

Mobile Printing

With our MobilePrint Service™, you can use your personal computer or mobile device to print to the library's printers from anywhere. Simply submit documents for printing and come to the library to release and pick up your document using your email address.

There are three ways to Mobile Print:

Use the website to print from a laptop, device, or desktop computer at home or work:

- Begin by visiting www.printeron.net/bcl/print
- Select one of the 8 printers listed to match the size of your document.
- Enter your email address.
- Browse your computer to find and select the file you wish to print.
- Click the icon to move to the next screen and select printing options. 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, select your print job, and print.



Print from your laptop or desktop computer

Use an app to print from tablet or smartphone:

- Visit your device's 'store' for apps, install and launch the PrinterOn app.
- Click "No printer selected".
- Click "Search". Search for Basehor Community Library.
- Find Basehor Community Library and click one of the 8 printers listed to match the size of your document. Click save.
- To print:
 - Documents: when viewing the document, click in the upper right corner and upload the document to the PrinterOn App. The upload button might be in a different place, depending on your brand or type of device.
 - Photos from your phone: open the app, click on "photo" and select a photo to print.
 - Select the PrinterOn printer.
 - Enter an email address if asked 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 or is the default on your device, select your print job, and print.



Print from your tablet or smartphone app

Use email to send something directly to library print system:

- Email from any device directly to the library's print system at
 - bcl-print-bw@printspots.com
 - bcl-print-bw-double@printspots.com
 - bcl-print-bw-11x17@printspots.com
 - bcl-print-bw-legal@printspots.com
 - bcl-print-color@printspots.com
 - bcl-print-color-double@printspots.com
 - bcl-print-color-11x17@printspots.com
 - bcl-print-color-legal@printspots.com



Email from any device to library print system

- At the Print Release Station in the library, select "Release a Print Job".
- Enter the email address you supplied or is the default on your device, select your print job, and print.