

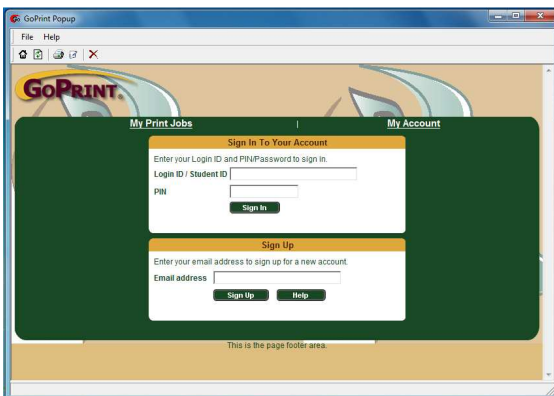
# GoPrint: Manually Running Client

Use this procedure when the GoPrint client will not pop-up automatically.

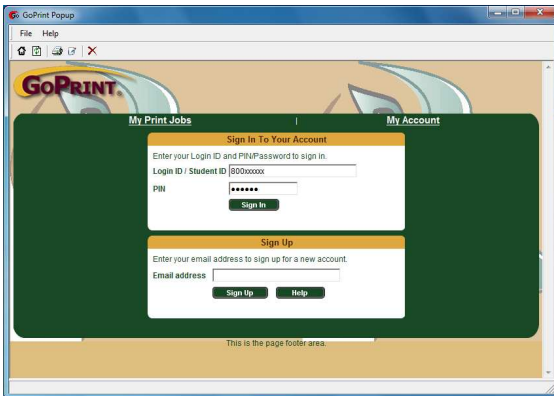
1. Expand the system tray to reveal the GoPrint icon



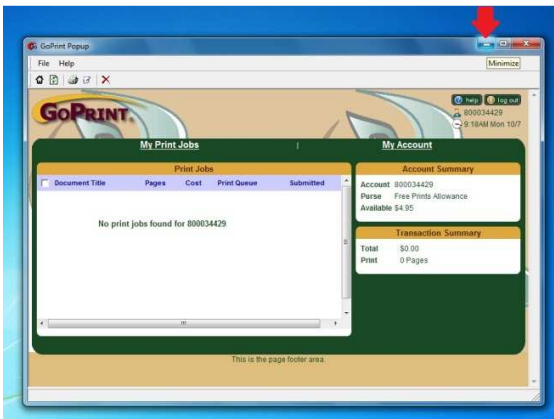
2. Double-click GoPrint icon to open (or right-click and choose **Open**)



3. Login using your Banner ID (or self-created Login ID.)



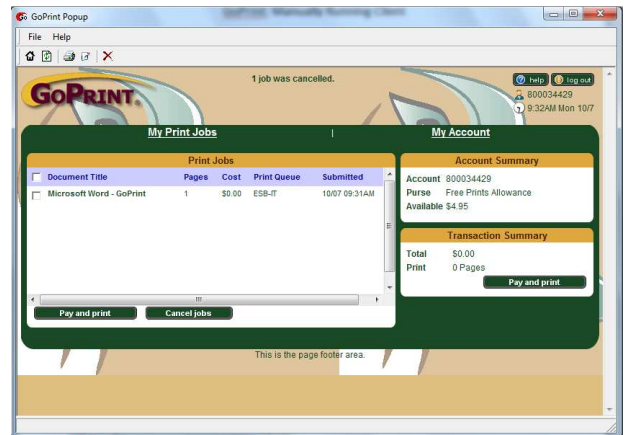
4. Once logged in, minimize GoPrint window then send print job again.



5. If GoPrint client still doesn't pop up automatically, open it from the toolbar.



6. Print job should now be displayed. Select job(s) to "Pay and print" or "Cancel".



7. Log Out when finished.

