

PRINTING FROM A PERSONAL DEVICE (WEBPRINT)

1. Go to TigerTracks and click on the TigerPrint link, or go to <https://tigerprint.fhsu.edu>.
2. Log in to TigerPrint with your **TigerNetID** and **Password**
3. Click on **WebPrint** on the left navigation
4. Click the **Submit a Job** button
5. **Choose a TigerPrint printer** based on your **desired print options**.
 - a. 1-sided-bw-tigerprint: Prints black and white on one side of paper
 - b. 1-sided-color-tigerprint: Prints in color on one side of paper
 - c. 2-sided-bw-tigerprint: Prints black and white on front and back of paper
 - d. 2-sided-color-tigerprint: Prints in color on front and back of paper
6. Click the **Print Options and Account Selection** button
7. Type in the **Number of Copies** you want to print
8. Click the **Upload Documents** button
9. **Drag and Drop** your print file, or click **Upload from Computer** to browse and select your file (acceptable file formats are Microsoft Office documents, PDF's and image files)
10. Click **Upload & Complete**
11. Your print job will be placed in a print queue that you can release at any TigerPrint release station on campus (BW stations will not display color print jobs).