# RedPrint Mobile Printing
Email to Print Instructions

1. RedPrint's Email to Print feature allows you to send PDF, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or standard image files via email to allow release of the document at any RedPrint printer.

2. The email address that you send from must be the same as the email you have set as your "Preferred Email" address in CIS. If you wish to send from a different email address, please send a request to uprint@utah.edu to have us add it to your account.

3. Compose a new email and attach the file you wish to print to the email (no subject or message is necessary):
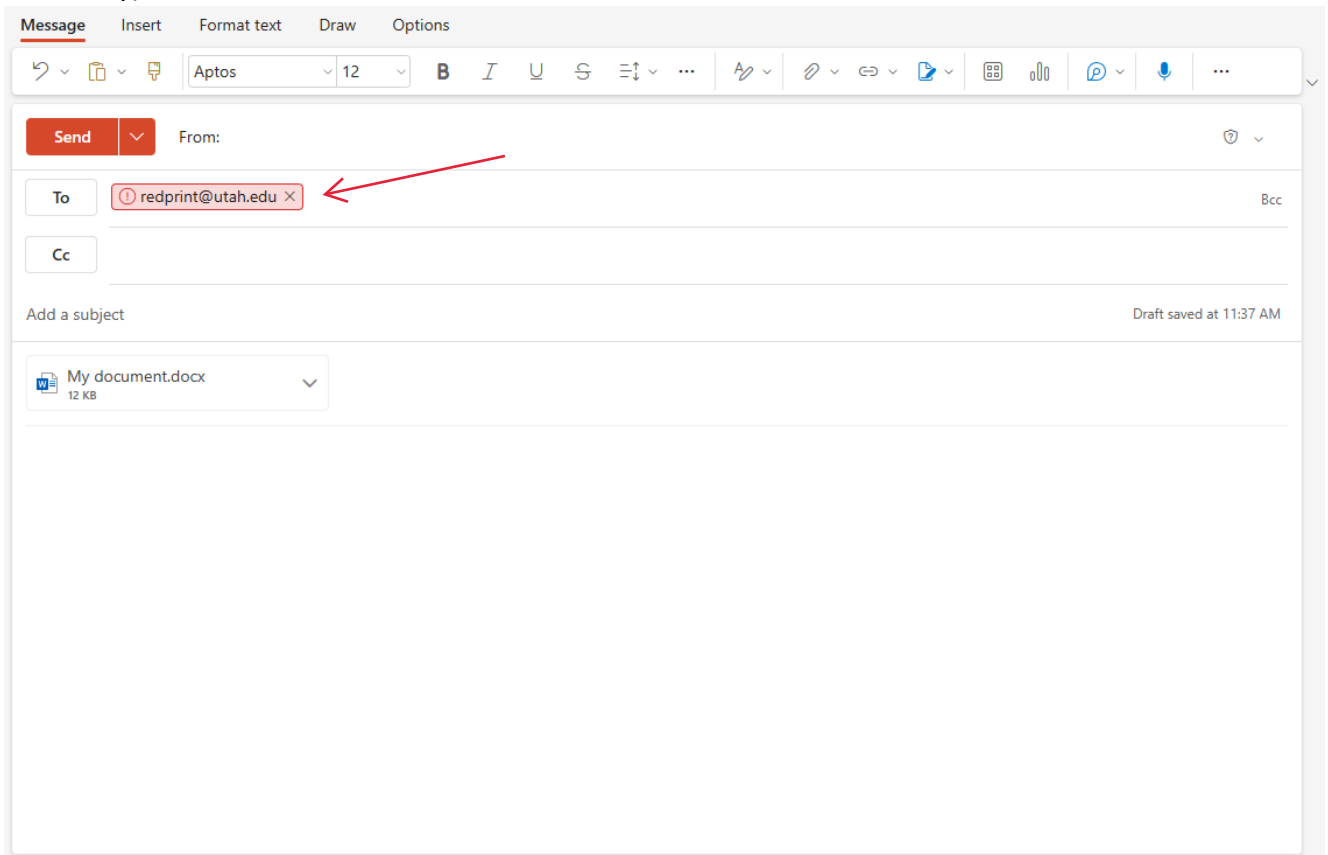

4. Use redprint@utah.edu as the to address and send the email. (Note this email inbox is unmonitored and only used for processing email to print documents).

5. It may take up to a few minutes for the document to be received and processed by the server. Print jobs sent to RedPrint will be retained by the server for 4 hours. If the job is not released in that timeframe, you will need to resend the job to be able to release it.

6. Tap your UCard or UCard Mobile Credential device on the reader at any RedPrint printer to login.
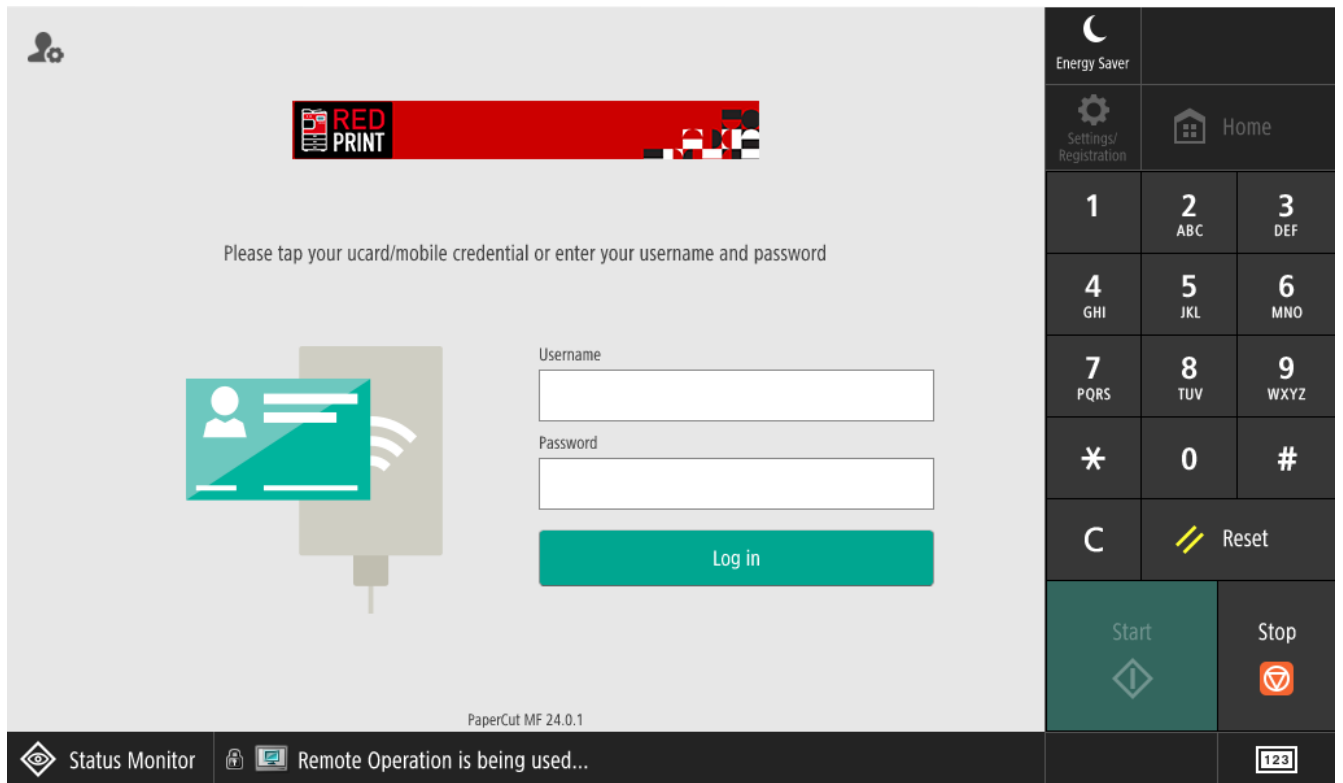

7. On the main screen after login, you should see a message indicating the number of print jobs you have that can be released. Select the Print Release button to view your print jobs:
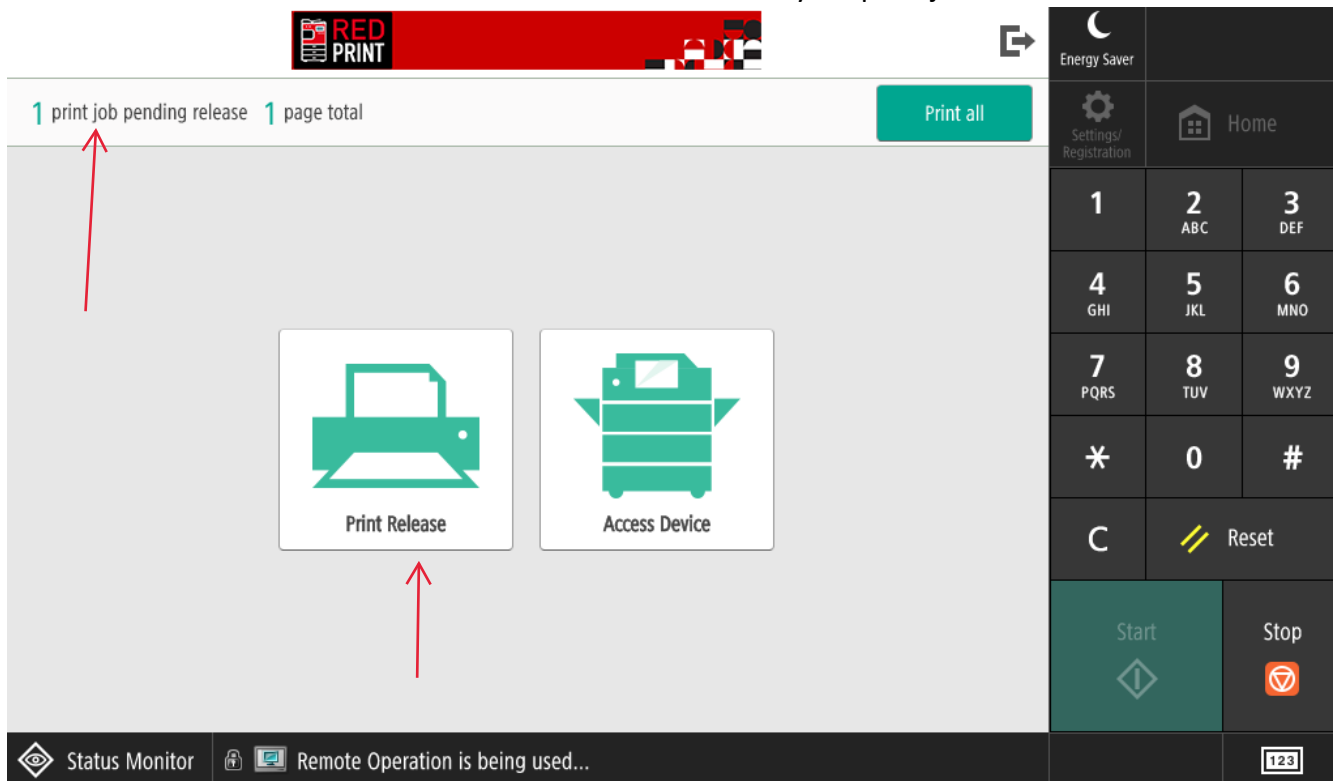
8. Select the document in your list of jobs to print and click the Print button, the cost amount is also shown. (You can view more details of the job by clicking the arrow to the right of it).
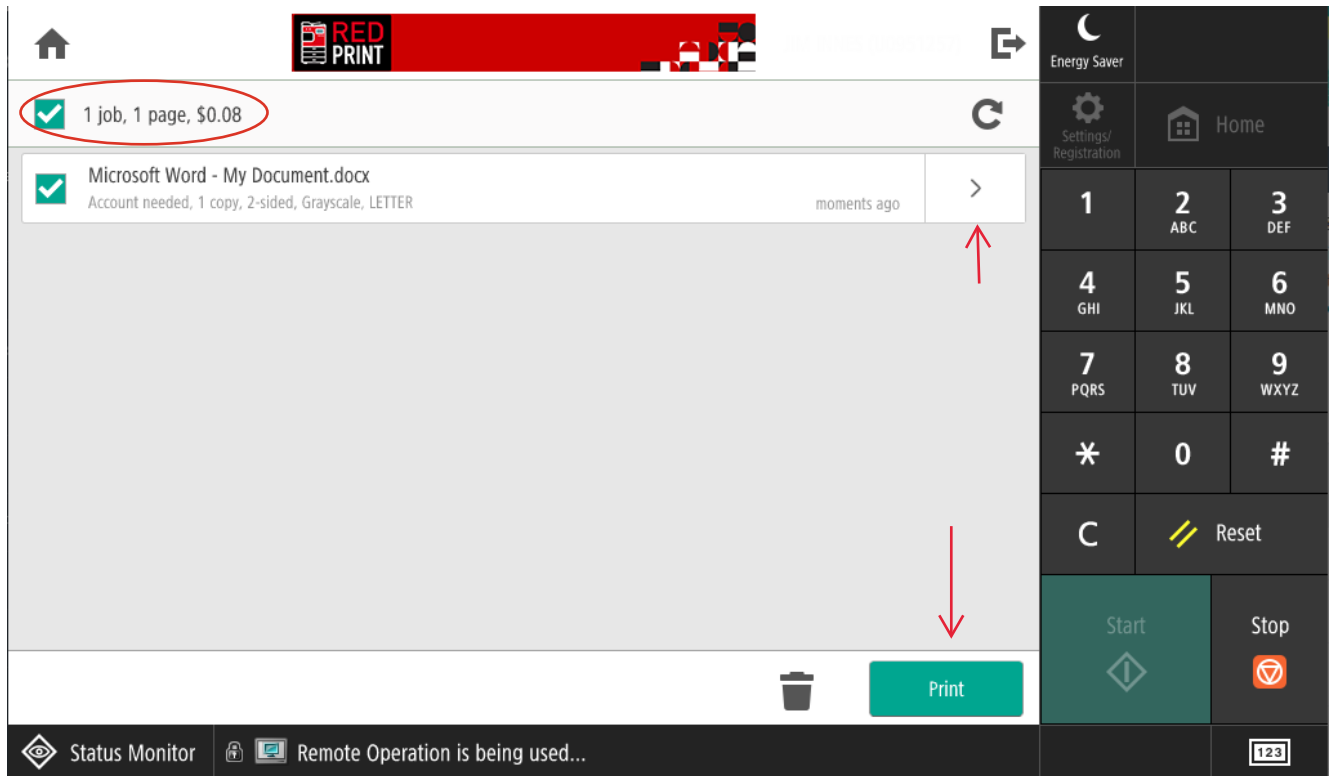
9. If you are a student, the job will print and be charged to your UCard balance. If you are associated to shared department accounts, you will be presented with a screen to choose to either charge the print job to your personal account (UCard funds) or to select the department account the job should be charged to.
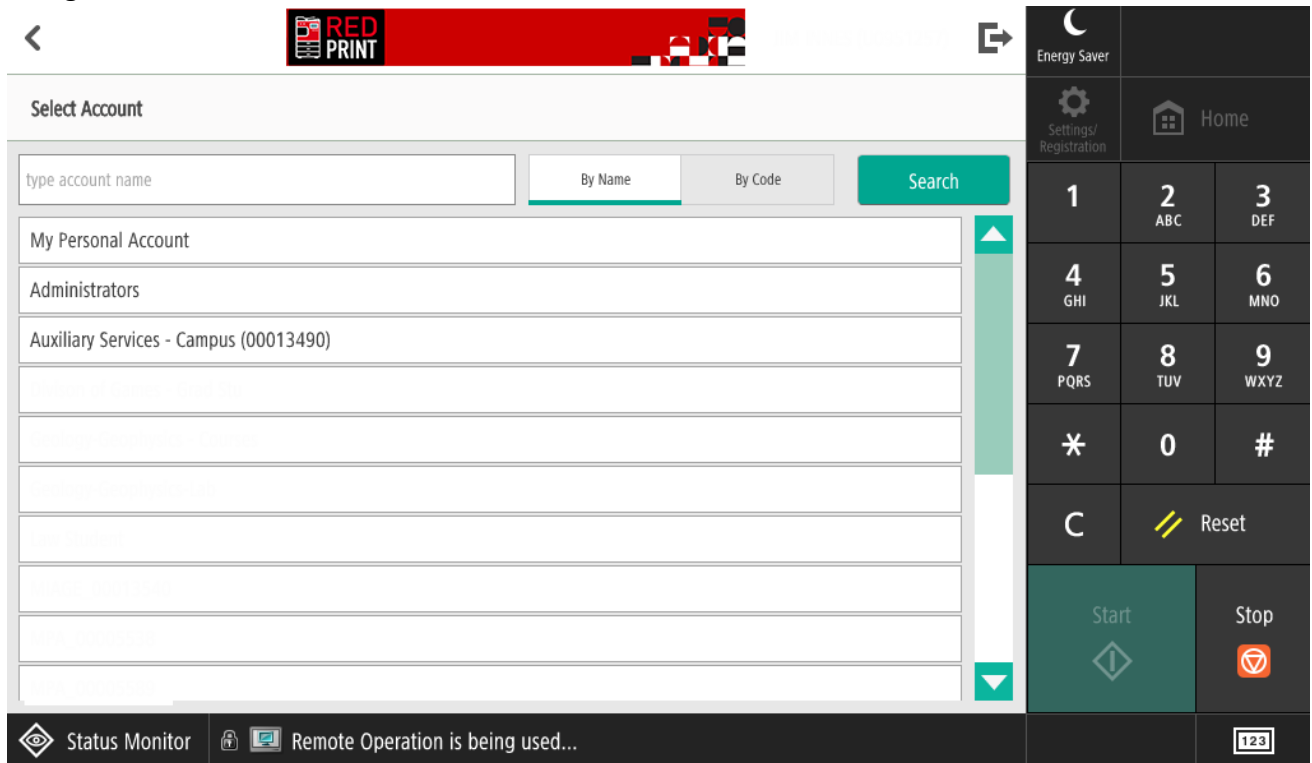
10. After account selection, the job will print. Please logout of the printer before leaving the location.