



# How To Print

## Email

To print, email attached documents to the address listed on your printer.

Use your email address on file with management to access free prints

STEP

1

Use any digital device!



STEP

2

## Check Inbox

Open the auto-response email and follow the secure link.

## Customize

Choose your print options (# of copies, color options, single or double-sided, etc.)

STEP

3



STEP

4

## Print

Enter your payment information (if needed) and select Complete Order & Print Now'

Scan, Copy, & Fax options are also available!

Need Help? Call 773.797.2118 or email [support@printwithme.com](mailto:support@printwithme.com)