

# Wireless Printing

All Kitchener Public Library locations offer convenient wireless printing. You can easily connect to our printers from your device and pick up at the library location of your choice.

## General Information:

- At the moment, we are only accepting black and white print jobs.
- Printing fees have been temporarily waived.
- Printing is available at all branches of the Kitchener Public Library, with a limit of 10 pages per customer per day.
- After submitting your print request, please call the library location you selected within two hours. Otherwise, your job will be deleted.

## Ways to Print:

- [PrinterON Mobile App](#)
- [Email](#)
- [PrinterON webpage](#)

## Instructions for printing from the PrinterON Mobile App

1. Download the “PrinterON” app from [printeron.com](http://printeron.com)
2. Open the app, and tap the “No Printer Selected” message at the bottom
3. Tap the magnifying glass and type in Kitchener Public Library, then select the location you wish you pick up your print at.
  - **Central:** “Central - Main Floor - BW”
  - **Country Hills:** “CHCL - BW”
  - **Grand River:** “GRSP - BW”
  - **Forest Heights:** “FHCL - BW”
  - **Pioneer Park:** “PPCL - BW”
4. You will see options to print documents, photos or webpages. You can also print email attachments.
  - **Documents and Photos:** Select a document or a photo from your device. A preview will appear. Tap the Print button.
  - **From the web:** Enter the address (url) of the webpage you want to print. The webpage will appear on the screen. Tap the printer icon at the top-right to see a preview. Tap the Print button.
  - **Email attachments:** Open the email attachment. You can send it to the PrinterOn app using the ‘Open With’ option or the sharing options on your device.
5. Enter your name (first and last) and send the print job. You should receive a notification when the print job has been sent.
6. Confirm receipt by calling the library location you selected. You will be asked to share your first name, last name and type of print job. Please complete this step within two hours of submitting your print job. Otherwise your request will be deleted.
  - Central: [519-574-4583](tel:519-574-4583)
  - Country Hills: [519-743-3558](tel:519-743-3558)
  - Grand River: [519-896-1736](tel:519-896-1736)
  - Forest Heights: [519-743-0644](tel:519-743-0644)
  - Pioneer Park: [519-748-2740](tel:519-748-2740)
  - TTY: [1-877-614-4832](tel:1-877-614-4832)
7. Head to the library location you selected. Once you arrive, follow the instructions on the Curb and Carry sign.

## Printing from Email

1. Open your email
2. In the subject line of your email, provide your full name
3. Send us what you would like printed in to the following email. Use the email address for the location you wish to pick up at:
  - **Central:** [centralmainfloorbw@printspots.com](mailto:centralmainfloorbw@printspots.com)
  - **Country Hills:** [chcl-bw@printspots.com](mailto:chcl-bw@printspots.com)
  - **Forest Heights:** [fhcl-bw@printspots.com](mailto:fhcl-bw@printspots.com)
  - **Grand River:** [grsp-bw@printspots.com](mailto:grsp-bw@printspots.com)
  - **Pioneer Park:** [ppcl-bw@printspots.com](mailto:ppcl-bw@printspots.com)
4. Call the library location you selected to confirm your print job. You will be asked to share your first name, last name and type of print job. Please complete this step within two hours of submitting your print job. Otherwise your request will be deleted.
  - Central: [519-574-4583](tel:519-574-4583)
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  - TTY: [1-877-614-4832](tel:1-877-614-4832)
5. Head to the library location you selected. Once you arrive, follow the instructions on the Curb and Carry sign.

## Printing from the Web

1. Visit [bit.ly/KPLprinter](https://bit.ly/KPLprinter)
2. In the printer box, select the location you wish to pick up your print at:
  - **Central:** “Central - Main Floor BW”
  - **Country Hills:** “CHCL - BW”
  - **Grand River:** “GRSP - BW”
  - **Forest Heights:** “FHCL - BW”
  - **Pioneer Park:** “PPCL - BW”
3. In the User Info section, enter your first and last name.
4. In the Select Document box, tap browse to choose a file from your device. You can also enter a webpage link.
5. Press the green printer icon at the bottom of the page to submit your print job.
6. Call the library location you selected to confirm your print job. You will be asked to share your first name, last name and type of print job. Please complete this step within two hours of submitting your print job. Otherwise your request will be deleted.
  - Central: [519-574-4583](tel:519-574-4583)
  - Country Hills: [519-743-3558](tel:519-743-3558)
  - Grand River: [519-896-1736](tel:519-896-1736)
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  - Pioneer Park: [519-748-2740](tel:519-748-2740)
  - TTY: [1-877-614-4832](tel:1-877-614-4832)
7. Head to the library location you selected. Once you arrive, follow the instructions on the Curb and Carry sign.