

Using the Print Release Station

ePRINTit allows students to print documents they have stored in their student ePRINTit account via upload or email, at a lab computer, or on a USB device at any of the print stations located on each campus.

- **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](#))

Each print station consists of a Print Release Station and a printer. This document describes how to use the Print Release Station.

The Print Release Station is a touch screen application. Displayed below is the home screen which you can return to at any time by touching the little house icon.

To Print

1. Touch the “Print Your Documents” button on the home screen displayed to the right.
2. The Menu screen displays one button for each of three print methods. Each method is documented in a separate User Guide. Links can be found on the Students Tab in MyPortal for [USB device](#), [e-mail](#) and [ePRINTit web account](#).
3. Remember you can always touch the “Home” button to return to the home screen and start over. You will not be charged if you don’t complete the operation.



Kiosk Printing

Each college has a large colorful, enclosed ePRINTit Kiosk located in the campus center. It can be used to print from a USB device or your ePRINTit web account. It also allows you to use a credit or debit card to add funds to your account and has a photo printer that will print 4” by 6” photos on glossy photo paper. Photos are \$0.50 per photo and can only be printed on one side of the paper.

