



# Berkeley Public Library

Berkeley, CA 94704 510-981-6100

## WIRELESS PRINTING AN E-MAIL MESSAGE OR ATTACHMENT

### Step 1:

To print an email message or attachment, send or forward the email to: [300360374781@printspots.com](mailto:300360374781@printspots.com).

### Step 2:

The wireless printing service (PrintSpots) will generate a confirmation email in approximately one minute.

### Step 3:

Go to the print release station & insert a print card. **The user id is the email address from which the job was sent (i.e. your email address).** The message and each attachment is its own job, and can be selected to be printed or deleted.

Please note: The codes and numbers provided in the e-mail will **not** retrieve your print job. Only your e-mail address will work.

## "WIRELESS" PRINTING FROM THE FOUNDATION DIRECTORY (also works from BPL Central Branch OPACs)

### Step 1:

Locate records you want to print in the Foundation Directory and select "E-mail" from the Tools panel.



### Step 2:

Fill in all fields to e-mail the record. The "Recipient's e-mail" is: [300360374781@printspots.com](mailto:300360374781@printspots.com)

E-mail Record	
*Your name:	<input type="text" value="Super Seeker"/>
*Your e-mail:	<input type="text" value="super.seeker@email.com"/>
*Recipient's e-mail:	<input type="text" value="30036074781@printspots.com"/>
<small>Note: To e-mail this record to <b>yourself</b>, enter your e-mail address in <b>both</b> e-mail fields above.</small>	
<input type="button" value="Send"/> <input type="button" value="Go Back"/>	

### Step 3:

Go to the print release station & insert a print card. **The user id is your email address as filled-in (above).**

Please note the codes and numbers provided in the e-mail will **not** retrieve the print job. Only your e-mail address will work.