

E-mail Based Printing

To print via e-mail to a Hot Spot printer, you will need to e-mail:

LC XXXX @PRINTSPOTS.COM
 SCHOOL
 CODE

Replace the **XXXX** with a school code.

For example: **lcljhs@printspots.com** would print the Hot Spot printer at Lamar Jr. High School. The "LC" at the beginning stands for Lamar Consolidated.

Note: The school code is usually the school's initials.

E-mailing Your Document

1. Open your e-mail program (*this will work from any e-mail program*)
2. Type the address of the printer (*refer to example shown on the left*)
3. **Attach the file(s) you would like to print**
4. Send the e-mail

Release Code

After the document is e-mailed to the printer, you will receive a **Release Code** via e-mail (usually within a few minutes). You will need to take this code to the printer to retrieve your documents.

Using the Release Code

Once you're at the hot spot printer:

1. **Use the numeric keypad** (pictured right) to enter your release code.
2. Press "ok" on the keypad (not the printer) when you've finished.
3. The printer will warm up and print your documents within a few seconds.



IMPORTANT NOTE:

More than one Release Code will be emailed to you.

1. One Release Code to print your e-mail message itself.
2. One Release Code for each attachment.

You will only need to enter the Release Code for the item you intend to print. The remaining print jobs will be automatically discarded after three days.

Identifying Printer Names

When you're printing from a workstation, you may want to choose a printer (other than the default) to print to. If that's the case, you'll need to choose a different printer from the print dialogue box.

The printers are named by campus, room, and printer model.

AES | **D4** | **5100N**
 SCHOOL INITIALS ROOM NUMBER PRINTER MODEL NUMBER

