

## Web Print

Web Print ensures guests, students, or employees can print conveniently without compromising network security or downloading any software or drivers. Depending on how your administrator implemented this feature, all print jobs may be held for secure release, print immediately, or let you choose when to print.

When Web Print is enabled, your administrator provides you with a unique URL to your web portal. You simply visit the company's web portal link on your device, sign in with your credentials or continue as guest with your email address and upload your document for printing.

### Access the Web Print Portal

If your company uses this feature, You can access the Web Print portal by using the URL provided by your administrator.

You can also add `/webprint` to the end of the Self-service Portal URL. For example:  
`mycompany.printercloud.com/webprint`. If you have any questions reach out to your administrator.

The screenshot shows the 'Web Print' portal interface. At the top, there is a dark purple navigation bar with three steps: '1 Sign In', '2 Upload Documents', and '3 Print Release'. Below this is the 'PrinterLogic a VASION solution' logo. The main content area features a white sign-in form with two radio button options: 'SIGN IN WITH' (selected) and 'SIGN IN WITH AZURE AD'. Below these are input fields for 'Email' and 'Password', each with a 'Show' icon. A 'LOG IN' button is positioned below the password field. Underneath, there is an 'OR' separator and a 'CONTINUE AS GUEST' button. A 'Privacy Policy' link is located below the guest button. At the bottom of the form, it says 'Powered by VASION'.

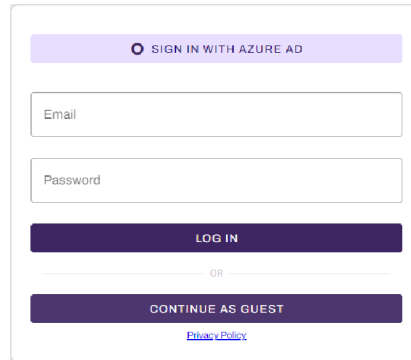
### 1. Sign In

Depending on how your environment is configured, you may sign in using your identity provider credentials, network credentials.

## Network Credentials

1. Navigate to your Web Print Portal.
2. Enter your Username and Password.
3. Select **Log In**.

Your network credentials are the same credentials you use to log into your system.

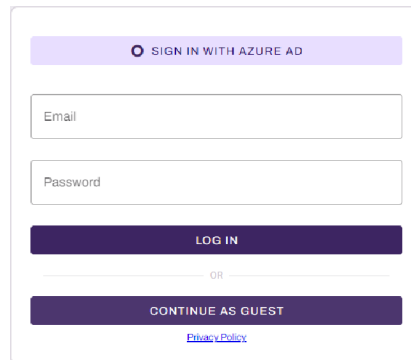


The screenshot shows a login interface with a purple header bar containing a radio button and the text "SIGN IN WITH AZURE AD". Below this are two input fields labeled "Email" and "Password". A dark purple button labeled "LOG IN" is positioned below the password field. Underneath the "LOG IN" button is the text "OR" and another dark purple button labeled "CONTINUE AS GUEST". At the bottom of the form is a small blue link labeled "Privacy Policy".

## Identity Provider


If Vasion Print is connected with an identity provider, the sign in screen displays the button you need to use to connect with the provider to enter your login credentials. The sign in experience varies depending on the provider.

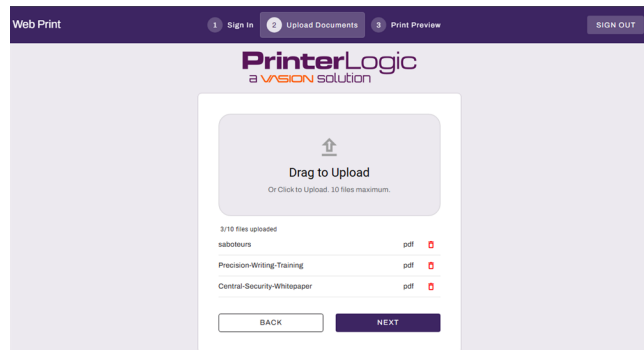
1. Navigate to your Web Print Portal.
2. Select **Sign in with [Provider]**.
3. Follow the sign in instructions for your provider.



This screenshot is identical to the one above, showing the login interface with the "SIGN IN WITH AZURE AD" button, email and password fields, "LOG IN" and "CONTINUE AS GUEST" buttons, and a "Privacy Policy" link.

## 2. Upload Documents

1. Do the following to add a document. You can upload up to 10.
  - a. Drag and drop the file(s) into the **Drag to Upload** field.
  - b. Select the **Drag to Upload** field to navigate to the file(s) to upload.
  - c. You can remove a file by selecting the **Delete** button .
2. Select **Next**.

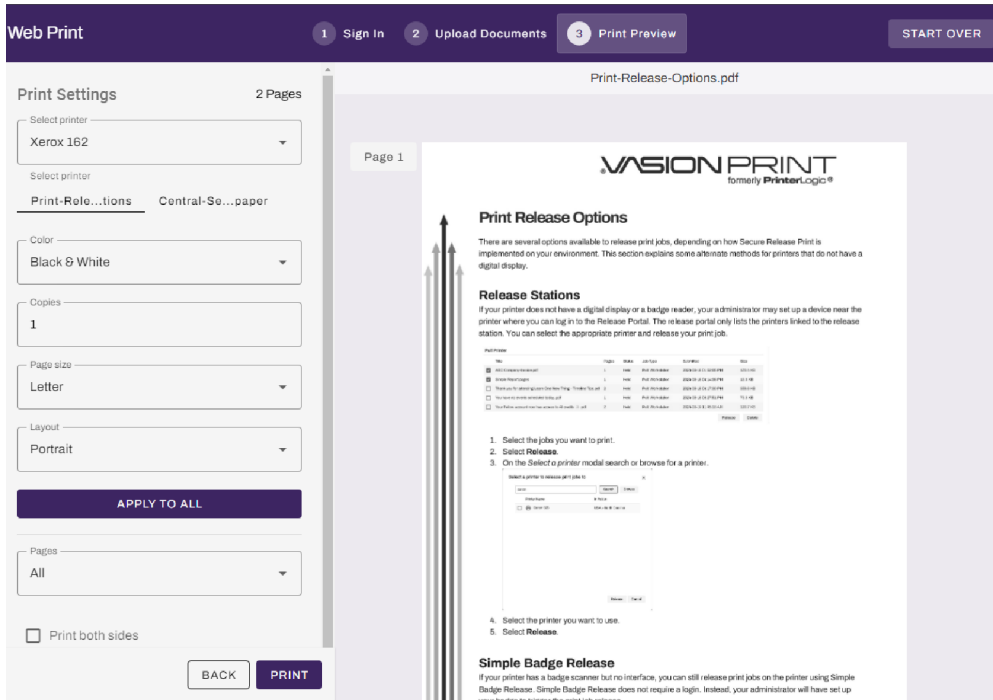


The screenshot shows the "Upload Documents" step of the web print portal. At the top, there is a navigation bar with "Web Print" on the left and "Sign In", "Upload Documents", "Print Preview", and "SIGN OUT" on the right. The main content area features the "PrinterLogic a VASION solution" logo. Below the logo is a "Drag to Upload" field with an upload icon and the text "Or Click to Upload. 10 files maximum." Underneath this field is a list of three uploaded files: "3/10 files uploaded", "saboteurs.pdf", "Precision-Writing-Training.pdf", and "Central-Security-Whitepaper.pdf". At the bottom of the list are "BACK" and "NEXT" buttons.

### 3. Print Preview

On the *Print Preview* screen you can adjust any print settings and preview the document.

When you have multiple documents to print, each document has its own tab so you can select each document and define different settings for each. You can use the **Apply to All** button to apply the settings to all files.



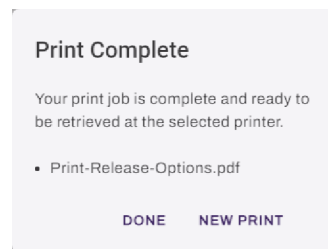
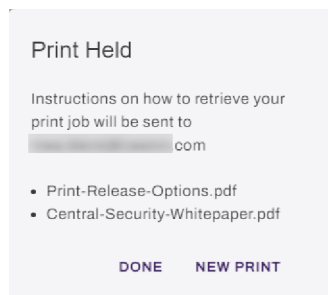
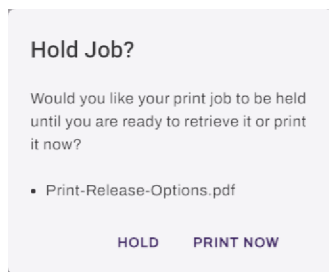
### Print

Once you're ready, select the **Print** button. The modal displayed depends on how the Secure Release settings were configured by your administrator.

When configured to Prompt to hold.

When configured to always hold.

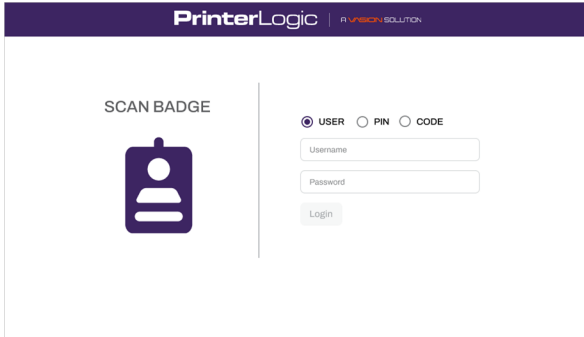
When configured to print immediately.



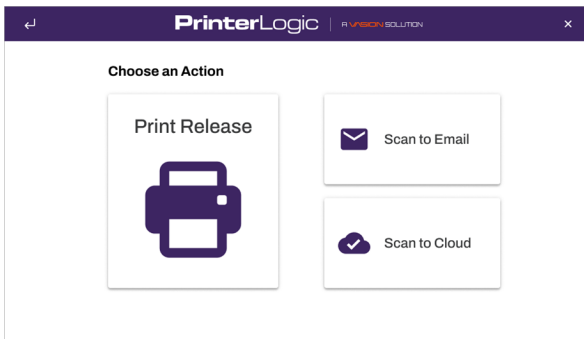
## Release Held Jobs

If you selected **Hold** or were shown the *Print Held* modal in the previous step, your print job is waiting to be released.

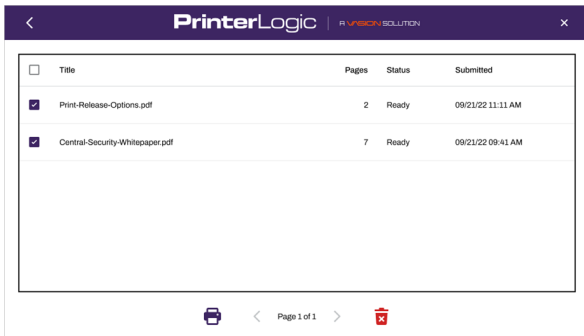
1. Login to the CPA.



2. From the *CPA Options* screen select **Print Release**.



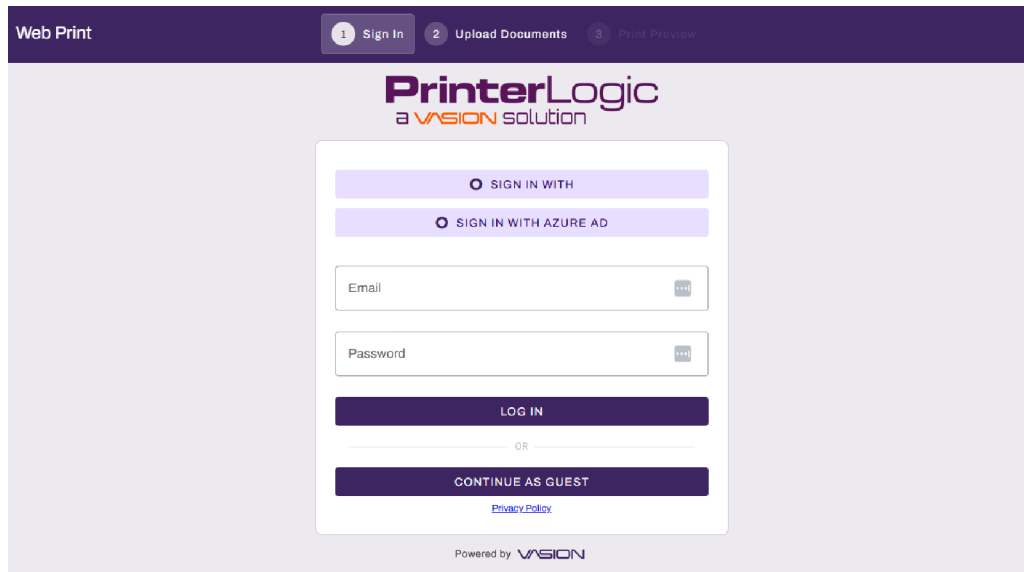
3. Select the print job(s) you want to print.



4. Select the **Print** icon .

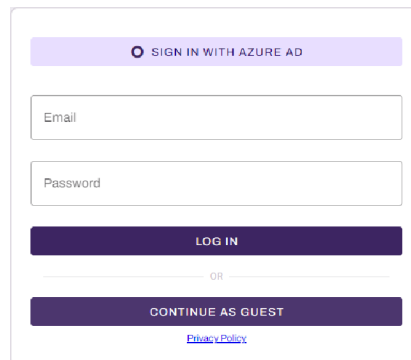
## Guest Print

You can access the Web Print portal by using the URL provided to you.




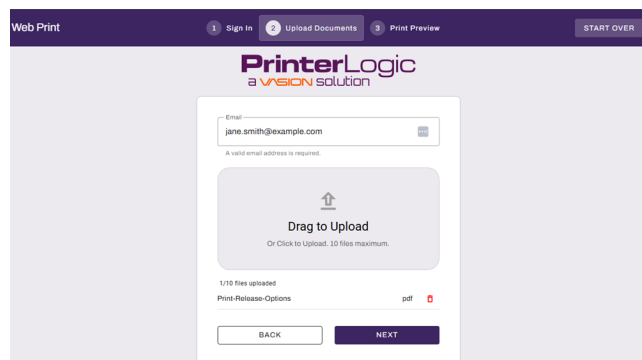
### 1. Continue as Guest

1. Navigate to the Web Print Portal.
2. Select **Continue as Guest**.



### 2. Upload Document

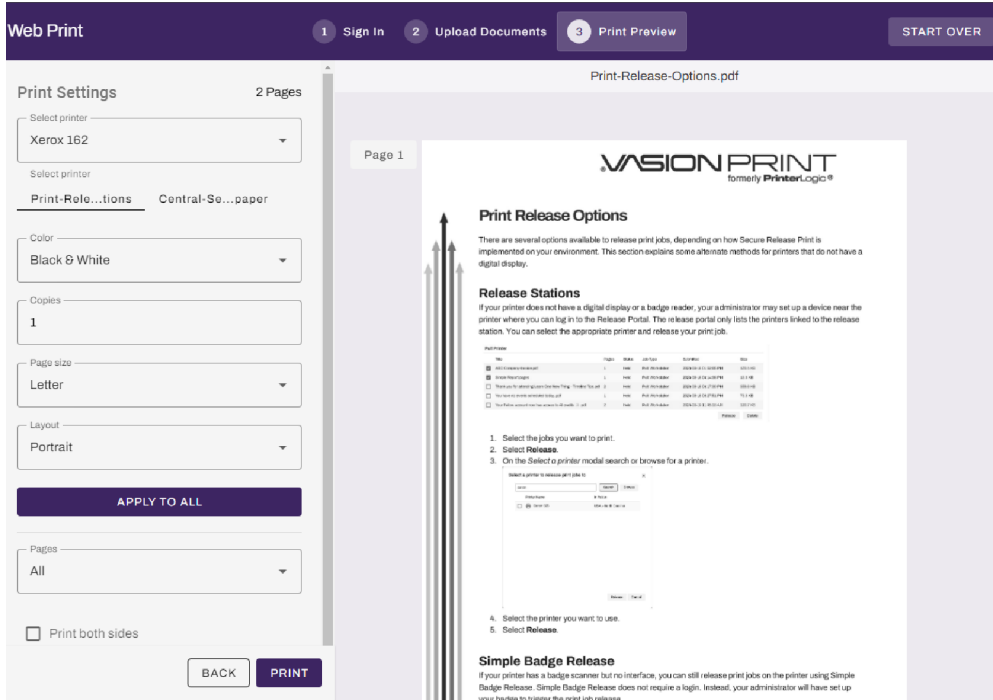
1. Enter your email in the **Email** field.
2. Do the following to add a document. You can upload up to 10.
  - a. Drag and drop the file(s) into the **Drag to Upload** field.
  - b. Select the **Drag to Upload** field to navigate to the file(s) to upload.
  - c. You can remove a file by selecting the **Delete** button .
3. Select **Next**.



### 3. Print Preview

On the *Print Preview* screen you can adjust any print settings and preview the document.

When you have multiple documents to print, each document has its own tab so you can select each document and define different settings for each. You can use the **Apply to All** button to apply the settings to all files.



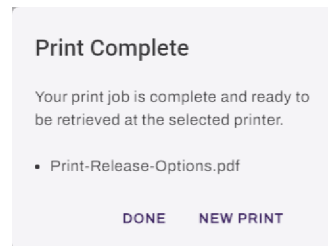
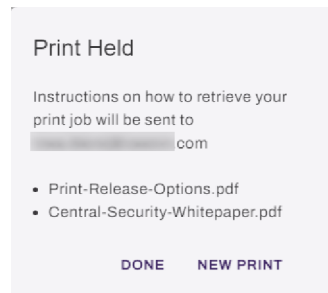
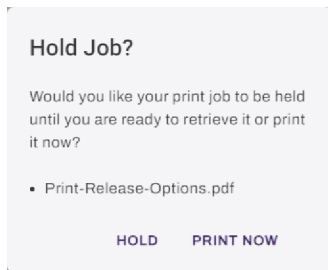
### Print

Once you're ready, select the **Print** button. The modal displayed depends on how the Secure Release settings were configured.

When configured to Prompt to hold.

When configured to always hold.

When configured to print immediately.




## Email Notification

The system sends an email to the email address you entered with instructions on how to release the print job when you're at the physical printer.


### How to release your print job

Hello there!

Below are the instructions for releasing your print job.

1. Locate the physical printer designated for Web Printing.
2. On the device's control panel, select the *PrinterLogic* app. 
3. In the Release Code field, enter **467928**



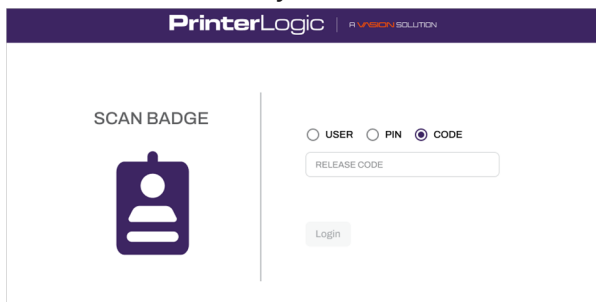
4. Select the *Log In* button.
5. After logging in, your print jobs will be displayed for release.
6. Check the box next to documents you want to print.
7. Select the Release icon near the bottom of the screen. 
8. Select the **X** icon on the top right to logout.

Remove all printed documents from the printer tray.

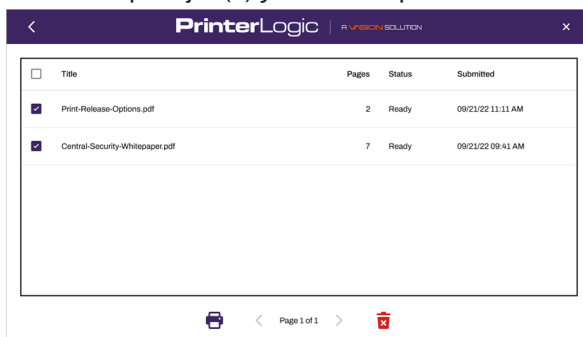
## Release Held Jobs

If you selected **Hold** or were shown the *Print Held* modal in the previous step, your print job is waiting to be released.

1. At the CPA *Login* screen select **Code**.
2. Enter the release code you received.



3. Select the print job(s) you want to print.



<input type="checkbox"/>	Title	Pages	Status	Submitted
<input checked="" type="checkbox"/>	Print-Release-Options.pdf	2	Ready	09/21/22 11:11 AM
<input checked="" type="checkbox"/>	Central-Security-Whitepaper.pdf	7	Ready	09/21/22 09:41 AM

4. Select the **Print** icon .