

# GRUNDY LIBRARY

The Margaret R. Grundy Memorial Library

Dana Barber · Library Director

## Mobile Printing @ Grundy Library

With our mobile printing service, you can use your personal computer or mobile device to print to the library's printers from anywhere. Simply submit documents for printing and visit the Grundy Library to release and pick up your document.

**Note: Prints must be picked up within 4 days of the day you send them. The print queue is cleared after 4 days.**

### Option 1 - Print from your laptop or desktop computer:

- Begin by visiting: <https://www.printeron.net/mrgm/library>
- Select the printer and enter your email address
- Browse your computer to find and select the file you wish to print; click the forward button
- Choose the printing options; click the forward button
- Approve the print job; click the green print icon
- You will see the status of your print job and a job reference number

### Option 2 - Send as an email attachment:

- Login to your email account and send an email with the document to be printed as an attachment to one of these email addresses:
  - Black & White: [grundy-bw@printspots.com](mailto:grundy-bw@printspots.com)
  - Color: [grundy-cl@printspots.com](mailto:grundy-cl@printspots.com)

### Retrieving your print job:

The library building is currently closed to the public. To pick up your prints, please call to arrange curbside pickup. For detailed information, please visit [www.grundylibrary.org/curbside](http://www.grundylibrary.org/curbside)

### Printing costs:

- Black & White: 20¢ per page
- Color: 50¢ per page