FAU Student Printing Process

1. Add funds to your print account
   - Cash to Account Machine  OR  Credit or Debit Card at www.fau.edu/print

2. Print from a
   - Library Desktop Computer
     - Select document
     - Choose Print
   - Or a
     - Laptop
       - Tablet
       - Mobile Device
     - Log into www.fau.edu/print
     - Choose Web Print

3. Choose Printer
   - BW 8¢ / page
   - Color 30¢ / page

4. Log into Print Release Station (or copy machine) with your FAUNet ID & Password.
   - Items you sent to Printer will appear
   - Choose which items to print
   - Money is taken from your account when you print

Visit Service Desk for Assistance

FAU Guest Printing Process

1. Only guests need to create a guest account at www.fau.edu/print. FAU Students: Refer to opposite side.

   Click “Register as New User.”
   NOTE: All Guest Usernames begin with “guest-”
   Example: guest-johndoe

2. Write down and/or memorize your Guest Username & Password. It CANNOT be reset or retrieved if lost.

3. Use your Guest Username and Password to
   - Add funds via the online print account at www.fau.edu/print or the Cash to Account Machine.
   - Log in to Guest Printing on FAU computers.
   - Access your print jobs at a Print Release Station.

4. See reverse side (FAU Student Printing Process) for basic printing instructions.

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