

For Apple & Android Device Users Printing Files, Photos & Sites, Use the PrinterOn App!

User Tips: It is recommended that you use the Email Instructions to print emails because the app will not format your emails properly.

It is recommended that Windows 8 & 10 users use the Laptop/PC Instructions and the Email Instructions for printing.

To print secure websites requiring a login and password (boarding passes, bank statements, etc.), access the PDF version of the item provided by the site and then print it OR download a free PDF creator to create a PDF version of the item, and then print the saved PDF file.

- Download the “PrinterOn” App in your App Store and then **open it**.
- Tap at the bottom of the screen where it says to **SELECT A PRINTER**.
- Select **SEARCH** at the bottom of the screen and **type in SAYREVILLE**. You will now save the printers to print.
 - **Apple Users:** You will find the library’s Black & White Printer as well as the library’s Color Printer. **Click on the “i” next to each printer** where you can select **SAVE** so they become your saved printers going forward. Hit the ← to do this for the other printer as well. Hit ← again to get out of the search screen to get back to the main screen.
 - **Android Users:** You will find the library’s Black & White Printer as well as the library’s Color Printer. **Click on the “i” next to each printer** where you can select the ★ at the top of the screen so they become your saved printers going forward. Hit the ← to do this for the other printer as well. Hit ← again to get out of the search screen to get back to the main screen.
- You will see three buttons Documents, Photos, and Web on the main screen. **Select which button pertains to the item you wish to print and follow the prompts.**
 - **DOCUMENTS** to access documents on the device, the iCloud, Google Drive, OneDrive, OR other cloud-based apps like Dropbox
 - **PHOTOS** to access the photo albums on your device
 - **WEB** to type in any URL
- **Pull up the document, photo or site you want to print.** Apple Users should select the **PRINT** button in the right portion of the screen to move onto the next step. **All users will now see the print preview** feature where it lets you view your document before submitting it for printing, making sure it is exactly what you want before hitting the print button. **Select if you want Black & White or Color by tapping the printer selection at the bottom of the screen.** You can choose which pages you want to print and how many copies you need by clicking on the page icon in the top, right-hand corner of the screen. **Select PRINT when you have made your selections.**
- You will be prompted to **type in your email address each time you send a job**. Select ✓ when you are done. **Apple users:** After your request has been processed, a confirmation banner will appear letting you know when the job is ready to be printed. **Android users:** See the status of the job by clicking on the PRINT HISTORY of the app at the bottom portion of the screen. You can pick up your job after it is done processing.
- Select **RELEASE A PRINT JOB** at the **Print Release Station** and then **enter your email address** in the box that appears. Your jobs will pop up! **Please do a Print Preview of each job.**
- **Select the job(s) you want to print.** Select **PRINT** in the left portion of the screen. Your owed total will appear in the right-hand corner. **Insert the money in the coin machine.** Select **PAY FROM VENDING DEVICE** and confirm your print job by selecting **OK**.