

## Can I print from my personal computer?

## From my cell phone?

## From my home computer?



**Yes**



**Yes**



**Yes**

1. Email your document as an attachment to [gvprint@gvsu.edu](mailto:gvprint@gvsu.edu)  
Include a Subject Line and text in the Body to ensure acceptance of your documents and/or email for cloud printing.
2. If you sent your documents from a non-GVSU email account, you will need to register that email account with the GVPrint. Follow the instructions that will be emailed to your non-GVSU email account.
3. You will receive an email stating your documents have been processed and ready to print.
4. Scan the barcode on your GVSU ID or login at a print release station. Refer to [www.gvsu.edu/it](http://www.gvsu.edu/it) and **GVprint @ GVSU** for print release station locations and updates as more print release stations are installed.
5. Select which documents you wish to print.



Important things to note when printing from [gvprint@gvsu.edu](mailto:gvprint@gvsu.edu):

- You are not able to adjust format settings. This can be problematic for documents such as Excel spreadsheets. To work around this, first print to a virtual PDF printer and then send the PDF to Xerox
- You may use email addresses that are not [@gvsu.edu](mailto:gvsu.edu) or [@mail.gvsu.edu](mailto:mail.gvsu.edu). Email [gvprint@gvsu.edu](mailto:gvprint@gvsu.edu) from your non-GVSU email account. You will receive a reply with instructions to your non-GVSU email account along with a link to register the non-GVSU email account.