

GUSPRINT WEBPRINTING

Go to gusprint.pittstate.edu:9191/user

Log in with your AD credentials

Students: Username – PSU ID number

Password - PSU Unified password (password for GUS)

Click on WebPrint on left navigation

Click Submit Job

- 1. Choose printer – choose any printer from the list – If you select the Global Print Queue the printer will be chosen by the release station you use.**
- 2. Print Options & Account Selection – choose number of copies**
- 3. Upload Docs – Drag and drop documents from your computer or upload**

Click Upload and Complete – job will go to release queue

GUSPRINT PRINTING FROM LAB COMPUTER

In the application, go to File>Print

Choose the GusPrint printer

Log in with your AD credentials

Students: Username – PSU ID number

Password - PSU Unified password (password for GUS)

Message will appear that the job is being held in the queue

RELEASING GUSPRINT PRINT JOBS

Swipe Gorilla Card or enter AD Credentials

Students: Username – PSU ID number

Password - PSU Unified password (password for GUS)

When jobs appear, Click Print

Application will close automatically when print is complete