

# 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](http://www.fau.edu/print)



## 2 Print from a

Library Desktop Computer

- Select document
- Choose Print



## Or a Laptop

- Tablet
- Mobile Device

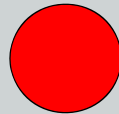


- Log into [www.fau.edu/print](http://www.fau.edu/print)
- Choose Web Print

## 3 Choose Printer



or



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](http://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

FLORIDA ATLANTIC UNIVERSITY  
PRINTING SERVICES

Please login with your FAUNet ID and password

Username

Password

Language

Log in

Register as a New User

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

Use your Guest Username and Password to

- 3
- Add funds via the online print account at [www.fau.edu/print](http://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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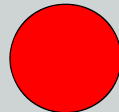
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