PRINTING GUIDE

Printing charges apply with all print jobs:

- $0.15 per page for black & white
- $0.50 per page for color

- Payment can be made via cash, card, or check.
  - Note: Total charges must be over $1 for card payments.
- Print jobs are held for 24 hours and then are permanently deleted from the system.
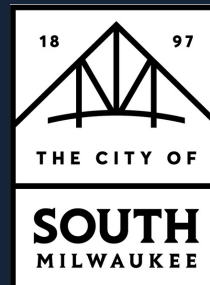- You do not need a library card to utilize this service.

More Info:

414-768-8195

1907 10th Ave

South Milwaukee, WI 53172

smlibrary.org

SMPL.Ref@mcfls.org

Hours:

Monday: 11-7

Tuesday: 9-5

Wednesday: 9-5

Thursday: 11-7

Friday: 9-5

Saturday: 10-2

THE CITY OF

SOUTH MILWAUKEE

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Mobile Printing Guide

SOUTH MILWAUKEE

SOUTH MILWAUKEE PUBLIC LIBRARY

SMLIBRARY.ORG
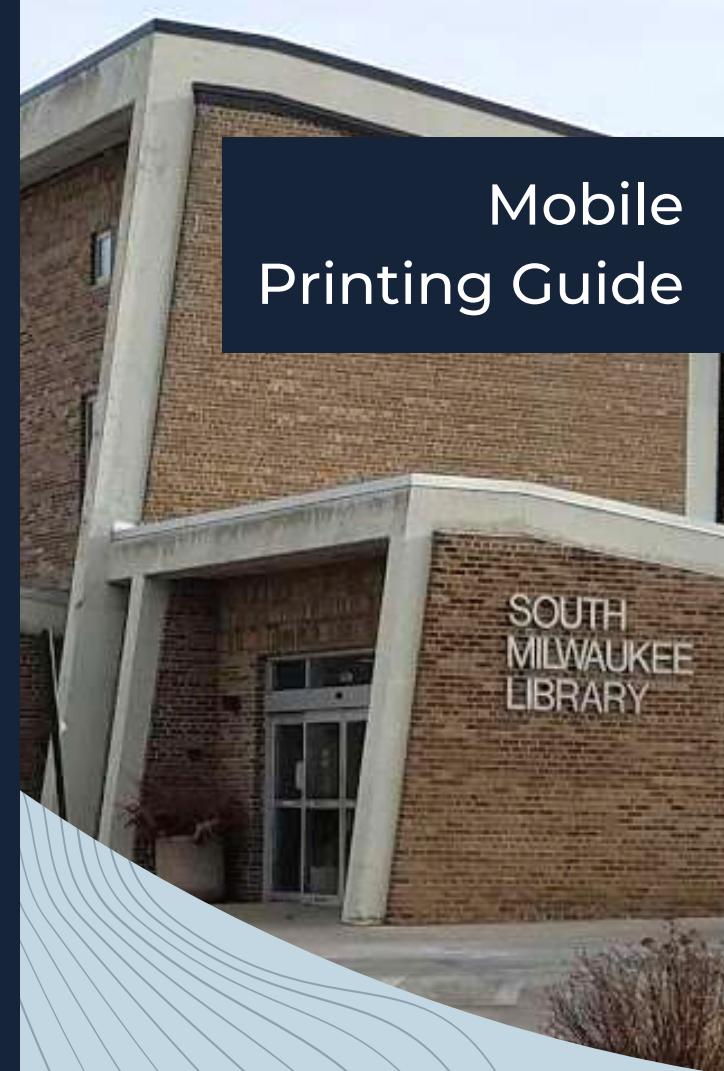
Web Portal

1. Go to smlibrary.org/printing and click on the Option 1 link to the ePRINTIT web portal or scan the QR code below.
2. Click on the "Select File" button and upload your document.
3. Create a username (it can be anything you want - i.e. your name, library card number, email, etc.)
   a. Optional: enter an email address to receive an email confirmation.
4. Click Submit.
5. At the library printing kiosk:
   a. Select the "Card Number/Webprint User" option.
   b. Type in the username you created to locate and print your items.

Email

1. Email your document as an attachment, or simply forward an email you wish to print.
   a. To print B&W, forward your email to **tbs-SMPL-bw@eprintitservice.com**
   b. To print color, forward your email to **tbs-SMPL-color@eprintitservice.com**
   c. You can also check our website by scanning the QR code to the left or going to smlibrary.org/printing to copy & paste these links to your email.
2. You will receive an email confirmation that your job was received successfully.
3. At the library printing kiosk:
   a. Select the "Card Number/Webprint User" option.
   b. Type in your email address BEFORE the "@" symbol to locate & print your items.
      i.e. "SMPL@gmail.com" would be "SMPL"

ePRINTit App

1. Download the ePRINTit Public Print Locations app from your app store.
2. Open the app and set up following the prompts. It is recommended that you allow location access by the app for efficiency.
3. Choose the file you wish to print, following the instructions for the type of item/file to submit correctly.
4. Select "TBS" from the public print locations, and then choose South Milwaukee Public Library.
5. Specify your print instructions, and enter a username OR your library card number to be associated with the print job.
6. You will receive an email with an authentication code and instructions to release and pay for your print job.