

# Email to Print at UNE

## How to Use

1. Create an email and attach the document you would like to print. Enter the destination address of your respective queue:

[FollowMe-Staff-BWDuplex@une.edu.au](mailto:FollowMe-Staff-BWDuplex@une.edu.au) – Staff queue with black & white, duplex defaults

[FollowMe-Staff-BWSimplex@une.edu.au](mailto:FollowMe-Staff-BWSimplex@une.edu.au) – Staff queue with black & white, simplex defaults

[FollowMe-Staff-ColourDuplex@une.edu.au](mailto:FollowMe-Staff-ColourDuplex@une.edu.au) – Staff queue with colour, duplex defaults

[FollowMe-Staff-ColourSimplex@une.edu.au](mailto:FollowMe-Staff-ColourSimplex@une.edu.au) – Staff queue with colour, simplex defaults

[FollowMe-Student-BWDuplex@une.edu.au](mailto:FollowMe-Student-BWDuplex@une.edu.au) – Student queue with black & white, duplex defaults

[FollowMe-Student-BWSimplex@une.edu.au](mailto:FollowMe-Student-BWSimplex@une.edu.au) – Student queue with black & white, simplex defaults

[FollowMe-Student-ColourDuplex@une.edu.au](mailto:FollowMe-Student-ColourDuplex@une.edu.au) – Student queue with colour, duplex defaults

[FollowMe-Student-ColourSimplex@une.edu.au](mailto:FollowMe-Student-ColourSimplex@une.edu.au) – Student queue with colour, simplex defaults

[FollowMe-General-BWDuplex@une.edu.au](mailto:FollowMe-General-BWDuplex@une.edu.au) – General queue with black & white, duplex defaults

[FollowMe-General-BWSimplex@une.edu.au](mailto:FollowMe-General-BWSimplex@une.edu.au) – General queue with black & white, simplex defaults

[FollowMe-General-ColourDuplex@une.edu.au](mailto:FollowMe-General-ColourDuplex@une.edu.au) – General queue with colour, duplex defaults

[FollowMe-General-ColourSimplex@une.edu.au](mailto:FollowMe-General-ColourSimplex@une.edu.au) – General queue with colour, simplex defaults

Click **[Send]**

\* All print jobs must come from your UNE email account.

\*\* The above addresses are in the global address list, so you can look them up rather than manually enter.

\*\*\* The general queues are for all accounts that are not classified as staff or student, such as affiliate.

2. Confirm print job submission by clicking the link in the confirmation email from no-reply@une.edu.au and press **[Ok]** on the following two confirmation dialogue boxes

\* The link to confirm your email print job will expire in 24 hours.

### Re: Printing



no-reply@une.edu.au

To [redacted]

Reply

Re

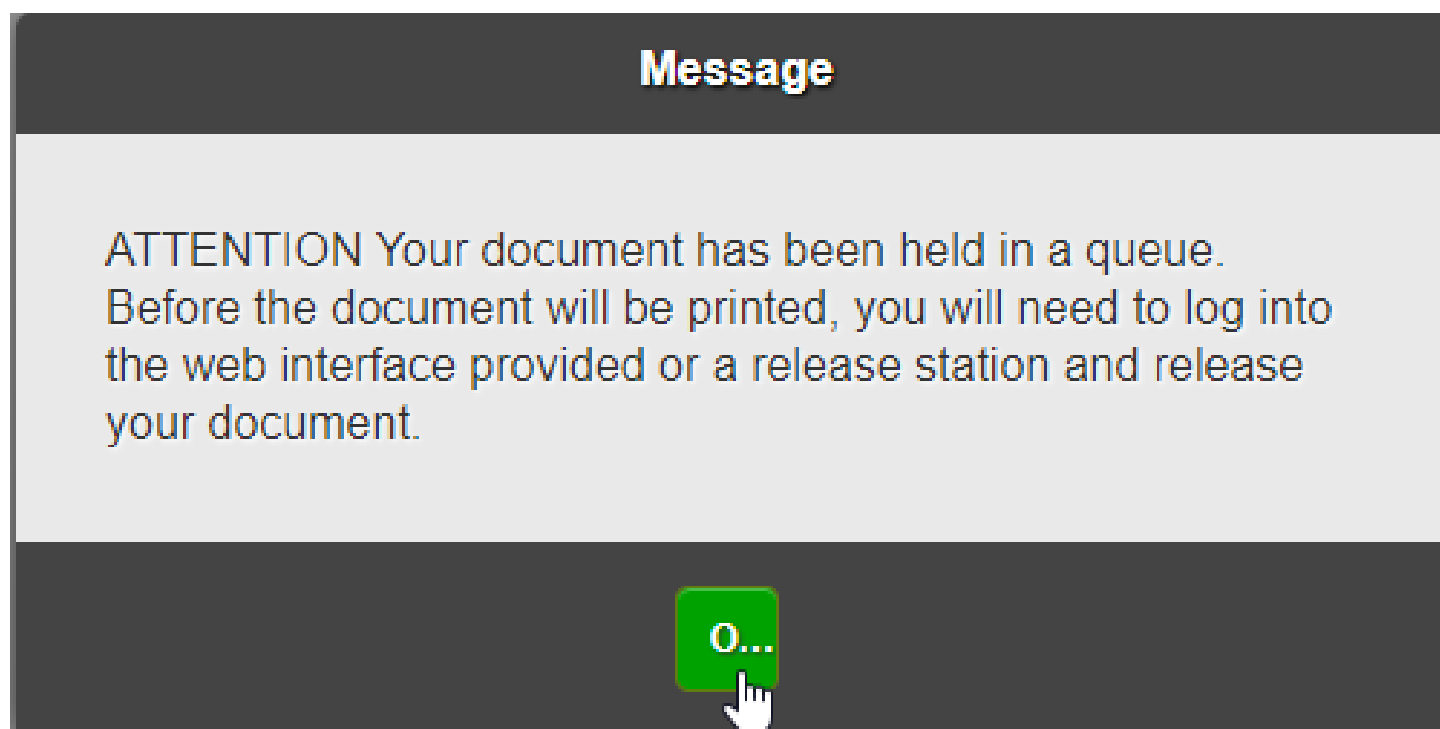
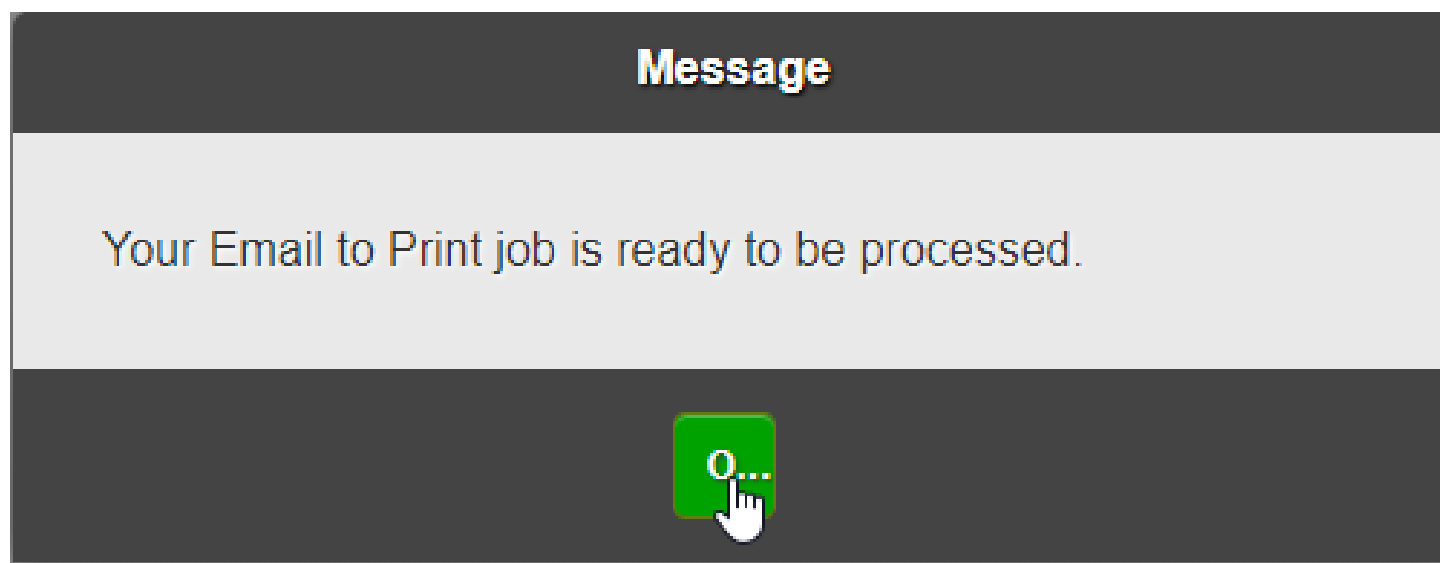
Your Email to Print job has been received. Please follow this link to print it:

<https://papercut.une.edu.au:9192/jobs/verify/5b48a688-4f5d-4359-81b2-b4ca91d2878f>

This link will expire after 24 hours.

The following documents were received:

executive\_summary.pdf



\* **Note** Print jobs are held on the server for 72 hours, after which, if they have not been released will be permanently removed by the system.