



Hudson Public Library Mobile Printing

With **PrinterOn™**, you may use your personal computer or mobile device to print to the Hudson Public Library printer from anywhere. Simply submit documents for printing and come to the library. Select, pay and release your document. (*Black + White or Color*)

Option 1: Print from a laptop or desktop computer at home or work:

- ◆ Begin by visiting huds.pl/print or <https://printeron.net/hud/hudson>
- ◆ Select the printer and enter your email address.
- ◆ Browse your computer to find and select the file you wish to print.
- ◆ Click the forward  button ;click the green print icon 
- ◆ You will see the status of your print job and a reference number.
- ◆ **The Print Release Station is located on the Main Floor near the Reference Desk.**
- ◆ At the Print Release Station select "**Release a Print Job**".
- ◆ Enter your email address in the lower of the two boxes; select your print job.
- ◆ Follow the prompts to pay for your documents.



Option 2: Use your email to print directly to PrinterOn™ at the Hudson Library:

- ◆ Send your document from your email account to:
 - Black and White:* hudson-bw@printspots.com
 - Color:* hudson-color@printspots.com
- ◆ **The Print Release Station is located on the Main Floor near the Reference Desk.**
- ◆ At the Print Release Station select "**Release a Print Job**".
- ◆ Enter your email address in the lower of the two boxes; select your print job.
- ◆ Follow the prompts to pay for your documents.



Option 3: Print from tablet or smartphone app:

- ◆ Visit your device's 'store' for apps - **iPhone or Google Play**
- ◆ Install and launch the **PrinterOn App**. 
- ◆ Tap "**No printer selected**".
- ◆ At the bottom of the screen, tap **Search** 
- ◆ Search for **Hudson, MA** 
- ◆ Find **HUD Hudson Public Library** and tap on **Black and White Printer** and save.
- ◆ **Documents:** when viewing the document, tap in the upper right corner and upload the document to the **PrinterOn App**.
- ◆ **Photos:** open the app, click on "photo" and select a photo to print.
- ◆ Select the printer and tap the print icon.
- ◆ Add an email address and **tap on the tiny check mark in the top right corner**
- ◆ You will receive a notice that the job started, then another message stating "**Job Success**").
- ◆ **The Print Release Station is located on the Main Floor near the Reference Desk.**
- ◆ At the Print Release Station select "**Release a Print Job**".
- ◆ Enter your email address in the lower of the two boxes; select your print job.
- ◆ Follow the prompts to pay for your documents.

