Getting Your Printing

1. Entering the Library, pass by the huge, bright books on your right for 1st floor printer or go up the stairs for 2nd floor printer.

2. Stop at the standup station computer next to a large copier/printer.

3. Click **GET MY PRINTING** on the computer screen and enter your email address in the lower half of the screen. Click **OK**.

4. **Select the files** you want to print (you can also Preview).

5. Click the **PRINT** icon in the upper-left corner.

6. Click the **picture of the dollar going into a machine**.

7. Put money into the small tower between the computer and the copier (dollars into the lower-left on the front of the tower and coins into the top slot). Click **OK**.

Send your Printing to the Library

Send from a home computer or from a mobile device.

- black & white 15¢
- color 35¢

Price is calculated per side.

Machine takes 5¢, 10¢, 25¢, $1, & $5
Method 1

Upload to Web Portal

1. www.apl.org/print and click on the green & purple image OR go directly to www.printeron.net/ap/library
2. Choose which printer you want it to go to.
3. Enter your email address.
4. Either paste the URL of the webpage you want to print or browse and attach the document you want to print.
5. Click the grey arrow button to confirm the info showed to you on the screens.
6. Click the green printer icon that appears after it finishes processing. Your job has been sent.

Method 2

Send as Email Attachment

Forward an attachment of the document from your email to one of the following addresses:

- ap-1bw1s@printspots.com
- ap-1bw2s@printspots.com
- ap-1color1s@printspots.com
- ap-1color2s@printspots.com
- ap-2bw1s@printspots.com
- ap-2bw2s@printspots.com
- ap-2color1s@printspots.com
- ap-2color2s@printspots.com

Address options represent
- 1st or 2nd floor printer
- black & white vs color
- 1-sided or 2-sided

Method 3

Use the App

1. If you don’t already have it, install and open the PrinterOn app.
2. Tap at the bottom of your screen to select your printer.
3. Tap Location.
4. Enter “Appleton Public Library 54911” in the Search Location box to find APL’s printers.
5. You will be prompted for the following
   - Select your printer
   - Select the category your print falls into: Documents, Email, Photos, Web.
   - Browse to the item you want to print or paste the URL to the page.
   - Click the printer icon.
   - Select "Print"
   - Enter your email address and select the checkmark to confirm. Messages will confirm your print job was sent.