East Islip Library
Computer Services

- Computer Lab with 20 patron computers.
- Children’s Room with five patron computers and Young Adult room with two teen computers.
- Free wifi access
- Color printing
- Scan to email and USB device available at Fax / Copy station.
- Makerspace area with 3D design, photo, video and audio editing capabilities.
- Poster-size printing.
- Low-vision computer available.
- Wireless printing.
- Computer support available from information professionals.
- MS Office suite.
- eDownloads including books, magazines, audio and music.
- Informational databases.

Learn how to print documents in the library from your own laptop, iPad, or mobile device!

381 East Main St.
East Islip, NY 11730
(631) 581-9200
www.eipl.org
Printing from an iPad / iPhone
- Open the app you want to print from. Find the print option by tapping the app’s share icon.
  - If you can’t find the print option, check the app’s User Guide or Help section. Not all apps support AirPrint.
- In the “Printer Options” box tap “Select printer” then select “EI Library Public Printer.”
- Tap “Options” to change page print options and page range if desired. Note number of pages. You will be charged for each side printed.
- Tap “Print.” Pick up and pay for your print job at the Circulation Desk.

Printing from a Macbook
The following instructions assume AirPrint is installed on your laptop (Mac OS X 10.7 or later). For older laptops a driver must be installed. See “Printing from a Windows Laptop.”

Choose Print from the File menu, or press Command-P. Go to “Printer” then “Add Printer” from the drop down menu.
- Choose “Laserjet M402 from the Printer pop-up menu, which lists nearby printers. You may need to wait a moment for the printer to appear in the menu.
- Select “Options” to change printer options if desired.
- Select “Print.” Pick up and pay for your print job at the Circulation Desk.

Printing from a Windows Laptop
Windows 10
- On the Start Menu click on the Settings icon.
- In the Settings Menu click “Devices” then “Printers and Scanners.”
- Click on “Add a Printer or Scanner.” The computer will scan for printers. Select EILibraryPublicPrinter (HP LaserJet M402DW) and Add Device.
- The Computer will add the drivers and install the printer.

Older Windows Laptops
To print from a pre-Windows 10 laptop you will need to install a printer driver. This is a one-time install and can be used every time you print at the East Islip Library. Drivers can be found at tinyurl.com/ycu4qb2q or follow the link from the East Islip Library’s Wireless Printing page.

Printing from a Mobile Device
Includes Android, Chromebook, Windows Tablet and Kindle Fire
- The HP Print Service plugin comes pre-installed on many Androids and other mobile devices.
- Select the print option from the app on the device. If installed, “EI Library Public Printer” will appear in the print dialog box.
- If it doesn’t, visit http://tinyurl.com/ooa5dlp or http://www8.hp.com/us/en/ads/mobility/overview.html to find out how to print from your particular device.

Wireless Printing Quick Facts
- Our wireless printer is an HP Laserjet M402 which prints black and white only.
- You must be connected to the East Islip Library Public Wi-fi network to access this printer.
- Single- or double-sided printing is available. There is a charge of .10 per side.
- Print jobs can be picked up at the Circulation Desk at the front of the library.
- It is the user’s responsibility to determine the number of pages in the job before they print. Check the print preview page or print dialog box to determine the number of pages in the job. Users will be charged for the entire print job.
- Please see a librarian at the Reference Desk if you need help with printing.

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