

Printing Documents Saved in ePRINTit Account

Documents that you wish to print can be stored in your ePRINTit account by:

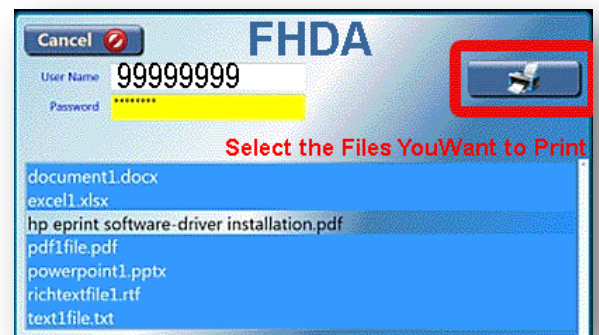
1. Sending them as attachments from your preferred personal e-mail account to fhda@eprintit.com.
2. Uploading the document(s) to your ePRINTit account (<https://fhda.eprintitusa.com>).

Note:

- Documents stored in your ePRINTit web account are only available for printing for seven days.
- The supported document types are: PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and images files (JPG).
- The following characters are not allowed in file names: " (quotes) ' (single quotes) * / \ ! & # % [] () + ~ \$. Periods (.) are not allowed except right before the file extension.
- You can find links to detailed documentation on all aspects of the system on the Students tab in MyPortal under ePRINTit Account (bottom of center column).

Printing Your Stored Documents

1. Locate an ePRINTit printer and release station. Where to find ePRINTit:
 - **Foothill College:** Campus Center Dining Room 2300, Smart Shop Room 2016, Media Center Room 3600, PSME Tutoring Center Room 4217, PSEC Building 4400, KCI Building 4000 (Link to map that shows [locations of Foothill printers](#))
 - **De Anza College:** Bookstore, Campus Center lobby, ESL Lab, Kirsch Center, LCW Computer Lab (2 available), Library (two available; first and second floors), Science Center (Link to map that shows [locations of De Anza printers](#))
1. Make sure the home page is displayed and touch Print Your Documents (upper left corner).
2. Touch the Foothill – De Anza button (upper right corner).
3. You are now asked to enter you user name and password. Here you have two options:
 - a. Use the onscreen keyboard to type in your student ID number for the user name, and then your ePRINTit account password.
 - b. Swipe your student ID or student body card to enter your user name and password. The card reader is on the right side of the screen. When you swipe the card make sure that the mag stripe is facing towards you. If the card is not held straight, you may need to start over by touching the Home icon (picture of little house) at the top of the screen.
4. The system will now validate your user name and password. It will then take you to the next screen which displays the documents stored in your ePRINTit account that are available for printing.



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5. Touch one or more document names to select them. Then touch the Print button in the upper right hand corner. Touching a document name a second time will de-select it.
6. You will now go to the print preview screen. Using the blue plus and the red minus, you can select how many copies of each document will be printed. If you decide to skip a document, set the copy count to zero (0).
7. For all the documents selected you will be able to choose:
 - a. If you want them printed in Black and White or Color (if a color printer is attached to the station).
 - b. If you want to print on one side of the paper or on two sides of the paper.
 - c. At the top of the document preview display are four tabs (Zoom In, Zoom Out, Fit to Width and Fit to Height). When you have an odd sized document such as an image or when you are printing a web page, you should use these tabs to size the document to fit in the preview window and print correctly.

Note: you cannot print both color and Black and White documents at the same time.

8. Touch the Next button in the upper right hand corner to print the documents and display the payment screen.
9. The payment screen lets you “Pay to Print” or cancel. “Pay to Print” allows you to pay for the printing with money from your account. You do not need to do anything else.
10. As the document(s) are printing, you will see a receipt screen and the Printing screen.

