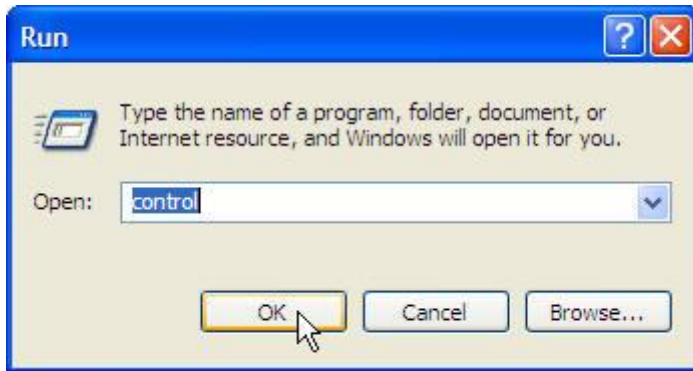


Printing to computer lab printers using a Windows XP laptop

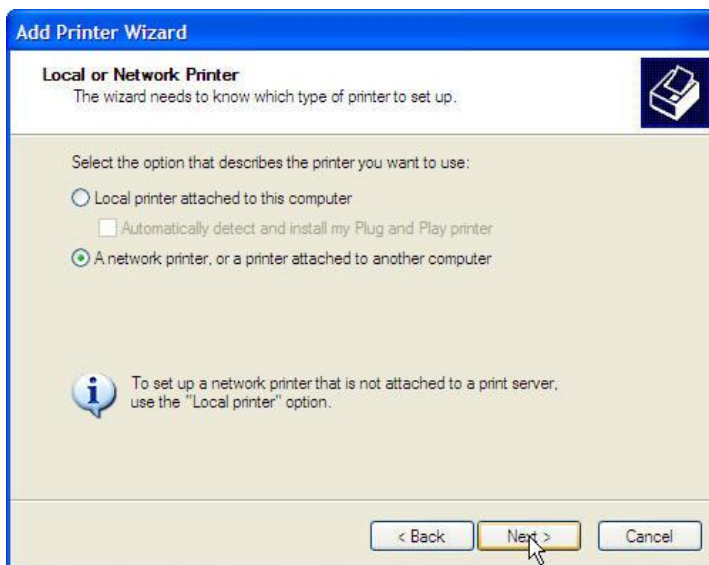
1. Connect to USFWireless (make sure to open a web browser and login). If you need directions for this go to <http://www.usfca.edu/its/network/wirelessfaq/>
2. Determine the name of the printer you want to use from the following table

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	

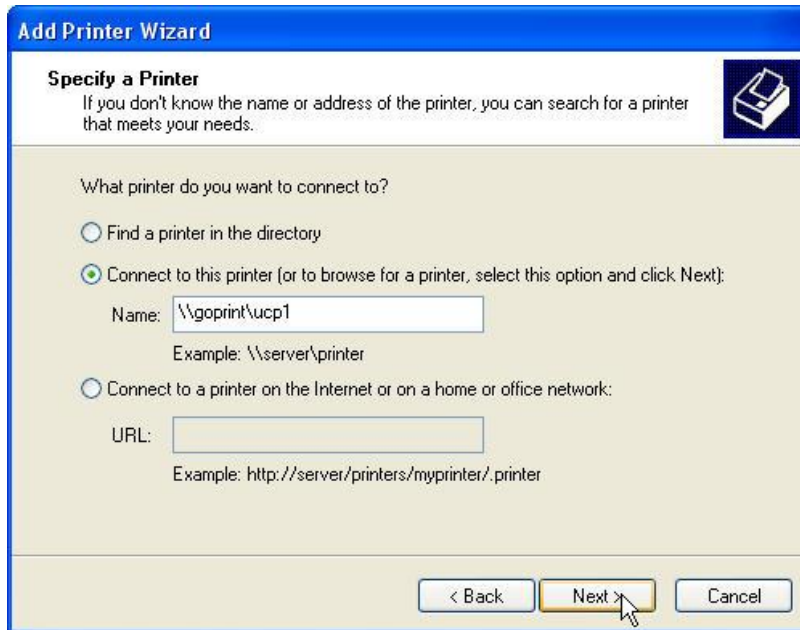
3. Click the Start Button on your computer and click **Run...**
4. Type *control* and Press **Enter**



5. Double click on **Printers and Faxes**. *Note:* If your Control Panel is set to display Categories, double click on **Printers and Other Hardware**. Then double click on **Printers and Faxes**.
6. Double click on **Add Printer**.
7. When you see the “**Welcome to the Add Printer Wizard**” screen, Click **Next**
8. Choose “**A network printer, or a printer attached to another computer**” and click **Next**

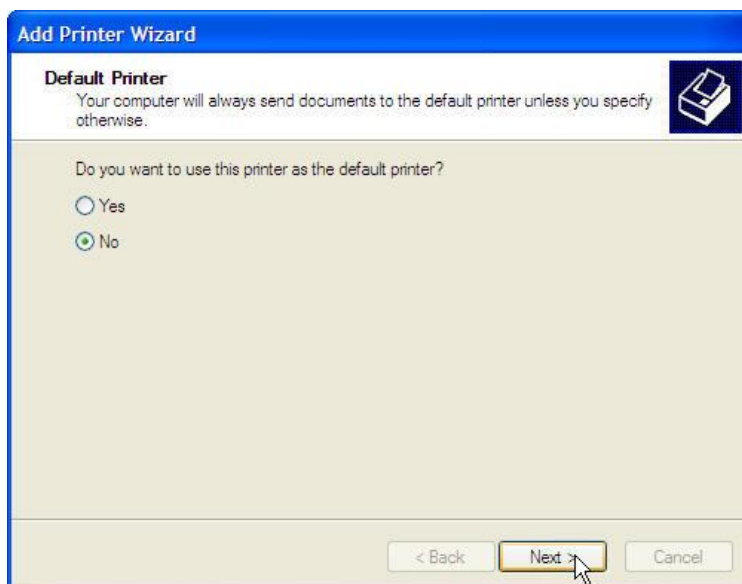


9. Select the option “**Connect to this printer (or to browse for a printer, select this option and click Next)**”. Under **Name:**, type in the name of the printer you selected from the table in step 2 (For example, \\goprint\ucp1 for Parina Computer Lab)

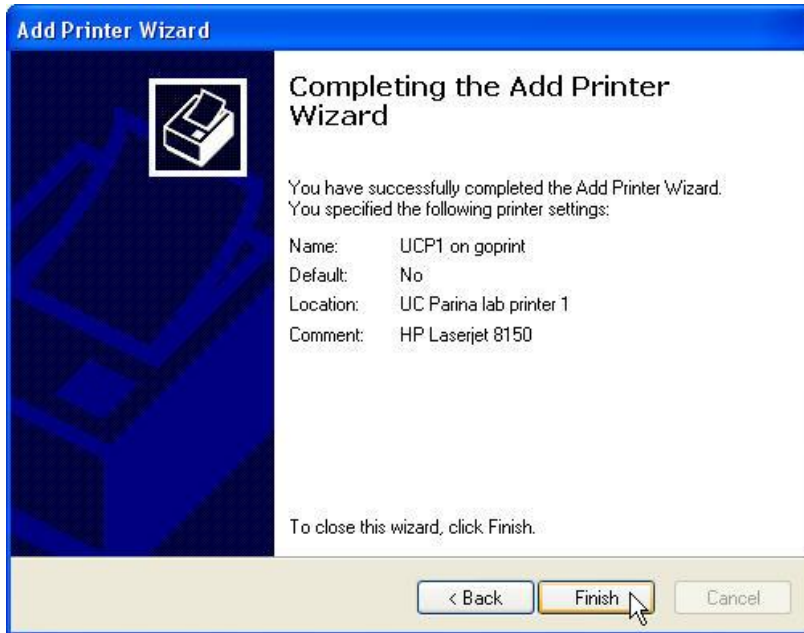


10. Click **Next**. If asked for your username and password enter your username as **accounts\username** but use your own USFConnect username rather than **username**. Use your USFConnect password for the password

11. If it asks “**Do you want to use this printer as the default printer?**” select **No** unless you want your computer’s default printer to be the lab printer. Then click **Next**



12. Click **Finish** on the Completing the Add Printer Wizard window.



13. The lab printer will now be installed on your computer and 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 printer properties option at the widow that comes up when printing. Sometimes default options may not transfer to your computer so you may want to verify settings before you send the print job.
14. After printing use the GoPrint paystation to pay for your print job. It will be listed under your USFConnect username.