

# How to Use DPL's Mobile Print Service

With our new MobilePrint Service™, you can use your personal computer or mobile device to print to the library's printers from anywhere in the world. Simply email documents directly to the printer or submit documents through the PrinterOn website or App and come to the Library Computer Lab to pick up your print job.

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

- Begin by visiting <http://www.printeron.net/dpl/print>  
In the "Printer" box, select paper size; in "User Info" enter your email address; in "Select Document" browse for a document or website to find and select the file or site you wish to print. Note the link to special instructions for printing a Boarding Pass (see also reverse side of page)
- Click the green printer icon. You will see the status of your print job and a reference number. You should receive a confirmation email but, just in case, write down the reference number
- At the Print Release Station in the Lab, select "Release a Print Job"
- Enter the email address you supplied and select your print job



Your print job will be printed!

## How to print from a tablet or smartphone PrinterOn App:

- Visit your device's App Store, install and launch the PrinterOn App
- Click or tap "No printer selected"
- On the lower right, tap the "Search" icon and search for **Douglas Public Library** or enter the library's zip code (85607)
- Select your desired printer (paper size and b/w or color)
- To print (when prompted, input your email address):
  - Documents:  
When viewing the document, click in the upper right corner and upload the document to the PrinterOn App. (NOTE: iOS defaults to iCloud. See reverse for instructions for printing from other locations)
  - 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 Lab, 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 the printer:

- Email from any device directly to the library's print system at **dpl-print-bw@printspots.com**  
**dpl-print-color@printspots.com**
- At the Print Release Station in the Lab, select "Release a Print Job"
- Enter the email address you supplied and select your print job



Your print job will be printed!

## How do I print from a mobile device?

To print an email message or attachment (photo, document, etc.) simply forward your email to

[dpl-print-bw@printspots.com](mailto:dpl-print-bw@printspots.com)  
[dpl-print-color@printspots.com](mailto:dpl-print-color@printspots.com)

FOR BLACK & WHITE PRINTS  
FOR COLOR PRINTS

Email forwarding is ideal for online email portals such as Yahoo!, Hotmail or Google Mail.

### Why?

Most online email services require that you log-in to access email. If you provide the URL (web address) of your message, the printing services will be blocked because your email login name and password are not known by the print system.

To print a document, **be sure that it is accessible from your device**. If you are using the PrinterOn App, either select "Documents" and tap the document in the upper right corner to open the printer OR select "Web" to connect to your 3<sup>rd</sup>-party service (Dropbox, GoogleDocs, etc.), tap the document in the upper right corner to open the printer, and follow the instructions provided. If you are not using the App, you can either email the document directly to the printer or email it to yourself and forward it to the printer OR connect to PrinterOn Web at <http://www.printeron.net/dpl/print>, input the URL for your 3<sup>rd</sup> -party service or click "Browse" to locate your document and, once located, click the green printer icon.

## How do I print a boarding pass?

Boarding passes are printed from the airline web pages. If the airline allows you to save a copy of the boarding pass as a PDF file, then:

1. Save the PDF file to your device OR email the PDF file to yourself and forward it to PrinterOn
2. Print the PDF file using the PrinterOn service

Or, in Internet Explorer, click 'File>Save As>Web Archive, single file \*.mht', and save the web page to a location you can browse to from the Printing Service.

### Why?

Most boarding pass web pages are protected with a secret login ID and password. If you provide the URL (web address) of your boarding pass, the printing services will be blocked because your login name and password are not known by the print system.

## What types of files can I print?

PrinterOn supports printing of the following file formats:

### Microsoft Formats

Microsoft Word 2000-2016  
Microsoft Word 2008-2016 (Mac)  
Microsoft Excel 2000-2016  
Microsoft Excel 2008-2016 (Mac)  
Microsoft PowerPoint 2000-2016  
Microsoft PowerPoint 2008-2016 (Mac)  
Microsoft Visio 2000-2016

### Apache Open Office Formats

OpenOffice/LibreOffice Writer 2.x - 5.x  
OpenOffice/LibreOffice Calc 2.x - 5.x  
OpenOffice/LibreOffice Impress 2.x - 5.x  
OpenOffice/LibreOffice Draw 2.x to 5.x  
OpenOffice/LibreOffice Draw 2.x to 5.x

### Graphics & Text Formats

ASCII Text	JPEG	RTF
BMP	Microsoft XPS	TIFF
GIF	PDF	Unicode Text
HTML	PNG	ZIP