



Step One: Send your job to the printer

Send your job to the printer. The print option is typically found by navigating to the file menu in the top left, then clicking **print**. You can also try **CTRL + P**.

For assistance in printing a page from the computer, ask a member of library staff.

Step Two: Adjust the print options

A window should appear allowing you to set your printing preferences.

Select your preferred printer. The default is black and white, but you can click on the arrow on the right to choose the color printer.

You can also adjust your number of copies by typing in a number, or clicking the up/down arrows.

Step Three: Confirm that the job was sent to the print release station

Wait until you see a pop-up window verifying the total cost. Ensure that the cost reflects the total number of pages you sent to the printer.

Click on **“OK.”**

The next message that appears confirms that your job has been sent to the print release station.

Step Four: Pull up your jobs at the print release station

You'll need to **bring either your guest pass or your library card with you** to the print release station, depending on what you used to log onto the computer originally.

At the station, click on the icon or the text **“Release a Print Job”**

You have the option to **type in your barcode**, or your TR number. You can also use the scanner to **scan** the barcode.

Step Five: Preview and select what you want to release (print)

All jobs sent to the printer will appear. Always click on the icon with the magnifying glass to **preview your document** and ensure that it appears as expected.

Click on the icon in the top right to exit the preview.

Select the jobs you would like to print. A selected job will be highlighted in blue. You can deselect a job by clicking it again.

If you have many jobs, you can click on the “select all” icon in the top left.

Step Six: Pay and release your selected jobs

With your jobs selected, **click the print icon in the top left corner**. You will see a pop-up window for the total cost of all jobs selected.

Insert your money into the coin box acceptor. Click on the button on the screen that says, **“Pay from vending device”**

The system will dispense change as applicable and will release your print jobs. It's not unusual for it to take a few seconds to “warm up” before your documents release.