



ePRINTit - Wireless Printing

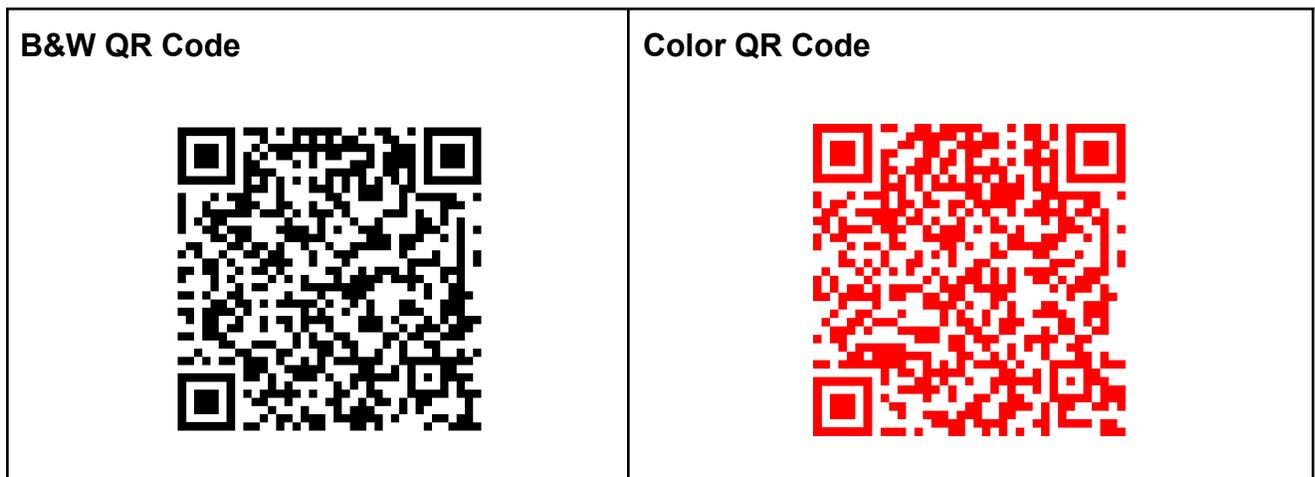
ePRINTit is a wireless printing service that allows you to print material from your phone, laptop or a computer.

- Print jobs can be sent from your home or in the library.
- Prints must be picked up and paid for at the library within 7 days.
- Cost:
 - Black and white: 10 cents per page
 - Color: 25 cents per page



Print Documents in your Email

Option 1: Scan the QR Code using your phone's camera



If your phone's camera won't scan the QR code, check your settings, or download one of the following apps for your phone type and scan the QR Code from that App

- Any mobile device (Apple or Android) - Use **QR Code Reader**
 - Apple phones- Make sure that Scan QR Codes is turned on in settings
- Samsung Phones only- Use **Bixby Vision**

Camera and or QR Code Reader App still not working:

Option 2: Forward the email with the document/attachment that you want to print to one of the following email addresses:

- Black and White copies forward email to tbs-indiantrails-bw@eprintit-service.com
- Color copies forward email to tbs-indiantrails-color@eprintit-service.com

Your **username** will be your personal email address before the @



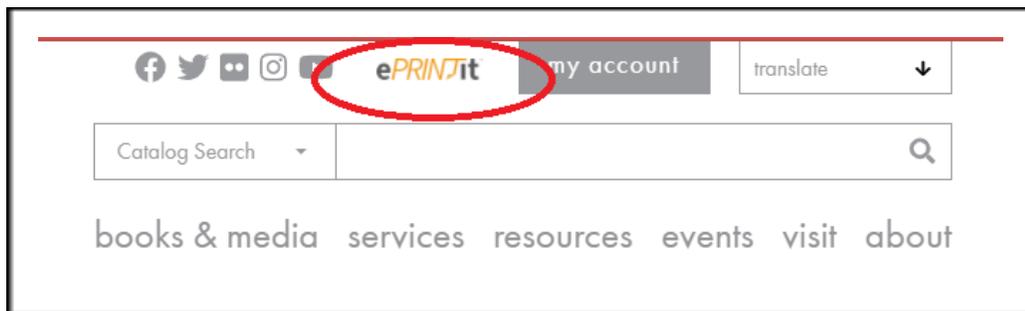
ePRINTit - Wireless Printing

Printing from the Website

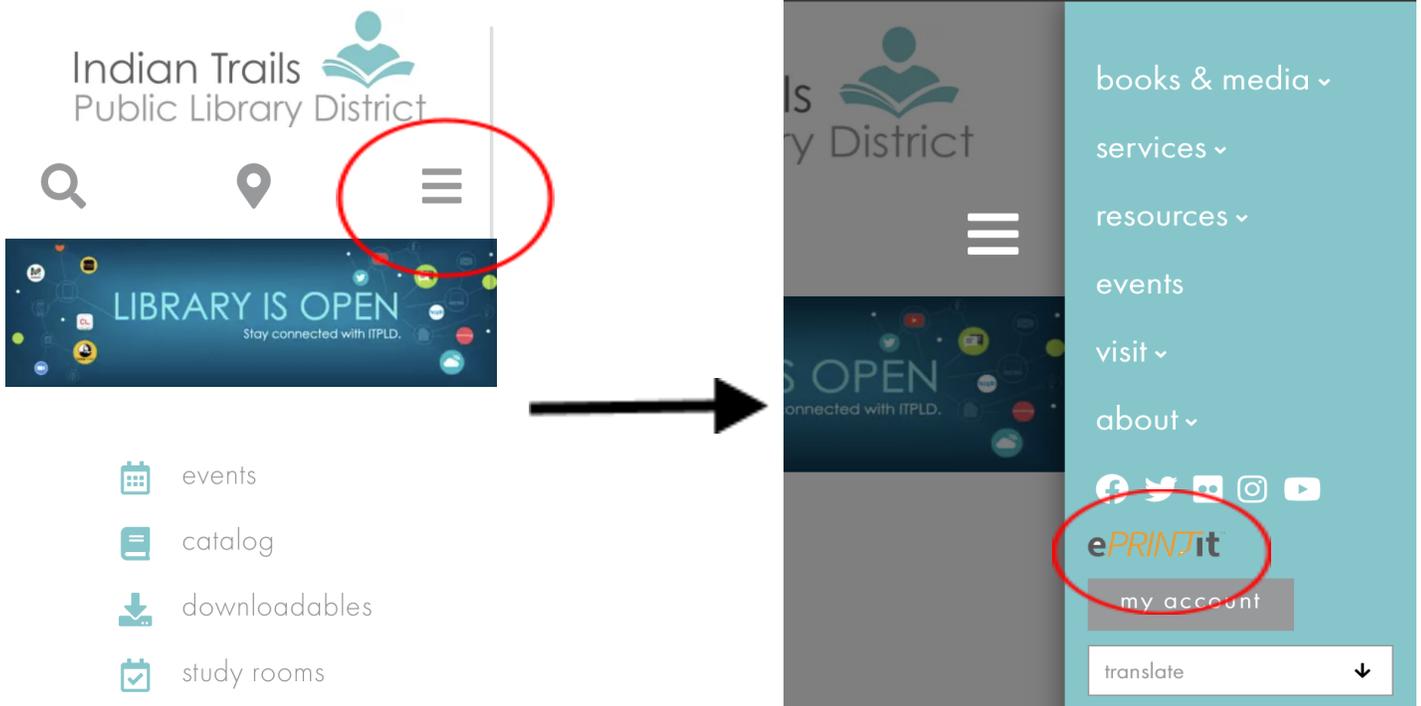
- Supported File Types are: .pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .html, .htm, .txt, .rtf, .pub, .odt, .odp, .ods
- Will not print password protected documents

STEP 1:

- Picking up print requests from the **Main library** - visit www.itpld.org and in the top right corner select the ePRINTit logo.



- Picking up print requests from our **Branch location** visit <https://tbs.eprintit.com/portal/#/ppl/upload/itpld-branch>
- If using a mobile device select the three horizontal lines and select ePRINTit logo





ePRINTit - Wireless Printing

STEP 2: Select the file you want to print from your device.

- You can select multiple files.

STEP 3: Select print options

- Number of copies
- Page Range
- Black and White or Color
- Layout: As Saved, Portrait or Landscape
- One-sided or double-sided
- Paper size: Letter & Legal

STEP 4: Enter your library card number or your name.

- **NOTE: What you enter is what you will need to pickup your printed document.**
- Optional: Enter your email to receive a receipt of your print job

STEP 5: Select Submit.

- A pop-up will appear saying your print job submission was successful or unsuccessful.

STEP 6: Pick up your print job

- At any printer in the library, enter the user name you enter in Step 4.

Print Using the App - Documents saved to your Device

STEP 1: Print from your device via the App

- Download **Public Print Locations - ePRINTit** from your app store.
- **DO NOT** select ePRINTit Mobile (**Wrong App**)



STEP 2: Create an account

STEP 3: Select what type of files you want to print.

- Then select the individual files and press Next in the top left corner.



ePRINTit - Wireless Printing

STEP 4: Select the Provider

- Apple device: Select TBS
- Android device: Enter Zip Code 60090
 - Select Indian Trails Library District
 - Picking up at the Main library - select Welcome to our Wireless Printing.
 - Picking up at the Branch - Select Prospect Heights.

STEP 5: Select print options

- Number of copies
- Page Range
- Black and White or Color
- Layout: As Saved, Portrait or Landscape
- One-sided or double-sided
- Paper size: Letter & Legal

Step 6: Enter your library card number or name and select Print

STEP 7: Print Confirmation

STEP 8: Pick up your print job

- At any printer in the library, login with your identification used in Step 6.
- **IMPORTANT:** Do not scan your library card unless you chose that as your login. Your login name **must** match what you used in Step 6. **It is case sensitive.**
- When your print job appears, follow the instructions for payment and printing.

For assistance

- Call 847-459-4100, ext. 3 or set up a free one-on-one session.
- Email adult@itpld.org
- Stop by the Adult Services Desk for a quick in-person tutorial.