GETTING STARTED
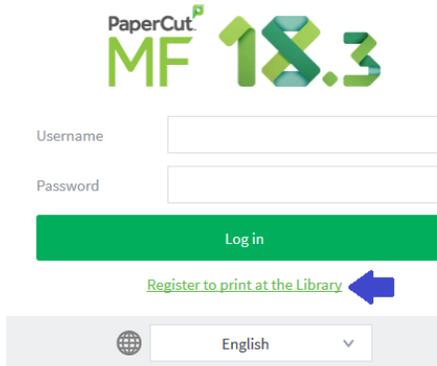
1) Connect to Library-Wifi (password: brookline)

2) Register for a PaperCut login: bit.ly/brklibprint

3) Fill out the required info and make sure to choose an Identity Number. This is how you'll find your job at our paystations. We recommend your phone number.

4) Once you're registered, go to: bit.ly/brklibprinthelp

5) Follow the setup instructions and send your print jobs. You can release them using your Identity Number at any Library paystation.

WEB PRINT (FILE UPLOAD)

1) Log in to your PaperCut account at bit.ly/brklibprint.

2) Choose the Web Print option from the left side menu. Click the Submit a Job button and follow the prompts.
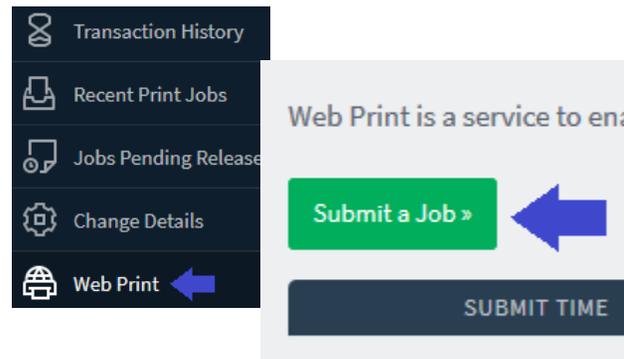
ADD MONEY TO YOUR ACCOUNT

You can add money to your PaperCut account at any Library paystation for wireless printing and making copies. (Please note that you cannot use this balance to pay for prints from Library desktop computers.)

Log in with your Identity Number and select ADD VALUE. You can use cash or credit card.

NEW & IMPROVED

WIRELESS PRINTING

Print from any device anywhere in the Library

THE PUBLIC LIBRARY OF BROOKLINE

WINDOWS LAPTOPS

1) Download the file listed under Step 1 on this page: bit.ly/brklibprinthelp
2) On the License Agreement screen, click Next.
3) Select Brookline-Print, then click Next.
4) Enter your PaperCut Username and Password, then click Next.
5) Click Finish.
6) Brookline-Print will now be listed as a print destination on your computer.

MAC LAPTOPS

1) Navigate to System Preferences > Printers and Scanners.
2) Click the refresh icon under the Printers List.
3) The Add dialog is displayed. This dialog displays a list of all of the discovered printers on the network.
4) Select Brookline-Print.
6) Check that Use is set to Secure AirPrint.
7) For more info, see bit.ly/brklibprinthelp

PRINTING FROM LIBRARY CHROMEBOOKS

1) Open the document or webpage you want to print and select the destination Brookline-Print.

2) Login with the username and password listed below the keyboard.
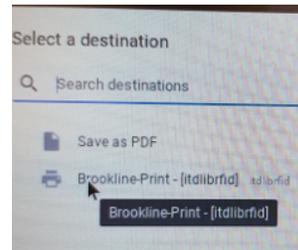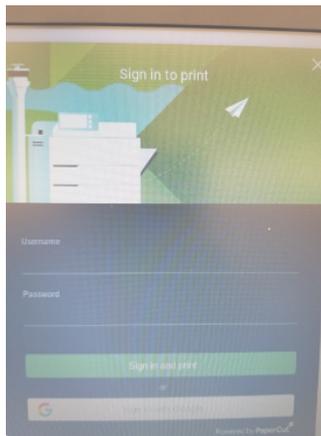
IPHONES & IPADS

1) On iPhones and iPads, our wireless printing just works like AirPrint. Follow these instructions: https://support.apple.com/en-au/HT201387
2) You will be prompted to enter your PaperCut Username and Password, then you're ready to print to the printer called Brookline-Print.

ANDROID PHONES

1) Install the Mobility Print app from the Google Play Store.
2) Launch the app.
3) Tap Android settings.
4) Tap Mobility Print.
5) Tap the enable toggle.
6) Exit out of Settings.
7) Print your document. When prompted, enter your PaperCut username and password.

CHROMEBOOKS (NOT LIBRARY-OWNED)

On your Chromebook, follow these instructions: bit.ly/brklibprinthelp