

Printing from Personal Devices (Web Print)

LCC students and employees may print from personal Wi-Fi capable devices to select printers on campus. Printing is limited to academic\business purposes.

Devices must first be connected and users authenticated to the wireless network LCCGuest.

File formats supported for web printing include: Microsoft Office Word, PowerPoint, Excel 2003 or later, Microsoft XPS, and Adobe PDF.

1. Begin by logging into the print services management web site: <https://printing.lamarcc.edu> using your wireless network logon credentials.
2. After login, from the menu located on the left side of the web page, click **Web Print**.
3. Click **Submit a Job**.
4. Select the desired printer.
5. Enter number of copies and click **Upload Document**.
6. Drag a file onto the page or click **Browse** and select the desired file from your device. **File size limit is 10 MB**.
7. Click **Upload & Complete**.
8. Job status will show **Rendering** then **Finished: Queued for Printing**.
9. Either click **Submit a Job** to upload another document or click **Log Out**.

Students are provided 75 printed pages free of charge each term. Subsequent prints are charged at \$.10 per printed page. For additional printing, print vouchers can be purchased for \$5.00 at the Cashier's Office located in Student Services M-F 8am-5pm. Print Vouchers are only good through the current term and remaining balances are non-refundable.

For support please contact the LCC IT Help Desk at it.helpdesk@lamarcc.edu or (719) 336-6666 M-F 8am-5pm.