

# 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 library card or email address.

## How to print from a your laptop or desktop computer at home, work or the library:

- Begin by visiting **<http://www.printeron.net/mpl/familydrive>**.
- 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).
- If you have a library card and funds in your printing account at the library, you can proceed to the Print Release Station. If you are a guest, please proceed to the Circulation Desk to pay for your print job and have it released.
- At the Print Release Station in the library, select "Release a Print Job".
- Enter your Library card number and PIN.
- 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".
- Click "Search". Search for **Milford Public Library Family Drive**.
- Select the Color Printer or Black and White Printer 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").
  - If you have a library card and funds in your printing account at the library, you can proceed to the Print Release Station. If you are a guest, please proceed to the Circulation Desk to pay for your print job and have it released.
  - At the Print Release Station in the library, select "Release a Print Job".
  - Enter your Library card number and PIN.
  - Enter the email address you supplied and select your print job.



*Print from your tablet 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: **[mpl-familydrive-bw@printspots.com](mailto:mpl-familydrive-bw@printspots.com)** for Black and White printing. **[mpl-familydrive-color@printspots.com](mailto:mpl-familydrive-color@printspots.com)** for Color printing. At the Print Release Station in the library, select "Release a Print Job".
- If you have a library card and funds in your printing account at the library, you can proceed to the Print Release Station. If you are a guest, please proceed to the Circulation Desk to pay for your print job and have it released.
- Enter your Library card number without spaces and your PIN.
- 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!