Mobile Printing

Newport Public Library

With our MobilePrint Service™, you can use your personal computer or mobile device to print to the library's printers from anywhere. Simply submit documents for printing and come to the library to release and pick up your document.

PRINT A DOCUMENT FROM YOUR COMPUTER:

- Begin by visiting **www.newportlibraryri.org**. Scroll down to the footer and click on: `Printing from your laptop, tablet or smartphone (Small fee required)`
- Select the printer and enter your email address.
- Browse your computer to find and select the file you wish to print.
- Click the green print icon (you will see the status of your print job and a reference number).

At the Print Release Station in the library, select:

"*CLICK HERE TO PRINT*""

- Enter the email address you supplied and click OK.
- Select your print job and pay for your prints. *Your print job will be printed!*

PRINT AN EMAIL FROM YOUR COMPUTER:

- Email from any device directly to the library's print system at newportlibraryri-bw@printspots.com for Black & White prints OR
- newportlibraryri-color@printspots.com for Color prints.
- At the Print Release Station in the library, select "Click here to print".
- Enter your email address and click OK.
- Select your print job and pay for your prints. *Your print job will be printed!*

HOW TO PRINT FROM TABLET OR SMARTPHONE APP:

- Visit your device's 'store' for apps, install and launch the PrinterOn App.
- Click "No printer selected".
- Click "Search". In search box, type "newport".
- Find "PPL Newport Public Library" and select either Black & White OR Color.

To print:

- **Documents**: when viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
- **Photos from your phone**: open the app, click on "photo" and select a photo to print.
- Select the printer and click the print icon.
- Enter an email address and click on the check mark (you will receive a notice that the job started, and shortly after another message stating "Job Success").
- At the Print Release Station in the library, select "Click here to print".
- Enter the email address you supplied and click OK.
- Select your print job and pay for your prints.

Your print job will be printed!

Newport Public Library
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Mobile printing half sheet instructions.pub