



How to print wirelessly from your desktop or laptop computer



If you want to print something from your desktop or laptop computer but you don't have a printer, you can send your files to the **Eprintit web portal** and come to the Plainfield library to print them out.

Printing in **black & white** is 10 cents a page; printing in **color** is 25 cents a page. The library's payment kiosk accepts coins, \$1 or \$5 bills, and Visa/Mastercard.

You have **24 hours** to print out your files before they are deleted from the library's server.

Types of files you can print:

- PDFs
- Microsoft Office (Word, Excel, PowerPoint and Publisher)
- Open Office (Open Document Text, Open Document Spreadsheets and Open Document Presentations)
- Photos (JPG, PNG, TIFF, BMP and GIF)
- Webpages (as long as you're not logged into an account)

How to use the web portal:

1) Go to the Plainfield library's website (www.plainfieldlibrary.net) and under the Services & Collections tab, click Technology —Printing & Wifi. Click the gray button that says "More About Printing", then click on the link for the **Eprintit** web portal.

2) Select the file or files you want to print (the maximum file size allowed is 100 megabytes).

3) Select whether to print in black & white (B&W) or color, the number of copies, and whether to print all of the pages or only some of the pages. It will then show you what the total cost of your print job will be.

4) Under the section marked **User Info**, enter either your first name or your library card number. If you would also like to receive an automated confirmation, enter either your e-mail address or cell phone number.

5) Click the orange "Submit" button. You will see a message telling you your submission was successful and the user info that you used to submit it.

6) Within 24 hours, go to the Plainfield library. Find the **Print Release station**, which is near the main desk. At the payment kiosk, use the touchscreen to type in your **user info**, then tap the **green OK** button.

8) Tap your print job to highlight it, then put in your payment (coins, \$1 or \$5 bills, or Visa/Mastercard). Tap the **Print Job** button. The file will then print out.

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