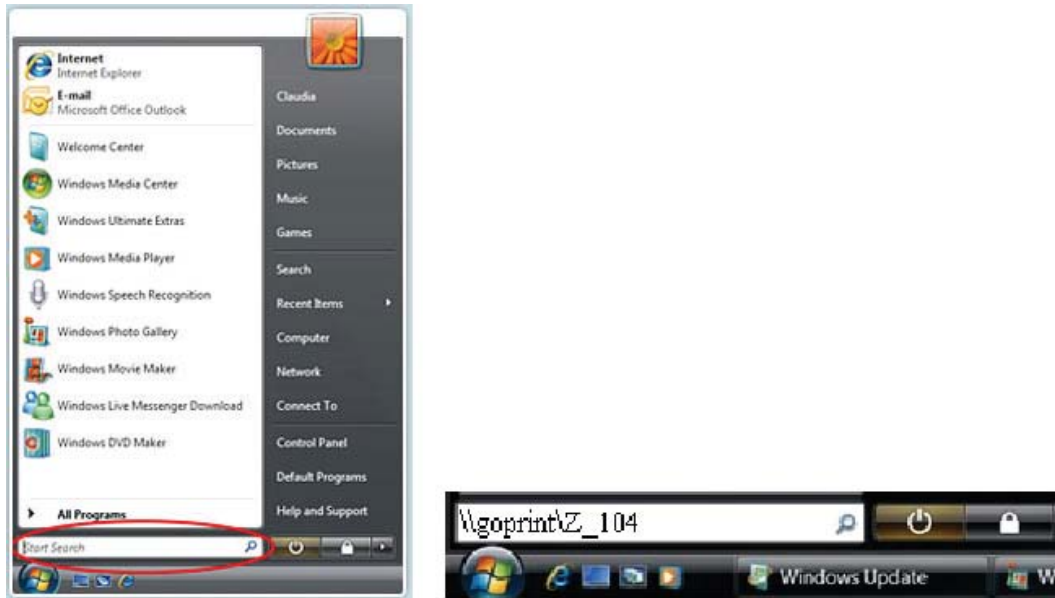


## Laptop Printing Procedure for Microsoft Computers

### Setting Up the Printer

1. Connect to the USF wired or wireless network.
2. Start a web browser and log into the network using your USF username and password.
3. Click on the windows start button.
4. Type: \\goprint\Z\_104 (for the printer in Zief 104)  
\\goprint\Z\_LL (for the printer in Zief 001)

Example:



5. You will be prompted for username and password. For your username, add “accounts\” before you type your username. Example: **accounts\jthompson7**
6. Type your password.
7. A prompt to install updated drivers will appear. Click on install drivers.

The print queue for the printer you added will appear. You can now print to it from you laptop.

**Note:** *It can sometimes take a few minutes for the drivers to install.*

### Printing the Documents

1. Print by selecting the appropriate printer.
2. Go to the room where you sent the print job.
3. Look on the GoPrint computer and click on your user name.
4. Choose the job you want printed and click on “Continue”.
5. Swipe your One Card and click on “Pay and Print”.

**Note:** *Some users may need to repeat this process every time you print.*