

Print from Tablet or Smartphone

Step 1 Download

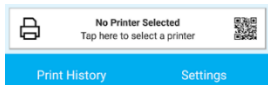


Download the PrinterOn app on your device.



Step 2 Search printer

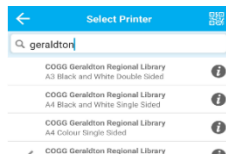
1. Tap **No Printer Selected**.



2. Tap **Search** and type **Geraldton**.

Step 3 Select printer

Choose your preferred printer from the list.



Step 4 Upload document to print

1. Tap the icon for the file you need to print.



2. Locate and select the file to be printed.
3. Tap **Print**.
4. Enter your email address.
5. See the **How to Collect Your Print Jobs** section.



Print From Your Laptop Or Home Computer

Step 1 Search

1. Visit the Geraldton Regional Library website: <https://library.cgg.wa.gov.au/>
2. Click the **eOnline** Menu.

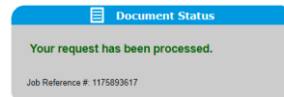


3. Click the Mobile Printing icon.



Step 2 Upload document to print

1. Select the printer.
2. Enter your email address.
3. Navigate to and select the file you need to print from your computer.
4. Click **▶** to proceed to the next step.
5. Select the number of copies and which pages to print.
6. Click **▶** to proceed to the next step.
7. Click the green print icon.
8. You will see the status of your print job and a reference number



9. See the **How to Collect Your Print Jobs** section.



Print via Email

Forward document or image as an attachment to one of the following email addresses:

A4 B&W: geraldton-regional-library-a4-bw-single-sided@printspots.com

A4 Col: geraldton-regional-library-a4-col-single-sided@printspots.com

A3 B&W: geraldton-regional-library-a3-bw-single-sided@printspots.com

A3 Col: geraldton-regional-library-a3-col-single-sided@printspots.com

How to Collect Your Print Jobs

Please see front desk if you are paying by card.

Step 1 Proceed to the Library's Self-Service Station(PC #9)

1. Click the **Release a Print Job** button.
2. Enter the email address you provided.

Step 2 Preview document

1. Click the **Preview** button to check the document.
2. To exit preview mode, click the icon in the upper right corner of the screen.

Step 3 Print document

1. Click the **Select All** button.
2. Click **Print**.
3. Insert money into the Coin Box Machine.
4. Click **OK**.

