



## Kansas City, Kansas Public Library MobilePrint Instructions

MobilePrint, or wireless printing, is now working at all KCKPL locations.

Submit your print job to the print queue for the branch and printer you want to use, and then pay for the print at the library, like you would when printing from the public lab.

There are three ways to print: the web portal, a mobile app, and email.

### Web Portal Instructions

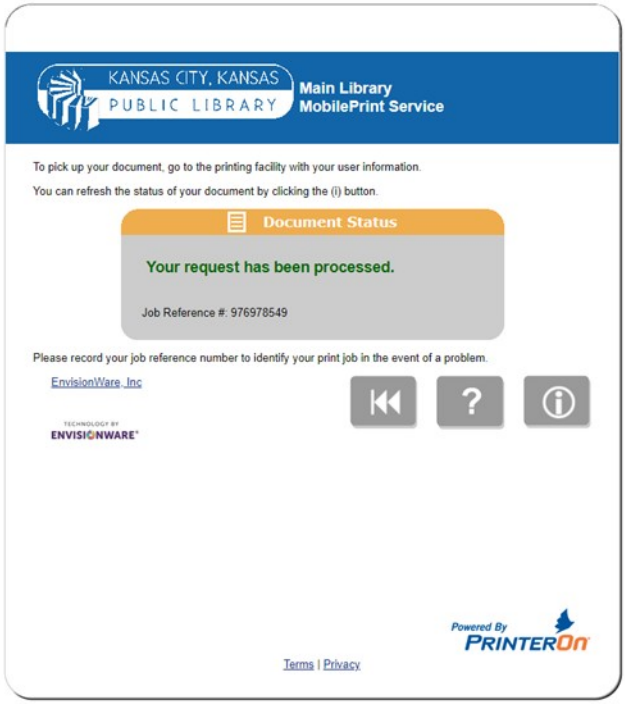
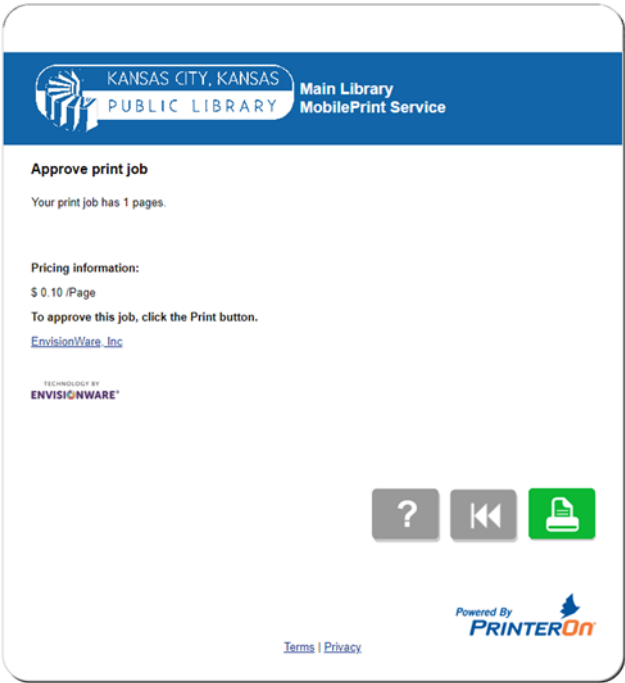
To use a web portal for the branch, go to the web address for your chosen branch. Then select a printer type (black and white or color), enter your email address (for your position in the printer queue), and upload your document to print. You can then go to the library branch to pay for and retrieve your document.

<https://www.printeron.net/kckpl/main>  
<https://www.printeron.net/kckpl/south>  
<https://www.printeron.net/kckpl/turner>  
<https://www.printeron.net/kckpl/west>  
<https://www.printeron.net/kckpl/schlagle>

Enter your information, as in the example below, and click on the right-hand triangle to proceed:

A screenshot of the MobilePrint Service web portal interface. At the top, there is a language dropdown menu set to "English". Below this is a blue header bar with the Kansas City, Kansas Public Library logo and the text "Main Library MobilePrint Service". The main content area has a white background and contains a welcome message: "Welcome to our Patron Printing service. Print virtually any document or web page from your Internet connected PC to one of our Library printers." To the right of this message is the address: "625 Minnesota Avenue, Kansas City, KS 66101, UNITED STATES". Below the welcome message, it says "There is no additional software required. Simply follow these steps:". There are three main sections: "Printer" with radio buttons for "Black and White" (selected) and "Color", and a "Details" button; "User Info" with an "Email address:" field containing "bmccoy@kckpl.org" and a note that user information is used to identify print jobs; and "Select Document" with a "File or URL:" field containing "KCKPL.org.jpg" and a "Browse..." button. At the bottom, there are three help links: "How do I print from a mobile device?", "How do I print a boarding pass?", and "What types of files can I print?". On the right side of the bottom row, there are three buttons: a question mark, a close (X) button, and a right-pointing triangle (play) button.

The program will then count the number of pages you are printing and show you the cost per page, and you can click the image of the printer to submit the print job:

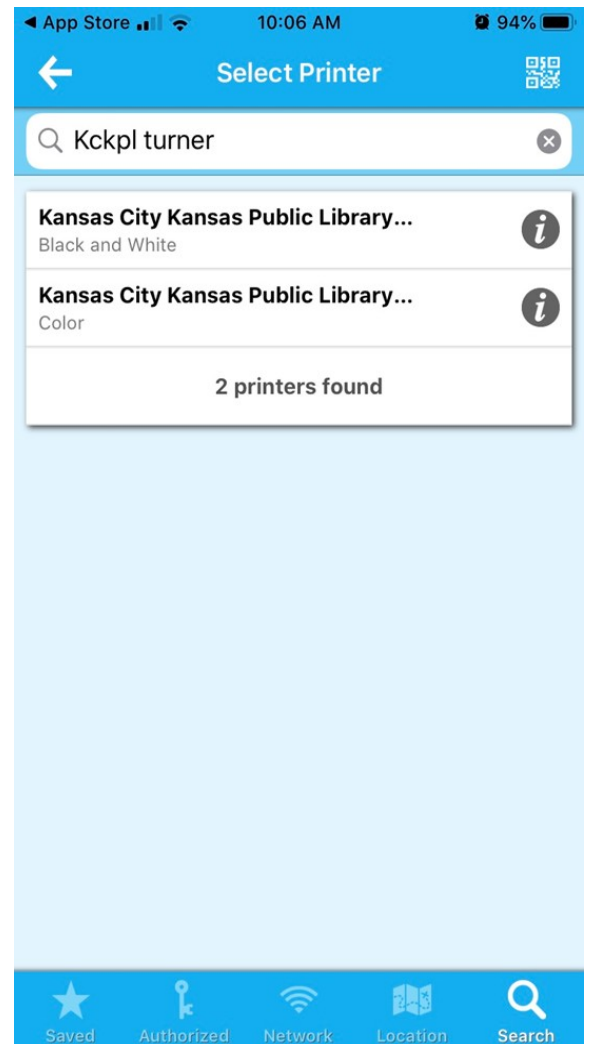
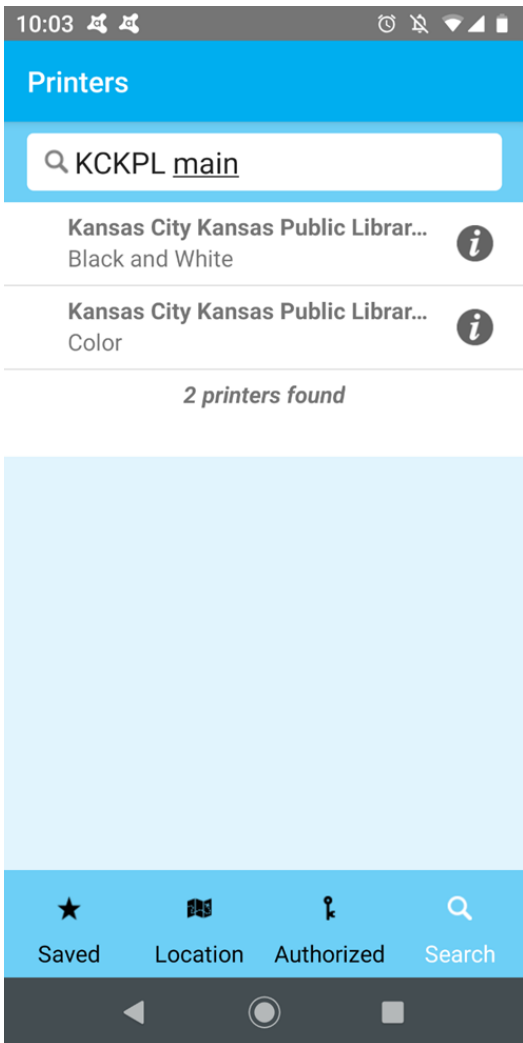


This screen will show you the processing of your request. You can get updated information by pressing the circled “i” in the lower-right.

## App Print Instructions

If you have an Android or Apple device, you can use the apps, which are available from the respective online stores. Look for the PrinterOn application and install it.

Click on the printer selection button at the bottom of the app and search for KCKPL [branch] to find the printers available. Searching for KCKPL MAIN on Android looks as below on the left, while searching for KCKPL Turner on an Apple device looks very much the same.



Click on which printer you want to use, select your document, click on the PRINT icon, enter your email address, and your print is on the way to the print queue for you to pick up at the library! It will take a minute or two to process the document and send it on the way.

**Note:** For printing at Schlagle, you will receive an email with a privacy release code that you will need to pick up your print job.

## **Email Instructions**

Send or forward an email with attachment(s) to the email address of the printer. Each branch has two public printers available.

### Main Library

Black and White Printer: KCKPL-MAIN-BW@PRINTSPOTS.COM  
Color Printer: KCKPL-MAIN-COLOR@PRINTSPOTS.COM

### South Branch Library

Black and White Printer: KCKPL-SOUTH-BW@PRINTSPOTS.COM  
Color Printer: KCKPL-SOUTH-COLOR@PRINTSPOTS.COM

### Turner Community Library

Black and White Printer: KCKPL-TURNER-BW@PRINTSPOTS.COM  
Color Printer: KCKPL-TURNER-COLOR@PRINTSPOTS.COM

### West Wyandotte Library

Black and White Printer: KCKPL-WEST-BW@PRINTSPOTS.COM  
Color Printer: KCKPL-WEST-COLOR@PRINTSPOTS.COM

### Mr. & Mrs. F. L. Schlagle Library

Black and White Printer: KCKPL-SCHLAGLE-BW@PRINTSPOTS.COM

## **What type of files can I print?**

Microsoft Word for Windows or Mac 2000-2019  
Microsoft Excel for Windows or Mac 2000-2019  
Microsoft PowerPoint for Windows or Mac 2000-2019  
Microsoft Visio 2000-2019  
Apache OpenOffice/LibreOffice Writer 2.x and later  
Apache OpenOffice/LibreOffice Calc 2.x and later  
Apache OpenOffice/LibreOffice Impress 2.x and later  
Apache OpenOffice/LibreOffice Draw 2.x and later

Graphics and text formats:

PDF XPS PNG BMP JPEG HTML GIF TIFF RTF ASCII Text Unicode Text ZIP