# Print from a mobile device

**Print Files (Documents, Photos and Webpages)**
1. Install the PrinterOn App from your device's app store
2. Open the PrinterOn App
3. Click No Printer Selected
4. Click the search icon
5. Search for *myjcpl* — you will see listings for all three JCPL printers at DeMotte, Rensselaer and Wheatfield.
6. Click the printer you wish to use

**To print a document (Android and iOS 8+):**
Open the app, click on "document" and select the document to print. Or when viewing the document, in Android click the print icon in the upper right corner and upload the document to the PrinterOn App.

**To print a document (iOS):**
When viewing select documents, if you have the option to "open in" you should find Printer-On as one of the options to open in, and you can then print from the app.

**To print a photo from your phone:**
Open the app, click on "photo" and select a photo to print.

**To print from the web:**
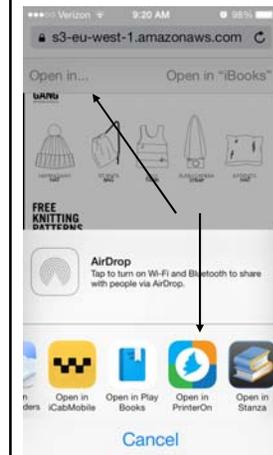Open the app, click "web" and enter the URL of the page you wish to print.

Click the print button in the lower right corner, enter an email address and click the check mark to print.
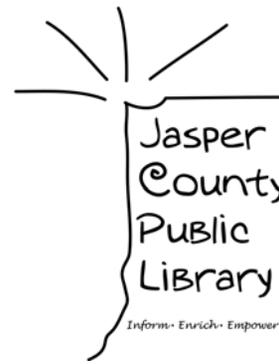
**How to pick up your job**
- **Bring your reference number or email to the JCPL Circulation Desk** at the location where you have selected to print.
- Staff will release your printed items for you.
- **Print jobs will automatically be deleted after 72 hours.**
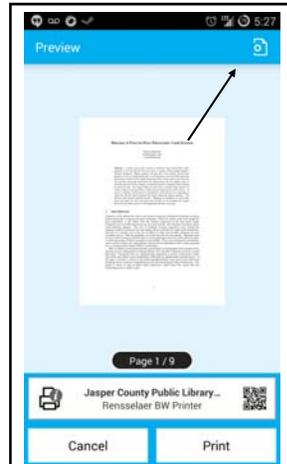
Android and iOS8+ Document Printing

iOS Document Printing

# Print to the library from anywhere!

*Jasper County Public Library*
*Inform· Enrich· Empower*

- **Home Computer**
- **Laptop**
- **Smart Phone**
- **Mobile Device**

Send print jobs from any computer on the Internet and pick them up at the JCPL location of your choosing.

| | |
|---|---|
| **Black & White** | **$0.05 for single side** |
| **Color** | **$0.20 for single side** |

**http://www.myjcpl.org/webprint**

Copies may be paid for in cash or by check. Copies in excess of $5 may be paid for with a credit card.

**PRINTERON®**

# Print from a desktop or laptop computer

## Step 1: Visit http://www.myjcpl.org/webprint

Choose your desired printer: Rensselaer, DeMotte or Wheatfield.

Enter your email address or FULL name

Enter your webpage URL, or click Browse to upload a file from your computer

Click to continue

## Step 2: Choose your printing preferences

Click to continue

## Step 3: Submit print job

This will say "Counting Pages…" until it is ready to print

When this button appears/turns green, click it to send your print job to the library.

## Step 4: Pick up your print

Write down your Job Reference number and bring it to the front desk at the library

Print jobs will be automatically deleted after 72 hours!

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# Print from email

To print an email message, simply forward your email to the printer of your choosing:

**DeMotte**
- myjcpl-demottebw-webprint@printspots.com
- myjcpl-demottecolor-webprint@printspots.com

**Rensselaer**
- myjcpl-rensselaerbw-webprint@printspots.com
- myjcpl-rensselaercolor-webprint@printspots.com

**Wheatfield**
- myjcpl-wheatfieldbw-webprint@printspots.com
- myjcpl-wheatfieldcolor-webprint@printspots.com

You will be sent a release code for the email message and each attachment. **Keep this code.**

*NOTE: Email attachments may need to be downloaded and printed as files.*