# ePRINTit Overview

- Save your document as a file type that is supported by ePRINTit. The supported document types are: **.pdf, .doc(x), .xls(x), .ppt(x), .txt, .html, .rtf, .jpg, .gif, .png, .tif, .wmf, .bmp**
- The file name must be 5 characters or longer, and the following characters are not allowed in file names: **" (quotes) ' (single quotes) * / \ : ? < > | & # % [ ] ( ) + ~ $**
- Periods (.) are also not allowed except for the single period right before the file extension.
- Password protected documents cannot be printed.
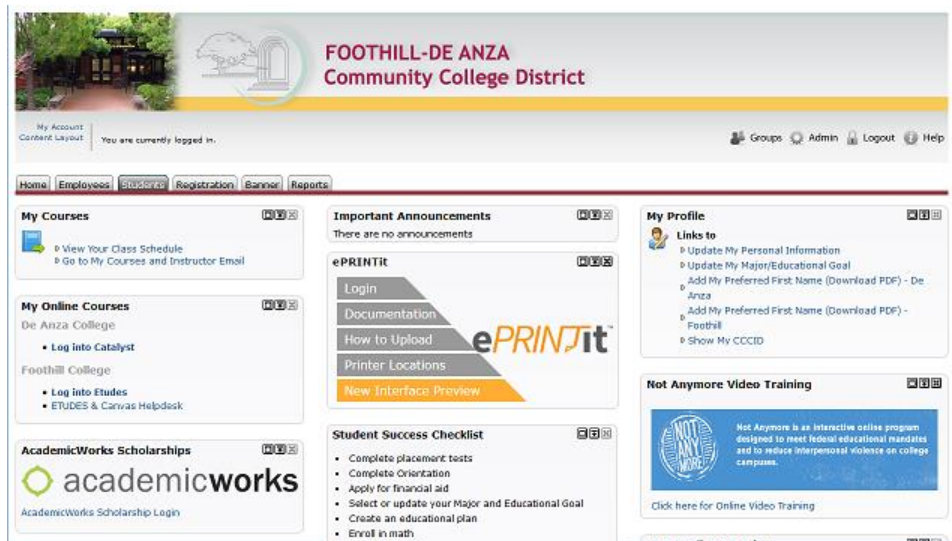
**Here are the basics to get started with ePRINTit:**

1. There are four components to the ePRINTit system: The web app (accessed through the ePRINTit channel in MyPortal), the kiosk, the print driver, and the mobile app.
2. Anyone with a valid CampusWide ID (CWID) and MyPortal password can get an ePRINTit account simply by logging in via the web app or kiosk. The former is highly recommended.
3. Anyone with a student ID card can swipe it to log in at a kiosk. This is **not** a requirement, but swiping the ID card is faster and more secure than typing in your credentials on the touchscreen keyboard.
4. Use the Add Funds tab in the web app to add money to your account with a credit card. The money in your print account is not stored on your student ID card. You now have an

FHDA student cloud account where your balance is maintained and where you can store documents to be printed.

5. The system is secure and flexible. You can send documents from multiple sources, and they can then be printed when needed from any of the print stations.

There are Four Ways to Upload Files for Printing:

1. Store your document on a USB Device (memory stick/thumb drive) and take it to a print station.
2. Upload your document to your ePRINTit cloud account via the web app linked through MyPortal
3. Upload a print job to your ePRINTit cloud account via the print driver. This driver is installed on many machines on both campuses, and you also have the option of installing it on your own personal computer, either Windows or Mac (these links are also available after logging into the web app).
4. Upload your document via ePRINTit's smartphone app, available in the Apple App Store or the Google Play Store. This option gives you an 8-digit release code but does not load the document to your cloud account.
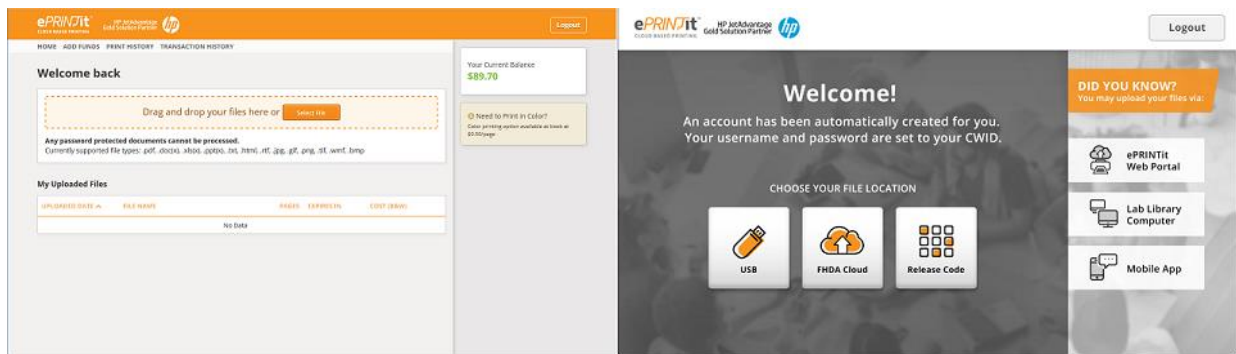
There are 3 ways to pay for printing, listed by order of preference:

1. ePRINTit web app
   a. Log into the ePRINTit web app by selecting the Students tab in MyPortal and clicking the login link.
   b. Select the Add Funds tab.
   c. You can add $5, $10, $15 or a custom amount (greater than $5) using a Visa, MasterCard or American Express.

      d. Click the submit button and the funds will be added to your account. A receipt will be emailed to you, and the charge will appear on your next credit or debit card statement labeled "EPRINT IT".

2. Pay with cash if you do not have a credit card, or you want to add less than $5 to your account.
      a. The De Anza Bookstore will accept cash and add the funds to your ePRINTit account.
      b. The Foothill Smart Shop will accept cash and add the funds to your ePRINTit account.

3. Pay with a credit card at the kiosk
      a. If you cannot pay in advance by either of the above methods, or if the cost of your print job exceeds your available balance, you can still pay at the kiosk with a credit card.
      b. Please be aware that doing so incurs a $0.50 transaction fee.

Students can now print at multiple locations across campus:

De Anza College: ATC 307 Lab, Bookstore, Hinson Campus Center lobby, Kirsch Center, LCW Computer Lab (2 available), Library Computer Lab, Library Copy Room, & SC3 Science Lab (Map that shows locations of De Anza print stations available here)

Foothill College: Campus Center Dining Room 2300, Smart Shop Room 2016, Foothill Library Room 3500, The Learning Center Room 3600, PSEC Building 4400, & KCI Building 4000 (Map that shows locations of Foothill print stations available here)

Sunnyvale Campus: Media Center (2nd floor)