



PRINT DOCUMENTS TO THE LIBRARY FROM ANYWHERE

Via Email or Internet Browser

EMAIL

From within your email program, forward your email and/or attachment(s) to one of the following email addresses:

FOR BLACK & WHITE PRINTS:

sbl_main-bw@ewprints.com

FOR COLOR PRINTS:

sbl_main-color@ewprints.com

You should receive an email confirmation in reply to your forwarded email.

Go to a Print Release Station at the San Bruno Library and release your print job. Use the email address that you sent your email from to look up your print job.

Print jobs are automatically deleted by end of business day.

INTERNET BROWSER

In your Internet browser, go to: print.sanbrunolibrary.org

Select and upload your document(s).

Click the wrench icon to adjust print settings (color, number of copies, page range) or view a preview, if needed.

Check the Accept Terms and Conditions box.

Click Continue and enter your email address. This is only used to identify your print job at the release station. You will use this to pull up your print jobs at the library.

Click Done to submit print job or select another document to print.

When all documents are noted as ready on your screen, go to a Print Release Station at the San Bruno Library to pay for the print job(s) and retrieve your printout(s).

Print jobs are automatically deleted by end of business day.

SAN BRUNO LIBRARY PRINTING FEES

BLACK & WHITE: first 3 pages are free, subsequent pages are 15 cents/page

COLOR: 30 cents/page