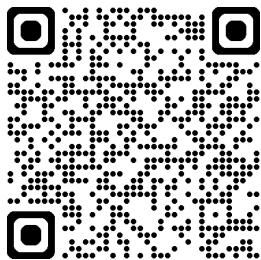


ePRINTit – Web Print

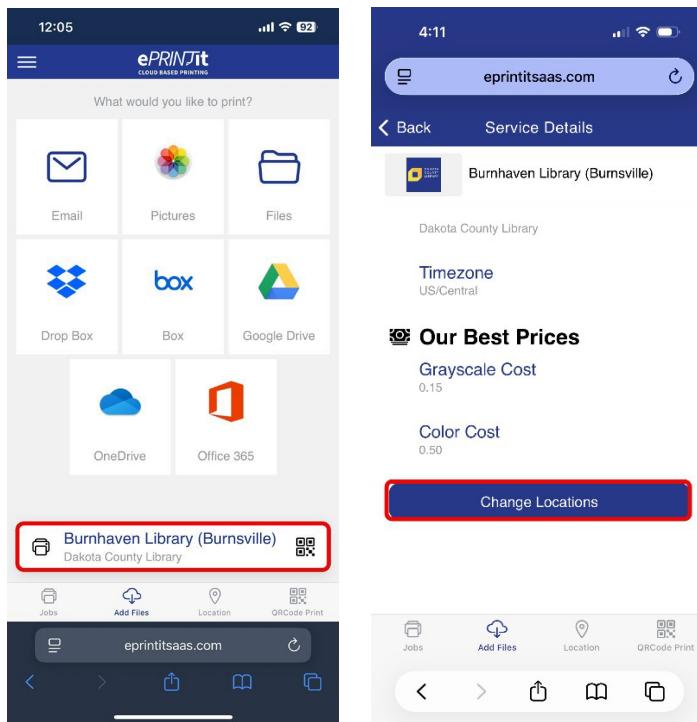
The ePRINTit app allows library customers to print to the library's public printers from their laptops or mobile devices without installing drivers. It uses the ePRINTit SaaS app to upload documents in supported formats (see list below).

Print a Document using ePRINTit on Mobile device app or browser:

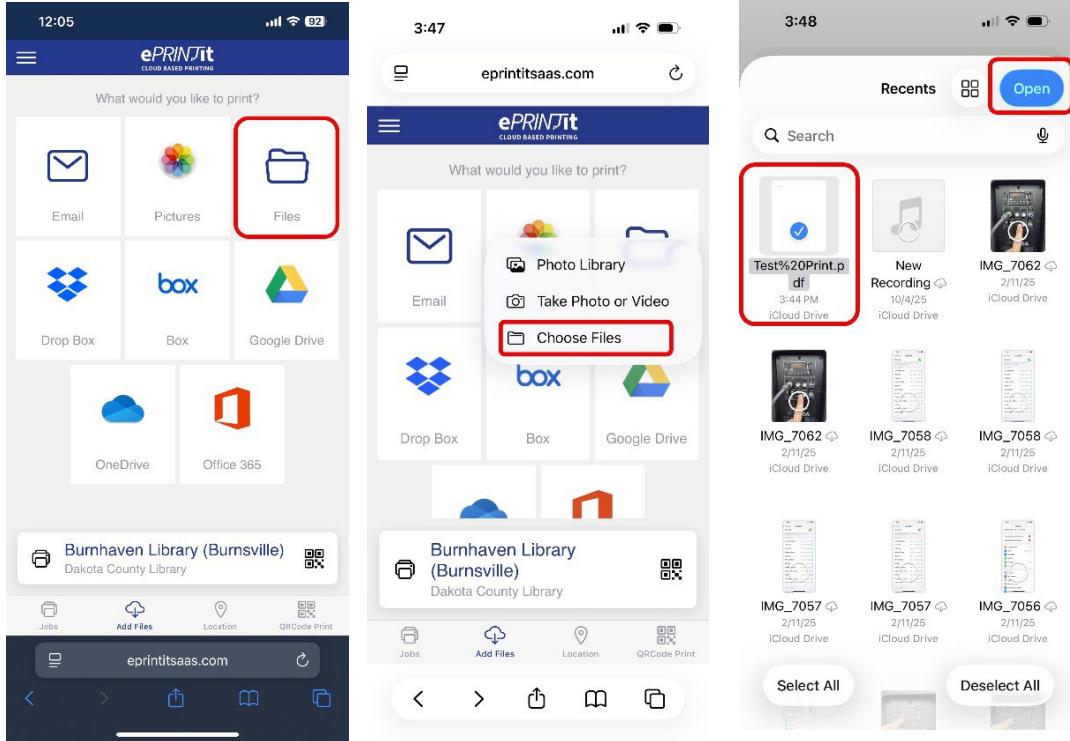
1. At the library, make sure you are connected to the Internet on your device. You may use the Library's public wireless "**DC_Library**" or your own mobile data connection.
2. Open your browser to "<https://dcl.eprintitsaas.com/public/upload>" by typing it in the search bar, scanning the QR code below,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



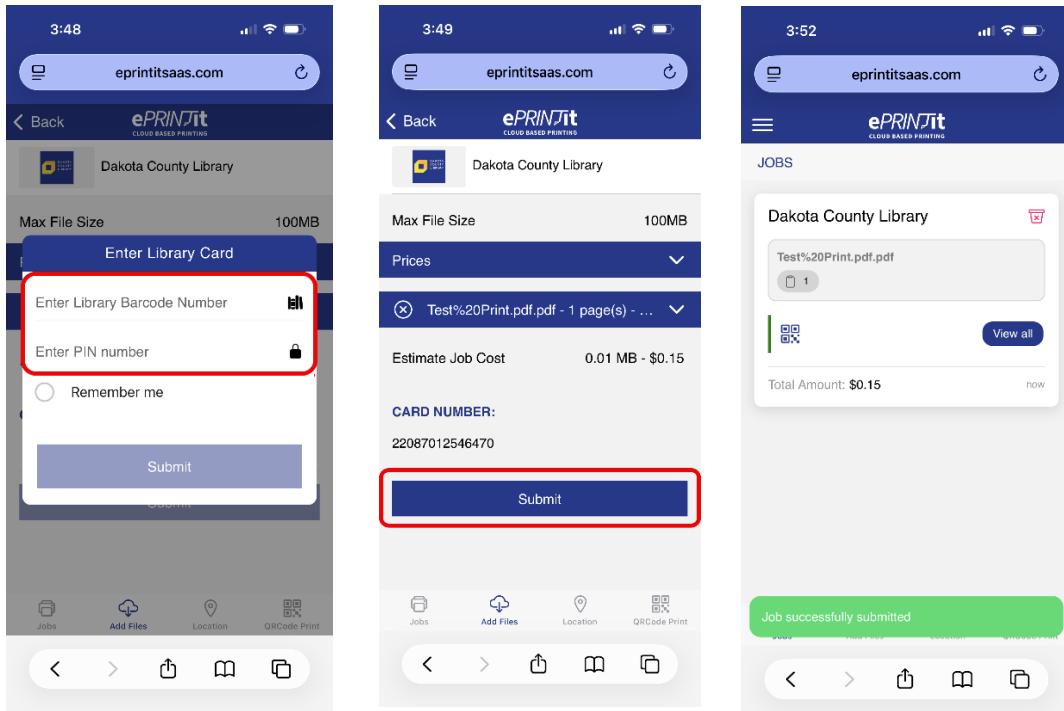
3. Choose or Change Locations by clicking the branch and **Change Locations** buttons,



4. Choose a file from the options provided (you may need to sign into Email and Cloud accounts).



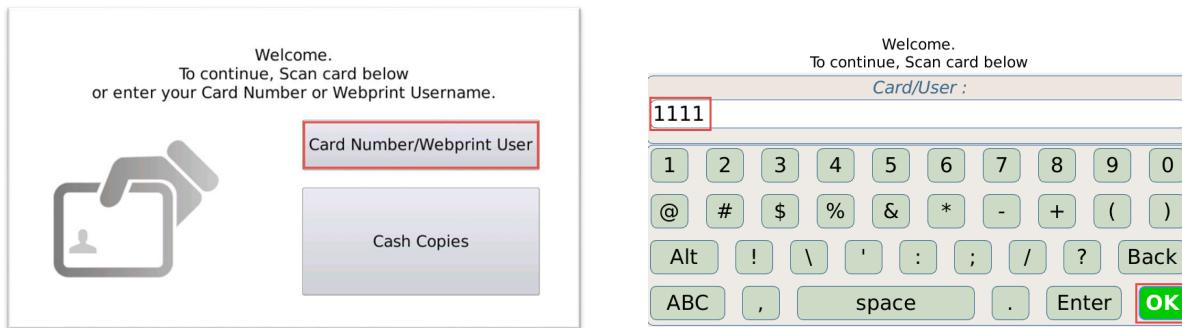
5. Once your files are selected, enter your library **barcode** and **PIN** and click **Submit**.



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

7. Printing

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).

User : 1111				3 jobs pending	Log Out
				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

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:

