

Mobile Printing Now Available At the Portland Library

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, pick up and pay for your document.

How to print from a laptop or desktop computer at home or work:

- Go to the library's website www.portlandlibraryct.org and click on Mobile Printing.
- 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 [or forward button, depending on how system is configured]. You will see the status of your print job and a reference number.
- At the Adult or Child Info Desk, ask the librarian to release your Print Job with your identifying email address. Pick up and pay for your document.



***Print from your laptop
or desktop computer***

Your print job will be printed!

How to print from tablet or smartphone app:

- Visit your device's 'store' for apps, install and launch the PrinterOn App or go to the library's website www.portlandlibraryct.org and click on mobile printing.
- Click "No printer selected".
- Click "Search". Search for PPL Portland Library.
- Find Portland Library and click [PRINTER NAME] and save.
- 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").
- At the Adult or Child Info Desk, ask the librarian to release your Print Job with your identifying email address. Pick up and pay for your document.



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or smartphone app***

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How to use email to send something directly to library print system:

- Email from any device directly to the library's print system at ppl-portland-pl-bw-letter@printspots.com, ppl-portland-pl-bw-letter-duplex@printspots.com, & ppl-portland-pl-color-letter@printspots.com.
- At the Adult or Child Info Desk, ask the librarian to release your Print Job with your identifying email address. Pick up and pay for your document.



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