

How to Send Files From your Personal Laptop to the Library Printer

PDF Files

Sending a PDF file to the Library printer is easy. Simply use your CSS email account and send the PDF file as an attachment to the following address:

lab-library@css.edu

Note: You must send the file from your CSS email account for this to work.

Word and Excel Files

Go to webprint.css.edu and enter your COR username and password. After logging in, select “Web Print” from the menu on the left of the web page. Next, click “Submit a Job” on the right of the Web Print page.

PaperCutNG

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Oct 3, 2016 9:01:53 AM	merritt>Email_to_Print_Tow_Library_Lab	wireless printing.pdf	1	1	Finished: Queued for printing

On the following page, select the Library printer from the list of options. (The printer name is merritt>Email_to_Print_Tow_Library_Lab.) Next, click “Print Options and Account Selection”:

Web Print

The screenshot shows a web interface for printer selection. At the top, there are three tabs: '1. Printer' (active), '2. Options', and '3. Upload'. Below the tabs, the text 'Select a printer:' is followed by a 'Quick Find:' search box and a 'Find Printer' button. A table lists several printer options with their names and locations. The first option, 'merrittEmail_to_Print_Tow_Library_Lab', is selected and indicated by a red arrow. At the bottom right, a button labeled '2. Print Options and Account Selection »' is also indicated by a red arrow.

Printer Name ▲	Location/Department
<input checked="" type="radio"/> merrittEmail_to_Print_Tow_Library_Lab	Library main floor
<input type="radio"/> merrittWeb_HSC_Resource_Room	HSC Resource Room
<input type="radio"/> merrittWeb_Lab_24_Hour	Tower 14
<input type="radio"/> merrittWeb_Lab_Commons_1	Commons Lab in Science
<input type="radio"/> merrittWeb_Lab_Commons_2	Commons Lab in Science
<input type="radio"/> merrittWeb_Lab_Scanlon	Scanlon Lab

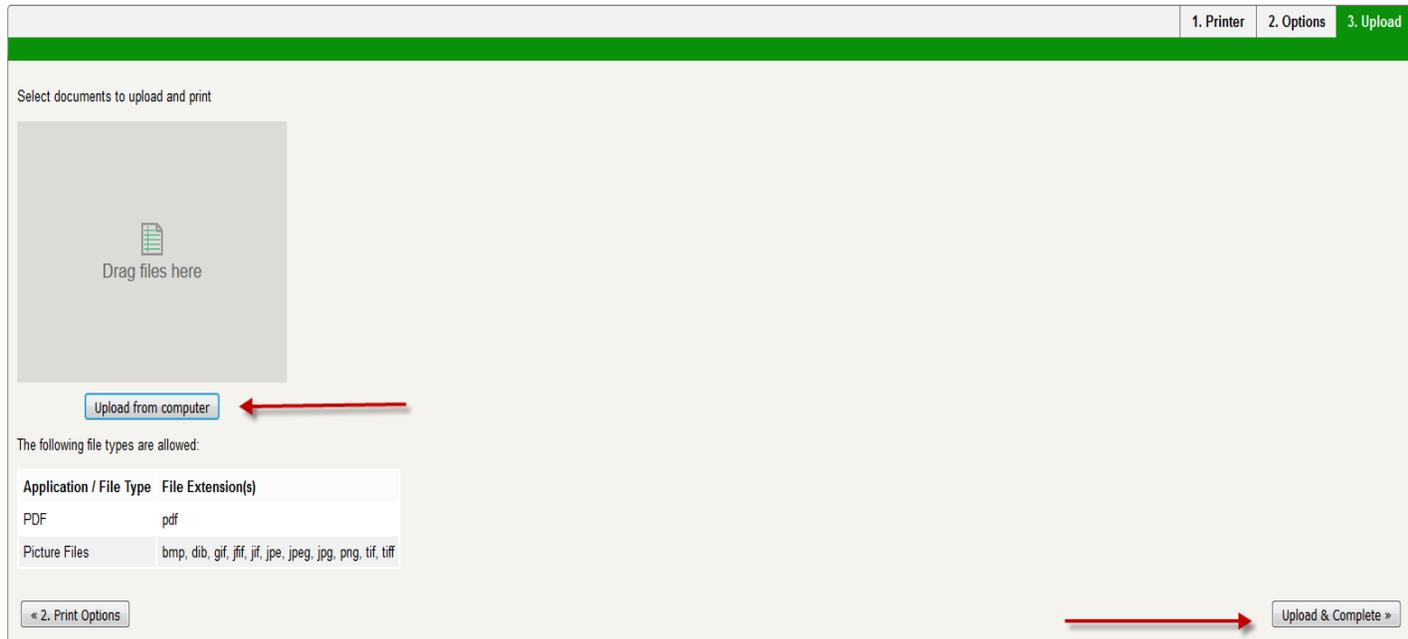
Enter the number of copies you would like to have, then click on the option to Upload Documents:

Web Print

The screenshot shows the 'Options' step of the web print process. The '1. Printer' tab is now inactive, and the '2. Options' tab is active. The 'Copies:' field is set to '1' and is indicated by a red arrow. At the bottom right, a button labeled '3. Upload Documents »' is also indicated by a red arrow.

Use the “Upload from Computer” button to select a file for printing. Next, click “Upload & Complete” to send the print job.

Web Print



The screenshot shows the 'Web Print' interface. At the top, there is a green navigation bar with three tabs: '1. Printer', '2. Options', and '3. Upload'. The '3. Upload' tab is currently selected. Below the navigation bar, the main area is titled 'Select documents to upload and print'. It features a large grey box with a document icon and the text 'Drag files here'. Below this box is a button labeled 'Upload from computer', which is highlighted with a red box and a red arrow pointing to it from the right. Below the button, the text 'The following file types are allowed:' is followed by a table:

Application / File Type	File Extension(s)
PDF	pdf
Picture Files	bmp, dib, gif, _jif, _jif, _jpe, _jpeg, .jpg, .png, .tif, .tiff

At the bottom left of the interface is a button labeled '<< 2. Print Options'. At the bottom right is a button labeled 'Upload & Complete >>', which is highlighted with a red box and a red arrow pointing to it from the left.

PLEASE NOTE: At this point you can only print PDF, Word and Excel documents via Web Print. If you are working with another file format, you might try converting it to PDF before printing.