access our web printing feature by one of two ways:

1. You can open your web browser and open <https://webprint.lakeviewspartans.org/web>
2. Or, as pictured below, you can visit the Lakeview homepage and select the “Students” tab, and then select the “Web Printing” hyperlink, which will take you to the URL listed above.



The screenshot shows a web browser window with the address bar displaying <http://www.lakeviewspartans.org/>. The page title is "Lakeview School District". The main navigation menu includes links for DISTRICT, SCHOOLS, COMMUNITY, PARENTS, ALUMNI, STAFF, LSEF, and STUDENTS. The STUDENTS link is circled in red, and a red arrow points to it. Below the navigation menu is a banner for "Lakeview SCHOOL DISTRICT" featuring a logo and two photographs. The main content area is titled "Students" and contains a "Student Links" section with two links: "Web Printing" and "Student Email", each preceded by a "GO!" icon. The footer includes the SchoolWorld logo, the text "an edline solution", "Edline", and copyright information: "© 2012 - Privacy Statement School Websites".

Battle Creek, Michigan

sitemap contact search our site

DISTRICT SCHOOLS COMMUNITY PARENTS ALUMNI STAFF LSEF **STUDENTS**

Students

MI Education Dashboard
Enrichment Classes/Swim
District Calendar
LHS Athletic Schedules
LMS Athletic Schedules
Staff Directory
PowerSchool Login
Job Opportunities
Facility Use
Transcript Request
Schools of Choice

LAKEVIEW SCHOOL DISTRICT
15 Arbor Street
Battle Creek, MI 49015
Phone: (269) 565-2400

Students

Student Links

GO! [Web Printing](#)

GO! [Student Email](#)

SchoolWorld
an edline solution
Edline
© 2012 - Privacy Statement
School Websites

Once you arrive at the login screen, you can sign in with the same credentials that you use to login to any Lakeview computer.

Print Manager Plus[®]
WebAdvantage Suite



Welcome to the Web Printing Suite for Lakeview School District

User Name:

Password:

Please log in

 Log In

After signing in, you can view your dashboard. This particular part of the dashboard shows the “Balance & Credits” tab. Students will be able to view their account balance, and staff will likely have an unlimited balance.

Print Manager Plus[®]
WebAdvantage Suite

Primary Balance: \$0.99

Balance & Credits | [Web Printing](#) | [Release Jobs](#) | [Job History](#)

Balance Information

User Name:	hsstudent
Primary Balance:	\$0.99
Paid Balance:	\$0.00
Unlimited Printing:	Disabled

 Log Out

The next tab over, the “Web Printing” portion of the dashboard, has three sections that you need to address before printing a web document.

1. Section 1 allows you browse your file system for the file that you want to print. Once you select the “Select File...” button, you can browse to the particular document that you want to print. As you can see, there is a diverse set of supported file types. Our web printing feature allows you to print PDF files, Microsoft Word documents, Excel spreadsheets, PowerPoint presentations, and most photo formats.
2. Section 2 allows you to choose the printer that you want to print to. As of right now, we have a limited selection of printers, but more printers will be added to the list if/when the demand arises.
3. Section 3 allows you to specify how many copies and pages per sheet you would like to print. They are set to “1” by default.
4. Once you have your selections made, click the “Next” button in the lower left corner.

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WebAdvantage Suite

Primary Balance: \$0.99

[Balance & Credits](#) | [Web Printing](#) | [Release Jobs](#) | [Job History](#)

Choose a Document

1. Document:

Supported Types:

- PDF Documents (.pdf)
- Images (.jpg, .gif, .png, .tif, .bmp, .wpf, .emf)
- Documents (.doc, .docx, .txt, .rtf, .wps)
- Spreadsheets (.xls, .xlsx, .csv)
- Presentations (.ppt, .pptx)

Choose a Printer

2. Printer:

Printer Details: Prints Color: No
Prints Duplex: No

Printing Options

3. Copies: Pages per sheet:

Color: Print document in color

Print on: One side of page
 Both sides of page (flip vertically)
 Both sides of page (flip horizontally)



|

After hitting the “Next” button, you are directed to the confirmation page. Depending on the file size of the document that you’re trying to print, it may take a while to process the print job. Typically a 1-page Word document will only take about 5 seconds.

Print Manager Plus[®]
WebAdvantage Suite


Primary Balance: \$0.99

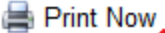
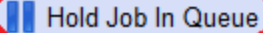
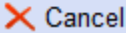
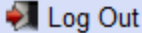
Print Job Confirmation

Your job is ready to be printed.

Printer: HS-2SW-HP4250
Total Pages: 1
Job Cost: \$0.01

Presentation.docx



   | 

Once it’s done processing, you have the option to “Print Now” or “Hold Job in Queue”. I would recommend holding the job in the queue until you’re ready to actually print the job. For example, if you printed a document to the 2nd Floor SW courtyard printer on a Sunday night from your home computer, it’s possible that someone will retrieve your print job before you physically arrive at the printer.

To “release” a print job that is held in your queue, click on the “Release Jobs” tab on your dashboard. You can view all of the print jobs that are stored in your print queue. If you’re ready to print a stored print job, just check each individual job that you would like to print, and then select the “Print” button at the bottom left. The job will be submitted to the printer listed in the 2nd column.

- * **Please be aware that print jobs will only stay in a print queue for up to 24 hours.**
- * Print jobs are automatically cleared if they are not printed within the 24-hour time limit.

Print Manager Plus[®]
WebAdvantage Suite

Primary Balance: \$0.99

Balance & Credits | Web Printing | **Release Jobs** | Job History

▼ Show Filters

Held Print Jobs Refresh

Page 1 of 1

Job Name	Printer	Submitted	Size	Color	Pages	Cost
Presentation.docx	HS-2SW-HP4250	1/6/2012 12:10:15 PM	Letter	No	1	\$0.01

1

Print Delete | Log Out

If you would like to view your job history, you can click on the “Job History” tab on your dashboard. All print jobs will display here that shows the printed it was printed to and the associated “cost” with each job.

Print Manager Plus[®]
WebAdvantage Suite

Primary Balance: \$0.99

Balance & Credits | Web Printing | Release Jobs | **Job History**

User: hsstudent Server: (All Servers) Printer: (All Printers) From: 1/6/2012 To: 1/6/2012 Show Jobs

Job History

Page 1 of 1

Job Name	Server	Printer	Submitted	Color	Pages	Cost
Microsoft Word - Document1	\\PRINT2	HS-2NW-HP4250	1/6/2012 11:59:11 AM	No	1	\$0.01

1

Log Out