Instructions for students: Mail to Print | Sending PDF files to print server via e-mail

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

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

- Enter the ID number of your personal chip card (with credit) in the "Subject" field.

- Select the PDF file (color or black/white) that you want to print as an attachment to the e-mail. 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 for Students - The job "xyz.pdf" is ready for pickup.

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

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

- You can view your job at the web address **https://printup-student.uni-potsdam.de** by entering your ID number.

3.) Picking up the print job

- Go to a central printer for students. Insert your chip card into the reader.

- Select the print job and print it.

- Do not forget to take the chip card out of the reader when the printing is finished.