



Wireless Printing

Submit print jobs from home or in the library

Method 1: Use the Web Portal

1. Choose the branch where you want to print your document(s):
2. Click on one of the following links:
 - **Central Branch:** <http://www.printeron.net/gppl/cb>
 - **Woods Branch:** <http://www.printeron.net/gppl/wb>
 - **Ewald Branch:** <http://www.printeron.net/gppl/eb>
3. Follow instructions on the screen
4. Click the forward arrow button and then the green print button. This will send your print job to the Print Release Station at the Branch.

Method 2: From your email

1. Login to your email
2. Click the email below corresponding to the printer you want to use.
 - **Central Branch:**
 - Black and White Public: gppl-cb-bw@printspots.com
 - Color Public: gppl-cb-color@printspots.com
 - **Woods Branch:**
 - Black and White Upstairs: gppl-wb-bw-us@printspots.com
 - Color Upstairs: gppl-wb-color-us@printspots.com
 - Black and White Downstairs: gppl-wb-bw-ds@printspots.com
 - Color Downstairs: gppl-wb-color-ds@printspots.com
 - **Ewald Branch:**
 - Black and White Public: gppl-eb-bw@printspots.com
 - Color Public: gppl-eb-color@printspots.com
3. Attach the document you want to print to your email
4. Press send
5. This will send your print job to the Print Release Station at the Branch.

At The Print Release Station

1. Your print job will be held in the queue for 3 days.
2. At the Print Release Station, click *Release a Print Job* and enter the email address you used to send your print job.
3. You may Preview the document before printing.
4. Select the print job(s) you wish to print and click *Print*.
5. A window will pop up with the total cost of the print job(s).
6. Add money to coin box (singles and coins only) located next to the printer. Click *Pay from Vending Device*.
7. The job(s) will then be released to the printer.

Questions: Please ask for assistance at the Reference Desk