

IndyPL Mobile Printing

Print from your device to library printers!

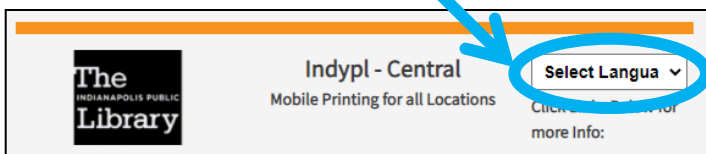
To print a file from your home computer, laptop, or mobile device please visit the printing Submission Portal at indypl.org/printing.

TIP: Have a smartphone or tablet? Use the mobile app for best results (see back)

TIP: Only printing an e-mail or e-mail attachment? – use print by e-mail (see back)

1. Visit indypl.org/printing to get started

2. In the top right corner of the page, click on the dropdown menu to select your language.



3. Drag and drop your file(s) into the marked orange area

or

Click the **Select File** button.

TIP: You can drag and drop multiple files at once or use the Select File button to attach multiple files

Currently supported file types:
.pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .html, .htm, .txt, .rtf, .pub, .odt, .odp, .ods, .xps

Cost Per Page:
Color: \$0.25
B&W: \$0.15

Max File Size:
100 MB

Select File

Drag and drop your files here or

Select File

Any password protected documents cannot be processed.

4. Once files have been added (uploaded), more options will appear.

Type the number of **Copies** you need into the box. Then, use the dropdown menus to choose your print options:

- **Select:** Black and White or Color
- **Duplex:** Print One Sided or Two Sided
- **Paper Size:** Letter or Legal Size
- **Layout:** Portrait or Landscape
- **Page Range:** All Pages or choose Pages and Specify a Range

Theme Example.docx - 1 page(s) ✕

Copies:

Select:

Duplex:

Paper Size:

Layout:

Page Range: All: Pages:

Estimated job cost:
\$0.15

5. Fill out these options for **each file** you added in Step 3. Note the estimated job cost that appears below the last file. (Flip over for Step 6)

Printing Costs

- Black and White = \$0.15 per page
- Color = \$0.25 per page

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6. Fill out the **User Info** section for your print job:

- **Required:** Give your job a **name**. This is what you will type into the print station at the library to pick up your print job.

TIP: Use something short, but unique

- **Optional:** If you want to receive confirmation that your print job was received, provide your email address and/or phone number.

User Info

REQUIRED:

OPTIONAL:

OPTIONAL:

Submit

7. Finally, click the **Submit** button to send your files to the library printer. Print jobs are held for **2 Hours**. You can retrieve your printing from any IndyPL Branch.

Print By Email

To print an email message or attachment, forward your email to the appropriate e-mail below based on whether you need color or black and white printing.

- **Black and White Printer:**
tbs-indypl-bw@eprintitservice.com
- **Color Printer:**
tbs-indypl-color@eprintitservice.com

Printing Costs

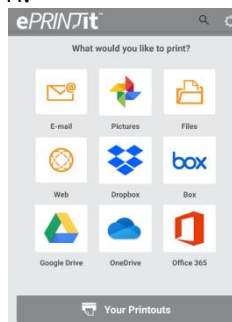
- **Black and White = \$0.15 per page**
- **Color = \$0.25 per page**

Print By App

1. Download the **Public Print Locations** app published by ePrintIT. Available for Android and iOS.



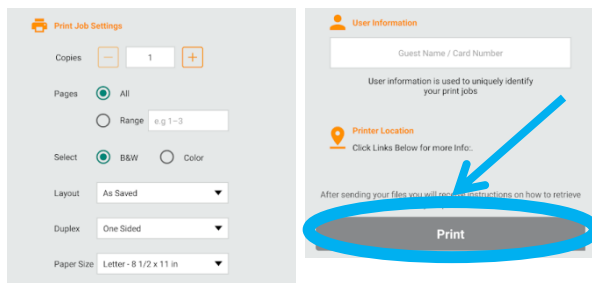
2. Choose the service you would like to print from.



3. Follow the prompts to choose the files, e-mails, or websites you wish to print. You can select multiple files to print.

4. Select **Nearby**, search for **IndyPL** under providers, and choose your preferred branch.

5. Select your print options and then scroll down to tap **Print** to send your files to the library printer. Print jobs are held for **2 Hours**. You can retrieve your printing from any IndyPL Branch.



5. Return to the app **Home** screen, then tap **Your Printouts** to see all print jobs and the job name to release it at the public printer.

