

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 a GoPrint station located in the lab. 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 whatever application you are using. When you print, be sure to select the correct printer for the lab you are in. For example, if you are in PH 141, the printer would be “go_ph141”. See the **Printer Locations** section below for the print queues.
- 3.) Once your print job has been sent, go to the 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 a IT lab computer with your SU username and password.
- 2.) Print your document(s) from whatever application you are using. When you print, be sure to select the correct printer for the lab you are in. For example, if you are in PH 141, the printer would be “go_ph141_color”. See the **Printer Locations** section below for the print queues.
- 3.) Go to the room where the color printer is located and go to 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

In each lab, you will print to a specific print queue. To determine which printer your print jobs should be sent to, see this table:

If you are in this lab...	Print to this printer...
Devilbiss Hall 205	go_dh205 on Vienna.salisbury.edu
Fulton Hall 142	go_fh142 on Vienna.salisbury.edu
Fulton Hall 145	go_fh145 on Vienna.salisbury.edu
Perdue Hall 141	go_ph141 on Vienna.salisbury.edu
Perdue Hall 248	go_ph248 on Vienna.salisbury.edu
Conway Hall (TETC) 116A	go_te116a on Vienna.salisbury.edu
Conway Hall (TETC) 116B	go_te116b on Vienna.salisbury.edu
Conway Hall (TETC) 110A	go_te110a on Vienna.salisbury.edu
Conway Hall (TETC) 110B	go_te110b on Vienna.salisbury.edu
Conway Hall (TETC) 280A	go_te280a on vienna.salisbury.edu
Conway Hall (TETC) 351	go_te351 on vienna.salisbury.edu
Conway Hall (TETC) 352	go_te352 on vienna.salisbury.edu
Blackwell 140	go_bl140_B , go_bl140_Y, go_bl140_G on Vienna.salisbury.edu
Blackwell Library 203	go_bl203 on Vienna.salisbury.edu

COLOR PRINTING

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

If you are in one of these labs...	Print to this printer...	Release your prints in this location...
Blackwell Library 140 or 203	BL-140-HP5550-Color printer	Circulation Desk
Perdue Hall 141	Go_ph141_color on Vienna.salisbury.edu	PH 141
Conway Hall (TETC) 110a, 110b, 116a, 116b	Go_te116a_color on Vienna.salisbury.edu	Conway Hall (TETC) 116A
Conway Hall (TETC) 351	Go_te351_color on Vienna.salisbury.edu	Conway Hall (TETC) 351