

Russell Library offers the capability to print documents, photos, web pages and emails from laptops, tablets and smartphones. Print requests can be submitted via the Internet from locations outside the library (remotely) or via the wireless network located in the library.

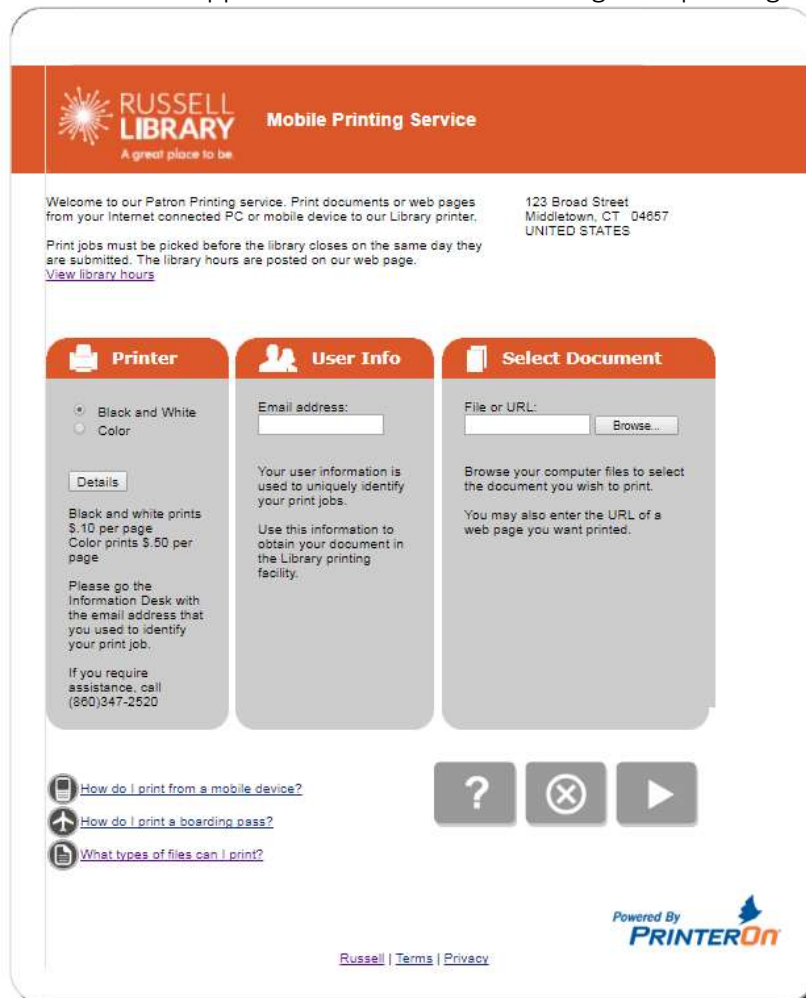
Depending on the type of file being printed and the device being used, there are 3 options available to submit remote or wireless print requests:

## Web Page Option (PCs and Laptops):

- Access by clicking on the Mobile Printing icon on the library home page:  
([www.russelllibrary.org](http://www.russelllibrary.org))



- This menu will appear and take the user through the printing options:



- Browse to print saved documents and photos or cut/paste a URL to print a web page
- Printing details include options to change page orientation, number of copies and page range



### Mobile App Option (Smartphones and Tablets):

- The app is free.
- Download **PrinterOn** - free Android app for phones and tablets from Google Play - <https://play.google.com/store/apps/details?id=com.printeron.droid.phone&hl=en>
- Download **PrinterOn** - free iOS app PrinterOn for iPhone and iPad from iTunes - <https://itunes.apple.com/us/app/printeron/id406584999?mt=8>
- It gives the option to print documents, photos, and web pages:



- [Download the PrinterOn Mobile App User Guide \[PDF\]](#)

### Email Option:

- You can print emails and attachments to the Library printer directly from your email account using any device that has access to your email.
- The Black and White and Color printers at the Library each have their own e-mail address.
- Log into your email account and locate the email and/or attachment that you wish to print
- To print the message and attachment, forward or send an email to the desired address below:

Select Printer	Email Address to Forward To
Black and White Printer	<a href="mailto:rl-bs-bw@printspots.com">rl-bs-bw@printspots.com</a>
Color Printer	<a href="mailto:rl-bs-color@printspots.com">rl-bs-color@printspots.com</a>

### Picking Up Documents:

- The Print Release Terminal is on the second floor at Russell Library.
  - Users will need to know the email address to identify their print job
- The charge for printing is \$.10 per black-and-white page and \$.50 per color page.
  - Coins and bills are accepted; exact change is not required.
- Print jobs must be picked up before the library closes on the day they are submitted. After that, users will need to send the print job again.