

# Mobile Printing – Mays Landing Branch

With our 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. Black & white is 15¢ a page, while Color is 30¢ a page for any size.

## How to print from a laptop, desktop computer, or mobile device:

### Recommended Method



**Print from your laptop or desktop computer**

- Visit <https://www.printeron.net/acls/mays> directly or link from the Mobile Printing page on our website or the ACLS Mobile app.
- 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.
- Go to the Mays Landing Branch and at the Print Release Station select "Release a Print Job".
- Enter the email address you supplied and select your print job.

## How to print from tablet or smartphone via the PrinterOn app:

- Visit your device's 'store' for apps, install and launch the PrinterOn app.
- Click "Search" and enter 08330.
- Select the ACLS Mays Landing Branch printer you need depending on the kind of print you want.
- 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").
- Go to the Mays Landing Branch and at the Print Release Station select "Release a Print Job".
- Enter the email address you supplied and select your print job.



**Print from your tablet or smartphone app**

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



**Email from any device to library print system**

- Send from any device directly to the library's print system using the appropriate email address for the type of print desired:
  - B/W, Standard - [acls-may-bw@printspots.com](mailto:acls-may-bw@printspots.com)
  - B/W, Legal - [acls-may-bw-lg@printspots.com](mailto:acls-may-bw-lg@printspots.com)
  - Color, Standard - [acls-may-cl@printspots.com](mailto:acls-may-cl@printspots.com)
  - Color, Legal - [acls-may-cl-lg@printspots.com](mailto:acls-may-cl-lg@printspots.com)
- Go to the Mays Landing Branch and at the Print Release Station select "Release a Print Job".
- Enter your email address and select your print job.

\*Standard size is 8.5 in. x 11 in.; Legal size is 8.5 in x 14 in.