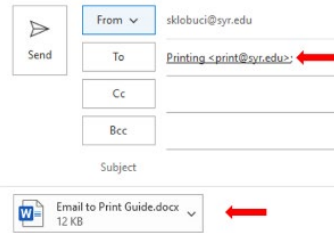
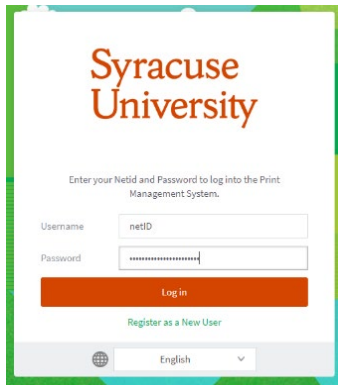


Email to Print Guide

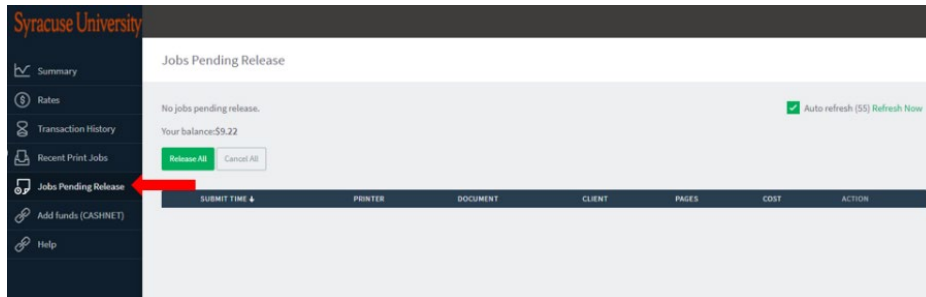
1. Send an email from your SU email to print@syr.edu with the document attached
 - a. You will receive a confirmation email when your document is successfully uploaded



2. Go to printing.syr.edu from any internet browser
 - a. Login using your NetID and password



3. Click Jobs Pending Release on the left-hand side



4. Click print

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Oct 4, 2021 3:38:59 PM	pcut-main-01\find-me-queue	Email to Print Guide.docx	Email to Print	1	\$0.04	[print] [cancel]

5. Next select the printer by clicking the printer name. **The job is released as soon as you select the printer.** Printers are listed in alphabetical order.

whit-print\WHIT-PR210	Whitman 210 Xerox B&W	OK
whit-print\WHIT-PR210COLOR	Whitman School rm210	OK
whit-print\WHIT-PR310	Whitman School rm310	OK
whit-print\WHIT-PR310COLOR	Whitman School rm310	OK

Printer Name

Printer Location

Printer Status