

Mobile Printing Now Available!

Need to print a document from your personal computer, tablet or mobile device? We can do that!

You will need to have Internet access to send the item to print.

How to email something directly to the printer:

Open your email and open the email you want to print and select the Forward option. In the To: box type **apl-west-fifth-street-bw@printspots.com**. **This will only print the email message.**

If you want to print an **attachment** that was in the email, you will need to open it and print it either from the tablet, laptop, desk top or print it from a tablet or smartphone app. (see other handouts).

Your email should show you have successfully sent it to be printed.

To retrieve your print job:

- ✓ Come to the library during regular hours.
- ✓ The Print Release Station is near the Adult Information Desk.
- ✓ Click Release a Print Job.
- ✓ Enter your email address.
- ✓ Select your print job.
- ✓ Insert any funds due into the coin box. If you are using a dollar bill, you can use the bill option on the box.
- ✓ Your print job will be printed and any funds owed to you will be returned via the coin box.

*First 5 black and white pages are free. After that, it is 10 cents a page.
First color page is 50 cents. After that, it is a \$1.00 a page.*

