

## To Print from Your Tablet or Smartphone

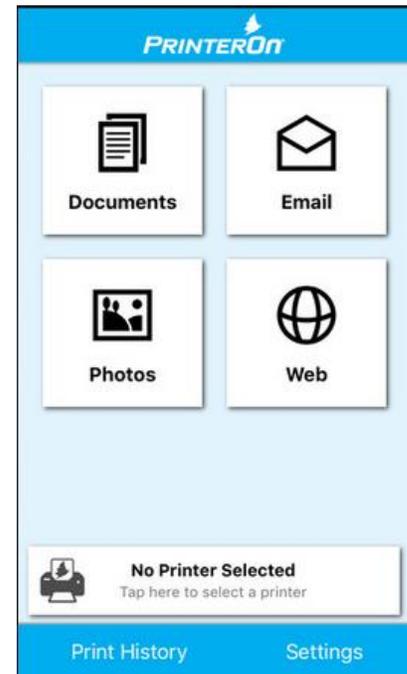
### 1. Download and set-up the app:

- a. Visit your device's 'store' for apps, search for the PrinterOn App
- b. Install and launch the app.
- c. Click "No printer selected".
- d. Click "Search"
- e. Search for "Upper St. Clair"
- f. Tap on it to select

### 2. To print from the app:

*NOTE: This option is best for items you have stored on Cloud storage, your photo stream, or web pages. Please be advised to print email you will need to configure the PrinterOn service to access your email directly. To avoid doing this, you may want to try using the instructions for printing an email from any device.*

- a. Open the PrinterOn app
- b. Tap on the icon that corresponds to the type of file you wish to print
- c. Browse to the file you wish to print
- d. Click on the Printer Icon
- e. Tap the green "print" button
- f. Enter your email address
- g. Tap the checkmark
- h. You will receive a notice that your Job has printed successfully
- i. Ask at the desk to have someone release your print. It will be \$.15/page for black and white prints and \$.50/ for color prints.



### 3. To print from the document:

*NOTE: This option is great for documents and other items that you may have received as an attachment and/or that do not open in an app on your phone.*

- a. Open document you wish to print
- b. Click on the download icon
- c. Tap on the "Print with PrinterOn" (The first time you use the service you may need to turn on this option)
- d. Tap the green "Print" button
- e. Enter your email address
- f. Tap the checkmark
- g. You will receive a notice that your job has printed successfully
- h. Ask at the desk to have someone release your print. It will be \$.15/page for black and white prints and \$.50/ for color prints.

## To Print from a Laptop or Desktop

1. <https://www.printeron.com/usct/print>

Printer	User Info	Select Document
<p><input checked="" type="radio"/> Black and White Printer <input type="radio"/> Color Printer</p> <p><a href="#">Details</a></p> <p>Your 6 digit release code may be required to retrieve your print job.</p>	<p>Email address: <input type="text"/></p> <p>Your user information is used to uniquely identify your print jobs.</p> <p>Use this information to obtain your document in the Library printing facility.</p>	<p>File or URL: <input type="text"/> <a href="#">Browse...</a></p> <p>Browse your computer files to select the document you wish to print.</p> <p>You may also enter the URL of a web page you want printed.</p>

2. Enter your email and browse to find the file you wish to print.
3. Hit the green printer button.
4. You will receive confirmation that your job has been sent.
5. Ask at the desk to have someone release your print.  
It will be \$.15/page for black and white prints and \$.50/ for color prints.



## To Print an Email from Any Device

1. Open the email you wish to print
2. Forward the email to: [usct-print-bw@printspots.com](mailto:usct-print-bw@printspots.com) for black and white copies  
OR [usct-print-color@printspots.com](mailto:usct-print-color@printspots.com) for color copies
3. You will receive an email that your job has printed successfully
4. Ask at the desk to have someone release your print.  
It will be \$.15/page for black and white prints and \$.50/ for color prints.