



Using PrinterOn with a Desktop or Laptop Computer



If you want to print something from your desktop or laptop computer but don't have a printer, you can send your files to the **PrinterOn web portal** and then print them out at the Plainfield library (you have **24 hours** to print out your files before they expire).

Printing in **black & white** is 10 cents a page; printing in **color** is 25 cents a page.

Types of files you can print:

- PDFs
- Microsoft Office (Word, Excel and PowerPoint)
- Apache OpenOffice (Writer, Calc, Impress and Draw)
- Google Docs, Sheets and Slides (you must save them as PDF files first)
- Webpages (as long as you're not logged into an account)
- Images (JPG, PNG, TIFF, BMP and GIF)
- Rich Text Format (RTF)

How to use the PrinterOn web portal:

1) Go to the Plainfield library's website (www.plainfieldlibrary.net) and under the Services tab, click Technology. Click the "More About Printing" button, then click on the link for the PrinterOn web portal.

OR: Go directly to

www.printeron.net/pgtpl/webprint

2) In the PrinterOn's web portal, under the section marked **Printer**, choose either the black & white printer or the color printer.

3) Under the section marked **User Info**, where it says card number/name, type in your **first name**.

4) Under the section marked **Select Document**, enter the address of the webpage you would like to print, or click the **Browse** button and find the file that you would like to print.

5) Click the **gray right arrow button** to continue, then do the same on the next page. It will then tell you what is the total amount you will have to pay when you print it at the Plainfield library.

6) Click the green **Print** button to approve your print job. It will tell you "Your request has been processed".

7) Within 24 hours, go to the Plainfield library. Find the **Print Release station**, which is near the main desk. Use the touchscreen to type in your **first name**, then tap the **green OK** button.

8) Tap the name of your print job to highlight it, then put in your payment (coins, \$1 or \$5 bills, or a credit card/debit card). Tap the **Print Job** button. The file will then print out at the machine next to you.

9) Touch the **Logout** button to receive any change.