

# Mobile Printing Service Available @ CCPL


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CCPL is now offering  
**Mobile Printing** services!  
Send documents on-the-go  
straight from your phone,  
computer or tablet to our  
library's printers  
from anywhere.



## Step-By Step Instructions

1. Send an e-mail with an attachment\* to [print@printbyxerox.com](mailto:print@printbyxerox.com). *First time user? Check your e-mail for a User ID and password.*
2. From the Printer screen, press the @PrintByXerox button. Press the "Login" button, then enter your e-mail address and press "Enter".
3. On the "Enter password" screen, enter your password and press "Enter".
4. Your Document List will appear. Select the files you want to print by checking the box. Press "Print Options" towards the right to review your choices, and make any desired changes.
5. Press "OK" at the top right, then press "Print" at the bottom left. A green check mark appears when the document(s) begin to print.\*\*
6. Press the "Job Status" button to the left of the screen. Press the "Active Jobs" tab, select job(s) on screen, then insert coins/bills.
7. Press "Print." Success!



**The cost to print is .10 per page for black and white copies. Color copies are available for .25 per page. Customers may not provide their own paper.**

\*The attachment should contain a supported file type (Adobe, Microsoft Office, and image files.)

\*\*It will take a couple minutes for larger documents to print in completion.

Contact your nearby branch for more information.