



PRINT FROM ANYWHERE- On a Computer

You can send a print job from your home or anywhere you have Internet access.

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

Printer

Black and White Printer

Details

10 (maximum) free black and white prints per day.

Step 1:

Go to www.wbpl.us and click PRINT FROM ANYWHERE on the right side of the page.

PLEASE NOTE: While the Library is open for curbside pickup only print jobs are limited to 10 sheets maximum per WB cardholder per day at no cost, color printing is not available at this time.

Enter User Info

Barcode:

Step 2:

Enter User Info

Enter your ***Library Card Barcode number** completely. Your barcode number will be used to by Library staff to print your document.

Select Document

File or URL:

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.

This printing service DOES NOT support the following file formats:

Microsoft Publisher, Microsoft Access and WordPerfect.

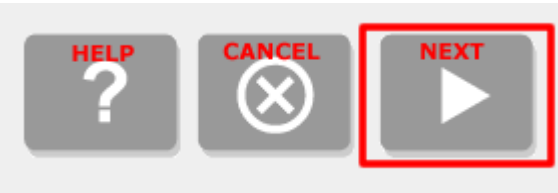
PLEASE NOTE:

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.

****To Print Boarding Passes or other web pages which require you to login OR provide a confirmation number:**

In Internet Explorer:

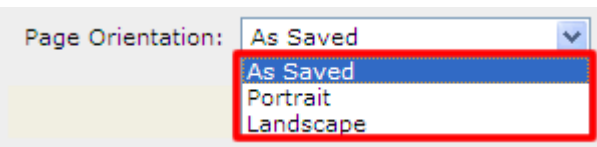
Click **File- Save As- Web Archive, single file *.mht** and save the web page to a location on your computer (i.e. "My Documents" or "Documents")



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.

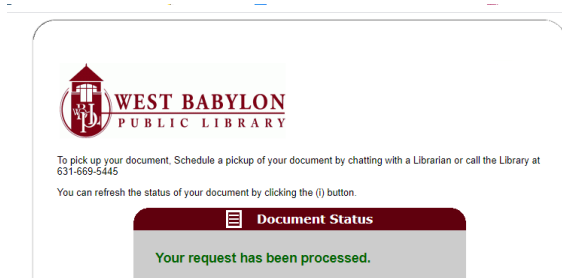


Choose **Number of copies**. **1** is entered for you. To change this option, enter the Number of copies in the appropriate box.



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**.



Step 6:

Document Status

Once your document has been successfully sent you will receive the message:

Your request has been processed.

To schedule a curbside pick-up your print job, please call the Library at 631-669-5445 or [Chat with a Librarian](#) and indicate you sent a print job to the Library.

PRINT FROM ANYWHERE- On a Mobile Device

App for iOS

- Go to the App Store and download & install the "printeron" app
- Tap "No Printer Selected" to find a printer
- Tap "Search" at the bottom right side of the screen and type in the zip code "11704"
- Tap on the "West Babylon Public Library Black and White Printer"
- Locate the document, email, photo or web page you want to print by tapping on the appropriate button
- Tap the "Print button"
- Enter your West Babylon Public Library card barcode number when prompted
- Tap the check mark in the top right corner to send the print job

App for Android

- Go to the Play Store and download & install the "printeron print service" app
- Tap "No Printer Selected" to find a printer
- Tap "Search" at the bottom right side of the screen and type in the zip code "11704"
- Tap on the "West Babylon Public Library Black and White Printer"
- Locate the document, email, photo or web page you want to print by tapping on the appropriate button
- Tap the "Print button"
- Enter your West Babylon Public Library card barcode number when prompted
- Tap the check mark in the top right corner to send the print job