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**.

Appleton Public Library

**225 N Oneida St.
Appleton WI 54911**

www.apl.org

832-6177 Info Desk
832-6173   Reference Desk

www.apl.org/hours

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

www.apl.org/print

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 an address listed under **Method 2** at

www.apl.org/print

Address options represent which floor's printer you send it to, black & white vs color, and 1-sided or 2-sided.

Cost per side: 15¢ b&w, 35¢ color

The Attachment and/or the Email can be selected to print when paying.

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.

Appleton Public Library — Mobile Printing Services

Welcome to our Patron Printing service. Print virtually any document or web page from your Internet connected PC to one of our Library printers.

225 N Oneida Street
Appleton, WI 54911
UNITED STATES

There is no additional software required. Simply follow these steps:

Printer

1st Floor Black and W ∨

Details

User Info

Email address:

Your user information is used to uniquely identify your print jobs.

Use this information to obtain your document in the Library printing facility.

Select Document

File or URL:

Browse...

Browse your computer files to select the document you wish to print.

You may also enter the URL of a web page you want printed.

How do I print from a mobile device?
How do I print a boarding pass?
What types of files can I print?

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