Wireless Printing Instructions
Grafton Public Library

PrinterOn is a cloud-based printing service that Grafton Public Library customers can use to print from anywhere they have an internet connection, even from home! Printing is possible from any device: computers, laptops, smartphones, or tablets. Printing at the library is in Black and White and costs 10 cents a page. Your print request will stay in our print queue for two hours.

Computers

Windows, Macs, Chromebooks, etc. should use our web portal listed below. Enter your email address and browse to select your document or copy/paste a website's URL. Then click on the green printer button. Once you receive the message "Your request has been processed", ask the staff at the adult circulation desk to print your document. Note: some web URLs do not print correctly. If you get an error message, copy/paste the website into a word document and then print.

Web Portal:
http://www.printeron.net/esls/grafton

iOS and Android Devices

Download the **PrinterOn App** from the App Store on your device. Select our printer by tapping on the box at the bottom of the App, search "Grafton", or use "Location" to find our printer. Tap documents, photos, or web to select what you would like to print. It will give you a print preview before you print. If you would like to print multiple copies and/or select a certain number of pages, tap the paper/gear icon in the upper right-hand corner. When you are ready, tap the print button. Once the "Job Completed" message appears, ask the staff at the adult circulation desk to print your document.

You can also print from other Apps such as Google Drive or Dropbox. Select the PrinterOn App after you choose "Print".

Print via Email

Printing can also be done via email. Start by composing an email to the email address below. If you would like to print a document or photo, attach it to the email. You can also print the content of a basic email (without an attachment) by sending or forwarding it to the email below.

Printer email address:
esls-grafton-bw@printspots.com

If you need assistance, ask at the Information desk.