

How to Print from a Campus Computer

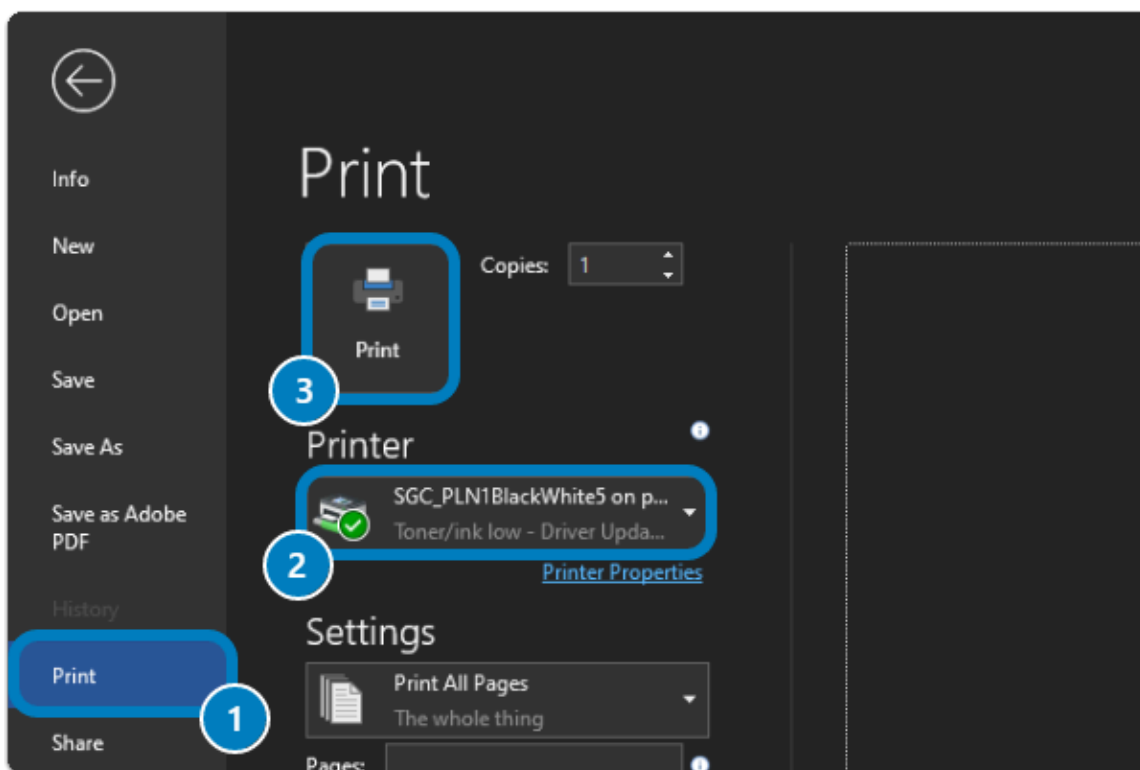
This article covers how CSUF students can Pay & Print on a Campus Computer

Step 1: Send Document to Printer

1. Print your document

File > Print > Select Printer > Print
or press "Ctrl + P" > Select Printer > Print

! Make sure you note the printer it is being sent to.



Step 2: Pay & Print Document

1. Login to NetZCore

- The NetZCore login screen will appear, if not, double click the red swoosh icon in the bottom right corner.
- Enter your Portal username and password to login.

netZcore PRINT

Mobile Printers | My Print Jobs | My Account

Sign In To Your Account

Enter your username and password to sign in.

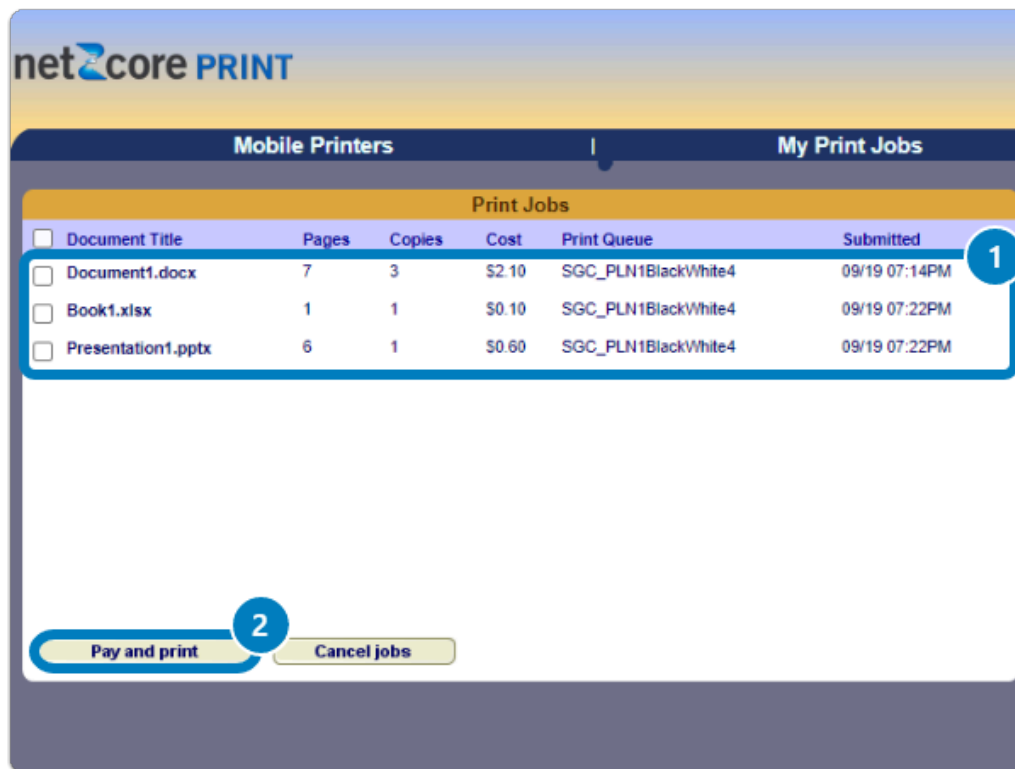
Login ID TuffyTheTitan

Password *****

Sign In

Welcome to Titan Funds

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

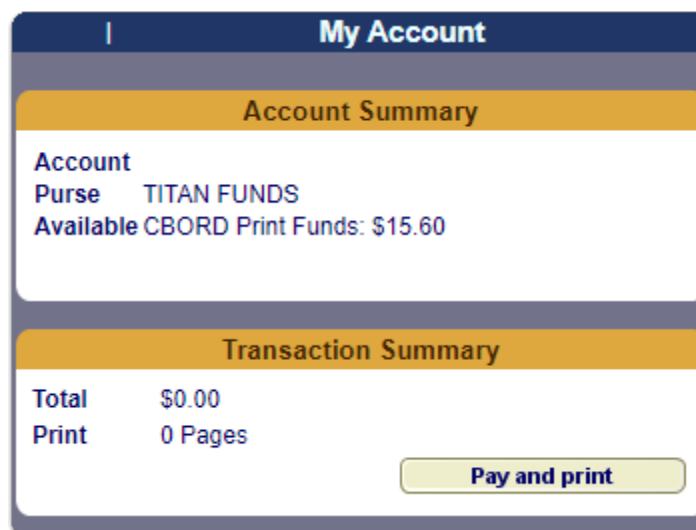


The screenshot shows the net2core PRINT interface. At the top, there are tabs for 'Mobile Printers' and 'My Print Jobs'. Below the 'My Print Jobs' tab, there is a section titled 'Print Jobs' containing a table with the following data:

<input type="checkbox"/>	Document Title	Pages	Copies	Cost	Print Queue	Submitted
<input type="checkbox"/>	Document1.docx	7	3	\$2.10	SGC_PLN1BlackWhite4	09/19 07:14PM
<input type="checkbox"/>	Book1.xlsx	1	1	\$0.10	SGC_PLN1BlackWhite4	09/19 07:22PM
<input type="checkbox"/>	Presentation1.pptx	6	1	\$0.60	SGC_PLN1BlackWhite4	09/19 07:22PM

At the bottom of the interface, there are two buttons: 'Pay and print' (highlighted with a blue circle and the number 2) and 'Cancel jobs'.

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



The screenshot shows the 'My Account' page. It has a header 'My Account' and two main sections:

Account Summary

Account
Purse TITAN FUNDS
Available CBORD Print Funds: \$15.60

Transaction Summary

Total \$0.00
Print 0 Pages

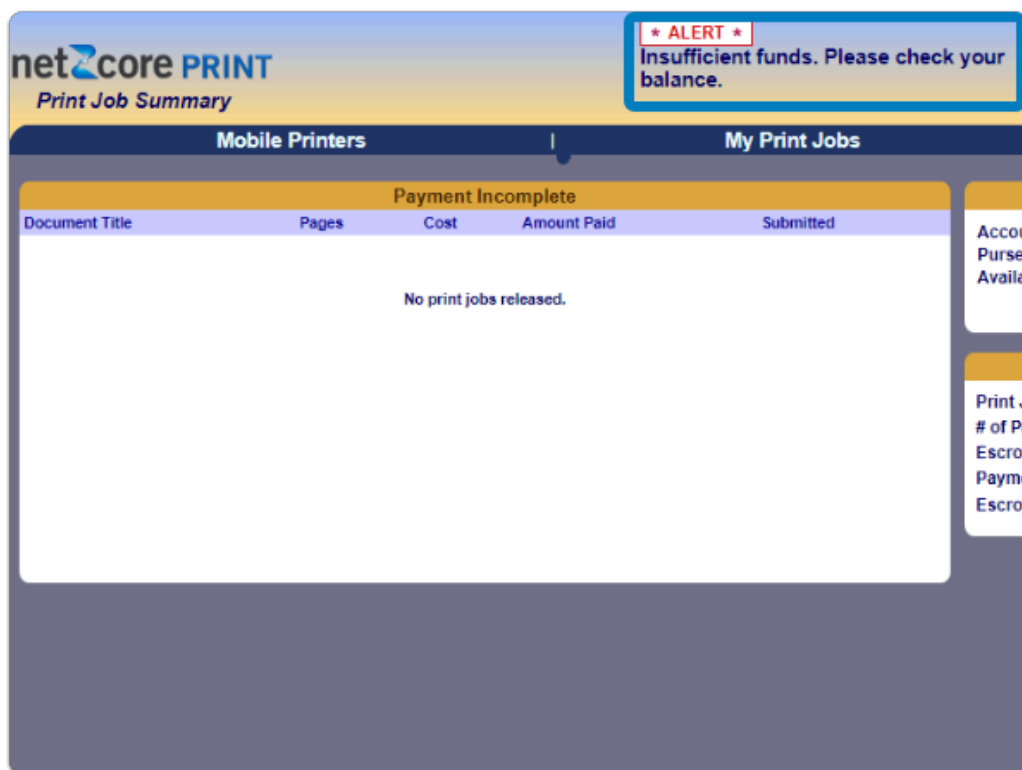
At the bottom right, there is a 'Pay and print' button.

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:



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

1. Visit the TitanCard Desk ([Hours & Location](#))
2. Cash Only Deposit Machine (Pollak Library North: 1st Floor)
Note: Deposit Machine requires **TitanCard** and **exact cash**. **NOTE: Machine does not give change.**
3. CSUF Portal ([Add with a Credit Card](#))

Need additional assistance?

-  Visit or Contact the Student Genius Center
Location: Pollak Library North
Phone: (657) 278-8203
Hours: [Website](#)