

PrinterOn Wireless Printing Instructions

PrinterOn is a new method which you can print wirelessly.

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1. Overview

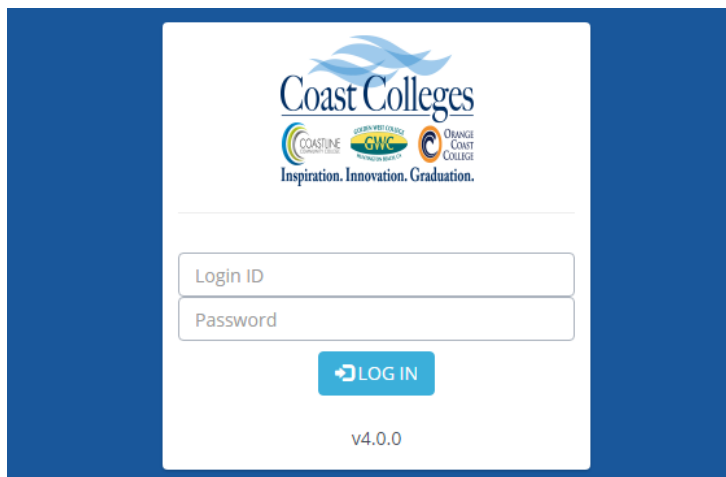
1.1. PrinterOn provides a remote printing solution for our College campuses. It allows printing from off network devices to printers located on campus. Whether it is a laptop, desktop or smartphone, printing is easy and secure using our website. It is easy as selecting a printer on campus, choosing your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

2. Wireless Printing Instructions

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.

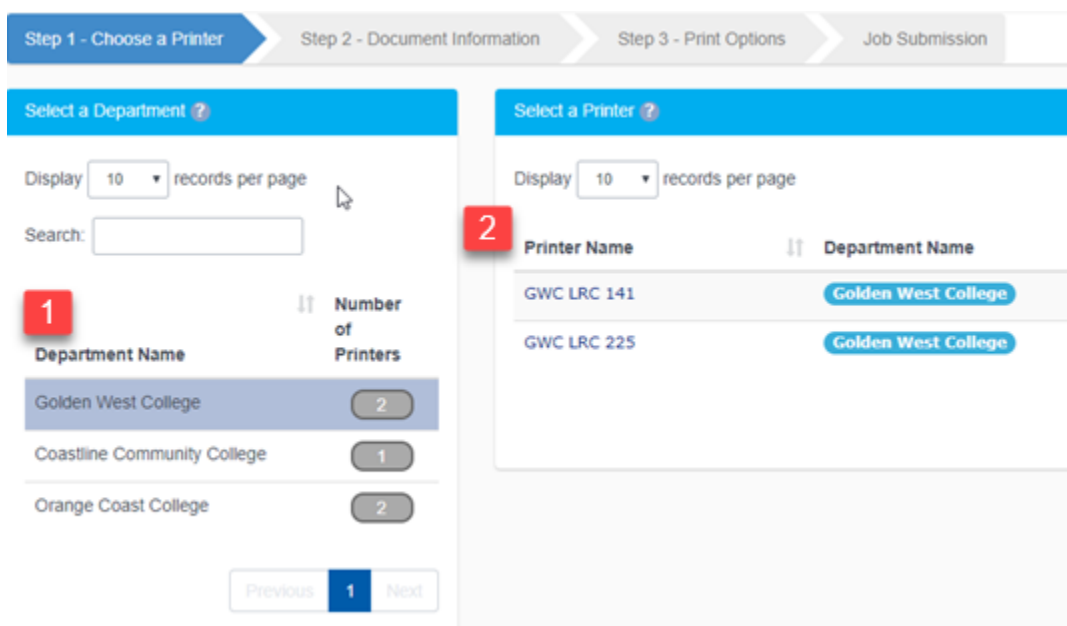
2.1. Sign in to <https://wirelessprint.cccd.edu/cps/Login>.

2.1.9. Enter your login information for your computer.



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

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



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

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

- 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.

The screenshot shows a multi-step process bar at the top with four steps: 'Step 1 - Choose a Printer', 'Step 2 - Document Information' (highlighted in blue), 'Step 3 - Print Options', and 'Job Submission'. Below the bar is a blue header that reads 'Select your document and options'. The main area contains several form fields: 'Selected Printer' with a dropdown menu showing 'OCC MBCC_BW2'; 'Document' with a 'Choose File' button and the text 'No file chosen'; 'Web Page' with an empty text input field; 'Copies' with an empty text input field; and 'Page Range' with two empty text input fields separated by a hyphen. At the bottom left is a blue button with a left-pointing arrow and the text 'Another Printer'. At the bottom right is a green button with the text 'CONTINUE'.

2.7. The confirmation page should show.

The screenshot shows the 'Job Submission' step, which is highlighted in blue in the top process bar. The main content area features a large green checkmark icon inside a circle, with the word 'Complete' in bold text below it. Underneath, it says 'Time Elapsed 00:04'. A horizontal line separates this from a summary table. The table has two columns: the left column lists 'Selected Printer:', 'Document', and 'Job ID'; the right column shows the corresponding values: 'OCC MBCC_BW2', '1920_1200.jpg', and '1000556'. At the bottom left is a blue button with a left-pointing arrow and the text 'Another Printer'. At the bottom right is a blue button with a left-pointing arrow and the text 'Another Job'.

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>.

2.10. Select job which you just printed via PrinterOn – “Pay and print”.

2.11. The Job will now be released to printer selected.

