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

1. Open a new email message (Outlook, email app on your mobile device, etc.) and send directly to your department network printer using the printer name: PRN-######_@ccsu.edu
   (######_ represents that last 6-digits of the printer asset tag)

   PRN-######_@ccsu.edu
   i.e. PRN-103638@ccsu.edu

2. On the Subject line, you can type whatever you want. Leave the body of the message blank.

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.

   ![Email Example](image)

5. In about a minute or so, you will receive an email indicating that your document has been processed and is being sent to the printer. See sample below. It might take another minute or so for the document to reach the printer.

   ![Email Confirmation](image)