

Mobile Printing Instructions - Harris County Public Library

Login

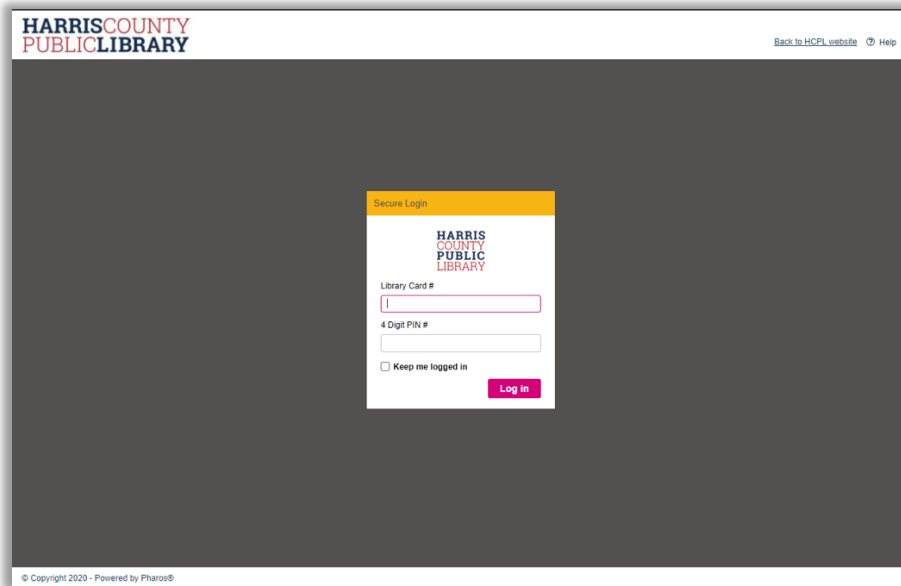


To login go to the website <https://print.hcpl.net> This site is available on mobile devices and computer. This is available both inside a HCPL network and outside of HCPL.

User Login >>

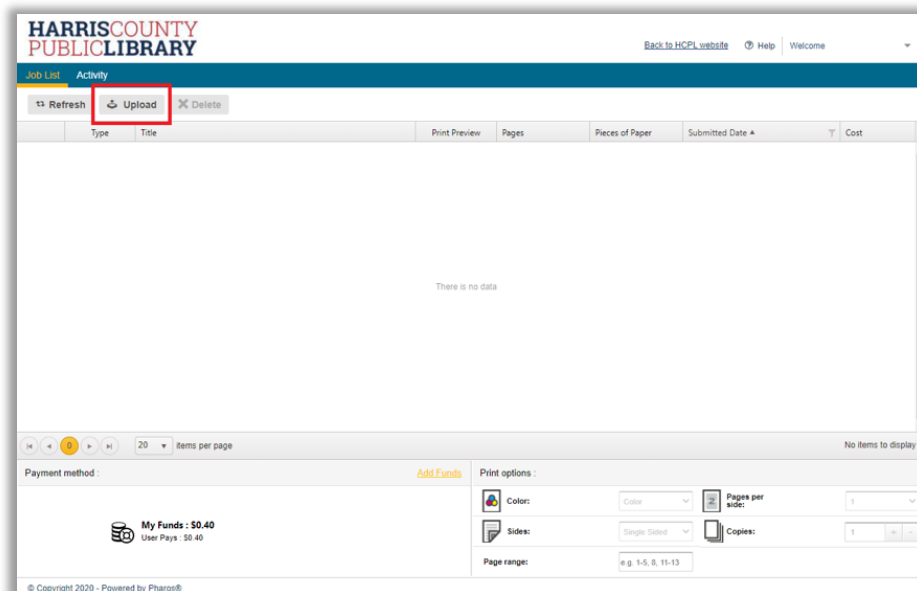
Library Card #: <library card number> / iknowCard

4 Digit PIN #: <pin code>

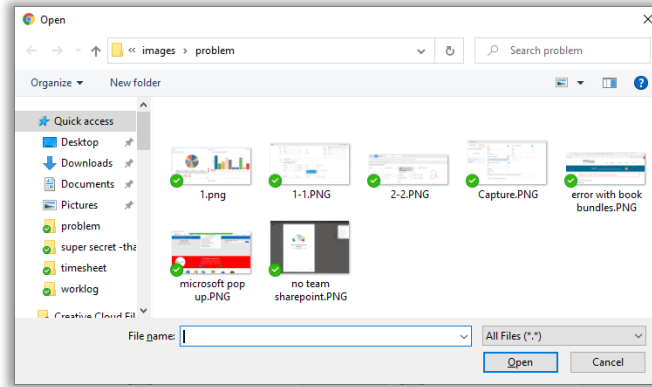


Upload File

Click the **upload** button.



Choose which file to upload



Select File to Change Settings

Name of File

Preview File

The screenshot shows the Harris County Public Library website interface. At the top, there is a navigation bar with 'Home', 'List', and 'Activity' tabs. Below this is a toolbar with 'Refresh', 'Upload', and 'Delete' buttons. A table lists the uploaded files:

	Type	Title	Print Preview	Copies	Pieces of Paper	Submitted Date	Cost
<input checked="" type="checkbox"/>		1.png		1	1	1 hour ago	\$0.10

Below the table, there are navigation controls (back, forward, search, refresh) and a '20 items per page' dropdown. At the bottom, there is a 'Payment method' section showing 'My Funds : \$0.40' and 'User Pays : \$0.40'. To the right, there are 'Print options' including 'Color' (set to Black & White), 'Pages per side' (set to 1), 'Sides' (set to Single Sided), 'Copies' (set to 1), and 'Page range' (set to e.g. 1-5, 8, 11-13). The footer contains the text '© Copyright 2020 - Powered by Pharos®'.

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.

Add Funds ×

Amount

I agree to pay the amount above

You'll be taken to PayPal to process payment.

 🛒 \$2.00 USD

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

[Forgot password?](#)

Stay logged in for faster purchases [?](#)

or

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.**