

## WAC Student Email to Print

Students at WAC now have the ability to print directly from their device to student printers located in Sturt, Johnson and Flynn buildings. Instead of 'printing' to a printer directly, this is done by sending a PDF to a special email address.

The following is a brief overview of how you use this system:

**Step 1-** Make sure that the document you want to print is a PDF. Most programs will allow you to either save as or export to a PDF. If you are not sure how to do this, do a web search for "<name of program you are using> save as PDF"

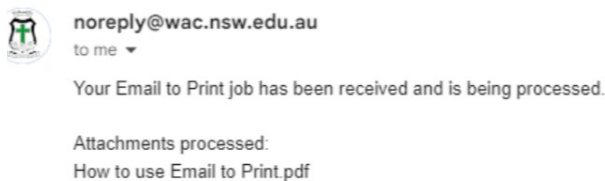
**Step 2-** Open your WAC Student email account, and compose a new email. Enter the relevant email address in the 'To' field, depending on what printer you want to print to:

- Flynn- [flynnprinting@wac.nsw.edu.au](mailto:flynnprinting@wac.nsw.edu.au)
- Sturt- [sturtprinting@wac.nsw.edu.au](mailto:sturtprinting@wac.nsw.edu.au)
- Johnson- [johnsonprinting@wac.nsw.edu.au](mailto:johnsonprinting@wac.nsw.edu.au)

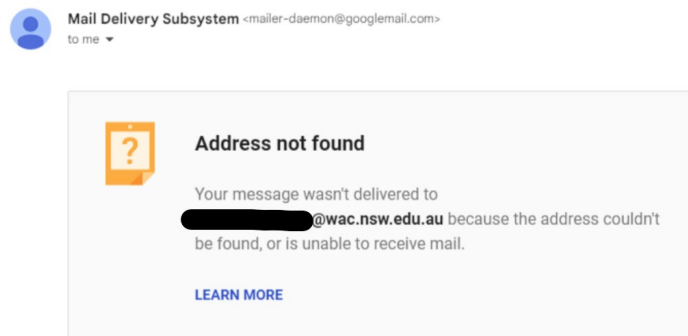
**Step 3-** Attach the PDF from step 1 to the email, and send the email (you don't need to fill in anything for the email subject or body)

**Step 4-** Wait for the document to be printed, and collect it.

If everything is working correctly, you will get an email similar to this, acknowledging the print job:



The system will also notify you via email if there was an error (such as if you entered an incorrect address)



## Reminders about student printing

- **Usage of the printers is governed by the ICT acceptable usage policy.** In simple terms this means- don't misuse/overuse it, use it for College-related things only, look after it.
- **All student printing is monitored and recorded,** and can be reviewed at any time
- **For printing to work,** you **MUST** attach the document as a PDF and you **MUST** send the email from your student email address
- **DO NOT attempt to fix any issues with a printer** (such as a paper jam or low toner). Instead, please notify a teacher
- **Student printing is subject to limits-** both in terms of pages per print job and pages per day