

Mobile Print Instructions - Detailed

The Fargo Public Library allows library users to wirelessly print documents from their personal devices by uploading them to the online printing queue.

*Please note that users will need either their **library card number** or will need to get a **guest pass** from library staff in order to log in and use this service.*

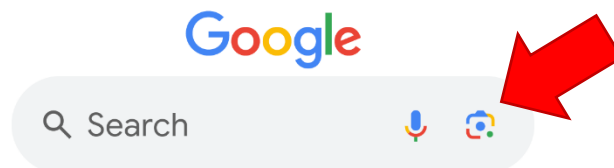
1. **To begin, please make sure that the device is connected to the internet.**
This may be done by connecting to Wi-Fi (such as our “Library Public” network) or by turning on your device’s data settings.
2. **Now, make sure that the file you want to print has been downloaded and saved to your device.** (Not just in an email.)
3. **Next you will need to navigate to the library’s online Mobile Print Center.**
This either be done by scanning a QR code with your mobile device’s camera, or by typing in the website address into the internet browser of any device.

a. **QR Code Method** with an **Android Device:**

1. **Open the Google App on your device.**
(It should look like the letter “G”)



2. **Then tap the Google Lens icon** (looks like a camera) on the search bar.



3. **Scan the QR Code** by hovering your camera over the image until it comes into focus and shows a web address.
4. **Click the photo button** or tap the web address that pops up.



b. **QR Code Method with an Apple Device:**



1. **Open the Camera app**



2. **Scan the QR Code** by hovering your camera over the image until it comes into focus and shows a web address.

3. **Click the photo button** or tap the web address that pops up.

c. **Or navigate to the website by typing fargolibrary.org/mobileprint into an internet browser** (such as Chrome, Firefox, Edge, or Safari)

4. **Log in to the site using your library card number and password, or the username and password from your guest pass.**

If you have forgotten your password, please visit catalog.fargolibrary.org and click **Forgot Password** or contact library staff at 701-241-1492 to have it reset.

5. **To upload a document:**



a. **Click or tap the “Upload” button at the top of the page.**

The supported formats are: Microsoft Word (docx), Microsoft Excel (xlsx), Microsoft Powerpoint (pptx), PDF, various images types (gif, jpg, tiff, etc.), text files (txt, rtf).

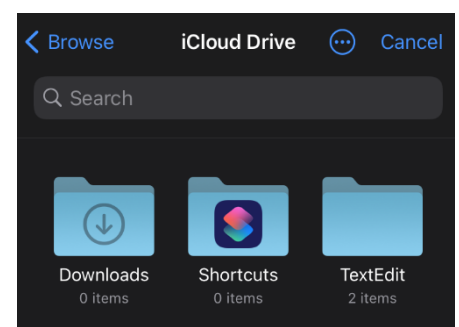
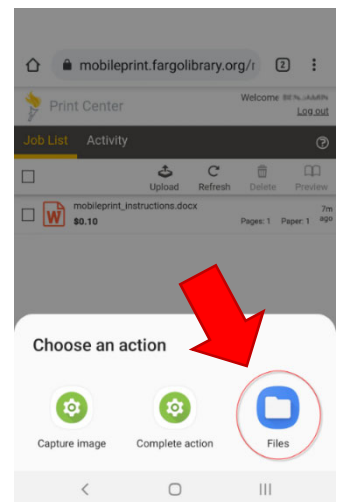
b. **Navigate to the file you wish to print.**

i. **Decide where to look for the file**

Documents and other downloaded content are typically in “Files”, “Media Picker”, or “Browse”.

Personal photos are typically available in “Photos” or “Gallery”

ii. **Use the file chooser to select the desired file on your device.**
(This will look slightly different depending on whether you are using an Android or Apple device.)



6. **Select that file and it will appear in the document queue.**
 - a. At this point, it can be released from the printer and it will default to printing one copy in black and white on only one side of the page.
 - b. However, if you need to change any of those options that can be done in the print menu below.
7. The **Print Options Menu** is at the bottom of the page.
On a mobile device, it will show as a **tab** at the bottom near the payment method.



Payment method :  **Print options :** 

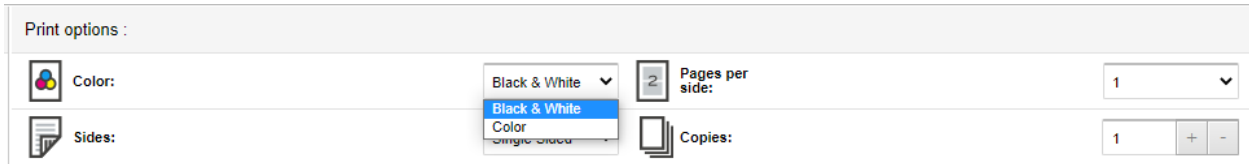
Color: ☐ OFF ☒ ON Double side: ☐ OFF ☒ ON

Pages per side: ☒ 1 ☐ 2 Copies:

8. **Check the box next to the document in the printing queue**



Then change the print options at the bottom to select features such as color, number of copies, etc.



Print options :

 Color:  Black & White  2 Pages per side:

 Sides:  Single Sided  Copies:

9. **Now, proceed to the print release station where you can log in, pay, and release the print job.**

