

PRINTING VIA EMAIL



- 1** **Connect to Library free WIFI**
Network: Library-Public
Password: pclibrary
- 2** **OPEN** the email, photo, or document you want to print.
- 3** **EMAIL** item or forward existing email.
 When forwarding an email be sure to attach the file.
- 4** **Send email to:**
tbs-PCPL-color@ePrintItService.com
Don't forget to include the "it" in the email address!
ePrint It Service!
- 5** **Wait for an email confirmation.**
- 6** **Go to Library printer to retrieve your print job.**
- 7** **ENTER** the first part of your email address (up to the @ symbol) at the print kiosk to retrieve your print job.
Example: bobjones@emailprovider.com would type bobjones at the print kiosk.

PRINTING VIA THE LIBRARY'S MOBILE PRINT PORTAL



1 Open your **web browser** and go to:

tinyurl.com/pcplprinting

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, .xps

Max File Size:
100 MB

Select File

Drag and drop your files here or

Select File

Any password protected documents cannot be processed.

User Info

REQUIRED:

OPTIONAL:

OPTIONAL:

Submit

2 Select your document + printing options.

3 The screen will ask for your **NAME** or library card number. Please enter your **NAME** into the field.

4 Press **SUBMIT**

5 Go to Library printer to retrieve your print job

6 Enter your **NAME** at the print kiosk to retrieve your print job.