

Printing instructions

1. Go to **print.rsu.lv** via a web browser and log in with your RSU username and password.
2. After logging in **click on the Web Print button.**

The screenshot shows the RSU Web Print dashboard. On the left is a dark sidebar with navigation options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print (highlighted with a red box). The main content area is titled 'Summary' and contains three cards: 'BALANCE' (€0,00), 'PRINT JOBS' (95), and 'PAGES' (241). Below these are two sections: 'Activity' with a line graph titled 'Balance history for marskru' showing a flat line at €0.00 from Sep 14 to Oct 12, and 'Environmental Impact' showing 2.2% of a tree, 2.3 kg of CO2, and 147.1 hours of light bulb usage. An 'Environmental Dashboard' link is at the bottom right.

3. Next, **click Submit a Job**

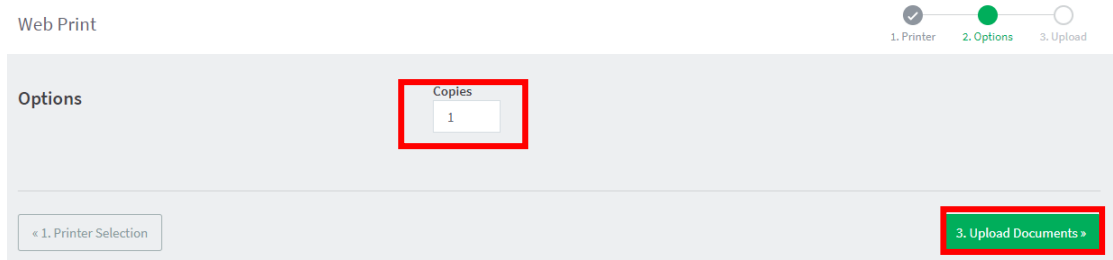
Web Print

This screenshot shows the 'Submit a Job' button highlighted with a red box. Below it is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, displaying 'No active jobs'.

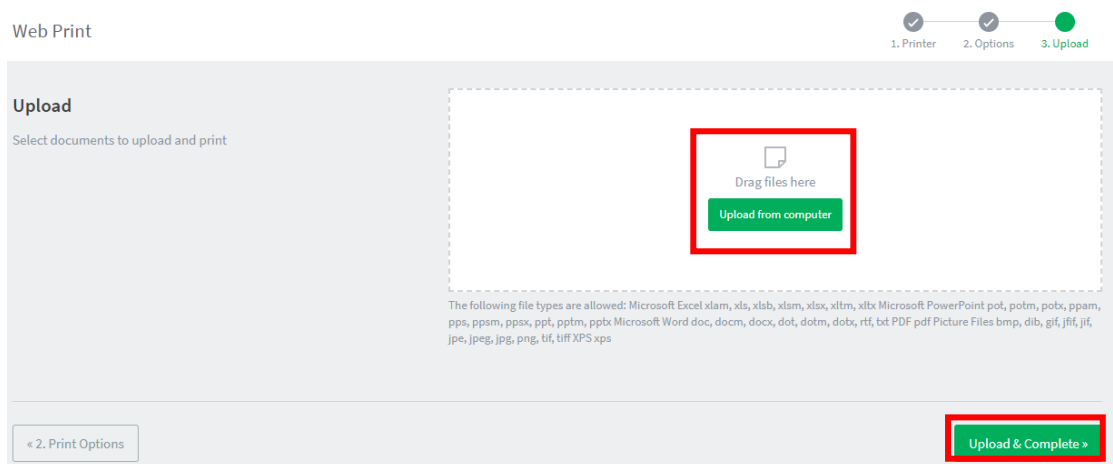
4. **Select to print in color (rsuprint03 \ Color) or to print in black and white (rsuprint03 \ B&W). Then press “Print Options and Account Selection”**

This screenshot shows the printer selection interface. It includes a search bar and a table with columns 'PRINTER NAME' and 'LOCATION/DEPARTMENT'. Two printer options are listed: 'rsuprint03\B&W (virtual)' and 'rsuprint03\Colour (virtual)', both with radio buttons. The 'rsuprint03\B&W (virtual)' option is highlighted with a red box. At the bottom right, the 'Print Options and Account Selection' button is highlighted with a red box. A 'Back to Active Jobs' button is at the bottom left.

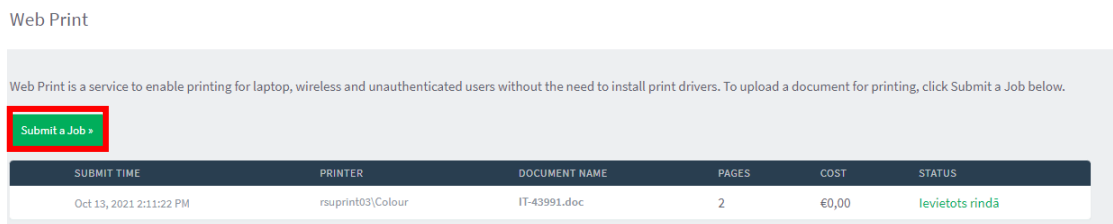
5. **Select the amount of copies to print and click Upload Documents.**



6. **Upload the documents to print and click Upload & Complete.**



7. **Press Submit Job**



8. **Then go to the printer in the lobby and print the necessary documents by scanning your student card.**

Print PowerPoint presentations with multiple slides on a single page:

1. **File -> Print**

2. **As a printer choose Microsoft Print to PDF**

