

Tech Tips from Mr G

Printing from Mobile Devices



The Liverpool Public Library is now a **PrinterOn** public printer location. This means that you can now send documents to both our black & white and color printers from your WiFi-enabled smartphone or tablet, either by emailing them or using the **PrinterOn** app, which is available for both **Apple iOS** and **Android** devices...and you don't even have to be in the library to send them!

Let's start by walking through the steps for using the **PrinterOn** app.

The App Method

Getting the App

Start off by downloading the free **PrinterOn** app from either Apple's **App Store** or the **Google Play Store**. Once you've done this, there are a couple of different ways, and types of documents you can print.



PrinterOn Icon

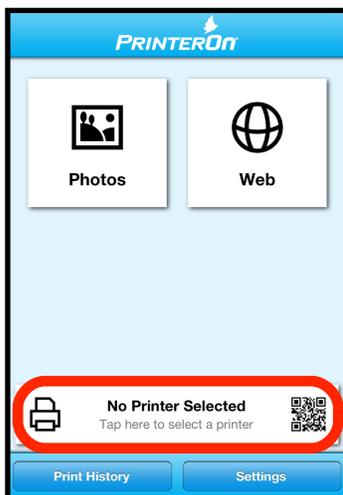
Setting it Up

When you first get into PrinterOn, you'll have no printers selected, and should see a screen like the one in **Example 1**. You can tell that you don't have any printers selected yet because the button near the bottom of the screen says **No Printer Selected**, (I've circled it). Tap on this button to get to the **Printers** screen shown in **Example 2**.

Look at the bottom of this new screen, and you'll see a bunch of icons. Tap on the one that says **Location**, and that will take you to another screen where you can enter the location of the printer you're looking for.

In **Example 3**, you'll see that it says **Liverpool New York United States** for the location. That's because I wanted to make sure it didn't think I was looking for printers in Liverpool, England. Actually, I just entered **Liverpool NY**, but that was enough to let PrinterOn know that I wanted to stay in the United States.

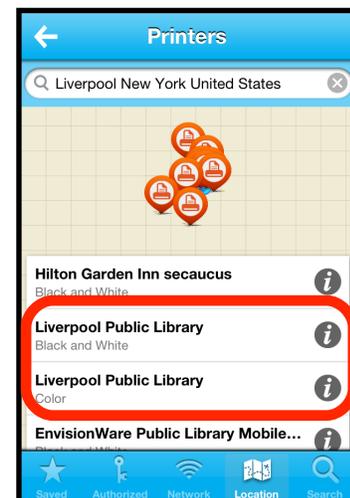
In **Example 3** you'll also see that I now have a map and a scrolling list of PrinterOn printers in the area. I find the scrolling list much easier to work with. In this example, our printers are the second and third on the list. By the way, don't ask me why the first printer is the **Hilton Garden Inn Secaucus**. I have absolutely no idea why the printer for a motel that's almost 250 miles away is located in the village of Liverpool...unless someone's just messing with us.



Example 1



Example 2



Example 3

Tap on each of the printers, and you'll get to a screen where you can **Save** them to the list of mobile printers that you'll be using.

Now you should be all set to print!

Printing Photos

First of all, check to make sure that you have the right printer chosen. Chances are that you want to be using the **color** printer, which costs 50¢. Now that you've done that, tap on the **Photos** icon.



However, be aware that we don't have special photo paper, and you won't be able to load your own, so only do this if you're satisfied with your photos coming out on plain white printer paper.

Once you've done that, you'll get a list of all the albums in what app you use for looking at photos on your mobile device. Scroll through until you find the album you want, and tap on it. Then go through that album until you find the photo you want, and tap on it.

Now tap on the **printer** icon in the upper right-hand corner of the screen (**Example 4**). You'll get a chance to preview the photo, and then either **Cancel** or **Print** (**Example 5**).

After you've selected **Print**, you'll be taken to another screen (**Example 6**), where you'll be asked for your email address for verification purposes. Enter that, tap on the **checkmark** in the upper right-hand corner, and then you'll either get a verification message at the top of the screen that your job printed successfully or one that it failed for some reason.

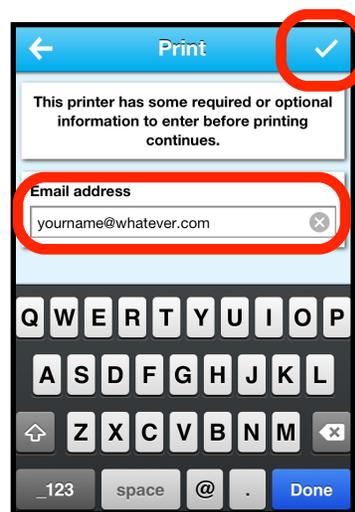
You have six hours to pick up your print job before it's deleted from our server.



Example 4

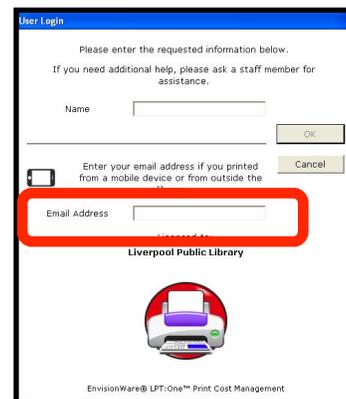


Example 5



Example 6

Then, from inside the library, go to our **print release station**, and enter your email address in the box circled in **Example 7**.



Example 7

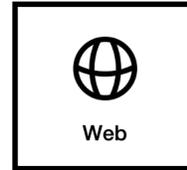
Why Do We Need Your Email Address?

No, we're not tracing you, or anything like that. It's simply a way of matching you with your print job, so that some other random person doesn't get your stuff. If you're really concerned, you don't have to use your actual email address, you could even make one up. But if you do that, just hope that you can remember what you used when you come to pick up the print job, and hope that it's not so common that everyone else has decided to use it too.

Printing from the Web (iOS Only)

Actually, this feature exists in both the Android and the iOS versions of the app, but in our experience, the Android version of it doesn't work very well, so I'm only talking about the iOS version here.

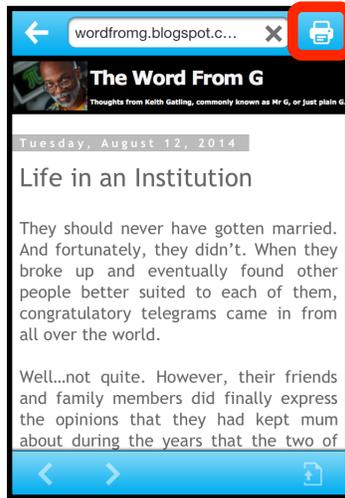
In case it wasn't totally obvious, this is for printing pages from websites. Start off by going to the webpage you want to print, and copying its **URL**. Now come back to the **PrinterOn** app, select the printer you want, and tap on the **Web** icon.



Now paste the URL into the box at the top of the screen in **Example 8**, and tap on the **Go** key. This will bring you to a screen like the one in **Example 9**, where you'll tap on the printer icon to get to the **preview** screen (**Example 10**).



Example 8



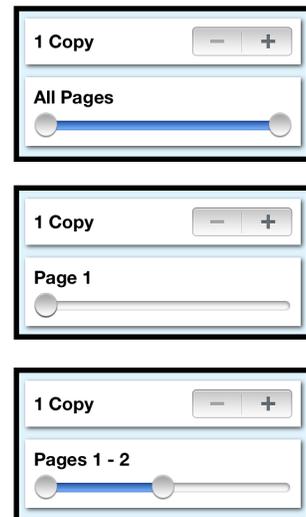
Example 9



Example 10

On the **preview** screen, in addition to the **Cancel** and **Print** buttons at the bottom, there's an icon at the top for **settings**. This brings up a slider that lets you choose what pages you want to print, as well as how many copies you want. You can see them in **Example 11**.

When you're ready to print, just tap on the **Print** button, and remember to enter your email address (or anyone else's) when it asks you for it. Then go to the **print release station**.



Example 11

But Do You Really Want to Print a Webpage?

If so, maybe this isn't the best or easiest way to do it. Why not just sign up for one of our computers here in the library, and print the "normal" way? At least then you'd get to see a reliable preview.

And...if you just want to print out what you're seeing in your browser window, do a **screen capture**, and then print that as a **photo**.

iOS 8 Bonus #1: Printing from a Document

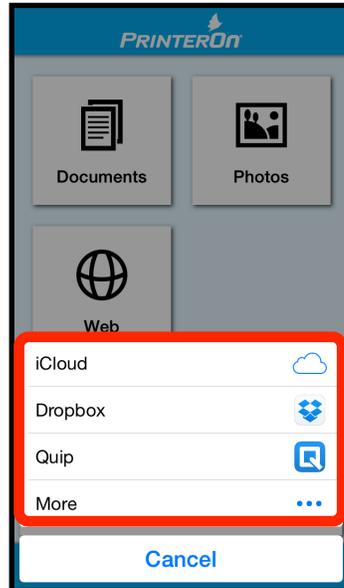
If you have an **iPhone**, **iPad**, or **iPod Touch** that's running iOS 8, then there are a couple of special treats in store for you. The first is the ability to print files that you have in **cloud storage** somewhere, whether it be **iCloud**, **Dropbox**, or any of a number of other cloud storage providers. If you're running iOS 8, then you'll see this **Document** button along with the **Photos** and **Web** buttons. Start by tapping on it.

When you do that, you'll get a menu that lets you select from the various cloud services that you subscribe to, in addition to a **More** button that lets you add others to the list (**Example 12**).

Look through your folders at that service to find the file you want, select it, and then you'll get a screen like the one in **Example 13**. As with printing from websites, you can select the range of pages, and number of copies you want to print.

Don't forget to enter an email address after you've tapped on the **Print** button.

By the way, previews are only available for **PDF** documents, because that's a near universal format. Other documents will still print, you just won't be able to see what they'll look like.



Example 12



Example 13

iOS 8 Bonus #2: Printing Email Attachments

If you're using an iOS device running iOS 8, and you use Apple's **Mail** app to read your email, then you're in luck. You can print just about any attachments that came in your email using the PrinterOn app.

Start out by opening up the email message with the attachment in it, and then tapping on the attachment to open it up.

Once you've done that, you should get a screen like the one in **Example 14**. Tap on the **sharing** icon in the upper right-hand corner, and you'll get a **pop-up** (**Example 15**) that asks where you want to send it or what app you want to open it with. If you don't immediately see **PrinterOn** in that list, try scrolling to the right. That's what I had to do.

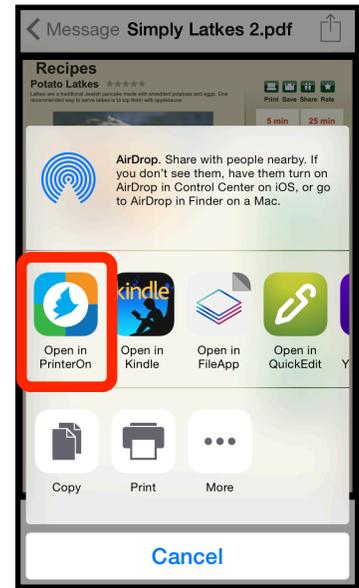
Once you've done that, you should get the **preview** screen, where you can select the page range and number of copies you want.

From there, tap on the **Print** button, and don't forget to enter an email address.

As with printing documents, you'll only be able to see what it looks like if it's a **PDF** file.



Example 14



Example 15

Printing via Email

The PrinterOn system also lets you print via email. This is great for those of you who want to print documents and attachments, but aren't using a device that runs iOS 8.

Start out by opening up the email message with the attachment or attachments in it, and then **forward** it to the appropriate email address for the printer you want. They are:

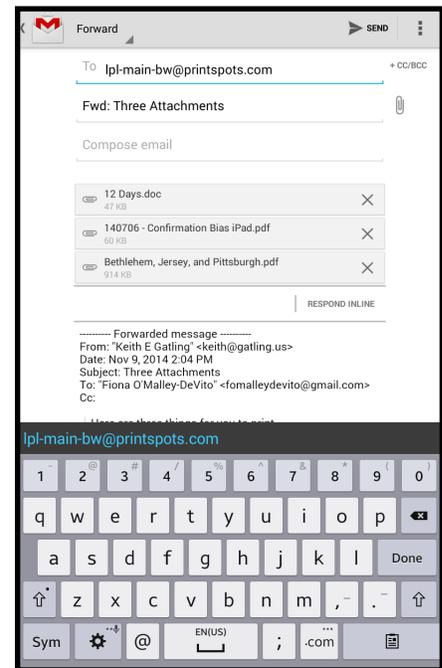
Black & White: lpl-main-bw@printspots.com

Color: lpl-main-color@printspots.com

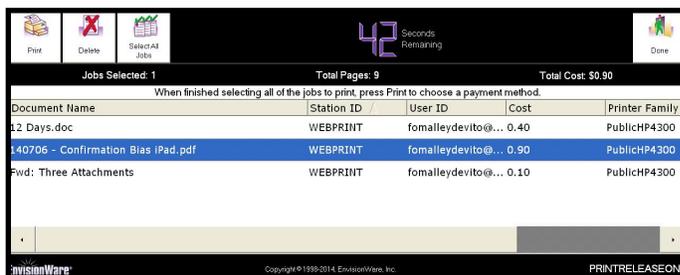
As you're doing this, your screen (if you're on an Android device) should look something like **Example 16** on the right.

Unlike when you print using the PrinterOn app, you won't be able to preview anything.

In the example on the right, you'll see that there are three attachments being forwarded to the printer. That means that there will be three documents waiting to be printed, along with the original email message. You don't have to print them all, the print release station will let you decide which documents you want to print. In **Example 17**, below, the user has chosen to only print the **Confirmation Bias** document.



Example 16



Example 17

Important Note About Certain Gmail Addresses: Since you're actually emailing this to the server, your sign-in name at the print release station will be the email address that you sent it from. This can be tricky with some **Gmail** addresses.

Gmail lets you put a period in your username/email address so that it's easier for you to read, but the system just ignores it, and doesn't use it at all. So while you might have a **displayed** email address like **fomalley.devito@gmail.com**, it's really **fomalleydevito**, without the period in the middle, and that's what Gmail sends out.

This means that when you go to the print release station, you need to enter your email address without the period in it.

This particular rule only applies to Gmail, since other email systems may actually use the period.

A Word About Sensitive Documents

Despite the fact that you need to enter an email address in order to get your print job, we don't recommend using this for printing sensitive documents, since anyone who knows your email address could come up to the print release station, see if you've sent a job, and then print it themselves.

Anything Else?

There's a manual put out by the people behind PrinterOn, that you can read if you want more information. You can find it at tinyurl.com/lpl-printeron25.

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