Access Mobile Printing from home or the library, on any device, by navigating to the following address:

http://www.printeron.net/eml/library?language=en

The link is also on the Library Home page labelled "Mobile Printing @ the Library".

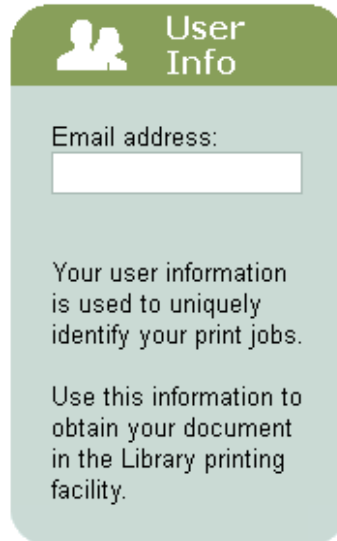The Mobile Printing Page displays the following landing page:

Step 1

In the first box, you can leave it on the default option for a Black and White print, or select the second bubble for Color printing:

Step 2

In the next box, enter an email address (this is used at the Print Release Station to pull up your print jobs).

Step 3
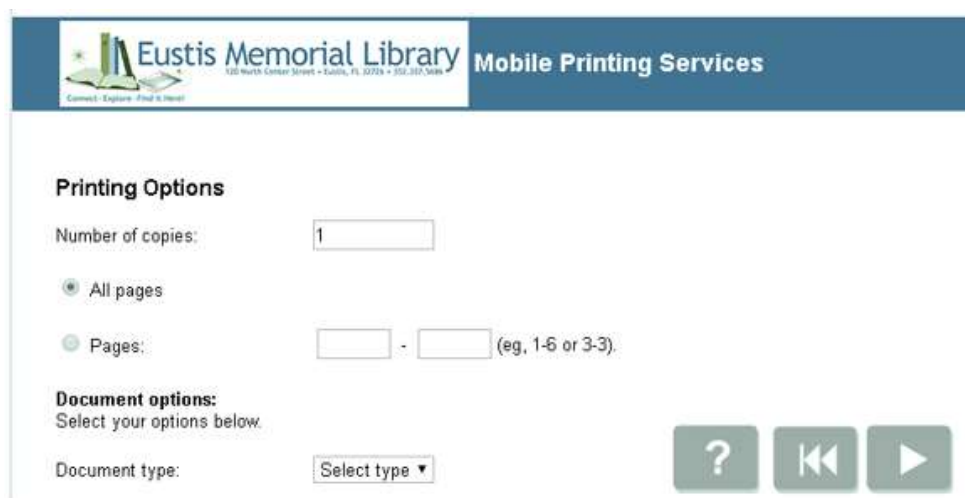
Finally, either input a URL to a webpage/image/etc. to be printed, or navigate to a file/photo on the device to print by selecting "Browse…"

After inputting the print location, you will need to click the White Arrow button.

The next page shows allows you to customize the number of copies to be made, and, if needed, which pages to limit the print to. If you are printing an Excel spreadsheet or a PowerPoint presentation, you can access additional options by selecting the drop down "Document Type" and choosing Excel or PowerPoint. Otherwise, you can leave this option on the "Select Type" default.

Finally, click the White Arrow button again to proceed to the next step.

The final page shows the cost of the print and will take a moment, depending on the size of the print job, to upload the print data to the server. When you first land on this page, if you are watching the buttons at the bottom, you will see a Green Button 🖨 that disappears. This button will reappear once the print data has been completely sent.
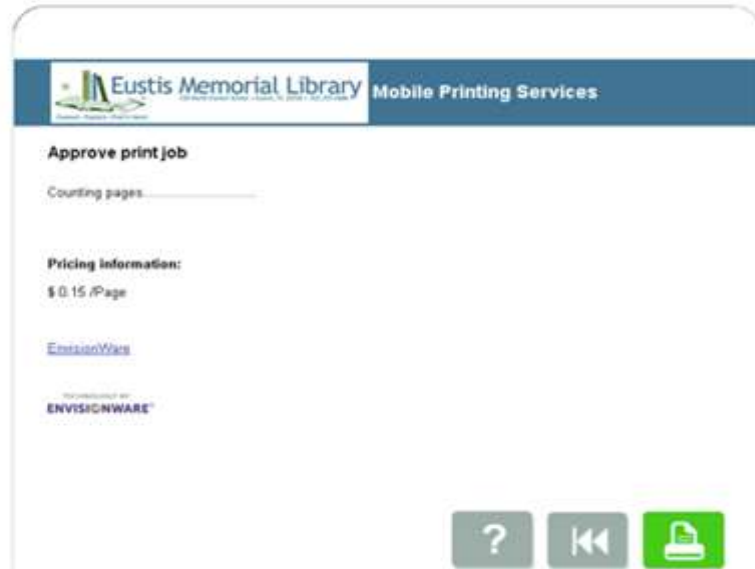
Click the Green Button to proceed to the final Mobile Printing page.

When you first arrive at the final page, you will see a message in a tan box that reads: "Your request is being processed." After a short time (depending on document size, once again) the message should change to a larger, green font reading: "Your request has been processed." Additionally, a third button appears to refresh the page, ⓘ in case the print process is delayed or hangs.

Printing Your Jobs: You do not need the Job Reference #. Just go to the Library Document Station, select "Print Release", and, using the email you entered on the first page, fill out the E-Mail field (the box at the **bottom** of the form that appears) to pull up the print jobs you have sent. Select your documents from the queue (they will turn blue), then hit the Print button at the top left and select Pay From Vending Device on the dialog box that appears. The vending machine is to the right of the Document Station. Insert bills/coins and click "Ok" to release the prints to the printer near the Document Station.

If you need assistance, please let us know!