Smart ALEC™

Print Services for Mobile Devices

How To Get Started:
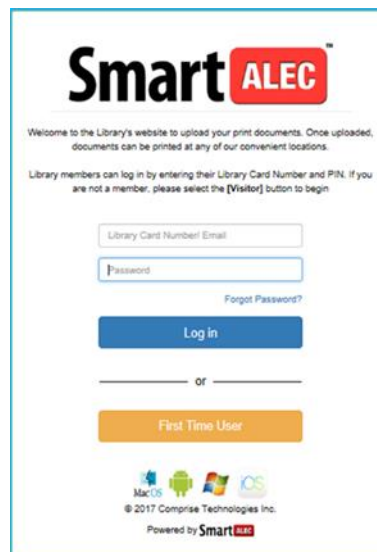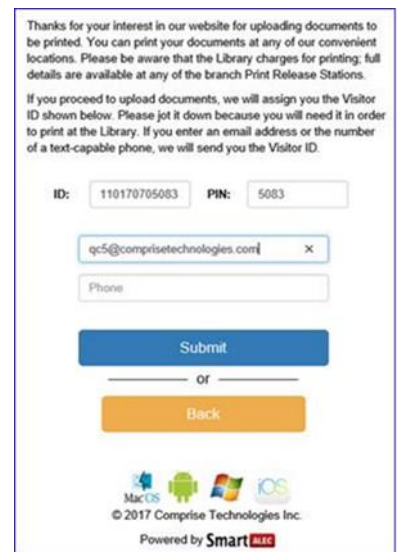
1.   Access the Library Portal from the link at dhcl.michlibrary.org.

2.   Choose First Time User

3.   On the next screen, enter a valid Email or Phone.

4.   If email or phone number is not entered, message will display:

You must enter email address or Phone number

5.   You can enter your library card and pin here if you have one, otherwise the system will generate one for you to use.

6.   Click [Submit].

You have created an account successfully, please log in

7.   Confirmation message will display when account is created: The ID and PIN will be sent to you either via Email or Text message. Make note of the ID and PIN. You can now login with this ID and PIN.

8. Library Patrons with a valid Library Card and PIN who have already registered through the first time user process
9. Enter Library Card and PIN to login at the Welcome Screen.
10. After successful login, the Account Info screen will display
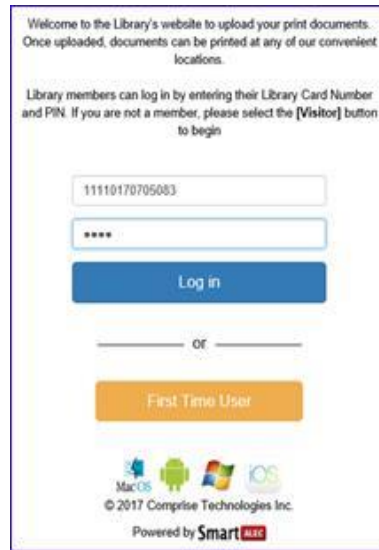
11. From the Account Info screen
12. Click [Browse]
13. Navigate to and double click the desired document
14. Return to the Account Info screen
15. Click [Upload]
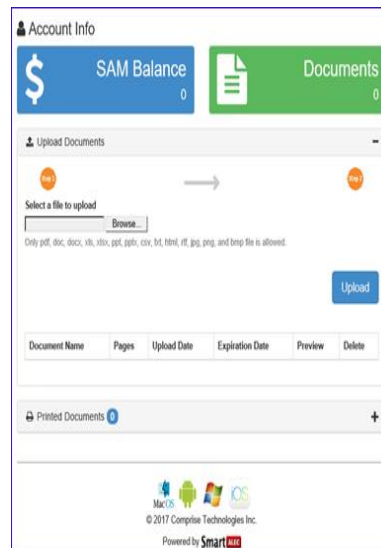
16. File uploaded successfully confirmation message will appear.
17. The file will be added to the list
18. Click [Preview] to preview the document
19. Visit a library staff member to add funds for printing. Costs are $0.10 per page for black and white printing and $0.50 per page for color printing.
20. Go to a Print Release Station to release and print the document

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

• File uploaded successfully!