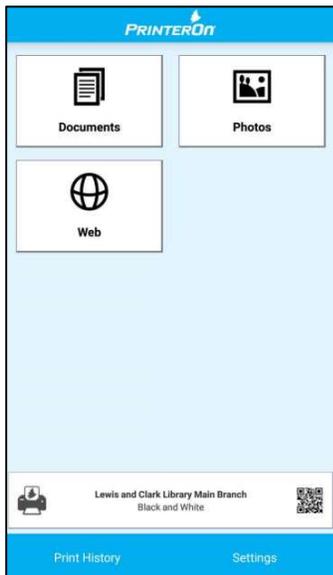


How to print using PrinterOn

Using a tablet or phone:



Install the mobile app.

Android: <http://www.printeron.com/apps/android-printing-app.html>

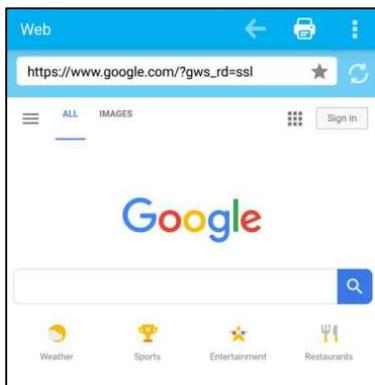
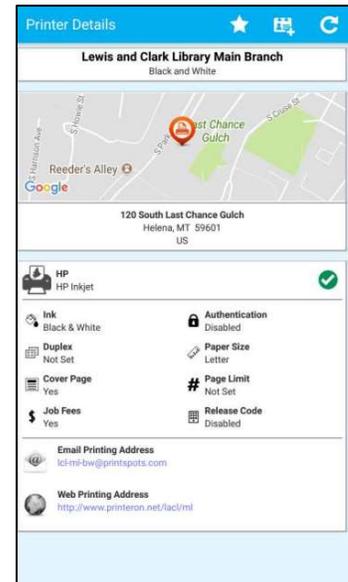
IOS: <http://www.printeron.com/apps/ios-printing-app.html>

From inside the app, choose what type of printing you want to use: Documents, Photos, or web

At the bottom of the app, you can choose the printer to print to. There are several options:

- Helena Black and White
- Helena Color
- East Helena Black and White
- East Helena Color

- Augusta Black and White
- Augusta Color
- Lincoln Black and White
- Lincoln Color



To choose a printer, click on the printer choice. From the screen that comes up, pick a printer by location, or search. Once you find a printer, you can click on the star in the upper right corner to save it as a default printer.

Once you have a printer selected, and you have chosen your file, photo, or website to print, click on the printer icon in the upper right.

This will display a print preview screen where you can verify that the print is correct.

If you are happy with the preview, click on the print option at the bottom. It will prompt you for your email address. This is required to release the print job at the library. Type in your email address and click on ok to send the job.

To check the status of your print job, click on the print history button.



Using a browser:

From your browser, go to the website for the library you want to print to.

- [Helena Main Branch](#) (color and black and white)
- [East Helena Branch](#) (color and black and white)
- [Augusta Branch](#) (color and black and white)
- [Lincoln Branch](#) (color and black and white)

Welcome to our Patron Printing service. Print virtually any document or web page from your Internet connected PC to one of our Library printers.

16 E. Main St.
Helena, MT 59635
UNITED STATES

There is no additional software required. Simply follow these steps:

Printer

Black and White
 Color

Details

User Info

Email address:

Your user information is used to uniquely identify your print jobs.

Use this information to obtain your document in the Library printing facility.

Select Document

File or URL:
 Browse...

Browse your computer files to select the document you wish to print.

You may also enter the URL of a web page you want printed.

[How do I print from a mobile device?](#)
[How do I print a boarding pass?](#)
[What types of files can I print?](#)

1. Choose your printer type – Black and white or color

2. Type in your email address. This is required to release your print job at the library.

3. Click on the browse button, and choose a file on your local computer or select a website.

4. Click on the right arrow. The next page will display the details of the job and the cost. If you are satisfied, click on the green printer icon to send the job.

The final page will display the status of the job and will show you when it is processed and ready to print.

To release print jobs:

If you are releasing a print job in Augusta, East Helena, or Lincoln, please ask the library staff to release your print job for you. They will need the email address you used to send the job.

For the Helena main branch, go to the print release station.

1. From the main screen, choose release a print job.
2. From the prompt that comes up, type in the email address you used into the field and press enter.
3. The system will display your print job(s). Click on them, and click on print. It will prompt you to put your money in the coin and bill acceptor. After you do this, your job will print.