Getting Started

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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 [http://ummail.memphis.edu](http://ummail.memphis.edu).

2. Send an email of the job you wish to print as an attachment to [iPrint@memphis.edu](mailto:iPrint@memphis.edu). Add subject as name of document.

3. Select Insert to choose the document that you wish to print as an attachment. Insert the document you wish to print as an attachment.
4. Once document is attached, select Send

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.

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. Locate/find the printer to print to and select the printer.
Once the printer is selected, you will see the following message. Select OK.

ATTENTION Your document “test print.pdf” is held for printing and is due to time out if not collected in 5 minutes. Your job was sent and held at Jun 5, 2015 10:25:34 AM.

OK

7. 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.
8. Once the document finishes printing, you will see this menu. Select **Jobs**.

9. At the Next screen, select **Sign Out** to log out of system.
Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff and students. 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 follow:

Service Desk Request

Submitting a Ticket

- Login URL:
  - https://umhelpdesk.memphis.edu
  - 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.
- For additional inquiries, email the service desk at umtech@memphis.edu

Important Links

- umTech - memphis.edu/umtech/
- Center for Teaching and Learning (CTL) - memphis.edu/umtech/ctl/
- Training and Documentation - memphis.edu/umtech/teaching/events.php