

# MOBILE PRINTING

Print to the Library from anywhere!

## Print from email:

To print an email message or attachment, simply forward your email to:

Black & White	Downtown <a href="mailto:rc-main-bw@printspots.com">rc-main-bw@printspots.com</a> Fair Oaks <a href="mailto:rc-fairoaks-bw@printspots.com">rc-fairoaks-bw@printspots.com</a> Redwood Shores <a href="mailto:rc-shores-bw@printspots.com">rc-shores-bw@printspots.com</a> Schaberg <a href="mailto:rc-schaberg-bw@printspots.com">rc-schaberg-bw@printspots.com</a>
Color	Downtown <a href="mailto:rc-main-color@printspots.com">rc-main-color@printspots.com</a> Fair Oaks <a href="mailto:rc-fairoaks-color@printspots.com">rc-fairoaks-color@printspots.com</a> Redwood Shores <a href="mailto:rc-shores-color@printspots.com">rc-shores-color@printspots.com</a> Schaberg <a href="mailto:rc-schaberg-color@printspots.com">rc-schaberg-color@printspots.com</a>

You will be sent a release code for the email message and each attachment. **Keep this code**

## Print from the app:

1. Install the PrinterOn App from your device's app store
2. Open the PrinterOn App
3. Click No Printer Selected at bottom
4. Click the search icon
5. Search for *Redwood City*
6. Click the printer you wish to use. Choose the Color or Black and White printer at the location of your choice.



### To print a photo from your phone:

Open the app, click on "photo" and select a photo to print. Click the print button in the upper right corner, click print in the lower right corner, enter an email address and click the check mark.

### To print from the web:

Open the app, click "web" and enter the URL of the page you wish to print. Click the print button in the upper right corner, click print in the lower right corner, enter an email address and click the check mark to print.

### To print a document (Android and iOS 8+):

Open the app, click on "document." Your preferred document storage must be enabled (Google Drive, for example). Select the document to print. Or when viewing the document, in Android click the print icon in the upper right corner and upload the document to the PrinterOn App.

### To print a document (iOS):

When viewing select documents, if you have the option to "open in" you should find PrinterOn as one of the options to open in, and you can then print from the app.

## How to pick up your job

- Bring your reference number or email to the library, go to any Print Release Station and release your print job
- Print jobs will automatically be deleted at end of business day.

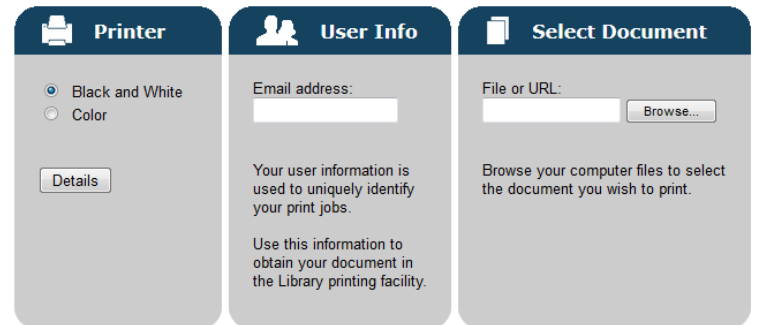
## Print from laptop or home desktop:

### Step 1:

Select the Library you would like to send your printout to:

- Downtown Library <http://www.printeron.net/rc/main>
- Fair Oaks Branch Library <http://www.printeron.net/rc/fairoaks>
- Redwood Shores Branch Library <http://www.printeron.net/rc/shores>
- Schaberg Branch Library <http://www.printeron.net/rc/schaberg>

• Select printer	• Enter email address	• Enter url if printing a webpage. Or browse to your document
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Click on the printer icon to submit your job



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