

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 will receive a Mobile Print Notification email with further instructions.
5. When prompted, type in your library barcode number and PIN. If you do not have a library card or 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
or scan the QR code.
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 side of printed page

Cost for Black and White Prints:

\$0.15 per side of printed 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/Loves Park

@NSLD/Roscoe

Username: 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 & WiFi

PRINT FROM:

- Laptop
- iPad/Tablet
- Home Computer
- Smart Phone



NSLD/Loves Park
6340 N. Second Street
Loves Park, IL 61111
815-633-4247

NSLD/Roscoe
5562 Clayton Circle
Roscoe, IL 61073
815-623-6266

northsuburbanlibrary.org
Find us on Facebook and YouTube!

3 EASY STEPS TO MOBILE PRINT

- This system is limited to the following file types: Word, Excel, PowerPoint, PDF, Images (JPG, TIFF, GIF, BMP) text (CSV, RTF, TXT), Visio, Open Office (4.0 or greater).
- Print jobs will need to be printed on the same day they are sent to the printing queue. Print jobs can only be printed during the library's open hours.

1

- Go to:
print.northsld.org
or scan the QR
Code to the right.



- Login 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

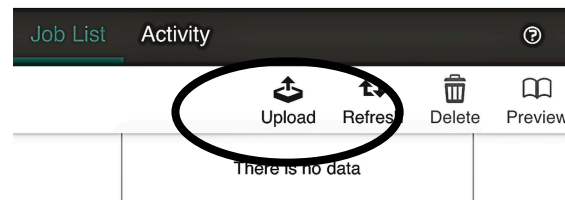
PIN

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 and a print job is selected, you can visit the print options at the bottom of the screen to:

1. See a print preview
2. Change the print job to color
3. Adjust the number of copies.

Payment method :

Print options :

Color: OFF ON Double side: OFF ON

Pages per side: 1 2 Copies: + -

Page range: