



MOBILE PRINTING @ SLPL

You can send items to the library's printers from almost any device with an internet connection. Printing is **free** and only in **black and white**.

1

GO TO OUR PRINTING WEBSITE

- Go to sanleandro.org/mobileprinting

2

FILL IN YOUR INFO

- In the "**User Info**" box, enter your email address.
- In "**Select Document**" box, select "**Browse**" to locate document to be printed.
- Click the arrow button below the "**Select Document**" box.

1. Enter email address.

2. Select file.

The screenshot shows three panels. The 'Printer' panel has a 'Black and White' radio button and a 'Details' button. The 'User Info' panel has an 'Email address:' label and a text input field. The 'Select Document' panel has a 'File:' label, a text input field, and a 'Browse...' button. Red arrows point to the 'Email address:' label and the 'Browse...' button.

3. Click arrow.

[What types of files can I print?](#)



Directions continue on other side.

3

APPROVE PRINT JOB

- The system will prompt to approve your print job.
- To approve print job, click on the printer icon and this will start processing your request.
- Printing screen will show the status of your document.

Approve print job

Your print job has 1 pages.

Pricing information:

\$ 0.15 /Page

To approve this job, click the Print button.

[EnvisionWare](#)



Click printer icon
to approve job.



Document Status

Your request has been processed.

Job Reference #: 1082687747



"Processed" means
we've received your job
and will print for you!
Make appointment for
pickup.

4

SCHEDULE PICKUP APPOINTMENT

- Visit sanleandro.org/printappt to make appointment.