



Send documents to KCPL's printer from your personal smartphone, tablet, or computer!

Send items to be printed via email or use the website portal. Bring the 6-digit release code to the main desk at KCPL's Chestertown Branch within 72 hours to pay for and pick up what you have printed.

The cost for printing is 20¢ per page.

PrinterOn via email

1. Sign in to your email account
2. Open a new email message, attach the document(s) you want to print, and send it to **KCL-chestertown@printspots.com**
OR
If what you need to print was sent to you via email, open that email message and forward it to **KCL-chestertown@printspots.com** after removing any text that doesn't need to be printed from the body of the email
3. The release code for your print jobs will be sent to your email address
4. Bring the code to the main desk at the Chestertown branch to pay for and pick up what you have printed

PrinterOn via website

1. Go to **printeron.com/KCL/chestertown**
2. In the **User Info** box, enter your email address
3. In the **Select Document** box:
To print a webpage: enter its URL
To print a document: click **Browse...** and select the document from where it is saved on your device
4. Use the arrow button to continue
5. Choose your printing options and use the arrow button again
6. After your print job is processed, select the green printer icon
7. A release code will appear on the screen and be sent to your email address
8. Bring the code to the main desk at the Chestertown branch to pay for and pick up what you have printed

If you have questions or need help using PrinterOn, please ask!



408 High Street
Chestertown, MD 21620
410.778.3636

kentcountylibrary.org

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