

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

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 <https://www.csustan.edu/oit/student-services/computer-labs>
- b. Click on “Check: Print Account”

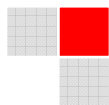
Blackboard: [Login](#) 

Check: [Print Account](#) 

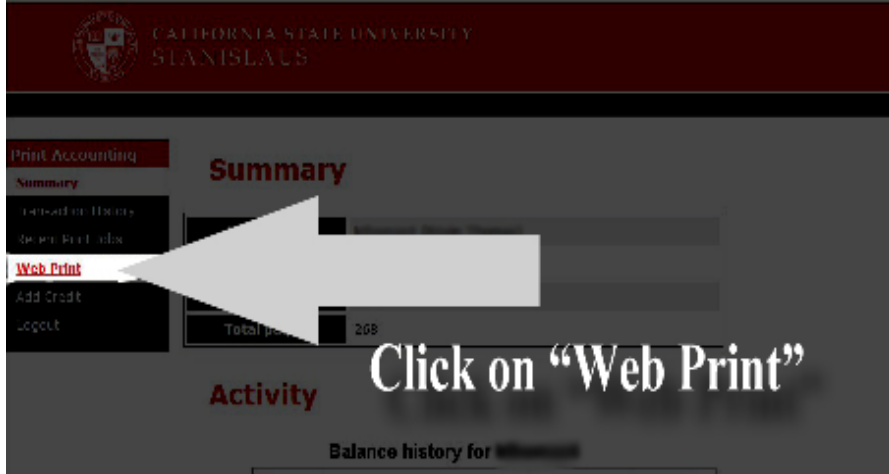
Student E-mail: [FAQ](#) | [Access](#) 

Student: [Resources](#) 

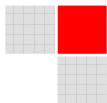
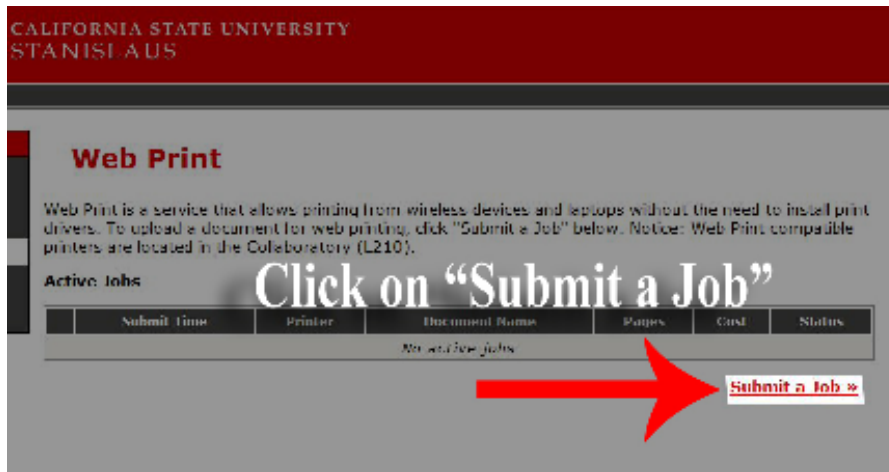
2. Enter your myCSUSTAN User ID and Password and click on “Login”.



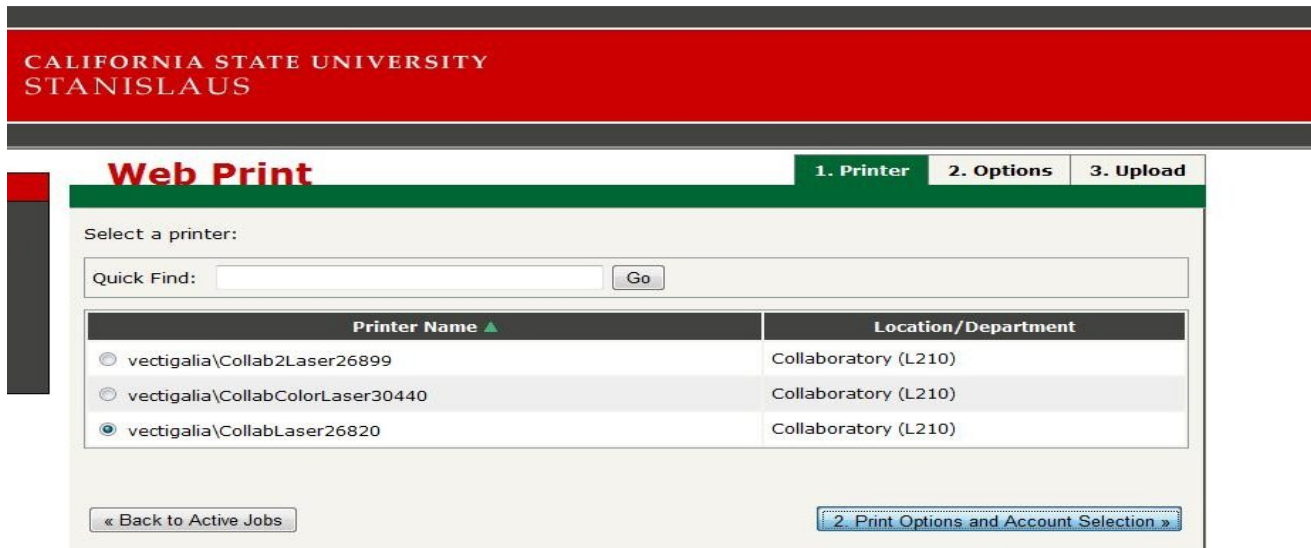
3. Once logged in, click on “Web Print” in the left menu.



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

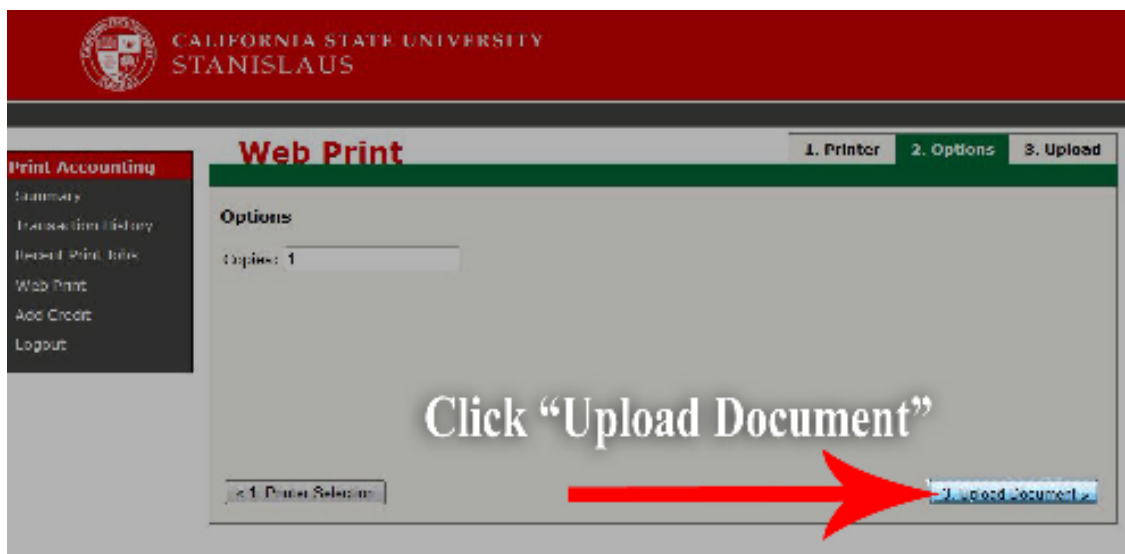
1. Printer 2. Options 3. Upload

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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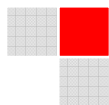
Web Print

1. Printer 2. Options 3. Upload

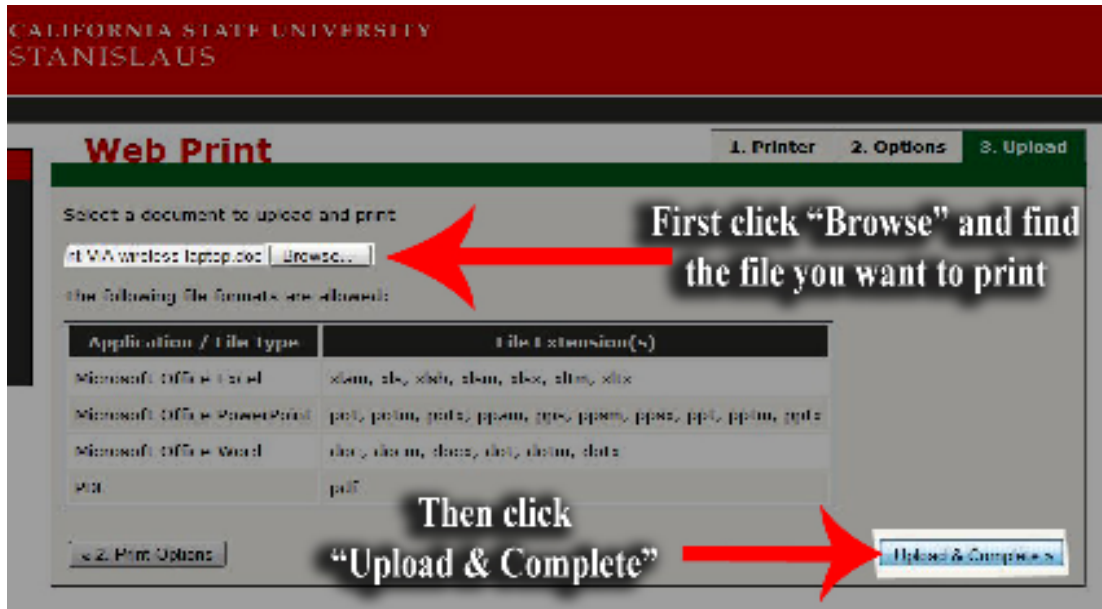
Options

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.

