

Printing from Home



On your computer open your favorite browser and go to: <http://www.mpl.org/library/print.php> and click on ePRINTit.

Drag and drop your document(s) or browse to them by clicking .

Currently supported file types: .pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .html, .htm, .txt, .rtf, .pub, .odt, .odp, .ods

Drag and drop your files here or

Any password protected documents cannot be processed.

Choose your options.

Agenda_190723.pdf - 38 page(s) X

Copies:

Select:

Duplex:

Paper Size:

Layout:

Page Range: All Pages:

As you add documents and change the printing options your **Estimated job cost** will be updated.

Estimated job cost:

\$5.70

Important Credit Card Notice

When picking up your print jobs at a Library Print Kiosk \$5 pre-authorization charge will be added to your credit card/bank account. This pre-authorization will be removed in 3-5 business days. At that time you will only be charged for your print jobs and a small credit card transaction fee.

Due to this \$5 limitation you may need to split up your documents as each document cannot exceed:

Black & White: 33 pages

Color: 10 pages

When done added documents you can enter in a Library Card number or any user name to pick up your print jobs at a Print Kiosk.

Enter in an email address if you wish to receive a confirmation email.

User Info

REQUIRED:

OPTIONAL:

Click when done.

Printing on the Go



Download the App

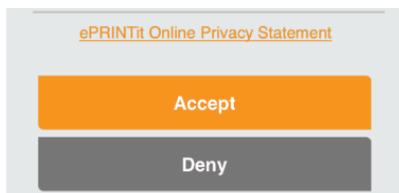
Go your device's App Store and search for **ePRINTit**



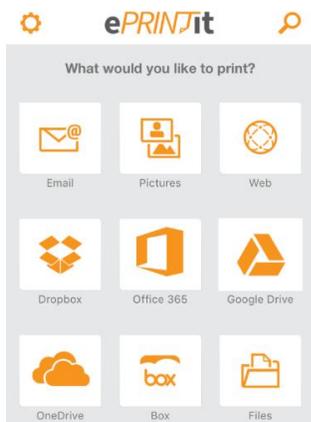
Choose the **Public Print Locations** App.



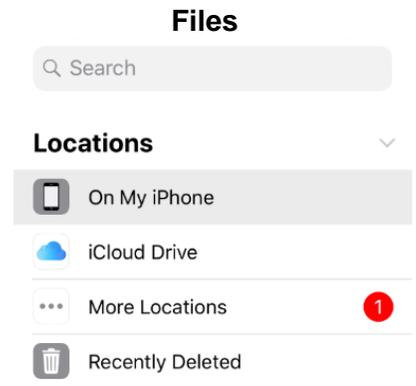
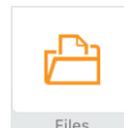
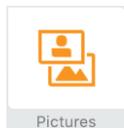
Open the app and then review and accept the ePRINTit Terms of Use.



Select the document you want to print by choosing your document type or source.

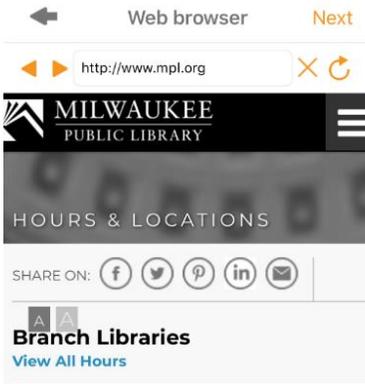


Printing Photos & Files located on your Device



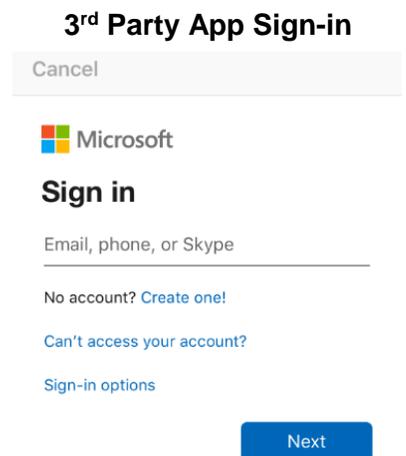
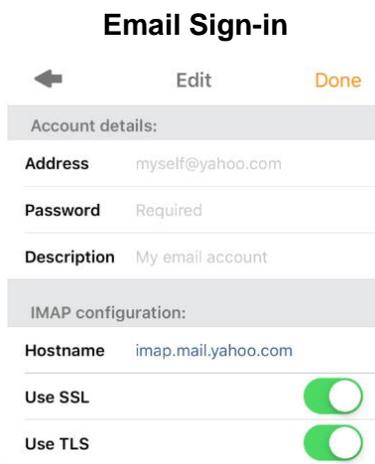
Printing from the Web

Enter in your website's address in the search box.



Printing from your Email or from a 3rd Party App

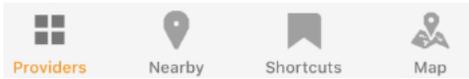
When printing from email or 3rd Party app you will be re-directed and have to sign-in to your account.



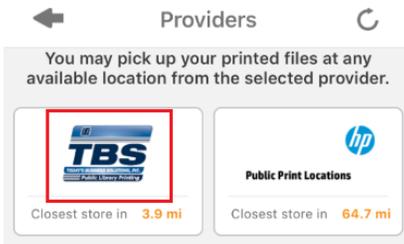
Once your files is uploaded click **Next**

Location Selection

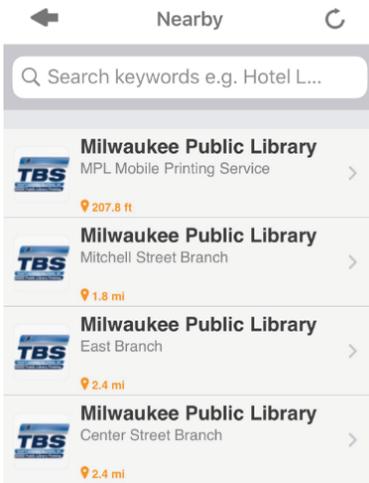
The default location selection is by Provider. On the bottom of the page you can also choose to search by Nearby locations, a previously saved Shortcut or via a Map. Location services on your device must be turned on to use the Nearby and Map function.



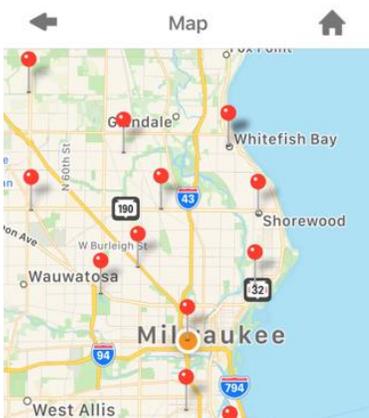
Using **Providers** Milwaukee Public Library locations will be listed under:
TBS: Today's Business Solutions – Public Library Printing



Using **Nearby**



Using the **Map**.



Sending Your Print Job

Once you have chosen your location you can now choose your job settings.

Print Job Settings

Copies − +

Pages All Range

Select

Layout ▼

Duplex ▼

Paper Size ▼

Enter in your Library Card Number or Custom Username.

User Information

User Information is used to uniquely identify your print jobs

Confirm your **Printer Location** and press **Print**.

Printer Location

814 W Wisconsin Ave, Milwaukee, WI, 53233

 203.7 ft

The app will confirm your job was sent successfully by showing  next to your location of choice.

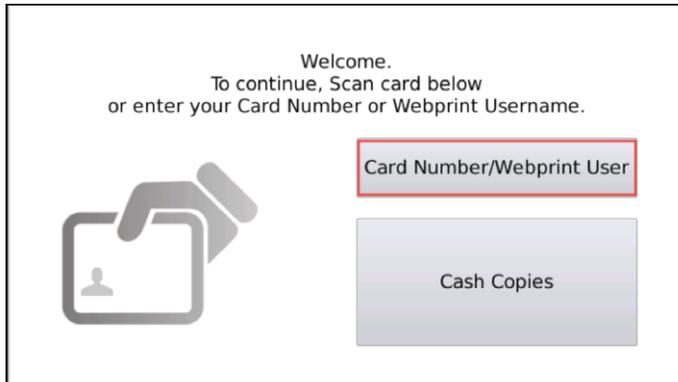
Printouts

 **Milwaukee Public Library**
Central Library
1 file ➤

  John.Smith

Retrieving Your Print Job

Go to your selected Milwaukee Public Library location and retrieve your print jobs at the printing kiosk. Select **Card Number/Webprint User** and type in your barcode or custom username.



If you forget what username you used just open the App. On the bottom of the screen select **Your printouts**.



Your retrieval name will be listed besides each print job.

