

How to use the PrinterOn App for Android Devices



Download and install the app from the Google Play Store. Search for the free PrinterOn app.



Add the Printers to your Contacts:

- Tap the button near the bottom left side that says “No Printer Selected”.
- Select Location, it will automatically detect where you are if you have location services turned on or you can search by zip code.
- Tap the printer marker on the map near the dot signifying where your location is to select the BW Printer.
- Tap the star icon to save the Printer and then tap the contact card icon next to star to add the printer to your contacts.
- Return to the map and tap the printer marker again to change it to the Color Printer. Repeat the steps above to save the Color Printer.
- Tap the checkmark to close the screen.
- Add the following 2 email addresses as contacts in your email program of choice: printspots-antiochpl-bw@printspots.com and printspots-antiochpl-color@printspots.com

To print an E-mail:

- From your Mail, locate the e-mail to print
- Begin by forwarding it
- Select the printer to use from your Contacts
- Press Send
- You will receive an e-mail confirming the job was sent
- Retrieve the job from either one of our Print Release Stations. At the station, type in the beginning part of your e-mail address you sent the e-mail from (everything before the @ symbol) to release your job.

To print Mail Attachments:

- From your Mail locate the attachment to print
- Tap or hold to Save to your device
- Close out of Mail
- Open the Downloads App > choose Other Downloads > Select file by placing a checkmark next to it.
- In the upper right corner tap the Share icon and select PrinterOn.
- Select the printer to use
- Press Print
- Type your name
- Retrieve the job from either one of our Print Release Stations by typing in the name you entered above.




To print a Photo:

- Open the PrinterOn App
- Tap Photos
- Tap Gallery
- Tap where you want to retrieve a photo from.
- Select Picture
- Select the printer to use
- Press Print
- Type your name
- Retrieve job from either one of our Print Release Stations by typing in the name you entered above.

To print a Website:

- Open the PrinterOn App
- Tap Web
- Go to the website you need to print
- Press Print in the upper right corner
- Select the printer to use
- Press Print
- Type your name
- Retrieve the job from either one of our Print Release Stations by typing in the name you entered above.

To print PDFs, Word Documents, Excel Spreadsheets, and PowerPoints:

- Download the file from an e-mail or from the web
- Open the Downloads App
- Select the file to print by placing a checkmark next to it
- Tap the Share icon  in the upper right corner and choose PrinterOn.
- Select the printer to use
- Press Print
- Type your name
- Retrieve the job from either one of our Print Release Stations by typing in the name you entered above.