## How to Print Using GoPrint

1. Click on **File**  $\rightarrow$  **Print**  $\rightarrow$  Select the printer  $\rightarrow$  Click on **Print** 

FILE HOME INSERT DESIGN	¢	
Calibri (Body) ▼ 11 Copy Paste ▼ Format Painter Clipboard rs Clipboard rs	Info	Print
	New	Copies: 1
	Open	Print
	Save	PINC
	Save As	Printer
	Save as Adobe PDF	ILC_TLLaser1 on print Ready
	Print	Printer Properties Settings
	Share	Print All Pages The whole thing

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

Go GoPrint Popup				
File Help				
🛛 🔂 / 🍜 🐼 🗡				
GOPRINT				ŕ
My F	Print Jobs	1	My Accou	<u>nt</u>
	Sign In To	Your Account		
	Enter your username and pass	word to sign in.		
	Login ID tuffytitan			
	Password			
	Sign In			
			_	
	Welcome t	a Titian Funds		
	Welcome a	o maan rana s		

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

Print Jobs						
Document Title	Pages	Cost	Print Queue	Submitted		
Microsoft Word - Document1	7	\$0.70	TL-LASER2	08/16 02:51PM		
Book1	1	\$0.10	TL-LASER2	08/16 02:51PM		
Microsoft PowerPoint - Presentation	16	\$0.60	TL-LASER2	08/16 02:52PM		
http:~~www.fullerton.edu~ilc~	3	\$0.30	TL-LASER2	08/16 02:52PM		
Pay and print Cancel jobs						

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



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

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				
< Back					

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 .						