## **Campus Print Solution Instructions**

Step 1 Select the appropriate VSU Student printer. Group (XEP B&W or XEP Color), based on whether you need to make a black and white or color print.

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Print Job Details

**Step 2** Enter your **computer login username** (Active Directory) or **guest print card number** and press the **Print** button.

**Step 3** Swipe your **VSU ID** card or guest print card at the printer.



Print Cancel

Step 4 Use the external touchscreen to select the job you wish to print and tap the print button.

Print

**Step 5** Press the **Logout** button on the **external** touchscreen.

Logout

## **Print Allocations:**

Current students, faculty and staff are alloted \$17.50 each semester to their one card.

Unused print credits do not roll over.

## **Print Rates:**

Size	Color	Double-Sided	Cost
8.5" x 11"	No	No	\$0.05
8.5" x 11"	No	Yes	\$0.04 / Side
8.5" x 11"	Yes	No	\$0.25
8.5" x 11"	Yes	Yes	\$0.19 / Side

## For more information, please visit http://www.valdosta.edu/labprinting