



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](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.

AT THE SELF-SERVICE KIOSK

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.