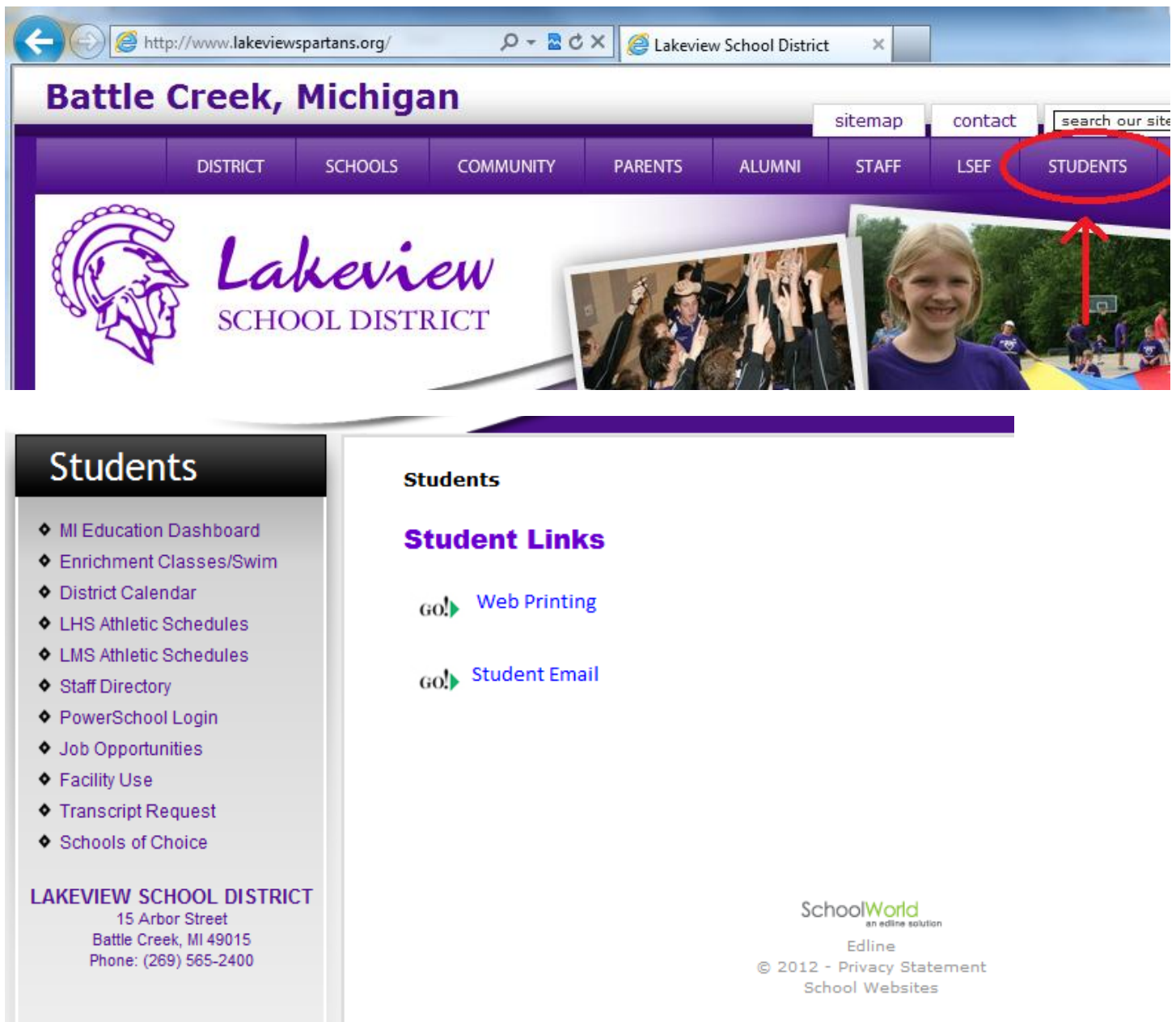# Lakeview Web Printing

(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.

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

After singing 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.

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.

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.
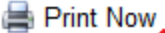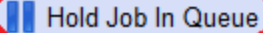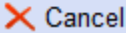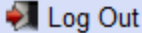
Once it's done processing, you have the option to "Print Now" or "Hold Job in Queue". I would recommend holding the job in the queue until you're ready to actually print the job. For example, if you printed a document to the 2nd Floor SW courtyard printer on a Sunday night from your home computer, it's 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.

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

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.