

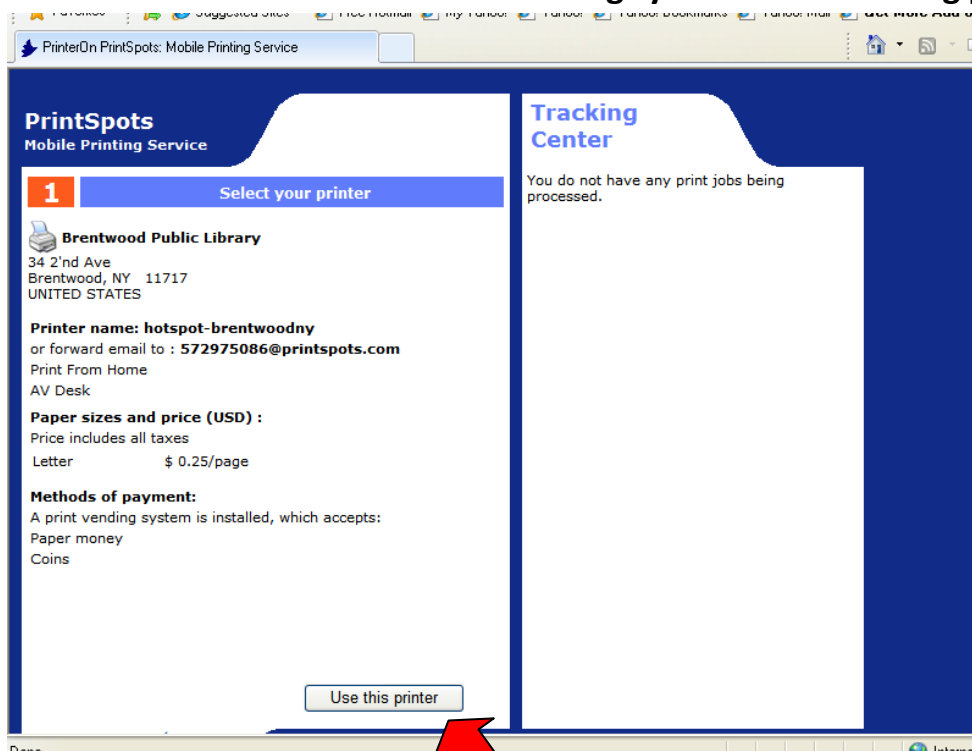
PrinterOn Instructions

Patron's View

1. Go to our website (<http://www.brentwoodnylibrary.org>), click on the following icon



2. The icon brings you to the page with the instructions
3. Click on either one of the links it brings you to the following page



4. Click on Use this printer

PrinterOn PrintSpots: Mobile Printing Service

2 Select your document or web page

Printer: hotspot-brentwoodny

Document or web page

Enter Print Job Name:

Document options:

Paper: Letter - 8 1/2 x 11 in

Orientation: As Saved

Number of copies: 1

Document type: Automatic

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5. Click on Browse and browse for your document as you would for an attachment and hit open.

6. Name your PrintJob (remember this name as you will need it)

7. Choose orientation copies and keep automatic setting

8. Click Next

PrinterOn PrintSpots: Mobile Printing Service

Your document has been accepted for processing

Check the Tracking Center for the progress of your document. Once complete, click Print to send your document.

longislandreadsbrochure.pdf
Reference #: 18892464
2 pages (Cost: \$ 0.50)
Your document is ready for you to send to the printer.

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9. Cost of print will be shown, you may print another document if need to by selecting print another document and following steps 5-8, otherwise click on Print

PrinterOn PrintSpots: Mobile Printing Service

Your document has been accepted for processing


Check the Tracking Center for the progress of your document.
Once complete, click Print to send your document.

 [Print another document](#)

longislandreadsbrochure.pdf
Reference #: 18892464
2 pages (Cost: \$ 0.50)
Your document has been sent to the printer.

**10. You will see this when
job has been sent to printer**

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11. Pick up and pay for your prints on the Lower Level