

How to Print Wirelessly at the Springfield Free Public Library

About Wireless Printing

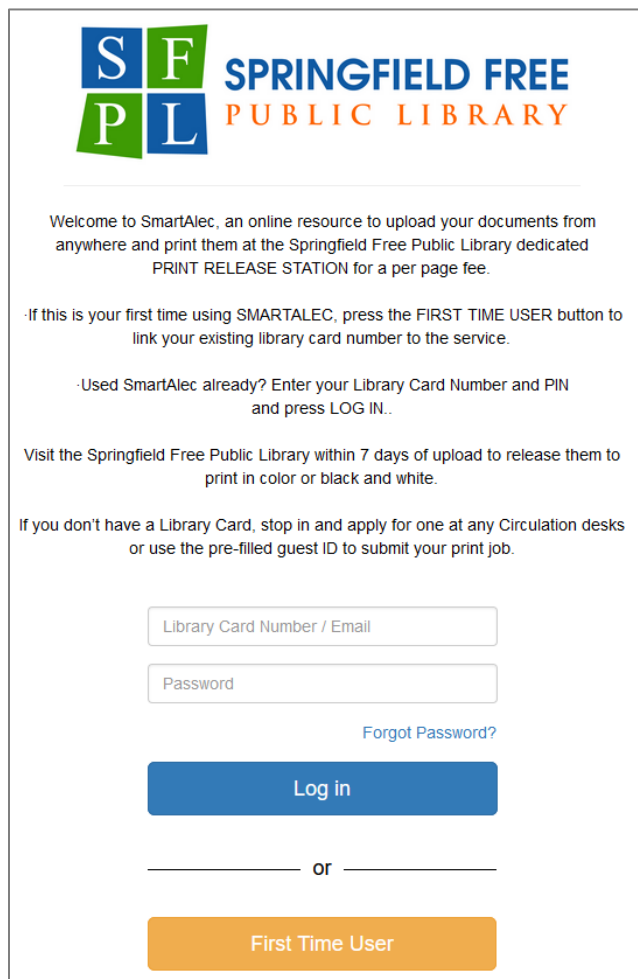
Patrons can print wirelessly from their laptops, tablets, and smartphones. There are two ways to print: (1) through the web portal and (2) through the mobile app.

It is not necessary to use the mobile app when printing from a smartphone. You can access the web portal through your phone the same as if you were on a computer or laptop.

Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bmp files allowed.

Regular printing fees apply:

- First black & white page is free
- 10 cents per black & white page
- 25 cents per color page



The screenshot shows the SmartALEC login interface. At the top is the Springfield Free Public Library logo. Below it is a welcome message: "Welcome to SmartAlec, an online resource to upload your documents from anywhere and print them at the Springfield Free Public Library dedicated PRINT RELEASE STATION for a per page fee." There are three instructions: 1. "If this is your first time using SMARTALEC, press the FIRST TIME USER button to link your existing library card number to the service." 2. "Used SmartAlec already? Enter your Library Card Number and PIN and press LOG IN.." 3. "Visit the Springfield Free Public Library within 7 days of upload to release them to print in color or black and white." A note at the bottom says: "If you don't have a Library Card, stop in and apply for one at any Circulation desks or use the pre-filled guest ID to submit your print job." The login form includes a text box for "Library Card Number / Email", a text box for "Password", a "Forgot Password?" link, a blue "Log in" button, and an orange "First Time User" button.

Using the Web Portal

- 1.) Visit the SmartALEC web portal:
<https://smartalec.smartalecprint.com/smartalec?!D=SpringfieldFreeNJ>
- 2.) Create an account if you're a first-time user. This requires your library card number (beginning in 29534). You can also use the default Visitor ID.
- 3.) Enter your information and copy down the ID and PIN. Once you click [Submit], the ID and PIN will also be sent to you via email or text.
- 4.) Now log in to your account. You can change your card number, email, and password once you are logged in.
- 5.) Upload documents you want to print. Files that are successfully uploaded will be displayed.
- 6.) Click [Preview] to preview a document. Click [Delete] to remove a document.
- 7.) Go to the Print Release Station next to the circulation desk to retrieve and print your document(s).

Using the SmartALEC App

- 1.) On your phone, follow steps 1-3 above. Once your account is created, download the SmartALEC app and then log in.
- 2.) **Make sure you are connected to the library's public wireless network when using the app.** Follow the instructions on how to upload documents to print.
- 3.) Go to the Print Release Station next to the circulation desk to retrieve and print your document(s).