

Print from email or a mobile device

Print from your email

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

Rensselaer: myjcpl-webprint-reusselaerbw@printspots.com

DeMotte: myjcpl-webprint-demottebw@printspots.com

Wheatfield: myjcpl-webprint-wheatfieldbw@printspots.com

You will be sent a release code for the email message and each attachment. **Keep this code**

Print Documents, Photos and Webpages

1. Install the PrinterOn App from your device's app store
2. Open the PrinterOn App
3. Click No Printer Selected
4. Click the search icon
5. Search for **myjcpl** — you will see listings for all three JCPL printers at DeMotte, Rensselaer and Wheatfield.
6. Click the printer you wish to use

To print a document (Android and iOS 8+):

Open the app, click on “document” and select the document to print. Or when viewing the document, in Android click the print icon in the upper right corner and upload the document to the PrinterOn App.

To print a document (iOS):

When viewing select documents, if you have the option to “open in” you should find PrinterOn as one of the options to open in, and you can then print from the app.

To print a photo from your phone:

Open the app, click on “photo” and select a photo to print.

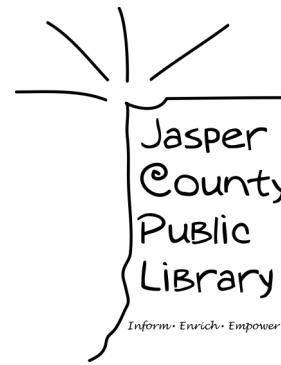
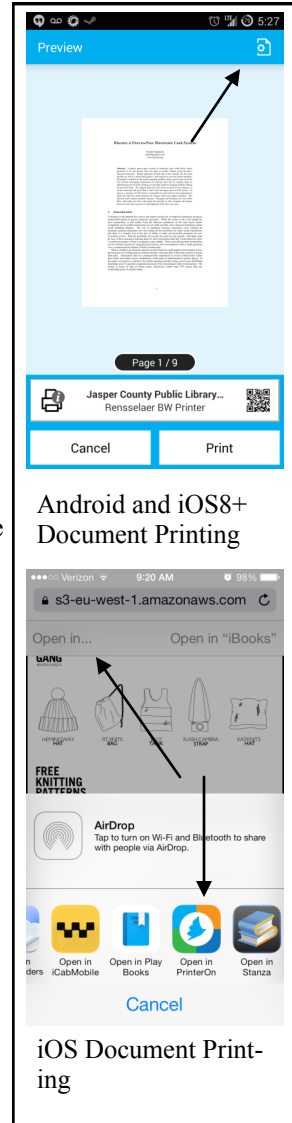
To print from the web:

Open the app, click “web” and enter the URL of the page you wish to print.

Click the print button in the lower right corner, enter an email address and click the check mark to print.

How to pick up your job

- **Bring your reference number or email** to the JCPL Circulation Desk at the location where you have selected to print.
- Staff will release your printed items for you.
- **Print jobs will automatically be deleted after 72 hours.**



Print to the library from anywhere!



- Home Computer
- Smart Phone
- Laptop
- Mobile Device

Send print jobs from any computer on the Internet and pick them up at the JCPL location of your choosing.

Black & White \$0.10 per page

<http://www.myjcpl.org/webprint>

Copies may be paid for in cash or by check. Copies in excess of \$5 may be paid for with a credit card.



Print from a desktop or laptop computer

Step 1: Visit <http://www.myjcpl.org/webprint>

Choose your desired printer: Rensselaer, DeMotte or Wheatfield.

Enter your email address or FULL name

Enter your webpage URL, or click Browse to upload a file from your computer

Click to continue

The screenshot shows the 'Welcome to Jasper County Public Library Web Printing Service' page. It features three main sections: 'Printer' with radio buttons for Rensselaer, DeMotte, and Wheatfield; 'User Information' with a 'Name' field; and 'Select Document' with a 'File or URL' field and a 'Browse...' button. A 'Details' button is visible under the printer section. At the bottom, there are navigation icons: a question mark, a close button (X), and a play button (right arrow).

Step 2: Choose your printing preferences

Click to continue

The screenshot shows the 'Printing Options' section. It includes a 'Page Orientation' dropdown set to 'As Saved', a 'Number of copies' input field set to '1', and radio buttons for 'All pages' (selected) and 'Pages:'. Below that, 'Document options' includes a 'Document type' dropdown set to 'Select type'. At the bottom, there are navigation icons: a question mark, a left arrow, and a right arrow.

Step 3: Submit print job

Approve print job

Your print job has 2 pages.

This will say "Counting Pages..." until it is ready to print

Pricing information: \$ 0.10 /Page

When this button turns green, click it to send your print job to the library.

The screenshot shows the 'Approve print job' section. It displays 'Your print job has 2 pages.' and 'Pricing information: \$ 0.10 /Page'. A callout points to the page count. A green print icon button is highlighted with a callout. At the bottom, there are navigation icons: a question mark, a left arrow, and a right arrow.

Step 4: Pick up your print

Document Status

Your request has been processed.

Job Reference #: 119508074

Write down your Job Reference number and bring it to the front desk at the library

Print jobs will be automatically deleted after 72 hours!

The screenshot shows the 'Document Status' section. It displays 'Your request has been processed.' and 'Job Reference #: 119508074'. A callout points to the job reference number. A dashed box contains the text 'Print jobs will be automatically deleted after 72 hours!'. At the bottom, there are navigation icons: a question mark, a left arrow, and a right arrow.