

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 1st FI Hallway

Hoffberger Ground FI Hallway

Hoffberger 2nd FI Hallway

Van Meter 201 (During non-class hours)

How can I get a refund?

Log into 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 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

Hours: M-F, 9a-5p

Knowledgebase: 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

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.

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 and select *Transfer* from the left side menu.
2. Purchase 100 points for \$5 from onecard.goucher.edu.