

Instructions for Wireless Printing

For printing costs see second page

Using the Web site

1. Go to <http://www.printeron.net/public-library/cedar-falls>
2. Choose the Reference Desk Monochrome (black and white), or Reference Desk Color Laser printer
3. Enter your email address and a name for your print job
4. Select the document from your computer that you want to print by clicking on browse or type in an address of a Web site page you want to print
5. Click on the green button.
6. The Web site will give you a release code after a few seconds. Write the code down and bring it to the reference desk. A reference staff member will print your job for you.

Using the Email Address

1. Send an email to cedar-falls-pl@printspots.com
2. Attach the file that you need to print to your email. These print jobs will only be able to print in black and white.
3. Send the email.
4. Wait for an email from PrinterOn Print Spots to appear in your inbox.
5. Write down the first release code from the email and bring it to the reference desk. A reference staff member will print your job for you. Some file formats such as publisher will not work. Please send these as a PDF. If you have any questions about a file format please stop by the reference desk or call 319-268-5543.

Copy/Print Costs Card* or Cash **

Single Sided

Black & White

8.5" width 10 cents

11" X 17" 20 cents

Double Sided

Black & White

8.5" width 20cents

11" x 17" 40 cents

Color

8.5" width 25 cents

11" x 17" 50 cents

Color

8.5" width 50 cents

11"x 17" \$1.00

*\$1.00 minimum for non-cash payments

**10 cents minimum cash payment must be inserted for use