

Mobile Print Job Pickup

- 1) Go to the Main Library's Print Release Station located at the Computer Lab on the 1st Floor. At the station, click on the the **Release a Print Job** button



- 2) At the next prompt, enter the exact **email address** used to submit the job and then click **OK**

The image shows a "User Login" dialog box with the following elements:

- Title: User Login
- Text: "Please enter the requested information below. If you need additional help, please ask a staff member for assistance."
- Field: "Library Card Number" with an empty input box.
- Field: "Email Address" with the value "bob@doesntexistat.all" entered. This field is highlighted with a red box.
- Buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.
- Text: "Enter the email address used when submitting to the Mobile Printing (PrinterOn Service)" with a smartphone icon.
- Text: "Licensed to: Oakland Public Library"
- Image: A printer icon.
- Copyright: "Copyright © 1998-2015, EnvisionWare, Inc."

A red arrow points from the "OK" button in this dialog to the "OK" button in the next screenshot.

- 3) You will be shown the list of jobs submitted and the total cost. To preview the job, click on the **Preview** button.

The image shows a mobile print job management interface with the following elements:

- Buttons: "Print", "Delete", "Deselect All Jobs", "Reprint Jobs", "Seconds Remaining", "Done".
- Summary: "Jobs Selected: 1", "Total Pages: 1", "Total Cost: \$0.15".
- Text: "Press Print to choose a payment method."
- Table of jobs:

Document Name	Station ID	User ID	Cost	Printer Family	Submitted	Delete	Preview
Koala.jpg	LABEWC	bob@doesnt...	0.15	Black&White	3:23:23 PM		

A red arrow points from the "Preview" button in the table to the "Preview" button in the next screenshot.

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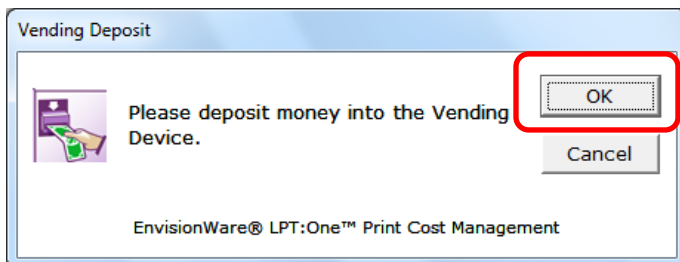
- 4) Example of Print Preview below. To exit preview, click the exit icon



- 5) Click on the job to highlight it and then click the **Print** icon. You may select multiple jobs by holding the CTRL key and highlighting several jobs.

Document Name	Station ID	User ID	Cost	Printer Family	Submitted	Delete	Print
Koala.jpg	LABEWC	bob@doesnt...	0.15	Black&White	3:23:23 PM		

- 6) When the next prompt shows, insert coins or bills into the coin/bill machine, and then click **OK** to release the job. Once your job is released, click on **Done** to exit.



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Frequently Asked Questions

1) What forms of payment are accepted?

The Coin/Bill Acceptor will take Nickels, Dimes, Quarters, as well as \$1 and \$5 bills. Change will be given in coins. A maximum of \$5.00 in cash may be inserted. Users must pay for print jobs exceeding \$5.00 at a staffed counter.

2) How long do I have to pick up my print job?

Print jobs must be picked up on the same day before the library closes. Please check the Oakland Public Library website for hours. Jobs will be automatically deleted after the library closes. Jobs submitted after the library closes cannot be retrieved.

3) Can I change the number of pages to print after the job is submitted?

No, the job must be resubmitted.

4) Can I print more than one copy of the same job?

Yes, to reprint your job, click on the Reprint Jobs icon.

5) I submitted a print job by mistake. What do I do?

You can resubmit the job and select the correct job to print when picking up. Use the print preview feature to identify the correct job before payment.

6) After submitting my job, can I change my Mobile Print pickup location, e.g. Berkeley Public Library, SF Public Library?

No. To pick up at a different location, you will have to resubmit the job to the other location's printer. Note that pricing and printer availability may be different at other Mobile Print locations.