

Wireless Printing Options

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

1 Upload a Document

For computers and laptops

- Access the **Wireless Printing Portal** on the library's homepage or at www.printeron.net/lynnfield/publiclibrary
- **Printer:** Select one of the library printers:
 - Black and White
 - Color
- **User Info:** Enter your e-mail address
- **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
- Click the print button. This will send your print job to the Print Release Station next to the library's public computers in the Reading Room on the main floor



At the Print Release Station

- At the Print Release Station on the main floor of the library, click the **Release Print** button
- Enter your email address in the lower box and follow the on-screen prompts to print
- Please see the Reference Desk for assistance

2 Send as E-Mail Attachment

For computers, laptops, mobile devices, and tablets

- Login to your email account and send or forward an email with the document to be printed as an attachment to one of the following 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.

3 PrinterOn App

For mobile devices and tablets

- From your device, navigate to the App Store or Google Play Store
- Search for PrinterOn (free)
- Once installed you need to set up your favorite printers: tap *Select a Printer*
- 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.htmls