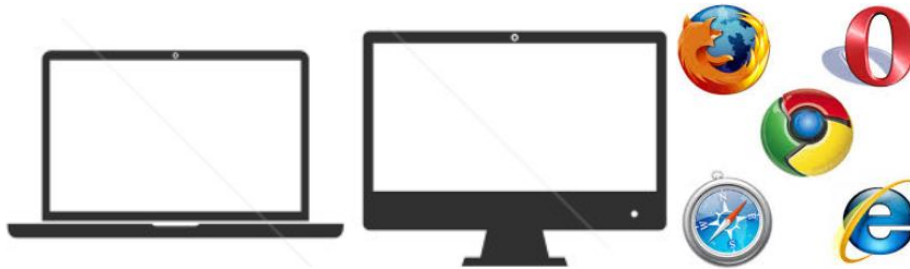


REGINA PUBLIC LIBRARY

# Manual of Mobile Printing @Regina Public Library

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For Laptop, PC, and Browser



**E-Services, IT Services**

**11/19/2015**

This manual demonstrates how to use a Laptop, PC, or browser to print various materials on Regina Public Library printers.

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## 1 Install the Mobile Printing Program

Since the mobile printing through a laptop is a Web-based service, a patron only needs to install a browser, such as Firefox, Chrome, IE, and Safari.

## 2 Choose a Printing Location

For printing materials via mobile printing of Regina Public Library, a patron has to know which location he wants to pick up his copies at.

If the location has been determined, the patron has to type a location-specific address in a browser. The list of locations and their corresponding web address are listed as follows:

Location (branch)	Web Address for Printing
Central	<a href="http://www.printeron.com/regina/centrallibrary">http://www.printeron.com/regina/centrallibrary</a>
Albert	TBD
Connaught	TBD
George Bothwell	TBD
Glen Elm	TBD
Prince of Wales	TBD
Regent Place	TBD
Sherwood Village	TBD
Sunrise	TBD

Table 1

## 3 Print Material

### 3.1 Submit a Printing Job

For example, a patron wants to print in Central library. He needs to type

<http://www.printeron.com/regina/centrallibrary> in the address bar of a browser (e.g., FireFox).

Then the patron will see an interface as Figure 1.

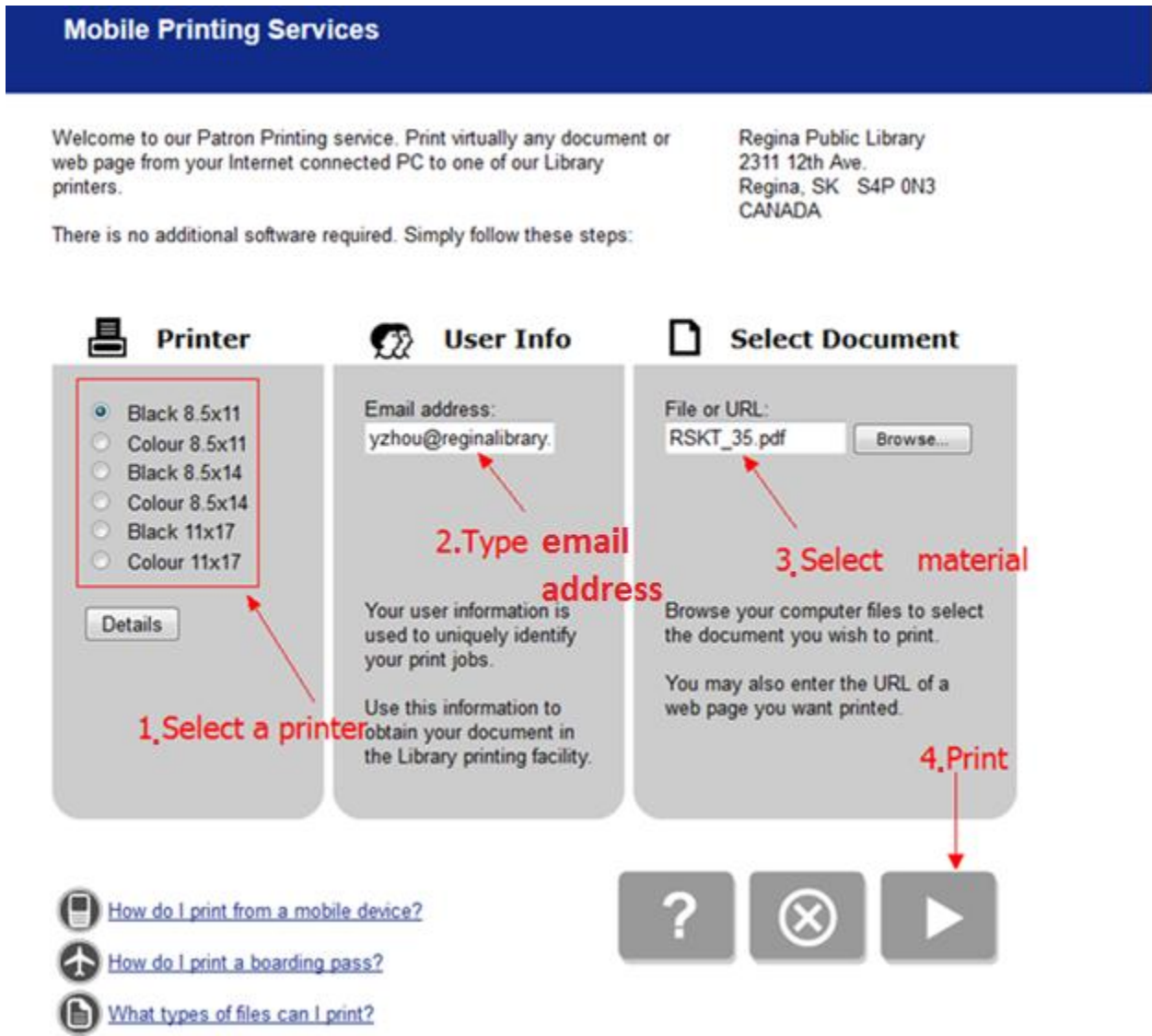


Figure 1

In Figure 1, the patron needs to

1. Select a printer
2. Type an [email address](#), which is used to release a print job from a library printing stand
3. Select material (*or type a website address for printing web pages*)
4. Press the print icon

Then the interface will jump to the printing preference page as Figure 2 shows. The patron can decide how many copies to print, and which pages should be printed. Next, the patron should finally submit the printing job.



Figure 2

After submitting the printing job, the interface will display the confirmation of this submission (This submission may take a while depending on how big the photo or document is). Now, the printing job has been submitted to Regina Public Library.

Please ignore the Job Reference # in Figure 3, since it is not needed to release a printing job. The system will use an email address to release a printing job, and this email address has been given in Figure 1.

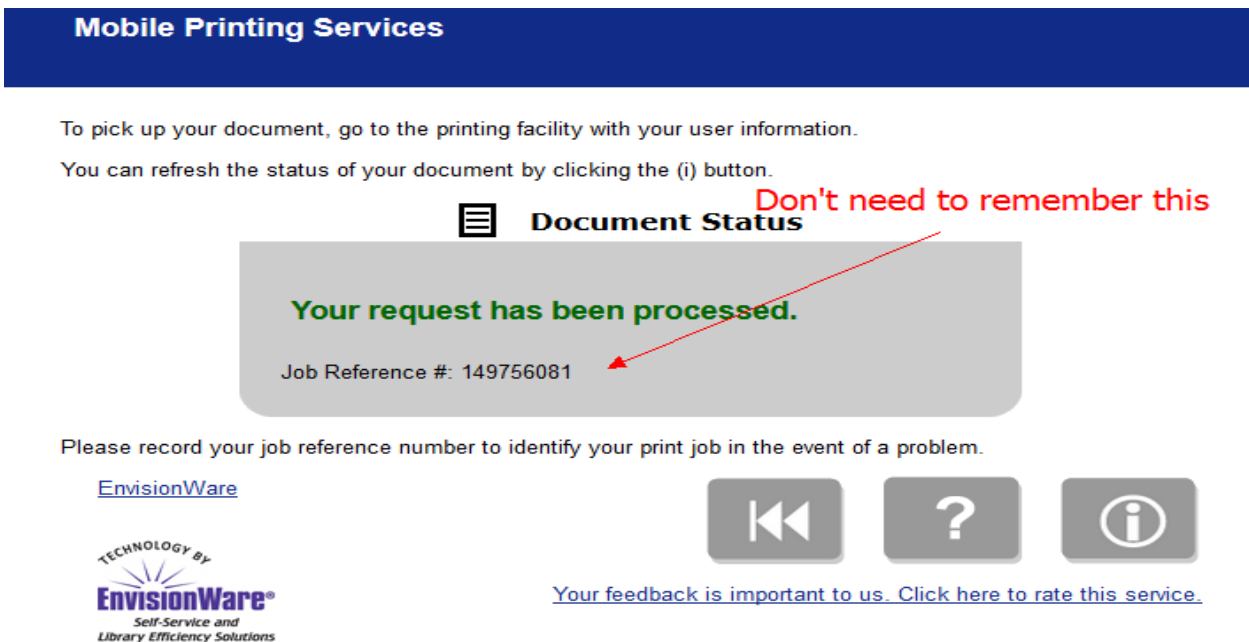


Figure 3

### 3.2 Pick up the Copy

Next, the patron goes to the right location (In this example, the location is Central library). On any printing stand, hit 'Release a Print Job'. Then type his email address as Figure 4:

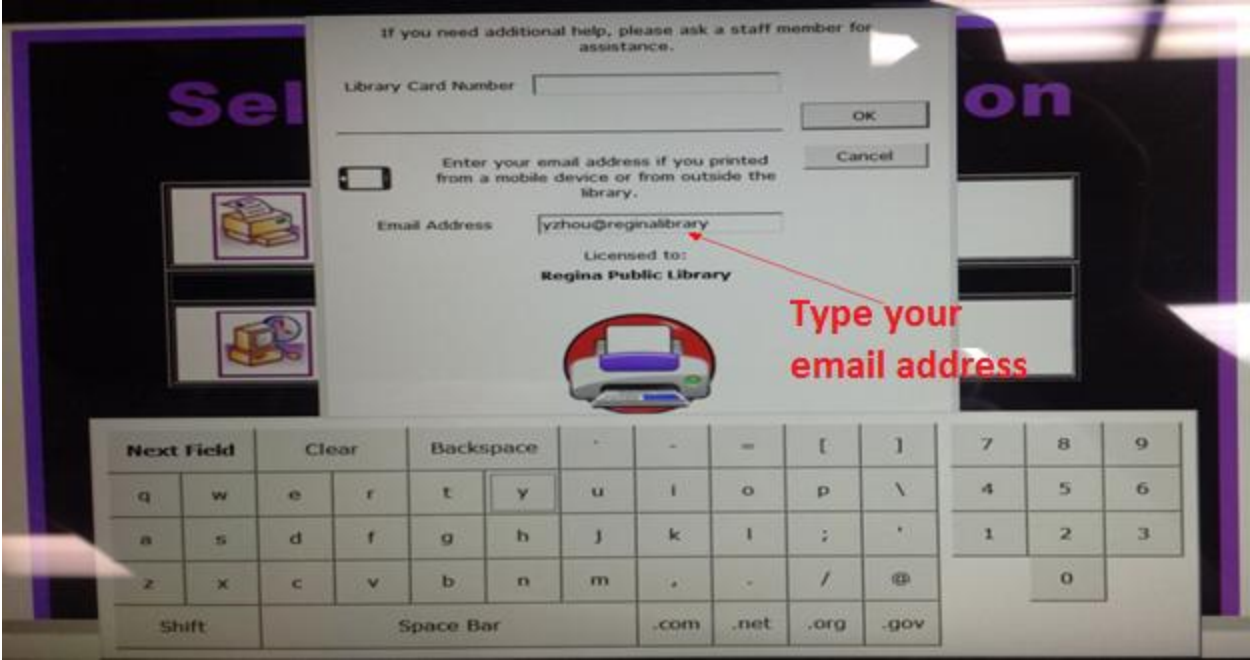
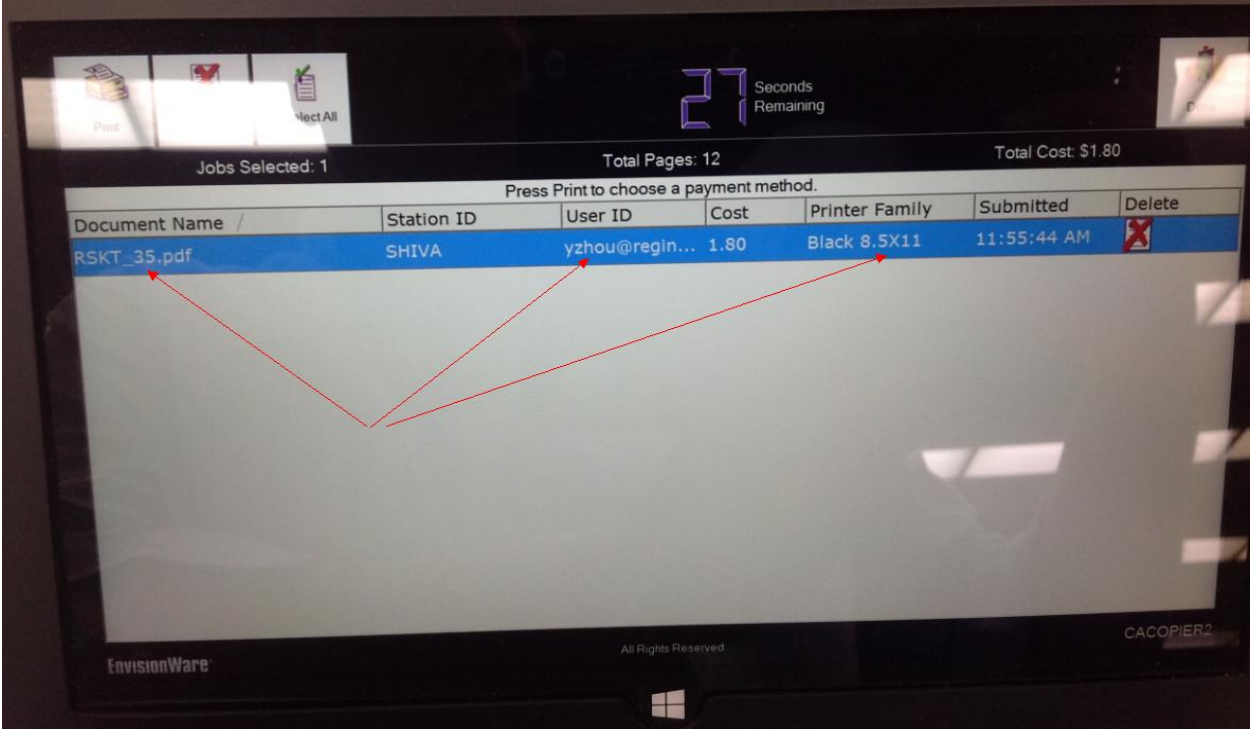


Figure 4

After typing the email address and hitting 'OK', the interface jumps to the following:



Check information, then hit 'Print' button.