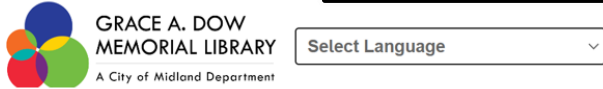


# Upload Documents to the Library Printer

1. Go to webpage [gadml.org/print](http://gadml.org/print)



Grace A. Dow Memorial Library

Welcome to our **Wireless Printing Service!**

.pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .pub, .rtf, .htm, .txt, .html, .xlsx, .xls, .pptx, .ppt, .odt, .xps, .ods, .odp, .heic, .svg, .epub, .vsd, .oxps, .wmf, .webp

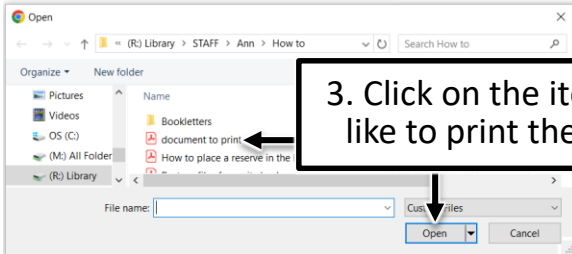
Color: \$0.50  
Grayscale: \$0.10

Max File Size:  
100 MB

Drop files anywhere to upload or

Select Files

2. Scroll down the page and click **Select Files**



3. Click on the item you would like to print then click **Open**

document to print.pdf - 2 page(s) - 0.27 MB

click here if you don't see print options

4. Choose options for printing

Copies: 1  
Color: Grayscale  
Duplex: One Sided  
Paper Size: Letter  
Layout: As Saved  
Page Range:  All  
 Pages

If you want to print in color, choose **color** then color

If you want to print front and back of a page, choose **Duplex** then Two Sided

If you want to print just part of a document, choose **Pages** then list the pages to print

User Information

Enter Guest Name or Library Card Number  
gracedow  
Required\*

Enter email address for receipt of submission  
Optional

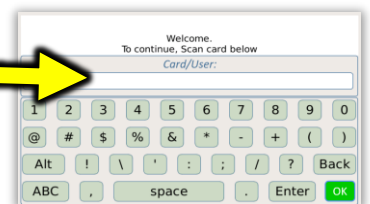
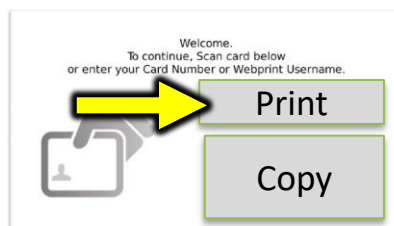
Enter mobile number for text message receipt  
Optional

Submit

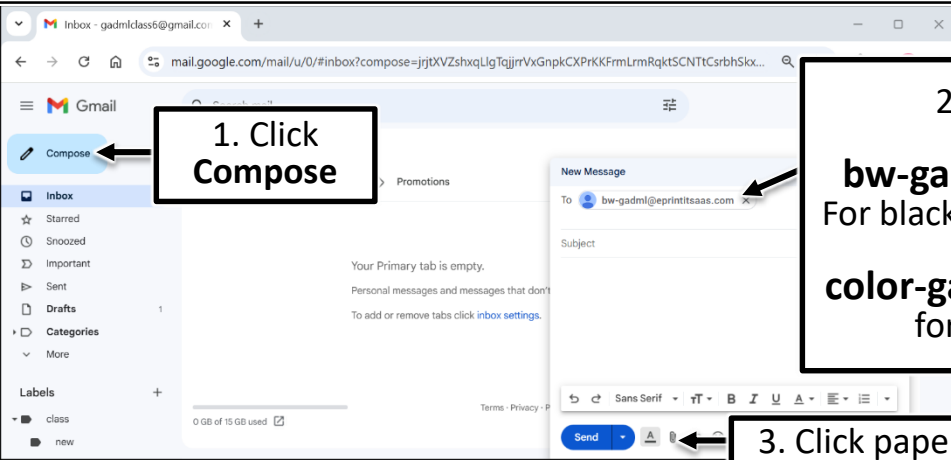
5. Type anything to name your print job (such as your name)

6. Click **Submit**

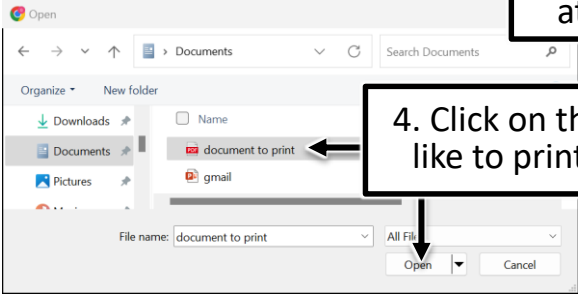
Go to the kiosk in the Library on the same day and tap **Print**, type the name you entered in step 5 & tap **OK**, pay, tap on the name of the print job, and tap **Print job** or tap **Print All**



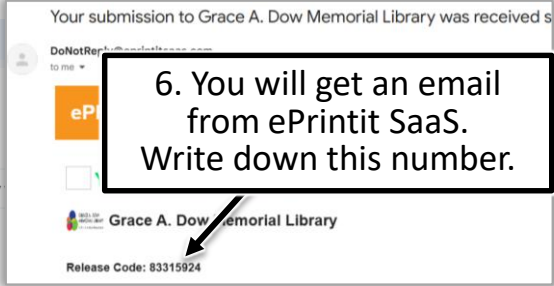
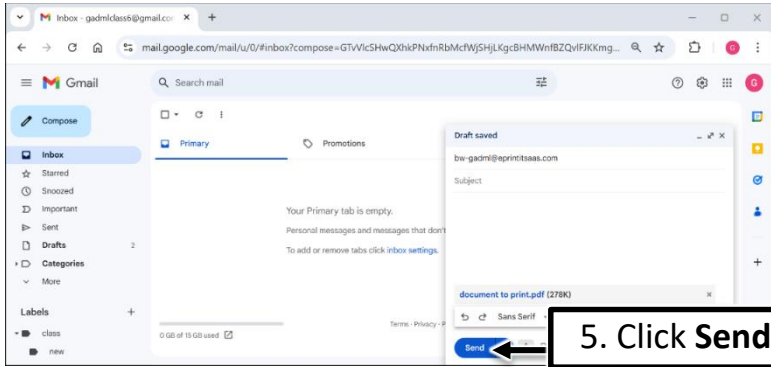
# Email Documents to the Library Printer



2. Type in the To field either **bw-gadml@eprintitsaas.com** For black and white prints (10 cents) or **color-gadml@eprintitsaas.com** for color prints (50 cents)



3. Click paperclip to attach document



Go to the kiosk in the Library on the same day and tap **Print**, type the number from step 6 then tap **OK**, pay, then tap on the name of the print job, and tap **Print job** or tap **Print All**

