

## ePRINTit USB Device User Instructions for

1. Save the document you wish to print on a USB device such as a memory stick or thumb drive.
2. If the document is not one of the supported formats (PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and images files (JPG)), save it as a PDF before saving it to the USB device.
3. The following characters are not allowed in file names: " (quotes) ' (single quotes) \* / \ & # % [ ] ( ) + ~ \$. Periods (.) are not allowed except right before the file extension.
4. The maximum size for a document that can be printed from a USB device is 30 MB.
5. Find a print station:
  - **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](#))
6. On the print release station, touch the "Print Your Documents" button, upper left corner.
7. Touch the USB or Memory Card button (upper left corner of screen).
8. Insert your USB device or memory card in the slot on the left side of the screen.
9. Click the Next button, once the USB device is plugged in. You will get an error message if you touch "Next" before the device is available.
10. The system will read and display the files and documents on the device. To expand the folder and display a list of its documents, simply touch it.
11. Touch the check box next to each document you wish to print and touch the Next button located at the bottom of the screen.
12. 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).
13. For all the documents selected you will be able to choose:
  - a. If you want them printed in Black and White or Color
  - b. If you want to print on one side of the paper or on two sides of the paper.

**Note:** you cannot print both color and Black and White documents at the same time.
14. Touch the Next button in the upper right hand corner of the screen to go to the payment screen.
15. The payment screen allows you to select either to "Add Funds" to your account or "Pay to Print" which allows you to pay for the printing from your account.
16. If you touch "Pay to Print", you will be prompted to enter you ID and password. You can slide your student card using the card reader attached to the right of the monitor. (The black magnetic strip should be facing you.) Your other option is to use the touch screen to enter you student id number and your ePRINTit password.
17. Your document(s) will print and the amount charged to your account will display.

