



## HOW TO:

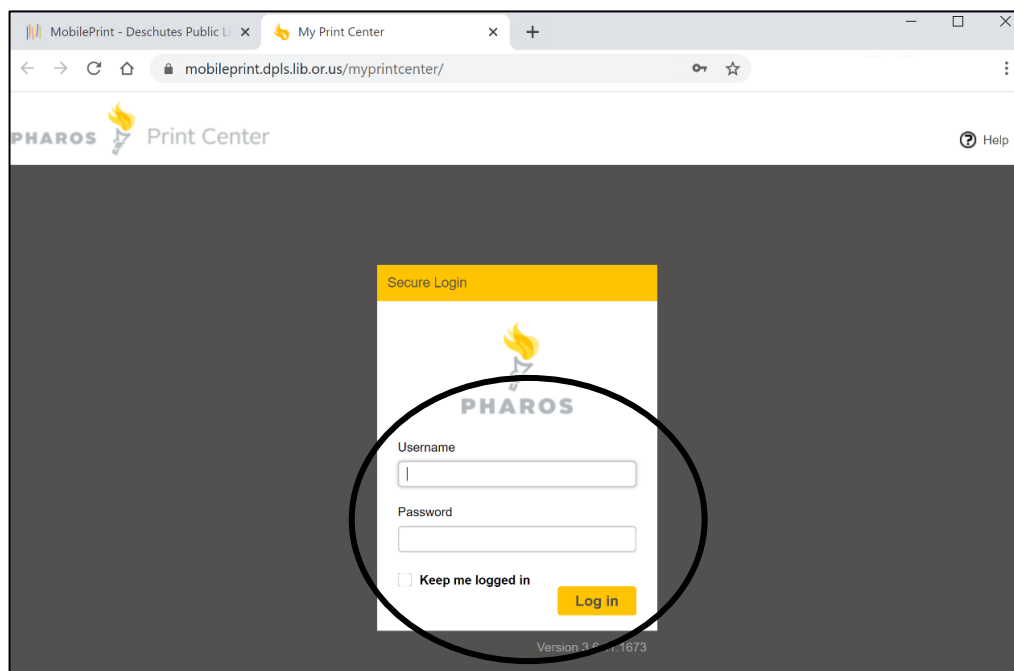
### Mobile Print from a Personal Computer or Laptop

Use MobilePrint to send documents to the printer from your personal computer.

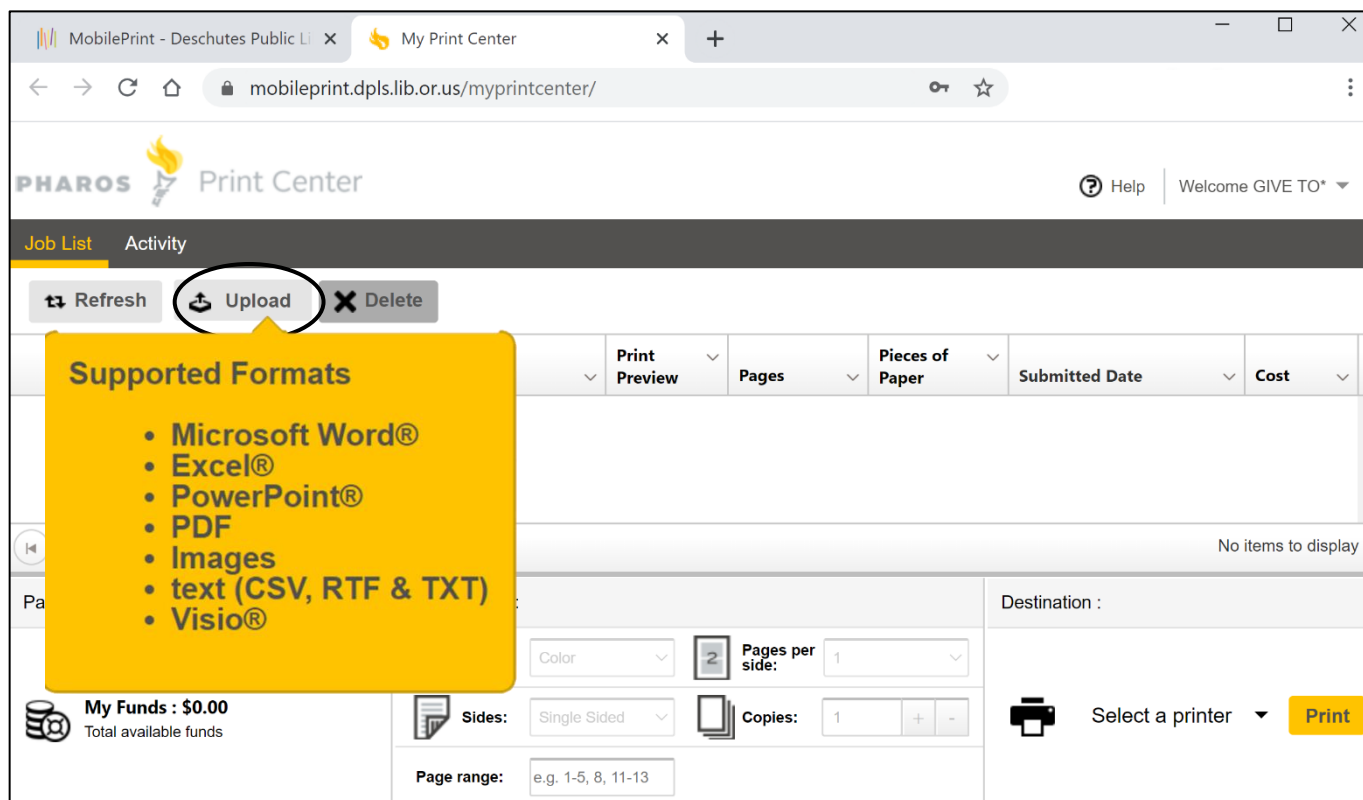
Visit “Mobile Print” under “Log In / My Account” on the library’s website for quick links.

1. Go to the website: [mobileprint.dpls.lib.or.us/MyPrintCenter](http://mobileprint.dpls.lib.or.us/MyPrintCenter)

2. Login to MobilePrint with your library card number (14 digits no spaces) and PIN (default is last 4 digits of your phone number), or your access card number (10 digits with no password). Log in.



3. Click “Upload” to add the document(s) you would like to print. Please note the supported formats.



4. To print choose one of the following options:

- Go to the printer at any library location and login with the same library/access card information you provided MobilePrint. Select your print job to release and print.

**OR**

- Select the document(s) you want to print by checking the box next to the name.
  - Choose the printer location, by clicking “Select a printer.”
  - Change any print options (color, double/single sided, number of pages per side, copies, page range) you may need adjusted.
  - Print.

The screenshot shows the MobilePrint interface for Deschutes Public Library. The browser address bar shows the URL `mobileprint.dpls.lib.or.us/myprintcenter/`. The page header includes the PHAROS logo and 'Print Center' text, along with a 'Welcome GIVE TO\*' dropdown menu. Below the header, there are tabs for 'Job List' and 'Activity', and buttons for 'Refresh', 'Upload', and 'Delete'. A table lists print jobs with columns for 'Type', 'Title', 'Print Preview', 'Pages', 'Pieces of Paper', 'Submitted Date', and 'Cost'. One job is selected, with a checkbox circled in red. A printer selection dropdown is open, showing a list of printers including 'Kyocera P2040dw', 'LaPineXerox', 'SunriverXerox', 'RedmondXerox', and 'EBXerox'. The 'SunriverXerox' printer is highlighted. Below the printer list, there are print options: 'Color: Black & White', 'Pages per side: 1', 'Sides: Single Sided', 'Copies: 1', and 'Page range: e.g. 1-5, 8, 11-13'. A 'Print' button is circled in red. The bottom left shows 'My Funds : \$0.00' and 'Total available funds'.