How to Print
when using Campus Computers

1) Select Printer
From your program Print screen, select
VSU Follow-Me B&W or VSU Follow-Me Color
Press PRINT
Enter your VSU USERNAME (without @valdosta.edu) in pop-up box

2) Slide
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.

3) Print
Select your Print Job(s) from the list
Press Print or Print All

4) Exit
Press the Exit button
to ensure the security of your printing account

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 to add funds to your account. View your balance and transactions online @ print.valdosta.edu

Need Help?
Contact VSU Helpdesk
walk-in Odum Library, 2nd Floor
phone 229. 245. HELP (4357)
email helpdesk@valdosta.edu
web www.valdosta.edu/helpdesk

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<th>Cost</th>
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