


Printing from a BYOD

- 1) Go to print.lskysd.ca.
- 2) Login with your username and password. This is the same username and password that you use to login to a computer or email.



WebAdvantage Suite

User Name: testuser

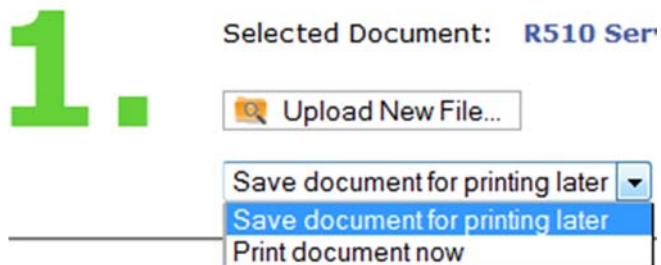
Password: ●●●●

Log In

- 3) Choose the Upload New File button. You can upload pictures, PDFs, Word, Excel, and Powerpoint files.



- 4) Change the drop down to Print Document Now



- 5) Choose the printer you want to use from the Printer dropdown

Printer: UCHS_Lab_1

Printer Details:

- UCHS_Lab_1
- UCHS_Lab_1b
- UCHS_Lab_2
- UCHS_Lab_2_Colour
- UCHS_Learning_Lab
- UCHS_Library
- UCHS_Office_Colour_2
- UCHS_Office_Copier
- UCHS_Room_103
- UCHS_Workroom_1**
- UCHS_Workroom_2

Copies:

6) Set the options that you want (duplex, Colour, etc.) and choose Next at the bottom

Color: Print document in color

Pages per sheet: 1

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

Paper tray: Use default tray: As Per Printer Settings
 Auto select based on document size
 This tray: As Per Printer Settings

Next | Log Out

7) Choose Print Now

Your job is ready to be printed.

Records Retention and Disposal Schedule - September72012.pdf

Printer: UCHS_Learning_Lab
Total Pages: 6
Job Cost: \$0.30

The thumbnail shows a document page with a table. The table has columns for 'Retention Period' and 'Disposition'. The document title is 'Records Retention and Disposal Schedule - September72012.pdf'.

Print Now | Cancel | Log Out