

Printing from email:

1. Tap on an email to open it.
2. Choose the "Forward" option (instead of "Reply").
3. On the "To" line, type:
print@northsld.org
4. You may receive a Mobile Print Notification email with further instructions.
5. When prompted, type in your library card barcode number and PIN. If you do not have a library card and PIN, ask Reference Services for help.
6. If you need to print in color or need multiple copies, make those changes on the website: **print.northsld.org**
7. Go to the Pharos Release station at either NSLD location, scan your library card barcode and type in your PIN.
8. Click on your print job and then click on Print.

Cost for Color Prints:

\$0.25 per page

Cost for Black and White Prints:

\$0.15 per page

Free Wireless Internet (Wi-Fi)

NSLD is a free wireless hotspot allowing people with wireless network cards on their laptops or other wireless devices to access the Internet.

Logging in:

Look for the network name:

@NSLD/LovesPark

@NSLD/Roscoe

User Name: **lplib1 OR roscoelib1**

Password: **library**

- A valid Illinois public library card and PIN are used to release print jobs.
- Inquire at Reference Services if you need a guest pass.

Terms of Use:

Use of the wireless network at the NSLD constitutes an agreement to be bound by the terms of the library's Internet Access Policy and Code of Conduct. Failure to comply may result in loss of library privileges or even prosecution. Wi-Fi is not a secure connection. You use the library's wireless network at your own risk.

Troubleshooting:

- WEP/WPA: disable WEP/WPA encryption
- Mode/Network Type: Infrastructure mode or Access Point
- DHCP: Obtain an IP address automatically
- DNS: Obtain DNS server address automatically

If you are still unable to connect, library staff can only verify that the network is working. Staff cannot assist you with your laptop or configuration due to the potential liability of handling your equipment.



Guide to Mobile Printing & Wi-Fi

*Print documents directly
from your mobile device:*

- **Laptop**
- **iPad/tablet**
- **Home computer**
- **Smartphone**



NSLD/Loves Park **NSLD/Roscoe**
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Loves Park, IL 61111 Roscoe, IL 61073
815-633-4247 815-623-6266
www.northsuburbanlibrary.org
Find us on Facebook and YouTube!

3 Easy Steps to Print from a Laptop, Tablet or Home Computer:

Follow the steps below to print from the web.

- This system is limited to the following file types: Word, Excel, PowerPoint, Publisher, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF, TXT), Visio, Open Office (4.0 or greater).
- **It is recommended to send print jobs to printing queue only during library hours and to print them the same day.**

1

Go to: **print.northsld.org**

Log in with your library card barcode and PIN. If you do not have a library card, you may use a temporary pass which can be acquired at Reference Services.

Secure Login

NSLD
North Suburban Library District

Barcode

PIN

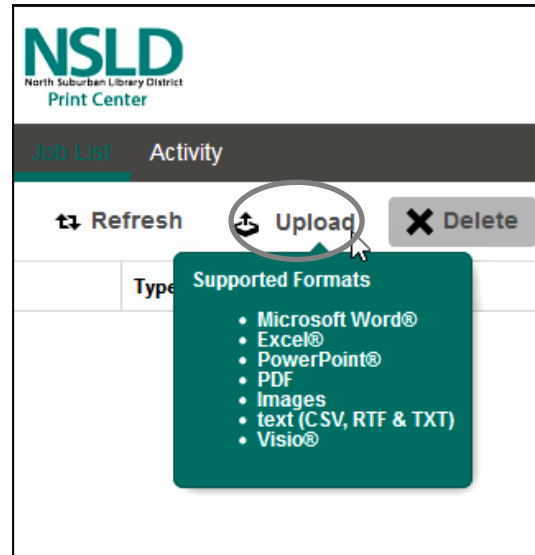
Keep me logged in

Log in

2

To add a file to print, click on the *Upload* button, find the file on your computer/laptop/device, and click *Open*.

(Note: files have to be uploaded one at a time).



3

Once the file is in the queue, you can:

- See a print preview
- Change the print job to color
- Adjust the number of copies.

NSLD
North Suburban Library District
Print Center

Job List Activity

Refresh Upload Delete

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
Document.docx			1	1	8 seconds ago	\$0.15

Payment method :

My Funds : \$19.20
User Pays : \$19.20

Print options :

Color: Color Pages per side: 2

Sides: Single-Sided Copies: 1

Page range: e.g. 1-5, 8, 11-12

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