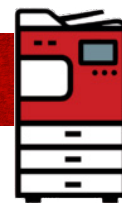


# Print using Email to Print



# RED PRINT

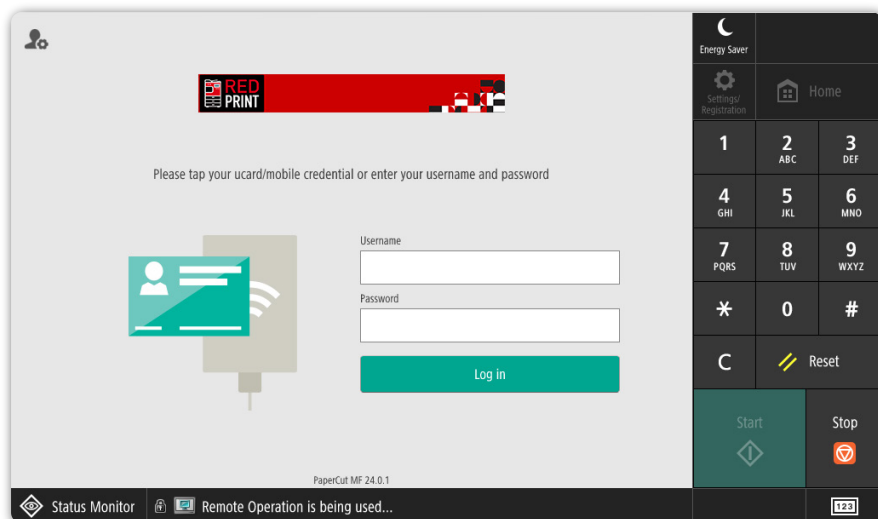
RedPrint's Email to Print feature allows you to send documents like PDF, Word, Excel, PowerPoint & image files via email to allow release of the document at any RedPrint printer. This guide will assist students, faculty & staff.

## Step 1 - Compose an Email

- Attach the file you wish to print to the email (no subject or message is necessary).
- Links to files in a cloud based storage system will not work. You must attach the document itself.
- Your default RedPrint email is [yourUNID@utah.edu](mailto:yourUNID@utah.edu)
- If you wish to send from a different email address, please send a request to [copiers@utah.edu](mailto:copiers@utah.edu)
- **Email your document to [rpmobile@utah.edu](mailto:rpmobile@utah.edu)** wait up to 5 minutes for your document to appear in the queue.
- Documents sent to RedPrint printers will be retained by the server for 4 hours.

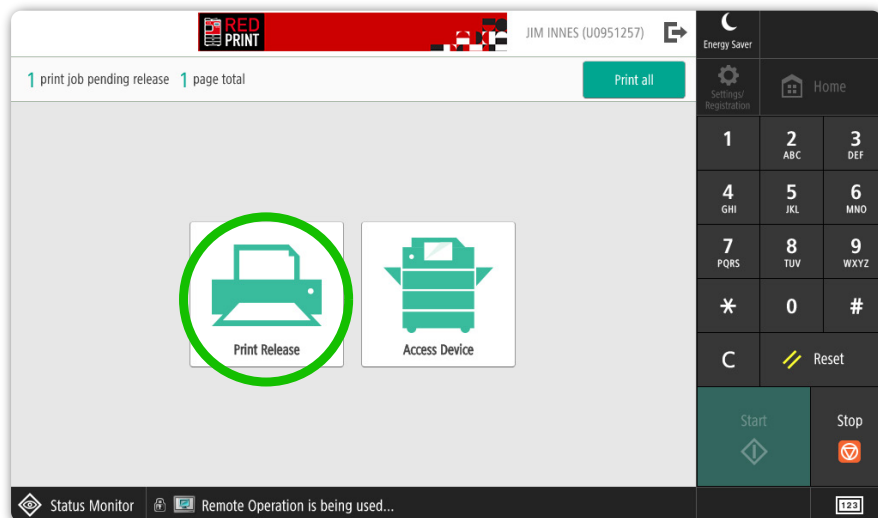
## Step 2 - Tap your UCard

- Tap your Ucard or Ucard Mobile Credential device on the HID card reader at any RedPrint printer to login.
- You can also login manually with your UNID & CIS Password
- Note that newly issued Ucards take 24 hours to upload into the RedPrint system



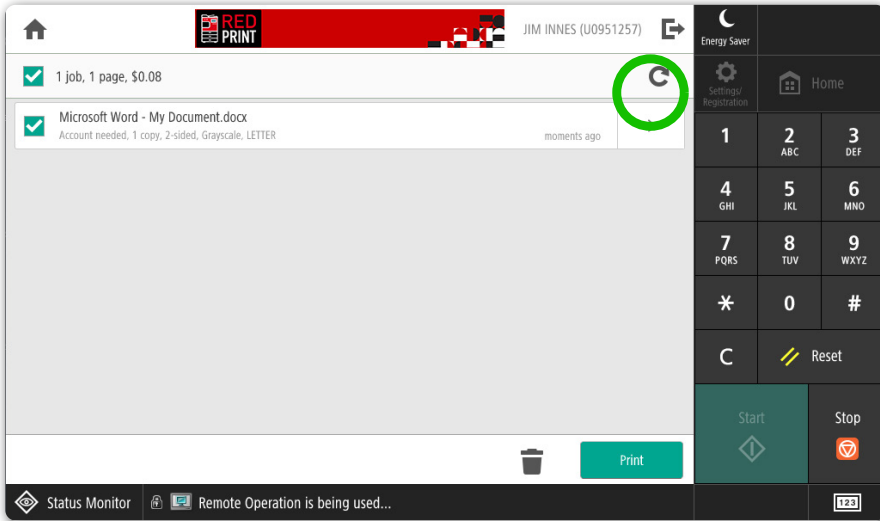
## Step 3 - Print Release

- Select the Print Release button to view your the documents ready for print



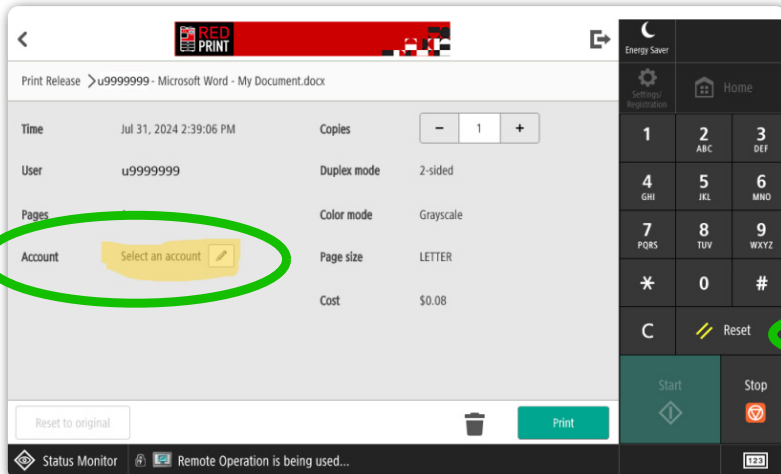
## Step 4 - Select Your Documents

- Select the document in your list of jobs to print by clicking the arrow to the right of it
- This is where you can select the details of your print document. Change the quantity, double or single sided, color or black and white settings here.
- There is no staple or 11x17 option for Email to print. Please use [Mobility Print](#) to utilize those options.



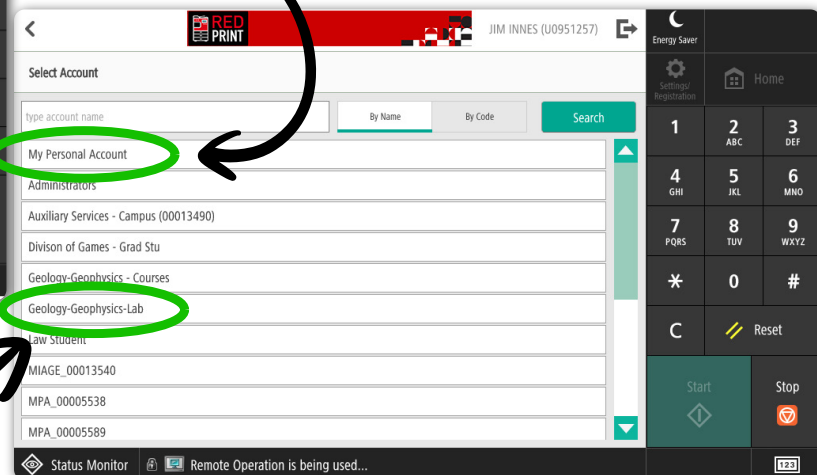
## Step 5 - Select Your Payment Method

- If you are a student, the job will print and be charged to your UCard balance, "My Personal Account".
- If you are faculty / staff, click the "select an account" option. Find the department you are associated with and select that account for billing. Your department will be billed at the end of the month.
- The cost amount is shown, note that this is our "Standard Use" pricing. Department pricing, if applicable, will be applied at the end of month billing.



"My Personal Account" will bill to your Ucard!

Find your department name to bill the department.



## Step 6 - Print!

- After account selection, the job will print. Please logout of the printer before leaving the location. You can do this by tapping your Ucard again or with the door / right arrow icon in the top right side of the screen.
- If you experience a jam, paper or toner issue, resend the document and select a different RedPrint printer to print from. Locations found [HERE](#).
- Please reach out to us at [copiers@utah.edu](mailto:copiers@utah.edu) to report issues