

Elk Grove Village Public Library Wireless Printing Instructions

- Browse to <http://www.printspots.com/egvpl/webprint>
- This page allows you to enter your User ID that you will need to release your print jobs and also select the document/webpage you want to print. Location and price per page information is also displayed on this page.

Language: English 

Printing  Services

 **Welcome to the Elk Grove Village Public Library Web Printing Service!**

Welcome to Elk Grove Village Web Printing service. Print virtually any document or web page from your Internet connected PC to our Print Release Stations.

1001 Wellington Ave
Elk Grove Village, IL 60007
UNITED STATES

Mon-Thurs 9:00am-10:00pm
Fri 9:00am-7:00pm
Sat 9:00am-5:00pm
Sun 1:00pm-5:00pm

There is no additional software required. Simply follow these steps:

 **Enter User Info**

User Name:

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

Use this information to obtain your document at the Print Release Station.

 **Select Document**

File or URL:

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.

 **Printer**

Black&White Printer
 Color Printer

Black and White print jobs cost .10¢.

Color print jobs cost .35¢.

[See the list of supported file formats.](#)

 [How to print via email](#)

 [How to print boarding passes](#)


 [Download PrintWhere](#)


[For more information about TBS Webprint, click here!](#)



- The next screen gives you the option for 'type' of print. This is also the page where you can choose multiple copies or select only a certain page of the document.

Printing  Services

**Welcome to the Elk Grove Village Public Library Web Printing Service!**

Printing Options

Number of copies:

Document options:
For additional printing options, please select a document type below.

Document type:

All pages
 Pages:

Other ▾

Select type

Excel


Word

PowerPoint

PDF

Other

[For more information about TBS Webprint, click here!](#)



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This next page is the “approve” page. You must approve your job before it is submitted.

Printing  Services



**Welcome to the Elk Grove Village Public Library Web
Printing Service!**

Approve print job


Your print job has 1 pages.

Pricing information:




\$ 0.10/pg


To cancel this job and return to the start, click the Start button.
To approve this job, click the Print button.

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- Clicking on the PRINT button submits the job to the queue. Your job will take about 10 sec. to process:

Printing  Services

 **Welcome to the Elk Grove Village Public Library Web Printing Service!**

To pick up your document, go to the Print Release Station with your user information.
You can refresh the status of your document by clicking the (i) button.

 **Document Status**

Your request is being processed..

Tracking #: 16942882


Please record your tracking number to identify your print job in the event of a problem.

[For more information about TBS Webprint, click here!](#)



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- When the job has been successfully submitted you will receive a confirmation screen:

The screenshot shows a web interface for the Elk Grove Village Public Library Web Printing Service. At the top right, it says "Printing Services" with a globe icon. Below that is a green header with the library logo and the text "Welcome to the Elk Grove Village Public Library Web Printing Service!". The main content area has a purple "Document Status" header with a list icon. Below this, a green message states "Your request has been processed." followed by the tracking number "Tracking #: 16942802". Below the message, there are three icons: a left arrow, a question mark, and an information icon. To the left of these icons is a link: "For more information about TBS Webprint, click here!". Below the icons is a link: "Use this printer from other devices and applications..." with small printer and laptop icons. Below that is another link: "Your feedback is important to us. Click here to rate this service.". On the left side, there is a TBS logo with the text "TBS TODAY'S BUSINESS SOLUTIONS INC.". Below the TBS logo is a link: "For all sales inquiries, please click here!". At the bottom right, it says "Powered By PRINTERON PRINT SIMPLY ANYWHERE". At the bottom center, there are links for "Elk Grove Village Public Library | Terms | Privacy".

- You can choose to submit additional print jobs or exit the program.
- The print jobs will appear on the Print Release Station under the name that was submitted as the ID for Document Pickup (ex: testprint).