



### Mobile Printing Service: Print from anywhere. Pick up at the library.

With our new MobilePrint Service™, you can use your personal computer or mobile device to print to the library’s printers from anywhere. Simply submit documents for printing using your email address, then come to the library to release and pick up your document. Remote prints can only be sent during the hours for which this location is open and must be printed within 2 hours of submission.

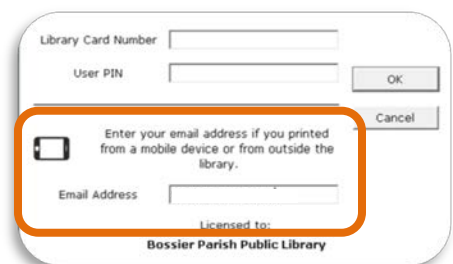
### How to print from a laptop or desktop computer at home or work:



1. Begin by visiting:  
<http://www.printeron.net/bppl/benton>
2. Under *Printer*, select the appropriate printer.
3. Under *User Info*, enter your email address.
4. Under *Select Document*, browse your computer/device to find and select the file you wish to print.
5. Click the green print icon to submit.
6. Once processed, you should receive a message stating: **“Your request has been processed”** along with a job reference no.

### How to release your prints at the library:

7. Visit the *Self-Service Station* on the library selected in Step 1 and select “Release a Print Job”.
8. Enter the email address you supplied and click Ok.
9. Please follow standard printing procedures for releasing your prints. Ask a library staff member for help if needed.



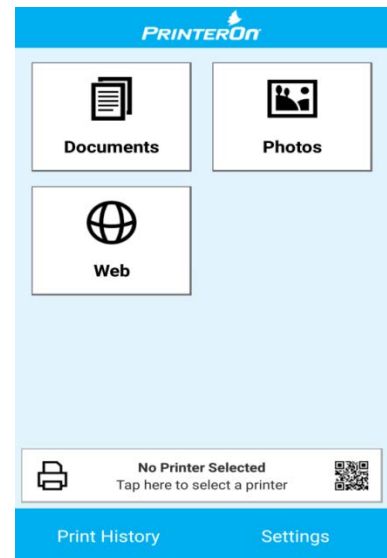
## How to download the PrinterOn app to your tablet or smartphone:



1. Visit your device's App Store to download and install the PrinterOn App.
2. Once installed, click "No Printer Selected" to choose your printing location.
3. From the main menu, scroll from right to left to find *Search*, then search for **BPPL**.  
*NOTE: Please note that each branch should display separately its own Black & White and Color Printer.*
4. To select a printer/location, click on its name. Otherwise, click on the grey informational button for more details, and then (if desired) click the check mark to select that location.

## How to print from a tablet or smartphone app:

With the variety of tablets and smartphones on the market, the following are general instructions for using the PrinterOn App. Please be sure to follow Steps 1-3 above to select your printer.



5. Select the appropriate icon:
  - a. \*Documents: Open your desired document and while viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
  - b. \*Photos: Open the app, click on "photo" and select a photo to print.
  - c. Web: Enter the web address.
6. Click the printer icon to preview your print.
7. If desired, click on the paper and gears icon in the upper right-hand corner to change the number of prints, printer type, and/or paper size.
8. When you are ready to print, click the *Print* button at the bottom of the screen.
9. Enter an email address and click OK.
10. You will receive a green check mark in your Notifications section (or under the *Print History* within the PrinterOn app) initially stating *Job Started*, but changing to *Job Success* once your print has been successfully submitted to your preferred location.



## How to release your prints at the library:

10. Visit the *Self-Service Station* and select "Release a Print Job".
11. Enter the email address you supplied and click Ok button.
12. Please follow standard printing procedures for releasing your prints. Please ask a library staff member for help.

\*NOTE: You may need to give PrinterOn permission to access portions of your device or third-party apps, such as Dropbox.