HOW TO:

Mobile Print from a Smartphone or Tablet using Email

Use MobilePrint to send documents to the printer from your smartphone or tablet.

Visit "Mobile Print" under "Log In / My Account" on the library's website for quick links.

1. Open your email app. Compose an email to mobileprint.deschu01@gmail.com with the document you want to print attached. Then send.

   If the document you want to print is an email attachment, forward that email to the address above.
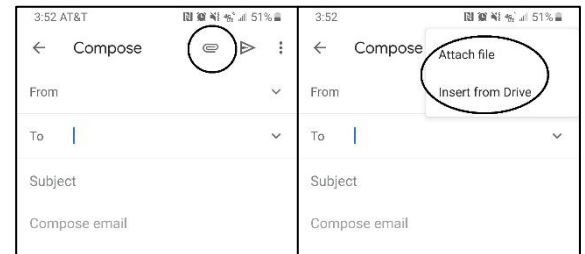
   - **Android Email Attachments:**
     - o Click the paperclip attachment button in the top right corner.
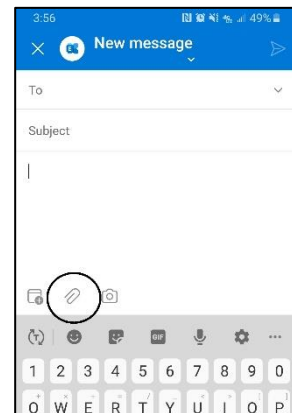   - o Find your file and select it to attach.
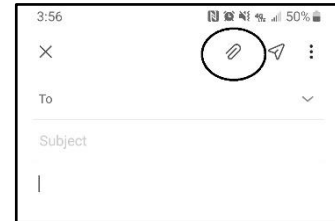
   - **Gmail Attachments:**
     - o Click the paperclip attachment button in the top right corner.
     - o Choose where you'd like to attach the file from.
   - o Find your file and select it to attach.

   - **Outlook Attachments:**
     - o Click the paperclip attachment button located above the keyboard.
   - o Find your file and select it to attach.

   - **iPhone Email Attachments:**
     - o Touch and hold in the body of the email to the black editing menu.
     - o Click the arrow in the corner to see more options.
     - o Click "Add Attachment."
     - o Find your file and select it to attach.
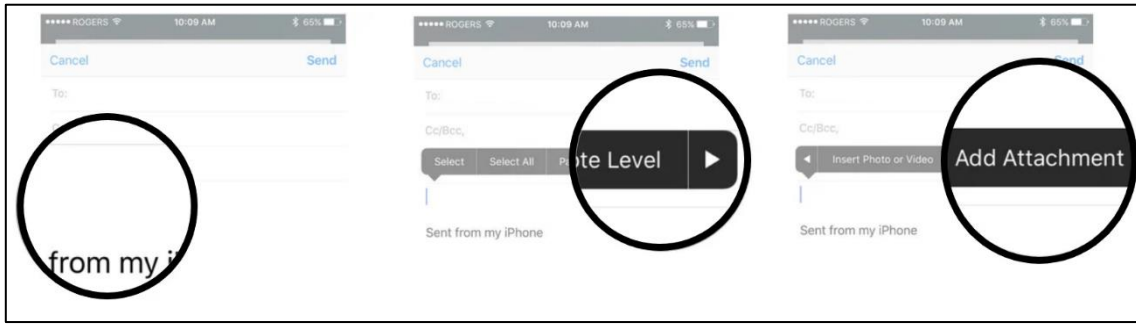
2. Check your email for an email with the subject line, "MobilePrint Notification: Please complete your email registration." Open the email, click on the "click to register your email address" link. You will be directed to the MobilePrint website.

3. Login to MobilePrint with your library card number (14 digits no spaces) and PIN (default is last 4 digits of your phone number), or your access card number (10 digits with no password). Log in.
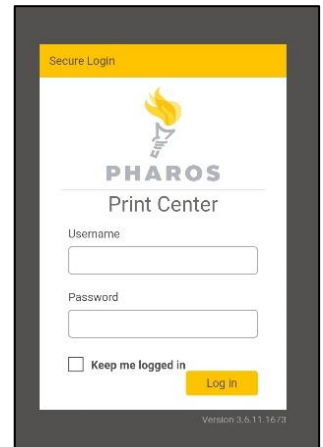
4. You will see your document in the queue. Upload any additional documents using the upload button at this time.

5. To print choose one of the following options:
   - Check the box next to the document(s), select a printer and click print.
     o If the printer list doesn't scroll properly, type the library's name into the search bar to select the printer.
     OR
   - Go to the printer at any library location and login with the same library/access card information you provided MobilePrint. Select your print job to release and print.