Wireless Printing
Send from Home or in the Library

Instructions for computers

(See reverse for <u>Apps for Mobile Devices</u>)

Method 1: Upload to Web Printing Portal

1. Access the *Wireless Printing Portal* http://www.printeron.net/rpl/librarybranch
2. ***Printer:*** Select one of the two library printers :
    o Black and White
    o Color
3. ***User Info:*** Enter your email address.
4. ***Select Document:***
    o **If printing from a website:** copy and paste the website's url into the text box.
    o **If printing a document from your computer:** click *Browse* and locate file.
5. Click the ▶ (Next) button to select print options.
6. Click the 🖨 (Print) button. This will send your print job to the Print Release Station located on the main floor of the library.

Method 2: Send as Email Attachment

Login to your email account and send/forward an email with the document to be printed as **an attachment** to either of two printers:

- **Black and White: rpl-librarybranch-bw@printspots.com**
- **Color: rpl-librarybranch-color@printspots.com**

Only the attachment will be printed. This will send your print job to the Print Release Station located on the main floor of the library.

At the Print Release Station

Print jobs are saved for 12 hours.

1. At the Print Release Station, click *Release a Print Job* and enter your email address.
2. Select the print job(s) you wish to print and click *Print*.
3. A window pops up with the total cost of the print job(s).
4. Follow the on screen instructions and add money to the coinbox located next to the station. Click *Pay from Vending Device*.
5. The job(s) will then be released to the printer.

NOTE: Current print fees are $ 0.20 per page for Black and White; $ 0.25 per page for Color. All printing is single-sided.

There's an App for that!

1) Install the PrinterOn App

- Google Play (Android): https://goo.gl/eFtK7G
- iTunes App Store (iOS): https://goo.gl/CfyK9k
- Other: http://www.printeron.com/apps.html

2) Allow PrinterOn App to access device camera

3) Select Printer by scanning appropriate QR code

COLOR PRINTER   BLACK & WHITE PRINTER

4) Select "Documents", "Photos" or "Web" and follow on screen instructions.

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