



## Print Services for Mobile Devices

### How To Get Started:

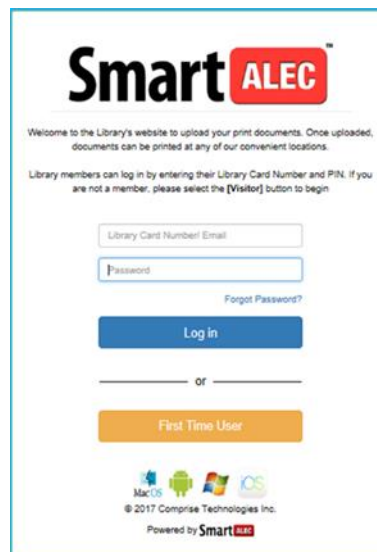
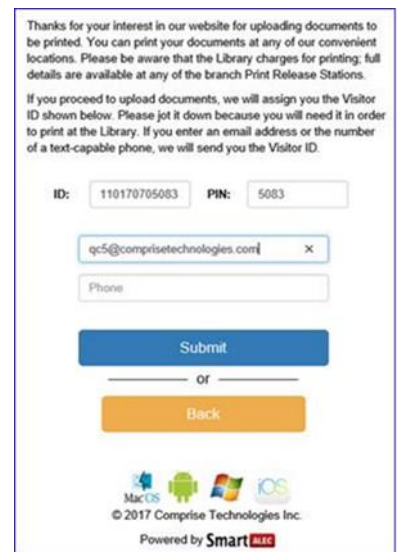
1. Access the Library Portal from the link at [dhcl.michlibrary.org](http://dhcl.michlibrary.org).
2. Choose First Time User
3. On the next screen, enter a valid Email or Phone.
4. If email or phone number is not entered, message will display:

**You must enter email address or Phone number**

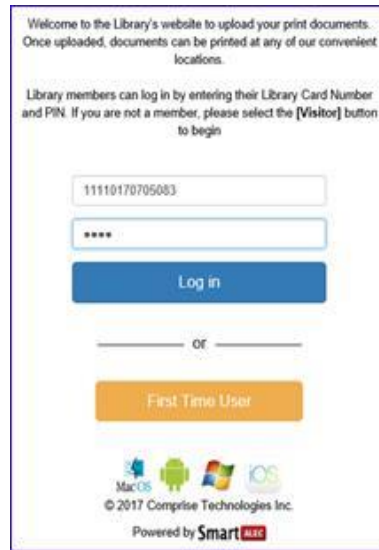
5. You can enter your library card and pin here if you have one, otherwise the system will generate one for you to use.
6. Click [Submit].

**You have created an account successfully, please log in**

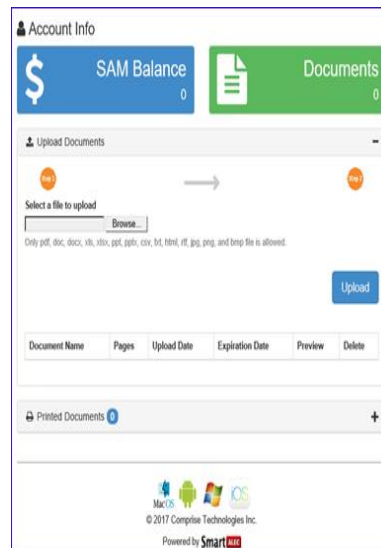
7. Confirmation message will display when account is created: The ID and PIN will be sent to you either via Email or Text message. Make note of the ID and PIN. You can now login with this ID and PIN.

The image shows the SmartALEC login interface. At the top is the SmartALEC logo. Below it, a welcome message states: "Welcome to the Library's website to upload your print documents. Once uploaded, documents can be printed at any of our convenient locations." A note follows: "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". There are two input fields: "Library Card Number/Email" and "Password". A "Forgot Password?" link is next to the password field. A blue "Log in" button is below the fields. Below the button is an "or" separator and a yellow "First Time User" button. At the bottom, there are icons for Mac OS, Android, and Windows, with the text "© 2017 Comprise Technologies Inc. Powered by SmartALEC".The image shows the SmartALEC confirmation screen. At the top, a message reads: "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." Below this, another message says: "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." There are two input fields: "ID:" with the value "110170705083" and "PIN:" with the value "5083". Below these is an email input field containing "qc5@comprisetechologies.com" and a "Phone" input field. A blue "Submit" button is below the fields. Below the button is an "or" separator and a yellow "Back" button. At the bottom, there are icons for Mac OS, Android, and Windows, with the text "© 2017 Comprise Technologies Inc. Powered by SmartALEC".

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

• 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	<a href="#">Preview</a>	<a href="#">Delete</a>