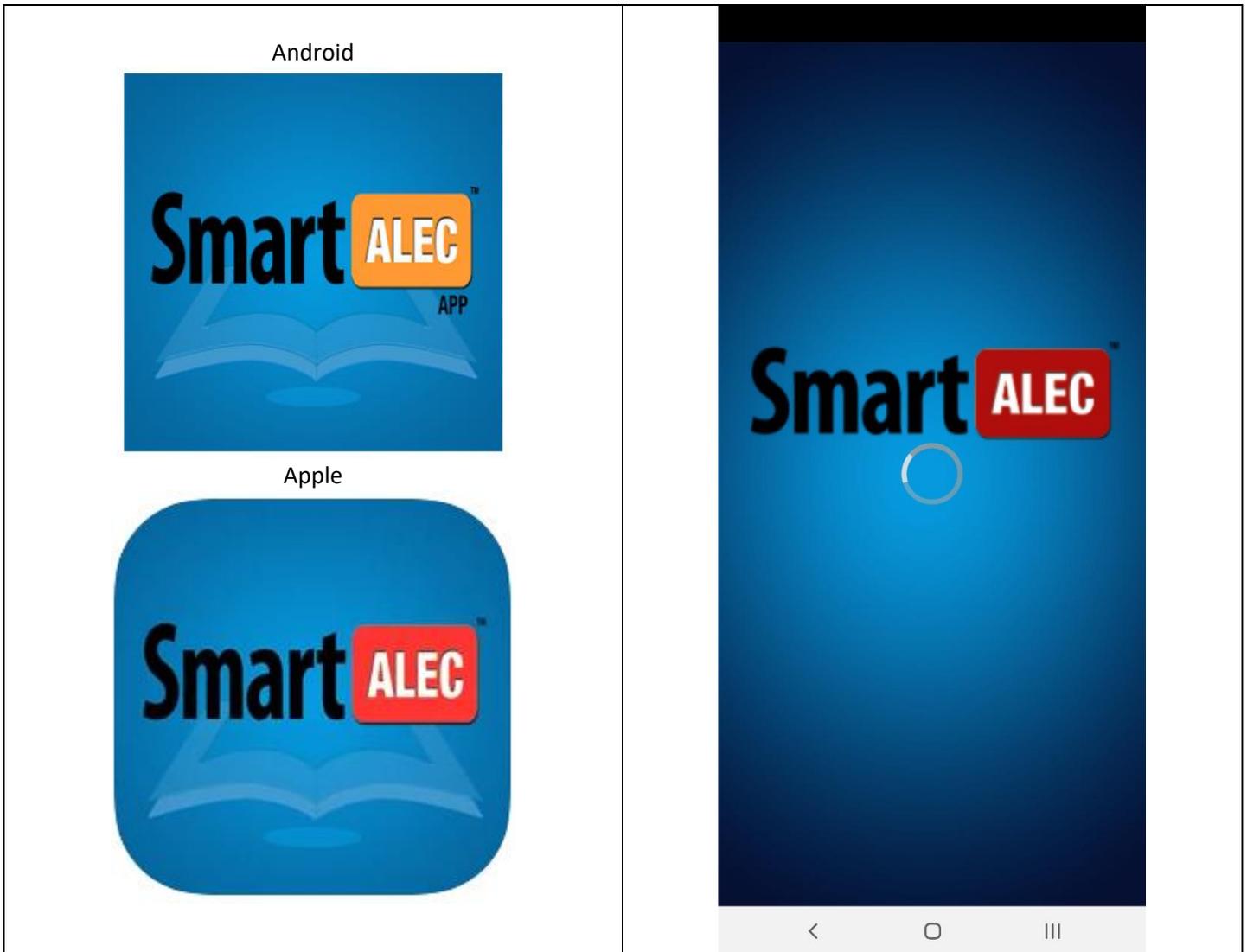


## Smartphone and Tablet App Instructions

\*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 Android application.)

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

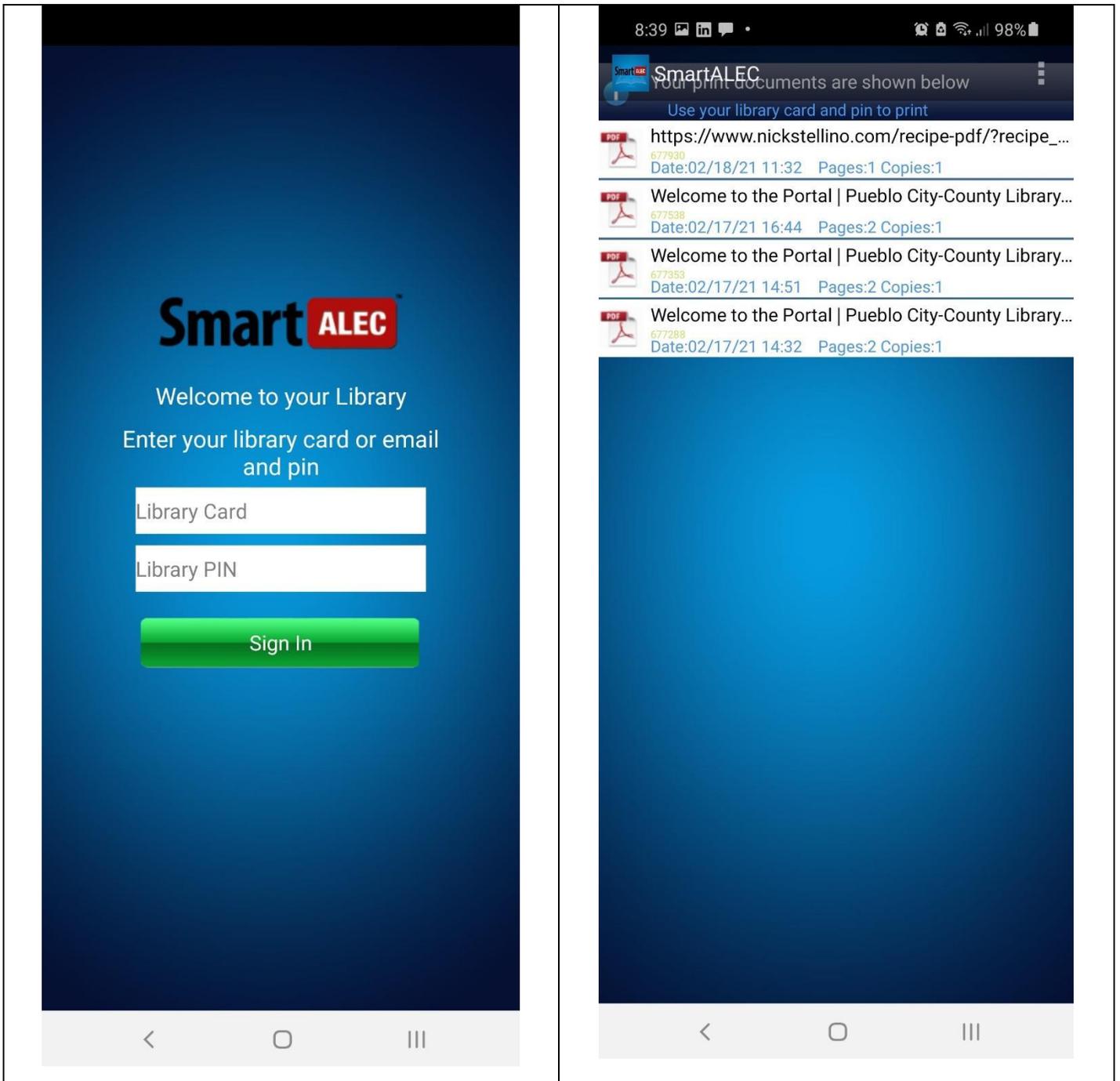
Wireless printing is available using SmartAlec by Comprise Technologies for Windows, macOS, Chromebooks, Android and iOS devices. Android and iOS require free apps available at the [Google Play](#) or [App Store](#).



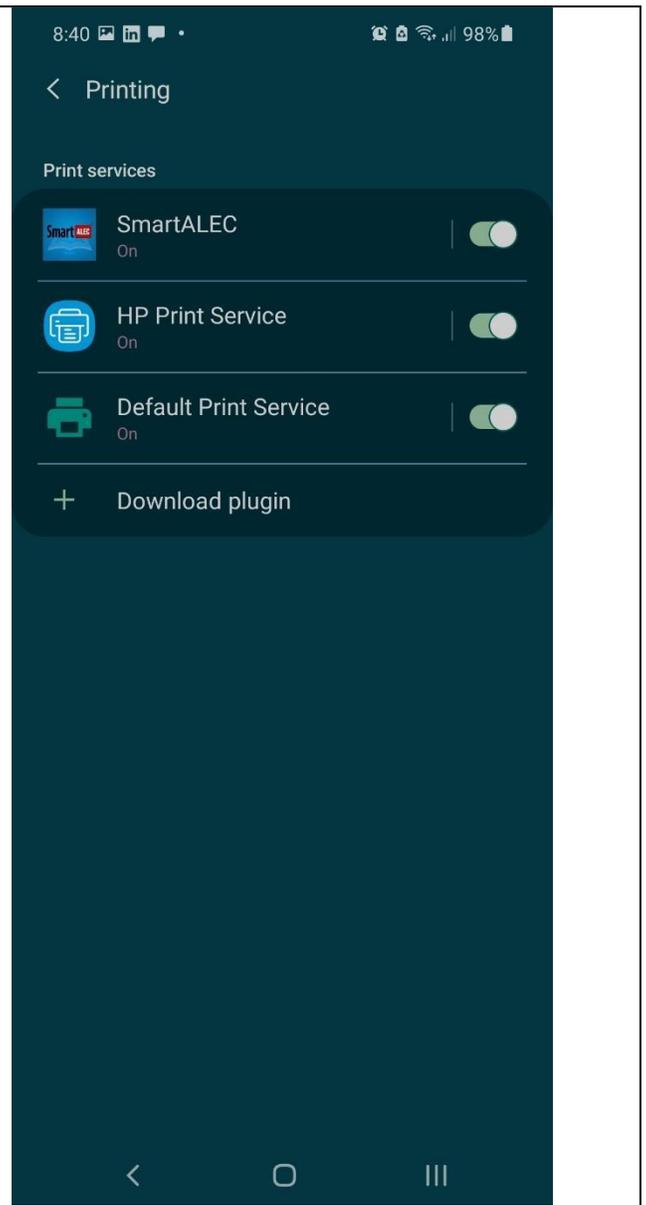
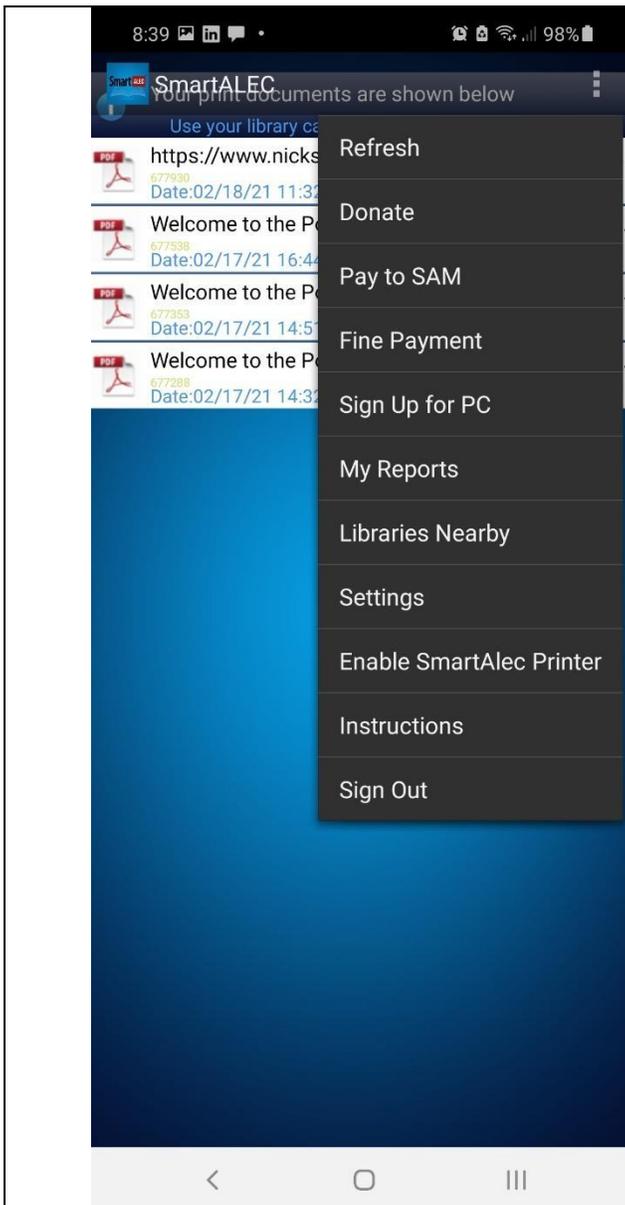
After downloading the app. There are a few things to set up before patrons can Wirelessly print.

1. Register for an account by clicking "First Time User", or click "Log in" if you have a library card account.
  - a. First time users will need their library card number, an email address\* or cellphone number\* and create a PIN to finish registration.
  - b. (Guest Passes DO NOT work at this time)
2. Enter your library barcode number and PIN, then click Sign In.

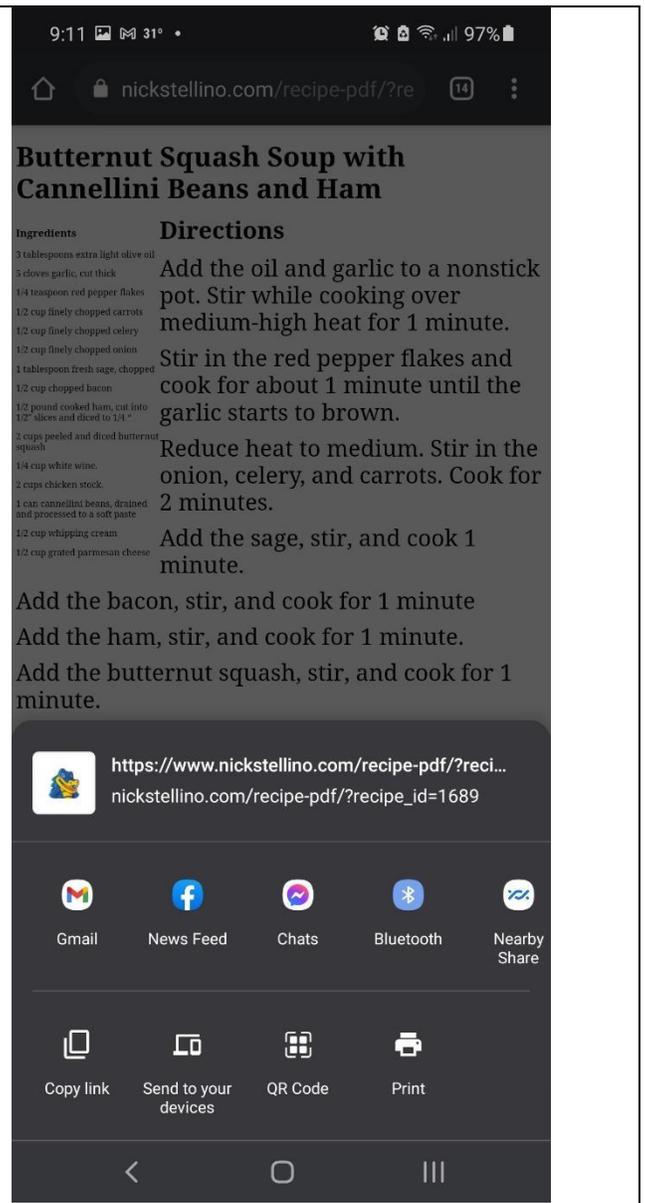
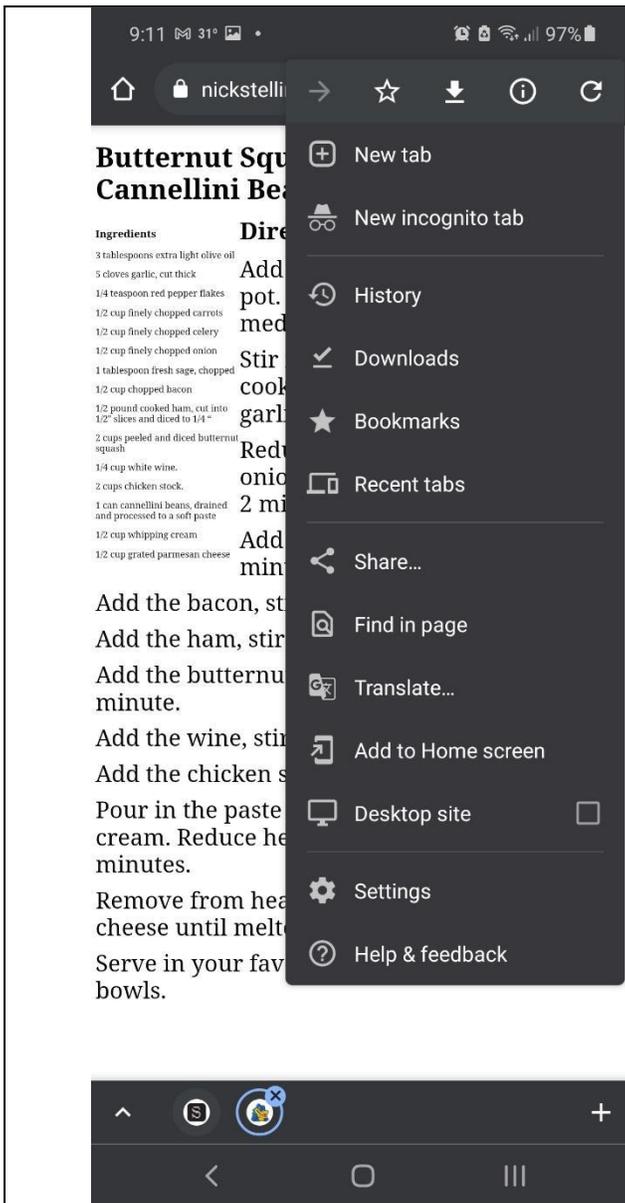
- a. If you are unable to log in from the app, visit the [SmartAlec](#) site to review your account.



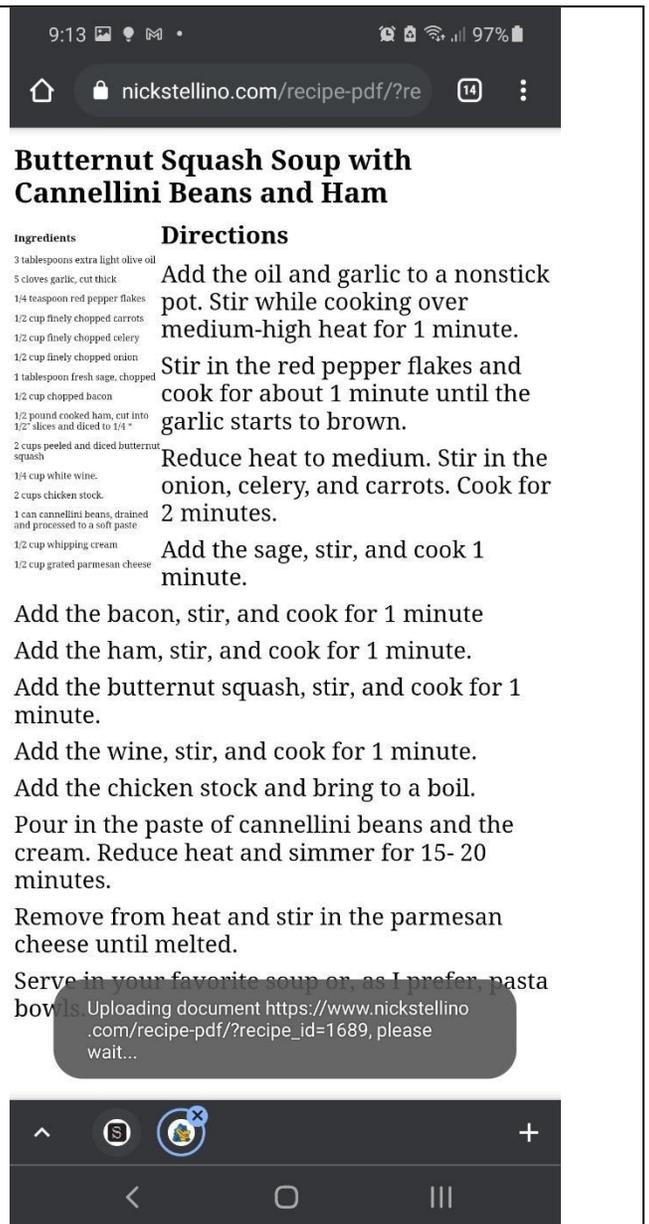
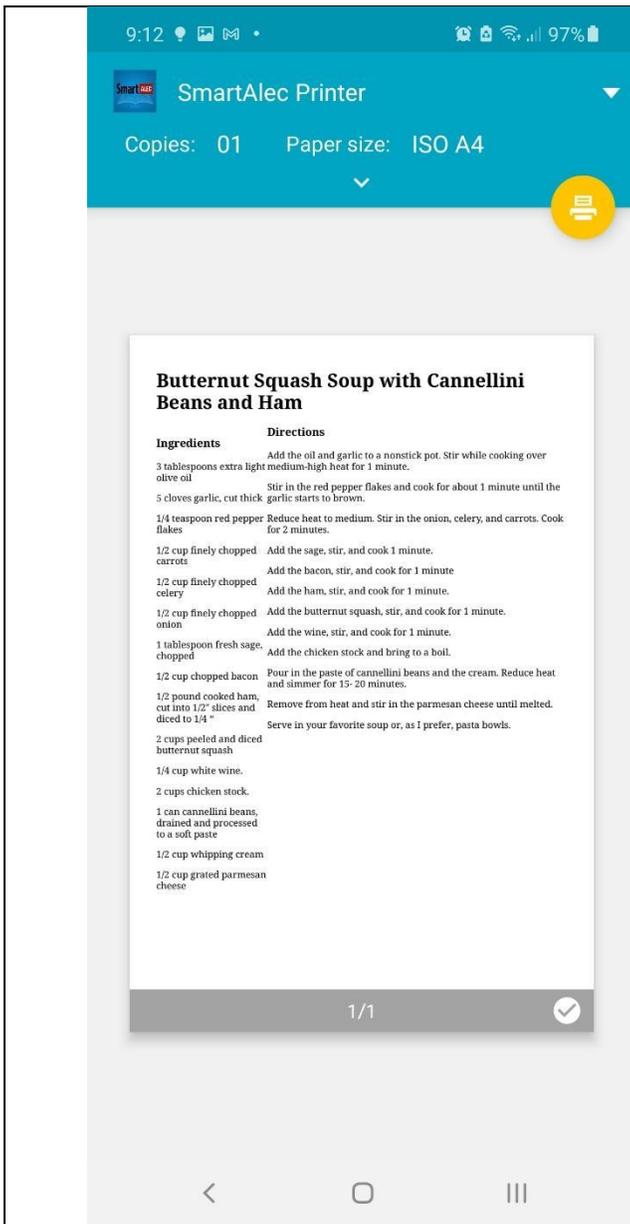
3. Any documents available to print will be listed.



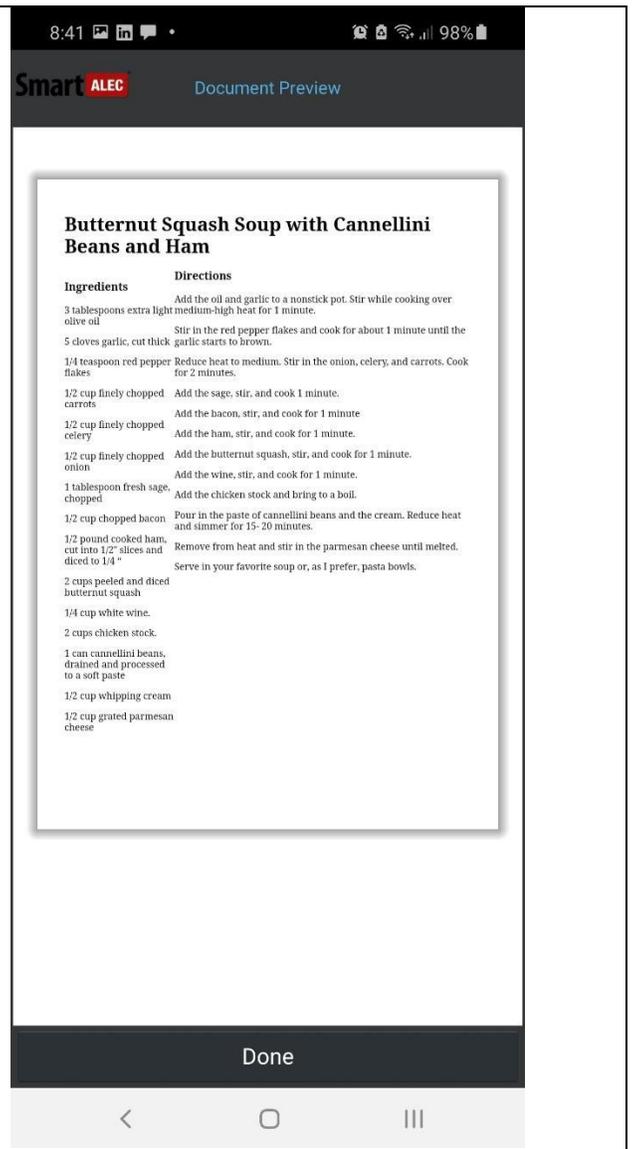
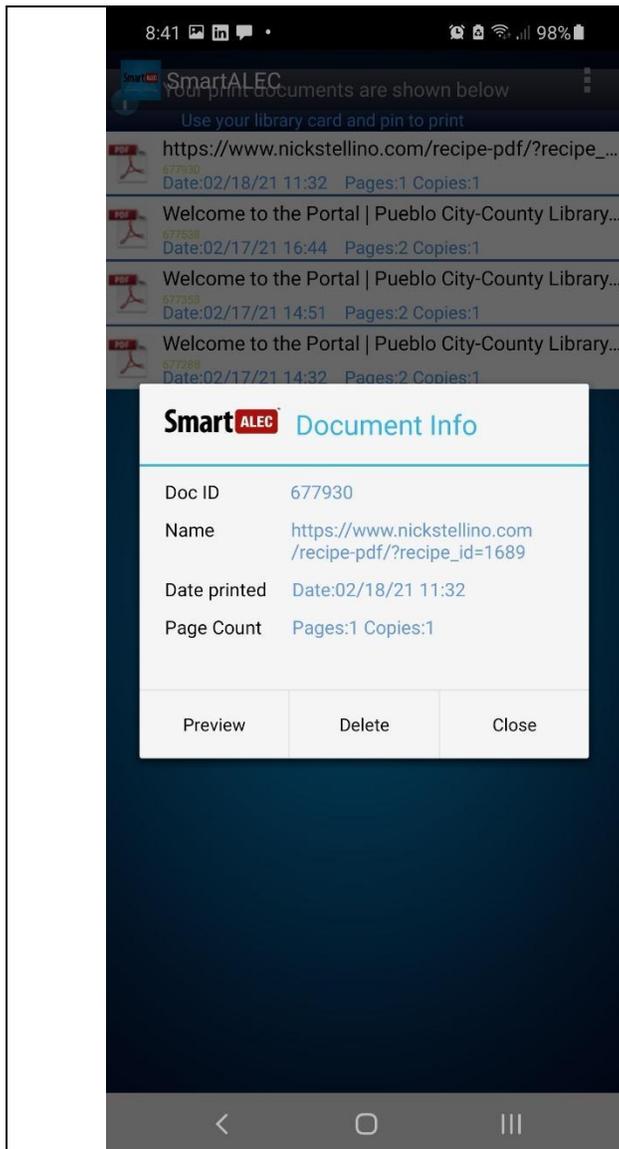
4. You may receive a notification to enable the SmartAlec printer.
  - a. Turn the printer "On" at this screen or enable the printer via the Menu option in the app you are printing from.



5. Choose the Print menu option from your app. If you don't see Print, try Share.

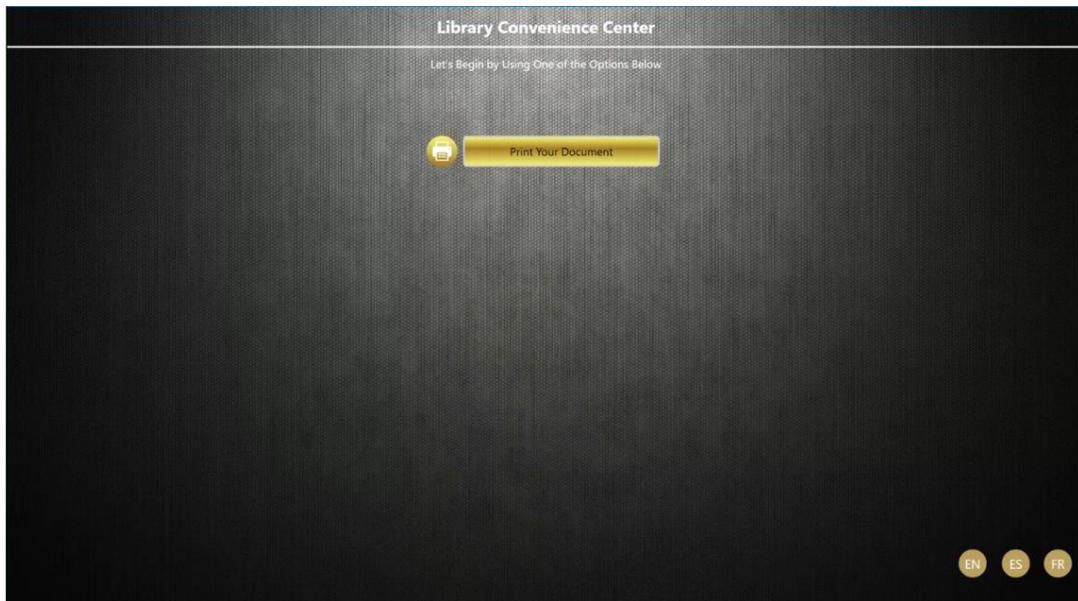


6. Select the SmartAlec printer
7. Press the printer icon and documents will be sent to SmartAlec for printing.



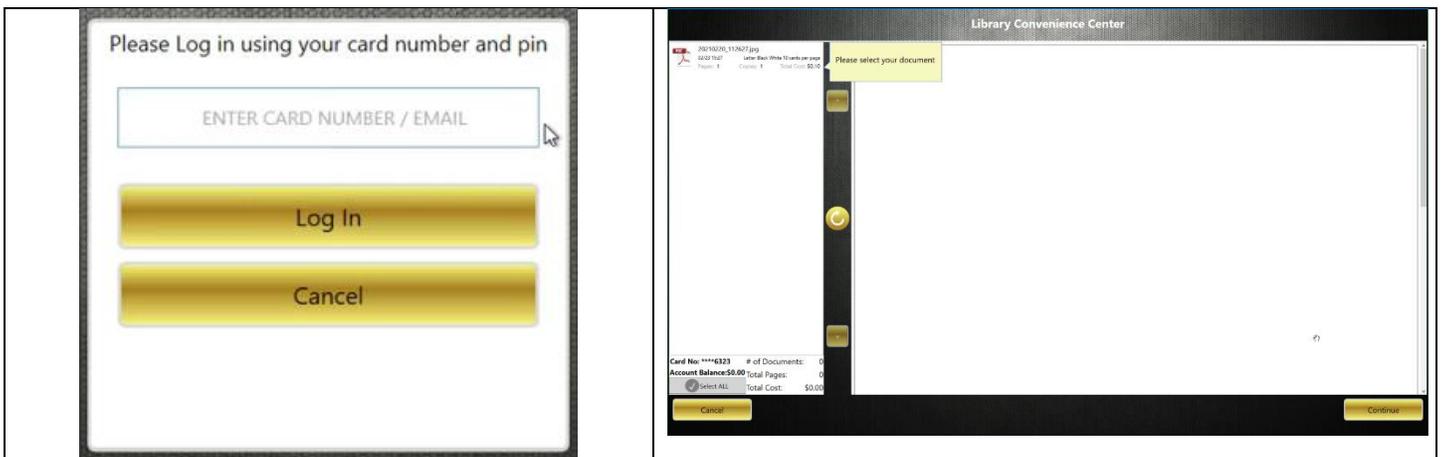
8. Preview documents before printing.
  - a. Click on any document and select preview
  - b. Users can also delete jobs by clicking any document and selecting delete.

# Print Release Station



9. Print documents at the library by logging into a **Library Print Release** located at each Branch, Rawlings Youth, RRA, and Special Collections Departments.
10. 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

Find Libraries near you using the App

