

Three Ways to Print



PrinterOn App: Print photos, documents and web pages from your tablet or smartphone.



Website: Print documents, photos and web pages from your laptop or home computer.



Email: Print emails and documents by forwarding them to the library printer.

Printing Costs:

Black & White - \$0.20/page

Color - \$0.50/page

Print Jobs will stay in the Library Print Release Station queue for 24 hours. They may be paid for and printed in the Library Tech Center during open hours.

Mon-Thurs: 8:30am - 8:00pm

Fri: 8:30am - 6:00pm

Sat: 9:00am - 1:00pm

Sun: 12:00pm - 4:00pm



Black & White Printer - \$0.20/page



Color Printer - \$0.50/page



Watertown Public Library

100 S Water St

Watertown, WI 53094

www.watertownpubliclibrary.org

920-262-4090 x2331



**Watertown Public Library
Introduces**

Mobile Printing



Send from anywhere.

Print at the library.

App

Print from your Smartphone or Tablet!

Visit the App Store or Google Play to download the free **PrinterOn** App.

Printing Using the App:

1. Select what you would like to print using the icons: Document, Photo or Web Site.
2. Tap the printer icon in the top right corner to see a preview of your printing.
3. Tap **Select a Printer**. There are three ways to choose a printer:
Location - Find Watertown on the map.
Search - Search for "Watertown"
QR Code - Select the QR Code icon in the top right corner and scan a QR Code from the back of this handout. When the printer is selected return to the **Preview** screen.
4. Tap the Print button, enter your email address and tap the check mark.
5. Your printing is sent! Visit the Print Release Station in the Tech Center to pay for and pick up your printing using the email address you supplied.



Website

Print from your personal computer or laptop!

Visit the library remote printing site:
<https://www.printeron.net/wpl/watertown>

Printing Using the Website:

1. Select a printer: **Black and White or Color**
2. Enter your email address, it will be used to identify your print job.
3. Upload a document or paste the URL of the page you would like to print.
4. Click the **green print icon**.
5. Wait for your document status to display **Your Request Has Been Processed** in green. This may take a couple of minutes.
6. Your printing is sent! Visit the Print Release Station in the Library Tech Center to pay for and pick up your printing using the email address you supplied.



Email

Easily print emails from a computer or mobile device!

Forward your email to the library printer:
wpl-wt-bw@printspots.com
(black and white printing)

wpl-wt-color@printspots.com
(color printing)

Printing Using Email:

1. Sign in to your email account and open the email you would like to print.
2. Select **Forward** and send your email to either the Black and White or Color printing address listed above.
3. You will receive a confirmation from PrinterOn when your print job has been processed. This may take a few minutes.
4. Your printing is sent! Visit the Print Release Station in the Library Tech Center to pay for and pick up your printing using the email address you supplied.

