



# How to Print

## when using Personal or Mobile Devices

### Email

From your VSU email account, email document as an **attachment** to [printbw@valdosta.edu](mailto:printbw@valdosta.edu) or [printcolor@valdosta.edu](mailto:printcolor@valdosta.edu)

Compatible Formats:

- Microsoft Word, Excel, PowerPoint, Visio
- Images (jpg, gif, png, bmp) or PDF Files
- Text Files (txt, rtf, csv)
- 25 MB File Size Limit

You will receive a **confirmation email** when your job is ready to print.

**1) -or-**

### Upload

Upload your document to <https://print.valdosta.edu>

Log in using your MyVSU username only and password

### Slide your VSU ID Card thru Card Reader

Your printing account balance will be displayed.

Press **OK** to continue

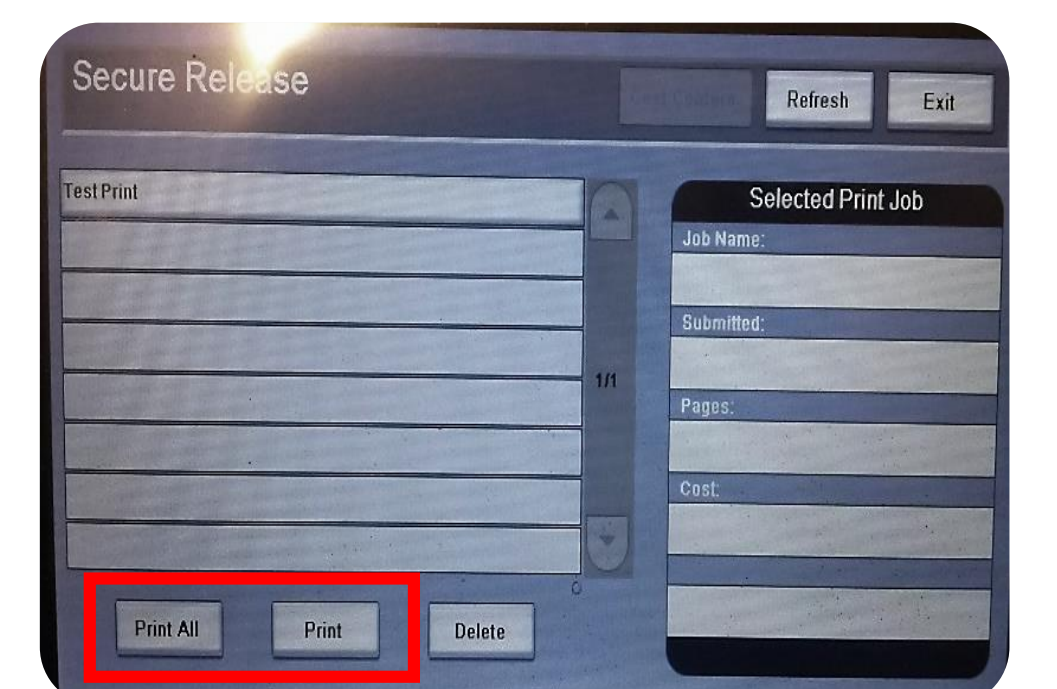
\*If you do not have your ID Card, use the touchscreen to key in your information.



**2) Slide**

### Select your Print Job(s) from the list

Press **Print** or **Print All**



**3) Print**

### Press the Exit button

to ensure the security of your printing account

**4) Exit**

**1Card Print Allocation:** Current students, faculty, and staff are allotted \$17.50 each semester. Unused print credits do not roll over. Visit [www.valdosta.edu/1card](http://www.valdosta.edu/1card) to add funds to your account.

**View your balance and transactions online @ [print.valdosta.edu](http://print.valdosta.edu)**

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

### Need Help?

### Contact VSU Helpdesk

walk-in Odum Library, 2<sup>nd</sup> Floor

phone 229. 245. HELP (4357)

email [helpdesk@valdosta.edu](mailto:helpdesk@valdosta.edu)

web [www.valdosta.edu/helpdesk](http://www.valdosta.edu/helpdesk)