

ClassMate Gateway Printing:

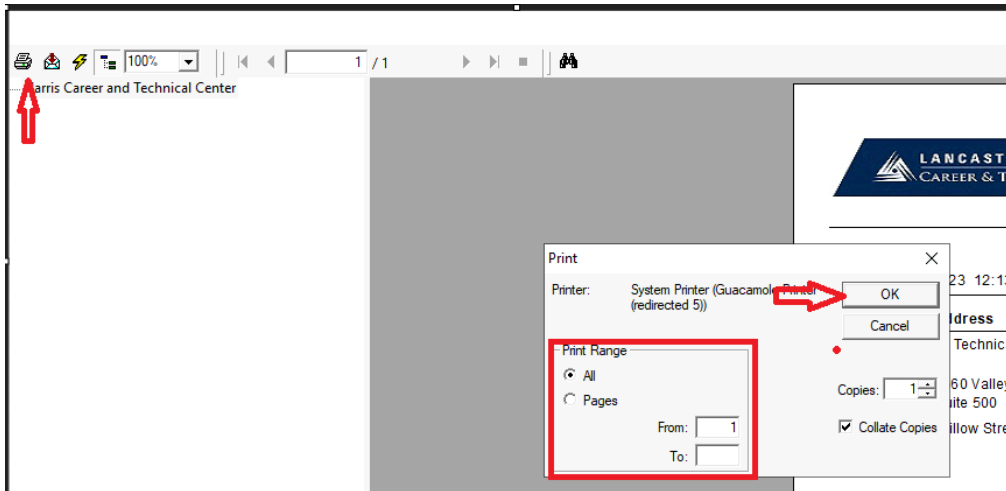
January 2024



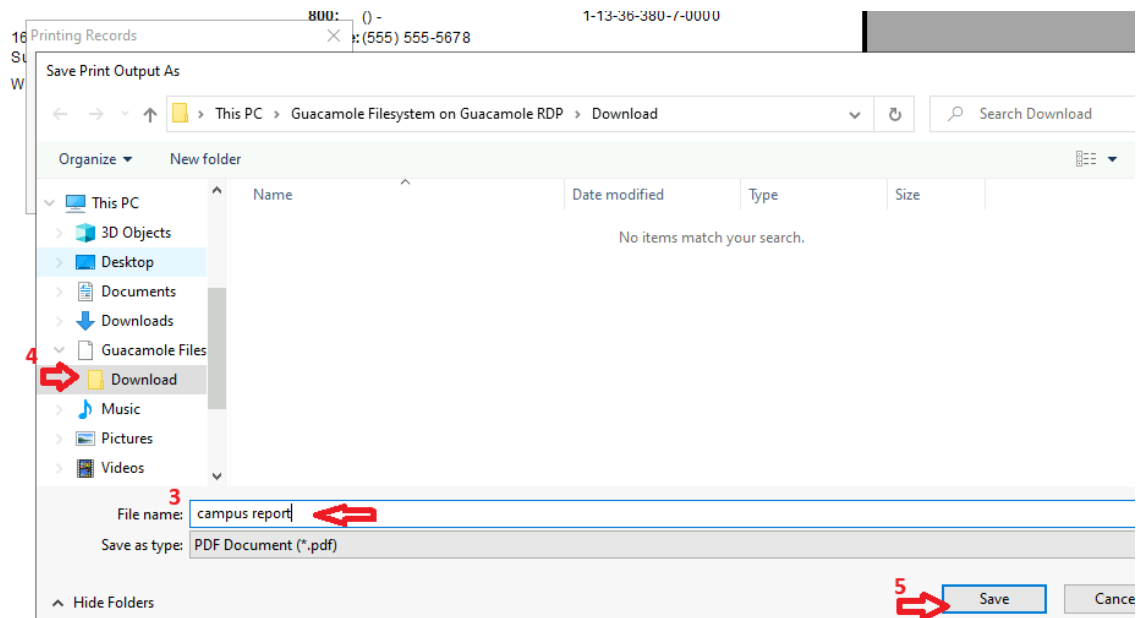
Gateway Printing

As with any browser-based tools, no network printing is available which is true with the Guacamole Interface solution as well. There are two options for users to use to download/print reports, see below.

1. Users can select the small printer icon 'Print Report' and select the Print Range
2. Click **OK** to display 'Save Print Output As' window



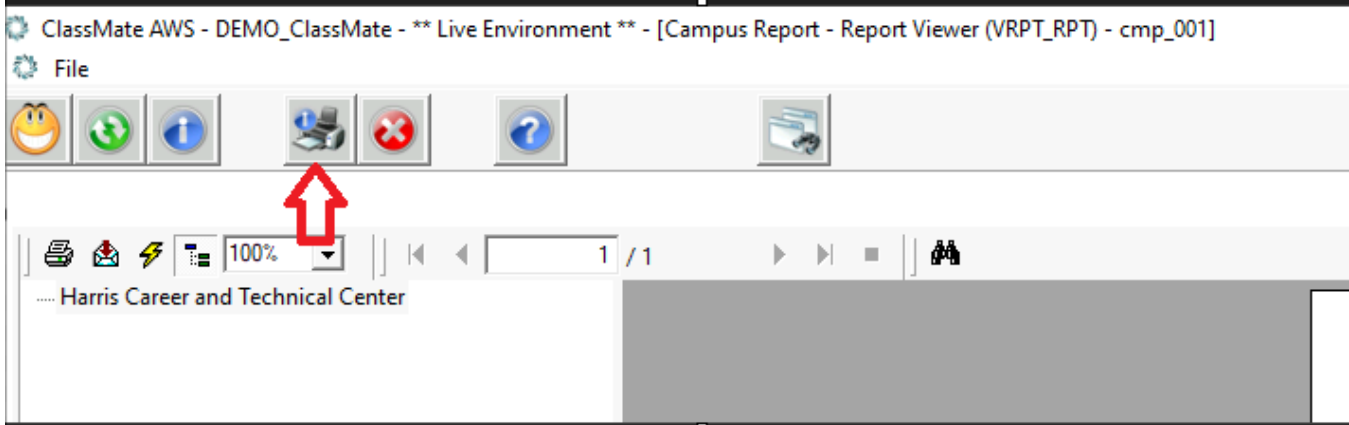
3. In the 'Save Print Output As' window you will type the report name (or other identifier) in the *File name:* field
4. Click on the > next to 'Guacamole Filesystem on Guacamole RDP' and simply click on the yellow **Download** folder that shows underneath
5. Click the **Save** button to initiate the auto-download and the system will automatically create a PDF in your browsers downloads.



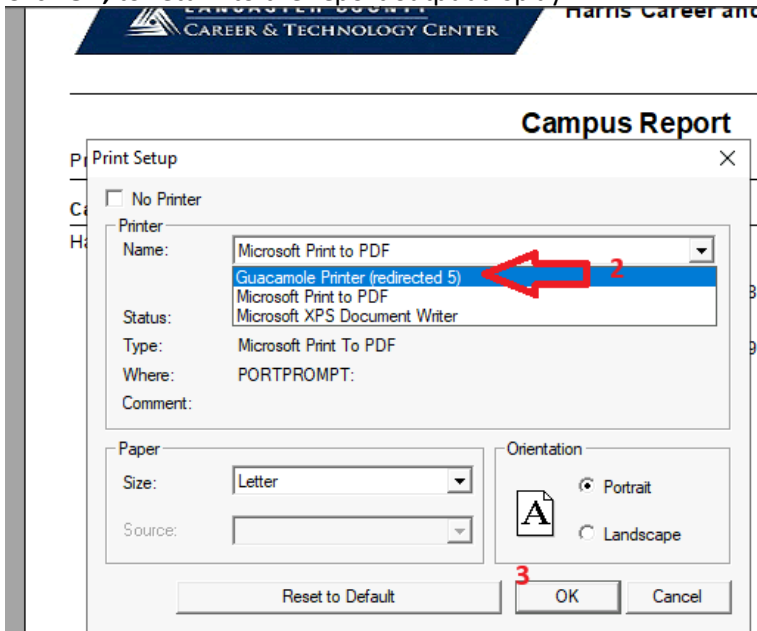
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OR

1. In the top navigation bar, users will select the large printer icon 'Print Settings'

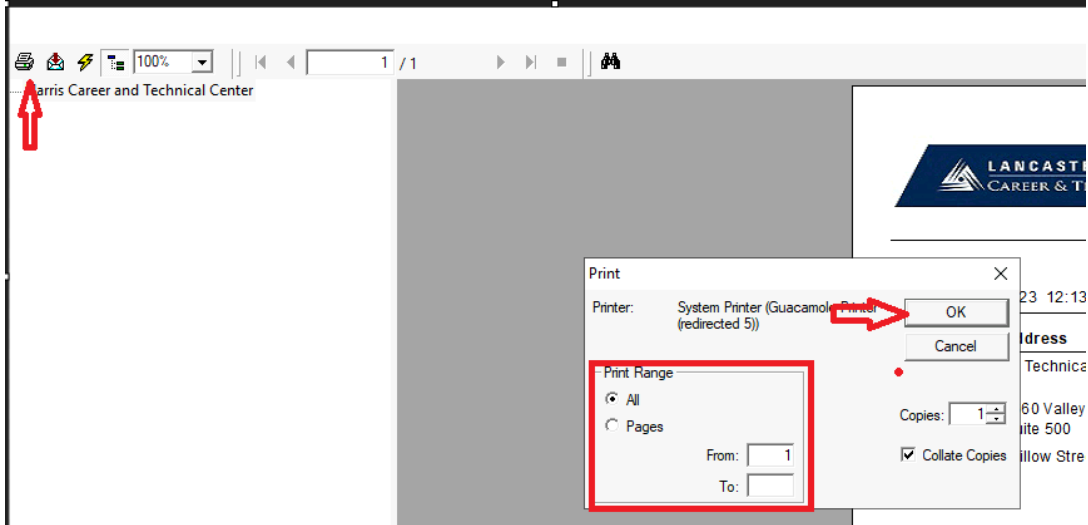


2. Once the *Print Setup* window displays, click the *Name* field dropdown and select **Guacamole Printer**
3. Click **OK**, to return to the report output display



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4. Click the small printer icon 'Print Report' and select the Print Range and click **OK** to initiate the auto-download and the system will automatically create a PDF in your browsers downloads.



Once the report download completes, you can access by navigating to your internet browsers downloads or if you have a download folder set up on your local computer the report can be found there as well.