

Print by Sending an Email

You can send a job to the Otago University printers from any device that can send an email with an attachment

You **must** send the email from your student or staff email address

Only the following file types are supported:

- ◆ Word documents (.docx, .doc)
- ◆ Powerpoint documents (.ppt, .pptx, .pps)
- ◆ Excel documents (.xls, .xlsx)
- ◆ PDF (.pdf)
- ◆ Text documents (.txt)

1. Attach your file to an email and send to:

- ◆ Black & White: **printmeblack@otago.ac.nz**
- ◆ Colour: **printmecolour@otago.ac.nz**

from your student (or staff) email address

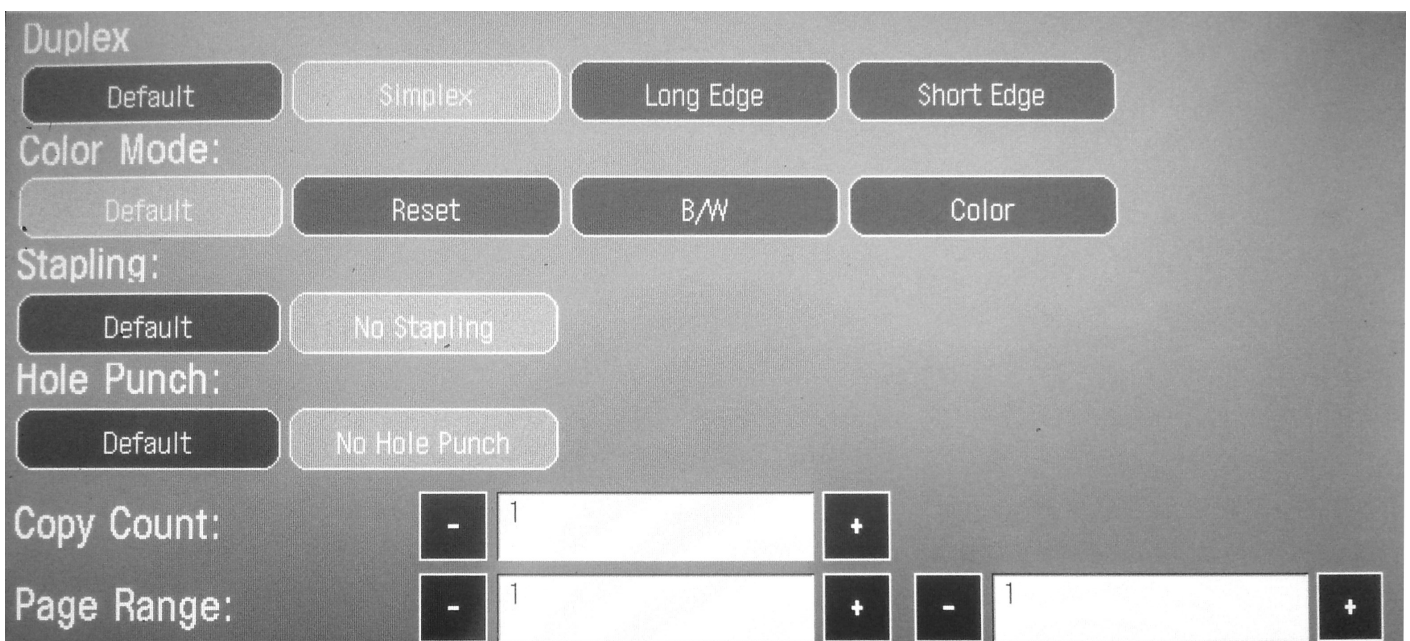
2. Login at any Canon printer on campus

3. Print as normal

Note:

You can use the **Options** button on the printer touchscreen to set the following:

- ◆ Duplex: double-sided printing on long or short edge
- ◆ Color Mode: swap between colour and black & white
- ◆ Copy count: number of copies
- ◆ Page Range: e.g. print only pages 4 to 9



Last edited 10 September 2013