

How to Print Wirelessly from a Laptop

This article covers how Students can Pay & Print Wirelessly from a Personal Laptop

Step 1: Send Document to Printer

1. Login to PrinterOn

- Go to: <https://goprintmobile.fullerton.edu/cps/>
- Enter your Portal username and password to login.



2. Select the printer

 Note the printer name: SGC_PLN[Library Floor]BlackWhite[Printer Number]


Step 1 - Choose a Printer
Step 2 - Document Information
Step 3 - Print Options
Job Submission


Step 1 - Choose a Printer ?

Display records per page

Printer Name	Department Name
CenterForScholars	<button>Default</button>
TitanCardTest	<button>Default</button>
SGC_PLN1Color1	<button>Default</button>
SGC_PLN1BlackWhite4	<button>Default</button>
SGC_PLN2BlackWhite3	<button>Default</button>
SGC_PLN3BlackWhite1	<button>Default</button>
SGC_PLN4BlackWhite3	<button>Default</button>
SGC_PLN5BlackWhite1	<button>Default</button>
UniversityHonors	<button>Default</button>
TSU_FirstFloor_BlackWhite1	<button>Default</button>

3. Select & Upload your file

 Settings can be left to default.

 Here you can change how many copies you want, page range, and page orientation.

Step 1 - Choose a Printer
Step 2 - Document Information
Step 3 - Print Options
Job Submission

Select your document and options

Selected Printer:

SGC_PLN1BlackWhite4

Document ?

Choose File Tuffy.docx

Copies ?

Page Range ?

 -

Another Printer

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4. Wait for the Green Check Mark

Step 1 - Choose a Printer
Step 2 - Document Information
Step 3 - Print Options
Job Submission

Job Submission

Complete

Time Elapsed
00:09

Selected Printer:

SGC_PLN1BlackWhite4

Document

Tuffy.docx

Job ID

1008984

Another Printer

Another Job

5. First Time Printing Wirelessly?

- ! If this is the first time you are printing wirelessly through a personal device you may not see the document appear on GoPrint Print. You may need to send your print job again.

- 💡 This will only happen once; the very first time you print wirelessly.

Step 2: Pay & Print Document

1. Login to GoPrint

- Go to: <https://print-t.fullerton.edu:7773/>
- Enter your Portal username and password to login.

GoPrint WebClient

File Help

GoPRINT

Sign In To Your Account

Enter your username and password to sign in.

Login ID TuffytheTitan


Password ••••••••••

Sign In

2. Select your document(s) from the list & click "Pay and Print"

The screenshot shows the GoPrint WebClient interface. At the top, there's a navigation bar with 'File' and 'Help' menus. Below that is the GoPrint logo. A tabbed interface shows 'My Print Jobs' as the active tab, with 'My Account' as an alternative. The main content area is titled 'Print Jobs' and contains a table with the following columns: Document Title, Pages, Copies, Cost, Print Queue, and Submitted. A single job is listed: 'Microsoft Word - Document1' with 1 page, 1 copy, a cost of \$0.10, and a print queue of 'SGC_PLN1BlackWhite5', submitted on 03/10 12:13PM. A blue circle with the number '1' highlights the 'Submitted' column. Below the table, there are three buttons: 'Pay and print' (highlighted with a blue circle and the number '2'), 'jobs', and 'Logout'.

Document Title	Pages	Copies	Cost	Print Queue	Submitted
Microsoft Word - Document1	1	1	\$0.10	SGC_PLN1BlackWhite5	03/10 12:13PM

 You can see how many pages you are printing, the cost, and if you have sufficient funds:

The screenshot displays two summary sections. The first is 'Account Summary', which shows the account name 'TitanTender' and the available balance as '\$0.00'. The second is 'Transaction Summary', which shows a total of '\$0.00' and '0 Pages' to be printed.

Account Summary	
Account	TitanTender
Purse	TitanTender
Available	\$0.00

Transaction Summary	
Total	\$0.00
Print	0 Pages

Your TitanCard balance is automatically deducted and your document will then print out on the printer.

- ! Note: You do not need to swipe your card at the printer.
To avoid confusion and loss of print jobs, it is advisable to collect your documents once they have been sent to the printer.

3. Make sure you have sufficient funds

- ! You will see an error if there are insufficient funds:

The screenshot shows the GoPrint WebClient interface. At the top right, there is a red alert box with the text "ALERT Insufficient funds. Please check your". Below the alert, there are tabs for "My Print Jobs" and "My Account". The main content area shows a "Payment Incomplete" status. Below this, there is a table with columns: Document Title, Pages, Cost, and Amount Paid. The table is empty, and a message "No print jobs released." is displayed. At the bottom, there are two summary sections: "Account Summary" and "Transaction Summary".

Document Title	Pages	Cost	Amount Paid
No print jobs released.			

Account Summary		Transaction Summary	
Account		Print Jobs	0
Purse TitanTender		# of Pages	0
Available \$0.00		Account Balance	\$0.00
		Payment	- \$0.00
		Balance Remaining	\$0.00

- 💡 You can add funds to your TitanCard 3 different ways:

1. Visit the TitanCard Desk ([Hours & Location](#))
2. CSUF Portal ([Add with a Credit Card](#))
3. Print - Only stations in the library - TitanTender Deposit Icon ([Add with a Credit Card](#))

1. Need additional assistance?



Visit or contact the Student Genius Center

Location: Pollak Library North

Phone: (657) 278-8203

Hours: [Website](#)