



Wireless Printing Portal

Method 1: SEND AS EMAIL ATTACHMENT

- Log in to your email account. Send/Forward an email with the document to be printed attached to the printers:
 - *Black and White:*
bpl-mainlibrary-blackandwhite@printspots.com
or 336346817@printspots.com
 - *Color:* bpl-mainlibrary-color@printspots.com or 551849555@printspots.com

Method 2: UPLOAD TO WEB PORTAL

- Go to www.printeron.net/bpl/mainlibrary
- To print, select either *Black and White* or *Color* and enter your email address.
- Select document:
 - *If printing from a website that does not require a password,* copy and paste the website's url into the text box.
 - *If printing from a website that requires a password,* save the document on your device, click **Browse** and locate file.
 - *If printing a document from your computer,* click **Browse** and locate file.
- Click the green **Print** button, and the document will be sent to the Library's Print Station.

Print jobs must be retrieved before the Library closes on the day they are sent to the printer. Print jobs are not retained overnight.

When you arrive at the Self Service Print Station

ON THE LIBRARY'S 2ND FLOOR

- Click on the picture of the printer and enter your email address.
- Select the print job(s) you wish to print.
- Near the top of the window, the total cost of the print job(s) will display.
- Add money to the coin box, located next to the Print Station.
- Click **Print**. Click **Pay from Vending Device**.
- The job(s) will then be released to the printer.
- Cost: *Black and White* - 15¢ per page *Color* - 50¢ per page