Releasing print jobs from the GoPrint release station

This guide covers how to release a print job that has been sent to a GoPrint printer from an IT lab computer.

Sending your print jobs to the release station

When you are printing in a lab, you will send your print job to Campus_Wide_Printer. How you release the print job will depend upon whether you are printing black and white or color.

Steps for black and white printing

Students have 300 black and white prints to use for printing per week.

1. Log into an IT lab computer with your SU username and password.
2. Print your document(s) from any application. When you print, be sure to select Campus_Wide_Printer as the printer.
3. Once your print job has been sent, go to ANY GoPrint release station, which is a monitor located next to the printer. Enter your username and password at the prompt, and click **Sign In**.
4. Select your document(s) and click **Continue**.
5. Your print job will be entered into the printer's queue.
    a. Note: If you do not have enough prints left in your weekly quota, the print job will not release.

Steps for Color printing

Not all labs have color printing available. See the Printer Locations section for locations. Color printing costs 50 cents per page, and uses funds on your GullCard only (no cash).

1. Log into an IT lab computer with your SU username and password.
2. Print your document(s) from any application. When you print, be sure to select Campus_Wide_Printer as the printer
3. Go to the room where the color printer is located and go to the GoPrint release station, which is a monitor located next to the printer.
4. Enter your username and password then click **Sign In**.
5. Select the print job(s) you want to print, and then click **Continue**.
6. Swipe your Gull Card at the card swipe attached to the release station to pay for the prints ($0.50).
7. Select **Touch here to accept the charge…**to release your print job. Your print job is added to the color print queue and your account is charged for the printouts.

Printer Locations

We have black and white laser printers in each of our IT computer labs, as well as color printers in select locations.

Black and White Printing

B&W Printer Locations
Fulton Hall 142
Fulton Hall 145
Perdue Hall 141
Perdue Hall 248
Conway Hall (TETC) 116B
Conway Hall (TETC) 110A
Conway Hall (TETC) 110B
Conway Hall (TETC) 213G
Conway Hall (TETC) 280A
Conway Hall (TETC) 351
Conway Hall (TETC) 352
Academic Commons 1st Floor
Academic Commons 2nd Floor
Academic Commons 3rd Floor
Academic Commons 4th Floor

Color Printing

Color printing is offered in Perdue Hall, Academic Commons and Conway Hall (TETC). Each page costs 50 cents and is taken from funds on your Gull Card. We cannot accept cash.

Color Printing GoPrint Locations
Academic Commons-1st Floor Library Circulation Desk
Perdue Hall 141
Conway Hall (TETC) 213G

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