Print from any device anywhere you have internet access!

Using a Desktop or Laptop Computer

Method 1: Send As Email Attachment

Login to your email account and send/forward an email with the document to be printed.
• Black and White Printer: hdl-hdl-bw@printspots.com
• Color Printer: hdl-hdl-color@printspots.com
This will send your print job to the Circulation Desk at the library.

Method 2: Upload To Web Portal

1. Click the Wireless Printing Portal button (above) or go to http://print.hdl.org
2. Select one of library printers to print to:
• Black and White
• Color
3. Enter your email address.
4. Select document:
• If printing from a website: copy and paste the website's url into the text box.
• If printing a document from your computer: click Browse and locate file.
5. Click the grey print button . This will send your print job to the Circulation Desk at the library.

Using a Phone or Tablet. (iPhone & Android ONLY)

NOTE: If using a Kindle Fire Tablet you MUST use Method 2: Upload To Web Portal for Desktop or Laptop Computer

Method 1: Send As Email Attachment

Login to your email account in your mail app and send/forward an email with the document to be printed.
• Black and White Printer: hdl-hdl-bw@printspots.com
• Color Printer: hdl-hdl-color@printspots.com
This will send your print job to the Circulation Desk at the library.

Method 2: Download and Use the PrinterOn App

1. Go to your devices App Store and download the PrinterOn App
2. At the bottom of the app home screen tap Select Printer.
3. On the printer selection screen tap the search button at the bottom.
4. Search for HDL.
5. Tap the printer you would like to use (Black and White or Color)
6. Select Document, Email, Photo, or Web.
7. After verifying your preview tap print.
8. Enter your email address
9. Tap the Checkmark in the top right corner
This will send your print job to the Circulation Desk at the library.