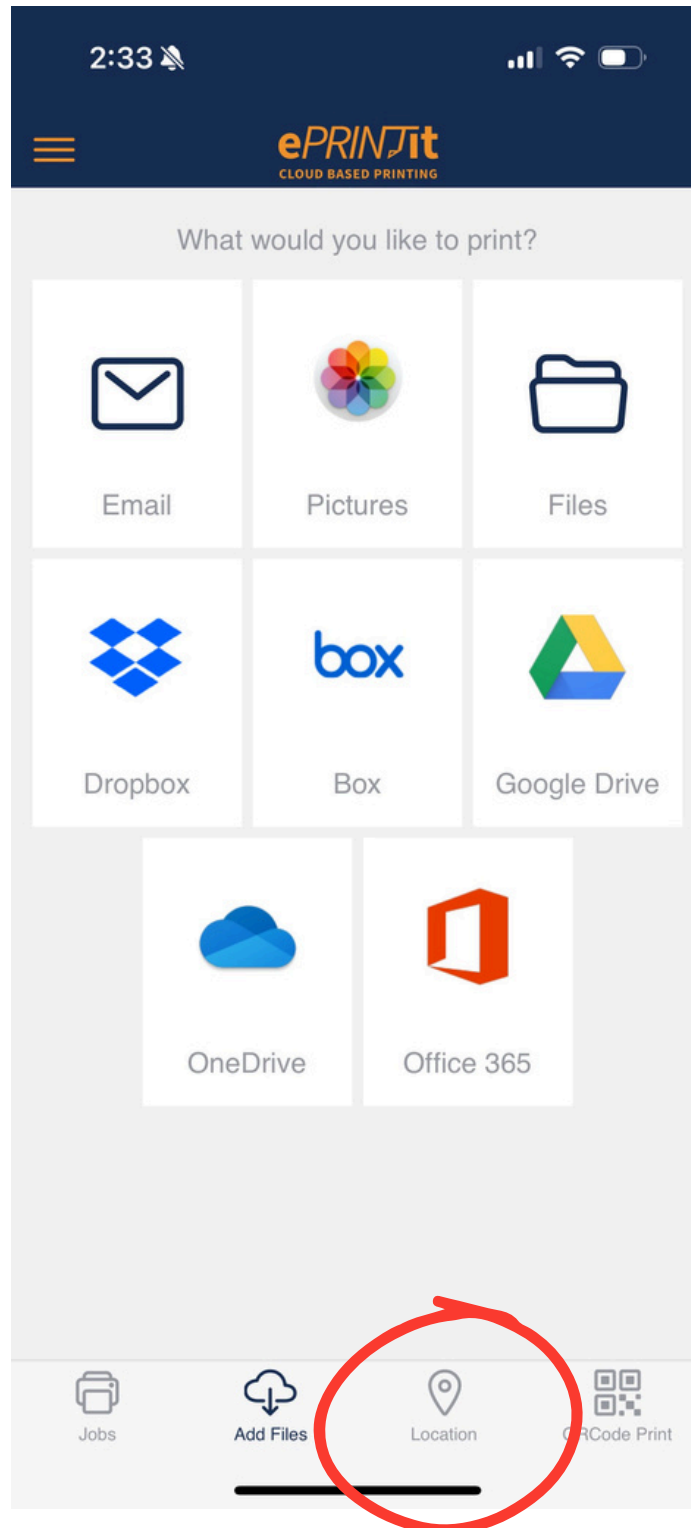# Print from Your Mobile Devices

01.

Home Page

After downloading the app, this should be the screen you encounter.

02.

Location

To start printing, it is important that your print job is sent to the right location. Press on the "Location" tab on the bottom menu.
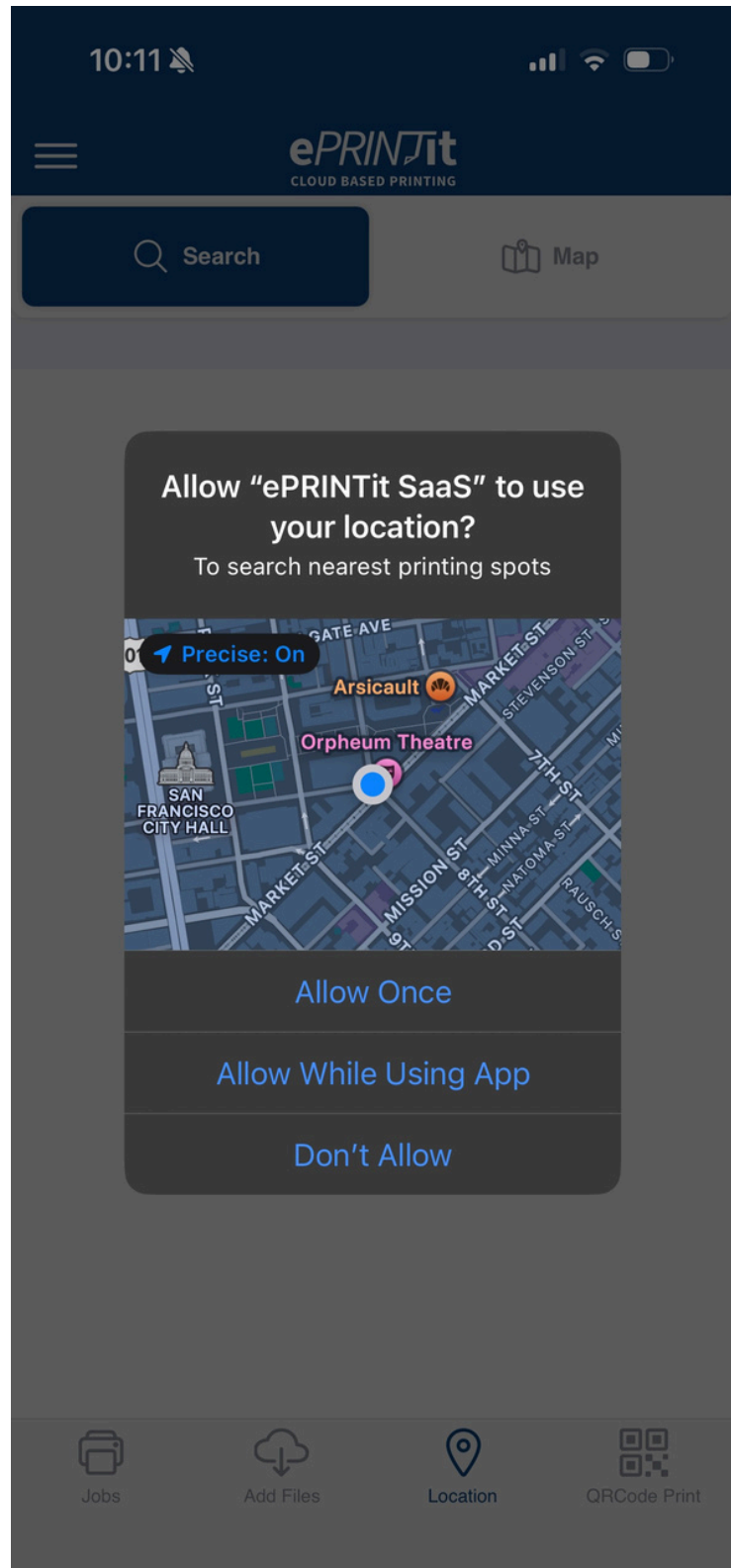
Print from Your Mobile Devices

03.

Permissions

Determine permissions for the app to search for printing locations. Because TBS services multiple libraries, it is not automatically set to print at SFPL.

If you are not nearby an SFPL location at the time of printing, you can also manually search for San Francisco Public Library using the search bar.
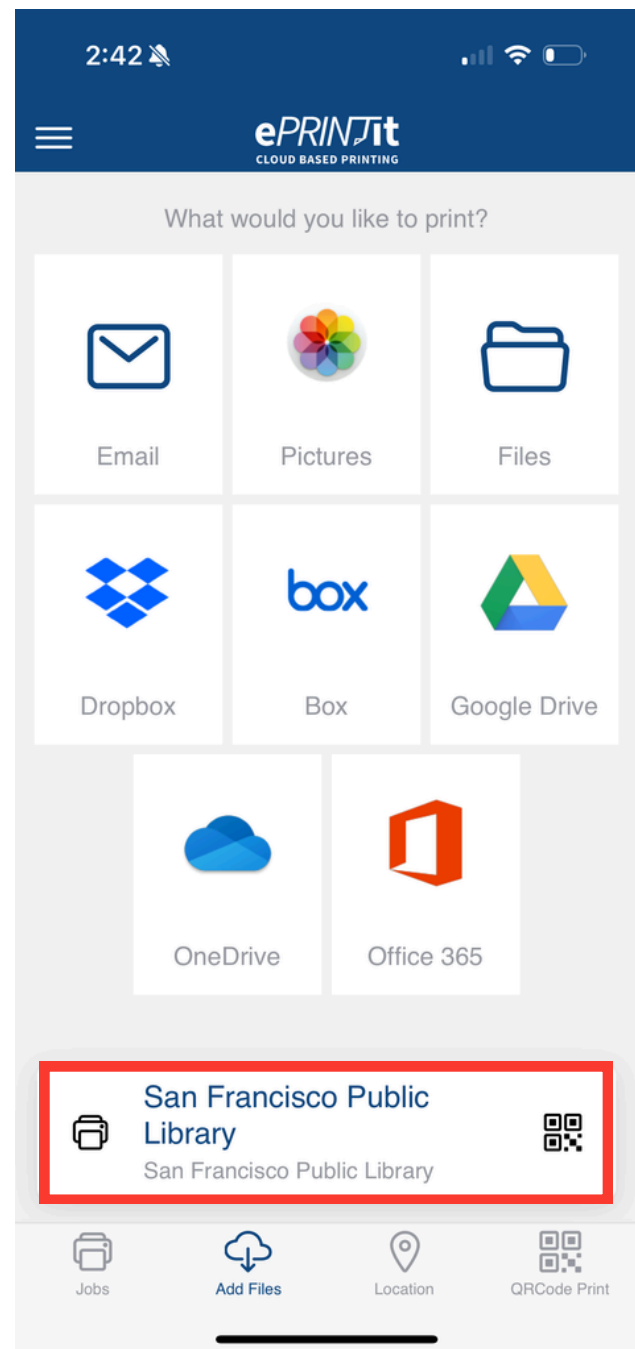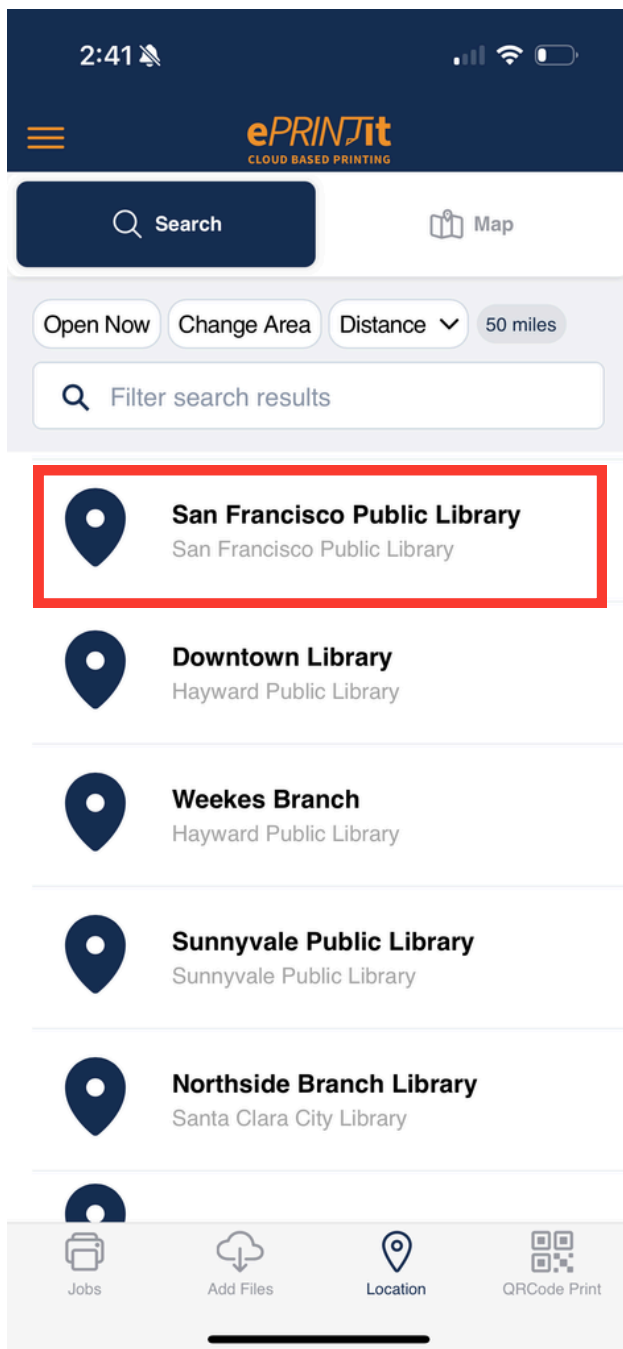
Print from Your Mobile Devices

04.

Select Printing Location

Select "**San Francisco Public Library**" for access to SFPL printing.

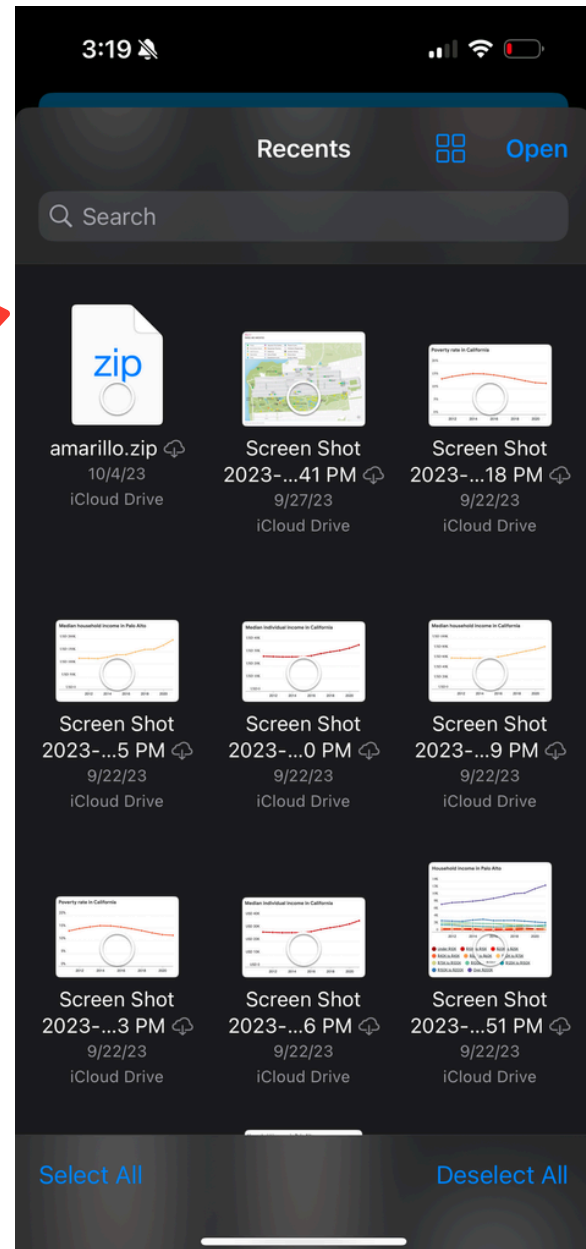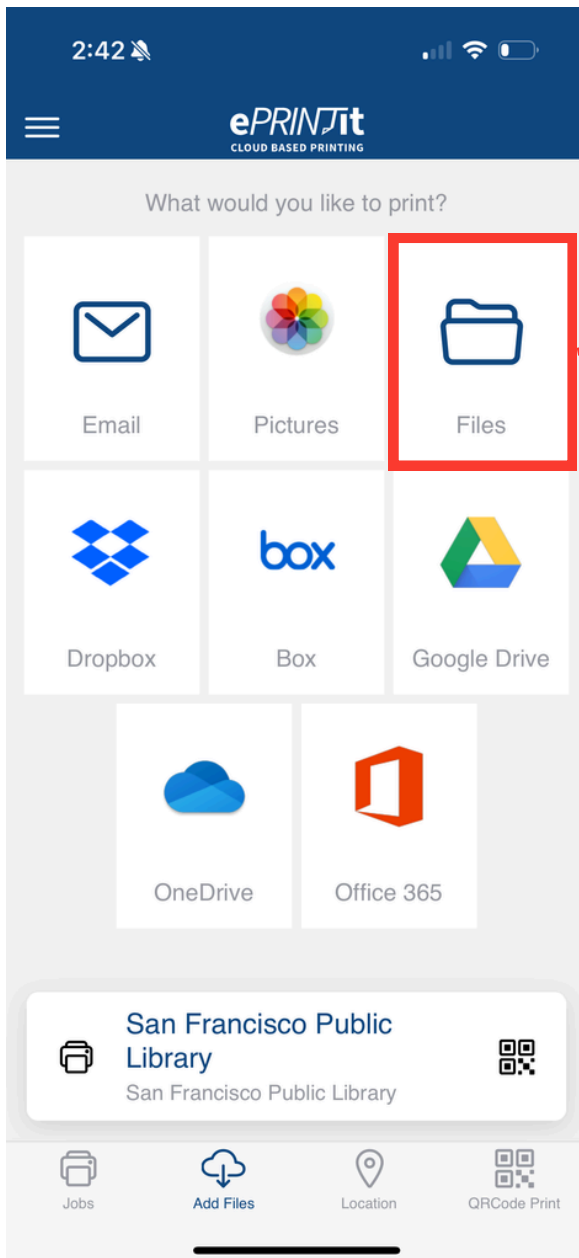When location is selected, it will appear in a pop-up tab at the bottom of the screen.

Print from Your Mobile Devices

05.

Choose files

Select the app where your desired print files are being stored and choose your desired print files.

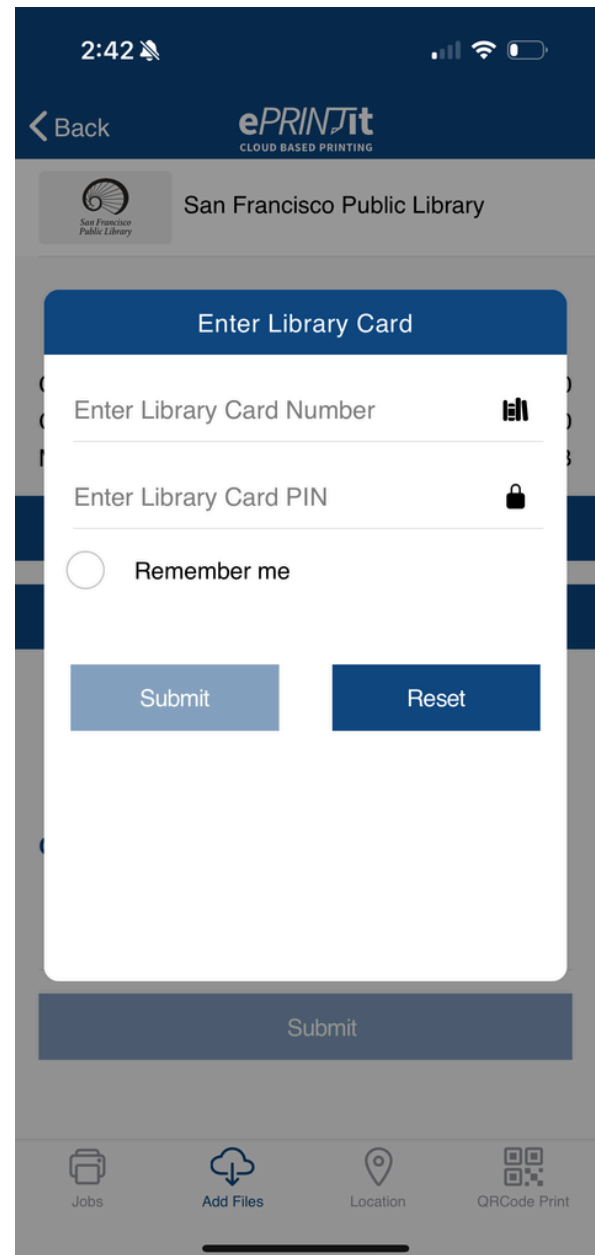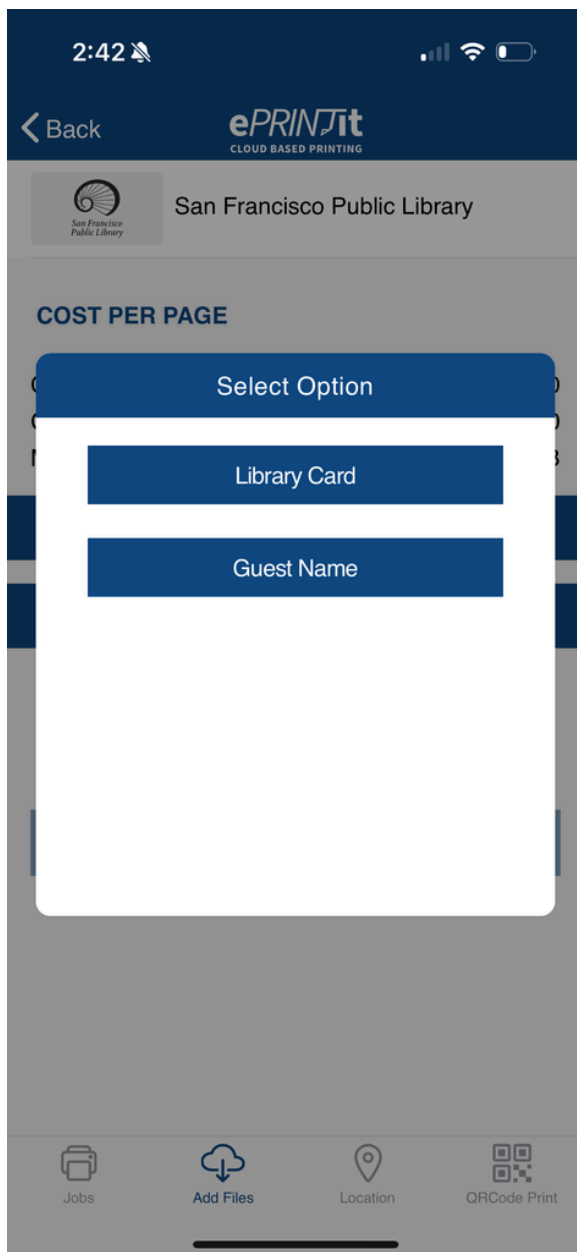For example, this is what is shown when uploading from the Files app on an iPhone.

Print from Your Mobile Devices

06.

Log in or continue as guest

After uploading, you can opt to log in using your library card or continue as a guest.

Tip: All library users are eligible for up to $**2.00** daily in free printing. To use that credit when printing, log in with your library card.
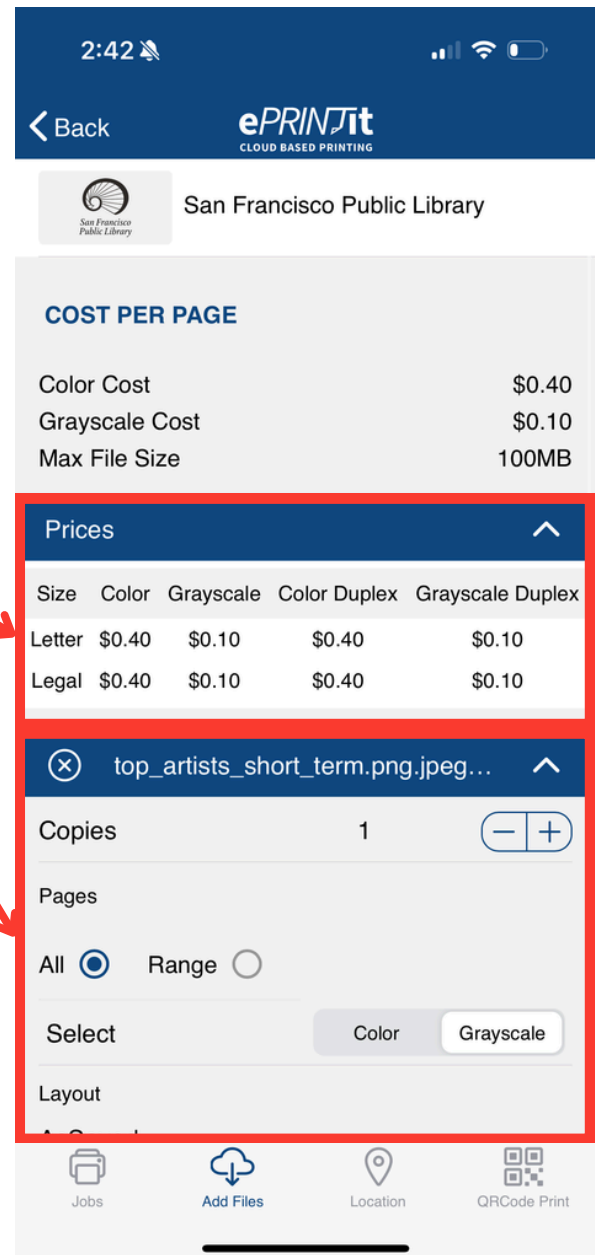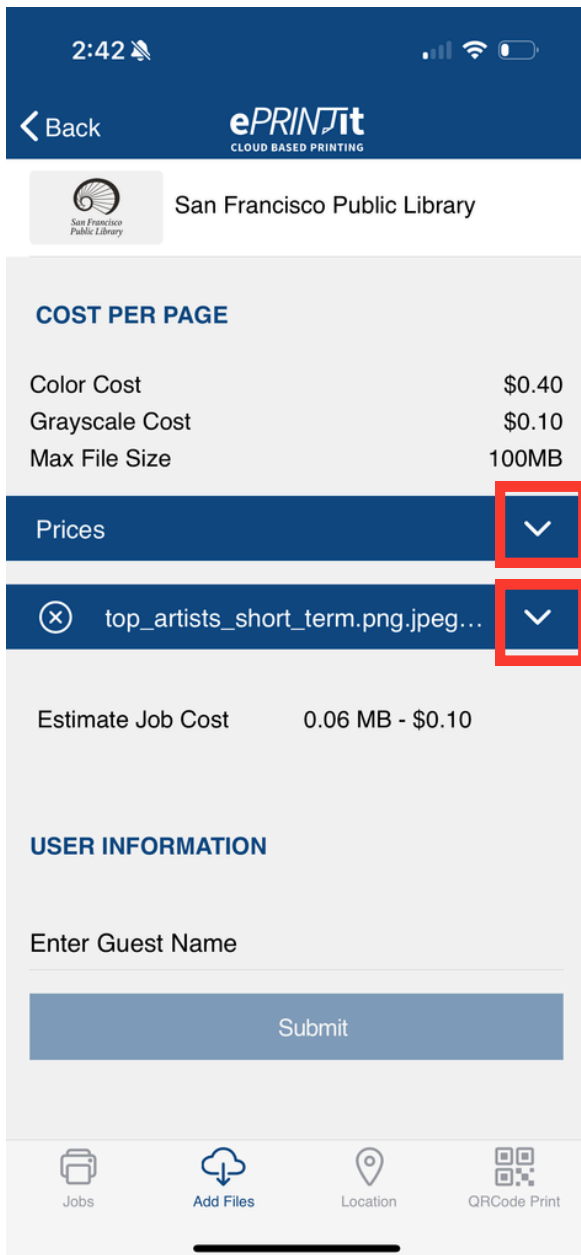
Print from Your Mobile Devices

07.

Adjust print settings

After uploading, double check that the color settings and prices are correct for your print job.

You can view prices and adjust settings by pressing the dropdown menus under each file.

08.

Submit print job

After making sure your print settings are correct, press "Submit" at the bottom of the screen to send it to the printers.

If you are printing as a guest, it will require you to type in your name before allowing to continue.
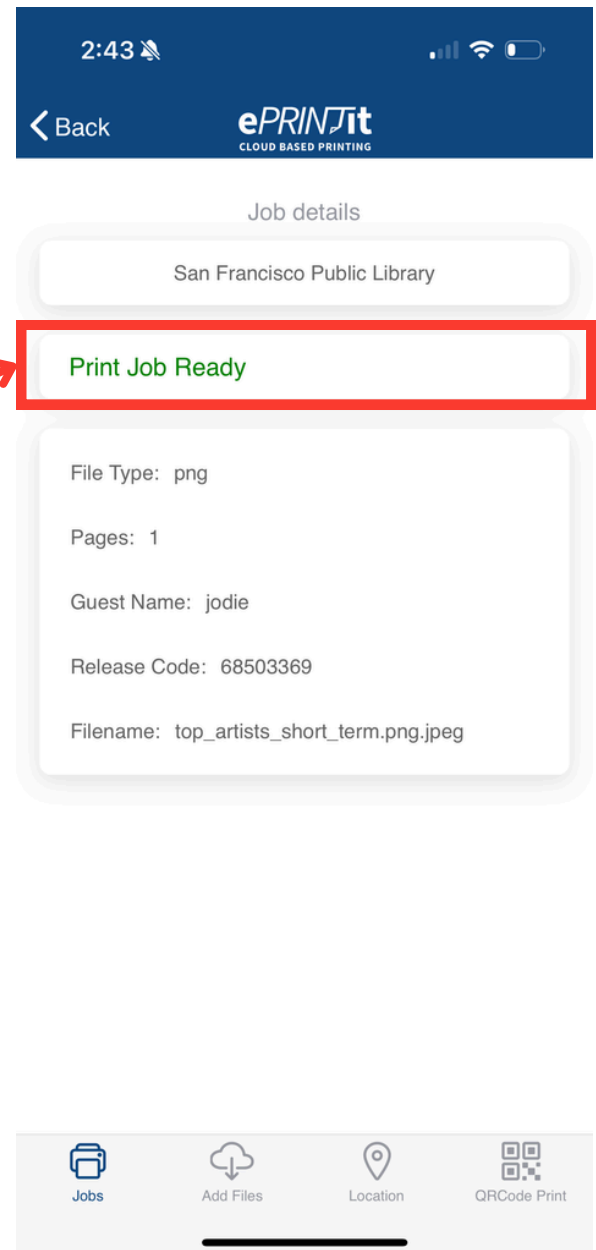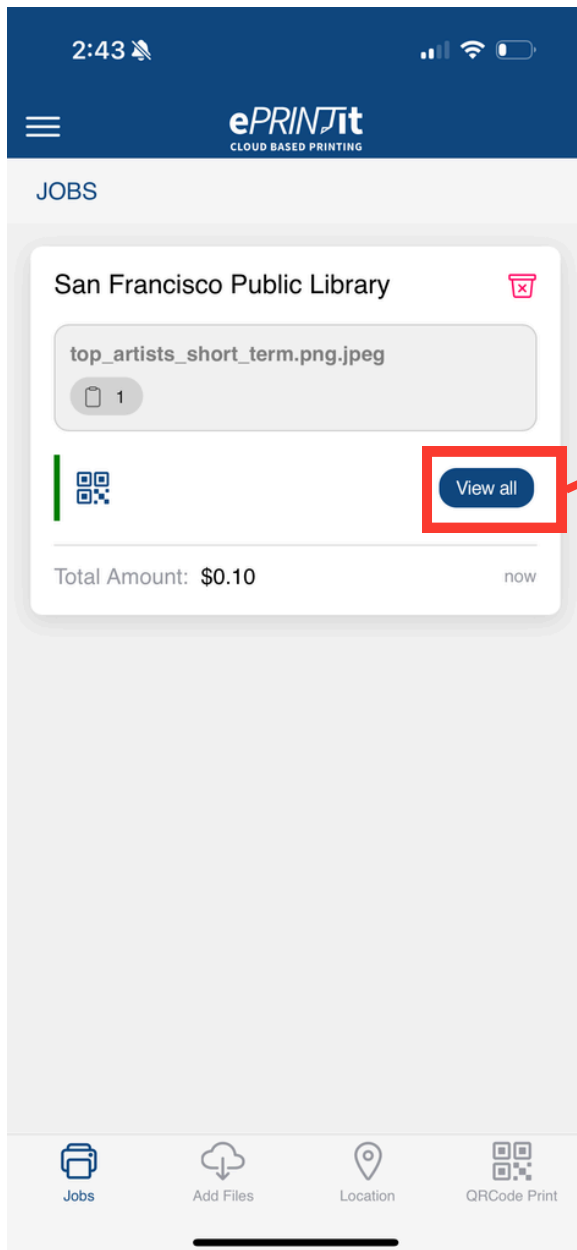
Print from Your Mobile Devices

09.

Next steps

After submitting, the job will be sent to the printing system. You can access this print job from any printer in any SFPL location.

You can view the status of your print job by pressing "View all". When the status updates to "Print Job Ready", you are ready to print.

10.

Picking up the print job

When you are ready to print, head over to any SFPL location and look for one of these print kiosks. Staff are happy to assist in locating print kiosks. Follow the instructions on-screen to continue with payment and releasing your print job. Happy printing!
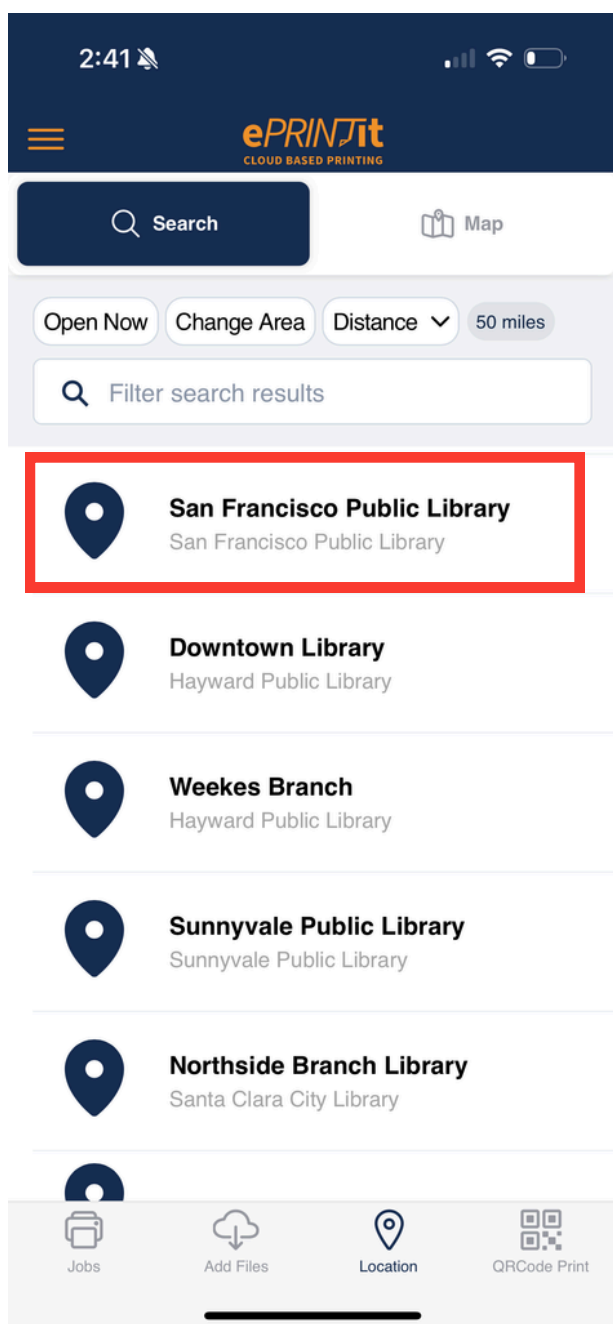

Photo courtesy of @TBS_SingleCard on X.

REMEMBER!

Make sure location is set to "San Francisco Public Library"

Select "San Francisco Public Library" for access to SFPL printing.

Double check your printer color settings.

For each file, make sure to click on the dropdown arrow to view print and color settings.