Print From Anywhere!

Tips & Guidelines:

You can send print job from your home computer, wireless laptop, or mobile device, and pick them up at the library. Follow the steps starting at:

http://chelmsfordlibrary.org/webprint

Cost (cash only!):

• B&W: $0.15 per page
• Color: $0.25 per page

How to Pick Up Your Print Job:

• Bring your Job Reference number to the Chelmsford Library Reference Desk, on the lower level
• Print jobs will automatically be deleted after 72 hours

Print from email or a mobile device:

Forward your email and/or attachment to

• BW Printer:
  300785342394@printspots.com or chelmsford-library-webprint-bw@printspots.com

• Color Printer:
  300387010440@printspots.com or chelmsford-library-webprint-color@printspots.com

You will get a reply with your Job Reference number

Send print jobs from any computer on the internet, and pick them up at the Chelmsford Library Reference Desk!

B&W: $0.15 per page
Color: $0.25 per page

http://chelmsfordlibrary.org/webprint
Step 1: Visit http://chelmsfordlibrary.org/webprint
- Choose: B&W (15¢) or Color (25¢)
- Enter your webpage URL, or click Browse to upload a file from your computer
- Enter your name

Step 2:
- Choose your printing preferences. “Double Sided (long)” means Portrait and “Double Sided (short)” means Landscape

Click to continue

Step 3:
- This will say “Counting Pages…” until it is ready to print
- When this button turns green, click it to send your print job to the library

Step 4:
- Please write down your Job Reference number and bring it to the library
- Print jobs will automatically be deleted after 72 hours!