

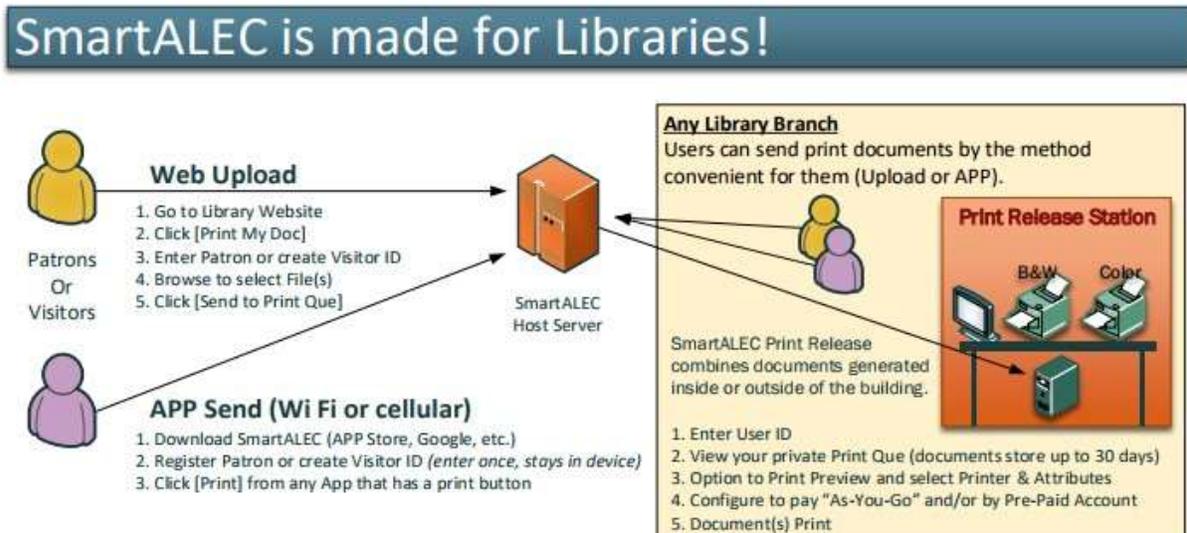
Mobile Printing at Prince William Public Library System

Library cardholders can send print jobs to library printers from their computers, laptops, tablets and phones. Once submitting your print job, you can pick up the job from a library print release station:

- [Bull Run Regional Library](#)
- [Central Community Library](#)
- [Chinn Park Regional Library](#)
- [Haymarket Gainesville Library](#)
- [Montclair Community Library](#)
- [Potomac Community Library](#)

How does it work?

From any location, from any computer, tablet or mobile device you can upload your document to the Prince William Library SmartAlec Portal. Documents uploaded can be picked up at a print release station at any of the 6 libraries listed above.



Getting Started

There are 2 options to initiate a print job for mobile printing, web upload and print to SmartAlec app on your mobile device.

1. Desktop or laptop: Internet Explorer, Google Chrome, Safari web browser
2. Mobile device: SmartAlec app from Google Play or App Store



Web upload 1. First time user, register your account on

SmartAlec portal:

<http://www.pwcgov.org/libraryprinting>

2. Select First Time User, enter your library card number, pin and email address, select Submit to register.
3. Alternatively, guest users can create an account without a library card. This number can be used to print without a library card.
4. You will receive a message that you have created an account successfully, please log in with your library credentials.

PRINCE WILLIAM PUBLIC LIBRARY SYSTEM

Thanks for your interest in our website for uploading documents to be printed. You can print your documents at any of our convenient locations. Please be aware that the Library charges for printing, full details are available at any of the branch Print Release Stations.

If you proceed to upload documents, we will assign you the Visitor ID shown below. Please jot it down because you will need it in order to print at the Library. If you enter an email address or the number of a text-capable phone, we will send you the Visitor ID.

Card#: PIN:

or

Mac OS Android Windows iOS
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PRINCE WILLIAM PUBLIC LIBRARY SYSTEM

Welcome to SmartAlec, an online resource to upload your documents. Documents can be release/printed at any Print Release Station at any library location. To login, enter your Library Card number and PIN. If this is your first time using our new service, please click on the "First Time User" button.

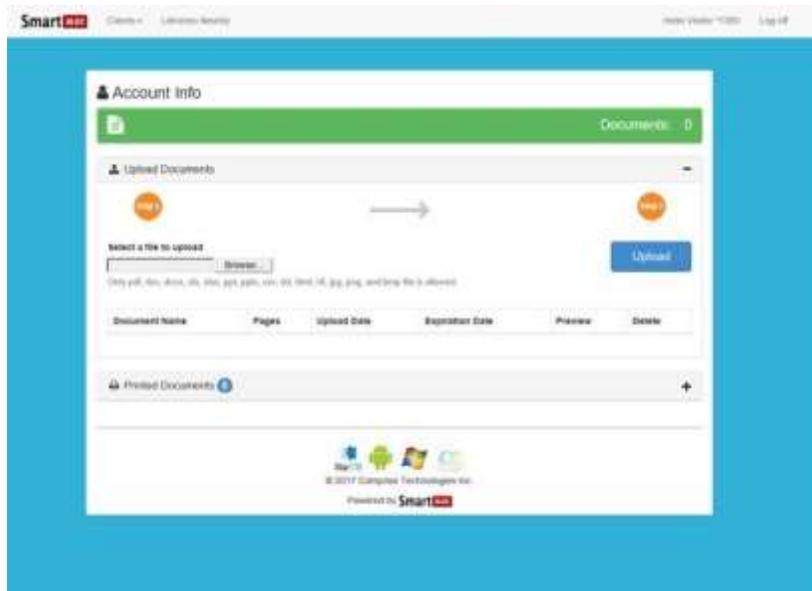
You have created an account successfully, please log in

[Forgot Password?](#)

or

Mac OS Android Windows iOS
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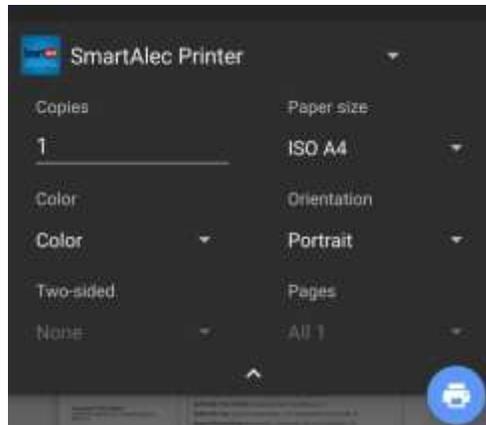
5. Once registered login to the SmartAlec portal with your library card credentials.



6. Upload documents from your desktop or laptop for printing by selecting the browse button (Step 1) to locate files on your computer, select upload (step 2).
7. Now you're ready to visit a Prince William Library to print your document from a print release station.

Mobile upload

1. Ensure that you have completed the first time user enrollment as described above for web upload.
2. Download the SmartAlec app from Google Play or the Apple App Store.
3. Select document that you would like to upload (print).
4. Android tablet or phone:
 - a. In the upper right corner choose the triple dots.
 - b. You will be presented with an option to print or open with..... (note: options may vary by device manufacturer).
 - c. If the print option is available, select print > from the pull down menu select SmartAlec printer. Note: make sure you install the native app for printing. For example, you will need Excel installed on your device in order for SmartAlec to convert to PDF and upload. PDF documents are the preferred format.
 - d. To print selected pages, click on the pull down menu from your SmartAlec and select Pages.



- e. From the preview screen select your print icon (note: options may vary by device manufacturer).
 - f. Now you're ready to visit a Prince William Library to print your document from a print release station.
5. iOS tablet or phone
- a. Open the document that you would like to print.
 - b. Select the share icon. Ensure the SmartAlec Print is selected from the top list navigate to, More..... > Activities (Figure 1).
 - c. Once activated select the SmartAlec icon from the top list (figure 2). Note: make sure you install the native app for printing. For example, you will need Excel installed on your device in order for SmartAlec to convert to PDF and upload. PDF documents are the preferred format.
 - d. Select Send to upload your document for printing (figure 3).
 - e. Check the status of your uploaded document on your device.

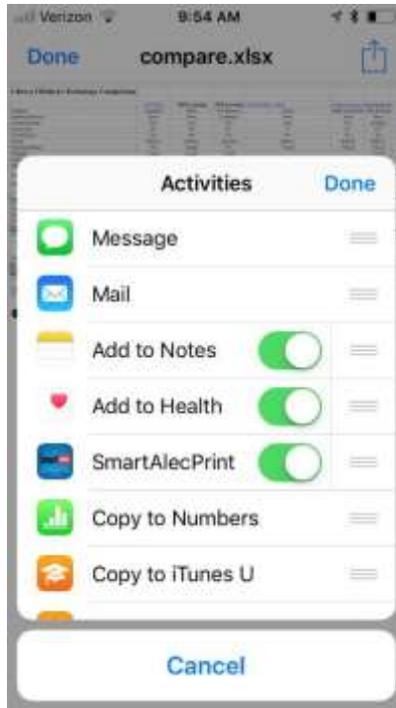


Figure 1



Figure 2



Figure 3- Select Send to upload your document for printing.



Figure 4 - Open the SmartAlec app to check the status of your uploaded document.

Now that your document is uploaded you can visit one of the local branches listed above to print your document from one of the Print Release Stations. You can send your document to a black & white or color printer.

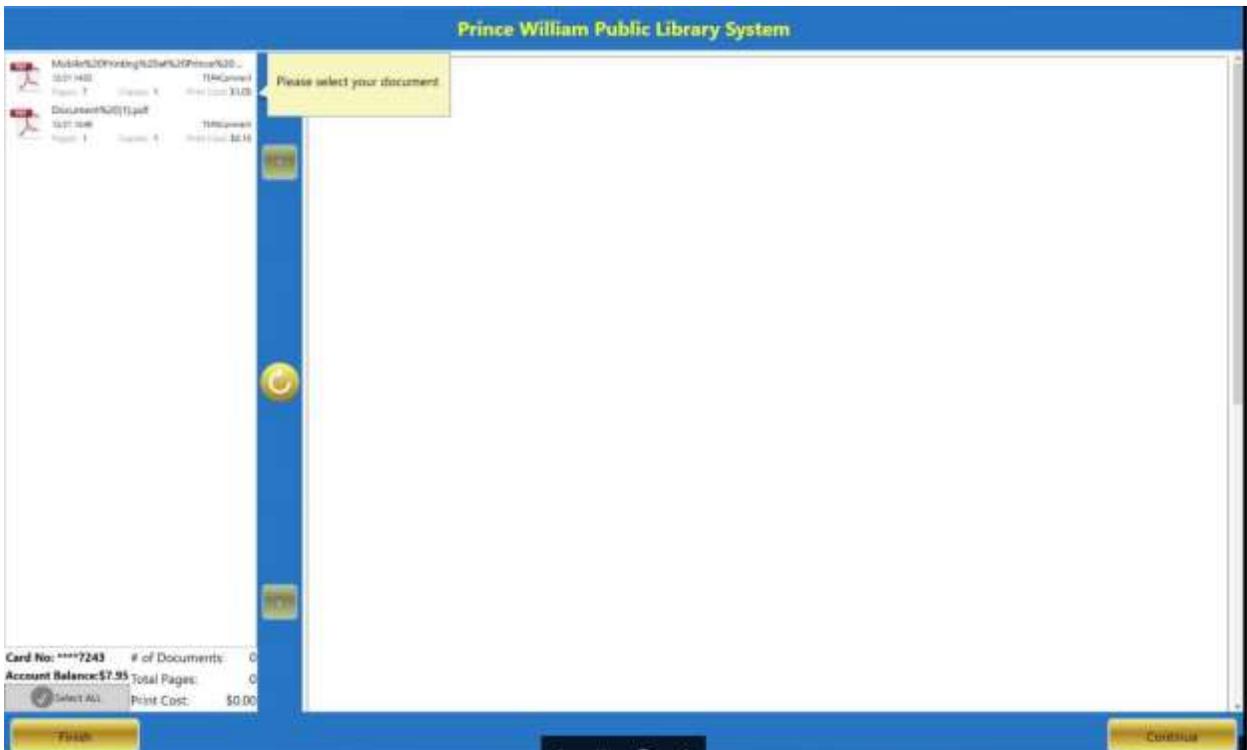
Print Release Station Select the **Print Your Document** icon



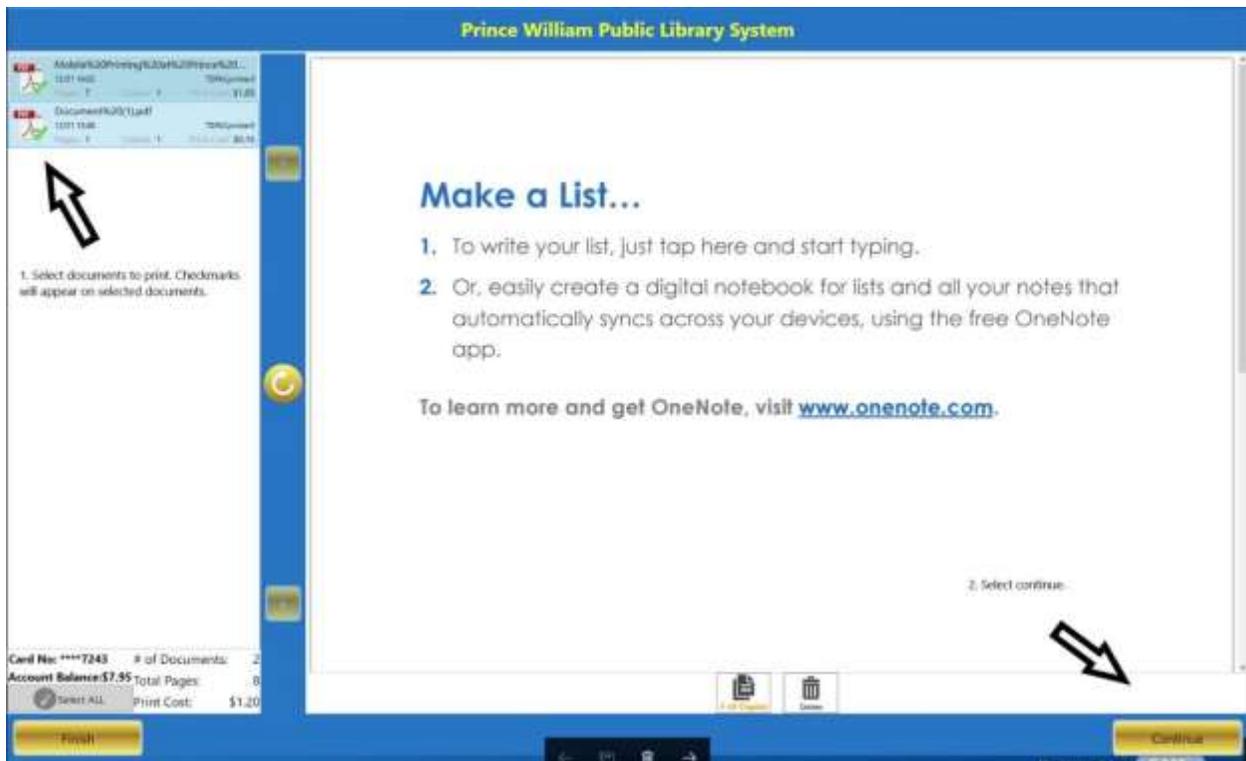
Enter your library card credentials



Print queue landing page.



Select the documents to print. Your documents will preview on the right preview pane. From preview pane you can select the number of copies or delete your document. Select the Continue icon



Select the printer then choose Continue. Your documents will print to your selected printer. **Note:** Guest users will need to check with Info staff to pay for print job. Info staff will print the requested documents.



Reprint Printed Documents

Documents are retained in your portal account for 7 days. If you need to reprint a document.

1. Login to the SmartAlec Portal with your library credentials.
2. Select the + sign at the bottom of the page to expand your selections.



3. Choose the document that you would like to reprint and select Reprint. Your document will be resubmitted for printing and available at a Print Release Station.

Document Name	Pages	Upload Date	Print Date	Expiration Date	Preview	Reprint
Public Service Managers meeting briefing.pptx	3	12/6/2017 2:39:51 PM	12/6/2017 2:40:58 PM	12/13/2017 2:39:51 PM	Preview	Reprint
Monthly Patches for Windows Systems.docx	4	12/6/2017 2:26:01 PM	12/6/2017 2:41:05 PM	12/13/2017 2:26:01 PM	Preview	Reprint
Public Service Managers meeting briefing.pptx	3	12/6/2017 10:50:36 AM	12/6/2017 2:41:18 PM	12/13/2017 10:50:36 AM	Preview	Reprint
Project cost.xlsx	1	12/6/2017 10:01:29 AM	12/6/2017 2:41:24 PM	12/13/2017 10:01:29 AM	Preview	Reprint
AWE_V12_STREAM_04141	2	12/4/2017 12:05:27	12/6/2017 9:18:59 AM	12/11/2017 12:05:27	Preview	Reprint

Troubleshooting

I don't see my document in the Print Release queue. Make sure your device is connected to cellular or Wi-Fi. Make sure when prompted from your device you select **Send**. Internet access is required for mobile printing.

When I load the SmartAlec app on my device for printing the send button is greyed out. This indicates the document requires the native app on your device. For example, if you attempt to upload an Excel document on some devices SmartAlec will require the native app, in this case Excel. (PDF preferred)