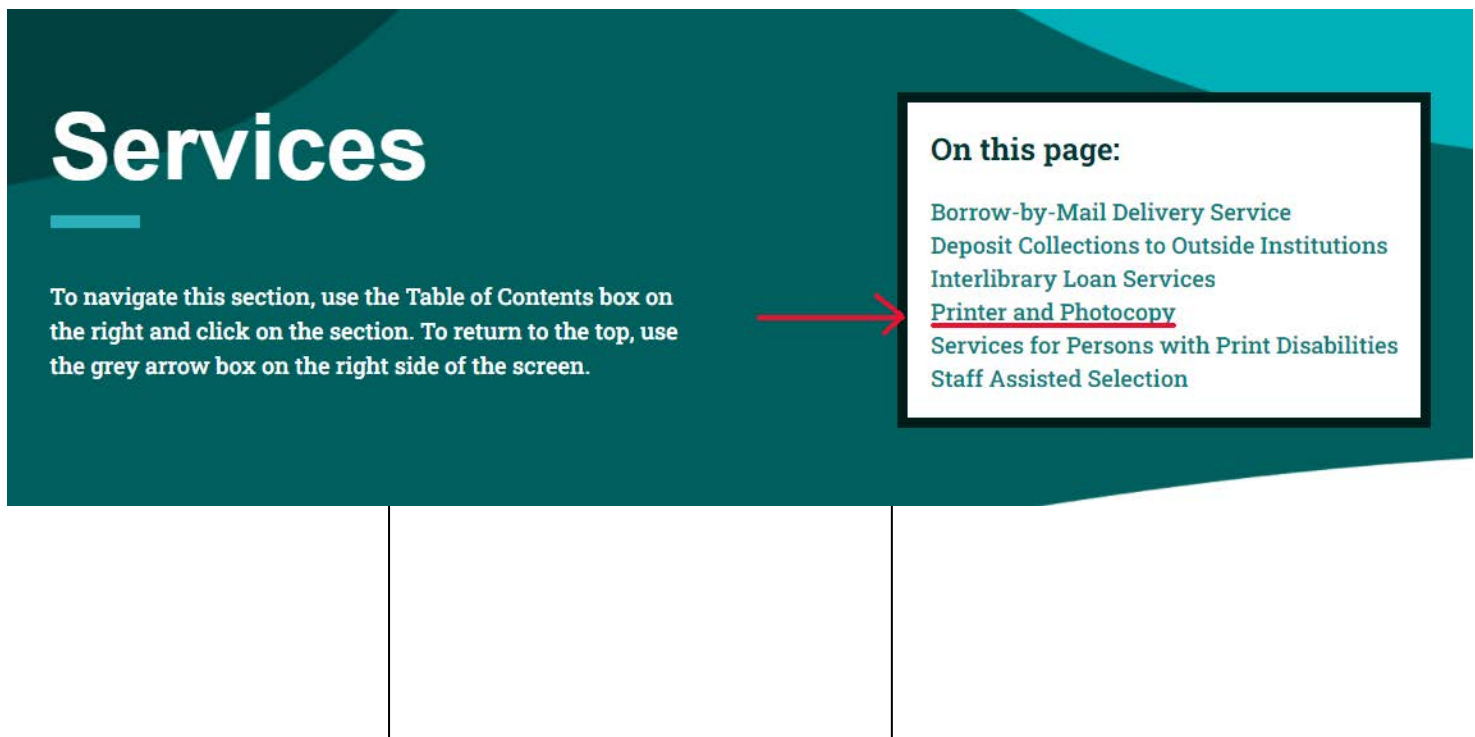# Mobile Printing How To
Print from any device!

Three Options:

1. Email directly
   a. Forward or send an email you want to print to the unique email address of your branch. Ask for the email address from your library clerk. An email is sent back with a secure release code.
   b. If the email has an attachment, you will receive two release codes: one for the email itself and one for the attachment. Note which release code (or both if you want to print both) you need for your print job.
   c. Tell the library clerk your release code so they can identify and print your job.
2. Go to our link and upload the file
   a. On the device, that has the document or photo you want to print downloaded, go to the Western Counties Regional Library website (https://westerncounties.ca/) using your preferred browser.

   b. Go to Services > Photocopying and Printing.

c. Scroll down until you get to Mobile Printing, find your branch and click on the link below it to go to the online form.

Mobile Printing

The library offers PrinterOn mobile printing service. Each branch has its own mobile printing webpage through which documents can be sent for printing.

* PrinterOn has Apple and Android apps available through Apple App Store and Google Play.

Instructions on the different ways to print from devices can be found here.

The following are the individual library branch PrinterOn sites and e-mail addresses (bw is for black and white prints, cl is for colour prints):

d. Select Black and White or Color. Input an email address (if you do not have an email address, a library clerk can help you set one up for free), and Browse to upload your file. Click on the large gray arrow in the bottom right-hand corner.

Western Counties Regional Library
www.westerncounties.ca

Mobile Printing Services

Welcome to our Patron Printing service. Print virtually any document or web page from your Internet connected PC to one of our Library printers.

405 Main St
Yarmouth, NS   B5A1G3
CANADA

There is no additional software required. Simply follow these steps:

Printer

- ● Black and White
- ○ Color

[Details]

Your 6 digit release code may be required to retrieve your print job.

User Info

Email address:

You will be provided with a release code to obtain your document from this printer. This code will be sent to your email address specified above.

Select Document

File:

[   ] [Browse...]

Browse your computer files to select the document you wish to print.

How do I print from a mobile device?

How do I print a boarding pass?

e. Choose the number of copies and if you want all pages or a certain range of pages. Click on the large gray arrow again.

Western Counties Regional Library www.westerncounties.ca
Mobile Printing Services
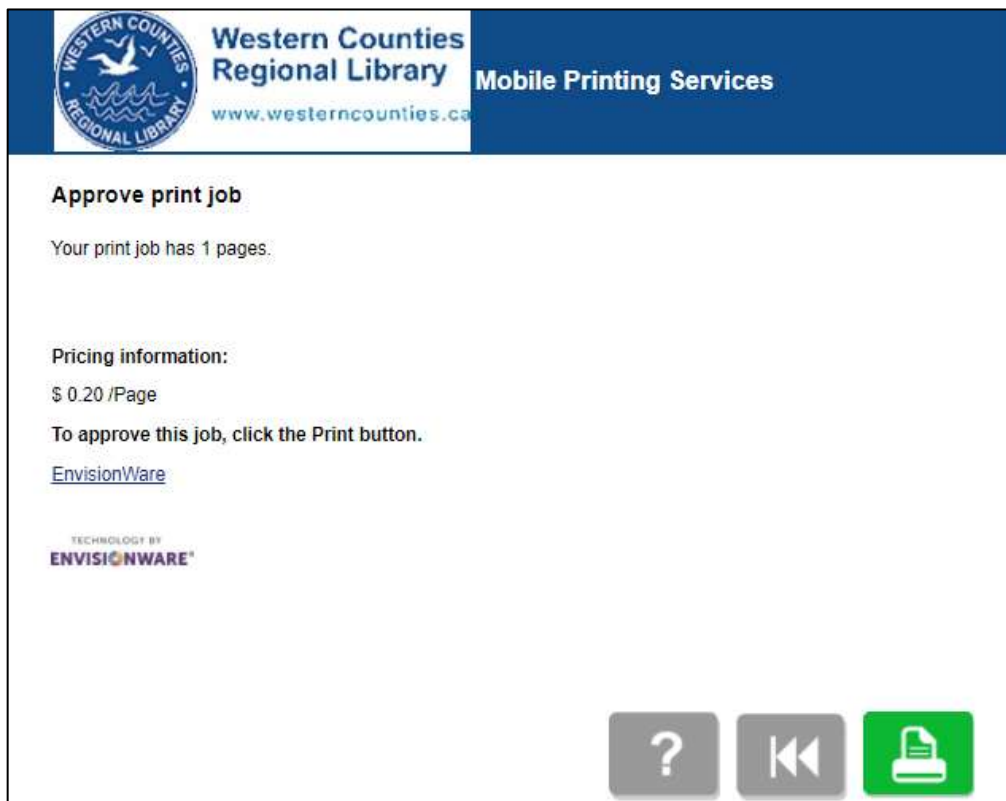
Printing Options

Number of copies: 1

⦿ All pages

○ Pages: [ ] - [ ] (eg, 1-6 or 3-3).

EnvisionWare

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f. The print job is prepared. It will display how many pages the job is and how much it costs per page. If you are ready, click the Green Printer button.

Western Counties Regional Library www.westerncounties.ca
Mobile Printing Services

Approve print job

Your print job has 1 pages.

Pricing information:

$ 0.20 /Page

To approve this job, click the Print button.

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g. The print job is sent to the library computer and a 6-digit release code is displayed. The code is also emailed to the email address you entered. Give your release code to the library clerk and they will print your job for you.

3. Download the App to your phone/tablet
    a. In the App Store (Apple) or Google Play (Android) search for and download the free PrinterOn app.
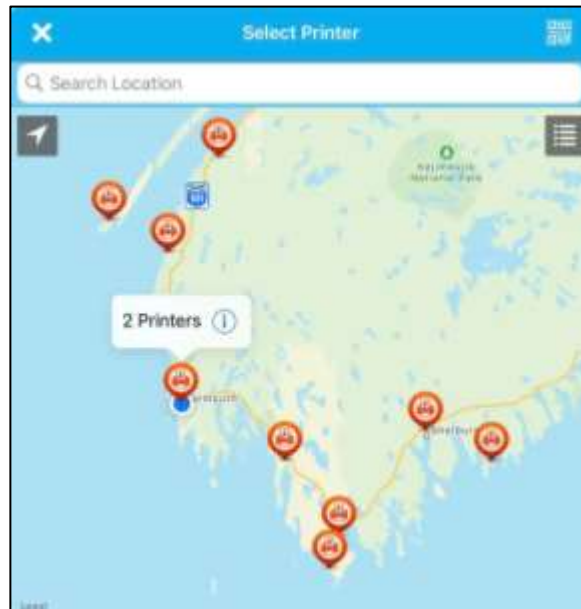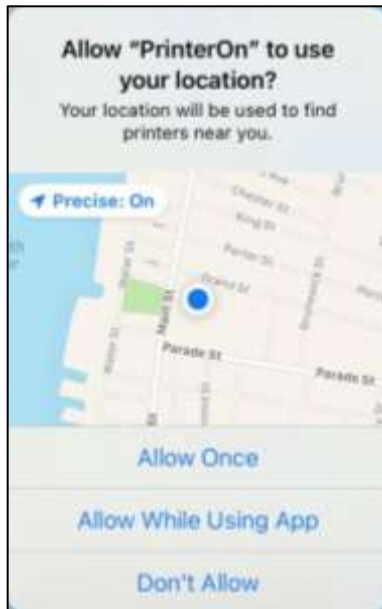

    b. Once downloaded, open the app.

c. You must first select a Printer by clicking on the black and white bar.

i. Then, select Location along the bottom.

ii. Your device my ask you to allow your location to be used. Click "Allow Once". On the map, click on your branch's location (example is Yarmouth).


iii. You will find two options: both are Western Counties Regional Library [branch], but one is Black and White and the other is Color. Choose the correct one for your print job.


d. Select the location of your print job: the device's documents folder, the device's photos, an email (you must add your email to the app), or a website. The layout may look different depending on the width of your device.

i. For a document or photo, select the one you want to print. It will show you a preview.
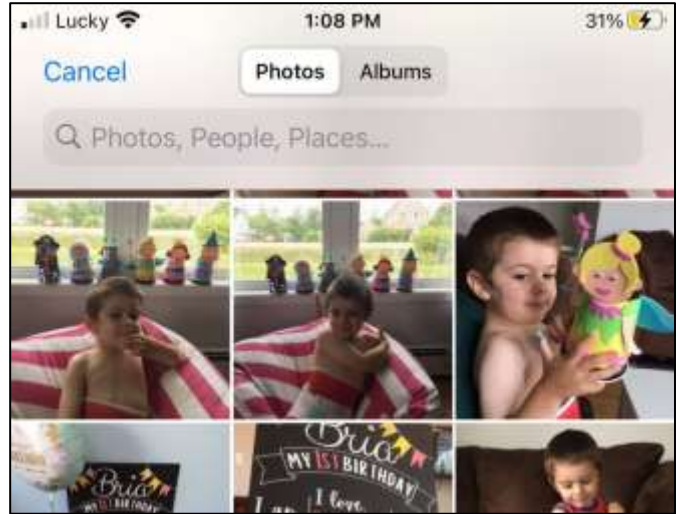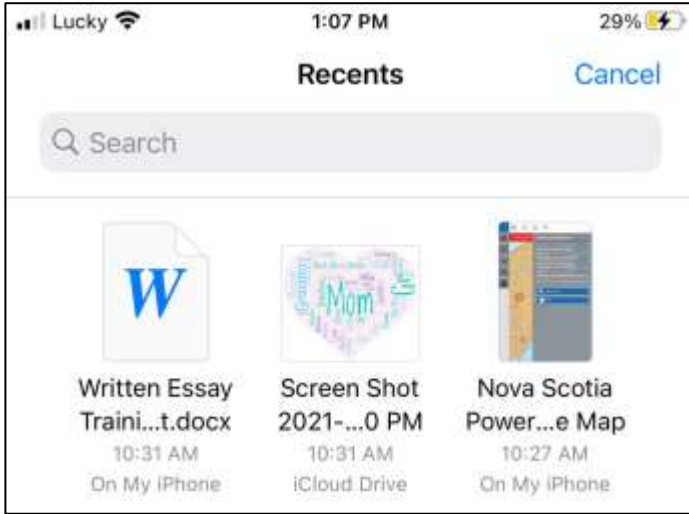
ii. For a website, paste the URL into the 'Enter address' bar and search. The app will upload the website for you to review before printing. Press the printer icon in the top right-hand corner.
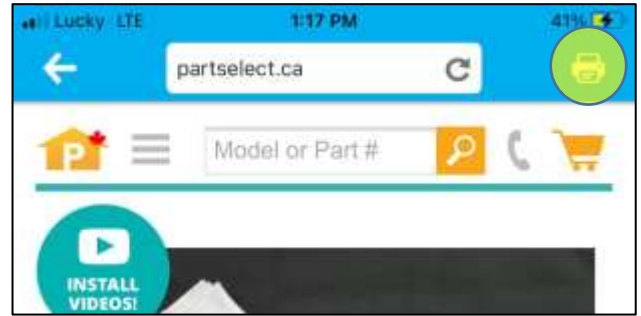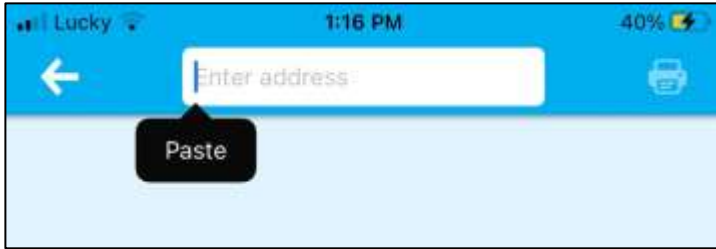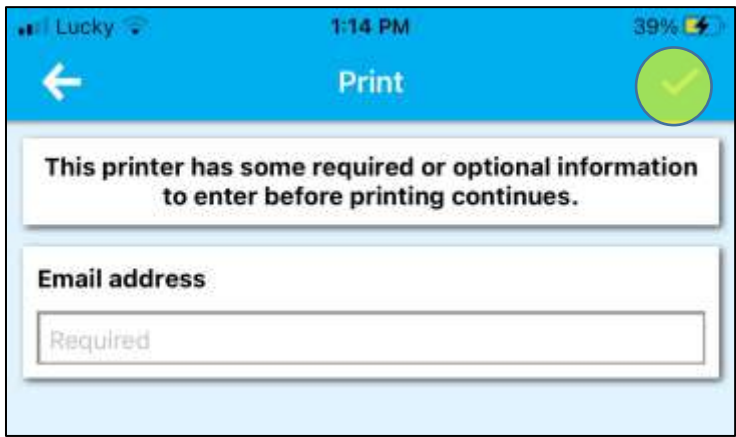

e. If you wish to change the number of copies, paper size, orientation, or range of pages to be printed, click on the document settings icon in the top right corner.
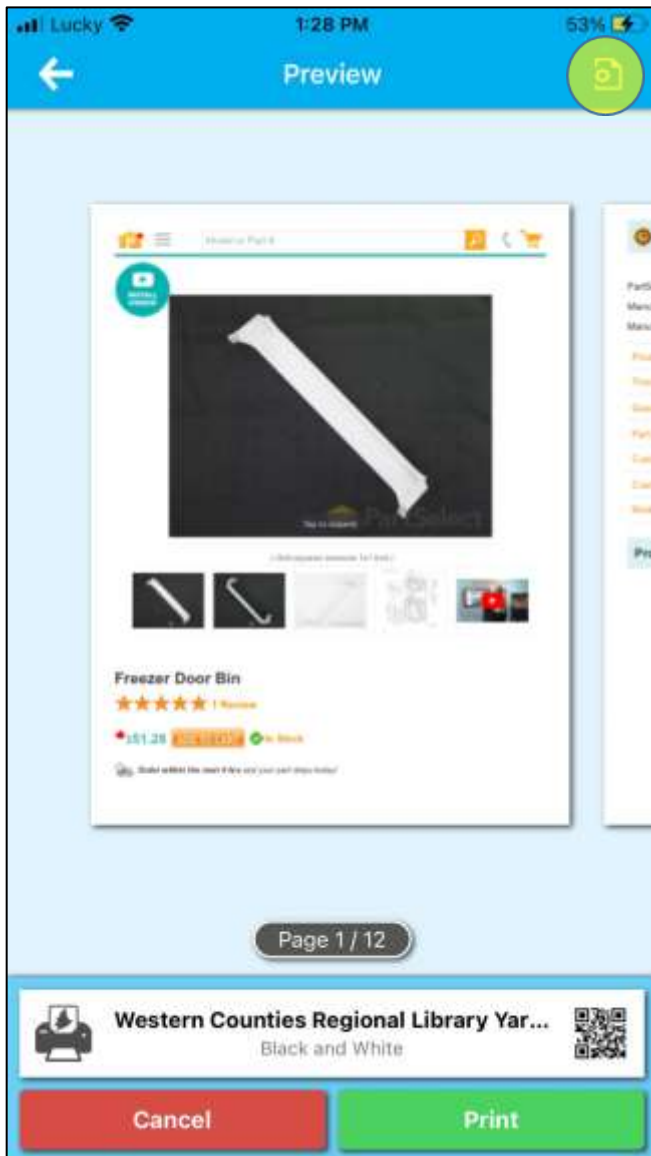
f. Select the green Print button in the bottom right corner.

g. Input an email address and click on the checkmark in the top right-hand corner

h. Your release code can be found when you click on Print History, select the job, and click "Unlock Job Release". Tell the library clerks your 6-digit release code so they can identify and print your job.