

Mobile Printing

Boca Raton Public Library now offers mobile printing which allows you to print documents from your home, laptop or mobile device. You may print and pick up your document the same day by using our Print Release Station at either the Downtown or Spanish River location, depending on where you sent it.

There are 3 ways to use our mobile printing option. Instructions for each option are below.

Web Printer Portal

1. Go to the website [Boca Library Web Printing](#).
2. Choose between Downtown (DTL) or Spanish River (SRL) and black and white (BW) or color (Color). For example: DTL-BW would be a black and white document at the Downtown location.
3. Attach the document you want to print by clicking the browse button and selecting the document from your hard drive or storage device (ie., flashdrive).
4. Click the button with the triangle pointing right.
5. Choose your paper size.
6. Create a Unique ID. You will need this to print your document from the Print Release Station.
7. Click on the green button with the printer icon.
8. Come to either the Downtown or Spanish River location, depending on the one you selected. At the Print Release Station, enter the Unique ID you entered on the website.
9. The screen will list your print job(s). Insert coins, \$1 or \$5 into the cash box next to the Print Release Station.
10. Press the blue "print" next to your print job on the Print Release Station screen.

Email

1. Compose an email to one of the four email addresses below:
 - a. Dtl-color@printspots.com
 - b. Dtl-bw@printspots.com
 - c. Srl-color@printspots.com
 - d. Srl-bw@printspots.com
2. Attach your document to the email and send.
3. Follow steps 8 through 10 above.

Mobile Devices

iOS 11 Devices,

1. Install the PrinterOn app and open.
2. You have four options to choose for printing:
 - a. If sending a document, select the box that says Documents and allow access to the Apple Files app; this is the file manager Apple introduced with iOS 11; if you have a previous OS, see below. Go to step 3.
 - b. If sending an email, select the box that says Email. To add an email account, press the round blue button with the + sign. Select your email provider (the name of your provider comes after the @). Enter your email address and password when prompted. Give permissions for the app to access your email. Tap on the white checkmark at the top of the screen. Go to step 3.

- c. If sending a photo, select the box that says Photos and give the app permission to see your photos. Go to step 3.
- d. If sending a web page, select the box that says Web. Enter the address of the web page at the top. Tap on the printer icon in the upper right hand corner and go to step 4.
3. Choose the document/email/photo you want to print.
4. On the next screen, select the box that says, "No Printer Selected; Tap here to select a printer."
5. Select the icon that looks like a magnifying glass and type Boca Raton Library and hit search.
6. Choose between Downtown (DTL) or Spanish River (SRL) and black and white (BW) or color (Color). For example: DTL-BW would be a black and white document at the Downtown location.
7. Click on the green print button.
8. Come to either the Downtown or Spanish River location, depending on the one you selected. At the Print Release Station, enter the Unique ID you entered on the website.
9. The screen will list your print job(s). Insert coins, \$1 or \$5 into the cash box next to the Print Release Station.
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Android Devices

1. Install the PrinterOn app and open.
2. You have three options to choose for printing:
 - a. If sending a document, select the box that says Documents. Select the location of the document (i.e., Google Drive, Dropbox, Box, OneDrive or Device). Sign in to the appropriate account and allow the app to view files in the storage location. Go to step 3.
 - b. If sending a photo, select the box that says Photos; select Gallery; select Gallery or Photos and choose if this is a one time use or use always. Go to step 3.
 - c. If sending a web page, select the box that says Web. Enter the address of the web page at the top. Tap on the printer icon in the upper right hand corner and go to step 4.
3. Choose the document/email/photo you want to print.
4. On the next screen, select the box that says, "No Printer Selected; Tap here to select a printer."
5. Select the icon that looks like a magnifying glass and type Boca Raton Library and hit search.
6. Choose between Downtown (DTL) or Spanish River (SRL) and black and white (BW) or color (Color). For example: DTL-BW would be a black and white document at the Downtown location.
7. Click on the green print button.
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