STEP 1 – Download the app and sign in.

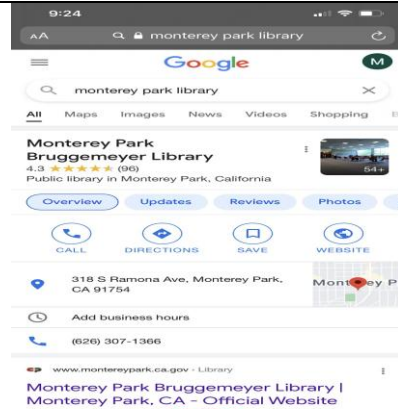|	
1. Install the SmartAlec @ Your Library app from the App Store.	Download the IOS App
2. Open the app and sign in with the SmartAlec account credentials you created previously. You can use either your library card/account number or your email address to sign in.	
3. Exit the app. The app does not need to be open in order to print.	
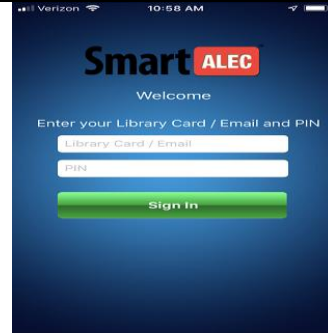
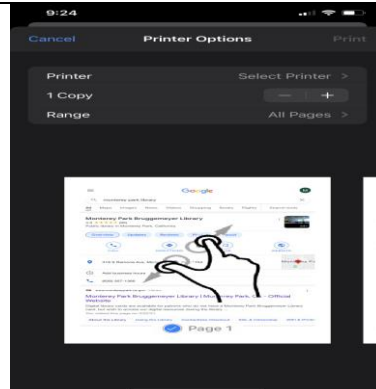## STEP 2 – Create a print job

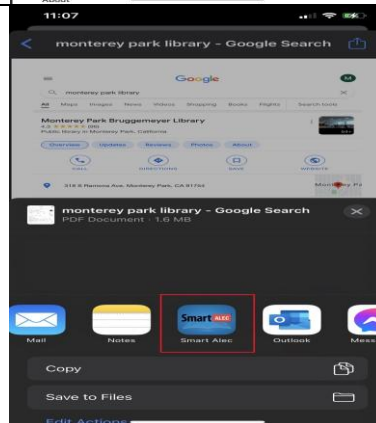|	
1. Open the item you want to print. Click the "Share" icon.	
2. On the next page scroll down and click the printer icon at the bottom of the page.	
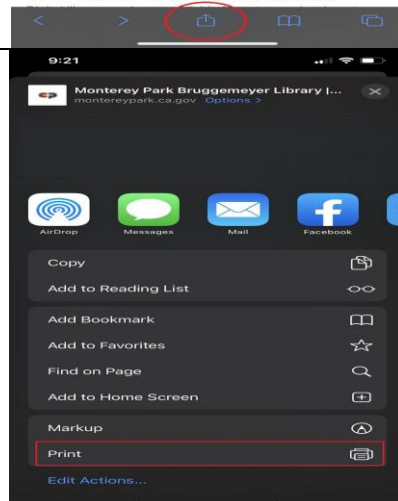
|		
3. A Printer Options window will pop up. Use your thumb and forefinger to pinch out and zoom to preview. It will get larger and then open in a new window.		
4. On the zoomed page click the **Share icon** on the upper right corner of your device.		
5. From the Share options scroll to right and choose the **SmartAlec Printing** icon		
6. Your file will be uploaded. When it is finished, Click "Send." It will be sent to the SmartAlec print queue.		
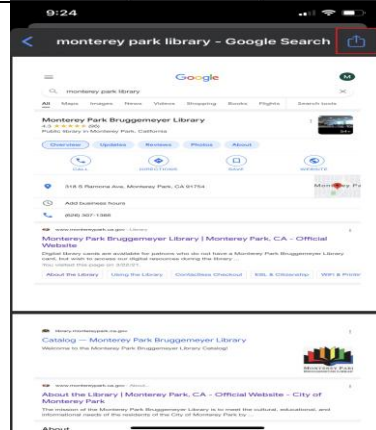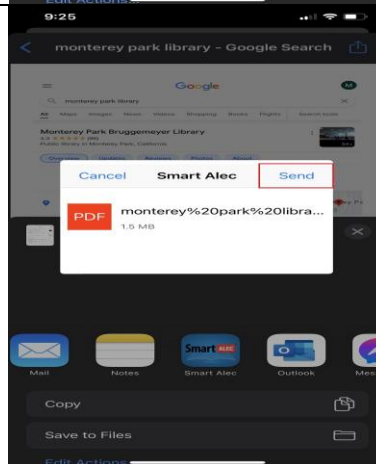
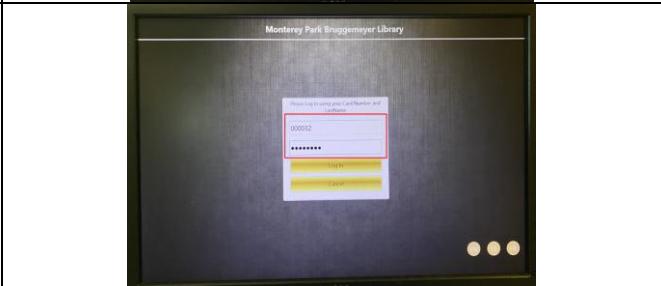|	
Optional: Open the SmartAlec app to view a list of your active print jobs. (You can print without opening this app.)	
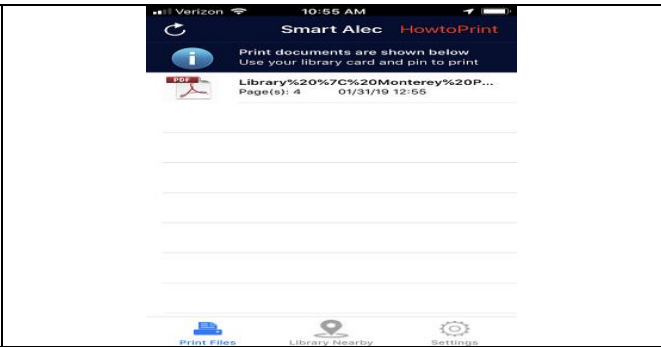
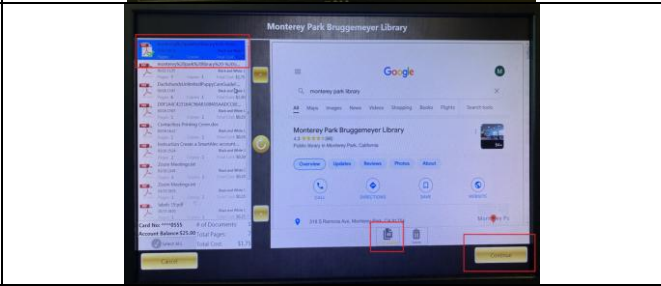## STEP 3 – Print your document

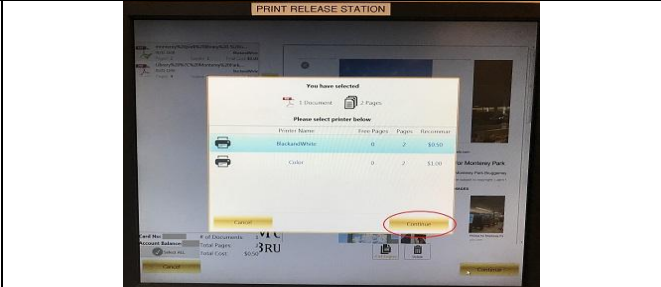|	
1. Go to the Print Release Station Click on "Print Your Document."	
2. Log in using the SmartAlec account credentials you created in Step 1. You can use either your library card/account number or your email address to log in.	
3. Click on the file you want to print and click on the "Continue" button. (If printing more than one copy click # of copies)	
4. Select the **BlackWhite** or **Color** then click **Continue**.	
5. Choose **Payment Method** and click **Continue** then **Print**	