

Printing Via Website

1. Use the website address below for Busselton library printers.

Busselton Public Library

<http://www.printeron.net/cobl/busseltonlibrary>

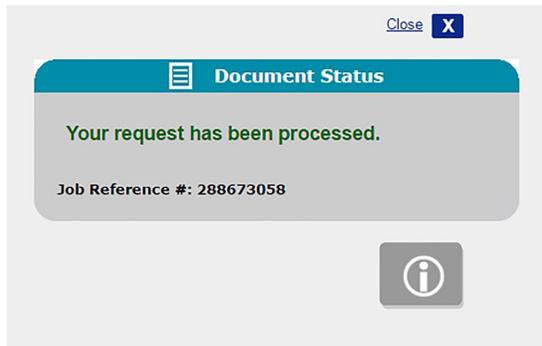
2. Enter the details of your print job: Select the printer type, enter your email address and select your document.
3. Click the forward arrow:



4. Approve your print job by clicking on the green printer icon:



5. You will receive a confirmation.



6. Your print job is now ready to be collected.

How to Collect my Printing

1. Collect your printing from **Busselton Library**, Stanley Street Busselton (near the Post Office).
2. Remember the email address you supplied for printing. You will need this to release your print job.
3. Release your print job from the Library Self Service Document Print release Station.

If you need help with your print job please ask one of our friendly staff for assistance.

**Please Collect your
Mobile Print Job
within 48 hours**

COST

A4 Black and White	20¢ per page
A4 Colour	\$2.00 per page

Busselton Public Library
Stanley Place Busselton
Postal: Locked Bag 1, Busselton, WA,
6280
P: 9781 1777
E: library@busselton.wa.gov.au
Website: www.busseltonlibraries.com.au



www.facebook.com/busseltonlibrary

Mobile Printing

**PRINTERON**



PrinterOn Mobile Printing

Mobile Printing @ Busselton Library



Printing Using the App - Android

For Android phones and tablets (e.g. Samsung, HTC, Galaxy etc.)

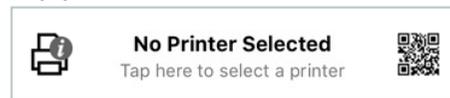
1. Download the free PrinterOn app from Google Play.



2. Open the app.
3. Tap to select the type of document you want to print:



4. Tap printer selection:



5. Search for Busselton Library. You can also use a location search or QR codes.
6. Select a printer from the list.
7. Tap Print.
8. Enter your email address.
9. Press OK.
10. Your print job will process in the background.
11. Tap Print History to view the status of your print job.
12. A green tick will display next to your print job when it has completed.
13. See overleaf for details on how to collect your printing.

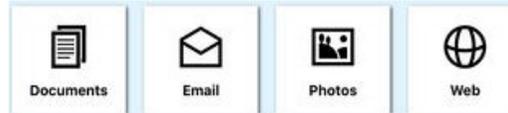
Printing Using the App - iOS

For Apple iOS phones and tablets (e.g. iPhone, iPad etc.)

1. Download the free PrinterOn app from the App Store.



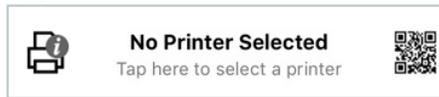
2. Open the app.
3. Tap to select the type of document you want to print:



4. Tap the printer icon to select the file:



5. Tap printer selection:



6. Search for Busselton Library. You can also use a location search or QR codes.
7. Select a printer from the list.
8. Tap Print.
9. Enter your email address.
10. Tap the tick on the top right of screen.
11. Your print job will process in the background.
12. Tap Print History to view the status of your print job.
13. A green tick will display next to your print job when it has completed processing.
14. See overleaf for details on how to collect your printing.

Printing Via Email

How to Print a file attachment via email

1. Create a new email, then enter the email address of the printer you would like to use (see list below).
2. Attach the document you wish to print to the email and then send.

How to Print the body of an email only

1. Forward the email you wish to print to the email address of the library printer you wish to use (see list below).

A4 PRINTER LIST

A4 black and white single sided

cobl-busseltonlibrary-a4-bw-ss@printspots.com

A4 black and white double sided

cobl-busseltonlibrary-a4-bw-ds@printspots.com

A4 colour single sided

cobl-busseltonlibrary-a4-col-ss@printspots.com

A4 colour double sided

cobl-busseltonlibrary-a4-col-ds@printspots.com

See overleaf for details on how to collect your printing.

