

CCPL Wireless Printing

For PC & Mac Users

If you are a first time user:

1. Go directly to <https://smartalec.smartalecprint.com/smartalec?id=clarkcountyoh>. (The link is also available on the Library's website at www.ccplohio.org. Select Library Services. Select Technology & Equipment from the menu. Under Wireless Printing, select the link.)
2. Select "First Time User." Enter your Library Card Number and PIN. Enter your e-mail address. Select "Submit" to create a Smart Alec Print account.
3. On the same SmartALEC Control website, enter your Library Card Number and PIN. Select Log in.
4. If you're printing from a website, you'll need to save the website as a compatible file type, i.e. PDF. For PC users, open your web browser's menu, select Print. Change Printer to PDF option. Save PDF file to Desktop for easy access. For Mac users, open Safari, select File, then Print. Select on PDF in the bottom-left of the Print menu and choose Save as PDF. Save PDF file to Desktop for easy access.
5. When you're ready to print, on the SmartALEC Control website, select "Choose File" button to select the file from your computer. (Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bump file is allowed.) Select the "Upload" button. At this point, any print job you upload through the SmartALEC Control website can be retrieved at the Print Release Station with your library card number.

If you are a returning user:

1. Go directly to <https://smartalec.smartalecprint.com/smartalec?id=clarkcountyoh>. (The link is also available on the Library's website at www.ccplohio.org. Select Library Services. Select Technology & Equipment from the menu. Under Wireless Printing, select the link.)
2. Enter your Library Card Number and PIN. Select Log in.
3. If you're printing from a website, you'll need to save the website as a compatible file type, i.e. PDF. For PC users, open your web browser's menu, select Print. Change Printer to PDF option. Save PDF file to Desktop for easy access. For Mac users, open Safari, select File, then Print. Select on PDF in the bottom-left of the Print menu and choose Save as PDF. Save PDF file to Desktop for easy access.
4. When you're ready to print, on the SmartALEC Control website, select "Choose File" button to select the file from your computer. (Only pdf, doc, docx, xls, xlsx, ppt, pptx, csv, txt, html, rtf, jpg, png, and bump file is allowed.) Select the "Upload" button. At this point, any print job you upload through the SmartALEC Control website can be retrieved at the Print Release Station with your library card number.