Covid-19 service changes, curbside pick-up of prints is also available. Please email documents to: **oakb_mail@clamsnet.org** Call library to schedule a pick-up time (508) 693-9433

When at the library, please see a staff member to release your print. Your prints will be available on the second floor from the Reference Department.

How to print from a laptop or desktop computer at home or work:

- Begin by visiting http://www.printeron.net/obpl/mainlibrary
- Select the printer and enter your email address.
- Browse your computer to find and select the file you wish to print.
- Click the green print icon [or forward button, depending on how system is configured]. You will see the status of your print job and a reference number.

How to use email to send something directly to library print system:

- Email from any device directly to the library's print system at obpl-mainlibrary-bw@printspots.com
- obpl-mainlibrary-color@printspots.com
- obpl-mainlibrary-bw-2-sided@printspots.com
- <u>obpl-mainlibrary-color-2-sided@printspots.com</u>
- Attachments will print separately from the email body. It will be sent as two different documents.

How to print from tablet or smartphone app:

- Visit your device's 'store' for apps, install and launch the PrinterOn App.
- Click "No printer selected".
- Click "Search". Search for Oak Bluffs Library
- Find Oak Bluffs Library and click [PRINTER NAME] and save.

Printer choices: (Black & White; 2 sided B&W; Color; 2 sided Color)

To print:

- Documents: when viewing the document, click in the upper right corner and upload the document to the PrinterOn App.
- Photos from your phone: open the app, click on "photo" and select a photo to print.
- Select the printer and click the print icon.
- Enter an email address and click on the check mark (you will receive a notice that the job started, and shortly after another message stating "Job Success").
- See staff for Print Release at library