

Library Computer Lab stations and Windows checkout Laptops:

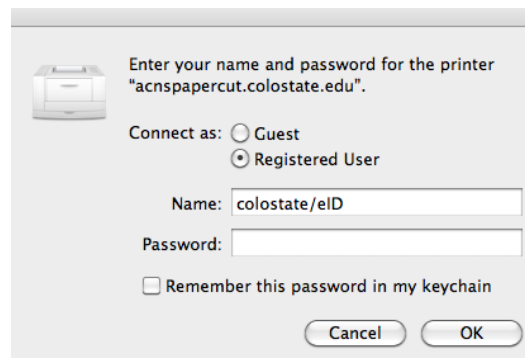
1. ***Students Log in to PC or Laptop with eID username and password. Community patrons log into lab PC with cID username (9-digit library account number) and password.***
2. From the application menu choose File>Print or click the printer icon.
3. Select a Printer
4. Set printing preferences (pages, copies, etc.) and click print or OK.
5. Log into a Printing Station with your eID (CSU Affiliates) or cID (Community Patrons) and password to view print jobs in your personal print queue.
6. Click Print to print the job selected.
7. Click Cancel to abort the print job.
8. Click Done to log out. (Note: User will be automatically logged out of the Release Station after 15 seconds)

Checkout MACbooks:

1. From the application menu choose File>Print.
2. Set printing preferences (pages, copies, etc.) and click Print.
3. At the pop-up authentication window, enter your eID credentials in the format shown below:

Username: colostate/eID
Password: (eID password)

Note: The Connect as: default selection should remain as Registered User

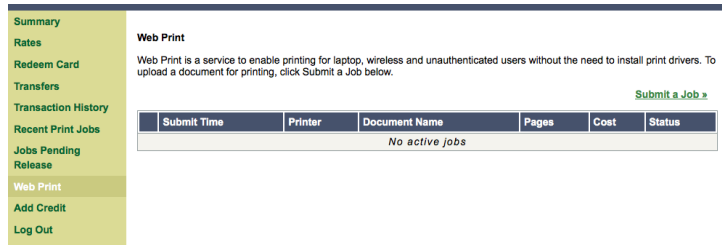


The screenshot shows a Mac authentication dialog box titled "Enter your name and password for the printer 'acnspapercut.colostate.edu'". It features a printer icon on the left. The "Connect as:" section has two radio buttons: "Guest" (unselected) and "Registered User" (selected). Below this, there are two text input fields: "Name:" containing "colostate/eID" and "Password:" which is empty. At the bottom, there is a checkbox labeled "Remember this password in my keychain" which is unchecked. Two buttons, "Cancel" and "OK", are located at the bottom right.

Web Printing for Personal Laptops and IMac Stations:

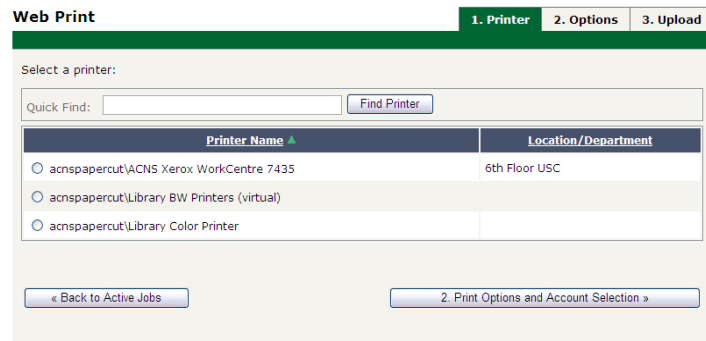
1. Log into [PaperCut](#) to access your printing account in the library.
2. Enter your eID and password click Log In.

3. From the left hand menu Click Web Print.



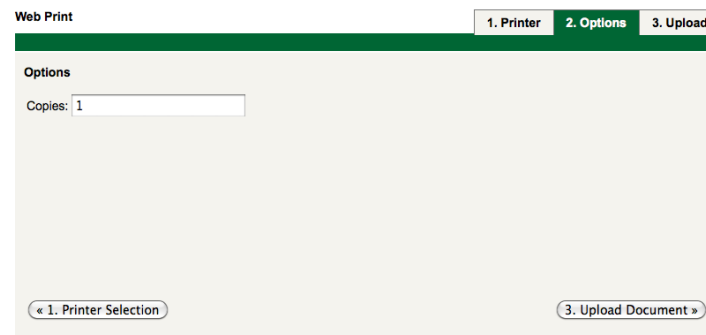
4. Click Submit a Job.

5. Select Library BW Printers or Library Color Printer from the available printer list.

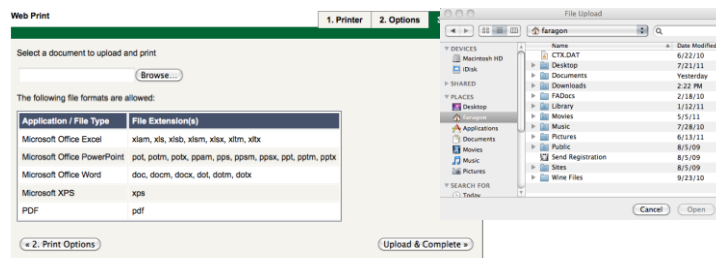


6. Click Print Options and Account Selections

7. Enter the number of copies required and Click Upload Documents



8. Click Browse to find and select the file to be uploaded from the browser window.



9. Click Upload & Complete.

10. Retrieve your print job by logging into a printing station.

Web Print

1. Printer 2. Options 3. Upload

Select a document to upload and print

/Users/faragon/Desktop/wr [Browse...](#)

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsx, xlsm, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

[« 2. Print Options](#) [Upload & Complete »](#)