

# Tutorial: Student Printing with GoPrint

This tutorial provides detailed information on how to use the GoPrint print management system.

To print a document, you will follow these steps:

1. Create the document
2. Print the document (In the software application, click "Print...")
3. Select the desired printer (make sure OneNote is not selected!)
4. Log in to GoPrint
5. Release the print job to the printer
6. View account balance
7. Cancel any unnecessary remaining print jobs
8. Log out of GoPrint... Done!

This document will describe these steps in detail.

At the end of this document are details on how to view Print Job History, Discarded Job History, and Transaction History for your account.

## **Creating and Printing your document:**

1. Create your document.
2. When you are ready to print your document, click "Print..." and select the printer. Make sure that OneNote is not selected. Print jobs will not go to a printer if OneNote is selected.
3. After selecting the target printer, click **OK** to print the document. This will open the GoPrint popup.

Note: If the Security Alert dialog box shown below displays, click **Yes** and proceed.

## **Log in to GoPrint**

Log in to GoPrint to print documents. GoPrint is the system that manages student's printing accounts.

1. Enter your **IU Kokomo username** into the "Login ID" box.
2. Enter your **passphrase** into the "Password" box.
3. Click the **Sign in** button.

The GoPrint main screen should now display. If the word "Alert" displays near the top of the GoPrint screen, you will have to re-enter your username and passphrase because the system did not accept your initial entry.

## **GoPrint Main Screen**

The GoPrint main screen is the central point from which all GoPrint functions are available. From here, the features available are "Printer Directory", "My Print Jobs", and "My Account". Also accessible from here is the GoPrint "Help" function and "Log off".

## Releasing a Print Job to a Printer

Click **My Print Jobs** in the GoPrint toolbar.

Two options are now available – **Pay and print** (send your document to the printer), or **Cancel jobs**.

Documents must be “selected” before they can be printed or cancelled. To select a document, place a check in the checkbox to the left of the file name.

1. Select the file(s),
2. Then click the **Pay and print** button to print the file(s), or click the **Cancel jobs** button to cancel the file(s).

If the “Alert” box displays near the top of the GoPrint popup after selecting **Pay and print** or **Cancel jobs**, then no jobs were selected. Go back and select the desired print jobs and retry.

After the document is successfully printed, GoPrint displays the “Now Printing...” screen. This screen also shows the printer to which the document was printed, along with an “Account Summary” and “Transaction Summary” information. Please note that students begin the semester with a \$26.00 balance in the “Quota” purse.

Students are able to see their remaining balance on their print quota directly from the GoPrint screen.

## Cancelling print jobs:

In situations where print jobs have been submitted more than once, there may be several reasons where prints do not get printed.

One situation is where **OneNote** was selected as the “default” printer instead of an actual printer. Please read step #2 on page 1 of this document. Select the correct printer and re-print the document.

Most likely though, documents were printed multiple times but were never released to the printer. In this situation, GoPrint makes it possible to send only the correct print job to the printer and cancel the un-needed print jobs. To do this, click on **My Print Jobs** in the toolbar.

To cancel the remaining unneeded print jobs,

1. Click on **My Print Jobs** in the toolbar
2. Select the checkbox(es) of the jobs to be cancelled
3. Click the **Cancel jobs** button.

## Log out of GoPrint

When finished sending print jobs to the printer through the GoPrint system, remember to **log out** of GoPrint by clicking on the **Log out** button. When successfully logged out, the following “Sign In To Your Account” screen will display.

... and then...

You are successfully logged out of GoPrint!

### **Also in the toolbar...**

Click on **My Print Jobs** to view pending print jobs.

Click on **My Account** to view account details.

In the **My Account** screen of GoPrint, information is available about the user, the user's GoPrint account, and information about printing "history".

With respect to the user's GoPrint account, balances are visible in each of the GoPrint "purse" accounts "Quota" and "Paid Pages". The "Quota" account is funded by the Tech Fund fee paid as part of semester enrollment. The "Quota" account begins with a value of \$26.00 at the beginning of each semester. The "Paid Pages" account contains value added by the student at the GoPrint Value Add Station.

The printing history screen shows "Print History", "discarded Job History", and "Transaction History". "Print history" is a listing of all print jobs sent to printers on campus. "Discarded Job History" is a listing of all print jobs sent to GoPrint but never printed and subsequently cancelled. "Transaction History" is a listing of all value transactions. See the example below.

**Remember to LOCK your workstation** when you step away!