Printing emails and attachments

❮ Inbox (12559)   ⌃   ⌄

From: **Ken Yoshioka** ❯   Hide

To: Ken Yoshioka ❯

Print example to Pharos
Yesterday at 1:41 PM

Print examples-Word and PDF

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pdf

Video Conference
Etiquette - Zoom Blog.pdf
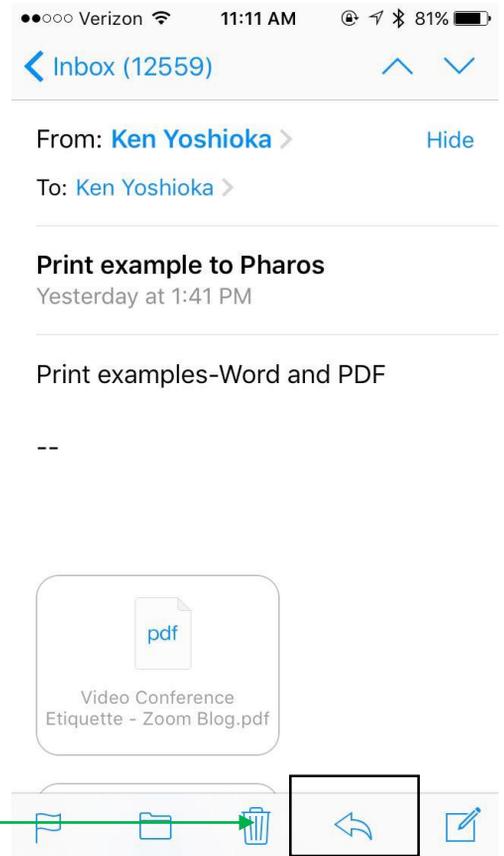
1. Open the Email which needs to be printed and tap on the Reply options button.

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From: **Ken Yoshioka** ❯   Hide

To: Ken Yoshioka ❯

Print example to Pharos
Yesterday at 1:41 PM

Print examples-Word and PDF

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Reply

Forward

Print

Cancel
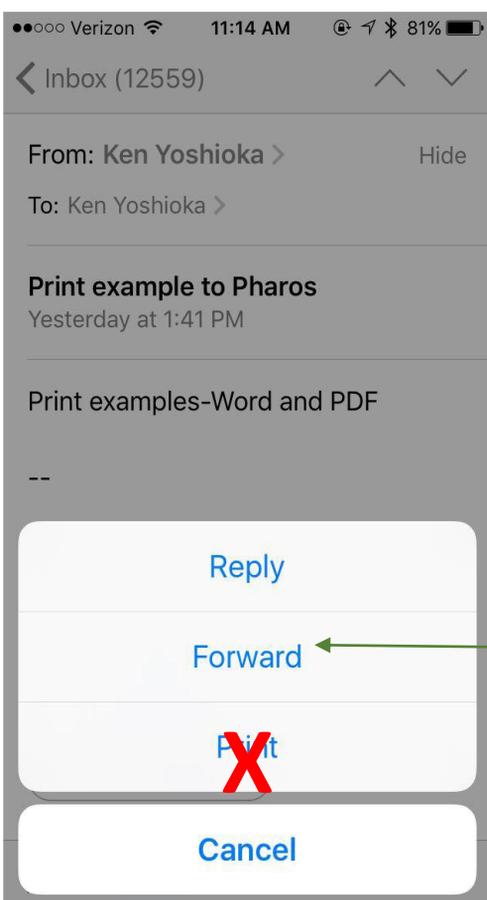
2. Select the forward option. (Note: Do not select the Print option.)

3. You will be prompted to determine whether or not to **Include** attachments. Selecting **Include** will create a print job for the attachment.
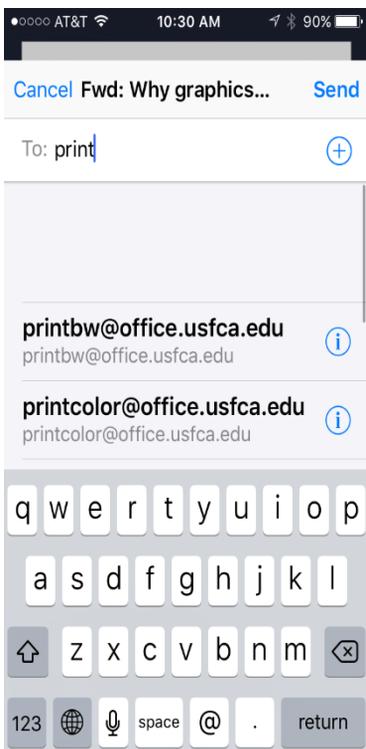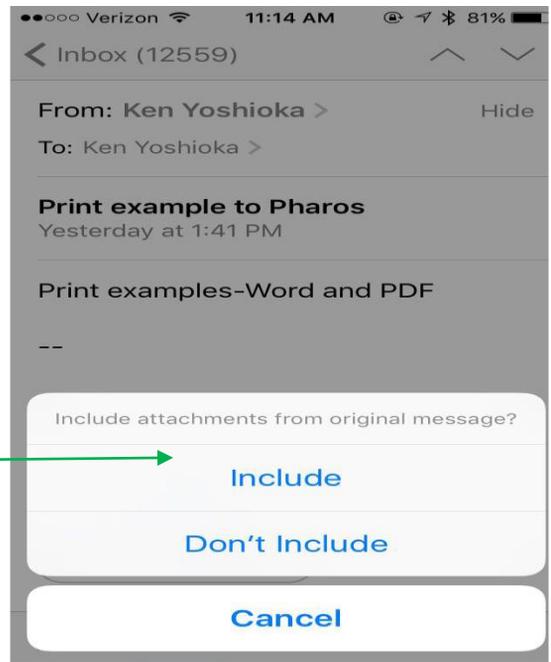
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4. In the address field enter:

printbw@office.usfca.edu for Black & White printing. Or, printcolor@office.usfca.edu for color printing.

5. Hit Send!!

Note: The default setting for both addresses is for single sided printing. See Pharos Print instructions to change.

Printing attachments only

Printing an Email Attachment only
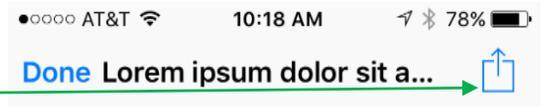Today at 10:17 AM

Please print attached and bring to meeting.

Thanks,
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Lorem ipsum dolor sit amet.docx

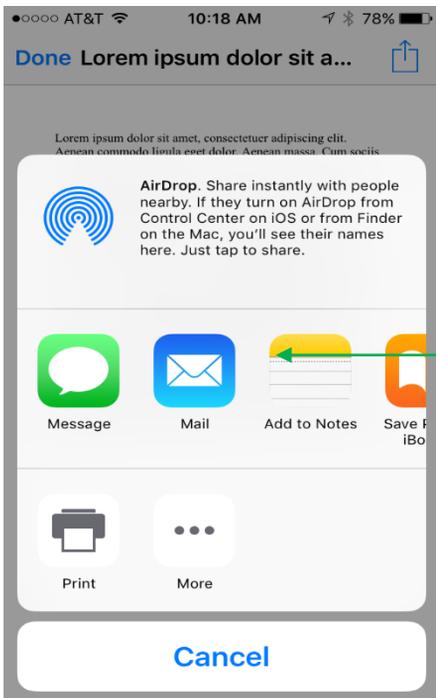1. Open the attachment that needs to be printed by tapping on the document.

2. Tap on the IOS action button.

Note: The action button may appear in different locations based on app, IOS version or device.

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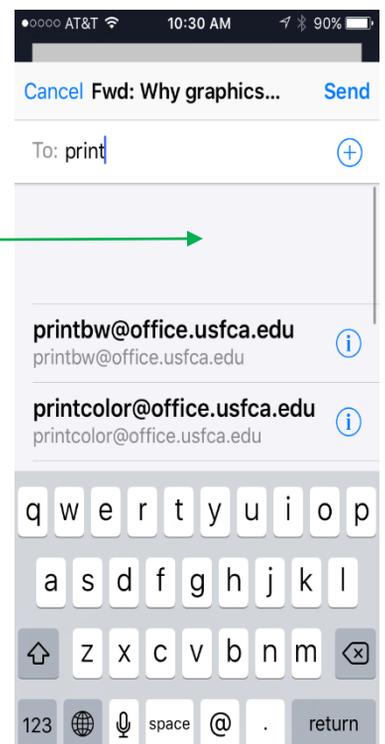

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AirDrop. Share instantly with people nearby. If they turn on AirDrop from Control Center on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.

| Message | Mail | Add to Notes | Save iBo |

| Print | More |

Cancel

3. When the list of available actions appear, tap on the Mail Icon.

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Cancel **Fwd: Why graphics...** **Send**

To: print| ⊕

printbw@office.usfca.edu ⓘ
printbw@office.usfca.edu

printcolor@office.usfca.edu ⓘ
printcolor@office.usfca.edu

q w e r t y u i o p
a s d f g h j k l
⇧ z x c v b n m ⌫
123 🌐 🎤 space @ . return

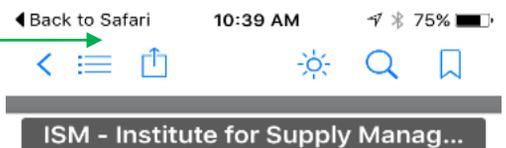## 4. In the address field enter:

printbw@office.usfca.edu for Black & White printing. Or, printcolor@office.usfca.edu for color printing.

5. Hit Send!!

Printing from Apps

1. Similar to Printing an Email attachment, locate the Action Button

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ISM - Institute for Supply Manag...

Use the New **ISM Catalog** to Boost Your Career
Access the latest ISM Catalog. You'll find career-enhancing ISM products that can help you achieve mastery in essential supply management concepts. Whether its certification study aids, special events, online learning or any of our other offerings, this catalog puts everything at your fingertips. The ISM Catalog allows you to directly purchase products. Simply click on the blue links within the catalog and complete your purchase.

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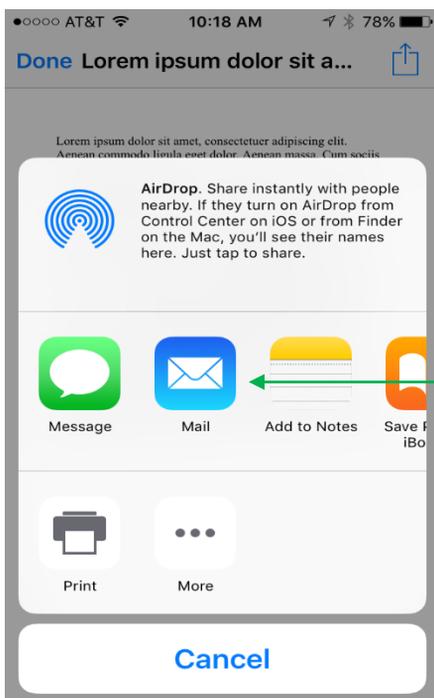Use **ISM Mastery** Model to Sharpen Your Competency
ISM Mastery Model allows you to assess your competencies and prescribes learning programs to keep you professionally strong. ISM has thousands of professional improvement programs through classes, webinars and live on-site team training.

ISM Annual Membership Meeting and Election
Cast your ballot for the next members of the ISM Board of Directors

1 of 2

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AirDrop. Share instantly with people nearby. If they turn on AirDrop from Control Center on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.

Message	Mail	Add to Notes	Save iBo

Print	More

Cancel

2. When the list of available actions appear, tap on the Mail Icon.

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●○○○○ AT&T 🔋   10:30 AM   ⚡ ✶ 90% 🔋

Cancel **Fwd: Why graphics...**   **Send**

To: print| ⊕

printbw@office.usfca.edu   ⓘ
printbw@office.usfca.edu

printcolor@office.usfca.edu   ⓘ
printcolor@office.usfca.edu

q w e r t y u i o p
a s d f g h j k l
⇧ z x c v b n m ⌫
123 🌐 🎤 space @ . return

Note: Applications must use supported file types in order to utilize Mobile Print. For applications which do not use supported file types (I.E. a web browser), you must first convert the file to a PDF prior to printing.