



Instructions for Web Printing from Personal Device

1) From a web browser, enter the following URL:

<https://www.csustan.edu/oit/computer-labs>

2) Click on “Check Print Account” (under Quick Links)

Office of Information Technology > Computer Labs

Information Technology

About OIT

Computer Labs

- LX10 Open Lab
- LX26 Open Lab
- N201 Open Lab
- S102 Open Lab
- DBH107 Instructional Lab
- DBH120 Instructional Lab
- LX4 Instructional Lab
- LX12 Instructional Lab

Computer Labs

Check Computer Availability

Quick Links

- Blackboard Login
- Check Print Account
- Citrix Virtual Lab Login
- Student E-mail Login
- Student Resources
- University Library

3) Enter your Username and Password and click on “Log in”

 Stanislaus State

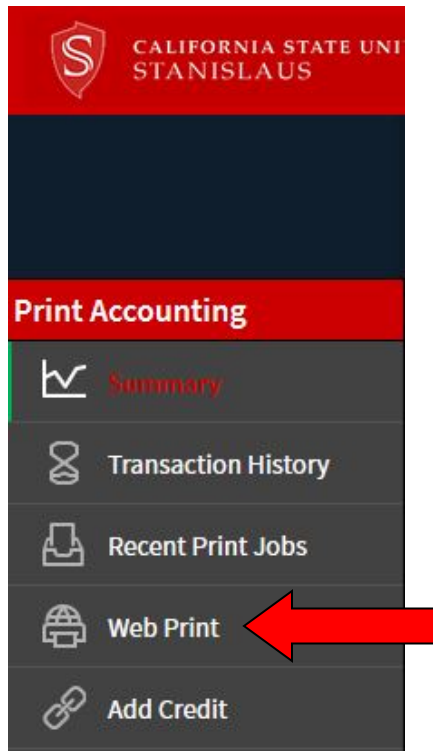
Username

Password

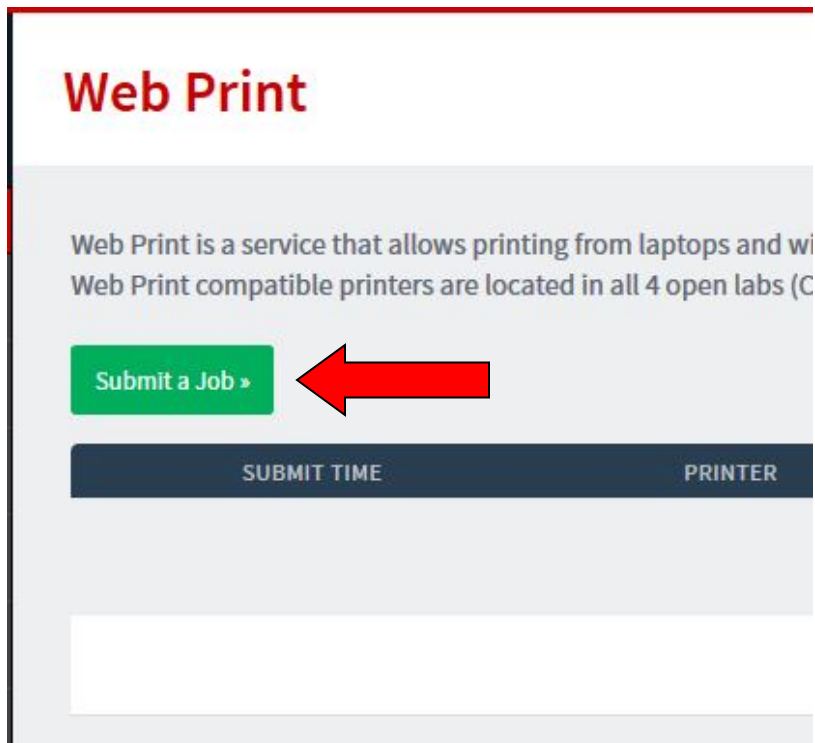
Log in

 English

4) Once logged in, click on “Web Print” in the left menu



5) Click on “Submit a Job”



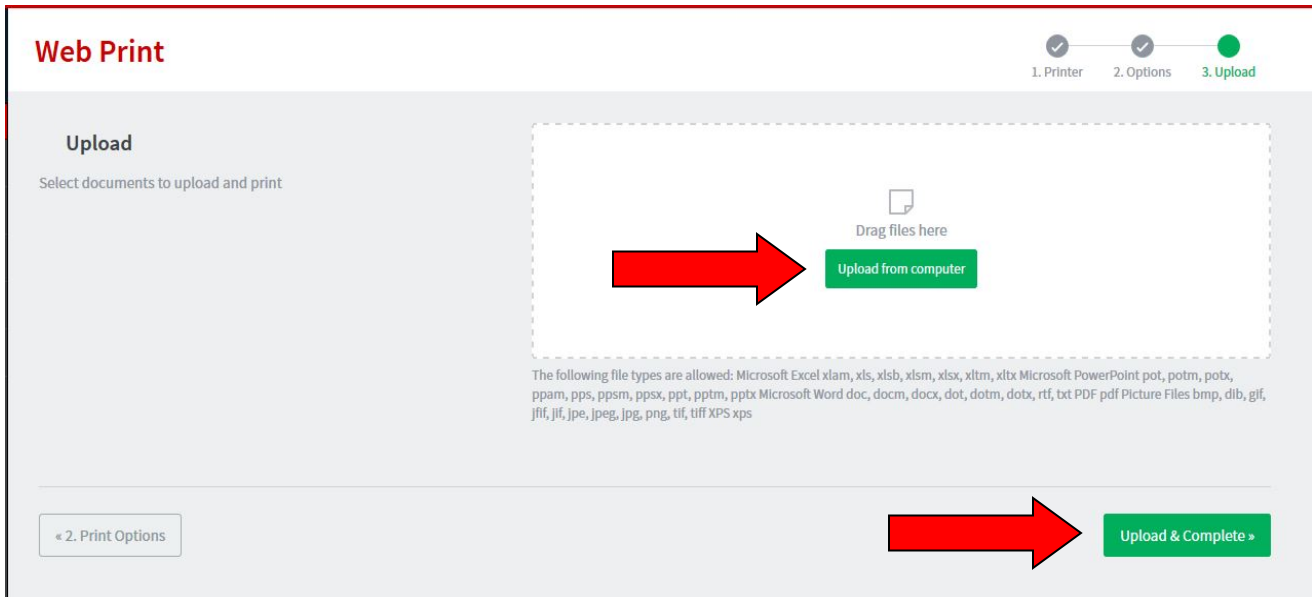
6) Select a lab printer and click on “2. Print Options and Account Selection”

The screenshot shows the 'Web Print' interface. At the top right, there is a progress indicator with three steps: '1. Printer' (selected with a green dot), '2. Options' (unselected), and '3. Upload' (unselected). Below the header, the text 'Select a printer:' is followed by a search bar with a magnifying glass icon and a green arrow button. A table lists printer options with columns for 'PRINTER NAME' and 'LOCATION/DEPARTMENT'. The table contains seven rows, each with a radio button and a printer name: w12-lab-print01\ArtColorLaser, w12-lab-print01\ArtLaser, w12-lab-print01\LX10ALaser, w12-lab-print01\LX10BLaser, w12-lab-print01\LX26Laser, w12-lab-print01\W201Laser, and w12-lab-print01\S102Laser. At the bottom left, there is a button labeled '« Back to Active Jobs'. At the bottom right, there is a green button labeled '2. Print Options and Account Selection »'. A large red arrow points from the left towards this button.

7) Enter the number of copies you would like printed and click on “3. Upload Documents”

The screenshot shows the 'Web Print' interface at the 'Options' step. At the top right, the progress indicator shows '1. Printer' (checked with a grey dot), '2. Options' (selected with a green dot), and '3. Upload' (unselected). Below the header, the text 'Options' is followed by a 'Copies' input field containing the number '1'. At the bottom left, there is a button labeled '« 1. Printer Selection'. At the bottom right, there is a green button labeled '3. Upload Documents »'. A large red arrow points from the left towards this button.

- 8) Click on “Upload from computer” and browse to the file(s) you want to print, then click on “Upload & Complete”



- 9) Proceed to the selected lab printer (from step 6) to pick up your print job