

SMU PRINTING

(STUDENTS, STAFF, FACULTY)

FROM AN SMU COMPUTER

1. Log in to the computer and print your documents. You are automatically logged in to your printing account.
2. Find the nearest printer and either swipe your ID Card or enter your SMU ID and password to print your documents.

FROM YOUR OWN DEVICE

CHOICE ONE: WEB PRINTING

1. Go to printing.smu.edu and log in with your SMU ID and Password.
2. Click on “Web Print” on the right hand column and then on “Submit a Job”.
3. Choose your printer, number of copies and upload your documents.
4. Find the nearest printer and either swipe your ID Card or enter your SMU ID and password to print your document.

CHOICE TWO: EMAIL PRINTING

1. Using your SMU email, send an email with **only one attachment** to the appropriate address (see below).
2. You will receive an email confirmation.
3. Find the nearest printer and either swipe your ID Card or enter your SMU ID and password to print.

Email	Output
Print1@smu.edu	B&W, Single, Letter
Print2@smu.edu	B&W, Duplex, Letter
Printlegal1@smu.edu	B&W, Single, Legal
Printlegal2@smu.edu	B&W, Duplex, Legal
Printcolor1@smu.edu	Color, Single, Letter
Printcolor2@smu.edu	Color, Duplex, Letter
Printtabloid1@smu.edu	B&W, Single, Tabloid
Printtabloid2@smu.edu	B&W, Duplex, Tabloid

REMEMBER!

GO TO IDCARD.SMU.EDU AND ADD MONEY TO YOUR PONY ACCOUNT SO YOU CAN PRINT.