***Mobile Printing Now Available***

Print to the library’s printers from anywhere. Send your documents for printing and come to the library to release and pick them up from the kiosk ($.10 black and white, $.50 color). Mobile Printing is only available on letter size paper – 8.5x11. If you need different sizes, come to the Library.

**How to print from a laptop or desktop computer at home or work (outside of the library):**



* Begin by visiting [www.longviewlibrary.org](http://www.longviewlibrary.org).
* Click on Mobile Printing
* Click on Web Portal.
* On the new page, select the printer you want – Black and White or Color.
* 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 “Release a Print Job”.
* Enter the email address you supplied and select your print job.
* Follow the instructions on the screen.

 Your print job will be printed!

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**How to print from tablet or smartphone app:**

* Download and launch the PrinterOn App.
* Click “No printer selected”.
* Click “Search”. Search for Longview Public Library.
* Find Longview Public Library and click black and white or color and save.
* 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 “Release a Print Job”.
	+ Enter the email address you supplied and select your print job.
	+ Follow the instructions on the screen.

 Your print job will be printed!

**How to use email to send something directly to library print system:**

* Email a document as an attachment from any device directly to the library’s print system:
	+ ****For Black and White: lpl-louisiana-st-bw@printspots.com
	+ For Color: lpl-louisiana-st-color@printspots.com
* **Or** – go to [www.longviewlibrary.org](http://www.longviewlibrary.org), select Mobile Printing and click on the link for the correct printer.
* At the Print Release Station in the library, select “Release a Print Job”.
* Enter the email address you used and select your print job (look for the name of the attachment).
* Follow the instructions on the screen.

 Your print job will be printed!