






How To Use Wireless Printing Service At Maplewood Library

Printing from the web portal on a personal computer

1. From the Maplewoodlibrary.org site go to -> services -> Wireless Printing ->Then choose
 - a. [Hilton Branch Library](#) or
 - b. [Maplewood Memorial Library](#)
2. From this page you need to:
 - a. Indicate if you want B&W or Color Printing
 - b. Assign a name that will be used to retrieve your print job
 - c. Browse your computer files and select a document, photo, or enter a web page URL.
 - d. Then click the arrow on the lower right.

 Printer	 User Info	 Select Document
<p><input checked="" type="radio"/> BW Printer <input type="radio"/> Color Printer</p> <p><input type="button" value="Details"/></p> <p>BW: 15¢ Per Page Color: 50¢ Per Page</p>	<p>Name: <input type="text"/></p> <p>Your user information is used to uniquely identify your print jobs.</p> <p>Use this information to obtain your document in the Library printing facility.</p>	<p>File: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Browse your computer files to select the document you wish to print.</p> <p>You may also enter the URL of a web page you want printed.</p>





3. Select the page orientation (portrait or landscape), number of copies, etc. and click the right arrow.

MAPLEWOOD LIBRARY **Maplewood Memorial Main Library Web Printing Service**
OPEN FOR ALL

Printing Options

Page Orientation:

Number of copies:

All pages

Pages: - (eg, 1-6 or 3-3)

[For more information about TBS Webprint, click here!](#)

TBS
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[For all sales inquiries, please click here!](#)

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4. When the job finishes processing, click the green printer icon and you are done! Then ask a librarian to output your print.



MAPLEWOOD
LIBRARY
OPEN FOR ALL



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**Maplewood Memorial Main Library Web
Printing Service**

Approve print job

Your print job has 1 pages.

Pricing information:

\$ 0.15 /Page

To approve this job, click the Print button.

[For more information about TBS Webprint click here!](#)



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