

## How to Print using your Tablet or Mobile device

Simply email the document to **eop@dut.ac.za**

1. We have added most of your **@dut4life** email addresses onto the **Everyone Print system**, so all you will need to do, is go to the copier and release the print as you normally do. The 1<sup>st</sup> print job in the queue will be the body of the email. The following job\s will be the document\s that you attached
2. If your **@dut4life** address has not been added, or if you want to send an email from an external address, then you will need to do a **once-off registration** of your email address. After a few minutes of sending the mail, you will receive an email stating that you need to register your email address. Click on the link in this email, to open the web page for registration

The email will look like this:

**You have sent a print job to DUT via email <eop@dut.ac.za> We do not recognize your email address user@gmail.com To send print jobs from this address, please visit the registration page below. It only takes a minute to register your email address with the printing system, and you only have to do it once.**

**Go to:**

**<http://dutlib:7290/registeremail/?email=user@gmail.com>**

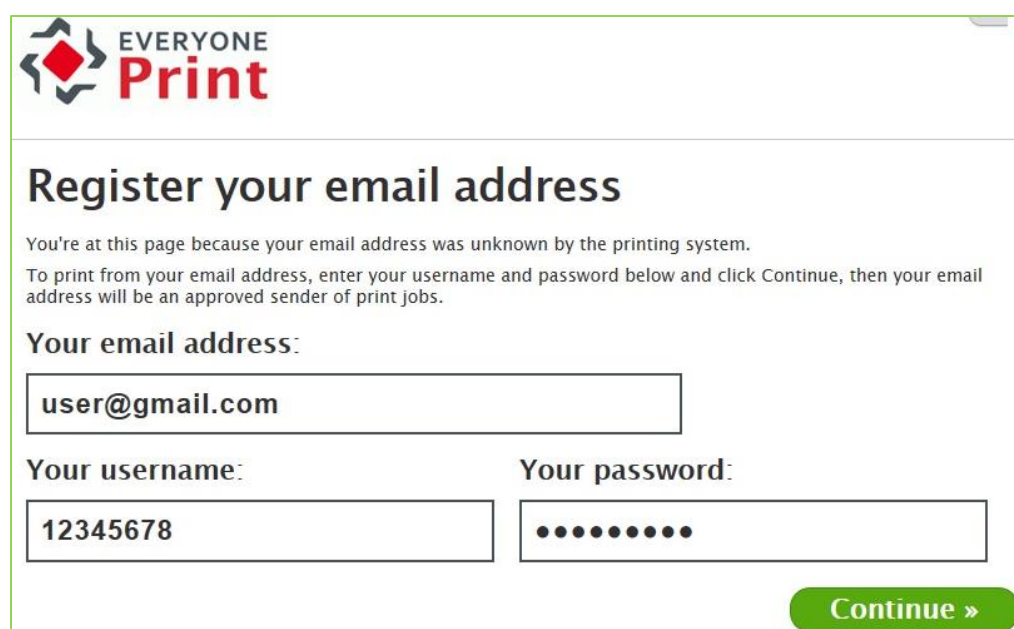
**After you've registered your email address, the print job you sent will be processed automatically, so there is no need to resend your print job.**

**Thank you for using EveryonePrint.**

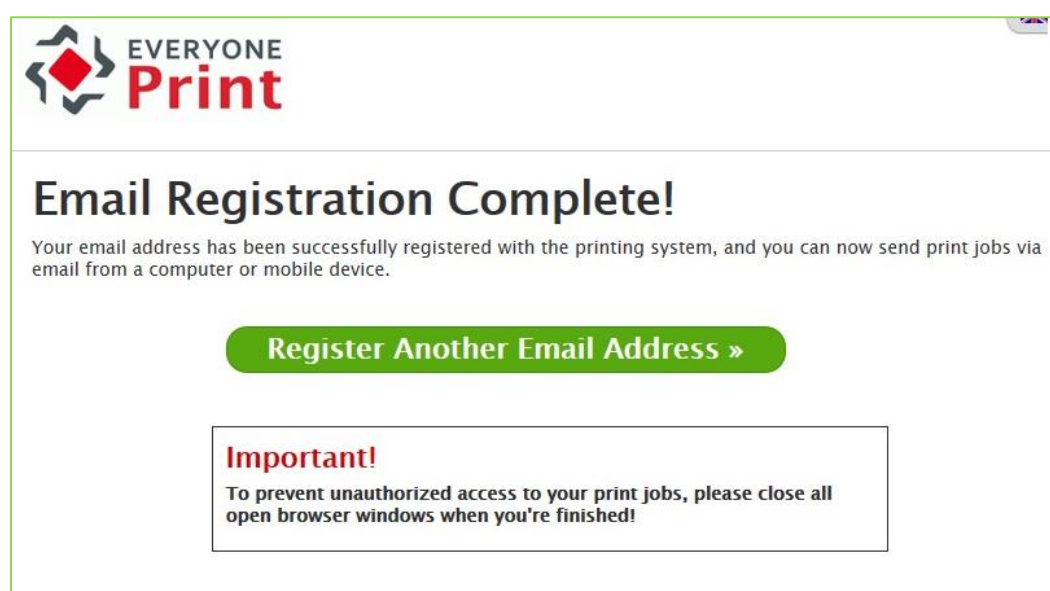
**DUT**

After clicking the link, you will be directed to a web page. It will specify the email address that you are sending from. Under **Your Username**, you must enter your **Student Number**, and under **Your Password** you must enter your **DUT Portal Password** then click **Continue**. You may register as many email addresses to your student number as you want.

It will look like the screen shot shown here:



After clicking **Continue**, you will be shown a Confirmation screen stating that your email address has been registered



You can then close this window in your Browser and proceed to the Printer, to release your print job

**Print jobs will be deleted from the server after 24 hours, if they are not released**