

RELEASING PRINT JOBS AT TIGERPRINT STATIONS

1. **Go to a TigerPrint station** on campus to release your print job.
2. **Swipe your Tiger Card** or enter your TigerNetID at the TigerPrint station to login. (Guests enter TigerPrint username and password).
3. The files you've uploaded or sent to TigerPrint will be displayed. **Select the file** you want to print from the list.
 1. To see more details about a document, select the document, and then click the right arrow.
 2. The document details screen displays. From here you can view the cost of your print job as well as your current TigerPrint account balance. You can also change the number of copies, or switch from 1-sided to 2-sided or from Color to Grayscale (if applicable).
4. **Tap Print** to release your job.
***Cost Saving Tip:** If there is a document in your release queue that could be printed for cheaper by either printing in Black and White instead of Color, or 2-sided instead of 1-sided, there will be options at the bottom of the main screen for you to switch to that method. If you don't see those options, then all jobs in your release queue are already using the cheapest printing method.
5. **Push the “Log Out/Access”** button to log out.