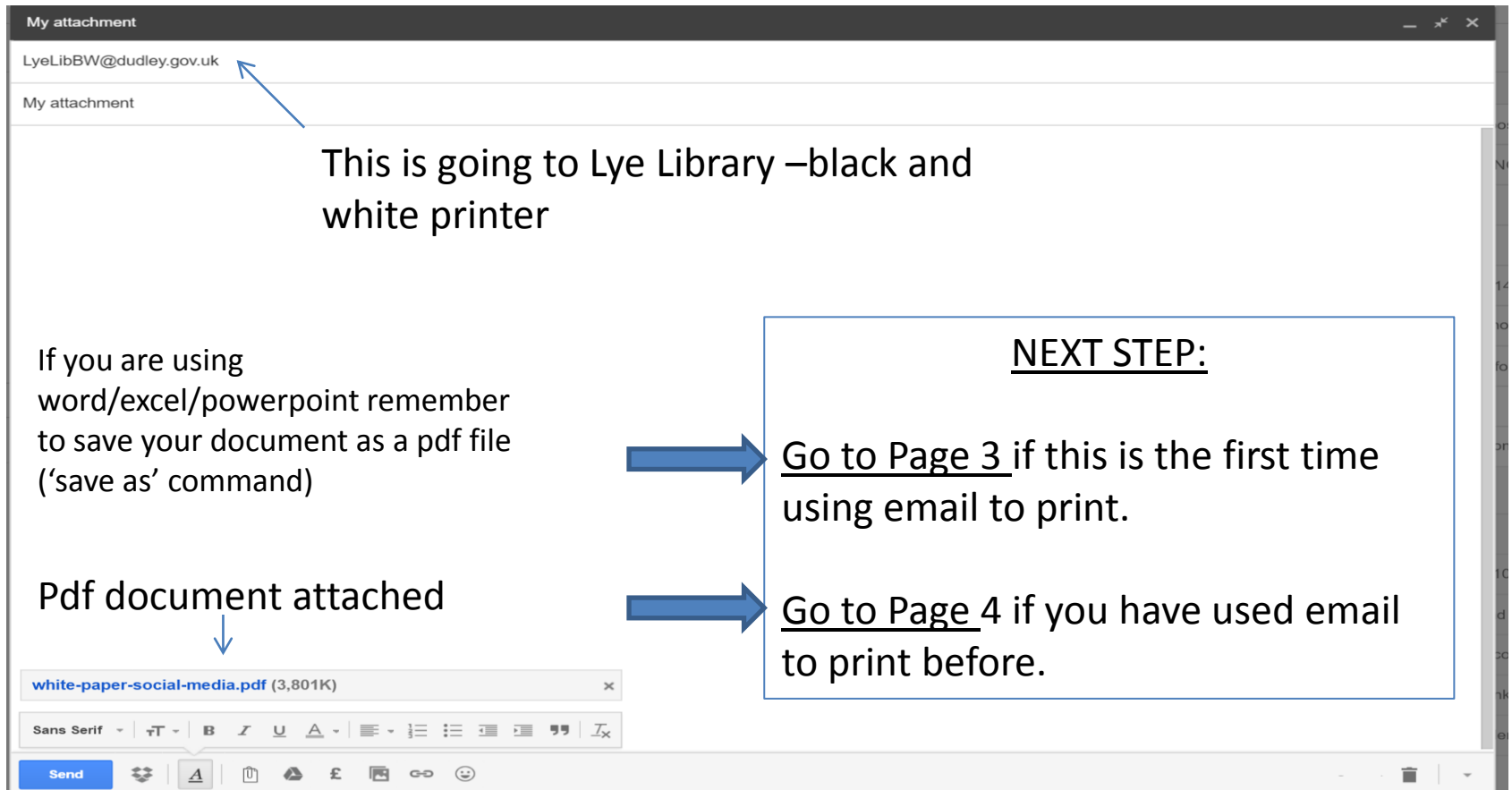


## Using email to Print

Login to your email and compose a new email.  
Attach your file (pdf or jpg)  
Use the correct email address for the library printer.



The screenshot shows an email composition window titled "My attachment". The recipient address is "LyeLibBW@dudley.gov.uk", with a blue arrow pointing to it from the text "This is going to Lye Library –black and white printer". The subject is "My attachment". The body text includes the instruction "If you are using word/excel/powerpoint remember to save your document as a pdf file ('save as' command)" and "Pdf document attached", with a blue arrow pointing from the latter to the attached file. The attached file is "white-paper-social-media.pdf (3,801K)". The email client's toolbar is visible at the bottom, including a "Send" button and various icons.

This is going to Lye Library –black and white printer

If you are using word/excel/powerpoint remember to save your document as a pdf file ('save as' command)

Pdf document attached

white-paper-social-media.pdf (3,801K)

**NEXT STEP:**

➔ Go to Page 3 if this is the first time using email to print.

➔ Go to Page 4 if you have used email to print before.

First time you will receive this email to verify your email address.

**Please verify your email to print**

libraryprint@dudley.gov.uk

Sent: Tue 28/06/2016 13:44

To: dudleylibs@yahoo.com

A print job has been received from this email address.

Before it can be printed, this email must be verified. To verify, please click the following link and enter your username and password when prompted:

<https://bookings.dudley.gov.uk:9192/verify/434-465-666-997>

Click this link

You will be taken here



Username

Password

Language

Enter your Library Card number and Pin.

Finally give your print a name & click ok.

Then visit the Library.

**Print Job Notification**

**Print Job Notification**

Confirm the print and select the print action

Document name

Printer

Pages  Cost

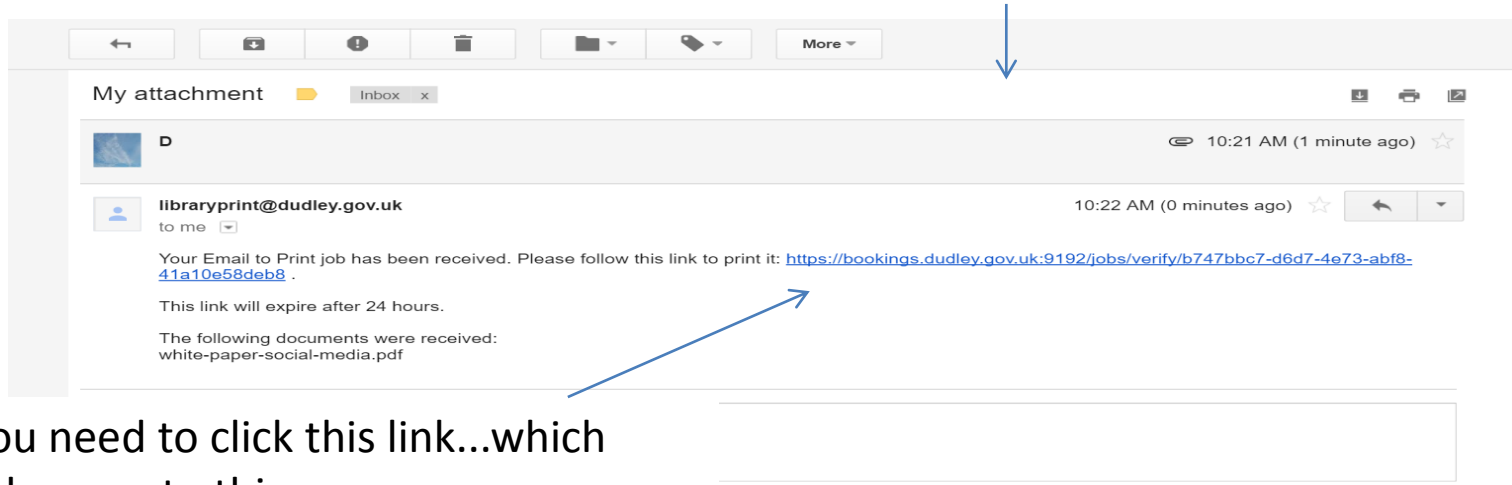
This Job will cost £4.80.

Please enter a name for this job:

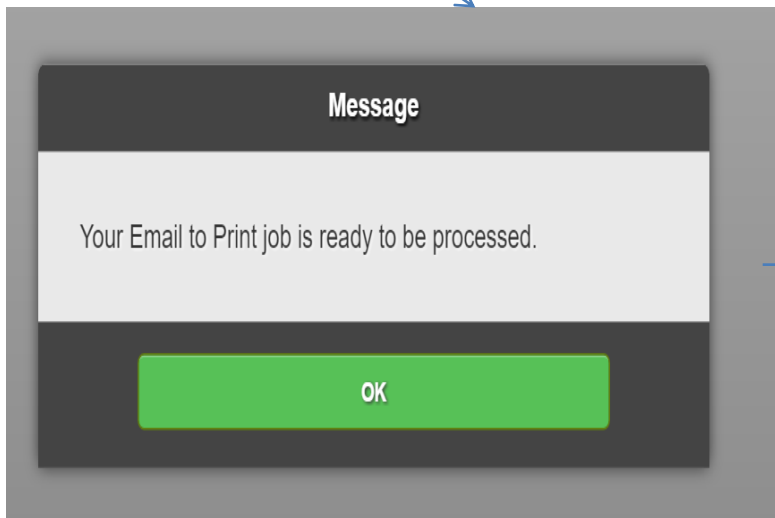
OK

Cancel

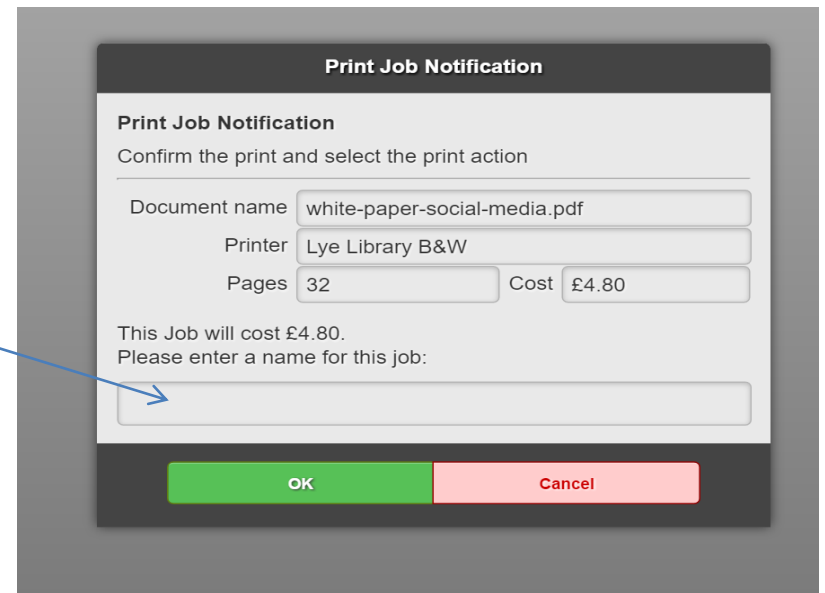
Once you have emailed your file, you will receive this email.



You need to click this link...which takes you to this .....

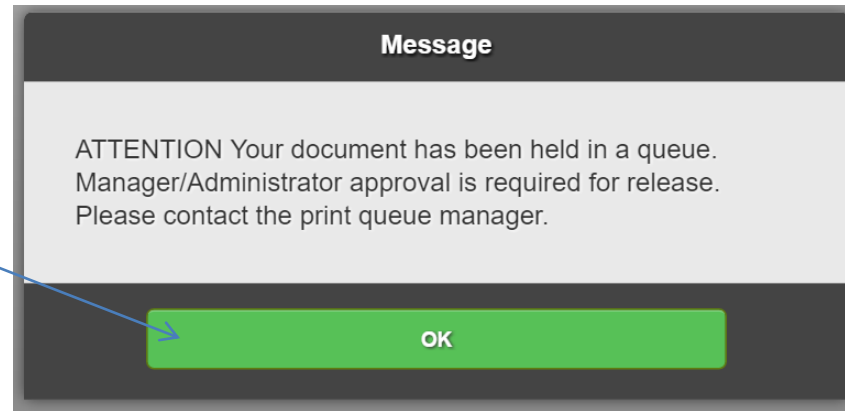


Type in a name for your print job



## Page 5

You will then see  
this- click ok



A screenshot of the PaperCut web interface. The top navigation bar is green with the 'PaperCut' logo and a 'Print' button. Below the navigation bar is a dark grey header with 'Pending and Recent Jobs' on the left and 'Balance' on the right. The main content area is divided into two columns. The left column has a yellow header for 'Pending Release' and a table with one row: 'My application form' with details '10:23:33 £4.80 Pages: 32'. The right column shows a 'Balance' of '£0.00' and a 'Job Info' section with the text 'Select a job to display more info.' A large grey box with text is overlaid on the left side of the interface.

| Pending and Recent Jobs |  | Balance      |
|-------------------------|--|--------------|
| <b>Pending Release</b>  | <b>My application form</b><br>10:23:33 £4.80 Pages: 32 | <b>£0.00</b> |

**Job Info**  
Select a job to display more info.

This confirms your print and total cost.  
Now you can visit the Library to pay and collect your print.

**Library Printer email addresses to use for 'Email to Print'**

| Library                      | Printer email address   |
|------------------------------|---|
| Brierley Hill Library b&w    | <a href="mailto:BrierHillLibBW@dudley.gov.uk"><u>BrierHillLibBW@dudley.gov.uk</u></a>             |
| Brierley Hill Library colour | <a href="mailto:BrierHillLibColour@dudley.gov.uk"><u>BrierHillLibColour@dudley.gov.uk</u></a>     |
| Dudley Library b&w           | <a href="mailto:DudleyLibBW@dudley.gov.uk"><u>DudleyLibBW@dudley.gov.uk</u></a>                   |
| Dudley Library colour        | <a href="mailto:DudleyLibColour@dudley.gov.uk"><u>DudleyLibColour@dudley.gov.uk</u></a>           |
| Halesowen Library b&w        | <a href="mailto:HalesowenLibBW@dudley.gov.uk"><u>HalesowenLibBW@dudley.gov.uk</u></a>             |
| Halesowen Library colour     | <a href="mailto:HalesowenLibColour@dudley.gov.uk"><u>HalesowenLibColour@dudley.gov.uk</u></a>     |
| Sedgley Library b&w          | <a href="mailto:SedgleyLibBW@dudley.gov.uk"><u>SedgleyLibBW@dudley.gov.uk</u></a>                 |
| Sedgley Library colour       | <a href="mailto:SedgleyLibColour@dudley.gov.uk"><u>SedgleyLibColour@dudley.gov.uk</u></a>         |
| Coseley Library b&w          | <a href="mailto:CoseleyLibBW@dudley.gov.uk"><u>CoseleyLibBW@dudley.gov.uk</u></a>                 |
| Coseley Library colour       | <a href="mailto:CoseleyLibColour@dudley.gov.uk"><u>CoseleyLibColour@dudley.gov.uk</u></a>         |
| Cradley Library b&w          | <a href="mailto:CradleyLibBW@dudley.gov.uk"><u>CradleyLibBW@dudley.gov.uk</u></a>                 |
| Cradley Library colour       | <a href="mailto:CradleyLibColour@dudley.gov.uk"><u>CradleyLibColour@dudley.gov.uk</u></a>         |
| Gornal Library b&w           | <a href="mailto:GornalLibBW@dudley.gov.uk"><u>GornalLibBW@dudley.gov.uk</u></a>                   |
| Gornal Library colour        | <a href="mailto:GornalLibColour@dudley.gov.uk"><u>GornalLibColour@dudley.gov.uk</u></a>           |
| Kingswinford Library b&w     | <a href="mailto:KFordLibBW@dudley.gov.uk"><u>KFordLibBW@dudley.gov.uk</u></a>                     |
| Kingswinford Library colour  | <a href="mailto:KFordLibColour@dudley.gov.uk"><u>KFordLibColour@dudley.gov.uk</u></a>             |
| Long Lane Library b&w        | <a href="mailto:LonglaneLibBW@dudley.gov.uk"><u>LonglaneLibBW@dudley.gov.uk</u></a>               |
| Long Lane Library colour     | <a href="mailto:LonglaneLibColour@dudley.gov.uk"><u>LonglaneLibColour@dudley.gov.uk</u></a>       |
| Lye Library b&w              | <a href="mailto:LyeLibBW@dudley.gov.uk"><u>LyeLibBW@dudley.gov.uk</u></a>                         |
| Lye Library colour           | <a href="mailto:LyeLibColour@dudley.gov.uk"><u>LyeLibColour@dudley.gov.uk</u></a>                 |
| Netherton Library b&w        | <a href="mailto:NethertonLibBW@dudley.gov.uk"><u>NethertonLibBW@dudley.gov.uk</u></a>             |
| Netherton Library colour     | <a href="mailto:NethertonLibColour@dudley.gov.uk"><u>NethertonLibColour@dudley.gov.uk</u></a>     |
| Stourbridge Library b&w      | <a href="mailto:StourbridgeLibBW@dudley.gov.uk"><u>StourbridgeLibBW@dudley.gov.uk</u></a>         |
| Stourbridge Library colour   | <a href="mailto:StourbridgeLibColour@dudley.gov.uk"><u>StourbridgeLibColour@dudley.gov.uk</u></a> |
| Wordsley Library b&W         | <a href="mailto:WordsleyLibBW@dudley.gov.uk"><u>WordsleyLibBW@dudley.gov.uk</u></a>               |
| Wordsley Library colour      | <a href="mailto:WordsleyLibColour@dudley.gov.uk"><u>WordsleyLibColour@dudley.gov.uk</u></a>       |
| Archives b&w                 | <a href="mailto:ArchivesBW@dudley.gov.uk"><u>ArchivesBW@dudley.gov.uk</u></a>                     |
| Archives colour              | <a href="mailto:ArchivesColour@dudley.gov.uk"><u>ArchivesColour@dudley.gov.uk</u></a>             |