

RPL's Wireless Printing Help Guide/ FAQ

Print virtually any document or web page from your Internet connected PC, MAC, Tablet, or Smart Phone to one of our Library printers. There is no additional software required. Simply follow these steps:

**For All Mobile Devices
(Including Laptops, Tablets & Smartphones)**

Step #1

1. Visit <http://auth.rockfordpubliclibrary.org/wifi>
2. Select your location to pick up your print Job.



Step #1 - Choose a location to pick up your print job.

Step #2

Choose a method:

Method 1: Upload to Web Portal

1. Click on the "Upload your file" hyperlink

Step #2 - Submit your Print Job.



Choose a Method below:

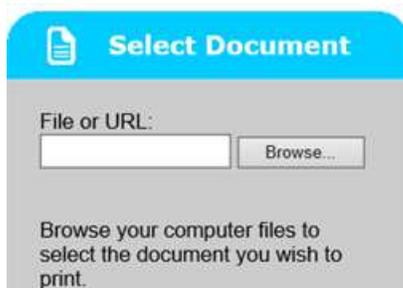
Method #1 -> [Upload your file](#) or Method #2 -> [Email your file as an attachment](#)

2. Enter your email address in the User Info box.



The image shows a 'User Info' form with a blue header containing a person icon and the text 'User Info'. Below the header, there is a label 'Email address:' followed by a text input field. At the bottom of the form, there is a paragraph of text: 'Your user information is used to uniquely identify your print jobs.'

3. Then browse to your file or type in the URL you would like printed.



The image shows a 'Select Document' form with a blue header containing a document icon and the text 'Select Document'. Below the header, there is a label 'File or URL:' followed by a text input field and a 'Browse...' button. At the bottom of the form, there is a paragraph of text: 'Browse your computer files to select the document you wish to print.'

4. To send the Job click on the green printer button.



Method 2: Send as Email Attachment

1. After selecting a location then click on the “Email your file as an attachment” hyperlink.
2. Send your file as an email attachment. Only the file attachment will be printed.

Step #3

Come to the selected library location and go to the print release station to release and pay for your print job.

1. At the print Release station select the “Release a print job” icon.



2. Type in the email address you used to submit the print job.

User Login

Please enter the requested information below.
If you need additional help, please ask a staff member for assistance.

Library Card Number

User PIN

Enter your email address if you printed from a mobile device or from outside the library.

Email Address

Licensed to:
Rockford Public Library



3. Choose an option to pay for your print job: cash or your library account.
 - a. If you are using your library account you will need your card number and pin.

If you need additional help please contact library staff.

Smart Phone and Tablet applications.

There are Android, Apple, Kindle, and BlackBerry apps available at:

<https://www.printeron.com/apps>

You can also go to your app store and search for “PrinterOn” to find the mobile apps. These applications allow you to print directly from your tablet or smart phone using the “PrinterOn” app.