



## MOBILE PRINTING...from anywhere!

Now you can print your documents to a printer located at Alameda County Library from any Internet connected computer, laptop or mobile device!

- Come to the library within 2 hours to release and pick up your document by using our Print Release Station 3. Documents not picked up within 2 hours are automatically deleted.
- Printing is available 8 ½ x 11, single-sided, and Black & White only
- Each page costs \$.13 and payment must be made using a copy/print card available at any Alameda County Library for a minimum of \$1.
- Printing is only available during library open hours.
- It is up to you to preview all print jobs. Refunds will not be given.
- Library staff are not able to retrieve documents or trouble-shoot remote printing via PrinterOn, an independent vendor.

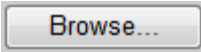


There are 2 ways to use our mobile printing option depending on which type of device you are using. Instructions for each are option are below and on the reverse.

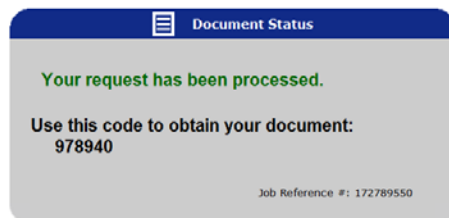
## Printing from an Internet connected computer or laptop:

### TYPES OF FILES YOU CAN PRINT

Microsoft Word, Excel, PowerPoint, Visio, Adobe PDF, JPG, Tiff, GIF, PNG and many more. Only **saved** files can be uploaded for printing from a computer or laptop. You cannot currently print a webpage, email, or email attachment to an Alameda County Library using a laptop or computer.

### ACCESSING & USING MOBILE PRINTING

1. Connect to the Internet and go to [www.printeron.net/library/alameda-county](http://www.printeron.net/library/alameda-county).
2. Select Castro Valley or another branch library where you'd like to pick up your print job.
3. Enter your email address.
4. Click on the **Browse** button to select and upload your file. 
5. Click on the grey arrow button to continue. 
6. Wait for the system to finish counting the number of pages in your document, then click the green printer button to approve the print job. 
7. Wait for the system to process your request.
8. Once the request has been processed, you will receive a code to use to release the document. You will also receive an email with this code. **Write down this code and bring it with you to the library. You will need it to release your print job. A librarian will not be able to retrieve this information for you.**

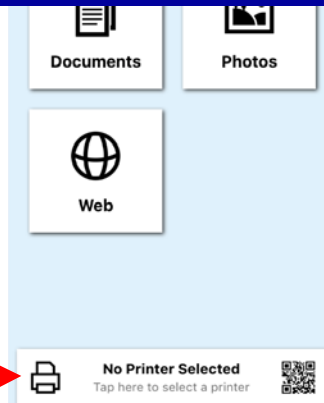




## Printing from a mobile device using the PrinterOn App:

### TYPES OF FILES YOU CAN PRINT

Any file that can be saved to your mobile device can be printed.  
You can also print webpages or email attachments. You cannot print emails.






### PREPARING YOUR DEVICE FOR MOBILE PRINTING

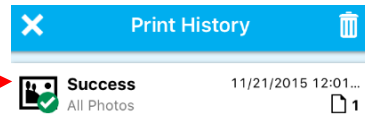
(you only need to follow these steps the *first time* you use PrinterOn):

1. Download the **PrinterOn App** from your App Store.
2. Open the PrinterOn App.
3. Tap the **No Printer Selected** button, then the **Search** button on the bottom right of the screen. Enter the zip code **94546** in the search box.
4. Select **Alameda County Library Castro Valley** from the list.





### ACCESSING & USING MOBILE PRINTING

5. Launch the **PrinterOn App**.
6. Select what you want to print by clicking on **Documents, Photos,** or **Web**. Once you have selected your document or photo, or entered the URL of the webpage, tap on the **print button**. 
7. Preview your print job and tap the **green print button** when ready. You can select only the pages you need by tapping the **Tools Button** found on the upper right of your screen. 
8. Enter your email address and then tap the **check mark** in the upper right corner.
9. Once you get the message that the job has started processing, click on **Print History** on the bottom of the screen.
10. Wait for the system to process your request. Once you get the **Success** icon, tap the **Success** icon. 
11. Tap **Unlock Job Release**. Depending on your device, you may need to provide your device lock code or Touch ID at this point.
12. Once the request has finished processing, you will receive a **Release Code** to use to release the document. You will also receive an email with this code. **Write down this code and bring it with you to the library. You will need it to release your print job. A librarian will not be able to retrieve this information for you.**



Come to the library within 2 hours to release your print job. Instruction is available at the print release station (Station 3) to walk you through the release process. You will need a print release card or \$1 to purchase one.

**★ Quick Tip for iPhone/iPad users:** Prepare your device by following steps 1-4 above. You can now print using PrinterOn without first launching the app. From a webpage you'd like to print, tap on Share . The first time only you'll need to add PrinterOn as an option by clicking on **More** then turning on **Print with PrinterOn**. Click **Done**. Now tap the **Print with PrinterOn** button. Preview your pages and tap the **Green Print Button** when ready. You can select only the pages you need by tapping the **Tools Button**  found on the upper right of your screen. Enter your email address and tap the **check mark** in the upper right. Launch the PrinterOn app to retrieve your Release Code(s) when ready. Email attachments are even easier, once the attachment is open, tap the middle of the screen and select **Open in PrinterOn**.