

Printing on Campus

GusPrint is used to print grayscale to the Konica Minolta copiers

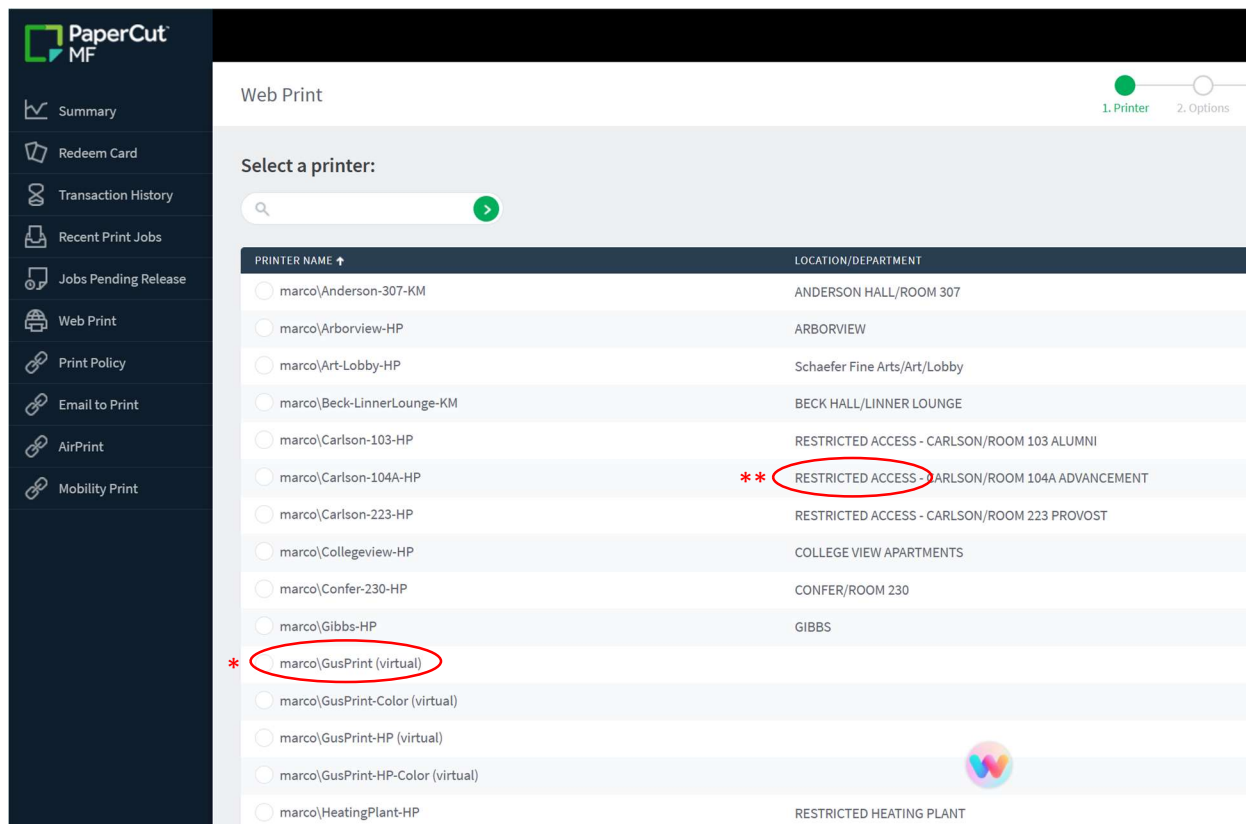
GusPrint-Color is used to print color to the Konica Minolta copiers

GusPrint-HP is used to print grayscale to HP printers found in academic buildings/dorms

GusPrint-HP-Color is used to print color to HP printers found in specialized labs

From a web browser:

1. Go to print.gac.edu. Login with your Gustavus credentials.
2. Select **‘Web Print’** on the left side of the window and click **‘Submit a Job’**.
3. Select the desired printer.
***If the location says ‘RESTRICTED ACCESS’, that printer is behind a door that can be locked or may not be accessible to students. Please double check that you can access that location before printing.*



The screenshot shows the PaperCut MF Web Print interface. On the left is a dark sidebar with navigation options: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (selected), Print Policy, Email to Print, AirPrint, and Mobility Print. The main content area is titled 'Web Print' and has a progress indicator for '1. Printer' and '2. Options'. Below the title is a search bar and a 'Select a printer:' section. A table lists various printers with their names and locations. Two entries are circled in red: 'marco(GusPrint (virtual))' with a red asterisk, and 'marco(Carlson-104A-HP)' with 'RESTRICTED ACCESS - CARLSON/ROOM 104A ADVANCEMENT' circled in red and two red asterisks. Other printers include 'marco(Anderson-307-KM)', 'marco(Arborview-HP)', 'marco(Art-Lobby-HP)', 'marco(Beck-LinnerLounge-KM)', 'marco(Carlson-103-HP)', 'marco(Carlson-104A-HP)', 'marco(Carlson-223-HP)', 'marco(Collegeview-HP)', 'marco(Confer-230-HP)', 'marco(Gibbs-HP)', and 'marco(HeatingPlant-HP)'. A 'RESTRICTED HEATING PLANT' label is at the bottom right.

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> marco(Anderson-307-KM	ANDERSON HALL/ROOM 307
<input type="radio"/> marco(Arborview-HP	ARBORVIEW
<input type="radio"/> marco(Art-Lobby-HP	Schaefer Fine Arts/Art/Lobby
<input type="radio"/> marco(Beck-LinnerLounge-KM	BECK HALL/LINNER LOUNGE
<input type="radio"/> marco(Carlson-103-HP	RESTRICTED ACCESS - CARLSON/ROOM 103 ALUMNI
<input type="radio"/> marco(Carlson-104A-HP	** RESTRICTED ACCESS - CARLSON/ROOM 104A ADVANCEMENT
<input type="radio"/> marco(Carlson-223-HP	RESTRICTED ACCESS - CARLSON/ROOM 223 PROVOST
<input type="radio"/> marco(Collegeview-HP	COLLEGE VIEW APARTMENTS
<input type="radio"/> marco(Confer-230-HP	CONFER/ROOM 230
<input type="radio"/> marco(Gibbs-HP	GIBBS
<input type="radio"/> * marco(GusPrint (virtual)	
<input type="radio"/> marco(GusPrint-Color (virtual)	
<input type="radio"/> marco(GusPrint-HP (virtual)	
<input type="radio"/> marco(GusPrint-HP-Color (virtual)	
<input type="radio"/> marco(HeatingPlant-HP	RESTRICTED HEATING PLANT

4. Scroll to the bottom of the page and click **‘Print Options and Account Selection’**.
5. Enter the number of copies, and click **‘Upload Documents’**.
6. Upload your **File**, and click **‘Upload and Complete’**.
7. Click **Jobs Pending Release** tab on the left side of the window.
8. Select the job you wish to print and click **Print**.
9. If you selected one of the *GusPrint* options, you now select the printer you would like to print to.
**You may also go to the printer you would like to use and scan your student ID to release your print job.*

Directly from your computer (recommended):

1. Install '**Mobility Print**'.
*Go to <http://marco.gac.edu:9163/setup>. Click 'Download'. Select GusPrint, GusPrint-Color, GusPrint-HP, and GusPrint-HP-Color, then click 'Next'. Enter your Gustavus credentials and then click 'Next'.
note: this is a one time installation – once installed, you do not need to go through the installation process again.
2. You have now installed the Gustavus printers. Print normally from your personal device by selecting one of the installed *GusPrint* printers.
3. To release your print job, go to print.gac.edu. Login with your Gustavus credentials.
4. Click **Jobs Pending Release** tab on the left side of the window.
5. Select the job you wish to print and click **Print**.
6. Choose the printer you want your file to print to.
***If the location says 'RESTRICTED ACCESS', that printer is behind a door that can be locked or may not be accessible to students. Please double check that you can access that location before printing.*

Printer Locations:

Konica Minolta Copiers

*These printers are available if you select *GusPrint* or *GusPrint-Color*. You can use your ID to scan and release your print job at these printers.

- Beck - Linner Lounge
- Library - Main Floor
- Gustie Den
- GTS – Olin

HP Printers

*These printers are available if you select *GusPrintHP* or *GusPrintHP-Color*.

Resident Halls:

- Norelius
- Pittman
- Sohre
- Gibbs
- Rundstrom
- Uhler
- Southwest
- Arbor View
- College View
- Prairie View
- IC (Room 113)

Academic Buildings:

- Anderson (Room 303A)
- Schaefer (Lobby)
- Confer (Room 230)
- Vickner (Room 108)
- Library (Lower Level & Upper Level)
- Lund (Room 120 & Southeast Lobby)
- FAM (Room 222 & 316)
- Nobel (Room 1104, 1105, 1413, 2220, & 4411)
- Olin (Room 215, 217, & 326)