![WEST BABYLON PUBLIC LIBRARY logo]

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:

Step1:
Go to www.wbpl.us and click PRINT FROM ANYWHERE on the right side of the page.
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
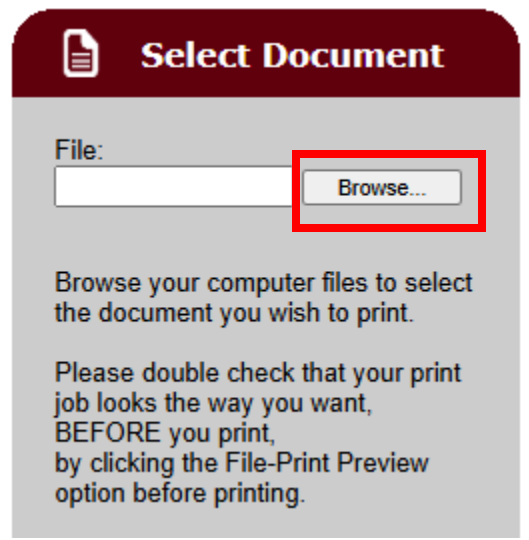Black and White prints cost 10¢ per page.
Color prints cost 20¢ per page.

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.
*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.

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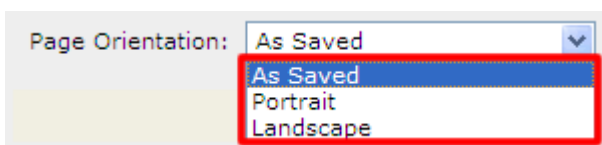<mark>Microsoft Publisher, Microsoft Access and WordPerfect.</mark>

Step 4:
Click the Arrow to move to the **Next** Step.
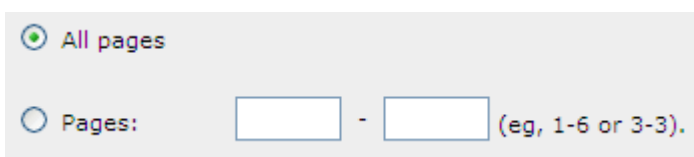*You can also click the "**?**" for **Help** or the "**X**" to **Cancel** your print job.

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.