

# Mobile Printing Now Available

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. Documents must be picked up within 2 days of submission to avoid deletion.

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

- Begin by visiting <http://www.printeron.net/bpl/castor>
- Select the printer and enter your email address.
- Browse your computer to find and select the file you wish to print.
- Click the green printer icon. You will see the status of your print job and a reference number.
- At the Print Release Station in the library, select "Release a Print Job".
- Enter the email address you supplied and select your print job.



*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.
- Click "No printer selected". (Note: If you are already a user of the PrinterOn app and wish to select a new printer, just tap the button for the existing printer and you will be taken to the search page).
- Click "Search". Search for **Castor Branch** or enter the library's zip code.
- Select your desired printer.
- 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 Print Release Station in the library, select "Release a Print Job".
  - Enter the email address you supplied and select your print job.



*Print from your tablet or smartphone app*

Your print job will be printed!

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

- Email from any device directly to the library's print system at  
**bpl-castor-bw@printspots.com**  
**bpl-castor-bw-legal@printspots.com**  
**bpl-castor-color@printspots.com**  
**bpl-castor-color-legal@printspots.com**
- At the Print Release Station in the library, select "Release a Print Job".
- Enter the email address you supplied and select your print job.



*Email from any device to library print system*

Your print job will be printed!



## PrinterOn Supported File Formats

### Microsoft Formats

- Microsoft Word 2000-2016
- Microsoft Word 2008-2016 for Mac
- Microsoft Excel 2000-2016
- Microsoft Excel 2008-2016 for Mac
- Microsoft PowerPoint 2000-2016
- Microsoft PowerPoint 2008-2016 for Mac
- Microsoft Visio 2000-2016

### Apache Open Office Formats

- Apache OpenOffice/LibreOffice Writer 2.x to 5.x
- Apache OpenOffice/LibreOffice Calc 2.x to 5.x
- Apache OpenOffice/LibreOffice Impress 2.x to 5.x
- Apache OpenOffice/LibreOffice Draw 2.x to 5.x

### Graphics & Text Formats

- PDF
- Microsoft XPS
- PNG
- BMP
- JPEG
- HTML
- GIF
- TIFF
- RTF
- ASCII Text
- Unicode Text
- ZIP