

OPTION 1: SEND VIA EMAIL



**Be sure you're connected to the Internet,
you can connect to Library's free wifi:**

Network: Library-Public

Password: pclibrary

1

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

2

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

3

GO to any 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.*

4


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



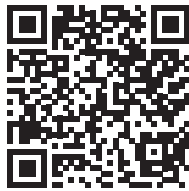
If you're using a browser on a MOBILE DEVICE, use the steps in OPTION 3 on the next page.

- 1** **GO** to the Library's Mobile Print Portal: library.pima.gov/print-portal 
- 2** **ENTER** your Name or Library Card Number - this is how you will access your print job at the library print kiosk.
- 3** If you would like a receipt, enter your email address or mobile number in the spaces provided.
- 4** **SELECT** any library location (patrons can access their jobs from any location).
- 5** **PRESS** the Continue button.
- 6** **UPLOAD** the file you want to print.
- 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 any Library to retrieve your print job within 24 hours. You will use the name or library card number you entered in step 2 to retrieve your print job.

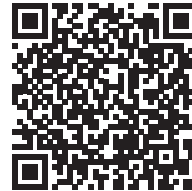
OPTION 3: SEND VIA MOBILE APP



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



Get app for Apple devices



Get app for Android devices

- 1 OPEN** the ePRINTit SaaS app.
- 2 SELECT** any library location (patrons can access their jobs from any location).
- 3 SELECT** from the "What would you like to print?" menu
 - Choose from Selections – Email, Pictures, etc...
 - Some options will require more configuration
- 4 CHOOSE** Print Job Settings
 - Number of copies
 - Color or Grayscale
- 5 ENTER** your name or library card number - this is how you will access your print job at the library print kiosk.
- 6 PRESS** Submit.
- 7 GO** to any Library to retrieve your print job within 24 hours. You will use the name or library card number you entered in step 5 to retrieve your print job.