

E-Printer Instructions – Hutchinson Public Library

- Open personal email account on device
- Create a new message and include the item to print as an attachment
 - Images (jpeg, etc.) can also be dragged and dropped into an email
- There must be something in the subject line
- If there is any text in the message body, such as a signature, it will print in addition to the attachment
- Send to hutchinson.library2@hpeprint.com
- A confirmation email will be sent
- Check with staff to retrieve and pay for prints
 - 15 cents/page (black and white)
 - 50 cents/page (color)

Attention: If you need to print a shipping label, it works best to print from a library desktop computer. Please stop by the Circ Desk to sign up for a computer appointment.