



MOBILE PRINTING

To use Mobile Printing, you need to have a valid Suffolk County Library Card that has an email address and a password associated with it. Please visit the Circulation Desk if you need assistance with adding an email address to your account.

- Black & White Printer: 10¢ per page
- Color Printer: 25¢ per page

Printing via Email

1. Compose a new email and attach the document(s) that you would like to print.
2. Send the message to the appropriate email address:
 - Black & White Printer: MobilePrinter@westisliplibrary.org
 - Color Printer: ColorPrinter@westisliplibrary.org
3. In several minutes, you will receive an email from MobilePrinter@westisliplibrary.org confirming that your print jobs have been processed. You are now ready to print.
4. Logon to the Library's Print Release Station using your library card number.
5. Select the document that you'd like to print → Insert money into the coin machine → Release your print job

Printing via Web Upload

1. Visit: <https://mobileprint.westisliplibrary.org>
2. Logon using your library card number and password.
3. Click the Upload button.
4. Browse to the location of the file you want to print.
5. Select the document and then choose your print options on the bottom of the screen (black & white or color, etc.)
6. Logout of the website
7. Logon to the Library's Print Release Station using your library card number.
8. Select the document that you'd like to print → Insert money into the coin machine → Release your print job

Printing via the Pharos Print App



1. Download and Install the Pharos Print app from your device's application store
 - iOS (Apple Mobile Device) users should download the Pharos App from the [Apple AppStore](#)
 - Android users should download the Pharos App from the [Google Play Store](#)
2. After installing, run the Pharos Print app
3. Enter the Print Server Address and Port Number, then press Connect
 - Print Server: mobileprint.westisliplibrary.org
 - Port: 443
4. Enter in your library card number and password, then press Log On
5. Tap the Upload button.
6. Browse to the location of the file that you want to print.
7. Select the document and then choose your print options on the bottom of the screen (black & white or color, etc.)
8. Logon to the Library's Print Release Station using your library card number.
9. Select the document that you'd like to print → Insert money into the coin machine → Release your print job