IVPL WIRELESS PRINTING
SEND FROM HOME OR IN THE LIBRARY

INSTRUCTIONS FOR ALL MOBILE DEVICES
(LAPTOPS, TABLETS AND SMARTPHONES)

METHOD 1: SEND AS EMAIL ATTACHMENT

1. Login to your email account and send/forward an email with the document to be printed as an attachment to either the black-and-white or color printer:

   BLACK AND WHITE: IV-PL-BW@PRINTSPOTS.COM
   COLOR: IV-PL-CL@PRINTSPOTS.COM

   Only the attachment will be printed. This will send your print job to the Self Service Kiosk, located behind the Reference Desk.

METHOD 2: UPLOAD TO WEB PORTAL

1. Go to www.ivpl.org/wireless-printing and click the Wireless Printing Portal button. Or:
   o to HTTPS://WWW.PRINTERON.NET/IV/PL.

2. Select either the black and white or color printer.

3. 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: click Browse and locate file.

5. Click the Print button. This will send your print job to the Self Service Kiosk, located behind the Reference Desk.
1. At the Kiosk, 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 will pop up the total cost of the print job(s).

4. Add money to coinbox, located next to the Kiosk.

5. Click **Pay from Vending Device**.

6. The job(s) will then be released to the printer.