

Mobile Printing Now Available

With our new MobilePrint Service™, you can use your personal computer or mobile device to print to the library's printers from anywhere. Simply submit documents for printing and come to the library to release and pick up your document.

How to print from a laptop or desktop computer at home or work:




- Begin by visiting **<http://www.printeron.net/lml/print>**
- Select a printer from the drop down menu (1 - Black and White Printer, 2 - Color Printer, etc.)
- Enter your email address.
- Browse your computer to find and select the file you want to print or type in the address of a web page you want to print.
- Click the green print icon
- Wait for the Document Status to change to "Your request has been processed"
- Pick up your print job at the library within 48 hours. After 48 hours your print job will no longer be available.



Print from your laptop or desktop computer

Your print job will be printed!

How to print from tablet or smartphone app:

- Visit your device's store, and search for the **PrinterOn** app.
- Install and launch PrinterOn.
- Tap "No printer selected" at the bottom of the screen.
 - Select Search  and search for **LIBERAL MEMORIAL LIBRARY**,
 - or select Location to find all PrinterOn printers near you,
 - or use printed QR codes  to select the printer you want.
- Find and select the printer you want (1 - Black and White Printer, 2 - Color Printer, etc.).
- Print from inside the app:
 - Documents: open the app, click on "Documents" and select a document to print.
 - Photos from your phone: open the app, click on "Photos" and select a photo to print.
 - Website: open the app, click on "Web" and enter a website address to print. Select the printer icon in the top right corner of the screen
- You can also print from outside the app by sharing  your Document or Photo to the PrinterOn app.
- **Print from your internet browser on your tablet or smartphone** – Print from Chrome by selecting the three dots on the right of the screen and select **Share**. Then choose PrinterOn.
- Now you have the options to Cancel or Print. Select Print.
- Enter an email address and select OK (you will receive a notice that the job started, and shortly after another message stating "Job Success").
- Pick up your print job at the library within 48 hours. After 48 hours your print job will no longer be available.



Print from your tablet or smartphone app

How to use email to send something directly to library print system:

- Email from any device directly to the library's print system at
 - 1 - Black and White Printer Email address: lml-bw@printspots.com
 - 2 - Color Printer Email address: lml-color@printspots.com
 - 3 - Black and White Double-Sided Email address: lml-duplex-bw@printspots.com
 - 4 - Color Double-Sided Email address: lml-duplex-color@printspots.com
 - 5 - Black and White Legal - 8 1/2 x 14 Email address: lml-legal-bw@printspots.com
 - 6 - Color Legal - 8 1/2 x 14 Email address: lml-legal-color@printspots.com
 - 7 - Black and White Ledger - 11 x 17 Email address: lml-ledger-bw@printspots.com
 - 8 - Color Ledger 11 x 17 Email address: lml-ledger-color@printspots.com
- Forward an existing message to the printer's email address or create a new message and attach anything you wish to print to that message. Be sure to **include something in the subject line** to avoid getting an error message.
- The body of your email message and any attachments will be sent as separate print jobs. You can choose to print only the attachments if you wish.
- Pick up your print jobs at the library within 48 hours. After 48 hours your print job will no longer be available.



Email from any device to library print system

Prices:

QR codes
(for inside the PrinterOn app)

1 - Black and White Printer: 20 cents a page



2 - Color Printer: \$1 a page



3 - B/W Double-Sided: 40 cents a page



4 - Color Double-Sided: \$2 a page



5 - B/W Legal (8 1/2" x 14"): 30 cents a page



6 - Color Legal (8 1/2" x 14"): \$1.50 a page



7 - B/W Ledger (11" x 17"): 40 cents



8 - Color Ledger (11" x 17"): \$2.00

