Mobile Print Service

This document will describe in detail how to utilize the San Diego County Library's Mobile Print Service.

The first step is to locate the mobile print enabled branch closest to you. This is currently located as a link or URL to the print portal via www.sdcl.org/DWTC.

Once you have located a branch with Mobile Print services, click on the URL and the following page will appear.

1. From here you will need to select the printer type (Black & White or Color; Please note that currently all printers are Black & White only):

2. You will then need to input your email address which will be used as a unique identifier for your print jobs. Enter your email address as seen in the sample below.

3. Click on 'Browse' as seen below.

4. The following window will appear in order to select the file of your choice to print.

5. Once you have made your file selection, click on 'Open' and your file will be uploaded for printing to the Mobile Print Service terminal.
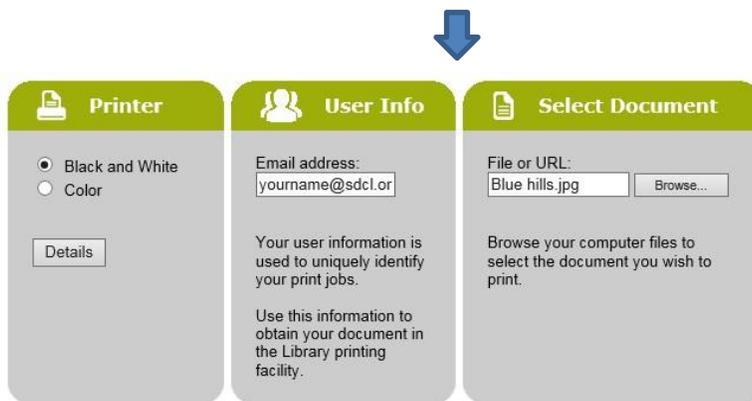
6. Select or click on the print icon below and the document will be sent to the mobile print release station at the branch you originally selected that has the Mobile Print Service enabled.

7. You will receive a notification that your document is processing as seen below.

Processing your request.......................

8. You will receive a message indicating that your document/s has been processed and are ready for release and pick-up at the printing facility you originally selected.

sandiegocountylibrary **MobilePrint Service**

To pick up your document, go to the printing facility with your user information.

You can refresh the status of your document by clicking the (i) button.

Document Status

Your request has been processed.

Job Reference #: 136532836

Please record your job reference number to identify your print job in the event of a problem.

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* You can refresh the status of your document by clicking the (i) button

If you require any further assistance regarding the San Diego County Library's Mobile Print Solution, please see a staff member. If you have any further questions and/or concerns regarding the San Diego County's Mobile Print solution, please ask staff for the contact information from a team member with SDCL-IT / Automation Services.