

PRINTING INSTRUCTIONS

- Black & White copies are 20¢ per page
- Color copies are \$1 per page
- Only standard letter-sized paper is available

Print from a tablet or smartphone

- Download the free PrinterON app.
- Find our printers, by pressing the box with the little printer icon, that says “no printer selected”.
- Select “search” and type “STPL”. You will see our 4 printing options (Children & Teens Black & White, Adult Colour, Adult Black & White, Children and Teens Colour).
- Select the printer you want to use.
- You can either “save” the printer, so that it will be easier to find again in the future, or you can simply click the checkmark in the upper right hand corner of the window.
- Next, select the document, photo, or webpage you want to print, by clicking the appropriate icon.
- Once you have selected your document/photo/webpage, simply click the little printer icon in the upper right hand corner of the screen.
- You will see a sample of the page you want to print. Always double check to make sure you have selected the correct printer.
- If you are satisfied, click “Print” at the bottom of the page. You will be prompted to enter your email address. This is how you will identify your print job at the print release terminal.
- Wait for the job to be processed.
- Once your print job has been processed (you will see a green “Job Success!” bar on your screen), go to the print release terminal, the computer located right next to the printer.
- Locate your email address from the list on the screen, select your print job, and push “print”. You will be prompted to enter coins in the coin machine. Once you have paid, your print job will be released, and your document will print!

