



Mobile Printing

Now Available at Brookfield Public Library

With our new MobilePrint Service™, you can use your personal computer or mobile device to print to the library's printer from anywhere. Simply submit documents for printing and come to the Brookfield Public Library to release and pick up your document.

How to print from a laptop or desktop computer at home or work:

- Begin by visiting <http://www.printeron.net/brookfield-library/calhounroad>
- Select the printer and enter your email address.
- Browse your computer to find and select/attach the file you wish to print.
- Click on the arrow 
- Click the green print icon  (You will see the status of your print job and a reference number).
- At the Print Release Station in the library near the Adult Reference Desk, select **Release a Print Job**
- Enter the **email address** you supplied and click **OK**
- Click on the **name** of the print job you want to print.
- Click **Print** in the upper left hand corner of the screen
- Click on **Pay from vending device**
- Put money in the vending device—singles, quarters, nickels or dimes (Prints are \$.15/page)
- Click **OK**. Your job will print and any change you are owed will be returned.
- Click **Done** in the upper right hand corner of the screen



How to print from tablet or smartphone app:

- Visit your device's 'store' for apps. Install and launch the free **PrinterOn** App.
- Tap **Search**. Search **53005**
- Find *Brookfield Public Library* and tap to save this location.
- Because all devices are different, you must follow the instructions on your device to continue printing.
- After following your device's instructions: Tap **print**
- Enter an **email address** and click **OK**
(With a green checkmark, you will receive a notice that the job started, and shortly after another message stating "Job Success").
- At the Print Release Station in the library near the Adult Reference Desk, select **Release a Print Job**
- Enter the **email address** you supplied and click **OK**
- Click on the **name** of the print job you want to print.
- Click **Print** in the upper left hand corner of the screen
- Click on **Pay from vending device**
- Put money in the vending device—singles, quarters, nickels or dimes (Prints are \$.15/page)
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How to use email to send something directly to library print system:

- Email** from any device directly to the library's print system at brookfieldlibrary-bw@printspots.com
- At the Print Release Station in the library near the Adult Reference Desk, select **Release a Print Job**
- Enter the **email address** you supplied and click **OK**
- Click on the **name** of the print job you want to print.
- Click **Print** in the upper left hand corner of the screen
- Click on **Pay from vending device**
- Put money in the vending device—singles, quarters, nickels or dimes (Prints are \$.15/page)
- Click **OK**. Your job will print and any change you are owed will be returned.
- Click **Done** in the upper right hand corner of the screen



*Email from any device
to library print system*

**Please note, if you send an email with an attachment, it will appear as two separate documents at the print release station. One will be the document and be listed under the name of the attachment and the other will be the actual text of the email which will be listed under the subject of the email.

Remember to use PREVIEW at the Print Release Station. You will be able to see what is going to print.

You cannot make any changes to the number of pages of a document or select a certain section at the Print Release Station. You must do this BEFORE you send the print job.

All printouts are \$.15/sheet.

Jobs sent to the printer will remain in the printer queue for **2 hours**.

The Print Release Station is located near the Adult Reference Desk of the Library.

The mobile printing option is NOT available when the library is closed.

Brookfield Public Library
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Brookfield, WI 53005
262-782-4140
www.brookfieldlibrary.com