## East Islip Library Computer Services

- **Computer Lab with computers for public use.**

- **Free wifi access**

- **Color printing**

- **Scan to email and USB device available at Fax / Copy station.**

- **Makerspace area with photo, video and audio editing capabilities.**

- **Poster-size printing.**

- **Low-vision computer available.**

- **Wireless printing.**

- **Computer support available from information professionals.**

- **MS Office suite.**

- **eDownloads including books, magazines, audio and music.**

- **Informational databases.**

EAST ISLIP PUBLIC LIBRARY
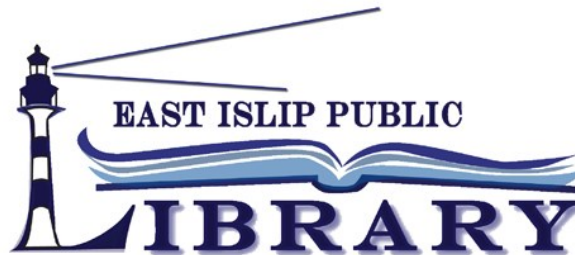
381 East Main St.

East Islip, NY 11730

(631) 581-9200

www.eipl.org

Wireless Printing at the East Islip Public Library

Print documents in the library from any device and any location.

THE LIBRARY OFFERS TWO OPTIONS TO PRINT FROM YOUR DEVICE:

- **Remote Printing:** Print from any device, anywhere, black and white or color. Pay with cash or coin in our Computer Lab.
- **Wi-Fi Printing: (In library only):** Print from your Wi-fi-connected device to our Wifi printer **(B&W only).** Pick up at the Circulation Desk. Cash or card accepted.

REMOTE PRINTING QUICK FACTS

- **Our remote printer is a Ricoh Aficio SP C320DN which prints in black & white and color and is located in the Computer Lab.**
- **Pricing: $.10 for BLACK/WHITE**
  $.25 for COLOR (Cash or coin accepted)
- **Single-sided printing is available.**
- **Print jobs can be picked up in the Computer Lab at the back of the library.**
- **It is the user's responsibility to determine the number of pages in the job before they print. Check the print preview page or print dialog box to determine the number of pages in the job. Users will be charged for the entire print job.**
- **Feel free to talk to a librarian at the Reference Desk if you need help with printing.**

EMAIL
Emails and/or email attachments can be printed directly

1. Forward your email to one of the following addresses:

BLACK/WHITE: eipl-eipl-bw-letter@printspots.com

COLOR: eipl-eipl-color-letter@printspots.com

2. You will be sent a release code for the email message and each attachment.

3. If confirmation has not been received within a few minutes, check your spam/junk mail folder.

4. Retrieve your print from the Computer Lab using your email address.

UPLOAD
Documents can be uploaded using any modern web browser

1. Go to: https://www.printeron.net/eipl/eipl

2. Select a printer option of black/white or color.

3. Enter your email address. This will be used to retrieve the print job from the print station.

4. Select and upload the file(s) using the form.

5. Click the green print button to complete the upload.

6. Retrieve your print from the Computer Lab using your email address.

MOBILE APP

1. Install Printeron app and search for East Islip Public Library

2. Select document.

3. Enter email. Tap check mark.

SUPPORTED FORMATS (Remote Printing)
Microsoft Office
(Microsoft Word 2000-2019, Microsoft Excel 2000-2019, Microsoft PowerPoint 2000-2019)

Open Office/LibreOffice
(Writer 2.x and later, Calc 2.x and later, Impress 2.x and later, Draw 2.x and later)

Documents
(ASCII Text, HTML, PDF, RTF, Unicode, XPS, ZIP)

Images
(BMP, GIF, JPEG, TIFF)

Wi-Fi Printing (In-Library Only)

1. Connect to East Islip Public Library Wi-fi.

2. Agree to terms on blue splash screen.

3. Select document to print. Select print.

4. Print to HP LaserJet Pro 4001 - 4ECF2E

  (B&W, single-sided, only)

5. Pickup printing at Circulation Desk.

6. Printing is $.10/copy. Cash or card is accepted.