



ePRINTit - Wireless Printing at the Branch

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

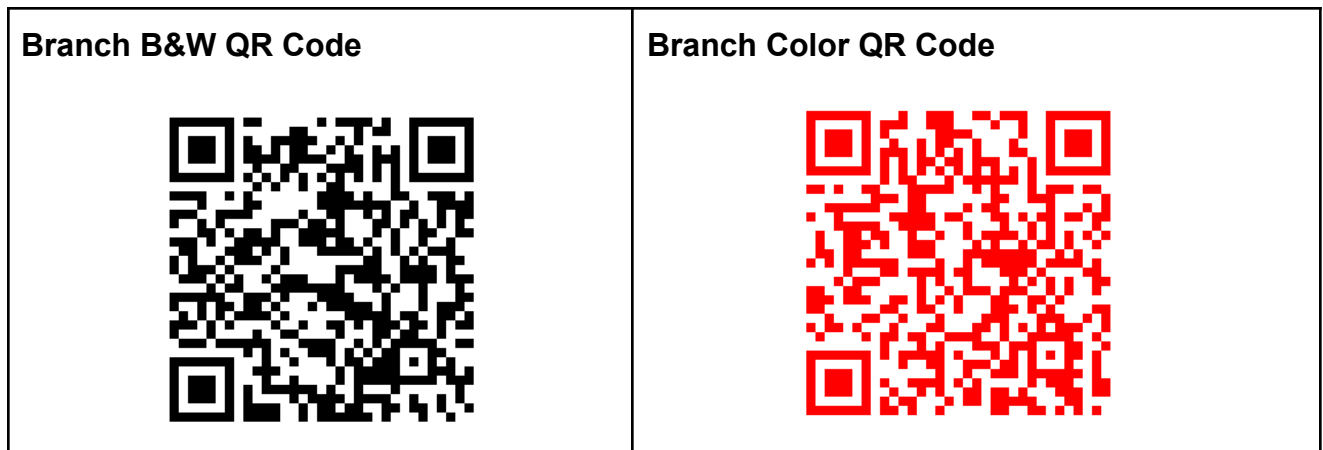
- Print jobs can be sent from your home or in the library.
- Prints must be picked up and paid for at the library within 7 days.
- Cost:
 - Black and White: 10 cents per page
 - Color: 25 cents per page



Print Documents from your Email

Option 1: Scan QR Code to create an email

1. Scan the QR Code using your phone's camera. There should be a small yellow box with a link for you to click on. It should automatically open your email with the email address in the To: field. Note: if you have multiple email addresses double check to see what email was selected
2. Attach the files that you would like printed to the email and send it.



QR Code still not working (also see Troubleshooting after Option 2):

Option 2: Forward directly in email

1. Find the email that you would like to print
2. Select the forward option
3. 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-ITPLD-Branch-BW@EPrintITService.com
 - Color copies forward email to Tbs-ITPLD-Branch-Color@EPrintITService.com

Your username will be your personal email address before the @



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QR Code still not working - Troubleshooting

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

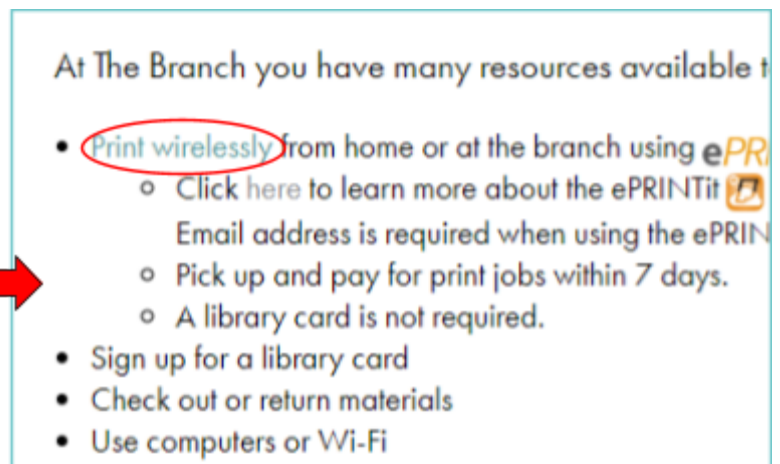
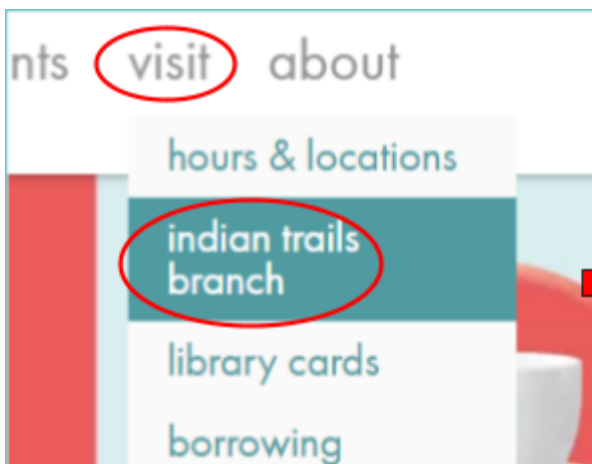
- Any mobile device (Apple or Android) - Use **QR Code Reader**
 - Apple phones- Make sure that Scan QR Codes is turned on in settings
- Samsung Phones only- Use **Bixby Vision**

Printing Saved Files from the Website - from a computer or a mobile device

- *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:

- To pick up print requests from the **Branch** visit www.itpld.org and in the list of tabs at the top right select Visit, then select Indian Trails Branch from the drop-down menu. The Branch page will open. Scroll down and click on [Print wirelessly](#).

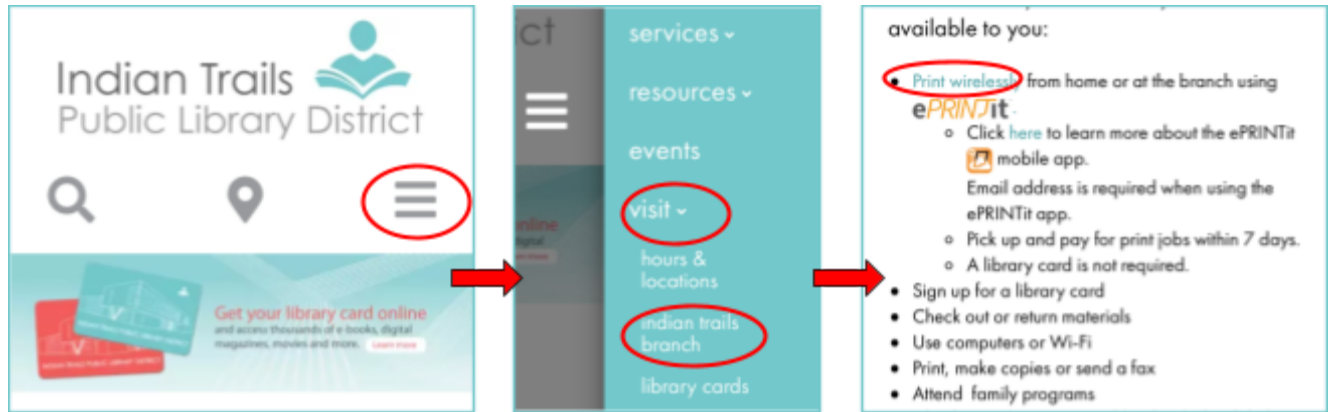


Alternatively, you can visit <https://tbs.eprintit.com/portal/#/ppl/upload/itpld-branch> directly.

- If using a mobile device select the three horizontal lines, select Visit, then select Indian Trails Branch from the drop-down menu. The Branch page will open. Scroll down and click on [Print wirelessly](#).



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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 pick up your printed document.**
 - Suggest using your Library Card number or initials
- 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 the Branch printer, enter the username you entered in Step 4.



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Print from the ITPLD App - Documents saved to your Device

STEP 1: Go to the ITPLD App



STEP 2: Select **Visit Us**

STEP 3: Select **Wireless Printing**

STEP 4: Select **The Branch print** to pick up your jobs at the Branch.

STEP 6: **Select the file you want to print from your device.**

- You can select multiple files.

STEP 7: **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 8: **Enter your library card number or your name.**

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

STEP 9: **Select Submit.**

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

STEP 10: **Pick up your print job**

- At the Branch printer, enter the username you entered in Step 8.

For assistance

- Call 847-459-4100, ext. 3 (Adult Desk) or ext. 5 (Branch) to set up a free one-on-one session.
- Email adult@itpld.org or branch@itpld.org
- Stop by the Adult Services Desk or at the Branch for a quick in-person tutorial.