

Email-to-Print Instructions

To print a document using the Email-to-Print system, follow these steps:

You must email from your Master's email address (username@mail.masters.edu)

1. Open your email client or sign in to your Master's email on the web (<http://outlook.office365.com>)
2. Address an email to one of the following printers using the email address in the table below:

Printer Name	Email Address
Dixon Dorm Printer	DixonPrinter@masters.edu
Hotchkiss Dorm Printer	HotchkissPrinter@masters.edu
Slight Dorm Printer	SlightPrinter@masters.edu
Smith Dorm Printer	SmithPrinter@masters.edu
Sweazy Dorm Printer	SweazyPrinter@masters.edu
Waldock Dorm Printer	WaldockPrinter@masters.edu
Business Department Student Printer	BusinessPrinter@masters.edu
FCS Student Printer	FCSPrinter@masters.edu
Library Color Copier	LibraryColor@masters.edu
Library Student Printer	LibraryPrinter@masters.edu
RCSM Math Lab	MathLabPrinter@masters.edu
North Campus Student Printer	NorthCampusPrinter@masters.edu
Student Center Printer	StudentCenterPrinter@masters.edu
DCP Student Printer	DCPPrinter@masters.edu

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3. Attach the file that you want to print to your email. The file can be in the following formats:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

4. Press send! That's it. Your document should print in 2 minutes or less and your PaperCut account will automatically be charged.