STEP 1 – Download the app and sign in.

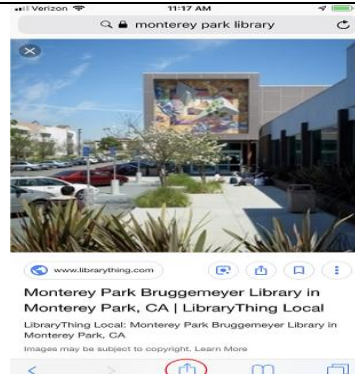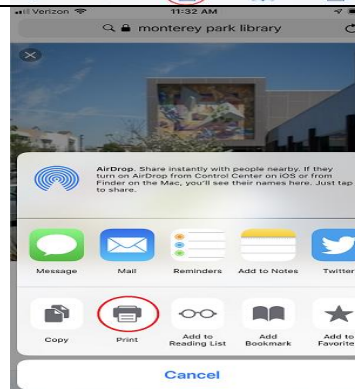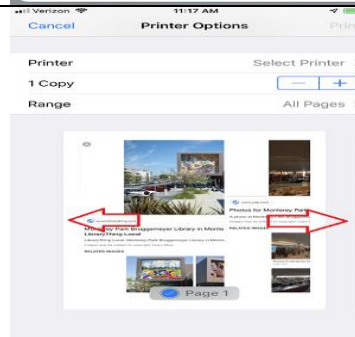|	
1. Install the SmartAlec @ Your Library app from the App Store.	
2. Open the app and sign in with the SmartAlec account credentials you created in Step 1. (You can use either your library card/account number or your email address to sign in.)	
3. Exit the app. The app does not need to be open in order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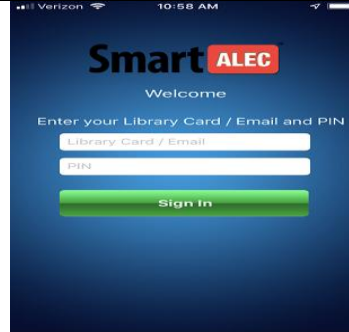
STEP 2 – Create a print job

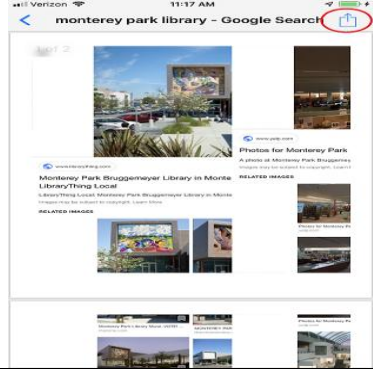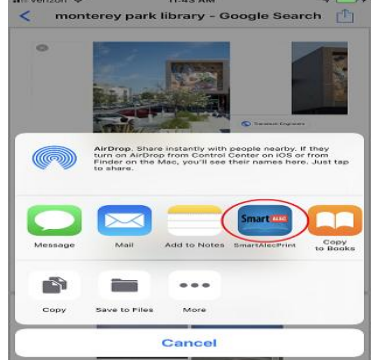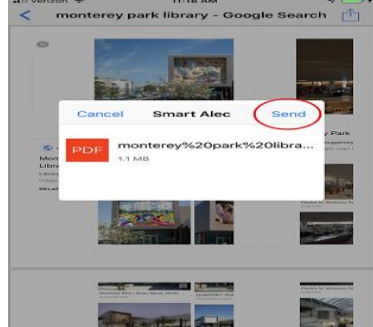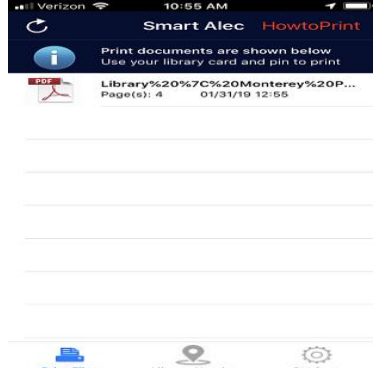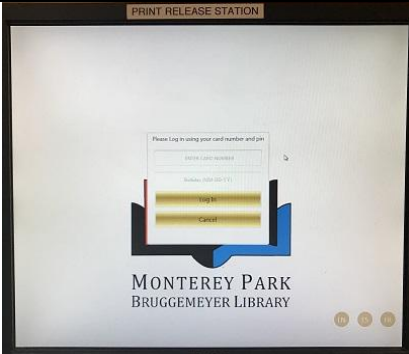|	
1. Open the item you want to print. Click the "Share" icon.	
2. On the next page click the black and white print icon at the bottom of the page.	
3. A Printer Options window will pop up. Use your thumb and forefinger to pinch and zoom to preview. It will get larger and then open in a new window.	

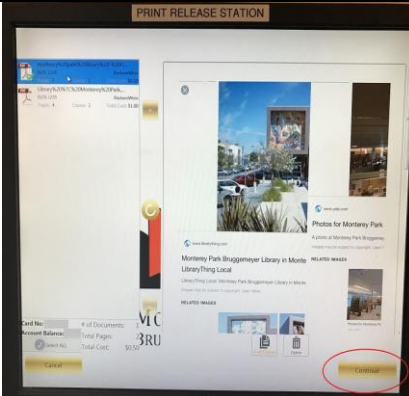|	
4. On the zoomed page click the Share icon.	
5. From the Share options choose the SmartAlec Printing icon	
6. Your item will be uploaded. When it is finished, a link to send will appear. Click on "Send." It will be sent to the SmartAlec print queue.	
Optional: Open the SmartAlec app to view a list 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 item you want to print and click on the "Continue" button.	
4. Select the Black and White or Color Printer. Add money to the Pay Station next to the SAM Printer and click on the "Continue" button. Your document will print. Click on the Finished button when you have printed all your documents.	