

Printing for Library Guests Only

To protect your privacy, please log out of GoPrint when you are finished printing.

1. Print your documents as you normally would.
2. If the GoPrint interface doesn't open automatically, double-click the icon in your system tray.

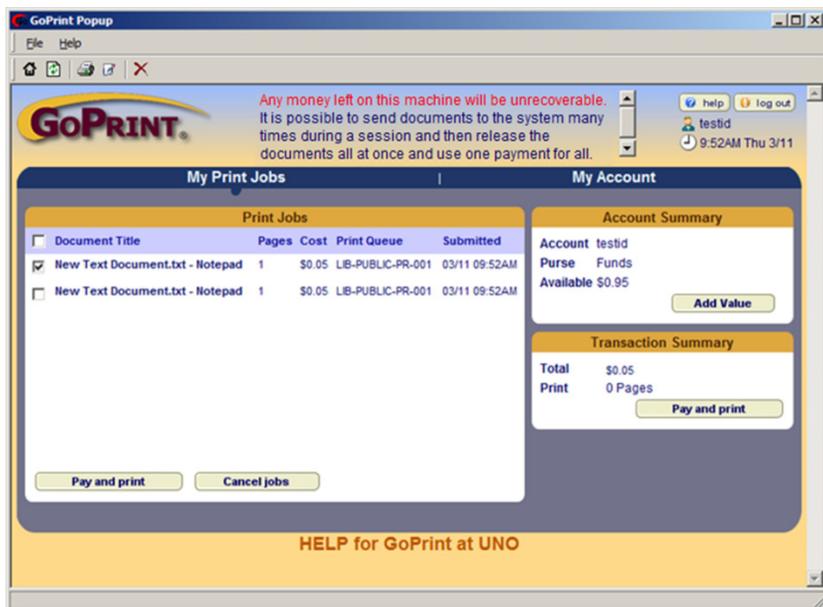


3. Put in the Login ID and Password as directed in the GoPrint screen. The machine name will be on the monitor. The password will be in **red** on the GoPrint screen next to the box where it will be entered.

Passwords are case sensitive.

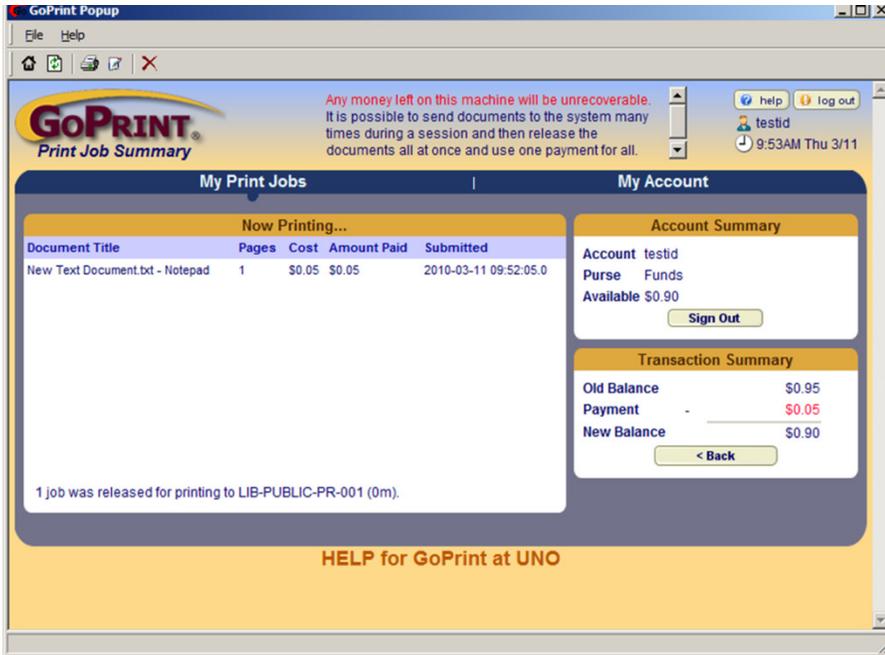


4. Review the print job. Then select the print job and click "Pay and print" to send it to the printer. This screen shows there are two jobs and \$0.95 funds available. It also shows what each printout will cost once printed. Click the square box to the left of the document title desired and click the Pay and print button to release a print job directly to the printer. This document is one page and will cost \$0.05. If there aren't enough available funds to print the job, then click the Add Value button on the right. **Any money left on Library Guest machines will be unrecoverable.**



5. If you choose to print the document, you will see that the account has been charged for the print job and it has been sent to the printer.

Pick up the printout with your machine name downstairs in the Learning Commons Lab (large computer lab on first floor). Printouts are not kept past the time the library closes on that day.



To log out of GoPrint, press the "log out" button on the upper right of the GoPrint screen.

If you have any questions please speak with the lab assistant near the printers on the first floor of the library.

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