

Wireless Printing via the SmartAlec Website

Access the Library Portal: <https://smartalec.smartalecprint.com/SmartAlec/?ID=WilliamsburgVA>

Welcome Screen



Williamsburg
Regional Library
Inspiring and nurturing a vibrant community.

Welcome to SmartAlec, an online resource to upload your documents. Documents can be release/printed at any Print Release Station at any library location. To login, enter your Library Card number and PIN. If this is your first time using our new service, please click on the "Guest User" button.

[Forgot Password?](#)

Log in

or

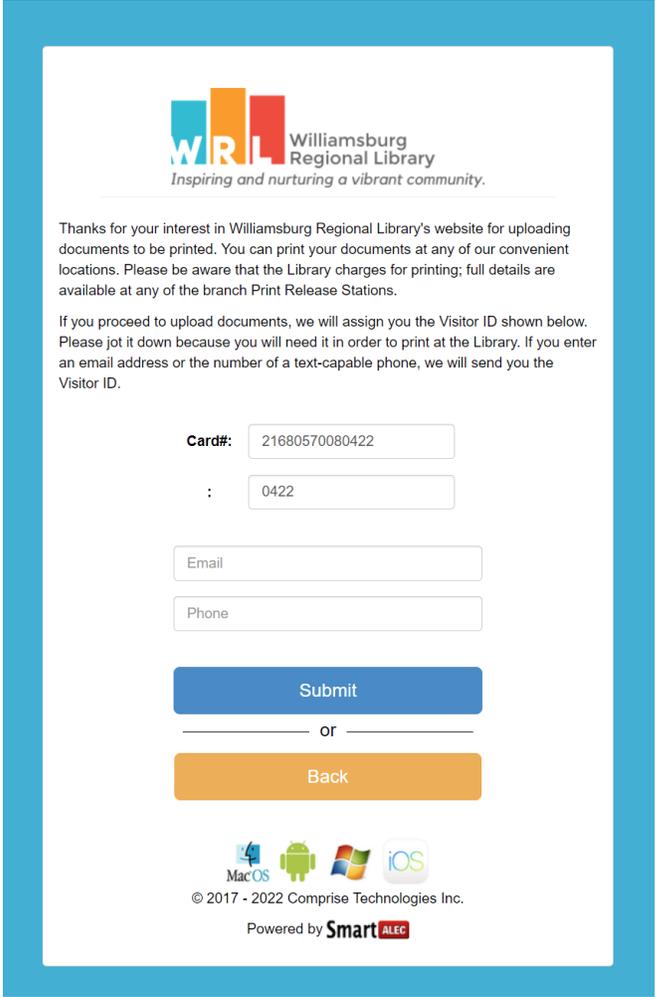
Guest User

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First Time User

1. From the Welcome Screen, click **Guest User**.
2. On the next screen, enter a valid email address or phone number. You must enter one to move forward.
3. Enter your library card number and pin if you have one; otherwise, the system will generate one for you.
4. Click **Submit**.
5. A confirmation message will display when account is created.
6. The card number and pin will be sent to you via email or text. Log in using these credentials.
7. After successful login, the Account Info screen will display.



The screenshot shows a registration form for Williamsburg Regional Library. At the top is the library's logo, which consists of three vertical bars in blue, orange, and red, followed by the text "Williamsburg Regional Library" and the tagline "Inspiring and nurturing a vibrant community." Below the logo is a paragraph of text: "Thanks for your interest in Williamsburg Regional Library's website for uploading documents to be printed. You can print your documents at any of our convenient locations. Please be aware that the Library charges for printing; full details are available at any of the branch Print Release Stations." This is followed by another paragraph: "If you proceed to upload documents, we will assign you the Visitor ID shown below. Please jot it down because you will need it in order to print at the Library. If you enter an email address or the number of a text-capable phone, we will send you the Visitor ID." The form contains several input fields: "Card#" with the value "21680570080422", a field for a pin with the value "0422", "Email", and "Phone". There are two buttons: a blue "Submit" button and an orange "Back" button. At the bottom, there are icons for MacOS, Android, Windows, and iOS, along with the copyright notice "© 2017 - 2022 Comprise Technologies Inc." and the text "Powered by SmartALEC".

Williamsburg Regional Library
Inspiring and nurturing a vibrant community.

Thanks for your interest in Williamsburg Regional Library's website for uploading documents to be printed. You can print your documents at any of our convenient locations. Please be aware that the Library charges for printing; full details are available at any of the branch Print Release Stations.

If you proceed to upload documents, we will assign you the Visitor ID shown below. Please jot it down because you will need it in order to print at the Library. If you enter an email address or the number of a text-capable phone, we will send you the Visitor ID.

Card#: 21680570080422

: 0422

Email

Phone

Submit

or

Back

MacOS Android Windows iOS

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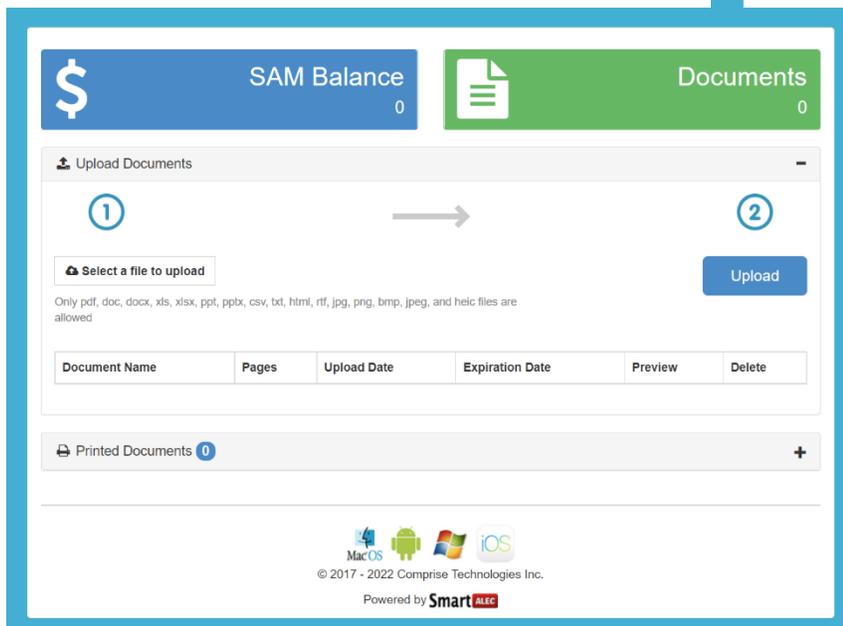
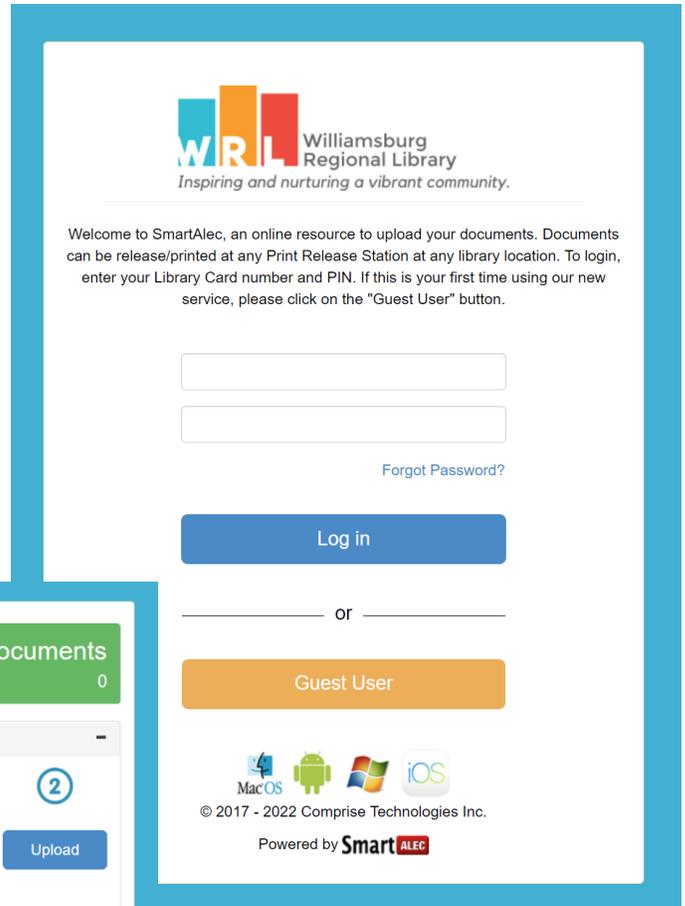
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Returning Users

1. Enter Library Card and PIN to log in at the Welcome Screen.
2. After successful login, the Account Info screen will display.

Upload Documents

1. From the Account Info screen, click Choose File.
2. Find and double click the desired document.
3. Click Upload.
4. File uploaded successfully confirmation message will appear.



After successfully uploading, the file will be added to the list.

1. Click **Preview** to preview the document.
2. Click **Delete** to remove document from the list.
3. Go to either WRL location to have your document printed.

• File uploaded successfully!

Document Name	Pages	Upload Date	Expiration Date	Preview	Delete
Test 2.docx	1	3/13/2018 1:34:41 PM	3/20/2018 1:34:41 PM	Preview	Delete

Change Account Information in SmartAlec

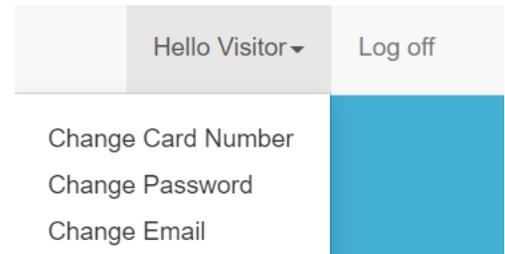
You can change your library card number, your email address, or your password in SmartAlec.

To change your account information:

1. Log into SmartAlec on the web:

<https://smartalec.smartalecprint.com/SmartAlec/?ID=WilliamsburgVA>

2. In the top right corner, click on **Hello Visitor** and then select the account information you would like to change.



Recover Your SmartAlec PIN

If you can't remember your SmartAlec PIN to log in:

1. Click on **Forgot Password?** on the log in screen.
2. Enter your library card number and the email address you used to register your account. Or, if you used a phone number for registration, click **Verify by Phone**.
3. A link to reset your PIN will be sent to your email address or phone. Click on the link and create a new PIN for your SmartAlec account.

A screenshot of the login form in the SmartAlec interface. It features two input fields: 'Library Card Number/ Email' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot Password?'.

Forgot Your Password

A screenshot of the 'Forgot Your Password' form in the SmartAlec interface. It has two input fields: 'Library Card Number' and 'Email'. Below the 'Email' field is a blue link that says 'Verify by Phone->'. At the bottom of the form are two blue buttons: 'Back' and 'Reset'.