

1

Open your Account – Download App Smartphone or PC web portal

Enter https://your organizations provided name.eprintit.com

Register or open, using web browser then bookmark this web portal

Download App





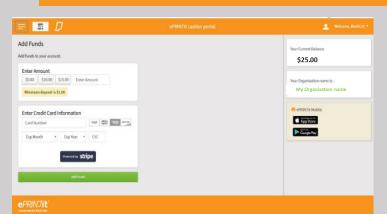




2

Add Funds, Check Balance and History

Funds can be securely entered in the web portal or the mobile APP – balance shown at Printer





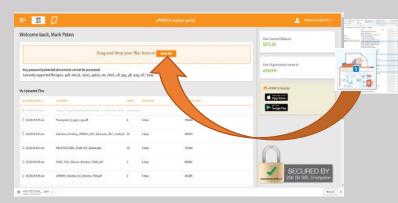
Add Funds

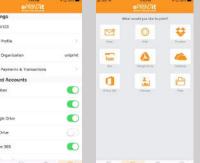


O S S

3 Enter documents for printing into your account

From your private web portal – select from any device or just drag them into the window.









ePRINTit Mobile APP accesses your cloud accounts, emails and stored files

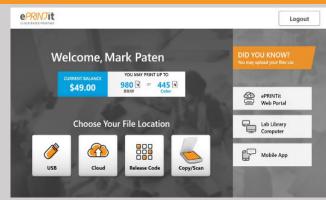
4

Releasing orders at the Printer or ePRINTit Station

Your files from Mobile and Web appear. Select as many files as you want and your print options. Check funds available and hit print – Scans go directly to your private web portal for immediate printing and future download



Printer Embedded Screen



Kiosk PC Touch Screen (Adds USB and Guest printing