

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:

**Pollak Library Information Technology
Guest Account Agreement**

This information is confidential so please keep or return to desk for shredding.

Guest Username:
Guest Password:

Date: 1/24/2014
Name:
ID Provided: Driver's License

Printing Information

Please visit the **TitanCard** desk located on the first floor of the south wing of the Pollak Library to add funds to your guest account.

By depositing funds to your guest account, you agree to the following terms:

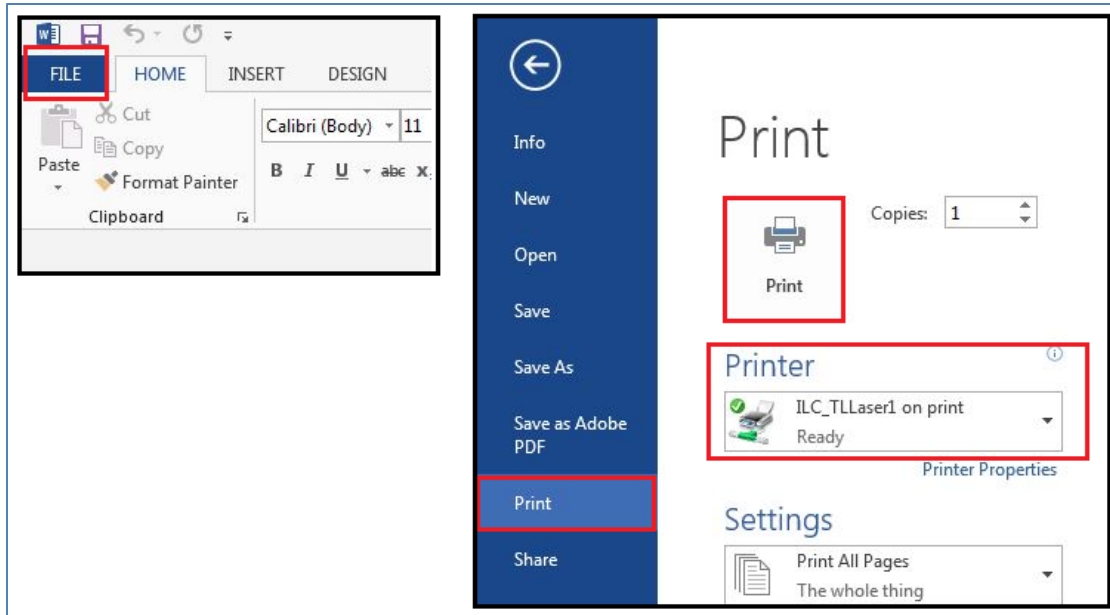
- You agree to transfer the remaining funds on your guest account to a **copy card 30 minutes** before the TitanCard desk closes for the day.
- If you fail to transfer your funds to a **copy card**, the funds will revert back to the University at the end of the day.
- Please be aware that **copy cards** are \$1.00.
- To view TitanCard hours, please visit: <http://www.fullerton.edu/TitanCard>.

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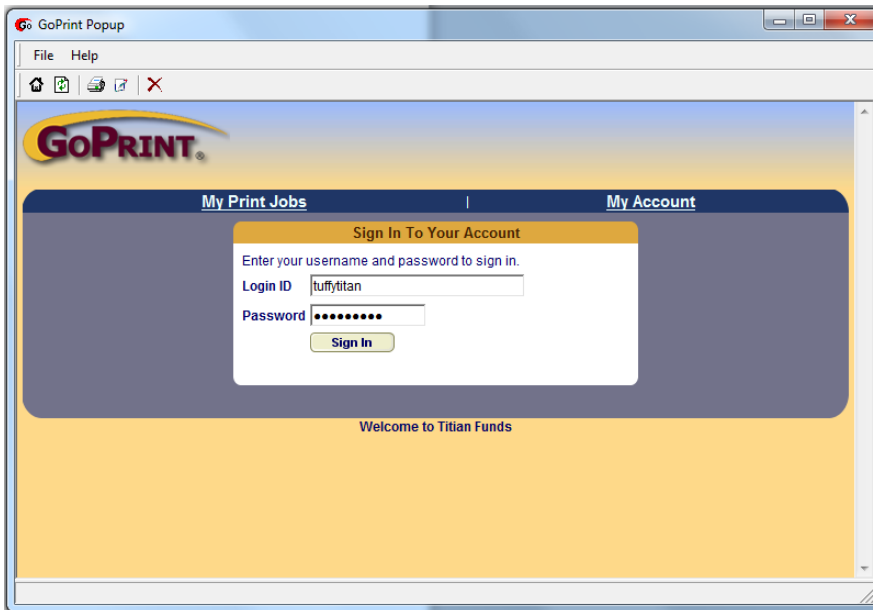
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How to Print

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**.

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 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.

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 .