





## Mobile Printing Available!

### How to print from a laptop or a desktop computer:

- Begin by visiting **<https://www.printeron.net/ecl/ecl>**
- Select the printer and enter your email address.
- Browse your computer to find and select the file you wish to print. Click the grey forward button .
- Confirm the printing options. You will be required to enter a PIN– use your first name. Click on the green printer icon . You will see the status of your print job and a reference number.
- Visit the Circulation Desk and request the release of your print job. Provide staff your email address, reference number, and payment.

Your print job will be printed!

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### How to use email to send something to the [Branch Name] library printer:



- Email from any device directly to the library’s print system at **[Branch Printer Email Address]**
- Visit the Circulation Desk and request the release of your print job. Provide staff your email address, reference number, and payment.

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### How to print from tablet or smartphone app:

- Visit your device's 'store' for apps, install and launch the **PrinterOn** App.
- Click "No printer selected".
- Click "Search". Search for **[Branch Library Location]**.
- Find **[Branch Library Name]** and click **[Printer Name]** and save.



To print:

- *Documents:* when viewing the document, click in the upper right corner and upload the document to the PrinterOn App. Enter your email address. You will be required to enter a PIN– use your first name. Click on the check mark.
- *Photos from your phone:* open the app, click on "photo" and select a photo to print. Click Print. Enter your email address. You will be required to enter a PIN– use your first name. Click on the check mark.
- *Emails:* Press the + icon and follow the wizard to setup your email. Select an email to print, click on the print icon, click Print. Enter your email address. You will be required to enter a PIN– use your first name. Click on the check mark.
- *Websites:* Enter the web address and click on the print icon and click Print. Enter an email address. You will be required to enter a PIN– use your first name. Click on the check mark.
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- *Photos from your phone:* open the app, click on "photo" and select a photo to print. Click Print. Enter your email address. You will be required to enter a PIN– use your first name. Click on the check mark.
- *Emails:* Press the + icon and follow the wizard to setup your email. Select an email to print, click on the print icon, click Print. Enter your email address. You will be required to enter a PIN– use your first name. Click on the check mark.
- *Websites:* Enter the web address and click on the print icon and click Print. Enter an email address. You will be required to enter a PIN– use your first name. Click on the check mark.
- Visit the Circulation Desk and request the release of your print job. Provide staff your email address, reference number, and payment.

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