



## how to print from your home computer or phone

You can now 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/fclspa/print> .
- Select the library where you will be picking up the print job.
- Enter your name and email address next.
- You will upload the document you want to print. If it is a website, first "print" the site as a pdf and upload it like a document.
- Follow the directions on the next page to choose black & white vs color, how many pages, page range, etc
- You will pay before printing through paypal by either using your debit/credit card or paypal account.
- You can either go straight to the copier/printer at the library you choose and enter your reference number into the keypad to release your print job or go to the main desk to ask a staff member to release the prints.
- If you do not want to come into the building, call your library to arrange for pickup.



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

- Visit your device's 'store' for apps (the Google Play Store for Android or the App Store for Apple devices), install and launch the PrinterOn App.
- Click "No printer selected".
- Click "Search". Search for your preferred library.

To print:

- Documents: when viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
- Photos from your phone: open the app, click on "photo" and select a photo to print.
- Select the printer and click the print icon.
- Enter an email address and click on the check mark (you will receive a notice that the job started, and shortly after another message stating "Job Success").
- You can either go straight to the copier/printer at the library you choose and enter your reference number into the keypad to release your print job or go to the main desk to ask a staff member to release the prints.
- If you do not want to come into the building, call your library to arrange for pickup.