






Help us test
wireless printing.

Wireless Printing

1. Click the wireless services button on www.benicialibrary.org or go to www.printspots.com/BeniciaPL/webprint
2. Create a user name. It can be anything. It allows you to find your jobs on the print management computer across from the Reference Desk.
3. Type in the web address of the page(s) you want to print or browse for your saved document.
4. Click the arrow button. 
5. Select the number of copies to print.
6. Click the down arrow for document type.
7. Select to document type. Other for webpages or other program not listed.
8. Type in page numbers you want to print or Select All pages.
9. Click the arrow button. 
10. Approve print job = WAIT! The servers link once a minute. So this may take a couple of minutes.
11. In the meantime, scroll down until you see the back button. When the printer button appears, click it. 
12. Your request is being processed... again can take time because the servers link once a minute.
13. Wait two minutes and if it hasn't changed yet. Click your i button to refresh the page. 
14. Keep your tracking number in case it doesn't show up to the print queue.
15. To Print another job, click on the back button. 

If you receive a message that the service does not support your document, save your document as a Word or Excel 97-2003 document.

Go to the Print Management Computer Across from the Public Service Desk.

1. Put a check mark in the box next to your job. Do NOT highlight it, it does not recognize this.
2. Feed money to the box next to you.
3. Push Print.
4. Push accept.

Prints will come out on the printer behind the Print Management Station.



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