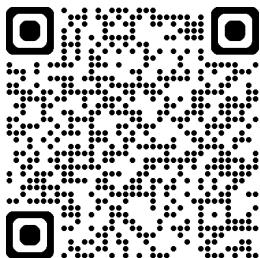


ePRINTit – Web Print

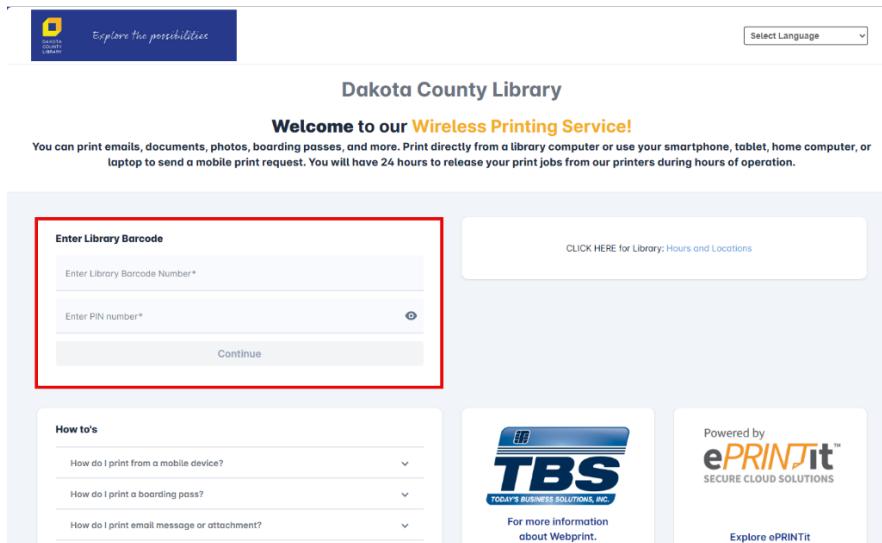
Web Print allows library customers to print to the library's public printers from their laptops or mobile devices without installing drivers. It uses a web page to upload documents in supported formats (see list below).

Print a Document using ePRINTit – Web Print:

1. At the library, make sure you are connected to the Internet on your device. You may use the Library's public wireless "DC_Library" or your own mobile data connection.
2. Open your browser to "<https://dcl.eprintitsaas.com/public/upload>" by typing it in the search bar or scanning the QR code below.

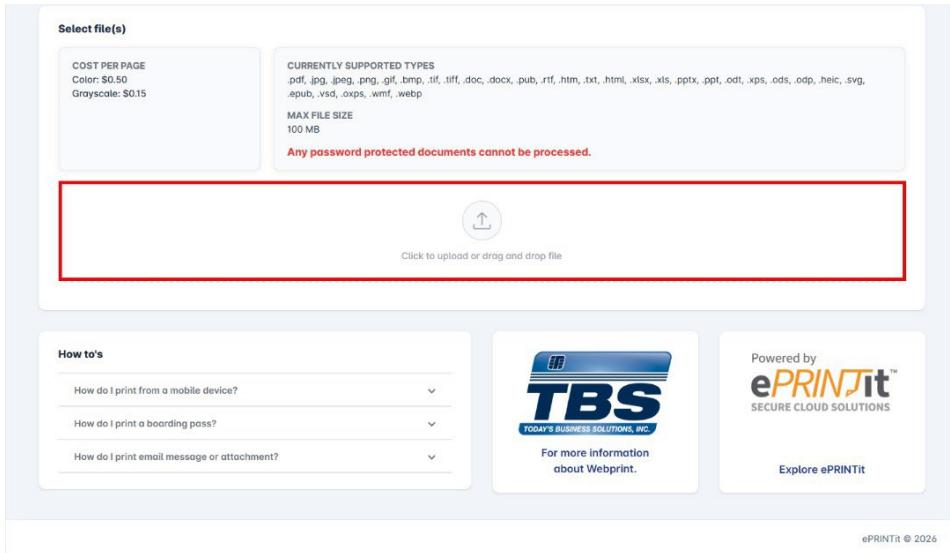


3. At the login prompt, enter your **library barcode** and **PIN** number.



The screenshot shows the Dakota County Library's wireless printing service login page. At the top, there is a logo for Dakota County Library and a "Select Language" dropdown. The main heading is "Dakota County Library" and "Welcome to our Wireless Printing Service!". Below this, a message states: "You can print emails, documents, photos, boarding passes, and more. Print directly from a library computer or use your smartphone, tablet, home computer, or laptop to send a mobile print request. You will have 24 hours to release your print jobs from our printers during hours of operation." A large red box highlights the "Enter Library Barcode" form, which contains fields for "Enter Library Barcode Number*" and "Enter PIN number*". A "Continue" button is at the bottom of this form. To the right of the form is a button labeled "CLICK HERE for Library: Hours and Locations". At the bottom left, there is a "How to's" section with dropdown menus for "How do I print from a mobile device?", "How do I print a boarding pass?", and "How do I print email message or attachment?". At the bottom right, there are logos for "TBS TODAY'S BUSINESS SOLUTIONS, INC." and "Powered by ePRINTit™ SECURE CLOUD SOLUTIONS". A link "Explore ePRINTit" is also present.

4. Click to upload or drag and drop a file.



Select file(s)

COST PER PAGE
Color: \$0.50
Grayscale: \$0.15

CURRENTLY SUPPORTED TYPES
.pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .pub, .rtf, .htm, .txt, .html, .xlsx, .xsls, .pptx, .ppt, .odt, .xps, .ods, .odp, .heic, .svg, .epub, .vsd, .oxps, .wmf, .webp

MAX FILE SIZE
100 MB

Any password protected documents cannot be processed.

Click to upload or drag and drop file

How to's

- How do I print from a mobile device?
- How do I print a boarding pass?
- How do I print email message or attachment?

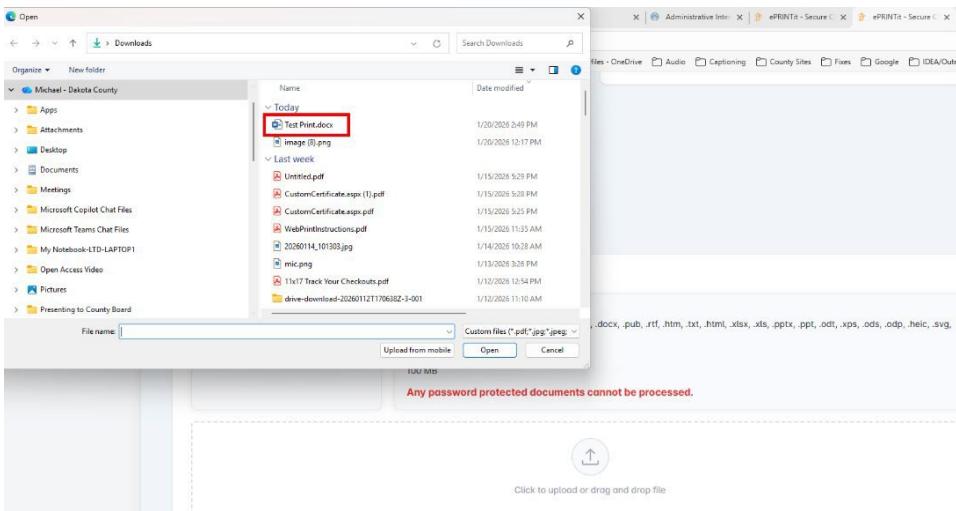
TBS
TODAY'S BUSINESS SOLUTIONS, INC.

Powered by
ePRINTit
SECURE CLOUD SOLUTIONS

For more information about Webprint.

Explore ePRINTit

ePRINTit © 2026



Open

Downloads

Organize New folder

Michael - Dakota County

Apps

Attachments

Desktop

Documents

Meetings

Microsoft Copilot Chat Files

Microsoft Teams Chat Files

My Notebook-LTD-LAPTOP

Open Access Video

Pictures

Presenting to County Board

Name Date modified

Today

Test Print.docx 1/20/2026 2:49 PM

image (0).png 1/20/2026 12:17 PM

Last week

Untitled.pdf 1/15/2026 5:29 PM

CustomCertificate.aspx (1).pdf 1/15/2026 5:28 PM

CustomCertificate.aspx.pdf 1/15/2026 5:25 PM

WebPrintInstructions.pdf 1/15/2026 11:15 AM

20260114_101503.jpg 1/14/2026 10:28 AM

mic.png 1/13/2026 3:26 PM

11x17 Track Your Checkouts.pdf 1/12/2026 12:54 PM

drive-download-20260112T170638Z-3-001 1/12/2026 11:10 AM

File name: Custom file (*.pdf*,*.jpg*,*.jpeg*)

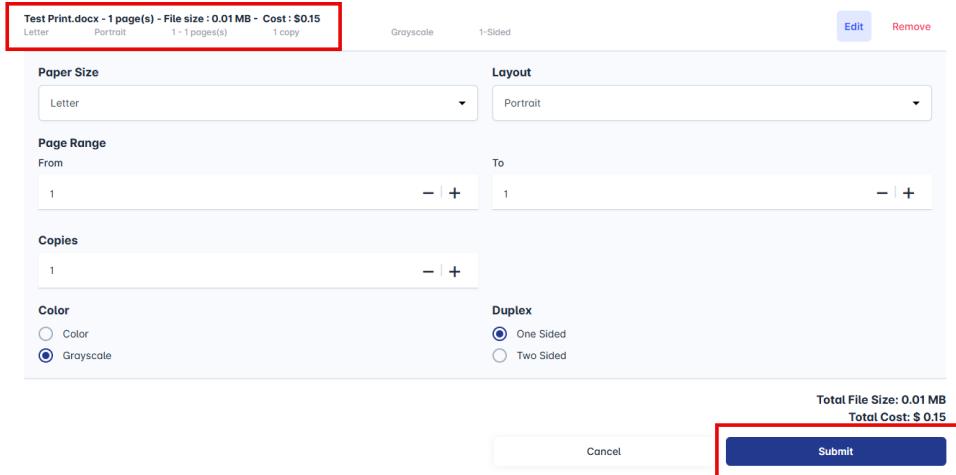
Upload from mobile

100 MB

Any password protected documents cannot be processed.

Click to upload or drag and drop file

5. Once all selected files are uploaded, click **Submit**.



Test Print.docx - 1 page(s) - File size : 0.01 MB - Cost : \$0.15

Letter Portrait 1 ~ 1 pages(s) 1 copy

Grayscale 1-Sided

Paper Size

Letter

Layout

Portrait

Page Range

From 1 To 1

Copies

1

Color

Color

Grayscale

Duplex

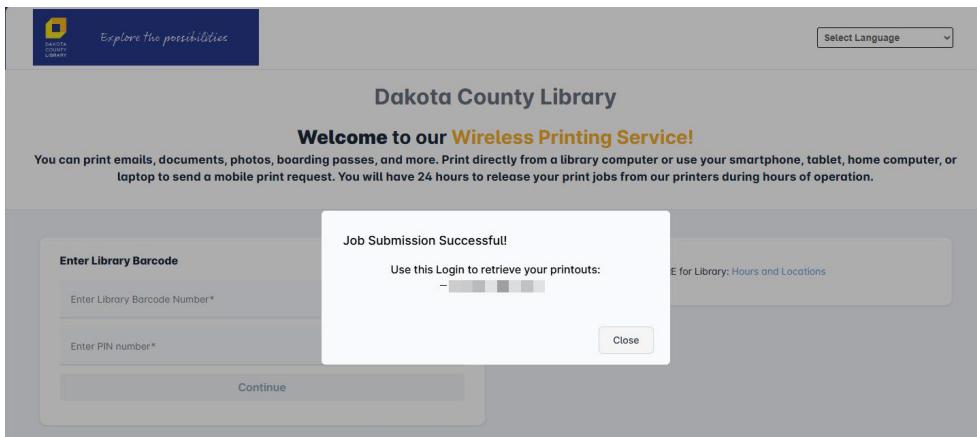
One Sided

Two Sided

Total File Size: 0.01 MB
Total Cost: \$ 0.15

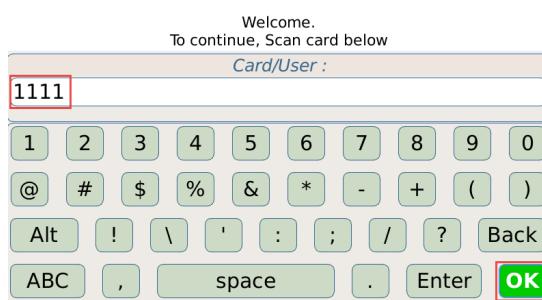
Cancel

6. Use provided Login (library barcode) to retrieve prints Print Release Station Kiosk.

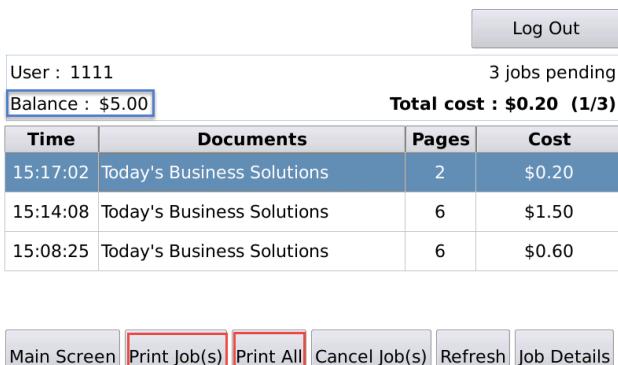


7. Printing

8. When you walk up to the Kiosk you can either scan your library card, or click "Card Number/Webprint User" and enter in your card number manually.



Once you are logged in, you will now see your print jobs. (Money can be inserted anytime, including before logging into the Kiosk).



From this screen, you will also now see your Balance. This balance can consist of:

1. Cash inserted into the coin tower (coin or bill)
2. Credit Card Maximum Allowed Value. This Maximum value is set by the library as to how much you want to allow patrons to use within a transaction. In this test scenario, the maximum amount is \$5.00

Select a job, and click **Print Job(s)** or click **Print All** button to release them all. If you select **Print Job(s)**, then you will need to Log Off when completed to get your change. If you choose **Print All**, the Kiosk will log you off automatically and your change will be returned.

- a. If using cash, your change will be returned.
- b. If using Credit Card, you will see your Charge Amount on the Credit Card Screen:

