

# Mobile Printing Now Available at the Petoskey District Library

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 **within 24 hours** to release and pick up your document using your library card.

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

- Begin by visiting <https://www.printeron.net/petoskey/library>
- 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, select "Release a Print Job".
- Enter the email address you supplied and select your print job.



*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.

### iOS App:

<https://itunes.apple.com/us/app/printeron/id406584999?mt=8>

### Android App:

<https://play.google.com/store/apps/details?id=com.printeron.droid.phone>



*Print from your tablet or smartphone app*

- Click "No printer selected".
- Click "Search" and type **Petoskey District Library** or **49770**.
- Find Petoskey District Library and click the four printer options available and save.
- 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, select "Release a Print Job".
  - Enter the email address you supplied and select your print job.

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:

B/W Email address: [petoskey-library-bw@printspots.com](mailto:petoskey-library-bw@printspots.com)

Color Email address: [petoskey-library-color@printspots.com](mailto:petoskey-library-color@printspots.com)

B/W double sided Email address: [petoskey-library-bw-2@printspots.com](mailto:petoskey-library-bw-2@printspots.com)

Color double sided Email address: [petoskey-library-color-2@printspots.com](mailto:petoskey-library-color-2@printspots.com)

- At the Print Release Station in the library, select "Release a Print Job".
- Enter the email address you supplied and select your print job.



*Email from any device to library print system*

Your print job will be printed!