



# MOBILE PRINTING

## IN 3 EASY STEPS

Print from your laptop, smart phone, or tablet at the library:  
10 page daily maximum.



### SUBMIT YOUR PRINT JOBS FROM ANYWHERE!

You will need

- ▶ Your device
- ▶ Wi-Fi connection
- ▶ Documents to be printed should be saved or downloaded to your device  
10 page daily maximum

#### ▶ Select a Library Printer:

\* Adult Printer



<https://tinyurl.com/5ftpw6tk>

\* Children's Printer



<https://tinyurl.com/yank4rna>



### UPLOAD DOCUMENTS FOR PRINTING

After you select a printer, the Princh web app will open.

- ▶ Upload each document you want to print
- ▶ Adjust Settings as needed:
  - \* Number of copies
  - \* Page range
  - \* Page layout
- ▶ Click
  - \* Accept
  - \* Continue
- ▶ Enter your email address

Your documents are now uploaded but will not print until released.



### RELEASE AND PICK UP YOUR PRINTED ITEMS

- ▶ Visit the Print Release Station for the printer you selected (Adult or Children's)
- ▶ Retrieve your print jobs
  - \* Enter email address
  - \* Select jobs to print
  - \* Click print
  - \* Type in your Library Card Number
  - \* Select "Pay from AAM Allocation Account"  
*\$2.50 daily printing credit*
- ▶ Pick up your printed documents at the printer.

Have questions or need help?  
Visit the Information Services Desk or Children's Services Desk.

**Uploaded print jobs will remain pending and ready to print until the end of library business hours on the day submitted.**



### Library & Recreation Department

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