SmartAlec WiFi Printing - Browser instructions
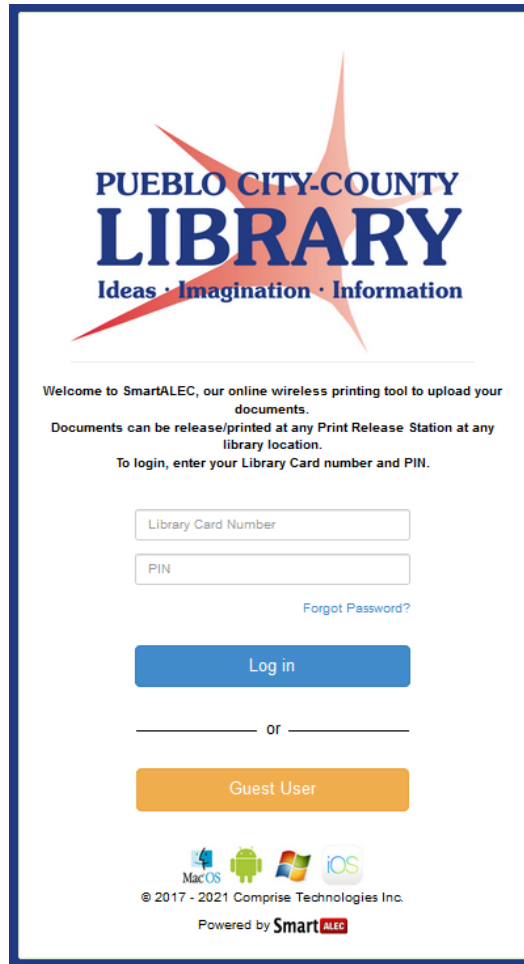
**Note (This is how guest users will set up their "Guest WiFi Printing, the mobile apps do not have this option)

For existing card holders & Guests can Login only through browser link.

1. Access the WiFi Printing Website -

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

Welcome screen

Thanks for your interest in our website for uploading documents to be printed. You can print your documents at any of our convenient locations. Please be aware that the Library charges for printing; full details are available at any of the branch Print Release Stations.

If you proceed to upload documents, we will assign you the Visitor ID shown below. Please jot it down because you will need it in order to print at the Library. If you enter an email address or the number of a text-capable phone, we will send you the Visitor ID.

Card#: 42220570227211

PIN: 7211

Email

Phone

Submit

— or —

Back

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Powered by Smart ALEC

2. Existing library card holders will simply put in their card number and pin.

   1. Some users may need to enter an email address or phone number.

3. Guest users will select "Guest User".

   1. A card number will be generated along with the pin.

   2. A valid email address or phone number is required to complete the login.

4. Click [Submit]. Confirmation message will display when account is created:
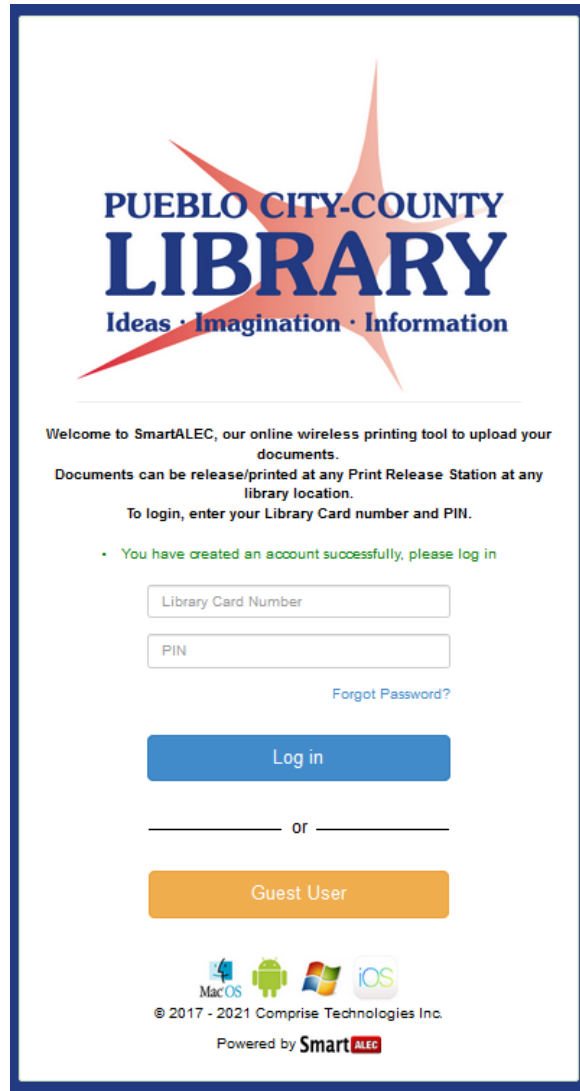
5. The ID and PIN will be sent to you either via Email or Text message.
6. Make note of the ID and PIN. You can now login with this ID and PIN.
7. If incorrect information is entered, a message will display.
8. After successful login, the Account Info screen will display.

Upload Documents: PC - Laptops
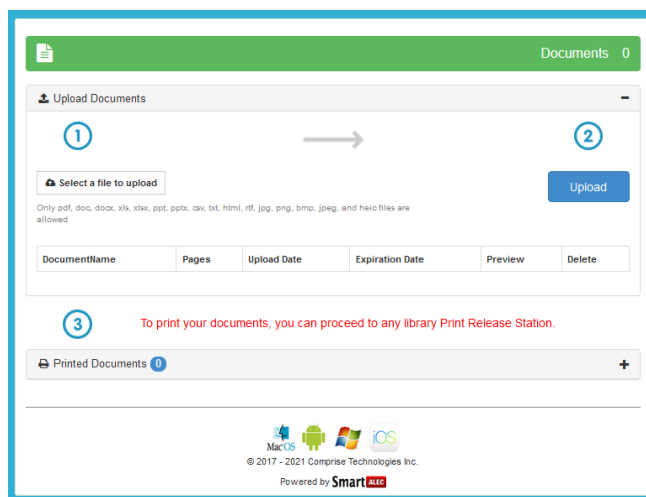
To Upload Documents

1. From the Account Info screen
2. Click [Browse]
3. Navigate to and double click the desired document
4. Return to the Account Info screen
5. Click [Upload]
6. File uploaded successfully confirmation message will appear.
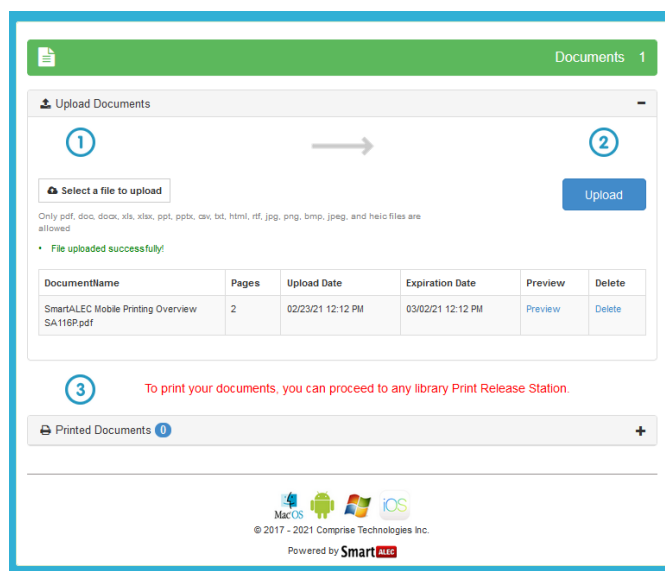
7. The file will be added to the list
8. Click [Preview] to preview the document
9. Click [Delete] to remove document from the list
10. Go to a Print Release Station to release and print the document

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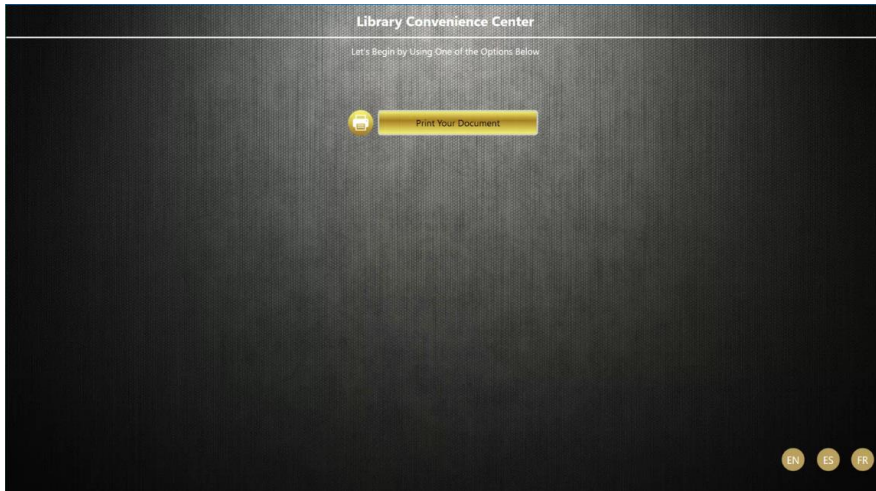
The Print Release Station operates on a dedicated computer. Users enter a card number and PIN to preview and print their documents. They will **only** see their own documents and can choose to print or delete them.

1. Key in the card number
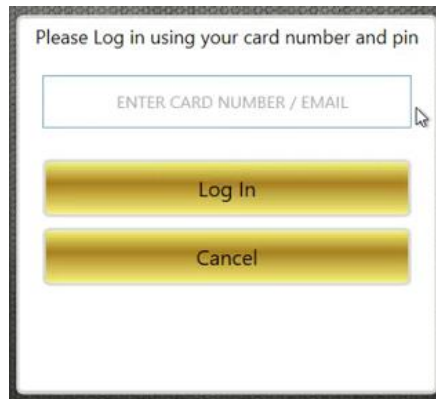
Prints from Website Upload will display at all branches, this makes it easy for patrons not having to choose a branch to release their prints.