

# Mobile Printing – Detailed Instructions

With our new MobilePrint Service, you can use your personal computer or mobile device to print to the library's printer from anywhere. Simply submit documents for printing and come to the library (during normal library hours) to release and pick up your document using your library card. Documents are held in the print queue for 24 hrs. but are not printed until you release them in person.

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

- Begin by visiting <http://www.printeron.net/rml/main>.
- Select black and white or color 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 use email to send something directly to library printer:

- Email from any device directly to the library's printer at [rml-bw@printspots.com](mailto:rml-bw@printspots.com) (for black & white) or [rml-color@printspots.com](mailto:rml-color@printspots.com) (for color).
- 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!

## 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 Richmond Memorial Library.**
- Find Richmond Memorial Library and **click Black and White Printer or Color Printer 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.



*Print from your tablet or smartphone app*

Your print job will be printed!