Mobile Printing Instructions - Harris County Public Library

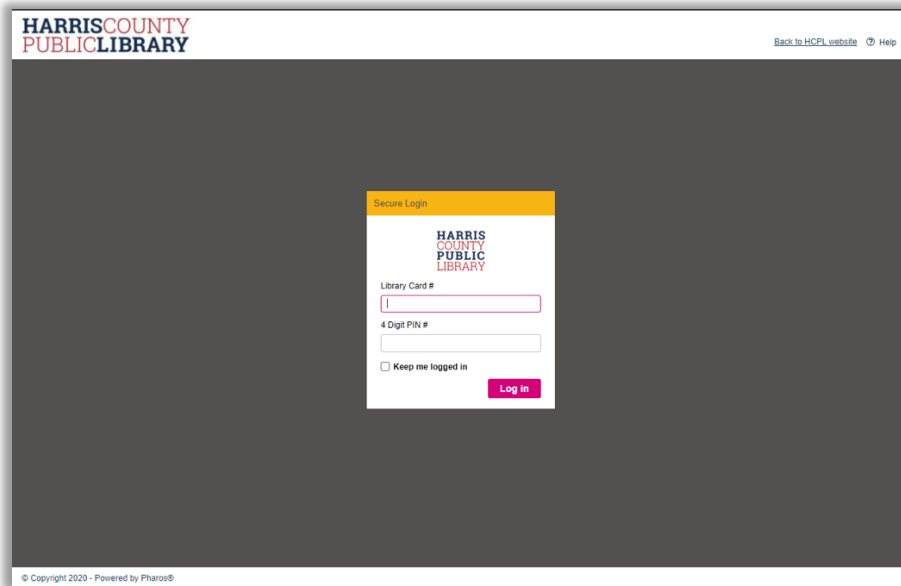## Login

To login go to the website Https://print.hcpl.net This site is available on mobile devices and computer. This is available both inside a HCPL network and outside of HCPL.

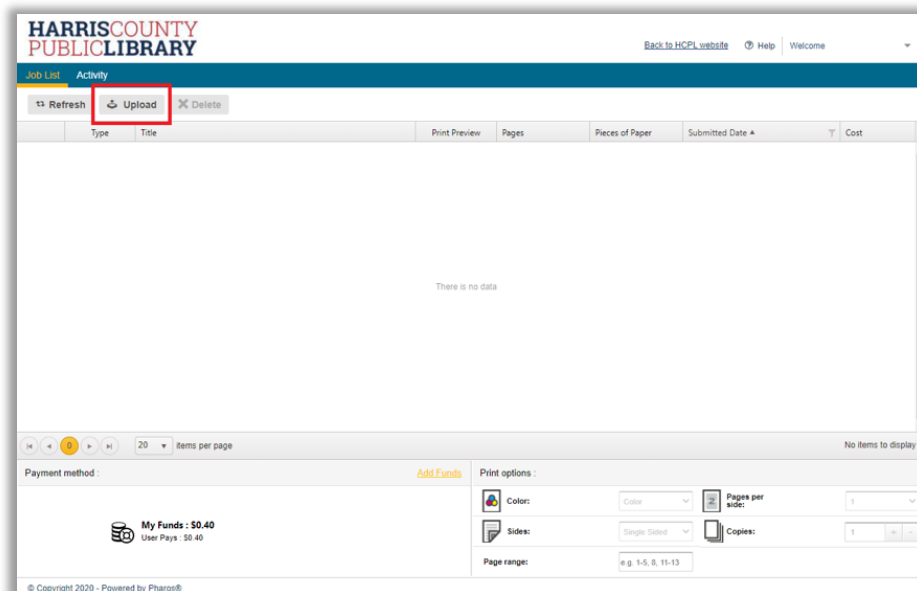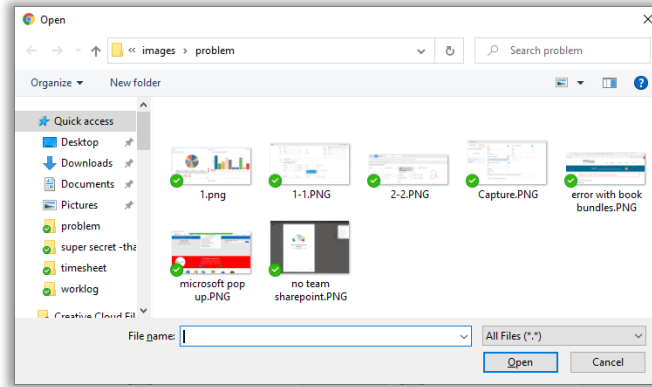**User Login >>**   Library Card #: <library card number> / iknowCard

4 Digit PIN #:   <pin code>

Upload File

Click the **upload** button.

Choose which file to upload

Select File to Change Settings

Name of File

Preview File

Print Options

From the print option you can choose typical options like: Color / Black & White, # of copies,

Print options :

Color:	Color	Pages per side:	1
Sides:	Single Sided	Copies:	1 + -
Page range:	e.g. 1-5, 8, 11-13		

Note: Landscape and Portrait option will automatically be chosen by the system

Manage Funds

Amount In Account

Add Funds

Payment method :   Add Funds

My Funds : $0.40
User Pays : $0.40

Note: Minimum of $2 When Adding Funds

Adding Funds

Choose amount to add to account. Minimum of $2.

You'll be taken to PayPal to process payment.

Print Document

Drive to Branch and call for a representative. They will assist in pulling up your print job and printing. **Please provide your library card # so they can pull up your account to find the print job.**