

Mobile Print Instructions (Browser)

1. Open a web browser and go to job submission portal for your branch, for example:
<https://tbs.eprintit.com/portal/#/ppl/upload/Oakland-81>

You should see the location information on the right side of the page (or the bottom if on a mobile device browser), including what printer options are available (black and white, color)

Location Information

Oakland Public Library - 81st Avenue Branch

81st Avenue Branch

[View Map](#)

Email Printing

To print an email message or attachment, simply forward your email to:

B&W Printer: tbs-Oakland-81-bw@eprintitservice.com

Color Printer: tbs-Oakland-81-color@eprintitservice.com

You will be sent release instructions which can be used to retrieve your printouts.

2. To submit a file, either click **Select File** and browse to your file, or **drag and drop** the file into the orange box (if your device supports it).

Currently supported file types: .pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .html, .htm, .txt, .rtf, .pub, .odt, .odp, .ods

Select File

Drag and drop your files here or [Select File](#)

Any password protected documents cannot be processed.

3. Select the print options. To change from black/white to color, click the dropdown next to **Select** and change it from **B&W** to **Color**

Any password protected documents cannot be processed.

testdoc.txt X

Copies:

Select:

Duplex:

Paper Size:

Layout:

Page Range: All Pages:

4. Enter the job pickup details (your library card number or a temporary username). You must use the same username or library card number to retrieve your job at the print kiosk.

User Info

REQUIRED: testuser01

OPTIONAL: example@example.org

Submit

5. Once the job has been successfully submitted, you'll get a confirmation as shown below. You may now proceed to pick up your job at the library kiosk. Please remember to check the hours of your pickup location.

Job submission successful!

Use this Guest Name/Card Number to retrieve your printouts:
testuser01

Close

FAQs:

- **What does “Unable to retrieve location information” mean?**

This message below appears if the webpage address (URL) is incorrect. Check to make sure that you have the correct address to the branch’s submission portal.

Unable to retrieve location information.

Close

- **Can I pickup my job at a different branch?**

No, each branch has its own submission portal. To print to a different branch, you must resubmit the job.

- **How do I print a web page or file from password protected site, such as an email account?**

You must download the attachment or save the page to your device in one of the supported file formats. Some browsers such as Google Chrome will allow you to save a web page as a PDF.