

Wireless Printing

Send from Home or in the Library

Best Method: Upload to Web Printing Service

Access the Wireless Printing Service

1. Select File & drag, drop, or upload your files. (max file size 100mb):
2. Choose:
 - Number of copies
 - B & W or Color
 - Single or double-sided
3. Enter User Info: name, phone number or email address for confirmation receipt.
4. Click Submit.



readingpl.eprintitsaas.com/public/upload

Retrieve your print job at either the main floor or ground floor print release kiosks.

Method 2: Send as Email Attachment (small documents)

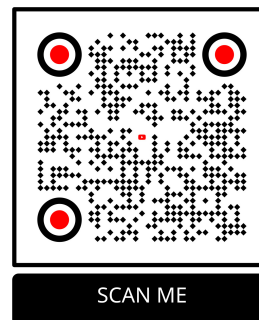
Send or forward an email with the document to be printed as **an attachment** to either of two printers:

- **Black and White:** bw-readingpl@eprintitsaas.com
- **Color:** color-readingpl@eprintitsaas.com

Retrieve your print job at either the main or ground floor print release kiosks **using the release code sent to your email address.**

ePRINTit SaaS App

Use the mobile print app to print on the go.



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. Payments accepted: cash, credit card, Apple or Google Pay.

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. Follow the screen instructions and pay for your printing.
4. The job(s) will then be released to the printer.

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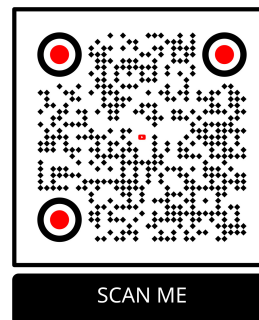
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