

Guide to Mobile Printing

We can help!

To Print Documents or Web pages

1. To print a document or form, first save it to the documents folder or the desktop.
2. Go to www.printeron.net/cpl/greenstreet in your browser.
3. You will see the following visuals on the screen.

The image shows three mobile app screens for printing. The first screen, titled 'Printer', has a printer icon and two radio button options: 'Color' and 'Black and White'. Below these is a 'Details' button. The second screen, titled 'User Info', has a person icon and a text input field for 'Email address:'. Below the field is explanatory text: 'Your user information is used to uniquely identify your print jobs. Use this information to obtain your document in the Library printing facility.' The third screen, titled 'Select Document', has a document icon and a text input field for 'File or URL:'. To the right of the field is a 'Browse...' button. Below the field is explanatory text: 'Browse your computer files to select the document you wish to print. You may also enter the URL of a web page you want printed.'

4. Select a printer: **Color** for color prints and **Black and White** for black and white prints.
5. In the **User Info** box enter your **email address** to identify your print job at the printer.
6. To print a web page enter the web address in the **Select Document** box.
7. To print a document, press **Browse** in the **Select Document** box to find your job.
8. Press the **Next** button and a preliminary confirmation page comes up that lets you know your print job is approved and how many pages it is.



9. Press the **Print** button.



10. A confirmation page comes up that says your print job is ready to print at the print station.



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To Print Email/Email Attachments

1. To print and email/email attachment, simply forward the email to:
cpl-greenstreet-bw@printspots.com for **Black and White Prints**
or
2. **cpl-greenstreet-color@printspots.com** for **Color Prints**
3. You will get a confirmation email stating, "Your document has been processed and is waiting for pickup at the printer."
4. This email will also let you know the total number of pages in your print job. Black and white prints are 15 cents per page and color prints are 50 cents per page.
5. Your print job will be ready to print at the print station.

To Print Boarding Passes

1. To print a boarding pass directly from your airline account go to the airline web page and log in to your account.
2. Save a copy of your boarding pass as a PDF, if possible, and follow the instructions for printing documents on the other side of this sheet. Many Android devices will allow you to save a web page as a PDF through the Print Option. (File > Print > Save as PDF)
3. If you cannot save as a PDF, click File > Save As > Web Archive, single file *.mht, and save the web page.
4. Follow the instructions for printing documents on the other side of this sheet.



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