

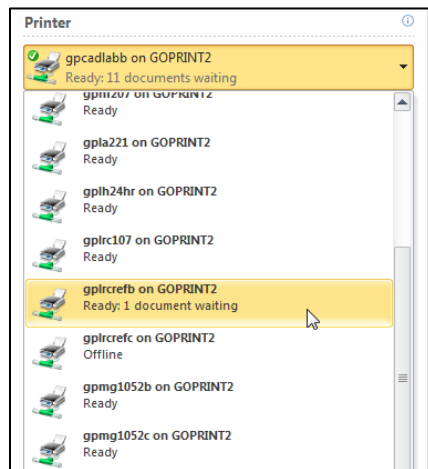


Overview

On Campus printing is now managed by GoPrint Web. Payment for pages is linked to your Pacer Points account. Pay stations, where you can swipe your ID card, will also be available in heavily used buildings.

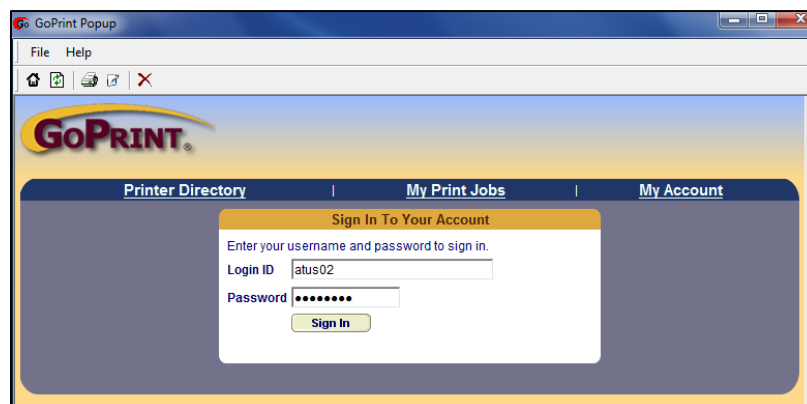
Printing

1. **Make sure to choose the correct printer!** It may not be the one listed by default. Click the drop-down arrow to select it.



2. Click the  button.

3. The GoPrint Popup window will display, prompting you to enter your Portal credentials. Type that information then click the **Sign In** button.



4. Your Print Jobs will now display. Place a check in the box next to the job(s) you wish to print.



5. The name will be listed along with (1) the number of pages, (2) the cost, (3) the printer where it will print (please double check this), and (4) the date and time sent.

Print Jobs				
<input type="checkbox"/> Document Title	Pages	Cost	Print Queue	Submitted
<input checked="" type="checkbox"/> Microsoft Word - How To-Go Print Web	1	\$0.06	lcrefblack	10/08 10:28AM

6. Your Pacer Points account balance will also display. If you do not have enough money in the account to cover the printing, you can click the **Cancel jobs** button or return later when there is enough money to cover the printing.

Account Summary	
Account	atus02
Purse	GoPrint
Available	\$40.62

7. To send to a different printer, click the **Redirect** button and select a printer.
8. To swipe your ID card, click the **Pay at Station** button. Select your ID on the GoPrint monitor. *Note that this option may not be available in the building you are currently in.*
9. Click the **Pay and print** button to immediately send your job to the printer. The cost of the printing will automatically be deducted from your Pacer Points account.

My Account

Check your Print Job History by selecting this link. If your job does NOT print, you may have chosen an incorrect printer. The printer where the job was sent will be listed here as well as the date and time printed.

Print Job History		Discarded Job History		Transaction History	
Document Title	Pages	Cost	Submitted	Printed	Printer
Microsoft Word - How To-Go Print Web	2	\$0.12	10/08 10:46AM	10/08 10:46AM	lcrefblack

Signing Off

The GoPrint web client times out after 60 seconds.