

Print from a Laptop

Follow these steps to print from your laptop using the Sharon Public Library's Wireless Printing Portal.

How to Print

1. Open a web browser and visit the **Wireless Printing Portal**:
<https://sharonpl.eprintitsaas.com/public/upload>
2. Select **Select Files** to upload your document(s), or drag and drop your files into the upload window.
3. Choose your print settings (Black & White or Color, double-sided, page range, number of copies, etc.).
4. Enter your **library card number** or **Guest Pass information**.
5. Select **Submit** to send your print job to the secure print queue.
6. Visit the **Payment Kiosk** at the Library.
7. Scan your library card or enter your Guest Pass/library card number to retrieve your print job.
8. Review your print job(s), complete your payment, and select **Print** to release your documents.

Helpful Tips

- Submit all of your print jobs before paying at the Payment Kiosk.
- Print jobs remain in the secure print queue until you release them at the Payment Kiosk.
- If your print job exceeds **\$10.00** (approximately 50 black & white pages or 33 color pages), please ask a staff member for assistance before submitting your print job.