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


2. Send an email of the job you wish to print as an attachment to 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.

   ![Select documents to print from C:drive, thumb drive, OneDrive, cd, or storage device, etc.]

4. Once document is attached select send

   ![Click send to send the job to iPrint]

   ![Your print job requires action before it can print. To action, go to provided link.]

   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.]

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5. When you click on the link it will bring you to the PaperCut log in window. Log in using your UofM credentials.

Once you log in you will receive the following message. Select OK

Once you select OK you will immediately see this message: Select Print.
6. 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.
7. 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**.
8. 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.

9. Once the document finishes printing you will see this menu. Select Jobs.
10. At the next screen select **Sign Out** to log out of system.