

Mobile Printing

Now you can print your important documents to the printer located at the Central Library at 220 State Street, Springfield, MA from your home, laptop or mobile device. Come to the Central Library the same day to release and pick up your document by using our Print Release Station located in Wellman Hall. Staff is available to assist you.

There are 3 ways using our mobile printing option. You can either visit our online printer portal or send the document via email or download the **PrinterOn** app for iOS or Android devices. Instructions for each of these options are listed below. Color printing is not available.

Online Printer Portal

1. Begin by visiting: <http://www.printeron.net/scl/main>.
2. Black and White printer is selected.
3. Enter your email address in the **user information** section.
4. Browse your computer to find and select the file you wish to print or copy and paste the URL of a website you wish to print in the **Select Document** section.
5. Click the green print icon.

The screenshot shows the Springfield City Library MobilePrint Service interface. At the top left is the library logo and name. Below it is a welcome message and the address: 220 State Street, Springfield, MA 01103, UNITED STATES. A note states: "There is no additional software required. Simply follow these steps:". The main content area is divided into three sections: "Printer" with a radio button for "Black and White" and a "Details" button; "User Info" with an "Email address:" input field and explanatory text; and "Select Document" with a "File or URL:" input field, a "Browse..." button, and explanatory text. At the bottom, there are two help links: "How do I print from a mobile device?" and "What types of files can I print?". To the right of these links are three icons: a question mark, a close button (X), and a green print icon. At the bottom left is the EnvisionWare logo with the tagline "Self-Service and Library Efficiency Solutions".

6. You will see the status of your print job.
7. Come to the Central Library's Print Release Station in Wellman Hall during our normal business hours.
8. At the self-service station, select **Release a Print Job**.
9. Enter the email you supplied.
10. Select the print job you wish to print. You cannot edit your document.
11. Select **Print**, insert money and click **OK**.

Email

1. Compose an email to **scl-main-bw@printspots.com**.
2. Attach your document, file or web page to this email.
3. Send the email
4. Follow steps 7-11 in above section titled **Online Printer Portal**.

PrinterOn App For iDevices

1. Install the **PrinterOn** app to your device.
2. Open the **PrinterOn** App.
3. Tap **No Printer Selected** button.
4. Tap **Search** and search by zip code **01103** or **Springfield** and select **SCL Main Branch** or you can allow the app to use your location to find the printer.
5. To print a photo:
 - a. Open the **PrinterOn** app.
 - b. Tap on Photo.
 - c. Select a photo to print.
 - d. Tap the **Print** icon in the upper right hand corner of the picture.
 - e. Tap the **Print** button at the bottom of the screen.
 - f. Enter your email address and tap the **Checkmark**.
7. To print a webpage:
 - a. Open the **PrinterOn** app.
 - b. Tap on Web.
 - c. Enter the website's URL to print.
 - d. Tap the **Print** icon in the upper right hand corner.
 - e. Tap the **Print** button at the bottom of the screen.
 - g. Enter your email address and tap the **Checkmark**.
8. Follow steps 7-11 in above section titled **Online Printer Portal**.

Note: iDevices with iOS 8.1 or higher have the option to print out documents stored on iCloud. You would follow the steps above but would tap on the **Documents** option on **PrinterOn**.

PrinterOn App For Android Devices

1. Install the **PrinterOn** app to your device.
2. Open the **PrinterOn** App.
3. Tap **No Printer Selected** button.
4. Tap **Search** and search by zip code **01103** or **Springfield** and select **SCL Main Branch** or you can allow the app to use your location to find the printer.
5. To print a photo:
 - a. Open the **PrinterOn** app.
 - b. Tap on Photo.
 - c. Select a photo to print.
 - d. Tap the **Print** button at the bottom of the screen.
 - e. Enter your email address and tap the **OK** button.

To print a webpage:

- a. Open the **PrinterOn** app.

- b. Tap on **Web**.
 - c. Enter the website's URL to print.
 - d. Tap the **Print** icon in the upper right hand corner.
 - e. Tap the **Print** button bottom of the screen.
 - f. Enter your email address and the **OK** button.
6. Follow steps 7-11 in above section titled **Online Printer Portal**.

PrinterOn App For Nooks

1. Install the **PrinterOn** app to your device.
2. Open the **PrinterOn** App.
3. Tap **Manage Printers** button.
4. Tap **Search** and search by zip code **01103** or **Springfield** and select **SCL Main Branch** or you can allow the app to use your location to find the printer.
5. Tap **Save**.
6. To print a gallery:
 - a. Open the **PrinterOn** app.
 - b. Tap on **Gallery**.
 - c. Select a photo to print.
 - d. Tap **SCL Main Branch**.
 - e. Tap **Print**.
 - f. Enter your email address and tap **Print**.
7. To print a webpage:
 - a. Open the **PrinterOn** app.
 - b. Tap on **Web**.
 - c. Enter the website's URL to print.
 - d. Tap **Print**.
 - e. Tap **SCL Main Branch**.
 - f. Tap **Print**.
 - g. Enter your email address and tap **Print**.
8. To print contacts
 - a. Open the **PrinterOn** app.
 - b. Tap on **Contacts**.
 - c. Select a contract to print.
 - d. Tap **Print**.
 - e. Tap **SCL Main Branch**.
 - f. Tap **Print**.
 - g. Enter your email address and tap **Print**.
9. Follow steps 7-11 in above section titled **Online Printer Portal**.