

Printing Instructions

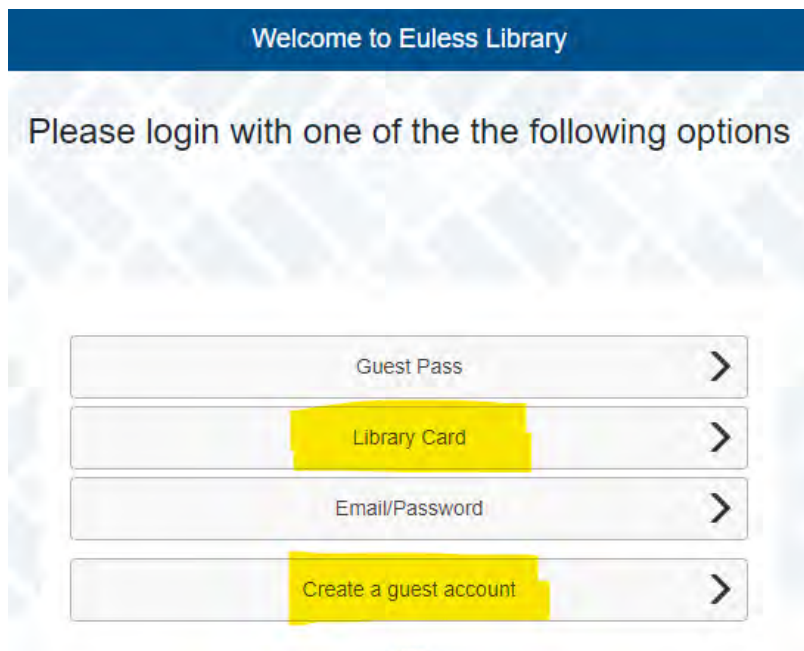
You can print from a laptop, tablet, or smartphone to Euless Public Library's public printers.

- Black and white: \$.20 per page (double-sided : \$.40 per page)
- Color: \$1.00 per page (double-sided: \$2.00 per page)
- Two options are available for wireless printing from web-enabled devices.

OPTION 1: Web Printing

Works from any web-enabled device, including your home computer (PC, Mac, etc.).

1. Visit: <https://libonline.eulesstx.gov/webprint>
2. Select a User:



Library Card - use this if you have a library card with us.

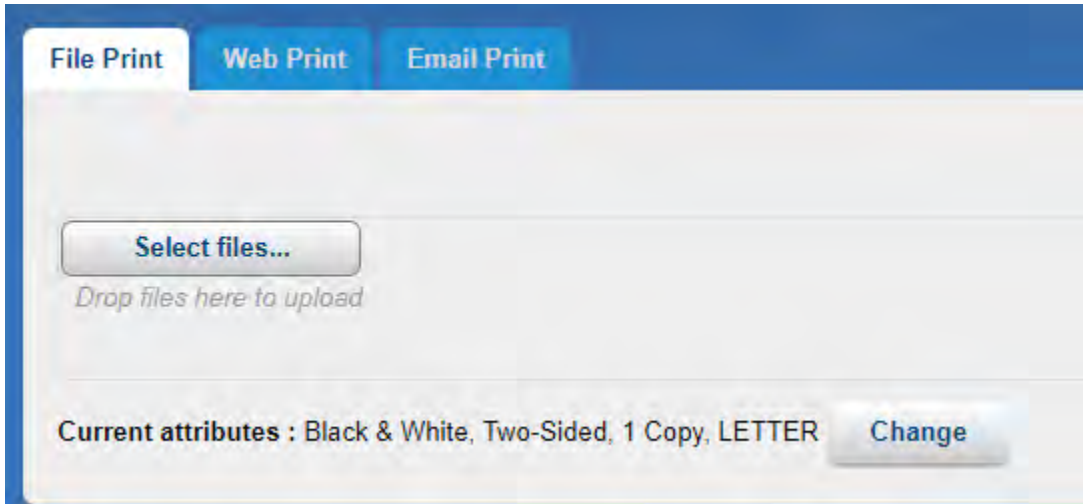
Guest Account

- a. You can log in again on the **same day** with a guest account number by selecting Email/Password
- b. Make sure to save or write down your guest pass number (you will need this to pick up your print job)

3. Select Web Print at the Top of the Screen



4. You have 3 options: File Print, Web Print, or Email Print



- a. File Print - upload a file from your device to print
 - b. Web Print - enter in a URL to print
 - c. Email Print - forward an email attachment to print
5. After you click submit you will see your jobs summarized below with a Status message that should read "Ready to Pickup"
 6. See how to retrieve your print jobs below

OPTION 2: Email Printing

Email documents you wish to print as attachments to:

1. libonline@eulesstx.gov
2. See how to retrieve your print jobs below

Claim Your Printouts

Visit the Lounge or Classroom 1 Print Kiosk at the Euless Public Library.

1. Click on "Copy/Print."
2. Enter your Library Card number or Guest Pass number.
3. Preview and select each job you would like to print.
4. Change any attributes and preview your documents, as needed.
5. Pay for your printouts using the vending device (**exact change only**).
6. Print jobs expire and are deleted at 9 p.m. the same day.

Print jobs must be picked up the day they are sent.