

Printing from Library Computers

Printing from Library Catalog Computers is FREE.

If you print from our non-Internet computers (Catalog, Database, or Computer Reservation stations), there will be no charge for materials printed from these resources. Examples of things you could print for free include your computer reservation information, an article from one of our databases, or a list of books from our catalog.

On Internet computers, black and white pages cost 15¢ each. Color pages cost \$1.00 each.

The library gives refunds only for printer errors such as paper jams. Please use PRINT PREVIEW to avoid mistakes (the library staff can assist you with this if needed). Print jobs remain in the print queue until the library closes, so they may be retrieved after your session has ended.

USING LIBRARY ONLINE, Our Printing Software

Branches that have Library Online accept payment for printing through coin/bill acceptors next to the Print Release Stations. ***Be careful to put only as much money as you need into the acceptors. The system cannot provide refunds.***

You may add cash to your account prior to your computer session and print directly from your computer, or send print jobs to the printer, then print from the Print Release Station, adding the necessary funds at that time.

To Add Cash to Your Account

- Enter your library card number and PIN. Click on **Login**.
- Click on the **Add Cash** button. This window will show you your opening balance, any cash that you add, and the new total.
- To add value to your account, insert coins or bills into the coin/bill acceptor next to the computer.
- Click on **Update Account** to add the value to your account OR click on **Cash**
- **Return** to eject the cash you just entered.
- Click on **Print Manager** to release jobs or click on **Logout** when you are done.

To Print from a Computer

- Go to **File** and choose **Print Preview** to make sure that the print job is showing up as desired (no extra pages, pages not cut off, etc.).

- Go to **File** and choose **Print** (or from the Internet Browser, click on the **Print button** in the toolbar).
- Choose the printer you wish to print to (color or black and white)
- Chose which pages you wish to print and how many copies of the job you wish to print.
- Click on **Print**.
- You will be asked to give your print job a name. Enter a name for the job and
- click on OK.
- A window showing the Print Manager will appear. This window shows your account balance and any print jobs you have in the queue (with the job description, job name, pages, cost per page, and total cost). From this screen you can preview each print job. You can also mark the checkbox next to job names and delete jobs you don't wish to print.
- To release a print job from your computer (will only work if you have an adequate balance on your account), check the box(es) next to the job(s) you wish to print, and click on **Print**.

Note: Click on **Refresh** in the Print Manager window to display any recently submitted jobs that aren't showing up.

Note: On the main Library Online window (always displays on the computer after you have logged in), there is a blue **Print Manager button** that will take you to the Print Manager window at any time.

To print from the Print Release Station

- Enter your library card number and PIN. Click on **Login**.
- Click on the **Print Manager button**.
- From this screen, you can see your account balance and any print jobs you have in the queue (with the job description, job name, pages, cost per page, and total cost). From this screen you can preview each print job. You can also mark the checkbox next to job names and delete jobs you don't wish to print.
- To release a print job, check the box(es) next to the job(s) you wish to print, and click on **Print and Charge**.
- If you need to add money to increase your balance to be able to print these jobs, click on **Add Cash to My Account**.

Note: Remember to click **Logout** when you are done.

Note: Click on **Refresh** in the Print Manager window to display any recently submitted jobs that aren't showing up.