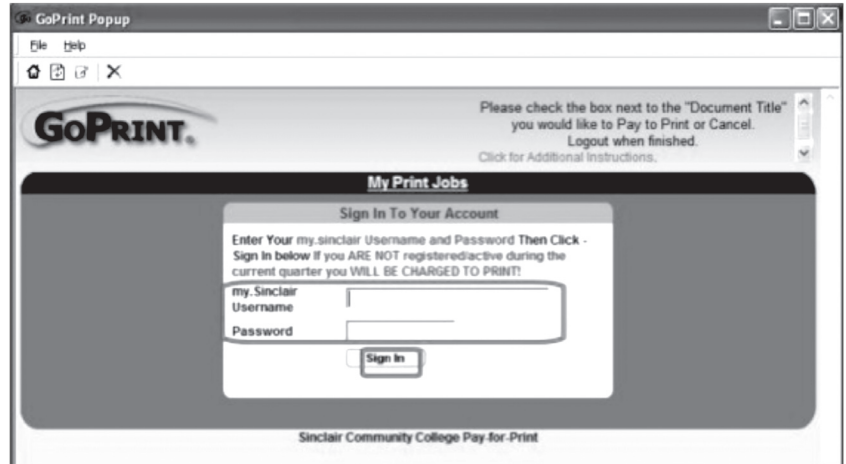


GoPrint

Windows PC Instructions

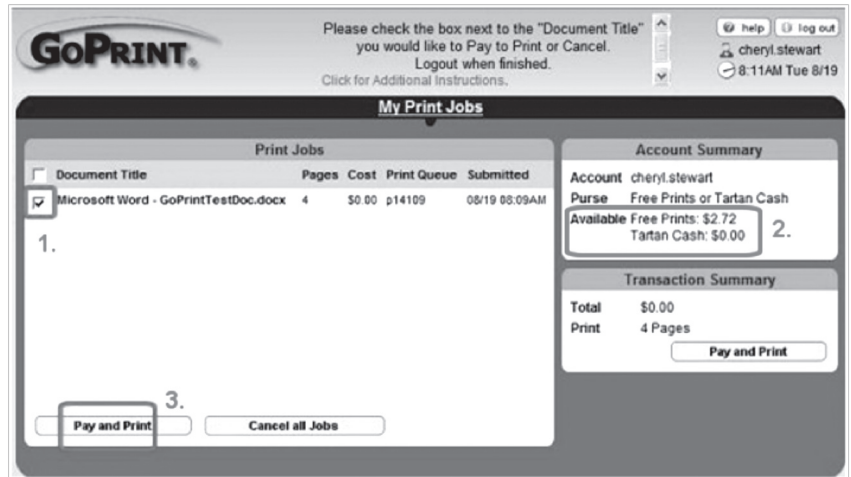
Login by entering your Sinclair username and password and clicking “Sign In” in the GoPrint login screen.

1. Be sure to review all your print jobs before clicking on Pay and Print.
2. Make sure you have available funds to print.
3. Select the print jobs that you wish to print and click Pay and Print



NOTE:

- When printing double-sided (duplex) jobs with an odd number of pages in Microsoft Word 2007 and in Internet Explorer, both programs have an error that rounds the number of pages up by one. This results in an added cost of an extra \$.04 due to the Microsoft error.
- GoPrint sometimes may not print all requested copies of a document. Example, you request 10 copies of an Excel file but only 7 copies are printed. You will need to go back and print the other three copies.



Costs

Sinclair students are provided with \$7.50 in free prints to offset the charges of printing in the GoPrint system only. Not for copiers on campus.

GoPrint costs are detailed in the table to the right. →

Note: There will be No REFUNDS.

For more information about GoPrint, go to <http://www.sinclair.edu/technology/labs/goprint/index.cfm>

If you have any problems printing in labs, please contact the lab staff.



**Sinclair
Community
College**

Black and White	
8 1/2 x 11	\$.05 per page
8 1/2 x 11 Double-sided	\$.04 per double-sided page
8 1/2 x 14	\$.20 per page
8 1/2 x 14 Double-sided	\$.18 per double-sided page
11 x 17	\$.20 per page
11 x 17 Double-sided	\$.18 per double-sided page
Color	
8 1/2 x 11	\$.36 per page
8 1/2 x 11 Double-sided	\$.32 per double-sided page
8 1/2 x 14	\$.50 per page
8 1/2 x 14 Double-sided	\$.45 per double-sided page
11 x 17	\$.50 per page
11 x 17 Double-sided	\$.45 per double-sided page
Plotter	\$.50 per page