WEST BABYLON PUBLIC LIBRARY

PRINT FROM ANYWHERE

You can send a print job from the Library's wireless network, from your home or anywhere you have Internet access. Print jobs will be available for printing for 48 hours after the jobs are sent.

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

Printer

- ◉ Adult Black and White Printer
- ○ Adult Color Printer

[Details]

10 Free Black and White prints, thereafter, the cost is 10¢ per page

All Color prints cost 20¢ per page.

Step1:
Go to www.wbpl.us and click PRINT FROM ANYWHERE on the right side of the page.
Click BEGIN PRINTING @ YOUR LIBRARY.
Choose the appropriate **Printer**.
The **Adult Black and White Printer** is selected for you. If you would like to print in black and white skip this step. If you would like to print in color, click inside the circle next to **Adult Color Printer**.

PLEASE NOTE: Printing Costs are as follows
Black and White prints cost 10¢ per page.
Color prints cost 20¢ per page.

Enter User Info

Barcode:
[   ]

Please enter your Library Card Barcode number, it will need to be the complete 12-14 digit number.

Use your Library Card Barcode number to obtain your document at the Pharos Release Station located in the Adult Room.

Step 2:
Enter User Info
Enter your ***Library Card Barcode number** completely. Your barcode number will be used to obtain your document at the Pharos Release Stations located in the Adult Room OR Children's Room.
*The system will accept barcode numbers from ANY
**Suffolk County Public Library. If you live out of Suffolk County you must apply for a Guest Card at the Circulation Desk prior to using this service.
**Your Suffolk County Public Library card must be in good standing. If you owe over $5 in Library fines or your Library card is expired you will not be able to retrieve your print job(s).

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.

ALL NON-RESIDENTS (Suffolk County Public Library cardholders and Guest cardholders) must purchase a Copy Card and add money to the card using the self-service machines at the entrance to the Library in order to pay for printouts.

Step 3:
Select Document
Click the **Browse** button to select the document on your computer that you want to print **OR** enter the URL for the web page you want to print.
<mark>This printing service DOES NOT support the following file formats:</mark>
<mark>Microsoft Publisher, Microsoft Access and WordPerfect.</mark>

PLEASE NOTE:
MapQuest pages, and similar interactive web sites that generate URLs based on user input (such as amazon.com), often contain long URLs that aren't entirely visible in the web browser. When pasting the URL into the File or URL field, make sure you have copied the entire URL in order for the page to print.

<mark>**To Print Boarding Passes or other web pages which require you to login OR provide a confirmation number:**</mark>
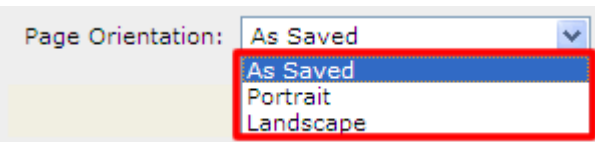In Internet Explorer:
Click **File- Save As- Web Archive, single file *.mht** and save the web page to a location on your computer (i.e. "My Documents" or "Documents")

Step 4:
Click the Arrow to move to the **Next** Step.
*You can also click the "**?**" for **Help** or the "**X**" to **Cancel** your print job.
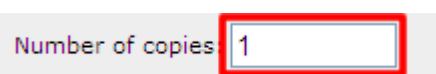
Step 5:
Printing Options
Choose **Page Orientation**. **As Saved** is selected for you. Click **Portrait** or **Landscape** to change this option.

Choose **Number of copies**. **1** is entered for you. To change this option, enter the Number of copies in the appropriate box.

Choose the Page(s) you want to print. **All pages** is selected for you. Click inside the circle next to **Pages** and enter a page range (i.e. 1-6 or 3-4).
Click the green Print button to send your print job.

*You can also click the "**?**" for **Help** or the "**|<<**" to **Start a new print job**.

To pick up your document, go to the printing facility with your user information.

You can refresh the status of your document by clicking the (i) button.

Document Status

Your request has been processed.

Step 6:
Document Status
Once your document has been successfully sent you will receive the message:
Your request has been processed.

To pick up your document please go the Pharos Release Station in the Adult Room. Please make sure you bring your Library card.