

## iOS SmartAlec WiFi Printing Instructions

### Step 1: Download the app and sign in.

\*A note from Comprise. (*The preferred method to send wireless print jobs is through the web link. This may help with any confusion using the iOS application.*)

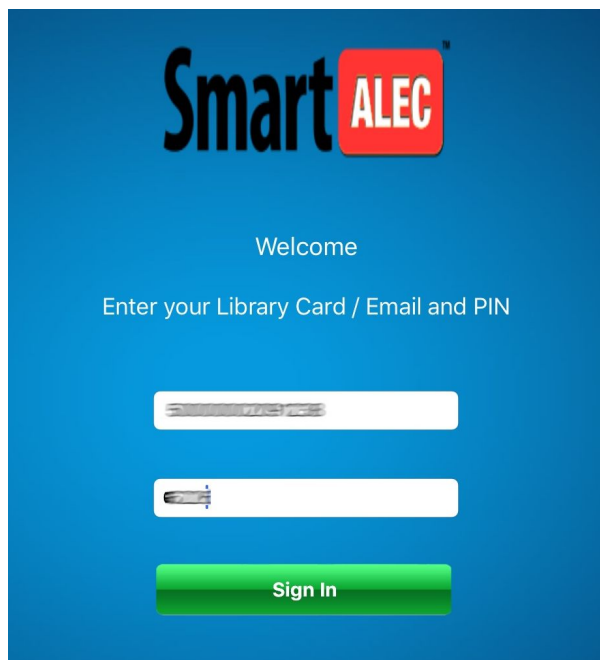
<https://smartalec.smartalecprint.com/smartalec?ID=PuebloCO>

1. Install the SmartAlec @ Your Library app from the App Store.



[Download the IOS App](#)

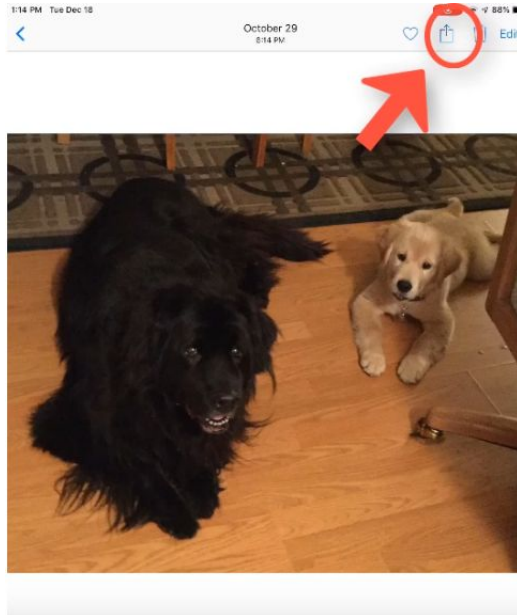
2. Open the app. If you already have a SmartAlec account, log in with your library card number or your email address.



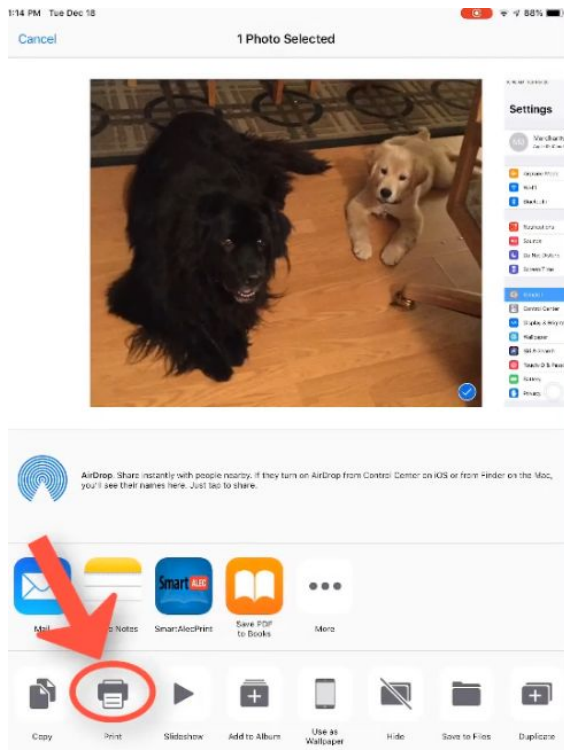
3. Exit the app. The app does not need to be open in order to upload your files for printing.

## STEP 2: Upload your files

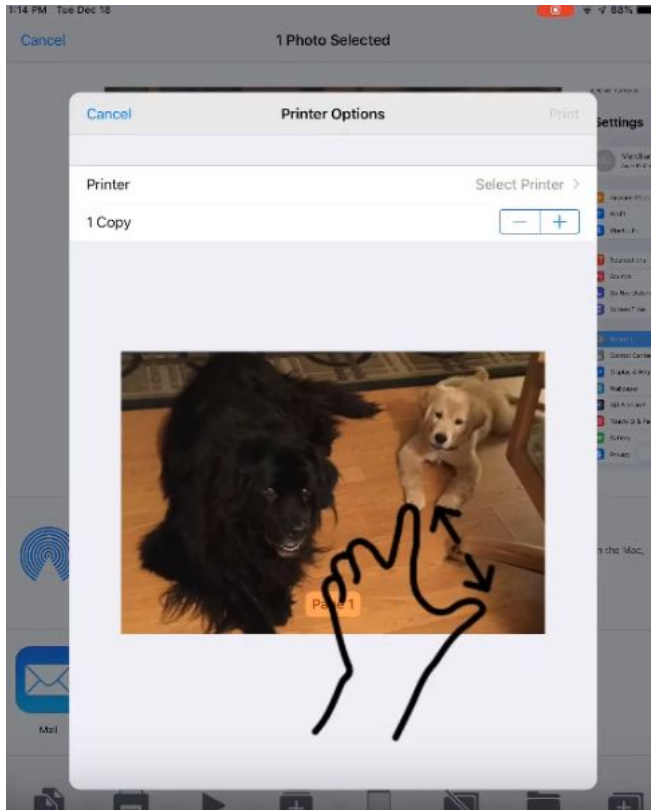
1. Open the item you want to print. Click the "Share" icon.



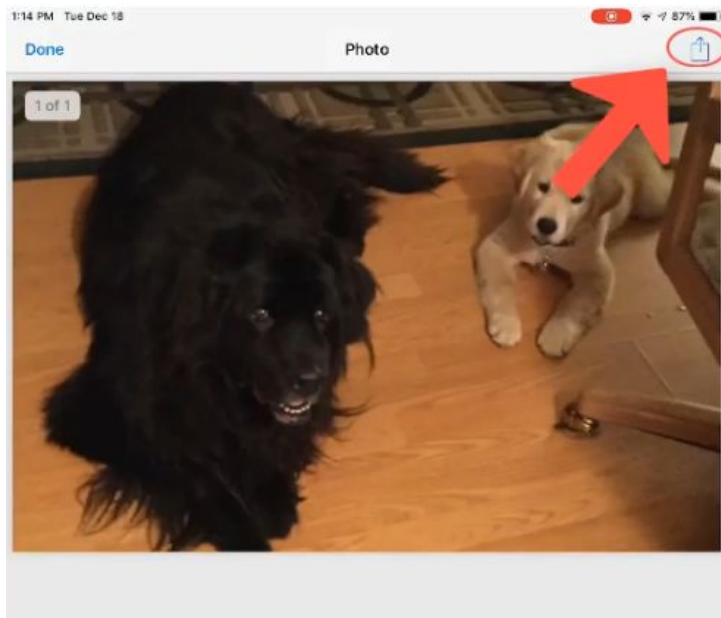
2. On the next page click the black and white print icon at the bottom of the page.



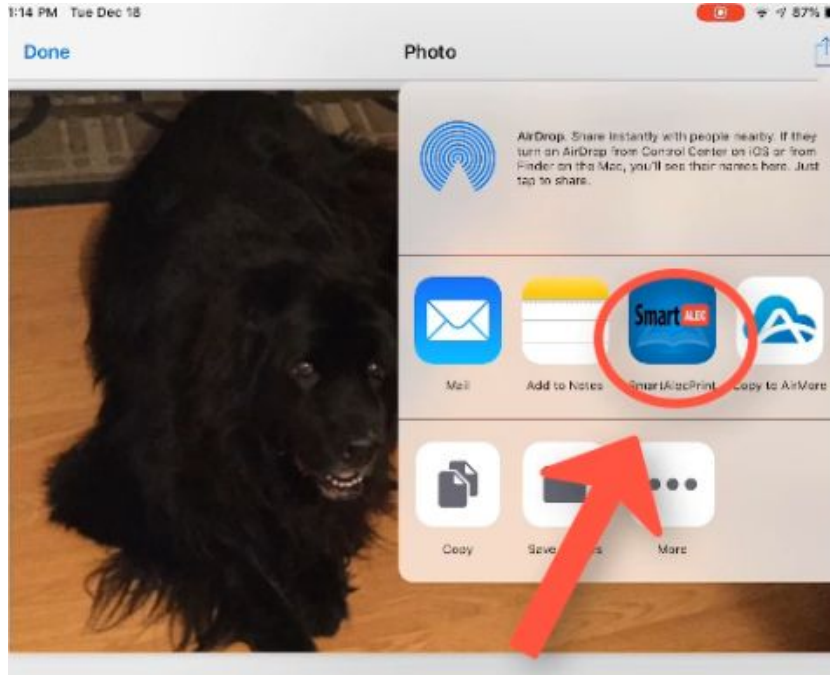
A Printer Options window will pop up. Use your thumb and forefinger to pinch and zoom the preview. It will get larger and then open in a new window. Note: **You must do this in order for the next step to appear!**



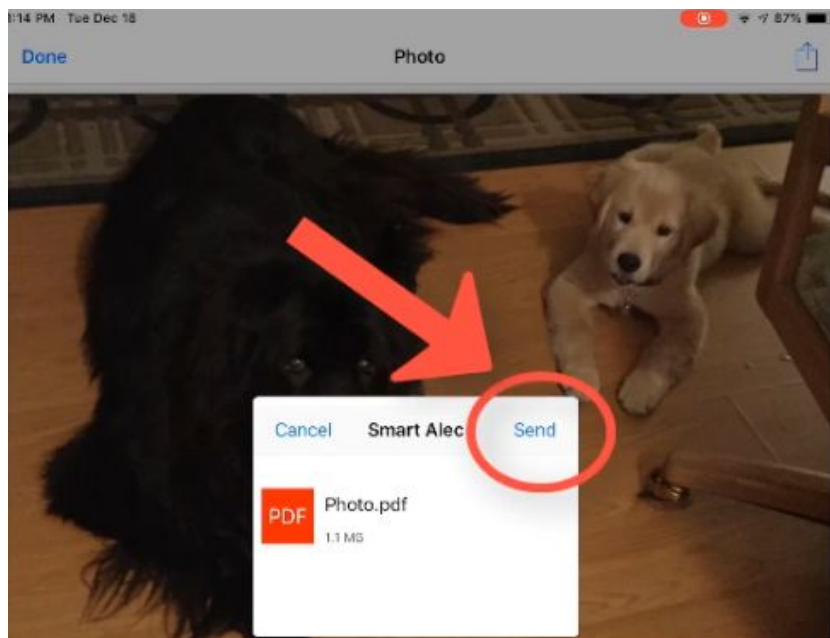
On the zoomed page click the Share icon.



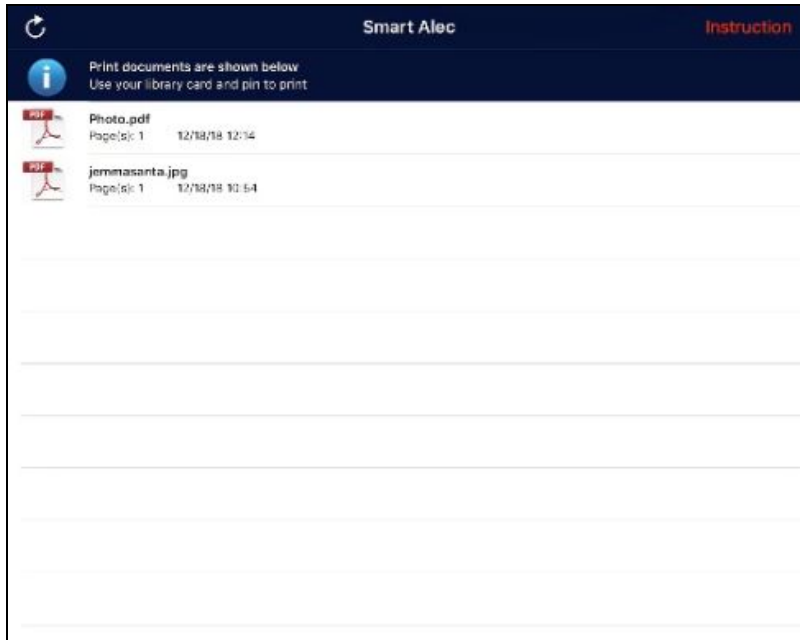
From the Share options choose the SmartAlec Printing icon.



Your item will be uploaded. When it is finished, a link to send will appear. Click on "Send." It will be sent to the SmartAlec print queue.



Optional: Open the SmartAlec app to view a list of your active print jobs. (You can get your printouts without opening the app.)

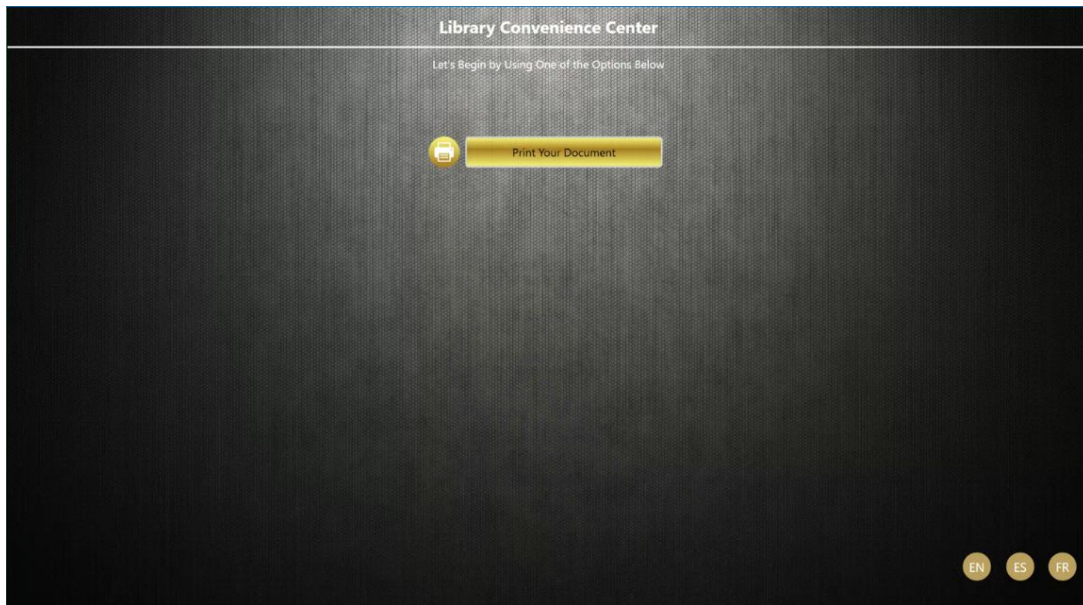


### STEP 3: Pick up Your Printouts at any library location



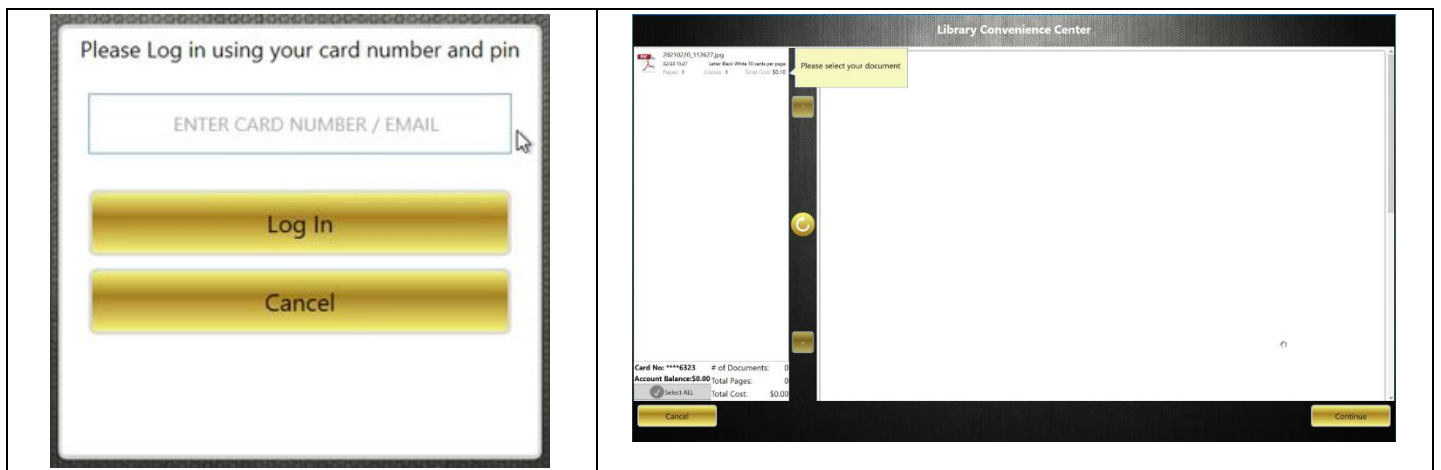
Pickup hours are normal library operating hours, drive to your local branch.

# Print Release Station



1. Print documents at the library by logging into a **Library Print Release** located at each Branch, Rawlings Youth, RRA, and Special Collections Departments.
2. Patrons will have until the end of the business day to pick up their print jobs from the release station.

The Print Release Station operates on a dedicated computer. Users enter a card number and PIN to preview and print their documents. They will **only** see their own documents and can choose to print or delete them.



Prints from Website Upload will display at all branches