SmartALEC instructions to print from personal computers.

First-time users must activate their account at **riversideca.gov/libprint**

The following instructions are for printing from **Google Chrome**, but this method works for most popular web browser.

1. Go to the portal and log in. **riversideca.gov/libprint**

2. Upload the document that you want to print
   Note: the web interface only allows certain type of formats to be uploaded. Such as: *pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bmp.*

👤 Account Info

📄	Documents 0

⬆ Upload Documents   −

①   ➜   ②

☁ Select a file to upload					Upload

Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bmp files are allowed

DocumentName	Pages	Upload Date	Expiration Date	Preview	Delete

🖨 Printed Documents 0   +

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3. Once you have uploaded the document. You should be able to release your documents from any print release station at any location.

👤 Account Info

📄	Documents 1

⬆ Upload Documents   −

①   ➜   ②

☁ Select a file to upload					Upload

Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bmp files are allowed

- File uploaded successfully!

DocumentName	Pages	Upload Date	Expiration Date	Preview	Delete
optiplex7070ultrareviewersguide.cleaned.pdf	19	2/5/2020 5:04:12 PM	2/12/2020 5:04:12 PM	Preview	Delete

🖨 Printed Documents 0   +