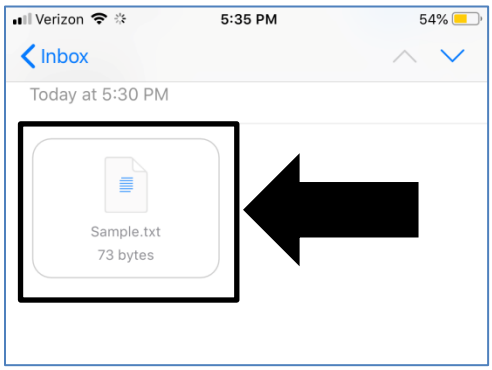
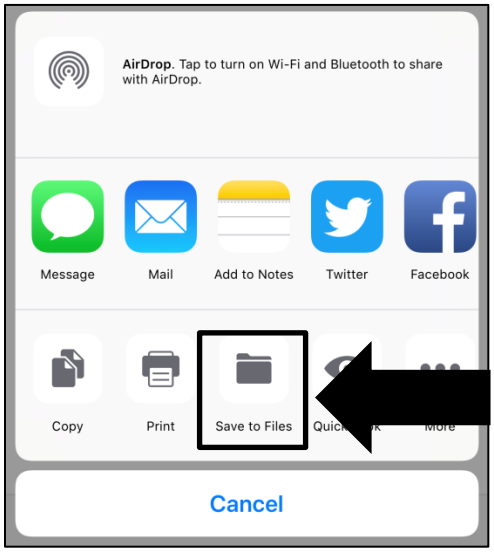
Printing an Email Attachment with an Apple Device

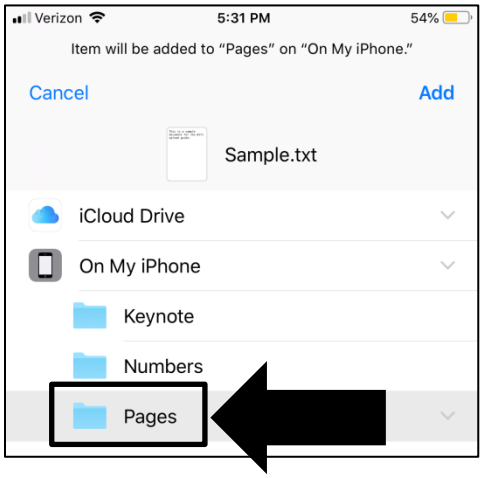
1. Hold your finger on the file attached to the email until the pop up menu appears.



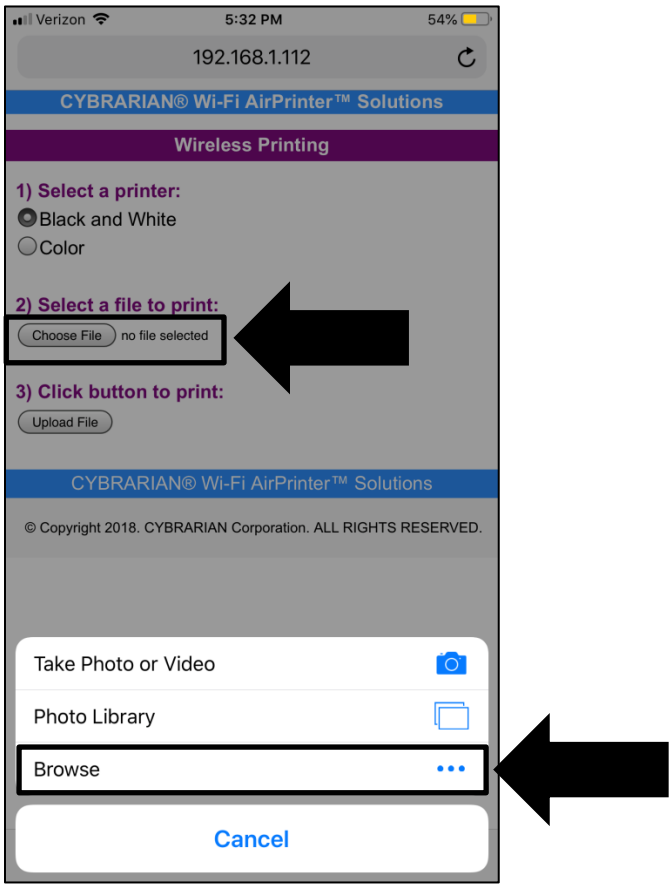
2. Tap “Save to Files.”



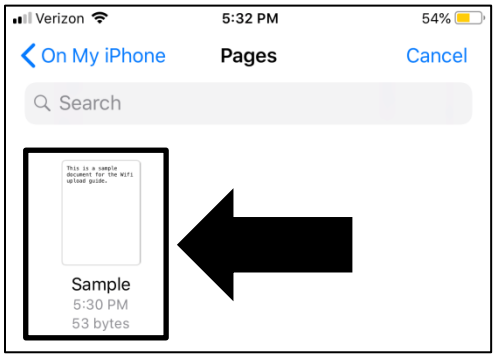
3. Choose “Pages.” You could also choose iCloud Drive assuming that the patron has an iCloud account they can access. Pages is typically easier.



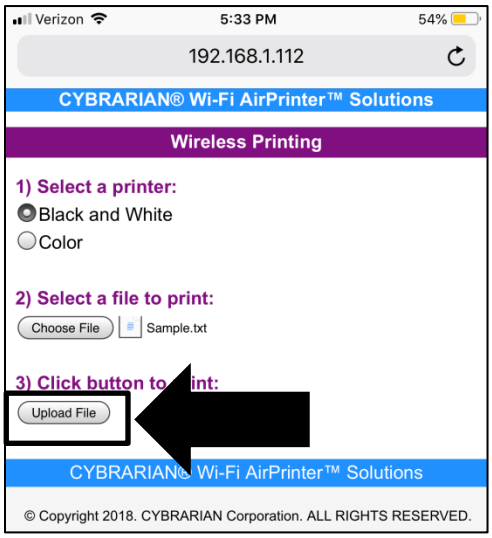
4. Access the wireless printing page.
5. Tap “Choose File.”
6. Tap “Browse.” This will open the “Pages” file on the device.



7. Tap the file.



8. Tap “Upload File.”



9. Tap “Confirm” to agree to the price for the print.

Please note that the images in this document may look a little different than what you will see on your device due to different software versions. However, the process should be the same.