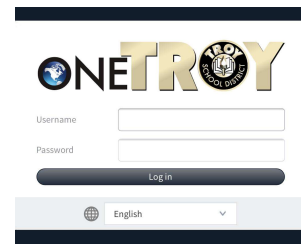# Printing from your Smartphone or Tablet

1. Before printing, be sure that your document you wish to print is saved in Microsoft OneDrive or Google Drive. Make sure the App is downloaded onto your device.
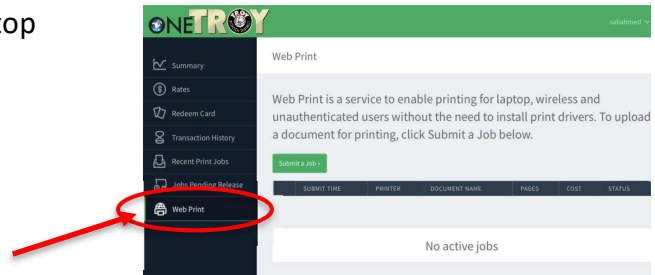
2. Using your device, go to the link http://trc-print01:9191/app and log in with your network login and password.
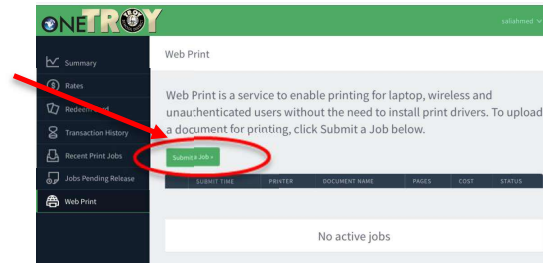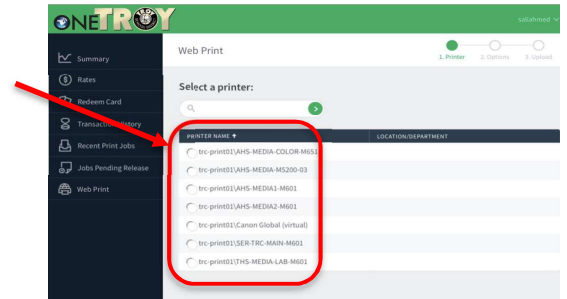
   http://trc-print01:9191/app

3. Click on "Web Print" (You may have to click on Desktop View)
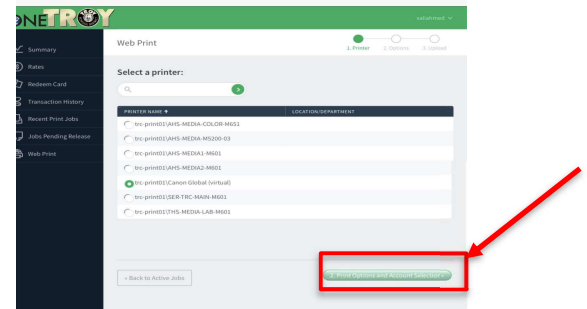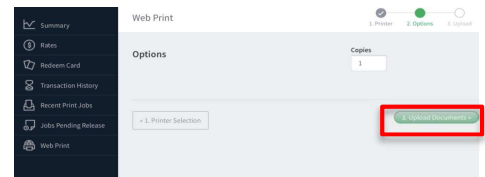
4. "Submit a Job"

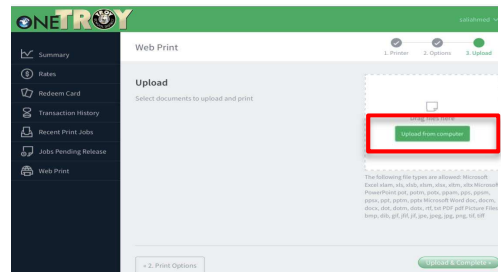5. Select a printer BE SURE TO CHOOSE ONE AT THS!

6. Once you have selected a printer, click on the "2. Print Options and Account Selection" button then "3. Upload Documents"
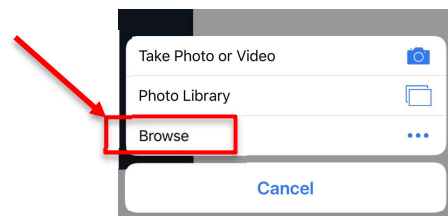
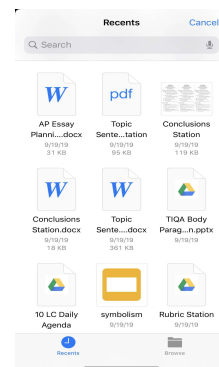7. "Upload from computer" to select the file you wish to print

8. Click on "upload from computer"

9. Click on "Browse"

10. Select File

11. "Upload and Complete"