

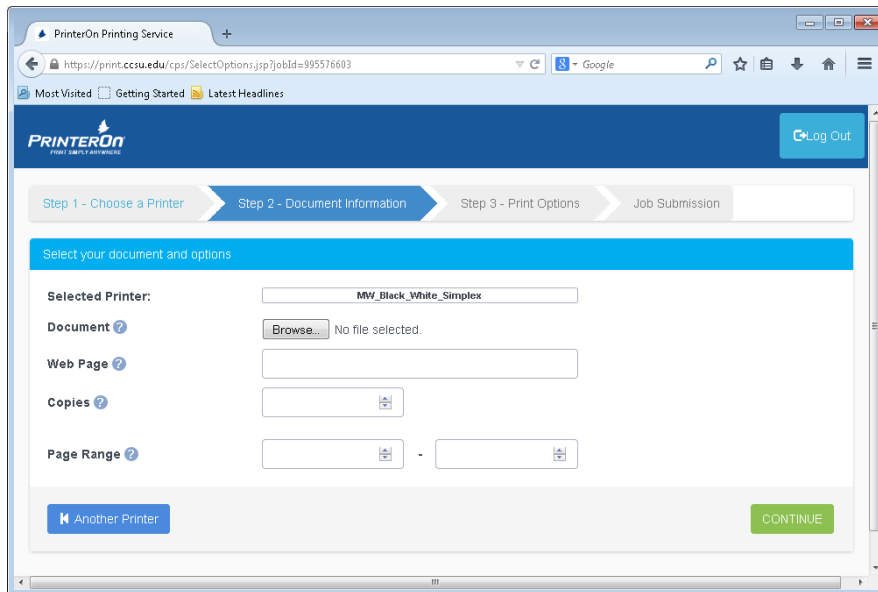
Student Step-by-Step Instructions for Using PrinterOn via the Internet

IMPORTANT: As noted at the bottom of these instructions, when you email a document to a print release station, it may take a few minutes for it to appear, so please be patient.

Go to <https://print.ccsu.edu> and click 



1. Type in your BlueNet Username (Login ID) and Password and click Log In. →
2. In Step 1 - choose a printer from the list. EB stands for Elihu Burritt Library. MW stands for Marcus White Student Technology Center. SC stands for Student Center. RV stands for Robert Vance (Graphic Design printers). If necessary, click Next to get to page 2 of the list.
3. In Step 2 – click the Browse button to search for your document. The Web Page, Copies, and Print Range fields can be left blank. When you have chosen a document, the name will appear to the right of the Browse button. Click Continue.

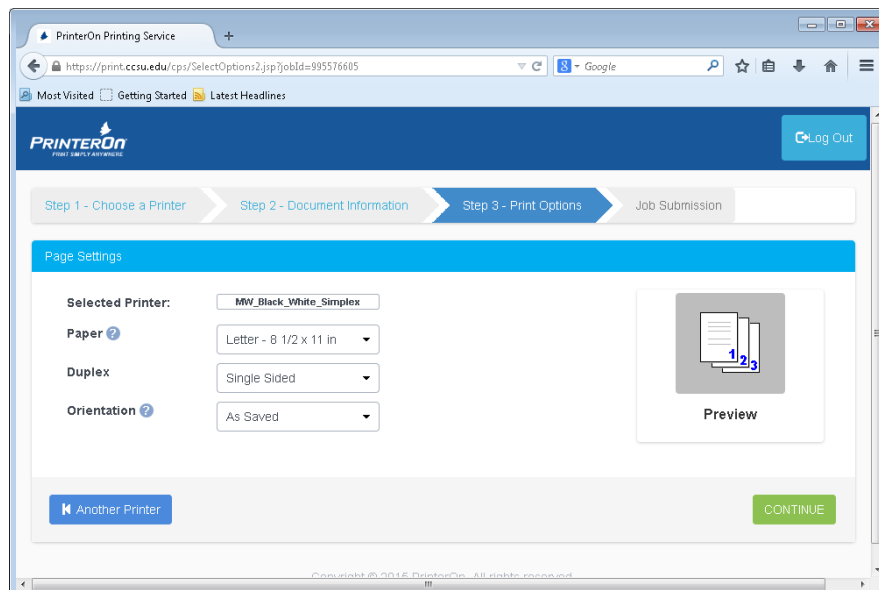


The screenshot shows the PrinterOn web interface at the URL <https://print.ccsu.edu/cps/SelectOptions.jsp?jobId=995576603>. The interface is titled "PrinterOn Printing Service" and has a "Log Out" button in the top right. A progress bar at the top indicates the current step: "Step 2 - Document Information". Below the progress bar, the section is titled "Select your document and options". It contains the following fields:

- Selected Printer:** A dropdown menu showing "MW_Black_White_Simplex".
- Document:** A "Browse..." button with the text "No file selected." to its right.
- Web Page:** An empty text input field.
- Copies:** A numeric input field with a dropdown arrow.
- Page Range:** Two numeric input fields separated by a hyphen.

At the bottom of the form, there is a blue button labeled "Another Printer" and a green button labeled "CONTINUE".

4. In Step 3 – look at the print options. You can change the Orientation, if desired. Click Continue.

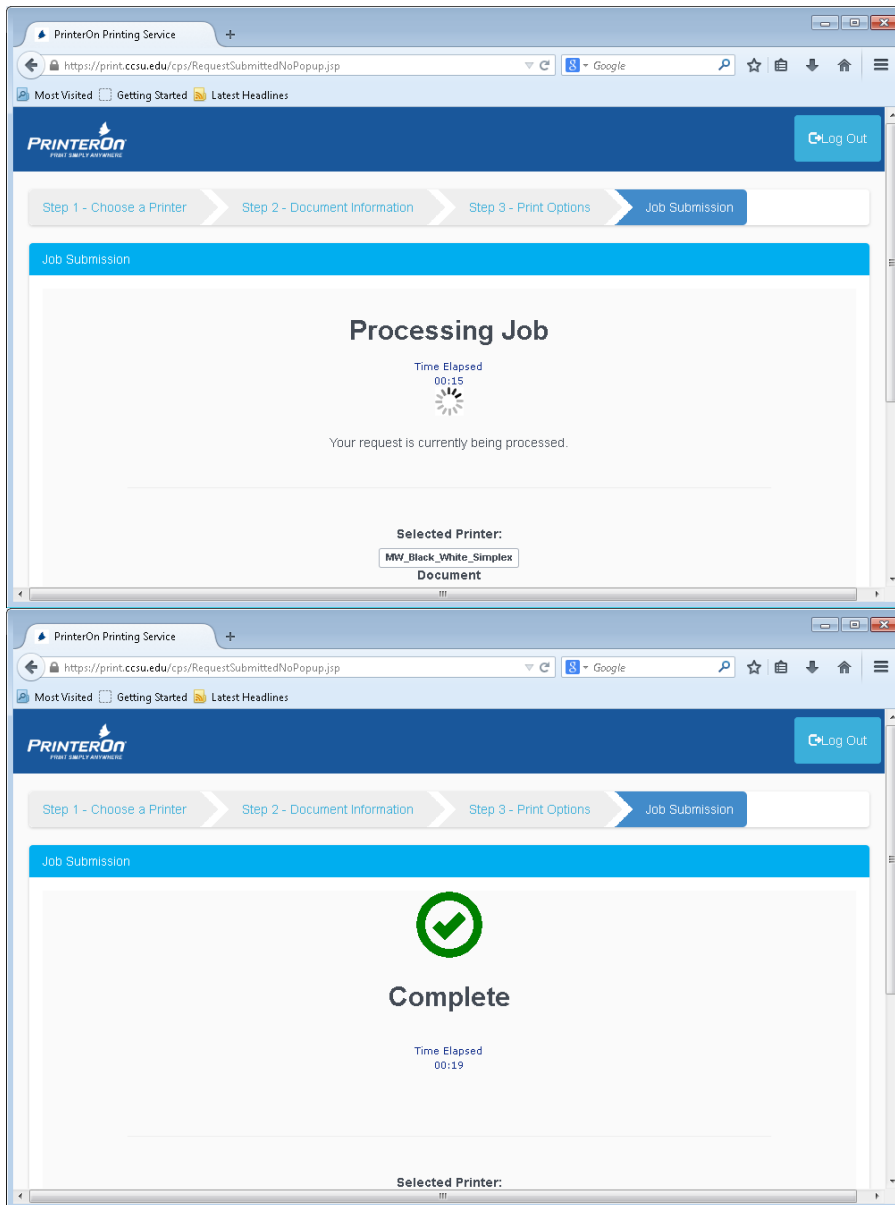


The screenshot shows the PrinterOn web interface at the URL <https://print.ccsu.edu/cps/SelectOptions2.jsp?jobId=995576605>. The interface is titled "PrinterOn Printing Service" and has a "Log Out" button in the top right. A progress bar at the top indicates the current step: "Step 3 - Print Options". Below the progress bar, the section is titled "Page Settings". It contains the following fields:

- Selected Printer:** A dropdown menu showing "MW_Black_White_Simplex".
- Paper:** A dropdown menu showing "Letter - 8 1/2 x 11 in".
- Duplex:** A dropdown menu showing "Single Sided".
- Orientation:** A dropdown menu showing "As Saved".

To the right of these settings is a "Preview" area showing a document icon with the numbers 1, 2, and 3. At the bottom of the form, there is a blue button labeled "Another Printer" and a green button labeled "CONTINUE".

5. Your print job will begin processing. Please be patient - it could take up to 60 seconds for the processing to complete depending on the size of the document.



6. Go to a Print Release Station in the room/building where you are printing the document. In this example, the document was sent to MW_Black_White_Simplex, which is the Marcus White Student Technology Center. It may take a few minutes for your job to appear on the Print Release Station. If you don't see the first time you swipe your card, wait a minute and swipe your card again. Follow the instructions at the Print Release Station for printing your document.