Eagle Print

EAGLE PRINT

Email to Print Instructions
Step 1: Open your TCC Student Email in Passport.
Step 2: Open a new email message and attach the document you want to print.
Step 3: Send to bw_print@tcc.fl.edu for black/white printing.
Send to color_print@tcc.fl.edu for color printing.
Step 4: After you send the email, wait for the Eagle Print confirmation email.
Step 5: Login to a printer and release the document.
Step 6: Logout of the printer by pressing Access and selecting Yes.
For further assistance, please ask a librarian or learning commons staff member for help.

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Web Printing Instructions
Step 1: Save your document to the desktop or USB drive. Webpages must be saved as PDF files.
Step 2: Login to EaglePrint at eagleprint.tcc.fl.edu/user with your TCC username and password.
Step 3: Click Web Print from the left-side menu.
Step 4: Click Submit a job.
Step 5: Select either b&w printing or color printing.
Step 6: Click 2. Print Options and Account Selection.
Step 7: Enter the number of copies you wish to print.
Step 8: Click 3. Upload Documents.
Step 9: Click Upload from computer and locate your file.
Step 10: Click Upload & Complete.
Step 11: Go to a printer to release your print job.
For further assistance, please ask a librarian or learning commons staff member for help.

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USB Printing Instructions
Step 1: Login to printer. Swipe your card and enter your 4-digit PIN or enter your TCC username and password.
Step 2: Insert your USB drive in the right side of the machine.
Step 3: Select Print a document from External Memory from the popup window.
Step 4: Select your file and select Print.
Step 5: Select OK on the Authentication screen.
Step 6: Press Start.
Step 7: Press the USB icon in the upper right corner to go back to your USB files if you wish to continue printing.
Step 8: Logout by pressing Access and selecting Yes.
Step 9: Remove your USB from the machine.

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Scan to Email/USB Instructions
Step 1: Login to printer. Swipe your card and enter your 4-digit PIN or enter your TCC username and password.
Step 2: Select Scan/Fax.
Step 3: Place your documents face up into the top feeder.
To scan to email:
Select Me option and press Start.
To scan to USB:
Insert your USB drive in the right side of the machine.
Select Save a document to External Memory from the popup window.
Press Start.
Press USB icon in the upper right corner to keep scanning.
Remove your USB from the machine.
Step 4: Logout by pressing Access and selecting Yes.