Printing from anywhere to Thousand Oaks Library's printers

The Library provides mobile printing from laptops, tablets and smartphones. There are 4 ways to send print jobs remotely to the Library's printers:

- Web Portal
- E-mail address
- Mobile App

Web Portal Method

Each printer at the Library that is enabled for mobile printing has its own web portal with its own web address. You can upload documents through the web portal for printing. The portals' web addresses are:

Grant R. Brimhall Library (GRB): http://www.printeron.net/tol/main

Newbury Park Branch Library (NPB): http://www.printeron.net/tol/newburypark

There are links to the web portals on the Library's website.

To send a print job via web portal:

1. On your web browser access the portal of the particular Library location where you want to pick up your printout by entering its URL (i.e. the web address that begins with http://www.printeron.net/tol/ in your browser's address window or by following the link on the Library's website.
2. Select the radio button for either black and white or color.
3. Enter your e-mail address.
4. Browse to the file you wish to print.
5. Click on the button to send the print job.
6. Pick up your printout at the Library location that corresponds to the portal you used.

The example below illustrates the six steps for sending a black and white print job to the Grant R. Brimhall Library using the web portal method:

1. Point your web browser to http://www.printeron.net/tol/main
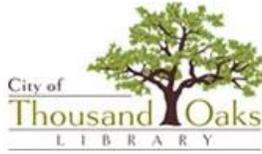
Grant R. Brimhall Library - Print from Anywhere

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

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

1401 E. Janss Road
Thousand Oaks, CA   91362
UNITED STATES

Mon. - Thurs.: 11am – 8pm
Fri.: 10am – 6pm
Sat.: 10am – 5pm
Sun.: 12pm – 5pm

Printer

2 →

○ Black and White
○ Color

[Details]

B&W: $.15 per page
Color: $.50 per page

User Info

3

Email address:
Coyote@wb

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:
sueACME.doc [Browse...] **4**

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.

? **⊗** **▶** **5**

How do I print from a mobile device?

What types of files can I print?

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PRINTERON

TOL | Terms | Privacy

To release your printout at the Library, go to the print release station and click on the yellow button that says "Click here to Release your Print Job" as shown below.
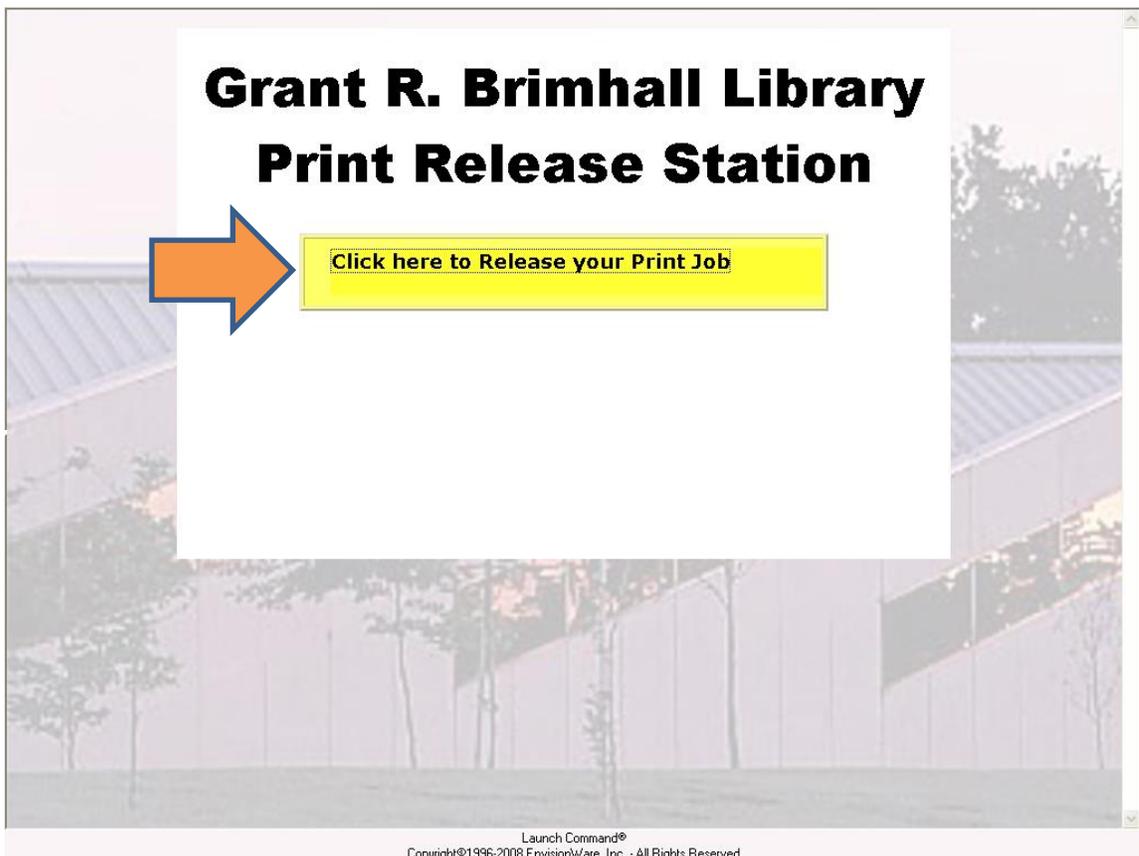
The print release interface will come up. Enter the e-mail address you used when sending the print job.

In the example below the person releases a printout by inputting the e-mail address associated with his print job (the same e-mail address he input in the web portal).
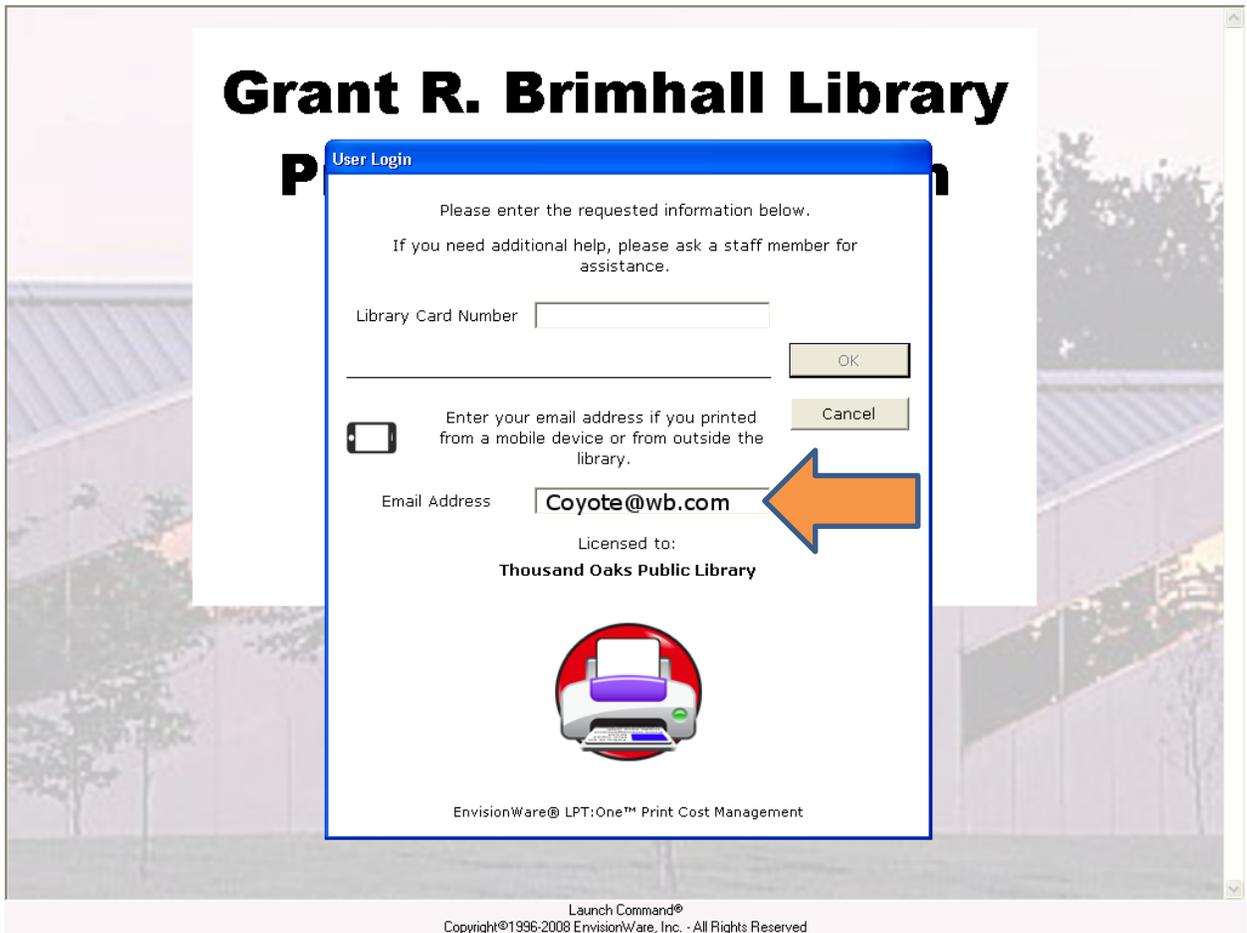
E-mail Addresses Method

Each printer at the Library that is enabled for mobile printing has its own e-mail address. You can send an e-mail to the printer with an attachment to print. The e-mail address to use depends on the Library location where you wish to pick up your printout and whether you want black and white or color. Please see the table below:

	Grant R. Brimhall Library	**Newbury Park Branch Library**
Black and White	tol-main-bw@printspots.com	tol-newburypark-bw@printspots.com
Color	tol-main-color@printspots.com	tol-newburypark-color@printspots.com

1. Send or forward an email with attachment(s) to the email address that corresponds to your choice of Library location and either color or black and white.
2. Go the Library location that corresponds to the printer's e-mail address you used. At the print release station enter the e-mail address from which you sent the print job.

Mobile Apps Method

Mobile apps are available for smartphones and tablets. The apps are used to search for printing locations and to print. There are apps available for iOS, Android, Blackberry, and Nook. Download apps at: www.printeron.com/apps

Printer Discovery

Thousand Oaks Library is one of many mobile Print Spots, other Print Spots may be found at hotels, businesses, etc. Users can select from one of a number of methods to discover a printer including:

Location-Based Search

GPS based discovery offers a wide range of tools and options efficiently presented to both visualize and locate printers.

☐ Explore a location by dragging the map and use the "Search This Location" option to find printers in the vicinity.

☐ Discover nearby printers with a single tap at any time.

☐ A Summary Printer List may be overlaid on the map to view additional printer information while exploring the map for more printers

☐ Paged results allow users to view and expand the field of view on the map and explore a broader radius of printers

☐ A location-based search bar allows the user to enter locations, city names and points of interest to navigate to the location and search for printers.
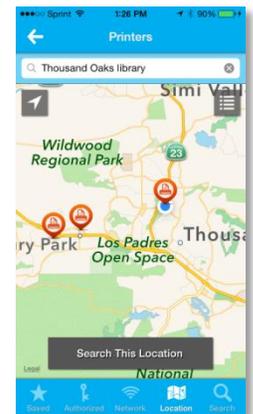
One-Step QR Code Discovery

By using a combination of the information included on a QR code, the mobile application, the PrinterOn Mobile Application can locate and configure access to a printer in a single step. This unique approach allows the PrinterOn Mobile App to determine not only the printer but also the Cloud Print Service with which the printer is associated. This eliminates the need for users to pre-configure their print service and provides more mobility to users, regardless of network.

1. Launch the app
2. Tap the QR code on the main page
3. Line up your device to a QR code of a PrinterOn printer
4. Printer Details will be displayed . You can choose to Save this printer to the app & add the printer's email address to your contacts
5. Select this printer as your destination by tapping the checkmark

Thousand Oaks Library's QR codes:

GRB B&W Printer   GRB Color Printer   NPB B&W Printer   NPB Color Printer

Print History and Background Print

The PrinterOn Mobile App's Print History and Background Print functionality provide an intuitive user interface to manage active and past print jobs. The Background Print functionality allows the user to submit multiple print jobs and receive notifications about the progress of each print job individually.

The Print History catalog provides detailed information about print jobs including:

☐ Job Summary Information

☐ Secure Release Code Information

☐ Review image of your job, (if available) to provide visual reminder of the request

☐ Printer Details are easily accessible by tapping the printer icon

☐ Print Release Interface Access

☐ Release your print job directly from your mobile device

Printer Details

The Details page will also provide quick access to features such as deleting saved printers and adding printer email address information to contacts.
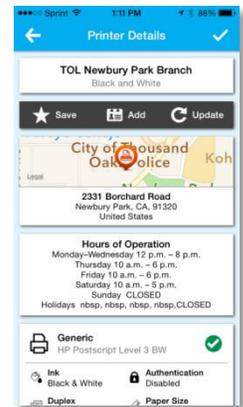
Print Options

Print options allow users to select the number of copies, together with a new intuitive page range selection.
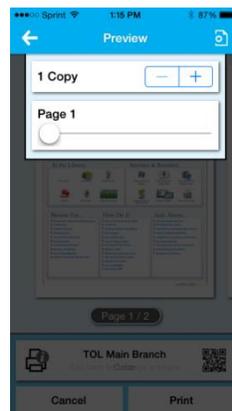
How to print with the app

Photo

1. Launch the app
2. Select your printer by scanning a QR code, selecting a saved printer or searching for a new printer
3. Confirm the printer you wish to submit to is shown in the Printer box on the app's Home page
4. Tap **Photos,** select the photo you wish to print
5. Tap the Printer icon in the top right corner
6. You will now see a preview of the job when available
7. To select copies and page range where applicable, tap the option icon in the top right corner
8. Tap **Print** to submit your job

Email attachment - iOS

1. Launch the native Mail app
2. Navigate to the email which contains the attachment you wish to print
3. Tap and hold the attachment
4. Select **Open in PrinterOn** from the options that appear, you will now see a preview of the job
5. If necessary, select your printer by scanning a QR code, selecting a saved printer or searching for a new printer
6. To select copies and page range where applicable, tap the option icon in the top right corner
7. Tap **Print** to submit your job

Document from cloud storage app – Box

1. Launch Box app
2. Navigate to the document you wish to print
3. Expand the options using the icon in the top right corner
4. Tap the Open In icon
5. Select **Open in PrinterOn** from the options that appear, you will now see a preview of the job
6. If necessary, select your printer by scanning a QR code, selecting a saved printer or searching for a new printer
7. To select copies and page range where applicable, tap the option icon in the top right corner
8. Tap **Print** to submit your job

Document from cloud storage app – Dropbox

1. Launch Dropbox app
2. Navigate to the document you wish to print
3. Tap the **Open In** icon
4. Select **Open in**
5. Select **Open in PrinterOn** from the options that appear, you will now see a preview of the job
6. If necessary, select your printer by scanning a QR code, selecting a saved printer or searching for a new printer
7. To select copies and page range where applicable, tap the option icon in the top right corner
8. Tap **Print** to submit your job

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