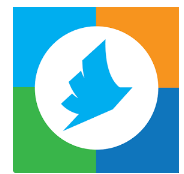


Remote Printing at the Library with PrinterOn



HOW TO SEND YOUR PRINT JOB REMOTELY USING THE PrinterOn WEBSITE

1. Select the library branch you wish to pick up your print job from.

Poirier Branch: <http://www.printeron.net/cpl/poirier> || City Centre Branch: <http://www.printeron.net/cpl/city-centre-branch>

2. In the **Printer** box, use the drop down menu to select colour, single or double sided printing, and paper size.

The screenshot shows three panels from the PrinterOn website. The 'Printer' panel has a dropdown menu set to 'B and W Double Side' and a 'Details' button. The 'User Info' panel has an 'Email address:' field and explanatory text: 'Your user information is used to uniquely identify your print jobs. Use this information to obtain your document in the Library printing facility.' The 'Select Document' panel has a 'File or URL:' field with a 'Browse...' button and text: 'Browse your computer files to select the document you wish to print. You may also enter the URL of a web page you want printed.'

3. In the **User Info** box, enter your email address.

4. In the **Select Document** box, click Browse to select your document.

5. Click on the **Right Arrow** button on the bottom right of screen to proceed.



6. Review the print job and pricing information. When ready to transmit print job, click on the **Green Printer** icon on the bottom right of screen.


7. If you see the message, "**Your request has been processed**", your print job has successfully transmitted.

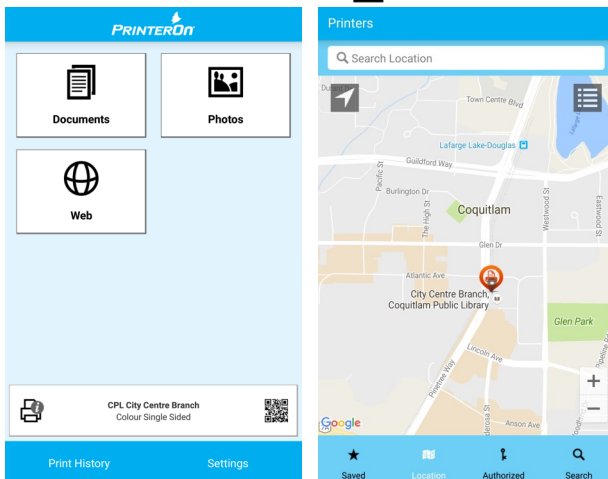
8. Visit the library to pick up your print job. Print jobs not picked up within 3 days will be deleted.

HOW TO SEND YOUR PRINT JOB REMOTELY USING THE PrinterOn MOBILE APP

1. Download the free **PrinterOn app** from your app store. PrinterOn is available for Apple and Android devices.

2. Open the app and from the main menu, select the **Documents, Photos, or Web icon** to find the item you wish to print.

3. Click on the **Printer Icon**  located at the bottom of your main menu.



4. Click on **Location** on the bottom of the screen.

5. Zoom in to Coquitlam or use the search bar. Tap on the **Orange Pin**.

6. Tap on the **List Icon**. 

7. Scroll through the options to select branch, colour, single or double sided printing, and paper size.

8. Click **Print**.

9. Enter your email address and click **OK**.

10. Visit the library to release your print job. Print jobs not picked up within 3 days will be deleted.

HOW TO SEND YOUR PRINT JOB REMOTELY USING EMAIL

If you would like to print an email or attachment, forward your email to:

~ Poirier Branch: 300609239732@printspots.com or cpl-po-bwss@printspots.com

~ City Centre Branch: 300733374123@printspots.com or cpl-ccb-bwss@printspots.com

Jobs received from email forwarding will be printed single-sided in black and white.

Have a question? Need Help?
Stop by the library any time or
book a librarian for a one-on-one session

604-554-7323 (City Centre) | www.coqlibrary.ca

604-937-4141 (Poirier) | askalibrarian@coqlibrary.ca

01/2017 JQ