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: https://www.wvpl.org/print

Print a document or webpage from your wireless device:

1. With your web browser go to https://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: select Orientation. Click the green printer button near the bottom of the page.
5. 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 Home button, then choose Release My Print Jobs
2. Deposit money in the coin box
3. On the Control Panel Display, touch the white space below ‘Release My Print Jobs’ and enter your release code.
4. Touch the next arrow next to ‘Privacy Release Code’. It will take a moment to get your print job.
5. Verify that the small selection box on the left is checked and touch Print.
6. All print jobs are automatically deleted after 72 hours. You may also delete it yourself by touching the blue X on the left side of the Print Release menu.
7. Finally, touch the Home button to return to the main menu.