

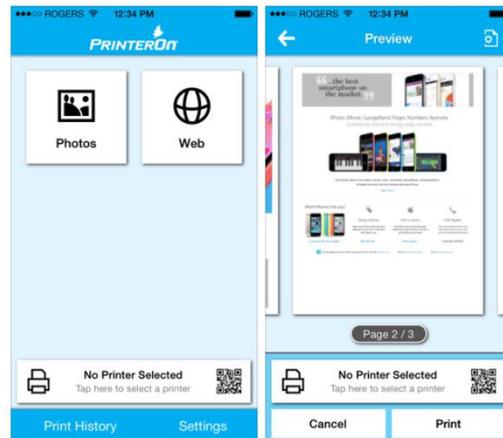
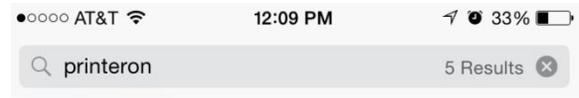
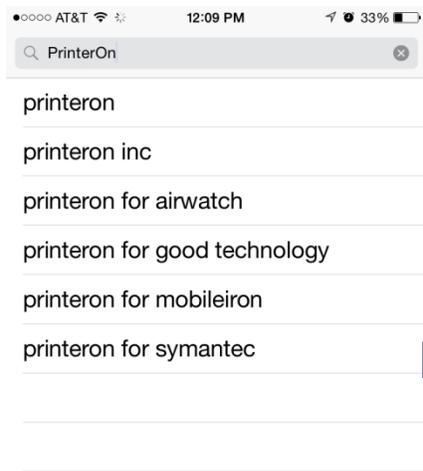


## How to Use Mobile Print Service via Smart Devices (iOS & Android)

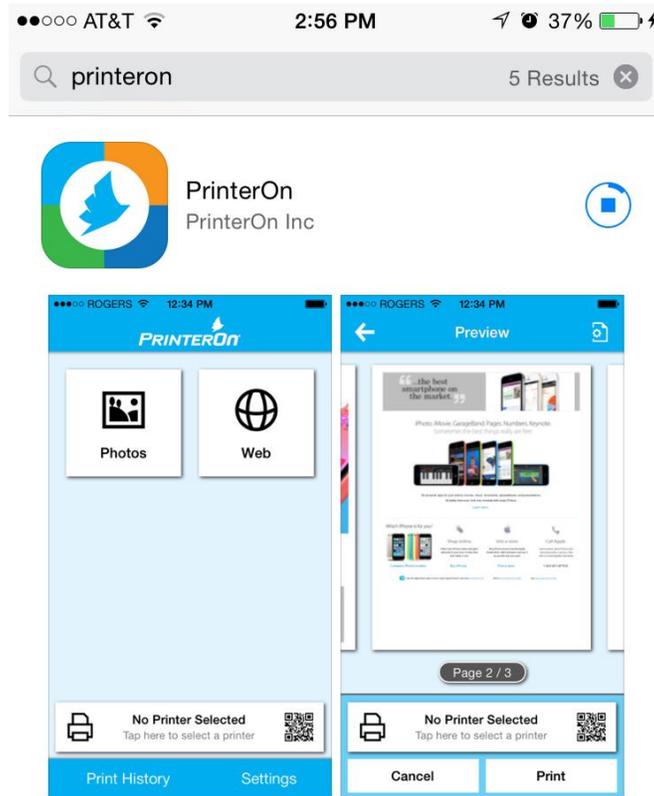
This document will describe in detail how to utilize the San Diego County Library's Mobile Print Service through the PrinterOn native app which is applicable for both the iOS and Android.

1. The first step is to search for and install the mobile print application, **PrinterOn**, on your smart device.

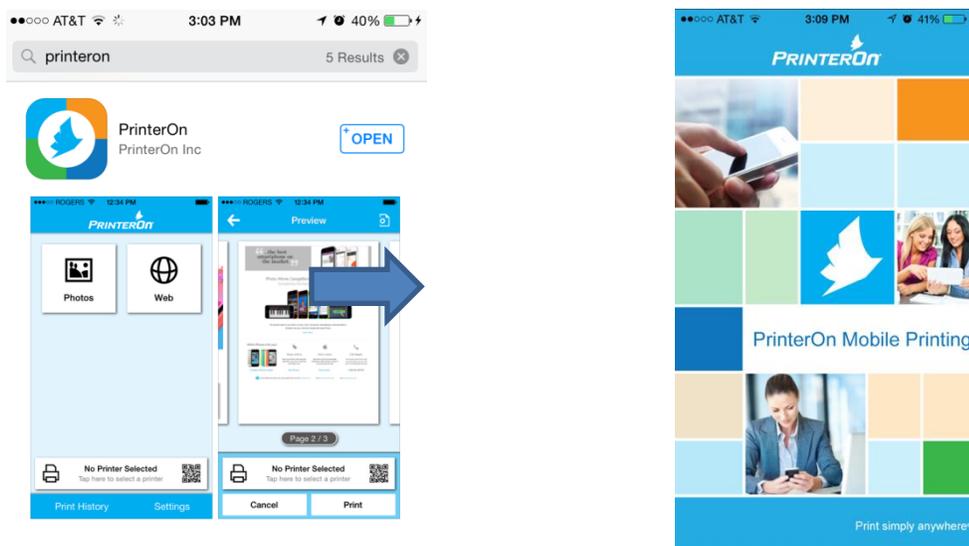
*\*Sample below is for the Apple iOS:*



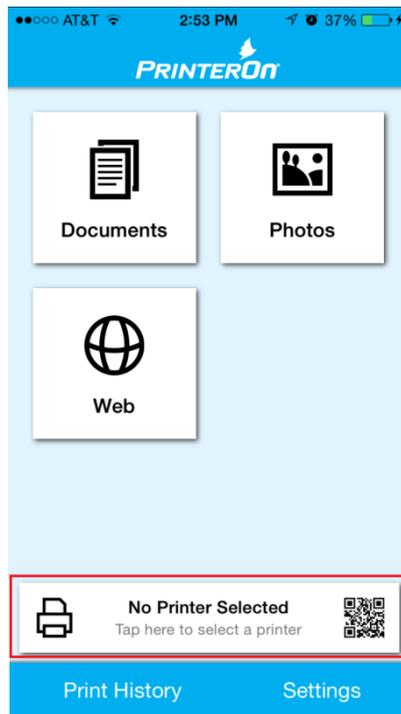
2. Click on 'Get or Install' to initiate the installation of the PrinterOn app on your device.



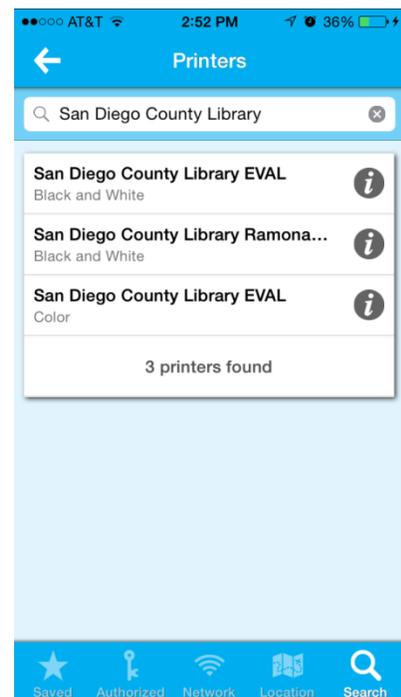
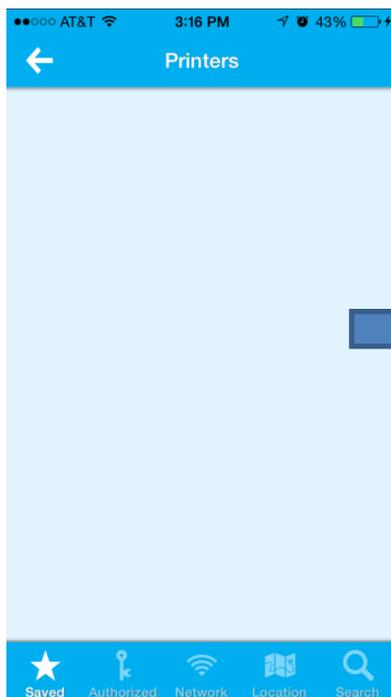
3. Once you have installed the native PrinterOn application on your device, you will need to 'Open' or launch the application from the Home Screen of your device.



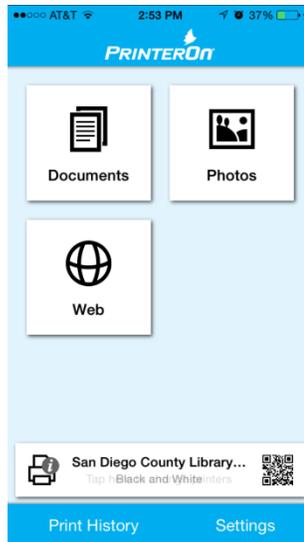
4. From the PrinterOn app, conduct a search for the Mobile Print enabled service located at the branch you would like to print to. Begin by clicking on 'No Printer Selected' as seen highlighted in red below:



5. You will see the following window below. Click on 'Search' in order to perform a search of a Mobile Print enabled printer. Search for the following keyword: **San Diego County Library**



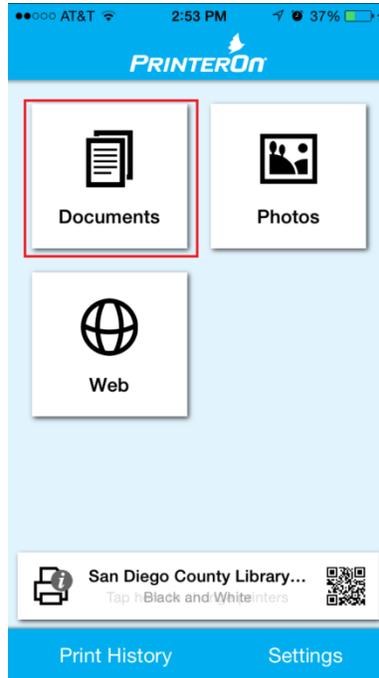
6. Select the following printer: **San Diego County Library Ramona**



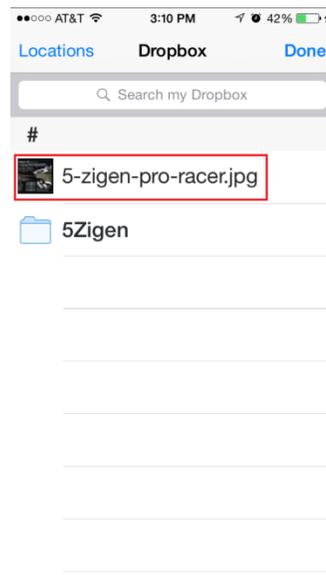
You can now print documents, photos, or websites to the Mobile Print enabled printer that you have just selected.

# Printing Documents and/or Photos Through the PrinterOn App

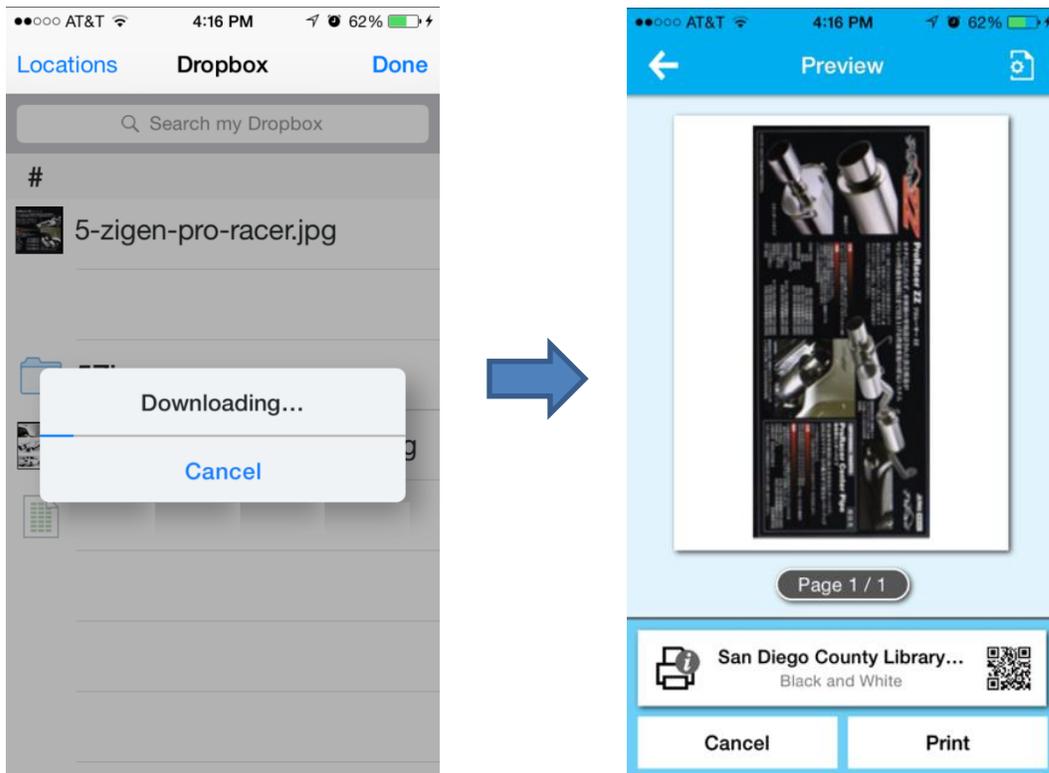
1. Click on the 'Documents' icon in order to print a document from your device or from one of the following PrinterOn compatible Cloud storage services :
  - **iCloud Drive**
  - **Google Drive**
  - **DropBox**
  - **OneDrive, etc.**



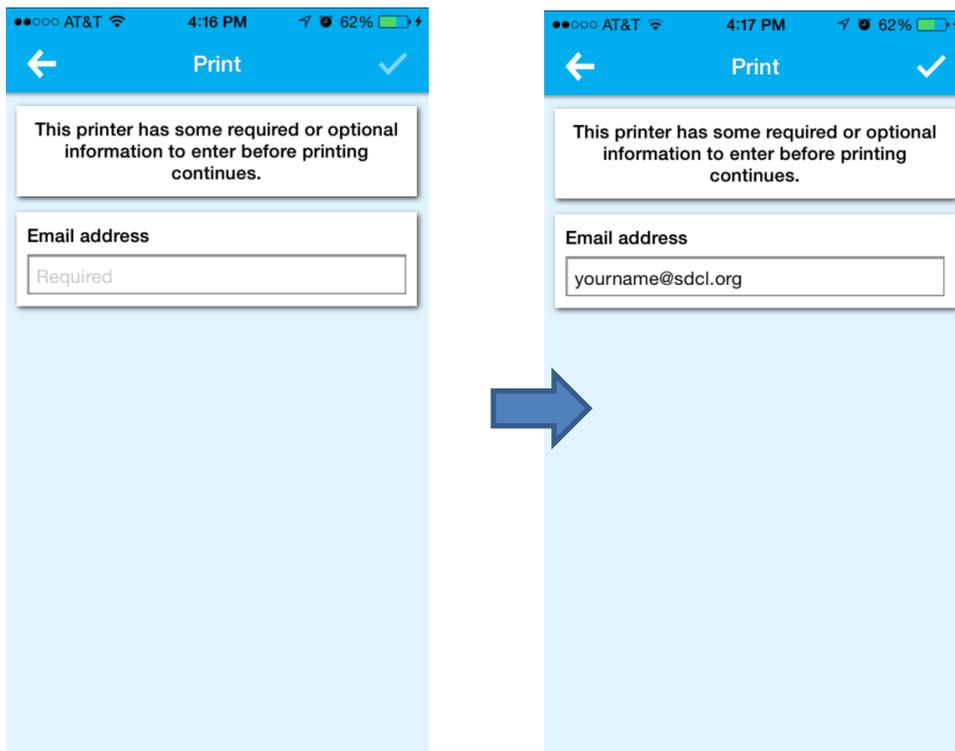
2. Select the document that you wish to print as seen in the sample below:



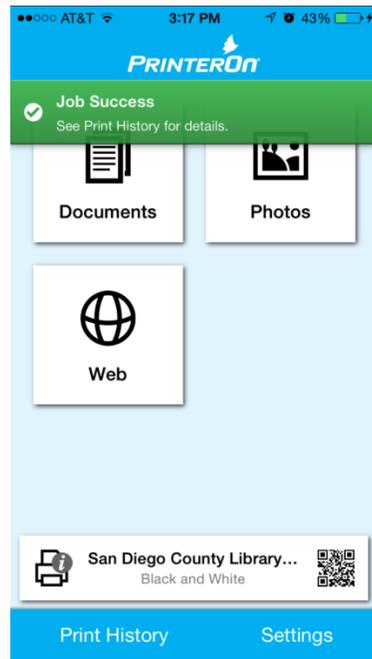
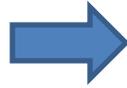
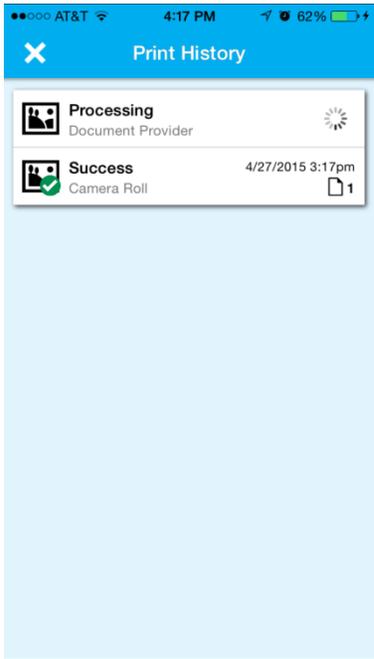
- Once your document is selected, the document will be downloaded and sent to the Mobile Print Queue.



- Click on the 'Print' button and you will be prompted for your email address for authentication purposes:

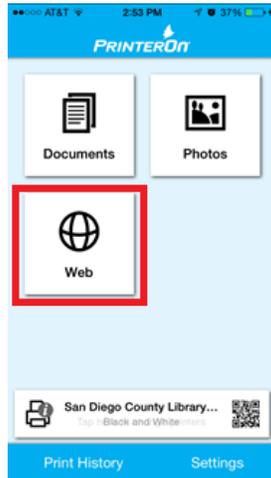


5. Once you have entered your email address and have clicked on the check mark on the top right-hand corner, your document will be sent to the Mobile Print queue / LPT:One Print Release Station:

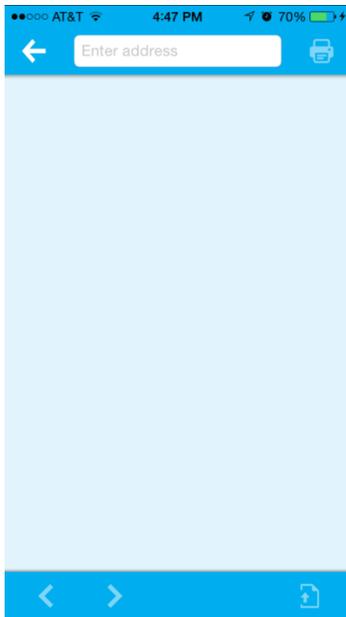


# Printing From Websites Through the PrinterOn App

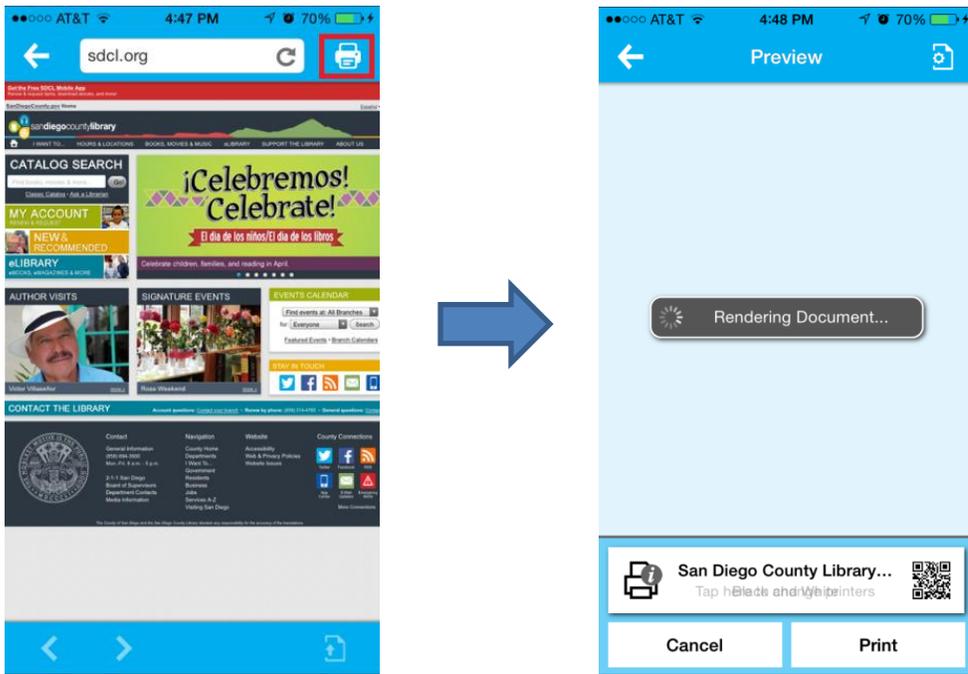
1. Click on the 'Web' icon in order to print a webpage from your device through the PrinterOn app:



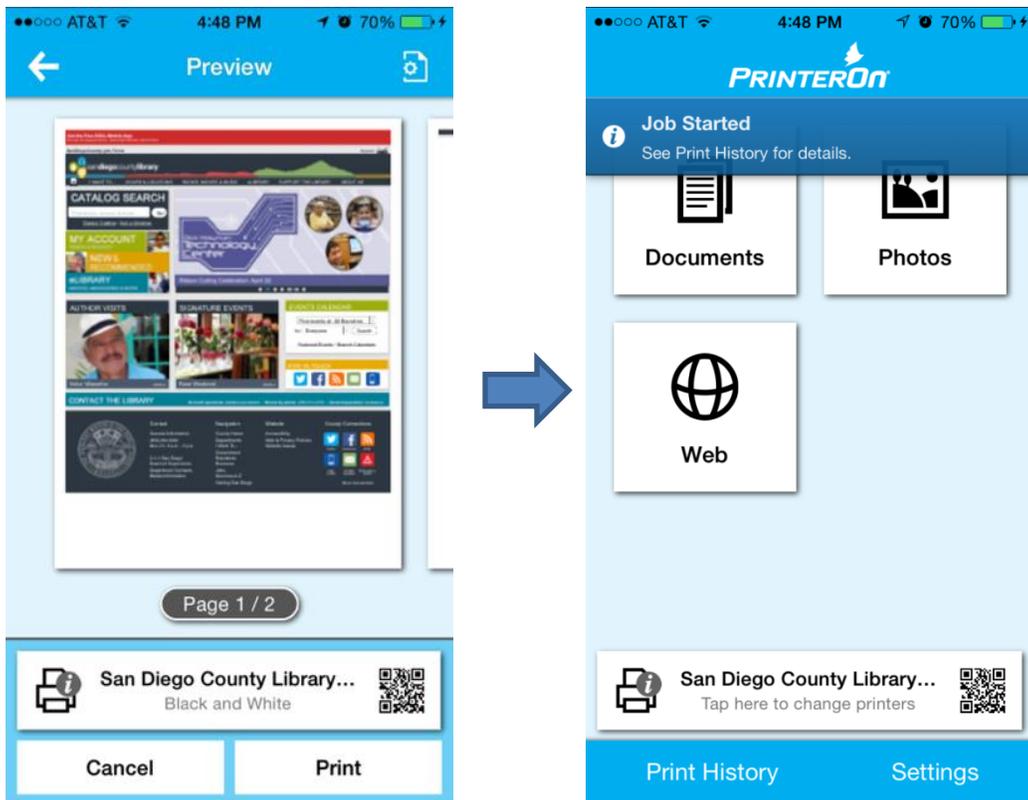
2. Enter the URL in which you would like to print as seen in the sample below:



3. Once the page you want to print has loaded, click on the 'Printer' icon on the top right-hand corner as seen below:

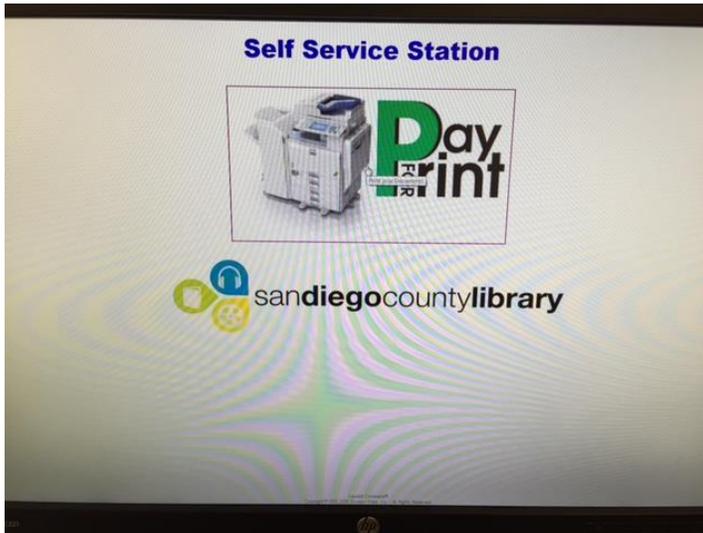


4. Once your document has been rendered, you will now be given the option to 'Cancel' or 'Print' as seen below. Click on print and you will be prompted for your email address for authentication purposes.

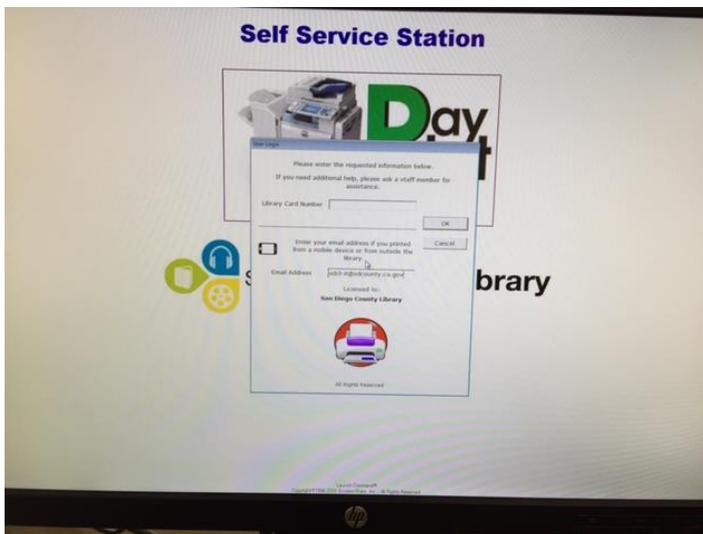


# Releasing Your Print Jobs at the LPT:ONE Print Release Terminal

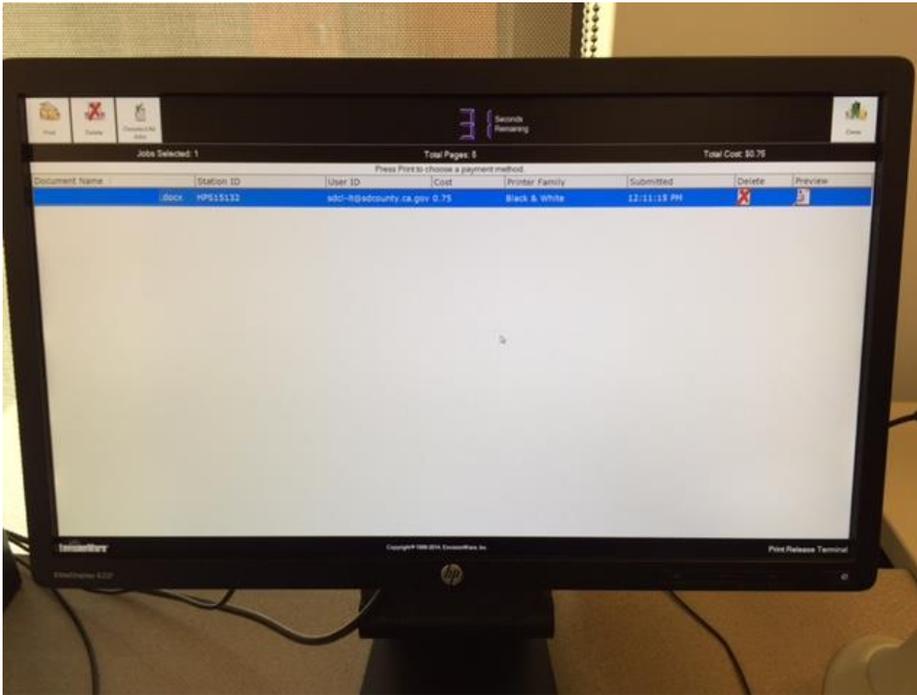
1. Once you have sent your documents to the printer via the Mobile Print service, you can release the print job at the branch where the Mobile Print service is available as you would when you print a job from a public internet access PC:



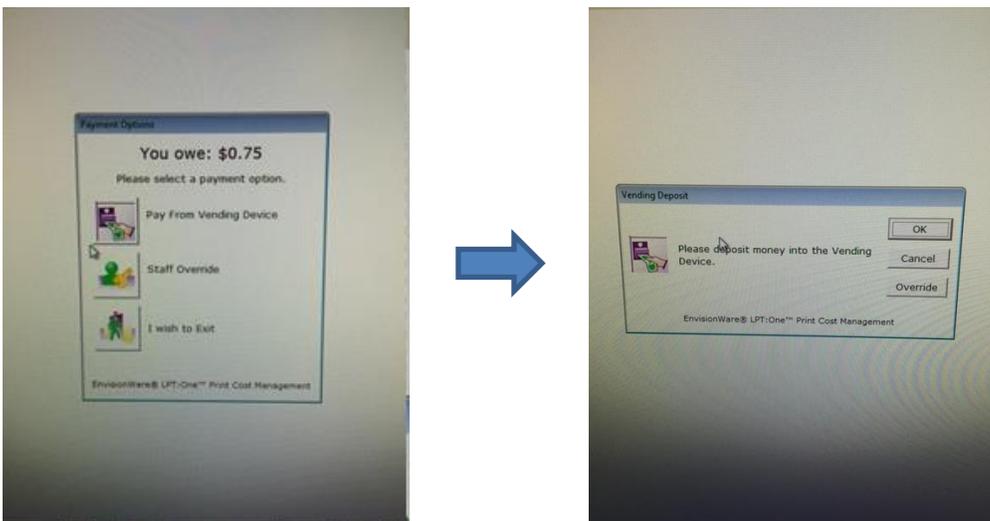
2. Once you select the 'Pay For Print' icon, a window will appear asking you for your San Diego County Library account number or your email address for Mobile Print. Since we are printing using the Mobile Print service, we will enter the email address you used to print your documents through the PrinterOn app:



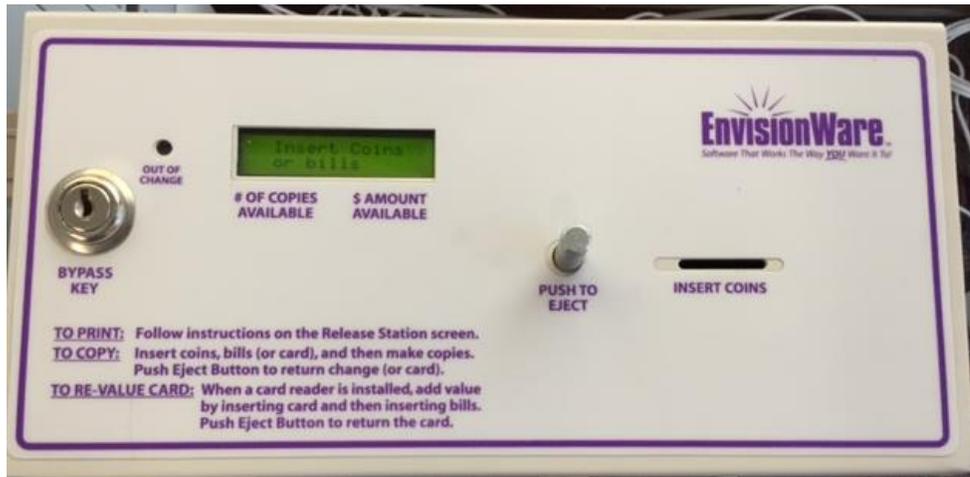
3. Once you have successfully entered your email address for authentication, your document/s will appear as seen below:



4. Click one 'Print' on the top left-hand corner and you will be prompted for the amount to pay at the vending device as seen below:



5. Submit payment required to complete the print job into the coin/bill acceptor as seen below:



If you require any further assistance regarding the San Diego County Library's Mobile Print Solution, please see a staff member. If you have any further questions and/or concerns regarding the San Diego County's Mobile Print solution, please ask branch staff. If branch staff is unable to assist, please ask for the contact information from a team member with SDCL-IT / Automation Services.

**Thank You.**