



How to Print

when using Personal or Mobile Devices

Email

From your VSU email account, email document as an **attachment** to printbw@valdosta.edu or 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.

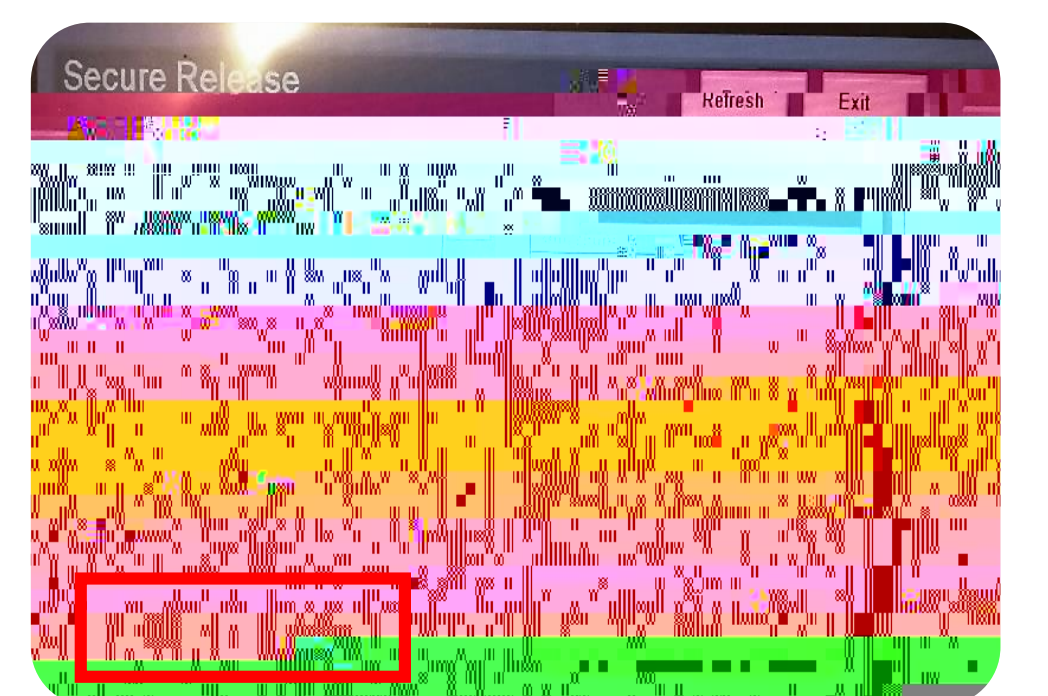
Press **OK** to continue

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



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

VSU Helpdesk

Odum Library, 2nd Floor

229. 245. HELP (4357)

helpdesk@valdosta.edu

www.valdosta.edu/helpdesk