PRINTING HOW-TO: Email Printing from a Mobile Device

Step 1:
From the home page, www ancoragelibrary 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.

Step 2:
Press and hold to copy the provided email address for your preferred printing format:

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

Color – tbs-anchoragepl-color@eprintitservice.com
Step 3:
Open your preferred email app or website and go to the email that contains the attachment you want to print. Tap on **Reply** to open the drop down menu.

Step 4:
Tap on **Forward** to change the reply type.

Step 5:
In the **To** field, paste the email address you copied from the library website.
Step 6:
Type your first and last name in the **Subject** field 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 7:
Check to make sure all of the information you entered is correct and press **Send** or click on the appropriate icon to send your request.

Step 8:
You will receive a confirmation by email. Follow the library protocol as stated on the APL website for retrieving your print job.