**Wireless Printing @ WVPL Blue Bell**

* Do you have a computer, smart phone, or tablet with a wireless Internet connection?
* Is your printer at home out of ink or broken?
  
  You can send your print job to our printer and pick it up at the library's printer!

For an online version of these instructions go to: [http://www.wvpl.org/print](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](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 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](mailto: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. $1, $5 bills, quarters, dimes, and nickels accepted.
4. Touch the next arrow next to ‘Privacy Release Code’. It will take a moment to get your print job.
5. Verify the small selection box on the left is checked and touch **Print**.
6. If you want to delete the document from the system, touch the X on the left side of the release code screen. The **Status** on the right side will show 'Deleted.'*
7. Finally, touch the **Home** button to return to the main menu.

**iPhone, iPad, and Android** users: Install the **PrinterOn** app for printing from mobile devices.

*Print Jobs not deleted manually by the user are automatically deleted after 72 hours. Print jobs can be accessed only with the correct Release Code.*