

Plano Public Library

Wireless Printing Instructions

Use your email address to print wirelessly from your personal device, no library card needed.

Three ways to print:

1. Use the PrinterOn App
2. Use the PrinterOn Web Portal
3. Email

Print from the PrinterOn App:

- After downloading the PrinterOn App (iPhone Android), add a printer by tapping on No Printer Selected to search by location or keyword (Use keyword 'Plano' to search and scroll down). Carefully select the location and printer you would like to use.
- After downloading the PrinterOn App (iPhone Android), add a printer by tapping on **No Printer Selected** to search by location or keyword (Use keyword 'Plano' to search and scroll down). Carefully select the location and printer you would like to use.
- Once the printer has been selected, tap on **Documents, Photos, or Web**, and make your print selection(s). Tap on the printer icon > green print button > check mark in upper right-hand corner.
- You will be prompted to enter your email address which will uniquely identify your print job(s).
- Make sure that the status updates show that the job has started, followed by a job success message. You can also check the Print History screen to verify that your print job was successfully submitted.
- Proceed to your pick up location to release and pay for your purchase within two hours of submitting request.

Print from PrinterOn.com: [link](#)

- Go to **Find a Public Printing Location** located at the top. Choose **United States > Texas > Plano > Plano Library System** (select your preferred pickup library).
- Select printer, enter email address and select document by file or URL. Click on the green printer icon to submit.
- Proceed to your pick up location to release and pay for your purchase within two hours of submitting request.

Print by Email:

- Use the email address listed for your preferred printer. Attach the documents you would like to print, and send.
- You will receive a confirmation email verifying the job was successfully processed.
- Proceed to your pick up location to release and pay for your purchase within two hours of submitting request.

Email addresses for Plano Public Libraries

Library	eMail Address
Davis Library	ppl-davis-bw@printspots.com ppl-davis-color@printspots.com ppl-davis-bw-legal@printspots.com ppl-davis-color-legal@printspots.com
Haggard Library	ppl-haggard-bw-mainfloor@printspots.com 8.5x11bwrprinter2ndfloor@printspots.com 8.5x11colorprinter2ndfloor@printspots.com ppl-haggard-bw-basement@printspots.com ppl-haggard-color-basement@printspots.com
Harrington Library	ppl-harrington-bw@printspots.com ppl-harrington-color@printspots.com
Parr Library	ppl-parr-bw4700@printspots.com ppl-parr-color@printspots.com
Schimelpfenig Library	ppl-schimelpfenig-bw-mainfloor@printspots.com ppl-schimelpfenig-color-mainfloor@printspots.com

To pick up your print job(s): *Print job(s) will only be available at the location it is sent *only cash is accepted*

Available for printing for up to two hours after being sent to print station

Go to the print release station at the **location you selected**

Click on **Print Release** > type in your email address (you do not need to enter a library card number or PIN when using PrinterOn) > select Print in the top left corner > click on **Pay from Vending Device**

Place money in the coin dispenser.

\$0.15/page for black and white

\$0.60/page for color

Press **OK** when done. Items will print from the selected printer.

Many, but not all file types, can be printed. The maximum print job size is 5 MB.

