



## **WIRELESS PRINTING**

FROM HOME OR IN THE LIBRARY

THREE WAYS TO PRINT:

- UPLOAD TO THE WIRELESS PRINTING PORTAL
- SEND AN EMAIL ATTACHMENT TO OUR PRINTER
- DOWNLOAD THE PRINTERON APP

## **HOW TO WIRELESS PRINT**



All print jobs are cleared from the Print Release Station after 24 hours.

All printing is single-sided.

Black and White is .15 per page. Color is .75 per page. (cash only)

Questions? Ask at the Reference Desk.

# WIRELESS PRINTING AT THE BEVERLY PUBLIC LIBRARY

FROM HOME OR IN THE LIBRARY. THREE WAYS TO PRINT:

## Upload a Document from Computer or Laptop

1. Access the Wireless Printing Portal at [www.printeron.net/beverly/publiclibrary](http://www.printeron.net/beverly/publiclibrary)
2. Printer: Select one of the two library printers:
  - Black and White
  - Color
3. User Info: Enter your email address.
4. Select Document:
  - If printing from a website: copy and paste the website's URL into the text box.
  - If printing a document from your computer or laptop: click Browse and locate the file.
5. Click the Next (arrow) button.
6. Approve your print job by clicking the green printer icon. This will send your print job to the Print Release Station.



## Send as Email Attachment from your device (Computers, Laptops, Tablets & Smartphones)

1. Login to your email account and send/forward an email with the file to be printed as an attachment to either of two printers:
  - Black and White: [bpl-bw@printspots.com](mailto:bpl-bw@printspots.com)
  - Color: [bpl-col@printspots.com](mailto:bpl-col@printspots.com)

NOTE: Emailing a document link will not work. The attachment and body of the email will be sent as two separate jobs to the Print Release Station. You may choose to print only the attachment when you retrieve your print job.

2. You will receive a confirmation email when your print job is available to print from the Print Release Station.
3. Use your email address to retrieve your print job at the Print Release Station.

## PrinterOn App for Tablets and Smartphones

1. Install the free PrinterOn app from Google Play or the Apple Store.
2. In the app, tap Select a Printer.
3. Search for Beverly Public Library to see available printers.
4. Tap the  icon and then tap  save. (You will need to do this for both the Black and White and Color printers.)
5. Follow the prompts on the screen to print from the app.

For more information about printing from the PrinterOn app visit: [www.printeron.com/printing-apps/](http://www.printeron.com/printing-apps/)

## At the Print Release Station (on the second floor)

1. At the Print Release Station, click Release a Print Job.
  2. Enter your email address in the lower box.
3. Follow directions posted at the Print Release Station.