

Printing Instructions

Print a document or web page from your internet connected PC, MAC, mobile phone, or tablet device to one of our library printers.



Scan the QR code above or go to webpage: <https://guelphmobile.goprint.cloud>

1. Press the **Upload a Document** button.

Figure 1: Upload a Document Button screenshot.



2. Enter a **Release ID**. Your Release ID is used to uniquely identify your print job and will be used to obtain your document at the print release station.
3. Upload a document, drag and drop the file, or enter a website URL address.
4. Select **Additional Settings** (optional) to print in colour, specific pages, or duplex (double-sided printing). The default is black and white.
5. Click the **Submit** button.
6. Press **OK**.
7. Go to a print release station at any [Guelph Public Library location](#).
8. Enter your **Release ID**, select your job then follow prompts to pay and release your job.

Cost:

Letter (8.5"x11") and Legal (8.5"x14")

- Black and White

Single Sided = \$0.15

Double Sided (Duplex) = \$0.30

- Colour

Single Sided = \$0.30

Double Sided (Duplex) = \$0.60

Note: Maximum file size is 75MB.