



Navigating Your Print Center Account

Table of Contents

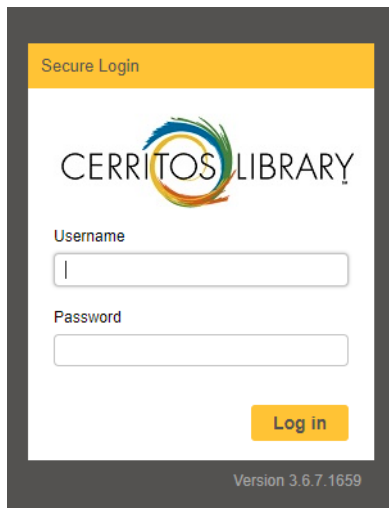
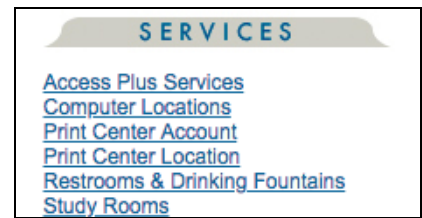
Where can I find my Print Center Account?	2
How do I log into my Print Center Account?	2
How do I add money to my Print Center Account with a credit or debit card?	2
PayPal:	3
Credit or Debit Direct:	4
How do I upload a file to print from the Print Center?	4
How do I print in color or black and white?	5
How do I make multiple copies of a print?	5
How do I print double-sided pages?	6
Can I preview my print job before printing it?	7
How long will my print job stay in the print queue?	8
How do I delete a job from the Print Center Queue?	8
Where can I find my print jobs in my Account?	9
How do I check my Account Activity?	9
How do I log out of my Print Center Account?	9



Navigating Your Print Center Account

Where can I find my Print Center Account?

You can find your Print Center Account on the Cerritos Library Homepage under the gray “Services” tab located on the left side of the page. Click on the blue link labeled “Print Center Account” to access your Print Center login page.

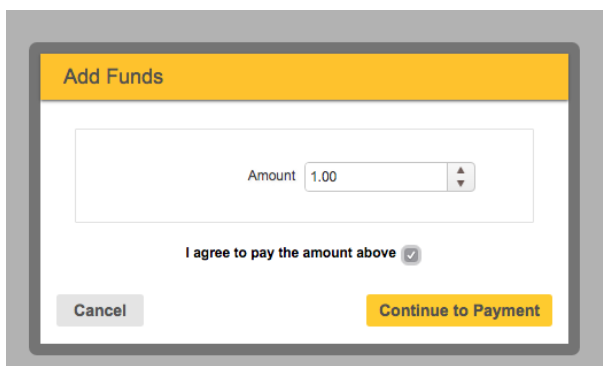
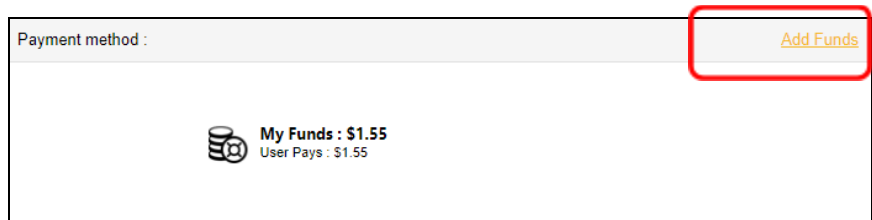


How do I log into my Print Center Account?

To login, simply type in your Library Card or Print and Computer Card Number into the box under “Username”, and input your card’s PIN into the box under “Password”. The Default PIN on most accounts is “111111”.

How do I add money to my Print Center Account with a credit/debit card?

Your available balance is noted on the bottom-left of your account page. To add money to your account, click on the yellow link labeled “Add Funds” located to the top-right of your balance. The minimum amount you can add is \$1.00.



A box will pop-up asking the amount you’d like to put in your account. You can either type in the desired amount or click the up/down arrows in the box until you’ve reached the amount you’d like to add. Then, place a checkmark next to “I agree to pay the amount above” by clicking on the small box beside the phrase, and click the box that says “Continue to Payment”.
(continued on next page)

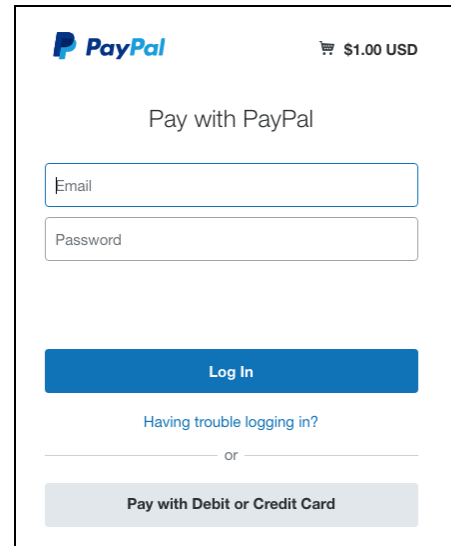
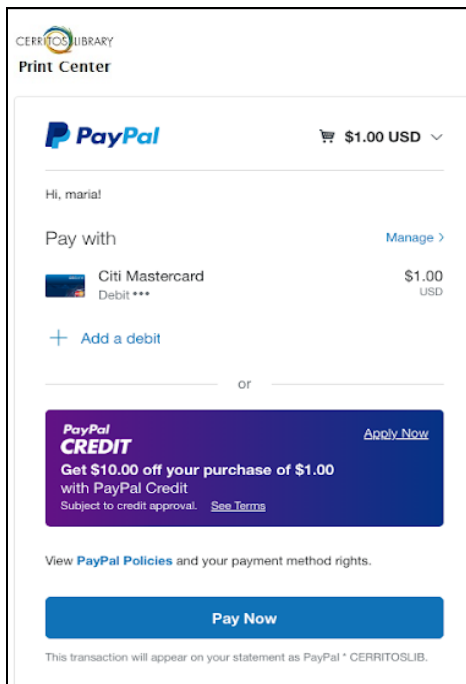
Navigating Your Print Center Account

After that, the site will take you to PayPal, where you have the option to either add money via a credit/debit card or with a card already registered through your PayPal account. Click the option that works for you.

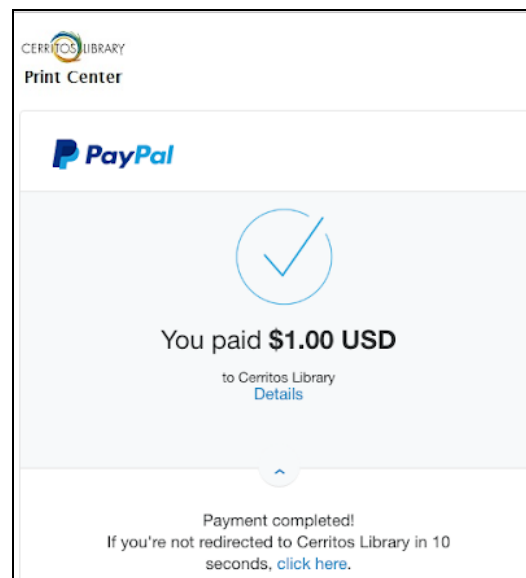
PayPal:

If you choose PayPal, you must sign into your PayPal account with the email address and password associated with your PayPal account. Once done entering the proper login information, click on the “Log In” button.

Once you have logged into your PayPal account, choose the credit/debit card you’d like to use to add money into your Print Center Account. Press the “Pay Now” button to complete the transaction.

You will then see a confirmation page, and be redirected to your Print Center Account automatically. If you are not redirected back your account page, follow the prompt located directly below your confirmation.



(credit/debit card direct instructions on next page)

Navigating Your Print Center Account

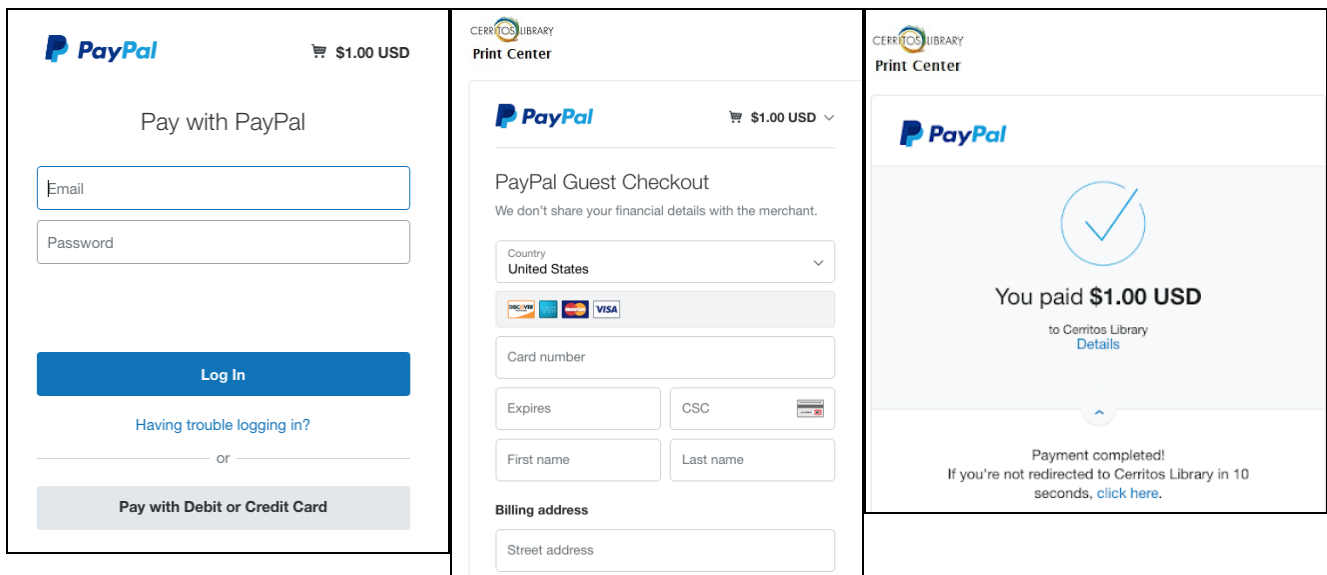
Credit/Debit Direct:

If you'd like to add money directly via credit/debit card, simply click the "Pay with Debit or Credit Card" button, and the site will take you to the PayPal Guest Checkout page where you can input the card information required. Once all the required fields are filled, click the "Pay Now" button. You will be taken to the confirmation page, and redirected to your print center account. The transaction will be noted as "PAYPAL CERRITOSLIB" on your credit card statement.

1

2

3

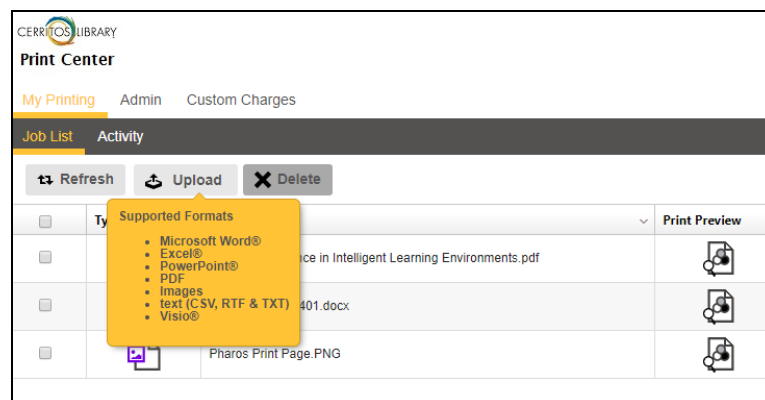


How do I upload a file to print from the Print Center?

To upload a file, simply press the "Upload" button in the "Job List" window. Then, locate your file within the folder it resides in (Documents, Desktop, etc), click on the file, make sure it is highlighted, and click on the "Open" button.

Supported file formats are as follows:

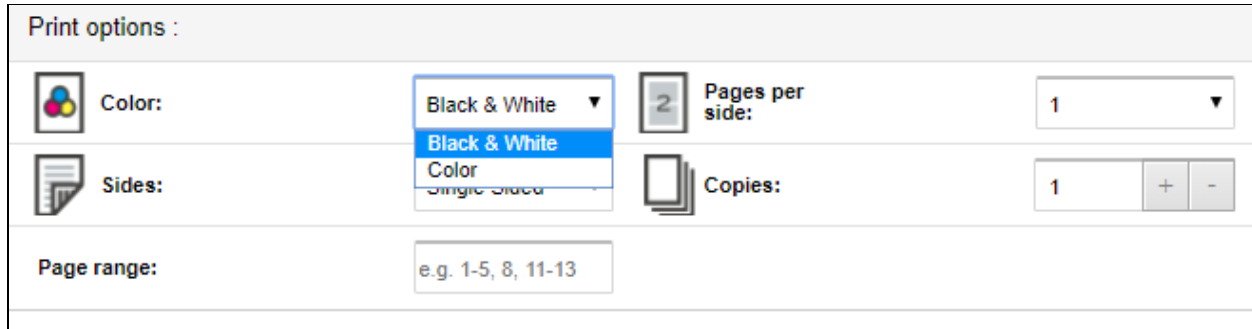
- Microsoft Word
- Excel
- Powerpoint
- PDF
- Images (JPEG, PNG, TIFF)
- Text files (CSV, RTF, TXT)
- Visio






Navigating Your Print Center Account

How do I print in color or black and white?

To print in color, click on the downward arrow beside the “Color” drop-down menu box in the “Print Options” window, and choose “Color”. For black and white, choose the “Black & White” option in the same menu.

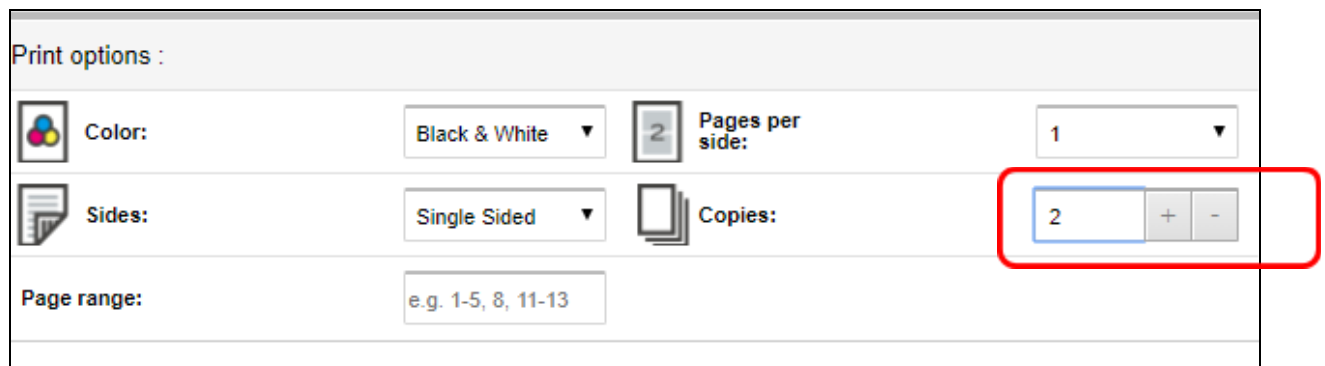


Print options :




 Color:	<input type="text" value="Black & White"/>	<input type="text" value="2"/> Pages per side:	<input type="text" value="1"/>
 Sides:	<input type="text" value="Single Sided"/>	 Copies:	<input type="text" value="1"/> + -
Page range:	<input type="text" value="e.g. 1-5, 8, 11-13"/>		

How do I make multiple copies of a print?

To make multiple copies of a print, type in the desired number of copies in the “Copies” box of the “Print Options” window. You can also use the +/- buttons to add or subtract the number of copies you desire.



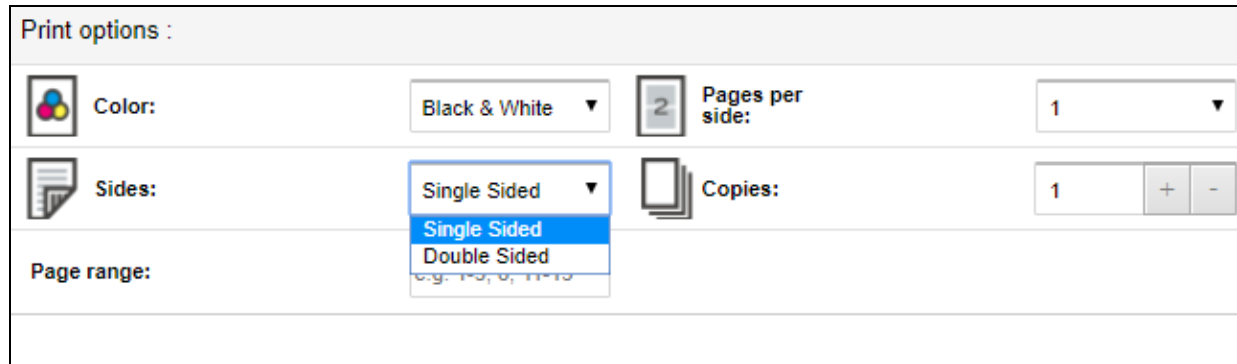
Print options :

 Color:	<input type="text" value="Black & White"/>	<input type="text" value="2"/> Pages per side:	<input type="text" value="1"/>
 Sides:	<input type="text" value="Single Sided"/>	 Copies:	<input type="text" value="2"/> + -
Page range:	<input type="text" value="e.g. 1-5, 8, 11-13"/>		

Navigating Your Print Center Account

How do I print double-sided pages?

To print double-sided pages, click on the downward arrow beside the “Sides” drop-down menu box in the “Print Options” window, and choose “Double-Sided”.



Print options :

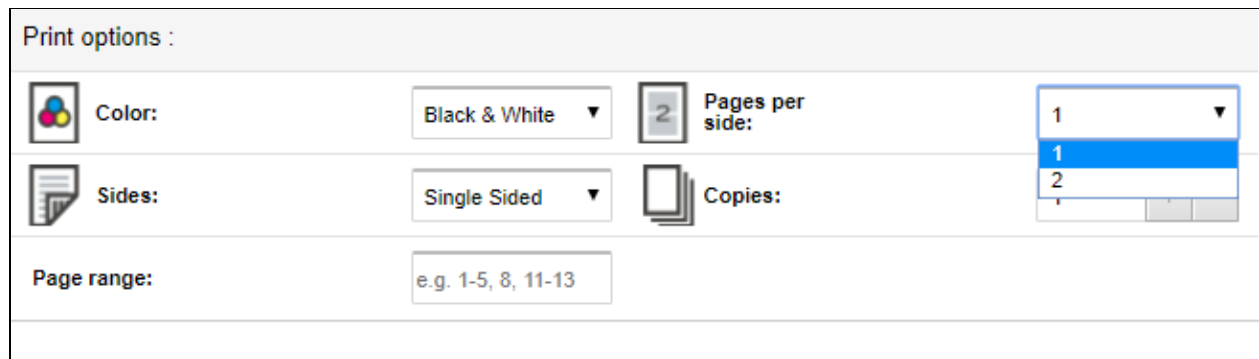
Color: Black & White Pages per side: 1

Sides: Single Sided (selected), Double Sided

Copies: 1

Page range:

You can also assign how many pages you’d like to print per side, by clicking on the downward arrow beside the “Pages per side” drop-down menu box in the same “Print Options” window, and choosing the desired number of pages.



Print options :

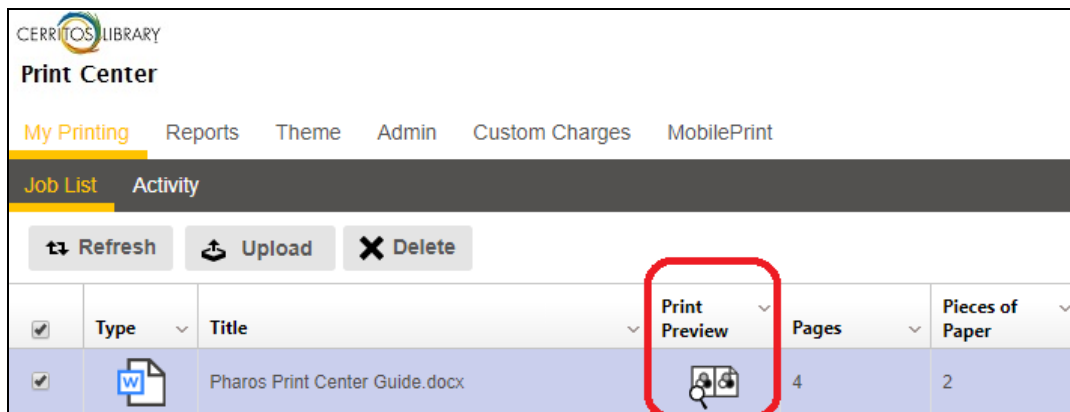
Color: Black & White Pages per side: 2

Sides: Single Sided

Copies:

Page range: e.g. 1-5, 8, 11-13

If 2 pages per side is selected, 2 pages will be reduced in size and printed on one side of the paper, reducing the physical number of pages. The Print Preview icon will look like this to reflect the “2 pages per side” selection.





CERRITOS LIBRARY

Print Center

My Printing Reports Theme Admin Custom Charges MobilePrint


Job List Activity










Refresh Upload Delete

<input checked="" type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper
<input checked="" type="checkbox"/>		Pharos Print Center Guide.docx		4	2


Navigating Your Print Center Account

Can I preview my print job before printing it?

Yes. To preview your print job, click on the print preview icon: . The icon sits next to the print job title within the “Job List” window.

My Printing Admin Custom Charges							
Job List Activity							
 Refresh  Upload  Delete							
<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input type="checkbox"/>		Narrative Presence in Intelligent Learning Environments.pdf		8	4	5 seconds ago	\$0.80
<input type="checkbox"/>		How to fix Error 401.docx		2	1	8 seconds ago	\$0.20
<input type="checkbox"/>		Pharos Print Page.PNG		1	1	4 seconds ago	\$0.10

An example of the print preview window can be seen below. The arrows beside the pages allow you to toggle between previews of each page of your print job. To exit out of the print preview, click on the black “X” located at the top right of the print preview window.

Page Preview - How to fix Error 401.pdf


Page 2 of 2

Log in to the cloudLibrary app

- Click next through the prompts to select your country, state, and library.

Welcome to cloudLibrary

Please log in to log in.

- Enter your library card and PIN, accept the legal terms, and click Login.

Library Card ID:

Pin/Password:

By accepting you are agreeing to the following:
End User License Terms of Use Privacy Policy

I would like to hear more about us

- Select "Automatically generate ID for cloudLibrary (recommended)".

Your computer needs to be activated to download and read books using cloudLibrary. Please activate your computer now.

Explicitly provide an Adobe ID

Adobe ID:

Password:

Automatically generate ID for cloudLibrary (recommended)

- Click the Activate button.

Click Activate a few times if the screen does not respond.

- You can now borrow ebooks and audiobooks without issues.

Black & White, Double-sided, 1 page per side, 1 copy

Navigating Your Print Center Account

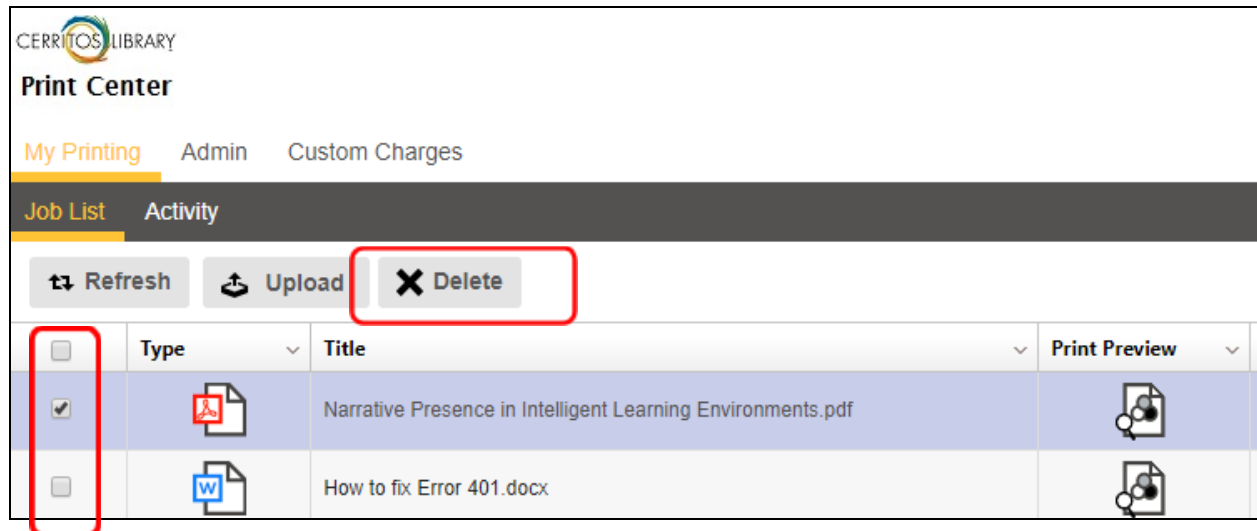
How long will my print job stay in the print queue?

Once submitted to the print queue, a print job can stay in the print queue for two hours before being erased from the queue. A print job will also disappear from the print queue immediately after printing.





How do I delete a job from the Print Center Queue?

To delete a job from the Print Center Queue, go to the “Job List” window of your Print Center Account, and select the job by clicking on the small boxes beside the “Type” column of the job you’d like to erase, and subsequently click on the “Delete” button located next to the “Upload” button.

You can delete multiple jobs at a time by clicking on the boxes beside each job you want to delete before clicking on the “Delete” button. To delete your whole job list, simply click on the box in the topmost box of the job list. This should place a checkmark in the boxes of all the print jobs, after which you can click the “Delete” button.



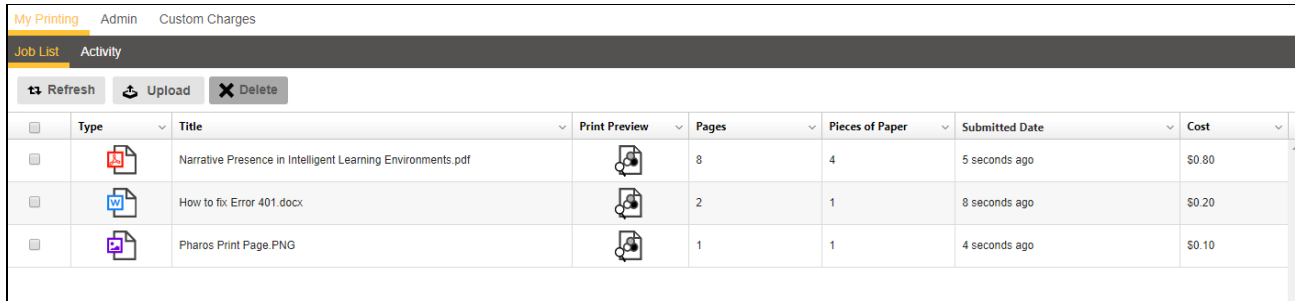
The screenshot shows the Cerritos Library Print Center interface. At the top, there is a navigation bar with "My Printing", "Admin", and "Custom Charges". Below this is a "Job List" tab. The interface includes three buttons: "Refresh", "Upload", and "Delete". The "Delete" button is highlighted with a red box. Below the buttons is a table with columns for "Type", "Title", and "Print Preview". The first row of the table has a checkbox in the "Type" column that is checked and highlighted with a red box. The second row has an unchecked checkbox in the "Type" column. The "Title" column contains the file names "Narrative Presence in Intelligent Learning Environments.pdf" and "How to fix Error 401.docx". The "Print Preview" column contains icons for each file.

<input type="checkbox"/>	Type	Title	Print Preview
<input checked="" type="checkbox"/>		Narrative Presence in Intelligent Learning Environments.pdf	
<input type="checkbox"/>		How to fix Error 401.docx	

Navigating Your Print Center Account

Where can I find my print jobs in my Account?

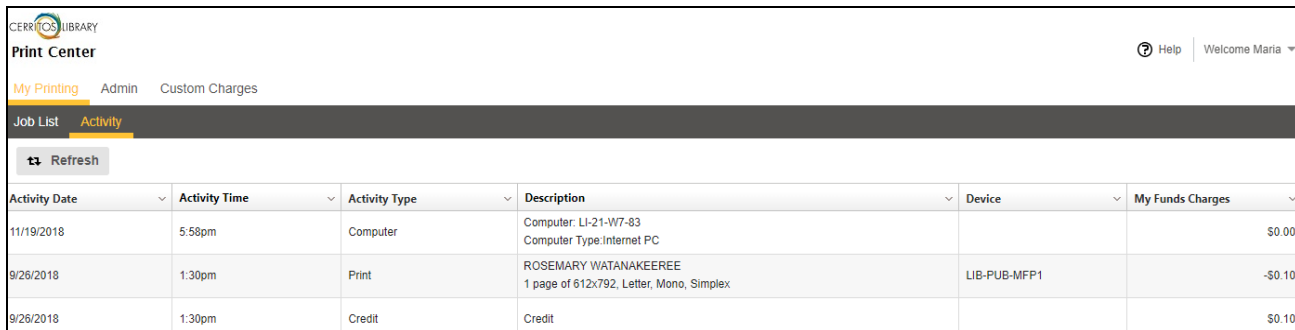
Print jobs are located in the “Job List” Tab under “My Printing”.



My Printing Admin Custom Charges								
Job List Activity								
<input type="button" value="Refresh"/> <input type="button" value="Upload"/> <input type="button" value="Delete"/>								
<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost	
<input type="checkbox"/>		Narrative Presence in Intelligent Learning Environments.pdf		8	4	5 seconds ago	\$0.80	
<input type="checkbox"/>		How to fix Error 401.docx		2	1	8 seconds ago	\$0.20	
<input type="checkbox"/>		Pharos Print Page.PNG		1	1	4 seconds ago	\$0.10	

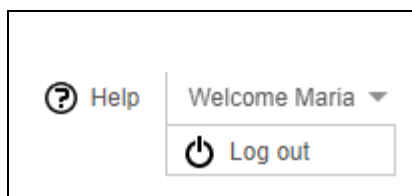
How do I check my Account Activity?

To check your Account Activity, click the tab labeled “Activity” under “My Printing.”



CERRITOS LIBRARY Print Center							Help	Welcome Maria
My Printing Admin Custom Charges								
Job List Activity								
<input type="button" value="Refresh"/>								
Activity Date	Activity Time	Activity Type	Description	Device	My Funds Charges			
11/19/2018	5:58pm	Computer	Computer: LI-21-W7-83 Computer Type:Internet PC		\$0.00			
9/26/2018	1:30pm	Print	ROSEMARY WATANAKEEREE 1 page of 612x792, Letter, Mono, Simplex	LIB-PUB-MFP1	-\$0.10			
9/26/2018	1:30pm	Credit	Credit		\$0.10			

How do I log out of my Print Center Account?



To log out of your account, click on the downward arrow beside your name at the top right-hand corner of the webpage and click on the “Log Out” option.