

Mobile or tablet

PrinterOn allows you to print from your mobile or tablet anywhere as long as you have access to the Internet. Print files directly from your phone and send to the Sterling Public Library. Once finished, stop by the adult desk, pay for your jobs, and pick up your prints.

Go to the AppStore or Google Play store and search for the PrinterOn app. Install the app. (For android users, choose the basic app called PrinterOn with no extensions)

If you prefer not to download this app, you may use the instructions for PC or Laptop.

Once the app is installed, open it. On the bottom, touch the select printer or change printer button (if necessary). Touch the magnifying glass to search for printers. Type in the zip code: 61081. Choose which printer you like. (black and white prints are 15 cents per page and color prints are 20 cents per page)

From here, you can choose a document. The document could be from internal storage, dropbox or other cloud based storage. You can also print a photo, an email or a webpage.

If you print directly from an email, you must allow the PrinterOn app to access your email by entering your password.

If you print from email or web browser, you will have to touch the printer icon in the upper right corner to get to the preview pane. A document or photo will go directly to the preview pane. From the preview pane, touch the pages settings button in the upper right corner. You can change the number of copies and also whether you want all the pages to print. You can select which pages to print. You can also change the orientation to portrait or landscape.

Then press the green print button, and enter your email address. This will be used to identify you when you pick up your prints. Touch the checkmark.

Touch the print settings button to see when your print is processed.

Visit the library to pay and print for your jobs, providing your email address for staff to locate your jobs.

You must pick up your prints the same day you sent them. If you do not, the prints will be deleted.