

# Print to the library from anywhere!

- Home Computer
- Smart Phone
- Laptop
- Mobile Device



## Print from email or mobile device:

To print an email message or attachment, simply forward your email to

Black & white [mp-main-bw@printspots.com](mailto:mp-main-bw@printspots.com)

You will be sent a release code for the email message and each attachment. **Keep this code**

## Print Documents, Photos and Webpages

1. Install the PrinterOn App from your device's app store
2. Open the PrinterOn App
3. Click No Printer Selected
4. Click the search icon
5. Search for *Menlo Park* you will see list of printers
6. Click the printer you wish to use



## To print a document (Android and iOS 8+):

Open the app, click on "document" and select the document to print. Or when viewing the document, in Android click the print icon in the upper right corner and upload the document to the PrinterOn App.



## To print document (iOS):

When viewing select documents, if you have the option to "open in" you should find PrinterOn as one of the options to open in, and you can then print from the app.

## To print a photo from your phone:

Open the app, click on "photo" and select a photo to print.

## To print from the web:

Open the app, click "web" and enter the URL of the page you wish to print. Click the print button in the lower right corner, enter an email address and click the check mark to print.

## How to pick up your job

- Bring your reference number or email to the library, go to any Print Release Station and release your print job
- Print jobs will automatically be deleted at end of business day.

## Print from laptop or home desktop

Step 1: Visit <http://www.printeron.net/mp/main>

- |                  |                       |   |
|------------------|-----------------------|---|
| • Select printer | • Enter email address | • Enter url if printing a webpage. Or browse to your document |
|------------------|-----------------------|---|

Printer	User Info	Select Document
<input checked="" type="radio"/> Black and White <input type="radio"/> Color  <input type="button" value="Details"/> B/W: \$0.15/pg Color: \$0.40/pg	Email address: <input type="text"/>  Your email address is used to uniquely identify your print jobs.  Use your email address to pickup your document at the library print release station.	File or URL: <input type="text"/> <input type="button" value="Browse..."/>  Browse your computer files to select the document you wish to print.

Click on the printer icon to submit your job



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