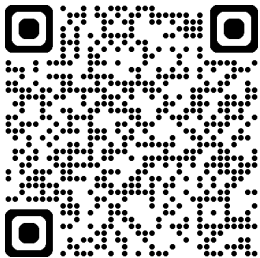


ePRINTit – Web Print

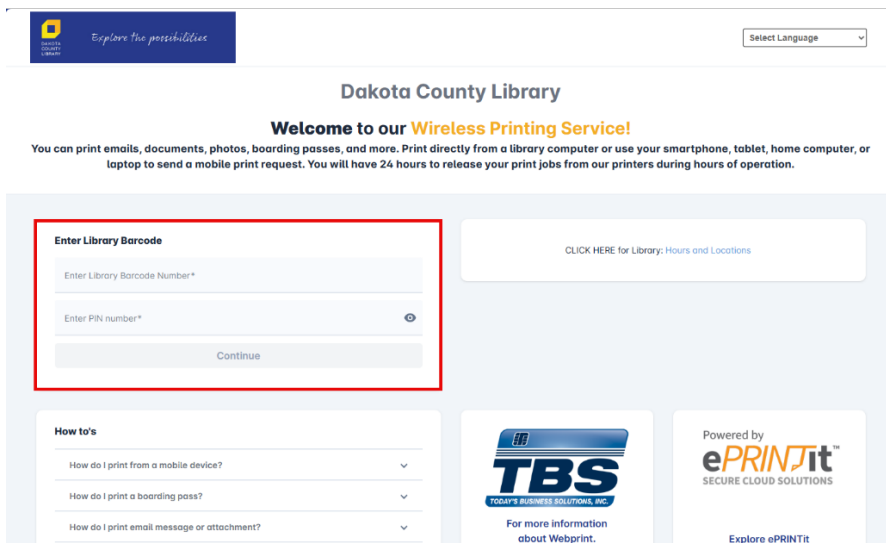
Web Print allows library customers to print to the library’s public printers from their laptops or mobile devices without installing drivers. It uses a web page to upload documents in supported formats (see list below).

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 ePRINTit Web Print login page. At the top, there is a header with the library logo and a 'Select Language' dropdown. Below the header, the text 'Dakota County Library' is displayed, followed by a welcome message: 'Welcome to our Wireless Printing Service!'. A note 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.' The main login area is highlighted with a red box and contains the following fields: 'Enter Library Barcode' (with a sub-field 'Enter Library Barcode Number*'), 'Enter PIN number*' (with an eye icon for toggling visibility), and a 'Continue' button. To the right of the login fields is a button labeled 'CLICK HERE for Library: Hours and Locations'. Below the login area, there is a 'How to's' section with three links: '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, there are two logos: 'TBS TODAY'S BUSINESS SOLUTIONS, INC.' and 'Powered by ePRINTit™ SECURE CLOUD SOLUTIONS' with a link to 'Explore ePRINTit'.

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, tiff, tiff, doc, docx, pub, rtf, html, txt, html, xlsx, xls, pptx, ppt, odt, xps, ods, odp, heic, svg, epub, vsd, xps, wml, 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.

For more information about Webprint.

Powered by
ePRINTit™
SECURE CLOUD SOLUTIONS

Explore ePRINTit

ePRINTit © 2026

Open

Downloads

Michael - Dakota County

Apps

Attachments

Desktop

Documents

Meetings

Microsoft Copilot Chat Files

Microsoft Teams Chat Files

My Notebook-LTD-LAPTOP1

Open Access Video

Pictures

Presenting to County Board

Name

Today

Test Print.docx

image (1).png

Last week

Untitled.pdf

CustomCertificate.aspx (1).pdf

CustomCertificate.aspx.pdf

WebPrintInstructions.pdf

20260114_101303.jpg

mic.png

15x17 Track Your Checkouts.pdf

drive-download-20260112170638Z-3-001

Date modified

1/20/2026 2:49 PM

1/20/2026 12:17 PM

1/15/2026 5:29 PM

1/15/2026 5:28 PM

1/15/2026 5:22 PM

1/15/2026 11:35 AM

1/14/2026 10:28 AM

1/13/2026 9:26 PM

1/12/2026 12:54 PM

1/12/2026 11:10 AM

File name

Custom files (*.pdf;*.jpg;*.jpeg;*.png)

Upload from mobile

Open

Cancel

Click to upload or drag and drop file

Any password protected documents cannot be processed.

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 page(s) 1 copy

Grayscale 1-Sided

Edit Remove

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

Submit

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).

Time	Documents	Pages	Cost
15:17:02	Today's Business Solutions	2	\$0.20
15:14:08	Today's Business Solutions	6	\$1.50
15:08:25	Today's Business Solutions	6	\$0.60

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:

