

Wifi Printing

What devices can I print from?

- ◆ Laptops, tablets, and smartphones
(Send print jobs from **your browser**; **printing is not available with mobile apps.**)

What types of files can I print?

- ◆ Word files, Excel files, PowerPoint slides, PDFs, and picture files.

Option 1—Upload a File:

1. Go to www.printeron.net/ridgefield/main
2. Select a printer option:
Black - Letter; Color - Letter
Black - Legal, Color - Legal
3. Enter your **email address**.
4. **Browse for the file**
5. Click the **arrow button**.
6. Click the **green print button**.

Option 2—Email a File:

1. Open a new email.
2. Choose a printer email to send to:

B/W Letter — rl-bw@printspots.com
B/W Legal — rl-legal-bw@printspots.com
Color Letter — rl-color@printspots.com
Color Legal — rl-legal-color@printsports.com

3. Attach the file(s) you want to print and send email.
4. Please do not forward an email with an attachment, this will not work with our system. Please only send a new email with an attachment.

To Release the Print Job:

1. Proceed to the Library **Print Release Station**.
If you don't have a library card, please go to the Adult Services desk for print release.
2. Click **"Release a Print Job."**
3. Enter your **email address**.
4. Your print job will be displayed on the screen.
5. Click **"Print."**
6. Click **"Pay from AAM Deposit Account."**
7. Enter your **library card number**.
8. Click **"Pay from AAM Deposit Account."**

To Print A Webpage

- ◆ **Save your webpage as a PDF**
- ◆ **Attach PDF to blank email and send to one of our print release printers:**

B/W Letter — rl-bw@printspots.com
B/W Legal — rl-legal-bw@printspots.com
Color Letter — rl-color@printspots.com
Color Legal — rl-legal-color@printsports.com

How do I save a webpage as a PDF?

1. Use **any web browser** to bring up the webpage.
2. **Right-click** on the screen and select **"Print"** OR press keys **Ctrl + P**.
3. Change your printer to either **"Save as PDF"** or **"Microsoft Print to PDF"**.
4. **Name your file, select the drive/file destination and click save/print**
5. Your file will now be saved as an PDF file.