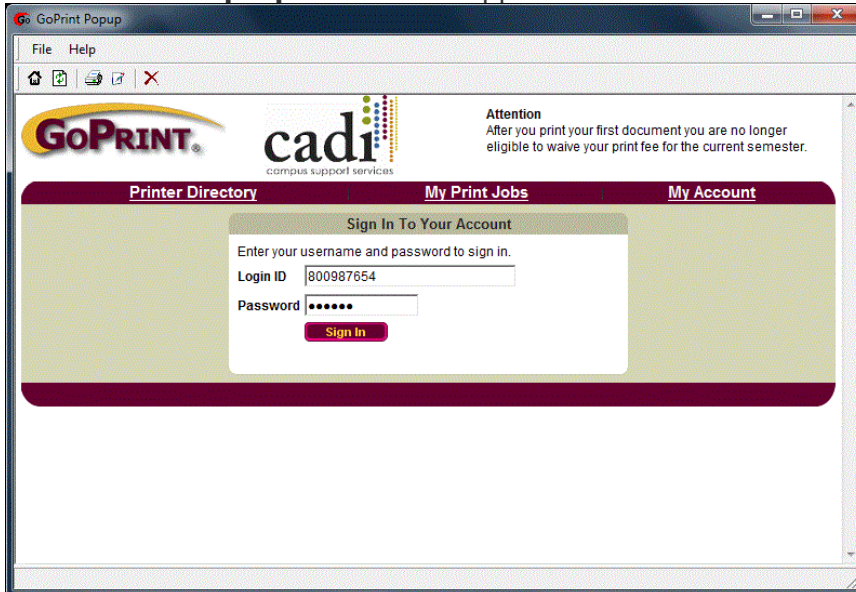


Printing using GoPrint Web Popup

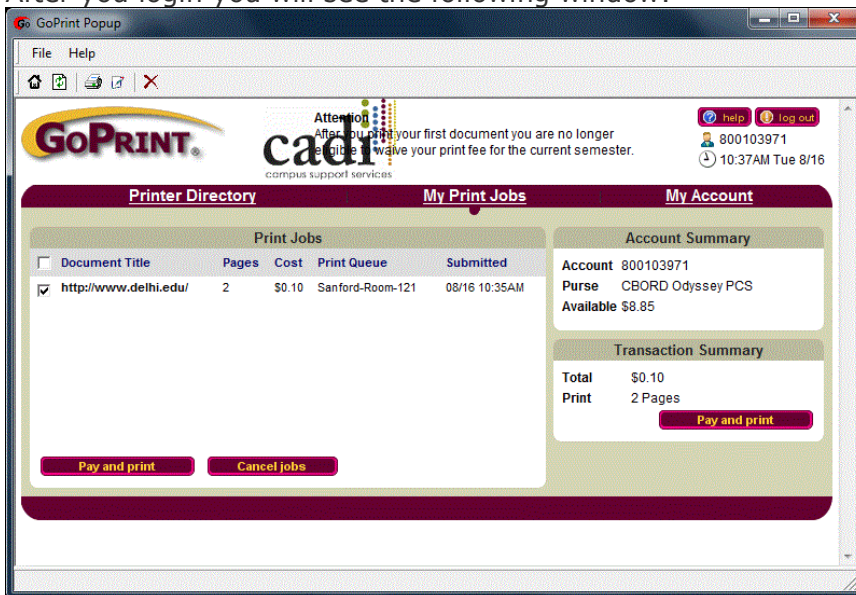
Important Note: Be sure to **PREVIEW your print job BEFORE you print** to insure its quality and to verify that it is what you intend to print. *Please insure that there is not a blank page at the end of your document.*

1. After Previewing your print job, Print as you normally would (usually *File >> Print*, depending on the program you're using)
2. The **GoPrint Pop-up** window will appear:



NOTE: If the pop-up does not appear please wait for about 30 – 40 seconds, if after that time period the popup does not appear: 1) If you are in the library or learning center please contact a library staff person. 2) If you are in an academic computing lab please alert the helpdesk at 607.746.4835.

3. **Log in** using your 800 id number as your username and Bronco Web PIN as your password. After you login you will see the following window:



4. To **confirm and PRINT your print job(s)**:
 - o Click the checkbox next to the job(s) you wish to print.
 - o Click the *Pay and print* button: **Pay and print**
5. To **remove print job(s)** from your queue and *not have it be printed*:
 - o Click the checkbox next to the job(s) you wish to cancel.
 - o Click the *Cancel jobs* button: **Cancel jobs**