

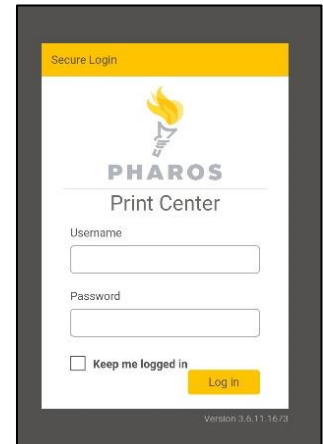


HOW TO: Mobile Print from a Smartphone or Tablet

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. Go to the website: mobileprint.dpls.lib.or.us/MyPrintCenter

2. 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.



3. Upload documents to print using the “Upload” button. Navigate to the location of the file on your device from here to add.

4. To print choose one of the following options:

- Check the box next to the document(s), select a printer and click print.
 - 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.

