

Wireless Printing

From your home or laptop

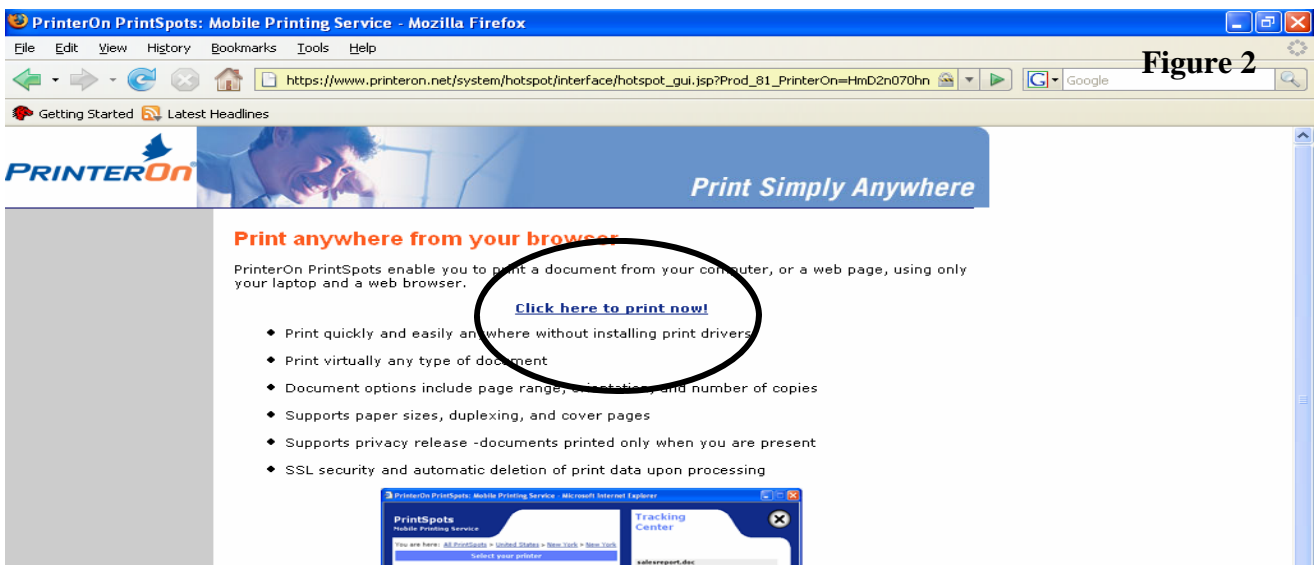
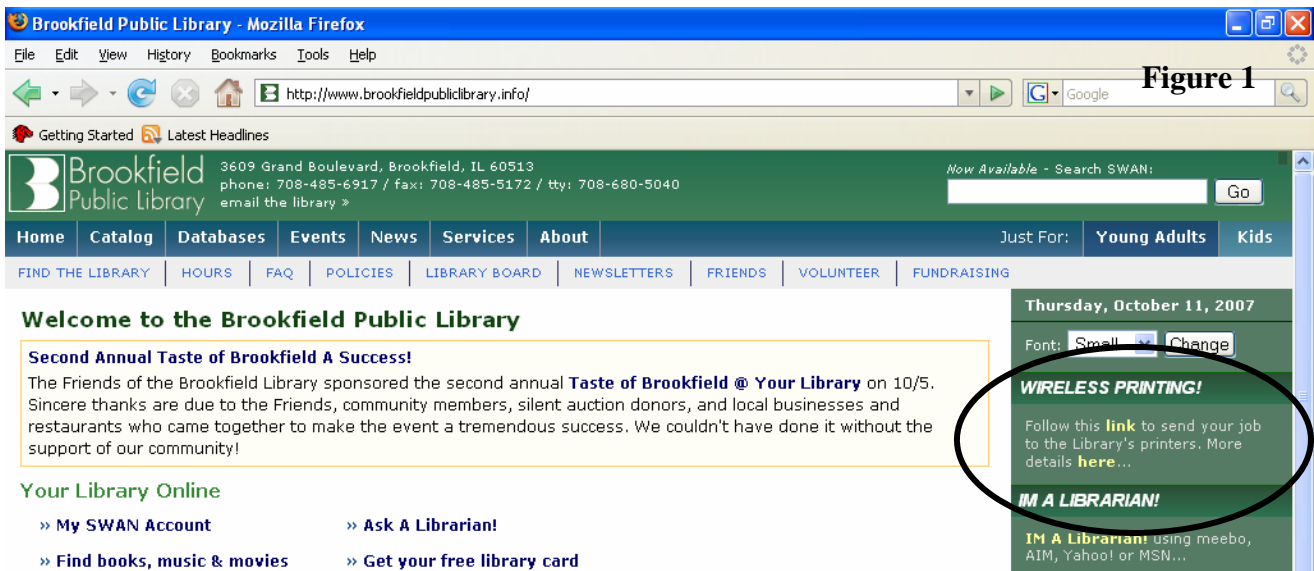
Please note: If you are printing a document other than a webpage, please save it to the desktop of whatever computer or laptop you are currently using.

At this time, Microsoft Publisher documents cannot be printed wirelessly. Please ask a librarian for assistance in printing a Publisher document.

Step 1:

- Go to the Brookfield Library Website at <http://www.Brookfieldpubliclibrary.info>.
- On the right hand side of the page, there is a section labeled **Wireless Printing!** {Figure 1}. Click on the yellow colored word 'Link'. It will take you to the PrinterOn website.

Note: If, after a few minutes, the PrinterOn website doesn't take you to a printer selection page, click the link where it says 'Click here to Print Now.' {Figure 2}



Step 2:

- Select a printer from the drop down menu. BFPL is the Black and White printer, BFPL-Color is the color printer. The default selection is Black and White. Further down the page it will tell you how much it is to print per page. 10 cents for Black and White, 20 cents for color.
- Click the 'Use this Printer' button to move onto the next step. {Figure 3}

PrinterOn PrintSpots: Mobile Printing Service - Mozilla Firefox

File Edit View History Bookmarks Tools Help **Figure 3**

https://www.printeron.net/system/hotspot/interface/hotspot_gui.jsp?Prod_81_PrinterOn=HTB9T90HJm

Getting Started Latest Headlines

PrintSpots Mobile Printing Service

1 **Select your printer**

You are here: [All PrintSpots](#) > [United States](#) > [Illinois](#) > [Brookfield](#)

Brookfield Public Library
3609 Grand Blvd
Brookfield, IL, 60513
United States

There are 2 printers at this PrintSpot. The first one is selected for you.

Choose another printer...
Choose another printer...
library-bfpl
library-bfpl-color

Printer name: library-bfpl
or forward email to : 147153543@p
BW WiFi
Brookfield

Paper sizes and price (USD) :
Price includes all taxes
Letter \$ 0.10/page

Methods of payment:
A print vending system is installed, which accepts:
Paper money
Coins

Search Use this printer

Powered By **PRINTEROn**
PRINT SIMPLY ANYWHERE

Home Search Help

Terms of use
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Tracking Center
You do not have any print jobs being processed.

Step 3:

- A** - If you are printing a webpage, copy the url and paste it in the 'Document or web page' box. If you are printing a document you saved to the desktop, click the 'Browse' button and select the document from the desktop.
- B** - In the next space down where it asks to 'Enter your network ID', please enter your name so you can find your print job at the Printing Station.
- C** - Under Document options, you are able to select the number of copies you wish to print as well as change the page orientation of your print job. The default orientation is usually portrait.

Portrait



Landscape

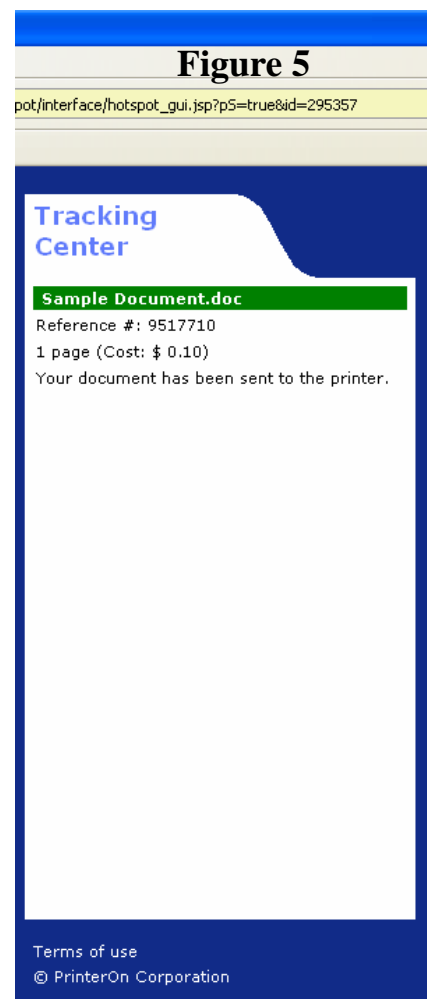
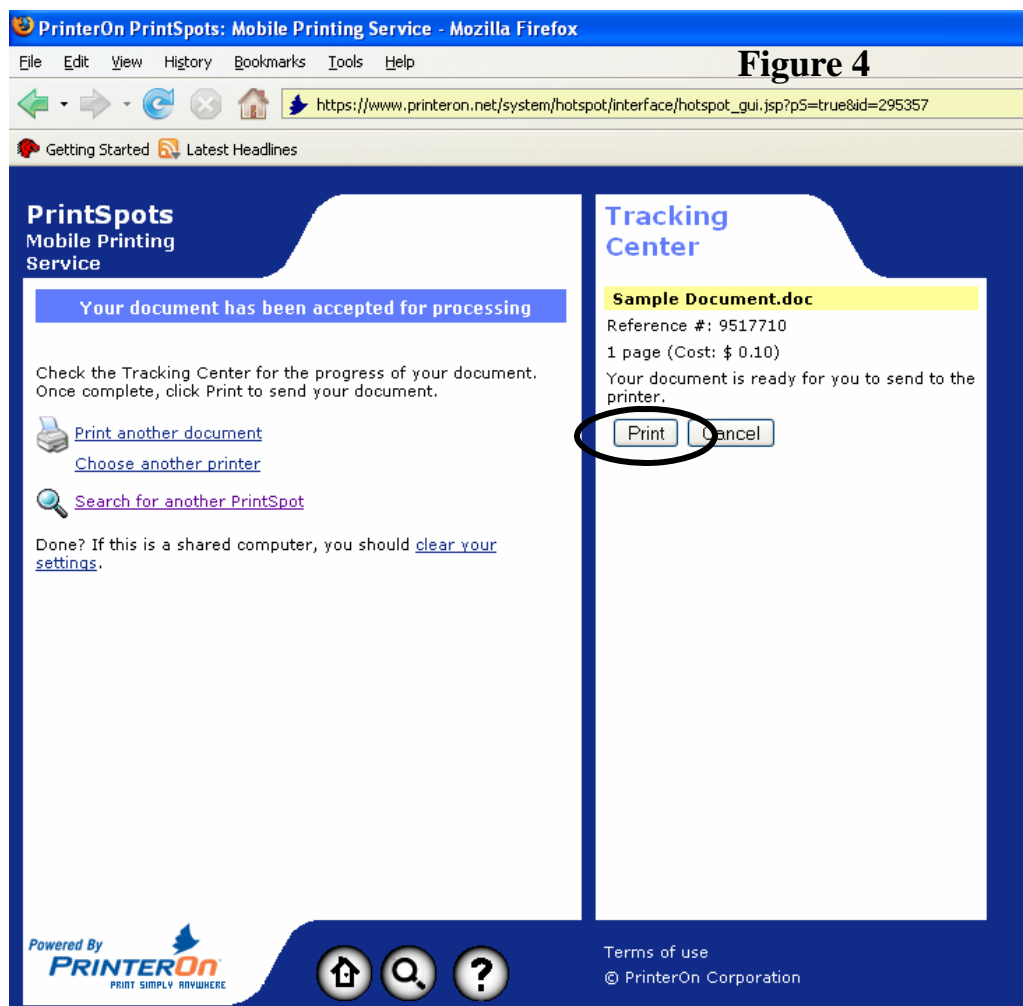


- D** - After you have finished changing the settings above, click the 'Next' button.

A screenshot of the PrinterOn PrintSpots mobile printing service interface in a Mozilla Firefox browser. The browser title is "PrinterOn PrintSpots: Mobile Printing Service - Mozilla Firefox". The address bar shows the URL: "https://www.printeron.net/system/hotspot/interface/hotspot_gui.jsp?Prod_81_PrinterOn=HTB9T90HJm". The interface has a blue header with "PrintSpots Mobile Printing Service" on the left and "Tracking Center" on the right. The main content area is titled "2 Select your document or web page". It shows a printer icon and the name "Printer: library-bfpl". Below that is a text input field for "Document or web page" with a "Browse..." button. A label "A" is placed to the left of this field. Below the input field is another text input field for "Enter your network ID for document pickup:" with a label "B" to its left. Underneath is the "Document options:" section with a label "C" to its left. It includes: "Paper" set to "Letter - 8 1/2 x 11 in"; "Orientation" set to "As Saved" with a dropdown arrow; "Number of copies" set to "1" with a dropdown arrow; and "Document type" set to "Automatic" with a dropdown arrow. At the bottom of the form area are "< Back" and "Next >" buttons, with a label "D" above the "Next >" button. The footer includes "Powered By PRINTERON PRINT SIMPLY ANYWHERE" and "Terms of use © PrinterOn Corporation".

Step 4:

- Your document will be processed and uploaded to the website. Once it has been accepted, it will come up on the right-hand side of the window under **‘Tracking Center’** saying ‘Your document is ready to be sent to the printer’. It will also give you the information of your print job such as how many pages the document is and what the total amount owed will be.
- Click the flashing **‘Print’** button and the document will be sent to our Printing Station within the library. {Figure 4}
- After a few moments, it should say ‘Your document has been sent to the printer’. {Figure 5}



Step 6:

- After your print job has been sent to the printer, head over to the Printing Station in the library across from the Adult Reference Desk and print your document out.

If you need any assistance with printing, feel free to ask the Reference Librarian at the desk for help.