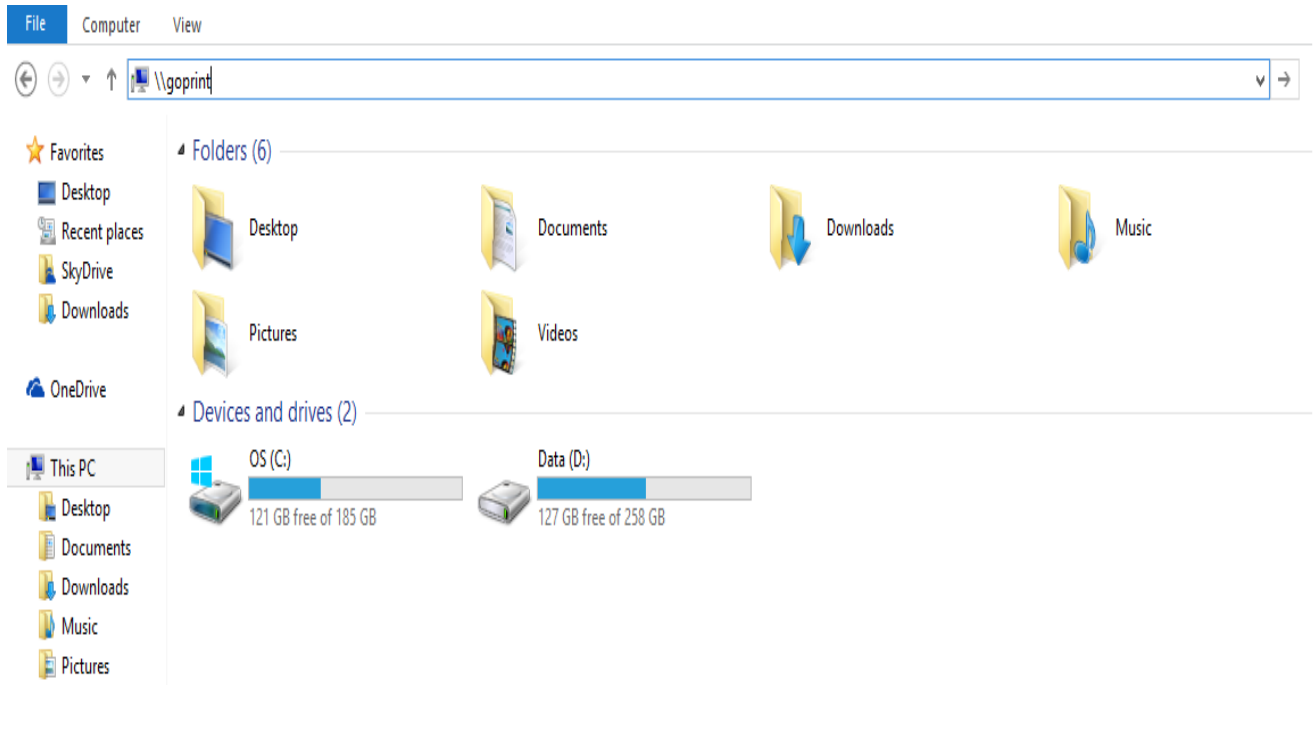
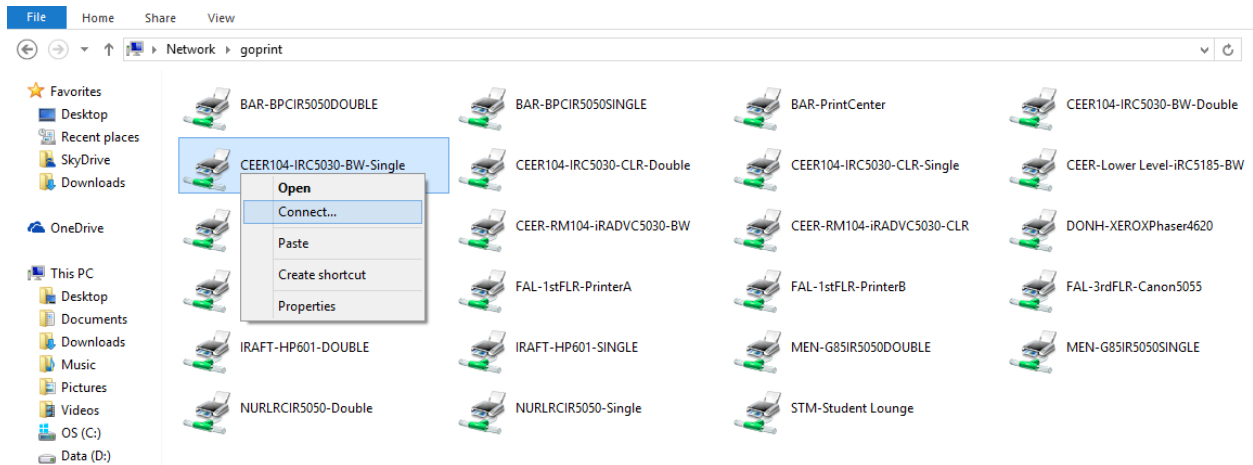


STEP 1: Open any folder from the computer.

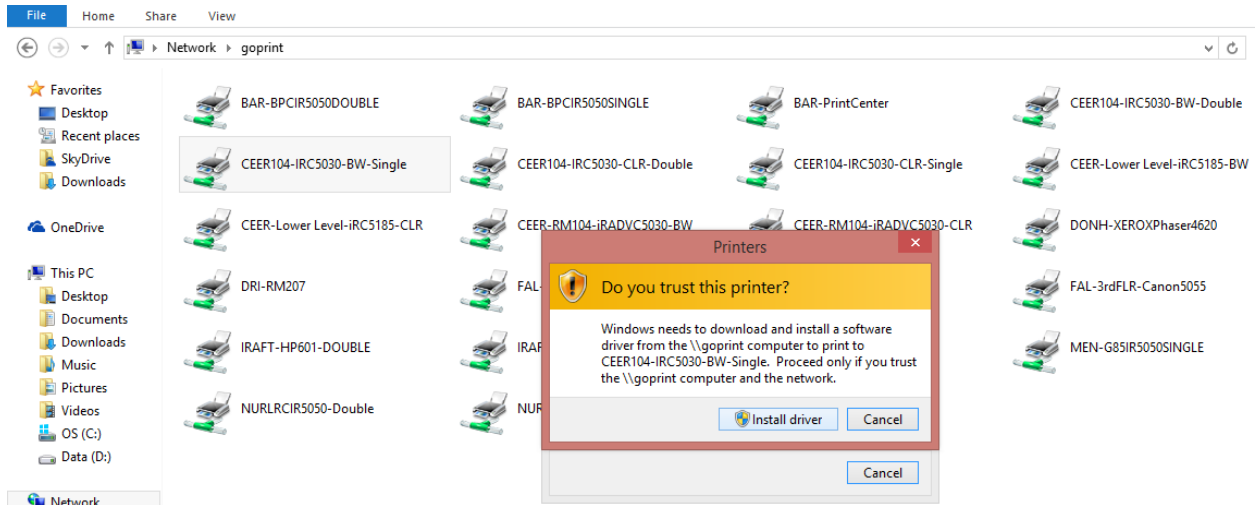
STEP 2: In the address bar, type \\goprint and press enter.



STEP 3: A list of printers appear which are available to connect to the Go print. From the list, select a printer to which you would like to connect. For example, if you would like to connect to the printer in CEER 104, right click on the corresponding printer and click connect from the drop down menu as shown below.



When prompted, click on install driver to finish downloading and installing the required driver to connect to the printer.



Now the printer is connected and ready to print.

Following are the directions for printing:

1. Click on the print icon in the program;
2. Wait for the print window to appear;
3. Select appropriate printer, the number of copies and the pages you wish to print;
4. Click OK;
5. Job is sent to the print management system and will be held in the queue for 1 hour;
6. Go to the print management system station to retrieve your print job;
7. Swipe your Wildcard at the card reader on the workstation;
8. The system will search for your account, then show your available balance and the list of print jobs in the queue;
9. Select your job from the list by highlighting it;
10. Click the print button; job will come out from the attached printer.