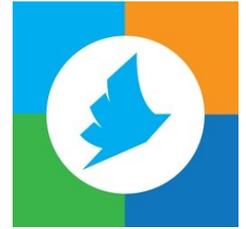




## Using the PrinterOn app on Apple mobile devices



If you want to print something from your Apple mobile device, you can send your files to the **PrinterOn app** and then print them out at the Plainfield library (you have **24 hours** to print out your files before they expire).

Printing in **black & white** is 10 cents a page; printing in **color** is 25 cents a page.

### Types of files you can print:

- PDFs
- Microsoft Office (Word, Excel and PowerPoint)
- Apache OpenOffice (Writer, Calc, Impress and Draw)
- Google Docs, Sheets and Slides (you must save them as PDF files first)
- Webpages (as long as you're not logged into an account)
- Images (JPG, PNG, TIFF, BMP and GIF)
- Rich Text Format (RTF)

### How to use the PrinterOn app:

**1)** Go to the **Apple app** store and search for **PrinterOn**.

**2)** Download the app that's simply called **PrinterOn** (there are other apps that have similar names).

**3)** Open the app that you want to print from (photos, web browser, etc.) It will vary, but in general look for the **Share** option, then select the PrinterOn app.

**4)** In the PrinterOn app, at the bottom of the screen it says "**No Printer Selected**" and there is also a QR code icon.

- a)** If you are at the Plainfield library, tap the QR code icon, then walk over to the public printer and scan one of the 2 QR codes that's on it (**black & white** or **color**).
  - b)** If you are NOT at the Plainfield library, tap on "No Printer Selected" and from the blue toolbar, select "**Location**." Zoom in on the map to find the orange printer icon that says "**Plainfield-Guilford Township Public Library**," then tap on either the black & white printer or the color printer to select it
- 5)** If you want to change the number of copies or the page orientation, tap on the **Print Options** icon in the upper right corner. When you are done, tap the **blue "X"** in the upper left.
  - 6)** Tap the **green Print** button at the bottom of the screen.
  - 7)** Where it says Login ID, type in your **first name**. Then tap the **blue checkmark** in the upper right to send the file.
  - 8)** Your device will notify you that your print job was successful (you can also tap on the **Print History** button in the lower left corner).
  - 9)** Within 24 hours, go to the Plainfield library. Find the **Print Release station**, which is near the main desk. Use the touchscreen to type in your **first name**, then tap the **green OK** button.
  - 10)** Tap the name of your print job to highlight it, then put in your payment (coins, \$1 or \$5 bills, or a credit card/debit card). Tap the **Print Job** button. The file will then print out at the machine next to you.
  - 11)** Touch the **Logout** button to receive any change.