

Student Step-by-Step Instructions for Printing via Email using PrinterOn

IMPORTANT: As noted at the bottom of these instructions, when you email a document to a print release station, it may take a few minutes for it to appear, so please be patient.

1. Open a new email message (Office365 My.CCSU email or an email app on your mobile device) and send to one of the following email addresses that represent printers in the Student Technology Center, Library, and Student Center:

Marcus White Student Technology Center:

mw_black_white_duplex@ccsu.edu
mw_black_white_simplex@ccsu.edu
mw_color_simplex@ccsu.edu
mw_color_duplex@ccsu.edu

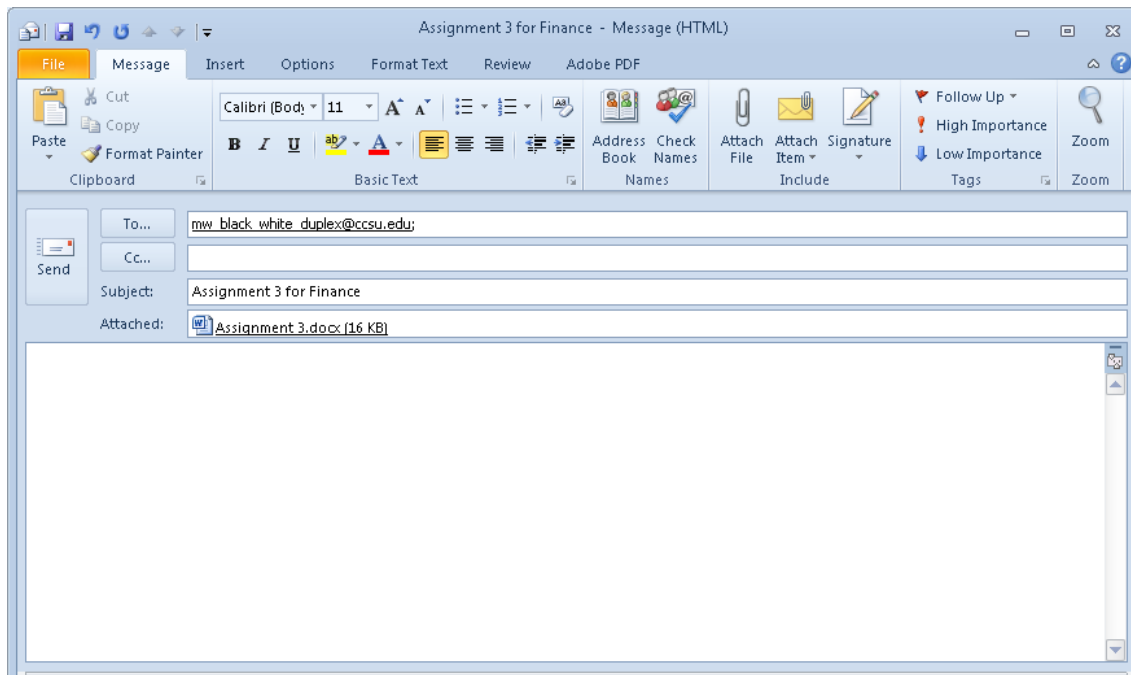
Elihu Burritt Library:

eb_black_white_duplex@ccsu.edu
eb_black_white_simplex@ccsu.edu
eb_color_simplex@ccsu.edu

Student Center:

sc_blackwhite_simplex@ccsu.edu
sc_blackwhite_duplex@ccsu.edu

2. On the Subject line, put the name of your document or anything you want. The information on the subject line will appear as the Job Name on the Print Release Station. If you leave the subject blank, the file name will appear as the Job Name on the Print Release Station.
3. Attach the document you want to print to the email message and Send the message. (**IMPORTANT NOTE:** You cannot attach multiple documents, only one at a time.)
4. Here is an example of an email message. This example uses Outlook but you can use any email system.



5. In about a minute or so, you will receive an email indicating that your document has been processed and is waiting on a Print Release Station. Here is an example of the email:

From: PrinterOn.svc
Sent: Thursday, August 20, 2015 3:23 PM
To: Washko, Lisa Ricci (InfoTechServ)
Subject: Instructions for obtaining your print job

Your document has been processed and is waiting for pickup at the printer.

Job Details for Printer: MW_Black_White_Duplex

Document: 'Assignment 3.docx'
Pages: 1

Additional Printer Information

Printer Location:
Marcus White Computer Lab

6. Go to a Print Release Station in the room/building where you are printing the document. In this example the document was sent to MW_Black_White_Duplex which is the Marcus White Student Technology Center. It may take a few minutes for your job to appear on the Print Release Station. If you don't see the first time you swipe your card, wait a minute and swipe your card again. Follow the instructions at the Print Release Station for printing your document.