

PrinterOn

Website Printing:

PrinterOn will allow printing from any device while at home or on the go. Simply log onto the guest printing service page:

https://www.printeron.net/system/printspot/interface/select_file.jsp?url=warsaw-community/public-library&protocolSwitched=true

The screenshot shows the 'Guest Printing Service' interface. At the top left is the Warsaw Community & Public Library logo. The title 'Guest Printing Service' is centered. Below the title, there is a welcome message and the library's address: 310 E. Main Street, Warsaw, IN 46580, UNITED STATES. A note states that no additional software is required. The interface is divided into three main sections: 'Printer', 'User Info', and 'Select Document'. The 'Printer' section offers two options: 'Warsaw Community Public Library BW' (selected) and 'Warsaw Community Public Library Color'. A 'Details' button is present, and a note explains that a 6-digit release code will be sent to the user's email. The 'User Info' section has an 'Email Address:' label and an input field. A note explains that the release code will be sent to this email. The 'Select Document' section has a 'File or URL:' label, an input field, and a 'Browse...' button. A note explains that users can browse their computer files or enter a URL. At the bottom left, there are four links: 'How do I print from a mobile device?', 'How do I print a boarding pass?', 'Download the PrintWhere Driver', and 'What types of files can I print?'. At the bottom center, there are three icons: a question mark, a crossed-out circle, and a green print icon. At the bottom right, it says 'Powered By PRINTEROn' with the logo. At the very bottom center, there are links for 'Terms' and 'Privacy'.

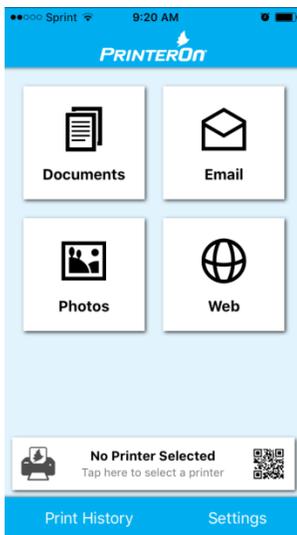
1. Select from either the black & white (BW) or color printer.
2. Enter a valid email address to receive your 6 digit release code.
3. Browse and add the file or URL that you wish to print.
4. Select the green print icon in the bottom, right corner and that's it!

Note: You will receive an e-mail from PrinterOn with your access code. Bring your code to the Reference Desk in order to have your print released. If you do not have your code, we cannot release your print, **no exceptions**. Standard printing rates apply: .10/black & white, .25/color. This information can be found by hitting the **Details** tab (pictured above). Prints not picked up will be automatically deleted from the system after 72 hours.

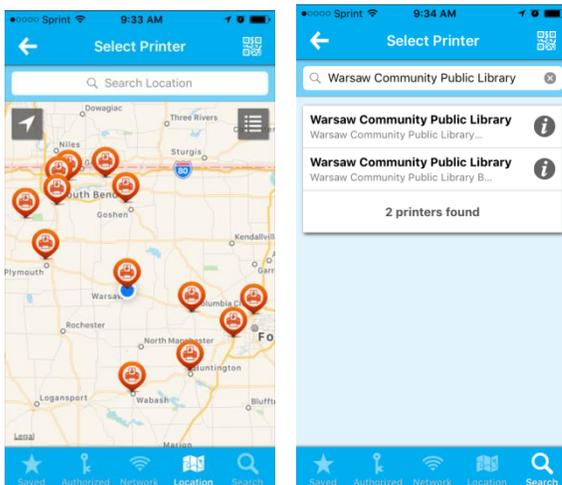
App Printing:

After downloading the app from the Android or IOS (Apple) app store, there are a few things you will need to do to get setup before you can print.

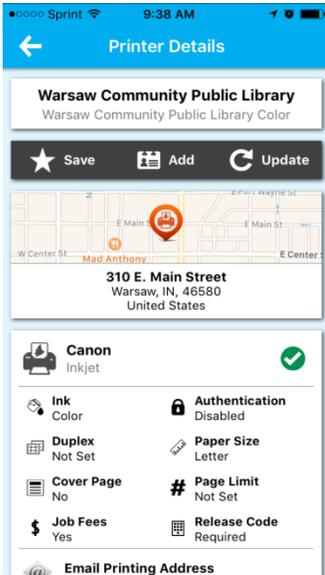
1. The first thing you will need to do is select the printers down at the bottom.



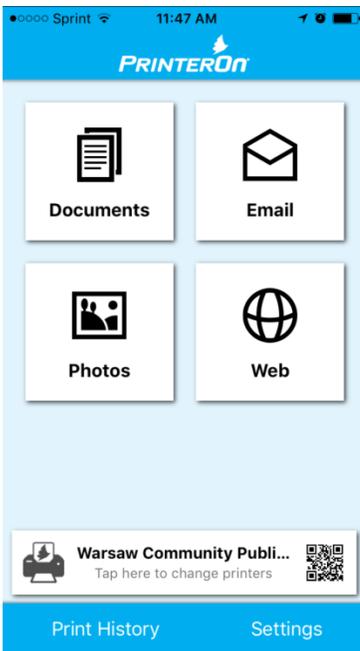
This can be done by using your location (you must allow the PrinterOn app to access your location) or by searching for Warsaw Community Public Library.



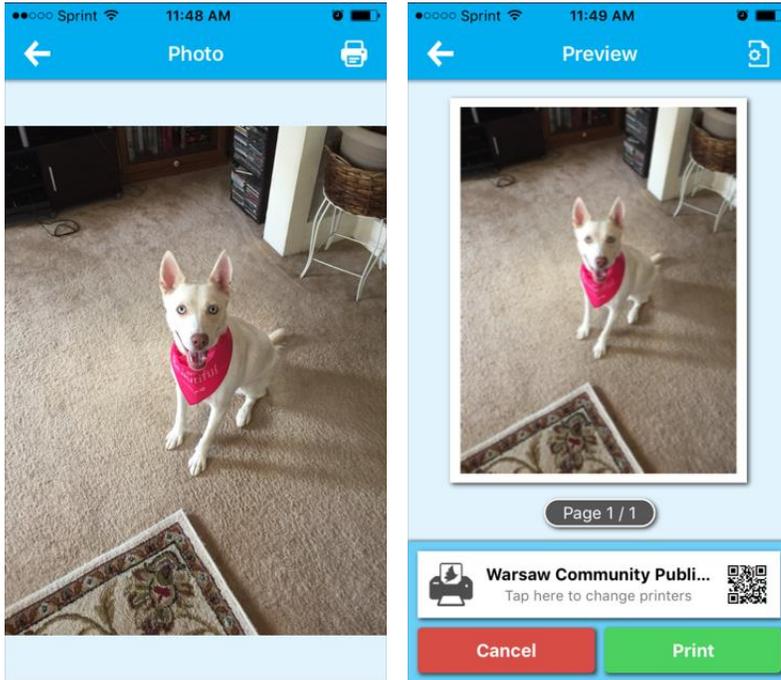
You will see two printers, add them both as one is for black & white and one is for color. By clicking the icon to the right of the name, this will give you the option of saving these printers so you will not need to add them back again in the future.



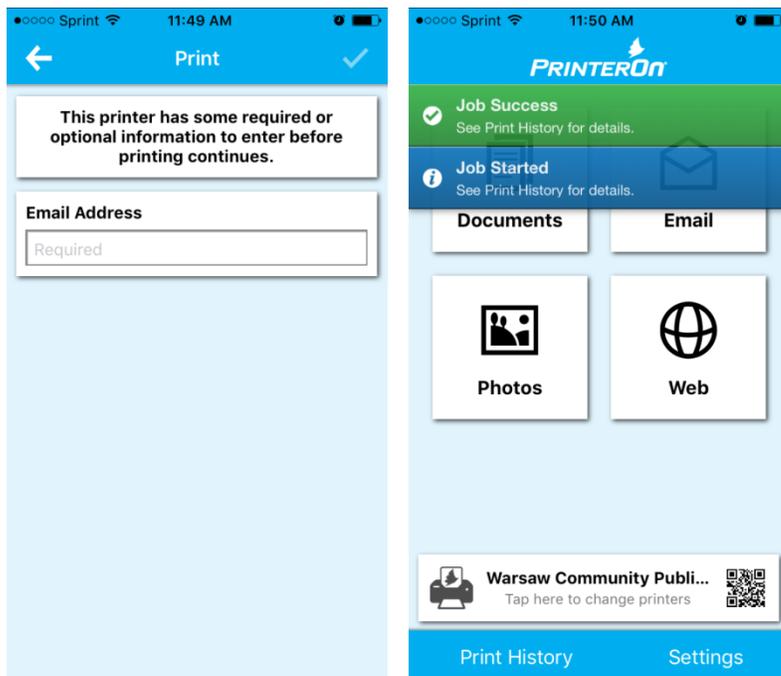
2. After you have your printer selected and stored you are now ready to print. Select the format of the file you wish to print. You may choose from: documents, e-mail, photos or web.



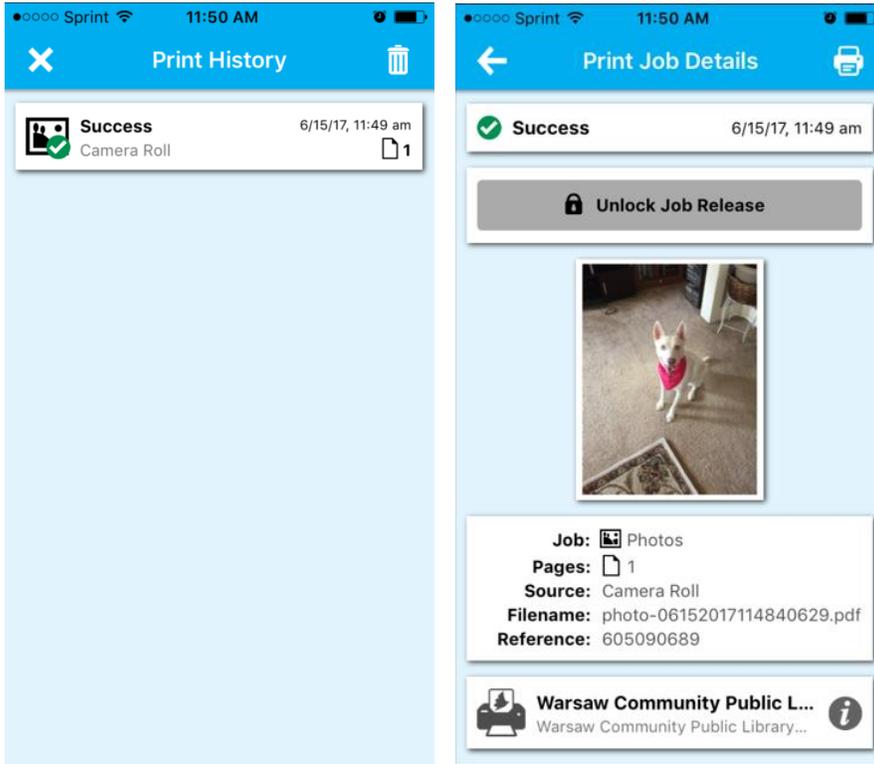
3. Once you have uploaded your file you will hit the print button on the upper right. When prompted you will select the green **Print** button on the bottom right.



4. When prompted, you will enter a valid e-mail address. Once the e-mail address has been entered, you will wait for a confirmation that the job has completed.



5. Once the job has completed, you will select **Print History** from the bottom left (pictured above). Once you have selected the job you will then need to unlock **Job Release**.



6. Unlocking the code can vary from IOS and Android and what specific security measures active (4 digit code, thumbprint scan). Once you have received your 6 digit code, you will provide this to the Reference Desk to release your print.

