

PRINTING HOW-TO

WELCOME TO PRINTING AT AHPL

Our new printing system offers a variety of different ways to print, whether you're in the Library using one of our computers, or at home and need to pick up your print job on the way to work. No matter how you choose to print, print jobs are always the same low cost:

10¢ PER BLACK & WHITE PAGE

25¢ PER COLOR PAGE

The new system will even detect which pages of a color document are black and white, charging you the color price only on pages that are actually in color.



PRINTING FROM AHPL PUBLIC COMPUTERS

The tried and true method of printing, this works the same as it always has:

- Click “Print” on the document you would like to print.
- In the window that appears, select either the “BW” or “Color” printer, depending on if you’d like the document in Black and White (BW) or Color.
- A confirmation box will appear detailing your print job and how much it costs, click okay.
- Take your library card or guest pass to the print release kiosk over by the printer, look for the helpful **ORANGE** sign!
- Scan your library card.
- **Select the print job you would like to release by tapping on it.** You can select multiple jobs at a time.
- Enter your money, or swipe your credit card, there is no minimum credit card charge for printing.
- Tap print and wait for your job to appear!



PRINTING VIA OUR WEBSITE

AHPLIBRARY.ORG

If you're here at the Library using a laptop or other personal device, or at home and need something printed out, you can visit the new and improved AHPLibrary.org to send print jobs to our printer remotely:

- Navigate to AHPLibrary.org on your laptop, computer, phone, or tablet.
- Click on the **GREEN** "PRINT FROM YOUR DEVICE" square on the homepage.
- Click on "Select File" and select the file you would like to print. In the box that appears, select how many copies you'd like, whether you want them in black and white or color, if you'd like them to be double-sided, and so on. Note that the estimated cost of the job updates as you add documents or change settings. If you'd like to print multiple documents, you can select another file. Otherwise, enter your library card number at the bottom of the page.

IT IS STRONGLY RECOMMENDED YOU ALSO ENTER YOUR EMAIL ADDRESS TO GET A CONFIRMATION THAT YOUR JOB WAS SENT SUCCESSFULLY.

- Click "Submit".
- You have 24 hours from the time you click submit to get to the Library and retrieve your print job.
- Once at the Library, take your library card to the print release kiosk over by the printer, look for the helpful **ORANGE** sign!
- Scan your library card.
- Select the print job you would like to release by tapping on it. You can select multiple jobs at a time.
- Enter your money, or swipe your credit card, there is no minimum credit card charge for printing.
- Tap print, and wait for your job to appear!



PRINTING VIA EMAIL

Print via Email: You can also send print jobs to us directly from your email.

- Log in to your email account on the device with the document you would like to print.
- Compose a new email with a memorable subject line.
- Attach the document you would like to print and send the email to:
Tbs-ahpl-bw@eprintit-service.com
for **BLACK AND WHITE** print jobs, or
Tbs-ahpl-color@eprintit-service.com
for **COLOR** print jobs
- You will receive an email from the ePrintit Service (no-reply@eprintit-service.com) if your job was successfully received.
- **YOU HAVE 24 HOURS FROM THE TIME YOU SEND THE EMAIL TO GET TO THE LIBRARY AND RETRIEVE YOUR PRINT JOB.**
- When you arrive at the Library, walk up to the print release kiosk, look for the helpful **ORANGE** sign, and enter the username portion of your email address, **everything before the @ symbol.**
- You will see several print jobs, one for each attachment you sent, and one with the title that matches the subject of the email you sent. This is if you would like to print the body of the email. If not, just select the title of the attachment you wish to print.
- Enter your money, or swipe your credit card, there is no minimum credit card charge for printing.
- Tap print, and wait for your job to appear!

