# Requirements and Limitations

- Only PDF and Microsoft Office documents can be printed via email. **For the best results in reproducing the document as you original created it, PDF is the recommended format.**
- The document must be emailed from your Mount Mary University email account. **You cannot use your personal email account to print!**
- As with all print jobs, if you do not release the job within 24 hours, it will be deleted from the queue without charge, and you will need to re-submit the print job.
- Documents will be printed using the standard print settings (black and white, two-sided).

Submitting a Document to be Printed

1. Send an email to **mmu-studentmobileprint@mtmary.edu** with the PDF or Office document(s) you wish to print attached.
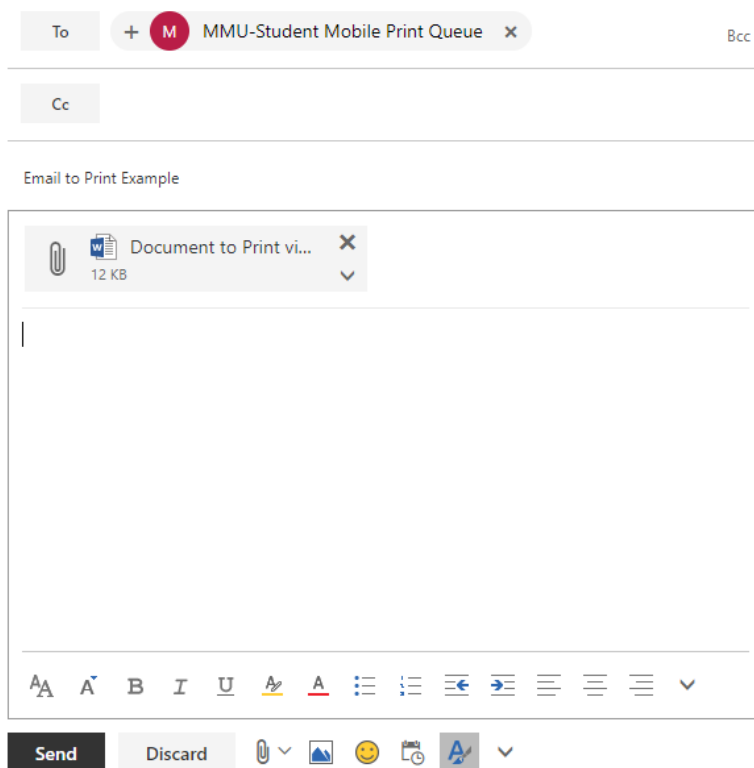
NOTE: **Ensure that the only files attached to the email are the documents that you wish to print.**

2. You will receive an email response indicating that your email job has been received and is being processed. Your document is ready to be released from one of the public or classroom student printers on campus within 5 minutes.

Releasing Your Print Job

You can release your print job from the secure print queue to any public or classroom computer attached to a print release kiosk. For instructions on releasing jobs on a print release kiosk, see the **Releasing Held Print Jobs on Release Stations** document.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.