Printing Costs
Payable at the print release station

- Black & White, single-sided:
  15¢ per page
- Black & White, double-sided:
  30¢ per sheet
- Color, single-sided:
  50¢ per page

Please note that the print vending machine takes $1 and $5 bills as well as standard American coins, excluding pennies, 50¢ and $1 coins. However, if a $5 bill is used for a small job, all change will be given in coins.

The vending device can only take $10 at a time. If your print job costs more, you may need to either re-send it in smaller parts or see a librarian to pay for printing.

Non-Standard Paper
The library can accommodate requests to print on non-standard paper, such as letterhead, card stock, resume paper, photo paper, and labels. Please see a librarian before releasing print jobs requiring non-standard paper.

More Information
http://eastgreenbushlibrary.org/about/services/wireless-printing

QR Codes for Printer Selection

Scan one of these codes to select a printer when using the PrinterOn app.

Black and White, Single Sided

Black and White, Double Sided

Color, Single Sided

Wireless Printing

(KM 8/18)

WI FI PRINTING

Send your print job to the library from any location, using any device!

East Greenbush COMMUNITY LIBRARY

10 Community Way
East Greenbush, NY 12061
(518) 477-7476
www.eastgreenbushlibrary.org

Print from any device, anywhere, to the library's printer!

How to Print from a Library Laptop

Library laptops use the same printing program as our desktop computers. When sending a document to print, select which printer (black and white, color, etc.) you want to use. Confirm the price screen to send the job to the release station.

How to Print from Your Computer

To print your document, photo or web page, go directly to our printing portal page:

http://printeron.net/egcl/mainbranch

Follow the on-screen instructions to print your document.

- On the printing options screen, ignore the "document options" field unless you are printing an Excel or PowerPoint document.
- The email address you used when submitting your print job will be your login at the print release station.
- Enter your email address and remit payment using the print release station at the reference desk.
- All print jobs will be rendered on letter (8.5" x 11") sized paper. If you require legal sized paper, select the printer the specifies legal size.
- To see a full list of file types that can be printed, see our website or visit: http://bit.ly/1ptF3di

How to Print from a Mobile Device

Android and iOS users can download the PrinterOn app from Google Play or the App store.

Open the app and tap on the QR code icon next to "No printer selected"

Scan the QR code (on the back of this sheet) for they type of print you want:
- Black and white, single sided
- Black and white, double sided
- Color, single sided

Tap the check mark in the upper right to set the printer.

Tap the star to save the printer for future use.

Follow the on-screen prompts to select documents, photos, or web pages for printing.

To use print preview, tap this icon:

To adjust print settings, tap this icon:

Android devices: Other files can be printed directly from within the "My Files" or "Gallery" locations using the "Share Via" function and selecting the PrinterOn app.

iOS devices: To print an email attachment, launch the native Mail app. Navigate to the email which contains the attachment. Tap and hold the attachment and select "Open in PrinterOn" from the next menu.

Items on Secure Pages

Any items that require a login, such as boarding passes, Facebook pages, encrypted pages, Google Docs, etc., will need to be downloaded or converted to an image or pdf before sending. Please see a librarian if you need assistance.

Privacy and Security

This portal uses SSL to ensure the security of your transaction. The printer for this portal uses a privacy system. Your documents are held in a privacy print queue until you are present at the printer to authorize their release.

- Documents are not printed until you enter your email and remit payment at the print release station next to the printer located at the reference desk.
- The document is permanently deleted upon processing.
- Documents left unprinted for more than 24 hours are automatically deleted.
- Once printed, documents cannot be re-printed.