

## Printing from anywhere to Schertz Public Library's printer

The Library provides mobile printing from laptops, tablets and smartphones. There are 3 ways to send print jobs remotely to the Library's printers:

- Web Portal
- E-mail address
- Mobile App

### Web Portal Method

To send a print job via web portal:

1. On your web browser access the portal of the particular Library location where you want to pick up your printout by entering its URL (i.e. the web address that begins with <http://www.printeron.net/schertz/public-library> in your browser's address window or by following the link on the Library's website.
2. Select the printer option that matches your desired page size and color option
3. Enter your e-mail address.
4. Browse to the file you wish to print.
5. Click on the button to send the print job.
6. Pick up your printout at the Print Release Station.

The example below illustrates the six steps for sending a black and white letter size print job to the Schertz Public Library using the web portal method:

1. Point your web browser to <http://www.printeron.net/schertz/public-library>

Welcome to our Patron Printing service. Print virtually any document or web page from your Internet connected PC to one of our Library printers.

798 Schertz Parkway  
Schertz, TX 78154  
UNITED STATES

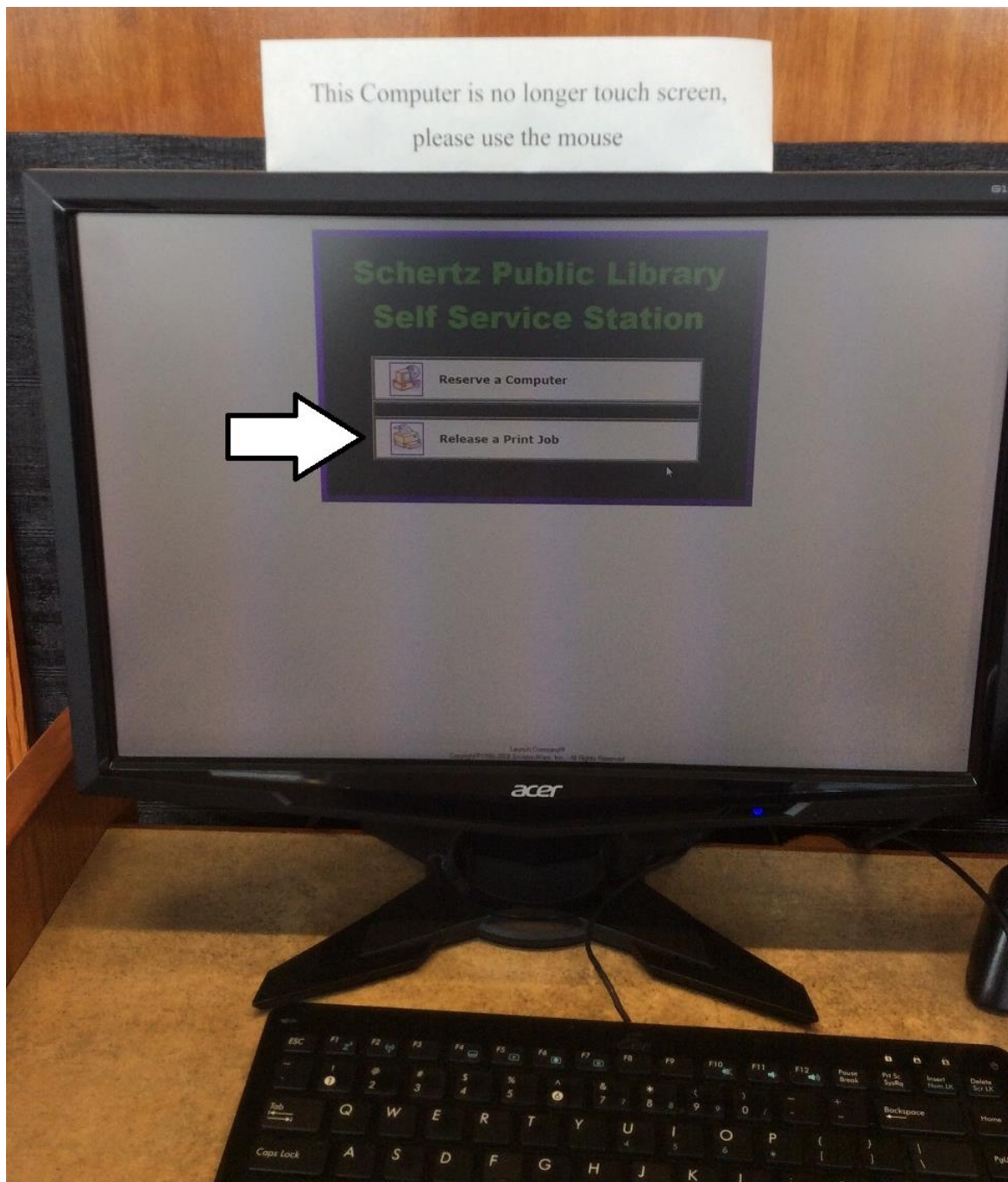
There is no additional software required. Simply follow these steps:

Monday-Thursday: 10 a.m. – 8 p.m.  
Friday-Saturday: 10 a.m. – 6 p.m.  
Sunday: 12 noon – 6 p.m.

The screenshot shows the mobile printing service interface with the following elements:

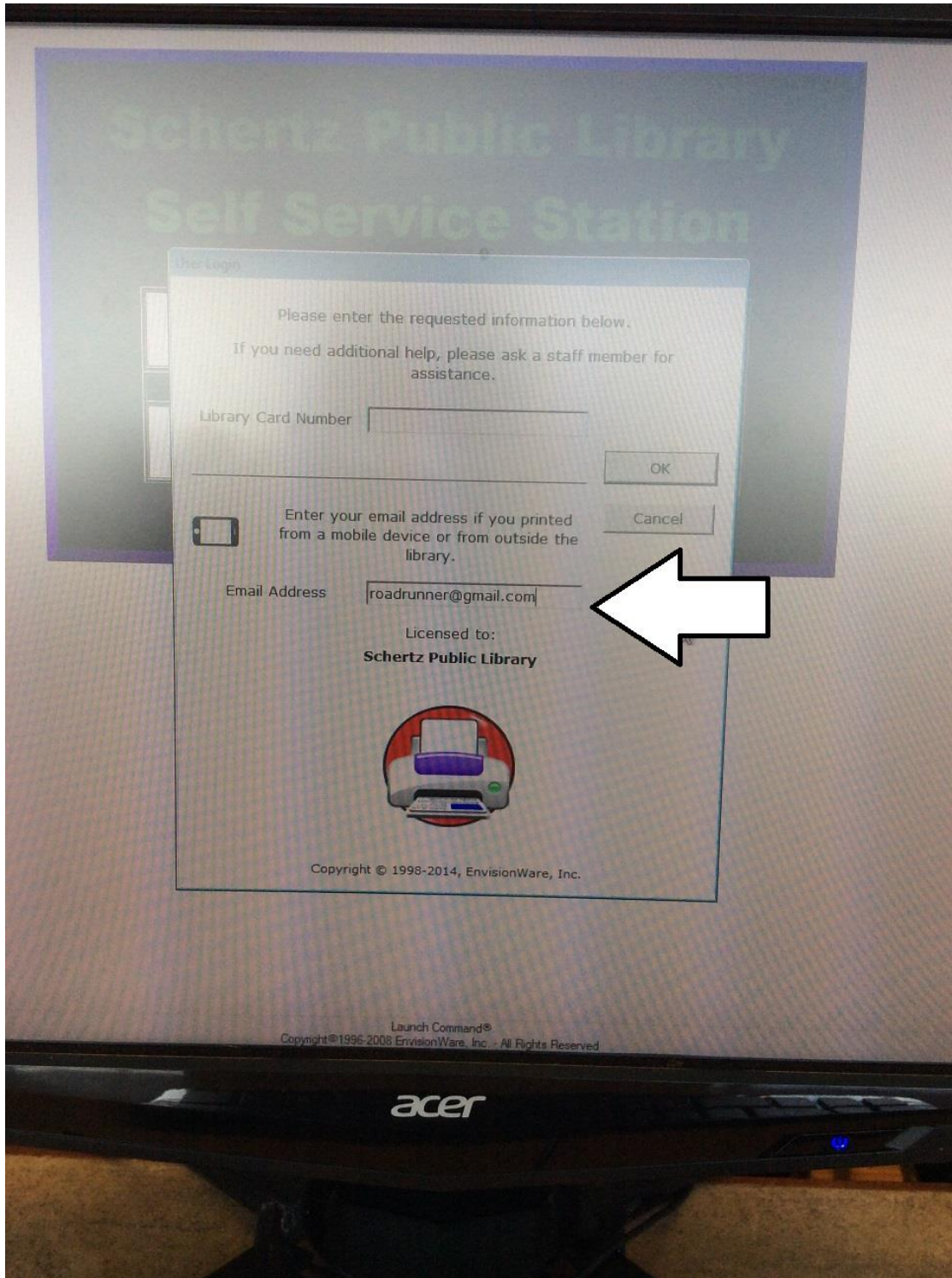
- Printer Selection:** A dropdown menu is open under the 'Printer' header, showing various printer options. A red arrow labeled '2' points to the dropdown arrow, and another red arrow labeled '3' points to the selected 'Black and White Printer' option.
- User Info:** A form field for 'Email address:' contains the text 'roadrunner@gmail.com'.
- Select Document:** A form field for 'File or URL:' contains the text 'Public2017TLA.doc'. A red arrow labeled '4' points to the 'Browse...' button next to the field.
- Navigation:** At the bottom, there are three buttons: a question mark, a close button (X), and a green print button. A red arrow labeled '5' points to the green print button.
- Help Links:** On the left side, there are three help links: 'How do I print from a mobile device?', 'How do I print a boarding pass?', and 'What types of files can I print?'.
- Footer:** The footer includes 'Powered By PRINTERON' with a logo and links for 'Terms | Privacy'.

To release your printout at the Library, go to the print release station and click on the button that says “Release your Print Job” as shown below.



The print release interface will come up. Enter the e-mail address you used when sending the print job.

In the example below the person releases a printout by inputting the e-mail address associated with his print job (the same e-mail address he input in the web portal).



## E-mail Address Method

Each page size and color option printer at the Library that is enabled for mobile printing has its own e-mail address. You can send an e-mail to the printer with an attachment to print. The e-mail address to use depends on the size and whether you want black and white or color. Please see the table below:

<b>Color Mode</b>	<b>8.5" x 11" letter</b>	<b>8.5" x 14" legal</b>	<b>11" x 17" ledger</b>
Black & White Printer	<a href="mailto:schertz-bw@printspots.com">schertz-bw@printspots.com</a>	<a href="mailto:schertz-legal-bw@printspots.com">schertz-legal-bw@printspots.com</a>	<a href="mailto:schertz-ledger-bw@printspots.com">schertz-ledger-bw@printspots.com</a>
Color Printer	<a href="mailto:schertz-color@printspots.com">schertz-color@printspots.com</a>	<a href="mailto:schertz-legal-color@printspots.com">schertz-legal-color@printspots.com</a>	<a href="mailto:schertz-ledger-color@printspots.com">schertz-ledger-color@printspots.com</a>

1. Send or forward an email with attachment(s) to the email address that corresponds to your choice of size and either color or black and white.
2. Go the Schertz Public Library and at the print release station enter the e-mail address from which you sent the print job.



## Mobile Apps Method

Mobile apps are available for smartphones and tablets. The apps are used to search for printing locations and to print. There are apps available for iOS, Android, Blackberry, and Nook. Download apps at: [www.printeron.com/apps](http://www.printeron.com/apps)



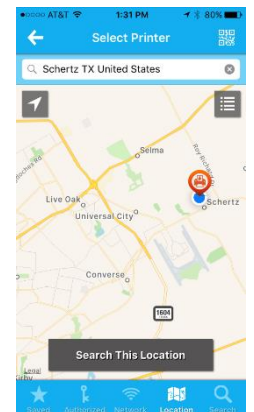
### Printer Discovery

Schertz Public Library is one of many mobile Print Spots, other Print Spots may be found at hotels, businesses, etc. Users can select from one of a number of methods to discover a printer including:

### Location-Based Search

GPS based discovery offers a wide range of tools and options efficiently presented to both visualize and locate printers.

- Explore a location by dragging the map and use the “Search This Location” option to find printers in the vicinity.
- Discover nearby printers with a single tap at any time.
- A Summary Printer List may be overlaid on the map to view additional printer information while exploring the map for more printers
- Paged results allow users to view and expand the field of view on the map and explore a broader radius of printers
- A location-based search bar allows the user to enter locations, city names and points of interest to navigate to the location and search for printers.

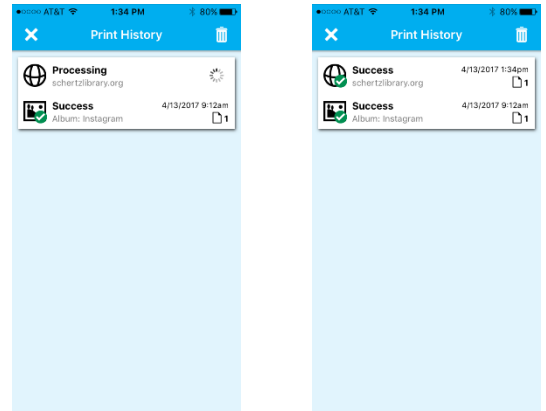


### Print History and Background Print

The PrinterOn Mobile App’s Print History and Background Print functionality provide an intuitive user interface to manage active and past print jobs. The Background Print functionality allows the user to submit multiple print jobs and receive notifications about the progress of each print job individually. The Print History catalog provides detailed information about print jobs including:

- Job Summary Information

- Secure Release Code Information
- Review image of your job, (if available) to provide visual reminder of the request
- Printer Details are easily accessible by tapping the printer icon
- Print Release Interface Access
- Release your print job directly from your mobile device

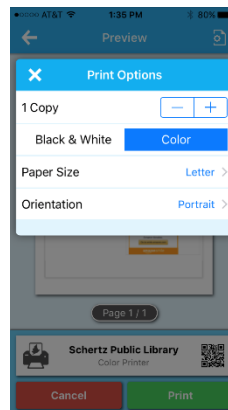
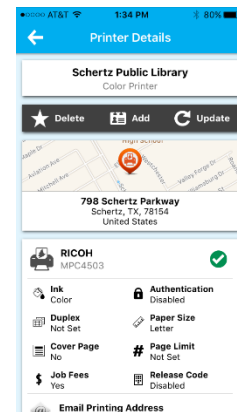


### Printer Details

The Details page will also provide quick access to features such as deleting saved printers and adding printer email address information to contacts.

### Print Options

Print options allow users to select the number of copies, together with a new intuitive page range selection.






## How to print with the app

### Photo

1. Launch the app
2. Select your printer by selecting a saved printer or searching for a new printer
3. Confirm the printer option you wish to submit to is shown in the Printer box on the app's Home page
4. Tap Photos, select the photo you wish to print
5. Tap the Printer icon in the top right corner
6. You will now see a preview of the job when available
7. To select copies and page range where applicable, tap the option icon in the top right corner
8. Tap **Print** to submit your job

### Email attachment – iOS

1. Launch the native Mail app
2. Navigate to the email which contains the attachment you wish to print
3. Tap and download the attachment (tap  to download an attachment)
4. Select  to print the attachment, you will now see a preview of the job
5. If necessary, select your printer by selecting a saved printer or searching for a new printer
6. To select copies and page range where applicable, tap the  in the top right corner
7. Tap **Print** to submit your job

For more how-to's please refer to the [PrinterOn Mobile App User Guide](#)