
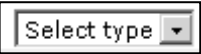


Wireless Printing @ WVPL Blue Bell

Do you have a computer, smart phone, or tablet with a wireless Internet connection?
You can now print to the Library's printer!

NOTE: For an online version of these instructions go to: <http://www.wvpl.org/print>


Print a document or webpage from your wireless device:

1. With your web browser go to <http://www.printeron.net/ricoh/504594>
2. Enter:
 - your email address
 - click on the **Browse** button to select the document from your computer OR
 - enter the address of the webpage you want to print (**NOTE on printing from the Web:** Some web pages do not print well. For best results, before printing, use Print Preview or look for a Printer Button *within* the web page and if available, click on it before printing.
3. Click on the white arrow  that you will see near the bottom of the page.
4. **Options.** On the next page you may select: Orientation, number of copies, page range and document type. Also, if you are printing Excel or PowerPoint documents, you need to click on  to chose Excel or PowerPoint.
5. Click the green printer button near the bottom of the page.
6. Follow the **Retrieve Your Print Job** instructions below.

Print an email message:

1. Forward the email message to: 084952124@printspots.com
2. Wait for an email message confirming your print job
3. Record the "Privacy Release Code" listed in the mail

Retrieve Your Print Job

1. Go to the Library copier/printer and click on the **HotSpot** button
2. Deposit money in the coin box
3. On the Control Panel Display, touch the white space below 'Privacy Release Code' and enter your release code
4. Press OK on the Control Panel
5. Touch the next arrow  next to "Privacy Release Code". It will take a moment to get your print job.
6. Review the information about your print job on the Control Panel and touch **Print**.
7. Finally, touch **Logout** to close the HotSpot printer window.