

HOW TO GOPRINT

1. Prepare your document at an ACL Computer
 - a. Downloading the document first usually works best, especially from Moodle
2. Print the document to either of the lab printers – take note if it's 1 or 5
3. Wait for GoPrint to open
 - a. If it doesn't open, try clicking on the icon or restarting it
 - b. If needed, ask a lab assistant for help
4. Log-in with Samford credentials
 - a. If a guest – choose the guest login. You can collect your papers and pay upstairs.
5. Select the documents you want printed and select print
6. Collect your documents

If an error with the printer occurs, we would be more than happy to reprint your document for you, but we cannot issue refunds.