

## Remote Printing

Need to print items from your home computer or device?

Call the front desk and provide your email address.

- Wait for the confirmation email from HP with the following subject:  
**Beekman Library remote printing has given you access to an HP printer**
- You can now email your files to [rprintingbeekmanlib@hpeprint.com](mailto:rprintingbeekmanlib@hpeprint.com)
- You will receive another confirmation email that the print job has been received
- Pick up and pay for your copies at the front desk
- It may take up to 20 minutes for items to print

Front Desk (845)724-3414

**15 cents for black and white**

**25 cents for color.**

Make sure your files will print

- Total size of all files sent in one email cannot exceed 10MB
- Total of 10 files or less in one email
- Please be sure your files meet these guidelines:
  - **Photos:** must be GIF, JPG, PNG, BMP, or TIFF, and have a horizontal and vertical resolution of 100 pixels or higher.
  - **Documents:** must be PDF, HTML, TXT, MS Word, PowerPoint, or Excel.
  - hpePrint cannot print digitally signed, encrypted, or password protected documents.