

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

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

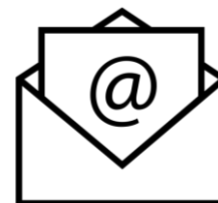
- Begin by visiting <https://oflibrary.org/services/computers-and-printing/>.
- Under "Mobile Printing" click "Print to Onondaga Free Library".
- Select the printer and enter your email address.
- Browse your computer to find and select the file you wish to print.
- Click the green print icon (you will see the status of your print job and a reference number).

**Note:** If you need multiple copies of your document, you will need to repeat the steps above multiple times or you can make copies on the library's copier/scanner.



## 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:** If you need multiple copies of your document, you will need to repeat the steps above multiple times or you can make copies on the library's copier/scanner.



## 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:
  - Documents: when viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
  - Photos from your phone: open the app, click on "photo" and select a photo to print.
  - 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 release your print job(s).**

- 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.