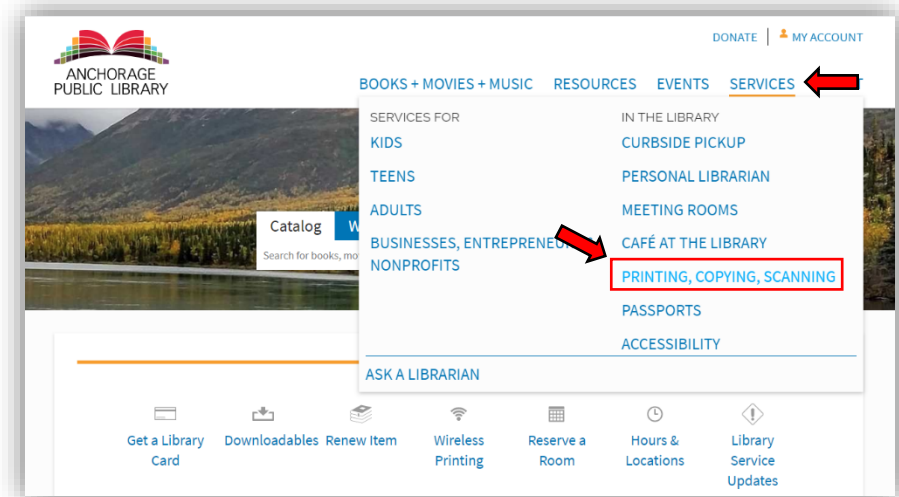


PRINTING HOW-TO: Email Printing from a Computer

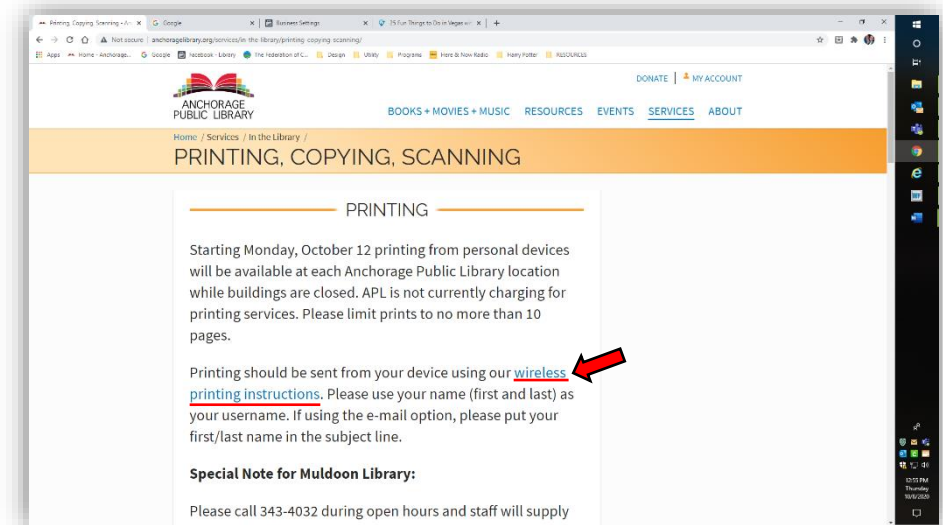
Step 1:

From the home page, www.anchoragelibrary.org, use the drop-down menu under **SERVICES** and click on **PRINTING, COPYING, SCANNING**.



Step 2:

Click on **wireless printing instructions** to reach the printing links.



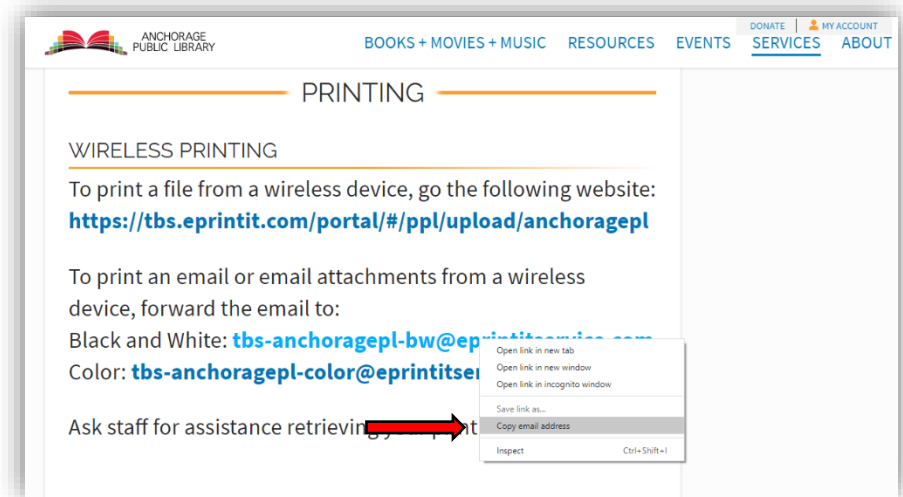
PRINTING HOW-TO: Email Printing from a Computer

Step 3:

Right click and copy the provided email address for your preferred printing format.

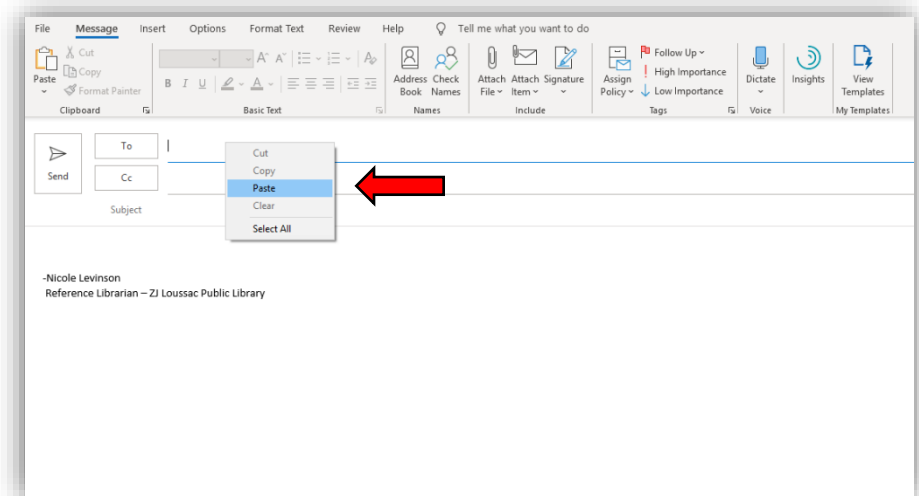
Black & White – tbs-anchoragepl-bw@eprintit.com

Color – tbs-anchoragepl-color@eprintit.com



Step 4:

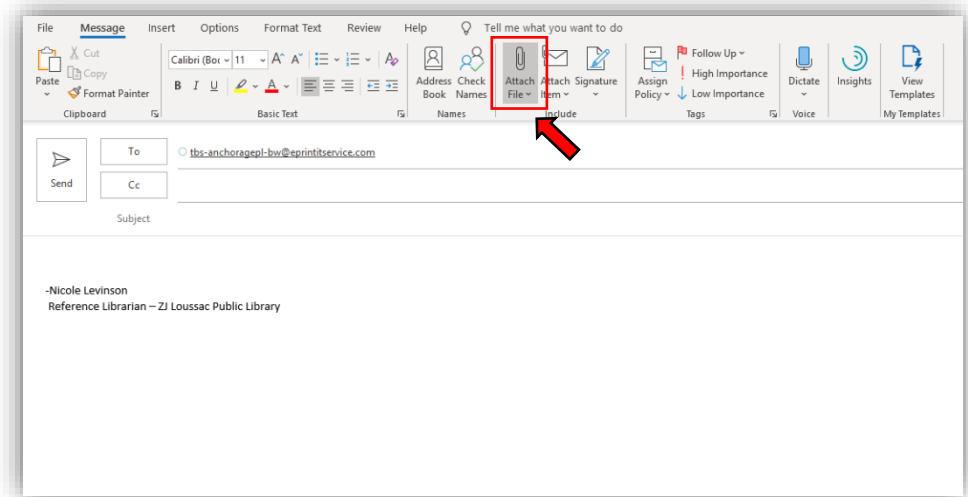
Open a new blank email and right click to paste the copied address in the **To:** line.



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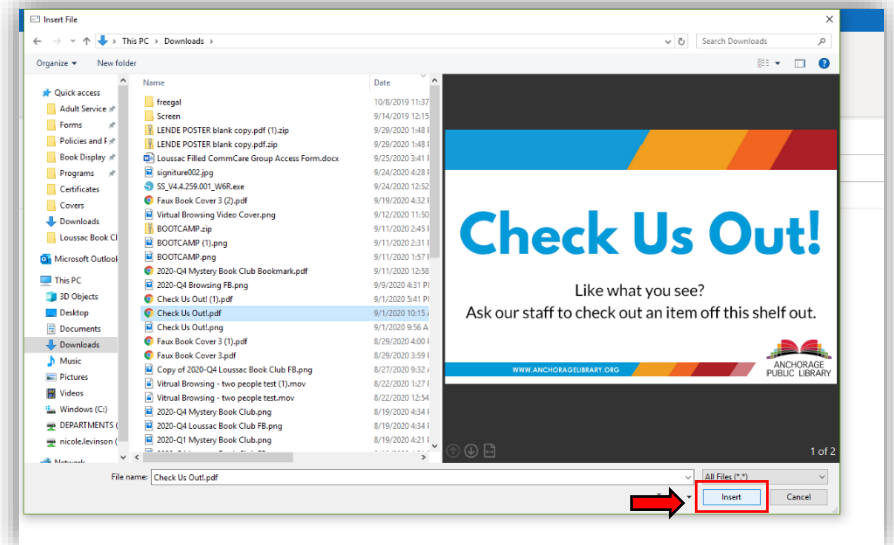
Step 5:

Select **Attach File** in the tool bar.



Step 6:

Select the file which you want to print and click **Insert** or **Attach**.



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Step 7:

Type your first and last name in the **Subject** line as well as the Location Code for where you would like to pick up your print job.

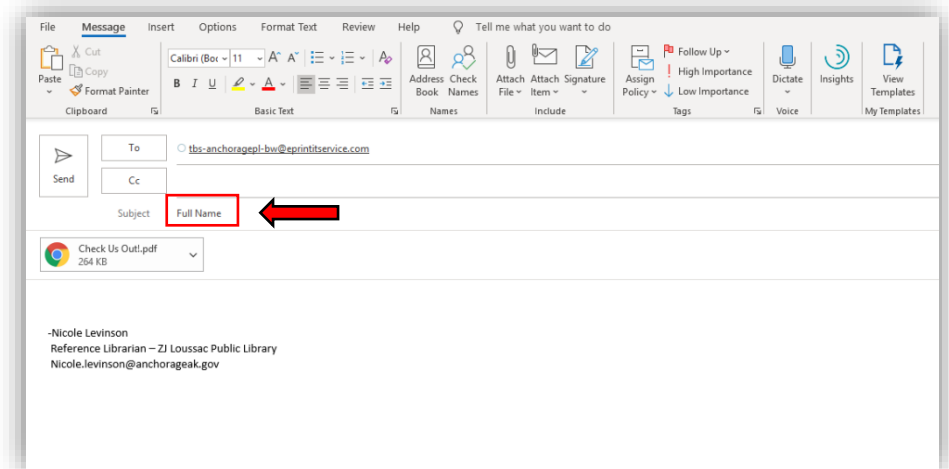
Loussac Library – LL

Muldoon Library – MD

Mountain View Library – MV

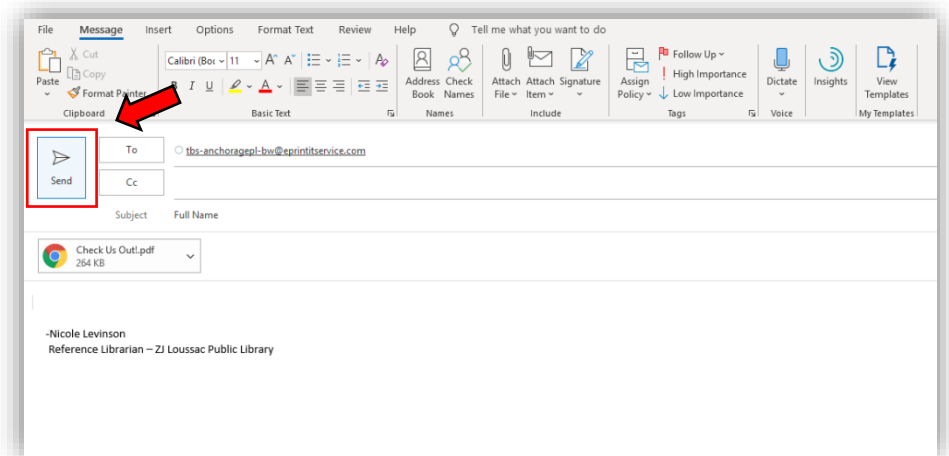
Chugiak Eagleriver – CE

Gerrish Girdwood - GR



Step 8:

Check to make sure all of the information you entered is correct and press **Send**.



PRINTING HOW-TO: Email Printing from a Computer

Step 9:

You will receive a confirmation in your email.
Follow the library protocol as stated on the APL
website for retrieving your print job.

