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# PridePrint Web Print

👤 Revised by Daniel Ramirez

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📅 about a year ago • 👁 63 Views

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## About

Web Print allows you to send a print job to PridePrint from anywhere you have an Internet connection. You can upload compatible files to PridePrint through the PridePrint website, then release them at any PridePrint release station.

### ITS Notes

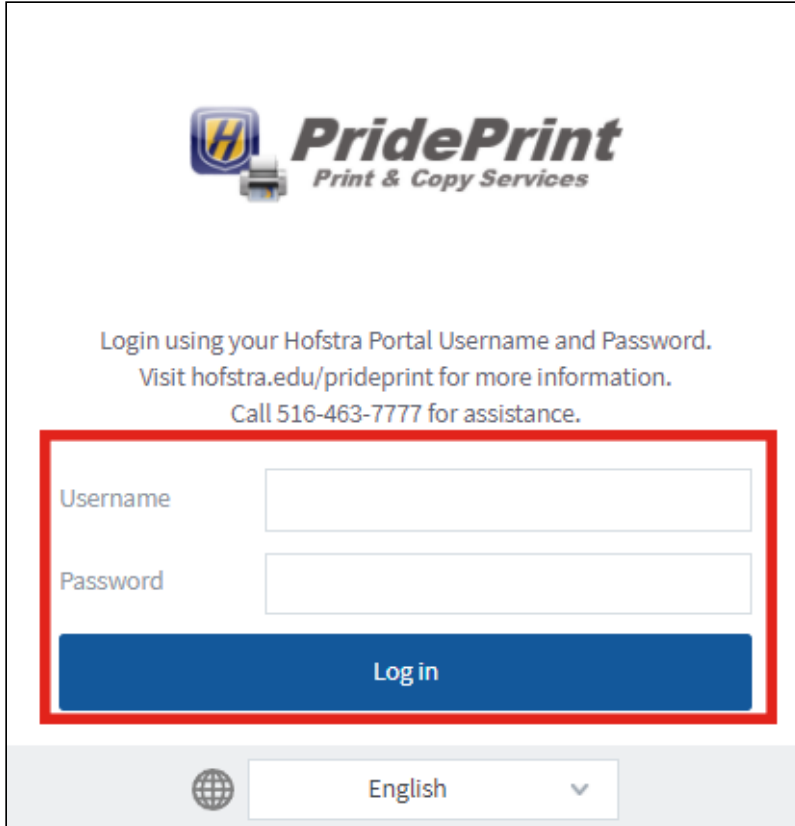
- Web Print only supports the following file types:
  - Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff.
- Web Print allows you to print single-sided or double-sided (long edge). Double-sided (short edge) printing is not supported in Web Print. Short edge is typically used to print brochures or when printing landscape documents.

## Using Web Print

1. Open the PridePrint website by using one of the links below.
  - a. **If you are on campus**, go to <http://prideprint.hofstra.edu:9191>

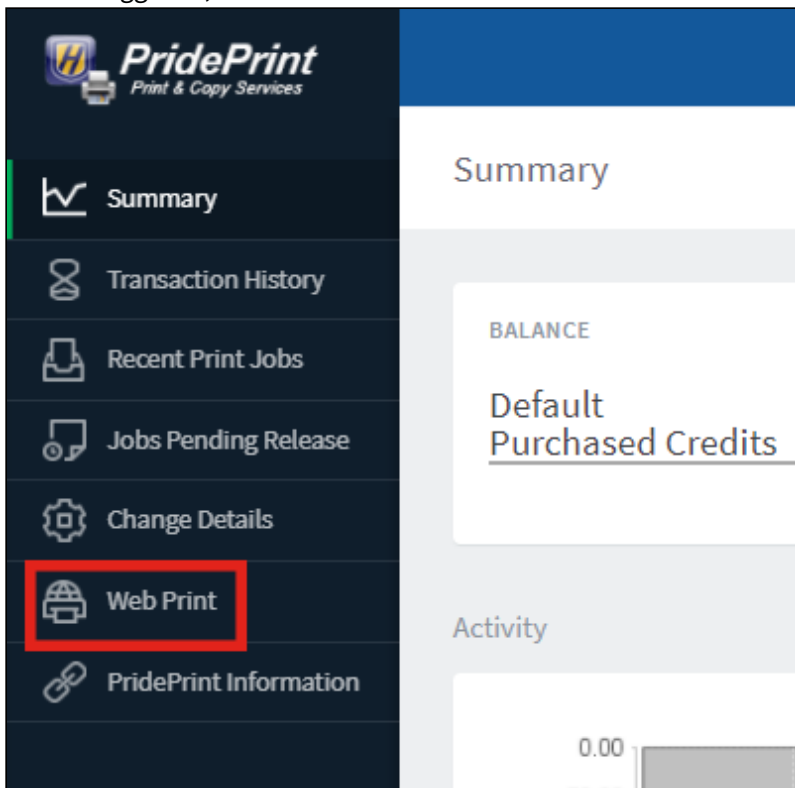
b. If you are **off-campus**, go to <http://prideprint.hofstra.edu>

2. If prompted, enter your Hofstra Portal username and password. Then click **Log in**.



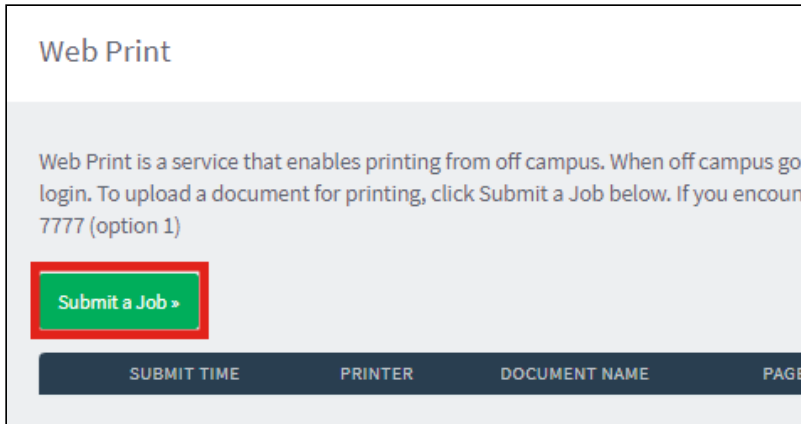
The image shows the login page for PridePrint. At the top is the logo for "PridePrint Print & Copy Services". Below the logo, there is a message: "Login using your Hofstra Portal Username and Password. Visit [hofstra.edu/prideprint](http://hofstra.edu/prideprint) for more information. Call 516-463-7777 for assistance." The login form consists of two input fields: "Username" and "Password", both of which are highlighted with a red rectangular border. Below these fields is a blue button labeled "Log in". At the bottom of the page, there is a language selection dropdown menu currently set to "English".

3. Once logged in, click **Web Print**.



The image shows the dashboard of the PridePrint system after a user has logged in. On the left side, there is a dark blue sidebar menu with several options, each with an icon: "Summary" (checkmark), "Transaction History" (hourglass), "Recent Print Jobs" (printer), "Jobs Pending Release" (document with checkmark), "Change Details" (gear), "Web Print" (globe with printer), and "PridePrint Information" (link). The "Web Print" option is highlighted with a red rectangular border. The main content area on the right is titled "Summary" and contains a "BALANCE" section with the text "Default Purchased Credits" and a "Activity" section showing a balance of "0.00".

4. Click **Submit a Job**.



Web Print

Web Print is a service that enables printing from off campus. When off campus go login. To upload a document for printing, click Submit a Job below. If you encounter 7777 (option 1)

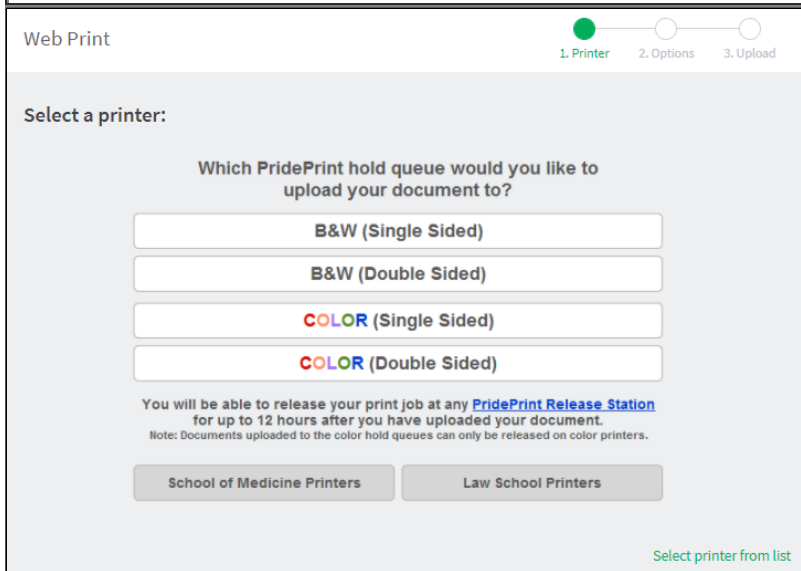
**Submit a Job »**

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGE
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5. Choose a PridePrint hold queue.

**ITS Notes**

- Unless you select the School of Medicine or Law School buttons, your print job can only be released on the main campus PridePrint printers
- To release jobs on printers in the School of Medicine, students will need to click the School of Medicine Printers button.
- To release jobs on printers in the Law School, students will need to click the Law School Printers button and upload documents from that page.



Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Which PridePrint hold queue would you like to upload your document to?

B&W (Single Sided)

B&W (Double Sided)

COLOR (Single Sided)

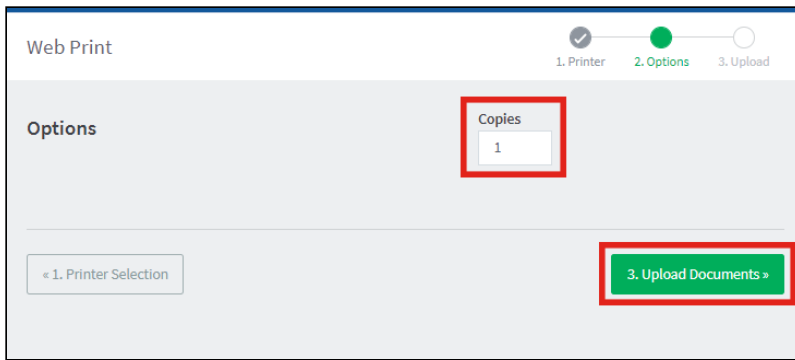
COLOR (Double Sided)

You will be able to release your print job at any [PridePrint Release Station](#) for up to 12 hours after you have uploaded your document.  
Note: Documents uploaded to the color hold queues can only be released on color printers.

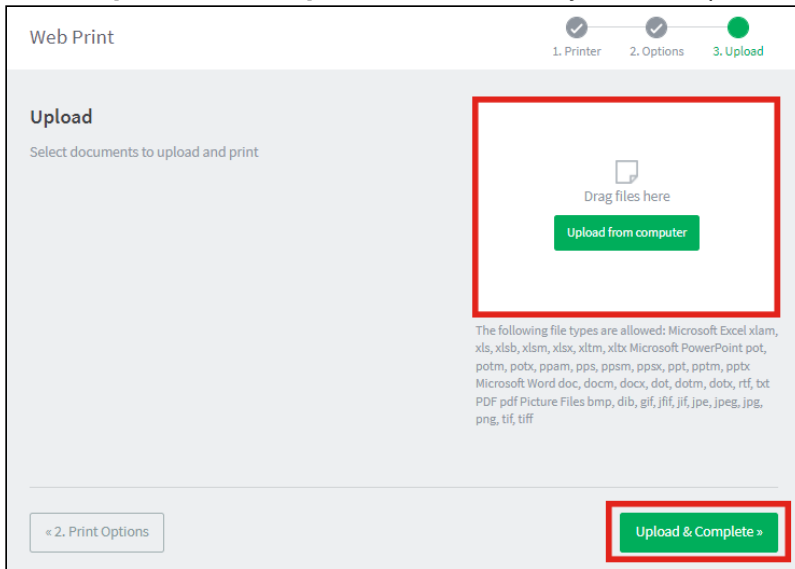
School of Medicine Printers Law School Printers

Select printer from list

6. Enter the number of copies you need. The maximum is 10, but you can repeat the Web Print process to print additional copies. Then click **Upload Documents**.



7. Click **Upload from computer** to select the file you wish to print. Then click **Upload & Complete**.



8. Your job will be submitted to the Web Print queue. Once ready for release, you'll see *Held in a queue* under the *Status* heading.

Web Print

Web Print is a service that enables printing from off campus. When off campus go to <http://prideprint.hofstra.edu> to login. To upload a document for printing, click Submit a Job below. If you encounter a problem please call 516-463-7777 (option 1)

[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Feb 16, 2022 12:34:44 PM	studentprinting\PridePrint (SingleSided)	Test.jpg	1	0.10	Held in a queue

9. Visit the closest PridePrint release station and swipe your ID card to release the print job.

## Need Help?

Contact the ITS Service Desk.

[Copy Permalink](#)

Helpful?

Yes

No

### Most Useful

Download Microsoft Office

2mo ago

PrideDesktop (General Information)

3d ago

Student Resources (Blackboard)

2y ago

Faculty Resources (Blackboard)

8mo ago

Common Placement Assessment Topics

2y ago