

MOBILE PRINTING IN THE LIBRARY

Use the Library's mobile print service to print from your laptop, smart phone or mobile device directly to a Library printer.

Pick up your print job at the Print Release Station in the Computer Room on the second floor of the Sayles Building

Printing Costs:

\$.10 per page for black & white single-sided

\$.15 per page for black & white double-sided

\$.50 per page for color single-sided

The self-service Print Release station accepts cash only

A library card is not required to use the Mobile Print service

HOW TO PRINT AN EMAIL AND ATTACHMENT

To print an email message and/or attachment, simply forward the email to one of the three printers listed below:

Black and White 1-Sided Printer:
ppl-main-bw-1@printspots.com

Black and White 2-Sided Printer:
ppl-main-bw-2@printspots.com

Color 1-Sided Printer:
ppl-main-color-1@printspots.com

HOW TO PRINT A DOCUMENT, PICTURE OR WEBPAGE

Go to the Library's mobile print website to print your document, picture or webpage

1. Go to www.pawtucketlibrary.org

2. Click on the picture of the PrinterOn Logo on the left side of the screen.



3. Follow directions on the screen:

- Choose a printer
- Enter your email address
- Browse for your file on your device
- Click on Green Printer button

HOW TO PRINT WITH THE PRINTERON APP



Download the **PrinterOn APP** for iOS or Android

- Download the **PrinterOn** app and open it
- You will see "Tap here to select a printer" on the bottom of the app
- Choose 'Search' from the choices at the bottom of the screen
- Type in "Pawtucket Library"
- You will see the three choices of printers: Black and White 1-sided, Black and White 2-sided and Color 1-sided
- Choose the printer that fits your print job needs
- Select what you want to print from the choices on the screen "Documents", "Photos", "Web" etc.
- Click on the printer icon in the upper right corner of the screen
- Click on the green Print button at the bottom of the screen

Go to the Print Release station to pay for and print your print job