**St Peter’s College**

  
  
**Email to Print**

Email to print allows users to send an email to a specific email address and release their print jobs securely.

Create an email and sent your email to the following address:

[Print.mono@spc.ox.ac.uk](mailto:Print.mono@spc.ox.ac.uk) (Black + White Printing)

[Print.colour@spc.ox.ac.uk](mailto:Print.colour@spc.ox.ac.uk) (Colour Printing)

Students can now release your print out on any of the following printers:

Staircase 2 Corridor

Staircase 3 Corridor

Staircase 4 Corridor

Library

**Releasing print jobs on printers**

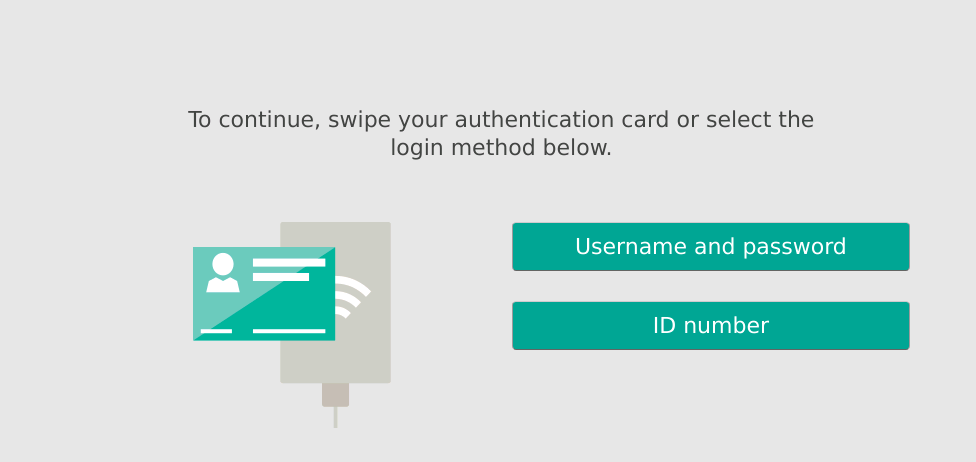
Using your university card – tap on the card reader on the printer:



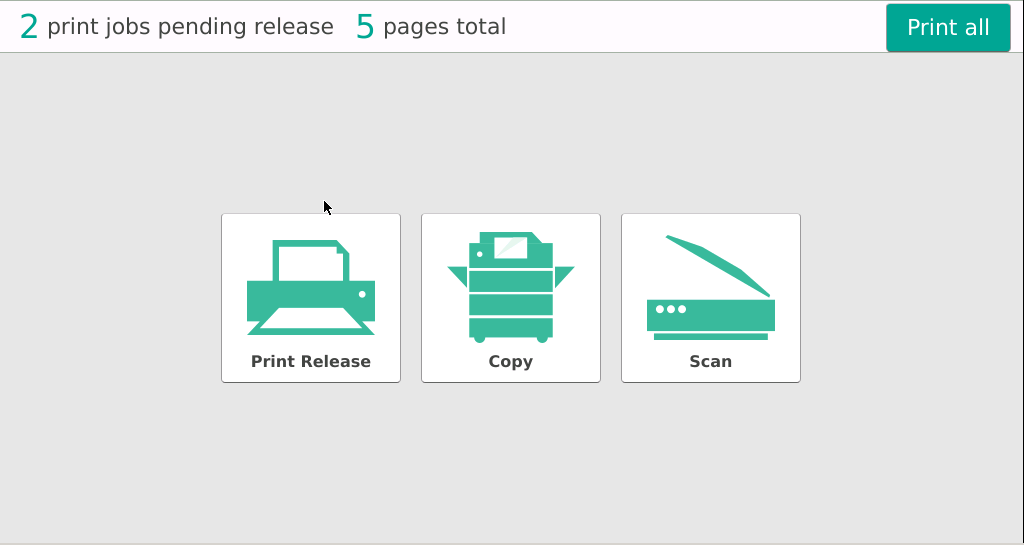
**Card Reader**



**OR**

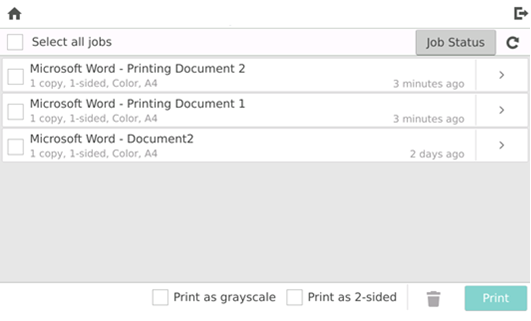
Login using the photocopier screen panel with your College username and College password:

This will authenticate you with the system and allow you to release your print jobs.



Either click:

* Print All – will release all jobs
* Print Release – Will allow you to pick particular jobs



Any issues please contact the IT Helpdesk by sending an email to it-help@spc.ox.ac.uk