How to Print Wirelessly at the Springfield Free Public Library

Patrons can print wirelessly using their laptop, tablet, and smartphone. There are two ways to print: (1) through the web portal and (2) through the mobile app. It is <u>not</u> necessary for patrons to use the mobile app when printing from a smartphone. **Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bmp files are allowed.**

Printing fees apply. 10 cents per black & white page. 25 cents per color page. First black & white page is free.

Print Through Web Portal:

1.) Visit the SmartALEC web portal: https://smartalec.smartalecprint.com/smartalec?ID=SpringfieldFreeNJ

2.) Create an account if you're a first time user. This requires your **library card number** (beginning with 29534).

   You can also use th**e default Visitor ID** that begins with 19534 (the Visitor ID is the same for everyone, but is differentiated by your email address).

   You <u>cannot</u> print if your account does not begin with 29534 or with 19534.

3.) To create an account, enter your information. Once you click [Submit], the ID and PIN will be sent to you either via email or text message.

   Make note of the ID and PIN.

4.) Log in to your account **(if using Visitor ID, logging in with your email is recommended).**

   When logged in, you can edit your card number, email, and password if you so choose.

5.) Upload documents that you want to print. Files that are successfully uploaded will be displayed.

6.) Go to the Print Release Station next to the circulation desk to retrieve your print jobs. This will require your card number <u>or</u> email <u>and</u> password.

Print Through Mobile App:

After creating an account through the web portal, download the SmartALEC app to your device. App can be found through the web portal or app store.

Connect to the library public wireless network when using the app.
Follow instructions on the app. Once documents are uploaded, go to the Print Release Station.