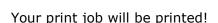# Mobile Printing Now Available

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 using your library card.

Printing costs: $.10 per copy for Black and White pages. $.50 per copy for Color pages. Please visit our Circulation desk to check or add funds to your library account for printing.

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

- Begin by visiting Village Web Portal. *Mobile printing is only available at the Village location.*
- Select the printer and enter your email address.
- Browse your computer to find and select the file you wish to print.
- Click the green print icon (you will see the status of your print job and a reference number).
- At the Print Release Station in the library, highlight your print job. Your print job can be identified by the email address you supplied.
- Press "Print" on the top left of the screen.
- Select "Pay from AAM Account", then enter your library card number without spaces. Please see Circulation to check or add funds to your library account.

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' for apps, install and launch the PrinterOn App.
- Click "No printer selected".
- Click "Search". Search for "Cromaine".
- Find Cromaine District Library on the map, and select either the Black and White or Color printer. Save a selected printer by highlighting the star on the menu bar at the top of the screen.
- 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").
  - At the Print Release Station in the library, highlight your print job. Your print job can be identified by the email address you supplied.
  - Press "Print" on the top left of the screen.
  - Select "Pay from AAM Account", then enter your library card number without spaces. Please see Circulation to check or add funds to your library account.

Print from your tablet or smartphone app

Your print job will be printed!

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

- Email from any device directly to the library's print system at cdl-village-bw@printspots.com for B/W, or cdl-village-color@printspots.com for Color.

Email from any device to library print system

- At the Print Release Station in the library, highlight your print job. Your print job can be identified by the email address you supplied.
- Press "Print" on the top left of the screen.
- Select "Pay from AAM Account", then enter your library card number without spaces. Please see Circulation to check or add funds to your library account.

Your print job will be printed!