Mobile Printing – Oak Lodge Public Library

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 release and print them at your library using your library card.

LAPTOP/PC
Method 1: Use email to send directly to library print system (FASTEST)
- Send an email with the attachment to be printed directly to the library's print system at one of the following addresses (there is a separate address for black & white (bw) vs. color; and single-sided (ss) vs. double-sided (ds):
  lincc-county-oaklodge-bw-ss@printspots.com
  lincc-county-oaklodge-bw-ds@printspots.com
  lincc-county-oaklodge-color-ss@printspots.com
  lincc-county-oaklodge-color-ds@printspots.com
- At the Print Release Station in the library, select "Release a Print Job"
- Enter the email address you supplied and select your print job
- Enter your Library card number without spaces

Email from any device to library print system

Method 2: Use email to send directly to a staff member (time varies)
- Send an email with the attachment to be printed directly to the library's email account at oaklodge@lincc.org and then ask a staff member to release your print for you – please be patient if staff is busy

Method 3: Upload and print (may take up to 15 minutes)
- Visit www.lincc.org/coolprint
- Select the printer and enter your email address
- Browse the laptop 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, select "Release a Print Job"
- Enter the email address you supplied and select your print job
- Enter your Library card number without spaces

Print from your laptop or desktop computer

TABLET/SMARTPHONE
- Visit your device's 'store' for apps, install &d launch the PrinterOn App
- Click "No printer selected"
- Click "Search" and search for **LINCC Oaklodge**
- Click printer desired (black & white (bw) vs. color; single-sided (ss) vs. double-sided (ds)) 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
  - Enter your Library card number without spaces

Print from your tablet or smartphone app