

## To print via email:

Use this method, if the PrinterOn app is not available for your device.

1. From any device or pc, login to your email account.
2. Start a new message and attach the file to be printed.
3. For black-and-white prints, in the TO: field, type  
**btpl-bw@printspots.com** and press send.
4. For color prints, in the TO: field, type  
**btpl-color@printspots.com** and press send.
5. A confirmation email will be sent to you.
6. To retrieve your print job, come to the Library's Computer Center on **the same day** during regular library hours.
7. At the Self Service Station, select "Release a Print Job."
8. Type the email address from which you sent the document.
9. Select the print job you wish to print. **Note: You will not be able to edit your document at this point.**
10. Click on print and wait for your prints.



- Send a document or photo to the Library's printer from any Wi-Fi or Internet connected device (smartphone, tablet, laptop) no matter where you are - home, the airport, the office, the coffee shop, the parking lot—ANYWHERE!
- Come to the Library the same day during regular library hours to print your documents or photos in the Library's Computer Center. The Library is open:
  - Mon-Thurs: 9:30 a.m.-9:00 p.m.
  - Friday: 9:30 a.m.-6:30 p.m.
  - Saturday: 9:30 a.m.-5:30 p.m.
  - Sunday: Noon-5:30 p.m.
- 15¢ per page for black-and-white prints;  
50¢ per page for color prints

THE PLACE TO

DISCOVER



## To print from a PC:

1. From any PC or laptop, go to  
<http://www.printeron.net/btpl/library>
2. Choose what kind of prints you want:  

Black-and-White  
OR  
Color
3. Type your email address.
4. Click Browse and select the file you wish to print.  
Click the green print icon. Once completed, the screen will display, "Your request has been processed" and a reference number.
6. To retrieve your print job, come to the Computer Center at the Library on **the same day** during regular library hours.
7. At the Self Service Station, select "Release a Print Job".
8. Type the email address you supplied at the beginning.
9. Select the print job you wish to print. **Note: You will not be able to edit your document.**
10. Click on print and wait for your prints.

- ◆ *15¢ per page for black-and-white prints*
- ◆ *50¢ per page for color prints*
- ◆ *Print payment cards are available for sale in the Library, or add money to your Library card at the Computer Help Center.*

## To print from most mobile devices:

1. Find the PrinterOn app in your mobile device app store. Note that at this time, there is not a PrinterOn app for Kindle devices. Kindle users should see the last page of instructions for printing via email.
2. Install the PrinterOn app.
3. Open the PrinterOn app.
4. Click "No printer selected".
5. Click "Location".
6. Click "Search". Search for "48302".
7. You should see two options for Bloomfield Township Public Library: Black-and-White and Color. Select one. Note: Add another printer by repeating steps 5-7.
8. To print a document: open the PrinterOn app and select "Document" then select the file to be printed. Or, open the document and click in the right corner, and select "Open with PrinterOn". Note: These steps may vary across different devices.
9. To print a photo: open the app, click on "photo" and select a photo to print.
10. To print from the web: open the app, click "web" and enter the URL of the site you wish to print.
11. Select the black-and-white or color printer.
12. Click the print icon in the upper right corner.
13. Enter an email address and click on the check mark. You will receive a notice that the job started, and shortly after another message stating "Job Success".
14. To retrieve your print job, come to the Library's Computer Center **the same day** during regular library hours.
15. At the Self Service Station, select "Release a Print Job".
16. Enter the email address you supplied at the beginning.
17. Select the print job you wish to print. **Note: You will not be able to edit your document.**
19. Click on print and wait for your prints.



PrinterOn App Logo