

Remote Printing

Print and Photocopy Costs

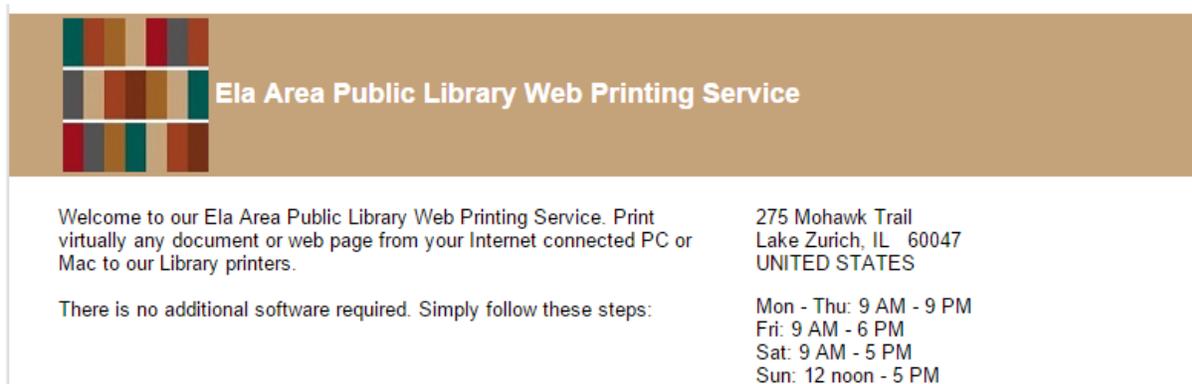
	<u>Computer Printouts</u>	<u>Photocopies</u>
Single-sided black & white page	\$0.10	\$0.10
Single-sided color page	\$0.50	\$0.50

Computer printout from the online catalog or eapl.org website - Free

* Double-sided remote printing is not available

Submitting Print Jobs Wirelessly Over the Internet

1.) In your web browser, navigate to print.eapl.org.



The screenshot shows the homepage of the Ela Area Public Library Web Printing Service. It features a header with a colorful logo and the text "Ela Area Public Library Web Printing Service". Below the header, there is a welcome message: "Welcome to our Ela Area Public Library Web Printing Service. Print virtually any document or web page from your Internet connected PC or Mac to our Library printers." To the right of the welcome message, the library's address is listed: "275 Mohawk Trail, Lake Zurich, IL 60047, UNITED STATES". Below the address, the operating hours are provided: "Mon - Thu: 9 AM - 9 PM, Fri: 9 AM - 6 PM, Sat: 9 AM - 5 PM, Sun: 12 noon - 5 PM". At the bottom of the page, there is a section titled "There is no additional software required. Simply follow these steps:".

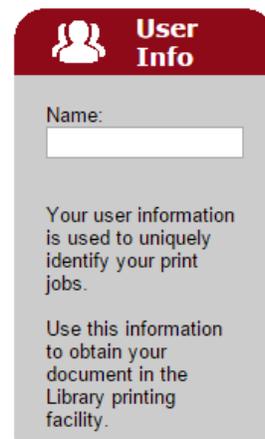
2.)



The screenshot shows a "Printer" selection interface. It has a red header with a printer icon and the word "Printer". Below the header, there are two radio button options: "Black and White Printer" (which is selected) and "Color Printer". Below the options, there is a "Details" button. At the bottom, the costs are listed: "BW: 10¢ Per Page" and "Color: 50¢ Per Page".

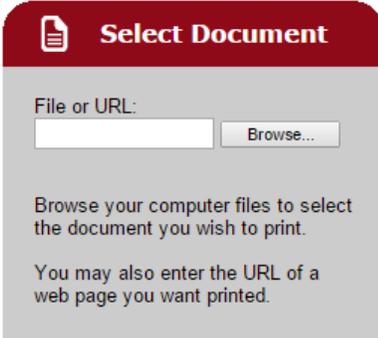
Select either the black and white or color printer.

3.) Enter your name. You can use any name you want. You will need to type in the same name when you pick up your printouts.



The screenshot shows a "User Info" form. It has a red header with a person icon and the text "User Info". Below the header, there is a "Name:" label followed by a text input field. Below the input field, there is a message: "Your user information is used to uniquely identify your print jobs." At the bottom, there is another message: "Use this information to obtain your document in the Library printing facility."

4.) To print a web page, type or paste the address.
To print a document or file, click the **Browse** button to find and select the file you want to print.



The 'Select Document' dialog box has a dark red header with a document icon and the title 'Select Document'. Below the header, there is a label 'File or URL:' followed by a text input field and a 'Browse...' button. Below this, there is a paragraph of text: 'Browse your computer files to select the document you wish to print.' and another paragraph: 'You may also enter the URL of a web page you want printed.'

5.)  Click the arrow button to proceed.

6.) Make any desired changes to your print job, such as number of copies or specific pages to print.

Printing Options

Paper Size:

Page Orientation:

Number of copies:

All pages

Pages: - (eg, 1-6 or 3-3).

 Click the arrow button again to proceed.

7.) Approve print job

Your print job has 1 pages.

Pricing information:

\$ 0.10 /Page

To approve this job, click the Print button.

[For more information about TBS Webprint, click here](#)

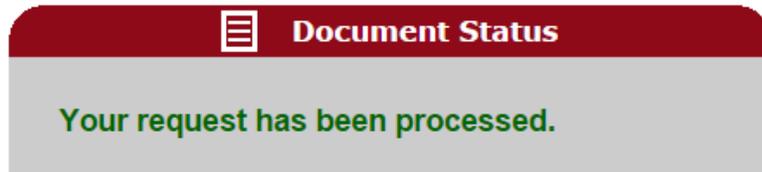


The printer will count your pages.

Click the green printer button at the bottom to confirm and send your job.



8.) You will see a confirmation message when your job has been submitted successfully.



Now you can come to the library any time we are open and retrieve your jobs at any print release station. Just type in the name you submitted to bring up your jobs and print them. Print jobs remain available for 12 hours once they are submitted.

Submitting Print Jobs via Email

To print an email message or attachment(s), simply forward your email to

Black and White Printer:

eapl-webprint-bw@printspots.com

Color Printer:

eapl-webprint-color@printspots.com

You will be sent a confirmation email message when your job has been processed.

Now you can come to the library any time we are open. Type in your **e-mail address** at any print release station to bring up your jobs and print them. Print jobs remain available for 12 hours once they are submitted.

Submitting Print Jobs via Mobile App

There is now an app to allow you to print from your smartphone or tablet! The PrinterOn app is available as a free download from:

- [The Apple App Store](#)
- [Google Play](#)