

## ePRINTit - Email to Print

Email to Print allows users to print to any Dakota County Library public printer by emailing documents as an attachment to a special email address. No client software or drivers are required, providing a simple way for customers to print from any device that can send an email with an attachment.

### To Print a Document via Email:

1. Email black and white jobs to [bw-dcl@eprintitsaas.com](mailto:bw-dcl@eprintitsaas.com)  
Email color jobs to [color-dcl@eprintitsaas.com](mailto:color-dcl@eprintitsaas.com)
2. Once an email has been submitted, you'll receive a verification email with a Release Code.

#### ePRINTit SaaS



**Your Job was received!**



**Dakota County Library**

**Release Code: 70698968**

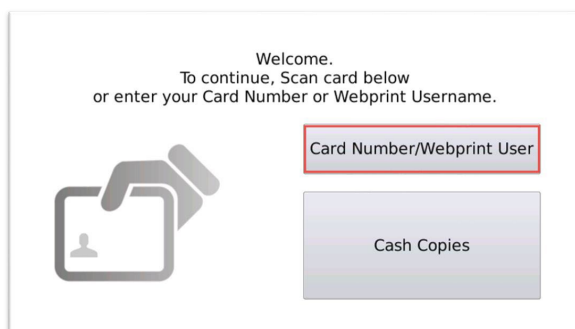
#### List of files Submitted:

- 1) TBS Kiosk Staff Guide.pdf
- 2) email.html

3. To access your documents, go to the Print Release Station kiosk. At the login screen enter your Release Code

#### 4. Printing

When you walk up to the Kiosk you can enter the Release Code you received in your verification email.



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

Log Out			
User : 1111		3 jobs pending	
Balance : \$5.00		Total cost : \$0.20 (1/3)	
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

Main Screen	Print Job(s)	Print All	Cancel Job(s)	Refresh	Job Details
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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:

