

Have your personal laptop in the library and need to print? No problem! We now offer web printing through PaperCut (a PaperCut account is required and normal charges do apply).

## Procedure

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### 1. - For Library Checkout Laptop:

- a. Open Internet Explorer (you will be automatically directed to the Computer Labs homepage)
- b. Click on “Check: Print Account”

**Blackboard:** [Login](#) 

**Check:** [Print Account](#) 

**Student E-mail:** [FAQ](#) | [Access](#) 

**Student:** [Resources](#) 

### - For Personal Laptop:

- a. Open Internet Explorer and browse to  
<http://www.csustan.edu/oit/clientservices/ComputerLabs/index.html>
- b. Click on “Check: Print Account”

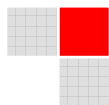
**Blackboard:** [Login](#) 

**Check:** [Print Account](#) 

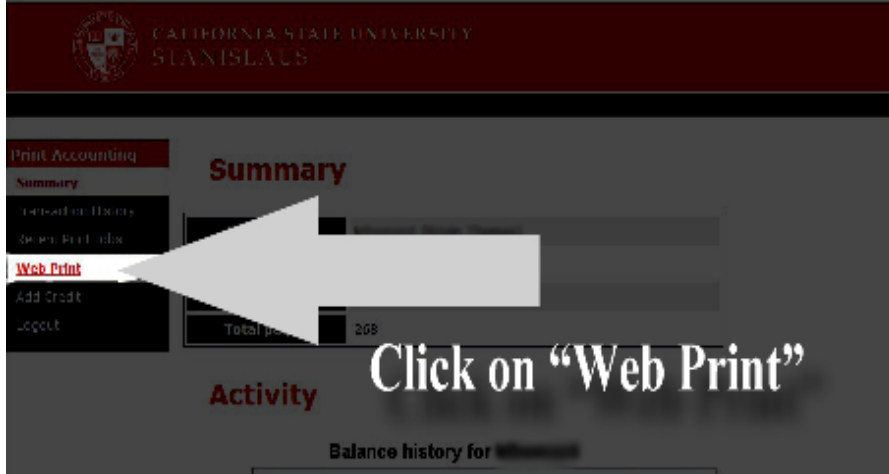
**Student E-mail:** [FAQ](#) | [Access](#) 

**Student:** [Resources](#) 

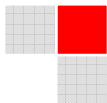
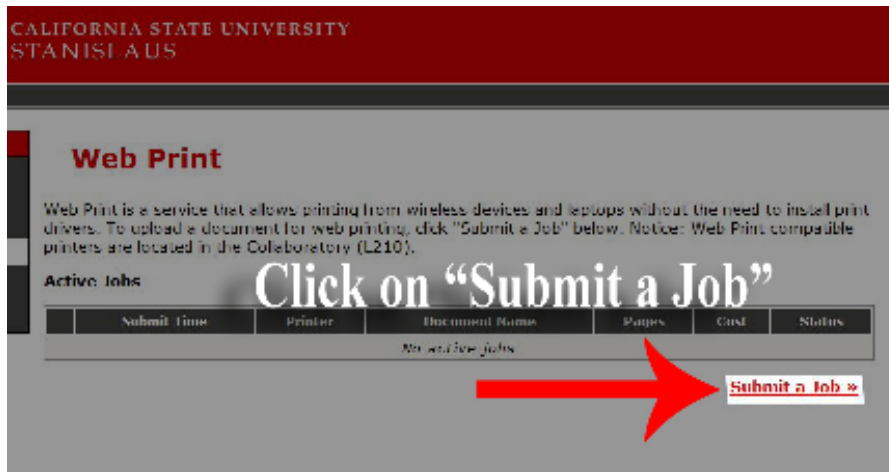
### 2. Enter your myCSUSTAN User ID and Password and click on “Login”.



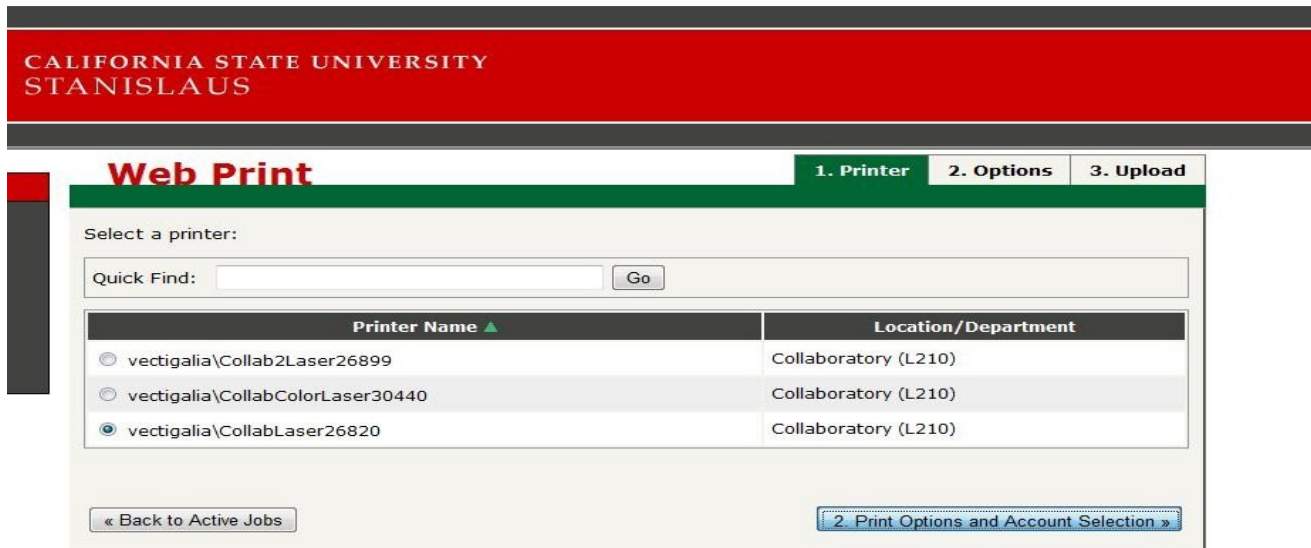
3. Once logged in, click on “Web Print” in the left menu.



4. Click on “Submit a Job”.



5. Select a printer and click on “2. Print Options and Account Selection”.



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### Web Print

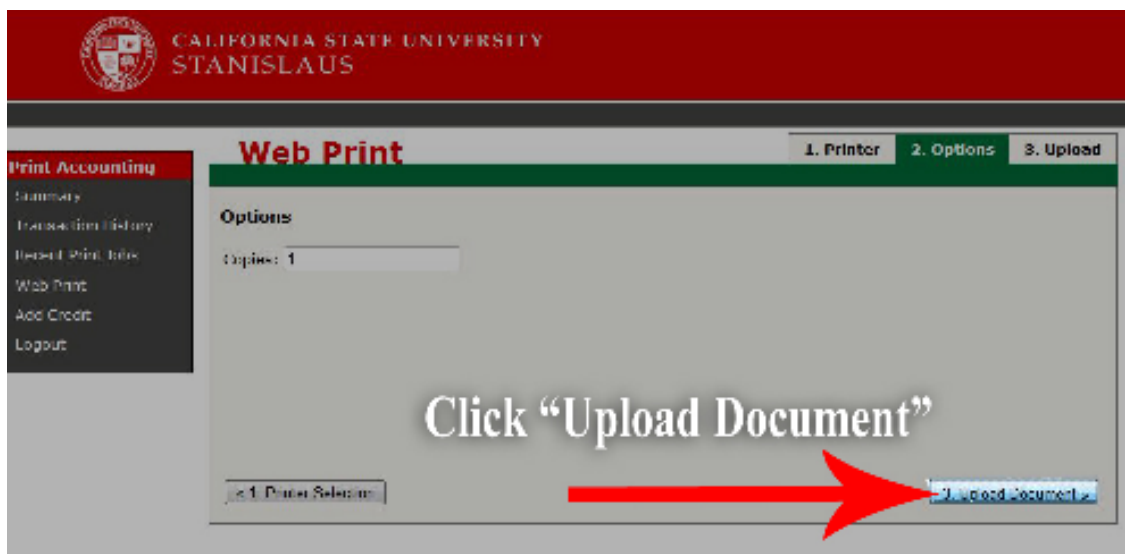
1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> vectigalia\Collab2Laser26899	Collaboratory (L210)
<input type="radio"/> vectigalia\CollabColorLaser30440	Collaboratory (L210)
<input checked="" type="radio"/> vectigalia\CollabLaser26820	Collaboratory (L210)

6. Enter the number of copies you would like printed and then click on “3. Upload Document”.



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### Web Print

1. Printer 2. Options 3. Upload

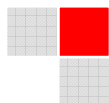
Print Accounting

- Summary
- Transaction History
- Recent Print Jobs
- Web Print
- Add Credit
- Logout

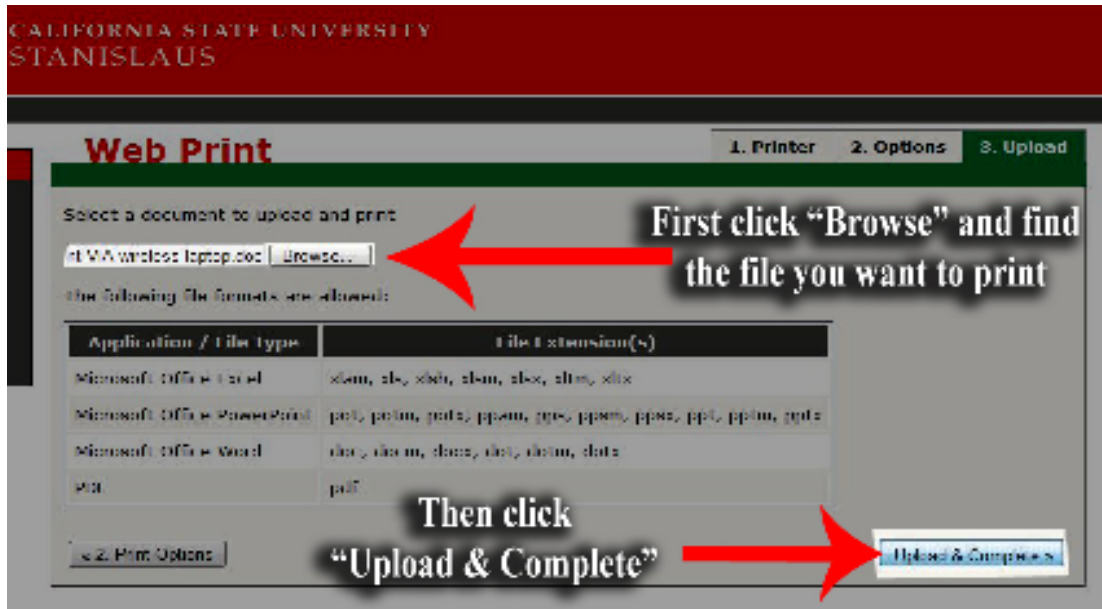
Options

Copies:

Click “Upload Document”



7. Click on “Browse” to locate the file you want to print and then click on “Upload & Complete”.



8. Your print job is completed once you see the message below. Proceed to the chosen printer (from step 5) to pick up your print job.

