



## Method 1: Upload to Web Printing Service

1. Access the Wireless Printing Service: <https://tbs.eprintit.com/portal/#/ppl/upload/readingpl>
2. Select File, Drag, drop or upload your files to the orange box (max file size 100mb):
3. Choose:
  - o Number of copies
  - o B & W or Color
  - o One Sided or Two Sided
4. Enter User Info: Enter your guest name, submit your phone number or email address for confirmation receipt.
5. Click Submit.
6. A box with job submission successful will pop up on the screen.
7. Retrieve your print job at either the main floor or ground floor print release kiosks. Payment can be made with cash, credit card, Apple or Google Pay.

## Method 2: Send as Email Attachment

Send or forward an email with the document to be printed as **an attachment** to either of two printers:

- **Black and White:** [tbs-readingpl-bw@eprintit-service.com](mailto:tbs-readingpl-bw@eprintit-service.com)
- **Color:** [tbs-readingpl-color@eprintit-service.com](mailto:tbs-readingpl-color@eprintit-service.com)

Retrieve your print job at either the main or ground floor print release kiosks **using your last name**.

*Only the attachment will be printed. Password protected documents will not print.*

## At the Print Release Kiosk

**Print jobs are saved for 12 hours. Print fees are .20 per page for B & W, .25 per page for color.**

1. At the Print Release Kiosk, Enter your User Info, or last name for email printing.
2. Choose the print job(s) you wish to print and click *Print Jobs*.
3. A window pops up with the total cost of the print job(s).
4. Follow the screen instructions and pay for your printing.
5. The job(s) will then be released to the printer.