ePRINTit Instructions

Overview

Students can now print at multiple locations across campus. Here are the details:

- Every student will receive a student ID card. Students who pay their Student Body fees will get a Student Body ID card. Every student will have one or the other, but never both cards.
- The student card will be used to access and pay for printing. Your printing account is set up initially with your Student ID number (Campus-wide ID, or CWID) as both the user name and password for printing. Once you have your card, you should log in to your ePRINTit web account and change your password.
- 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.
- The system is very secure and flexible. You can send documents for printing from anywhere and they can then be printed when needed from any of the print stations.

Document Types that Can be Printed:

All of the most common document types can be printed: PDF, DOC(x), XLS(x), PPT(x), RTF, TXT, XPS and images files (JPG). If your document type is not supported, please note that we recommend you save/convert your document to a PDF file. The following characters are not allowed in file names: " (quotes) ' (single quotes) * / \ & # % [ ] ( ) + ~ $. Periods (.) are not allowed except right before the file extension.

How to use the Print Release Station – link to instructions

Four Ways to Print – Detailed instructions and videos are provided for each of the methods:

1. Store your document on a **USB Device** (memory stick/thumb drive) and take it to a print station and print it. This is the simplest method. Instructions
2. Upload your document to your **ePRINTit web account** found at https://fhda.eprintitusa.com. It is very important that you include the "https://" when you access your account if you are using a credit or debit card to add funds. Instructions for changing your password, uploading and printing from ePRINTit account.
3. **Email your document** from your preferred email address to fhda@eprintit.com. Link to Instructions.
4. **In a lab** - Instructions

   Future Options
   a. Download from public cloud account such as Dropbox.
   b. Smart phone application.

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 Middlefield Campus (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).

How to Pay for Printing: (instructions)

1. Log into your ePRINTit web account and go to the Add Funds tab. Use a debit or credit card to add to your account.
2. When the cost of printing a document is more than you have in your account, the ePRINTit release station allows you to add funds with a credit card. It is better to use option 1, when there is a line of students waiting to print.
3. If you need to pay with cash, go to the Bookstore at De Anza or the Smart Shop at Foothill to add to your account.