

# MOBILE PRINTING SERVICE

## Print from anywhere, Pick up at the library!

Simply follow one of the following 3 methods to submit documents for printing and come to the library to release and pick up your document.

### 1. HOW TO PRINT FROM A TABLET OR SMARTPHONE APP:

1. Install and launch the **PrinterOn** App
2. Click "**No printer selected**".
3. Click "**Search**".
4. Search for "**Geraldton**".
5. Find **COGG Geraldton Regional Library** and choose a printer.
6. Tap the type of document you wish to print:
  - a. **Documents**: when viewing the document, click in the upper right corner ('**send a copy**') and upload the document to the PrinterOn App.
  - b. **Photos** from your phone: open the app, click on "photo" and select a photo to print.
7. Select the printer and click the print icon.
8. 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"*).
9. The print job will be sent to the library.
10. At the Self Service Station in the library, select "**Release a Print Job**".
11. Enter the email address you supplied and select your print job.
12. Select to preview your print job before selecting print.
13. If you are happy with the print preview, select print.
14. Follow the prompt to pay for the print job.



Print from your tablet or smartphone app

OR

### 2. HOW TO PRINT FROM A LAPTOP OR DESKTOP COMPUTER AT HOME OR WORK:

1. Begin by visiting the **Geraldton Regional Library** webpage.
  - Go to the '**About**' page



OR

Go to: <https://library.cgg.wa.gov.au/services.aspx>

2. **Scroll** down until you see the 'Mobile Printing Available'



Print from your laptop or desktop computer

1. Click on this link: <https://www.printeron.net/cogg/geraldton-regional-library>
2. Select the printer and enter your email address.
3. Browse your computer to find and select the file that you wish to print.
4. Click the green print icon (*you will see the status of your print job and a reference number*).
5. The print job will be sent to the library.
6. At the Self Service Station in the library,
  - a) Select "**Release a Print Job**".
  - b) **Enter the email address** you supplied
  - c) Select to preview your print job before selecting print.
  - d) If you are happy with the print preview, select print.
  - e) Follow the prompt to pay for the print job.

**Your print job will be printed!**

### **3. HOW TO USE EMAIL TO SEND SOMETHING DIRECTLY TO LIBRARY PRINT SYSTEM:**

Email from any device directly to the library's print system at **geraldton-regional-library-a4-bw-single-sided@printspots.com**

1. At the Print Release Terminal in the library, select "**Release a Print Job**".
2. Enter the email address you supplied and select your print job.
3. Check the print preview.
4. Select print and follow the prompts to pay.

**Your print job will be printed!**



*Email from any device  
to library print system*