

Email to Print Instructions

Email to print is a new service at TCNJ that allows you to print from any device via your TCNJ email address. You may release the job at any release station located in the Library.

The following queues are available:

printing+libsingl@tcnj.edu for single-sided printing
printing+libdouble@tcnj.edu for double-sided printing

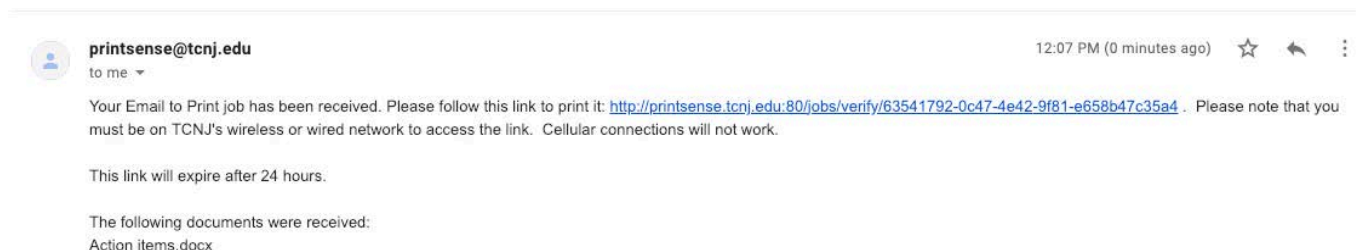
The following limitations apply:

- You must email from your @tcnj.edu email address
- You must approve the job from a device on the TCNJ network
 - Personal Laptops/Tablets/Phones on TCNJ Wi-Fi
 - TCNJ Computer Lab systems
- You must release the job at a release station in the Library
- The following formats are supported: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, PDF, Picture Files

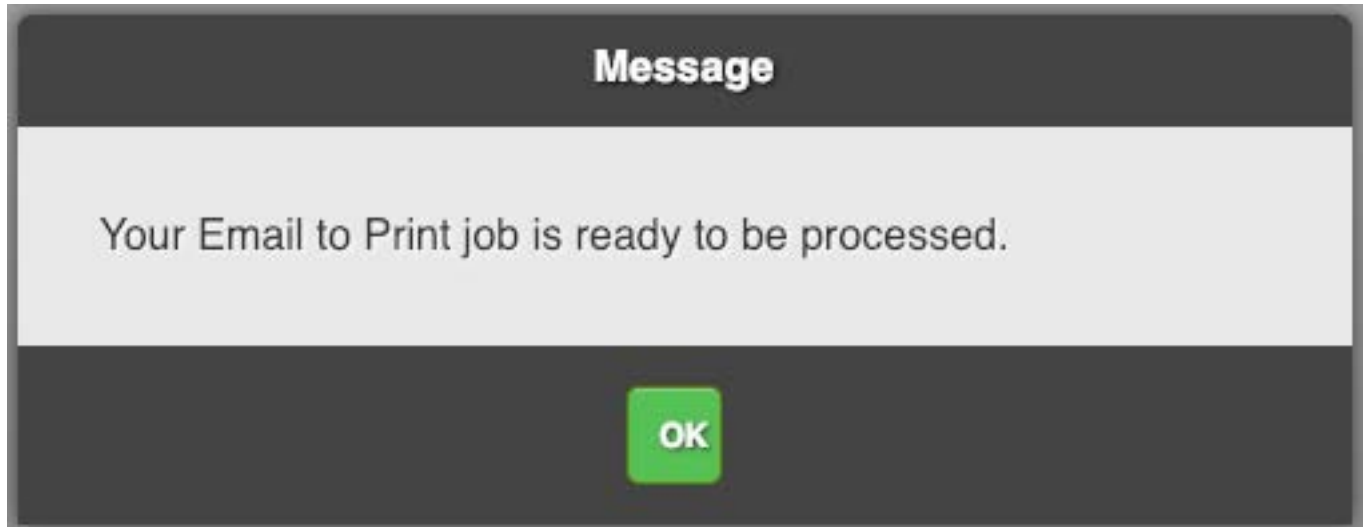
Start by attaching your document to an email addressed to one of the print queues. The Subject of the email does not matter. Make special note that the size of the document does not exceed 15MB.



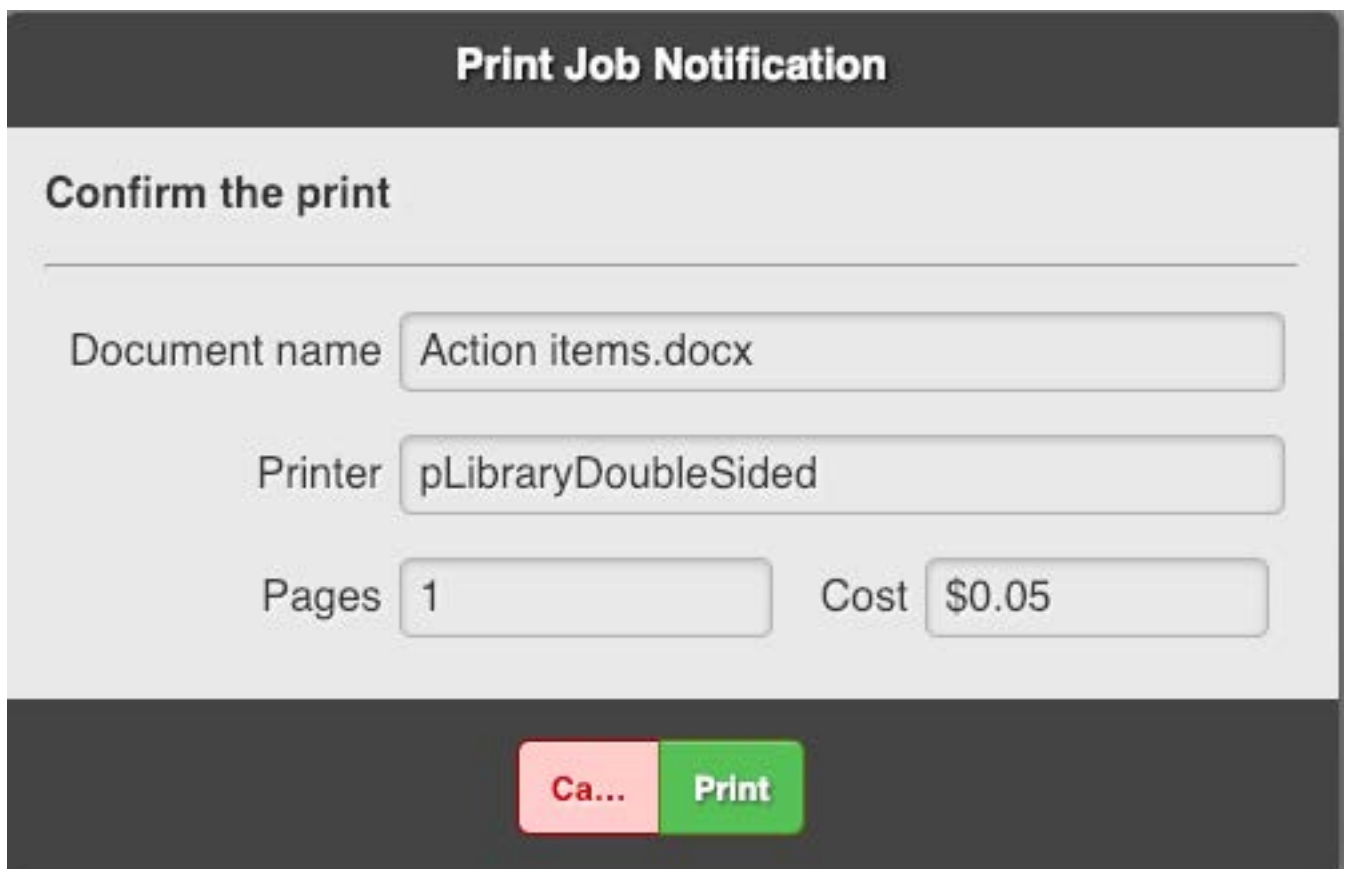
Once sent, within a few minutes, you will receive a reply from printsense@tcnj.edu. Click the included link on any device currently on the TCNJ network.



If you have clicked the link while on a TCNJ network, your browser will open to a printsense.tcnj.edu address and present the following prompt. Click OK.

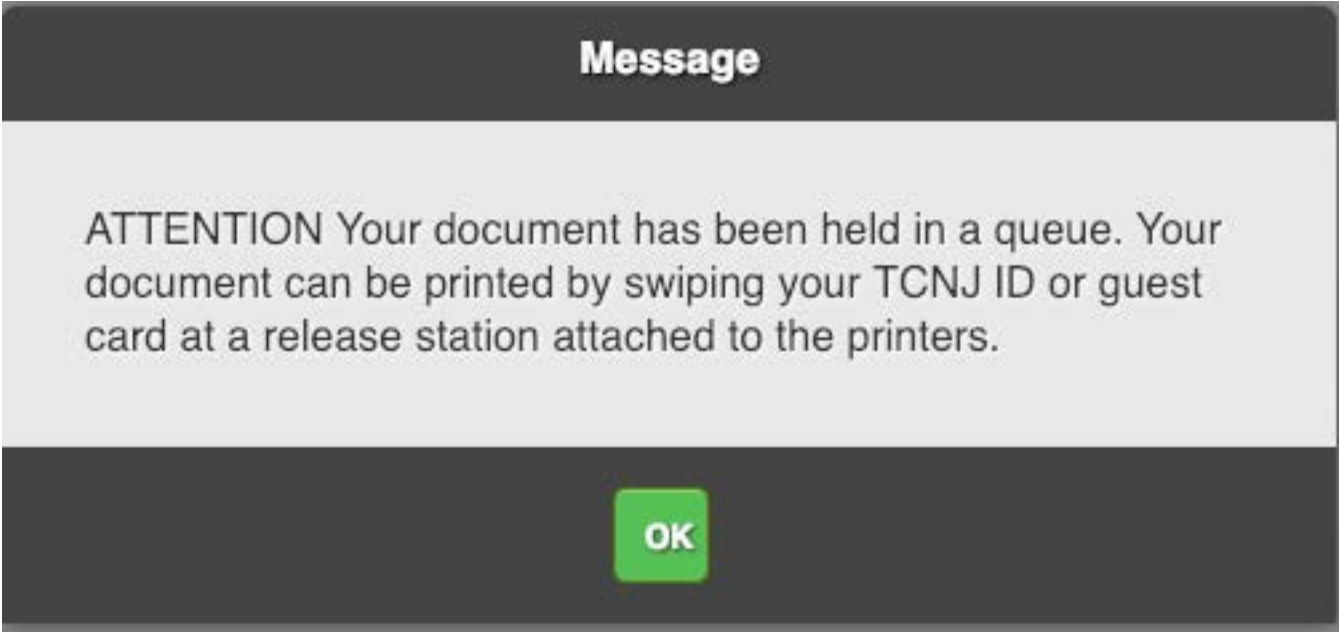


After a few seconds, the print job information will appear. Click the green button to submit or the red to cancel the job. Depending on your screen size, text may or may not be visible in the selection boxes.



A dark gray dialog box with a white title bar that says "Print Job Notification". The main area is white and contains the text "Confirm the print" at the top. Below this, there are four input fields: "Document name" with the value "Action items.docx", "Printer" with the value "pLibraryDoubleSided", "Pages" with the value "1", and "Cost" with the value "\$0.05". At the bottom, there are two buttons: a red button with the text "Ca..." and a green button with the text "Print".

After clicking the green print button, wait a few seconds until this message appears, then click the green OK button.



The webpage will then display a list of your pending jobs and your remaining printing balance.

Pending and Recent Jobs		Balance
Pending Release	Action Items.docx 1:19:50 PM \$0.05 Pages: 1	\$7.50

At this point, you may release the job at any release station in the Library. To release the job, follow the steps on the next page.

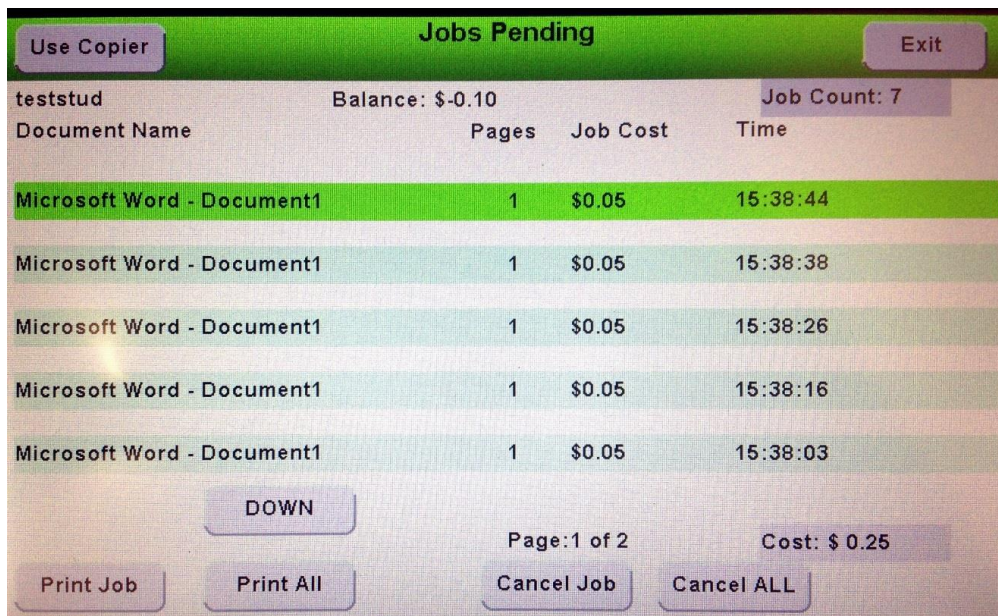
RELEASING THE PRINT JOB AT A LIBRARY PRINTER

To release your print job, swipe your TCNJ ID Card or enter your TCNJ Username and Password at any of the 15 Print Release Stations (NetZTouch pads) adjacent to printers in the Library.
Library Print Release Station (NetZTouch pads):



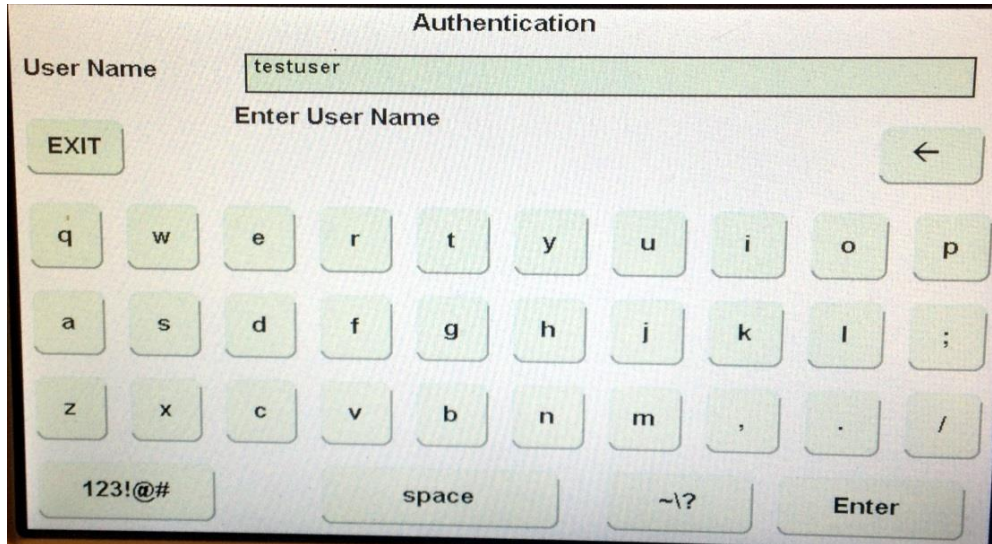
Your TCNJ ID information links you to your account and the NetZTouch will display the print job(s) you have pending in the queue.

On the touch panel screen, touch the document you want to print (it will turn bright green), then touch the button in the lower left that says Print Job. If you want to print and pay for all pending print jobs, touch Print All.



Once you are finished printing, touch Exit in the upper right.

If you do not have your TCNJ ID with you, you can still release your pending print jobs. Touch the button on the NEtZTouch that says Login. You will be presented with an on-screen keyboard (below). Type in your username and touch Enter (for ease of use, use all lower case for the username). Type in your password (case sensitive) and touch Enter.



Once you log in, releasing the pending print jobs is the same as in the instructions above.