



Berkeley Heights Public Library offers 3 ways to print from your phone, tablet, laptop or home computer to the library's printer. Black & White pages cost \$.15/page and Color pages cost \$.35/page.

Method 1: Use BHPL's print portal webpage

In your browser, go to <https://www.printeron.net/bh/pl> :

a) Printer: select Black and White or Color

b) User Info: enter your email address

c) Select Document: browse your computer files to select the document, photo, etc. for printing

Click on the forward arrow

Printing Options page: select number of copies and pages to be printed and click on the forward arrow

Approve print job: review your print job and click the Print button

Document Status: you should see the following "Your request has been processed" *

Method 2: Email your print job to BHPL's print station

Compose an email to:

bh-pl-bw@printspots.com or 300964259187@printspots.com (Black and White printer)

bh-pl-cl@printspots.com or 300104905563@printspots.com (Color printer)

Attach the document or photo you wish to print to the email

Send the email

You should receive a confirmation email about your print job *

Method 3: Download the PrinterOn app from the [App Store](#) or [GooglePlay](#)

Open the app and at the bottom of the screen find **No Printer Selected** => Tap here to select a printer

Find the Berkeley Heights Public Library printers by selecting **Location** or **Search** (enter 07922 or Berkeley Heights)

Select either the Color or Black and White printer

Choose the document, photo or web page you would like to print and tap the Print button

Enter an email address and tap on the check mark

You will receive a notice that the job started and then another stating "Job Success" *

*After submitting your print job(s), come to BHPL within 3 days during our open hours. Log in to the print station terminal with the email used to submit your request. Pay with cash (the coin box accepts nickels, dimes, quarters and \$1.00 or \$5.00 bills) and pickup your prints!