

Mobile Printing Now Available

With our new MobilePrint Service™, you can use your personal computer or mobile device to print to the library's printers from anywhere. Simply submit documents for printing and come to the library to release and pick up your document.

How to print from a laptop or desktop computer at home or work:

- Begin by visiting the PrinterOn website for the library where you wish to have your document printed.
Covington Public Library: <http://www.printeron.net/cvpl/covington>
Veedersburg PL: <http://www.printeron.net/cvpl/veedersburg>
- Select to print your document either **Black and White** or **Color**.
- Enter your email address. Nothing will be emailed to you. This will simply be used to identify yourself when you pick up your print job.
- Save and send your file as a PDF document or a picture.
- 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 library, please inform the staff that you are picking up a print job that was sent through mobile print and give them the email address you entered while sending the document.



Print from your laptop or desktop computer

Your print job will be printed!

How to print from tablet or smartphone app:

- Visit your device's 'store' for apps, install and launch the PrinterOn App.
- Click "No printer selected".
- Click "Search". Search for **CVPL**.
- Select either CVPL Covington Color / CVPL Covington Black & White or CVPL Veedersburg Color / CVPL Veedersburg Black & White
- 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"). Nothing will be emailed to you. This will simply be used to identify yourself when you pick up your print job.
 - At the library, please inform the staff that you are picking up a print job that was sent through mobile print and give them the email address you entered while sending the document.



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

- Email from any device directly to the library's print system at
Covington PL Black & White: cvpl-c-bw@printspots.com
Covington PL Color: cvpl-c-color@printspots.com
Veedersburg PL Black & White: cvpl-v-bw@printspots.com
Veedersburg PL Color: cvpl-v-color@printspots.com
- At the library, please inform the staff that you are picking up a print job that was sent through mobile print and give them the email address you used while sending the document.



Email from any device to library print system

Your print job will be printed!