

# STEP 1: Send your printing using one of these methods

## Print via EMAIL

You can email your document from any device directly to our library's Mobile Print system.

Simply send your email to the appropriate address:

[sjlib-bw@printspots.com](mailto:sjlib-bw@printspots.com)

[sjlib-bw-duplex-long@printspots.com](mailto:sjlib-bw-duplex-long@printspots.com)

[sjlib-bw-duplex-short@printspots.com](mailto:sjlib-bw-duplex-short@printspots.com)

[sjlib-bw-legal@printspots.com](mailto:sjlib-bw-legal@printspots.com)

Your email and each attachment will be submitted as separate print jobs, so you can choose to print the email itself and/or any of the attachments.

## Print via the LIBRARY'S WEBSITE

- ➔ Go to our website at **www.sjlib.org**
- ➔ On the left side, under Frequently Used Pages, click on **Mobile Print Service**

Select the type of print, fill in your email, and select the file or type the URL. Then click on the right arrow.

Approve it by clicking on the green printer icon.

## Print via the PRINTERON APP

### DOWNLOAD THE APP

- ➔ Visit your device's app store, locate the **PRINTERON** app, then install & launch it.
- ➔ Tap **No Printer Selected** then **Search**.
- ➔ Search for **San Juan Island Library**.
- ➔ Click **Black & White** and save the printer.

### For DOCUMENTS

While viewing the document, click in the upper right corner and upload the document to the **PRINTERON** app.

### For PHOTOS FROM YOUR PHONE

Open the **PRINTERON** app and click on **Photo**. Select a photo to print.

### SUBMIT YOUR PRINT JOB

- ➔ Select the printer & click the **print icon**.
- ➔ Enter your **email address** and click the ✓
- ➔ Wait to receive a notice that the job has started, and then the **Job Success** notice.