

WIRELESS PRINTING

- Black and white printing is 10 cents per page.
- Color prints are \$1.00 per page.

The print jobs will be sent to our library printers and you can immediately pick them up at the front desk.

NOTE: Print jobs are held for 24 hours from when they were sent to our printers.



100 Borough Park Drive, 15236
412-882-6622
www.whitehallpubliclibrary.org

Library Hours

Monday - Thursday 9-9 p.m.
Friday 1-5 p.m.
Saturday 9-5 p.m. Sunday 12-4 p.m.

Summer Hours (July & August)

All hours remain the same except for:
Sunday CLOSED

WIRELESS PRINTING INSTRUCTIONS



This new service allows you to print virtually any document or web page from your computer, phone or tablet.

Reference Guide

Printing an email or email attachment from a mobile device (including phones) or laptop:

- Simply forward the email you wish to print to one of the following addresses and you will receive an email that your document has been processed. Please come to the front desk to pay for your print job.

wpl-print-bw1@printspots.com (for black and white)

wpl-print-color@printspots.com (for color copies)

Printing a document or photo saved to a computer/mobile device:

- Go to: www.printeron.net/whitehall/print
- Select a printer from the first box
- Enter your email (this is how we identify your print job)
- Click **Browse** to find the desired document or photo, then click the  icon
- Approve your print job and click on the printer  icon
- Go to the front desk to pay for your print jobs

Printing from a website:

- Go to: www.printeron.net/whitehall/print
- Select a printer from the first box
- Enter your email (this is how we identify your print job)
- Copy and paste or type the website address into the box and click the  icon
- Approve your print job and click on the printer  icon
- Go to the front desk to pay for your print jobs

NOTE: Secure <https://> sites will not print

Printing from the free Mobile App:

- Download the **PrinterOn** app and open it
- Tap the rectangular box near the bottom of the screen that says **No printer selected**. Do a **Search**  for **whitehall public** to bring up a list of three available printers. Select one.
- Tap the icon that you want to print from: *documents - email - photos - web*
 - ⇒ For files on your mobile device, PrinterOn needs access to your files. Go to *Settings > PrinterOn* to enable
 - ⇒ Emails require you to enter your email into PrinterOn and allow the app access to your account
- *** Android devices may not support email feature**
- Select what you want to print and tap the printer icon  in the top right corner
- A document preview comes up. Tap the  icon in the top right corner of the screen to:
 - ⇒ print more than one copy
 - ⇒ select a specific range of pages to print
 - ⇒ change the orientation
- * Android devices click **OK** to save and exit
- * Apple devices click **X** to save and exit
- Tap the **Print** button near the bottom
- Enter your email (to identify your print job)
 - ⇒ Apple devices - click the check mark in the top right corner
 - ⇒ Android devices - click OK
- Apple devices will get a pop up saying that the job has started and another when the job is ready for you to pick up at the front desk. (Tap on each one to close them.)
- Android devices will see a small green check mark in the top left corner of the screen indicating that the print job was successful.

Important:

The printer selection box will remember the last printer you used.
To change printers, click the printer selection box.