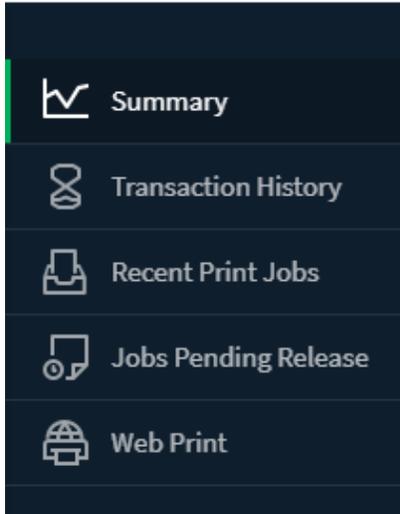


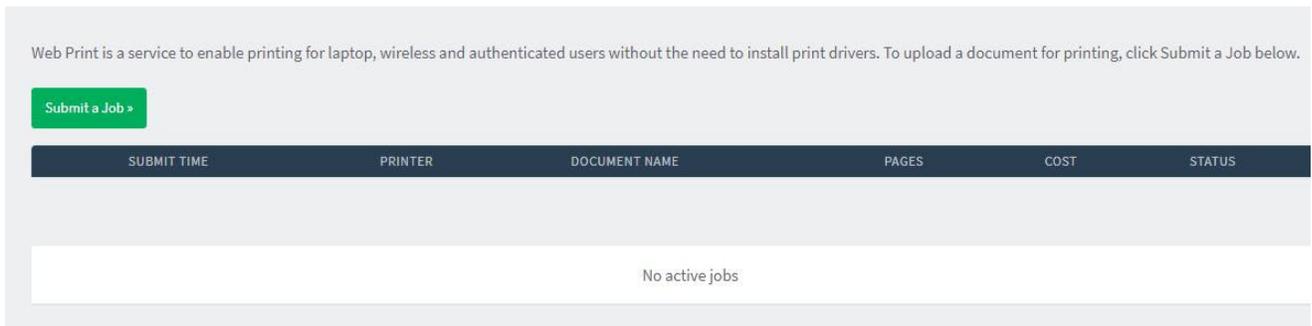
LU Print

1. Log in to <https://printing.lamar.edu/> using your LEA information, then click the **Web Print** link in the navigation menu.



The front page contains a list of active and recently submitted Web Print jobs for the logged in user. At first, the list is empty. Later, the list shows the status of submitted jobs.

Web Print



2. Click **Submit a Job** to start the Web Print wizard.
3. Select a printer. This is the printer to which the uploaded document will print.

Web Print



4. After selecting a printer, select the number of copies to print:

Web Print

1. Printer 2. Options 3. Upload

Options

Copies

1

< 1. Printer Selection

3. Upload Documents >

Pages printed or copies are limited to 50 pages.

5. After selecting the options settings, upload a document to print.

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

102_Lab.pdf

2 MiB

Drag files here

Upload from computer

The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff

< 2. Print Options

Upload & Complete >

Click **Upload & Complete**, the file uploads to the server.

6. Once the document upload is complete, you will be returned to the front **Web Print** page. Print jobs that have successfully uploaded will display in a list with a green status of “Held in a queue.”

Web Print

Lamar University Information Technology now offers web printing for students. Upload your documents using Lamar University Print from any device, anywhere. Pick up your print job from a kiosk print release station located at the Mary & John Gray Library 1st floor lab. To upload a document for printing, click Submit a Job below.

Submit a Job >

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 26, 2022 12:02:32 PM	pcap01prdw16v\1stFloorLab_3	102_Lab.pdf	1	1	Held in a queue

7. You can release print jobs in the **LU Print** webpage by clicking the **Jobs Pending Release** link in the navigation menu and clicking **Print** next to the document that you want to release.

Jobs Pending Release

1 job pending release with cost 1 ✔ Auto refresh (13) [Refresh Now](#)

Your balance:1,000

[Release All](#) [Cancel All](#)

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
 Jul 26, 2022 12:02:37 PM	pcap01prdw16v\1stFloorLab_3	102_Lab.pdf	Web Print	1	1	[print] [cancel]

Library 1st floor lab Printers' location:

1stFloorLab_1 – Left side of the Tutoring Center

1stFloorLab_3 – Left side of the IT Service Desk