

NOTE: All documents MUST be saved as a PDF before you print from your personal laptop, tablet or other personal device

1. Login to your **PRINTSMART** account
2. Click on: **WEB PRINT** (on the left navigation bar)
3. Click on: **SUBMIT A JOB**
4. Click on: **#2 - Print options and account selection** (note: the printer choice is automatically designated as the Printsmart printer)
5. Click on: **#3 - Upload document**
6. Click on: **UPLOAD FROM COMPUTER** > locate and select the document you wish to print on your personal device
7. Click on: **UPLOAD & COMPLETE**
8. Once the document is loaded to the Printsmart server you can login at any Printsmart device to print it out.

Still have questions? Further assistance is available at one of the Library's service desks