

# How To: PRINT at Cornerstone

## Who this guide is for:

This guide is intended to help **PGS** or **Seminary** students print using their personal laptops

## How to Print:

**Step 1:** Connect to the “WebDisciples” wireless network, open your internet browser and login using your Disciplenet Username and password (i.e. j0123456)

**Login for Web Authentication**



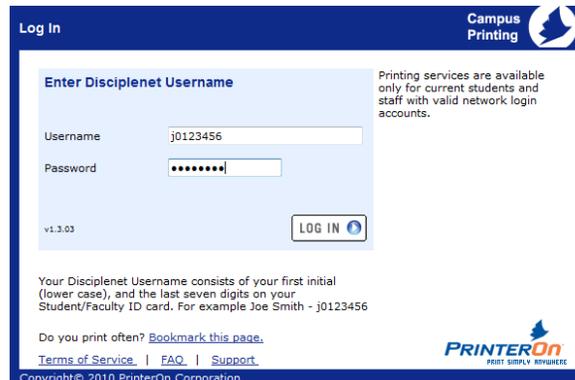
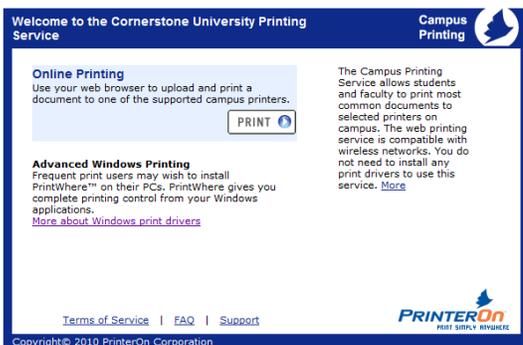
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User ID

Password

**Step 2:** Using your internet browser, go to <http://print.cornerstone.edu> (Do not type WWW.)

You will see the following pages:

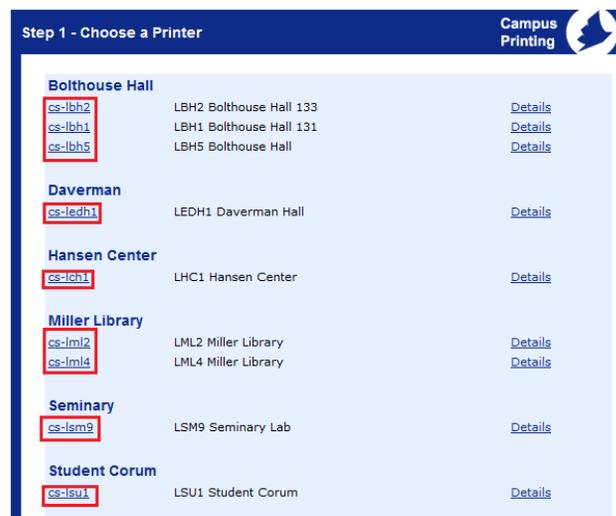


Press the “Print” button to start.

Then enter your CU username and password and click the “Log In” button.

Locate the printer nearest you then select the printer you wish to print to using the links along the left hand side.

(The printer should be labeled with its 4 digit ID - i.e. LBH5)



Location	Printer ID	Printer Name	Details
Bolthouse Hall	cs-lbh2	LBH2 Bolthouse Hall 133	<a href="#">Details</a>
	cs-lbh1	LBH1 Bolthouse Hall 131	<a href="#">Details</a>
	cs-lbh5	LBH5 Bolthouse Hall	<a href="#">Details</a>
Daverman	cs-ledh1	LEDH1 Daverman Hall	<a href="#">Details</a>
Hansen Center	cs-lgh1	LHC1 Hansen Center	<a href="#">Details</a>
Miller Library	cs-lml2	LML2 Miller Library	<a href="#">Details</a>
	cs-lml4	LML4 Miller Library	<a href="#">Details</a>
Seminary	cs-lsm9	LSM9 Seminary Lab	<a href="#">Details</a>
Student Corum	cs-lsu1	LSU1 Student Corum	<a href="#">Details</a>

Click the “Browse” button to select the file you wish to print:

Once you have selected the file you wish to print, you can select options for number of copies and page range.

Click the “Submit” button to proceed to the next screen.

Select any additional options and click “Continue”

The file will then upload. Once it is uploaded you will see this screen. Press “Submit Job to Printer”.

**You are all done! Go collect your print job from the printer.**

**Please contact the Technology Support Department if you have any questions:**

**technology.support@cornerstone.edu**

**616.222.1510**