





# Hudson Public Library Mobile Printing

With **PrinterOn™**, you may use your personal computer or mobile device to print to the Hudson Library B+W printer from anywhere. Simply submit documents for printing and come to the library. Select, pay and release your document. (*Black + White Only*)

## Option 1: Print from a laptop or desktop computer at home or work:

- ◆ Begin by visiting <https://printeron.net/hud/hudson>
- ◆ Select the printer and enter your email address.
- ◆ Browse your computer to find and select the file you wish to print.
- ◆ Click the forward  button ;click the green print icon 
- ◆ You will see the status of your print job and a reference number.
- ◆ **The Print Release Station is located on the Main Floor near the Reference Desk.**
- ◆ At the Print Release Station select "**Release a Print Job**".
- ◆ Enter your email address in the lower of the two boxes; select your print job.
- ◆ Follow the prompts to pay for your documents.






## Option 2: Use your email to print directly to **PrinterOn™** at the Hudson Library:

- ◆ Send your document from your email account to [cwm-hudson-bw@printspots.com](mailto:cwm-hudson-bw@printspots.com)
- ◆ **The Print Release Station is located on the Main Floor near the Reference Desk.**
- ◆ At the Print Release Station select "**Release a Print Job**".
- ◆ Enter your email address in the lower of the two boxes; select your print job.
- ◆ Follow the prompts to pay for your documents.



## Option 3: Print from tablet or smartphone app:

- ◆ Visit your device's 'store' for apps - **iPhone or Google Play**
- ◆ Install and launch the **PrinterOn App**. 
- ◆ Tap "**No printer selected**".
- ◆ At the bottom of the screen, tap **Search** 
- ◆ Search for **Hudson, MA** 
- ◆ Find **HUD Hudson Public Library** and tap on **Black and White Printer** and save.
- ◆ **Documents:** when viewing the document, tap in the upper right corner and upload the document to the **PrinterOn App**.
- ◆ **Photos:** open the app, click on "photo" and select a photo to print.
- ◆ Select the printer and tap the print icon.
- ◆ Add an email address and **tap on the tiny check mark in the top right corner**
- ◆ You will receive a notice that the job started, then another message stating "**Job Success**").
- ◆ **The Print Release Station is located on the Main Floor near the Reference Desk.**
- ◆ At the Print Release Station select "**Release a Print Job**".
- ◆ Enter your email address in the lower of the two boxes; select your print job.
- ◆ Follow the prompts to pay for your documents.

