HOW TO PRINT FROM HOME

You will need your Sandusky Library card number and PIN.
If you forgot your PIN, reset it at
https://search.clevnet.org/MyAccount/EmailResetPin

Go to https://printing.clevnet.org

PaperCut MF | 24.1

Log in

Patrons: log in with your library card number and password
Staff: log in with your email address and password

First time user? Please visit this page and register your library card.

Username

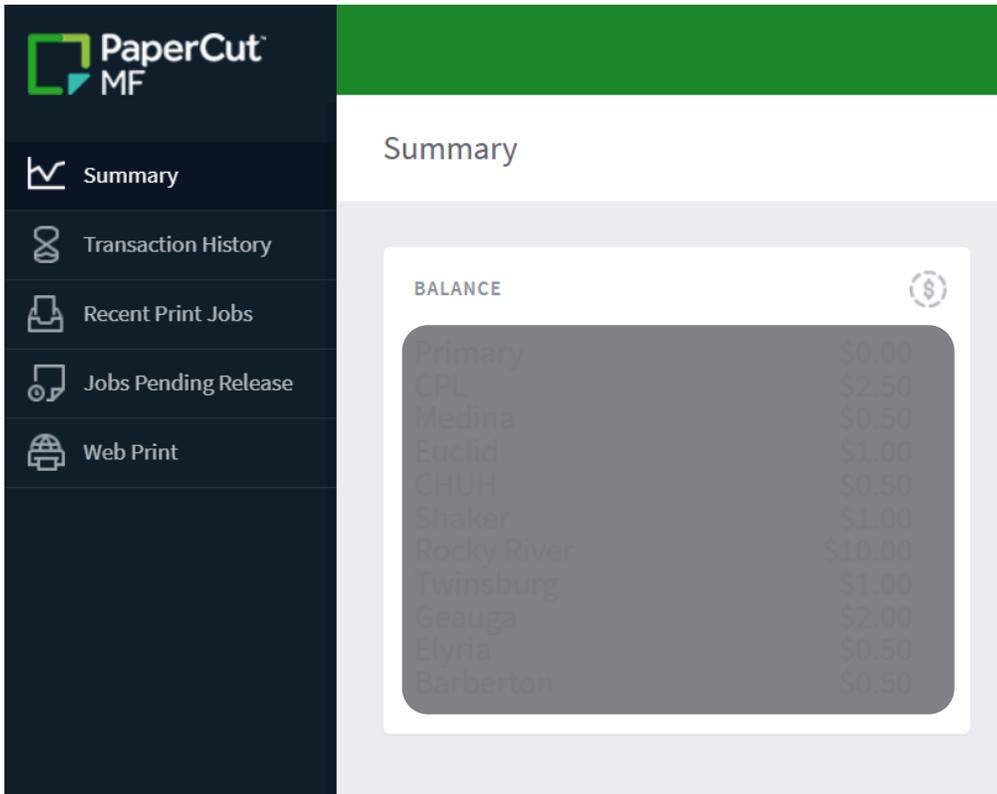Password

Log in

Forgot username or password?

Type in your barcode without spaces in the Username field. Your PIN is the Password.

Click Web Print

Click Submit a Job

Web Print

Please note: print jobs will print as letter-size unless the document is alrea

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a docum

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES

No active jobs

Type Sandusky in the search bar.

Web Print

Please note: print jobs will print as letter-size unless the docume

Select a printer:

🔍

➤

PRINTER NAME ↑	LOCATION/DEPARTMENT
◯ Barberton Black and White Printing (virtual)	
◯ Barberton Color Printing (virtual)	

Choose Black and White or Color

Black and White costs .10 per side.
Color costs .25 per side.

Web Print

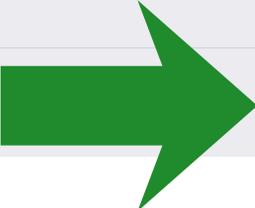Please note: print jobs will print as letter-size unless the docu

Select a printer:

🔍 sandusky   ➤

PRINTER NAME ↑	LOCATION/DEPARTMENT
◯ Sandusky Black and White Printing (virtual)	Sandusky Library
◯ Sandusky Color Printing (virtual)	Sandusky Library

After you select the color, click Print Options and Account Selection.

PRINTER NAME ↑	LOCATION/DEPARTMENT
⦿ Sandusky Black and White Printing (virtual)	Sandusky Library
○ Sandusky Color Printing (virtual)	Sandusky Library

« Back to Active Jobs

2. Print Options and Account Selection »

Adjust the amount of copies.

Web Print

1. Printer   2. Options   3. Upload

Please note: print jobs will print as letter-size unless the document is already formatted with an alte

Options

Copies

1

« 1. Printer Selection

3. Upload Documents »

Click Upload Documents.

Upload the document from your computer, noting the types of files that may be uploaded.

Web Print

Please note: print jobs will print as letter-size unless the document is already formatted with an alte

1. Printer   2. Options   3. Upload
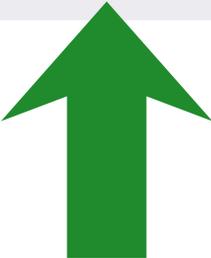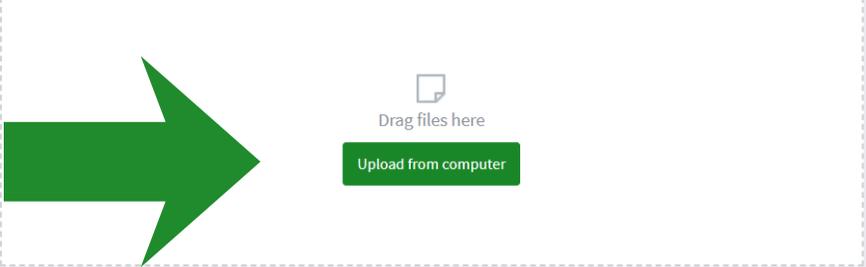
Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed: 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, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

Once your document is uploaded, Click Upload & Complete

Upload

Select documents to upload and print
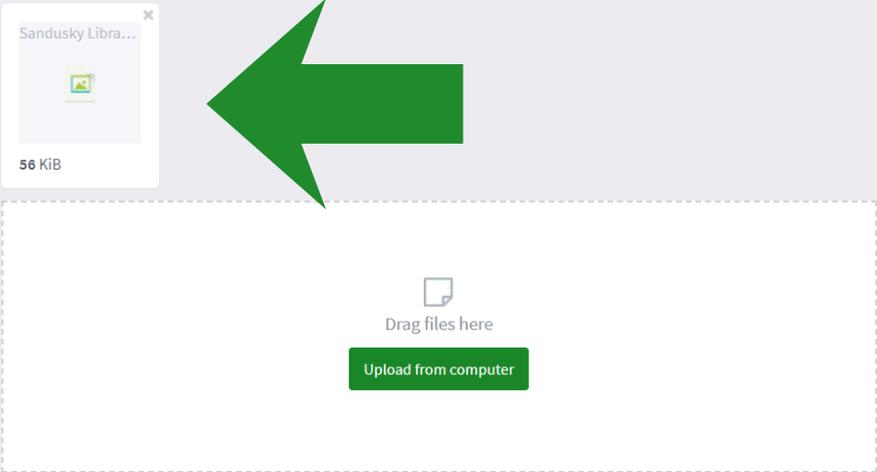
Sandusky Libra...

56 KiB

Drag files here

Upload from computer

The following file types are allowed: 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, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

Your print job will show as Held in a queue

Please note: print jobs will print as letter-size unless the document is already formatted in an al

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jan 1, 2026 12:00:00 AM	printing\Sandusky Black and White Printing	My Print Job .jpg	1	$0.10	Held in a queue
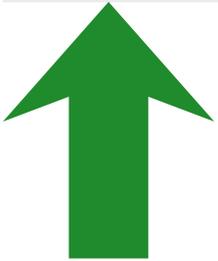
To upload another document, click Submit a Job.

If you do not have another print job to submit, come to the Sandusky Library's main desk for assistance loading money onto your card and releasing your print.

If you need further assistance call 419.625.3834. Press 1.