

Connecting to GoPrint with Windows 7, 8 & 10

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Note: Before you attempt to add a printer, make sure that you are connected to the University of New Orleans campus network, either via Ethernet or wirelessly.

Connect to GoPrint web client

1. Log in to GoPrint at [https:// spool-04.uno.edu:7773/](https://spool-04.uno.edu:7773/).
2. Click on **Mobile Printers** to see a list of printers and their location.
3. Locate the printer based off its location that you would like to print too.

You can optionally install the GoPrint desktop client, which provides an interface to the GoPrint web site.

Standard GoPrint Connection

1. Click on the **Start** button in the toolbar
2. In the **search field** at the bottom enter **\\spool-04.uno.edu**
3. Find the printer you would like to install from the resulting list.
4. **Double Click** on the printer or **Right Click** and select **Connect**
5. If a message pops up warning you that the printer will install a driver on your computer, select **Install Driver** (Note: If you receive an error message at this point, see below)
6. Give permission to continue
7. You should now be connected to the printer.

When you are connected to the UNO Wireless Network (unosecure), you can print to the installed printer by selecting **File -> Print** and choosing the printer from the list provided.

You may also set the printer to be your default printer by going to **Control Panel -> Printer**, then **right clicking** on that printer and selecting **Set as Default Printer**. Then whenever you print using a print button or icon, the information will automatically print to that printer.

If the standard connection method doesn't work, the next step would be to try the alternative, direct-connection method.

Direct-Connection Method

If the previous method doesn't work, this is an alternative way of connecting to a GoPrint printer. Note that you must already have the proper printer driver downloaded and installed for this method to work.

Before you begin, find the **name** and **model** of the printer you would like to install by logging into [GoPrint](#) and finding the printer in the **Printer Directory** tab (which located in the top menu bar of GoPrint).

1. Select the **Start** button and choose **Devices and Printers**
2. Choose **Add a Printer** (top of window)
3. Select **Add a local printer**
4. Select **Create a new port** and Choose **Local Port** from drop down menu
5. Choose **Next**
6. For the port name, enter the following with "**Name_of_printer**" replaced by the printer you are adding: `\\spool-04.uno.edu \ Name_of_printer`
7. Find the **Manufacturer** and **Printer Model** and choose the **PCL 6** version of the driver.
 1. If you do not see your printer model, select **Windows Update** to download an updated set of drivers from Microsoft.
 2. You can also find and download the drivers you need from HP's website. In this case, once the drivers are downloaded and extracted, choose **Have Disk** to point the wizard at said drivers.
8. Type your **printer name** and choose **Next**

Wait until Windows finishes installing your printer.

Install the GoPrint desktop client

You can optionally install the GoPrint desktop client, which provides an interface to the GoPrint web site.

4. Log in to GoPrint at [https:// spool-04.uno.edu:7773/](https://spool-04.uno.edu:7773/).
5. Locate the **For Your Desktop** box in the bottom right-hand corner.
6. Download and run the **Windows** installer.

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How do I setup a GoPrint enabled printer on my Mac?

4. Open **System Preferences** -> **Applications** -> **System Preferences**.
5. Under Hardware select **Print & Fax**.
6. Click the **Add Printer** button.
7. Hold down the **Alt/Option** key on your keyboard and click **More Printers** in the Printer Browser window (continue to hold Alt/Option until the Add Printer sheet appears).
8. In the top pull-down menu, choose **Advanced**.
9. In the Device pull-down menu, choose **Windows Printer via SAMBA** . Note: You will need the printer name and printer model to proceed.
10. In Device Name , give the printer a name.
11. In Device URL , type: `smb://<Username>:<UserPassword>@<spooler/printername>` , where <Username> is your email Username, <UserPassword> is your email password, and <printername> is the name of the printer (spool-04.uno.edu/LIB-LAB-PR-005 or spool-04.uno.edu/UCC-LAB-PR-001).
12. In the Model pull-down menu, **choose** the driver for that printer. Kyocera FS 4000dn you can download it from the Kyocera website.
13. **Click** Add and **close** Print Center.
14. Note: In versions of OS X prior to 10.4 Tiger, you may need to restart your computer for the changes to take effect.