

Printing from anywhere to Whittier Public Library's printers

The Library provides mobile printing from laptops, tablets and smartphones. There are 2 ways to send print jobs remotely to the Library's printers:

- Web Portal
- E-mail address

Web Portal Method

Each printer at the Library that is enabled for mobile printing has its own web portal with its own web address. You can upload documents through the web portal for printing. The portals' web addresses are:

Central Library: <https://www.printeron.net/whittier-public-library/central-library>

Whittwood Branch Library: <https://www.printeron.net/whittier-public-library/branch-library>

There are links to the web portals on the Library's website as well.

To send a print job via web portal:

1. On your web browser access the portal of the particular Library location where you want to pick up your printout by entering its URL (i.e. the web address above that begins with "<http://www.printeron.net/>" in your browser's address window or by following the link on the Library's website **Whittierlibrary.org >services>wireless-printing.**)
2. Select the radio button for either black and white or color.
3. Enter your e-mail address.
4. Browse to the file you wish to print.
5. Click on the button to send the print job.
6. Pick up your printout at the Library location that corresponds to the portal you used.

The **example** below illustrates the six steps for sending a black and white print job to the Central Library using the web portal method:

1. Point your web browser to <https://www.printeron.net/whittier-public-library/central-library>

The screenshot shows the Whittier Public Library Mobile Printing Service interface. At the top, the library logo and name are displayed, along with the address: 7333 Greenleaf Avenue, Whittier, CA 90602, UNITED STATES. A welcome message states: "Welcome to our Patron Printing service. Print virtually any document or web page from your Internet connected PC to one of our Library printers. There is no additional software required. Simply follow these steps:"

The interface is divided into three main sections:

- Printer:** Features radio buttons for "BW Letter" (selected) and "Color Letter". A "Details" button is below. Pricing is listed as "BW Letter - \$0.15" and "Color Letter - \$0.75". An orange arrow labeled "2" points to this section.
- User Info:** Includes an "Email address:" field with "email@aol.com" entered. A note states: "Your user information is used to uniquely identify your print jobs. Use this information to obtain your document in the Library printing facility." An orange arrow labeled "3" points to this section.
- Select Document:** Includes a "File:" field with "ACME.doc" and a "Browse..." button. A note says: "Browse your computer files to select the document you wish to print." An orange arrow labeled "4" points to this section.

At the bottom, there 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?". Below these are the "EnvisionWare" logo and the "Powered By PRINTEROn" logo. An orange arrow labeled "5" points to a green printer icon in a row of three buttons (question mark, close, printer). At the very bottom, there are links for "Terms" and "Privacy".

E-mail Addresses Method

Each printer at the Library that is enabled for mobile printing has its own e-mail address. You can send an e-mail to the printer with an attachment to print. The e-mail address to use depends on the Library location where you wish to pick up your printout and whether you want black and white or color. Please see the table below:

	Central Library	Whittwood Branch Library
Black and White	whittier-pl-central-library-bw-letter@printspots.com	whittier-pl-branch-library-bw-letter@printspots.com
Color	whittier-pl-central-library-color-letter@printspots.com	whittier-pl-branch-library-color-letter@printspots.com

1. Send or forward an email with attachment(s) to the email address that corresponds to your choice of Library location and either color or black and white.
2. Contact the Library location that corresponds to the printer's e-mail address you used to schedule a pickup during curbside pickup hours.
3. Your print will be identified by your email address.