How to Print Using a Guest Account

How it works:
1. Like the guest account, guest users get a temporary GoPrint account.
   a. The username and password will be the same as the computer login.

2. To load funds to the temporary account, go to the TitanCard desk with the guest account print out.
   a. If you have a copy card with funds, you can use that to add money to your temporary GoPrint account.

3. TitanCard will load funds to the temporary GoPrint account using the information from the print out.

4. If there are any unused funds left on the temporary GoPrint account, you user must go to the TitanCard desk to transfer funds to a copy card half an hour before the TitanCard desk closes at the end of the day.
   a. If you fail to do this any unused funds will revert back to the University.
   b. If you have an existing copy card you can have the funds moved on to it, you don’t have to purchase one each time.

On the print out guest users will see the following information:

![Guest Account Agreement](image-url)
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1. Click on File → Print → Select the printer → Click on Print

2. The GoPrint login screen will show up.
   a. Enter your guest account username and password to login.
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3. Select your document(s) from the list & click on Pay and print.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Pages</th>
<th>Cost</th>
<th>Print Queue</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word - Document1</td>
<td>7</td>
<td>$0.70</td>
<td>TL-LASER2</td>
<td>08/16 02:51PM</td>
</tr>
<tr>
<td>Book1</td>
<td>1</td>
<td>$0.10</td>
<td>TL-LASER2</td>
<td>08/16 02:51PM</td>
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<tr>
<td>Microsoft PowerPoint - Presentation1</td>
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<td>$0.00</td>
<td>TL-LASER2</td>
<td>08/16 02:52PM</td>
</tr>
<tr>
<td><a href="http://www.fullerton.edu-ilk-">http://www.fullerton.edu-ilk-</a></td>
<td>3</td>
<td>$0.30</td>
<td>TL-LASER2</td>
<td>08/16 02:53PM</td>
</tr>
</tbody>
</table>

   - Pay and print
   - Cancel jobs

   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: d987
     - Purse: TITAN FUNDS
     - Available: $5.00

4. Your temporary GoPrint account is automatically deducted and your document will then print out on the printer. **Note:** you do not need to swipe your copy 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.

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

   - Payment Incomplete
   - Document Title          | Pages | Cost | Amount Paid | Submitted       |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
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<td>$0.00</td>
<td>2013-06-16 14:55:05.0</td>
</tr>
</tbody>
</table>

   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.