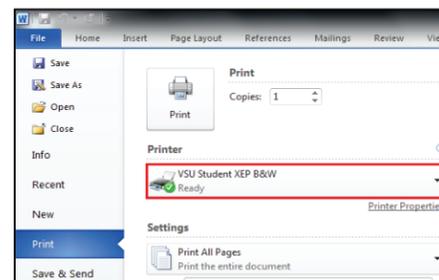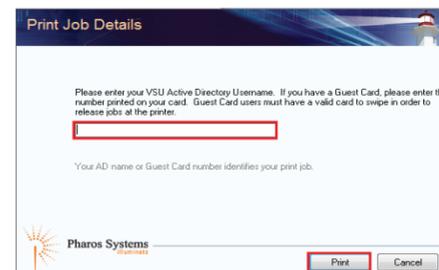# Campus Print Solution Instructions

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.

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 **external** touchscreen to **select the job** you wish to print and tap the **print** button.

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

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**