

Wireless and Mobile Printing Instructions

To print an email message or attachment, simply forward your email to:

Black & White Prints: bw@reddicklibrary.org or

Color Prints: color@reddicklibrary.org

To print from your laptop or other wireless device:

1. Go to **reddicklibrary.org**.
2. Click on **Wireless Printing** in the navigation bar.
3. Enter your Guest Name or Library Card Number. Click **Continue**.
4. **Select** your file from a location on your laptop or device. You can also drag and drop your file. You cannot print a password protected document.
5. Enter the number of copies to print and select B&W or Color printing. You can also change the layout and select the specific page(s) to print.
6. The estimated job cost will be displayed.
7. Repeat steps 4 & 5 to print additional files.
8. Optional: Enter an email address or phone number for an email or text receipt of submission.
9. Click **Submit**.
10. A confirmation screen will open. It will display the **Guest Name** you will need to retrieve your print job. If you provided an email address or phone number, you will receive your confirmation and **Guest Name** via email or text as well.
11. Proceed to the library's print release station, enter your **Guest Name** to retrieve your print job, pay at the coin box, and receive your copies.

Please note:

Items will stay in the queue at the print release station for 24 hours. Prints not released in 24 hours will be automatically deleted.

Currently supported file types:

.pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .html, .htm, .txt, .rtf, .pub, .odt, .odp, .ods, .xps

Cost Per Page (cash only):

Black & White: 25¢

Color: \$1.00

Max File Size:

100 MB