



Print documents at the
library from **anywhere!**

- ☑ *Remote printing without having to connect to our network or install printer drivers.*
- ☑ *Submit documents or photos for printing from any Wi-Fi or Internet connected device (smartphone, tablet, laptop) no matter where you are.*
- ☑ *Come to the library within 48 hours to release and pick up your documents or photos in the Library Info Center with your email address. **JPL Patrons must also have their library barcode available.***
- ☑ *Each black and white page will cost 10¢ and each color page will cost 25¢*
- ☑ ***JPL Patrons Only: each day, your first 3 black and white pages or 1 color page are free.***



How to Use PrinterOn from a PC:



1. Begin by visiting: <http://www.jericholibrary.org/printeron/>
2. Click the link:
<http://www.printeron.net/02126/merrylane-001>
3. Choose your printer:
 - Reference B and W (Black & White)
 - Reference Color
4. Enter your email address. You will need this to release your print job.
5. Browse your computer to find and select the file you wish to print.
6. Click the green print icon.
7. You will see the status of your print job and a reference number.
8. Within 48 hours, come to the Info Center at the library.
9. At the Self Service Station, select "Release a Print Job".
10. Enter the email address you supplied.
11. Select the print job you wish to print.
- Note:** You will not be able to edit your document
12. Click on print, then select payment option.
JPL Cardholders: to receive your free daily print allowance (3 black and white or 1 color page), select "**Pay from AAM account.**" Enter your Library Barcode #, then select "**Pay from my daily .30 printing allowance.**"
13. Your print job will be printed!

Black and white pages will be 10¢ each.

Color pages will be 25¢ each.

How to Use the PrinterOn App:

1. Install the PrinterOn App.
2. Open the PrinterOn App.
3. Click “No printer selected”.
4. Click “Search”. Search for “11753”.
5. Find JPL Merry Lane and click “Reference color” printer, save.
6. Find JPL Merry Lane again and click to add the “Reference B and W” (black and white) printer.
7. **To print a document:** when viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
8. To print a photo from your phone: open the app, click on “photo” and select a photo to print.
9. To print from the web: open the app, click “web” and enter the URL of the site you wish to print.
10. Select which printer you wish to print to.
11. Click the print icon in the upper right corner.
12. Enter an email address and click on the check mark.
13. You will receive a notice that the job started, and shortly after another message stating “Job Success”.
14. Come to the Info Center at the library within 48 hours.
15. At the Self Service Station, select “Release a Print Job”.
16. Enter the email address you supplied.
17. Select the print job you wish to print.
Note: You will not be able to edit your document.
16. Click on print, then select payment option.
JPL Cardholders: to receive your free daily print allowance (3 black and white or 1 color page), select “Pay from AAM account.” Enter your Library Barcode #, then select “Pay from my daily .30 printing allowance.”
17. Your print job will be printed!

Black and white pages will be 10¢ each.

Color pages will be 25¢ each.



Jericho Public Library

1 Merry Lane

Jericho, NY 11753

Phone: 516-935-6790

www.jericholibrary.org/printeron

info@jericholibrary.org

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