PRINTING TIPS

1

To send a document to the printer, log into a library PC and ensure the document is downloaded to the computer.

2

Open your document and press CTRL + P or go to File –> Print to send it to the printers.

3

For B&W printing ($0.10/page) select the BW Printer from the drop-down.

4

For COLOR printing ($0.75/page) select Color Printer from the drop-down.

5

Print all documents on 8.5" x 11" paper to avoid printing errors.

DON'T HAVE A CAL STATE LA ONE CARD OR NEED A REFUND ?

Contact:

Golden Eagle One Card Office,

Student Services Building, Room 2232

Or Reach out to:

onecard@calstatela.edu

(323) 343-6800

Hours: M-F 8:00 AM - 5:00 PM

LA CAL STATE | UNIVERSITY LIBRARY

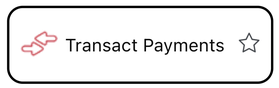
PRINTING INSTRUCTIONS

PRINTING INSTRUCTIONS

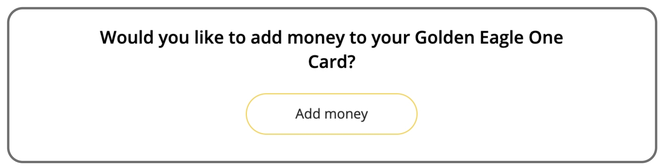
1. Load money on your Cal State LA One Card using the machines located next to the printers on the 1st and 3rd floors of Library North. Only bills from $1 up to $20 are accepted with no change given.



You can also load money on your Cal State LA One Card online. Log into your MyCalStateLa account and click **Transact Payments**.



Then scroll down until you see the following section:



2. Swipe your card on the right side of any Toshiba Printer.



3. The screen will display your card balance. Press **OK**.



4. Select the document(s) you want to print.



5. When finished printing, press the **LOGOUT** button.



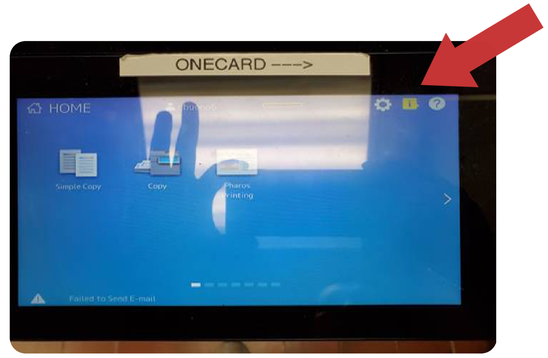
6. Select **YES** and retrieve your prints from tray.



TROUBLESHOOT ISSUES

ISSUE:
Document held in the print queue, usually caused by a change to the paper size setting.

On the printer, slide your Cal State LA One Card and open the **HOME** menu. On the top right corner, there will be a flashing yellow icon. Press the icon.



To proceed with printing all documents, select any **LT** tray that shows loaded with paper and press **PRINT**. Print all documents in 8.5" x 11" to avoid this issue.

ISSUE:
"User Quota Exceeded"

After sliding your Cal State LA One Card, the dollar amount balance on your card is displayed on the screen. If selected copy before acknowledging your card funds message will appear.

Press **OK** and then press option **1** to copy or **HOME** for more advanced features.