

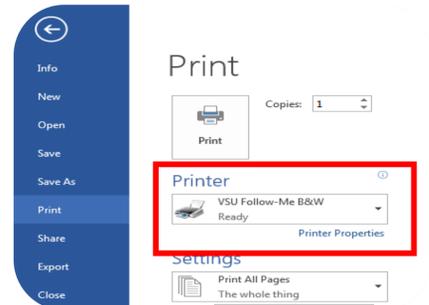


How to Print

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

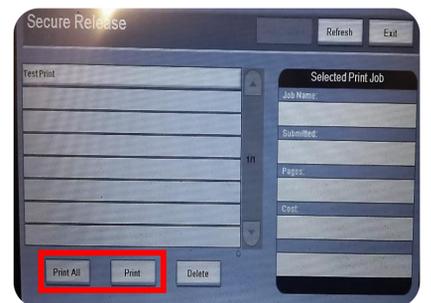
*If you do not have your ID Card, use the touchscreen to key in your information.



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

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

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