Printing from Home

On your computer open your favorite browser and go to: [http://www.mpl.org/library/print.php](http://www.mpl.org/library/print.php) and click on ePRINTit.

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

Choose your options.

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.

Click Submit 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

Photos

Files

Locations

- On My iPhone
- iCloud Drive
- More Locations
- Recently Deleted

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.

Email Sign-in

- Account details:
  - Address: myself@yahoo.com
  - Password: Required
  - Description: My email account

- IMAP configuration:
  - Hostname: imap.mail.yahoo.com
  - Use SSL
  - Use TLS

3rd Party App Sign-in

- Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can’t access your account?

Sign-in options

Next

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

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

**Print Job Settings**

- **Copies**: 1
- **Pages**: All
- **Select**: Black/White
- **Layout**: As Saved
- **Duplex**: One Sided
- **Paper Size**: Letter - 8 1/2 x 11 in

Enter in your Library Card Number or Custom Username.

**User Information**

- John.Smith

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

**Print**

The app will confirm your job was sent successfully by showing a checkmark 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.