

How to print from a laptop or desktop computer

- Go to the PrinterOn Website for Two Harbors Public Library:
- <https://www.printeron.net/th/pl>
- In the **Printer** box, select the Black and White or the Color printer. B&W - 0.10, Color - 0.50
- In the **User Info** box enter your email address.
- In the **Select Document** box browse your computer files to select the document you wish to print or enter a URL to a webpage you wish to print. (Note: For reliable printing of web pages, it is recommended that you save the page to a file [.doc, PDF, etc.] and upload that file, rather than entering the URL directly)
- Click the grey play icon to go to the next page.
- At this point, you can choose to change the orientation of your print, choose to print multiple copies, or choose to only print specific pages.
- When you are done with your selections, click the green print icon.
- On the next page you should see the message “Your request has been processed.”
- To pick up your document, go to the Print Release Terminal/Self Service Station in the library.
- At the Print Release Terminal/Self Service Station, select **Release a Print Job**.
- Enter the email address you gave when submitting the print job.
- The print jobs in blue will be the ones printed. Select them to make them blue. Multiple jobs can be printed at the same time.
- Select the **Print** button at the top left.
- Use the Vending Device next to the printer to pay for the print job in cash. Select **Pay from Vending Device** option, then insert your funds, then select “ok.”
- If you do not release your print job within 24 hours of submission, you will need to send your job again.

How to use email to send something directly to library print system.

- Pick the email address for the format you wish to print:

- Black & White single sided: th-pl-bw@printspots.com
 - Black & White double sided: th-pl-bw-ds@printspots.com
 - Color single sided: th-pl-cl@printspots.com
 - Color double sided: th-pl-cl-ds@printspots.com
- Send an email with an attachment to the email address you selected. You cannot print a webpage using this method.
 - You will receive a confirmation email from **PrinterOn PrintSpots**.
 - To pick up your document, go to the Print Release Terminal/Self Service Station in the library.
 - At the Print Release Terminal/Self Service Station, select **Release a Print Job**.
 - Enter the email address you gave when submitting the print job.
 - Select the print jobs you wish to print (selected jobs are blue). One will be the email message you sent (the **Document Name** will be the subject of your email or **Email Message** if left blank) and the rest will be the attachments (the **Document Name** will be the file's name).
 - Select the **Print** button at the top left.
 - Use the Vending Device next to the printer to pay for the print job in cash. Select **Pay from Vending Device** option, then insert your funds, then select "ok."
 - If you do not release your print job within 24 hours of submission, you will need to send your job again.

How to print from the tablet or smartphone app:

- Visit your device's app store and search for the **PrinterOn** app from PrinterOn Inc.
- Install and launch the PrinterOn App.
- Click **No printer selected**.
- Click the search icon.
- Search for **Two Harbors Public Library** to find our list of printers. Our location will have black and white, color, and single and double sided options. BW - 0.10, Color - 0.50 per page.
- Select the printer you wish to use.
- When printing documents or pictures they must be downloaded to your phone.

- To pick the file you wish to print, you can use the Documents or Photos buttons in the PrinterOn App to navigate to your files. Or you can open the document elsewhere on your phone and select the **share/send file** option to send the file to the PrinterOn App.
- You can also enter a URL to print a web page.
- Once entered, you should see a preview of your print. (Some file types will not preview)
- The printer you have selected to print to will show under the preview. If you want to change the printer tap on it, and select from printers previously saved or search for a new one.
- Once you have the correct file and printer tap **print**.
- Enter your email address.
- To pick up your document, go to the Print Release Terminal/Self Service Station in the library.
- At the Print Release Terminal/Self Service Station, select **Release a Print Job**.
- Enter the email address you gave when submitting the print job.
- The print jobs in blue will be the ones printed. Select them to make them blue. Multiple jobs can be printed at the same time.
- Select the **Print** button at the top left.
- Use the Vending Device next to the printer to pay for the print job in cash. Select **Pay from Vending Device** option, then insert your funds, then select “ok.”
- If you do not release your print job within 24 hours of submission, you will need to send your job again.