

# Mobile Printing

## Send Your Prints

Effective May 8, 2023, the library will no longer accept patron documents in library emails.

### Upload Online

1. [www.printeron.com/bcpl/ml](http://www.printeron.com/bcpl/ml)
2. Follow prompts to upload file.
3. Follow Pickup Prints instructions below to retrieve your documents.

### Use the App

1. Install the PrinterOn app
2. Select your print location
3. Upload and submit documents
4. Follow Pickup Prints instructions below to retrieve your documents.

### Send by Email

1. Forward email with attachment to  
a. [bcpl-main-bw@printspots.com](mailto:bcpl-main-bw@printspots.com) or  
b. [bcpl-main-color@printspots.com](mailto:bcpl-main-color@printspots.com)
2. Follow Pickup Prints instructions below to retrieve your documents.

### Pickup Prints

1. At library, select "Release a print job" from the print kiosk.
2. Enter your email and select your print job to preview or print.
3. Pay using cash, coins, or card.