

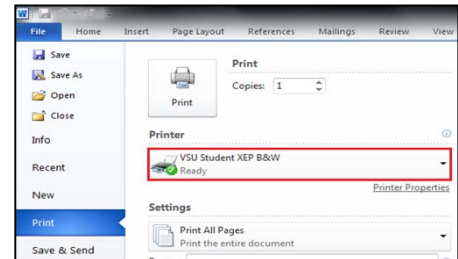


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Campus Print Solution Instructions

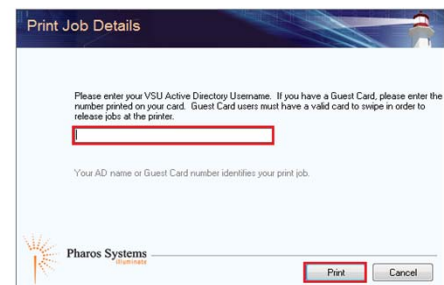
Step 1:

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



Step 2:

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



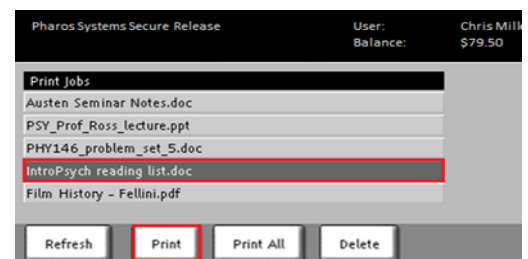
Step 3:

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



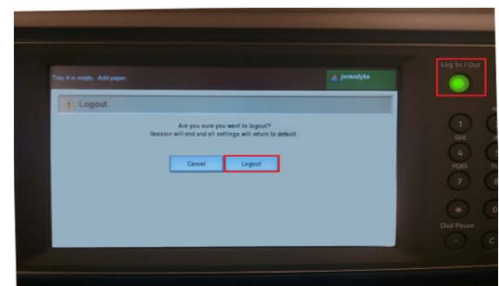
Step 4:

Use the touchscreen to **select the job** you wish to print and click the **Print** button.



Step 5:

Press the physical **Log In / Out** button to the right of the touchscreen. Then, press **Logout** on the touchscreen to exit the printer.



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

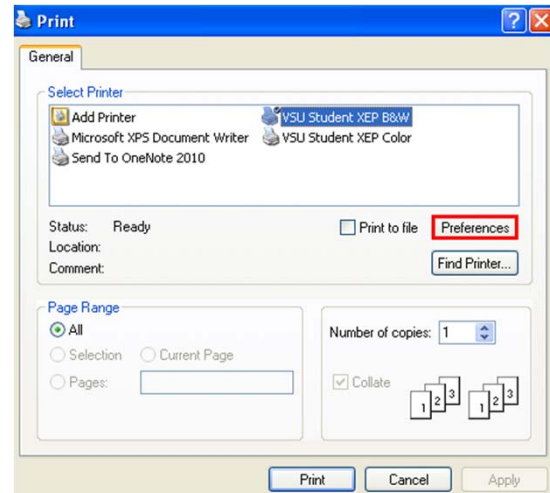


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1-Sided vs. 2-Sided Printing Instructions

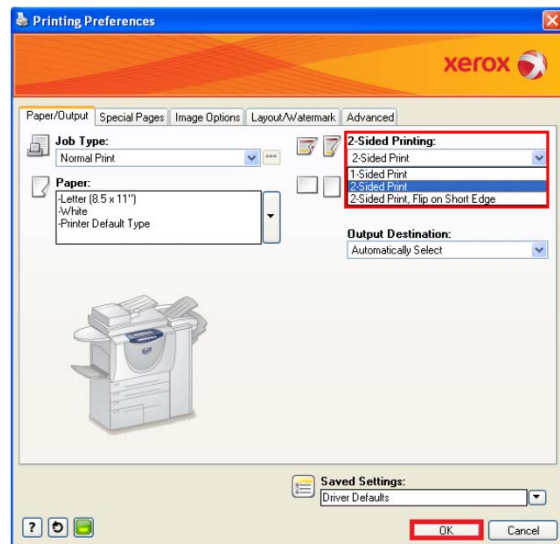
Step 1:

Select the appropriate VSU Student Printer (**XEP B&W** or **XEP Color**), based on whether you need to make a black and white or color print and click on the **Preferences** or **Properties** button, depending on the application.



Step 2:

From the **Paper/Output** tab, select the **2-sided printing** drop-down menu. Select whether you want a 1 or 2-sided print. Then, click the **OK** button.



Forgot your VSU ID Card?:

You can touch the **Keyboard Access** button on the printer and login with your **computer logon (Active Directory) username** and **password** to claim your print(s).

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