Mobile Printing Instructions

1. **From thelibrarydistrict.org, select "Using the Library" then "Mobile Printing."**

2. **From the Mobile Printing area, select the library from which you would like to pick up your documents.**

3. **Select a printer, enter your e-mail address, and enter the file name or URL to print. Then, select the "play" button.**
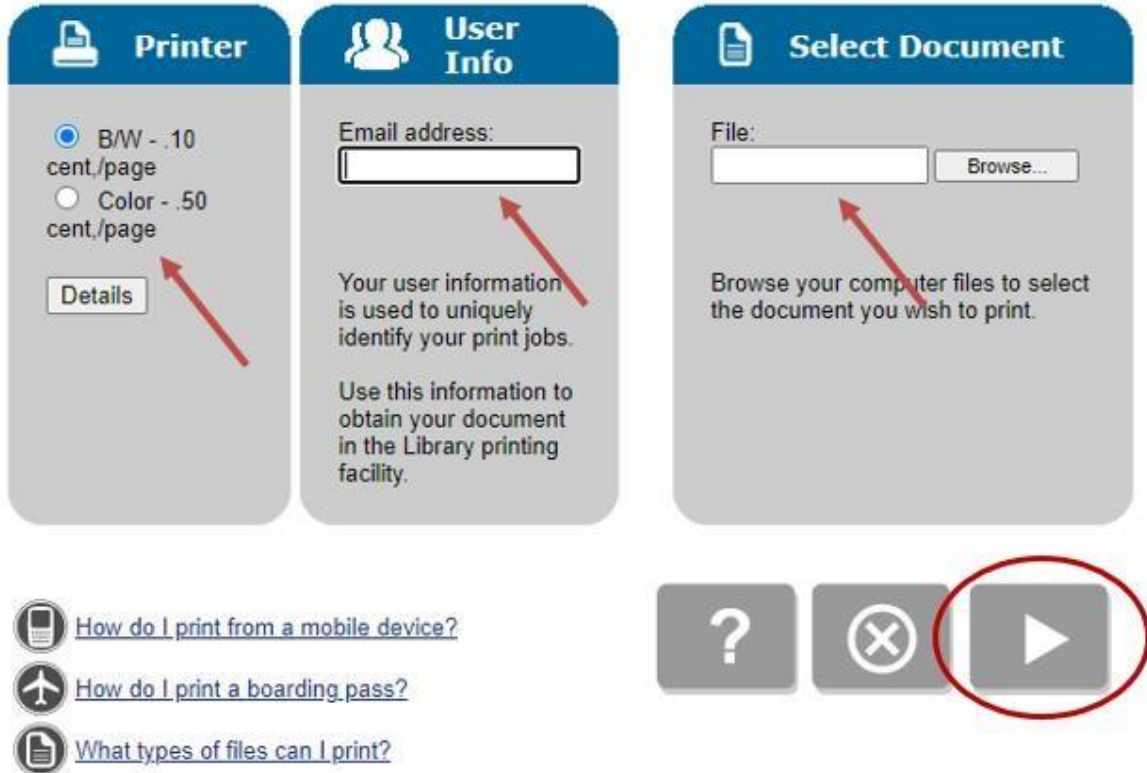
4. **Verify the print job information and pricing are accurate, and click the green print button to approve the job.**

5. **The confirmation screen will display; you may make note of the Job Reference Number.**

To pick up your document, go to the Computer Lab Desk with your user information.
Note that unreleased jobs are deleted at the end of the day after the branch closes.

You can refresh the status of your document by clicking the (i) button.

Document Status

Your request has been processed.

Job Reference #: 1161437815
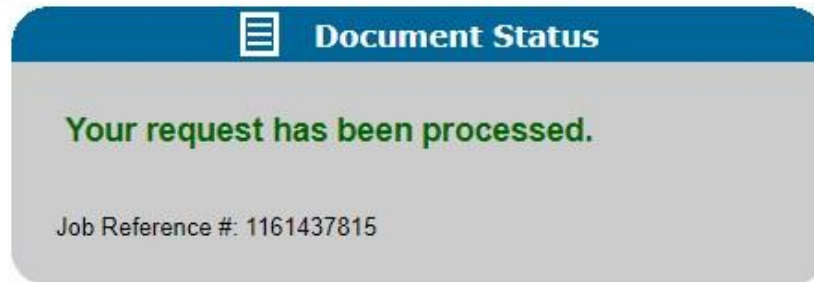
Please record your job reference number to identify your print job in the event of a problem.

6. **Visit the library where you sent your documents in order to and pay for and retrieve them.**

7. **See a staff member for assistance if needed.**