

Whitman Email To Print

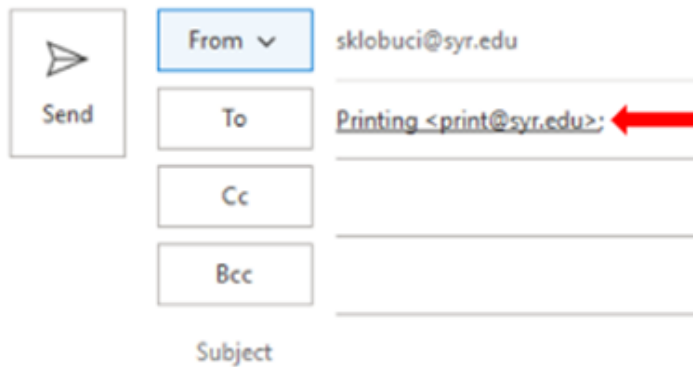
If trying to Print to the B&W HP printer in the Flaum Grand Hall please follow the directions below and select (WHIT-PRFLAUM) as the printer.

PDF Version: [Email to Print Guide.pdf](#)

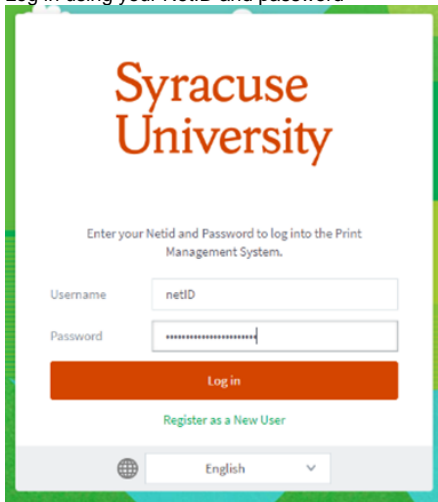
1. **When to use email to print?**
 - a. Email to Print is mainly used when printing from personal devices.
2. **How do I know if my device is compatible?**
 - a. Any device that is able to access printing.syr.edu and send an email from your SU email to print@syr.edu is compatible.
3. **Why use email to print?**
 - a. Save time
 - i. Upload the document beforehand and release the document from your cell phone or laptop when you are near the printer.
 - b. Can't locate the printer
 - i. Sometimes the printer you want isn't listed if this is the case, use the email to print guide, and please report this issue to wsmhel@su.edu
4. **What file types are supported?**
 - a. Microsoft Office (.docx, .xlsx, .pptx) .PDF files and Image Files
 - i. We recommend all documents be submitted as .PDF files

Steps:

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



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



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

a.
4. Click print

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Oct 4, 2021 3:38:59 PM	pcu8-main-01 (find-me-queue)	Email to Print Guide.docx	Email to Print	1	\$0.04	[print] [cancel]

a.
5. Next, select the printer by clicking the printer name. **The job is released as soon as you select the printer by clicking the printer name.** 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

a. Printer Name Printer Location Printer Status