

Printing From Home and Personal Devices

Go to the Paw Print webpage: <http://pawprint.csusm.edu>

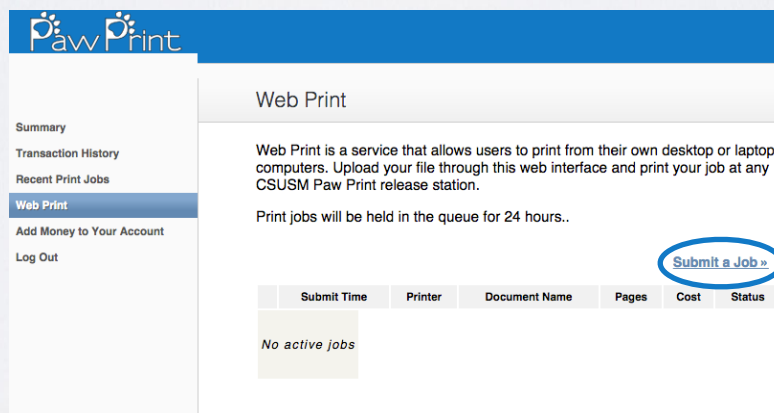
Log in using your campus username and password.



The image shows the Paw Print login interface. At the top is the Paw Print logo. Below it, a message says "Please login with your campus username and password." There are three input fields: "Username" with the placeholder "username", "Password" with a masked field of dots, and "Language" with a dropdown menu set to "English". A "Log in" button is located at the bottom right of the form.

You will then see a summary of your printing history and current balance.

Click Web Print then Submit Job



The image shows the Paw Print "Web Print" interface. On the left is a navigation menu with options: Summary, Transaction History, Recent Print Jobs, Web Print (highlighted), Add Money to Your Account, and Log Out. The main content area is titled "Web Print" and contains the following text: "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." Below this, it says "Print jobs will be held in the queue for 24 hours..". A "Submit a Job »" button is circled in blue. At the bottom, there is a table with columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table currently shows "No active jobs".

You will need to choose from the two printers available then click Print Options and Account Selection.

- [Print4csusm](#): 12 cents per page
- [Print4csusmColor](#): 25 cents per page

Type the amount of copies you want and click Upload Documents

The screenshot shows the 'Web Print' interface with three tabs: '1. Printer', '2. Options', and '3. Upload'. Under the '1. Printer' tab, there is a 'Select a printer:' section with a 'Quick Find:' search box and a 'Find Printer' button. Below this, there are two radio button options for printer selection:

Printer Name ▲	Location/Department
<input type="radio"/> print4csusm (virtual)	CSUSM Black and White Printing
<input type="radio"/> print4csusmColor (virtual)	CSUSM Color Printing

At the bottom left, there is a button labeled 'Back to Active Jobs'. At the bottom right, there is a button labeled '2. Print Options and Account Selection' which is circled in blue.

There are two ways of submitting a file:

- Click and drag your file to the box saying Drag Files Here
- or
- Select Upload From Computer and find the location of your file

You will ONLY be able to print the following types of files

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

When you are finished selecting your files, click Upload & Complete
You then will see your files and the cost of printing.
The status should be Held in a Queue.

The screenshot shows the 'Paw Print' interface. On the left is a navigation menu with options: Summary, Transaction History, Recent Print Jobs, Web Print (highlighted), Add Money to Your Account, and Log Out. The main content area is titled 'Web Print' and contains the following text:

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.

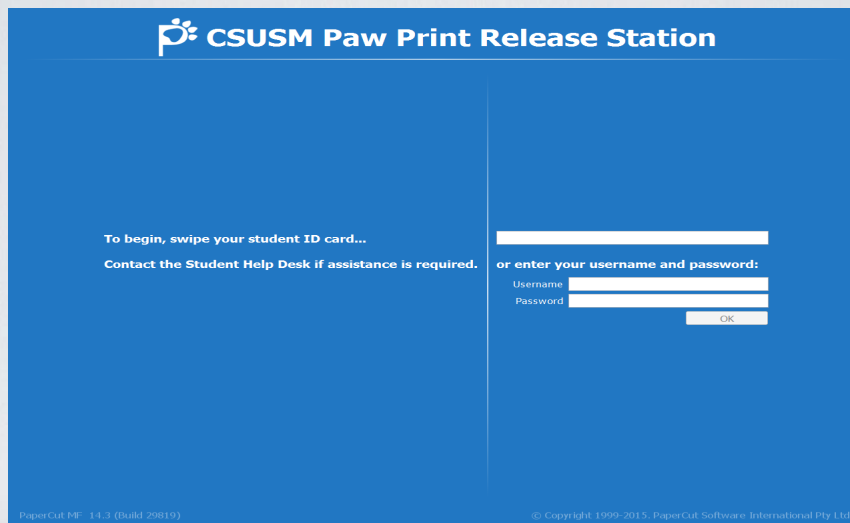
[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Feb 18, 2015 10:28:28 AM	paperout/print4csusm	Steps to do.docx	1	\$0.12	Held in a queue
Feb 18, 2015 10:28:28 AM	paperout/print4csusm	Need Your Campus Email.pptx	1	\$0.12	Held in a queue
Feb 18, 2015 10:28:28 AM	paperout/print4csusm	EVERS Macbook Airs 2014.xlsx	4	\$0.48	Held in a queue
Feb 18, 2015 10:28:28 AM	paperout/print4csusm	Anth430 iPads.xlsx	1	\$0.12	Held in a queue

Now you can go to any Paw Print station on campus to retrieve your print job.

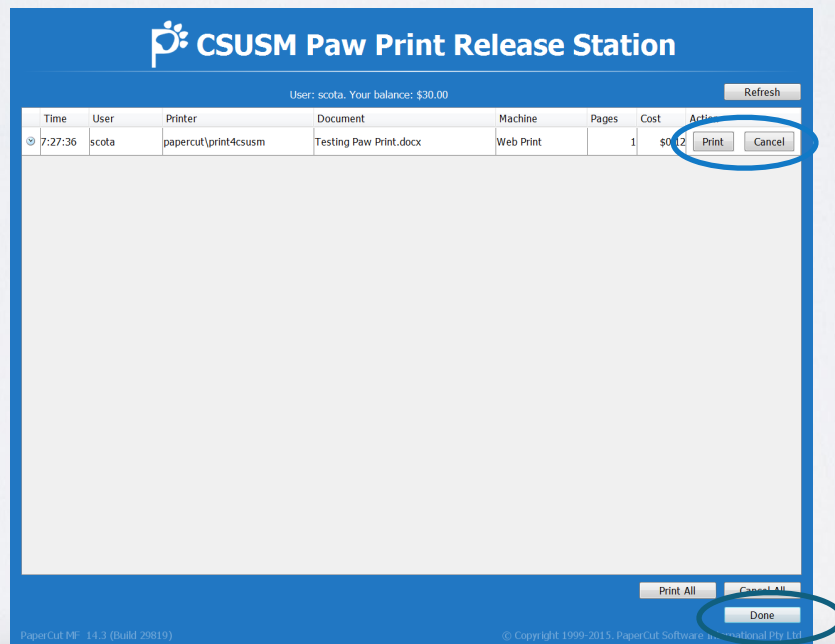
(If you chose to print in color, you will need to go to a station that has a color printer)

At the station, log into your account



- Swipe your campus ID card to log in automatically
- or
- Type your campus username and password

Select Print (or cancel the job if you wish)



When finished select Done to log off