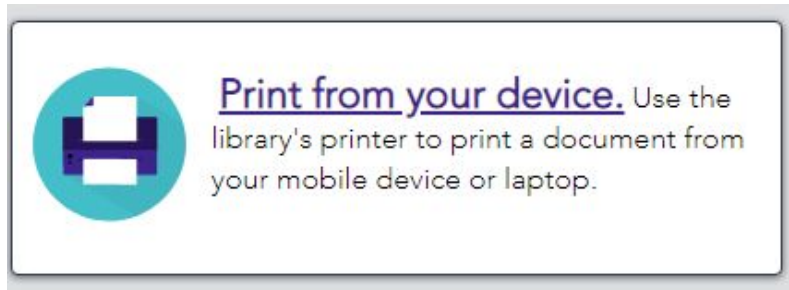


Print from your device from your home or office:

Start at step 3 if you accessed these instructions from our website.

1. Go to the Tenafly Library website www.tenaflylibrary.org
2. Scroll down until you see the “print from your device icon”



Printer

3

Black and White Printer
 Color Printer

Details

User Info

4

Email address:

Your user information is used to uniquely identify your print jobs.

Use this information to obtain your document in the Library printing facility.

Black and White is .10 per page with your first page free
Color is .30 per page


Select Document


5


File:




Browse your computer files to select the document you wish to print.

You may also enter the URL of a web page you want printed.

 [How do I print from a mobile device?](#)

 [How do I print a boarding pass?](#)

 [What types of files can I print?](#)

   **6**

3. Choose black and white (\$0.10 per page) or color (\$0.30 per page). You can pay by cash when you come to the library to pick up your prints.. Exact change appreciated. If you do not wish to pay by cash, we can add the fee to your library card account. **You will not be able to use your card to check out items if your account balance reaches \$10.** Log into your account to pay by credit card from www.bccls.org. A \$0.50 convenience fee will be charged for credit card payments.
4. Enter your email address. We will not email you and your email address will only be used to identify your document in the print queue.
5. Browse your computer for the document you want to print. (Make sure to first download the document for the best results.)
6. Click on the white arrow near the bottom of the screen.

The screenshot displays the 'Mobile Printing Service' interface for Tenafly Public Library. At the top, there is a logo with 'PTL' and the text 'Tenafly Public Library Mobile Printing Service'. Below this, the 'Printing Options' section includes a dropdown menu for 'Page Orientation' set to 'As Saved', a 'Number of copies' input field with '1' and a red '7' next to it, and radio buttons for 'All pages' (selected) and 'Pages:' with a red '8' next to it. At the bottom, there are three buttons: a question mark, a double left arrow, and a green print icon with a red '9' next to it. The 'EnvisionWare' logo is also visible at the bottom left.

7. Select the number of copies you want to print.

8. You can print all the pages of the document or selected pages of the document.
9. Then click on the green and white printer icon.
10. Come to the Library to pick up your prints. Sometimes prints can take up to $\frac{1}{2}$ hour to be processed so you may wish to call ahead to make sure your prints are ready.