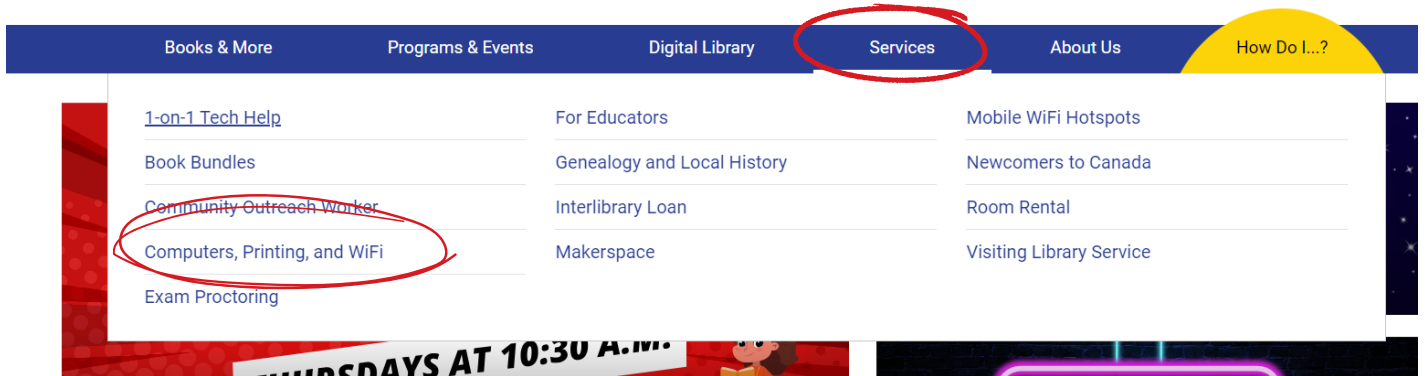


# Printing From Your Own Device With PrinterOn

1. Go to the Orillia Public Library Website ([www.orilliapubliclibrary.ca](http://www.orilliapubliclibrary.ca))

2. Select “Services” and then “Computers, Printing, and WiFi”.



3. Select the blue “PrinterOn” link by clicking on the words.

## Printing

Printing, photocopying and scanning are also available onsite. Black and white prints are available for \$0.25 per page and colour prints are available for \$1.00 per page. Scanning documents to email is available free of charge.

You can print at the library by logging on to a public computer with a Library card or guest pass.

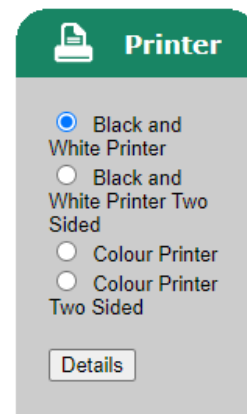
You can also print from your own device using our mobile wireless printing service **PrinterOn** by submitting your print job online and visiting the Library to pick up your prints. [View our PrinterOn instructions.](#)

You will be redirected to this page.



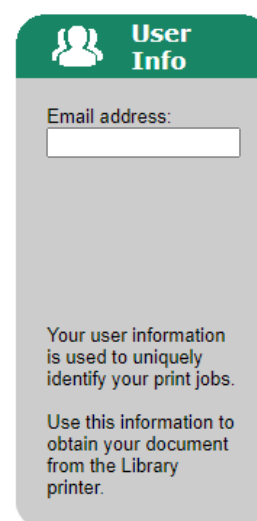
The screenshot shows the 'Mobile Printing Service' page. It includes a language dropdown set to 'English'. The page title is 'Mobile Printing Service'. The main content area has a welcome message: 'Welcome to our Mobile Printing service. Print virtually any document or web page from your Internet connected device or PC to one of our Library printers.' Below this, it states 'There is no additional software required. Simply follow these steps:'. To the right, there is contact information: '36 Mississaga St W, Orillia, ON L3V 3A6, CANADA' and a list of hours: 'Monday Closed, Tuesday 10 am - 6 pm, Wednesday 10 am - 6 pm, Thursday 10 am - 6 pm, Friday 10 am - 6 pm, Saturday 9 am - 5 pm, Sunday Closed'. The page is divided into three main sections: 'Printer', 'User Info', and 'Select Document'. The 'Printer' section has radio buttons for 'Black and White Printer', 'Black and White Printer Two Sided', 'Colour Printer', and 'Colour Printer Two Sided'. The 'User Info' section has an 'Email address:' field. The 'Select Document' section has a 'File:' field and a 'Browse...' button. There are also links for 'How do I print from a mobile device?', 'How do I print a boarding pass?', and 'What types of files can I print?'. The page is powered by PrinterOn.

4. Select whether you would like your print to be Black and White or Colour, and Single or Double Sided. Black and white prints are \$0.25 per page and colour prints are \$1 per page.



The 'Printer' settings screen features a green header with a printer icon and the title 'Printer'. Below the header, there are four radio button options: 'Black and White Printer' (selected), 'Black and White Printer Two Sided', 'Colour Printer', and 'Colour Printer Two Sided'. A 'Details' button is located at the bottom of the screen.

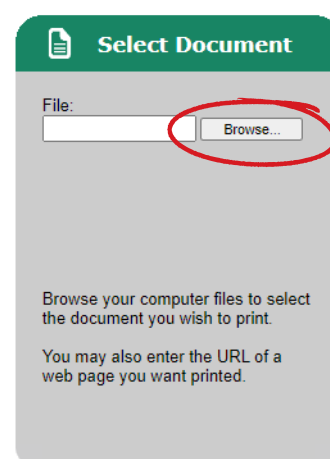
5. Input your email address.  
\*Note- you will use your email address to release your prints from the printing computer later.



The 'User Info' screen has a green header with a person icon and the title 'User Info'. It contains an 'Email address:' label above a text input field. Below the input field, there is explanatory text: 'Your user information is used to uniquely identify your print jobs.' and 'Use this information to obtain your document from the Library printer.'

6. Upload the document you would like to print by selecting "Browse" and finding it from your files when prompted.

\*Note- If you would like to print a document from your email, you must download it to the files on your phone or computer first.

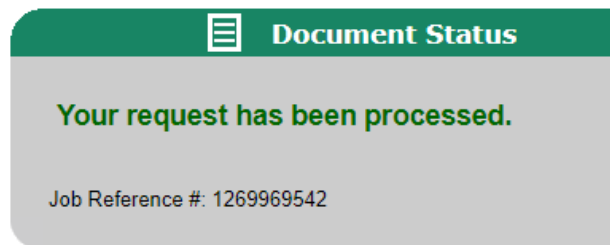


The 'Select Document' screen features a green header with a document icon and the title 'Select Document'. It includes a 'File:' label above a text input field, with a 'Browse...' button to its right that is circled in red. Below the input field, there is explanatory text: 'Browse your computer files to select the document you wish to print.' and 'You may also enter the URL of a web page you want printed.'

7. Send your document to print by clicking the green button.

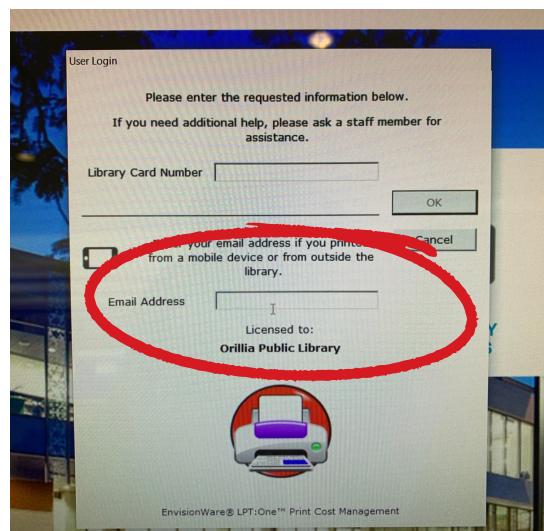
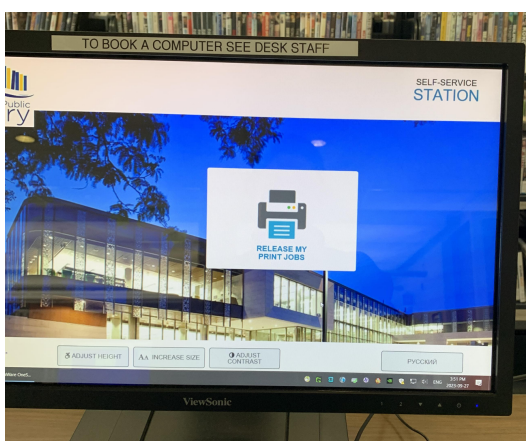


8. Wait until you receive this message. Your prints will be held for 24 hours.

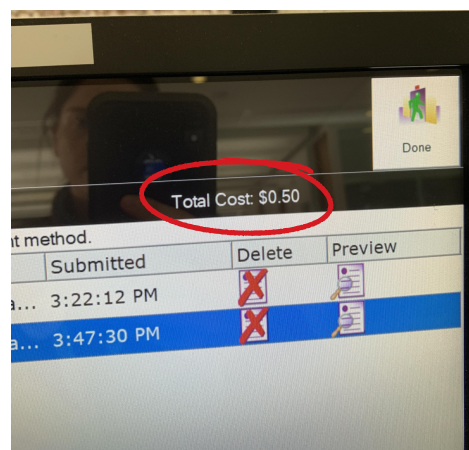
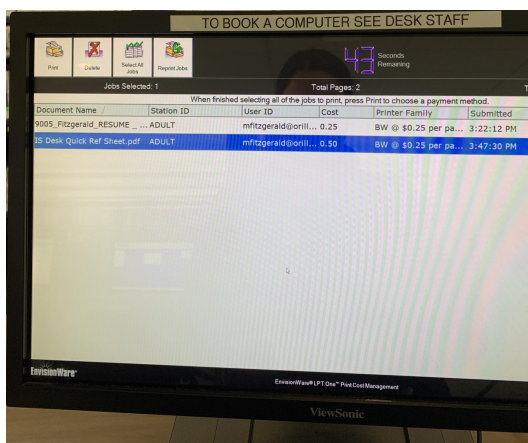


**\*Note:** You will have to repeat this process for all the documents you would like to print. If you want multiple copies of the same document, you must either upload it multiple times, or photo copy after printing.

9. Head to the print release station. Click “Release My Print Job” and type in your Email address to log in.



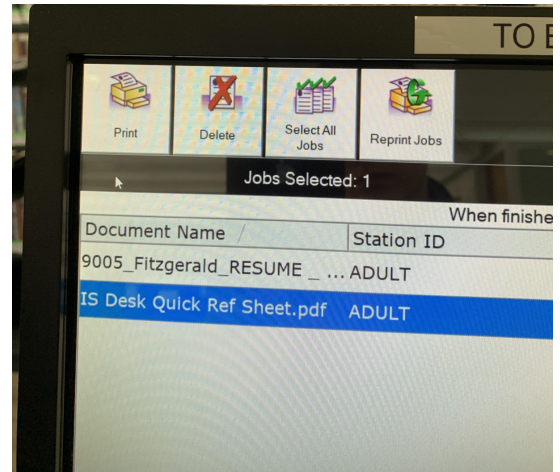
10. Ensure that the documents you would like to print are highlighted in blue. The total cost for your print will show in the top right corner.



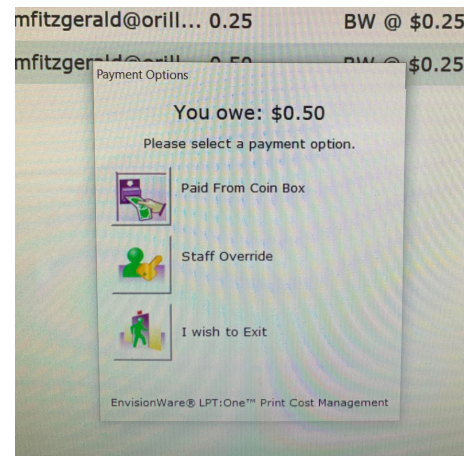
11. Put your coin in the coin box.



12. Click "Print" in the top left corner.



13. Select "Paid from Coin Box". If you must pay by card, see staff for assistance.



14. Collect your print from the printer.  
Colour prints may take a few extra minutes to process.