

Wireless Printing FAQs

How long are print jobs available to print before they are deleted?

Print jobs are available on the day they are sent until the end of Library open hours. Print jobs will be automatically deleted from the system after the Library closes.

I don't see an option for printing on my device. Can I still print?

Yes, if the document does not give you a print option, try downloading it as a PDF and printing from the downloads/files folder. If you are unable to print directly from an app, copy the shared URL to a browser, download, and then print.

How do I print additional copies in color, black and white, double-sided, etc.?

After selecting to print the document, tap the down arrow to open the menu for print options. Specify number of copies, color or black and white, orientation, double- or single-sided, and number of pages. Paper size (8.5" x 11" letter size) cannot be adjusted.

How do I see which print jobs have already been sent?

In the app, tap the menu button (three vertical dots in top right corner) and select Recent Jobs. If you don't see your job, go through the printing process again.

How can I pay for printing?

The Second Floor print release station (Adult) has a vending station that accepts coins and \$1 and \$5 bills. Customer Service on the first floor can add money via credit or debit card. If you have money on your account, you can log in to pay for your print jobs.

I don't have a library card. How can I pay for a print job?

If you have cash (coins, \$1 or \$5 bills), simply enter the SPOT PIN into the print release station and insert the money into the vending station. Select the documents and print.

If using a credit card, get a guest pass at the Second Floor Information Desk and go to Customer Service to process the payment and add the money to the guest account. Then, go to the print release station and enter the guest pass number and SPOT PIN to print the document.