PRINTING FROM YOUR TLN LIBRARY

PRINTING MADE EASY FROM SMARTPHONES, TABLETS, LAPTOPS AND MORE...

Smart ALEC™

The Library Network
Libraries Working Together

Comprise™

Access the **SmartAlec Print Control** website at:

https://smartalec.smartalecprint.com/smartalec?ID=TLN

The library may have this page already saved on their home page.

PRINTING FROM YOUR LAPTOP

IMPORTANT!

- IN order to utilize *wireless printing*, you must be registered as a **First Time User**.
- If this is not your first time using SmartAlec or mobile printing at a TLN library, you can login with your library card number and PIN.
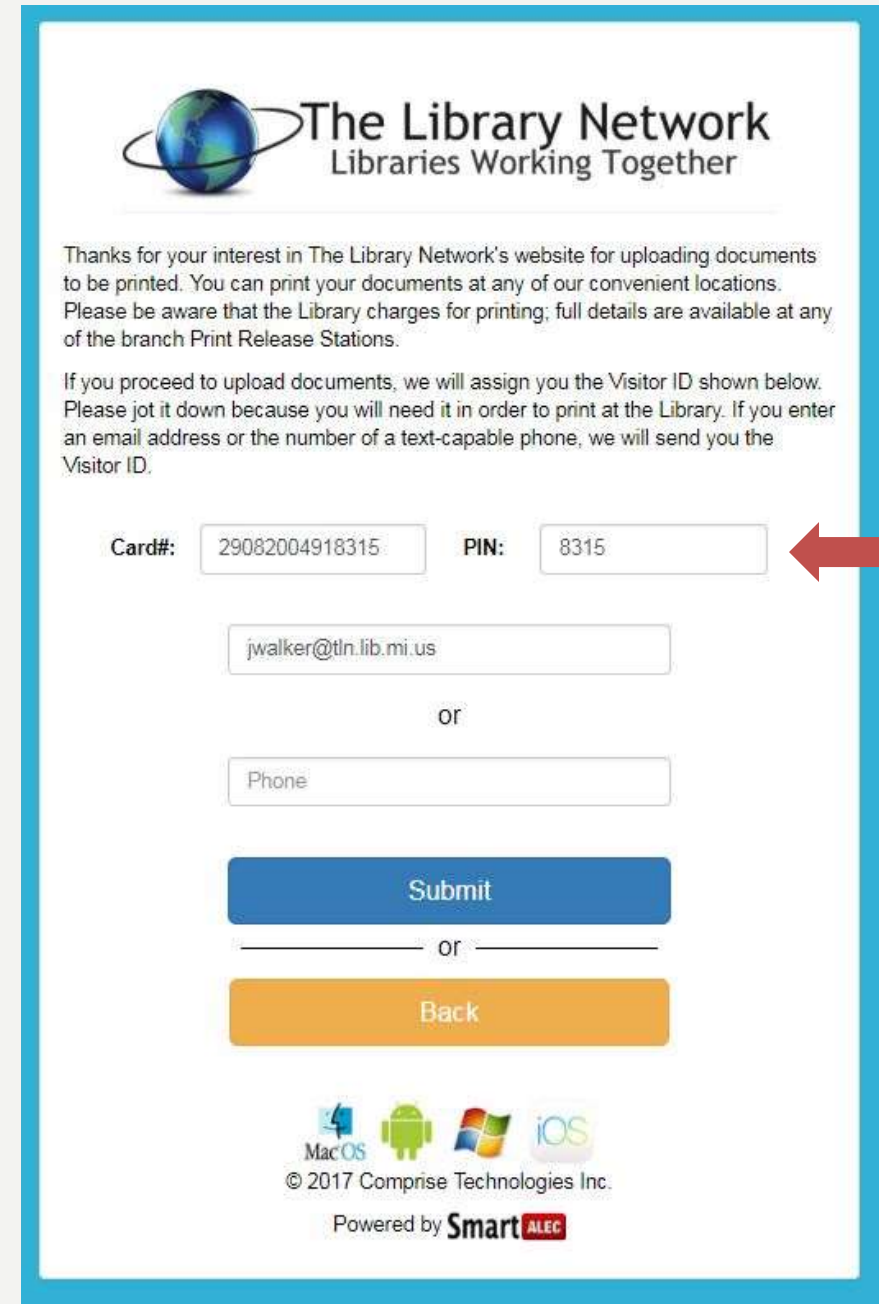
PRINTING FROM YOUR LAPTOP

FIRST TIME USER

- Once **First Time User** is selected, you can remove the current library card number and PIN from each field and add your own.
- A valid email address OR telephone number must be used to register your card in the system.
- Once the account is created successfully, you will received the following message:
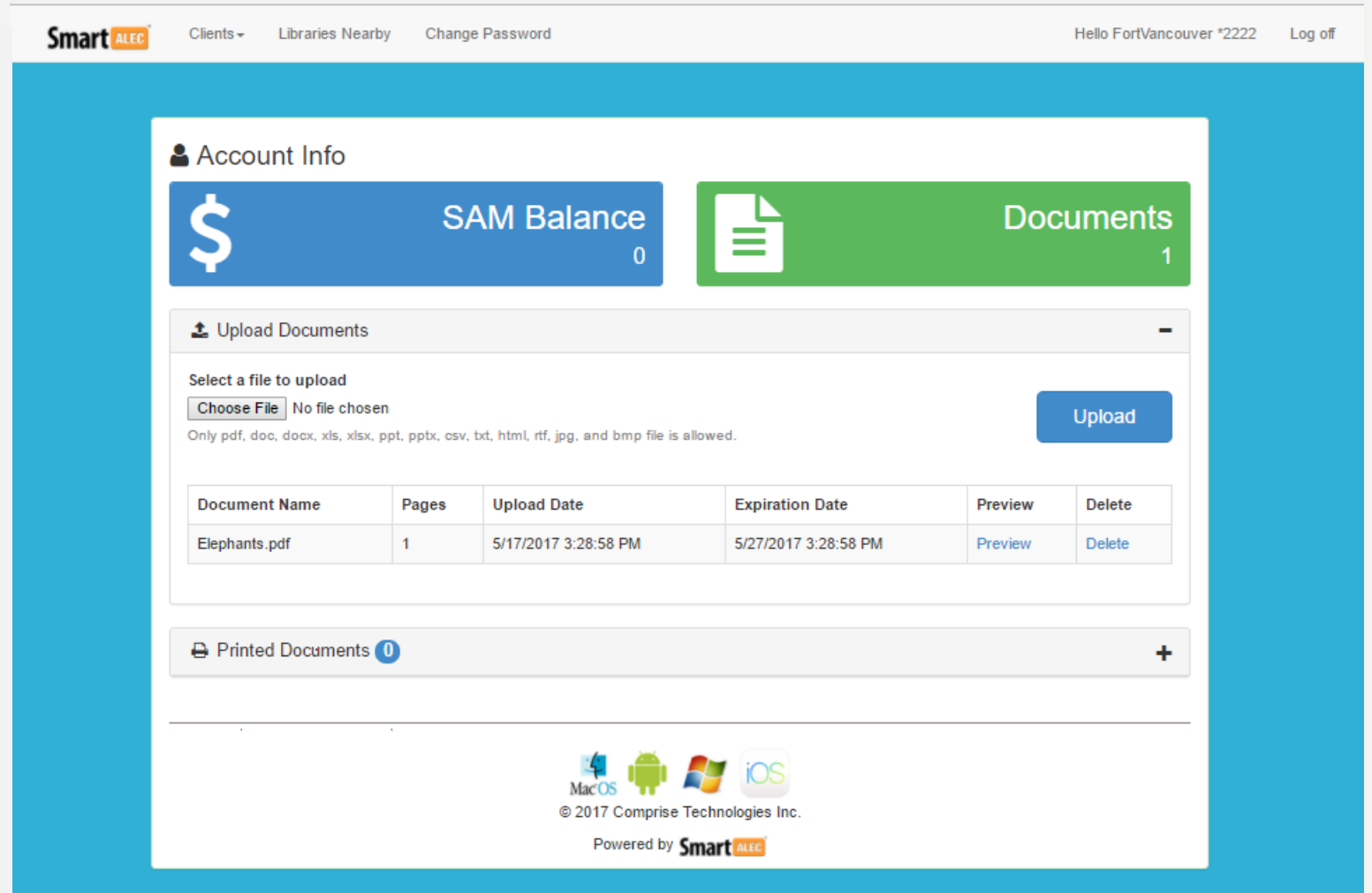
- You have created an account successfully, please log in

PRINTING FROM YOUR LAPTOP

- Once you have logged in successfully with your **library card** number and **PIN**, you will see this screen.
- From here you will be able to:
  - View all docs waiting to be printed at the library release station.
  - Upload new .documents to print
  - Check current SAM account balance.

HOW TO USE Smart **ALEC** FROM YOUR SMARTPHONES

Smart ALEC **Needs to be installed on your devices from the app store**

- For any <u>Android</u> devices, you should find

  the app here:

- For an <u>Apple</u> devices (iPhone/iPad), this can

  be found here: App Store

- Search for "SMART ALEC" and download the application. Once it is installed, you will see it on your device home screen as shown.

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

- After installing Smart ALEC, tap the app on your screen to open it.
- Login with your **library card** and **PIN**.
- **[ACCEPT]** the Library Policy.

HOW TO USE Smart **ALEC**™ FROM YOUR SMARTPHONES

- Once you are logged in, you will see the *printing queue screen*.
- Smart **ALEC** is now active and ready for your print selections!
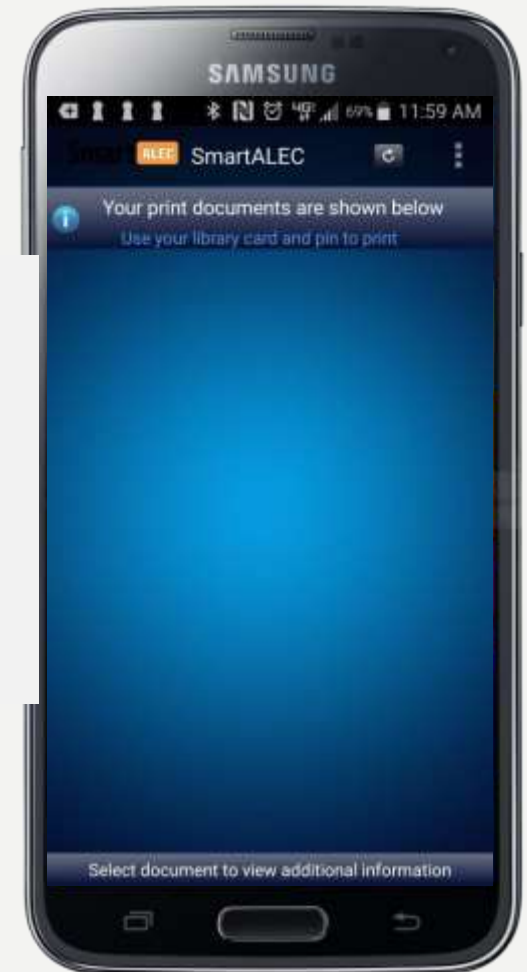
HOW TO USE Smart ALEC FROM YOUR SMARTPHONES

- You can now close Smart ALEC and go back to the home screen.
- Access the document or photo you wish to print.

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- Open the document you wish to print.
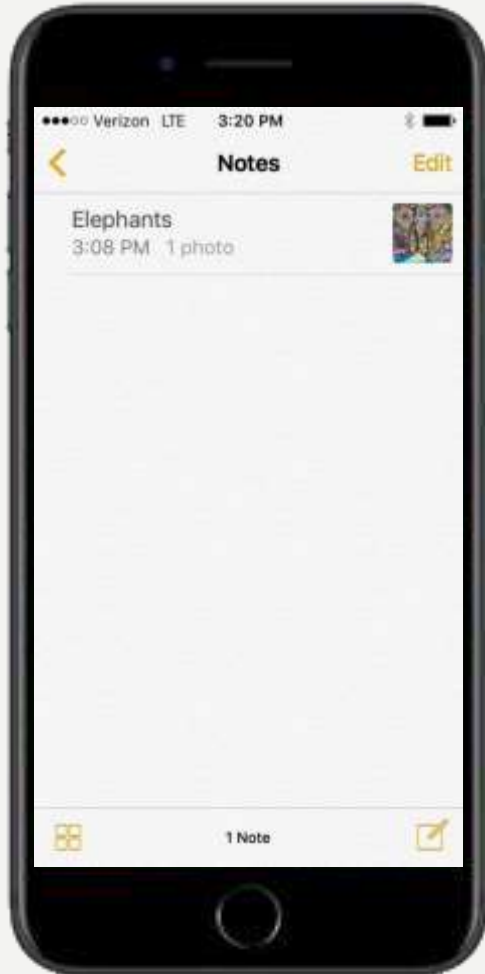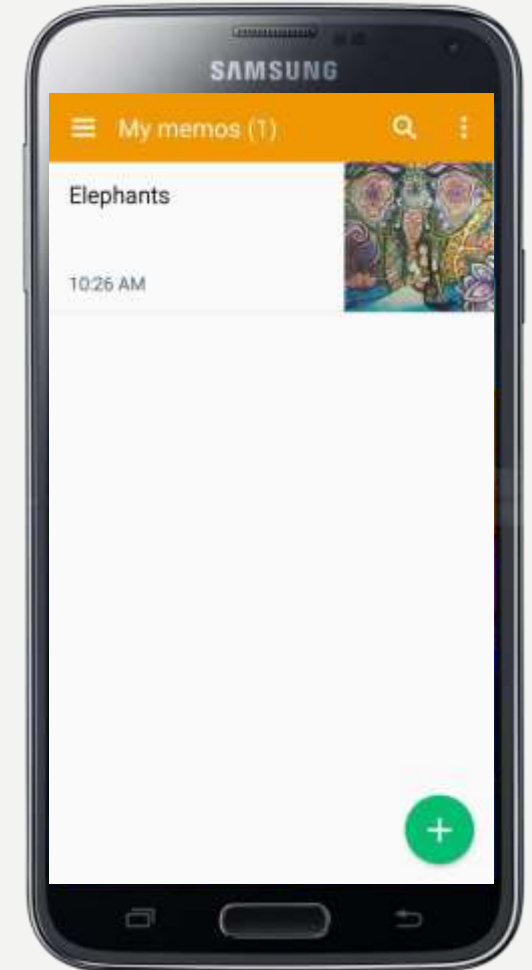
  o This could also be a photo that you have saved on your smartphone or a pdf document online.

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- Once the document is opened:
  - For <u>iPhone</u> users select the share icon ⬆️.
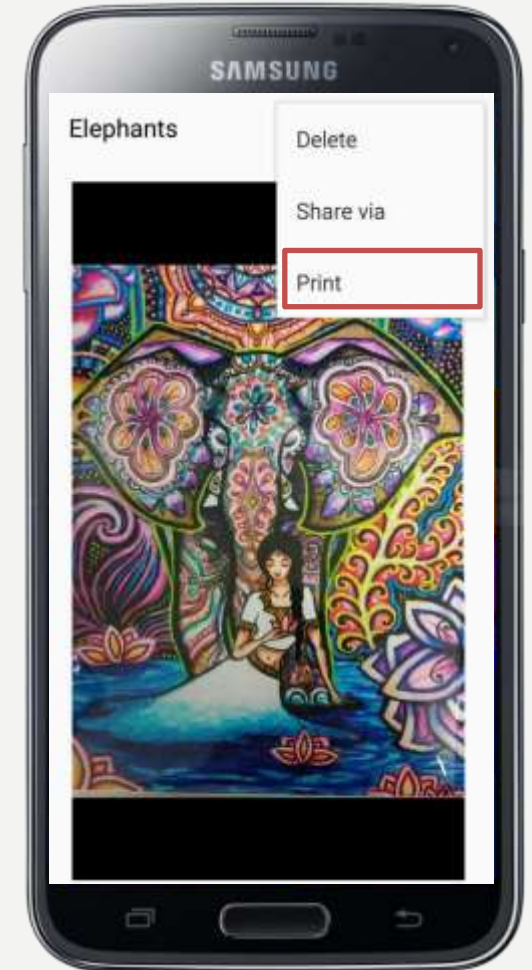 - For <u>Android</u> devices select the options button ⋮.

HOW TO USE Smart ALEC FROM YOUR SMARTPHONES

PRINTING FROM NOTES

o Select **[PRINT].**

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES
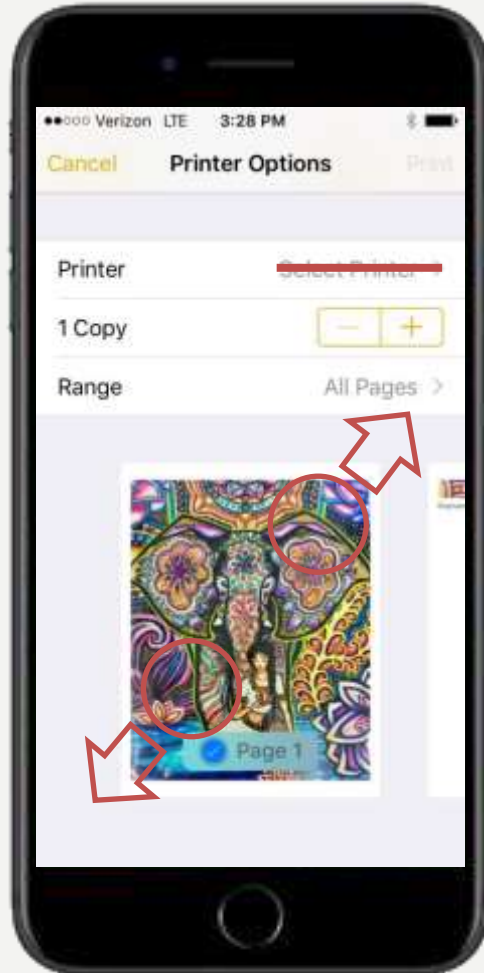
PRINTING FROM NOTES

- Once you are at the print preview screen
  - For <u>iPhone</u> users, preform a [pinch zoom/force touch] on the screen.

  - **Do not attempt to select a printer first.** *This will give an AirPrint error*

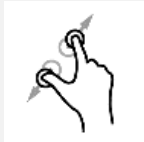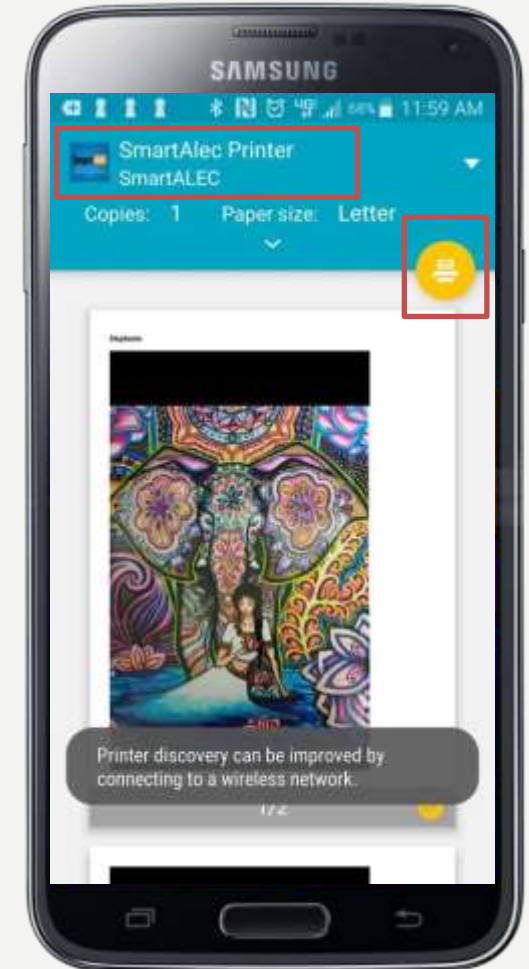 - For <u>Android</u> devices select [SmartAlec Printer]
  - Click the *print icon* on the right-hand side.

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- For <u>iPhone</u> users, select the share icon again ⬆️ then select Smart ALEC from the *activities* list.

- For <u>Android</u> devices, the document is now being uploaded to the Print Release Station. Please wait!

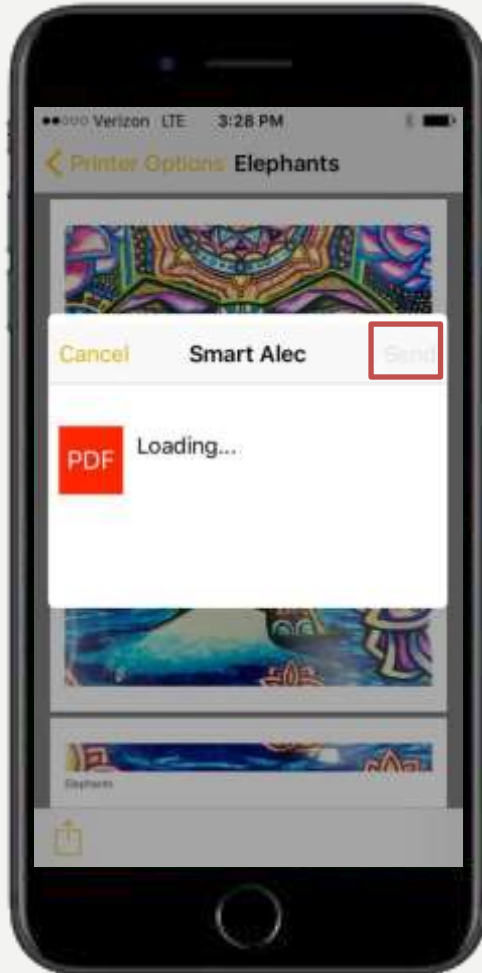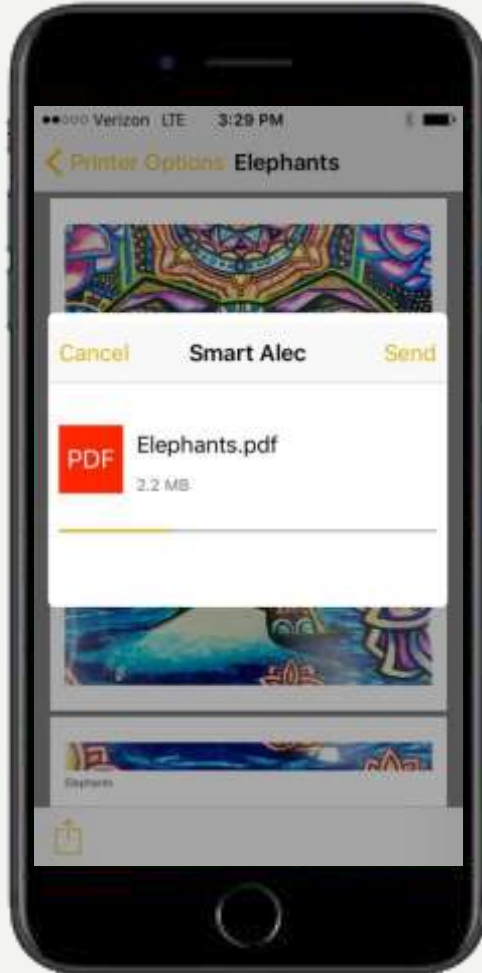# HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- For iPhone users, once the document has completed loading select [**SEND**].

- For Android devices, the document uploading is complete and is now ready for release from the Print Release Station.

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- For iPhone users, uploading is finished once the SmartAlec dialog box vanishes.
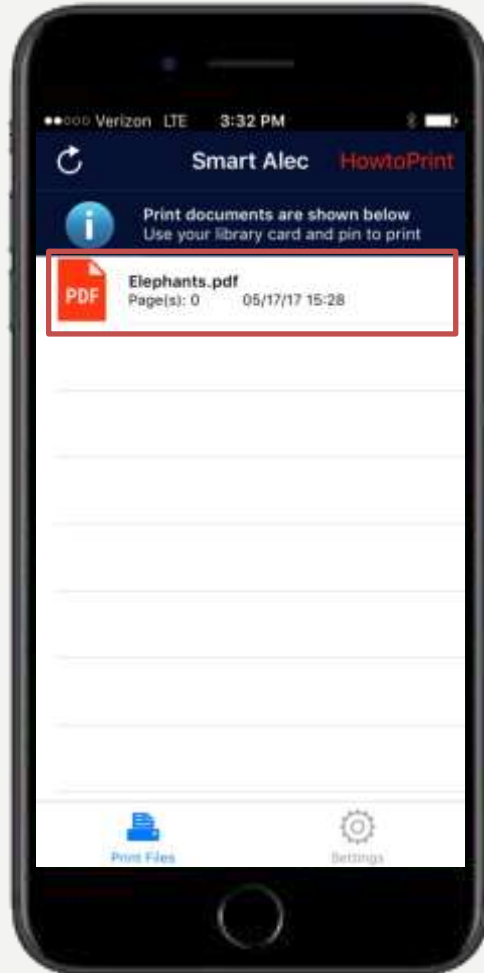
HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- To see your sent document in the print queue, reopen the Smart ALEC app.

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

PRINTING FROM NOTES

- If your sent document is now shown in the print queue, it is now ready to print!

HOW TO USE Smart ALEC™ FROM YOUR SMARTPHONES

RELEASING THE PRINT JOB

- Proceed to a Print Release Station to print documents
- Select, "Print Your Document" and enter your **library card** or **email** and **PIN.**