



## Wireless Printing How-To

When you have a document or other items ready to print, choose one of these methods:

- upload the file to [www.printeron.net/mpl/marshall-public](http://www.printeron.net/mpl/marshall-public) and follow prompts
- upload the file to the PrinterOn app (available on Apple and Android devices) and follow prompts
- email attachment to [mpl-marshall-bw@printspots.com](mailto:mpl-marshall-bw@printspots.com) (for black and white copies)
- email attachment to [mpl-marshall-clr@printspots.com](mailto:mpl-marshall-clr@printspots.com) (for color copies)

Then, at the print release station in the library's business center, enter the same email address used above to access print jobs. Print jobs may be previewed before printing. Print jobs may also be deleted. Printing charges (10 cents black & white; 25 cents color) do not apply until the document is actually printed.

Items wirelessly sent to the library's print release station are available for 72 hours (3 calendar days) and may be accessed anytime during library hours. A library card is not required to access mobile printing services.



Monday, Tuesday, Thursday

9:30-7:30

Wednesday & Friday

9:30-5:30

Saturday

9:30-3:30

[www.marshallpubliclibrary.org](http://www.marshallpubliclibrary.org)