Accessing web-based printing at CCS

As a CCS student, you can print to any lab printer from your laptop or mobile device using the Papercut web-based printing system.

To get started, open a web browser and type in **ccsprint.collegeforcreativestudies.edu**.

The Papercut login page will load. Type in your CCS username and password, and click "Log in".

Once logged in, your Papercut account summary page will appear.

Along the left column, click the link "Web Print", which will take you to the Web Print section.
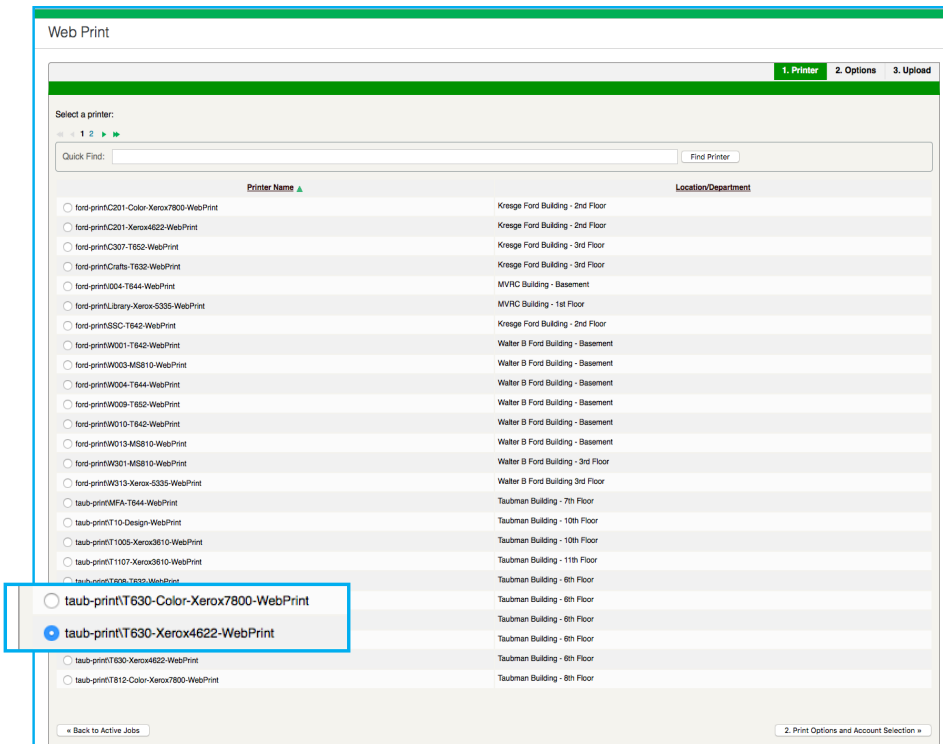
Click the link "Submit a Job".

Web Print

Select a printer:

◀ 1 2 ▶ ▶▶

Quick Find: [   ] [Find Printer]

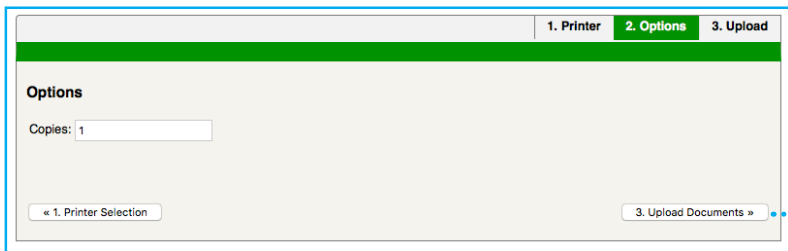| Printer Name ▲	Location/Department
ford-print\C201-Color-Xerox7800-WebPrint	Kresge Ford Building - 2nd Floor
ford-print\C201-Xerox4622-WebPrint	Kresge Ford Building - 2nd Floor
ford-print\C307-T852-WebPrint	Kresge Ford Building - 3rd Floor
ford-print\Crafts-T632-WebPrint	Kresge Ford Building - 3rd Floor
ford-print\I004-T644-WebPrint	MVRC Building - Basement
ford-print\Library-Xerox-5335-WebPrint	MVRC Building - 1st Floor
ford-print\SSC-T642-WebPrint	Kresge Ford Building - 2nd Floor
ford-print\W001-T642-WebPrint	Walter B Ford Building - Basement
ford-print\W003-MS810-WebPrint	Walter B Ford Building - Basement
ford-print\W004-T644-WebPrint	Walter B Ford Building - Basement
ford-print\W009-T852-WebPrint	Walter B Ford Building - Basement
ford-print\W010-T642-WebPrint	Walter B Ford Building - Basement
ford-print\W013-MS810-WebPrint	Walter B Ford Building - Basement
ford-print\W301-MS810-WebPrint	Walter B Ford Building - 3rd Floor
ford-print\W313-Xerox-5335-WebPrint	Walter B Ford Building 3rd Floor
taub-print\MFA-T644-WebPrint	Taubman Building - 7th Floor
taub-print\T10-Design-WebPrint	Taubman Building - 10th Floor
taub-print\T1005-Xerox3610-WebPrint	Taubman Building - 10th Floor
taub-print\T1107-Xerox3610-WebPrint	Taubman Building - 11th Floor
taub-print\T808-T832-WebPrint	Taubman Building - 6th Floor
○ taub-print\T630-Color-Xerox7800-WebPrint	Taubman Building - 6th Floor
● taub-print\T630-Xerox4622-WebPrint	Taubman Building - 6th Floor
taub-print\T630-Xerox4622-WebPrint	Taubman Building - 6th Floor
taub-print\T812-Color-Xerox7800-WebPrint	Taubman Building - 8th Floor

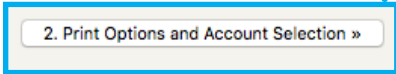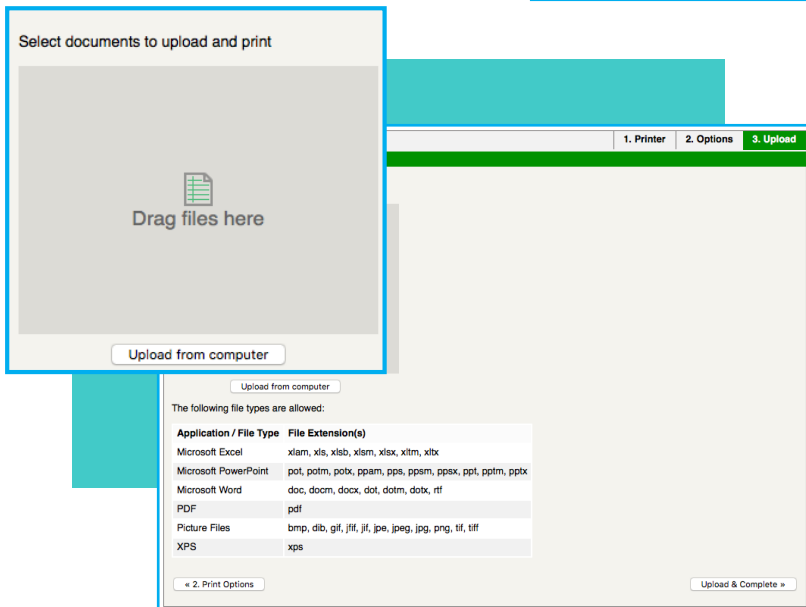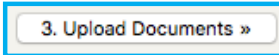[« Back to Active Jobs]   [2. Print Options and Account Selection »]

You will see a list of all of the available lab printers.

(1) To print, select the button next to the printer you wish to print to.

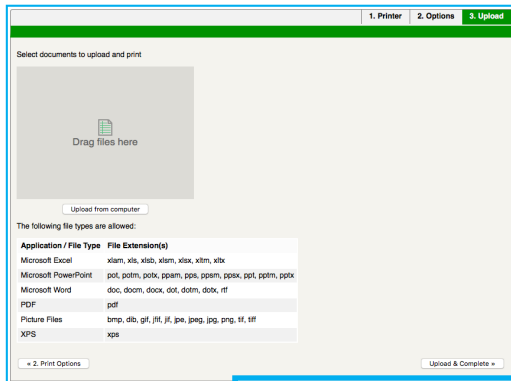Then click the "Print Options and Account Selection" button at the bottom-right corner of the screen.

[2. Print Options and Account Selection »]

Options

Copies: [1]

[« 1. Printer Selection]   [3. Upload Documents »]

(2) Enter the number of copies you would like to print, then click the "Upload Documents" button at the bottom-right corner.

[3. Upload Documents »]

Select documents to upload and print

📄
Drag files here

[Upload from computer]

[Upload from computer]

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

[« 2. Print Options]   [Upload & Complete »]

(3) In the Upload section, drag the file(s) you would like to print onto the "Drag files here" space.
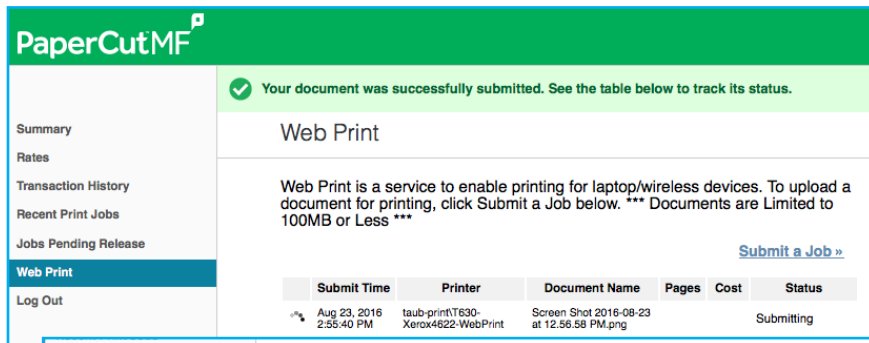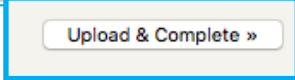
Make sure that your documents conform to the file types listed below. **Note that .PSD files are not on the list.**

For image files, it is best to convert them to Adobe PDF files before submitting. After doing so, check the file size to be sure it is **100MB or less.**
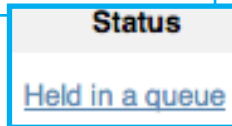
Please note that there is a 100MB limit for print jobs sent via the CCS Web Print system.

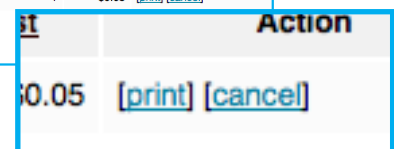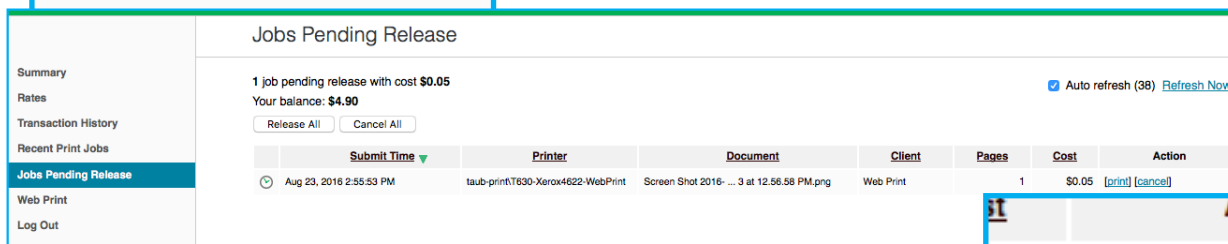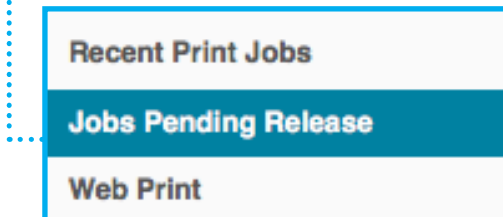Click "Upload & Complete" to submit the print job.

(4) The Web Print page will re-appear, showing it is processing the print job that you just submitted.

Once finished processing, the print job will display the status "Held in a Queue".

(5) To release your job from the queue, click the "Jobs Pending Release" link along the left column.

In the "Jobs Pending Release" section, **make sure to check the correct printer you want to print to is listed**. If so, at the right side of your job, click "Print" to confirm the print job, and it will then print to the printer you selected. Or, click "Cancel" to cancel the job.

To confirm that your job has printed, click "Recent Print Jobs".

If you are experiencing problems printing, create a Help Desk ticket on the CCS Blackboard page or call the Help Desk at (313) 664-7818.