# Instructions for Employees: Mail to Print | Sending PDF Files to Print Server via Email

## 1.) Write e-mail and send to print server

- Open "New e-mail" and specify **mailtoprintup-staff@uni-potsdam.de** as recipient.

- In the "Subject" field, enter the 6-digit code of your personal blue copy card.

- Select the PDF file (color or black/white) you want to print on your computer as an attachment to the e-mail and attach it. Send e-mail now.
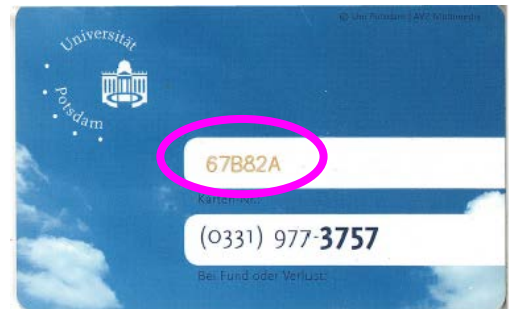


**Please note the following:**

- PDF files in color are printed in color. A later modification at the printer to black/white is not possible.

- Only PDF files without security restrictions can be printed.

- Only one (1) PDF file (maximum size 25 MB) can be attached per e-mail.

- The e-mail to the print server cannot be sent with a certificate for signing or encryption (DFN/PKI). Please switch off the function for a short time.

## 2.) Receipt confirmation and print job

- You will receive a confirmation as soon as the print job can be picked up. The subject is: Mail to Print - Printer for employees - The job "xyz.pdf" is ready for pickup.

- The print job is ready for pickup for 72 hours. It will be automatically deleted if it is not picked up during this period.

- If an error occurs while processing the print job, you will receive an e-mail with the subject: "Mail to Print for Staff - Number of attachments incorrect" or "The attachment xyz.pdf could not be processed."

- You can view your job at the web address **https://printup-staff.uni-potsdam.de** by entering the 6-digit code of your copy card.

## 3.) Picking up the print job

- Go to a central printer for employees. Place the copy card on the reader.

- Select the print job and print it.

- When finished at the printer, please take down the blue copy card and press the ID button.