FacStaff 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  PRINT 

1. Type in your BlueNet Username (Login ID) and Password and click Log In.
2. In Step 1 - choose a printer from the list. You will only see printers that you have permission to print to. Department print names look like this: PRN-###### (###### represents the last 6-digits of the printer asset tag)
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.

4. In Step 3 you can change some page settings, if desired. Click 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. Once the process is Complete, it may take a few minutes for your document to reach the printer.