Wireless Printing
Send from home or in the Library

North Kansas City Public Library
Jewel of Our City for 75 years   1939 - 2014

2251 Howell, North Kansas City, MO 64116   816.221.3660   NKCPL.org

Print wirelessly from all mobile devices, including laptops, tablets and smartphones.
Submit print jobs from home or in the library.
At this time only letter paper is available and there is NO duplex printing.

Method 1: Send as Email Attachment
1. Login to your email account and send/forward an email with the document to be printed as an attachment to any of four printers:
   - **Black and White:** nkcplbw@printspots.com
   - **Color:** nkcplc@printspots.com

Only the attachment will be printed. This will send your print job to the Self Service Kiosk, located on the Upper Level in the Public Computer Area. See At the Self Service Kiosk below.

Method 2: Upload to Web Portal
1. Using a browser, go to www.printeron.net/nkcpl/library
2. Select one of the two library printers to print to:
   - Black and White
   - Color
3. Enter your email address.
4. Select document:
   - If printing from a website: copy and paste the website's URL into the text box.
   - If printing a document from your computer: click Browse and locate file.
5. Click the green print button. This will send your print job to the Self Service Kiosk, located on the Upper Level of the Library in the Public Computer Area.

At the Self Service Kiosk
1. At the Kiosk, click Release a Print Job and enter your email address.
2. Select the print job(s) you wish to print and click Print.
3. You may preview the document to verify it is what you want to print.
4. A window will pop up the total cost of the print job(s).
5. Add money to coinbox, located next to the Kiosk. Click Pay from Vending Device.
6. The job(s) will then be released to the printer.

Additional information;

Microsoft Publisher (.pub) documents MUST be saved as .docx or .pdf before printing.

Print jobs are available up to 72 hours after submission. After this time the print job is purged from the system and cannot be retrieved.

PrintWhere Driver product for computers does NOT work at Libraries and should not be installed to print at the Library. Use Email printing or Web Printing.