

# Print From Anywhere!

## Tips & Guidelines:

You can send print job from your home computer, wireless laptop, or mobile device, and pick them up at the library. Follow the steps starting at:

<http://chelmsfordlibrary.org/webprint>

### Cost (cash only!):

- **B&W:** \$0.15 per page
- **Color:** \$0.25 per page

### How to Pick Up Your Print Job:

- Bring your Job Reference number to the Chelmsford Library Reference Desk, on the lower level
- **Print jobs will automatically be deleted after 72 hours**

### Print from email or a mobile device:

Forward your email and/or attachment to

- **BW Printer:**

[300785342394@printspots.com](mailto:300785342394@printspots.com) or  
[chelmsford-library-webprint-bw@printspots.com](mailto:chelmsford-library-webprint-bw@printspots.com)

- **Color Printer:**

[300387010440@printspots.com](mailto:300387010440@printspots.com) or  
[chelmsford-library-webprint-color@printspots.com](mailto:chelmsford-library-webprint-color@printspots.com)

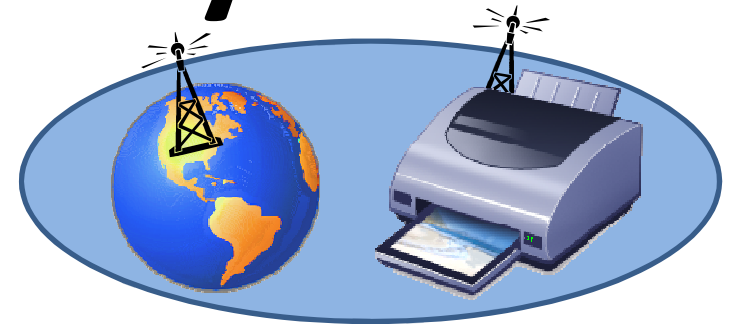
You will get a reply with your Job Reference number



25 Boston Road  
Chelmsford, MA 01824  
978-256-5521  
[www.chelmsfordlibrary.org](http://www.chelmsfordlibrary.org)  
[askus@mvlc.org](mailto:askus@mvlc.org)



# Print From Anywhere!



- Home Computer
- Smart Phone
- Wireless Network
- Mobile Device

**Send print jobs from any computer on the internet, and pick them up at the Chelmsford Library Reference Desk!**

**B&W: \$0.15 per page**

**Color: \$0.25 per page**

<http://chelmsfordlibrary.org/webprint>

# Step 1: Visit <http://chelmsfordlibrary.org/webprint>

**Print from anywhere to the Chelmsford Public Library**  
CHELMSFORD PUBLIC LIBRARY

Welcome to our Patron Printing service. Print virtually any document or web page from your mobile device to one of our Library printers.

25 Boston Road  
Chelmsford, MA 01824  
UNITED STATES

Mon-Thur: 9:30am-9:00pm  
Fri-Sat: 9:30am-5:00pm  
Sun: 1pm-4:00pm

Cash or coins only, please.

Jobs are not picked up within 72 hours they will be deleted from system.

There is no additional software required. Simply follow these steps:

**Printer**

BW Printer  
 Color Printer

**User Info**

Name:

**Select Document**

File or URL:

**Choose: B&W (15¢) or Color (25¢)**

**Enter your name**

**Enter your webpage URL, or click Browse to upload a file from your computer**

**Click to continue**

Please select printer.  
BW - 15¢ per page  
Color - 25¢ per page  
All prints release to the Printer at Lower Level.

[How do I print from a mobile device?](#)  
[How do I print a boarding pass?](#)  
[Download the PrintWhere Driver](#)  
[What types of files can I print?](#)

# Step 2:

**Print from anywhere to the Chelmsford Public Library**  
CHELMSFORD PUBLIC LIBRARY

**Printing Options**

Duplex:

Page Orientation:

Number of copies:

All pages  
 Pages:  -  (eg. 1-6 or 3-3)

**Choose your printing preferences. "Double Sided (long)" means Portrait and "Double Sided (short)" means Landscape**

[For more information about TBS Webprint, click here](#)

# Step 3:

**Print from anywhere to the Chelmsford Public Library**  
CHELMSFORD PUBLIC LIBRARY

**Approve print job**

Your print job has 6 pages.

**This will say "Counting Pages..." until it is ready to print**

**Pricing information:**  
\$ 0.15 /Page

To approve this job, click the Print button.

[For more information about TBS Webprint, click here](#)

**TBS**  
TODAY'S BUSINESS SOLUTIONS INC.

[For all sales in queries, please click here](#)

**When this button turns green, click it to send your print job to the library**

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# Step 4:

**Print from anywhere to the Chelmsford Public Library**  
CHELMSFORD PUBLIC LIBRARY

To pick up your document, go to the printing facility with your user information. You can refresh the status of your document by clicking the (i) button.

**Document Status**

Your request is being processed.....

Job Reference #: 42262169

**Please write down your Job Reference number and bring it to the library**

**Print jobs will automatically be deleted after 72 hours!**

Please record your job reference number to identify your print job in the event of a problem.

[For more information about TBS Webprint, click here](#)

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