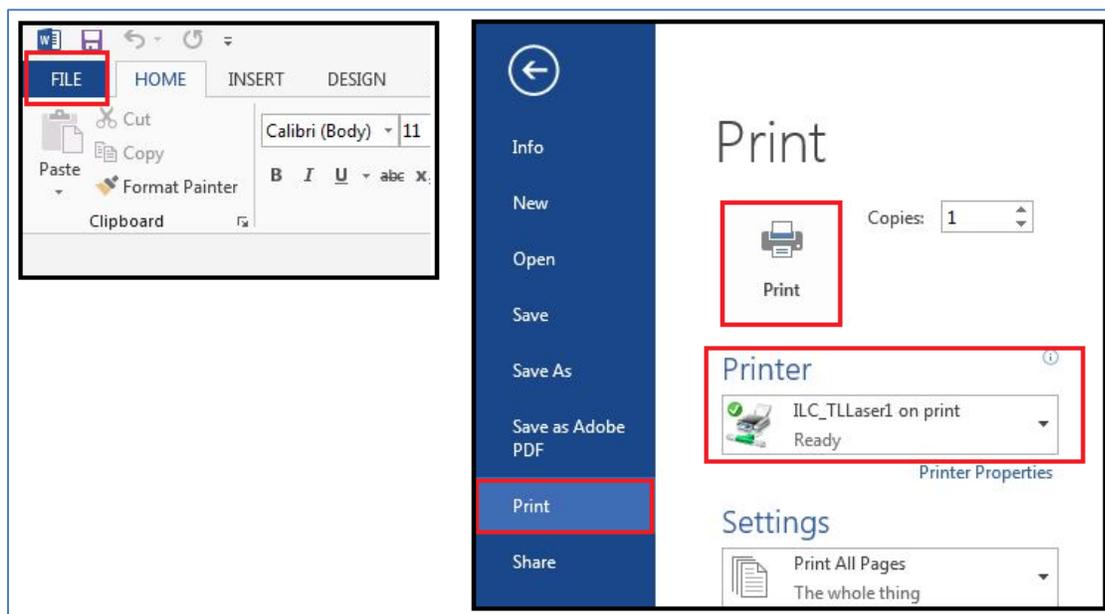
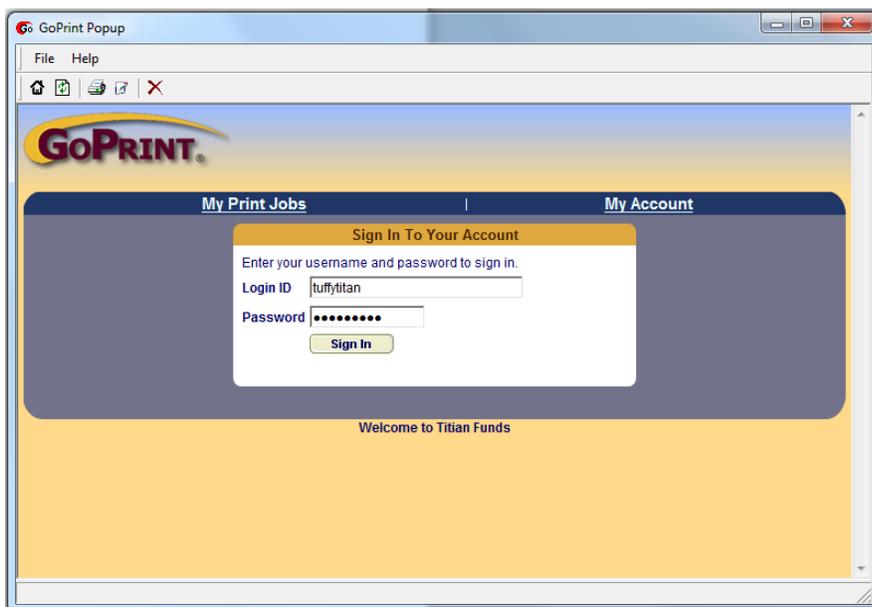


## How to Print Using GoPrint

1. Click on **File** → **Print** → Select the printer → Click on **Print**



2. The **GoPrint** login screen will show up.
  - a. Enter your campus Portal username and password to login.



## How to Print Using GoPrint

3. Select your document(s) from the list & click on **Pay and print**.

Print Jobs					
<input type="checkbox"/>	Document Title	Pages	Cost	Print Queue	Submitted
<input checked="" type="checkbox"/>	Microsoft Word - Document1	7	\$0.70	TL-LASER2	08/16 02:51PM
<input type="checkbox"/>	Book1	1	\$0.10	TL-LASER2	08/16 02:51PM
<input checked="" type="checkbox"/>	Microsoft PowerPoint - Presentation1	6	\$0.60	TL-LASER2	08/16 02:52PM
<input type="checkbox"/>	http://www.fullerton.edu/ilc/	3	\$0.30	TL-LASER2	08/16 02:52PM

- a. You can see how many pages you are printing, the cost and if you have sufficient funds:

Transaction Summary	
Total	\$1.30
Print	13 Pages

Account Summary	
Account	demo87
Purse	TITAN FUNDS
Available	\$ 5.00

4. Your TitanCard is automatically deducted and your document will then print out on the printer.  
Note: you do not need to swipe your card at the printer. To avoid confusion and loss of print jobs, it is advisable to collect your documents once they have been sent to the printer.

Now Printing...					
Document Title	Pages	Cost	Amount Paid	Submitted	
Microsoft Word - Document1	7	\$0.70	\$0.70	2013-08-16 14:54:57.0	
Microsoft PowerPoint - Presentation1	6	\$0.60	\$0.60	2013-08-16 14:55:05.0	

Transaction Summary	
Print Jobs	0
# of Pages	13
Escrowed	\$ 5.00
Payment	- \$ 1.30
Escrow Left	\$ 3.70

5. You will see an error if there is insufficient funds:

Payment Incomplete					
Document Title	Pages	Cost	Amount Paid	Submitted	
Microsoft Word - Document1	7	\$0.70	\$0.00	2013-08-16 14:54:57.0	
Microsoft PowerPoint - Presentation1	6	\$0.60	\$0.00	2013-08-16 14:55:05.0	

You have insufficient funds in your TITAN FUNDS account to pay for the selected print jobs. Please select another payment method or deselect some of your jobs to be printed. The amount being charged was \$1.30 .