

# STUDENT PRINTING FAQS

## Can I print black and white from Goucher\_Color\_Print?

Yes, the color printer is able to print in black and white at no extra charge.

## What is the maximum amount of pages I can print?

You can print up to 50 pages and up to 10 copies at a time. Please make sure that the size of the document doesn't exceed 25 MB.

## Where can I print if I'm not in the Ath?

You can use Web Print or Mobility Print to send jobs to the following printers:

Julia Rogers 121

Julia Rogers 128

Hoffberger 1<sup>st</sup> FI Hallway

Hoffberger Ground FI Hallway

Hoffberger 2<sup>nd</sup> FI Hallway

Van Meter 201 (During non-class hours)

## How can I get a refund?

Log into [print.goucher.edu](http://print.goucher.edu) and click "Recent Print Jobs." Then click "request refund" for the job that didn't complete. Provide a detailed description of what happened

## Do these copiers staple?

Yes. The stapling function is available when making copies and using Mobility Print.

## Mobility Print

Mobility print gives students the ability to print from any device

### How to setup

Visit

[blogs.goucher.edu/knowledgebase/2017/09/16/mobility-print](https://blogs.goucher.edu/knowledgebase/2017/09/16/mobility-print) and click the link for the device/operating system that you want to use to print.

### How to print\*

- Make sure that you are connected to GoucherWIFI and printing is enabled on the device that you are using.
- Open file, select print, make sure all settings are set before printing.
- Once you select the printer, you will need to log in with your Goucher username and password.

\*Android users will need to install an app in order to print.

### Need Help?

Connect to GoucherWIFI

Experiencing a problem? Make sure that you're connected to GoucherWIFI first.

Unable to Select Printer

If you're not able to see a list of printers or click on a printer and nothing happens, restart either the app that you want to print from and/or the device.

If you still experience a problem, contact the Help Desk for assistance.



# PRINTING INSTRUCTIONS AND TIPS

GOUCHER college  
INFORMATION TECHNOLOGY

IT Help Desk

Phone: 410.337.6322

Email: [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu)

Hours: M-F, 9a-5p

Knowledgebase: [www.goucher.edu/it](http://www.goucher.edu/it)

# About the Swipe-to-Print System

The Swipe-to-Print system stores your documents in a server that allows you to print from any multifunction printer in the Athenaeum.



There are five multi-function printers in the Athenaeum. They are located in:

- The Learning Commons (black and white; color)
- 4th floor stacks (black and white)

# Using the Swipe-to-Print System

## 1. Go to [print.goucher.edu](http://print.goucher.edu)

Log in using your student ID and password.

## 2. Select Web Print

The option is located on the left side of the screen.

## 3. Upload

Browse and upload the file you would like to print.

## 4. Print

When you are ready to print your document, choose GoucherPrint or Goucher\_Color\_Print from menu.

## 5. Log into copier

Within 2 hours, log into a multi-function printer by either

## 6. Select

Once you log in, the touch screen displays all of your queued print jobs. **It's recommended that you print one job at a time to avoid problems.**

## 7. Log Out

Make sure to hit **Log Out** on the touch screen before walking away from the printer!

# Printer Points

Each student receives 400 printer points at the beginning of the academic year.

- Printing to Goucher\_Color Print = 3 points per page\*
- Printing to GoucherPrint = 1 point per page

Printer points are reset back to 400 at the start of Spring semester plus any remaining points that were purchased in the fall.

\*A discount is provided for double-sided printing

# TIPS

## Print one-sided

One-sided printing is not available through Web Print and Infocomm computers. However, it is available via Mobility Print. Using Mobility Print, select Infocom\_Copier1 and choose one-sided printing. The job will print automatically without swiping.

## Send one job at a time

You can add multiple jobs to the print queue. However, when logging into the copier, it is best to select to print each job at a time to avoid any problems. When sending jobs to other printers on campus, please try to send one at a time and stay within the limits listed in the FAQs.

## How to minimize printing problems

Visit the Technology Knowledgebase for tips on how to minimize printing problems. You can find it at [blogs.goucher.edu/knowledgebase/2017/10/25/printing-tips](http://blogs.goucher.edu/knowledgebase/2017/10/25/printing-tips).

## Running low on printer points?

You have two options:

1. Have a friend transfer points to you. They will need to log into [print.goucher.edu](http://print.goucher.edu) and select *Transfer* from the left side menu.
2. Purchase 100 points for \$5 from [onecard.goucher.edu](http://onecard.goucher.edu).