# Email to Print

Email to Print allows users to print to any Dakota County Library public printers by emailing documents as an attachment to a special email address. No client software or drivers are required, providing a simple way for customers to print from any device that can send an email with an attachment.

To Print a Document via Email:

1. Compose a new email.
   a. You need two requirements for the email: a subject line and one or more supported attachments.
   b. Color jobs should be emailed to dclprint-color@co.dakota.mn.us
   c. Black and white jobs should be emailed to dclprint-blackwhite@co.dakota.mn.us
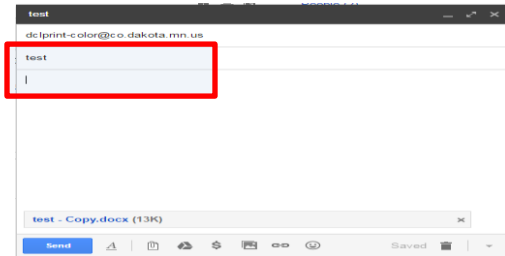
2. Browse and insert your attachments. To print multiple copies, add multiple attachments. The following are supported attachments.

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

3. If this is your first time sending an email you will need to associate your email address with your library printing account. You will receive an email like the one below. Click the link then enter your library barcode and PIN.

From: <dclprint@co.dakota.mn.us>
Date: June 15, 2016 at 1:52:10 PM CDT
To: <
Subject: Please verify your email to print

A print job has been received from this email address.

Before it can be printed, this email must be verified. To verify, please click the following link and enter your username and password when prompted:

http://print.dakota.lib.mn.us:80/verify/26-   72

4. You will receive another email letting you know that your email is ready to print. Follow the link to login and go to step 6 below.

From: <dclprint@co.dakota.mn.us>
Date: June 15, 2016 at 1:54:51 PM CDT
To: <███████████>
Subject: **Print job requires action: image1.JPG**
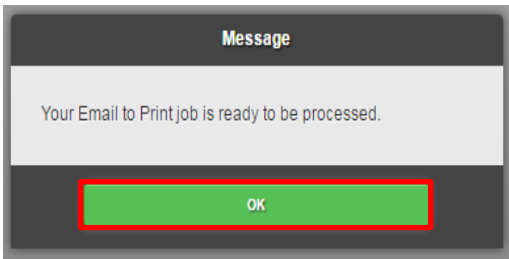
Your print job requires action before it can print.

To action, go to: http://print.dakota.lib.mn.us:80/client
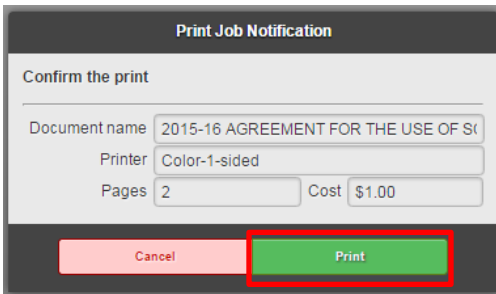
Job details:
  Title: image1.JPG
  Printer: black&white-1-sided

5. If you have previously registered your email you will receive a verification email. Click the link in this email to confirm.

dclprint@co.dakota.mn.us   2:13 PM (5 minutes ago)
to me

Your Email to Print job has been received. Please follow this link to print it: http://print.dakota.lib.mn.us:80/jobs/verify/b450b79a-82a3-4ee2-8649-3bc50c265ffd .

This link will expire after 24 hours.

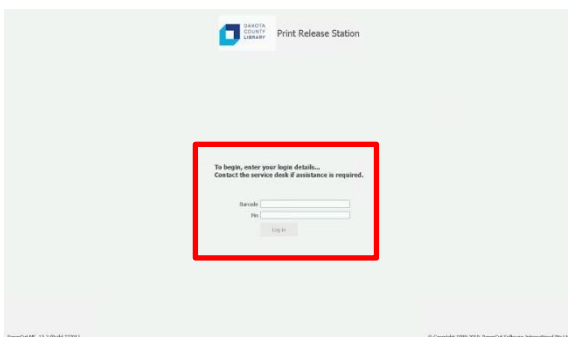The following documents were received:
test - Copy.docx

6. At the next prompt, click **OK**. Your print job is now ready at the Print Release Station. (Note: You may go to any Dakota County Library to release your print jobs).

Message

Your Email to Print job is ready to be processed.

[OK]

7. Next, click **Print** to confirm the print.

Print Job Notification

Confirm the print

Document name	2015-16 AGREEMENT FOR THE USE OF S(
Printer	Color-1-sided
Pages	2	Cost	$1.00

[Cancel]   [Print]

8. To access your documents, go to the Print Release Station. At the login screen, enter or scan in your library barcode and PIN.

DAKOTA COUNTY LIBRARY Print Release Station

To begin, enter your login details...
Contact the service desk if assistance is required.

Barcode:
Pin:
Log In

9. To release your documents, insert coins, bills or swipe your credit card and then press the **Print** button next to the print job.

10. Log out when finished to receive change or finalize credit card transaction.