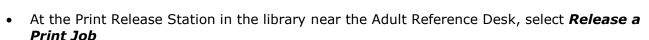
# Mobile Printing Now Available at Brookfield Public Library

With our new MobilePrint Service<sup>™</sup>, you can use your personal computer or mobile device to print to the library's printer from anywhere. Simply submit documents for printing and come to the Brookfield Public Library to release and pick up your document.

#### How to print from a laptop or desktop computer at home or work:

- Begin by visiting <a href="http://www.printeron.net/brookfield-library/calhounroad">http://www.printeron.net/brookfield-library/calhounroad</a>
- Select the printer and enter your email address.
- Browse your computer to find and select/attach the file you wish to print.
  - Click on the arrow

    Click the green print icon (You will see the status of your print job and a reference number).



- Enter the email address you supplied and click OK
- Click on the **name** of the print job you want to print.
- Click **Print** in the upper left hand corner of the screen
- Click on Pay from vending device
- Put money in the vending device—singles, quarters, nickels or dimes (Prints are \$.15/page)
- Click **OK**. Your job will print and any change you are owed will be returned.
- Click **Done** in the upper right hand corner or the screen



Print from your laptop

or desktop computer

### How to print from tablet or smartphone app:

- Visit your device's 'store' for apps. Install and launch the free **PrinterOn** App.
- Tap Search. Search 53005
- Find Brookfield Public Library and tap to save this location.
- Because all devices are different, you must follow the instructions on your device to continue printing.
- After following your device's instructions: Tap **print**
- Enter an email address and click OK

(With a green checkmark, you will receive a notice that the job started, and shortly after another message stating "Job Success").

- Enter the email address you supplied and click OK
- Click on the **name** of the print job you want to print.
- Click **Print** in the upper left hand corner of the screen
- Click on Pay from vending device
- Put money in the vending device—singles, quarters, nickels or dimes (Prints are \$.15/page)
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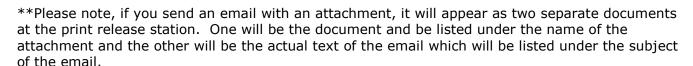
#### How to use email to send something directly to library print system:

- Email\*\* from any device directly to the library's print system at brookfieldlibrary-bw@printspots.com
- At the Print Release Station in the library near the Adult Reference Desk, select *Release a Print Job*
- Enter the email address you supplied and click OK
- Click on the name of the print job you want to print.
- Click **Print** in the upper left hand corner of the screen
- Click on Pay from vending device
- Put money in the vending device—singles, quarters, nickels or dimes (Prints are \$.15/page)

Email from any device

to library print system

- Click **OK**. Your job will print and any change you are owed will be returned.
- Click **Done** in the upper right hand corner or the screen



Remember to use PREVIEW at the Print Release Station. You will be able to see what is going to print.

You cannot make any changes to the number of pages of a document or select a certain section at the Print Release Station. You must do this BEFORE you send the print job.

All printouts are \$.15/sheet.

Jobs sent to the printer will be remain in the printer queue for 2 hours.

The Print Release Station is located near the Adult Reference Desk of the Library.

The mobile printing option is NOT available when the library is closed.

Brookfield Public Library 1900 N. Calhoun Road Brookfield, WI 53005 262-782-4140

www.brookfieldlibrary.com