



How to Use YourPrintCloud Wireless Printing for Xerox Copiers & Printers

revised 30 Jan 2015

WIRELESS PRINTING

SMARTPHONES

YourPrintCloud Mobile smartphone apps support PDF's, Microsoft Word, PowerPoint, and Excel files. From your smartphone, use the App Store (iPhone) or the Google PlayStore (Android) to locate and download the free app "YourPrintCloud Mobile."

The user id is your 14 digit Print & Copy Card number and the password is the last 4 digits of your Print & Copy Card number.

LAPTOPS

At the website <http://www.yourprintcloud.com/sdpl> you can download the Windows and Mac drivers for your own laptop, which can print from any application.

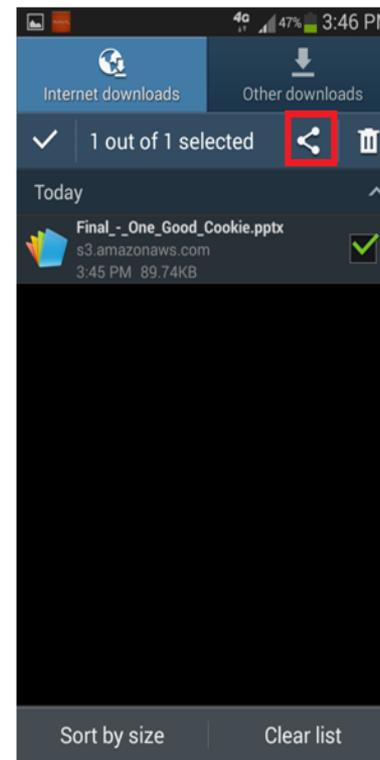
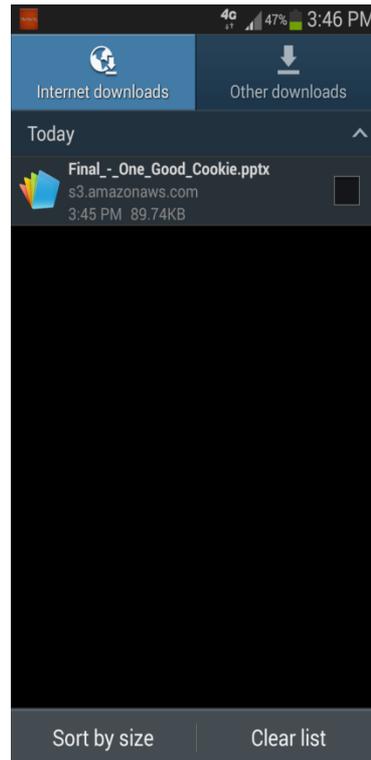
FAQ

Will it work on Chromebooks? - No, there is no driver yet for Chromebooks.
Will it work on Microsoft tablets? - Yes, if the operating system is supported.
(Windows RT is not yet supported.)

WIRELESS PRINTING – ANDROID SMARTPHONE: USE THE APP

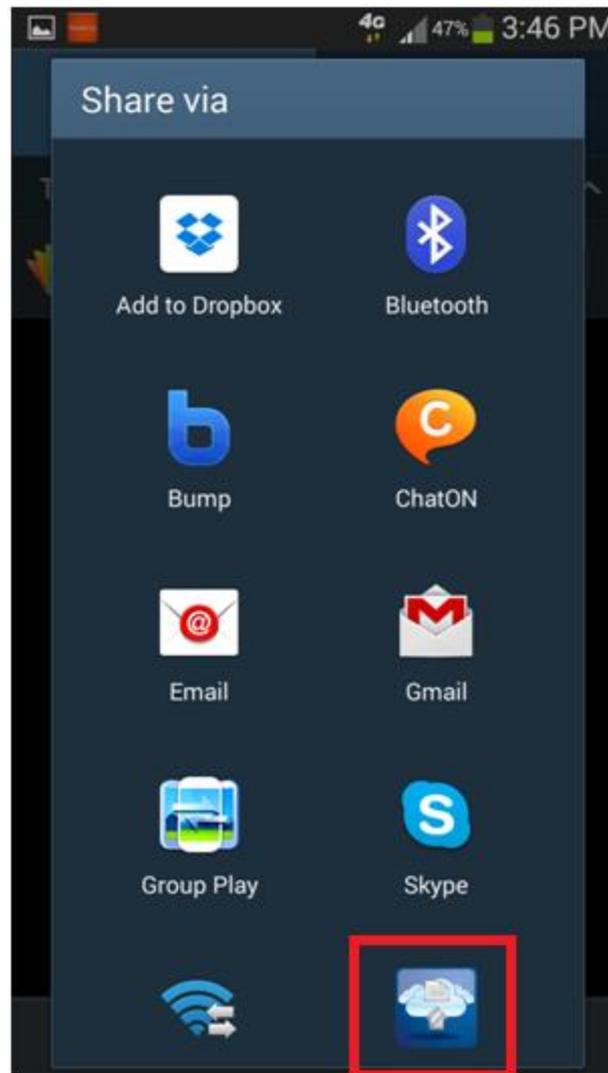
1. If you have any documents on your smartphone (**only works with .pdf, Word, PowerPoint, or Excel files**) you can choose to 'share' that document with 'YourPrintCloud' which will make it available to print out at a participating library's printer. It may look like this:

From my 'downloads' folder on my Android smartphone, I select a .pdf document that I would like to print. I select the 'share' option (looks like three dots connected by two lines).



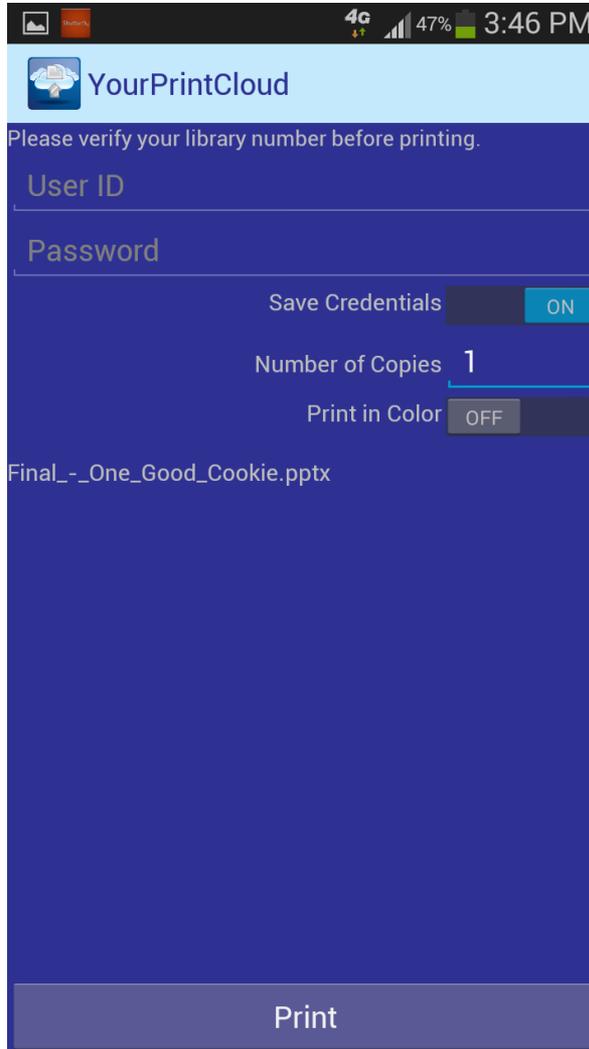
WIRELESS PRINTING – ANDROID SMARTPHONE: USE THE APP

2. Scroll down to get to 'YourPrintCloud' and select that option.



WIRELESS PRINTING – ANDROID SMARTPHONE: USE THE APP

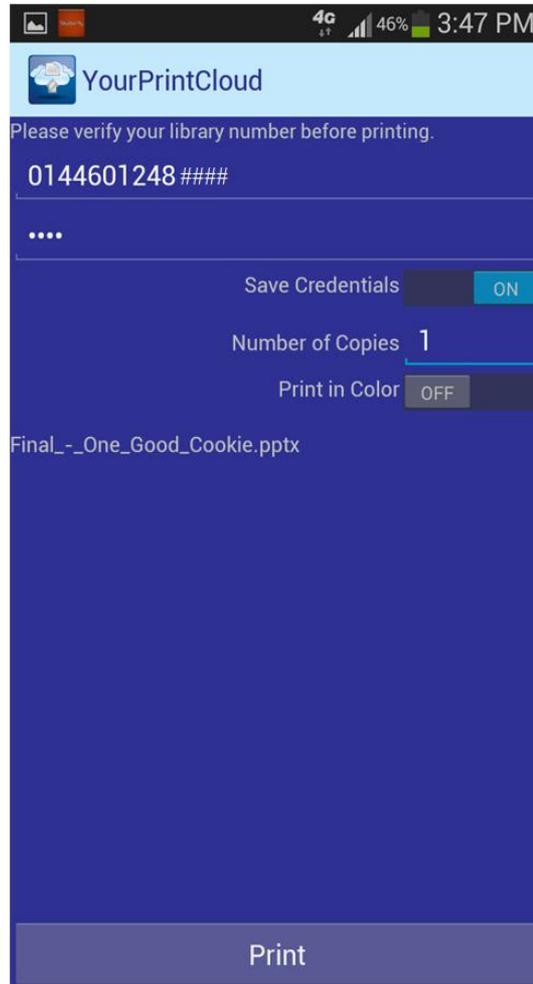
3. Once you click on the icon, the following screen appears where you type in your print card number and password. The password is the last 4 digits **of the print card number**.



The screenshot displays the 'YourPrintCloud' app interface. At the top, the status bar shows 4G connectivity, 47% battery, and the time 3:46 PM. The app header includes the 'YourPrintCloud' logo and name. Below the header, a message reads 'Please verify your library number before printing.' The main form contains two input fields: 'User ID' and 'Password'. To the right of these fields are three settings: 'Save Credentials' (set to ON), 'Number of Copies' (set to 1), and 'Print in Color' (set to OFF). The file 'Final_-_One_Good_Cookie.pptx' is listed at the bottom of the form. A large 'Print' button is located at the very bottom of the screen.

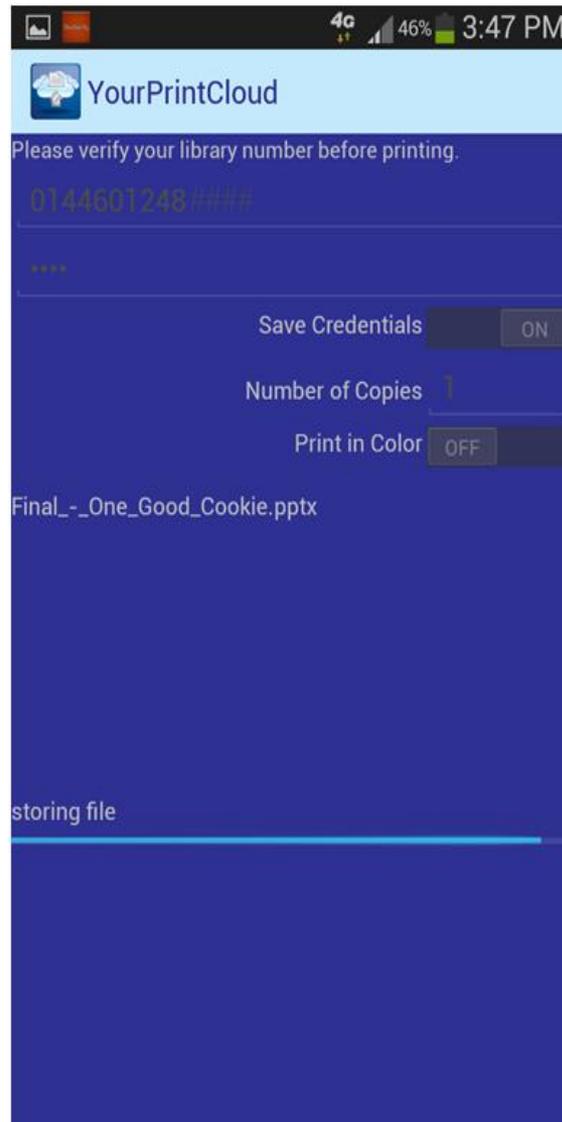
WIRELESS PRINTING – ANDROID SMARTPHONE: USE THE APP

4. The app asks that you verify your library number (**which in this case is not your library card number, it is your print card number**) before printing. Press print to continue. You will be charged .20 for each Black & White print, and \$1 for each color print. Color printers are at the Central Library on the 8th and 9th floors.



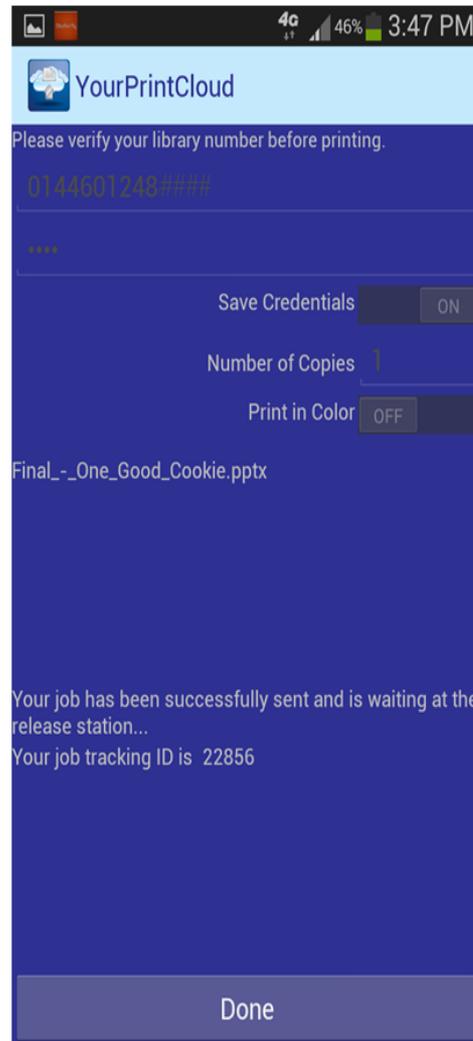
WIRELESS PRINTING – ANDROID SMARTPHONE: USE THE APP

5. The app will advise you that it is storing your file.



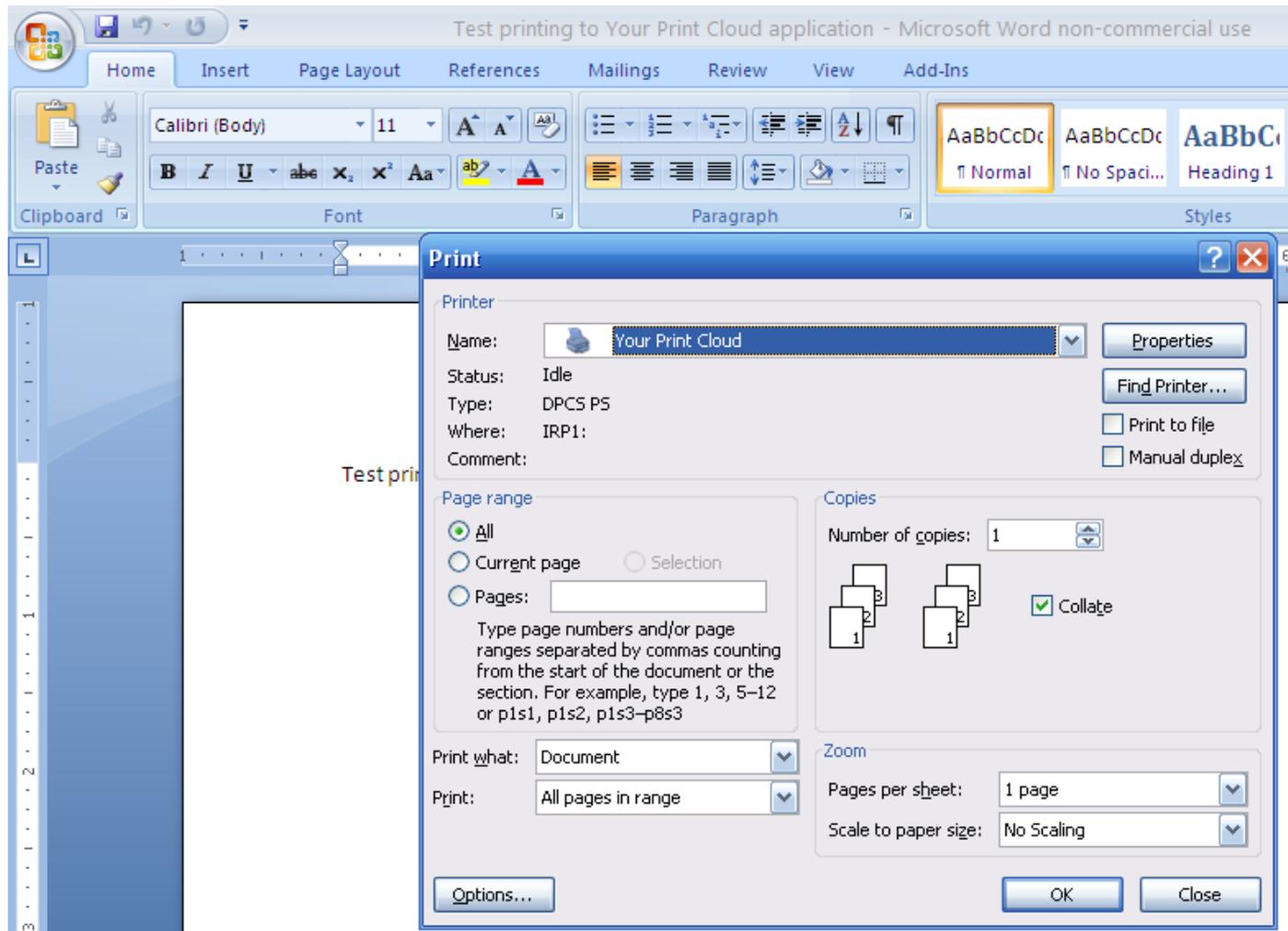
WIRELESS PRINTING – ANDROID SMARTPHONE: USE THE APP

6. When it has completed, it will give you a confirmation message and a job tracking number. Retrieve your print job just like any other print job at the printer in the Library.



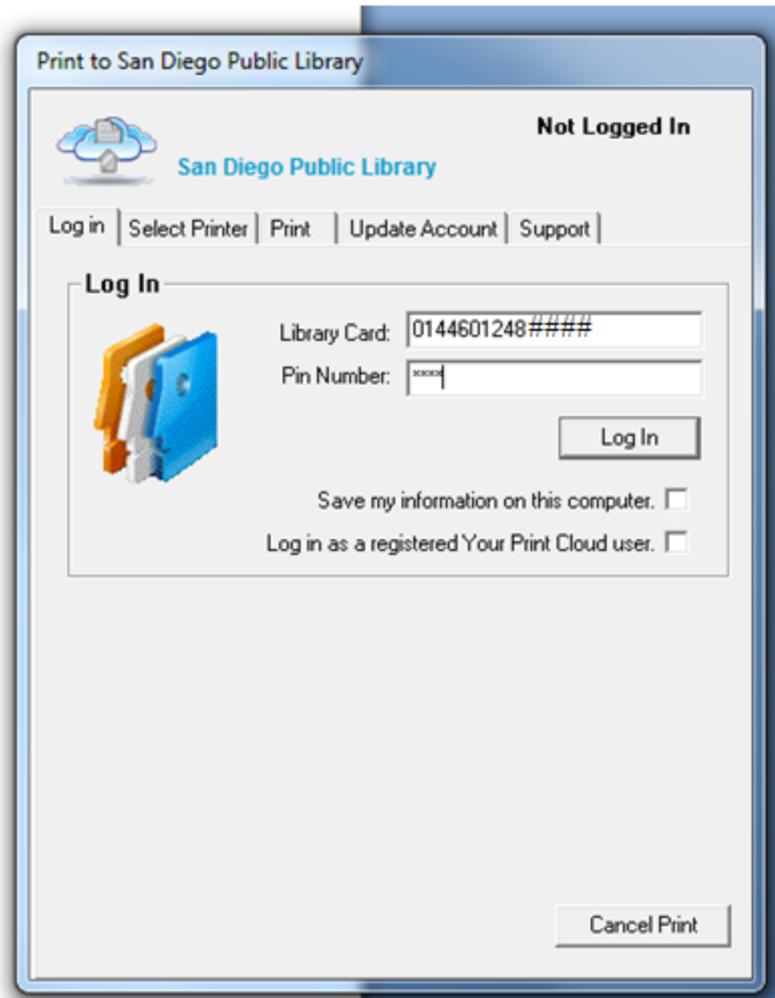
WIRELESS PRINTING – WINDOWS LAPTOP: USE THE PRINT DRIVER

1. Send your document to print as you normally would. Select the printer “Your Print Cloud” from the Print dialog box.

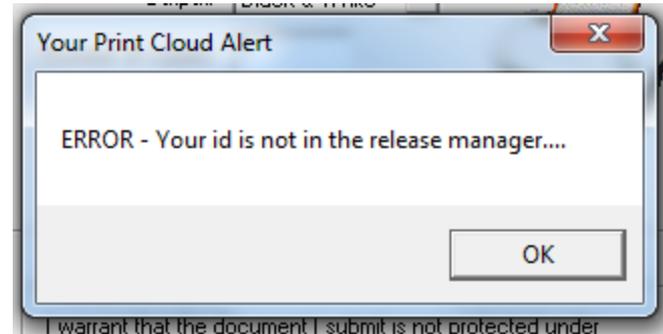


WIRELESS PRINTING – WINDOWS LAPTOP: USE THE PRINT DRIVER

2. The following dialog box will appear. Enter your **PRINT CARD** number and the PIN is the last 4 digits of the PRINT CARD. Click “Log In.”



If you mis-type your ID number or password, you will get this message:



WIRELESS PRINTING – WINDOWS LAPTOP: USE THE PRINT DRIVER

3. The following dialog box will appear. If you want a color copy, select the color printer option from the drop down box for “Output.” Put in the number of copies that you want to print out. Then press “Print.” You will be charged .20 for each Black & White print, and \$1 for each color print. Color printers are at the Central Library on the 8th and 9th floors.

Print to San Diego Public Library

Logged In

San Diego Public Library

Log in | Select Printer | Print | Update Account | Support

Print to San Diego Public Library

Output: Black & White

Number of copies: 1

Number of pages: 1

Size: Letter

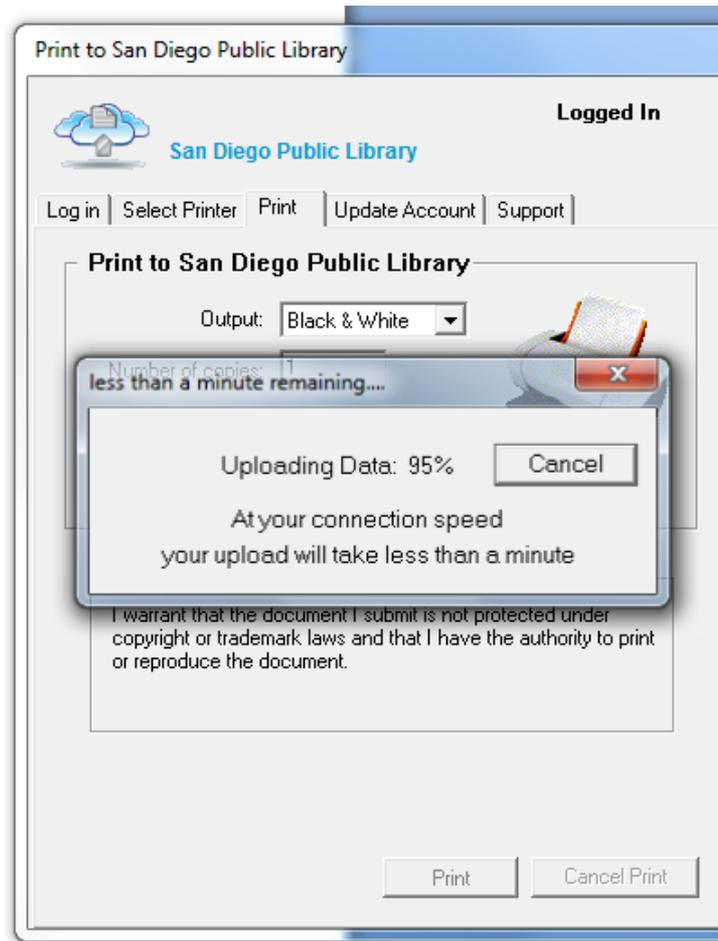
Copyright notice

I warrant that the document I submit is not protected under copyright or trademark laws and that I have the authority to print or reproduce the document.

Print Cancel Print

WIRELESS PRINTING – WINDOWS LAPTOP: USE THE PRINT DRIVER

4. The progress of your job will be displayed.



WIRELESS PRINTING – WINDOWS LAPTOP: USE THE PRINT DRIVER

5. When it has completed, it will give you a confirmation message and a job tracking number. Retrieve your print job just like any other print job at the printer at the Library.



FAQ for Printers and Copiers

VIRTUAL CASH ACCEPTORS where you can add money to your Print & Copy Card are located on the 2nd, 4th, and 8th floors of the Central Library, or at any Branch library.

USERNAME is the 14 digit Print & Copy Card number.

PASSWORD or **PIN** for your Print & Copy Card is the last 4 digits of the Print & Copy Card number.

HOW LONG will my document be in my print queue? 24 hours.

LOST CARDS – No refunds for lost cards.

REFUNDS – No refunds.

***DEBIT CARDS** – Your bank will place a HOLD on your account greater than the amount to purchase one or multiple items in a single vend transaction. This HOLD amount will be updated to reflect the actual transaction amount within 24-72 hours depending on the policy of your bank. Your final charge will be only for items vended and final amount will be the same price as cash. Any questions regarding your bank's policy on 'account holds' should be directed to your bank.

*The use of debit cards is not yet available.

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