

**Mobile Printing Service:  
Print from anywhere. Pick up at the library.**

**How to print from a laptop or desktop computer at home or work:**

Begin by visiting [http://bit.ly/PrinterOn\\_Foothills](http://bit.ly/PrinterOn_Foothills)

- Select a printer:
  - Browse your computer to find and select the file you wish to print.
- Enter your email address.
- Click the green print icon (you will see the status of your print job and a reference number).
- At the Print Release Station in the library, select “Release a Print Job”.
  - Enter the email address you supplied and select your print job.
  - Your print job will be printed.

**How to print from tablet or smartphone app:**

- Visit your device’s ‘store’ for apps, install and launch the PrinterOn App.
- Select a printer:
  - Click “No printer selected”.
  - Click “Search”. Search for “Glendale Public Library”.
  - Find “GPL Foothills Branch Library” and click “GPL-Foothills Black and White” or “GPL-Foothills Color” and save.
- Select a Document or Photo to print:
  - Documents: Search your document locations (Android devices: Downloads or Google Drive. iOS Devices: iCloud) to browse and select a document for printing.
  - Photos from your phone: open the app, click on “photo” and select a photo to print.
- Click the print icon:
  - Enter an email address and click on the check mark (you will receive a notice that the job started, and shortly after another message stating “Job Success”).
- At the Print Release Station in the library, select “Release a Print Job”.
  - Enter the email address you supplied and select your print job.
  - Your print job will be printed.

**How to use email to send something directly to library print system:**

- Email from any device directly to the library’s print system at [gpl-fbl-bw@printspots.com](mailto:gpl-fbl-bw@printspots.com) or [gpl-fbl-color@printspots.com](mailto:gpl-fbl-color@printspots.com)
  - You will receive an email confirming that your document is ready to be printed.
- At the Print Release Station in the library, select “Release a Print Job”.
  - Enter the email address you supplied and select your print job.
  - Your print job will be printed.