



You can send a print job to the library from anywhere using any device



Choose from three ways of submitting your print job to the library



The documents are pulled down from the cloud and wait to be released by staff once payment is made

## PAYING FOR & COLLECTING YOUR PRINTING

Your print job will be available in the print queue for a maximum of 3 days.

To pay for and collect your printing, please see library staff.

### Printing Prices

- A4 Black and White \$0.30
- A3 Black and White \$0.60
- A4 Colour \$1.00
- A3 Colour \$2.00

Prices are per page per printed side.

## Mobile Printing



Print from anywhere using any device

For more information contact Dubbo Library on 6801 4510 or at [info@mrl.nsw.gov.au](mailto:info@mrl.nsw.gov.au)

## MOBILE PRINTING

Dubbo Library offers mobile printing from your personal device such as a phone, tablet or computer. There are three ways to use this service:

### Email

Send an email with an attachment to the relevant email address below to print your documents.

A4 Black & White - Single Sided  
[dubbolibrary-bw-a4-ss@printspots.com](mailto:dubbolibrary-bw-a4-ss@printspots.com)

A4 Black & White - Double Sided  
[dubbolibrary-bw-a4-ds@printspots.com](mailto:dubbolibrary-bw-a4-ds@printspots.com)

A4 Colour - Single Sided  
[dubbolibrary-col-a4-ss@printspots.com](mailto:dubbolibrary-col-a4-ss@printspots.com)

A4 Colour - Double Sided  
[dubbolibrary-col-a4-ds@printspots.com](mailto:dubbolibrary-col-a4-ds@printspots.com)

A3 Black & White - Single Sided  
[dubbolibrary-bw-a3-ss@printspots.com](mailto:dubbolibrary-bw-a3-ss@printspots.com)

A3 Black & White - Double Sided  
[dubbolibrary-bw-a3-ds@printspots.com](mailto:dubbolibrary-bw-a3-ds@printspots.com)

A3 Colour - Single Sided  
[dubbolibrary-col-a3-ss@printspots.com](mailto:dubbolibrary-col-a3-ss@printspots.com)

A3 Colour - Double Sided  
[dubbolibrary-col-a3-ds@printspots.com](mailto:dubbolibrary-col-a3-ds@printspots.com)

## PrinterOn App

### Download and install the PrinterOn app

Download the PrinterOn app from your app store, or from [www.printeron.com/apps](http://www.printeron.com/apps)

### Locate and select a printer

To select a printer and the properties you require (paper size, print colour, etc):

1. Press *Tap here to select a printer* from the Home page and tap the *Search* icon
2. Enter *dubbo* as the keyword to search and select the printer you require

### Submit your print job

#### Photo

To print a photo:

1. Tap *Photos* from the Home page and select photo to print
2. To set number of copies and orientation, tap the icon in the top right corner
3. Tap *Print* and enter your email address

#### Email attachment

To print an email attachment:

1. Open your email, and tap the attachment to open it
2. Tap the *Download* icon and select *Print with PrinterOn*
3. To set number of copies, page range, paper size and orientation, tap the icon in the top right corner
4. Tap *Print* and enter your email address

## Web Portal

Send a print job by going to:

<https://www.printeron.net/mrl/dubbolibrary>

1. Select your printer from the selection box - e.g. A4 Black and White
2. Enter your email address (used to identify your print job in the library)
  1. Browse and select your file to print, and click OK
  2. Your document will be uploaded to the print queue

