

## Wireless Printing Instructions

Print jobs can be sent to any of our libraries via **the web**, a **mobile app**, or **email**, and then picked up from any library  
<https://www.library.pima.gov/wireless-printing-instructions/>



### Upload via Website

- Go to the Library's Mobile Print Portal:  
<https://tinyurl.com/pcplprinting>
- Choose the document (Select file)
- Select printing options
  - Number of copies
  - Select Black and White *-or-* Color
- Enter your Name or Library Card Number (This information will be entered at the Print Kiosk to retrieve and print your job)
- Press SUBMIT
- Go to the Library to retrieve your document from the print kiosk station

### Send via Mobile App

- Download and set up the free **ePRINTit** app called **PUBLIC PRINT LOCATIONS** for Apple and Android Devices
- Open the Public Print app
- Search from the menu "*What would you like to print?*"
- Choose from Selections – Pictures, etc...
  - Some options will require more configuration
- Choose provider >**TBS** is the Library's provider
- Choose the library location to send your print job
  - It will show you the closest location
- Choose Print Job Settings
  - Number of copies
  - You will have two print options:
    - Black and White
    - Color
- Fill out User Information - enter your Name or Library Card Number
- Press PRINT
- You will receive an email that your print job has been received successfully
- Go to the Library to retrieve your document from the print kiosk station

### Send via Email

- Send or forward an email with attachment(s) to the email address of the printer.
- Black and White:  
[tbs-PCPL-bw@eprintitservice.com](mailto:tbs-PCPL-bw@eprintitservice.com)
- Color:  
[tbs-PCPL-color@eprintitservice.com](mailto:tbs-PCPL-color@eprintitservice.com)
- You will receive an email that your print job has been received successfully
- Go to the Library to retrieve your document from the print kiosk station
- You will use the first part of your email address (up to the @ symbol) to retrieve your print job  
  
Example: [bobjones@emailprovider.com](mailto:bobjones@emailprovider.com) would type in '**bobjones**' at the print kiosk
- The email and the attachment will print as separate print jobs  
  
\*If you want multiple copies of the same document, you must send each copy individually\*