

# Wireless Printing INSTRUCTIONS



1. Access the Library's wireless printing service at [glenviewpl.org/wifiPrint](http://glenviewpl.org/wifiPrint)
2. Click on the **Select File** button to select the document that you wish to print. OR you can drag and drop your selected file into the box.
3. After selecting your file, you have the option of:
  - **Number of copies**
  - **Color or black & white**
  - **One or two sided**
  - **Print all the pages or certain pages**
4. Type in a username or library card number to label and identify your print job at the print station.  
OPTIONAL: type in your email address or phone number to receive a receipt of submission
5. Press the **Submit** button
6. Cost of the print job is displayed on this page. *Printing costs are the same as in-house printing and can be found at: [glenviewpl.org/technology](http://glenviewpl.org/technology)*
7. Printout(s) can be picked up at any print station throughout the Library.

## TROUBLESHOOTING TIPS

- ▶ There is no additional software required, but it is recommended that you bookmark the wireless printing access page in order to access printing faster and more easily: [glenviewpl.org/wifiPrint](http://glenviewpl.org/wifiPrint)
- ▶ To facilitate navigating back and forth between pages and programs, open up the wireless printing instruction webpage in a new window.
- ▶ The printing service will often cut off sides of pages or print more pages than needed. To avoid this problem, highlight the needed information, including photos from a webpage, then copy and paste it into Word, WordPad, or another word processing program.
- ▶ To print emails, forward your email to:
  - ▶ *Black & White Printing*  
[tbs-glenviewpl-bw@eprintitservice.com](mailto:tbs-glenviewpl-bw@eprintitservice.com)
  - ▶ *Color Printing*  
[tbs-glenviewpl-color@eprintitservice.com](mailto:tbs-glenviewpl-color@eprintitservice.com)
- ▶ The free **Public Print Locations** app can be downloaded for your smartphone or tablet from your favorite app store.

If you need more help with wireless printing or the mobile app, please stop by the Computer Assistance Desk on the 2nd floor.

