



## Wireless Printing Portal


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

### Option 1: UPLOAD YOUR DOCUMENT TO THE PRINTING PORTAL

- Save your document on your device.
- Go to [bloomingtonlibrary.org](http://bloomingtonlibrary.org).
- Click **Use the Library**, then **Printing**.
- Click the **Wireless Printing Portal** button.



Wireless Printing Portal

- Chose black & white or color for your print job.
- Enter your email address.
- **Browse** to find your document and **select** it.
- Scroll down and click the green printer button. 
- Print your job at the Library's Print Station; instructions are on the back of this handout.

### Option 2: SEND YOUR DOCUMENT AS AN EMAIL ATTACHMENT

- Forward an email with your document attached to one of these addresses:
  - For a black & white printout:  
[bpl-mainlibrary-blackandwhite@printspots.com](mailto:bpl-mainlibrary-blackandwhite@printspots.com)  
or [336346817@printspots.com](mailto:336346817@printspots.com)
  - For a color printout:  
[bpl-mainlibrary-color@printspots.com](mailto:bpl-mainlibrary-color@printspots.com)  
or [551849555@printspots.com](mailto:551849555@printspots.com)
- At the Print Station, there will be two print jobs per document. One is a blank email. Your document may be indicated with *.docx* or *.pdf* in its name. You choose what you want to print. Instructions are on the back of this handout.

## At the Print Station

ON THE LIBRARY'S 2ND FLOOR

- Click on the picture of the printer and enter your email address in the second field.
- Select the print job(s) you wish to print.
- Near the top of the screen, the total cost of the print job(s) will display.
- Pay with \$1 bills or coins at the Print Station coin box, or with credit/debit card at the Adult Services Desk.
- Click **Print** in the upper left corner.
- Click the picture next to **Pay From Vending Device**.
- The job(s) will be released to the printer.
- Cost:  
*Black and White* - 15¢/page  
*Color* - 50¢/page

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