Wireless Printing Instructions

1. Connect to the Library's Wifi "Library Hotspot".
2. Go to the Print & Fax & Scan tab on our website.
3. Under the heading 'Wireless Printing' click on the hyperlink.
4. Click the "**I Agree**" button to upload file to print and agree to the wireless print service policies.

PowerPoint	.PPTX	.PPT
Publisher	.PUB
Picture Images	.BMP	.JPG	.JPEG	.GIF	.PNG	.WMF	.EMF	.ICO	.CUR
Internet Web Pages	.MHT	.MHTML	.HTML	.HTM	.ASP	.ASPX	.XML
Adobe Reader	.PDF
XPS	.XPS

Select a **Printer**

Click **Browse** and locate the file to print on your device

Click **Upload** remember your **Print Job ID** you will need it to retrieve your print jobs

Click **Print**

Check the charges and if correct click **Confirm**

(The entire document will be printed, printing a selected range of pages is not currently supported)

Your document is now ready at the **Print Release Station**

Your Acceptance of Our Policies

Your acceptance of our policies is required to use our wireless print services.
If you agree to our policies, click the "I AGREE" button, otherwise click the "CANCEL" button.

(I AGREE)   (CANCEL)

5. Select whether you want "**Black and White**" or "**Color**" for your printing job.

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Wireless Printing

1) **Select a printer:**
   ● Black and White
   ○ Color

2) **Select a file to print:**
   (Choose File) no file selected

3) **Click button to print:**
   (Upload File)

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6. Click "**Choose File**" button and browse for file to print.

CYBRARIAN® Wi-Fi AirPrinter™ Solutions

Wireless Printing

1) Select a printer:
⦿ Black and White
◯ Color

2) Select a file to print:
[Choose File] n͟e͟ected

3) Click button to print:
[Upload File]

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7. Once the file is chosen, click "**Upload File**" button.

CYBRARIAN® Wi-Fi AirPrinter™ Solutions

Wireless Printing

1) Select a printer:
⦿ Black and White
◯ Color

2) Select a file to print:
[Choose File] no file selected

3) Click button to print:
[Upload File]

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8. The **print job ID** will be provided when the upload is successful. **Remember this ID: it is needed to pay for the print job at the circulation desk.** Click the "**Click here to print your file**" link

9. Confirm the total price to print the document by clicking the "**CONFIRM**" button and pay for the print job at the circulation desk.

10. After the screen displays "**Your Print Job is Ready!**", the window can be closed or another file can be uploaded by clicking the "**Click here to start over**" link.

11. If you are done printing you can go to the circulation desk and the librarian will release your printing job after you have paid for your prints.