# Pioneerland ePrinting Procedures – Hutchinson Library

- Open personal email account on device
- Create a new message and include the item to print as an attachment
    - Images (jpeg, etc.) can also be dragged and dropped into an email
- There must be something in the subject line
- If there is any text in the message body, such as a signature, it will print in addition to the attachment
- Send to hutchinson.library@hpeprint.com
- A confirmation email will be sent
- Check with staff to retrieve and pay for prints

*Please note: While the library does have ePrinting available,*
*the library's ePrinter can have issues at times.*
*We'll do our best to help, but cannot guarantee print outs.*