

# Mobile Printing at OFL

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 and come to the library to release and pick up your document using your email address.

**One-sided printing ONLY. Printing Prices:** Black & White 10¢/page; Color 50¢/page  
May pay with credit card if print job costs \$3.00 or more.

*You can pick up your print job during normal library hours on the same calendar day that it was sent. Any prints that have not been printed are deleted from the queue at midnight every night.*

## 1. How to print from your personal computer:

- Begin by visiting <https://oflibrary.org/services/computers-and-printing/>.
- Under "Mobile Printing" click "Print to Onondaga Free Library".
- Select the printer 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).



## 2. How to email your print job to the library:

- Email from any device directly to the library's print system:
  - 1<sup>st</sup> Floor Black & White: [ofl-bw-1@printspots.com](mailto:ofl-bw-1@printspots.com)
  - 1<sup>st</sup> Floor Color: [ofl-color-1@printspots.com](mailto:ofl-color-1@printspots.com)
  - 2<sup>nd</sup> Floor Black & White: [ofl-bw-2@printspots.com](mailto:ofl-bw-2@printspots.com)
  - 2<sup>nd</sup> Floor Color: [ofl-color-2@printspots.com](mailto:ofl-color-2@printspots.com)



**Note:** Must include a subject line (such as "PDF") in order for your print job to send correctly.

## 3. How to print from a tablet or smartphone using the PrinterOn app:

- Install and launch the PrinterOn App.
- Tap "No printer selected".
- Tap "Search". Search for Onondaga Free Library.
- Tap the printer where you would like to pick up your print job.
- To print:
  - Select what kind of file you want to print.
  - Find and choose file.
  - 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").



**Once you have sent your print job via one of the methods listed above, visit OFL to pay for and retrieve it. You can...**

1. See staff at front desk to pay for and retrieve your print job OR
2. Visit the Print Release Station located on the 2<sup>nd</sup> floor of the library
  - Select "Release a Print Job".
  - Enter the email address you supplied
  - Select your print job(s) and click "Print"- You will be prompted to deposit the specified money.
  - Retrieve your document from the printer.