

Printing wirelessly from your own device at KDL branches

Creating an account as a first time user

1. Go to the SmartALEC portal through any online browser (ie, Chrome, Safari, Edge, Opera) by going to bit.ly/kdlsmartalec which will open the following page...
<https://smartalec.smartalecprint.com/smartalec?ID=KDLSmartAlec>.
2. From the Welcome Screen, click [First Time User].
3. On the next screen, you can enter your KDL library card and pin here if you have one, otherwise write down the ID and PIN listed in the center boxes. You will login with this ID and PIN in the future as well. Note: Guest passes are not accepted at this time.
4. Enter a valid Email or Cell Phone number able to receive texts.
5. Click [Submit].
6. If email or phone number is not entered, message will display:
You must enter email address or Phone number
7. Confirmation message will display when account is created:
You have created an account successfully, please log in
8. The ID and PIN will be sent to you either via Email or Text message.
9. If incorrect information is entered, message will display:
Invalid login attempt.
10. After successful login, the Account Info screen will display.

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.

ID: PIN:

or

MacOS   

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Printing from a personal laptop

Patrons who have already registered through the first time user process:

1. Enter Library Card or email and PIN to login at the Welcome Screen (an email or text was sent with this information during the “first time user” process)
2. After successful login, the Account Info screen will display.

To Upload Documents after creating an account:

1. From the Account Info screen
2. Click [Browse]

Welcome to the Library's website to upload your print documents. Once uploaded, documents can be printed at any of our convenient locations.

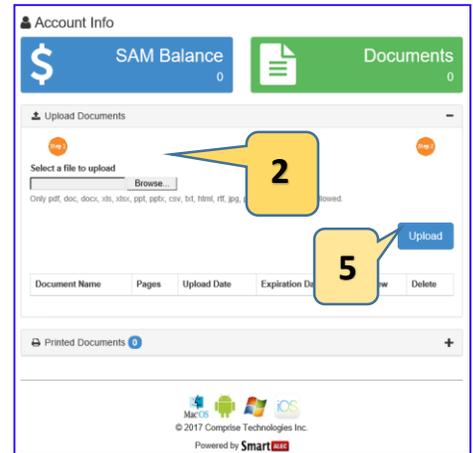
Library members can log in by entering their Library Card Number and PIN. If you are not a member, please select the [Visitor] button to begin

or

MacOS   

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3. Navigate to and double click the desired document where it was saved on your device
4. Return to the Account Info screen
5. Click [Upload]



6. File uploaded successfully confirmation message will appear.

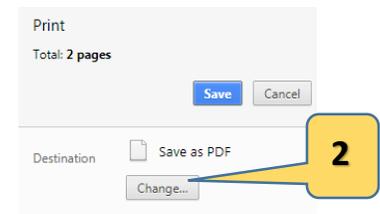
• File uploaded successfully!

Document Name	Pages	Upload Date	Expiration Date	Preview	Delete
test2.bmp	1	7/5/2017 2:31:24 PM	7/12/2017 2:31:24 PM	Preview	Delete

7. The file will be added to the list and will be available to print again for 7 days.
8. Click [Preview] to preview the document
9. Click [Delete] to remove document from the list
10. Go to a Print Release Station to release and print the document

Printing emails as PDFs:

1. Click on the print option used for printing an email by your email provider (make sure in the preview that the entire email is represented)
2. In Print popup box, change Destination field to “Save as PDF”.



How to print using an iOS device

Set up

Using Safari browser, go to bit.ly/kdlsmartalec which will open the following page... <https://smartalec.smartalecprint.com/smartalec?ID=KDLSmartAlec> and set up your SmartALEC account. (An email address is necessary for this step. A KDL library card is helpful but not necessary as a SmartALEC guest account can also be created. KDL computer guest passes will not work.)

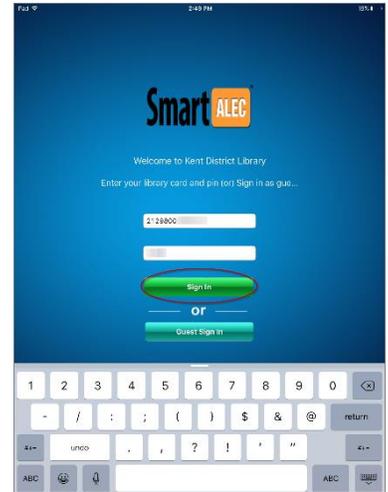


Open the App Store on your iOS device:
 Search for the app **SmartALEC @ Your Library**. Tap [GET] > [OPEN].
 The SmartAlec app will launch. Enter your library card or email/account number and pin you created in Step 1 above. [Sign In]

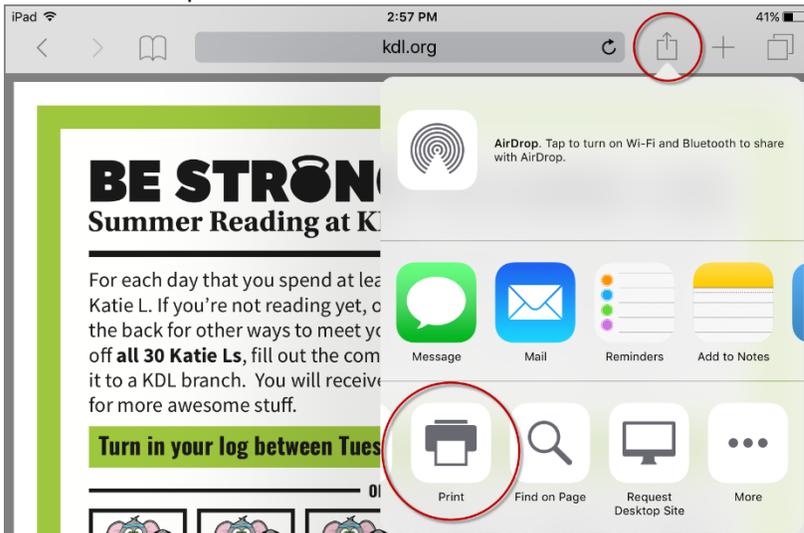
The privacy policy may display. Tap [Accept] to be taken to the SmartAlec main page.

Printing

Leave the SmartAlec app and navigate on your device to the document you'd like to print. Look for and tap the [Print] option. This option is not available in all apps.** Its location also depends on the app that you're in. You may need to swipe left or right to see all the options available.



Here's an example:



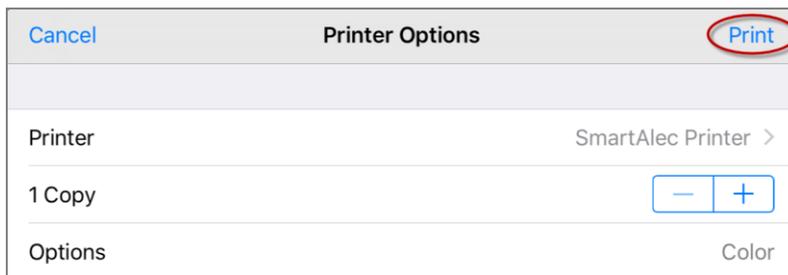
**** Note:** If you don't see the option to print you can try one of these two workarounds.
 1. In the Chrome browser you can create a pdf of the webpage.
 2. You might also take a screenshot of the page (this option works well for emails).

On the Printer Options page, tap [Select Printer]. Choose the SmartAlec Printer. You can also adjust how many copies you want, which pages you want and whether you want it in color or black or white.





When you've successfully connected to the printer, the Print option will turn blue. After you've made your Printer Options adjustments, tap [Print] when you're ready to send the document to the printer queue.



Visit the Print Release Station Kiosk in the branch.

How to print using an Android device

Set up

1. Go to the SmartALEC portal through any online browser (ie, Chrome, Safari, Edge, Opera) by going to bit.ly/kdlsmartalec which will open the following page...
<https://smartalec.smartalecprint.com/smartalec?ID=KDLSmartAlec> and create your account.
2. Go to the Play store and download the [SmartALEC @ Your Library] application
3. Open the SmartALEC application and sign in
4. You must accept the Library wireless printing policy
5. Enable the SmartALEC print service. You will be prompted to do this in the SmartALEC application or you may also do this in your settings

HOW TO PRINT

1. Open up document you wish to print and click on the ●●●
2. Select Print
3. Select the SmartALEC printer from the available list of printer options
4. Click the print button
5. Your document is now ready to be printed at any KDL library print kiosk.

Releasing the print

1. Visit the Print Release Station at the branch, which looks like a small kiosk with a touchscreen. On the touchscreen, tap on [Print My Document].



2. Enter your library card number or temporary pass and PIN. Tap [Log In]
3. You'll see your print queue, which shows the costs of printing. Tap document titles to select specific items or tap [Select All] to select everything.



4. Pay for your print-outs.

To pay by cash, enter cash into the kiosk.

To pay by credit card, tap [Pay By Credit Card]. The kiosk will direct you to swipe your credit card through the reader.

5. Tap [Print] to send your document to the printer.



To print again later

Log into online browser portal again using your personal library card number and pin password (4 digit number) or the temporary id and pin number you set up during the creation of your SmartAlec account (sent to your email or text to your phone number).