

HOW TO USE WI-FI PRINTING

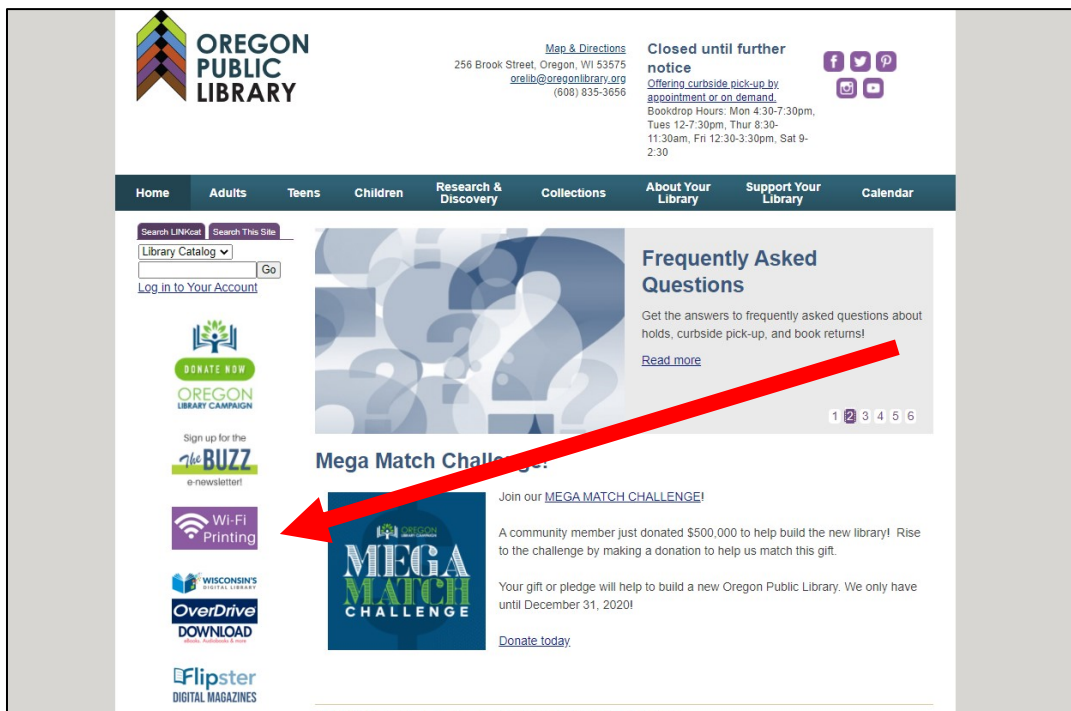
You can send a print job to the library anytime. All you need is a computer or mobile device and Wi-Fi!

Documents in Emails

Sometimes you want to print an email or a document attached to an email. You can forward the email to oregonpubliclibrary-webprint-bw@printspots.com to print in black and white or oregonpubliclibrary-webprint-color@printspots.com to print in color.

Sending a Document

Go to oregonpubliclibrary.org and click on Wi-Fi Printing in the left-hand menu. You can also go directly to our Wi-Fi Printing website at: <https://www.printeron.net/oregonpubliclibrary/webprint>.



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You are directed to this page.

The screenshot shows the Oregon Public Library's online printing interface. At the top, there is a logo and a welcome message. Below this, there are three main sections: 'Printer', 'User Info', and 'Select Document'. The 'Printer' section has radio buttons for 'BW Printer' (selected) and 'Color Printer', along with a 'Details' button and pricing information. The 'User Info' section has a 'Name:' input field and explanatory text. The 'Select Document' section has a 'File:' input field with a 'Browse...' button and instructions. To the right of these sections, there are printer hours: Monday-Thursday: 9a-8:00p, Friday: 9a-8p, Saturday: 9a-3p. Below the main sections are three help links: 'How do I print from a mobile device?', 'How do I print a boarding pass?', and 'What types of files can I print?'. At the bottom left is the TBS logo. At the bottom right is the 'Powered By PRINTERON' logo. Three red arrows point from callout boxes to the 'Printer', 'User Info', and 'Select Document' sections. A fourth red arrow points from a callout box to a 'Next' button (a play icon) located below the 'Select Document' section.

Select if you want black and white or color print.

Enter your name so we know which print job is yours.

Upload the file you want to print.

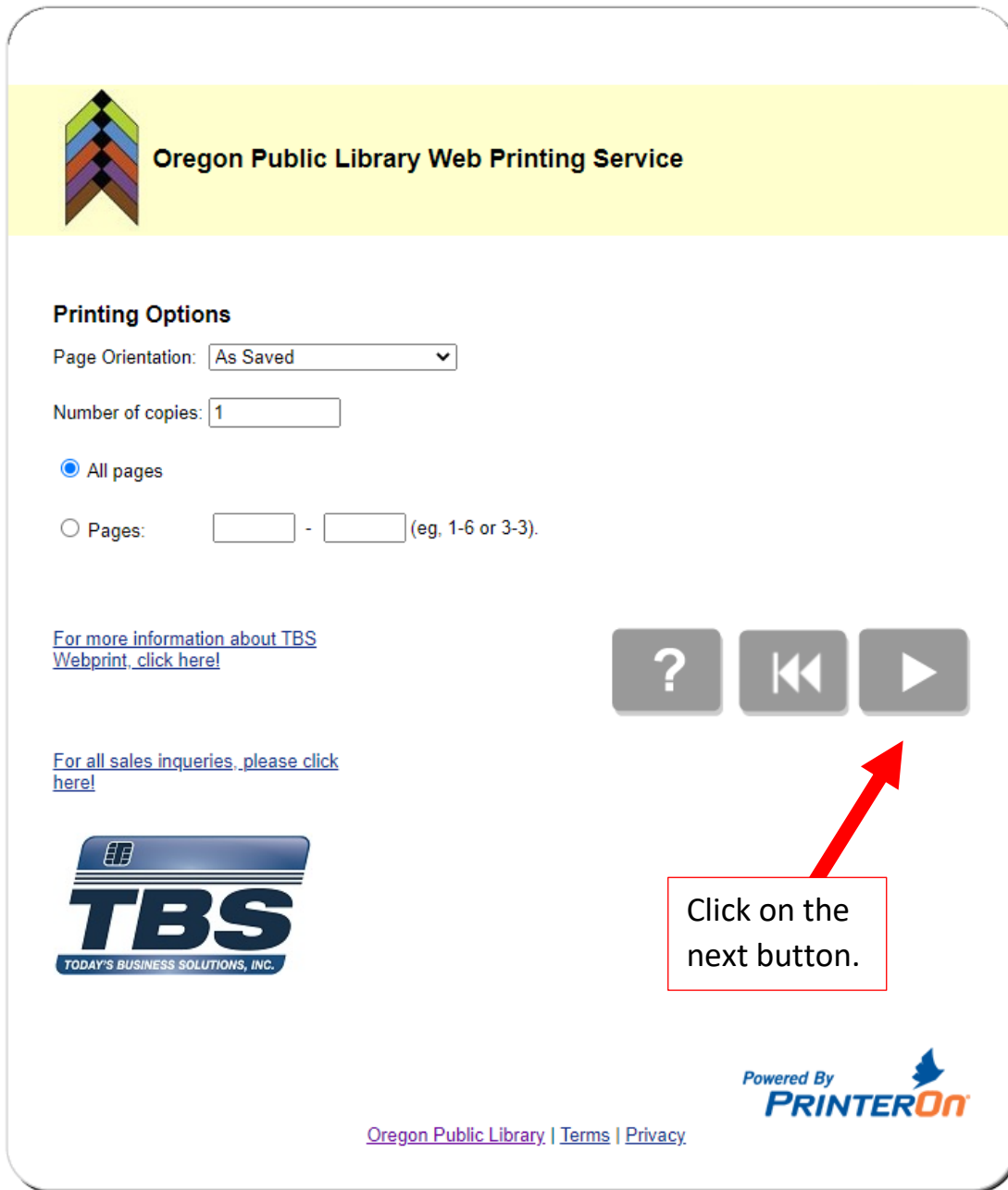
Click on the next button.



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Next, you need to select the page orientation, how many copies, and which pages you want to print.



The image shows a screenshot of the Oregon Public Library Web Printing Service interface. At the top, there is a yellow header with the Oregon Public Library logo and the text "Oregon Public Library Web Printing Service". Below the header, the "Printing Options" section includes a "Page Orientation" dropdown menu set to "As Saved", a "Number of copies" input field with the value "1", and radio buttons for "All pages" (selected) and "Pages:" with two empty input fields and the text "(eg, 1-6 or 3-3)". To the right of these options are three navigation buttons: a question mark, a double left arrow, and a double right arrow. A red arrow points from a text box that says "Click on the next button." to the double right arrow button. Below the navigation buttons, there are two links: "For more information about TBS Webprint, click here!" and "For all sales inquiries, please click here!". The TBS logo is displayed below the second link. At the bottom right, it says "Powered By PRINTEROn" with the PRINTEROn logo. At the bottom center, there are links for "Oregon Public Library | Terms | Privacy".



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This page gives you an estimate of how many pages your print job is.

The last thing you need to do is click the print button.

Oregon Public Library Web Printing Service

Approve print job

Your print job has 2 pages.

Pricing information:
\$ 0.10 /Page

To approve this job, click the Print button.

[For more information about TBS Webprint, click here!](#)

[For all sales inquiries, please click here!](#)

TBS
TODAY'S BUSINESS SOLUTIONS, INC.

Don't forget to click on the Print button!

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When you see that your print has been processed, that means that our software have received your print job. **Call us at (608) 835-3656 to schedule pick up!**



Oregon Public Library Web Printing Service

To pick up your document, go to the printing facility with your user information.

You can refresh the status of your document by clicking the (i) button.

 **Document Status**

Your request has been processed.

Job Reference #: 1068424086

Please record your job reference number to identify your print job in the event of a problem.

[For more information about TBS Webprint, click here!](#)



[For all sales inquiries, please click here!](#)



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