

# Print from your Phone, Tablet, or Laptop

## 1. Submit your print job one of the following ways:

- **By Forwarded Email** (Easiest, but printer may take a few minutes to receive print job).

Forward your document or message to one of the following email addresses:

[rml-bw@printspots.com](mailto:rml-bw@printspots.com) for black and white (20¢ per page).

[rml-color@printspots.com](mailto:rml-color@printspots.com) for color (50¢ per page).

**OR**

- **By Website** (Sends print job immediately, and gives you more control):  
Go to our website at [batavialibrary.org](http://batavialibrary.org), scroll down to “Mobile Printing,” click link and enter requested information.

## 2. At the Print Release Station in library, select “Release a Print Job”.

Enter your email address in box indicated and select your print job. You have the option of Previewing job before printing (click icon in far right column). Deposit coins or bills into money box below print station and follow on-screen prompts.

**NOTE:** If you submit multiple emails or attachments, each will appear as a separate job. Select only those you wish to print.

## ***To print from home or work***

Using either method above, you can print from home or work and pick up the print job during normal library hours (check [batavialibrary.org](http://batavialibrary.org) for hours and closings). Your job will be held in the print queue for 24 hrs. but will not be printed until you release it in person.