

PrinterOn Wireless Printing Instructions

PrinterOn is a new method which you can print wirelessly.

September 2017

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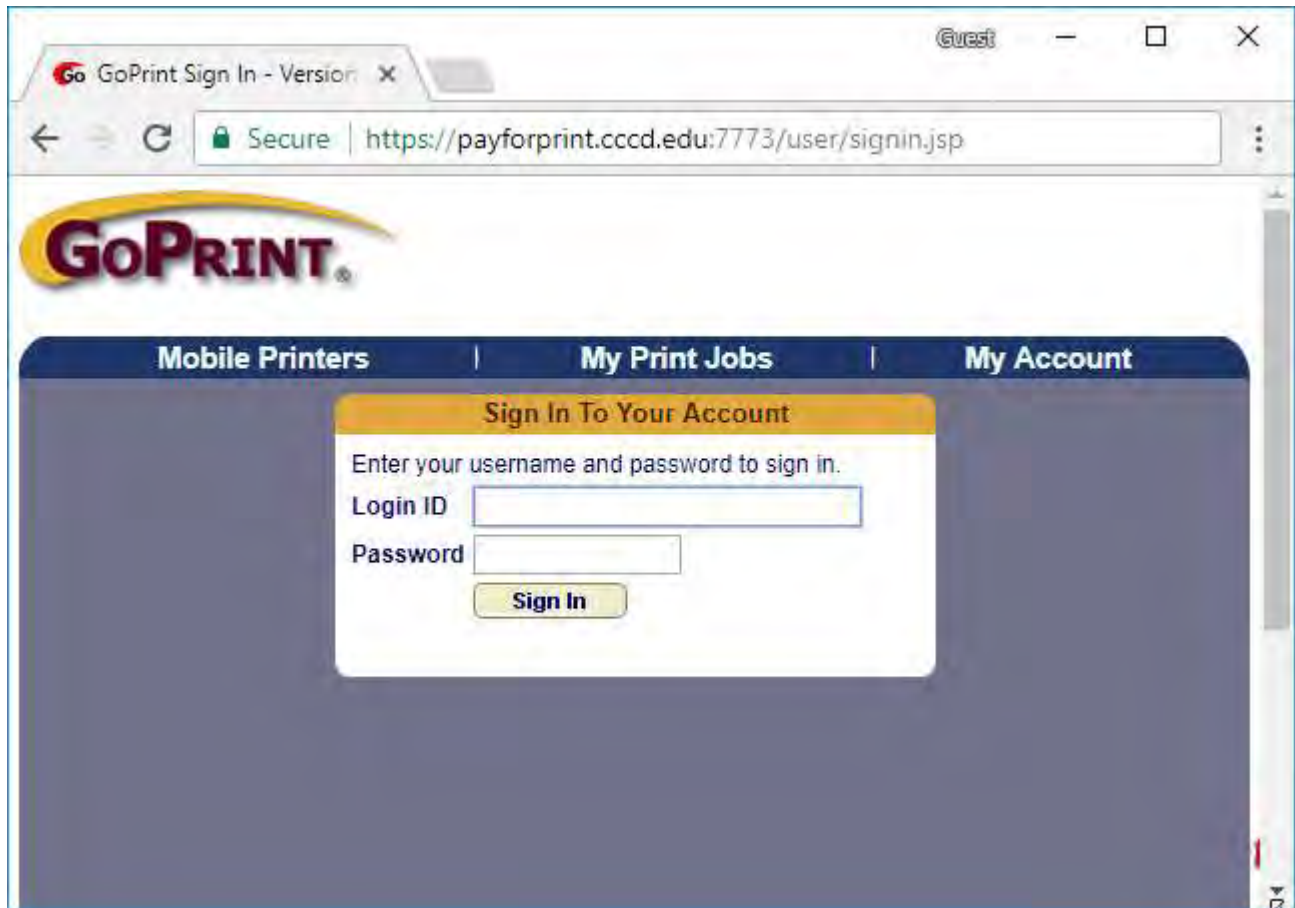
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1. Overview

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.

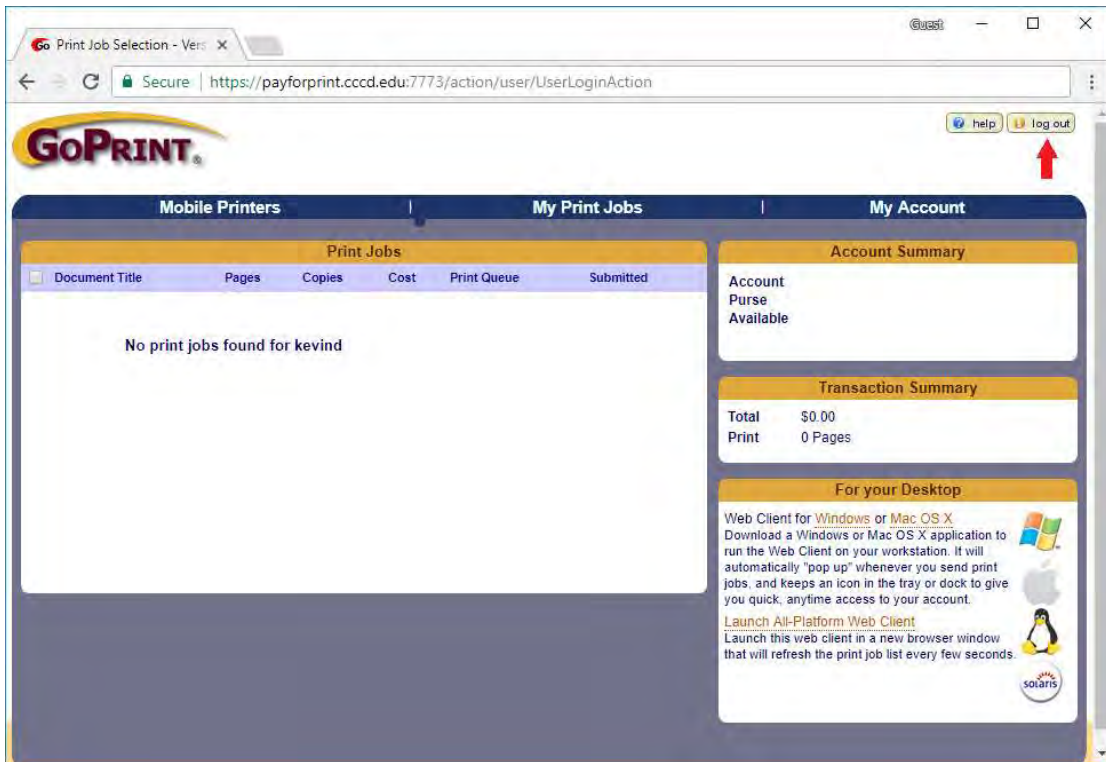
2. Wireless Printing Instructions

2.1. Prerequisite: if this is the 1st time you are using wireless printing, please initialize your account by logging in with your computer network account at <https://payforprint.cccd.edu:7773>.



The screenshot shows a web browser window with the title "GoPrint Sign In - Version: X". The address bar displays "Secure | https://payforprint.cccd.edu:7773/user/signin.jsp". The page features the "GoPRINT" logo at the top. Below the logo is a navigation bar with three tabs: "Mobile Printers", "My Print Jobs", and "My Account". The main content area is a "Sign In To Your Account" form. The form includes the instruction "Enter your username and password to sign in.", a "Login ID" input field, a "Password" input field, and a "Sign In" button.

2.1.9. Once you've signed in, you can logout and close the tab.



2.2. Sign in to <https://wirelessprint.cccd.edu/cps/Login>.

2.2.9. Enter your login information for your computer.



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

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

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission

Select a Department ? Select a Printer ?

Display 10 records per page Search:

1	Department Name	Number of Printers
	Golden West College	2
	Coastline Community College	1
	Orange Coast College	2

2

Printer Name	Department Name
GWC LRC 141	Golden West College
GWC LRC 225	Golden West College

1

- 2.5. Choose the document that you want to print. You may also enter a webpage URL
- 2.6. Enter the number of copies you want to print. Enter page range (If applicable).
- 2.7. Click Continue.

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission

Select your document and options

Selected Printer:

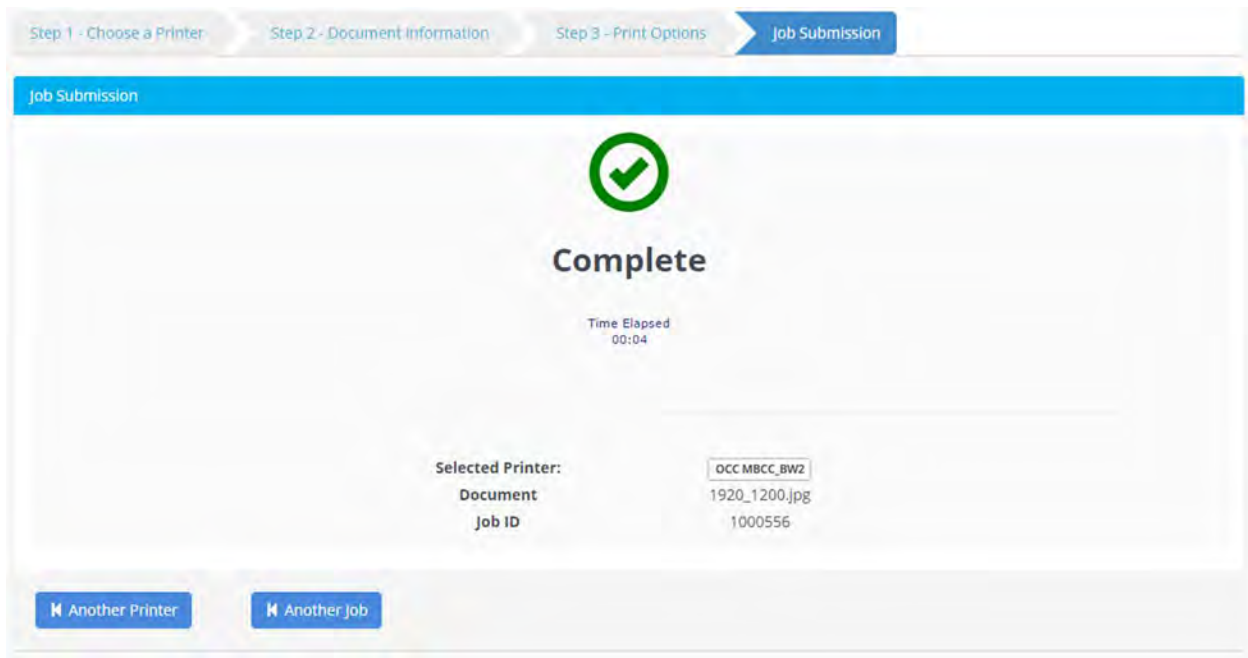
Document ? No file chosen

Web Page ?

Copies ?

Page Range ? -

2.8. The confirmation page should show.



2.9. Based on the campus you selected please follow the instructions.

GWC

2.10. 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>
- 2.10. Select job which you just printed via PrinterOn – “Pay and print”.
- 2.11. The Job will now be released to printer selected.

