Wireless Printing at Berkeley Public Library

Using the Web Interface

The web interface is usually the easiest way to print from your laptop or mobile wireless device. Follow these steps to use it:

• Access the web printing interface by going to https://berkeleypubliclibrary.org/printnow

• Login with your library card number (starting with 21913) and PIN (last 4 digits of your phone number).

• If you do not have a Berkeley Public Library card you can either go to any branch and get one, or login as a guest.

• To login as a guest select "Guest User," and you will be provided with a temporary card number and password. Be sure to write down the guest user card# and password, as you will need them to login, to upload your files, and to print them at the print release station.

• You will now be at a page where you can upload documents that you want to print. When you choose "Select a file to upload," you can browse your laptop or mobile device for documents you want to print.

• Go to the print release station at any Berkeley Public Library branch to retrieve and print your documents. Details are below under "Getting Your Printout at the Print Release Station."

Using the App

• Log into the web interface. • There are links in the upper left, under the label "Clients," where you can download Android or iOS apps from Google Play or the App Store.

• Once you've downloaded and installed the app, launch it and enter your barcode and PIN.

• When printing from any app, select the SmartAlec Printer when asked what printer to use. This will upload the document to SmartAlec.

• Go to the print kiosk at any Berkeley Public Library branch to retrieve and print your documents. Details are below under "Getting Your Printout at the Print Release Station."

Getting Your Printout at the Print Release Station

• At the print release station, select "Print My Document."

• Login by scanning your library card's barcode and entering your PIN.

• Or, if you used a guest barcode when uploading your documents, use that card number and password instead of scanning your library card.

• Select the document you want to print and hit "Continue." You will then be able to select which printer you want to use, and will be guided through the payment process.