

iPrint

Email to Print

Center for Teaching and Learning (CTL)

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[Center for Teaching and Learning Website](#)

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umTech & The Center for Teaching & Learning

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iPrint—Email to Print

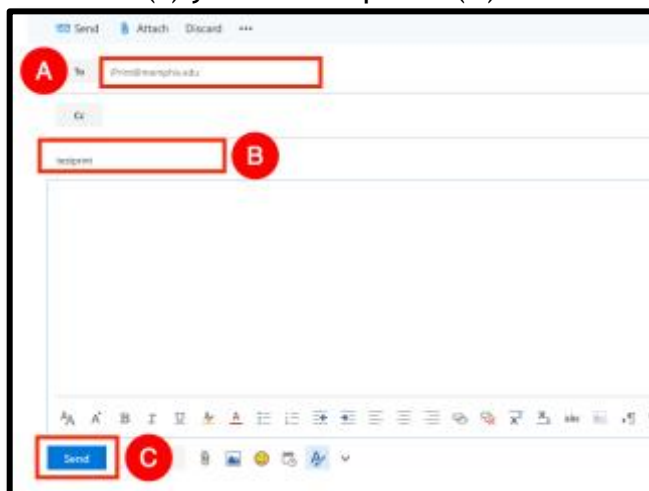
Web Print is a wireless printing system that allows any web-enabled, mobile, portable device to print documents simply by sending an email to any printing kiosks located throughout campus.

Navigate to UofM email

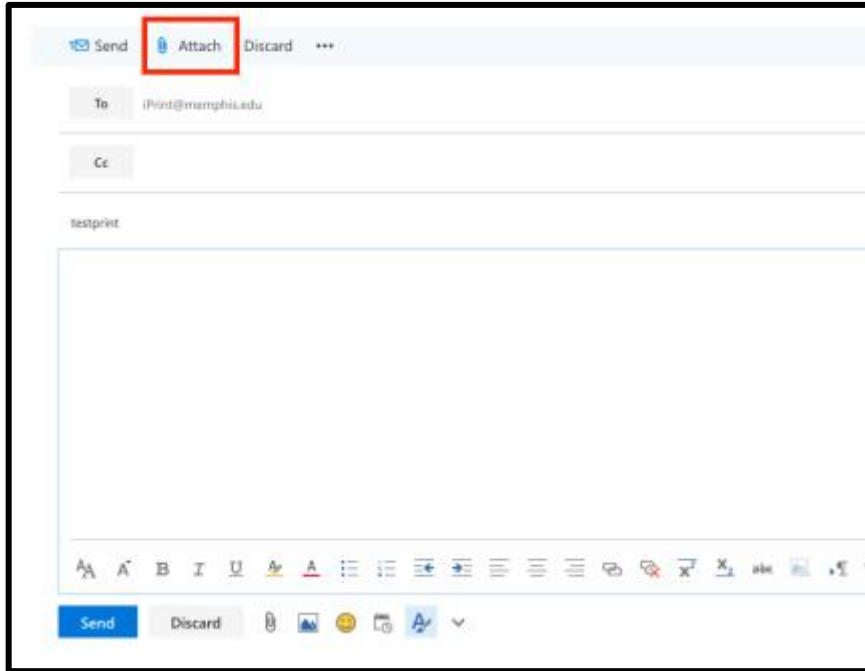
1. [Navigate and log into your email](#). Log in using your entire email address from your UofM email and the password associated with this UofM account. Click **Sign In**.



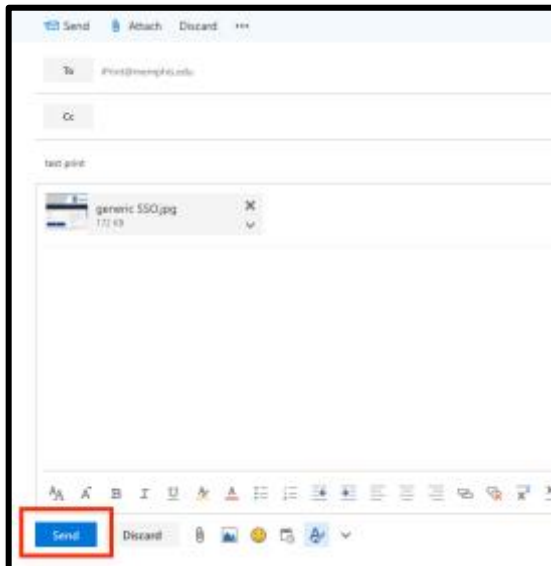
2. (A) Send an email of the job you wish to print as an attachment to iPrint@memphis.edu. (B) Make the subject of the email the name of your document(s) you wish to print. (C) Click **Send**.



3. Select **Insert** to choose the document that you wish to print as an attachment. Insert the document(s) you wish to print as an attachment. Select the documents you wish to print from C: Drive, thumb drive, OneDrive, cd, or any other storage device.



4. Once the document(s) is attached, select **Send** to send the job to iPrint.



You will receive an email stating your Email to Print job has been received and is being processed.



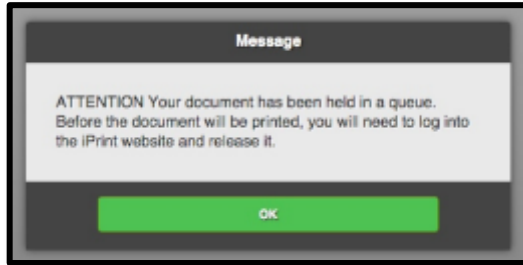
A secondary email will then follow telling you: Your print job requires action before it can print. It will provide you with a link to take action.



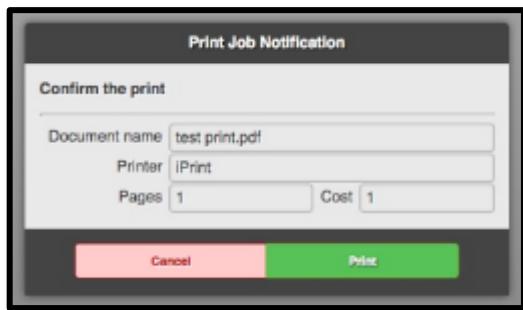
When you click on the link, it will bring you to the PaperCut log in window. Login using your UofM credentials.



Once you login, you will receive the following message. Select **OK**.



Once you select OK, you will immediately see this message: Select **Print**.



5. At the next screen, you will then release the print job. You will find the document in Pending and Release Jobs queue that you are printing.



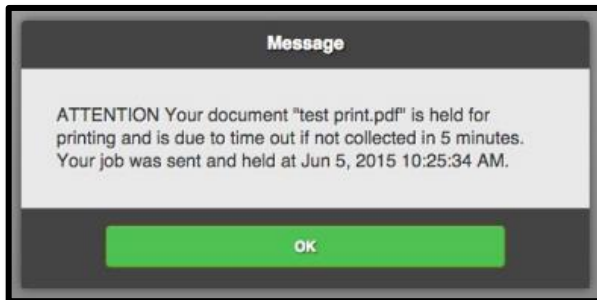
Select a printer you wish to release job to from here. Select Printers to choose the printer that you want to send your document to.



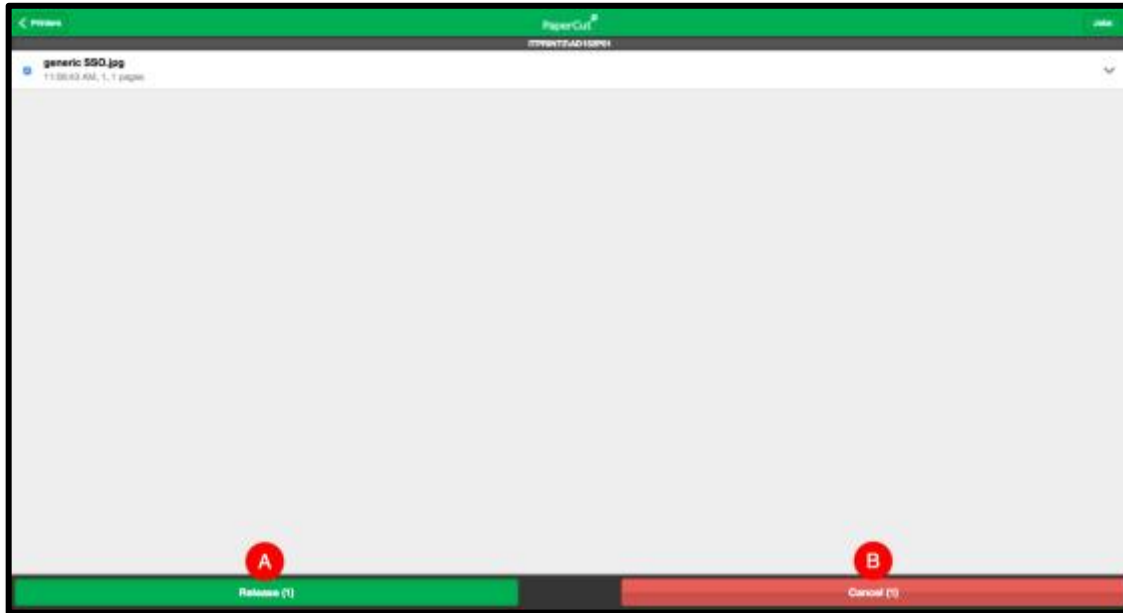
6. Once you choose the printer button to release the print job, you will see a list of printers available to release the print job to. (A) Locate the printer to print to and select that printer. Use the Quick find feature if you know the name of the printer or browse printer pages to find it. (B) Once you find the printer, double click to select it.



Once the printer is selected, you will see the following message. Select **OK**.



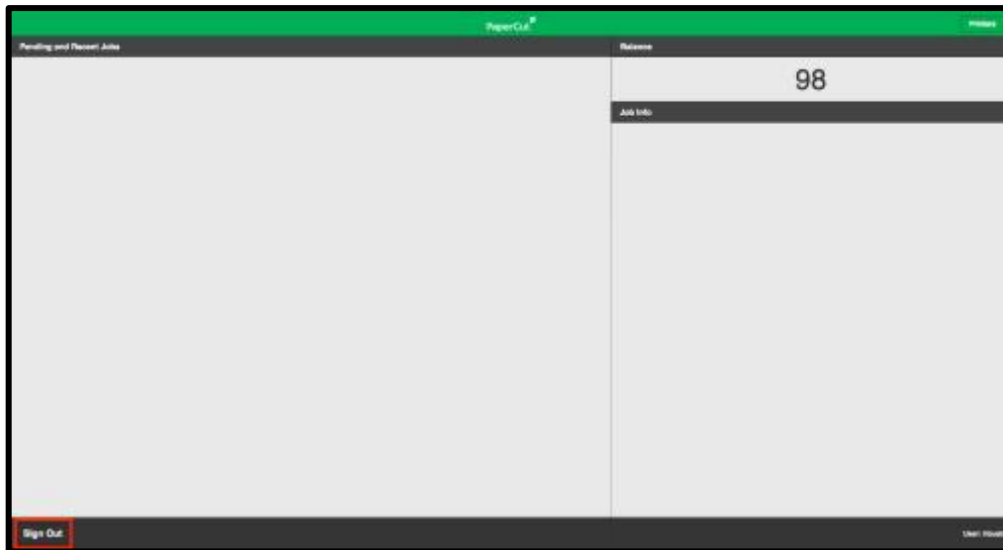
- At the Next screen, you may cancel or release the document for printing. If you cancel, you will not be charged for a print job. (A) Click **Release** to release printing job or (B) click **Cancel** to cancel the printing job.



- Once the document(s) finishes printing, you will see this menu. Select **Jobs**.



- At the Next screen, select **Sign Out** to log out of system.



Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901-678-8888) on a 24x7 basis (Excluding Some Holidays)

- Call the Service Desk for immediate assistance with login problems or issues with using the Service Desk Request Form.

Email umTech

- Email at umtech@memphis.edu (Using this email will automatically generate a help desk ticket). Please keep your Service Desk ticket number for faster assistance.

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)