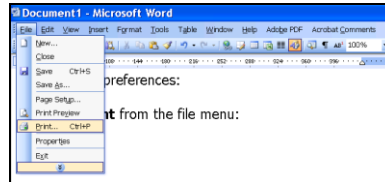


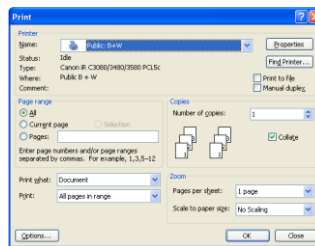
# Printing Directions

**Printing Cost:** Color printing: \$1.00 per side  
Black & White: \$.10 per side

1) If you are using Microsoft Word, select **Print** from the **File** menu:

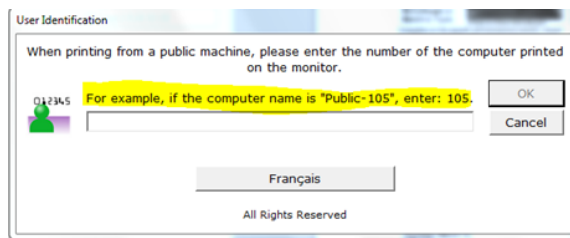


2) From the Printer Name field, select **Public: Black and White** for black and white printing, **Public Black & White 2-sided** for double-sided printing, or **Public: Color** for color printing:



3) Back on the **Print** window, click **OK** to submit the print job.

4) Enter the computer number (for example "105") displayed on the monitor and click the OK button



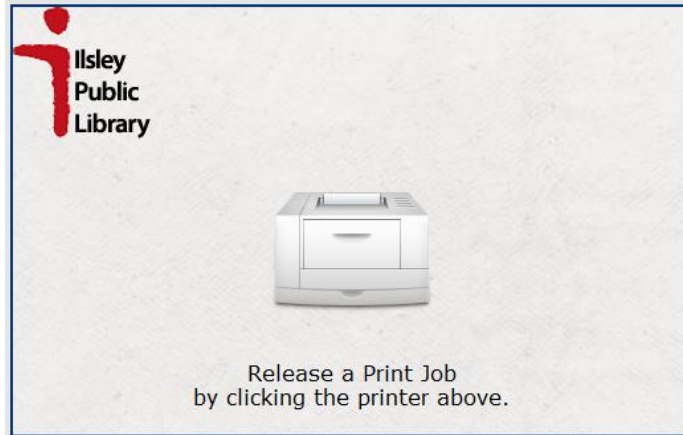
5) The cost of your print job will be displayed. Click **OK**:



6) Go to the Print Release Station to pay and release your print job.

# Print Release Station

Click on the printer image to release your print job:




Enter your computer number and then click on the **OK** button. Enter your email address if you printed from a mobile device:

User Login


Please enter the requested information below.  
If you need additional help, please ask a staff member for assistance.

Please enter your computer number

 Enter your email address if you printed from a mobile device or from outside the library.

Email Address

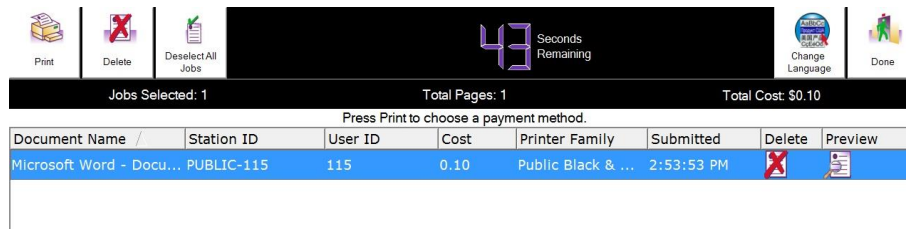
Licensed to:  
**Iisley Public Library**



EnvisionWare® LPT:One™ Print Cost Management

# Print Release Station

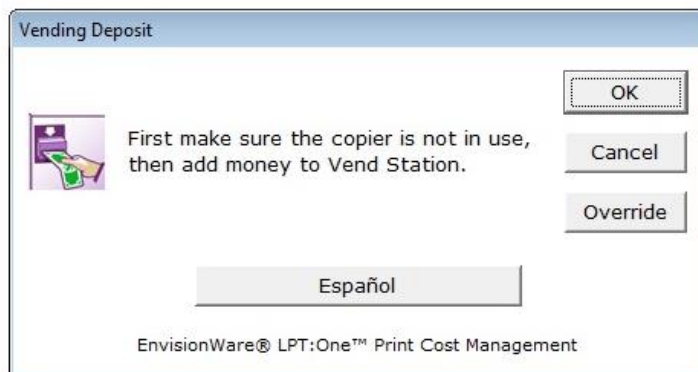
Select your print job and click on the **Print** button:



Click on the **Pay From Vending Device** button:



Insert money into vend station and click on the **OK** button.



# Mobile Printing Options

**Upload your document here:**

Web Portal: <http://www.printeron.net/ilsley/library>



**Email Your document as an attachment to the following addresses:**

B/W Email address: [ilsley-library-bw@printspots.com](mailto:ilsley-library-bw@printspots.com)

B/W 2-sided Email address: [ilsley-library-bw-2@printspots.com](mailto:ilsley-library-bw-2@printspots.com)

Color Email address: [ilsley-library-color@printspots.com](mailto:ilsley-library-color@printspots.com)

**Get the Mobile App here:**

iOS App: <https://itunes.apple.com/us/app/printeron/id406584999?mt=8>



Android App:

<https://play.google.com/store/apps/details?id=com.printeron.droid.phone>

