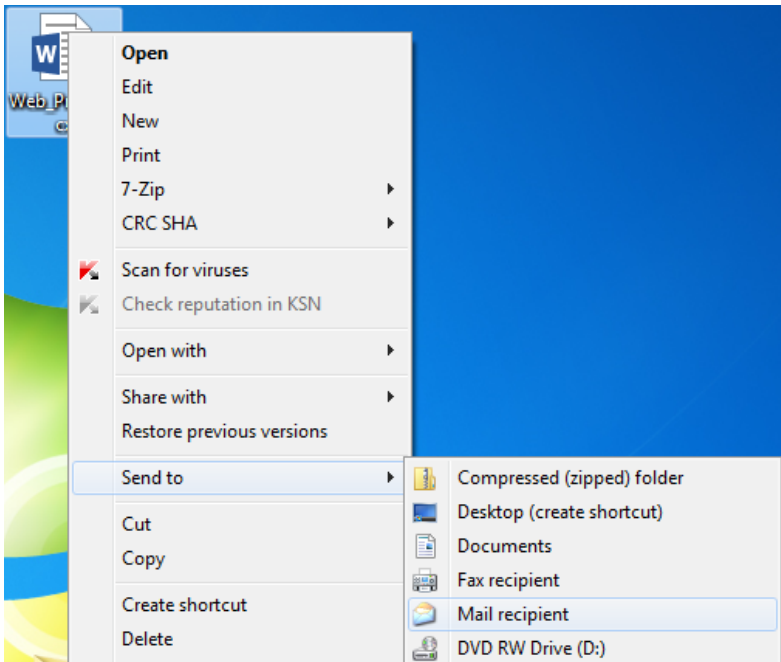


Printing to Library printers through the web

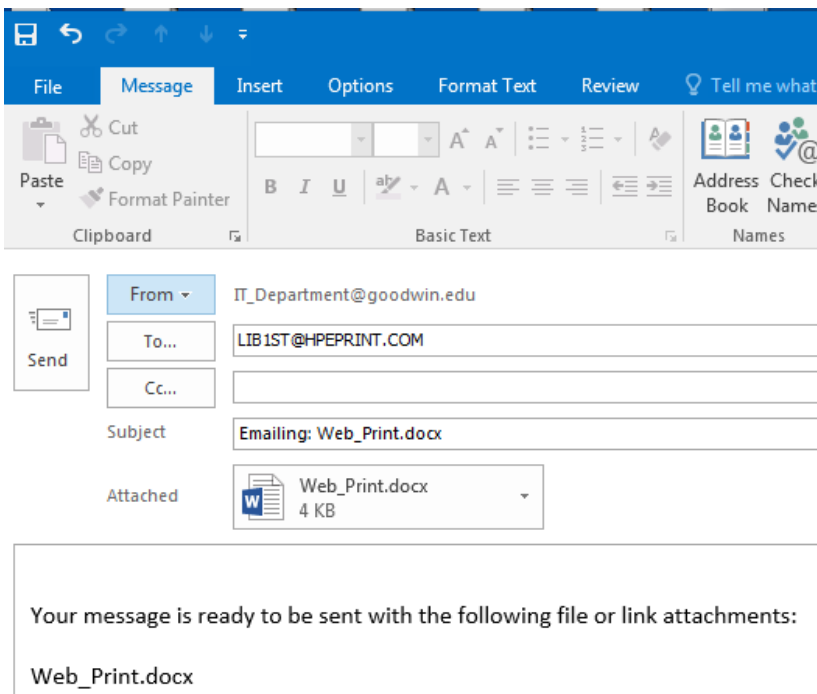
1. Right click on the document, click on “Send to”, Click on “Mail recipient”.



2. For 1st floor library printer, type LIB1ST@HPEPRINT.COM in the “TO” field – Click “Send”

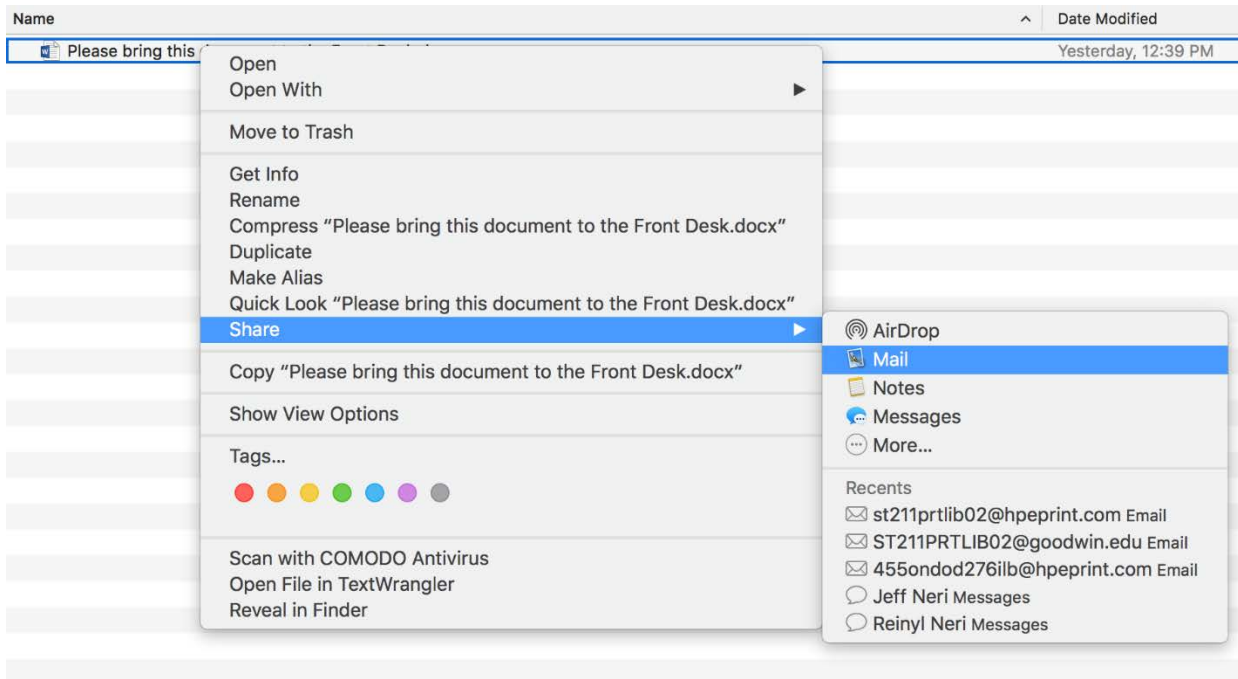
For 2nd floor library printer, type LIB2ND@HPEPRINT.COM in the “TO” field – Click “Send”

Print will take about a minute – reason: your print job is being routed to cloud server then back to the printer.



For a MAC –

1. You would click on “Share” then “Mail”



2. For 1st floor library printer, type LIB1ST@HPEPRINT.COM in the “TO” field – Click “Send”
For 2nd floor library printer, type LIB2ND@HPEPRINT.COM in the “TO” field – Click “Send”