




# Wireless Printing

From Home or in the Library

All printing is single-sided  
Black & White: \$0.15 / per page  
Color: \$0.25 / per page

## Upload a Document from Computer or Laptop

1. Access the *Wireless Printing Portal* on our homepage or at [www.printeron.net/lynnfield/publiclibrary](http://www.printeron.net/lynnfield/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  (Print) button. This will send your print job to the Print Release Station near the Public Internet Computers on the main floor.

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

Login to your email account and send/forward an email with the document to be printed as an **attachment** to either of two printers:

- **Black and White:**

lynnfieldpubliclibrary-bw@printspots.com

- **Color:**

lynnfieldpubliclibrary-color@printspots.com

**NOTE: The attachment and body of the email will be sent as two separate jobs to the Print Release Station.**

You will receive a confirmation email when your print job is available to print from the Print Release Station.


Use your email address to retrieve your print job at the Print Release Station.


## Apps for Tablets & Smartphones

Print Documents, Photos, or Web pages from your Apple iPhone and iPad or Android Phone & Tablet with the Printer On app.

1. From your device navigate to the App Store, or Google Play.
2. Search for *PrinterOn* (free) >>>>
3. Once installed you need to set up your favorite printers, tap *Select a Printer*
4. Search for *Lynnfield Public Library* to see available printers.



⇒ You will need to tap the  icon

⇒ Then tap *Save* 

You will need to do this for both the Black and White and Color Printers

Follow the prompts on the screen to print from the App (After entering your email address tap the check mark in the upper right hand corner of the screen to submit the print job)

**For more information about printing from the Printer On app visit:**

**[www.printeron.com/apps.html](http://www.printeron.com/apps.html)**

## At the Print Release Station

1. At the Print Release Station, click *Release Print* button
2. Enter your email address in the lower box (the section for prints sent from mobile devices)
3. Follow directions posted on monitor of the Print Release Station (see Reference for help)

**All print jobs are cleared from the Print Release Station at Midnight every night.**