

# How do I print from a smart phone?

To print an email message or attachment, forward your email to:

**[lagrangepl-webprint-bw@printspots.com](mailto:lagrangepl-webprint-bw@printspots.com)**    black and white

**[lagrangepl-webprint-color@printspots.com](mailto:lagrangepl-webprint-color@printspots.com)**    color

Enter the first part of your email address (the part before the @ sign) at the printer release station on the 2nd floor of the library to retrieve your document.

For example if your email address is [library@email.com](mailto:library@email.com) you should enter **library**.

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# How do I print from a laptop or desktop?

1. Enter a name for the print job. This will be the user name you enter on the 2<sup>nd</sup> floor print station to access your print job.

The screenshot shows a web-based printing interface with three main sections:

- Printer:** Features radio buttons for "BW Printer" (selected) and "Color Printer". A "Details" button is present. Below, it lists "BW: 10¢ Per Page", "Color: 50¢ Per Page", and "All jobs will be held up to 24 hours."
- User Info:** Includes a "Name:" label and a yellowed-out input field. Below, it says "Please enter your first or last name." and "Use this information to obtain your document in the Library printing facility."
- Select Document:** Has a "File or URL:" label, an input field, and a "Browse..." button. Below, it says "Browse your computer files to select the document you wish to print." and "You may also enter the URL of a web page you want printed."

At the bottom left, there are four links with icons: "How do I print from a mobile device?", "How do I print a boarding pass?", "Download the PrintWhere Driver", and "What types of files can I print?". At the bottom right, there are three buttons: a question mark, a close (X) button, and a play button.

2. Click **Browse** under Select Document & locate the document you'd like to print.

The screenshot shows a printing interface with three main sections: **Printer**, **User Info**, and **Select Document**. The **Printer** section includes radio buttons for 'BW Printer' and 'Color Printer', a 'Details' button, and pricing information: 'BW: 10¢ Per Page', 'Color: 50¢ Per Page', and 'All jobs will be held up to 24 hours.' The **User Info** section has a 'Name:' label and an input field, with instructions: 'Please enter your first or last name.' and 'Use this information to obtain your document in the Library printing facility.' The **Select Document** section has a 'File or URL:' label and an input field with a yellow highlight around the 'Browse...' button. Below the input field, it says: 'Browse your computer files to select the document you wish to print.' and 'You may also enter the URL of a web page you want printed.' At the bottom, there are three help links: 'How do I print from a mobile device?', 'How do I print a boarding pass?', and 'Download the PrintWhere Driver'. To the right of the links are three buttons: a question mark, a close button (X), and a play button.

3. Once you've located the document, click **Open**

The screenshot shows a file explorer window titled 'Coloring Programs' with a search bar. The file list includes: 'Feb 16 Spring Flowers', 'Feb 23', 'coloring program photo collage' (selected), 'email list- attended coloring prog Feb 23 ...', and 'Plans for Coloring programs'. The 'Open' button at the bottom is highlighted in yellow. To the right of the file explorer is a 'Select Document' section with a 'File or URL:' label and an input field containing 'coloring program ph'. Below the input field, it says: 'Browse your computer files to select the document you wish to print.' and 'You may also enter the URL of a web page you want printed.' Above this section is the address: '10 West Cossitt, La Grange, IL 60525, UNITED STATES' and the hours: 'Monday-Friday 9:00am-9:00pm', 'Saturday 9:00am-5:00pm', 'Sunday 1:00pm-5:00pm'. At the bottom, there are three help links: 'How do I print from a mobile device?', 'How do I print a boarding pass?', and 'Download the PrintWhere Driver'. To the right of the links are three buttons: a question mark, a close button (X), and a play button.

4. Click on the arrow on the bottom right

### Printer

BW Printer  
 Color Printer

[Details](#)

BW: 10¢ Per Page  
Color: 50¢ Per Page  
All jobs will be held up to 24 hours.

### User Info

Name:

Please enter your first or last name.

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?](#)

[Download the PrintWhere Driver](#)

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5. Click on the arrow on the bottom right again.



## La Grange Public Library Web Printing

### Printing Options

Page Orientation:

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6. After a few moments, you'll get the following message which means you can now access the print job. Please go to the printer access computer on the 2<sup>nd</sup> floor and enter the name you entered in the first step.



Please call or visit the Reference Desk if you require assistance at 708-215-3220.