# Wireless Printing for UNO Accounts

(UNO Students, Faculty, & Staff)

1. After successfully connecting to UNO's wireless network, map the desired Network Printer. **It is recommended each time you log into your PC while on UNO's wireless network, that you delete any previously mapped UNO Goprint printer connections and re-map the desired printer. Failure to do this may result in the printer appearing to be available to your PC when it actually is not. A symptom of this is a print job appearing in the print queue with your local user account as owner instead of your UNO username.**

   a. Attach to UNO's Goprint print queue server by typing: \\spool-04.uno.edu in the command line (*Search files and Folders in Windows 7; Start/Run in Windows XP*)
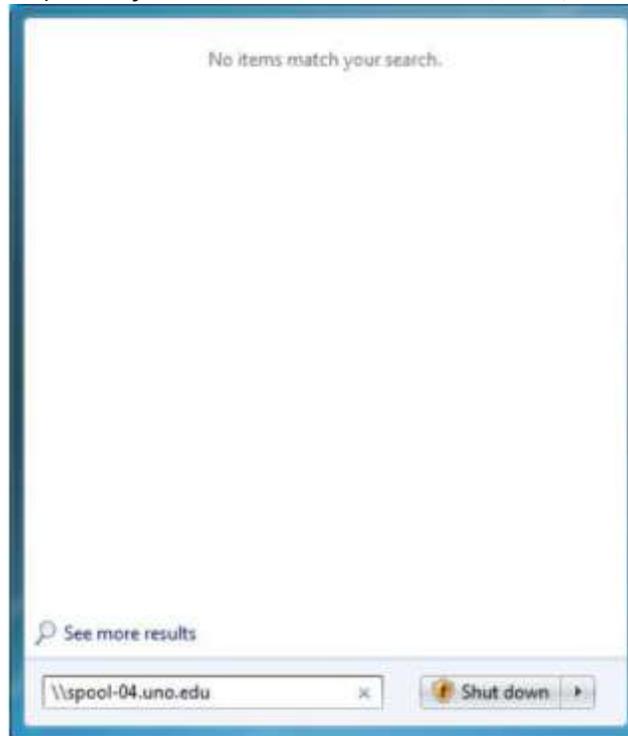
b. A window will appear asking for your network username and password. Enter your UNO username (formatted as "**uno-domain\<your username>**" or "**<your username>@uno.edu**") and password. **(NOTE: We do not recommend you select "Remember my credentials", if available. It can cause problems at a later date.)**


c. A list of available Goprint printers will appear.   Please note the locations of the printers in the Comments field. Select the printer desired by double clicking on it.
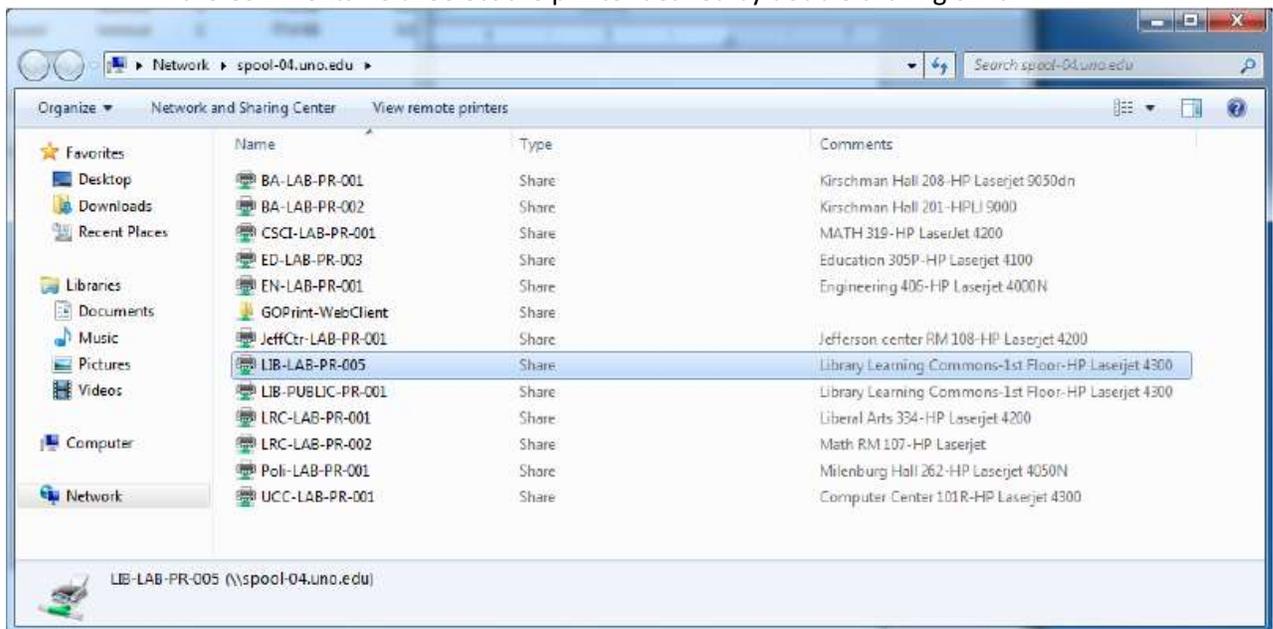

2. You will see dialogue as your PC attaches to the server and downloads the drivers required for the printer. The drivers must be installed for printing to succeed. If you are asked to allow print driver installation, select "Yes". Once the installation is complete, you can proceed following the steps below.

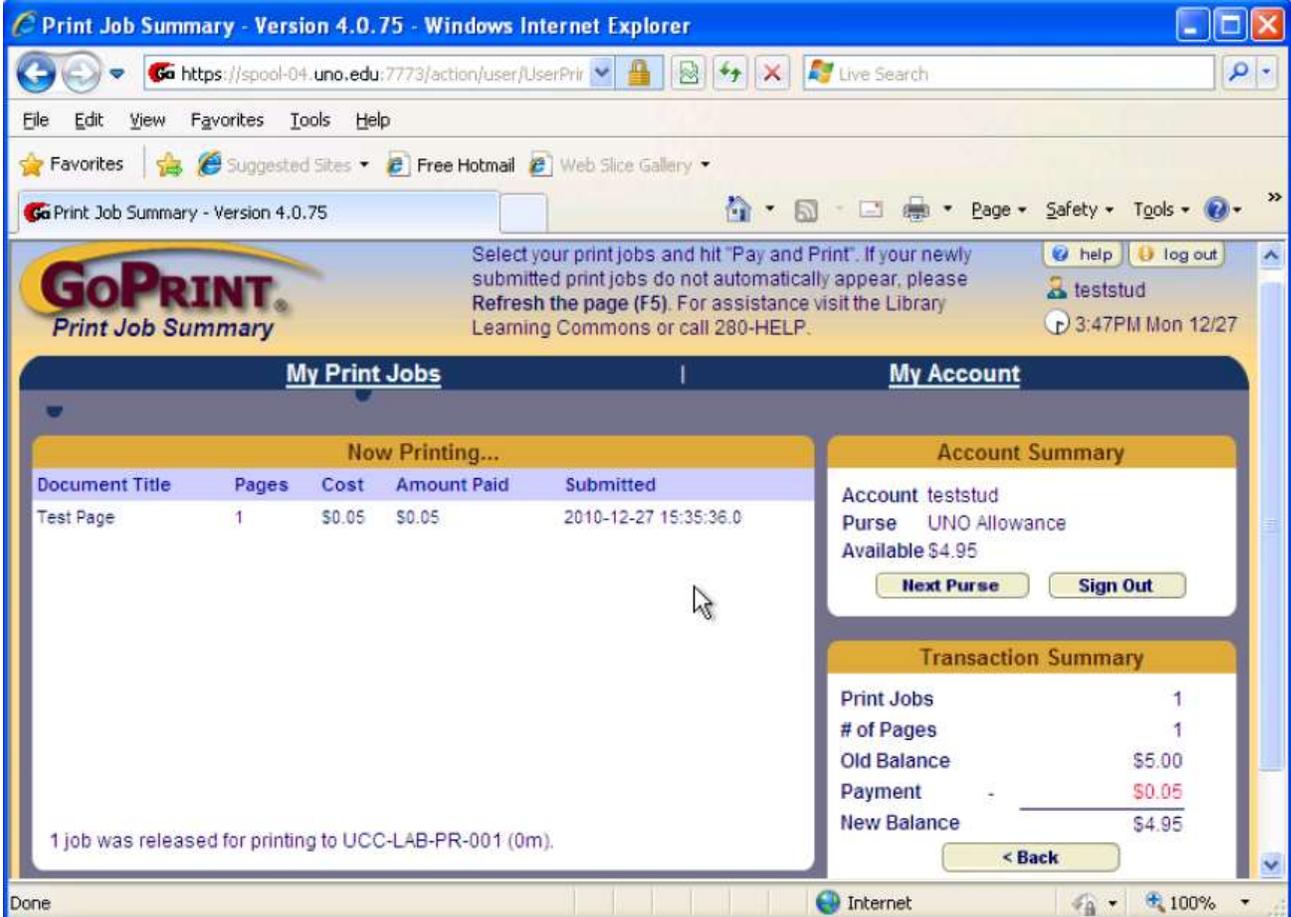3. Print your Documents to the mapped printer as you normally would

4. Access UNO's Goprint interface by browsing to **https://spool-04.uno.edu:7773**4.
5. Log in using your UNO username and password. Log in using your UNO username and password.
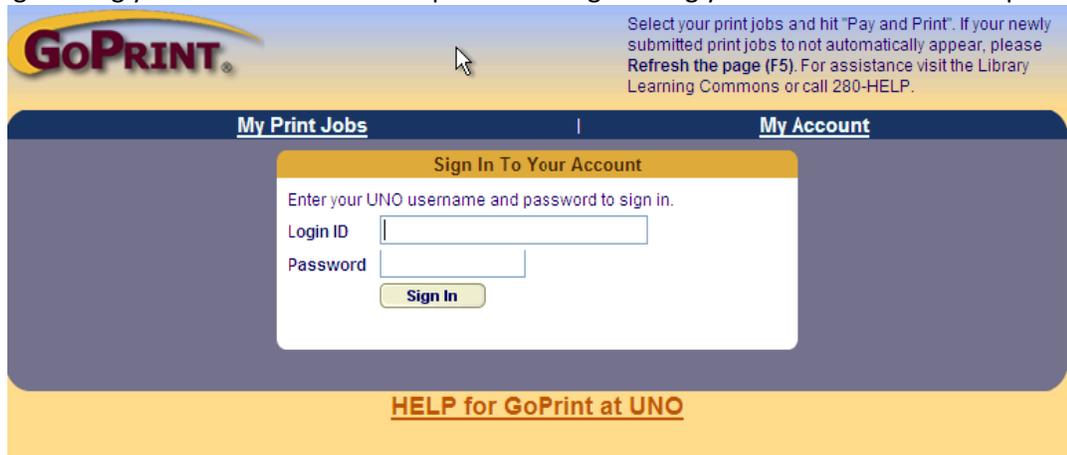
6. Review the print job(s).   If you just put money in your account and don't see it in Account Summary, please click the **Next Purse** button.   Any money placed in your account either online or through the Bursar will be in your **Personal Funds** purse. The UNO allowance is the free quota each student receives at the beginning of each semester.   **If newly submitted print jobs do not appear hit Refresh Page (F5).**
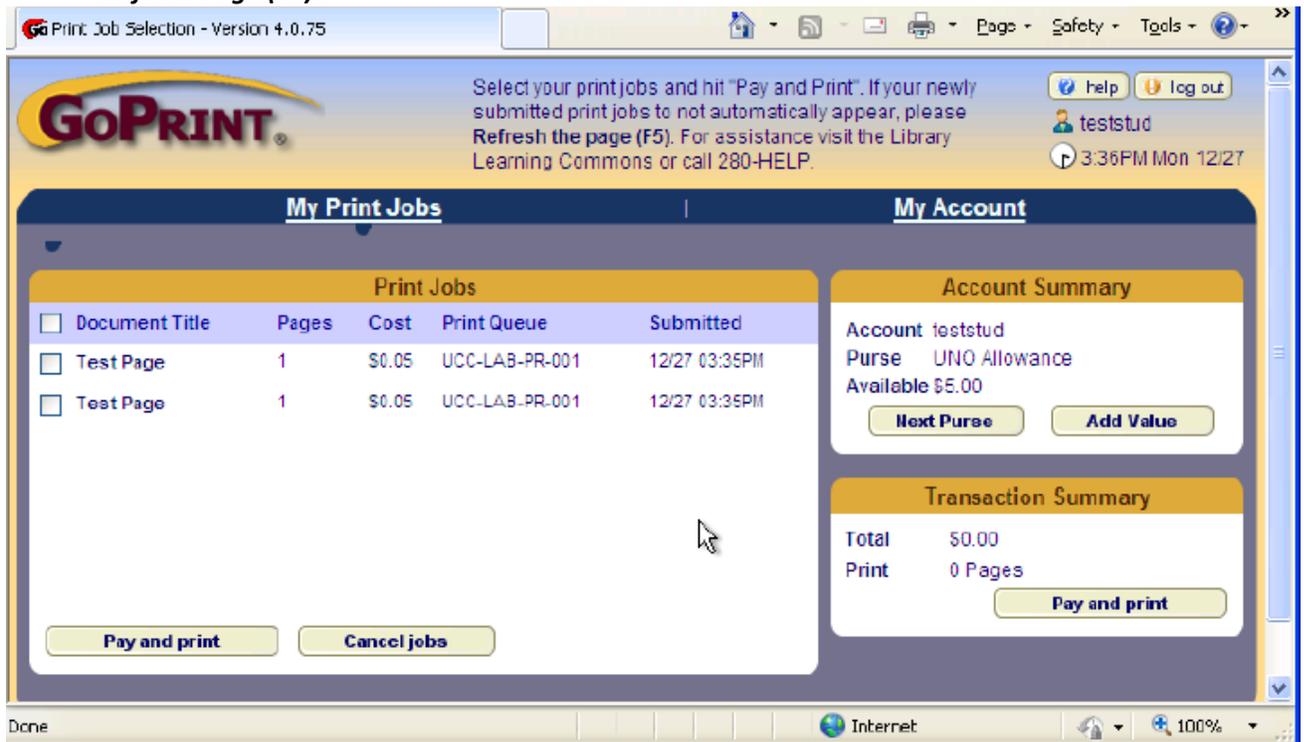
a. Select the print job(s) and click "**Pay and print**" to release the job to the printer.
b. If you choose to print a document you will see that your account has been charged for the print job and that it has been sent to the printer.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.