



Mobile Printing Services

With our 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 within 24 hours.

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

- Begin by visiting: <https://www.printeron.net/apl/claremont-ave>
- In the **Printer** section select your desired printing options based on size and color needs. ([Click here for printer costs.](#))
- In the **User Info** section enter your email address.
- In the **Select Documents** section browse your computer to find and select the saved file you wish to print.
- Click the forward button.
- Click the green printer button. You will see the status of your print job and a reference number. You have now successfully sent your print job(s) to the library's printer.
- You will need to input your provided email address to retrieve your print job(s) at the library within 24 hours.
- Follow the instructions at the library's print release station to print your document.



How to print from a tablet or smartphone app:

- Visit your device's 'store' for apps, install and launch the PrinterOn App.
- Click **No printer selected**.
- Click **Search**, and type in "Ashland Public Library" or "44805" tap **Enter**.
- Select your desired printer based on color preferences and page size ([Click here for printer costs.](#))
- On the main screen, select the document type (document, photos, or web).
- Locate and select the saved file on your device. A thumbnail preview of the document will appear. Click Print.
- Enter your email address and click OK. You have now successfully sent your print job(s) to the library's printer.
- You will need to input your provided email address to retrieve your print job(s) at the library within 24 hours.
- Follow the instructions at the library's print release station to print your document.



How to print directly from your email account:

- From within your email account, send a new email or forward an existing one to one of the following addresses that meets your size and color needs. ([Click here for printer costs.](#)):
 - apl-claremont-bw@printspots.com (8.5"x11" Black & White)
 - apl-claremont-bw-11x17@printspots.com (11"x17" Black & White)
 - apl-claremont-color@printspots.com (8.5"x11" Color)
 - apl-claremont-color-11x17@printspots.com (11"x17" Color)
- Emails containing attachments will be sent to the print release station as two separate print jobs, one for the email contents and one for the attachment.
- You will need to input your provided email address to retrieve your print jobs at the library within 24 hours.
- Follow the instructions at the library's print release station to print your document(s).

