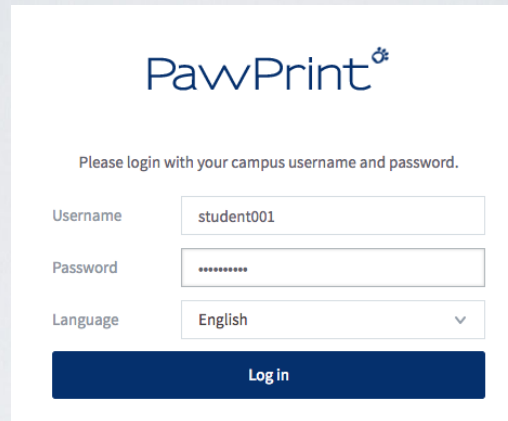


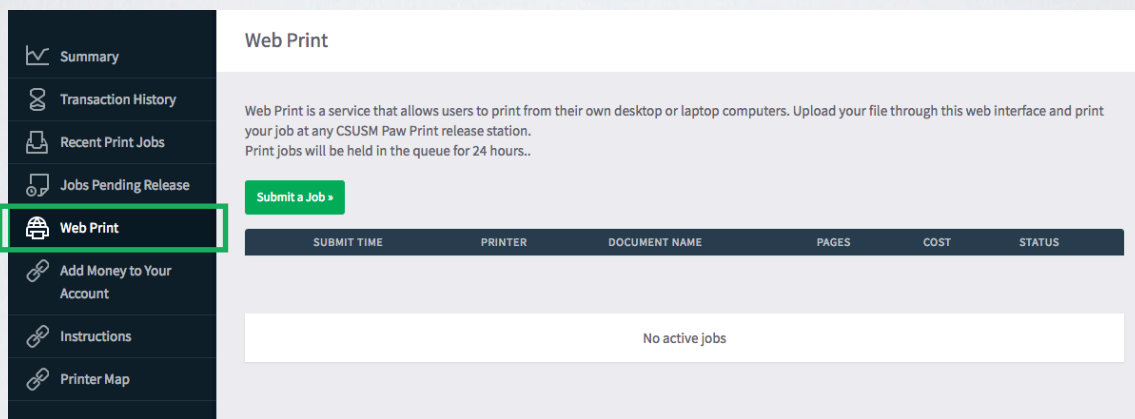
# Printing Files Online

Go to [pawprint.csusm.edu](http://pawprint.csusm.edu) and log in with your campus username and password.



The image shows the PawPrint login page. At the top is the PawPrint logo. Below it is the instruction "Please login with your campus username and password." There are three input fields: "Username" with the value "student001", "Password" with masked characters "\*\*\*\*\*", and "Language" with a dropdown menu set to "English". A dark blue "Log In" button is at the bottom.

Click on Web Print to submit the file that you want to print.



The image shows the Web Print interface. On the left is a dark sidebar with navigation options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted with a green box), Add Money to Your Account, Instructions, and Printer Map. The main content area is titled "Web Print" and contains a description: "Web Print is a service that allows users to print from their own desktop or laptop computers. Upload your file through this web interface and print your job at any CSUSM Paw Print release station. Print jobs will be held in the queue for 24 hours..". Below the text is a green "Submit a Job" button. Underneath is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, showing "No active jobs".

Select Submit a Job

Now select a printer:

- papercut\printBW = black and white (12 cents)
- papercut\printColor = color (25 cents)

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> papercut\printBW (virtual)	
<input type="radio"/> papercut\printColor (virtual)	CSUSM Color Printing

Then tap Print Options and Account Selection

Choose how many copies you want to print then click Upload Documents.

**Options**

Copies

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[< 1. Printer Selection](#) [3. Upload Documents >](#)

Now upload the file that you want to print and click Upload & Complete

**Upload**  
Select documents to upload and print

Print Test.docx  
11.2 KIB

Drag files here  
[Upload from computer](#)

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tiff XPS xps


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[< 2. Print Options](#) [Upload & Complete >](#)

Wait until the status is Held in a queue, then go to the Jobs Pending Release tab.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 24, 2018 2:27:23 PM	papercut/printBW	Print Test.docx	1	\$0.12	Held in a queue

Once in the Jobs Pending Release tab, you will see all of the files that you have submitted. Click print next to the one that you want to print.

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
 Jul 24, 2018 2:27:28 PM	papercut\printBW	Print Test.docx	Web Print	1	\$0.12	<a href="#">[print]</a> <a href="#">[cancel]</a>

You will now see all the printers on campus. Select the one that you want your file to print from. (printers are named based on their location on campus)

PRINTER	LOCATION	STATUS
<a href="#">papercut\acd206a.csusm.edu</a>	Academic Hall 206	 OK
<a href="#">papercut\acd211a.csusm.edu</a>	Academic Hall 211	 OK
<a href="#">papercut\arts239b.csusm.edu</a>	Arts Building 239	 OK
<a href="#">papercut\cfh107a.csusm.edu</a>	Clark Field House 107	 OK
<a href="#">papercut\cra1400a.csusm.edu</a>	Craven Hall 1400	 OK
<a href="#">papercut\cra3400.csusm.edu</a>	Craven Hall 3400	 OK
<a href="#">papercut\fcb106a.csusm.edu</a>	FCB 106	 OK
<a href="#">papercut\kel1103a.csusm.edu</a>	Kellogg Library 1103	 OK
<a href="#">papercut\kel1109a.csusm.edu</a>	Kellogg Library 1109	 OK
<a href="#">papercut\kel2000b.csusm.edu</a>	Kellogg Library 2000	 OK
<a href="#">papercut\kel2100a.csusm.edu</a>	Kellogg Library 2100	 OK

Your file will automatically print at that printer. You will not need to log into the release station.