How-to Print Documents

Step 1: Print to one of the ASU Print Anywhere printers

- Select ‘BW Print Anywhere’ to print in Black and White
- Select ‘Color Print Anywhere’ to print in Color

Step 2: Swipe your Sun Card to log in

- ASU Affiliates: Sun Card or Pitchfork ID Card is required
- Visitors: Buy a Print Anywhere Guest Card from the ASU Bookstore

Step 3: Select your document and press the ‘Print’ button

- Tap on the checkbox next to your document and choose an action button
  - Print – Selected document is printed
  - Print All – Every document in the queue is printed
  - Delete – Selected document is erased without printing
- Don’t forget to log out when you’re finished