PrinterOn is a new method which you can print wirelessly.

February 2018
Contents

1. OVERVIEW .......................................................... 3

2. WIRELESS PRINTING INSTRUCTIONS .................................. 3

   2.9 GWC ....................................................... 5

   2.9 OCC/COASTLINE .......................................... 5
1. **Overview**

   1.1. PrinterOn provides a remote printing solution for our College campuses. It allows printing from off network devices to printers located on campus. Whether it is a laptop, desktop or smartphone, printing is easy and secure using our website. It is easy as selecting a printer on campus, choosing your document, purchase the print job and release it to the printer.

2. **Wireless Printing Instructions**

   Note: If this is your first time using the wireless printing system, please initialize your account by logging in with your computer network account at https://payforprint.cccd.edu:7773. Once you have signed in, you can logout and close the tab. If you already have signed in previously, proceed to the next step.

   2.1. Sign in to [https://wirelessprint.cccd.edu/cps/Login](https://wirelessprint.cccd.edu/cps/Login).

   2.1.9. Enter your login information for your computer.

   ![Login Screen]

   2.2. Choose the College from which you are trying to print from.

   2.3. Click on Printer Name you want to print from.

   ![Printer Selection Screen]
2.4. Choose the document that you want to print. You may also enter a webpage URL.
2.5. Enter the number of copies you want to print. Enter page range (If applicable).
2.6. Click Continue.

2.7. The confirmation page should show.
2.8. Based on the campus you selected please follow the instructions.

### GWC
2.9. Find the printer you selected earlier and pay for your print job at the computer station.

### OCC/COASTLINE
2.9. Sign in to [https://payforprint.cccd.edu:7773](https://payforprint.cccd.edu:7773).
2.10. Select job which you just printed via PrinterOn – “Pay and print”.
2.11. The Job will now be released to printer selected.