


Web Print Release: Guide

Web Print Release allows you to upload and submit a document from any lab, personal computer, even a smart device to an SVSU Campus printer without having to install print drivers.

There are two Steps to release the document at any one of the SVSU Campus Kyocera MFP locations.

 *Your print account needs to have enough balance to cover printing. Log into your print account vprint.svsu.edu to check your balance, view transaction history, purchase additional pages, change your pin, and release print jobs.*

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Access Web Print

Log into your Print account via Quicklinks > Print Balance or go to vprint1.svsu.edu

1. Click **Web Print**.
2. Click **Submit a Job**.

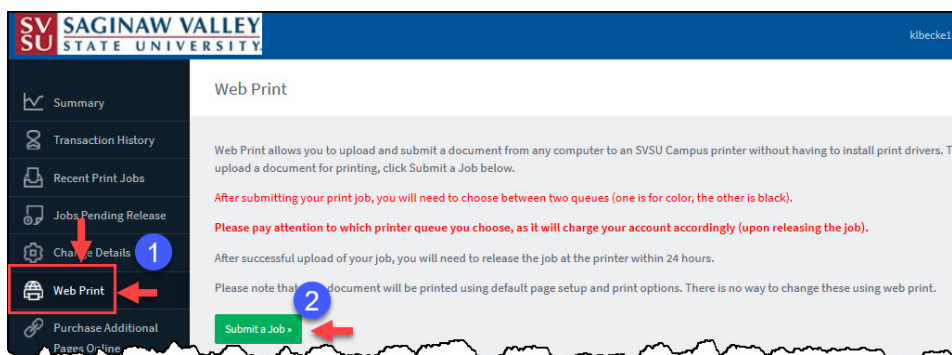


Figure 1: Web Print – Main

Questions? Please contact the SVSU IT Support Center

Web: mysupport.svsu.edu

Email: support@svsu.edu

Phone: 989-964-4225

Office: Zahnow Library, First Floor

Last Updated: 3/23/22

Select a Web Print Location and Account Options

1. Choose one of the 4 virtual print locations as desired.

IMPORTANT: Choose the web printer nearest to you with card swipe.

2. Click **Print Options and Account Selection**

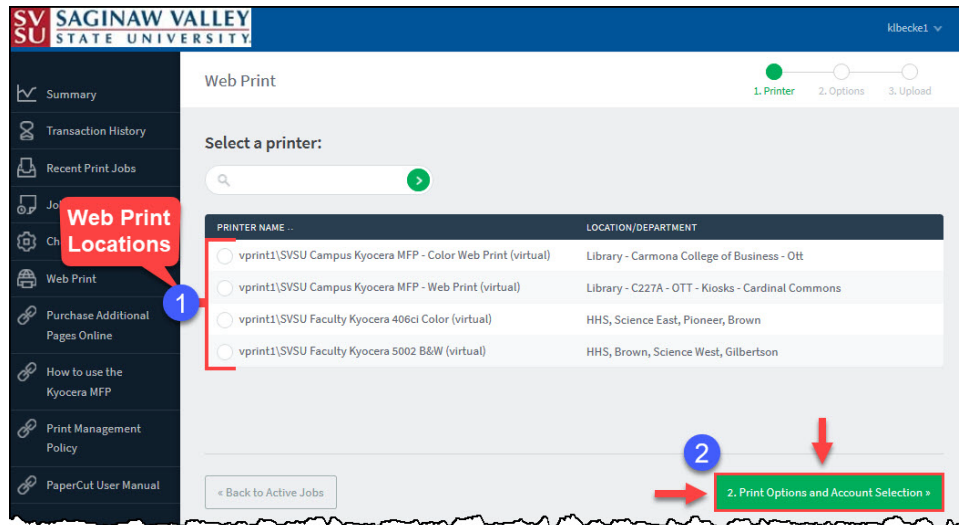


Figure 2: Web Print – Locations

3. Type in the number of copies and account to charge to as applicable, ([Figure 3](#)) click **Upload Documents**.

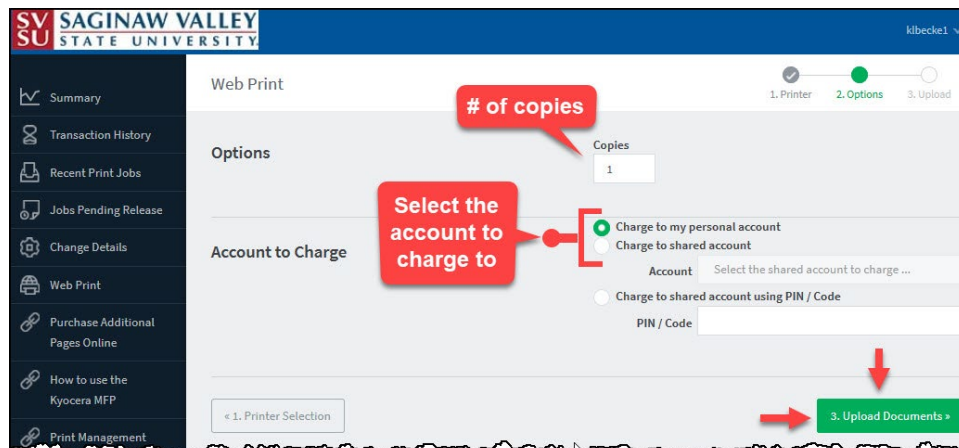


Figure 3: Web Print – Options

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Upload Documents

1. Click the green button, **Upload from computer**
2. Choose a file to upload from your computer or local network or you can drag and drop your file.

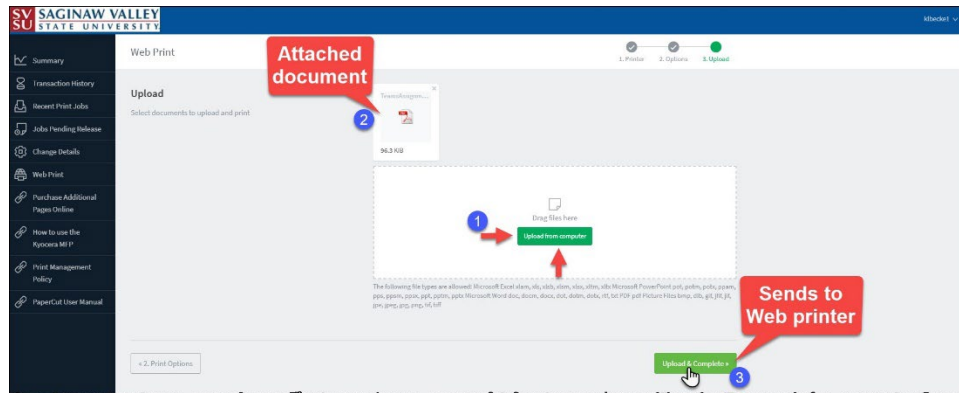
The **Allowed file types** are listed on the screen.

Allowed File Types



Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsm, xlsb, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf, txt
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

3. The file is attached, *you can upload more files* or click **Upload & Complete**.

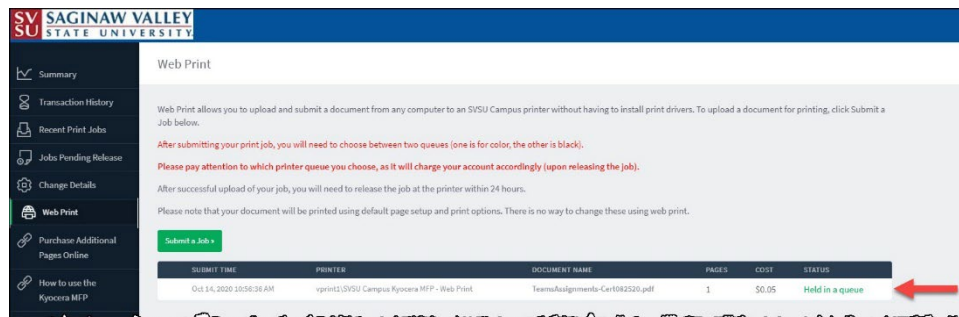


Uploading: The document(s) will upload and process. Be patient it could take a few minutes. You will be returned to the main Web Print screen. You will also receive an email noting that you have a document being held in a queue.

Web Print Queue

The **SVSU Campus Kyocera MFP** printers are placed throughout campus.

1. Your job is submitted and is held in the printer queue.



Using Web Print Release: Only release documents when near a “Web Print” Kyocera MFP printer with card swipe.

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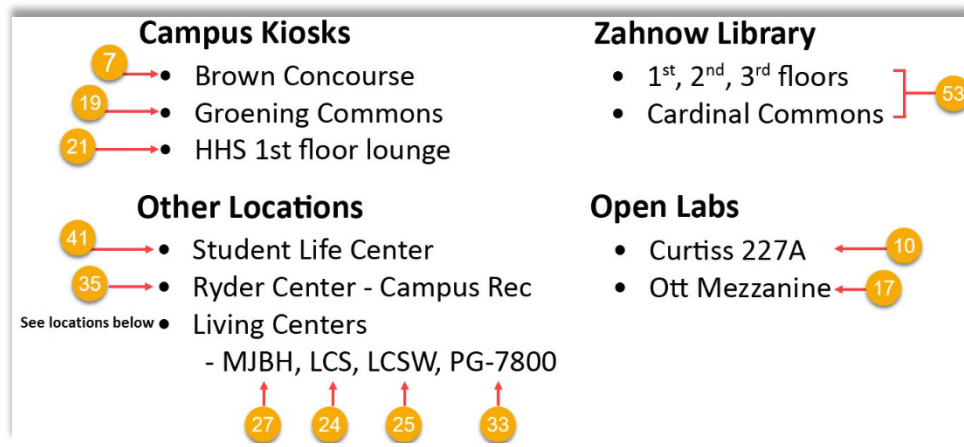
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SVSU Campus Kyocera MFP printer locations

Refer to SVSU's [Official Campus Map](#) for coded locations.

- Retrieve your printed document from the printer.
- The document will be removed from the *pending release queue* and your print balance will reflect the number of page(s) printed.



 **New to Print Management by account type?** View the Kyocera MFP printers guide or visit our help article [Print Management Policy & FAQs](#).

Cancel a web print job

Web printing jobs are removed from the queue automatically after 24 hours. Or you can **CANCEL a print job** at the printer or follow the steps below.

1. Click **Jobs Pending Release**.
2. Locate the document in the list and click **Cancel**.

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