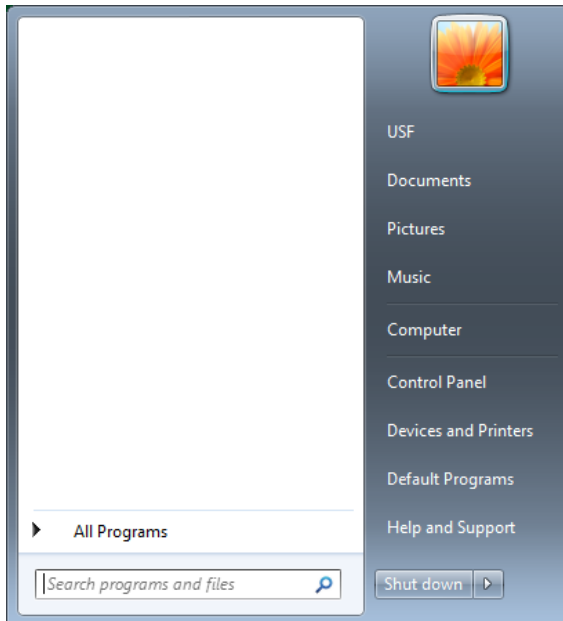


Printing to computer lab printers using a Windows 7 laptop

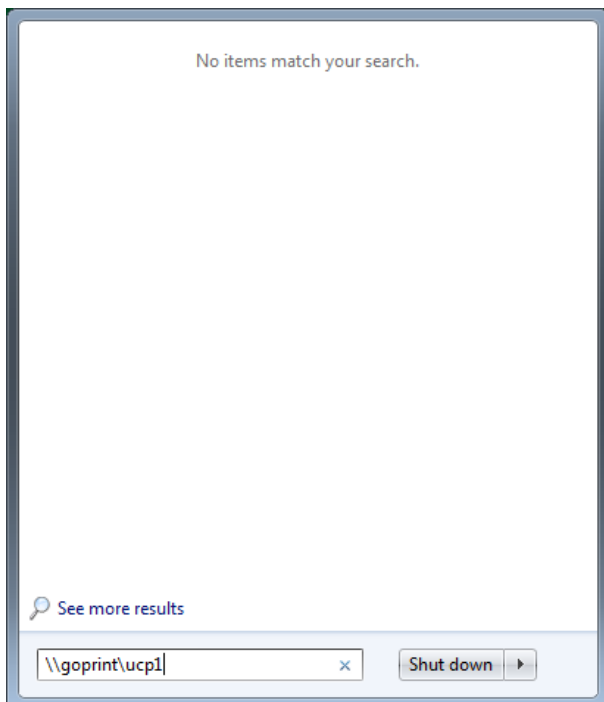
1. Connect to USFWireless (make sure to open a web browser and login). If you need directions for this go to <http://www.usfca.edu/its/network/wirelessfaq/>
2. Determine the name of the printer you want to use from the following table

LOCATION	NAME	NOTE
CIT Lab	\\goprint\cit4200	Defaults to double-sided printing
	\\goprint\cit4250	Defaults to double-sided printing
	\\goprint\cit_color	Color Printer
Learning & Writing Center	\\goprint\co 227 HP	
Cowell 214	\\goprint\cw12251	Defaults to double-sided printing
	\\goprint\cw12252	
Cowell 216	\\goprint\cw12261	Defaults to double-sided printing
	\\goprint\cw12262	
Gleeson Reference Area	\\goprint\gl_ref2	Defaults to double-sided printing
	\\goprint\gl_ref3	Defaults to double-sided printing
	\\goprint\gl_ref_color	Color Printer
Gleeson Periodicals Area	\\goprint\gl_per	Defaults to double-sided printing
Gleeson 2 nd floor	\\goprint\gl1	Defaults to double-sided printing
	\\goprint\gl2	
	\\goprint\glc	Color Printer
Gleeson 1 st floor ITS area	\\goprint\gl3	Defaults to double-sided printing
LMN ITS Help Desk area	\\goprint\lmnits	
Malloy 102	\\goprint\mc102b	Defaults to double-sided printing
	\\goprint\mc102Simplex	
Malloy 101	\\goprint\mh101d	Defaults to double-sided printing
	\\goprint\mc1331	
	\\goprint\mh_color	Color Printer
Pedro Arrupe Lab	\\goprint\pedroarrupe	
Lone Mountain Rossi Lab	\\goprint\ros1	Defaults to double-sided printing
	\\goprint\ros2	
	\\goprint\rosc	Color Printer
UC Parina Lab	\\goprint\ucp1	Defaults to double-sided printing
	\\goprint\ucp2	
	\\goprint\ucpc	Color Printer
Zief 104	\\goprint\Z_104	
Zief 101	\\goprint\Z_LL	

3. Click the Start Button on your computer to open the start menu



4. Type the name of the printer you want to use in the Search Box then press the Enter key.



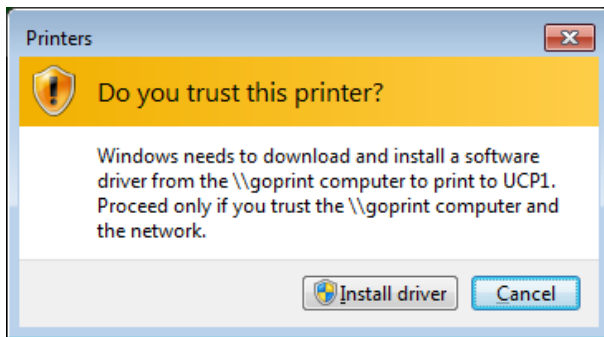
5. It may take a few moments for your computer to connect to the printer. A message box similar to the one below might appear.



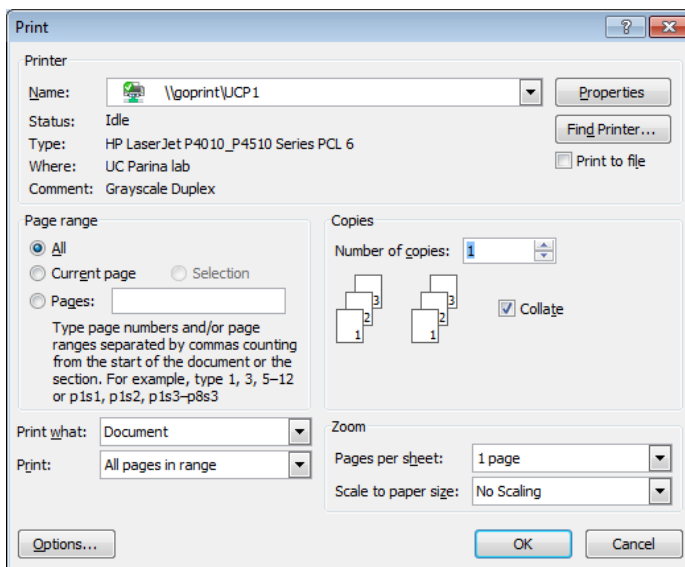
6. In the **User name** field type **accounts** followed immediately by your USFConnect username. In the **Password** field enter your USFConnect password.



7. If a window similar to the following one appears click **Install Driver**.



8. The GoPrint printer will now be ready for you to print to. When printing choose to print to the printer you chose in step 2. If you need to change settings to print double or single sided set this using the **properties** option. Sometimes default options may not transfer to your computer so you may want to verify settings before you send the print job.



9. Use the GoPrint paystation to pay for and print your print job. It will be listed under your USFConnect username.