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:
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
B/W 2-sided Email address: ilsley-library-bw-2@printspots.com
Color Email address: ilsley-library-color@printspots.com

Get the Mobile App here:

Android App: