

Wireless Printing at the Fort Smith Public Library



You can print the following types of documents:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Visio
- Adobe PDF
- JPEG
- TIFF




When the job is processed, you can pick up the print job at the Reference desk on the second floor of the Main library. If you want to verify that your job was successfully received, you are welcome to call and the Reference department. The job itself cannot be viewed until it has been printed, but receipt can be verified based on the email address provided. It will stay in the print queue for approximately 48 hours.


Printing via the app, PrinterOn (Mobile Phones and Tablets)

1. Install the app through your device's app store.
2. Once installed, at the bottom middle of the screen click on the text that says "No printer selected."
3. At the bottom right, click on the magnifying glass to search for a printer.
4. Type "FSPL Ref" to locate the printer.
5. You will need to choose either the Black and White or the Color printer. Black and White is \$.25 per page while color is \$1.00. For Black and White, choose "Ref BW 0.25". For Color, choose "Ref Color 1.00".
6. Once a printer has been selected, go to the file that you want to print. You will need to choose to open the file with the PrinterOn app. This can usually be done with a "Share" option, which can look like one of the following symbols:



7. After the file is opened with the app, you can adjust the number of copies you would like by clicking the gear  at the top right of the screen.
8. When you are ready, press the green print button at the bottom.
9. You will need to enter your email address to send the job. Once it is entered, press the check mark at the top right of the screen.
10. Your file should be processing. This usually finishes quickly, but can take longer depending on the file size or internet connection.

Printing via a browser (Laptop and Desktop Computers)

1. In a web browser, go to www.printeron.net/fspl/main
2. You will need to choose either the Black and White or the Color printer. Black and White is \$.25 per page while color is \$1.00. For Black and White, choose "Ref BW 0.25". For Color, choose "Ref Color 1.00".
3. Enter your email address.
4. Select "Browse" to choose the file that you would like to print from your computer.
5. Click the green printer  button, and your document will be sent to the print queue to be processed.

