Wireless Printing at the Jefferson County Library

Option 1: send your document to our printer through email jclibrary@printspots.com.
 When to use: If you have already have an email, an email with an attachment, or a document you can easily attach to an email you can send it directly to the print spot email. For webpages see **Option 2**.

1. You can send an email to jclibrary@printspots.com with documents attached. You will receive a reply with a release code, a 6 digit number, and the number of pages that will print. There is a $0.10 charge per page.

2. Bring the release code to the Circulation or Information desk and a staff member will enter your release code and take your payment. You can choose to have the body of the email printed or just the attachments.

3. Pick up your prints from the public internet printer.

Option 2: Visit the wireless printing website. http://www.printeron.net/jclibrary/webprint
When to use: If you want to print a webpage or have a document on your computer that you can upload to print. This method allows you to select the number of copies and the pages of a document you want to print. Use the print preview function of your program to determine what pages to print, then enter those pages once you upload your document.

1. Determine what pages of a website or document you want to print by using your print preview function.
2. Then open the webpage at http://www.printeron.net/jclibrary/webprint

3. Enter your email address and then you can either browse to find a file on your computer or type in a web URL. Click on the > arrow to print.

4. You now can select such options as page orientation, number of copies, and the page numbers you determined in step 1.

Guest Printing Service

Printing Options

Duplex: Single Sided

Page Orientation: Landscape

Number of copies: 1

⦿ All pages

◯ Pages: [   ] - [   ]   (eg, 1-6 or 3-3).

[?] [|◀◀] [▶]
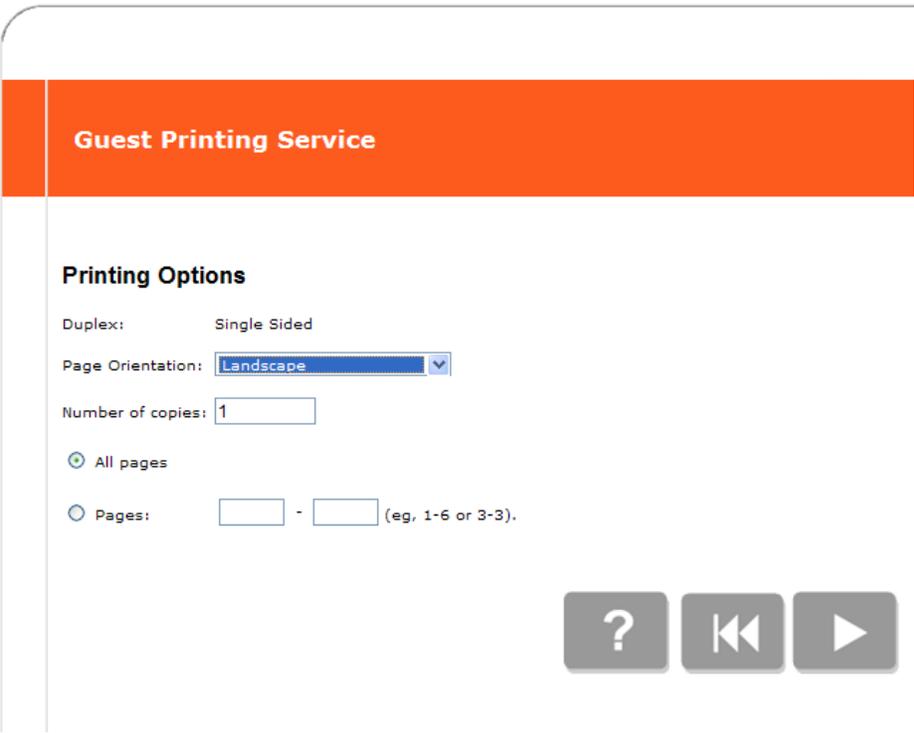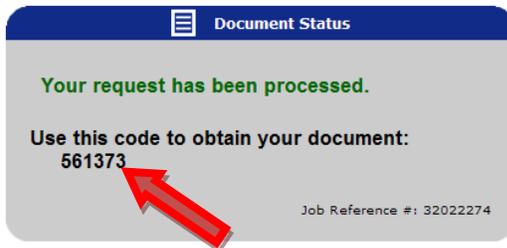
5. Once you have the options filled out press the > arrow to continue. It may take a minute for your request to be processed. You will receive a summary of how many pages will print. Click the green printer image to continue.

Guest Printing Service

Approve print job

Your print job has 3 pages.

No pricing has been specified for this printer.

To approve this job, click the Print button.

[?] [|◀◀] [🖨]
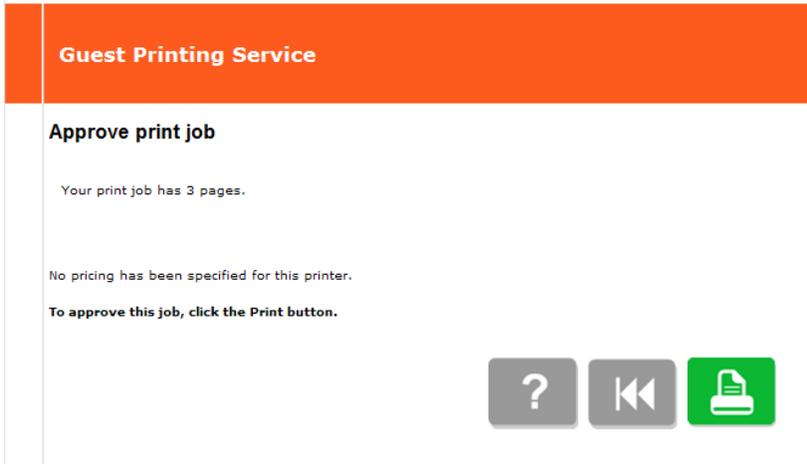
6. You will now see a page with a print release code. You will also receive an email with this code. Bring the release code to the Circulation or Information desk and a staff member will enter your release code to print your document and take your payment.

📄 **Document Status**

Your request has been processed.

Use this code to obtain your document:
   561373

Job Reference #: 32022274

Option 3: Use an App.

PrinterOn, the company that we are using to make wireless printing possible provides apps for Apple and Android devices. http://www.printeron.com/apps.html

There is also a driver you can download and install on your windows PC. This driver will allow you to select the libraries printer just as you would a regular printer without needing to email or upload files to the website. You will still print and receive a release code that you need to take to the circulation desk to get your print job released. You can download the driver at http://www.printeron.net/download/PWhere.exe.

Due to the number of devices the library cannot provide technical support for these apps.