1) Go to the Print Kiosk at the library. At the kiosk, tap the button Card Number/Webprint User.

2) At the next prompt, enter the exact name that you used to submit the job and then tap OK. IMPORTANT: If you submitted your job using an email address, enter only the first (unique) part of your email when you pick up. The @ symbol and everything that follows is not used. For example, if your email is ‘bob@gmail.com’, then just enter ‘bob’ at the pick up screen.

3) You will be shown the list of jobs submitted and the total cost. NOTE: There is no print preview function for print jobs.
4) Tap on the job you wish to print. You may select multiple jobs by tapping on each job. Once a job is selected, the selection will turn blue.

5) Deposit the required amount for the job and tap **Print Job(s)**

6) Once your job is released, please remember to tap **Log Out**.

**Frequently Asked Questions**

1) What forms of payment are accepted?

The Coin/Bill Acceptor will take Nickels, Dimes, Quarters, as well as $1 and $5 bills. Change will be given in coins.

2) How long do I have to pick up my print job?

Print jobs must be picked up on the same day before the library closes. Please check the Oakland Public Library website for hours. Jobs will be automatically deleted after the library closes. Jobs submitted after the library closes cannot be retrieved.

3) Can I change the number of pages to print after the job is submitted?

No, the job must be resubmitted.

4) Can I print more than one copy of the same job?
Yes, to reprint your job, please contact library staff.

5) I submitted a print job by mistake. What do I do?

You can resubmit the job and select the correct job to print when picking up.

6) After submitting my job, can I change my Mobile Print pickup location, e.g. Berkeley Public Library, SF Public Library?

No. To pick up at a different location, you will have to resubmit the job to the other location’s printer. Note that pricing and printer availability may be different at other Mobile Print locations.