OPTION 1: SEND VIA EMAIL

PIMA COUNTY PUBLIC LIBRARY

1 **Connect to Library free wifi Network:** Library-Public

Password: pclibrary

2 **OPEN** the email, photo, or document you want to print. When forwarding an email be sure to attach the file:

GRAYSCALE PRINT QR CODE:

BW-PimaCountyPL@ePrintItSaas.com

COLOR PRINT QR CODE:

Color-PimaCountyPL@ePrintITSaas.com

3 You will receive a confirmation email that includes a release code.

4 **GO** to the Library to retrieve your print job. You will use the release code in the confirmation email you received to retrieve your print job.

Example: If you receive the release code: 12345678. You would type in '12345678' at the print kiosk.

5 The email and the attachment will print as separate print jobs as long as you selected to forward the attachment with the email.

IF YOU WANT MULTIPLE COPIES OF THE SAME DOCUMENT, YOU MUST SEND EACH COPY INDIVIDUALLY

OPTION 2: UPLOAD VIA WEBSITE

PIMA COUNTY
PUBLIC LIBRARY

1 **GO** to the Library's Mobile Print Portal:
library.pima.gov/print-portal

2 **ENTER** your Name or Library Card Number
(This information will be entered at the Print
Kiosk to retrieve and print your job)

3 If you would like a **text message receipt**,
enter your mobile number

4 Choose the **library location** where you
will be picking up your pages.

5 **SELECT** from the menu "What would you like to print?"

6 **CHOOSE** from Selections – Pictures, etc…

7 **SELECT PRINTING OPTIONS**

- Paper size
- Layout
- Page range
- Number of copies
- Select Color or Grayscale
- One Sided or Two Sided

8 **PRESS** Submit

9 **GO** to the Library to retrieve your print job.

OPTION 3: SEND VIA MOBILE APP

PIMA COUNTY
PUBLIC LIBRARY

DOWNLOAD and set up the
free Mobile App called **ePRINTit SaaS**

Get app for Apple device

Get app for Android device

1 **OPEN** the ePRINTit SaaS app

2 **SELECT** any library location (can access job from any location)

3 **SELECT** from the menu "What would you like to print?"

4 **CHOOSE** from Selections – Pictures, etc…

5 Some options will require more configuration

6 **CHOOSE** Print Job Settings
- Number of copies
- Color or Grayscale

7 **FILL OUT** User Information - enter your Name or Library Card Number

8 **PRESS** Submit

9 You will receive an email that your print job has been received successfully