

# Wireless Printing

Print in the library or from home.

Cost for printing is \$.10 for black & white prints, \$25 for color prints per side.

## Option 1: Upload To The Web Portal

- Click the [Web Portal](https://www.printeron.net/ha/fb) at <https://www.printeron.net/ha/fb>
  - Pick a printer
  - Enter your email address.
  - Select a document:
    - Click Browse and locate a file.
    - Click the next arrow
  - Select printing options and click next arrow.
    - If you approve, click the green print button.
- Come to Ahrens Memorial Library to pay and print.



## Option 2: Send as an email attachment

- Logon to your email account and send/forward an email with the document to be printed as an attachment to one of the following printers.
  - Black and White: [035554342@printspots.com](mailto:035554342@printspots.com) or [ha-fb-bw@printspots.com](mailto:ha-fb-bw@printspots.com)
  - Black and White Doubled Sided: [794089774@printspots.com](mailto:794089774@printspots.com) or [ha-fb-bw-ds@printspots.com](mailto:ha-fb-bw-ds@printspots.com)
  - Color: [099206199@printspots.com](mailto:099206199@printspots.com) or [ha-fb-cl@printspots.com](mailto:ha-fb-cl@printspots.com)
  - Color Doubled Sided: [540209744@printspots.com](mailto:540209744@printspots.com) or [ha-fb-cl-ds@printspots.com](mailto:ha-fb-cl-ds@printspots.com)
  - Only the attachment will be printed.

## Option 3: Use the *PrinterOn* App

- Visit your 'store' for apps, install and launch the PrinterOn App.
- Click "No printer selected".
  - Click "Search". Search for ahrens, 4 Holloman printers should be showing.
  - Pick a printer (Black and White, Black and White Doubled Sided, Color, or Color Doubled Sided)
- To print:
  - Documents: when viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
  - Photos from your phone: open the app, click on "photo" and select a photo to print.
    - Select the printer and click the print icon.
    - 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").
  - At the Print Release Station in the library, select "Release a Print Job".
  - Enter the email address you supplied and select your print job.

## Library Print Release Station

- At the Print Release Station in the library, select "Release a Print Job".
- Enter the email address you supplied and select your print job.
- Pay at the coin-op
  - The coin-op takes:
    - Coins (**Dollar Coins, Quarters, Dimes, and Nickels only**)
    - Bills: (**\$1 and \$5 Dollar Bills Only**)

**NOTE:**

**The library is unable to make change**