

# Email Print User Guide

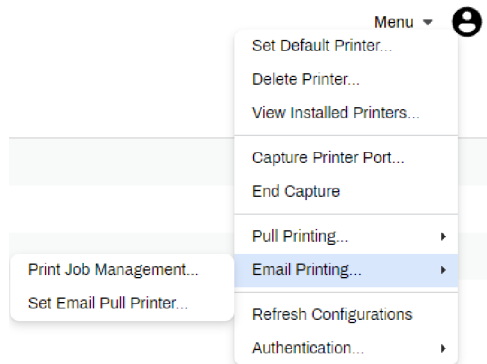
With Email Printing, you can send an email to the designated printer where the email and / or attachments print. Email Printing jobs sit in a universal print queue until you release them using the Release Portal, badge release, the PrinterLogic App, or any other mechanism set up by your administrator. If allowed, you can also define a printer in the Self-service Portal to release email jobs automatically.

The steps below guide you through releasing Email Printing jobs or setting up auto-release to a specific printer.

## Release Portal

If you are new to the Release Portal, there are two ways to access it.

1. Navigate to your portal. The Release Portal is your Self-service Portal URL with /release after it.
2. Navigate to your Self-service Portal. For example: `mycompany.printercloud.com`.
  - a. Select **Menu**.
  - b. Hover over **Email Printing** and select **Print Job Management**.



Depending on the configuration, if the **Email Printing** option does not display, hover over **Pull Printing** and select **Print Job Management**.

### Print Job Release Portal

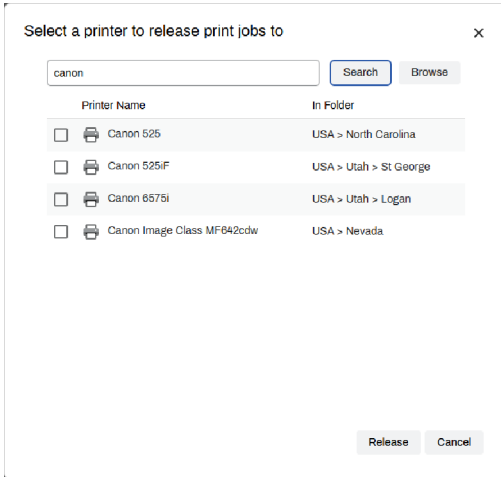


Logan - Pull Printer

Title	Pages	Status	Job Type	Submitted	Size
<input checked="" type="checkbox"/> ABC Company-Invoice.pdf	1	Held	Pull: Workstation	2024-08-18 01:52:05 PM	170.4 KB
<input checked="" type="checkbox"/> Simple Report.pages	1	Held	Pull: Workstation	2024-08-18 04:14:38 PM	13.3 KB
<input type="checkbox"/> Thank you for attending Learn One New Thing - Timeline Tips.pdf	2	Held	Pull: Workstation	2024-08-18 04:17:30 PM	359.6 KB
<input type="checkbox"/> You have no events scheduled today..pdf	1	Held	Pull: Workstation	2024-08-18 08:27:51 PM	73.3 KB
<input type="checkbox"/> Your Fellow account now has access to AI credits 🚀.pdf	2	Held	Pull: Workstation	2024-08-19 11:45:18 AM	120.7 KB

To use the Release Portal, do the following:

1. Select the jobs you want to print.
2. Select **Release**.
3. On the *Select a printer* modal search or browse for a printer configured for Email Printing jobs.

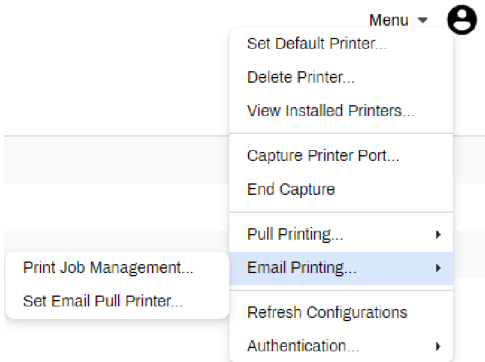


4. Check the box next to the printer you want to use.
5. Select **Release**.

## Automatic Release

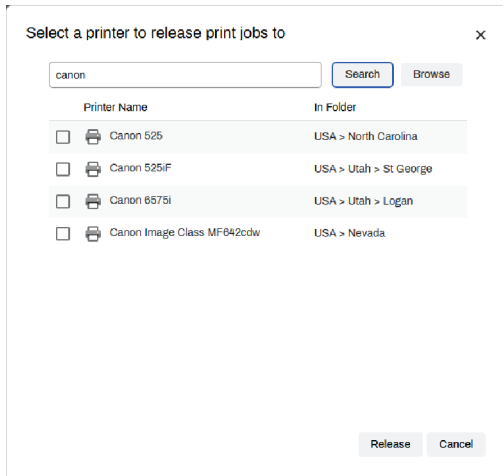
If your administrator enables the option, you can set a default printer to automatically release your email print jobs. Here are the steps to set up your default printer.

1. Navigate to your Self-service Portal.
2. Select **Menu**.
3. Hover over **Email Printing** and select the sub-option for **Set Email Pull Printer**.

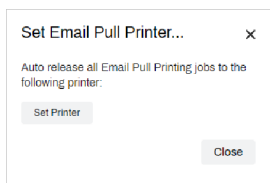


4. In the *Set Email Pull Printer* modal, select the **Set Printer** button.

5. On the *Select a printer* modal to search or browse for a printer configured for Email Printing jobs and select it.



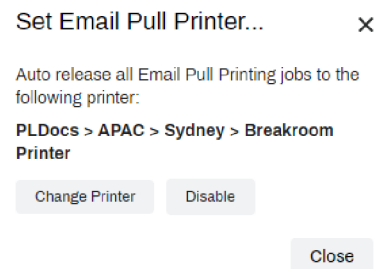
6. Select **Close**.



Email Printing jobs auto-release to this printer for this user.

## Change the Printer

1. Navigate to your Self-service Portal.
2. Select **Menu**.
3. Hover over **Email Printing** and select **Set Email Pull Printer**.
4. In the modal, select the **Change Printer** button.
5. On the *Select a printer* modal to search or browse for a printer configured for Email Printing jobs.
6. Select **Close**.



## Disable Auto-Release

1. Navigate to your Self-service Portal.
2. Select **Menu**.
3. Hover over **Email Printing** and select **Set Email Pull Printer**.
4. In the modal, select the **Disable** button.
5. Select **Close**.

When disabled, you must use the Release Portal to release Email Printing jobs. You can enable this option again by following the steps above.