Here are the simple steps for mobile printing:

1. Login to your campus email account, attach your document(s) to an email and send it to:

   - printbw@calstatela.edu (Black & White Printing)
   - printcolor@calstatela.edu (Color Printing)

   *Note: Your Cal State LA email address is already activated to work with mobile printing. If you would like to use another email address, please follow the directions on page 3.

2. Go to any Open Access Lab or Library printer on campus and get your print job using your Golden Eagle One Card.

   *Note: Depending on the size of your print job and the number of other jobs being processed by the print servers, your mobile print job can take up to 15 minutes to appear. If you do not see your job, please resubmit.

Student Printing Instructions

1. Swipe Card on the right side of any Toshiba Multifunction devices.
2. The screen will display your card balance. Then Press Ok.

3. Select the jobs you want to print.

4. When finished press the logout button labeled on the printer. Select Yes to confirm log out and retrieve your prints.
To set up an off campus email address for mobile printing follow these steps:

1. You will receive a reply asking you to register your email address.

2. Enter your Cal State L.A. campus network ID.

Click on the link to continue

Enter your Username and Password